

Quick Guide for Users

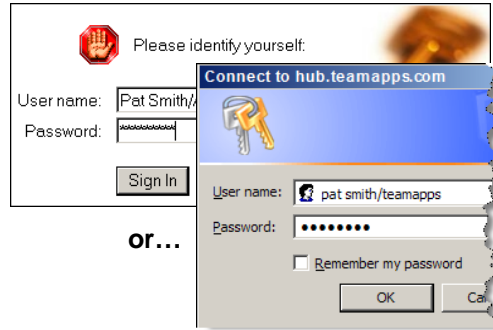


Start Domino Web Access

1. Start your browser. Domino Web Access (DWA) works with Internet Explorer 6.0+, Mozilla 1.4.1+, or FireFox 1.0+ (for Novell SuSE Linux 8 or 9, Mozilla 1.7.x or Mozilla Firefox 1.0).
2. Enter the URL to your DWA server and mail file. Your company may provide a link on a Web page to your DWA server/file, or you may need to type in a URL (be sure to bookmark it).

For example:

3. Enter your name and password in the login page or browser dialog box (your DWA administrator determines which one you will use). If using the dialog box, do NOT choose "Remember my password" as this is not secure.



4. DWA opens to the Welcome Page.



Set Preferences

Click the **Preferences** menu button in the upper right corner to set your preferences.

- **Basics** tab. Enable full text indexing for searching and enable instant messaging.
 - **Mail\Display** tab. Sort your mail in ascending or descending order.
 - **Mail\Signature** tab. Check **Automatically append a signature...** and enter your name and contact information.
 - **Calendar\Work Hours** tab. Define your work hours so others can search your free time.
- Click **?** to read about the other preferences you can set.

When done, click **Save & Close**.



Add Contacts

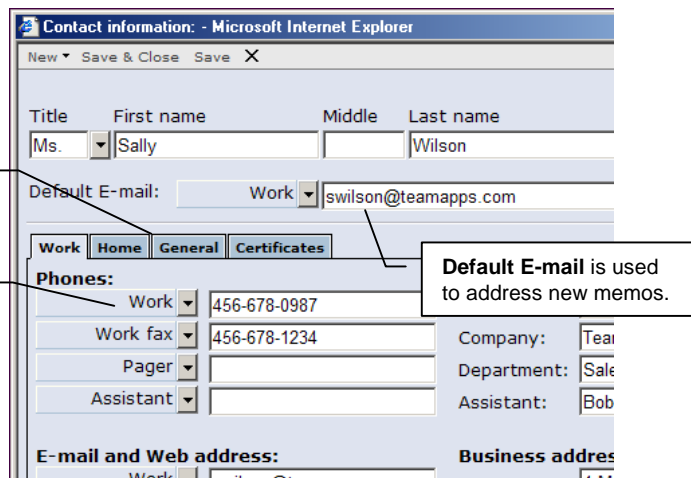
You can save email addresses and other contact information in Contacts.

1. Click the **Contacts** tab to open your *Contacts*.
2. Click **New**.

Click the **Home** or **General** tabs to add more information about your contact.

Labels can be changed by clicking the down arrow and choosing a new one.

3. Click **Save & Close** to add the contact.





Send Message

1. Click the **Mail** tab to open your *Inbox*.
2. Click the **New** action button to create a new message.

Message - Microsoft Internet Explorer

New Send Send & File... Save As Draft Save As Stationery Follow Up Options... Format

High priority Return receipt Sign Encrypt

Request return receipt.

From: Fran Green/TeamApps 03/02/2006 03:21PM

To: Pat Smith/TeamApps@TeamApps

cc: Peg Andrews/TeamApps

bcc:

Subject: Confidentiality Agreement

Enter the recipient's address or click the **To:** button to open your *Contacts List* or your company's directory to pick names.

Enter Subject to identify the message in folders.

Insert image or web link.

Sans Serif 10

Pat - would you please review this document? Thank

Select a font and type size.

Spell check the message.

Click any of the format buttons for Bold, Italic, Underline, Indent, etc.

Add Attachments:

TeamAppsCA.doc

Click the folder to attach one or more files to the message. Or, you can drag and drop files from Windows Explorer.

3. Click the **Send** action button to send the message. A copy of the message appears in the *Sent* or *All Documents* folder.



Read Mail

1. Click the **Mail** tab to open your *Inbox*. Unread messages appear in red type.
2. Double-click the row with the sender's name and subject to open the message.

Your feedback please - Microsoft Internet Explorer

New Reply Forward Move Follow Up Tools

From: Pat Smith/TeamApps

To: Fran Green/TeamApps

Date: Thursday, March 02, 2006 01:48PM

Subject: Your feedback please

History: This message has been replied to.

Heh Fran - Please take a look at the attached spreadsheets

Pat Smith

Attachments: Budget2007...

Click **Reply** to send a message back to the sender or **Reply to All** to send your message to all cc'd people as well.

Green head means sender is online; click box to start a real-time chat session.

Click **Forward** to send the message to another recipient.

