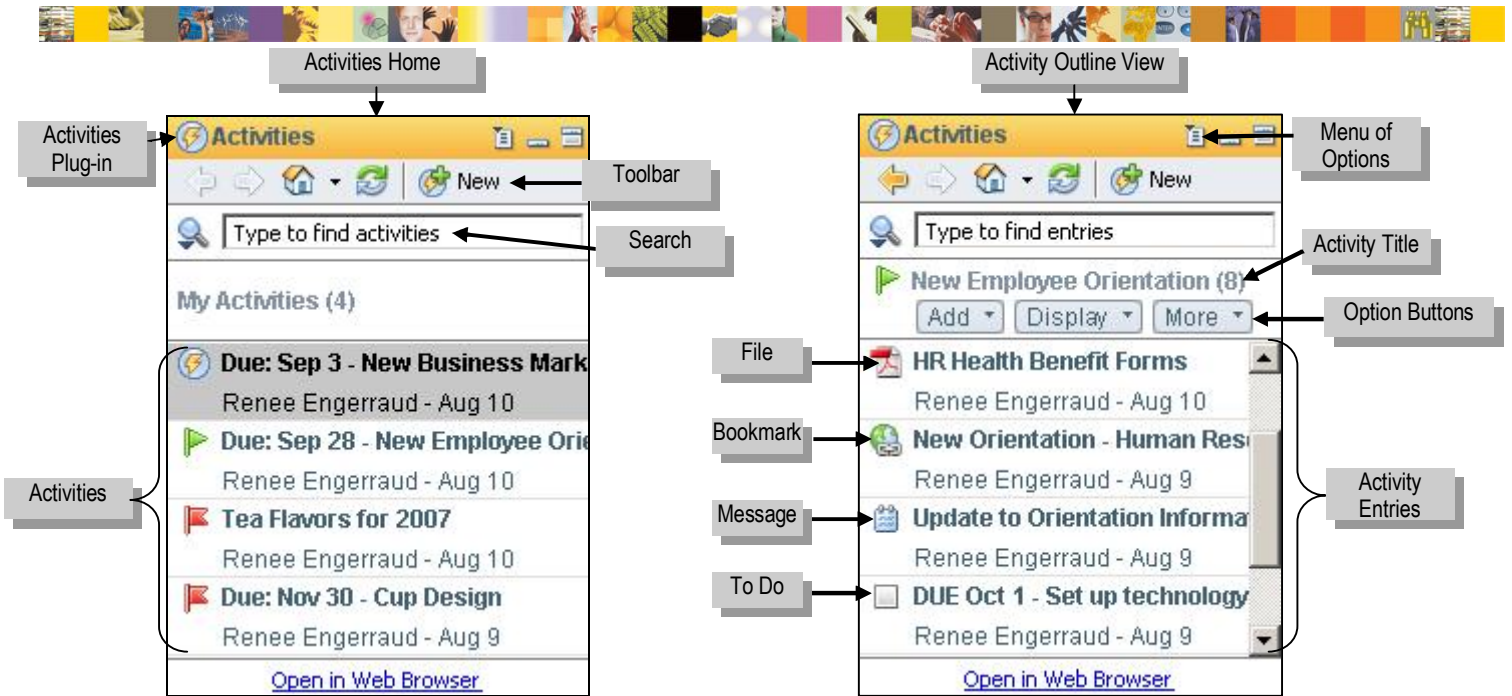


Using Activities in IBM® Lotus Notes® 8



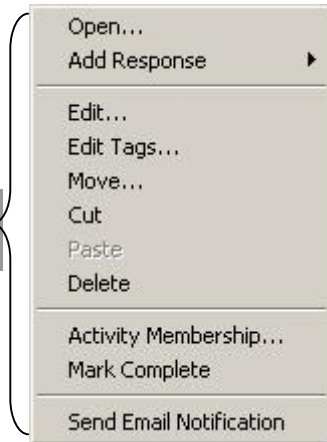
Tips: You can drag a file from your desktop to an activity in the sidebar. You can click a button from within a Sametime chat window and add the chat transcript to the activity of your choice.

Working with Activities

To...	Do This ...
Add an activity.	Click and fill in the data fields.
Add an entry to an activity.	Click and choose an entry type.
View activity members.	Click and then click
Add members to the activity.	Click , click , and then fill in the dialog box.
Change an entry's priority or tune it out.	Click , click , and then choose a priority.
Identify top priority activities.	Notice the priority flags to the left of the activity title.

Working with Activity Entries

To...	Do This...
Respond to an entry.	Right-click the activity entry, choose Add Response , and then choose the type of response to add.
Edit an activity entry.	Right-click the activity entry and choose Edit (only activities you have created).
Edit tags for an activity entry.	Right-click the activity entry and choose Edit Tags .
Move an entry.	Right-click the activity entry, choose Move , and then select the activity you would like to move the entry to.
View entry members.	Right-click the activity entry and choose Activity Membership .
Mark an entry complete.	Right-click the activity entry and choose Mark Complete .
Notify members of new entry.	Right-click the activity entry and choose Send Email Notification .



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The Activities User Interface

To...	Do This...
Navigate the Activities Plug-in.	Click one of these options. (Back, Forward, Home, or Refresh)
Change the way Activities display in the list.	Click the Home drop-down arrow and choose a view.
Change the way Entries display in the list.	From within an activity, click the Display drop-down arrow and choose a view.
Search activity entries.	Click in the Search dialog box and type a keyword.
View activity entries.	Double-click the activity title. You can also, select and hover over an entry and a pop-up window will display the contents of the entry.
Open an activity in your Web Browser.	Click this link below the activity. Open in Web Browser

Activities Preferences