

# From Microsoft Outlook to HCL Notes



(which can also be used for experienced Notes user)

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# About this document

While Notes is so much more than just an email, calendar, and contacts application, it is usually among one of the most important features of the client.

Outlook is the email and scheduling client with the largest user base. This means that if you get new employees in your company, they were most likely Outlook users in their previous position. If you are using Notes for email and calendaring, there will be a period of adjustment for the employee.

In the past 15 years I've had several user training sessions for users that comes from the world of Outlook to the world of Notes. This posting is therefore built on my long experience about what the usual questions and challenges are.

This article will hopefully help you make the transition smoother and make it easier for the employee to adapt to working with Notes. I have therefore included tips on how you can set up the client to mimic Outlook behaviour (like opening everything in new windows).

In addition, I have described how you use a lot of the functions that Outlook, and Notes have in common, that might be a bit different in Notes.

I also think this article will be of great help to users who have used Notes for years.

# Notes client settings and functions

# **Open documents in new windows**

In Outlook, any document that you create or open will appear in its own window. This is of course possible in Notes as well.

- 1. Go to the menu File and choose Preferences
- 2. Click on Windows in the Preferences screen
- 3. Select Open each document in its own window under Window Management:

| type filter text                                                                                                                                                                                                            | Windows                                                                                                                                                                                                                                                                                                                                                                                                                         | 🔶 🕶 🖒 🤊                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <ul> <li>Accounts         Basic Notes Client Configu     </li> <li>Calendar and To Do</li> <li>Composite Application Edit<br/>Contacts         Fonts, Colors and Themes         Live Text         Locations     </li> </ul> | <ul> <li>On restart, reopen any tabs that were open when I closed the client</li> <li>Use large icons in the Open List</li> <li>Inform me that I can return a panel to an application from the View menu</li> <li>Inform me that I can return a panel to the sidebar from the View menu</li> <li>Window Management</li> <li>Choose how you want to open documents. Documents that are already open will not be them.</li> </ul> | e affected until you close and reopen |
| Log Settings<br>> Mail<br>Notes Ports<br>> Regional Settings                                                                                                                                                                | <ul> <li>Open each document in its own window</li> <li>Open each document in its own tab</li> <li>Group documents from each application on a tab</li> </ul>                                                                                                                                                                                                                                                                     |                                       |
| <ul> <li>Replication and Sync</li> <li>Sametime</li> <li>Search</li> <li>Spell Check</li> <li>Toolbar</li> <li>Widgets</li> <li>Windows</li> <li>XPages Performance</li> </ul>                                              | L3                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |

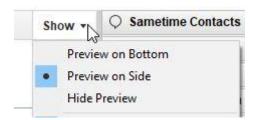
- 4. Click Apply and then OK
- 5. Every window and document will from now be opened in its own window

*PS!* You can also open any Notes document in a new window at any time by right clicking on it in the view or folder and choose **Open in New Window** 

# **Preview pane**

Just like in Outlook, you can choose whether you want to have a preview pane for your email, calendar and to do entries, and if it should be displayed at the bottom or to the right.

Click on button named Show to the upper right, above the mail, calendar or to do folder you are currently working with:



You can also control whether you want the email or document to be marked as read or not when it's been displayed in the preview pane:

- 1. Go to the menu File and choose Preferences
- 2. Click on Basic Notes Client Configuration in the left side menu
- 3. In the big Additional Options field you check *Mark documents when opened in preview pane* if you want the the emails or document to be marked as read after being displayed in the preview pane. If you don't want that, you have to uncheck this option:

| ty    | oe filter text                                                                                                                                               | <b>Basic Notes Client Configuration</b>                                                                                                                        |                                                                                                                                               |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| > > > | Accounts<br>Basic Notes Client Configu<br>Calendar and To Do<br>Composite Application Edir<br>Contacts<br>Fonts, Colors and Themes<br>Live Text<br>Locations | Startup and shut down<br>Empty trash on application close<br>(if not emptied at a timed interval):<br>Always Ask<br>Always Ask<br>Auto Save every 15 🚽 minutes | Local application folder:<br>C:\Program Files (x86)\HCL\Notes\Data<br>Check subscriptions<br>Scan for unread<br>Enable scheduled local agents |
| >     | Log Settings<br>Mail<br>Notes Ports                                                                                                                          | Display<br>Default <u>F</u> onts                                                                                                                               |                                                                                                                                               |
| 2     | Regional Settings                                                                                                                                            | Additional options                                                                                                                                             | 6                                                                                                                                             |
| >     | Replication and Sync<br>Sametime                                                                                                                             | Mark documents read when opened in                                                                                                                             |                                                                                                                                               |
| >     | Search<br>Spell Ch <mark>e</mark> ck                                                                                                                         | Mark documents read when opened in     Wake internet ORLs (http://) into i     Textured Workspace                                                              |                                                                                                                                               |

4. Click OK

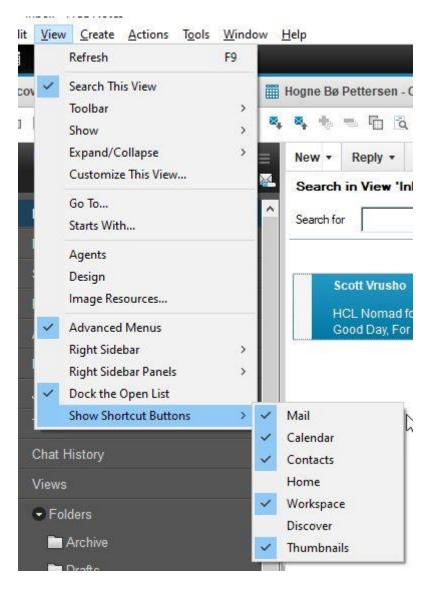
PS! You can also mark a read document as unread or an unread document as read by hitting the **Insert** button on your keyboard

## Shortcuts

In Outlook you have shortcut icons for the mail, calendar, and To do in the lower left corner. In Notes you have several ways to get shortcuts for Mail, Calendar and Contacts:

#### **Shortcut buttons**

Click on **View -> Show Shortcut Buttons** and choose **Mail**. Then repeat this for **Calendar** and **Contacts**:



You will now see these shortcut buttons under the menu line:

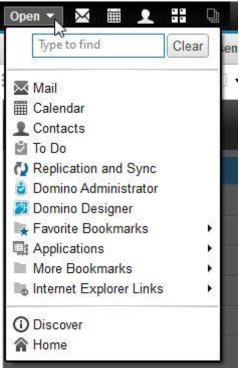


Unfortunately **To do** is not available as a shortcut button.

## Bookmarks

However, To do is available as a bookmark, together with Mail, Calendar and Contacts.

You find these bookmarks under the **Open** button:



You can pin the bookmarks under the **Open** button to be permanently visible by right clicking on the **Open** button and choose **Dock the Open List**. You can also choose **Use Large Icons**. Now **Mail**, **Calendar**, **Contacts** and **To do** will have permanent shortcuts to the left in the Notes client:

| Q                             | Hogne Bø Pe<br>on Local |
|-------------------------------|-------------------------|
| $\ge$                         | Inbox                   |
|                               | Drafts                  |
|                               | Sent                    |
| -                             | Follow Up               |
| $\sim$                        | All Document            |
| $\mathbf{O}$                  | By Sender               |
| 8                             | Junk                    |
|                               | Trash                   |
|                               | Chat History            |
| *                             | Views                   |
| Ę,                            | Folders                 |
|                               | Archive 🖿               |
| _                             | 🖿 Drafts                |
| • (D)                         | 🖿 Ferdig                |
| $\bigcirc$                    | 🖿 Junk Er               |
| $\mathbf{\tilde{\mathbf{A}}}$ | 🖿 Kladder               |
| <b>T</b>                      | 🖿 Regnsk                |

# Spell checking

Spellcheck can be done in any rich text field, both in emails, calendar and to do entries, and documents in other Notes applications.