Right-click attachment for more options.

Click **Move** to move or copy this message into a Folder that you created to organize your mail.

Click **Tools\Add Sender...** to add the sender's name and email address to your *Contacts List*.

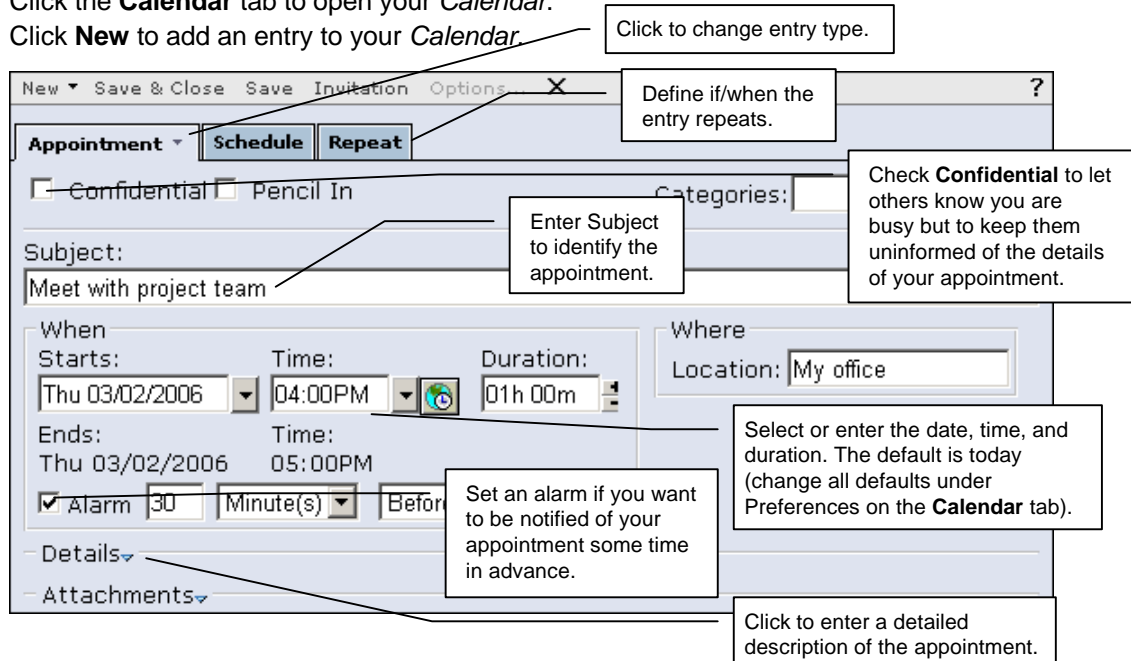
Read Previous/Next message in folder.

3. Click **Close** to close the message. The (read) message now appears in black type in your *Inbox*.

Calendar Entry

The Calendar keeps track of your appointments, meetings, reminders, and events.

1. Click the **Calendar** tab to open your *Calendar*.
2. Click **New** to add an entry to your *Calendar*.



The screenshot shows the 'New Appointment' dialog box with the following callouts:

- Click to change entry type.** (points to the 'Appointment' dropdown menu)
- Define if/when the entry repeats.** (points to the 'Repeat' button)
- Enter Subject to identify the appointment.** (points to the 'Subject' text field)
- Check Confidential to let others know you are busy but to keep them uninformed of the details of your appointment.** (points to the 'Confidential' checkbox)
- Select or enter the date, time, and duration. The default is today (change all defaults under Preferences on the Calendar tab).** (points to the 'Starts', 'Time', and 'Duration' fields)
- Set an alarm if you want to be notified of your appointment some time in advance.** (points to the 'Alarm' checkbox and 'Before' dropdown)
- Click to enter a detailed description of the appointment.** (points to the 'Details' dropdown)

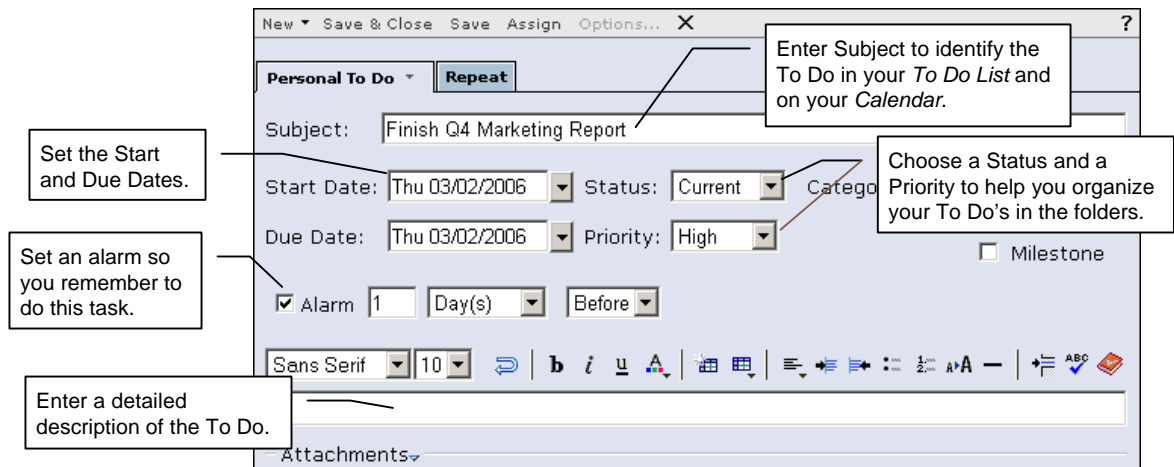
3. Click **Save & Close** to save the appointment on your *Calendar*.

