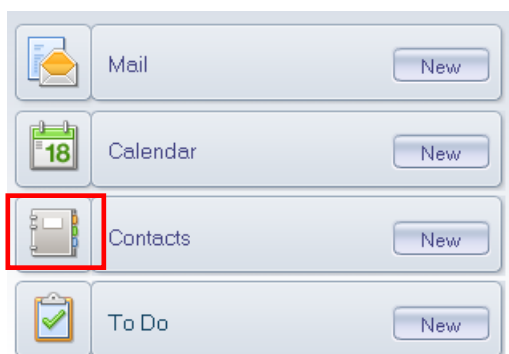
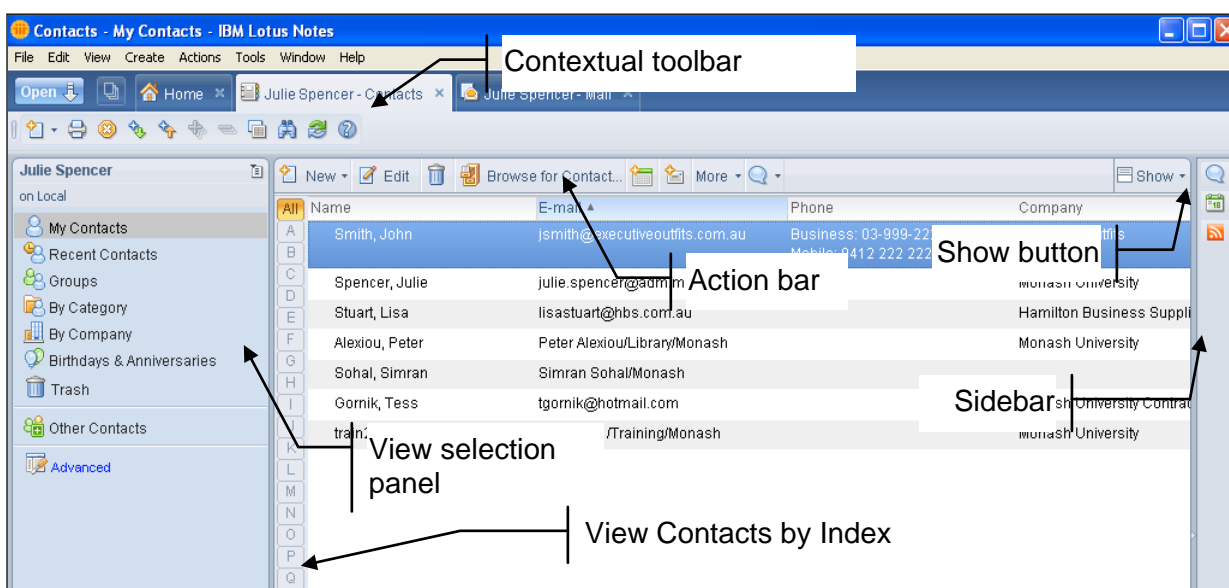


**Overview of the Contacts tab**

1. Click on **Contacts** on the **Home** page to access your contacts list.



2. The **Contacts** tab will open. Let's look at the components of the Contacts tab.


**Contextual toolbar**

The **Contextual toolbar** appears within each individual Notes tab rather than directly below the menu, bringing the toolbar closer to the activity to which it relates to without having to open and close different toolbars.

**View Selection panel**

The **View Selection panel** enables you to select the application view or folder. Click on any of the items listed in the View Selection panel to view a list of contacts organised in the view.

**Sidebar**

The **Sidebar** is the right most column of the Notes screen in which application plug-ins appear.

The sidebar can be opened and closed via the  icon. Alternatively, click on the **View** menu and select **Sidebar > Open**.

## Monash Messaging – Lotus Notes







Here you can monitor upcoming meetings and new entries in your feed-enabled applications, as well as access your instant messaging contacts. You can also use the sidebar calendar to check your schedule.

You can easily access Activities, instant messaging, calendar, and news feeds side-by-side with your mail.

