

The intent of this exercise is to expose you to some of the new features in the Notes 6.5 client if you have not yet been able to use them. New enhancements include the new Workplace welcome page, Sametime IM and presence awareness, Follow up flags, Block mail from sender, CSV export, and additional drag and drop support.

1. Load up the VMware image and log in
2. Launch Sametime Connect
3. Launch Notes client
4. Review features

1. Load up the VMware image and log in

If you do not already have the Domino VM image running from a previous exercise, start it up by clicking on the “Revert” button.

For the best experience, set the VM screen to full screen mode by hitting <ctrl><alt><enter>

- to leave full screen mode, hit <ctrl><alt>

Login to Windows as the user below.

Note: since you are running in a VM image, use <ctrl><alt><ins> to login instead of <ctrl><alt>

- user name: **emonroe**
- password: **password**

2. Launch Sametime Connect

Launch Sametime Connect in browser. This is to illustrate ST capabilities in Notes. Log into Sametime as follows:

- Launch Internet Explorer. The default home page should display the Sametime Meeting Center.
- click on “Launch Sametime Connect”, enter the user information below, and click Logon

user name: **ian stuart**
password: **password**

3. Launch Notes client

- launch the Notes 6.5 client using the icon on the desktop
- you will not be challenged for a Notes ID password because single-sign on is enabled in this demo but you will see an authentication dialog box that says “Log on to instant messaging”
- keeping Edith’s name for the user name, enter **password** as the password.

4. Review Features

Workspace Welcome page

Upon entry to the Notes client, you will see a new welcome page option which is the Workplace welcome page. It has the appearance of a portal experience with portlet-like boxes and page tabs on the screen. There are no native portlets running ... it is all based on Notes. However, it intended to start exposing end users to a portal experience.

Open Edith's mail file by either clicking on Launch Mail in the Inbox "portlet" or using the mail icon on the bookmark bar to the left.

Sametime Instant Messaging & Presence Awareness

- Scrolling to the bottom of the Inbox, you will see green boxes next to emails from Ian Stuart.
- If you hover the mouse over the green box, you will see whatever message Ian put for that presence option.
- right-click on the green box and select "Chat with" and have an IM session with Ian. Alternately, there is a new Chat button on the button bar up top which you can use to initiate a chat. You can also use it to open the buddy list and add the sender to the buddy list.
- on the status bar at the bottom just below the Inbox, you will see a Sametime status indicator showing your online status. (ex. "I am Active") Click on that and you can control your presence status (active, away, DND), edit your status message, and show your buddy list.

Note that this Sametime capability is built into the Notes 6.5 client itself It does not require that the ST Connect client be installed.

Also note that we have provided IM/Chat capability in the mail template but support for it is also built into Domino Designer so customers can build IM/Chat into their Domino apps as well.

Follow up flags

You will notice to the left of the Inbox and below the Folders is a new area for Follow Up flags. That area is similar to the mini-notices view introduced with ND6.0 calendaring. If you hover over any of those items, you will see a pop up that includes custom text you provide in the following way. Select a message and click on the new Follow Up button on the button bar up top and select Add or Edit Flag. You can set flag priorities and add text into the follow up action box to serve as reminder information. If you selected a document that already had a flag set, you might see some comments already in the action box which you can edit or add to. Also note that you can determine when the follow up should happen and there is also an option to set an alarm to go off at that time. Click OK to save the settings.

Block Mail from Sender

To prevent future email from a particular sender:

- select a message then click on the Tools button on the button bar
- select "Block Mail from Sender..."

- click OK to confirm that you want to block email from the displayed sender and messages from that sender will subsequently go straight to the Junk Mail folder and not be seen in the Inbox.
- to remove a sender from the list click on the Junk Mail folder then either select message from that person and click the Unblock button or click on the Manage List button and remove that individual from the list. (Note that the user you selected will be removed from the Block Sender list but the email you selected will not automatically move out of the Junk Mail folder. You would have to drag that back to the Inbox or other folder.

Export view to Comma Separated Value (CSV)

- At the Inbox view of Edith's mail, click File, Export.
- Enter "c:\csvtest" in the file name field.
- In the "Save as type" field, pick Comma Separated Value from the list then click Export.
- keep defaults on the next dialog box and click OK.
- using Windows notepad, open that file and see the format displayed. This file can be imported directly into a spreadsheet application like 123 or Excel.

Drag and drop

- select an email from someone in Edith's Inbox (like Jim Smith) and drag it over the Calendar icon on the left bookmark bar.
- select the Meeting type of calendar entry and see that it creates a calendar entry with that email in the description field.
- you can also drag and drop emails to To Do
- similarly, you can be in your To Do list and drag and drop a To Do into a calendar entry.