



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, **Book1 Address Book**, to the **Bookmark Bar** click on the tab **Book1 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 create a **Bookmark Folder** will bring up a menu where **Renaming the Bookmark** has an option.

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 everything.

Mail

Display your mail messages and corresponding notes.

Address Book

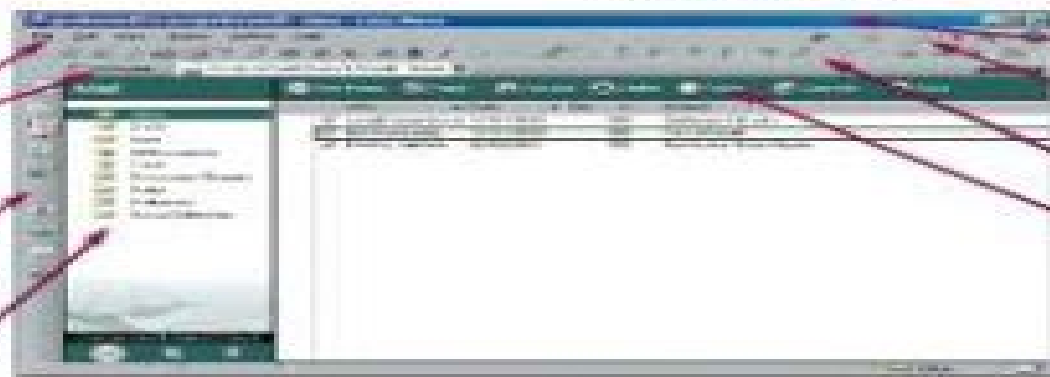
Where you can enter and keep track of business and personal contact information like phone numbers, e-mail addresses, etc.

Favorite Databases

Speedways for core applications, databases and more - faster than ever used frequently.

More Bookmarks

Contains several Web search engines, and popular Lotus Web sites.



Title Bar

Universal Navigation Buttons

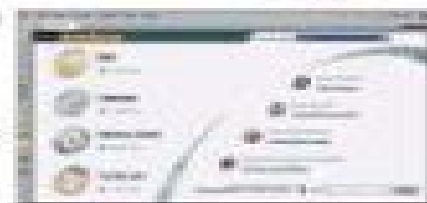
Smart Icons

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**.



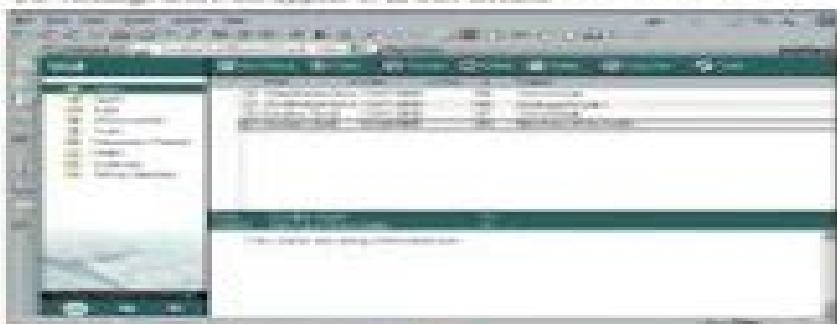
Messaging

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 **Base 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 now address, write, 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

Marco Cascella



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Table of Contents Lotus Note Reference Guide

1. Understanding the eBook Lotus Note Reference Guide
 - The Rise of Digital Reading Lotus Note Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Lotus Note Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Lotus Note Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Lotus Note Reference Guide
 - Personalized Recommendations
 - Lotus Note Reference Guide User Reviews and Ratings
 - Lotus Note Reference Guide and Bestseller Lists
5. Accessing Lotus Note Reference Guide Free and Paid eBooks

- Lotus Note Reference Guide Public Domain eBooks
- Lotus Note Reference Guide eBook Subscription Services
- Lotus Note Reference Guide Budget-Friendly Options
- 6. Navigating Lotus Note Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Lotus Note Reference Guide Compatibility with Devices
 - Lotus Note Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Lotus Note Reference Guide
 - Highlighting and Note-Taking Lotus Note Reference Guide
 - Interactive Elements Lotus Note Reference Guide
- 8. Staying Engaged with Lotus Note Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Lotus Note Reference Guide
- 9. Balancing eBooks and Physical Books Lotus Note Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Lotus Note Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Lotus Note Reference Guide
 - Setting Reading Goals Lotus Note Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Lotus Note Reference Guide
 - Fact-Checking eBook Content of Lotus Note Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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