

Provides a world-class messaging and collaboration platform to meet your business needs



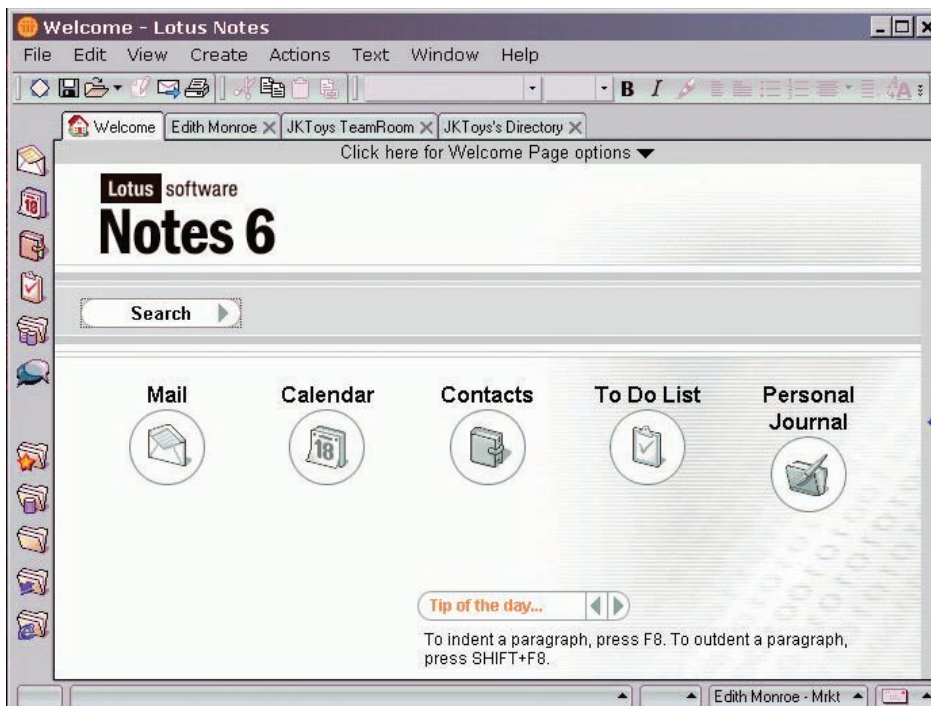
Lotus software

## IBM Lotus Notes 6

### Highlights

- **Integrates your most valuable messaging, collaborative and personal information management (PIM) resources—like e-mail, calendar, to-do list—to allow users to access them while connected with or disconnected from your network**
- **Provides industry-leading calendaring and scheduling functionality, which let users easily collaborate and schedule meetings with colleagues across the world**
- **Helps reduce total cost of ownership with minimal training, end user productivity enhancements and built-in management and administration functionality**
- **Includes hundreds of enhancements to increase ease of use, including background attachment handling, multi-user support and customization options**

Today, doing more with less isn't just a catch phrase—it's a business reality. As IT spending has slowed, you must measure your technology investments by how much they help reduce your total cost of ownership. And at the same time, increase the value of your business-critical systems without sacrificing the convenience and speed provided by your messaging and collaboration software. To maximize value and reduce your total cost of ownership, you need a solution that offers a highly intuitive user interface, with built-in streamlined administration and management functionality. One that delivers outstanding performance, easily grows with your business needs—and provides dependable security features. A client that can improve usability and significantly increase end-user productivity.



IBM Lotus Notes 6 delivers the flexibility you need to address a variety of user needs.

## Setting the standard

In the integrated collaborative environment market, IBM Lotus Notes® serves as an industry leader in messaging and collaboration software.\* Through an intuitive environment, Lotus Notes 6 integrates your highest-priority information resources—e-mail, calendaring and scheduling, journal, to-do lists, Web pages, databases—all within a proven, reliable messaging environment.

