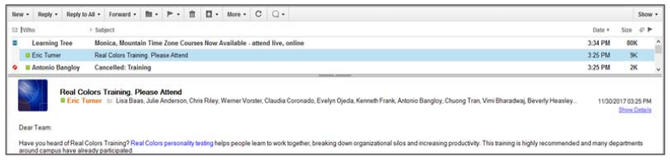
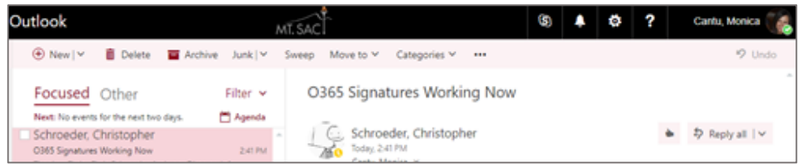
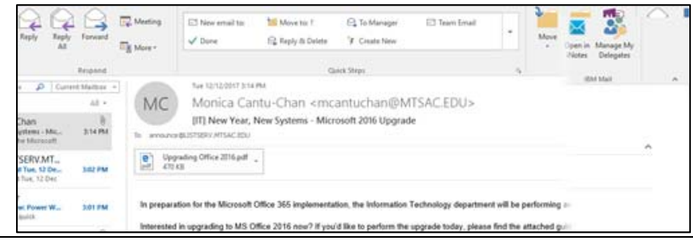
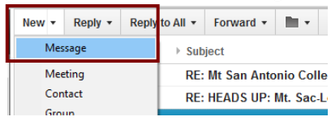
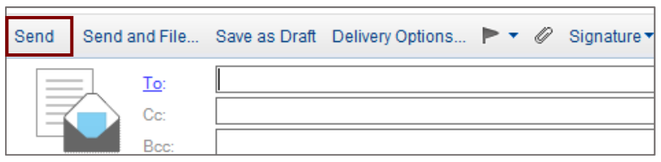
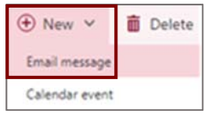
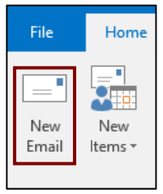
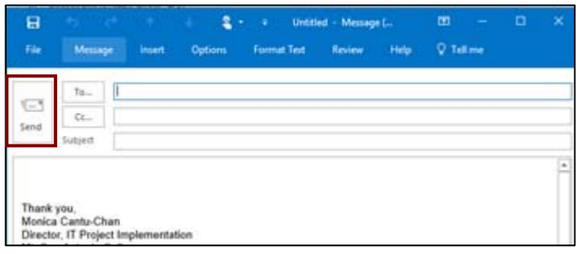
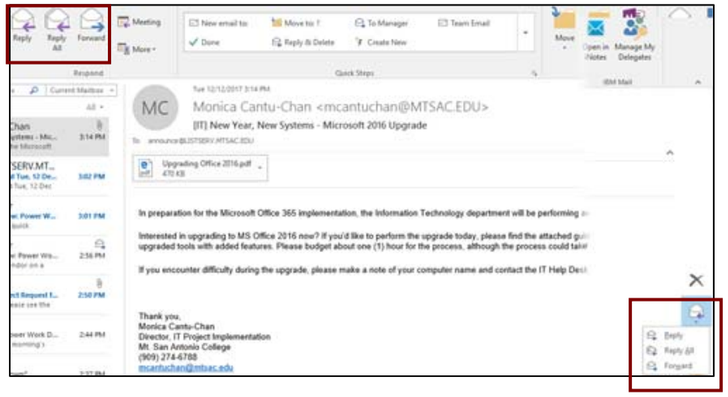
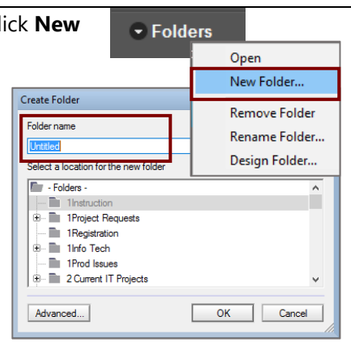
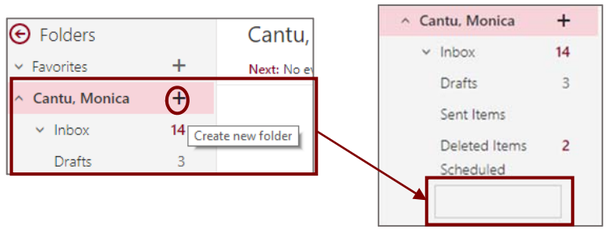
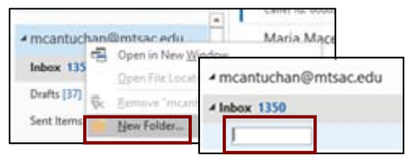
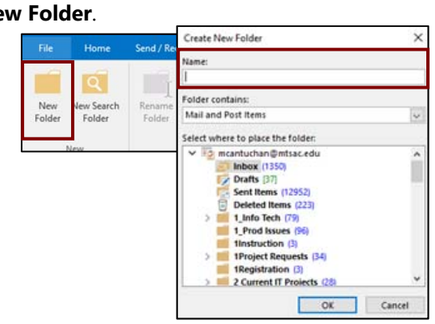
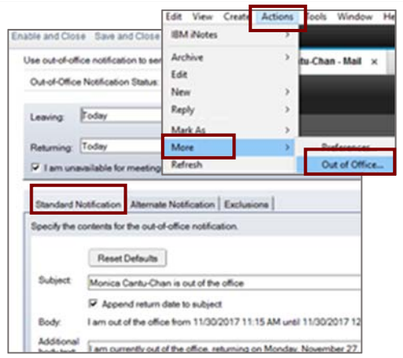
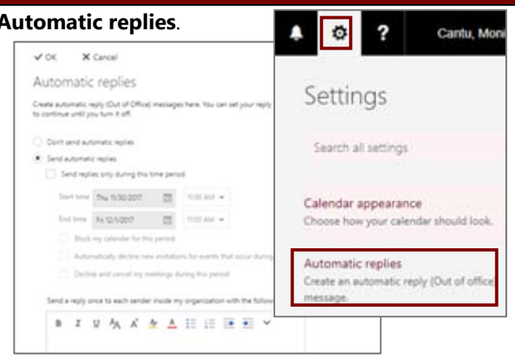
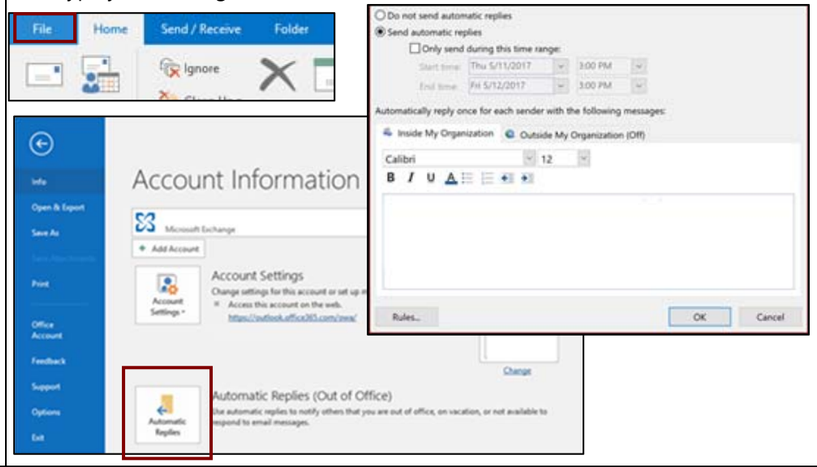
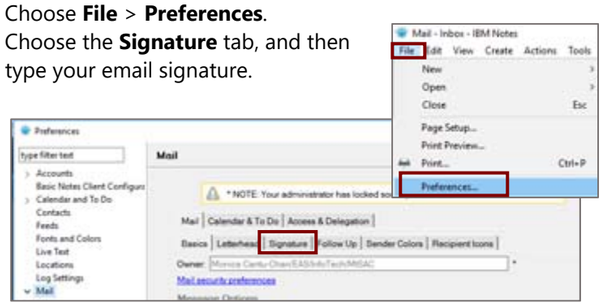
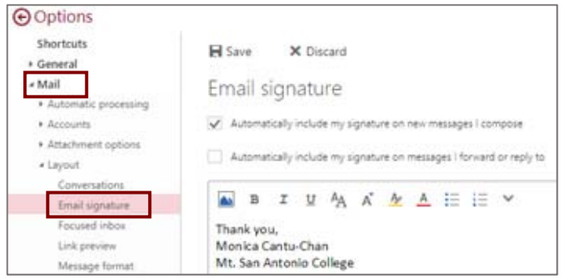
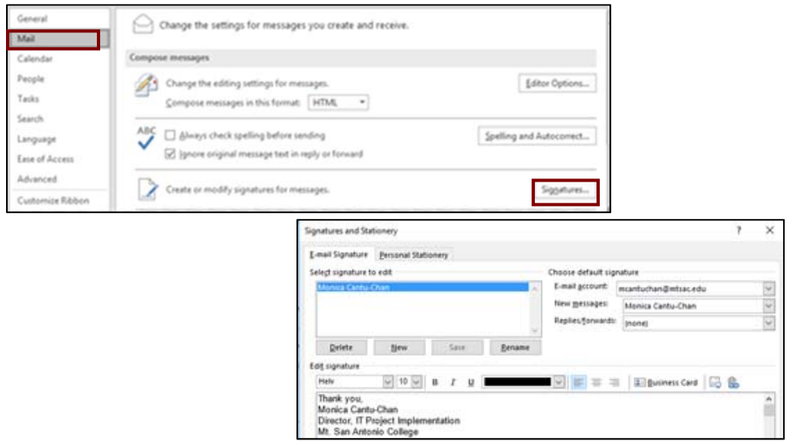
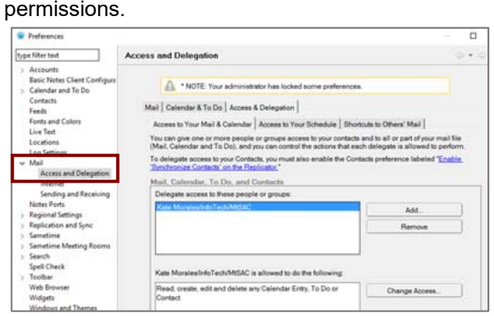
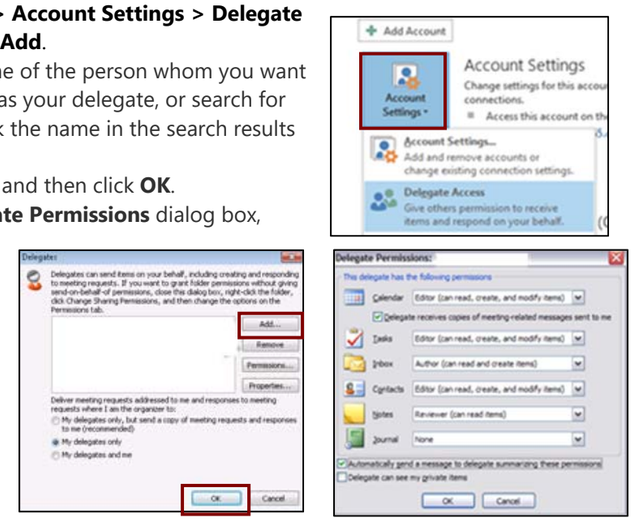
Task	In Lotus Notes	In Outlook Web App	In Outlook Desktop Application
Read and reply to messages	View messages for quick review and response through the preview pane. Reply, reply to all, or forward from within the preview pane. 	View messages for quick review and response through the preview pane. Reply, reply to all, or forward from within the preview pane. 	View messages for quick review and response through the preview pane. Reply, reply to all, or forward from within the preview pane. 
