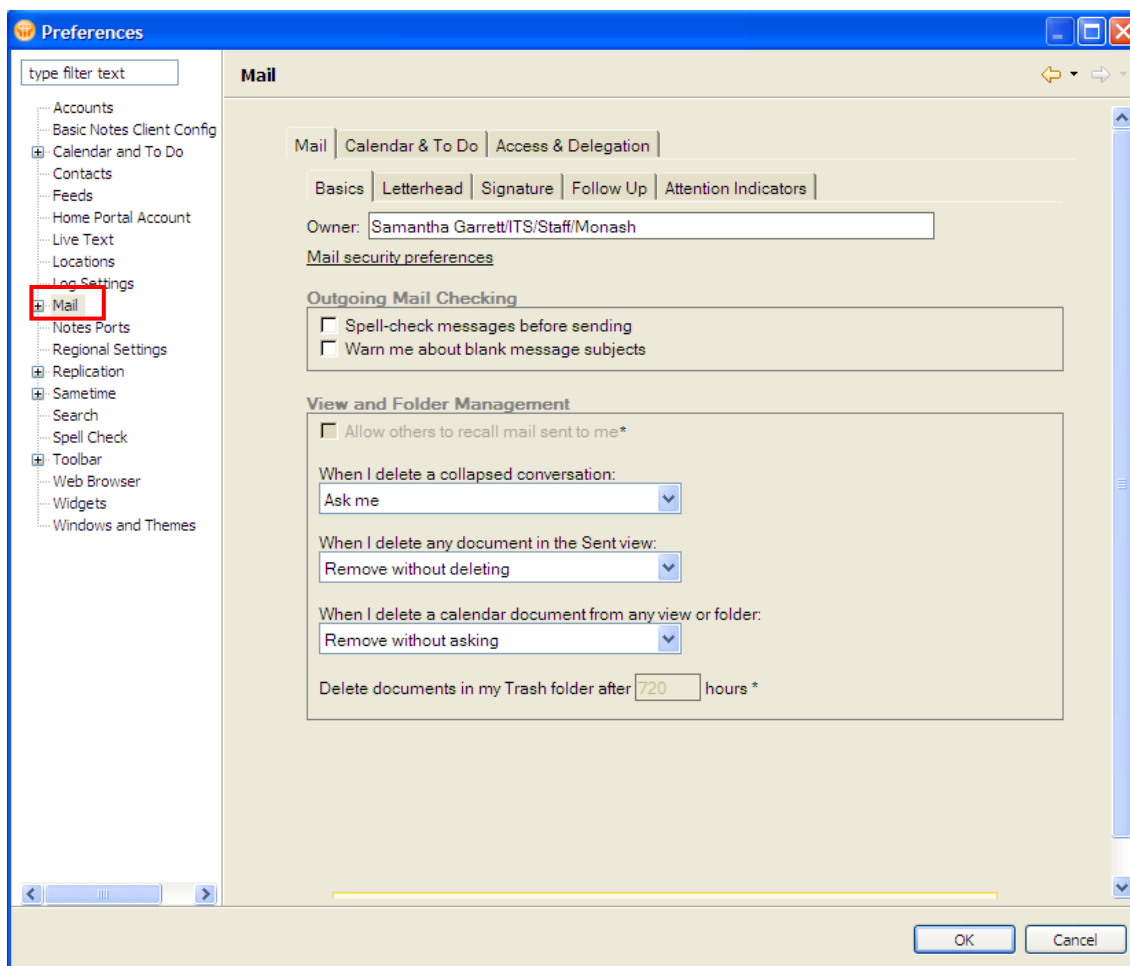


There are several options available for you to customise or set your preferences when working with Notes. Some recommended preference settings have been set as default based on best practice or current policy guidelines.

Note: This card does not cover all preferences settings.

