

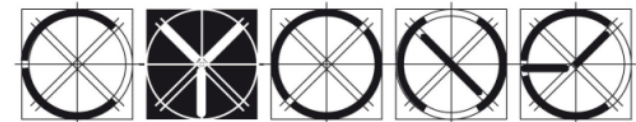


Useful Hacks for Domino Administrators

Marianna Tomasatti – GT Tech
Roberto Boccadoro – ELD Engineering



PREEMPTIVE.



About us

**Marianna Tomasatti**

Working with Domino since 1997

Lots of experience as System and Domino Administrator

**Roberto Boccadoro**

Former Lotus / IBMer

Working with Lotus/IBM/HCL Collaboration since 1994

Many years experience with Domino, Sametime, Connections, Docs and other HCL products

HCL Ambassador

OpenNTF Director

What will we talk about

- How many times has a Domino Administrator needed a Domino developer to solve a simple need?
- Maybe with a few clicks and a little ingenuity, the result could be achieved anyway by a non-developer.
- In this session we will show you some ideas to make life easier for you and your users!
- We will see how to modify templates, build agents and use some unusual Domino features to achieve some useful results.

Unfortunately is at the same time of our session, but you should also check Gab Davis session:

MES 101 - 30+ Tips To Delight Your Domino Admin

Questions

- Please ask your questions using the question pane, if we have time we will answer in the session, otherwise we will collect them and will do a blog post with the answers on Roberto's site
- <http://www.robertoboccadoro.com>

Disclaimer (not the usual HCL one)

- What we are going to describe has been tested (by us) and works fine, but in any case we cannot guarantee against any “side effects” in your Systems or Domino environment
- Use at your own risk 😁

Agenda

- “Need Designer” or other tools hacks
- Out of the box features you may not know

“Need Designer” or other tools Hacks



- Use Microsoft Edge in Internet Explorer mode
- Kill Return Receipts
- Move user to another server
- Change a mail archive from “archive” to “mail” using Lotusscript
- Reply to sender using an agent instead than OOO
- Create a custom view in Names with only the information you need

Use Microsoft Edge in Internet Explorer mode

Some customers use the Internet Explorer 11 browser (with ActiveX) to access iNotes webmail because the attachment view is better for the users

Issue

Internet Explorer 11 has been retired and is out of support since June 15, 2022.

Link

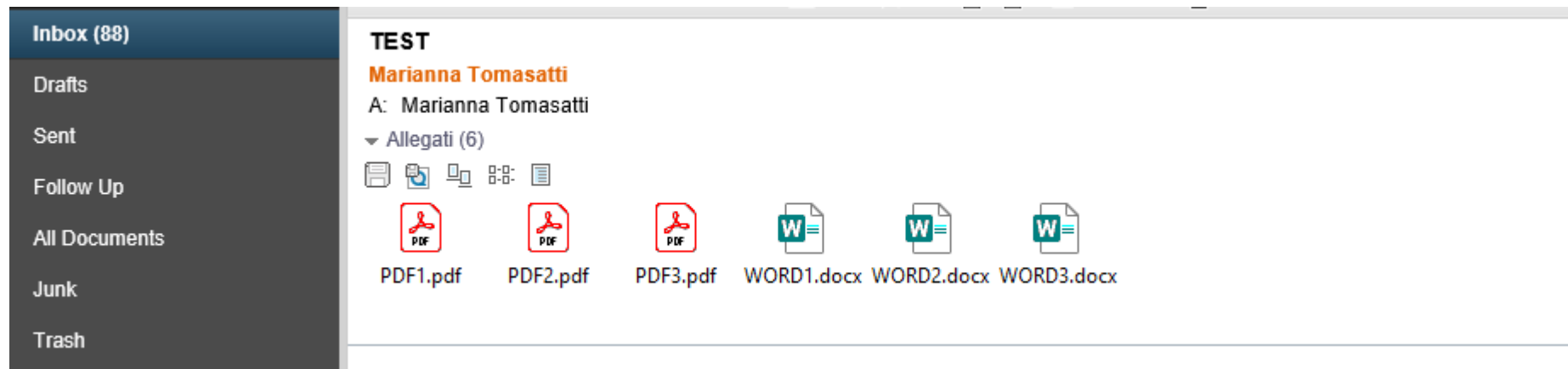
<https://learn.microsoft.com/en-us/lifecycle/announcements/internet-explorer-11-end-of-support>

<https://learn.microsoft.com/en-us/lifecycle/faq/internet-explorer-microsoft-edge#what-is-the-lifecycle-policy-for-internet-explorer->

Actual Scenario

Microsoft Internet Explorer

View Attachment via ActiveX

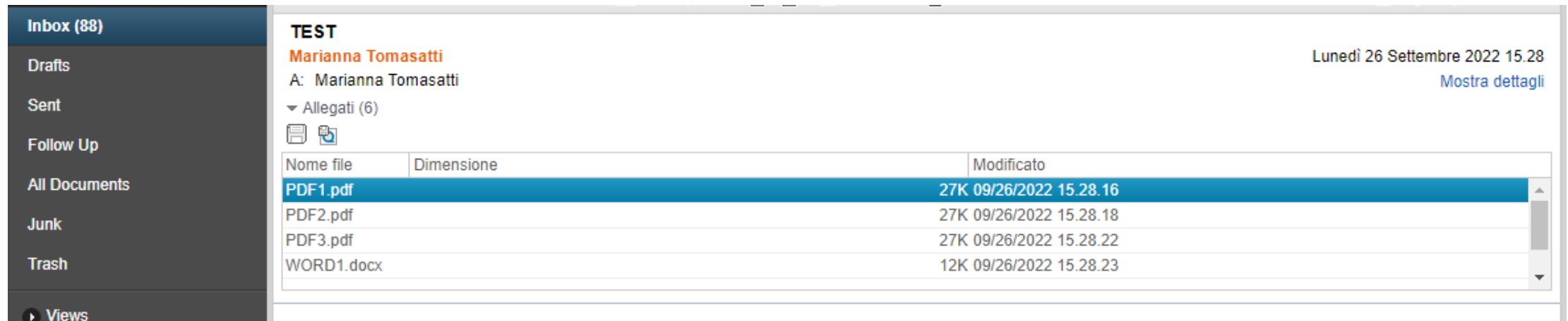


Actual Scenario

Microsoft Edge

View Attachment

In the list of attachments you can see 4 files out of 6 and then we have to scroll down



The screenshot shows an email interface in Microsoft Edge. On the left is a sidebar with navigation links: **Inbox (88)**, Drafts, Sent, Follow Up, All Documents, Junk, and Trash. At the bottom of the sidebar is a 'Views' button. The main content area displays an email titled **TEST** from **Marianna Tomasatti**, dated **Lunedì 26 Settembre 2022 15.28**. Below the sender information, it says 'Allegati (6)' with a downward arrow and two document icons. A table lists the first four attachments:

Nome file	Dimensione	Modificato
PDF1.pdf	27K	09/26/2022 15.28.16
PDF2.pdf	27K	09/26/2022 15.28.18
PDF3.pdf	27K	09/26/2022 15.28.22
WORD1.docx	12K	09/26/2022 15.28.23

A vertical scrollbar on the right side of the table indicates that there are more attachments (6 total) that are not currently visible.

Requirements and link

- Microsoft Internet Explorer 11
- Microsoft Edge last release
- MS Enterprise Site List Manager (free download)

<https://learn.microsoft.com/en-us/internet-explorer/ie11-deploy-guide/use-the-enterprise-mode-site-list-manager>

<https://www.microsoft.com/en-us/download/details.aspx?id=49974>

- AD group policy management template

<https://www.microsoft.com/en-us/edge/business/download>

Looking for an older version of Edge?

The Windows platform downloads apply to all supported client and server releases of Windows. [Learn more](#) about supported Windows releases.

Microsoft Edge follows the Modern Lifecycle policy. [Learn more](#) about supported Microsoft Edge for business releases.

Select channel/version

Stable 105

Select build

105.0.1343.53

Select platform

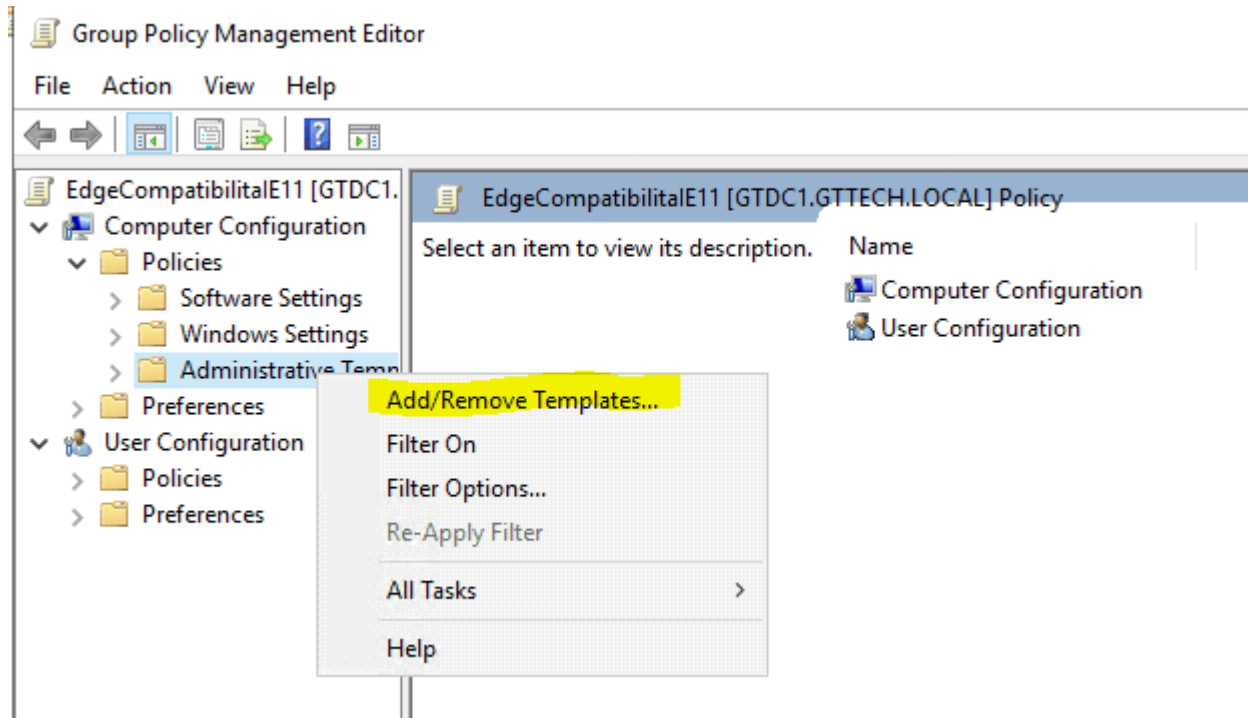
Windows 64-bit

Estimated file size: 131 MB

Download

↓ Get policy files

In this session, we will see how to modify the single computer local policy. It is possible to apply similar procedure via Active Directory policy.



