

LOTUS NOTES 6.5

Learning Outcomes: At the completion of this one day course, students will be able to maximise the day to day running of their desk or home business through their understanding of basic to advanced functions of emailing, creating appointments/meetings and managing business contacts.

Pre-Requisites: Participants should have a basic understanding of using the computer, mouse and keyboard. Students should also understand the concept of emailing.

What Is Lotus Notes:

The Workspace:

Navigation Buttons

Database Icons:

Displaying Your Database Icons

Title Only

Title And Number Of Unread Documents

Title And Server Name

Tabbed Pages:

To Create A New Tabbed Page

To Name A Tabbed Page

To Move A Database Icon To A New Tabbed Page

Automating An Email Message:

Create Hotspot Buttons

Create Twisties To Summarise An Email

Sending An Email But Have It Reply To

Someone Else

Attaching A Linked Notes Document To An Email Message:

To Attach A Notes Link

Managing Your Email Folders:

To Create A Folder

To Delete A Folder

To Move A Message That You're Reading Into A Folder

To Move A Message Into A Folder In The View Pane

Using Personal Address Books:

To Create Contacts In Your Personal Address Book

Creating A Mailing List/Group:

To Create A Mailing List/Group

Utilities:

To Change Your Notes Password

To Change The Letterhead In Your Messages

To Notify People Automatically When You Are Out Of The Office

To Cancel The Automatic Notification

Bookmarking:

Favourite Bookmarks

Opening Favourite Bookmarks

Adding A Database To Favourite Bookmarks

Removing A Database From Favourite Bookmarks

Working In A Database:

To Open A Database

Use Twisties

To Read A Document

Closing A Lotus Notes Window (Task)

Rules Folder:

Creating A Rule

Modifying A Rule

Deleting A Rule

Lotus Notes Mail:

To Open Your Mail Database

To Create And Send A Mail Message

To Create Phone Message

Drafting A Message

To Send A Drafted Message

To Save A Message As A Draft

Reading Messages

To Refresh Your Mail Database

To Sort The Messages In A Mail Folder Or View

To Open And Read A Message

To Move To The Next Message

Deleting Mail Messages

Restore A Deleted Email

Deleting Emails From Your Sent Folder

Printing A Message / To Check Your Printer Setup

To Print A Message

To Print Preview A Message

To Print A List Of Emails (View)

To Reply To A Message /To Forward A Message

To Attach A File To A Message From Lotus Notes

Adding Notes To Your Workspace:

To Add A Database From The File Menu To A Bookmark

To Remove A Database From Your Workspace

To Remove A Database From Your Bookmarks

Preferences:

To Spell Check All Emails Before You Send

To Add A Signature To The End of Your Mail Messages

To Access User Preferences

To Specify How Your Trash Is Emptied

To Automatically Save Messages That You Send

To Change Your Email Notification

Using The Lotus Notes Calendar:

- To Access The Calendar
- To Navigate Around The Calendar
- Adding Entry To Your Calendar
- Adding Repeating Calendar Entry
- Displaying And Editing A Calendar Entry
- To Open/Edit A Calendar Entry
- To Close Calendar Entry
- Moving And Deleting Calendar Entries
- To Move A Calendar Entry To A New Date
- To Delete A Calendar Entry
- Changing Repeating Calendar Entries
- To Move/Edit Repeating Calendar Entries
- To Delete Repeating Calendar Entries
- Printing Your Calendar
- To Print A Calendar In Different Formats
- To Print A List Of Selected Days From Your Calendar
- Letting Others Use Your Calendar
- To Access Your Delegation Profile
- Adding Another Users Mail/Calendar Database To Your Workspace
- Using Calendar Invitations
- To Create An Invitation
- Responding To Meeting Invitations
- To Accept Or Decline An Invitation
- To Accept Or Decline An Invitation (Safely) Once You've Responded To It
- Changing A Meeting – After It Has Been Scheduled
- To Reschedule A Meeting (As The Chairperson)
- To Accept Or Decline An Invitation After It Has Been Scheduled
- To Accept An Invitation (Previously Declined)
- To Decline An Invitation (Previously Accepted)
- Scanning Your Colleagues' Calendars For "Free Time" For Meetings
- To Find Free Time For Meetings
- Tracking Responses To An Invitation
- To Track Responses To An Invitation
- To Confirm A Meeting
- Other Ways Of Responding To Invitations
- To Send A Counter-Proposal For An Alternative Date/Time
- To Accept A Counter Proposal
- To Decline A Counter Proposal
- To Tentatively Accept An Invitation
- To Delegate An Invitation
- Removing Invitees From An Invitation List
- To Remove An Invitee From The Invitation List
- To Cancel An Invitation

Customising Your Calendar:

- To Access Your Calendar Preferences

Group Calendars:

- Adding/Removing Members To Your Group Calendar
- To Delete A Group Calendar

The To Do View:

- To Access The To Do
- Assigning Tasks
- To Assign A Task To Yourself
- To Assign A Reminder To A Task
- To Assign A Task To Someone Else
- Actioning Tasks
- To Action An Assigned Task
- Managing Tasks
- To Edit A Task
- To Mark A Task Complete
- To Delete A Task
- To Update The Status Of Tasks

Searching:

- To Use Quick Search In A View
- To Search For Documents That Contain A Particular Work Or Phrase (Anywhere)
- Tips When Searching
- Refining Your Search Operators
- To Perform An Advanced Search