Groupware
Compact Guide

Groupware: Compact Guide

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1   About this Documentation

1.1   Target Groups, Contents

This documentation is addressed to the end user.

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.

The contents of this documentation are also available in the on-line help.

Note: This document describes some essential groupware functions. A comprehensive documentation can be found in the on-line help and in the user guide.

1.2   Design Elements

In favor of better legibility the text content of this guide is illustrated using the following design elements:

Buttons

Buttons or functions that can be clicked are highlighted in **bold**.
Example:
Click on **Compose new email**.

Label

Labels for user interface elements like the names of windows or input fields are highlighted in *italics*.
Example:
The *Compose new email* page is displayed.

Key labels

Key labels are displayed in square brackets "[ ]". If several keys must be pressed, the plus sign "+" is added between the individual key labels.
Example:
Use **[ctrl]+[c]** to copy the content to the clipboard.

Links

Links in the text appear in blue.
Example:
Information can be found in 5.2: Sending E-Mails (page 32).

Explanatory text

Text that describes several functions or options is written in list form.
Example:
The following options exist:

- Send new E-Mails

- Reply to E-Mails

- Forward E-Mails

Step by step instructions

Instructions are shown as a numbered list. If the instruction only consists of one step or several alternative steps, numbering is not required. Instructions are always introduced with wording indicating the target of the instructions. Usually, at the end of the instructions the result is mentioned.
Example:

How to reply to an E-Mail:

1. Select an E-Mail in the sidebar.

2. Click on **Reply** in the display area next to the E-Mail header .

3. Enter the E-Mail text.

4. Click on **Send** in the command bar.
Result: The E-Mail is sent.

Tips for making the work much easier

The tips for making work easier refer to actions that are optional e.g., alternatives to an instruction.

A tip is introduced with the word **Tip:**.

Example:

Tip: You can also add an attachment by dragging and dropping a document from a file browser or from the desktop to the E-Mail window.

Malfunction note

A malfunction note indicates actions that can not be executed in the current situation. A malfunction note helps to avoid handling errors.

A handling error is introduced with the word **Note:**.

Example:

Note: In order to add a signature, you need to have created one in the E-Mail settings.

Warning about loss of data or security risks

A data loss warning indicates an action that irrevocably deletes data as soon as the action is executed. A security risk warning indicates an action that possibly endangers the security of your data.

A warning is introduced with the word **Warning:**.

Example:

Warning: Permanently deleted E-Mails messages are irrevocably lost. Prior to permanently deleting E-Mails, make sure you no longer need the E-Mail messages.

2   Getting Started with the Groupware

2.1   Operating Instructions

The following techniques are required:

- Using the left mouse button for clicking on elements
- Using drag and drop
- Multi-selection by pressing the <ctrl> key or the <cmd> key on Mac systems
- Working with several windows
- Opening, saving, and closing files
- Opening, closing, and selecting files in a folder tree
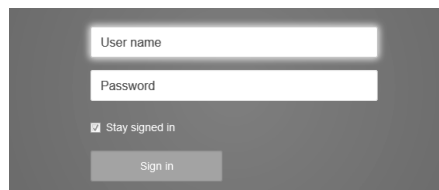
Information on these techniques can be found in your operating system documentation.

2.2   Signing in, Signing out

In order to sign in you need to know the server address, your username and your password. This information is provided by your administrator or host.

How to sign in to the server:

1. Open a web browser.
2. Enter the server address in the address bar. The login window will be displayed.

3. Enter your username and your password. Note that they are case-sensitive.
4. To save your credentials locally, enable **Stay signed in**.

   Warning: Only use this option if this machine is used solely by you. When signing in to a public machine do not use this option.
5. Click on **Sign in**.

   Note: If you enter the wrong username or password an error message is displayed. Enter the correct information.

How to sign out:

1. Click the **Settings** icon on the right side of the menu bar. Click on **Sign out**. The login window will be displayed.

   Depending on the groupware configuration, there is a **Sign out** icon ⏻.
2. If anyone else has access to the machine, close the browser.

Warning: If you close the web browser tab without signing out, you stay signed in to the server. If another person enters the server address, this person is automatically signed in with your username and has full access to your data.

Always sign out from the server when you are finished working.

Warning: Your credentials might stay in the system memory as long as your browser is open. This can be a security risk. Close the browser to remove your credentials from the system memory.

3 First Steps

3.1 General Description of the User Interface

The user interface includes the following components:

- A menu bar on the top.
- On the left side below the menu bar the search bar is displayed. It can be enabled or disabled together with the folder tree.
- The Folder tree can be activated on the left side.
- On the right side below the menu bar a toolbar is displayed. It contains app specific functions and functions for selecting the view in the display area.
- The remaining space is used for the display area.
- Depending on the action executed, the pop-up window or the notification area will overlap the display area.
- To create new items or edit existing ones, the editing window will be used.
- Text that can be clicked is displayed in blue.

The following screen shots show the user interface, using the *E-Mail* application as an example.

3.1.1 The menu bar

Content

- Depending on the groupware configuration: Quick launch icons for launching frequently used apps.
- **App Launcher** icon⊞. Opens a menu with icons for launching an app.
- **Notifications** icon🔳. The icon is displayed when receiving a new notification. The icon notifies you of the number of new notifications e.g., new appointment invitations. If clicking the icon, the notification area opens.
- **Refresh** icon🔁. Reloads objects from the server. Irrespective of this function, objects are refreshed in regular intervals.
- **Help** icon❓. Opens a context related help page. Depending on the current app, the respective help page from the online help is displayed. You can also open the online help from the system menu.
  Tip: Some dialog windows also include the help icon. If clicking on it, the respective help for the dialog window context is displayed.
- **Settings** icon Your profile picture is used for the icon. If clicking the icon, a menu with the following entries opens:
  - **Settings**. Opens a page that allows customizing settings.
  - **My contact data**. Opens a window where you can adjust your personal contact data in the global address book.
  - **Help**. Opens the online help.
  - **Sign out**. Signs you out from the groupware.

Depending on the groupware's configuration, further menu entries might be available.

3.1.2   App Launcher
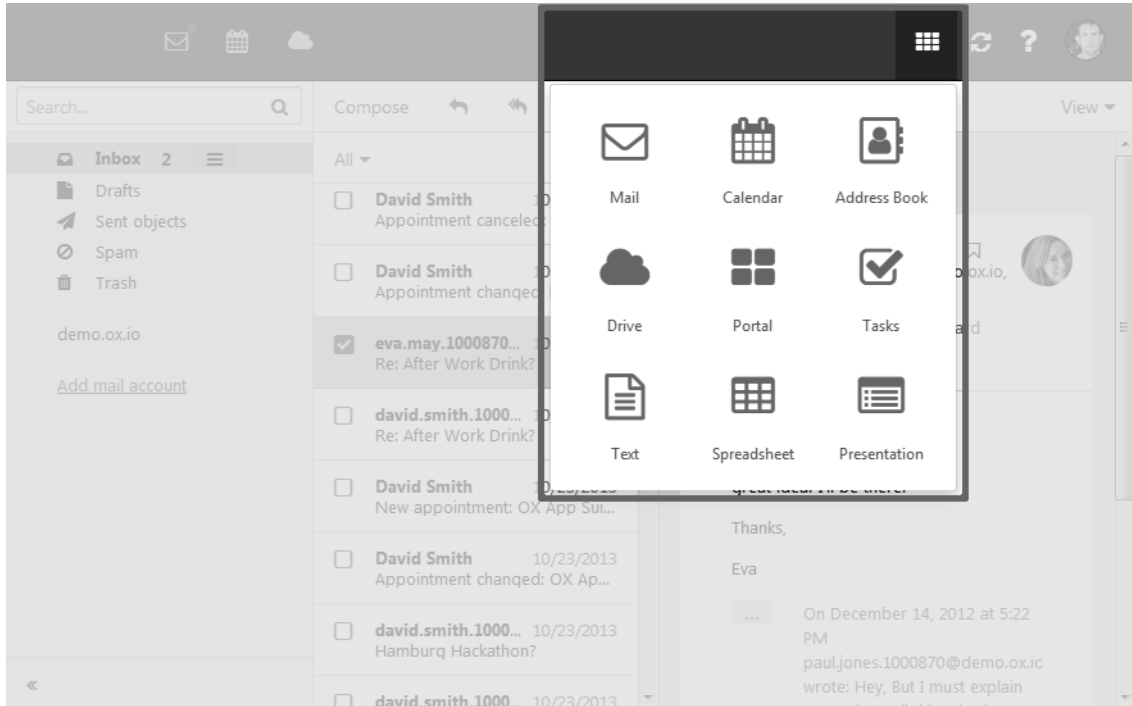
Contains squares for launching the apps. Depending on the groupware configuration, the number of squares can vary.

3.1.3   The search bar
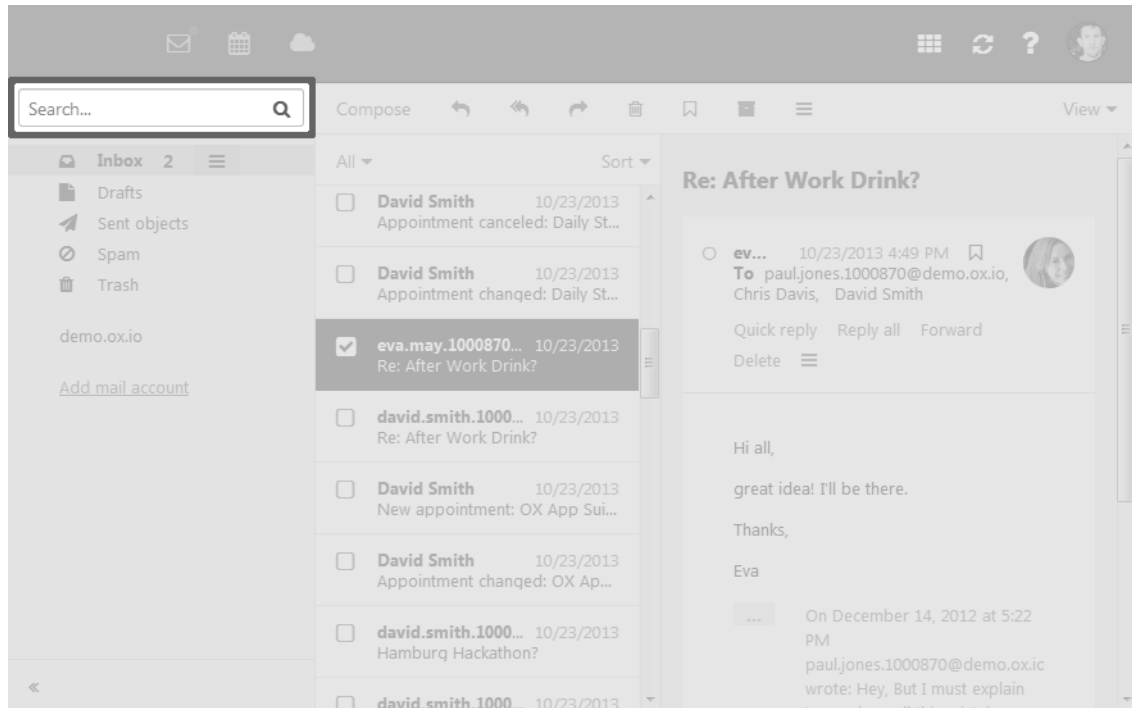
In order to display the search bar, click on **View** in the toolbar. Enable **Folder view**.

Content

- Input field for the search term
  As soon as clicking in the input field, additional icons are displayed.
- *Options* icon ▼ . Opens a menu with app specific parameters for controlling the search.
  Depending on the app, additional drop-downs for controlling the search are available.
- *Close* icon✖. Finishes the search.
- *Online help* icon🔲. Displays a context-sensitive help.

The search result is displayed in the display area.

