

## **Names dialog box**

You can select names of persons to receive your mail message from one of your address books.

1. Select an address book.

2. Select the recipient's name from the address list.

You can find a name by entering part of it in the Find Name box.

You can also click the navigation tabs at the right of the address list to scroll to names starting with a particular letter.

3. Double-click the name or press ENTER. This places the name you selected in the Selected Names list.

4. You can repeat the name selection process to enter many recipients at once.

If you place an incorrect name in the Selected Names list, you can click Remove Name to clear it.

5. Click OK. This copies all the names in the Selected Names list into the TeamMail recipient list.

## **Names dialog box**

You can select the name of a person to receive your mail message from one of your address books.

1. Select an address book.

2. Select the recipient's name from the address list.

You can find a name by entering part of it in the Find Name box.

You can also click the navigation tabs at the right of the address list to scroll to names starting with a particular letter.

3. Double-click the name, click OK, or press ENTER. The name is now entered as a recipient.

## TeamMail dialog box: Basics panel

### Recipient

Specify the names of the people to receive the message. Use your e-mail system's required format for the recipient names. For example, type the first name first or last, as required. Press ENTER or TAB to add another recipient. You can use the scrollbar when specifying more than two recipients.

To find a name in one of your e-mail system directories, click the recipient icon in the Recipient text box.



You must specify at least one recipient for each message before clicking Send.

### Individual message

You can specify unique messages for some or all recipients.

### Insert or Delete line

To insert a blank line for a new recipient, click the name of the recipient you want to follow the new recipient and then click Insert Line. You can also delete a recipient by clicking Delete Line.

### Select how to distribute

You can send the message to all recipients at one time. If you attach a file to the message, you can also route the message sequentially from one address to the next, so that each recipient receives the message only after the person listed before that recipient has received it and sent it on.

In Organizer, you can only send the message to all recipients at once, with no attachments. You can't route the message.

### Return document to originator when done

You can specify that the current document returns to you after the last recipient has received the mail message. If you select this option, Return to Originator is added to the last recipient's File - TeamMail menu, except in 1-2-3, where the Return to Originator button appears in the TeamMail flow control window.

### Delivery priority

Select the priority for sending the mail message. These priorities depend on your e-mail system.

### Subject

You can specify a subject for this message.

### Message to all

You can send a general message to all recipients along with the TeamMail document.

### Send

Click Send to send the message with the currently specified options.

### Route information

You can click Save or Save As to save the recipient list you have entered, and then at a later time click Open to copy the saved list file into another TeamMail message. You can also click Clear to clear the currently entered recipient list.

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**Login dialog box**

Use this dialog box to log in to your electronic mail system.

1. Specify your password and any other information that your e-mail system may require.

This information depends on your e-mail system and may include your user name and the path to your mailbox.

2. Click OK.

## TeamMail dialog box: Options panel

### Options to track the document

The following three options for tracking a document's progress are available only when you route e-mail sequentially from one recipient to the next, rather than sending it to all recipients at the same time.

#### Send message to originator when document is forwarded

You can have your mail system notify you each time a recipient forwards the current document. Use this option to track the progress of the document and determine the source of a delay.

#### Send message to alternate when document is forwarded

You can have your e-mail system notify a specific person each time a recipient forwards the current document. Use this option to track the progress of the document and determine the source of a delay. If you want to enter a name from one of your e-mail system directories, click the address book icon in the text box.

#### Include routed document with tracking messages

If you select either or both of the tracking options to send a message when the document is forwarded, you can also have your e-mail system send you (and/or the alternate you specified) a copy of the document as it exists at each stop on the route. Use this option to track changes in the document.

#### Allow recipients to modify route

If you select this option, recipients can add, delete, or modify addresses for remaining stops in the route.

This option is available only when you route e-mail from one recipient to the next, rather than sending it to all recipients at the same time.

### Mail message send options

#### Send return mail receipt when mail message is opened

You can have your e-mail system notify you when each recipient opens the forwarded mail message.

#### Save a copy of this message

You can save your own copy of this message when you send it.

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## Editing the route of a message sent to you

If a message is sent to you and other recipients sequentially, rather than all at once, you can change the message route before sending the message on to the next recipient. You have this option if the originator of the message selected "Allow recipients to modify route" in the TeamMail Options panel.

1. In your e-mail system, open the routed message.
2. Open the attachment.
3. Click "Edit Route" in the TeamMail flow control window (1-2-3). or choose File - TeamMail - Edit Route (Word Pro, Approach, or Freelance Graphics).



