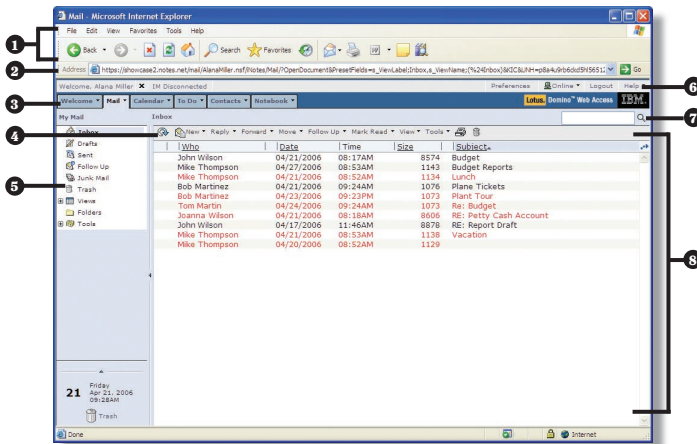




Getting Started The Domino Web Access Window



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

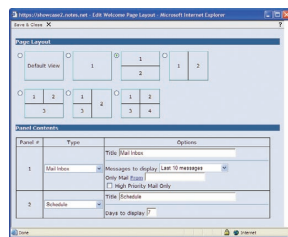
Note: If you have pop-up blockers enabled for your browser, you should disable them when using Domino Web Access.

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** tab.
2. On the **Welcome Page**, click the **Edit Layout** button on the **Action** toolbar.
3. In the **Page Layout** section of the dialog box that appears, 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 options for each panel.
7. Click the **Save & Close** button.

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



Navigating in Domino Web Access

To move between databases, click on the tab for the database you want to open. To move around within a database, click on the shortcuts in the **Navigation Panel**.

Opening a Database in a Separate Window

You can open the Welcome Page and the Mail, Calendar, To Do, Contacts, and Notebook databases in separate windows. For example, you can open the Inbox in a new window while you are working in the Calendar. Click the arrow on the Domino Web Access tab for the database that you want to open and select **Open in New Window** from the resulting menu.

Viewing Mail

1. Click the arrow on the **Mail** tab and select **Inbox** from the resulting menu. (If you are already in the **Inbox**, click the **Refresh** button on the **Action** toolbar.)
2. Double-click a message to open the message in its own window.
3. *Optional:* To view mail threads, click the **Show/Hide mail threads** button on the toolbar. (To hide mail threads, click the **Show/Hide mail threads** button again.)
4. *Optional:* To view the next or previous message in the **Inbox**, click the **Previous** or **Next** buttons on the toolbar.



Note: To view unread messages only, click the arrow on the **View** button on the **Action** toolbar and select **Show Unread Only** from the resulting menu. To view all messages again, click the arrow on the **View** button on the **Action** toolbar and select **Show Unread Only** from the resulting menu.

Sorting Mail

Who	Date	Time	Size	Subject
Bob Martinez	04/10/2006	11:44AM	1633	Fw: Profit Sharing
Sarah Thompson	04/10/2006	11:01AM	1086	Report Draft

- 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.
- To sort messages in ascending order by subject, click the **Subject** header. Click the header again to undo the sort.



Enabling QuickSearch

You must enable the full-text indexing to perform searches.

1. Click the **Preferences** shortcut on the **Function Bar**.
2. In the **Search** section, check the **Enable full-text indexing for searching** box.
3. Click the **OK** button.

Searching for Items

You can search for items in the Calendar, Mail, and To Do databases from the Welcome Page; however, you must be in the Contacts database to search for contacts and you must be in the Notebook database to search for Notebook items. You can limit your search by searching within a specific database, such as the Mail database.

1. Enter a word or phrase in the **Search** box.
2. Click the **QuickSearch** button.
3. Click the **Clear Results** button to go back to the previous view.