

Lotus Notes Domino Web Access Quick Start

The instructions in this guide will assist you in getting started in Lotus Notes Domino Web Access 8.5. Instructions include:

- Configuring Your Web Browser – Disable Pop-Up Blocker
- Logging In
- Initial Sign-In Password Change
- Installing the Required Active X Control
- Domino Web Access Window Overview
- Showing/Hiding the Sidebar Panel
- Logging Out

Configuring Your Web Browser – Disable Pop-up Blocker

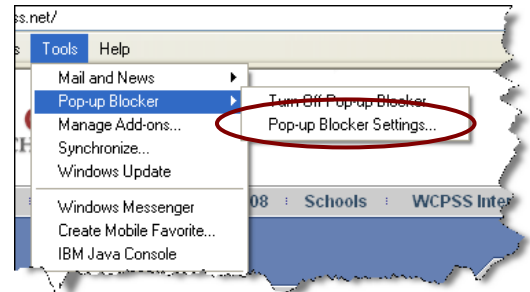
1. Open **Internet Explorer**.



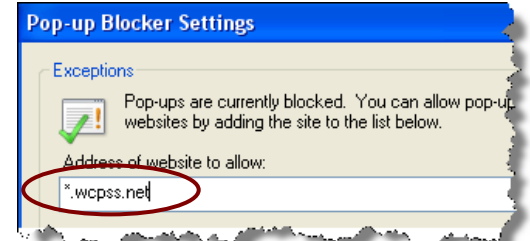
2. Click **Tools** in the Menu bar.

3. Click **Pop-up Blocker**.

4. Click **Pop-up Blocker Settings...**



5. Type ***.wcpss.net** in the Address of Web site to allow field.



6. Click  .



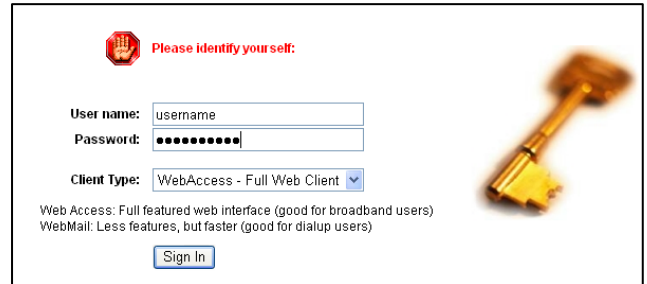
NOTE: You should now see the site you just added in the **Allowed sites:** list.

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Logging In

Log into Lotus Notes Domino Web Access from anywhere with an Internet connection by visiting:
<http://webmail.wcpss.net/>.

1. Enter your **User name** and **Password**.
 - **Important Note:** Your password is **CASE SENSITIVE**. You **MUST** type in capital letters where your password has capital letters. **PASSWORD** and password are not the same.
 - Passwords have initially been set to your **Oracle ID** number. If you do not know your Oracle ID number, have your supervisor contact the Help Desk.



Please identify yourself:

User name:

Password:

Client Type:

Web Access: Full featured web interface (good for broadband users)
WebMail: Less features, but faster (good for dialup users)

2. Click **Sign In**.

Initial Sign-In Password Change

If this is the first time you have logged into Lotus Notes Domino Web Access, you will be presented with a screen forcing you to change your initial password.

1. Type in your **Old Password**
 - This is what your initial password (Employee ID number) was set to when you logged in to the system on the previous screen.
2. Type in your **New Password**, and then type it again in the **Confirm Password** field.

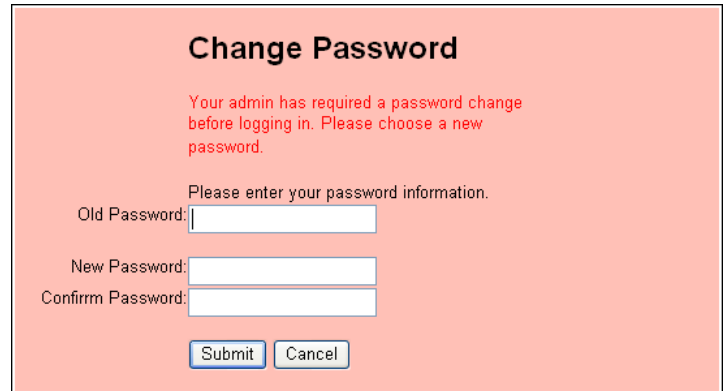
Password Rules:

- Passwords must be a minimum of 8 characters in length.
- Passwords must contain a mixture of characters and numbers.
- Passwords expire after 180 days.

3. Click **Submit**.

IMPORTANT NOTE:

- It will take at least 15 minutes for a password reset to take effect.



Change Password

Your admin has required a password change before logging in. Please choose a new password.

Please enter your password information.

Old Password:

New Password:

Confirm Password:

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Installing the Required ActiveX Control

Once you are logged in to the system you will need to perform the following steps to install the required ActiveX Control. This will fully enable you to use all the features of Domino Web Access.

1. Click the **Preferences** link in the upper right side of the screen.



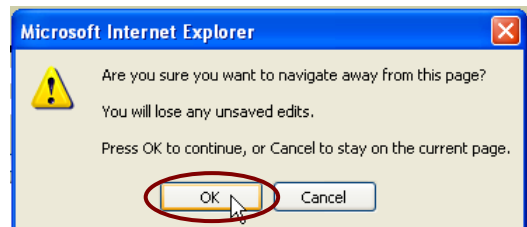
2. Click the **notification banner** to install the ActiveX control associated with the preferences menu.



