

User Manual

for

Nokia/Sony Symbian S60 mobile phones

using

ASL Lotus Notes® Traveler Server

Version 1.0



Table of content

1.	Hardware and software requirements.....	3
2.	Installing the client.....	3
3.	Initiating manual synchronization.....	4
4.	Turning on or off automatic synchronization.....	4
5.	Turning on or off automatic synchronization on roaming.....	4
6.	Scheduled Synchronization.....	4
7.	Selecting mail for synchronization.....	4
8.	Selecting calendar and tasks for synchronization.....	5
9.	Issuing a data replacement operation.....	5
10.	Setting mail filters.....	5
11.	Setting calendar and tasks filters.....	6
12.	Changing or resetting password on your device.....	7
13.	How to update your email signature.....	7
14.	Creating a message.....	7
15.	Downloading truncated mail messages.....	8
16.	Move a message to a folder.....	9
17.	Synchronizing folders.....	9
18.	Deleting a message.....	9
19.	Changing the calendar display.....	10
20.	Deleting a calendar entry.....	10
21.	Responding to a meeting invitation.....	10
22.	Managing contacts.....	11
23.	Uninstalling the Lotus Notes® Traveler client.....	11
24.	Support scope and reading/write email attachment.....	11
25.	Tips and hints to conserve mobile phone battery and data air time.....	12
26.	Submitting a problem report from a device.....	12
	Appendix A Known limitations and restrictions.....	13
	Appendix B Features supported on Lotus Notes® Traveler.....	15

1. Hardware and software requirements

Lotus Notes® Traveler supports Nokia manufactured devices running the following operating system versions:

- Nokia/Sony Symbian OS Series 60 device
- Nokia/Sony Symbian OS Series 60 3rd edition
- Nokia/Sony Symbian OS Series 60 3rd edition feature pack 1
- Nokia/Sony Symbian OS Series 60 3rd edition feature pack 2
- Nokia/Sony Symbian OS Series 60 5th edition

Lotus Notes® Traveler for S60 client requires approximately 1 MB of free storage on the device to install Lotus Notes® Traveler. Note that if you need to download the SIS installation file to main device storage, then you will need an additional 1 MB of storage to hold the installation image. However the SIS file can be deleted after installation.

2. Installing the client

Note: The following steps were documented using a Nokia N96 model phone. Steps on other models may vary slightly. Please consult your Nokia manual. If you get any problem on that page, please write down the error encountered and contact helpdesk at 31258004 or email to helpdesk@asl.com.hk

Use the following steps to install the Lotus Notes® Traveler client from the client download Web site:

1. Turn on the mobile device.
2. Launch the browser.
3. Go to the client download Web site. An example of the client download Web site URL is:
<https://aslhklns05.asl.com.hk/servlet/traveler>.
4. Log in to the servlet with your Webmail (iNotes) Internet address as user name and Notes password.
5. Select **Download the Client**.
6. Select your device type.
7. Transfer the file to your mobile device.
8. Select **Yes** to install.
9. Select **Continue**.
10. When the installation is complete, the Lotus Notes® Traveler configuration wizard starts.
11. Select **Next** to register the Lotus Notes® Traveler client.
12. Enter the following data:
 - In the **User ID** field enter any valid Domino® user name.
 - In the **Password** field enter Domino HTTP password.
 - In the **Server** field enter the Lotus Notes® Traveler server host name. aslhklns05.asl.com.hk
 - In the **Access Point** field select WLAN, GPRS, or Mobility Client. If you select Mobility Client see topic Integrating with Lotus Mobile Connect for more information.
13. Select **Next**.
14. Select the applications that you want to synchronize and select **Next**.
15. Select **Finish** and device synchronization starts.

3. Initiating manual synchronization

Synchronization for IBM® Lotus Notes® Traveler occurs automatically when automatic synchronization is enabled, but you can manually synchronize data if necessary.

