



**Lotus** software

## IBM Lotus Notes 7

*A member of the IBM® Workplace™ family*

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### Highlights

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- **Maximizes employee responsiveness with a single point of access to frequently used resources such as e-mail, calendar, instant messaging and collaborative applications**
- **Helps increase user efficiency with enhanced productivity features**
- **Offers integration with IBM Workplace Managed Client software and enhanced integration with Microsoft Office applications**
- **Manages conference rooms and resources more effectively with a centralized rooms and resources database**
- **Facilitates collaboration between users through improved presence awareness and Web conferencing integration**

### Functionality that enables people to be more productive

With IBM Lotus® Notes® 7 software, IBM continues to focus on helping organizations improve collaboration, increase productivity and streamline business processes. As the premier integrated desktop client software option for use with IBM Lotus Domino® server, Lotus Notes software delivers enterprise-class messaging and collaboration. Built-in capabilities include electronic mail with integrated instant messaging, calendar and scheduling capabilities, discussion forums, team rooms, reference databases and personal information management tools.

IBM Lotus Notes and Lotus Domino software are well known for robust security features that can help minimize or eliminate the impact of computer viruses. With the Lotus Notes client, execution control features can help keep unauthorized scripts, code and formulas from running on your workstation. Multitier security options allow you to control access rights from the server level all the way down to an individual field on a form.

To meet the ever-growing messaging demands of enterprises, IBM Lotus Notes 7 software provides advanced presence awareness, instant messaging and Web conferencing features.<sup>1</sup> These capabilities allow companies to create powerful collaborative environments, thereby helping companies increase employee productivity, facilitate decision making and improve overall business responsiveness.

**Facilitate decision making with enhanced instant messaging capabilities**

By continuing to blend presence awareness and instant messaging more tightly into the daily routine of e-mail, employees can respond more quickly to urgent issues and make informed business decisions more rapidly. IBM Lotus Notes 7 software provides many improvements to instant messaging integration,<sup>2</sup> enabling users to more effectively collaborate in a timely and productive manner.

***See who is online with expanded presence awareness***

Visual instant messaging indicators are available wherever a name appears in the inbox, calendar, address book or applications such as team rooms or discussions. You can determine the availability of colleagues at a glance. By simply clicking on a name, you can begin an online conversation.

***Paste Lotus Notes links into instant messages***

To help simplify the sharing of important information, you can paste many types of Lotus Notes links—document links, view links and database links—in addition to Web page URLs, directly into instant messages.

***Save online conversations to a mail file***

You have the option to save the contents of an online conversation in your mail file. A new *chat transcripts* view in the mail template allows you to easily refer to previous instant messaging sessions at any time.

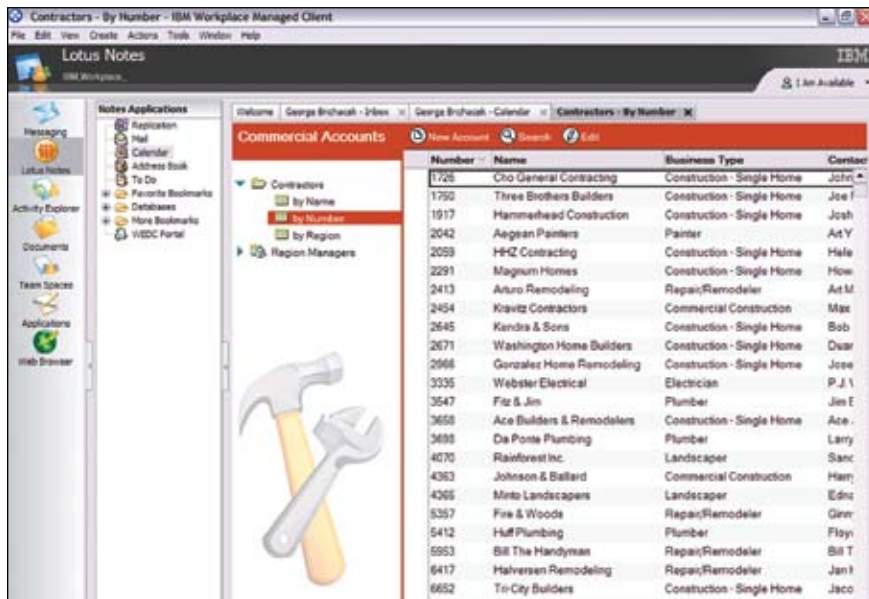
***Multitask with multithreaded support***

Instant messaging windows are contained in a separate thread, allowing users to communicate while other Lotus Notes tasks run, such as background replication or printing.

