

Lotus iNotes – 1 day

Lotus. software

Course Objectives

On this course you will learn the following feature provided by Lotus iNotes: email, calendar, scheduling, and task management – similar to the existing native Notes client and extends the current Webmail client.

Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Course Content

Getting Started

- The iNotes Web Access Window
- Customising the Welcome Page
- Setting Preferences

Mail

- Creating a message
- Forwarding a message
- Printing a message
- Move or Copying a Message
- Deleting a Message
- Selecting an E-Mail Address
- Adding a Signature

Text Formatting

- Formatting Text
- Aligning Text
- Indenting Text
- Creating a Bulleted or Numbered List
- Cutting, Copying and Pasting
- Checking Spelling

Mail Extras

- Attaching a File
- Inserting Links

Contacts

- Entering a Contact
- Finding a Contact
- Deleting a Contact
- Synchronising Contacts

Calendar

- Using the Calendar
- Creating an Appointment
- Creating an All-Day Event
- Entering a Holiday or Anniversary
- Using Reminders
- Printing your Calendar

Group Calendar

- Creating a Group Calendar
- Opening a Group Calendar
- Editing a Group Calendar
- Deleting a Group Calendar

Meetings

- Scheduling a Meeting
- Checking Schedules
- Creating a To Do List
- Editing a To Do Item

Logging Out

- How to log out
- Clearing the Cache