

Moving from Microsoft Outlook 2003 to IBM Lotus Notes 8.5.2



Mail - Inbox - IBM Lotus Notes

Click here to see a thumbnail view of all open tabs

Navigation pane is specific to each application

Keep track of items flagged for follow up

Action bar is specific to each application

Show button controls preview preference

View your schedule for the day on the sidebar

View a preview of your messages

Mail - Inbox - IBM Lotus Notes

File Edit View Create Actions Tools Window Help

Margarita Suarez - Mail

Inbox (25)

Drafts

Sent

Follow Up

All Documents

Junk

Trash

Chat History

Views

Folders

Archive

Tools

Other Mail

Follow Up

Remove Flag

When

Who

Item

New Reply Reply to All Forward More Show

Gender	Subject	Date	Size
Renee Engerraud	Rescheduled: Management Meeting (Jul 19 10:00 AM EDT in Board Room) (2)	07/12/2007 07:04 PM	2K
Renee Engerraud	Re: Sales Conference Dates Have Changed	07/14/2007 04:13 PM	3K
Trisha Goodwin	Re: Sales Conference Dates Have Changed	07/14/2007 04:18 PM	5K
Renee Engerraud	Re: Forecasted Sales Figures for Sales Conference	07/14/2007 04:18 PM	17K
Trisha Goodwin	Fw: Forecasted Sales Figures for Sales Conference	07/14/2007 04:27 PM	14K
Renee Engerraud	Project Status Review	07/14/2007 04:54 PM	1K

Re: Sales Conference Dates Have Changed

Renee Engerraud To: Trisha Goodwin 07/14/2007 04:13 PM

Cc: Margarita Suarez

Trisha:

Thank you for the update. I will make sure to schedule a meeting within the coming week for us to plan our next steps prior to new conference dates.

Trisha Goodwin The dates for the upcoming Sales... 07/14/2007 04:09:38 PM

From: Trisha Goodwin/Support/WVA/Corp
To: Renee Engerraud/Sales/WVA/Corp; Margarita Suarez

Activities

Day-At-A-Glance

Mon, Jul 30, 2007

08:00 AM - 09:00 AM

Sales Meeting
Conference Room A
Margarita Suarez

10:00 AM

Company Benefits Fair

10:45 AM - 11:45 AM

Team Meeting
Margarita Suarez

01:00 PM - 03:00 PM

Weekly Project Update Meeting
Margarita Suarez

Week 31

Today | Jul 30, 2007

July 2007

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feeds

Calendar - One Work Week - IBM Lotus Notes

Click to create a meeting, appointment, or reminder

Change your calendar view

Keep track of your To Do items

"More" button lets you set preferences and import holidays

"Show" button controls preview preferences

Color coding by calendar entry type

Preview your calendar entries

Calendar - One Work Week - IBM Lotus Notes

File Edit View Create Actions Tools Window Help

Open

Jack Vercelli - Mail

Jack Vercelli - Calendar

Jack Vercelli

New Copy Into New More Show

Today | Aug 1, 2007

August 2007

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Views

One Day

Two Days

One Work Week

One Week

One Month

Lists

To Do

Open

Item

7:00 am

8:00

9:00

10:00

11:00

Company Picnic

Submit all Sales

Interview with Human Resources

Conference Call with Client
Jack Vercelli

Week 31 - 21 weeks left in the year

Submit all Sales Reports by EOD
Wed 08/01/2007 8:00 AM
No Location Information

Description

Table 1. Viewing and sending e-mail














Outlook 2003	Lotus Notes
To view your inbox, click  .	Click  and select Mail .
To view messages without opening them, click View → Reading Pane .	Click  and then select a view.
To reply to a message, click  .	Click  .
To reply to all recipients, click  .	Click  .
To forward a message, click  .	Click  .
To create a message, click  .	Click  .
To attach a file to a message, click  .	Click  .

Table 2. Managing your calendar

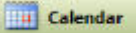




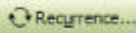






Outlook 2003	Lotus Notes
To view your calendar, click  .	Click  and choose Calendar .
To change the calendar display, click a button:  .	In the Views pane, click a display type, for example, One Week .
To schedule a meeting, click  and then choose Meeting Request .	Click  , and then choose Meeting .
To schedule a recurring event, click  in an open notice.	When creating a new meeting, click  .
To find available meeting times, click  .	Click  in the meeting invitation.
To import a holiday calendar to your calendar Tools menu, click Options → Calendar Options → Add Holidays .	Click  and select Import Holidays .
To find an event, click  .	Type the event name in the search box  .

Table 3. Managing e-mail



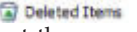
























Outlook 2003	Lotus Notes
To delete a message, select the message and drag it to  .	Select a message and drag it to the  folder.
To recover a message from the Trash folder, click the  folder, select the message, and drag the message to a new folder.	Select the  folder. Select the message and click  .
To empty the Trash folder, click Tools → Empty Deleted Files folder.	Select the  folder and then click  .
To save a message to a folder, click Edit and then click  .	Select the message in the Inbox and click  . You can also drag the message into the folder.
To create a new folder, click  , and then click  .	Click  , and then click  .
To flag a message or to remove a flag, click  .	Click  .

Table 4. Managing contacts

Outlook 2003	Lotus Notes
To view your contacts, click  .	Click  and select Contacts .
To create a new contact, click  .	Click  .
To search for a specific contact, enter the name in the Find a Contact field:  .	Click  , or type the contact's name in the search box:  .
To schedule a meeting with a contact, click  .	Click  .
To send a message to a contact, click Contact and then click  .	Click  .
To view contacts as address cards, click Detailed Address Cards in the Current View pane.	To view contacts as Business Cards, click  and choose Business Cards .