



Notes Tips

Mail

- + **Archiving:** Save your emails to your computer. Automated or manual archiving available. More information available at <http://www.law.uconn.edu/infosys/archivingnotes.pdf>
Note: If you have are archiving to 'oldmail', please contact the Help Desk.
For backup purposes, the archive file is saved in:
C:\Documents and Settings\%username%\Local Settings\Application Data\Lotus\Notes\Data\archive
- + **Sorting by Size:** Click on the Size column header. Good for finding large messages.
- + **Views**
 - **All Documents:** Shows all items in your mailbox. Good for searching all folders.
 - **Mail Threads:** Shows email conversations. Good for finding replies.
- + **View All/View Unread:** Switch between views to display all messages or unread messages only.
- + **Mark Messages Read/Unread:** Select messages and go to Edit > Unread Marks > Mark Selected Unread. You may also press the Insert button in the keyboard.
- + **Follow Up:** Select message, click on Follow-Up > Add/Edit Flag.
Enter Priority, Action, Date and Alarm.
See all flagged messages by clicking on the flag header.
- + **Phone Messages:** Go to Create > Special > Phone Message.
- + **Emailing Students:** Go to ULAWStudent Directory
Note: Student email addresses have the format: *first.last@students.law.uconn.edu*

Contacts

- + **Add Sender to Address Book:** When you receive an email, you can add the sender to the Address Book by opening the message, click on Tools > Add Sender to Address Book > Ok.
- + **Synchronize Address Book:** To make all your contacts in Lotus Notes available on the web as well, you need to synchronize address books. Go to Actions > Synchronize Address Book
- + **Briefcase:** You can add files and comments in the briefcase section of a contact.
- + **Birthdays & Anniversaries:** You can include a contact's birthday/anniversary in the Personal tab. Then, you can check all dates under 'Birthdays & Anniversaries'.

Calendar

- + **Add an Email to a New Calendar Entry**
Open an email, go into **Copy into New** and select the calendar entry type.
Fill out the calendar entry.
A new entry will be created in your Calendar with the email body.
- + **Import Holidays/Academic Calendar**
From the calendar, go to **Tools > Import Holidays**.
You may import the Academic Calendar 06-07 and United States Holidays.

Calendar Entries

- **Meeting:** Use the meeting form to schedule a meeting with others. The form provides quick access to invitee and resource schedules, and lets you automatically send meeting invitations through e-mail. By default, Notes counts a meeting as **busy time** in your schedule.
- **Appointment:** Use the appointment form to schedule time in your calendar. By default, Notes counts an appointment **as busy time** in your schedule.
- **All Day Event:** Use the All Day Event form to schedule an entire day or block of days (such as vacation time) in your calendar. By default, Notes counts an event as **busy time** in your schedule.
- **Anniversary:** Use the Anniversary form to add annual events to your Calendar, such as birthdays. An anniversary repeats on the same date for ten consecutive years, beginning on the date you pick, unless you change the duration in *Tools > Preferences > Calendar > Basics > Anniversaries*. Notes **does not count an anniversary as busy time** in your schedule.
- **Reminder:** Use a Reminder to remind yourself of something at a particular time. Notes **does not count a reminder as busy time** in your schedule.

Web Access

+ Login at <http://www.law.uconn.edu/infosys/>

Username: *firstname lastname*

Password: *notes internet password*

+ DWA Preferences

Mail:

- *Sign/Encrypt mail that you send:* Leave checked off. Related to mail security.
- *Check for new mail every # minutes*
- *Append a Signature:* Same as the one specified in Lotus Notes

Security:

To change your notes internet password, click on "Change" (top).

Your notes internet password is *different* from your Lotus Notes password, but you can make them the same (it's probably the same already).

It can also be changed in Lotus Notes: Go to your workspace > UconnLaw Directory.

Find your name and double-click it. Click on Edit Person and under Internet Password, enter a new one.

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Logout Go Offline Archives Preferences Help

+ Mailbox Size

To check your mailbox size and quota click on the top left corner in "University of Connecticut – School of Law"