

**Lotus Notes 6.x Client Installation Guide for Windows.
Information Technology Services. CSULB**

The goal of this document

This document was created by the Information Technology Services department to assist the Lotus Notes Coordinators in the successful installation of Lotus Notes release 6 (R6) client software.

What client software is available?

R6 software is only available for Windows 95/98/NT/2000/XP and Macintosh OS 9 & OS X.

What are the minimum hardware requirements?

A Pentium 266Mhz running Win95/98/NT with 64MB RAM or Win2000/XP with 128MB RAM. There should be at least 200MB of hard drive space available.

Can the workstation ping the Notes Server short name?

Before you can install the software you need to verify that the workstation can ping the Lotus Notes server. If Notes is already installed on the workstation you can skip this. The easiest way to verify this is to open up a DOS session and ping the Notes server by typing "ping notesmail2" at the prompt.

If you get an error, verify that the DNS services listed are: 134.139.1.2 & 134.139.60.2. Also verify that csulb.edu is in the Domain Suffix Search Order list in the TCP/IP protocols setting.

Installing the Lotus Notes 6.x Client Software

The following pages cover the new installation of software onto the workstation. The graphics represent the standard default settings that we recommend. Of course the user name will be different during the installation.

Where is the software located?

The R6 software will be available to CAMPUS-DOMAIN members either on the server \\CAMPUS-NAS\NTS-INST\PUBLIC\LOTUS or \\CAMPUS-NAS\APPS\LOTUSNOTES6 folder. If you are not a member of the CAMPUS-DOMAIN, contact Desktop Support Services to obtain a copy on CDROM.

Creating the default workstation configuration:

The next section will cover the actual software installation on the system. The examples shown illustrate settings that are suggested in a default workstation configuration.

Client Installation:

To start the R6 installation, you will need to navigate down thru the folders and find the application called SETUP.EXE. Double click this file to start the install process.

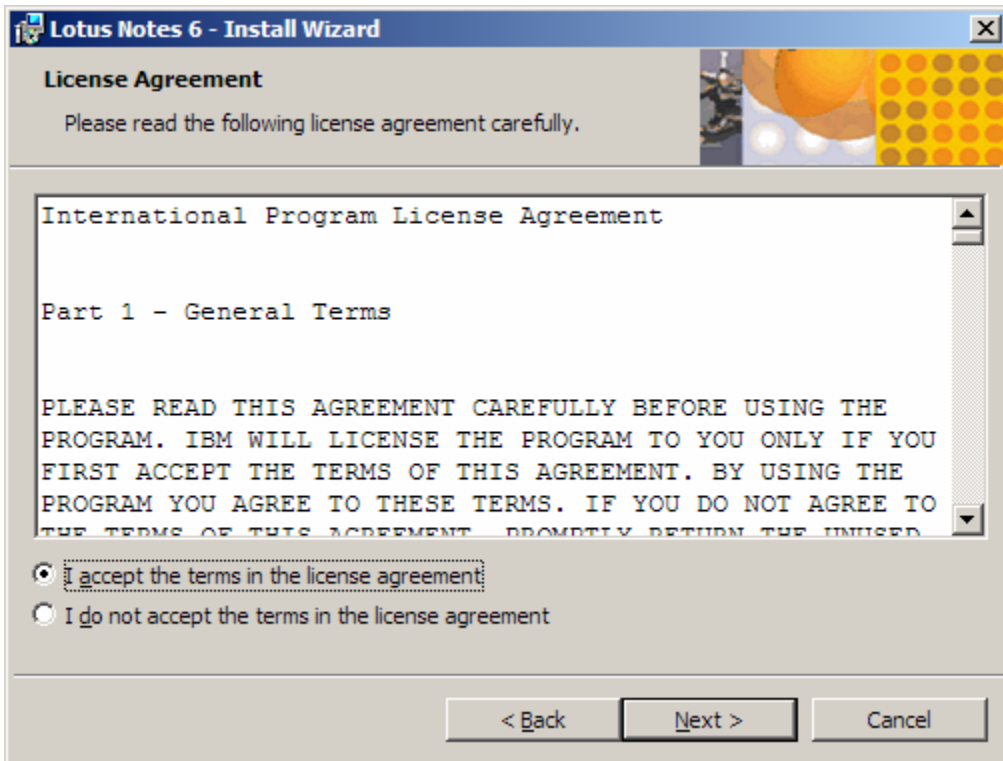
- 1) Verify the minimum system requirements.
- 2) Double click on the SETUP.EXE to start the process.

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3) Click NEXT when you reach the “Welcome to the Notes Setup program” screen as seen below.