#### Turn on spell checking

1. Go to the File menu and choose Preferences

| Installed dictionaries for Norwegian<br><u>P</u> rimary Dictionary:        | Supplemental Dictionaries:                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hungarian A<br>Italian (Standard)<br>Italian (Switzerland)                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Norwegian (Bokmal)     Norwegian (Nynorsk)     Polish     Potersee (Besti) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Set as <u>D</u> efault <u>E</u> dit User Dictionary                        | ,                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Defaults for Norwegian                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| ☐ Ignore words in <u>U</u> PPERCASE                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                            | ext language tag change                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Instant Corrections                                                        | , replace teh with the)                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                            | Primary Dictionary:         Hungarian         Italian (Standard)         Italian (Switzerland)         V         Norwegian (Bokmal)         Norwegian (Nynorsk)         Polish         Portuguese (Brazil)         Set as Default         Edit User Dictionary         Defaults for Norwegian         Ignore words containing numbers         Ignore words in UPPERCASE         Keep on the fly dictionary changes until net         Enable Instant Spell ghecking |

- 3. To activate spell checking, click on Enable Instant Spell checking
- 4. You can choose the default language from the list **Primary Dictionary** (if it's not there, contact your administrator to have it installed), by clicking on it and then clicking on the button **Set as Deafult**
- 5. Set any other settings you want and click **OK**

## Using spell checking

After turning it on, spell checking will now be performed in all rich text fields. Notes will underline spelling errors with a red line:

|                   | Cc:<br>Bcc:   |                                  |
|-------------------|---------------|----------------------------------|
|                   | Subject:      |                                  |
|                   | From:         | L<br>Hogne Bø Pettersen/ELFWORLD |
|                   | From:         | Hogne Bø Pettersen/ELFWORLD      |
| his is a <u>w</u> | rod that is : | spelled wrong                    |

The spell check in Notes is not nearly as advanced as in Outlook, but it's still very helpful.

#### Spell checking several languages at once

Outlook will automatically detect what language you write in while spell checking. So if you change from Norwegian to English, and both of these languages are installed on your computer, it will change the spell checking to the language you are currently writing in.

Notes doesn't do that. If you want to spell check in another language than the default language, you have to manually change what language you want to use for spell checking.

Here is how you can spell check more than one language at once in Notes:

1. Write the text:

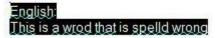
Norsk: Dette er et <u>ordd</u> som er <u>stavt</u> feil

English: This is a wrod that is spelld wrong

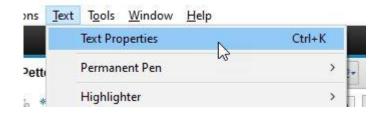
2. Highlight the text you want to spell check in a different language from the default language:

Τ

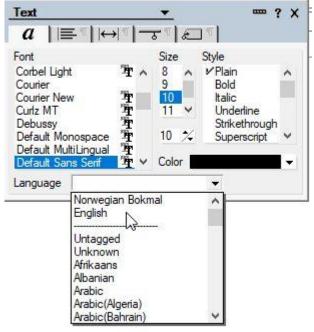
Norsk: Dette er et ordd som er stavt feil



3. Hold down the **CTRL** key on your keyboard and hit th **K** key. Or go to the menu **Text** and choose **Text Properties**:



4. In the popup window, go to the **Language** field at the bottom and choose the desired language:



5. The language will now be changed for the highlighted text:

Norsk: Dette er et <u>ordd</u> som er <u>stavt</u> feil

English: This is a wrod that is spelld wrong

# **Rich text formatting in HCL Notes**

Rich text fields are fields in Notes where you can format the text with colors, photos, tables, different types of fonts and so on. The email body field (where you write the message text) is an example of a Notes rich text field. Rich text fields are also in calendar and To do entries and they can also be in any Notes application you use.

You can format the text in a rich text field in most of the ways that you are used to:

Description

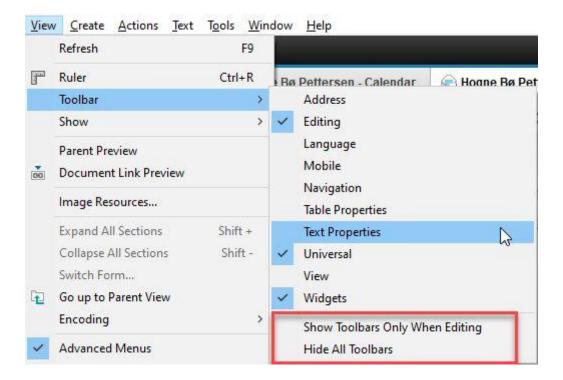
Across

| <u>Attach</u><br>You can format a te:                                 | xt in many ways.                                               |                         | I                                                    |
|-----------------------------------------------------------------------|----------------------------------------------------------------|-------------------------|------------------------------------------------------|
| Like creatin                                                          | g a headline                                                   |                         |                                                      |
| Create a table:                                                       |                                                                |                         |                                                      |
| Changing the font                                                     | Change the colors                                              | Change the font<br>size | Have a list<br>1. Or one<br>2. Or two<br>3. Or three |
| And use<br>• Bullet<br>• Points<br>• To<br>• Get<br>• Your<br>• Point | Have it in <b>bold</b> , <i>italic</i><br>underlined and so or |                         | L Ambassador                                         |

There is a toolbar for all these formatting options above the document, under the row showing all your open windows and documents:

| Default Sans Serif | ۷ | 9 | ~ | b | i | <u>u</u> | A | _ | 2 | • *≣ | *≣ | :<br>:: | 123 | 畺 |  |  |  | ‡≣ | Â |  |
|--------------------|---|---|---|---|---|----------|---|---|---|------|----|---------|-----|---|--|--|--|----|---|--|
|--------------------|---|---|---|---|---|----------|---|---|---|------|----|---------|-----|---|--|--|--|----|---|--|

If you can't see this toolbar, it could mean that it's either turned off, or that you aren't in a rich text field right now. You can check this in the menu **View -> Toolbar**:



Make sure **Text Properties** is checked. If you choose **Show Toolbars Only When Editing**, the toolbar will only show up when you are in a rich text field. If **Hide All Toolbars** is checked, all toolbars will be hidden all the time.

# Mail

# Creating a new email

Creating emails in Notes is very similar to how you do it in Outlook.

- 1. Click **CTRL** + **M** to create a new email (or click the **New** button if you are in mail folder). You can do this even your mail application isn't even open in Notes
- 2. To add email addresses you can simply start typing the name or address in the **To**, **Cc** or **Bcc** field (if the **Bcc** field isn't displayed, click on the button called **Display** above the mail form and choose *Bcc*). You can also click on **To**:

| <u>To</u> : 🔶 |                             |
|---------------|-----------------------------|
| Cc:           |                             |
| Bcc:          |                             |
| Subject:      |                             |
| From:         | Hogne Bø Pettersen/ELFWORLD |

a) You will now see this popup:

| Directory:<br>Find names starting with      | ELFWORLD's Directory                                                                              |                 |     | View by:<br>Recipients:  | List by name | ~ |
|---------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------|-----|--------------------------|--------------|---|
| BM Notes/Do<br>& LocalDomain<br>LocalDomain | YELFWORLD<br>nin<br>omino Fault Reports<br>omino Smart Upgrade Tracking R∉<br>Admins<br>Servers ↓ | To<br>cc<br>bcc | * * | I To:<br>I cc:<br>I bcc: |              |   |
| Details Add to                              | Contacts                                                                                          |                 |     | Remove                   | Remove All   |   |

b) You can now select people from your company directory. If you want to add people from your personal Contacts, change to your Contacts application in the **Directory** pull down field:

| Choose the directory, ther | n type all or part of the name.                                     |   |
|----------------------------|---------------------------------------------------------------------|---|
| Directory:                 | ELFWORLD's Directory                                                | ~ |
| Find names starting with:  | Pettersen's Contacts<br>ELFWORLD's Directory<br>Local Address Books | 6 |
| Administration             | F Bigfoot                                                           |   |

c) You can use the **Find names starting with** field to type the beginning of a person's name to find the person you are looking for, if you don't want to scroll through the list.

d) Use the buttons to the right of the address field to add people and addresses to the **To**, **Cc** or **Bcc** fields

e) Click OK

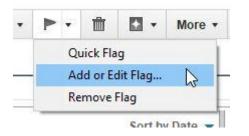
3. You can now write your email. To add attachments you can simply drag and drop files into the email.

