Overview of Lotus Notes GE01

Lotus Notes (Notes) provides an integrated solution for managing documents associated with electronic Mail, Calendar, To Do (tasks) and Contacts. These are accessible from the default Monash Lotus Notes home page or alternatively you can choose from the customised home pages.

Each Notes user will connect to the Monash University network via an allocated user name to send and receive mail messages. Mail boxes will be protected from unauthorised access via a password.

Notes stores all documents that are mail, calendar, To Do entries in a single database known as the mail file. This mail file and all its entries, known in Notes as 'documents', can be viewed using the All Documents view accessible from the mail tab. Other views such as the Inbox, Sent and Trash are filtered views of the All Documents view. All mail, calendar and To Do items contribute to your messaging quota.

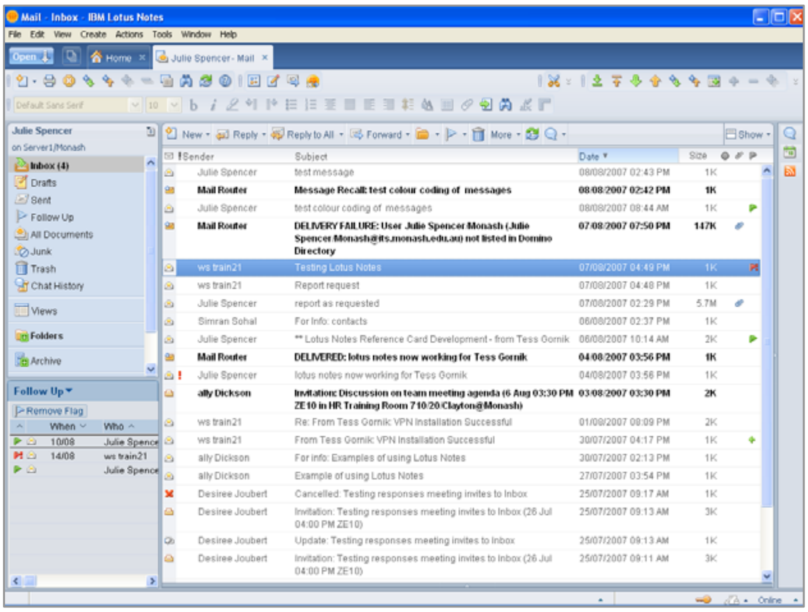
A filtered view contains pointers from specified documents in All Documents and does not duplicate the documents. It is possible to store a document in many folders or views without increasing your messaging quota. The default messaging quota for each user is 300mb.

It is important to note that if a document is deleted in any folder that document is deleted and all associated pointers are deleted.

Notes supports the ability to work offline (i.e. not connected to the network) with a simple to use synchronise process.

Here are some features and highlights of using Notes.

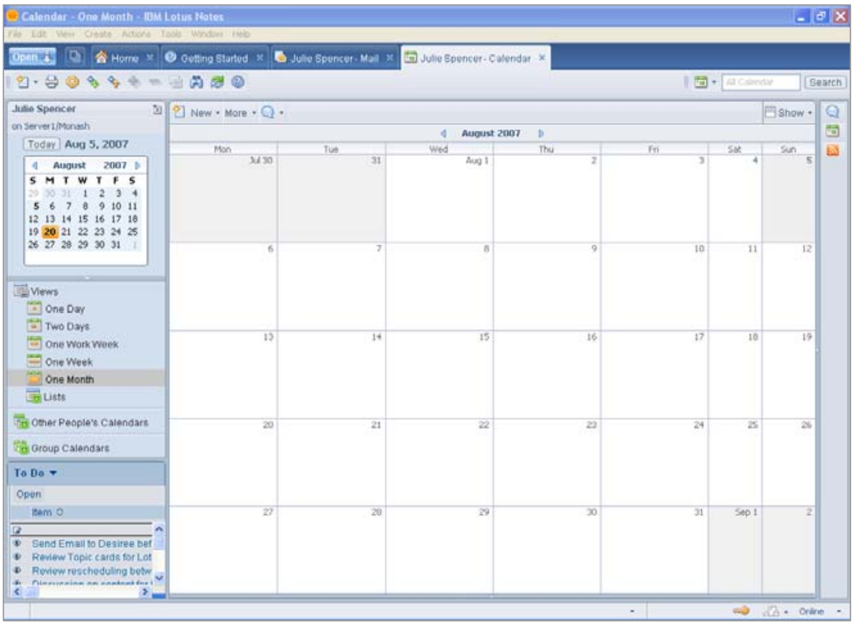
Mail box



- Mail messages can include body text, tables, pictures, sections and attachments.
- Notes Mail supports inline spell checking, intelligent mail addressing and enhanced Out of Office capabilities.
- Mark subject confidential with a check box to preface the subject of an email message with "Confidential".
- Notes Mail has Out of Office capabilities where you can specify hours as well as dates. There is the ability for delegates to enable or disable Out of Office for you.

