

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

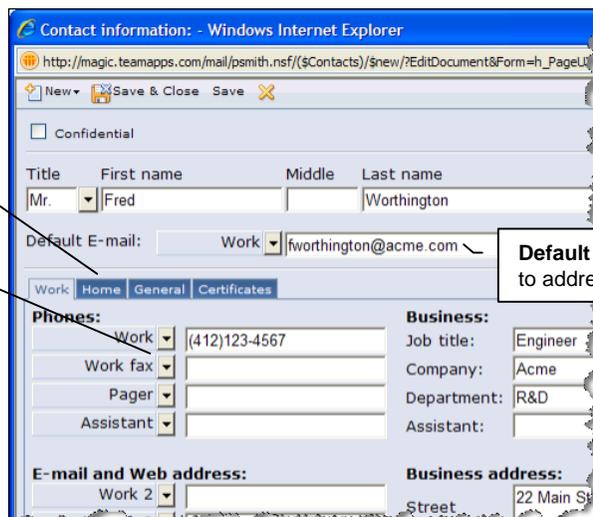
You can save email addresses and other contact information in Contacts.

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.

Request return receipt.

Click to save as a draft without sending it. Open the *Drafts* folder to find, edit, and send it.

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

Enter Subject to identify the message in folders.

Select a font and type size.

Insert image or web link.

Spell check the message.

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

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 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.

Read Previous/Next message in folder.

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

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

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

Click **Follow up** to remind yourself that the message requires further action.

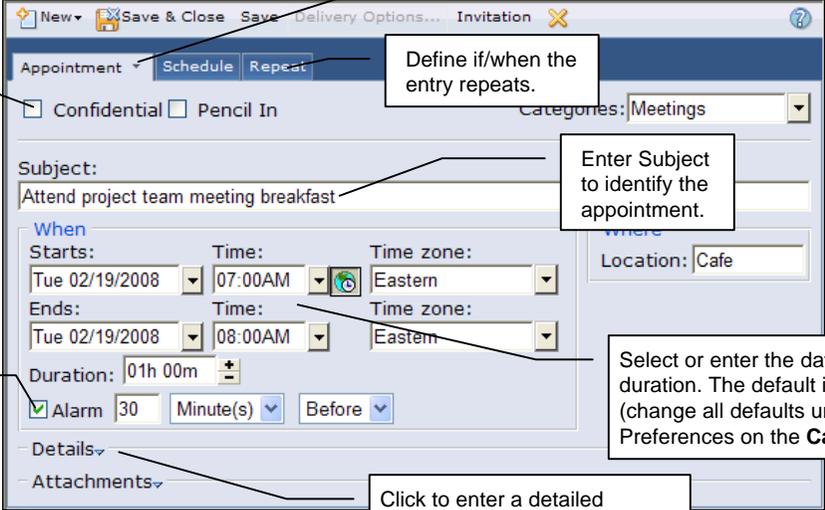
Click **More\Add Sender...** to add the sender's name and email address to your *Contacts*.

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*.



Check **Confidential** to let others know you are busy but to keep them uninformed of the details of the appointment.

Click to change entry type.

Define if/when the entry repeats.

Enter Subject to identify the appointment.

Set an alarm if you want to be notified of the appointment some time in advance.

Select or enter the date, time, and duration. The default is today (change all defaults under Preferences on the **Calendar** tab).

Click to enter a detailed description of the appointment.

Appointment | Schedule | Repeat

Confidential Pencil In

Categories: Meetings

Subject: Attend project team meeting breakfast

When

Starts: Tue 02/19/2008 07:00AM Eastern

Ends: Tue 02/19/2008 08:00AM Eastern

Duration: 01h 00m

Alarm 30 Minute(s) Before

Location: Cafe

Details

Attachments

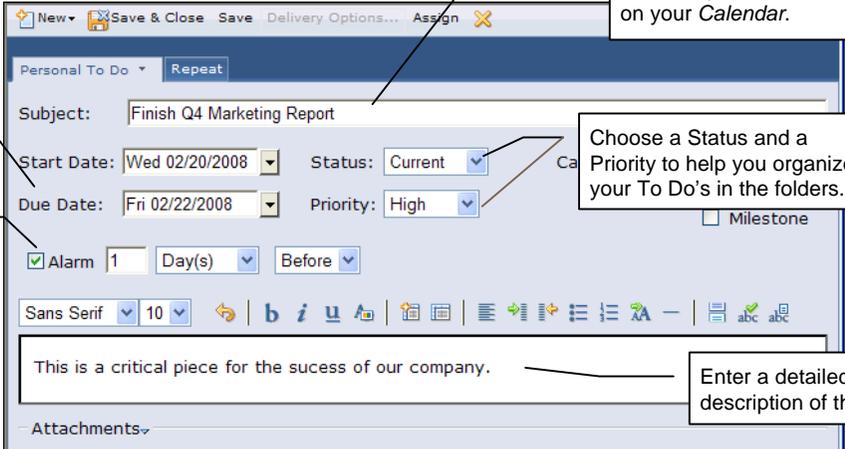
3. Click **Save & Close** to save the appointment on the *Calendar*.

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.



Enter Subject to identify the To Do in your *To Do List* and on your *Calendar*.

Set the Start and Due Dates.

Set an alarm so you remember to do this task.

Choose a Status and a Priority to help you organize your To Do's in the folders.

Enter a detailed description of the To Do.

Personal To Do | Repeat

Subject: Finish Q4 Marketing Report

Start Date: Wed 02/20/2008 Status: Current

Due Date: Fri 02/22/2008 Priority: High

Alarm 1 Day(s) Before

Milestone

Sans Serif 10

This is a critical piece for the success of our company.

Attachments

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

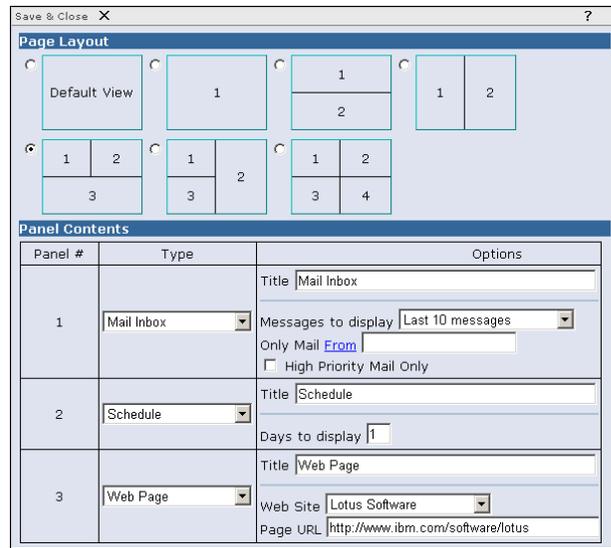
Note: To Do's also appear on the *Calendar*, but you can change this under Preferences.



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 <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 More action button and choose Out of Office. 3. Enter your leaving and returning dates and click the Enable & Close action button. <p>When you return, remember to disable the Out of Office notifier.</p>
Organize your messages in Folders	<ol style="list-style-type: none"> 1. Click the Mail tab to open the <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 MoveMove 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 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 <i>Inbox</i>	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	<p>Enter a word in the search box: <input type="text"/> </p> <p>You will be prompted if you need to create the full text index first.</p>
Take free-form notes	Click the Notebook tab to open the <i>Notebook</i> and create pages.