

Lotus Notes

D8900 IBM Lotus Domino 8 System Administration Boot Camp

Length: 5 days

Course Description

Target Student: The target audience for this course is system administrators new to Lotus Domino who need to acquire a foundational knowledge and working experience with the Lotus Domino 8 administration tools and who are responsible for:

- Installing and setting up of the initial, basic Lotus Domino and Lotus Notes 8 infrastructure.
- Setting up Domino Mail servers in the corporate intranet and extranet (i.e. Internet) environment.
- Monitoring and maintaining an existing Lotus Domino 8 infrastructure.
- Managing Notes and non-Notes users in a Domino domain.

Prerequisites: The prerequisites for this course include previous experience as a network administrator or mail system administrator, and experience using the Lotus Notes 8 Client.

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

Performance-Based Objectives

In this course, students will:

- Be introduced to basic concepts that provide the foundation for Lotus Domino and Lotus Notes.
- Practice performing basic administration tasks using the Lotus Domino Administrator client.
- Install and configure a basic infrastructure with a single domain using an existing deployment plan.
- Set up replication and mail routing in the single-domain environment.
- Perform standard server maintenance and troubleshooting tasks.
- Register and maintain Notes and non-Notes users.

Note: This course covers the entire core Lotus Domino 8 system administration curriculum which is normally taught in 6 days. While the course duration is condensed to 5 days, the course content is not condensed; therefore, this bootcamp offering covers the material at an accelerated pace, and could require participants to attend extended classroom hours.

Course Content

Examining the Lotus Domino and Lotus Notes Architecture

Recognizing the role of the Domino system administrator
Understanding the key elements of a Domino environment:
What are Lotus Domino and Lotus Notes?
What is a Domino database?
What is a composite application?
What is a directory?

Performing Basic Administration Tasks

Starting the Lotus Domino Administrator client
Using on-line help
Navigating the Lotus Domino Administrator client
Setting administration preferences

Examining Lotus Domino Security Mechanisms

Recognizing the elements used for Domino security:
What is a domain?
What is a Domino Named Network?
What is a certifier ID?
What is a Notes ID?
What is a server ID?
What are certificates (Notes & X.509)
What is an organization?
What is an organizational unit?
Designing a hierarchical naming scheme
Deciding on an authentication mechanism and anonymous access
Defining groups
Securing a database using the Access Control List
Securing a server using the server access list
Securing a workstation using the Execution Control List

Examining Mail Routing in Lotus Domino

Understanding how Lotus Domino routes mail:
What are the components for mail routing?
What routing protocols does Lotus Domino support?
How does mail route within a Domino Named Network?
How does mail route between Domino Named Networks?
Designing a mail routing topology

Examining Lotus Domino Replication

Understanding Lotus Domino replication:
Replication terms
Replication logic -- source and target servers, and source and target documents
Replica databases
Initiating replication
Recognizing factors that affect replication

Extending Lotus Domino Environment

Identifying what other functions a Domino server can perform
Recognizing how clusters increase server availability
Understanding how Domino partitions work
Identifying what Internet protocols Lotus Domino supports
Integrating other IBM products such as, IBM Lotus Sametime, IBM DB2, IBM WebSphere Application Server, and IBM WebSphere Portal

Installing and setting up the first Lotus Domino server and administrator

Considering deployment scenarios
Designing a hierarchical naming scheme
Installing and setting up the first Domino server
Installing and setting up the Domino Administrator client
Creating a database to track Lotus Domino and Lotus Notes licenses

- Setting up servers in the Lotus Domino domain
- Creating additional certifiers for servers and users per an established naming scheme
- Creating server IDs per an established naming scheme

Adding Lotus Notes workstations to the Lotus Domino domain

- Creating internal Lotus Domino user IDs per an established naming scheme
- Installing the Lotus Notes client software
- Setting up the Lotus Notes workstation
- Creating user groups
- Specifying desktop settings using policies

Setting up the administration environment

- Specifying administration preferences
- Allowing and restricting server access
- Allowing administrators access to the Domino Directory
- Recording server activity in the Domino Server Log file

Setting up the replication schedule to synchronize Lotus Domino system databases in the domain

- Designing a replication topology
- Creating a group for server replication
- Scheduling replication
- Monitoring replication

Configuring intranet Lotus Domino mail routing

- Creating Domino Named Networks
- Routing mail between Domino Named Networks
- Scheduling mail routing

Configuring internet mail routing

- Enabling SMTP routing
- Configuring basic and advanced settings for SMTP routing
- Restricting mail flow to and from the Internet

Enabling message controls

- Controlling mail delivery
- Setting mail restrictions
- Creating whitelist and blacklist filters
- Implementing message disclaimers
- Enhancing transfer performance
- Enabling mail journaling
- Understanding how mail rules are executed
- Creating mail rules
- Stopping the processing of mail rules
- Using the blacklist tag and whitelist tag mail rule conditions
- Establishing mail quotas
- Archiving mail using policies
- Controlling Inbox size

Enabling server and messaging monitoring

- Testing mail routing
- Enabling message tracking
- Monitoring mail delivery
- Monitoring mail statistics
- Enabling message recall

Troubleshooting common mail setup problems

- Testing mail connections
- Restarting the Router
- Forcing mail to route
- Managing dead and undelivered mail

Managing Users

- Moving a user's mail file
- Changing a user's name
- Acting on name change requests
- Changing a user's location in the hierarchy
- Extending a Notes ID
- Setting up ID file back
- Recovering an ID file
- Deleting users

Managing Groups

- Creating groups
- Changing a user's group membership
- Managing groups
- Renaming groups
- Deleting groups

Managing Non-Notes and Notes Clients

- Setting up browser clients
- Configuring Smart Upgrade
- Enabling Smart Upgrade tracking
- Setting up roaming users
- Enabling or disabling roaming user upgrade status

Deploying Composite Applications

- Understanding composite application deployment fundamentals
- Configuring Lotus Notes 8 clients to access composite applications on a WebSphere Portal server
- Introducing composite application provisioning
- Configuring clients for user-initiated updates

Managing Servers

- Using the server console window
- Defining a backup process
- Enabling Transaction logging
- Analyzing activity data
- Automating server tasks

Updating Servers

- Searching for server references in a domain
- Setting up authentication with other Domino organizations
- Changing server access
- Decommissioning a server
- Recertifying a server ID
- Changing administrator access

Setting Up Server Monitoring

- Identifying mechanisms for collecting server information
- Starting the Statistic Collector task
- Creating event generators
- Creating event handlers
- Choosing a notification method in an event handler
- Creating probes
- Enabling agent logging

Using Domino Domain Monitoring

- Creating and configuring Domino Domain Monitoring probes
- Using Domino Domain Monitoring

Monitoring Server Performance

Viewing Domino Domain Monitor events
Viewing real time statistics
Viewing statistics with Server Monitor
Using the Domino Web Administrator
Using the Domino Console

Resolving Server Problems

Solving authentication and authorization issues
Troubleshooting replication problems
Troubleshooting connection problems
Solving agent manager issues
Recovering from a server crash
Configuring Automatic Diagnostic Collection and the Fault Analyzer

Resolving User Problems

Troubleshooting workstation problems
Recovering from a workstation crash
Troubleshooting database issues
Troubleshooting connection problems
Tracking user mail messages