File > Preferences

Mail > Basics tab



The following **default** settings have been applied:

Option	Setting	Impact
Spell-check messages before sending		It is good practice to always spell check all mail messages.
When I delete a collapsed conversation	Ask me	Generates a pop up reminder that deleting a collapsed conversation will delete all messages. This equates to sorting messages by a thread and deleting the message thread.
When I delete any document in the Sent view	Remove without deleting	This will remove the mail message from Sent view but keep it in any other folders you have copied it to. Note: If this is set to Delete , the sent item will be removed from all folders you may have copied it to as well as from All Documents,

Option	Setting	Impact
		and will be placed in Trash. It will automatically be deleted from Trash within 720 hours.
When I delete a calendar document from any view or folder	Remove with asking	This will remove the item from the Calendar view while still maintaining the record of its existence in the All Documents folder.
Delete document in my Trash folder after	720 hours	Messages in trash will automatically be removed after 720 hours. This setting cannot be changed.

For more information, see ***Working with views and folders (MA25)***.

Another option here is:

- **Warn me about blank message subjects.** Assist the recipient by ensuring you having a meaningful message subject. Tick this setting to warn you if you've left the subject of a new email blank.

File > Preferences

Mail > Letterhead tab

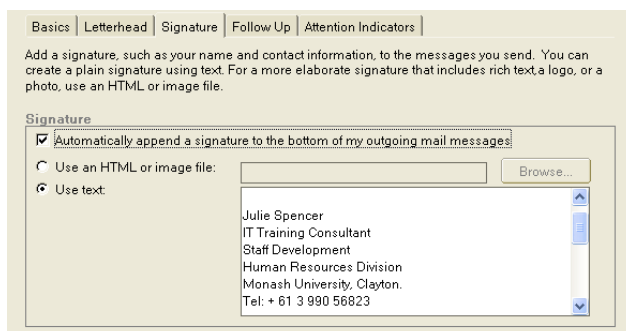
The **Letterhead** tab allows you to change the image that appears in a new mail message.

File > Preferences

Mail > Signature tab

- The **Signature** tab allows you to create a signature that can be automatically included when you create a new mail message. Add your name, position, department and contact details to your signature.
- Check **Automatically append a signature to the bottom of my outgoing mail message** to have your signature added to the bottom of all new mail messages.

For more information, see ***Setting up your mail signature (GE19)***.

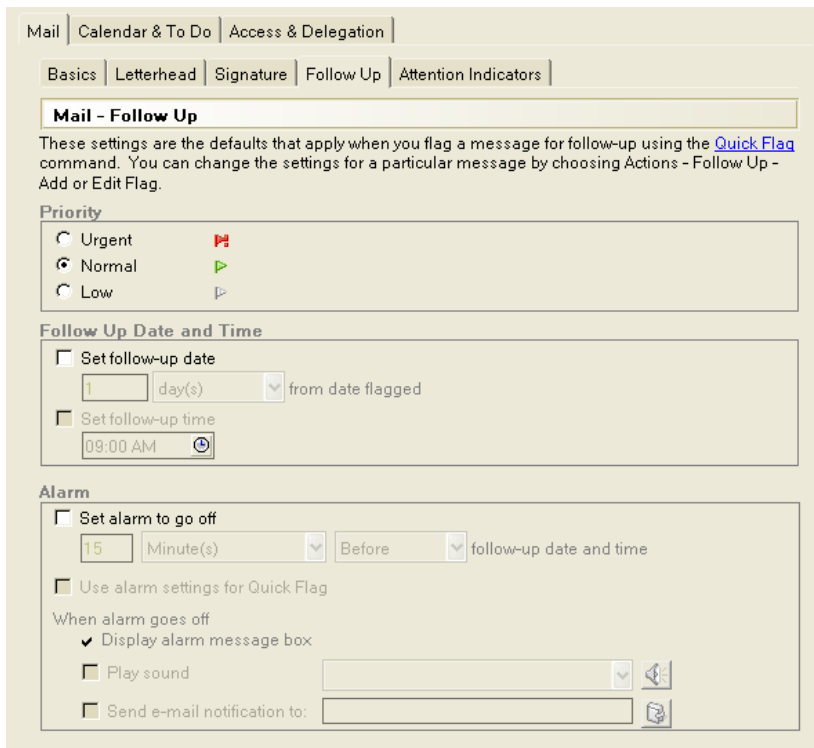


File > Preferences

Mail > Follow Up tab

The **Follow Up** tab allows you to set preferences for Follow Up flags and notification alarms. You can flag mail messages for follow up and choose a date and time that follow-up is required for. You can also choose to have an alarm notification that reminds you about the follow-up date and time.

