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 First Steps

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 page 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.

   If you set up two-factor authentication, an additional page is displayed. Enter the authentication data on this page.

How to sign out:

1. Click the **My account** icon in the menu bar. Click on **Sign out**.

   You can also click on **Sign out** in the App Launcher.
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.

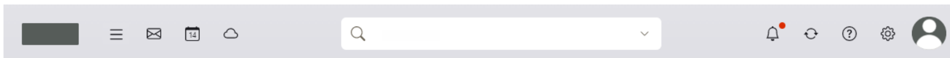
Always sign out from the server when you are finished working.

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.

2.2 General Description of the User Interface

2.2.1 The menu bar

Note: The following is a schematic representation.



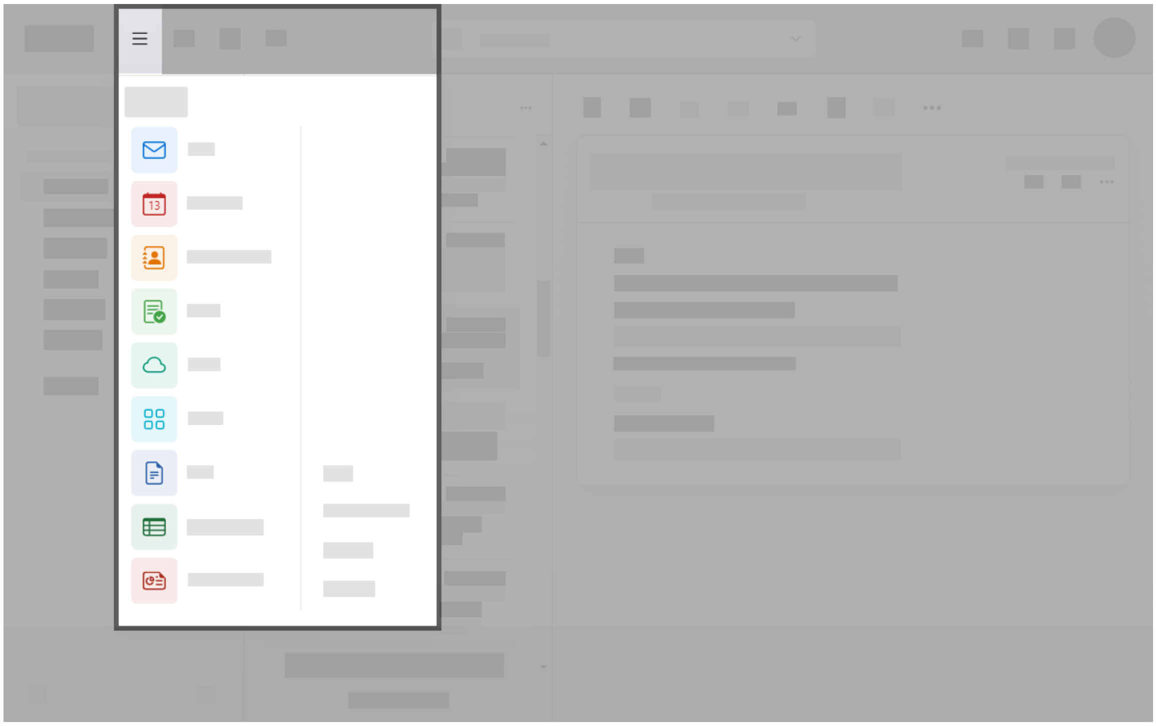
Content

- **All Applications** icon ≡. Opens a menu with icons for launching an app.
- Depending on the configuration: Quick launch icons for launching frequently used apps.
  The context menu allows to define the apps that should be displayed as quick launch icons.
- **Search field**. Allows to search the groupware objects of the current 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.
- Depending on the configuration: **Call history** icon. Opens the call history that shows all calls or missed calls. If clicking on an entry, the window for calling this contact will be opened.
- **Refresh** icon. Reloads objects from the server. Irrespective of this function, objects are refreshed in regular intervals.
- **Help** icon. Opens a menu with further functions:
  - **Help**. Opens a context related help page.
    Tip: Some windows also include the help icon. If clicking on it, the respective help for the window context is displayed.
  - **Keyboard shortcuts**. Shows the currently set keyboard shortcuts for executing frequently used functions.
    Tip: In the **Keyboard shortcuts** section of the general settings, you can select a profile for the keyboard shortcuts.
  - Depending on the configuration: **Restart initial setup**. Launches a wizard for defining some important basic settings. regional settings, personal data, theme settings, basic settings for email and calendar
  - Giving feedback about the groupware
  - Depending on the configuration, there are several guided tours that help you get started with the groupware.
  - **About**. Shows information about the groupware.
- **Settings** icon. Opens a menu with further functions:
  - Adjust all settings
  - Select a theme for the user interface
  - Depending on the app, functions for selecting a layout, app-specific display options or app-specific functions will be available.
  - Depending on the configuration: **Connect your Device**. Launches a wizard for setting up local apps with which you can access your groupware data.
- **My account** icon. Opens a menu with further functions:
  - Depending on the configuration: Icons for setting your availability for calls.
  - **Download personal data**. Opens a window where you can adjust your personal contact data.
  - **Sign out**. Signs you out from the groupware.

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

2.2.2 App Launcher

Note: The following is a schematic representation.



In order to show the app launcher, click the **All Applications** icon ≡.

Content

- Icons for launching the apps. Depending on the configuration, the number of icons can vary.
- Buttons: view help, give feedback, view settings, sign out

2.2.3 The button for creating new objects

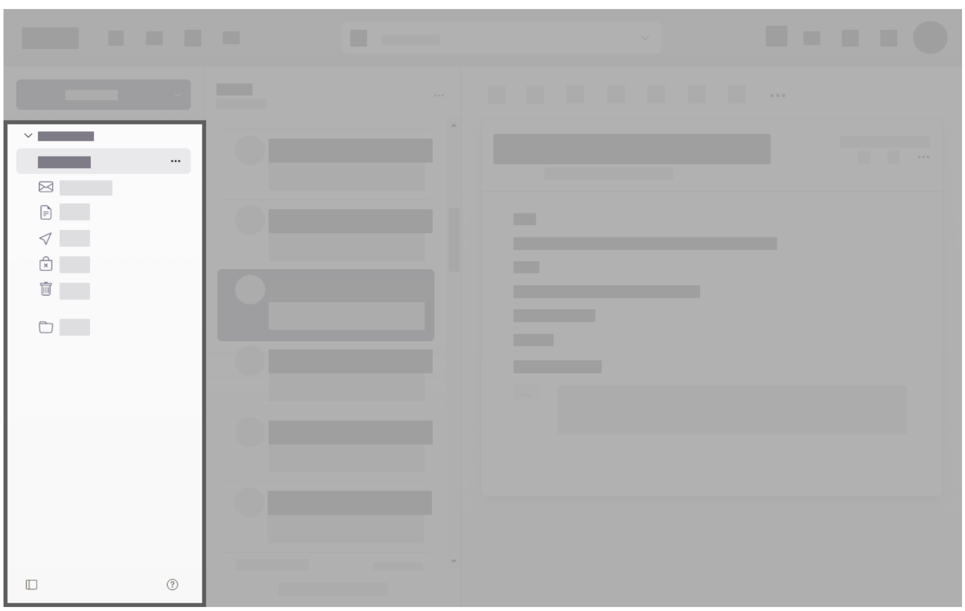
Note: Depending on the app, the button label varies. The following is a schematic representation.

