

eXo Collaboration User Guide

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Acknowledgements

This book is produced by the [Wikbook](#) tool. Wikbook is an open source project for converting wiki files into a set of docbook files.

Chapter 1. Get Started With eXo Collaboration

eXo Collaboration is an application offering reliable and robust capabilities of Email, Address Book, Calendar and Chat that helps people achieve their goals and enhance their productivity in the corporate environment.

In particular:

- **Address Book** is a contact manager, allowing you to organize all the contact information. You can use the contact information with other Collaboration applications, such as Mail, Calendar and Chat. The integration of Address Book and other applications in eXo Collaboration will help you enhance your group productivity in the collaborative environment.
- **Calendar** allows you to schedule appointments and meetings, establish recurring activities, create multiple calendars and share calendars with others. With Calendar, it is easy to keep track of all important events/tasks and collaborate with other people, all in one place.
- **Mail** is a webmail application of eXo Collaboration. Mail is smoothly integrated with Address Book and Calendar. Besides typical features of one Mail application, you can also add contacts, create address books or schedule the work right in Mail.
- **Chat** allows you to communicate with other users in you contact book quickly with an easy-to-use integrated text messaging application. You can chat with other people in real time, create chat rooms and add contacts from your Address Book to your friends list. This will save time and enhance the productivity when you want to have an instant communication with your contact without sending mails.

This guide describes normal and advanced features of eXo Collaboration through in-depth examples and simple explanations. After the overall introduction to eXo Collaboration and its applications in **Chapter 1. Get Started With eXo Collaboration**, the guide focuses on the following chapters, each of which is dedicated to one main application of eXo Collaboration.

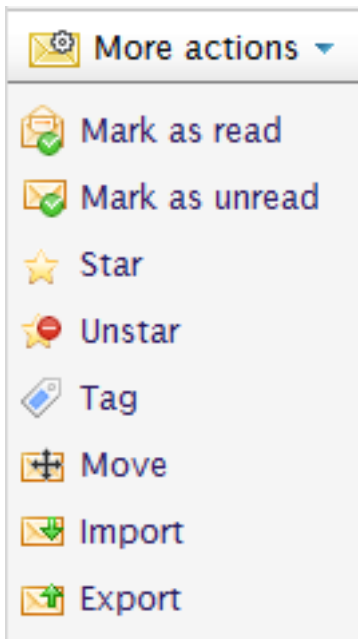
How To Use Mail?	Actions covered in the Mail application with basic and advanced steps.
How To Use Address Book?	Basic actions on how to manage contacts and address books.
How To Use Calendar?	Actions on calendars, events, tasks and another optional features of RSS, Calendar settings, calendar groups and categories.
How To Use Chat?	Common functions when chatting, such as adding/removing contacts, sending chat texts, or creating chat rooms.
How To Use RSS?	How to keep track of changes through the RSS application and to manage RSS feeds via categories.

1.1. User Interface features

The eXo Collaboration interface is featured with many easy-to-use features.

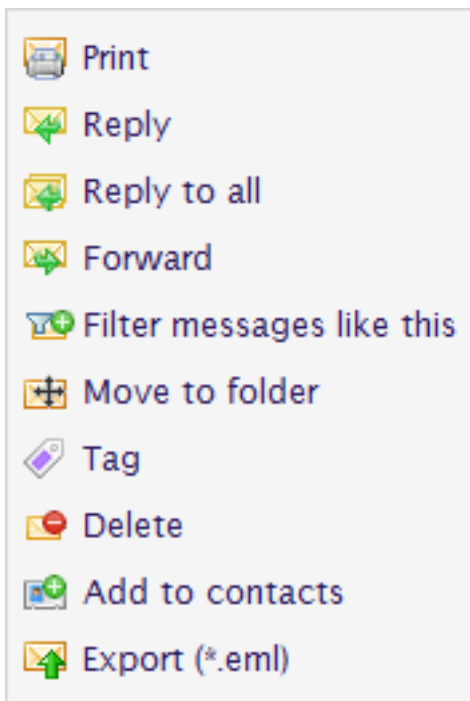
- **Drop-down menus**

Some action buttons have a small down-arrow icon next to them. Click directly the button to see many options.



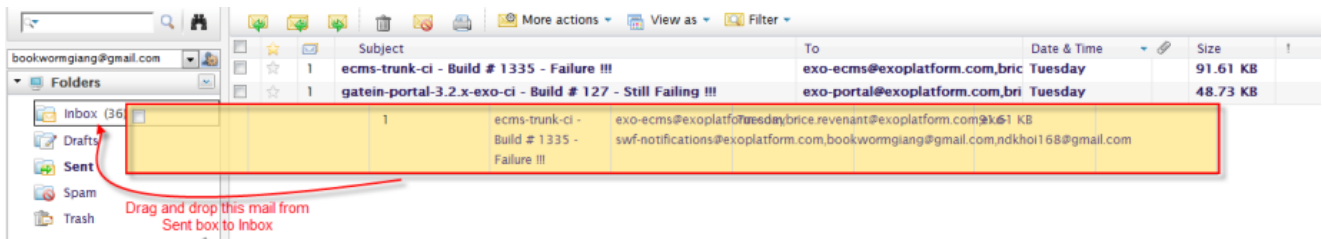
- **Right-click menus**

Right-click the items (such as folders, emails) to display a set of functions for you to do on that item. This is an example of the right-click menu on an email of the Mail application.



- **Drag and drop**

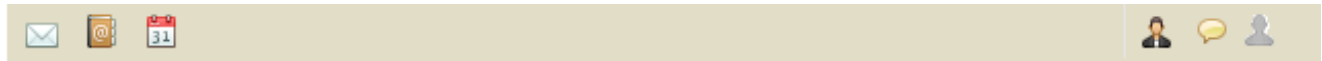
Select one item, such as email, task, event, contact and then drag and drop it to another object, such as mail folder, or address book.



1.2. Access applications in eXo Collaboration

1.2.1. From Chat bar

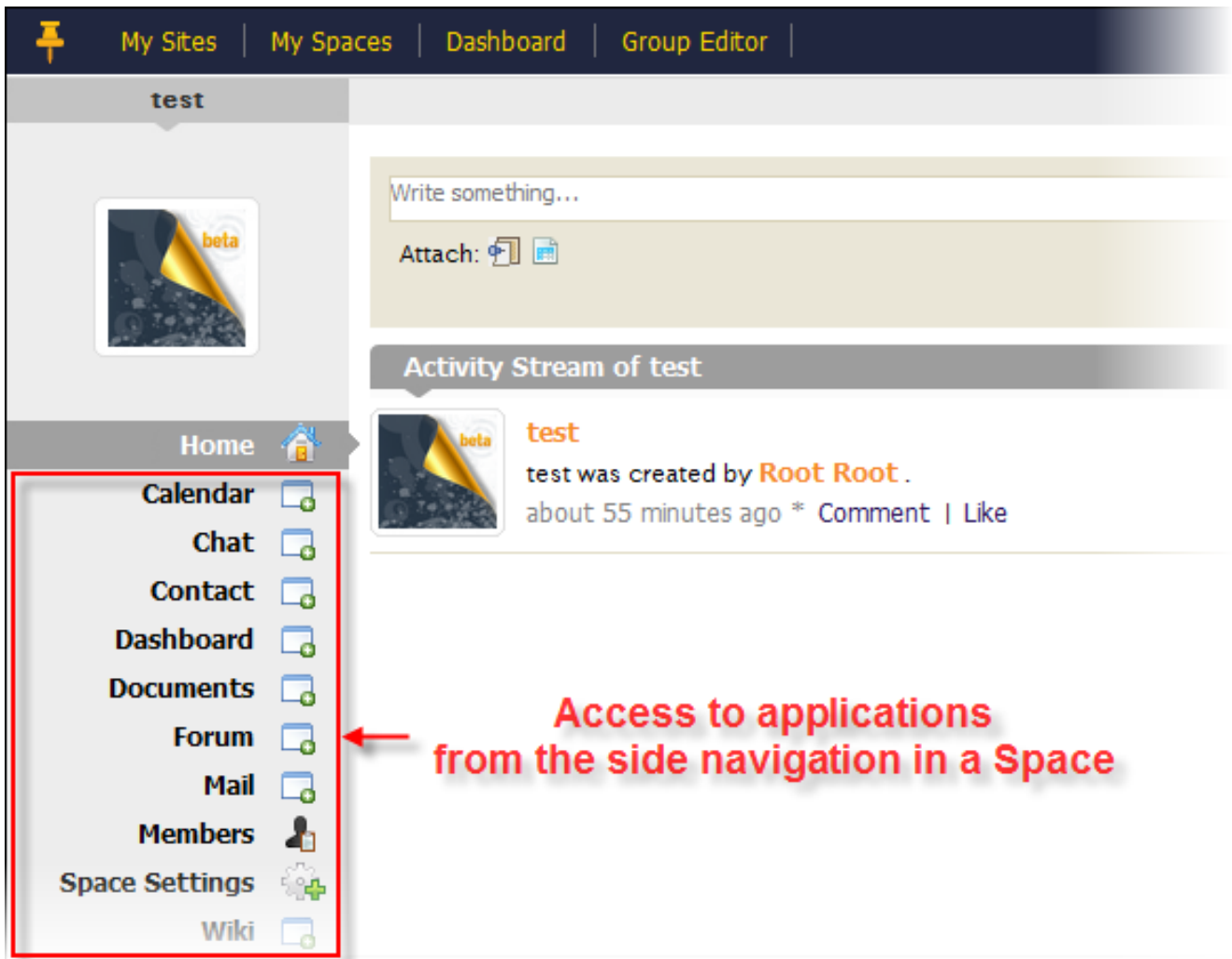
eXo Collaboration features a bar locating at the bottom that helps you access your desired application quickly. That is, when you are in the Address Book homepage and want to go to Calendar to add a new event, simply click the Calendar icon at the bottom.



Not like other applications in eXo Collaboration which have most common actions done via the context menu, the Chat bar allows you to do common actions directly, such as creating chat rooms, adding new friends, changing status. This bar is also the dock for all the minimized chat windows. You will see the notification about new chat messages in this bar when the related chat windows are minimized. This will be very convenient when you have to keep the conversation with many colleagues or in different chat rooms.

1.2.2. From Space

eXo Collaboration is an extended service of eXo Platform, so when being deployed into eXo Platform, you can access eXo Collaboration applications from the side navigation of a Space.



This side navigation may be differently displayed, depending on each space. The applications on the side pane can be added by the Space Administrator.



Note


Remember that you can also access applications of Space via the administration bar.

Chapter 2. How To Use Mail?

After reading this chapter, you should know how to perform these following tasks:

- [Create and use multiple accounts, so different email addresses can be displayed in the same web interface.](#)
- [Get mails and change view modes.](#)
- [Read emails with many optional actions.](#)
- [Compose mails easily with attachments, and your signatures.](#)
- [Reply, forward messages to another users, print messages if needed.](#)
- [Export, or import messages.](#)
- [Categorize messages by folders, tags, or filters.](#)
- [Search for messages with Quick search and Advanced search.](#)
- [Create an event; accept/deny an event invitation; import the invitation into your calendar to set reminder.](#)
- [Add new address books or contacts; edit, delete contact details in Mail just like in Address Book.](#)
- [Change mail settings to your desire.](#)

2.1. Create a Mail account

To get mails from other mail services, you first need to create a mail account in the Mail application which connects to another mail POP3 or SMTP supported servers, such as Gmail, Yahoo! Mail, Hotmail, GMX, Cyrus, Exchange Server. The Mail application of eXo Collaboration allows you to get mails from different mail services at one place. To start creating a new mail account, click  and then select **Add account** from the

drop-down menu. The **Create a new account** form will appear. After completing information at each step, simply click **Next** to go to the next step, or **Back** to return to the previous step to edit your input. Also, left-click one of the number boxes at the left bottom of the **Create a new account** form to go to the relevant step directly.



Note

The asterisk (*) next to any field means that it is mandatory to fill in this field.

1. In Step 1, fill your account name and brief description.

Create New Account

Step 1: Account Name & Description

- Enter a name to identify this account. For example, "Marry at work".
- Give a short description about the account. For example, "Emails at work".

Account Name *

Description

Steps: **1** 2 3 4 5

Next Cancel

2. In Step 2, configure identification settings for your mail.

Create New Account

Step 2: Mail Identity Settings

- The mail identity is the display name and the email address used in your emails. Each mail account has an identity which is displayed to the recipients of your emails.

Your Display Name *

Email Address *

Reply-to Address

Signature

Steps: 1 **2** 3 4 5

Back Next Cancel

Field	Description
Your display name	The name to be displayed when you use the account. This name will be displayed with your email address

Field	Description
	when you compose a new message.
Email address	The email address corresponding to your created account that must be a valid mail address.
Reply to Address	The email address which receives all replies.
Signature	The identification text which are automatically inserted at the bottom of your sending messages.

3. In Step 3, give the server information.

Create New Account

Step 3: Server Information

- Select the type of the mail service that you are using.
- Enter the incoming and outgoing mail servers, for example, mail.yourcompany.com.
- If in doubt, contact your system administrator.

Service type:

Incoming Mail Server: *

Use Incoming SSL: ☒

Outgoing Mail Server: *

Use Outgoing SSL: ☒

Steps: **1** 2 3 4 5

Back Next Cancel

Field	Description
Server type	<p>Type of the mail server. Select either of two types supported by your mail server:</p> <p>* POP3 (Post Office Protocol version 3) which is a protocol to get email from a remote server. This type is selected by default.</p> <p>* IMAP (Internet Message Access Protocol) which retrieves emails from a remote server over a TCP/IP connection.</p>
Incoming mail server & Outgoing mail server	The Incoming Mail Server (POP3) and Outgoing Mail Server (SMTP) of your current email provider.

Field	Description
	Each email provider has different Incoming Mail Server and Outgoing Mail Server settings. By default, the value of this field is "pop.gmail.com" and "smtp.gmail.com" which are the settings for Gmail. For settings of other mail servers, you can find the information on their website. See More about Incoming & Outgoing mail server for more information.
Use incoming SSL	This option allows using SSL (Secure Sockets Layer) or not. SSL is a cryptographic protocol which provides secure communication on Internet, such as web browsing, email, Internet faxing. Incoming SSL allows using SSL to check incoming emails.
Use outgoing SSL	This option is to use SSL to send mail in the Mail application.

4. In Step 4, you can configure other account properties as below.

Create New Account

Step 4: User Name & Password

- Enter your username and password to connect to the mail server. For example, "mary@gmail.com" and "password".

Username: *

Password: *

Save Password ☒

Do not download all messages (IMAP only). ☒

Limit to Messages Arrived Since

Steps: **1** 2 3 **4** 5

Back Next Cancel

Field	Description
User name	The email address which is used in Mail.
Password	The password that corresponds to your email address. It will be used to archive your mail in 'User name' as you use it to sign in your mail.
Save password	Tick the option checkbox to avoid entering your

Field	Description
	password again for each mail check.
Do not download all messages (IMAP only)	Check this option to not download all messages.
Limit to messages arrived since	Enter the time to limit the downloaded messages.

5. In Step 5, verify your inputted information.

Create New Account

Step 5: Verify Information
- Please verify that the information below is correct before completing the setup and exiting the Account Wizard.



Account Name David Klein
Your Display Name eXo David Klein
Email Address eXo_DavidKlein@gmail.com
Incoming Mail Server imap.gmail.com
Service type imap
Fetch New Messages From Inbox
Start Downloading Messages Now ☐

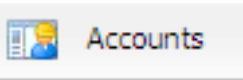
Steps: 1 2 3 4 5

Back Finish Cancel

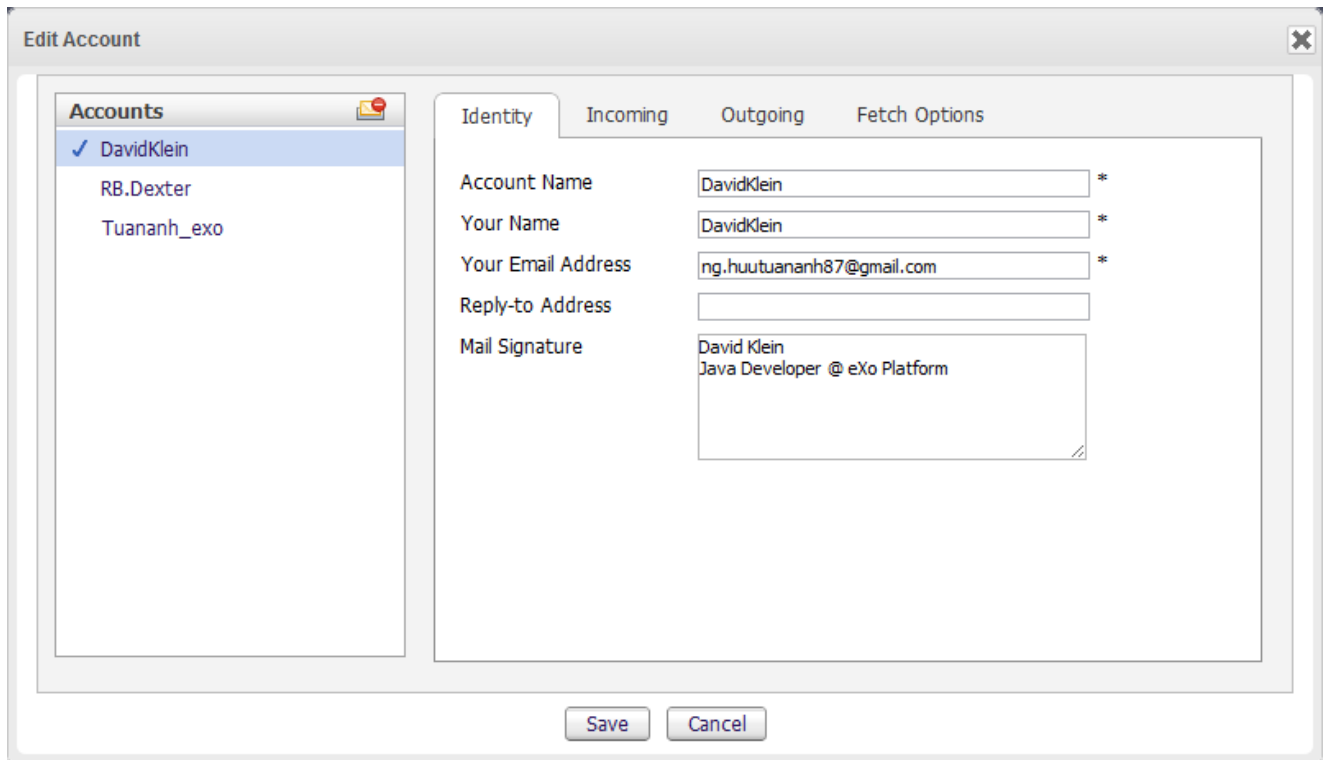
Select the **Start downloading messages now** checkbox to get messages automatically right after your account is successfully created. If all of your information is correct, click **Finish** to complete.

2.1.1. Edit your account details

To make changes to your account, simply click  on the left pane and select  from the drop-down menu;

Or, select  on the toolbar.

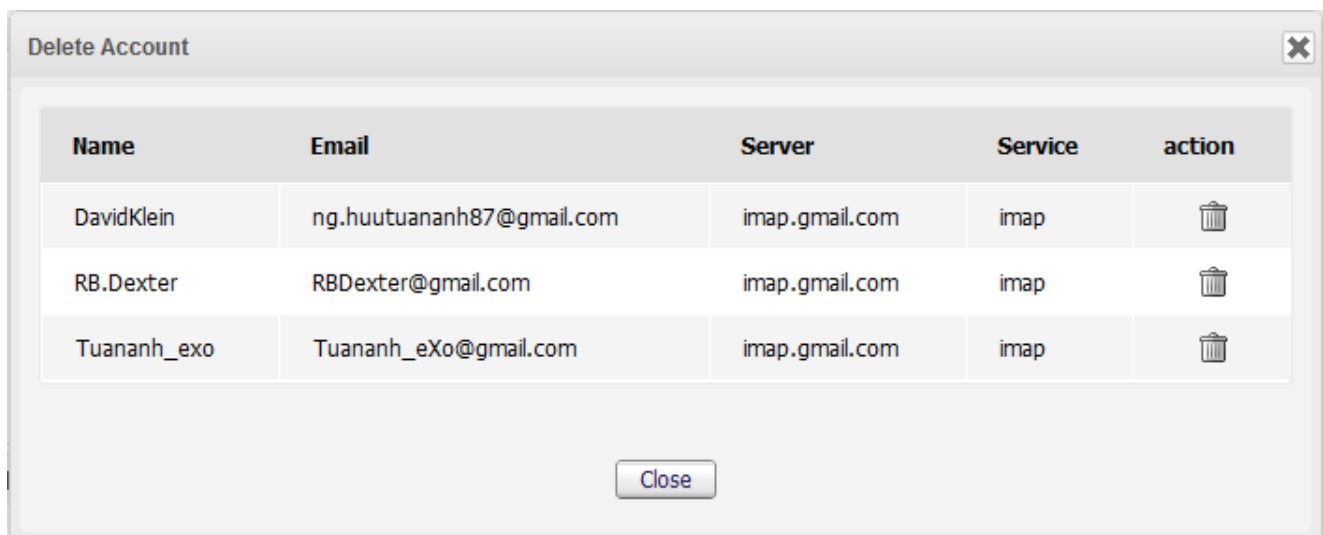
The **Edit Account** form will appear, allowing you to change information about **Identity**, **Incoming**, **Outgoing** and **Fetch Options**.




