

# Lotus Notes Integration with SharePoint Document Library and better email management

- **Email manage using SharePoint**
- **View your document library folders through your email**
- **Integration with Lotus Notes**
- **Export and save emails direct into the document library**

# Lotus Notes Integration with SharePoint Document Library and better email manage-

The ability for users of Microsoft's SharePoint Portal to access their document library and all of their documents through one application is a great addition to the functionality that SharePoint already provides. The SharePoint Solutions Centre offers a great SharePoint utility that allows users of SharePoint to view and access their document library through their email applications.

This brochure shows how this simple software ad-on can be used to allow a user of SharePoint and email to manage their documents and emails all through the one application without having to switch between the two.

There are also other features that email integration brings that you can read about in SSC's information brochure on email management and the ability to drag and drop emails into your Document Library.

## Normal view of SharePoint Portal's home page and Document Library.

In figures 1.0 and 2.0 we can see the normal view of the SharePoint Portal Home page as well as the SharePoint document library screen with a list of document folders.

These screens are being viewed through Internet explorer, which means a need to have another application open to access your email. Would it be beneficial to access it all through one application - your email?

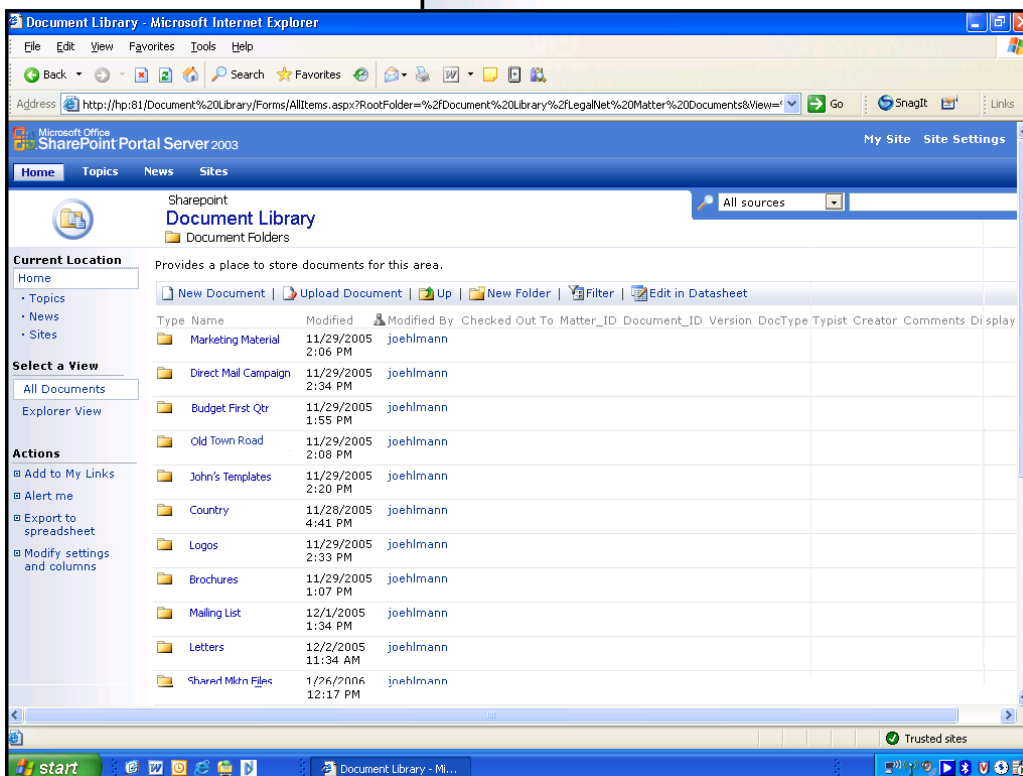
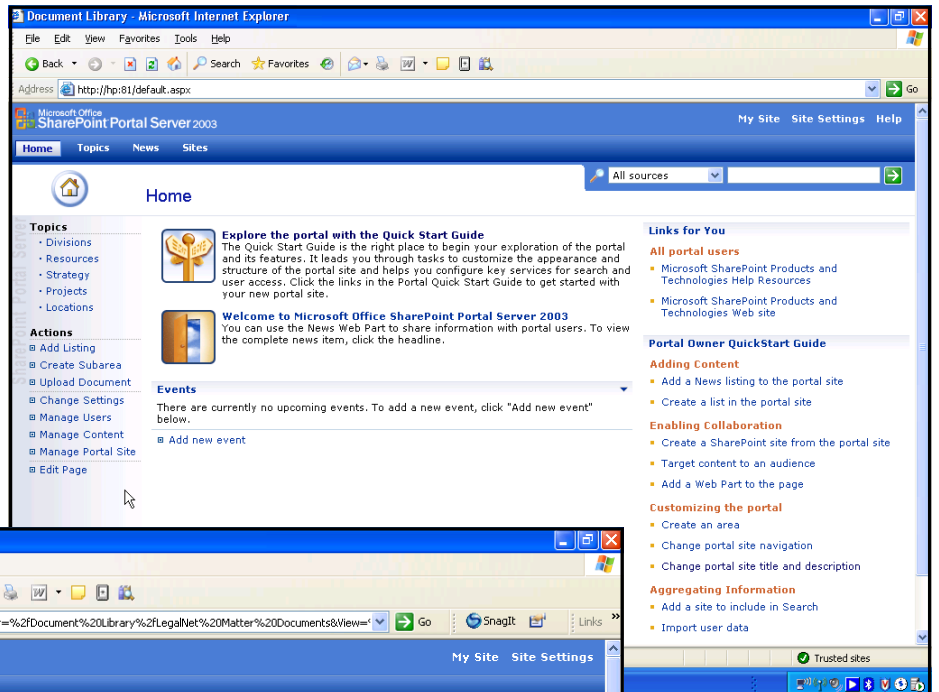


