Learnsoft
ENTERPRISE TRAINING

Lotus Notes 6.5 Mail & Calendars

Prerequisites: Familiar with Lotus Notes

Length: Half Day

Summary: You will become familiar with the critical skills needed to create, send, and respond to email in Notes, to maintain a list of contacts, to schedule appointments and meetings, and to use an instant messaging system.

COURSE CONTENT

CREATING CONTACTS

- Add a Contact
- Create a Mail Group

USING THE CALENDAR

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

SCHEDULING MEETINGS

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