

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

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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, Satemetime 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

🔄 Message - Mici	rosoft Internet Explorer	
Send Send & File	🕙 Select Addresses - Microsoft Internet E	xplorer
High priorit	Search in: ITC2's Directory	View by: List by nan Search
To:	Search results: Salz , Dick Siercks , Wendy Team90 , Portal Team92 , Portal Team92 , Portal	Recipients Tqt_>> cc: bcc:
Sans Serif 🛩	Team99, Portal Jeam99, Portal user99, p wrmadmins/ITC2 wpsadmins/ITC2 wpsontentAdministrators/ITC wpsContentAdministrators/ITC2	Details Copy

____c. Write a test message and send it.

街 Message - Microsoft Internet Explorer
Send Send & File Save As Draft Save As Stationery Follow Up - Options
([™]) ☐ High priority ☐ Return receipt ☐ Sign ☐ Encrypt
Portal Team91/ITC2 01/18/2007 10:36PM
To: Portal Team91/ITC2
cc:
bcc:
Subject: Hello Team 91
Sans Serif 💌 10 💌 💭 b i u 🗛 🚈 🖽 🚝 🗰 🖛 🖛 🖽 4
This is a test e-mail

____d. Refresh your inbox.

Domino Web Access	
Welcome, Portal Team91	× IM (
My Mail	Inbox
New * Reply *	Forward
Who	

- ____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**.

Domino Web Acce	55						ų۳	Personalize
Welcome, Portal Tea	Inbox	nnected		[Preferences	Help 🔻		Maximize Maximize
Ren Ren Ren	ply - Forward - M	Move 🔻 Follow Up 🔻	Mark Read 🔻 Viev	v ▼ Chat ▼	Tools 🕶 🚑 😭	3		Delete
<u>Who</u> • Portal	Team91	<u>Date</u> 01/18/2007	Time 10:40PM	<u>Size</u> 1	<u>Subje</u> 1087 Hello T	<u>ct</u> 💀 eam <	T	Sametime (

___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".

Domino Web Access
Euoctional Area:
M-II At
Mail
Welcome Kg
Mail
Calendar
ToDo List Contacts
Notebook
Source:
 Automatically find my mail database
CLet me manually select my mail database
O Let the DWA Redirector find my mail database
Protocol:
• HTTP
O HTTPS (SSL)
O Detect protocol automatically

____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.

Launch 🖌	M	essaging	> Welcome >
Welcome		Maji	Calendar

___3. This is the view of your Domino mail from the CPP. The same porlet can be used to access MS Exchange, POP3, and IMAP.

Launch 🖌	Messaging	> Mail >		Search: 🚺	All Sources	٩	+	1	?	Log O
Welcome	Mail	Calendar								
Mail Mail	You can acc mail from the portlets. Sys available on Personalize administrato	ess your Lo e IBM Comr stem admini the portlet from the sar pr. Compose	tus Domino-based, Microsoft Exchang non Mail portlet, one of the Common Pa strators can configure this portlet by s title bar. Individual users can manage ne menu. If you have problems configu	a-based, IMAP-based, or POP3 rsonal Information Managemen electing Configure from the men heir portlet settings by selectir ing this portlet, contact your sy find this portlet, contact your sy	-based e- t (PIM) u g stem					
		Ir	box					Page 1	L of 1	
	ibox	[From	Subject		Date	~		Siz	2
🛃 Di 🖅 Se	rafts ent	E	A Portal Team91	Test message f	or Team91	1/28,	/07			1K
א 🗍 ענ 🧖 דד 👸	ll Messages ink Mail rash <u>[Empty]</u>									
	Hide	Folders					F	Page 1	l of 1	

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.