## Flag an email for follow up

You can flag an email for follow up simply by right clicking on the email:

| 0 | Yesterday (total: 3)                                      |    |                              |   |      |
|---|-----------------------------------------------------------|----|------------------------------|---|------|
|   | sei                                                       | 14 |                              |   | 5:05 |
|   | Case update: <b>7</b><br>Hello, Hogne Pettersen An update | q  | service@paypal.com<br>Search | > |      |
|   | SI                                                        |    | Quick Flag                   |   | 05   |
|   | Case opened:<br>Hello, Hogne Pettersen We recen           |    | Move to Folder               | > |      |
|   |                                                           |    |                              |   |      |

You can also mark one or more emails and then hit the flagging button above the folder:



Under **Add or Edit Flag...** you can set due dates and a lot of other settings. Read all about flagging of emails in <u>this tip</u>.

You can see a view of all your flagged emails if you click on **Follow Up** in the left side menu in your email. You can also see them constantly listed in the left side menu by scrolling down to the bottom of the left side menu.

Click on the small arrow:



*PS!* If you have Notes V11 or newer, you don't need to look for this small arrow. You can just expand the menu item called **Show Mini View**.

After clicking on the arrow you can choose **Follow Up** in the pulldown menu that appears:

| New Notices - |         |
|---------------|---------|
| Follow Up     | N       |
| New Notices   | Su      |
| To Do         | aui Tea |
| V 20 20.02    | Fore    |

Now the list of emails you have flagged will be displayed in the left menu.

# Turn an email into a meeting or To do

To turn an email into a calendar entry, such as a meeting invite, or a To do, by right clicking on the email and choose **Copy Into New**:

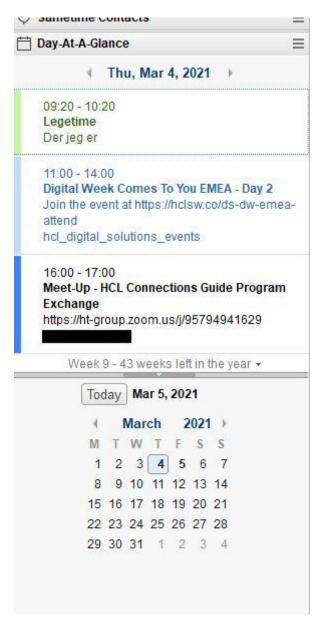
| olc       |     | Foound                   | 1      | 1 mar 9:48     |
|-----------|-----|--------------------------|--------|----------------|
| ms<br>ott | 1.9 | Forward<br>Copy Into New | N, T   | Message        |
| ne        |     | Open in New Window       | 6      | Calendar Entry |
| Gi        | •   | Print                    | Ctrl+P | To Do          |
| al:       | Ŵ   | Delete                   | Del    |                |

If you click on **Calendar Entry** you can choose what kind of calendar entry it should be. A pop up will appear, and if you select *Meeting*, it will prepare a new meeting document. Notes will automatically populate the invite fields with all the people in the **To**, **Cc** and **Bcc** fields.

## See your calendar while using your email

In Outlook you must actively choose to display your calendar in the right sidebar. In HCL Notes, it's always there for you, and unlike Outlook it will also show entries from any imported calendars (Outlook only displays your main calendar).

Simply click on **Day at a Glance** in the right sidebar panel, and you can see all your appointments for today:



You can click on the arrows to navigate from one day to the next, and you can navigate through the months in the calendar underneath the calendar entries.

To get back to today, click on the **Today** button.

*PS*! If the right sidebar panel isn't visible, just click **CTRL** + 9 on the keyboard.

# **Quick rules**

Like in Outlook, you can create quick rules based on the currently selected email:

1. Click on the email you want to create a rule from

2. Click on the More button above the folder and choose Create Quick Rule...:

| •      | More                                                                                    | •    | 0                  | Q •                              |                    |   |          |
|--------|-----------------------------------------------------------------------------------------|------|--------------------|----------------------------------|--------------------|---|----------|
| _      | 100                                                                                     | 0.95 | rences<br>of Offic | 525                              |                    |   | l like c |
| ort by | Copy Into New > Add Sender to Contacts Deliver Sender's Mail to Junk Schedule a Meeting |      |                    |                                  |                    |   |          |
| d for  | М                                                                                       | ark  | /Unma              | ge with Si<br>irk Docur<br>kRule | iery<br>As Expired |   | vrushc   |
|        | М                                                                                       | ail  | Rules<br>Good      | Day,                             |                    | > | ]        |

3. You will then get a popup window where you can choose what should trigger the rule:

| 1 Select the con                                                                    | ditions to match                        |                         |                                           |
|-------------------------------------------------------------------------------------|-----------------------------------------|-------------------------|-------------------------------------------|
| When Sender                                                                         | contains                                | ~                       | @pnp-hcl.com                              |
| When Domain                                                                         | is                                      | ~                       | pnp-hcl.com                               |
| When Subject                                                                        | contains                                | ~                       | HCL Nomad for web private beta on-prem av |
|                                                                                     | 5 M A A A A A A A A A A A A A A A A A A | 5.                      |                                           |
| 3 Choose the ac                                                                     | tion-to perform                         |                         |                                           |
| Choose the ac                                                                       |                                         | er arbeid               |                                           |
| Move to Folder     Change importa                                                   | Unde                                    | e <mark>r</mark> arbeid | Select                                    |
| <ul> <li>Move to Folder</li> <li>Change importa</li> <li>Do not accept n</li> </ul> | Unde                                    |                         |                                           |

In the example above I have set it to the following:

Under 1 I have set the condition to match the displayed Subject

Under 2 I have chosen that at least one of the selected conditions under 1 should be met. This is not necessary here since I have only selected one condition, but you do

have the option for selecting more than one.

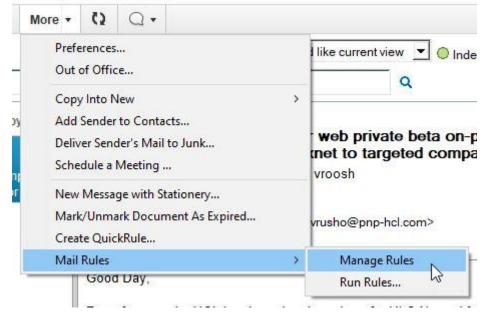
Under **3** I have selected that emails matching this rule should be automatically moved to the folder *Under arbeid*. You choose a folder by clicking on **Select...** and you can also create new folders in the popup window that will appear

*Bonus tip if you have Notes V10 or newer*: If you want this rule to be triggered on emails that already are in your inbox, you click on **Run Now on Inbox...**.If you want it to trigger on matching emails no matter what folder they are in you click on **Run Now On All documents...**.

4. Click on **OK** when finished

From now on all emails with that subject will automatically be transferred to the selected folder.

