Access Bookmarks and Other Lotus Notes Applications

Bookmarks are “shortcuts” that give you easy access to Mail, Calendar, Contacts, To Do List and Notebook as well as any other Lotus Notes applications that you have been given access to. Some bookmarks are there already and some you will have to create as you need them.

For instance, you may have been given access to your Manager’s calendar and you want to bookmark it for easy access.

Notes Basic Configuration

The Bookmark Bar contains bookmarks to your important Lotus Notes applications. Click the bookmark to open the application.

Bookmark Folders are used to store additional bookmarks when there is not enough room on the Bookmark Bar. Click the Bookmark Folder to display its contents.

To create bookmarks simply open the application and then drag the window tab to the Bookmark Bar or Bookmark folder.
Click the **Open** button

Click the application or folder that you want to open

You can dock the Open List so that it remains open along the left side of the window similar to the way it is in the Basic Configuration:

Click the **View** menu and choose **Dock the Open List**
To create bookmarks simply open the application and then drag the window tab to the Open List or a folder within the Open List.