

## Google /Gmail vs. Lotus Notes Comparison Chart

OBJECTIVE:	LOTUS NOTES:	GMAIL:
Storage	Mail hosted on a computer server and protected with a firewall.	Mail hosted on Google server and accessible from any computer, any location.
Organize Email	Messages organized in <i>Folders</i> .	Organize messages with <i>Labels</i> .
Organize Email	Manage mail with <i>Rules</i> .	Manage mail with <i>Filters</i> .
Organize Email	<i>Flag</i> messages for follow-up.	Add messages to the <i>Tasks</i> list.
Organize Email	<i>Sort</i> messages by sender and date.	<i>Sort</i> messages with <i>Gmail Search</i> .
Organize Email	View messages individually in Inbox.	<i>Group</i> mail and responses in <i>Conversation Threads</i> .
Check Email	<i>Auto-spell check</i> <u>while</u> writing email message.	<i>Check spelling</i> <u>after</u> writing email message.
Edit Email	<i>Delete</i> messages to conserve disk space.	<i>Archive messages</i> to clear <i>Inbox</i> . Note: 25GB storage available in the 'cloud'.
Categorize Email	Assign color to different senders.	Use color coded labels and filters.
Edit Email	Create signatures.	Use <i>Canned Responses</i> lab.
Edit Email	Forward multiple messages.	Forward messages in conversation thread.