

LOTUS DOMINO ADMINISTRATION

IN A NUTSHELL

A Desktop Quick Reference

Lotus Domino Quick Reference Guide

Nevada Learning Series Inc

Lotus Domino Quick Reference Guide:

Lotus Domino Web Access (DWA) 7 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts -**Laminated Card)** Beezix, Inc Staff,2007-08-01 Laminated guick reference guide showing step by step instructions for Lotus Domino Web Access 7 Topics include Logging into Notes Mail via a Browser Logging Out Mail Displaying the Inbox Reading an E mail Message Opening an Attachment Replying to a Message Forwarding a Message Creating and Sending a Mail Message Addressing a Message by Typing Addressing a Message by Choosing from a List Saving a Draft Message Completing a Draft Message Attaching a File to a Message Message Importance Receipt Appending a Signature to New Memos Flagging Messages for Follow Up Creating a Folder Removing a Folder Moving a Message to a Folder Deleting a Message Restoring a Previously Deleted Message Emptying the Trash Out of Office Notification Filtering Incoming Messages Turning a Rule Off or On Blocking E Mail from a Specific Sender Setting Preferences Calendar Displaying the Calendar Using the Date Navigator Creating a New Calendar Entry Types of Calendar Items Inviting People to Meetings Managing Meetings You Have Organized Responding to Meeting Invitations and Reschedule Notices Contacts Adding a Person to your Contacts List Creating a Personal Mailing List To Do s Displaying the To Do List Creating a To Do Entry Completing a To Do Item Notebook Creating a New Notebook Page Opening and Reading a Notebook Page Editing an Opened Notebook Page This guide is suitable as a training handout or simply an easy to use reference guide for any type of user For Dummies Quick Reference Stephen R. Londergan, Pat Freeland, 1999-06-02 Waste no time with the unimportant odds and ends of Lotus Notes start completing your tasks right away From using super fast Notes enhanced information searches to organizing your calendar this superb bite sized reference Lotus Notes R5 For Dummies Quick Reference gives you the information you need in order to use all the important features of Lotus Notes R5 E mail calendars databases and more all are at your disposal and all these can be stress free after you flip through this handy guide Take advantage of this product s new and improved user friendly interface and discover its easy compatibility with Windows 98 and NT Find out about your options for using Notes on site or on the go All this information and more is at your fingertips in Lotus Notes R5 For Dummies Quick Reference and can easily be accessed thanks to this book s lay flat binding **Lotus Domino Web Access** (DWA) 6. 5 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc. Staff, 2007-01-31 Laminated guick reference guide showing step by step instructions for Lotus Domino Web Access iNotes 6 5 Topics include Mail Logging into Notes Mail via a Browser Displaying the Inbox Reading an E mail Message Opening an Attachment Replying to a Message Forwarding a Message Creating and Sending a Mail Message Addressing a Message by Typing Addressing a Message by Choosing from a List Saving a Draft Message Completing a Draft Message Attaching a File to a Message Indicating Importance of a Message Adding a Person to your Contacts List Creating a Personal Mailing List Flagging Messages for Follow Up Moving a Message to a Folder Creating a Folder Removing a Folder Deleting a Message

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