

Instructions to upgrade Lotus Notes desktop client to v8.0.2

Upgrade Lotus Notes now to continue your support!

This software upgrade will upgrade your Lotus Notes desktop client from version 8.0 or 8.0.1 to version 8.0.2 with Hotfix 609.

The process should take between 8 to 30 minutes depending on your hardware.

STEP 1

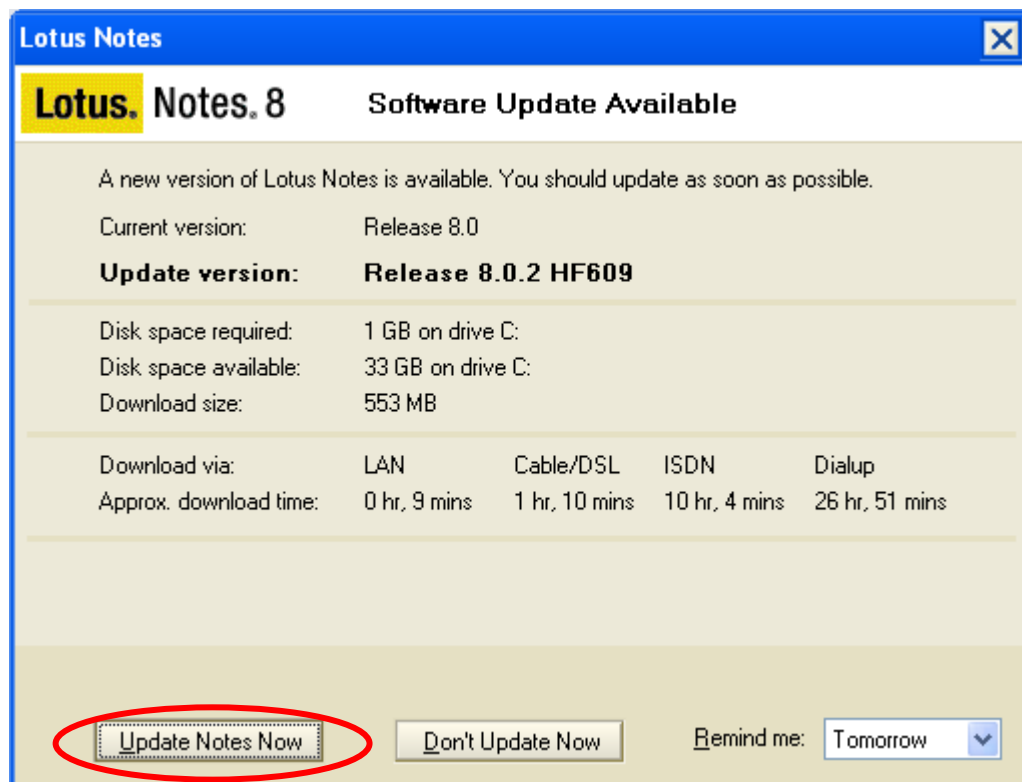
There are two (2) different ways that you can begin upgrading your Lotus Notes desktop client via the Smart Upgrade tool (either option **A** or **B**):

- A.** Log in to Lotus Notes and open your Inbox. A popup box will appear with the title, 'Software Update Available' and prompt you to 'Update Notes Now'

OR

- B.** If you are already logged in to Lotus Notes, select **Tools** Menu-> select **NOTES SMART UPGRADE**.

You should now see the following screen:

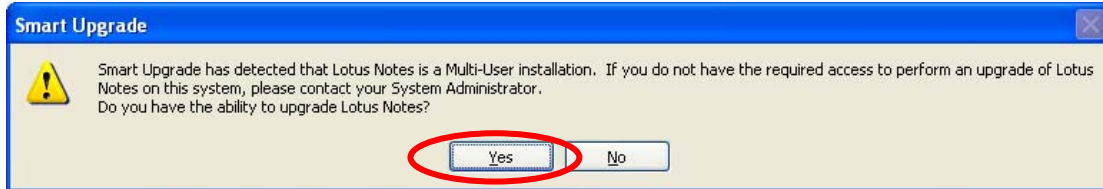


Select

Proceed to STEP 2

STEP 2

You will see the following box:



>> Select **YES**.

