

# Lotus Notes to Office 365 for business

[unite.un.org/office365](http://unite.un.org/office365)



## Make the switch

Microsoft Outlook 2016 may look different from Lotus Notes 8.5, but you'll quickly discover that Outlook lets you do everything you're used to doing. Here are just a few of the time-saving features of Outlook 2016.

### Quick actions on the ribbon

Use the ribbon to quickly act on your messages and folders or set options.

### Filter your messages

Find unread messages or messages sent with attachments, high importance, flags, or categories.

### Take action on a message

Reply, forward, or IM the sender all within the Preview Pane.

### Use folders

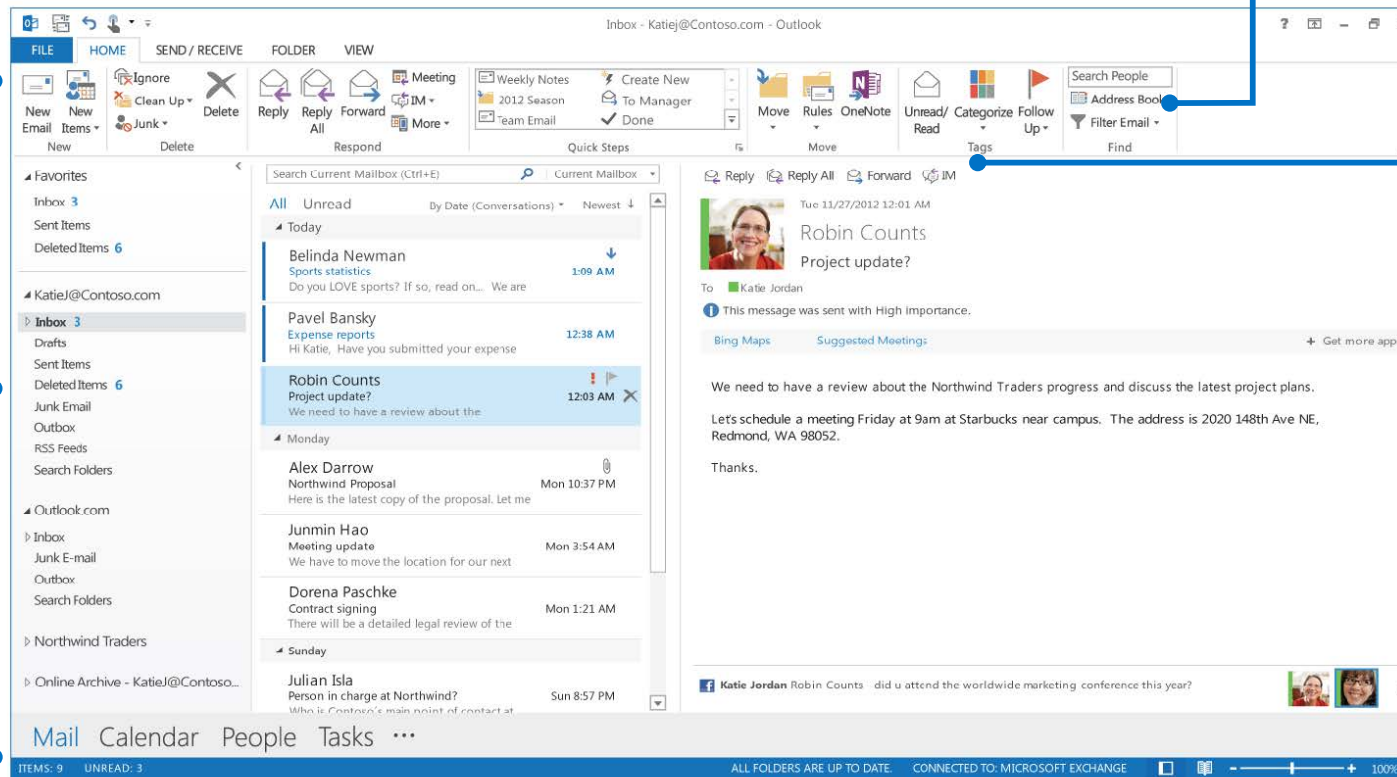
Create new folders to keep track of your messages by project, person, or task.

### Switch view

Go to your calendar, tasks, or contacts in one click.

### Zoom in or out

Expand or contract your view by zooming in or out.

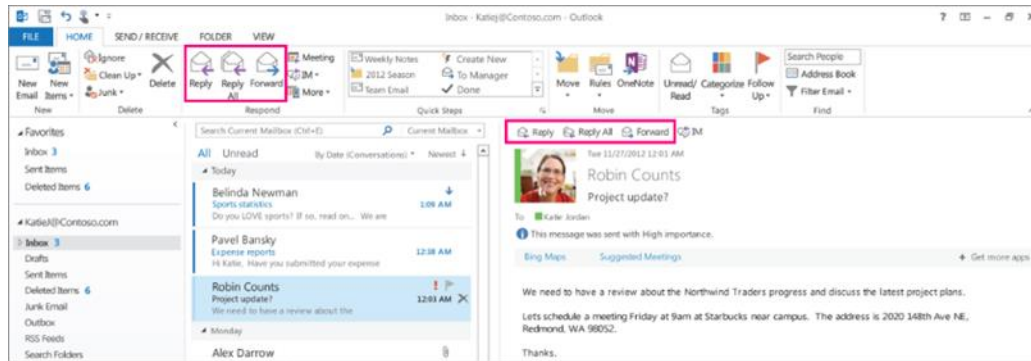


# Outlook on your desktop

The clean, uncluttered look of Office 2016 desktop app helps you quickly find and do the tasks you're used to doing in Lotus Notes. With online file storage, instant messaging, and other online services, Outlook lets you collaborate seamlessly with others.

