

## Upgrading from Lotus Notes v5 to v6

The move from version 5 to 6 is evolutionary, adding a number of a small features and fine tuning. Some of the most significant changes include mobile user improvements, welcome page and navigation enhancements. Enhancements have been made to the mail and calendar as well as many rich text improvements.

### **Overview**

This introduction summarises the new features of Notes 6 including the new look and feel

### **Navigation**

This module describes the new features of the Notes 6 user interface. Tips are presented to make navigation quicker

### **Mail**

This describes the new features and other changes in Notes 6 mail including drag and drop, sorting mail folders, replying styles, instant messaging, forward/reply indicators, vcards and flagging messages

### **Calendar**

Included in this module are the new features and other changes in the Notes 6 calendar including colour coding entries, time zones, calendar views, sending updated meeting information, summarising entries

### **Editing Features**

In this module we describe the enhancements for editing rich text in Notes 6. It includes many improvements to tables, views, attachments, paragraphs and spell check

### **Other New Features**

This module describes other enhancements introduced in Notes 6 such as customizing views, dragging and dropping attachments, new printing features and more

### **Mobile Users**

This module discusses the new options available to mobile Notes 6 users or users working with local replicas of databases. If your end users do not need this material the course can be customised to remove this module

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