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# **OX App Suite**

## **Brief Guide for OX6 Users**

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## **OX App Suite: Brief Guide for OX6 Users**

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# 1 About This Documentation

The following information will help you make better use of the documentation.

- [Who is the target group for this documentation?](#)
- [Which contents are included in the documentation?](#)
- [Which further help is available?](#)

## Who is the target group for this documentation?

This documentation is addressed to OX App Suite users who already worked with the previous Open-Xchange Server 6 version.

## Which contents are included in the documentation?

This documentation includes the following information:

- In [Changes](#) you will learn the concept and functionality differences between the OX App Suite and the Open-Xchange Server 6.
- In [What's New](#) you will learn which functions are new in the OX App Suite and have not been part of the Open-Xchange Server 6.
- In [Function Comparison](#) you will find the corresponding OX App Suite function for frequently used Open-Xchange Server 6 functions.

This documentation describes working with a typical OX App Suite installation and configuration. The installed version and the configuration of your groupware might differ from what is described here.

## Which further help is available?

A comprehensive documentation can be found in the user instruction that is available as on-line help and as a PDF document.



## 2 Changes

Learn the essential differences between the OX App Suite and the Open-Xchange Server 6:

- [New user interface](#)
- [No wizard](#)
- [No hovers](#)
- [No mini calendar](#)
- [Changed and obsolete views](#)
- [Portal squares instead of UWA modules](#)
- [Clear folder tree](#)

### **New user interface**

The user interface now has a new design following a new concept:

- All essential functions that might be needed are directly accessible.
- The control elements now require less space. Even on end devices with a small screen there is now enough space for a clear content layout.

### **No wizard**

The wizard no longer exists. Settings like setting up external E-Mail accounts are directly available in the settings.

### **No hovers**

The hovers no longer exist. An object's details are now available in the popup window, e.g. in a contact's halo view.

### **No mini calendar**

The mini calendar no longer exists. Instead, you can now scroll the month view to set any time range wanted.

### **Changed and obsolete views**

Some views no longer exist, e.g. the address card view for contacts. Instead, all relevant data for an object are shown in the display area.

### **Portal squares instead of UWA modules**

The UWA modules no longer exist. Instead, the portal squares can now be configured to display social network contents or RSS feeds.

### **Clear folder tree**

The detailed folder tree has been replaced by an app specific folder tree. That way the folder structure is clearer as only the relevant folders are displayed.





## 3 What's New

Learn about the most important new functions in: the OX App Suite

- [Apps instead of modules](#)
- [Device independent design](#)
- [Portal with social media integration](#)
- [Halo view for contacts](#)
- [E-Mail conversation](#)
- [The app Drive](#)
- [Drag and drop for attachments](#)

### **Apps instead of modules**

The OX App Suite apps correspond to the Open-Xchange Server 6 modules functions. The interface now has a clearer structure. The usability has been optimized for various end devices.

### **Device independent design**

The OX App Suite interface is automatically scaled for each device to get the best design and usability on PCs, laptops, tablets, and netbooks.

### **Portal with social media integration**

The Portal not only integrates the access to all apps but also to your social media messages on Facebook, Twitter, LinkedIn, Xing, Tumblr. The order of the Portal squares can be changed with drag and drop.

### **Halo view for contacts**

The halo view opens a popup with all relevant information about a contact:

- addresses, E-Mail addresses, phone numbers
- your current correspondence with this contact
- shared appointments with this contact

The halo view opens if you e.g.:

- click on an E-Mail's sender or recipient
- click on an appointment's or a task's participant

### **E-Mail conversation**

The detail view displays an E-Mail with all corresponding replies. It helps keeping an overview of E-Mail correspondences with the same topic. You can edit all E-Mails of an E-Mail thread at once e.g., forwarding them or moving them to another folder.

### **The app Drive**

This app replaces the former InfoStore, including file versioning, sharing and publishing folders. The following functions have been added:

- In addition to the list view an icon view is now available. The icon view contains a small preview for many files.
- Displaying various Office documents with the Document Viewer
- Displaying pictures as slide show, playing audio and video files

### **Drag and drop for attachments**

You can add a document as attachment to an E-Mail or another groupware object by dragging the document from your operating system's desktop to the groupware window and dropping it there.



