

McMillan Bird

Lotus Notes Rel 7

Duration: ½ day

Course Aim:

The aim of this course is to cover the more advanced options available in Lotus Notes to manage mail and to perform email housekeeping functions effectively.

Learning Outcomes

At the completion of this course participants will be able to:

- Customise the Welcome page.
- Manage messages and attachments.
- Effectively perform email housekeeping.
- Create calendar entries and schedule meetings.
- Set up delegations.
- Setup group calendars.
- Archive mail messages.
- Configure an Out of Office message.
- Use conversation threads.
- Insert tables, sections and hotspots.
- Manage Tasks.

Training