The settings you apply here will apply by default when you flag mail for follow up, but you will also be able to edit settings for individual items by choosing the **Add or Edit Flag** option in Mail. See ***Mail Follow Up options (MA10)*** for more information.



- The **Priority** option allows you to choose what colour flag is assigned by default when you assign a Follow Up flag to a mail message. The default is Normal (green flag).
- The **Follow Up Date and Time** option allows you to set a default number of days, months, or years from the date flagged you would like Notes to notify you.

This may not be useful as it is more common to assign a date for follow-up e.g. by the end of this week. If you prefer to assign dates for follow-up to individual messages, leave this option disabled, and use the **Add or Edit Flag** option in Mail. See **Mail Follow Up options (MA10)** for more information.

- The **Alarm** sets a reminder to go off at a specified time before the **Follow Up Date and Time**. You can specify the amount of time you would like Notes to set off the reminder alarm.

Tick the **Use alarm settings for Quick Flag** option to automatically apply default alarm settings when you use the **Quick Flag** option. Further details are available in **Setting Alarms (GE16)**.

File > Preferences

Mail > Attention Indicators tab

The **Attention Indicators** settings allows you to change the way mail from particular senders displays in your Inbox, and can also show you mail sent particularly to you, or to you as part of a group of people, or that you were copied into. Refer to **Marking messages with colour by sender (MA21)**.




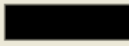


Mail | Calendar & To Do | Access & Delegation

Basics | Letterhead | Signature | Follow Up | Attention Indicators

Sender Indicators

Make it easy to spot messages from important senders in your Inbox by assigning unique background and text colors. Sender names are not case-sensitive. Group names are not supported.


Sender names: (Enter one or more) Background: Text:


Julie Spencer/Adm/Staff/Monash		
Helen Palmer/ITS/Staff/Monash		
		


Restore Default Colors

Recipient Indicators

Use recipient indicators to identify mail in your Inbox that has been sent only to you, or to just a few people.

Display  when I am the only recipient

Display  when I am one of no more than recipients in the To field

Display  when I am in the cc field

The selected icons apply to your Notes address. To display them for other addresses (such as your internet address or the name of a group you are in), specify one or more addresses:

- In the **Sender Indicators** section, you can add up to 3 background colours to assign to mail in your Inbox sent by particular people that you identify. In **Sender names**, it is possible to add more than one person to the same background.
- In the **Recipient Indicators** section, choose to identify mail in your Inbox that meets the following conditions:
 - Display when I am the only recipient.
 - Display when I am one of no more than a number of recipients in the To field.
 - Display when I am in the cc field.

Note: this will not apply to groups that you are part of. To apply these settings to groups, specify one or more alternate addresses or group names in the field below the Display fields.

- Click on the **OK** button to complete your Attention Indicator preferences.