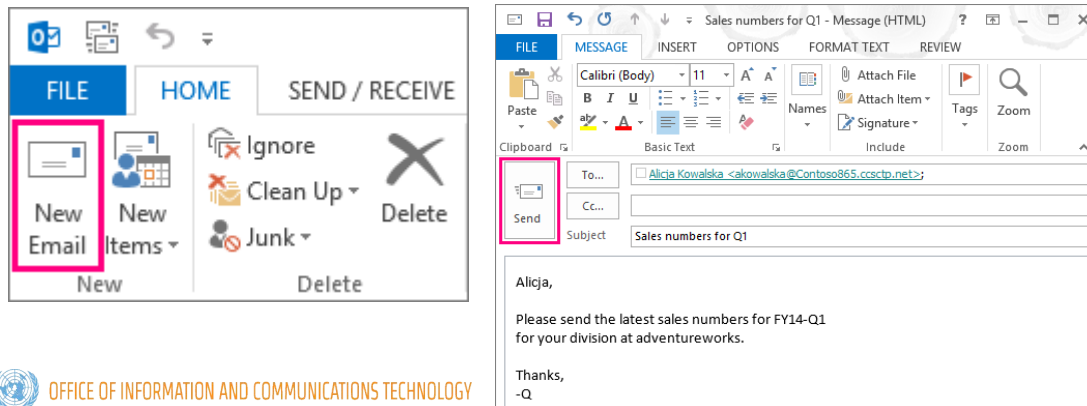
## Read and reply to email

You can use the buttons on the Outlook ribbon or reply directly from the message.



## Create and send a new email

Choose **New Email**, enter one or more addresses (separated by semicolons), compose your message, and then choose **Send** right from the message window.

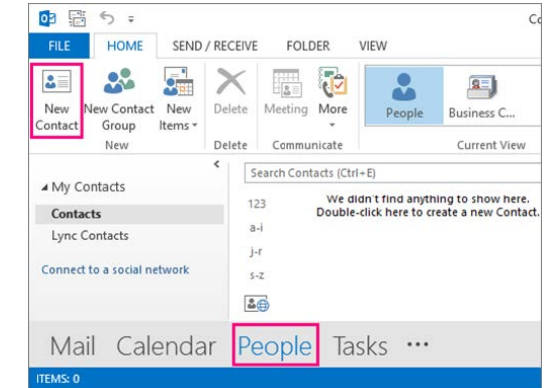


## Add a contact

You can stay better connected with others by adding their contact information.

1. Choose **People**.
2. Choose **New Contact**.

You can also add contact information directly from any email you receive.

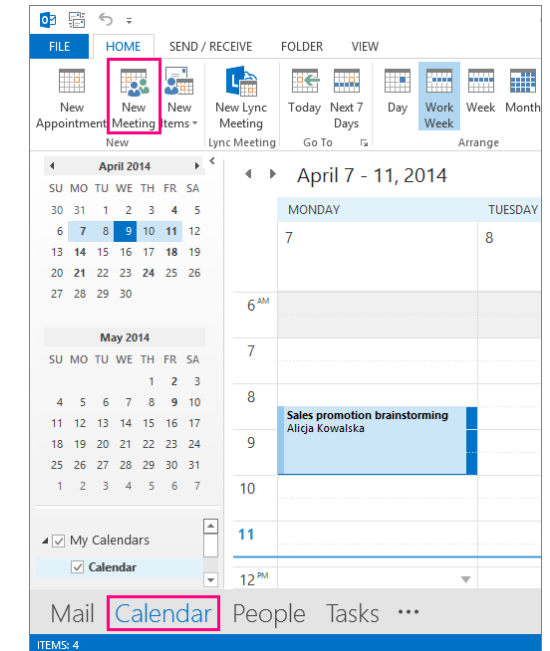


## Schedule a meeting

In your Calendar, create a new meeting right from the ribbon, or select a meeting date and time directly from the calendar.

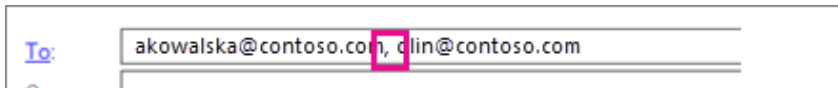
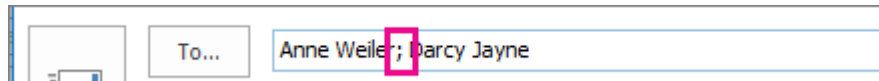
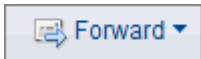


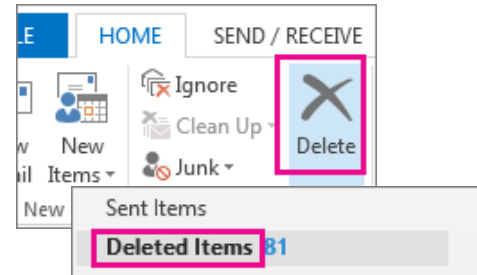
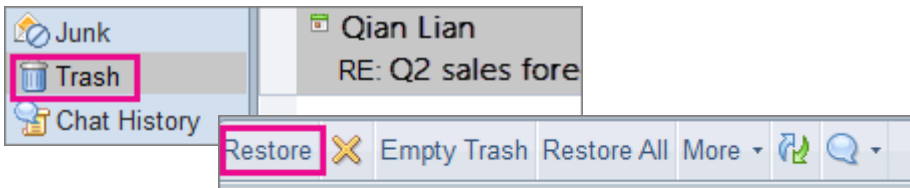
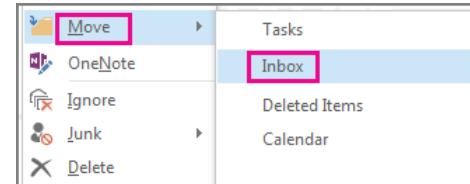
When you invite others, Outlook displays their personal schedules to help you plan more efficiently.