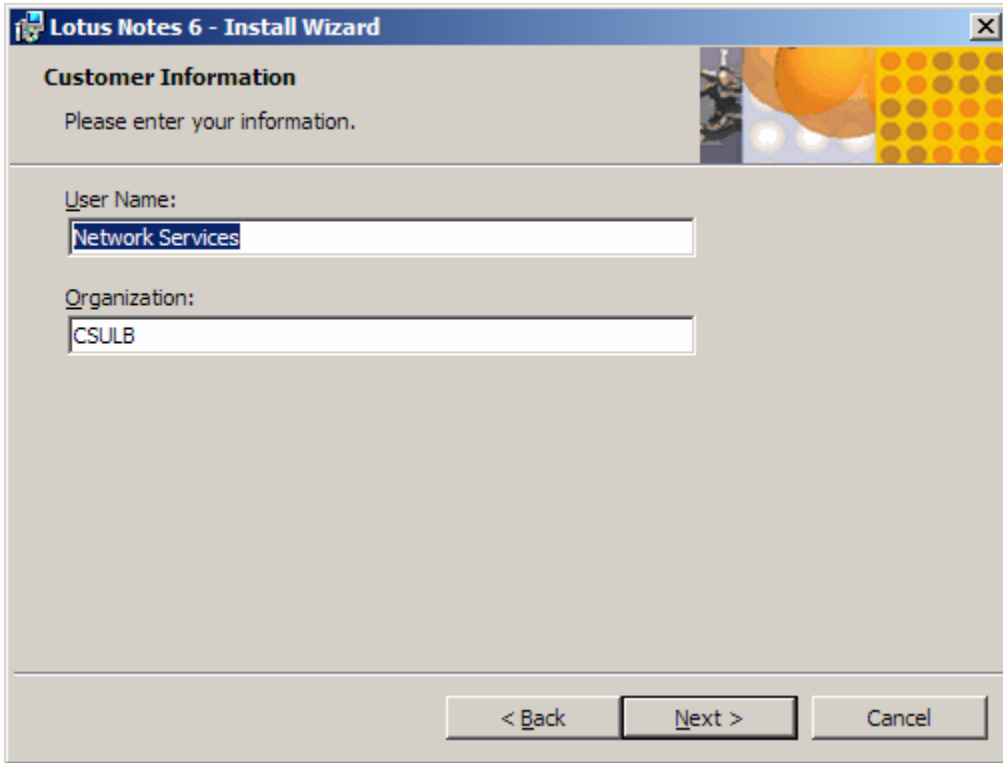


4) Click “I accept” then click NEXT.

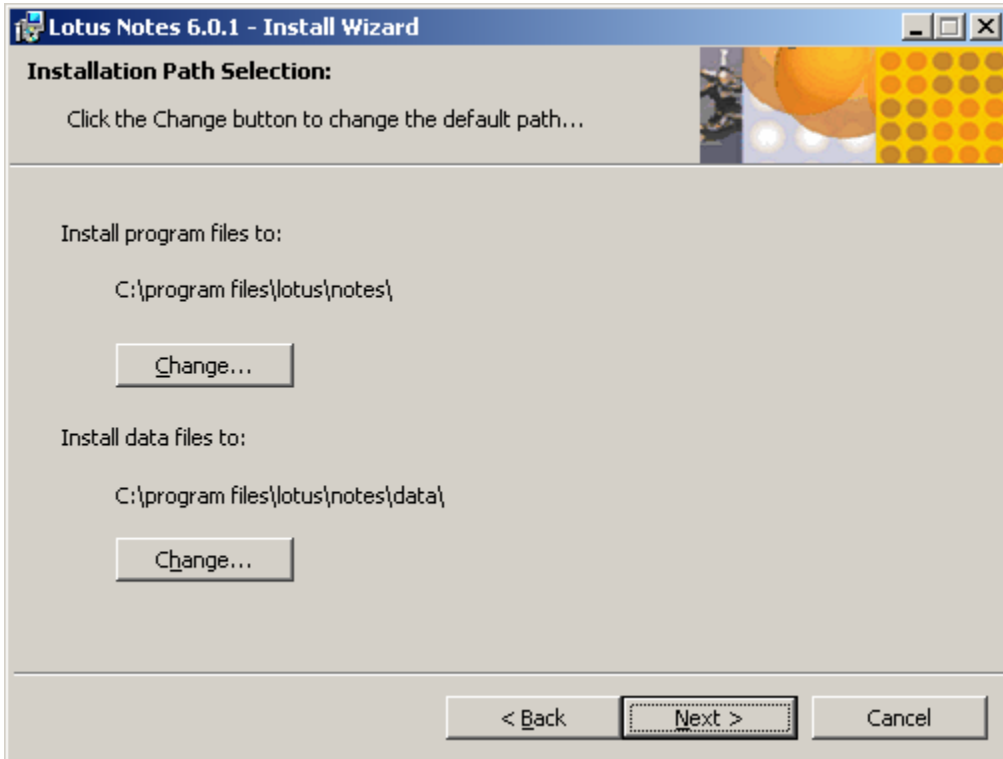


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5) Enter the users name and company. Click NEXT to continue.



6) Change the Destination Folder if necessary or use the default. Click NEXT to continue.

