

Course outline Lotus Notes v6 – Being mobile

Most people work in Notes on a network most of the time, but you can also work offline while disconnected, and use replication to synchronise your information with servers the next time you're connected.

Overview and Goals – this course is designed for mobile users who are out of the office and need to keep in touch via Notes.

Course Objectives – upon completion delegates will be able to use the Replication page and create local database replicas. They will also be aware of what is needed before leaving the office

Who Should Attend – anyone who needs to use Notes remotely

Replicating

- Replication theory
- Creating and using local replica databases
- Address books – personal and server based
- Selective replication
- Creating a partial replica`
- Outgoing mail
- Dragging and dropping
- Replication page settings
- Managing your replication page
- Replicating mail only
- Scheduling replication
- Local free time
- Checking whether a database is local or server based
- Working off line

Being prepared

- Tele adaptors
- Phone Access Lookup (PAL)
- Power adaptors
- Local replicas

If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk