

Tips and Tricks for IBM Notes Mail

JUMP Session

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JUMP Session Team



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Abstract

IBM Notes Users spend majority of their time with their Mail.
Mail is the central resource throughout the day.

We have put together few tips and tricks for you to use it more effectively.
Lets discover the power of IBM Notes Mail.



Agenda

- ✓ Want to backup your mobile contacts? Export them to Notes contacts...
- ✓ Want to take a Poll? Just send Notes Mail!...
- ✓ Add News Blinks in your signature...
- ✓ Q & A

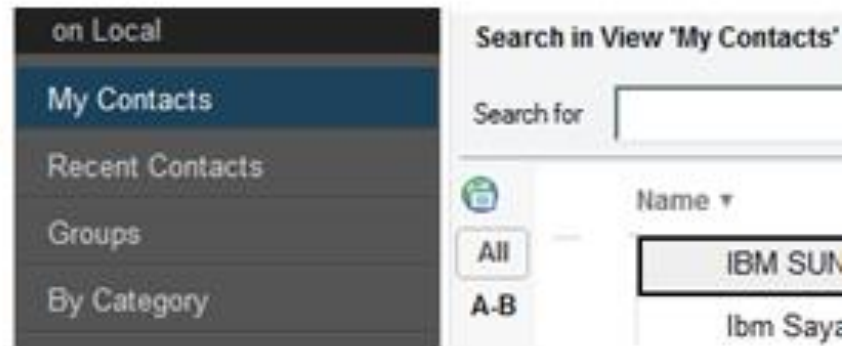
Want to backup your mobile contacts?

Export them to Notes contacts. Here is how...



Here's how: (Typically for Android)

Step 1: Create and Save Contacts.vcf



- Connect your cell to your laptop.
- Open the Contacts app on your mobile.
- Tap the app's menu button.
- Tap Import/Export.
- Tap 'Export to USB storage'.
- This creates 'Contacts.vcf' file.
- Copy the 'Contacts.vcf' file to your laptop.



Want to backup your mobile contacts?

Export them to Notes contacts. Here is how...

The screenshot shows the IBM Notes Contacts application. The left sidebar displays the user 'Maitreyee Patukale on Local' and the 'My Contacts' group selected. The main area shows a search bar and a table of contacts. The 'More' menu is open, showing options like 'Import Contacts' and 'Export Contacts'.

	Name	E-mail	Phone
All	IBM		Busin
A-B			
C-D	IBM Business		Busin

Step 2: Open Contacts.vcf in Notes Client

- Simply double click on file 'Contacts.vcf'. It opens IBM Notes Client.
OR Open Notes Contacts and Select More -> Import Contacts. Select 'Contacts.vcf'.
- Confirm to save all the contacts to Notes Contacts when prompted.

Done! Find all the contacts from your mobile saved to your Notes Personal Address Book.

Want to take a Poll? Just send Notes Mail!...



Why are opinion polls important?

Helping regular people be heard. May it be any product UI style decision or just choosing a party venue.... Polls tell us what proportion of a population has a specific viewpoint

Here's one easy to use way... Quite handy... Right in your Notes mailbox!

Want to take a Poll? Just send Notes Mail!...



Step 1: Compose and Send a mail to initiate poll

1. Compose a mail.

1. Compose a mail and Enter your Subject.
2. In the body of the message, enter the information related to your poll.
3. Then you need to add one hotspot per poll choice. Users will click the hotspot to cast vote
Add new hotspot button or Action hotspot using Create -> Hotspot -> Button (or Action hotspot). This opens the Programmer's pane & hotspot properties dialog.
4. Customize the buttons to suit your poll choices
5. Add simple logic using Notes formula language behind the hotspots.
6. Send the mail to intended users to take a poll.
7. User receives this mail and hits one of the hotspots to cast the vote.
8. You receive reply mails with the user's votes.



Want to take a Poll? Just send Notes Mail!

2. Adding hotspots in the body of the message.

Add new hotspot button or Action hotspot for user's to vote using Create -> Hotspot -> Button (or Action hotspot). This opens the Programmer's pane & hotspot properties dialog.

3. Customize the buttons to suit your poll choices

The screenshot shows the Notes Mail interface. The subject line is "Party Time!". The body of the message contains two buttons: "Planet Jakku" and "Planet Takodana". A "Button Properties" dialog is open, showing the "Label" as "Planet Jakku" and the "Style" as "Rounded". Red circles highlight the subject line, the "Edit Button" option in the context menu, the "Label" field in the dialog, and the "Style" dropdown in the dialog.

- Enter the label of the button in the button properties- Label (Ref #3). Typically, Label should include the poll choice.
- Styling your button: Select the background color and style of the button (Ref #4) .
- Styling your button: Select the font for the button label from 2nd tab of 'Button properties'



Formula Language

4: Add simple logic using Notes formula language behind the hotspots.