**Extend your Lotus Notes investment within an IBM Workplace environment**

As an integral part of the IBM® Workplace™ strategy, Lotus Notes and Lotus Domino 7 software offers tight integration and interoperability with other members of the IBM Workplace family, such as IBM WebSphere® Portal software and IBM Workplace products.

Lotus Notes software provides the ability to customize the end user experience based on individual and corporate preferences. Using a welcome page wizard, you can easily create your own personal welcome page to serve as a single point of access to frequently used resources such as e-mail, calendar and scheduling, instant messaging, contact lists, Web pages and databases. Version 7 includes a sample welcome page, called *My Work*, that provides a portal-like interface and can be further customized by the user.



A Lotus Notes plug-in lets you access Lotus Notes applications from within IBM Workplace Managed Client software.

A Lotus Notes application plug-in, provided with Lotus Notes 7 software, allows you to run native Lotus Notes applications within the context of the IBM® Workplace Managed Client™ product. This plug-in allows you to extend the reach and viability of those applications—without requiring design modifications—to an IBM Workplace Collaboration Services environment.<sup>3</sup> The plug-in also provides the option to integrate Lotus Notes

applications with the instant messaging capabilities of IBM Workplace Collaboration Services software.

#### **Facilitate communication with enhanced Web conferencing integration<sup>4</sup>**

Lotus Notes 7 software provides seamless access to capabilities that allow geographically dispersed people to work together and share presentations, documents and applications. An online whiteboard

is also available to help you illustrate ideas and communicate more effectively. You can create instant Web conferences with IBM Lotus Sametime® meeting room software, allowing attendees to communicate in a variety of ways:

- *Interact by exchanging messages in real time*
- *Communicate using computer audio and, optionally, video*
- *Present information using the whiteboard or screen sharing*
- *Collaborate using all of the above*

You can also choose to schedule online Web meetings from within your Lotus Notes calendar. Invitees can easily join the meeting at the scheduled time directly from within their calendar by clicking on an *attend online meeting* link that appears in their accepted invitation. Lotus Notes 7 software also brings new security features to Web conferences. Within the meeting invitation form, the chairperson can choose to restrict attendance to conference invitees only and include passwords.

*Manage rooms and resources more efficiently*

Lotus Notes 7 software continues to provide enterprise organizations with an effective way to manage conference rooms and meeting resources, such as audiovisual equipment, online meetings and more, with a centralized rooms and resources database. For frequently used rooms and resources, users can:

- *Send reminder notices to chairpersons, so that a room or resource can be released in the event a meeting is canceled.*
- *Utilize integrated presence awareness within the rooms and resources database to contact users.*
- *Transfer rooms to another person without involving an administrator or requiring multiple steps.*

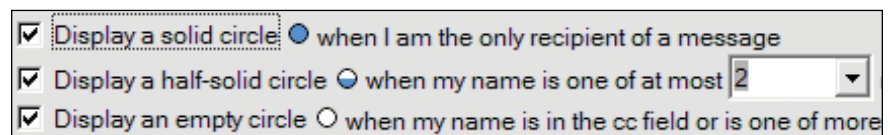
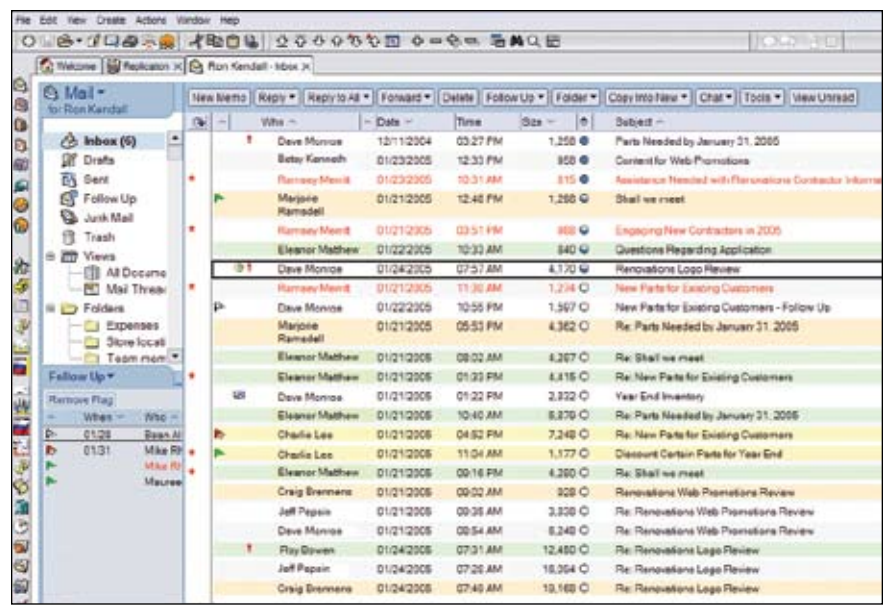
Improvements to the rooms and resources database also include:

