



# LotusLive Notes Client Configuration

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End to End User Transition Guide



Version 2.1

Prepared by

IBM Support Education for ICS

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## End to End Migration Process

### **Description**

The procedure in this document illustrates the step-by-step process for configuring a Lotus Notes client to utilize a mail file in a hybrid, LotusLive Notes cloud environment.

### **Purpose**

The purpose of this document is to assist end users with the process of migrating from their on premise, Domino mail server to their LotusLive Notes server in the cloud.

### **Preface**


At this point a static replica of your mail file should already be in place on your LotusLive Notes mail server and you should have a Lotus Notes client installed.



## Before Migration

### LotusLive Subscription Email

Before any steps are performed you should have received a notification welcoming you to LotusLive (III.1.0). This email indicates that you have been provisioned into the LotusLive service. A second email will follow that contains instructions on how to configure your Notes client to access the LotusLive Notes environment.

 **IBM LotusLive™** Working together just got easier

Hi **<Migrated User Name>**

Your user account with LotusLive was recently updated. The account is associated with the following company : Company Name

The recent updates are reflected in the following information. Please take a moment to review.

You are currently subscribed to:

LotusLive Notes | 1 user account(s) | Expires on **Month Day, Year**

**Any Additional Subscription (Note: There may or may not be additional lines based on what the user has been subscribed for)**

Your role(s) for this user account:

User

Finally, if you have questions, e-mail us at [support@lotuslive.com](mailto:support@lotuslive.com).

This e-mail was generated automatically. Do not reply.

Sincerely,

The LotusLive Team  
<https://www.lotuslive.com>

LotusLive offices are located at: 5 Technology Park Drive, Westford, MA 01886, United States.

Illustration 1.0 – Notification email



The second email will be entitled, "Welcome to LotusLive". Your name will appear as the sender of this email (III. 2.1). This email will contain your temporary password (III. 2.2). If you are an existing LotusLive user you will need to use your current LotusLive password. After opening this email click on the IBM LotusLive link which will take you to the LotusLive login page (III. 2.2).

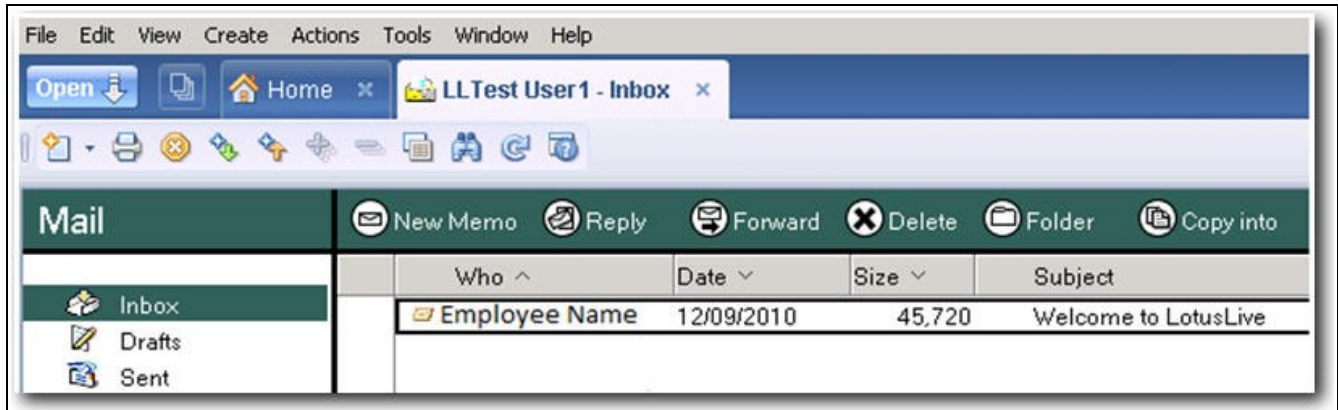


Illustration 2.1 – Second Email – Inbox View



Illustration 2.2 – Second Email – Contents



## Logging In

### Initial Log In

Now log in to LotusLive by entering your internet address and the temporary LotusLive password that was provided in the “Welcome to LotusLive” email, then click Log In (III. 3.0).