Creates app specific objects. Depending on the app, the **More actions** icon ⌵ opens a menu for creating objects for other apps. You can then e.g. enter a new appointment in the Email app or enter a new contact without leaving the Email app.

Note: If the folder is closed, the button will be displayed as icon. In this case, the **More actions** icon will not be available. To show the folder view, click the **Open folder view** icon on the bottom left side.

2.2.4 The folder view

Note: The folder view contents are different for each app. The following is a schematic representation.

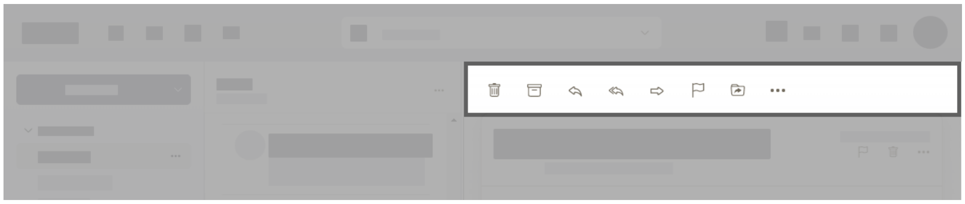


Content

- The app specific folders
  Folders are called differently in the following apps:
  - In the Address Book app, a folder is called address book.
  - In the Calendar app, a folder is called calendar.
  - In the Tasks app, a folder is called list.
- **Close folder view** icon or **Open folder view** icon. If the folder view is closed, either no folders or only some folders will be displayed as icons, depending on the app.

2.2.5 The toolbar

Note: The toolbar contents are different for each app. The following is a schematic representation.

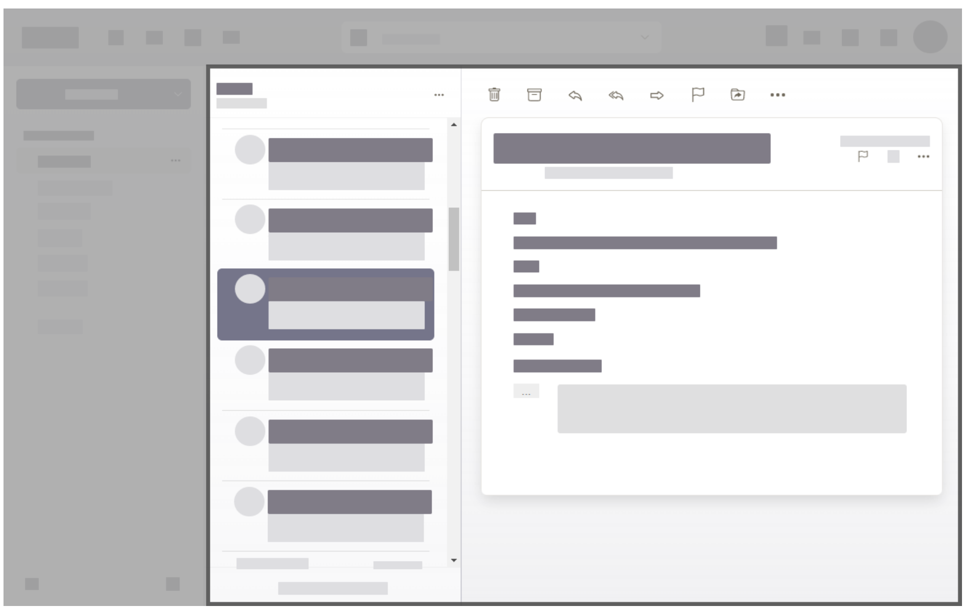


Content

- Depending on the app, different buttons and icons for editing objects

2.2.6 The display area

Note: The display area contents are different for each app. The following is a schematic representation.



Content

- Contains objects or a list of objects and a detailed view of a selected object.
- Depending on the function selected, different contents will be displayed e.g., app-specific settings.

2.2.7 The list view

Note: Depending on the app, the contents of the list view vary. The following is a schematic representation.

Content

- Contains the app-specific objects. To adjust the list view width, hover over the line between the list view and the detail view.
- Above the list view, control elements for selecting or sorting objects are displayed.
- If double-clicking on an object in the list view, the content will be displayed in a window.

2.2.8 The detail view

Note: Depending on the app, the contents of the detail view vary. The following is a schematic representation.

Content

- Shows the details of the object selected in the list view.

2.2.9 The pop-up

Note: The pop-up contents are different for each app. The following is a schematic representation.

Shows an object's details. The following actions open the pop-up:

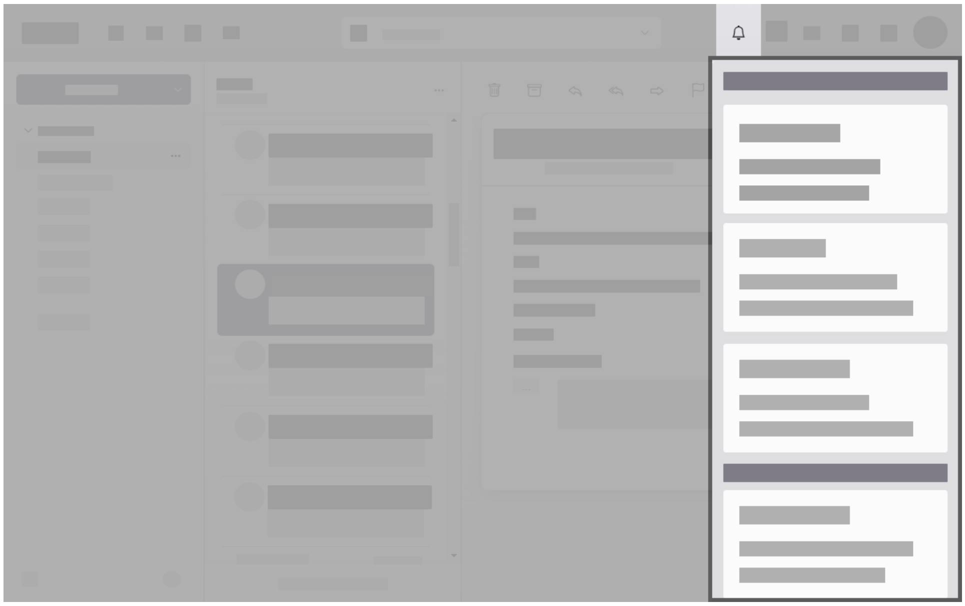
- clicking on an email, an appointment or a task in the app Portal
- clicking on a sender or recipient in an email's detail view
- clicking on an appointment's or a task's participant
- clicking on an appointment in a calendar view
- clicking on a notification in the notification area

Content

- Buttons for executing frequently used functions.
- The data of the object selected by you. The display of a person's data is called **Halo View**.
- If clicking on certain objects in the pop-up, a further pop-up opens.

2.2.10 The notification area

Note: The following is a schematic representation.



Displays notifications about the following events:

- reminders for upcoming events
- invitations for new events

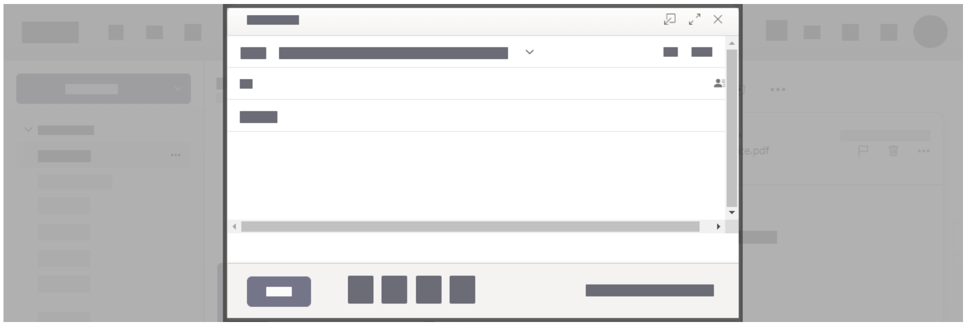
If there are new notifications, the icon will be marked with a red dot. To open the notification area, click the **Notifications** icon in the menu bar.