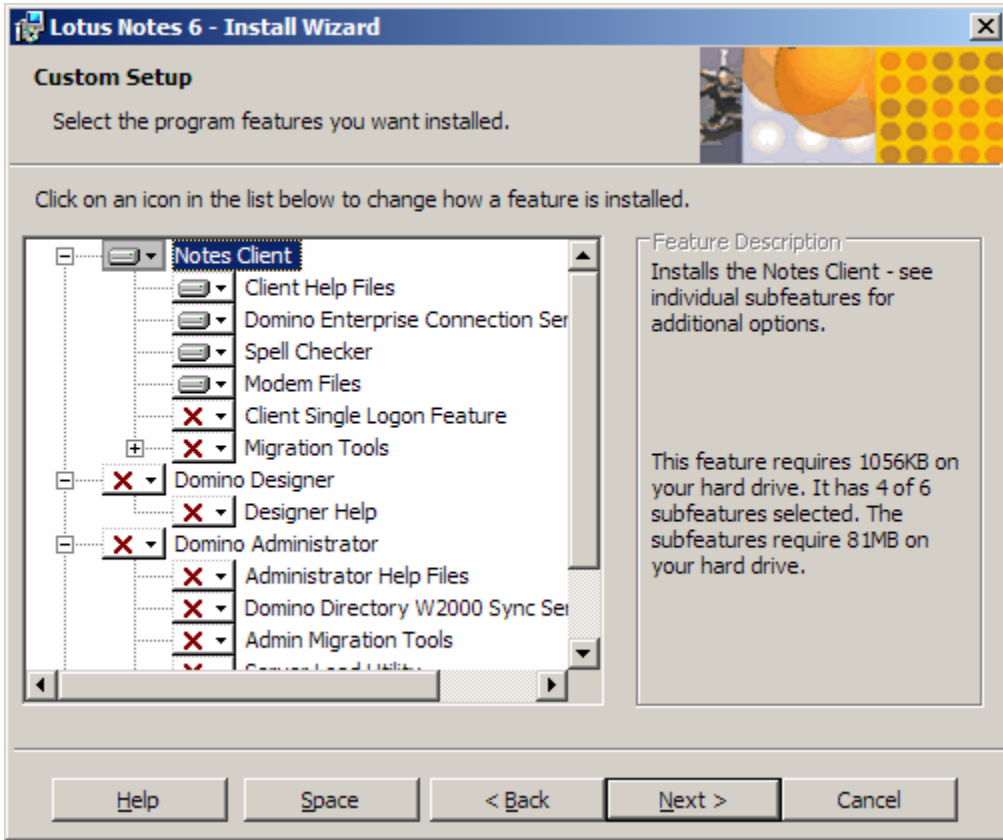


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7) Select the “Client Single Logon Feature” component if you wish to install it. If you are installing on Win95/98 leave it unchecked because the service doesn’t work on Win95/98.

If you wish to install the Domino Designer, select the option.

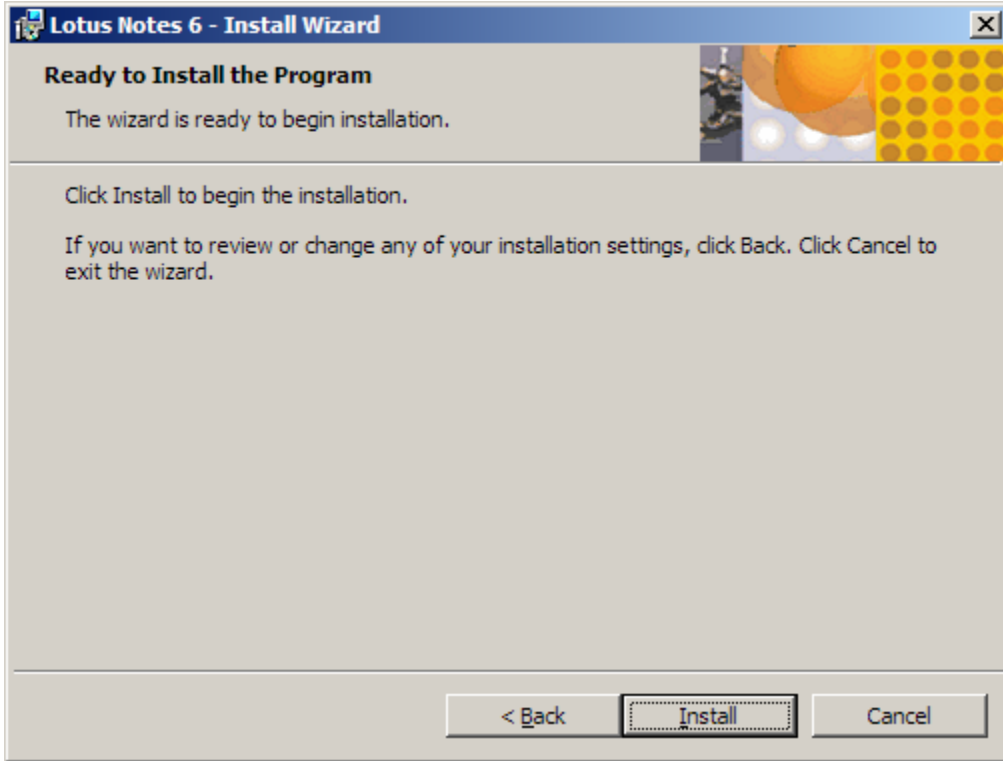
Click NEXT.



