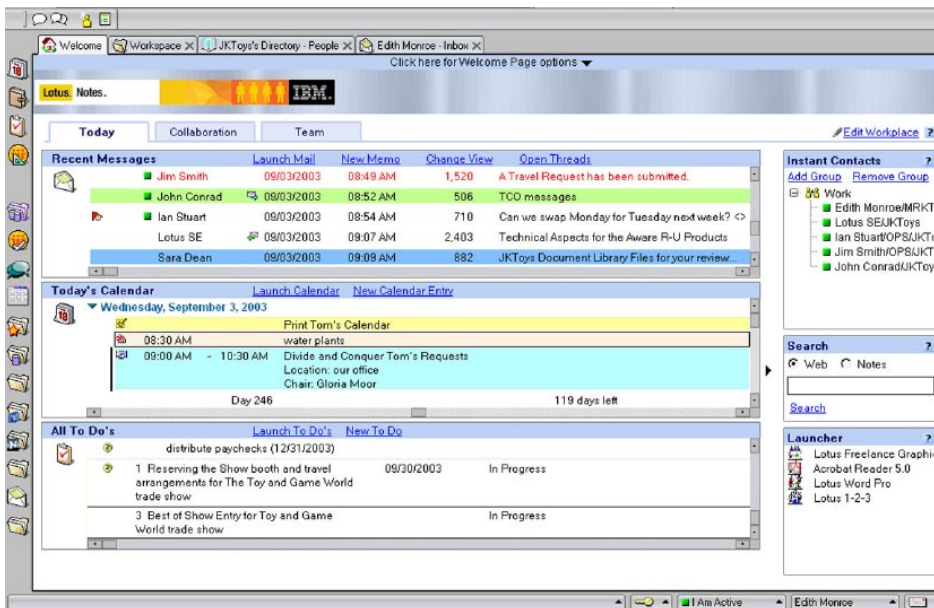


## IBM Lotus Notes 6.5

### Highlights

- **Gives users a single, unified access point to their most valuable messaging, collaborative and personal information management resources through the new Lotus Workplace for Notes welcome page**
- **Integrates Lotus Instant Messaging functionality to provide presence awareness and enable users to initiate chats with colleagues—without launching a separate application**
- **Maximizes responsiveness through follow-up function and visual indicators to show users when they've forwarded or replied to e-mail messages**
- **Helps reduce total cost of ownership through minimal training requirements, end-user productivity enhancements and built-in management function**

Being an e-business on demand™ means effectively managing the incredible volume of information that exists across and beyond your enterprise. Measuring your technology investments by how much they help reduce your total cost of ownership. And at the same time, increasing 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 the cost and complexity of your messaging infrastructure, you need a solution that offers integrated access to all of your most important collaborative resources. One that can deliver outstanding performance, grow easily with your business needs and provide dependable security features. You need a client that can help streamline business processes and significantly increase end-user productivity.



The Lotus Workplace for Notes welcome page can help improve user responsiveness and streamline access to tools, tasks and people.

### **Lotus Notes 6.5 sets the standard for collaboration**

In the integrated collaborative environment market, IBM Lotus Notes® serves as the industry leader in messaging and collaboration software.<sup>1</sup> Through an intuitive environment, Lotus Notes 6.5 software supports the IBM Lotus® Workplace strategy—helping connect people with business processes by integrating your highest-priority information resources—e-mail, calendar and scheduling, journal, to-do lists, Web pages and databases—within a proven, reliable messaging and collaboration environment.

Enterprise-class messaging functionality and collaboration capabilities combine with a robust platform that supports custom applications to give you an innovative workplace environment. Lotus Notes function can help you reduce your total cost of ownership and accelerate business processes—while minimizing training costs—as you continue to extend the value of your current investments.

### **Improve productivity—starting with Lotus Workplace for Notes welcome page**

By increasing user productivity, you increase your organization's productivity and efficiency. In Lotus Notes 6.5, users can enhance productivity by taking advantage of the new IBM Lotus Workplace for Notes welcome page. Enabling your organization to improve responsiveness to customers and your business partners to gain competitive advantage. And gives users streamlined access to the tools, tasks and people they work with.

The intuitive interface helps users efficiently organize and manage daily tasks and communications. The Lotus Workplace for Notes welcome page has three default tabs—each presented with multiple panes displaying business-critical information sources. Users can set Lotus Workplace for Notes as their default welcome page. Customization options allow them to display their information based on individual preferences. Users can not only see what is in the frames they choose to display, but can also act on those items—respond to an e-mail or launch an application outside the Lotus Notes client—giving them the flexibility to work in the most productive manner possible.

