

Lotus knows.

Smarter software for a Smarter Planet.

SHOW102 Using IBM Lotus Domino 8.5 Policies to Manage Your Clients

Darren Duke | Technical Lead –
Simplified Technology Solutions, Inc. (STS)

Agenda

Who is this dude and what will I learn?

Section 1 – A complete example, start to finish

Section 2 – Understanding and Fixing Policies

Session wrap up

Q & A

Who is this dude?

- Darren Duke
 - Technical lead and founder of Simplified Technology Solutions, Inc. (STS)
 - From Atlanta, GA (despite the accent – originally from Hartlepool in the UK)
 - Been “involved” with Notes/Domino since R3
 - All I do is Lotus portfolio related
- Blogs, websites, etc
 - <http://blog.darrenduke.net>
 - <http://www.TipsInTwo.com>
 - <http://www.simplified-tech.com>
 - <http://www.planetlotus.org>
- “Experience is then name one gives to their mistakes” – Oscar Wilde

Where did the idea for this session come from?

- During audits, health checks, upgrades and training, it became apparent that some IBM Lotus® Domino® customers....
 - Under-utilize policies
 - Don't recognize the benefits of policies
 - Haven't looked at policies since R6.x
 - Find policies confusing
- Or even worse....
 - Have never used policies. Shock. Horror. *cue scary music!*
- So, this session was created to help you, the Super.Human.Admin to
 - Better manage your Lotus Domino environment
 - Enhance your end users' IBM Lotus® Notes® experience
 - Make your life easier!
 - Spend more time on the beach

What will I learn? There's a policy for that!

- Just like the Apple iPhone....
 - Need to find a clean public toilet? There's an app for that! (no, seriously, there is!)
 - Need to get lost in downtown Chattanooga looking for a restaurant? There's an app for that!
- The same is true for Lotus Notes....
 - Need to set password complexity rules? There's a policy for that!
 - Need to add icons to a users bookmark bar? There's a policy for that!
 - Need to enforce spell check and blank subject lines? There's a policy for that!
- With policies
 - You can make your Domino admin life a whole lot easier
 - Change settings at a moment's notice
 - Look like a rock star and get a pay raise*
 - Accomplish tasks faster and more efficiently
 - Increase your skill set and show the AD folks that, “yes, we have them too”

*sorry, we can only guarantee that you will deserve a raise, not that you will get one.

Two sessions in one!

Well, not quite, but close

First half of this session will cover an example policy, and the common settings you may wish to apply, from start to finish

Second half will cover what to do if your policies don't seem to work

Agenda

Who is this dude and what will I learn?

Section 1 – A complete example, start to finish

Section 2 – Understanding and Fixing Policies

Session wrap up

Q & A

Section 1 – An Example Policy

First, we will create a registration policy that will automatically populate all the common settings an administrator would enter when registering new users

Next, we will create a series of policy settings documents to make the end user experience with Lotus Notes much better

Then, we will create an organization policy and assign the settings. This policy will be pushed out to all users within the organization

Finally, we will create an additional policy for laptop users so that

Inheritance will be used to reduce the number of setting we have to manage

Their passwords are more complex

In the beginning....

When a Domino server is first installed...

- All settings are set to their default configuration

- No policies exist

- You maybe overwhelmed with the possible permutations and options

- Some default settings are just plain silly

So, we will take the blank canvas that is the default/initial state and

- Create a registration policy to allow a new user to be added by populating only 3 items of information

- Create an organizational policy for a series of commonly enabled settings

 - To make your life easier

 - To make the end users' experience much, much better

Example Policy

Registration Settings

Desktop Settings

Mail Settings

Security Settings

Additional Policy for Laptop Users

Archiving

Other Settings

Policy Settings - Registration

- Allows you to set common options used while registering a new user within Domino
- Will significantly reduce the time you spend registering new users
- Standardize common options across new users
 - Internet domain
 - Email address format (darren_duke, darren.duke, dduke)
 - Quotas and warnings

Registration Example

Create a policy to register a new user and create a mail file in a clustered environment

This will allow us to register a new user by entering just 3 pieces of information

- First name

- Last name

- Password

Other, “common to all new users” settings will be automatically populated by the policy

- Registration server

- Password quality

- Internet address

- Mail server, file and address attributes

- Certifier and user ID file information

Registration creation

Create a new registration settings document

Open the Domino Directory

Open the Configuration, Policies, Settings view from the navigator

In the Add Settings action, select Registration

The screenshot shows the Domino Directory interface. On the left is a tree view with categories like People, Groups, Configuration, Messaging, Replication, and Directory. The 'Policies' folder under 'Directory' is expanded, and the 'Settings' sub-folder is highlighted with a red rectangle. On the right, a context menu is open for the 'Add Settings' action, showing a list of settings categories. 'Registration' is highlighted in blue. Below the menu, a table displays existing settings documents.

Name	Description	Signed By
Archiving	Archiving	Darren Duke/STS
Desktop	Desktop	Darren Duke/STS
Mail	Mail	Darren Duke/STS
Security	Security	Darren Duke/STS
Setup	Setup	Darren Duke/STS
Connections	Connections	Darren Duke/STS
Lotus Traveler	Lotus Traveler	Darren Duke/STS
Roaming	Roaming	Darren Duke/STS
Symphony	Symphony	Darren Duke/STS
desktop	desktop	Darren Duke/STS
Mail Settings	Mail Settings	Darren Duke/STS
mail	mail	Darren Duke/STS
Registration Settings	Registration Settings	Darren Duke/STS
Contractor Setup (web)	Contractor Setup (web)	Darren Duke/STS
Default User	Default User	Darren Duke/STS
Employee Setup	Employee Setup	Darren Duke/STS
Security Settings	Security Settings	Darren Duke/STS
INET PW	INET PW	Darren Duke/STS

Registration creation - Basics

Populate some meaningful name and description

Choose a registration server

Set the internet password

Save & Close Cancel Inheritance Enforcement

Registration Settings : LS10 New User Reg

Basics Mail ID/Certifier Miscellaneous Comments Administration

Basics

Name: LS10 New User Reg

Description: Home server is Hosted

Basic User Registration Options	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Choose a registration server: hosted/STS	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Password Options			
Choose a password quality: Strong user password (10)	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
<input checked="" type="checkbox"/> Set Internet Password	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Roaming Options			
<input type="checkbox"/> Roaming User (before Notes 8.5)	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Registration creation – Mail 1

- Populate mail system
 - Lotus Notes, right?
- Choose the (home) mail server
- Set the mail template for the new mail file
- Decide how the mail file should be created
- Enter the organization's internet domain to be used in the SMTP email address
- Create an internet address format
 - darren.duke
 - dduke
 - darren_duke

Save & Close Cancel Inheritance Enforcement

Registration Settings : LS10 New User Reg

Basics | Mail | ID/Certifier | Miscellaneous | Comments | Administration

Mail User Registration Options	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Choose the mail system: <div> <div>Lotus Notes</div> <div>POP</div> <div>IMAP</div> </div>	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Choose the mail server: <div> <div>hosted/STS</div> </div>	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Mail Template: mail85.ntf	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
<input checked="" type="radio"/> Create mail file now <input type="radio"/> Create mail file in background	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Internet Address Options	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Internet Domain: simplified-tech.com	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Choose an internet address format: <div> <div>FirstName.LastName</div> <div>FirstName MI LastName</div> <div>FI LastName</div> <div>FI MI LastName</div> </div>	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Choose an internet address separator: <div> <div>None</div> <div>Underscore</div> <div>Dot</div> <div>Equal</div> </div>	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Registration creation – Mail 2

We have a clustered environment, so we will select to create a replica of the mail file on a cluster mate

Select the ACL level for the new mail file owner

Set this to Editor

Enter a manager if you need one

We choose to create a FTI

A quota of 2GB is set

A warning of 2,000MB is set

Advanced Mail Options	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Create mail replica's on: <input checked="" type="checkbox"/> All mail server cluster mates	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
<input type="checkbox"/> Create mail replicas in background	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Mail file owner access: Manager Designer Editor	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Mail file manager: Darren Duke/STS	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
<input checked="" type="checkbox"/> Create full text index	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
<input checked="" type="checkbox"/> Set database quota	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
2048 MB	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
<input checked="" type="checkbox"/> Set warning threshold	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
2000 MB	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Registration creation – ID/Certifier

Check the box to create a Notes ID

We're going to up the key and width to
2048 bits and 128 bits respectively

Set the expire date to 48 months out

This will be 48 months from
when you actually register a
new user, not today

Notice no ID storage is selected

We'll use ID Vault for this

8.5 server

8.5 client

Registration Settings : LS10 New User Reg

Basics | Mail | ID/Certifier | Miscellaneous | Comments | Administration

ID/Certifier User Registration Options	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
<input checked="" type="checkbox"/> Create a Notes ID	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Certifier Information	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Security Type: North American International	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Public Key Specification: Compatible with all releases (630 bits) Compatible with 6.0 and later (1024 bits) Compatible with 7.0 and later (2048 bits)	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Password Key Width: Base strength on RSA key size Compatible with all releases (64 bits RC2) Compatible with 6.0 and later (128 bits RC2)	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Certificate Expiration Date: <input type="radio"/> Static Date <input checked="" type="radio"/> Months from user creation 48	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Location for Storing User ID	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
<input type="checkbox"/> In Domino Directory	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
<input type="checkbox"/> In File	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Registration creation – Miscellaneous

Add any groups than will have the new user added

Setting is complete so click Save and Close

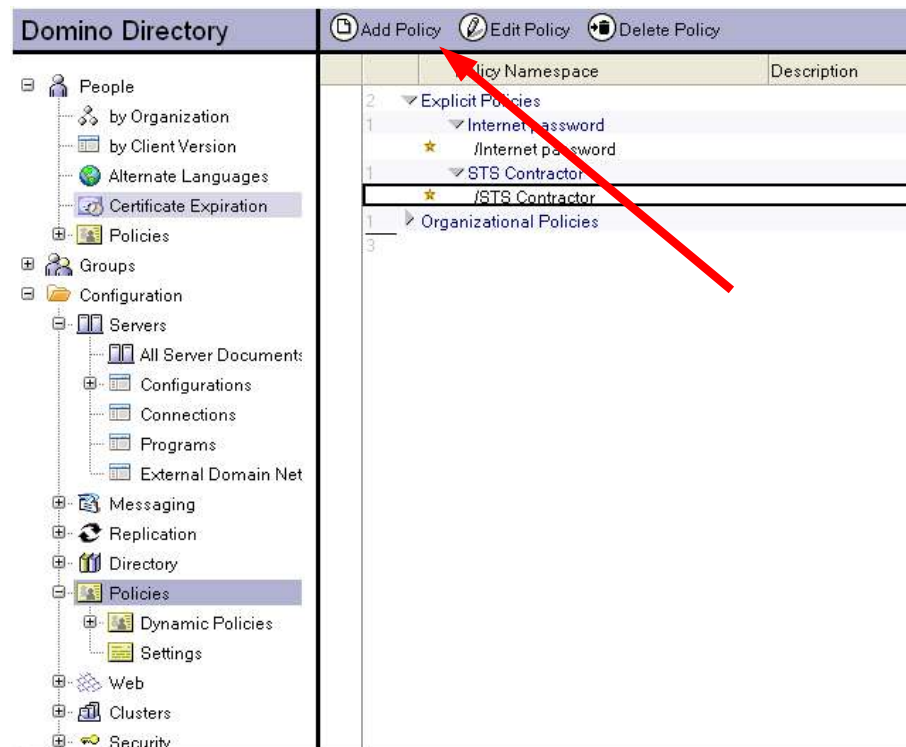
Registration Settings : LS10 New User Reg

Basics | Mail | ID/Certifier | Miscellaneous | Comments | Administration

Miscellaneous User Registration Options	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Group assignments: <input type="checkbox"/> STS Developers <input checked="" type="checkbox"/> STS Employees <input type="checkbox"/> STS Exec <input type="checkbox"/> STS Sales <input type="checkbox"/> STS Web Site Editors	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Local administrator:	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Create the Registration policy and add the setting

Now we'll create a new policy and assign this new setting to it
In the Domino Directory, navigate to Configuration/Policies and click the Add Policy action



Registration policy – add the settings

Add a policy name, make it meaningful

Type is explicit

Add an optional category

Select our new registration settings document from the drop down in the Registration Setting Type field

Save and close

Policy : /LS10 New User on Hosted

Basics | Policy Assignment | Policy Precedence | Comments | Administration

Basics

Policy name: /LS10 New User on Hosted Create Child

Policy type: Explicit

Description:

Category: Reg

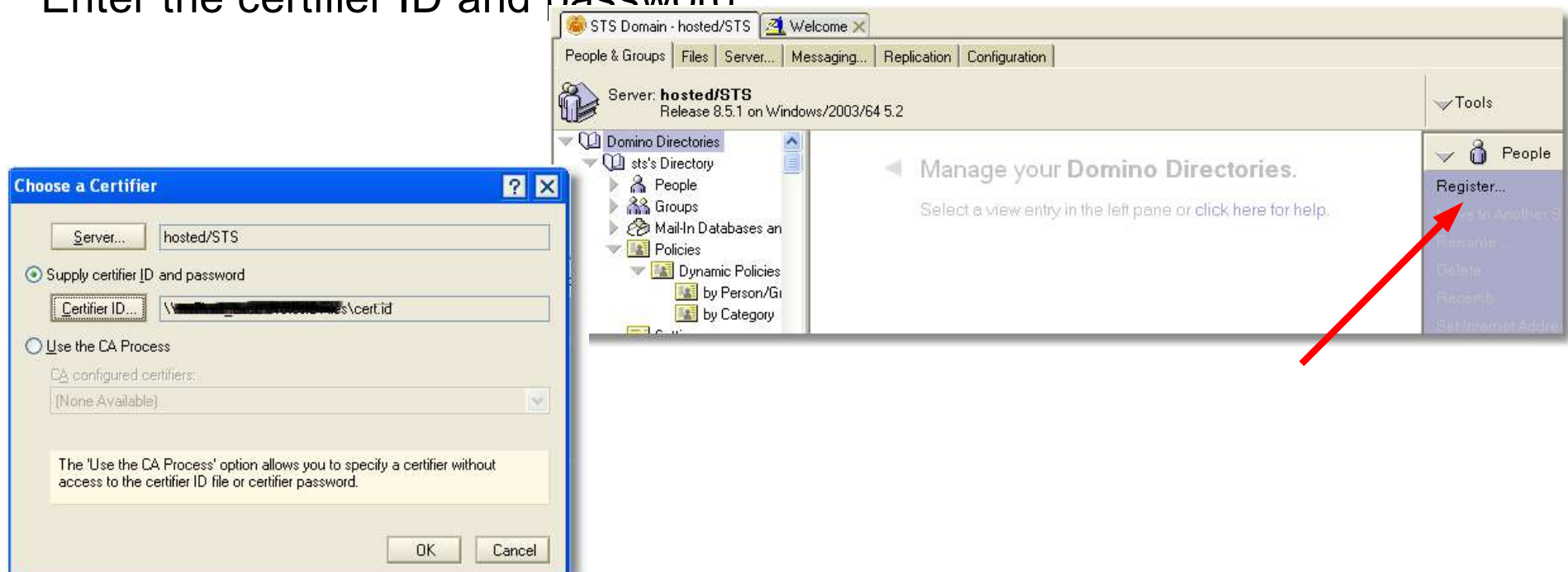
Setting Type	Setting Name	
Registration:	/LS10 New User Reg	New...
Setup:		New...
Archiving:		New...
Desktop:		New...
Security:		New...
Mobile:		New...

Registration policy – time to test!

