

Getting Started with Lotus Notes Email at Vincennes University



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About the VU Email Systems

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VU employees are given email accounts to two different systems. MyVU (formerly called Pipeline) and Lotus Notes (sometimes referred to as the Indian account). MyVu is also the free email account given to all students and is web-based. **Web-based** means it is accessed through your browser on the Internet and does not use a software program loaded to your computer.

This tutorial is about Lotus Notes email which can be accessed through a client on your computer. A Lotus software program (called a **client**) is loaded to your computer so you can communicate with the Lotus Server. The Lotus client has many more features and is a much faster way to work in your email than the slower web-based version that requires time to reload each page. The disadvantage to the client is that it is usually only loaded on the computer at your desk so if you need to access your email from another computer you will need to use the web-based version of Lotus. At the end of this tutorial see the login directions to the web-based version should you need it.

Navigating through Lotus Email

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Figure 1 shows a typical screen you will see when you open your Lotus Notes email account. This page is called the **Workspace** and is basically filled with icons that are shortcuts to different features in your Lotus account. Selecting the icon with the envelope, your name and the name of the server (INDIAN) will take you to your inbox. Or you can also select the envelope icon on the left upper portion of your screen.

Shortcut icons

Note: Your screen may appear slightly differently than those presented in this tutorial

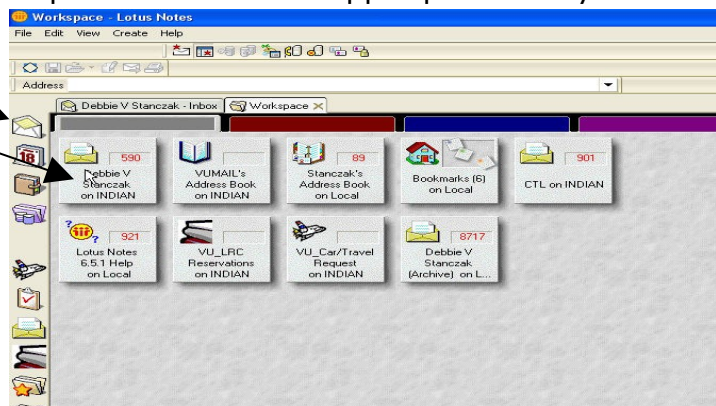


Figure 1

Figure 2 shows a typical **Inbox**. All of your newly received messages are stored in your Inbox. These messages are sometimes referred to as **memos**. Notice you still have the shortcut icons on the left from the Workspace view. The toolbars include standard, universal, editing and address, but can be customized to fit your needs. The Navigation Pane contains a group of folders that organizes your memos and allows you to quickly navigate through them. The View Pane is simply the view of your memos. The action Bar allows you to do certain actions in Lotus, such as create a new memo, reply, forward, delete, flagging memos for follow up, work with folders in the navigation pane, copy into a new memo, tools and more.

