

To Access your County email account from the Internet:

- 1) Open an internet browser window (either Internet Explorer or Netscape)
- 2) Browse to the County Website (<http://www.co.sauk.wi.us>)
- 3) In the center menu bar (light green) find the right most link titled “iNotes” . Click this link.
- 4) You will be prompted for a username and password
- 5) In the username field, type in your first initial and FULL last name - no spaces or commas (all lower case)
- 6) In the password field, type your password – (this password is assigned to you by the MIS Helpdesk (355-3555))
- 7) Your email box will open – use the following guide as a reference in using the email system.

For assistance you may call the MIS Helpdesk at (608) 355-3555 during regular business hours.

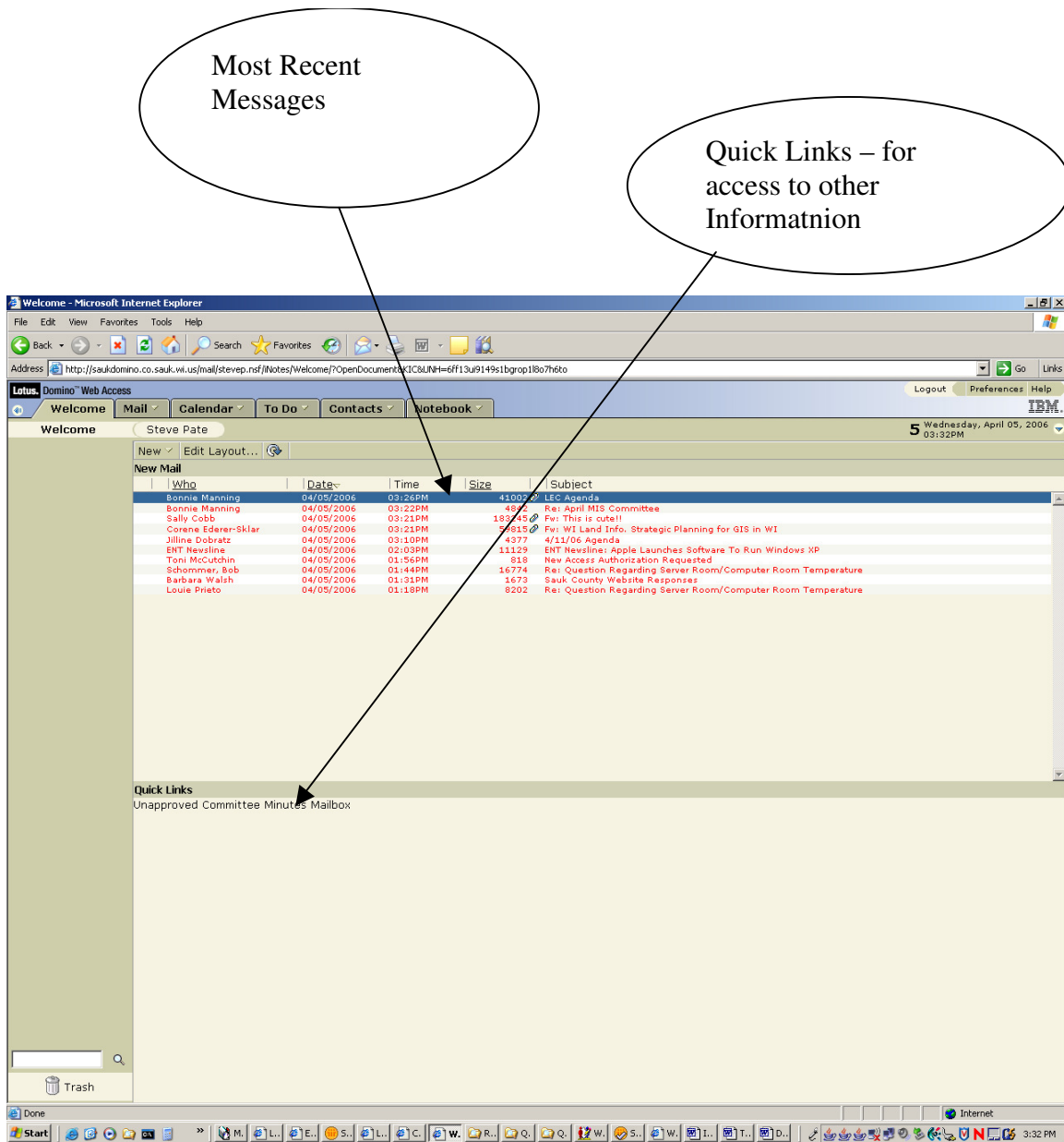


Figure 1. Initial Welcome Page

Above is the initial welcome page. This is the first thing you will see upon successful login to the system.

