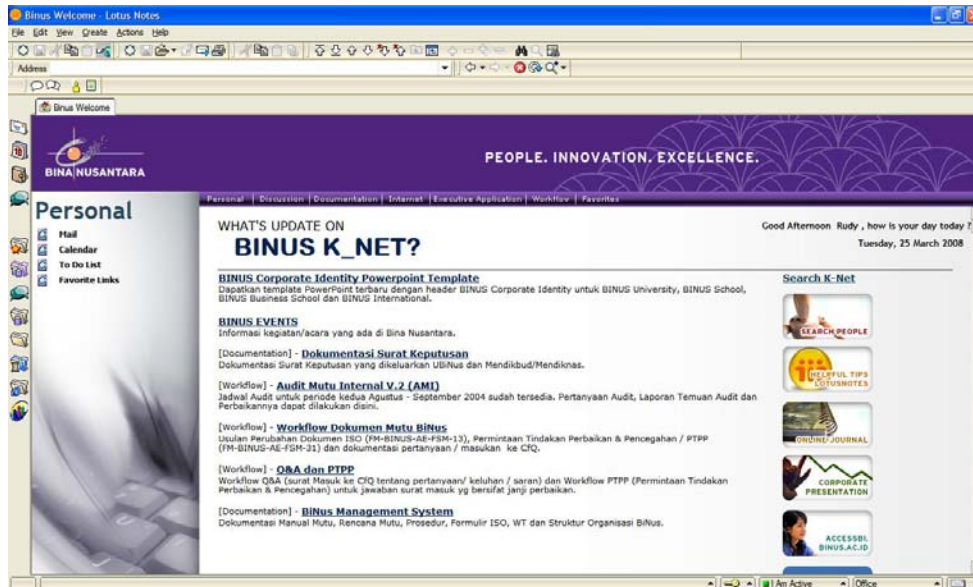


Membuat "Rule" Pada Lotus Notes (make rule on lotus notes client)

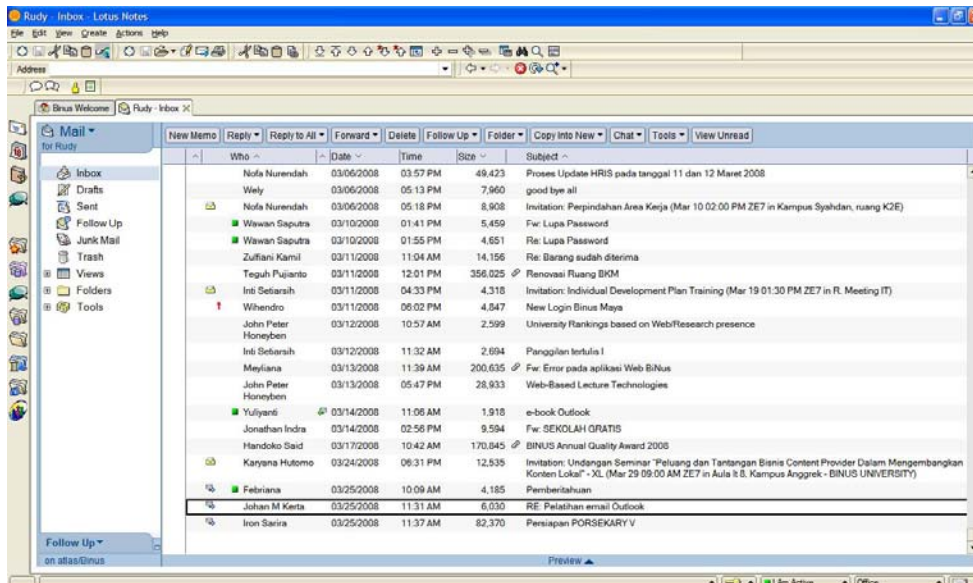
Tahap 1 (step 1)

- Masuk ke dalam lotus notes client (log in to lotus notes client)