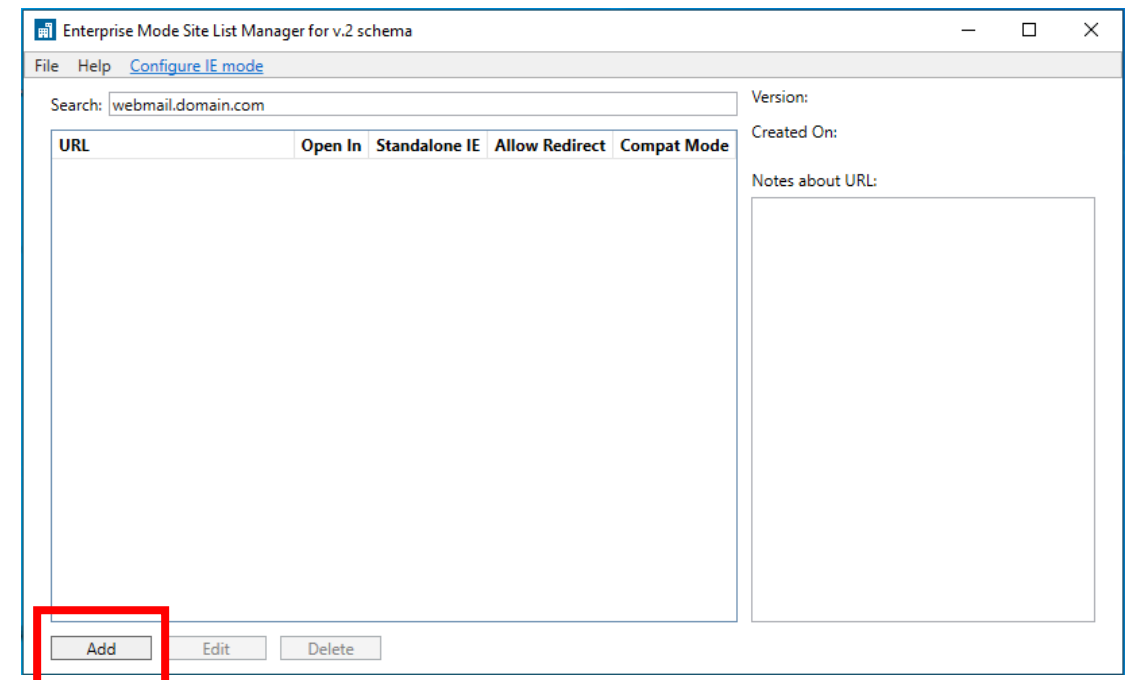
Run gpedit.msc

Expand Computer configuration ->

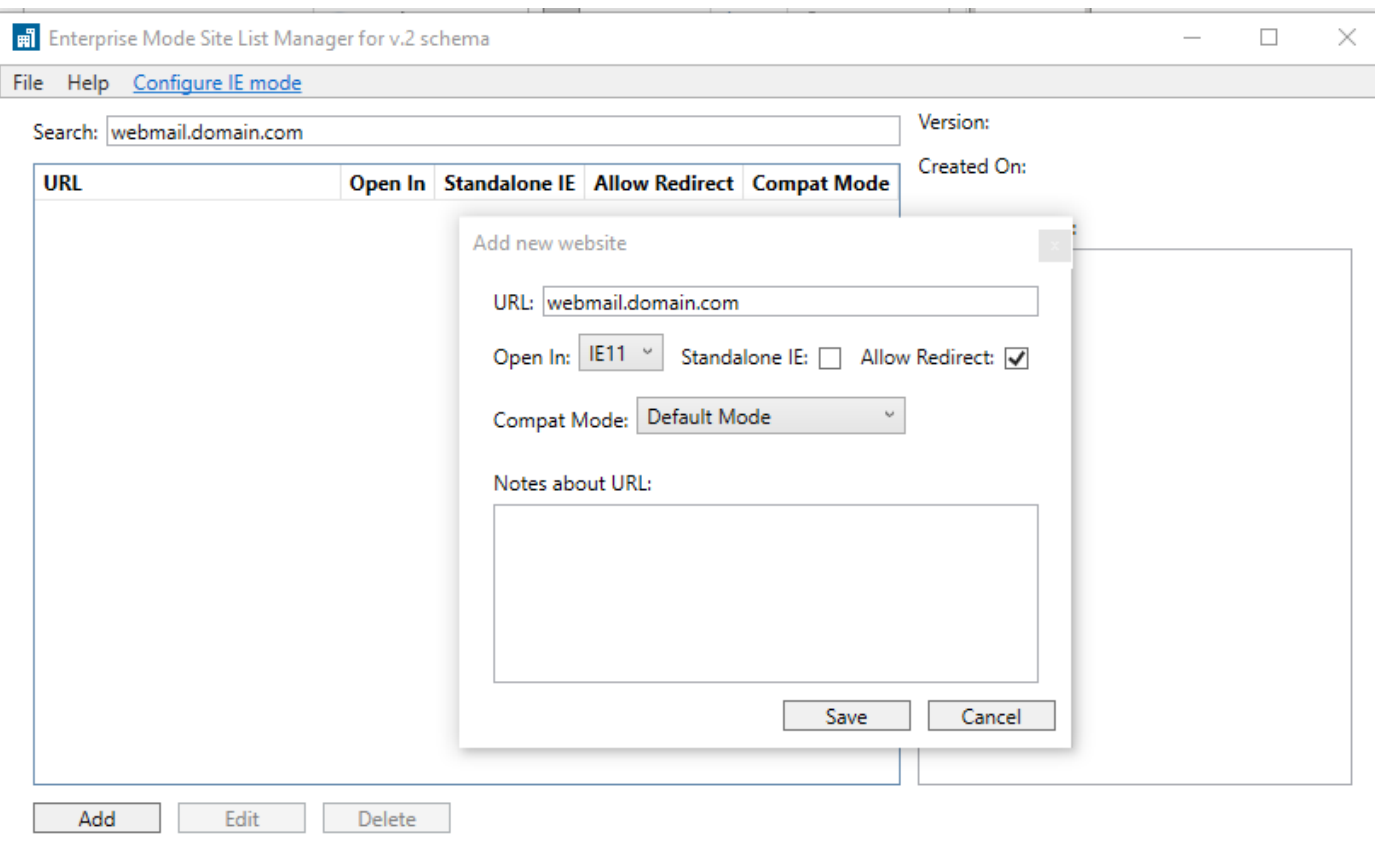
Policies -> Administrative templates

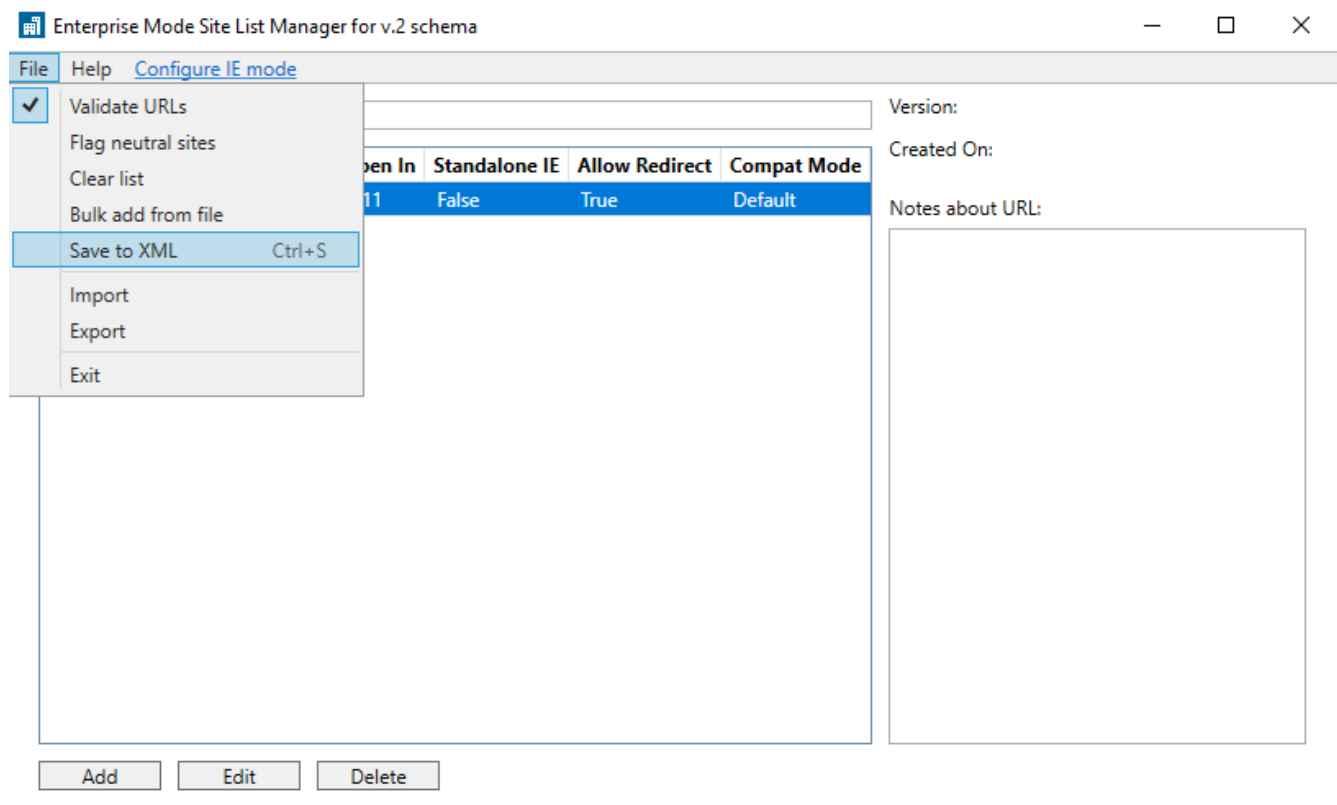
Import the **msedge.adm** template in
the Operating System language

Install MS ENTERPRISE SITE LIST MANAGER



- URL: the url of the website. No need to add http:// or https://
- Check the flag “Allow redirect”
- Click on “save”





File- > Save to XML

The XML file contains the list of the sites to show IE11 mode and will be used in the policy.

Create a folder (local for local settings, on a network share for AD policy)

Share the folder with read permission for Everyone.

Save the file there

Now we can create the policies.

Policy

EdgeCompatibilityIE11			
Data collected on: 09/09/2022 17:04:44			
Computer Configuration (Enabled)			
Policies			
Administrative Templates			
Policy definitions (ADMX files) retrieved from the central store.			
Microsoft Edge			
1	Policy	Setting	Comment
	Configure Internet Explorer integration	Enabled	
2	Configure Internet Explorer integration	Internet Explorer mode	
	Policy	Setting	Comment
3	Configure the Enterprise Mode Site List	Enabled	
	Configure the Enterprise Mode Site List	\\[REDACTED]\XMLEdge\IE11Edge.xml	
4	Policy	Setting	Comment
	Send all intranet sites to Internet Explorer	Enabled	
Windows Components/File Explorer			
5	Policy	Setting	Comment
	Set a default associations configuration file	Enabled	
6	Default Associations Configuration File	\\[REDACTED]\XMLEdge\MSEdgeDefaultBrowser.xml	
	Policy	Setting	Comment
7	Configure which channel of Microsoft Edge to use for opening redirected sites	Enabled	
	First choice	Microsoft Edge Stable	
8	Second choice	Microsoft Edge Beta version 77 or later	
	Third choice	Microsoft Edge Dev version 77 or later	
9	Policy	Setting	Comment
	Send all sites not included in the Enterprise Mode Site List to Microsoft Edge.	Enabled	
10	Use the Enterprise Mode IE website list	Enabled	
	Type the location (URL) of your Enterprise Mode IE website list	\\[REDACTED]\XMLEdge\IE11Edge.xml	

Policy

Policy 1

Computer Configuration

Administrative Templates

Classic Administrative Templates (ADM)

Microsoft Edge

Configure Internet Explorer Integration

Enabled –Internet Explorer Mode

Policy 2

Computer Configuration

Administrative Templates

Classic Administrative Templates (ADM)

Microsoft Edge

Configure The Enterprise Mode site List

Enabled – path to XML file

Policy 3

Computer Configuration

Administrative Templates

Classic Administrative Templates (ADM)