Follow these steps to manually synchronize data:

1. Open Lotus Notes® Traveler.
2. Select **Options**.
3. Select **Sync Now**.

4. Turning on or off automatic synchronization

Follow these steps to turn on or off automatic synchronization:

Open Lotus Notes® Traveler.

1. Select **Options**.
2. Select **Auto Sync**.
3. Select **On** or **Off**.

5. Turning on or off automatic synchronization on roaming

Follow these steps to turn on or off automatic synchronization while you are in roaming:

Open Lotus Notes® Traveler.

4. Select **Options**.
5. Select **Auto Sync**.
6. Select **Yes** or **No** (recommended) on **Connect when roaming**.

6. Scheduled Synchronization

Lotus Notes® Traveler users can define a synchronization schedule for peak and off peak times. On the device, open the **Lotus Notes® Traveler**

1. Select **Settings**
2. Select **Auto Sync**
3. Select **Schedule**. You can set the behavior for two time periods; a peak time schedule and an off peak schedule. The sync behavior can be any of the following:
 - Always Connected
 - Manual (recommended)
 - Every 15 minutes
 - Every 30 minutes
 - Every hour
 - Every 2 hours

7. Selecting mail for synchronization

Use the following steps to select mail for synchronization:

1. Open IBM® Lotus Notes® Traveler.
2. Select **Options**.

3. Select **Settings**.
4. Select **Mail**.
5. In the **Sync mail** field select **On**.
6. Select **Done** to save and close.

8. Selecting calendar and tasks for synchronization

Use the following steps to select calendar and tasks for synchronization:

1. Open IBM® Lotus Notes® Traveler.
2. Select **Options**.
3. Select **Settings**.
4. Select **Calendar and Tasks**.
5. In the **Sync Calendar/Tasks** field select **On**.
6. Select **Done** to save and close.

9. Issuing a data replacement operation

Issuing a data replace operation replaces the data on your device with a copy of the data on the server. This replacement operation cannot be undone.

Use the following steps to replace the data on the device with the data from the server:

1. Open IBM® Lotus Notes® Traveler.
2. Select **Options**.
3. Select **Tools > Replace Data**.
4. Select the set of data that you want to replace:
 - Mail
 - Calendar/Tasks
 - Contacts
 - Notes®
5. Select **Replace data**.
6. Select **Yes** to replace data.
7. Select **OK** to close.

10. Setting mail filters

Mail filters are used to conserve space and to prevent unnecessary data from synchronizing to your mobile device.

Use the following steps to manage the amount of mail on the device:

1. Open IBM® Lotus Notes® Traveler.
2. Select **Options**.
3. Select **Settings**.
4. Select **Mail**.
5. Select from the following filters:

Filter	Description	Options
--------	-------------	---------

Folders	Select which folder you want to keep synchronized between the server and device. Limiting the number of folders will help conserve disk space.	Choose from the list of folders.
Remove Mail After	E-mail messages are kept on your mobile device based on interval specified. After an e-mail message is older than the specified interval, the message is automatically removed from the device. The e-mail message is not deleted from the Lotus Notes® mailbox on the server. This setting applies to all folders on the device.	1 day 3 days 5 days (default) 1 week 1 month Show all
Importance	Synchronize only urgent or all e-mail.	All messages (default) Urgent messages
Allow Attachments up to	By default, no attachments are synchronized with mobile device. To allow attachments, you must set a size value. You can retrieve the entire e-mail message including all attachments by using the Download Message feature.	Off (default) 1 K 5 K 10 K 25 K 50 K 100 K 500 K
Truncate Mail to	This filter controls the number of characters that are included in each e-mail that is synchronized to the device. Setting if to off disables the truncation feature. If an e-mail is truncated, you can retrieve the entire e-mail message including all attachments by using the Download Message feature.	Off 1 K 2 K (default) 5 K 10 K 50 K 100 K

6. Select **Done** to save and close.

11. Setting calendar and tasks filters

Calendar and tasks filters are used to conserve space and to prevent unnecessary data from synchronizing to your mobile device.

