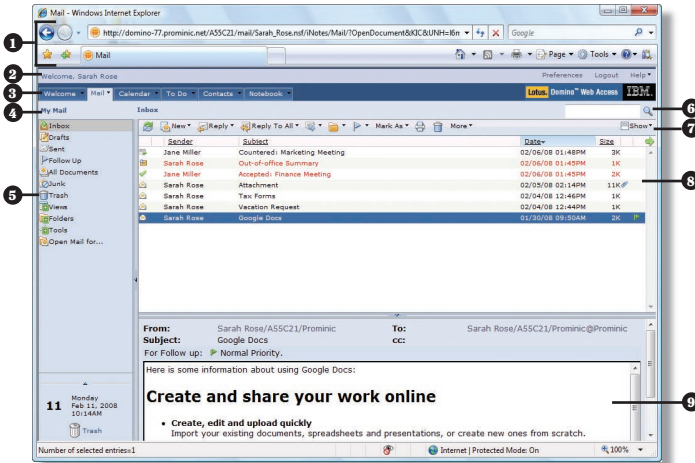




Getting Started

The Domino Web Access Window



- 1 **Browser Toolbars** – allow the user to navigate in the browser.
- 2 **Top Menu Bar** – contains shortcuts for functions such as preferences, logging out, and getting help.
- 3 **Domino Web Access Tabs** – contain shortcuts to the Welcome Page and applications.
- 4 **Title Bar** – displays whose mail file you are viewing and identifies the current view.
- 5 **Navigation Panel** – contains shortcuts to folders, views, and locations.
- 6 **Search Box** – allows you to search for items.
- 7 **Action Toolbar** – contains tools for use in each of the main Domino Web Access applications.
- 8 **Current View Pane** – displays the contents of the selected item or the currently open feature.
- 9 **Preview Pane** – displays a preview of the selected document.

NEW!

Note: If you have pop-up blockers enabled for your browser, you should disable them while 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. When you first log on to Domino Web Access you will be asked to create your own Welcome Page.

1. Click the **Edit Layout** Edit Layout... button on the **Action** toolbar.
2. In the **Page Layout** section, select the number of panels you want to display.
3. 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.
4. *Optional:* Enter a new title for each panel in the **Title** box.
5. *Optional:* Select other options for each panel.
6. Click the **Save & Close** Save & Close button.

*Note: To customize the Welcome Page while you are working in Domino Web Access, click on the **Welcome** Welcome tab.*

Opening an Application in a Separate Window

You can open the Welcome Page and the Mail, Calendar, To Do, Contacts, and Notebook applications in separate windows. Click the arrow on the Domino Web Access tab for the application that you want to open and select **Open in New Window** from the resulting menu.

Printing a View or Document

1. Open the view or select the document or documents you want to print.
2. Click the **Print this view** Print button on the **Action** toolbar.
3. Do one of the following:
 - To print the view, select **Selected View**.
 - To print the selected document or documents, select **Selected Documents** and select options under **Document Options**.
4. Click the **Print** button.
5. *Optional:* Select print options.
6. Click the **Print** button.

Creating a Folder

1. In the **Mail** application, click the arrow on the **New** New button on the **Action** toolbar.
2. Select **Folder** from the resulting menu.
3. Enter a name for the new folder in the **Folder name** box.
4. Select a location for the folder. (To create a subfolder, select the name of the folder you want to place the subfolder in.)
5. Click the **OK** button.

Moving or Copying an Item

1. In the **Mail** application, select the item you want to move or copy.
2. Click the arrow on the **Move** Move button on the **Action** toolbar and do one of the following:
 - To move the item to a new folder, select **Move To Folder** from the resulting menu.
 - To copy the item to a new folder and leave it in the original location, select **Copy To Folder** from the resulting menu.
3. Select the folder you want to move or copy the item to.
4. Click the **OK** button.

*Note: To remove an item from a folder and have it visible only in **All Documents** view, click the **Move** Move button on the **Action** toolbar and select **Remove From Folder** from the resulting menu.*

Deleting an Item

1. Select the item you want to delete.
2. Click the **Click to delete the selected entries** Delete button on the **Action** toolbar. (This places the item in the **Trash** folder.)

Working with the Trash Folder

1. Click the **Trash** shortcut in the **Navigation Panel**.
2. Do one of the following:
 - To restore an item, select the item and click the **Restore** Restore button on the **Action** toolbar.
 - To permanently delete an item, select the item and click the **Delete from trash** Delete from trash button on the **Action** toolbar. Click the **OK** button.
 - To empty the **Trash** folder, click the **Empty Trash** Empty Trash button on the **Action** toolbar. Click the **OK** button.

*Note: You cannot restore items once the soft deletion time has expired or the **Trash** folder has been emptied.*

Logging Out

1. Click the **Logout** Logout button on the **Top Menu Bar**.
2. *Optional:* If you are at a shared computer, check the **Logout for Shared PCs or Kiosk Users** box. Make selections and click the **OK** button. Click the **OK** button again.
3. Click the **Close window** button.
4. Click the **Yes** button.