### Action bar

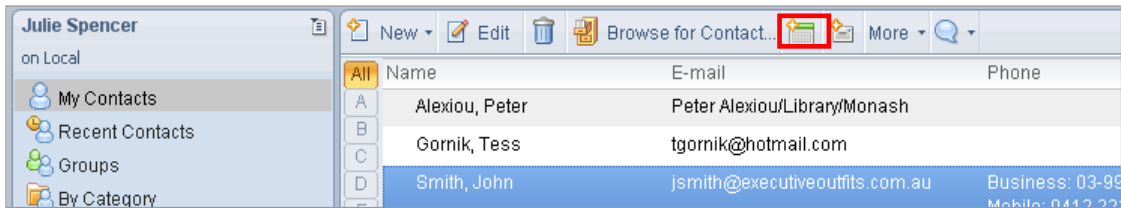
The Action bar is designed to let you carry out the most common actions using a single mouse click and it provides easy access to other options.

In most cases, common actions can be carried out with a single click, leaving two-click actions for less frequent tasks. For example, if you are in your Contacts file, it is likely that the type of document you create most often is a new contact. Therefore, if you click the **New** icon in the **Action bar**, a **contact form** opens. However, if you click the arrow beside the New icon, you get a drop-down list allowing you to select other options for example; a new Calendar entry or To Do entry.

Button	Name	Action description	Action options
	New	Create a new contact. Click on the drop down arrow to view further options.	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>Contact Group</li> <li>Message Meeting Appointment Reminder To Do</li> </ul> </div>
	Edit	Edit the contact	
	Move to Trash	Move contact to the Trash	
	Browse for Contact	Search for a contact	
	Schedule a Meeting	Schedule a meeting with the selected contact	
	Send Message	Send a message to the selected contact	
	More	More actions relating to contacts. Click on the drop down arrow to view further options.	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>Preferences...</li> <li>Categorize...</li> <li>Copy Into New Group</li> <li>Visit Web Page</li> </ul> </div>
	Show	Allow you to choose how your screen is displayed.	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preview on Bottom</li> <li><input type="checkbox"/> Preview on Side</li> <li><input checked="" type="checkbox"/> Hide Preview</li> <li><input checked="" type="checkbox"/> List Business Cards</li> </ul> </div>

**Schedule a meeting with the selected contact**

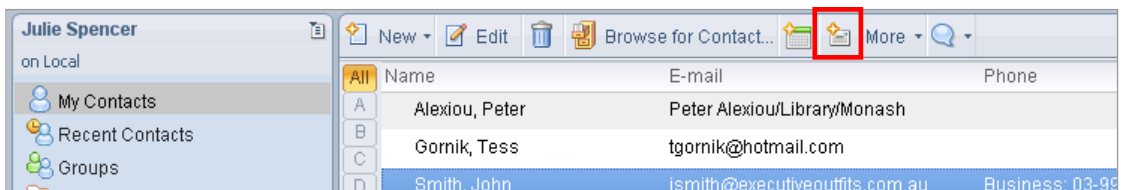
1. Click on the contact name and then click on the **Schedule a Meeting** button on the **Action bar**.



2. An **Untitled Calendar** tab will open. Change the meeting type and add the meeting details.
3. Add any additional information, then click on the **Save and Send Invitations** button.

**To send a message to a selected contact in your contact list**

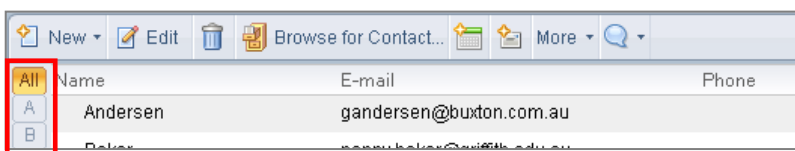
1. Click on the contact's name then click on the **Send A Message** button on the **Action bar**.



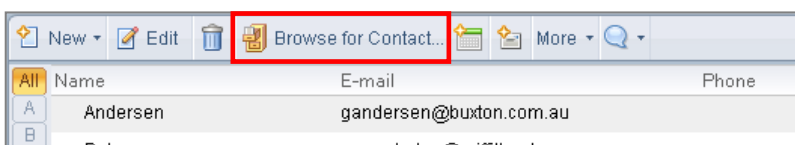
2. Add the subject and content to the message.
3. Click on **Send** to send and close the mail message.

