

Prerequisite learning card: To learn how to login to Lotus Notes webmail (Domino Web Access) please see *Overview of Lotus Notes Webmail (Domino Web Access) (DWA01)*.

This learning topic outlines how to:

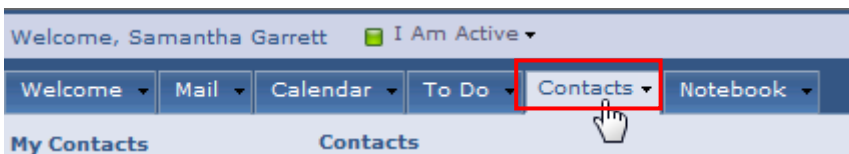
- view contacts,
- create contact groups, and
- create groups.

Note: Lotus Notes can be configured to replicate contacts between the desktop client and DWA client. This means that any contacts created in the desktop client are available in the web client, and vice versa.

To learn more about this, please see *Accessing Contacts via Web Client (CO13)*.

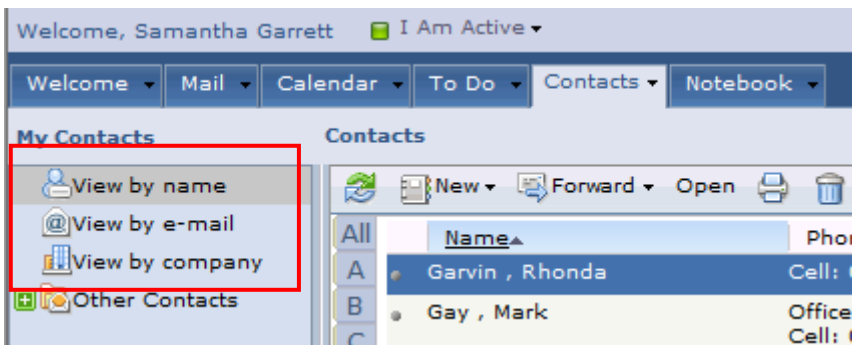
Viewing Contacts

1. Click the **Contacts** tab.



- All your contacts will be shown in the Contacts window.

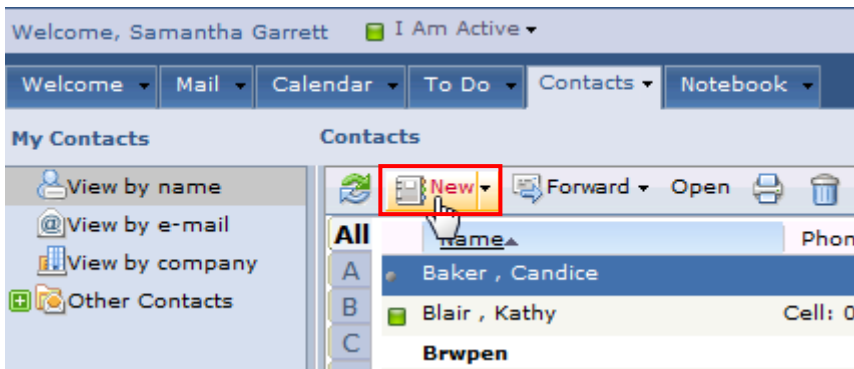
2. Use the **view panel** at the left of the screen to select how you wish to view your contacts.



Tip: All contact groups are displayed in the contacts window as a **bold** font.