2.1.2. Delete your account

If you use multiple accounts, you can delete any unused mail accounts.



1. Select the account from the accounts list, then click  on the left pane and select **Delete account** from the drop-down menu.



2. Click  corresponding to the account and then select **OK** to confirm your deletion.



Note

You can also delete one account in the **Edit Account** by selecting the relevant account which is marked with , and then click  to delete the marked account.

2.1.3. More about Incoming & Outgoing mail server settings

The following reference introduces some common Incoming and Outgoing Mail Server settings. Provided that you are aware of the server type and name, you can start creating Mail accounts quickly. If you do not see your mail service in this list, find these settings on the mail provider websites. Remember that the Mail application only supports POP3 and SMTP mail servers.

Yahoo! Mail Settings

- Yahoo Incoming Mail Server (POP3): pop.mail.yahoo.com (port 110)
- Yahoo Outgoing Mail Server (SMTP): smtp.mail.yahoo.com (port 25)

Google Gmail Settings

- Gmail Incoming Mail Server (POP3): pop.gmail.com (port 995)
- Gmail Outgoing Mail Server (SMTP): smtp.gmail.com (port 465)

HotMail settings

- Hotmail Incoming Mail Server (POP3): pop3.live.com (port 995)
- Hotmail Outgoing Mail Server (SMTP): smtp.live.com (port 25)

MSN Mail settings

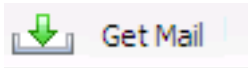
- MSN Incoming Mail Server (POP3): pop3.email.msn.com (port 110)
- MSN Outgoing Mail Server (SMTP): smtp.email.msn.com

AOL Mail Settings

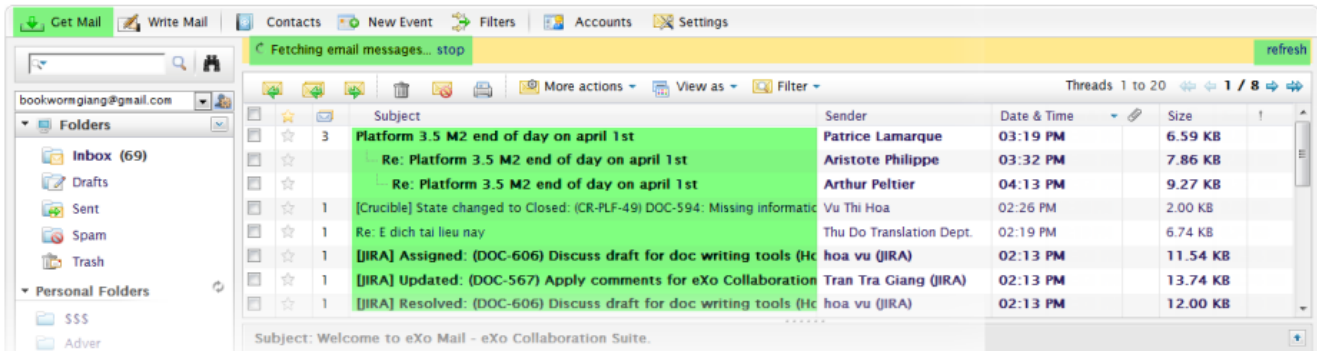
- AOL Incoming Mail Server (IMAP) - imap.aol.com (port 143)
- AOL Outgoing Mail Server - smtp.aol.com

2.2. Get mail


This function is used to receive messages from the remote mail servers and forward them via SMTP, so it can be read in Mail. It supports any mail servers with POP3, IMAP, SMTP, such as Gmail, Hotmail, Yahoo! Mail, GMX, MS Exchange.

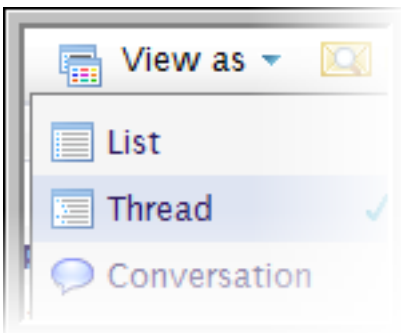
1. Click the folder you want to check for new mails. If no folder is selected, the default folder will be **Inbox**.
2. Click  on the toolbar. The status notification with 'Fetching email messages...' shows

that emails are being loaded. All arrived mails are shown in the messages pane. Click **Refresh** if you want to refresh the fetching mails:



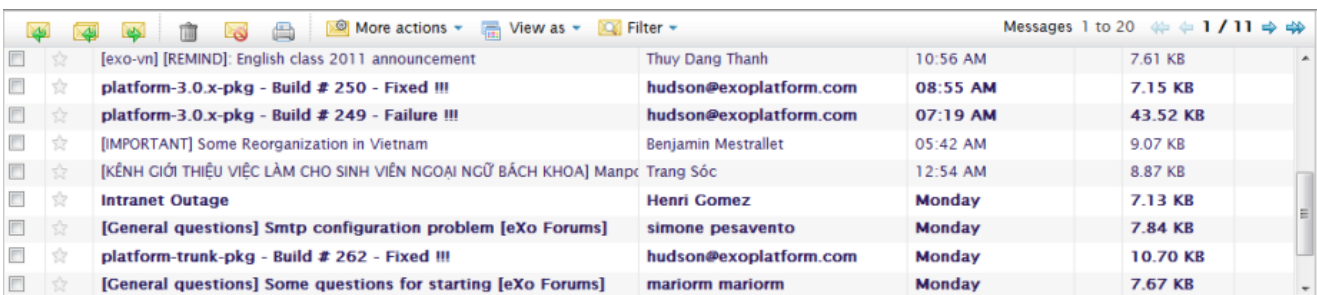
2.3. Mail views

This function offers three options for viewing messages in your mailbox. Messages are displayed by date, where receipt hours are for today mails and dates are for mails received in previous days. You simply toggle between these three views by clicking **View as** and selecting either of the views. The selected view is marked with .



2.3.1. List view

In this view mode, all messages are arranged as a list.



2.3.2. Thread view

Messages are arranged as a tree structure. All replies are shown as sub-nodes. When you click one message, its content is displayed in the message details pane with blockquotes containing contents of the parent messages.

Message details pane

Subject: Re: Platform 3.5 M2 end of day on april 1st

Aristote Philippe <philippe.aristote@gmail.com> To: exo-plf@googlegroups.com

Friday, 25

Reply to all

Hello,

I see the following plan:
 End Of Dev : 01/04 (02 is a working day in VN)
 TC : 06/04 - 13/04
 Release : 15/04 - 18/04 (it's a weekend...)

be aware that the Vietnam office will be off on the 11th and 12th of April. Regarding the TC, Arthur and I will be absent on the 2nd and the 4th of April.

Regards
 Philippe

On Fri, Mar 25, 2011 at 3:15 PM, Patrice Lamarque <patrice.lamarque@exoplatform.com> wrote:
 Hello,

Platform 3.5 milestone 2 is approaching.
 The end of dev has been set on April 1st (before anyone says...no, its not an april's fool joke....).

You can find the information related to that milestone release on [Platform 3.5-M2 page](#).

2.3.3. Conversation view

When this view mode is selected, only the subject of parent message and the number of replies in the conversation are displayed in the messages list pane. When being opened, all messages are shown in the message details pane with separate reading pane which can be expanded by left-clicking the relevant reading pane.

Reading pane

Subject: Platform 3.5 M2 end of day on april 1st

Patrice Lamarque <patrice.lamarque@exoplatform.com> Hello, Platform 3.5 milestone 2 is approaching. The end of dev has been set on April 1st (b ... Friday, 25

Aristote Philippe <philippe.aristote@gmail.com> Hello, I see the following plan: End Of Dev : 01/04 (02 is a working day in VN) TC : 06/04 - ... Friday, 25

Arthur Peltier <arthur.peltier@exoplatform.com> To: exo-plf@googlegroups.com

Friday, 25

Show details Friday, 25

Reply to all

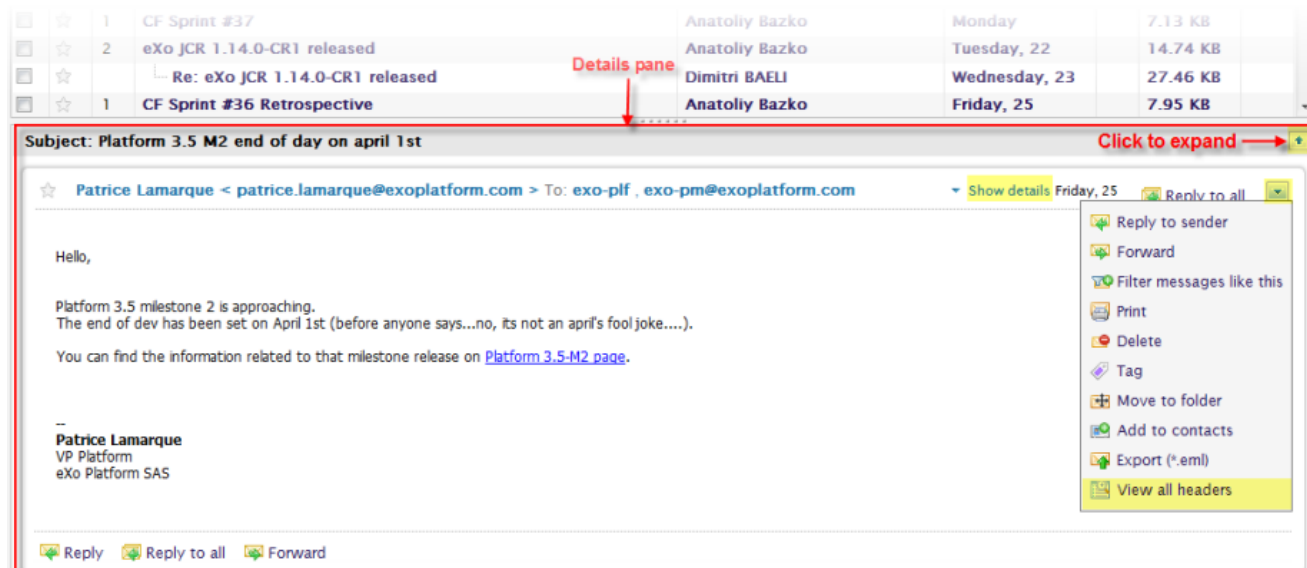
Just to add to what Philippe has said,
 please also note that I will be on vacation the 13th-15th (Myanmar... so no internet)

KR,
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arthur.peltier@gmail.com
 Skype ID : arthur.peltier

2.4. Read email

If you want to read an email, simply left-click your preferred mail in the mails list and then scroll down to read email in the details pane.

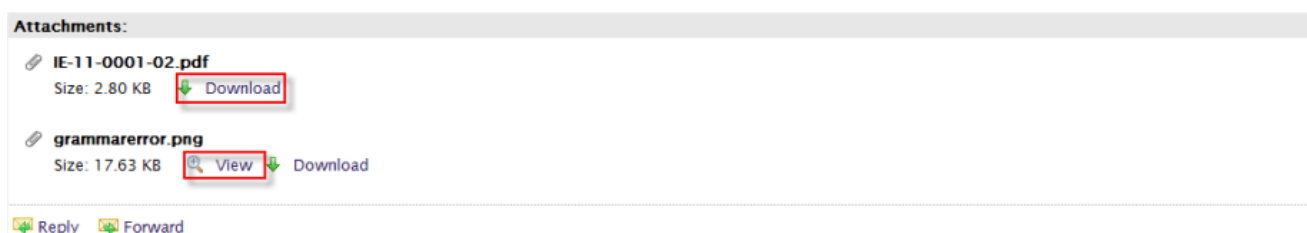


When you read an email, you can perform many actions:

- [Download attached files](#)
- [View the full header of a messages](#)
- [Mark a message as read, or unread](#)
- [Star a message](#)
- [Report a message as spam](#)
- [Delete a message](#)

2.4.1. Download attached files

If your received mail contains any attached file, you can see their details, such as file name, type and size right in the **Attachments** pane of the currently opened message.




Click  **Download** to get the file. If the uploaded file is image, you can also click  **View** to preview the image without downloading.

2.4.1.1. Download and save attachments to Document Management System

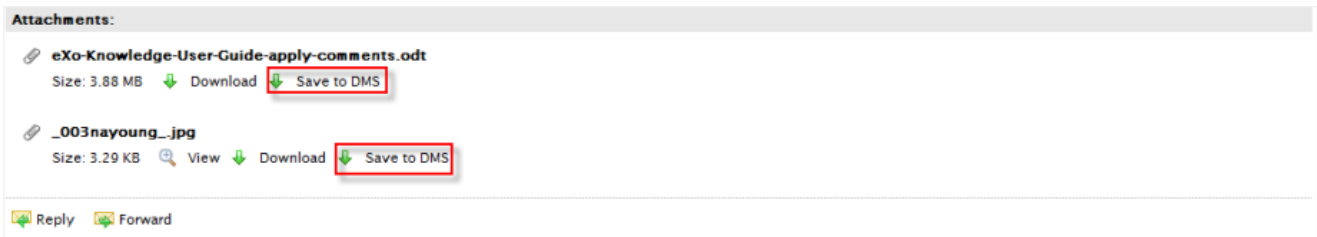


Note

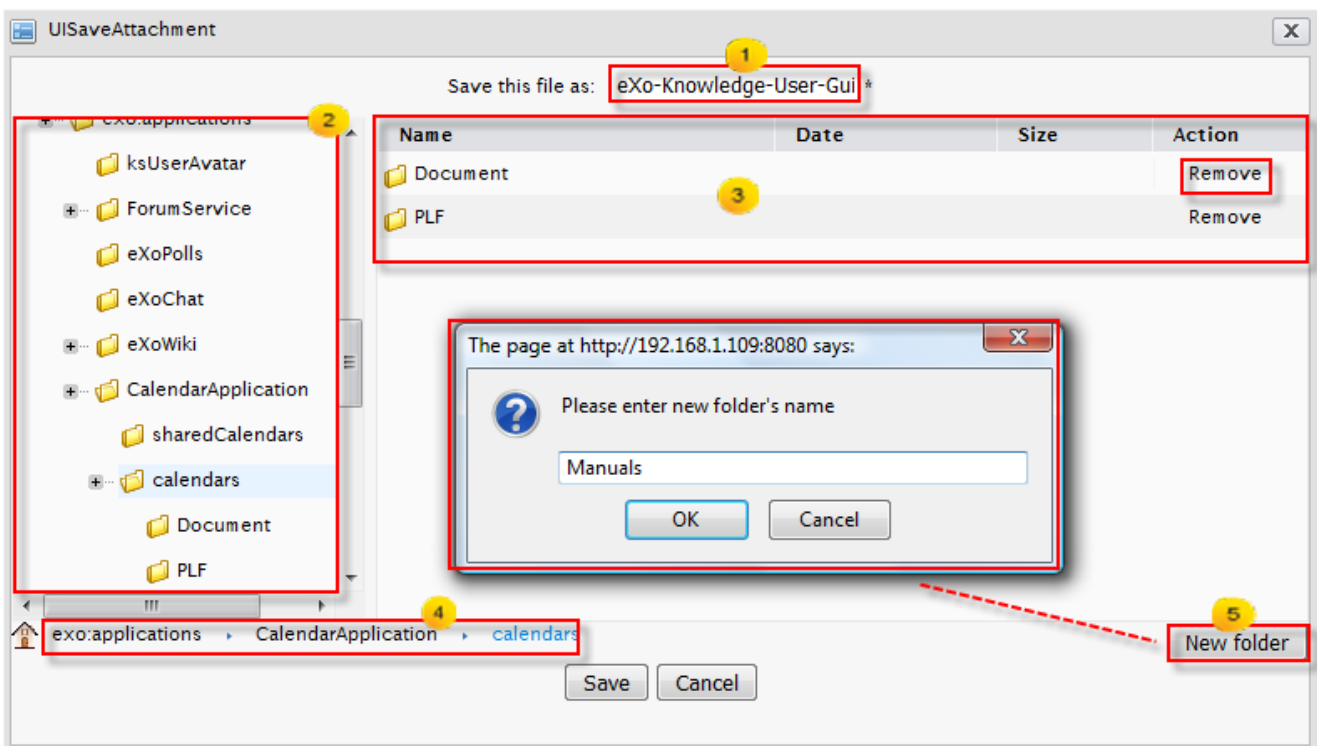
Saving attachments to DMS is only existed in eXo Platform 3.5 or higher. It means that if eXo Collaboration is run as a standalone application, you can not see the **Save to DMS** button.

Besides downloading attachments to your local system by clicking  **Download** as usual, you can save them to the Document Management System (DMS) as follows:

1. Go into the Mail application and open the mail with attachments.








2. Click **Save to DMS** to open the **Save attachment** form.



3. Browse and select the folder where the attached files are stored.


In this form, you can:

Fields	Functions
	Change name of the downloaded file into DMS.
	Browse user drives/folders.
	View folders and files of the currently opened drive/folder. In this pane, you can remove the folder clicking Remove next to the relevant folder.
	View the path of the selected location.
	Click New Folder to create a new folder by entering the new name in the Create new folder form.

4. Click **Save** to finish your saving to DMS, or **Cancel** to quit without saving.

2.4.2. View the full headers of a message

The header's information is displayed by default, including email addresses of the sender and receivers and the mail subject. If you want to view full headers of a mail, do as follows:

1. Open the message which you want to view its full headers.
2. Click  at the right corner of message's content and select **View Full Headers** from the drop-down menu.

All message headers are then appeared in the pop-up window.

2.4.3. Mark a message as read

You can mark one or more messages as read by removing the bold format of message.

The first way:

1. Select checkboxes corresponding to messages you want to mark as read.
2. Click **More Actions** and select **Mark as read** from the drop-down menu.

The second way: This way is used to mark all unread messages in a specific folder.

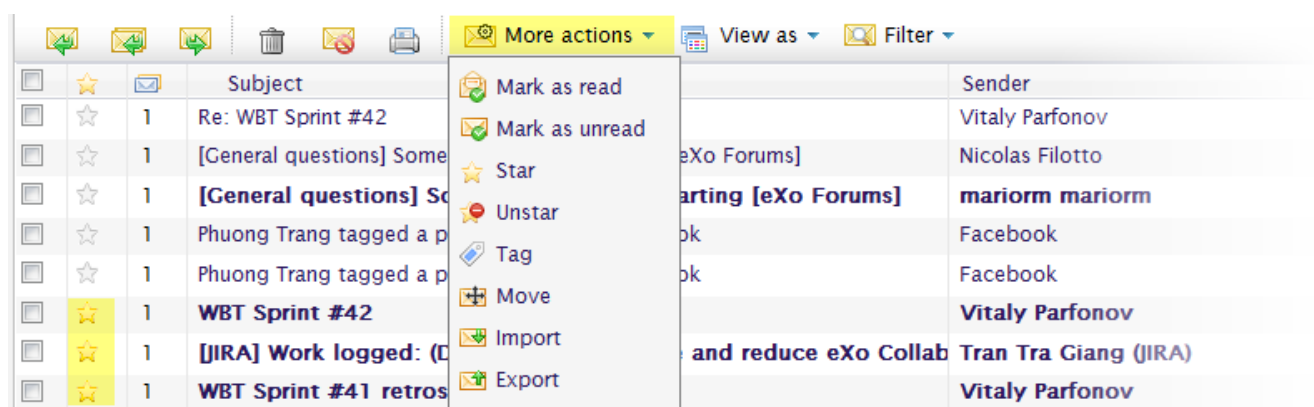
1. Right-click the folder which contains messages you want to mark as read.
2. Select **Mark all read** from the drop-down menu.