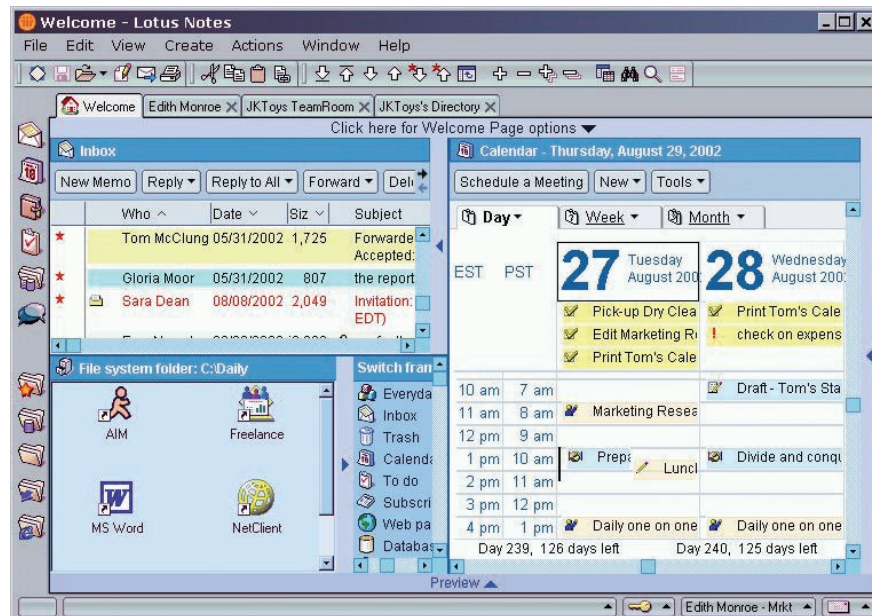
Enterprise-class messaging functionality and calendaring and scheduling capabilities combine with a robust platform that supports custom collaborative applications to give you a dynamic and robust collaborative environment. With Notes® functionality, you can reduce your total cost of ownership as you continue to maintain the value of your current investments. The Lotus Notes 6 client leverages the benefits of streamlined management and administration capabilities in IBM Lotus® Domino™ 6 by centralizing management of many client settings like security settings, desktop settings and archiving.

Lotus Notes 6 delivers enhanced usability and helps increase productivity. Installation wizards make it easy for users to get started, even creating dial-up networking entries. Users can choose from preset setup configurations like office, home and island (disconnected) to get up and running in minutes—no matter where they choose to work. A highly intuitive interface minimizes training costs while helping to boost user productivity. And once users have upgraded to Notes 6, you can help reduce your total cost of ownership and implementation

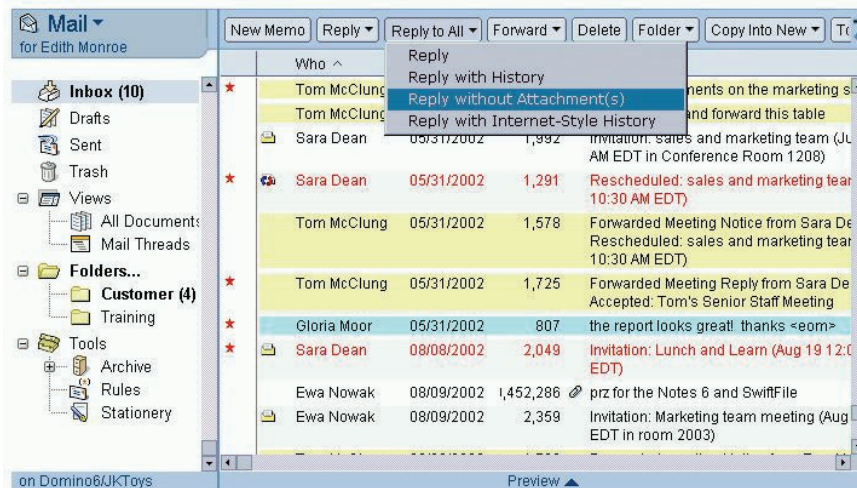
time with the new Smart Upgrade tool for future updates—allowing them to smoothly upgrade with a single mouse click.

## Improved productivity begins with the Welcome Page

Like a home page for personal information, the Welcome Page appears first when the Notes client is launched. Users can customize it to display content from different sources, including e-mail, calendar, to-do list, any Web page—even files and documents from the file system. Users can



Users can customize their Welcome Page to display and work with a variety of information sources.



The Notes 6 user interface focuses on ease of use, without significantly changing the look and feel of the Notes client.

easily create personal pages with the Welcome Page wizard or pages can be designed, deployed and maintained centrally. Users who create their own Welcome Pages can see not only what is in the frames they display, but can also act on those items—like respond to an e-mail, view a Web page or launch an application outside the Notes client. Your company can create its own centrally managed, custom Welcome Page with a standard look-and-feel, including logos, graphics and even dynamic feeds for important news. All to help users receive the information and tools important to your organization when they launch the Notes client.

