Lotus Notes 6.5.5 Client Upgrade Instructions

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University Technology Services

Step 1: At the *Welcome to the Installation Wizard for Lotus Notes 6.5.5* screen, click on Next:

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Welcome to the Installation Wizard for Lotus Notes 6.5.5

The Wizard will install Lotus Notes 6.5.5 on your computer. To continue, click Next.

WARNING: This program is protected by copyright law and international treaties.
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Step 2: At the *License Agreement* screen, click on *I accept the terms in the license agreement* and click Next:
Step 3: At the Customer Information screen, enter your full name for User Name; e.g. John Doe, and make sure the Organization shows Florida International University and click Next.
Step 4: At the **Installation Path Selection** screen, click on **Next** to accept the defaults. This will overwrite your existing Notes installation.

Step 5: At the **Custom Setup screen**, choose to install the Migration Tools if you need to migrate any local data (folders and/or contacts) from Outlook Express or Microsoft Outlook to Lotus Notes, and then select **Next**.
Step 6: At the Ready to Install the Program screen, make sure Make Notes my default email program is selected and click Install.
Step 7: You will begin to see the progress of your installation:

![Lotus Notes 6.5.5 - Install Wizard](image)

**Ready to Install the Program**

The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

- Make Notes my default email program.

Step 8: When the installation is complete, you should see the **Install Wizard Completed** screen.

![Lotus Notes 6.5.5 - Install Wizard](image)

**Installing Lotus Notes 6.5.5**

The program features you selected are being installed.

Please wait while the Install Wizard installs Lotus Notes 6.5.5. This may take several minutes.

**Status:**

[Progress bar]

< Back  Install  Cancel  Next >
and you can click on **Finish**.

Step 9: You can now start up the new client by double-clicking on your Lotus Notes 6.5. icon. When you open Lotus Notes this popup appears **click ok**.

Step 11: When prompted for your password, enter the same Lotus Notes password you have been using all along. Make sure **For user** points to your **user ID file**.
Step 12: You will now see your Welcome page as follows or similar to this page:

You are now ready to use Lotus Notes 6.5.5