Remember, the goal is to only enter 3 fields in order to get a new user registered

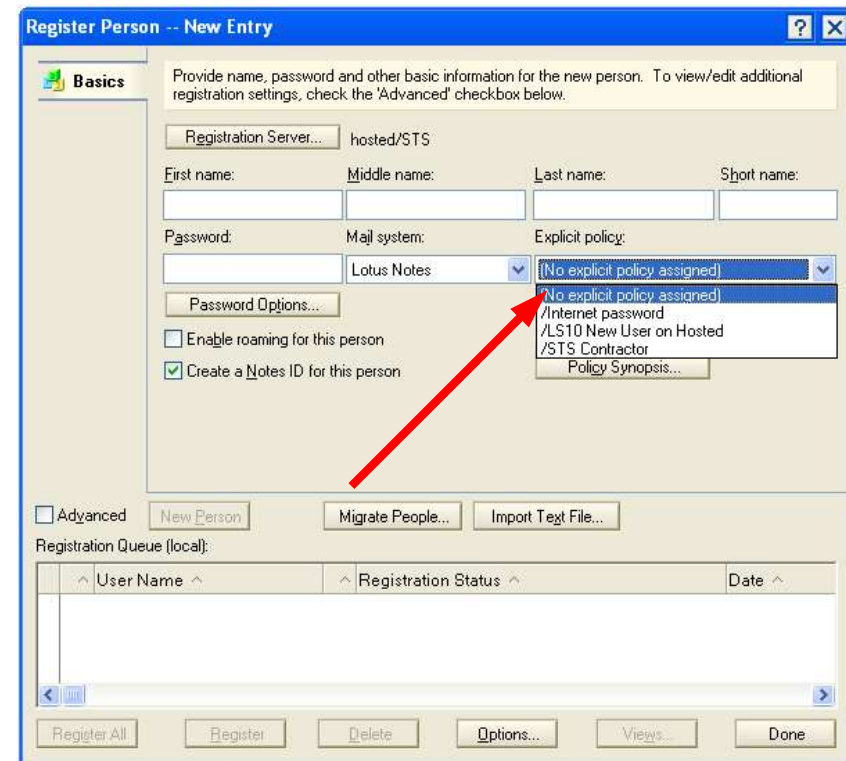
Open up Domino Administrator and register a new user as you normally would

Enter the certifier ID and password



Registration policy – time to test!

On the basics tab, select the new explicit policy we just created from the drop down list



The screenshot shows the 'Register Person -- New Entry' dialog box with the 'Basics' tab selected. The 'Explicit policy' dropdown menu is open, showing a list of policies. A red arrow points to the dropdown menu.

Registration Server... hosted/STS

First name: Middle name: Last name: Short name:

Password: Mail system: Explicit policy:

Lotus Notes

Explicit policy dropdown menu options:

- [No explicit policy assigned]
- /Internet password
- /LS10 New User on Hosted
- /STS Contractor

Policy Synopsis...

Advanced New Person Migrate People... Import Text File...

Registration Queue (local):

User Name	Registration Status	Date
-----------	---------------------	------

Register All Register Delete Options... Views... Done

Registration policy – time to test!

Fill in the following:

First name

Last name

Password

Yes, that is it

All the settings from the “LS 10 New User on Hosted” are applied

To check this.....

Register Person -- New Entry

Basics

Provide name, password and other basic information for the new person. To view/edit additional registration settings, check the 'Advanced' checkbox below.

Registration Server... hosted/STS

First name: LS Middle name: Last name: 10 Short name: L10

Password: LS10WillRock Mail system: Lotus Notes Explicit policy: /LS10 New User on Hosted

Password Options...

☐ Enable roaming for this person

☒ Create a Notes ID for this person

Organization policy: */STS

Policy Synopsis...

☐ Advanced New Person Migrate People... Import Text File...

Registration Queue (local):

User Name ^	Registration Status ^	Date ^
-------------	-----------------------	--------

Register All Register Delete Options... Views... Done

Registration policy – success!!!

Check the *Advanced* check box

Check some other random tabs

In this case Mail

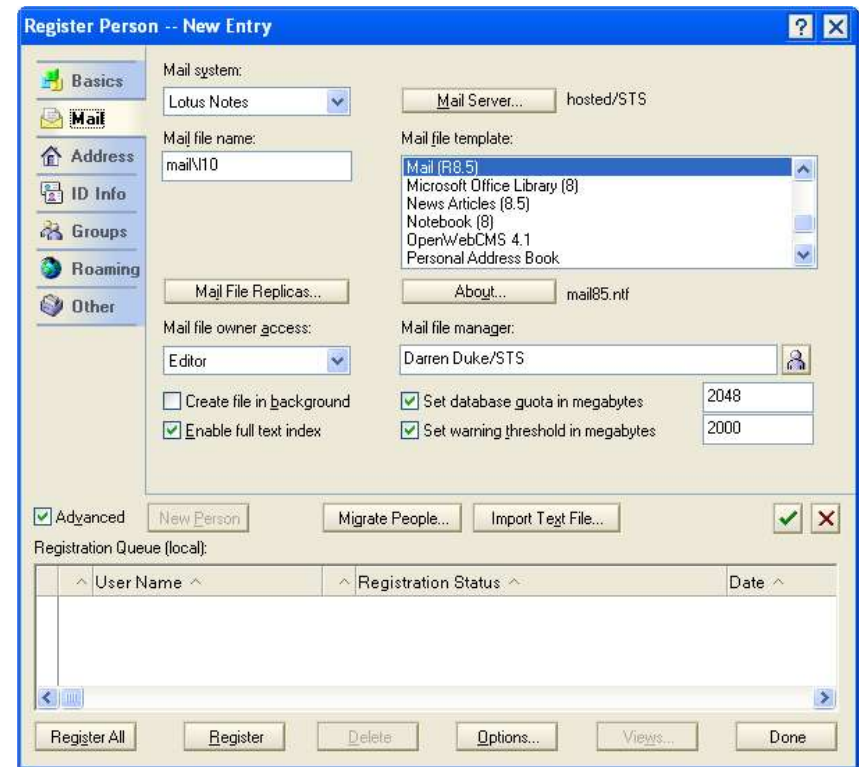
All the settings are populated!

And then bask in the time you saved

Remember to keep your policy updated

When the mail template is updated

If you need extra mail file replicas



Example Policy

Registration Settings

Desktop Settings

Mail Settings

Security Settings

Additional Policy for Laptop Users

Archiving

Other Settings

Desktop settings for end users

Some really useful settings are not enabled by default

We will add this new setting to an existing organizational policy
to apply these useful settings

Again, we need a desktop settings document and a policy
document

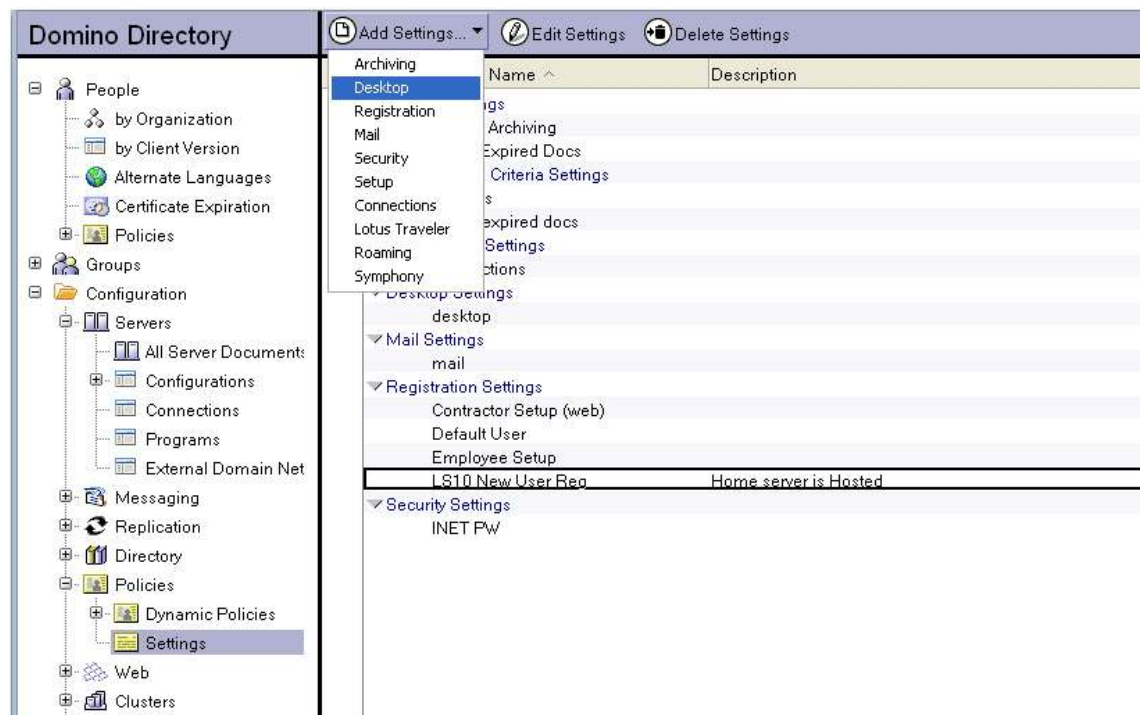
Desktop settings creation

Create a new registration settings document

Open the Domino Directory

Open the Configuration, Policies, Settings view from the navigator

In the Add Settings action, select Desktop



Desktop - Basics

Select Enable "Synchronize Contacts" on the replicator tab

New in 8.5.1 (thanks, Mary Beth!)

Display Advanced Menus in the client:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Open list/Launcher:	<input type="checkbox"/> Open button	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Contacts				
Enable "Synchronize Contacts" on the Replicator:	<input checked="" type="checkbox"/> Yes	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Lotus Protector Options				
Specify the URL that accesses the Protector server:		<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce









Desktop – Preferences\Basics

- Enable autosave
- Autosave every N
- Lock ID

Desktop Settings : LS10 Desktop Settings

Basics | Smart Upgrade | Applications | Widgets | Dial-up Connections | Accounts | Name Servers | SSL | Applet Security | Proxies | Mail | Preferences

Basics | Miscellaneous | Window Management | Regional Settings | Internet | Mail | Instant Messaging | Replication | Network Ports | Fonts and Languages

Basic Preferences		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Icon color scheme:		Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Empty trash folder:		Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Scan for unread:		Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Save state on exit:		Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Enable AutoSave:	Enable 	Set initial value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
AutoSave every N minutes:	5  minutes	Set initial value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Lock ID after N minutes of inactivity:	20  minutes	Set initial value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Enable scheduled local agents:		Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Desktop – Preferences\Misc 1

- Enable right-double click
- Process print in background
- Retain view column sorting
- Enable MS Office SendTo

Desktop Settings : LS10 Desktop Settings

Basics | Smart Upgrade | Applications | Widgets | Dial-up Connections | Accounts | Name Servers | SSL | Applet Security | Proxies | Mail | Preferences | C

Basics | Miscellaneous | Window Management | Regional Settings | Internet | Mail | Instant Messaging | Replication | Network Ports | Fonts and Colors |

Miscellaneous Settings	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Mark documents read when opened in preview pane:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Make Internet URLs into Hotspots:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Textured Workspace:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Right double-click closes window:	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Enable Java applets:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Enable JavaScript:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Enable Java access from JavaScript:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Enable Plugins in Notes Browser:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Enable ActiveX in Notes Browser:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Accept cookies:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Disable View updates as a background task:	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Process Print requests as a background task:	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Retain View column sorting:	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Enable MS Office 97 SendTo to Notes:	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Desktop – Preferences\Misc 2

- Enable Compress images pasted into documents

Do not prompt when closing all currently open windows tabs:	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Do not prompt when exiting Notes, Domino Designer/Administrator:	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Do not prompt when closing a document with edited attachments:	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Compress images pasted into documents:	<input checked="" type="checkbox"/> Enable	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Desktop – Preferences\Mail

- Check for new mail
- Mail checking interval
- Play a sound
- Refresh inbox
- Show an icon

Desktop Settings : LS10 Desktop Settings

Basics | Smart Upgrade | Applications | Widgets | Dial-up Connections | Accounts | Name Servers | SSL | Applet Security | Proxies | Mail | Preferences

Basics | Miscellaneous | Window Management | Regional Settings | Internet | Mail | Instant Messaging | Replication | Network Ports | Fonts and Colors

Mail and News Settings		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Save sent mail:	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Sign sent mail:	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Encrypt sent mail:	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Encrypt saved mail:	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Check for new mail:	<input checked="" type="checkbox"/> Enable	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Mail checking interval:	<input checked="" type="checkbox"/> 5 minutes	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Show a Popup:	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Play a Sound:	<input checked="" type="checkbox"/> Enable	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Automatically Refresh Inbox:	<input checked="" type="checkbox"/> Enable	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Show an icon in System Tray:	<input checked="" type="checkbox"/> Enable	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Desktop – Preferences\Network Ports

Set the ports you use to compress

Note, you also have to enable port compression on the server too

Desktop Settings : LS10 Desktop Settings

Basics | Smart Upgrade | Applications | Widgets | Dial-up Connections | Accounts | Name Servers | SSL | Applet Security | Proxies | Mail | Preferences

Basics | Miscellaneous | Window Management | Regional Settings | Internet | Mail | Instant Messaging | Replication | Network Ports | Fonts and Colors

Network Port Settings	Compression	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
NETBIOS	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
NWSPX	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
TCP	<input checked="" type="checkbox"/> Compress	Set value and prevent changes	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
XPC	<input type="checkbox"/>	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Desktop – Diagnostic

Having a Notes client send in NSD reports can be very helpful for troubleshooting client crashes

(Create and) Select the NSD mail in database

Desktop Settings : LS10 Desktop Settings

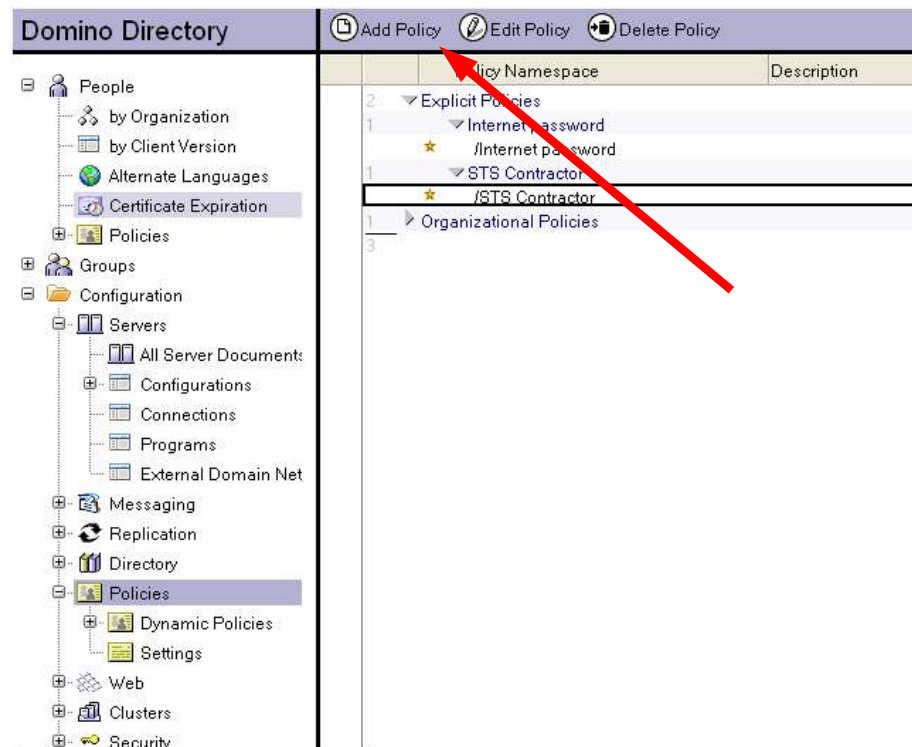
Widgets | Dial-up Connections | Accounts | Name Servers | SSL | Applet Security | Proxies | Mail | Preferences | Comments | Diagnostics | Custom Settings

Diagnostic Collection Options		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Mail-in Database for diagnostic reports:	NSD Mail In ▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Prompt user to send diagnostic report:	Yes ▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Prompt user for comments:	Yes ▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Maximum size of diagnostic message including attachments (in MB):	5 ▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Maximum size of NSD output to attach (in MB):	2 ▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Maximum amount of console output file to attach (in KB):	10240 ▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Diagnostic file patterns:	▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Remove diagnostic files after a specified number of days:	Yes ▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Number of days to keep diagnostic files:	90 ▾	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Desktop – Assign it to an organization policy

Now we'll create a new policy and assign this new setting to it

In the Domino Directory navigate to Configuration/Policies and click the Add Policy action



Desktop – Assign it to an organization policy

Add a policy name - make it meaningful

Type is Organizational

Add an optional category to make it easy to understand

Select our new desktop settings document from the drop down in the Desktop Setting Type field

Save and close

Policy : */STS

Basics | Comments | Administration

Basics

Policy name: [Create Child](#)

Policy type:

Description:

Category:

Policy type help

Organizational policies are implicitly applied to all users matching this policy and all of its parent policies. They cannot be explicitly assigned.