### **Work the way you want—easier than ever before**

The Notes 6 client continues to focus on ease of use—while maintaining the essence of the Notes client—minimizing your training requirements. The proven messaging and collaboration engine remains at its core, but enhancements with this release offer more customization options—like color coding e-mails and calendar entries, rearranging columns, changing sort order and selecting your favorite calendar view. Users retain their

customizations each time they log in—helping to boost their productivity in the process. Through improved attachment handling and selective replication, Notes users have more flexibility to access, process and manage information, while saving on storage space. These intuitive feature enhancements, built on existing Notes functionality, mean users can increase productivity without having to learn a new skill set. And by reducing the mouse-clicks necessary to access frequently used commands, they get to the information they need faster.

A number of simple, yet robust, enhancements to the user interface are designed to make Lotus Notes 6 easier to use than ever. Drag-and-drop support makes it simple to perform common actions, such as moving files between the operating system and a Notes document. Users can also create a document link in a Notes document by dragging and dropping the Notes windows tab into virtually any document. Users can create database links similarly by dragging the database tab from the bookmark bar and dropping it into a Notes document.

This release also includes significant enhancements to personal productivity tools. For example, users can create bookmarks for frequently used content—databases, Web sites, and now file system documents. Or organize and personalize the views and windows in custom applications. The new Startup bookmark folder contains Notes bookmarks so users can show database tabs when they log in to the Notes client. These bookmark tabs don't open the databases until the user clicks on them—enhancing performance of the Notes client and increasing user efficiency.

A new Notes client history folder contains a seven-day listing of bookmarks for all documents, databases and Web pages visited by the user—grouped by date and site. Users may not remember where a particular document or site is, but they may recall that they accessed the information yesterday—making it easier for them to access information they need to be productive.

Improved attachment handling allows users to perform actions like save and remove attachments from e-mails quickly and efficiently. And they can forward and reply easily—with or without attachments to reduce the size of mail messages and reduce network congestion. Attachments are saved as a background task, so users can continue working on other things in their Notes environment at the same time.

Users can also edit an attachment in place, by launching the attachment application directly from the Notes message. When the user saves the edits in the application, the attached document will be updated. These enhancements combine to help users save a significant amount of time and improve productivity.

### **Calendaring and scheduling enhancements**

Calendaring and scheduling functionality is significantly improved in Notes 6, with emphasis on increasing user productivity by exposing more information and allowing users to perform more actions directly in the calendar view.

### *Calendar view*

Productivity enhancements in Notes 6 begin right at the calendar view level. Dual time zones can be displayed in the calendar view, allowing users to easily understand their calendar commitments across time zones for meetings with colleagues around the globe. New icons for pencilled in, private and draft entries allow users to see the status of their various entries at a glance. And with conflicting meetings now shown side by side, they can have a visual snapshot of their calendar and manage their time even more effectively.

Users can add or edit appointments in any gridded calendar view. They can reschedule or propose a new time for an existing meeting by simply dragging the start or end time of the entry in the view—without having to open the calendar entry. Or a meeting chairperson can use owner actions to send a memo to all invitees, just the meeting participants or even those invitees who have not yet responded.

Because users can perform common tasks at the view level—without having to open individual entries—they can save time and increase their productivity.

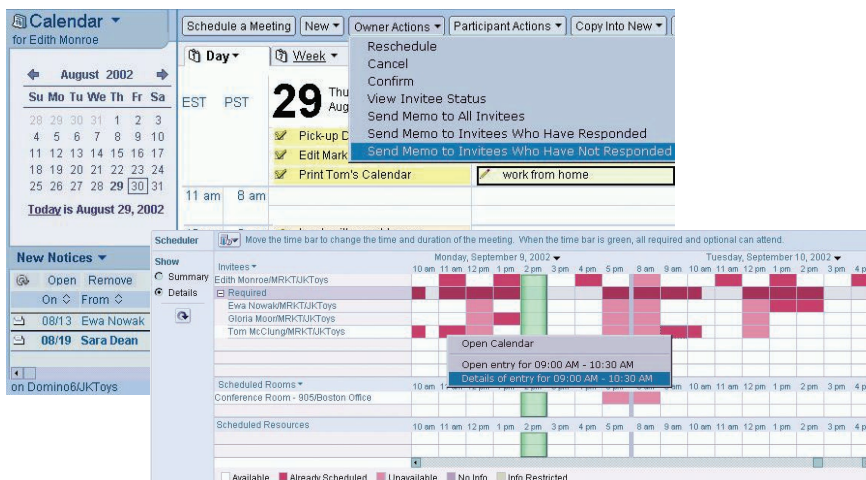
A separate window within the user's calendar, the new calendar mini-view captures meeting notices that would normally only appear in an e-mail inbox. All calendar invitations and reschedule notices reside in this portion of the calendar view so users can quickly process them without having to search through their inbox. The monthly view has been enhanced so users can now see more information about their calendar entries, as well as scroll one week at a time to see five continuous weeks, allowing users to

