



keep in touch

OPEN·XCHANGE®

Open-Xchange Server 6 GUI and Mobility Training

Dezember 09

- Introduction
- Architectural Overview of the Open-Xchange services
- **Open-Xchange Webinterface**
- Server commandline tools and log-files
- OXtender for Microsoft® Outlook®
- Oxtender for Business Mobility

Resolution/screen size

- » The minimum display resolution is 1024 x 768.

Browser

- » Microsoft Internet Explorer 7 or later
- » Mozilla Firefox 2 or later
- » Mozilla SeaMonkey 1 or later
- » Apple Safari 3 or later

Browser settings

- » Cookies must be activated
- » JavaScript must be activated
- » Pop-up windows must be allowed

- **Open-Xchange Webinterface**
- **Overview**
- Email
- Contacts
- Calendar
- Tasks
- Infostore
- Options




Elements of the start page

The screenshot shows the Open-Xchange start page interface. The layout is divided into several sections:

- 1:** The top navigation bar containing the OX logo, the text "keep in touch OPEN·XCHANGE®", and a "Logout" button.
- 2:** The "New" section with quick settings: Show InfoBox, Show QuickInfo, and Show MiniCalendar.
- 3:** The "Start Page" header.
- 4:** The "Folders" sidebar on the left, listing "Tom Green" (with sub-items: E-Mail, Calendar, Contacts, Tasks) and "Public folders" (with sub-items: Global address book, Kunden, Lieferanten, Team tasks, Tradeshow Calendar).
- 5:** The main content area containing four panels: "Calendar", "E-Mail", "InfoStore", and "Tasks".
- 6:** The "Shared folders" section below the main folders list.
- 7:** A calendar view for May 2009, showing dates from 18 to 31.
- 8:** The "InfoBox" at the bottom left, displaying "You have 7 unread E-Mails." and storage usage: "E-Mail: 24.55% 9.77 MB" and "File: 0.17% 4.88 GB".









Elements of the start page - The title bar



No.	Element	Function
1	Refresh icon 	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.
2	Configuration icon 	Opens the Options module .
3	Help icon 	Opens the online help, the most recent error messages, and information about the groupware version number.
4	Logout button	To finish working with the groupware click this button.

Elements of the start page - The module bar



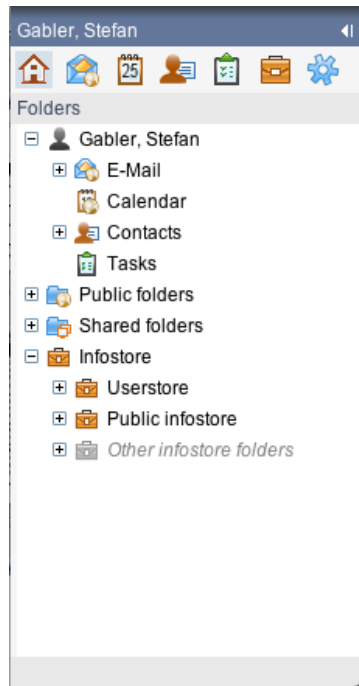
No	Icon	Function
1	Start page  icon	Switches to the start page.
	E-Mail  icon	Switches to the E-Mail module.
	Calendar  icon	Switches to the calendar module.
	Contacts  icon	Switches to the contacts module.
	Tasks  icon	Switches to the tasks module.
	InfoStore  icon	Switches to the InfoStore module
	Setting:  icon	Switches to the settings module.
2	Collapse  icon	Sorts the icons one below the other. All elements below the module bar like folder tree, minicalendar, InfoBox are no longer visible.

Elements of the start page - The start page panel



No.	Panel section, icon	Function
1	New	Creates new objects
2	Quick settings	Activates or deactivates the InfoBox, QuickInfos or the MiniCalendar
3	Quick settings icon ▾	Activates or deactivates the InfoBox, QuickInfos or the MiniCalendar
4	Expand icon ▾	Increases or decreases the panel height
5	Further functions icon ▾	Expands a menu with further functions.

Elements of the start page - The folder tree



- 1 Personal root folder.** For each user there is a personal root folder. It is called after the user name. It contains the personal folders for E-Mail, contacts, appointments, and tasks. In the default setting other users can not view your personal folders.
- 2 The folder Public folders.** In this folder all users can create subfolders for saving and sharing data like contacts, appointments or tasks.
- 3 The folder Shared folders.** In this folder you can view all the personal folders shared by other users.
- 4 The folder InfoStore.** There is a personal InfoStore folder for each user. There is also a public InfoStore folder where each user can create subfolders. In an InfoStore folder you can save any documents, links to Internet addresses (bookmarks), and notes.

Elements of the start page – The overview window



Start Page

Calendar

Later

06-05-2009 08:30 AM Monatliches Sales Meeting

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.

E-Mail

Inbox

timo_meier@docboat [Ressource] Termin gel 05-11-2009 12:18 PM

Timo Meier Meeting call 05-05-2009 01:33 PM

Tim

Tim

Tim

Shows the current unread E-Mail. The sender, subject, date and time of the receipt are shown.

InfoStore

My Infostore

OX EE Tech fact sheet engl. Tom Green 08-23-2007

Displays your current InfoStore items. Shows InfoStore items from your personal InfoStore folder, public InfoStore folders and from shared InfoStore folders of other users.

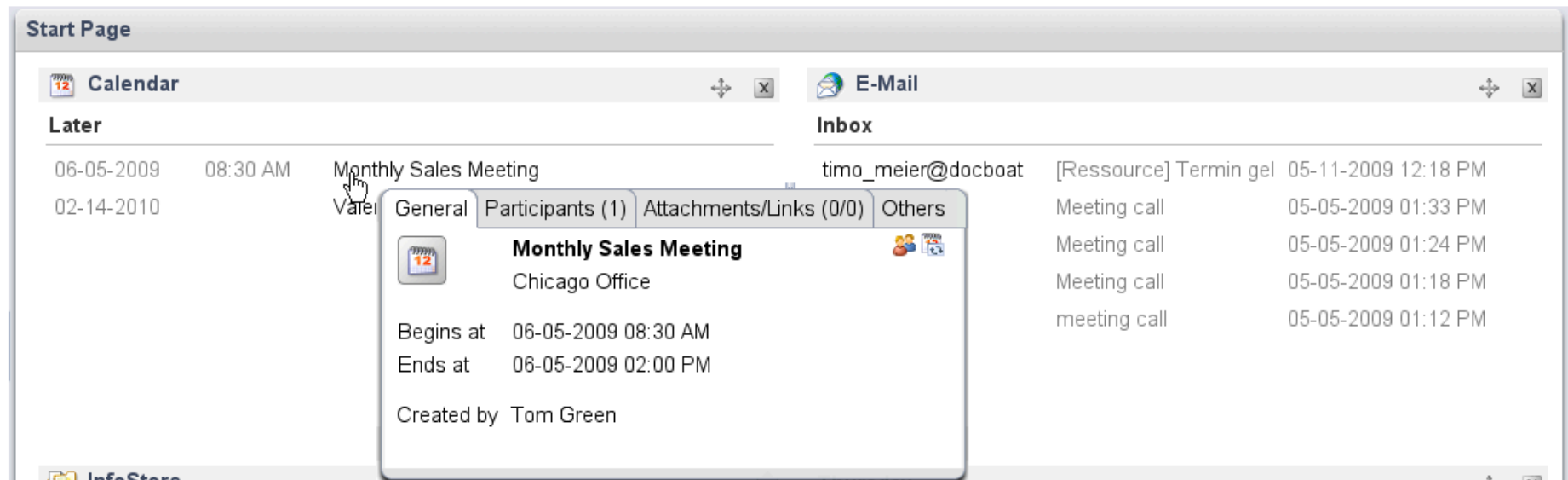
Tasks

Thursday

05-21-2009 Paper

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.

Elements of the start page – Hovers



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.

Elements of the start page – Mini calendar, InfoBox



The screenshot displays two main components of the start page interface:

- Mini Calendar:** A calendar for May 2009. The current date, May 20th, is highlighted with a blue box and is framed by a thick black border. Days with appointments are shown in bold text. The calendar grid is as follows:

	M	T	W	T	F	S	S
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31
- InfoBox:** A summary box containing:
 - A "Today" button.
 - A message: "You have 7 unread E-Mails."
 - A progress bar for "E-Mail" at 24.55% with a value of 9.77 MB.
 - A progress bar for "File" at 0.17% with a value of 4.88 GB.

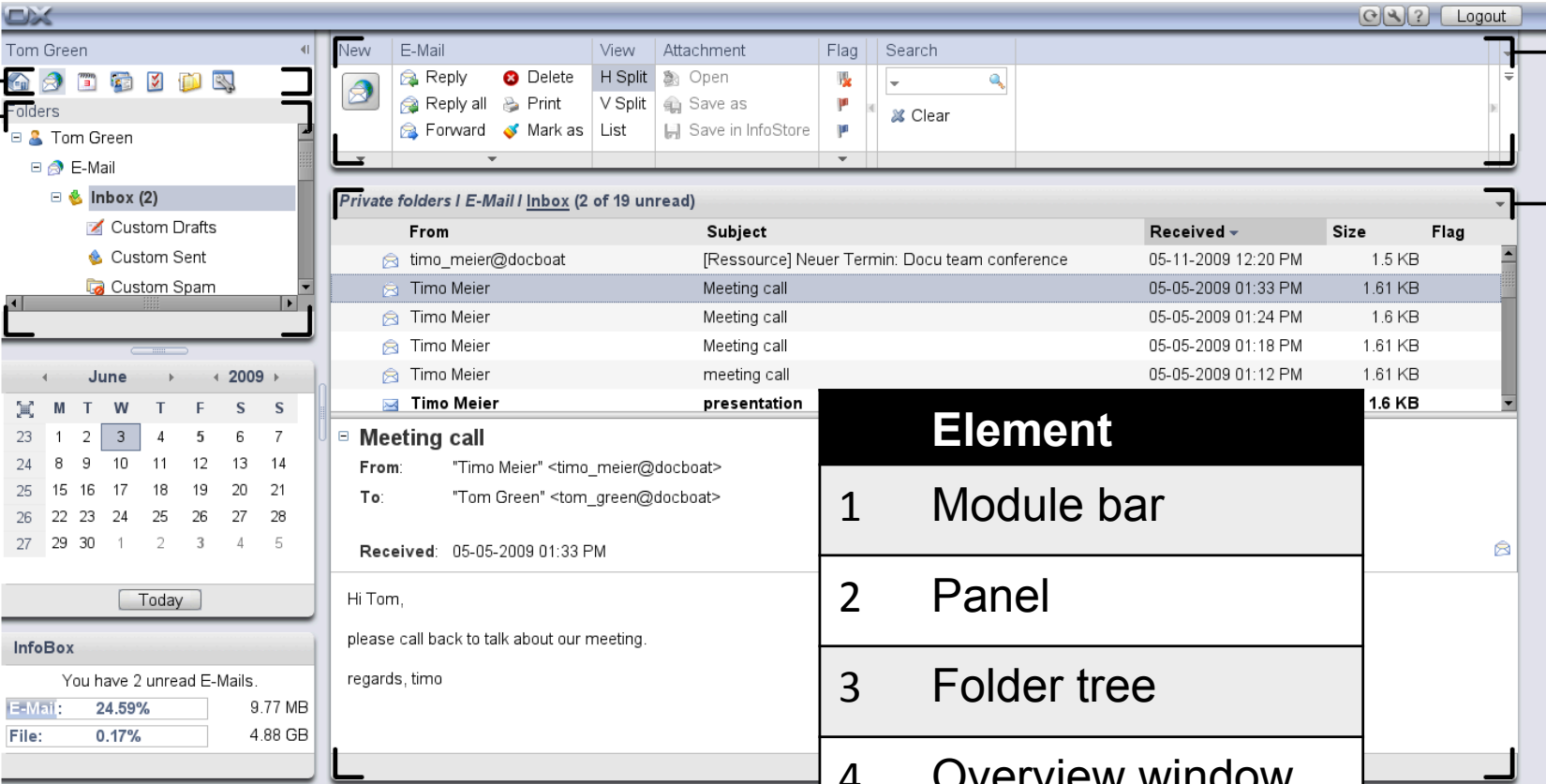
- The current date.
The current date is framed.
- Days with appointments are displayed in bold

- The InfoBox displays the number of unread E-Mail messages and the amount of used memory.

