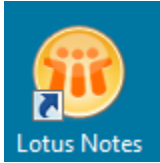


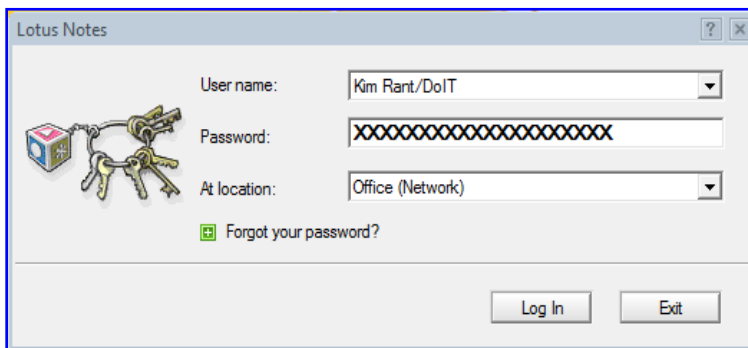
Sign On

Open Notes



Double click the icon on your desktop

Enter your password

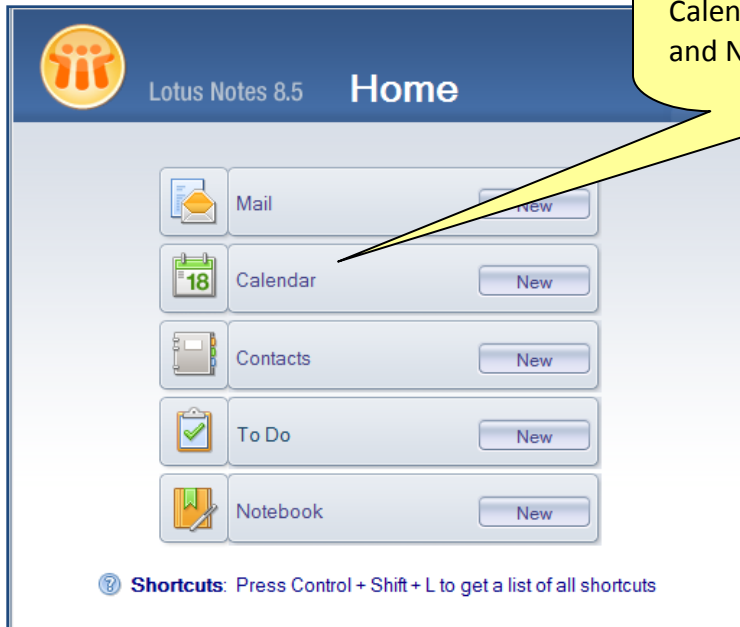
A screenshot of the Lotus Notes login dialog box. The window title is "Lotus Notes". On the left side, there is an illustration of a keychain with several keys and a small blue cube. The dialog box contains three input fields: "User name:" with a dropdown menu showing "Kim Rant/DoIT", "Password:" with a field filled with "XXXXXXXXXXXXXXXXXXXX", and "At location:" with a dropdown menu showing "Office (Network)". Below these fields is a link that says "Forgot your password?". At the bottom of the dialog box, there are two buttons: "Log In" and "Exit".

Enter the password that was assigned to you by the Computer Accounts office (passwords are upper/lower case sensitive)

Click **OK**

Note: If this computer is shared by multiple Notes users, you must first select the **User name** and the **At Location**.

Your Home Page

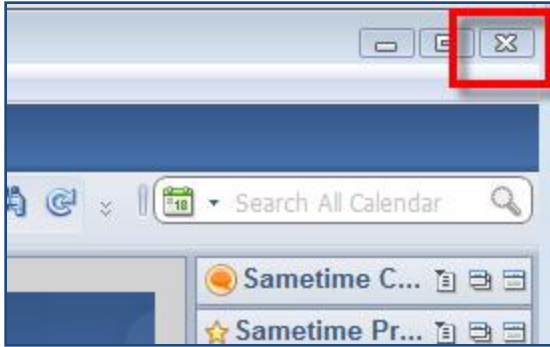


Click the icon on your **Home page** to open your Mail, Calendar, Contacts, To Do, and Notebook

Exit Notes

To exit Notes:

- Click the **File** menu and choose **Exit**



Or, click the **Close** button (X) in the upper right-hand corner of the window.