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Lotus Notes 8

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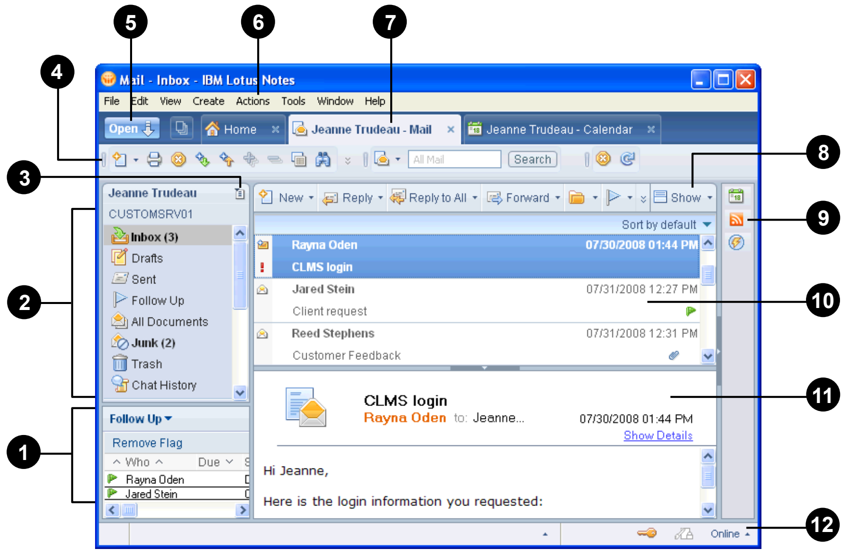
The Lotus Notes 8 Program Screen



1. **Miniview:** Displays additional information in the Mail and Calendar applications.
2. **Navigator:** Displays the views and folders for the currently open application.
3. **Switcher Menu Button:** Allows you to quickly switch between applications.
4. **Toolbar:** Contains buttons for the common commands in the currently open application.
5. **Open Button:** Displays the Open List, which contains links to applications, documents, bookmarks, and more.
6. **Menu Bar:** Displays a list of menus that you use to give commands to Notes.
7. **Window Tabs:** Use these tabs to manage and switch between open applications and documents.
8. **Action Bar:** Contains buttons for common tasks in the currently open view.
9. **Sidebar:** Provides quick access to applications.
10. **View Pane:** Displays contents of the current view.
11. **Preview Pane:** Displays a preview of the selected item or document.
12. **Status Bar:** Displays information about the active menu.

Mail Management

The Action Bar in the Mail application

- **To Open the Mail Application:** Click the **Open** button and select **Mail** from the list.
- **Message Indicators:**
  Message has not been read.
  Message has been read.
  File is attached to the message.
  ! This message is marked as urgent—you better look at it fast!
- **To Open a Message:** Double-click the message in the Inbox.
- **To Create and Send a Message:** Click the **New** button on the Action Bar or press **Ctrl** + **M**. Enter the e-mail address(es) in the To field or click the **To** shortcut to select the addresses from a directory/contact list. Type your message and click the **Send** button on the Action Bar.
- **To Reply to the Message Sender:** Select or open the message and click the **Reply** button on the Action Bar.
- **To Reply to All Message Recipients:** Select or open the message and click the **Reply to All** button on the Action Bar.
- **To Forward a Message:** Select or open the message and click the **Forward** button on the Action Bar.
- **To Attach a File to a Message:** Click the **Attach File** button on the Action Bar, find and select the file you want to attach, and click **Create**.
- **To Open an Attachment:** Open the message and double-click the attachment, or select the message in the Inbox and double-click the attachment in the Preview Pane.
- **To Set Delivery Options for a Message:** Create a new message and click the **Delivery Options** button on the Action Bar. Specify the appropriate options in the dialog box, and click **OK** when you're finished.
- **To Delete a Message:** Select the message you want to delete and press the **Delete** key or select **Edit** → **Delete** from the menu.
- **To Retrieve a Message**: Click the **Trash** folder in the Navigator, select the message you want to retrieve, and click **Restore** on the Action Bar.
- **To Close a Message:** Click the **Close** button on the window tab or select **File** → **Close** from the menu.
- **To Flag a Message for Follow-up:** Select or open the message and click the **Follow Up** button on the Action Bar.