Tooltips	<p>Displays a description of a module bar icon or a panel function.</p> <ol style="list-style-type: none">1. Move the mouse pointer over an icon in the module bar or over a panel function. After a short delay a description of the icon or the function is displayed as a tooltip.2. To hide the tooltip move the mouse. <p>How to activate the QuickInfo: In the Quick Settings panel section activate the Show QuickInfo checkbox.</p>
QuickInfo	<p>Provides a description of panel functions.</p> <ol style="list-style-type: none">1. Move the mouse pointer over an icon in the module bar or over a panel function. After a short delay a descriptive text for the icon or the panel function is displayed in the panel.2. In order to make the text fade out, move the mouse.
Online help:	Displays the user manual in a browser window

- **Open-Xchange Webinterface**
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E-Mail module

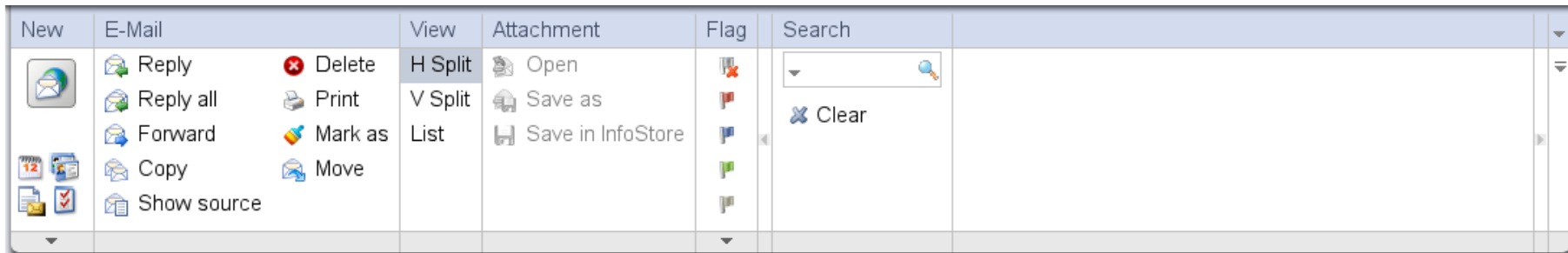


The screenshot shows the OX E-Mail module interface. It features a top module bar (1) with navigation icons and a search field. On the left is a folder tree (3) showing the user's mailbox structure. The main area is an overview window (4) displaying a list of emails and the details of the selected email. A calendar is visible at the bottom left, and an InfoBox at the bottom right shows unread email statistics.

From	Subject	Received	Size	Flag
timo_meier@docboat	[Ressource] Neuer Termin: Docu team conference	05-11-2009 12:20 PM	1.5 KB	
Timo Meier	Meeting call	05-05-2009 01:33 PM	1.61 KB	
Timo Meier	Meeting call	05-05-2009 01:24 PM	1.6 KB	
Timo Meier	Meeting call	05-05-2009 01:18 PM	1.61 KB	
Timo Meier	meeting call	05-05-2009 01:12 PM	1.61 KB	
Timo Meier	presentation		1.6 KB	

Element	
1	Module bar
2	Panel
3	Folder tree
4	Overview window

E-Mail module - The E-Mail panel



Panel section	Functions
New	Create new E-Mail messages or other objects
E-Mail	Reply, forward, delete, print, and manage E-Mail messages
View	Set the E-Mail view: H Split, V Split, List
Attachment	Open and save E-Mail attachments Note: You need to click an attachment to activate the panel section functions
Search	Search E-Mail messages for sender, recipient, subject, or E-Mail text

E-Mail module - The E-Mail overview window



1 — **Private folders | E-Mail | Inbox (5 of 19 unread)** — 2

From	Subject	Received	Size	Flag
Solveigh Schmidt	Re: Sales meeting agenda - draft	08-20-2007 02:55 PM	2.47 KB	
Solveigh Schmidt	Fwd: Questions about the meeting	08-20-2007 02:51 PM	2.26 KB	
Jean Dupont	Re: Appelez-moi en urgence	05-28-2007 03:54 AM	1.75 KB	
tom_green@docboat	smiley	02-04-2007 08:41 PM	814 bytes	

3 — **Fwd: Questions about the meeting**

From: "Solveigh Schmidt" <solveigh_schmidt@docboat>
To: "Tom Green" <tom_green@docboat>

Received: 08-20-2007 02:51 PM




Hi Tom




1	Label	Displays the name and path of the current E-Mail folder, the number of unread E-Mail messages, and the number of E-Mail messages inv this folder Tip: You can browse the folder tree by clicking the underlined parts of the path.
2	Options button	Opens the E-Mail settings.
3	Content area	Displays the E-Mail messages in the current E-Mail folder. Select the view in the respective View panel section.

E-Mail module - Displaying E-Mails



Private folders / E-Mail / Inbox / Kunden / Dotster (230)

From	Subject	Received	Size	Flag
  Stefan Gabler	Re: preparation for Tuesday's training...	03:58 PM	6.37 MB	
 Doug Cobb	RE: preparation for Tuesday's training...	11:32 AM	17.11 KB	

Column	Column Information
Column 1,  icon	The E-Mail contains at least one attachment
Column 2, no icon	The E-Mail has not been read yet.
Column 2,  icon	The E-Mail has been read.
Column 2,  icon	The E-Mail has been replied to.
From column	The sender of the E-Mail.
Subject column	The E-Mail subject.
Received column	Date and time the E-Mail was received.
Size column	The E-Mail size.
Flag column	The flag assigned to the E-Mail.

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Contacts module






The screenshot shows the Open-Xchange Contacts module interface. The interface is divided into several sections:

- Module bar (1):** Located at the top, it contains navigation icons (Home, Mail, Calendar, Contacts, Tasks, Public folders, Global address book) and a 'Logout' button.
- Panel (2):** Below the module bar, it contains a 'New' button, a list of actions (Edit, Delete, Print, Use as template, Move, Copy), and a search field with a 'Clear' button.
- Folder tree (3):** On the left side, it shows a tree view of folders including 'Custom Trash', 'Calendar', 'Contacts', 'Tasks', 'Public folders', and 'Global address book'.
- Overview window (4):** The main area displays a table of contacts with columns for Name, Company, City, Phone, Mobile, and Flag. A vertical alphabetical index is on the right side of the table.

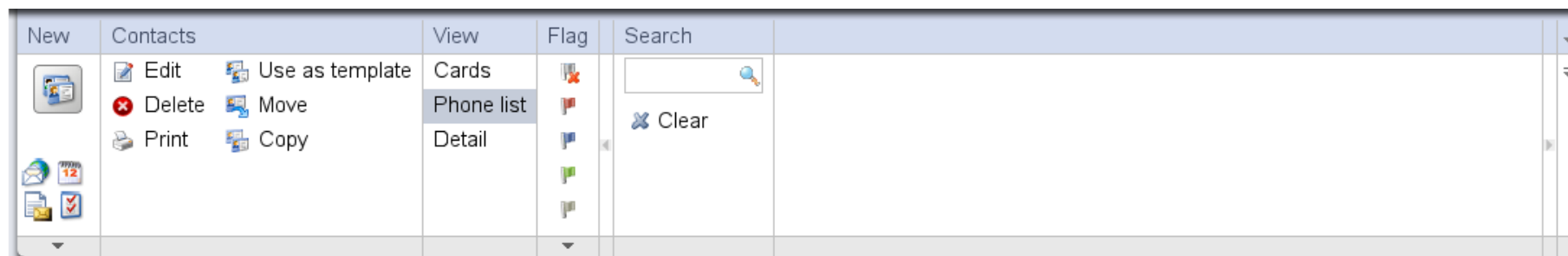
Name	Company	City	Phone	Mobile	Flag	#
Agustin, Benson	FFV Electronic	Los Angeles	623-659-3617			123
Attar, Irwin	SUMAG	Dallas	962-137-8107			A
Das, Manuel	Phic Manufacturing	Collingdale				B
Development						C
Fernandez, Manuel	Lopas Service	Detroit	611-81-4454			D
Fernandez, Isabella	Lopas Service	Detroit	611-81-4454			E
Glass, Russell	BEL Research	Monte				F
Hedley, Stef	Technical Universe	Sunn				G
Heikaus, Sebastian		Pine				H
Jacoby, Rebecca	K Hanger	Chica				I
Latoya, Ray	Siliand Devices	San B				J
Louis, Andrew	Addex	Detro				K
Marketing						L
Maverick, Lynne	County Hospital	Cinci				M
Paul, Richard	Smallwefer	Atlant				N
Sabas, Marita	Kaymbo	Milwa				O
Sales team						P
Scott, James	Ties 'R' us	0250				Q

What should I know about contacts?



Contact type	Characteristics
Default contact 	A contact with no special characteristics.
Private contact 	A contact that can only be viewed by the creator of the contact. Example: The contact data of a private acquaintance or family member.
Distribution list 	A list that contains the contact data of several contacts. The distribution list makes it possible to send an E-Mail to several contacts simultaneously. Example: a distribution list with all team members.
Public contacts	A contact in a public contact folder. The administrator can create public contacts. Example: all members of your organisation.
Shared contact	A contact in a shared contact folder. Each user can share their own contact folders with other users. Example: You share your contact folder containing your business contacts with your team.

Contacts module - The Contacts panel



Panel section	Functions
New	Create new contacts or other objects
Contacts	Edit, delete, print, and manage contacts
View	Set the display of contacts: address cards, phone list, and detail
Flag	Mark contacts with flags
Search	Search for contacts using the name, E-Mail, company, department, address, tags

Contacts module - The Contacts overview window



The screenshot shows a contacts list with the following data:

Name	Company	City	Phone	Mobile	Flag
Agustin, Benson	FFV Electronic	Los Angeles	623-659-3617		Green flag
Attar, Irwin	SUMAG	Dallas	962-137-8107		Green flag
Das, Manuel	Phic Manufacturing	Collingdale			Green flag
Development					
Fernandez, Manuel	Lopas Service	Detroit	611-81-4454		Blue flag
Fernandez, Isabella	Lopas Service	Detroit	611-81-4454		Blue flag

Element	Function
1 Label	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.
2 Options button ▾	Opens the contacts settings.
3 Content area	Displays the contacts. You can set the view with the View panel section and the quick filter bar.
4 Quick filter bar	Allows you to filter the displayed contacts via the first letter of the contacts' last names

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Calendar module







The screenshot shows the Open-Xchange calendar module interface. It includes a top navigation bar with options like 'New', 'Calendar', 'View', 'Time Range', 'Flag', 'Search', and 'Linking'. A left sidebar contains a 'Folders' tree with 'Calendar' selected. Below the folders is a calendar grid for June 2009. The main area displays a weekly calendar view for the week of June 1-5, 2009. A 'Today' button is visible in the top right of the main area. A legend box on the right side of the screenshot identifies four key elements:

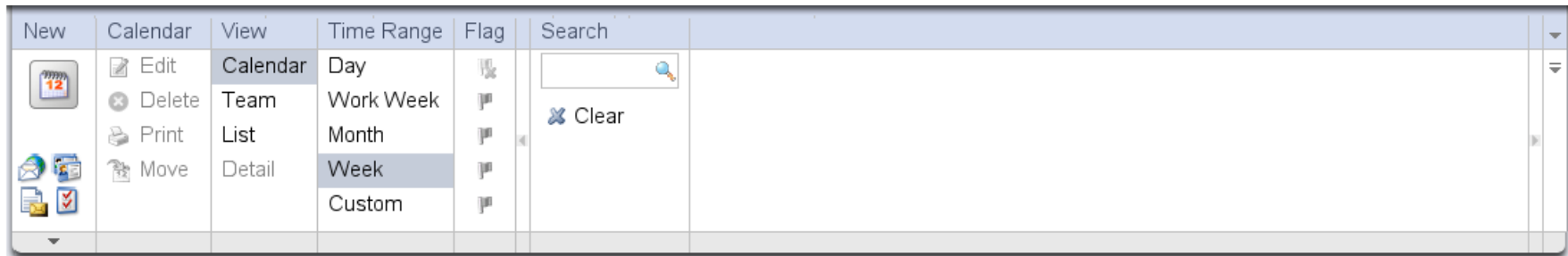
Element	
1	Module bar
2	Panel
3	Folder tree
4	Overview window

What should I know about appointments?