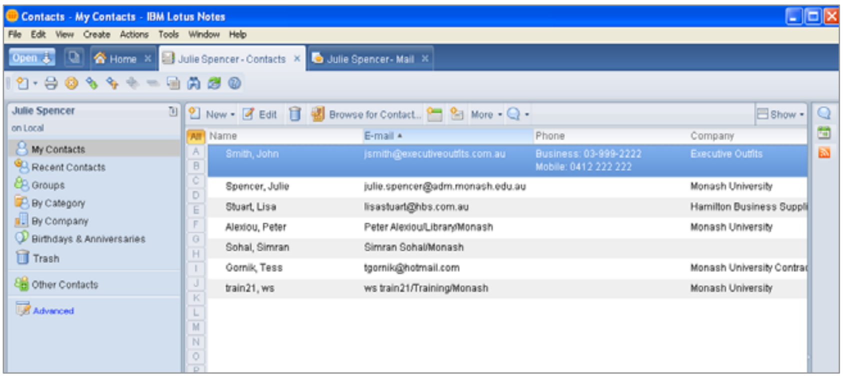
Calendar

- At a glance, see what has been scheduled for the day, week, month(as shown in the image)
- Check your calendar while you are scheduling a meeting to avoid conflicts.
- Use the flexible free time search function to locate mutually free time for a dynamic subset of the invitee list. Check free time for different groups of invitees to locate equally convenient time for everyone.



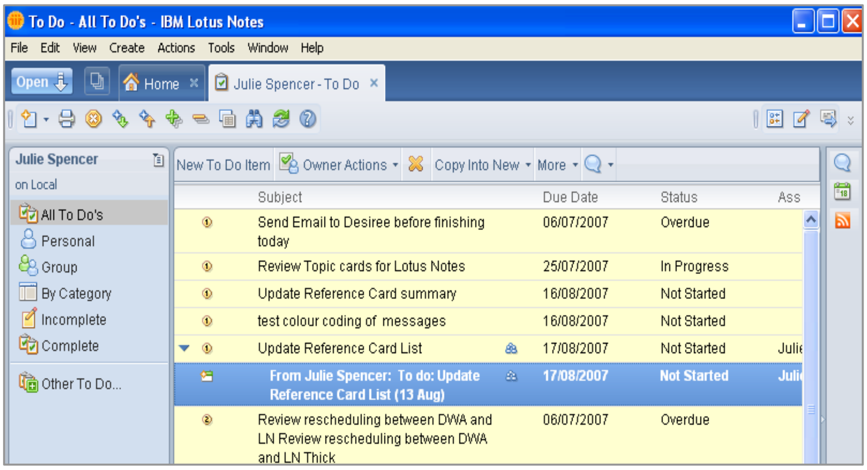
Contacts

- A detailed and flexible Contact form is available for managing information about your business contacts.
- The Business Card view option displays contacts in a view formatted as columns of business cards, providing greater flexibility for at-a-glance viewing of your business contacts.
- You can assign a category to a contact to make sorting and finding easier.



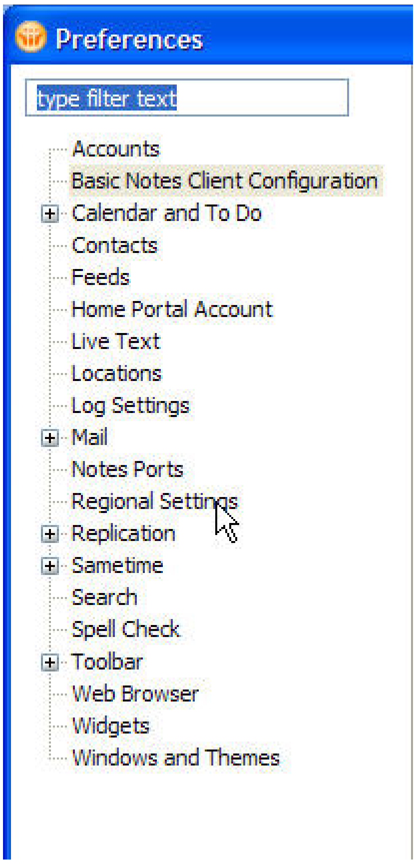
To Do

- You can use the To Do list to create a list of action items, assign priorities and/or categories and be reminded when something is due.



Preferences

- Notes preferences can be set in a single location. The mail, calendar, contacts and To Do settings can be changed to suit your preferences.



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