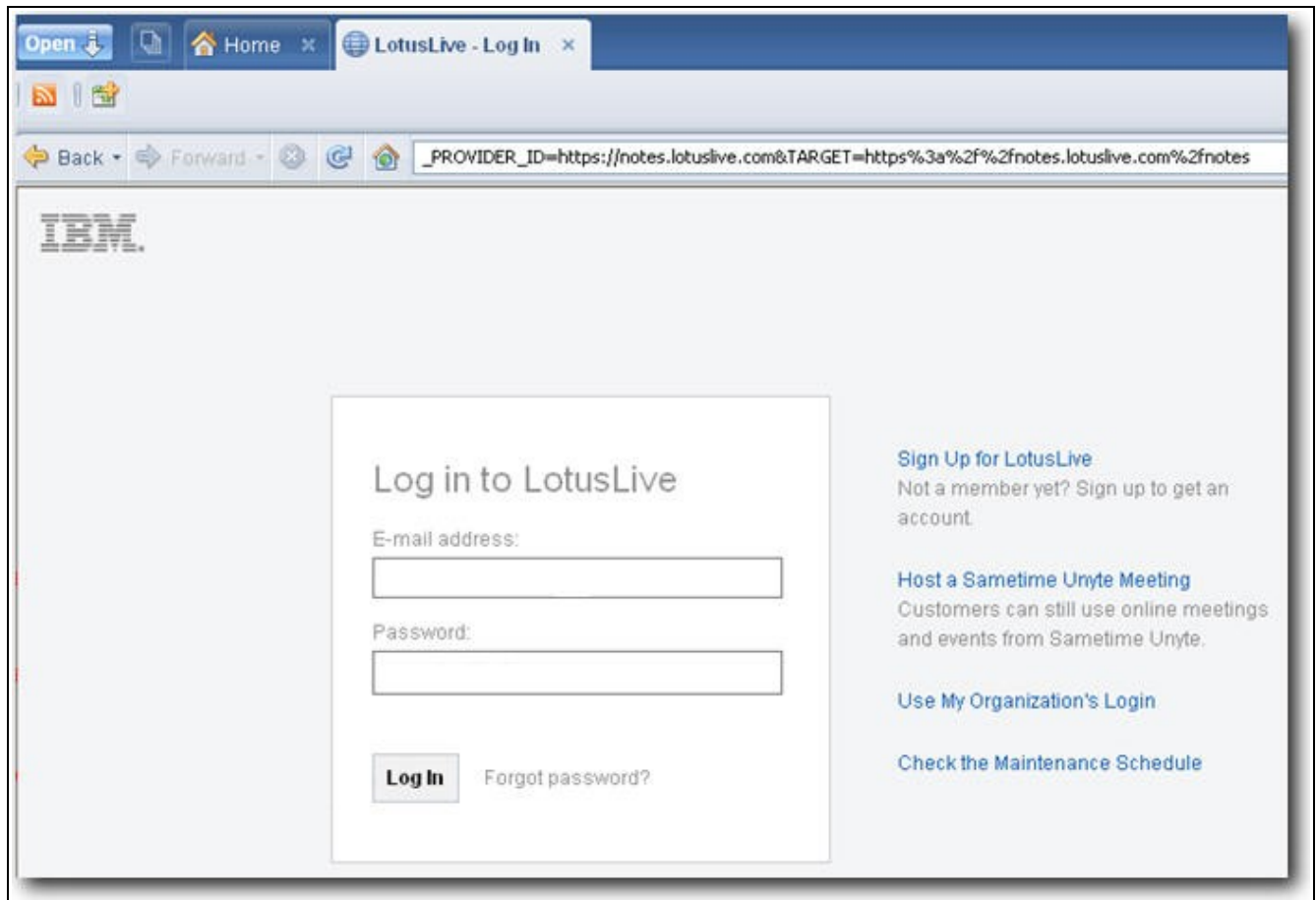


Illustration 3.0 – Initial Log In



When you see the screen below your initial login is processing (III. 3.1). Please ensure that you do not close this page until the process has completed.