Want to include remote colleagues? Schedule an online Lync meeting.

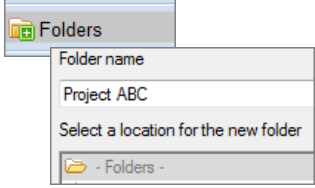
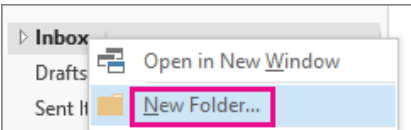
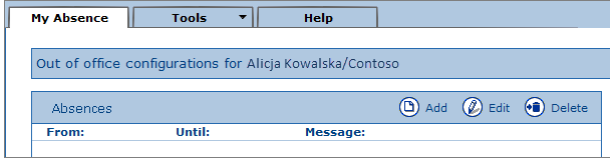
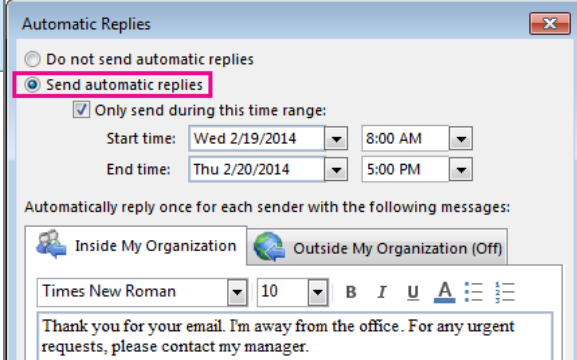
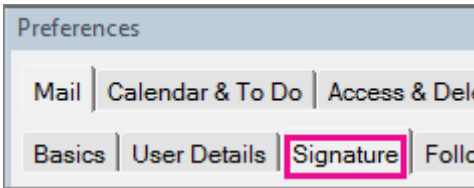
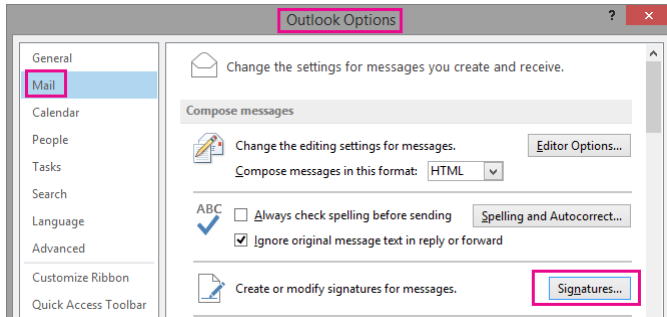


# Things you might be looking for in Outlook 2016

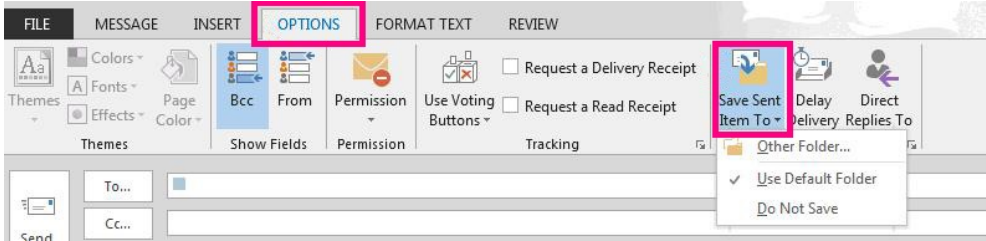
Here are some key Lotus Notes tasks that you can also perform in Outlook.

Task	In Lotus Notes	In Outlook 2016
Send email to multiple people	Separate multiple recipients with a comma. 	Separate multiple recipients with a semicolon. 
Forward a message	Open the message or select it in the message list, and then Choose <b>Forward</b> . 	Select the message, and then, in the <b>Home</b> tab > <b>Respond</b> group, choose <b>Forward</b> . 
Delete a message from your list	Choose the message you want to delete, and then press <b>Delete</b> . Your message is moved to the <b>Trash</b> . 	Select the message you want to delete, and then choose <b>Delete</b> . Your message is moved to the <b>Deleted Items</b> folder. 
Restore a message	From the <b>Trash</b> view, select the message, and then choose <b>Restore</b> . 	In your <b>Deleted Items</b> folder, right-click or press and hold the message, and then choose <b>Move &gt; Inbox</b> . 

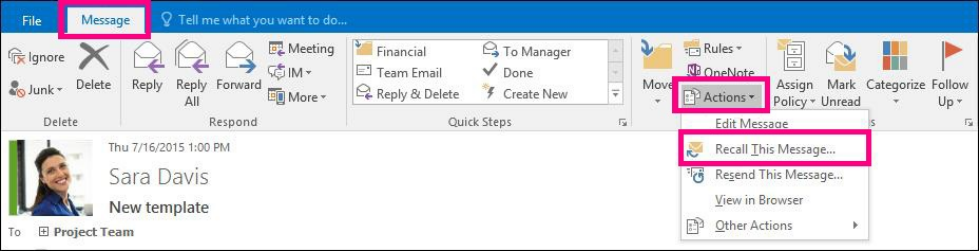
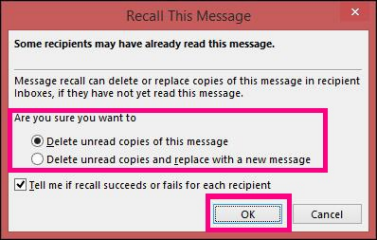
# Things you might be looking for in Outlook 2016 *(continued)*

