

*I110 - I111*

*Lotus Open Lab: Starring  
Domino and WebSphere  
Portal*

*Integrating Portal and  
Collaboration*

(Course Code I110-I111)

**Student Notebook**

ERC 1.0

STG Technical Conference



## Trademarks

IBM® is a registered trademark of International Business Machines Corporation.

The following are trademarks of International Business Machines Corporation in the United States, or other countries, or both:

AIX	AS/400	Balance
Cloudscape	DB2	DB2 Universal Database
Domino	eServer	i5/OS
iSeries	Lotus	Notes
OS/400	Passport Advantage	POWER4
QuickPlace	Redbooks	Sametime
System i5	Tivoli	WebSphere
Workplace	Workplace Messaging	z/OS

Java and all Java-based trademarks are trademarks of Sun Microsystems, Inc. in the United States, other countries, or both.

Microsoft, Windows, Windows NT, and the Windows logo are trademarks of Microsoft Corporation in the United States, other countries, or both.

Intel, Intel logo, Intel Inside, Intel Inside logo, Intel Centrino, Intel Centrino logo, Celeron, Intel Xeon, Intel SpeedStep, Itanium, and Pentium are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

Linux is a trademark of Linus Torvalds in the United States, other countries, or both.

Other company, product, or service names may be trademarks or service marks of others.

## February 2007 Edition

The information contained in this document has not been submitted to any formal IBM test and is distributed on an “as is” basis without any warranty either express or implied. The use of this information or the implementation of any of these techniques is a customer responsibility and depends on the customer’s ability to evaluate and integrate them into the customer’s operational environment. While each item may have been reviewed by IBM for accuracy in a specific situation, there is no guarantee that the same or similar results will result elsewhere. Customers attempting to adapt these techniques to their own environments do so at their own risk.

© Copyright International Business Machines Corporation 2007. All rights reserved.

**This document may not be reproduced in whole or in part without the prior written permission of IBM.**

Note to U.S. Government Users — Documentation related to restricted rights — Use, duplication or disclosure is subject to restrictions set forth in GSA ADP Schedule Contract with IBM Corp.



---

# Contents

<b>Exercise 1. Integrating WebSphere Portal and Collaboration</b> .....	<b>1-1</b>
1.1. Accessing Collaboration Center and using the Domino Web Access portlet . .	1-3
1.2. Using the Common PIM Portlet (CPP) .....	1-6
1.3. Using People Finder portlet .....	1-8
1.4. Creating a Sametime contact list .....	1-11
1.5. Hosting a Web Conference .....	1-12
1.6. Accessing the Company Office Notes database .....	1-17
1.7. What you did in this exercise .....	1-20
1.8. Cleaning up your environment .....	1-20



# Exercise 1. Integrating WebSphere Portal and Collaboration

## What This Exercise Is About

The objective of this lab is to provide you with an understanding of collaboration integration in Portal v6.0 out of the box, what it encompasses, and how to use it.

## Lab Requirements

- WebSphere Portal v6 Extend installed and configured
- Lotus Domino Server 7.0.2 with LDAP, Lotus Quickplace, 7.0 and Lotus Sametime Server 7.5, installed and configured for use with Portal Server.
- A sample Domino application deployed in the Domino server (OffNotes.nsf).

## What You Should Be Able to Do

At the end of this lab you should be able to:

- Use the Domino Web Access portlet and Common PIM Portlet (CPP) to access mail and calendar.
- Use the People Finder portlet to locate individuals and information about them stored in the Corporate LDAP.
- Use the Lotus Sametime Contact List portlet to create a team contact list.
- Use the Lotus Web Conferencing Portlet to create an online meeting.
- Use the Lotus Quickplace portlet to create a workplace and contribute to a proposal.
- Use the Lotus Notes View Portlet to expose a Domino Database to the Portlet server.

## Introduction

- WebSphere Portal V6 provides portlets that facilitate team collaboration, such as mail, calendar, and address book, access to

Web enabled Domino applications, Sametime contact lists, Satevertime Web Conference and QuickPlace.

- You must have a back-end server, such as a supported version of Exchange or Domino, in order to configure mail and other collaborative portlets.
- Mail portlets must be configured by a user with administrative rights to that portlet, but should **not** be edited by users with permissions set higher than Privileged User. **To prevent changes to mail portlets being inherited by all users, administrators should not edit mail portlets.**
- Reference documentation: WebSphere Portal V6 Information Center at <http://publib.boulder.ibm.com/infocenter/wpdoc/v6r0/index.jsp>

## Exercise Instructions

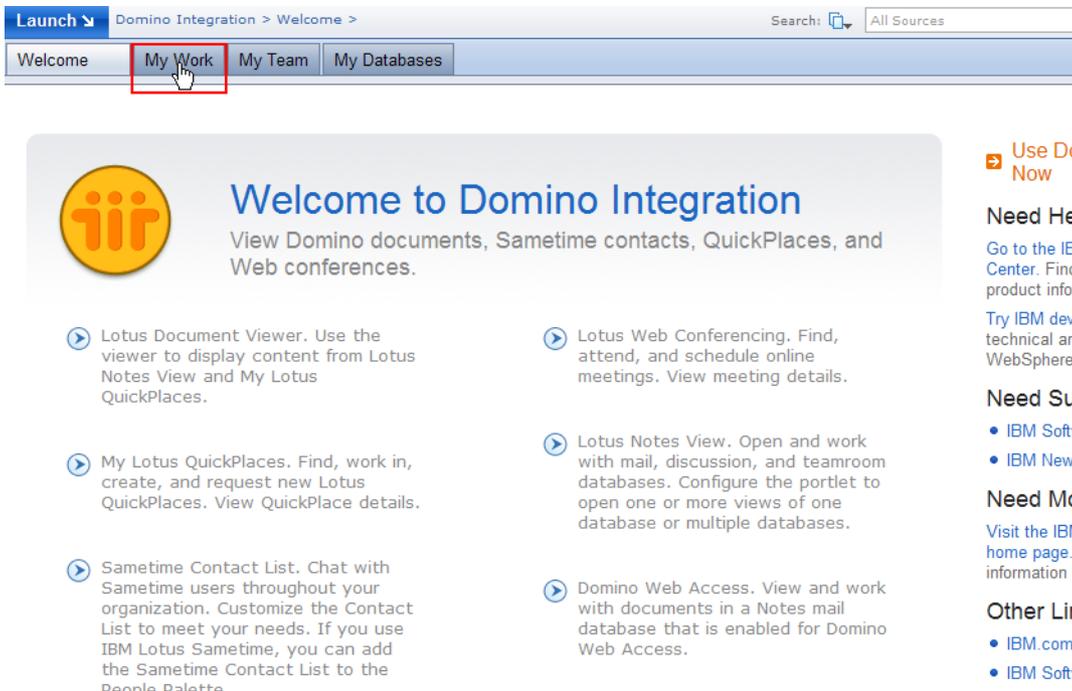
### 1.1. Accessing Collaboration Center and using the Domino Web Access portlet

