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.

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

2 Getting Started With the Groupware

2.1 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 configuration, there is a **Sign out** icon on the upper right side of the menu bar.
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 at 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 view.
- The Folder view can be enabled 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.

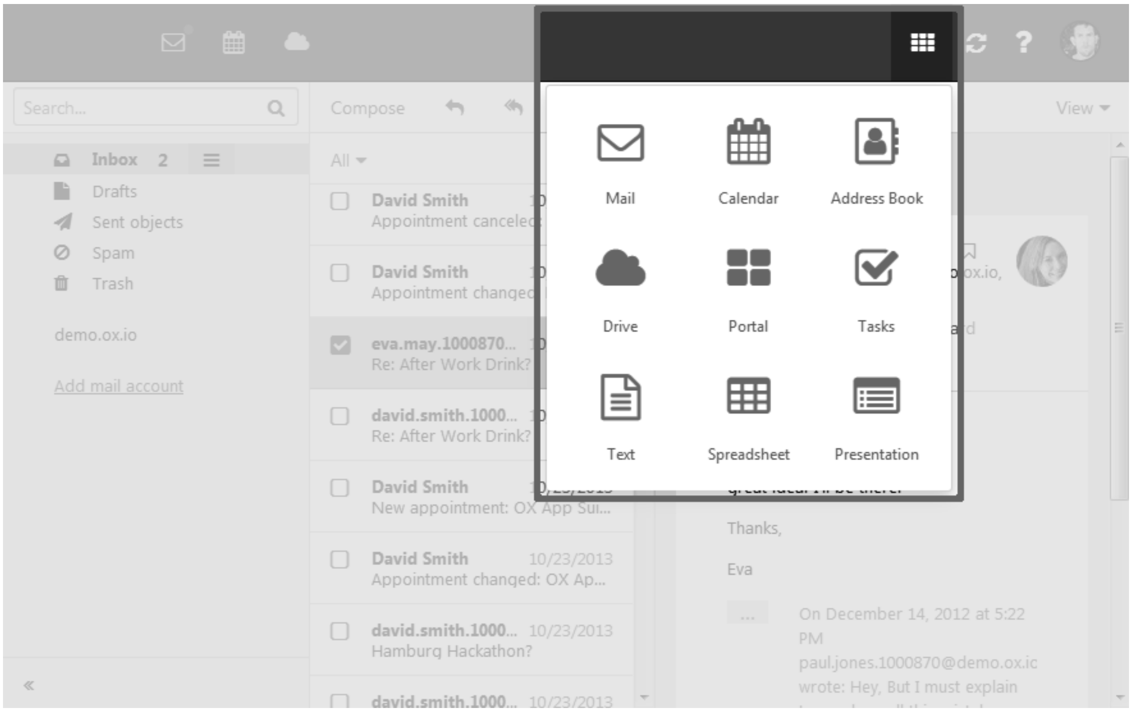
3.1.1 The menu bar

Content

- Depending on the 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 windows also include the help icon. If clicking on it, the respective help for the window context is displayed.
- **Settings** icon Your profile picture is used for the icon. If clicking on it, a menu with several functions 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.

