

Contents

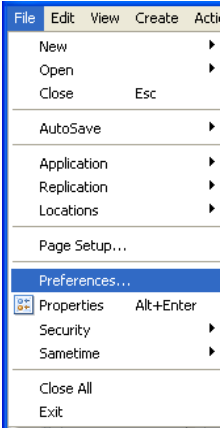
Changing Deskmail.....	1
Customize Your Toolbar.....	1
Modify Your Columns.....	3
Creating eMail	4
Text Formatting	4
To display the Text Properties box:	4
Cut & Paste	5
Delivery Options.....	6
Change Your Letterhead.....	7
Add a Graphic to Your Signature	8
Re-usable “Form” Letter (Stationary).....	9
Create a Stationary.....	9
Use an Existing Stationary.....	10
Printing eMail – Display All Name	11
Managing eMail	11
Sort Your eMail	11
Locate eMail by Specific Word	12
Search for Text Anywhere	13
Manage Your Folder	15
Delete or Rename Folder	15
Create Nested Folders	15
Color Code eMail for Easier Identification.....	15
Advanced Calendaring.....	17
Color Code Calendar Entries for Easier Identification	17
Set Default Alarms.....	18
From eMail to Calendar or To Do	18
Notes Minder – Notification Even When Deskmail is Closed	19
Set-Up Notes Minder	19
Menu Options.....	19

Changing Deskmail

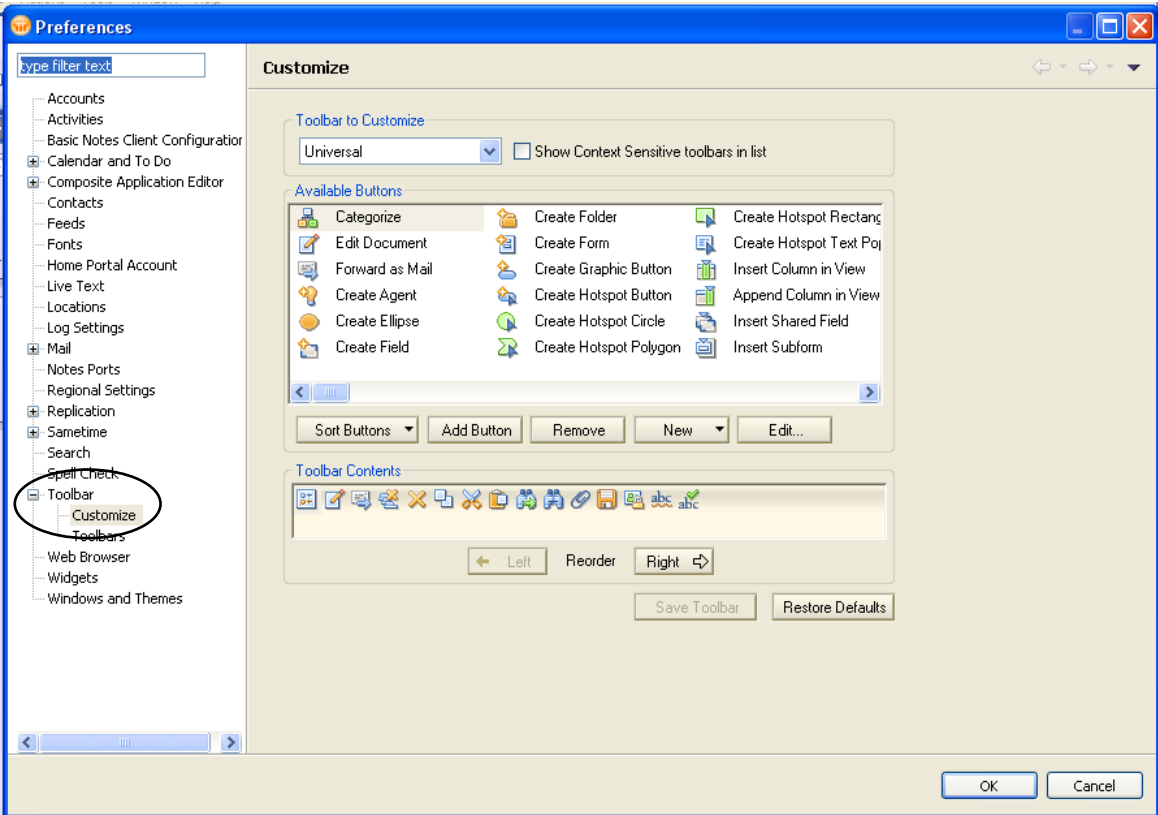
Customize Your Toolbar

If you frequently want to change font sizes or styles, or have other tasks you use regularly, you may want to customize your toolbar to include the buttons that will meet your specific needs.

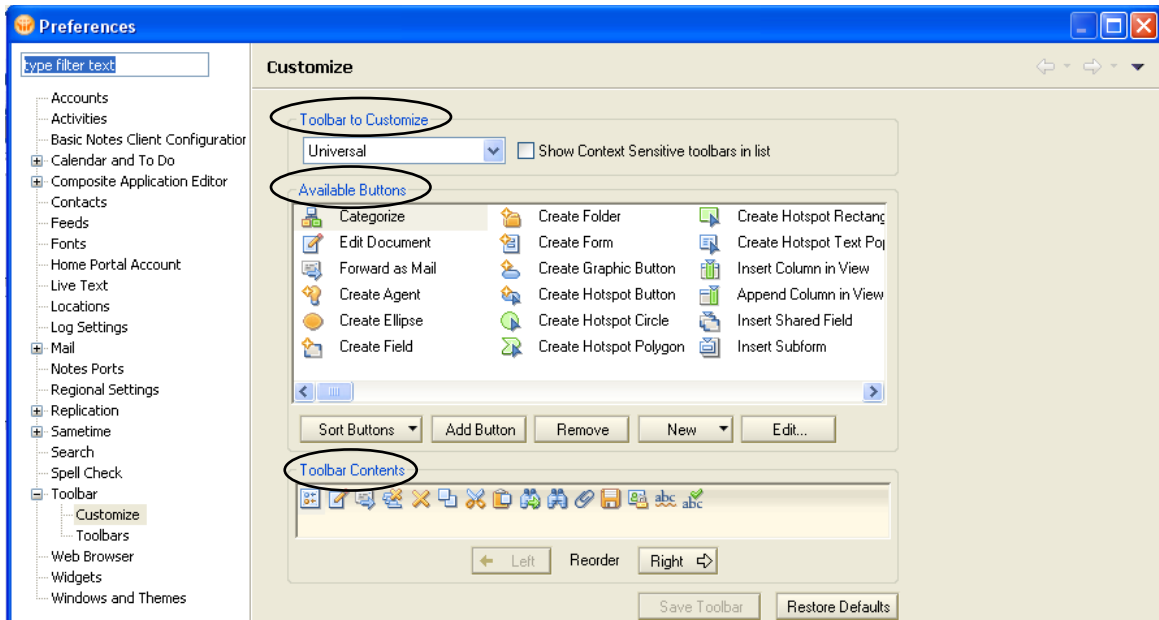
1. Select 'File' (upper left corner) and then select 'Preferences...'



