# 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 HTT	P Password	for Internet A	Access to	Lotus Notes			
Contact:	APHIS (1-877-9	Technical 44-8457)	Assistance	Center	(ATAC)	1-877-94	IT	HLP

### 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.

<mark>) USDA's Address Book - Peo</mark> ☐ <u>F</u> ile <u>E</u> dit <u>V</u> iew <u>C</u> reate	o <mark>ple - Lotus Notes X</mark> Actions <u>W</u> indow <u>H</u> elp
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📑 Add Person 🕺 Zedit Perso	on 🔄 Copy to Personal Addre
🔻 🗅 Folders and Views	Name
Groups	Millis , Deborah
People     Server	Mills , Dawn
Agents	Mills , Michael
	Mills , Sean 📃
	Mills , Vicki
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• Click on the Right side, and begin typing your last name to activate the automatic search feature and click OK.

Quick Search	×
<u>S</u> earch Text:	<u>0</u> K
millis	Cancel

• Double click on your name to open your Person Record.

<u>#</u> Deborah J Millis/CO,	APHIS/USDA - Lotus Notes	<u>- 0 ×</u>
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🔏 Edit Person		
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PERSON	: Deborah J Millis	/CO/APHIS/US
Deborah J Millis/CC	)/APHIS/USDA @ USDA	
Name		Mail
First name:	Deborah	Mail system:
Middle initial:	J	Domain:
Last name:	Millis	Mail server:
User name:	Deborah J	Mail file:
	Millis/CO/APHIS/USDA	
	Deborah J Millis Deborah Millis	
	Deb Millis	
Short name and/or Internet address:	dmillis	Forwarding address:
		Internet message storage:
Internet password:		
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• 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.

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Save and Close	🗙 Remove X.509 Certificates			
PERSON	I: Deborah J Millis/	/CO/APHIS/US		
Deborah J Millis/CC	)/APHIS/USDA @ USDA			
Name		Mail		
First name:	Deborah	Mail system:		
Middle initial:	J	Domain:		
Last name:	Millis	Mail server:		
Username:	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:	r j 💌	Internet message storage:		
Generational qualifier:	r jv			
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Enter a password to be used when accessing Notes Server from a Web Br				
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Save and Close	K 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:	r . I	Internet message storage:		
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Internet password:	<sup>©</sup> Mynewpassword _	- -		
Enter a password to be used when accessing Notes Server from a Web Br				
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• Click on Save and Close.