Important Information About Your Lotus Notes Account
Please read over, complete, and return to help desk.

Please direct any installation or support questions to the Marist College Help Desk.
(xHELP / x4357)

Only the following individuals are eligible for a Lotus Notes Account:
✓ Full / Part Time Administrative Staff
✓ Full Time Faculty

There are two ways to access your Notes Account:

Lotus Notes Client: Software available free of charge must be installed on your computer by Information Technology Staff.

Web Browser: e.g., Netscape Navigator, Internet Explorer. The Marist College Lotus Notes page is located at: http://notes.marist.edu

It is important to note your login name for access to Email. Your Login Name is FIRSTNAME LASTNAME

Since Lotus Notes accounts are campus wide, individuals cannot select nicknames or alias as their email address. However, truncating a name (Tom in place of Thomas) is permitted. Your email address will be based on the College’s naming standard:

Firstname.Lastname@marist.edu

Please print how you would like your email address to be presented. We will try to accommodate you.

Passwords are case sensitive and should be (8) characters long. You are responsible for changing your Client Password and/or Internet Password from the default to a secure password. Users who forget their password will need to contact the Help Desk (x4357) to have their password reset. The default password for your account will be: foxnotes

For Training go to http://notes.marist.edu
Hyperlink NOTES TRAINING for a schedule of available training courses.

Your Lotus Notes account is subject to the Marist College Information and Computing Agreement.

To receive your install please enter the following:
EXTENSION:_______________ BLDG/ROOM:________________________
Best time(s) for install:
DATE(S):_________________ TIME(S):________________________

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