Lotus Domino Administration

Introduction to Lotus Notes
- Overview of Lotus Notes
- What are Lotus Domino and Lotus Notes
- Components of the Notes Infrastructure
- Describing the Role of the Domino Server
- What is a Domino Database
- Understanding the Impact of the Domino Directory

Introducing the IBM Lotus Domino 12.0.2 Environment

Topic A: Examining the IBM Lotus Domino 12.0.2 Architecture

- IBM Lotus Domino Architecture
- Client and Server Architectural Components
- Server Documents
- Lotus Domino Server Types
- Default Location Documents
- Client Types
- Overview of Lotus Notes 12.0.2 Features

Topic B: Investigating IBM Lotus Domino Applications

- The Object Store
- Components of Lotus Domino Applications
- Database Types and Applications
- Composite Applications
- Required Server Applications
- The Lotus Domino Directory
- Lotus Domino Domains
- Single vs. Multiple Domains

Topic C: Exploring IBM Lotus Domino Server Functionality

- Categories of Lotus Domino Services
- Core Lotus Domino Services
- Server Tasks
- Lotus Domino Advanced Services

Lesson 2: Performing Basic Administration Tasks

Topic A: Starting IBM Lotus Domino Administrator

- Lotus Domino Administration
- Lotus Domino Administration Tools

- The Lotus Domino Administrator Interface

Topic B: Using Online Help

- Online Help Resources

Topic C: Navigating in IBM Lotus Domino Administrator

- Lotus Domino Administrator Tabs
- The Person Document
- Groups
- Tasks on the People and Groups Tab
- Tasks on the Files Tab
- Tasks on the Server Tab
- Tasks on the Messaging Tab
- Lotus Domino Replication
- Tasks on the Replication Tab
- Tasks on the Configuration Tab

Topic D: Setting Administration Preferences

- Administration Preferences
- Topic E: Introduction to Policies
- Policies
- Policy Documents
- Settings Documents

Lesson 3: Examining IBM Lotus Notes and IBM Lotus Domino Security

Topic A: Identifying IBM Lotus Domino Security Components

- IBM Lotus Domino Terminology
- Organizations
- Organizational Units
- Organization Certifiers

Topic B: Designing a Hierarchical Naming Scheme

- Hierarchical Naming
- Components of a Hierarchical Name
- Hierarchical Naming Example
- Organizational Unit Naming Recommendations
- Separate Server OUs
- Server Naming Recommendations
- Server Host Names and Common Names
- User Naming Recommendations
- Planning a Hierarchical Naming Scheme

- How to Design a Hierarchical Naming Scheme

Topic 3C: Authenticating with IBM Lotus Domino Servers

- Security Controls
- Certificates and ID Files
- Types of Certificates
- ID Files
- Components of an ID File
- Common Certificates
- How Certificates are used in Authentication
- The ID Vault Feature
- How to Create an ID Vault

Topic 3D: Controlling Access to Resources

- Introduction to Lotus Domino Access Controls
- Access Control Lists
- Roles
- How IBM Lotus Domino Controls Access
- Stages of Access Control
- Security Using Groups
- Group Types
- Best Practices for Creating Groups

Topic 3E: Determining Database Access Levels

- Access Control List Levels

Topic 3F: Determining Workstation Security Levels

- Execution Access
- The Execution Control List

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Topic A: Introducing IBM Lotus Domino Messaging

- Lotus Notes Named Networks
- Mail Routing and Lotus Notes Named Networks
- Mail Routing Protocols
- Mail Routing Components
- Mail Settings that Affect Routing
- The Mail Routing Process
- Router Optimizations in Lotus Domino

12.0.2 Topic B: Designing a Mail Routing Topology

- Mail Routing Topologies
- Topology Types
- Hub and Spoke Topology Considerations
- How to Design a Mail Routing Topology

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Topic A: Introducing IBM Lotus Domino Replication

- What is Domino Replication?
- Components of the Replication Process
- The Server-to-Server Replication Process
- Replication Tools
- The Workstation to Server Replication Process
- Database Replicas
- The Database Replication Process
- Streaming Replication
- The Field Level Replication Process
- Factors that Affect Replication

Topic 5B: Designing a Replication Strategy

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- Server Replication Types
- Replication vs. Routing Topologies
- Considerations for Choosing a Replication Type
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- Lotus Domino Standard Services
- Lotus Domino Internet Security Mechanisms

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- Scalability Options
- Lotus Domino Clusters
- Benefits of Clustering
- Lotus Domino Partitions
- Benefits of Partitions

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- IBM Lotus Sametime
- IBM Lotus Connections

- IBM Lotus Quickr

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- Analyzing a Deployment Plan
- Installing the IBM Lotus Domino Server Software

- Installing the IBM Lotus Domino Administrator Client Software
- Launching and Configuring the First Server
- Configuring the First Workstation
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- Registering Servers
- Configuring and Starting Additional IBM Lotus Domino Servers

Lesson 9: Adding IBM Lotus Notes Clients

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- Registering New Administrators
- Registering Users from a File
- Replicating Server Document Changes
- Setting Up an Administrator Workstation
- Verifying the IBM Lotus Domino Installation
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- Configuring Basic SMTP Settings
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- Enabling Mail Journaling
- Implementing Blacklist Tag and Whitelist Tag Mail Rule Conditions
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- Controlling Inbox Size with Inbox Maintenance
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- Enabling Mail Statistics
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- Monitoring Server Statistics and Tasks
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- Solving Server-to-Server Connection Problems
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