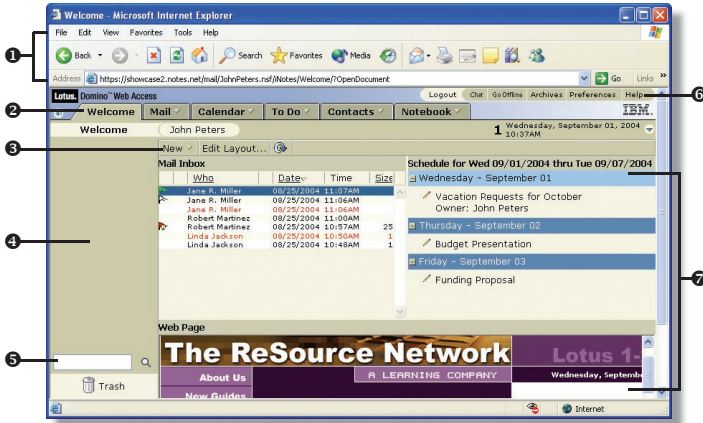




Getting Started

The Domino Web Access Window

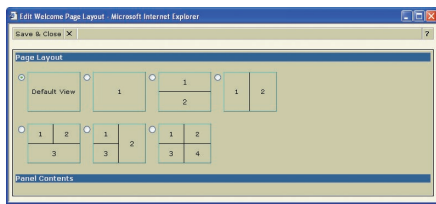


- 1 **Browser Toolbars** – allows the user to navigate in the browser.
- 2 **Domino Web Access Tabs** – contains shortcuts to the Welcome, Mail, Calendar, To Do List, Contacts, and Notebook features.
- 3 **Action Toolbar** – contains tools for use in each of the six main Domino Web Access functions.
- 4 **Navigation Panel** – contains shortcuts to folders, views, and locations within the Mail, Calendar, To Do List, Contacts, and Notebook features.
- 5 **Search Box** – allows you to search for items.
- 6 **Function Bar** – contains shortcuts for logging out, going offline, setting preferences, and getting help.
- 7 **Current View Pane** – displays the contents of the selected item or the currently open feature.

Note: To use Domino Web Access 6.5, you must have Microsoft Internet Explorer 5.5 or later, or Mozilla 1.3.1 (for Linux clients).

Customizing the Welcome Page

You can customize the layout of the Welcome Page to display different combinations of your mail, schedule, list of tasks, Web page, and other items.



1. Click on the **Welcome** Welcome tab.
2. On the **Welcome Page**, click the **Edit Layout** Edit Layout... button on the **Action** toolbar.
3. In the **Page Layout** section, select the number of panels you want to display.
4. In the **Panel Contents** section, click the arrow on the **Type** box and select the type of content that you want each panel to contain.
5. *Optional:* Enter a new title for each panel in the **Title** box.
6. *Optional:* Select other panel options.
7. Click the **Save and Close** Save & Close button when you are finished.

Note: This feature is only available if your system administrator allows it.

Opening Items in a New Window

You can open Mail, Calendar, To Do List, Contacts, and Notebook in separate windows. For example, you can open your Calendar in a new window while you are working in the Inbox. Rest your mouse pointer on the Domino Web Access tab for the function that you want to open and select **Open in New Window** from the resulting menu.



Enabling QuickSearch

In order to perform fast searches, you must enable full-text indexing.

1. Click the **Preferences** shortcut on the **Function Bar**.
2. Click the **Other** shortcut in the left panel.
3. In the **Search** section, check the **Enable full-text indexing for searching box**.
4. Click the **Save and Close** Save & Close button.

Searching for Items

You can search for items in the Calendar, Mail, and To Do List from the Welcome Page; however, you must be in Contacts to search for contacts and you must be in the Notebook to search for Notebook items.

1. Enter a word or phrase in the **Search** box.
2. Click the **QuickSearch** Q button. The search results will be displayed in the **Current View Pane**.

Note: To limit your search, begin your search in a specific feature. For example, to search for Mail items only, start the search in Mail.

Viewing Mail

1. Rest your mouse pointer on the **Mail** Mail tab and select **Inbox** from the resulting menu. (If you are already in the **Inbox**, click the **Refresh** Refresh button on the **Action** toolbar.)
2. Double-click a message to open the message in its own window.
3. *Optional:* To view unread messages only, rest your mouse pointer on the **View** View button on the **Action** toolbar and select **Show Unread Only** from the resulting menu.
4. *Optional:* To view the next or previous message in the **Inbox**, click the **Previous** Previous or **Next** Next button on the toolbar in the open message.

*Note: To view all messages again, rest your mouse pointer on the **View** View button and select **Show Unread Only**.*



Sorting Mail

Who	Date	Time	Size	Subject
Robert Martinez	08/25/2004	10:57AM	25020	Development Meeting
Linda Jackson	08/25/2004	10:48AM	1326	Funding Budget

- To sort messages in ascending order by name, click the **Who** header. Click the header again to undo the sort.
- To sort messages by date, click the **Date** header. Click the header again to switch between ascending and descending order.
- To sort messages in descending order by size, click the **Size** header. Click the header again to undo the sort.