3.1.4   The toolbar
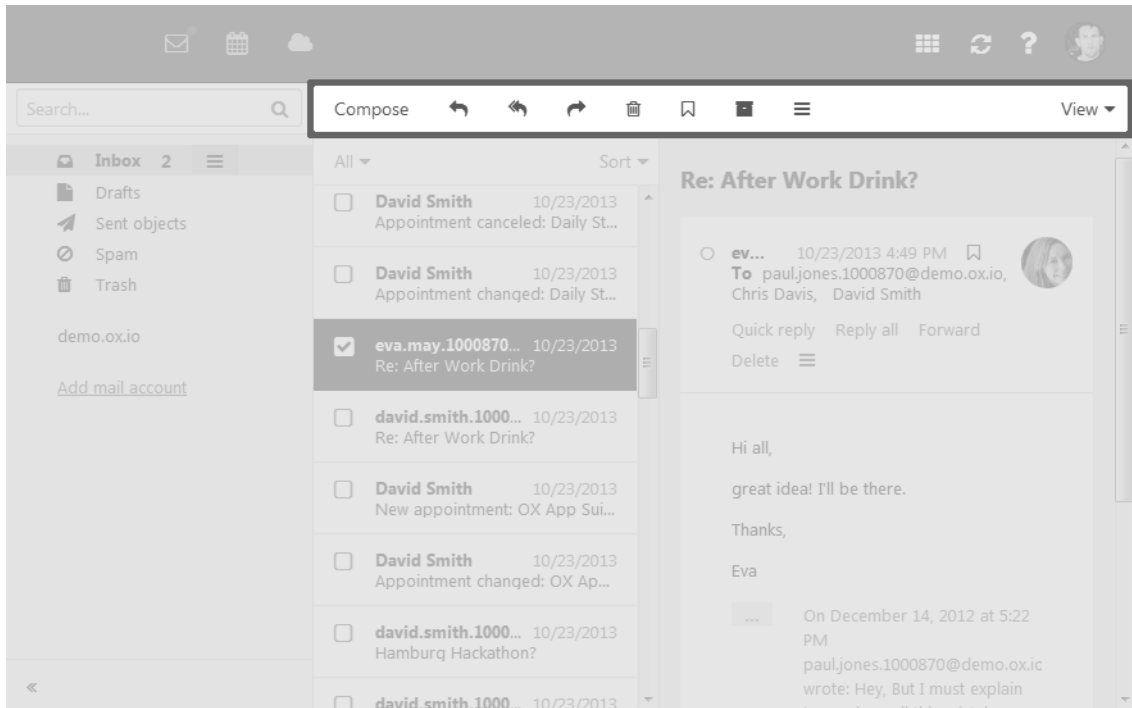
The toolbar is located below the menu bar.

Content

- Buttons for creating new objects, e.g. a new E-Mail or a new contact.
- Buttons or icons for editing objects.
- Depending on the app, further app specific buttons or icons might be available.
- *Actions* icon ≡ . Contains app specific functions for organizing objects.
- *View* button. Contains functions for controlling the layout in the display area and for opening or closing the folder tree.

3.1.5   The folder tree
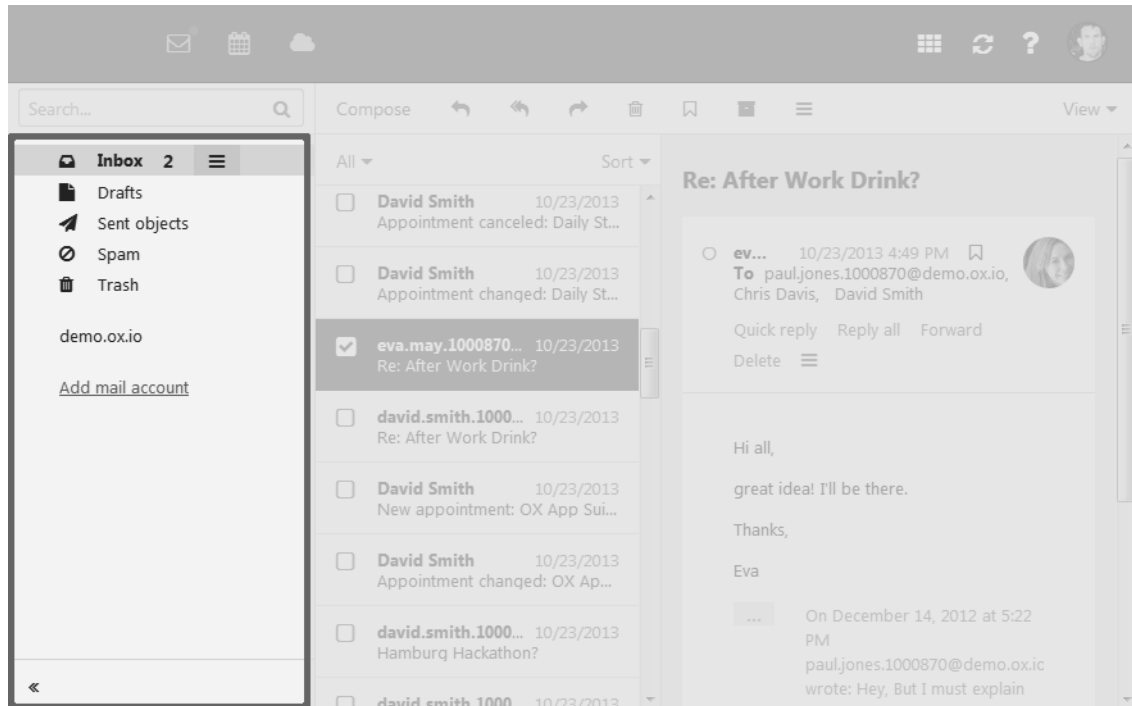
To open or close the folder tree, use one of the following methods:
- Click on **View** in the toolbar. Enable or disable **Folder view**.
- On the bottom left side, click the **Open folder view** icon ≫ or the **Close folder view** icon ≪.

Content
- The app specific folders
  Folders are called differently in the following apps:
  - A folder is called address book in the *Address Book* app.
  - A folder is called calendar in the *Calendar* app.
- Depending on the application, sections for personal, public and shared folders
  Note: Depending on the groupware configuration, those sections might not be displayed if there are no public or shared folders.
- The **Folder-specific actions** icon ☰ next to the selected folder. It contains functions for organizing folders. Depending on the folder, further functions might be available.
  Tip: You can also access the folder-specific actions by right-clicking on a folder.
- Depending on the app, further functions might be available.

3.1.6   The display area
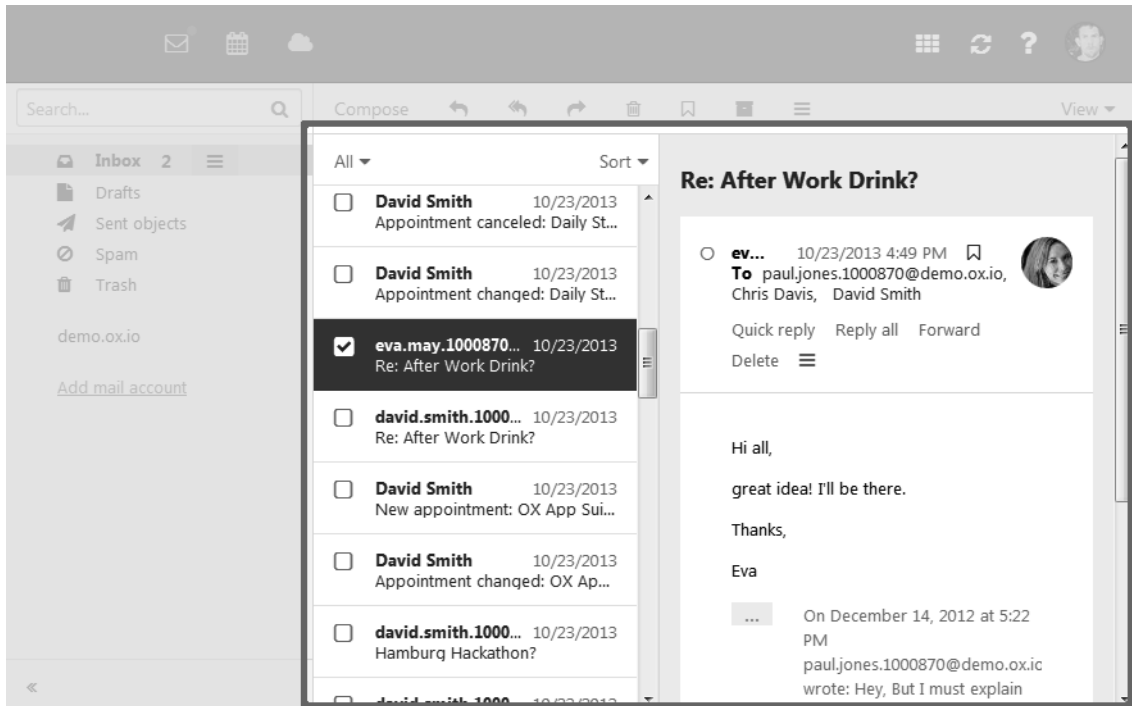
Content

- A list of objects. On top of the list, control elements for selecting or sorting objects are displayed. The details of the object selected in the list, are displayed in a detail view.
- Depending on the app, objects might be displayed as icons. Clicking on an object opens a pop-up window. The object's details are displayed in the pop-up.

You can change the view in the display area by using the **View** button in the toolbar.

3.1.7 The pop-up
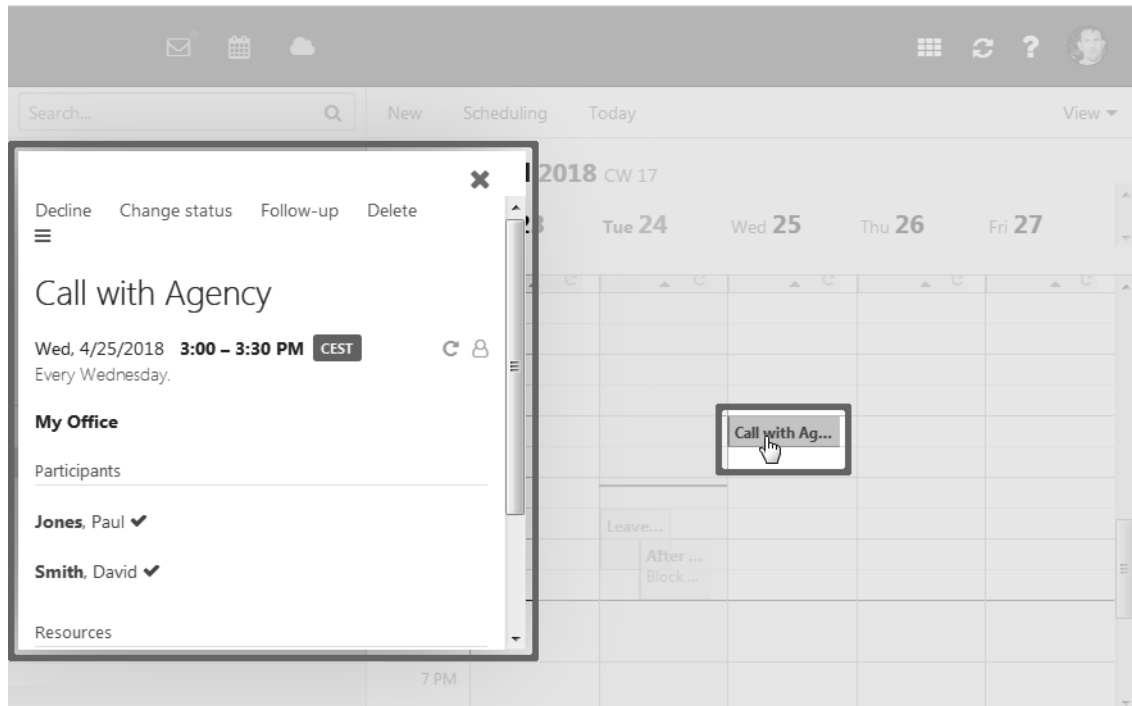
Shows an object's details. In order to open the pop-up, click on a groupware object in the display area. If you read an E-Mail in the display area and click on the name of the sender, the following elements are displayed in the pop-up:

▪ buttons for certain actions, e.g. copying the sender's contact data to a folder

▪ the sender's contact data

▪ relevant information, e.g. your shared appointments or your E-Mail conversation with the sender

▪ Information about this person from social networks. You can use the available buttons to open this person's profile.

Those person related data are called *halo view*. If clicking on certain objects in the pop-up, a further pop-up opens. In order to close a pop-up, click the **Close** icon✖on the upper right side.

3.1.8 The notification area
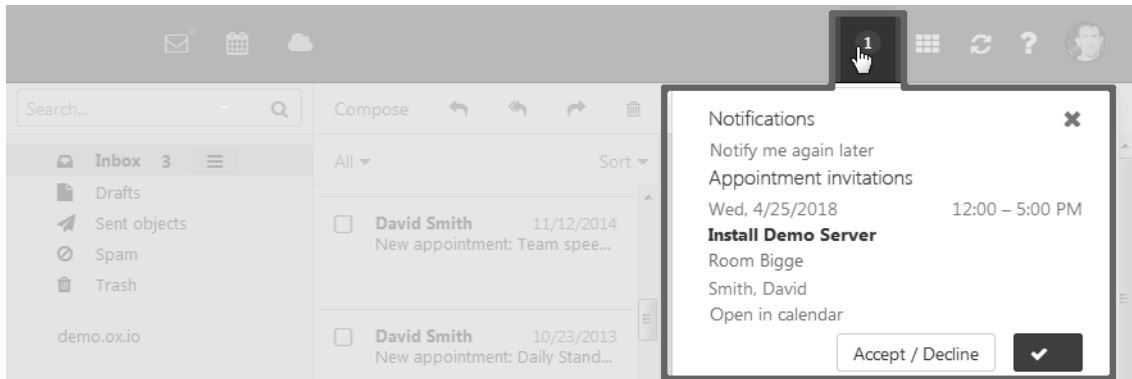
Displays notifications about the following events:

- new appointment invitations
- reminder for a scheduled appointment or task

The following actions open the notification area:

- Clicking the **Notification** icon▣ in the menu bar. The icon is displayed when receiving a new notification.
- Depending on the settings, the notification area automatically opens if there is a new notification.