Content

- Reminders for upcoming appointments or tasks
  Next to **Reminders**, the number of reminders will be displayed.
- Invitations for new appointments and tasks
  Next to **Invitations**, the number of invitations will be displayed.
  For each invitation, buttons for replying to the invitation will be displayed.
- Booking requests for managed resources.
  For each booking request, buttons for replying to the booking request will be displayed.
- Overdue tasks
  Next to **Overdue tasks**, the number of overdue tasks will be displayed.
- In **Information area** in the notification settings, you can enable the option for displaying upcoming birthdays.
- If clicking on a notification, a pop-up opens or closes. The pop-up shows the details for the event and provides editing functions.
- With the **Toggle category** icons you can expand or collapse single parts of the notification area.

2.2.11 The editing window

Note: The editing window contents are different for each app. The following is a schematic representation.



The following actions open the editing window:

- creating or editing objects
- 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.
- Depending on the app or function, various buttons, icons or input fields are available.

Properties

- You can move an editing window.
- 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. In order to restore an editing window, click the icon.

2.2.12 Using browser buttons

Note: Depending on the configuration, this function might not be available.

With browser buttons, you can execute certain navigation steps within the groupware. With the **Back** or **Forward** browser button, you can undo or redo the following navigation steps:

- switch between the apps
- switch between views: list view, detail view, folder view, pages in the *Settings* window
- open or close the notification area
- open or close the search view
- open or close the *Settings* window

On mobile devices, the following navigation steps can be undone in addition:

- open or close menus
- toggle the mode for selecting folders
- toggle the mode for selecting items

3 Customized Settings

3.1 Searching for Settings

You can search for a specific setting using a search term. All settings are searched in the process.

How to search for a setting:

1. Click the **Settings** icon ⚙ in the menu bar. Click on **All settings**.
   You can also click on **Settings** in the App Launcher.
   The *Settings* window opens.
2. Enter a search term in **Search**.
   If settings matching the search term are found, the results will be displayed in the left pane.
3. Click on a result in the left pane.
   The page with the setting will be displayed. The respective setting will be highlighted.
4. In order to hide the search results, click the **Cancel search** icon × next to the search term.

3.2 Carrying Out the Initial Setup

Note: Depending on the configuration, this function might not be available.

During the initial setup, you can define some important basic settings:

- Language and regional settings
- Personal info
- Theme
- The layout for displaying emails
- The working hours that are displayed in the calendar view
- Install the groupware as app

When signing in to the groupware for the first time, the initial setup will be started automatically. You can restart the initial setup any time later.

How to start the initial setup:

1. Click the **Help** icon ⓘ in the menu bar. Click on **Restart initial setup**.
2. Follow the instructions.

3.3 Adjusting the General Settings

In the general settings, you can select the color for the user interface, language, regional settings and other personal settings.

How to open the general settings:

1. Click the **Settings** icon ⚙ in the menu bar. Click on **All settings**.
   You can also click on **Settings** in the App Launcher.
   The *Settings* window opens.
2. Click on **General** in the left pane.

The settings can be found in the following sections:

- Theme (p. 22)
- Language and timezone (p. 22)

- Apps (p. 22)

Also see: Searching for Settings (p. 21)

Theme

- **accent colors**

  Defines the color for highlighted elements.
- **backgrounds**

  Defines the user interface color.

Language and timezone

- **Language**

  Defines the user interface language.
- **Customize date and time formats**

  Opens a window for customizing regional settings.
  - Time format
  - Date format
  - Number format
  - First day of the week
  - First week of the year

  The preset regional settings depend on the selected language. In **Preview**, a preview of the current date and time formats will be displayed.
- **Timezone**

  Defines the time zone to which all time-bound entries refer.

Apps

- **Start app**

  Defines the application that is displayed after login.
- **Configure quick launch bar**

  Opens a window that enables you to define the apps that should be displayed as quick launch icons in the menu bar. Depending on the configuration, you can set a different number of quick launch icons. You can also open the window from a quick launch icon's context menu.

4 Portal

How to start the Portal app:

Click the **All Applications** icon ≡ in the menu bar. Click on **Portal** in the App Launcher.

4.1 Customizing the Portal

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

4.1.1 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.

4.1.2 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 ⚙ in the menu bar. Click on **All settings**.
     The *Settings* window opens.
     Click on **Portal** in the left pane. Click on **Add widget**. Select an entry.
   - Click on **Add widget** on the upper right side of the Portal app. Select an entry.
2. Some widgets require additional data. Enter the required values.

5 Email

How to start the Email app:

Click the **All Applications** icon ≡ in the menu bar. Click on **Email** in the App Launcher.

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

5.1 Viewing Emails

Learn how to select a specific email in a folder and display it in different ways in order to read it. An unread email will be marked as read by default as soon as selecting this email. You can change this behavior in the **Reading** section of the email settings.

How to display an email:

1. Open an email folder in the folder view.

   When having selected the **Inbox** folder and if you are using email tabs, you can select a tab.

   To display the number of emails in a folder, hover over the folder name.
2. Click on an email in the list view. The content of the email will be displayed in the detail view.
   - If you enable the **Conversations** option in the **More options** menu ··· above the list view, all emails of a conversation will be shown as a list.

     To open or close an email that is part of a conversation, click on a free area next to the sender.
   - If the email includes a quote from a previous email, you can display the quote by clicking the **Show quoted text** icon ···.

Options:

- In the **Reading** section of the mail settings, you can specify how to display emails.
- To sort the email list, use the **More options** menu ··· above the list view.
  The sorting setting will be applied to the selected email folder. You can use different settings for the single folders.
- To combine all emails of a conversation in a single list entry in the list view, enable the **Conversations** checkbox in the **More options** menu ···.
- To select a layout or to change the list view layout, use the entries below **Layout** or **List options** in the **Settings** menu ⚙.
- You can open the email in a window by double-clicking on the email in the list view.
- When having selected the **List** layout in the **Settings**⚙, a list of all emails in the folder will be shown in the display area. If clicking on an email, the email's detail view will be displayed.

Tip: In the **Email** section of the notification settings, you can define whether a notification sound is to be played for incoming emails.

5.2 Sending Emails

How to send a new email:

1. Click on **New email**.

   If you work in another app and you do not want to leave that app, you can use the **More actions** icon ⌵ in the button for creating objects.
2. Enter the recipients' email addresses in the **To** field.
   - Matching suggestions will be displayed during input. To accept a suggestion, click on it. To accept the first suggestion, press Enter.
   - To select contacts from an address book, click the **Select contact** icon on the right side of the input field.
3. To send a copy to other recipients, click on **CC** or **BCC** on the upper right side.
   - If the recipients are to see who gets a copy of the email, enter the recipients in the **CC** field.
   - If the recipients are not to see who gets a copy of the email, enter the recipients in the **BCC** field.
4. Enter a subject. Enter the email text.
5. Click on **Send**.

Tip:

Depending on the configuration, you can recall the sending of an email within a short time frame. To do so, click on **Undo** next to **Send** in the display area.
In the **Compose & Reply** section of the email settings, you can configure this behavior.