To Access your inbox, select the “Mail” Tab.

Navigating the Inbox

The screenshot shows the iNotes Web Access interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below it is a browser address bar. The main interface has a sidebar on the left with a calendar for July 2001 and a folder list including 'Inbox', 'Drafts', 'Sent', 'All Documents', and 'Trash'. The main area displays an 'Inbox' with a table of messages. A toolbar at the top of the inbox contains buttons for 'New', 'Reply', 'Forward', 'Refresh', 'Move', 'Delete', and 'Mark Read'. Three callout boxes provide instructions: one pointing to the 'Date' column header, one pointing to the folder list, and one pointing to the message list.

Who	Date	Size	Subject
meis	07/16/2001	2634	What's New in QuickPlace meis
Mary Niedringhaus	07/11/2001	1028	
Mary Niedringhaus	07/11/2001	50561	
Mary Niedringhaus	07/10/2001	1008	Invitation: test (Jul 19 08:00 AM CDT)
InotesOutlook	07/09/2001	2632	sys admin meeting
Test			
Glenn Hancock	07/09/2001	921	test
Glenn Hancock	07/09/2001	938	test
Kathy iCox	07/09/2001	1177	Re:
Gamm	07/06/2001	1982	test

A row of blue buttons for message actions: 'New', 'Reply', 'Forward', 'Refresh', 'Move', 'Delete', and 'Mark Read'. Below these buttons are four blue boxes representing context menus:

- Message
- Calendar Entry
- To Do
- Contact
- Notebook Page
- Folder

- Reply
- Reply To All
- Reply with History
- Reply To All with History

- Move To Folder
- Copy To Folder
- Remove From Folder

- Mark Read
- Mark All Read
- Mark Unread
- Mark All Unread

****Quick tip:** You can choose to have your mail permanently go from newest to oldest by clicking on preferences and choosing

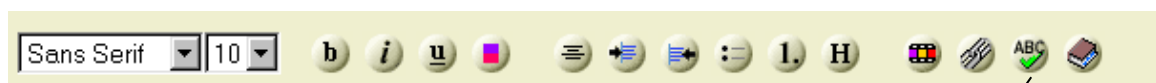
Creating a New Memo

To add names you can type in name, click on To: CC: or bcc: to get address books or type in portion of name and click the button for name resolution.

. Type your text here

Add Attachments: Use these buttons to modify the attachment view

Add an unlimited amount of attachments by click on the folder or you can simply drag and drop them into this box



You can format your text in various ways such as color, indenting, outdenting, bullets, numbered lists and headlines

You can also insert pictures, links to webpages, spell check and choose your dictionary

To insert a picture click on the button

The screenshot shows a dialog box with a light yellow background. At the top left are buttons for 'Back' and 'Next'. Below them is a paragraph: 'You can insert an image either by importing an image file from your computer, or by selecting an image from the iNotes image gallery.' A teal banner contains the text: 'Select an image (.jpg or .gif format) to import from your computer by clicking the folder icon below. (You can also drag an image from your desktop.)' Below the banner is a 'Browse' button with a folder icon and a close button (X). A large white rectangular area in the center contains the text: 'Click on browse to find the picture or drop and drag a picture into this area' and 'You can also choose from preset pictures by clicking here'. Below this area is another teal banner: 'Or, select an image from the gallery by clicking the button below:' followed by a 'Select Image' button. A black arrow points from the 'Select Image' button to the text 'You can also choose from preset pictures by clicking here'. At the bottom, another teal banner says: 'Click the Next button when you have finished filling out this form.'

