



































Tip: To enable pop-up help descriptions, select **File > Preferences**, click **Basic Notes Client Configuration**. Under **Additional options**, select **Enable Icon Popup Help in View**

Mail Icons		Calendar icons	
Icon	Description or Action	Icon	Description or Action
	You have replied to this message		Anniversary for example public holiday or birthday.
	You have forwarded this message		You have accepted this meeting invitation.
	You have forwarded and replied to this message		Event Announcement. Does not require responses from recipients.
	Accepted invitation. Approved, task done, ticked, confirmed, stage reached.		Meeting.
	Cancelled invitation.	To Do icons	
	Counter proposal for a meeting.		To Do priority 1.
	Declined invitation.		To Do priority 2.
	Follow up icon high priority		Completed To Do item.
	Follow up icon normal priority.		Unopened blue envelope icon. Unopened To Do item.
	Information update.		New invitation for a To Do item.
	Invitation to a meeting or to do assignment.		Indicates that an alarm is activated
	Invitee has accepted, or tentatively accepted your meeting invitation	Contacts icons	
	Meeting information updated.		Group icon.
	Unread message.	Sametime	
	You have marked for low priority follow-up.		Contact status is 'available'.
	Yellow invitation icon.		Contact status is 'away'.
	You are the only recipient of this message		Contact status is 'in a meeting'.
	Your name is one of a few names in the To field of this message.		Contact status is 'do not disturb'.
	Your name is in the cc field or is one of many names in the To field.		