


<h2>Lotus Notes Release 6.5: New Features of the Notes Client – ½ day</h2>		
<p><b>Course Objectives</b> By the end of the training session, you should be able to:</p> <ul style="list-style-type: none"> <li>• Work with the new Notes work area facilities, ie., Bookmarks, QuickNotes and Welcome Page.</li> <li>• Use the new Mailing facilities.</li> <li>• Use the new Calendar &amp; Scheduling facilities.</li> <li>• Work with the new enhancements to Replication.</li> <li>• Work with the new User Security features.</li> </ul> <p><b>Prerequisites</b> This course is targeted at existing users of Lotus Notes release 5 who will be upgrading to Lotus Notes release 6.5.</p> <p><b>Exercises</b> This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p>	<ul style="list-style-type: none"> <li>• New Login Dialog</li> <li>• Exploring and customising the new Welcome Page</li> <li>• Working with Quick Notes</li> <li>• Working with Instant Messaging</li> <li>• Working with the new Status Bar</li> <li>• Using and customising Toolbars</li> <li>• Working with the new features of the Bookmark Bar</li> <li>• Working with the new features of Tasks</li> <li>• Introducing the new Mail Database environment</li> <li>• Customising the Inbox environment</li> <li>• Working with the new features of Reply and Forwarding of mail</li> <li>• Working with Follow Up and Mail Rules</li> <li>• New Attachment facilities</li> <li>• Working in the new layout Calendar</li> <li>• Working with the new features of Group Calendars, Meetings and sharing of Calendar Information</li> <li>• Working with the new features in ToDo's</li> <li>• New Printing features</li> <li>• Working with the enhancements to Replication</li> <li>• Working with the new User Security features</li> </ul>	