Create and send a new email	Choose **New > Message** , enter one or more addresses, compose your message, and then choose **Send** right from the message window.  	Choose **New > Email Message** , enter one or more addresses, compose your message, and then choose **Send** right from the message window.  	Choose **New Email** , enter one or more addresses, compose your message, and then choose **Send** right from the message window.  
Forward a message	Open the message or select it in the message list, and then click Forward. 	Select the message, click the reversed caret, and then choose **Forward**. 	Open the message or select it in the message list, and then click Forward. 
Create a new folder	1. Right-click the folder arrow, click **New Folder.** 2. Type a new folder name. Place the new folder within another folder by clicking the folder and then clicking **OK**. 	1. Right-click on a folder or click on the **+** sign to **create a new folder.** 2. Type a new folder name. Drag the folder where you would like it to appear. 	1. Right-click on a folder, **New Folder.** Type a new folder name. 2. Drag the folder where you would like it to appear. **OR** 2. Choose **Folder (menu bar) > New Folder**. 3. Type a new folder name. Place the new folder within another folder by clicking the folder and then clicking **OK**.  

Task	In Lotus Notes	In Outlook Web App	In Outlook Desktop Application
Create an out of office notification	1. Choose **Actions** > **More** > **Out of Office**. 2. Enter the dates of your absence. Click the **Standard Notification** tab, and then type your message. 	1. Choose **Settings** ⚙ > **Automatic replies**. 