LOTUS NOTES:

INSTALLATION PROCEDURE
Pre-Installation procedures: For UPGRADE INSTALLS ONLY  
if you are performing a New installation, skip to step 1.

A. Create a folder on your computer called NOTESBACK
B. Copy the following files into this folder:
   • X:\notes\data\desktop.dsk
   • X:\notes\data\names.nsf
   • X:\notes\data\*\.id
   • X:\WIN**\notes.ini
   • + X:\notes\data\journal.*
   • + X:\notes\data\pdamap.*
C. Uninstall notes 4.6 and Organizer if they are installed
   • A few times during the uninstall, you will be asked to Remove or ignore FILES,
     make sure you select Remove. You will also be asked to skip or retry some
     FOLDERS. Select skip.
D. Create the following directories if they do not exist
   • X:\lotus
   • X:\lotus\notes
   • X:\lotus\notes\data
E. Copy the files from NOTESBACK into the following locations
   • X:\lotus\notes\data\desktop.dsk
   • X:\lotus\notes\data\names.nsf
   • X:\lotus\notes\data\*\.id
   • X:\lotus\notes\notes.ini
   • + X:\lotus\notes\data\journal.*
   • + X:\lotus\notes\data\pdamap.*
F. Continue with step 1

X= The drive letter you installed notes on/ drive letter you are going to install notes on
+ = This file might not exist on your computer. If it isn’t there, don’t worry about it
**=Your Windows directory (WINDOWS for win9x, WINNT for windows NT/2K)
Program Installation [ALL INSTALLS]

1. Browse to the appropriate version folder on the Notes CD and double click on Setup.exe

2. Click **Next**
3. Click **Yes** to accept the agreement.

4. Enter the name of the user and **PSU** for the company. Do not click shared installation. Click **Next**.
5. If you want to install Notes to the C:\ drive, click **Next**. If you would like to install somewhere else, click both browse buttons and change ONLY the drive letter, leave the path the way it is.

![Lotus Notes Installation](image)

6. Choose **Notes Client** and Click **Customize** (You may not get this screen with some versions)
Click the type of Setup you want. Click customize if you want to choose which features to install for each setup.

- **Notes Client**
  Select this option to install a standard Notes client. This option is recommended for most users.

- **Domino Designer**
  Select this option to install files necessary to create applications for the Domino Server. This option includes the Notes client (Requires Designer license.)

- **Domino Administrator**
  Select this option to install files necessary to administer the Domino Server. This option includes the Notes client.

- **All Clients**
  Select this option to install all clients: Notes Client, Domino Administrator, and Domino Designer.
7. Uncheck **Notes Minder**. (You may need to scroll down to see this) Click **Next**.

8. Click **Next** to put shortcuts in the **Lotus Applications** folder. Notes will then begin to install. The registration window will then appear when the install has finished.
9. Click Finish.

10. **NOTE:** Failure to perform this step will prevent you from seeing the correct welcome page in notes. Copy the file: **BOOKMARK.NTF** from the CD-ROM disc to your DATA directory [X:\lotus\notes\data] (X=drive you installed notes on: eg: C)

11. Deleted step - Ignore
12. Open up Lotus Notes. You can do this by clicking on the **Start** button, go to **Programs**, select **Lotus Applications**, then Click on the **Lotus Notes** icon.

13. You will now see the Lotus Notes Client Configuration window appear. Click on **Next**.
14. Select I want to connect to a Domino server and click **Next**.

15. Select Set up a connection to a local area network (LAN) and click **Next**.
16. For Domino server name, type **DDAS/Notes** and click **Next**.

16a. You MAY get the following window:
If so, choose **TCP/IP** for the Network Information, and **128.118.4.48** as the IP address.
17. Click on “My Notes User ID has been supplied to me in a file” and click the Browse button. Browse until you find your user ID file, ie tam1.id, and then double click on it.
18. You will now see your user id file listed. Click Next.

19. Click Yes when asked “Do you want your ID file copied to your data directory?”.
20. Type in **lotus_notes** for the password and click **OK**. (Note: The password should be typed in all lower case. If it doesn’t work, check the CAPS lock button on your keyboard to make sure it’s off. If you still have no success, check with the user to have them type in their password if they’ve had Lotus Notes before.)

