APHIS Technical Assistance Center
ATAC
1-877-94 IT HLP (1-877-944-8457)
Technotes & Tips: Lotus Notes

Categories:	Address Books, How Do I, Internet, Remote Access, PATS, PRISM
Date:	03/17/1999 06:22 PM
Subject:	Set HTTP Password for Internet Access to Lotus Notes
Contact:	APHIS Technical Assistance Center (ATAC) 1-877-94 IT HLP (1-877-944-8457)

Problem/Issue:

User wants to access email across the Internet and needs to set HTTP Password.

Solution:

HTTP password must be set in the Person Record in the USDA Address Book on the Server. See the Additional Info for detailed instructions.

Additional Info:

Before you begin, you must be connected either through the Network or through an RLD dialup connection.
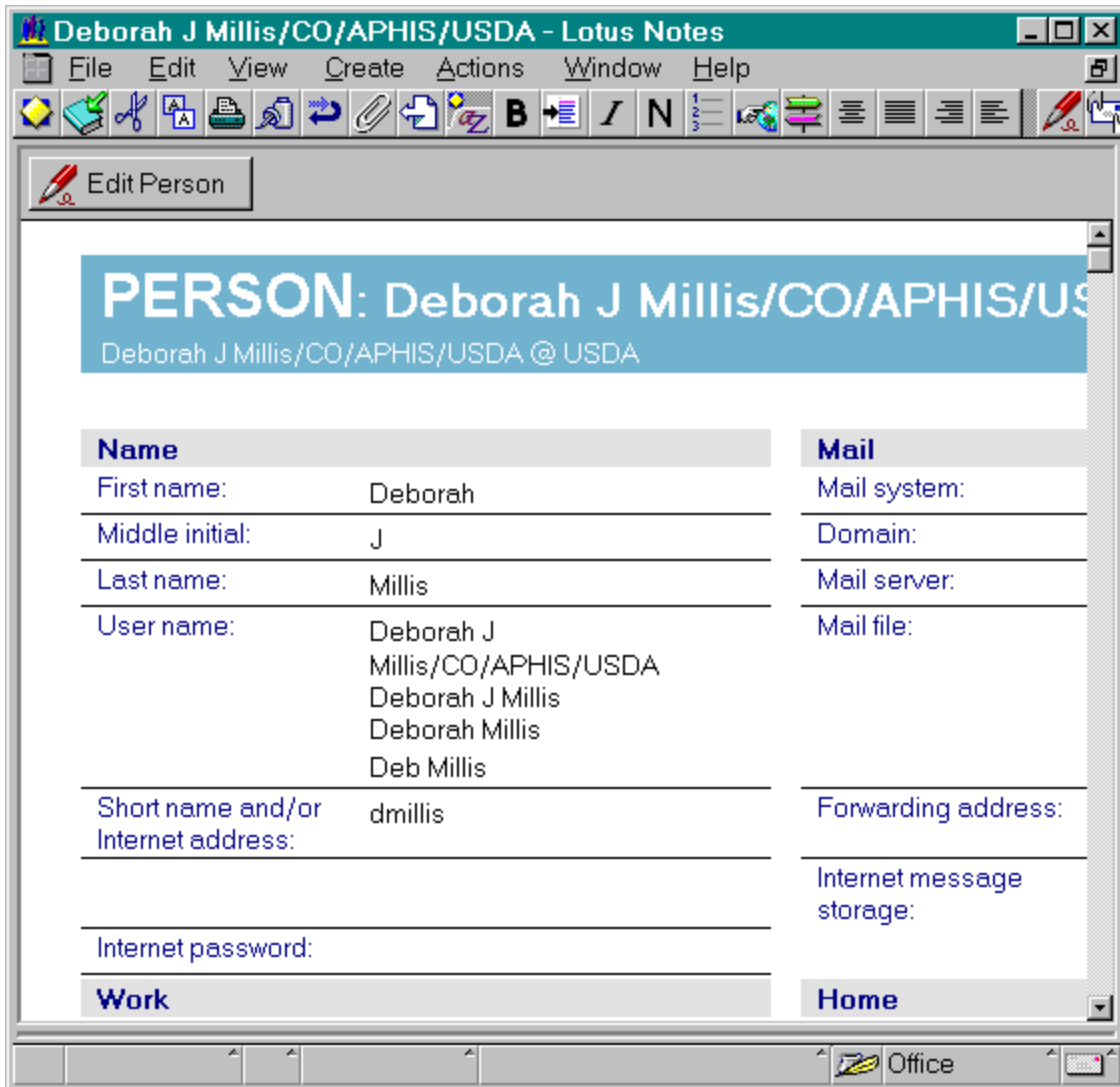
- **Double click on the USDA Address Book on Mail01 (or Mail02, Mail03, or Mail04) .**

