Lotus Notes 4.5 Client Setup Guide

Complete Installation and Configuration Manual

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Overview

Lotus Notes 4.5 was a groundbreaking release that introduced significant enhancements including the integrated Domino web server, improved Java support, POP3/SMTP capabilities, and enhanced calendaring features. This guide provides comprehensive instructions for installing and configuring the Lotus Notes 4.5 client on Windows-based systems.

> ℹ **Historical Context:** Lotus Notes 4.5 was released in December 1996 and marked the introduction of the "Domino" branding for the server component. This version represented a major step toward web integration and Internet protocols support.

System Requirements

Minimum Hardware Requirements

Component	Minimum Requirement	Recommended
Processor	Intel 386 or compatible	Intel 486 DX2/66 or higher
RAM	8 MB	16 MB or more
Hard Disk Space	25 MB available space	50 MB for full installation
Display	VGA (640x480)	SVGA (800x600) or higher
Network	Network adapter (for server connection)	Ethernet adapter

Supported Operating Systems

- Microsoft Windows 95
- Microsoft Windows NT 3.51 (Service Pack 4 or later)
- Microsoft Windows NT 4.0
- OS/2 Warp 3.0 or later
- Apple Macintosh System 7.1 or later

> ⚠ **Note:** For optimal performance on Windows 95, ensure you have installed the latest service packs and updates. Some features may require additional system components.

Pre-Installation Checklist

Before You Begin

- Verify your system meets the minimum requirements
- Obtain the Lotus Notes 4.5 installation disks or CD-ROM
- Ensure you have administrative privileges on the target computer
- Backup any existing Notes data if upgrading
- Close all running applications
- Obtain server connection information from your administrator

Required Information

Gather the following information before starting the installation:

- **User Name:** Your full name as it should appear in the system
- **Organization:** Your company or organization name
- **Domino Server Name:** The name of your Notes/Domino server
- **User ID File:** Location of your Notes User ID file (if existing user)
- **Password:** Your Notes password
- **Mail File Location:** Server and file path for your mail database

Installation Process

Step-by-Step Installation

1   **Start the Installation**

Insert the Lotus Notes 4.5 installation disk or CD-ROM. If autorun is enabled, the setup program should start automatically. Otherwise, navigate to the disk and run `SETUP.EXE`.

2   **Welcome Screen**

The Lotus Notes 4.5 Setup welcome screen will appear. Click **Next** to continue with the installation process.

3   **License Agreement**

Read the software license agreement carefully. Select **"I accept the terms in the license agreement"** and click **Next** to proceed.

4   **Customer Information**

Enter your information:

-   **5** **User Name:** Enter your full name (e.g., "John Doe")

-   **6** **Organization:** Enter your organization name

-   **7** **Installation Type:** Choose "Single User" for personal installation or "Network" for shared installation

Click **Next** to continue.

8   **Installation Directory**

Choose the destination folder for Lotus Notes 4.5. The default location is typically:

```
C:\LOTUS\NOTES
```

You can change this path if needed. Ensure the destination has sufficient disk space. Click **Next**.

9   **Setup Type**

Select the installation type:

-   **10** **Typical:** Installs the most common components

-   **11** **Compact:** Minimum installation (saves disk space)

-   **12** **Custom:** Allows you to select specific components

For first-time users, **Typical** is recommended. Click **Next**.

13   **Component Selection (Custom Install Only)**

If you selected Custom installation, choose the components to install:

-   **14** Lotus Notes Client (required)

-   **15** Help Files

-   **16** Sample Databases

-   **17** Templates

-   **18** Additional Language Support

Click **Next** after making your selections.

19   **Program Folder**

Specify the Program Manager folder where Notes shortcuts will be created. The default is "Lotus Applications". Click **Next**.

20   **Begin Installation**

Review your installation settings. Click **Install** to begin copying files. The installation process may take several minutes depending on your system speed and selected components.

21   **Complete Installation**

When file copying is complete, you may be prompted to restart your computer. Click **Finish** to complete the installation process.

> ⚠ **Important:** If prompted to restart your computer, do so before attempting to configure or run Lotus Notes for the first time.

Initial Configuration

First-Time Setup Wizard

1 **Launch Lotus Notes**

Start Lotus Notes 4.5 by double-clicking the desktop icon or selecting it from the Start menu under Lotus Applications.

2 **Notes Client Configuration**

The first time you run Notes, the Client Configuration dialog will appear. This wizard will guide you through the initial setup process.

