

Lotus cc:MAIL

Quick Reference Card

cc:Mail Release 6 for Windows

To get help:



Press **F1** in any window or dialog box.

From a Help topic, click the related topics icon to see a list of related topics.

Click How Do I? from a related topic list to see a list of common Help topics organized by category.

Click Search... from a related topic list to use the Help index.

To prepare and send a message:



1. Choose Message - New Message.

2. If necessary, move the insertion point to the Address box.

3. Type the recipient's name (usually in last name, first name format).

4. When the name that you want appears in the Address box, press **ENTER** to add it to the list of recipients.

Tip Use **↑** and **↓** to scroll through names in the Address box.



Tip You can also drag and drop recipients from the Address Book window (choose Window - New Address Book Window) and from other messages.

5. Repeat steps 3 and 4 for each recipient.

Tip To send a copy or blind copy, choose CC or BCC from the address-mode list before entering the recipient, or double-click an existing recipient in the recipient list to change the address mode.

6. To move the insertion point to the Subject box, press **ENTER** again or click anywhere in that box.

7. Type a subject for your message (up to 60 characters) and press **ENTER**.

8. Type your message in the item-view pane.

9. To attach another text item or a file, choose Attachments - Text, Files, or Forms.

To attach a text item, type your text in the item-view pane. Return to your original message by double-clicking the top attachment icon in the attachments pane.

To attach a file or a form, choose the file or form that you want to attach.



Tip To save the message as a draft that you can send later, choose Message - Save Draft.



10. Choose Message - Send to send the message.

To read and handle a message:



1. To open your Inbox, choose Window - Go to Inbox.



2. Double-click the message that you want to read.



3. To view an attachment, double-click the attachment in the attachments pane.



4. To close the message and delete it, choose Message - Delete Message.



5. To delete the message and display the next one listed in the Inbox, choose Message - Delete - Next Message.



6. To read the next message listed in the Inbox, choose Message - Next Message.



7. To read the previous message listed in the Inbox, choose Message - Previous Message.



8. To close the message, press **ESC** or double-click the Message window's Control-menu box.

To print a message:

1. Select or open the message that you want to print.



2. Choose File - Print.

3. Select what to print.

You can print just the message text, the message text and all attachments, or just selected attachments.

Tip To print only selected attachments, select the attachments in the attachments pane before choosing File - Print.

Click Header to include header information in the printed message.

4. Click OK.

To reply to a message:

1. Open the message.



2. Choose Message - Reply.

To reply to the original sender only, select Sender.

To reply to all the original addressees, select All Addressees.

Leave the Retain the Original Items check box selected to retain the original message text and attachments (along with any changes you may have made) in your reply.

Deselect the Retain the Original Items check box to reply without including the original message items.

3. Click OK.

4. Type your reply.

5. If necessary, change the subject, priority, receipt setting, and log setting.

Tip You can also include additional recipients if you want.



6. Choose Message - Send.

To forward a message:

1. Open the message.

Tip To forward the message without changes, just select it in the message pane.



2. Choose Message - Forward.

3. To retain the subject, sender, date, and time of the original message in the forwarded message, click OK.

To forward the message without this information, deselect the Retain Forwarding History check box and then click OK.

4. Address the forwarded message as you would a new message.

5. Modify the message as appropriate.

6. If necessary, change the subject, priority, receipt setting, and log setting.

Tip You can also include additional recipients if you want.



7. Choose Message - Send.

To create a folder:



1. From the Mailbox window, choose File - New - Folder.

You'll see a new untitled folder in the Folders container.

2. Type a name for the new folder (up to 30 characters) and press **ENTER**.

3. Repeat steps 1 and 2 for each additional folder that you want to create.

To store a message in a folder:

1. Select one or more messages from the Inbox, a folder, a bulletin board, or an archive.



2. Choose Message - Store.

3. Specify whether you want to copy or move the selected messages.

4. Scroll the Name list, select the desired folder, and then click OK.

or

Type a new folder name in the Name box and click OK.

5. If you're creating a new folder, click OK again to create the new folder and store the selected messages in it.

To display the contents of a folder:



1. Expand the Folders container.
2. Double-click the folder that you want to see.

Tip This procedure works for the Folder, Bulletin Board, and Archives containers.

To rename a folder:



1. Expand the Folders container.
2. Select the folder that you want to rename.



3. Choose File - Rename.
The name of the folder is highlighted.
4. Type the new name and press **ENTER**, or press **ESC** to cancel.

To delete a folder:

Caution When you delete a folder, you also delete all of the messages in it.



1. Expand the Folders container.
2. Select the folder that you want to delete.
3. Choose Edit - Delete.

To use the Drafts folder:



1. While preparing a message, choose Message - Save Draft.
The message is saved in the Drafts folder.
2. Double-click the Drafts folder.
You'll see a list of draft messages in the message pane.
3. Double-click the message that you want to complete.



