Welcome to IBM iNotes 9.0 Social Edition

A new version of **IBM® iNotes®** is coming to your browser. Take a look at what's in store!

What's new
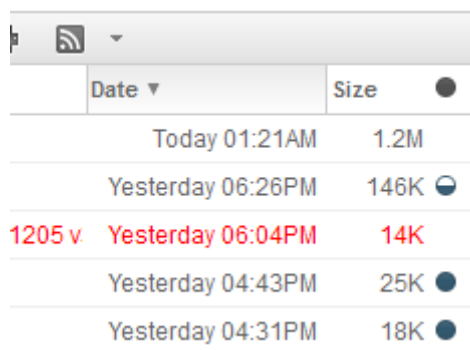
Here are some great new features:

Abbreviated dates Your Mail views now show abbreviated, simplified dates. • If the date falls on the current day, then the date column will have "Today" plus the time. For example: "4:50 PM". • Yesterday's date will have "Yesterday" plus the time. • If the date falls on a prior day within the past year, then the month and day will be shown with the time. For example: "May 12 3:50 PM". • If the date falls on a day in a previous year, then the traditional date/time is shown. For example "5/12/2011 3:15 PM". • If, for some reason, there is a future date in the Mail view, due to OS settings, it will be displayed the same way as the "May 12 3:50 PM" example shown previously. Abbreviated dates are on by default. To disable them, in Preferences > Basics, uncheck **Show abbreviated dates.**	
Files integration If your organization uses IBM Connections, you can manage and share links to files right in your inbox by doing the following: • Store email attachments to their file repository for easy retrieval and to reduce the size of their mail file. • Send links to files stored in Connections, instead of including attachments in email.	
New scheduler widget The new dynamic scheduler widget enables you to easily drag and drop to select a time that accommodates all attendee schedules, whether you are creating a meeting or need to propose a new time for a meeting to which you are invited. You can drag to change the meeting time or duration. The drag bar changes between green and red to indicate whether all invitees are available at the selected time. You can also use the scheduler widget to schedule a meeting right from the iNotes inbox.	

What's changed

Here are some changes from the previous release:

Calendar notices Calendar notices have a new look. The updated forms include notices that both invitees and chairperson receive. For meeting invitations, you can now tell if you are available within the meeting notice itself, and you can act on this new status and check your calendar or propose a new meeting time. If you propose a new time, you no longer have to choose between "Propose new time" and "Propose new time with comments"; you can simply add comments if you choose.	
Calendar views Your iNotes calendar views have been improved: • Indicators that show when two calendar events overlap. • Gutter area that you can easily double-click to create a new entry with an overlapping time • Calendar entry colors set in Notes now show in the iNotes calendar entries. • Entries in the sidebar calendar now have the same formatting as full calendar entries.	

Learn more

Resource	Description
Media Gallery	View the entire collection of demos, tutorials, reference cards, and product tours in the product Learning Center on the IBM Notes and Domino wiki.
Blog	View and blog about tips for using IBM iNotes, see the
New Features	To see a complete list of what is new in this release, see the topic "New Features" in the product Help.

Getting help

Use the following resources to get more assistance:

Resource	Description
Help desk	*Put your company-specific instructions here.* Phone number
Internal wiki/blog	*Put your company-specific instructions here.* URL
Help links and locations	Click **Help** at the top-right of the Lotus iNotes window to view Lotus iNotes Help topics.
Submit feedback	Let us know if this guide was helpful to you or provide comments on our Help topics. Click **Help > Submit Feedback** or click the **Submit Feedback** link at the bottom of the topic in the Lotus iNotes Help.

- *To add more rows click Table > Row > Insert.*
- *Choose File > Export to create a PDF of your preview guide.*