Content

- **Close** icon✖. Closes the notification area. The notifications are displayed again if the notification area reopens.
- **Notify me again later**. Closes the notification area. The notifications are displayed again later.
- An appointment or task invitation includes the following elements:
  - *Delete* icon✖. Deletes the invitation.
  - Appointment invitations: **Open in calendar** button. Displays the appointment suggestion in the calendar.
  - **Accept/Decline** button. Opens the *Change confirmation status* dialog window for accepting or declining the appointment or task.
  - **Accept** button. Accepts the appointment or task.
- An appointment or task reminder includes the following elements:
  - *Delete* icon✖,**OK** button. Deletes the reminder.
  - Clicking on the reminder shows details in the pop-up.
  - **Remind me again**. Opens a menu for setting a new reminder for this appointment or task.
  - For reminders of overdue tasks: **Done** button. Clicking on it marks the task as done.

3.1.9 The editing window

The following actions open the editing window:

- creating a new object
- editing an object
- editing the personal contact data
- creating or editing simple text files

Content

- The title bar includes the following elements:
  - window title
  - icons for setting the window position:
    - **Minimize** icon—. Displays the editing window as icon at the bottom.
    - **Maximize** icon↗. Displays the editing window in its maximum size. If clicking the icon again, the original size is restored. You can also double-click on the title bar again to toggle the window sizes.
    - **Cancel** icon✕. Cancels the current action. Closes the Format window.
- Depending on the app, app specific buttons or icons might be available.
- The button bar contains buttons for closing or canceling. Depending on the groupware's configuration, those buttons are located at the top or bottom.

Properties

- You can move an editing window by clicking on its title bar and dragging it to the wanted location.
- You can activate further functions while an editing window is open.
- You can open multiple editing windows.
- Minimized editing windows are displayed as icons at the bottom. To restore an editing window, click on it.

3.2 Customizing the Basic Settings

How to customize the basic settings:

1. Click the **Settings** icon on the right side of the menu bar. Click the **Settings** menu item.
2. Click on **Basic settings** in the sidebar.
3. Change the settings.

The following settings are available. Depending on the groupware's configuration, some settings might not be available.

- **Language**
  Defines the user interface language.
- **Timezone**
  Defines the time zone to which all time-bound entries refer.
- **Design**
  Defines the color scheme for the user interface.
- **Refresh interval**
  Defines the interval for retrieving new objects from the server.
- **Default app after sign in**
  Defines the application that is displayed after login.
- **Automatic sign out**
  Specifies whether you are automatically signed out if you have not worked with the groupware for a specific time.
- **Automatic opening of notification area**
  Specifies whether the notification are is automatically opened when receiving a new notification or E-Mail.
- **Show desktop notifications**
  Defines whether you will receive a desktop notification for new E-Mails. Depending on the browser settings, the **Manage browser permissions now** button is displayed. If clicking on the button, a browser specific dialog for allowing notifications opens.
- **My contact data button**
  In order to change your personal contact data in the global address book, click on this button.
- **Change password**
  In order to change your password, click on this button.

3.3   Changing Personal Contact Data

The following options exist:
- change personal contact data
- create a contact picture by uploading an existing picture or by taking a new photo with the device camera

How to change your personal contact data:

1. Click the **Settings** icon on the right side of the menu bar. Click on **My contact data** in the menu.
   You can also click on **Settings** in the menu. Click on **Basic settings** or on **Address book** in the sidebar. Click on the **My contact data** button.
2. Change the data. Click on **Save**.

Tip: You can also change your personal contact data by using the *User data* widget in the *Portal* app.

How to create a contact picture:

1. Click the **Settings** icon on the right side of the menu bar. Click on **My contact data** in the menu.

   You can also click on **Settings** in the menu. Click on **Basic settings** in the sidebar. Click on the **My contact data** button.

2. Click on the empty contact picture. The *Edit image* window opens.
   - To upload an existing picture, click the **Upload image** icon.
   - To make a new picture with the device camera, click the **Take photo** icon.

   You can adjust the image section with the zoom and by moving or rotating the photo.

   Click on **OK**.

3. Click on **Save**. The photo will be inserted.

   In order to edit the photo, click on it.

3.4   Changing the Password

How to change your password:

> **Note:** Depending on the groupware's configuration the procedure for changing the password might differ from this instruction. In this case, contact your administrator or host.

1. Click the **App Launcher** icon▦in the menu bar. Click on **Portal** in the App Launcher.

2. If the *User data* widget is not displayed, click on **Add widget** on the upper right side. Click on **User data**.

   Click on **My password** in the *User data* widget.

3. Enter the current password. Enter the new password twice.

4. Click on **Change password**.

3.5   Receiving Notifications

You can configure the groupware to receive notifications about the following events:
- new E-Mails
- new appointment invitations
- appointment reminders
- due tasks
- tasks with a due date in the past

Depending on the notification, different actions are triggered:
- When receiving a new E-Mail, you will get a desktop notification.
- For all other events, you will be notified in the notification area.

How to enable desktop notifications about the receipt of new E-Mails:

1. Click the **Settings** icon on the right side of the menu bar. Click the **Settings** menu item.

2. Click on **Basic settings** in the sidebar.

3. Enable **Show desktop notifications** in the notification area.

    Depending on the browser settings, the **Manage browser permissions now** button is displayed. Click the button. You are asked by the browser whether the receipt of notifications should be allowed. Grant this permission.

    Note: Depending on the browser, you might have to allow the receipt of notifications in the browser settings for the setting above to take effect. Information can be found in the browser help pages.

How to use the notification area when being notified about new events:

1. As soon as a notification is being received, the **Notifications** icon◨ shows the number of new notifications. To open the notification area, click the icon.

    If the notification area is to be opened automatically upon receipt of new notifications, proceed as follows:

    a. Click the **Settings** icon on the right side of the menu bar. Click the **Settings** menu item.

    b. Click on **Basic settings** in the sidebar.

        Enable **Automatic opening of notification area** in the display area.

2. You can do the following:

    ▪ To close the notification area, click the **Close** icon✖. The notifications will be hidden.
      In order to show the notifications again, click the **Notifications** icon◨ in the menu bar.

    ▪ To receive the notification again later, click on **Notify me again later**. The notification area will be closed.

    ▪ To show a notification's details, click on the notification title.

    ▪ To display appointment invitation suggestions in the calendar, click on **Open in calendar**.

    ▪ To accept or decline an invitation, click on the respective button.

    ▪ To receive a specific reminder again, select a value in **Remind me again**. Click on **OK**. The notification area will be closed.

    ▪ To mark overdue tasks as done, click on the respective button.

    ▪ To delete a reminder, click on **OK** next to the reminder.
      You can also click the **Delete** icon✖ next to the reminder.

3.6 Manually Downloading and Installing Clients and Apps

You can manually install local Drive apps for MS Windows, macOS, iOS or Android. The local Drive clients synchronize your *Drive* app data with your local workstation or mobile device.
Note: Depending on the groupware's configuration, some settings might not be available. In this case you can use a wizard to set up the apps.

How to install local Drive apps for workstations or mobile devices:

1. Click the **Settings** icon on the right side of the menu bar. Click the **Settings** menu item.

2. In the sidebar, click on **Downloads**.

    Click the respective icon in the display area. Follow the instructions on installing the apps.

3.7 Using a Wizard to Set Up Clients and Apps

You can also access your E-Mails or groupware data by using suitable apps and clients on mobile devices and workstations. You can use a wizard in the groupware to install and configure those apps and clients. The wizard includes the following functions:

- Installing and configuring apps and clients on devices auch as PCs, tablets and smartphones. The supported devices are: Windows, Apple and Android.
- Installing an E-Mail client on Windows systems. The client makes your E-Mails, appointments, tasks and contacts locally available.
- Installing the local Drive app for desktop and mobile devices. This app is downloaded and installed from respective the app store for the device. The local Drive clients synchronize your *Drive* app data with your local workstation or mobile device.
- Depending on the device, the configuration might also be possible by E-Mail or SMS. Advanced users can display the configuration data for a manual configuration.

Note: Depending on the groupware's configuration, the wizard might not be available. In this case you can manually install clients and apps.

How to use the wizard:

1. Click the **Settings** icon on the right side of the menu bar. Click on **Connect your device** in the menu. The wizard will be launched.
2. Select your system and the required devices. Follow the instructions.

4   Portal

How to launch the *Portal* app:

Click the **App Launcher** icon⊞in the menu bar. Click on **Portal** in the App Launcher.

4.1   The *Portal* Components

The portal includes the following components.Depending on your groupware's configuration, the portal components can differ from the display described. If a widget is not displayed, you can add the widget.

4.1.1   *Signed in as*

Displays the username that you used for signing in.

4.1.2   *Appointments* **widget**

Displays your current appointments. You can do the following:
- If clicking on an appointment, a pop-up opens. The pop-up shows the appointment data.
- If clicking on a participant an additional pop-up opens.
- In order to close a pop-up, click on **Close** in the top right corner.

4.1.3   *Inbox* **widget**

Shows new E-Mails. You can do the following:
- If clicking on an E-Mail, a pop-up opens. The pop-up displays the E-Mail's contents.
- To delete, reply to or forward the E-Mail, click on the respective button in the pop-up.
- To close a pop-up, click on **Close** in the top right corner.
- To compose a new E-Mail, click on the **Compose new E-Mail** list item.

4.1.4   *Tasks* **widget**

Shows unfinished tasks. You can do the following:
- If clicking on a task, a pop-up opens. The pop-up shows the appointment data.
- In order to close a pop-up, click on **Close** in the top right corner.

4.1.5   *Recently changed files* **widget**

Displays new or changed files.

4.1.6   *User data* **widget**

Includes links for the following functions:
- Changing your personal contact data
- Changing your password

4.1.7   *Quota* **widget**

Displays the current quota used on your account on the server.

4.1.8   *News* **widgets**

Display current messages from different message sources:
- Messages from RSS feeds
- Photos from web pages like Flickr or Tumblr

To subscribe to a message source or an RSS feed, add a new widget to the Portal. The settings or a message source of an RSS feed can be changed later.

4.2   Customizing the Portal

4.2.1   Changing the widgets' order

You can define the order of the widgets.

How to change the order of the widgets:

1. Drag a widget to another position.
2. Drop the widget in the new position.

4.2.2   Removing Portal widgets

You can remove a widget from the portal by closing it.

How to remove a widget:

Click the **Close** icon✖in the widget.
Use the Portal settings to display the widget again

4.2.3   Adding Portal widgets

You can extend the existing widgets by adding new ones.

How to add new widgets:

1. Use one of the following methods:
   - Click the **Settings** icon on the right side of the menu bar. Click the **Settings** menu item. Click on **Portal** in the sidebar. Click on **Add widget**. Select an entry.
   - In the *Portal* app click on **Add widget** on the upper right side. Select an entry.

2. Some widgets require additional data. Enter the required values. Click on **Save**.

4.2.4   Changing the Portal widgets' settings

How to use the Portal widgets settings:

1. Click the **Settings** icon on the right side of the menu bar. Click the **Settings** menu item.

2. Click on **Portal** in the sidebar.

3. Change the settings.

Tip: You can also display the portal widgets settings page by clicking on **Customize this page** in the *Portal* app.

The following settings are available.

- **Edit button**
  Allows editing a widget's settings, e.g. the url or description.
  Note: This button is only available for certain widgets.
- **Color button**
  Defines the color used for displaying a widget's name.
- **Disable button**
  Removes a widget from the Portal. To display the widget again, click on the **Enable** button.
- **Delete icon** 🗑
  Warning: If you delete a widget, all settings for this widget will be lost.
  This icon deletes a widget from the portal and from the list of widgets on the settings page.
- **Reduce to widget summary checkbox**
  Defines whether the complete content of a widget is displayed on mobile devices or just an overview. This is e.g. valid for the widgets *Recently changed files*, *Appointments*, *Inbox*. In order to view the complete content of the widget, tap the overview text.
  Note: You have to re-login in order for the new setting to get activated.

5 E-Mail

How to launch the *E-Mail* app:

Click the **App Launcher** icon⊞in the menu bar. Click on **E-Mail** in the App Launcher.

Depending on the groupware configuration, you can also click the quick start icon for launching the **E-Mail** app in the menu bar.

