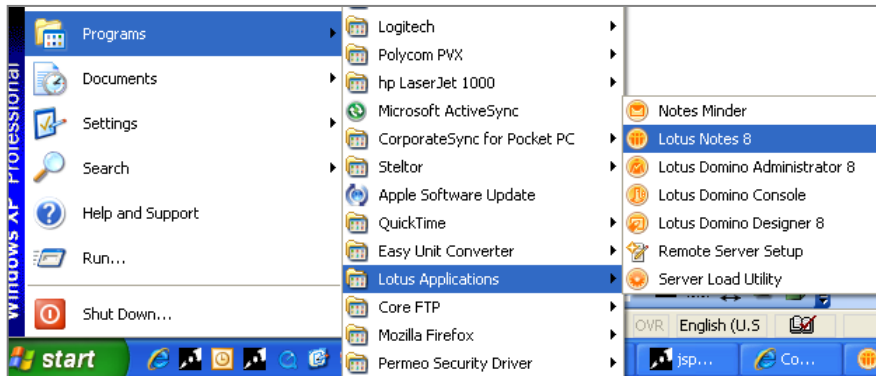


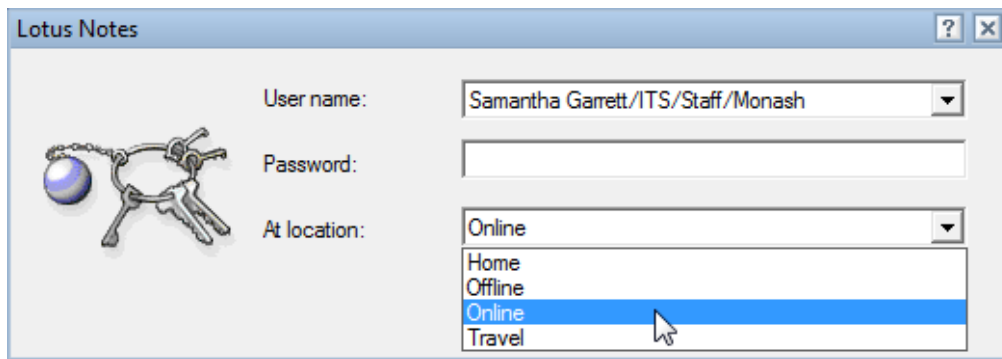
**Getting started**

To open Lotus Notes

1. Select **Start > All Programs > Lotus Applications > Lotus Notes 8**

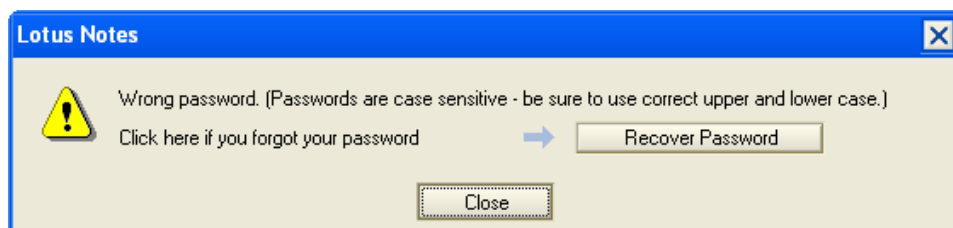


2. Enter your **password**, Select your **location**, Click **OK**



**Tip:** Online is the default and refers to the Monash network.

- If you mistype your password, Lotus Notes will display the following message.

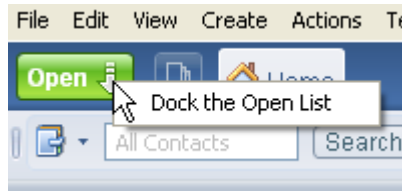


If you have forgotten your password refer to ***Managing your Notes password (GE07)***.



The Open List can also be displayed as a set of bookmarks.

- Right click on the Open button



1. Left click on **Dock the Open List**

The Open List will now display as a series of Bookmarks on the left hand side.

To un-dock the list

- Right click in the bookmark list

2. Left click **Dock the Open List**

