

Notes 6.5: Mail and Calendars

Duration: 1 Day

Course Overview:

Welcome to Notes 6.5: Mail and Calendars. This course is for the new user of Notes 6.5 and assumes no experience with Notes or any other email application. The topics covered are the critical skills you need to get started sending and responding to email in Notes, as well as maintaining your Calendar and scheduling meetings.

Students Learn How To:

- Identify the components of the Notes client environment
- Navigate the mail database and create and respond to messages
- Create mail messages by using various mail options
- Manage their mail by using folders and rules
- Add contacts and create mail groups
- Use the Calendar to schedule appointments
- Schedule meetings and use the To Do list

Who Should Attend: Anyone interested in learning how to use Notes 6.5 to integrate e-mail, schedule appointments, and to track tasks or activities for either personal or business communications.

Prerequisites: To ensure students' success with this course, we recommend that students have basic experience in using Microsoft Windows 2000 or XP.

Course Outline:

Getting Started with Notes

Logging In to Notes
Open the Mail Database
Create and Send Messages
Read and Respond to Messages
Print a Message

Creating Mail Messages

Address and Format a Message
Check Spelling
Set Delivery Options
Reply with Comments
Forward Messages
Attach Files
Send Draft Messages

Managing Mail

Create New Folders
Move Messages into Folders
Delete Messages and Folders
Work with Attachments
Enable Out-of-Office Mail
Create Rules
Use Notes Help

Creating Contacts

Add a Contact
Create a Mail Group

Using the Calendar

Set Up the Calendar
Create Calendar Entries
Edit Calendar Entries
Move Calendar Entries
Delete Calendar Entries
Print the Calendar

Scheduling Meetings

Create a Meeting Invite
Find Free Time
Reserve Rooms and Resources
Respond to Meeting Invitations
Cancel Meetings
Reschedule Meetings
Create a Group Calendar

Using the To Do List

Create a To Do List Item
Delegate a To Do List Item
Edit a To Do List Item
Complete a To Do List Item
Print a To Do List

Appendix A: New Features in Notes 6.5

Appendix B: Managing Junk Mail

Appendix C: Using iNotes Web Access