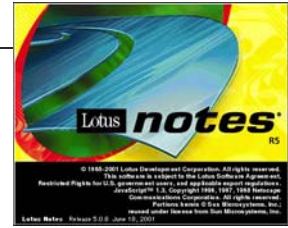




## Lotus Notes

## Course Outline



<b>Course Synopsis:</b>	Creating and Sending Memos & Phone messages; Formatting, Reading and Replying to Mail Messages; Deleting & Categorizing Mail; Creating Distribution Lists (AM Session); Working with the Calendar; Scheduling Appointments; Setting Alarms; Customizing the Calendar Profile; Setting up Meeting Notices and Track Responses (PM Session)
<b>Who Should Attend:</b>	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Lotus Notes in action.
<b>Prerequisites:</b>	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
<b>What You Will Learn:</b>	Notes is an integrated, Web-like environment that provides users with quicker access to and better management of many types of information including Domino and Internet-based e-mail, calendar of appointments, personal contacts and to-dos as well as Web pages, News Groups and intranet applications.
<b>Time:</b>	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
<b>Related Courses:</b>	
<b>Goals:</b>	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
<b>Registration:</b>	You can register over the phone or online by emailing Rebecca Williams at  rebeccawilliams@cts-ky.com or 859-277-1771



# LotusNotes

## Course Outline

### COURSE MATERIALS

*COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.*

#### Getting Started with Notes Mail

- The Notes Screen
- Notes Mail
- Mail Screen
- Creating a Memo
- Addressing the Mail Message
- Delivery Options
- Sending the Message

#### Formatting Lotus Notes Mail

- Changing Letterhead
- Formatting Notes Mail
- Spell Checking the Message

#### Managing Lotus Notes Mail

- Using Folders
- Receiving Notes Mail
- Managing Received Mail
- Copying Messages
- Working with Attachments
- Creating a Signature
- Out of the Office
- Archiving

#### Working with Addresses

- Groups (Distribution List)
- Internet Mail Addresses

#### Notes Calendar and Scheduling

- What is Calendar
- Glossary
- Common Symbols
- Changing the View
- Adding an Event to the Calendar
- Setting an Alarm for a Calendar Entry
- Repeating a Calendar Entry
- Working with Entries
- Moving a Repeating Calendar Entry
- Deleting a Calendar Entry
- Printing One or More Calendar Entry
- Special Alarm Settings
- Enabling Time Conflict Tracking

#### Group Scheduling

- Inviting People to a Meeting
- Finding Free Time for a Meeting
- Working with Invitations
- Tracking Responses to a Meeting Invitation
- Accepting Meeting Invitations Automatically
- Specifying Your Free Time Schedule
- Specifying Who Can Read Your Free Time Schedule
- Reading Someone Else's Calendar
- Allowing Others To Access Your Mail

#### Using To Do's

- Working with Task
- Working with Bookmarks
- Group Calendar
- Customizing and Miscellaneous Topics