



Groupware

Brief Guide for OX6 Users



Groupware: Brief Guide for OX6 Users

Publication date Wednesday, 17. May 2017 Version 7.8.4

Copyright © 2016-2017 OX Software GmbH This document is the intellectual property of OX Software GmbH

The document may be copied in whole or in part, provided that each copy contains this copyright notice. The information contained in this book was compiled with the utmost care. Nevertheless, erroneous statements cannot be excluded altogether. OX Software GmbH, the authors and the translators are not liable for possible errors and their consequences. The names of software and hardware used in this book may be registered trademarks; they are used without warranty of free usability. OX Software GmbH generally follows the spelling conventions of the manufacturers. The reproduction of brand names, trade names, logos, etc. in this book (even without special markings) does not justify the assumption that such names can be considered free (for the purposes of trademark and brand name regulations).

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 Tasks	15
4.5 Drive (InfoStore)	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 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. 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 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 Open-Xchange Server 6 in the Groupware:

- [E-Mail](#)
- [Address Book \(Contacts\)](#)
- [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 toolbar 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 <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 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 (Contacts)

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 <i>Attachments</i> .



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 <i>Attachments</i> .
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-Exchange 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 <i>Attachments</i> .

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.
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 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 <i>InfoStore</i> 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.