

Lotus Notes R5

For Windows

GRG
GLOBAL REFERENCE GUIDES INC.

WHAT IS LOTUS NOTES ?

Lotus Notes Release 5 allows for secure, efficient information management and collaboration. Lotus Notes PC users utilize: e-mail, calendaring, group scheduling, Web access and information management. This guide will focus on the "Client" - your PC rather than the Server which would use Lotus Domino.

Enjoy!

GUIDE DESCRIPTION

Welcome to the Lotus Notes R5 Global Reference Guide. This Guide has been designed to give you, the client, a head start in learning. Special care has been taken to lay out all the key features of this application in a concise manner that is easy to read, understand, and apply. Using this guide alongside Lotus Notes R5, your knowledge and productivity will grow in leaps and bounds. Make certain to keep this valuable resource either reach at all times.

GLOBAL LEGEND

- Basic
- Intermediate
- Power User
- Quick Tip
- Warning Out
- Advanced Tip
- Frequently Asked Questions

Drop Down Menus

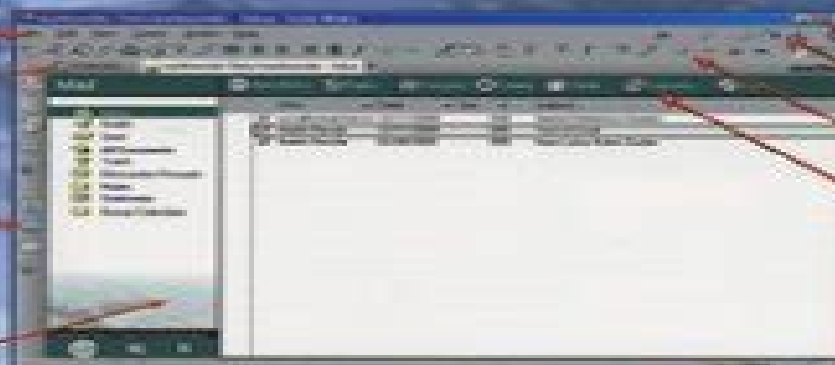
Task Buttons

These tabs represent open windows in Notes. You can switch between open windows simply by clicking the tab. To close a window click the (X).

Bookmark Bar

Bookmark buttons link to databases, bookmark pages, or even Web pages.

Navigation Pane



Title Bar

Universal Navigation Buttons

Smart Icons

Action Bar

You can press the **Esc** key to close any open windows Notes including an opened message.

CUSTOMIZE LOTUS

You can customize the Welcome Page by using one of the preset styles, altering an existing style or designing your own. Click the drop-down menu, select a style and click the options button to further customize your Welcome Page.

SMART ICONS & NAVIGATION BUTTONS

SMART ICONS - PART 1



SMART ICONS - PART 2



UNIVERSAL NAVIGATION BUTTONS



- Lotus Notes R5 comes with its own Help function that will explain all facets of the application in great detail. The Help drop-down menu at the top gives several choices. The two most relevant are the Help Topics and Context Help (F1 on your keyboard is the shortcut).
1. Click on the Help Topics to bring up the standard Lotus Notes R5 Help database. Information can be accessed by choosing a topic from Contents in the left frame (information will be displayed in the right frame).
 2. Click on the Index tab to display an expanded list of detailed topics and select one to display in the right frame.
 3. Click the Search tab and type in the subject or keyword then click the Search button (magnifying glass icon) to display the selected information.
 4. Clicking on Context Help or using the F1 key will bring up help topics and information relevant to the Lotus Notes window or application you are presently working in (if you are using the Calendar feature and press the F1 key - relevant help topics on this feature will be displayed).

Lotus Notes R5 Fast And Easy

Stephen R. Londergan, Pat Freeland

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the authors' names.