People Finder
Search by:
Name 💌
Search for:
pteam91 Q Search
Advanced Search
Hide Details Clear Results

___3. Click the options button to display the options you have for a person in the company's directory:

Search for: pteam91 Advanced Search	Q Search
pteam91 Advanced Search	Q Search
Advanced Search	
Hide Details Clear	Results
Name	E-mail
A Portal Team91/ITC	2 Portal Team91/ITC2
& Portal Team 91/ITC	2 IT Architect
A Portal Team91/ITC	IT Architect
Portal Team91/ITC 555-3434 PortalTeam91@rchlan	2 IT Architect 555-3434 d.ibr
Portal Team91/ITC 555-3434 PortalTeam91@rchlan IT Architect	2 IT Architect 555-3434 I am available to chat.
Portal Team91/ITC 555-3434 PortalTeam91@rchlan IT Architect Chicago	22 IT Architect 555-3434 I am available to chat. Show Person Record
& Portal Team91/ITC 555-3434 PortalTeam91@rchlan IT Architect Chicago	22 IT Architect 555-3434 I am available to chat. Show Person Record
Portal Team91/ITC S55-3434 PortalTeam91@rchlan IT Architect Chicago	22 IT Architect 555-3434 I am available to chat. Show Person Record Show Torganization View
Portal Team91/ITC 555-3434 PortalTeam91@rchlan IT Architect Chicago Hide Details Clear	22 IT Architect 555-3434 I am available to chat. Show Person Record Show in Organization View Rest Send E-mail
Portal Team91/ITC S55-3434 PortalTeam91@rchlan IT Architect Chicago Hide Details Clear	22 IT Architect 555-3434 I am available to chat. Show Person Record Show in Organization View Rest Send E-mail

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.

Job Title HR Advanced Search	5)
Hide Details Clear Results	E-mail
Portal Team92/ITC2	PortalTeam92@rchland.ibm.com
Portal Team92/ITC2 555-3434 PortalTeam92@rchland.ibm.co HR Representative	m
pteam99/ITC2	PortalTeam99@rchland.ibm.com
pteam99/ITC2 555-9999 PortalTeam99@rchland.ibm.co	m

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).

People Finder		
Search by:		
Search for:		
HR Q Se	earch	
Advanced Search		
Hide Details Clear Resul	ts	
Name	E-mail	_
Portal Team92/ITC2	Portal Team92/ITC2	<u>m.c</u>
Portal Team92/ITC2	HR Representative	
555-3434	555-3434	
PortalTeam92@rchland.ibm		
HR Representative	Online status not available.	- L
pteam99/ITC2	Show Person Record	<u>m.c</u>
storm99/ITC2	Show in Organization View	
555-9999	Send E-mail	
PortalTeam99@rchland.ibm	Add to Sametime List	

___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	

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Table	1: Prop	osal Tean	n 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.
 - Sametime Contact List Depring Options Contal Team91
- ____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.

Sametime Contact List 📑		
Error Name is blank.		
Person or Public Group to be added:		
Portal Team91		
Select or enter a personal group to add the person to:		
Select an existing group: Work		
Enter a new group: Proposal Team9		
Adv Return to 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.

Sametime Contact List 📑		
Action was successful.		
Person or Public Group to be added:		
Portal Team93 Dublic Group		
Select or enter a personal group to add the person to:		
Select an existing group: Proposal Ti		
Enter a new group:		
Add Return to List		

____7. Click **Return to List** when finished.

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

Sametime Contact List Contact Conta

1.5. Hosting a Web Conference

___1. Select **My Team** page.

Launch צ	Domino Integration > My Work >		
Welcome	My Work	My Team	My Databases

____2. In the Lotus Web Conferencing portlet, click **New Meeting**.

Lotus Web Conferencing			
New Meeting			
V.			
Find a meeting that is:			
In Progress			
Show All			
O Search by meeting name or moderator:			
Co Go			
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 Meeting Center Cancel
Schedule a New Meeting		
This form lets you schedule a basic Meeting Center: Go to the Meeting C certain people, attac	web conference meeting. ienter to schedule the meeting if you need to create a repeating me ifiles, or select locations.	eeting, change the meeting type or moderator, restrict the meeting to
Essentials	$oldsymbol{ ho}$ Times shown use your computer's settings.	
Meeting name: Description (optional): Moderator: When:	Team91's Proposal Meeting TeamXX's Proposal Meeting starting now Portal Team91	
	Schedule for: Start date: 1/19/2007 Start time: 11:30PM Duration: 00d 01h 00m	> mm/dd/yyyy > >
Record meeting:	Record this meeting so that people can replay	it later.