Microsoft Edge

Send all intranet sites to Internet Explorer

Enabled

Policy 4 and 5 are not mandatory**Policy 6**

Computer Configuration

Administrative Templates

Windows Components

Internet Explorer

Send all sites not included in the Enterprise Mode Site List to Microsoft Edge

Enabled

Policy 7

Computer Configuration

Administrative Templates

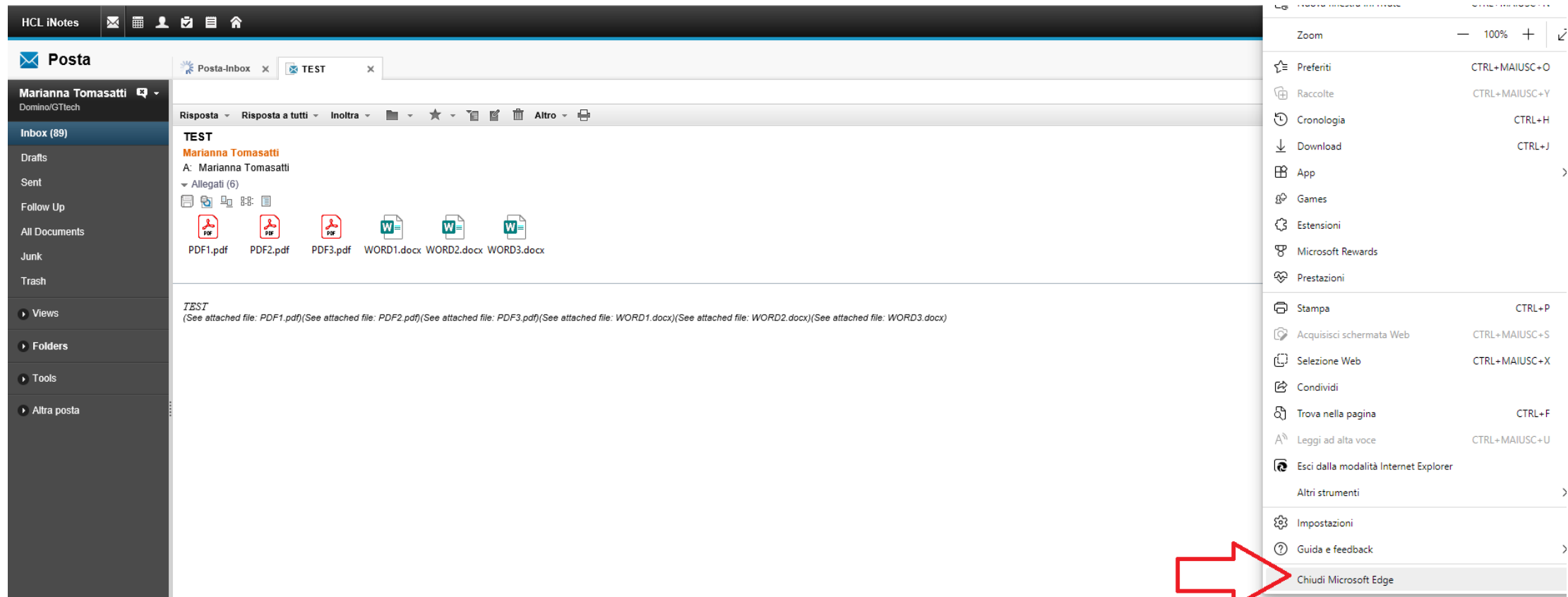
Windows Components

Internet Explorer

Use the Enterprise Mode IE webiste list

Enabled – path to XML file

After policy creation, restart the PC or use «gpupdate /force» command
Final Result below – View Attachment with Ms Edge in IE 11 Mode



For Acrobat Reader

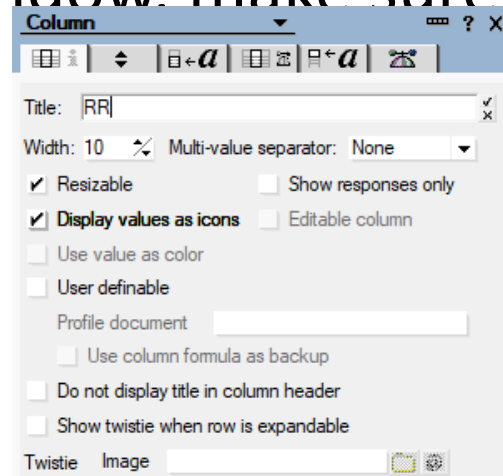
Change Acrobat Reader Preferences (if you cannot open a PDF file attached to the mail)

- Open Acrobat Reader
- Edit – Preferences
- Advanced Protection
 - Uncheck «Enable protected mode at startup»
 - Uncheck «Enable advanced protection»

Kill Return Receipts

- Don't you hate RR ? Especially when people send ALL the email with a RR, also the Xmas greetings ?
- Or you just don't want the sender to know you've read the email
- A simple modification to the Inbox folder and a very simple agent will help you

- In Designer, open the (\$Inbox folder)
before make a copy of it for security reason
- Right-click on the “Who” column and select “Insert new column”
- Double-click on the new column you just created and type in a Title, e.g. RR
- In the column properties window, make sure the option "Display values as icons" is checked.

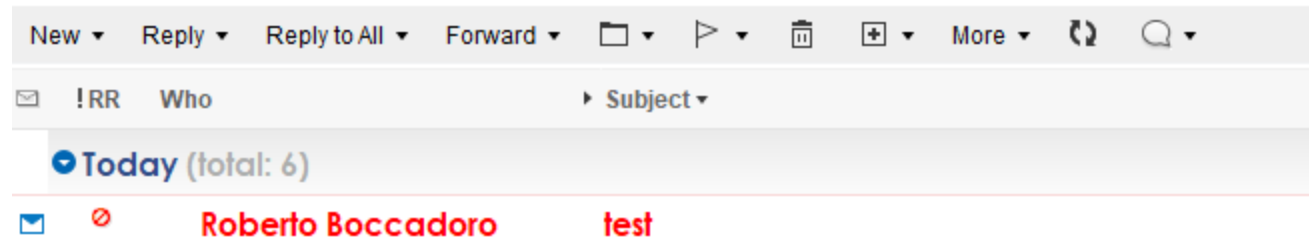


- In the Display options for the view, click on Formula and enter the following code: @If(ReturnReceipt="1";80;"")

	0	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200	210
0																						
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						

https://help.hcltechsw.com/dom_designer/12.0.0/basic/H_ABOUT_DISPLAYING_AN_ICON_IN_A_COLUMN.html

- Now open your inbox, you will see something like this



The agent

- Create a new agent in your mailfile, give it a name e.g. KillRR and select Formula as Type

Use this formula:

```
FIELD ReturnReceipt:=ReturnReceipt;
```

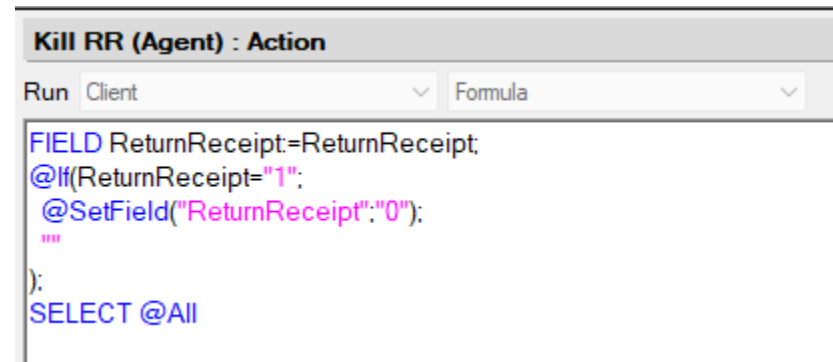
```
@If(ReturnReceipt="1";
```

```
  @SetField("ReturnReceipt";"0");
```

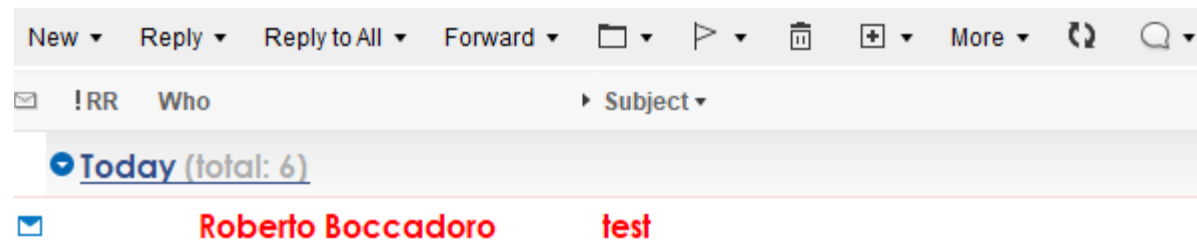
```
  ""
```

```
);
```

```
SELECT @All
```



- Go in your view, select the document with the Return Receipt and run the agent.



Do not inherit the design anymore

Database

Design is not hidden

Options

- ☐ Allow design locking
- ☒ List in Database Catalog
- Categories
- ☒ Show in 'Open Application' dialog
- ☐ Include in multi-database indexing
- ☒ Do not mark modified documents as unread
- ☒ Mark parent note on reply or forward

Inheritance

- ☒ Inherit design from master template
- Template name
- Template version is 12.0.1 (11/08/2021)
- ☐ Refresh design on admin server only
- ☐ Database file is a master template
- Template name
- ☐ List as advanced template in 'New Application' dialog
- ☐ Copy profile documents with design
- ☐ Single copy template

Multilingual Options

- ☐ Multilingual database
- Default language
- Default region
- Default sort order
- ☐ Unicode standard sorting

Database

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- ☐ Allow design locking
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Multilingual Options

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- Default region
- Default sort order
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For iNotes is easier

Server notes.ini parameter

iNotes_WA_SendReturnReceipt

0 - Never send a return receipt

1 (Default) - Always send return receipt

2 - Display prompt giving user the option to send or not send a return receipt for individual messages

Move user to another server

- Before you move a user to another server, the AdminP process does not create a connection document to the new server in the user's address book
- How can you do this for all users ?
- Create a button that execute a Lotusscript and send it via mail to the users

- From a Domino Admin User create an email with a button that execute some LotusScript.
- Note: The user will have to trust the signer, or you can add the Admin user to all users ECI

A	Marianna Tomasatti/GTtech@GTtech,
Cc	
CCR	
Oggetto	Create Connection Document
Da	Admin/GTtech

[Click here](#)

—

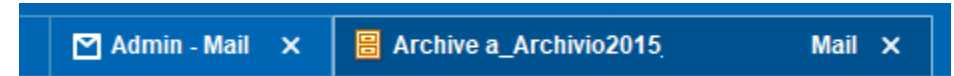
- The Lotusscript code is uploaded to the OpenNTF site under «Snippets»

<https://openntf.org/XSnippets.nsf/snippet.xsp?id=create-a-connection-document-in-the-users-nab>

Main Part of the script

- Dim docnew As New notesdocument(db)
- docnew.Form="local"
- docnew.ConnectionType="0"
- docnew.Destination="CN=SERVERDOMINO/O=TEST"
- docnew.OptionalNetworkAddress="192.168.1.100"
- docnew.LanPortName="TCPIP"
- docnew.PortName="TCPIP"
- docnew.Type="Connection"
- docnew.source="*"
- docnew.connectionlocation="*"
- docnew.connectionrecordfirst="1"
- docnew.destinationdomain="*"
- docnew.cost=1
- docnew.enabled="0"

