



Lotus Notes

Summary of New Features





Enhanced Calendar Printing

Includes weekly and daily printing with detailed descriptions.

Calendar Management

All calendar communications, such as invitations, responses and confirmations, will automatically be present in a new view:

 **Calendar Notifications.** The notifications will still be present in the  **Inbox** unless the AutoFile feature is enabled.

The optional feature,  **Calendar AutoFile**, automates removal of all calendar notifications from the **Inbox** but retains them in the **Calendar Notifications** view. If this option is chosen, the **Calendar Notification** view must be used to process any calendar messages. This can be more convenient than processing calendar messages co-mingled with other mail in the **Inbox**.

- Principals can allow others access to manage their calendar only, via the new view, without also providing access to their regular mail messages.

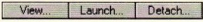
Detach and Remove File from Message

This feature provides an onscreen button that has the ability to detach and remove a file from a message or delete the file from the message. An automatically generated text label is saved into the original mail message, indicating to what location the file was detached, or that the attachment was deleted. The purpose of this feature is to clean up mailboxes in order to gain hard drive and/or server space.

Server-Based Password Checking

Clients who use more than one workstation or access Notes using the **Switch ID...** function will now be able to synchronize the Notes password on the workstation with the password validated on the server. If the current Notes password is different on the network from the workstation or the Switch ID access diskette, the client will be prompted for the valid current password. This feature provides an additional measure of security for those who use Switch ID.

Viewer for Office 97

Users will now be able to select the **View...** option from the  dialog box in order to view Office 97 documents. This will work even if the client does not yet have Office 97 installed.

Dictionary Standardization

All Notes users who reside in the USA will have the default spelling dictionary reset to American English, instead of the current International English.

Enhanced Calendar Printing



A new enhanced calendar print utility is now available. This new feature includes three print formats:

- **Weekly** – prints one week at a time, including weekends.
- **Number of days** – prints specified number of days.
- **Monthly** – prints one month at a time.

Printing Your Own Calendar

1. From within the **Calendar View**, select the **Print Your Calendar** button.
2. Select the format and any preferences that need to be included in the printed calendar (see explanation of preferences on the following page).

Calendar Print - Your Calendar

Name: Trevor Bell/US/NA

Format:
 Weekly
 Number of days
 Monthly

Date:
Start date: 07/15/98
No. of days: 14

Preferences:
 3-Month Header
 Location
 Time slots
 Detailed description
 Chairperson
 Required invitees
 Optional invitees

Printing Someone Else's Calendar

1. To print someone else's calendar, you must have access to read or manage that calendar.
2. Select **Actions** > **Calendar Printing** > **Someone else's calendar**

Names which have been added through the **Calendar Print Profile** display on the list of selections.

3. To add additional names to the list of choices, select the **Name...** button and choose names from the Global or Personal Address Books.

Calendar Print - Someone Else's Calendar

Name...

Beverly Smith/US/NA
Deborah Thomas/US/NA

Format:
 Weekly
 Number of days
 Monthly
 Group

Date:
Start date: 07/15/98
No. of days: 14

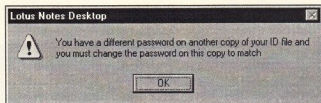
Preferences:
 3-Month Header
 Location
 Time slots
 Detailed description
 Chairperson
 Required invitees
 Optional invitees

Server-Based Password Checking



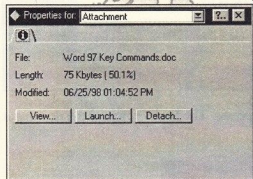
Clients who use more than one workstation or access Notes using the **Switch ID...** function will now be able to synchronize the Notes password on the workstation with the password validated on the server. If the current Notes password is different on the network from the workstation or the Switch ID access diskette, the client will be prompted for the valid current password. This feature provides an additional measure of security for those who use Switch ID.

When using the **File** ▾ **Tools** ▾ **Switch ID...** function with a password not current with the server password, the following dialog box displays:



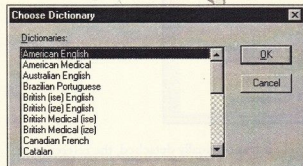
Select **File** ▾ **Tools** ▾ **User ID...** and click on the **Set Password...** button to change the old password to the current password!

Viewer for Office 97



Users will now be able to select the **View...** option from the **View...** **Launch...** **Detach...** dialog box in order to view Office 97 documents. This will work even if the client does not yet have Office 97 installed.

