Lotus Notes 8.5.3 Installation Guide

Follow these instructions to install and configure Lotus Notes 8.5.1 on your computer.

Note: These instructions are written for Windows XP. If you use a different operating system, there may be some slight variations.

Requirements

You will need the following to configure Lotus Notes on your home computer:

- 1. CD from Osgoode ITS containing the software and your ID file.
- 2. The computer you are using needs to be connected to the Internet.

Client Installation

- 1. Double-click on **My Computer**, then open the CD-ROM drive.
- 2. Open the Lotus Notes 8.5.1 folder, then double-click on Setup.exe
- **3.** Lotus will extract files, which may take several minutes. When the installation window appears, click **Next**
- On the License Agreement screen, select I accept the terms in the license agreement. Click Next

BLotus Notes 8.5.1 - Ins	tall Wizard 🛛 🕅 🕅	😸 Lotus Notes 8.5.1 - Install Wizard 📃 🗌 🔀
	Welcome to the Installation Wizard for Lotus Notes 8.5.1	License Agreement Please read the following license agreement carefully.
	The Wizard will install Lotus Notes 8.5.1 on your computer. To continue, click Next.	International Program License Agreement Part 1 - General Terms
	WARNING: This program is protected by copyright law and international treaties.	BY DOWNLOADING, INSTALLING, COPYING, ACCESSING, CLICKING ON AN "ACCEPT" BUTTON, OR OTHERWISE USING THE PROGRAM, LICENSEE AGREES TO THE TERMS OF THIS AGREEMENT. IF YOU ARE ACCEPTING THESE TERMS ON BEHALF OF LICENSEE, YOU REPRESENT AND WARRANT THAT YOU HAVE FULL AUTHORITY TO BIND LICENSEE TO THESE TERMS. IF YOU DO NOT AGREE TO THESE TERMS,
		Read non-IBM terms. I accept the terms in the license agreement I do not accept the terms in the license agreement InstalBriefd
	< <u>Back</u> <u>N</u> ext > Cancel	Print < Back Next > Cancel





- On the *Customer Information* screen, select Anyone who uses this computer (Multi-User Install). Click Next.
- 6. On the Installation Path Selection screen, leave the default and click Next.



- 7. On the *Custom Setup* screen, click the box beside **Sametime (integrated)** and select **Do Not Install**. Click **Next**.
- 8. On the Ready to Install the Program screen, leave the defaults and click Next



9. The Lotus Notes client will install on your computer, which may take several minutes. When it is done, click **Finish**



Configure Lotus Notes

Follow these steps to configure Lotus Notes to access your Osgoode email account. **Note:** You need to be connected to the Internet to configure Lotus Notes.

- 1. Double-click the Lotus Notes 8.5 icon on your desktop.
- 2. On the Welcome screen, click Next
- Under Your name, enter your full name (i.e. "John Doe"). In the Domino Server field, type "inotes/osgoode". Click Next



4. Select Set up a connection to a local area network (LAN) and then click Next



- 5. Under Domino server name, enter "inotes/osgoode"
- 6. Drop-down Select Network Type and select "TCP/IP"
- 7. Under Server address, enter "deed.osgoode.yorku.ca"
- 8. Click Next

IBM Lotus Notes 8.5.1	1 Client Configuration ? 🗙				
	Domino Server Network Information				
	Sometimes Notes needs additional information to connect to a Domino server on a local area network. Please enter the name of a Domino server which may be reachable and verify the spelling.				
	Domino server name				
	inotes/osgoode				
	Please provide specific network information to help locate this server.				
	ТСР/IP 💽 Options				
	Server address (for example host name or IP address)				
Lotus. Domino 8.5	deed.osgoode.yorku.ca				
2					
	✓ Previous Next ➤ Cancel				

- You will be prompted to enter a password. Do not enter a password at this time.
 Click Exit
- 10. On the Notes ID File screen, click on Browse... Select your ID file from the CD you were provided, then click Next
- **11.** Click **Yes** to copy your ID file to the data directory.



- 12. You will be prompted for a password. Enter "changeme"
- **13.**On the next screen, click **Finish**

				IBM Lotus Notes 8.5.1 Client Configuration		
				Internet	Additional Services	
					Please select the services you would like to configure:	
					Internet mail servers (PDP or IMAP, SMTP)	
Lotus Notes			×		Negsgroup server (NNTP)	
				125	Directory server (LDAP)	
	User name:	Shahnoor Tilak			Connection type: LAN	
•R	Password:	[_	Internet	Internet Progui servers Beplication settings for sending and receiving shall	
		Log <u>I</u> n	Exit		Bevious	Einish

14. Close the Getting Started tab.

15. On the Home screen, click on Use the Default



- 16. Click on File, Security, User Security. Enter "changeme"
- 17. Click on Change Password ... Enter "changeme"
- 18. Enter the password you would like to use twice, and click OK