Setting Type	Setting Name	
Registration:	<input type="text"/>	New...
Setup:	<input type="text"/>	New...
Archiving:	<input type="text"/>	New...
Desktop:	<input type="text" value="LS10 Desktop Settings"/>	New...
Security:	<input type="text"/>	New...
Mail:	<input type="text"/>	New...

Desktop – Assign it to an organization policy

- Notes about what we just did
 - We can reuse the same organization policy to push out other settings, i.e Mail, Archiving, etc
 - When a user authenticates with their home server, then new settings will be pushed down to the client and applied if necessary
 - We set most settings to “Set Initial Value” so that end users can change them if they so wish

The truth about settings – you need more than one

“Desktop” is really just one of the trilogy of the settings you want to implement as standard

The others are “Mail” and “Security”

We will now create a mail settings document and assign it to our organizational policy

Example Policy

Registration Settings

Desktop Settings

Mail Settings

Security Settings

Additional Policy for Laptop Users

Archiving

Other Settings

Mail settings for end users

Some really useful settings are not enabled by default

We will add this new setting to an existing organizational policy
to apply these useful settings

Again, we need a new settings document and an existing policy
document

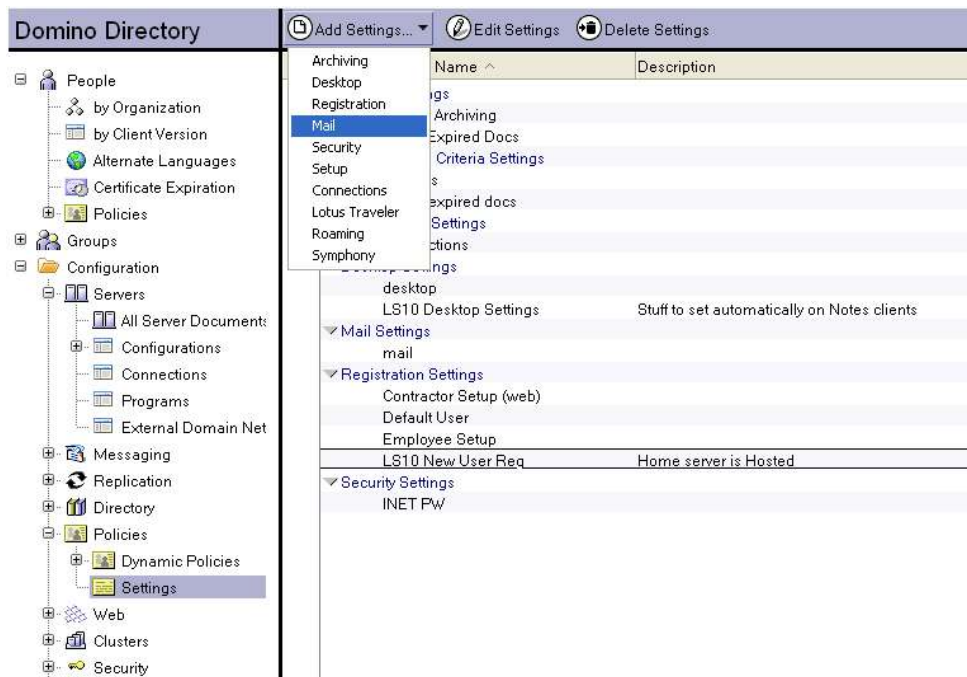
Mail Settings Document

Create a new mail settings document

Open the Domino Directory

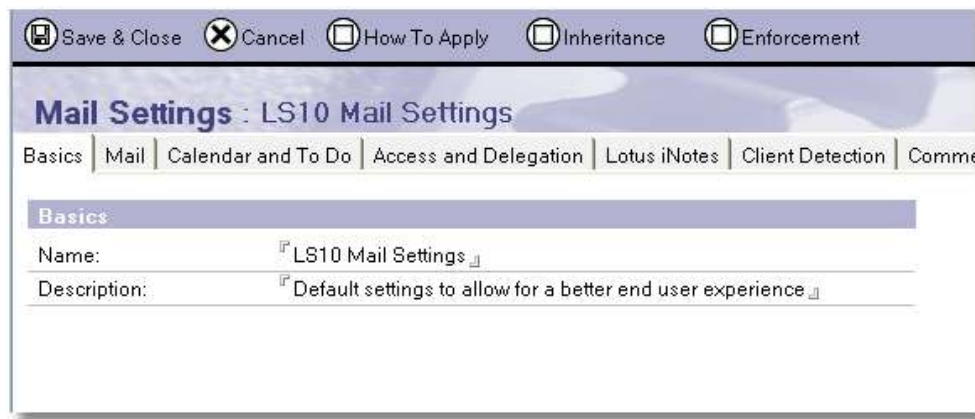
Open the Configuration, Policies, Settings view from the navigator

In the Add Settings action, select Mail



Mail Settings - Basics

Enter a meaningful name and description



The screenshot shows a dialog box titled "Mail Settings : LS10 Mail Settings". The "Basics" tab is selected. The dialog has a menu bar with "Save & Close", "Cancel", "How To Apply", "Inheritance", and "Enforcement". Below the menu bar, there are tabs for "Basics", "Mail", "Calendar and To Do", "Access and Delegation", "Lotus iNotes", "Client Detection", and "Comments". The "Basics" tab is active, showing two text input fields: "Name:" with the value "LS10 Mail Settings" and "Description:" with the value "Default settings to allow for a better end user experience".

Save & Close Cancel How To Apply Inheritance Enforcement

Mail Settings : LS10 Mail Settings

Basics Mail Calendar and To Do Access and Delegation Lotus iNotes Client Detection Comments

Basics

Name: LS10 Mail Settings

Description: Default settings to allow for a better end user experience

Mail Settings - Mail\Basics

- Disable ownership changing
- Enable spell check
- Enable blank subject warning
- Enable inbox maintenance
- Enter a number of days for inbox removal

Save & Close Cancel How To Apply Inheritance Enforcement

Mail Settings : LS10 Mail Settings

Basics Mail Calendar and To Do Access and Delegation Lotus iNotes Client Detection Comments Administration

Basics Letterhead Follow Up Attention Indicators Message Recall Message Disclaimers

User Configuration		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
<input type="checkbox"/> Allow users to change mail file ownership		<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Outgoing Mail Checking		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Spell-check messages before sending:	<input checked="" type="checkbox"/> Yes	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Warn user about blank message subjects:	<input checked="" type="checkbox"/> Yes	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Mail View and Folder Management		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
When user deletes a collapsed conversation in any view or folder:	Ask user	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
When user deletes any document in the sent view:	Ask user	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
When user deletes a calendar document from any view or folder:	Ask user whether to remove or delete	Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Delete documents in user's Trash folder after how many hours:	48	Set initial value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Mail Inbox Maintenance		Inherit from parent policy:	Enforce in child policies:
Enable mail Inbox maintenance:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Remove documents older than [X] days from Inbox:	90	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Maximum number of documents to remove per cleanup:	500	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Do not remove unread documents from Inbox:	<input type="checkbox"/> Yes	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Mail Settings - Mail\Attention Indicators

Enable recipient icons

Mail Settings : LS10 Mail Settings

Basics | Mail | Calendar and To Do | Access and Delegation | Lotus iNotes | Client Detection | Comments | Administration

Basics | Letterhead | Follow Up | Attention Indicators | Message Recall | Message Disclaimers

Sender Colors How to apply this setting:

Sender names 1 Don't set value

Text color 10: Don't set value

Recipient Icons How to apply this setting:

Display a solid circle when user is the only recipient of a message: ☒ Yes Set initial value

Maximum number of recipients for half circle display: 2 Set initial value

Display a half circle when mail is sent to no more than the maximum number of recipients: ☒ Yes

Display an empty circle when user's name is in the cc field: ☒ Yes Set initial value

Mail Settings - Mail\Message Recall

Check with your legal counsel or upper management before enabling this

It can cause issues with retention policies

I didn't stay at a Holiday Inn Express last night, so don't ask me

Mail Settings - Mail\Message Disclaimers

If your organization requires this, this is where to set it

You also need to set the server configuration document, too!

The screenshot shows the 'Mail Settings : LS10 Mail Settings' dialog box. The 'Message Disclaimers' tab is selected. The settings are as follows:

Message Disclaimer		How to apply this setting
Notes client can add disclaimers:	Disabled	<input type="checkbox"/> Don't set value
Disclaimer text:	<div>This message is for the intended recipient. You should really visit http://blog.darrenduke.net</div>	<input type="checkbox"/> Don't set value
Disclaimer text format:	Plain Text	<input type="checkbox"/> Don't set value
Disclaimer position:	Append	<input type="checkbox"/> Don't set value
Multilingual Internet mail:	Use Best Match	<input type="checkbox"/> Don't set value

Mail Settings - Calendar\Display



Enable display new (unprocessed) notices


Mail Settings : LS10 Mail Settings


Basics | Mail | Calendar and To Do | Access and Delegation | Lotus iNotes | Client Detection | Comments | Admin


Basics | Display | Notices | Scheduling | Alarms | Automatic Processing | Rooms and Resources


How the Calendar View is Displayed How to apply this setting:



Start of the work day: 07:00 AM  Don't set value 

Ask me before deleting calendar and to do documents: ☐ Yes Don't set value 

Display new (unprocessed) notices: ☒ Yes Don't set value 

Process cancelled meetings automatically: ☐ Yes Don't set value 

Display To Do entries in the Calendar: ☐ Yes Don't set value 

Calendar Overlay: ☒ Enabled  Don't set value 

Mail Settings - Calendar\Scheduling

Change the availability to hours that suit
your organization's work day

Enable checking for conflicts

Mail Settings : LS10 Mail Settings

Basics | Mail | Calendar and To Do | Access and Delegation | Lotus iNotes | Client Detection | Comments | Administration

Basics | Display | Notices | Scheduling | Alarms | Automatic Processing | Rooms and Resources

Your Availability How to apply this setting:

Set initial value ▼

<input type="checkbox"/> Sunday	
<input checked="" type="checkbox"/> Monday	08:00 AM - 05:30 PM
<input checked="" type="checkbox"/> Tuesday	08:00 AM - 05:30 PM
<input checked="" type="checkbox"/> Wednesday	08:00 AM - 05:30 PM
<input checked="" type="checkbox"/> Thursday	08:00 AM - 05:30 PM
<input checked="" type="checkbox"/> Friday	08:00 AM - 05:30 PM
<input type="checkbox"/> Saturday	

When adding an Entry to Your Calendar How to apply this setting:

Check for conflicts when adding appointments, accepting meetings, scheduling a new meeting: ☒ Yes Set initial value ▼

Note as a conflict if entry occurs outside of user's available hours: ☐ Yes Don't set value ▼

For new meetings, the Scheduler initially shows: ☒ Schedule details for each participant Don't set value ▼
☐ Suggested best times for meeting

Show 24-hour scheduler: ☐ Yes Don't set value ▼

Mail Settings - Calendar\Alarms

My pet peeve, and one of the silliest settings is
that alarms are disabled by default!

Enable all alarms and adjust the advance time
as necessary

Mail Settings : LS10 Mail Settings

Basics | Mail | Calendar and To Do | Access and Delegation | Lotus iNotes | Client Detection | Comments | Administration

Basics | Display | Notices | Scheduling | Alarms | Automatic Processing | Rooms and Resources

Enable/Disable Alarms		How to apply this setting:	Inher
Enable the display of alarm notifications:	<input checked="" type="checkbox"/> Yes	Don't set value	<input type="checkbox"/> Inher

Default Alarm Settings When Creating a New Entry (On/Off)	How Far in Advance	How to apply this setting:	Inher
<input checked="" type="checkbox"/> Appointments/Meetings	30 minute(s) in advance	Don't set value	<input type="checkbox"/> Inher
<input checked="" type="checkbox"/> Reminders	0 minute(s) in advance	Don't set value	<input type="checkbox"/> Inher
<input checked="" type="checkbox"/> Events	1 day(s) in advance	Don't set value	<input type="checkbox"/> Inher
<input checked="" type="checkbox"/> Anniversaries	1 day(s) in advance	Don't set value	<input type="checkbox"/> Inher
<input checked="" type="checkbox"/> To Do	1 day(s) in advance of due date	Don't set value	<input type="checkbox"/> Inher

Mail Settings - iNotes\Configuration

- 8.5 and 8.5.1 added some nice settings to iNotes
- Making iNotes as similar as possible to Notes clients makes end users happy
- Enable mail threads
- Enable refresh inbox
- Enable unread count
- Enable scroll hints

Mail Settings : LS10 Mail Settings

Basics | Mail | Calendar and To Do | Access and Delegation | Lotus iNotes | Client Detection | Comments | Administration

Basics | Configuration | Offline

Mail	How to apply this setting:	Inherit parent
Maximum attachment size (kb): 50000	Don't set value	<input type="checkbox"/> Inherit
Mail threads: <input checked="" type="checkbox"/> Yes	Set initial value	<input type="checkbox"/> Inherit
Do not show remote images without permission: <input type="checkbox"/> Yes	Don't set value	<input type="checkbox"/> Inherit
Refresh Inbox automatically: <input checked="" type="checkbox"/> Yes	Set initial value	<input type="checkbox"/> Inherit
Enable unread count: <input checked="" type="checkbox"/> Yes	Set initial value	<input type="checkbox"/> Inherit
Autoupdate unread count: Inbox Only	Don't set value	<input type="checkbox"/> Inherit
Enable scrollhints: <input checked="" type="checkbox"/> Yes	Set initial value	<input type="checkbox"/> Inherit
Disable warning on opening attachments: <input type="checkbox"/> Yes	Don't set value	<input type="checkbox"/> Inherit
Filter out images from emails: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit

Browser Cache Management

How to apply this setting: Inherit

Mail Settings - Client Detection

- Another great setting used for calendar interoperability between Notes/Domino and other messaging platforms, specifically for repeating options in meeting invites
 - Allows administrators to map internet domains to specific messaging platforms like MS Exchange, Zimbra and Mozilla
- or
- Allows the end user to select manually when sending an invite
 - This can also affect Lotus Notes invitees
 - You will need to train your end users about this feature if you choose manual



Mail – Assign it to an organization policy

- Notes about what we just did
 - We can reuse the same organization policy we created earlier to push out with other settings, i.e Desktop, Archiving, etc
 - We set most settings to “Set Initial Value” so that end users can change them if they so wish
 - Next up is the last of our common client settings, Security

Policy : */STS

Basics | Comments | Administration

Basics

Policy name: Create Child

Policy type: Organizational

Description:

Category:

Setting Type	Setting Name	
Registration:	<input type="text"/>	New...
Setup:	<input type="text"/>	New...
Archiving:	<input type="text"/>	New...
Desktop:	<input type="text"/> LS10 Desktop Settings	New...
Security:	<input type="text"/>	New...
Mail:	<input type="text"/> LS10 Mail Settings	New...
Connections:	<input type="text"/>	New...
Lotus Traveler:	<input type="text"/>	New...