General Commands

- **To Open an Application:** Click the **Open** button and select an application from the list, or click the **Switcher Menu** button in the Navigator and select an application.
- **To Close an Application:** Select **File** → **Close** from the menu or click the **Close** button on the application's window tab.
- **To Dock the Open List to the Left-hand Side of the Program Window:** Select **View** → **Dock the Open List** from the menu.
- **To Switch Between Open Applications:** Click the **window tab** for the application you want to display.
- **To View Window Thumbnails:** Click the **Show Thumbnails** button to the right of the Open button or press **Ctrl** + **Shift** + **T**.
- **To Display/Hide the Preview Pane:** Select **View** → **Preview Pane** → **Show Preview** from the menu, or click the **arrow** button on the Preview Pane's top border.
- **To Get Help:** Select **Help** → **Help Contents** from the menu or press F1.

Mail Management, cont'd

- **To Sort Messages:** In the Inbox, click the **column heading** that you want to sort by.
- **To Save a Message as a Draft:** Click the **Save As Draft** button on the Action Bar. To open a saved message, click the **Drafts** folder in the Navigator and double-click the message.
- **To Create a Signature:** Select **Actions → More → Preferences** from the menu, click the **Mail** tab, and then click the **Signature** tab. Type the text that you want to appear in your signature in the **Use text** field, specify any other options, and click **OK**.
- **To Insert a Signature:** In the body area of the message, click where you want to insert the signature. Click the **More** button on the Action Bar, select **Insert Signature** from the menu, and select the appropriate option(s). Click **OK**.
- **To Recall a Message:** Click the **Sent Items** folder in the Navigator and select the message that you want to recall. Click the **Recall Message** button on the Action Bar, select the recipients for which you want to recall the message and any other options as necessary. Click **OK** and, if another dialog box appears, click **OK** again.
- **To Enable Out-of-Office Notification:** Select **Actions → More → Out of Office** from the menu. Specify your leaving and returning dates, the subject text, and any additional text and options and click the **Enable and Close** button on the Action Bar when you're finished. Click **OK**.
- **To Print a Message:** Open the message you want to print, and select **File → Print** from the menu. Specify the appropriate options in the Print dialog box, and click **OK** to begin printing.

Contacts

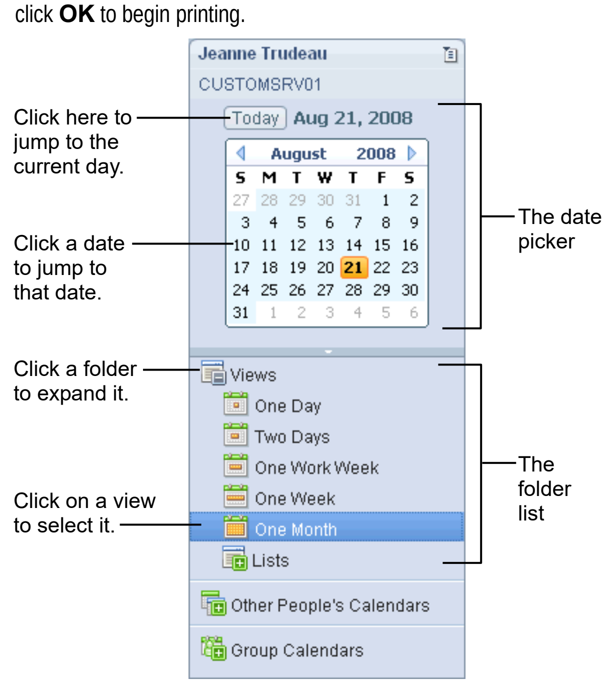
- **To Open Contacts:** Click the **Open** button and select **Contacts** from the list.
- **To Change Views:** In the Navigator, select the view you want to use.
- **To Create a New Contact:** Click the **New** button on the Action Bar, enter the desired information in the appropriate fields, and click the **Save and Close** button when you're finished.
- **To Create a Contact Group:** Click the **Groups** folder in the Navigator and click the **New** button on the Action Bar. Enter a name for the group, specify group members (or click the **Members** shortcut to select members from your Contacts List), and click the **Save & Close** button when you're finished.
- **To Edit a Contact:** Select the contact you want to edit and click the **Edit** button on the Action Bar. Make your changes and click the **Save and Close** button when you're finished.
- **To Find a Contact:** Click the **Browse for Contact** button on the Action Bar. Select the directory or list you want to search, then type the name of the contact you want to find in the **Find names starting with** field. Select the contact and click **Details** to view the contact's information.
- **To Delete a Contact:** Select the contact and press **Delete**.

