



LOTUS NOTES R5

For Windows

Drop-Down Menus

Task Buttons
You can switch between open windows simply by clicking the tabs. To close a window click the [X].

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

Navigation Pane

Working with Bookmarks

Lotus Notes R5 incorporated **Bookmarks** similar to a web browser. A **Notes Bookmark** can be either an internet page (web site), or virtually any Notes element (Calendar, Group Calendar, Database, Database View, Document, and more).

1. Moving the cursor over the **Bookmark Bar** will display the name of each **Bookmark**.

2. To add a new **Bookmark**, for example, **Book Address Book**, to the **Bookmark Bar** click on the tab **Book Address Book** and drag and drop it to your desired position on the **Bookmark Bar**.

3. To add a **Bookmark** to a **Bookmark Folder**, click on the **Create Drop-Down Menu and Add Bookmark...** An **Add Bookmark** window will pop-up. Select the folder where the **Bookmark** will be filed or create a **New Folder**.

TIP: Right-clicking the Notes window tab of any document will bring up the **Add Bookmark** window. Select a folder to place the **Bookmark** and click OK. Right-clicking on any **Bookmark** you made a **Bookmark Folder** will bring up a menu where **Renaming the Bookmark**, **Drop Up** or **Drop Down** options are available.

Top right-clicking on various icons throughout Lotus Notes - there are shortcuts galore!

With the **Bookmark Bar** you are just a click away from all the major components of Lotus Notes R5. You can create your own **Bookmark** icons and groups to help you really get anything.

Mail

Display your mail messages and corresponding notes.

Address Book

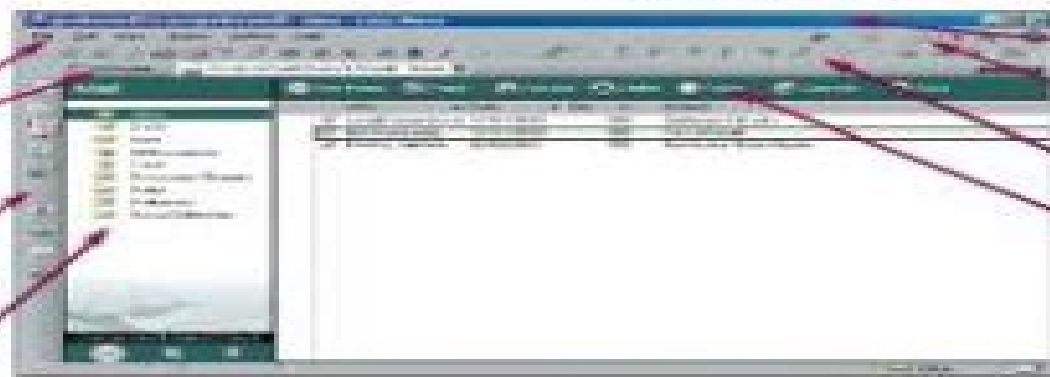
Where you can enter and keep track of business and personal contact information like phone numbers, e-mail addresses, etc.

Favorite Databases

Speedways for core applications, databases and view files that are used frequently.

More Bookmarks

Contains several Web search engines and popular Lotus Web sites.



Title Bar

Universal Navigation Buttons

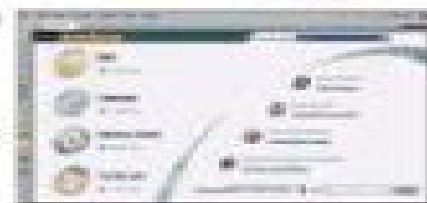
Smart Icons

Action Bar

TIP: You can press the **Esc** key to close any open window or folder including an opened message.

Customize Lotus

You can customize the **Message Page** by using one of the preset styles, selecting an existing style or designing your own. Click the **Group Smart Icons**, select a style and click the **Options** button. **Customize Message Page** - **Customize** - **Customize this page**.



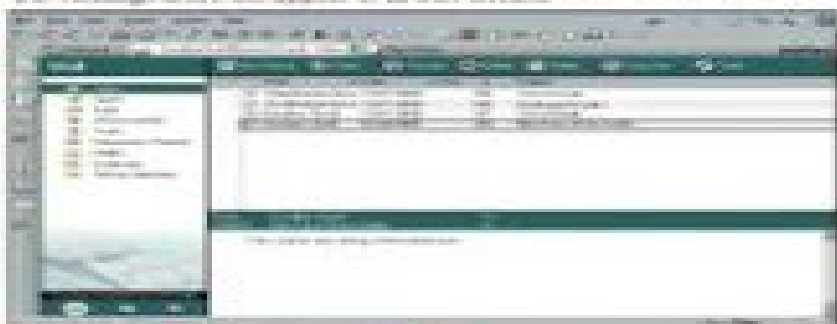
Messaging

Viewing Your Inbox

1. Click the **Mail** button in the **Bookmark Bar**.

This will display a list of new and existing mail items in the **Mail View** window.