After being marked all as read, all unread messages inside the folder will be marked as read.

2.4.4. Mark as unread

1. Select the messages you want to mark as unread.
2. Click the **More Actions** and select **Mark as unread** from the drop-down menu.

2.4.5. Star a message



The first way:

Select messages, then click **Star** from the **More Actions** drop-down menu on the action bar.

The second way:

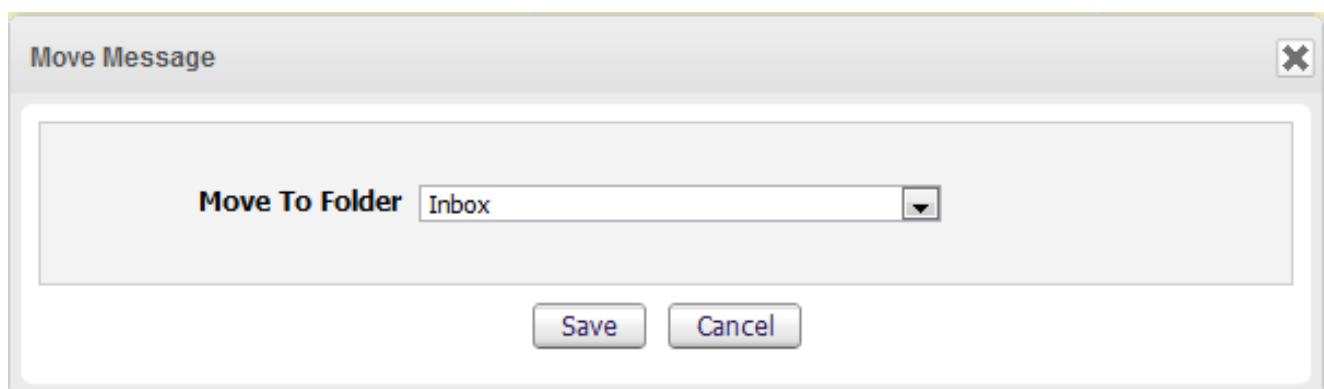
In the messages list pane, click the grey **Star** icon next to the message you want to add a star.

After marking, the selected messages will be appended with , so that you can recognize them quickly.


To unstar one email, simply select **Unstar** from the **More Actions** menu on the action bar or click  next to the message.

2.4.6. Move a message to other folders

1. Select the message you want to move by ticking their checkboxes.
2. Right-click these messages and click **Move to folder** from the drop-down menu.
3. Select one destination folder in the **Move Message** form.
4. Click **Save** to move messages to the selected folder.




2.4.7. Report a message as spam

To report an email as spam, simply select the relevant email and click  on the action bar.


The selected email will be moved to the **Spam** folder. Go into the **Spam** folder to verify that the selected message has been moved to it.

After reporting a message as spam, the messages from the sender who has been reported as spam will be automatically moved to the **Spam** folder.

To move the spammed email from the **Spam** folder, go to the **Spam** folder and then select your desired message and click  on the action bar.

Once the message was removed from the **Spam** folder, all messages from its sender will be received normally.

2.4.8. Delete messages

 Write Mail

Compose New Message

Send
 Save in Drafts
 Discard
 Attach a Local File
 Priority
 Editor
 Options

From : sirme <sir.me87@gmail.com>

To : exo-vn@gmail.com


[CC](#) | [BCC](#)


Subject : Introduction of eXo


B *I* U ABC Format Font Size


Dear customers,


Beginning as an Open Source project in the year 2002, eXo is well-known as the industry's first Java portlet container. With the aim of dominating the potential portal market through robust and easy-to-use applications, eXo Project succeeded in attracting consumers in the whole world. eXo actually opened the floodgates to various options in many markets, and customers have been choosing eXo as the best method for their success. The eXo Platform™ software is a powerful Open Source corporate portal and content management system. Users of the platform have a customized


 Send


 Save in Drafts

 Discard

 Attach a local file

 Priority ▾

 Editor ▾

 Options ▾

From :
To :

John <ng.huutuananh87@gmail.com>
John <ng.huutuananh87@gmail.com>
Maty <sir.me87@gmail.com>

From : John <ng.huutuananh87@gmail.com>

To : Fernando Felipe<fernando-felippe@gmail.com>, Mathew Pette<mathew-pette@exoplatform.com>,
[CC](#) | [BCC](#)

18

To :	f
Subject :	Fernando Felipe<fernando-felippe@gmail.com> Francis Feye<francis-feye@hotmail.com> Franco Jose<franco.jose@gmail.com>

The **second way**: Select one or more contacts from your Address book.

1. Click the **To** button.

The **Contacts** window listing all of your contacts will appear:

The Contacts window displays a search bar, a 'Send To All' checkbox, and a dropdown for 'Address Book' set to 'My Contacts'. Below is a table of contacts:

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Kevin Dent	KevinDent@exoplatform.com
<input type="checkbox"/>	Fernando Felipe	FernandoFelippe@exoplatform.com
<input type="checkbox"/>	David Klein	DavidKlein@exoplatform.com
<input type="checkbox"/>	Mathew Pette	Mathew-Pette@gmail.com
<input type="checkbox"/>	Franco Jose	Franco-Jose@gmail.com
<input type="checkbox"/>	Francis Feye	Francis-Feye@yahoo.com
<input type="checkbox"/>	Jose Marrie	J.Marrie@gmail.com

At the bottom right, it shows 'Total pages: 1' with navigation buttons. At the bottom center are 'Add', 'Replace', and 'Close' buttons.

2. Select the checkboxes of the contact to receive your message. You can search for email addresses in a specific address book by typing the contact name in the search box and select an Address book to search:

The Contacts window is shown with the 'Address Book' dropdown menu open, displaying a list of address books:

- All Contacts
- Personal Address Books**
 - My Contacts (highlighted)
 - Collected Addresses
- Public Address Books**
 - executive-board
 - administrators
 - users

The contact list below shows the first three contacts with their checkboxes selected.

<input checked="" type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	Kevin Dent	KevinDent@e
<input checked="" type="checkbox"/>	Fernando Felipe	FernandoFelip
<input checked="" type="checkbox"/>	David Klein	DavidKlein@exoplatform.com

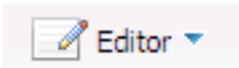
Also, select **Send to all** option if you would like to send mail to all contacts or specific groups. Click **Add** to



add the selected email addresses to the **To** box or click **Replace** to replace the current email addresses with the new selected email addresses.

3. Enter a few words into the **Subject** box to give the general topic to receivers.

4. Enter your message in the text-input field. You can use this toolbar to format the message text:



Click  on this toolbar to switch between **Rich text** and **Plain text** editors. If **Rich text** is selected, the message text can be composed with format tools; while the **Plain Text** only allows you to compose a message with the simple text format.

5. Click  to send the message when you are satisfied with the content. Click  to exit the **Compose a new message** window if you want to quit composing.



Note

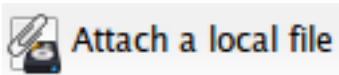
You can use **CC** and **BCC** to send mail to more than one person easily and quickly.

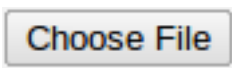
- Use the **CC** (carbon copy) box for the addresses of people you want to send a copy of the message to other recipients. Everyone who receives your message can also see the addresses in the CC box. If someone responds to your message using "Reply to all", the carbon-copied recipients also receive the message.
- **BCC** (blind carbon copy) mails are private to the sender and the BCC recipients. Use BCC when you want to send the message to undisclosed recipients. It means you send the message to people and they don't know about other recipients. Addresses listed in the BBC box will not receive replies sent to this message.

See also:

- [Attach files to a message](#)
- [Change the signature of your message](#)
- [Save a message as draft](#)
- [Set priority level](#)
- [Change message preferences](#)


2.5.1. Attach files to a message

1. Click  to open the **Attach files** window.

2. Click  to select a file on your computer, then click **Open**. The selected file will be then

uploaded.

3. Go back to the **Compose a new message** window, you will see the attached files shown in the **Attachments** area.

If you decide not to include an attached file before you send the message, just click  next to the attached file.

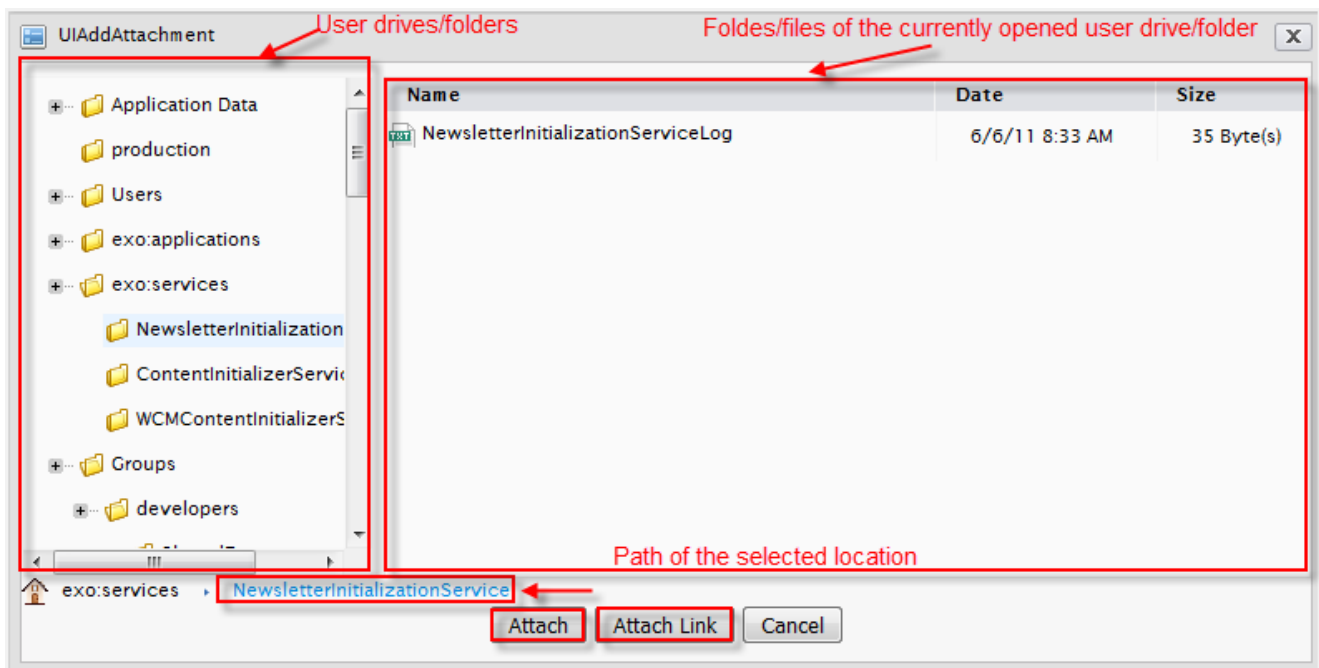
2.5.1.1. Attach a server file

This function is only featured since eXo Platform 3.5, allowing you to browse and attach one file from your server as follows:

1. Click the down-arrow icon next to **Attach a local file**, then select **Attach a server file** in the **Compose a new message** form as below.

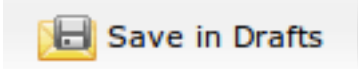


2. Browse the user drive/folder containing the file to be attached in the left pane of UIAddAttachment form. In the right pane, select a file or relevant folder to go into your desired file.



3. Click **Attach** to upload your selected source file into the message; Or click **Attach Link** to get the link pointing to the selected source file that is shown in your message body. The **Attach Link** function allows your mail receivers to download the attached source file just clicking the relevant link.

2.5.2. Save a message as draft

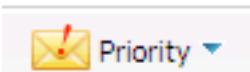
Click  if you are not ready to send an email message and want to save it as draft

in your **Drafts** folder for sending later. You can also save a draft, and then send the message keeping a copy in

the **Draft** folder.

2.5.3. Set priority level

The priority level allows the recipients to see if the message is at high, low or normal importance upon arrival. If you have to send a lot of emails that are very important for people to see right away, you can set them as high priority, so they will view them as soon as possible. This is an useful tool to use when sending emails. Setting the mail priority level is only few clicks away:

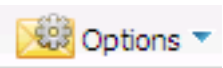
Click  to your preferred set priority level for the composed message. There are 3 levels:

Low, Normal and High. The message is sent with the **High** priority, the "!" icon is marked in red. The message is sent with the **Low** priority, the exclamation mark icon is gray. By default, the message is sent with the **Normal** priority.

2.5.4. Change the signature of your message.

A message signature is an identification text which are automatically inserted at the bottom of your sending messages. You can change this signature by [editing your account details](#).

2.5.5. Change message preferences

Click  to set to another preferences. At present, you only have the Return Receipt option that

allows the sender to receive a notification mail to inform that the receiver already read your message. The sender will receive the notification only when the mailbox of the receiver has been configured in the [Mail settings](#).



Note

Sent mails will be saved in the **Sent** folder. In case the receipt emails do not exist in your Address book, they will be added automatically to the **Collected Address** in the **Contact** application.


2.6. Reply to a message

You have two options to reply to a message:


- [Reply to the sender only](#).
- [Reply to all recipients of the message](#).

To reply to a sender:

1. Open the **Reply** form in one of these ways:

The first way: Select the message in the list that you want to answer by selecting its checkbox, then click  on the action bar.


The second way: Right-click the message you want to reply and select the **Reply** item from the drop-down menu.

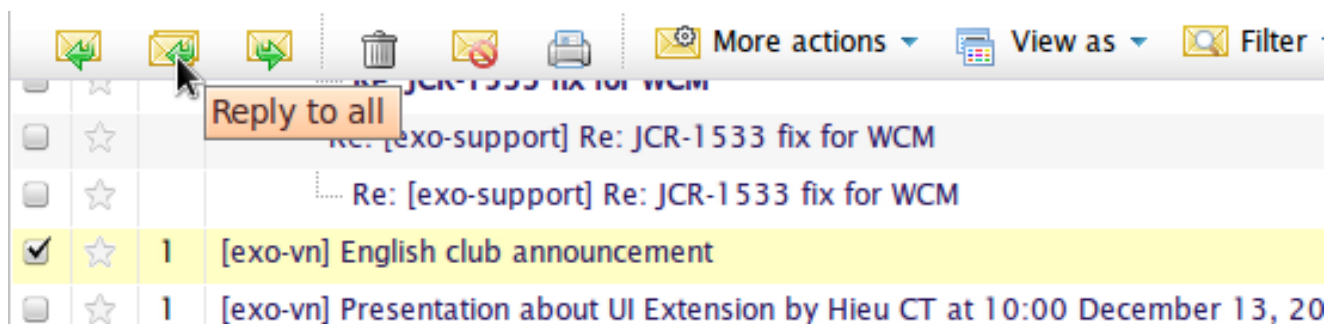
The third way: Open the message that you want to reply, then select  [Reply](#) at the upper right corner of the message content.

2. Compose the message content in the **Compose a new message** window that appears.

3. Click  **Send** to send the reply.

To reply to all, do as follows:

1. Select the message in the list that you want to reply to all by selecting its checkboxes and click  [Reply](#) ;




Or right-click the message, then select **Reply to all** from the drop-down menu.

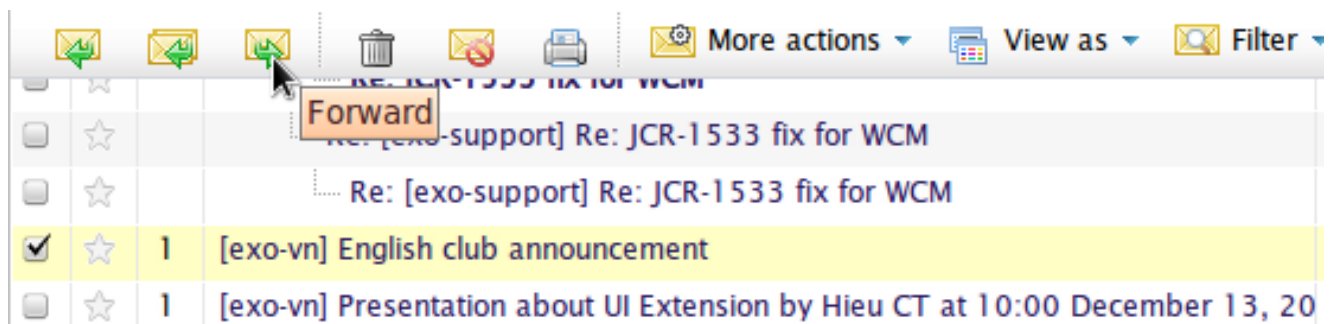
2. Compose your reply message in the [Compose a new message](#) window, then click  **Send** to send your reply.

2.7. Forward a message

When you forward a message, you send a message that you have received to someone else. You can also add your own message to the forwarded message before you send it.

Read below to find out how:

1. Select the message which you want to forward and then click  on the action bar:



or you can open the message which you want to forward, click down-arrow button to show available related actions then click **Forward** in the context menu.

The **Compose a new message** window will be displayed with the original contents of the message you want to forward.


2. Enter the address of the recipient that you want to forward to.

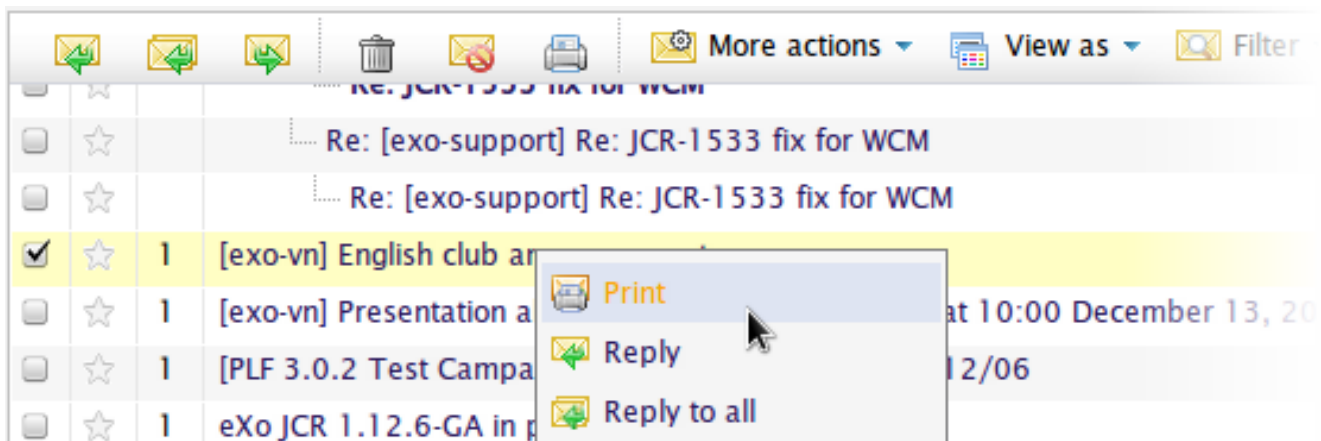
3. Edit a message if necessary then click  **Send** to forward the message.


2.8. Print a message

This function helps you take a copy of email message with you, provided that your computer has access to a printer, either directly or through a network connection.

Right-click the message which you want to print and click **Print** from the drop-down menu;

Or, select the relevant messages in the messages list, then click  on the action bar;



Or, click  at the right corner of an open message's content, then click **Print** from the drop-down menu.