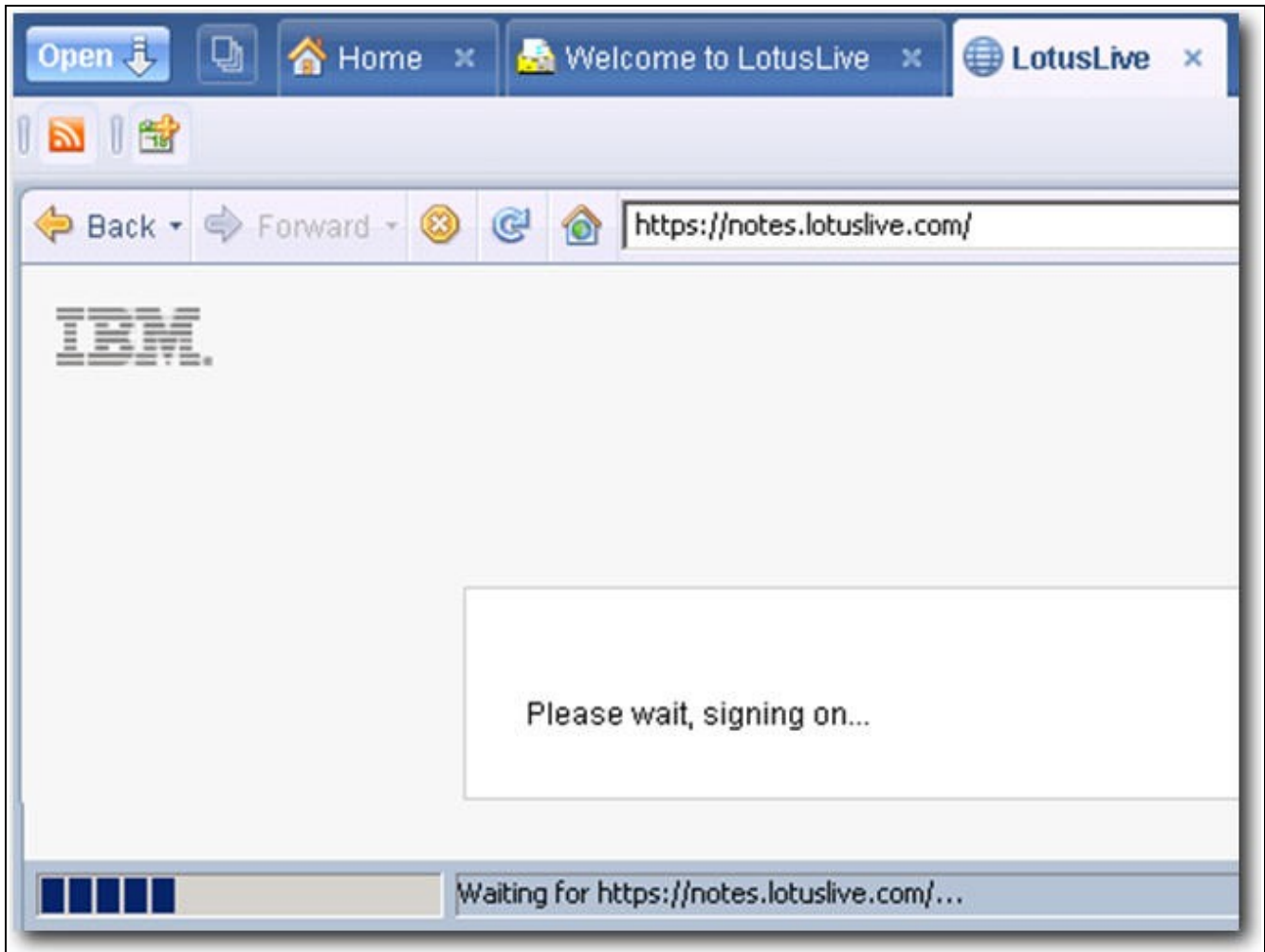


Illustration 3.1 – Waiting to Process Login

**Caution:** If you close this page prematurely you may have to restart the configuration process from the beginning.



## Logging In

### Password Change

If you were not an existing LotusLive user you will need to change your temporary password. To do so enter your temporary password, enter a new password, re-enter your new password, then click Continue ([III. 4.0](#)).

Back Forward

https://apps.lotuslive.com/pkmslogin.form

IBM.

### Create a New Password

The password has expired for **<User Account Displayed>**. Provide a new password for your account.

Current password:

New password:

Confirm new password:

[Password Rules](#)

Illustration 4.0 – Create a New Password

**Note:** Passwords must conform to the following rules:

- The minimum password length must be 8 characters.
- Password must contain at least one non-alphabetic character and at least 4 alphabetic characters.
- Password cannot contain three or more repeated characters
- Password cannot match any of the previous 8 passwords.



## Logging In

### Accepting the Terms of Use

On this page you will verify your account and subscription information (III. 5.0). If you agree with the terms of use check the "I accept the terms of use" check box and then click Submit to continue.

### LotusLive Account Updates

Your account has been updated with new subscriptions.

#### Your Account Information

Company or organization: Renovation

Name: LLUser

E-mail address (login ID): lluser@renovations.com

#### Your New Subscription(s)

The following subscriptions were added to your account.

- LotusLive Notes

By checking the "I accept" check box below, I agree (1) to the [IBM LotusLive Terms of Use](#) and (2) that IBM may store and process the data that I have supplied above in accordance with the [IBM Privacy practices](#).

I accept the Terms of Use

Illustration 5.0 – Accepting the Terms of Use

Link: [IBM SaaS Terms of Use](#)



## Configuring LotusLive Notes

### Downloading the Setup File

After clicking Submit you will be directed to your dashboard. From here, go to Apps, and then Downloads (III. 6.0). If you already have a Lotus Notes client you may click “Download the setup file” when prompted (III. 6.1).