3 **User Information**

Enter the following information:

- 4 **Your Name:** Enter your full name exactly as it should appear

- 5 **Domino Server:** Enter the name of your Notes/Domino server

- 6 Check **"I want to connect to a Domino server"** if applicable

Click **Next**.

7 **User ID Setup**

You will be prompted to either:

- 8 **Create a new User ID:** For new users

- 9 **Use an existing User ID:** Browse to locate your existing .ID file

If you're a new user, the system will create a User ID for you. If you have an existing ID file, browse to its location.

10 **Password Setup**

Enter your Notes password when prompted. If this is a new installation, you may be asked to set a new password. Choose a strong password and remember it carefully.

11 **Location Document**

Configure your location settings:

- 12 **Location Name:** Office, Home, Travel, etc.

- 13 **Connection Type:** Network, Dial-up, or Internet

- 14 **Mail Server:** Your mail server name

- 15 **Domain:** Your organization's domain

16 **Mail Configuration**

Set up your mail database:

- 17 **Mail Server:** Server hosting your mail file

- 18 **Mail File:** Path to your mail database (usually mail\username.nsf)

19 **Complete Configuration**

Review your settings and click **Finish** to complete the configuration. Notes will now attempt to connect to your server and synchronize your data.

Advanced Configuration Options

Internet Mail Setup (POP3/SMTP)

Lotus Notes 4.5 introduced enhanced Internet mail capabilities. To configure POP3/SMTP access:

1 **Access Mail Setup**
From the Notes menu, select **File → Tools → User Preferences**, then click on the **Mail** tab.

2 **Internet Mail Configuration**
Configure the following settings:

- 3 **POP3 Server:** Your incoming mail server address

- 4 **SMTP Server:** Your outgoing mail server address

- 5 **Account Name:** Your email account username

- 6 **Password:** Your email account password

7 **Test Connection**
Use the **Test** button to verify your mail server connections are working properly.

Network Configuration

For network connectivity, configure the following:

```
Network Protocols: TCP/IP, NetBIOS, IPX/SPX Ports: 1352 (Notes RPC), 80 (HTTP), 443 (HTTPS)
```

Workstation Setup

Key configuration files and their purposes:

- **NOTES.INI:** Main configuration file containing user and server settings
- **NAMES.NSF:** Local address book database
- **DESKTOP.DSK:** Desktop configuration and workspace layout
- **USER.ID:** User identification and security certificate file

Troubleshooting Common Issues

Installation Problems

Problem	Possible Cause	Solution
Setup fails to start	Insufficient disk space or permissions	Free up disk space, ensure administrator rights
File copy errors	Corrupted installation media	Check disk/CD for damage, try different media
Cannot connect to server	Network configuration issue	Verify network settings, server name, and connectivity
Password not accepted	Incorrect password or User ID	Verify password, check User ID file location

Configuration Issues

- **Cannot access mail:** Verify mail server name and file path in User Preferences
- **Slow performance:** Check available RAM and close unnecessary applications
- **Network timeout:** Adjust timeout settings in Network configuration
- **Display problems:** Update video drivers and adjust screen resolution

> ℹ **Support Resources:** For additional help, consult your system administrator, check Lotus documentation, or contact Lotus Technical Support.

Security Considerations

User ID File Protection

- Always backup your User ID file to a secure location
- Use a strong password for your User ID
- Never share your User ID file or password
- Store backup copies in multiple secure locations

Network Security

- Ensure proper firewall configuration for Notes ports
- Use encryption for sensitive data transmission
- Regularly update security settings and policies
- Monitor access logs for unauthorized attempts

Performance Optimization

Memory Management

- Increase virtual memory if experiencing slow performance
- Close unnecessary applications when running Notes
- Consider upgrading RAM for better performance

Database Optimization

- Regularly compact local databases
- Archive old mail to reduce database size
- Use replication scheduling efficiently

Maintenance and Updates

Regular Maintenance Tasks

- Backup User ID file and important databases weekly
- Compact databases monthly or as needed
- Update server connection information when changes occur
- Monitor disk space usage regularly

Update Procedures

- Check for service packs and updates periodically
- Test updates in a non-production environment first
- Backup system before applying major updates
- Coordinate updates with your system administrator

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This document provides general guidance based on publicly available information about Lotus Notes 4.5. Always consult official Lotus documentation and your system administrator for organization-specific requirements.

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