Use the following steps to manage the amount of mail on the device:

1. Open IBM® Lotus Notes® Traveler.
2. Select **Options**.
3. Select **Settings**.
4. Select **Calendar and Tasks**.
5. Select from the following filters:

Filters	Description	Options
Show Past Events	Events older than the interval specified are removed from the mobile device. These events are not removed from you Lotus Notes® calendar on the server. If you have a repeating event that has an instance date within the filter range, or if multiple instances of the repeating meeting are before or after the filter range, then the entire repeating series synchronizes to the device.	1 day 3 days 1 week (default) 2 weeks 1 month 3 months 6 months

		Show all
Show Upcoming Events	Upcoming events are synchronized to your device based upon the interval specified. If you have a repeating event that has an instance date within the filter range or if multiple instances of the repeating meeting are before or after the filter range, then the entire repeating series synchronizes to the device.	1 day 3 days 1 week 2 weeks 1 month 3 months (default) 6 months 1 year Show all
Show Tasks	All tasks that do not have a completed status are synchronized to the device.	Show All Show Incomplete Only

12. Changing or resetting password on your device

If your HTTP password that is used to authenticate with the IBM® Lotus Notes® Traveler server has changed, you need to update your mobile device with the new password.

Use the following steps to change or reset password on the device:

1. Open IBM Lotus Notes® Traveler.
2. Select **Options**.
3. Select **Settings**.
4. Select **Account**.
5. In the **Password** field enter your Lotus® Domino® HTTP password.
6. Select **Done** to save and close.

13. How to update your email signature

You can define your email signature on your mobile device.

Open the Settings

1. Open IBM Lotus Notes® Traveler.
2. Select **Options**.
3. Select **Settings**.
4. Select **Mail**.
5. Select **Signature**
6. Update your signature information, then select **OK** to save the change.
7. Change the **Use signature** to **On**.

14. Creating a message

Use the following steps to create a new message.

1. Select **Messaging**.
2. Select **Options > Create message > LotusTraveler**.
3. Address the message by entering at least one e-mail address in one of the address fields To, Cc (carbon copy), and Bcc (blind carbon copy). To select addresses from your contact list, select the To field label or select **Options > Add Recipient**.

Notes:

- To create an e-mail message with multiple addresses, use a semicolon (;) or a comma (,) after each name.
 - To enable the address fields Cc and Bcc, select **Options > Address fields** and then enable the fields.
4. In the **Subject** field enter a subject.
 5. Enter the body of your message.
 6. Optional: Do either of the following:
 - To attach one or more files, select **Options > Insert attachment**.
Note: You can also send attachments directly from an application. For example: from the file manager application you can select a file and then select **Options > Send > LotusTraveler**. This action automatically attaches the file to a new e-mail message.
 - To specify delivery options, such as priority, select **Options > Sending Options**.
 - To place a priority on your message.
 - Select **Priority**.
 - Select **High, Normal, or Low**.
 - To apply your digital signature to the message.
 - Set the **Sign** option to one of the following:
 - * **Yes** – The current mail message is signed.
 - * **Always** – The current mail message and all future mail messages are signed.
 - When prompted, enter your IBM® Lotus Notes® ID password.
 - To encrypt the message
 - Set the **Encrypt** option to one of the following:
 - * **Yes** – The current mail message is encrypted.
 - * **Always** – The current mail message and all future mail messages are encrypted.
 - When prompted, enter your Notes ID password.
Note: Encrypted mail cannot be sent to group names. If you send an encrypted mail message to a group name, you receive a delivery failure message for that address.
Encrypted mail is only delivered to recipients that can receive an encrypted version of your mail. If encryption fails for the outgoing mail to any recipients, then a delivery failure message for those recipients is returned to your Inbox.
 7. Perform one of the following:
 - Select **Options > Send** to send the message to the specified recipients.
 - Select **Exit > Save to Drafts** to save a copy of this draft e-mail on both the client and server.
 - Select **Exit > Delete** to discard this draft e-mail from both the client and server.