If this option is dimmed, recipients are not authorized to edit the route.

4. Edit the route as necessary.  
You can add, delete, or change the recipients who have not yet received the routed message.
5. Click Send to send the message to the next stop on the route.

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## Saving routing information

If you often route e-mail to the same recipients, you can save this routing information and use it again.

1. Choose File - TeamMail (1-2-3, Word Pro, Freelance Graphics, or Organizer), or choose File - TeamMail - Send New Message (Approach).



2. In 1-2-3, Approach and Organizer, select a send option and click OK.  
In Word Pro or Freelance Graphics, select an option to send an attachment and click OK. Saved route information is not available when you only send a message without an attachment in Word Pro or Freelance Graphics.
3. If requested, specify your password and any other required e-mail information and click OK.
4. Click the Basics tab if necessary.
5. In the Recipient list, specify the route you want.
6. Click Save or Save As.  
TeamMail saves the route information in the file you specify.
7. Click Save

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{button ,AL('H\_USING\_ROUTE\_DATA\_FILE\_STEPS',0)} [See related topics](#)

## Sending a message using TeamMail

You can send a text-only message without leaving the application.

1. To send a new message, choose File - TeamMail (1-2-3, Word Pro, Freelance Graphics, or Organizer).



If the current document was routed to you, choose File - TeamMail - Send New Message (Word Pro) or File - TeamMail - Create New Message (Freelance Graphics).

In Approach, choose File - TeamMail - Send New Message for either new or routed messages.

2. Select "Message only" (1-2-3, Freelance Graphics, or Organizer).

In Word Pro, you can select "Message only," or if you selected document text prior to choosing File - TeamMail, you can select "Message with current selection's text as message body."

In Approach, leave all options unselected.

3. Click OK.
4. If requested, specify your password and any other information that your e-mail system may require and click OK.
5. Specify the names of the people who should receive this message.
6. Type the message subject.
7. Specify the message you want to send.
8. (Optional) In 1-2-3, Word Pro, and Approach, you can also specify some other TeamMail options, such as tracking options, that are available when you send a message with an attachment. See [Sending a message with an attachment](#)
9. Click Send.

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{button ,AL('H\_SENDING\_MESSAGE\_ATTACHMENT\_STEPS;H\_SENDING\_ROUTED\_NEXT\_RECIPIENT\_STEPS ;H\_EDITING\_MESSAGE\_ROUTE\_STEPS',0)} [See related topics](#)




## Sending a message with an attachment


You can attach a 1-2-3 workbook, a Word Pro document, a Freelance Graphics presentation or pages from a presentation, or an Approach database view to your message. In 1-2-3, you can use TeamReview to send a range of data that others can edit. In Organizer, you can't send attachments.

1. Open the document and choose File - TeamMail. In Approach, choose File - TeamMail - Send New Message. If the document was routed to you, choose File - TeamMail - Send New Message (Word Pro or Approach) or File - TeamMail - Create New Message (Freelance Graphics).



 [See Details](#)

2. Select the type of attachment to send.

 [See Details](#)

3. Click OK to go on to specify other TeamMail options.
4. If requested, specify your password and any other required e-mail information, and click OK.
5. Specify the name of a person that you want to receive this message in the Recipient box of the TeamMail Basics panel. To select the name from an address book, click the recipient icon in the Recipient box.



6. To send individual remarks to this person, press TAB and type an individual message.
7. To add another recipient, click a blank recipient cell and repeat steps 5 and 6 for each person that you want to receive this message.
8. Under "Select how to distribute," select whether to send the message to all recipients at once or route it sequentially from one recipient to the next.
9. Select other desired sending options on the Basics panel.  
See [TeamMail Basics panel](#)
10. Select other desired sending and tracking options on the Options panel.  
See [TeamMail Options panel](#)
11. Click Send.

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{button ,AL('H\_SENDING\_MESSAGE\_ATTACHMENT\_DETAILS',1)} [See details](#)

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## **Details: Sending a message with an attachment**

### **Selecting what to send**

In 1-2-3, you can attach a workbook or include a picture of a range or graphic objects such as charts and maps.

In Word Pro, you can select and send a portion of a document. You select the text to send before choosing File - TeamMail.

In Approach, you can attach a file with or without data, and a snapshot of the current view. You make this selection after choosing File - TeamMail.