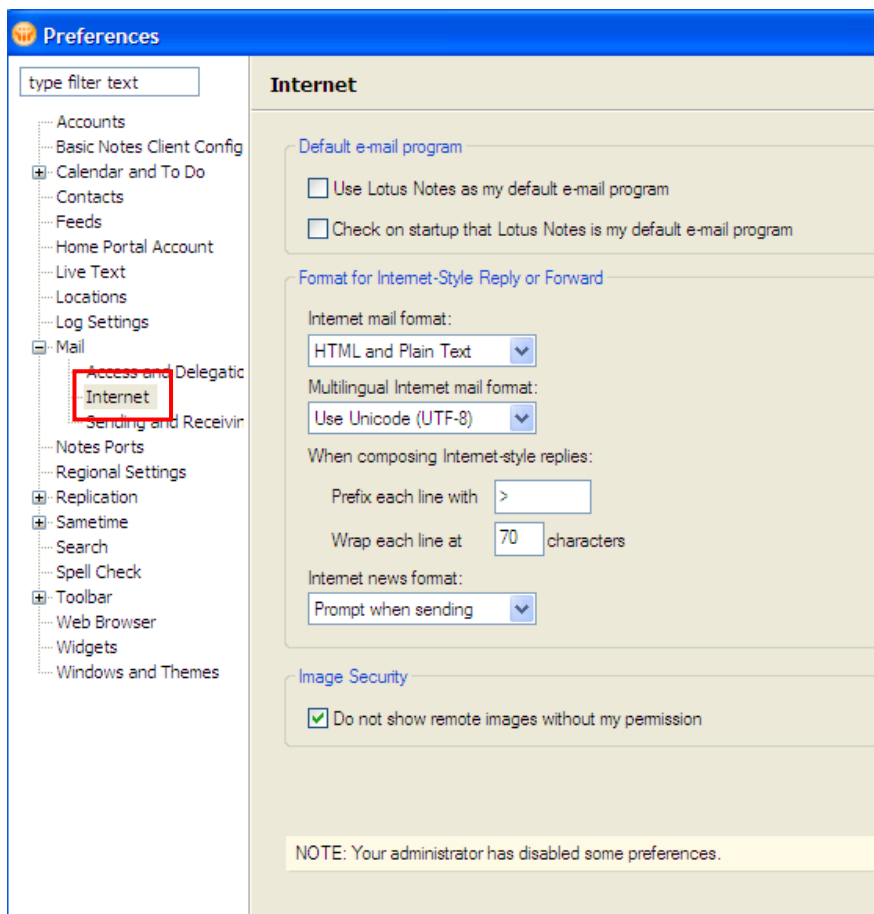
File > Preferences

Mail > Internet

Click on the + next to **Mail** to expand it. Click on **Internet**.

To change the format of mail you send to Plain Text, set **Internet Mail Format** to **Plain Text only**.

Note: When this is set to HTML only or HTML and Plain Text, any messages you forward are displayed in a small font and may be difficult to read.


File > Preferences
Calendar & To Do

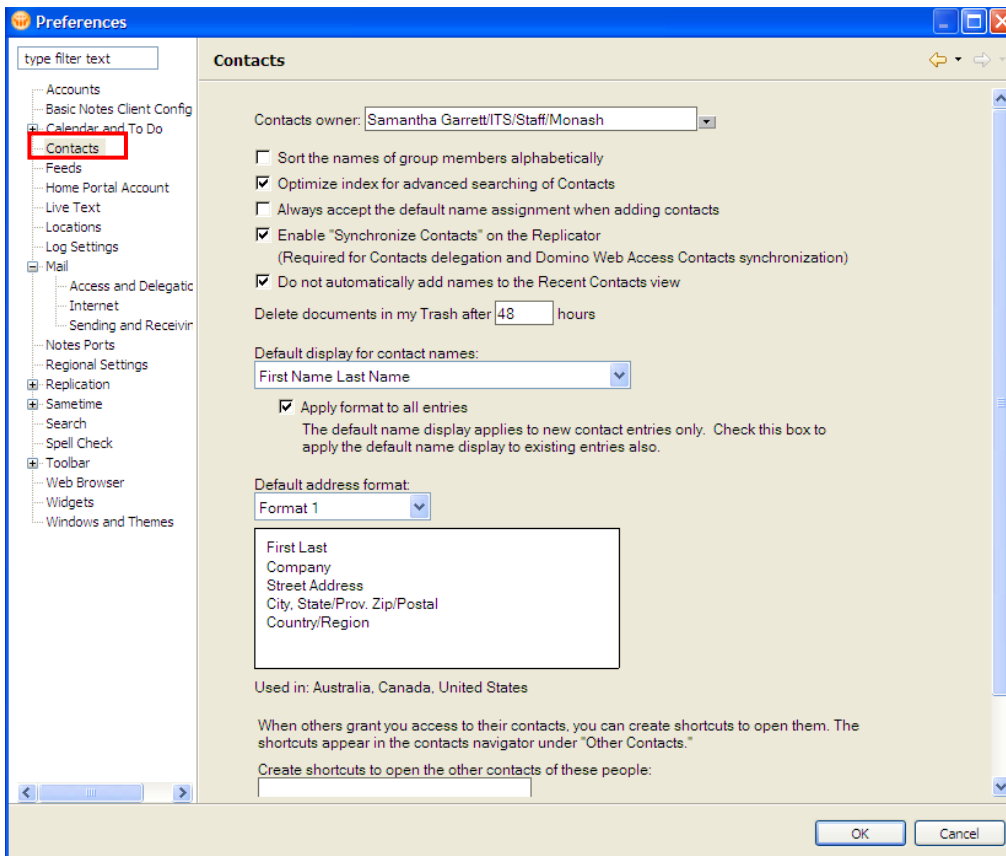
For Calendar & To Do preferences, see **Calendar Preferences (CA11)**.