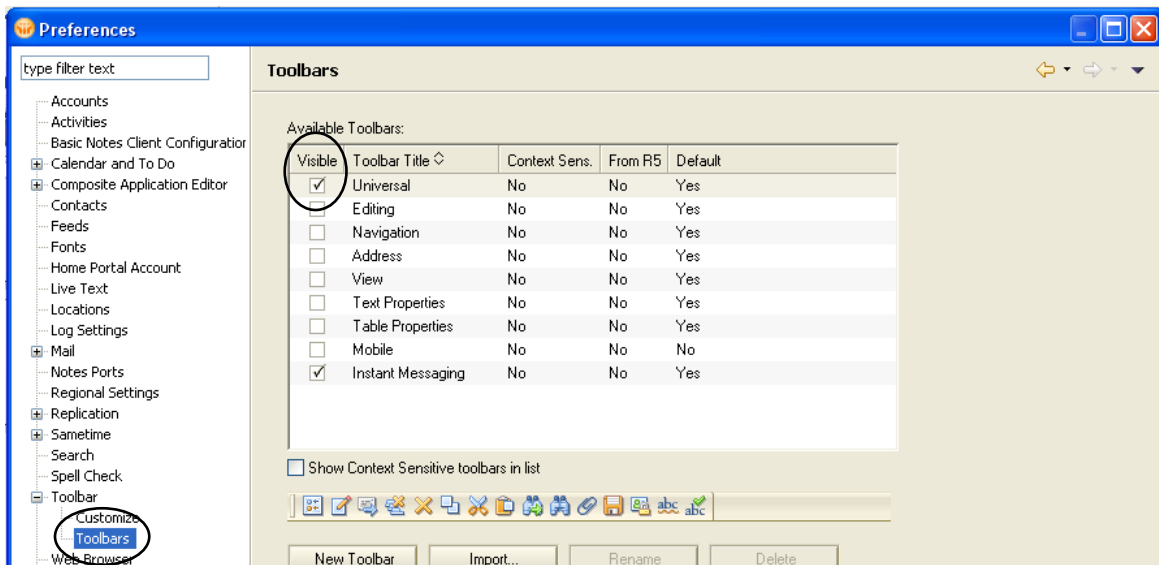
2. The "Preferences" screen will appear, expand 'Toolbar' then select 'Customize'



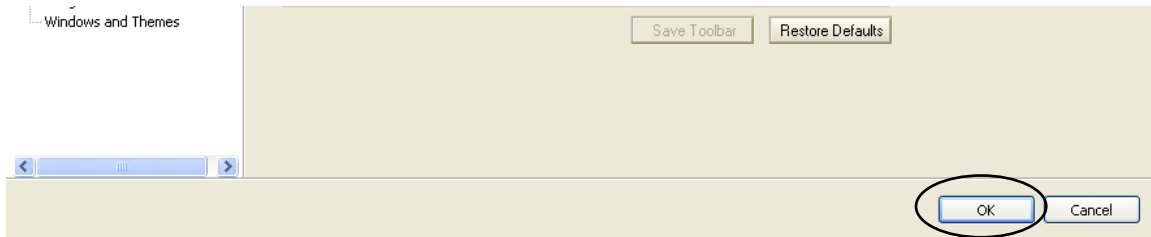
3. Select the 'Toolbar to Customize', scroll through 'Available Buttons' selecting those that are wanted and select the 'Add Button' button to add them to the contents list. To remove a toolbar button, in the 'Toolbar Contents' select the button to be removed and select the 'Remove' button.



4. Select 'Toolbars' and verify that the toolbar that has been customized is visible. If the toolbar has a check mark it is visible, if not select the box to place a check mark next to the toolbar.

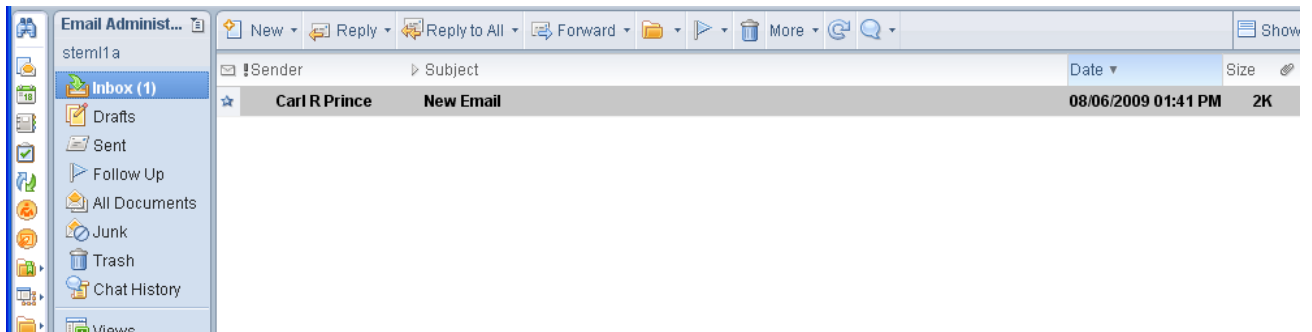
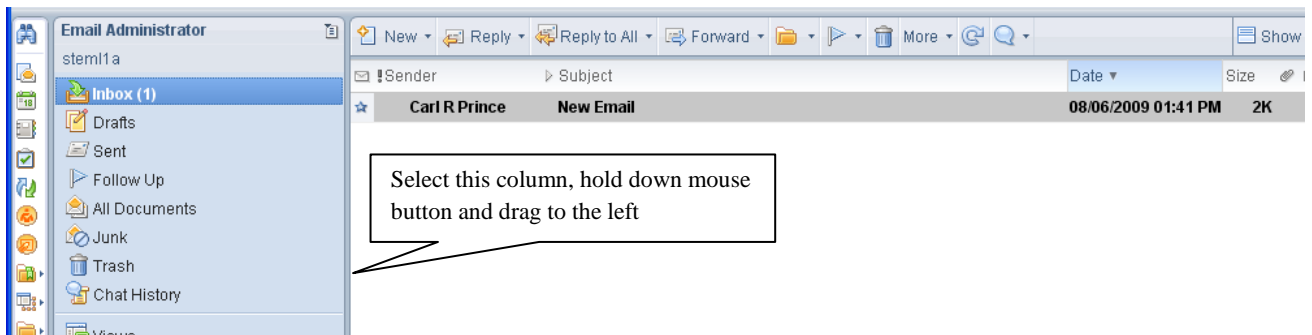