Insert a link by clicking on the link button

The screenshot shows a dialog box with a light yellow background. At the top left are buttons for 'Cancel' and 'Insert'. At the top right is a red question mark icon. Below them is a paragraph: 'A link is a "hotspot" that leads to another page when clicked on by a reader.' A teal banner contains the text: 'What is the Internet address (e.g., http://www.lotus.com) of the page that you want the reader to go to when the link is clicked?' Below the banner is a text input field. A tip in parentheses follows: '(Tip: to identify a page that you wish to link to, [browse to the page](#), copy its address from the top of the page, and paste it above.)' Another teal banner contains the text: 'What is the title of the link? (The title is the hotspot text which, when clicked, will lead to the above address.)' Below this banner is another text input field. At the bottom, a teal banner says: 'Click the Insert button when you have finished.'

You can type the URL or browse for a page and copy the URL once you find it, then just give the link any name you would like.

Navigating the Calendar

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address [ntest.nsf/iNotes/Calendar/?OpenDocument&PresetFields=s_CaView;2&UNH=vi2gk695pnd1n2kac17tuo9o8t8](#) Go Links >>

iNotes Web Access. Logout Go Offline Preferences Help

Nied Test

Welcome Mail Calendar To Do List Contacts Notebook

Calendar Two Weeks

New Refresh Print

July 2001

Monday 16 Monday 23

Tuesday 17 Tuesday 24

Wednesday 18 Wednesday 25

Thursday 19 Thursday 26
01:30PM Test Reminder

Friday 20 Friday 27

Saturday 21 Saturday 28
10:30AM Chair: Nied Test

Sunday 22 Sunday 29

Done Internet

Click on arrows to go forward or backward in the calendar

Click in the body of the day to create a new entry or go to New – Calendar entry. You can also right click to get a options for a new entry, to print or to refresh the screen

Switch between calendar views click here and choose which view you would like

- One Day
- Two Day
- Five Day
- One Week
- Two Week
- Month
- Year
- Group Calendar
- New Calendar Entry

New Calendar Entry

Insert people by clicking on blue link or typing in full name. The type ahead feature does not work in iNotes

The screenshot shows the 'New Calendar Entry' form in iNotes. At the top, there are buttons for 'New', 'Save & Send', 'Save', and 'Cancel'. Below these are tabs for 'Meeting', 'Schedule', and 'Repeat'. The form contains several input fields: 'Invite:' with a blue link 'Mary Niedringhaus/MSCNS/Washington University'; 'Optional:', 'FYI:', 'Room:', and 'Resource:'; 'Subject:' with a 'Confidential' checkbox; 'Location:'. There are also dropdown menus for 'Date:' (Fri 07/20/2001), 'Time:' (04:15PM), 'Duration:' (00h 30m), and 'Category:'. An 'Alarm' section is visible with a checkbox, '30 Minute(s)', and 'Before'. Below the form is a rich text editor with a toolbar and a text area containing 'Enter Text Here'. At the bottom, there is an 'Add Attachments:' section with a toolbar.

Set Alarm

Enter in the information by clicking on the blue links, iNotes will not automatically fill in part of the name so it is best to pick them all from the Directory.

New Save & Send Save Cancel

Meeting Schedule Repeat

Date: Fri 07/20/2001 Time: 04:15PM Duration: 00h 30m

Friday, July 20, 2001

Invitees	12:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00
Nied Test/Test/Washingt	Busy				OK	Busy	Busy		
Mary Niedringhaus/MSCN				Busy			Busy		

Free time
 Busy time
 Info Restricted
 No Info
 OK
 Conflict

Change Invitee List...

Recommended meeting times:

- 07/20/2001 04:15PM - 05:00PM
- 07/23/2001 09:00AM - 12:00PM
- 07/23/2001 01:00PM - 05:00PM
- 07/24/2001 09:30AM - 12:00PM
- 07/24/2001 01:00PM - 05:00PM
- 07/25/2001 09:00AM - 12:00PM
- 07/25/2001 01:00PM - 02:00PM
- 07/25/2001 03:00PM - 05:00PM

Scheduler suggests times when all parties can meet

You can change invitee list

The scheduler tab lets you view your invitees schedule

New Save & Send Save Cancel Print Actions Delete

Meeting Schedule Repeat Add/Remove

Enter new invitations and reservations

[Invite:](#)

[Optional:](#)

[FYI:](#)

[Room:](#)

[Resource:](#)

Remove attendees and Cancel room or resources.