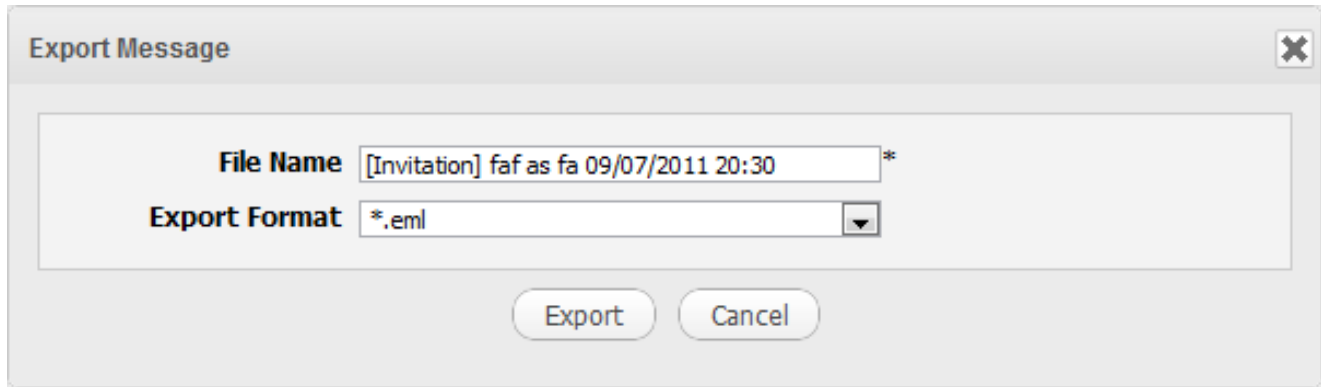
The **Print preview** form will be displayed, click **Print** to start printing.

2.9. Export messages

Use this function when you want to back up your messages or want to immigrate messages to another account. Messages are exported in a *.eml file.

1. Right-click the message that you want to export, then select **Export** in the context menu. Check the message to export by selecting its checkboxes and then select the **Export message** in the **More Actions** context menu.

The **Export Message** form will appear:



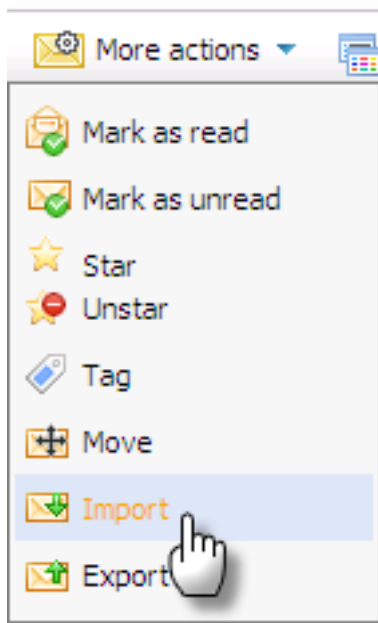
2. Enter the file name and select the export format.
3. Click the **Export** to accept the exporting file.

2.10. Import messages

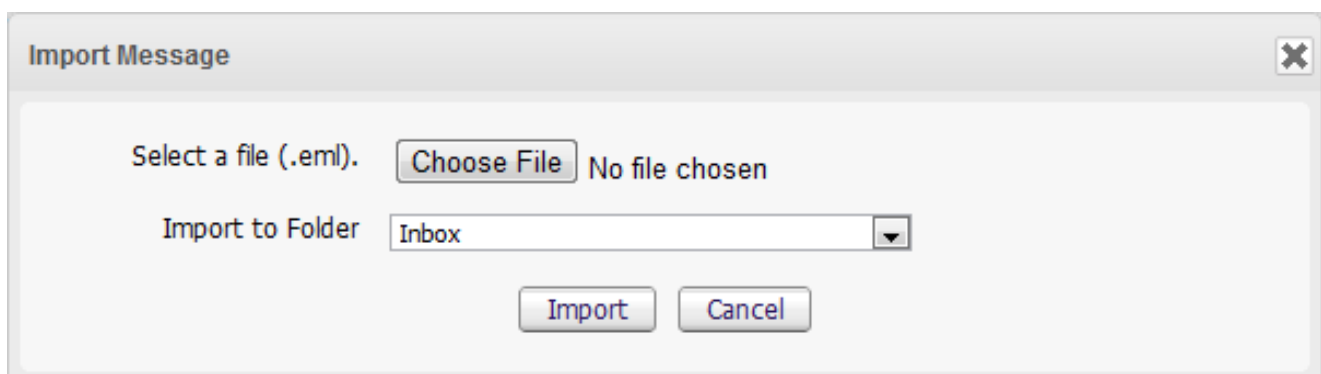
The function is used to import messages from your computer to a folder of your choice in Mail.

To import messages, do as follows:

1. Select the **Import message** in the **More Actions** menu on the action bar:

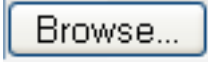



The **Import Message** form will appear:



Details:

Choose file (.eml)	The name of the file which you want to import from your computer.
Import message to folder	The folder into which the message will be imported.

2. Click  to get one file .eml from the computer and then click  to upload the selected file.

3. Complete importing by clicking the **Import** button.



Note

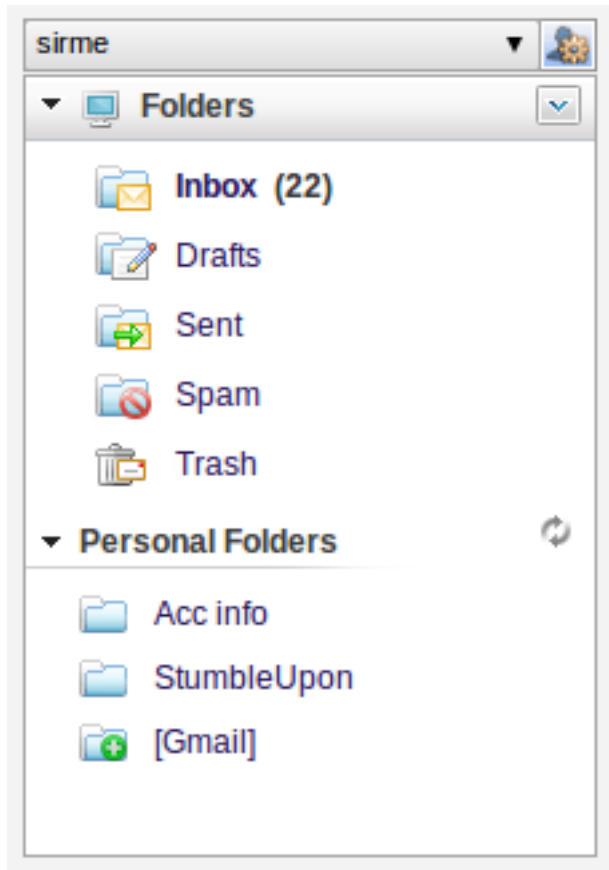
By default, your imported file must be in the *.eml format.

2.11. Categorize messages by folders/tags/filters

2.11.1. Folder

Folder helps you manage your messages more easily and flexibly. Once your new mail account is created successfully, five default folders, including Inbox, Drafts, Sent, Spam, Trash, are automatically generated. You cannot delete, rename or move these folders. These folders are always displayed at the top of your folders list, followed by any folders created by yourself.

Refer to the table below if you want to learn more about these default mail folders.



Details:

Inbox	This folder stores all incoming messages.
Drafts	This folder stores all messages which have been composed but not sent yet.
Sent	This folder stores all sent messages.
Spam	This folder stores all messages suspected of being unwanted messages.
Trash	The tempory storage of deleted messgaes.
Personal Folders	The list of the personal folders which corresponds to the created folders in the sever mail box.

2.11.1.1. Create a new folder

1. Open the **Add a new folder** form by clicking the arrow icon on the **Folders** bar and then select **Add** from the drop-down menu.
2. Type a **Folder name**, then complete adding a new folder by clicking **Save**.



Note

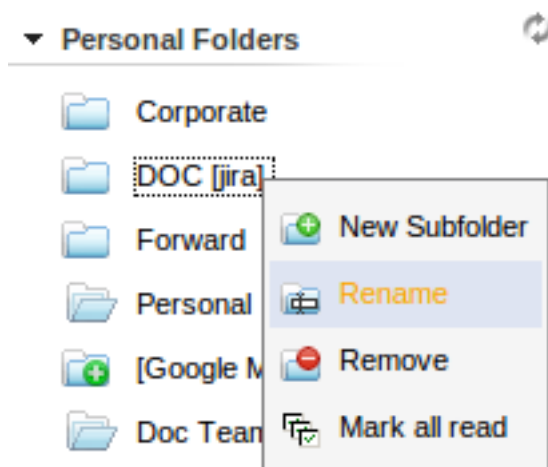
The created folder will be displayed in the Personal Folders section.

You can also create a new sub-folder via the context menu. You can only add new folders, personal folders except for the default folders (Inbox, Drafts, Sent, Spam, Trash). Just right-click the created folder you want to

add, then select **New Sub-folder** in the context menu.

2.11.1.2. Rename a folder

1. Right-click the folder which you want to rename and click **Rename** in the context menu:



2. Enter a new name, then click **Save** to finish.

2.11.1.3. Remove a folder

1. Right-click the folder that you want to remove and click **Remove** from the context menu.
2. Click **OK** in the confirmation message to confirm deleting.

2.11.2. Tag

Tag is used as a label which allows filtering or categorizing messages from different folders. They do all the work that folders do and give you an extra: you can add more than one tag to an email message. After you have added a tag to messages, you can easily view all the messages that have the same tags. A single message could be assigned to many tags. Using tags makes it easy for you to find messages independently from the folder where they are stored.

2.11.2.1. Create a tag

1. Click on the Tags bar of right pane and click **Add a new tag** from the drop-down list. The Tag form will appear:

Field	Details
New name	The new tag name.
Color	The tag color.
Description	The tag brief description.

2. Fill in required fields, then click **Save** to finish.

A new tag will be updated at the tags list and now you can start adding this tag to any messages.

2.11.2.2. Assign a tag to a message

1. Select messages by selecting its checkboxes.

2. Right-click the selected messages and click **Tag** in the context menu. In other way, you also can click **More Actions** button on the action bar, then click **Tag** from the drop-down menu.

The **Tag Message** form will appear:

Details:

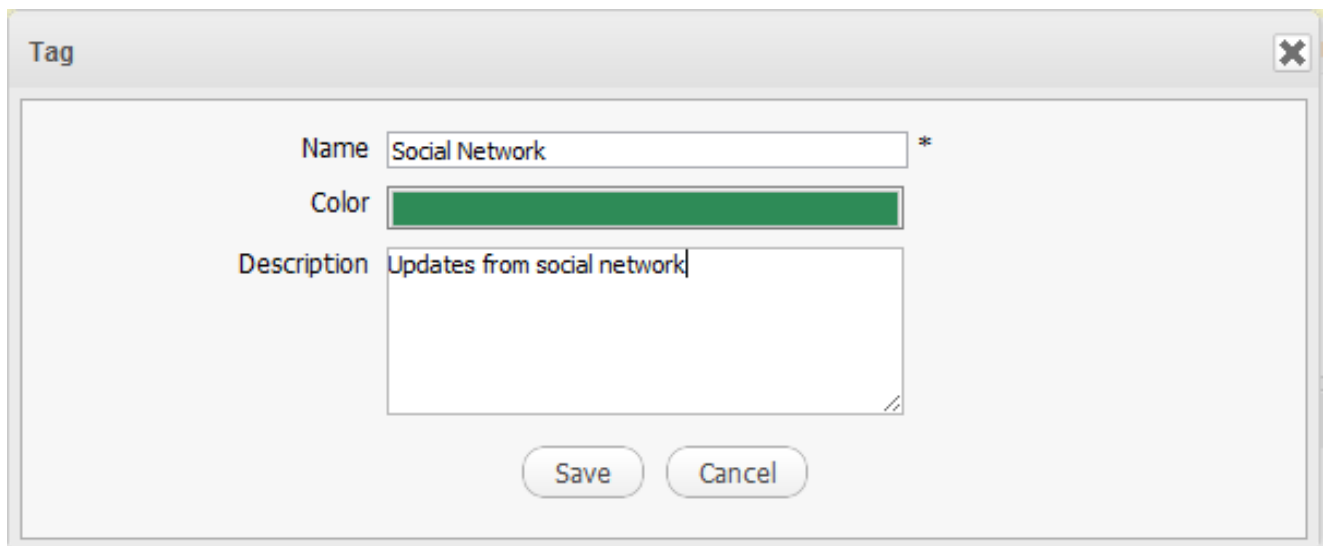
Tag Name	The tag's name. This field contains words and keywords which are used to describe the same messages.
Choose Color	The color of the tag.
Add button	To accept adding message to a new tag.
Remove button	To remove tags in case messages were already tagged.

3. Name the new tag for the selected items or select from existing tags. Click **Add** to add tag(s) to selected items.

2.11.2.3. Edit a tag

1. Right-click a tag name in the tags list and click **Edit** in the context menu.

The **Edit Tag** form will appear:



The screenshot shows a dialog box titled "Tag" with a close button (X) in the top right corner. Inside the dialog, there are three labeled fields: "Name" with a text input containing "Social Network" and a red asterisk to its right; "Color" with a green rectangular color swatch; and "Description" with a text area containing "Updates from social network". At the bottom of the dialog are two buttons: "Save" and "Cancel".

2. Make changes to the tag, then click **Save** to save changes.

2.11.2.4. Remove a tag

Right-click the tag that you want to remove from the tag list and then select **Remove** from the drop-down menu.

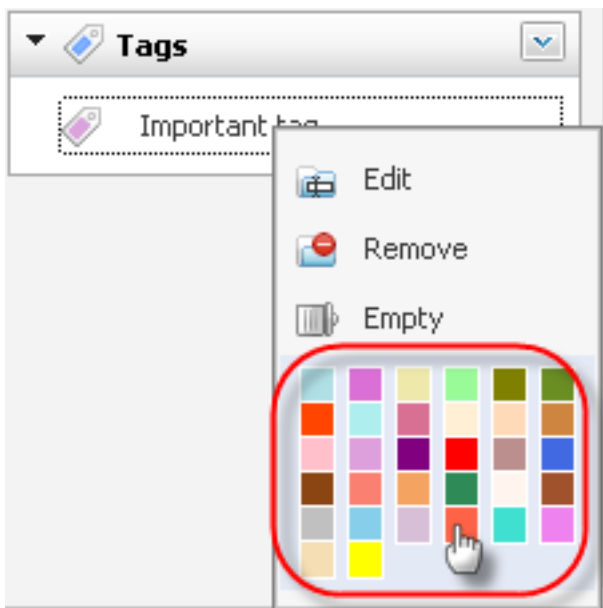
The selected tag will be removed from the tag list and it will also be removed from all messages to which this tag was assigned.

2.11.2.5. Empty a tag

Right-click a tag that needs to be emptied and click **Empty** from the drop-down menu. The selected tag will be removed from all messages.

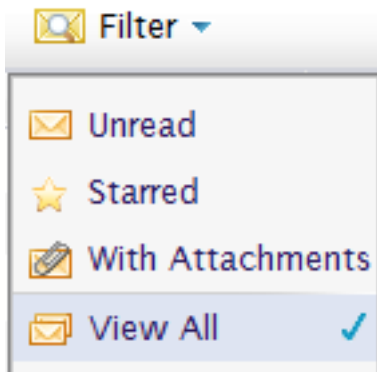
2.11.2.6. Change the tag color

The function allows changing the color of a tag in the tags list by right-clicking the tag you want to change and then select one color in the colors area. There are 32 available colors in the color palette:



2.11.3. Filter

By default, the messages list shows all of your received message in your inbox but you can filter to specify which message to be displayed.



Filter Unread messages: only unread messages will be shown.

Filter Star messages: only starred messages will be shown.

Filter Message with attachments: only messages with attachments will be shown.

View all messages: all types of messages are shown.

2.11.3.1. Create a filter


There are 2 methods to create a new filter:

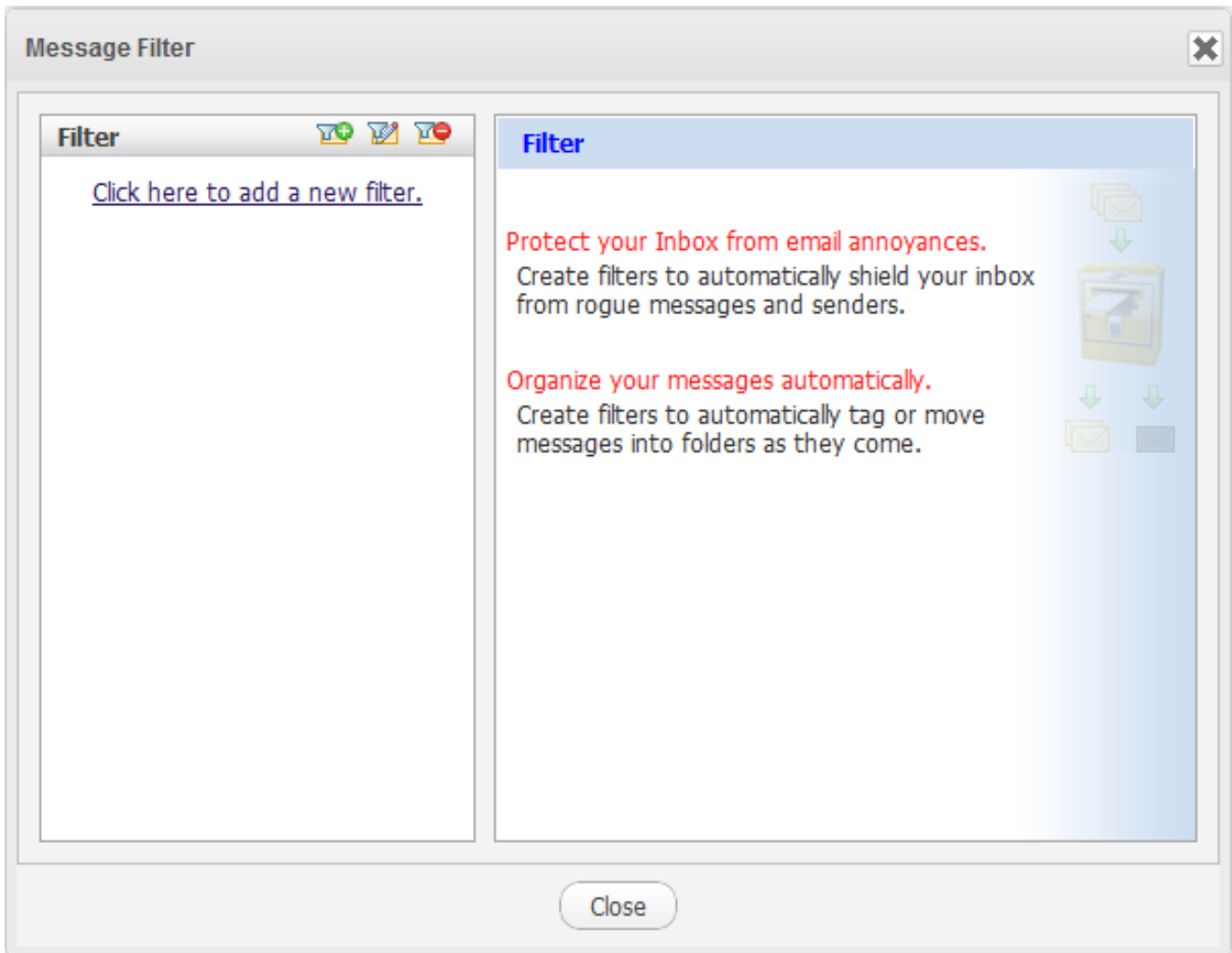
- [Create a new filter](#): All filter rules are defined by yourself.
- [Create a new filter from a message](#): Use this method when you would like to create a filter for messages


similar to one you're currently reading. The filter rules will be based on the existing conditions.

To create a new filter, do as follows:

This way manually defines condition for the new message filter.

1. Click  on the toolbar. The **Message Filter** form will appear:



2. Click  or "Click here to add a new filter" link to create a new filter.

The **Add/Edit Message Filter** will appear:

Add/Edit Message Filter ✕

Filter Name: *

If all of the flowing rules are true ...

From:

To:

Subject:

Body:

Then ...

Move the message to the folder:

Apply Tag:

Execute now ☒

Field	Description
Filter Name	The filter's name.
From	Filter the email address of sender.
To	Filter the mail address of receiver.
Subject	This condition is to filter the subject of incoming messages.
Body	Filter the body of incoming messages.
Move the message to folder	The folder to which the messages satisfying with the filter will be moved.
Apply tag	All messages matching the filter rules will be applied a tag of your choice.
Apply for all messages	The option allows applying the filter to all current messages.
Execute now	Take the action right after editing the filter.