You can administer your rules, as well as create even more complex rules, by clicking on the **More** button and then selecting **Mail Rules -> Manage Rules**:



# Mail signature

## Creating the signature

You create your email signature like this:

1. Open any folder in your email

2. Click on the **More** button above the folder and select **Preferences...**:

|       | Preferences                     |   | l like c |  |  |  |
|-------|---------------------------------|---|----------|--|--|--|
| _     | Out of Office                   |   |          |  |  |  |
| _     | Copy Into New                   | > | <b>—</b> |  |  |  |
| rt by | Add Sender to Contacts          |   |          |  |  |  |
|       | Deliver Sender's Mail to Junk   |   |          |  |  |  |
| com   | Schedule a Meeting              |   |          |  |  |  |
| d for | New Message with Stationery     |   |          |  |  |  |
|       | Mark/Unmark Document As Expired |   |          |  |  |  |
|       | Create QuickRule                |   |          |  |  |  |
|       | Mail Rules                      | > | <u> </u> |  |  |  |

3. You will now be taken to the **Mail** preferences window. Click on the **Signature** tab:

| Mail Calendar & To Do Access & Delegation                                                                                                                                                                                                                                            | OK              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Basics   Letterhead   Signature   Follow Up   Sender Colors   Recipient Icons   Swiftfile                                                                                                                                                                                            | Cancel          |
| Automatically append a signature to the bottom of my outgoing mail messages                                                                                                                                                                                                          |                 |
| New Messages Reply and Forward Messages                                                                                                                                                                                                                                              | 4               |
| A signature for new messages.                                                                                                                                                                                                                                                        |                 |
| Type of signature:                                                                                                                                                                                                                                                                   |                 |
| Rich Text     C Plain Text     C HTML or Image File                                                                                                                                                                                                                                  |                 |
| Use a rich text signature to use text formatting, graphics, and other rich text features. Once signature will appear on any computer where you use Notes.                                                                                                                            | you set it, the |
| To add text, graphics and attachments, use the "T" control below.                                                                                                                                                                                                                    |                 |
| To use additional rich text features (such as fonts and links), create your signature in a rich to<br>elsewhere (such as the body of an email) copy it, and paste it here.<br><b>Note:</b> Rich Text signatures will work only if all users of this mail file are using Notes 8.5 or |                 |
| Append My vCard 3                                                                                                                                                                                                                                                                    |                 |
| r                                                                                                                                                                                                                                                                                    |                 |
| Hogne Bø Pettersen                                                                                                                                                                                                                                                                   |                 |
| IT-consultant, writer, photographer and speaker                                                                                                                                                                                                                                      |                 |
| +47 911 93 144                                                                                                                                                                                                                                                                       |                 |
| https://domino.elfworld.org                                                                                                                                                                                                                                                          |                 |
| https://about.me/hbpettersen/                                                                                                                                                                                                                                                        |                 |
|                                                                                                                                                                                                                                                                                      |                 |
| HCL Ambassador                                                                                                                                                                                                                                                                       |                 |
|                                                                                                                                                                                                                                                                                      |                 |

- 4. Check **Automatically append a signature to the bottom of my outgoing mail messages** to make sure the signature is always added to your emails
- 5. You have the following signature types:

*Rich Text*: Here you can add formatted text, hypertext links and images (like in the image above)

*Plain Text*: Here you can add nothing but a pure text signature. This will be added whenever you send an email as pure text, or you manually select it before sending an email

*HTML Image or file*: If you choose this, you will be asked to upload an image file or an HTML (web) file

6. Some people like to have a different signature when they reply to, or forward, a message. You can therefore click on the tab **Reply and Forward Messages**, where you will get these options:

| New Messages                       | Reply and Forward Me | ssages                   |                         |
|------------------------------------|----------------------|--------------------------|-------------------------|
| A signature for<br>signature is us |                      | ages. If default is sele | ected, the new messages |
| Type of signature:                 |                      |                          |                         |
| Default                            | C Rich Text          | C Plain Text             | C HTML or Image File    |

Default: If you choose this, it will use the same signature you set for New Messages

*Rich Text*: If you choose this you get a rich text field where you can create a totally different signature with formatted text, hypertext links and images

Plain Text: If you choose this you can create a different pure text signature

*HTML or Image File*: You can upload a different image or HTML file to use as a reply or forward signature

7. Click on **OK** when finished

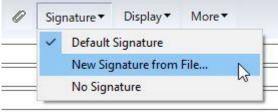
The signature will now always be added to your emails.

#### **Different signatures**

In Outlook you can have different signatures for different purposes and email accounts. This is not possible in Notes, but what you can do is create image or HTML files with alternative signatures. Add them to a folder on your PC or network drive.

If you want to use an alternative signature, you do it like this:

- 1. Create a new email or reply to an email
- 2. Place your cursor just above your standard signature (*this is important!*)
- 3. Click on the Signature button and choose New Signature from File...:



4. Your standard signature will now be removed from the email, and you will see this popup window:

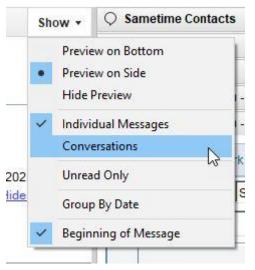
| Include Signature     |                                                                                                     | ? ×    |
|-----------------------|-----------------------------------------------------------------------------------------------------|--------|
|                       | Import from File (Text/HTML/Image):                                                                 | ОК     |
|                       |                                                                                                     | Cancel |
|                       | Browse                                                                                              |        |
| and the second second | You can automatically append a signature to your messages on the Signature tab in Mail Preferences. |        |
|                       |                                                                                                     |        |

- 5. Click on **Browse** to find the signature file
- 6. Click on **OK**
- 7. The signature will now be added to your email, instead of the standard one

## Mail conversations

Just like in Outlook, you can in Notes choose whether you want the emails in a folder to be displayed as conversation threads or not.

You do this by clicking on the **Show** button in the upper right corner of the folder, and choose **Conversations**:



Notes does have a functionality here that Outlook doesn't have. Whenever you click on an email that is a part of a conversation thread, even if the entire folder is set to display *Individual Messages*, you will still get a twistie to the left of the email:

| Stj            | ag  | 22.12.2020 12:46 |
|----------------|-----|------------------|
| SV: julehilsen |     | ←                |
| BOR B. THE     | • • |                  |

If you click on this, you will still be able to see the entire conversation, even if the folder is set to display individual messages only.

## Notifications

Like in Outlook a sound will play, you will get popup notifications and/or a slide in summary and an envelope icon will appear in the taskbar when a new email arrives.

You can control these notifications by clicking on **File -> Preferences** and then expand **Mail** and choose **Sending and Receiving**. Under the section called **Receiving** you can choose what notifications, if any, you want:

| ~                                       | Mail<br>Access and Delegation<br>Internet                                                                                                                                     | ☐ Sign messages that I send<br>☑ Add forward prefix to the subject of forwarded mess                                                                                                                                                              |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Sending and Receiving<br>Notes Ports<br>Regional Settings<br>Replication and Sync<br>Sametime<br>Search<br>Spell Check<br>Toolbar<br>Widgets<br>Windows<br>XPages Performance | Receiving         Check for new mail every         Subset         When new mail arrives:         Refresh Inbox automatically         Play a sound         Browse         Alerts:         Show a popup         Slide in a summary         No alert |

# Out of office

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Like Outlook, Notes gives you the ability to set up an automatic reply that should go out to people who send you an email. In Outlook it's called **Automatic Replies**, while in Notes it's called **Out of Office**:

1. Click on the **More** button above the folder and choose **Out of Office...**:

| •       | More - C) - O -        |   |
|---------|------------------------|---|
|         | Preferences            | Г |
|         | Out of Office          |   |
|         | Copy Into New          | > |
| Sort by | Add Sender to Contacts |   |
| _       |                        | ł |

2. You now get the **Out of Office** form in Notes. Here you can set the date for when you are leaving, whether you should be available for meetings or not (people will see you as busy when checking your schedule if you choose not to be), a subject for the automatic reply and the mail message itself.