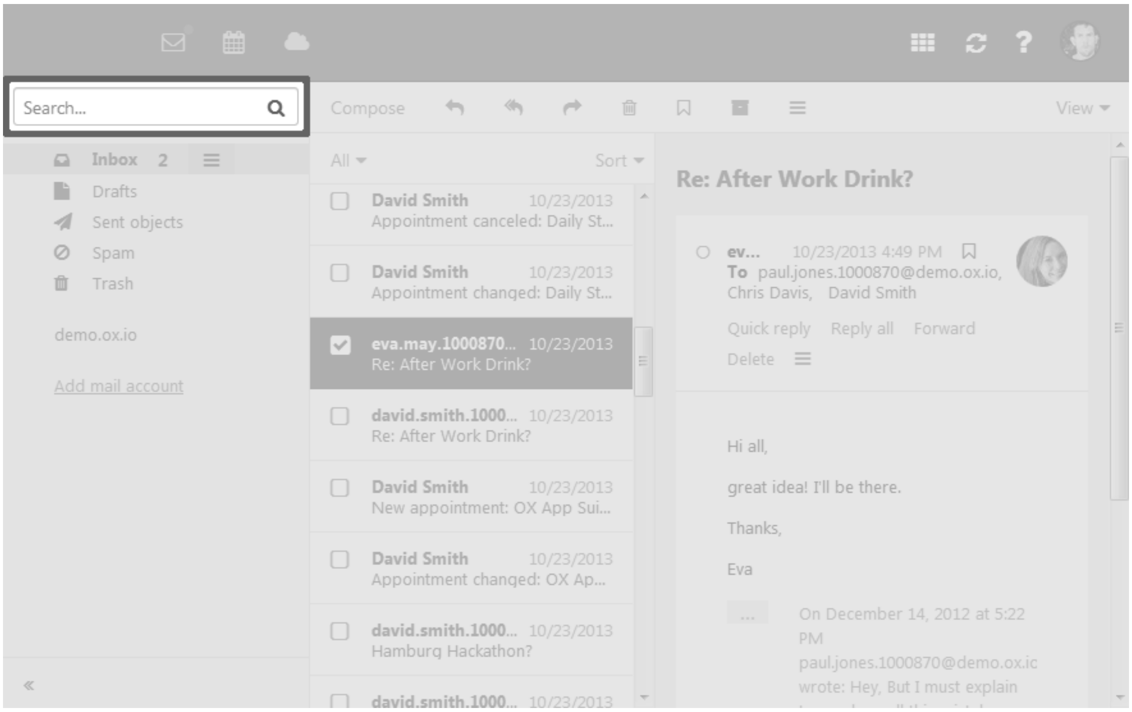
Depending on the configuration, further menu entries might be available.

3.1.2 App Launcher



Contains squares for launching the apps. Depending on the configuration, the number of squares can vary.

3.1.3 General description of the search bar



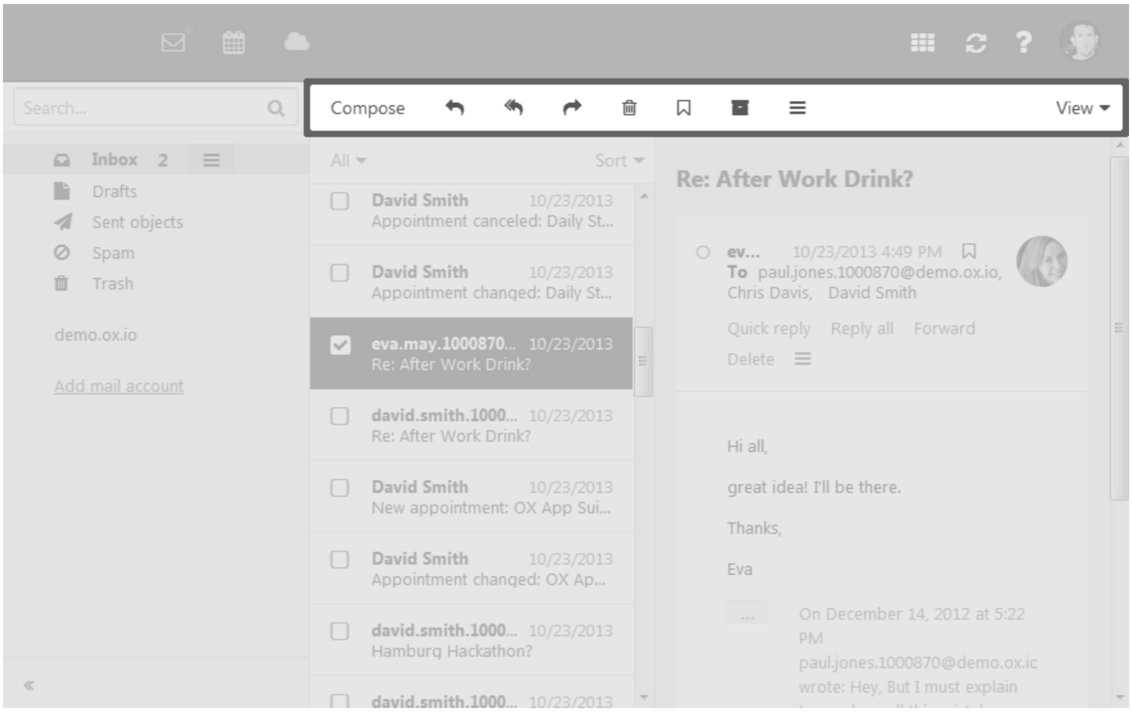
In order to display the search bar, click on **View** in the toolbar. Enable **Folder view**.