5. When changes have been completed, select 'OK' to save the changes.



Modify Your Columns

If you need more space to view your mailbox, expand the view area by selecting column bar on the left side of the view and dragging it further to the left



These changes are automatically saved when the mailbox is closed.

Creating eMail

Text Formatting

Although you can change the font, size, style and color of your eMail text, please remember that the receiver may not be using Webmail or Deskmail and, therefore, may not see your formatting.

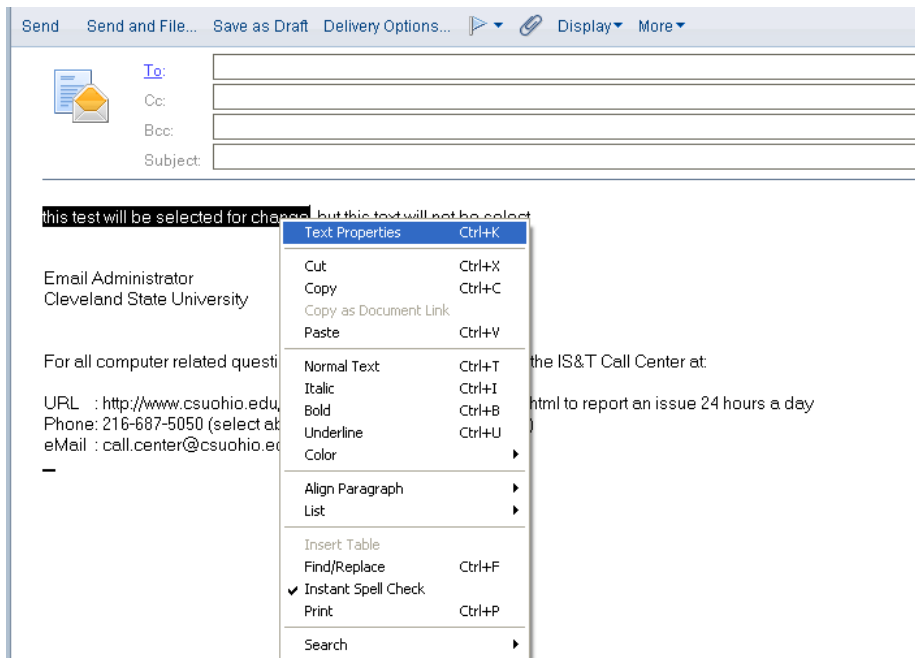
The primary options for formatting text can be broken into the following categories:

- Font
- Size
- Style
- Color

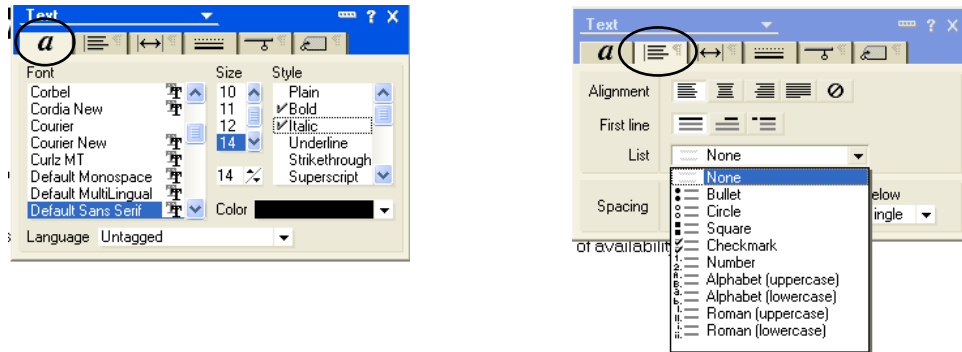
The easiest method for changing text formatting is to start by displaying the Text Properties box. Then, select the text and apply the options desired.

To display the Text Properties box:

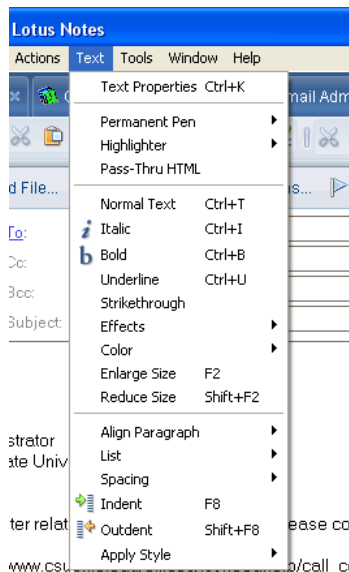
Select text to be changed, right-click on the text and select 'Text Properties'



The 'Text' formatting screen will appear you can change the format of the text or by selecting the second tab add bullets, change the alignment, etc. Note: not all of the bullet type may work on your PC.



Additional text formatting options can also be located by selecting 'Text' (located at the top of the screen). Select the text in the body of the note that is to be altered and make the appropriate changes by selecting the option in the list. Note: your cursor must be located in the body of the eMail for this list to display properly.



Cut & Paste

You can cut, copy and paste in Deskmail, just as in Word...

Highlight text, right-click, "cut" or "copy"
 Move to new section, right-click, "paste"

You can also add these buttons to your toolbar

Delivery Options

Delivery options are set for each eMail at the time it is created. Changes made to the delivery options cannot be stored and made as the default for future mailings. However, if a stationary is created and used, these settings can be customized and saved within the stationary.

