

# 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

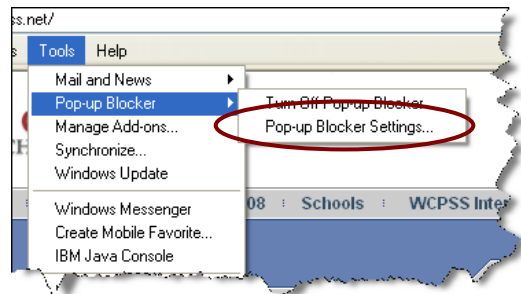
1. Open **Internet Explorer**.



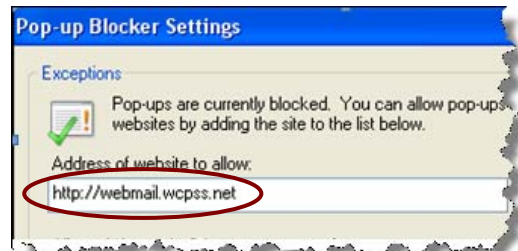
2. Click **Tools** in the Menu bar.

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

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



5. Type **http://webmail.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.

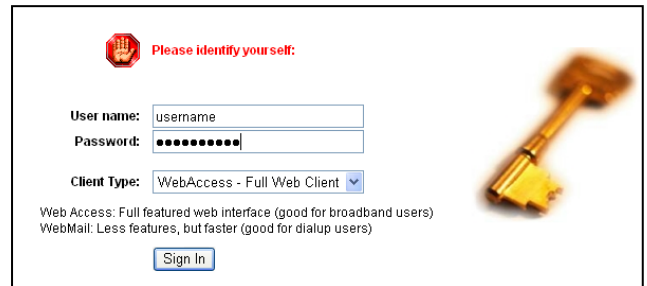
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## Logging In

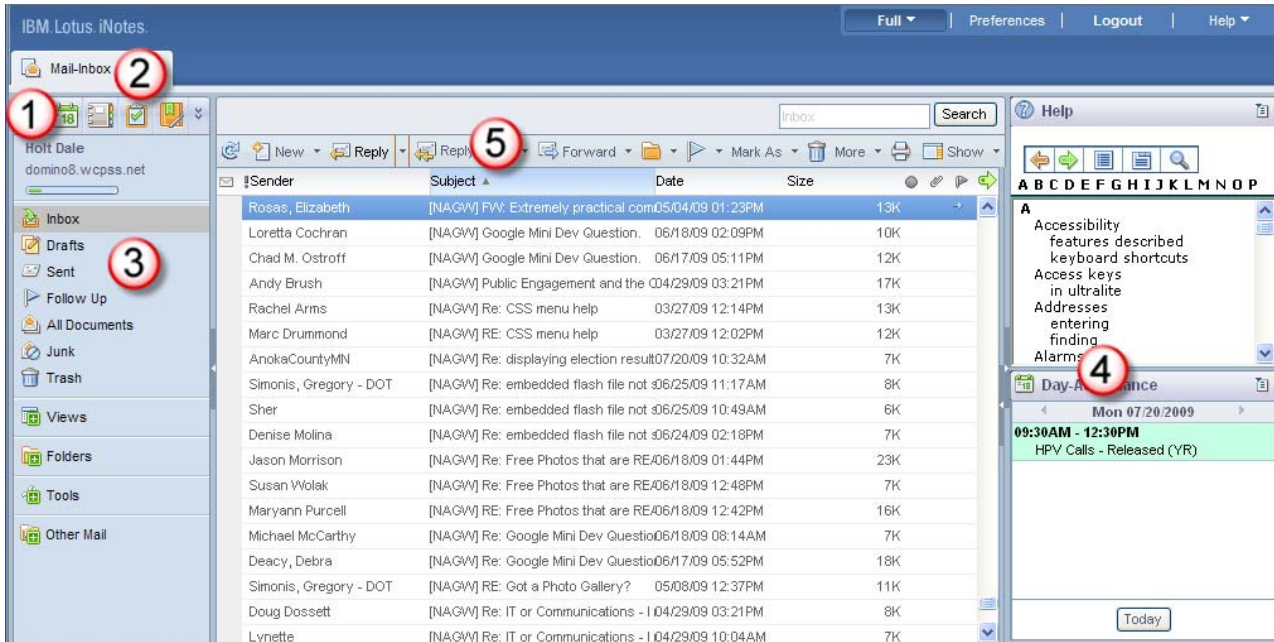
Log into Lotus Notes Domino Web Access from anywhere with an Internet connection by visiting:  
<http://webmail.wcpss.net/>.

1. Enter your **WakelD** 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.

2. Click **Sign In**.



## Domino Web Access Window Overview

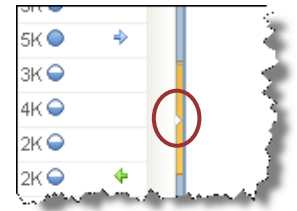


1. **Functional Area Switcher** – Use to quickly switch between the mail, calendar, contacts, to-do's and home functions.
2. **Managed Tabs** – Use to switch between different works in progress as multiple documents can be displayed simultaneously.
3. **Navigation Pane** – Use to select what appears 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

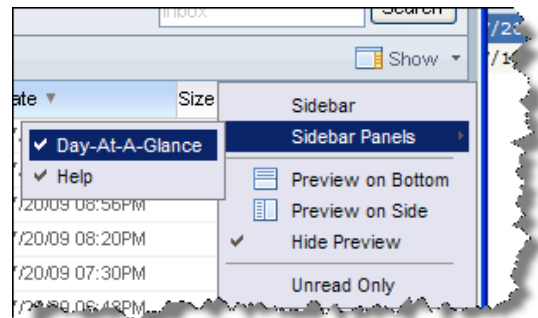
You can choose to show or hide the Sidebar panel as needed to view Day-At-A-Glance and the Lotus Notes Help feature.

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

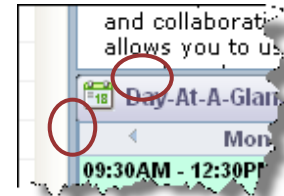


- OR -

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.



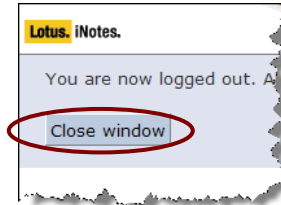
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## Logging Out

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



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



3. Click **Yes**.

