

# Moving from Microsoft® Outlook® 2003 to IBM® Lotus Notes® 8.5.1

**Mail - Inbox - IBM Lotus Notes**

File Edit View Create Actions Tools Window Help

Open Home Margarita Suarez - Mail

Navigation Pane is specific to each application

Keep track of items flagged for follow up

Click here to see a thumbnail view of all open tabs

Action bar is specific to each application

Show button controls your preview preference

View your schedule for the day on the sidebar

View a preview of your messages

Re: Sales Conference Dates Have Changed

Trisha, Thank you for the update. I will make sure to schedule a meeting within the coming week for us to plan our next steps prior to new conference dates.

Trisha Goodwin The dates for the upcoming Sales... 07/14/2007 04:09:38 PM

From: Trisha Goodwin/Support/WWC Corp  
To: Renee Engerraud/Sales/WWC Corp@WWCorp, Margarita

Activities

Day-At-A-Glance

Mon, Jul 30, 2007

08:00 AM - 09:00 AM  
Sales Meeting  
Conference Room A  
Margarita Suarez

10:00 AM  
Company Benefits Fair

10:45 AM - 11:45 AM  
Team Meeting  
Margarita Suarez

01:00 PM - 03:00 PM  
Weekly Project Update Meeting  
Margarita Suarez  
Week 31

Today Jul 30, 2007

July 2007

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Feeds

**Calendar - One Work Week - IBM Lotus Notes**

File Edit View Create Actions Tools Window Help

Open Home Jack Vercelli - Mail Jack Vercelli - Calendar

Click to create a meeting, appointment, or reminder

More button lets you set preferences and import holidays

Show button controls preview preferences

Color coding by calendar entry type

Preview your calendar entries

Change your calendar view

Keep track of your To Do items

Submit all Sales Reports by EOD  
Wed 08/01/2007 8:00 AM  
No Location Information

Interview with Human Resources

Conference Call with Client  
Jack Vercelli

Submit all Sales

Company Picnic

Views

- One Day
- Two Days
- One Work Week
- One Week
- One Month
- Lists

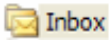





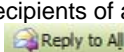







To Do

Open






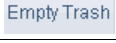
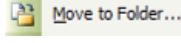





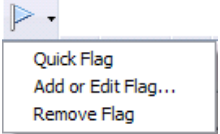

Item

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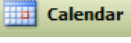

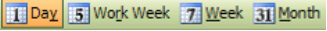





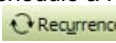






## Viewing and sending e-mail

Outlook 2003	Lotus Notes 8
To view your inbox click  in the <b>Navigation</b> pane.	Click the  button and select <b>Mail</b> .
To view messages without opening them, click <b>View→Reading Pane</b> .	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  .

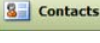






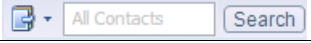





## Managing e-mail

Outlook 2003	Lotus Notes 8
To delete a message, select the message and drag it to  .	Select a message in the Inbox and drag it to the  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 a new folder.	Select the  folder. Select the message and click <b>Restore</b> .
To empty the Trash folder, click <b>Tools → Empty Deleted Files</b> folder.	Select the  folder, and then click  .
To save a message to a folder, click <b>Edit</b> 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 <b>Create Folder...</b> . Enter a folder name and click <b>OK</b> .
To flag a message or to remove a flag, click  .	 Click  .

## Managing your calendar

Outlook 2003	Lotus Notes 8
To view your calendar, click  .	Click the  button and choose <b>Calendar</b> .
To change the calendar display, click one of the following buttons. 	In the <b>Views</b> pane, click a display type, for example, <b>One Week</b> 
To schedule a meeting, click  and then choose <b>Meeting Request</b> .	Click  , and then choose <b>Meeting</b> .
To schedule an appointment, click  and then choose <b>Appointment</b> .	Click  , and then choose <b>Appointment</b> .
To schedule a recurring event, click  in an open notice.	When creating a new meeting, click the  .
To find available meeting times for all required attendees, click the  tab.	Click the  tab in the meeting invitation.
To import a holiday calendar to your calendar <b>Tools</b> menu, click <b>Options → Calendar Options → Add Holidays</b> .	Click  and select <b>Import Holidays</b> .
To 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 <b>Contacts</b> .
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 <b>Find a Contact</b> field. 	Click  or type the contact's name in the search box. 
To schedule a meeting with a contact, click <b>Contact</b> and then click  .	Click  .
To send a message to a contact, click <b>Contact</b> and then click  .	Click  .
To view contacts as address cards click <b>Detailed Address Cards</b> in the <b>Current View</b> pane.	To view contacts as Business Cards, click  and choose <b>Business Cards</b> .