

Notes 6.5: Mail and Calendars

Duration: 1 Day

Course Overview:

Welcome to Notes 6.5: Mail and Calendars. This course is for the new user of Notes 6.5 and assumes no experience with Notes or any other email application. The topics covered are the critical skills you need to get started sending and responding to email in Notes, as well as maintaining your Calendar and scheduling meetings.

Students Learn How To:

- Identify the components of the Notes client environment
- Navigate the mail database and create and respond to messages
- Create mail messages by using various mail options
- Manage their mail by using folders and rules
- Add contacts and create mail groups
- Use the Calendar to schedule appointments
- Schedule meetings and use the To Do list

Who Should Attend: Anyone interested in learning how to use Notes 6.5 to integrate e-mail, schedule appointments, and to track tasks or activities for either personal or business communications.

Prerequisites: To ensure students' success with this course, we recommend that students have basic experience in using Microsoft Windows 2000 or XP.

Course Outline:

Getting Started with Notes

- Logging In to Notes
- Open the Mail Database
- Create and Send Messages
- Read and Respond to Messages
- Print a Message

Creating Mail Messages

- Address and Format a Message
- Check Spelling
- Set Delivery Options
- Reply with Comments
- Forward Messages
- Attach Files
- Send Draft Messages

Managing Mail

- Create New Folders
- Move Messages into Folders
- Delete Messages and Folders
- Work with Attachments
- Enable Out-of-Office Mail
- Create Rules
- Use Notes Help

Creating Contacts

- Add a Contact
- Create a Mail Group

Using the Calendar

- Set Up the Calendar
- Create Calendar Entries
- Edit Calendar Entries
- Move Calendar Entries
- Delete Calendar Entries
- Print the Calendar

Scheduling Meetings

- Create a Meeting Invite
- Find Free Time
- Reserve Rooms and Resources
- Respond to Meeting Invitations
- Cancel Meetings
- Reschedule Meetings
- Create a Group Calendar

Using the To Do List

- Create a To Do List Item
- Delegate a To Do List Item
- Edit a To Do List Item
- Complete a To Do List Item
- Print a To Do List

Appendix A: New Features in Notes 6.5

Appendix B: Managing Junk Mail

Appendix C: Using iNotes Web Access