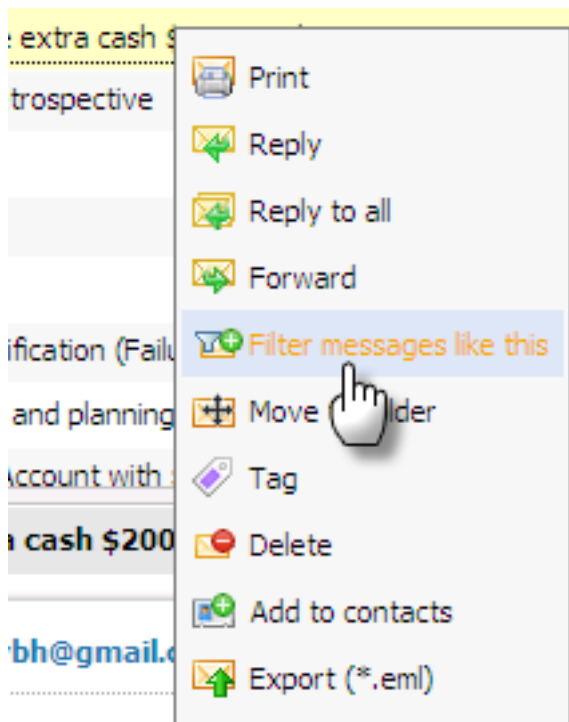
3. Define the rules for the new filter.

4. Complete adding the message filter by clicking **Save**.

Create a filter from a message:

1. Select a message containing the criteria you like to include in your new filter.

The **Add/Edit Message Filter** form will appear with some pre-defined filter conditions basing on the current selected message:



2. Modify the rule if necessary, then click **Save** to finish.

Add/Edit Message Filter

Filter Name: *

If all of the flowing rules are true ...

From:

To:

Subject:

Body:

Then ...

Move the message to the folder:


Apply Tag:

Execute now ☒

The created filter will be displayed in the list. All messages matching the defined filter rules will be affected.

2.11.3.2. Edit a filter

1. Open the **Message Filter** form by clicking  on the toolbar. The **Message Filter** form will appear.

2. Select the filter to edit and then click  on the filter bar in the **Message Filter** form. The **Add/Edit Message Filter** form will be shown with current condition.

3. Change the filter condition.

4. Complete editing by clicking **Save**.

2.11.3.3. Delete a filter

1. Open the **Message Filter** form by clicking  on the toolbar.

2. Select the filter you want to delete and then click  on the filter bar in the **Message filter** form.

2.12. Search for messages


You can select one of two search methods: [Quick search](#) or [Advanced search](#).

2.12.1. Quick search

Quick search allows you to conduct a search with specific keywords in all of your messages. All messages from the different folders that match with your search term will be displayed. To do a quick search, do as follows:

1. Enter a search term into the search box:



2. Click . All messages containing the search term will be listed in the search results:

<input type="checkbox"/>		Subject	Sender	Date & Time		Size	
<input type="checkbox"/>		[Inbox] Nexus: Staging Completed.	Nexus Repository Ma	Wednesday		48.72 KB	
<input type="checkbox"/>		[Inbox] Nexus: Staging Repository Dropped.	Nexus Repository Ma	Thursday		6.00 KB	
<input type="checkbox"/>		[Inbox] Nexus: Staging Completed.	Nexus Repository Ma	Thursday		6.68 KB	
<input type="checkbox"/>		[Inbox] Nexus: Staging Completed.	Nexus Repository Ma	Wednesday		79.58 KB	
<input type="checkbox"/>		[Inbox] Nexus: Promotion Completed.	Nexus Repository Ma	Wednesday		71.49 KB	



Note

The Spam and Trash folders will not be searched.

The messages in Spam and Trash folders can be searched by positioning explicitly into them.

2.12.2. Advanced search

The Advanced Search allows you to specify search criteria to narrow the search results.

To conduct advanced search:

1. Click to the right of the search box. The **Advanced search** form will appear:

2. Define the Search conditions.

- **Search in folder:** The folder in which you want to search.
- **From:** The condition corresponding to the sender's name or mail address. There are some further conditions:

Condition	Function
contains	Include the term in search box.
doesn't contain	Not include the term in search box.
is	Include exactly the term in search box.
is not	Not include exactly the term in search box.
starts with	Start with the term in search box.
does not start with	Not start with the term in search box.

- **To:** The condition corresponding to the receiver's name or mail address.
- **Subject:** This condition which corresponds to the message subject.

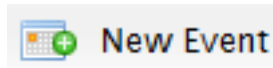
- **Message:** This condition which corresponds to the message content.
 - **Received before & Received after:** The interval time when the searched messages were receipted.
 - **Has Star:** Search for messages with star.
 - **Has attachment:** Search for messages that have the attachment.
 - **Priority:** The priority of the search messages.
3. Click the **Search** button to launch the search.

2.13. Add an event

If you would like to invite your colleagues to join a conference or a meeting, you can do it in Mail quickly. In Mail, you can create events, invite others to join and make email notification to get reminded about events.

To add an event:

1. Open the **Add event** form by clicking



on the main toolbar.

The **Add event** form will appear:

Add Event [X]

Event Detail | Reminders

Event Summary: Rock Party *

Description: Annual rock party at Halo Exhibition

Location: 12 A 3 Halo Exhibition

From: 09/07/2011 18:00

To: 09/07/2011 23:45

All Day: ☐

Priority: None

Repeat: No Repeat

Calendar: Default

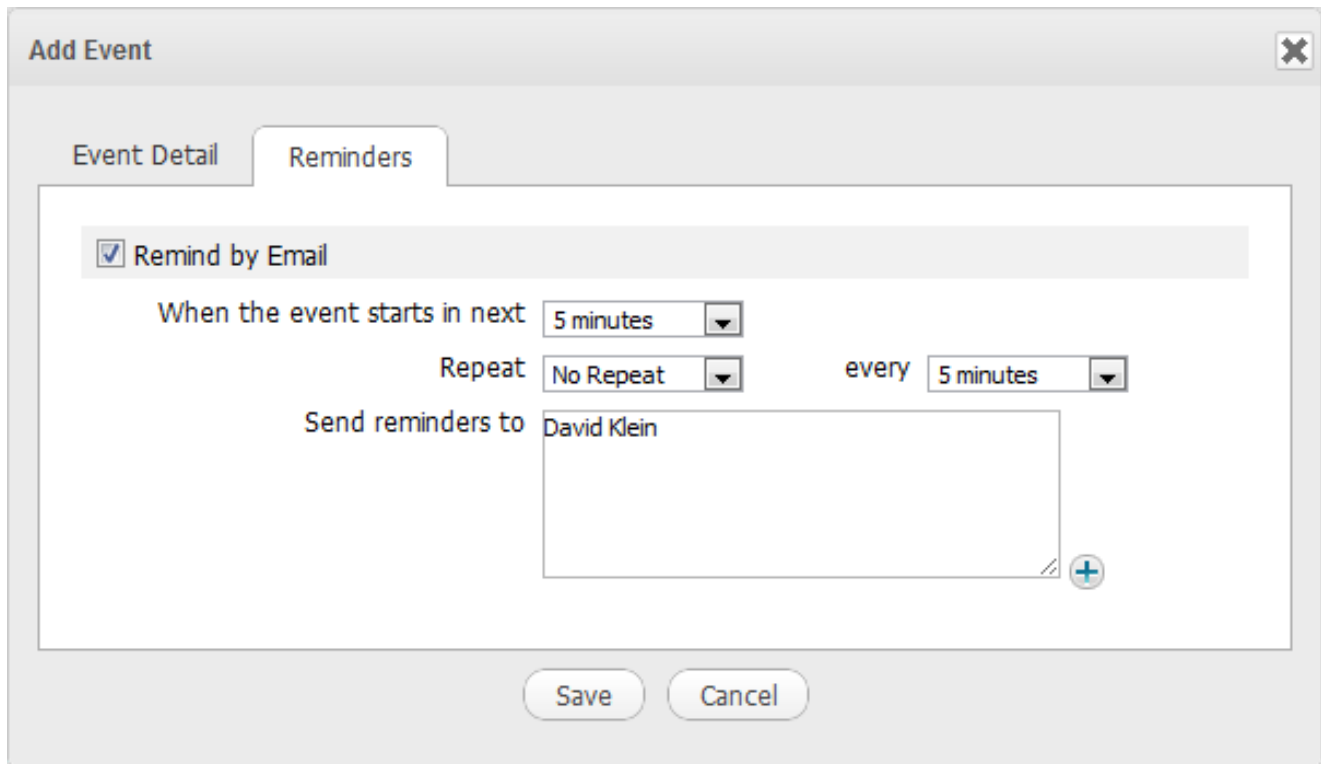
Event Category: Music event

Attachments: map.JPG-(5.76 MB) [trash icon] [plus icon]

[Save] [Cancel]

Details:

- The **Event Detail** tab: contains basic event information. You can set the priority for the event, create repeating event, attach files to the event, and more.
- The **Reminders** tab: The reminder function allows you to remind about an event via a mail.



Add Event

Event Detail **Reminders**

☒ Remind by Email

When the event starts in next

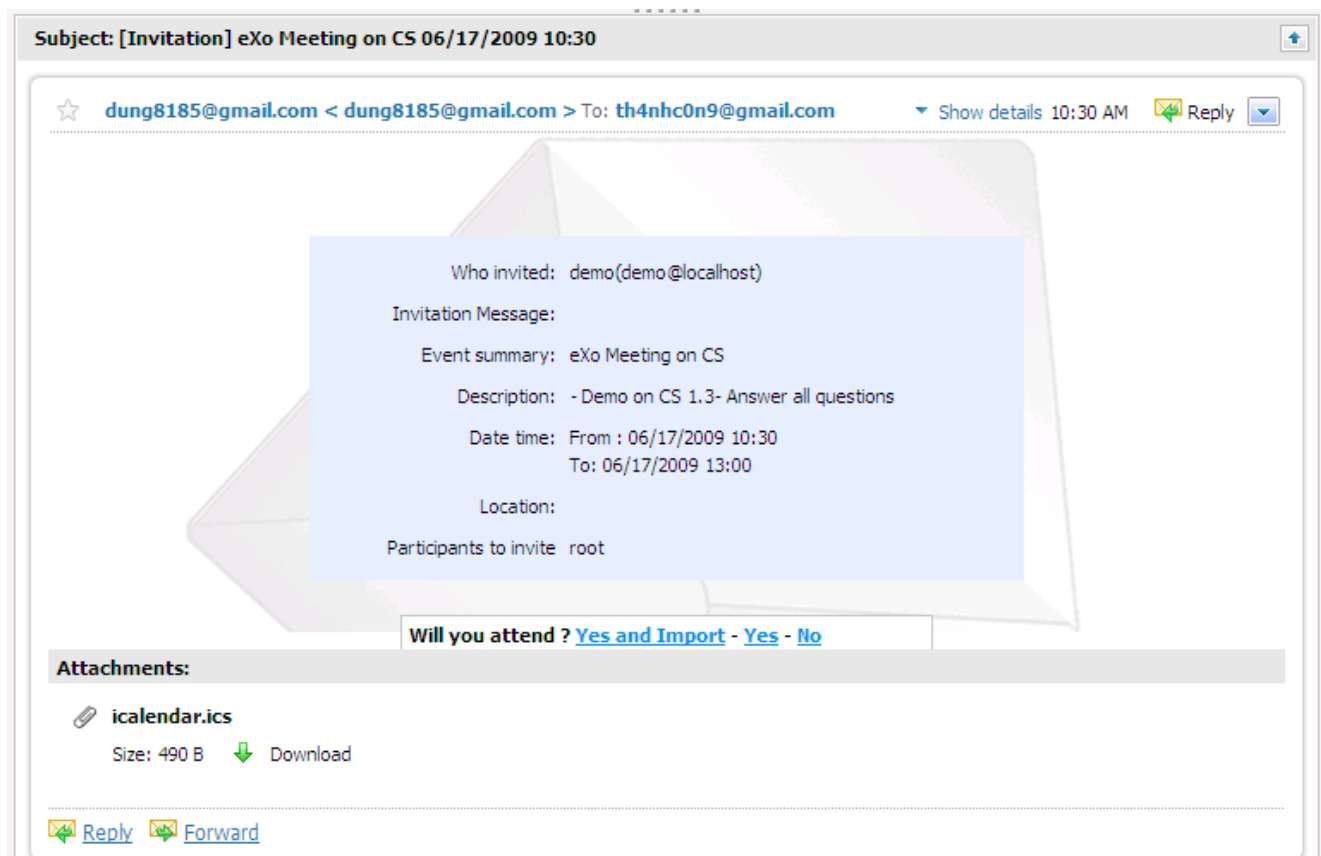
Repeat every

Send reminders to

2. Fill in the **Add event** form.

3. Complete adding your new event by clicking **Save**.

When you receive an invitation mail, you can import this event directly into your calendar. The invitation mail content is like below:



Subject: [Invitation] eXo Meeting on CS 06/17/2009 10:30

★ dung8185@gmail.com <dung8185@gmail.com> To: th4nhc0n9@gmail.com Show details 10:30 AM Reply

Who invited: demo(demo@localhost)

Invitation Message:

Event summary: eXo Meeting on CS

Description: - Demo on CS 1.3- Answer all questions



Date time: From : 06/17/2009 10:30
To: 06/17/2009 13:00



Location:

Participants to invite root

Will you attend ? [Yes and Import](#) - [Yes](#) - [No](#)

Attachments:

 **calendar.ics**
Size: 490 B  Download

 [Reply](#)  [Forward](#)

There are 3 options:

- **Yes and Import:** Accept attending in the event in the invitation mail. The event will be imported into your calendar to remind you about this event. The event will locate **Default** calendar in the Calendar.
- **Yes:** Accept attending in the event without importing it into your calendar.
- **No:** Refuse attending in the event.


2.14. Manage Address Books in Mail

The Address book in the Mail application provides you with a list of contacts which can be retrieved for sending mail. This section will explain some actions related to managing contact and address book in Mail.

2.14.1. Add a new address book

This function is used to created new address books.

To add a new address book, do as follows:

1. Click  **Contacts** on the toolbar to go to the **Contacts** form.

2. Click the **Add Address book** button to add a new address book.

Details:

Group name	The name of the Address book.
Description	The group description.

3. Enter the name and description of new forum, then click **Add** to finish.


2.14.2. Add a new contact

The function is used to add a new contact to a group.

1. Open the **Add new Contact** form.

The first way: Click  **Add** on the **Contacts** form.

The second way: This way is used to add the sender of a message to a specific group. Right-click a message to add the sender to contacts list, then click **Add to contacts**.

The third way: Use this way to add a message sender to a specific group. Open the message of the sender that you want to add to the contacts list then click  at the right corner of the message's content. Select the **Add to contacts** item in the list.



After following one of these methods above, the **Add/Edit New Contact** will appear:

2. Enter the contact details.
3. Complete adding new contacts by clicking the **Save** button.

2.14.3. Edit contact details



The function is used to edit a contact in a specific group.

To edit a contact:

1. Open the **Contacts** form by clicking  **Contacts** in the main toolbar.
2. Select the contact which you want to edit in the **Contacts** form.
3. Click .
4. Change the contact details, then click **Save** to finish.

2.14.4. Delete a contact

The function is used to delete a contact from a specific group. This contact will be deleted in Address book as well.

1. Open the **Contacts** form by clicking  **Contacts** in the main toolbar.
2. Select the contact which you want to delete in the **Address book** form.
3. Select , then click **OK** in the confirmation message to delete.

2.15. Change Mail settings

The function allows you to change the behavior as well as the layout of Mail to satisfy your needs.

To change the mail settings:

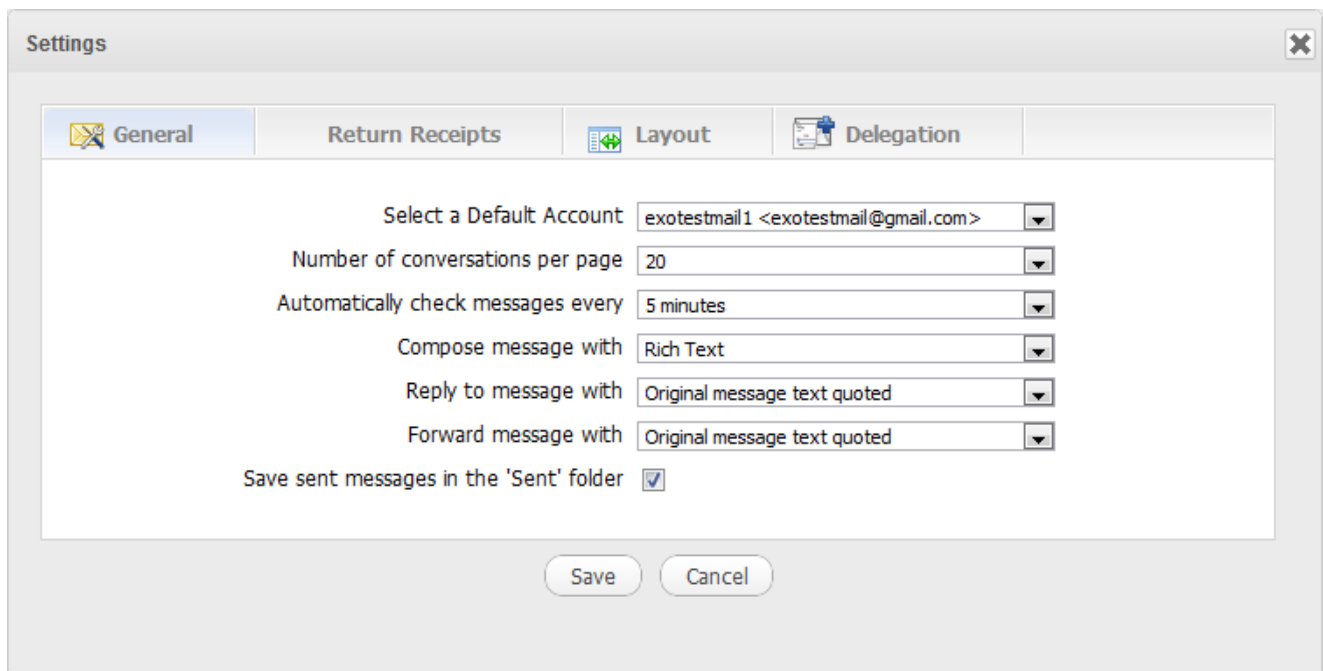
1. Click  on the toolbar.

The **Mail Settings** form appears with 3 tabs: General, Return Receipts and Layout.

2. Change the settings.
3. Click **Save** to accept the changes.

2.15.1. Change the general settings

- The **General** tab contains basic setting information:



Settings

General Return Receipts Layout Delegation

Select a Default Account: exotestmail1 <exotestmail@gmail.com>

Number of conversations per page: 20

Automatically check messages every: 5 minutes

Compose message with: Rich Text

Reply to message with: Original message text quoted

Forward message with: Original message text quoted

Save sent messages in the 'Sent' folder: ☒

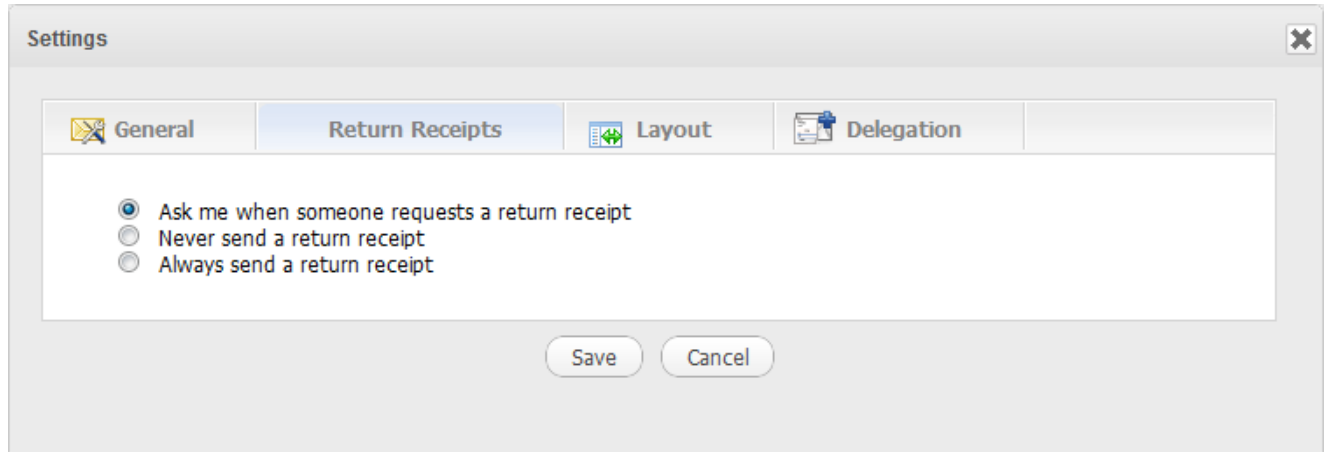
Save Cancel

Field	Description
Choose a default account	Set the default account if you use multiple accounts.
Number of conversations per page	The number of conversations which will be displayed per page. The options including 10, 20, 30, or 70 messages per page in message list pane.
Automatic message check every	The time interval that the system will check mail automatically. 5 minutes, 10 minutes, 20 minutes, 30 minutes or 1 hour.
Compose message with	The default text editor of the message used when composing a message.