Task	In Lotus Notes	In Outlook 2016
Create a new folder	<p>Click the folder arrow, choose <b>Create Folder</b>, and then type a new name for the folder. Place the new folder within another folder by selecting the folder and then clicking <b>OK</b>.</p> 	<p>Right-click the <b>Inbox</b> folder or a subfolder, or press and hold the folder name. Click <b>New Folder</b>, and then type a new name.</p> 
Create an out-of-office message	<ol style="list-style-type: none"> <li>Choose <b>Actions &gt; More &gt; Out of Office</b>.</li> <li>Enter the dates of your absence.</li> <li>Choose the <b>Standard Notification</b> tab, and then type your message.</li> </ol> 	<ol style="list-style-type: none"> <li>Choose <b>File &gt; Info &gt; Automatic Replies</b>.</li> <li>Choose <b>Send automatic replies</b>, enter the dates of your absence, and then type your message.</li> </ol> 
Create an email signature	<ol style="list-style-type: none"> <li>Choose <b>More &gt; Preferences</b>.</li> <li>Choose the <b>Signature</b> tab, and then type your email signature.</li> </ol> 	<p>Choose <b>File &gt; Options</b>, and then choose <b>Mail &gt; Signatures</b>.</p> 

# Things you might be looking for in Outlook 2016 *(continued)* [unite.un.org/office365](http://unite.un.org/office365)

Functionality	In Lotus Notes	In Outlook 2016
Offline Mode	It was not possible to see the contents of a mailbox without entering your Lotus Notes password first and connecting to your email account.	Outlook allows you to see the contents of your mailbox even when you are not connected to your network. this allows you to manage your mailbox in " <b>offline mode</b> " and even " <b>send</b> " emails which will be moved to your <b>Outbox</b> folder and sent out once you connect to the network.
Send and File	<b>Send &amp; File</b> allows sender to save a copy of the sent message in a folder other than the default <b>Sent items</b> folder.	 <p>The screenshot shows the Outlook 2016 ribbon with the 'Options' tab selected. The 'Save Sent Item To' dropdown menu is open, showing options: 'Use Default Folder' (checked) and 'Do Not Save'. The 'Options' tab is highlighted with a red box, and the 'Save Sent Item To' dropdown is also highlighted with a red box.</p> <ol style="list-style-type: none"><li>1. When composing the message, choose <b>Options</b> &gt; <b>Save Sent Item To</b> &gt; <b>Other Folder</b></li><li>2. Choose the folder in which you would lik to save the sent message</li></ol> <p><b>Note:</b> Outlook will only save one copy of a sent message. If you have outlook configured to save all sent message, and you use this option, the message will be in the folder you select and will not also appear in <b>Sent Items</b>.</p>

# Things you might be looking for in Outlook 2016 *(continued)* [unite.un.org/office365](http://unite.un.org/office365)

Functionality	In Lotus Notes	In Outlook 2016
Message Recall	Lotus Notes doesn't have this functionality.	<div><p>The screenshot shows the Outlook 2016 ribbon with the 'Message' tab selected. The 'Actions' group is expanded, showing the 'Recall This Message...' option. The email being viewed is from Sara Davis to the Project Team, dated Thu 7/16/2015 1:00 PM.</p></div> <div><ol style="list-style-type: none"><li>1. Open the message you wish to recall</li><li>2. Choose <b>Message &gt; Actions &gt; Recall This Message</b></li><li>3. Select <b>Delete unread copies of this message</b> or <b>Delete unread copies and replace with a new message</b>, click <b>OK</b></li></ol></div> <div><p>The screenshot shows the 'Recall This Message' dialog box. It contains the following text: 'Some recipients may have already read this message. Message recall can delete or replace copies of this message in recipient inboxes, if they have not yet read this message. Are you sure you want to:   <input checked="" type="radio"/> Delete unread copies of this message   <input type="radio"/> Delete unread copies and replace with a new message   <input checked="" type="checkbox"/> Tell me if recall succeeds or fails for each recipient   OK Cancel'</p></div> <div><p><b>Note:</b> Please be aware of the following limitations:</p><ol style="list-style-type: none"><li>1. Message can only be recalled from other Office 365 users, not external accounts.</li><li>2. Messages can only be recalled if they have not been read</li><li>3. The user from whom you are recalling must be using Outlook for Windows, and have Outlook open at the time of recall</li><li>4. Recipients using Outlook Web Access, Outlook for Mac, or a mobile device will not have their message recalled</li></ol></div>