When creating an eMail, select 'Delivery Options'



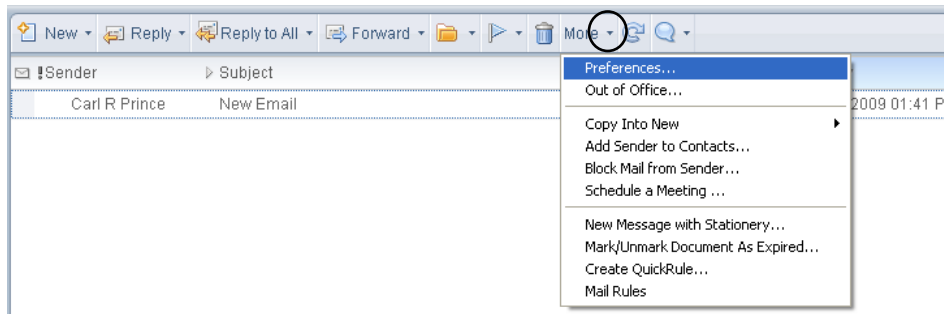
Select the desired options and when complete, select 'OK' and continue with creating/sending the eMail

A screenshot of the 'Delivery Options' dialog box, 'Basic' tab. The dialog has a blue title bar with a question mark and close button. Below the title bar are 'Basic' and 'Advanced' tabs, with 'Basic' selected. On the right are 'OK' and 'Cancel' buttons. The 'Delivery Options' section contains: 'Importance:' with a dropdown set to 'Normal'; 'Delivery report:' with a dropdown set to 'Only on failure'; 'Delivery priority:' with a dropdown set to 'Normal'; and checkboxes for 'Return receipt', 'Prevent copying', 'Auto spellcheck' (checked), and 'Mark Subject Confidential'. Below this are checkboxes for 'Do not notify me if recipient(s) are running Out of Office' and 'Do not expand personal groups'. The 'Security Options' section has checkboxes for 'Sign', 'Encrypt', and 'Save these security options as the default'. The 'Mood Stamp' section has a dropdown set to 'Normal' and a small empty square box.A screenshot of the 'Delivery Options' dialog box, 'Advanced' tab. The dialog has a blue title bar with a question mark and close button. Below the title bar are 'Basic' and 'Advanced' tabs, with 'Advanced' selected. On the right are 'OK' and 'Cancel' buttons. The 'Workflow Administration' section contains: 'Stamp message with a 'Please reply by' date:' with a text box containing '16' and '(Places message in sender's and recipients' To Do list)'; 'Expiration date:' with a text box containing '16' and '(Used by archive criteria that select based on expiration date)'; and 'Replies to this memo should be addressed to:' with a dropdown menu. Below this is a note: 'Note: You can prevent Out of Office notices from being sent to this address by selecting the "Do not notify me if recipient(s) are running Out of Office" checkbox on the Basics tab.' The 'Internet Message Format' section has a 'MIME Character Set' dropdown set to 'Default' and a checkbox for 'Send this email to other Notes mail user(s) through the Internet'.

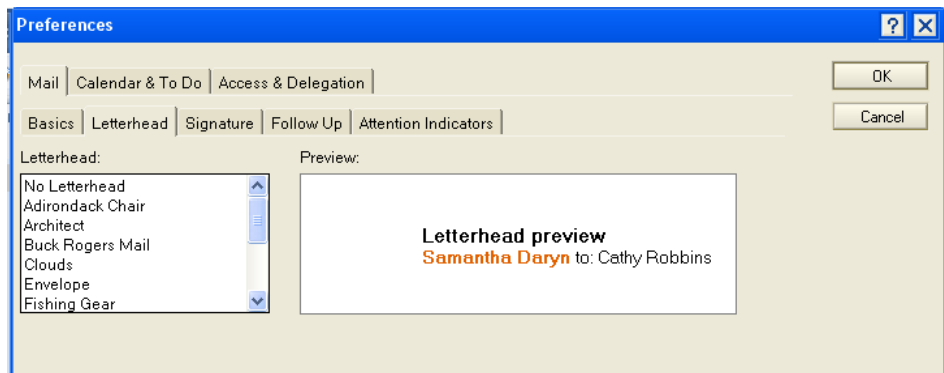
Change Your Letterhead

You can change your letterhead by selecting a new one from a list of system supplied letterheads. This change will become your default letter head and will be used on all eMails you send. When using a letterhead, only those account that use Deskmall will be able to view the letterhead. Any account outside of the CSU domain will handle the letterhead based on the settings as defined within their system.

1. Select 'More' and then 'Preferences'



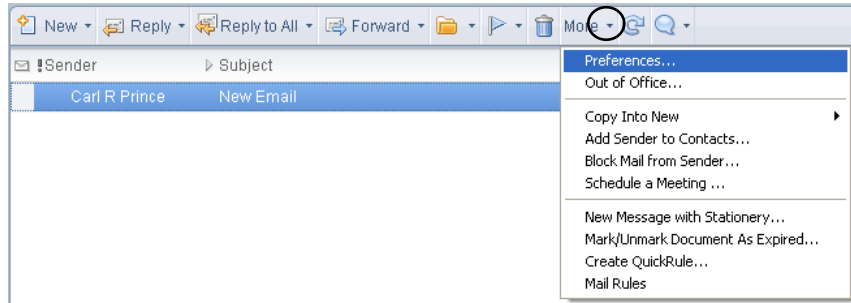
2. Select the 'Mail' tab and then the 'Letterhead' tab; select the desired letterhead and select 'OK' when complete



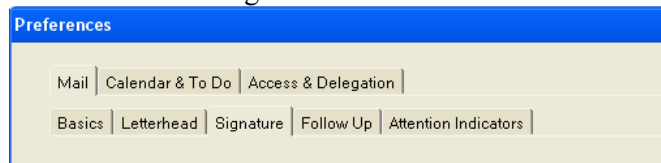
Add a Graphic to Your Signature

You can change your signature from simple text to also include a graphic design. You can have the graphics in place of the text signature or in addition to.

