Send

Lets you specify to whom and in what order you want to send your data.

1. Enter the names of the recipients in the "To" list box.

   Separate names with commas, or press ENTER after each name. Each recipient's name can be up to 128 characters long.

   Note If you plan to route the data from one recipient to the next, make sure that you enter the names in the order you want them to receive it.

2. Select an option from the drop-down box:

   - "Route to addresses in sequence" converts your list to a numbered route list. Your Lotus application routes the data to the first person on the list, then automatically routes it to the second person on the list when the first person clicks the Route button, and so on.

   - "Send to all addresses at once" broadcasts the data to all the recipients at the same time.

     With some Lotus applications, you can choose Options and select the Return to originator option. A Reply button appears in each recipient's mail. When the recipient clicks Reply, the Lotus application sends the data back to you.

3. Enter a subject in the Subject text box.

   Text you enter here appears as the subject of the mail message the recipients receive in their mail applications.

4. (Optional) Choose Address to use your mail application's address book to add names and/or groups to the list, as described below.

   Note This feature is not available with some mail applications.

5. If you are using 1-2-3, you can choose Options to select delivery and tracking options.

6. Choose Send or OK..

To use the address book to add names to your list

1. In the Send dialog box, choose Address.

   The dialog box expands, displaying the list of people or groups in your mail application's address book.

2. Select the address book from the drop-down box.

3. Select the name and choose Insert Address, or double-click the name.

The name appears in the "To" text box.

Options

Sets options for delivering and tracking data sent from Lotus applications.

Note This feature is not available with some Lotus applications.

1. In the mail file, click <u>Send</u>.

2. Choose Options.

3. Select one or both of the following check boxes:

   - Return to originator adds your name to the end of the list of recipients after you send the mail.

     When the data returns to you, your Lotus application adds a Merge button to the mail that lets you incorporate other users' changes into the original data.

     If you are sending the mail to all recipients at the same time, your Lotus application adds a Reply button to the mail.

   - Return receipt and copy originator sends a confirmation to each sender in a route list when the next person in the list opens his or her mail, and sends a copy of the file to the originator. This helps you track the location of routed data.

4. (Optional) Select an option from the Delivery priority drop-down box.

5. Choose OK.

Mail Login

Depending on your mail application, your Lotus application may require that you log in more than once.

1. Enter your user name, password, and any other information required to log in to your mail application.

2. Choose OK.

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See also

Options
Send