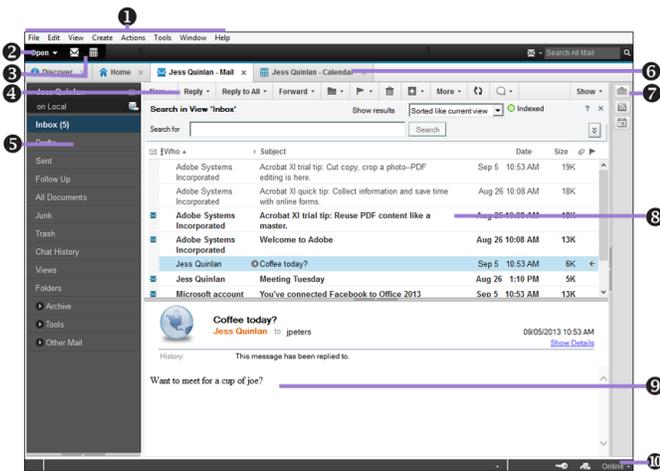


Getting Started

The IBM Notes Window



- 1 **Menu Bar** – contains all the tools for use with IBM Notes.
- 2 **Open List** – contains links to IBM Notes applications, folders, bookmarks, and other items.
- 3 **Shortcut Buttons** – provide quick access to core IBM Notes features.
- 4 **Toolbar** – contains context sensitive buttons for working in the current application or document.
- 5 **Navigator** – displays the views and folders for the currently open application.
- 6 **Window Tab** – allows you to manage open pages, applications and documents.
- 7 **Sidebar** – provides quick access to items like Feeds, Day-At-A-Glance, Sametime Contacts, and Widgets.
- 8 **View Pane** – displays the contents of the current view.
- 9 **Preview Pane** – displays a preview of the selected document.
- 10 **Status Bar** – gives context specific information about the active window.

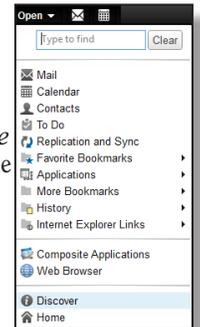
Exploring with the Discover Page **NEW!**

The **Discover Page** is a good place to start learning about IBM Notes. You can use the page to access information about new features, tips, resources, and links to more information. Click the **What's New**, **For New Users**, **Hints and Tips**, or **Quick Links** tabs to move between **Discover Page** content.

Using the Open List

Use the **Open List** to open Notes applications, documents, Bookmarks, Contacts, Calendar, links to Web Browser, and your Home page.

- To navigate using the **Open List**, click the **Open** **Open** button and select an item from the resulting menu.
- To dock the **Open List** along the edge of the window, select **Dock the Open List** from the **View** menu.
- To undock the **Open List**, select **Dock the Open List** from the **View** menu.
- To search the **Open List**, begin typing your search keyword in the **Type to find** box. Click **Clear** to start over.



Adding a Shortcut Button **NEW!**

You can quickly access your **Inbox** and **Calendar** by clicking the **Inbox** or **Calendar** **Shortcut** buttons beside the **Open List**.

1. Click the **View** menu on the **Menu Bar**.
2. Select **Show Shortcut Buttons** from the drop-down menu.
3. Click beside the **Shortcut Buttons** you wish to add.

Customizing your Sidebar

1. Click the **View** menu on the **Menu Bar**.
2. Do one of the following from the resulting menu:
 - To increase the display size of your **Sidebar**, select **Right Sidebar**. Choose **Open**.
 - To resize the **Sidebar**, rest your mouse pointer on the left edge of the **Sidebar** and click and drag to resize.
 - To close the **Sidebar**, select **Right Sidebar**. Choose **Closed**.
 - To add more features to your **Sidebar**, select **Right Sidebar Panels** and check the features you wish to add to your **Sidebar**.

Working with Window Tabs

The window tabs allow you to move between open windows. When you open an application or document, a new window tab will appear.

- To switch to an open window, click on its window tab.
- To view thumbnails of an open window tab, click the **Window** menu on the **Menu Bar**. Select **Show Thumbnails** from the drop-down menu or press **Ctrl + Shift + T**. (To open a window from a thumbnail, double-click the thumbnail.)
- To close an open window, click the **Close** button on the right side of the window tab or select **Close** from the **File** menu.

Note: To close all open windows, select **Close All** from the **File** menu.

NEW! Setting a Home Page

The Home Page acts as a hub for the IBM Notes features you use most frequently. Your default Home Page is the Discover page. To change your Home Page:

1. Click the **Quick Links** tab on the **Discover Page**.
2. Click the **Change your Home Page** link under **Additional Resources**.
3. Click the **Click here for Home Page options** arrow to expand your options.
4. Click **Create a New Home Page** button.
5. Follow the steps in the **New Page** wizard to customize the name, layout, and content of your new home page.
6. Click **Finish** to view your new **Home Page**.

Note: To access your new **Home Page**, click the **Open** **Open** button and select **Home** from the drop-down menu.