Lotus Notes R5 Fast And Easy:

Lotus Notes R5 For Dummies Quick Reference Stephen R. Londergan, Pat Freeland, 1999-06-02 Waste no time with the unimportant odds and ends of Lotus Notes start completing your tasks right away From using super fast Notes enhanced information searches to organizing your calendar this superb bite sized reference *Lotus Notes R5 For Dummies Quick Reference* gives you the information you need in order to use all the important features of Lotus Notes R5 E mail calendars databases and more all are at your disposal and all these can be stress free after you flip through this handy guide Take advantage of this product s new and improved user friendly interface and discover its easy compatibility with Windows 98 and NT Find out about your options for using Notes on site or on the go All this information and more is at your fingertips in *Lotus Notes R5 For Dummies Quick Reference* and can easily be accessed thanks to this book s lay flat binding **Easy Lotus Notes R5** Cate McCoy, 1999 In the shortest time possible become productive with Lotus Notes 5 Brief simple explanations are designed for the end user in a corporate environment who uses the R5 client both on and off campus to process mail manage scheduling and access the Internet Save valuable time with this optimum resource **Sams Teach Yourself Lotus Notes R5 in 10 Minutes** Jane Calabria, Dorothy Burke, Barbara Anderson, 1999 Sams Teach Yourself Lotus Notes R5 in Ten Minutes offers simple practical help for busy people who need fast results Through goal oriented 10 minute lessons you learn to take advantage of the full capabilities of the new Lotus Notes R5 client Even the experienced user of previous versions of Lotus Notes will benefit from this up and running quickly approach to the very new and very different R5 client The ideal reference whether you re on the road or sitting at your desk ten minutes is all you need to learn how to create and manage mail and mail attachments manage calendars and schedules join a Domino discussion group replicate databases and use Notes remotely *Sams Teach Yourself Lotus Notes and Domino R5 Development in 21 Days* Dorothy Burke, Jane Calabria, 1999 A comprehensive and painless way to learn the important development features of Lotus Notes and Domino R5 The lesson a day format offers real world task based step by step insight to successful mastering of workflow applications Learn basic Domino application development as well as the new features of R5 including new functions be introduced to JavaScript and LotusScript and learn to write advanced formulas and agents **Lotus Notes 6 For Dummies** Stephen R. Londergan, 2011-04-27 *Lotus Notes For Dummies* helps readers navigate and employ Lotus Notes to improve productivity and efficiency Covers the enhanced features of the new version of Lotus Notes including the welcome page instant messaging document sharing calendaring group scheduling and going mobile This is an introductory level book that provides the essential information needed to enable users to get the most from the latest release of Lotus Notes **Sams Teach Yourself Lotus Notes R5 in 24 Hours** Jane Calabria, Dorothy Burke, 1999 For beginner to intermediate Notes users this book makes it quick and easy to learn how to use the new features of the Lotus Notes R5 client in a tutorial format **Mastering Lotus Notes R5** Scot Haberman, Scott Haberman, Andrew Falciani, 1999 The target audience of this book

includes end users looking to tap into the full power of the Notes client developers building complex Notes applications and managers striving to maximize the potential benefits of a Notes system The CD ROM contains a wide range of essential tools utilities and custom databases designed to enhance any Notes environment **Lotus Notes and Domino R5 All-In-One Exam Guide** Libby Ingrassia Schwarz,Ben Malekzadeh,2001 Objective by objective coverage provides everything candidates need to prepare for both the System Administration and Application Development certifications The book contains hundreds of sample questions in the format Lotus asks them so readers can be aware of the tricks and traps The CD ROM features an application that allows users to answer additional sample questions through a Lotus Notes database **Lotus Domino Administration in a Nutshell** Greg Neilson,2000 Whether you re looking to change messaging servers modify your administration tasks to a simpler and more efficient level or ensure the security and flexibility of your web application server Lotus Domino Administration in a Nutshell will give you the everyday help you need to make the most of this reliable and scalable integrated server platform Jacket **Network World** ,2001-12-03 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce **InfoWorld** ,1999-02-15 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **InfoWorld** ,2000-05-01 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Lotus Notes R5** Katherine Murray,Katherine Nelson,1998-07-31 A linear tutorial organized by task this book is illustrated with product screen captures The first section guides the user through installing Lotus Notes 4 6 on Windows 95 The other sections cover the most common Lotus Notes 4 6 tasks in order of importance and frequency *The British National Bibliography* Arthur James Wells,2003 *Fast Track CLP Lotus Notes/Domino 5 Application Development* Tim Bankes,1999 Lotus has restructured the exam process so that all three required exams are geared directly toward skills that an Administrator will need and use This book gives candidates exactly what they need to know for the three tests with sample questions and a fast facts review Fast Track titles covering the R5 CLP exams contain exclusive references to the official Lotus courseware in the text **Network World** ,2001-01-08 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce *Developer's Guide to Lotus Notes and Domino R5* Brett Molotsky,Curt Holmer,1999-03 Written for programmers familiar with Notes this guide focuses on some core design and development

