



Versatéo

Software Training solutions

## Lotus Notes 6.5 Level 1 A One-Day Training Course

### Course Aims

Lotus Notes is the industry leading groupware product facilitating data sharing and communications between staff intra and inter-office on a local and international basis. This course will provide the attendees with the basic skills and knowledge necessary to get started using the essential features of Notes to benefit from this powerful workplace tool.

### Course Outline

#### Getting Started with Lotus Notes 6.5

- What is Notes?; The Notes Environment
- The Welcome Page; The Navigation Bar
- The Bookmark Bar; SmartIcons
- The Task Bar; The Status Bar

#### Getting Help with Lotus Notes 6.5

- Accessing Help; Using Help Views
- Navigating Help Documents

#### Notes Mail Essentials

- About Notes Mail
- The Mail Database; Mail Views and Folders
- Reading Mail; Previewing Mail
- Creating a Mail Message; Replying to Mail Messages
- Creating Internal and External e-mails

#### Tables in e-mail

- Creating a table in an e-mail
- Working with Address books
- Corporate address book
- Your own address book

#### Working with Attachments

- Creating an Attachment; Viewing an Attachment
- Editing an Attachment; Saving an Attachment

#### Copying and Linking Data

- Using the Clipboard; Moving and Copying Data
- Creating Links within Notes; Using Notes Links

#### Categorising and Filing Documents

- Filing Documents; Categorising Documents
- Using Folders; Creating a Folder
- Managing Folders

#### Bookmarks

- Creating Bookmarks; Removing a Bookmark
- Bookmark Folders

#### Preferences and Tools

- Setting User Preferences

#### Security

- Your User ID; Locking your User ID

#### Setting Calendar Appointments

- Setting Calendar Preferences; Adding Calendar Entries
- Selecting Dates and Times; Scheduling Meetings
- Sharing calendars and setting properties
- Printing calendars

### Target Audience

Intending, new or recent users of Lotus Notes who need to get going quickly with this powerful groupware product

### Assumed Knowledge

Familiarity with PCs, using a mouse and Microsoft Windows gained from prior attendance on a "Windows User Introduction" course or from a work environment. Some understanding of networking concepts would be useful but not essential.