Brief Guide for OX6 Users

Groupware

Brief Guide for OX6 Users: Groupware

Publication date Wednesday, 21. November 2018 Version 7.10.1

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Table of Contents

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 Groupware 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 Groupware and the Open-Xchange Server 6.
- In *What's New* you will learn which functions are new in the Groupware and have not been part of the Open-Xchange Server 6.
- In *Function Comparison* you will find the corresponding Groupware function for frequently used Open-Xchange Server 6 functions.

This documentation describes working with a typical Groupware installation and configuration. Your installed version and the configuration 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 Groupware and the Open-Xchange Server 6:

- New user interface
- No wizard
- No hovers
- Mini calendar
- Changed and obsolete views
- Portal squares instead of UWA modules
- Clear folder tree

New user interface
The user interface has been completely re-designed. It now follows 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.

Mini calendar
The mini calendar below the folder tree is no longer displayed. Instead, you can now display a mini calendar by clicking on the date above the calendar sheet in the *Calendar* app.

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 Groupware:

- 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 Groupware 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 Groupware 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, e.g. on Twitter, LinkedIn, Xing. 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 the Open-Xchange Server 6 in the Groupware:

- E-Mail
- Address Book
- Calendar
- Tasks
- Drive (InfoStore)

4.1 E-Mail

Function	Open-Xchange Server 6	Groupware
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 **View source** button in the panel section **E-Mail**.	Click on **Actions** icon≡ in the tool-bar below the menu bar. 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 **Download** below the header in the detail view.
Composing a new E-Mail	Click the **New E-Mail** icon in the panel section **New**.	Click on **Compose** 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**.
Replying to or forwarding E-Mails	Click the respective button in the panel section *E-Mail*. 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 **Add to address book**.	Click on the name of the new contact in the detail view. Click the **Actions** icon≡ in the pop-up. Click on **Add to address book** in the menu.

4.2   Address Book

| Function	Open-Xchange Server 6	Groupware
Viewing details	Click the **Detail** button in the panel section **View**.	Click on a contact in the list. The details are shown in the detail view.
Creating contacts	Select the respective panel function.	Click on **New** in the toolbar below the menu bar. Click on **Add contact** in the menu.
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 in the toolbar. Some functions can be selected by clicking the **Actions** icon ≡ . 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 **Add attachments** below *Attachments*.

4.3   Calendar

Function	Open-Xchange Server 6	Groupware
Selecting views	Select an entry in the panel sections **View** and **Time range**.	Click on **View** in the toolbar below the menu bar. Select a menu entry.
Displaying the Detail view	Click the **Detail** button in the panel section **View**.	Click on an appointment in the list or in a calendar view. The details are shown in the detail view or in the pop-up.
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 on **New** in 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 toolbar or on top of the pop-up.
Adding attachments to an appointment	When editing an appointment, click on the **Attachments** tab.	When editing an appointment, click on **Add attachments** below *Attachments*.
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   Tasks

Function	Open-Xchange Server 6	Groupware
Viewing details	Click on the **h-split** button in the panel section **View**.	Click on a task in the list. The details are shown in the detail view.
Creating tasks	Select the functions in the panel.	Click on **New** in 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.	Click on the respective function in the toolbar. Some functions can be selected by clicking the **Actions** icon≡ . 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 an appointment, click on **Add attachments** below *Attachments*.

4.5   Drive (InfoStore)

Function	Open-Xchange Server 6	Groupware
Displaying the detail view	Open an InfoStore folder in the folder tree. Click on an entry in the overview window.	Open a folder in the folder tree. Click on a file in the display area. If no details are displayed, click on **View** in the toolbar. Enable **File details** in the menu.
create 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 **Add new folder** from the context menu. You can also click on **New** in the toolbar. Select **Add new folder** in the menu.
Creating documents	Select the *InfoStore* module. Select an InfoStore folder in the folder tree. Click the **New InfoStore item** icon in the panel section **New**.	Click on **New** in the toolbar. Click on an entry in the menu.
Adding attachments	Use the **File** button to upload a file when creating or editing an InfoStore item.	A file can be uploaded directly. To do so, click on **Add local file** in the **New** menu.
Downloading current version	Open an InfoStore item in the **h-split** or **List** view. Click the clip icon next to the document name.	Click on a file in the detail view. Click the **Download** icon in the toolbar.