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

Feam01's Dronosal Me	tina - Meetina Details	
reality is Proposal free		
QTimes shown use y	ur computer's settings.	
Essentials		
	Meeting name: Team91's Proposal Meeting	
	Start time: 1/28/07 7:00 PM	
	Duration: 01Hours 00Minutes	
	Has password: No	
	Status: Scheduled	
	Moderator: 🙎 portal team 91	
	Encrypted: Yes	
	Recorded: No	
ocations		

____5. This will open a Sametime session. Click **Attend the Meeting**.

Lotus. sametime Meeting Center	Logged in as Portal Team91
New Meeting Meeting Details: Team91's Proposal Meeting In Progress	:(s):
Today Change Duration End Meeting Scheduled Change Duration End Meeting Completed The meeting is taking place now. Attend the Meeting Unlisted Meetings Attend the Meeting Attend the Meeting My Meetings Basic information Meeting name: Team91's Proposal Meeting Start time: Fri, 1/19/2007 23:17 Duration: 0d 1h 00m Has password? No No Recorded? Download Print Capture Status: In Progress Chair: portal team91 Meeting description TeamXX's Proposal Meeting starting now Link to online meeting Participants within the organization can attend using the following link http://itc2st.rchland.ibm.com/stconf.nsf/meeting/9a3fa6d328c1fc01862 Attachments Slides and files added to the meeting: No attachments	2 <u>57269001d1c75</u>

The meeting session will start

ខ] Team91's Proposal Meeting - Meeting Room - IBM Lotus Sametime - Microsoft Internet Explorer				
File Edit View Actions Tools Help				
Stop Presenting 🔁 Add Slides 🕰 Set Pe	rmissions 🚺 Meeting Information			
Participants (1)	🏠 Welcome 📑 Siriles 💭 Sharing 💽 Whiteboard			
Chair: Portal Team91				
Show All Participants 💌 🍪				
E Portal Team91				
	leam91's Proposal Meeting			
	Law 10, 0007 11:10:00 PM			
You have all permissions	Jan 19, 2007 11:18:22 PM			
0 hands raised	Chair: portal team91			
🖑 🎧 🗖 I am available 💌				
Web Pages Polling				
\$? ?⇔ \$?				
Polling questions:				
Group Chat				
The text you type appears to all meeting participants here.				
Type your chat message here				
Join Join Join Join				

____6. Leave the meeting to return to Portal. Click **File** -> **Leave Meeting**.



____7. Click Close Details to continue.

Lotas Web Conterenting			
Delete WTest Meeting			
Team91's Proposal Meeting - Meeting Details			

__8. Your team members will be able to access the meeting by searching on all meetings In progress. Select Show All and click Go.

Lotus Web Conferencing				
+ New Meeting				
Find a meeting that is:				
In Progress				
Show All				
O Search by meeting name or moderator:				
Go				
For an unlisted meeting, enter the entire meeting meme.				

The meetings in progress will be displayed.

Meetings in Progress		Clear Clear Refresh
When	Meeting Name	Moderator
1/19/07 11:17 PM Times sho	Team91's Proposal Meeting wn use your couputer's settings.	portal team91
		Clear CRefresh

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.

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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

Launch 🖌	Domino Integration > My Team >				
Welcome	My Work	My Team	My Databases		

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.

Welcome My Work My Team My Databases		
Office Notes	Personalize	
Select Personalize from the drop-down menu in the title bar, and specify a Notes server and database as the source for the data that this portlet will view, details on specifying these sources. If you do not know the names of the appropriate server and database, ask your administrator.	Minimize Maximize	\$
	Move Down	
Lotus Document Viewer	Delete	
	Help	

____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></dom_domain></dom_mail_server>
Database file name	OffNotes.nsf (select Office Notes)
View	By Author

