

McMillan Bird

Lotus Notes Rel 8

Duration: ½ day

Course Aim:

The aim of this course is to cover the more advanced options available in Lotus Notes Release 8 to manage mail and to perform email housekeeping functions effectively.

Learning Outcomes

At the completion of this course participants will be able to:

- Customise the Home page.
- Manage messages and attachments.
- Effectively perform email housekeeping.
- Create calendar entries and schedule meetings.
- Set up delegations.
- Setup group calendars.
- Archive mail messages.
- Configure an Out of Office message.
- Use conversation threads.
- Insert tables, sections and hotspots.
- Use Sametime to chat.
- Set up activities in the Side Panel.
- Create and manage tasks.
- Use Notes Minder.
- Setup RSS Feeds.
- Configure Widgets.

Training