

## Enhancing Team-based Collaboration in IBM Lotus Notes (part 3 of a 3 part series)

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Hi, my name is Dwight Morse. I am a product manager at IBM WPLC software and I'd like to briefly give you a peek into how you can extend the power of your IBM Lotus Notes environment with team-based collaboration capabilities that we call IBM Lotus Quickr.

Remember when you used to save all of your files on a floppy disk? Ok, maybe I'm dating myself, but I miss those good ol' days. Why? Because I could always find the file that I was looking for. Disk space was so expensive that you couldn't afford to keep multiple versions of a file, so you always knew that you had the latest version. Nowadays, I've got 15 versions of the same file strewn through my mail file, local disk and network share. Luckily, IBM Lotus Quickr helps me solve this issue. This team-based collaboration tool easily manages all of my files, securely, in a place that I can access when I need to. Since it takes care of version control and retention policies, I don't have to worry about whether I'm working from the latest document or lose sleep about not being in compliance. Since the files are maintained in a Lotus Quickr team place, I can easily share my files with other people who need the same information, whenever they need it.

The most popular way to share files has long been through email. We send large attachments to a long list of people and they all reply (with the file still attached), saying, "Thank you." Of course this effectively clogs up the network and can significantly slow down your productivity. To address this, your IT team now puts limits on the size of attachments that you can send and on the size of your mail files. Lotus Quickr helps us to solve this problem by tightly integrating with IBM Lotus Notes 8. Now, when I send an attachment, I get a dialog box asking me if I'd rather upload the file to a Lotus Quickr Place and send a link to it, instead. You mean, would I rather run the risk of the file not getting to the person and having to scrub my mail file every day to stay under the limit, or send a link instead? The choice is pretty obvious.

The other great thing about sending a link, instead of an entire file attachment, is that you are free to update the file without having to resend it. The link that you send always points to the the latest version in Lotus Quickr. So, you no longer have to worry if you're working from the most current document. And finding the files? That's easier than ever! I now have a Lotus Quickr sidebar plug-in in Lotus Notes so I can easily find the file that I'm looking for and drag and drop it into an email and send the link to one of my colleagues. It is easy to see that with Lotus Quickr's integration with Lotus Notes, I am can avoid the IT mail police since I can avoid sending large and network-hogging email attachments and simply store the information in Lotus Quickr instead -- all with point and click ease!

Even with the brief examples that I have talked about here, it is clear how the integration of Lotus Quickr can dramatically save you time and save your network from unwieldy attachments -- all from a single user interface. No matter whether your contact is across the globe, working in a home office or at the airport!

If you would like more information about how Lotus Notes takes advantage of team-based collaboration, known as IBM Lotus Quickr, please visit us at:  
[ibm.com/lotus/quickr](http://ibm.com/lotus/quickr)

Thank you.