# Things you might be looking for in Outlook 2016 (*continued*)


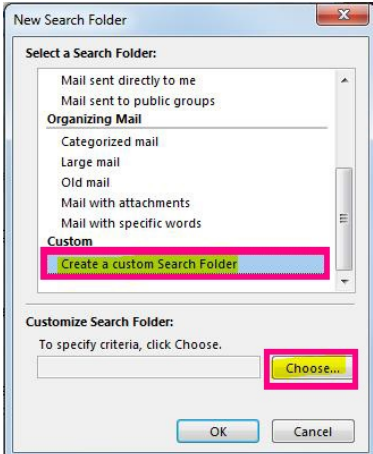
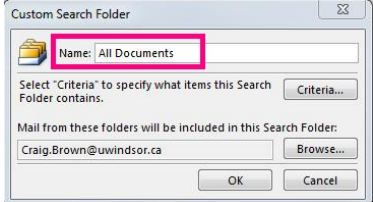
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Functionality	In Lotus Notes	In Outlook 2016
Replying to a message with attachment	You can reply to a message and include the original attachment.	Outlook does not include the attachment in the reply when replying to a message with an attachment. Users can copy the attachment from the original message and paste it in the reply message, or forward the original message, which will keep the attachment, however it will require you to re-address the message to the recipients.
Filing Emails	In Lotus Notes, it is possible to have the same e-mail message appear in multiple folders.	In Outlook, it is not possible to have an e-mail message appear in more than one folder. Therefore, all copies of sent messages would only appear in <b>Sent Items</b> folder after the migration, even if they were filed in other folders in Lotus Notes while being sent out. Also, messages stored in <b>Inbox</b> folder would no longer appear in any other folder that they may have been added to in Lotus Notes. This is a limitation of Outlook software for which currently there is no workaround.



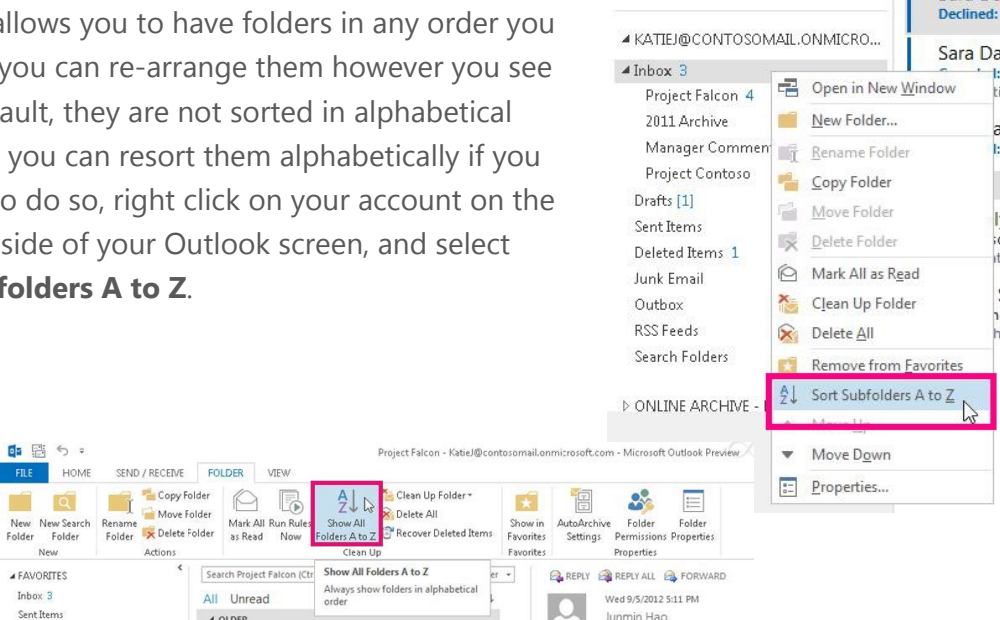


# Things you might be looking for in Outlook 2016 *(continued)* [unite.un.org/office365](http://unite.un.org/office365)

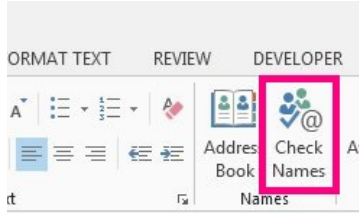
Functionality	In Lotus Notes	In Outlook 2016
All Documents	<p>Lotus Notes has a view entitled <b>All Documents</b> which would show you all messages in your mailbox - <b>Inbox</b>, <b>Sent Items</b>, and messages filed in folders.</p>	 <p>Outlook does not have this ability out of the box. However, you can create a search folder that provides similar functionality.</p> <ol style="list-style-type: none"> <li>1. Click on the <b>FOLDER</b> tab in the ribbon</li> <li>2. Choose <b>New Search Folder</b> &gt; <b>Custom</b> &gt; <b>Create a custom search folder</b> &gt; <b>Choose</b></li> <li>3. In the <b>Custom Search Folder</b> dialog box, enter the name as All Documents and click <b>OK</b>.</li> <li>4. Click <b>OK</b> to exit the <b>Custom Search folder</b> dialog, and click <b>OK</b> again to leave the search folders dialog.</li> <li>5. Now at the navigation pane on the left hand side of your Outlook client, you should see a new folder under your account called <b>Search Folders</b> and your <b>All Documents</b> search folder will be inside. Click on this folder to see "all documents."</li> </ol>  



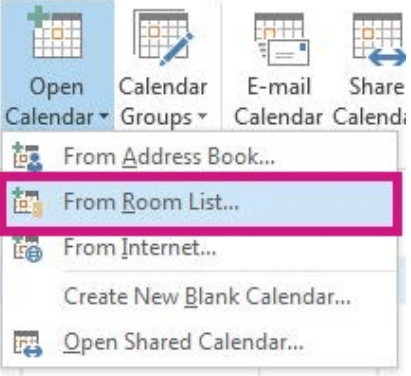
# Things you might be looking for in Outlook 2016 *(continued)* [unite.un.org/office365](http://unite.un.org/office365)