concepts providing tips procedures examples and business applications for each concept The first chapters deal with the process of defining a solution for the customer The remainder cover specific material regarding LotusScript classes in the Domino Object Model Java JavaScript and OLE automation The CD ROM contains example files and databases and software demo applications **InfoWorld** ,1998-09-21 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Educom Review** ,1999 Computing and communications in colleges and universities *THE Journal* ,1999

The Enigmatic Realm of **Lotus Notes R5 Fast And Easy**: Unleashing the Language is Inner Magic

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Lotus Notes R5 Fast And Easy :

Homily for The Holy Trinity, Year A (Updated 2023) A caring Father who creates us; a Brother who dies and lives for us now and forevermore; a Holy Spirit who inspires us, comforts us, and guides us safely home. Fr. Bob's Homily - Trinity Sunday May 30, 2021 — Today is Trinity Sunday. Our faith tells us there is but one God, and in thy one God there are three persons - Father, Son, and Holy Spirit. Trinity Sunday (Homily) - PreacherRhetorica The Trinity says that God is community, and that we seek. The Trinity says that God is relationship and that we search for. The Trinity says that God is love ... Trinity Sunday Homily Today is an important day, especially this year. It is a day to praise God who is constantly involved in our lives. It is a day to remember to look for God ... Trinity Sunday Year A Homilies and Reflections for Trinity Sunday Year A. Sunday May 31, 2026. Solemnity of the Most Holy Trinity (Jeff Cavins). The Strange Doctrine of the Trinity ... Homily For Holy Trinity Sunday, Year C Jun 11, 2022 — This celebration reminds us that the Father, the Son, and the Holy Spirit are working together. They are never separated, though, each one of ... Homily for The Holy Trinity, Year C (Updated 2023) Father Hanly's sermon for The Holy Trinity, Year C, "Hooray for God!" was delivered on 26th May 2013. It is sometimes hard to accurately transcribe Father ... TRINITY SUNDAY - Fr. Paul's Homily | St. Gregory the Great ... Trinity more than just an abstract doctrine that we take down off a shelf, dust off and admire once a year. Today we go forth from here mandated by our God ... Homily For Holy Trinity Sunday, Year A May 30, 2023 — Glory Be To The Father, To The Son And To the Holy Spirit, Amen! Readings: 1st: Ex 34, 4-6.8-9; Ps. (Dan 3, 52-56); 2nd: 2Cor 13: 11-13; ... The ROM Field Guide to Birds of Ontario: Janice M. Hughes This landmark publication features: • Detailed and clearly written descriptions of more than 300 migrant and resident Ontario bird species and accidentals, ... The ROM Field Guide to Birds of Ontario The definitive guide to birds of Ontario. Includes all species observed in Ontario. Written in clear, assesible language. Hundreds of photographs from many ... American Birding Association Field Guide to Birds of Ontario ... Ontario is a paradise for birds and for birders. This new field guide is the most comprehensive and up-to-date photographic guide to birds of Ontario: • 550 ... The ROM Field Guide to Birds of Ontario - Janice M. Hughes It is the most authoritative, easy to use, and beautifully designed guide to Ontario birds available. This landmark publication features: · Detailed and clearly ... The ROM Field Guide to Birds of Ontario

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