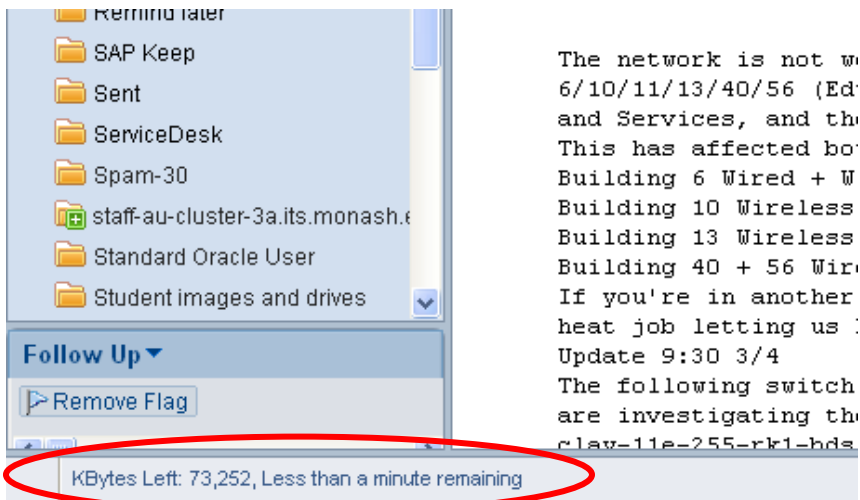
Proceed to **STEP 3**

STEP 3

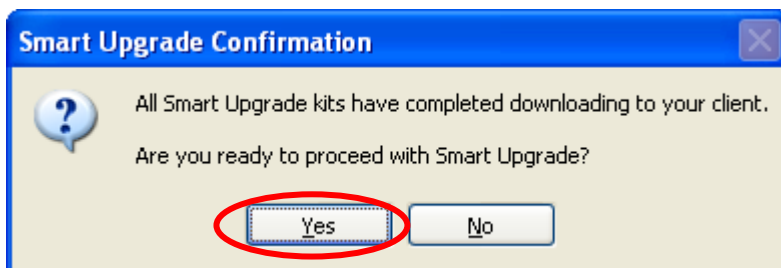
The Upgrade packages are downloaded in the background, meaning that your client view will remain usable and look as normal. You can still work while this download is in progress.

The progress can be monitored in the status bar:

Proceed to **STEP 4**.

**STEP 4**

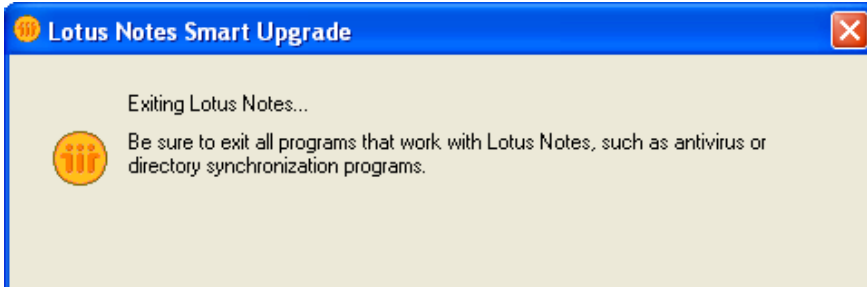
Wait until you see the following:



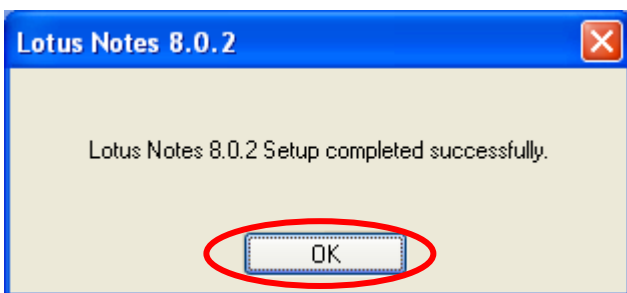
>> Select **YES**.

Proceed to STEP 5**STEP 5**

Lotus Notes will begin to exit you from the program and begin the upgrade process.

**Proceed to STEP 6****STEP 6**

Please wait until you see the following screen. This may take a few minutes.



>> Select **OK** and the **Software Hot Fix** will begin installation.

Proceed to STEP 7**STEP 7**

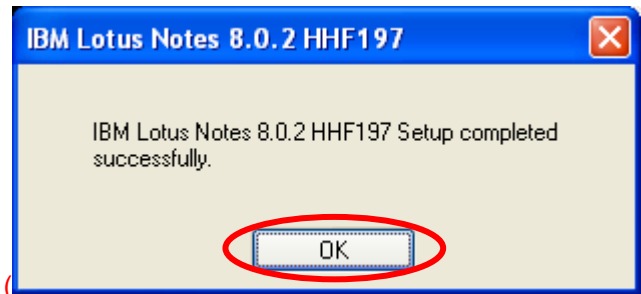
Please wait until you see the 'Windows Security Alert' screen:



>>Select **UNBLOCK**.

Proceed to STEP 8**STEP 8**

Please wait until you see the final screen.



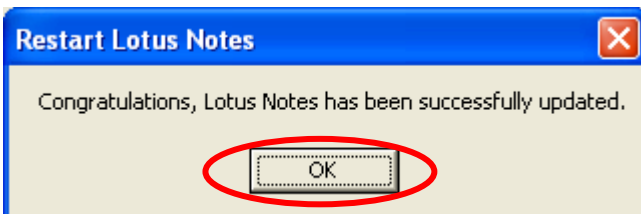
>> Select **OK**.

