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Opening a mail route data file


1. Choose File - TeamMail.



2. Select the desired Send option and click OK.
3. Specify your password and any other information that your electronic mail system may require and click OK.
4. Click Open.
5. Specify the desired path and name of the saved route data file (*.SFR) and click OK.

Word Pro uses the file to automatically complete the appropriate TeamMail Properties dialog box fields.

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Overview: Lotus TeamMail dialog box command buttons

<u>Button...</u>	<u>What it does...</u>
Send	Allows your electronic mail system to send the messages and attachments you specified to the recipients you specified.
Cancel	Stops the mail message command and removes the TeamMail Properties dialog box from the workspace.
Help	Displays a help panel for the TeamMail Properties dialog box.
Clear	Erases all the text fields on all the panels of the TeamMail Properties dialog box to allow you to enter new data, and sets other fields back to their default settings.
Open	Displays the File Open dialog box which you can use to open a saved route data file (*.SFR) and automatically complete the fields in the TeamMail Properties dialog box.
Save	Allows you to save the information you entered in the TeamMail Properties dialog box. This is useful if you often send messages to the same people or to a long list of people.
Save As	Works the same as the

Save button except it displays the Save As dialog box which allows you to save your file to a different name and/or path.

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Logging into your mail system

1. Choose File - TeamMail.

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2. Select the desired Send option and click OK.
 3. Specify your password and any other information that your electronic mail system may require.
This information differs depending on your mail system but may include your user name and the path to your mail box.
 4. Click OK.
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Saving a mail route data file

1. Choose File - TeamMail.

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2. Select the desired Send option and click OK.
3. Specify your password and any other information that your electronic mail system may require and click OK.
4. Complete the TeamMail Properties dialog box fields that you want to save.
5. If you want to save a new route data file, click Save As, specify the desired path and name of the saved route data file (*.SFR), and click OK.

If you want to save an existing mail route data file to the same path and file name, click Save.

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Sending a broadcast message with the current document

You send a broadcast message to all recipients at the same time.

1. Open the desired document and choose File - TeamMail.

If the document was routed to you, choose File - TeamMail, and then choose Send New Message.

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2. Select Current document as an attachment and click OK.
3. Specify your password and any other information that your electronic mail system may require and click OK.
4. Specify the name of a person that you want to receive this message in the Recipient text box. If you want to send individual remarks to this person, press TAB and type the remarks. If you want to send this message to another person, press ENTER.

Repeat this step for each person that you want to receive this message.

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5. Select Send to all addresses at once in the Send mode list box.
6. Select other desired options on the Basics panel.

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7. If you want to be notified when the message is received, click the Tracking tab and select Send return mail receipt when mail message is opened.
8. If you want the document returned to you, click the Options tab and select Return document to originator when done.
9. Click Send.

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Sending a message with part of a document

1. Select the desired text in the document.
2. Choose File - TeamMail.

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If the document was routed to you, choose File - TeamMail, and then choose Send New Message.

3. Select Message with current selection's text as message body and click OK.
4. Specify your password and any other information that your electronic mail system may require and click OK.
5. Specify the name of a person that you want to receive this message in the Recipient text box. If you want to send individual remarks to this person, press TAB and type the remarks. If you want to send this message to another person, press ENTER.

Repeat this step for each person that you want to receive this message.

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6. Select the desired Delivery priority options.
If you want to specify a subject for this message that will be sent to all recipients, type the desired subject in the text box.
 7. Specify the message you want to send in the General message text box.
 8. If you want to be notified when the message is received, click the Tracking tab and select Send return mail receipt when mail message is opened.
 9. Click Send.
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Details: Sending a routed message with the current document

Basics panel

Recipient

You cannot send the message until you specify at least one name. Specify the recipient name in your mail system's required format. For example, type the first name first for Lotus Notes; type the last name first for Lotus CC:Mail. If you want to look up a name, click the icon on the right-hand side of the Recipient text box to access one of your mail system directories.

Individual Message

You can specify a unique message for one, some, or all recipients.

Delivery priority

You can select the desired mail message priority. These priorities are dependent on your electronic mail system. Common choices include Normal and Urgent.

Subject

You can specify a subject for this message that will be sent to all recipients.

General message

You can send a message with the current document that will be sent to all recipients.

Tracking panel

Send message to originator when document is forwarded

You can let your mail system notify you each time a recipient forwards the 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 let your mail system notify the person you specify in the text box each time a recipient forwards the document. Use this option to track the progress of the document and determine the source of a delay. If you want to look up a name, click the icon on the right-hand side of the text box to access one of your mail system directories.

Include routed document with tracking messages

If you select either or both of the first two options on the Tracking panel, you can also let your 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 the changes in the document.

Send return mail receipt when mail message is opened

You can let your mail system notify you when a recipient opens the forwarded mail message with the attached document.

Options panel

Return document to originator when done

You can specify that the 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 TeamMail cascaded menu.

Allow recipients to modify route

If you select this option, recipients can add, delete, or modify names for succeeding stops.

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Overview: TeamMail

TeamMail works with your current electronic mail system to allow you to send and receive mail messages from within Word Pro. Using TeamMail you can:

- Send a simple text message and distribute it to one or more people.
- Send a message with part of a document or an entire document.
- Route a document from one person to the next.
- 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.
- Distribute an entire document to members of a workgroup using TeamReview. This gives you access to the review and comment tools.
- Save a distribution route and use it to quickly send messages to commonly used names and addresses.