Dictionary Standardization



All Notes users who reside in the USA will have the default spelling dictionary reset to American English, instead of the current International English.

Detach and Remove File

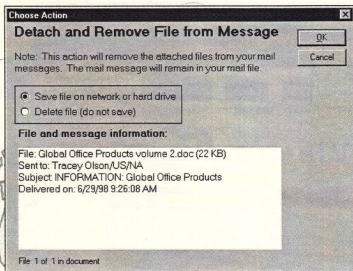


A new detach feature is available which allows the user to detach a file from a message and keep a record of where the file is actually detached. Currently, a file can be detached multiple times and retained inside of the message. This feature detaches the file once and then records its location. The purpose of this feature is to free up space on the mail servers.

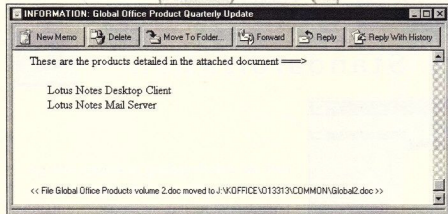
1. From the **Inbox**, select a message that contains an attachment . Select the **Detach and Remove File** button. This can be done by highlighting the message entry or by opening the message.

The **Detach and Remove File from Message** wizard displays.

2. The document can be detached to the network or hard drive. It can also be deleted from the message and the message can be retained without the document attached.



3. Once the document is detached, the paper clip will disappear. The location where the document was detached will be recorded inside the message.



Note: If the document is moved from the place where it was originally detached, the reference inside the message will not be updated.

Calendar Management



Calendar Notifications View

Toward the bottom of **Folders and Views** is a new view called **Calendar Notifications**. This contains all calendar-related mail, which can also still be viewed in the **Inbox**.

Users wishing to file all calendar-related mail automatically **must** enable the Calendar AutoFile feature.

Calendar AutoFile

The AutoFile feature is a new calendar function that automatically files any calendar-related entries (invitations , acceptance , decline , or reschedule) in the **Calendar Notifications** view.

This feature is useful for users who have their calendar managed by one or several people. Anyone with manager access can view and manage that person's calendar entries, without ever needing mail access. Consequently, AutoFile now makes it easier for an assistant to schedule meetings from his or her manager's calendar, and the manager appears as the chairperson of the invitation. All meeting responses will be filed automatically in the **Calendar Notifications** view.

1. To turn this option on from within the mail database, select **Actions** **Calendar Tools** **Calendar Profile...**
2. Under **Advanced Calendar Options**, select **Automatically file incoming notices and meetings responses.**

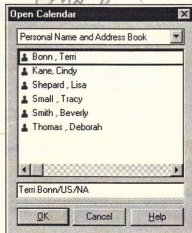
Note: This feature **must** be selected from within the manager's calendar.

3. To open the manager's calendar, select **Actions** **Calendar Tools** **Open Another Calendar...**
4. Select the name of the manager from the Personal Name and Address Book, TCCC's Address Book or TCCC Global Directory.
5. Click on the **OK** button.

The calendar displays on the screen.

6. To see the **Calendar Notifications** view, place the mouse on the left border until it turns into a two-sided arrow . Click and drag to the right.
7. Click on the **Calendar Notifications** view to see all calendar-related entries.

Note: Calendar entries will no longer be found in the **All Documents** view. Calendar entries can still be viewed in the **Meetings** view.



- One or several names can be selected by clicking to the left of the name and placing a checkmark ✓ in the margin.
- Select the format and any preferences that need to be included in the printed calendar (see explanation of preferences below).

Printing Preferences

Preference	Description
3-Month Header	Prints three small monthly calendars at the top of the page.
Location	Not available at this time.
Time slots	Prints hour time slots before, between and at the end of the calendar entries.
Detailed description	Prints detailed description which has been included as part of the calendar entry.
Chairperson	Prints the meeting's chairperson's name.
Required invitees	Prints the list of required invitees.
Optional invitees	Prints the list of optional invitees.

Working with the Calendar Print Profile

The print profile is used to identify names of people for which you most frequently print a calendar. These names will be listed as a default when selecting

Actions > **Calendar Printing** > **Someone else's calendar**.

- To setup the calendar print profile, select **Actions** > **Calendar Printing** > **Calendar Print Profile**.

The **Calendar Print Profile** screen displays.

- Type a list of the most **Frequently Used Names**.
- When finished, select **Save and Close**.

