



Lotus Notes 7, 8, and 8.5 New Features!

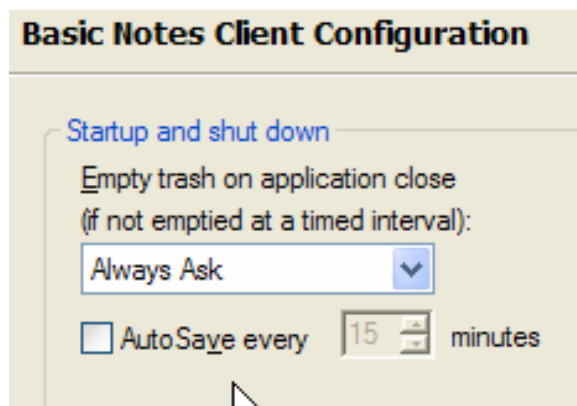
Jess Stratton, Solace

Notes 7 Features You'll Love

- **New mail rule: Stop processing rules**
 - ◆ Outlook Express home users are probably familiar with this!
- **“Sort by subject” in mail file**
- **There is now a warning to save edited attachments before closing them**
 - ◆ Before, they vanished into the “Documents and Settings” Total Perspective Vortex of temp files.

Notes 7 Features You'll Love (cont.)

- **Resource Reservations** have been improved so no more double bookings!
- **Autosave**
 - ◆ You can enable this in your Notes client.
 - ▶ **File**→**Preferences**→**Basic Notes Client Configuration**

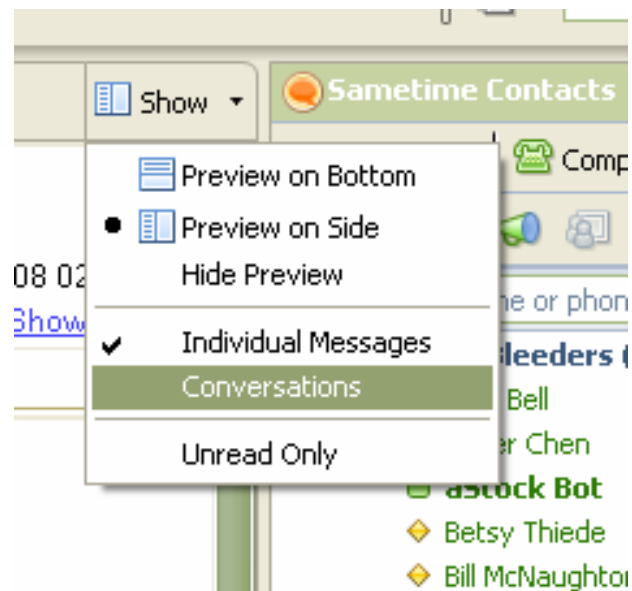


Notes 7 Features You'll Love (cont.)

- **Sametime presence awareness**
 - ◆ In mail files and contacts
 - ▶ If you use Sametime, look for the green icon next to someone's name. That means they are online!
- **Discover folders**
 - ◆ New folder action in mail file → Discover Folders
 - ◆ This will tell you all the folders that a document is in.

Notes 8 Features You'll Love

- **New vertical arrangement for mail file**
 - ◆ The preview pane can be on the bottom or the side
- **Inline spell checking**
- **The ability to view mail in conversation threads**