- \_\_\_ 1. Log on to the portal.
  - \_\_\_ a. Open a web browser and navigate to `http://<system i>:<port>/wps/portal`
  - \_\_\_ b. Log on as **pteamXX**, with password **password**, where **XX** is your team number assigned by the instructor.
- \_\_\_ 2. Click **Domino Integration**.

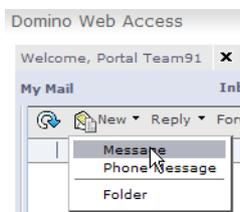
What's New?

Your collaborative workplace will appear.

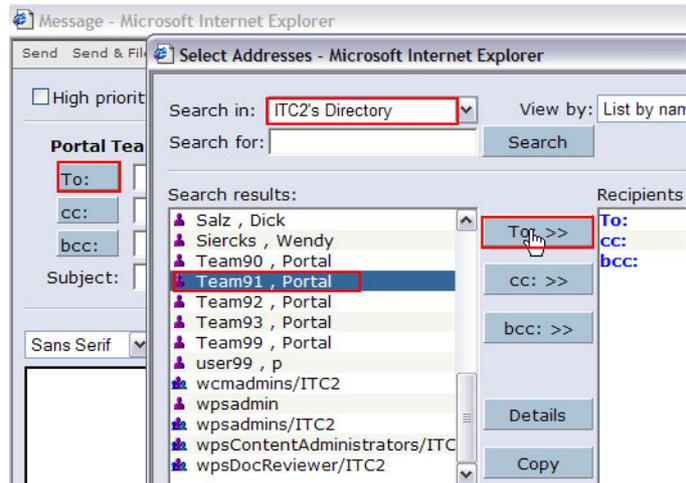
- \_\_\_ 3. Click **My Work**.



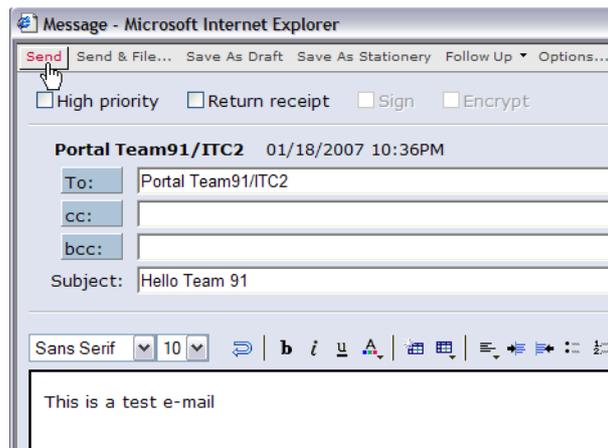
- \_\_\_ 4. Notice that the DWA portlet signs you in to the Domino server automatically. Since SSO is configured, we are using Domino LDAP, and the administrator ran the lcc-configure-dominodirectory configuration task, the mail file for the user is discovered automatically and the user does not need to log in to the mail server
- \_\_\_ 5. Send an e-mail to yourself just to get a new mail in your mail box.
  - \_\_\_ a. Click **New -> Message**.



- \_\_\_ b. Insert the address from the contacts list. Click **To -> Search in <dom\_domain>'s Directory -> select TeamXX, Portal -> click To -> OK**



\_\_\_ c. Write a test message and send it.

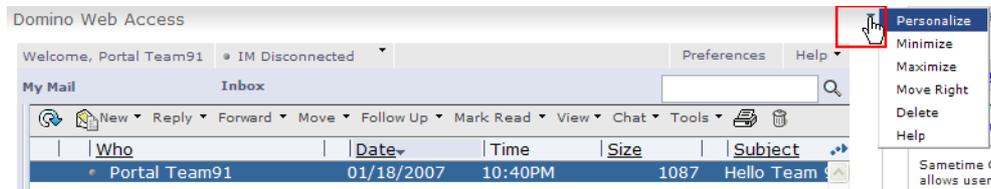


\_\_\_ d. Refresh your inbox.

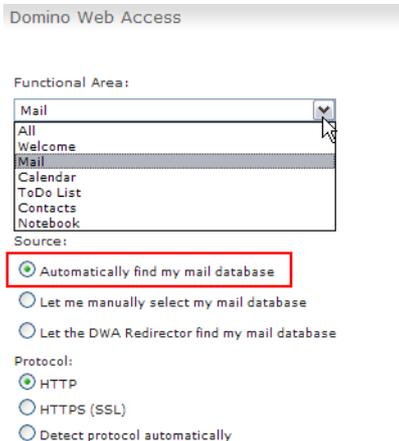


\_\_\_ e. Verify that the e-mail you just sent is in the in-box.