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 General description of the toolbar

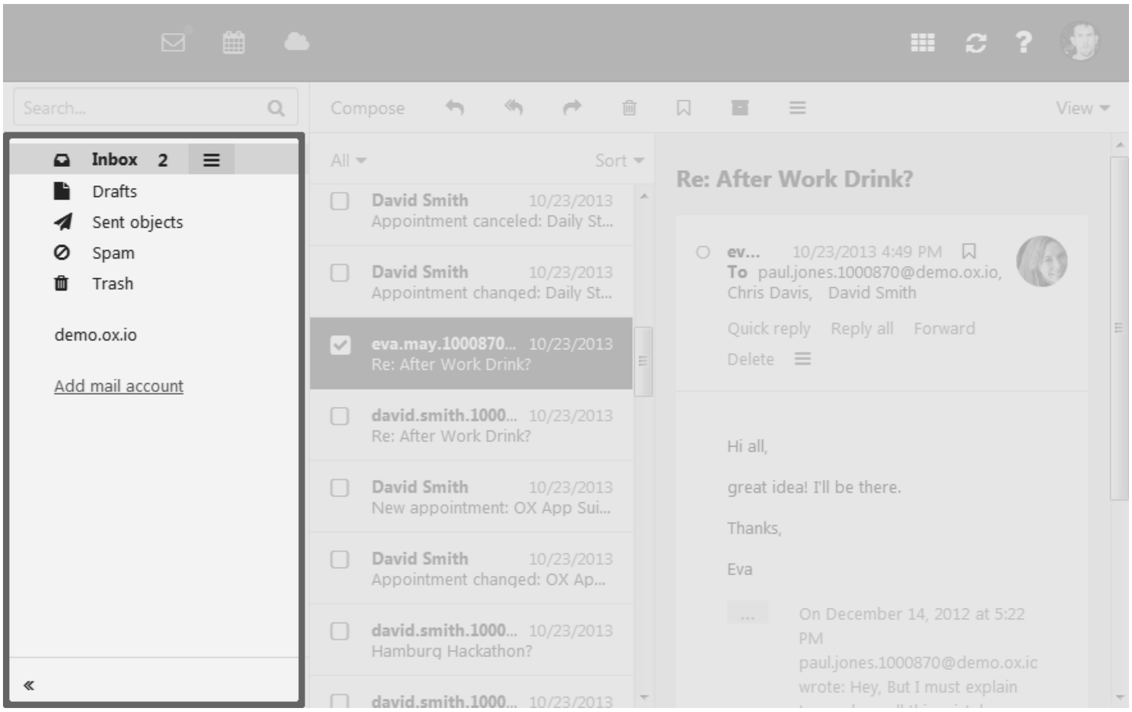


The toolbar is located below the menu bar.

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 view.