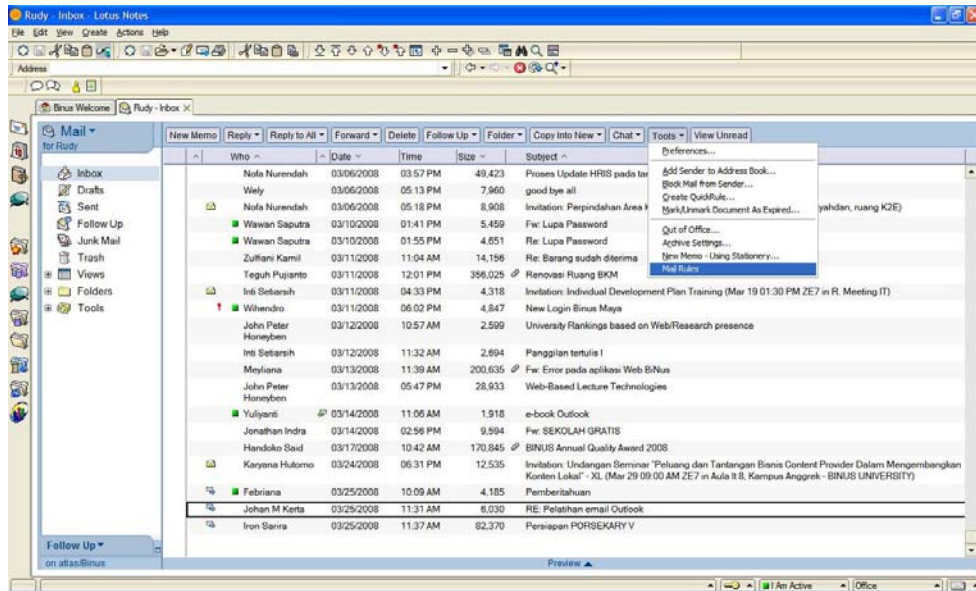
Tahap 2 (step 2)

- Klik tombol "Mail" (click mail button)



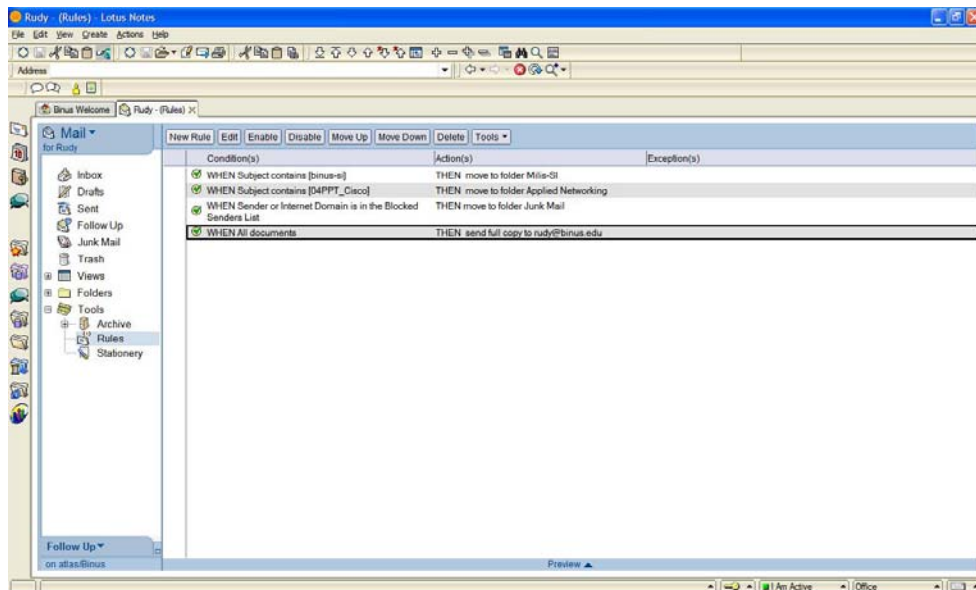
Tahap 3 (step 3)

- Klik tombol “tools” (*click tools button*)
- Pilih menu “mail rules” (*choose mail rules menu*)