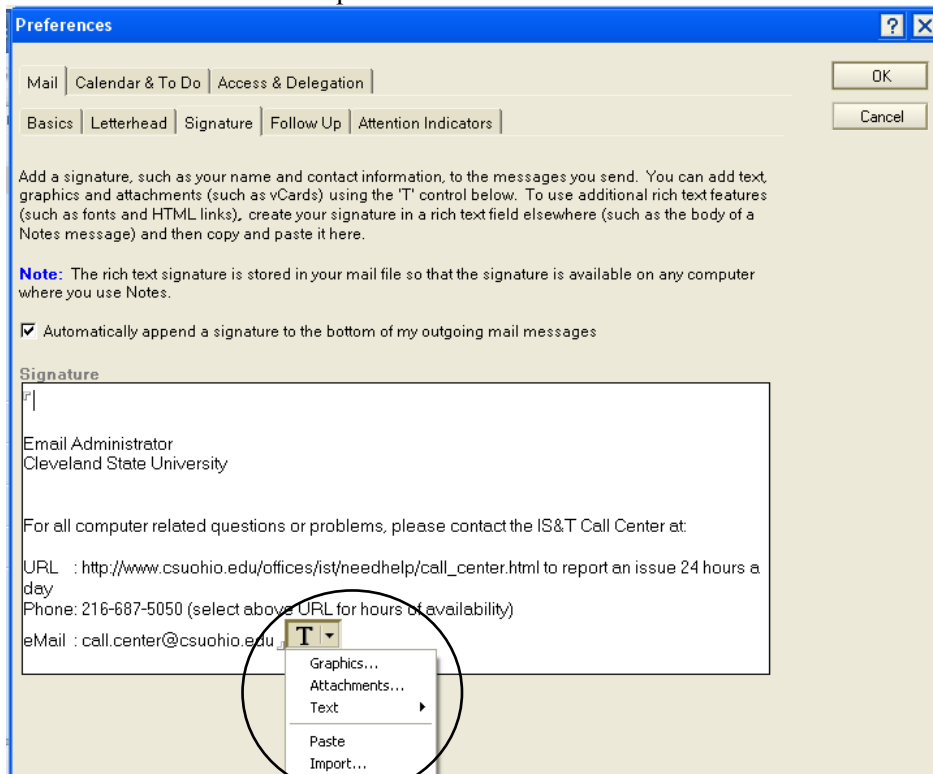
1. Expand 'More' and then select 'Preferences'



2. Select the 'Mail' tab and then the 'Signature' tab



3. If you already have text in the signature field, it will appear in the signature field; otherwise the field will be blank. Locate the cursor where the graphic is to be located. Expand the font button in the 'Signature' field and select 'Graphic'. Expand the same button, and select either 'Paste' or 'Import'. Select 'OK' when complete



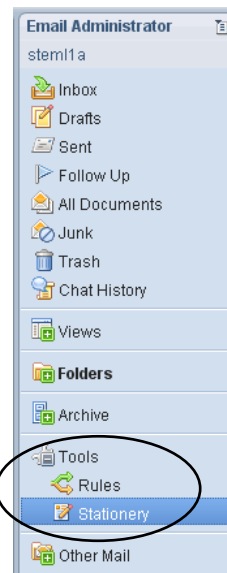
Re-usable “Form” Letter (Stationary)

Create a Stationary

You can create a message template that you can save and reuse. This eliminates the need to recreating an eMail that is sent out numerous times, such as eMail welcoming new students to a specific program, monthly reports to a supervisor, etc...

When you create a stationary, enter all of the standard information that you want to include, can include eMail addresses in the “To”, “Cc” and “Bcc” fields, the subject and the body of the eMail. Please note: when the delivery options are defined in a stationary, they remain in effect for each time the stationary is used, there is no need to define the delivery options for each send, as you do in a standard eMail. Once completed, save it and assign it a name associated with the purpose of the eMail so it will be ready for when you need it.

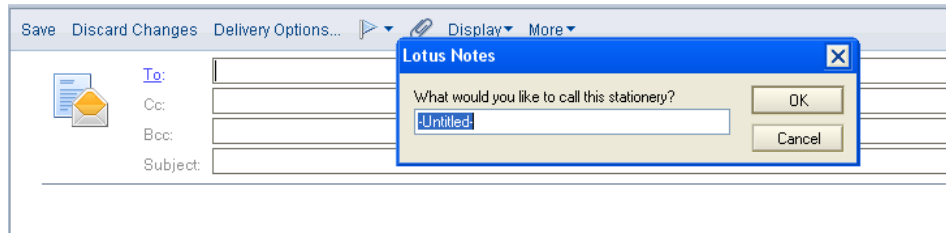
1. Expand ‘Tools’ and select ‘Stationary’



2. Expand ‘New Stationary’ and select either ‘Message’ or ‘Personal’. Message is in the format of the standard eMail, whereas, the personal format includes are area for header and footer information for such things as letter heads or other forms of graphics and text

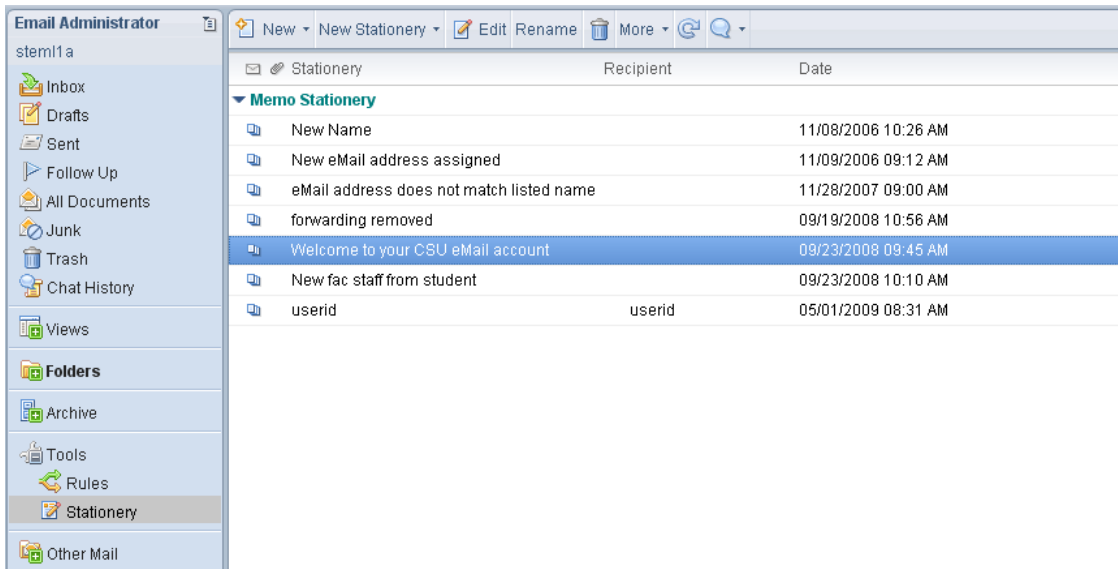


- Enter the contents of the new stationary. Once it is in the form you desire, select 'Save'. At this point the system will request you enter a name for the stationary. This is so it can be easily identified and located in the list. It is recommended that the name reflect the purpose of the eMail.



