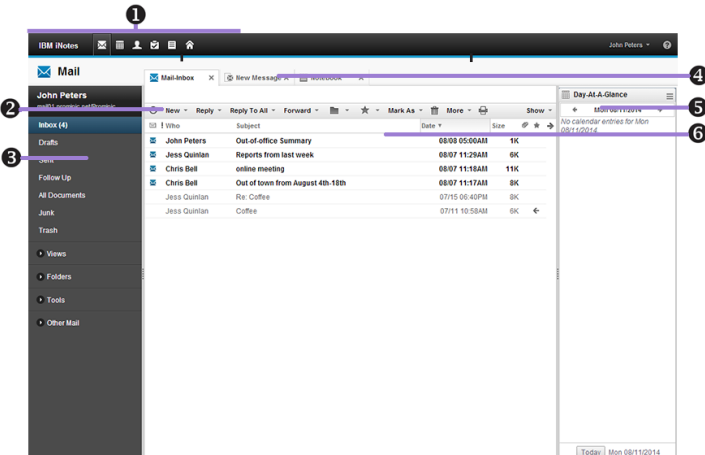


## Getting Started

### The IBM iNotes Window



- ❶ **Shortcut Buttons** – provide quick access to core IBM Notes features.
- ❷ **Toolbar** – contains context sensitive buttons for working in the current application or document.
- ❸ **Navigator** – displays the views and folders for the currently open application.
- ❹ **Window Tabs** – allows you to manage open pages, applications and documents.
- ❺ **Sidebar** – provides quick access to items like **Help** and **Day-At-A-Glance**.
- ❻ **View Pane** – displays the contents of the current view.

### NEW! Logging into iNotes

1. In your Internet browser's address box, enter your **IBM iNotes** mail URL.
2. Enter your user name and Internet password.
3. *Optional:* If prompted, select **Full mode** or **Ultra-light mode**.
4. *Optional:* If you are logging onto a public computer, check **Shared or Public Computer**.
5. Click **Log In**.

*Note: Some parts of iNotes may not function if you have a pop-up blocker enabled in your browser.*

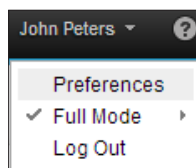
### NEW! Logging Out

1. In the right-top corner of your screen, click your **User Name**.
2. Select **Log Out** from the drop-down menu.

*Note: For best security practices, close your Internet browser once you have logged out of iNotes.*

### Changing your Password

1. In the right-top corner of your screen, click your **User Name**.
2. Select **Preferences**.
3. Click **Security**.
4. Under the **Change Password** section, click the **Change** button.





### Using Ultra-light Mode on a Device (NEW!)

Ultra-light mode is a version of iNotes especially compatible for use on a touchscreen mobile device. You can perform common functions in iNotes through the Ultra-light mode icons. If applicable, select Ultra-light mode when you sign in.







### Customizing a Home Page (NEW!)

The Home Page acts as a hub for the IBM iNotes features you use most frequently. For example, if you usually check your Inbox and schedule, you can select a layout that emphasizes those options.

1. Click the **Home Page**  icon on the **IBM iNotes banner**.
2. Click the **Edit Layout** link on the **Action bar**.
3. In the **Page Layout** area, select a view.
4. In the **Panel Contents** area, select your content types and select options.
5. When you are finished, click **Save and Close**. Your newly designed **Home Page** will now appear when you click the **Home Page**  icon.




### Using the IBM iNotes Banner (NEW!)

Use the IBM iNotes Banner to navigate iNotes, including:

- **Mail** : read and send email, as well as access your drafts and documents.
- **Calendar** : create meetings and appointments as well as view calendars and meeting notices.
- **Contacts** : create or view contacts.
- **To-Do** : create a new **To Do** list or view previous lists.
- **Notebook** : add notes or view connected **Notebooks**.
- **Home** : view your **Home Page**.

*Notes: When you click an icon, a new tab will open.*

### Using the Sidebar

- *To open the **Sidebar***, click the arrow on the **Show** **Show** button on the **Action bar**, and select **Sidebar**.
- *To hide a panel*, click the **Sidebar menu**  button and select **Hide Panel** in new tab from the resulting menu.
- *To show or display panels*, click the **Sidebar menu**  button and select **Show All** or **Collapse All** from the resulting menu.
- *To close the **Sidebar***, click the **Sidebar menu**  button and select **Close Sidebar** from the resulting menu.

### Customizing your Preferences

1. In the right-top corner of your screen, click your **User Name**.
2. Select **Preferences** from the drop-down menu.
3. From here, you can do one of the following:
  - *To change which tab is displayed when starting iNotes*, click the arrow under the **Display Options** area and select the desired tab.
  - *To add additional personal categories*, click **Type here to add a new category under the Personal categories** area and enter the name of your new category.
  - *To change the way that contact names display*, click the arrow under the **Default display for contact names** area and select a display type.
4. When you are finished customizing, click **Save and Close**.