Appointment type	Characteristics
Standard appointment 	An appointment with no particular characteristics.
Private appointment 	An appointment that can only be viewed by the creator of the appointment. Example: The birthday of an acquaintance or a family member.
Appointment series 	An appointment that is repeated at least once. Example: The team meeting that takes place every second Monday
Group appointment 	An appointment with several participants. Example: A team meeting
Public appointment	An appointment saved in a public calendar folder. Each user can create public calendar folders. By default, public calendar folders are visible to all users. Example: A company meeting.
Shared appointment	An appointment saved in a shared calendar folder. Each user can share calendar folders with other users. Example: A meeting entered by the team lead in their own calendar.

Calendar module - The Calendar panel

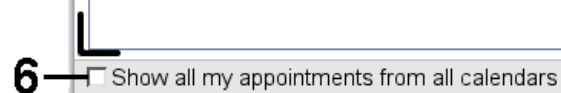


Panel section	Functions
New	Create new appointments or other objects
Calendar	Edit, delete, print, and manage appointments
View	Set an appointment view: Calendar or Team, List
Time range	Set a time range for the calendar display: Day, Work week, Week, Month, or Custom
Flag	Mark appointments with flags
Search	Search for appointments using the appointment description

Calendar module - The Calendar overview window

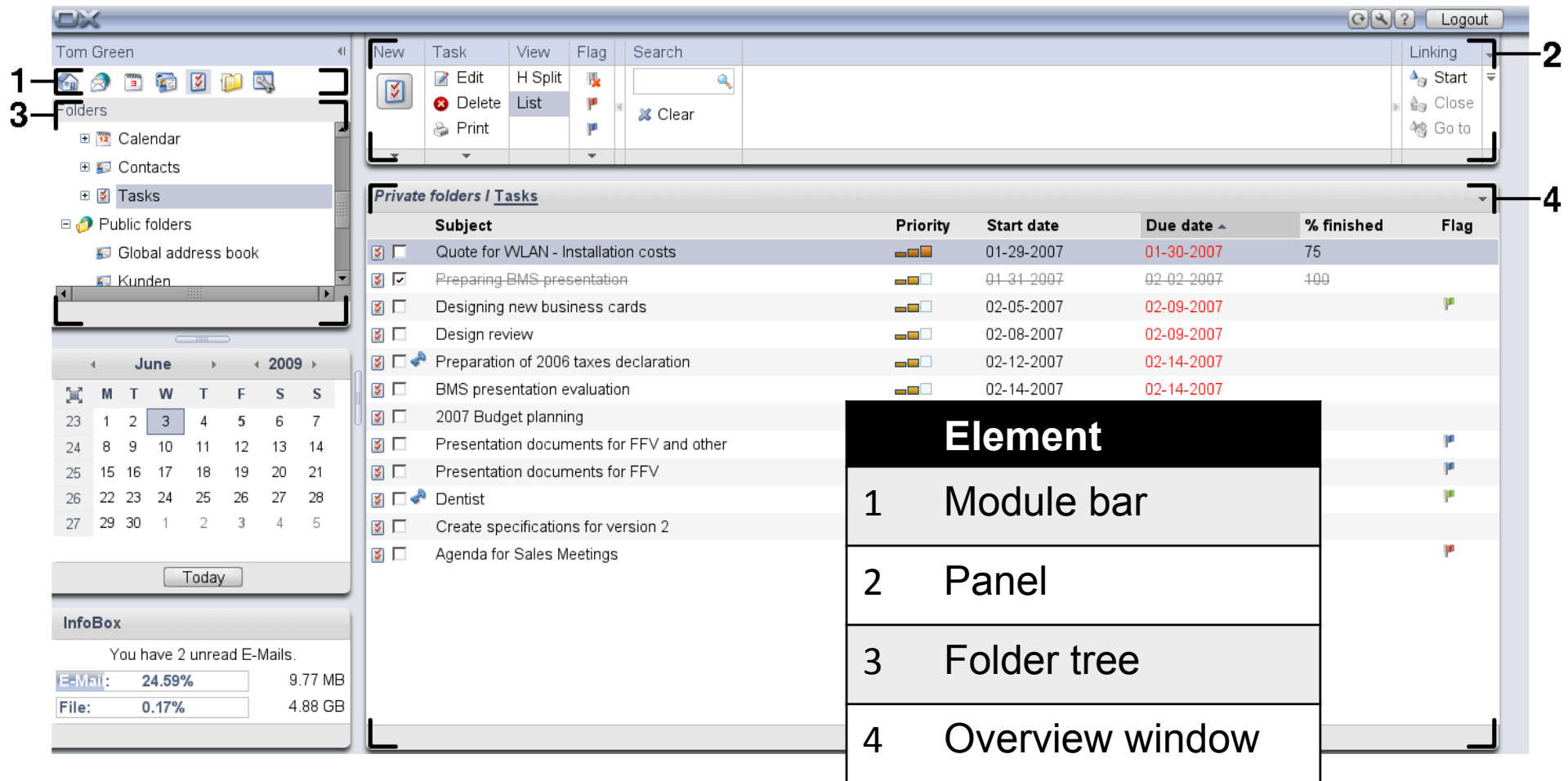


Element	Function
1 Label	Displays the name and the path of the current calendar folder and the number of appointments in this folder.
2 Date bar	Displays the date of the current time range. On both sides of the date there are navigation arrows that allow you to change the current time range.
3 Today button	Displays the time range containing the current date in the overview window and in the mini calendar. The selected view, Calendar, Team, or List remains in the overview window
4 Options button ▼	Opens the calendar settings.
5 Content area	Displays the calendar and the appointments. In the View and Time range panel sections you can choose what is displayed.
6 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.



- **Open-Xchange Webinterface**
- Overview
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- Infostore
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Task module






The screenshot shows the OX Task module interface. On the left, there is a 'Folders' tree (callout 3) with 'Tasks' selected. Below it is a calendar for June 2009. At the bottom left is an 'InfoBox' showing email and file statistics. The main area (callout 4) is the 'Private folders | Tasks' overview window, which contains a table of tasks. The table has columns for Subject, Priority, Start date, Due date, % finished, and Flag. A 'Module bar' (callout 1) is located at the top of the task list, and a 'Panel' (callout 2) is located at the top right of the task list.

Subject	Priority	Start date	Due date	% finished	Flag
<input checked="" type="checkbox"/> <input type="checkbox"/> Quote for WLAN - Installation costs	■ ■ ■	01-29-2007	01-30-2007	75	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Preparing BMS presentation	■ ■ ■	01-31-2007	02-02-2007	100	
<input checked="" type="checkbox"/> <input type="checkbox"/> Designing new business cards	■ ■ ■	02-05-2007	02-09-2007		■
<input checked="" type="checkbox"/> <input type="checkbox"/> Design review	■ ■ ■	02-08-2007	02-09-2007		
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Preparation of 2006 taxes declaration	■ ■ ■	02-12-2007	02-14-2007		
<input checked="" type="checkbox"/> <input type="checkbox"/> BMS presentation evaluation	■ ■ ■	02-14-2007	02-14-2007		
<input checked="" type="checkbox"/> <input type="checkbox"/> 2007 Budget planning	■ ■ ■				
<input checked="" type="checkbox"/> <input type="checkbox"/> Presentation documents for FFV and other					■
<input checked="" type="checkbox"/> <input type="checkbox"/> Presentation documents for FFV					■
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Dentist					■
<input checked="" type="checkbox"/> <input type="checkbox"/> Create specifications for version 2					
<input checked="" type="checkbox"/> <input type="checkbox"/> Agenda for Sales Meetings					■

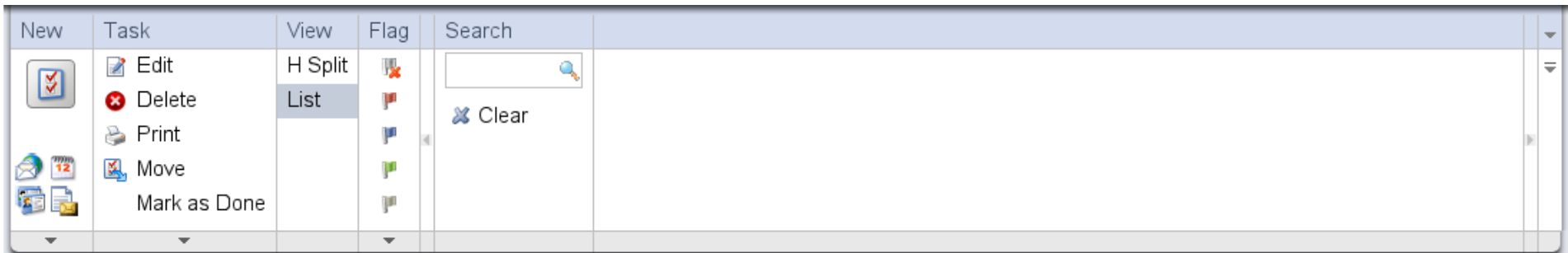
Element	
1	Module bar
2	Panel
3	Folder tree
4	Overview window

What should I know about Tasks?



Task type	Characteristics
Standard task 	A task that has not been assigned any particular characteristics.
Private Task 	A task that can only be viewed by the creator of the task.
Task series 	A task that is repeated at least once. Example: Weekly proof of working hours.
Public task	A task in a public tasks folder. Each user can create public tasks folders. By default public tasks folders are visible to all users.
Shared task	A task in a shared tasks folder. Each user can share their own tasks folders with other users.

The Task panel



Panel section	Functions
New	Create new tasks or other objects
Task	Edit, delete, print, and manage tasks
View	Set the display of tasks: H Split, List
Flag	Mark tasks with flags
Search	Search for tasks using the task description

Task module - The Task overview window



1 — Private folders / Tasks — 2

3

Subject	Priority	Start date	Due date ^	% finished	Flag
<input checked="" type="checkbox"/> <input type="checkbox"/> Quote for WLAN - Installation costs	■ ■ ■	01-29-2007	01-30-2007	75	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Preparing BMS presentation	■ ■ ■	01-31-2007	02-02-2007	100	
<input checked="" type="checkbox"/> <input type="checkbox"/> Designing new business cards	■ ■ ■	02-05-2007	02-09-2007		■
<input checked="" type="checkbox"/> <input type="checkbox"/> Design review	■ ■ ■	02-08-2007	02-09-2007		
<input checked="" type="checkbox"/> <input type="checkbox"/> Preparation of 2006 taxes declaration	■ ■ ■	02-12-2007	02-14-2007		
<input checked="" type="checkbox"/> <input type="checkbox"/> BMS presentation evaluation	■ ■ ■	02-14-2007	02-14-2007		

Element	Function
1 Label	Displays the name and path of the current tasks folder and the number of tasks in this folder.
2 Options button ▾	Changes to the tasks settings
3 Content area	Displays the tasks. In the View panel section you can select a view.

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InfoStore module



The screenshot shows the InfoStore module interface. The top bar (1) contains navigation and utility icons. The main area (2) is a panel displaying a folder tree (3) on the left and a file list table on the right. The file list table has the following data:

Title	Size	Created on	Created by	Version	Last modified	Flag
Customer List	0 bytes	02-13-2007	Tom Green		02-13-2007 08:53 PM	
Document for budget planning	20 KB	02-26-2007	Tom Green	1	05-20-2009 03:59 PM	🚫
Driving directions to Boston	10.5 KB	02-12-2007	Tom Green	2	05-20-2009 03:59 PM	🚩
OX EE Tech fact sheet english	454.75 KB	08-23-2007	Tom Green	1	08-23-2007 04:34 PM	
Sales Presentation	0 bytes	02-13-2007	Tom Green		02-13-2007 08:51 PM	
Standard Agenda for Sales Meetings	6.59 KB	02-16-2007	Tom Green	1	02-16-2007 12:30 PM	
Trade show information	23 KB	02-28-2007	Tom Green	1	08-23-2007 11:00 AM	


Below the file list is an InfoBox (4) showing email and file statistics:

InfoBox
 You have 2 unread E-Mails.
 E-Mail: 24.59% 9.77 MB
 File: 0.17% 4.88 GB

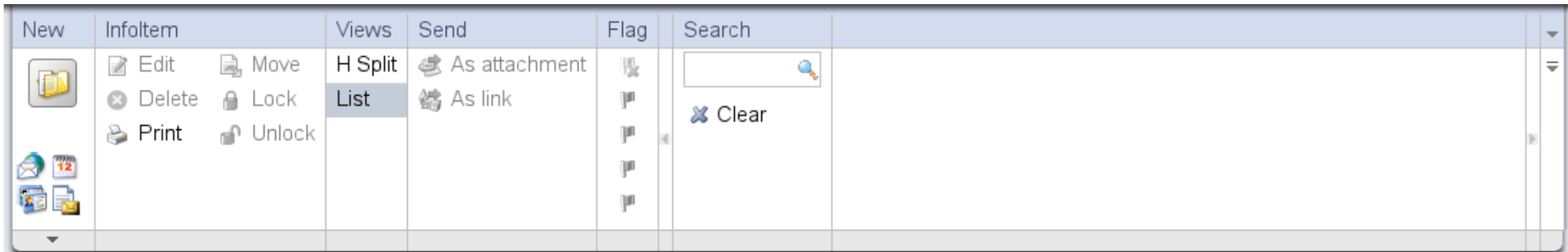
Element	
1	Module bar
2	Panel
3	Folder tree
4	Overview window

What should I know about Infostore? What is the purpose of InfoStore folders?