Change a mail archive from “archive” to “mail” using Lotusscript

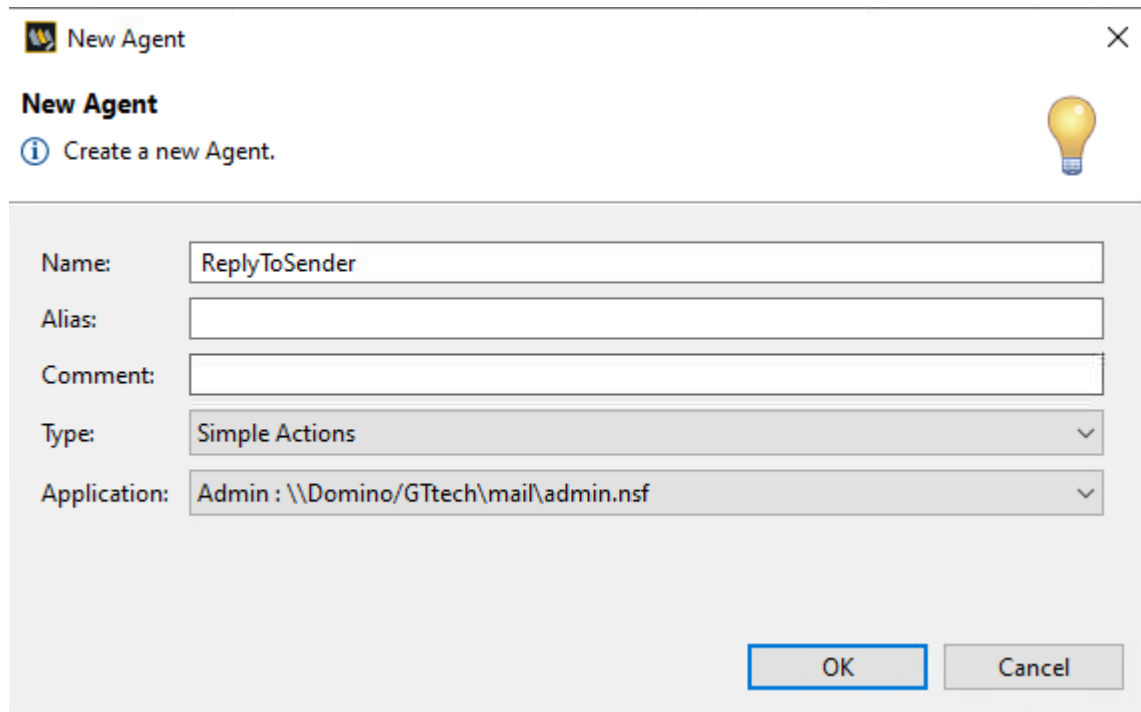


- When a Lotus Notes database mail file shows “Archive” instead of “Mail,” you can run this code to change the design of the mailbox back to normal.
- In Lotus Notes, go to the menu “Create” → Agent.
- Close the small information window that appears. In the right pane, right combo box, select “LotusScript”. In the left pane, select “Initialize”.
- Then, in the right pane again, copy the following code between “Sub initialize” and “End sub”:
 - ```
Dim s As New NotesSession
Dim db As NotesDatabase
Set db = s.currentdatabase

Dim profColl As NotesDocumentCollection
Set profColl = db.Getprofiledoccollection("archive database profile")

If profColl.count > 0 Then
 Dim profDoc As NotesDocument
 Set profDoc = profColl.Getfirstdocument()
 Call profDoc.remove(True)
End If
```
- Close the agent and answer “Yes” when asked if you want to save it.
- Go to “Actions” → click “Untitled” . Done, the mailbox is back to a normal mailbox design.
- Go to “View” → click “Agent”. In the tab that appears, look for a line starting with “Untitled”. Right-click on it, click “Delete” and confirm. Close the tab.

# Reply to sender using an agent instead than OOO



The screenshot shows the 'New Agent' dialog box in IBM Notes. The dialog has a title bar with a close button (X) and a small icon. Below the title bar, the text 'New Agent' is displayed, followed by a lightbulb icon and the instruction 'Create a new Agent.' with an information icon (i). The main area contains several fields: 'Name:' with the value 'ReplyToSender', 'Alias:' (empty), 'Comment:' (empty), 'Type:' with a dropdown menu showing 'Simple Actions', and 'Application:' with a dropdown menu showing 'Admin : \\Domino/GTtech\\mail\\admin.nsf'. At the bottom right, there are 'OK' and 'Cancel' buttons.

**New Agent**

Create a new Agent.

Name: ReplyToSender

Alias:

Comment:

Type: Simple Actions

Application: Admin : \\Domino/GTtech\\mail\\admin.nsf

OK Cancel



Objects

- ReplyToSender (Agent)
  - Document Selection
  - Action

**ReplyToSender (Agent) : Action**

Reply to sender

**Edit Action** ? X

Action: Reply to Sender

Send reply to: ☒ Sender only ☐ All recipients ☐ Reply only once per person

Reply with the following message

This internet address will be deactivated in 6 months.  
To request information about our prices please write to sales@domain.com  
Kind Regards

☒ Include a copy of the document in the message

Notes will send a mail message to the sender (or all recipients) of the selected mail message.

Replace Cancel

Objects

- ReplyToSender (Agent)
  - Action

**ReplyToSender (Agent) : Action**

Reply to sender

**Agent** ? X

Name: ReplyToSender

Comment:

Options

- ☒ Shared ☐ Private
- ☐ Store search in search bar menu
- ☐ Store highlights in document
- ☐ Run in background client thread

Trigger: ☒ On event ☐ On schedule

Before new mail arrives

Runtime

Target: Each incoming mail document

# Important

You should create this agent with a user that must be manager of the database.

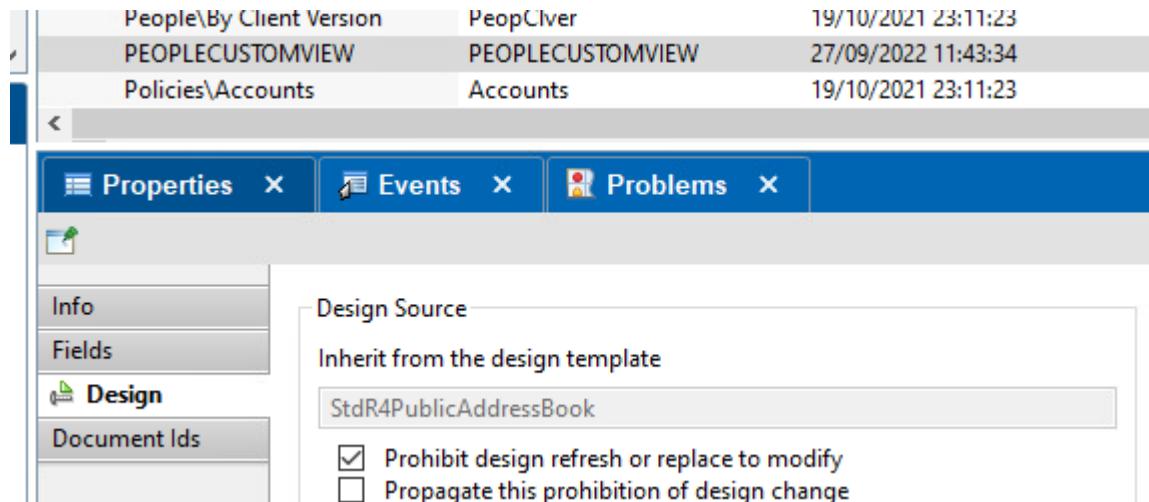
This user must be allowed to run agents.

Since the response email goes out with this user email address, you can use a generic one, e.g. [noreply@domain.com](mailto:noreply@domain.com)

This agent must be run on the SMTP server, otherwise it will not work

# Create a custom view in Names with only the information you need

- Open Domino Directory in Designer
- Copy and Paste the View People
- Rename View and Alias
- In this case the view is PEOPLECUSTOMVIEW



Home x test\_names.nsf - Views x PEOPLECUSTOMVIEW - View x

FirstName ^ LastName Internet Address Employee ID ^ Forwarding Address ^

Column

Title: First Name

Width: 9 Multi-value separator: None

☒ Resizable ☐ Show responses only

☐ Display values as icons ☐ Editable column

☐ Use value as color

☐ User definable

Profile document

☐ Use column formula as backup

☐ Do not display title in column header

☐ Show twistie when row is expandable

Twistie Image

Objects Reference

Initialize

Terminate

[-] FirstName (Column)

    Column Value

[+] LastName (Column)

[+] Internet Address (Column)

[+] Employee ID (Column)

[+] Forwarding Address (Column)

[+] Add Person (Action)

FirstName (Column) : Column Value

Display ☐ Simple Function ☒ Field ☐ Formula

First Name

FixPVer

FlagsVer

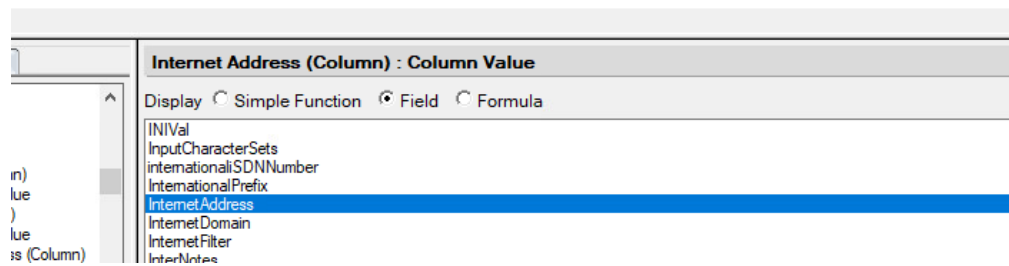
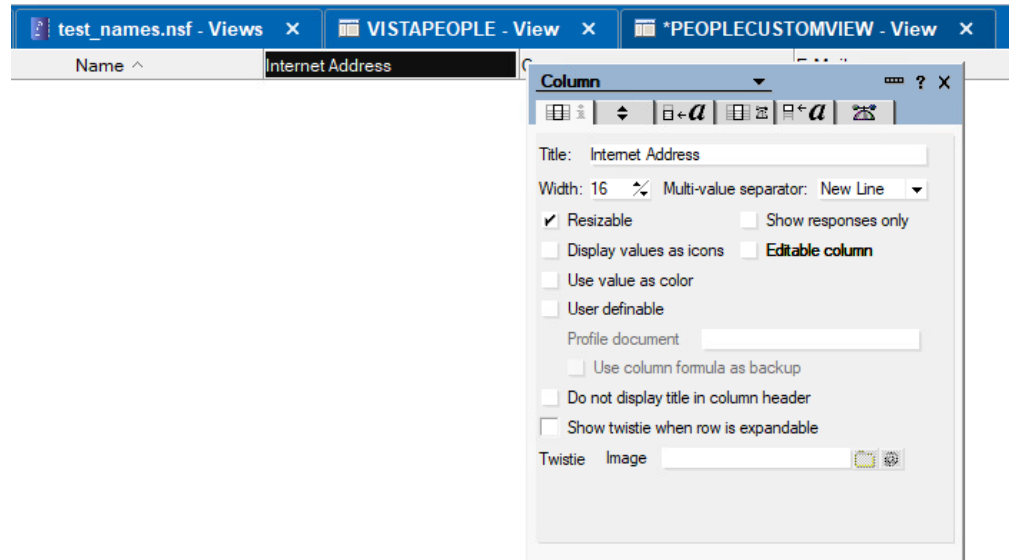
FltRcvryCrsh

FltRcvryHng

FltRcvryMax

FltRcvryMD

FltRcvryMin



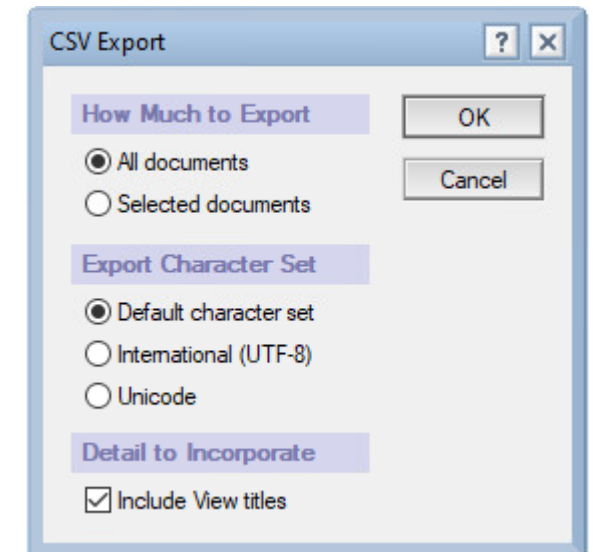
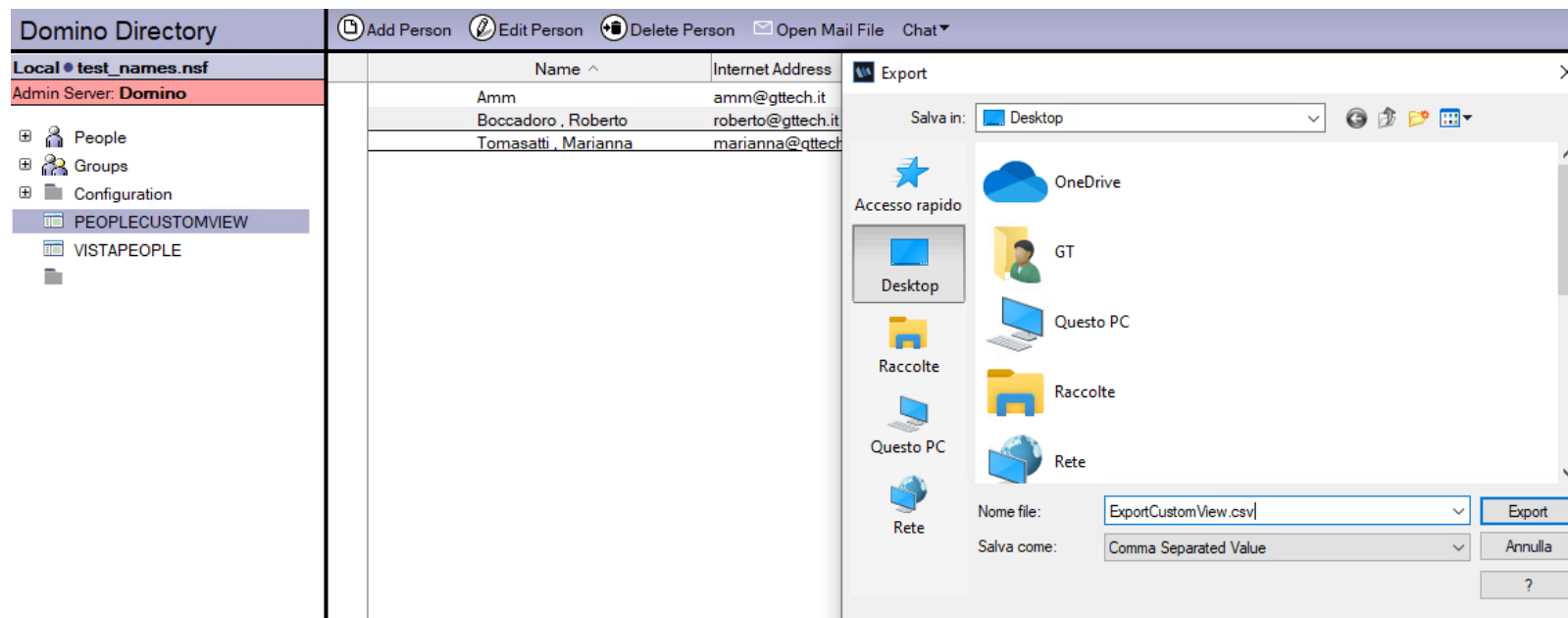
# Result