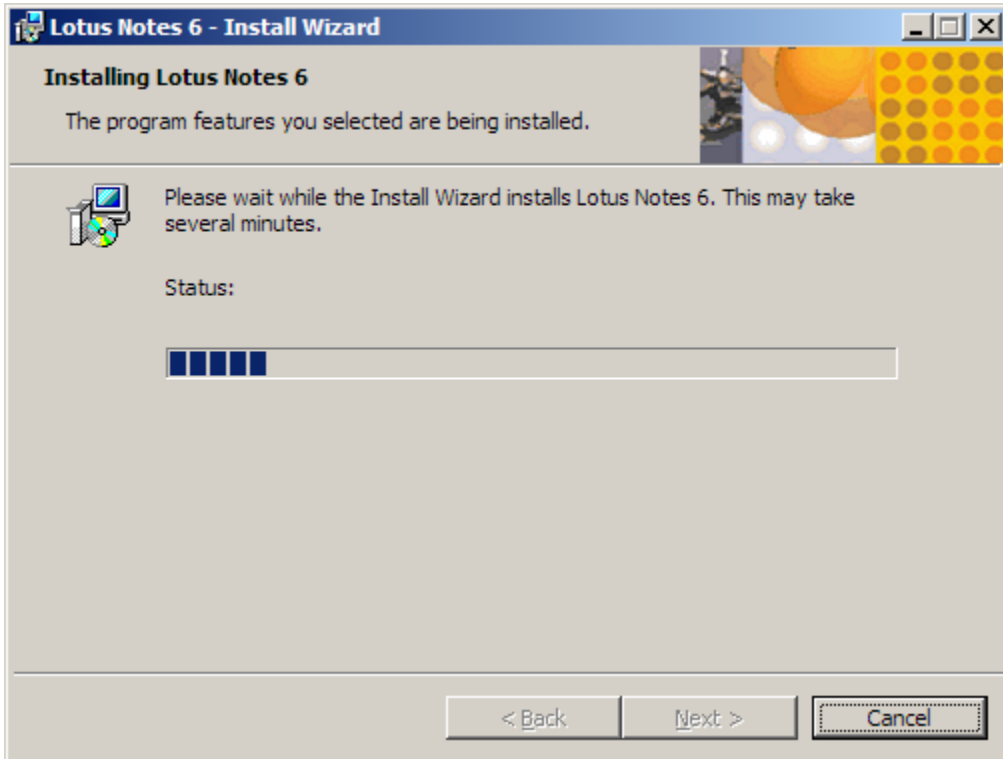
Note: The Client Single Logon Feature is a service that runs on the workstation and synchronizes the Windows password with the Lotus Notes password.

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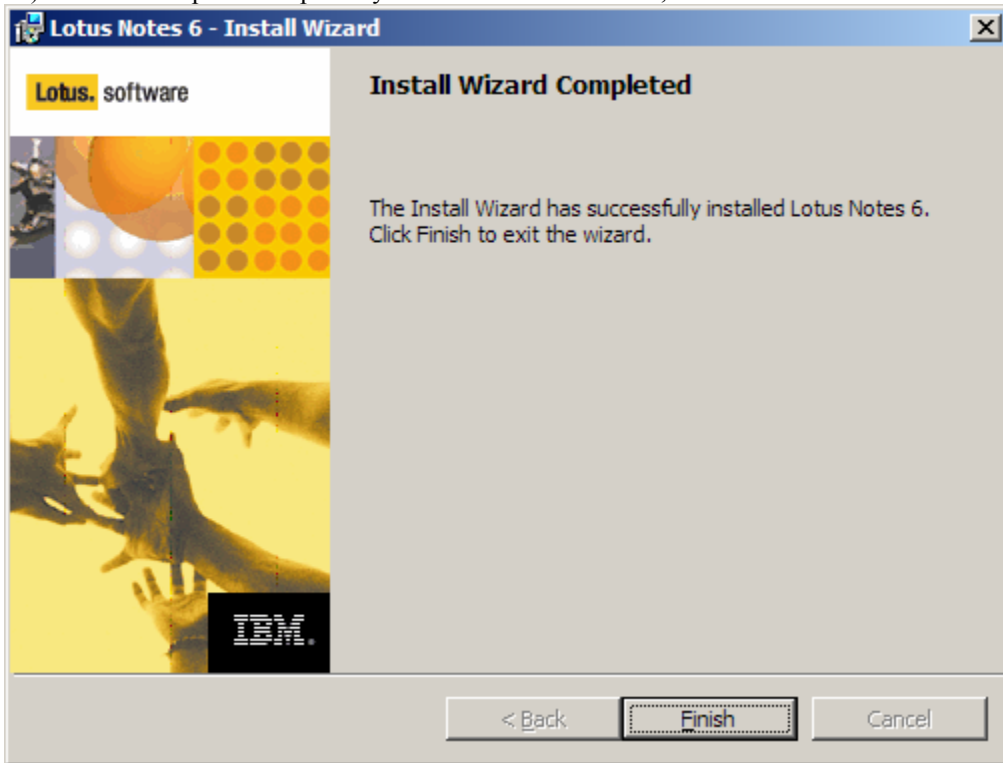
8) Click BACK to make any changes else click INSTALL to start.



9) Notes will start installing the files onto the hard drive and the progress will be shown on a status window. This will take several minutes.



11) After the setup has completed you will see the box below, click FINISH.