5.1 Displaying E-Mails

By default, the content of the inbox is displayed. Other E-Mail folders can be opened from within the folder tree. In the E-Mail settings, you can define whether a notification sound is to be played for incoming E-Mails.

How to display an E-Mail:

1. Open an E-Mail folder in the folder tree.

   When having selected the **Inbox** folder and if you are using E-Mail categories, you can select a category.

2. In order to select a layout, click on **View** in the toolbar. Enable an entry below *Layout*.

3. To sort the E-Mail list, click on **Sort by** above the list. Enable an entry.

   Note: To reduce latency when loading the E-Mail list, only a certain percentage of the E-Mails in a folder will be loaded by the server if their number exceeds a defined limit. If browsing to the bottom of the list, the next part will be loaded.

   To combine all E-Mails of a conversation in a single list entry, enable the **Conversations** checkbox in **Sort by**.

4. Click an E-Mail in the list. The content of the E-Mail will be displayed in the detail view.

   You can open the E-Mail in a window by double-clicking on the E-Mail in the list.

   - If the E-Mail is part of a conversation, all E-Mails in the conversation are displayed one below the other. To open or close an E-Mail that is part of a conversation, click on a free area between the sender and the date of receipt.
     To open or close all E-Mails in the conversation, click the **Open/close all messages** icon⩘ on the upper right side of the detail view.

   - If the E-Mail includes a quote from a previous E-Mail, you can display the quote by clicking the **Show quoted text** icon ⋯ .

   - When having selected **List** from the **View** drop-down in the toolbar, the display area contains a list of all E-Mails in the folder. If clicking on an E-Mail, the E-Mail's detail view is displayed. The following functions are available above the detail view, :

     To open the list again, click on the **Back** button or icon◀.

     To display the next E-Mail, click the **View next** icon▼.

     To display the previous E-Mail, click the **View previous** icon▲.

   Note: Depending on the server configuration, the content of very big E-Mails might be displayed incompletely. In this case, you will receive an E-Mail with a link. In order to completely display the E-Mail, click on the link.

5.2   Sending E-Mails

5.2.1   Sending a new E-Mail

How to send a new E-Mail:

1. Click on **Compose** in the toolbar.

2. Enter the recipient's E-Mail address in the *To* field. **Tips:**
    - While entering the E-Mail address, several matching suggestions are displayed. To accept a suggestion, use one of the following methods:
        - Use the scrollbar to browse the list. Click on a suggestion.
        - Use the cursor keys to select a suggestion. Press Enter.
    - To select contacts from a list, click the **Address book** icon⬚ on the right side of the input field.

    If there are several recipients, repeat the action. As an alternative, you can enter the name of a distribution list.

    In order to delete a recipient, click the **Delete** icon ✖.

3. Enter a subject.

    Enter the E-Mail text.

    In order to compose the E-Mail in text format, select **Options**. Select *Plain text*.

    In order to compose the E-Mail in HTML format, select **Options**. Select **HTML**. A formatting bar appears.

4. If you use the html format, you can insert images into the text. To do so, proceed as follows:

    Place the cursor at the position where you want to insert images.

    Drag one image or several images from a file browser or the desktop to the E-Mail window.

    In order to remove an image from the text, select the image. Press the delete key on your keyboard.

5. In order to show further options, click on **Options**. You can use the following options: set the priority, attach your vCard, request a delivery receipt

6. Click on **Send**.

5.2.2   Selecting contacts from a list

How to select the contacts from a list in the *Select contacts* window:

1. You have the following possibilities to find a specific contact:
   - Enter a name in **Search**.
   - To view the contacts of a specific address book, click on **All folders**. Select an address book from the list. Depending on the groupware configuration, you can select a department from the list.

2. Select one or several contacts. The selected contacts are displayed below the list. To undo the selection, click on **Clear selection**.

   You can also use your system's multi selection functions.

3. In confirm your selection of selected contacts, click on **Select**.

5.2.3   Adding attachments

How to add attachments to an E-Mail in the E-Mail editing window:

1. Select the files to be sent as attachment.

    ▪ To send a local file as attachment, click on **Attachments**. Click on **Add local file**. Select one or more files.
       Tip: You can also add an attachment by dragging one or several files from a file browser or from the desktop to the E-Mail window and dropping them below the **Attachments** button.

    ▪ In order to use the current version of a file from the *Drive* app as an attachment, click on **Attachments**. Click on **Add from Drive**.
       Open a folder in the *Add attachments* window. Select one or several files. Click on **Add**.

2. You can use the following functions:

    ▪ In order to remove an attachment, click the **Delete attachment** icon 🗑.

    ▪ To hide or show the attachments, click the *Expand* icon ▶ on the left side. The attachments are displayed as squares or as a list. To toggle the view, click the **Squares** icon ⊞ or the **List** icon ☰ on the right side.

Notes:

▪ As long as the attachments are being uploaded, a progress bar is displayed below the folder tree.

▪ Depending on the groupware configuration, attachments will not be sent when having reached a certain size limit. In this case, the attachment will be saved in the *E-Mail attachments* folder in the *Drive* app. The E-Mail includes a link to the attachment.

5.2.4   Replying to E-Mails

When replying to an E-Mail, some of the E-Mail's input fields are pre-filled:

- The sender of the E-Mail and additional recipients of the E-Mail are automatically entered as recipients of the reply E-Mail.
- The E-Mail subject is entered in the subject field of the reply E-Mail. The subject is preceded with the text "Re: ".
- The E-Mail text is entered in the forwarded E-Mail. Each cited line is marked at the beginning.

How to reply to an E-Mail:

1. Select an E-Mail.

2. Click the **Reply to sender** icon↰ in the toolbar. To also reply to all other recipients click the **Reply to all recipients** icon↰.
   You can also use one of the following methods:
   - Click on the **Reply all** button in the detail view.
   - Use the context menu in the E-Mail list.

   Note: If the E-Mail you want to reply to has been sent to a distribution list, the dialog window *Reply to mailing list* opens. You can decide whether the reply should be sent to the distribution list or to the E-Mail sender only.

3. Enter the E-Mail text. You can use additional functions e.g., E-Mail attachments.

4. Click on **Send**.

5.2.5   Forwarding E-Mails

If you forward an E-Mail, some of the E-Mail's input fields are pre-filled:

- The subject of the E-Mail is entered as the subject of the forwarded E-Mail. The subject is preceded with the text "Fwd: ".
- The E-Mail text is entered in the forwarded E-Mail. The text is preceded with the following details:
     The header "Original message"
     Sender, recipient, date, and subject of the original message

If you forward multiple E-Mails, the selected E-Mails are sent as attachments in eml format.

How to forward an E-Mail:

1. Select one or several E-Mails.

2. Click the **Forward** icon ↱ in the toolbar.
    You can also use one of the following methods:
    - Click on the **Forward** button in the detail view.
    - Use the context menu in the E-Mail list.

3. Select one or more recipients. Information can be found in Sending a new E-Mail (page 32).

4. Enter the E-Mail text. You can use additional functions e.g., E-Mail attachments.

5. Click on **Send**.

5.3   Adding E-Mail Folders

You can create additional E-Mail folders below your primary E-Mail account.

How to create a new E-Mail folder:

1. Select the folder in which you want to create the new subfolder in the folder tree.

2. Click the **Actions** icon next to the folder name. Click on **Add new folder**.
    A window opens.

3. Enter a name. Click on **Add**.

5.4   Organizing E-Mails

5.4.1   Marking E-Mails as read or unread

Unread E-Mails are marked with the *Unread* icon●. In order to mark an E-Mail as read or unread, you can do the following:

- mark single E-Mails as read or unread
- mark all E-Mails of an E-Mail folder as read

How to mark an E-Mail as unread or read:

1. Select one or several E-Mails.

2. Click the **More actions** icon≡in the toolbar. Click on **Mark as unread** in the menu. If the E-Mail is part of a conversation, all messages received for this conversation are marked as unread.

   You can also use one of the following methods:
   - Use the **More actions** icon≡ in the detail view.
   - Click the **Read** icon○. The icon changes to the **Unread** icon●.
   - Use the context menu in the E-Mail list.

3. In order to mark this E-Mail as read, analogously do the same.

How to mark all E-Mails of a folder as read:

1. Select an E-Mail folder in the folder tree.

2. You have the following options:
   - Click on **All** above the list. Select **Mark all E-Mails as read**.
   - Click the **Actions** icon▤next to the folder name. Click on **Mark all E-Mails as read**.

5.4.2   Deleting E-Mails

How to delete an E-Mail:

1. Select one or several E-Mails.

2. Click the **Delete** icon 🗑 in the toolbar.
   You can also use one of the following methods:
   - Press the [Del] or [Backspace] key on the keyboard.
   - Use the **Delete** button in the detail view.
   - Use the context menu in the E-Mail list.

How to delete all E-Mails of a folder:

1. In the folder tree, select the folder which E-Mails you want to delete.

2. You have the following options:
   - Click on **All** above the list. Select **Delete all messages**.
   - Click the **Actions** icon ▤ next to the folder name. Click on the **Delete all messages** button.

Result: The E-Mail is moved to the *Trash* folder.

How to recover deleted E-Mails:

1. Select the *Trash* folder in the folder tree.

2. Select one or several E-Mails.

3. Click the **More actions** icon ☰ in the toolbar. Select **Move** from the menu.

4. Select a folder in the *Move* window. Click on the **Move** button.

How to permanently delete an E-Mail:

Warning: Permanently deleted E-Mails can **not** be recovered. Before permanently deleting an E-Mail, make sure you no longer need the E-Mail.

1. Open the *Trash* folder in the folder tree.

2. Select one or several E-Mails.

3. Click the **Delete** icon 🗑 in the toolbar.

Result: The E-Mail is permanently deleted.

How to permanently delete the content of the Trash folder:

> **Warning:** Permanently deleted E-Mails can **not** be recovered. Before permanently deleting an E-Mail, make sure you no longer need the E-Mail.

1. Select the *Trash* folder in the folder tree.

2. Click the **Actions** icon next to the folder name. Click on **Empty folder**.

3. Confirm that you want to empty the folder.

Result: The objects in the trash are permanently deleted.

6   Address Book

How to launch the *Address Book* app:

Click the **App Launcher** icon▦in the menu bar. Click on **Address Book** in the App Launcher.

6.1   Displaying contacts

How to display a contact:

1. Open an address book in the folder tree.
2. In order to display contacts with a certain initial letter, click a letter in the **navigation bar**.
3. Click on a contact in the list. The contact's data is displayed in the detail view.
   You can open the contact in a window by double-clicking on the contact in the list.
4. In order to display another contact, do one of the following:
   - Click on another contact in the list.
   - Use the cursor keys to browse the list.

6.2   The Halo View

The halo view opens a popup with all relevant information on a contact:
- addresses, E-Mail addresses, phone numbers
- your current correspondence with this contact
- shared appointments with this contact
- Information about this person from social networks. You can use the available buttons to open this person's profile.

How to display a contact in the halo view:

1. Depending on the app, use one of the following methods:

   Select an E-Mail in the *E-Mail* app. Click on a recipient or the sender in the detail view.

   Select an appointment or a task in the *Calendar* or *Tasks* app. Click on a participant in the detail view or in the pop-up.

2. To close the halo view, click the **Close** icon✖ in the pop-up.

6.3   Adding Contacts

6.3.1   Creating a new contact

In order to create a new contact, you must at least enter one name in the *Add contact* window. All other data is optional.

How to create a new contact:

1. Open an address book in the folder tree.
   Note: Open an address book for which you have the appropriate permissions to create objects.

2. Click on **New** in the toolbar. Click on **Add contact**.

3. To add a contact picture, click on the empty contact picture. The *Edit image* window opens.
   - To upload an existing picture, click the **Upload image** icon.
   - To make a new picture with the device camera, click the **Take photo** icon.

   You can adjust the image section with the zoom and by moving or rotating the photo.
   Click on **OK**. Click on **Save**. The photo will be inserted.
   In order to edit the photo, click on it.

4. Enter the data.

5. Click on **Save**.

6.3.2   Adding a contact from vCard

You can add a contact from a vCard attachment to an E-Mail. A vCard attachment per default has the name extension vcf.

How to add a contact from an E-Mail's vCard attachment:

1. Select an E-Mail with a vCard attachment in the *E-Mail* application.

2. Click on an attachment's name in the detail view. Click on **Add to address book** in the menu.

6.4   Creating distribution lists

A distribution list allows you to simultaneously send an E-Mail to multiple recipients by entering the distribution list in the E-Mail's recipients field. In order to create a new distribution list, enter a name and add contacts.

How to create a new distribution list:

1. Open an address book in the folder tree.
   Note: Open an address book for which you have the appropriate permissions to create objects.

2. Click on **New**. Click on **Add distribution list**.

3. Enter a name for the distribution list in the **Name** field.

4. Enter a participant's E-Mail address in the *Participants* field. **Tips:**
   - While entering the E-Mail address, several matching suggestions are displayed. To accept a suggestion, use one of the following methods:
     - Use the scrollbar to browse the list. Click on a suggestion.
     - Use the cursor keys to select a suggestion. Press Enter.
   - To select contacts from a list, click the **Address book** icon on the right side of the input field.

   In order to add further contacts, repeat this step. In order to remove a contact, click �🗑 next to the contact.

5. Click on **Create list**.

6.5   Adding Address Books

6.5.1   Adding address books

You can create additional personal address books below *My calendars*.

How to create a new personal address book:

1. In the folder tree, click on **Add new address book**. A window opens.

2. Enter a name. In case the new address book should be a public address book, enable **Add as public folder**. Click on **Add**.

6.6 Organizing Contacts

6.6.1 Sending E-Mails from within an address book

How to send an E-Mail from within an address book:

1. Select a single contact, multiple contacts or distribution lists from the list.

2. Click on **Send mail** in the toolbar.

3. Fill in the details for sending a new E-Mail.

6.6.2 Inviting contacts to an appointment

How to invite contacts to an appointment:

1. Select a single contact or distribution list, multiple contacts or distribution lists from the list.

2. Click on **Invite** in the toolbar.

3. Complete the details for creating an appointment.

6.6.3   Editing contacts

Contact data can be edited at a later point of time. The contact editing window shows the data that is most frequently used. Other data can be displayed.

How to edit a contact:

> Prerequisite: You have the appropriate permissions to edit objects in the address book containing the contact.

1. Select a contact from the list.

2. Click on **Edit** in the toolbar. The contact's data is displayed.

3. Edit the data.

4. Click on **Save**.

6.6.4   Deleting contacts

How to delete contacts:

> **Warning:** If you delete contacts or distribution lists, those items are irrevocably lost.

1. Select a single contact or distribution list, multiple contacts or distribution lists from the list.
2. Click on **Delete** in the toolbar.
3. Confirm that you want to delete the items.

Result: The items will be deleted.

7   Calendar

How to launch the *Calendar* app:

Click the **App Launcher** icon⊞in the menu bar. Click on **Calendar** in the App Launcher.

Depending on the groupware configuration, you can also click the quick start icon for launching the *Calendar* app in the menu bar.

7.1   Viewing Appointments

7.1.1   Displaying appointments in a calendar view

How to display appointments in a calendar view:

1. Click on **View** in the toolbar. Select one of the following entries: **Day**, **Work week**, **Week** or **Month**.

2. Open a calendar in the folder tree.

3. To view the appointments of other calendars, enable the checkboxes next to the respective calendars.

    If you selected the **Day** view, you can display the selected calendars next to each other by clicking on **Split**.

    To only view the appointments of a single calendar, you have the following options.

    - Double-click on the calendar in the folder tree.
      To display the previously displayed calendars again, double-click on this calendar again.

    - Click the **Actions** icon≡ next to the calendar. Click on **Show this calendar only** in the menu.

    - Disable the checkboxes next to the other calendars.

    Note: if a subscribed calendar is marked with an exclamation mark, there is an issue with retrieving this calendar's appointments. To get further information, click on the exclamation mark.

4. Click on an appointment in the calendar sheet. The calendar's data is displayed in the pop-up.

5. In order to browse the calendar, use the navigation bar on top of the calendar sheet.

    In order to display the time frame with the current day, click on **Today** in the toolbar.

7.1.2   Displaying appointments in the list view

How to display an appointment in the list view:

1. Click on **View** in the toolbar. Select **List**.

2. Open a calendar in the folder tree.
   To view the appointments of other calendars, enable the checkboxes next to the respective calendars.
   Note: if a subscribed calendar is marked with an exclamation mark, there is an issue with retrieving this calendar's appointments. To get further information, click on the exclamation mark.

3. Click on an appointment in the list. The appointment's data is displayed in the detail view.
   You can open the appointment in a window by double-clicking on the appointment in the list.

4. To display another appointment, use one of the following methods:
   - Click on another appointment in the list.
   - Use the cursor keys to browse the list.

7.1.3   How are appointments displayed?

In a calendar view, the appointment display is defined by the following details:

- Your availability displayed during the appointment duration: Reserved, Free
- Your appointment confirmation status: Accepted, Tentative, Declined
- Visibility of the appointment in shared calendars for users who are no participants: Standard, Private, Secret
- If there is enough space, icons for the following appointments are displayed in the Day, Workweek and Week calendar view: serial appointment, appointment with participants, private appointment, secret appointment, tentative appointment

The display is distinguished by the colors, icons and different shadings.

Display of appointments that are visible to all
Depending on the displayed availability, public appointments are displayed in the following colors and patterns:

- Free: Selected color with broad diagonal stripes
- Booked: Selected color

If you do not select a color, the color of the calendar is used. Depending on the appointment confirmation status, public appointments are displayed as follows:

- Accepted appointments are displayed in the color and pattern of the availability
- Tentatively accepted appointments are displayed with question marks.
- Declined appointments are displayed in light gray with crossed subject.
  Tip: In the calendar settings, you can define whether declined appointments are displayed.

Private or secret appointments display
Private and secret appointments are displayed as follows:

- Private appointments are displayed in gray and are marked with the **Private** icon🔒 .
  Users that are no participants can only view the appointment date in shared calendars.
- Secret appointments are displayed in gray and are marked with the **Private** icon🔒 .
  Users that are no participants can not view the appointment in shared calendars. Secret appointments are not considered for the conflict handling. Secret appointments are not displayed in the scheduling view.

7.2   Creating Appointments

7.2.1   Creating new appointments

How to create a new appointment:

1. Open a calendar in the folder tree.

2. Click on **New** in the toolbar.

3. Enter a subject. If required, enter the location and a description.

    If you want create the appointemnt in another calendar, click on the calendar name next to **Calendar** in the button bar. Select a calendar.

4. To set an appointment's start and end time, use the following options below **Start date** and **Ends on**.

    - Click on a date. The date picker opens. Enter a date or select a date in the date picker.
      For all day appointments, activate **All day**.

    - Click on a time. Enter the time or select a time from the list.

    - You can set the timezone for the start or end time by clicking on the timezone button next to a time. You can set different timezones for the start and end time.

5. Click on **Create**.

Tip: As an alternative, you can use one of the following methods:

In the calendar sheet double-click on a free area or drag open an area ranging from the beginning to the end of the new appointment.

In order to create an all day appointment, select the *Work week* or *Week* calendar view. Click on a day above the calendar sheet.

7.2.2   Using the scheduling view

When scheduling an appointment with several participants or resources, the Scheduling view shows free and busy time periods for the users and resources.

How to use the scheduling view for creating appointments:

1. You have the following possibilities to open the scheduling view:
    -   To use the scheduling view before creating a new appointment, click on **Scheduling** in the toolbar. The *Scheduling* page opens.
    -   To use the scheduling view while creating a new appointment or editing an existing appointment, click on **Find a free time** in the appointment editing window. The *Scheduling* window opens.

2. Enter a participant's or resource's name in *Participants*. **Tips:**
    -   While entering the E-Mail address, several matching suggestions are displayed. To accept a suggestion, use one of the following methods:
        -   Use the scrollbar to browse the list. Click on a suggestion.
        -   Use the cursor keys to select a suggestion. Press Enter.
    -   To select contacts from a list, click the **Address book**icon🗋on the right side of the input field.

    The appointments of the participant or resource are displayed in the calendar sheet.

    You can save the participants as distribution list. To do so, select **Save as distribution list** below the list.

3. Search for a free time in the calendar. Use the following methods:
    -   To set a time range, click on the date on the upper left side. You can also use the browse icons
    -   To set the display size of the calendar sheet, use the control elements on the upper right side.
    -   To set the **Week** or **Month** date range, enable the respective entries in the **Options** drop-down.
    -   Use the **Options** menu to adjust the view in the calendar sheet.
    -   To adjust the visible part of the time range, use the scrollbar below the calendar sheet.

4. Define the appointment's start and end by using one of the following options:
    -   In the calendar sheet drag open an area ranging from the beginning to the end of the new appointment.
        If pressing the [Alt] key before releasing the mouse button, the appointment's start and end date are entered on the appointment editing page.
    -   To set the appointment's duration to one hour, click on the wanted time.

    Depending on how you opened the scheduling view, either click on **Create appointment** or on **Accept changes** to finish the process. The appointment editing window will be displayed.

5. Complete the details for creating or editing the appointment.

7.2.3   Resolving appointment conflicts

An appointment conflict happens if the following is true:

- You are the participant of an existing appointment. The appointment display is set as follows:
  - The visibility is set to **Standard** or **Private**.
  - The **Show as free** checkbox is disabled.
- You create a new appointment. You select the following appointment display:
  - The visibility is set to **Standard** or **Private**.
  - The **Show as free** checkbox is disabled.

As soon as you click on **Create**, the *Conflicts detected* page opens. The appointments causing the conflict are displayed.

How to resolve appointment conflicts:

1. To show or hide details, you can click on an appointment on the *Conflicts detected* page.

2. Use one of the following methods:
   - To create the appointment despite the conflict, click on **Ignore conflicts**.
   - To resolve the conflict, click on **Cancel**. Change the appointment's times or enable **Show as free**.

7.3   Adding Calendars

7.3.1   Adding personal calendars

You can create additional personal calendars below *My calendar*.

How to create a new personal calendar:

1. In the folder tree, click on **Add new calendar**. A menu opens.
    Click the **Personal calendar** menu item.
    A window opens.

2. Enter a name. In case the new calendar should be a public calendar, enable **Add as public calendar**.
    Click on **Add**.

7.3.2   Subscribing to public calendars

You can subscribe to calendars that are publicly available on the Internet. Those are e.g., calendars with international public holidays, sport events, media events or stock exchanges. Changes that you apply to the external calendar can be transfered to the groupware by refreshing the subscribed calendar.
Note: Depending on the groupware's configuration, this function might not be available.

How to subscribe to public calendars:

1. In the folder tree, click on **Add new calendar**. A menu opens.
    Click on **Browse calendars of interest** in the menu. The *Add calendar* window opens.

2. Select the language and country of the calendar that you want to subscribe to.
    Select one or several calendars.

3. Click on **Save**.
    The appointments will be imported to a new calendar.

4. In order to refresh the subscribed data, click the **Action** icon☰ next to the calendar. Click on **Refresh this calendar** in the menu.

7.3.3   Subscribing to Google calendars

You can subscribe to your external Google calendar. The following applies:

- Changes that you apply to the subscribed calendar in the groupware are not transfered to the external Google calendar.
- Changes that you apply to the external Google calendar can be transfered to the groupware by refreshing the subscribed calendar.

How to subscribe to your Google calendar:

1. In the folder tree, click on **Add new calendar**. A menu opens.

2. Click the **Google calendar** menu item. A new browser window opens. Grant access to your Google calendar.

   The appointments will be imported to a new calendar. As soon as the import has been completed, the *Subscribe calendar* window will be closed.

3. In order to refresh the subscribed data, click the **Action** icon next to the calendar. Click on **Refresh this calendar** in the menu.

7.3.4   Subscribing to iCal calendars

You can subscribe to iCal calendars that are publicly available on the Internet. To do so, you need to know the calendar's url. Changes that you apply to the external calendar can be transfered to the groupware by refreshing the subscribed calendar.

How to subscribe to iCal calendars:

1. In the folder tree, click on **Add new calendar**. A menu opens.

2. Click on **Subscribe via URL (iCal)** in the menu. The *Subscribe to iCal feed* window opens.

   Enter an iCal url. Click on **Subscribe**.

3. In order to refresh the subscribed data, click the **Action** icon next to the calendar. Click on **Refresh this calendar** in the menu.

7.3.5   Importing calendars from files

You can import calendars that have been created from within other applications. The calendar you want to import needs to be available as iCal file.

How to import calendars from a file:

1. In the folder tree, click on **Add new calendar**. A menu opens.

2. Select **Upload file** from the menu. The *Import from file* window opens.
    Select a file. Click on **Import**.

7.4   Managing Appointments

7.4.1   Editing appointments

You can edit all data entered when having created an appointment at a later time.

How to edit an appointment:

Prerequisite: You have the appropriate permissions to modify objects in the calendar containing the appointment.
Depending on the server configuration, you can only edit an appointment in your private calendars if you are the appointment's organizer.

1. Depending on the view selected, use one of the following methods:

   Click on an appointment in a calendar view. Click on **Edit** in the pop-up.

   Select an appointment in the list view. Click on **Edit** in the toolbar.

   When having selected a serial appointment, you are asked to which appointments of the series the changes should be applied.

   ▪ When having selected the first appointment of the series, you can only change the first appointment or the complete series.

   ▪ When having selected an appointment within the series, you can only change the selected appointment or all future appointments of the series.