\_\_\_ 6. Verify the default configuration of the DWA portlet. Click the **Portlet menu** -> **Personalize**.



- \_\_\_ 7. You can set up the portlet to display any or all of the following functional areas (components). Notice the field “Automatically find my mail database”.



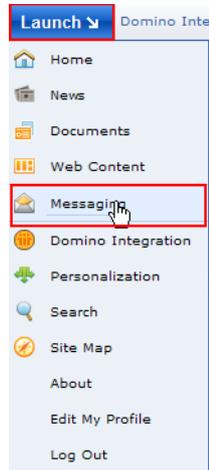
- \_\_\_ 8. Click **Cancel** to return to portal.

## 1.2. Using the Common PIM Portlet (CPP)

The portal provides two Common PIM (Personal Information Management) portlets: Common Mail and Common Calendar. The Common PIM portlets allow administrators to configure them for different back-end systems and protocols. These portlets are found on the Welcome > Messaging page.

- Common Mail allows users to send and receive mail using IMAP, IBM Lotus Domino, Microsoft® Exchange, and POP3 servers. In addition to basic mail support, the portlet also supports features such as an inline rich text editor for message creation and editing, a spell checker, and the ability to save attachments to the WebSphere Portal Document Manager.
- Common Calendar allows users to schedule calendar entries such as appointments, meetings, and events, using rich text and attachments. Users can access and work with IBM Lotus Notes calendars on Lotus Domino servers, or with Microsoft Outlook calendars on Exchange servers.

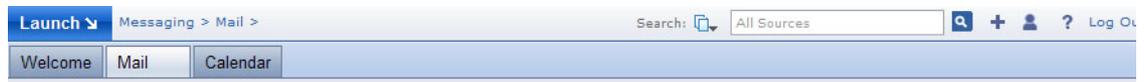
- \_\_\_ 1. Click **Launch** -> **Messaging**.



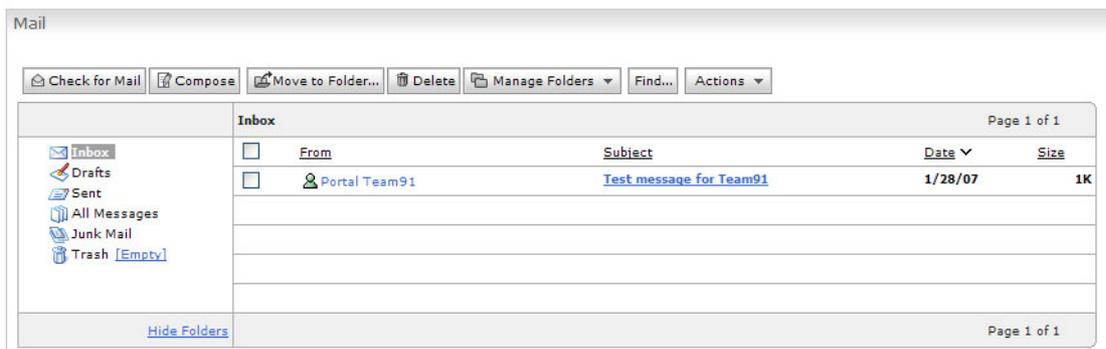
\_\_\_ 2. Click **Mail**.



\_\_\_ 3. This is the view of your Domino mail from the CPP. The same portlet can be used to access MS Exchange, POP3, and IMAP.



 You can access your Lotus Domino-based, Microsoft Exchange-based, IMAP-based, or POP3-based e-mail from the IBM Common Mail portlet, one of the Common Personal Information Management (PIM) portlets. System administrators can configure this portlet by selecting **Configure** from the menu available on the portlet title bar. Individual users can manage their portlet settings by selecting **Personalize** from the same menu. If you have problems configuring this portlet, contact your system administrator.



As it was the case with the DWA portlet in the previous section, the CPP portlet signs you in automatically and discovers the Domino mail server and the location of your mail file.

- \_\_\_ 4. Click **Calendar** to see the view of your Domino calendar using the Common PIM Portlet.
- \_\_\_ 5. Return to Collaboration Center.
  - \_\_\_ a. Click **Launch -> Domino Integration**.



### 1.3. Using People Finder portlet

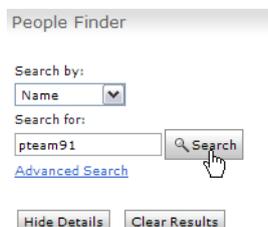
In this section you will create a contact list made up of a cross disciplines team. We will use the People Finder portlet to determine what your job title is, and assemble a team of members representing 3 functional areas: HR, IT, and Sales.

- \_\_\_ 1. Click **People Palette**

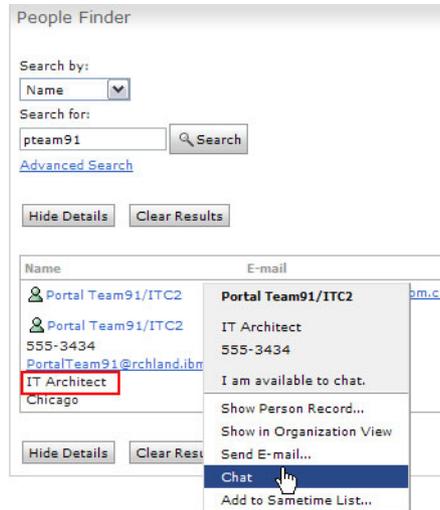


- \_\_\_ 2. To become familiar with the "People Finder" portlet, perform a Search by Name, using your team name, **pteamXX** and click **Search**.

The search will return details that have been configured by the system administrator.



