



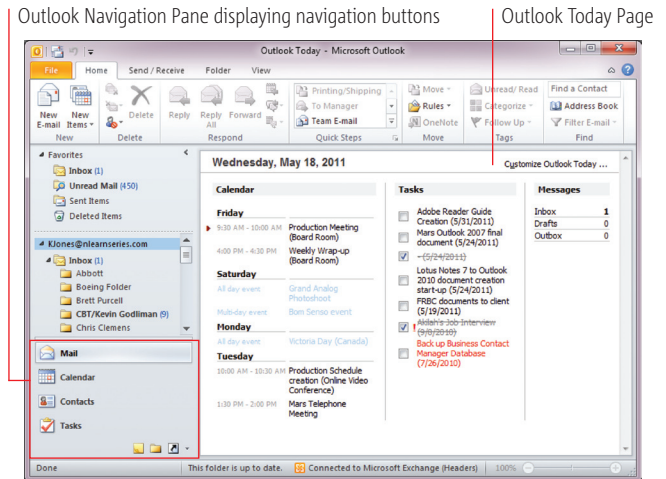
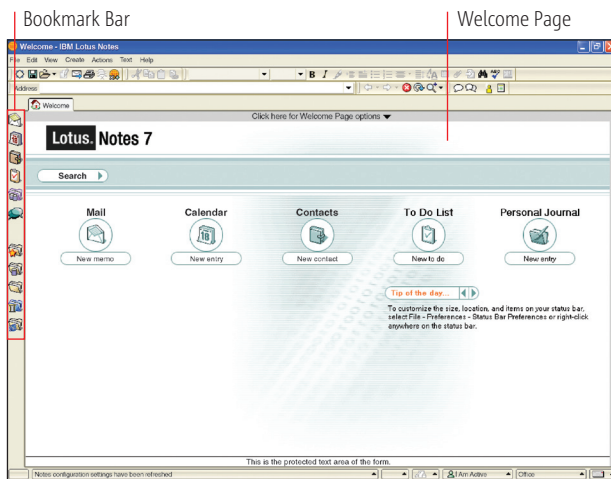
Lotus Notes 7 to Outlook 2010 Transition



Getting Familiar with Outlook 2010 - Differences from Lotus Notes 7

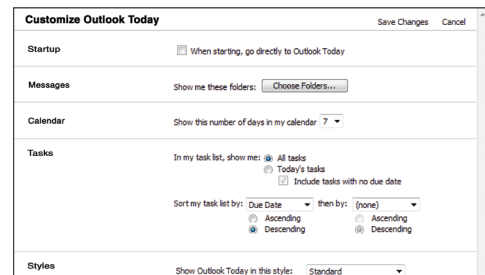
Welcome Page → Outlook Today

The equivalent of the Lotus Notes Welcome Page in Outlook 2010 is the Outlook Today Page. This page allows you to quickly view all of your scheduled calendar events, saved tasks, and a breakdown of your unread and unsent messages. Click your email address, listed in the Navigation pane, to open Outlook Today.



Customizing the Welcome Page → Customizing Outlook Today

As with the Lotus Notes Welcome Page, Outlook Today can be configured to display the information you need to see whenever you start Outlook 2010. After opening Outlook Today, click **Customize Outlook Today** in the top right corner of the window to view the available options (like having Outlook Today open upon startup). Set options as needed and click **Save Changes**.



Bookmarks → Outlook Bar

Using navigation buttons on the Navigation pane in Outlook 2010 is similar to using Bookmarks in Lotus Notes 7. They are located at the bottom of the left hand column when you open Outlook (see illustration, top right). Navigation buttons link to different areas, such as Mail, Calendar and Contacts. If necessary, additional buttons can be add by clicking the **Customize Buttons** menu arrow at the bottom of the Navigation pane and selecting an option from the menu.

To Do Items → Tasks

In Outlook 2010, To-Do items are called Tasks. You can create a task item for yourself, or assign one to someone else. Click **Tasks** on the Navigation pane to display the task list. For detailed instructions, see *Creating and Assigning Tasks*, page 5 of the *Outlook 2010* guide.

Address Book → Contacts

In Lotus Notes 7, all your contact information is stored in your Address Book. In Outlook 2010, click **Contacts** in the Navigation pane to display the contacts page, where you can add, delete, change, and search contact information. For detailed instruction on creating and using contact lists, see *Creating and Managing Contacts*, page 6 of the *Outlook 2010* guide.

Task Areas Terminology

While many of the functions are similar between Lotus Notes 7 and Outlook 2010, there are some differences in terminology. The list below illustrates the terms along with the icons used for similar functions between the two applications.

Lotus Notes 7	Outlook 2010
Welcome Page	Outlook Today
Inbox	Mail
Calendar	Calendar
Address Book	Contacts
To-Do Items	Tasks

The Calendar

The Calendar function in Outlook 2010 works similarly to using the Lotus Notes 7 calendar. Click **Calendar** in the Navigation pane and check the box for the calendar you want to display. Under the **Home** Ribbon tab at the top of the window, choose a calendar format option (e.g. **Day**, **Month**) from the **Arrange** group to change the calendar view.