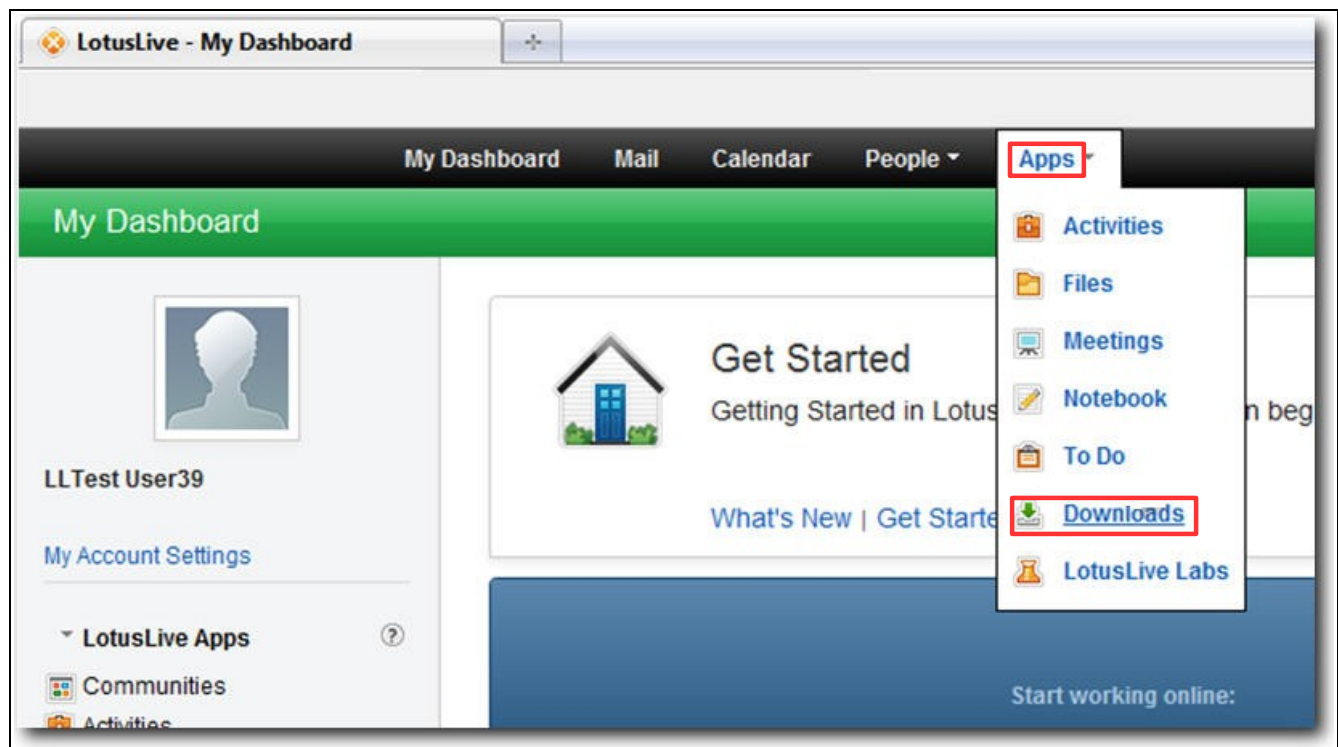


Illustration 6.0 – Dashboard

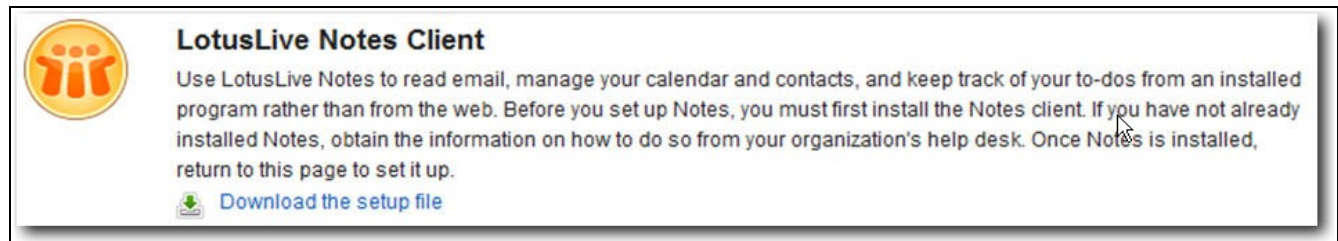


Illustration 6.1 – Download the Setup File



## Configuring LotusLive Notes

### Client or Web Options

Now select if you would like to access your LotusLive Notes mail file using your Notes client or the web interface (III. 6.2). For this procedure we will select the Lotus Notes Client option.

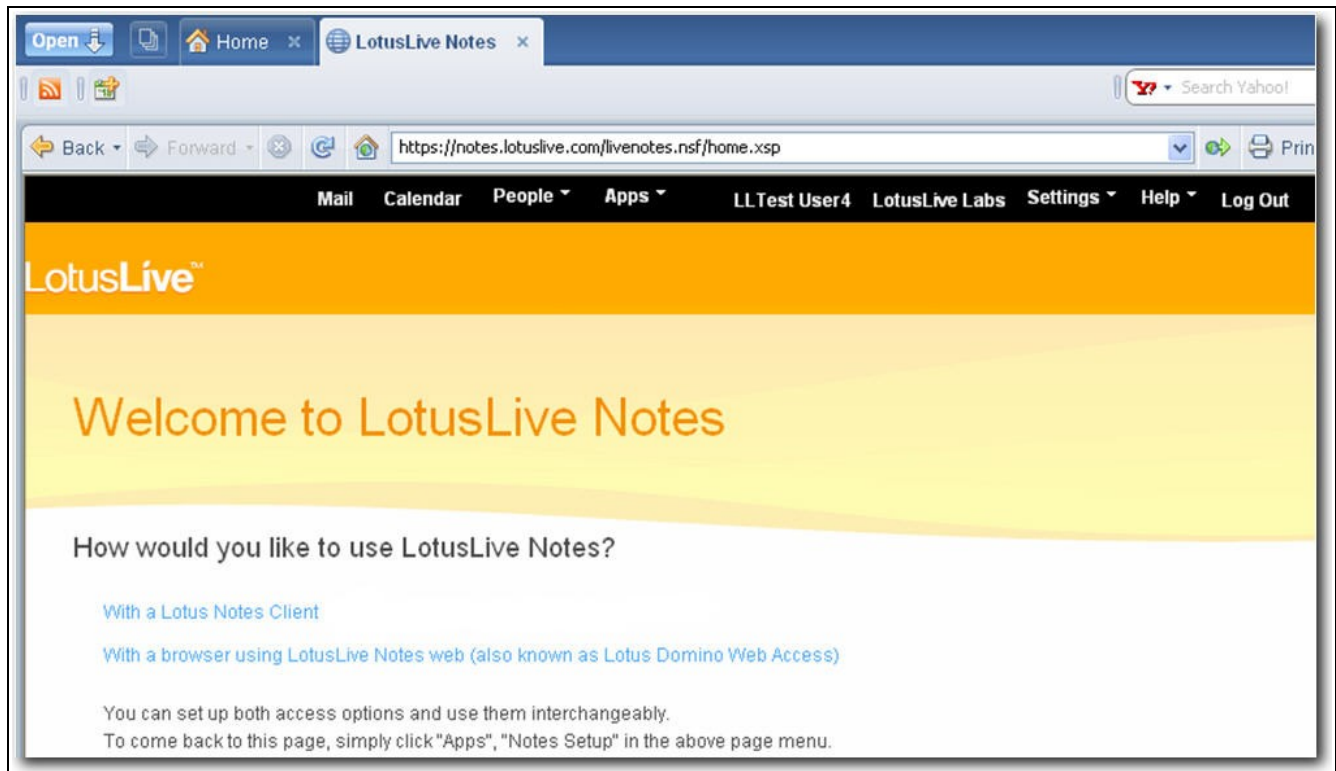


Illustration 6.2 – How would you like to use LotusLive Notes?