Figure 1.0 - (above) Home Page of SharePoint Portal. This is being viewed through Internet Explorer. From this view you can access things like your document library and other shared spaces in the portal.

Figure 2.0 - (left) Shows the document library view through Internet Explorer, with a list of document folders.

## Document Library in Lotus Notes

Figure 3.0 is a close up view of the menu down the left of the Lotus Notes display. Here we can see the button for the Document Library that will provide quick and easy access to all your documents without having to open a separate application.

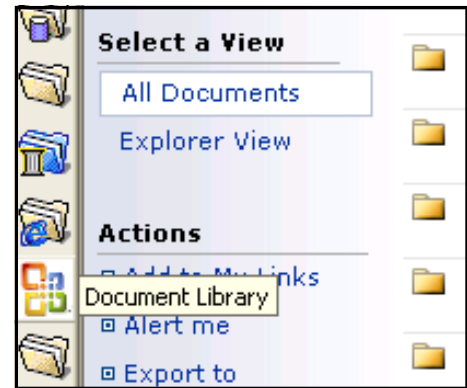


Figure 3.0 - Menu in Lotus Notes with the Document Library button.

## Viewing the Document Library

Figure 4.0 shows how the document library can be viewed through Lotus Notes.

This has the same benefits as previously discussed with the integration of the document library with Outlook.

Lotus Notes allows the user to switch back and forth between the document Library and their email account again bringing benefit if a user is searching for a document to include as an attachment.