3.1.5 General description of the folder view



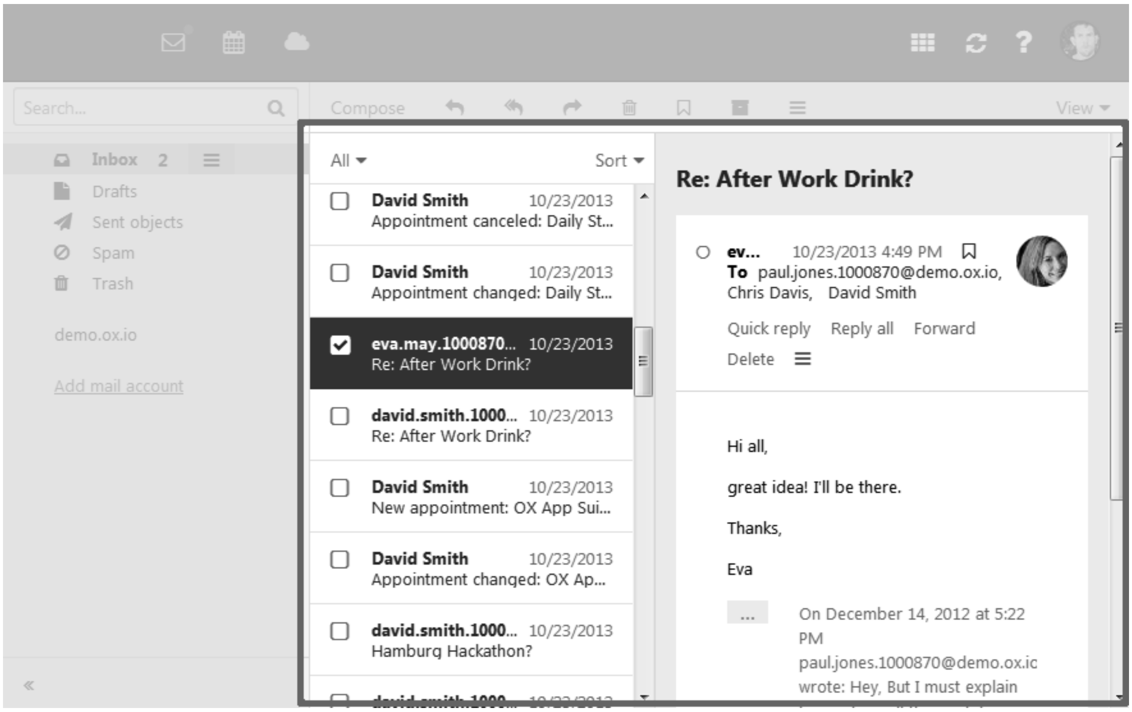
To open or close the folder view, use one of the following methods:

- 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 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 General description of the display area

