

1. Introduction

Webmail Light is a new way to access Lotus Notes (LN) Mail via the web. It has been designed to be "light and simple", and therefore does not have the full functionality of LN mail. However, you can read, reply and forward emails much quicker with Webmail Light than with Webmail. It is recommended to use Webmail Light for basic tasks and remote services for full access to Lotus Notes.

2. Accessing Webmail Light

To access your emails using Webmail Light, two things must take place:

1. You must have a Lotus Notes web password. Send your request if you do not currently have a Lotus Notes web password. From UNOV Portal or FO Portal, select

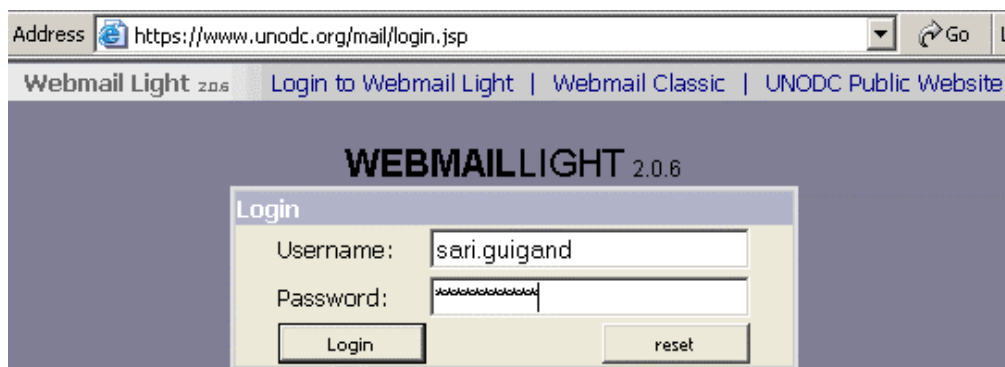
Set/change Lotus Notes Web password

2. You need to request a Webmail Light account by sending an email to Helpdesk.

Once you have a **Lotus Notes Webmail password** and a **Webmail Light account**, you are ready to use Webmail Light. You may access Webmail Light directly, if you know the web address to Webmail Light. Alternatively you can access it through the menu structure in the UNODC Home page.

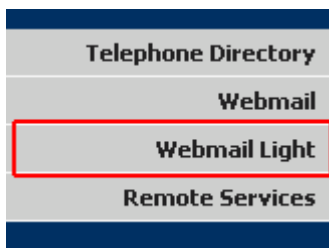
2.1 Quick way to access Webmail Light

1. At a web browser, type [webmaillight.unodc.org](https://www.unodc.org/webmaillight)
2. At Login screen, enter your **Username** (firstname.lastname) and **Password** (Webmail password) and then click **Login**.



2.2 Access to Webmail Light from UNODC website

1. At a web browser, type www.unodc.org
2. Click **Login** on top right hand corner of UNODC Home Page.
3. At the login screen, enter your **Username** (firstname.lastname) and **Password** (Webmail password) and then click **Login**.
4. Select Webmail Light from the left hand side menu.

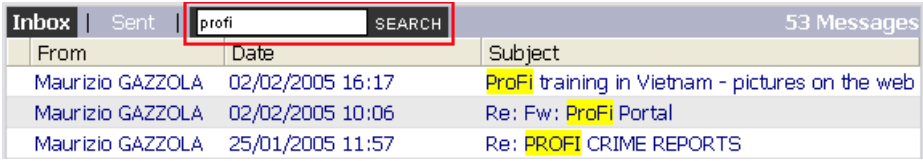


5. At Webmail Light Login screen enter your **Username** (firstname.lastname) and **Password** (Webmail password) and then click **Login**.

3. Webmail Light screen

There are only two folders in Webmail Light: **Inbox** and **Sent**.

From	Date	Subject
Oussama KHREIS	03/02/2005 16:54	Re: Sametime usage
* Abdallah ZABEN	04/02/2005 10:34	Re: Fw: Remote Services
* Nilima AGARWAL	04/02/2005 10:02	Coding convention for serial Numbers in FOML.
* Phillip KRUSS	03/02/2005 16:46	Re: Introduction to Webmail Light
* Farayi NYAMADZAWO	03/02/2005 16:08	Re: PSFS report update - URGENT

Inbox	Inbox is limited to displaying messages received in the last 30 days. Emails are shown as unread (in Red) until they are opened in Webmail Light.
Sent	Sent folder in Webmail Light stores only messages sent from Webmail Light. It does not contain emails of Sent folder in LN mailbox.
Attachment	Attachment (e.g. Word, Excel) is shown at the end of message, while image attachment (e.g. jpg) is displayed within the message. ----- Attachment Type: APPLICATION/MSWORD Filename: 2004-11 ProFi Web Highlights Member States.doc
Application link	Emails with links to Lotus Notes applications can be read but applications cannot be opened in Webmail Light.
Addressbook	It provides quick access to internal recipients email addresses from LN.
Search	To use the search facility, type the word or phrase in the Search box and then press enter. After a search is done, matching text found in the title of message is highlighted in yellow. 

4. Create and Send email in Webmail Light

Emails created in Webmail Light are stored in Webmail Light **Sent** folder and in LN **Webmail Sent Items** folder.

1. Click **New Memo**.
2. In the **To** field, enter the email address of your recipients, otherwise click **Search for Address** button which will retrieve LN Address Book.
3. (Optional) To add attachment, click **Browse**. After selecting file, click **Add to Attachments**.
4. Type your message. In Webmail Light, messages can only be written in plain text, with no text formatting (e.g. bold, italics, table etc).
5. When finished, click **Send**.

5. Delete email in Webmail Light

Deletions can only be done one email at a time and it will be synchronized with LN mail.

1. Click on the email to open it.
2. From action bar, click **Delete Message**.



Please refer all questions to the Helpdesk at UNODC.Helpdesk@unodc.org or (+43-1) 26060-4200