

Lotus iNotes

GRG
GLOBAL REFERENCE GUIDES, INC.

WHAT IS LOTUS iNOTES?

Lotus iNotes is a Web-based e-mail, calendar, messaging, and scheduling system that allows you to have access to your information wherever you need it at your home. As long as you have access to the Internet, you have access to your iNotes. This guide will show you how to manage and utilize your personal iNotes web page and stay up to date with your busy schedule.

- Enjoy!

GUIDE DESCRIPTION

Welcome to the Lotus iNotes Global Reference Guide. This Guide has been designed to give you, the client, a head start on learning. Special care has been taken to lay out all the key features of this application in a concise manner that is easy to read, understand, and apply. Using this guide alongside Lotus iNotes, your knowledge and productivity will grow in leaps and bounds. Make certain to keep this valuable resource within reach at all times.

GLOBAL LEGEND

- **BASIC**
- **INTERMEDIATE**
- **POWER USER**
- **GREAT TIP**
- **WATCH OUT!**
- **ADVANCED TIP**
- **FREQUENTLY ASKED QUESTION**

Explorer Drop-Down Menus

Lotus iNotes Drop-Down Menus

Quick Calendar Access

Customized Welcome Page



Microsoft Internet Explorer Toolbar

Navigation Tab
Logout, Go Offline, set Preferences and get Help.

Shortcut Bar
The Shortcut Bar contains shortcuts to the most popular features of iNotes - iWelcome, Mail, Calendar, To Do, Contacts and Notebook.

CUSTOMIZE iNOTES WELCOME PAGE

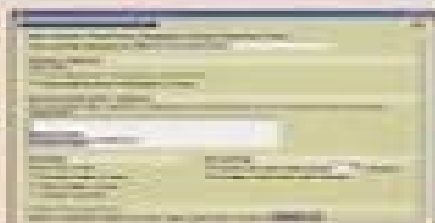
You can customize the Welcome Page by using one of the preset layouts. Click the **Set Layout** button, select **Personal**, choose one of the six layouts, select the options available for each page, and then submit. Click the **Save and Close** button.

LOGGING ON TO YOUR iNOTES

1. Go to your company's web site.
2. Enter your first and last name in the user name field.
Example: John Doe
3. Enter your password in the "Password" field. Remember, the password is case sensitive.
4. Click the **Access Server** button and you will be taken to your mail. The iWelcome regarding system's status will appear at the bottom of the screen.

PREFERENCE SETTINGS

1. To set personal preferences for Lotus iNotes, click the **Preferences** button. Information about each tab contains the options that lead out your needs.
2. In the Mail tab, you can set a signature, how iNotes checks for mail every 5 minutes or longer, set the location according to incoming mail etc.
3. Preferences can be set for Calendar, Work Groups, Delegation, Date/Time and Alerts.



- Lotus iNotes comes with its own Help facility that will explain all facets of the application in great detail. To access Help, click the **Help** button, or press **F1** on your keyboard for **Default Help** (help topics relevant to the Lotus iNotes window you are in will automatically appear).
1. Click the **Help** button, or press **F1** on your keyboard for **Default Help** (help topics relevant to the Lotus iNotes window you are in will automatically appear).
 2. Click the **Help** button, or press **F1** on your keyboard for **Default Help** (help topics relevant to the Lotus iNotes window you are in will automatically appear).
 3. Click on the **Index** tab to display an organized list of default topics and select one to display in the right frame.
 4. Click the **Search** tab and type in the subject or keyword that you want to display the detailed information.
 5. Pressing on the **F1** key will bring up Help topics and information relevant to the Lotus iNotes window or application you are presently working in. If you are using the **Calendar** feature and press the **F1** key - relevant Help topics on this feature will be displayed.

Lotus Note Reference Guide

JA Banks



Lotus Note Reference Guide:

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