

Configuring Lotus Notes with Windows Me

Introduction

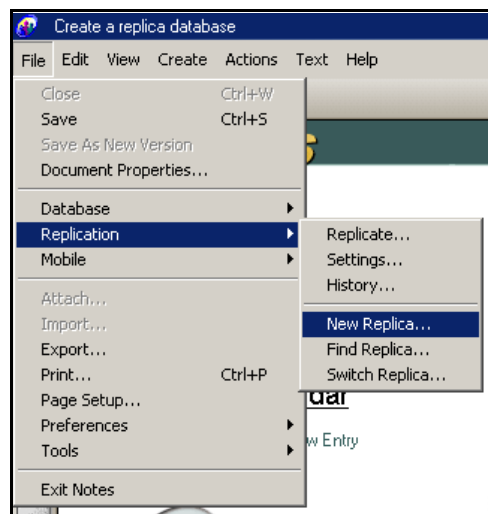
Now that you have your mobile card you will want to be able to send and receive your mail while working away from your office and so you need to configure Lotus Notes to provide you with this service. This is known as replicating your local mail file and ensures that whether you are in your office or mobile, your email remains synchronised at all times.

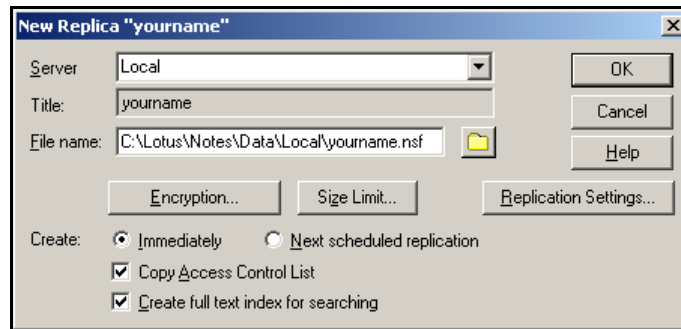
Lotus Notes also needs to know the type of connection that you are using and how it should collect your email, so by configuring it in the best way for your connection you can create the most efficient way to synchronise your mail.

Just a few steps are needed to set this up and you will now be guided through how to do this.

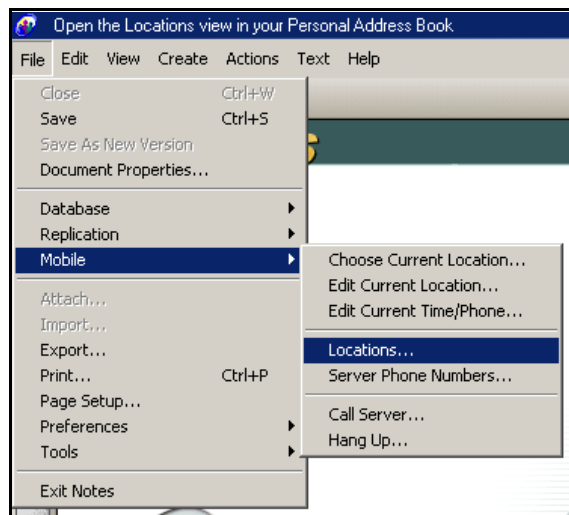
How to configure a local replication for mail

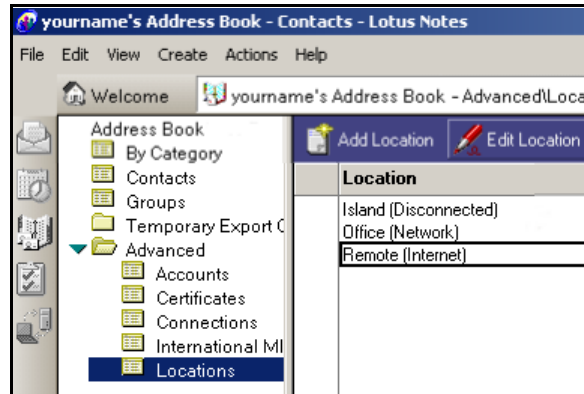
- Double click on **My Computer, C drive, Lotus, Notes** and **Data**.
- Create a folder called **Local** for your data to be stored in.
- Start Lotus Notes in your office profile, click on **File**, scroll to **Replication** and select **New Replica**.