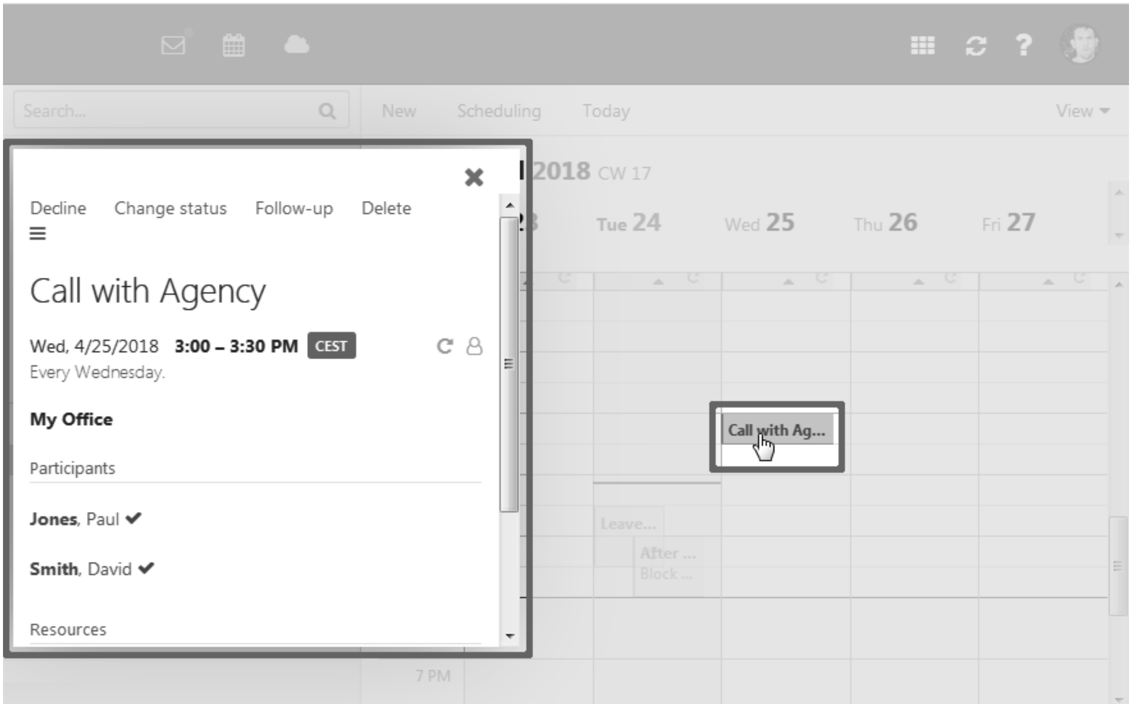


Content

- 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 clicking on **View** in the toolbar.

3.1.7 General description of the pop-up

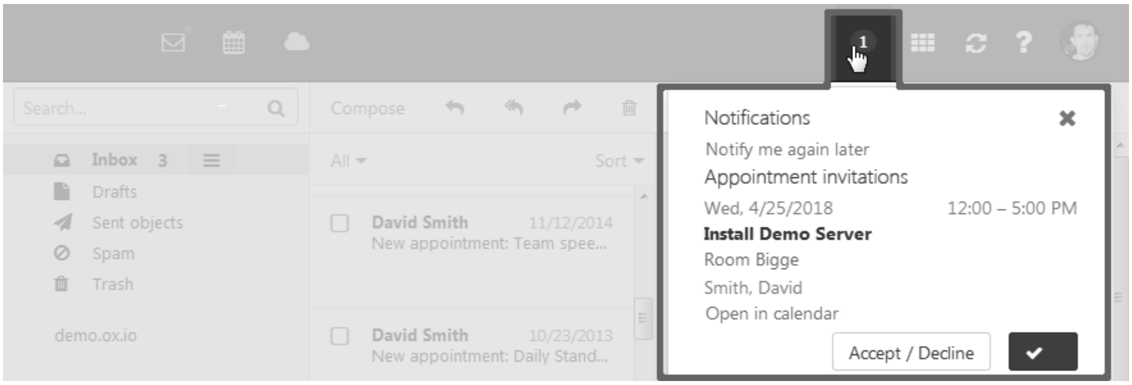


Shows an object's details. In order to open the pop-up, click on a groupware object in the display area. If you read an E-Mail in the display area and click on the name of the sender, the following elements are displayed in the pop-up:

- 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* 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.
- If there is more than one reminder: **Remove all reminders** button. Clicking on it deletes all reminders and closes the notification area.

3.1.9 General description of 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.

The following settings are available. Depending on the 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 area automatically opens 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.

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

Depending on the 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 the **Close** icon on the upper right side.

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.

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 the **Close** icon on the upper right side.

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

Note: Depending on the configuration, some widgets might not be changeable.

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 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**.

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 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 by using the folder view. 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 view.

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

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

Further functions:

- To sort the E-Mail list, click on **Sort by** above the list.
  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.
- In order to select a layout, click on **View** in the toolbar.
- When having selected the **List** view, 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.
  To open the list view again or to browse the E-Mails, use the icons above the detail view.
- You can open the E-Mail in a window by double-clicking on the E-Mail in the list.

Note: Depending on the 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 recipients' E-Mail addresses in the *To* field.
   - While entering the E-Mail address, several matching suggestions are displayed. To accept a suggestion, click on it.
   - To select contacts from an address book, click the **Address book** icon on the right side of the input field.
3. To send a copy to other recipients, click on **CC** or **BCC** on the right side of the *To* input field.
   - If the recipients are to see who gets a copy of the E-Mail, enter the recipients in the **CC** field.
   - If the recipients are not to see who gets a copy of the E-Mail, enter the recipients in the **BCC** field.
4. Enter a subject. Enter the E-Mail text.

