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 in Lotus Notes.</u>

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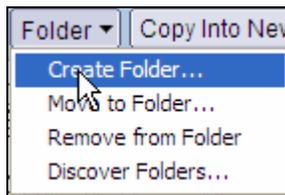
3. Name the new folder something like, "CSOM Sent" or "OLD Sent."

4. Select to the **Sent** Folder of Lotus Notes.
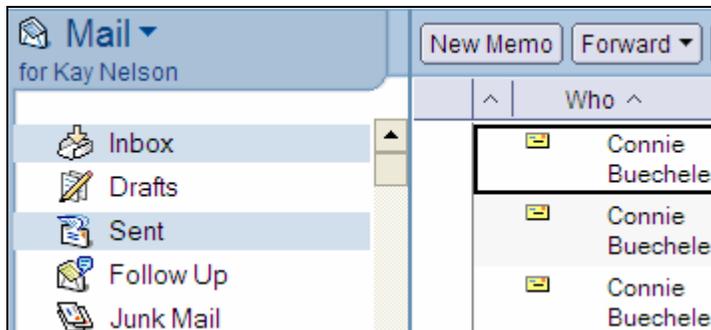
5. Press the Ctrl + A (or from the menu choose Edit, Select All). All of your messages are selected. A ✓ displays by each message.

6. From the main menu, select Edit, Copy. A screen displays as the messages are copied.

7. Select your new folder
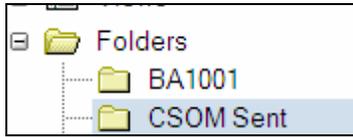
8. From the main menu select Edit, Paste.
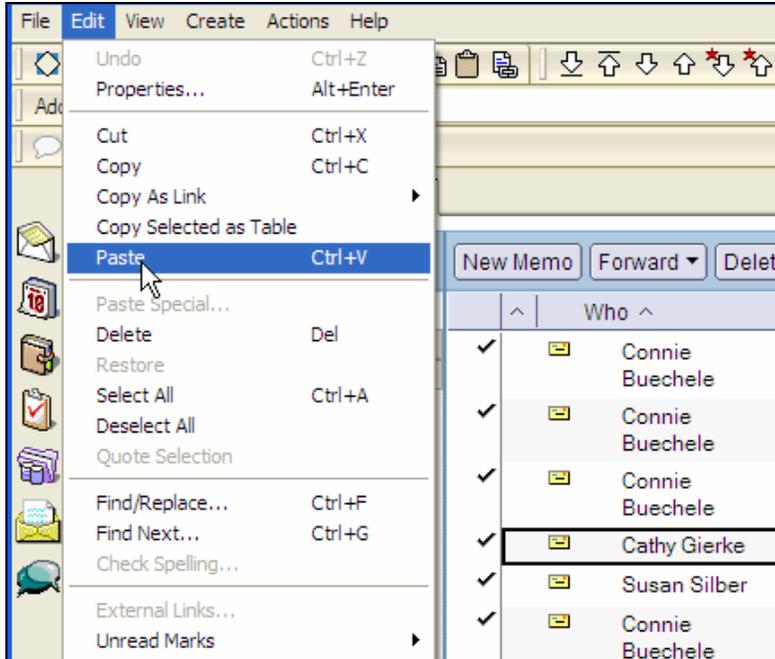
9. All of the messages will now display in this new folder in Lotus Notes (as unread messages).
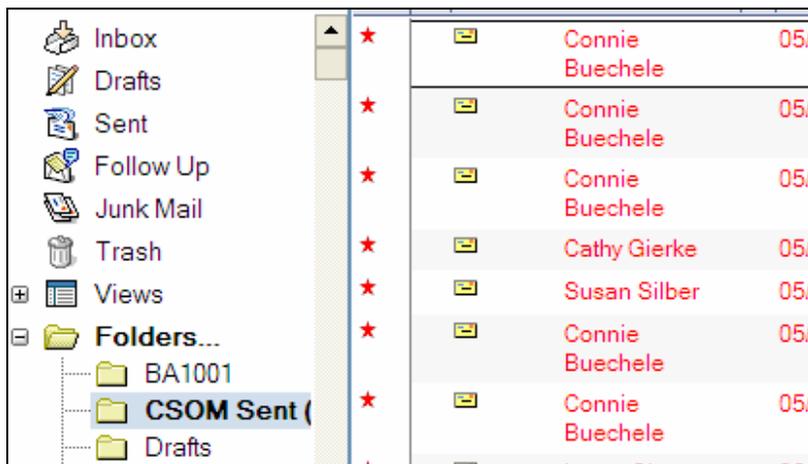
IMPORTANT: This new folder will not show in Thunderbird until approximately 45 minutes after you create it, as the new folder needs to replicate to the new server.

10. Open Thunderbird. In the Lotus Notes (@csom) section of Thunderbird, you will now be able to see this new folder.
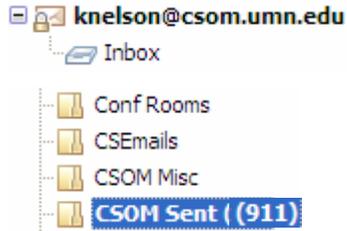
11. Copy your messages from this new folder to the UMN section of your email in Thunderbird. You can either create another folder in Thunderbird to receive these messages or you can copy the messages into your UMN Sent folder.

