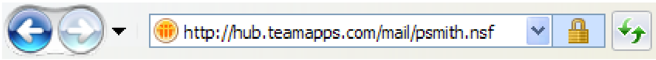
Quick Guide for Users

Start Domino Web Access

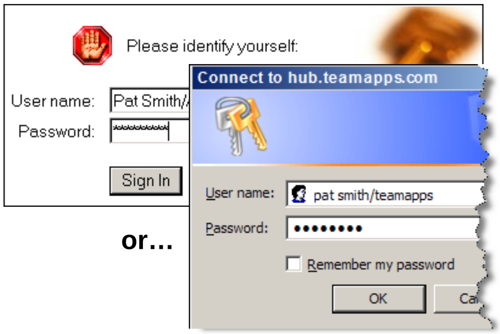
1. Start a Web browser. Domino Web Access (DWA) works on Internet Explorer 6+ (Windows XP/Vista) or Mozilla FireFox 2+ (Windows XP/Vista, Novell Linux Desktop, Linux RedHat RHEL 5.0, or Macintosh OS 10.4).

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 either in plain or rich text.
- **Calendar\Work Hours** tab. Define your work hours so others can search your free time.

When done, click **OK** to save the changes.

Add Contacts

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

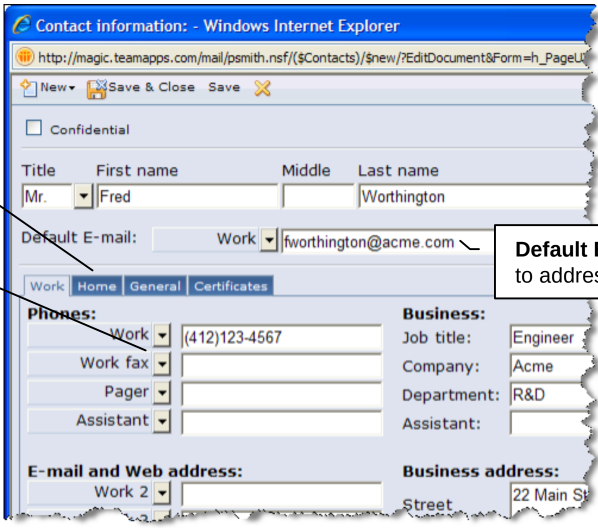
1. Click the **Contacts** tab to open your *Contacts*.