4. Complete the message and send it.

To search for a message:



1. Choose Tools - Search.
2. Select Messages from the Find list.

Tip You can also search for addresses.

3. Use the two lists on the In line to specify the type of container to search (Inbox, Folder, Archive, and so on) and a specific container, if appropriate.

4. Specify the conditions for the search on the If line.
5. Click Search.
cc:Mail adds each message it finds to the Search window.

Tip Click Cancel to end a search once you see the message(s) you're looking for.

6. You can manage the message(s) that you find just like any other message(s) that you receive.

Tip You can drag and drop found messages to any container in the Search dialog box container pane. However, you must return to the Mailbox to see the contents of your containers.


To create a private mailing list:



1. Choose File - New - Private Mailing List.
You'll see a new untitled mailing list in the Private Mail Lists container.
2. Type a name for the mailing list and press **ENTER**.
3. Repeat these steps to create more private mailing lists.

To add names to, and delete names from, a private mailing list:



1. Choose Window - New Address Book Window.
 2. Expand the Private Mail Lists container.
 3. Open the mailing list to which you want to add addresses.
- 
4. Choose File - New - Mailing List Participants.
 5. Select one or more addresses for the mailing list, clicking Add after you select each address.
 6. When you're finished, click Done.
 7. To delete an address, select it and click Delete.

To display the addresses in a mailing list:



1. Choose Window - New Address Book Window.
2. Expand the mailing list container (public or private).

3. Open the mailing list.

While the addresses in a mailing list are displayed in the address pane, you can drag and drop one or more of them to other mailing lists and to messages.

Tip You can also address a message to the members of a mailing list by dragging the icon of the mailing list itself to the recipient list of the message.

To define a new rule:



1. Choose Rules - Create New Rule.
2. Name your new rule or provide a brief description of it.
3. Describe when cc:Mail should run the rule, and automatically enable it if you want.
4. Define the conditions for executing the rule and the actions to perform when the rule is executed.
5. Save the rule.

To enable a rule:



1. Choose Rules - Rules List.
2. Select the rule that you want to enable.



3. Choose Rules - Enable Rule.

To disable a rule:



1. Choose Rules - Rules List.
2. Select the rule that you want to disable.



3. Choose Rules - Disable Rule.

To fill out a form:



1. Open the message that contains the form you want to fill out or edit.
2. Select the form in the attachments pane.
3. Choose Attachments - Launch Attachment.
4. Use the Forms Filler to make changes to the content of the form.
5. Choose File - Save from the Forms Filler menu.

Caution If you do not choose File - Save before exiting the Forms Filler, you will lose your changes.

6. Exit from the Forms Filler.
7. Click Forward and then forward the message.
or
Click Reply and then reply to the message.
or
Click Discard Changes to close the message and lose your changes.

To set the size of SmartIcons:



1. Choose Tools - SmartIcons.
2. Click Icon Size.
3. Select Medium or Large.
4. Click OK to return to the SmartIcons dialog box.
5. Click OK to return to the cc:Mail application window.

To display a different set of SmartIcons:



1. Choose Tools - SmartIcons.
2. Select the name of the set that you want to display from the pull-down menu at the top of the SmartIcons dialog box.
3. Click OK.

To modify a set of SmartIcons:



1. Choose Tools - SmartIcons.
2. Select the SmartIcons set that you want to change.

To remove an icon, drag the icon out of the right list box and release the mouse button.

To add an icon, drag the icon from the left list box to the position that you want in the right list box and release the mouse button.

To move an icon to another location, drag the icon in the right list box to the position that you want and release the mouse button.

3. Click Save Set.
4. Click OK.
5. Click Yes to overwrite the file.
6. Click OK.

Keys to Use in Dialog Boxes

<i>Key(s)</i>	<i>To Move</i>
Tab	Clockwise field to field and pane to pane
Shift+Tab	Counter-clockwise field to field and pane to pane
↑ and ↓	Item to item within a field

Keys to Use in Windows

<i>Key(s)</i>	<i>To Move</i>
F6	Clockwise pane to pane
Shift+F6	Counter-clockwise pane to pane
Tab	Clockwise field to field
Shift+Tab	Counter-clockwise field to field
↑ and ↓	Item to item within a field

Keys for Editing

<i>Key(s)</i>	<i>Action</i>
↑	Moves up one line
↓	Moves down one line
→	Moves right one character
←	Moves left one character
Ctrl+→	Moves right one word
Ctrl+←	Moves left one word
Home	Moves to beginning of line
End	Moves to end of line
PgUp	Moves up one window
PgDn	Moves down one window
Ctrl+Home	Moves to beginning of document
Ctrl+End	Moves to end of document
Ctrl+Del	Deletes to end of line
Tab	Inserts spaces to tab stop