2. Choose **Send automatic replies**, enter the dates of your absence, and then type your message. 	1. Choose **File > Automatic Replies (Out of Office)**. 2. Choose **Send Automatic Replies**, enter the dates of your absence, and then type your message. 
Create an email signature	1. Choose **File** > **Preferences**. 2. Choose the **Signature** tab, and then type your email signature. 	1. Choose **Settings** ⚙ > **Your app settings > Mail**. 2. On the left pane, expand the **Mail** section, then **Layout** and select **Email signature**. 3. Type your signature, and then choose **Automatically include my signature on messages I send**. 	1. Choose **File > Options > Mail**. Under **Compose messages**, select **Signatures**. 2. Type your signature, and choose default signature options (as desired). 
Access and Delegation	1. Choose **File** > **Preferences**. 2. On the left pane, expand the **Mail** section, then choose **Access and Delegation.** 3. Add the person to be assigned access. 4. Assign permissions. 	1. Right click the applicable folder (e.g. Inbox), choose **Permissions**. 2. Choose the **+** sign and enter the name of the person to be assigned access to the folder. 3. Assign permissions. 	1. Choose **File > Account Settings > Delegate Access**. Click **Add**. 2. Type the name of the person whom you want to designate as your delegate, or search for and then click the name in the search results list. 3. Choose **Add**, and then click **OK**. 4. In the **Delegate Permissions** dialog box, assign permissions.