Invitations and reservations already sent

Mary Niedringhaus/MS CNS/Washington Un

Attendees and resources you wish to remove

>>

<<

After the invitation is entered you can change your invitee list, and room and resource reservations

Setting Preferences

Mail Tab -

New Save & Close Cancel

Mail | Calendar | Work Hours | Delegation | Archive | Date/Time | Other

This mail file belongs to: Nied Test/Test/Washington University

Display Options

Sort mail:

- Ascending (new mail goes to bottom)
- Descending (new mail goes to top)

Send and Receive Options

Automatically append a signature to the bottom of my outgoing mail messages

Signature:

Check above box to add this signature to all emails

Sending

Save sent mail

- Always keep a copy
- Don't keep a copy
- Always prompt

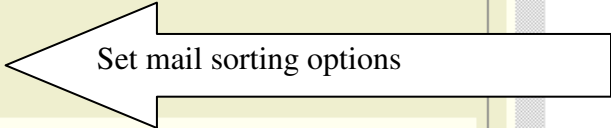
Receiving

Check for new mail every 5 minutes

Prompt when new mail arrives

Folder Management

Select a default folder for the 'Copy and Close' action Folder...



Calendar Tab-

The screenshot shows the 'Calendar Defaults' dialog box with the following sections and settings:

- Calendar Defaults**
 - Calendar entry type: Meeting (dropdown)
 - Appointment and meeting duration: 60 minutes
 - Anniversaries repeat for: 10 years
 - Automatically check for time conflicts when scheduling: Enable for appointments and meetings
- Calendar Display**
 - Start displaying times in Calendar at: 07:00AM (dropdown)
 - Stop displaying times in Calendar at: 07:00PM (dropdown)
 - Each calendar time slot lasts: 60 minutes (dropdown)
- Autoprocess Calendar Invitations**
 - Autoprocess Calendar Invitations
 - Do not automatically process meeting invitations (dropdown)
- Inbox Management**
 - Remove meeting invitations after I respond to them
 - Meeting messages appear in my Inbox
 - Don't show meeting replies in my Inbox
 - Don't show any meeting messages in my Inbox

Set the default entry type

This will change the hours in your calendar view

You can auto process invites from all or certain people or delegate the management of your invitations to someone else

This option will remove meeting invitations from your inbox after you have responded

By choosing not to show meeting replies in my Inbox acceptances and declines will automatically be delivered to your All Documents folder

Auto process options:

- Do not automatically process meeting invitations
- Automatically process meeting invitations from All Users
- Automatically process meeting invitations from Following Users
- Delegate Meeting Invitations to the following person

***Note a Delegate Meeting Invitation means that the meeting is delegated. Not just the invitations

Work Hours Tab -

New Save & Close Cancel

Mail | Calendar | Work Hours | Delegation | Archive | Date/Time | Other

Out of Office
Send an automatic reply to let others know that you are out of the office and when you will return. Settings...

Work Hours
My normal office hours are:

<input type="checkbox"/> Sunday	09:00AM - 12:00PM, 01:00PM - 05:00PM
<input checked="" type="checkbox"/> Monday	09:00AM - 12:00PM, 01:00PM - 05:00PM
<input checked="" type="checkbox"/> Tuesday	09:00AM - 12:00PM, 01:00PM - 05:00PM
<input checked="" type="checkbox"/> Wednesday	09:00AM - 12:00PM, 01:00PM - 05:00PM
<input checked="" type="checkbox"/> Thursday	09:00AM - 12:00PM, 01:00PM - 05:00PM
<input checked="" type="checkbox"/> Friday	09:00AM - 12:00PM, 01:00PM - 05:00PM
<input type="checkbox"/> Saturday	09:00AM - 12:00PM, 01:00PM - 05:00PM

Allow only these people to view my availability for meetings

***Note: Best practice is to not use this field

If you add names to this field ONLY THOSE people can view your free time. This means that anyone not in this list will not be able to view your free time from the scheduler

Shows the available meeting hours, by default notes adds lunch hour from 12:00 – 1:00 you may want to remove this

Delegations Tab -

The screenshot shows a window titled "Delegations Tab" with a menu bar containing "New", "Save & Close", and "Cancel". Below the menu bar are tabs for "Mail", "Calendar", "Work Hours", "Delegation", "Archive", "Date/Time", and "Other". The main content area is divided into sections for delegating access to mail and calendar.

