



OX App Suite

Brief Guide for OX6 Users

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Table of Contents

1 About This Documentation	5
2 Changes	7
3 What's New	9
4 Function Comparison	11
4.1 E-Mail	12
4.2 Address Book (Contacts)	13
4.3 Calendar	14
4.4 Drive (InfoStore)	15
4.5 Tasks	16

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 has been completely restructured to realize a new usability 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 h-split or 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 thread](#)
- [The Drive app](#)
- [Dragging and dropping 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 thread

The E-Mail thread 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 Drive app

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 different Office documents in the Document Viewer
- Displaying pictures as slide show, playing audio and video files
- Creating and editing texts in common Office formats, as plain or rich text.

Dragging and dropping attachments


You can add a document as attachment to an E-Mail or another groupware object by dragging the document from your 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 in the sidebar. The details are shown in the display area.
Displaying an E-Mail's source code	Click on the View source button in the panel section E-Mail .	Click on More on top of the display area. Click on View source in the menu.
Saving E-Mail attachments	Select an attachment below the detail view. Click on the Save as button in the panel section Attachment .	Click on the attachment's name in the overview window. Click on the wanted function in the menu.
Composing a new E-Mail	Click the New E-Mail icon in the panel section New .	Click the New icon  in the toolbar.
Adding an attachment to an E-Mail	When composing a new E-Mail, click on the Add button in the panel section Attachment .	When composing a new E-Mail, click on Attachments on the left side.
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 on Reply , Reply all or Forward on top of the display area.
Adding an E-Mail address as contact to the address book	Right-click on the E-Mail address. From the context menu, select Add to address book .	Click on the name of the new contact in the display area. Click on Add to address book in the popup.



4.2 Address Book (Contacts)

Function	Open-Xchange Server 6	OX App Suite
Viewing details	Click on the Detail button in the panel section View .	Click on a contact in the sidebar. The details are displayed in the display area.
Creating contacts	Select the respective panel function.	Click the Add icon  on the left side of the toolbar.
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 display area. 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 Attachments tab.	When editing a contact, click on Select file at the bottom.


4.3 Calendar

Function	Open-Xchange Server 6	OX App Suite
Selecting views	Select an entry in the panel sections View and Time range .	Click the View icon  on the left side of the toolbar. Select a menu entry.
Displaying the Detail view	Click the Detail button in the panel section View .	Click on an appointment in the sidebar or in a calendar view. The details are shown in the display area or in the popup.
Creating appointments	Click the New appointment icon in the panel section New . You can also double-click on the calendar sheet or drag open an area.	Click the Add icon  on the left side of the toolbar. You can also double-click on the calendar sheet or drag open an area.
Editing appointments	Click on the Edit button in the panel section Appointment .	Click on Bearbeiten in the display area or on top of the popup.
Adding attachments to an appointment	When editing an appointment, click on the Attachments tab.	When editing an appointment, click on Select file at the bottom.
Checking availability	When creating an appointment, click on the Availability tab	When creating an appointment, click on Find a free time 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 display area. The details are shown in the popup.
Creating folders	Right-click on an InfoStore folder in the folder tree. Select New subfolder from the context menu.	Click the Folder-specific actions icon  next to the folder name. Select New subfolder from the context menu.
Creating documents	Select the <i>InfoStore</i> module. Select an InfoStore folder in the folder tree. Click the New InfoStore item icon in the panel section New .	Click the Add icon  on the left side of the toolbar. Click on an entry.
Adding attachments to a document	Use the File button to upload a file when creating an InfoStore item.	Click on Select file when uploading a file.
Downloading current document version	Open an InfoStore item in the h-split or List view. Click the paper clip icon next to the document name.	Click on Download in the display area. A pop-up opens. Click on Download .

4.5 Tasks

Funktion	Open-Xchange Server 6	OX App Suite
Viewing details	Click on the h-split button in the panel section View .	Click on a task in the sidebar. The details are shown in the display area.
Creating tasks	Select the functions in the panel.	Click the Add icon  on the left side of the toolbar.
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.	Select the respective functions in the display area. 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 Attachments tab.	When editing a task, click on Attachments at the bottom.