



Course Outline – Lotus Notes v5 – Getting Started

Overview and Goals – to be able to use the Lotus Notes messaging functions

Course Objectives – to be able to create emails, create folders, print, add attachments, detach and use address books.

Who Should Attend – anyone who needs to use Lotus Notes

Getting started

- Navigating
- Bookmarks
- Swapping between multiple windows
- Keyboard shortcuts
- Locking Notes

The Basics

- Creating a message
- Sending messages
- Receiving mail
- Creating drafts
- Printing messages
- Deleting messages
- Selecting multiple messages
- Attachments
- Address books
- ALL documents view
- Changing text attributes

Folder management

- Creating folders
- Deleting folders
- Renaming folders
- Filing messages
- Using bookmarks
- Organising your mail

Documents and Databases

- Navigating and view panes

Setting Personal preferences

- Setting your password
- Smart icons
- Encrypting mail messages
- User preferences

Advanced features

- Stationery
- Rules
- Custom signature blocks
- Letterhead choices
- Delivery options
- Mail delegation
- Out of office agent
- Spell checking
- Creating messages in other applications

Managing your calendar

- Moving around
- Adding appointments
- Printing options

If you would like to know more about any of the topics please contact

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