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.
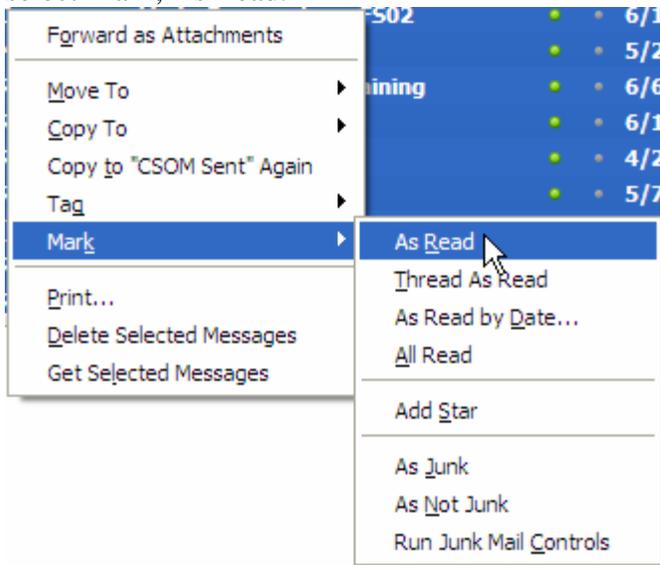
Moving Sent Messages using Lotus Notes Web Version.

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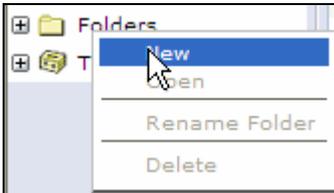
4. Name the new folder something like, "CSOM Sent" or "OLD Sent."

5. Select the **Sent** Folder of Lotus Notes.
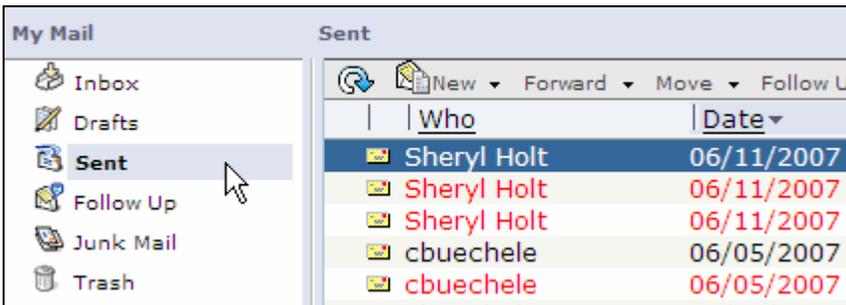
6. You must select messages a screen at a time.

    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.
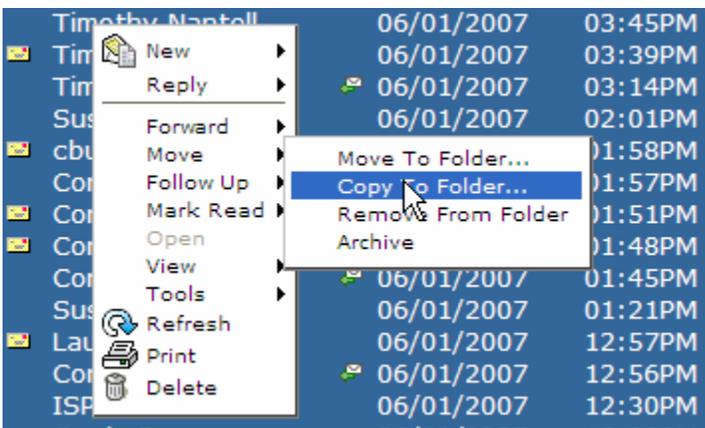
8. Select the new folder and click **OK**.
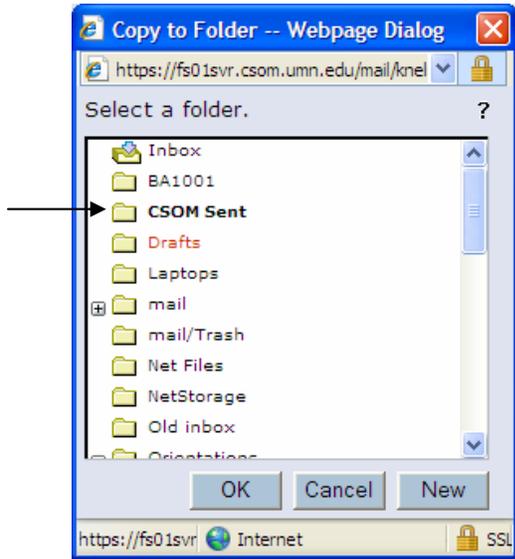
    Your messages now display in the new folder.
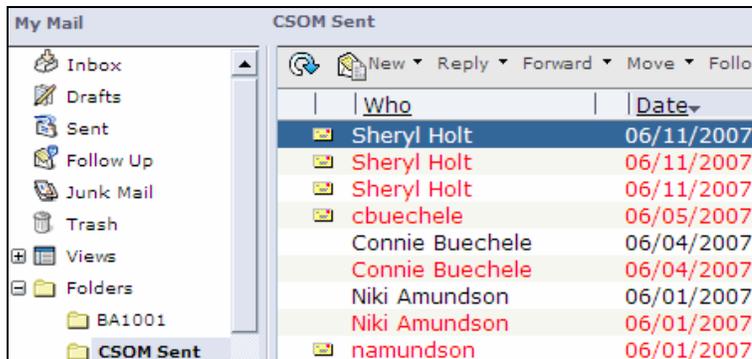
    Scroll down and perform Steps 6 – 8 above until all of your Sent messages have been copied to the new folder.

    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.

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.