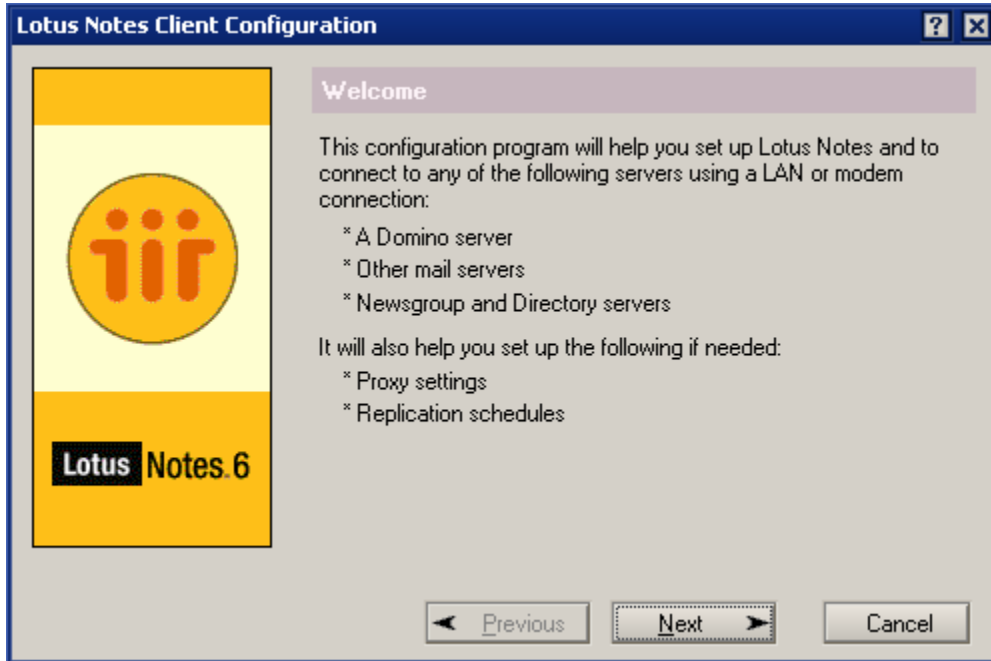
Installation is complete.

Client Setup:



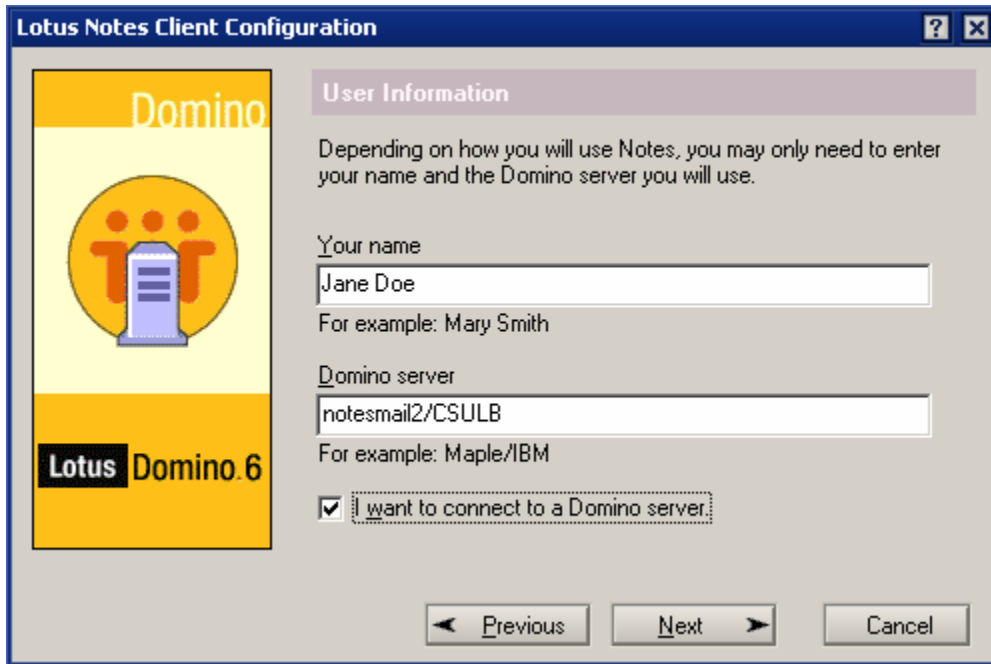
1) Launch the Lotus Notes client to begin the client setup and configuration.

2) Click NEXT on the Welcome screen.



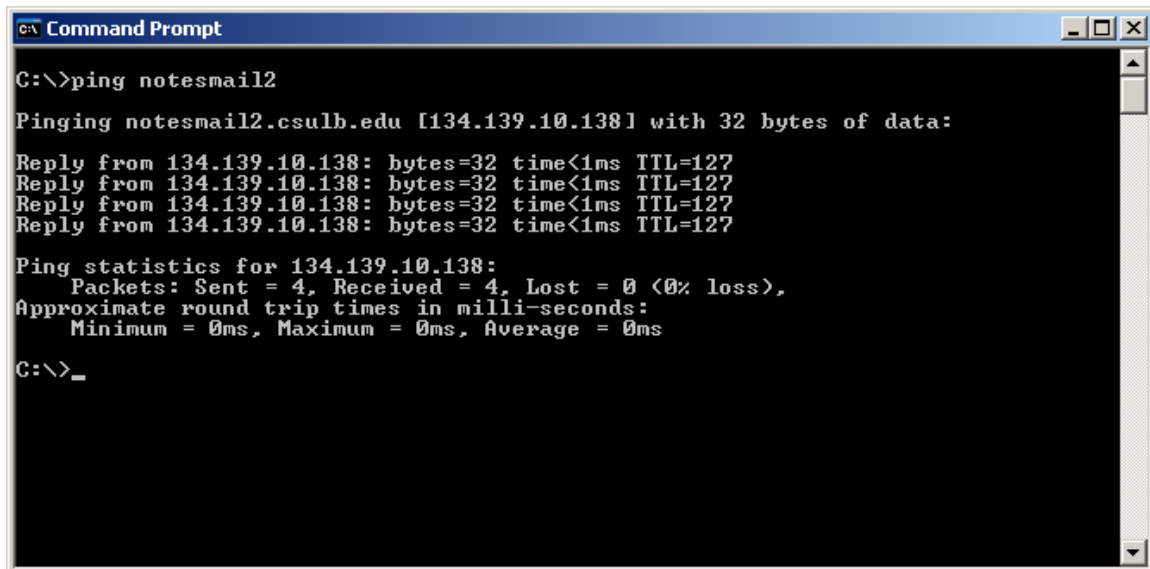
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3) Enter the user's name and the Domino home server.