Use an Existing Stationery

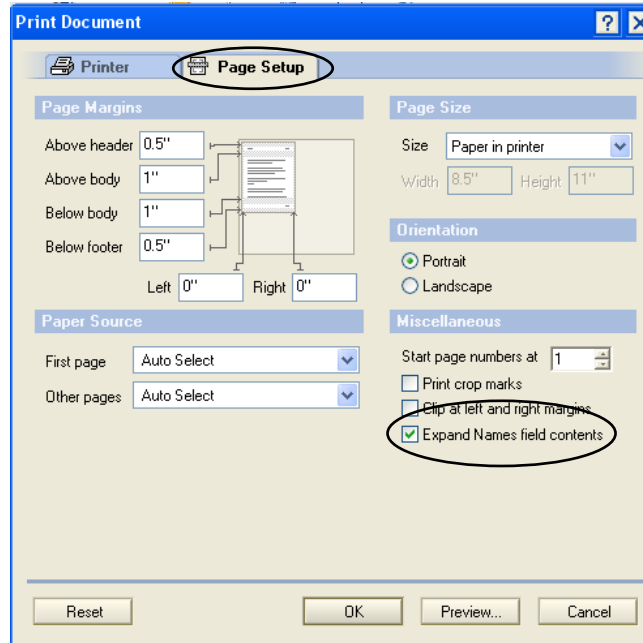
- Expand 'Tools' and select 'Stationery'
- Locate the stationary to use, double-click on it to open it
- At this point, the system treats the stationary as a regular eMail. Fill in the eMail address or any other information needed within the body and send as normal



Printing eMail – Display All Name

When you receive an eMail with numerous addresses listed in the “To” and “Cc” fields, when printed there are times you would like the list of all of those addresses to also be listed on the print out in their respective fields.

1. Print the eMail as you normally would
2. When the ‘Print Document’ screen appears, select the ‘Page Setup’ tab and select ‘Expand Names field contents’. Select ‘OK’ to send the document to the printer.







Managing eMail

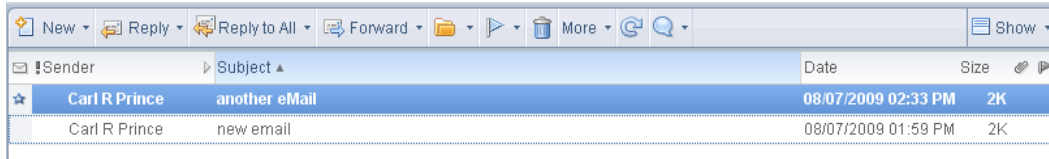
Sort Your eMail

You can quickly sort your mail by moving your cursor over the heading of a column. When this is done, a sort arrow will appear (if no arrow appears the column cannot be sorted), select the column heading and it will be sorted.

Arrow definitions:

-  - Currently unsorted, will be sorted in ascending order when selected
-  - Currently sorted in ascending order
-  - Currently unsorted, will be sorted in descending order when selected
-  - Currently sorted in descending order

In the example below, the email is sorted by the subject in ascending order.



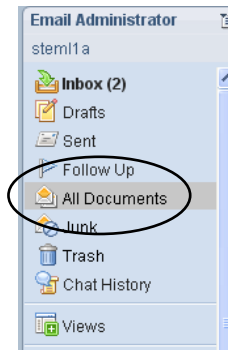
Sender	Subject	Date	Size
Carl R Prince	another eMail	08/07/2009 02:33 PM	2K
Carl R Prince	new email	08/07/2009 01:59 PM	2K

Note: you can only sort by one column at a time.

Locate eMail by Specific Word

If you need to locate an eMail that contain a specific word(s) in the “who” or the “subject” field, you can use the ‘Find’ feature. When this feature is executed, it will only search those items listed in the current view. If you have created personal folders, or are unsure as to the location of the particular eMail in question, it is best advised that the ‘All Documents’ view be opened before executing the ‘Find’ feature.

The ‘All Documents’ view is just what the name implies; it will list all items in your mailbox. The item could be in any personal folder, any system folder, such as sent or Inbox, or could even be a calendar or To Do item. To open the ‘All Documents’ select ‘All Documents’ listed on the left.

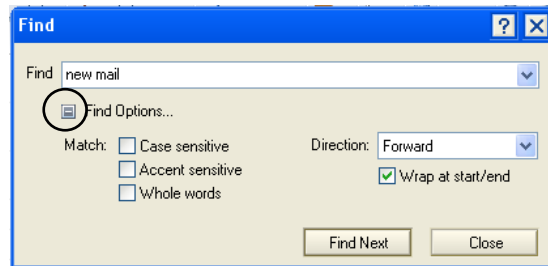


To start the ‘Find’ feature

1. Open the view to search
2. Select the ‘Find/Replace’ icon (binoculars) located in the toolbar



3. The 'Find' screen will appear, enter the criteria to search for and select the 'Find Next' button. To refine the search, expand 'Find Options'



4. If an item is located that matches the search criteria, the view will automatically advance to the item and highlight it. If you want to continue the search, select 'Find Next' until the item you are searching for is located. If no item is located, an error will appear indicating this. To exit this feature select the 'Close' button

Search for Text Anywhere

More useful than the 'Find', the 'Search' feature allows you to search in any document for the text anywhere, in other words, searching for the word "lab" will display all the emails with the word "lab" in and of these fields:

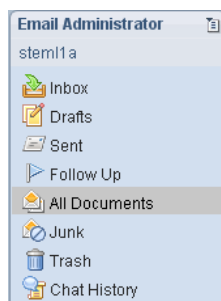
- Who
- Subject
- Body

You can also set it to search regardless of type of document, so you can search in:

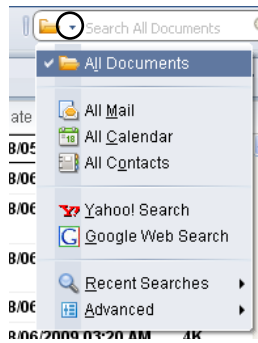
- Email
- Calendar
- To Do
- Journal

To start a search

1. Select the 'All Documents' view (this enables you to search everything in your mailbox)



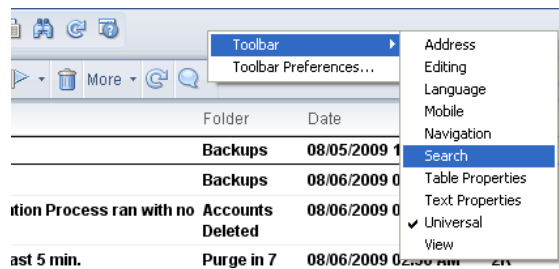
2. Select 'All Documents' from within the search bar



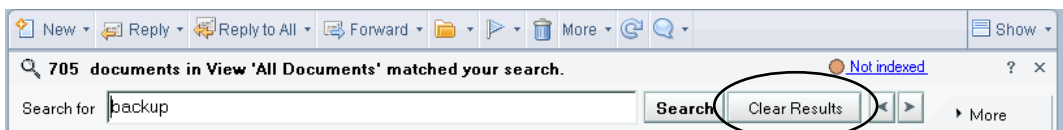
3. Enter the search criteria within the search bar



If there is no search bar on the client, right-click on the toolbar, select 'Toolbar' and then select 'Search'. The search bar will then be made available.



The results will be all documents (regardless of type or folder currently located in, that contain the search criteria entered). A search bar will appear at the top of the view, to return to your full 'All Documents' view, select 'Clear Results' on the bar.

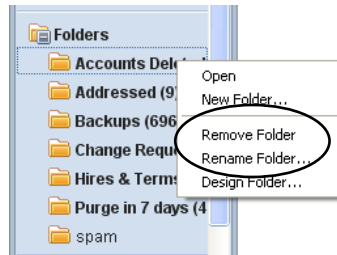


Manage Your Folder

Once you have created folders, you may want to delete or rename them.

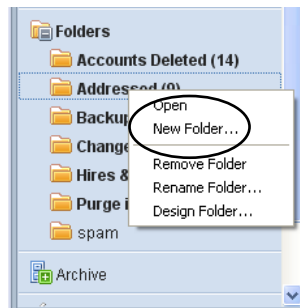
Delete or Rename Folder

Right-click on the folder name and select the desired option:



Create Nested Folders

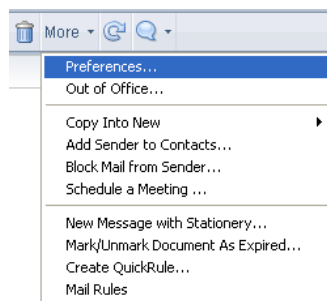
To create a folder within a folder, right-click on the folder that is to be the parent folder, and then select 'New Folder'.



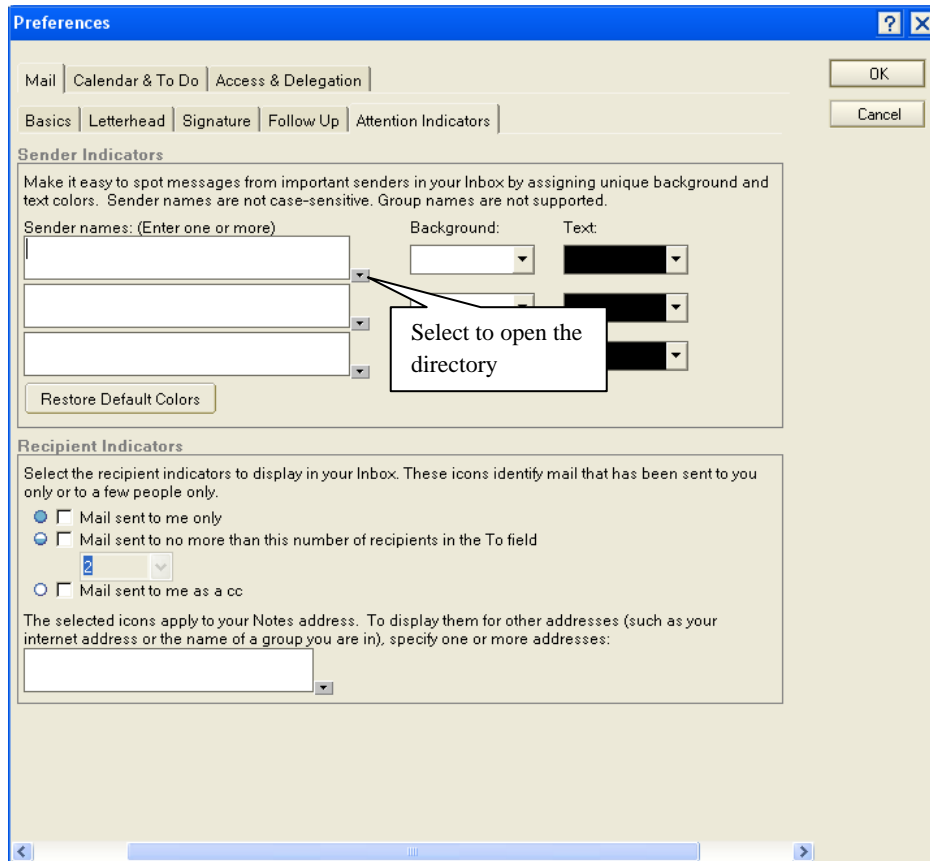
Color Code eMail for Easier Identification

To quickly identify eMail received from special people, you can change the color of either the background or text of the eMails.

