

## **Lotus Notes**

# **D8770 Managing IBM Lotus Domino 8 Servers and Users**

**Length:** 2 days

**Course Description:** This course covers managing the servers and users in an existing IBM® Lotus® Domino® 8 and IBM® Lotus® Notes® 8 infrastructure. In this course, you will perform standard server maintenance and troubleshooting tasks as well as register and maintain Lotus Notes and non-Lotus Notes users.

**Course Objective:** You will manage servers and users in an IBM® Lotus® Domino® 8 environment.

**Target Student:** The target audience for this course is system administrators new to Lotus Domino, with an understanding of Lotus Domino and Lotus Notes foundational concepts and the ability to navigate in Lotus Domino Administrator, who will be responsible for monitoring and maintaining an existing Lotus Domino 8 infrastructure, and managing Lotus Notes and non-Lotus Notes users in a Domino domain.

**Prerequisites:** The prerequisites for this course include completion of the following IBM Lotus Domino 8 courses or equivalent knowledge, skills, and experience.

IBM® Lotus® Domino® 8 System Administration Operating Fundamentals is required.

Building the IBM® Lotus® Domino® 8 Infrastructure is recommended.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Manage users.
- Manage groups.
- Manage both Lotus Notes and non-Lotus Notes clients.
- Deploy composite applications.
- Manage servers.
- Update servers.
- Set up server monitoring.
- Monitor server performance.
- Monitor servers with Domino Domain Monitoring.
- Use the certification authority process to migrate certifiers and register users.
- Resolve server problems.
- Resolve replication problems.

- Recover a Domino server.
- Resolve user problems.

## **Course Content**

### **Lesson 1: Managing Users**

- Topic 1A: Adding Users
- Topic 1B: Changing a User Name
- Topic 1C: Moving User Mail Files
- Topic 1D: Extending a Lotus Notes ID Expiration Date
- Topic 1E: Setting Up ID File Backup
- Topic 1F: Recovering an ID File
- Topic 1G: Deleting Users
- Topic 1H: Changing a User's Location Within the Organizational Hierarchy

### **Lesson 2: Managing Groups**

- Topic 2A: Creating Groups
- Topic 2B: Renaming Groups
- Topic 2C: Deleting Groups
- Topic 2D: Changing Group Membership

### **Lesson 3: Managing Lotus Notes and Non-Notes Clients**

- Topic 3A: Setting Up Non-Notes Users
- Topic 3B: Upgrading Lotus Notes Clients
- Topic 3C: Managing Roaming Users

### **Lesson 4: Deploying Composite Applications**

- Topic 4A: Composite Application Deployment Fundamentals
- Topic 4B: Accessing Composite Applications on WebSphere Portal
- Topic 4C: Introduction to Composite Application Provisioning
- Topic 4D: Configuring Clients for User-Initiated Updates

### **Lesson 5: Managing Servers**

- Topic 5A: The Server Console Window
- Topic 5B: Defining Backup Processes
- Topic 5C: Using Transaction Logging
- Topic 5D: Enabling View Logging
- Topic 5E: Logging and Analyzing Activity Data
- Topic 5F: Automating Server Tasks

### **Lesson 6: Updating Servers**

- Topic 6A: Finding Instances of a Server's Name
- Topic 6B: Placing a Server Out of Service
- Topic 6C: Updating a Server ID
- Topic 6D: Authenticating with Other Organizations
- Topic 6E: Providing Internal and External Server Access

### **Lesson 7: Setting Up Server Monitoring**

- Topic 7A: Examining Server Monitoring Tools
- Topic 7B: Creating Event Generators
- Topic 7C: Using Event Handlers
- Topic 7D: Automating Tasks by Using Agents

**Lesson 8: Monitoring Server Performance**

- Topic 8A: Viewing Statistics
- Topic 8B: Monitoring Server Statistics and Tasks
- Topic 8C: Monitoring the Server with the Domino Web Administrator
- Topic 8D: Monitoring Servers by Using the Lotus Domino Console

**Lesson 9: Monitoring Servers with Domino Domain Monitoring**

- Topic 9A: Configuring Domino Domain Monitoring
- Topic 9B: Controlling Reported Events by Using Event Filters
- Topic 9C: Creating Collection Hierarchies
- Topic 9D: Taking Corrective Action

**Lesson 10: Using the Certification Authority Process**

- Topic 10A: Migrating Existing Certifiers to the CA Process
- Topic 10B: Registering Users with the CA Process

**Lesson 11: Resolving Server Problems**

- Topic 11A: Troubleshooting with the IBM Lotus Domino Administrator Server Console
- Topic 11B: Solving Server Access Problems
- Topic 11C: Solving Administration Process Problems
- Topic 11D: Solving Server-to-Server Connection Problems
- Topic 11E: Solving Agent Manager Problems

**Lesson 12: Resolving Replication Problems**

- Topic 12A: Solving Replication Problems
- Topic 12B: Resolving Replication Conflicts
- Topic 12C: Coordinating the Purge Interval and the Replication Schedule
- Topic 12D: Troubleshooting Server Access in the Application Access Control List

**Lesson 13: Recovering a Domino Server**

- Topic 13A: Recovering from a Server Crash
- Topic 13B: Enabling Fault Recovery and Automatic Diagnostic Collection

**Lesson 14: Resolving User Problems**

- Topic 14A: Resolving Workspace and Application Issues
- Topic 14B: Implementing Database Redirection
- Topic 14C: Resolving Connection Problems
- Topic 14D: Responding to Mail Delivery Problems

**Appendix A: Lesson Lab Solutions****Appendix B: The Worldwide Corporate Infrastructure Plan****Appendix C: Additional Reference Material****Appendix D: Bibliography****Appendix E: Certification and Exam Competencies****Appendix F: Instructor Preparation**

