

## Lotus Notes Release 6.5: New Features of the Notes Client – ½ day

**Lotus.** software

### Course Objectives

By the end of the training session, you should be able to:

- Work with the new Notes work area facilities, ie., Bookmarks, QuickNotes and Welcome Page.
- Use the new Mailing facilities.
- Use the new Calendar & Scheduling facilities.
- Work with the new enhancements to Replication.
- Work with the new User Security features.

### Prerequisites

This course is targeted at existing users of Lotus Notes release 5 who will be upgrading to Lotus Notes release 6.5.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

- New Login Dialog
- Exploring and customising the new Welcome Page
- Working with Quick Notes
- Working with Instant Messaging
- Working with the new Status Bar
- Using and customising Toolbars
- Working with the new features of the Bookmark Bar
- Working with the new features of Tasks
- Introducing the new Mail Database environment
- Customising the Inbox environment
- Working with the new features of Reply and Forwarding of mail
- Working with Follow Up and Mail Rules
- New Attachment facilities
- Working in the new layout Calendar
- Working with the new features of Group Calendars, Meetings and sharing of Calendar Information
- Working with the new features in ToDo's
- New Printing features
- Working with the enhancements to Replication
- Working with the new User Security features