

# 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.

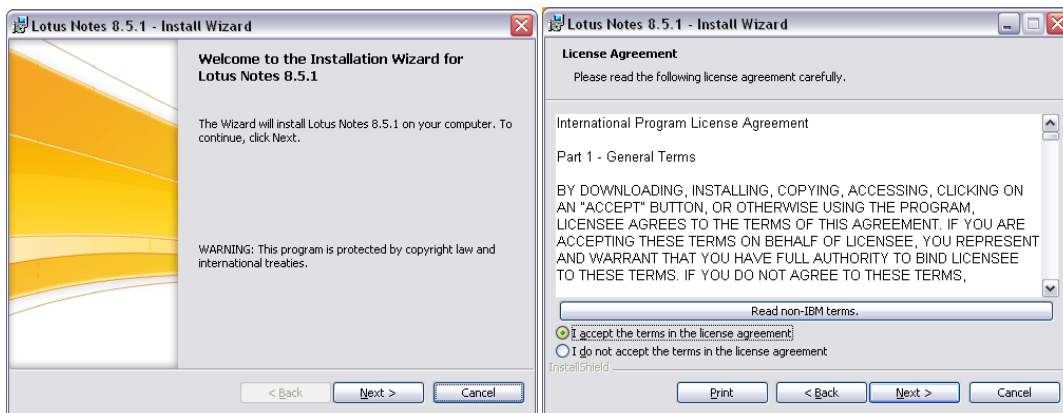
## Requirements

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

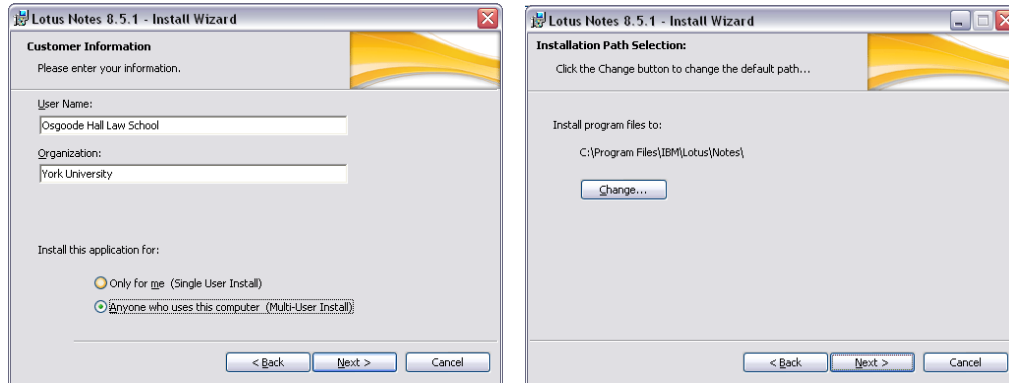
1. CD from Osgoode ITS containing the software and your ID file.
2. The computer you are using needs to be connected to the Internet.

## Client Installation

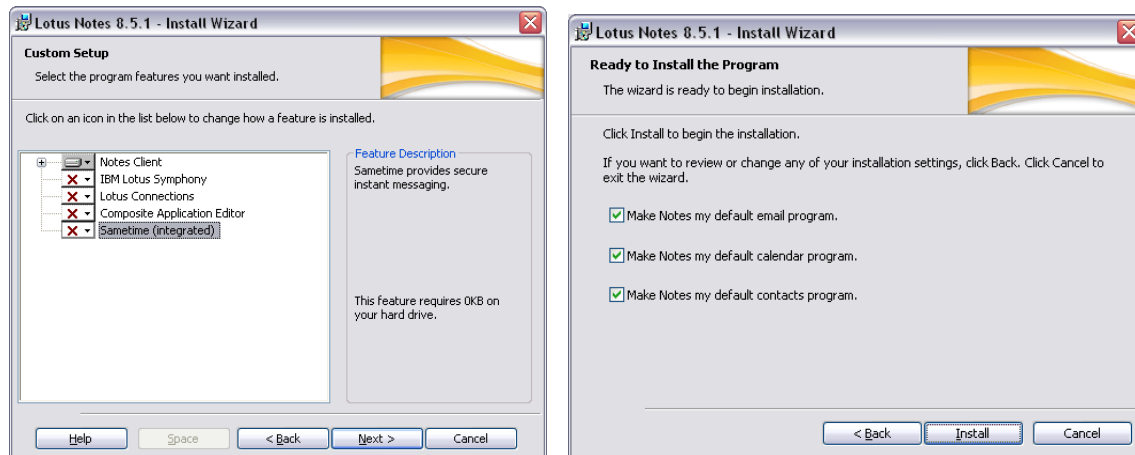
1. Double-click on **My Computer**, then open the CD-ROM drive.
2. Open the **Lotus Notes 8.5.1** folder, then double-click on **Setup.exe**
3. Lotus will extract files, which may take several minutes. When the installation window appears, click **Next**
4. On the **License Agreement** screen, select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



