Open-Xchange Server: Quick Guide

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Chapter 1. The Start page

1.1. The start page interface

Directly after the login the start page is displayed.

1.1.1. Elements of the start page

The Start page:

The start page contains the following elements:

<table>
<thead>
<tr>
<th>№</th>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title bar</td>
<td>Contains from the left to the right:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Icons for accessing the modules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- A button for accessing the help and a button for refreshing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Search input field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Logout button</td>
</tr>
<tr>
<td>2</td>
<td>Panel</td>
<td>Contains the functions that are available on the start page.</td>
</tr>
<tr>
<td>3</td>
<td>Expand sidebar icon</td>
<td>Expands the sidebar. The folder tree and the mini calendar will be displayed. Information about the sidebar can be found in 1.1.2: The sidebar (page 2).</td>
</tr>
<tr>
<td>4</td>
<td>Login name</td>
<td>Displays the login name of the logged in user.</td>
</tr>
<tr>
<td>5</td>
<td>Change layout button</td>
<td>Displays control elements for configuring the overview window.</td>
</tr>
<tr>
<td>6</td>
<td>Overview window</td>
<td>Shows module windows with current objects. Each module window has its own title bar.</td>
</tr>
</tbody>
</table>
### 1.1.2. The sidebar

The start page with an enhanced sidebar:

![Start page with enhanced sidebar](image)

The following elements are available or have an effect on the sidebar:

<table>
<thead>
<tr>
<th>No</th>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Expert mode checkbox</strong></td>
<td>Displays the complete folder tree in the sidebar.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Collapse sidebar icon</strong></td>
<td>Collapses the sidebar. <strong>Note:</strong> The sidebar on the start page will also be collapsed when activating the <strong>Expert mode</strong> checkbox.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Sidebar</strong></td>
<td>Contains the following elements:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The folder tree. It displays the folder structure of the groupware elements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The used and free memory space in the current module. Depending on the folder tree displayed this information is completely or partly collapsed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The mini calendar. It displays the current date and enables you to access the calendar module.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Screen separator</strong></td>
<td>Changes the sidebar width.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Close mini calendar icon</strong></td>
<td>Closes the mini calendar, so that only the navigation elements for the month and year are displayed.</td>
</tr>
</tbody>
</table>

A description of the start page with enhanced sidebar can be found in 1.1.1: Elements of the start page (page 1).
1.1.3. The title bar

The title bar contains the following elements:

<table>
<thead>
<tr>
<th>No.</th>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start page icon</td>
<td>Switches to the start page.</td>
</tr>
<tr>
<td></td>
<td>E-Mail icon</td>
<td>Switches to the E-Mail module.</td>
</tr>
<tr>
<td></td>
<td>Calendar icons</td>
<td>Switches to the calendar module.</td>
</tr>
<tr>
<td></td>
<td>Contacts icon</td>
<td>Switches to the contacts module.</td>
</tr>
<tr>
<td></td>
<td>Tasks icon</td>
<td>Switches to the tasks module.</td>
</tr>
<tr>
<td></td>
<td>InfoStore icon</td>
<td>Switches to the InfoStore module.</td>
</tr>
<tr>
<td></td>
<td>Options icon</td>
<td>Switches to the options module.</td>
</tr>
<tr>
<td></td>
<td>Expert mode checkbox</td>
<td>Activates or deactivates the complete folder tree.</td>
</tr>
<tr>
<td>2</td>
<td>Help icon</td>
<td>Opens the online help, the most recent error messages, and information about the groupware version number.</td>
</tr>
<tr>
<td>3</td>
<td>Refresh icon</td>
<td>Click this button to retrieve new objects from the server. Objects are automatically refreshed in frequent intervals regardless of clicking this button. An animated icon on the button displays this process.</td>
</tr>
<tr>
<td>4</td>
<td>Logout button</td>
<td>To finish working with the groupware click this button.</td>
</tr>
</tbody>
</table>
1.1.4. The start page panel

The start page panel:

**Collapsed:**

**Expanded:**

<table>
<thead>
<tr>
<th>№</th>
<th>Panel tab, icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New</td>
<td>Create new objects, Install the OXtender for Microsoft Outlook, configure mobile phones</td>
</tr>
<tr>
<td>2</td>
<td>Collapse icon</td>
<td>Expand or collapse the panel</td>
</tr>
</tbody>
</table>

The start page panel, Compact panel setting:

<table>
<thead>
<tr>
<th>№</th>
<th>Panel section, icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New</td>
<td>Create new E-Mail, create new objects</td>
</tr>
<tr>
<td>2</td>
<td>Synchronization</td>
<td>Install the OXtender for Microsoft Outlook, configure mobile phone</td>
</tr>
</tbody>
</table>
1.1.5. The overview window