The Upgrade is now complete.

Your Lotus Notes desktop client is now version 8.0.2.

Proceed to STEP 9**STEP 9**

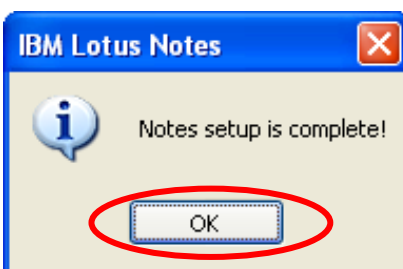
You will be prompted to restart Lotus Notes.



>> Select **OK**.

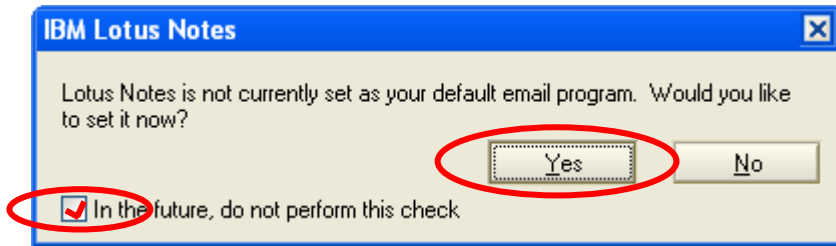
Proceed to STEP 10**STEP 10****Start Lotus Notes.**

You will then receive another notification that Notes setup is complete.



>> Select **OK**.

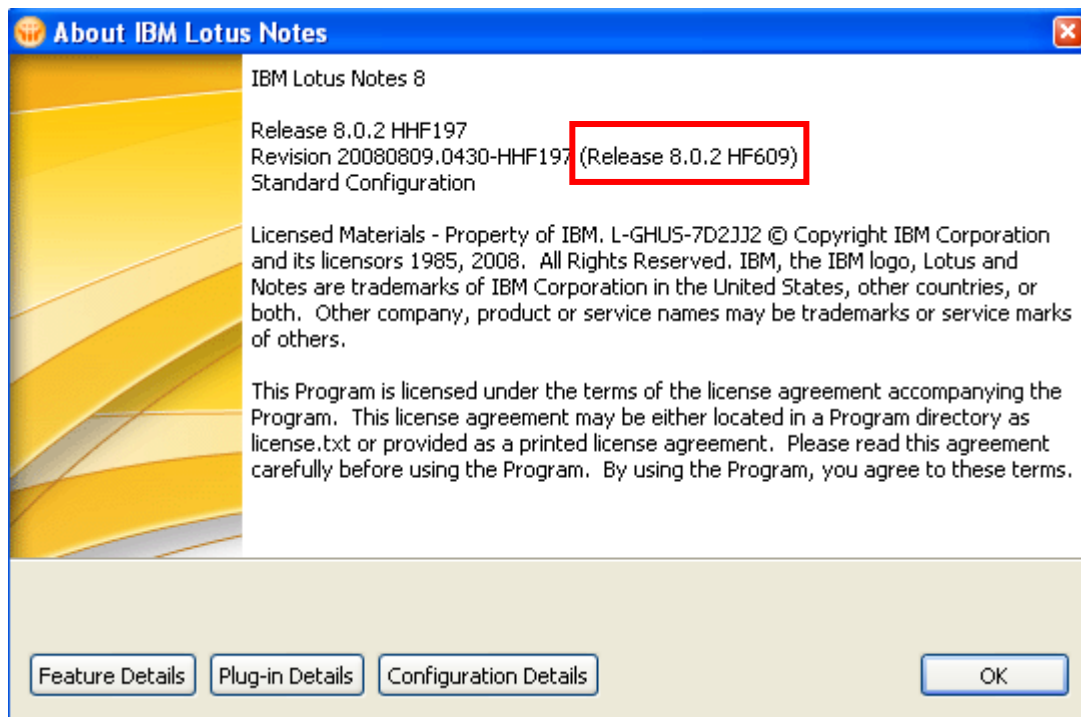
You may be asked whether you want to set Lotus Notes as your default email client.



>> Select the checkbox and then select **YES**.

Please verify that your Release and Revision is correct. Please:

- **Login to Lotus Notes**
- **Select HELP->About Lotus Notes**
- **View the following screen:**



- **Please ensure that the “Release 8.0.2 HF609” is shown**
- **If this is not the same as the above – or if you receive any errors – please contact the Lotus Notes Rollout team on 0400 975 074 from Monday to Friday, 9.00am – 4.00pm. While you wait for the team to come to assist you, you can access your email and calendar at <https://mail.monash.edu.au/>.**