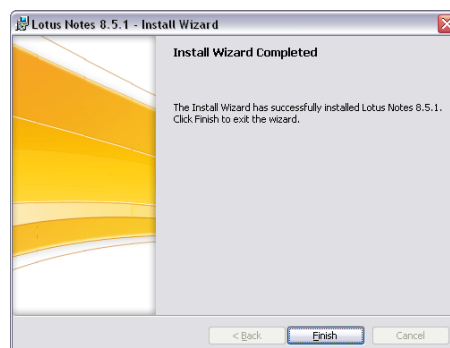
- On the **Customer Information** screen, select **Anyone who uses this computer (Multi-User Install)**. Click **Next**.
- On the **Installation Path Selection** screen, leave the default and click **Next**.



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



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

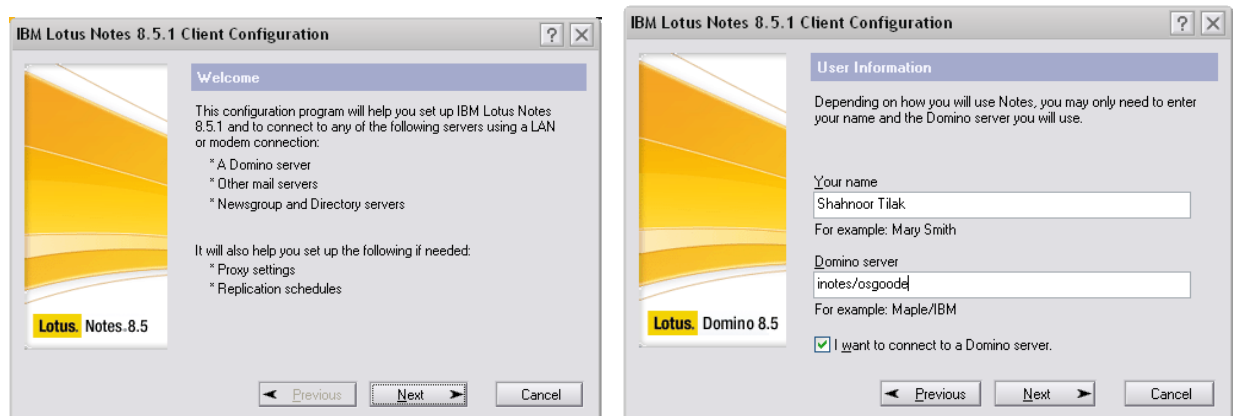


## Configure Lotus Notes

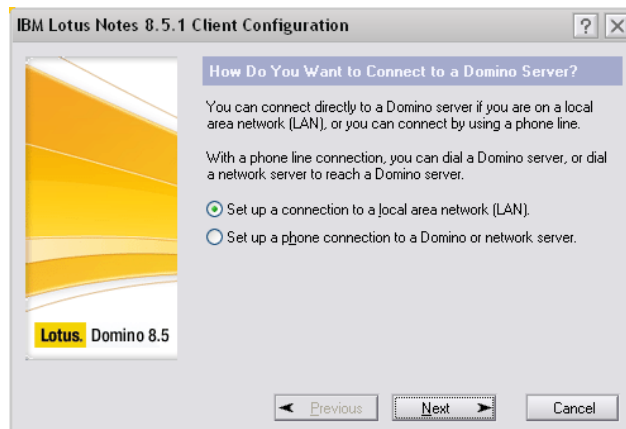
Follow these steps to configure Lotus Notes to access your Osgoode email account.