InfoStore type 	Characteristics
Personal InfoStore	Personal InfoStore folders. The personal InfoStore folders is named after your username. It is located in the folder tree below InfoStore/Userstore. You can create additional InfoStore folders in your personal InfoStore folder.
Public InfoStore	These InfoStore folders are located in the folder tree below InfoStore/Public InfoStore. Each user can create public InfoStore folders. By default public InfoStore folders are visible to all users.
Shared InfoStore	These InfoStore folders are named after the respective user. The folders are located in the folder tree below InfoStore/Userstore. Each user can share personal InfoStore folders with other users.

InfoStore module - The InfoStore panel



Panel section	Functions
New	Create new InfoStore entries or other objects
Info entry	Edit, delete, print, and manage InfoStore entries
View	Set the display of InfoStore entries: H Split, List
Send	Send InfoStore entries by E-Mail
Flag	Mark InfoStore entries with flags
Search	Search for InfoStore items using a description

InfoStore module - The InfoStore overview window



1 **infostore / userstore / Tom Green** 2

3

Title ^	Size	Created on	Created by	Version	Last modified	Flag
Customer List	0 bytes	02-13-2007	Tom Green		02-13-2007 08:53 PM	
Document for budget planning	20 KB	02-26-2007	Tom Green	1	05-20-2009 03:59 PM	🚩
Driving directions to Boston	10.5 KB	02-12-2007	Tom Green	2	05-20-2009 03:59 PM	📌
OX EE Tech fact sheet english	454.75 KB	08-23-2007	Tom Green	1	08-23-2007 04:34 PM	
Sales Presentation	0 bytes	02-13-2007	Tom Green		02-13-2007 08:51 PM	
Standard Agenda for Sales Meetings	6.59 KB	02-16-2007	Tom Green	1	02-16-2007 12:30 PM	

Element	Function
1 Label	Displays the name and path of the current InfoStore folder and the number of InfoStore entries in this folder.
2 Options button ▾	Switches to the InfoStore settings.
3 Content area	Shows the InfoStore entries. You can set the display in the View panel section.

1. Open KDE Konqueror or a similar browser.
2. Enter the following address in the Location field:
webdav://<adresse>/servlet/webdav.infostore
where <address> needs to be replaced by the IP address or URL
of the Open-Xchange server.
3. Enter your username and your password. Use your login data for the
Open-Xchange server.

1. Open My network places via the **Start** button in the lower left of your desktop or by double-clicking on **My Computer**.
2. Go to Network tasks, open the dialog window Network places and click on Add a network place. A wizard for adding network resources is launched. Click on **Next**..
3. In the next dialog window select **Choose another network place**.
4. Enter the following address:
webdav://<adresse>/servlet/webdav.infostore
where <address> needs to be replaced by the IP address or URL of the Open-Xchange server.
5. Enter your username and your password. Use your login data for the Open-Xchange server.
6. In the next dialog window you can assign a name to the network resource.
Note: If you have set your encoding to ISO, please do not use any special characters for file or folder names.
The Open-Xchange server uses UTF-8 encoding.
7. In the next dialog window click on **Finish**.

1. In the Windows Explorer open Computer.
2. Right-click on a free area in the right pane of the Explorer. From the drop-down menu select Add a Network Location. The Add network location dialog window opens. Click on Next.
3. Select Choose a custom network location. Click on Next.
4. In the Add network path dialog window enter the following address:
webdav://<adresse>/servlet/webdav.infostore
whereas <adresse> has to be replaced by the Open-Xchange server's ip address or url.
5. Enter your username and password. Use your login data for the Open-Xchange server.
6. In the next dialog window you can assign a name to the resource.
7. In the next dialog window click on Finish.

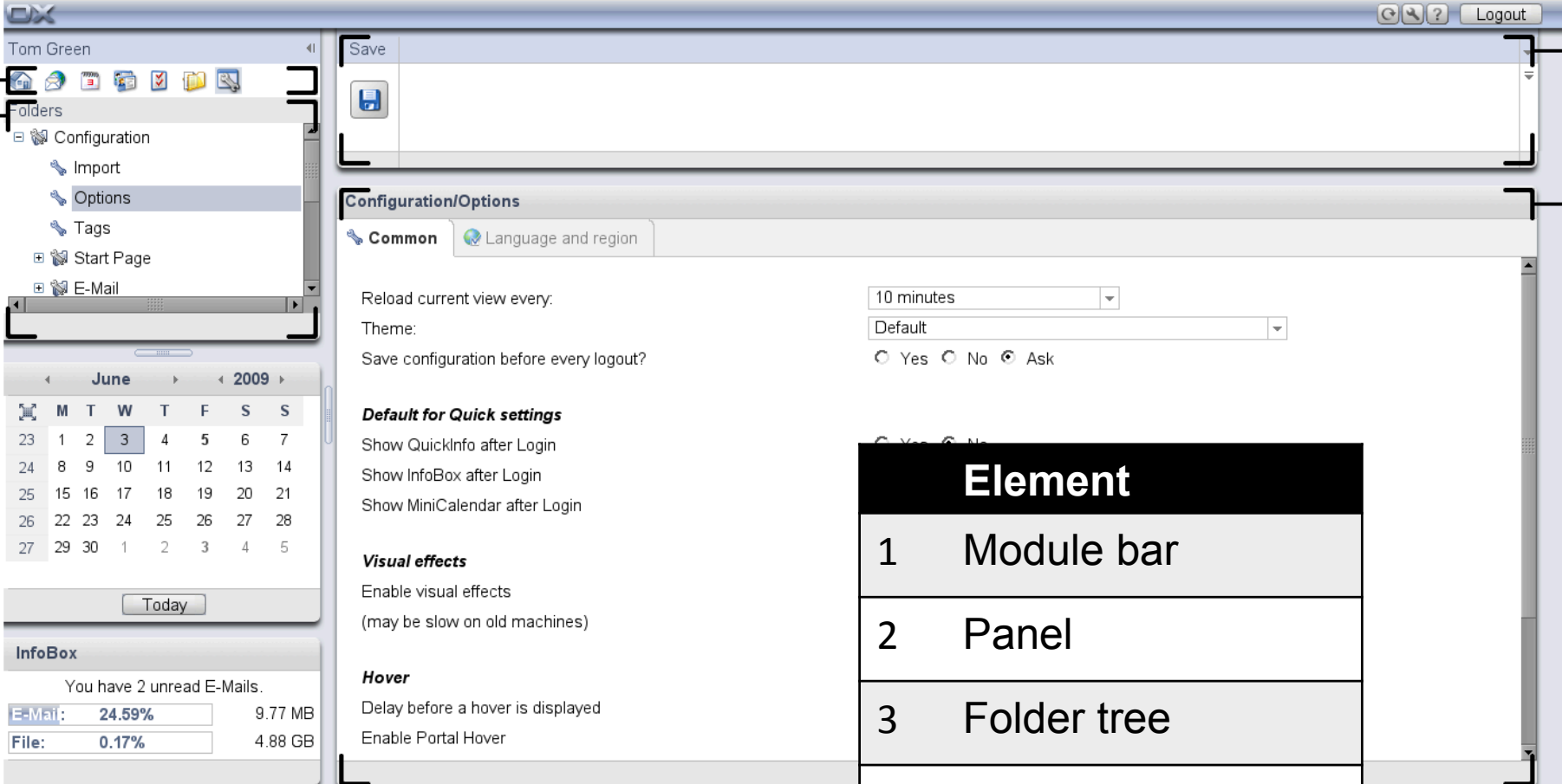
Before using WebDAV you have to install a Microsoft Software Update.

<http://support.microsoft.com/kb/907306>

Webfldrs-KB907306-ENU.exe

- **Open-Xchange Webinterface**
- Overview
- Email
- Contacts
- Calendar
- Tasks
- Infostore
- **Options**

Options Module



The screenshot shows the Open-Xchange Options Module interface. It features a top module bar (1), a main configuration panel (2), a left-side folder tree (3), and a bottom overview window (4). The main panel is titled 'Configuration/Options' and includes sections for 'Common', 'Default for Quick settings', 'Visual effects', and 'Hover'. A table on the right lists the elements:

Element	
1	Module bar
2	Panel
3	Folder tree
4	Overview window

Options Module - Configuration / Import



keep in touch

OPEN XCHANGE

Configuration/Import

Here you can import tasks, appointments or contacts from iCal, vCard or CSV files.

Detailed information can be found in the Import section of the online help or the user manual.

File type:

- iCal
 vCard
 CSV (Contacts)

Appointments

Comma Separated

Destination folder:

Private folders/Calendar/

Folder

File name:

Choose File no file selected

Options Module - Configuration / Options / Common



Configuration/Options

Common | Language and region

Reload current view every: 10 minutes

Theme: Cool Water (Default)

Save configuration before every logout? Yes No

Default module after login? Start Page

Default for Quick settings

Show QuickInfo after Login Yes No

Show InfoBox after Login Yes No

Show MiniCalendar after Login Yes No

Visual effects

Enable visual effects Yes No
(may be slow on old machines)

Hover

Delay before a hover is displayed Long Normal Short

Enable Portal Hover Yes No

Enable Calendar Hover Yes No

Enable Contacts Hover Yes No

Enable Tasks Hover Yes No

Enable E-Mail Hover Yes No

Enable Infostore Hover Yes No

Options Module – Configuration / Options / Language and Region



Configuration/Options

Common Language and region

Language:

Time zone:

Time format: Sample:

predefined user defined

24 hours 12 hours

Date format: Sample:

predefined user defined

Format:

Separator:

Options Module – Configuration / Start Page / Layout



Configuration/Start Page/Layout

Select the number of items to be displayed in the module panes.

Activate or deactivate the start page hovers.

E-Mail:

Show 5 elements ▼

Later appointments:

Show 5 elements ▼

Later tasks:

Show 5 elements ▼

InfoStore:

Show 5 elements ▼

Enable start page hovers

Yes No

Options Module – Configuration / E-Mail / Preferences - Common



Configuration/E-Mail/Preferences

Common Compose Display

Default view: H-split view

Default view for Spam folder: List view

Enable E-Mail Hover? Yes No

Automatically select first E-Mail? Yes No

Permanently remove deleted E-Mails? Yes No

Notify on delivery receipt? Yes No

Automatically collect contacts in the folder "Collected addresses"

Collect while sending E-Mails? Yes No

Collect while reading E-Mails? Yes No

Options Module – Configuration / E-Mail / Preferences -Compose



Configuration/E-Mail/Preferences



Common

Compose

Display

Insert the original E-Mail text to a reply?

Yes No

Append vcard?

Yes No

Enable auto completion of E-Mail addresses?

Yes No

Forward E-Mails as:

Inline Attachment

When "Reply all":

Add sender and recipients to "To", Cc to "Cc" Add sender to "To", recipients to "Cc"

Format E-Mails as:

HTML Plain text HTML and plain text

Default E-Mail font?

Default

Default E-Mail font size?

Default

Line wrap after:

80 characters

Default sender address:

sgabler@example.com

Auto-save E-Mail drafts?

3 minutes

Options Module – Configuration / E-Mail / Preferences -Display



Configuration/E-Mail/Preferences



Common

Compose

Display

Allow html formatted E-Mails?

Yes No

Block pre-loading of externally linked images?

Yes No

Display emoticons as graphics?