| Domino Directory       |  | Add Person Edit Person Delete Person Open Mail File Chat |           |                    |                                    |
|------------------------|--|----------------------------------------------------------|-----------|--------------------|------------------------------------|
| Local • test_names.nsf |  | FirstName ^                                              | LastName  | Internet Address   | Employee ID ^ Forwarding Address ^ |
| Admin Server: Domino   |  | Marianna                                                 | Tomasatti | marianna@gttech.it | C0004                              |
| + People               |  | Roberto                                                  | Boccardo  | roberto@gttech.it  | C0003 roberto@gttech.eu            |
| + Groups               |  |                                                          | Amm       | amm@gttech.it      | C0002 amm@gttech.eu                |
| + Configuration        |  |                                                          |           |                    |                                    |
| PEOPLECUSTOMVIEW       |  |                                                          |           |                    |                                    |



# Export in CSV

- From the custom view
- File – Export



## Notepad++

```
FirstName,LastName,"Internet Address","Employee ID","Forwarding Address"
Marianna,Tomasatti,marianna@gttech.it,C0004,""
Roberto,Boccadoro,roberto@gttech.it,C0003,roberto@gttech.eu
","Amm,amm@gttech.it,C0002,amm@gttech.eu
```

## Ms Excel

|   | A         | B         | C                  | D           | E                  |  |
|---|-----------|-----------|--------------------|-------------|--------------------|--|
| 1 | FirstName | LastName  | Internet Address   | Employee ID | Forwarding Address |  |
| 2 | Marianna  | Tomasatti | marianna@gttech.it | C0004       |                    |  |
| 3 | Roberto   | Boccadoro | roberto@gttech.it  | C0003       | roberto@gttech.eu  |  |
| 4 |           | Amm       | amm@gttech.it      | C0002       | amm@gttech.eu      |  |
| 5 |           |           |                    |             |                    |  |

# Out of the box features you may not know





Many times a customer has a need, we have to find out how to solve it.

We usually find that the solution is already in Domino but is not a very known feature

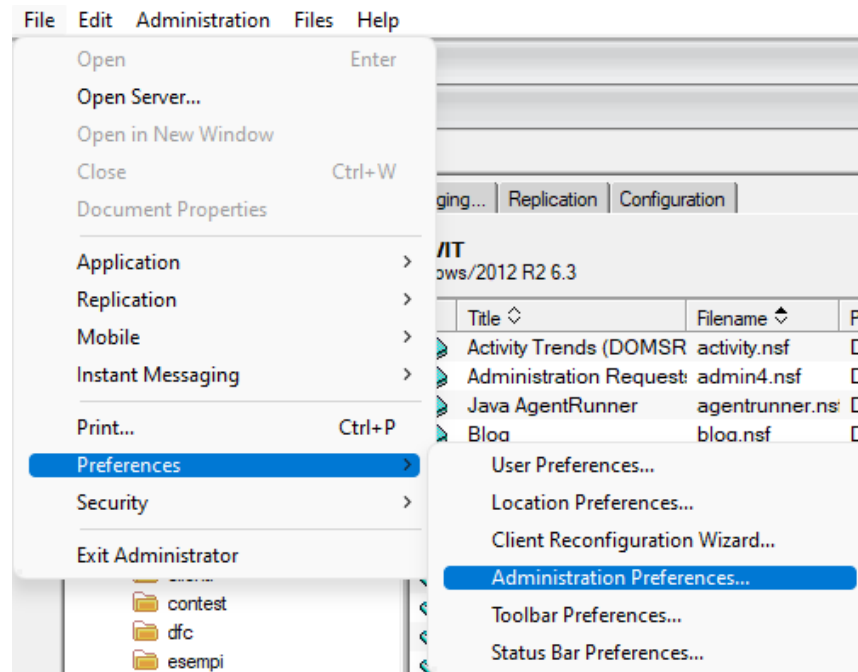
- Changing what's displayed in Domino Administrator
- Lookup for recipient address
- Domino as Passthru server for Traveler
- Limit Access to Traveler server to some users only
- Allow users to schedule mail
- Apply rules to existing mail
- Change display of date in Inbox
- Signature: New Message – Reply and Forward
- Upload dictionaries in Client data directory
- User Dictionary Location

# Changing what's displayed in Domino Administrator

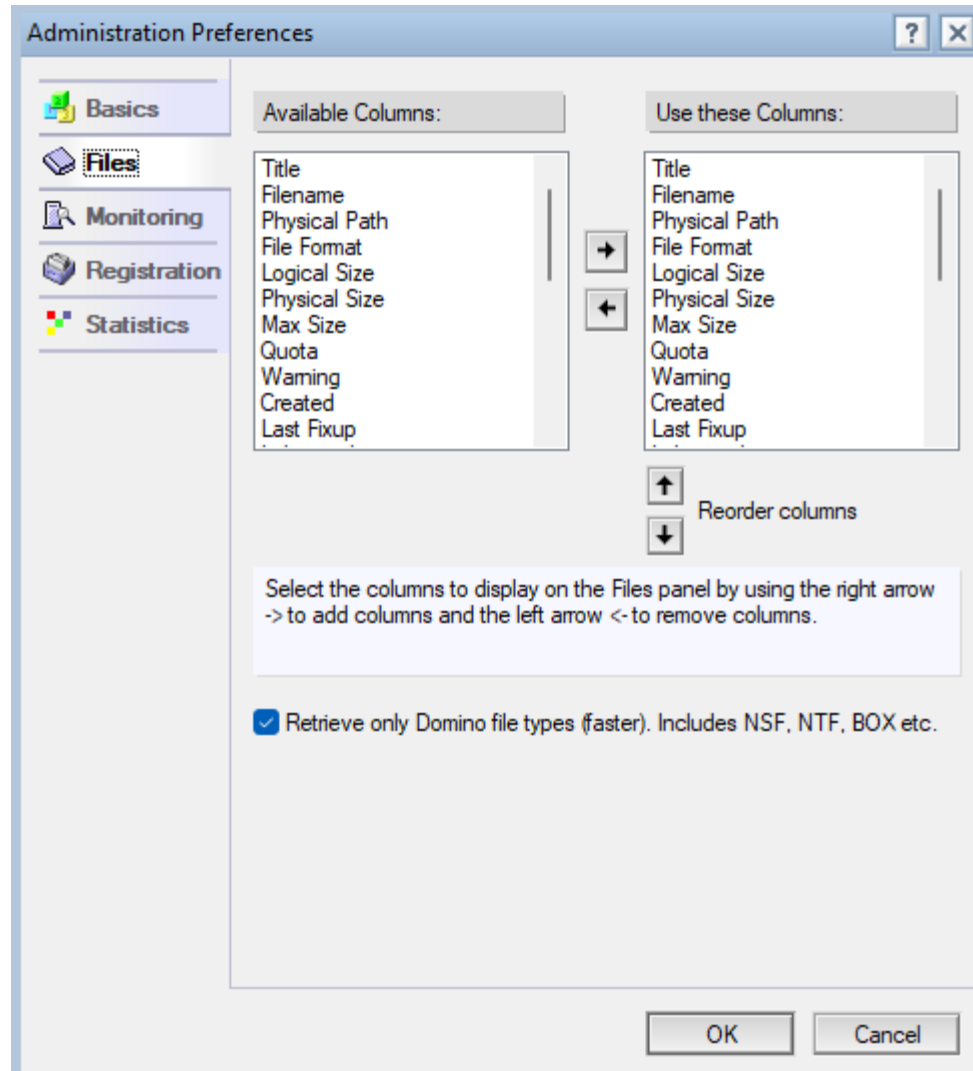
- A customer complained that he couldn't check at a glance if a mailfile was DAOS enabled or not when launching the Domino Administrator Client

|                                                                                | Title ◇                 | Filename ◇      | Physical Path ◇      | File Format ◇ | Logical Size ◇ | Physical Size ◇ | Max Size ◇ | Quota ◇ | Warning ◇ | Created ◇           | Last Fixup ◇        | Is Logged ◇ | Template ◇       | Space Used |
|--------------------------------------------------------------------------------|-------------------------|-----------------|----------------------|---------------|----------------|-----------------|------------|---------|-----------|---------------------|---------------------|-------------|------------------|------------|
|  | Activity Trends (DOMSR) | activity.nsf    | D:\Domino\data\activ | R12 (55:0)    | 59.244.544     | 59.244.544      | No limit   | 0       | 0         | 04/05/2018 17:42:18 | 07/09/2022 03:37:42 | No          | StdActivityTrend |            |
|  | Administration Request  | admin4.nsf      | D:\Domino\data\adm   | R12 (55:0)    | 6.029.312      | 6.029.312       | No limit   | 0       | 0         | 27/03/2018 17:59:40 | 07/09/2022 13:32:05 | No          | StdR4AdminRe     |            |
|  | Java AgentRunner        | agentrunner.nsf | D:\Domino\data\Ager  | R12 (55:0)    | 688.128        | 688.128         | No limit   | 0       | 0         | 09/09/1999 21:18:03 | 04/09/2022 06:01:21 | No          |                  |            |
|  | Blog                    | blog.nsf        | D:\Domino\data\Blog  | R12 (55:0)    | 7.602.176      | 7.602.176       | No limit   | 0       | 0         | 31/03/2018 11:41:29 | 05/09/2022 02:18:04 | No          | StdR7Blog        |            |

- You can select what columns you want to display and the order
- Launch the Administrator client
- Go in File -> Preferences -> Administrator preferences



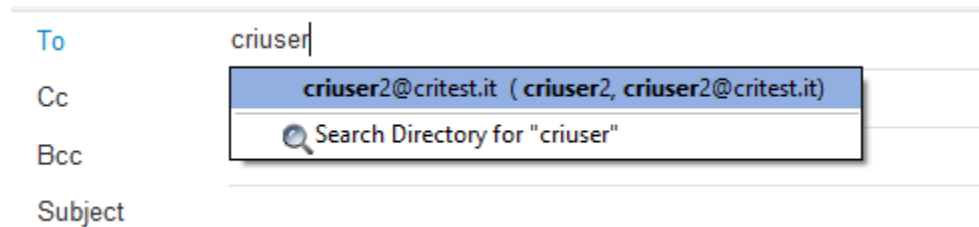
Then select the “Files” tab





# Lookup for recipient address

By default the Notes client looks up recipients “local then server”



There are two client notes.ini parameters you can use to change to “server then local”

TypeAheadShowServerFirst=1

TypeAheadShowServerFirstDefault=1

# Location Document

Edit Location

Basics Servers Ports Mail Replication Advanced... Administration

Mail file location: Local

Mail file: mail\nomedb.nsf

Domino mail domain: Domain

Internet domain for Notes addresses when connecting directly to the Internet:

Activate recipient name type-ahead: On Each Character

Recipient name lookup: Exhaustively check all address books

Mail addressing: Local then Server

☐ Type-ahead shows server contacts before local ?

