

# Using IBM® Lotus® iNotes™ 8.5.x



## 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.

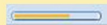
## Top Menu Bar



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

Who	Subject	Date	Size
Samantha Daryn	Re: Customer meeting today	01/08/10 11:18AM	10K
Samantha Daryn	Re: Status updates needed for vendor preferences	01/06/10 12:06PM	3K
Philippe Babineaux	Re: Customer meeting today	01/06/10 11:31AM	3K
Samantha Daryn	Invitation:Morgan account reassignment (Jan 28 03:00 PM EST)	01/06/10 11:01AM	2K
Philippe Babineaux	New Submission Deadline	01/06/10 10:04AM	1K
Anna Bauer	Status updates needed for vendor preferences	12/14/09 11:50AM	1K
Mail Router	DELIVERY FAILURE: No route found to domain Lotus from server LSVK12/14/09 11:35AM	12/14/09 11:35AM	3K
Kelly Hardart	Invitation:First Quarter Planning (Oct 26 03:00 PM EDT in Conf Room A)	10/26/09 07:27AM	6K
Kelly Hardart	Cancelled:First Quarter Planning	10/26/09 07:26AM	2K
Pat Duffy	Accepted: Operations Meeting	10/26/09 03:29AM	2K
Kelly Hardart	Confirmed:First Quarter Planning (10/26/2009 03:00PM)	10/26/09 03:28AM	6K

**Re: Customer meeting today**  
**Samantha Daryn**  
 Friday, January 08, 2010 11:18AM  
 To: Philippe Babineaux  
 Cc: Paul Clemmons, sbranco@linmail.lotuslive.com, annabauer1@aol.com, gailcrou1@yahoo.com, khardart@gmail.com

The meeting was great, thanks to everyone for helping out.

Here are the notes/minutes from the meeting:

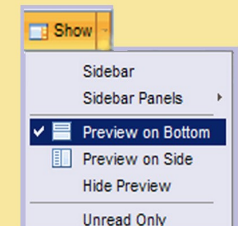
## Side Bar

Day-At-A-Glance calendar

Lotus Sametime Contacts

## Preview Pane

Read mail messages in the preview pane.





Preview Pane orientation

View mail threads

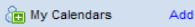

Navigate mail

Access widgets



## 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 <b>Preferences &gt; Basics</b> .
Disable type-ahead	Go to <b>Preferences &gt; Basics &gt; Type-ahead</b> .
Grant other people or groups access to your mail, calendar, to do, or contacts	Go to <b>Preferences &gt; Delegation</b> .
Add a shortcut to someone else's mail	Go to <b>Preferences &gt; Calendar &gt; Shortcuts</b> .
Import, export, or delete your Notes ID	Go to <b>Preferences &gt; Security</b> .
Change your Notes ID or Internet password	
Set up and enable archiving	Go to <b>Preferences &gt; Archiving</b> .

## Calendar and Scheduling

To...	Do this...
Change the calendar view	From the left pane, expand <b>Views</b> , and then select the desired view.
Create a group calendar	From your calendar, click the Group Calendar view in the navigator. Then click <b>New</b> .
Add an external (Google) calendar	Open the Calendar view. Next to <b>My Calendars</b> , click <b>Add</b> . 
Display an additional time zone	Go to <b>Preferences &gt; Calendar</b> .
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 <b>Time Zone</b> icon. 
Check free time of invitees	While viewing the Meeting form, click the <b>Schedule</b> tab.
Create a repeating entry	When creating an entry, click the <b>Repeat</b> tab.
Automatically process invitations	Go to <b>Preferences &gt; Calendar &gt; Autoprocess</b> .
Set up Out-of-Office notification	On the Action Bar, click <b>More &gt; Out-of-Office</b> .

## 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 <b>Mark as</b> .
View unread messages only	Click <b>Show &gt; Unread Only</b> .
View delivery information on a message you receive.	From an open message, click <b>More &gt; Delivery Information</b> .
Mark a message for follow up	Select a message. Then click  on the action bar.
Create stationery from a message you are creating	Click <b>More &gt; Save as Stationery</b>
Create and store signatures for messages	Go to <b>Preferences &gt; Mail &gt; Signature</b> .
Create mail rules	In the left pane, click <b>Tools &gt; Rules</b> .
Delete, rename, or create a new folder	Right click any folder.
Enable/disable recipient indicators	Go to <b>Preferences &gt; Mail &gt; Attention Indicator</b> . 
Add sender to your contacts	Select a message from someone you want to add to your contacts, and then click <b>More &gt; Add Sender to Contacts</b> .
Block mail from a sender	Select a message from someone you want to block, and then click <b>More &gt; Block Mail From Sender</b> .
Recall a message	From the Sent view, select a message and click <b>Recall Message</b> .

## 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.