

Moving from Microsoft® Outlook® 2003 to IBM® Lotus Notes® 8

This screenshot shows the IBM Lotus Notes 8 Home page. The interface includes a menu bar (File, Edit, View, Create, Actions, Text, Tools, Window, Help), a toolbar with various icons, and a central area with application shortcuts. Callouts provide the following information:

- Open button:** Click here to open other Lotus Notes applications.
- Home tab:** Tabs to access open Lotus Notes applications appear here.
- Home Page options:** Click here for Home Page options.
- Personalization:** Click here to personalize your Home Page.
- Application icons:** Click an icon to open a Lotus Notes application in a new window.
- New buttons:** Click the New button to create a new entry in a Lotus Notes application.
- Editors:** Use these editors to create presentations, spreadsheets and documents to share.
- Shortcuts:** Press Control + Shift + L to get a list of all shortcuts.

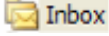













This screenshot shows the IBM Lotus Notes 8 Mail - Inbox page. The interface includes a menu bar, a navigation pane on the left, a central message list, and a preview pane on the right. Callouts provide the following information:

- Open button:** Click here to see a thumbnail view of all open tabs.
- Navigation Pane:** Navigation Pane is specific to each application.
- Follow Up:** Keep track of items flagged for follow up.
- Action Bar:** Action bar is specific to each application.
- Show Button:** Show button controls your preview preference.
- Sidebar:** View your schedule for the day on the sidebar.
- Calendar:** View a preview of your messages.

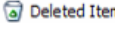




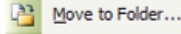





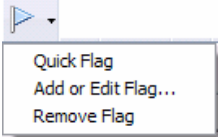
Sender	Subject	Date	Size
Renee Engerraud	Rescheduled: Management Meeting (Jul 19 10:00 AM EDT in Board Room) (2)	07/12/2007 07:04 PM	2K
Renee Engerraud	Re: Sales Conference Dates Have Changed	07/14/2007 04:13 PM	3K
Trisha Goodwin	Re: Sales Conference Dates Have Changed	07/14/2007 04:16 PM	5K
Renee Engerraud	Re: Forecasted Sales Figures for Sales Conference	07/14/2007 04:19 PM	12K
Trisha Goodwin	Fw: Forecasted Sales Figures for Sales Conference	07/14/2007 04:27 PM	14K
Renee Engerraud	Project Status Review	07/14/2007 04:54 PM	1K

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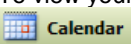











Viewing and sending e-mail

Outlook 2003	Lotus Notes 8
To view your inbox click  in the Navigation pane.	Click the  button and select Mail .
To view messages without opening them, click View→Reading Pane .	Click  , and then select a view. 
To reply to a message, click  .	Click  .
To reply to all recipients of a message, click  .	Click  .
To forward a message, click  .	Click  .
To create a message, click  .	Click  .
To attach a file to a message, click  .	Click  .














Managing e-mail

Outlook 2003	Lotus Notes 8
To delete a message, select the message and drag it to  .	Select the message in the Inbox or a folder or, while displaying the message, click  .
To recover a message from the Trash folder, click the  select the message and drag the message to new folder.	Select the  folder. Select the message and click Restore .
To empty the Trash folder, click Tools → Empty Deleted Files folder .	Select the  folder, and then click Empty Trash .
To save a message to a folder, click Edit and then click  .	Select the message in the Inbox or display the message contents and click  or drag the message into the folder.
To create a new folder, click  and then click  .	Click  , and then click Create New Folder... Enter a folder name and click OK .
To flag a message or to remove a flag, click  .	 Click Quick Flag , Add or Edit Flag... , or Remove Flag .

Managing your calendar

Outlook 2003	Lotus Notes 8
To view your calendar, click  .	Click the  button and choose Calendar .
To change the calendar display, click one of the following buttons. 	In the Views pane, click a display type, for example, One Week 
To schedule a meeting, click  and then choose Meeting Request .	Click  , and then choose Meeting .
To schedule an appointment, click  and then choose Appointment .	Click  , and then choose Appointment .
To schedule a recurring event, click  in an open notice.	When creating a new meeting, click the Repeat link.
To find available meeting times for all required attendees, click the Scheduling tab.	Click the Find Available Times tab.
To import holiday calendar into your calendar Tools menu, click Options → Calendar Options → Add Holidays .	Click  and select Import Holidays .
Find an event click  .	Type the event name in the search box 

Managing contacts

Outlook 2003	Lotus Notes 8
To view your contacts, click  .	Click the  button and select Contacts .
To create a new contact, click  .	Click  .
To edit a contact double-click a contact name from the list.	Click  .
To search for a specific contact, enter the name in the Find a Contact field. 	Click  or type the contact's name in the search box. 
To schedule a meeting with a contact, click Contact and the click  .	Click  .
To send a message to a contact, click Contact and then click  .	Click  .
To view contacts as address cards click Detailed Address Cards in the Current View pane.	To view contacts as Business Cards, click  and choose Business Cards .