Example Policy

Registration Settings

Desktop Settings

Mail Settings

Security Settings

Additional Policy for Laptop Users

Archiving

Other Settings

Security Settings

Ostensibly this contains settings to make the administrator's life easier

Or

To make the Domino environment more secure

We will add this new setting to an existing organizational policy to apply these useful settings

Again, we need a new settings document and an existing policy document

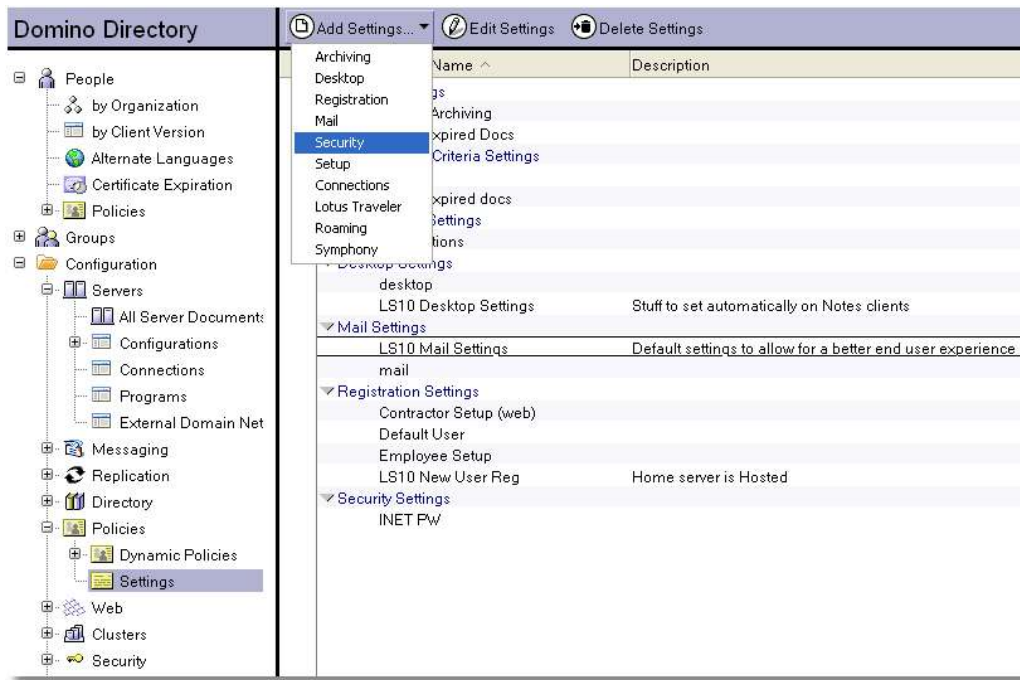
Security Settings Document

Create a new security settings document

Open the Domino Directory

Open the Configuration, Policies, Settings view from the navigator

In the Add Settings action, select Security



Security Settings - Basic

Enter a meaningful name and description



Security Settings : LS10 default security settings

Basics | Password Management | Execution Control List | Keys and Certificates | Signed Plug-ins

Basics

Name: LS10 default security settings

Description: Password sync, key length, ECL

Security Settings – Password Mgmt \Basics

- Lotus Notes has the capability to allow for some very sophisticated password options
- To allow for this option, enable Custom Password Policy and a new tab appears
- Enable Update Internet Password
- Enable Password Expiration, the required change interval and a grace period

Security Settings : LS10 default security settings

Basics | Password Management | Execution Control List | Keys and Certificates | Signed Plug-ins

Password Management Basics | Custom Password Policy | Notes Shared Login

Password Management Options How to

Use Custom Password Policy for Notes Clients	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Don't know
Check password on Notes id file	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Don't know
Allow Users to Change Internet Password over HTTP	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Don't know
Update Internet Password When Notes Client Password Changes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Don't know

Password Expiration Settings How to

Enforce Password Expiration	<input checked="" type="checkbox"/> Notes & Internet	<input type="checkbox"/> Don't know
Required Change Interval	90 days	<input type="checkbox"/> Don't know
Allowed Grace Period	15 days	<input type="checkbox"/> Don't know
Password History (Notes only)	50 passwords	<input type="checkbox"/> Don't know
Warning Period	30 days	<input type="checkbox"/> Don't know
Custom Warning Message		<input type="checkbox"/> Don't know

Security Settings – Password Mgmt \Custom Password Policy

- Yes, you can force users to change their password the first time they use a Lotus Notes client
 - No more “lotusnotes”, “p@ssword”, etc
- Fill in the fields that are required by your organizations' complexity requirements

Security Settings : LS10 default security settings

Basics | Password Management | Execution Control List | Keys and Certificates | Sign

Password Management Basics | Custom Password Policy | Notes Shared Login

Custom Options	How to
Change Password on First Notes Client Use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allow Common Name in Password	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Password Length Minimum	<input type="text" value="8"/> characters
Password Length Maximum	<input type="text" value=""/> characters
Password Quality Minimum	<input type="text" value=""/>
Minimum Number of Alphabetic Characters Required	<input type="text" value="1"/>
Minimum Number of UpperCase Characters Required	<input type="text" value="1"/>
Minimum Number of LowerCase Characters Required	<input type="text" value="1"/>
Minimum Number of Numeric Characters Required	<input type="text" value="1"/>
Minimum Number of Special Characters Required	<input type="text" value="1"/>
Minimum Number of Non-LowerCase Characters Required	<input type="text" value=""/> characters of <input type="text" value=""/>
Maximum Number of Repeated Characters Required	<input type="text" value="2"/>
Minimum Number of Unique Characters Required	<input type="text" value="4"/>
Password May Not Begin With	<input type="text" value=""/>
Password May Not End With	<input type="text" value=""/>

Security Settings – Password Mgmt\Notes Shared Login

- Replacement for “Single Sign-On” option that is now controlled via a policy
- Enable if you wish to have Notes automatically login with the end users Microsoft® Windows® password
- Be careful using with “ID Lock Out” - the password prompt is hidden!

Security Settings : LS10 default security settings

Basics | Password Management | Execution Control List | Keys and Certificates | Signed Plug-ins | Portal Server | ID Vault

Password Management Basics | Custom Password Policy | Notes Shared Login

Notes Shared Login		How to apply this setting:
Enable Notes shared login with operating system:	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Don't set value"/>
Allow User Changes?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> Don't set value

Activation Notification		How to apply this setting:
How to notify users when enabled:	<input checked="" type="radio"/> No notification <input type="radio"/> Custom message	<input type="checkbox"/> Don't set value
Custom message text:	<input type="text"/>	

Deactivation Notification		How to apply this setting:
How to notify users when disabled:	<input checked="" type="radio"/> No notification <input type="radio"/> Custom message	<input type="checkbox"/> Don't set value
Custom message text:	<input type="text"/>	

Security Settings – ID Vault

One of the best features in 8.5

Not usually set manually, but via the ID Vault wizard

See session SHOW101 for more details on ID Vault

If you want to assign an existing vault, do so here

Security Settings : LS10 default security settings

Basics | Password Management | Execution Control List | Keys and Certificates | Signed Plug-ins | Portal Server | ID Vault | Prox

ID Vault Options:		How to apply this setting:	Inheri
Assigned vault:	<input checked="" type="radio"/> ID Vault	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inh
Forgotten password help text:	<input type="checkbox"/> Please call the help desk at 3344 to reset your password	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inh
Enforce password change after password has been reset:	<input checked="" type="radio"/> Yes	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inh
Allow Notes-based programs to use the Notes ID Vault:	<input checked="" type="radio"/> No	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inh

Automatic ID Downloads:		How to apply this setting:	Inheri
Allow automatic ID downloads:	<input checked="" type="radio"/> Yes	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inh
Allow ID downloads for:	1 days	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inh
	0 hours		
ID download authorization failure message:			

Security – Assign it to an organization policy

- Notes about what we just did
 - We can reuse the same organization policy we created earlier to push out with other settings, i.e Mail, Archiving, etc
 - Most of the security settings do not have a drop down option. More on that later.
 - We are now done. Some of the settings we pushed down to the Lotus Notes client

Policy : */STS

Basics | Comments | Administration

Basics

Policy name: */STS Create Child

Policy type: Organizational

Description:

Category:

Setting Type	Setting Name	
Registration:		New...
Setup:		New...
Archiving:		New...
Desktop:	LS10 Desktop Settings	New...
Security:	LS10 default security settings	New...
Mail:	LS10 Mail Settings	New...
Connections:		New...
Lotus Traveler:		New...

e pushed

Example Policy

Registration Settings

Desktop Settings

Mail Settings

Security Settings

Additional Policy for Laptop Users

Archiving

Other Settings

Additional policy for laptop users

To create a new policy we can

- Start afresh with all new policy and settings documents

- Start afresh with all new policy document, reuse similar settings, create new settings for changes

 - Both of these are time consuming and error prone

OR

We can use policy inheritance to inherit values from a parent policy and change only the items we wish in the child

- Fast, and we are assured whenever a parent changes, the child will too

- Create a child policy, set for inheritance

- Add new settings documents to change as required

Additional policy for laptop users

Recap

All of the settings from the “LS10 Example” policy (created earlier) will be inherited to these users

Their passwords are more complex

Our new users will be in a group called “Laptop Users”

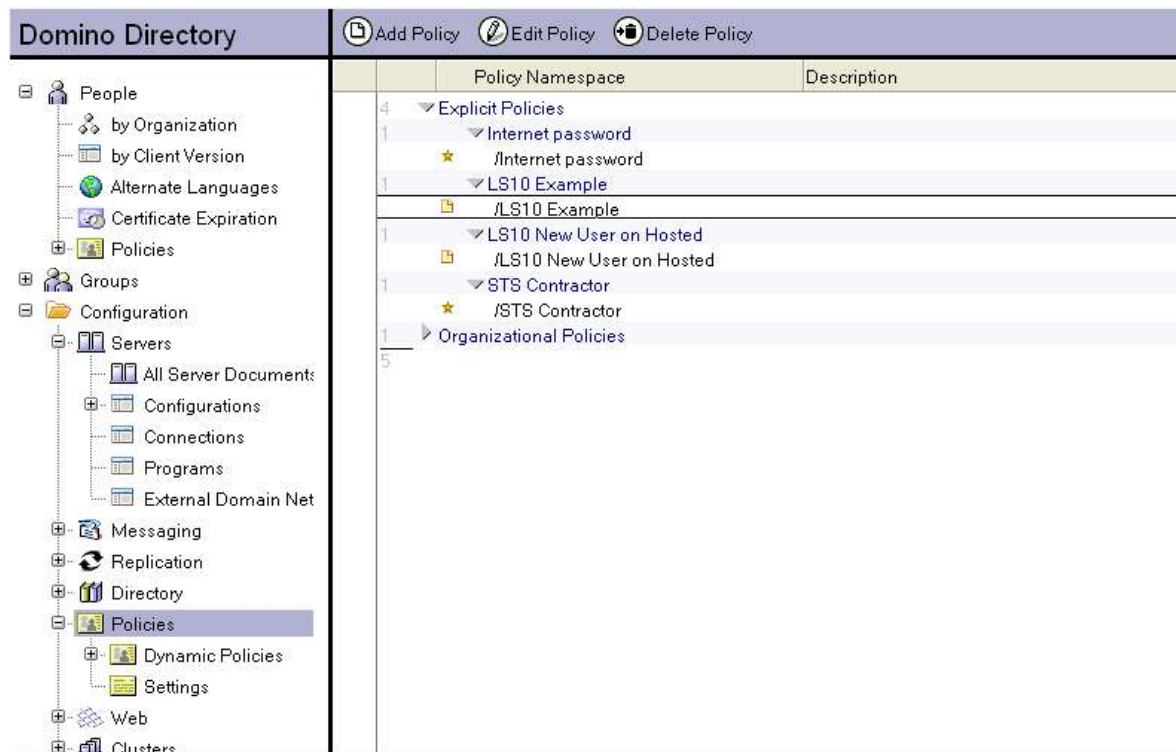
This will be assigned the new explicit dynamic policy we are about to create

Edit an existing policy

Create a new child policy from an existing policy document

Edit an existing policy in the Domino Directory, Configuration, Policies navigator

The one we will edit will be the parent for our new laptop policy



Edit an existing policy

Use the Create Child button to create new policy document

Policy : /LS10 Example

Basics | Policy Assignment | Policy Precedence | Comments | Administration

Basics

Policy name: /LS10 Example

Policy type: Explicit

Description:

Category:

Create Child

Setting Type Setting Name

Registration:

Setup:

Archiving:

Desktop: [LS10 Desktop Settings](#)

Security: [LS10 default security settings](#)

Mail: [LS10 Mail Settings](#)

Connections:

Lotus Traveler:

Roaming:

Symphony:

Policy

Explicit assign document

Edit an existing policy

Enter a policy name for the child

Notice the parent policy is indicated here

Policy

Basics | Policy Assignment | Policy Precedence | Comments | Administration

Basics

Parent policy: [LS10 Example](#)

Policy name: **Laptop Users**

Policy type: Explicit

Description:

Category:

Policy type

Explicit policy assigned to document

Setting Type	Setting Name
Registration:	New...
Setup:	New...
Archiving:	New...
Desktop:	New...