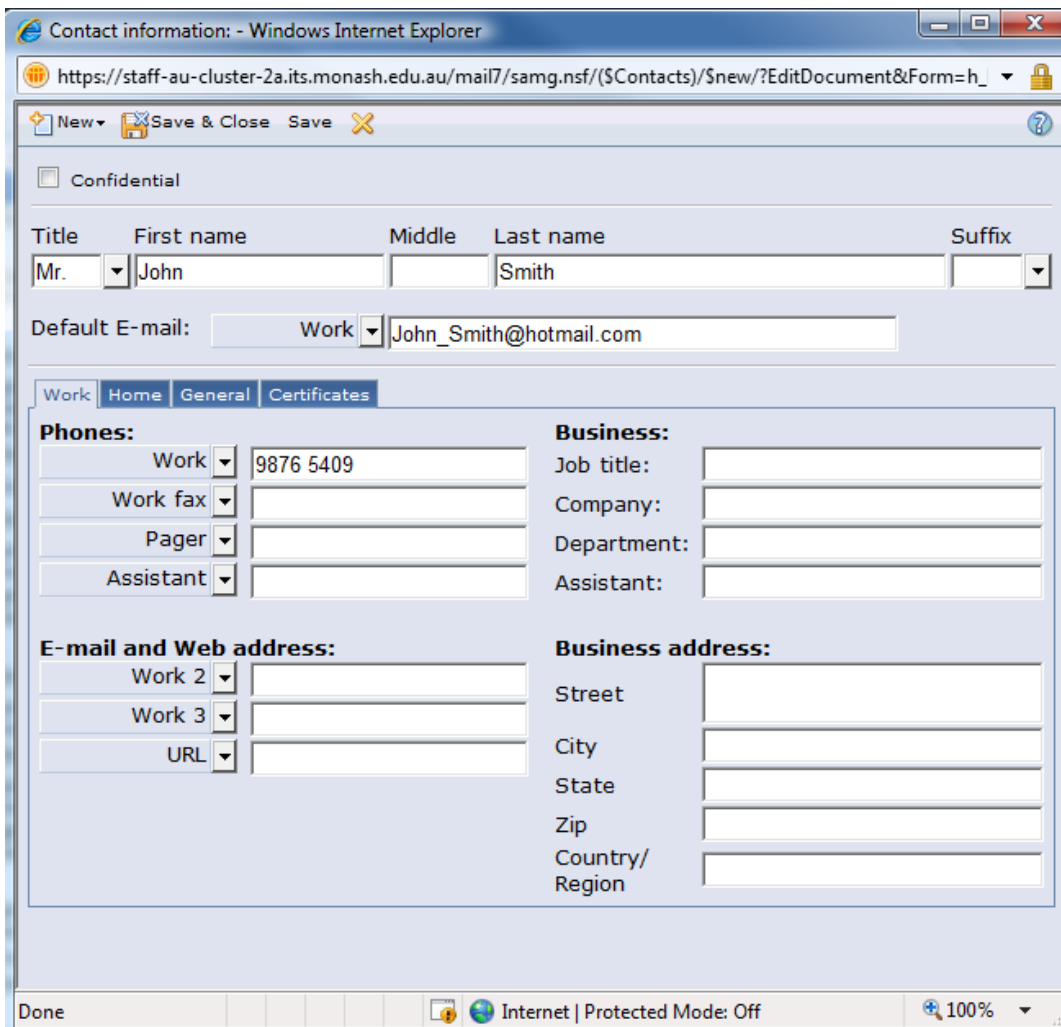
Create Contacts

1. Open the **Contacts** tab.
2. Click the **New** button.



- The **Contact Information** window will open.

3. Enter all the required details for the contact.



Confidential

Title	First name	Middle	Last name	Suffix
Mr.	John		Smith	

Default E-mail:

Work | Home | General | Certificates

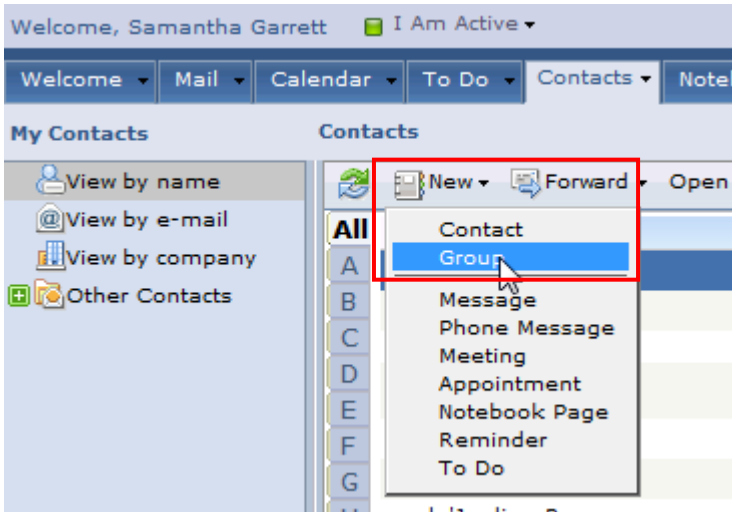
Phones:		Business:	
Work	<input type="text" value="9876 5409"/>	Job title:	<input type="text"/>
Work fax	<input type="text"/>	Company:	<input type="text"/>
Pager	<input type="text"/>	Department:	<input type="text"/>
Assistant	<input type="text"/>	Assistant:	<input type="text"/>