Field	Description
Reply to message with	There are two options: - Reply message with attachment. - Reply message with texts only.
Forward message with	There are two options: - Forward message with attachment. - Forward message with text only.
Save sent messages in 'Sent' Folder	This option allows saving sent messages in 'Sent' folder or not.

2.15.2. Change the return receipt settings

- The **Return Receipts** tab allows setting the option for receipt notification:



For example, after reading a new mail in your Inbox, you can determine whether to automatically send a notification to the sender or not to inform that you have read the message.

Settings

General | Return Receipts | Layout | Delegation

Select a Default Account: exotestmail1 <exotestmail@gmail.com>

Number of conversations per page: 20

Automatically check messages every: 5 minutes

Compose message with: Rich Text

Reply to message with: Original message text quoted

Forward message with: Original message text quoted

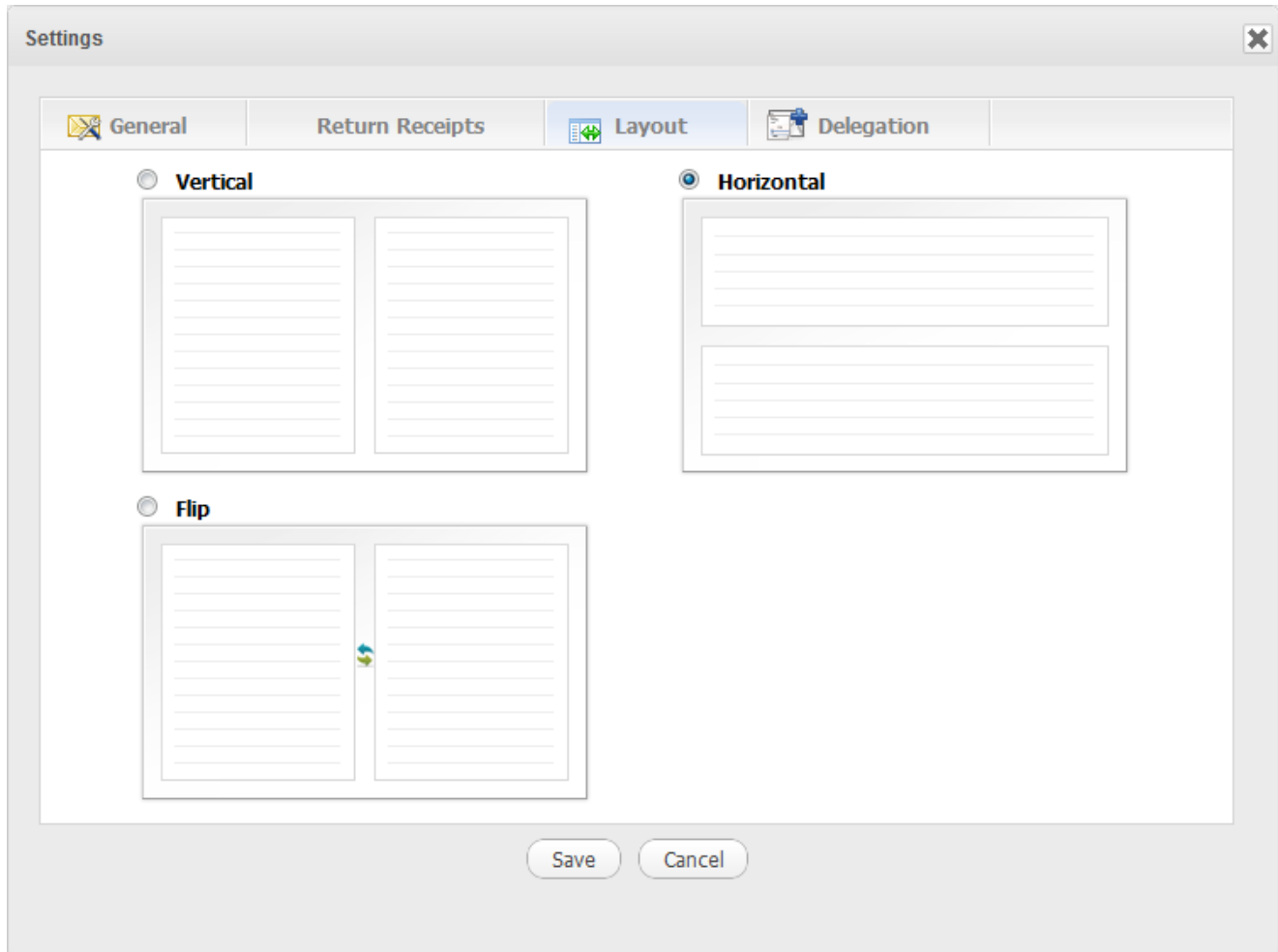
Save sent messages in the 'Sent' folder: ☒

Save Cancel

Field	Description
Ask me when someone requests a return receipt	This option allows you to receive notification to inform that someone wants to receive your notification about the returned receipt.
Never send a return receipt	This option will ignore all requests for a return receipt from you.
Always send a return receipt	The option allows sending a returned receipt to anyone under request at all times.

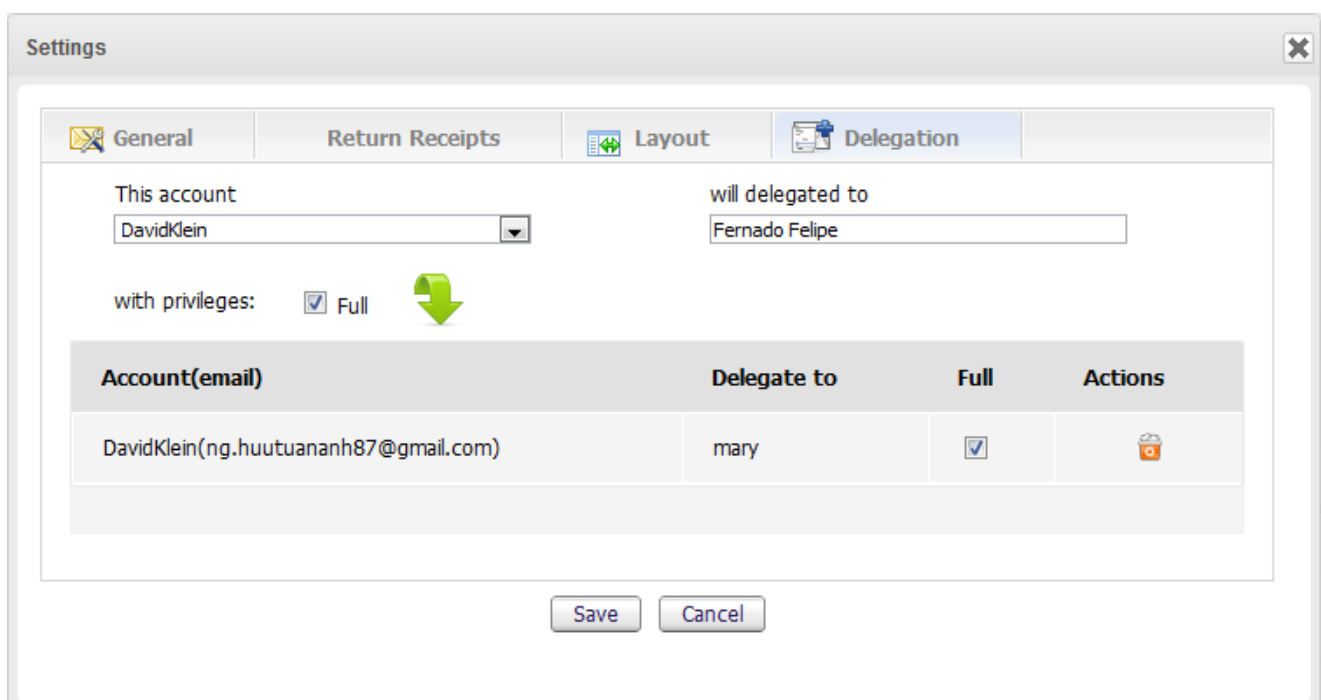
2.15.3. Change the Mail layout

- The **Layout** tab allows personalizing the Mail layout. By default, the **Horizontal Split** type is set. Besides, you can select the **Vertical Split** or the **No Split**.



2.15.4. Delegate access to your email

You can delegate access to your mail account to another person so they can manage your mail account on your behalf. For example, you can grant access to your email to the administrator of your organization. You can limit the privileges of the delegated person as well.



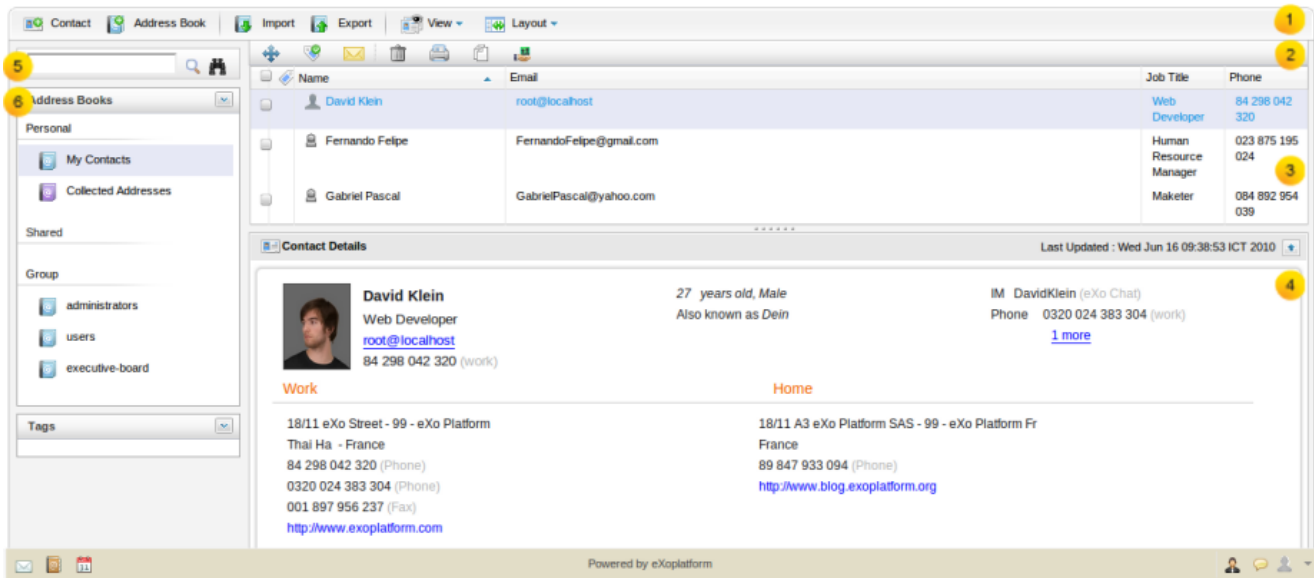
- 1** Choose your account to deligate from the account dropdown list.
- 2** Type the user name of the person who you want to deligate.
- 3** Click the **Full** check-box if you want to give the deligated persons full privileges. It means they can manage everything in your account with no restriction.
- 4** Click the green arrow to add the deligated account.
- 5** Click **Save** to save changes.

Chapter 3. How To Use Address Book?


After reading this chapter, you should know how to perform these following tasks:

- [View your contacts in either of two modes: List and vCards](#)
- [Edit contact details](#)
- [Create new contacts](#)
- [Tag a contact](#)
- [Edit, or delete the created tag](#)
- [Send mails to your contacts](#)
- [Copy and paste contacts](#)
- [Move contacts](#)
- [Export contacts](#)
- [Import contacts](#)
- [Print contacts](#)
- [Share contacts](#)
- [Delete contacts](#)
- [Search for contacts with two options: Quick and Advanced searches](#)
- [Manage address books, including:](#)
 - [Create a new address book](#)
 - [Edit an address book](#)
 - [Remove an address book](#)
 - [Export address books](#)
 - [Import address books](#)
 - [Share an address book](#)
 - [Grant permissions on public address books](#)
- [Print address books](#)

Before starting to use Address Book, you should familiarize yourself with the Address Book interface, which

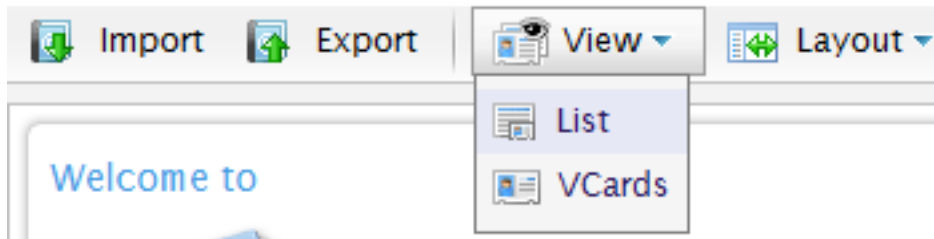


Number	Details
1	The Toolbar allows you to add a new contact/address book, import/export an address book, view and customize the layout.
2	The Action bar allows quick access to actions on contacts, such as moving, deleting, copying, printing, adding tags to selected contacts.
3	The Contacts list shows all contacts in a specific address book.
4	The Contact view pane displays details of the selected contact.
5	The Navigation pane contains search pane, address books list and tags list.
6	The Search pane which allows you to do the quick and advanced searches to find contacts.

The layout can also be customized. You can hide or show specific parts of the Address book interface. To change the layout, click  **Layout** on the main toolbar, then select the layout you want to hide or display in the drop-down menu.

3.1. View contacts

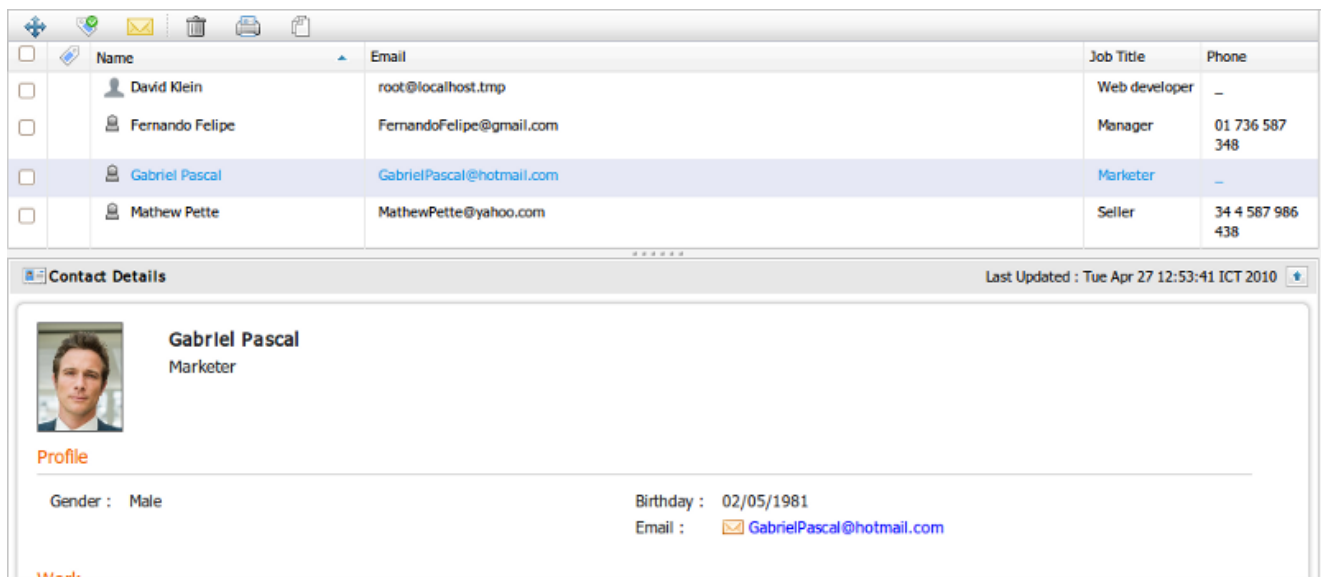
At present, your contacts can be viewed in 2 modes: **List** or **vCards**.



List view:

The list view displays all contacts in the list pane and detailed information of the selected contact in the Contact view pane. On the main toolbar, click , then select **List** from the drop-down menu.

The contacts are displayed in a list as below:



vCards view:

Vcard is a file format standard for electronic business cards. It is a powerful new means of Personal Data Interchange that is automating the traditional business card. On the main toolbar, click , then select **vCards** from the drop-down menu.

The contacts are displayed in separate cards as below:



3.1.1. Edit contact details

You can update information of contacts whenever you like.

1. Right-click an available contact in the list, then select **Edit** from the drop-down menu. The **Edit Contact** form will appear with current information of selected contact.
2. Make your desired changes, then click **Save** to accept.



Note

You can only edit a contact of your personal and shared address books (if you have the permission to edit).



Tip

You can also edit contact details in Mail. For more information, see the [Edit contact details](#) section.

3.2. Create a new contact

The first way: Click  on the main toolbar.

The second way: Right-click an address book, and click **Add** from the drop-down menu.



Tip

You can also add a new contact from the Mail application as covered in the [Add a new contact](#) section.

Follow one of these methods above and the **Add/Edit Contact** window will appear:


1. Input information into the **Add/Edit Contact** form.



2. Click **Save** to accept adding a new contact.

To change contact's avatar:


If you want to change contact's avatars, go to the **Profile** tab. Click **Update** to upload photos from your computer. To remove your uploaded image, simply click **Delete** below the avatar picture.

To add contact's email address:

Click  next to the **Email** field if you want to add more email addresses for the contact.

Add your new email address by clicking , or remove one by clicking .

To add contact's instant message information:












In the **IM Contact** tab, you can enter information about contact chat identity. (IM stands for instant message). The default text messaging (chat) service is the Chat application of eXo Collaboration, but you can select other services by clicking  and select a service from the drop-down menu:

You can add further information in the **Work**, **Home** and **Note** tabs.

3.3. Tag a contact

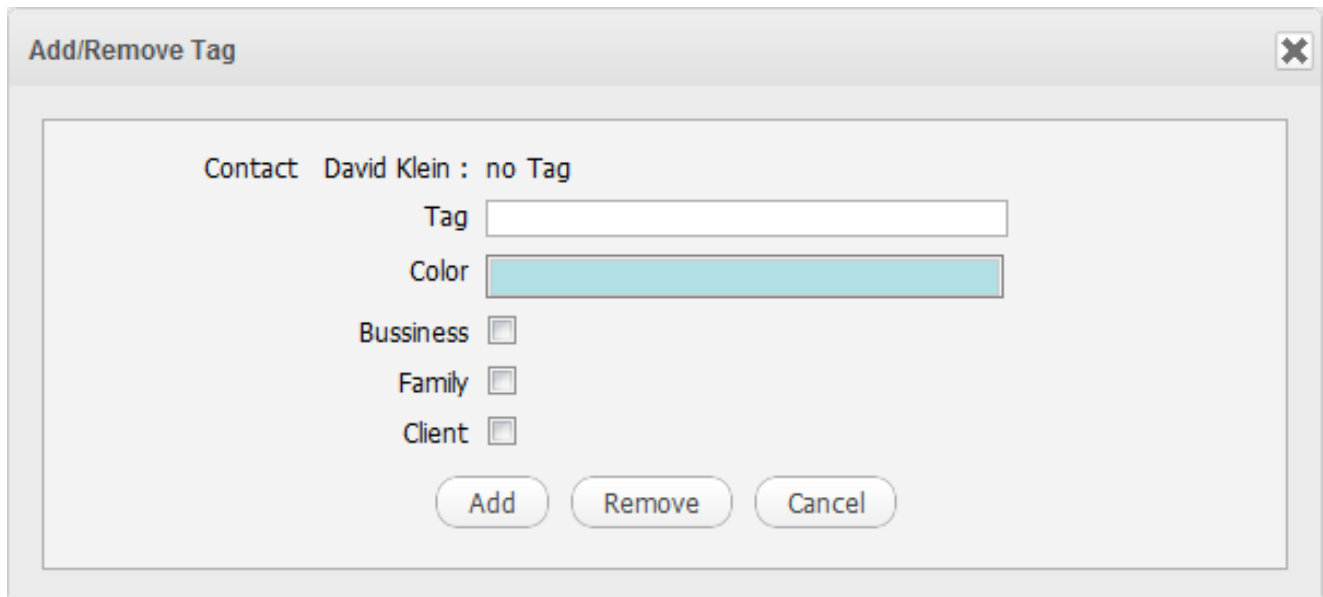
The first way: Right-click the relevant contact, and select **Tag** from the drop-down menu.

