

Domino R5 System Administration Fast Track Student Manual

Software version number: Lotus Domino V. 5.02.

Course length: 4 days

Maps to exam's: 520 - Maintaining Domino R5 Servers and Users, 521 - Implementing a Domino R5 Infrastructure, 522 - Deploying Domino R5 Applications

Hardware/software required to run this course

The classroom is designed with a maximum of 16 students in the class. Each student has his or her own machine upon which the majority of the practical work is completed. Students' servers and workstations are in pairs, i.e. 1 Windows NT server and 1 Windows NT/Windows 95/98 workstation per 2 students. Domino does not need to be installed or configured prior to the start of the class as students will install both Domino servers and Lotus Notes clients in the first exercise.

Server Hardware

Minimum 166 MHz processor (200 MHz highly desirable), CD-ROM drive on machine, floppy drive on machine, Minimum of 64 MB of memory (128 MB highly desirable), Minimum 1GB free disk space, Networked using TCP/IP

Server Software

Windows NT 4.x Server, Microsoft Internet Explorer 4 (IE 5 desirable) including Outlook Express, Netscape Navigator 4, Domino Enterprise server software made available for installation during the exercises.

Workstation Hardware

1PC, minimum 133 MHz processor, CD-ROM drive on machine, floppy drive on machine, Minimum of 64 MB of memory (128 MB highly desirable), Minimum 1GB free disk space, Networked using TCP/IP

Workstation Software

Windows NT 4.x workstation or Windows 95/98, Microsoft Internet Explorer 4 (IE 5 desirable) including Outlook Express, Netscape Navigator 4, all R5 notes client software made available for installation during the exercises.

Course description

Students will learn how to deploy and manage a Domino infrastructure, including:

- Planning your Domino server infrastructure.
- Installing servers and workstations.
- How to effectively use the new R5 Administration panel to maintain your environment.
- Registering and managing users.
- How to implement an R5 Messaging infrastructure, SMTP, and calendaring & scheduling.
- How to secure your Domino environment.
- Leveraging replication in a distributed architecture.
- How to leverage the Administration Process (AdminP).
- Working with NT - Leveraging NT integration capabilities.
- Understanding Domino Directories.
- Best practices for supporting mobile users.
- Domino application administration.
- Setting up Domino as a web application server.
- Maintaining Domino servers – Best practice
- How to cluster Domino servers

Prerequisites: Students should be familiar with the R5 interface, and ideally have a basic understanding of TCP/IP and related Internet protocols. **Delivery method:** Instructor-led, classroom-delivery learning model with structured hands-on exercises and challenge exercises. **Benefits:** Students will learn how to install and configure Domino Servers and Workstations and learn how to effectively administer Domino servers and users. **Target student:** New R5 Systems Administrators, Infrastructure Consultants and Project Managers who require comprehensive fast track enablement on installing and maintaining Domino R5 will benefit most from this course.

Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will have learned:

- How to effectively use the new R5 Administration panel to maintain your environment.
- Planning for performance with R5.
- How to implement an R5 Messaging infrastructure, SMTP, and calendaring & scheduling.
- How to secure your Domino environment, native Domino security.
- How to leverage the Administration Process (AdminP).
- How to work with NT - Leveraging NT Integration capabilities.
- Domino Directories best practices for supporting mobile users.
- Troubleshooting tips and techniques for Domino R5. How to deploy, manage and secure Domino R5 applications.

Course content

Lesson 1: Installing Domino R5

Supported server platforms
What Hardware do I need?
Installing a Server
Server Licensing
Exercise: Installing the Domino Server Software
What is an Organization?
What is a Domain?
Configuring the First server in the Organization
The server's notes.ini
Using the Server Console
Exercise: Configuring the First Domino Server
Challenge Exercise: Using Server Console Commands

Lesson 2: The Lotus Notes Client

Supported Platforms
What hardware do I need?
Installing Notes Clients
Understanding Client Licensing
Configuring the Notes Client
Exercise: Installing All Clients and configuring the Server Workstation
Challenge Exercise: Take a Tour!

Lesson 3: The Domino Administrator

The Domino Administrator
Using the Domino Administrator
Administration Preferences
Exercise: Domino Administrator
Challenge Exercise: Take the Administrator Tour!

