

# Using IBM Lotus Notes 8.5.2

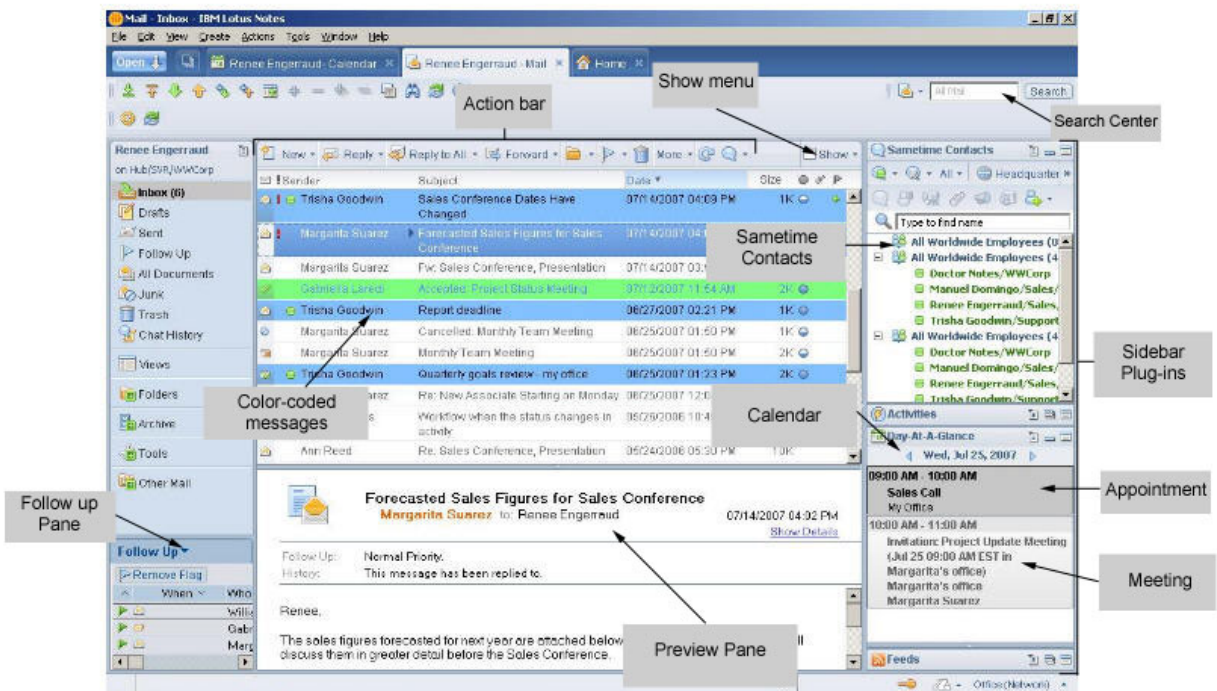
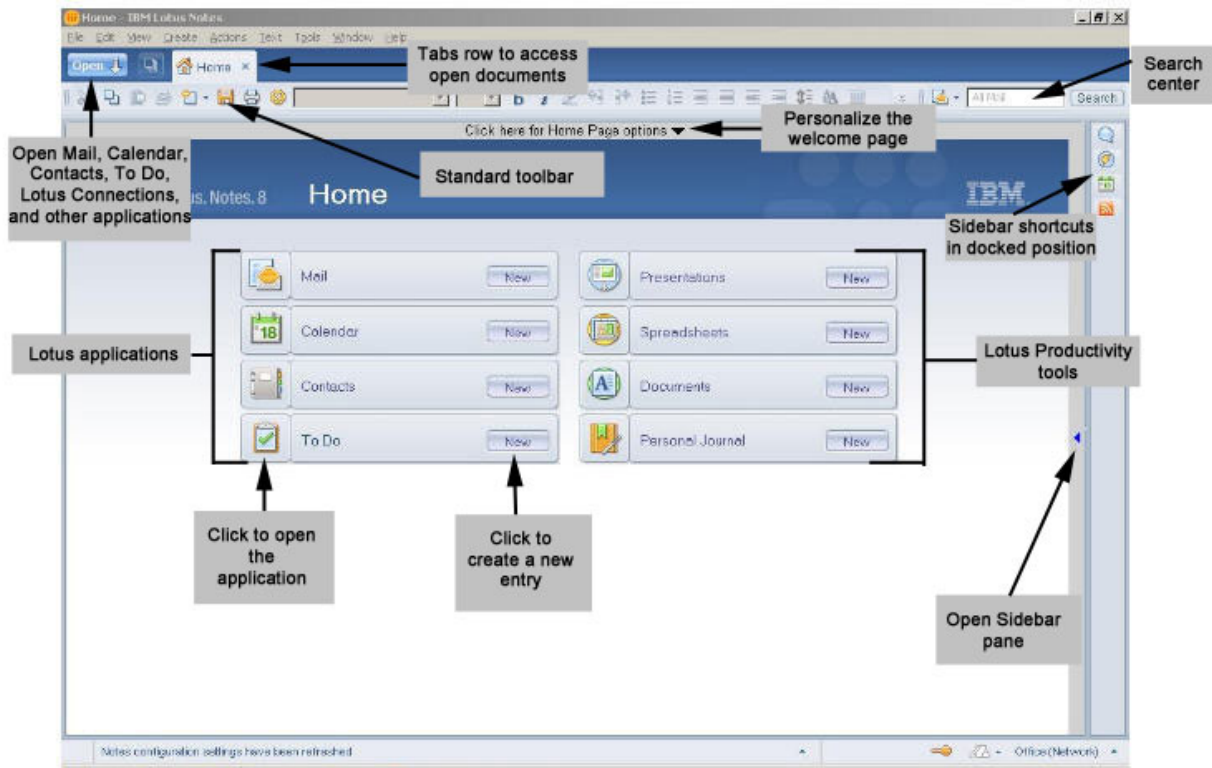


