

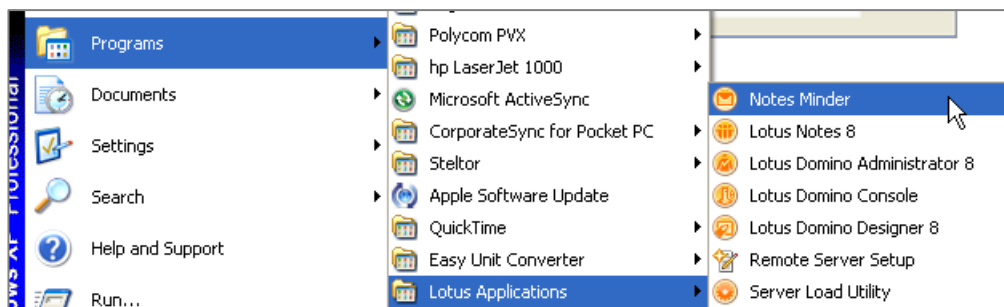
How to Use Notes Minder

If you have Notes open and minimised, you will receive notification of new mail. However, if you close Notes, you won't know that a new mail message has been delivered to your Mail box and you will not receive any calendar or To Do alarm notifications.

The **Note Minder** utility notifies you of new mail and displays any calendar alarms, even if Notes is closed.

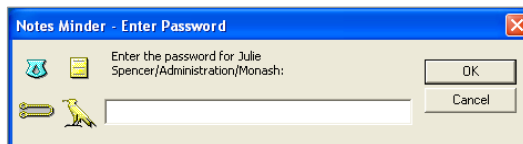
To open Notes Minder

Click on **Start > All Programs > Lotus Applications > Notes Minder**.



If Lotus Notes is not running, then you will be prompted for your password.

Enter your **Password** and click **OK**.



Note: Notes does not have to be open for you to use Notes Minder.

When **Notes Minder** is running, you will see an envelope icon on an orange circle displayed in the system tray of the Windows taskbar.



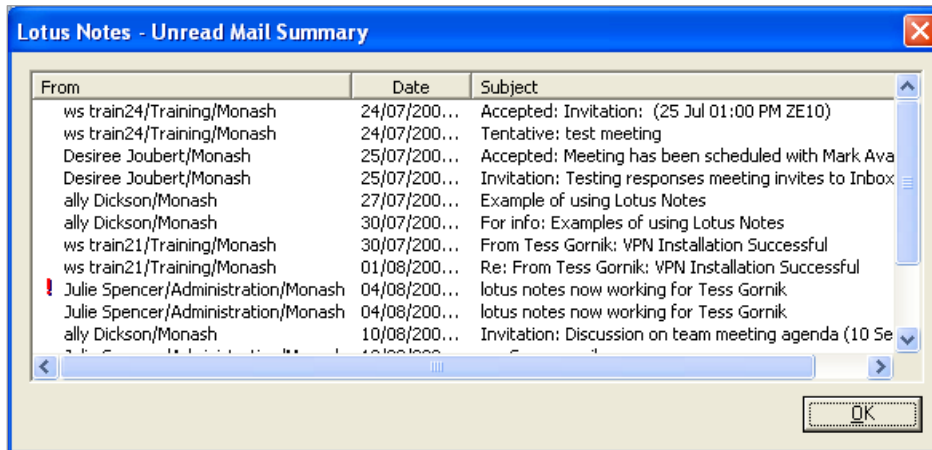
1. Move your mouse over the icon to view a pop-up message of when you last checked your Mail. The

Notes Minder icon flashes red if there is new mail. If there is an X through the icon, it means Notes Minder can't connect to the server.

2. Double click on the **Notes Minder** icon to open Notes and your Mail file.

3. To view a list of unread Mail, right mouse click on the Notes Minder icon to select **View Mail Summary**. The **Notes Unread Mail Summary** dialog box opens displaying a list of the unread messages.

4. Double-click one of the messages to open Notes and display the message.



5. To close the dialog box without viewing a mail message, click on **OK**.

6. To close Notes Minder, **right mouse click** on the Notes Minder icon and then select **Exit**. The icon will be removed from the systems tray.

