



Course Duration: 2 days

Topics to be covered:

Installing and setting up the first Lotus Domino server and administrator

- Considering deployment scenarios
- Designing a hierarchical naming scheme
- Installing and setting up the first Domino server
- Installing and setting up the Domino Administrator client
- Creating a database to track Lotus Domino and Lotus Notes licenses

Setting up servers in the Lotus Domino domain

- Creating additional certifiers for servers and users per an established naming scheme
- Creating server IDs per an established naming scheme

Adding Lotus Notes workstations to the Lotus Domino domain

- Creating internal Lotus Domino user IDs per an established naming scheme
- Installing the Lotus Notes client software
- Setting up the Lotus Notes workstation
- Creating user groups
- Specifying desktop settings using policies

Setting up the administration environment

- Specifying administration preferences
- Allowing and restricting server access
- Allowing administrators access to the Domino Directory
- Recording server activity in the Domino Server Log file

Setting up the replication schedule to synchronize Lotus Domino system databases in the domain

- Designing a replication topology
- Creating a group for server replication
- Scheduling replication
- Monitoring replication

Configuring intranet Lotus Domino mail routing

- Creating Domino Named Networks
- Routing mail between Domino Named Networks
- Scheduling mail routing

Configuring internet mail routing

- Enabling SMTP routing
- Configuring basic and advanced settings for SMTP routing
- Restricting mail flow to and from the Internet

Enabling message controls

- Controlling mail delivery
- Setting mail restrictions
- Creating whitelist and blacklist filters
- Implementing message disclaimers
- Enhancing transfer performance
- Enabling mail journalling
- Understanding how mail rules are executed
- Creating mail rules
- Stopping the processing of mail rules

- Using the blacklist tag and whitelist tag mail rule conditions
- Establishing mail quotas
- Archiving mail using policies
- Controlling Inbox size

Enabling server and messaging monitoring

- Testing mail routing
- Enabling message tracking
- Monitoring mail delivery

- Monitoring mail statistics
- Enabling message recall

Troubleshooting common mail setup problems

- Testing mail connections
- Restarting the Router
- Forcing mail to route
- Managing dead and undelivered mail