The overview window of the start page contains several module windows displaying different entries. The following module windows are displayed by default:

<table>
<thead>
<tr>
<th>Module window</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E-Mail</strong></td>
<td>Shows the current unread E-Mail. The sender, subject, date and time of the receipt are shown.</td>
</tr>
<tr>
<td><strong>Calendar</strong></td>
<td>Displays your current appointments. Shows appointments taking place today, the next two days, next week or later. For each appointment the date, time and description is displayed.</td>
</tr>
<tr>
<td><strong>Tasks</strong></td>
<td>Displays your current tasks. Shows tasks taking place today, the next two days, next week or later. For each task the subject, date and priority is displayed.</td>
</tr>
<tr>
<td><strong>InfoStore</strong></td>
<td>Displays your current InfoStore items. Shows InfoStore items from your personal InfoStore folder, public InfoStore folders and from shared InfoStore folders of other users.</td>
</tr>
<tr>
<td><strong>Contacts</strong></td>
<td>Displays the contacts in your personal contact folder. Displays the picture, name, business E-Mail address, business phone number.</td>
</tr>
<tr>
<td><strong>UWA modules</strong></td>
<td>An UWA module can be used for customizing the Open-Xchange start page by displaying the contents of other web pages in a module window.</td>
</tr>
</tbody>
</table>

1.1.5.1. Hovers

A hover shows detailed information about the object below the mouse pointer.

**How to display a start page object in the hover:**

1. Move the mouse pointer over an object in the overview window. After a short delay the hover opens. It displays the **General** tab.
2. To view further information click another tab.
3. To close the hover move the mouse pointer out of the hover.

**Tip:** You can also open the hover by clicking the button to the right of the object. In order to close the hover afterwards, click outside of the hover.

You can edit items with the icons in the lower part of the hover.
1.2. Working with the start page

1.2.1. Creating new objects

On the start page you can create new objects like contacts, appointments, tasks, InfoStore items or send new E-Mail without having to switch to the respective module.

How to create a new object:

Click on an icon in the New panel tab. A window for entering the data for the new object opens.

Further information about creating objects can be found in the descriptions for the individual modules.

1.2.2. Editing items

You can edit items like E-Mails, contacts, appointments, tasks or InfoStore entries on the start page without switching to the respective module. To do so use the respective icons in the start page hover.

The following functions are available:

<table>
<thead>
<tr>
<th>Item</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail</td>
<td>Reply, reply all, forward, delete</td>
</tr>
<tr>
<td>Appointment</td>
<td>Edit, delete</td>
</tr>
<tr>
<td>Task</td>
<td>Edit, delete</td>
</tr>
<tr>
<td>InfoStore entry</td>
<td>Edit, delete</td>
</tr>
</tbody>
</table>

How to edit an item:

1. In the overview window, hover the mouse pointer over an item. After a short delay, the hover opens. It displays the General tab.
2. Click a button in the lower part of the hover. Depending on the button you clicked, the respective window opens.
3. Continue by making the required changes or clicking the respective buttons.

1.2.3. Opening modules

Usually you will open the respective module when working with the groupware. There are some alternative ways to do so.

To open a module do one of the following actions:

- Click on an icon in the title bar.
- Click a folder in the folder tree.
- In the overview window click the title of a module window.
- To open the Calendar module click a day or calendar week in the MiniCalendar.

How to switch back to the start page:

- Click the Start page in the title bar.
Chapter 2. E-Mail module

2.1. The E-mail module interface

To open the module click the E-Mail icon in the title bar.

2.1.1. The E-Mail panel

The E-Mail panel:

The E-Mail panel includes the following functions in different panel tabs:

<table>
<thead>
<tr>
<th>Panel tab</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create new E-Mail messages or other objects</td>
</tr>
<tr>
<td>Edit</td>
<td>Send, reply, forward, delete, print, and manage E-Mail messages</td>
</tr>
<tr>
<td>Attachments</td>
<td>Open and save E-Mail attachments, save to infostore</td>
</tr>
</tbody>
</table>