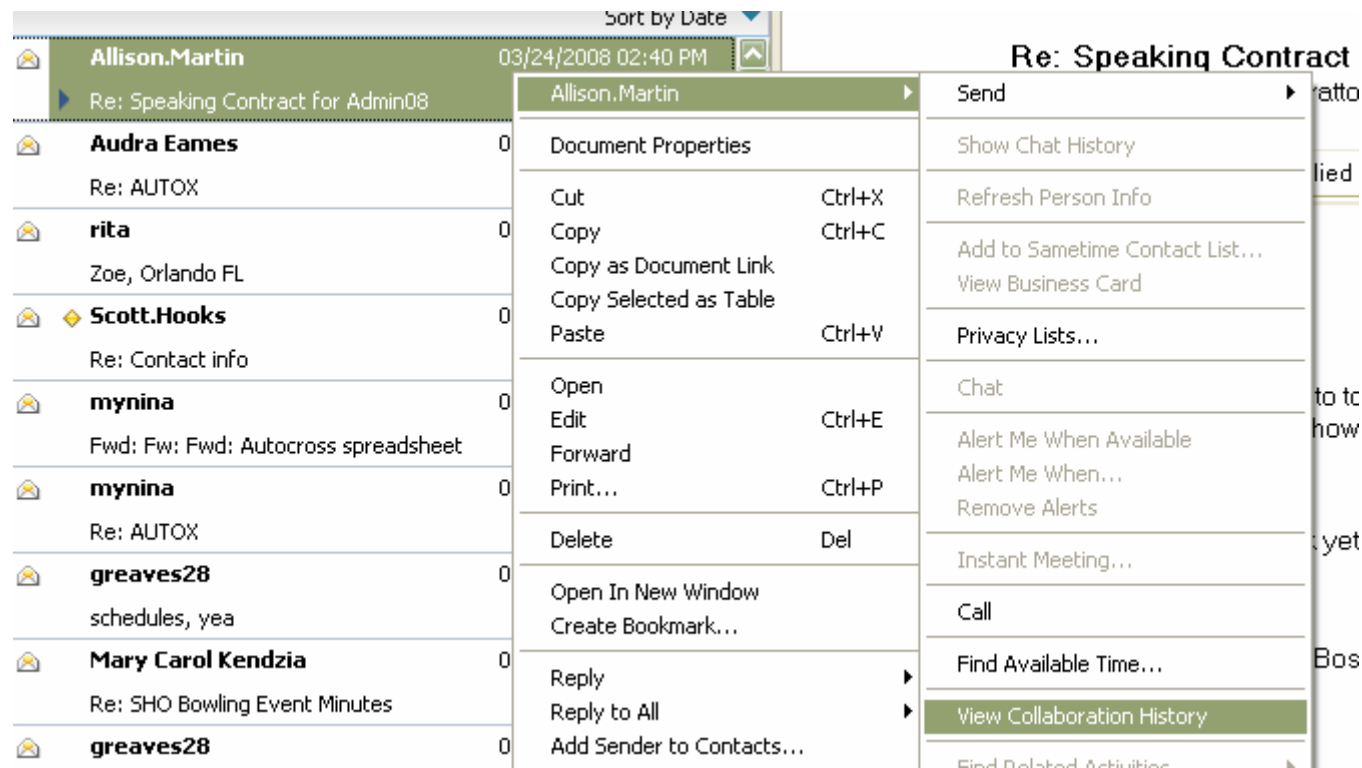


Notes 8 Features They'll Love (cont.)

- **Shared contacts**
- **Embedded browser in the Notes client is actually good!**
- **The Day-at-a-Glance view in the sidebar**
 - ◆ **This feature alone is worth rejoicing for**
- **The Recent Contacts view shows all contacts you have recently corresponded with via message or IM**

Notes 8 Features You'll Love (cont.)

- **Collaboration history is now in the mail file**
 - ◆ This is hard to find by accident, remember that you can do this!



Notes & Changes You May Be Confused About

- **Selecting multiple documents**

- ◆ This is now the “universal” method
- ◆ CTRL+click for nonadjacent messages
- ◆ SHIFT+click for adjacent messages

- ▶ **This method works for other programs, including the Windows Explorer file system**

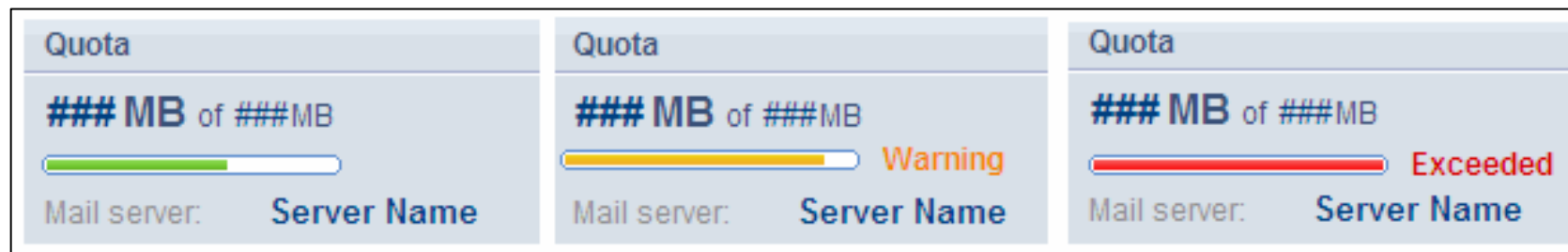
- **Databases are now called “applications”**
- **Unprocessed calendar invitations are ghosted in the Calendar view**
- **Unread messages are now boldfaced, not red**