15. Downloading truncated mail messages

The body of a mail message synchronized to your device may be truncated. This truncation happens when mail filter settings are applied. If your device has enough space and your administrator allows it, you can download the rest of the mail message.

1. Select the mail message to download.
2. Select **Menu**.
3. Select **Download Message**.

Note: You don't see the option to download the message if the message contains an attachment that is larger than the maximum allowed size defined by your administrator. Also, a current limitation is that mail in the Drafts folder cannot be downloaded if the mail was truncated.

16. Move a message to a folder

Organize the data on your device by moving messages to folders to make them easier to find.

Follow these steps to place a message in a folder.

1. Select the message.
2. Select **Options**.
3. Select **Move to folder**.
4. Select a folder.
5. Select **Select** to move the message to specified folder.

Note:

- You can search for folders using the search box to narrow down the choice selection. The search is only performed on the current folder hierarchy level.
- The Left/Right joystick can be used to navigate in and out of subfolders.
- The OK button can be used to select the folder to move the e-mail message.
- The next time the Move to folder dialog is shown, the previously moved folder is selected.

17. Synchronizing folders

Keep your mobile device and sever mail file folders synchronized.

Use the following steps to select which folders to synchronize.

1. Open IBM® Lotus Notes® Traveler.
2. Select **Options > Settings**.
3. Select **Mail**.
4. Select the **Folders** field.
5. Select the folders for synchronization.
6. Select **Options**.
7. Select **Subscribe**.
8. Select **Back** to save and exit.

Note:

- You can search for folders using the search box to narrow down the choice selection. The search is only performed on the current folder hierarchy level.
- The Left/Right joystick can be used to navigate in and out of subfolders.
- The OK button can be used to select the folder to subscribe/unsubscribe.

18. Deleting a message

When you delete a message, the IBM® Lotus Notes® Traveler client removes the message immediately from the device. The message still exists on the server copy of the mail file. The message stays in the Trash folder on the server copy of the mail file for the time specified on the Basics page of your mail preferences or until you explicitly delete it from the Trash folder using your Lotus Notes® client.

Use the following steps to delete messages from the mobile device:

1. Select a message or multiple messages. See your Nokia user guide for steps on how to select multiple items.
2. Select **Options**.
3. Select **Delete**.
4. Select **Yes** to delete the messages.

19. Changing the calendar display

Note: The following steps were documented using a Nokia N96 model phone. Steps on other models may vary slightly. Please consult your Nokia manual.

Use the following steps to change the calendar display:

1. Select **Calendar**.
2. Select **Options**.
3. Select one of the following:

Option	Description
Week view	Visual display of booked time slots for the week.
Month view	Visual display of booked time slots for the month.

4. From the week or month view, select a specific date and press the center button of the joystick to display a day view. The day view provides a display of booked time slots for the day.

20. Deleting a calendar entry

Note: The following steps were documented using a Nokia N96 model phone. Steps on other models may vary slightly. Please consult your Nokia manual.

Use the following steps to delete a calendar entry:

1. Select the calendar entry.
2. Select **Options > Delete**.
3. Select **Yes** to permanently delete the calendar entry.

21. Responding to a meeting invitation

If a meeting invitation contains accept and decline options, then the meeting chair expects you to respond to the invitation. To perform advanced invitation features such as invitation delegation and proposing a new meeting time, you need to use the desktop Lotus Notes® client.

Note: The following steps were documented using a Nokia N96 model phone. Steps on other models may vary slightly. Please consult your Nokia manual.

The following table describes meeting invitation icons.

Icon	Description
	Signifies a new invitation to which your response is requested.
	Indicates an information update to an existing meeting.

	An existing meeting has been rescheduled to a new time and day and your response is requested.
	An existing meeting has been canceled and your response is requested.
	Indicates an invitation that you have accepted and to which the client is currently propagating the response to the chair.
	Indicates an invitation that you have declined and to which the client is currently propagating the response to the chair.
	Indicates an invitation that has already been processed and added to your calendar and that no further action is required.