Send outgoing mail: through Domino Server

Format for messages addressed to internet addresses: MIME Format

Transfer outgoing mail if: messages pending

OK Cancel

The choice is hidden if the Mail File Location is «Server», but the notes.ini parameter works the same.

[https://ds\\_infolib.hcltechsw.com/ldd/dominowiki.nsf/dx/New\\_Type-ahead\\_Feature\\_in\\_Notes\\_v9](https://ds_infolib.hcltechsw.com/ldd/dominowiki.nsf/dx/New_Type-ahead_Feature_in_Notes_v9)

# Set the Desktop policy for the parameters

TypeAheadShowServerFirst=1

TypeAheadShowServerFirstDefault=1

**Desktop Settings : GTDesktop**

Basics | AUT | Smart Upgrade | Applications | Widgets | Dial-up Connections | Accounts | Name Servers | TLS | Applet Security | Proxies | Mail | Preferences | Comments | Diagnostics | Custom Settings

Notes.ini | Locations | Managed Settings

**Add these Notes.ini settings to users' desktops:**

TypeAheadShowServerFirst=1  
TypeAheadShowServerFirstDefault=1

## Result

To criuser

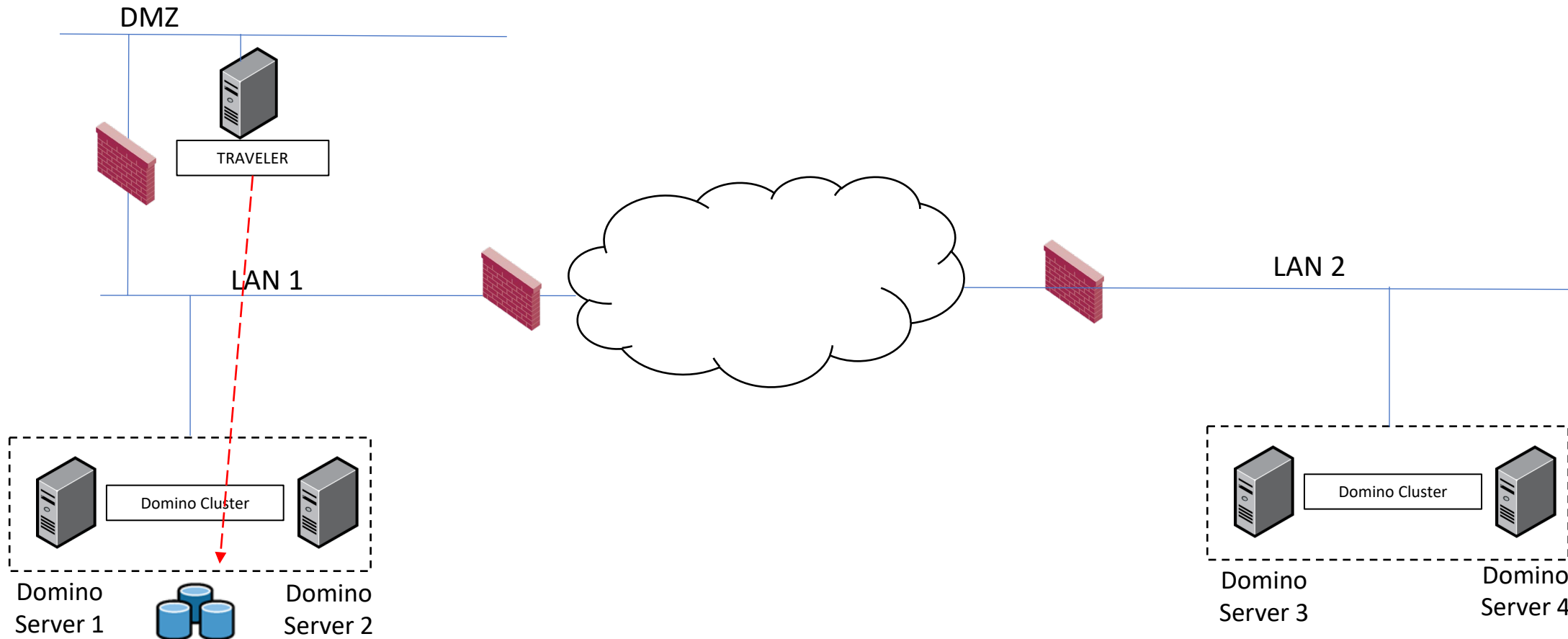
Cc **CriUser/GTtech (CriUser@gttech.it)**

Bcc **Local Directory**  
**criuser2@critest.it ( criuser2, criuser2@critest.it)**

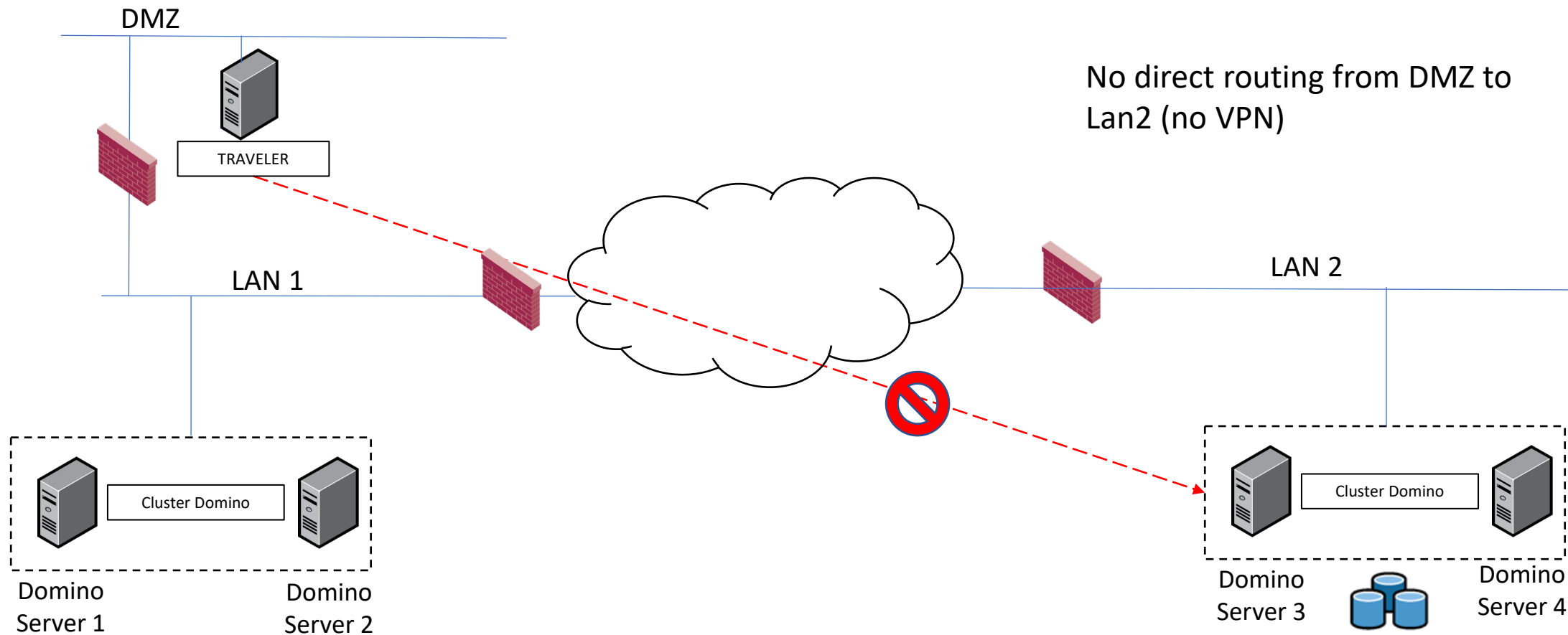
Subject

# Domino as Passthru server for Traveler

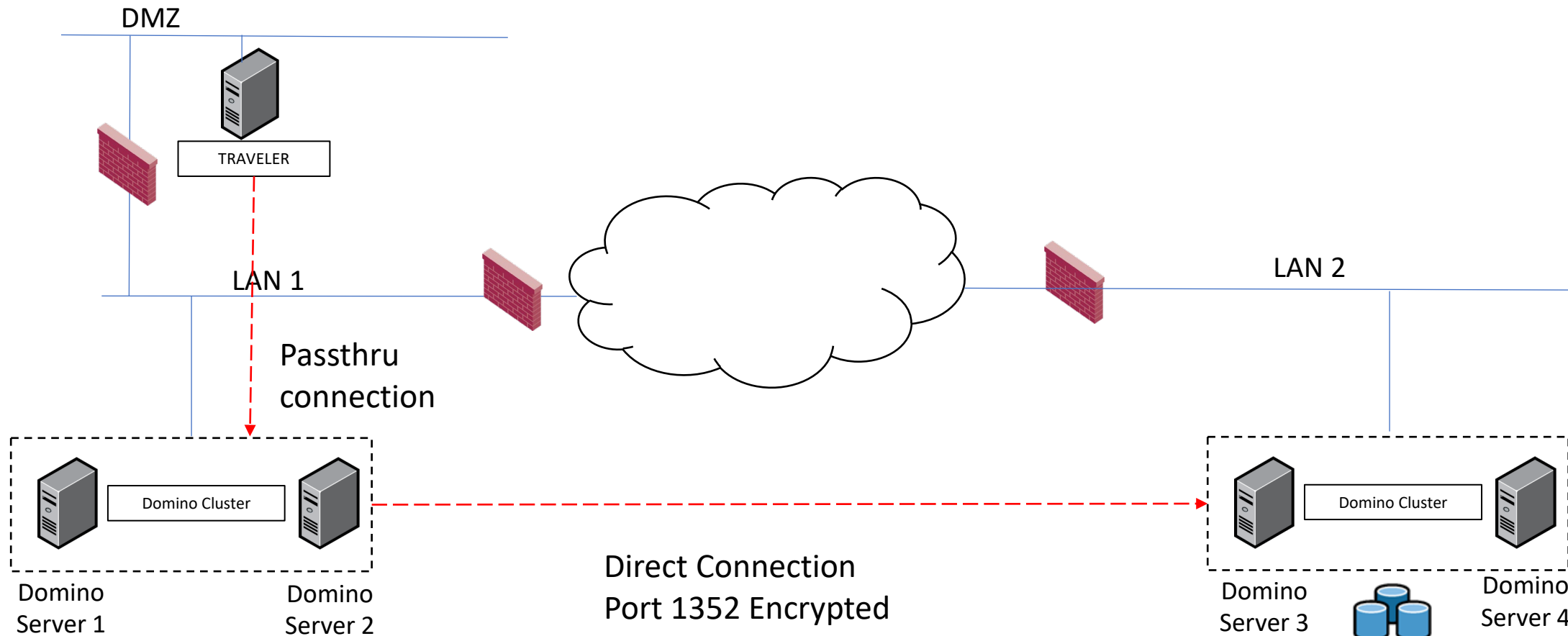
## Initial scenario



# Desired scenario



# Adopted Solution



- Domino Server 1 or Domino Server 2 is a passthru server
- Server Document – Security

| Passthru Use          | Who can -                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------|
| Access this server:   | 『 』 ▼                                                                                     |
| Route through:        | 『DominoAdmin/GTTECH<br>DOMINOSERVER3/GTTECH<br>DOMINOSERVER4/GTTECH<br>TRAVELER/GTTECH』 ▼ |
| Cause calling:        | 『』 ▼                                                                                      |
| Destinations allowed: | 『』 ▼                                                                                      |

- Domino Server 3 or Domino Server 4 and Traveler are a destination server
- Server Document – Security for Domino 3, Domino 4 and Traveler

| Passthru Use          | Who can -    |
|-----------------------|--------------|
| Access this server:   | 『*/GTTECH』 ▼ |
| Route through:        | 『』 ▼         |
| Cause calling:        | 『』 ▼         |
| Destinations allowed: | 『』 ▼         |
|                       |              |
|                       |              |



