



Introduction to Lotus Notes 6.5/8

Course Outline

Duration: 1 Day

What is Lotus Notes?

Database icons

Displaying database icons

Tabbed pages

Creating & naming a tabbed page

Moving a database icon to new tabbed page

Bookmarking

Opening Favourite Bookmarks

Adding & removing a database

Working in a database

Opening a database

Using Twisties

Reading a document

Closing a Lotus Notes Window (Task)

Searching

Using quick search & advanced search

Refining your Search using Operators

Adding a Notes database to your Workspace

Adding a database to a bookmark

Removing a database from your Workspace & bookmarks

Lotus Notes mail

Opening your mail database

Creating & sending a mail message

Creating phone messages & draft messages

Refreshing your mail database

Sorting messages in a mail folder or view

Opening, reading, & managing mail

Redirecting replies to emails & attaching a notes link

Automating an email message

Creating Hotspot buttons

Creating twisties to summarise an email

Managing your email folders

Creating & deleting folders

Moving messages into a folder

Using Personal Address books

Methods for adding new contacts

Creating a mailing list/group

Creating & managing a mailing list/group

Utilities

Changing your Notes password

Changing the letterhead in your messages

Using Out of Office notification

Preferences

Spell Check settings

Adding a Signature to your Mail Messages

Managing Trash

Automatically save messages that you send

Changing your email notification

Rules Folder

Creating, modifying & deleting a Rule

Using the Lotus Notes Calendar

Accessing & navigating the calendar

Adding, editing & printing calendar entries

Sharing your calendar

Creating & managing meeting invitations

Adding/Removing Members Group Calendar

Deleting a Group Calendar

The To Do view

Creating, delegating, actioning & managing Task