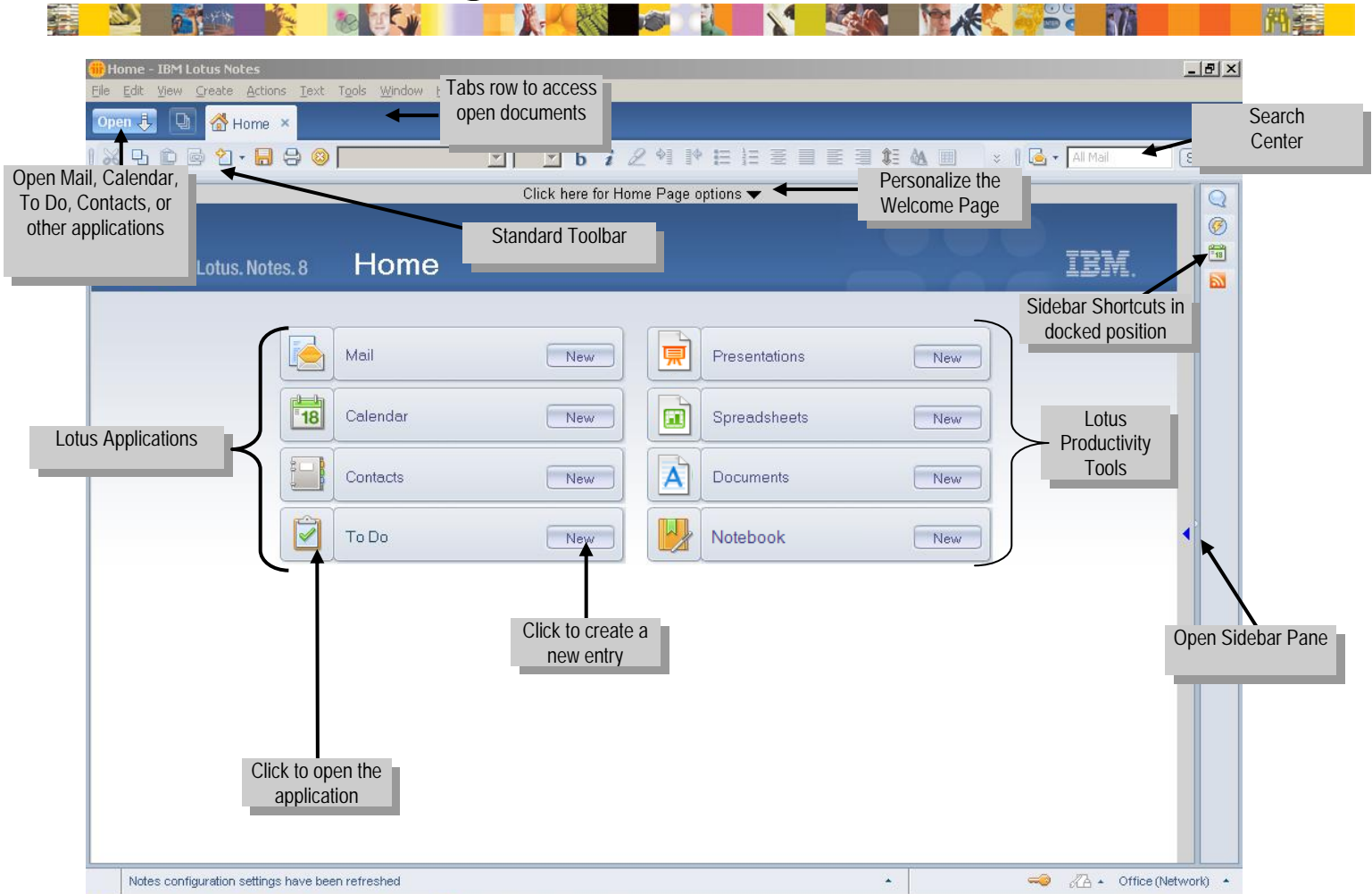


Using IBM® Lotus Notes® 8.5.1



Tip: Click the **More Buttons** icon on any toolbar to see additional toolbar buttons or context-sensitive functions.