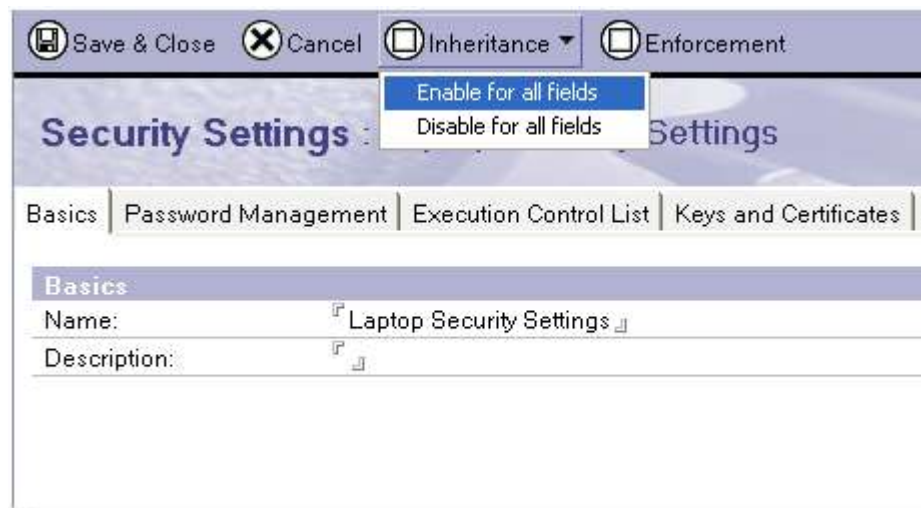
More complex passwords

We will add a new Security Settings document to this policy

Click the New button in the policy document

Add a name and description to the new security settings document

To add inheritance to all fields manually is tedious, so select the Inheritance action button and select Enable for all fields



More complex passwords

- Notice how all options now have “Inherit for parent policy” checked
 - These settings will now be inherited from the parent
- The parent policy, via its own settings, has a password length of 8. For this policy we will set it to 12
- Our new change will be entered under the Password Mgmt/Custom Password Policy tab
 - Uncheck Inherit, so that this policy will specify its own setting
 - Change the password length value to 12
 - So any children of this policy cannot change from 12, we check enforce

Security Settings : Laptop Security Settings

Basics | Password Management | Execution Control List | Keys and Certificates | Signed Plug-ins | Portal Server | ID Vault | Proxies | Comments | Administration

Password Management Basics | Custom Password Policy | Notes Shared Login

Custom Options	How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Change Password on First Notes Client Use <input type="radio"/> No <input type="radio"/> Yes	<input type="checkbox"/> Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Allow Common Name in Password <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Password Length Minimum <input type="text" value="12"/> characters	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input checked="" type="checkbox"/> Enforce
Password Length Maximum <input type="text" value=""/> characters	<input type="checkbox"/> Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Password Quality Minimum <input type="text" value=""/> characters	<input type="checkbox"/> Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Minimum Number of Alphabetic Characters Required <input type="text" value=""/> characters	<input type="checkbox"/> Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Minimum Number of UpperCase Characters Required <input type="text" value=""/> characters	<input type="checkbox"/> Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Minimum Number of LowerCase Characters Required <input type="text" value=""/> characters	<input type="checkbox"/> Don't set value	<input checked="" type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

More complex passwords

Save and close and assign the setting to our child policy

Once the child policy document is saved, we now have child policy that can be used as a dynamic policy

Policy : /Laptop Users/LS10 Example

Basics | Policy Assignment | Policy Precedence | Comments | Administration

Basics

Policy name: /Laptop Users/LS10 Example Create Child

Policy type: Explicit

Description:

Category:

Policy type help

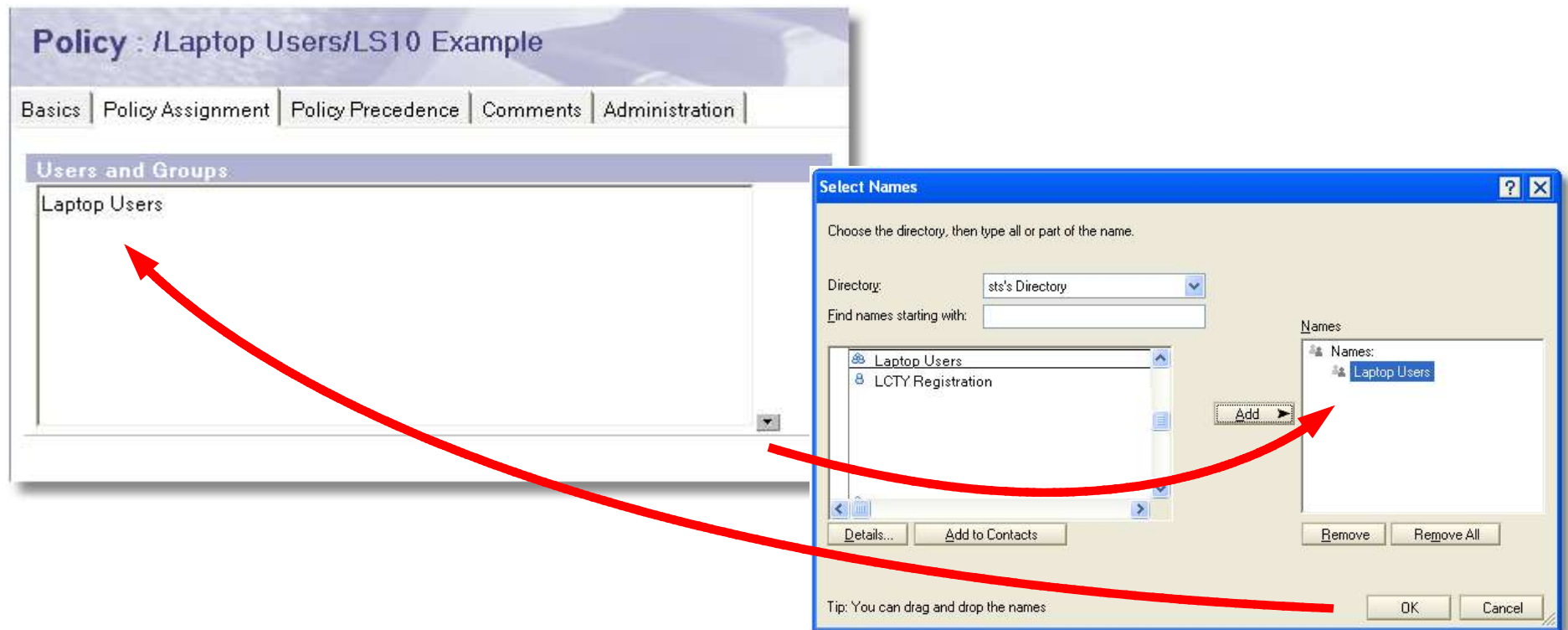
Explicit policies are assigned to user document.

Setting Type	Setting Name	
Registration:		New...
Setup:		New...
Archiving:		New...
Desktop:		New...
Security:	Laptop Security Settings	New...
Mail:		New...

Assigning the dynamic policy

Assuming we already have a group called “Laptop Users”, we will now assign that via a dynamic policy

Open the Policy Assignment tab on your child policy document and use the drop down pick list to select the group



Forcing precedence

So that this new policy will always be applied, this new policy will have the highest precedence

Domino Directory

People

by Organization

by Client Version

Alternate Languages

Certificate Expiration

Policies

Groups

Configuration

Servers

All Server Documents

Add Policy

Edit Policy

Delete Policy

Increase Precedence

Decrease Precedence

Precedence	Dynamic Policy	Author
1	/Laptop Users/LS10 Example	Darren Duke/STS
2	/Internet password	Darren Duke/STS
3	/STS Contractor	Darren Duke/STS

Testing child policies and inheritance

- Users in the Laptop Users group will now be assigned the new policy
 - Using the Policy Synopsis Tool (covered in detail later), we can see the new settings as assigned to a member for the above group
 - Note the PwdLenMin =12 came from Laptop Users
- While
- PwdLowMin=1 came from LS10 Example
 - This is due to the inheritance we just created

PwdLenMax does not have a value set
PwdLenMin = 12 from Laptop Security Settings assigned in policy /Laptop Users/LS10 Example
PwdLowMin = 1 from LS10 default security settings assigned in policy /LS10 Example
PwdNotEnd does not have a value set
PwdNotStart does not have a value set
PwdNumMin = 1 from LS10 default security settings assigned in policy /LS10 Example

Section 1 - Summary

We just created a set of policy settings documents that will allow for a much better Lotus Notes experience for both end users and administrators

We can have a single policy document and assign settings to it

We set most settings to “Set default value” so an end user can still change the setting

Example Policy

Registration Settings

Desktop Settings

Mail Settings

Security Settings

Additional Policy for Laptop Users

Archiving

Other Settings

Policy Settings – Archiving

Now for something completely different

One of the most divisive options in an organization

Just like Fight Club, the first rule of archiving is never talk about archiving

I use it, I like it

It can also be used to disable local archiving, not just enable it

We will look at creating an archive policy that will move all documents

Archiving Example

We will look at creating an archive policy

This policy will

- Be run on the server

- Archive to the users' mail server

- Archive all documents old then 365 days old

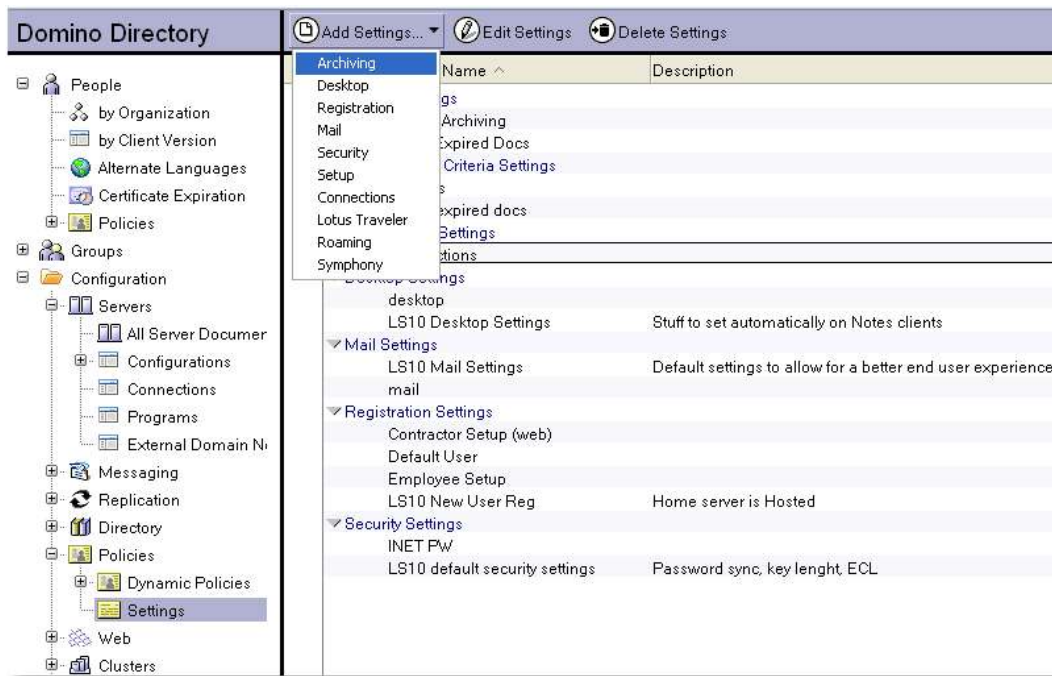
Archiving Document

Create a new archiving settings document

Open the Domino Directory

Open the Configuration, Policies, Settings view from the navigator

In the Add Settings action, select Archiving



Archiving Document - Basics

Add a meaningful name

Check Server as this will take place on the server

As the source select Mail server

As the destination select Mail server

Archiving Settings : 45 Day Archiving

Basics | Selection Criteria | Logging | Advanced | Comments | Administration

Basics

Name: 365 Day Archiving

Description:

Archiving Options:	How to apply this setting:
<input type="checkbox"/> Prohibit archiving	<input type="checkbox"/> Don't set value
<input type="checkbox"/> Prohibit private archiving criteria	<input type="checkbox"/> Don't set value
Archiving will be performed on:	How to apply this setting:
<input type="radio"/> User's local workstation	<input type="checkbox"/> Don't set value
<input checked="" type="radio"/> Server	
Archiving source database is on:	How to apply this setting:
Source Server:	<input type="checkbox"/> Don't set value
<input type="radio"/> Specific server	
<input checked="" type="radio"/> Mail server	
Destination database is on:	How to apply this setting:
Destination Server:	<input type="checkbox"/> Don't set value
<input type="radio"/> Specific server	
<input checked="" type="radio"/> Mail server	

Archiving Document – Selection Criteria

Create a new criteria with the New Criteria button

The image shows two overlapping screenshots of a software interface. The top screenshot is titled 'Archiving Settings' and has tabs for 'Basics', 'Selection Criteria', 'Logging', 'Advanced', 'Comments', and 'Administration'. Under the 'Selection Criteria' tab, there are three checkboxes: 'Don't set value', 'Inherit Selection Criteria', and 'Enforce Selection Criteria'. Below these are three buttons: 'New Criteria', 'Add Criteria', and 'Remove Criteria'. A red arrow points from the 'New Criteria' button to the bottom screenshot. The bottom screenshot is titled 'Archive Criteria Settings' and has tabs for 'Basics', 'Destination', 'Comments', and 'Administration'. Under the 'Basics' tab, there are fields for 'Name:' and 'Description:', each with a small icon to its right. Below these is a checkbox 'Enable archive criteria'. The next section is 'How should documents be archived?' with two radio buttons: 'Copy old documents into archive database; then clean up database' (selected) and 'Clean up database without archiving'. The following section is 'How should documents be cleaned up?' with two radio buttons: 'Delete older documents from the database' (selected) and 'Reduce the size of documents in the database'. The next section is 'Which documents should be cleaned up?' with a dropdown menu set to 'not modified in more than', a text input field containing '365', and a dropdown menu set to 'days'. Below these are fields for 'Archive By View/Folder:', 'Server:' (set to 'Local'), 'Template:', 'Change template server:' (with a dropdown), and 'Choose template:' (with a dropdown). At the bottom is a checkbox 'In views or folders:'.

Archiving Criteria Document - Basics

Enter a meaningful name

Check Enable archive criteria

For How should documents be archived, select
Copy old documents; then clean up

For How should documents be cleaned up, select
Delete older documents

For Which document should be cleaned up, select
older than 365 days

Pick a template server and archive template

Archive Criteria Settings : 365 Days

[Basics](#)
[Destination](#)
[Comments](#)
[Administration](#)

Basics

Name: 365 Days

Description:

☒ Enable archive criteria

How should documents be archived?

☒ Copy old documents into archive database; then clean up database

☐ Clean up database without archiving

How should documents be cleaned up?

☒ Delete older documents from the database

☐ Reduce the size of documents in the database

Which documents should be cleaned up?

older than 365 days

Note: 'older than' settings can only be applied to Domino 7 servers or later.

Archive By View/Folder:

Server: hosted/STS

Template: Mail (R8.5)

Change template server: hosted/STS

Choose template: Mail (R8.5)

☐ In views or folders:

Archiving Criteria Document - Destination

- The default values are OK
- Make sure if you change the suffix, that it still ends in .nsf
- Save and close

Archive Criteria Settings : 365 Days

Basics | **Destination** | Comments | Administration

Path Information

Archive Directory:	archive
Archive Prefix:	a_
Archive Suffix:	.nsf
Number of Characters from original filename:	6

[Preview an example:](#)
archive\a_dduke.nsf

Archiving Document – Logging

Logging is optional

We will enable it for at least the first few runs

Archiving Settings

[Basics](#) | [Selection Criteria](#) | [Logging](#) | [Advanced](#) | [Comments](#) | [Administration](#)

Archive Logging		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
<input checked="" type="checkbox"/> Log all archiving activity into a log database		<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

Path Information		How to apply this setting:	Inherit from parent policy:	Enforce in child policies:
Log Directory:	<input type="text" value="archive"/>	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Log Prefix:	<input type="text" value="L"/>	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Log Suffix:	<input type="text" value=".nsf"/>	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
Number of Characters from original filename:	<input type="text" value="50"/>	<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce
<input checked="" type="checkbox"/> Include document links to archived documents		<input type="checkbox"/> Don't set value	<input type="checkbox"/> Inherit	<input type="checkbox"/> Enforce

[Preview an Example:](#)
archive\dduke.nsf

Archiving Document – Advanced

Ensure Delete a document only when the criteria can delete all responses as well is checked
Save and close

The screenshot shows a web-based configuration window titled "Archiving Settings : 365 Day Archiving". It features a tabbed interface with tabs for "Basics", "Selection Criteria", "Logging", "Advanced", "Comments", and "Administration". The "Advanced" tab is currently selected, displaying the "Advanced Settings" section. Within this section, there is a checked checkbox labeled "Delete a document only when the criteria can delete all responses as well". Below this, a label "Maximum document retention selection is:" is followed by a numeric input field containing "99" and a dropdown menu set to "Years". At the bottom, there is an unchecked checkbox labeled "Use customer generated expiration field".