5.2.1 Adding attachments when sending

Depending on the configuration, you can attach files that are saved on your computer or in the Drive app.

How to add attachments in the email editing window:

1. Select the files to be sent as attachment.
   - Click the **Attachments** icon in the button bar. In the menu, specify which files you want to add:
     - To send a local file as attachment, click on **Add local file**.
       You can also drag one local file or several local files from a file browser or the desktop to the email editing window.
     - In order to use the current version of a file from the Drive app as an attachment, click on **Add from Drive**.
2. You can remove an attachment if required. To do so hover over an attachment. Click the **Remove attachment** icon ⊖.

5.2.2 Adding attachments from existing emails when sending

Depending on the configuration, you can add attachments from existing emails to a new email.

How to add existing attachments to a new email:

1. In the list view, select an email that contains attachments. Click on **New email**.
2. Click the **Attachments** icon in the button bar of the email editing window.
   Below **Files from selected email**, select the files you want to send as attachment.
   If you did not select an email in step 1, the attachments of the most recently received email are displayed below **Recent attachments**.
3. You can add further existing attachments. To do so, select an email with attachments in the list view while the email editing window is open.
4. Fill in the details for sending the email.

5.3 Further Functions for Sending Emails

5.3.1 Sending emails later

Note: Depending on the configuration, this function might not be available.

Instead of sending an email immediately, you can specify a later point of time for sending the email.

- This email will be saved in a special email folder.
- As soon as the point of time has been reached, the email will be sent automatically.

The following functions are available:

- send emails later
- change the time for sending the email
- cancel the later sending of an email

How to send an email later:

1. Click on **New email**.
   If you work in another app and you do not want to leave that app, you can use the **More actions** icon in the button for creating objects.
2. Select one or more recipients.
3. Enter a subject. Enter the email text.
4. Click the **Send later** icon next to **Send**. A menu opens.
   You have the following options:
   - Select one of the times suggested in the menu.
   - Click on **Select a date and time**. Select a time in the *Schedule send* window.

   Note: This function will only be available when sending the email from your primary email account. This function will not be available if you select a sender address in **From** that differs from your primary email account's sender address.

The email will be saved in the **Scheduled** folder. This folder will be created automatically as soon as you initially use this function.

How to change the time at which the email is to be sent:

1. Open the email in the **Scheduled** folder.
2. Click the **Edit draft** icon in the toolbar. The email editing window opens.
3. Click the **Send later** icon at the bottom. Change the time.

How to cancel the later sending:

1. Open the email in the **Scheduled** folder.
2. Click on **Cancel send** above the email text.
   The email will be moved to the **Drafts** folder.

5.3.2 Replying to emails

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

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

How to reply to an email:

1. Select an email.
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:
   - Use the **Reply to all recipients** icon or the **More actions** icon ··· in the detail view.
   - Use the context menu in the email list view.

   To send a new email to the sender and the other recipients, click the **More actions** icon ··· in the detail view. Click on **Send new email**.
3. Fill in the details for sending the email.

5.3.3 Forward emails

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

- The subject of the email will be entered as the subject of the forwarded email. The subject is preceded with the text "Fwd: ".
- The email text will be entered in the forwarded email. 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 emails, the selected emails are sent as attachments in eml format.

How to forward an email:

1. Select one or several emails.
2. Click the **Forward** icon in the toolbar.
   You can also use one of the following methods:
   - Use the **More actions** icon ··· in the detail view.
   - Use the context menu in the email list view.
3. Select one or more recipients.
4. Fill in the details for sending the email.

5.3.4 Sending an email to appointment participants

How to send an email to all appointment participants:

1. Depending on the selected view, you have the following options in the Calendar:
   - In a calendar view, click on an appointment with multiple participants. Click the **More actions** icon ⋯ in the pop-up.
   - In the list view, select an appointment with multiple participants. Click the **More actions** icon ⋯ in the toolbar.

   Click on **Send email to all participants**.
2. Fill in the details for sending the email.

5.4 Using the AI Integration

Note: Depending on the configuration, this function might not be available.

Learn how to use the AI integration to edit email contents:

- edit the content of existing emails, have text translated to another language or have text suggestions for replies created
- have text suggestions for new emails created or translated to another language

Note: When using the AI integration, the content of the respective email will be sent to an OpenAI service.

- The first time you use an AI function, a dialog box opens where you can agree to send this data. You can only use AI functions after having agreed to the data being sent.
- You can change your consent to send the data at any time. To do so, click on **Change consent** in the **AI integration** section of the email settings.

You have the following options:

- Using AI functions when replying to emails (p. 29)
- Using AI functions when composing emails (p. 30)

5.4.1 Using AI functions when replying to emails

You have the following options:

- Have a summary or translation of an email created
- Have a reply to an email composed

How to have an email text summarized or translated:

1. Select an email.
2. In the toolbar, click the **AI integration** icon.
3. Use the following menu entries:
   - In order to summarize the text, click on **Summarize**.
   - In order to translate the text, click on **Translate to**.

After a short delay, the result will be displayed above the original text.

Note: The result will not be saved. The result will disappear if you select another email or click the **Close** icon × next to the header.

How to have a reply to an email text composed:

1. Select an email.
2. In the toolbar, click the **AI integration** icon.
3. Use the following menu entries:
   - To generate a response with default values, click on **Thanks** or **Later**. The *Generate response* window opens.
     After a short delay, the result will be displayed below *Generated response*.
     In **Action**, you can select another function. In **Options**, you can influence the wording style.
     To generate a new response, click on **Regenerate**.
   - To create a response using own words and formulations, click on **Generate response**. The *Generate response* window opens.
     In **Your input**, enter words or formulations.
     Click on **Generate**.
     After a short delay, the result will be displayed below *Generated response*.
4. To transfer the response to the email editing window, click on **Use response**.

5.4.2 Using AI functions when composing emails

You have the following options:

- have text drafts created when composing new emails
- have an existing text rephrased, replied to or translated to another language

How to have a text draft created:

1. Click on **New email**.
2. Click the **Write or rephrase text** icon in the toolbar of the email editing window. The *Generate contents* window opens.
3. In **Action**, define whether you want to have a text regenerated, rephrased or summarized. In **Options**, you can influence the wording style and length.
4. In **Your input**, enter words or formulations. Click on **Generate**.
   After a short delay, the result will be displayed below *Generated response*.
   To generate a new result, click on **Regenerate**.
5. To enter the text in the text editing window, click on **Use content**.

How to have an existing text modified or translated:

1. Click on **New email**.
2. Enter a text.
   Select the text that you want to edit using the AI function.
3. Click the **Write or rephrase text** icon in the toolbar of the email editing window.
   The text you selected in the previous step appears below **Your input**.
   Note: It will take a while before you can operate the window, as a default action is first executed automatically.
4. In **Action**, define whether you want to have the text transformed or translated or whether you want have a reaction to the text generated.
   Depending on the action selected, you can influence the style and length of the formulations in **Options**.
5. Click on **Regenerate**.
   After a short delay, the result will be displayed below *Generated response*.
   To generate a new result, click on **Regenerate**.
6. To enter the text in the text editing window, click on **Use content**.

5.5 Adding Email Folders

Learn how to create additional email folders below your primary email account.

With email folders you can organize your emails, e.g. by separately saving emails for customers or projects.

How to create a new email folder:

1. Select the **Inbox** folder in the folder view. Click the **Actions** icon ··· next to the folder name. Click on **Add new folder**.
   You can also select **My folders** or a subfolder in the folder view. Click the **Folder-specific actions** icon + or **Actions** ··· next to the folder name. Click on **Add new folder**.
2. Enter a name in the *Add new folder* window.
3. Click on **Add**.