Lesson 4: Registering New Users, Servers and OUs

User Registration Interface
User Registration Queue
Advanced Registration Options
Text File Registrations
Migrating Users to Notes
Registering Organizational Units
Registering Additional Servers
Exercise: Registering OUs and New Users
Challenge Exercise: Registering Additional Servers

Lesson 5: Group and User Management Tools

Group Management
Password Recovery
Exercise: Group Exercise
Challenge Exercise: Password Recovery

Lesson 6: Domino Security

Overview of Domino Security
ID Files
Exercise: Examining ID Files
Authentication

Authentication
Server Access Lists
Exercise: Server Access Lists
ACLs
Advanced ACL Settings
Exercise: ACLs
Data Security
Encryption
Signatures
Execution Control Lists (ECLs)
Challenge Exercise (ECLs)

Lesson 7: Cross-Certification

What is Cross-Certification?
Cross-Certification Methods
Four Step Guide to Cross-Certification
Exercise: Cross-Certifying User and Servers in the Classroom
Challenge Exercise: Cross-Certifying Organizations in the Classroom

Lesson 8: Understanding R5 Mail Routing Features

Notes Mail Overview
Mail Routing Terms
How Domino Mail Routing Works
Configuring Connection Documents
Understanding Domain Documents
Mail Routing Topologies
The Domino Administrator
Dead and Pending Mail
Exercise: Configuring Mail Connection Documents
Challenge Exercise: Multiple MailBoxes
SMTP
Configuring SMTP for Internet Mail
Configuring Native SMTP
Exercise: Configuring SMTP for an Intranet

Lesson 9: Message Management

Mail Features
Mail Trace
Message Tracking Center
Configuring Message Tracking
Tracking Messages
Mail Usage Reports
Shared Mail
Exercise: Configuring Message Tracking
Challenge Exercise: Configuring Shared Mail

Lesson 10: Domino Directories

Domino Directory
Public Directory Profile
Directory Catalog
Preparing for Directory Catalogs
Setting up Catalogs on Clients
Setting up Catalogs on Servers
Maintaining Directory Catalogs
Directory Assistance
Configuring Directory Assistance
LDAP Overview
Configuring Directory for LDAP
Exercise: Directory Catalogs
Challenge Exercise: Configuring Domino LDAP Server

Lesson 11: Replication

What is Replication
How does it know what to replicate?
How Server's Replicate
Ways to create Replicas in R5
Ways to Replicate in R5
Planning Replication Schedules
Exercise: Replication
Challenge Exercise: Creating a Replication Schedule
Replication or Save Conflicts
Resolving replication or save conflicts
Reducing replication conflicts
Exercise: Replication Conflicts
Challenge Exercise: Reducing Replication Conflicts

Lesson 12: The Administration Process

- What is Adminp?
- Adminp Checklist
- Scenario: Renaming a User
- Scenario: Moving a User
- Adminp Intervals
- Adminp Cross-Domain
- Exercise: Renaming a User
- Challenge Exercise: Moving a User

Lesson 13: Server Monitoring

- Configuring Statistics and Events
- Statistics Reporting Database
- Statistics and Events Database
- Alarms
- What are Probes?
- Server Care
- Server Performance
- Exercise: Configuring and Monitoring Server Statistics and Events
- Challenge Exercise: Creating Server Probes

Lesson 14: Database Management

- Understanding Database Formats
- Managing Database Templates
- Understanding Agents
- Agent Security
- Improving Database Performance
- Repairing Corrupt Databases
- Searching Databases
- Database Location
- Exercise: Database Management
- Challenge Exercise: Domain Catalog

Lesson 15: The Domino Web Server

- Web Terminology
- Configuring Domino for Web Access
- Maintaining Web Servers, Files and Databases
- Exercise: Configuring the Domino Web Server
- Overview of Domino Web Security
- What is SSL?
- Why use SSL?
- Understanding SSL
- Steps to Configuring SSL on Domino
- SSL for Clients
- Configuring Clients for SSL
- What is S/MIME?
- Challenge Exercise: Configuring SSL on your Domino Server

Challenge Lesson 16: Clustering Servers

- What is Clustering?
- Cluster Components
- Configuration Checklist
- Configuring Clustering
- Managing Clustering
- Exercise: Configuring Clustering

Appendix A: R5 Messaging

Appendix B: Directory Assistance & LDAP

Appendix C: SSL