Yes No

Color quoted lines:

Yes No

Options Module – Configuration / E-Mail / Signatures



Configuration/E-Mail/Signatures			
Name	Place	Default	
Arbeit	below	Yes	Professional Services Open-Xchange Inc. 303 S. Broadway Suite 224 Tarrytown, NY-10591

Options Module - E-Mail / Accounts



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E-Mail Accounts

Account name	Use Unified INBOX
E-Mail	<input checked="" type="checkbox"/>

Account Settings

Account Name

E-Mail Address

Your name

Use Unified INBOX for this account

Server Settings

Server Type

Use SSL connection

Server Name

Server Port

Login

Password

Outgoing Server Settings (SMTP)

Use SSL connection

Server Name

Server Port

Use username and password

Login

Password

Options Module - E-Mail / Vacation Notice



Vacation Notice

Vacation notice is active

Subject

Text

Number of days between vacation notices to the same sender

E-mail addresses

[redacted] r@open-xchange.com

Options Module – Configuration / Calendar / Preferences



keep in touch

Configuration/Calendar/Preferences

Default view:	Calendar month view
Interval in minutes	30
Start of working time	08:00 AM
End of working time	06:00 PM
Show confirmation popup for new appointments?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable calendar hovers	<input checked="" type="radio"/> Yes <input type="radio"/> No
New appointment	
Default time for reminder	15 minutes
Calendar day view	
Number of concurrent appointments shown in day view	4
Calendar workweek view	
Number of days in work week	5
Work week starts on	Monday
Number of concurrent appointments shown in workweek view	2
Calendar custom view	
Number of days in custom view	3
Number of concurrent appointments shown in custom view	3
E-Mail notification for appointment	
E-Mail notification for New, Changed, Deleted?	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-Mail notification for Accept/Declined	
E-Mail notification for appointment creator?	<input type="radio"/> Yes <input checked="" type="radio"/> No
E-Mail notification for appointment participant?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Confirmation status for new appointments in a personal folder	
Automatically set status to	waiting
Confirmation status for new appointments in a public folder	
Automatically set status to	waiting
Create public appointments	
Be a participant when creating appointments?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Options Module - Configuration / Calendar / Teams



Configuration/Calendar/Teams

Available Teams:

Neues Team

prof-serv

Options Module – Configuration / Contacts / Preferences



Configuration/Contacts/Preferences

Default view:

Cards

Number of rows to be displayed in card view:

auto

Enable Contacts Hover

Yes No

Options Module – Configuration / Tasks / Preferences



Configuration/Tasks/Preferences	
Default view:	H-split view
Interval of the reminder in minutes	30
Enable Tasks Hover	<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>E-Mail notification for task</i>	
E-Mail notification for New, Changed, Deleted?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>E-Mail notification for Accept/Declined</i>	
E-Mail notification for task creator?	<input type="radio"/> Yes <input checked="" type="radio"/> No
E-Mail notification for task participant?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Options Module – Configuration / InfoStore / Preferences



Configuration/InfoStore/Preferences

Default view:

H-split view

Enable Infostore Hover

Yes No

Options Module – Change Personal Contact Information

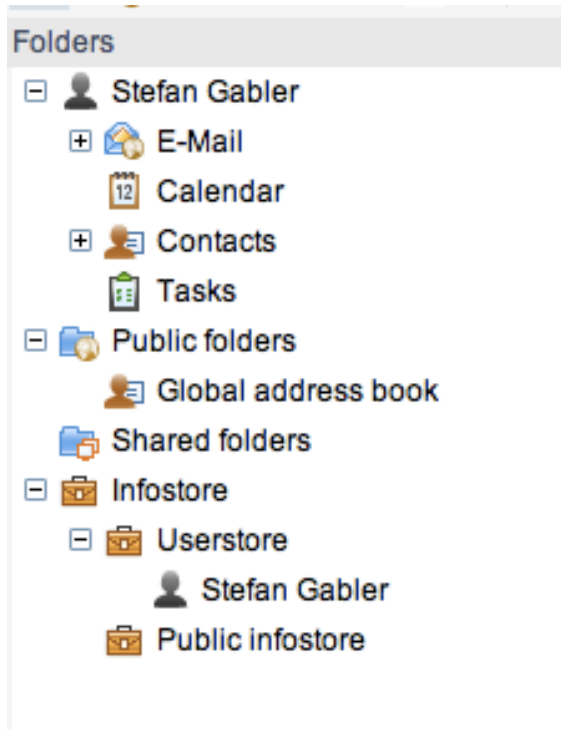


Change Personal Contact Information

Modify your account information.

Display name *	<input type="text" value="Stefan Gabler"/>
First name	<input type="text" value="Stefan"/>
Second name	<input type="text"/>
Surname	<input type="text" value="Gabler"/>
Street (Home)	<input type="text"/>
Postal Code (Home)	<input type="text"/>
City (Home)	<input type="text"/>
State (Home)	<input type="text"/>
Birthday	<input type="text"/>
Company	<input type="text"/>
Street (Business)	<input type="text"/>
Postal Code (Business)	<input type="text"/>
City (Business)	<input type="text"/>
State (Business)	<input type="text"/>
Telephone (Business)	<input type="text"/>
Fax (Business)	<input type="text"/>
Telephone (Home)	<input type="text"/>
Mobile	<input type="text"/>

Folder Management



Folders in the folder tree	Contents
<i>Your username</i>	Your personal root folder
E-Mail	Incoming and outgoing E-Mail messages
Calendar	Personal calendars and appointments
Contacts	Personal contacts
Tasks	Personal tasks
Public folders	Folders that are visible to all users.
Global address book	Address data of all users
Shared folders	Folders shared with you by other users
InfoStore	All InfoStore folders
UserStore	Personal and shared InfoStore folders
<i>Your username</i>	Your personal InfoStore folder
<i>Other username</i>	Shared InfoStore folder of another user
Public InfoStore	Public InfoStore folder

Creating folders



keep in touch

Folders in the folder tree	Which folder types can be created?
<i>Personal root folder</i>	Calendar folders, tasks folders, contacts folders
E-Mail	--
<i>Inbox</i>	E-Mail folders
Calendar	Calendar folders, task folders, contact folders
Contacts	Calendar folders, task folders, contact folders
Tasks	Calendar folders, task folders, contact folders
Public folders	Calendar folders, task folders, contact folders
<i>Folder name (*)</i>	Calendar folders, task folders, contact folders
Global address book	--
Shared folders	--
<i>Other username</i>	--
<i>Folder name (*)</i>	Calendar folders, task folders, contact folders
InfoStore	--
UserStore	--
<i>Personal InfoStore folder</i>	InfoStore folders
<i>Other username (*)</i>	InfoStore folders
Public InfoStore	InfoStore folders

For the folders in the folder tree that are marked with (*) you need to have the right to create subfolders.

Permission management



keep in touch

Save	User	Change Right	Folder rights	Read rights	Modify rights	Delete rights
	Add Remove	No Permission Admin	No Folder rights Visible folder Create Objects Create Subfolder	None Own All Admin	None Own All Admin	None Own All Admin

Save	User	Change Right	Folder rights	Read rights	Modify rights	Delete rights
	Add Remove	No Permission Admin	No Folder rights Visible folder Create Objects Create Subfolder	None Own All Admin	None Own All Admin	None Own All Admin

Folder Properties: Important						
Overview	Rights	Subscriptions New	Publications New			
User	Admin	Folder rights	Read rights	Modify rights	Delete rights	
Stefan Gabler	Yes	admin	admin	admin	admin	

Where do I find folders shared by other users



<i>Your username</i>	Your personal root folder. It contains your personal folders.
E-Mail	
Inbox	
user	
Timo Meier	
Team	Shared E-Mail folder of Timo Meier
Tasks	
Calendar	
Contacts	
Public folders	
Global address book	
VacationCalendar	Folder created by Tom Green.
Shared folders	
Timo Meier	
Calendar	Shared calendar folder of Timo Meier
InfoStore	
UserStore	
Your username	Your personal InfoStore folder
Timo Meier	Shared InfoStore folder of Timo Meier
Jean Dupont	
MeetingMinutes	Shared subfolder in the InfoStore folder of Jean Dupont
Public InfoStore	
Company	Folder created by Jean Dupont

1. Right-click on the Inbox folder or on any other personal E-Mail folder in the folder tree.
2. From the context menu select Subscribe folder. The Subscribe folder pop-up window opens.
3. Open the User folder tree in the Subscribe folder pop-up window. Activate the checkbox for the folder that you want to subscribe.
4. Click on OK.

You can subscribe to the following data:

- » XING! Contacts
- » LinkedIn contacts
- » Facebook contacts
- » Google Mail contacts
- » Web.de contacts
- » Yahoo.com contacts
- » GMX contacts

You can publish the following folders:

- » Contact folders
- » InfoStore folders

Subscribing to data

Folder Properties: Contacts

Overview Rights Subscriptions **New** Publications **New**

Name
No subscriptions configured

Source LinkedIn

Login

Password

1. Right-click a folder and select Properties from the context menu. The folder properties are displayed in the overview window.
 2. Switch to the Subscriptions tab.
 3. In the panel click Add.
 4. Select the subscription source from the Select a source drop-down list.
 5. Enter the access data for the subscription source i.e., access data, URL.
 6. If you want to subscribe to data from additional sources for the selected folder, repeat steps 3-5.
 7. In the panel click Save.
- To retrieve the data click the Retrieve icon next to the data source.

The screenshot shows a web interface for managing folder properties. The title is 'Folder Properties: Contacts'. There are four tabs: 'Overview', 'Rights', 'Subscriptions' (with a 'New' button), and 'Publications' (with a 'New' button). The 'Publications' tab is selected. On the left, there is a list of folders with 'contacts' selected. On the right, there are several fields: 'Target' is a dropdown menu set to 'OXMF Contacts'; 'Site' is a text input field containing 'contacts'; 'Template (optional)' is an empty text input field; 'Add cipher code' is a checked checkbox; and 'URL' is a text input field containing a long, complex URL: <http://172.16.23.129/publications/contacts/1/contacts?secret=3832b10ad50c35b759e2bbb779a37f63>.

1. In the context menu of a folder click on Properties. The folder properties are displayed in the overview window.

2. Switch to the Publications tab.

3. In the panel click Add.

4. Choose the necessary target from the Select a target drop-down field:

When publishing a contact folder select OXMF Contacts.

When publishing an InfoStore folder select OXMF InfoStore.

To prevent the URL from being guessed by others, activate the hide with secret checkbox.

