

# Upgrade to the Latest Version of Lotus Notes

To upgrade you must have Administrative Rights to your machine. Without these rights the installation will not complete.

If you use a PDA you may have to upgrade your syncing software. Client Support recommends the Blackberry.

## Step 1: Before you begin

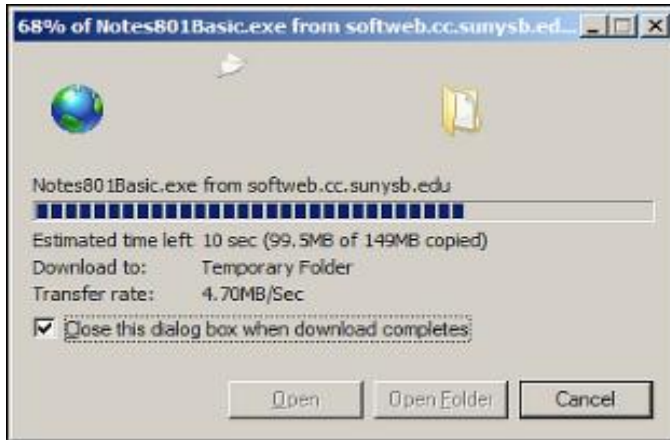
- **Login** to Lotus Notes
- Check the **workspace** or your **Databases/Applications folder** and make a list (or take a screen print) of the Notes databases/applications that you currently have bookmarked. Use this to make sure that all of these databases/applications exist after you upgrade. Also, should Notes crash during the installation you will be able to reinstall these databases.
- **Exit** out of Lotus Notes

## Step 2: Download the Software

You can download the software from Softweb: <http://softweb.cc.sunysb.edu>

- Click **Lotus Notes** under **Email & Telnet**
- Click the **Direct Download** link next to the recommended version of Lotus Notes
- At the dialog box choose **Run**

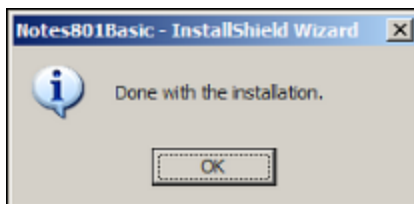
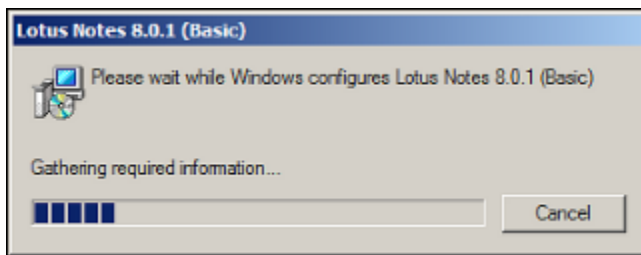
### Step 3: Begin the Upgrade



The installation will begin automatically.



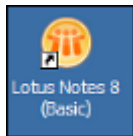
If you see this message click **Run**



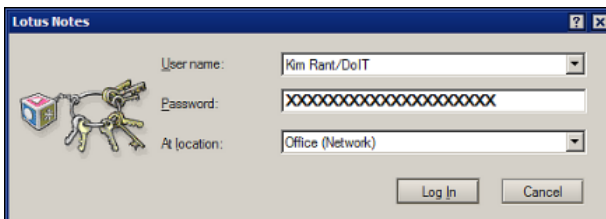
## Step 4: Establish a Network Connection

If you are on a network connection (ie: in your office on campus), be sure that your network connection is in place. If you are in a remote location (ie: your home, out of town, or on a laptop not connected to the network), you must establish an internet connection now.

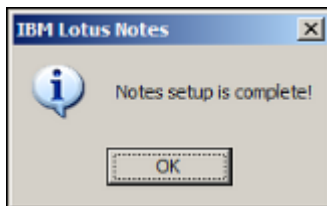
## Step 5: Launch Notes 8 for the first time



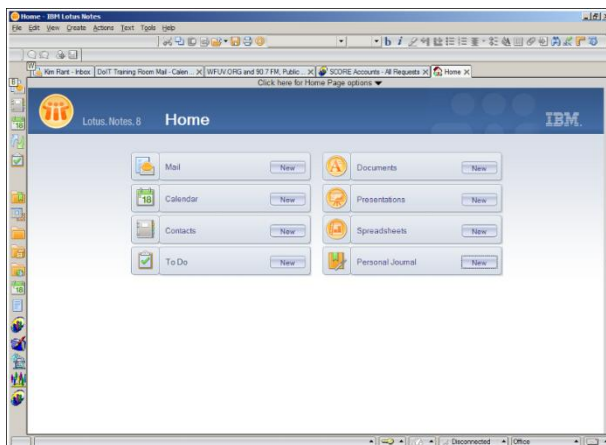
Click the Lotus Notes shortcut on your desktop



Enter your **Lotus Notes** password and click **Log In**



Click **OK**



From the Notes **Home** page click the **Mail** icon to go to your *Inbox*.