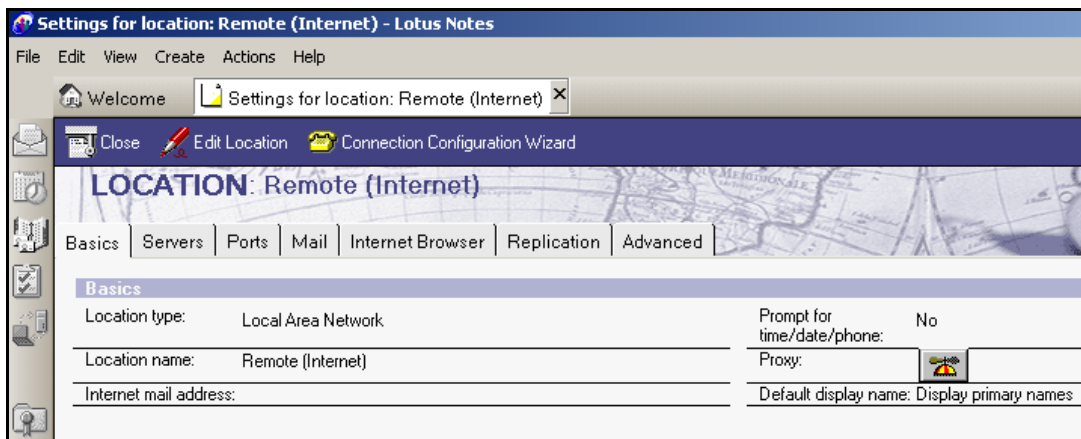


- Ensure **Server** is set to **Local**.
 - Enter your name under **Title**, if the field is blank.
 - Enter the **File Name** as **C:\Lotus\Notes\Data\Local\yourname.nsf**
 - Ensure **Create** is set to **Immediately**.
 - Tick **Copy Access Control List**.
 - Tick **Create full text index for searching**.
 - Click **OK**.
 - Your mail will now be copied to the local file and may take several minutes depending on your mailbox size.
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- Click **File**, scroll to **Mobile** and select **Locations**.



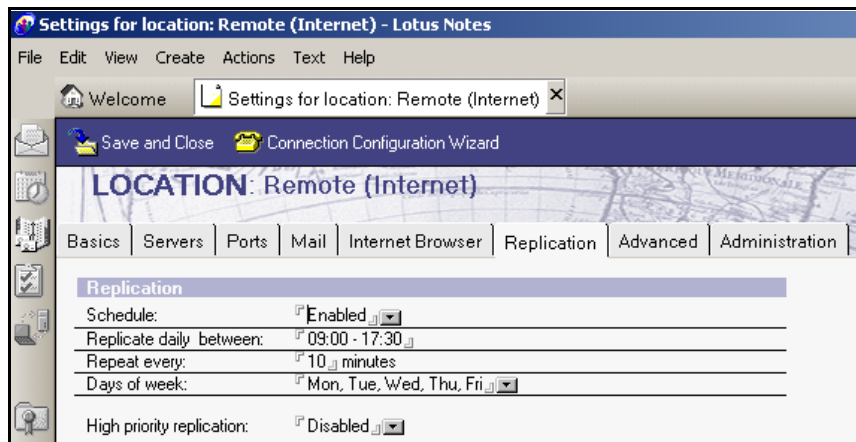


- Highlight your Remote location profile (e.g. **Remote (Internet)**) and click **Edit Location**.