3. Click **Install ActiveX Control** from the menu.



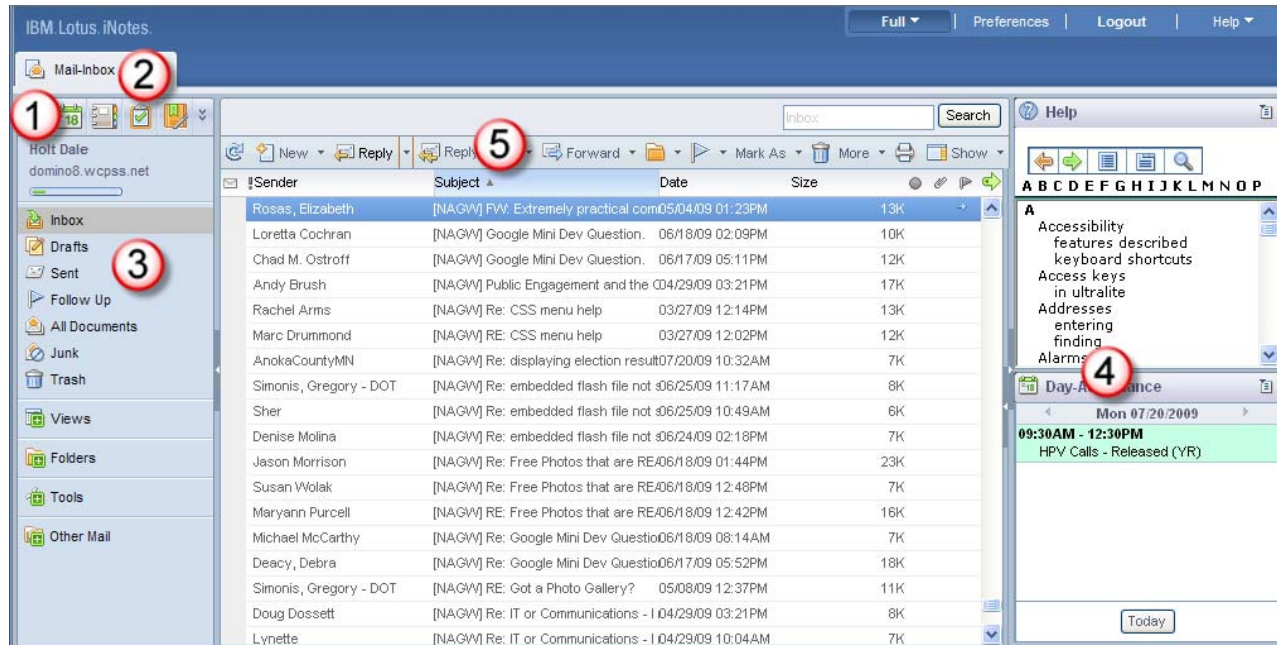
4. Click **OK** at the confirmation alert box.



5. Click **Install** on the installation confirmation window.



Domino Web Access Window Overview

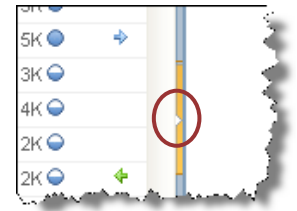


1. **Functional Area Switcher** – Use to quickly switch between the mail, calendar, contacts, to-do's and home functions.
2. **Managed Tabs** – Use to switch between different works in progress as multiple documents can be displayed simultaneously.
3. **Navigation Pane** – Use to select what appears in the main window view.
4. **Sidebar Panel** – Use to display Day-At-A-Glance and Lotus Notes Help.
5. **Action Bar** – Use to select options needed based on function you are using. (i.e., For creating, replying and or forwarding mail, creating meetings/appointments, adding contacts, etc.)

Showing/Hiding the Sidebar Panel

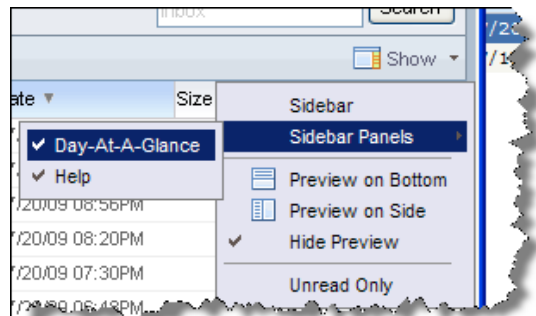
You can choose to show or hide the Sidebar panel as needed to view Day-At-A-Glance and the Lotus Notes Help feature.

1. Click the **handle** located on the right-hand side of the main window view to expand or collapse the sidebar.

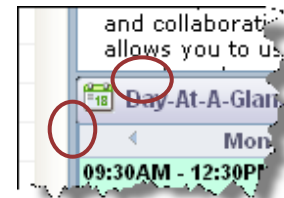


- OR -

1. Click **Show** located on the right side of the action bar.
2. Select **Sidebar**.
3. Select **Sidebar Panels**.
4. Click **Day-At-A-Glance** and **Help**.



You may adjust the sidebar panel's viewing size by using your mouse and dragging the panel bars to the **left or right** or **up and down** as needed.



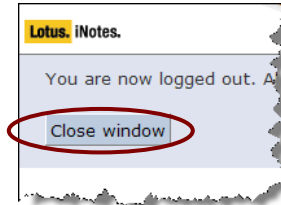
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Logging Out

1. Click the Logout link located in the upper right portion of your screen.



2. Click the **Close window** button.



3. Click **Yes**.