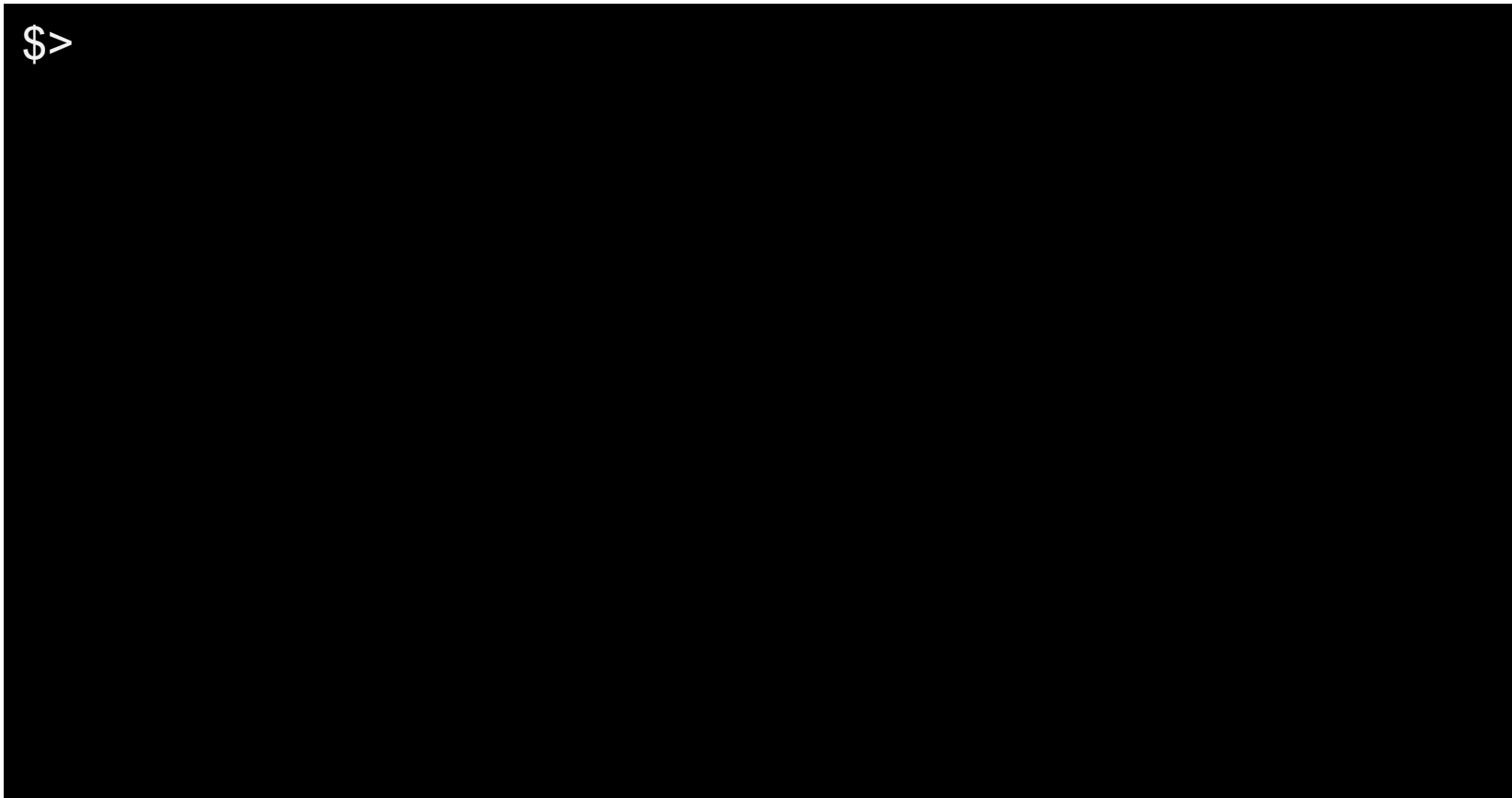
By doing so a random character string is added to the URL i.e.: the URL cannot be guessed.

5. Enter a name for the publication (e.g.: your name) in the Site input field.

6. Click on the panel entry Save.

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- OXtender for Microsoft Outlook
- Oxtender for Business Mobility

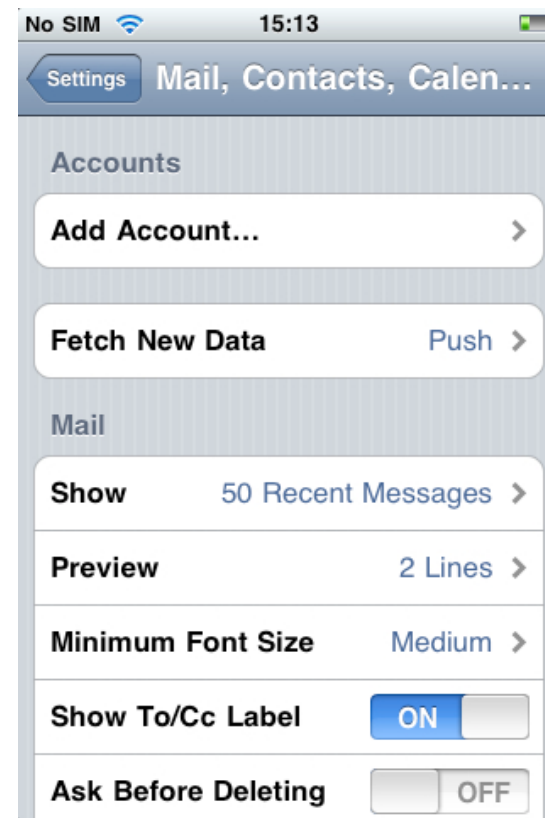
Command line



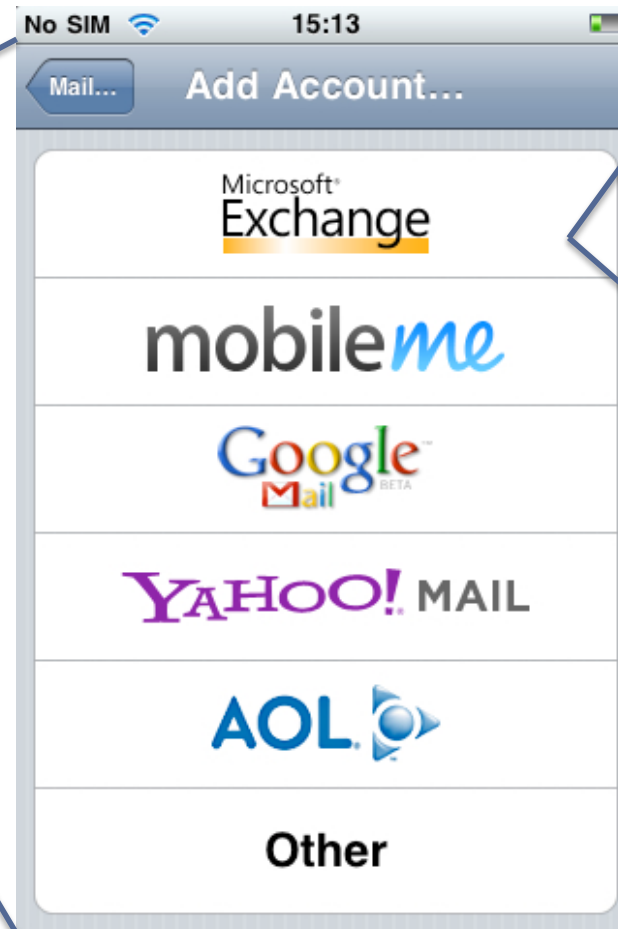
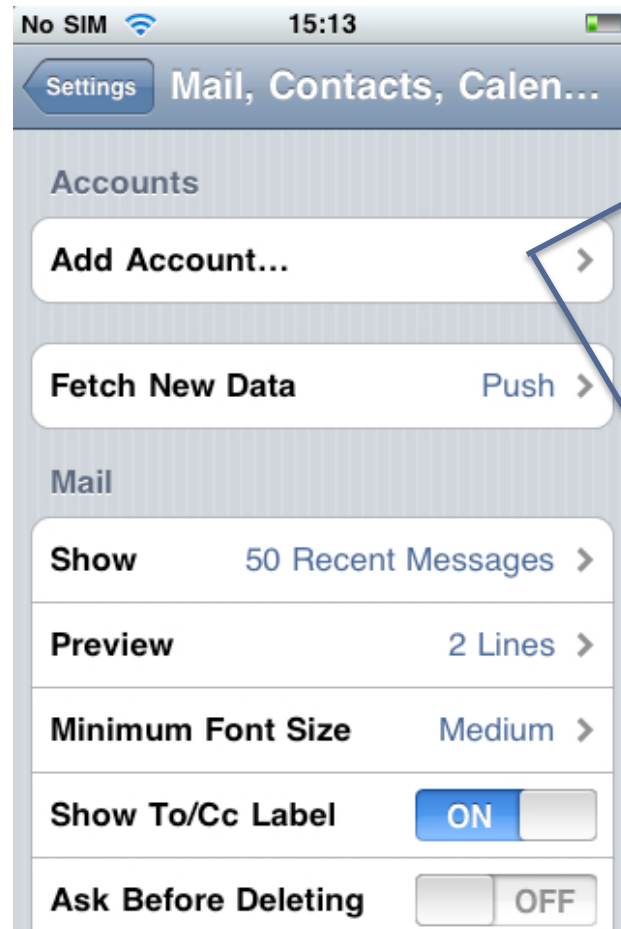
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- **OXtender for Business Mobility**
 - » iPhone
 - » Windows Mobile

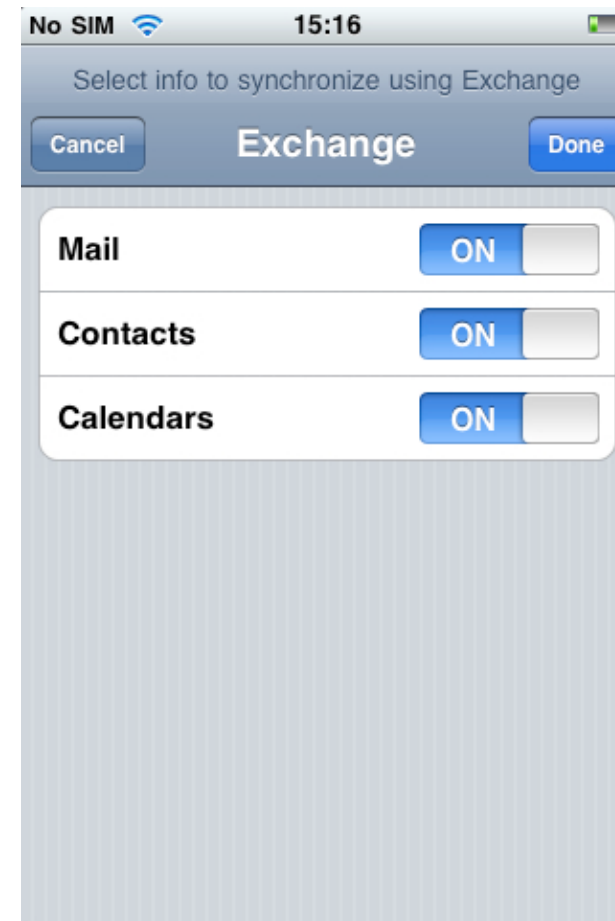
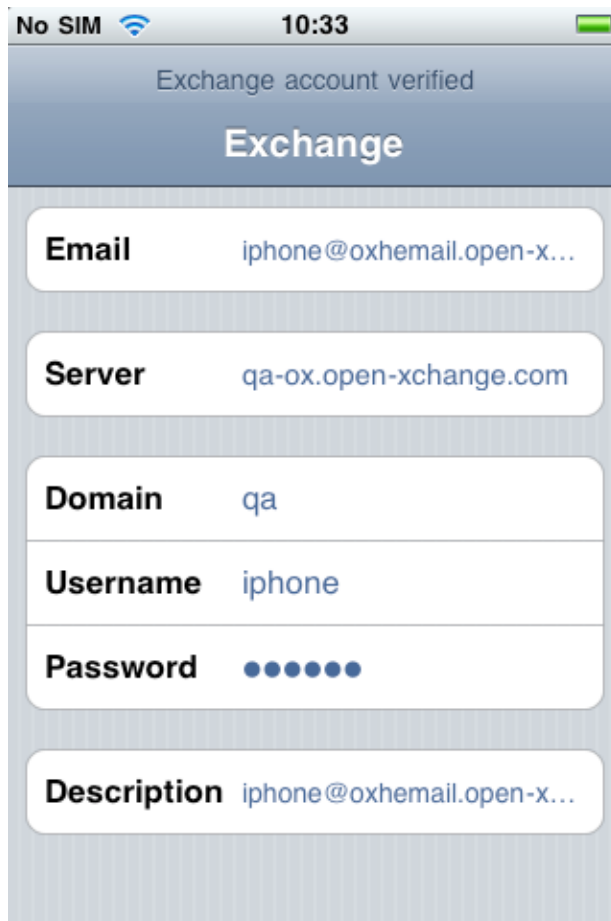
OXtender for Business Mobility – iPhone Configuration