Tip



Notes 8.0.1 Features You'll Love

- **Sidebar widgets**
 - ◆ Including support for Notes views and Google Gadgets
- **Live Text**
 - ◆ Pattern recognition on text that you specify the action it takes
 - ▶ **Some programming required...**
- **Contacts has a great Business Card view**
- **Mail quota has visible indication at top left**



Notes 8.0.1 Features You'll Love (cont.)

- **Drag and Drop**

- ◆ Notes and browsers

- ◆ Mail, calendar, and to do bookmarks

- ▶ **The Open window does not have to be docked!**

- **To Do UI**

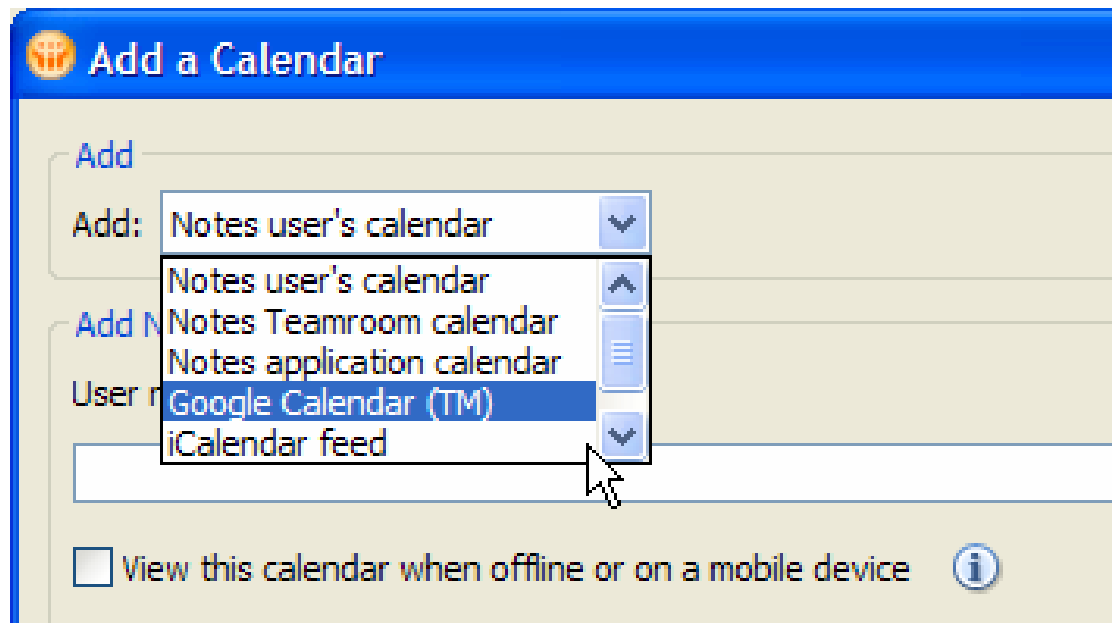
- ◆ This has been given a modernized look

Notes 8.5 Features You'll Love

- **RIGHT click options in Email and Contacts are greatly improved!**
 - ◆ More choices, faster options.
- **Type ahead in email now includes ALL email addresses for a particular user.**
 - ◆ Lets you choose Work, Personal, GMail, etc.
 - ◆ Now it benefits you to populate any alternative email addresses any contact has!

Notes 8.5 Features You'll Love (cont.)

- A new column in the All Documents view will display any folder that a message is in.
- Support for Google Calendars!
 - ◆ Choose “My Calendars→Add a Calendar”.



Notes 8.5 Features You'll Love (cont.)

- **Contacts can now be imported easily.**
 - ◆ Open your Contacts database.
 - ◆ File→Import contacts
- **The Personal Journal is now called a “Notebook” and has a new look.**
 - ◆ Try it, it's GREAT for keeping a database of reference material.
 - ▶ Clippings from websites
 - ▶ Links from websites
 - ▶ Reminders, thoughts...