**Note:** You can still access your mail file via the web interface even if you select the Lotus Notes Client option by going to [www.lotuslive.com](http://www.lotuslive.com), entering your internet address and LotusLive password.



## Configuring LotusLive Notes

### Lotus Notes Client Configuration Tool

You will now be prompted to download the Lotus Notes Client Configuration Tool (III. 6.3). Please ensure that any pop-up blockers are disabled before attempting this download. The Lotus Notes Client Configuration Tool automatically creates a new Location Document in your Notes client with the information needed to connect to your LotusLive Notes mail server. It also places your LotusLive Notes user id in your data directory.

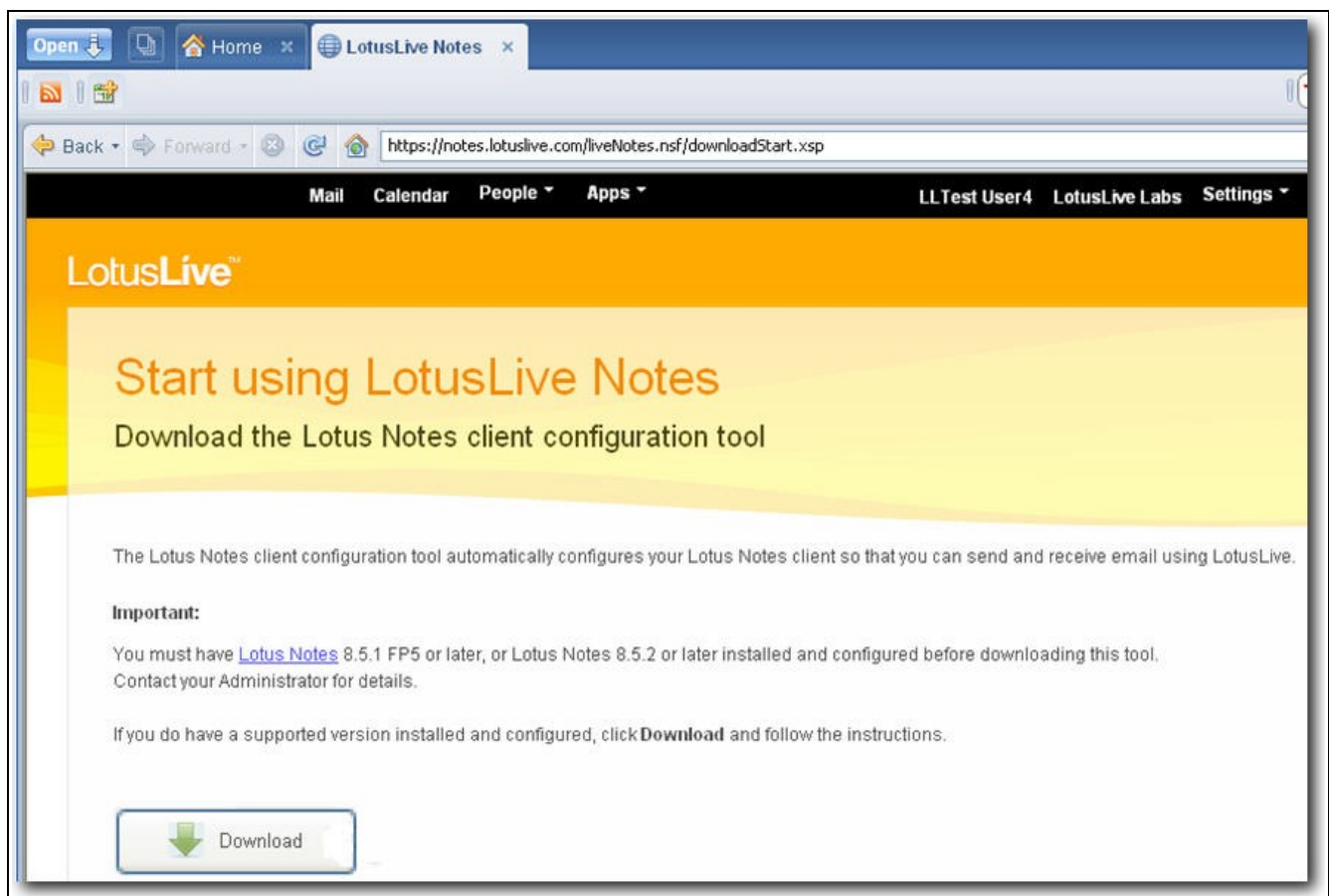


Illustration 6.3 – Download the Lotus Notes Client Configuration Tool



You will then be prompted to read and accept the Software License Agreement for the Lotus Notes Client Configuration Tool (III. 6.4).

