

# Welcome to IBM Lotus Notes 8.5.1





Soon, a new version of **IBM Lotus Notes** is coming to your desktop. Take a look and see what's in store!

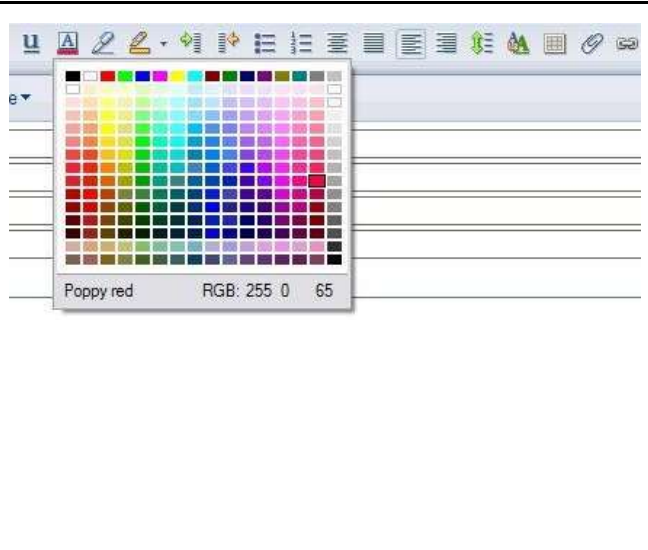
## What's new

Here are some great new features:

### Convenient toolbar icons for frequently used editing options

You can use toolbar icons to perform the following editing tasks:

- Click the text color icon  to set the color of new text or change the color of selected text.
- Click the highlighter icon  to enable or disable highlighting. The cursor changes to show that you are using the highlighter.
- Click the insert link icon  to create hotspot links for selected text
- Click the underline icon  to underline selected text

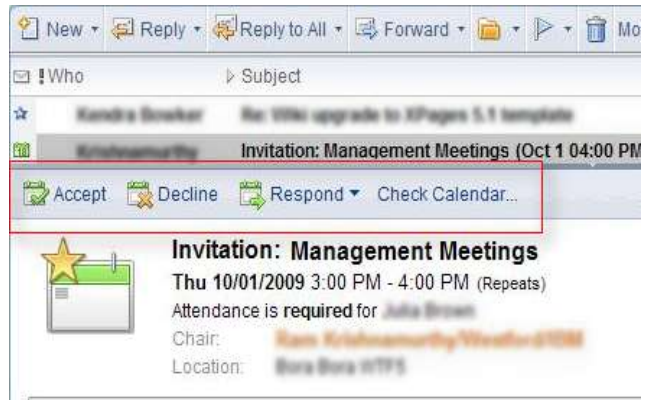


### Accept and decline meetings from preview pane

You can accept and decline meetings (and do other meeting actions) from the preview pane in mail or calendar.

With the preview pane open, select a calendar notice in your Inbox (or an entry in your calendar).

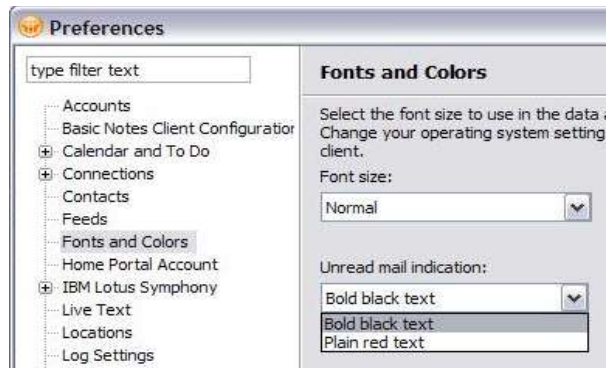
Buttons for all appropriate meeting actions will appear at the top of the preview pane.



### Use red text to indicate unread documents

Back by popular demand, you can use red text to indicate unread documents, such as e-mails.

Click **File > Preferences**, and then click the **Fonts and Colors** preference. For the field **Unread mail indication**, select **Plain red text**.



# What's changed

Here are some changes from the previous release:

## Archiving Improvements

There have been several improvements to archiving, to make it easier find archived messages and to tell when you are working in an archive.

For more information, see [What's New in Notes 8.5 and 8.5.1](#).