DAF users should select notesmail1/CSULB. Student Services and Academic Affairs users should select notesmail2/CSULB as their home server.

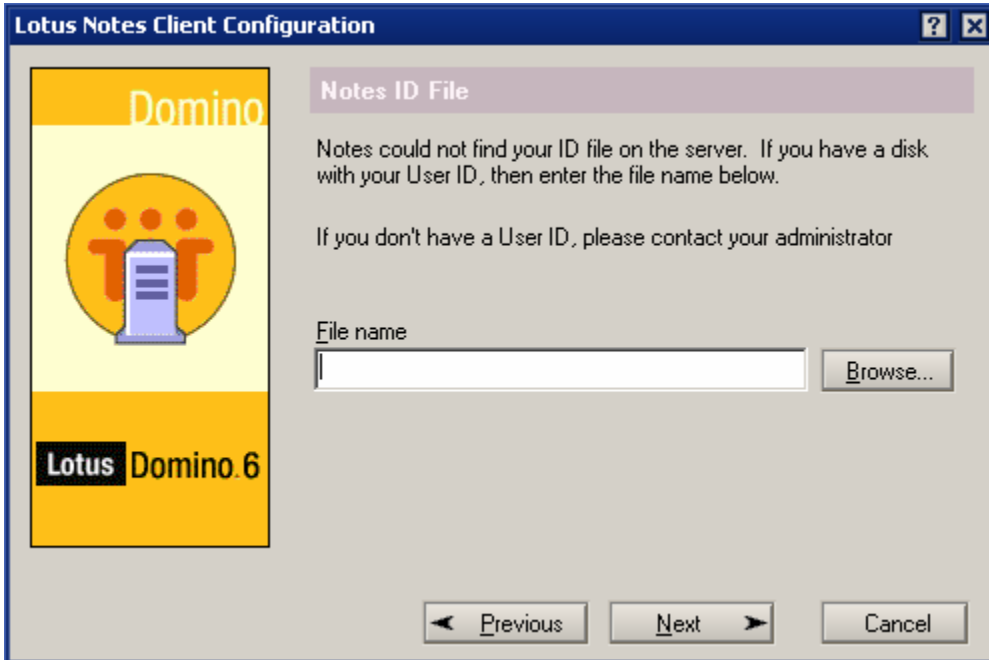
4) If the workstation CANNOT resolve the short name of the home server, then enter the IP address of the home server when asked by the configuration wizard.



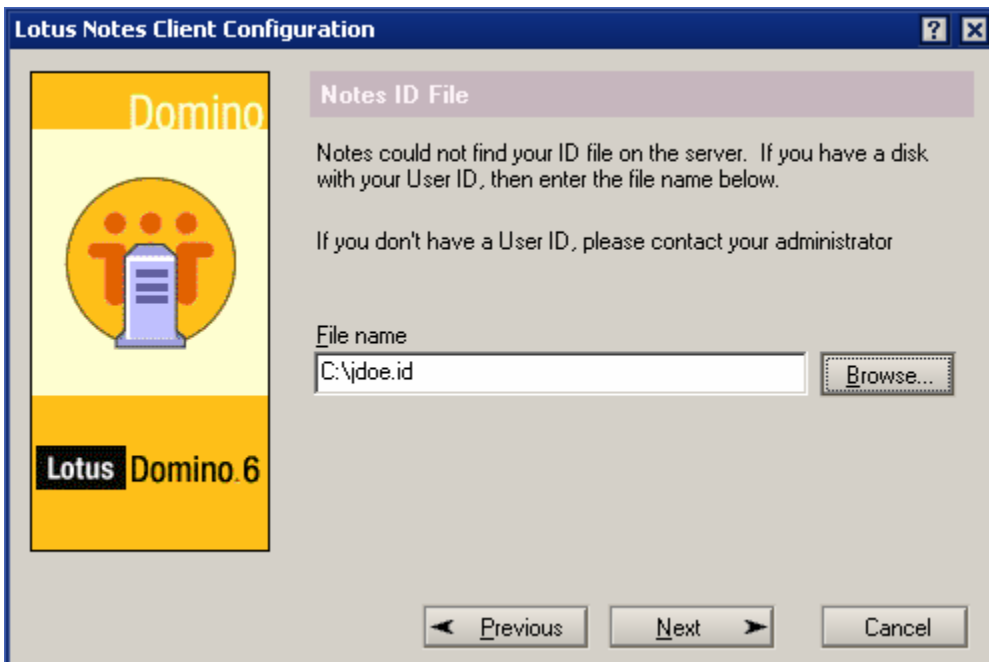
The IP addresses of the Domino home mail servers are:

notesmail1/CSULB	134.139.10.182	Division of Admin Finance
notesmail2/CSULB	134.139.10.138	Student Services, Academic Affairs

5) Locate the user's Lotus Notes ID file by clicking BROWSE.