**Note:** You need to be connected to the Internet to configure Lotus Notes.

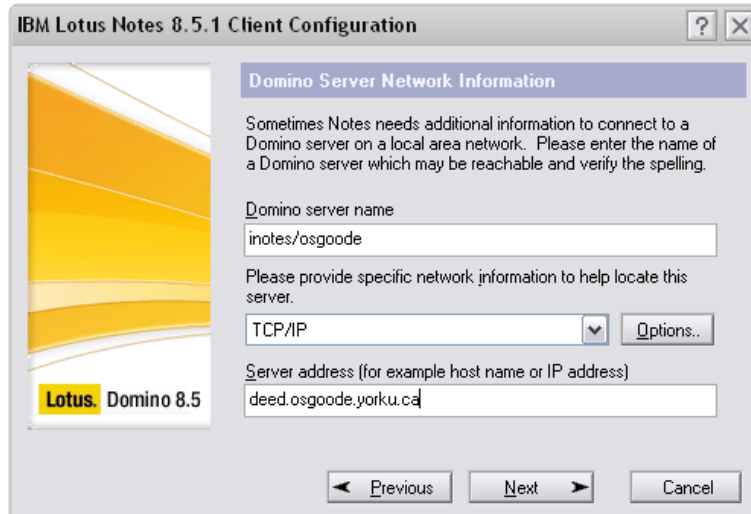
1. Double-click the **Lotus Notes 8.5** icon on your desktop.
2. On the **Welcome** screen, click **Next**
3. **Under Your name**, enter your full name (i.e. “John Doe”). In the **Domino Server** field, type “inotes/osgoode”. Click **Next**



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



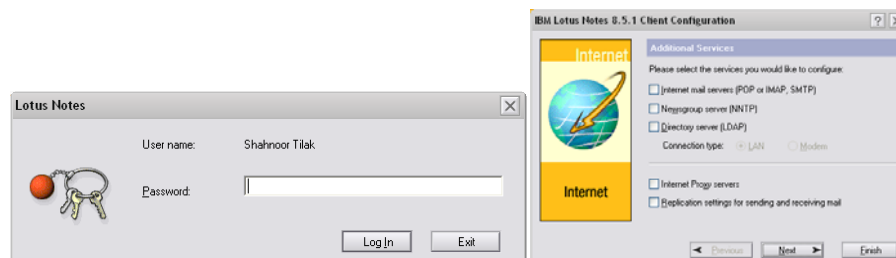
5. Under **Domino server name**, enter “inotes/osgoode”
6. Drop-down **Select Network Type** and select “TCP/IP”
7. Under **Server address**, enter “deed.osgoode.yorku.ca”
8. Click **Next**



9. 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.

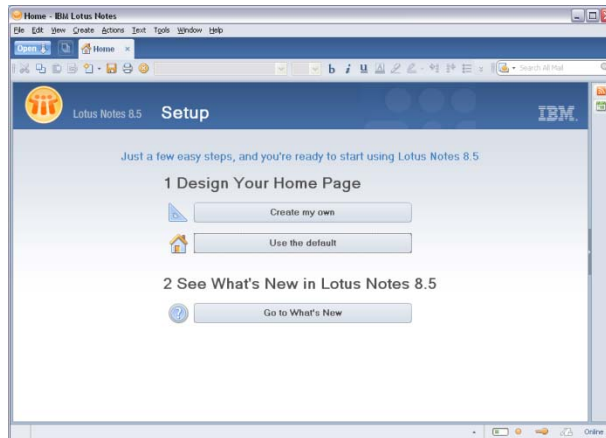


12. You will be prompted for a password. Enter “changeme”
13. On the next screen, click **Finish**



14. Close the **Getting Started** tab.

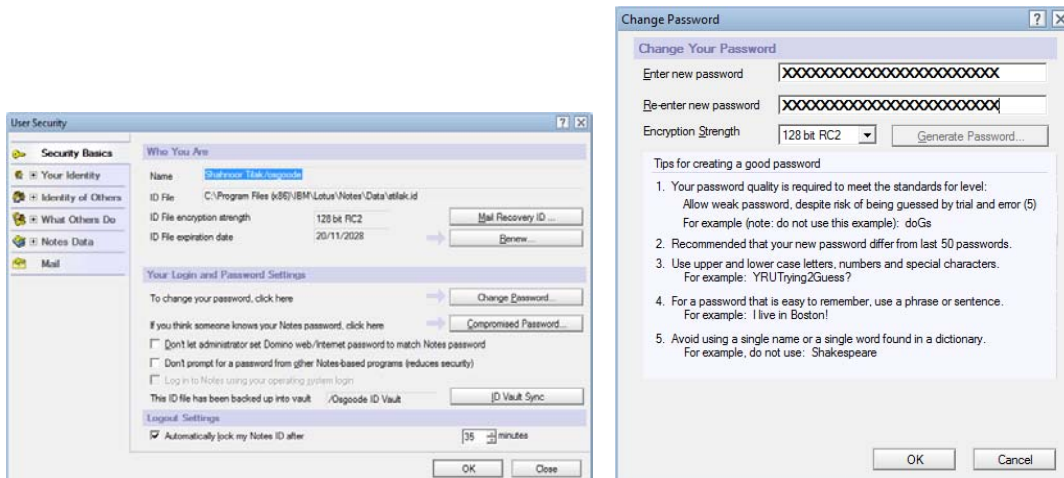
15. On the Home screen, click on **Use the Default**