Allow the following people to ...

- Read mail, calendar, to do, contact, and journal entries
- Read mail, calendar, to do, contact, and journal entries and send mail on my behalf
- Read, send, and edit mail; Read and edit calendar, to do, contact, and journal entries; Delete calendar and to do entries
- Delete draft mail composed by delegates

Calendar Read Access

- Anyone can read my calendar
- Allow only the following people to read my calendar

Mary Niedringhaus/MSCNS/Washington University

Calendar Author and Editor Access

- Anyone can create and edit entries in my calendar
- Allow only the following people to create and edit entries in my calendar

Mary Niedringhaus/MSCNS/Washington University

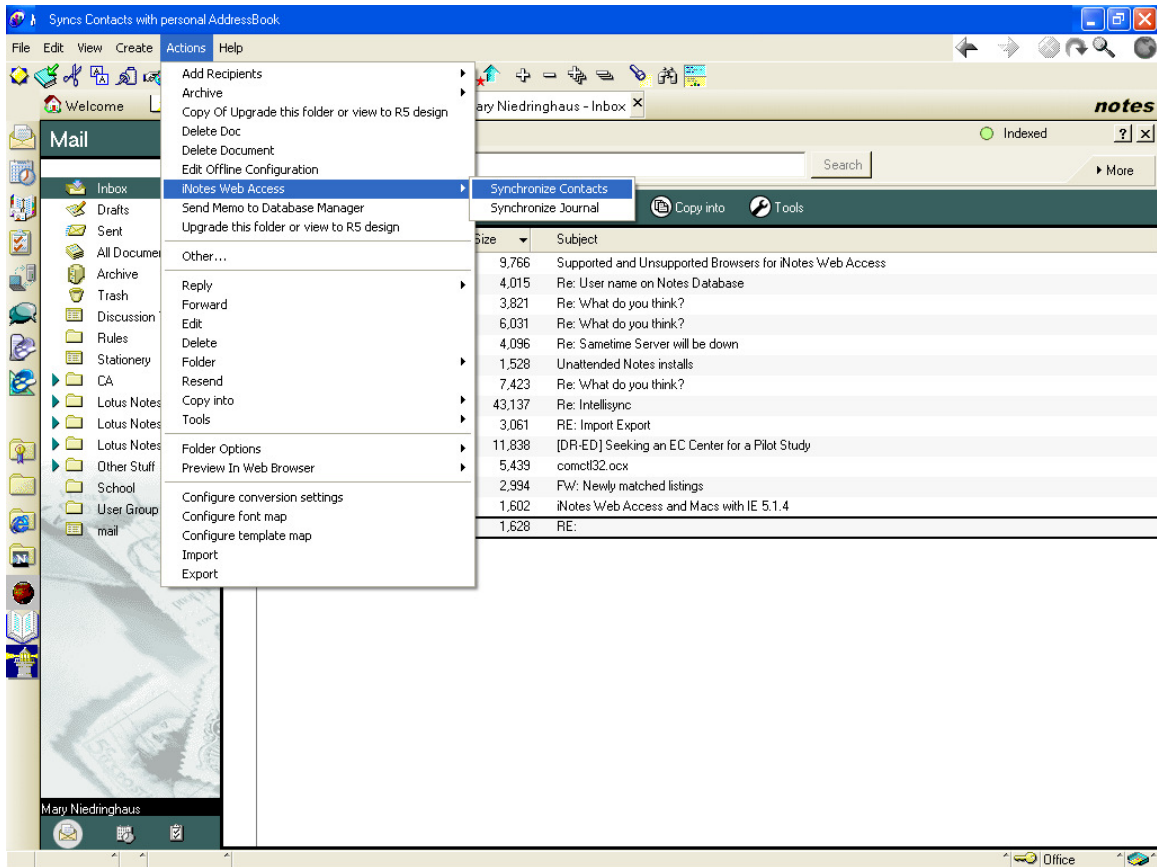
The options set access for the whole database, including mail and calendar



To give some CALENDAR only access choose from the last two options. Give access with the 4 top options also give access to your mail.

Syncing Contacts

Your local address book contacts can be synchronized with you iNotes contact list. To do this go to your inbox and click on Actions – iNotes Web contacts – Synchronize contacts



Logging Out

