

Lotus Notes 6.5 Upgrade

What this course has to offer

In this course you will be introduced to new features in Lotus Notes 6.5.

First, we will show you the most important new features. You will then learn how to use new or modified features regarding mail, calendar, contacts and other address books. Thereafter you will use new functions to improve the appearance of your documents, to print them and to display and manage web pages with Notes. Finally, you will learn more about customizing Notes and new security features, as well as possibilities for mobile working with Lotus Notes 6.5.

What are the course requirements?

Being acquainted with using the mouse and keyboard as well as basic knowledge of a communication system.

Numbers of lessons: 39

Processing time approximately 3 hours

The learning content in overview:

Chapter 1: A quick upgrade

The Notes 6.5 application window
Using Bookmarks and Window Tabs
Using Bookmark Folders
Displaying a Bookmark Folder as a Workspace
A better Overview of Mail

Chapter 2: Mastering messages

Replying to and Forwarding Mail
Flagging important Mail for Resubmission
Sorting mails
Managing Mails
Blocking mails from specific senders
Creating an archive database for mail
Archiving Mail and accessing archived mail
Delegating access to the mail database
Opening the mail database of another person
Rules for mail
Working with Mail Attachments
Tips and Settings for Notes Mail

Chapter 3: Calendar

Navigation in the Calendar
Calendar views
Entering and remembering appointments
Planning Meetings
Coordinating meetings and updating invitations
Participating in meetings
Allowing access to your own Calendar
Opening the Calendar of another person
Customizing your Calendar
Printing a Calendar

Chapter 4: Contacts and address books

Working with Electronic Business Cards

Chapter 5: Documents and formatting

New aspects for paragraphs and tables
Spell checking and foreign languages

Chapter 6: Printing and opening web pages

Printing Notes Elements
Displaying and managing Web pages with Notes

Chapter 7: Settings, security and working mobile

Customizing the Welcome Page
Customizing toolbars and views
Using Notes at a different Workstation
Using Notes independently from the workstation
Security Settings for the Workstation
Using Quick Notes

This course is designed according to didactical standards. Via an alphabetical index you can search for topics that you are especially interested in.

Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide "IBM Lotus Notes 6.5 - Effektiver Umstieg von Notes 5.0".