E-mail and Web address:		Business address:	
Work 2	<input type="text"/>	Street	<input type="text"/>
Work 3	<input type="text"/>	City	<input type="text"/>
URL	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
		Country/Region	<input type="text"/>

4. When you have finished, click the **Save & Close** button at the top of the window.
 - Your new contact will be added to the Contacts list.

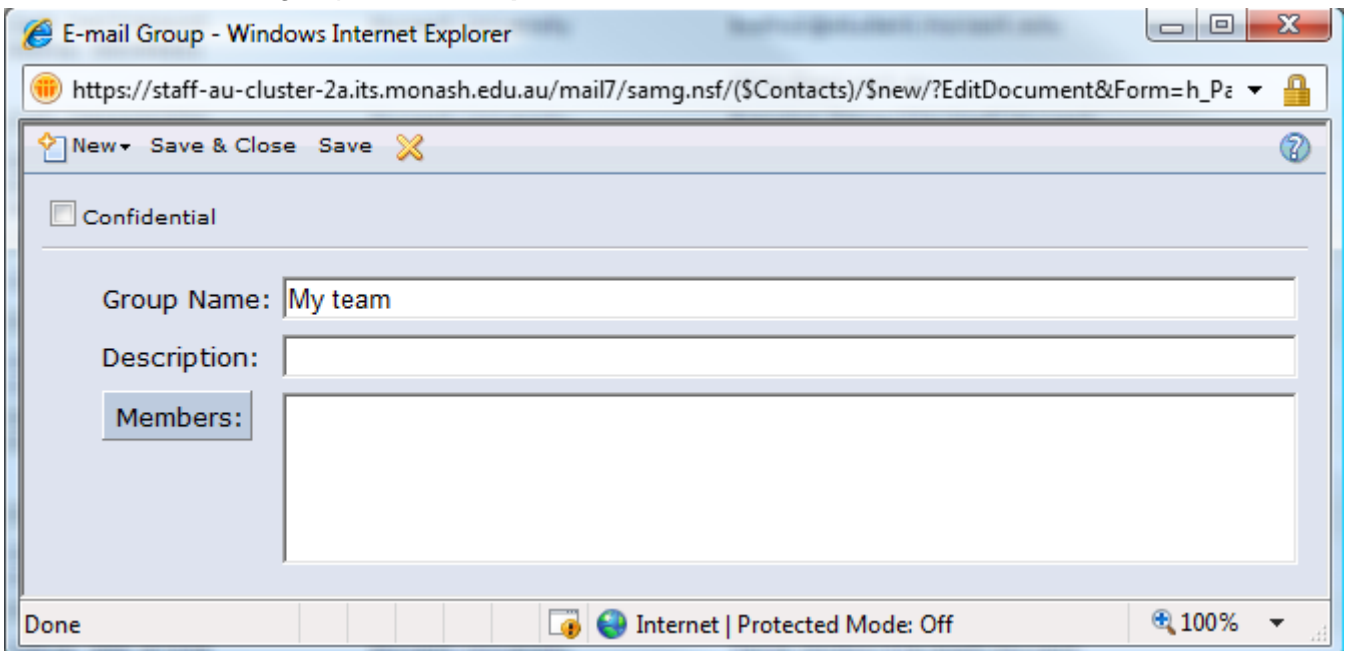
Create Contact Groups

1. Open the **Contacts** tab.
2. Click the arrow next to the **New** button, and select **Group**.



- The **E-mail Group** window will open.