- *New IBM Lotus Domino server task to eliminate over bookings and increase rooms and resources efficiency and availability.*
- *Simplified and streamlined templates to enhance the calendar and scheduling user experience.*
- *Enhanced functionality that enables administrators to establish an end date for future reservations.*

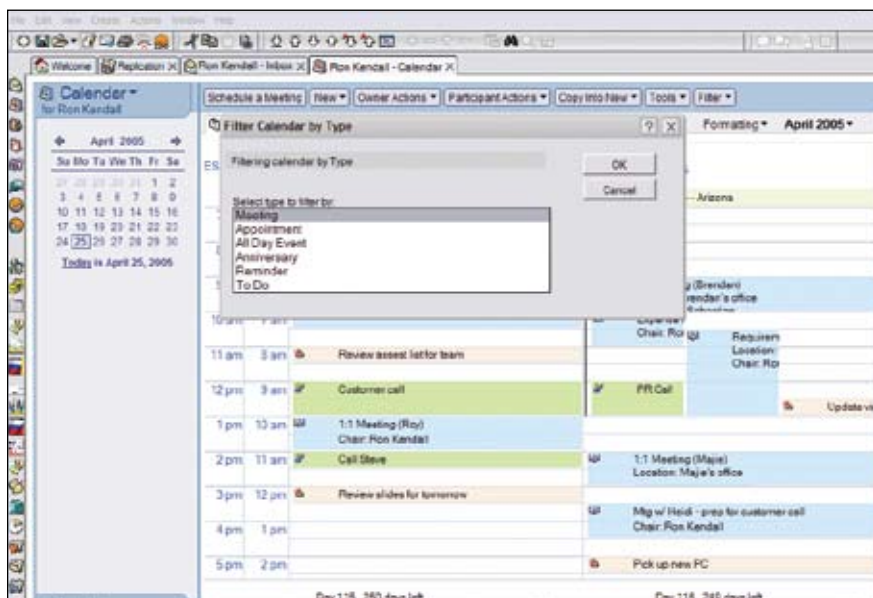
- *Customizable reminder notices for weekly and daily meetings or events.*

**Manage e-mail more effectively with productivity enhancements**

Employees continue to receive vast quantities of e-mail on a daily basis. Effective e-mail management helps them to be more responsive and productive. IBM Lotus Notes 7 software provides a host of productivity enhancements to help users prioritize, organize and manage information.



The Lotus Notes 7 user interface offers many visual cues to help users prioritize their mail messages.



To decrease calendar clutter and help increase efficiency, the calendar filter allows you to sort your calendar by event type: meeting, appointment, all day event, anniversary, reminder and to do.

### ***Get easy access to complete mail threads***

A mail thread option helps you navigate through e-mail for which several discussions or threads are associated with a single topic. While a mail message is open, you can select *show mail threads* to view all the associated threads in the discussion (such as replies from various people). This enables you to quickly and easily view the most recent information about a particular topic from a single location. The option remains enabled for all messages until you toggle it off by clicking *hide mail threads*.

### ***Manage large volumes of e-mail with attention indicators***

In addition to sorting e-mail by the contents of the *who*, *date*, *size* or *time* columns, you can sort your e-mail by subject or by a new visual feature in the *inbox* view, called *attention indicators*.

Attention indicators, represented by three types of circles, appear in a designated, sortable column of your inbox view, indicating your recipient status for a mail message. This visual cue helps you quickly determine which mail messages are directed to your attention and are likely to require a response, versus those that may have been sent for your information only.

### ***Locate messages easily with option to discover folders***

A feature called *discover folders* can help you organize your documents or messages more effectively by displaying all the folders in which a document is stored.

### ***Avoid accidentally sending e-mails with blank subject lines***

You will receive a warning if you try to send a message but have not filled in the subject field. The warning provides you with the opportunity to enter the information prior to sending.

### ***Follow up on messages more easily with quick flags***

You can quickly flag messages for follow-up by using the *quick flag* feature or by dragging and dropping the message to the *follow up* view. This option is also available using the right-mouse menu.

### ***Increase efficiency with enhanced calendar capabilities***

Increased employee efficiency can contribute to the overall efficiency of your business. With the enhanced calendar capabilities delivered with Lotus Notes 7 software, employees can manage their schedules and resources more effectively, helping to improve daily productivity.

