

Pick and mix topics for Lotus Notes v6

Pick and mix sessions allow delegates to choose which topics they need to learn irrespective of skill level. It couldn't be easier - simply tick the box next to the topic if you need to learn more about it.

- Getting started
- Opening tasks and databases
- Using toolbars
- Changing passwords and locking IDs
- Opening and using mail
- Selecting and reading mail
- Creating mail
- Using spell check
- Sending mail
- Replying to mail
- Sorting and deleting mail
- Using folders
- Printing mail
- Choosing letterhead and creating stationery
- Working with mail rules
- Using Out of Office notices
- Creating phone messages

- Understanding Calendar views and entries
- Creating a Calendar entry
- Customizing Calendar entries
- Printing and modifying the Calendar
- Scheduling meetings
- Managing meetings
- Meeting invitations and Group Calendars
- Creating To Do items
- Working with To Do items
- Using Address Books
- Creating contacts and mailing lists
- Customizing and printing the Address Book

- Database types and documents
- Working with views
- Reading the Status Bar
- Adding databases to bookmarks and deleting databases
- Indexing a database
- Searching a database
- Refining searches with operators
- Displaying and saving search results

- Managing documents
- Finding and replacing text
- Searching for text
- Editing text and fields
- Formatting text and paragraphs
- Creating links
- Creating pop-ups
- Inserting tables
- Creating sections
- Creating Link Messages
- Creating attachments
- Working with attachments

- Setting mail preferences
- Setting calendar preferences
- Setting access and delegation preferences
- Using the Notes Minder
- Setting user preferences
- Setting toolbar preferences
- Customizing the Welcome Page
- Setting browser preferences in Notes
- Performing Web page cleanup

- Understanding replication
- Setting replication preferences
- Creating a new mail replica
- Using the replicator page
- Understanding Notes mobile users
- Setting up remote access
- Using Notes remotely

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