3. You can also set an Alternate notification:

|                          | alternate out-of-office notification to certain people, specify the people in |
|--------------------------|-------------------------------------------------------------------------------|
| <u>To:</u>               |                                                                               |
| Subject:                 | Hogne Bø Pettersen is out of the office                                       |
|                          | Append return date to subject                                                 |
| Body:                    | I am out of the office until 07.03.2021.                                      |
| Additional<br>body text: |                                                                               |

By clicking on **To**, you can choose people from your personal contact list, as well as the corporate directory, who should receive an alternate notification. You can also add emails directly in the field to the right of the **To** function. You then set an alternate subject and message text.

4. You can also set up who should *not* get an Out of Office message from you under **Exclusions**:

| Standard Notification Alternate Notification E    | xclusions                                         |
|---------------------------------------------------|---------------------------------------------------|
| cancel the out-of-office notification when certai | n conditions are met, specify the conditions belo |
| Reset Defaults                                    |                                                   |
| Reset Delauits                                    |                                                   |
| Do not automatically reply to mail from Interr    | net addresses.                                    |
| A message is sent by any of these people:         |                                                   |
| Sent by: *hotmail.com                             |                                                   |
| A message subject contains any of these exact (   | ohrases:                                          |
|                                                   |                                                   |
|                                                   | Add Phrase                                        |
| Nigerian prince                                   | Remove Phrase                                     |

In this example I have set that any email sent from *hotmail.com* you should not get an automatic reply. I have also added that any message containing the phrase *Nigerian prince* in the subject shouldn't get a reply either. You add a phrase by entering it in the field **A message subject contains any of these exact phrases** and then click on **Add Phrase**. To remove a phrase, click on it in the big square, and then click on **Remove** 

## Phrase.

5. When you are finished you can click on **Enable and Close** at the top if you want to activate the Out of Office agent. If you have set it to start at a later date, it won't start sending out automatic replies before the selected date and time has been reached. If you click **Save and Close**, you will only save this as a draft, and it will not be activated.

# Spellchecking your email

## Spellchecking while writing

Check the spell checking sub sections in the Notes client settings and functions section above

## **Spellchecking before sending**

You can also do a last spell checking before sending the email. It will also spell check the **Subject** line.

Here is how you turn this on:

## 1. Go to File -> Preferences

2. Choose Mail in the preferences window:

| Log Settings          | Message Options                               |
|-----------------------|-----------------------------------------------|
| ✓ Mail                | Spell-check messages before sending           |
| Access and Delegation | Warn me about blank message subjects          |
| Internet              | Always show details in received Mail messages |
| C C 10 11             |                                               |

- 3. Make sure the *Spell-check messages before sending* option is checked under **Message Options**
- 4. Click OK

When you now write an email, and hit send, Notes will spell check the **Subject** line and the main text of the message:

|                           | From:        | Hogne Bø Pettersen   | /ELFWORLD         |                                 |                        |
|---------------------------|--------------|----------------------|-------------------|---------------------------------|------------------------|
| Norsk:                    |              |                      | Spell Check       | 2                               | ? ×                    |
| Dette er et o<br>English: | rdd som      | er <u>stavt</u> feil | Not in dictionary | Epost                           | Skip All               |
|                           | od that is s | pelld wrong          | Suggest           | Eposet<br>Post<br>Epos<br>Eposa | Replace All            |
| <br>Hogne Bø              | Petters      | en                   |                   |                                 | Add to Dictionary      |
|                           | ant, write   | r, photographer a    |                   |                                 | Edit Dictionary        |
| https://don               | nino.elfw    | orld.org             | Dictionary:       | Default - Norwegian (Bokmal) 🔗  |                        |
| https://abo               | ut.me/ht     | opettersen/          | Spelling Options  | •••                             |                        |
|                           | НС           | L Amba               | Checking entire   | document S                      | iend As Is Cancel Send |

- You can choose which language you want to use as **Dictionary**
- You can skip a word and jump to the next or you can skip all by just clicking on **Send** As Is
- You can choose a suggested word from the list, or type your own correction, and then click **Replace**. Notes will then jump to the next misspelled word
- You can add a word to the **Dictionary**, so that Notes won't claim that it's misspelled the next time
- You can click on **Spelling Options...** to tell Notes to ignore words in uppercase and with numbers

# Prevent sending emails with blank Subject line

- 1. Go to File -> Preferences
- 2. Choose Mail in the preferences window:

|   | Log Se | ttings |         |        |
|---|--------|--------|---------|--------|
| ~ | Mail   |        |         |        |
|   | Ac     | cess a | nd Dele | gation |
|   | Int    | ernet  |         |        |
|   |        | 1.     | 10      |        |

| les                     |        |       |        |         |        |        |         |       |   |
|-------------------------|--------|-------|--------|---------|--------|--------|---------|-------|---|
| <b>V</b>                | Spell- | heck  | mes    | sages   | s befo | re sei | nding   |       |   |
| $\overline{\mathbf{v}}$ | Warn I | ne ab | bout b | lank    | mess   | age s  | ubjects | 3     |   |
| 1                       | Always | show  | v det  | ails in | recei  | ved N  | lail me | ssage | s |

- 3. Make sure the *Warn me about blank message subjects* option is checked under **Message Options**
- 4. Click OK

Notes will now warn you if you try to send an email without a subject line

# Formatting email text

Check the *Rich text formatting in HCL Notes* sub section in the *Notes client settings and functions* section above on how to format text in an email.

# Set default email font

You can change the default font in email in this way:

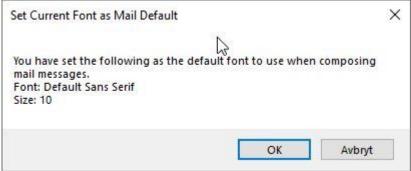
- 1. Write a text with the font that you want to set as a standard font
- 2. Highlight it:

| shlight it:                | Subject:      |                             |
|----------------------------|---------------|-----------------------------|
|                            | From:         | Hogne Bø Pettersen/ELFWORLD |
|                            |               |                             |
| This is the                | fantlunantt   |                             |
| This is the                | font I want t | o use                       |
| This is the<br><br>Hogne B |               |                             |

3. Go to the **Text** menu and choose **Set Current Font as Mail Default**:

| ns <u>T</u> | ext | T <u>o</u> ols <u>W</u> indow <u>H</u> elp |          |
|-------------|-----|--------------------------------------------|----------|
|             |     | Text Properties                            | Ctrl+K   |
| ette        |     | Permanent Pen                              | >        |
| *           |     | Highlighter                                | >        |
|             |     | Pass-Thru HTML                             |          |
|             |     | Normal Text                                | Ctrl+T   |
|             | i   | Italic                                     | Ctrl+I   |
| 1           | С   | Bold                                       | Ctrl+B   |
| 1           | 1   | Underline                                  | Ctrl+U   |
|             |     | Strikethrough                              | ļ        |
|             |     | Effects                                    | >        |
| _           |     | Color                                      | >        |
|             |     | Enlarge Size                               | F2       |
| to          |     | Reduce Size                                | Shift+F2 |
| se          |     | Align Paragraph                            | >        |
| er,         |     | List                                       | >        |
| NC          |     | Spacing                                    | >        |
| wc<br>nbi   |     | Indent                                     | F8       |
| +           | I   | Outdent                                    | Shift+F8 |
|             |     | Apply Style                                | >        |
| L           |     | Set Current Font as Mail Default           | N        |

4. Notes will confirm your choice:



## 5. Click OK

Now Notes will always use this as your default font in emails

# Add another email account

Unfortunately, you cannot add another email account to Notes like you can in Outlook.

