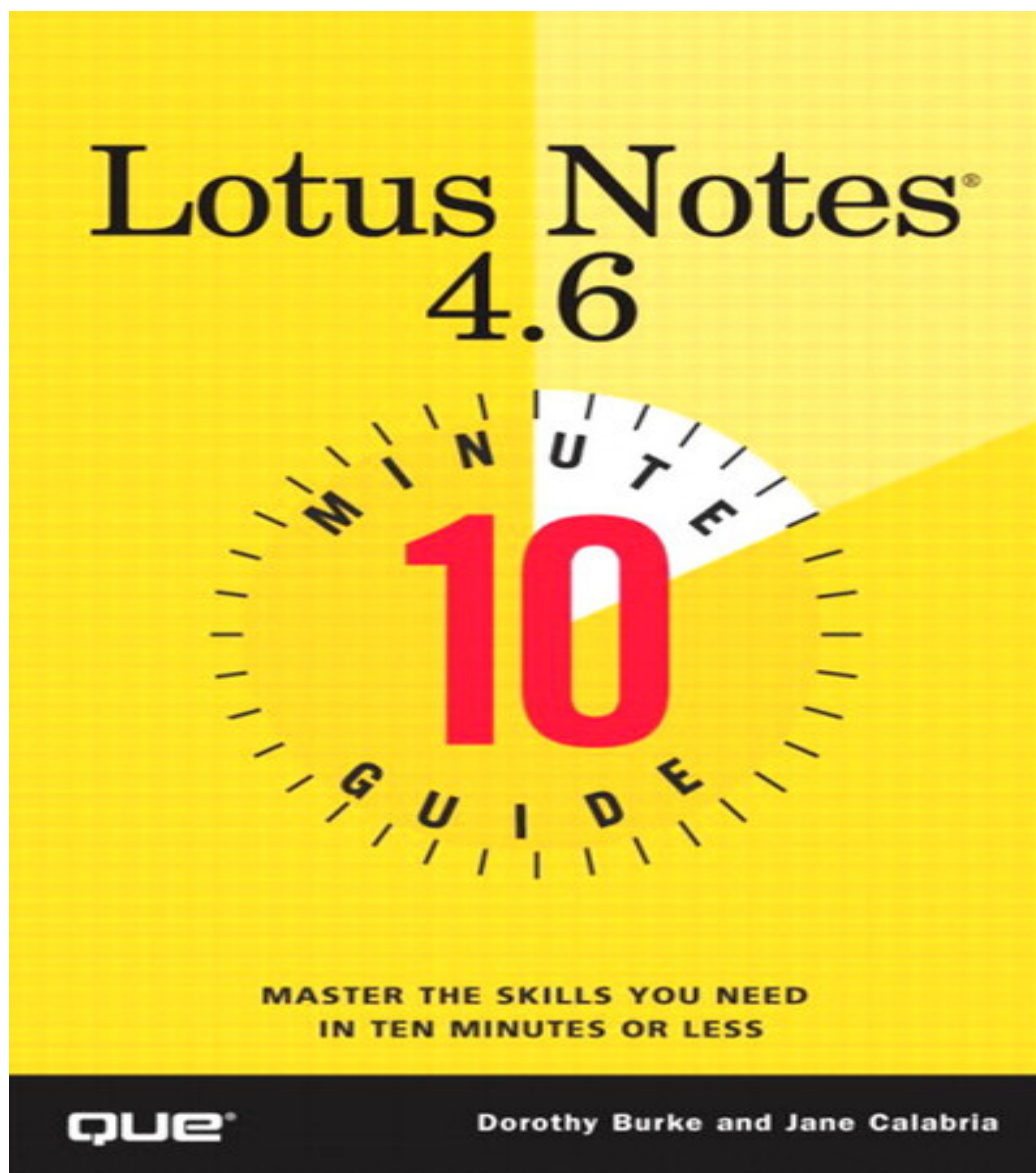


Ten Minute Guide to Lotus Notes® 4.6

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The 10 Minute Guide to Lotus Notes will help you quickly get up to speed on the new and existing features of the newest Lotus Notes release. The book covers the most-frequently used features of Notes, such as sending and receiving E-mail, working on shared documents, group scheduling and calendaring, and using the Internet Explorer Web browser. The 10 Minute Guide offers simple, practical help. Special icons show how Lotus Notes differs under Windows NT Workstation.

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Introduction

Many people consider Lotus Notes to be the groupware product of the 90s. Ever evolving to meet the collaboration, communication, and Internet needs of businesses, Release 4.6 of Lotus Notes focuses on the Notes client. New features of 4.6 include improved navigation features (Portfolios), Web Navigator integration with Internet Explorer and contact management capabilities within the Personal Name and Address book. These features and more are introduced in the 10 Minute Guide to Lotus Notes 4.6.

Welcome to the 10 Minute Guide to Lotus Notes 4.6

This book focuses on the basics of Lotus Notes, introduces general groupware, Notes, and email concepts, and shows you some advanced features of the program. You can work through the book lesson-by-lesson, building upon your skills, or you can use the book as a quick reference when you want to perform a new task. Features and concepts are presented in lessons that take 10 minutes or less to complete.

If you are new to Notes, start at the beginning of the book. If you've used Notes before, you might want to skip the first few lessons and work from there. Use the Table of Contents and select the lessons that cover features of the program you haven't yet used. If you travel with Lotus Notes on your laptop, the compact size of this book is perfect for fitting into your laptop or notebook case.

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Lesson 1. Understanding Lotus Notes Concepts

In this lesson, you learn about Lotus Notes concepts and how Lotus Notes stores information, as well as how Lotus Notes presents that stored information to you.

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