Functionality	In Lotus Notes	In Outlook 2016
Folders	Folders are sorted alphabetically by default.	<p>Outlook allows you to have folders in any order you choose - you can re-arrange them however you see fit. By default, they are not sorted in alphabetical order but you can resort them alphabetically if you choose. To do so, right click on your account on the left hand side of your Outlook screen, and select <b>Sort Subfolders A to Z</b>.</p>  <p>The screenshot shows the Outlook 2016 interface. On the left, the 'Project Falcon' folder is selected in the 'FAVORITES' pane. A right-click context menu is open, and the 'Sort Subfolders A to Z' option is highlighted with a red box. The main pane shows a list of folders including 'Inbox', 'Drafts', 'Sent Items', 'Deleted Items', 'Junk Email', 'Outbox', 'RSS Feeds', and 'Search Folders'.</p>
Unread Status and Preview Pane	The <b>"unread"</b> message status changes to <b>"read"</b> as soon as the message was displayed in your preview pane.	<p>The status will not change until you click on a different message. It is possible to change this functionality in Outlook by changing <b>Reading Pane Preferences</b> in <b>Outlook Options</b>.</p>


# Things you might be looking for in Outlook 2016 *(continued)* [unite.un.org/office365](http://unite.un.org/office365)

Functionality	In Lotus Notes	In Outlook 2016
Drafts	Click <b>Save As Draft</b> button for saving unfinished email.	There is no <b>Save As Draft</b> button in Outlook because your newly composed messages get saved automatically as drafts. You can abandon a newly composed message without having to click any button, and you will be able to resume composing of it by accessing it in <b>Drafts</b> folder.
Directory	You can use the <b>Select Addresses</b> dialog to browse names from the directory.	When you use the <b>Address Book</b> button to lookup names in the Directory, Outlook sorts those by first name. It is not possible to change that.
Read Receipt	The read receipt was sent automatically without user having to explicitly allow it.	If you request Read Receipt before sending your message to someone who was already migrated, the recipient's Outlook will prompt him/her if they want to send one back to you or not.
Addressing Emails	Lotus Notes has a feature called <b>Type-ahead</b> which searches your local address books for matches as you type the text into your <b>To</b> , <b>Cc</b> , or <b>Bcc</b> fields.	<p>Outlook has a similar feature but it works only after you sent a message to someone and that address gets cached in a hidden view.</p> <p>You can choose <b>Check Names</b> after you type someone's name to search for possible matches.</p> 

# Things you might be looking for in Outlook 2016 *(continued)* [unite.un.org/office365](http://unite.un.org/office365)

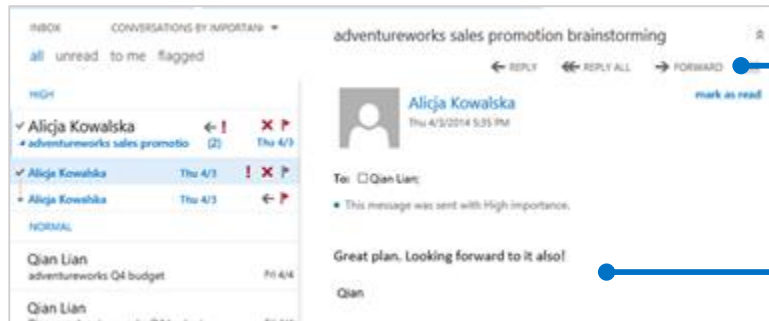
Functionality	In Lotus Notes	In Outlook 2016
Room and Resource Reservations	<p><b>Resource Reservations</b> database that included only and resources managed by that department.</p>	<p>To access and view a room schedule and bookings in Outlook:</p> <ol style="list-style-type: none"> <li>1. Open <b>Calendar</b> section in Outlook</li> <li>2. Click <b>Open Calendar &gt; From Room List</b>.</li> <li>3. Select the desired room from the list and click <b>Room</b>, then <b>OK</b>.</li> <li>4. All room calendars will show in a separate section on the left side. you can check/uncheck the box next to room's name to include/exclude the particular room's calendar from your calendar view.</li> </ol> <p><b>NOTE:</b> in order for you to see all details of the room bookings, you must have full admin access to that room. By default, you will only see the availability information for all rooms.</p> 

# Outlook on the web

Your Office 365 subscription includes Outlook Web App—giving you online access to your email, calendar, and contacts. To open Outlook Web App from any computer or device with an Internet connection, sign in to Office 365, select the app launcher , and then choose **Outlook**.

## Read and reply to email

Receive and reply to messages from nearly anywhere, on practically any device.



### Responses

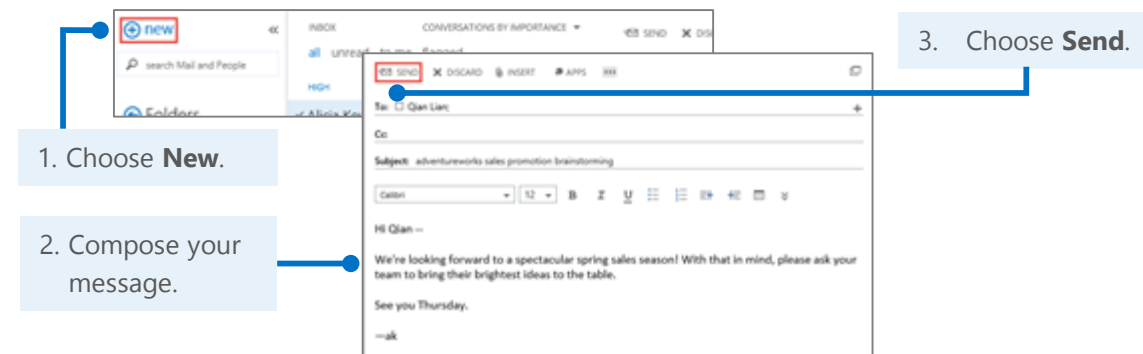
Reply, reply to all, or forward from within the Preview Pane.

### Preview Pane

View messages for quick review and response.