?	Change Password			
	Change Your Password			
000000000000000000000000000000000000000	Enter new password			
000000000000000000000000000000000000000	Re-enter new password XXXXXXX			
bit RC2 Generate Password	Encryption Strength 128 bit RC	2	rity	er Security
ord	Tips for creating a good password		cunty Basics Who You Are	 Security Basics
uired to meet the standards for level: spite risk of being guessed by trial and error (5)	 Your password quality is required the Allow weak password, despite the For example (acts) do not used. 	I M*Lotus'Notes'Data'atlak.id 128.bit RC2 Mail Recovery ID	ver identity Name Entraced (SAM) entity of Others ID File C:\Program Files (k8) had Others Do ID File encryption strength	Your Identity Identity of Others
w password differ from last 50 passwords.	2. Recommended that your new pas	20/11/2028 Benew	ID File expiration date	E Notes Data
etters, numbers and special characters. 2Guess?	 Use upper and lower case letters, For example: YRUTrying2Gue 	8	al Your Login and Password Set	Mail
to remember, use a phrase or sentence. ston!	 For a password that is easy to rem For example: 1 live in Boston! 	Ohange Password Committee Password	To change your password, click he	
or a single word found in a dictionary. Shakespeare	 Avoid using a single name or a sir For example, do not use: Shak 	veb/internet password to match Notes password her Notes-based programs (reduces security)	Don't let administrator set Domi	
		suit /Osgoode ID Vault [D Vault Sync	This ID file has been backed up int	
			Logout Settings	
		a 35 📩 minutes	Automatically lock my Notes ID	
		× [35 ≟] minutes OK Cose	Automatically lock my Notes ID	

The Lotus Notes setup is complete.

Note: You should setup your contacts replication to synchronize your contacts with your webmail. This is also a required step if you have an Osgoode Blackberry.

Setup Contacts Replication

- 1. Click on File, Preferences, Contacts
- 2. Place a checkmark beside Enable "Synchronize Contacts" on the Replicator
- 3. Click OK

😡 Preferences		_ 🗆 🔀
type filter text	Contacts	⇔ - ⇔ - ▼
Accounts Basic Notes Client Configuration ⊖ Calendar and To Do	Contacts owner. Shahnoor Tilak/osgoode	^
Feeds	☐ Sort the names of group members alphabetically	
- Fonts and Colors	Optimize index for advanced searching of Contacts	
- Live Text	Always accept the default name assignment when adding contacts	
Locations	Enable "Synchronize Contacts" on the Replicator (Required for Contacts delegation and Notes Contacts synchronization)	
- Log Settings	Do not automatically add names to the Becent Contacts view	
- Notes Ports - Regional Settings	Delete documents in my Trash after 48 hours	
Replication and Sync Search	Default display for contact names:	
- Spell Check	Last Name, First Name	
Toolbar	Apply format to all entries	
Web Browser Widgets Windows and Themes	The default name display applies to new contact entries only. Check this box to apply the default name display to existing entries also.	=
21 DODAGO 46.01 SHUGAO GAOSA A AURISHIGA	Default address format. Format 1	
	First Last Company Street Address City, State/Prov. Zip/Postal Country/Region	
	Used in: Australia, Canada, United States	
	When others grant you access to their contacts, you can create shortcuts to open them. The shortcuts appear in the contacts navigator under "Other Contacts."	
	Create shortcuts to open the other contacts of these people:	
		×
		Cancel

- 4. Click on the blue **Open** button, and select **Replication and Sync**
- 5. Place a checkmark under Enabled, beside Synchronize Contacts

GReplication and Sync - IBM Lotus Notes							
Elle Edit View Greate Actions Text Tools Window Help							
Open 🗦 🕒 🕲 Getting Started 🗙 🚷 Home 🛪 🖓 Repli	cation and Sync	×					
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Replication and Sync • 2kart Now •	3. hedule •	4 plication-Spe	cific Options]	5eferences	Options are for Online	×	
Enabled High Priority Application ^	Last Run	~	Scope S	ummary 🗸			
Synchronize Contacts			1512 w	ith inotes/osgoode			
Application templates (NTFs)			5←□€				
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No replication/sync in progress							
Last replication/sync ran at, scheduled replication/sync is disabled							
				*		ZÀ On	line 🔺

- 6. Click Schedule then Enable Scheduled Replication/Sync
- 7. Click Schedule again, Set Replication/Sync Schedule ...
- 8. Towards the bottom of the window, place a checkmark beside Replicate/Sync when I start the client and Replicate/Sync when I shut down the client
- 9. Click OK

Replication/Sync Schedule for location Online ? 🔀				
You can set a different replication/sync schedule for each location. The schedule you set now applies to the location name you see in the status bar.				
Normal-priority schedule				
Replicate/Sync at this interval for normal priority				
Daily from: 08:00 AM 🕑 to: 10:00 PM 🕚				
Repeat every (minutes): 60				
Days of the week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday				
High-priority schedule				
Replicate/Sync at this additional interval for high priority				
Daily from: 08:00 AM () to: 10:00 PM ()				
Repeat every (minutes): 60				
Days of the week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday				
Other triggers				
Replicate/Sync when I start the client				
Prompt me				
Beplicate/Sync when I shut down the client				
Prompt me				
OK Cancel				

Your contact replication is setup. Close and re-open Lotus Notes to do an initial synchronization of your contacts.