### *Today tab*

The *Today* tab presents recent mail, the day's calendar commitments, and either to-do items or items marked for follow-up. With a single mouse click, users can launch a particular information source or create new mail, calendar entries or to-do items. By highlighting an e-mail while on the *Today* tab and clicking on *Open Threads*, users can view an expanded preview pane that contains all the e-mail in the thread. Viewing the extent of a particular thread helps them navigate to the most appropriate e-mail—helping to save time and increase productivity.

### *Collaboration tab*

The *Collaboration* tab gives users access to their inboxes, all-documents views and mail operations. Users can also dynamically display their personal address books, Web sites or Lotus Notes databases—so they can work with their personal information in a manner that suits their individual needs.

### Team tab

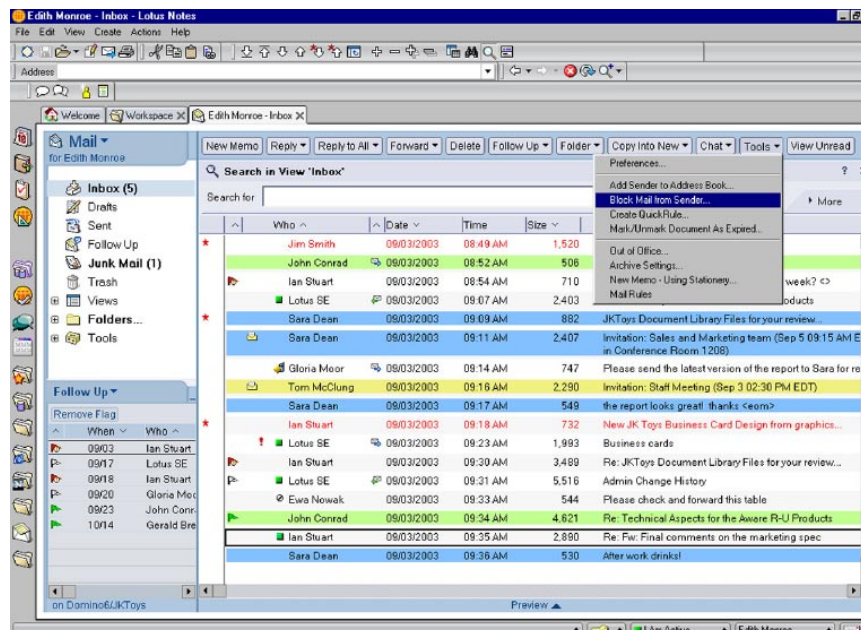
The *Team* tab integrates all relevant information for a team project into one location. Each customized *Team* tab offers frames of content that can include a Web site, team IBM Lotus Domino™ databases and a group calendar—helping to reduce the time spent searching for project information—and to increase productivity.

### Instant contacts, search and launcher tool

The right side of the Lotus Workplace for Notes welcome page offers simplified access to other valuable sources of information, including the IBM Lotus Instant Messaging (IBM Lotus Sametime®) contact list. Users have access to integrated search function across their Lotus Notes data and database catalogs as well as on the Web. And the Lotus Notes bookmark launcher can help streamline access to applications and Lotus Notes data.

### Centralized administration

Your company can choose to create its own custom Lotus Workplace for Notes welcome page with a standard look and feel, including corporate logos. You have the granular control to define which fields of the Lotus Workplace for Notes welcome page to lock down centrally and which ones users can customize. So you can offer



Improve productivity through new features, like block mail from sender, presence awareness and replied to and forwarded indicators.

users the flexibility to work the way they want, while helping them receive the information and tools important to your organization as soon as they launch the Lotus Notes client.