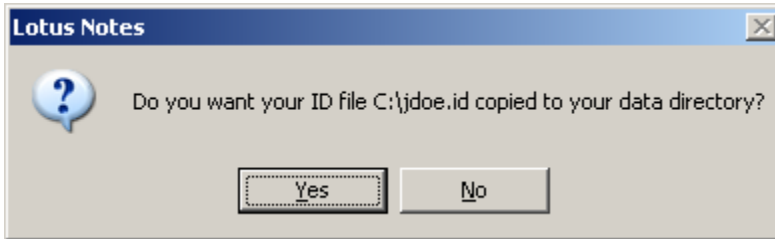


6) The path to the user's Lotus Notes ID should be in the file name field. Click NEXT to continue.

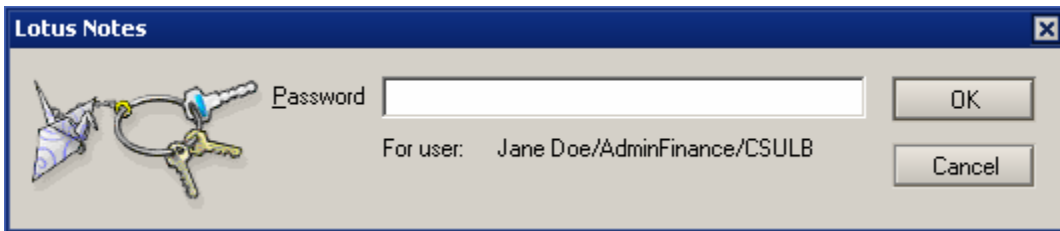


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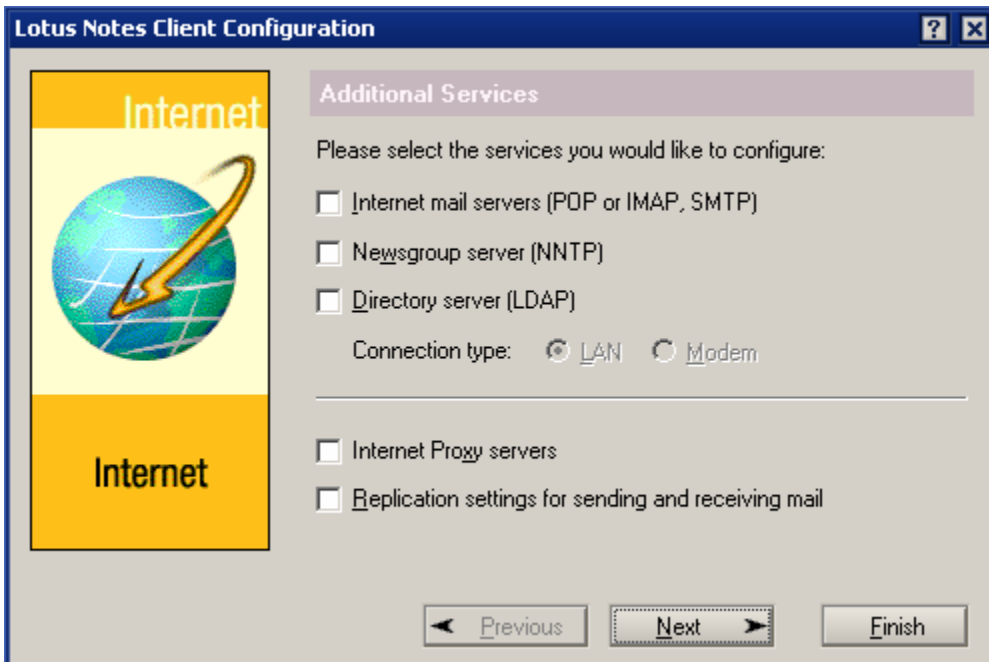
7) Click YES to have the ID file copied to the Lotus Notes data directory.



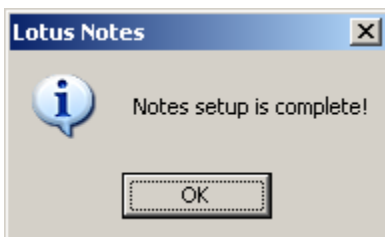
8) Enter the user's Lotus Notes password. The default is first initial plus full last name.



9) Select any options to configure. Click NEXT to continue.

