

Course Outline Lotus Notes v6 - Calendaring and Scheduling

Overview and Goals – to be able to use the Lotus Notes Calendaring and Scheduling features

Course Objectives – to be able to create different type of calendar entries and alter them. To be able to schedule meetings and book resources taking advantage of looking up free time.

Who Should Attend – delegates should already be familiar with Lotus Notes email and databases

Calendar

- Calendar View Format
- Turning Calendar Pages
- Displaying Specific Calendar Dates
- Displaying Time Slots
- Setting Up Calendar Preferences/Profile
- Adding a Basic Appointment
- Adding a Repeating Appointment
- Enabling the Alarm System
- Setting Individual Alarms
- Setting Alarms on all Appointments
- Clearing Alarms
- Opening a Calendar Entry
- Deleting a Calendar Entry
- Editing Calendar Entries
- Moving Calendar Entries

Printing

- Printing Selected Entries
- Printing ranges of time

To Do

- Using To Do
- Assigning a Task to Yourself
- Updating the Status of a Task
- Marking a Task as Completed
- Removing a Task from the Calendar
- Deleting a Task from your Mail Database
- Assigning a Task to Another Person
- Responding to a Task Assignment
- Reassigning Tasks

Group Scheduling

- Inviting Others to a Meeting
- Finding Free Time
- Accepting, Declining, Delegating Meeting Invitations
- Displaying the Invitee Responses
- Auto processing Invitations
- Automatically Remove Invitations from Inbox
- Automatically Remove Invitations from Inbox
- Repeating Meetings

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