   ▪ When having selected the last appointment of the series, you can only change the last appointment. In the latter case, you are not asked to which appointments the changes should be applied.

   The appointment's data is displayed.

2. Edit the data.

3. Click on **Save**.

7.4.2   Editing appointments with drag and drop

In the calendar views you can use drag and drop to:

- move an appointment to another day
- change an appointment's time
- change an appointment's start or end

Prerequisite: You have the appropriate permissions to modify objects in the calendar containing the appointment. Depending on the server configuration, you can only edit an appointment in your private calendars if you are the appointment's organizer.

How to move an appointment to another day:

1. Select one of the following views: **Work week**, **Week** or **Month**.

2. Drag the appointment to another day.

How to change an appointment's time:

1. Select one of the following views: **Day**, **Work week** or **Week**.

2. Drag the appointment to another time.

How to change the start or end of an appointment:

1. Select one of the following views: **Day**, **Work week** or **Week**.

2. Drag the start or end time to another time.

7.4.3   Deleting appointments

You can delete appointments.

How to delete appointments:

> **Warning:** If you delete an appointment it will be irrevocably lost.
> Depending on the server configuration, you can only edit an appointment in your private calendars if you are the appointment's organizer.

1. Depending on the view selected, use one of the following methods:

   Click on an appointment in a calendar view. In the pop-up, click on **Delete**.

   Select an appointment or multiple appointments in the list view. Click on **Delete** in the toolbar.

2. Confirm that you want to delete the appointment.

Result: The appointment will be deleted.

8   Tasks

How to launch the *Tasks* app:

Click the **App Launcher** icon⊞in the menu bar. Click on **Tasks** in the App Launcher.

8.1   Viewing tasks

How to display a task:

1. Open a tasks folder in the folder tree.
2. To sort the tasks list, click the **Sort** icon⭳⭱ above the list. Select a sort criterion from the menu.
    To only display due tasks in the list, click the **Sort** icon⭳⭱above the list. Disable **Show done tasks** in the menu.
3. Click on a task in the list. The task's data is displayed in the detail view.
    You can open the task in a window by double-clicking on the task in the list.
4. To display another task, use one of the following methods:
    - Click on another task in the list.
    - Use the cursor keys to browse the list.

8.2   Creating Tasks

8.2.1   Creating new tasks

How to create a new task:

1. Open a tasks folder in the folder tree.
    Note: Select a folder for which you have the permission to create tasks.
2. Click on **New** in the toolbar.
3. Enter a subject. Enter a description, if needed.
    To view the complete form, click on **Expand form**. The following optional functions are available.
    - Set the task's start and due date.
    - To get an appointment reminder, select a setting in **Reminder**. The respective date and time are entered in **Reminder date**.
      To use custom values, set them in **Reminder date**. In this case, **Manual input** will be preselected in the **Reminder** field.
    - If the subject and description are not to be shown to other users, activate **Private**. Private tasks are marked with the *Private* icon🔒 .
    - In order to add details like billing information, click on **Show details**. Enter the data required.
4. Click on **Create**.

8.3   Adding Task Folders

8.3.1   Adding personal task folders

You can create additional personal task folders below *My tasks*.

How to create a new personal task folder:

1. In the folder tree, click on **Add new folder**. A window opens.

2. Enter a name. In case the new folder should be a public folder, enable **Add as public folder**. Click on **Add**.

8.4   Managing Tasks

8.4.1   Editing tasks

You can edit a task's data at a later point.

How to edit a task:

Prerequisite: You have the permission to create objects in the folder containing the task.

1. Select a task from the list.
2. Click on **Edit** in the toolbar. The task's data are displayed.
3. Edit the data.
4. Click on **Save**.

8.4.2   Marking tasks as done

How to mark a task as done:

Prerequisite: You have the permission to create objects in the folder containing the task.

1. Select a task or multiple tasks from the list.
2. Click on **Done** in the toolbar.
   To mark the selected tasks as undone, click on **Undone**.

8.4.3   Changing a task's due date

You can change a task's due date.

How to change a task's due date:

Prerequisite: You have the permission to create objects in the folder containing the task.

1. Select a task from the list.
2. Click on **Due** in the toolbar. Select an entry.

8.4.4 Deleting tasks

How to delete tasks:

> **Warning:** When deleting a task, this task is irrevocably lost.

1. Select a task or multiple tasks from the list.

2. Click on **Delete** in the toolbar.

3. Confirm that you want to delete the task.

Result: The task will be deleted.

9 Drive

How to launch the *Drive* app:

Click the **App Launcher** icon⊞in the menu bar. Click on **Drive** in the App Launcher.

Depending on the groupware configuration, you can also click the quick start icon for launching the *Drive* app in the menu bar.

9.1 Viewing Files and Folders

By default, the content of the *My files* folder is displayed. Depending on a file's content, different functions are available:

- display a file's content
- display attachments of E-Mails sent or received by you
- hold presentations in familiar Office formats or in the PDF format

9.1.1   Displaying a file's content

There are the following options:
- display text files, documents or images in the viewer
- view images as a slideshow
- play audio and video files, provided they are in a suitable format

How to display a file's content:

1. Open a folder containing files.

2. In order to select a view for the objects, click on **View** in the toolbar. Select one of those entries: **List**, **Icons**, **Tiles**.

   In order to display details of a selected file, click on **View** in the toolbar. Enable **File Details**. If selecting multiple files by using the checkboxes, details about the last selected file are displayed.

3. To change the sorting, click on **Sort by** in the navigation bar. Enable an entry.

   In order to display specific object types only, click on **Select** in the navigation bar. Enable an entry below *Filter*.

4. Use one of the following options to open a file in the *Viewer*:

   - Double-click on a file in the display area.
   - Select one or several files in the display area. Click the **View** icon👁 in the toolbar.
   - Select **View** from the context menu.

   If the sidebar is not displayed, click the **View Details** icon🛈 to view details for the file selected.

   Depending on the file type, different functions can be available:

   - If the file content can not be displayed, a button for downloading the file will be shown.
   - For text files and documents in the Office format, there are editing functions available: Information on editing documents can be found in the Documents user documentation.
   - For pictures, an icon for starting a slide show is displayed in the centre of the picture.
   - For presentations, an icon for presenting the presentation is shown.
   - For audio and video files in suitable formats, there are playing functions available.
     Note: The playing options depend from the browser used.

5. In order to open the previous or next file, click the **Back** icon◀ or the **Next** icon▶ next to the view.

   In order to display the file in a new page, click the **Pop out** icon↗. For documents in the Office format, there are page navigation functions available:

   - In order to browse page by page or to view a specific page, use the elements above the document.
   - In order to navigate with the help of thumbnail images, activate the **Thumbnail** tab in the sidebar. Click on a thumbnail image.

9.1.2   Displaying E-Mail attachments

The attachments of E-Mails that have been sent or received by you, are displayed in a separate folder.

How to display E-Mail attachments:

1. Open the **My attachments** folder.

2. To view an attachment's content, use the methods for viewing files.
   To display the E-Mail that belongs to the selected attachment, click on **View** in the toolbar. Enable **File Details**. Click on **View message**.

9.1.3   Holding a presentation

You can hold presentations in common Office formats or in the PDF format. Depending on the requirement, use one of the following methods.

- Locally hold a presentation on the machine.
- Hold a remote presentation. This enables users who are not on-site, to follow the presentation.

How to locally hold a presentation:

1. Open a folder containing presentations.

2. Select a presentation in the display area. Click the **Present** icon ⊚ in the toolbar.
   You can also use the **Present** icon in the *Viewer*.
   The presentation is opened in a new page. To browse the pages before the start, use the navigation elements next to the sheet or the previews below the sheet. You can also use the cursor keys.
   You can use the icons on the right side of the toolbar to adjust the sheet size.

3. In order to locally start the presentation, click on **Start presentation** in the toolbar. Select **Start local presentation**.
   During the presentation, the following functions are available.
   To display a function bar, hover the mouse over the bottom of the screen. The following functions are available:
   browse, display a specific sheet, display the participants list, pause presentation, activate fullscreen mode.
   If clicking on **Pause presentation**, the presentation is stopped at the current sheet.
   If clicking the icon **Toggle fullscreen**, ⊠ the fullscreen mode is activated You can use the [esc] key or the function bar at the bottom of the screen to leave the fullscreen mode.

4. In order to end the presentation, click on **End presentation** in the toolbar.

How to hold a remote presentation:

1. Open a folder containing presentations.

2. Select a presentation in the display area. Click the **Present** icon⊙ in the toolbar.

   You can also use the **Present** icon in the *Viewer*.

   The presentation is opened in a new page. To browse the pages before the start, use the navigation elements next to the sheet or the previews below the sheet. You can also use the cursor keys.

   You can use the icons on the right side of the toolbar to adjust the sheet size.

3. Send the url of the selected presentation to the users who should take part in the presentation. The users have to open the url in their browser.

   If clicking the **Show participants** icon👥 the users who remotely take part in the presentation are shown in the sidebar.

4. Click on **Start presentation** in the toolbar. Select **Start remote presentation**.

   During the presentation, the following functions are available.

   To display a function bar, hover the mouse over the bottom of the screen. The following functions are available:
   browse, display a specific sheet, display the participants list, pause presentation, activate fullscreen mode.

   If clicking on **Pause presentation**, the presentation is stopped at the current sheet.

   If clicking the icon **Toggle fullscreen**,✖ the fullscreen mode is activated You can use the [esc] key or the function bar at the bottom of the screen to leave the fullscreen mode.

5. In order to end the presentation, click on **End presentation** in the toolbar.

9.2   Downloading Files or Folder Contents

The following options exist:
- download one or several files
- download the complete content of a folder as zip archive

How to download files:

1. Open a folder containing files.

   Select one or several files in the display area.

2. Use one of the following methods:
   - Click the **Download** icon⬇ in the toolbar.
   - Select **Download** from the context menu.
   - Use the **Download** button in the *Viewer*.

3. Complete the steps for downloading the file.

Tip: Learn how to download a certain file version by reading Section 9.5.5, "Working with versions".

How to download the complete content of a folder:

1. Select the folder containing the content to be downloaded in the folder tree.

2. Click the **Actions** icon▤next to the folder name. Click on **Download entire folder**.

3. Complete the steps for downloading the folder. The folder's content is saved as a zip archive.

You can also download a folder by using the context menu in the display area.

9.3   Creating Files or Folders

You can add new files or create a new subfolder in the selected folder.

How to add new files:

1. Open a folder.
   Note: Open a folder for which you have the appropriate permissions to create objects.

2. Click on **New** in the toolbar. Click on **Add local file**.

3. Select one or several files in the *Upload file* window.
   Click on **Open**. The display area shows the current progress status.
   In order to cancel the process, click on **Cancel** at the bottom right side of the display area.
   In order to cancel the process for single files, click on **File Details** at the bottom right side of the display area. Click on **Cancel** next to a file name in the *Upload progress* window.

Tips:
- You can continue working in the groupware during the upload process.
- You can also create a new file by dragging a file from a file browser or from your desktop to the *Drive* app window and drop it in the display area.

How to create a new folder:

1. Open a folder.
   Note: Open a folder for which you have the appropriate permissions to create objects.

2. Click on **New** in the toolbar. Click on **Add new folder**.
   Click the **Actions** icon next to the folder name. Click on **Add new folder**.

3. Enter a name in the *Add new folder* window. Click on **Add**.

9.4   Creating or Editing Text Files

You can create text files with plain text. You can either enter the text or paste it from the clipboard.

How to create a new text file:

1. Open a folder in the folder tree.
   Note: Open a folder for which you have the appropriate permissions to create objects.

2. Click on **New** in the toolbar. Click on **Add note**.

3. Enter a title.
   Enter the text or paste text from the clipboard.
   In order to edit the text, use the common techniques from the familiar applications.

4. In order to save the text, click on **Save**.
   In order to finish, click on **Close**.

How to edit a text file:

1. Open a folder containing text files, in the folder tree.
   Note: Open a folder for which you have the permission to create objects.

2. Use one of the following methods:
   - Select a text file. Click on **Edit** in the toolbar.
   - Double-click on a text file.
   - Display a text file in the *Viewer*. Click on **Edit**.
   The text will be opened for editing.

3. In order to edit the text, use the common techniques from the familiar applications.

4. In order to save the text, click on **Save**.
   In order to finish, click on **Close**.

9.5   Organizing Files and Folders

9.5.1   Sending files as E-Mail attachments

You can send the current versions of files as E-Mail attachments.

How to send files as an E-Mail attachment:

1. Select one or several files in the display area.
2. Use one of the following methods:
   - Click the **More actions** icon ☰ in the toolbar. Click on **Send by mail** in the menu.
   - Click on **Send by mail** in the context menu.
   - Use the **More actions** icon ▤ in the *Viewer*.
3. In the E-Mail edit window, fill in the details to send a new E-Mail.

9.5.2   Editing file names

You can edit a file name.

How to edit the file name:

Prerequisite: You have the appropriate permissions for editing objects in the folder containing the file.

1. Select a file in the display area.
2. Use one of the following methods:
   - Click the **More actions** icon ☰ in the toolbar. Click on **Rename** in the menu.
   - Select **Rename** from the context menu.
   - Use the **More actions** icon ▤ in the *Viewer*.
   - Click on the file name on the upper left side of the *Viewer*.
3. Edit the file name in the *Rename* window. Note the name extension. Click on **Rename**.

9.5.3   Creating or editing descriptions

You can newly create or edit a file's description.

How to create or edit a file's description:

Prerequisite: You have the appropriate permissions for editing objects in the folder containing the file.

1. Select a file in the display area.
   If no details are displayed, click on **View** in the toolbar. Enable **File Details**.
2. In order to add a description, click on **Add a description**.
   In order to edit a description, double-click on the description.
   Enter a new text or change the existing one. Click on **Save**.

You can also use the function in the sidebar of the *Viewer*.

9.5.4   Adding files or folders

You can delete objects in the same way as files and folders. The following options exist:

- delete object The objects are moved to the *Trash* folder.
- Restore deleted objects from the *Trash* folder.
  The objects are restored in their original location.
- Permanently delete objects from the *Trash* folder. You can also permanently delete all items in a folder by emptying the trash.
  Warning: If you delete objects from the *Trash* folder, they are irrevocably deleted.

How to delete objects:

1. Select the objects in the display area.
2. Use one of the following methods:
   - Click the **Delete** icon 🗑 in the toolbar.
   - Select **Delete** from the context menu.
3. Confirm that you want to delete the selected objects.

Result: The selected objects are deleted.

How to restore deleted objects:

1. Open the *Trash* folder.
2. Select the objects to be restored.
3. Use one of the following methods:
   - Click the **More actions** icon ☰ in the toolbar. Click the **Restore** menu item.
   - Select **Restore** from the context menu.

Result: The objects are restored in their original location.

How to permanently delete objects:

   Warning: Permanently deleted objects can **not** be restored.

1. Open the *Trash* folder.
2. Select the objects.
3. Click the **Permanently delete** icon in the toolbar. 🗑
4. Confirm that you want to delete the items.

Result: The items are permanently deleted.

How to permanently delete the content of the Trash folder:

   Warning: Permanently deleted objects can **not** be restored.

1. Select the *Trash* folder in the folder tree.
2. Click the **Actions** icon ☰ next to the folder name. Click on **Empty folder**.
3. Confirm that you want to empty the folder.

Result: The objects in the trash are permanently deleted.

9.5.5   Working with versions

There are the following options for working with versions:

- opening or saving the current version
- uploading a new version
- opening or saving the current version
- setting a particular version as the current version
- deleting a certain version

How to open or save the current version:

1. Select a file in the display area. Click the **Download** icon ⬇ in the toolbar.

2. Complete the steps for opening or downloading.

How to upload a new version:

1. Select a file in the display area. If no sidebar is displayed, click on **View** in the toolbar. Enable **File Details**.

2. Click on **Upload new version** in the sidebar. Select a file.

3. Enter a version comment.

4. Click on **Upload**.

You can also use the function in the sidebar of the *Viewer*.

Tip: You can also upload a new version by dragging a file from a file browser or from the desktop to the viewer's or the display area's sidebar and dropping it there.

How to open or save a certain version:

1. Select a file in the display area. If no sidebar is displayed, click on **View** in the toolbar. Enable **File Details**.

2. Click the **Panel on/off** icon❯ next to *Versions* in the sidebar. The list of versions is displayed. Click on a version. Click the **Download** menu item.

3. Complete the steps for opening or downloading.

You can also use the function in the sidebar of the *Viewer*.

How to set a certain file version as the current version:

1. Select a file in the display area. If no sidebar is displayed, click on **View** in the toolbar. Enable **File Details**.

2. Click the **Panel on/off** icon❯ next to *Versions* in the sidebar. The list of versions is displayed. Click on a version. Click on the **Make this the current version** menu entry .

You can also use the function in the sidebar of the *Viewer*.

How to delete a certain version:

1. Select a file in the display area. If no sidebar is displayed, click on **View** in the toolbar. Enable **File Details**.

2. Click the **Panel on/off** icon❯ next to *Versions* in the sidebar. The list of versions is displayed.

3. Click on a version. Click on **Delete version** in the menu.

You can also use the function in the sidebar of the *Viewer*.

10 Data Organization, Shared Objects, Security

10.1 Folders

10.1.1 Folder types

The following folder types exist in the folder tree:

- Personal folders
  - Personal folders contain your E-Mails, contacts, appointments, tasks, and files. Other users can not view your personal folders, unless you share them with other users.
  - Your personal folders for contacts, appointments, tasks, and files can be found below *My address books*, *My calenders*, *My tasks*, *My files* in the respective app.
- Public folders
  - Public folders contain contacts, appointments, and documents that are of common interest to all users. Each user can create public folders and share them with other users.
  - The public folders for contacts, appointments, tasks, and files can be found below *Public address books*, *Public calenders*, *Public tasks*, *Public files* in the respective app.
- Shared folders
  - Shared folders have been shared with you by other users with read or write access.
  - The shared folders for contacts, appointments, tasks, and files can be found below *Shared address books*, *Shared calenders*, *Shared tasks*, *Shared files* in the respective app.

Note: If there are no public or shared folders, their folder type headers are not be displayed.

10.1.2 What is the purpose of permissions?

Permissions define what an internal user or external partner is allowed to do with a particular folder and its contents. The following information about folders can also be applied to address books and calendars.

- As internal user you have preset permissions for existing folders.
  When creating a new folder, you will be granted the preset permissions.
- When inviting other persons to a shared item, you grant them particular permissions.

You have the following permissions for folders that already exist:

- You are the owner of your personal folders.
  The owner has the same permissions as an administrator. The owner has all permissions for this folder. The owner can grant other users permissions to the folder.
- You are allowed to create folders and objects in public folders.
- You are allowed to view folders and read objects in the *Global Address book*.

Depending on where you create a new folder, particular rights are assigned to you.

- If you create a new folder in a personal folder:
  - You are the owner.
  - In the *E-Mail* app and the *Drive* app, other users inherit their permissions for the parent folder. In the other apps, other users do not inherit permissions.
- If you create a new folder in the **Public files** folder:
  - You are the owner.
  - Other users will get no rights. You have to set the permissions for the new folder. If you then create new subfolders in this folder, the permissions for this folder are inherited by the new subfolders.
- If you create a new folder in the shared folder of another user:
  - The user who shared the folder is the administrator of the new folder.
  - You are the author of the new folder.
    An author is allowed to change or delete existing objects, to create and edit new objects, and to create subfolders.
  - Other users will get the same rights as for the parent folder.
  Note: You need to have the permission to create objects in the shared folder.

10.1.3 Navigating within the folder structure

How to open or close the folder tree:

Use one of the following methods:

Click on **View** in the toolbar. Enable or disable **Folder view**.

Below the folder tree, click the **Open folder view** icon ≫ or the **Close folder view** icon ≪.

How to open or select a folder:

1. If the folder tree is closed, open it.
2. To view a folder's subfolders, click on the arrow next to the folder name.
3. Click on a folder. The folder's items are displayed in the detail view.

   In the *Drive* app, you additionally have the following options:

   Click on an entry in the navigation bar to open a parent folder.

   To open a folder, double-click on it in the detail view.

10.1.4 Renaming folders

You can rename subfolders in your personal folders. For other folders you need administrator permissions. The following information about folders can also be applied to address books and calendars.

How to rename a folder:

> **Note:** In order to rename a folder, you need to have administrator permissions for the folder.

1. In the folder tree, select the folder that you want to rename.

2. Click the **Actions** icon next to the folder name. Click on **Rename**.

3. Edit the name or enter a new name. Click on **Rename**.

10.1.5 Moving folders

You can move subfolders from your personal folders. For other folders you need the appropriate permissions. The following information about folders can also be applied to address books and calendars.

How to move a folder:

> **Note:** In order to move a folder, you need to have administrator permissions for the folder and the permission to create subfolders in the target folder.

1. In the folder tree, select the folder that you want to move.

2. Click the **Actions** icon ▤ next to the folder name. Click on **Move**.

3. Select a folder in the *Move folder* window. You can create a new folder by clicking on **Create folder**.

4. Click on **Move**.

10.1.6 Deleting folders

You can delete subfolders in your personal folders. For other folders you need the appropriate permissions. The following information about folders can also be applied to address books and calendars.

How to delete a folder:

> **Warning:** If you delete a folder, all subfolders and objects in this folder will also be deleted. Deleted subfolders and objects can not be restored.
> **Note:** In order to delete a folder, you need to have administrator permissions for the folder.

1. In the folder tree, select the folder that you want to delete.

2. Click the **Actions** icon ▤ next to the folder name. Click the **Delete** button.

3. Confirm that you want to delete the folder.

Result: The folder and its objects are permanently deleted.

10.2 Sharing

By sharing data with read or edit access, you can co-operate with internal users or external partners. You can share items like E-Mails, address books, calendars, tasks, folders or files. When sharing items, particular permissions are granted to the persons you share the items with.

Note the following:

- In order to share data, you need to have administrator permissions for the respective folder.
- The global address book can not be shared.
- E-Mails can only be shared with internal users, not with external partners.
- Address books, calendars, and tasks can only by shared with external partners with read access, not with edit access.
- If you share a folder in the Drive app, you can define whether subfolders should be shared as well.

There are the following options:

- Sharing with public links (p. 84)
  You can give this link to other persons. The data are shared with read permissions. Other permissions can not be granted.
- Inviting to a shared item (p. 86)
  The data are shared with internal users or external partners with read or edit permissions. You define the permissions for the single persons.
- Editing shares (p. 88)
  You can change permissions or add persons.
- Resending an invitation (p. 89)
- Removing shares (p. 90)
- Viewing or editing shares in the Drive app (p. 91)
- Accessing other users' shares (p. 92)

Information about permissions that can be used when sharing, are to be found here:

- Which permissions can be used? (p. 93)
- Use cases for permissions (p. 94)

10.2.1 Sharing with public links

You can share data with read access by creating a public link. You can give this link to other persons. Everyone who gets this link can view the data.

There are the following options:

- You can share the following data with read access by using a public link: address books, calendars, tasks, folders. files.
  E-Mails can not be shared with a public link.
- You can set a password for the access. You can define that the link expires after a specific time frame, e.g. after one month.
- You can revoke the public link.

The following information about folders can also be applied to address books and calendars.

How to share data with read access by using a public link:

1. Select the app that should be used for sharing data.

   Select a folder in the folder tree.

   Note: Select a folder for which you have the permission to share. Depending on the app, some folders can not be shared.

   In the Drive, you can also select a folder or file in the display area.

2. Click the **Actions** icon next to the folder name. Click on **Create sharing link**.

   In the Drive app, you can also use one of the following methods:

   ▪ Click the **Share** icon in the toolbar. Click on **Invite people**.

   ▪ Select **Invite people** from the context menu.

   A window opens. It contains a public link for a read access to the share.

3. To share the link, you have the following options.

   ▪ To insert the link into other applications, click the **Copy to clipboard** icon next to the link.

   ▪ In order to directly send the link per E-Mail, enter the respective E-Mail addresses. **Tips:**

     ▫ While entering the E-Mail address, several matching suggestions are displayed. To accept a suggestion, click on it.

     ▫ To select contacts from a list, click the **Address book** icon on the right side of the input field. You can enter a message for the recipients.

   ▪ Per default, the data are shared with read access for an unlimited time. To set a time limit for the access to the shared data, enable **Expires in**. Select a time range.

   ▪ To protect the access with a password, enable **Password required**. Enter a password. If you send the public link per E-Mail, the E-Mail contains the password.

4. If you share a folder in the Drive app, you can transfer the folder's permissions to all existing or newly created subfolders of this folder. To do so, enable **Apply to all subfolders**.

5. Click on **Close**.

10.2.2 Inviting to a shared item

In order to share data with specific persons with read or edit access, you can invite internal users or external partners to a shared item. The users will receive an E-Mail invitation. If an external partner accesses the share, the partner will automatically be logged in as guest user.

There are the following options:

- You can share E-Mails with internal users with read access.
- You can share address books, calendars and tasks with internal users with read or edit access, with external partners only with read access.
- You can share folders and files with internal users and external partners with read or edit access.

When sharing items, internal users or external partners are granted certain permissions for the shared data.

Note the following:

- You can not share your personal *Inbox* folder. In order to grant other users access to your E-Mail messages, share an E-Mail folder that is located below your *Inbox* folder. Other users have to subscribe to this E-Mail folder then.
- You have the exclusive administrator rights for your personal address book, calendar and task folders. You can not grant administrator rights for these folders to other users.