## Create and send a new email

With just a few steps, your new message will be on its way.



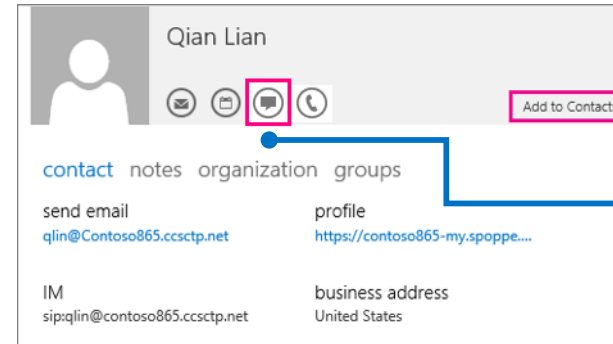
1. Choose **New**.

2. Compose your message.

3. Choose **Send**.

## Add a contact

When you get an email message, you can quickly add the sender to your contact list. You can also start a chat, a call, or an email right from the person's card.



### Contacts

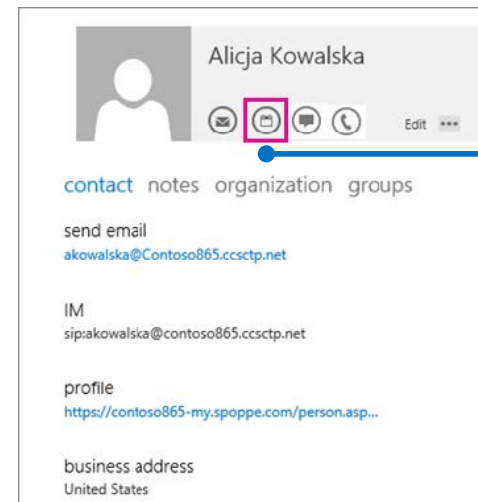
Just one click to add contact information.

### Chat

Reach a contact quickly with an IM.

## Schedule a meeting

While you have your contact's information card open, you can schedule a meeting right from there.



### Calendar

Schedule a meeting with a co-worker from their contact card.

# What is Office 365 for business?

Just as Lotus Notes 8.5 is a suite of desktop apps, your Office 365 for business subscription gives you a suite of powerful online services—including the latest version of Office desktop apps. Office 365 lets you:

- Install Office desktop apps on as many as five computers.
- Create, view and edit documents from anywhere using Office Online.
- Work offline and your changes automatically sync when you're back online.
- Use mobile Office apps on your Windows Phone, Android, iPad, or iPhone.

## How do I use Outlook in Office 365?

You can use the Outlook 2016 desktop app, Outlook Web App, or Office 365 mobile apps to create and edit files.


	Outlook 2016	Outlook Web App	Outlook mobile apps
<b>Use it if</b>	<ul style="list-style-type: none"> <li>• Your Office 365 plan includes it.</li> <li>• You want offline access.</li> </ul>	You want to work online and use the newest features.	You want the most editing features available on your device.
<b>Runs on</b>	Laptop and desktop computers	Your browser	Specific devices
<b>How to get it</b>	Comes with some, but not all Office 365 plans (*Word 2011 for Mac)	Always available from your browser.	<a href="#">Windows Phone</a> <a href="#">iPad</a> <a href="#">iPhone</a> <a href="#">Android phone and tablet</a>

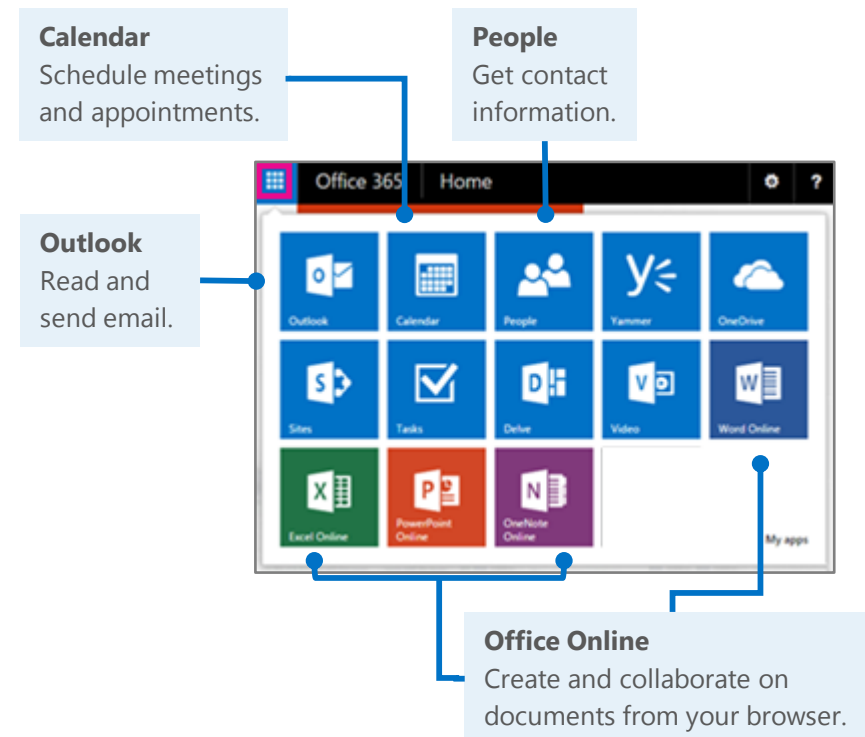
## How do I sign in to Office 365?