2. Click **New**.

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

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

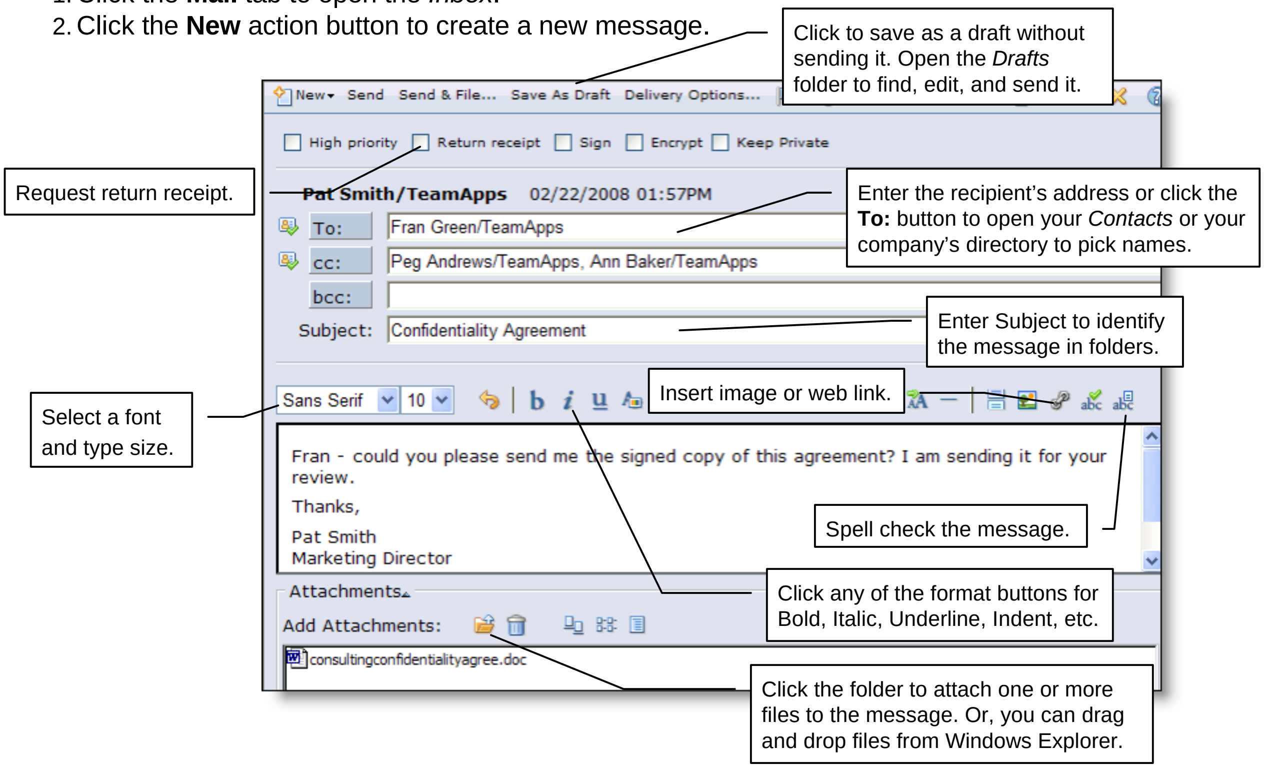
3. Click **Save & Close** to add the contact.



Default E-mail is used to address new memos.

Send Message

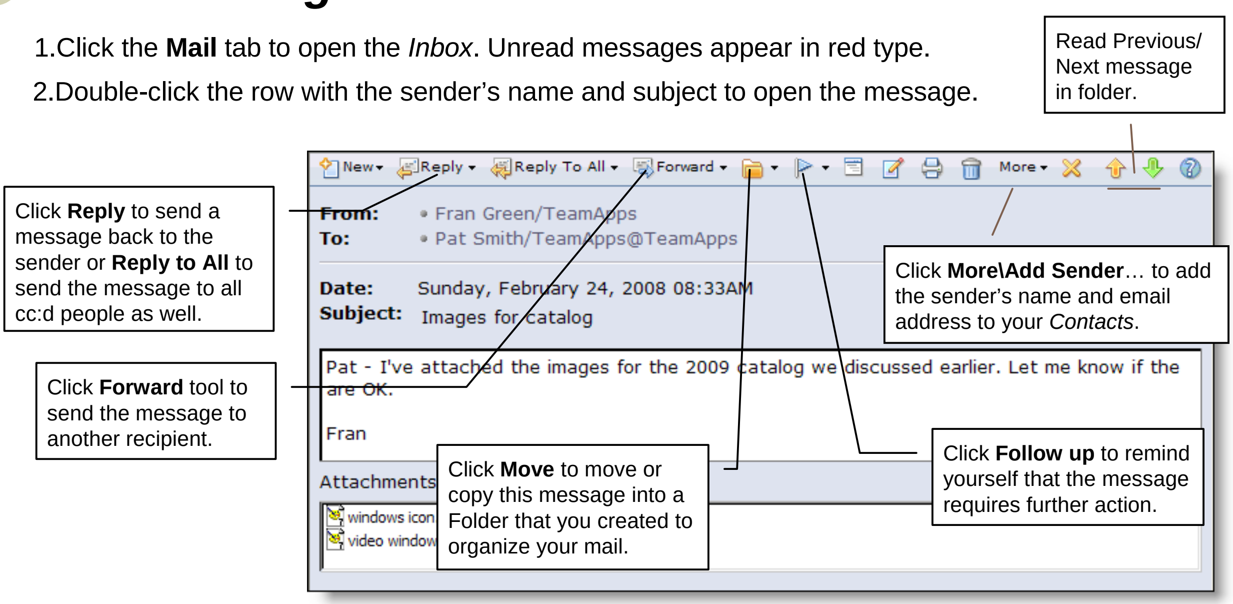
1. Click the **Mail** tab to open the *Inbox*.
2. Click the **New** action button to create a new message.



