



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**, **Right-click** on the right-clicking on various icons throughout Lotus Notes - there are shortcuts galore!

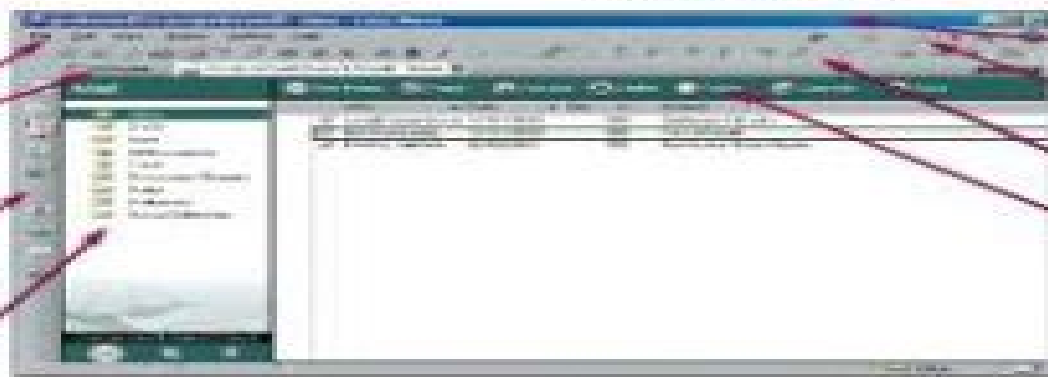
With the **Bookmark Bar** you are just a click away from all the major components of Lotus Notes R5. You can create your own **Bookmark Icons** and groups to help you really get organized.

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
Specialize 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** - Click the **Customize this page**.



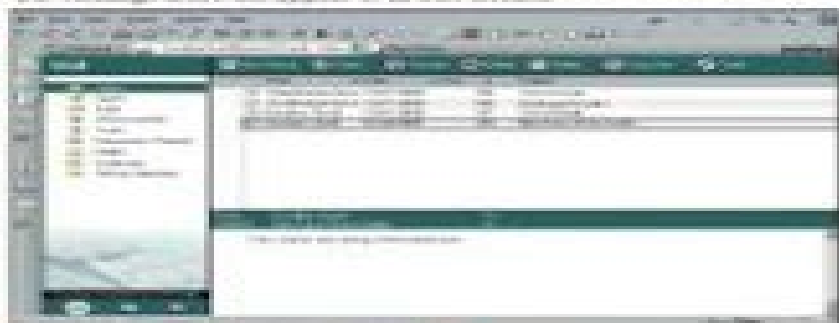
Messaging

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

Lewis, Dina, Allan, Barbara



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 *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 *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 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 **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 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 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 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 and Domino 5 Scalable Network Design** John P. Lamb,Peter W. Lew,1999 A unique update to one of the bestselling titles in the Lotus Domino arena with a description of the different ways to approach network design with Domino and comparing and contrasting Domino with Microsoft Exchange The CD ROM includes Domino Toolkit databases applications to help estimate network requirements and more **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 *Computerworld* ,2000-05-15 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 *Computerworld* ,1999-06-21 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 *The British National Bibliography* Arthur James Wells,2003 **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 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

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