The second way: Select the contacts by selecting its respective checkboxes, then click  on the action bar:

     			
<input type="checkbox"/>		Name	Email
<input checked="" type="checkbox"/>		 David Klein	root@localhost.tmp
<input checked="" type="checkbox"/>		 Fernando Felipe	FernandoFelipe@gmail.com
<input checked="" type="checkbox"/>		 Gabriel Pascal	GabrielPascal@hotmail.com
<input type="checkbox"/>		 Mathew Pette	MathewPette@yahoo.com

The third way: Drag and drop contacts to a specific tag in the Tags list in the left pane.

After following one of these methods above, the **Add/Remove Tag** form will appear:



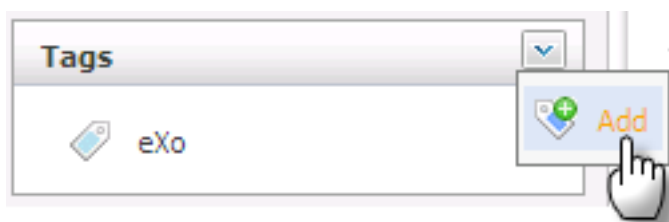
The dialog box is titled "Add/Remove Tag" and has a close button (X) in the top right corner. Inside the dialog, it displays "Contact David Klein : no Tag". Below this, there are three input fields: "Tag" (empty), "Color" (light blue), and "Bussiness" (checkbox). Below these are two more checkboxes: "Family" and "Client". At the bottom, there are three buttons: "Add", "Remove", and "Cancel".

In this form you can add new tag, remove or reassign tag to contact.



Note

To add new tag quickly, click "Add new tag" at the Tag pane.



3.3.1. Edit a tag

1. Right-click a tag in the tag space and select **Edit** from the drop-down menu.
2. Make changes to the tag in the **Edit tag** form, then click **Save** to accept the changes.

3.3.2. Delete a tag

1. Right-click a tag you want to delete, then click **Delete** from the drop-down menu.
2. Click **OK** in the confirmation message that appears.

3.4. Send mail to a contact



Note

This function allows you to send a mail directly to one or more contacts in your address book. To take this action, you firstly need to:


1. Have at least one account in Mail.

2. Have the email address of the contact which you want to send mail.
3. Email address of the selected account will be used to send mail to a contact.

To send mail to a contact:

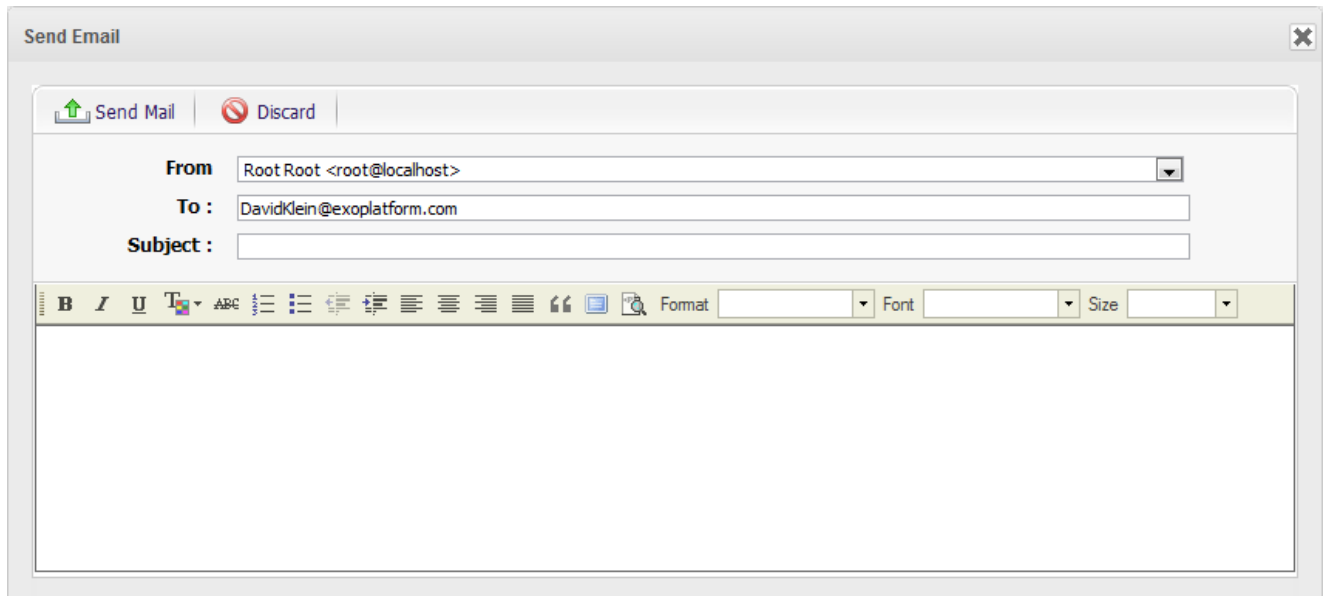
1. Select the **Email** function. You can do this steps in different ways:

The first way: Right-click the contact which you want to send a mail to and select **Email** from the drop-down menu.

The second way: Select the contacts that you want to send mail by selecting the respective checkboxes, then click  on the action bar.

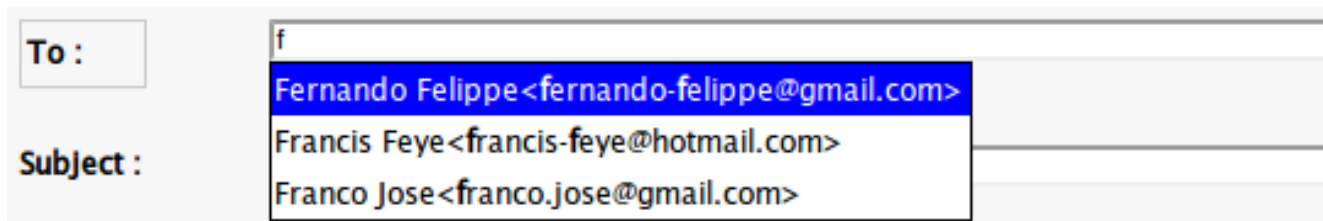
The third way: Right-click the address book and select **Email** from the drop-down menu. By this way, you will send mail to all contacts in that address book.

After following one of these above methods, the **Send mail** form will appear:



2. Input the recipient email address if needed.


When the mail address you are typing matches one or more addresses in your Address book, the list of matching mail addresses will appear and you can select your desired address quickly.



3. Enter the subject and content of your message.
4. Click the **Send Mail** button.

3.5. Copy/Paste a contact

If you would like to make the copies of contacts from an address book to store in another, the copy/paste feature should be useful.

The first way: Select the multiple contacts to copy by checking their respective checkboxes, then click  on the action bar.


The second way: Copy all contacts in an address book by right-clicking that address book, then select **Copy** from the drop-down menu, then right-click the destination address book that you want to move selected contacts to and click **Paste**.

3.6. Move a contact

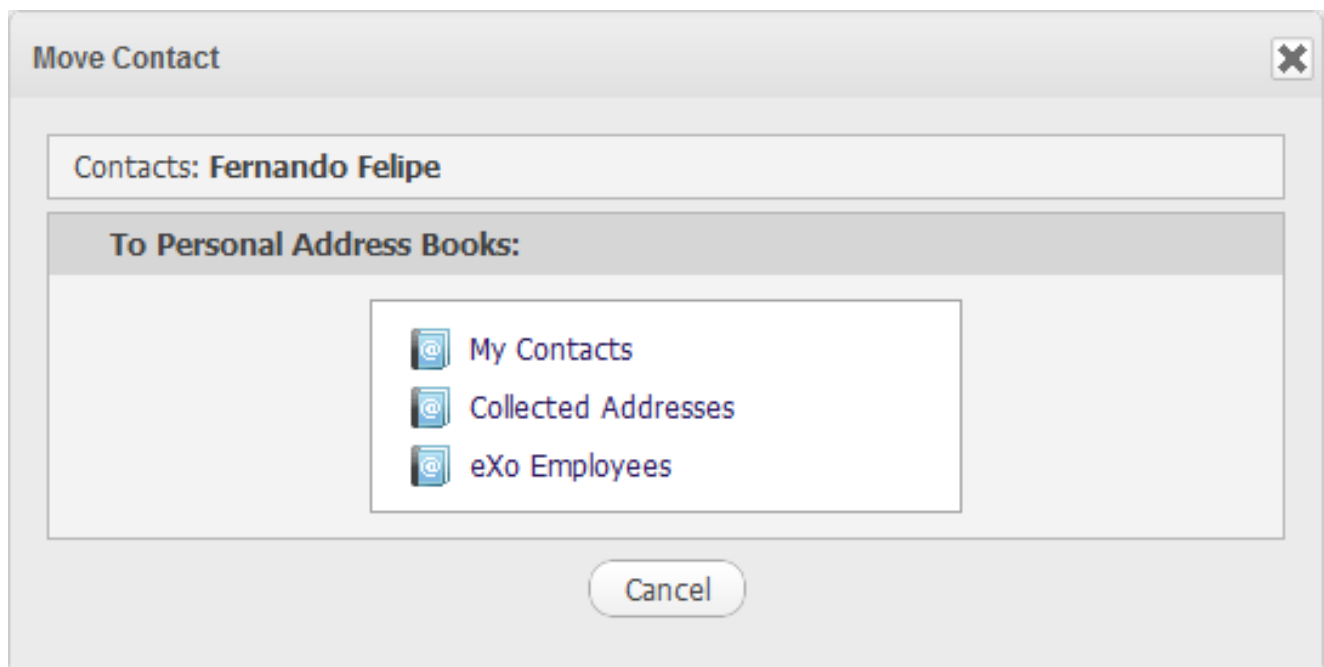
It is simple for you to move one or more contacts from one address book to another.

To move a contact:

The first way: Right-click a contact and select **Move** from the drop-down menu.

The second way: Select contact you want to move then click  Move on the action bar.

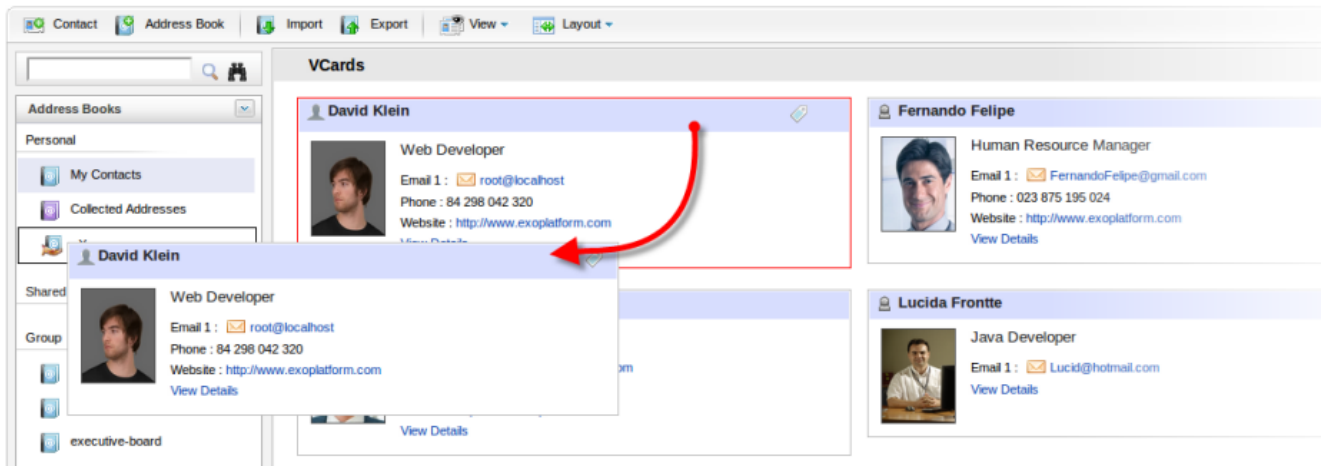
The **Move contact** form will appear:



The image shows a 'Move Contact' dialog box. At the top, it says 'Move Contact' with a close button. Below that, a text field contains 'Contacts: Fernando Felipe'. Underneath is a section titled 'To Personal Address Books:'. Inside this section is a list box containing three items, each with a contact icon (a blue square with a white '@' symbol): 'My Contacts', 'Collected Addresses', and 'eXo Employees'. At the bottom of the dialog is a 'Cancel' button.

Click the destination address book where the contact will be moved to.

The third way: Use the "drag-drop" function to move one or more contacts to the new address book.



Switching to the vCard view will help you drag and drop more easily.



Note

You can only move contacts of personal or shared address book if you have the edit permission. You cannot move contacts in the address book which you do not have the edit permission or contacts in a public address book.

3.7. Export contacts

This feature allows you to export one or more contacts into a file to be used in another address book applications. These exported contacts will have the same information in all address book you use. You can export a single contact or multiple contacts flexibly.

To export contacts:

1. Right-click one contact or address book, then click **Export** from the drop-down menu.

The **Export Contacts** form will appear:

Export Address Books

Select address books to export...

<input type="checkbox"/>	Name
<input type="checkbox"/>	My Contacts
<input type="checkbox"/>	Collected Addresses
<input type="checkbox"/>	eXo Employees
<input type="checkbox"/>	executive-board
<input type="checkbox"/>	administrators
<input type="checkbox"/>	users

Total pages: 1 « ‹ 1 › »

Name *

Export Format

Export All Export Selected Only Cancel

2. Select contacts to export by selecting the respective checkboxes.
3. Enter the file name and select the export format. (At the moment, only x-vcard is supported).
4. Click **Export all** to export all contacts in all pages or click the **Export only selected** button to export selected contacts.

3.8. Import contacts

This function allows you to import one or more contacts from your computer to a selected address book.


To import contacts:



on the toolbar.

The second way: Right-click a personal or shared address book which you have the permission to edit, then click **Import** from the drop-down menu. By this way, you can quickly select the destination address book for the imported contacts,

Follow one of these methods above to open the **Import contact** form.

1. Select an address book that you want to import contacts to or click  to quickly create new address book.
2. Select the file format in the **Import format** field.
3. Browse to the file in your computer.
4. Click **Save** to complete. You will see the notification on the top left corner as the contact importing completed.


3.9. Print contacts

The Print function allows you to print information of the selected contacts. You can print one or more contacts at the same time.

To print one contact:

1. Right-click a contact you want to print then click **Print** from the drop-down menu.


The single contact print preview will appear with the detailed information:

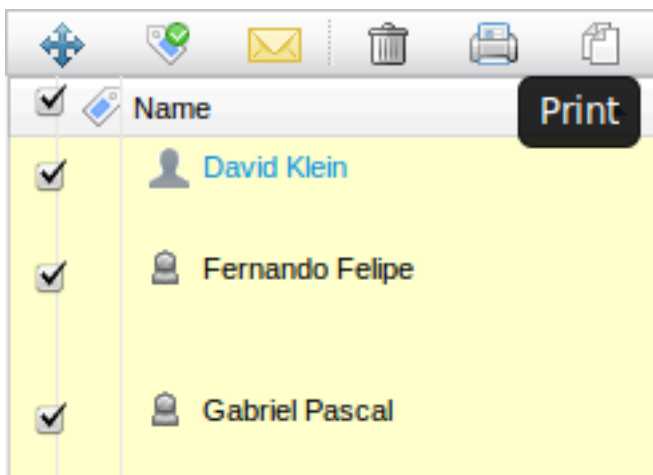
 David Klein Web Developer root@localhost 84 298 042 320 (work)	27 years old, Male Also known as Dein	IM DavidKlein (eXo Chat) Phone 0320 024 383 304 (work) 89 847 933 094 (home)
Work 18/11 eXo Street - 99 - eXo Platform Thai Ha - France 84 298 042 320 (Phone) 0320 024 383 304 (Phone) 001 897 956 237 (Fax) http://www.exoplatform.com	Home 18/11 A3 eXo Platform SAS - 99 - eXo Platform Fr France 89 847 933 094 (Phone) http://www.blog.exoplatform.org	
Note		
<div> <div>Print</div> <div>Cancel</div> </div>		

2. Click the **Print** button to print.







When you are in vCards view, the process is a little bit different. Firstly, you have to click **View Details** to display the detailed information. After that, click **Print** to print the selected contact.

To Print multi-contacts:

1. Select contacts you want to print by ticking its respective checkboxes, and then click  on the action bar:



The multiple contacts print preview will appear with summary information:

VCards	
David Klein  Web Developer Email 1 :  root@localhost Phone : 84 298 042 320 Website : http://www.exoplatform.com	Fernando Felipe  Human Resource Manager Email 1 :  FernandoFelipe@gmail.com Phone : 023 875 195 024 Website : http://www.exoplatform.com
Gabriel Pascal  Maketer Email 1 :  GabrielPascal@yahoo.com Phone : 084 892 954 039 Website : http://www.exoplatform.com	
<div> <div>Print</div> <div>Close</div> </div>	

2. Click **Print** to print selected contact(s).

3.10. Share contacts

This function allows you to share contact(s) with other users or groups. The shared user/group(s) may have view permission or edit permission on the shared contacts.

- **View permission** allows other users to view, copy, export, print, move and delete but cannot delete your shared contacts. The shared users cannot make changes on the information of the shared contacts if they have view permission only. However, they can move and delete shared contacts.
- **Edit permission** allows other users to view, copy, export, print, move and delete and also edit the shared contacts.

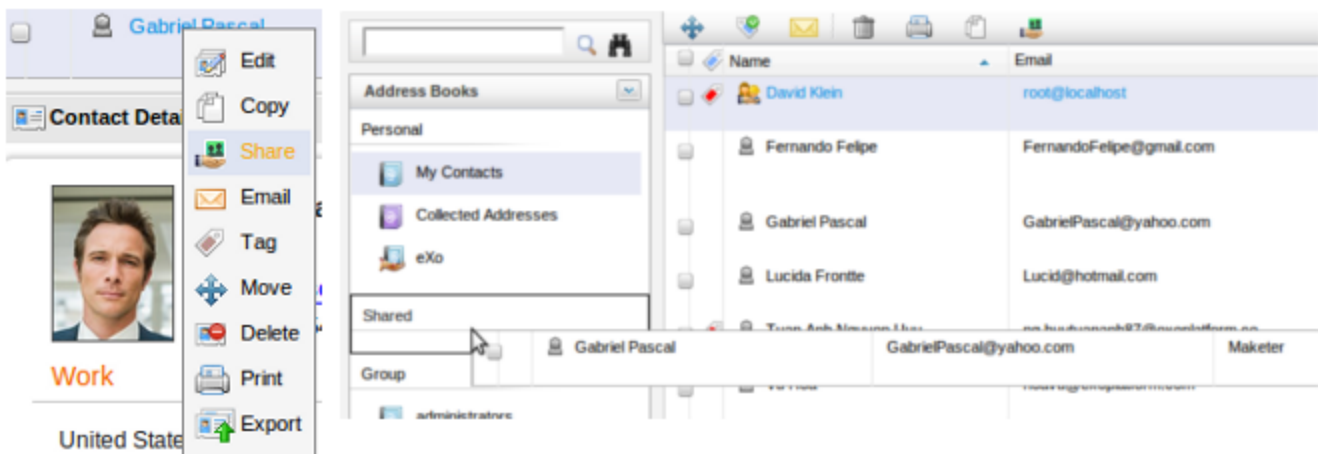


Note

The shared users can move or delete the shared contacts from their address book only. The original shared contact still exists in the other shared user's contact view. The shared contact is only deleted completely and no longer sharing with all shared if the creator/author of the shared contact removes it.