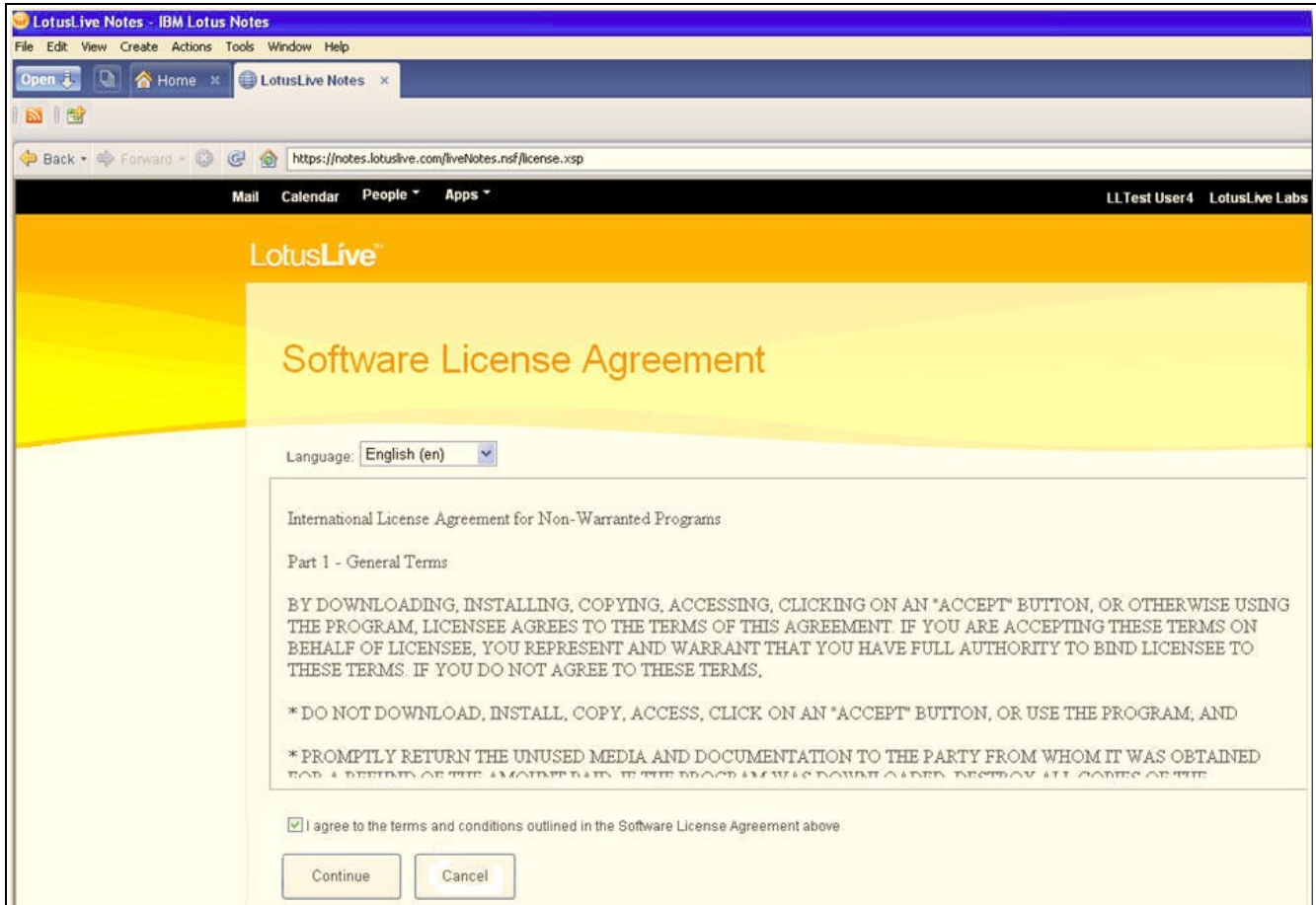


Illustration 6.4 – SLA



Now download the Lotus Notes Client Configuration Tool, also known as config.nsf, by clicking the Open button (III. 6.5). Saving config.nsf is not necessary.