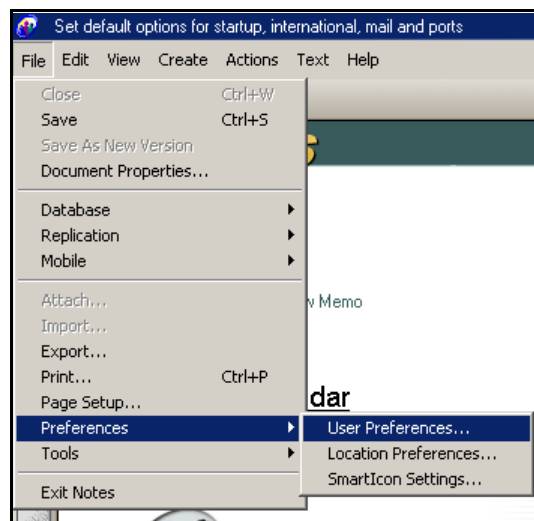
- Click the **Replication** tab.

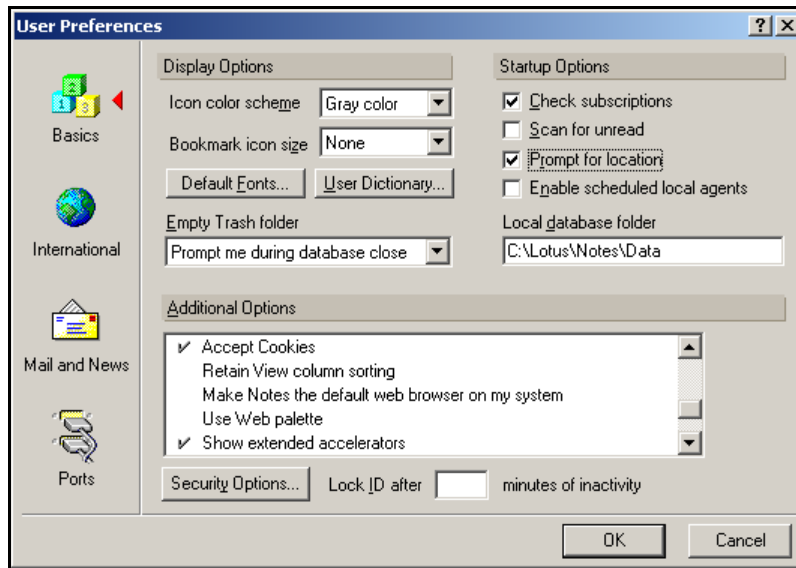
- From the **Schedule** drop down list select **Enabled**.



- Enter between the times of the day you want replication to occur.
- To replicate every 10 minutes enter this in the **Repeat every** box.
- Enter the **Days of the week** you want to replicate.
- Click **Save and Close**.

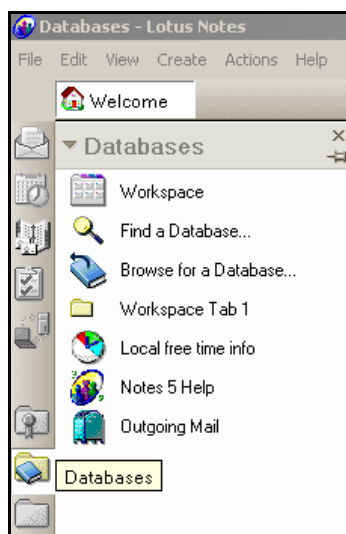
- Click **File**, scroll to **Preferences** and select **User Preferences**.





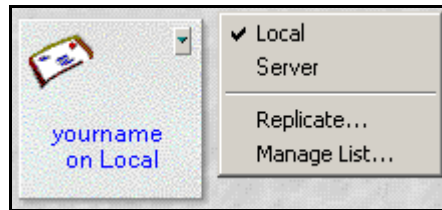
- Under **Startup Options**, ensure **Prompt for location** is ticked.
- Click **OK**.

- From the left toolbar, click on **Databases** and select **Workspace**.



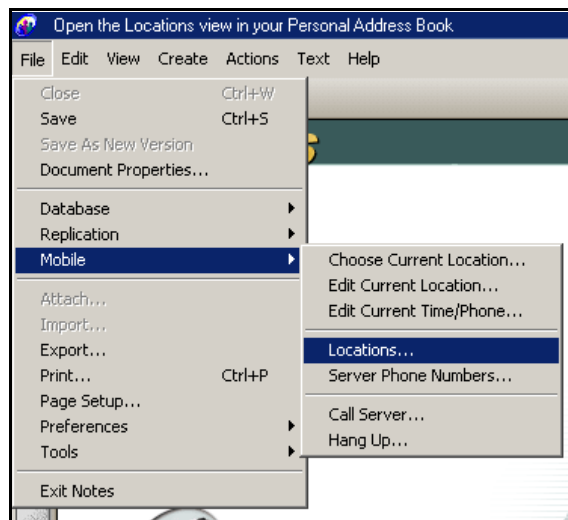
- The **Workspace** window will now appear.