Use the following steps to respond to a meeting invitation:

1. In your Inbox, open the meeting invitation.
2. Select **Options**.
3. Select one of the following:

Option	Description
Accept	Creates an e-mail response addressed to the meeting chair notifying that you have accepted. A calendar entry is added to your calendar. The next time synchronization takes place, busy time is updated with your new calendar entry.
Decline	Creates an e-mail response addressed to the meeting chair notifying that you have declined.
Tentative	Creates an e-mail response addressed to the meeting chair. Busy time is not updated.

22. Managing contacts

To synchronize your local contacts file (names.nsf) with the contacts on your device, you must first verify that you have synchronization enabled between your local contacts file and mail file using your IBM Lotus Notes® client.

1. Open your mail file with your IBM® Lotus Notes® client.
2. Select **Actions > Synchronize Address Book** to enable the mobile device to receive contact data from your mail file. Repeat this action every time you want to synchronize differences between the local address book (contacts) and any mobile devices that you are using.

23. Uninstalling the Lotus Notes® Traveler client

Instructions for uninstalling IBM® Lotus Notes® Traveler client from the mobile device.

1. Select **Menu > Applications**.
2. Select **IBM Lotus Notes® Traveler**.
3. Select **Options > Remove**.
4. Select **Yes** to remove application from phone.

24. Support scope and reading/write email attachment

In ASL environment, Lotus Notes® Traveler support on email handling is confined to send and receive emails and the mail attachment can be downloaded to the phone or upload back to Notes server. For reading or modifying particular format of attachment on phone is out of support scope. Since some phones have built-in software to view or even modify Microsoft Office documents, some phones require user to buy separate software to do the same. More and more phone models and different phone OS and numerous phone software exhaust support effort to support this.

25. Tips and hints to conserve mobile phone battery and data air time.

Below are some suggestions, where the actual setting may vary from different device or data plan.

- The Lotus Traveler client running on your mobile may switch on your data connection automatically. It is suggested to click **Options**, then **Exit** to quit the Lotus Traveler completely to avoid any unexpected data synchronization.
- Change the synchronization setting from schedule to push manually. Please refer to Scheduled Synchronization for detail
- Change email retention period and number of message download for each manual sync, please refer to Setting mail filters for detail
- Consider to define the priority of your web access to use wifi rather than mobile network.
- Clarify with your telecom whether your data plan can be disabled while roaming.
- Turn off synchronization when you are in roaming, please refer to Turning on or off automatic synchronization on roaming for detail.

26. Submitting a problem report from a device.

A good Traveler Problem Report (TPR) is invaluable to the system administrator when working with Lotus Notes® Traveler support to resolve problems. Often the problem resolution is delayed by weeks as Lotus support staff try to obtain a TPR from the System Administrator, who in turn has to obtain the TPR from the end user experiencing the problem. Note the steps below are different depending on device type.

1. Once a problem is encountered turn logging on:
Open Lotus Traveler and select **Options > Settings > Logging > On**
2. Reproduce the Problem if possible. It is important to demonstrate the problem with logging turned on.
3. Submit a TPR: Open Lotus Traveler and select **Options > Tools > Report a problem.**
4. The logs from the device will be collected and sent to the server and typically stored in the IBM_TECHNICAL_SUPPORT/traveler/logs/tprs folder.
5. If the problem is connectivity related, it is possible the log files will not be sent to the server. In this case copy the TPR zip file from the "C:/data/LotusTraveler/" directory of the device to a connected laptop. Use the Problem Report feature of the Lotus Traveler servlet to upload the zip file. The servlet can be accessed at <https://aslhklns05.asl.com.hk/servlet/traveler>.
6. Notify the System Administrator through Helpdesk at 31258004 or email to helpdesk@asl.com.hk of the problem. Be sure to include as much detail as possible and steps to reproduce.