In Freelance Graphics, you can send specific pages from a presentation. You select the pages after choosing File - TeamMail and selecting "Specified pages, as an attachment."

In Organizer, you can't send attachments.

### **Specifying file names for attachments**

The file you attach may have a long file name, but TeamMail will only transmit eight characters of the file name and three characters of the extension to the recipients of your message.

### **Specifying what to send**

In 1-2-3, you can choose from the following send options:

- Workbook with message  
Sends a message with a workbook as an attached file.
- Message only  
Sends a message without an attachment.
- Paste in a picture of the selection  
Sends a message and a pasted picture of a selected range, chart, or map, or of selected drawn objects.

In Word Pro, you choose from these options:

- Message only  
Sends a message without an attachment.
- Message with current selection's text as message body  
Sends the current selected text in the message body.
- Current document, as an attachment  
Sends the entire document as an attached file.

In Approach, you can send the following:

- Message only  
Sends a message without an attachment.
- All databases attached  
Includes all databases, with data, in the current Approach file.
- Blank databases attached  
Includes joins in the current databases, but no records.
- Either the current view of the attached databases, or all views
- A snapshot of the current view

In Freelance Graphics, you can choose from these Send options:

- Message only  
Sends a message without an attachment.
- Specified pages, as an attachment  
Sends pages you specify.
- Current presentation, as an attachment  
Sends the entire presentation as an attachment.
- Attach Mobile Screen Show Player, too  
Includes the screen show player with the presentation, for recipients who do not have Freelance Graphics

installed on their systems.

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{button ,AL('H\_SENDING\_MESSAGE\_ATTACHMENT\_STEPS',1)} [Go to procedure](#)

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## **Sending a routed message to the next recipient**

If a message with a TeamMail attachment has been sent to you and other recipients sequentially, rather than all at once, you can send the message on to the next recipient after reading it yourself.

1. In your e-mail system, open the routed message.
2. Open the attachment.
3. Click "Send to Next" in the TeamMail flow control window (1-2-3). Choose File - TeamMail - Send to Next Stop (Word Pro, Approach, or Freelance Graphics).



If you are the last recipient and the message originator requested the return of the document, click "Return to Originator" in the TeamMail flow control window (1-2-3), or choose File - TeamMail - Return to Originator (Word Pro, Approach, or Freelance Graphics).

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## Overview: TeamMail

TeamMail works with your electronic mail system to allow you to send and route mail messages from within a Lotus application. Using TeamMail you can:

- Send a simple text message and distribute it to one or more people.
- Send a message with part or all of a 1-2-3 workbook, Word Pro document, Approach database, or Freelance Graphics presentation.
- Send messages and documents to all recipients at the same time or from one recipient to the next in a routing list.
- Save a distribution route and use it to send messages quickly to the people on that route.
- Route a message you have received to the next person on the route for that message.
- Track the progress of a routed message by having a mail message sent to you each time a recipient forwards your document to the next recipient.

You can also distribute a document to members of a workgroup using TeamReview. Available from 1-2-3, Word Pro, and Freelance Graphics, TeamReview provides you and the recipients of your document with access to review and comment features.

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{button ,AL('H\_SENDING\_MESSAGE\_STEPS;H\_SENDING\_MESSAGE\_ATTACHMENT\_STEPS;H\_SENDING\_ROUTED\_NEXT\_RECIPIENT\_STEPS;H\_EDITING\_MESSAGE\_ROUTE\_STEPS;H\_USING\_ROUTE\_DATA\_FILE\_STEPS;H\_SAVING\_ROUTING\_INFO\_STEPS',0)} [See related topics](#)

## Routing a message using saved route information

You can use saved route information to specify the recipients and delivery options for your message.

1. Choose File - TeamMail. In Approach, choose File - TeamMail - Send New Message.



2. Select a Send option.
3. Click OK.
4. If requested, specify your password and any other required e-mail information and click OK.
5. Click Open.
6. Specify the desired file (\*.SFR) with the saved route information, and click OK.  
TeamMail uses the file to automatically complete the appropriate TeamMail dialog box options.
7. (Optional) Modify the dialog box options to change the way the current message is sent.  
Any changes you make in the route are not saved for future use unless you explicitly save them by clicking the Save or Save As button in the dialog box.
8. Click Send.

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{button ,AL(^H\_SAVING\_ROUTING\_INFO\_STEPS',0)} [See related topics](#)