- Select your **Mail** icon.



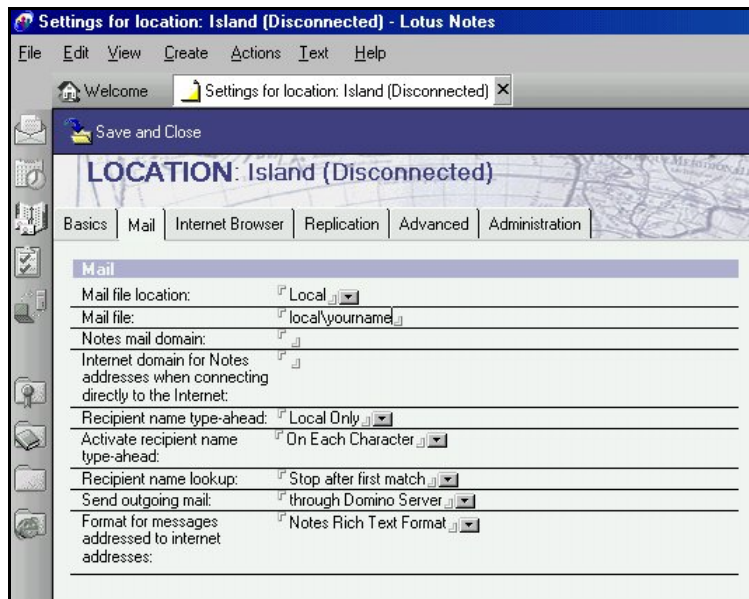
- Click on the top right arrow and tick **Local**.

- Click **File**, scroll to **Mobile** and select **Locations**.



- Highlight your Offline location profile (e.g. **Island (Disconnected)**) and click **Edit Location**.

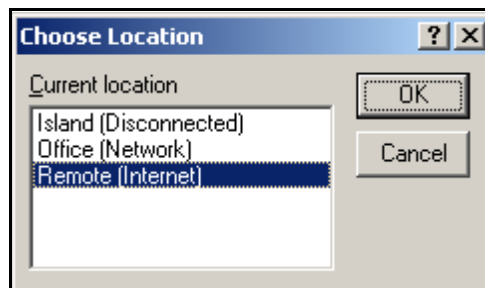
- Click the **Mail** tab.



- Ensure that the **Mail file location** is set to **Local**.
- Enter your mail file path and name (e.g. **local\yourname**) under **Mail file**.
- Click **Save and Close**.
- Exit **Lotus Notes**

To replicate your mail

- Start **Lotus Notes**



- When asked to choose your current location, highlight your Remote location profile (e.g. **Remote (Internet)**) and click **OK**.
- Enter your password.
- When the welcome screen appears, click on the **Replicator** icon.

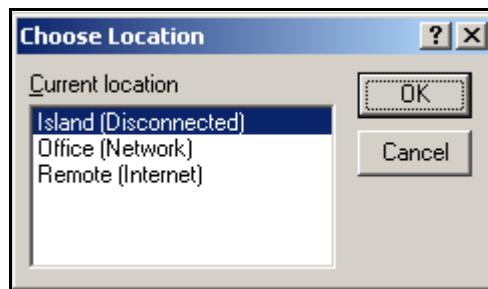


- After the replication window appears click the **Start** button to replicate your mail.



To read mail offline

- Start **Lotus Notes**



- When asked to choose your current location, highlight your Offline profile (e.g. **Island (Disconnected)**) and click **OK**.
- Enter your password.
- When the welcome screen appears, click on the **Mail** icon.
- You can now read offline mail and create new mail ready for delivery.