Welcome to IBM Lotus Notes 8.5.2

A new version of IBM Lotus Notes is coming to your desktop. Take a look at what's in store!

What's new

Open Lotus Connections from the Open list	Open 🖶 🕒 🔞 Getting Started 🛛 🔏 H	ome ×
If your organization has installed the Activities sidebar and configured it to connect to Lotus Connections, you can open Lotus Connections features from the Notes Open list. Click Open > Lotus Connections , and then select the feature that you want to use.	Type to find Clear Image: Mail Calendar Image: Contacts Contacts Image: To Do To Do Image: To Do Replication and Sync Image: Favorite Bookmarks Favorite Bookmarks Image: Applications More Bookmarks Image: More Bookmarks History Image: Web Browser Image: Lotus Connections Image: Getting Started Home	 Started Started
Sort your Inbox by sender's last name (surname)	View and Folder Management	
 To list senders by last name in your Inbox, follow these steps: 1. Click File > Preferences, and then click Mail. 2. On the Basics tab, under Display names in mail in this format select Last First. Optional: If some senders have last names with prefixes (such as "Van" for "Van Braum") you can list the prefixes under Enter last name prefixes. For additional help, click and hold the "?" icon. 	Allow others to recall mail sent to Display names in mail in this format Last, First	lo me* at: el. Van Der, etc.)
Set a default font for mail	is Text Tools Window Help	101
You can now set a default font for the mail you send.	Text Properties	Ctrl+K
 When composing an email, select text that is in the font you want to use as your default. Click Text > Set Current Font as Mail Default. Your new default font will appear in the next email you compose. It will not effect the current email. 	List Spacing P Indent Outdent Apply Style Set Current Font as Mail Defa	F8 Shift+F8

What's changed

Here are some changes from the previous release.					
Remove someone from the type-ahead list	To: John				
When you address an email, calendar entry, or to do	Cc. John Lane/Toronto/Renovations				
These contacts are the people you email, chat, and meet with most frequently and recently.	Bcc: Delete Subject: Search Dir Collaboration History				
If you would like to remove an address from this list, right-click the name in the type-ahead list, and then	Default custom expiration Find Available Time Invite to My Network				
Click Delete.	Send +				
More signature options	Basics Letterhead Signature Follow Up Sende				
When you create a signature to add to emails, you can make it rich text, plain text, or an html or image file.	Add a signature, such as your name and contact inform graphics and attachments (such as vCards) using the "				
To add a signature:	Notes message) and then copy and paste it here.				
 Click File > Preferences, and then click Mail. Click the Signature tab. Select Automatically append a signature to the bottom of my outgoing mail messages. Select the type of signature you would like to use: Choose rich text if you want formatting, images, or links. Choose plain text if you send messages to people whose email programs read only text. Choose an HTML or image file if you want to display your text in a particular format. 	 Note: The rich text signature is stored in your mail file where you use Notes. ✓ Automatically append a signature to the bottom of n Choose the type of signature you would like to use: ⁽²⁾ ⁽²⁾ Rich Text (Choose only if all users of this mail file an ⁽²⁾ Plain Text ⁽²⁾ HTML or Image File 				
Forward emails from the Trash	for hov Document Properties d				
You can forward a message from the Trash folder, without having to restore it first.	Propos Copy Ctrl+C w regree Copy as Document Link Open Edit Ctrl+E n serve Forward				
New way to open Activities on the Web	Teeus Te				
From the Notes sidebar, open the Activities sidebar panel menu, and then select Open in Web Browser .	Activities *=				
The Open in Web Browser link is no longer available from the bottom of the Activities panel.	Open My Activities in Web Browser				

To view a complete list of new features, see the topic <u>What's New in Lotus Notes 8.5</u> in the product Help or in the Lotus Notes and Domino Information Center.

Learn more

Resource	Description
Help links and locations	You can view IBM [®] Lotus Notes [®] help by clicking Help from the menu, or in the IBM Lotus Domino and Notes Information Center.
Learning Plug-in	Install the Learning Plug-in to access show-me demos, tutorials, product tours, and more, directly from your sidebar. (See the screen image below)
Media Gallery	The <u>Media Gallery</u> provides links to a variety of information including Flash demonstrations, videos, reference cards, Web seminars, product tours, and other materials for learning more about Lotus Notes.
View animated demonstrations on Lotus Notes features in the Lotus Notes and Domino wiki.	See <u>Demonstrations for the Lotus Notes client</u> at http://www-10.lotus.com/ldd/ dominowiki.nsf/dx/demonstrations-for-the-lotus-notes-client
Blog	To view and blog about tips for using Lotus Notes, see the Lotus Notes 8.x Tips blog at http://www-10.lotus.com/ldd/notestipsblog.nsf
New Features	To view a complete list of new features, see the topic <u>What's New in Lotus</u> <u>Notes 8.5</u> in the product Help or in the Lotus Notes and Domino Information Center.

IBM Lotus Notes Learning Plug-in displayed in sidebar

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Getting help

Use the following resources to get more assistance:

Resource	Description
Help links and locations	You can view BM [®] Lotus Notes [®] help by clicking Help from the menu, or in the <u>IBM</u> Lotus Domino and Notes Information Center.
Bookmark useful Help topics.	Click Help. To bookmark: open the topic you want to bookmark, then click . To view all bookmarks: click .
Submit feedback	Let us know if this guide was helpful to you or provide comments on our Help topics. Click the Submit Feedback button or link in your product Help.

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