

It is important to understand the basic configuration of Lotus Notes. This ensures that you know:

- what happens when a server experiences problems,
- what needs to occur when moving to a new computer, and
- how password changes effect Notes.

This learning topic will cover:

- the Lotus Notes id file,
- the Domino servers (clusters),
- identifying your cluster,
- how Notes handles server problems,
- setting up Notes on another computer, and
- important information about Notes passwords.

The Lotus Notes id file

Every Lotus Notes user has an **id file**. The id file is required to configure Lotus Notes to talk to the **Domino server**. Some important characteristics of the id file are:

- it is downloaded during the at-the-desk configuration of Notes,
- it's filename is **<username>.id**,
- it is stored in the Lotus Notes data directory on your local computer, and
- a backup copy of the id file should also be kept on your network drive.

The Domino servers

The Lotus Notes Domino servers are the backbone of the Monash mail system. They are responsible for:

- sending, receiving and storing mail,
- storing calendar and To Do entries

There are currently eight Domino servers running at Monash. Each server has a replica server which it can rely on if it experiences problems. This ensures that a constant level of service can be maintained. The server pairs are outlined in the table below.

Server 1	Server 2
staff-au-cluster-1a	staff-au-cluster-1b
staff-au-cluster-2a	staff-au-cluster-2b
staff-au-cluster-3a	staff-au-cluster-3b
staff-au-cluster-4a	staff-au-cluster-4b

The 'a' servers function as an alternate for the 'b' servers. Similarly, the 'b' servers function as an alternate for the 'a' servers.

Each person using Lotus Notes is assigned a pair of servers as their **primary** and **secondary** servers. This is commonly known as your cluster. If your primary cluster experiences a problem, you are still able to work off the secondary cluster.

Example 1

User X's primary cluster is **staff-au-cluster-2a**. Thus, there secondary cluster is **staff-au-cluster-2b**.

Example 2

User Y's primary cluster is **staff-au-cluster-4b**. Thus, there secondary cluster is **staff-au-cluster-4a**.

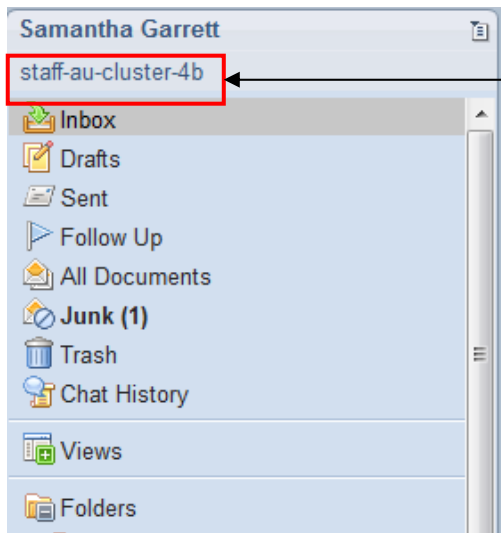
Identifying your cluster

It is useful to be aware of which primary cluster you have been assigned. This also helps you to identify when you have been moved to your secondary cluster.

Follow the steps below to identify your cluster.

Note: These instructions assume that you are currently working off your primary cluster.

1. Login to Lotus Notes and open the **Mail** tab.
2. Your cluster will be shown at the top of the **view panel** under your name.



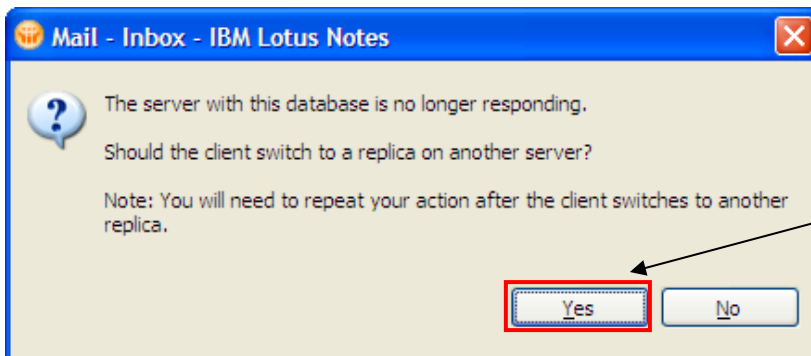
This is your cluster.

Note: Your cluster may be different to the one shown here.

Tip: In the example shown above, the user's primary cluster is **staff-au-cluster-4b**. Thus, their secondary cluster would be **staff-au-cluster-4a**.

How Notes handles server problems

When a Domino server experiences problems, it automatically switches to its alternate server. You will be advised of this with a message in your Lotus Notes client.



Click the **Yes** button to move to your secondary server.

Note: You may need to repeat the action you were performing (such as opening a mail message or calendar entry) once Notes has switched to your secondary server.

Setting up Lotus Notes on another computer

You may wish to use the Lotus Notes desktop client on more than one computer. To do so, Notes needs to be configured separately on each computer. You will need to ensure you have a copy of your **id file** when Lotus Notes is being configured.

Contact your local IT Support to arrange for the configuration of Notes on an additional machine.

Tip: Keep a copy of your id file on your network (V) drive for easy access from any machine.

Important information about Lotus Notes passwords

- At present, your Lotus Notes desktop client password is not synchronised with your authcate or Novell password.
 - The password used to login to the Lotus Notes web client is the same as your authcate password.
 - If you change your authcate password, it is recommended you also change your Lotus Notes desktop client password.
 - Lotus Notes desktop client passwords are not synchronised between different computers. If you change the password on one computer, it will not change it on the others.
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Tip: For details on changing your Lotus Notes passwords, please refer to ***Managing your Notes password (GE07)***.