Note: Click the triangle next to **Appointment** and choose **Meeting** to invite other people to your event and reserve rooms and resources.

To Do's

The *To Do List* keeps track of your obligations and projects.

1. Click the **To Do List** tab to open the *To Do* list.
2. Click **New** to add a To Do.



The screenshot shows the 'New Personal To Do' dialog box with the following callouts:

- Enter Subject to identify the To Do in your To Do List and on your Calendar.** (points to the 'Subject' text field)
- Set the Start and Due Dates.** (points to the 'Start Date' and 'Due Date' dropdowns)
- Set an alarm so you remember to do this task.** (points to the 'Alarm' checkbox and 'Day(s)' dropdown)
- Choose a Status and a Priority to help you organize your To Do's in the folders.** (points to the 'Status' and 'Priority' dropdowns)
- Enter a detailed description of the To Do.** (points to the text area below the formatting toolbar)

3. Click **Save & Close** to save the To Do.

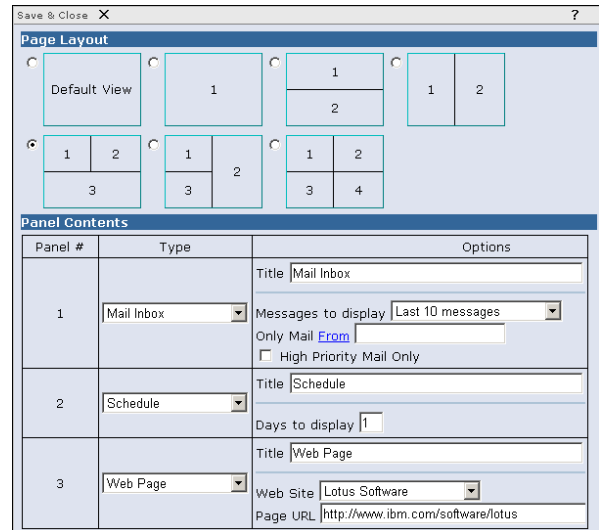
Note: To Do's also appear on your *Calendar*, but you can change this under Preferences.





Welcome Page

The *Welcome Page* can be modified to display your *Inbox*, *Calendar*, Web page, or list of URLs.

1. Click the **Welcome** tab.
2. Click **Edit Layout...** to open the Page Layout.
3. Click one of the layout styles (other than the **Default View**).
4. Select the content you want to display in each panel.
5. Enter a title for each of the panels.
6. Add any options to each content type.
7. Click **Save & Close** to save your *Welcome Page*.



Tricks and Shortcuts

If you want to...	Do this...
Change the sort order of messages in your <i>Inbox</i>	Click the column headers <u>Who</u> , <u>Date</u> , <u>Size</u> , or <u>Subject</u> to sort by that column.
Be alerted when you have new messages	<ol style="list-style-type: none"> 1. Click the Preferences menu button and click the Mail tab. 2. Go to the Receiving section and check one or both options. 3. Set how often you would like to be notified about new messages. 4. Click Save & Close.
Let people know you are away	<ol style="list-style-type: none"> 1. Click the Mail tab to open the <i>Inbox</i> folder. 2. Click the Tools action button and choose Out of Office. 3. Enter your leaving and returning dates and check Enable the Out of Office agent. 4. Click Save & Close. <p>When you return, remember to disable the agent.</p>
Organize your messages in Folders	<ol style="list-style-type: none"> 1. Click the Mail tab to open your <i>Inbox</i>. 2. Click the arrow on the New button and select Folder. 3. Name the Folder and click OK. 4. Highlight a message and click Move\Move to Folder. 5. Select the Folder name and click OK to file the message. <p>Once created, you can drag messages to a folder (or to trash).</p>
Quickly send a message while reading a Contact	Click the email address at the bottom of the Contact and a blank message addressed to that person will be created.
Perform an action on a selected row in any folder.	Right-click the selected Memo, Calendar Entry, To Do, Contact, or Notebook Page to open a pop-up menu of choices.
Quickly jump to an <i>Inbox</i> entry	Click  in a folder (top right). Enter a few characters, choose the column and click OK . You will be taken to the next matching entry.
Search for words and phrases	Enter your query in the search box: <input type="text"/>  You will be prompted if you neglected to create the full text index.
Take free-form notes	Click the Notebook tab to open your <i>Notebook</i> and create pages.