**Note:** You need to click an attachment to activate the panel section functions.

<table>
<thead>
<tr>
<th>Panel entry</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Compose new E-Mail</td>
</tr>
<tr>
<td>icon</td>
<td>Newly create E-Mails or other objects</td>
</tr>
<tr>
<td>Reply</td>
<td>Reply to E-Mails</td>
</tr>
<tr>
<td>Reply all</td>
<td>E-Mail reply to sender and all recipients</td>
</tr>
<tr>
<td>Forward</td>
<td>Forward E-Mails</td>
</tr>
<tr>
<td>Delete</td>
<td>Move E-Mails to the Trash or permanently delete them</td>
</tr>
<tr>
<td>Print icon</td>
<td>Print an individual E-Mail or a list of E-Mails</td>
</tr>
<tr>
<td>Mark as</td>
<td>Mark E-Mails as read, unread, unanswered, deleted, or undeleted</td>
</tr>
<tr>
<td>Copy icon</td>
<td>Copy E-Mails to the same or to another folder</td>
</tr>
<tr>
<td>Save icon</td>
<td>Save E-Mail as file</td>
</tr>
<tr>
<td>View</td>
<td>Set E-Mail view: h split, v split, list</td>
</tr>
<tr>
<td>Flags</td>
<td>Mark E-Mails with flags</td>
</tr>
</tbody>
</table>

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2.1.2. The E-Mail overview window

The E-Mail overview window, H Split view:

<table>
<thead>
<tr>
<th>No.</th>
<th>Subject</th>
<th>Received</th>
<th>Size</th>
<th>Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Re: Fast Sheet Open-Xchange Express Editor</td>
<td>01-25-2010/02:21 PM</td>
<td>2.05 KB</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sales Meeting</td>
<td>01-25-2010/02:39 PM</td>
<td>639.95 KB</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tue, 25 Mar 2010 08:48 AM</td>
<td>01-15-2010/02:14 PM</td>
<td>1.57 KB</td>
<td></td>
</tr>
</tbody>
</table>

2.2. Displaying E-Mails

The following views are available:

- The List view. It displays the E-Mail messages in an E-Mail folder in the form of a table. You can sort the table by clicking a column title.

- The H Split view. In the upper part of the overview window it displays the E-Mail list view and in the lower part it displays the content of the selected E-Mail.

- The V Split view. In the left part of the overview window it displays the E-Mail list view and in the right part it displays the content of the selected E-Mail.

How to display E-Mails:

1. Select an E-Mail folder in the folder tree.
2. In the View panel tab click H Split, V Split or List.
3. If you selected H Split or V Split select an E-Mail in the list view.

Result: The content of the E-Mail is displayed in different tabs.
2.3. Sending E-Mails

You have the following possibilities:

▪ Sending a new E-Mail
▪ Replying to an E-Mail
▪ Forwarding an E-Mail

2.3.1. Sending a new E-Mail

How to send a new E-Mail:

1. In the New panel tab click the New E-Mail icon. If using the compact panel, click the E-Mail icon in the panel. The E-Mail window will open.
2. Select a sender address.
3. Select one or more recipients.
4. Enter a subject.
5. Compose the E-Mail text.
6. Use additional options if needed:
   - Add attachments.
   - Attach your vCard.
   - Enter a specific sender.
   - Set the priority.
   - Request a delivery receipt.
   Details can be found in the user guide and in the online help.
7. Click on Send in the panel. The window will close.

Result: The E-Mail is sent. A copy of the E-Mail is saved in the Sent E-Mails folder.

Tip: You can also send a new E-Mail by clicking on Compose E-Mail in the Edit panel tab.

Tip: You can also access the New E-Mail function in the panel in other modules. In the H Split or V Split view you can send a new E-Mail by clicking the sender in the E-Mail header.

Tip: In the contacts module you can send an E-Mail to a contact by using the context menu in the card or phone list view.

2.3.1.1. Adding attachments

How to add attachments to an E-Mail in the E-Mail window:

1. In the panel click on Add attachment > Attach local file. The Select attachments dialog window opens.
2. In the Select attachments dialog window click Browse. Select the file to be added as an attachment. Close the file selection dialog window.
3. In the Select attachments dialog window click Add. The file is entered in the list field.
4. To add further attachments repeat steps 2 - 3.
5. To remove an attachment select it in the list field. Then click Remove.
6. In the Select attachments dialog window click OK.

Result: The file names of the attachments are displayed below the E-Mail text.
Tip: In order to attach a document from the infostore, click on the panel entry Add attachment > Attach infoEntry.
2.3.2. Replying to E-Mails

How to reply to an E-Mail:
1. Select an E-Mail in the H Split, V Split, or List view.
2. In the Edit panel tab click on Reply. If using the compact panel, click the panel entry Reply. To also reply to the recipients in CC click Reply all. The E-Mail window opens.
3. Enter the E-Mail text.
4. Click on Send in the panel. The window will be closed.

Result: The E-Mail is sent. A copy of the E-Mail is saved to the Sent E-Mails folder.

Tip: You can also use the context menu to reply to an E-Mail.