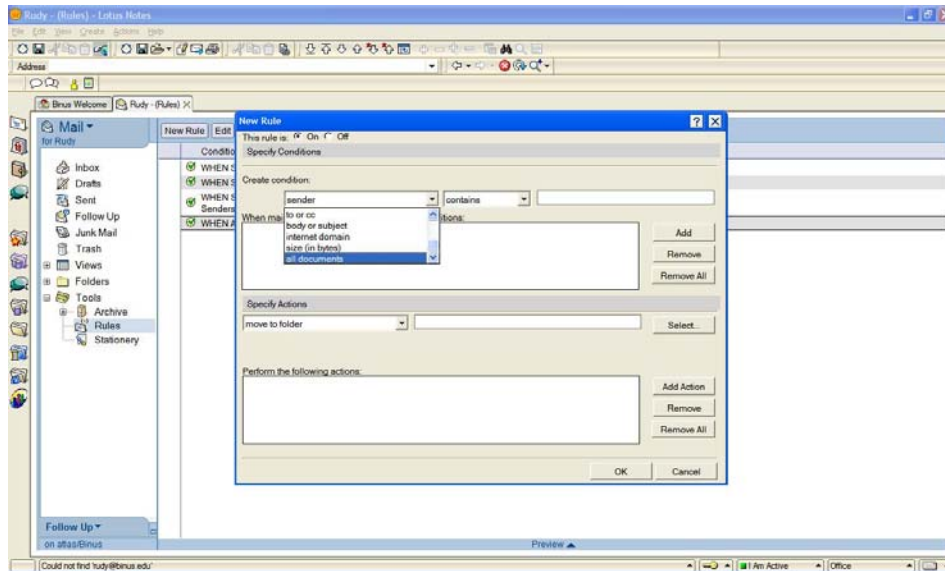
Tahap 4 (step 4)

- Klik menu “new rule” (*click new rule menu*)



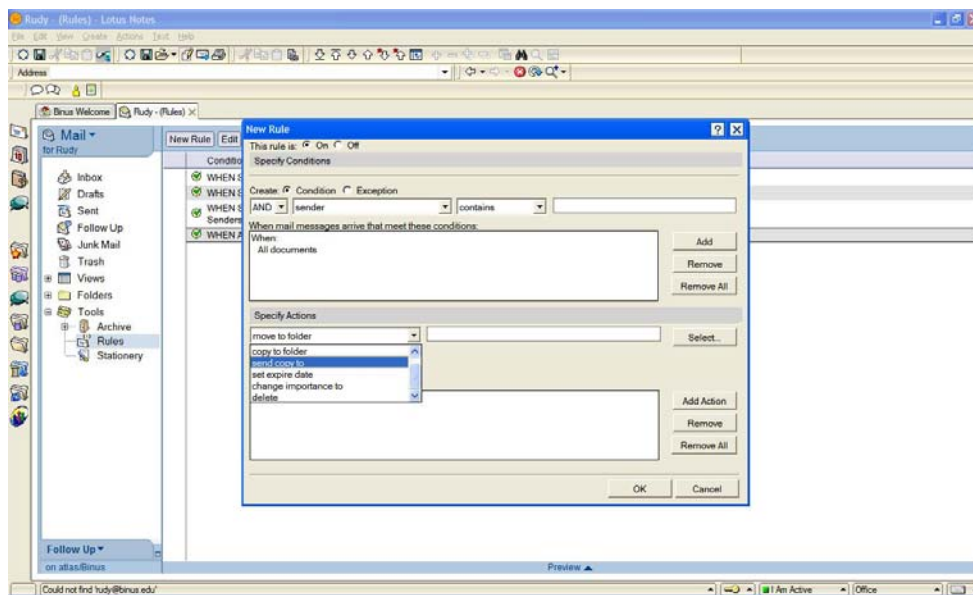
Tahap 5 (step 5)

- Pada bagian "Create Condition:" pilih "all documents" (at create condition section choose all documents)
- Klik tombol "Add" (click add button)



Tahap 6 (step 6)

- Pada bagian "Specify Actions" pilih "send copy to" (at specify actions section choose send copy to)
- Pada bagian "to" isi dengan alamat email binus.edu (at "to" section entry binus.edu email address)
- Klik tombol "Add Action" (click add action button)



Tahap 7 (step 7)
- Klik tombol "OK" (click OK button)

