



LOTUS NOTES R5

For Windows

Drop-Down Menus

Task Buttons
You can switch between open windows simply by clicking the tabs. To close a window click the [X].

Bookmark Bar
Bookmark buttons link to databases, bookmark pages, or even Web pages.

Navigation Pane

Working with Bookmarks

Lotus Notes R5 incorporated **Bookmarks** similar to a web browser. A **Notes Bookmark** can be either an internet page (web site), or virtually any Notes element (Calendar, Group Calendar, Database, Database View, Document, and more).

1. Moving the cursor over the **Bookmark Bar** will display the name of each **Bookmark**.

2. To add a new **Bookmark**, for example, **Smith Address Book**, to the **Bookmark Bar** click on the tab **Smith Address Book** and drag and drop it to your desired position on the **Bookmark Bar**.

3. To add a **Bookmark** to a **Bookmark Folder**, click on the **Create Drop-Down Menu and Add Bookmark...** An **Add Bookmark** window will pop-up. Select the folder where the **Bookmark** will be filed or create a **New Folder**.

TIP: Right-clicking the Notes window tab of any document will bring up the **Add Bookmark** window. Select a folder to place the **Bookmark** and click OK. Right-clicking on any **Bookmark** you made a **Bookmark Folder** will bring up a menu where **Renaming the Bookmark**, **Drop-Up** or **Drop-Down** options are available.

Top right-clicking on various icons throughout Lotus Notes - there are shortcuts galore!

With the **Bookmark Bar** you are just a click away from all the major components of Lotus Notes R5. You can create your own **Bookmark** icons and groups to help you really get organized.

Mail
Display your mail messages and corresponding notes.

Address Book
Where you can enter and keep track of business and personal contact information like phone numbers, e-mail addresses, etc.

Favorite Databases
Databases for core applications, databases and view files that are used frequently.

More Bookmarks
Contains several Web search engines and popular Lotus Web sites.



Title Bar

Universal Navigation Buttons

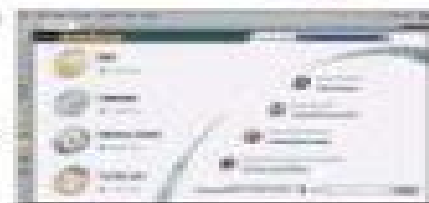
Smart Icons

Action Bar

TIP: You can press the **Esc** key to close any open window or folder including an opened message.

Customize Lotus

You can customize the **Message Page** by using one of the preset styles, selecting an existing style or designing your own. Click the **Group Smart Icons**, select a style and click the **Options** button. **Customize Message Page** - Click the **Customize this page**.



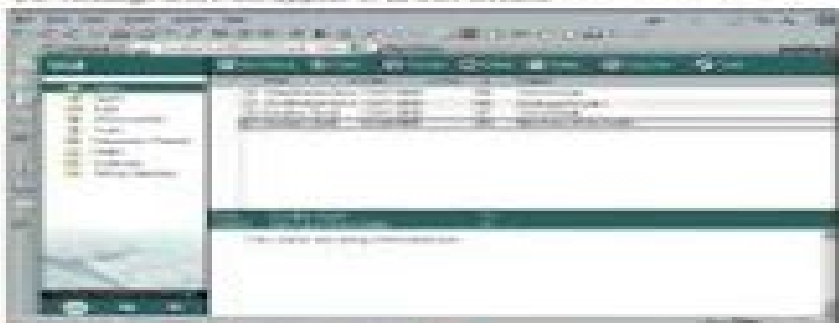
Messaging

Viewing Your Inbox

1. Click the **Mail** button in the **Bookmark Bar**.

This will display a list of new and existing mail items in the **Mail View** window.

2. To view a new mail message simply click the **Message** icon. Double-click the **Message** and it will appear in its own window.



Creating and Sending New Mail

1. Open your **Inbox**.

2. Click the **New Message** icon in the bar left. This will open a new message window.

3. In the new message window you can type address, notes, set options for, and send your message.

4. Remember to click **Send** or **Send and File** on the **Action Bar** before exiting.

Lotus Note Reference Guide

Ian Pickup



Lotus Note Reference Guide:

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