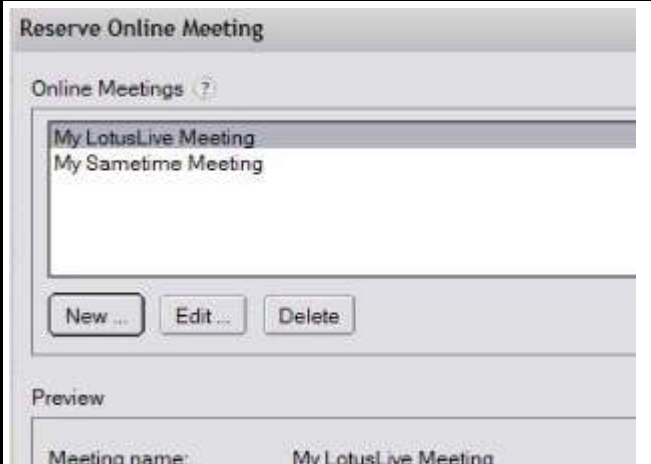


## Save multiple online meetings

When you add an online meeting to a meeting invitation, you can save the information to reuse for future meetings.

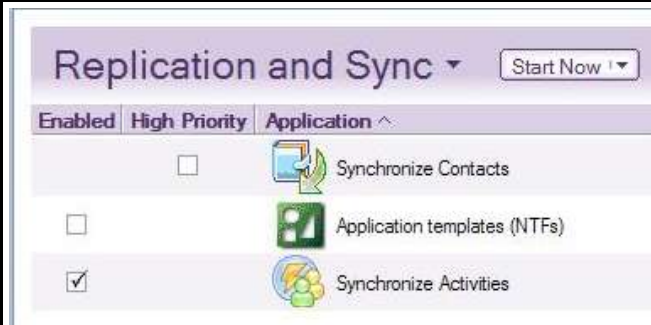
You can save multiple meetings, choosing from LotusLive, Sametime, or Sametime Classic meetings, depending on your organization.

To add, edit, or delete online meetings, create a meeting invitation and click **Online Meeting**.



## “Replication” changed to “Replication and Sync”

The **Replication** page has been changed to **Replication and Sync**, and now includes synchronizing Activities if you are working with an offline copy.



## View business cards in more places

You can view people's business cards when you hover over their names in your Inbox; e-mail To, Cc, Bcc, or type-ahead list; calendar entries and invites; Sametime Contacts list; chat windows; Activities; and more.



For a complete list of new and changed features in Notes 8.5.1, see [What's New in Notes 8.5 and 8.5.1](#).

# Learn more



Resource	Description
Help links and locations	You can view BM® Lotus Notes® help by clicking Help from the menu, or in the <a href="#">IBM Lotus Domino and Notes Information Center</a> .
Learning Plug-in	<a href="#">Install the Learning Plug-in</a> to access show-me demos, tutorials, product tours, and more, directly from your sidebar. (See the screen image below)
Media Gallery	The <a href="#">Media Gallery</a> provides links to a variety of information including Flash demonstrations, videos, reference cards, Web seminars, product tours, and other materials for learning more about Lotus Notes.
View animated demonstrations on Lotus Notes features in the Lotus Notes and Domino wiki.	See <a href="#">Demonstrations for the Lotus Notes client</a> at <a href="http://www-10.lotus.com/idd/dominowiki.nsf/dx/demonstrations-for-the-lotus-notes-client">http://www-10.lotus.com/idd/dominowiki.nsf/dx/demonstrations-for-the-lotus-notes-client</a>
Blog	To view and blog about tips for using Lotus Notes, see the <a href="#">Lotus Notes 8.x Tips</a> blog at <a href="http://www-10.lotus.com/idd/notestipsblog.nsf">http://www-10.lotus.com/idd/notestipsblog.nsf</a>
New Features	To view a complete list of new features, see the topic <a href="#">What's New in Lotus Notes 8.5</a> in the product Help or in the Lotus Notes and Domino Information Center.

## IBM Lotus Notes Learning Plug-in displayed in sidebar

The screenshot displays the IBM Lotus Notes interface. On the left, a list of messages is visible, with the top one from Sheryn Richard. The right sidebar contains several panels: 'Sametime Contacts', 'Sametime Primary Contacts', and the 'Learning Plug-In for IBM® Lotus Notes®'. The Learning Plug-in panel includes a 'Course' dropdown set to 'Learning Plug-In for IBM® Lotus Notes®', a 'Topic Filter' set to 'All Topics', and a 'Topics' list with two items: 'About the IBM Learning Plug-in for L' and 'Using the Learning Plug-in'. Below these are panels for 'Feeds', 'Day-At-A-Glance', 'Activities', and 'My Widgets'.

# Getting help

Use the following resources to get more assistance:

Resource	Description
Help links and locations	You can view BM <sup>®</sup> Lotus Notes <sup>®</sup> help by clicking Help from the menu, or in the <a href="#">IBM Lotus Domino and Notes Information Center</a> .
Bookmark useful Help topics.	Click Help. To bookmark: open the topic you want to bookmark, then click  . To view all bookmarks: click  .
Submit feedback	Let us know if this guide was helpful to you or provide comments on our Help topics. Click the Submit Feedback button or link in your product Help.