1. Select 'More' and then 'Preferences'



2. Select the 'Mail' tab and then the 'Attention Indicators' tab. Enter the eMail address, or select the addresses from the directory, in the 'Sender names' field, set the 'Background' and 'Text' colors, when complete, select 'OK'

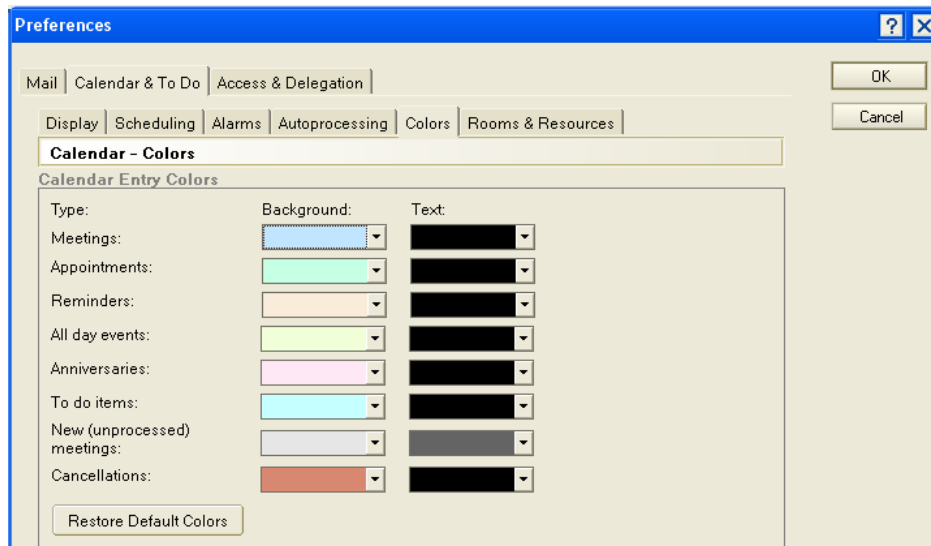


Advanced Calendaring

Color Code Calendar Entries for Easier Identification

To quickly identify calendar items by type of entry, you can change the color of either the background or text of the entries.

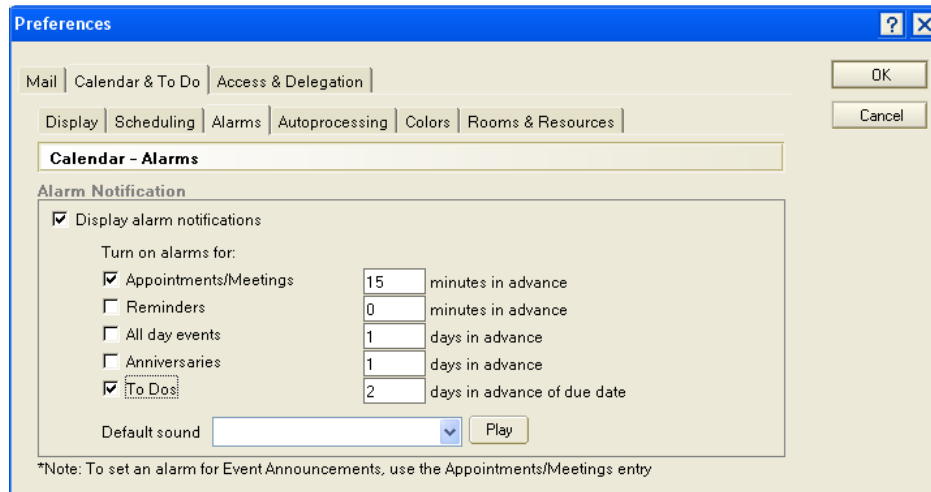
1. Select 'More' and then 'Preferences'
2. Select the 'Calendar & To Do' tab and then the 'Colors' tab. Select the color of the background and the text for each "Type". When complete, select 'OK'



Set Default Alarms

When creating a calendar entry, you can set an alarm for that entry. You can also set defaults for entries.

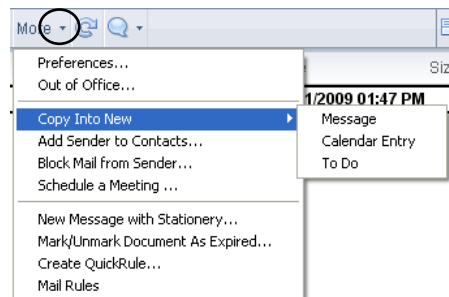
1. Select 'More' and then 'Preferences'
2. Select the 'Calendar & To Do' tab and then the 'Alarms' tab. Select the type of entry to set the alarm, and the time for that alarm to activate.



Note: alarms are set for 'Appointments / Meetings' and 'To Do'. The remaining entry types do not have any alarms settings.

From eMail to Calendar or To Do

If you receive an eMail with information you would like to either schedule on your calendar or turn into a To Do item, you can quickly do this by, from the view or from within the eMail, selecting 'More', selecting 'Copy Into New' and then selecting either 'Calendar Entry' or 'To Do'.



Notes Minder – Notification Even When Deskmail is Closed

Notes Minder checks your mail and monitors your Calendar alarms without Notes running. When Notes Minder is active, it displays an icon in your system tray. The icon changes depending on the current status of your mail application; for example, to let you know you have unread mail or to remind you about a calendar entry that you had set an alarm to.

If you want to open Deskmail just double click on the Notes Minder icon and Deskmail starts up. When done, shut Deskmail down and Notes Minder will continue to run. It uses the same password as Deskmail.

Set-Up Notes Minder

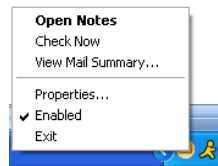
1. Select 'Start'
2. Select 'All Programs'
3. Expand the 'Lotus Applications' folder
4. Select 'Notes Minder'



Notes Minder will display a red blinking envelope when new mail is received.

Menu Options

Right-click on the Notes Minder icon



Open Notes: launches Deskmail and opens your mail application

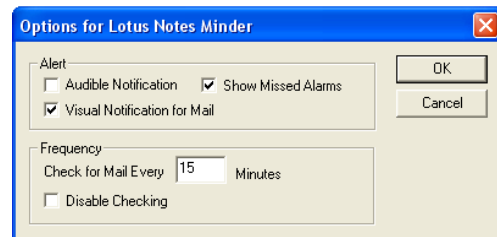
Check Now: checks for unread mail

View Mail Summary: displays the sender, date and subject of unread messages. To read the full context of a message, double click on the item

Properties: displays the Notes Minder properties dialog, which is used to change the configuration settings, such as setting visual and audible notification

Enabled: toggles Notes Minder on and off without shutting down

Exit: shuts down Notes Minder



Notes Minder Properties