

## Lotus Notes 6.5 Tips and Tricks

**Prerequisites:** Knowledge of Lotus Notes 6.5.

**Length:** 1 Day

**Summary:** Students will learn the tips and tricks for navigation, views, databases, and security on Lotus Notes 6.5. You will use mail along with using the calendar, to do lists and personal journal. This lecture also discusses the tricks in editing, formatting, and managing Notes documents, and linking and attaching files to documents.

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## COURSE CONTENT

### WELCOME PAGE

- Bookmarks
- Toolbars

### EMAIL

- Tracking Memos
- Letterhead / Stationary
- Distribution Lists
- Out of Office
- Memo Shortcuts
- Memo Categories
- VCard
- Contacts
- Global Memo Spell Check

### CALENDARING

- Group Calendar
- Meetings – Rules
- Meeting Availability
- All by Event

### TO-DO LISTS

### PERSONAL JOURNAL

### QUICK NOTES