Send Email

From the Notes Home Page click the New button next to Mail

Or from your Inbox, click the New Message button

The New Message form opens in a new window tab

If you are addressing the message to someone in your personal Contacts list or the SUNYSB Address Book, type the full name and press Enter

If this is an external email address, type it directly in one of the address fields

Don’t forget to include a Subject

Type your message here. This area of the form supports rich text formatting – so you can include bulleted/numbered lists, different font types/sizes/colors, tables, graphics, hyperlinks, attached files, etc.

Click Send
**Address Your Message**

You can address your message to one or more individuals or groups.

**To:** Use for the primary recipient(s).

**cc:** Use **courtesy copy** for the recipient(s) that you want to receive an “FYI” (for your information) with no response expected back.

**bcc:** Use **blind copy** for the recipient(s) whose names you do not want to be visible to the other recipients. This is to protect the privacy of the recipients. Also, when the **Reply to All** command is used these recipients will not be included in the reply.

If the bcc: field is not displayed, click the **Display** action and choose **bcc**.

**Select Addresses From a Directory**

All Lotus Notes users and public mailing groups are stored in the campus directory - **SUNYSB’s Address Book**.

All staff and students are also assigned a “general” campus email address. Staff addresses are stored in the **EPO** (electronic post office) directory.

In addition, you have your own personal directory, called **Contacts**, where you maintain your own mailing groups and external contacts. If enabled, this includes a **Recent Contacts** list of anyone who emailed you.

If the recipients are located outside the University, and are not in your personal or recent Contacts list, you must type their full email address when addressing email: 

**jsmith@xyxcompany.com**

To search for a name in one of the directories, open the **Select Addresses** dialog box by clicking **To:** on the new message form.
Choose the **Directory** – SUNYSB’s Address Book, the EPO or your personal **Contacts** list.

Type the recipient’s last name, or type the group name, in the **Find names starting with** field.

Select the person or group from the list by clicking it once. To view all of the members in a group click **Details**.

Click **To, cc or bcc** to copy the name to the **Recipients** box. Or, you can drag and drop the name from the list to the Recipients box.

If you added a name to the **Recipients** box in error, select the name and click **Remove**.

Click **OK** to return to the **New Memo** form. Notice that the name(s) appear in the appropriate Address field(s).
**Type-Ahead Addressing**

You can address your message faster using type-ahead addressing. Use this for recipients who are in your Personal Contacts List or SUNYB’s Address Book.

- Place your cursor in the **To**, **cc: or bcc:** field
- Type the first and last name of the recipient or type the group name
- Type a comma or press the ENTER key
- Notes attempts to locate the name:
  1. First in your personal **Contacts** list (including your Recent Contacts list if enabled)
  2. Then in **SUNYSB’s Address Book**
  3. Finally, the **EPO**
- As soon as one match is found, Notes stops searching and completes the address field
- If more than one match is found the **Ambiguous Names** dialog box opens displaying all of the matches:

![Ambiguous Name Dialog Box](image)

Select the name from the list in the dialog box and click **OK**.

The name will be inserted into the **Address field** of the message.

If you do not type a comma (or press ENTER) after the name, Notes will return the first match that it finds without displaying the **Ambiguous Names** dialog box.
Type Your Message

Type your message in the body of the email.

To format text in the body of the email, select the text first and then click a button on the formatting toolbar or click the Text menu and choose an option.

- To insert a table click Create > Table
- To insert an image click Create > Picture
- To insert a link to a webpage either type the URL on a new line or Copy it from your browser and Paste it
- To attach a file click the Attach button on the toolbar

Undo

If you make a mistake, click the Edit menu and choose Undo to undo your last action.
**Check Spelling**

It is good practice to check your message for spelling errors before you send it.

As you type, Notes will identify misspellings by underlining the word with a red squiggly line.

Right click the word and choose an option.

Or, when you are finished typing your message, click the **Check Spelling** button on the toolbar.

The *Spell Check* dialog box opens when a word is found that is not recognizable:

![Spell Check dialog box](image)

- Click **Add to dictionary** to add words to your User Dictionary so that Notes recognizes it next time you check spelling.
- Click **Skip** to ignore the misspelling.
- Click **Skip All** to ignore all the instances of this word in the email.
- Select the correct spelling from the **Suggest** box and click **Replace (or Replace All)** to make the change.
- Click **Spelling Options** to view more options.
- Click **Close** to close the dialog box.

You can set your Preferences to have Notes automatically spell check every message before you send it:

- **Click More > Preferences** action button
- **Select Spell-check messages before sending**
- **Click OK**
Send/File/Save

Click the Send action button to send the message. It will be saved in the Sent and All Documents view of Mail.

The following options are also available:

- **Send and File...**
  Click the Send and File action button to send the message and file it in one of your other Mail folders.

- **Save As Draft**
  Click Save as a Draft to save the message and not send it. The message will be saved in the Drafts view of Mail and you can edit it and send it at a later date.

Change your mind?
To cancel the message without sending or saving it, press the ESC key and select Discard.
Return Receipt and Other Delivery Options

These options are only relevant when you are sending email to other Notes users on campus. For the most part it is recommended that you keep the default values.

Some of delivery options can be displayed as checkboxes in the new message form:

- Click the **Display** action button and choose **Additional Mail Options**

- **High Importance** places a red exclamation point next to your message in the person’s Inbox.
- **Return Receipt** will send a notification to your when the person opens the email.
- **Sign** attaches an “electronic signature” to the email.
- **Mark Subject Confidential** adds the word “Confidential” to the Subject field.

Click the **Delivery Options** action to see more options. Select Delivery Options before you send your email.