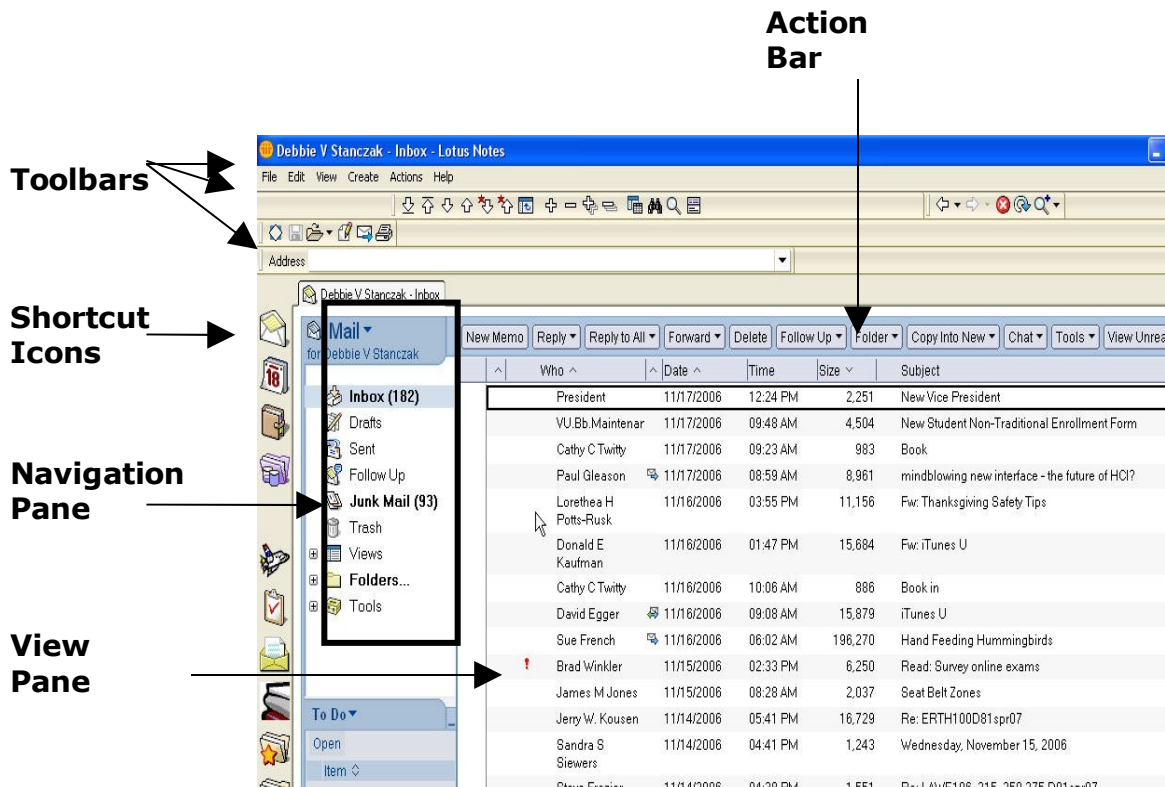


Figure2



See the video "[Navigating through Lotus Email](#)" (2 minutes 44 seconds)

Working with the Lotus Address Books

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VU Lotus Notes accounts begin with two address books, VUmail address book and your personal address book. The VUmail has the email addresses of all VU employees. You can select addresses from this book but you cannot add, remove, or edit any from it; it resides on the Indian server and is maintained by VU's Management Information Center (MIC). Your personal address book resides on your computer and can only be accessed and maintained by you. Email information about a personal or business relationship in your address book is called a **Contact**. The Contact looks very much like printed address book entries and contains pertinent information about the person such as name, address, telephone number, email address and web page address.

To create a new Contact:




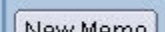
1. Select the address book icon 
2. Select Add Contact  (Figure 3)
3. On the Basics tab type in the information for your new contact, making sure to select the "Save and Close"  when you are finished

Figure 3

 See the video "[Working with the Lotus Address Books](#)" (3 minutes 11 seconds)

Creating a New Memo

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1. To create a new memo, select the **New Memo** button on the Action Bar. A new memo will open like the one shown in Figure 4. 

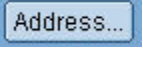
2. Select the "Address" button  to see the address books.
3. In the "Choose address book" select VUMail's Address Book from the drop down menu. If the address is not a VU address and you have created it in your personal address book as a contact then you can select "your last name Address

Figure 4

4. Book" from the drop down menu.
5. Select the recipients name from the list on the left, then press **To, or cc, or bcc** located in the middle of Figure 5. See the Table 1 below for field descriptions.

