

| <b>Item</b>        | <b>Description</b>  |
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| Action bar         | Each tab will include an Action bar which is specific to the current view and tab. Action bars may include icons and text, or be comprised of text only. Items on the Action bar are also available from the Action menu.   |
| Bookmarks          | Bookmarks are links that point to Lotus Notes elements, such as applications, views, documents and Web pages.   |
| Calendar tab       | The Calendar is an online diary. You can create appointments, meetings and events.  |
| Client             | A program that allows a user to interact with a service. In this instance the mail/calendaring service.   |
| Contacts tab       | A list of names from the Monash University directory or your personal address book. The Contact tab can include distribution lists or groups.   |
| Contextual toolbar | <p>The Contextual toolbar appears within each individual Notes tab rather than directly below the menu, bringing the toolbars closer to the activity to which they relate to without having to open and close different toolbars.</p> <p>All toolbars are available under the View menu</p> |
| Database           | A collection of documents.  |
| Document           | A message, calendar entry, or To Do item is a document. A document can consist of fields, text, numbers, graphics etc.  |
| DWA                | Domino Web Access. This is the Notes web solution to accessing your mail via the web.   |
| Filter             | A filter is a Rule which can process your messages on receipt and perform an action.  |
| Help               | Help is accessible throughout Notes. Press F1 to view the context-sensitive Help on the specific to the task you are working on.  |
| Home Page          | The home page is the first page which appears when you first open Lotus Notes. The home page provides access to your Mail, Calendar, Contacts, To Do list, and other installed tools. The home page can be customised to suit your work preferences.  |
| Icons              | Icons are symbols for items or actions. To see a description of an icon, move your mouse pointer over the icon.   |
| Mail file          | The file containing all mail, calendar and To Do entries.   |
| Mail tab           | The Mail tab will show the mailbox and all the related folders for your incoming and outgoing mail. You can create mail folders and apply mail rules to organise  |

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|                      | the location of your specific mail messages.   |
| Menus                | There is a standard set of menus which can change depending on the tab you are in. You can also turn on the advanced menus. Context menus are also available when you right mouse click on an item or area.  |
| Notes Minder         | Notes Minder is a feature that checks for new mail and monitors Calendar alarms when Notes is not running. When Notes Minder is active, it displays an icon in your Windows taskbar.   |
| Notes web client     | The web client being used is the Domino Web Access commonly referred to as DWA.  |
| Open list            | A list providing a way to access tools or features within Lotus Notes.   |
| Preview pane         | The preview pane displays details of a selected message, contact or calendar entry or To Do item. You can turn the preview pane on or off via the Show button.   |
| Search               | You can search for mail messages, calendar entries or contacts using a criterion. The Search function appears at the top right of the toolbar.   |
| Sidebar              | The Sidebar is a bar in which application plug-ins are displayed. Here you can check for impending meetings and new entries, as well as access your instant messaging contacts. You can also use the sidebar calendar to check your schedule.  |
| Status bar           | The status bar displays messages about current status and activity. The status bar is located at the bottom of your screen.  |
| Switcher menu        | You can access the Switcher menu by clicking the small menu icon positioned in the corner of your View Selection panel. Use this menu to switch to an additional tab, for example, to switch from the Mail tab to the To Do tab.   |
| Tabs                 | Each tab displays a page. You can have multiple tabs open. To switch between the tabs, click on the tab name. Tabs can be closed at any time.  |
| To Do Tab            | You can create a list of activities which need to be completed by a specified date and time. To Do items can also be allocated to you.   |
| View Selection panel | The View Selection panel displays the views and folders that are available in the currently opened tab. For instance, in your Calendar, you can change your view from One Day to One Week or One Month. In the Mail tab, you can view and create folders to organise your mail messages. |
| Views                | Views display specific sets of documents within an application. For example, your Mail box has an All Documents view that displays every document contained in Mail, and a Sent view that displays only documents that you have sent.  |
| WCR                  | Workgroup Collaboration Rollout  |