2.3.3. Forwarding E-Mails

How to forward an E-Mail:
1. Select an E-Mail in the H Split, V Split, or List view.
2. Click on Forward in the Edit panel tab. If using the compact panel, click the panel entry Forward. The E-Mail window will open.
3. Select one or more recipients.
4. Enter the E-Mail text.
5. Click on Send in the panel. The window will close.

Result: The E-Mail is sent. A copy of the E-Mail is saved to the Sent E-Mails folder.

Tip: You can also use the context menu for forwarding an E-Mail.
Chapter 3. Contacts module

3.1. The Contacts module interface

To open the module click the Contacts icon in the title bar.

3.1.1. The Contacts panel

The Contacts panel:

The Contacts panel contains the following functions in several panel tabs:

<table>
<thead>
<tr>
<th>Panel tab</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create new contacts or other objects</td>
</tr>
<tr>
<td>Edit</td>
<td>Create, edit, delete, print, send, and manage contacts</td>
</tr>
<tr>
<td>View</td>
<td>Set the display of contacts: address cards, phone list, and detail</td>
</tr>
<tr>
<td>Flag</td>
<td>Mark contacts with flags</td>
</tr>
<tr>
<td>Social</td>
<td>Publish contacts from the contacts folder selected, subscribe contacts from the contacts folders selected</td>
</tr>
</tbody>
</table>

The Contacts panel, setting Compact panel:

The Contacts panel contains the following functions:

<table>
<thead>
<tr>
<th>Panel entry</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create new contact</td>
</tr>
<tr>
<td>Edit icon</td>
<td>Create new objects</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit a contact's data</td>
</tr>
<tr>
<td>Delete</td>
<td>Permanently delete contact</td>
</tr>
<tr>
<td>Print icon</td>
<td>Print the data for a contact or a list of contacts</td>
</tr>
<tr>
<td>Send E-Mail</td>
<td>Send an E-Mail to the selected contact</td>
</tr>
<tr>
<td>Send as vCard attachment</td>
<td>Send contact as an E-Mail’s vCard attachment</td>
</tr>
<tr>
<td>Move icon</td>
<td>Move contact to another folder</td>
</tr>
<tr>
<td>Copy icon</td>
<td>Copy contact to another folder or to the same folder</td>
</tr>
<tr>
<td>View</td>
<td>Set the display of contacts: address cards, phone list, detail</td>
</tr>
<tr>
<td>Flags</td>
<td>Mark contacts with flags</td>
</tr>
<tr>
<td>Social</td>
<td>Publish contacts from a contact folder selected, subscribe contacts from the contacts folders selected</td>
</tr>
</tbody>
</table>
3.1.2. The contacts overview window

The contacts overview window, Phone list view:

The contacts overview window contains the following elements:

<table>
<thead>
<tr>
<th>№</th>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labelling</td>
<td>Displays the name and path of the current contacts folder and the number of contacts in this folder. Tip: You can browse the folder tree by clicking the underlined parts of the path.</td>
</tr>
<tr>
<td>2</td>
<td>Content area</td>
<td>Displays the contacts.</td>
</tr>
<tr>
<td>3</td>
<td>Quick filter bar</td>
<td>Allows you to filter the displayed contacts via the first letter of the contacts' last names.</td>
</tr>
</tbody>
</table>
3.2. Viewing contacts

The following views are available:

- The phone list. The contacts are displayed in the form of a table. You can sort the table by clicking a column header.
- The address card view. The contacts of the current contact folder are displayed as address cards.
- The detail view. All information for the contact selected in the phone list or address card view is displayed.

How to display contacts:

1. Select a contact folder in the folder tree.
2. In the View panel tab click Address cards or Phone list.
3. Use the quick filter bar to filter the view.
4. To view all the details for a contact do the following:
   - Select a contact.
   - In the View panel tab click Details.
3.3. Creating contacts

How to create a new contact:

1. In the New panel tab click the Contact icon. If using the compact panel, click the Contact panel icon 🗂️. The Contact window will open. The General tab is opened.

2. If required select a contact folder by clicking the Folder button and selecting a contact folder in the pop-up window.

3. Enter the business data for the contact in the General tab.

4. Use further options if needed:
   - Add categories.
   - If required mark the contact as private.
   - Note: You can only mark a contact as private if you create the contact in a personal contact folder.
   - If wanted, enter the private data for the contact in the Private tab. You can create an appointment series from the contact's date of birth. The serial reminds you of the birthday.
   - Add a picture.
   - In the Additional tab enter further data for the contact.
   - Add attachments.
   - Details can be found in the user guide and in the online help.

5. Click Save in the panel. The window will close.

Result: The contact is created.

Tip: You can also create a new contact by clicking on Create new contact in the Edit panel tab.