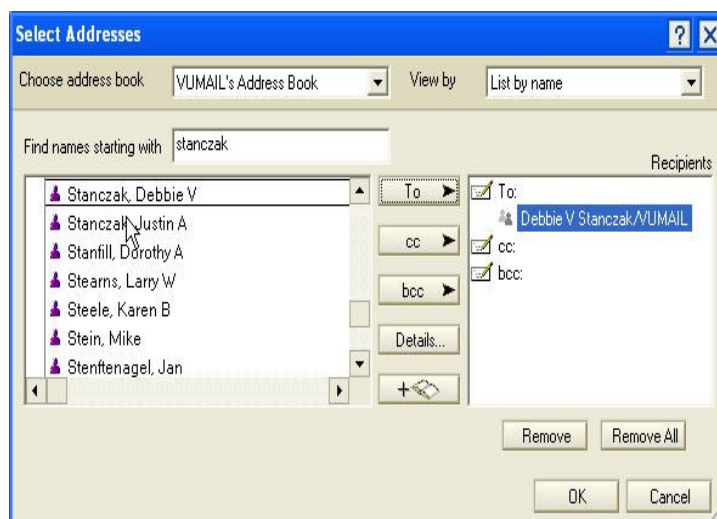
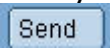


Figure 5

Field	Description
To:	This is where the recipient's email address is typed or selected from an address book. This is a required field.
Cc:	This is for the email address of a recipient(s) who is to receive a copy of the memo. This field is optional.
Bcc:	This is for the email address of a recipient(s) who is to receive a copy of the memo without the other recipients' knowledge. This field is optional.
Subject:	Type in a word or short phrase that describes the message. See figure 4.
Body	Type in the message text and/or graphics. This is also where you would place an attached document.

Table 1

6. Type in the desired text for the subject field.
7. Type in the desired text for the message body.
8. When you are ready to send the message select the send button on the action bar .



See the video "[Creating a New Memo](#)" (3 minutes 11 seconds)

Replying to Memo

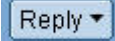
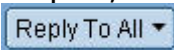
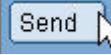
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With Lotus you can reply to a message in several ways. You can also include the contents of the sender's original message if you desire.

Option	Description
Reply	Creates a memo addressed to the sender of the memo
Reply to All	Creates a memo addressed to all persons in the To, Cc, and Bcc boxes of the original memo
Reply with History	Creates a memo for only the sender which includes the original memo from the sender
Reply to All with History	Creates a message for all persons in the To, Cc, and Bcc boxes which includes the sender's original message

Table 2

To reply:

1. With the memo open, select the reply button  on the action toolbar or the  button. Remember reply means you are replying to the person that sent you a memo, while replying to all means a copy of your reply goes to all people included in the address fields To, Cc, and Bcc.
2. Next select the reply option you want. Both "Reply" and "Reply to All" allow you to choose whether you want the history (a copy of the message you are replying to) included in your response.
3. A new memo with the options you selected will appear already addressed to the person(s) you are replying to. Type your message and when finished select the send button  to send.

 See the video "[Replying to a Memo](#)" (3 minutes 31 seconds)

How to Attach a File to a Memo

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At some point you will probably want to send a document, graphic, or audio file to someone through your Lotus email. To do this you will send a copy of it by attaching it to the body of your memo. Remember you are sending a copy and this will not affect the original document. When a document is attached to a memo, Lotus places an icon indicating the type of file and name in the memo body; for example the icon on the right indicates a Word document named BlackboardWYSIWYG. The ".doc" is the file extension for Word; if this was a PowerPoint file it would have a different icon and a file extension of .ppt. If you do not



have the program such as Word or PowerPoint installed on your computer then Lotus will just use a generic icon.

To attach a file:

1. Place cursor in the body message where you would like the attachment to be placed.
2. From the universal toolbar select File, Attach as shown in Figure 6.
3. Locate the place on your computer you have saved the document by selecting the file drive and directory from the "Look in" drop down menu.
4. Select the document, making sure you now see the file name and extension in the "File name:" field. Then press the Create button as seen in Figure 7. Your memo with an attachment should now resemble the one in Figure 8.

