

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

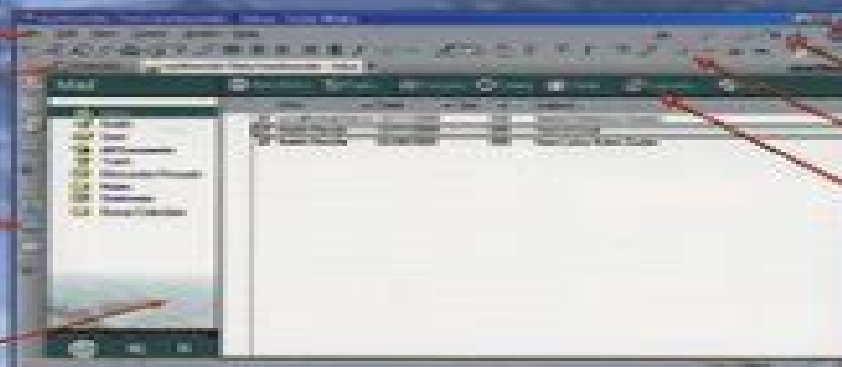
Task Buttons

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) 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

D Kirk



Lotus Notes R5 Fast And Easy:

The book delves into Lotus Notes R5 Fast And Easy. Lotus Notes R5 Fast And Easy is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Lotus Notes R5 Fast And Easy, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Lotus Notes R5 Fast And Easy
- Chapter 2: Essential Elements of Lotus Notes R5 Fast And Easy
- Chapter 3: Lotus Notes R5 Fast And Easy in Everyday Life
- Chapter 4: Lotus Notes R5 Fast And Easy in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Lotus Notes R5 Fast And Easy. This chapter will explore what Lotus Notes R5 Fast And Easy is, why Lotus Notes R5 Fast And Easy is vital, and how to effectively learn about Lotus Notes R5 Fast And Easy.
3. In chapter 2, this book will delve into the foundational concepts of Lotus Notes R5 Fast And Easy. The second chapter will elucidate the essential principles that need to be understood to grasp Lotus Notes R5 Fast And Easy in its entirety.
4. In chapter 3, the author will examine the practical applications of Lotus Notes R5 Fast And Easy in daily life. This chapter will showcase real-world examples of how Lotus Notes R5 Fast And Easy can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Lotus Notes R5 Fast And Easy in specific contexts. This chapter will explore how Lotus Notes R5 Fast And Easy is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Lotus Notes R5 Fast And Easy. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Lotus Notes R5 Fast And Easy.

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Lotus Notes R5 Fast And Easy Introduction

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