5.6 Managing Emails

5.6.1 Marking emails as read or unread

Unread E-Mails are marked with the Unread icon ●. You have the following options:

- mark single emails as read or unread
- mark all emails of an email folder as read

Note: An unread email will be marked as read by default as soon as selecting this email. You can change this behavior in the **Reading** section of the email settings.

How to mark an email as unread or read:

1. Select one or several emails.
2. Click the **More actions** icon ⋯ in the toolbar. Select **Mark as unread** or **Mark as read**.
   Or:
   - For single emails, click the **Mark as unread** icon ○ or the **Mark as read** icon ● in the detail view.
   - Use the context menu in the email list view.

To mark all emails of a folder as read, select the folder. Click the **Actions** icon ⋯ next to the folder name or use the context menu.

5.7 Deleting or Recovering Emails

5.7.1 Deleting emails

How to define whether emails are moved to the trash or permanently removed when deleted:

1. Click the **Settings** icon ⚙ in the menu bar. Click on **All settings**.
   The *Settings* window opens.
2. Click on **Mail** in the left pane.
   Click on **Advanced Settings** in the right pane.
3. Define the behavior when deleting emails:
   - If emails are to be moved to the trash, disable **Permanently remove deleted emails**.
   - If emails are to be deleted permanently, enable **Permanently remove deleted emails**.
     Warning: Depending on the configuration, permanently deleted emails can **not** be recovered.

How to delete single emails:

1. Select one or several emails.
2. Click the **Delete** icon 🗑 in the toolbar.
   Or:
   - Press the [Del] or [Backspace] key on the keyboard.
   - In an email's context menu, click on **Delete**.
   - If you have selected a single email, use the **Delete** icon 🗑 in the detail view.

Result:

- If the setting **Permanently remove deleted emails** is disabled:
  The emails are moved to the Trash folder.
- If the setting **Permanently remove deleted emails** is enabled:
  You will be asked if you want to delete the emails permanently.

How to delete all emails of a folder:

1. In the folder view, select the folder which emails you want to delete.
2. Use one of the following methods:
   - Click the **Actions** icon ⋯ next to the folder name.
   - Click the **More actions** icon ⋯ above the list.

   Click on the **Delete all messages** button.

   Warning: If the setting **Permanently remove deleted emails** is enabled, deleted emails can **not** be recovered, depending on the configuration.
3. Confirm that you want to delete the content of this folder.

Result:

- If the setting **Permanently remove deleted emails** is disabled:
  The emails are moved to the Trash folder.
- If the setting **Permanently remove deleted emails** is enabled:
  The emails will be permanently deleted.

5.7.2 Recovering emails

How to recover single emails from the trash:

1. Open the **Trash** folder in the folder view.
2. Select one or several emails.
   In an email's context menu, click on **Move**.
3. Select a folder in the *Move* window. Click on **Move**.

Or:

- Use drag and drop to move the emails from the trash to a folder in the folder view.
- If you have selected a single email, use the **More actions** icon ··· in the detail view. Click on **Move**.

How to recover all emails from the trash:

1. Select the **Trash** folder in the folder view.
2. Use one of the following methods:
   - Click the **More actions** icon ··· next to **Trash**.
   - Click the **More actions** icon ··· above the list.

   Click on the **Move all messages** button.
3. Select a folder in the *Move* window. Click on **Move all**.

5.7.3 Permanently deleting emails

Permanently deleted emails can be recovered within 14 days if **Recover deleted items** is available in the context menu of the trash. **Warning:** If this function is not available, permanently deleted emails can **not** be recovered.

How to permanently delete all emails from the trash:

1. Select the **Trash** folder in the folder view.
2. Use one of the following methods:
   - Click the **More actions** icon ··· next to **Trash**.
   - Click the **More actions** icon ··· above the list.

   Click on **Empty folder**.
3. Confirm that you want to delete the content of the folder.

5.7.4 Recovering permanently deleted emails

Permanently deleted emails can be recovered within 14 days if **Recover deleted items** is available in the context menu of the trash. If this function is not available, permanently deleted emails are irrevocably lost.

How to recover permanently deleted emails:

1. Select the **Trash** folder in the folder view.
2. Click the **More actions** icon ··· next to **Trash**.
   Click on **Recover deleted items**.
3. Select the emails to be recovered in the *Recover deleted items* window.
   Click on **Move selected items**.
4. In the *Move* window, specify the folder that should contain the recovered emails.
   Click on **Move**.

6 Calendar

How to start the Calendar app:

Click the **All Applications** icon ≡ in the menu bar. Click on **Calendar** in the App Launcher.

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

6.1 Viewing Appointments

6.1.1 Displaying appointments in different views

Learn how to display the appointments of a calendar or several calendars in different views:

How to view an appointment:

1. Select a calendar in the folder view. Make sure the checkbox next to the calendar is enabled.
2. Select one of the following views on the right side of the toolbar: **Day**, **Work week**, **Week**, **Month**, **List**.
3. If you have selected a calendar view:
   - 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.
   - Click on an appointment in the calendar sheet. The calendar's data is displayed in the pop-up.

   If you have selected the list view:
   - Click on an appointment in the list view. The appointment's data is displayed in the detail view.
   - You can use the cursor keys to browse the list view.
   - You can open an appointment in a window by double-clicking on the appointment in the list view.

6.2 Creating Appointments

How to create a new appointment:

1. In the folder view, open a calendar for which you have the permission to create objects.
2. Click on **New appointment**.

   If you work in another app and you do not want to leave that app, you can use the **More actions** icon ⌵ in the button for creating objects.

   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, the appointment is saved in your calendar.
3. Enter a title.
4. To set an appointment's start and end time, use the following options below **Start date** and **Ends on**.
   - Click on a date. 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 time zone for the start or end time by clicking on the **Change time zone** button next to a time.
5. You can enter a location and 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**.

6.3 Further Functions for Creating Appointments

6.3.1 Inviting participants to a new appointment

If an appointment has several participants, you can invite those participants to a new appointment.

How to invite participants to a new appointment:

1. Depending on the view, you have the following possibilities:
   - In a calendar view, click on an appointment with multiple participants. Click the **More actions** icon ⋯ in the pop-up.
   - In the list view, select an appointment with multiple participants. Click the **More actions** icon ⋯ in the toolbar.

   Click on **Invite to new appointment**.
2. Complete the details for creating an appointment.

6.3.2 Inviting email recipients to new appointments

You can invite the recipients of an email sent or received to a new appointment.

How to invite an email’s recipients to an appointment:

1. Select an email in the Email app.
2. Click the **More actions** icon ··· in the detail view.
   Click on **Invite to appointment**.
3. Complete the details for creating an appointment.

6.4 Editing Appointments

Learn how to edit an appointment's data or time later.

You have the following options:

- 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, you have the following possibilities:
   - Click on an appointment in a calendar view. Click the **Edit** icon in the pop-up.
   - Select an appointment in the list view. Click the **Edit** icon in the toolbar.
     You can also double-click on an appointment in the list view. The appointment will be displayed in a window. Click the **Edit** icon .

   When having selected an appointment from an appointment series, you determine which appointments of the series you want to change.

   The appointment's data is displayed.
2. Edit the data. 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.

   When having selected an appointment from an appointment series, you determine which appointments of the series you want to change.

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.

   When having selected an appointment from an appointment series, you determine which appointments of the series you want to change.

6.5 Adding Calendars

With calendars you can organize your appointments e.g. by separately saving your business and private appointments. Learn how to create calendars, use appointments from external calendars and set the view for shared calendars.