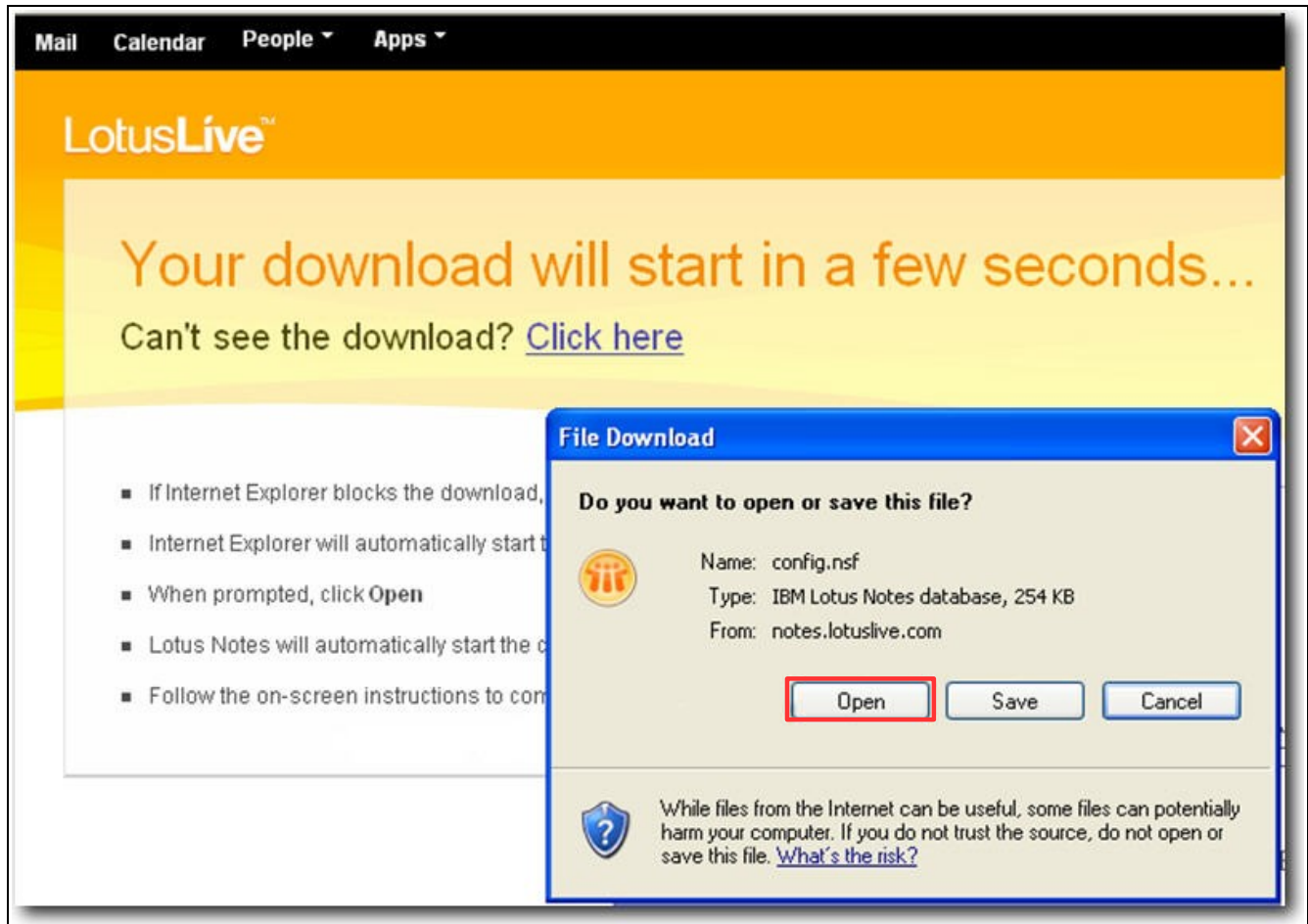


Illustration 6.5 – Downloading config.nsf



## Configuring LotusLive Notes

### Joining LotusLive Notes

After config.nsf runs and you restart Lotus Notes you will use the name and mail server in the the “Your Name” and “Your Mail Server Name” lines (III. 6.6) to log into LotusLive Notes. Check this information for accuracy and then click Join LotusLive Notes. If any of the information is incorrect select Cancel to exit the application without configuring your Notes client. If you select Cancel you can start the process over.

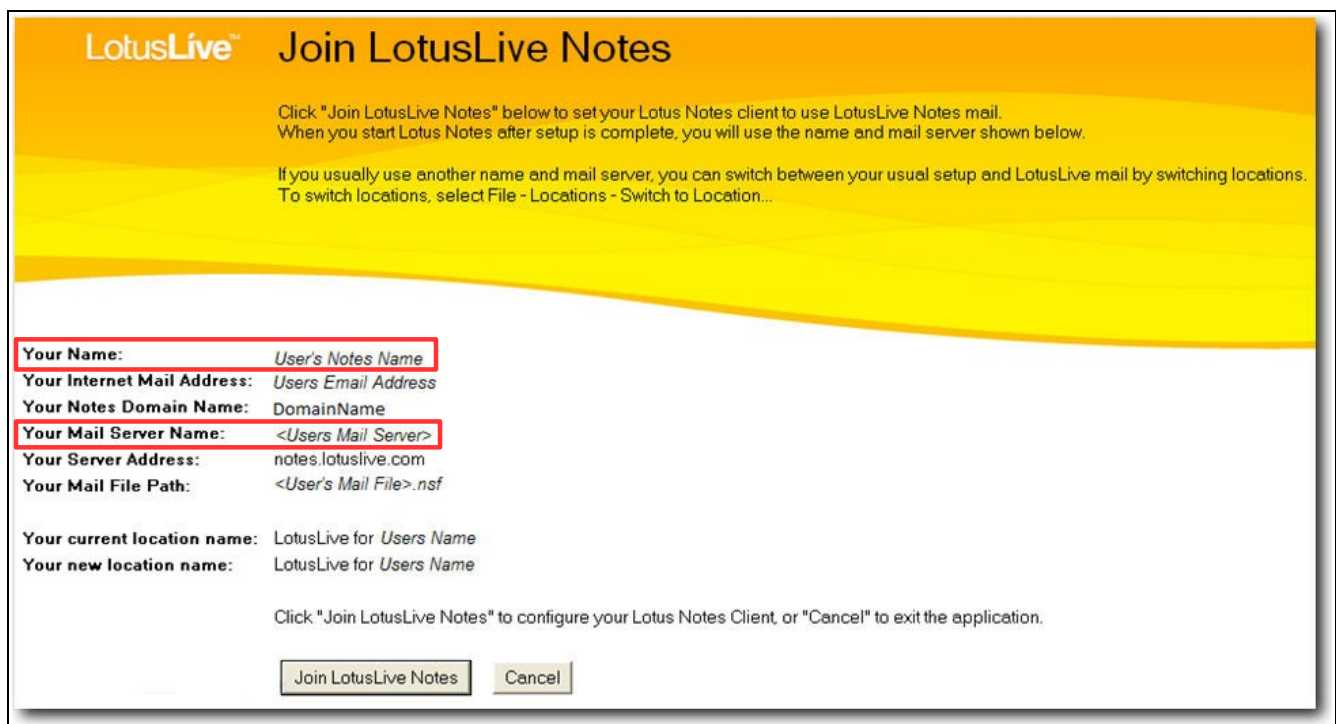


Illustration 6.6 – Join LotusLive Notes

**Note:** Once you restart your Notes client you will be prompted to log on using your LotusLive Notes Location.

**Caution:** Do not switch Locations during this log in.



## Configuring LotusLive Notes

### Final Replication

At the replication dialog box click OK to perform a final replication (III. 7.0). Remember that your mail file was migrated to the LotusLive Notes mail server and you have sent and received mail in your on-premise mail file since then. This replication ensures that all new documents in your on-premise mail file get replicated to your mail file replica in the cloud.