Keys for Selecting Text

<i>Key(s)</i>	<i>To Select</i>
Shift+← or →	One character to left/right
Shift+↑ or ↓	One line of text up/down
Shift+PgUp	Up one window
Shift+PgDn	Down one window
Shift+Home	To beginning of line
Shift+End	To end of line
Ctrl+Shift+←	Previous word
Ctrl+Shift+→	Next word
Ctrl+Shift+Home	To beginning of document
Ctrl+Shift+End	To end of document

Keys to Use in File Attachments

<i>Key(s)</i>	<i>Action</i>
PgUp	Moves up one window
Ctrl+PgUp	Moves up to next page (or tile)
PgDn	Moves down one window
Ctrl+PgDn	Moves down to next page (or tile)
↑	Moves up
↓	Moves down
→	Moves right
←	Moves left
Home	Moves to beginning of line
End	Moves to end of line
Ctrl+C	Copies selected text to the Clipboard

Keys to Use in Graphics Attachments

<i>Key(s)</i>	<i>Action</i>
+ (on keypad)	Zooms in (maximum 1/1 ratio for fax)
– (on keypad)	Zooms out (minimum 1/4 ratio for fax)
1	Sets display scale to 1/1 ratio
2	Sets display scale to 1/2 ratio
3	Sets display scale to 1/3 ratio
4	Sets display scale to 1/4 ratio
PgUp	Moves view up 1/2 window
PgDn	Moves view down 1/2 window
↑	Moves up in image
↓	Moves down in image
→	Moves right in image
←	Moves left in image
Home	Moves to top of image
End	Moves to end of image
Ctrl+Home	Moves to left edge of image
Ctrl+End	Moves to right edge of image

Keys to Use in Fax Attachments

<i>Key(s)</i>	<i>Action</i>
F	Flips image 180 degrees
* (on keypad)	Flips image 180 degrees
Ctrl+PgUp	Moves left 1/2 window
Ctrl+PgDn	Moves right 1/2 window

Keyboard Shortcuts

<i>Menu</i>	<i>Command</i>	<i>Keys</i>
Help	About cc:Mail	
Message	Address	Ctrl+A
Window	Arrange Icons	
Window	Cascade	Shift+F5
Attachments	Clipboard	
Window	Close All	
Window	Close Window	Esc
Window	Collapse	Shift+Ctrl -
Window	Collapse All	Ctrl -
Text	Colors	Ctrl+H
Help	Contents	
Edit	Copy	Ctrl+C
Rules	Create New Rule	
Edit	Cut	Ctrl+X
Edit	Delete	Del
Message	Delete Message	Alt+Del
Message	Delete - Next Message	Ctrl+Alt+→
Message	Delete - Previous Message	Ctrl+Alt+←
Rules	Disable Rule	
Tools	Empty Trash	
Rules	Enable Rule	
File	Exit	Alt+F4
Window	Expand	Shift+Ctrl +
Window	Expand All	Ctrl +
File	Export	
Attachments	Files	Ctrl+F
Edit	Find Next	F3
Edit	Find/Replace	
Text	Fonts	
Message	Forward	Ctrl+R
Window	Go to Inbox	Ctrl+I
Help	Guide Me	F1
Help	How Do I?	
File	Import	
Attachments	Launch Attachment	
Text	Margins/Tabs	
Edit	Modify Mailing List	
Rules	Move Rule Position	

<i>Menu</i>	<i>Command</i>	<i>Keys</i>
File	New	Ctrl+N
Window	New Address Book Window	
Window	New Mailbox Window	
Message	New Message	Ctrl+M
Message	Next Message	Alt+→
Control	Next Pane	F6
File	Open	Enter
Text	Paragraph Formatting	
Edit	Paste	Ctrl+V
Message	Previous Message	Alt+←
File	Print	Ctrl+P
File	Print Setup	
Edit	Rename	
Attachments	Rename Attachment(s)	
Message	Reply	Ctrl+Y
Message	Resend	
Rules	Rules List	Ctrl+L
Text	Ruler	
Attachments	Run Applications	
Rules	Run Rule	
Rules	Run Rules as Scheduled	
File	Save As	F2
Attachments	Save Attachment(s)	F2
Message	Save Draft	
Tools	Search	Ctrl+Q
Help	Search	
Message	Send	Ctrl+S
Tools	SmartIcons	
Tools	Spell Check	Ctrl+E
Message	Store	Ctrl+T
Attachments	Text	
Window	Tile Horizontal	Shift+F4
Window	Tile Vertical	
Edit	Undo	Ctrl+Z
Text	Use Default Margins	Ctrl+D
Tools	User Setup	
Attachments	View Attachment	

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