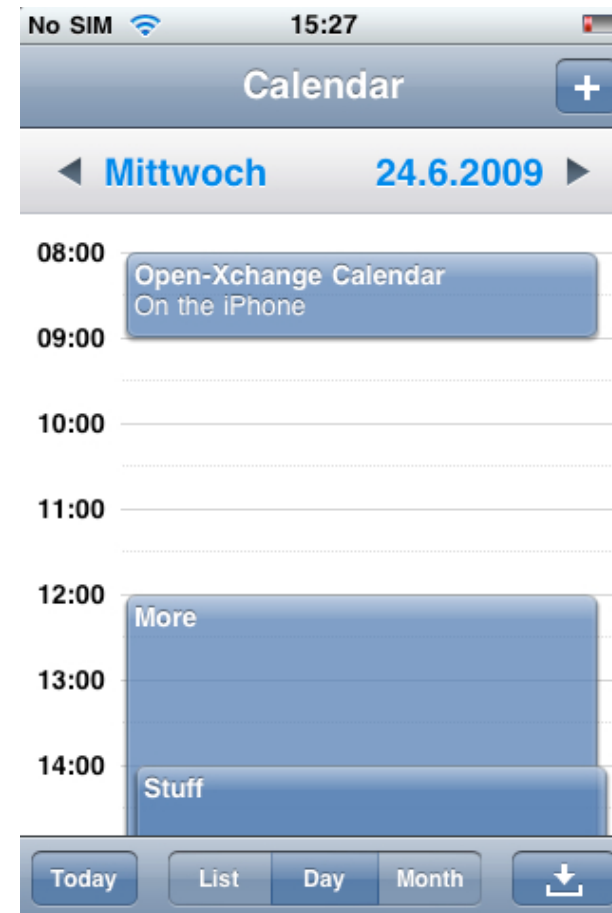
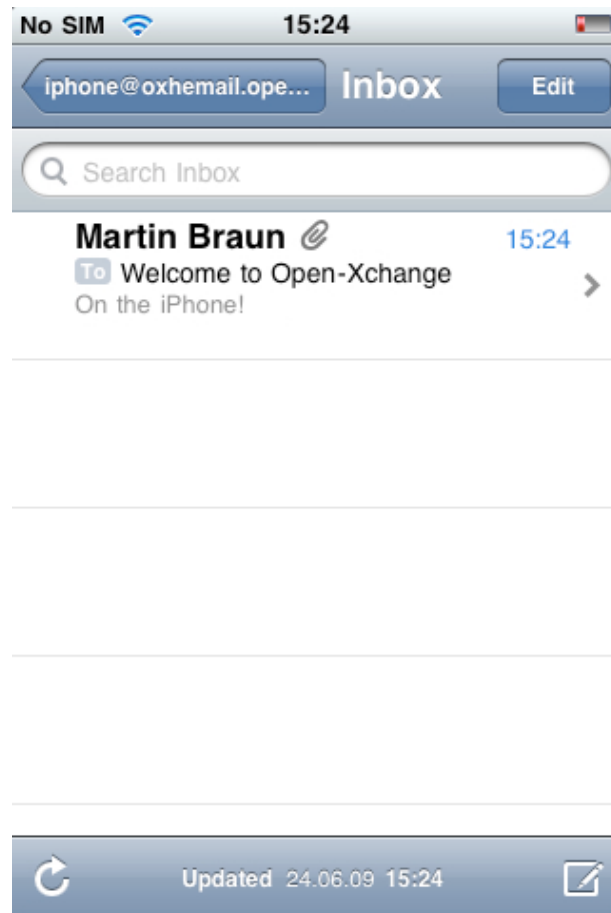
OXtender for Business Mobility – iPhone Configuration



OXtender for Business Mobility – iPhone Configuration



OXtender for Business Mobility – iPhone Configuration



OXtender for Business Mobility – iPhone Configuration



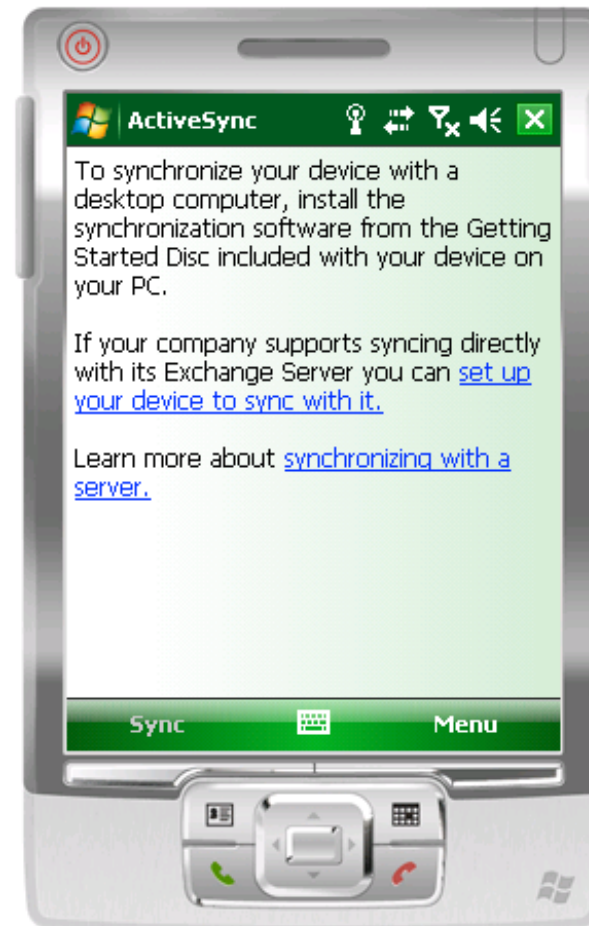
http://www.open-xchange.com/wiki/index.php?title=OXtender_for_Business_Mobility_iPhone

Also available:

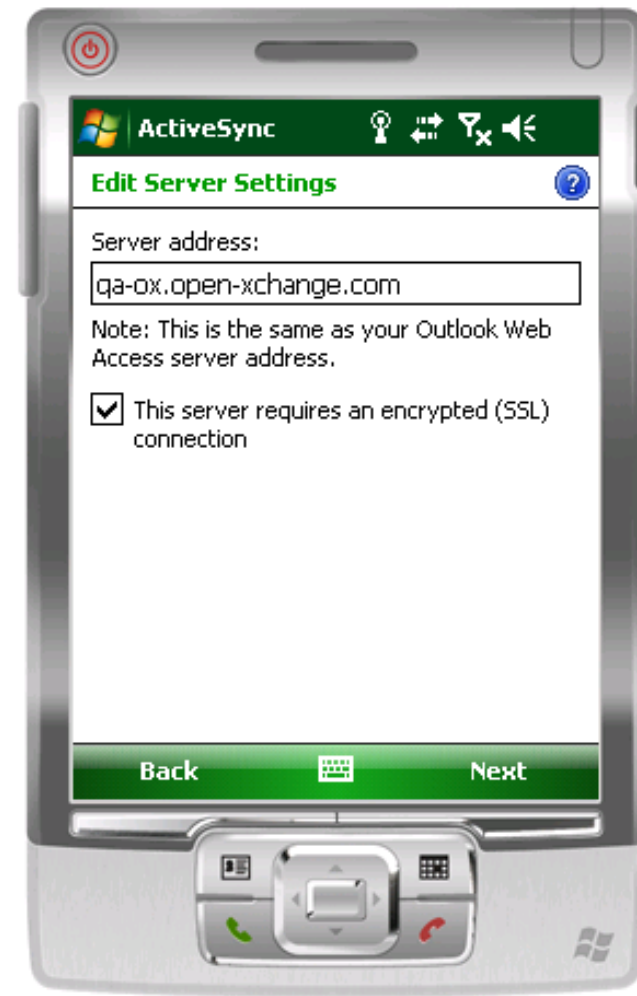
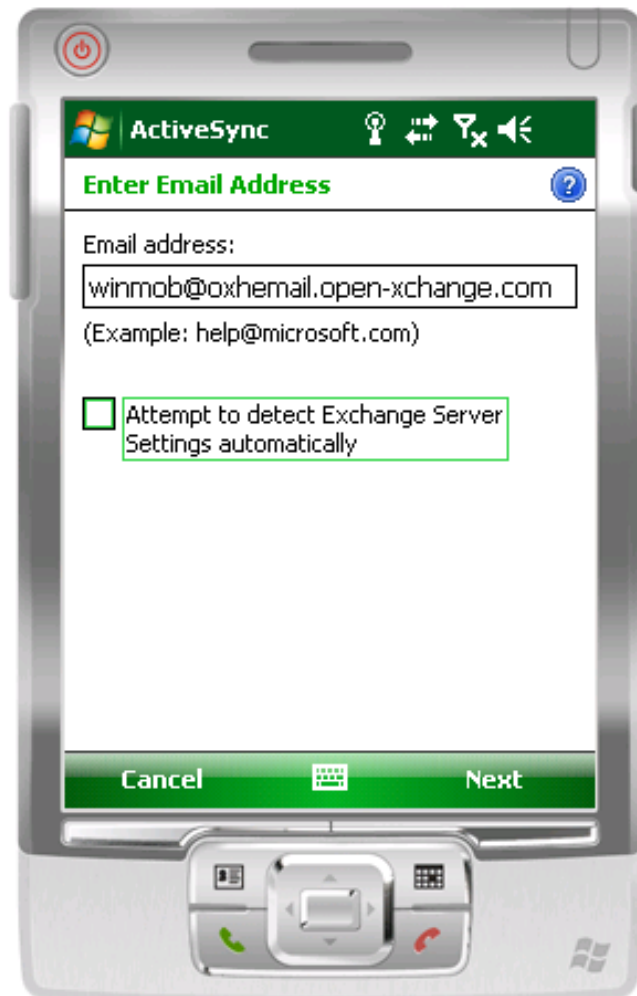
- Windows Mobile
- iPhone
- BlackBerry
- Nokia S60
- Android (coming soon)

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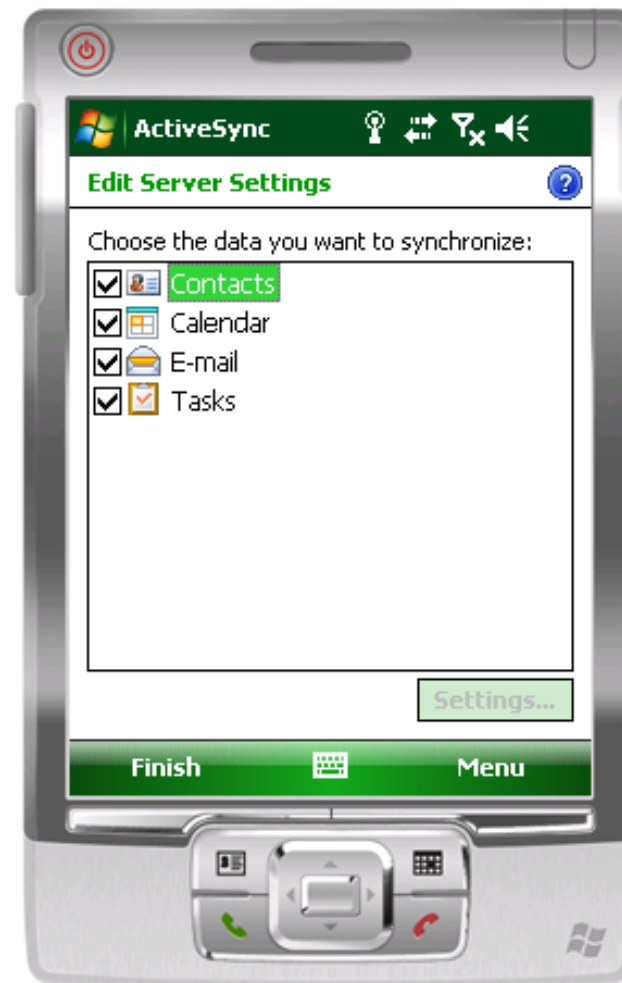
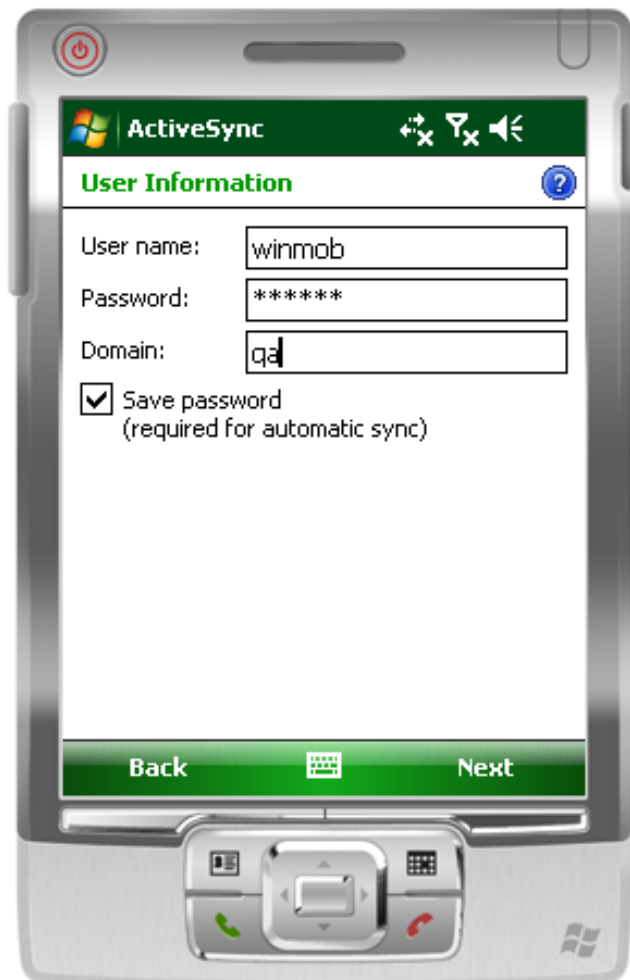
OXtender for Business Mobility – Windows Mobile Configuration



