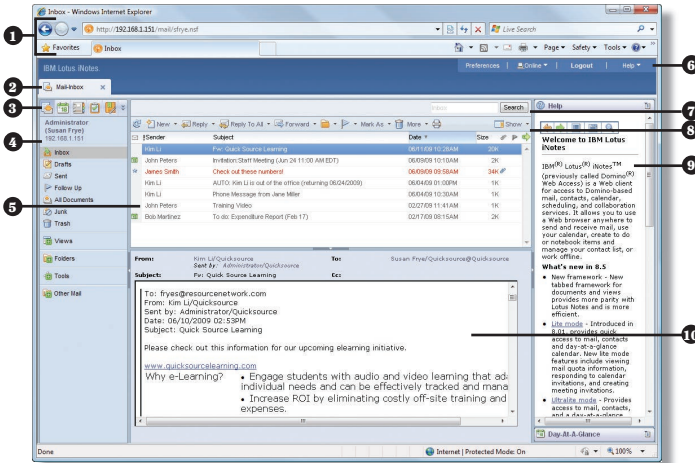




Getting Started

The Lotus iNotes Window



- 1 **Browser Toolbars** – allow the user to navigate in the browser.
- 2 **Tabs** – show open applications and the Home page.
- 3 **Switcher** – contains shortcuts to applications and the Home page.
- 4 **Navigation Pane** – contains shortcuts to folders, views, and locations.
- 5 **Current View Pane** – displays the contents of the selected item or the currently open feature.
- 6 **Top Menu Bar** – contains shortcuts for functions such as preferences, logging out, and getting help.
- 7 **Search Box** – allows you to search for items.
- 8 **Action Bar** – contains tools for use in each application.
- 9 **Sidebar** – displays your Day-at-a-Glance calendar, instant messaging contacts, and Help.
- 10 **Preview Pane** – displays a preview of the selected document.

Note: You should disable pop-up blockers while using Lotus iNotes. Some features may vary depending on your Web browser.

Working with Modes

Lotus iNotes 8.5 provides three different modes, or environments, that each offer different features:

- **Ultralite mode** – provides access to mail, contacts, and Day-at-a-Glance. *(Can be viewed on iPhone, Mac, and Mozilla Firefox.)*
- **Lite mode** – provides access to mail, contacts, and Day-at-a-Glance, as well as some additional calendar features.
- **Full mode** – contains all features for Lotus iNotes 8.5. *(This guide was created using the Full mode.)*

Customizing the Home Page

1. Click on the **Home** tab.
2. Click the **Edit Layout** Edit Layout... button on the **Action** bar.
3. In the **Page Layout** section, select the number of panels you want to display.
4. In the **Panel Contents** section, click the arrow on the **Type** box and select the type of content that you want each panel to contain.
5. *Optional:* Enter a new title for each panel in the **Title** box.
6. *Optional:* Select other options for each panel.
7. Click the **Save & Close** Save & Close button.

Using the Sidebar **NEW!**

- To open the **Sidebar**, click the arrow on the **Show** Show button on the **Action** bar, select **Sidebar Panels**, and select the panel you want to open from the resulting menu.
- To open the **Help Sidebar** in its own tab, click the **Sidebar menu** ☰ button and select **Open in new tab** from the resulting menu.
- To hide a panel, click the **Sidebar menu** ☰ button and select **Hide Panel** in new tab from the resulting menu.
- To show or display panels, click the **Sidebar menu** ☰ button and select **Show All** or **Collapse All** from the resulting menu.
- To close the **Sidebar**, click the **Sidebar menu** ☰ button and select **Close Sidebar** from the resulting menu.

Creating a Folder

1. In the **Mail** application, click the arrow on the **New** New button on the **Action** bar.
2. Select **Folder** from the resulting menu.
3. Enter a name for the new folder in the **Folder name** box.
4. Select a location for the folder. *(To create a subfolder, select the name of the folder you want to place the subfolder in.)*
5. Click the **OK** button.

*Note: To delete a folder, click the arrow on the **Move to Folder** ☰ button on the **Action** bar and select **Delete Folder** from the resulting menu. Select the folder you want to delete and click the **OK** button.*

Moving or Copying an Item

1. In the **Mail** application, select the item you want to move or copy.
2. Click the arrow on the **Move to Folder** ☰ button on the **Action** bar and do one of the following:
 - To move the item to a new folder, select **Move To Folder** from the resulting menu.
 - To copy the item to a new folder and leave it in the original location, select **Copy To Folder** from the resulting menu.
3. Select the folder you want to move or copy the item to.
4. Click the **OK** button.

*Note: To remove an item from a folder and have it visible only in **All Documents** view, click the arrow on the **Move to Folder** ☰ button on the **Action** bar and select **Remove From Folder** from the resulting menu.*

Printing a View or Document

1. Open the view or select the document or documents you want to print.
2. Click the **Print** Print button on the **Action** bar.
3. Do one of the following:
 - To print the view, select **Selected View**.
 - To print the selected document or documents, select **Selected Documents** and select options.
4. Click the **OK** button.
5. *Optional:* Select print options.
6. Click the **Print** button.

Logging Out

1. Click the **Logout** shortcut in the **Top Menu Bar**.
2. *Optional:* If you are at a shared computer, check the **Logout for Shared PCs or Kiosk Users** box. Make selections and click the **OK** button. Click the **OK** button again.
3. Click the **Close window** button.
4. Click the **Yes** button.