What you can do is create group mail applications that you can open like you open your own email. You can also be given access to other people's email, which you then can open up like your own mail application.

However, these will be in their own windows in the Notes client, and not collected in the left side menu, like in Outlook.

# Calendar

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# Share your calendar

You can share your calendar with other users.

- 1. Go to the menu **File** and choose **Preferences**
- 2. Click on Calendar and To do and then on Access and Delegation:

W Preferences

| type filter text                                                                                                                                                                                                                                                                                                                                                          | Access and Delegation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <mark>८</mark> • द                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <ul> <li>Accounts         Basic Notes Client Configu         Calendar and To Do             Access and Delegation             Regional Settings         Composite Application Edi             Contacts             Fonts, Colors and Themes             Live Text             Locations             Log Settings         Mail             Notes Ports         </li> </ul> | Mail       Calendar & To Do       Access & Delegation         Access to Your Mail & Calendar       Access to Your Schedule       Shortcuts to Others' N         You can give one or more people or groups access to your contacts and to all or par<br>(Mail, Calendar and To Do), and you can control the actions that each delegate is al<br>To delegate access to your Contacts, you must also enable the Contacts preference<br>'Synchronize Contacts' on the Replicator."         For Mail-In-Database Only: | t of your mail file<br>llowed to perform. |
| <ul> <li>Regional Settings</li> <li>Replication and Sync</li> <li>Sametime</li> <li>Search</li> <li>Spell Check</li> <li>Toolbar</li> <li>Widgets</li> <li>Windows</li> <li>XPages Performance</li> </ul>                                                                                                                                                                 | No other people or groups have been delegated access to your mail file                                                                                                                                                                                                                                                                                                                                                                                                                                            | dd<br>emove                               |

#### 3. Click on **Add...**:

| dd People/Groups                                                                                                                                                                                                     | ?      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Person or Group                                                                                                                                                                                                      | ОК     |
| To whom do you want to give access to your mail file?                                                                                                                                                                | Ground |
| C Everyone                                                                                                                                                                                                           | Cancel |
| G Just this person or group.                                                                                                                                                                                         |        |
| Components                                                                                                                                                                                                           |        |
| Which components of your mail file do you want to give access to?                                                                                                                                                    |        |
| C Mail, Calendar, To Do and Contacts                                                                                                                                                                                 |        |
| Calendar, To Do and Contacts                                                                                                                                                                                         |        |
| C Calendar and To Do                                                                                                                                                                                                 |        |
| C None                                                                                                                                                                                                               |        |
| ccess                                                                                                                                                                                                                |        |
| How much access do you want to give for Calendar, To Do and Contacts?                                                                                                                                                |        |
| Read                                                                                                                                                                                                                 | ~      |
| utomatic Forwarding                                                                                                                                                                                                  |        |
| Enabling automatic forwarding makes it easier for someone to manage your calendar when it<br>open and on display. These settings apply even if no components are delegated, and they app<br>auto-forwarded messages. |        |
| Forward calendar notices I receive for meetings where:                                                                                                                                                               |        |
| I am the chair                                                                                                                                                                                                       |        |
| 🗖 I am a participant                                                                                                                                                                                                 |        |
| For notices associated with calendar entries I have marked as private:                                                                                                                                               |        |
| Do not forward                                                                                                                                                                                                       |        |

- 4. You can under **Person or Group** choose if everyone should have access, or just the persons or groups that you add by clicking in the field to the right of *Just this person or group*
- 5. Under **Components** you select what they should have access to
- 6. Under Access you choose if they only should be able to read your calendar, or if they should also be given full access (there's nothing in between)
- 7. Click **OK** when finished

8. You will now see the person and how much access they have:

| gate acces | s to these people or groups:       |               |
|------------|------------------------------------|---------------|
|            | D                                  | Add           |
| to be      |                                    | Remove        |
|            | LD is allowed to do the following: |               |
| d any Cale | ndar Entry, To Do or Contact       | Change Access |

9. You can later change the access via the **Change Access...** button or remove the person from the access list by clikcing on **Remove** 

# Add a shared calendar to your calendar

You add a shared calendar like this:

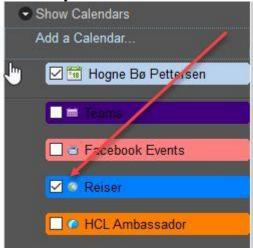
1. In the left menu of your Notes calendar, you expand **Show Calendars** and click on **Add a calendar...**:



2. This window appears:

| Add                                      |               |            |    |  |
|------------------------------------------|---------------|------------|----|--|
| Add: Notes user's caler                  | ndar 🗸        |            |    |  |
| Add Notes user's calenc<br>*User name: ③ | Jar 🖓         |            |    |  |
|                                          |               |            |    |  |
| View this calendar w                     | hen offline 🕐 |            |    |  |
| Calendar Entry Formatti                  |               |            |    |  |
| Calendar Entry Formatti                  |               |            |    |  |
| Calendar Entry Formatti                  | ing           | Entry icor | n: |  |

- 3. You can now search for a Notes user and then choose the colors you want this user's calendar entries to be displayed with. Click **OK** when finished
- 4. To toggle on and off this users calendar, you can check and uncheck the calendar from the list of your calendars:



## Color code calendar entries

Just like in Outlook, you can also color code your calendar entries. This means that calendar entries matching certain criteria that you set will be colorised so that you can differentiate the various appointments with a quick glance.

You do this by adding a category to a calendar entry:

1. When you create a calendar entry, like a meeting, you can add a category by clicking here:

| When:     | Starts:   | tir. 16.03.2021 | 15:00 | © | L |
|-----------|-----------|-----------------|-------|---|---|
|           | Ends:     | tir. 16.03.2021 | 16:00 | ٩ | L |
|           |           | /               |       |   |   |
| Where:    | Location: |                 |       |   |   |
| Category: | I HCL     |                 |       |   |   |
|           |           |                 |       |   |   |

Description

If the **Category** option is not there, click on the button **Display** and choose **Category**:

|                   | <ul> <li>Catego</li> </ul> | ory N                                    |       |   |   |
|-------------------|----------------------------|------------------------------------------|-------|---|---|
|                   | ✓ Additi                   | onal Mail Options                        |       |   |   |
|                   | Calendar                   |                                          |       |   |   |
|                   | Туре:                      | Appointment                              |       |   |   |
| Subject:          |                            | Appointment<br>ct connects! Confirmation | <br>  |   |   |
| Subject:<br>When: |                            |                                          | 15:00 | Q | Ŀ |

2. After clicking **Category**, you will get a list of all your categories in popup window:

| Choose one or more categories: |        |
|--------------------------------|--------|
| Vacation Projects Clients      | Cancel |
| Phone Calls     Travel         |        |

3. You can add more than one category by checking it. To add a new category, simply type it in the **Add category** field

# 4. Click **OK**

5. To the right of the Category field you find an option called **Assign Colors...**:

|             | 0         |               |
|-------------|-----------|---------------|
| Where:      | Location: |               |
|             |           |               |
| Category:   | HCL       | Assian Colors |
| Description |           |               |

