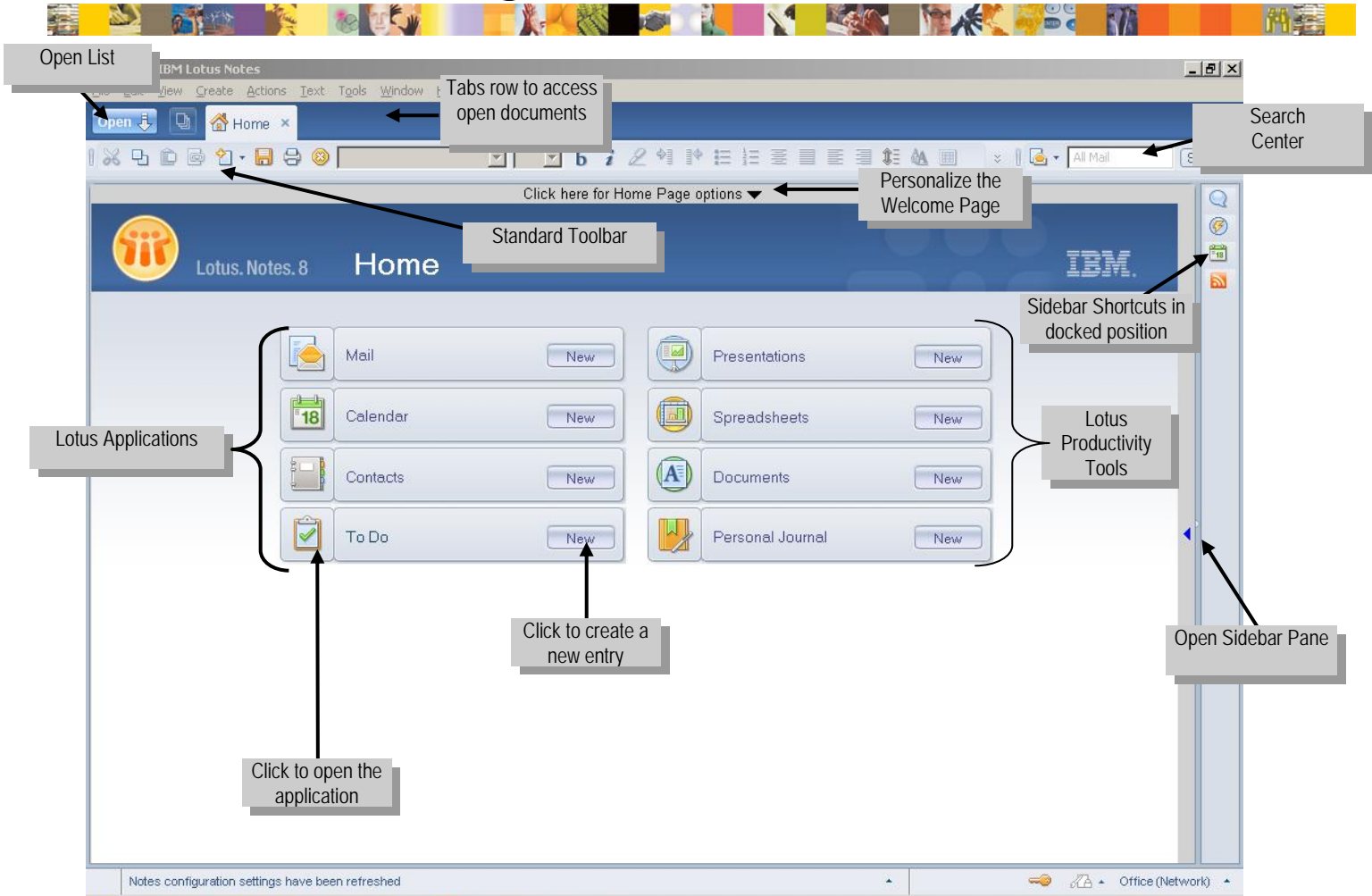


Using IBM® Lotus Notes® 8



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

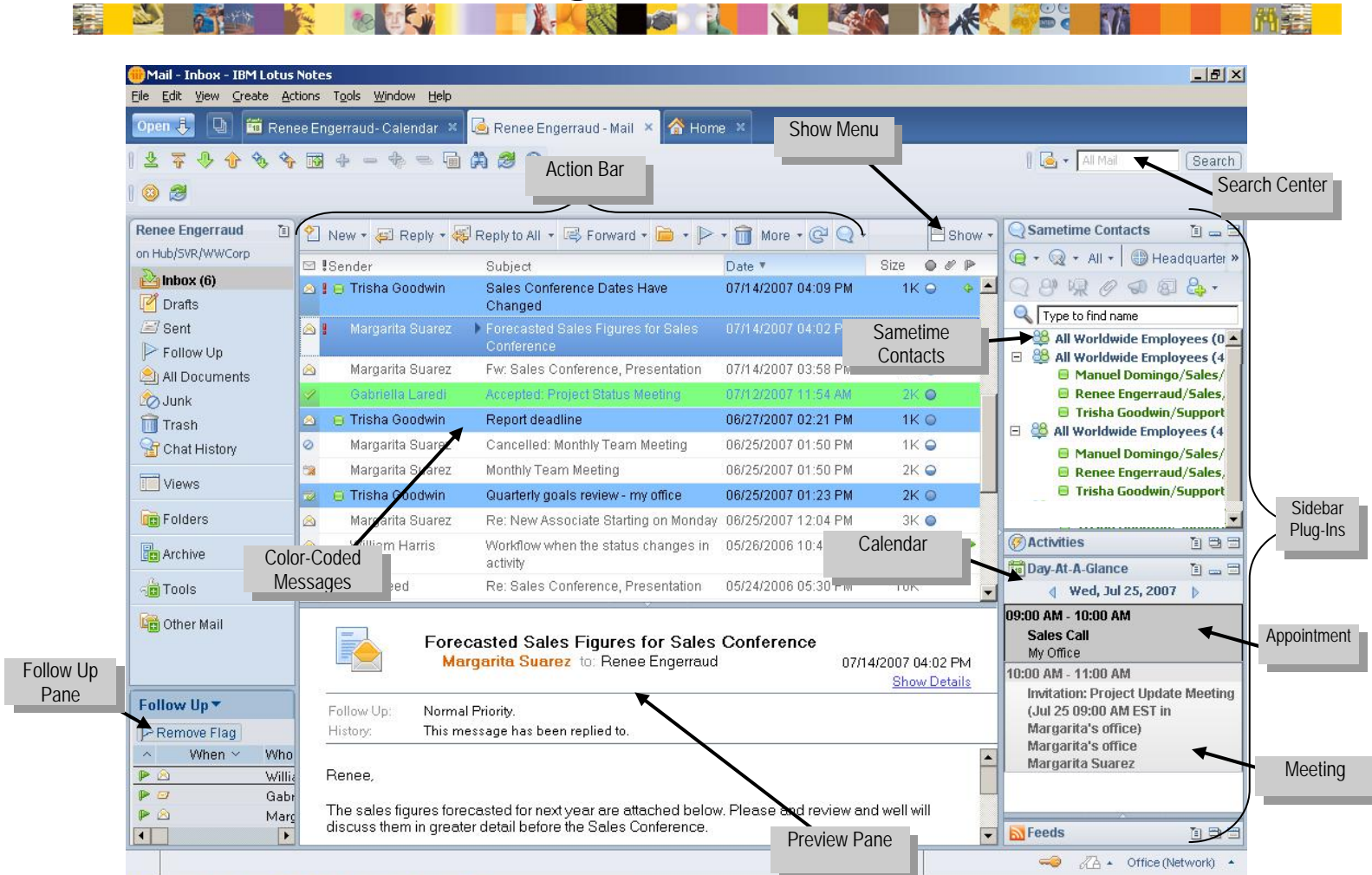
User interface

To...	Do This...
Customize your Home Page	Click here for Home Page options ▼
Start an application	Click
Find an application	Type a keyword.
Preview the selected document on the right side or the bottom	Click
View thumbnail images of open windows	Click
Toggle between Sidebar applications	Click an application.
Use the Search Center interface	Click
Customize application behavior	Click File → Preferences .
Find an application	Click and then type a keyword.
Use Advanced menus	Click View → Advanced Menus .
Identify Action bar icons	Hover over icons.

Shortcuts

To...	Do This ...
Restore	Press Alt+F5.
Minimize	Press Alt+F9.
Maximize	Alt+F10.
Stop operation	Press Ctrl+Break.
Switch windows	Press Ctrl+F6.
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 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 Shift+Tab.
Selects several messages	Press Ctrl+Click or Press Shift+Click.

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Working with mail

To...	Do This...
Use conversation view	Click Show , 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 View Collaboration History .
Use type ahead	
Configure mail header	Click Display .
View only unread messages	Click Show , and then click Only Unread .
Display additional mail options	Click the display menu and choose options
Add a Follow up flag to a message	Click and choose Quick Flag .
File messages into folders	Click and drag the message into the folder.
View only new messages	Click the Show menu and select Undread Only .

Working with calendar

To...	Do This...
Automatically process meetings	Click Preferences → Calendar and To Do → Autoprocessing .
Switch the number of day you are viewing	 Click a view option in the View pane.
Clean up your Calendar	Click More , and then click Calendar Cleanup .
Create a reoccurring invitation	Click New , and then the repeat link from within the dialog box.

Working with contacts

To...	Do This...
Customize contact information	Click Contact form , click the hyperlink, and adjust the field.
View business cards	Click Show and choose Business Cards .
Start a Chat or Send an e-mail	Hover over and then double-click the persons name.
View by company	Click By Company .