6.5.1 Adding personal calendars

You can create additional personal calendars below My calendars.

How to create a new personal calendar:

1. Click the **Folder-specific actions** icon + next to **My calendars** in the folder view. Click on **Add new calendar**.
2. Enter a name. In case the new calendar should be a public calendar, enable **Add as public calendar**.
3. Click on **Add**.

6.5.2 Subscribing to public and shared calendars

Calendars that are public or shared by other users can be used as follows:

- You can define which public and shared groupware calendars are displayed in the folder view by subscribing to such calendars.
  This helps you to keep a better overview if there are many public and shared calendars in your groupware environment.
- If you have subscribed to such a calendar, you can set whether this calendar will be synchronized with other clients, e.g. with your smartphone.
- If you no longer need such a calendar, you can cancel the subscription.

How to define the calendars to which you want to subscribe and which are to be synchronized:

1. Click the **More actions** icon next to **New appointment**. Click on **Subscribe shared Calendar**.
   You can also use one of the following methods:
   - Click the **Settings** icon in the menu bar. Click on **Subscribe shared Calendar**.
   - In the **Advanced settings** section of the calendar settings, use the **Subscribe to shared calendars** button.

   A window opens. It shows your private, the public and shared calendars.
2. If you want a calendar to be displayed, enable the **Subscribe to calendar** button.
   To define that a displayed calendar is synchronized, enable the **Synchronize via DAV** checkbox.
3. If you no longer want a calendar to be displayed and synchronized, disable the **Subscribe to calendar** button.

6.6 Managing Appointments

6.6.1 Importing appointments

You can import appointments from files in iCal format.

Note: You can not import appointments into calendar subscriptions.

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.

Note: All participants of the imported appointments will be removed. Instead, you will be added as participant.

6.7 Deleting Appointments

Warning: Deleted appointments can **not** be restored. 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, you have the following possibilities:
   - Click on an appointment in a calendar view. Click the **Delete** icon in the pop-up.
   - Select an appointment or multiple appointments in the list view. Click the **Delete** icon in the toolbar.

2. Confirm that you want to delete the appointment.

7 Address Book

How to launch the Address Book app:

Click the **All Applications** icon ≡ in the menu bar. Click on **Address Book** in the App Launcher.

7.1 Displaying Contacts

Learn how to select contacts from different address book and display their data. Depending on the configuration, you have the following options:

- Displaying an address book's contacts (p. 41)
- Displaying contacts in the address list (p. 41)
- Displaying contacts in the halo view (p. 42)

7.1.1 Displaying an address book's contacts

In the folder view, you can open an address book, select specific contacts or display their data.

How to display a contact:

1. Select an address book in the folder view.
   Your personal address book named **Contacts** can be found in the folder view below **My address books**.
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 view. The contact's data is displayed in the detail view.

Options:

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

7.1.2 Displaying contacts in the address list

Note: Depending on the configuration, the address directory might not be available.

In the address list, you can simultaneously find and display contacts from multiple address books. You can define the address books to be searched for contacts. The following functions are available:

- search for the name, department, position, phone number, email address
- set a filter for defining the address books to be displayed and selected for the search
- select the address books to be searched

How to display contacts in the address directory:

1. Click the **All Applications** icon ≡ in the menu bar.

   Click on **Address list** in the App Launcher.

   The *Global address list* window opens. Like editing windows, the window can be moved, minimized and its size can be adjusted.

2. Enter a search term in **Search**.

   All contacts that include the search term in the following data will be displayed: name, department, position, phone number, email address

3. You can limit the search result by using the following functions:
   - Enter a term in **Filter** to define the address books to be displayed in **Address list**.
   - In **Address list**, select the address books to be searched.

4. To show a contact's details, click the **Show contact details** icon on the right-hand side. The contact's Halo View will be displayed in a pop-up.

7.1.3 Displaying contacts in the halo view

You can use the halo view in the Email, Calendar or Tasks app to display all relevant information about a contact.

How to display a contact in the halo view:

1. Depending on the app, use one of the following methods:
   - Select an email in the Email 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.

   Depending on the contact's entries in the address book, those data will be displayed in a pop-up:
   - a picture if uploaded
   - last name, first name
   - business data, if entered
   - Depending on the configuration: the contact's current availability for calls
   - Depending on the configuration: icons for communicating with the contact:
     - **Email** ✉. Opens the window for composing an email.
     - **Call** ✆. Opens a menu with functions for calling.
     - **Invite**. Opens the window for creating an appointment.
   - Further contact data, if set:
     - Personal data, business data
     - Email addresses. If clicking on an email address, the page for sending a new email is displayed.
     - Business and private phone numbers. If clicking on a number, a function for making a call opens, if available.
     - Business and private addresses. In the **Names & Addresses** section of the address book settings, you can define whether a map service for displaying the address should be used when clicking on an address.
     - Attachments
   - The address book in which the contact is saved
   - Your recent conversations with this contact If clicking on an email, its content will be displayed in a pop-up.
   - Shared appointments with this contact. If clicking on an appointment, its data is shown in a pop-up.

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

7.2 Automatically Adding Contacts or Resources from an Address Book

Note: Depending on the configuration, the window described below might not be available. In case the window is not available, the global address list will be used, see Automatically Adding Contacts or Resources from the Address Directory (p. 43).

In the *Select contacts* window, you can search address books for contacts and resources and auto-fill an input field with the related email addresses.

How to automatically add email addresses from an address book:

1. Click the **Select contacts** icon in an editing window.
   This icon will be available in the input fields for email addresses, while:
   - selecting the recipients when sending an email
   - adding participants or resources to an appointment
   - adding participants to a task
   - inviting persons to a share

   The *Select contacts* window opens.
2. You have the following possibilities to find a specific contact, distribution list or resource:
   - Enter a name in **Search**.
   - To view the contacts of a specific address book, click on **All address books**. Select an address book from the list. Depending on the configuration, you can select a department from the list.
   - To only view resources, click on **All address books**. Select **All resources**.
3. Select at least one object. The selected items will be displayed below the list. To undo the selection, click on **Clear selection**.
   You can also use your system's multi selection functions.
4. If required, repeat steps 2 to 3 to find and select further objects.
5. To automatically insert the email addresses of the objects selected, click on **Select**.

7.3 Automatically Adding Contacts or Resources from the Address Directory

Note: Depending on the configuration, the address directory might not be available. In the latter case, the *Select contacts* window will be used, see Automatically Adding Contacts or Resources from an Address Book (p. 43).

In the *Global address list* window, you can use various functions for finding contacts and resources and auto-fill an input field with the related email addresses. The following functions are available:

- search for the name, department, position, phone number, email address
- set a filter for defining the address lists to be displayed and selected
- select the address list to be searched

How to automatically add a contact’s or resource’s email address from the address directory:

1. Click the **Select contacts** icon in an editing window.

   This icon will be available in the input fields for email addresses, while:

   - selecting the recipients when sending an email
   - adding participants to an appointment or task
   - inviting persons to a share

   The *Global address list* window opens.
2. Enter a search term in **Search**.

   All contacts and resources that include the search term in the following data will be displayed: name, department, position, phone number, email address All distribution lists and resources with a name or email address that includes the search term, will be displayed.
3. You can limit the search result by using the following functions:

   - Enter a term in **Filter** to define the address lists to be displayed in **Address list**.
   - In **Address list**, select the address list to be searched
     To only search for resources, select **Resources** from the **Address list** entries.
4. Select at least one object.