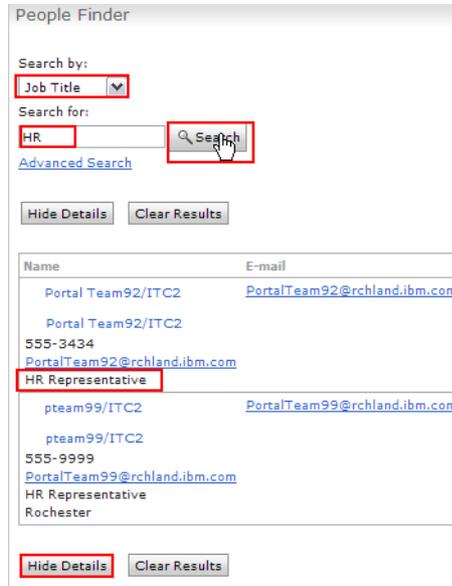
- \_\_\_ 3. Click the options button to display the options you have for a person in the company's directory:



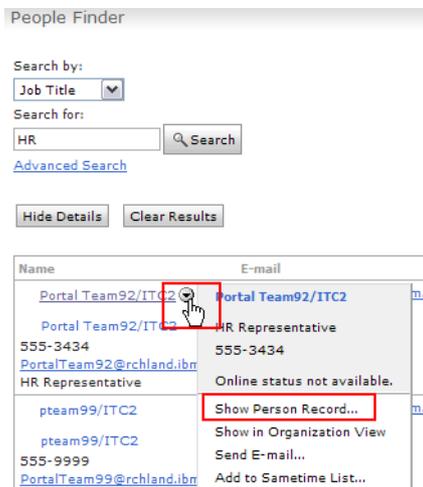
- \_\_\_ 4. Notice your job's responsibility. Fill in your team name with its corresponding job title in the appropriate row in Table 1 on page 10. This table will be used to construct your Sametime Contact List. You will need to create a team with representatives from sales, HR and IT to build a proposal.

Current Job	
Job Title	IT Architect
Division	

- \_\_\_ 5. You will now need to find representatives from the other disciplines to complete the remaining slots on your team. Search on the remaining Job Title(s), as illustrated below, to identify possible resources to participate in the proposal. Click **Show Details** to confirm the person is in the correct job family.



- 6. When a particular resource is online, you will notice that a “Person ICON” will appear to the left of their name. Mouse over the name and notice a Menu ICON will be available. Click **Menu Icon** and choose to initiate a Chat with them to ask if they're able to participate in the proposal. (If no one is online, just select any team that fills the needed job title).



- 7. Fill in your team’s name with its corresponding job title in the appropriate space in the table below. This table will be used to construct your Sametime Contact List.

**Table 1: Proposal Team Members**

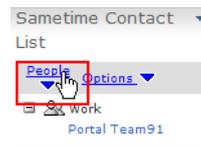
Job Title	Team Name
HR Representative	
IT Architect	

Table 1: Proposal Team Members

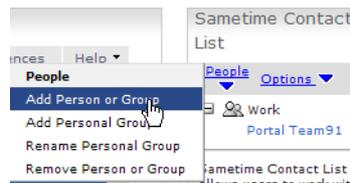
Job Title	Team Name
Sales	

## 1.4. Creating a Sametime contact list

- \_\_\_ 1. Using the Sametime Contact List portlet, click on the **People** link.



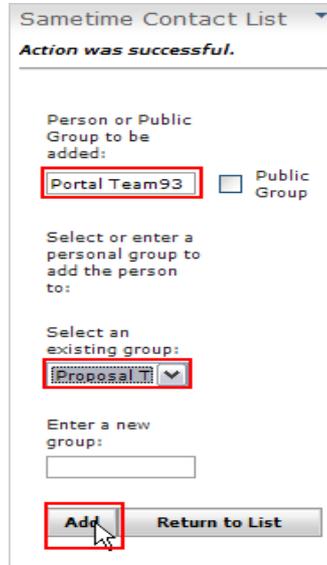
- \_\_\_ 2. Select **Add Person or Group**.



- \_\_\_ 3. Using Table 1 on page 10 place your team member's name, **pteamXX**, in the *Person or Public Group to be added:* field.
- \_\_\_ 4. In the *Enter a new group:* field, enter **Proposal TeamXX**, where **XX** is your team number. This is where you will group your team members in the contact list.

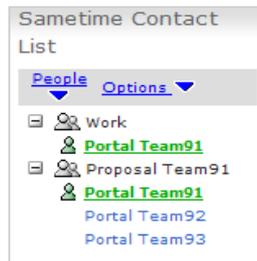
- \_\_\_ 5. Click **Add**. You should receive the following message "Action was successful."

- \_\_\_ 6. Now add the remaining members of the team. To add other team members, select the **Proposal TeamXX** group in the field *Select an existing group*;, then enter the name of the team member in the field *Person or Public Group to be added*, then click the **Add** button.



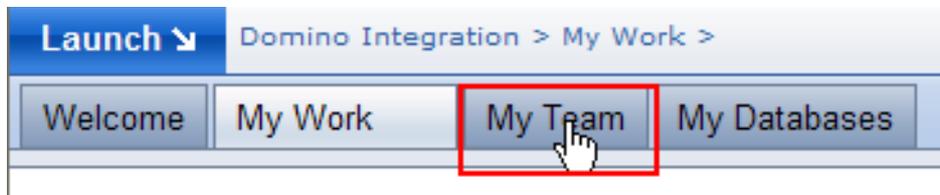
- \_\_\_ 7. Click **Return to List** when finished.

You should see your newly created group similar to the one below



## 1.5. Hosting a Web Conference

- \_\_\_ 1. Select **My Team** page.



- \_\_\_ 2. In the Lotus Web Conferencing portlet, click **New Meeting**.

Lotus Web Conferencing

**New Meeting**

Find a meeting that is:

In Progress

Show All

Search by meeting name or moderator:

For an unlisted meeting, enter the entire meeting name.

- \_\_\_ 3. Complete the details for the meeting form, as shown below:
- \_\_\_ a. *Meeting Name:* **TeamXX's Proposal Meeting.**
- \_\_\_ b. *Description:* **TeamXX's Proposal Meeting starting now.**
- \_\_\_ c. *When :* **Start Now.** Accept all other defaults and press **Save** when finished.

