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01/04/2001 01:24 PM

To: Alecia C. Prince-Turner/GLS/EYLLP/US@EY-NAmerica
cc: Febra A. Pendleton/GLS/EYLLP/US@EY-NAmerica
Subject: RE: I use a specialty mailbox. What process do I use to switch back and forth between IDs?

Here are the instructions. Cathy 8^)



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----- Forwarded by Cathryn A. Hennes/GLS/EYLLP/US on 01/04/2001 01:23 PM -----

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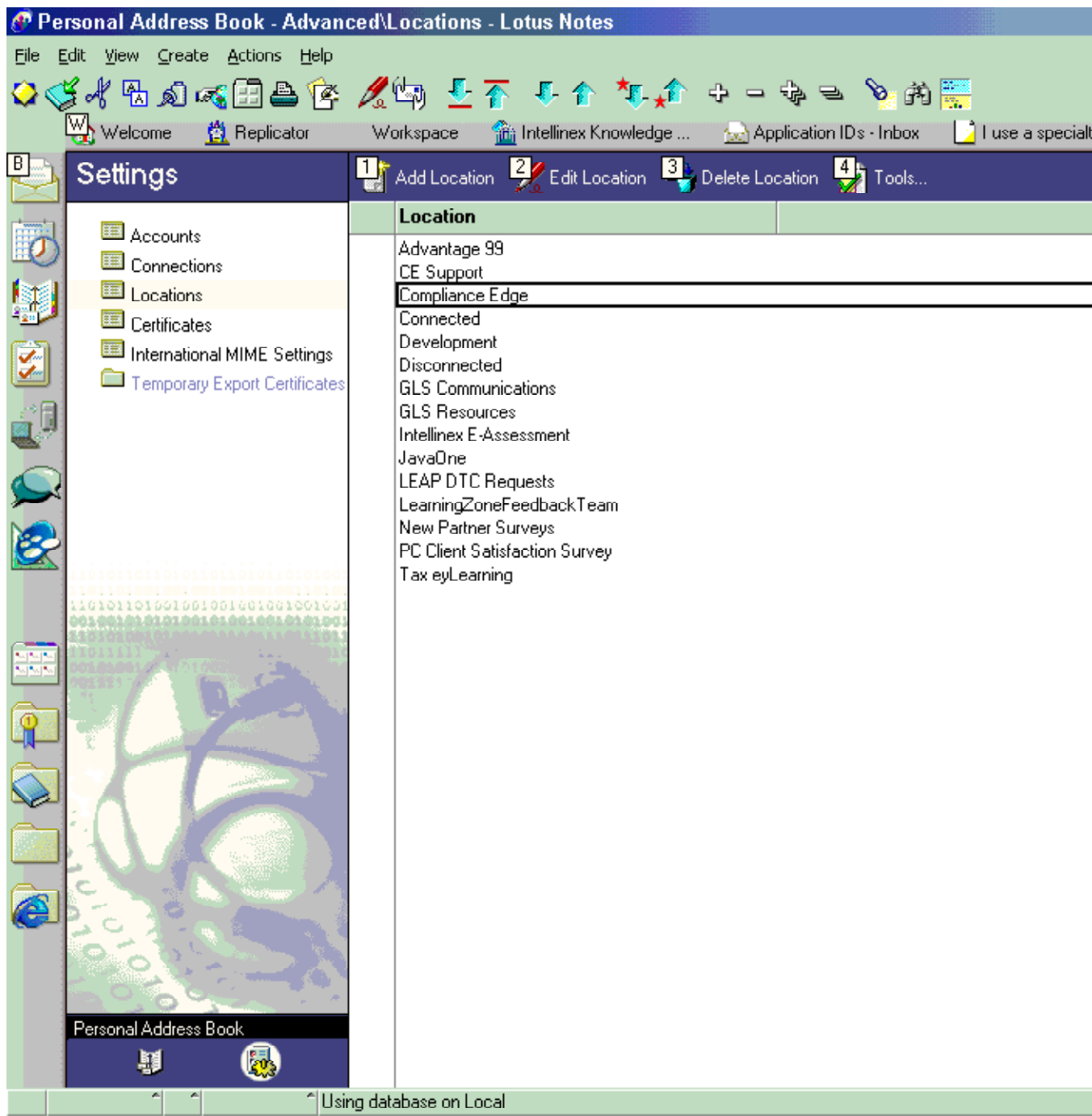
Problem:

I use a specialty mailbox. What process do I use to switch back and forth between IDs?

Perscription:

Setting Up and Using a Specialized Application ID for Specialized Email DBs.

1. Receive an Application ID in your email
2. Print the email
3. Double-click on the ID located in your email and detach to the C://Lotus/Notes/Data directory
4. Setup of new location.
 - a. Open your local Name & Address Book (i.e., Hennes's Address Book on Local)
 - b. Click the Settings Choice on the bottom right of your side panel navigator, then the Locations tab



- c. Click the button **Add Location** and choose **Location Type** as **Local Area Network** (Note: It is also easy to copy and paste the **Connected** location and edit it , using steps d and e below.)
- d. Give the location a name (something you can remember)
- e. Enter in the information in the following areas:

Home/mail server (where database is located on network) - This information should be supplied to you in the email you printed.

Mail file location - always use **On server**

Mail file - this is your actual file name. This information should also be supplied to you in the email you printed.

Mail domain - **EY-NAmerica**

Replication - **Disabled**

Sample Location Doc for Application ID

Basics

| | |
|-----------------------------|---|
| Location name: | Application ID |
| Location type: | Local Area Network |
| Prompt for time/date/phone: | No |
| Local time zone: | Select which time zone you are in |
| Ports to use: | <input checked="" type="checkbox"/> TCP |

Servers

| | |
|--------------------|--------------------|
| Home/mail server: | EY400/SVR/EYLLP/US |
| Passthru server: | EY400/SVR/EYLLP/US |
| InterNotes server: | |

Mail

| | |
|----------------------------|--------------------------------------|
| Mail file location: | On server |
| Mail file: | mail\glsresou.nsf |
| Mail domain: | EY-NAmerica |
| Recipient name type-ahead: | Public Then Personal Address Book |
| Recipient name lookup: | Exhaustively Check All Address Books |

Replication

| | |
|--------------------------|-----------------------------------|
| Schedule: | Enabled |
| Replicate daily between: | 08:00 AM - 10:00 PM |
| Repeat every: | 60 minutes |
| Days of week: | Mon, Tue, Wed, Thu, Fri, Sat, Sun |

f. Click **Save** and **Close** when finished

3. Use of ID with mailbox

- Select File/Tools/Switch ID
- Click on the ID that you detached in #1
- Type in the password that was given
- Choose the location (this is the new location you created above in #2)

Note: If you do not get a request to pick your location, in the bottom right corner, you will see your location. You can just change it here.

When you use this id, your **From** line will show **(your Application ID name)** instead of your name.

Overall Note: When you use this ID, you will only be able to access this db. To go back

and forth, you'll need to switch your id back to your personal one.

DEA No. XYZCAH