

FAQ – Lotus Notes

Use Of Attachments

Best Practice guidance on managing Lotus Notes Email attachments to best utilise email quota

IT Demand

Best Practice

As more and more people are getting rolled out to Lotus Notes the amount of stored mail is steadily increasing. The volume is dramatically increased by the use of e-mail attachments. There are several best-practice techniques that can significantly reduce the number of attachments that are in circulation:

Z Drive

drive (usually Z: drive). This has many benefits but can also reduce the need for

when they can be found on a bulletin board? If you think that people may not be sure where to find the document you can include a link (Edit . . . Copy As Link).



“Most of us are a member of one or more workgroups and should be storing documents in shared folders on the network”

attachments. For example, you can keep minutes of regular meetings in a shared folder and (if you feel that it is really necessary) the secretary can send out an e-mail to say when the latest minutes have been stored in the folder. This process can apply even if there are some people who need to read the documents on a regular basis but do not belong to the same department. They can be added to a "guest" list and would then be able to map the folder as Y: drive for example.

Bulletin Boards

The use of Bulletin Boards can also dramatically reduce the need for attachments. Why should you e-mail anyone copy of the core and local briefs

Discussion Databases

Lotus Notes discussion databases are another way of reducing the amount of e-mail traffic in general. These can be set up for specific purposes or long-term for general topics. This has the advantage that the discussion is recorded in one place rather than spread amongst everyone's Inboxes. Related documents such as minutes of meetings can also be conveniently stored here.

If you are having a discussion with one or more people by e-mail then it is normal practice to use "Reply with History" so that the recipient can see the previous dialogue. However, if there are any attachments then they can probably be deleted. If

someone sent you a document for comment then they don't really need you to send it back to them unless you have made changes to it.

Good housekeeping Weekly

If you have an e-mail in your Inbox with an attachment that you need to keep, you should click to highlight the email and then click on the Remove Attachments button (top right on the menu bar).

Note that this does not work if you have the Preview Pane selected.

An alternative method which will also work for older folders such as the Sent folder is to select the attachment as you would normally do to view or launch it but instead select "Detach" and save the file in your personal (P: drive) or shared drive.

After detaching, the original e-mail and attachment can be deleted (or the attachment can be deleted separately - enter the edit mode by double-clicking in the body of the e-mail, double click the attachment and then press the Delete button.

Click on the "floppy disc" icon to Save [do not try to use the "Save and File" button as this does something different]. If you are deleting attachments from your Sent folder, when you Close the email you will be asked if you want to Send, Save or Discard your changes. Choose Discard.).

Large & infrequent use Files

Finally, there will still be occasions when it is necessary to pass on **large** files to one or more people on an **infrequent** basis (therefore the shared folder option as described above would be too cumbersome to set up).

Rather than use an e-mail attachment there is a folder on the Shared or X: drive (mapped as shared on b-intra.net) for this purpose called "Transit".

Note that anyone in Sellafield is able to read the file whilst it is in the Transit folder so this process should not be used for confidential information:

1. Copy the file to the Transit folder on X: drive.
2. E-mail the relevant people to tell them that the file is available for collection.
3. The recipients will be able to copy the file from the Transit folder.
4. If you wish you can delete the file as soon as the recipients have collected it.
5. The file will be automatically deleted after a set period (we will have to experiment to discover the optimum period but we will try 48 hours initially). This is necessary to control the size of this folder as we cannot rely on the depositor to remember to delete the files. The file would then be moved to a "To be deleted" folder where it would be automatically deleted after a suitable interval. If anyone required a deleted file to be recovered for whatever reason then the normal file recovery route would be invoked.