## Moving the Lotus Notes "Sent" Folder

By default, your Lotus Notes "Sent" folder does not display in Thunderbird.

If you want to keep your CSOM sent messages, you need to first make a new folder <u>while</u> in Lotus Notes.

- 1. **Open Lotus Notes** (This is easier using the desktop version of Lotus Notes. If using the Web version, please see instructions beginning on page 4).
- 2. From the Desktop version, click Folder, Create Folder.



3. Name the new folder something like, "CSOM Sent" or "OLD Sent."



4. Select to the **Sent** Folder of Lotus Notes.



5. Press the Ctrl + A (or from the menu choose Edit, Select All). All of your messages are selected. A ✓ displays by each message.

- 6. From the main menu, select Edit, Copy. A screen displays as the messages are copied.
- 7. Select your new folder

8	E Folders	
	💼 BA1001	
	- CSOM Sent	

8. From the main menu select Edit, Paste.

File	Edit View Create	Actions Help		
	Undo Properties	Ctrl+Z Alt+Enter	) 🗂 🗟 🛛 🕹	<u> </u>
Ado	Cut	Ctrl+X		
	Copy Copy As Link	Ctrl+C		
R,	Copy Selected as T Paste	able Ctrl+V	New Memo	Forward - Delete
0	Paste Special			) (
3	Delete Restore	Del	-	Connie Buechele
2	Select All Deselect All	Ctrl+A	✓ 🖃	Connie Buechele
<b>1</b>	Find/Replace	Ctrl+F	-	Connie Buechele
	Find Next	Ctrl+G	✓ 🖃	Cathy Gierke
$\square$	Entere al Lieler		✓ 🖃	Susan Silber
	External Links Unread Marks	•	-	Connie Buechele

9. All of the messages will now display in this new folder in Lotus Notes (as unread messages).

lnbox Inbox ▲	*		Connie Buechele	05/2
Sent	*	-	Connie Buechele	05/3
🚭 Follow Up 🕲 Junk Mail	*	-	Connie Buechele	05/3
📆 Trash	*		Cathy Gierke	05/3
⊕ 🔲 Views	*		Susan Silber	05/3
□	*		Connie Buechele	05/3
CSOM Sent (	*	=	Connie Buechele	05/3
Drafts			2000.000	201

**IMPORTANT**: This new folder will not show in Thunderbird until approximately 45 minutes after you create it, as the new folder needs to replicate to the new server.

10. Open Thunderbird. In the Lotus Notes (@csom) section of Thunderbird, you will now be able to see this new folder.



11. Copy your messages from this new folder to the UMN section of your email in Thunderbird. You can either create another folder in Thunderbird to receive these messages or you can copy the messages into your UMN Sent folder.

## Marking Messages as Read

If you want to mark messages as read the new folder, select all messages, right-click and select Mark, As Read.

Forward as Attachments		-502			6/1
Maye To	•	inina	•		5/2
	÷				6/1
Copy to "CSOM Sent" Again					4/2
Tag	×		۰	٠	5/7
Mar <u>k</u>	×	As <u>R</u> ead			
Print Delete Selected Messages Get Selected Messages		<u>T</u> hread As Read As Read by <u>D</u> ate <u>A</u> ll Read			
		Add <u>S</u> tar			
		As <u>J</u> unk As <u>N</u> ot Junk Run Junk Mai	<u>C</u> ont	rols	

## Moving Sent Messages using Lotus Notes Web Version.

If you only use t he Lotus Notes web version, please follow these instructions.

- 1. Log into Lotus Notes from the Web.
- 2. Click on Mail.
- 3. Right-click on Folders, and click New.



- 4. Name the new folder something like, "CSOM Sent" or "OLD Sent."
- 5. Select the **Sent** Folder of Lotus Notes.

My Mail	Sent	
🙆 Inbox	🚱 🖄 New 🗸 Forward	d 🗸 Move 🗸 Follow U
🕅 Drafts	<u>Who</u>	Date -
🖏 Sent 💦 🔊	Sheryl Holt	06/11/2007
R Follow Up	🔤 Sheryl Holt	06/11/2007
En a contra de	🔤 Sheryl Holt	06/11/2007
🕲 Junk Mail	🔤 cbuechele	06/05/2007
觉 Trash	🔤 cbuechele	06/05/2007

- 6. You must select messages a screen at a time.
  - a. Click the top message on the screen.
  - b. Press and hold the Shift Key.
  - c. Select the bottom message on the screen.
- 7. On the selected messages, right-click; then select Move, Copy to Folder.



8. Select the new folder and click **OK**.



Your messages now display in the new folder.

My Mail	CSOM Sent			
🙆 Inbox 🔺	🚱 🔊 New 🔻 Reply 🕶 Forward 🕶	Move 🔻 Follo		
🕅 Drafts	Who	Date-		
🛐 Sent	Sheryl Holt	06/11/2007		
🕺 Follow Up	🖾 Sheryl Holt	06/11/2007		
🕲 Junk Mail	🖾 Sheryl Holt	06/11/2007		
🕅 Trash	cbuechele	06/05/2007		
E Views	Connie Buechele	06/04/2007		
	Connie Buechele	06/04/2007		
🖃 🛄 Folders	Niki Amundson	06/01/2007		
🗀 BA1001	Niki Amundson	06/01/2007		
CSOM Sent	🔤 namundson	06/01/2007		

Scroll down and perform Steps 6-8 above until all of your Sent messages have been copied to the new folder.

**IMPORTANT**: This new folder will not show in Thunderbird until approximately 45 minutes after you create it, as the new folder needs to replicate to the new server.

9. Open Thunderbird. In the Lotus Notes (@csom) section of Thunderbird, you will now be able to see this new folder.

🗏 🔤 knelson@csom.umn.edu					
- 🖅 Inbox					

10. Copy your messages from this new folder to the UMN section of your email in Thunderbird. You can either create another folder in Thunderbird to receive these messages or you can copy the messages into your UMN Sent folder.