Other ways to create a message
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To create a message	Description
Using stationery	1. Above the message list, click **More.** 2. Click **New Message with Stationery.** 3. Select the stationery to use, and then click **OK.** For more information, see Creating and using stationery for mail.
From your contact list	1. In the contact list, select the names of one or more people or groups to send the message to. 2. Above the message list, click **New > Message**. The names are added to the **To** field of the new message.
From another message, calendar entry, or to do item	1. Select the message, entry, or to do item. 2. For a message, click **More** above the message list, and then click **Copy Into New > Message**. For a calendar entry or to do item, click **Copy Into New** above the calendar or to do list, and then click **Message**.
That contains a document link	1. Open or select the document. Note that the document must be in an application the recipient has access to. 2. Click **Create > Special > Link Message**. A document description is added to the **Subject** field, and a document link is added to the body of the new message.
About a phone call	1. Open your mail. 2. Click **Create > Special > Phone Message.** A custom form opens for you to enter information about the call.
For an application manager	1. Open the application. 2. Click **Create > Mail > Special > Send Message to Application Manager**. The manager's name is added to the **To** field of the new message.
Using a word processor	See Creating mail with Lotus Word Pro or Microsoft Word.

See Also

Creating a message
Creating mail with Lotus Word Pro or Microsoft Word

Glossary   Feedback on **Help** or **Product Usability**?   **Help on Help**