Archiving Settings : 365 Day Archiving

Basics | Selection Criteria | Logging | **Advanced** | Comments | Administration

Advanced Settings

☒ Delete a document only when the criteria can delete all responses as well

Maximum document retention selection is: 99 Years

☐ Use customer generated expiration field

Archiving Document – Advanced

Ensure Delete a document only when the criteria can delete all responses as well is checked
Save and close



The screenshot shows a web interface for 'Archiving Settings : 365 Day Archiving'. It features a tabbed menu with 'Basics', 'Selection Criteria', 'Logging', 'Advanced', 'Comments', and 'Administration'. The 'Advanced' tab is selected, showing 'Advanced Settings'. A checkbox labeled 'Delete a document only when the criteria can delete all responses as well' is checked. Below it, a label 'Maximum document retention selection is:' is followed by a text input field containing '99' and a dropdown menu set to 'Years'. At the bottom, an unchecked checkbox is labeled 'Use customer generated expiration field'.

Archiving Settings : 365 Day Archiving

Basics | Selection Criteria | Logging | **Advanced** | Comments | Administration

Advanced Settings

☒ Delete a document only when the criteria can delete all responses as well




Maximum document retention selection is: 99 Years

☐ Use customer generated expiration field

Archiving Setup Complete

We have successfully set up archiving from a settings perspective

We will now assign this to an existing policy

 Add Settings...  Edit Settings  Delete Settings			
Type	Setting Name ^	Description	Signed By
▼ Archive Settings			
	365 Day Archiving Settings		Darren Duke/STS
	Clean Expired Docs		Darren Duke/STS
▼ Archive Criteria Settings			
	365 Days		Darren Duke/STS
	Purge expired docs		Darren Duke/STS
▼ Connections Settings			
	Connections		Darren Duke/STS
▼ Desktop Settings			
	desktop		Darren Duke/STS
	LS10 Desktop Settings	Stuff to set automatically on Notes clients	Darren Duke/STS
▼ Mail Settings			

Assign Archive to a Policy

Simply select the new archive settings document in the archiving section

Policy : /Internet password

Basics | Policy Assignment | Policy Precedence | Comments | Administration

Basics

Policy name: /Internet password Create Child

Policy type: Explicit

Description:

Category:

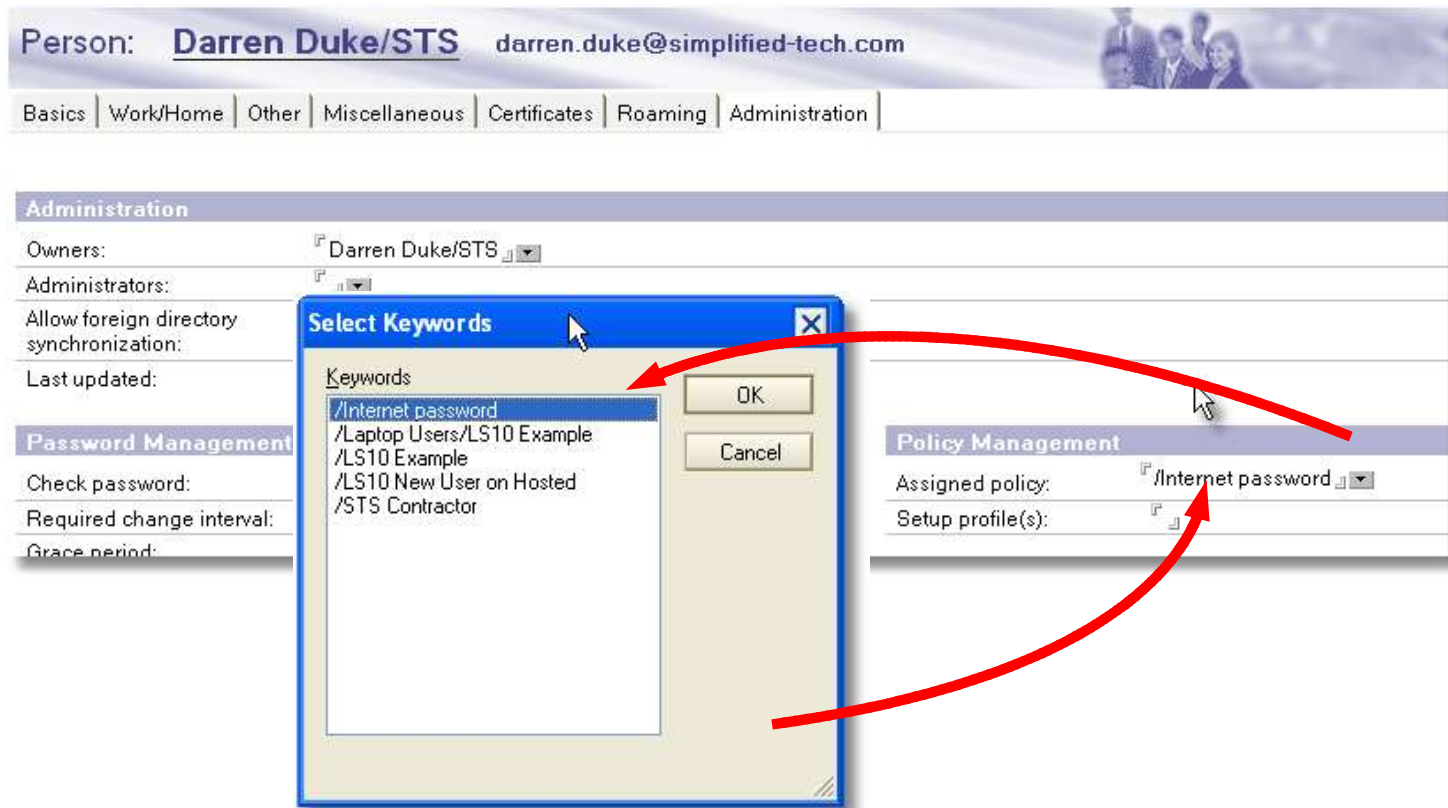
Setting Type	Setting Name	
Registration:	Employee Setup	New...
Setup:		New...
Archiving:	365 Day Archiving Settings	New...
Desktop:	desktop	New...
Security:	INET PW	New...

Assign this Policy to a User Explicitly

For this example we will use yet another way to assign a policy, explicitly

Open the user's Person document in the Domino Directory and navigate to the Administration tab

Under Policy Management select the drop down list and select the correct explicit policy



But we are not done yet!

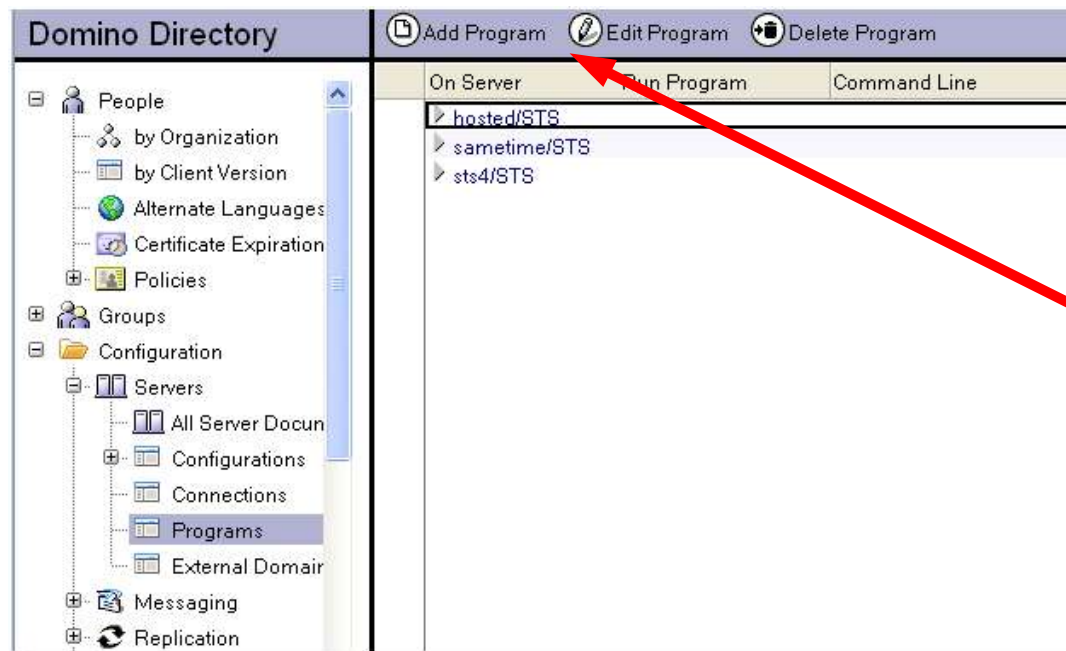
Unlike all other policy settings, archiving will not work automatically

This policy only signifies the users' mail file is eligible for archiving

We need to create a program document to run the archiving task on the server

From the Domino Directory, select Configuration, Servers, Programs from the left navigator

Click the Add Program action button



Create the Program Document

Enter the program name as “compact”

Enter -A as the Command line

Enter the Server to run on

Enable the schedule

Our run time will be 8:05PM every Friday

Note -A not only archives document from the source, but will also do file size reduction on the source database too

So no need to -B on these files

The screenshot shows a configuration window titled "Program: Compact". It has two tabs: "Basics" and "Administration". The "Basics" tab is active, showing two columns of settings: "Basics" and "Schedule".

Basics		Schedule	
Program name:	Compact	Enabled/disabled:	Enabled
Command line:	-A	Run at times:	08:05 PM each day
Server to run on:	hosted/STS	Repeat interval of:	0 minutes
Comments:		Days of week:	Fri

Archiving Test

You can either wait until 8:05PM on Friday, or run it from the Domino console. The latter is suggested

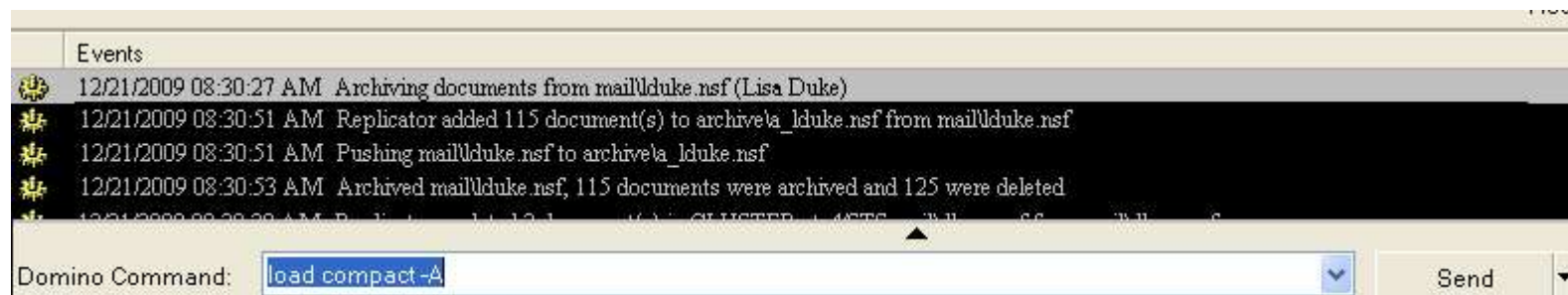
Open a Domino console on the archive server and enter

Load compact -A

All databases on that server eligible for archiving will be archived

New archive databases will be created if required

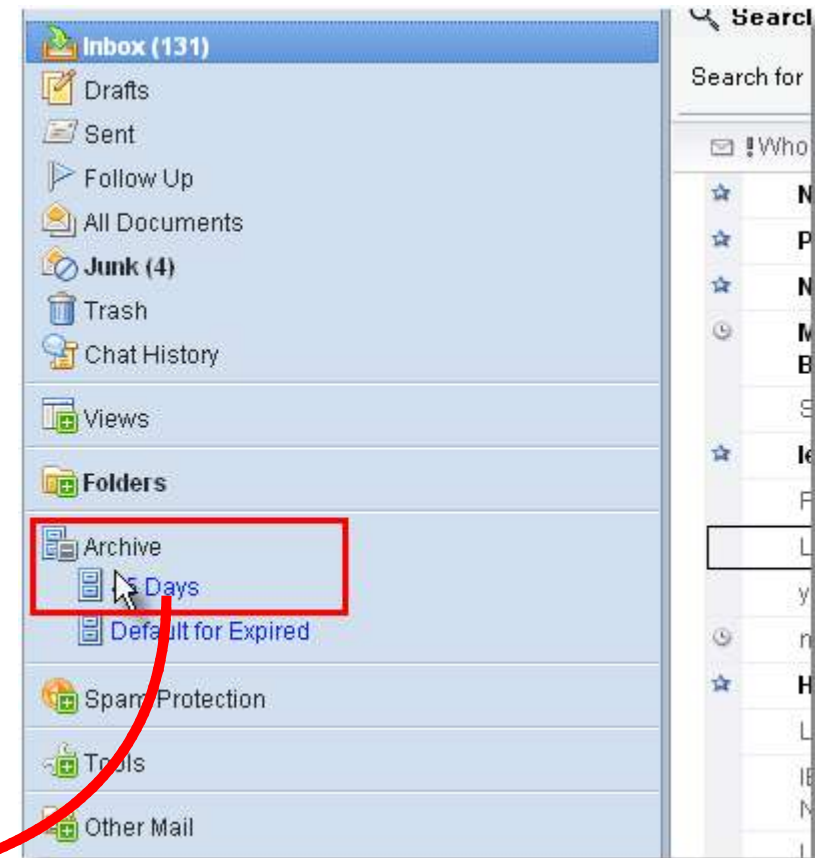
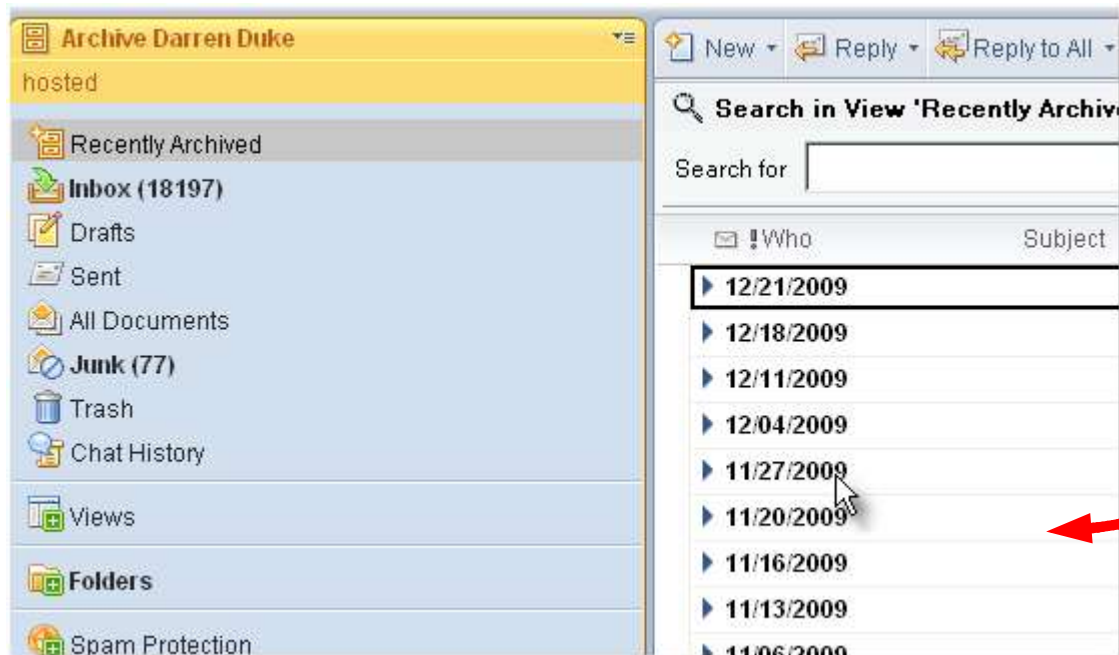
Documents are moved to the archive, then deleted from the mail file



Lets take a look at what the user will see

When an end users' mail file has an archive a new navigator item is added to their mail file

Simply expand Archive on the left mail file navigator and click to open the archive



Archiving Summary

This is a policy setting that makes sense to set explicitly to users or groups (with Dynamic Policies)

You still need to issue a “compact -A” or “compact -a” on the server to carry out any server side archiving

If you use local archives, make sure you back them up

If you lose the drive, you lose the archive

It can be very beneficial for the server

Less indexing

Keeps production mail files slim and svelte

Archiving, like fiber and exercise, is good for you and your server even though no one likes it

Example Policy

Registration Settings

Desktop Settings

Mail Settings

Security Settings

Additional Policy for Laptop Users

Archiving

Other Settings

Other Lotus Notes Policy Settings

Setup Settings

Roaming Settings

Summary

Policy Settings – Setup Document

Don't use this policy setting!

