

# D8750 IBM Lotus Domino 8 System Administration Operating Fundamentals



Course Outlines

## D8750 IBM Lotus Domino 8 System Administration Operating Fundamentals

Days of Training: 1

### Overview

This course introduces students to basic concepts that provide the foundation for Lotus Domino and Lotus Notes. This course is the point of entry to the entire core system administration curriculum. This course does not teach students how to install, configure, maintain and troubleshoot a Lotus Domino 8 infrastructure.

### 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.

### Next Steps

Test LOT-847 - IBM Lotus Notes Domino 8 System Administration Operating Fundamentals

D8760 Building the IBM Lotus Domino 8 Infrastructure

### Lesson 1: 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?

### Lesson 2: Performing Basic Administration Tasks

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

### Lesson 3: 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

### Lesson 4: 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

### Lesson 5: 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

### Lesson 6: 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

# D8760 Building the IBM Lotus Domino 8 Infrastructure



Course Outlines

## D8760 Building the IBM Lotus Domino 8 Infrastructure

Days of Training: 2

### Overview

In this course, students will install and configure a basic infrastructure with a single domain using an existing deployment plan. Students will also set up replication and mail routing in the single-domain environment.

### Prerequisites

The prerequisites for this course include completion of the IBM Lotus Domino 8 System Administration Operating Fundamentals (D8750) course or equivalent knowledge, skills, and experience.

### Next Steps

Test LOT-848 - IBM Lotus Notes Domino 8 Building the Infrastructure

D8770 Managing IBM Lotus Domino 8 Servers and Users

### Lesson 1: 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

### Lesson 2: 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

### Lesson 3: 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

### Lesson 4: 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

### Lesson 5: 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

### Lesson 6: Configuring intranet Lotus Domino mail routing

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

### Lesson 7: Configuring internet mail routing

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

### Lesson 8: 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

### Lesson 9: Enabling server and messaging monitoring

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

### Lesson 10: Troubleshooting common mail setup problems

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

# D8770 Managing IBM Lotus Domino 8 Servers and Users



Course Outlines

## D8770 Managing IBM Lotus Domino 8 Servers and Users

Days of Training: 3

### Overview

In this course, students will perform standard server maintenance and troubleshooting tasks. Students will also register and maintain Notes and non-Notes users.

### Prerequisites

The prerequisites for this course include completion of the following IBM Lotus Domino 8 courses or equivalent knowledge, skills, and experience:

- (Required) IBM Lotus Domino 8 System Administration Operating Fundamentals
- (Recommended) Building the IBM Lotus Domino 8 Infrastructure

### Next Steps

Test LOT-849 - IBM Lotus Notes Domino 8 Managing Servers and Users

D8730 Exploring New Features in IBM Lotus Domino 8.5 Administration

### Lesson 1: 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

### Lesson 2: Managing Groups

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

### Lesson 3: 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

### Lesson 4: 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

### Lesson 5: Managing Servers

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

### Lesson 6: 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

### Lesson 7: 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

### Lesson 8: Using Domino Domain Monitoring

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

### Lesson 9: 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

### Lesson 10: 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

### Lesson 11: Resolving User Problems

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