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

Read Message

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

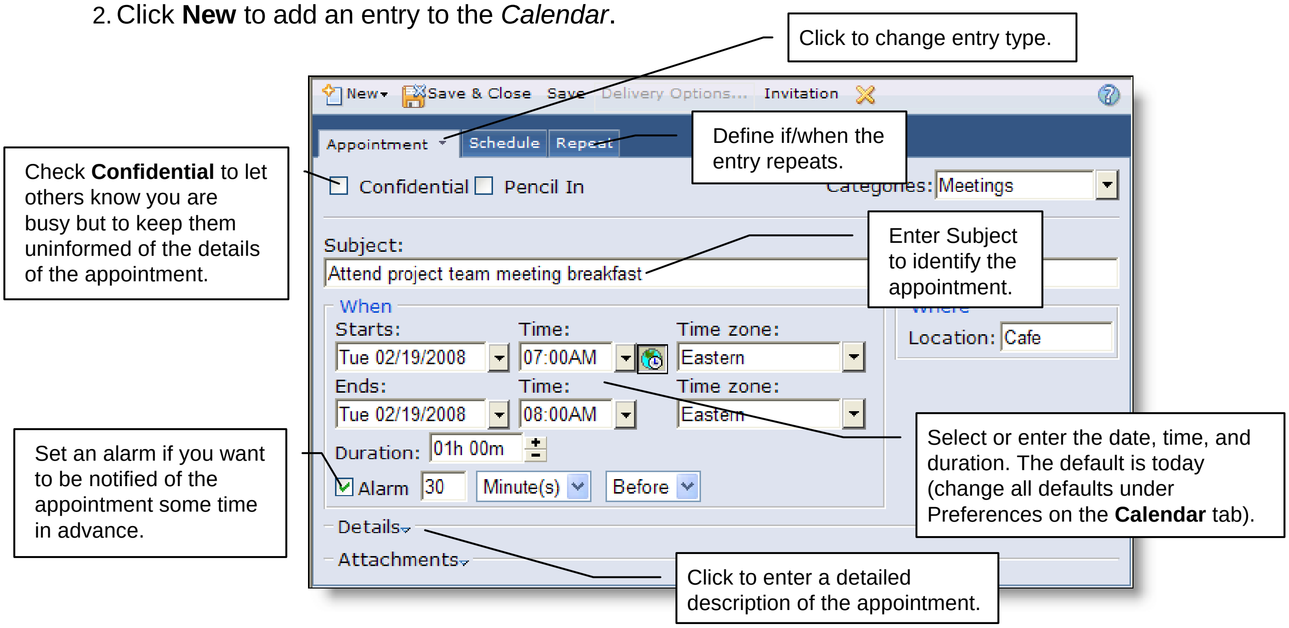


3. Click **Close** to close the message. The (read) message now appears in black type in the *Inbox*.

Calendar Entry

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

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



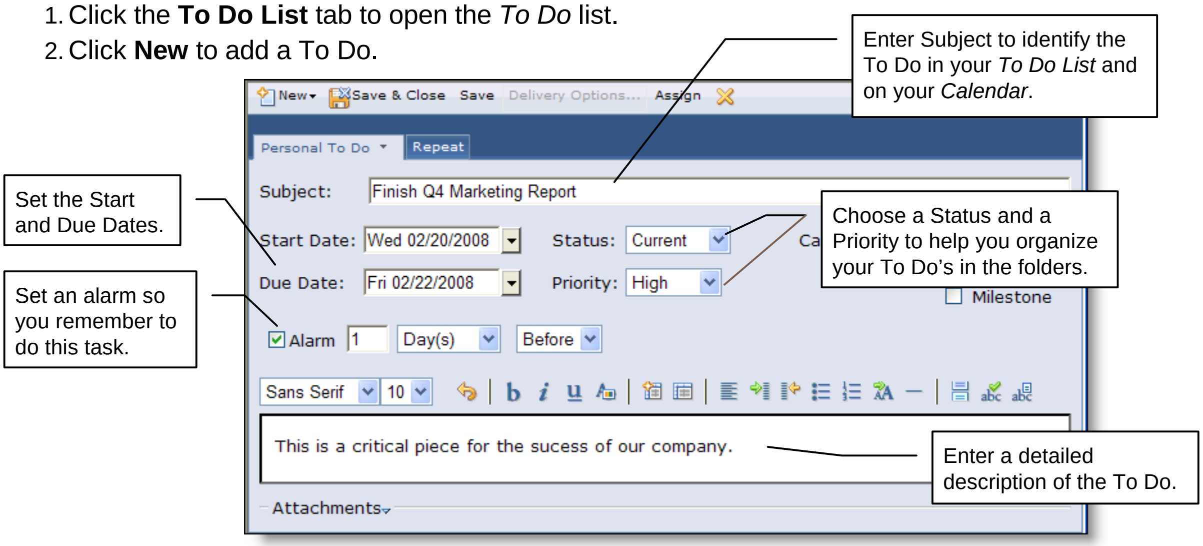
3. Click **Save & Close** to save the appointment on the *Calendar*.

Note: Change the entry type to **Meeting** to invite other people to the 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.



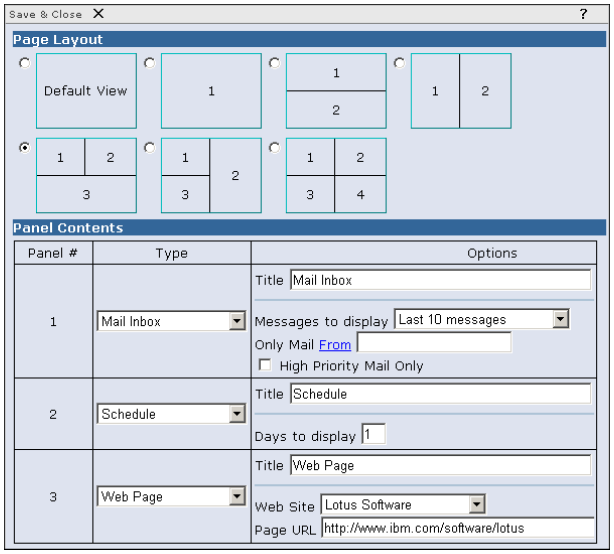
3. Click **Save & Close** to save the To Do.

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

Welcome Page

The *Welcome Page* can display the *Inbox*, *Calendar*, *To Do's*, 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 the *Welcome Page* changes



Tricks and Shortcuts

If you want to...	Do this…
Change the sort order of messages in the *Inbox*	Click the column headers Who, Date, Size, or Subject to sort by that column.
Be alerted when you have new messages	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	1. Click the **Mail** tab to open the *Inbox* folder. 2. Click the **More** action button and choose **Out of Office**. 3. Enter your leaving and returning dates and click the **Enable & Close** action button. When you return, remember to disable the Out of Office notifier.
Organize your messages in Folders	1. Click the **Mail** tab to open the *Inbox.* 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. Once created, you can drag messages to a folder (or to trash).
Quickly send a message while reading a Contact	Click the email address link 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 a message in the *Inbox*	Click (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 a word in the search box: You will be prompted if you need to create the full text index first.
Take free-form notes	Click the **Notebook** tab to open the *Notebook* and create pages.