



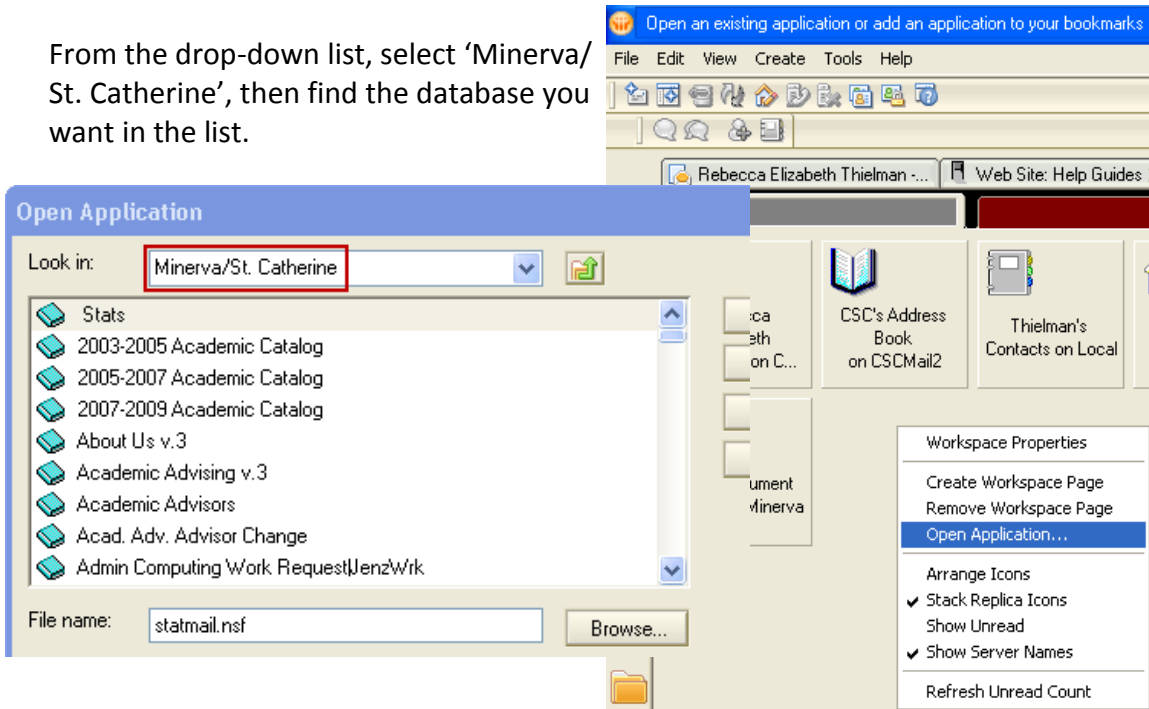
Add a Lotus Notes Database to your Workspace Page

NOTE: In Lotus Notes 8, databases are called applications.

In order to gain access to a Lotus Notes database, you will need to add an icon on your Lotus Notes workspace page for that database. Access to some databases may be limited to members of a particular group. For example, only students registered for a specific course or staff members of a particular department may be able to access some databases.

To add a database to your workspace page:

- Open Lotus Notes. You will automatically open to your inbox. From the available icons on the left hand side, click the chart-looking one to open your workspace page.
- Right click in any available space. Select 'Open Application' from the list.
- From the drop-down list, select 'Minerva/St. Catherine', then find the database you want in the list.



- For academic databases, look in the "Academic" folder. Your course will be listed in folder according to term (e.g. "2001Winter") or purpose ("Groups"). Select the correct folder, open it, and select your course from that list.
- For college resource databases, look on the first directory under Minerva (not in a folder).
- To permanently add the database to your workspace, select 'Bookmark'.