Lotus Web Conferencing

Save

**Schedule a New Meeting**

This form lets you schedule a basic web conference meeting.

**Meeting Center:** Go to the Meeting Center to schedule the meeting if you need to create a repeating meeting, change the meeting type or moderator, restrict the meeting to certain people, attach files, or select locations.

**Essentials**  Times shown use your computer's settings.

Meeting name:

Description (optional):

Moderator:

When:  Start now

Schedule for:

Start date:  mm/dd/yyyy

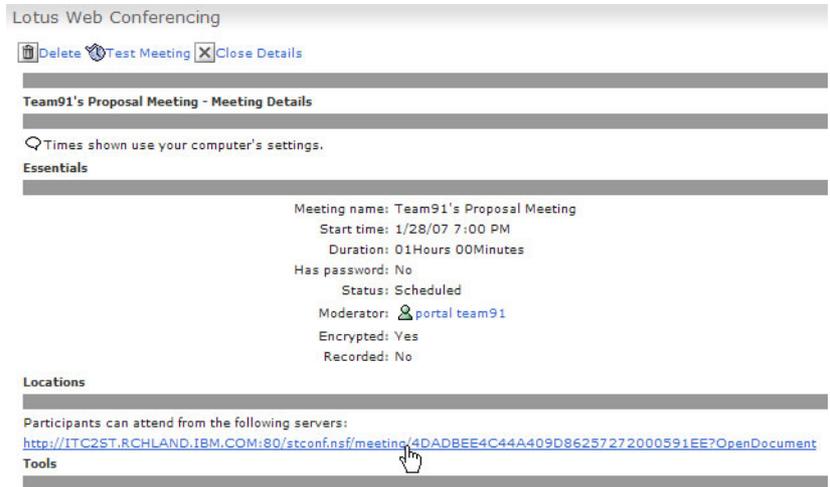
Start time:

Duration:

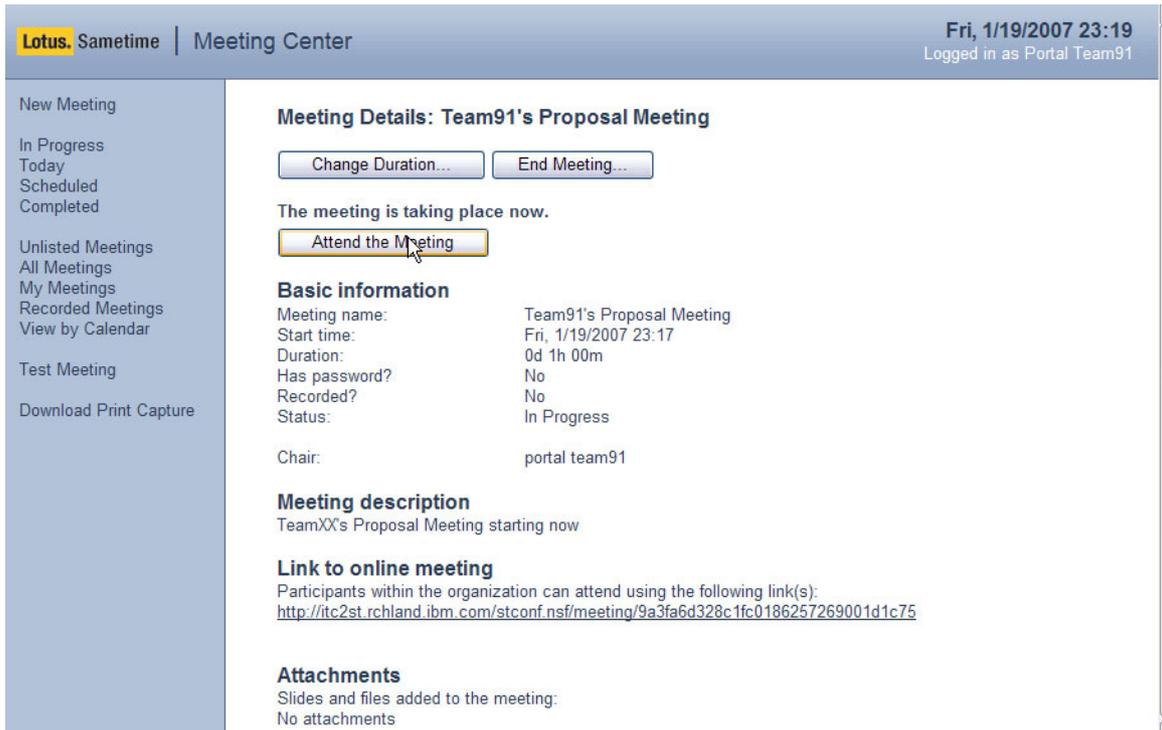
Record meeting:  Record this meeting so that people can replay it later.