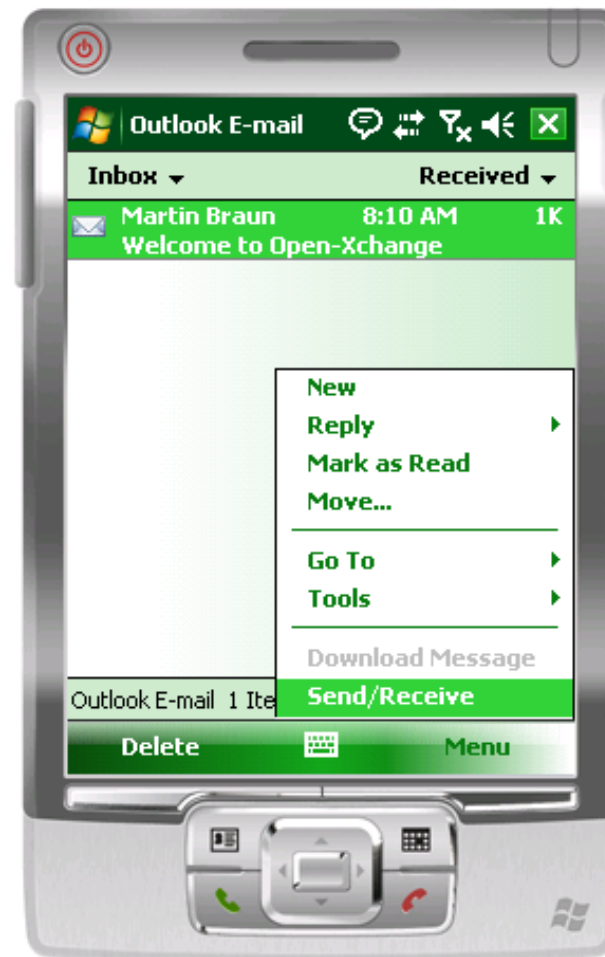
OXtender for Business Mobility – Windows Mobile Configuration



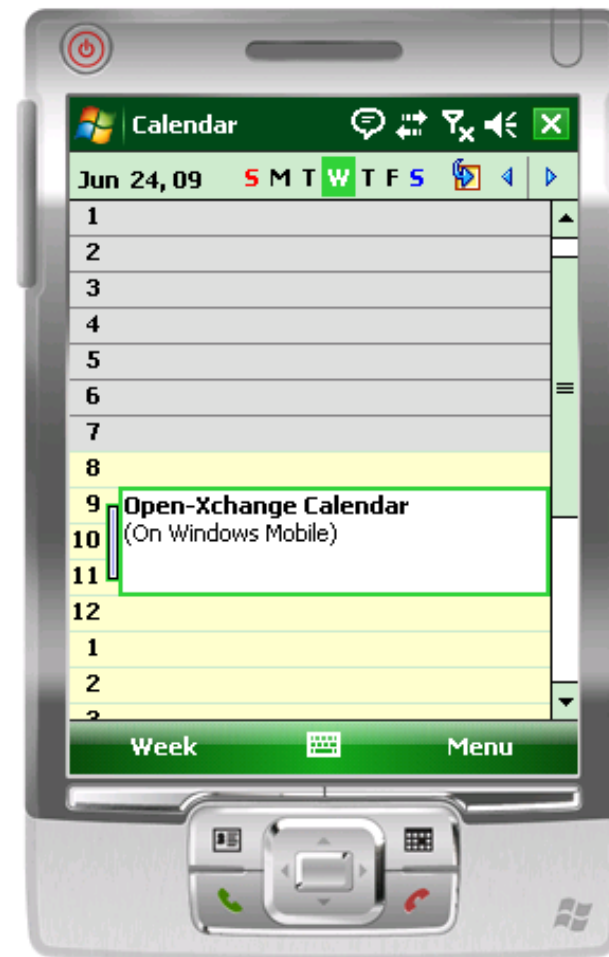
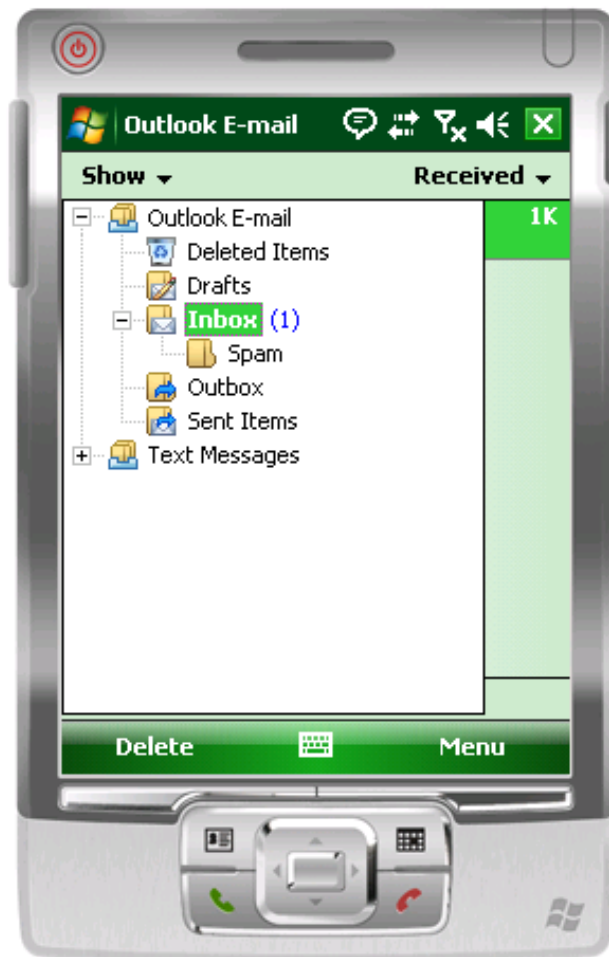
OXtender for Business Mobility – Windows Mobile Configuration



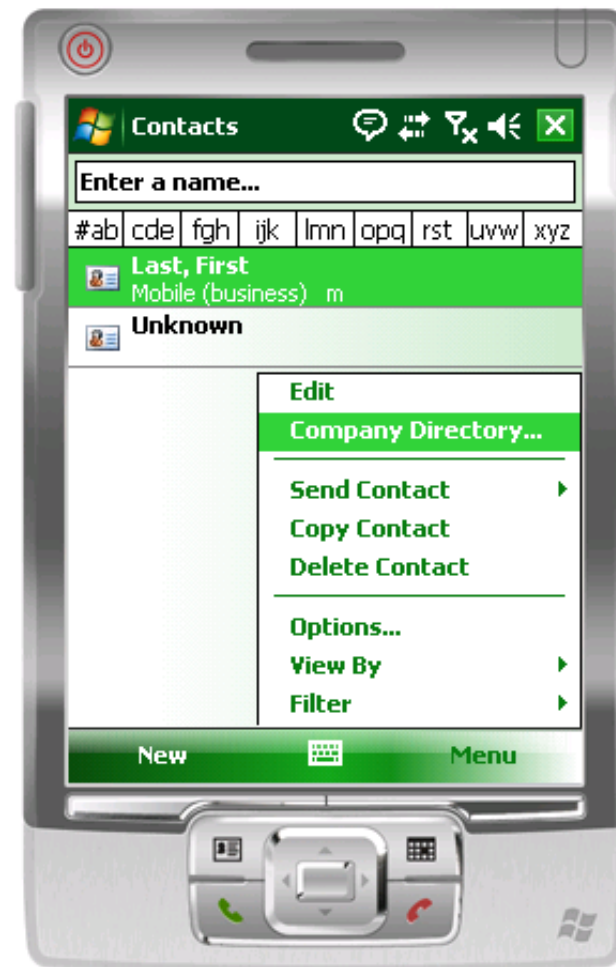
Oxtender for Business Mobility – Windows Mobile Configuration



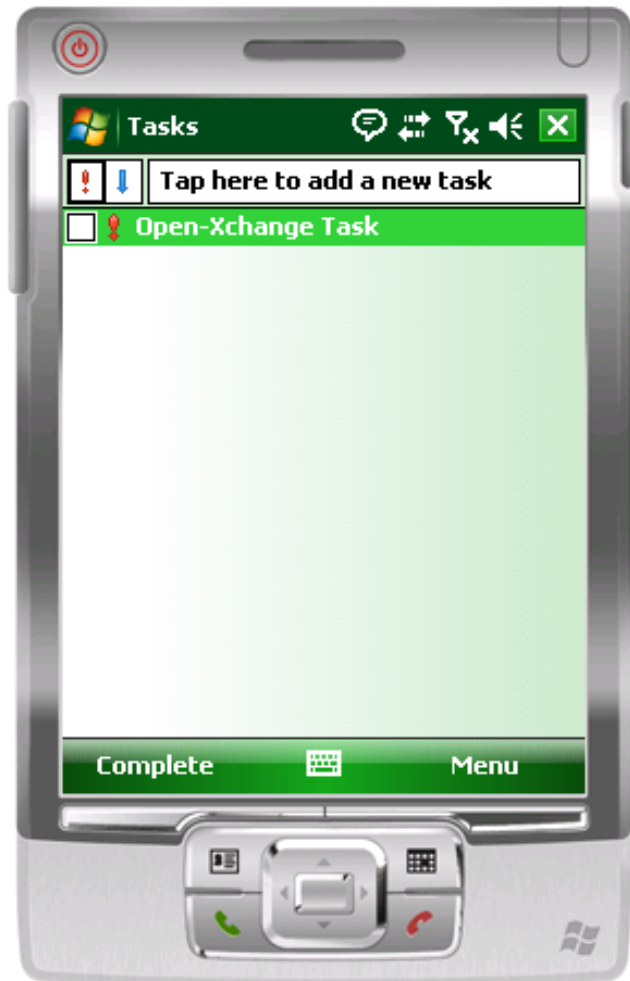
OXtender for Business Mobility – Windows Mobile Configuration



OXtender for Business Mobility – Windows Mobile Configuration



OXtender for Business Mobility – Windows Mobile Configuration



http://www.open-xchange.com/wiki/index.php?title=OXtender_for_Business_Mobility_WinMob

Also available:

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- **Support**

- Send email to: support@open-xchange.com
- Support Key: OX-SUPPORT-OR-LICENSE-KEY-XXX
 - Server Version: server version or package list
 - Distribution: can be one of SLES, RHEL, DEBIAN, UCS
 - GUI Version: GUI version or package list
 - Module: can be one of portal, mail, calendar, tasks, infostore
 - Severity: 1, 2, 3, 4
 - Track-ID: the customer's internal tracking number, e.g. from its Bugzilla
 - Component: can be one of Admin GUI, Admin Server, Groupware GUI, Groupware Server, CLT, Documentation, OS Component, Installation, Other Steps to reproduce:
 - ...
 - Current behavior:
 - ...
 - Expected behavior:
 - ...

- **Severity 1 – High**
Shall mean Incidents that are defined as a catastrophic outage and/or have a critical impact on the customer's ability to conduct business. The customer cannot produce. The customer's system, application, or option is down and no procedural workaround exists.
- **Severity 2 - Medium**
Shall mean Incidents that are defined as high-impact problems. The customer's operation is disrupted, but there is some capacity to produce. The problem may require a fix prior to the next release for the current customer system.
- **Severity 3 - Low**
Shall mean Incidents which involve partial, non-critical functionality loss, one which impairs some operations, but allows the customer to continue to operate. This may be a minor issue with limited loss or no loss of functionality or impact to the customer's operation. This includes but is not limited to documentation and translation errors.
- **Severity 4 - Trivial**
Shall mean general usage questions, recommendations for product enhancements or modifications, and calls that are passed to the Parties for informational purposes.

<http://www.open-xchange.com/en/services/support-contact>

OXpedia: The technical resource platform:

<http://oxpedia.org/>

- » Documentation
- » Software packages
- » Discussion Forum
- » Programming examples