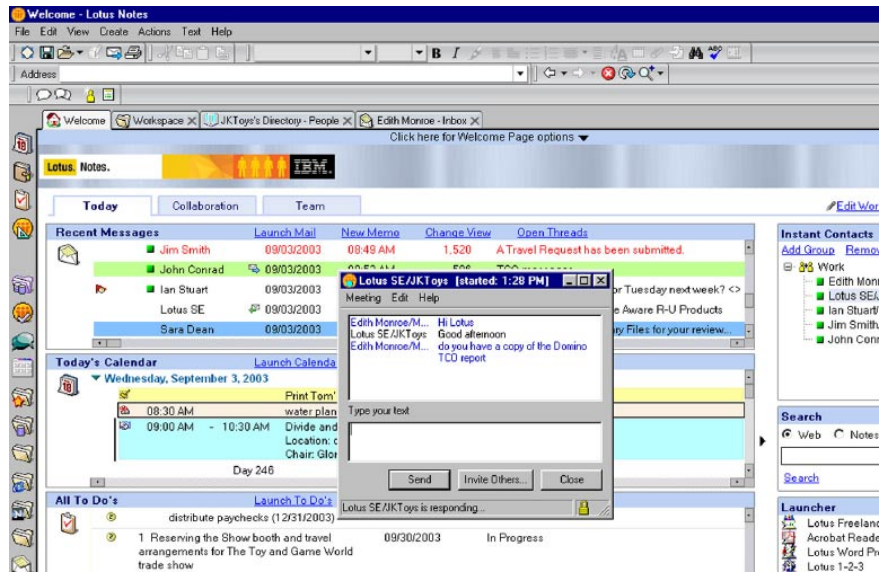
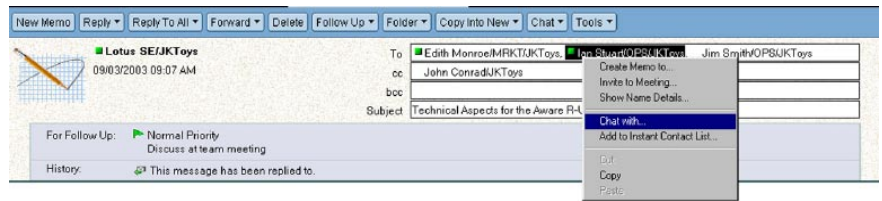
### Take advantage of fully integrated instant messaging function

The Lotus Notes 6.5 client incorporates robust instant messaging function<sup>2</sup> so users can easily collaborate with colleagues while remaining in the context of an e-mail or other tasks.

Users can be automatically logged on to Lotus Instant Messaging when they log on to Lotus Notes, saving time and allowing them to take advantage of chat and awareness functions from the moment they launch the Lotus Notes client.<sup>3</sup> They can see who is online from their Lotus Instant Messaging contact lists, manage their online status and initiate chat sessions with other active Lotus Instant Messaging users—without separately launching the Lotus Instant Messaging application.

Integrated instant messaging support gives users a variety of robust functionality.

- *The Lotus Workplace for Notes welcome page integrates online status indicators and displays the Lotus Instant Messaging contact list, so users can immediately see who is online.*
- *Online status indicators appear next to a user's name in the mail view – and in the From, To and cc fields of an e-mail, offering presence awareness so users can easily view whether other Lotus Instant Messaging users are available to chat. While reading an e-mail, they can increase their productivity by initiating a chat session with the sender, other recipients or the entire distribution list—in real time.*
- *Through familiar instant-messaging conventions and right-click menu support, users can get started quickly—with minimal or no training.*
- *You can extend the value of your Lotus Domino software-based collaborative applications by adding Lotus Instant Messaging integration to the forms and views of your own applications—with one mouse click. This level of product integration helps accelerate application development and deliver robust messaging and collaboration capabilities to help address business requirements.*



Users can see who is online, initiate chat sessions and manage their online status—all without leaving Lotus Notes 6.5.

### Help employees act quickly to increase business responsiveness

With Lotus Notes 6.5, users can mark e-mail messages with a follow-up flag to indicate that further action is warranted—helping maximize user responsiveness to incoming requests. The follow-up function offers several options:

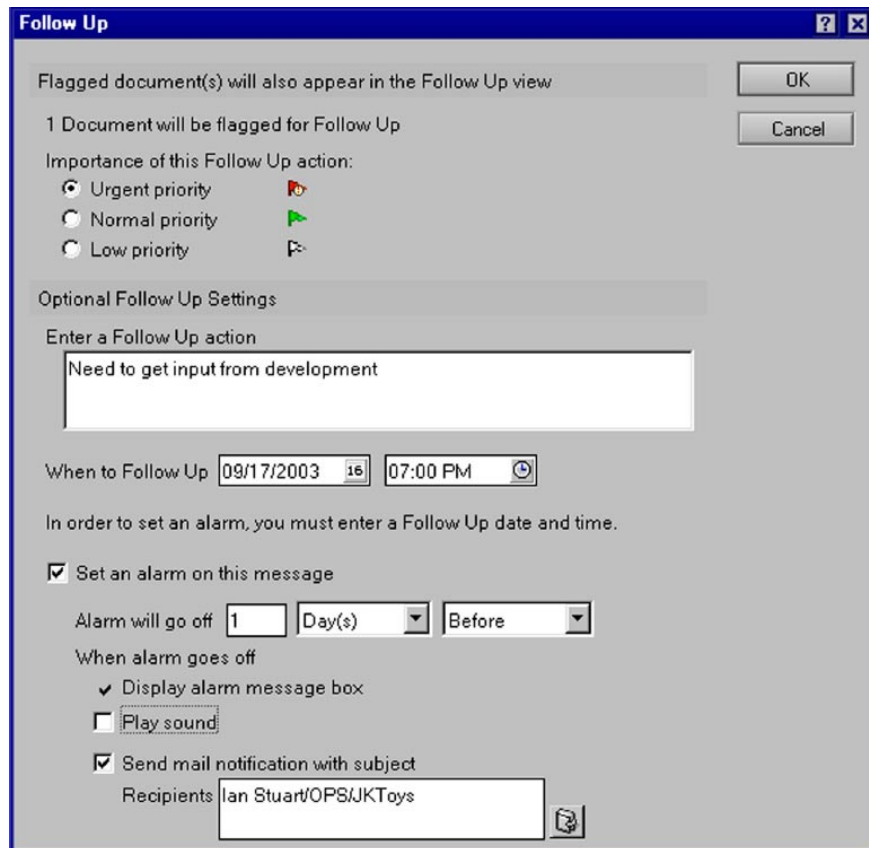
- *Select the priority of the follow-up (low, normal, urgent), indicated by a flag in the inbox.*
- *Enter specific details about the required follow-up action in the Follow Up dialog box to help maximize productivity.*

- *Set an alarm or specify to have an e-mail sent to the user or someone else as a reminder of a follow-up action, like marking an e-mail for follow-up on the day prior to an important meeting or deadline. Reminder alarms and e-mails are generated automatically, helping to increase operational efficiency across your organization.*
- *Easily sort the flag column or view a summary of all mail flagged for follow-up—helping users to better prioritize their work.*

Lotus Notes 6.5 software also includes a feature that enables users to visually determine whether they have responded to or forwarded a particular e-mail. Icon indicators are provided at the view level and in the e-mail header area to show that a reply or a forward has occurred. The icons can help users respond to e-mail faster and help them more efficiently manage the information and tasks in their inboxes.

### **Control the flow of communications to increase operational efficiencies**

Users can now quickly and easily take advantage of *QuickRules* function from the *Tools* drop-down menu in the inbox view, based on a specific e-mail. They can more effectively manage the flow of information into their inboxes—freeing up time to focus on more important tasks. Users are prompted to indicate the type of rule they want to create—delete, change priority or move to a folder. Once they've created a rule, users can easily edit or delete it in the rules view.



*Lotus Notes 6.5 allows users to mark e-mail messages with a follow-up flag to indicate further action is warranted.*

The *Block Mail from Sender* function allows users to block a specified sender's future messages from display in the inbox view by automatically moving them to the *Junk Mail* folder. Once users create lists of blocked senders, they can easily manage them from their *Junk Mail* folders. Less junk mail in their inboxes can help users increase productivity by letting them quickly navigate to important messages.

### **Help enhance productivity further with new features**

Lotus Notes 6.5 software includes a number of new capabilities to help users increase productivity.

- *Drag and drop e-mail messages from the inbox view to the calendar or to-do icon on the bookmark bar to automatically create and populate a new entry.*
- *View only unread mail in the inbox view by toggling on and off.*

- *Confirm when selecting Mark All Read or Mark All Unread.*
- *See the time (as well as the date) in the inbox view—adjusted to the user’s time zone.*
- *Export data easily from a Lotus Notes view to a spreadsheet in the comma separated value (CSV) format.*
- *Set Lotus Notes as the default mail client<sup>4</sup>, so that when users click a mailto: link on a Web page, a new message window will automatically open in Lotus Notes.*

### **Take advantage of industry-leading calendaring and scheduling function**

Calendaring and scheduling function in Lotus Notes 6.5 software builds on the already robust function of Lotus Notes 6—like dual time zone support, drag-and-drop functionality, a comprehensive scheduling form and enterprise calendar management capabilities. New features can further enhance user efficiency.

- *The room and resource database allows users to change the name of rooms or resources to something more meaningful to them.*
- *New scheduling function gives the leader of a particular meeting more flexibility over scheduling details for previously rescheduled repeating meetings.*

### **Deliver tight integration with Lotus Domino server**

Tight integration with IBM Lotus Domino server makes the Lotus Notes messaging and collaboration client one of the most robust available—delivering superb functionality, personalization and customization tools and advanced security features. Together, the Lotus Notes client and Lotus Domino server can help lower the total cost of your messaging and collaboration infrastructure—because you are equipped to help maximize user productivity and reduce administration costs.