The following information about folders can also be applied to address books and calendars.

How to invite internal users or external partners to a share:

1. Select the app that should be used for sharing data.

   Select a folder in the folder tree.

   Note: Select a folder for which you have the permission to share. Depending on the app, some folders can not be shared.

   In the Drive, you can also select a folder or file in the display area.

2. Click the **Actions** icon▤ next to the folder name. Click on **Permissions / Invite people**.

   In the Drive app, you can also use one of the following methods:

   - Click the **Share** icon👥 in the toolbar. Click on **Create sharing link**.
   - Select **Create sharing link** from the context menu.

   The window for adjusting the permissions opens.

3. Enter a name or an E-Mail address in *Add people*. **Tips:**

   - While entering the recipients, matching suggestions are displayed. To accept a suggestion, click on it.
   - To select contacts from a list, click the **Address book** icon▢ on the right side of the input field.

   The selection will be added to the list as internal user, group or guest. Preset permissions are granted.

   If required, enter a message.

4. To edit the permissions, you have the following options.

   - To adjust a user role, click on the entry in **Current role**. Select an entry from the menu.
   - To adjust the permission details, click on the entry in **Detailed access rights**. Select a permission from the menu.
   - In order to remove a permission, click the **Action** icon☰ next to the name. Click on **Revoke access**.

5. If no E-Mail notifications about the shared item are to be sent, disable **Send notifications**.

   Note: The checkbox can not be enabled when inviting external partners to a shared item.

6. If you share a folder in the Drive app, you can transfer the folder's permissions to all existing or newly created subfolders of this folder. To do so, enable **Apply to all subfolders**.

7. Click on **Save**.

10.2.3 Editing shares

There are the following options:

- adjust user roles or permissions
- add new persons to a share

The following information about folders can also be applied to address books and calendars.

How to edit existing shares:

1. In the folder tree, select a folder that you shared.

2. Click the **Actions** icon next to the folder name. Click on **Permissions / Invite people**.
   In the Drive app, you can also click the **Share** icon in the toolbar. Click on **Invite people**.
   The window for adjusting the permissions opens.

3. To edit the user roles or permissions, you have the following options.
   - To adjust a user role, click on the entry in **Current role**. Select an entry from the menu.
   - To adjust the permission details, click on the entry in **Detailed access rights**. Select a permission from the menu.
     Notes:
     - You cannot change the administrator permissions of a personal folder.
     - Permissions can not be changed for public links.
     - Guests only get read permissions. You can not change this permission.

4. In order to add new persons, enter an E-Mail address in *Add people*. The E-Mail address will be added to the list as internal user, group or guest.
   Tips:
   - While entering the E-Mail address, several matching suggestions are displayed. To accept a suggestion, click on it.
   - To select contacts from a list, click the **Address book** icon on the right side of the input field.

5. Click on **Save**.

10.2.4 Resending an invitation

You can resend an invitation to an already granted share. The following information about folders can also be applied to address books and calendars.

How to resend an invitation to a person:

1. In the folder tree, select a folder that you shared.

2. Click the **Actions** icon ▤ next to the folder name. Click on **Permissions / Invite people**.
   In the Drive app, you can also click the **Share** icon 👤 in the toolbar. Click on **Invite people**.
   The window for adjusting the permissions opens.

3. Click the **Actions** icon ☰ next to a user name. Click on **Resend invitation** in the menu.

4. Click on **Save**.

10.2.5 Removing shares

There are the following options:
- remove shares for single persons or remove a public link
- remove all existing permissions for a file or a folder in the Drive app

The following information about folders can also be applied to address books and calendars.

How to remove shares for single persons or remove a public link.

1. In the folder tree, select a folder that you shared.

2. Click the **Actions** icon▤ next to the folder name. Click on **Permissions / Invite people**.
   In the Drive app, you can also click the **Share** icon👤 in the toolbar. Click on **Invite people**.
   The window for adjusting the permissions opens.

3. Click the **Actions** icon≡ on the upper right side. Click on **Revoke access** in the menu.

4. Click on **Save**.

How to remove all permissions for a file or a folder in the Drive app

1. In the Drive app, open **My shares** in the folder tree.

2. Select a share in the detail view. Click on **Revoke access** in the toolbar.

10.2.6 Viewing or editing shares in the Drive app

In addition to the basic functions, there are the following options in the Drive app:

- You can display your shared objects as a list. You can sort the list by different criteria.
- You can edit or revoke shares.

How to view your shares in the Drive app:

1. In the Drive app, open **My shares** in the folder tree.

   The folders and files shared by you are displayed in the detail view. For each share a row with the following details is displayed.

   - An icon indicates the share's object type: file or folder.
   - The share's name and folder path. To open a folder, click on a path entry.
   - Three icons in different colors indicate whether an object has been shared for specific users.
     - The icon ▲ indicates whether the object has been shared for internal users.
     - The icon ▲⁺ indicates whether the object has been shared for guest users.
     - The icon ⚭ indicates whether the object has been shared by using a public link.
   - The share's creation date.

2. You can do the following:
   - To sort the shares list, click on **Sort by** above the list.
   - To display the folder of a shared object, open the object's context menu. Select **Show in Drive**.
   - To display the content of a share's parent folder, click on a path entry in the list.

How to edit a share in the Drive app:

1. In the Drive app, open **My shares** in the folder tree.
   The folders and files shared by you are displayed in the detail view.

2. Select a folder or file in the detail view. You have the following options:
   - To edit the share, click on **Edit share** in the toolbar or context menu.
     Depending on the type of share, the window for editing the public link or the window for changing the permissions opens. Change the settings.
   - To revoke the share, click on **Revoke access** in the toolbar or context menu.

10.2.7 Accessing other users' shares

In the folder tree, you have access to data shared with you by other users. The following information about folders can also be applied to address books and calendars.

How to access data shared by other users:

1. Open the shared folder in the folder tree. Depending on the app, you can find these folders below *Shared address books*, *Shared calendars*, *Shared tasks*, *Shared files*.

   If a user shared data with you, a folder named after the user will be displayed.

   Tip: To see the permissions that have been granted for the shared folder, click the **Actions** icon▤. Click on **Permissions / Invite people**.

2. Open the folder to display its contents.

3. Select one or several objects. Use the function bar entries.

   Note: Depending on whether the objects are shared with read or edit rights, different functions can be available.

10.2.8 Which permissions can be used?

In order to easily grant logical permission combinations, there are specific preset user roles: A user role consists of logical permission combinations. You can also grant detailed permissions. You can grant such permissions by sharing objects. The following information about folders can also be applied to address books and calendars.

Administrator
A folder's administrator owns all permissions for this folder. The owner can grant other users permissions to the folder.

- Folder permissions: create objects and subfolders, rename folders
- Object permissions: read all objects, edit all objects, delete all objects

Viewer
A viewer can read all existing objects. A viewer has not other permissions.

- Folder permissions: view the folder
- Object permissions: read all objects

Reviewer
A reviewer can read and edit existing objects. The reviewer can not create new objects though. The reviewer can not delete objects.

- Folder permissions: view the folder
- Object permissions: read all objects, edit all objects

Author
An author is allowed to change or delete existing objects, to create and edit new objects, and to create subfolders.

- Folder permissions: create objects and subfolders
- Object permissions: read all objects, edit all objects, delete all objects

Detailed permissions
The preset permissions for the user roles can be refined. The following permissions can be granted.

- folders
  - view the folder
  - create objects
  - create objects and subfolders
- read permissions
  - none
  - read own objects
  - read all objects
- write permissions
  - none
  - edit own objects
  - edit all objects
- delete permissions
  - none
  - delete own objects
  - delete all objects

10.2.9 Use cases for permissions

The following examples show which permissions need to be granted to other users or external partners to enable them to execute specific actions in a shared folder. You can grant such permissions by sharing objects. The following information about folders can also be applied to address books and calendars.

- **Example 1:** View objects. Not change and delete objects. Not create new objects.
  Settings in *Details*:

  Folders: view the folder

  Read permissions: read all objects

  Write permissions: none

  Delete permissions: none

  Administrative role: User
  You can also assign the **Viewer** role.

- **Example 2:** View objects. Not change and delete objects. Create and edit new objects.
  Settings in *Details*:

  Folders: view the folder

  Read permissions: read all objects

  Write permissions: edit own objects

  Delete permissions: delete own objects

  Administrative role: User

- **Example 3:** Not view existing objects. Create and edit new objects.
  Settings in *Details*:

  Folders: create objects

  Read permissions: read own objects

  Write permissions: edit own objects

  Delete permissions: delete own objects

  Administrative role: User

- **Example 4:** View and edit all objects. Create and edit subfolders and objects,
  Settings in *Details*:

  Folders: create objects and subfolders

  Read permissions: read all objects

  Write permissions: edit all objects

  Delete permissions: delete all objects

  Administrative role: User
  You can also assign the **Author** role.

- **Example 5:** All permissions. Grant permissions to other users.
  Settings in *Details*:

  Folders: create objects and subfolders

  Read permissions: read all objects

  Write permissions: edit all objects

  Delete permissions: delete all objects

  Administrative role: Administrator
  You can also assign the **Administrator** role.

11 Questions and Answers

General questions

How can I change my password?

In order to change your password, click on **My password** in the *User data* widget in the *Portal* app. Learn more from this instruction.

How am I notified about new E-Mails or appointment invitations?

If there are new E-Mails or appointment notifications, the *Unread Badge* icon **1** to the right side of the menu bar shows the number of new objects. Click the icon to open the *Notification Area*. It contains information about the new objects. From there you can also directly activate functions, e.g. read the new E-Mail or confirm the new appointment. Information can be found in The notification area.

How can I read current messages from social networks or news pages?

In the *Portal* app you can read current messages from your social networks or from news pages or view photos of specific web pages by adding news widgets.

Questions about E-Mails and contacts

How can I send an E-Mail to multiple addresses at once?

To send an E-Mail to multiple recipients at once, you can choose from the following options:

- Enter all recipients in the input fields **To**, **Cc** or **Bcc**. Use the auto-complete function to more easily enter the addresses. This FAQ list provides an explanation of the differences between the input fields.
- If you regularly send E-Mails to the same group of people, create a distribution list in the *Address Book* app and add the E-Mail addresses to the distribution list. Information can be found in Creating distribution lists (page 43).

What is the purpose of the input fields Cc and Bcc?

Recipients entered in the input fields **To** or **Cc** can be viewed by all other recipients entered in the input fields **To** or **Cc**. Recipients entered in the input field **Bcc** cannot be viewed by other recipients entered in the input fields **To**, **Cc** or **Bcc**. In practice, this means:

- If you send an E-Mail to a team and every recipient should be able to see who else receives the E-Mail, enter the recipients in the input fields **To** or **Cc**
- If you send an E-Mail to recipients who should not see the names of the other recipients, enter the recipients in the input field **Bcc**.

Questions about tasks, calendars, and appointments

When should I use a task and when should I use an appointment?

Whether it is best to use an appointment or a task can be determined based on the following criteria:

- An appointment takes place at a defined point in time. If you need to execute an action at a defined point in time, create an appointment for this action.
- A task has a due date and sometimes a priority. If you are flexible regarding the time schedule of an action and only have to respect the due date, enter a task for this action.

How can I hide my appointments' or tasks' subject in shared folders?

When creating appointments or tasks in public or shared folders, enable the **Private** checkbox. Other persons can see the appointment or task but not the subject or the description.

How can I organize another person's appointments as a representative?

Ask the other person to share a calendar folder with write permissions. Then enter this person's appointments in the shared folder. The other person will be displayed as the organizer of the appointments.

How do I use the calendar or tasks recurrence settings?

Example 1: An appointment or a task should take place each second day. It should start on 04-01-2017. and should take place five times.

Repeat **Daily**

Interval **2** days

Ends **After a number of occurrences**

Occurrences **5**

Example 2: An appointment or a task should take place each Tuesday and Friday. It should start on 10-01-2017.

Repeat **Weekly**

Weekday **Tue**, **Fr**

Interval **1** week(s)

Ends **Never**

Example 3: An appointment or a task should take place every second Wednesday. It should start on 11-01-2017. The last appointment should be on 08-03-2017.

Repeat **Weekly**

Weekday **Wed**

Interval **2** week(s)

Ends **On specific date**

Ends on **08-03-2017**

Example 4: An appointment or a task should take place on the first Monday of a month. It should start on 06-02-2017. The event should take place twelve times.

Repeat **Monthly**

Repeat by **Date**

Interval **1** month(s)

Ends **After a number of occurrences**

Occurrences **12**

Example 5: An appointment or a task should take place each year on the last Friday in November. It should start on 24-11-2017.

Repeat **Yearly**

Repeat by **Week day**

Ends **Never**

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