Table 1. User Interface




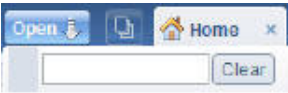


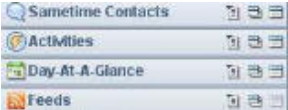

To . . .	Do this . . .
<b>Home Page</b>	
Customize your Home Page	Click 
Open Mail, Calendar, or other applications	Click 
Find an application	Click  then type a keyword 
<b>Mail</b>	
Preview the selected document	Click 
To view thumbnail images of open windows	Click 
Toggle between Sidebar applications	Click an application 
Use the Search Center	Click 
Use Advanced menus	Click <b>View</b> → <b>Advanced Menus</b>
Identify Action bar icons	Hover over icons

Table 2. Working with mail




To . . .	Do this . . .
<b>Inbox</b>	
Use conversation view	Click  , choose <b>Conversations</b> , then click a twistie to view a discussion thread
View recent collaborations	Right-click the sender's message, choose the sender's name, then click <b>Collaboration History</b>
View only new or unread messages	Click  , then click <b>Unread Only</b>
<b>Mail Message</b>	
Configure a mail header	Click 

Table 2. Working with mail (continued)

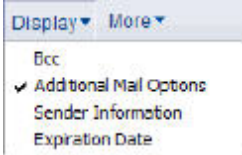

To . . .	Do this . . .
<b>Inbox</b>	
Display additional mail options	Click the Display menu and choose an option 
Add a Follow-up flag to a message	Click  and choose <b>Quick Flag</b>

Table 3. Working with calendar

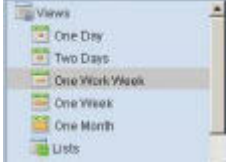






To . . .	Do this . . .
Automatically process meetings	Click <b>More</b> → <b>Preferences</b> → <b>Calendar and To Do</b> → <b>Autoprocessing</b>
Switch the number of days viewed	Click an option in the <b>View</b> pane 
Clean up your calendar	Click  , then click <b>Calendar cleanup</b>
Create a recurring entry	Click  , then click the <b>Repeat</b> link from within the entry dialog box

Table 4. Working with contacts

To . . .	Do this . . .
Customize contact information	Select a contact name, click  , and update the fields
View business cards	Click  and choose <b>Business Cards</b>
Start a chat or send an e-mail	Select a contact name, then click the Chat  or E-mail  icon
View contacts by company	Click 