WINNING on demand
eBU2004

IBM Lotus Domino: Domino Web Access

The intent of this exercise is to expose you to the Domino Web Access (DWA) interface and its new look and feel introduced in Domino 6.5. There were also a significant number of enhancements introduced in 6.5 and continued in 6.5.1. Examples include Sametime IM and presence awareness, Support for both reading and sending encrypted mail as well as signing messages, Off-line encryption (in 6.5.1), and Local archiving.

Note that DWA is supported on both Windows and Linux using Internet Explorer and Mozilla respectively. In this exercise, you can choose to run on either. However, even if you choose Linux, you must still follow steps 1 and 2 because the Domino server resides in a Windows VM image. Therefore, you will be running two VM images simultaneously if you choose Linux. Accordingly, step 3 below is only for those choosing to run the DWA client on Linux.

1. Load up the VMware image and log in
2. Launch Sametime Connect
3. Load Linux VM image (optional for those choosing DWA in Linux)
4. Launch Domino Web Access client
5. Explore the Outlook client and Domino configuration

1. Load up the VMware image and log in

If you do not already have the Domino image running from a previous exercise, start it up by clicking the Revert button.

For the best experience, set the VM screen to full screen mode by hitting <ctrl><alt><enter>
- to leave full screen mode, hit <ctrl><alt>

Login to Windows as the user below.
Note: since you are running in a VM image, use <ctrl><alt><ins> to login instead of <ctrl><alt><del>
- user name: **emonroe**
- password: **password**

2. Launch Sametime Connect

Launch Sametime Connect in browser. This is to illustrate ST capabilities in DWA. Log into Sametime as follows:
- Launch Internet Explorer. The default home page should display the Sametime Meeting Center.
- click on "Launch Sametime Connect", enter the user information below, and click Logon
    user name: **ian stuart**
    password: **password**

3. Load Linux VM image (only if you opt for DWA in Linux)

This step is only for those choosing to run DWA on a Linux client. If you chose to experience DWA in Windows IE, you can skip this step and move to step 4.

- if you set VM to full screen in step 1, press the <ctrl><alt> keys to return to a window
- if there is a Linux tab on the VM desktop, click on that. Otherwise, open it by clicking on File, Open, and navigating to the "My Virtual Machines" folder. Open the Linux folder and select the linux.vmx.
- click on the "Revert" button on the VM window button bar.
- If you like, you can now return VM to full screen by pressing <ctrl><alt><enter>

4. Launch Domino Web Access client

- **Windows**
    - ■ click back into the browser window used to launch Sametime Connect in step 2
    - ■ click on Favorites on the menu bar and select "Edith Monroe – Domino Web Access"

    Linux
    - ■ launch the Mozilla browser using the red star icon on the Linux desktop
    - ■ if a message appears saying that www.ibm.com could not be found, simply click OK to clear it.
    - ■ click on Bookmarks and select "Edith Monroe – Domino Web Access"

- on the screen telling you to identify yourself, enter the following:
  user name: **edith Monroe**
  password: **password**

- click on mail tab to open inbox

5. Review Features

Instant Messaging & Presence Awareness
You should see similar Sametime Presence Awareness icons to those you would see in the Notes 6.5 client. There should be a green box next to Ian Stuart's name for each message from Ian. To chat, simply click on the green box.

Edith's online presence can be managed by clicking on the name Edith Monroe just under the Welcome/Mail/Calendar tabs. (click on the actual name and not the green box next to it.)

Enabling/disabling IM is done in Preferences/Other. There is a checkbox for Enable Instant Messaging.

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Encrypting/Decrypting and signing messages
A new feature in DWA 6.5 is the ability to read and send encrypted messages as well as signing messages. To enable this capability:
- click on Preferences
- click Security
- click "Import Notes ID" and follow prompts
    a copy of edith's ID is here: c:\domino\data\id-files\emonroe.id
- enter the password for the Notes ID which is **password** then click OK.
- Click Save & Close to close the Preferences dialog box.
- now, when you compose a new message, the Sign and Encrypt fields are enabled for selecting.

Follow up flags
Select any message and click on "Follow Up" button up top and select "Add/Edit Flag". You can add text into the follow up action box to serve as reminder information. If you selected a document that already had a flag set, you might see some comments already in the action box which you can edit or add to.

Mail Rules
Similar to the QuickRule feature in the Notes 6.5 client, you can select an email message and click on Tools/New Mail Rule to quickly define a rule for processing messages that meet user defined criteria.

Block Mail From Sender
Select an email and click on Tools/Block Mail from Sender. With the name you selected showing on the dialog box, click Save & Close. All messages from that person will be sent to the Trash folder.

Offline and Local Archiving encryption
Do the following to see where offline encryption and archiving are set:
- Open Preferences
- click Advanced and Archive
- in the Advanced Options section, check the checkbox for "Encrypt mail archive file locally"
- you will then be able to select one of three levels of encryption strength.
- Click on Offline in the left pane to review offline encryption settings
- Checking on "Encrypt mail file locally" also presents a pick list for encryption strength.

This concludes the guided tour. If you would like to try archiving and offline use, you will need to click "Archives" and "Go Offline" respectively in the upper right corner of the DWA screen and follow the prompts. This will guide you through installing the Domino Sync Manager.
*** Note: if you choose to do Archiving and Go Offline, be aware that it will take some time to do … something like 10 to 15 minutes.