## 4 Function Comparison

Learn how to access frequently used functions of Open-Xchange Server 6 in the OX App Suite:

- [E-Mail](#)
- [Address Book \(Contacts\)](#)
- [Calendar](#)
- [Drive \(InfoStore\)](#)
- [Tasks](#)

## 4.1 E-Mail

Function	Open-Xchange Server 6	OX App Suite
Displaying an E-Mail's content	Select an E-Mail in the h-split or v-split view.	Select an E-Mail from the list. The details are shown in the detail view.
Displaying an E-Mail's source code	Click on the <b>View source</b> button in the panel section <b>E-Mail</b> .	Below the menu bar in the toolbar, click on: <b>More &gt; View source</b> .
Saving E-Mail attachments	Select an attachment below the detail view. Click on the <b>Save as</b> button in the panel section <b>Attachment</b> .	Click on the attachment's name in the detail view. Click on the wanted function in the menu.
Composing a new E-Mail	Click the <b>New E-Mail</b> icon in the panel section <b>New</b> .	In the toolbar, click on: <b>Compose</b> .
Adding an attachment to an E-Mail	When composing a new E-Mail, click on the <b>Add</b> button in the panel section <b>Attachment</b> .	When composing a new E-Mail, use the functions on the left side below <b>Attachments</b> .
Replying to or forwarding E-Mails	Click the respective button in the panel section <i>E-Mail</i> . As an alternative, right-click on the E-Mail in one of the list views. Select the respective function from the context menu.	Click the respective icons in the toolbar.
Adding an E-Mail address as contact to the address book	Right-click on the E-Mail address. From the context menu, select <b>Add to address book</b> .	Click on the name of the new contact in the detail view. In the pop-up, click on: <b>More &gt; Add to address book</b> .


## 4.2 Address Book (Contacts)

Function	Open-Xchange Server 6	OX App Suite
Viewing details	Click on the <b>Detail</b> button in the panel section <b>View</b> .	Click on a contact in the sidebar. The details are displayed in the display area.
Creating contacts	Select the respective panel functions.	In the toolbar below the menu bar, click on: <b>New &gt; Add contact</b> .
Editing, moving, copying contacts	Select the respective panel functions Moving can also be done by dragging a contact to a folder in the folder tree and dropping it there.	Click on the respective function on top of the toolbar. Moving can also be done by dragging a contact to a folder in the folder tree and dropping it there.
Adding attachments to a contact	When editing a contact, click on the <b>Attachments</b> tab.	When editing a contact, click on <b>Upload file</b> below <i>Attachments</i> .

## 4.3 Calendar

Function	Open-Xchange Server 6	OX App Suite
Selecting views	Select an entry in the panel sections <b>View</b> and <b>Time range</b> .	On the right side of the toolbar below the menu bar, click on <b>View</b> . Select a menu entry.
Displaying the Detail view	Click the <b>Detail</b> button in the panel section <b>View</b> .	Click on an appointment in the sidebar or in a calendar view. The details are shown in the detail view or in the pop-up.
Creating appointments	Click the <b>New appointment</b> icon in the panel section <b>New</b> . You can also double-click on the calendar sheet or drag open an area.	In the toolbar, click on: <b>New</b> . You can also double-click on the calendar sheet or drag open an area.
Editing appointments	Click on the <b>Edit</b> button in the panel section <b>Appointment</b> .	Click on <b>Edit</b> in the toolbar or on top of the popup.
Adding attachments to an appointment	When editing an appointment, click on the <b>Attachments</b> tab.	When editing an appointment, click on <b>Upload file</b> below <i>Attachments</i> .
Checking availability	When creating an appointment, click on the <b>Availability</b> tab	When creating an appointment, click on <b>Find a free time</b> on the right side.

## 4.4 Drive (InfoStore)

Function	Open-Xchange Server 6	OX App Suite
Displaying the detail view	Open an InfoStore folder in the folder tree. Click on an entry in the overview window.	Click on a file in the detail view. The details are shown in the pop-up.
Creating folders	Right-click on an InfoStore folder in the folder tree. Select <b>New subfolder</b> from the context menu.	Click the <b>Folder-specific actions</b> icon  next to the folder name. Select <b>New subfolder</b> from the context menu.
Creating documents	Select the <i>InfoStore</i> module. Select an InfoStore folder in the folder tree. Click the <b>New InfoStore item</b> icon in the panel section <b>New</b> .	In the toolbar below the menu bar, click on: <b>New</b> . Click on an entry in the menu.
Adding attachments	Use the <b>File</b> button to upload a file when creating or editing an InfoStore item.	Click on <b>Upload file</b> when uploading a file.
Downloading current version	Open an InfoStore item in the <b>h-split</b> or <b>List</b> view. Click the clip icon next to the document name.	Click on a file in the detail view. Click on <b>Version history</b> in the pop-up. Click on a version. In the menu, click on: <b>Download</b> .

## 4.5 Tasks

Function	Open-Xchange Server 6	OX App Suite
Viewing details	Click on the <b>h-split</b> button in the panel section <b>View</b> .	Click on a task in the sidebar. The details are shown in the display area.
Creating tasks	Select the functions in the panel.	In the toolbar below the menu bar, click on: <b>New</b> .
Editing, copying, moving tasks	Select the panel functions. Moving can also be done by dragging a task to a folder in the folder tree and dropping it there.	Click on the respective function in the toolbar. Moving can also be done by dragging a task to a folder in the folder tree and dropping it there.
Adding attachments to a task	When editing a task, click on the <b>Attachments</b> tab.	When editing a task, click on <b>Upload file</b> below <b>Attachments</b> .