

Using IBM® Lotus® iNotes™ 8.5.1



Access Applications



Click to open an application.

Action Bar



Don't overlook the More menu! In the Mail view, you can:

- Set up an Out of Office message
- Schedule a meeting
- Add a sender to contacts
- Access stationery

Adjust sidebar and preview pane appearance. In Calendar views, filter entries by using Show.

Top Menu Bar



Change modes, set preferences, go offline, log out, and access the product help.

View Quota

View how much space you are using in your mail file.



Navigate Mail

Mail views

View messages by conversation

Archive folders

Manage mail rules and stationery

Mail delegation

The screenshot shows the IBM Lotus iNotes interface. On the left is a sidebar with folders like Inbox (78), Drafts, Sent, and Tools. The main area displays a list of emails with columns for Who, Subject, Date, and Size. The selected email is expanded in a preview pane at the bottom, showing the sender (Samantha Daryn), date (Friday, January 08, 2010 11:18AM), and the body text of the message.

Side Bar

Day-At-A-Glance calendar

Lotus Sametime Contacts

Preview Pane

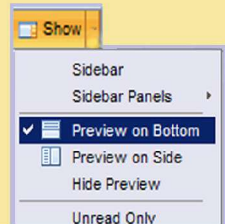
Read mail messages in the preview pane.

View mail threads



Navigate mail



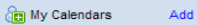

Preview Pane orientation





General Setup

To...	Do this...
Open an application	Click the application icon: 
Change modes	Click the mode menu on the top menu bar. 
Enable instant messaging	Go to Preferences > Basics .
Disable type-ahead	Go to Preferences > Basics > Type-ahead
Grant other people or groups access to your mail, calendar, to do, or contacts	Go to Preferences > Delegation .
Add a shortcut to someone else's mail	Go to Preferences > Calendar > Shortcuts .
Import, export, or delete your Notes ID	Go to Preferences > Security .
Change your Notes ID or Internet password	
Set up and enable archiving	Go to Preferences > Archiving .

Calendar and Scheduling

To...	Do this...
Change the calendar view	From the left pane, expand Views , and then select the desired view.
Create a group calendar	From your calendar, click the Group Calendar view in the navigator. Then click New .
Add an external (Google) calendar	Open the Calendar view. Next to My Calendars , click Add . 
Display an additional time zone	Go to Preferences > Calendar .
Change the time of a calendar entry without opening the entry	Drag and drop the entry into a new time block.
Remove duplicate entries	Double click one of the duplicate entries. When prompted, confirm that you want to repair your calendar.
Specify a time zone for a meeting	While viewing the Meeting form, click the Time Zone icon. 
Check free time of invitees	While viewing the Meeting form, click the Schedule tab.
Create a repeating entry	When creating an entry, click the Repeat tab.
Automatically process invitations	Go to Preferences > Calendar > Autoprocess .
Set up Out-of-Office notification	On the Action Bar, click More > Out-of-Office .

Mail

To...	Do this...
Find a message using scroll hints	Display information as you scroll through your mail list views, based on how you have the view sorted (For example, sort mail by date or sender).
Mark messages read or unread	Select one or more messages, then click Mark as .
View unread messages only	Click Show > Unread Only .
View delivery information on a message you receive.	From an open message, click More > Delivery Information .
Mark a message for follow up	Select a message. Then click  on the action bar.
Create stationery from a message you are creating	Click More > Save as Stationery
Create and store signatures for messages	Go to Preferences > Mail > Signature .
Create mail rules	In the left pane, click Tools > Rules .
Delete, rename, or create a new folder	Right click any folder.
Enable/disable recipient indicators	Go to Preferences > Mail > Attention Indicator . 
Add sender to your contacts	Select a message from someone you want to add to your contacts, and then click More > Add Sender to Contacts .
Block mail from a sender	Select a message from someone you want to block, and then click More > Block Mail From Sender .
Recall a message	From the Sent view, select a message and click Recall Message .

Modes

Mode	Capabilities
Full mode	All applications and capabilities are available.
Lite mode	Includes access to mail and contacts, frequently used calendar actions, and the day-at-a-glance calendar. This mode is great on the go and at kiosks.
Ultra-light mode	Check your mail using a mobile device. This mode is also fully accessible from your desktop computer when using Mozilla Firefox 3.0.x.