


Application: IT User Guide
Status: Published

Subject: **Lotus Notes**
Topic: Email

Title: **Forwarding Email**

Purpose: Forwarding a Email to other people

Note: this procedure is to be read in conjunction with [Ricoh Email and Internet Usage Policy](#) 

Follow the two steps below.

Step	Action	Information
1.	Start with your mailbox open <ul style="list-style-type: none">• double-click on the email to open it	
2.	At the message reading window: <ul style="list-style-type: none">• click the Forward button• complete addressing fields as for a new message Info 2.1• add any text that you want to in the body of the message• click Send when finished	2.1 See: Composing Email 