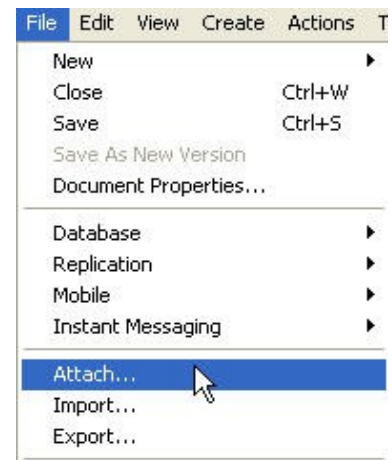


Figure 6

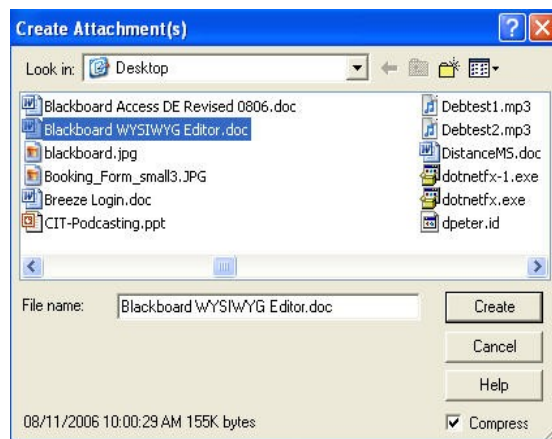


Figure 7

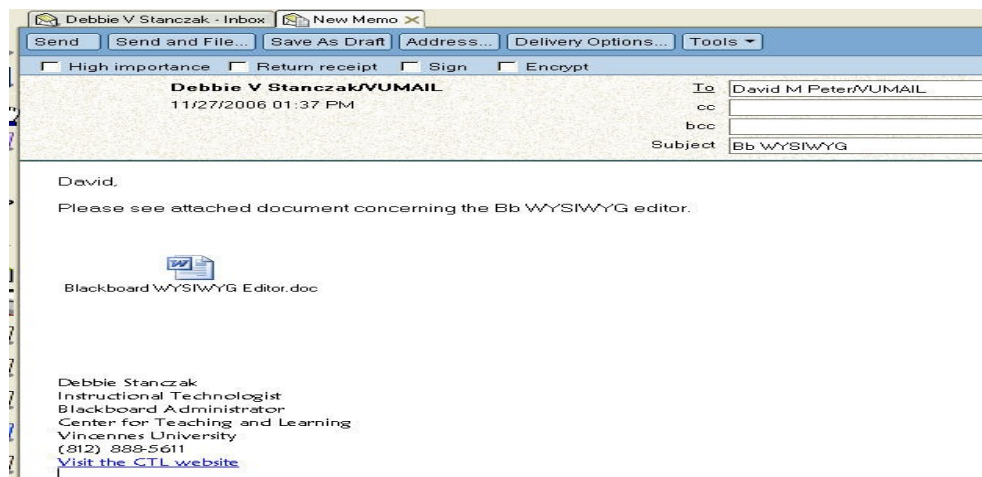


Figure 8

 See the video "[How to Attach a File to a Memo](#)" (1 minute 44 seconds)

Logging into Lotus Web Version

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You can access your Lotus email with any Internet ready computer anywhere in the world using the web-version. As I said at the beginning, the web-version does not allow you as many features and is slower to work with than the client version, but it is a good way to check and respond to your email when you are away from VU. Two ways to access the Lotus web-version are:

1. In your browser address bar type www.vinu.edu
2. Select the "Faculty/Staff" tab
3. Select "Email", then "Email Accounts"
4. Select the first letter of your last name
5. Scroll until you find your name
6. Select "Open" and login in

Or:

1. In your browser address bar type <http://indian.vinu.edu>
2. Follow steps 3 - 6 above

For Additional Help with your Lotus Email contact:

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