



Roade IT Training

The Roade to Successful IT Training
Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Lotus Notes v7

Overview

The topics covered are the critical skills you need to create, send, and respond to email in Notes, maintain a list of contacts, as well as schedule appointments and meetings.

Target Audience

The target student for this course is an end user who has not used an email package, works for a company that uses or is moving to Notes, needs to send and receive emails, and needs to manage his/her Calendar and To Do list.

Objectives

At the completion of this course participants will be able to:

- identify the components of the Notes client environment and explore the mail database.
- compose email messages, attach files, and send the mail. You will also work with draft messages.
- respond to an email message by replying to it and forwarding it. You will also print a mail message.
- manage your emails using folders and rules, and archive your old mails.
- add contacts and create mail groups.
- use the Calendar to schedule appointments.
- schedule meetings.
- use the To Do list.

Prerequisites

This course assumes a basic understanding of Microsoft Windows.

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £350. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Lotus Notes v6, v6.5, v7

Roade IT Training

info@roadetraining.co.uk

www.roadetraining.co.uk

07709 336 819

23 Abbots Way, Roade, Northamptonshire, NN7 2LY



Course Contents

- 1 **Getting Started with Notes**
 - a) Log On to Notes
 - b) Change Notes Password
 - c) Use Notes Help
- 2 **Creating Email Messages**
 - a) Compose an Email
 - b) Address an Email
 - c) Send an Email
 - d) Attach Files
 - e) Work with Draft Messages
- 3 **Responding to Emails**
 - a) Reply to an Email
 - b) Forward an Email
 - c) Print an Email
- 4 **Managing Email**
 - a) Move Messages into a New Folder
 - b) Delete Messages and Folders
 - c) Work with Attachments
 - d) Archive Emails
 - e) Enable Out Of Office Mail
 - f) Create Rules
 - g) Manage Junk Mail
- 5 **Creating Contacts**
 - a) Add a Contact
 - b) Create a Mail Group
- 6 **Using the Calendar**
 - a) Set Up the Calendar
 - b) Create Calendar Entries
 - c) Edit Calendar Entries
 - d) Print a Calendar
 - e) Explore the Calendar Cleanup Option
- 7 **Scheduling Meetings**
 - a) Find Free Time
 - b) Find Room and Resource Availability
 - c) Create a Meeting Invite
 - d) Respond to a Meeting Invitation
 - e) Cancel Meetings
 - f) Reschedule Meetings
 - g) Create a Group Calendar
- 8 **Using the To Do List**
 - a) Create a To Do List Item
 - b) Delegate a To Do List Item
 - c) Edit a To Do List Item
 - d) Print a To Do List
 - e)