HOW TO **Install IBM Notes**

Follow these instructions to install and configure IBM Notes 9 on your computer.

**Note:** These instructions are written for Microsoft Windows. If you are using a Mac, there will be some slight variations to the install process.

# Requirements

You will need the following to configure Lotus Notes on your home computer:

1. Installer and ID file from the Osgoode ITS Helpdesk
2. The computer you are using needs to be connected to the Internet.

# Client Installation

1. Double-click on **My Computer**, then open the USB drive
2. Open the **IBM\_Notes\_9** folder, then double-click on **Setup.exe**
3. Wait for the files to extract. When the installation window appears, click **Next**
4. On the ***License Agreement*** screen, select **I accept the terms in the license agreement**. Click **Next**



1. On the ***Customer Information*** screen, select **Anyone who uses this computer (Multi-User Install)**. Click **Next.**



1. On the ***Custom Setup*** screen, select ***Install*** or ***Do not Install*** next to the following options:

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1. On the ***Ready to Install the Program*** screen, check off ***Launch parts of Notes when the operating system starts to enable faster Notes startup*** then click **Install**



1. The IBM Notes client will install on your computer, which may take several minutes. When it is done, click **Finish**

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# Configure IBM Notes

1. Double-click the **IBM Notes 9** icon on your desktop.
2. On the ***Welcome*** screen, click **Next**
3. **Under** **Your name**, enter your full name (i.e. “John Doe”). In the **Domino Server** field, type “inotes/osgoode”. Click **Next**
	1. **Note:** If LCO, type “mail/lco-cdo” instead

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1. Select **Set up a connection to a local area network (LAN)** and then click **Next**



1. Under **Domino server name**, enter ***inotes/Osgoode***
	1. If LCO, enter ***mail/lco-cdo***
2. Drop-down **Select Network Type** and select ***TCP/IP***
3. Under **Server address**, enter ***deed.osgoode.yorku.ca***
	1. **Note:** If LCO, enter ***commission.osgoode.yorku.ca*** instead
4. Click **Next**



1. On the ***Notes ID File*** screen, click on **Browse...** Select your ID file from the CD you were provided, then click **Next**
2. Click **Yes** to copy your ID file to the data directory.



1. You will be prompted for a password. Enter “changeme”
2. On the next screen, click **Finish**

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1. Close the ***Getting Started*** tab.
2. On the Home screen, click on **Use the Default**
3. Click on **File, Security, User Security**. Enter “changeme”
4. Click on **Change Password ...** Enter “changeme”
5. Enter the password you would like to use twice, and click **OK**
6. Click on **File – Preferences – Web Browser**
7. Select ***Use the browser I have set as the default for this operating system***

**Mandatory** Setup Contacts Replication and Lookup Preferences by following the steps below.

# Setup Contacts Replication

1. Click on the blue **Open** button, and select **Replication and Sync**
2. Place a checkmark under **Enabled**, beside **Synchronize Contacts**

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1. Click **Schedule** then **Enable Scheduled Replication/Sync**
2. Click **Schedule** again, **Set Replication/Sync Schedule ...**
3. Towards the bottom of the window, place a checkmark beside **Replicate/Sync when I start the client** and **Replicate/Sync when I shut down the client**
4. Click **OK**

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# Change Lookup Preferences

1. Click on **File – Preferences – Locations**
2. Select ***Online*** and click **Edit**
3. Click on the **Mail** tab
4. Change the ***Recipient name lookup:***  to ***Exhaustively check all address books***



# Install IBM Notes for MacBook Pro with TouchBar

1. Ensure all traces of IBM Domino (current or present installation) has been removed from the computer.
2. Ensure the latest version of Java Run Time is installed.
3. Run the base installer M:\HELPDESK\SOFTWARE\IBM Domino\IBM Notes\IBM Notes 9.0.1\Notes\_Mac\_901\IBM\_Notes-Mac-9.01.dmg
4. Then run the patch immediately after. M:\HELPDESK\SOFTWARE\IBM Domino\IBM Notes\IBM\_Notes\_Hotfix\_901SHF766.dmg
5. Open IBM Notes and configure it for Osgoode