Appendix A Known limitations and restrictions

Install issues

Problem	Details
"Unable to install" Error when over-installing (upgrade) using a sixx file launched from Messaging Inbox	This occurs when you have an email open for viewing or editing, and try to install a LotusTraveler.sixx file launched from the Messaging application Inbox. When you receive this error. Exit the open email using the task manager, then exit Messaging, and try again.
Mobile device user cannot complete registration if their home mail server is down.	During the registration of a mobile device user with Lotus Notes® Traveler, the Lotus Traveler server will read the user's home mail server and mail path name from the Domino directory. It will then attempt to contact this mail server to determine if there are any replica mail databases configured for this user. If this home mail server is down during the registration attempt, registration will fail until this server is brought back online or the home mail server entry for this user is changed to a different mail server in the Domino directory. Once registration is complete and the Lotus Traveler server learns the locations of the mail replicas, then Lotus Traveler can redirect push and sync operations to other replicas if the home server is down. But not for the initial registration.

Mail issues

Problem	Details
E-mail received with "Please reply by" date does not display with to-do items.	When an e-mail is sent with the "Please reply by" option, it appears in both the recipient's inbox and their to-do list on the Notes client. On the Lotus Notes® Traveler client, it only appears in the inbox.
"Retrieve Full Email" is not available for Drafts	E-mail in a Draft state cannot be retrieved using the "Retrieve Full Email" action.
Error "Message deleted - 7005" displayed after reply/forward using Nokia S60 device e-mail viewer and then deleting.	You may receive the error message error "Message deleted -7005" if you delete a reply or forwarded e-mail response from within the Lotus Notes® Traveler mailbox. The response will still be deleted as expected. This only occurs if you are viewing an e-mail in the e-mail viewer application and then create a reply or forward message, followed by deleting the reply or forward message before sending it.
Cannot save received attachments if filename extension is not recognized by S60 device	On an S60 device, when viewing an email with an attachment that has an extension that is not recognized by the device, the "Save" option will not be available. Only "Open" (which returns object type not supported info note), or "Send". You can send the attachment via the SendAs functions such as IR, bluetooth, email, etc.
Sub-folders not available on S60 3rd edition devices	Nokia S60 3rd edition (3.0) devices do not support sub-folders. Sub-folders would appear as messages and cannot be opened. For this reason, Lotus Notes® Traveler does not support sub-folders for these devices. Sub-folders will not be visible in the Folder subscription and Move to Folder user interfaces. Nokia S60 3rd edition feature pack 1 and 2 devices offer complete support for sub-folders.

Calendar issues

Problem	Details
----------------	----------------

Problem	Details
Calendar filtering does not apply to individual instances of recurring meetings and appointments.	If a recurring meeting includes some instances that match the criteria of the Calendar filter and some that do not, all of the meeting instances will be synchronized to the device.
ROOM and RESOURCE fields from calendar meetings in Domino are not synchronized to the device.	The ROOM and RESOURCE fields are not supported.
“Delegate” and “Propose new time” are not supported.	The “Delegate” and “Propose” Notes calendar actions are not supported for the Lotus Notes® Traveler device.
Meeting notices deleted from mobile device by participant still appear in meeting participant's “All Meetings” view.	When a calendar event is deleted from the device, the Domino server removes the meeting notice from the calendar view, however, the meeting notice still appears in the “All Meetings” view.
Unable to change repeat rule for a calendar entry after it is created.	Lotus Notes® does not allow you to change the repeat rule for a calendar entry after it has been created. For example, you cannot change from a weekly to a daily repeat, or between non-repeating and repeating.
Not all instances of a repeating meeting display.	If the user creates an infinite event from the device, the Traveler server will truncate the event to either 10 instances if there is a yearly repeat rule, or 250 instances otherwise. Calendar entries past the year 2034, on both the device and server, are not synchronized.
Deleting all calendar entries on a Nokia S60 device will not sync to the server	The Nokia S60 calendar application has an option to delete all calendar entries. If you select this option while running Lotus Notes® Traveler, all calendar entries will be deleted from the device, but these calendar events will not still remain on the server. It is not recommended that you use this option. If you wish to replace or refresh your calendar events on your S60 device, from the Lotus Notes® Traveler menu, select Tools > Replace > Replace Data > Calendar and Tasks .
Calendar event synchronization 'None' is not supported.	On the S60 device, when you create a calendar event you can specify the "Synchronization" field to be public, private, or none. If you select Public, then the calendar event will synchronize to the server normally. If you select Private or None, then the calendar event will synchronize to the server as a private calendar entry.
You cannot create invitations that have attendees.	This is a limitation of the device's calendar application. You can create meeting notices on the calendar as reminders for yourself.