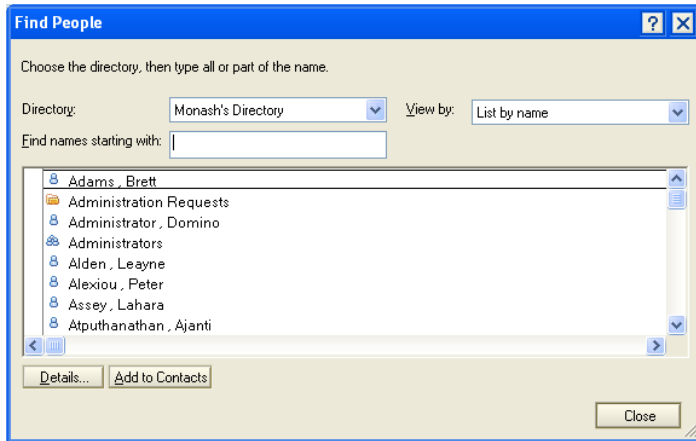
**Finding a contact**

- To quickly locate a list of contact names starting with a letter, click on the corresponding letter buttons in the contact list.



- To find a person click on the **Browse for Contact** button on the Action bar. This will open the Find People dialog box where you can do a search.

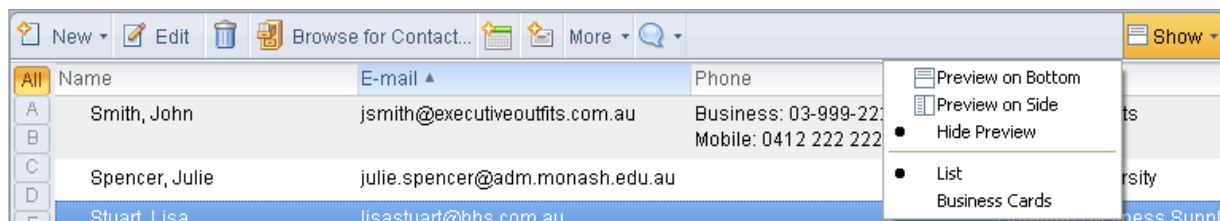





### The Show button

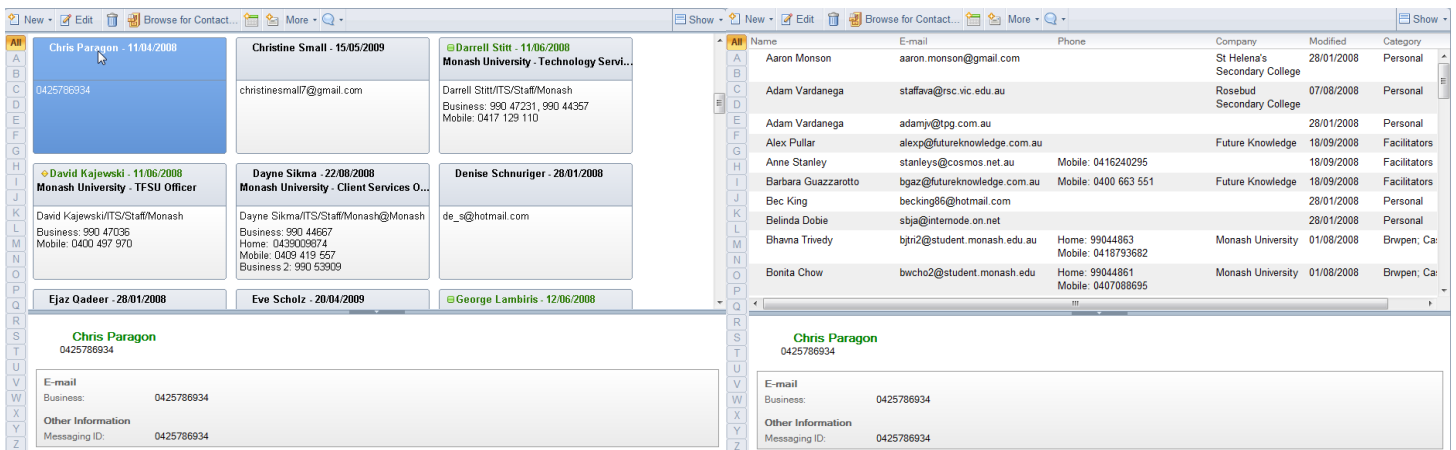
The **Show** button provides many options for viewing your contacts. You can view your contacts as a **List** or as **Business Cards**.

You can open the **Preview** on the **bottom** of your screen or on the right hand **side** of your screen. You can also hide the preview.



As an alternative to using the **Show** button, you can click on the **View** menu to access the **Preview** Pane.

**Tip:** A quick way to open and close the preview is to click on the  icon at the bottom of the screen.



Contacts displayed as Business cards

Contacts displayed as a list with preview at bottom