All “Setup” options are now available in desktop settings documents

It is recommended you migrate to using desktop settings documents

Allows you to set common options used when Lotus Notes is started for the first time by a user

Sets options in the location document and user preferences

As this is deprecated, see the Desktop Settings slide

Other Lotus Notes Policy Settings

Setup Settings

Roaming Settings

Summary

Policy Settings – Roaming Document

Allows a policy to control roaming

Easier to manage than manually setting on a per user basis

See session SHOW 103 for more details on roaming

Again, Dynamic Policies can be your friend

Create a group called “Roaming Users”

Add a Dynamic Policy with this setting to this group

Add or remove users from group as required

Roaming Settings		
Basics		
Name:	LS10 Roaming settings	
Description:		
File Server Roaming Options		How to
Server name:	hosted/STS	Don't
Base folder:	roamingl	Don't
Sub-folder format:	Shortname	Don't
Example:	..roamingltamadot..	
Files that roam:	bookmark.nsf, roamingdata.nsf, notebook.nsf, names.nsf, localfeedcontent.nsf	Don't
Show roaming setup dialogs:	No	Don't
Modifiable text for the first dialog:	Your Lotus Notes administrator has made you a "roaming user" so that you can get all of your Notes data on different computers. You can continue to do your work and monitor the progress on the Replication tab.	Don't
Text for the "Roaming complete" dialog:	The roaming user setup process is complete on this computer. Your Lotus Notes data will be the same on any computer.	Don't
Data removal on local drives:	Do not remove data	Don't
Allow user to temporarily disable roaming:	No	Don't

Other Lotus Notes Policy Settings

Setup Settings

Roaming Settings

Summary

Other Lotus Notes Policy Settings - Summary

With other settings documents you can control a whole host of other Lotus Notes and end user related options

Setup is deprecated, use desktop settings instead

Agenda

Who is this dude and what will I learn?

Section 1 – A complete example, start to finish

Section 2 – Understanding and Fixing Policies

Session wrap up

Q & A

Understanding and Fixing Policies

Demystifying the “How to apply this setting”

When it all goes wrong

Understanding Your Options

Now we have created some policies, applied them and seen their results, it is time to take a look at the other options we have when applying setting values

There are four possible options when applying settings and we didn't use them all

- Don't set value

- Set initial value

- Set whenever modified

- Set value and prevent changes

Let's see some detailed examples

Demystify “How to apply this setting”

- Check boxes and drop downs indicate setting exposure
 - Checkboxes - no Notes client setting is available for the user to change
 - Use Custom Password Policy (Security Settings)
 - Drop downs - the setting is exposed to the Notes client and the user may change
 - Spell-check messages before sending (Mail Settings)

Mail Settings : LS10 Mail Settings

Basics | Mail | Calendar and To Do | Access and Delegation | Lotus iNotes | Client Detection | Comments | Administration

Basics | Letterhead | Follow Up | Attention Indicators | Message Recall | Message Disclaimers

User Configuration | How to apply this setting | ☐ Don't set value

☐ Allow users to change mail file ownership | ☐ Don't set value

Outgoing Mail Checking | How to apply this setting |

Spell-check messages before sending: ☒ Yes |

Warn user about blank message subjects: ☒ Yes |

Don't set value
Set initial value
Set value whenever modified
Set value and prevent changes

- We'll now look at how these options impact the user and the client using some of our examples from earlier

Don't set value – drop down

Even if a value is specified, no value is applied!

Uses the initial client install setting

End user can change the value on their client

The setting is usually “off” or “disabled”

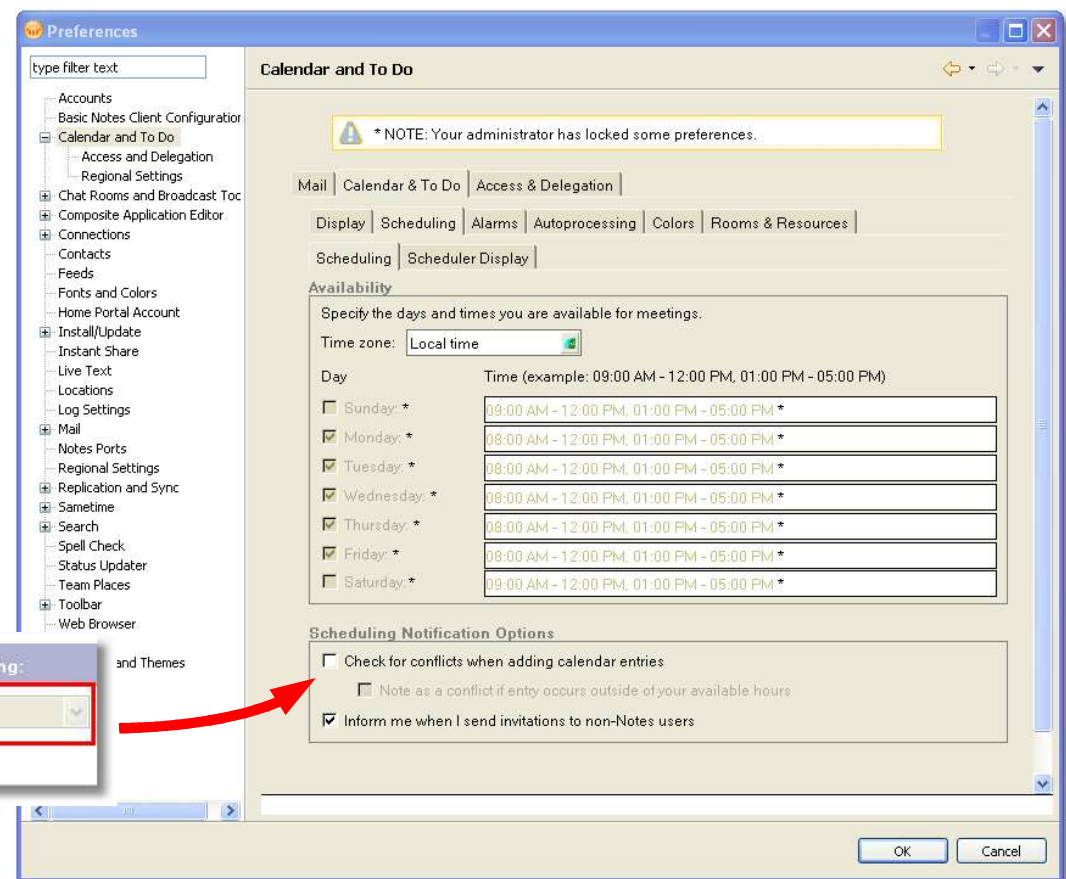
When adding an Entry to Your Calendar

Check for conflicts when adding appointments, accepting meetings, scheduling a new meeting: ☒ Yes

How to apply this setting:

Don't set value

and Themes



Set initial value

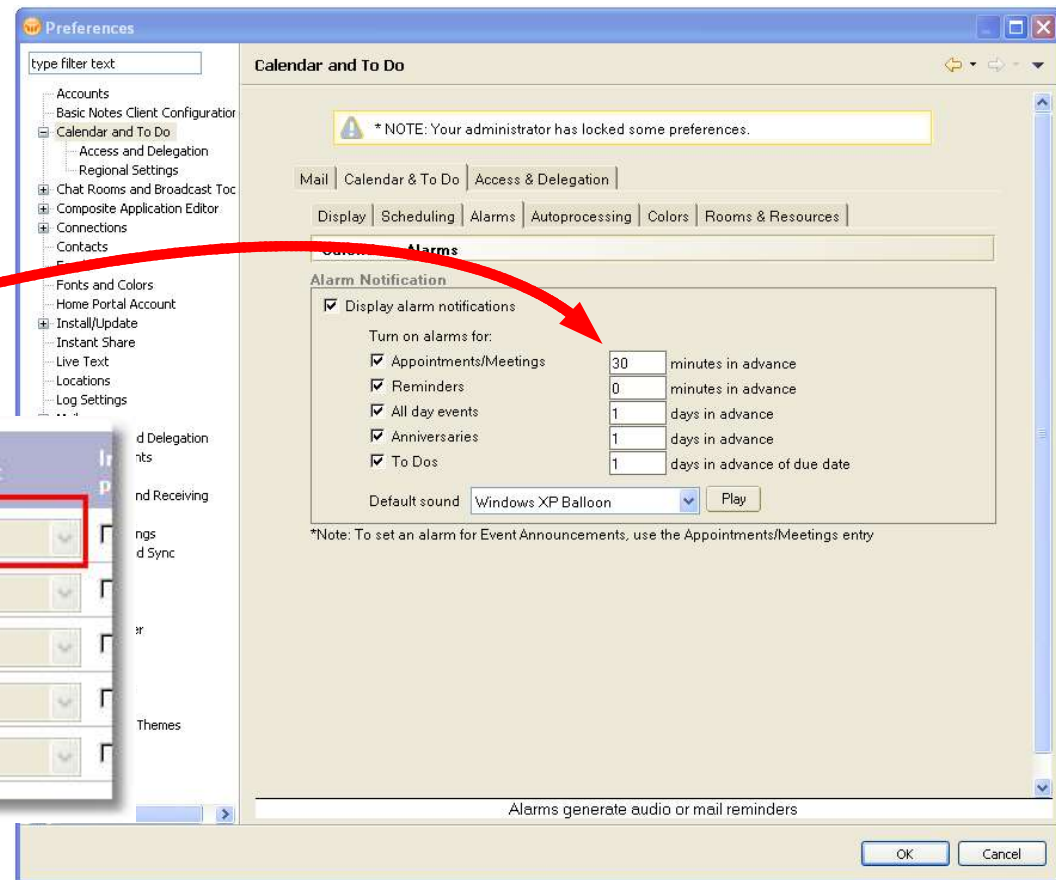
The setting specifies the “new” default value

And is sent to the end user a single time

End user can change the value on their client

Then their custom value is used going forward

Default Alarm Settings When Creating a New Entry (On/Off)	How Far in Advance	How to apply this setting:
<input checked="" type="checkbox"/> Appointments/Meetings	30 minute(s) in advance	Set initial value
<input checked="" type="checkbox"/> Reminders	0 minute(s) in advance	Set initial value
<input checked="" type="checkbox"/> Events	1 day(s) in advance	Set initial value
<input checked="" type="checkbox"/> Anniversaries	1 day(s) in advance	Set initial value
<input checked="" type="checkbox"/> To Do	1 day(s) in advance of due date	Set initial value



Set value whenever modified

- The newest option and the least useful
- End user can change the value on their client
- However, the end users' value is overwritten by the policy
 - This “refresh” happens when the policy is applied, approx every 12 hours
 - If you have end users you hate, this is for you
 - You can drive them insane
- I can't really think of a use for this

Set value and prevent changes

The value you specify is used in the client

End user cannot change the value on their client

It will most likely be grayed out and disabled on the client

Your Availability		How to apply this setting:
<input type="checkbox"/> Sunday		Set value and prevent changes
<input checked="" type="checkbox"/> Monday	08:00 AM - 12:00 PM, 01:00 PM - 05:00 PM	
<input checked="" type="checkbox"/> Tuesday	08:00 AM - 12:00 PM, 01:00 PM - 05:00 PM	
<input checked="" type="checkbox"/> Wednesday	08:00 AM - 12:00 PM, 01:00 PM - 05:00 PM	
<input checked="" type="checkbox"/> Thursday	08:00 AM - 12:00 PM, 01:00 PM - 05:00 PM	
<input checked="" type="checkbox"/> Friday	08:00 AM - 12:00 PM, 01:00 PM - 05:00 PM	
<input type="checkbox"/> Saturday		

Preferences

Calendar and To Do

* NOTE: Your administrator has locked some preferences.

Mail | Calendar & To Do | Access & Delegation

Display | Scheduling | Alarms | Autoprocessing | Colors | Rooms & Resources

Scheduling | Scheduler Display

Availability

Specify the days and times you are available for meetings.

Time zone: Local time

Day

☐ Sunday: *

☒ Monday: *

☒ Tuesday: *

☒ Wednesday: *

☒ Thursday: *

☒ Friday: *

☐ Saturday: *

Time (example: 09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM)

09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM *

09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM *

09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM *

09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM *

09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM *

09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM *

09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM *

09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM *

Scheduling Notification Options

☐ Check for conflicts when adding calendar entries

☐ Note as a conflict if entry occurs outside of your available hours

☒ Inform me when I send invitations to non-Notes users

OK Cancel

How to Apply Summary

Now we know

- How settings will be applied

- When settings will be applied

- What settings will be applied

But what happens when things don't go as expected?

- Funny you should ask. That's next....

Understanding and Fixing Policies

Demystifying the “How to apply this setting”

When it all goes wrong

When it all goes wrong

What to check if policies are not quite working right...