- **On the Left side of the screen (the Navigation Pane), make sure the People view is highlighted by clicking on it.**
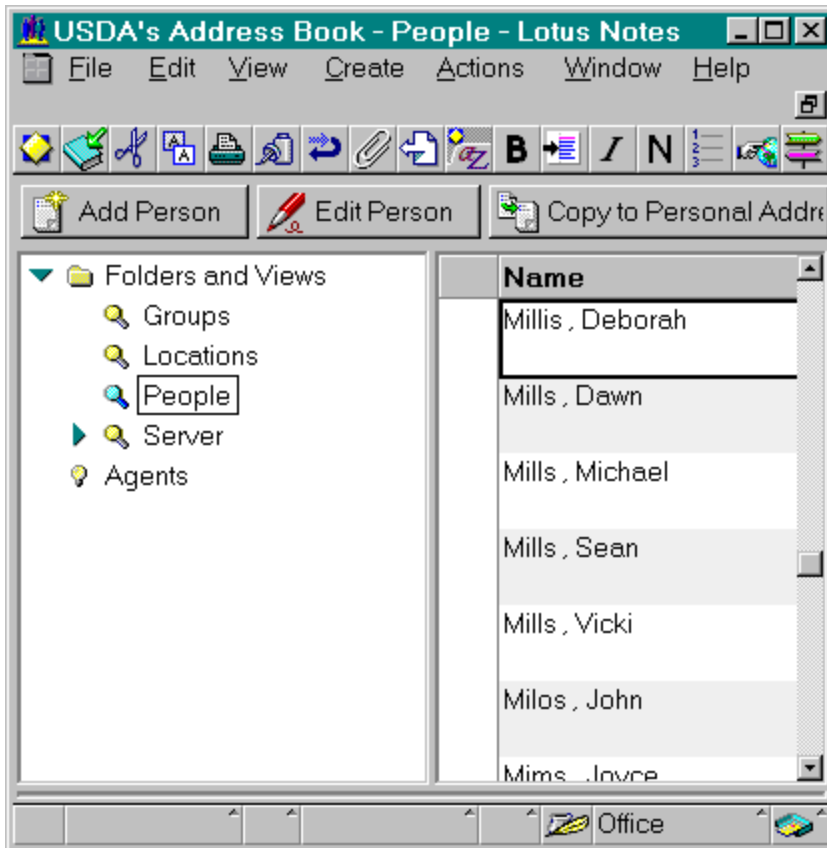
- **Click on the Right side, and begin typing your last name to activate the automatic search feature and click OK.**

- **Double click on your name to open your Person Record.**

- **Click on the Edit Person button to enter an Edit Mode.**

- **In the field, Internet password: type a password that you can remember.**

    You will use this password when accessing the Notes Server from the internet and it is important that it be a password you can remember.