more effectively schedule repeating meetings. A summarized view allows users to show the calendar entries in a columnar format—which is easily printable for the busy executive. And provided they have access, they can also easily access other users' calendars from the calendar pull-down menu—giving them access to the detailed information they need to quickly schedule meetings.

### *Scheduling form*

An improved scheduling form allows users to complete one comprehensive, easy-to-use, intuitive form that neatly captures the many details required when scheduling meetings, appointments or reminders. The ability to view all pertinent meeting information

on one screen can save time and effort. The embedded scheduler means users can quickly view the availability of all invitees by scrolling the time bar to desired time slots, which dynamically updates the start and end time on the top of the meeting form. Users can expand or contract the scroll bar to change the default duration of the meeting. The embedded scheduler also offers options for alternative meeting times that will accommodate invitee schedules, including times that accommodate certain percentages of invitee schedules. This significantly simplifies the process of finding availability and scheduling meetings among a number of invitees. All allowing users to make more productive use of their time.



Enhanced calendaring and scheduling features in this release help you manage your calendar more effectively.

With Lotus Notes 6, users can schedule IBM Lotus Sametime™ online meetings directly within the scheduling form. Invitees will receive the invitation complete with a URL to the online meeting place. Meeting schedulers no longer need to interact with two different systems. Notes calendaring and scheduling can create an online meeting, as well as provide full scheduling workflow if the meeting needs to be rescheduled.

#### *Enterprise calendar management*

A number of enhancements in Notes 6 provide administrative assistants more management tools when creating meeting invitations and viewing meeting details for one or more executives. With Notes 6, one assistant can now manage multiple executive calendars and multiple assistants can now manage one executive calendar — providing increased enterprise calendar management flexibility for your organization.

Assistants receive e-mails with document links when the executive is sent an invitation. They also receive e-mail notification with acceptances and declines for meetings where the

executive is the chairperson. This eliminates the need for assistants to shuttle back and forth between their own inbox and the executive's inbox and calendar to check for new calendar documents, increasing the assistant's productivity. And assistants can create meeting invitations with an executive as the chairperson, allowing recipients to view who will be chairing the meeting.