File > Preferences
Contacts

- **Sort groups alphabetically:** When you add names to a group entry, the names are not sorted by default. Select this field to sort member names alphabetically when you save a group document. Note that members in group documents are always sorted by first name, even if you set the preference to sort views and display contact details by last name.

Setting this preference does not sort existing groups. To sort the members of existing group entries, edit the group entry and click the **Sort Member List** button.

- To display your contacts starting with first name, set **Default display for contact names to First Name Last Name**. This will only affect how you view contacts in the Contacts window – when you address an item, it will be displayed in the directory as **'Last name, First name'**.

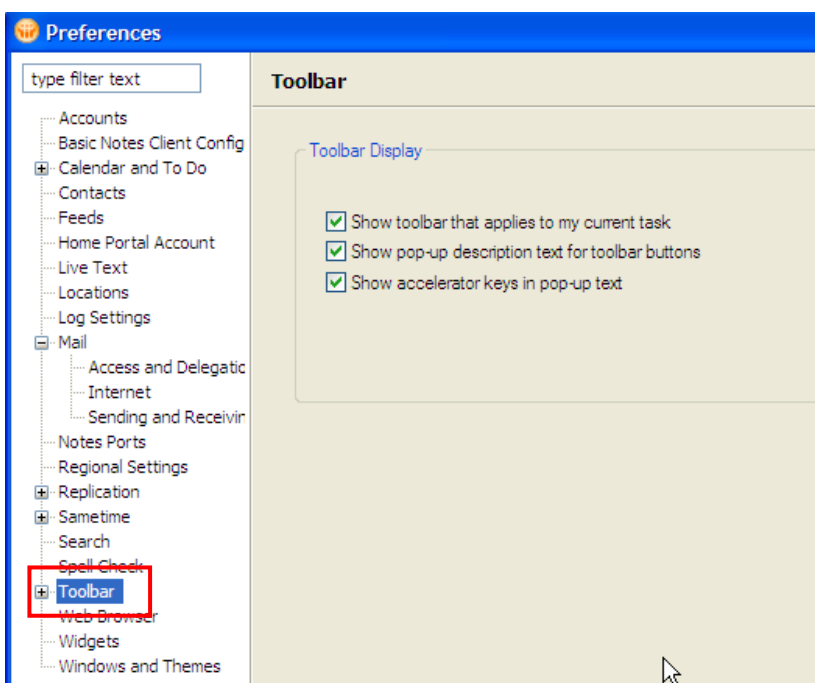


- If someone has given you access to their contacts, create a shortcut to open them. In **Create shortcuts to open the other contacts of these people** add the names of people whose contacts you will need to access. For more about delegate access, see **Assigning delegate access (GE06)**.

File > Preferences

Toolbar

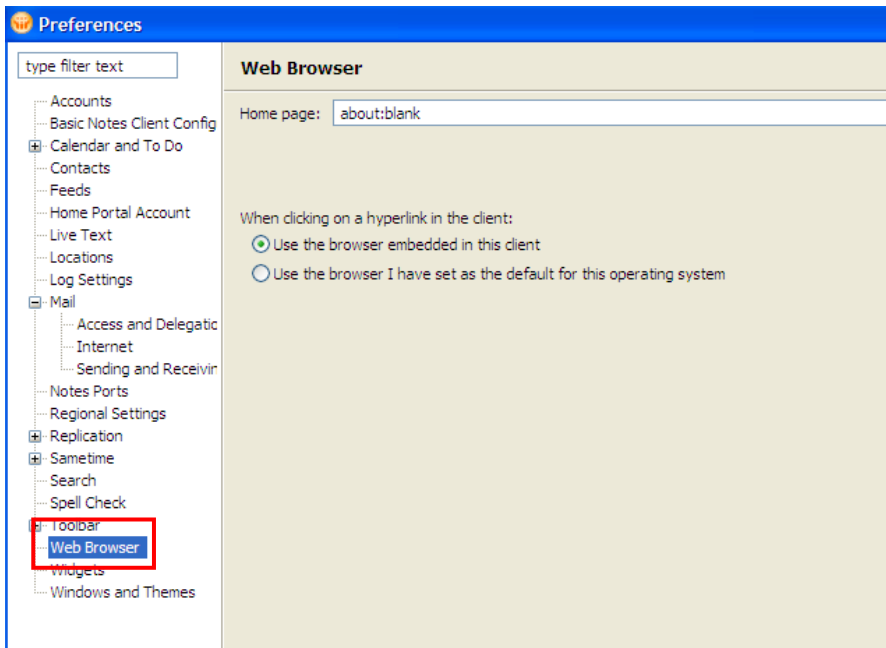
To help identify entries in the Inbox or Calendar, tick **Show pop-up description text for toolbar buttons**.