To Do List

- **To Open the To Do List:** Click the **Open** button and select **To Do** from the list.
- **To Change Views:** In the Navigator, select the view you want to use.
- **To Create a New To Do Item:** Click the **New** button on the Action Bar. Enter a description for the to do item in the Subject field and enter the due and start by dates. Click the **Save and Close** button on the Action Bar
- **To Create a Recurring To Do Item:** Create a new to do item following the instructions above. Then, click the **Repeat** shortcut, specify when the item should recur, click **OK**, and click **Save and Close**.
- **To Create a Group To Do Item:** Click the **New** button on the Action Bar, type a short description of the item in the Subject field and select **Others** in the Assign to field. Specify the assignees in the **Required**, **Optional**, and/or **FYI** fields and click the **Save and Send Assignments** button on the Action Bar.
- **To Mark a To Do Item as Complete:** Select the item and click the **Mark as Complete** button on the Action Bar.
- **To Delete a To Do Item:** Select the item and press **Delete**.

Calendar

- **To Open the Calendar:** Click the **Open** button and select Calendar from the list.
- **To Change Calendar Views:** Expand the **Views** folder in the Navigator and select a view from the list. (To expand the Views folder, click it.)
- **To Jump to a Specific Date:** Select **View → Go to Date** from the menu, enter or select the date you want to jump to, and click **OK**.
- **To Create a New Calendar Entry:** Click the **New** button list arrow on the Action Bar and select the type of entry you want to create. Enter a description of the entry in the Subject field, specify a start and end date and time, and click the **Save and Close** button when you're finished.
- **To Schedule a Recurring Entry:** Create a new calendar entry following the instructions above. Then, click the **Repeat** shortcut, specify when the entry should recur, click **OK**, and click **Save and Close**.
- **To Create a Meeting Invitation:** Click the **New button list arrow** on the Action Bar and select **Meeting** from the list. Enter a description of the meeting in the Subject field, specify a start and end date and time, and specify the invitees in the **Required**, **Optional**, and **FYI** fields. Click the **Save and Send Invitations** button on the Action Bar when you're finished.
- **To Respond to a Meeting Invitation:** In your Inbox, double-click the meeting invitation you want to respond to. Click the appropriate button on the Action Bar and follow the prompts.
- **To Check Responses to a Meeting Invitation:** Open the meeting you want to track and click the **Invitee Status** tab near the bottom of the meeting invitation.
- **To Reschedule a Calendar Entry:** Click and drag the item to a new date and/or time, or double-click the item to open it and make changes manually.
- **To Delete a Calendar Entry:** Select the entry and press **Delete**.
- **To Print the Calendar:** Select **File Print** from the menu, select **Print calendar** under What to Print, and click the Calendar style **list arrow** and select the print style you want to use. Under Print Range, specify the date or date range you want to print, and click **OK** to begin printing.



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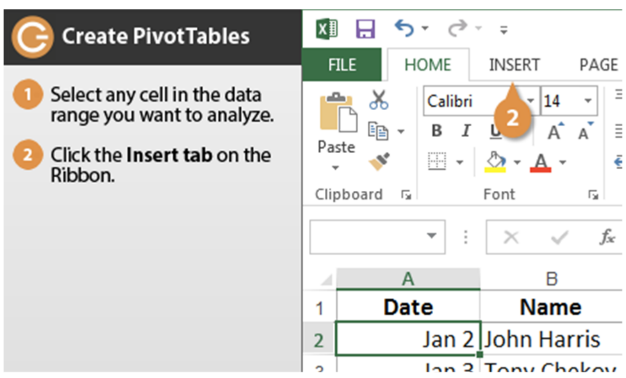

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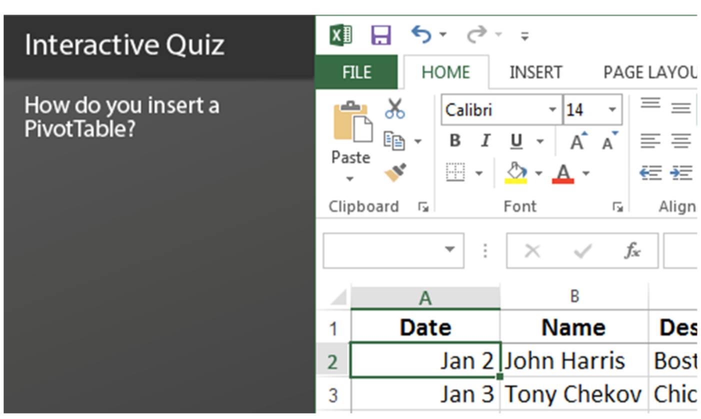

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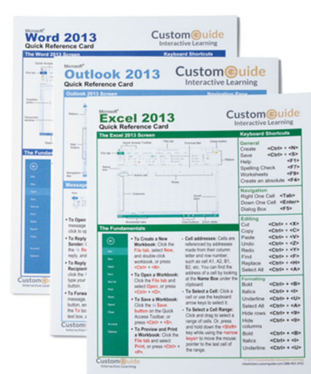

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