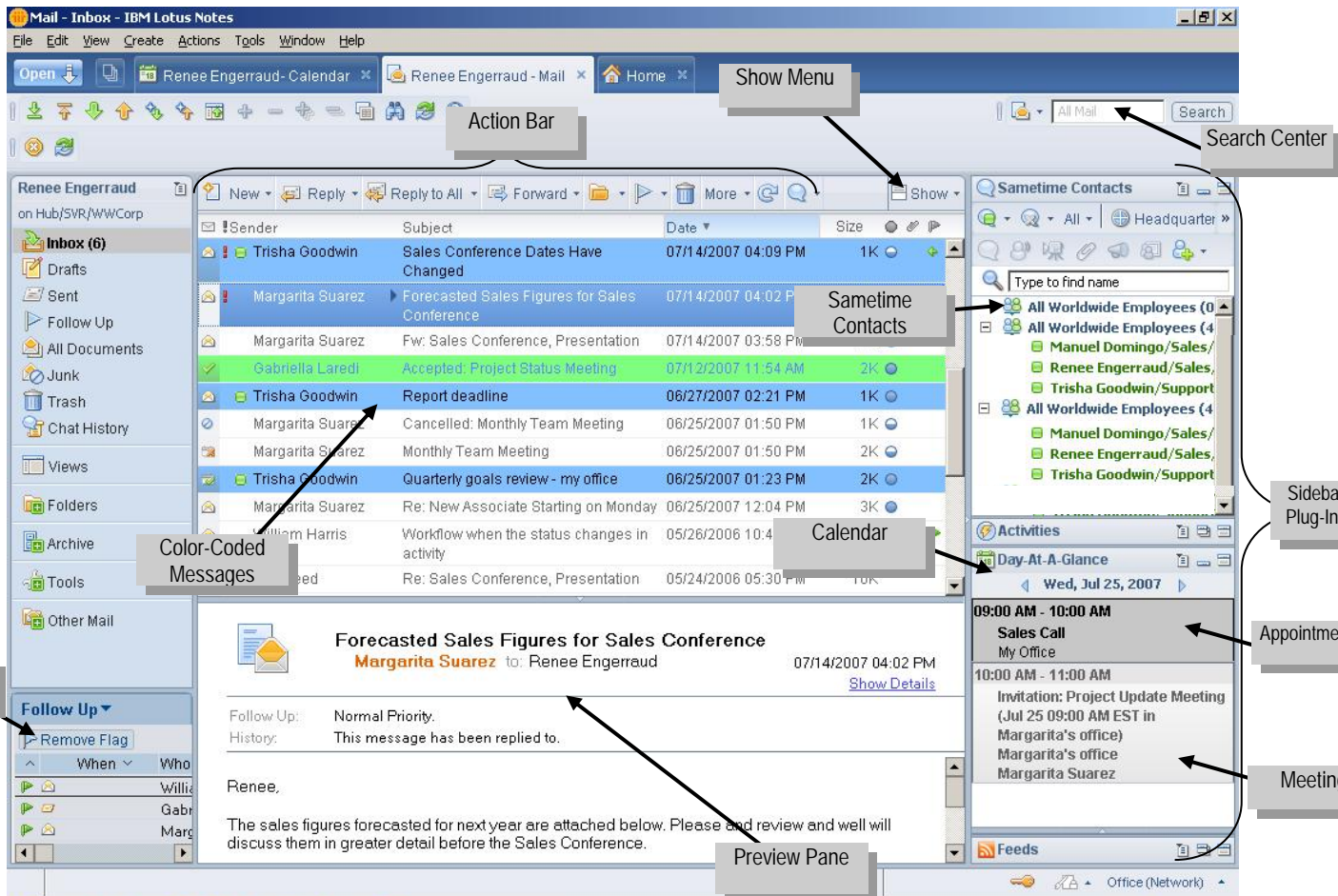
User interface

To...	Do This...
Home Page	
Customize your Home Page	Click Click here for Home Page options ▼
Open Mail, Calendar, or other applications	Click Open ↓
Find an application	Click Open ↓ and then type a keyword.
Customize application	Click File → Preferences .
Mail	
Preview the selected document	Click Show ▼
View thumbnail images of open windows	Click
Toggle between Sidebar applications	Click an application.
Use the Search Center	Click
Use Advanced menus	Click View → Advanced Menus .
Identify Action bar icons	Hover over icons.

Shortcuts

To...	Do This ...
Restore	Press Alt+Spacebar.
Minimize	Press Alt+Spacebar.
Maximize	Press Alt+Spacebar.
Stop operation	Press Ctrl+Break.
Switch windows	Press Ctrl+F8.
Move to next window	Press Ctrl+Tab.
Open Search	Press Shift+Alt+S.
Close active window	Press Esc.
Dynamic help	Press F1.
Lock user ID	Press Ctrl+F5.
Move to next pane	Press F6.
Open Menu bar	Press F10.
View next document	Press Enter.
View previous document	Press Backspace.
Edit a document	Press Ctrl+E.
Attach a file	Press Alt+F+A.
Import a file	Press Alt+F+I.
Create a memo	Press Ctrl+M.
Mark a message read	Press Insert.
Selects several messages	Press Ctrl+Click or Press Shift+Click.

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Working with mail

To...	Do This...
Inbox	
Use conversation view	Click , choose Conversations , and then click a twistie to view a discussion thread.
View recent collaborations	Right-click the sender's message, choose the sender's name, and then click Collaboration History .
View only new or unread messages	Click , and then click Unread Only .
File messages into folders	Click and drag the message into the folder.
Mail Message	
Use type ahead	
Configure mail header	Click .
Display additional mail options	Click the display menu and choose options
Add a Follow up flag to a message	Click and choose Quick Flag .

Working with calendar

To...	Do This...
Automatically process meetings	Click More->Preferences->Calendar and To Do->Autoprocessing .
Switch the number of days you are viewing	Click an option in the View pane.
Clean up your calendar	Click , and then click Calendar Cleanup .
Create a recurring entry	Click , and then the repeat link from within the entry dialog box.

Working with contacts

To...	Do This...
Customize contact information	Select a contact name, click , and update the fields.
View business cards	Click and choose Business Cards .
Start a Chat or Send an E-mail	Select a contact name, then click the Chat or E-mail icon.
View by company	Click .