



Use of Lotus Notes 8.5 for End-users

Course Duration:

7 Hours / 1 Day

1 Getting Started

- Starting Lotus Notes
- About the Lotus Notes Home Page
- How to Get Help in Lotus Notes
- Toolbar Preferences
- About the Lotus Notes Workspace
- To create a Workspace page
- Modifying a Workspace Page
- To delete a Workspace page
- To Open a application
- To bookmark or add a database
- To remove database icons

2 Logging in Lotus Notes

- About Your Lotus Notes Password
- Changing Your Lotus Notes Password
- Modify Preferences

3 Procedures of Opening Your Mail Box & Mail

- Opening Your Mail Box
- Folder
- Opening Your Mail
- Working with Mail Feature Buttons
- Opening Mail Attachments
- Sorting mail in a folder or view

4 Creating & Sending a New E-mail Message

- Creating New Mail
- Adding Attachments
- Changing the Style of Mail Message Headers
- Adding Document Style
- Saving and Continue Working on Draft E-mail
- Setting Delivery Options
- Encryption
- Sending Your Message
- Replying to Messages
- Forwarding a message
- Deletemail

5 Organizing documents into folders

- To create a folder
- To Categorize or File Messages
- To move a folder
- To remove or delete a document from a folder
- To delete a folder
- To rename a folder
- To discover folders

6 Advance Mail Function

- Using out-of-office mail
- Creating stationery for mail
- Additional Options on Basic Settings
- Filtering new mail using rules
- Flagging messages for follow-up
- Identifying Senders / Recipients by Row Color and Font Color
- About Delegation Profile & Granting Access Rights to Other People
- Procedures for Switching User

IDs

- Mail Auto-Save

7 Use of Calendar

- Type of Calendar Entries
- Meeting Invitation
- To create a group calendar
- To open a group calendar
- To change the display of a group calendar
- To edit a group calendar
- Setting Calendar and To Do preferences

8 Creating and Working with To-do entries

- To create a to do entry
 - To create a to do entry from a mail message
 - To open or edit a to do entry
 - To mark a to do entry complete
 - To display or hide to do entries on the calendar
 - To delete a to do entry
 - To create and send a to do request by Group
 - To reschedule, cancel, or confirm a to do request
 - To Add or Remove people(s) from a to do request
 - To track responses to a to do request
 - To send a message to recipients of a to do request
 - Answering to do requests
- #### 9 Housekeeping of Mailbox
- Creating or editing a set of archive criteria
 - Running an archive