21. Click **Next** when told “Your connection to a Domino server over a LAN is now set up”.

![Lotus Notes Client Configuration](image-url)
22. Select “I don’t want to create an Internet mail account” and click **Next**.

23. Select “I don’t want to connect to a news server” and click **Next**.
24. Select “I don’t want to connect to another directory server” and click **Next**.

25. Select “I do not connect to the Internet through a proxy server” and click **Next**.
26. Click “Connect over local area network (or cable modem)” and click **Next**.

27. Click on **Finish**.

28. Click on **OK** at “Notes setup is complete!” All that’s left is some configuration steps.
INI File modifications [UPGRADES ONLY]
If you are performing a NEW INSTALL, skip to step 34.

29. You need to edit the X:\lotus\notes\notes.ini file and make the following changes
   • Directory = xxxx to Directory = X:\lotus\notes\data
   • WinNTIconPath= xxxx to WinNTIconPath = X:\lotus\notes\data\W32
   • ECLSetup= x to ECLSetup = 1
   • REMOVE the Homesite=Favorites line

30. Close and save the notes.ini file

31. Restart the computer

32. Open up Lotus Notes. You can do this by clicking on the Start button, go to Programs, select Lotus Applications, then Click on the Lotus Notes icon.

33. Type in lotus_notes for the password and click OK. (Note: The password should be typed in all lower case. If it doesn’t work, check the CAPS lock button on your keyboard to make sure it’s off. If you still have no success, check with the user to have them type in their password if they’ve had Lotus Notes before.)
34. Here's what your screen should look like at this point:
35. Go to the **File** menu, select **Mobile**, and click **Locations**.
36. Click on **Connections** at the left hand side and then click the **Add Connection** button at the upper left.
37. Change Connection Type to **Local Area Network**. Type in **DDAS/Notes** for the Server Name. Click **TCP/IP** for Use LAN Port.
38. Click on the **Advanced** tab in the upper right. Type in **128.118.4.48** for the Destination Server Address. Last, Click the **Save and Close** button at the upper left.
39. You will now have a **DDAS/Notes** connection.
40. To add the backup server (DDAS2), repeat steps 36-39. Substitute **DDAS2/Notes** in place of DDAS/Notes, and **128.118.4.104** in place of 128.118.4.48

41. Press **ESC** to return to the Welcome screen.
42. In the bottom right corner, it should say **OFFICE**. Right click on **Office** and choose **Edit Current**
43. Click on the **Internet Browser** tab
44. Click on the arrow to choose your internet browser
45. Choose **Microsoft Internet Explorer**. Click Ok.
46. Click **Save and Close** to return to the welcome screen
If you are performing an **UPGRADE**, **AND** if you use a **CALENDAR**, you must complete steps **47-59**

Otherwise, you are finished. You may add a database using steps **60-65**

47. Open your Calendar by clicking on the top icon on the bookmark bar

48. Click on Tools, Migrate Org 97 GS
49. The following window will appear: Click OK.

50. You will get a warning about journal protection. Click OK.

51. You may receive a message stating that a Journal file could not be located. If this occurs, Click Ok and continue with the following steps. If this does not appear, skip to step 58.

52. Click Cancel
53. Click on **File**, **Database**, **New**
54. Enter the following information:

   Title: journal
   From the template list, choose Personal Journal R5.0

55. Click Ok

56. Press ESC to exit the Journal screens

57. Repeat steps 48-51

58. When the lightning bolt in the bottom left goes away, press ESC to return to the Welcome screen.

59. You are done. If you wish to add a connection not listed, continue with steps 60-65
Adding an Unlisted Database [OPTIONAL]

60. To add a database not listed on the default page, go to the File Menu, select Database, and then Open.
61. In the Server section, click on the drop down arrow and select **DDAS/Notes** as your connection.
62. You will now see a list of databases appear.
63. Select the database you wish to have and either click **Open** to open the database, or click **Bookmark** to bookmark it. You will want the **Bookmark** option if you plan to use this database frequently.
If you choose the **Bookmark** option, here’s what your option will look like. Select the **Bookmark Bar** at the top and then click OK.
65. You will now see your new icon on the bookmark bar at the left side of your screen.
You are done. Repeat steps 60-65 for additional databases as needed