### *Decrease calendar clutter with filtering*

To decrease the amount of clutter in your calendar, calendar filters let you choose how to display information:

- *By chair: shows only meetings chaired by a certain person*
- *By type: shows only entries of a particular type, such as meetings, appointments, reminders, anniversaries or all-day events*
- *By status: shows meetings that are accepted or tentatively accepted*
- *By private: displays private entries*

### *Allow Lotus Notes software to auto process your calendar*

Auto processing is a time-saver that helps reduce the amount of information in your inbox by automatically processing incoming calendar invitations. Lotus Notes 7 software offers an additional auto-processing option that enables the posting of invitations to your calendar even if there is a conflict. You can later view your calendar and make determinations as to which meetings you will or will

not attend. This saves time by not requiring you to manually process invitations and by enabling you to manage your day at a glance.

### *Remove old calendar entries with cleanup*

Version 7 of Lotus Notes software makes it easier to clean up old calendar entries with a dialog box that is accessible directly from the calendar view. Within the calendar view, you have the option to delete items that occurred before or during a specified period of time. For example, you can clean up old calendar entries at the start of a new month, quarter or year.

### **Utilize general productivity enhancements for everyday efficiency**

IBM Lotus Notes 7 software provides many new features and functions that enhance the productivity of users in their daily work.

### *Prevent data loss*

The *autosave* feature prevents data loss due to software errors, power outages or workstation failures. You can specify to have your data saved at regularly scheduled intervals. When Lotus Notes software restarts, you can then recover autosaved

documents or delete them. This is also a useful feature that application developers can add to their own custom Lotus Notes applications.

### *Set or save open window state*

Two options are available to allow you to choose which windows open automatically when the Lotus Notes client starts up:

- *Set a specific window state to be displayed each time the Lotus Notes client is launched*
- *Save the current window state when exiting Lotus Notes software, and allow it to return to that state the next time the software is launched*

### *Receive confirmation prompt upon close*

When selecting the *close* option in the top right corner of the screen, Lotus Notes software provides a prompt asking you to confirm that you want to exit the client software. You have an option to select *No* if you wish to continue working in the client. If you choose not to see this confirmation, you have the option to disable it in your preferences settings.

### *Perform more actions using the right-mouse menu*

Version 7 provides enhanced right-mouse support for users who prefer to access or manipulate actions through right-mouse menus as opposed to using their keyboards. Many of the options available as keyboard actions, in action bar views or in full menus are also available in right-mouse menus, reducing the amount of time and number of clicks needed to perform recurrent actions.

### *Close all open Lotus Notes windows quickly*

You have the option to close all open Lotus Notes window tabs with a single selection from the File menu.

### **Save time through enhanced integration with Microsoft Office productivity tools**

Lotus Notes 7 software offers tight integration with Microsoft® Office 2003 or Office XP software. Users of Microsoft word processing software can access Lotus Notes mail using Smart Tags—a Microsoft Office

capability to recognize certain types of text, such as proper names. When a Microsoft Word user clicks on an identified proper name, a pull-down menu offers three choices for Lotus Notes users:

- *Create a preaddressed e-mail memo*
- *Create a preaddressed invitation to a meeting*
- *Show the details about the person in the Lotus Domino directory or personal name and address book*

### **Leverage an enterprise-class messaging and collaboration platform**

IBM Lotus Notes 7 software, together with IBM Lotus Domino server, delivers a reliable, security-rich messaging and collaborative environment that helps companies enhance the productivity of people, streamline business processes and improve overall business responsiveness. Integration with IBM Workplace products allows organizations to extend and leverage their existing infrastructure investments. Enhanced integration with instant messaging and Web conferencing enables users

to have immediate access to the people and tools they need to do their jobs more effectively and make better, more-informed business decisions. And productivity enhancements in e-mail and calendar functions enable users to better manage daily information and resources.

### **For more information**

To learn more about IBM Lotus Notes 7 client software, visit:

**[ibm.com/lotus/notes](http://ibm.com/lotus/notes)**

## Endnotes

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- 1 Instant messaging and Web conferencing integration is limited to supported Microsoft Windows® operating system platforms.
- 2 Lotus Notes users with active software maintenance (first 12 months included in the price of the license) have an IBM Lotus Instant Messaging Limited Use license that entitles them to use the integrated presence awareness and text messaging features within the Lotus Notes environment without separately licensing IBM Lotus Sametime software.
- 3 Use of the Lotus Notes application plug-in requires Lotus Notes software to be installed on the same Windows software-based workstation as the IBM Workplace Managed Client product. For more information about IBM Workplace Managed Client software, visit [ibm.com/software/workplace/managedclient](http://ibm.com/software/workplace/managedclient).
- 4 Use of integrated Web conferencing features requires a separate license of IBM Lotus Sametime or IBM Lotus Web Conferencing software.



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