Contacts issues

Problem	Details
Contacts stored on a SIM card do not synchronize.	Contacts stored on a SIM card are not synchronized by Lotus Notes® Traveler.

Appendix B Features supported on Lotus Notes® Traveler

	Lotus Notes® Traveler 8.5
Email	
Send and receive email with attachments	x
Create and read encrypted mail	x (1)
Set follow-up flags with action items	
Show email in a vertical preview pane	
Show mail threads that group related email for quick access to needed information	
Recall email sent in error	
Manage mail rules enforced on the server for all clients	
Manage white and black sender lists enforced by the server for all clients	
Manage email offline and synchronize changes when reconnected to the network	
Quickly address email with recent contacts	
Display conversations, whereby a folder only lists the latest email within a thread in the selected folder for easier access	
Calendar	
Day-at-a-Glance calendar view	x
Weekly and monthly calendar views	x
Schedule meetings, appointments, and reminders	x
View unprocessed meeting invitations	
Schedule rooms and resources with meeting invitations	
Overlay personal, external calendars so that all calendars display in a single view	
Work with a calendar and schedule meetings offline and synchronize changes when reconnected to the network	
Contact Management	
Display information on a contact from the name and address book	x
Create a new contact	x
Display photo with contact data	
Display contact information in vertical preview pane	
Display contacts as a set of business cards for easier access	
View contact data in a vCard attachment	
Import contact information in vCard format into the name and address book	
Forward contacts as a vCard	
Productivity	
Setup automatic notifications when out of the office and unable to collaborate	
Multilevel undo within rich text editor	
Welcome Page that provides customizable, central access to information users need	
Save attachments directly into an IBM Lotus Quickr™ library, and send a link within the library instead	
Work with collaborative and business applications offline and synchronize changes when reconnected to the network	
Deploy Web widgets to a widgets folder that provides integration to Web services and can be used to pass selected text as data to such a service	
Drag and drop emails with attachments into an IBM Lotus Quickr™ place through always available sidebar plug-in	
Real-time spell checking as you type	
Deploy widgets to an always available sidebar that provide productive function	
Live Text - text automatically recognized and highlighted by Widgets that take a context-sensitive	

action when clicked	
Create and edit open standard documents with integrated Lotus Symphony software	
Integrated search center for basic searches of emails, contacts, calendars and the Internet (using popular search engines) from a single location	
Mash together existing business applications and data to help streamline business processes	
Deploy custom plug-ins into an always available sidebar that provides quick access to business data	
Personalization	
Personal to-do lists with status and alarms	x
Personal notebooks from integrated template, electronic diary where users can write and store private documents	
Quick access to subscribed news feeds through always available sidebar plug-in	
Specify look-and-feel theme for windows and how they open	
Collaboration	
Connect with people through integrated IBM Lotus Sametime™ instant messaging and presence awareness	
Collaborate with colleagues across a wide set of business topics in a forum through Discussion application	
Access custom 3rd party collaboration and business applications	
Manage and store team content through teamroom application	
Find recent collaborations with a selected contact	
Create personal blogs from integrated template	
Discover information on people, found in email and documents, that have common interests and expertise through integration with IBM Lotus Connections™ software	
Share and discover Lotus Domino documents of interest through integration with IBM Lotus Connections™ software	
Manage team activities - work associated with a project - via always available sidebar plug-in integration with IBM Lotus Connections™ software	

(1) Available only on the Microsoft Windows Mobile and Nokia S60 platform