

New Features

The following list represents an overview of the new features in IBM® Lotus® Notes®.

User Interface (UI)

- Better single log-on integration. For more information, see Synchronizing your Windows NT/2000 password with your Notes password.
- Name change from "Welcome Page" to "Home Page."
- Terminology change from "database" to "application."
- Print tab labels when printing a tabbed table; or print each tab of tabbed tables independently.
- Additional table "Undo" operations.
- Multi-level Undo.
- An enhancement to support URL lengths greater than 250 characters.
- See your spelling errors as you type.
- Access the Notes Getting Started Page using **Help > Getting Started Page** from the main menu.
- Choice of preview pane location, below list or beside list.
- New **Open** button to open applications.
- Ability to set a user preference to determine how Window tabs display.
- New embedded Web browser is provided, with option to set default to your chosen browser.
- Finding and working with Location documents is easier.
- Help has a new user interface that lets you keep the Help pane open as you work.
- Sidebar provides easy access and mini views of Instant Contacts, Feed Reader, Calendar and Activities.

Contacts

The former Notes and Domino Personal Address Book is now called Contacts; functionality that was previously included in your Personal Address Book is now included in your Contacts. New features available with Contacts include:

- Ability to include a photograph of the contact in the contact record.
- Improvements to the Contact, Group, and Preview forms, and to the Preferences UI. For more information, see Creating a new contact entry, Creating a group entry, and Setting preferences in Contacts.
- Ability to view contacts By Company
- Deleted contact records are held in Trash for a specified period of time before they are permanently deleted.
- Ability to delegate access to Contacts to another user.
- Recent Contacts view that shows users with whom you have recently interacted, such as e-mail correspondence or chats.
- Includes the ability to show contact entries as Business Cards.

Calendar and Scheduling

- Unaccepted calendar entries display as "ghosted" entries in the Calendar view for new meeting and reschedule notices. This feature is turned off by default; users must enable this feature in the Calendar Preferences.
- Entries with short durations, for example 1 minute, display in time slot views with a duration of 15 minutes, to allow the user to see more information about the appointment. This feature is turned on by default.
- Users can locate free time for a subset of their Invitee list.
- Canceled meetings can be displayed automatically in the calendar or removed outright. This feature is turned off by default; users must enable this feature in the Calendar Preferences.
- All Day events now display in the full day rather than just in the top area.

Mail

- An improved Mail form, with easier-to-access menu bar choices, requiring fewer "clicks" to perform desired actions.
- Simplified Mail preferences.
- Updated and additional Letterhead choices.
- User settings to display additional information when composing or opening mail (From, Sent By, Send Options).
- Improved Out of Office dialog with new features, such as specifying hours.
- Improved choices for "Reply to All," "Include History," and "Include Attachments."
- When replying to a mail thread, the thread layout is displayed. Within the Inbox, you can see all related messages in a thread. Two different options: one that collapses all messages under the most recent response; another that provides the 'thread' on-demand from the Inbox.
- The ability to right-click operations for an entire mail thread, such as deleting a thread or moving a thread to a folder. For more information, see Viewing conversations.
- Message Recall capability.

Search

- Improved Search syntax allows for web-style queries of application content.
- New centralized search interface for queries and results (Domain Search, Find People, Find Application, Web/Intranet Searches available as search scopes).
- Help has a new Search capability that searches across all "books" in the help system, such as Lotus Notes Help and Activities Help.
- If installed, Desktop Search can be launched by right-clicking Live names, and is also available in the Search scope drop-down menu.