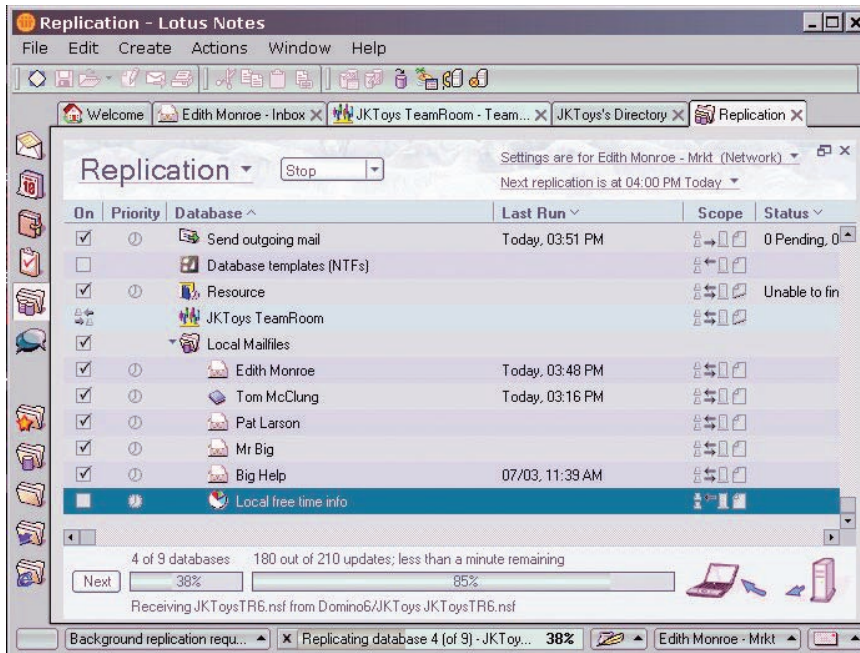
#### *Calendar and schedule printing*

Improved calendar and schedule printing function with this release provides users more printing options to best suit various work styles and preferences. Users can choose which calendar fields to print, the calendar format and style, and the calendar timeframe. For example, users can now quickly print their weekly calendar, as a full page, with the font of their choice — and show only the work week. They can also print calendar information to a Notes document and forward it to others with comments, print a calendar for a specific room or resource and even print embedded scheduler data.

#### **Delivering tight integration with Domino server**

Tight integration with IBM Lotus Domino server makes the Notes messaging and collaboration client one of the most robust available — delivering superior functionality, personalization and customization tools. And with Lotus Domino as the back end, you can take advantage of the advanced security capabilities of Lotus Domino 6, like smart card support, single signon and support for S/MIME v3.

Notes enables your organization to maximize the value of your Domino infrastructure — from standards-based messaging to built-in collaborative applications like discussions and document libraries, to the unlimited potential of Domino technology-based e-business solutions. Administrative features, like Domino server policy-based centralized management of many client settings, help you better manage the infrastructure and implement corporate standards. Together, the Notes client and Domino server can enable you to lower the total cost of your messaging and collaboration infrastructure — as you are equipped to maximize user productivity, work with ease and reduce administration costs.



Background replication facilitates user multitasking and network efficiency.

### Perform multiple tasks simultaneously

With Lotus Notes 6, many tasks execute in the background—reducing wait time and helping to increase end-user productivity and satisfaction. Users can now detach documents, run non-interactive agents, replace or refresh a database design, poll for new mail, replicate, monitor alarms and queue print jobs in the background. All helping to make sure Notes acts as an efficient component of your

IT infrastructure. Streaming network transactions facilitates end-user multitasking, enabling them to continue working while the Notes client engages in more than one task at a time. Users can write an e-mail message or schedule a meeting while the Notes client performs other operations. So users can work more productively as network transactions require less demand on your current infrastructure.

### Strong replication functionality helps mobile users be more productive

You can effectively manage your mobile workers through strong replication functionality. Background replication and the ability to selectively replicate databases, documents, views or folders facilitates user multitasking and network efficiency. This is particularly useful for users who access the network and replicate over congested networks or through dial-up connections.

Selective replication allows users to easily replicate only those databases, documents, views or folders that they need offline—helping to speed replication time, increase efficiencies and reduce network congestion. Users select single or multiple documents to replicate from a Notes database based on their own custom selection criteria. They can then drag and drop those documents to the replication icon on the bookmark bar to create a local replica that is kept up to date with the replica on the server. This combination of granular control and ease of use will help significantly improve the user experience across the board.

Streaming replication results in documents appearing in databases as they finish replicating. Users don't have to wait until replication is complete, so they can start working with documents as soon as they are available.

### **Offers flexibility with roaming and multi-user support**

Today, more and more of your company's workforce is mobile. To help them do their jobs effectively, you need to offer them a higher level of flexibility while still giving them a personalized experience. The roaming-user feature, to be delivered early in the codestream with this release, lets your team have their personal information—Welcome Page, bookmarks, address books, preferences, journals, user dictionaries and ID files—follow them anywhere they work. Data stored on a Domino server can be seamlessly replicated to a new computer when the roaming user logs on for the first time, reducing the time and effort you need to support roaming users. When a user logs off,

their changes will replicate back to the server while various clean-up options allow the user to choose between leaving their personal Notes information on the new machine or deleting it.

Multi-user support means several people can share one Microsoft® Windows® operating system-based PC. Administrators create multiple-user profiles associated with their Windows logon on a single PC, so users can securely access their personal data while sharing common information such as templates and help files. Users are more productive because they have access to their own Notes experience—their Welcome page, bookmarks and preferences—so they can work the way they want. And multi-user support helps reduce your total cost of ownership by maximizing the use of hardware resources for users needing limited access to their own personalized Notes client.

### **Continued focus on collaboration**

Lotus Notes software has a successful history of offering teams a revolutionary way to work together more effectively—by enabling them to easily distribute up-to-date information and to share ideas. It helps boost productivity by offering you organized communication, the ability to automate business processes and the opportunity to work more effectively with colleagues through e-mail, teamrooms and instant messaging integration. So you can increase operational efficiencies and get to market ahead of the competition.