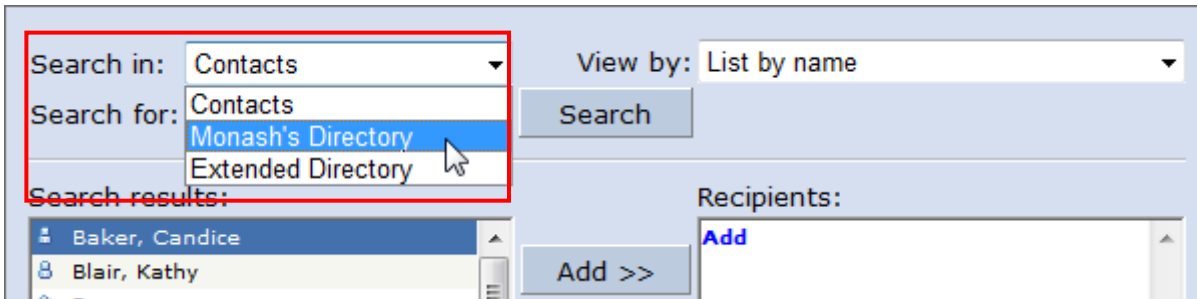
3. Enter a name for the group in the **Group Name** field.



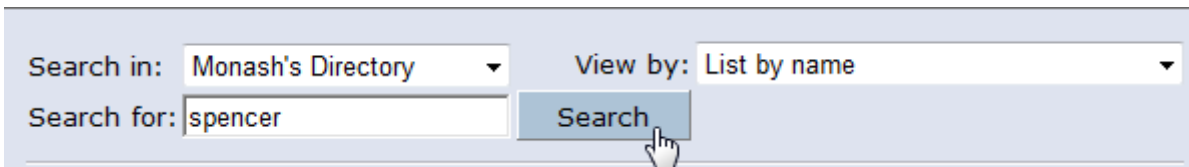
4. Click on the **Members** button.
 - The **Select Addresses** window will open.

5. Select the directory you want to search in from the **Search in** drop down box.

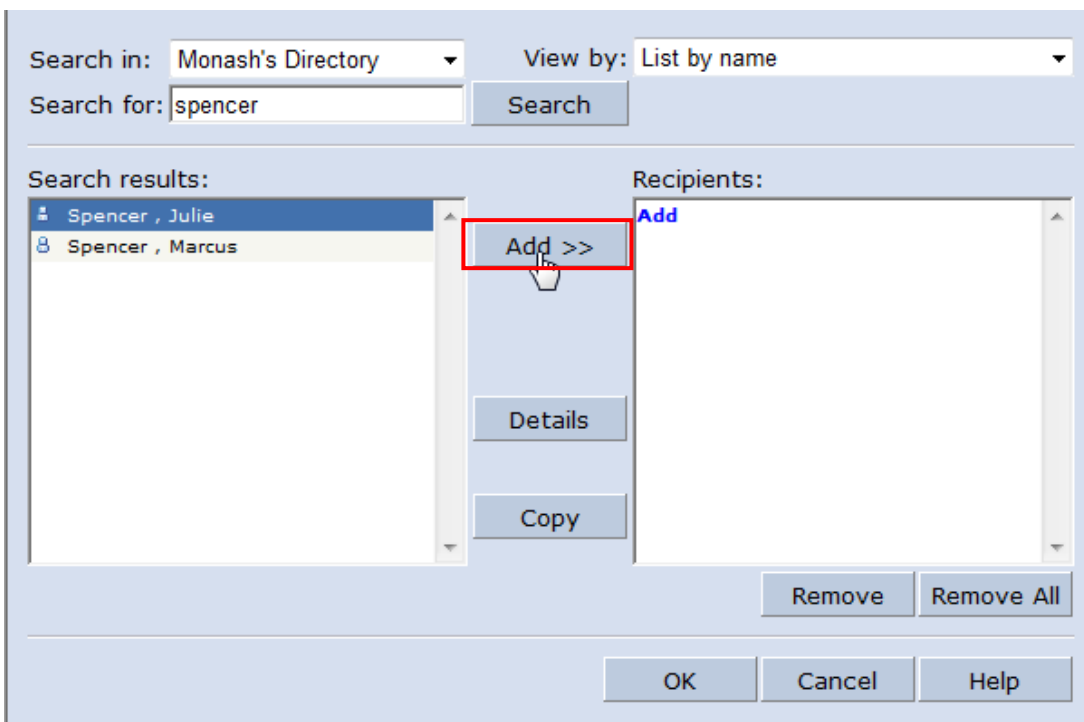
Tip: Monash staff who have migrated to Lotus Notes can be found in the **Monash Directory**. Those who have not migrated are in the **Extended Directory**.