**Caution:** Do not close your Notes client until this replication has completed (III. 7.1).

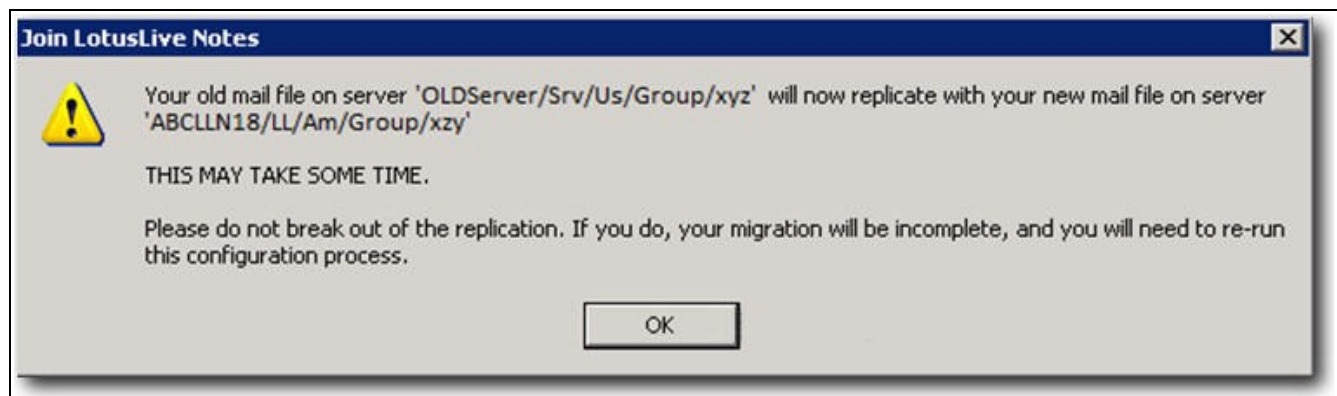


Illustration 7.0 – Final Replication

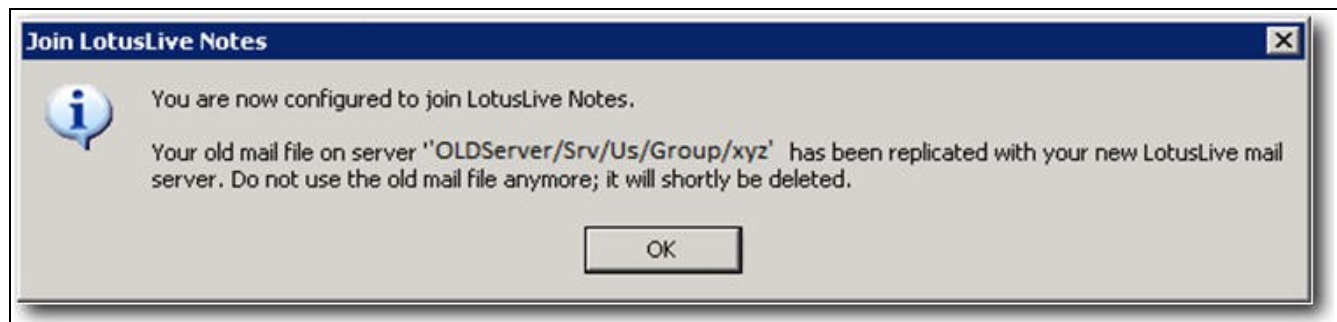


Illustration 7.1 – Finished Final Replication



## Configuring LotusLive Notes

### Your New Location Document

At the bottom right corner of your Notes client you will see your new Location Document ([III. 8.0](#)).



*Illustration 8.0 – Location Document*



Below is an example of what information is auto-populated in the **Basics** (III. 8.1), **Servers** (III. 8.2), **Mail** (III. 8.3) and **Advanced** (III. 8.4) tabs in your new Location Document that points to your cloud server.

**Edit Location** [?] [X]

Basics | Servers | Ports | Mail | Internet Browser | Replication | Advanced... | Administration

Location name: LotusLive for LLN User

Location type: Local Area Network

Internet mail address: llnuser@renovations.com

Proxy configuration: [ ] [ ]

Default display name:  Primary names  Alternate names

Prompt for time/date/phone:  Yes  No

Illustration 8.1 – Basics Tab

**Edit Location** [?] [X]

Basics | Servers | Ports | Mail | Internet Browser | Replication | Advanced... | Administration

Home/mail server: mail2/llnrenovations.com

Passthru server: [ ]

Catalog/domain search server: [ ]

Domino directory server: [ ]

Illustration 8.2 – Servers Tab



**Edit Location** [?] [X]

Basics | Servers | Ports | **Mail** | Internet Browser | Replication | Advanced... | Administration

Mail file location: on Server

Mail file: data1/12345678/0246810.nsf

Domino mail domain: LLNRenovations

Illustration 8.3 – Mail Tab

**Edit Location** [?] [X]

Basics | Servers | Ports | Mail | Internet Browser | Replication | **Advanced...** | Administration

Basics | SSL | Web Retriever | Java Applet Security | Secondary Servers | MIME Settings

Use operating system's time zone settings:  Yes  No

Local time zone: (UTC-06:00) Central Time (US & Canada)

Daylight saving time:  Observed here  Not observed here

Only for user: \*

User ID to switch to: c:\lotus\notes\data\LLNUser\_012345678910.id

Illustration 8.4 – Advanced – Basics Tabs