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**

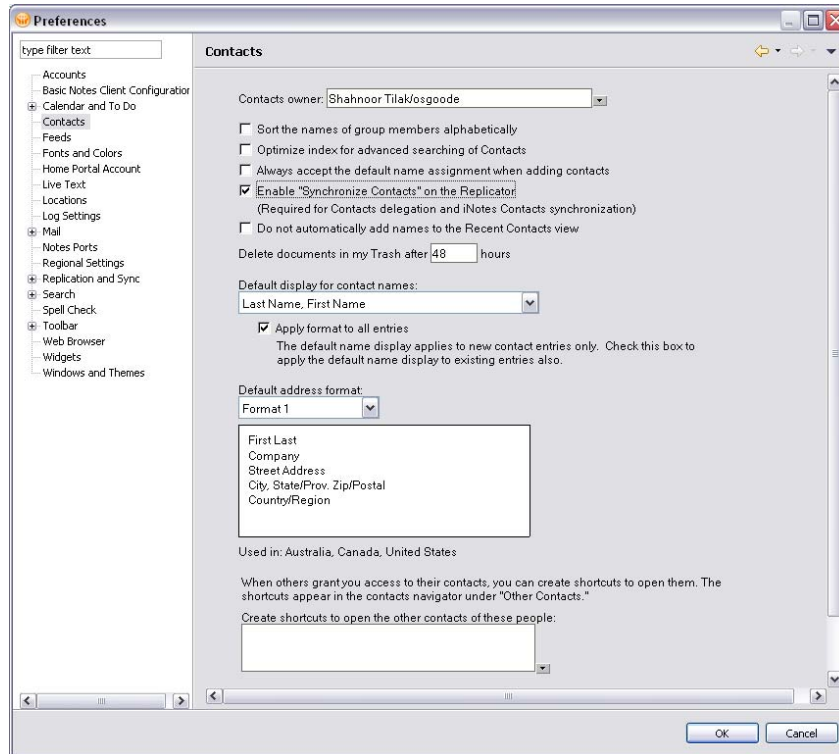


The Lotus Notes setup is complete.

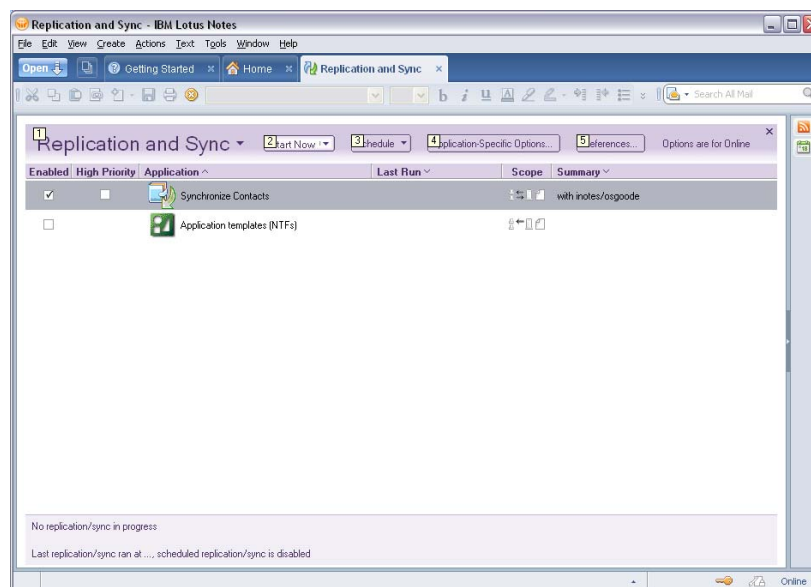
**Note:** You should setup your contacts replication to synchronize your contacts with your webmail. This is also a required step if you have an Osgoode Blackberry.

## Setup Contacts Replication

1. Click on **File, Preferences, Contacts**
2. Place a checkmark beside **Enable “Synchronize Contacts” on the Replicator**
3. Click **OK**



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



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

Replicate/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.