Office Notes			
<u></u>	·		
Done Next	Cancel		
Work with Notes Viev	vs -> Source		
Application title:	1		
Office Notes			
View Title:	1		
By Author			
Server:	•		
ITC2MAIL.RCHLAN	D.IBM.COM		
ite2mail/ITC2			
itc2qp/ITC2			
itc2st/ITC2			
			2
Database filename	d		
OffNotes.nsf			\checkmark
Database:			
Administration Requ	ests (6)		~
CPP FreeBusy WebS	ervice		
Domino Directory Ca	ache (6)		
Domine LDAD Schor	ma (6)		
Domino LDAP Scher			

___5. Scroll down

View category:
Notes Administrator/ITC2 Portal Team90/ITC2
O HTTPS (SSL)
O Detect protocol automatically
Done Next Cancel

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- ___6. Click Next.
- ___7. In the Available Columns section, using the Ctrl Key and select Column<0>, Date (19), Topic(77)

vork with Notes Views -> Style Columns		
	Style	
Show: Rows per screen: 15 ✓ Alternating row colors ☐ Icon for creating new documents		
/iew documents in: ○ Lotus Notes, if available ④ Lotus Document Viewer, if available ○ Browser		
	Columns	
Available columns (and widths): <none> Column<0> (4) Date(19) Topic(77)</none>	Add>> < <remove< td=""><td>Columns to display (and widths): Column<0> (4) Date(19) Topic(77)</td></remove<>	Columns to display (and widths): Column<0> (4) Date(19) Topic(77)
		Set column width:

- ____8. Click Add.
- ____9. In Column for showing people awareness select Column<0>
- ____10. In *Column for launching documents:* select **Topic**.

Column for showing people awareness: (Column must contain names)
Column<0>
Column for launching documents:
Topic
Direction for default sort column:
Done Previous Cancel

- ____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.

Welcome	My Work	My Team	My Datab	ases	
Office No	tes				
Actions	~				
Actions Open		Dat	2	Topic	
Edit					
Delete					
C L All	t	or/ITC2			
Select All					
Deselect	All	01/0	5/2007	Test topic	2
Launch Apr		01/0	5/2007	Response	to Test topic 1 (RE: Test topic 1)
	v	01/0	5/2007	Test topic	<u>1</u>
- F	ortal Team90	/ITC2			
		01/0	5/2007	Browser T	est topic 3
		01/0	5/2007	Portal res	ponse to Test topic 2 (RE: Test topic 2)
Actions	~				

____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**.

Save	e Cancel	
ork w	vith Notes Views	
9	Below is a list of available Notes Views. An available view has all necessary properties preset to display information from a Notes database on a Notes Organo server Vou can	
	create a new view, edit an existing view, create a new view by copying an existing view, delete a view, or change the view order.	
By AL	create a new view, edit an existing view, create a new view by copying an existing view, delete a view, or change the view order. Available Views thor	
By Au	create a new view, edit an existing view, create a new view by copying an existing view, delete a view, or change the view order. Available Views ithor	+ Add
Зу Ац	create a new view, edit an existing view, create a new view by copying an existing view, delete a view, or change the view order. Available Views thor	+ Add Edit Copy

- ___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**.

erences Help 🔻	Sametime Contact List
People	People Options
Add Person or Group Add Personal Group Rename Personal Group	 B A Work B A Proposal Teamx Portal Team91
Remove Person or Group	Portal Team92 Portal Team93

____b. Select **Proposal TeamXX** and click **Remove**.

Sametime Contact List	•						
Select the people and/or groups to remove:							
Work							
Portal Team91							
Proposal Teamxx							
Portal Team91							
Portal Team92							
Portal Team 93							
	_						
Remove Return to List							
.0							

- ____3. Delete your mail.
 - ____a. At the Domino Web Access portlet, select your mail messages and click the **delete** (garbage can) icon.

<u>Who</u>		Date-	Time	Size	Subj
us n⊡					
New • F	Leply T Forward	Move 🔻 Follow U	p 🔹 Mark Read 👻 Vi	ew 🔻 Chat 👻 Tools	• 🗗 🕯
	Tabase				
Velcome, Portal Te	am91 • IM Dis	connected *		Preferences	Help

END OF LAB