Security

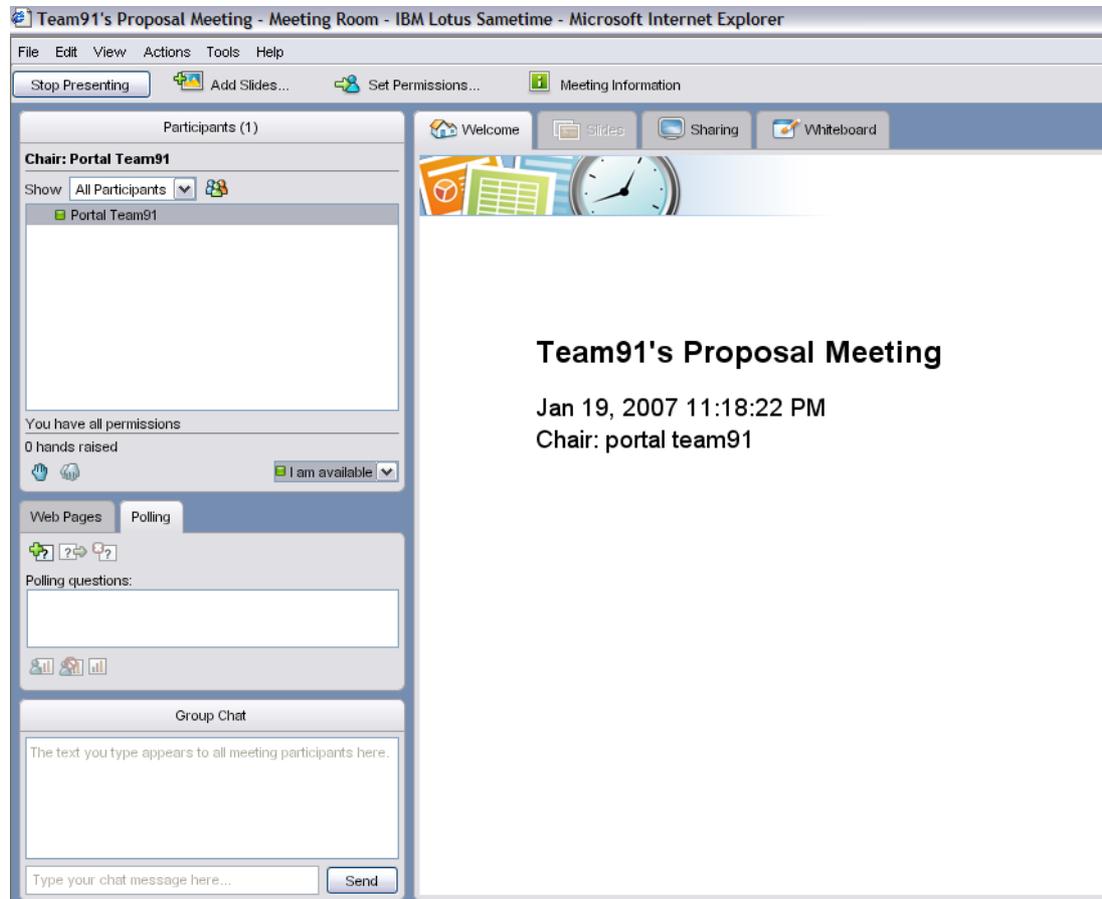
- \_\_\_ 4. The meeting is now ready to enter. Enter the meeting by clicking onto the URL as shown below.



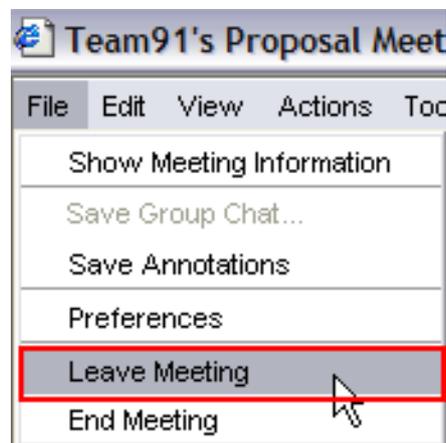
\_\_\_ 5. This will open a Sametime session. Click **Attend the Meeting**.



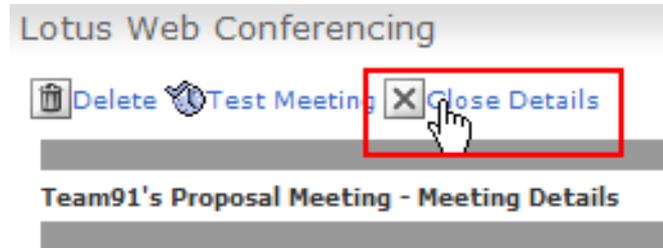
The meeting session will start



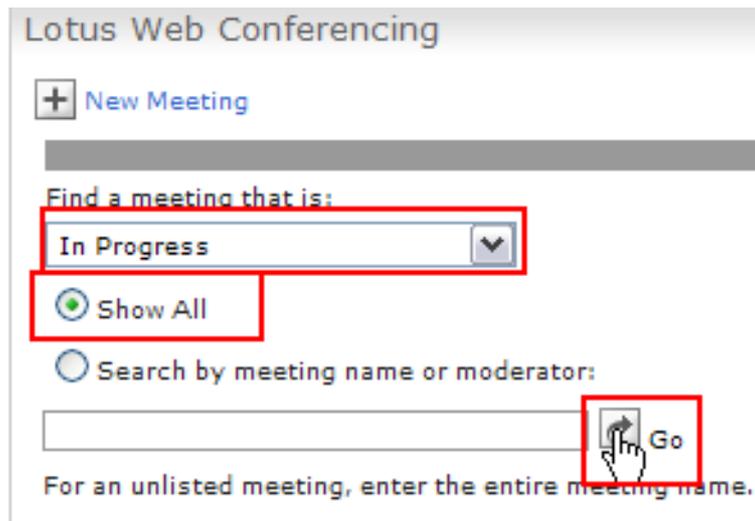
\_\_\_ 6. Leave the meeting to return to Portal. Click **File -> Leave Meeting**.