1. From your web browser, go to <https://portal.office.com>.
2. Enter your work or school account and password, and then choose **Sign in**. For example:  
j.doe@contoso.com or j.doe@contoso.onmicrosoft.com



## Find your way around

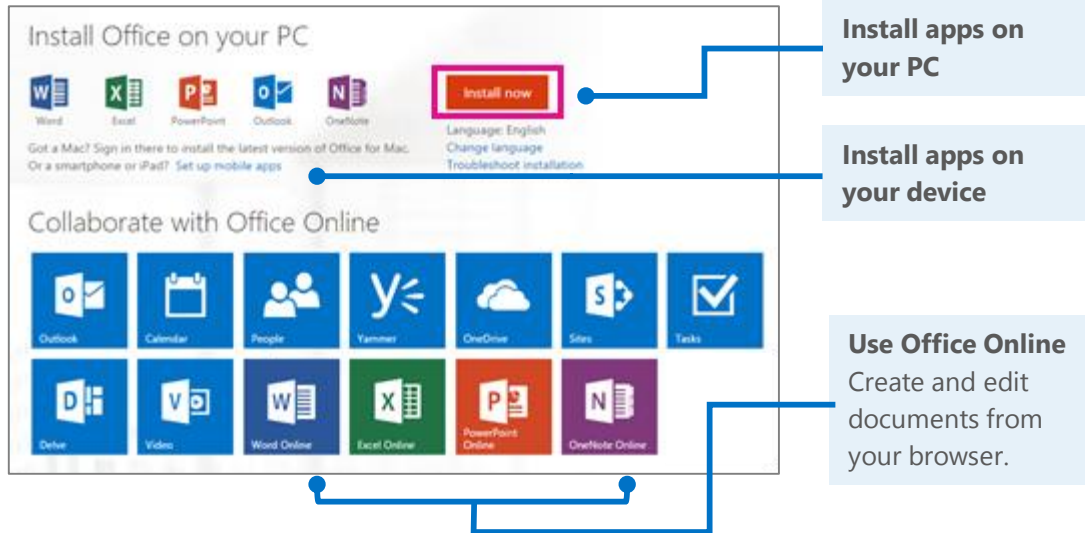
From anywhere in Office 365, click the app launcher  for quick access to all services, including all the Office Online apps:



# Install Office 2016 desktop apps at home

If Office is not already on your computer, you can install it from Office 365.

1. Sign in to Office 365, and then choose **Install now**.



2. Choose **Run**, and then follow the rest of the installation instructions.

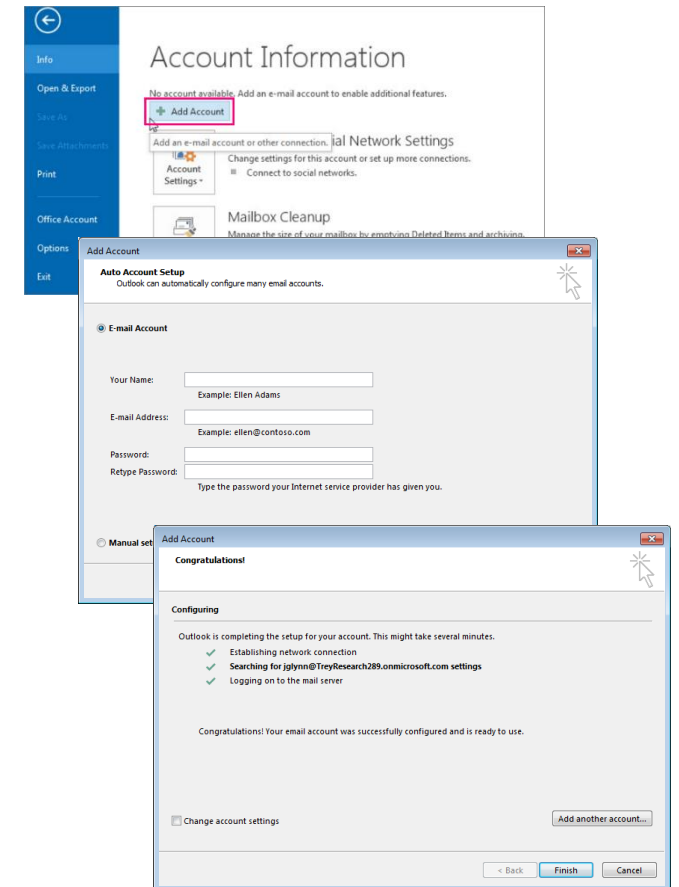


For more information, see [Install Office using Office 365 for business](http://go.microsoft.com/fwlink/p/?LinkId=272460) (<http://go.microsoft.com/fwlink/p/?LinkId=272460>).

# Connect Outlook 2016 to your Office 365 account

Link your accounts to take full advantage of everything Outlook has to offer.

1. Start Outlook 2016.
2. Choose **File > Add Account**.
3. In the **Add Account** dialog box, enter your name, organizational account, and password, and then choose **Next**.
4. When setup is complete, choose **Finish**.
5. Restart Outlook, and then enter your email address and password again.



For more information, see [Set up your Office 365 email in Outlook 2016](http://go.microsoft.com/fwlink/p/?LinkId=394274) (<http://go.microsoft.com/fwlink/p/?LinkId=394274>).

# Syncing Outlook with your device

Anytime you're on the go, get your Office 365 email, calendar, and contacts from your Windows Phone, Android device, iPad, or iPhone.

All you need to do is set up your Office 365 account for your device. Now you can keep up with email threads and changes to appointments and meetings, and add contact information right on your phone or tablet.



Learn more at:

**[unite.un.org/office365](https://unite.un.org/office365)**



**unite service desk**  
your enterprise support partner

**24/7 SUPPORT**

 **[unite.un.org/servicedesk](https://unite.un.org/servicedesk)**