   The selected contacts, distribution lists and resources will be displayed in a selection list at the bottom. You can remove single objects from the list.
5. If required, repeat steps 2 to 4 to find and select further objects.
6. To automatically insert the email addresses of the objects selected, click on **Select**.

7.4 Adding Contacts

How to create a new contact:

1. In the folder view, open an address book for which you have the permission to create objects.
2. Click on **New contact**.

   If you work in another app and you do not want to leave that app, you can use the **More actions** icon in the button for creating objects.
3. Enter the data.
4. Click on **Save**.

7.4.1 Adding a contact from a vCard attachment

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

How to add a contact from an email's vCard attachment:

1. Select an email with a vCard attachment in the Email application.
2. Click on **Add to address book** in the detail view.

7.5 Editing Contacts or Distribution Lists

Learn how to edit the data of contacts or distribution lists later.

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

Note: Contacts in address book subscriptions can not be edited.

How to edit a contact or distribution list:

1. Select a contact or a distribution list from the list view.
2. Click the **Edit** icon in the toolbar. The data will be displayed.
3. Edit the data.
4. Click on **Save**.

7.6 Adding Address Books

7.6.1 Adding personal address books

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

How to create a new personal address book:

1. Click the **Folder-specific actions** icon + next to **My address books** in the folder view. Click on **Add new address book**.
2. Enter a name. In case the new address book should be a public address book, enable **Add as public folder**.
3. Click on **Add**.

7.6.2 Refreshing and managing address book subscriptions

You have the following options:

- refresh an address book subscription
- show all subscriptions
- disable or enable a subscription
- remove a subscription

How to manage address book subscriptions:

1. Click the **Settings** icon in the menu bar. Click on **All settings**.
   The *Settings* window opens.
2. Click on **Accounts** in the left pane.
   Click on **Subscriptions** in the right pane.
3. Use the following methods:
   - To refresh an address book subscription, click on **Refresh** next to a subscription.
   - To show the folder with the data you have subscribed to, click on the navigation path below the subscription's name.
     To only display this information for a specific folder, click the **Subscriptions** icon next to a folder with subscriptions, in the folder view.
   - To disable or enable a subscription, click on **Disable** or **Enable** next to a subscription.
   - To remove a subscription, click the **Delete** icon × next to a subscription.

7.6.3 Subscribing to public and shared address books

Address books that are public or shared by other users can be used as follows:

- You can define which public and shared address books are displayed in the folder view by subscribing to such address books.

This helps you to keep a better overview if there are many public and shared address books in your groupware environment.

- If you subscribed to such an address book, you can set whether this address book will be synchronized with other clients, e.g. with your smartphone.
- If you no longer need such an address book, you can cancel the subscription.

How to define the address books to which you want to subscribe and which are to be synchronized:

1. Click the **More actions** icon next to **New contact**. Click on **Subscribe shared address books**.
   You can also use one of the following methods:
   - Click the **Settings** icon in the menu bar. Click on **Subscribe shared address books**.
   - In the **Advanced settings** section of the address book settings, use the **Subscribe to shared address books** button.

   A window opens. It shows your private, the public and shared address books.
2. If you want an address book to be displayed, enable the **Subscribe to address book** button.
   To define that a displayed address book is synchronized, enable the **Synchronize via DAV** checkbox.
3. If you no longer want an address book to be displayed and synchronized, disable the **Subscribe to address book** button.

7.7 Managing Contacts

7.7.1 Sending emails from within an address book

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

Note: This function is only available if the contact’s data contain an email address.

How to send an email from within an address book:

1. Select at least one contact or distribution list in the list view.
2. Click the **Send email** icon in the toolbar.
   If you have selected a single contact, you can also click the **Email** icon in the detail view.
3. Fill in the details for sending the email.

7.7.2 Inviting contacts to an appointment

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

Note: This function is only available if the contact’s data contain an email address.

How to invite contacts to an appointment:

1. Select at least one contact or distribution list in the list view.
2. Click the **Invite to appointment** icon in the toolbar.
   If you have selected a single contact, you can also click the **Invite** icon in the detail view.
3. Complete the details for creating the appointment.

7.7.3 Importing contacts

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

- vCard. Notes:

- 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.

Note: You can not import contacts into address book subscriptions.

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**.

7.8 Deleting Contacts

Warning: Deleted contacts and distribution lists can **not** be restored.

How to delete contacts:

1. Select at least one contact or distribution list in the list view.
2. Click the **Delete** icon 🗑 in the toolbar.
3. Confirm that you want to delete the items.

8 Tasks

How to start the Tasks app:

Click the **All Applications** icon ≡ in the menu bar. Click on **Tasks** in the App Launcher.

8.1 Viewing Tasks

There are different possibilities to display the tasks in a task list:

How to display a task:

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

Options:

- To sort the task list or to only display undone tasks, use the **More options** menu ⋯ above the list view.
- You can open the task in a window by double-clicking on the task in the list view.

8.2 Creating Tasks

How to create a new task:

1. In the folder view, open a task list for which you have the permission to create objects.
2. Click on **New task**.
   If you work in another app and you do not want to leave that app, you can use the **More actions** icon ⌄ in the button for creating objects.
3. Enter a subject. Enter a description, if needed.
4. Click on **Create**.

8.3 Editing Tasks

Learn how to edit a task's data later.

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

How to edit a task:

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

8.4 Adding Task Lists

With task lists you can organize your tasks, e.g. by separately saving tasks by customers or projects. Learn how to create personal task lists and how to set the view for shared task lists.

8.4.1 Adding personal task list

You can create additional personal task lists below My lists.

How to create a new personal task list:

1. Click the **Folder-specific actions** icon + next to the **My lists** folder in the folder view. Click on **Add new task list**.
2. Enter a name. In case the new task list should be a public folder, enable **Add as public folder**.
3. Click on **Add**.

8.4.2 Subscribing to public and shared task lists

Task lists that are public or shared by other users can be used as follows:

- You can define which public and shared task lists are to be displayed in the folder view by subscribing to such task lists.
  This helps you to keep a better overview if there are many public and shared task lists in your groupware environment.
- If you subscribed to such a task list, you can set whether this task list is to be synchronized with other clients, e.g. with your smartphone.
- If you no longer need such a task list, you can cancel the subscription.

How to define the task lists to be subscribed to and synchronized:

1. Click the **More actions** icon next to **New task**. Click on **Subscribe shared task folders**.
   You can also click the **Settings** icon in the menu bar. Click on **Subscribe to shared task folders**
   A window opens. It shows your private, the public and shared task lists.
2. If you want a task list to be displayed, enable the **Subscribe to task list** button .
   If you want a displayed task list to be synchronized, enable the **Synchronize via DAV** checkbox.
3. If you no longer want a task list to be displayed and synchronized, disable the **Subscribe to task list** button

8.5 Managing Tasks

8.5.1 Marking tasks as done

You can mark undone tasks as done and vice versa.

How to mark a task as done:

1. Select at least one task in the list view.
2. Click the **Done** icon in the toolbar.
   To mark the selected tasks as undone, click the **Undone** icon .

8.5.2 Importing tasks

You can import tasks from files in iCal format.

How to import tasks from an iCal file:

1. Select the task list for importing the tasks to in the folder view.
2. Click the **Actions** icon ··· next to the task list. 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.

8.6 Deleting Tasks

Warning: Deleted tasks can **not** be restored.

How to delete tasks:

1. Select at least one task in the list view.
2. Click the **Delete** icon in the toolbar.
3. Confirm that you want to delete the tasks.

9 Drive

How to start the Drive app:

Click the **All Applications** icon ≡ in the menu bar. Click on **Drive** in the App Launcher.