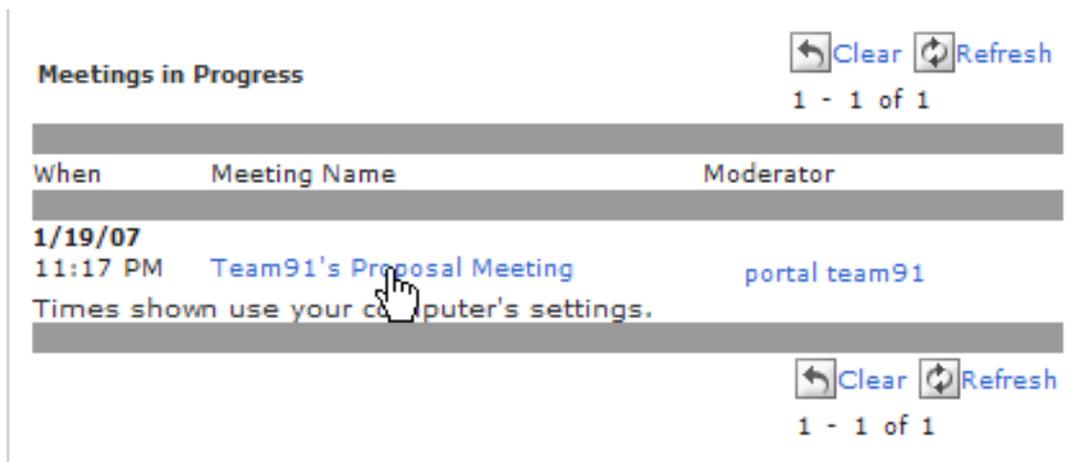
\_\_\_ 7. Click **Close Details** to continue.



8. Your team members will be able to access the meeting by searching on all meetings In progress. Select **Show All** and click **Go**.



The meetings in progress will be displayed.

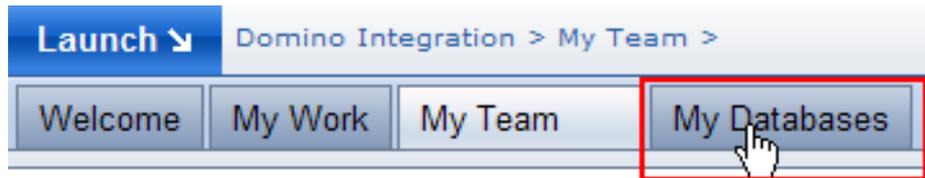


**Information:** During this scenario, we did not choose to explicitly alert team members of the meeting, or send an invite. These options are available if you select Meeting Center, when scheduling a meeting.

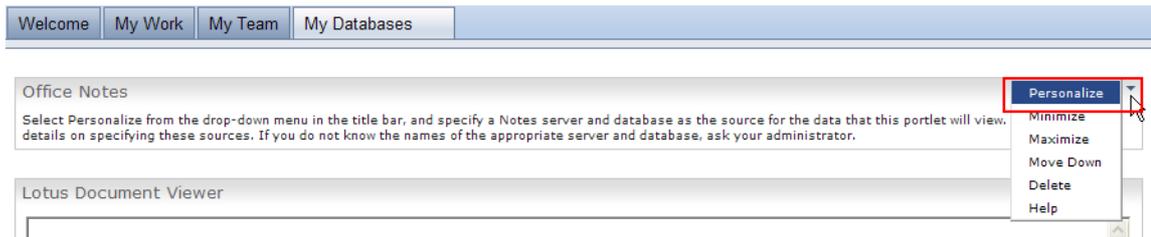
## 1.6. Accessing the Company Office Notes database

The Office Notes Database is a Domino discussion database located on the Domino server. Employees use the database for general non-corporate information for their employees.

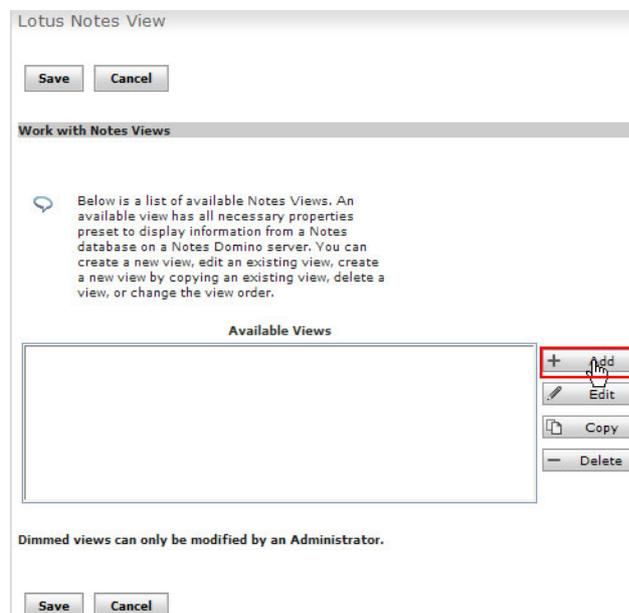
- \_\_\_ 1. Select **My Databases** page



- \_\_\_ 2. In the *Lotus Notes View* portlet, select **Personalize** from the Portlet Menu. Note: This portlet may have been renamed to *Office Notes* by a previous student.



- \_\_\_ 3. Click **Add** in the *Work with Notes Views* section.



\_\_\_ 4. In the 'Work with Notes Views -> Source' section, enter the following values: (After entering or selecting values in the Server, Database, and View fields, click the "select" icon.

Field Name	Value
Application Title	Office Notes
View Title	By Author
Server	<dom_mail_server>/<dom_domain>
Database file name	OffNotes.nsf (select Office Notes)
View	By Author

Office Notes

Done Next Cancel

Work with Notes Views -> Source

Application title:  
Office Notes

View Title:  
By Author

Server:  
ITC2MAIL.RCHLAND.IBM.COM

itc2mail/ITC2  
itc2qp/ITC2  
itc2st/ITC2

Database filename:  
OffNotes.nsf

Database:  
Administration Requests (6)  
Catalog (7)  
CPP PresBusy WebService  
Domino Directory Cache (6)  
Domino Domain Monitor (7)  
Domino LDAP Schema (6)  
Domino Web Administrator (7)  
Homepage (7)