# Create Connection Documents bi-directional

## Traveler -> DominoServer3

## DominoServer3 -> Traveler

|        |                     |          |          |                |
|--------|---------------------|----------|----------|----------------|
| Basics | Replication/Routing | Schedule | Comments | Administration |
|--------|---------------------|----------|----------|----------------|

| Basics                             |                                                   |
|------------------------------------|---------------------------------------------------|
| Connection type:                   | <input type="text" value="Passthru Server"/>      |
| Source server:                     | <input type="text" value="TRAVELER/GTtech"/>      |
| Source domain:                     | <input type="text" value="GTtech"/>               |
| Use passthru server or hunt group: | <input type="text" value="DOMINOSERVER1/GTtech"/> |

|                     |                                                   |
|---------------------|---------------------------------------------------|
| Usage priority:     | <input type="text" value="Normal"/>               |
| Destination server: | <input type="text" value="DOMINOSERVER3/GTtech"/> |
| Destination domain: | <input type="text" value="GTtech"/>               |

# Limit Access to Traveler server to some users only

## Server Document – Lotus Traveler

| Lotus Traveler Access  |                                                                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Access server:         | <input type="checkbox"/> users listed in all trusted directories<br>and<br>[ Marianna Tomasatti/GTtech<br>User1/GTtech<br>User2/GTtech ] ▾ |
| Not access server:     | [ ] ▾                                                                                                                                      |
| Remote user commands:  | [ Disabled ] ▾                                                                                                                             |
| User managed security: | [ Enabled ] ▾                                                                                                                              |

# Allow users to schedule mail

Policy Mail  
Tab Mail

| Delivery Options                                     |                                         | How to apply this setting:               | Inherit from parent policy:      | Enforce in child policies:       |
|------------------------------------------------------|-----------------------------------------|------------------------------------------|----------------------------------|----------------------------------|
| Allow users to schedule when messages are delivered: | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> Don't set value | <input type="checkbox"/> Inherit | <input type="checkbox"/> Enforce |

Policy Mail take effect after 24 hours  
To make it effective immediately:  
tell adminp process mail policy

Requires mail template Domino 10

# New message – delivery options

The screenshot shows a 'Delivery Options' dialog box with a blue title bar and standard window controls. It features two tabs: 'Basic' (selected) and 'Advanced'. The 'Basic' tab contains several sections: 'Delivery Options' with dropdowns for Importance (Normal), Delivery report (Only on failure), and Delivery priority (Normal); checkboxes for Return receipt, Prevent copying, Auto spellcheck, Mark Subject Confidential, Do not notify me if recipient(s) are running Out of Office, and Do not expand personal groups; 'Security Options' with checkboxes for Sign, Encrypt, and Save these security options as the default; 'Mood Stamp' with a dropdown set to Normal and a placeholder image; and a 'Delay Delivery Until' section with a checked checkbox, a date field (Jun 26/09/2022), a time field (18:07), and a time zone field (Local time). 'OK' and 'Cancel' buttons are in the top right.

Delivery Options

Basic | Advanced

OK

Cancel

Delivery Options

Importance: Normal

Delivery report: Only on failure

Delivery priority: Normal

☐ Return receipt

☐ Prevent copying

☐ Auto spellcheck

☐ Mark Subject Confidential

☐ Do not notify me if recipient(s) are running Out of Office

☐ Do not expand personal groups

Security Options

☐ Sign

☐ Encrypt

☐ Save these security options as the default

Mood Stamp

Normal

☒ Delay Delivery Until

Jun 26/09/2022

18:07

Local time

# Apply rules to existing mail

Policy Mail

Tab Mail

|                                    |                                         |                               |                                  |                                  |
|------------------------------------|-----------------------------------------|-------------------------------|----------------------------------|----------------------------------|
| Enable Run Rules on existing mail: | <input checked="" type="checkbox"/> Yes | Set value and prevent changes | <input type="checkbox"/> Inherit | <input type="checkbox"/> Enforce |
|------------------------------------|-----------------------------------------|-------------------------------|----------------------------------|----------------------------------|

This feature is available for Mail9 and 901FP9 above.

# Apply rules to existing mail

The screenshot shows the 'Edit Rule' dialog box in Microsoft Outlook. The window has a title bar with a question mark and a close button. Inside, the 'This rule is:' section has 'On' selected. Below is the 'Specify Conditions' section, where 'Create:' has 'Condition' selected. The rule is configured as 'AND' with the condition 'sender contains' followed by an empty text box. A list box shows 'When: Sender contains marianna.tomasatti@gttech.it' with 'Add', 'Remove', and 'Remove All' buttons to its right. The 'Specify Actions' section shows 'move to folder' with an empty text box and a 'Select...' button. A list box shows 'Perform the following actions: move to folder -GT Tech' with 'Add Action', 'Remove', and 'Remove All' buttons to its right. At the bottom, there are four buttons: 'Run Now On Inbox...', 'Run Now On All documents...' (highlighted with a red rectangle), 'OK', and 'Cancel'.

Edit Rule

This rule is: ☒ On ☐ Off

Specify Conditions

Create: ☒ Condition ☐ Exception

AND sender contains

When mail messages arrive that meet these conditions:

When:  
Sender contains marianna.tomasatti@gttech.it

Add  
Remove  
Remove All

Specify Actions

move to folder

Select...

Perform the following actions:

move to folder -GT Tech

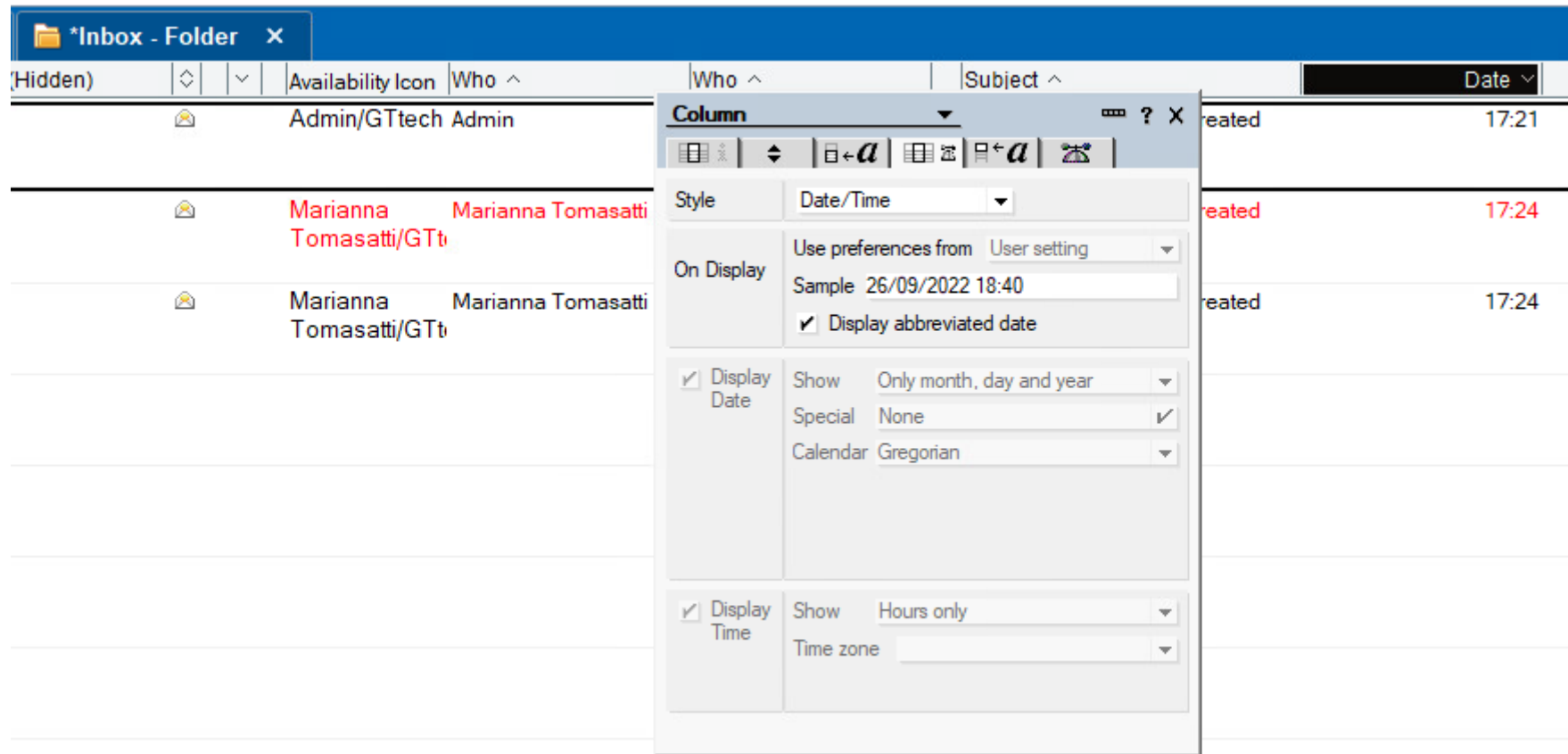
Add Action  
Remove  
Remove All

Run Now On Inbox... Run Now On All documents... OK Cancel

# Change display of date in Inbox

## Default

The display abbreviate date feature is available from Notes 9



## Extended date

The screenshot displays a software interface with an email inbox and a 'Column' settings dialog box.

**Inbox Table:**

| (Hidden) | Availability Icon | Who ^                  | Who ^              | Subject ^ | Date v                  |
|----------|-------------------|------------------------|--------------------|-----------|-------------------------|
|          |                   | Admin/GTtech           | Admin              |           | reated 26/09/2022 17:21 |
|          |                   | Marianna Tomasatti/GTt | Marianna Tomasatti |           | reated 26/09/2022 17:24 |
|          |                   | Marianna Tomasatti/GTt | Marianna Tomasatti |           | reated 26/09/2022 17:24 |

**Column Settings Dialog:**

- Column:** [Dropdown menu]
- Style:** Date/Time [Dropdown menu]
- On Display:**
  - Use preferences from: User setting [Dropdown menu]
  - Sample: 26/09/2022 18:40
  - ☐ Display abbreviated date
- Display Date:**
  - ☒ Display Date
  - Show: Only month, day and year [Dropdown menu]
  - Special: None [Dropdown menu] ✓
  - Calendar: Gregorian [Dropdown menu]
- Display Time:**
  - ☒ Display Time
  - Show: Hours and minutes [Dropdown menu]
  - Time zone: Adjust time to local zone [Dropdown menu]



# Signature: New Message – Reply and Forward

Preferences

\* NOTE: Your administrator has locked some preferences.

Mail | Calendar & To Do | Access & Delegation

Basics | Letterhead | Signature | Follow Up | Sender Colors | Recipient Icons | Swiftfile

☒ Automatically append a signature to the bottom of my outgoing mail messages

New Messages | Reply and Forward Messages

**A signature for new messages.**

Type of signature:

☒ Rich Text ☐ Plain Text ☐ HTML or Image File

Use a rich text signature to use text formatting, graphics, and other rich text features. Once you set it, your signature will appear on any computer where you use Notes.


To add text, graphics and attachments, use the "T" control below.

To use additional rich text features (such as fonts and links), create your signature in a rich text field elsewhere (such as the body of an email) copy it, and paste it here.

**Note:** Rich Text signatures will work only if all users of this mail file are using Notes 8.5 or higher.

Append My vCard ?

Kind Regards  
Marianna Tomasatti  
GT TECH SRL

**GT** Tech 

Preferences

\* NOTE: Your administrator has locked some preferences.

Mail | Calendar & To Do | Access & Delegation

Basics | Letterhead | Signature | Follow Up | Sender Colors | Recipient Icons | Swiftfile

☒ Automatically append a signature to the bottom of my outgoing mail messages

New Messages | Reply and Forward Messages

**A signature for reply or forward messages. If default is selected, the new messages signature is used.**

Type of signature:


☐ Default ☒ Rich Text ☐ Plain Text ☐ HTML or Image File

Use a rich text signature to use text formatting, graphics, and other rich text features. Once you set it, your signature will appear on any computer where you use Notes.

To add text, graphics and attachments, use the "T" control below.

To use additional rich text features (such as fonts and links), create your signature in a rich text field elsewhere (such as the body of an email) copy it, and paste it here.