If you can't create policies

- If it appears you can't create or edit policies, check the ACL
 - You need [PolicyCreator] to add rules
 - You need [PolicyModifier] to edit rules
 - You need [PolicyReader] to read rules
- Policy documents are encrypted...
 - With the Owners ID
 - Guess what happens when the owner leaves...
 - They stop working
 - They will need to be re-saved
 - So always populate the "Administrators" field

<input type="checkbox"/>	[GroupCreator]
<input type="checkbox"/>	[GroupModifier]
<input type="checkbox"/>	[NetCreator]
<input type="checkbox"/>	[NetModifier]
<input type="checkbox"/>	[PolicyCreator]
<input type="checkbox"/>	[PolicyModifier]
<input type="checkbox"/>	[PolicyReader]
<input type="checkbox"/>	[ServerCreator]
<input type="checkbox"/>	[ServerModifier]
<input type="checkbox"/>	[UserCreator]
<input type="checkbox"/>	[UserModifier]

Policy : /Internet password

Basics | Policy Assignment | Policy Precedence | Comments | Administration

Administration

Owners:	Darren Duke/STS
Administrators:	LocalDomainAdmins
Exception Policy:	<input type="checkbox"/> Ignore settings from ancestor policies
Last updated:	09/06/2006 06:25:47 PM Darren Duke/STS

If you can't create policies

Open the Domino Directory

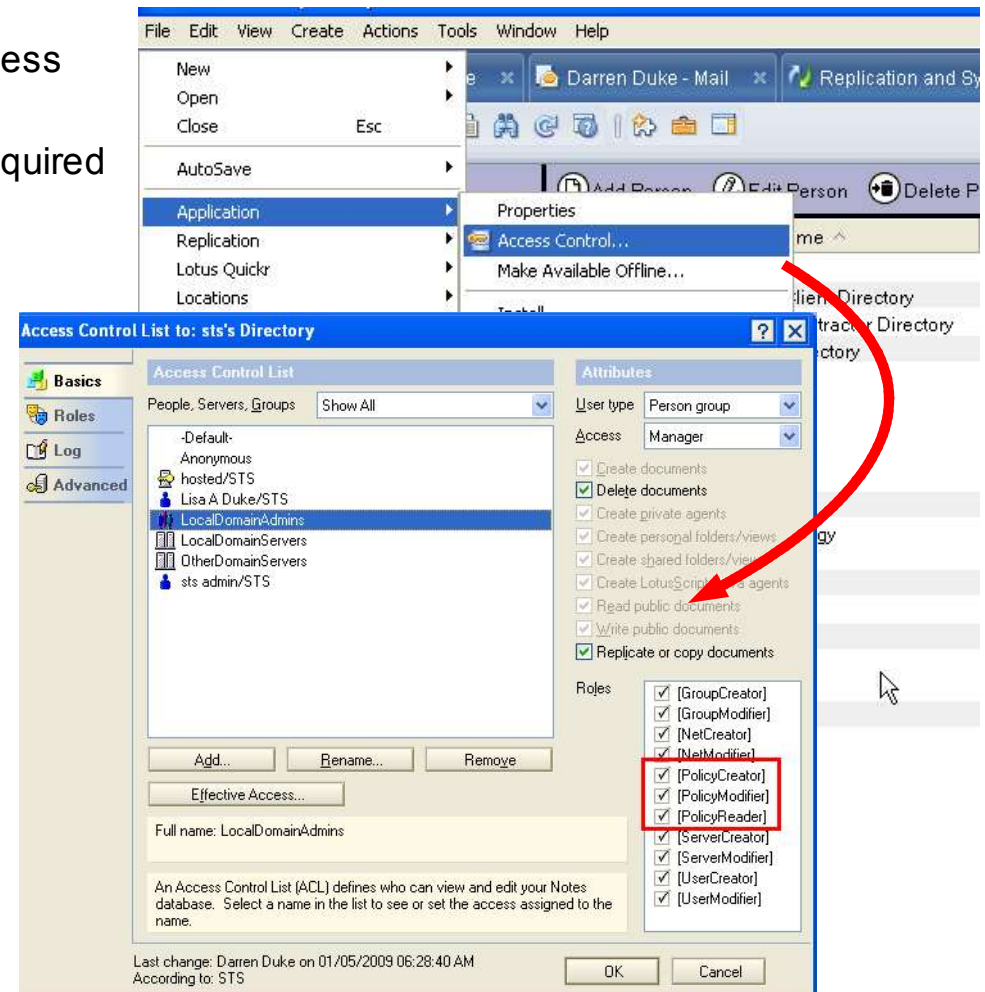
The edit the ACL with the File, Application, Access Control menu

Select the user or group and check mark the required rules

Click OK

Close the Domino Directory

Reopen and try again



Troubleshooting Policies

Make sure the “How this setting is applied” is correct

Make sure the user is assigned the policy

If archiving on the server ensure compact is correctly configured

Finally, understand the “effective policy” that a user has applied

There is a tool to do just that

It could be the policy or it could be the client

Let's see how to troubleshoot

Let's look at an effective policy

With so many different ways of assigning a policy it can be useful to understand how they are evaluated and assigned

Organization level policies are applied first

Explicit policies with dynamic policies are applied next

Finally, explicit policies without dynamic policies are applied

This can still be difficult to resolve the exact policy a user is assigned and how they are assigned it

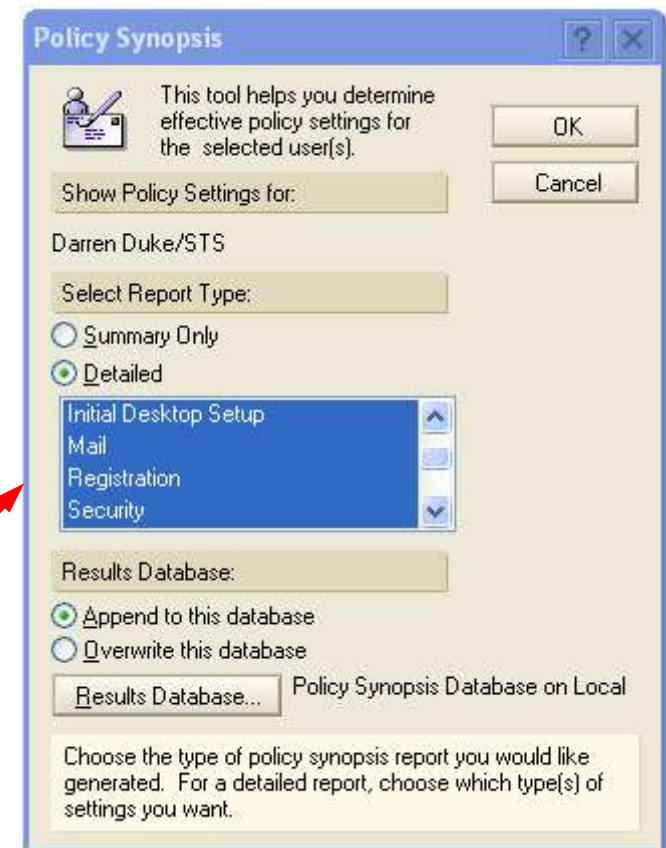
Policy Synopsis is your friend

Available from the Person view in Domino Administrator



Using Policy Synopsis

- Select a user from the person view in Domino Administrator
- Expand Tools and click “Policy Synopsis”
- Select the desired options
 - Hold CTRL to select multiple “Detailed” reports
 - Select a synopsis database location
 - Hit OK
 - The synopsis DB will open
 - Default DB is local/polcysyn.nsf



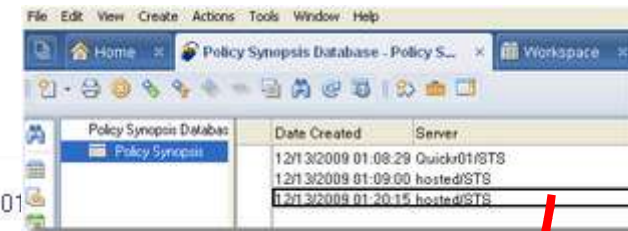
Reading a Policy Synopsis

Open the “Policy Synopsis Database”, and the synopsis document

Each policy setting field is listed with its value

It helps if you know the field names ;)

Policy Synopsis for Darren Duke/STS from Domino Directory on server hosted/STS created at 12/13/2009 01:08:29



Effective Policy for: [Darren Duke/STS](#)

Blue text are hotspot links to the appropriate Notes document

Derived from the following policies:

[/Internet password](#)
[*/STS](#)

How were the effective settings derived?

Lock signifies enforcement

*

= Value was enforced in the specified settings document.

Archive Settings:

ACP = 0EF8D4D4540CA72085257112005FE33B from [45 Day Archiving](#) assigned in policy [/Internet password](#)

ACPChcLst does not have a value set

ACPDsp = 45 Days from [45 Day Archiving](#) assigned in policy [/Internet password](#)

Reading a Policy Synopsis

- Let's say that I need to find out the password length for a specific user
 - Search the synopsis document for “PasswordQuality”, this is the field name that we are interested in
 - As we can see, the setting is 8, but we can also see how the setting was derived
 - We now know that the “LS10 Example” policy and the “LS10 default security settings” settings document is how and where these settings are being assigned

PWExpWarnDays = 30 from LS10 default security settings assigned in policy /LS10 Example
Parameters does not have a value set
PasswordChangeInterval = 90 from LS10 default security settings assigned in policy /LS10 Example
PasswordGracePeriod = 15 from LS10 default security settings assigned in policy /LS10 Example
PasswordQuality = 8 from LS10 default security settings assigned in policy /LS10 Example
PwdAlphaMin = 1 from LS10 default security settings assigned in policy /LS10 Example
PwdAlwHTTP = 1 from LS10 default security settings assigned in policy /LS10 Example
PwdCNAllow = 0 from LS10 default security settings assigned in policy /LS10 Example
PwdChgPostReset = 1 from LS10 default security settings assigned in policy /LS10 Example
PwdChk = 1 from LS10 default security settings assigned in policy /LS10 Example

Sometimes the issue can be on the Lotus Notes client

If the effective policy looks OK, then

It maybe a corrupted policy document on the client

Remember the client has settings applied to it from the server

These settings are stored in the users' local address book

As with all things Notes, these settings are just Notes documents

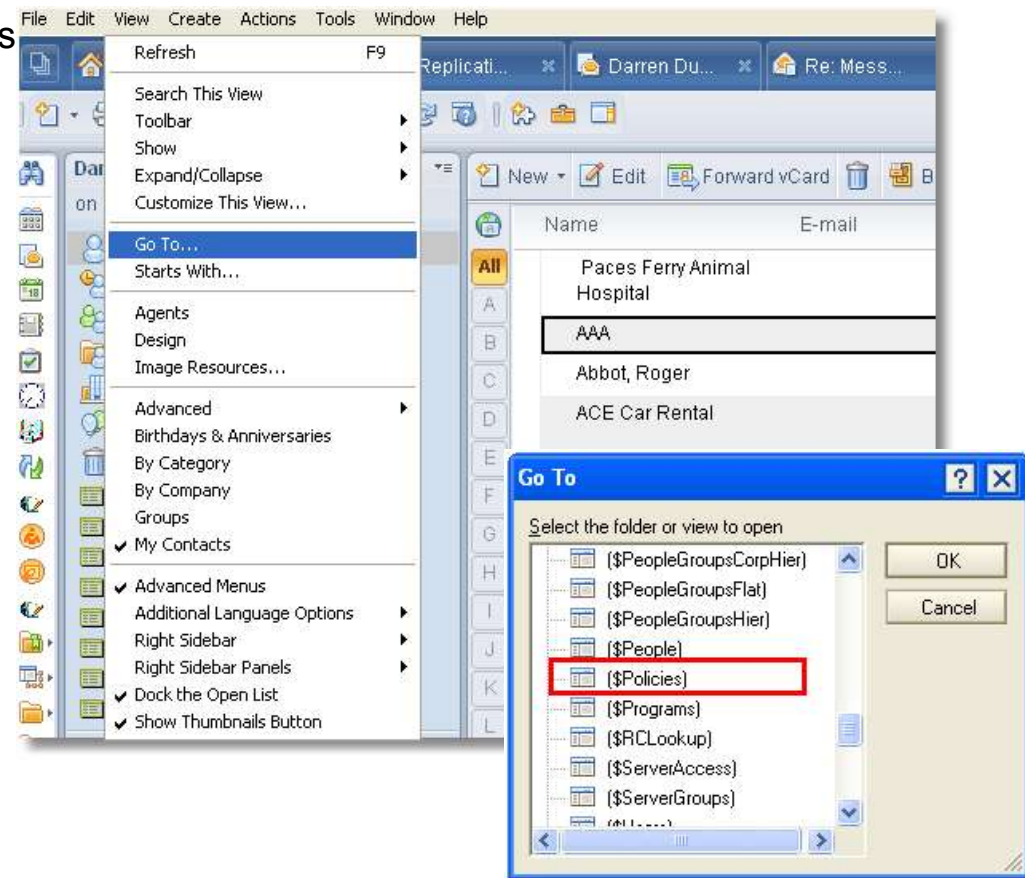
And they can be deleted, just like any other document



Policy Type or Name	Policy Name UNID	PolLastMod	Effective Policy Name
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C85257478002E0940		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C8525747A0055CFBD		SecSets CN=Dar Duke/O=STS
[Replication or Save Conflict]			
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C85257482004D4F44		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C8525748D00737590		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C852574930051A7D9		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C8525749C007D7FA5		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Notes Admin/FPFW DAF664D689B61F50852574A300496E88		SecSets CN=Not Admin/O=FPFW
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C852574B7005AD832		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Notes Admin/FPFW DAF664D689B61F50852574A300496E88		SecSets CN=Not Admin/O=FPFW

Deleting local policy documents

- Open the local names.nsf file for the user in question
- From the view menu, select Go To while holding down the Shift and Control keys
 - Shift + Control will show hidden views
- Select the view (\$Policies) in the dialog



Deleting local policy documents

- In the (\$Policies) view you will see a series of policy documents
- To reset all policies on the client simply delete all of the policy documents from this view
- Restart the affected Lotus Notes client and the policies will be retrieved from the server
- Mail policies may take up to 12 hours, as they are controlled by AdminP



Policy Type or Name	Policy Name UNID	PolLastMod	Effective Policy Name
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C85257478002E0940		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C8525747A0055CFBD		SecSets CN=Dar Duke/O=STS
[Replication or Save Conflict]			
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C85257482004D4F44		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C8525748D00737590		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C852574930051A7D9		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C8525749C007D7FA5		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Notes Admin/FPPW DAF664D689B61F50852574A300496E88		SecSets CN=Not Admin/O=FPPW
PolicySecurity	Effective Policy for: Darren Duke/STS E59018E537F9057C852574B7005AD832		SecSets CN=Dar Duke/O=STS
PolicySecurity	Effective Policy for: Notes Admin/FPPW DAF664D689B61F50852574A300496E88		SecSets CN=Not Admin/O=FPPW

Agenda

Who is this dude and what will I learn?

Section 1 – A complete example, start to finish

Section 2 – Understanding and Fixing Policies

Session wrap up

Q & A

Session wrap up

In this session we have seen how

- Policies can be used to alleviate apparent end user issues with Lotus Notes
- Lotus Notes can do complex password requirements
- You can force Lotus Notes users to change their password the first time they use Lotus Notes
- To create a series of useful settings and assign them to an organization policy and/or an explicit policy

We have also learned

- How to use the Policy Synopsis tool
- That other Lotus Notes policy settings can have a beneficial impact on server and end user management

Other sessions you may want to attend

- SHOW 101- Step by Step: Install, Manage and Configure DAOS and ID Vault
- BP102 - Adminblast 2010: Over 60 Tips in 60 Minutes!
- SHOW 106 - Configuring the Tivoli Directory Integrator for IBM Lotus Domino and Active Directory
- SHOW 103 - Roaming in IBM Domino 8.5: Configure the Best Choice for Your Servers
- BP106 - The Top 11 Tips for Keeping Your Servers Healthy

Agenda

Who is this dude and what will I learn?

Section 1 – A complete example, start to finish

Section 2 – Understanding and Fixing Policies

Session wrap up

Q & A

Questions (and hopefully Answers)

??????

Legal Disclaimer

© IBM Corporation 2009. All Rights Reserved.

The information contained in this publication is provided for informational purposes only. While efforts were made to verify the completeness and accuracy of the information contained in this publication, it is provided AS IS without warranty of any kind, express or implied. In addition, this information is based on IBM's current product plans and strategy, which are subject to change by IBM without notice. IBM shall not be responsible for any damages arising out of the use of, or otherwise related to, this publication or any other materials. Nothing contained in this publication is intended to, nor shall have the effect of, creating any warranties or representations from IBM or its suppliers or licensors, or altering the terms and conditions of the applicable license agreement governing the use of IBM software.

References in this presentation to IBM products, programs, or services do not imply that they will be available in all countries in which IBM operates. Product release dates and/or capabilities referenced in this presentation may change at any time at IBM's sole discretion based on market opportunities or other factors, and are not intended to be a commitment to future product or feature availability in any way. Nothing contained in these materials is intended to, nor shall have the effect of, stating or implying that any activities undertaken by you will result in any specific sales, revenue growth or other results.

Performance is based on measurements and projections using standard IBM benchmarks in a controlled environment. The actual throughput or performance that any user will experience will vary depending upon many factors, including considerations such as the amount of multiprogramming in the user's job stream, the I/O configuration, the storage configuration, and the workload processed. Therefore, no assurance can be given that an individual user will achieve results similar to those stated here.

IBM, the IBM logo, Lotus, Lotus Notes, Notes, Domino, Quickr, Sametime, WebSphere, UC2, PartnerWorld and Lotusphere are trademarks of International Business Machines Corporation in the United States, other countries, or both. Unyte is a trademark of WebDialogs, Inc., in the United States, other countries, or both.

Microsoft and Windows are trademarks of Microsoft Corporation in the United States, other countries, or both.