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

9.1 Viewing Files

9.1.1 Viewing Drive folder contents

How to display a Drive folder’s objects:

1. Open a folder in the folder view.
   The folder’s files and subfolders will be shown in the display area.
2. To select a layout, right-click on a free area in the display area. Select an entry below **Layout** in the context menu.
   You can also use the entries below **Layout** in the **Settings** menu.

9.1.2 Displaying a file's content

How to display a file's content:

1. Select a file in the display area.
2. 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** ‹ or **Next** › icon next to the view.

9.2 Downloading Files or Folder Contents

Learn how to download single files or folder contents to your local device.

You have the following options:

- 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** icon in the Viewer.
3. Complete the steps for downloading.

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'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 Drive: Adding Folders

9.3.1 Drive: creating folders

How to create a new folder:

1. In the folder view, open a Drive folder for which you have the permission to create objects.
2. Click on **New**. Click on **New folder**.
   In the folder view, you can also click the **Actions** icon ··· next to the folder name. Click on **Add new folder**.
3. Enter a name in the *Add new folder* window.
4. Click on **Add**.

9.3.2 Subscribing to public and shared Drive folders

You can define which public and shared Drive folders are displayed in the folder view by subscribing to such folders.

How to define the Drive folders you want to subscribe to:

1. Click the **Settings** icon ⚙ in the menu bar. Click on **Manage shares**.
   A window opens. It shows the public and shared Drive folders.
2. If you want a folder to be displayed, enable the **Subscribe to folder** button.
   If you no longer want a folder to be displayed and synchronized, disable the **Subscribe to folder** button.

9.4 Uploading Files or Folders

How to upload files:

1. In the folder view, open a Drive folder for which you have the permission to create objects.
2. Click on **New**. Click on **Upload files**.
3. Select a local file or multiple local files in the *Upload file* window.
   Click on **Open**. The current progress status will be shown in the display area.

How to upload a folder:

1. Open a Drive folder.
   Note: Open a folder for which you have the permission to create objects.
2. Click on **New**. Click on **Upload folder**.
3. Select a local folder in the *Select folder for upload* window.
   Click on **Upload**. The current progress status will be shown in the display area.

Notes:

- If there is already a Drive folder with this name, the name of the newly uploaded folder gets a consecutive number.
- Empty folders will not be uploaded.

Tips:

- 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 objects, click on **Details** at the bottom right side of the display area. Click on **Cancel** next to a object name in the *Upload progress* window.
- You can continue working in the groupware during the upload process.
- You can also upload objects by dragging them from a file browser or from the desktop to the Drive app window and drop them in the display area.

9.5 Organizing Files and Drive Folders

9.5.1 Sending files as email attachments

You can send the current versions of files as email attachments.

How to send files as an email 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 email**.
   - Click on **Send by email** in the context menu.
   - Use the **More actions** icon ··· in the Viewer.
3. In the email edit window, fill in the details to send a new email.

9.5.2 Renaming files or Drive folders

Prerequisite: You have the permission to edit objects in the folder containing the file or folder.

How to rename a file or folder:

1. Select a file or folder in the display area.
2. Click the **More actions** icon ··· in the toolbar. Click on **Rename**.
   You can also use one of the following methods:
   - Select **Rename** from the context menu.
   - When having selected a file, use the **More actions** icon ··· in the viewer or click on the file name on the upper left side of the viewer.
3. Edit the name in the *Rename* window.

9.6 Deleting or Recovering Files and 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.

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 on **Restore**.
   - Select **Restore** from the context menu.

Result: The objects are restored in their original location.

10 Data Organization & Shares

10.1 Managing Data with Folders

10.1.1 What are folder types?

The folder type defines the folder access for the users. The following folder types exist in the folder view:

- Personal folders
  - Personal folders contain your emails and groupware data. Other users can not view your personal folders, unless you share them with other users.
  - Your personal folders can be found at the top of the folder view.
  - In the single apps, you can add personal folders e.g. calendars, address books and lists.

Depending on the configuration, the following folder types are available in addition:

- Public folders
  - Public folders contain groupware data that are of common interest to all users. Each user can create public folders and share them with other users.
  - Public folders can be found below your personal folders, in the folder view.
- Shared folders
  - Shared folders are folders that have been shared with you by other users.
  - Shared folders can be found at the bottom of the folder view.

10.1.2 Navigating within the folder structure

How to open or close the folder view:

Click the **Open folder view** or **Close folder view** icon .

How to open or select a folder:

1. If the folder view is closed, open it.
2. You can also open or close a folder by double-clicking on it.
3. Click on a folder. The folder's items are displayed in the detail view.

10.1.3 Renaming folders

You can rename personal folders created by you. There are some personal folders preset in the groupware. Those folders can not be renamed.

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 personal folders created by you. There are some personal folders preset in the groupware. Those folders can not be moved.

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 personal folders created by you. There are some personal folders preset in the groupware. Those folders can not be deleted.

Warning: If you delete a calendar, an address book or a list, this folder and all its contents will be deleted. The deleted folder 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.

10.2 Sharing Data

Learn how to co-operate with other users by sharing your groupware data with read or edit permissions.

10.2.1 Which data can be shared?

10.2.2 Sharing data

Depending on the app, you can share data with other persons with read or edit permissions by inviting them to a shared item or creating a public link and passing it on.

How to share data with other persons:

1. Select the app that should be used for sharing data. Select a folder in the folder view.
   Note: Depending on the app, some folders can not be shared.
2. Click the **Actions** icon ··· next to the folder name. Click on **Share / Permissions**.
   The window for granting permissions opens.
3. To exclusively share the data with specific persons, select **Only invited persons** below **Who can access this folder?**
   Note: This option is not available in the Email app.
   Enter a name or an email address in **Invite people**.
   - To set a person's permission, select a user role in **Invite as**.
   - To adjust the user role of a person added, click on the assigned user role next to the person or on **Details**.
   - To remove a person's permission, click the **Actions** icon ··· next to the person. Click on **Remove**.

   The **Invitation message (optional)** input field will be displayed. If required, enter a message.
4. To share the data with all persons who get a link, select **Anyone with the public link and invited people** below **Who can access this folder?**.
   Note: This option is not available in the Email app.
   To pass on the public link by using the clipboard, click on **Copy link** next to **Public link**.
   Persons with the public link can only read the shared data. Other permissions can not be granted for public links.
   You can invite additional persons to the shared item.

10.2.3 Subscribing to shared or personal email folders

In order to see email folders shared by other users, you have to subscribe to those folders. You will be subscribed automatically to your personal email folders. To hide a personal email folder, you have to cancel the subscription.

How to subscribe to personal or shared email folders:

1. Click the **Settings** icon ⚙ in the menu bar. Click on **All settings**.
   The *Settings* window opens.
2. Click on **Mail** in the left pane.
   Click on **Change IMAP subscriptions** below **Advanced settings**.
3. In the *Subscribe IMAP folders* window, enable the checkboxes of the folders that you want to subscribe to.
4. Click on **Save**.

10.2.4 Accessing other users' shares

In the folder view, you have access to data shared with you by other users. You can define which public or shared address books, calendars or task lists will be displayed in your folder view.

How to access data shared by other users:

1. Open the shared folder at the bottom of the folder view.

   If a user shared data with you, a folder named after the user will be displayed. If the shared data comes from another groupware installation, the user name will be appended with the name of the other domain.

   You are automatically subscribed to shared address books, calendars and task lists. To hide those folders, cancel the subscription in the settings of the respective app.

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