6. Click on it and this popup appears:

| erences                                                                                                                                                              |                    |               |   | ?      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|---|--------|
| ail Calendar & To Do Access & Delegation                                                                                                                             |                    |               |   | ОК     |
| Display Scheduling Alarms Autoprocessing Colo                                                                                                                        | rs Rooms & Re      | sources       |   | Cancel |
| Calendar - Colors                                                                                                                                                    | ŗ                  |               |   |        |
| Calendar Entry Colors Category Colors                                                                                                                                | T                  |               | 1 |        |
| Calendar Entry Category Colors<br>You can use <u>Mail - Sender Colors</u> for your Calendar Entri<br>Note: You can add Categories on the <u>Calendar &amp; To Do</u> |                    | <u>s</u> tab. |   |        |
| Select Categories and the Color to associate them with                                                                                                               | Backgr             | ound Text     |   |        |
| HCL                                                                                                                                                                  |                    | •             | • |        |
| NCUG, Collabsphere                                                                                                                                                   |                    | •             | • |        |
| Konsert                                                                                                                                                              |                    | •             | • |        |
| Brainworker                                                                                                                                                          |                    |               |   |        |
| Familie, Venner                                                                                                                                                      |                    | •             |   |        |
| Moldejazz                                                                                                                                                            |                    | •             | • |        |
| Kurs                                                                                                                                                                 |                    | •             | • |        |
| To add categories to this color set, click                                                                                                                           |                    | -             | • |        |
| To add categories to this color set, click                                                                                                                           |                    | <u> </u>      | • |        |
| To add categories to this color set, click                                                                                                                           |                    | <u> </u>      | • |        |
| Restore Default Colors                                                                                                                                               |                    |               |   |        |
| Note: You can add Categories on the <u>Calendar &amp; To Do</u>                                                                                                      | - Display - Entrie | <u>s</u> tab. |   |        |
|                                                                                                                                                                      |                    |               |   |        |

- 7. Click on one of the buttons looking like the button the arrow in the illustration above is pointing at to select the category or categories you want to give a certain color
- 8. Then you choose the background color and text color for this category
- 9. Click **OK** when finished

Sun Nov 1 Mon Wed Tue Thu Fri Oct 26 07 31 20 10 <u>^ 13:00</u> Webmøte WM Activities Plus 16:00 9:30 Hogne Bø F Notes/Dom Get plugged in 17:00 What's new 11:26 Vaksinasjoi 13:00 Wine Tastings 18:00 Domino Invitasjon: 2 Nov 2 10:00 I banken for o 14 15 Nov 9 13 HCL Digit HCL Digital We HCL Digital We HCL Digital We 16:00 16:30 16:30 HCL D P of HCI Key R w the c uital S 15:00 16:30 HCL Do 16:45 Show the c 16:45 Meet your de Reschedul min 17:30 The World I 17:30 Roadn 17:00 Show the 17:30 Thank Nov 16 20 21 22 18 Nov 23 24 27 25 28 Webmøte WN 10:00

10:00

Sette opp Offic

4

5

10. The calendar will immediately be updated with this color. Here is an example of a calendar with color coded entries:

# **Change calendar views**

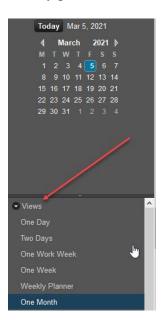
Nov 30

In Outlook you choose in the top ribbon menu if you want to see a calendar displayed as a day, week, work week, month or as a schedule.

Dec 1

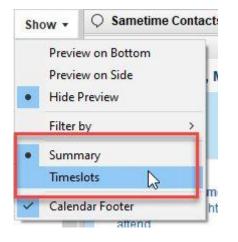
## **Period views**

In Notes you switch between a day, two days, a work week, a week or a month and as a weekly planner under the left side menu item called **Views**:



## **Summary or timeslots**

You can switch between viewing the calendar as a summarised calendar or as timeslots by clicking on the **Switch** button in the upper right of the calendar:



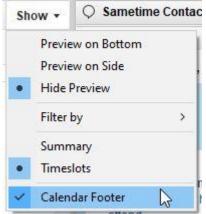
**Timeslots** will display the calendar like this:

|                    |                        |   | March 2021                                                                                                                     |
|--------------------|------------------------|---|--------------------------------------------------------------------------------------------------------------------------------|
| Tuesday, N         | March 2, 2021          |   |                                                                                                                                |
| Expanded Tw        | istie Icon             | ۵ | Bodo, Norway, March 2021<br>Bodo, Norway                                                                                       |
| <mark>09:05</mark> | - 10:00                | ۵ | SK4519 Molde to OSL<br>Molde                                                                                                   |
| 10:35              | - 1 <mark>2</mark> :05 | 0 | SK4106 OSL to BOO<br>Oslo (OSL)                                                                                                |
| <b>O</b> Wednesda  | ay, March 3, 202       | 1 |                                                                                                                                |
| 11:00              | - 14:00                |   | Digital Week Comes To You EMEA - Day 1<br>Join the event at https://hclsw.co/ds-dw-emea-attend<br>hcl_digital_solutions_events |
| 🗢 Thursday,        | March 4, 2021          |   |                                                                                                                                |
| 09:20              | - 10:20                | G | Legetime<br>Der jeg er                                                                                                         |
| 11:00              | - 14:00                |   | Digital Week Comes To You EMEA - Day 2<br>Join the event at https://hclsw.co/ds-dw-emea-attend<br>hcl_digital_solutions_events |
| 16:00              | - 17:00                | ۵ | Meet-Up - HCL Connections Guide Program Exchange<br>https://ht-group.zoom.us/j/95794941629                                     |

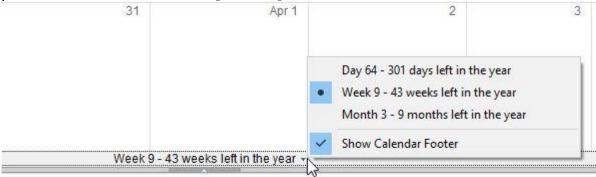
# Week numbers

Week numbers are displayed in the calendar footer at the bottom of the calendar. You turn it on like this:

1. Make sure the calendar footer is turned on by clicking on **Display** and then choose **Calendar** footer:



2. The calendar footer will now be visible under the calendar view. Click on the little pulldown arrow to choose **Week [Number]**:

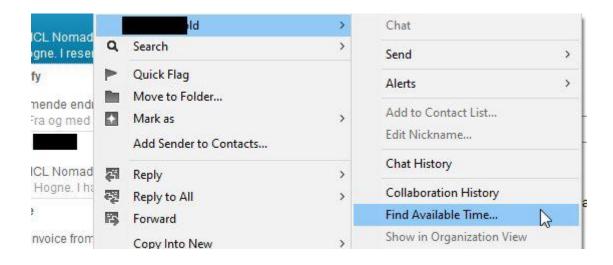


You can also do this in Day at a Glance in the right sidebar panel.

## Find available time

## Check one person's schedule

You can quickly check if a colleague is available by right clicking on an email from this person and choose the name of the person and then select **Find Available Time...**:



You will now see a pop up window where you can select a time where both of you are green and then you can click on **Create Meeting**.

