

# Moving from Microsoft Outlook 2007 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**

File Edit View Create Actions Tools Window Help

Open

Jack Vercelli - Mail

Jack Vercelli - Calendar

All Calendar Search

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

All Calendar Search

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

New Copy Into New More Show

Today | Aug 1, 2007

30 Mon Jul 2007 31 Tue Jul 2007 1 Wed Aug 2007 2 Thu Aug 2007 3 Fri Aug 2007

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 2007	Lotus Notes
To view your inbox, click  .	Click  and select <b>Mail</b> .
To view messages without opening them, click <b>View</b> → <b>Reading Pane</b> .	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 2007	Lotus Notes
To view your calendar, click  .	Click  and choose <b>Calendar</b> .
To change the calendar display, click a button:  .	In the <b>Views</b> pane, click a display type, for example, <b>One Week</b> .
To schedule a meeting, click  and then choose <b>Meeting Request</b> .	Click  , and then choose <b>Meeting</b> .
To schedule a recurring appointment, click <b>Actions</b> on the menu bar and select <b>New Recurring Appointment</b> .	When creating a new meeting, click  .
To find available meeting times, click the <b>Meeting</b> tab, click <b>Show</b> , and select <b>Scheduling Assistant</b> .	Click  in the meeting invitation.
To import a holiday calendar to your calendar, from the <b>Tools</b> menu, click <b>Options</b> → <b>Calendar Options</b> → <b>Add Holidays</b> .	Click  and select <b>Import Holidays</b> .
To find an event, type the event name in the search box  .	Type the event name in the search box  .

Table 3. Managing e-mail





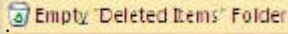


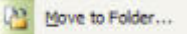






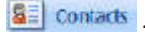











Outlook 2007	Lotus Notes
To delete a message, select the message and click  .	Select a message and drag it to the  folder.
To recover a deleted message, click the <b>Deleted Items</b> folder, and drag-and-drop the message to the <b>Inbox</b> folder.	Select the  folder. Select the message and click  .
To empty deleted messages, right-click the <b>Deleted Items</b> folder and select  .	Select the  folder and then click  .
To save a message to a folder, select the message, then click  .	Select the message in the <b>Inbox</b> 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 2007	Lotus Notes
To view your contacts, click  .	Click  and select <b>Contacts</b> .
To create a new contact, click  .	Click  .
To search for a specific contact, enter the name in the <b>Find a Contact</b> field:  .	Click  , or type the contact's name in the search box:  .
To schedule a meeting with a contact, click <b>Contacts</b> and then  .	Click  .
To send a message to a contact, click <b>Contact</b> and then click  .	Click  .
To view contacts as address cards, click <b>Address Cards</b> in the <b>Current View</b> pane.	To view contacts as Business Cards, click  and choose <b>Business Cards</b> .