KOENIG
step forward

KOENIG SOLUTIONS · COURSE OUTLINE

IBM Domino 12.0 Administration Fundamentals

Learn to install, configure and administer IBM Domino 12.0 servers, mail routing, replication, security and user management.

30
MODULES

217
TOPICS

COURSE OVERVIEW

This course covers the IBM Lotus Domino 12.0.2 environment, including its architecture, applications and server functionality, before moving into basic administration tasks and policies. It examines Lotus Notes and Domino security, including hierarchical naming, authentication, ID vaults and access control, followed by mail routing and replication design. It then addresses extending the environment with clustering, partitions and product integration, and covers setting up servers, administrators and clients, including registration, workstation configuration and replica creation. Later modules address ongoing administration of users, groups and clients, mail routing configuration, controls, monitoring and troubleshooting, and server monitoring, recovery and problem resolution.

WHO THIS COURSE IS FOR

- **Domino Administrators**
- **Server Administrators**
- **Messaging Administrators**
- **IT Support Staff**
- **Systems Administrators**

LEARNING OBJECTIVES

- Describe the IBM Domino 12.0.2 architecture and server functionality
- Explain Domino and Notes security components and hierarchical naming
- Apply access control lists, roles and groups to secure resources
- Plan a mail routing topology using hub-and-spoke designs
- Configure replication strategies between Domino servers
- Install and configure the first Domino server and administrator client
- Configure mail routing, SMTP settings and mail controls
- Analyse and resolve server, replication and mail routing problems

COURSE SYLLABUS

30 Modules, 217 Topics

Introduction to Lotus Notes

TOPICS

- 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

01

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

02

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

03

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

Examining IBM Lotus Notes and IBM Lotus Domino Security (continued)

TOPIC C: 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 D: 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 E: DETERMINING DATABASE ACCESS LEVELS

- Access Control List Levels

TOPIC F: DETERMINING WORKSTATION SECURITY LEVELS

- Execution Access
- The Execution Control List

04

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 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

05

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 B: 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

06

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

07

Setting Up the First Server and Administrator

TOPICS

- 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

08

Adding IBM Lotus Domino Servers

TOPICS

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

09

Adding IBM Lotus Notes Clients

TOPICS

- 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

10

Administering Users

TOPICS

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

11

Setting Up Server Administration

TOPICS

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

12

Synchronizing IBM Lotus Domino System Databases

TOPICS

Creating Server Groups for Replication · Creating a Connection Document

07

Configuring Basic Intranet Mail Routing

TOPICS

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

13

Configuring Mail Routing to the Internet

TOPICS

- 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

14

Establishing Mail Controls

TOPICS

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

15

Implementing Mail Rules and Storage Limits

TOPICS

- 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

16

Monitoring Mail

TOPICS

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

17

Resolving Common Mail Routing Problems

TOPICS

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

18

Managing Users

TOPICS

- 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

19

Managing Groups

TOPICS

Creating Groups · Renaming Groups · Deleting Groups · Changing Group Membership

20

Managing IBM Lotus Notes and Non-Notes Clients

TOPICS

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

21

Managing Servers

TOPICS

- 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

22

Updating Servers

TOPICS

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

23

Setting Up Server Monitoring

TOPICS

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

24

Monitoring Server Performance

TOPICS

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

25

Resolving Server Problems

TOPICS

- 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

26

Resolving Replication Problems

TOPICS

- Solving Replication Problems
- Resolving Replication Conflicts
- Coordinating the Purge Interval and the Replication Schedule
- Troubleshooting Server Access in the Application Access Control List

27

Recovering a Domino Server

TOPICS

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

28

Resolving User Problems

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com