Formula language provides syntax and @functions for evaluating constants and variables, and for performing simple logic.

@MailSend

@MailSend(*sendTo* ; *copyTo* ; *blindCopyTo* ; *subject* ; *message*)

@MailSend composes a new mail memo based on the information you supply in the arguments list, and sends it to the recipients listed in the sendTo, copyTo, and blindcopyTo arguments

@Prompt

@Prompt([*OK*] ; *title* ; *prompt*)

Displays a dialog box to the user. @Prompt is useful for prompting a user for confirmation after user hits the hotspot while casting vote.



Want to take a Poll? Just send Notes Mail!...

4. Add simple logic using Notes formula language behind the hotspots.

- Add new hotspot button or Action hotspot using Create -> Hotspot -> Button (or Action hotspot). This opens the Programmer's pane & hotspot properties dialog.
- To Edit the button(s) later - right click on the button and select 'Edit Button'. (Ref #2)
- Enter the formula to the click event of the hotspot in the programmer's pane.

The screenshot displays the IBM Notes interface for creating a poll. At the top, there are three buttons: "Planet Jakku" (grey), "Planet Takodana" (green), and "Millennium Falcon" (blue). Below them is a text area containing "Thanks, LUKE SKYWALKER". A context menu is open over the "Planet Jakku" button, with "Edit Button" selected (marked with a red circle and the number 2). To the right, a properties dialog is open, with the "Style" dropdown set to "Rounded" (marked with a red circle and the number 4). Below the buttons is the "Body of message" area, which contains the "Planet Jakku (Button) : Click" event handler. The formula in the programmer's pane (marked with a red circle and the number 6) is as follows:

```
Run Client Formula
tmpSendTo := From; REM {This line will make sure that the mail will be sent to you when user hits the button};
REM {Following Formula sends mail notification to you when reciever hits the button with choice included in the subject}
Choice := "Planet Jakku";
SubjectText := "I voted for - "+ Choice;
MessageText := "Thank you for offering choice. I voted for - "+ Choice;
@MailSend(tmpSendTo;"" ;"" ; SubjectText; MessageText);

REM {Following Formula displays a prompt to the user that she has successfully participated in the poll. };
PromptTitle := "Party Time";
PromptText := "Your venue choice ""+ Choice + "" is sent successfully.";
@Prompt([Ok]; PromptTitle; PromptText)
```

The "Programmer's Pane" label is circled in red.



Want to take a Poll? Just send Notes Mail!

```
tmpSendTo := From;  
REM {Above line will make sure that the mail will be sent to you when user hits the button};  
REM {Following Formula sends mail notification to you when receiver hits the button with choice  
included in the subject of the mail. };  
Choice := "Planet Jakku";  
SubjectText := "I voted for - "+ Choice;  
MessageText := "Thank you for offering choice. I voted for - "+ Choice;  
@MailSend(tmpSendTo;" " ; SubjectText; MessageText);
```

```
REM {Following Formula displays a prompt to the user that she has successfully participated in the  
poll. };  
PromptTitle := "Party Time";  
PromptText := "Your venue choice '"+ Choice + "' is sent successfully.";  
@Prompt([Ok]; PromptTitle; PromptText)
```



Want to take a Poll? Just send Notes Mail!

Step 2: Using Folders to File Votes

Folders: Folders are containers used to store related documents or groupings of documents

Create New folder or sub-folder per poll choice as shown in the screen





Want to take a Poll? Just send Notes Mail!...

Step 3: Using Mail Rule to divert poll votes to right folders for Auto-counting!

Filtering mail using rules

You can use mail rules to move new messages you receive to a folder that meet certain conditions.

1. Go to 'Rules' Folder (Tools - Rules).
2. Create New rule. (Click 'New Rule' View action). This opens 'New Rule' dialog.
 1. Add condition - When: Subject contains 'Poll Choice text'. Enter text of your poll choice in the text box. (Ref #1). Click 'Add' to add the condition.
 2. Add action - move to folder - 'Folder name'. Select the folder created in 'Part 2' corresponding to the poll choice added in the rule's condition. (Ref #2). Click 'Add Action'
3. Hit 'OK' to save the rule
4. Repeat #1 to 3 & create rules per poll choice.

New Rule

This rule is: On Off

Specify Conditions

Create condition: subject contains Millenium Falcon 1

When mail messages arrive that meet these conditions:

When:
Subject contains Millennium Falcon

Specify Actions

move to folder Party Venue\Millennium Falcon 2

Perform the following actions:
move to folder Party Venue\Millennium Falcon

OK Cancel



Want to take a Poll? Just send Notes Mail!

- When users cast their vote by clicking on the respective hotspots in the mail, you will receive auto reply emails to your inbox.
- Because of the rules set in your mailbox, these replies based on the vote, will get added to respective folders.
- You will see the count per choice.



Add News Blinks in your signature...



Best Regards,
IBM Notes Team



Notes/Domino News!