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Modifying a mail route data file

1. Choose File - TeamMail.

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2. Select the desired Send option and click OK.
 3. Specify your password and any other information that your electronic mail system may require and click OK.
 4. Click Open.
 5. Select the desired mail route data file (*.SFR) and click OK.
 6. Modify the necessary TeamMail Properties dialog box fields.
 7. If you want to save the file to the same path and file name, click Save.
If you want to save the file to a different path or a different file name, click Save As, specify the desired path and name of the saved route data file (*.SFR), and click OK.
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Details: Sending a message

Recipient

You cannot send the message until you specify at least one name. Specify the recipient name in your mail system's required format. For example, type the first name first for Lotus Notes; type the last name first for Lotus CC:Mail. If you want to look up a name, click the icon on the right-hand side of the Recipient text box to access one of your mail system directories.

Individual Message

You can specify a unique message for one, some, or all recipients.

Delivery priority

You can select the desired mail message priority. These priorities are dependent on your electronic mail system. Common choices include Normal and Low.

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TeamMail dialog box

You can create a simple text message and send it by itself or with part of a document to one person or a group of people. You can also attach the current document to a message and send it to all recipients at the same time (broadcast) or route it from one recipient to the next.

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Details: Sending a broadcast message with the current document

Recipient

You cannot send the message until you specify at least one name. Specify the recipient name in your mail system's required format. For example, type the first name first for Lotus Notes; type the last name first for Lotus CC:Mail. If you want to look up a name, click the icon on the right-hand side of the Recipient text box to access one of your mail system directories.

Individual Message

You can specify a unique message for one, some, or all recipients.

Delivery priority

You can select the desired mail message priority. These priorities are dependent on your electronic mail system. Common choices include Normal and Urgent.

Subject

You can specify a subject for this message that will be sent to all recipients.

General message

You can send a message with the current document that will be sent to all recipients.

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Sending a routed message with the current document

You send a routed message from one recipient to the next.

1. Open the desired document and choose File - TeamMail.

If the document was routed to you, choose File - TeamMail, and then choose Send New Message.

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2. Select Current document as an attachment and click OK.
3. Specify your password and any other information that your electronic mail system may require and click OK.
4. Specify the name of a person that you want to receive this message in the Recipient text box. If you want to send individual remarks to this person, press TAB and type the remarks. If you want to send this message to another person, press ENTER.

Repeat this step for each person that you want to receive this message.

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5. Select Route from one address to the next in the Send mode list box.
6. Select other desired options on the Basics panel.

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7. If you want to track the message, click the Tracking tab and select the desired options.
8. If you want the document returned to you or you want to allow route modifications, click the Options tab and select the desired options.
9. Click Send.

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Editing the route of a message sent to you

1. Open the desired routed message.
2. Choose File - TeamMail.
3. Choose Edit Route.



If this menu option is grayed out, you are not authorized to edit the route.

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

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Selecting names to receive a TeamMail message

1. Choose File - TeamMail.
 2. Select the desired Send option and click OK.
 3. Specify your password and any other information that your electronic mail system may require and click OK.
 4. Click the Recipient icon.
 5. Select the desired address book from the Address Books list box.
 6. Select the desired name from the list box.
 7. Click OK.
 8. If you want to send a message to another recipient, press Enter to take you to the next Recipient text box and repeat steps 4 - 7.
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Lotus TeamMail dialog box

You can create a simple text message and send it by itself or with part of a document to one person or a group of people. You can also attach the current document to a message and send it to all recipients at the same time (broadcast) or route it from one recipient to the next.

If you often route messages to the same people, you can save the information that you enter and later reuse it to quickly complete the dialog box fields. This is very useful if you often send messages to a long list of people.

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Details: Sending a message with part of a document

Recipient

You cannot send the message until you specify at least one name. Specify the recipient name in your mail system's required format. For example, type the first name first for Lotus Notes; type the last name first for Lotus CC:Mail. If you want to look up a name, click the icon on the right-hand side of the Recipient text box to access one of your mail system directories.

Individual Message

You can specify a unique message for one, some, or all recipients.

Delivery priority

You can select the desired mail message priority. These priorities are dependent on your electronic mail system. Common choices include Normal and Low.

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Sending a routed message to the next recipient

1. Open the desired routed message.
2. Choose File - TeamMail.
3. Choose Send to Next Stop.

If you are the last recipient and the message originator requested the return of the document, choose Return to Originator.

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Sending a message

1. Choose File - TeamMail.

If the current document was routed to you, choose File - TeamMail, and then choose Send New Message.

2. Select Message only and click OK.
3. Specify your password and any other information that your electronic mail system may require and click OK.
4. Specify the name of a person that you want to receive this message in the Recipient text box. If you want to send individual remarks to this person, press TAB and type the remarks. If you want to send this message to another person, press ENTER.

Repeat this step for each person that you want to receive this message.

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5. Select the desired mail priority in the Delivery priority list box.
 6. If you want to specify a subject for this message that will be sent to all recipients, type the desired subject in the text box.
 7. Specify the message you want to send in the General message text box.
 8. If you want to be notified when the message is received, click the Tracking tab and select Send return mail receipt when mail message is opened.
 9. Click Send.
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Using the address book to add an editor

1. Choose File - TeamReview.
 2. In the Verify editors by box, select E-mail login.
 3. Click Add.
 4. Specify your password and click OK.
 5. In the Address Books box, select the desired address book.
 6. Select the desired editor from the list of names and click Add.
If you decide to remove a name from the editor list box, select the desired name and click Remove.
 7. Repeat step 6 for each editor you want to add.
 8. Click OK.
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