#### Check the schedule for meeting participants

If you are creating a meeting you can check when people you have added to the meeting are free. You do can do this by clicking on the **Find Available Times** tab, next to **Description**:

| Category:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |      |      |       |    |    |    |      |      |    |    |      |      |       |    |       |       |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|------|-------|----|----|----|------|------|----|----|------|------|-------|----|-------|-------|---|
| Description Find Available Times                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |      |      |       |    | J  | հղ |      |      |    |    |      |      |       |    |       |       |   |
| Select Invitees to find free time for just thos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | e indi | vidu | als  |       |    | -  | -  |      |      |    |    |      |      |       |    |       |       |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |      |       | 85 |    |    |      |      |    |    |      |      |       |    |       |       |   |
| C Summary C Details Refresh Sch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | euule  | mio  | am   | auor  |    |    |    |      |      |    |    |      |      |       |    |       |       |   |
| In the second                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |      |      |       |    |    |    | onso |      |    |    |      |      |       |    |       |       |   |
| Invitees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 07     | 08   | 09 1 | 10 11 | 12 | 13 | 14 | 15 1 | 5 17 | 18 | 19 | 20 2 | 21 2 | 22 23 | 00 | 01 0  | 02 03 | 0 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 200000 |      |      |       |    |    |    |      |      |    |    |      |      |       |    |       |       |   |
| All people                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |      |      |       |    |    |    |      |      |    |    | _    | _    |       |    | · · · | _     |   |
| ✓       All people         ✓       Hogne Bø Pettersen/ELFWORLD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |      |      |       |    |    |    |      |      |    |    |      | -    |       |    |       |       |   |
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| I Hogne Bø Pettersen/ELFWORLD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |      |      |       |    |    |    |      |      |    |    |      |      |       |    |       |       |   |
| I Hogne Bø Pettersen/ELFWORLD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |      |      |       |    |    |    |      |      |    |    |      |      |       |    |       |       |   |
| I Hogne Bø Pettersen/ELFWORLD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |      |      |       |    |    |    |      |      |    |    |      |      |       |    |       |       |   |

If the bar turns green, it means everybody whose schedule you have access to are available. If it's red, it means one or more of the invitees are busy at the proposed time.

You can move the bar around to change the date and time of the meeting. You can even increase or decrease the size of the bar to change the length of the meeting.

# **View Invitee Status**

It is very easy to check who have replied to your meeting invite, and whether they have accepted or not. Simply open the meeting document and click on the button **Invitee Status**.

# Contacts

Like in Outlook, you have your own personal Contacts app in your Notes client. You can add contacts and organise them in groups. You can also control the addresses that are displayed when you type email addresses into the **To** field in a new email.

# Add contact

## From Mail

You can add a contact from an email by right clicking on the email and choose **Add Sender to Contacts...** A popup window will appear where the email address and name fields automatically will be filled out. You can then add more details, if you want. After clicking on **OK**, the contact will be added to **Contacts**.

## **From Contacts**

Open your **Contacts** application and click on the **My Contacts** item in the left side menu and then simply click on the **New** button above the contacts view. A popup window will appear where you can add some basic information about the new contact.

If you want to fill in more details about a new contact, click on the pulldown arrow to the right of the **New** button and choose **Contact**. A form will now appear where you can add a lot of details about the new contact.

## **Create contact group**

You can also organise your contacts into groups.

- 1. Open your Contacts application and click on the Groups item in the left side menu
- 2. Give the group a name and a description:

|          | Group Name:  | New Notes users                                                    |
|----------|--------------|--------------------------------------------------------------------|
|          | Description: | A group for previous Outlook users who need user training in Notes |
|          |              | LT                                                                 |
| Members: |              |                                                                    |
|          |              | vith a comma, semicolon, or new line,                              |
|          |              |                                                                    |
|          |              |                                                                    |

- 3. Go to the field **Members**
- 4. Start typing the name of the contact you want to add. Notes will automatically suggest names from already existing contacts. Click on the one you want and click the enter key on your keyboard to start adding a new one. You can also add the email address of

contacts that aren't in your Contacts register. Just type the email address and hint the enter key. You can also click on **Members**. You will then see this popup:

| Select Na | ames                                              |    |       |          |              | ? × |
|-----------|---------------------------------------------------|----|-------|----------|--------------|-----|
| Choose    | the directory, then type all or part of the name. |    | N     |          |              |     |
| Director  | ELFWORLD's Directory                              | ~  | 6     | View by: | List by name | ~   |
| Find nar  | nes starting with:                                |    |       | Names    |              |     |
| 6         | Administration Requests                           | ^  |       | A Nam    | ies:         |     |
| ×D×       | dd ELFWORLD                                       |    |       | - 44     | 9            | ŝ   |
| 8         | Domino , Admin                                    |    |       | -14      | F            |     |
| 6         | IBM Notes/Domino Fault Reports                    |    |       | - (AL)   |              |     |
|           | IBM Notes/Domino Smart Upgrade Tracking Re        |    | Add 🕨 | - AL 1   |              | 0   |
| 88        | LocalDomainAdmins                                 |    |       |          |              |     |
| æ         | LocalDomainServers                                | V. |       |          |              |     |

You can now select people from your company directory. If you want to add people from your personal Contacts, change to your contact application in the **Directory** pull down field:

| Choose the directory, ther | n type all or part of the name.                                     |   |
|----------------------------|---------------------------------------------------------------------|---|
| Directory:                 | ELFWORLD's Directory                                                | ~ |
| Find names starting with:  | Pettersen's Contacts<br>ELFWORLD's Directory<br>Local Address Books | 6 |
| Administration             | F Bigfoot                                                           |   |

You can use the **Find names starting with** field to type the beginning of a person's name to find the person you are looking for, if you do not want to scroll through the list

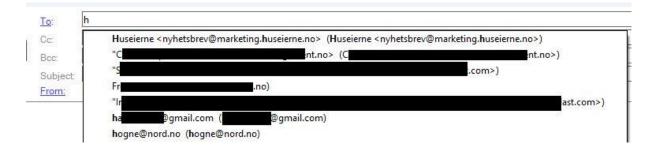
## 5. Click OK

#### 6. Click Save and Close

You can now use the group when sending emails or meeting invites.

## **Recent contacts**

When you create a new email and start typing the address or name of a person in the To, Cc or Bcc field, Notes will suggest names and addresses for you:



Sometimes Notes will suggest email addresses or contacts that you don't want to see in the typeahead. You can fix this in Contacts:

- 1. Open Contacts
- 2. Click on the **Recent Contacts** item in the left side menu
- 3. Find the address or person you don't want to see in the typeahead anymore and click on him or her
- 4. Now click on the button over the view called Hide in Typeahead

It will now no longer show up in in the typeahead. If you want it to show up again, you just repeat step 1-3 and then click on **Show in Typeahead** in step 4

# To do

In Outlook you have an application called Tasks. In Notes this is called To do.

# Create a To do

As described under Mail, you can turn an email into a To do, just like in Outlook. But you can also create a To do from scratch:

- 1. Open the To do application
- 2. From any folder inside To do, you can click on the **New** button in the upper left corner above the folder. This form will appear:

| Subject:    |                 |                                             |  |
|-------------|-----------------|---------------------------------------------|--|
| When:       | Due by:         |                                             |  |
|             | Start by:       |                                             |  |
|             | <u>Repeat</u> : | This entry does not repeat                  |  |
| Who:        | Assign to:      | • Me ⊂ Others         •         •         • |  |
| Category:   | 2               |                                             |  |
| Description | )               | I                                           |  |

- 3. You can set a priority, a due date, a start date and whether this is a To do that should be repeated or not (if you click on **Repeat** you can choose a whole range of repeating patterns). You can also assign this To do to another person. In addition you can categorize it and add further details in the rich text field **Description**
- 4. If you choose a due date, an option called **Notify Me** will appear in the upper right corner of the form:

| Mark Privat   | ate |
|---------------|-----|
| ✓ Notify Me ( | 23  |

If you click on the clock icon you can choose when you should be notified, and how.

5. Click on Save and Close when finished

# Mark a To do as completed or incomplete

To mark a To do as completed, simply right click on it and choose **Mark Complete**. You can also open it for editing and click on the button **Mark Complete**.

You mark a completed To do as incomplete in the exact same way. To see your completed To dos, click on the menu item **Complete** in the left side menu in the To do app.

# Summary

Hopefully, these tips will ease your users transition from using Outlook to using Notes instead as their email, calendar, and contacts application.

It will probably also give a lot of good tips to already experienced Notes users.

Anything I forgot? Anything I should leave out? Let me know at <u>hbp@elfworld.org</u>