   Tip: If you enter a space, followed by the @ character, followed by a name, matching suggestions from the address books are displayed. To accept a suggestion and enter it in the **To** field, click on it.
5. Click on **Send**.

5.2.2 Selecting contacts from an address book

You can select contacts from an address book in the *Select contacts* window. The window opens if you click the **Address book** icon while:

- selecting the recipient when sending an E-Mail
- adding participants to an appointment or task
- inviting persons to a share

How to select contacts from an address book 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 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 several files.
     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.

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

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 (Seite 24).
4. Fill in the details for sending the E-Mail.

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 view.
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 ●. The following options exist:

- 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.

Tip: To mark all E-Mails in a folder as read, click on **All** above the list. Select **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.

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

How to delete all E-Mails of a folder:

1. In the folder view, 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 view.
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 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 view.
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. Select an address book in the folder view.
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.

Further functions:

- Use the cursor keys to browse the list.
- You can open a contact in a window by double-clicking on the contact in 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

How to create a new contact:

1. Open an address book in the folder view.
   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. Enter the data.
   To display all input fields, enable **Show all fields**.
4. Click on **Save**.

6.3.2 Adding a contact from a vCard attachment

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 Adding Address Books

6.4.1 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 view, 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**.

6.5 Organizing Contacts

6.5.1 Sending E-Mails from within an address book

You can send an E-Mail from within your address book to contacts or to a distribution list.

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 the E-Mail.

6.5.2 Inviting contacts to an appointment

You can use the address book to invite contacts or a distribution list's 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 the appointment.

6.5.3 Editing contacts

A contact's or distribution list's contact data can be edited at a later point of time.

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

How to edit a contact or distribution list:

1. Select a contact or a distribution list from the list.
2. Click on **Edit** in the toolbar. The data are displayed.
   Note: The contact editing window shows the data that is most frequently used. To display all elements, enable **Show all fields** in the button bar.
3. Edit the data.
4. Click on **Save**.

6.5.4 Importing contacts

You can import contacts from files that have the following formats:

- vCard. Note the following:
  - Make sure the file to be imported contains correct vCard data.
  - For each contact only one private and one business address are imported. If the imported vCard file contains additional private and business addresses, those addresses are ignored when importing.
- CSV The following CSV files are supported:
  - Standard CSV files with comma separated values
  - CSV files from the following Microsoft Outlook versions:
    - Microsoft Outlook 2003, 2007
    - German, English, and French language versions

  The correct format of the CSV file is automatically recognized. The data assignment to specific data fields depends on your configuration. Further information are provided by your administrator or host.

How to import contacts from a file:

1. Select the address book for importing the contacts to in the folder view.
2. Click the **Actions** icon ☰ next to the address book. Click on **Import**.
3. Select the wanted format in the *Import from file* window. Click on **Upload file**. Select a suitable file.
4. Click on **Import**.

Result: The contacts are added to the address book.

6.5.5 Deleting contacts

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

How to delete contacts:

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 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 view.
3. 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.
4. Click on an appointment in the calendar sheet. The calendar's data is displayed in the pop-up.

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 view.
3. Click on an appointment in the list. The appointment's data is displayed in the detail view.

Further functions:

- 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.
- To only view the appointments of a single calendar, you have the following options:
  - Double-click on the calendar in the folder view.
    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.
- Use the cursor keys to browse the list.
- You can open an appointment in a window by double-clicking on the appointment in the list.

7.2 Creating Appointments

7.2.1 Creating new appointments

How to create a new appointment:

1. Open a calendar in the folder view.
2. Click on **New** in the toolbar.
   If selecting a shared calendar, you are asked where to create the appointment:
   - If you create the appointment on behalf of the owner, the appointment is created in the owner's shared calendar.
   - If you invite the owner to the appointment though, the appointment is saved in your calendar.
3. Enter a subject. If required, enter the location.
   Tip: You can enter a web address in the subject or location. If displaying the appointment, the web address is clickable.
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. You can enter a description.
   If you want to create the appointment in another calendar, click on the calendar name below **Calendar**. Select a calendar.
6. Click on **Create**.