**Note:** Rich Text signatures will work only if all users of this mail file are using Notes 8.5 or higher.

Kind Regards  
Marianna Tomasatti  
GT TECH SRL 

Available from Notes 10

# Upload dictionaries in Client data directory

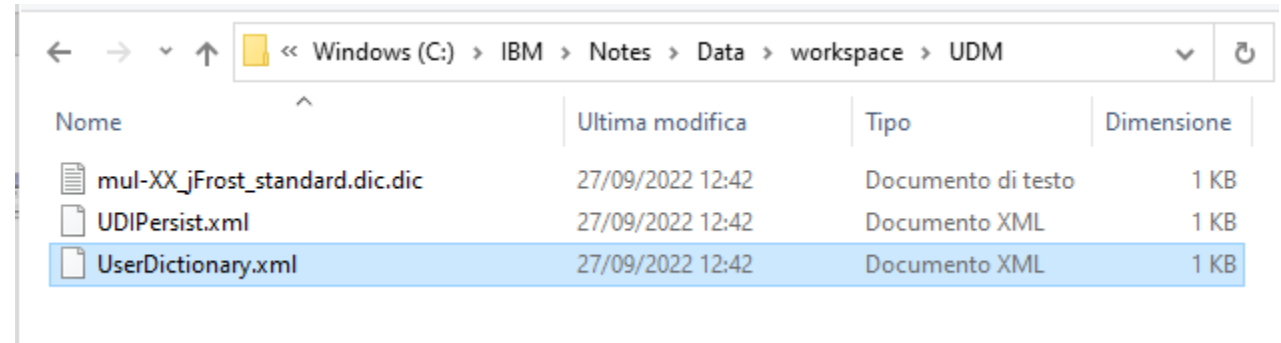
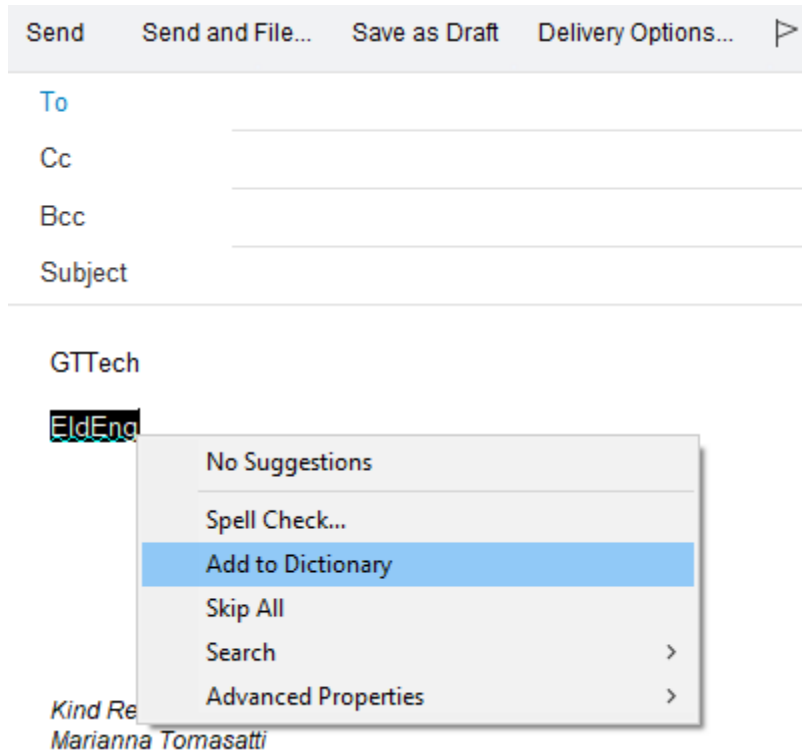
- All the dictionaries are in the Server Domino data directory

The screenshot displays the IBM Notes client interface. On the left, a file explorer view shows the 'Data' directory containing various files, including dictionaries like 'uk.dic', 'us.dic', 'user.dic', 'wpdic.dic', 'mail.box', 'browser.cnf', 'frstrings.dat', 'binary.gif', 'error.gif', and 'folder.gif'. The 'Ultima modifica' (Last Modified) column shows dates ranging from 2021 to 2022. The 'Tipo' (Type) column shows file types such as 'Documento di testo' (Text Document), 'File BOX', 'File CNF', 'File DAT', 'File GIF', and 'File GIF'.

In the center, a second file explorer view shows the 'Domino > Data' directory, which contains a list of dictionary files: 'deutsch.dic', 'deutsch2.dic', 'dschweiz.dic', 'espana.dic', 'fault\_recovery.log', 'francais.dic', 'hellas.dic', 'italiano.dic' (highlighted), 'litemch1.dic', and 'litemzh1.dic'.

On the right, a 'Send' dialog box is open, showing the 'From' field set to 'Roberto Boccadoro/ELDENG/IT'. The 'Language' dropdown menu is open, displaying a list of languages. The 'Untagged' language is selected, and the list includes: Italian(Italy), English(United States), Unknown, Afrikaans, Albanian, Arabic, Arabic(Algeria), Arabic(Bahrain), Arabic(Egypt), Arabic(Jordan), Arabic(Kuwait), Arabic(Lebanon), Arabic(Morocco), Arabic(Oman), Arabic(Qatar), Arabic(Saudi Arabia), Arabic(Syria), Arabic(Tunisia), Arabic(United Arab Emirates), Arabic(Yemen), Bulgarian, Byelorussian, Catalan, Chinese(China), Chinese(Hong Kong SAR), Chinese(Macau SAR), Chinese(Singapore), and Chinese(Taiwan).

# User Dictionary Location

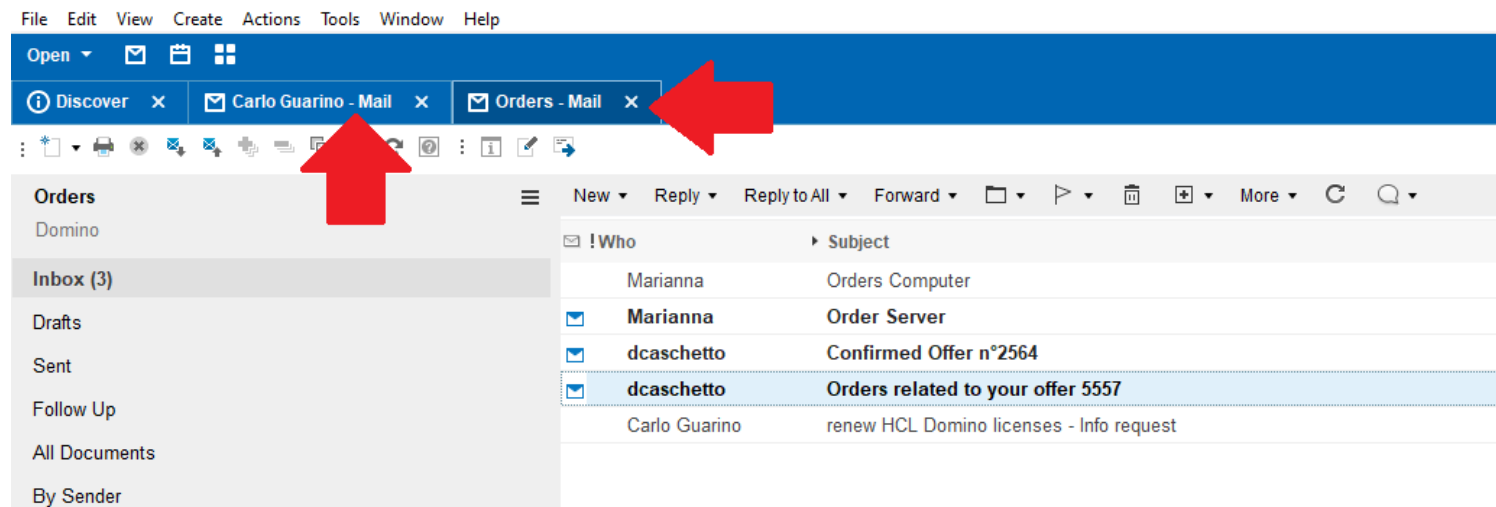
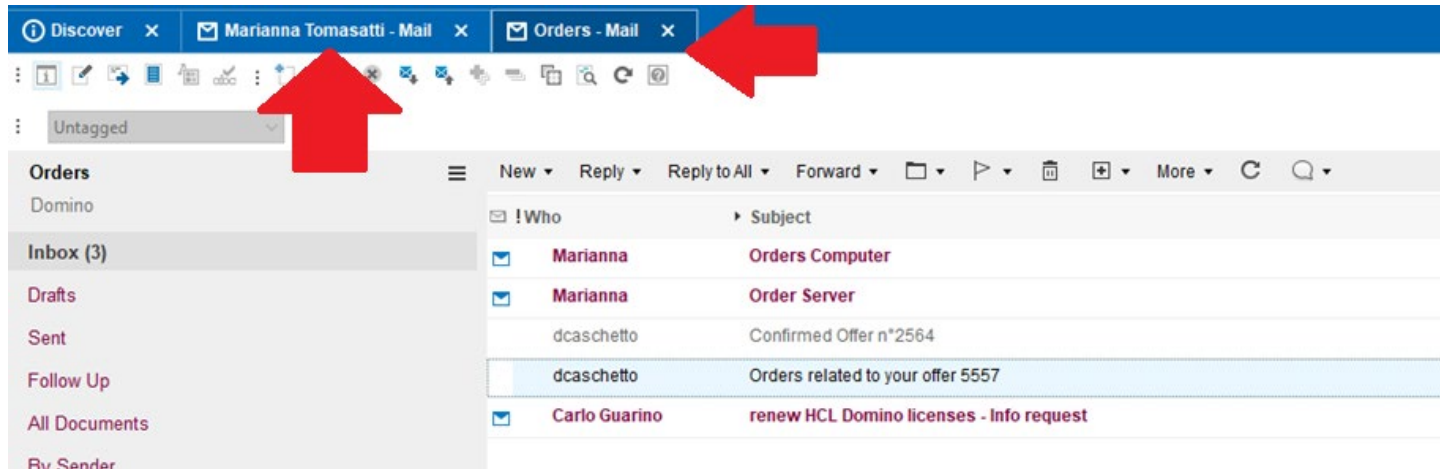


[https://support.hcltechsw.com/csm?id=kb\\_article&sysparm\\_article=KB0078049](https://support.hcltechsw.com/csm?id=kb_article&sysparm_article=KB0078049)

# Tag to check unread / read email

- When more people have access to a db, e.g. mail-in database, how do you know if someone has read the document ?
- Remember that unread marks are personal to the ID of the user
- This project will be uploaded to the OpenNTF website

# Problem to manage



# Final result

Discover x Marianna Tomasatti - Mail x Orders - Mail x

Untagged

Orders

Domino

Inbox (1)

Drafts

Sent

Follow Up

All Documents

By Sender

New Reply Reply to All Forward Manage... More

| icon | ! Who         | Subject                                  | Managed From       |
|------|---------------|------------------------------------------|--------------------|
| ✓    | Marianna      | Orders Computer                          | Marianna Tomasatti |
| ✓    | Marianna      | Order Server                             | Carlo Guarino      |
|      | dcaschetto    | Confirmed Offer n°2564                   |                    |
| ✉    | dcaschetto    | Orders related to your offer 5557        |                    |
| ✓    | Carlo Guarino | renew HCL Domino licenses - Info request | Marianna Tomasatti |

Home x Carlo Guarino - Mail x Orders - Mail x

Orders

Domino

Inbox (3)

Drafts

Sent

Follow Up

All Documents

By Sender

New Reply Reply to All Forward Manage... More

| icon | ! Who         | Subject                                  | Managed From       |
|------|---------------|------------------------------------------|--------------------|
| ✉ ✓  | Marianna      | Orders Computer                          | Marianna Tomasatti |
| ✓    | Marianna      | Order Server                             | Carlo Guarino      |
|      | dcaschetto    | Confirmed Offer n°2564                   |                    |
| ✉    | dcaschetto    | Orders related to your offer 5557        |                    |
| ✉ ✓  | Carlo Guarino | renew HCL Domino licenses - Info request | Marianna Tomasatti |



*That's all Folks!*