Enhance productivity with world-class messaging and collaboration client software

IBM Lotus Notes 7

Experience messaging and collaboration in a whole new way with IBM Lotus® Notes® 7 software. As the premier integrated desktop client software option for use with the IBM Lotus Domino® server, Lotus Notes software delivers world-class messaging and collaboration. Built-in capabilities include e-mail with integrated instant messaging; calendars and scheduling; discussion forums; team rooms; reference databases; and personal information management (PIM) tools.¹

Lotus Notes and Domino software also provides powerful 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. And advanced security options allow you to control access rights from the server level all the way down to an individual field on a form.

In addition, Lotus Notes 7 software now includes enhanced features that help increase productivity across your organization, including out-of-the-box SAP software integration and dynamic collaboration features. You also gain more platform options, as you can now run Version 7.0.1 on Linux® desktops and Version 7.0.2 on Apple Macintosh workstations.²

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Highlights

- Helps maximize employee responsiveness with security-rich e-mail, calendars, instant messaging, discussions, and shared documents and applications
- Offers a choice of operating systems, including Linux, Microsoft Windows and Apple Macintosh options
- Facilitates collaboration with blog capabilities, presence awareness and Web conferencing integration
- Helps increase user efficiency with enhanced productivity features
- Provides the flexibility to take your Lotus Notes desktop with you on a USB device
- Enables seamless integration with SAP enterprise resource planning solutions

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Keep your priorities organized and on track

Keeping up with large quantities of e-mail on a daily basis can be time consuming. With Lotus Notes 7 software, users can better prioritize, organize, respond to and manage their e-mail communications. Lotus Notes 7 software enables you to:

- Sort your in-box by subject.
- Use attention indicators to rapidly identify which e-mail messages were sent only to you and may require immediate attention.
- View e-mail threads from an open e-mail message to help manage large volumes of topic-related responses, to review correspondence history and to track the decision-making process.
- Organize your documents and messages by using the discover folders feature to find all of the folders where a specific document is stored.
- Stay up to date and responsive by using quick flags to mark e-mail items that require fast follow-up.

Personalize your Lotus Notes experience

Lotus Notes software enables you to customize the end-user experience with individual and corporate preferences. And by using the welcome page wizard, you can easily create your own personal welcome page to serve as a single point of access to frequently used resources—including e-mail, calendars and scheduling, instant messaging, contact lists, Web pages and databases.

You also gain the option to color code e-mail messages from a particular person—your boss or an important client—or a group of people—such as a project team or internal committee. Screen and automatically categorize e-mail into folders using quick rules. And filter out spam with an option to block mail from sender.
Increase efficiency with enhanced calendar capabilities

With Lotus Notes 7 software, you can manage your schedule and resources more effectively as well as:

- Personalize the display of your calendar invitations—by chairperson, type (meetings, appointments, reminders, events, private entries) or invitee status (confirmed or tentatively accepted)—with easy-to-use calendar filters.
- Process incoming calendar invitations automatically, even when there’s a conflict. Once processed, you can view your calendar at a glance to determine which meetings you will attend.
- Delete unnecessary items before or during a specified period within the calendar view. This allows you to clean up old calendar entries monthly, quarterly or yearly.

Some companies and professional organizations publish their calendars to Web sites using the iCalendar format—an Internet standard for calendar interoperability. With Lotus Notes 7.0.2 software, you have the option to easily import events from these sites into your Lotus Notes calendar. And you can select entries from your Lotus Notes calendar and export them to the iCalendar format for use with other software that supports this standard.

Manage meeting rooms and resources more effectively

Lotus Notes 7 software continues to provide companies with a centralized rooms and resources database to better manage conference rooms, online meetings and audiovisual equipment. 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.
- Use integrated presence awareness capabilities right from the rooms and resources database to communicate with users.
- Transfer rooms to another person without involving an administrator or requiring multiple steps.

Companies also gain the following meeting room and resources improvements:

- A Lotus Domino server task that helps eliminate overbookings and increases planning efficiency and resource availability.
- Simplified and streamlined templates to enhance the calendar-and-scheduling user experience.
- Enhanced functionality that lets administrators establish an end date for future reservations.
- Customizable reminder notices for recurring meetings or events.
Utilize blog capabilities for more effective online communication

Popular and useful tools for online journals, Web logs (blogs) allow users to participate in open forums and access bulletin boards to actively collaborate with colleagues, customers and suppliers about projects, proposals or new products. Lotus Notes 7.0.2 software provides a prepackaged application that enables you to:

- Post blog entries and comments using Lotus Notes software or a Web browser.
- Customize the look and feel of your blog—without technical expertise or application development software.
- Set blog entries to be reviewed before publishing, with the option to publish or remove entries at a specified date and time.

Collaborate in real time across your organization

Respond immediately to business-critical issues and find answers fast. By collaborating in real time, employees can be more responsive to urgent issues and can make informed business decisions quickly. With Lotus Notes software, you can blend presence awareness and instant messaging into your daily e-mail routine.

Plus, with the latest improvements to the integrated instant messaging capabilities of Lotus Notes software, you can:

- Determine the availability of colleagues at a glance with dynamic visual cues. Check presence indicators virtually anywhere—next to contact names in the in-box, calendar and address book, as well as in applications such as team rooms and discussions. And then simply click on a name to begin an online conversation.
- Share important information by pasting Lotus Notes links—for example, document links—or Web page URLs directly into instant messages.
- Save the contents of an online conversation in your mail file or access previous instant messaging sessions easily, at any time.
- Manage instant messaging windows separately from other tasks so you can communicate without interruption while other processes, such as replication and printing, run in the background.
By adding IBM Lotus Sametime® collaboration software, you gain the ability to create instant Web conferences as well as the ability to share presentations, documents and applications. So geographically dispersed teams can come together more easily and work as if in the same room. You can also use the online whiteboard to brainstorm, illustrate complex ideas and communicate more effectively.