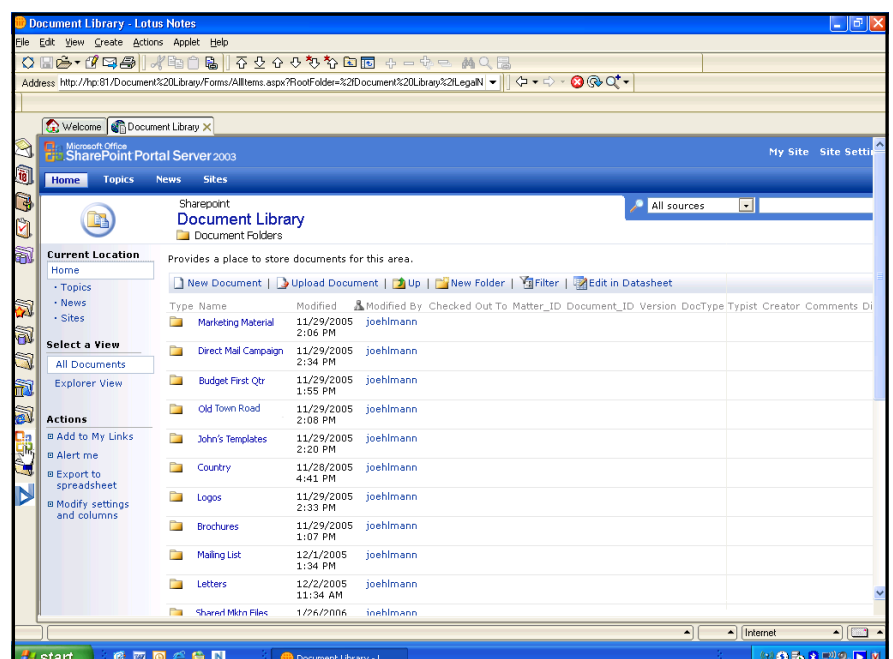


Figure 4.0 - Viewing the Document library through Lotus Notes

## Exporting and saving emails from Lotus Notes to your document library

SSC brings further Lotus Notes integration with the ability to export emails directly into your SharePoint Document Library from your Lotus Notes inbox. All that users of Lotus Notes are required to do is select the email they wish to save to the Document Library and select the SharePoint button as displayed here.

This simple add-in can allow for your important emails to be saved into document folders in SharePoint, allowing them to be searched and retrieved when needed.

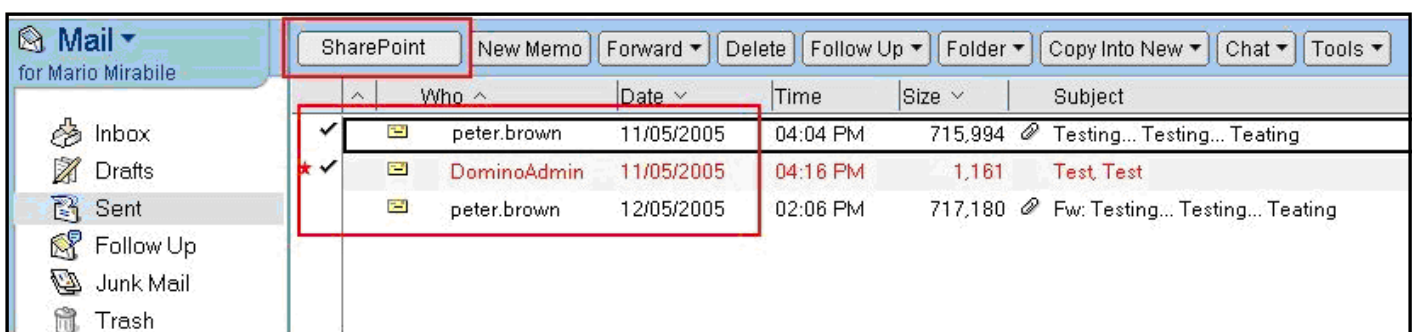


Figure 5.0 - SharePoint export button in Lotus Notes email.

## Save email to Document Library

The Save to Document Library profile screen will appear after selecting the SharePoint button in Lotus Notes.

You can then select the Doc Folder button to choose the document folder you want to save your emails to.

By selecting the Move to SharePoint check box, the selected emails will be completely moved out of your Lotus Notes email and into the document library. The emails can be retrieved and returned when required.

Figure 6.0 - Save to Document Library profile screen.

## Searching for document folders

From this profile box you can choose the Document Folder from the Document Library that you want.

If the Document Folder that you desire is not visible on the screen, then you can use the Search facility at the top of the profile box. Here you can type in any of the text in the folder name and the search will produce the folder or folders that the text relates to.

Once you have selected your document folder you will return to the Save to Document Library profile screen where you can complete the process of saving your Lotus Notes emails into the document Library.

Figure 7.0 - Document Folder Lookup profile screen.

## More from the SharePoint Solutions Centre



- Save documents directly into your SharePoint Document Library.
- Auto generate document folders under your inbox that you can drag emails into that will enter straight into your Document Library.
- Need to transfer documents straight into your Document Library? Try our simple document upload solution that will do it all automatically for you.

### Contact Details

For additional information regarding SSC, or for a demonstration of the software please contact us at [info@sharepointsc.com](mailto:info@sharepointsc.com)



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