2. To view a new mail message simply click the **Message** icon. Double-click the message and it will appear in its own window.



Creating and Sending New Mail

1. Open your **Inbox**.

2. Click the **New Message** icon in the bar left. This will open a new message window.

3. In the new message window you can type address, notes, set options for, and send your message.

4. Remember to click **Send** or **Send and File** on the **Action Bar** before exiting.

Lotus Notes R5 Fast And Easy

Greg Neilson



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**

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tricks and traps The CD ROM features an application that allows users to answer additional sample questions through a Lotus Notes database

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 *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

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

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

Lotus Notes R5 Rupert Clayton, 1999 This title is for beginning and intermediate Notes users who want to maximize the potential of this extremely popular and versatile program Rupert Clayton covers the complete range of end user functionality in Notes including routing and organizing e mail creating and accessing databases and planning and coordinating schedules

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

Computerworld, 1999-01-18 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

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PC Mag, 1999-06-08 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

F&S Index United States Annual, 1999

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 **Virtual Learning Communities**

Lewis, Dina,Allan, Barbara,2004-10-01 What are the characteristics of a successful learning community How are successful communities facilitated and maintained What lessons can be learnt from existing learning communities What type of learning community will suit your organisation or situation This user friendly guide is written to help managers professionals and learners planning facilitating or participating in online learning communities as part of a structured learning programme as an approach to continuous professional development as a means of improving performance at work or as a dynamic approach to innovation and collaborative working The book is relevant to senior managers with a responsibility for strategic planning and change management This can include new work practices involving working in multi professional teams across traditional boundaries It aims to engage readers in identifying key issues in relation to their own work situation and prompts readers to find their own solutions Virtual Learning Communities provides practical guidance and includes extensive examples case studies and activities It is key reading for those involved in e learning courses professional trainers and staff developers with a responsibility for CPD and professionals involved in facilitating new approaches to group work *Lotus*

Notes R5 For Dummies Stephen R. Londergan,Pat Freeland,1999-05-06 From scheduling and setting priorities to communicating and sharing information Lotus Notes R5 gives you the power to work the way you want There s only one problem With all these new features where do you begin Whether you re a Notes newbie who needs a basic orientation or a seasoned Notes developer who wants to get up to speed quickly on the cool new browser interface and improved search features Lotus Notes R5 For Dummies is the book for you Discover fast and friendly advice on how to Combat information overload by funneling your essential e mail deadlines meeting times bookmarks and Web links to a single Headlines page Do more in less time with the Notes versatile new interface a browser that puts your calendar your e mail messages and the Web at your fingertips Say goodbye to all those time wasting are you available phone calls or e mail with the Notes group calendar scheduling feature Get your hands on the facts and stats you need with the Notes powerful new network search capabilities Stay on top of your game while you re on the road by using the Notes mobile support for PCs pages faxes and PalmPilots or other hand held devices If you re ready to upgrade to Lotus Notes R5 you need Lotus Notes R5 For Dummies to make the most of this software powerhouse

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Table of Contents Lotus Notes R5 Fast And Easy

1. Understanding the eBook Lotus Notes R5 Fast And Easy
 - The Rise of Digital Reading Lotus Notes R5 Fast And Easy
 - Advantages of eBooks Over Traditional Books
2. Identifying Lotus Notes R5 Fast And Easy
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Lotus Notes R5 Fast And Easy
 - User-Friendly Interface
4. Exploring eBook Recommendations from Lotus Notes R5 Fast And Easy
 - Personalized Recommendations
 - Lotus Notes R5 Fast And Easy User Reviews and Ratings
 - Lotus Notes R5 Fast And Easy and Bestseller Lists
5. Accessing Lotus Notes R5 Fast And Easy Free and Paid eBooks

- Lotus Notes R5 Fast And Easy Public Domain eBooks
- Lotus Notes R5 Fast And Easy eBook Subscription Services
- Lotus Notes R5 Fast And Easy Budget-Friendly Options
- 6. Navigating Lotus Notes R5 Fast And Easy eBook Formats
 - ePub, PDF, MOBI, and More
 - Lotus Notes R5 Fast And Easy Compatibility with Devices
 - Lotus Notes R5 Fast And Easy Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Lotus Notes R5 Fast And Easy
 - Highlighting and Note-Taking Lotus Notes R5 Fast And Easy
 - Interactive Elements Lotus Notes R5 Fast And Easy
- 8. Staying Engaged with Lotus Notes R5 Fast And Easy
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Lotus Notes R5 Fast And Easy
- 9. Balancing eBooks and Physical Books Lotus Notes R5 Fast And Easy
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Lotus Notes R5 Fast And Easy
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Lotus Notes R5 Fast And Easy
 - Setting Reading Goals Lotus Notes R5 Fast And Easy
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Lotus Notes R5 Fast And Easy
 - Fact-Checking eBook Content of Lotus Notes R5 Fast And Easy
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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