

Title: **Delivery Options R5 (Confirming Delivery of Email and Return Receipts, Prevent Copying and Mood Stamps)**

Purpose: Use this procedure to confirm that messages sent reach the recipient's mailbox and that they are read

Basic Delivery Options

Lotus Notes will advise when a message can't be delivered (i.e. incorrect address, recipient's mail server down etc.), however, you may want to confirm that a message was delivered so that you know that it reached its destination (sort of like registered post). Notes offers two methods of confirming that your email messages get to where they're supposed to. You can ask Notes to confirm delivery and / or send you a return receipt. With both these methods, the recipient doesn't know that you are checking unless they happen to be looking at the status bar when they open the message.

Confirming Delivery - Notes will advise when your message reaches the recipient's mailbox. It does not mean that the message has been collected or read, just that it got there. You can use this with internal and external mail users.

Return Receipt - When the recipient opens the message, Notes will advise you that the email has been read. This works with internal mail users. It may or may not work with external mail users - it depends on what email software they are using.

Prevent Copying - Lotus Notes also gives you the option of preventing the recipient from copying, forwarding, printing and even replying to the original message.

Auto Spell Check - Notes can even automatically perform a spell check before sending the message.

Mood Stamp - You can use a mood stamp to indicate that a message is a particular type of message, such as a personal message or thank you message. Notes displays the stamp next to the message when the recipient receives it and in the body of the message when the recipient opens it.

Advanced Delivery Options

Stamp message with a "Please reply by" date - Notes will add a line to the sent message asking the recipient to reply by the selected date and will add the message to their recipients To Do View.

Add an expiration date to a message - This is used to let the recipient know that the message is not important after this date.


Replies to this message should be addressed to - Use this if you are sending a message on behalf of someone else. When the recipient replies to the message, the nominated person's address is inserted automatically.

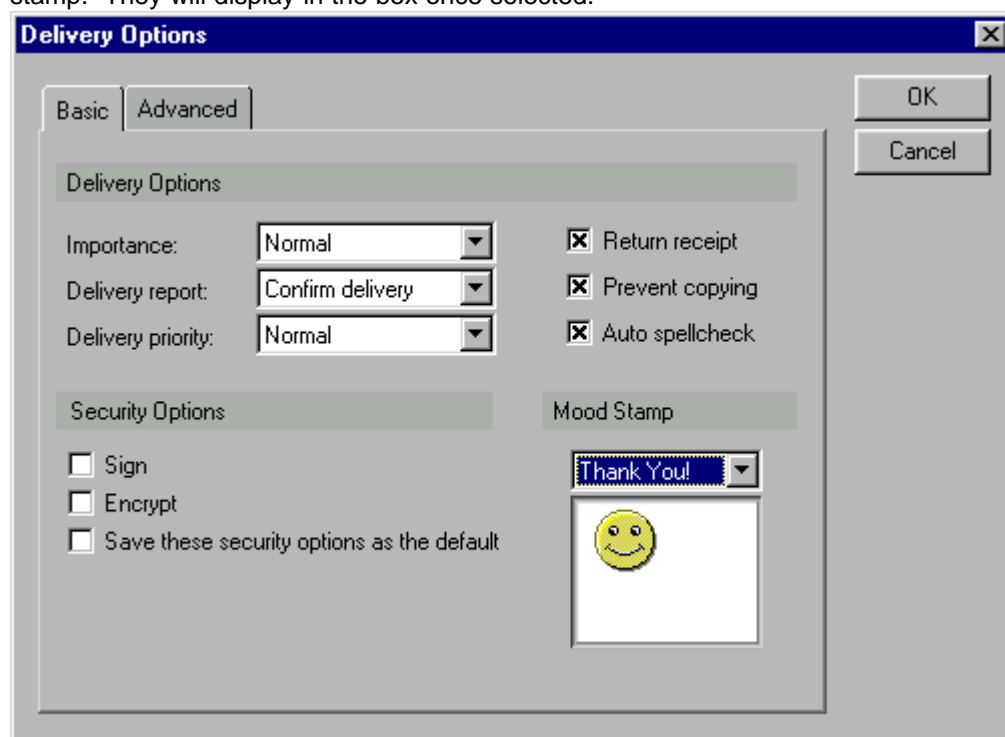
MIME character set -

Leave this at the default setting.

Step	Action	Information
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1	To request Basic Delivery Options	
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- compose your message, but don't click Send
- click Delivery Options 
- Click on the Basic TAB
- Confirm Delivery - click on the Delivery report pull down list and select Confirm delivery
- Return Receipt - Check the Return Receipt box
- Prevent Copying - Check the Prevent Copying box
- Auto Spellcheck - Check the Auto spellcheck box
- Mood Stamp - click on the Mood Stamp pull down list and select the required mood stamp. They will display in the box once selected.



2	To request Advanced Delivery Options	
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- Click on the Advanced TAB
- Reply by Date - click on the calendar and select your required reply by date.
- Expiration Date - click on the calendar icon and select your required expiry date.
- Replies to this memo should be addressed to - click on the down arrow to access the address books and select your nominated recipient.
- Click OK

Delivery Options [X]

Basic | Advanced

Workflow Administration

Stamp message with a 'Please reply by' date:
(Places message in recipients' 'To Do' list) Tomorrow 16

Expiration date (after this date it is safe to archive or delete this document) Tomorrow 16

Replies to this memo should be addressed to:
Roslyn A Hunter/IT/HQ/Ricoh_aud [v]

Internet Message Format

MIME Character Set: Default [v]

☐ Send this email to other Notes mail user(s) through the Internet

OK
Cancel

3 **Send your email as normal**