6. Type the surname of the person you want to search for in the **Search for** field. Click the **Search** button.

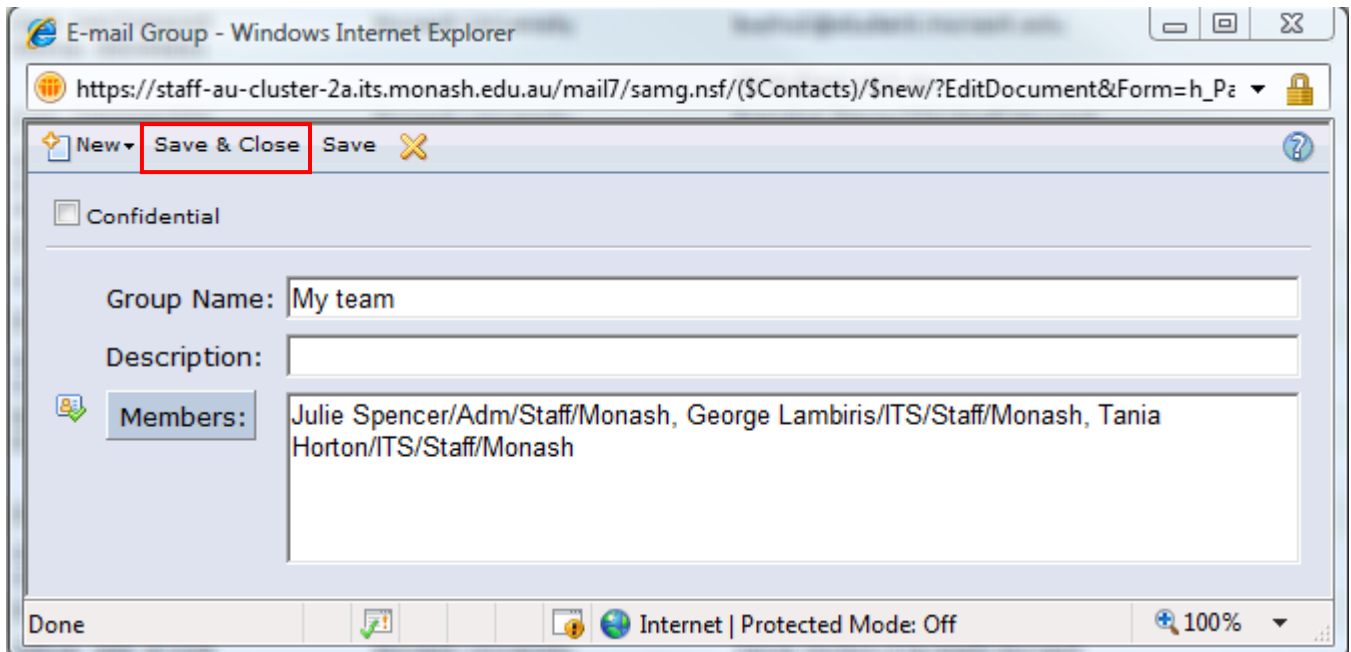


7. Highlight the correct person's name in the **Search results** box. Click the **Add** button.



8. Repeat steps 6 and 7 for each person you want to add to the contact group. Click the **OK** button when you are finished.

- Your selected contacts will be added to the contact group.



9. Click the **Save & Close** button at the top of the window.

- Your new contact group will be added to the Contacts list.