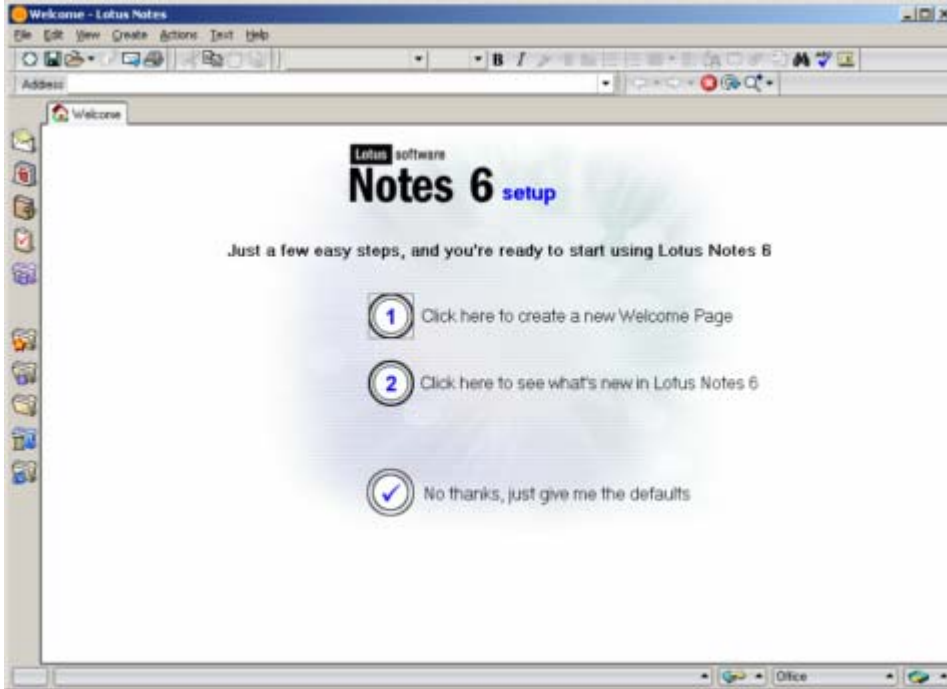


10) Client setup is complete. Click OK to finish.



Client Configuration

11) After you clicked OK on the previous step, it may take up to a minute until you see the screen below. On the Notes 6 setup page, just click 'give me the defaults'.



12) When you see the screen below, Lotus Notes 6 installation is complete.



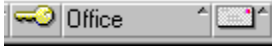
13) Exit the client. Installation is done.

Configuring the web browser the Lotus Notes client will use:

To change the default web browser to Netscape Navigator, follow the steps below.

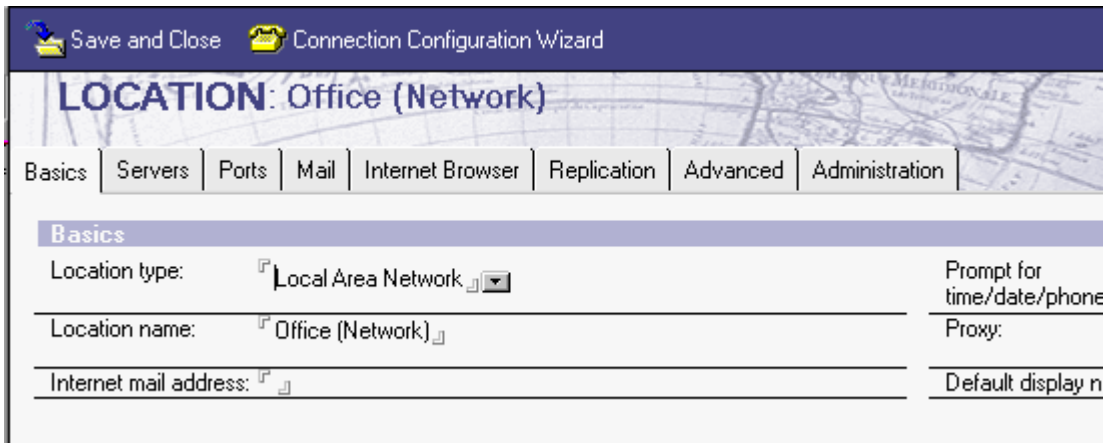
Setting the Internet Browser

1) On the lower right hand corner of the welcome page, click on the Office location document.

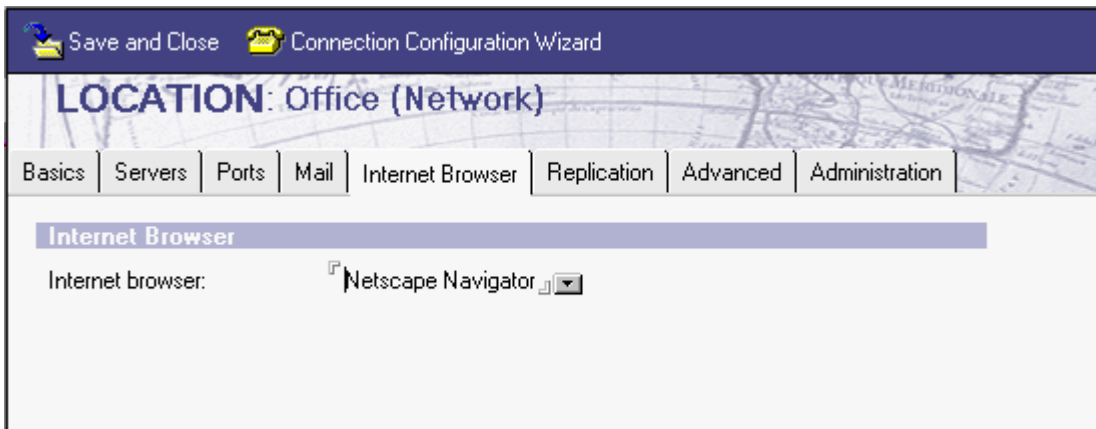


2) You will get a pop-up menu. Click on Edit Current to modify the current location document.

3) On the Location document for the Office (Network) Location, click on the “Internet Browser” tab.



4) Click on the button next to the “Internet Browser” field and select Netscape Navigator. Click the “Save and Close” button to save the changes.



Note: If the user prefers Microsoft Internet Explorer, just select it from the drop down menu.

5) R6 install is complete.