

Subject: Lotus Notes  
Topic: Email

Title: **Reading Email Messages R5**


**Purpose:** Use this procedure to read an email message

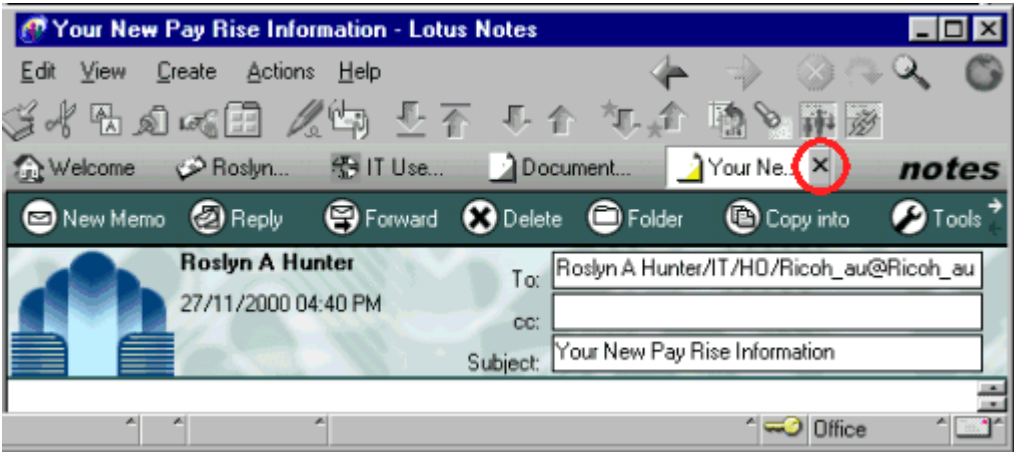
When email messages are received, they arrive in your Inbox folder. You can easily tell new messages because they are red and have a star next to them in the column to the left of them. The message from Steven McLachlan has not been read.

	Who	Date	Size	Subject
	Steven McLachlan	23/11/2000	279,135	Lotus Notes Upgrade (another go)
★	Roslyn A Hunter	27/11/2000	607	Your New Pay Rise Information
	Steven McLachlan	23/11/2000	976	Re: Notes R5 Rollout
	Steven McLachlan	23/11/2000	671	qantas


After a message has been read for the first time, it changes to black and the star no longer displays.

Follow the 2 steps below.

Step	Action	Information
1	<b>Start with your mailbox open:</b> <ul style="list-style-type: none"><li>locate the message to read</li><li>double-click the message to open it</li></ul>	
2	<b>When you have finished reading the message:</b> <ul style="list-style-type: none"><li>click the cross in the top right corner of the open task or press the Esc. button</li></ul>	See Replying e-mail 



See Forwarding e-mail 

See Deleting messages 

See Moving messages to folders 