

1. Record Nr.	UNINA9910459360803321
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Titolo	IBM Lotus Notes 8.5 user guide [[electronic resource]] : a practical, hands-on user guide with time-saving tips and comprehensive instructions for using Lotus Notes effectively and efficiently // Karen Hooper
Pubbl/distr/stampa	Birmingham [U.K.], : Packt Pub., 2010
ISBN	1-282-76697-X 9786612766978 1-84968-021-3
Edizione	[1st edition]
Descrizione fisica	1 online resource (296 p.)
Soggetti	Business - Computer programs Electronic mail systems Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover; Copyright; Credits; Foreword; About the Author; About the Reviewers; Table of Contents; Preface; Chapter 1: First Impressions (The Client Interface); Starting Lotus Notes-start your engines; Password prompt; Closing Lotus Notes; Exploring the interface-where, what, and how; Window tabs; Open List-better known as the button that says ""Open""; Thumbnails; Homepage; Shortcuts; Toolbars; Search toolbar; Search preferences; SideBar; Lotus Notes browser; Preferences; Summary; Chapter 2: To Chat or Not to Chat: Lotus Sametime; What is Sametime; How to use Sametime Understanding availability statusAdding Sametime contacts; Chatting with contacts; Multi-way chat; Chat window options; Setting Sametime preferences; Chat History; Chat Window preferences; Chat Notification preferences; Sametime help; Summary; Chapter 3: Feeds; Adding feeds; Feeds sidebar panel; Identifying feed-enabled websites; Adding feeds to Lotus Notes; Reading feeds; Managing feeds; Summary; Chapter 4: Working with Widgets; Widgets do what!; Widgets are where; Adding widgets; Adding a Gas Price widget from the IBM Greenhouse catalog;

Adding a Digg iPhone application from a web page
Adding a Currency Converter from the Google Gadget directoryWidget options; Exploring Live Text; Live Text preferences; Summary; Chapter 5: Mastering Lotus Notes Mail; Accessing mail in Lotus Notes; Creating and replying to messages; Creating a message; Message actions; Delivery options; Replying to messages; Addressing messages; How to address a message; Protecting names in To, Cc, and Bcc fields; Prevent the expansion of personal groups; Formatting messages; Using the Permanent Pen and Highlighter Pen; Changing the Permanent Pen font and color; Dragging and dropping text
Shortcut keys in Lotus NotesFurther formatting options; Attachments; Adding attachments to messages or documents; Working with attachments; Opening attachments: Open button; Editing attachments: Edit button; Viewing attachments: View button; Saving attachments: Save button; Working with multiple attachments; Printing attachments; Viewing mail; Preview pane; Conversations; Viewing conversations; Deleting a conversation; Turning off conversations; Viewing unread mail; How to mark a message as Unread or Read; Managing mail with folders; Creating a folder; Renaming and removing folders
Selecting messagesSelecting one or more messages or documents; Filing messages; Finding filed messages; Mail icons; Spell check; Subject warning; Adding a signature to messages; Deleting messages and restoring from Trash; Summary; Chapter 6: Lotus Notes Mail Tools; Senders' Colors and Recipient Icons; Specifying colors that identify senders; Displaying icons that identify your recipient level; Collaboration history; Viewing collaboration history for a person; Finding available time; Copy Into Tool; Follow Up feature; Flagging messages for follow up; Quick Flag
Setting Follow Up Preferences for the Quick Flag option

Sommario/riassunto

A practical hands-on user guide and eBook with time saving tips and comprehensive instructions for using Lotus Notes effectively and efficiently