### **Core function gives you a messaging infrastructure you can count on**

Lotus Notes 6.5 software continues to provide robust messaging and collaboration functionality.

- *The ability to execute multiple tasks, like writing an e-mail or scheduling a meeting—while other tasks perform in the background—reduces wait time and helps increase end-user productivity and customer satisfaction.*
- *Background replication and the ability to selectively replicate databases, document views or folders help facilitate user multitasking and network efficiency.*
- *Roaming and multi-user support help mobile workers do their jobs effectively—offering them the flexibility of having their personal information accessible regardless of their work locations.*

### **Make your move to Lotus Notes 6.5**

If your business uses Lotus Notes 6, you can use the IBM Lotus Notes Smart Upgrade tool to deploy Lotus Notes 6.5 and future upgrades—allowing users to smoothly upgrade with a single mouse click. The Lotus Notes Smart Upgrade tool enables you to realize the value of the most current Lotus Notes version—while helping to drive down the cost typically associated with software deployments.

In today’s on demand world, 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 6.5 leverages a comprehensive portfolio of software, hardware and service offerings from IBM. An acknowledged leader in the enterprise messaging market, Lotus Notes 6.5 software offers a best-of-breed, integrated messaging and collaborative environment. Take advantage of Lotus Notes 6.5 increased functionality, reliable performance and dependable security features—and help reduce your total cost of ownership in the process.

**Leading-edge services and solutions—  
whenever and wherever you need them**

Choosing Lotus software from IBM means you have access to the vast resources available through the global team at IBM Software Services for Lotus and our network of qualified Business Partners. We're here to help you quickly maximize the capabilities of and speed return on your Lotus software investments. Through expert consultation, in-depth understanding of Lotus technologies, custom application development, real-world experience and knowledge transfer, we can help you turn your IT investments into quantifiable business value. To learn more, visit [ibm.com/lotus/services](http://ibm.com/lotus/services) or [ibm.com/lotus/partners](http://ibm.com/lotus/partners).

**For more information**

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

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

**IBM Lotus Notes 6.5 at a glance**

	Windows	Macintosh
Supported operating systems	<ul style="list-style-type: none"> <li>• Microsoft® Windows® XP, Professional Edition</li> <li>• Microsoft Windows 2000, Professional Edition with Service Pack 3</li> <li>• Windows NT®, Version 4.0 (Intel® Pentium® only) with Service Pack 6a</li> <li>• Windows 98</li> <li>• Windows 95 (Second Edition installer minimum)</li> </ul>	Macintosh OS X (10.1 and 10.2)
Processors supported	Intel Pentium	PowerPC
<b>Protocols supported</b>		
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. No NetBEUI in Windows XP, Professional Edition.

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

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

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## IBM Lotus Notes 6.5 at a glance (continued)

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### Memory requirements

- Windows 95 (Second Edition installer minimum) and Windows 98: 64MB RAM required; 128MB or more recommended
- Windows NT, Version 4.0 (Intel Pentium only) with Service Pack 6a: 64MB RAM required; 128MB or more recommended
- Windows 2000, Professional Edition with Service Pack 3 and Windows XP, Professional Edition: 128MB RAM required; 256MB or more recommended
- Macintosh OS X (10.1 and 10.2): 128MB RAM required; 256MB or more recommended

### Disk space requirements

- Windows: 275MB disk space
- Macintosh OS X (10.1 and 10.2): 250MB disk space

### Standards support

With built-in support for HTML, Version 4.0, the Lotus 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. Lotus Notes 6.5 delivers full standards support, including:

#### *Protocols*

- Web: HTTP, Version 1.1
- Mail: POP3, Internet Message Access Protocol (IMAP), Version 4, Secure Mail Transfer Protocol (SMTP)
- Discussion: Network News Transport Protocol (NNTP)
- Directory: Lightweight Directory Access Protocol (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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<sup>1</sup> IDC. "Worldwide Integrated Collaborative Environments Forecast and Analysis, 2003-2007: Raising the Melting Point of ICE." June 2003. (Based on 2002 data)

<sup>2</sup> Lotus Instant Messaging integration is available on Windows only.

<sup>3</sup> Available to customers who take advantage of IBM Lotus Instant Messaging software.

<sup>4</sup> Available on Windows 2000 with Service Pack 3 and Windows XP platforms.