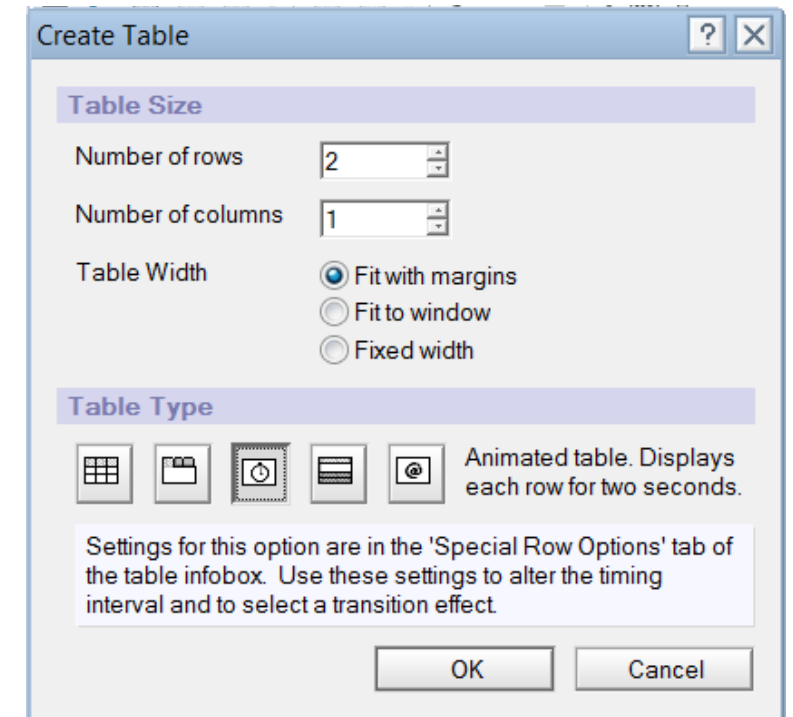
Notes/Domino 9.0.1 Feature Pack 8 is now available on Fix Central

[Release Notice & Top 20 Fix List](#)

<http://www-10.lotus.com/ldd/fixlist.nsf/8d1c0550e6242b69852570c900549a74/26aa7417bb60f7df852580b40072af2d?OpenDocument>

Using Animated table

- Animated Table displays each row for two seconds.
- Table can not be created in rich text signature however can always paste it !!
- So, Compose fancy signature in New memo or in New stationery using Animated table and copy -paste in your signature. Here's how...



Add News Blinks in your signature...



Step 1: Compose fancy signature in New memo or Stationery

1. Compose New Memo or Stationery.

(For Stationery, Navigate to Tools - Stationery. Click 'New Stationery')

2. Create table using Menu Create --> Table.

In 'Create Table' dialog, add number of rows/columns you need.

(Typically you will need one column and one row per news item).

3. In Table Type section chose Animated table option.

This displays each row i.e. your news item in that row at a time for two seconds.

4. Now Add the text/ images related to your news in rows &/or columns.

Format your text, Resize your images if required.

5. Save the stationery. Use this stationery to edit / add your news next time.

(Tip: Hit 'Ctrl +E' to switch to 'Read' mode and preview your signature.

You can always double click the document to enable 'Edit' mode.)

6. Copy the completed table from stationery on clipboard.

Using menu Edit -> Copy or Ctrl + C

Add News Blinks in your signature...



Step 2: Paste the fancy signature into your Signature preference

1. Open Mail Preference using action More -> Preference
2. Go to Signature tab of Mail preference.
3. Select option 'Automatically append a signature to the bottom of my outgoing mail messages.'
4. Set 'Rich Text' as Type of Signature. Paste this table in the Signature area.
5. Click on 'OK' to save your new signature to your preference.
6. Compose new memo and see the new signature.

Note:

- All Rows of the news table will be displayed to you when you are composing/ drafting Memo/ Reply/ Forward as this is Edit mode.
- Switching row effect will be seen in Read mode only. (In sent or received mail)

Advance effects:

- You can change the effects for News Blink i,e, Rolling, Left to right, Top to Bottom etc from 'Table' rows tab using Table properties.
- If you are adding links in your news then for right functioning of the links, for setting 'Cycle through row', 'Once when opened' option is suggested.



Additional resources...

The Paste Information application

<https://www-10.lotus.com/ldd/dominowiki.nsf/dx/03182009025440PMWEBQ78.htm>

Setting up Archive Database Auto Roll-over (Needs Notes designer)

https://www-10.lotus.com/ldd/dominowiki.nsf/dx/Setting_up_Archive_Database_Auto_Roll-over



References

IBM 9.0.1 Social Edition documentation

https://www.ibm.com/support/knowledgecenter/en/SSKTMJ_9.0.1/welcome/domino_9.0.1.html

Welcome to the IBM Notes and Domino Wiki

<https://www-10.lotus.com/ldd/dominowiki.nsf/>



Thank You