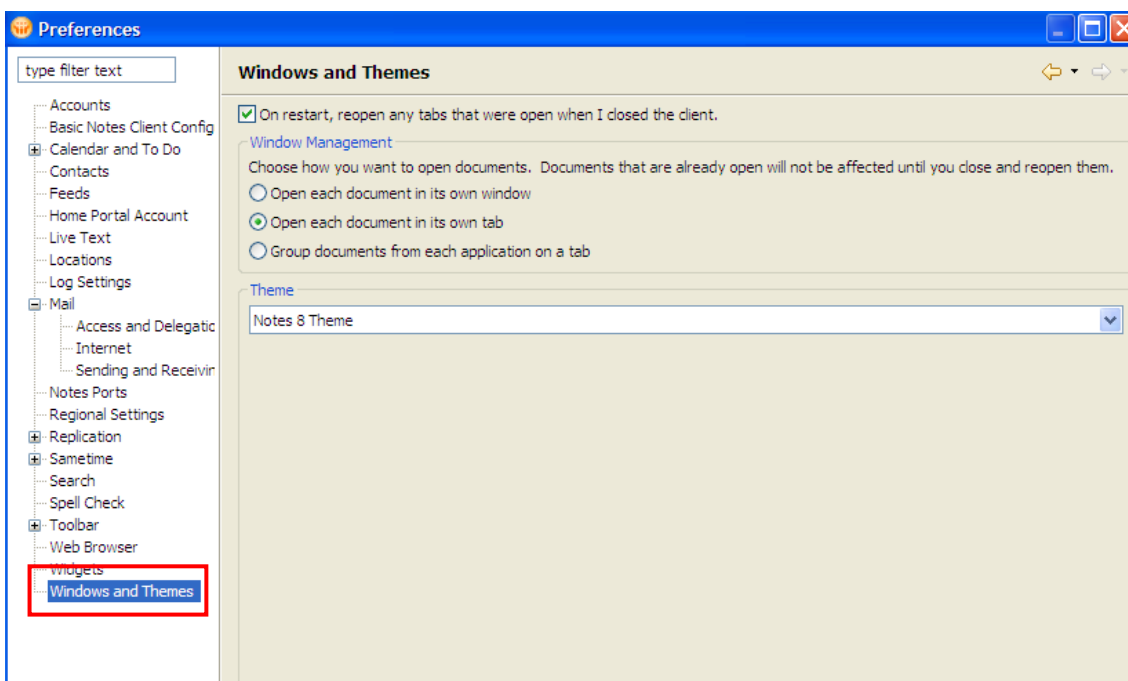
File > PreferencesWeb Browser

When you click on hyperlinks in Notes documents, Notes may attempt to open a browser embedded within the client. You can choose to have hyperlinks opened in your native browser instead.

- Select **File** menu > **Preferences** > **Web Browser**
- Select the option **Use the browser I have set as the default for this operating system**

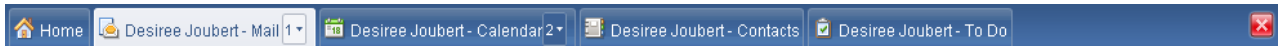
**File > Preferences**Windows and Themes

By default, Notes opens each document in its own tab. The following options are available under **Window Management** for working with windows:



The **Open each document in its own window** option allows you to open mail, calendar, task or contact items in a new window (instead of in a new tab). Note: your main Mail, Calendar, To Do or Contacts windows will still open in tabs.

- The **Open each document in its own tab** is the default setting.
- The **Group documents from each application on a tab** option will display in Notes as per the example below.



Click to close the active document or view

When you click on the number, it will show you the list of open items which you can click on to open.

