

Lotus Notes 8.5 for End-user

Course Title	Lotus Notes 8.5 for End-user
Course Code	LYVLN85EU
Duration	2 hours
Course Fee	Call to Request
Instructor	Certified Lotus Instructor or Certified Lotus Professional
Course Description	<p>During this course you will be guided by the instructor to walk you through the new features in Lotus Notes R8 client.</p> <p>This is a seminar style.</p> <p>Structured training material (60+ pages) will be provided.</p>
Audience	This course is designed for all the general user who wants to familiar with the basic Lotus Notes R8 Client.
Course Outline	<p>Introduction to IBM Lotus Notes 8.5</p> <p>Logging In</p> <p>Bookmarks and the Home Page</p> <p>Accessing Preferences</p> <p>Using the Out of Office</p> <p>Working with Messages</p> <p>Working with Calendar</p> <p>Working with Contacts</p> <p>Synchronizing Contacts</p> <p>Quotas</p> <p>Using Notes Offline</p> <p>Archiving</p> <p>What's new in the Lotus Notes 8.5 Client</p> <p>General</p> <p>Streamlined context menus</p> <p>Drag and drop in Notes Documents</p> <p>Compress inline images</p> <p>Search</p> <p>Mail</p> <p>Type-ahead address options include multiple email addresses</p> <p>Folder column in mail All Documents view</p> <p>Roaming rich text mail signature</p> <p>Calendar</p> <p>Adding an iCalendar feed to your Notes calendar</p> <p>Adding Notes TeamRoom calendar entries to your Notes calendar</p> <p>Adding a public Google calendar's entries to your Notes calendar</p> <p>Horizontal scroll bar for calendar views</p> <p>Contacts</p>

	<p>Forward contacts as a vCard</p> <p>Import and export contact files</p> <p>Lotus Sametime Contacts</p> <p>Adding international sets of alphabet tabs</p> <p>Security</p> <p>Help if you forget your password</p> <p>Option to eliminate Notes password prompts</p> <p>Easier User ID management</p>
Note.	<p>Due to the time constraint, not all the topics are covered within the stipulated training period. Nevertheless, the training material provided is a comprehensive one. We reserved the right to change or author the content without prior notice.</p>