3.4. Managing contacts

3.4.1. Searching for contacts

You can find contacts in the current contacts folder via a search term. The search term defines the character string to be searched for. If suitable, the search term can include the "*" character as wildcard for any character. The search criteria defines which contact data are to be searched for the search term.

The following contact data can be used as search term:
- First name, surname, displayed name
- E-Mail, E-Mail (private), E-Mail (other)
- Company, department
- Location, Street
- Tags

How to search for a contact:

1. Select a contact folder for the search in the folder tree.
2. Select the Address card or Phone list view.
3. To select one or more search criteria click the icon 🗂️ on the left of the Search input field.
4. Enter the search term in the input field.
5. Click the Search icon 🕵️️.
6. In order to delete the search term, click the Reset icon.

Result: The overview window only displays the contacts matching the search term.

How to display all contacts from the current contact folder:
In the quick filter bar click on All.

3.4.2. Editing contacts

How to edit a contact:
1. Display a contact in the Detail view or select a contact in the Address card or Phone list view.
2. In the Edit panel tab click Edit. If using the compact panel, click the panel entry Edit. The Contact window will open.
3. Edit the contact's data.
4. Click Save in the panel. The window is closed.

Result: The contact is updated.

Tip: In the Address card or Phone list view you can also edit contacts by using the context menu or by double-clicking the contact.
3.4.3. Sending contacts as a vCard attachment

You can send contacts from a contact folder as E-Mail vCard attachments.

How to send contacts as vCard attachment:

1. In the Card or Phone list view select one or more contacts.

2. In the Edit panel tab click on Send as vCard. If using the compact panel, click the panel entry Send as vCard. The E-Mail window opens. A vCard is attached for each selected contact.

3. Complete and send the E-Mail.

Result: The E-Mail will be sent with the vCard attachments.

Tip: You can also use the context menu to send contacts as vCard attachments.
Chapter 4. Calendar module

4.1. The calendar module interface

To open the module click the Calendar icon in the title bar.

4.1.1. The calendar panel

The Calendar panel:

<table>
<thead>
<tr>
<th>Panel tab</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create new appointments or other objects</td>
</tr>
<tr>
<td>Edit</td>
<td>Create, edit, delete, print, and manage appointments, change confirmation</td>
</tr>
<tr>
<td>View</td>
<td>Set an appointment view: Calendar or Team, List. Set a time range for the calendar display: Day, Work week, Month, Week, or Custom</td>
</tr>
<tr>
<td>Flag</td>
<td>Mark appointments with flags</td>
</tr>
<tr>
<td>Social</td>
<td>Subscribe appointments from the calendar folders selected</td>
</tr>
</tbody>
</table>

The calendar module contains the following functions in different panel tabs:

<table>
<thead>
<tr>
<th>Panel entry</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create a new appointment</td>
</tr>
<tr>
<td>✔️ icon</td>
<td>Create new objects</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit an appointment’s details</td>
</tr>
<tr>
<td>Delete</td>
<td>Permanently delete appointment</td>
</tr>
<tr>
<td>Confirmation</td>
<td>Change an appointment confirmation</td>
</tr>
<tr>
<td>Print icon</td>
<td>Print the data for an appointment, a list of appointments, or a calendar sheet</td>
</tr>
<tr>
<td>Move</td>
<td>Move appointment to another folder</td>
</tr>
<tr>
<td>View</td>
<td>Set the display of appointments: calendar, team, list, detail</td>
</tr>
<tr>
<td>Time range</td>
<td>Set calendar time range: Day, Work week, Month, Week, customized</td>
</tr>
<tr>
<td>Flags</td>
<td>Mark appointments with flags</td>
</tr>
<tr>
<td>Social</td>
<td>Subscribe appointments to the calendar folder selected</td>
</tr>
</tbody>
</table>
4.1.2. The calendar overview window

The calendar overview window, Calendar view, Week time range:

The calendar overview window contains the following elements:

<table>
<thead>
<tr>
<th>№</th>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
</table>
| 1  | Labelling                      | Displays the name and the path of the current calendar folder and the number of appointments in the folder.  
    |                                | **Tip:** You can browse the folder tree by clicking the underlined parts of the path.  
    |                                | **Note:** Labelling is not shown in the team view.                       |
| 2  | Date bar                       | Displays the date of the current time range. On both sides of the date there are navigation arrows that allow you to change the current time range. |
| 3  | **Today** button               | Displays the time range containing the current date in the overview window and in the MiniCalendar. The selected view, Calendar, Team, or List remains in the overview window. |
| 4  | Content area                   | Displays the calendar and the appointments.                             |
| 5  | **Show all my appointments from all calendars** checkbox | If this checkbox is activated all your appointments from all calendar folders are displayed. If this checkbox is deactivated only your appointments from the current calendar folder are displayed. |
4.2. Viewing the calendar and appointments

The following views are available:

- The Calendar view. This view displays a calendar sheet comprising a particular time range such as Day, Week, or Month. An appointment is displayed in the form of a rectangle.
- The Team view. This view shows the appointments for users and groups and the resources booked for the individual appointments. A user can create teams. They will remain after the logout.
- The List view. This view shows the appointments for a specific time range in a table form.
- The Detail view. This view shows all information for the appointment selected in the Calendar or List view.

