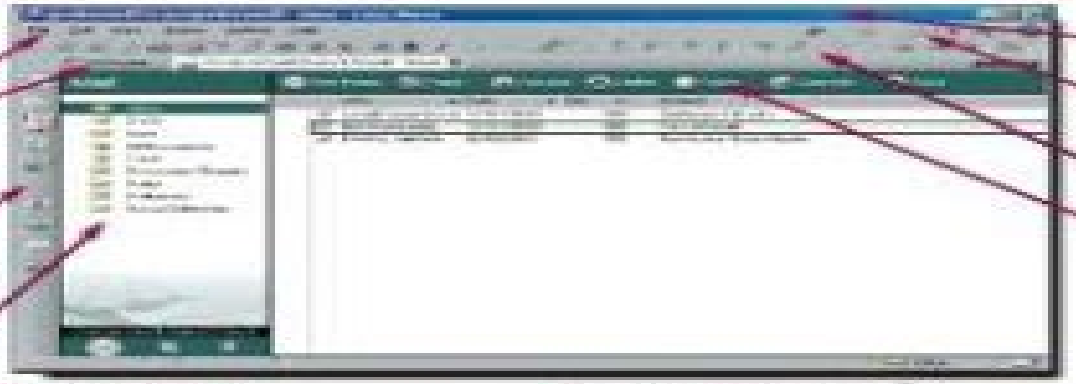
Lotus Notes R5

For Windows



TIP: You can press the **Esc** key to close any open window in Notes, including an opened message.

Working with Bookmarks

Lotus Notes R5 incorporates **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, Desktop, 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, Quality Address Book, to the **Bookmark Bar** click on the tab, **Quality Address Book** and drag and drop it to your desired location on the **Bookmark Bar**.
3. To add a **Bookmark** to a **Bookmark Folder**, click on the **Create** drop-down menu, and click **Bookmark...** for **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** in, and click **OK**. Right-clicking on any **Bookmark** will create a **Bookmark Folder** will bring up a menu where **Removing** the **Bookmark** is an option. Try 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 menus.

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

Favorite Bookmarks
Bookmarks to core applications, databases and Web sites that are used frequently.

More Bookmarks
Contains several Web search engines and popular Lotus Web sites.

Calendar
Displays your calendar, appointments, events, and meetings.

To Do List
Lets you view, create, assign and manage your to do items.

Replicator Page
The tool used to manage the replication (a special form of copy) of databases.

Databases
Includes databases and a search tool to find information.

Internet Explorer Links
Place your links or As-is Bookmarks for access to important sites that are used infrequently. (Netscape Navigator users – not shown.)

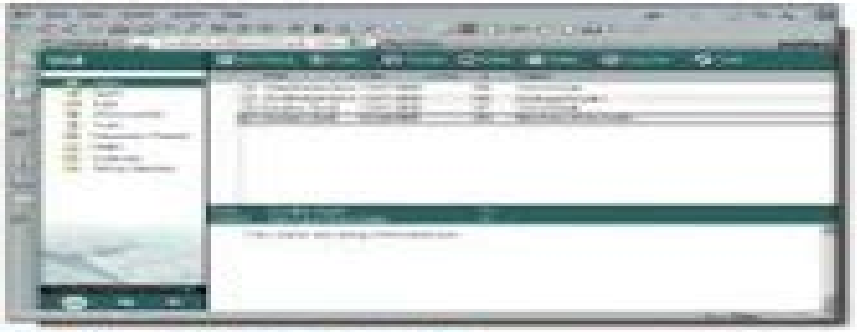
Customize Lotus

You can customize your **Welcome Page** by using one of the preset styles, creating an existing style or designing your own. Click **Edit Page** and then click **Create a style** and click the **Options** button to define customize your **Welcome Page**. Click **Customize this page**.

Messaging

Viewing Your Inbox

1. Click the **Mail** button on the **Bookmark Bar**. This will display a list of new and existing mail items in the **Best View** window.
2. To view a new mail message simply click the **Inbox** 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 Memo** icon on the Bar left. This will open a new message window.
3. In the new message window you can now address, write, set options for and send your message.
4. Remember to click **Send** or **Send and File** on the **Action** bar before exiting.

For Training Purposes Only

Lotus Notes R5

Stephen R. Londergan,Pat Freeland

Lotus Notes R5:

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 **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 **Lotus Notes R5** Myös Group,1999 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 R5** BarCharts, Inc.,2001-05-22 **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 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 Notes Roland Fricke,2001-01 **Lotus Notes** Jane Calabria,Dorothy Burke,2003 This inexpensive compact sized guide is all you need to master the fundamentals of Lotus Notes R6 The book is divided into quick and easy lessons designed to be completed in ten minutes or less Topics covered include getting started with Notes working with databases reading mail using the calendar managing documents navigating the Web and customizing Notes **Using Lotus Notes and Domino R5** Randall A. Tamura,1999 This text covers every single facet of the Notes and Domino environment focusing on the features and tools that help readers accomplish tasks in the most efficient manner Mastering Lotus Notes and Dominion R5 Scot Haberman,Andrew Falciani,Matt Riggsby,2000 The ultimate book for power users of Lotus Notes This comprehensive guide covers everything from navigating the Notes environment to creating custom Notes applications and programming Notes using Domino Designer Advanced material includes designing forms for the Web building user friendly and secure applications and integrating the PalmPilot with Notes This book is tightly integrated with the accompanying CD of customizable ready to run Notes databases third party tools and programming examples Lotus notes R5 Lotus Development GmbH. München,1999 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 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 Lotus Notes R5 : Quick Reference Digital Content Factory Ltd,2003 **Lotus Notes and Domino R5 Development Unleashed** Debbie Lynd,Steve Kern,2000 Learn the latest proven OOA Object Oriented Analysis techniques from a leader in the field Go beyond the basics and apply advanced design techniques to your applications Master all of the development languages available to you in Domino You ll find three chapters each on the Formula Languages LotusScript Java and JavaScript and a chapter on HTML plus a chapter to help you determine when to use each language Analyze your Domino applications using TeamStudio Analyzer Use all of the new

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Using Lotus Notes and Domino R5 ,1999 **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 **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 and Domino Take Center Stage** Marion Hawker,2000

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