Deborah J Millis/CO/APHIS/USDA - Lotus Notes

File Edit View Create Actions Text Window Help

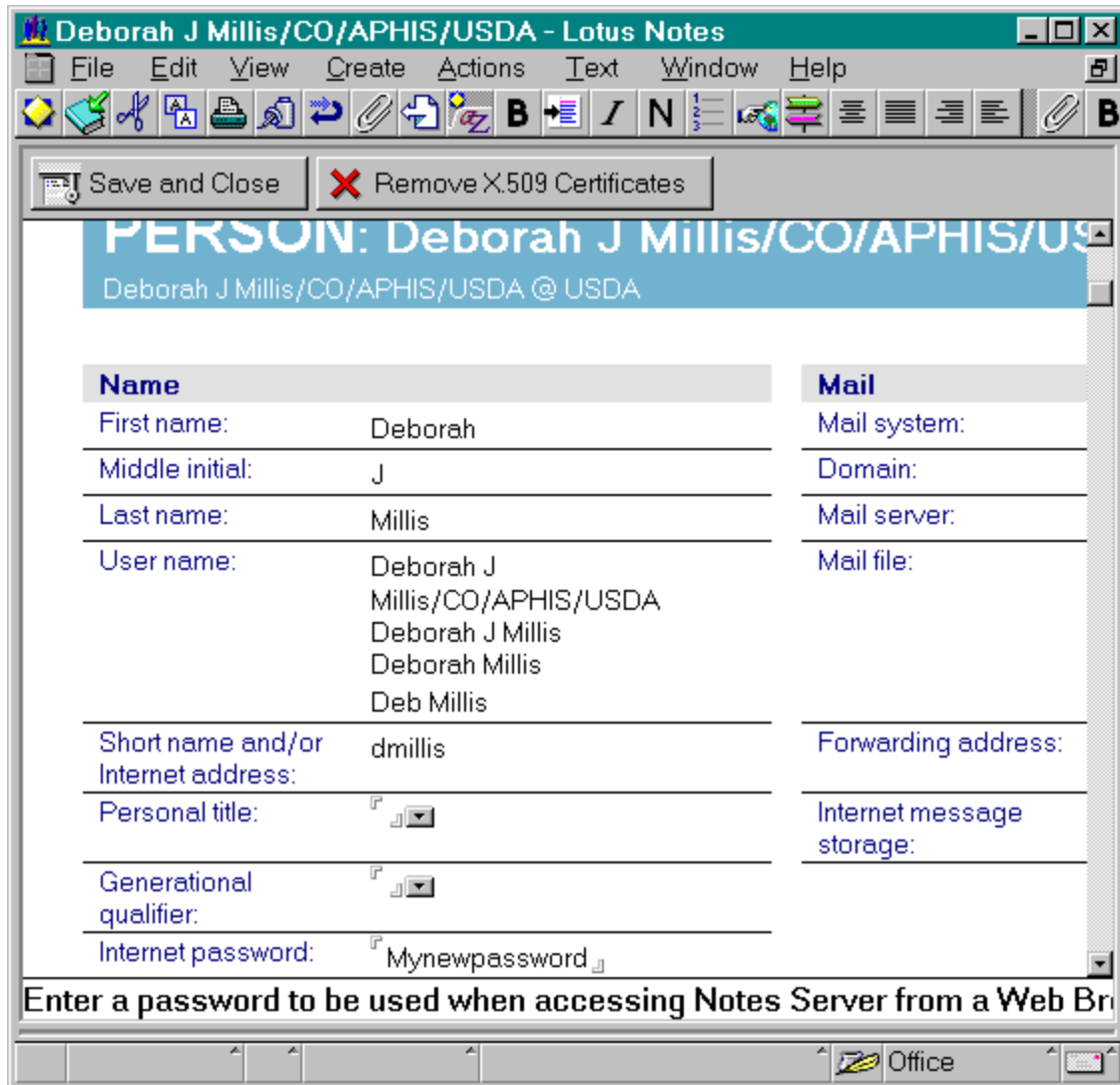Save and Close   ✗ Remove X.509 Certificates

PERSON: Deborah J Millis/CO/APHIS/US

Deborah J Millis/CO/APHIS/USDA @ USDA

Name		**Mail**	
First name:	Deborah	Mail system:	
Middle initial:	J	Domain:	
Last name:	Millis	Mail server:	
User name:	Deborah J Millis/CO/APHIS/USDA Deborah J Millis Deborah Millis Deb Millis	Mail file:	
Short name and/or Internet address:	dmillis	Forwarding address:	
Personal title:	⌐ ⌐▼	Internet message storage:	
Generational qualifier:	⌐ ⌐▼		
Internet password:	⌐Mynewpassword⌐		

Enter a password to be used when accessing Notes Server from a Web Br

📨 Office

- **Click on Save and Close.**