How to display a calendar and its appointments:

1. Select a calendar folder in the folder tree.
2. In the View panel tab click Calendar or List.
3. In the View panel tab select a time range.
4. To view all the details of an appointment do the following:
   - Select an appointment.
   - In the View panel tab click Details.

4.3. Creating appointments

How to create a new appointment:

1. In the New panel tab click the Appointment icon. If using the compact panel, click the Appointment panel icon . The Appointment window opens. The Appointment tab is opened.
2. If required, select a calendar folder by clicking the Folder button and selecting a calendar folder in the pop-up window.
3. Enter a description, a location, and a comment for the appointment.
4. Select a start and end date for the appointment.
5. Set the appointment reminder.
6. Select the availability view: Booked, Tentative, Absent on business, or Free.
7. Use additional options if needed:
   - Create an appointment series.
   - Add categories to the appointment.
   - If required, mark the appointment as private.
   - Add further participants and resources to the appointment. Check whether the participants and resources are available for the appointment.
   - Add attachments to the appointment.
   
   Details can be found in the user guide and in the online help.
8. Click Save in the panel. The window will close.

Result: The appointment is created.

Tip: You can also create a new appointment by clicking on Create new appointment in the Edit panel tab.
4.4. Managing appointments

4.4.1. Editing appointments

How to edit an appointment:
1. Display an appointment in the Detail view or select an appointment in the List view, a calendar view, or the team view.
2. In the Edit panel tab click Edit if using the compact panel, click the panel entry Edit. The Appointment window opens.
3. Edit the appointment data. A comprehensive description can be found in 4.3: Creating appointments.
4. Click Save in the panel. The window is closed.
Result: The appointment is modified.

How to edit an appointment title:
1. Select an appointment in the calendar view.
2. Click on the appointment title.
3. Edit the title.
4. Press Enter.

4.4.2. Editing appointments with drag & drop

How to drag an appointment to another day:
1. Display an appointment in the Work week, Month, Week, or Custom calendar view.
2. Move the mouse pointer over the rectangle displaying the appointment. The mouse pointer changes to a hand icon.
3. Drag the appointment to another day in the time range or to a day in the MiniCalendar.
Result: The appointment is moved to the selected day.

How to change the time of an appointment:
1. Display an appointment in the Day, Work week, or Custom calendar view.
2. Move the mouse pointer over the rectangle displaying the appointment. The mouse pointer changes to a hand icon.
3. Drag the appointment to another time in the time range.
Result: The appointment is moved to the selected time.

How to change the start or end date of an appointment:
1. Display an appointment in the Work week or Custom calendar view.
2. Move the mouse pointer to the upper or lower border of the rectangle displaying the appointment. The mouse pointer changes to a double-arrow.
3. Drag the border up or down to another time in the time range.
Result: The start or end of the appointment is changed.
4.4.3. Synchronizing appointments with CalDAV

CalDAV helps you access the Open-Xchange Server calendar and synchronize appointments with client software like Mozilla Thunderbird.

**Note:** In order to use this function, CalDAV has to be available on the Open-Xchange Server. If you are unsure, contact your administrator or hoster.

4.4.3.1. Synchronizing with Thunderbird

The following preconditions have to be met:

- The current version of Mozilla Thunderbird is installed.
- The current Thunderbird Lightning add-on is installed. This add-on includes an application for appointments and tasks.
- The access to your Open-Xchange E-Mail account is set up in Thunderbird.

Note the following limitations:

- Thunderbird can only synchronize single calendar folders. In order to synchronize multiple calendar folders between the Open-Xchange groupware and Thunderbird, you have to separately set up the synchronization for each single calendar folder.
- The following reminders are not supported by the Open-Xchange Server:
  - Reminders that are sent after the appointment’s start
  - Multiple reminders
  - Reminders that are not of the type ‘DISPLAY’
    If you set up such a reminder for an appointment or a recurrence in Thunderbird, the reminder is removed by the Open-Xchange Server.
- The property "URL" for iCal resources is not supported.
- File attachments are not supported.
- Appointments marked as “privat” are exported with the property "CLASS" set to "PRIVATE" by the Open-Xchange Server.
- The properties "CONFIDENTIAL" and "PRIVATE" are treated in the same way by the Open-Xchange Server and are imported as "PRIVATE".