Managing your Web conferences is also easier with the ability to schedule online Web meetings right from your Lotus Notes calendar. And you can better control meetings by restricting attendance to conference invitees only and by including passwords. Plus, invitees can easily join your meeting by clicking on the scheduled time from within their calendars.

**Take your Lotus Notes desktop with you on a USB device**

Travel for business and leave your computer behind. With Lotus Notes 7.0.2 software you can copy your Lotus Notes desktop—not just your files—to a Universal Serial Bus (USB) device and plug the device into another Microsoft® Windows® workstation. This convenient functionality also allows you to:

- **Use the workstation of your choice, without having to install Lotus Notes software.**
- **Launch Lotus Notes software easily from the device and access the software via a desktop icon.**
- **Leave no files behind inadvertently—the desktop shortcut will be deleted when the USB device is removed.**

If the destination machine has access to your company intranet, this feature can provide a fully connected environment. And for machines without virtual private network (VPN) access, you can still use Lotus Notes software in offline mode, in the same way you would use your laptop on an airplane.

**Integrate Lotus Notes software with SAP data and business processes**

If you use both Lotus Notes software and SAP enterprise applications, the IBM Lotus Notes access for SAP solutions feature can provide additional value across your business. Built on proven IBM technology for integration with SAP applications, this feature enables you to effectively combine calendars and scheduling, contact management, workflow processing and other common business tasks.
Lotus Notes software provides PIM capabilities, workflow, security features and offline support that complements SAP application processes. And with a single, unified interface, employees can be more productive, make informed decisions faster and gain opportunities to increase efficiency and reduce training costs.

Lotus Notes 7.0.2 software adds two new integration capabilities to the original five delivered with Lotus Notes 7.0.1 software:

- **Time reporting.** Record your time and submit it to SAP applications in real time using the Lotus Notes calendar.
- **Vacation/leave request.** Request vacation or leave time using Lotus Notes calendar and e-mail capabilities. Approved time is recorded in the SAP system.
- **Contact management.** Look up human resources (HR) and customer relationship management (CRM) data in the SAP system and add it to your Lotus Notes contacts database.
- **Workflow integration.** View and process SAP solution work items from your Lotus Notes mail file.
- **Report generation.** Schedule or run a report from an SAP application using your Lotus Notes client.
- **Employee/manager self-service.** Update HR information in the SAP system, including names, addresses and telephone numbers, using Lotus Notes software.
- **Meeting scheduling.** Use the Lotus Notes calendar to track scheduled meetings using the CRM application in the SAP system.

Delivered as prepackaged templates, these seven integration capabilities can be easily installed on your workstation for immediate use. No additional software or programming is required on the Lotus Domino server, nor are changes typically required to the SAP system. And you have the option to use other Lotus application development tools to further customize and extend these templates.
Experience general productivity enhancements for everyday efficiency

IBM Lotus Notes 7 software provides the following options to enhance employee productivity:

- Save your work-in-process automatically, at a time interval of your choice (for example, every 15 minutes).
- Choose specific windows to open automatically when the Lotus Notes client starts up, or save the current window state when exiting the software.
- Avoid accidentally sending e-mails with blank subject lines. A warning will prompt you to enter the information needed prior to sending.
- Receive a confirmation prompt before you exit the software.
- Perform more actions using the secondary mouse button.
- Close all open Lotus Notes windows with a single selection from the File menu.
- Use Smart Tags within Microsoft word-processing software to click on a proper name to show contact information, or preaddress a mail memo or meeting invitation.

Leverage a world-class messaging and collaboration platform

Together with IBM Lotus Domino server software, IBM Lotus Notes 7 client software delivers the reliable, security-rich messaging and collaborative environment you need to increase employee productivity, streamline business processes, enhance communication and improve business responsiveness. Integration with SAP enterprise applications allows organizations to extend and leverage their existing infrastructure investments. And features and enhancements — such as expanded real-time collaboration capabilities, blogs, more flexibility for traveling users, advanced e-mail and calendar functions, and the option to run Lotus Notes software on more operating systems than ever before — provide users with immediate access to the people, information and tools they need to make more informed business decisions and to do their jobs more effectively.

For more information

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

ibm.com/lotus/notes
Endnotes

1. Use of the team room application template requires a Lotus Notes for Collaboration client access license. The other capabilities listed in this sentence apply to both Lotus Notes for Messaging and Lotus Notes for Collaboration software.

2. Lotus Notes 7.0.1 software supports Red Hat Enterprise Linux, Update 3 and Novell SUSE Linux Enterprise Desktop 10 operating systems. For more details about Lotus Notes software for Linux platforms, see ibm.com/lotus/notesforlinux. Lotus Notes 7.0.2 software supports Macintosh workstations running Mac OS X 10.4 on IBM Power PC® and Intel® processor-based machines.

3. Lotus Notes users with active software maintenance are entitled to use the integrated presence awareness and instant messaging features within the Lotus Notes environment without separately licensing IBM Lotus Sametime software. Instant messaging integration is not currently supported by Lotus Notes software running on Linux technology.

4. Use of integrated Web conferencing features requires a separate license of IBM Lotus Sametime or IBM Lotus Web Conferencing software.

5. The Lotus Notes access for SAP solutions feature is available only for supported Microsoft Windows operating system platforms. All users of any functionality associated with this feature are required to hold a license that entitles them to use the applicable SAP solutions.

6. Lotus Notes 7 software offers integration with Microsoft Office 2003 or Office XP software through Smart Tags—a Microsoft Office capability to recognize certain types of text, such as proper names.