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 view, 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**.

7.4 Managing Appointments

7.4.1 Editing appointments

The following options exist:

- You can edit all appointment data in the appointment's editing window.
- You can also change the appointment's time or duration in a calendar view:

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

Prerequisite: You have the appropriate permissions to modify objects in the calendar containing the appointment.

How to edit an appointment in the appointment's editing window:

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 either only change the first appointment or the complete series.
   - When having selected an appointment within the series, you can either only change the selected appointment or the selected appointment and 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**.

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 or duration:

1. Select one of the following views: **Day**, **Work week** or **Week**.
2. Use one of the following methods:
   - Drag the appointment to another time.
   - Drag the start or end time to another time.

7.4.2 Importing appointments

You can import appointments from files in iCal format.

How to import appointments from an iCal file:

1. Select the calendar for importing the appointments to in the folder view.
2. Click the **Actions** icon next to the calendar. Click on **Import**.
3. In the *Import from file* window, click on **Upload file**. Select a file in iCal format.

   To also import appointments that have the same id as already existing appointments, enable **Ignore existing appointments**.
4. Click on **Import**.

Result: The contacts are added to the calendar.

7.4.3 Deleting appointments

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

How to delete appointments:

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 task folder in the folder view.
2. Click on a task in the list. The task's data is displayed in the detail view.

Further functions:

- To sort the task list or to only display due tasks, click the **Sort** icon ↓↑ above the list.
- You can open the task in a window by double-clicking on the task in the list.

8.2 Creating Tasks

8.2.1 Creating new tasks

How to create a new task:

1. Open a task folder in the folder view.
   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.
4. Click on **Create**.

8.3 Adding Task Folders

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

How to create a new personal task folder:

1. In the folder view, 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.

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

How to edit a 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

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

How to mark a task as done:

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 Importing tasks

You can import tasks from files in iCal format.

How to import tasks from an iCal file:

1. Select the task folder for importing the tasks to in the folder view.
2. Click the **Actions** icon next to the calendar. Click on **Import**.
3. In the *Import from file* window, click on **Upload file**. Select a file in iCal format.
   To also import tasks that have the same id as already existing tasks, enable **Ignore existing events**.
4. Click on **Import**.

Result: The tasks are added to the folder.

8.4.4 Deleting tasks

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

How to delete tasks:

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

9.1 Viewing files

9.1.1 Displaying files in the viewer

How to display files in the viewer:

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**.
3. To change the sorting, click on **Sort by** in the navigation bar.
   In order to display specific object types only, click on **Select** in the navigation bar.
4. Use one of the following methods:
   - 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.

   To display details for the selected file, enable the **Show details** icon.
   In order to open the previous or next file, click the **Back** icon or the **Next** icon next to the view.

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 folder.

How to download the complete content of a folder:

1. In the folder view, select the folder which content you want to download.
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 *Drive* Folders

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 Organizing Files and *Drive* Folders

9.4.1 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.

9.4.2 Editing file names

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

How to edit the file name:

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.

9.4.3 Deleting files or *Drive* folders

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 items.

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.

10 Data Organization, Shared Objects

10.1 Folders

10.1.1 Folder types

The following folder types exist in the folder view:

- 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.

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

10.1.2 Navigating within the folder structure

How to open or close the folder view:

Use one of the following methods:

- Click on **View** in the toolbar. Enable or disable **Folder view**.
- Below the folder view, click the **Open folder view** icon » or the **Close folder view** icon «.

How to open or select a folder:

1. If the folder view 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.

10.1.3 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:

1. In the folder view, 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**.

10.1.4 Moving folders

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

How to move a folder:

1. In the folder view, 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**.

10.1.5 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.

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.

How to delete a folder:

1. In the folder view, 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.

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.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 view.

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

   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 Accessing other users' shares

In the folder view, 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 view. 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.

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