

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

User interface

| | — |
|--|--|
| То | Do This |
| Home Page | |
| Customize your Home Page | Click here for Home Page options 🗸 |
| Open Mail, Calendar, or other applications | Click Open 🖡 |
| Find an application | Click Open i 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. Sametime Contacts Activities Day-At-A-Giance Feeds Click an application. Click an application. Day applicatio |
| Use the Search Center | Click Search All Mail |
| Use Advanced menus | Click View→Advanced Menus. |
| Identify Action bar icons | Hover over icons. |

Shortcuts

| То | 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. |

| | Mail - Inbox - IBM Lotu Ele Edit Vew Create A Open I. D En Re | us Notes Actions Tools <u>Wi</u> ndow <u>H</u> elp enee Engerraud-Calendar × | Jsing IBM® Lot | Show Men | s® 8.5.1 | .ex | <mark>所該</mark> |
|-----------|---|--|--|---------------------------------------|---------------------------------|--|-----------------|
| | ± 7 & 1 & 4 © Ø | * 10 + - * = 1 | Action Bar | | | II 🗟 + All Mail 🔹 Search | rch Center |
| | Renee Engerraud | 🖹 省 New + 🚑 Reply + 🐗 | Reply to All 🔹 🕞 Forward 🔹 📄 🔸 📄 | • 🛅 More • 🕲 🔾 • | Show - | Sametime Contacts | |
| | on Hub/SVR/WWCorp | 🖾 !Sender | Subject | Date 🔻 | Size 🔘 🖉 🖻 | 🥥 🔹 🧟 🔹 All 👻 🌐 Headquarter » | |
| | Drafts | 🛆 🕽 🖯 Trisha Goodwin | Sales Conference Dates Have Changed | 07/14/2007 04:09 PM | 1K 🔾 🔶 📥 | 0.8% @ @ @ & . | |
| | Sent | 🙈 📒 Margarita Suarez | Forecasted Sales Figures for Sales Conference | 07/14/2007 04:02 P | Sametime | All Worldwide Employees (0 | |
| | All Documents | 🛆 🛛 Margarita Suarez | Fw: Sales Conference, Presentation | 07/14/2007 03:58 PM | Contacts | Manuel Domingo/Sales/ | |
| | Junk | 🥩 🛛 Gabriella Laredi | Accepted: Project Status Meeting | 07/12/2007 11:54 AM | 2K 🔾 | Renee Engerraud/Sales, | |
| | <u>व</u> Trash | 🛆 🧧 Trisha Goodwin | Report deadline | 06/27/2007 02:21 PM | 1K 🔘 | Irisha Goodwin/Support Result of the second seco | |
| | 😭 Chat History | Margarita Suarez | Cancelled: Monthly Team Meeting | 06/25/2007 01:50 PM | 1K 👄 | Manuel Domingo/Sales/ | |
| | 1 Minute | 📑 🐄 Margarita Sylarez | Monthly Team Meeting | 06/25/2007 01:50 PM | 2K 🔾 | 😑 Renee Engerraud/Sales, | |
| | views | 🧧 🧧 Trisha Goodwin | Quarterly goals review - my office | 06/25/2007 01:23 PM | 2K 🔘 🚽 | 🖶 Trisha Goodwin/Support | Sidebar |
| | Folders | 🔗 🛛 Margarita Suarez | Re: New Associate Starting on Monday | 06/25/2007 12:04 PM | 3К 🔘 | | Plug-Ins |
| | Archive Co | olor-Coded | Workflow when the status changes in activity | 05/26/2006 10:4 C | alendar | Ø Activities Image: Constraint of the second seco | |
| | Tools M | lessages ed | Re: Sales Conference, Presentation | 05/24/2006 05:30 mm | TUK | ♦ Wed, Jul 25, 2007 ♦ | |
| Follow Up | Cther Mail | Forec Mar | asted Sales Figures for Sales garita Suarez to: Renee Engerraud | Conference 07/1 | 4/2007 04:02 PM Show Details | 09:00 AM - 10:00 AM Sales Call My Office 10:00 AM - 11:00 AM | Appointment |
| Pane | Follow Up 🔻 | Follow Up: Normal | Priority. | | | Invitation: Project Update Meeting (Jul 25 09:00 AM EST in | |
| | PRemove Flag | History: This me | ssage has been replied to. | | | Margarita's office) Margarita's office | 1 |
| | ∧ When ∨ Wh | IO III Donoo | | | | Margarita Suarez | Meeting |
| | | hr Henee, | | \mathbf{i} | | | liteourig |
| | Ma Ma | The sales figures fored discuss them in greate | casted for next year are attached below r detail before the Sales Conference. | v. Please and review ar Preview Pa | ane | Feeds | |
| | | | | | | 🥪 🚜 🔺 Office (Network) 🔺 | |

Working with mail

| То | Do This |
|--------------------------------------|--|
| Inbox | |
| Use conversation view | Click Show, choose Conversations, and then click a twistie to view a discussion thread. |
| View recent collaborations | Right-click the senders message, choose the sender's name, and then click Collaboration History. |
| View only new or unread messages | Click Show , and then click Unread Only. |
| File messages into folders | Click and drag the message into the folder. |
| Mail Message | |
| Use type ahead | To: a Cc: Autumn Perkins/Sales/WWCorp (AutumnPerkins@wwwcorp.com) Boc: Ann Reed/Sales/WWCorp (AnnReed@wwwcorp.com) Nikol Amidas/Support/WWCorp (NikolAmidas@wwwcorp.com) |
| Configure mail header | Click Display . |
| Display additional mail options | Click the display menu and choose |
| Add a Follow up flag to a message | Click and choose Quick Flag. |

Working with calendar

| То | 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 More , and then click Calendar Cleanup. |
| Create a reccurring entry | Click ^{TNEW*} , and then the repeat link from within the entry dialog box. |

Working with contacts

| То | Do This |
|-----------------------------------|---|
| Customize contact information | Select a contact name, click detendent Edit, and update the fields. |
| View business cards | Click Show and choose Business Cards. |
| Start a Chat or Send an E-mail | Select a contact name, then click the Chat |
| View by company | Click 📕 By Company |