Lotus Notes 6 continues to build on the tradition of the Notes integrated collaborative environment client. Improved integration between the Notes client and other collaborative and productivity tools help you manage documents and workflow more efficiently. New collaborative features include document locking, which helps manage the collaborative editing process so that two people aren't making conflicting edits at



once. And an enhanced Team Room template prioritizes documents to help you evaluate which documents require immediate attention. The Team Room template also includes an announcements view for centralized communication and individual status reports. The Microsoft Office library template allows users to easily create Microsoft documents, with a common template, within the Notes client—helping speed the time needed to create and share information. All of these features combine to streamline collaboration functionality.

If you take advantage of the tremendous realtime collaborative capabilities provided by IBM Lotus Sametime you would find even tighter integration with Lotus Notes software. For example, a Lotus Sametime meeting can now, with Release 6, be created within a standard Notes meeting invitation. This coordination of information provides complete meeting information in one place so invitees won't have to search for critical meeting details. And if the meeting time changes, the Sametime meeting reflects that and adjusts automatically.

### Make your move

With the market climate changing rapidly, you must consider your IT decisions carefully. Your organization must be flexible and readily adaptable as the market evolves. To stay competitive, your messaging and collaboration platform should be a critical component of your business strategy. Lotus Notes 6, leveraging a comprehensive portfolio of software, hardware and service offerings from IBM, is an acknowledged leader in the enterprise messaging market, offering

a best-of-breed, integrated messaging and collaborative environment. Take advantage of Lotus Notes 6 increased functionality, reliable performance, dependable security—and help reduce your total cost of ownership in the process.

### For more information

To learn more about how Lotus Notes integration and collaboration software can help your e-business, visit:

[www.lotus.com/notes](http://www.lotus.com/notes)

### IBM Lotus Notes 6 at a glance

Program	Windows	Macintosh
Supported operating system version	Windows XP, Windows 2000, Professional Edition Windows NT®, Version 4.0 with ServicePack 6a Windows 95 (2nd Edition installer minimum), Windows 98	Macintosh OS 9.x Macintosh OS X (10.1 only)
Processors supported	Intel® Pentium®	Power PC

### Protocols supported

NetBEUI/NetBIOS <sup>1</sup>	Yes	No
NetBIOS over IP <sup>2</sup>	Yes	No
NetBIOS over IPX	Yes <sup>3</sup>	No
SPX	Yes	No
TCP/IP	Yes	Yes
X.PC	Yes	Yes

### Notes:

<sup>1</sup> Only Microsoft NetBEUI is supported.

<sup>2</sup> Only Microsoft TCP/IP is supported.

<sup>3</sup> Both Novell NetBIOS and Microsoft over IPX are supported.

**Memory requirements**

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*Microsoft Windows 95 (2nd Edition installer minimum) and Windows 98*

- 64MB RAM required; 128MB or more recommended

*Windows NT, Version 4.0 with SP6a*

- 64MB RAM required; 128MB or more recommended

*Windows 2000, Professional Edition and Windows XP*

- 128MB RAM required; 256MB or more recommended

*Macintosh OS 9.x and OS X (10.1 only)*

- 128MB RAM required; 256MB or more recommended
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**Disk space requirements**

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*Windows*

- 275MB disk space required

*Macintosh OS 9.x*

- 175MB disk space required

*Macintosh OS X (10.1 only)*

- 250MB disk space required
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**Standards support**

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With built-in support for HTML, Version 4.0, the Notes client delivers full-fidelity access to Web applications, supports the ability to send and receive HTML mail and lets users view and post rich HTML messages in news groups. Notes 6 delivers full standards support, including:

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*Protocols*

- Web: HTTP, Version 1.1
  - Mail: POP3, IMAP4, SMTP
  - Discussion: NNTP
  - Directory: LDAP, Version 3
- 

*Content*

- MIME, S/MIME
  - HTML
  - Native image formats
  - Java™ components
  - JavaScript components
  - X.509 certificates
- 

*Conventions*

- Separate address header
  - Signature files
  - Quoted replies
- 

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09-02  
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\* Worldwide Integrated Collaborative Environments Forecast and Analysis, 2002-2006: How Vendors can Keep the Ice Flowing," IDC, July 22, 2002.