Notes 7: Mail and Calendars

Duration: 1 Day

Course Overview:

Welcome to Notes 7: Mail and Calendars. This course is for the new user of Notes 7 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
- Create and send mail messages
- Attach files to mail messages and print messages
- Save messages as drafts
- Archive old mail
- Manage 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 7 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

Log On to Notes
Change Notes Password
Use Notes Help

Creating Email Messages

Compose an Email
Address an Email
Send an Email
Attach Files
Work with Draft Messages

Responding to Emails

Reply to an Email
Forward an Email
Print an Email

Managing Email

Move Messages into a New Folder
Delete Messages and Folders
Work with Attachments
Archive Emails
Enable Out Of Office Mail
Create Rules
Manage Junk Mail

Creating Contacts

Add a Contact
Create a Mail Group

Using the Calendar

Set Up the Calendar
Create Calendar Entries
Edit Calendar Entries
Print a Calendar
Explore the Calendar Cleanup Option

Scheduling Meetings

Find Free Time
Find Room and Resource Availability
Create a Meeting Invite
Respond to a Meeting Invitation
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
Print a To Do List

Appendix A: New Features in Notes 7

Appendix B: Using IBM Lotus Instant Message (Sametime)

Appendix C: Using Domino Web Access