**Warning:** The Open-Xchange Server does not support private appointments with multiple participants. If you mark an appointments with several participants as Private appointment in Thunderbird, the Open-Xchange Server removes the participants without notifying you.
How to access your calendar in Thunderbird:

1. Check the following requirements:
   - Thunderbird has network access.
   - The Open-Xchange Server is accessible.

2. Right-click on a calendar folder in the Open-Xchange Groupware. Select Properties. Note the value of CalDAV URL or copy it to the clipboard.

3. In the Thunderbird menu bar click on Appointments and Tasks > Calendar.

4. In the menu bar click on File > New > Calendar. The Create new calendar window opens.

5. Select In the network. Click on Next.

6. Select the format CalDAV. As Address use the value requested in step 2. In order to have access to the appointments without Internet connection, activate Cache. Click on Next.

7. In Name enter a name for the calendar folder. You can select a color for the calendar. Set whether appointment reminders should be displayed. Select an E-Mail address. Click on Next.

8. If you are asked for credentials, use the username and the password for the Open-Xchange Server.

Result: After a short while the calendar folder will be synchronized.

In order to synchronize further calendar folders repeat the steps for each calendar folder.
Chapter 5. Tasks module

5.1. The tasks module interface

To open the module click the Tasks icon in the title bar.

5.1.1. The tasks panel

The Tasks panel:

The tasks panel contains the following functions in different panel tabs:

<table>
<thead>
<tr>
<th>Panel section</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create new tasks or other objects</td>
</tr>
<tr>
<td>Edit</td>
<td>Create, edit, delete, print, and manage tasks</td>
</tr>
<tr>
<td>View</td>
<td>Set the display of tasks: H Split, List</td>
</tr>
<tr>
<td>Flag</td>
<td>Mark tasks with flags</td>
</tr>
</tbody>
</table>

The Tasks panel, setting Compact panel:

<table>
<thead>
<tr>
<th>Panel entry</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create new task</td>
</tr>
<tr>
<td></td>
<td>Icon</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit a task's data</td>
</tr>
<tr>
<td>Delete</td>
<td>Permanently delete task</td>
</tr>
<tr>
<td>Print icon</td>
<td>Print a task's data or a list of tasks</td>
</tr>
<tr>
<td>Confirmation</td>
<td>Change a task's confirmation</td>
</tr>
<tr>
<td>Move</td>
<td>Move task to another folder</td>
</tr>
<tr>
<td>Use as template icon</td>
<td>Use task as template for a new task</td>
</tr>
<tr>
<td>View</td>
<td>Set the display of tasks: h split, list</td>
</tr>
<tr>
<td>Flags</td>
<td>Mark tasks with flags</td>
</tr>
</tbody>
</table>

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5.1.2. The tasks overview window

The tasks overview window, List view:

The tasks overview window contains the following elements:

<table>
<thead>
<tr>
<th>№</th>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labelling</td>
<td>Displays the name and path of the current tasks folder and the number of tasks in this folder. Tip: You can browse the folder tree by clicking the underlined parts of the path.</td>
</tr>
<tr>
<td>2</td>
<td>Content area</td>
<td>Displays the tasks.</td>
</tr>
</tbody>
</table>
5.2. Viewing tasks

The following views are available:

- The H Split view. This displays the tasks list view in the upper part of the overview window and the details of the selected task in the lower part of the overview window.
- The List view. This displays the tasks in the form of a table.

How to display tasks:

1. Select a tasks folder in the folder tree.
2. In the View panel tab click H Split or List.
3. If you selected H Split select a task in the list view.

Result: The content of the selected task is displayed in different tabs.

5.3. Creating tasks

How to create new tasks:

1. In the New panel tab click the Task icon. If using the compact panel, click the Task panel icon.[22] The Task window opens. The Task tab is displayed.
2. If requested select a tasks folder by clicking the Folder button and selecting a tasks folder in the pop-up window.
3. Enter a subject and notes for the task.
4. Set the priority of the task.
5. Set the due date and the start date.
6. Set the task reminder.
7. If requested use additional options:
   - Mark the task as private.
   - Create a task series.
   - Add categories to the task.
   - Set the details for the task.
   - Add further participants to the task.
   - Add attachments to the task.
   Details can be found in the user guide and in the online help.
8. Click Save in the panel. The window is closed.

Result: The task is created. The editing status is set to Not started or 0 % finished.

Tip: You can also create a new task by clicking on Create new task in the Edit panel tab.

The New task function can also be invoked in other modules in the panel.

