

# Course overview:

## Lotus Notes 5.0 Mail, Message and Calendar

(C447eng)



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### Overview and objectives

This 1-day course introduces the participants to the basic features of Lotus Notes Mail. At the end of the course, users will be able to confidently send, reply to and forward mail, create draft mail and stationery, change letterheads, create folders to store mail, create and manage tasks, send bookmarks and phone messages, create private groups, archive mail messages, use the out of office agent and customize mail preferences.

### Who should attend?

Intending, new and recent users of Lotus Notes Mail.

### Course prerequisites

A working knowledge of PCs and Windows is assumed, gained from the workplace or by prior attendance on a "PC Fundamentals" course.

#### Introduction to Lotus Notes Mail

- About Notes Mail • Notes Mail and the Internet • The Mail Database • Mail Views and Folders • Calendar and To Do List • Name and Address Books • Reading Mail • Previewing Mail

#### Creating and Sending Mail

- Creating a Mail Message • Quick Addressing • Copy and Blind Copy Fields • Entering Subject and Message • Sending a Mail Message • Delivery Options

#### Working with Attachments

- Creating an Attachment • Receiving an Attachment • Editing an Attachment • Saving an Attachment

#### Replying To and Forwarding Mail

#### Drafts, Stationery and Letterheads

- Draft Messages • Stationery • Selecting a Letterhead

#### Notes Mail Folders

- Creating a Folder • Filing Mail Messages • Managing Folders • Using the Trash Folder

#### The Personal Address Book

- Public Versus Personal Address Books • Adding Contacts to Your Personal Address Book • Editing and Deleting Contacts • Creating Mailing Lists

#### Mail Preferences

- Setting Mail Preferences • Using Another Document Editor • Checking Mail Without Opening Notes
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### Out of Office

- Delegating Your Mail • Accessing Another Person's Mail • Out of Office Messages

### Calendar Entries and Meetings

- Setting Calendar Preferences • Adding Calendar Entries • Selecting Dates and Times • Setting Repeat Appointments • Calendar Entry Options • Adjusting and Deleting Calendar Entries • Converting Messages to Calendar Entries • Scheduling Meetings • Rearranging Meetings • Dealing with Meeting Invitations • Using the Group Calendar

### Using the ToDo List

- Creating Tasks • Assigning Tasks to Others • Dealing with Task Requests • Managing Tasks • Converting Messages to To Do Items

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