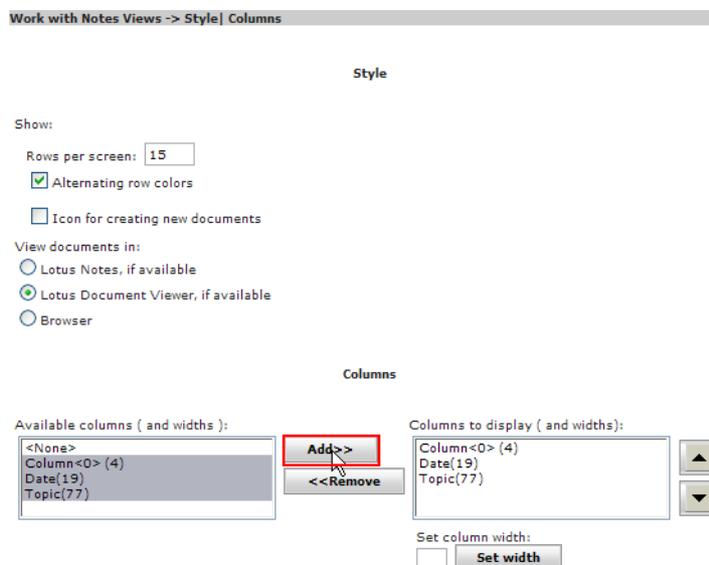
\_\_\_ 5. Scroll down

View category:  
Notes Administrator/ITC2  
Portal Team90/ITC2

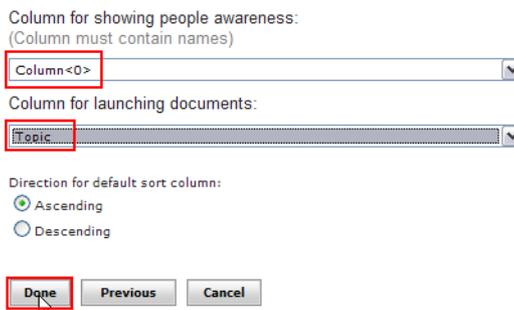
Protocol:  
 HTTP  
 HTTPS (SSL)  
 Detect protocol automatically

Done Next Cancel

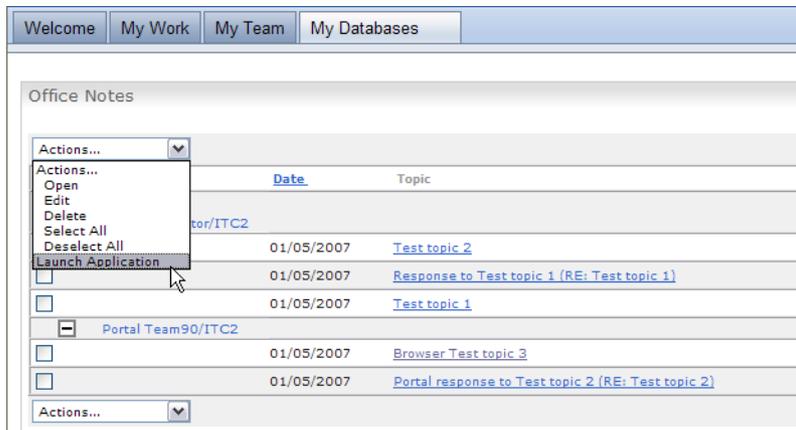
- \_\_\_ 6. Click **Next**.
- \_\_\_ 7. In the **Available Columns** section, using the Ctrl Key and select **Column<0>**, **Date (19)**, **Topic(77)**



- \_\_\_ 8. Click **Add**.
- \_\_\_ 9. In *Column for showing people awareness* select **Column<0>**
- \_\_\_ 10. In *Column for launching documents*: select **Topic**.



- \_\_\_ 11. Click **Done**. Click **Yes** on the security warnings if they appear.
- \_\_\_ 12. The Available views should now have 'By Author' listed. Select **By Author** and click the **Save** button.
- \_\_\_ 13. The portlet should look similar to the figure below. Take some time to examine the portlet. Create new documents and read documents that are currently in the Database.



\_\_ 14. Logout of Portal Server when finished

## 1.7. What you did in this exercise

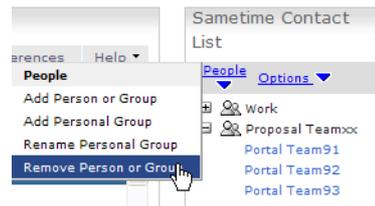
- You accessed collaboration center and used all the portlets provided for collaboration in Portal 6.0 out of the box.
- You accessed your mail in-box in a Domino server using the SSO capability of Portal and Domino; the mail server and your mail file were discovered automatically.
- You accessed your mail using the Domino Web Access and the Common PIM portlets.
- You used the People Finder portlet to locate team members to contribute to a proposal.
- The Sametime Contact List portlet was used to add a new group for your Proposal Team and add members to the list.
- A meeting was scheduled with your team members with the Web Conferencing portlet.
- The Lotus Notes View portlet was used to bring Domino Databases into the portal server environment without having to develop a new Portlet.

## 1.8. Cleaning up your environment

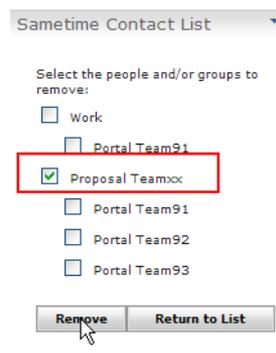
- \_\_ 1. Undo the configuration of the database viewer portlet.
- \_\_ a. At the Office Notes viewer portlet click the **portlet menu** -> **Personalize**.
- \_\_ b. In *Available Views* select **By author** and click **Delete**.



- \_\_\_ c. Click **Save**.
- \_\_\_ 2. Delete the Sametime contact list **Proposal TeamXX**.
- \_\_\_ a. In the Sametime Contact List portlet click the **People** link and then **Remove person or group**.



- \_\_\_ b. Select **Proposal TeamXX** and click **Remove**.



- \_\_\_ 3. Delete your mail.
- \_\_\_ a. At the Domino Web Access portlet, select your mail messages and click the **delete** (garbage can) icon.



**END OF LAB**