In the H Split or List view double-click a free area. The Task window opens.
Chapter 6. InfoStore module

6.1. The InfoStore module interface

To open the module click the InfoStore icon in the title bar.

6.1.1. The InfoStore panel

The InfoStore panel:

The InfoStore panel contains the following functions in different panel tabs:

<table>
<thead>
<tr>
<th>Panel section</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create new InfoStore entries or other objects</td>
</tr>
<tr>
<td>Edit</td>
<td>Create, edit, delete, print, and manage InfoStore entries</td>
</tr>
<tr>
<td>View</td>
<td>Set the display of InfoStore entries: H Split, List</td>
</tr>
<tr>
<td>Flag</td>
<td>Mark InfoStore entries with flags</td>
</tr>
<tr>
<td>Social</td>
<td>Publish InfoStore entries from the InfoStore folder selected, subscribe data from the InfoStore folder selected</td>
</tr>
</tbody>
</table>

The InfoStore panel, setting Compact panel:

The Infostore panel contains the following functions:

<table>
<thead>
<tr>
<th>Panel entry</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create new Infostore item</td>
</tr>
<tr>
<td>icon</td>
<td>Create new objects</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit an infostore item's data</td>
</tr>
<tr>
<td>Delete</td>
<td>Permanently delete infostore item</td>
</tr>
<tr>
<td>Print icon</td>
<td>Print an infostore item's data or print a list of infostore items</td>
</tr>
<tr>
<td>Lock icon</td>
<td>Mark infostore item as locked</td>
</tr>
<tr>
<td>Unlock icon</td>
<td>Unlock an infostore item</td>
</tr>
<tr>
<td>Move</td>
<td>Move infostore item to another folder</td>
</tr>
<tr>
<td>Send</td>
<td>Send infostore item as an E-Mail’s attachment or link</td>
</tr>
<tr>
<td>View</td>
<td>Set the display if infostore items: H split, list</td>
</tr>
<tr>
<td>Flags</td>
<td>Mark infostore items with flags</td>
</tr>
<tr>
<td>Social</td>
<td>Publish InfoStore entries from the InfoStore folder selected, subscribe data from the InfoStore folder selected</td>
</tr>
</tbody>
</table>
6.1.2. The InfoStore overview window

The InfoStore overview window, List view:

<table>
<thead>
<tr>
<th>No.</th>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labelling</td>
<td>Displays the name and path of the current InfoStore folder and the number of InfoStore entries in this folder. <strong>Tip:</strong> You can browse the folder tree by clicking the underlined parts of the path.</td>
</tr>
<tr>
<td>2</td>
<td>Content area</td>
<td>Shows the InfoStore entries.</td>
</tr>
</tbody>
</table>
6.2. Viewing InfoStore items

The following views are available:

- The H Split view. This displays the List view for the InfoStore items in the upper part of the overview window and all details of the selected InfoStore item in the lower part of the overview window.
- The List view. This displays the InfoStore items in the form of a table.

**How to display InfoStore items:**
1. Select an InfoStore folder in the folder tree.
2. In the View panel tab click **H Split** or **List**.
3. If you selected **H Split** select an InfoStore item in the list view.
   **Result:** The content of the selected InfoStore item is displayed in different tabs.

6.3. Creating an InfoStore item

**How to create a new InfoStore item:**
1. In the New panel tab click the **Document** icon. If using the compact panel, click the panel icon **InfoEntry**. The **Document** window opens.
2. If requested select an InfoStore folder by clicking the **Folder** button and selecting an InfoStore folder in the pop-up window.
3. Enter a title in the **Title** field.
4. Depending on your needs, use the following options:
   - Add a bookmark for a website by entering an Internet address in the **Link/URL** field. **Tip:** Copy the Internet address from the browser's address bar to the field.
   - Add a document.
   - Add categories.
   - Add comments.
   Details can be found in the user guide and in the online help.
5. Click **Save** in the panel. The window is closed.
   **Result:** The InfoStore item is created.

**Tip:** You can also create a new InfoStore item by clicking on **Create new document** in the **Edit** panel tab.

You can also activate the **New InfoStore item** function in other modules in the panel.
Double-click a free area in the H Split or List view. The **InfoStore item** window opens.
6.3.1. Adding a document

How to add a document to the InfoStore item in the InfoStore item window:

1. Click the **File** button.
2. Click the **Browse** button.
3. Select the file to be added as an attachment. Close the file selection dialog window.
4. Click **Save** in the panel. The **Version comment** window opens.
5. If you want enter a comment in the **Version comment** window. Click **OK**. If you do not want to enter a comment click **No comment**.

**Result:** The document is uploaded to the server. As soon as the upload is finished the **InfoStore item** window is closed.
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