

Lotus Notes & Domino Administration

Duration : 5days

Course Outline:

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 8.5 Environment

Topic A: Examining the IBM Lotus Domino 8.5 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 8.5 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

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

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

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- Access Control List Levels

Topic 3F: Determining Workstation Security Levels

- Execution Access
- The Execution Control List

Examining IBM Lotus Domino Mail Routing

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 8.5

Topic B: Designing a Mail Routing Topology

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

Examining IBM Lotus Domino Replication

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

- Types of Replication Topologies
- Server Replication Types
- Replication vs. Routing Topologies
- Considerations for Choosing a Replication Type
- How to Design a Replication Strategy

Extending the IBM Lotus Domino Environment

Topic A: Selecting Additional IBM Lotus Domino Services

- Lotus Domino Standard Services
- Lotus Domino Internet Security Mechanisms

Topic B: Implementing IBM Lotus Domino Scalability Features

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

Topic C: Integrating Other IBM Products

- IBM Lotus Sametime
- IBM Lotus Connections
- IBM Lotus Quickr

Setting Up the First Server and Administrator

- 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
- Assigning Roles to Administrators and Servers

Adding IBM Lotus Domino Servers

- Registering Servers
- Configuring and Starting Additional IBM Lotus Domino Servers

Adding IBM Lotus Notes Clients

- Creating an Organizational Unit Certifier
- Registering New Administrators
- Registering Users from a File
- Replicating Server Document Changes
- Setting Up an Administrator Workstation
- Verifying the IBM Lotus Domino Installation
- Creating Replicas on Multiple Servers

Administering Users

- Creating Groups
- Creating an Organizational Policy
- Creating and Assigning an Explicit Policy

Setting Up Server Administration

- Customizing the IBM Lotus Domino Administrator Work Environment
- Setting Access to Create Databases on the Server
- Setting Administration Levels
- Setting Logging Levels

Synchronizing IBM Lotus Domino System Databases

- Creating Server Groups for Replication
- Creating a Connection Document

Configuring Basic Intranet Mail Routing

- Configuring Notes Named Networks
- Implementing a Hub-and-Spoke Mail Routing Topology
- Selecting a Mail Storage Format for Incoming Mail

Configuring Mail Routing to the Internet

- Enabling the SMTP Listener Task
- Configuring Basic SMTP Settings
- Restricting Internet Mail Delivery
- Enabling Whitelist and Blacklist Filters
- Configuring Extended SMTP (E/SMTP) Options
- Configuring Internet Addressing
- Testing SMTP

Establishing Mail Controls

- Configuring Router Restrictions
- Implementing Message Disclaimers
- Implementing Mail Delivery Controls
- Implementing Mail Transfer Controls
- Configuring Multiple Server Mailboxes

Implementing Mail Rules and Storage Limits

- Creating and Activating a Server Mail Rule
- Enabling Mail Journaling
- Implementing Blacklist Tag and Whitelist Tag Mail Rule Conditions
- Establishing Mail Quotas
- Controlling Inbox Size with Inbox Maintenance
- Archiving Mail

Monitoring Mail

- Verifying Routing and Checking Mail Delivery
- Enabling Mail Statistics
- Enabling Message Tracking
- Configuring Message Recall

Resolving Common Mail Routing Problems

- Sending a Mail Trace
- Restarting the Router
- Forcing Mail Routing
- Resolving Undelivered and Dead Mail

Managing Users

- Adding Users
- Changing a User Name
- Moving User Mail Files
- Extending an IBM Lotus Notes ID Expiration Date
- Using the ID Vault to Secure User IDs
- Deleting Users
- Changing a User's Location Within the Organizational Hierarchy

Managing Groups

- Creating Groups
- Renaming Groups
- Deleting Groups
- Changing Group Membership

Managing IBM Lotus Notes and Non-Notes Clients

- Setting Up Non-IBM Lotus Notes Users
- Upgrading Lotus Notes Clients
- Managing Roaming Users

Managing Servers

- The Server Console Window
- Defining Backup Processes
- Using Transaction Logging
- Managing Disk Space
- Enabling View Logging
- Logging and Analyzing Activity Data
- Automating Server Tasks
- Evaluating Server Settings with Domino Configuration Tuner

Updating Servers

- Finding Instances of a Server's Name
- Placing a Server Out of Service
- Updating a Server ID
- Authenticating with Other Organizations
- Providing Internal and External Server Access

Setting Up Server Monitoring

- Examining Server Monitoring Tools
- Creating Event Generators
- Using Event Handlers
- Automating Tasks by Using Agents

Monitoring Server Performance

- Viewing Statistics
- Monitoring Server Statistics and Tasks
- Monitoring the Server with the Domino Web Administrator
- Monitoring Servers by Using the Lotus Domino Console

Resolving Server Problems

- Troubleshooting with the IBM Lotus Domino Administrator Server Console
- Solving Server Access Problems
- Solving Administration Process Problems
- Solving Server-to-Server Connection Problems
- Solving Agent Manager Problems
- Solving DAOS Problems

Resolving Replication Problems

- Solving Replication Problems
- Resolving Replication Conflicts

- Coordinating the Purge Interval and the Replication Schedule
- Troubleshooting Server Access in the Application Access Control List

Recovering a Domino Server

- Recovering from a Server Crash
- Enabling Fault Recovery and Automatic Diagnostic Collection

Resolving User Problems

- Resolving Workspace and Application Issues
- Implementing Database Redirection
- Resolving Connection Problems
- Responding to Mail Delivery Problems