To share contacts with other users:

1. Right-click the contact you want to share and click **Share** from the drop-down menu or drag and drop this contact to **Shared Address** book in the **Address book** pane:



The **Share contact to other users** form will appear:

Share a contact with other users

Shared To

Edit Permission

Actions

Empty Data

Contact Alex Dent

User

Group

Edit Permission

Save

Close

2. Select the user or group of users that you would like to share. To select users that you want to share, click



User Selector

Group:

Username

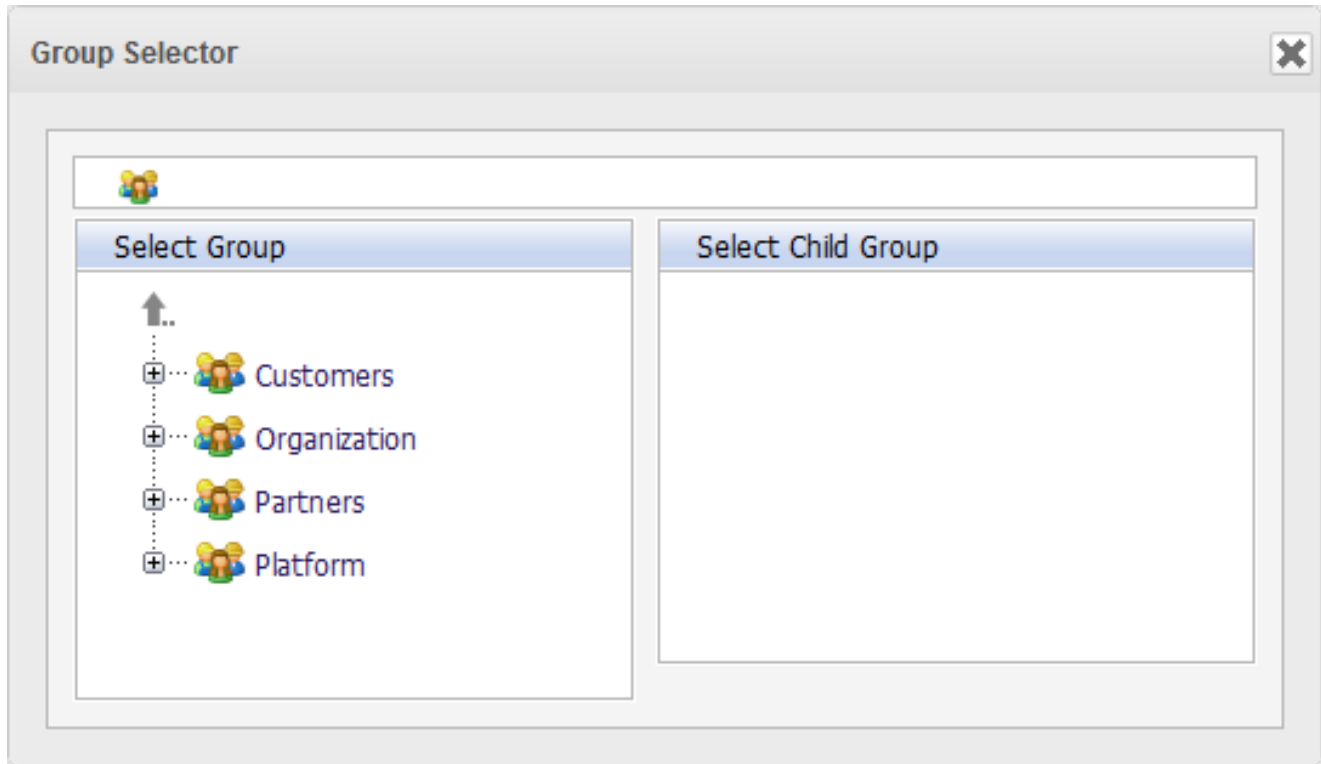
	Username	First Name	Last Name	Email
<input type="checkbox"/>	demo	Demo	gtn	demo@localhost
<input type="checkbox"/>	john	John	Anthony	john@localhost
<input type="checkbox"/>	mary	Mary	Kelly	mary@localhost
<input type="checkbox"/>	root	Root	Root	root@localhost

Add

Close

The **User selector** form will appear. Select users to share, then click **Add**.

To share a contact with group of users, click . The **Group Selector** form will appear:









Select the group from the left pane, then select its child group in the right pane.

3. Click **Save** to finish.


Check the '**Can edit?**' checkbox if you want to grant edit permission. User in Group having edit permission can view export, import, add, edit and delete the shared contact while the others do not have edit permission can view and export only.


The shared users/groups will be updated in the **Share Address book to other users** form:

Share a contact with other users

Shared To	Edit Permission	Actions
demo	No	 
john	No	 
mary	No	 

Contact Alex Dent



User 

Group 

Edit Permission ☐

Save

Close


Click  if you want to change the edit right of specific user/group(s). Click  to remove the respective user/group.

3.11. Delete a contact

The first way:

1. Right-click a contact you want to remove, then click **Delete** from the drop-down menu.
2. Click **Delete** on the confirmation message that appears.

The second way:

1. Delete multiple contacts by checking their respective checkboxes then click  on the action bar.
2. Click **Delete** on the confirmation message that appears.

3.12. Search for contacts

The search contact function allows finding contacts easily and quickly. There are two search modes: [Quick search](#) and [Advanced search](#).

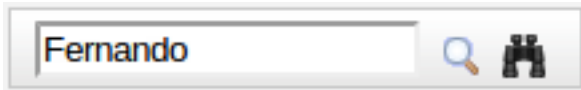
3.12.1. Quick search

This function allows you to do a quick search with specific keywords in all your contacts. All contacts having text matching with your search term will be displayed in the **Search Result** dialog.

To quick search for contacts:

1. Enter the search term in the **Search** box.

2. Click  .

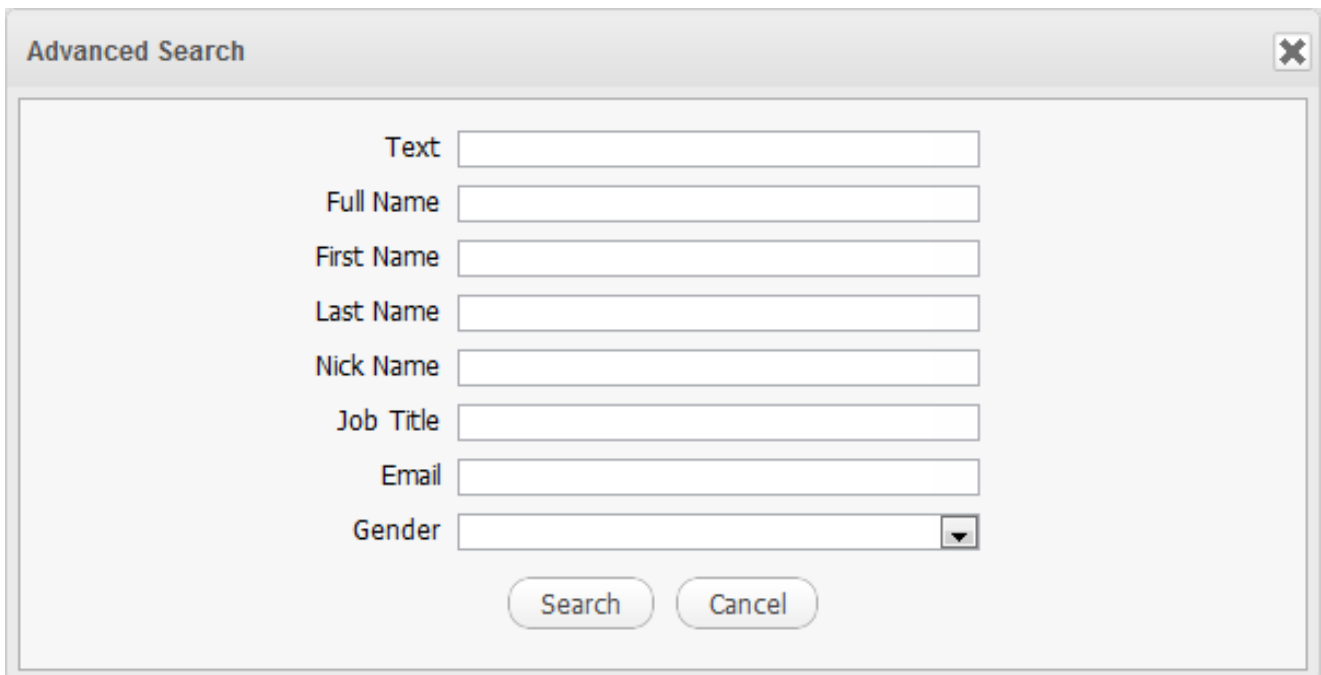
A search box with the text "Fernando" entered. To the right of the text are two icons: a magnifying glass and a pair of binoculars.

The search results will be displayed in the right pane.

3.12.2. Advanced search

When you want to refine your search further, you can use the Advanced search. This function allows you to conduct a search using a variety of criteria that helps you limit the search results.

1. Click  next to the search box. The **Advanced Search** form will appear:

A dialog box titled "Advanced Search" with a close button (X) in the top right corner. Inside the dialog, there are several input fields for search criteria: "Text", "Full Name", "First Name", "Last Name", "Nick Name", "Job Title", "Email", and "Gender". The "Gender" field is a dropdown menu. At the bottom of the dialog, there are two buttons: "Search" and "Cancel".

2. Define your search criteria. You can set the search criteria by: Simple text, full name, first Name, last name, nick name, job title, email and gender.

3. Click the **Search** button to search. All contacts which satisfy your criteria will be shown in the **Search Result** dialog.

3.13. Manage Address Books

By default, there are 3 categories of address books:

Personal address book is the address book that can be viewed by its creator:

- **My contacts** is the default personal address book which contains your default contact matching with your registration information.
- **Collected Address book** contains all email contacts updated automatically during using Mail application. For example, when you receive an email sent from a new sender address which does not exist in your address book, this address will be automatically added to the Collected Address book.


Shared address book: This address book can be shared with other users. In Address book, it is stored in the Shared list. The shared address book can be viewed and updated by shared users if they are granted edit permission.

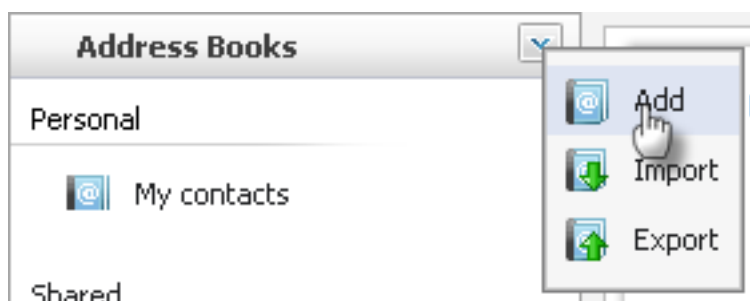
Group address book: This address book is shared by group and can be viewed by members in that group. In Address book, the group address book contains default contacts of the other users in different groups and can be viewed only.

3.13.1. Create an address book

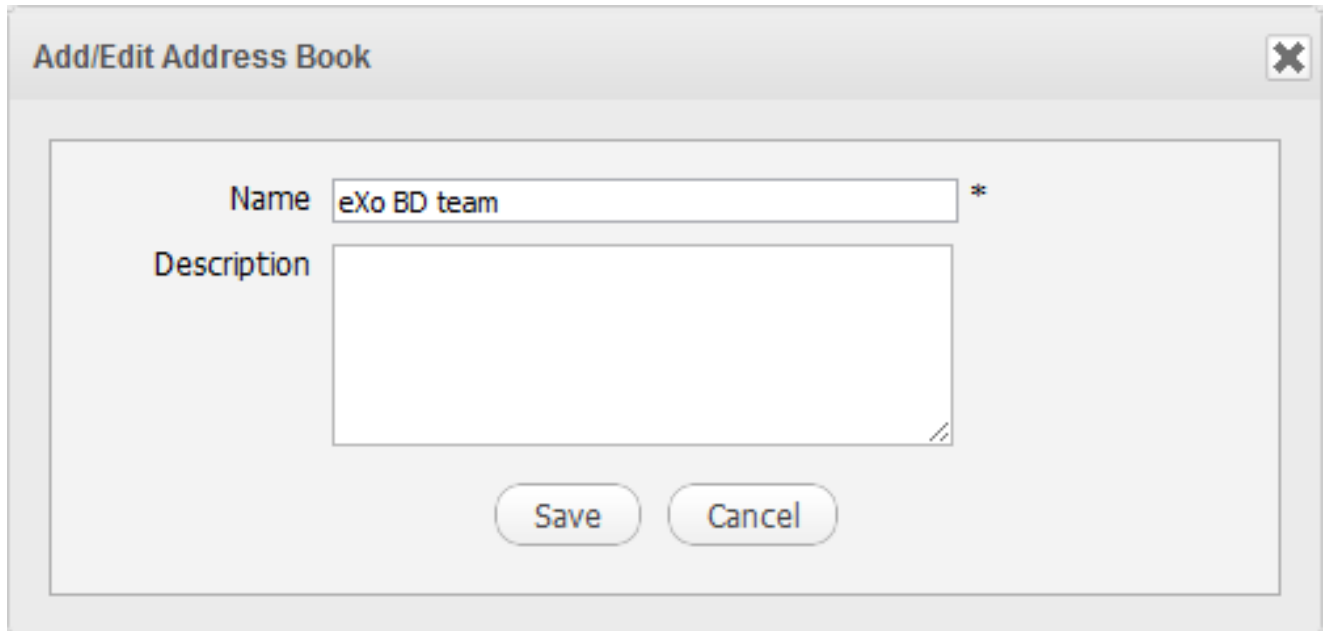
The first way: Click  **Address Book** on the main toolbar.



The second way: Click  in the Address Book bar and select **Add** from the drop-down menu:



The **Add/Edit Address book** form appears:



Type the name and description for your new address book, then click **Save** to finish.



Tip

You can also create a new address book from Mail. For more information, see [Add a new address book](#) in the Mail user guide section.

3.13.2. Edit an address book

1. Right-click an existing address book and select **Edit** from the drop-down menu:
2. The **Add/Edit Address book** form will be displayed. Make changes to your address book then click **Save** to accept changes.



Note

You can only edit a personal address book or a shared address book that you have the edit permission. You cannot edit a group address book.

3.13.3. Remove an address book

1. Right-click an existing address book, and then select **Delete** from the drop-down menu.
2. Click **OK** on the confirmation message to accept deleting the address book.




Note

You cannot delete your default and group address book.

3.13.4. Export an address book

1. Open the **Export Address books** form. There are two ways to do this step:

The first way: Click  in the main toolbar.

The second way: Click  in the address books pane and select **Export** from the drop-down menu.

The **Export Address books** form will appear with a list of all existing address books:


2. Select the checkbox corresponding to the address books that you want to export. Click the top checkbox will select all the address books.
3. Enter the file name and select the export format for the imported file (e.g: x-vcard).
4. Click **Export All** to start exporting all the address books or click **Export Selected** to export the selected ones only.

3.13.5. Import an address book

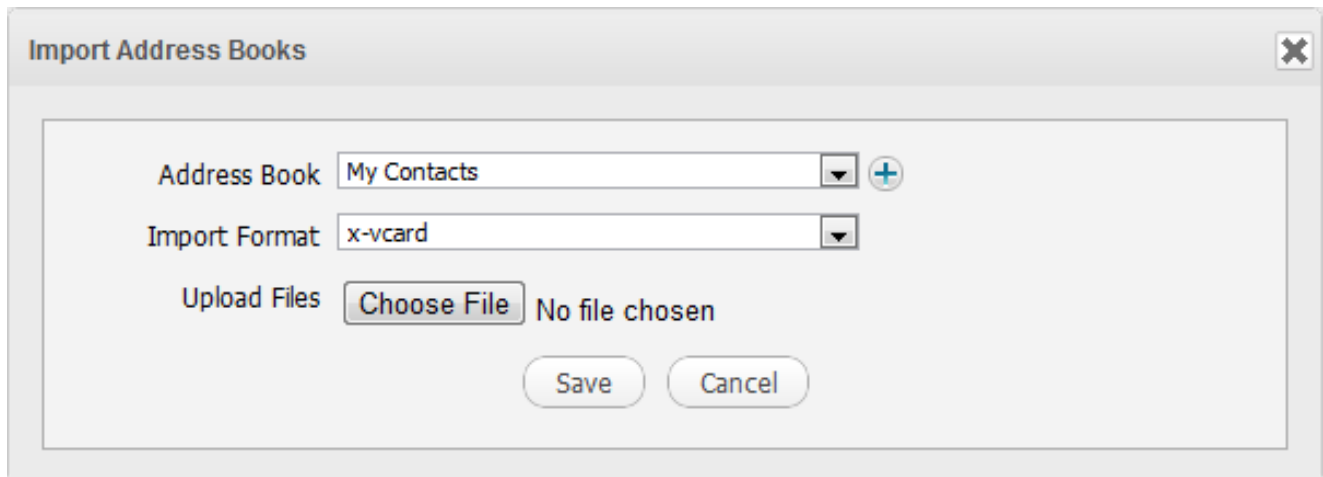
Once you export your address books, you retrieve them easily at any time. Others can also import your address book to store in their address book. The process to import address books is simple as exporting address books.

1. Open the **Import Address books** form. There are two ways to do this step:

The first way: Click the **Import** button in the main toolbar.

The second way: Click  in the address books pane and select **Import** from the drop-down menu.

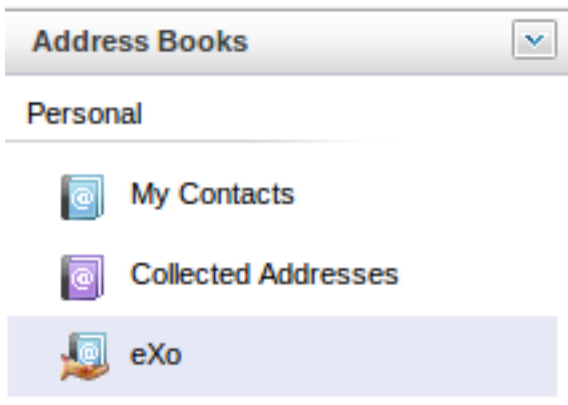
Follow one of these methods above and the **Import Address Books** form will appear:



2. Select the address book that you want to store the imported address book contact. You are also able to create a new address book.
3. Select the import format. At the moment, only x-card is supported.
4. Click **Browse** and locate the address book file to import.
5. Click **Save** to finish.

3.13.6. Share an address book

This feature allows you to share personal address books with individual user or a group of users. They can view, export, add, edit or delete a shared address book (if they have the edit permission). The shared address book is distinguished from other address books by a hand symbol:



To share a personal address book:

1. Right-click the address book you want to share and click **Share** from the drop-down menu.

The **Share address book** form will appear.


2. Select users or group of users to share.

To share with individual user:

1. Click  , the **User Selector** form will appear:

<input type="checkbox"/>	Username	First Name	Last Name	Email Name
<input type="checkbox"/>	demo	Demo	gtn	demo@localhost
<input type="checkbox"/>	john	John	Anthony	john@localhost
<input type="checkbox"/>	mary	Mary	Kelly	mary@localhost
<input type="checkbox"/>	root	Root	Root	root@localhost

2. Select users to share by clicking on the respective checkbox(s).

You can also select specific users by User name, Last name, First name, Email. Type the search term in the search box then click  to search.

3. Click the **Add** to add selected users to the shared list,



To share with group of users:

1. Click . The **Group Selector** form will appear:

2. Select a group in the left pane, then select its child group in the right pane.

3. Click **Save** to finish.

Click the "**Can edit?**" checkbox if you want to grant edit permission to the selected user/group. After sharing, all the shared users/groups will be listed in this form:

You can click  to change the edit permission or  to remove specific user/group from the list.

3.13.7. Grant permissions on a public address book

You can specify users, groups and memberships to grant the read/manage access to the public address book that you manage.

- A user without the read permission cannot see the address book.
- A user with the management permission is allowed to edit/rename and manage permissions on the address book.







By default, any member of a group has the read permission. The manager has the management permission on the group. Only the creator of a public address book can grant permission.

To grant permission on an address book:

1. Right-click your public address book and select **Permission** from the drop-down menu.

The **Permissions** form appears:

Share an Address Book with other users

Shared To	Edit Permission	Actions
mary	No	 
/organization/communication	No	 
/customers	No	 

Address Book eXo Employees



User

Group

Edit Permission ☒

Save

Close

2. Now you can start selecting certain users or groups to grant the permissions. Simply click  to select a user, or click  to select a group. The respective User selector or Group selector form will appear. Now, you have to select a user or group of users to grant the permission. The process is similar with [Share an address book](#).

Select the '**Can manage?**' checkbox if you would like to grant the management permission to the selected users/group.

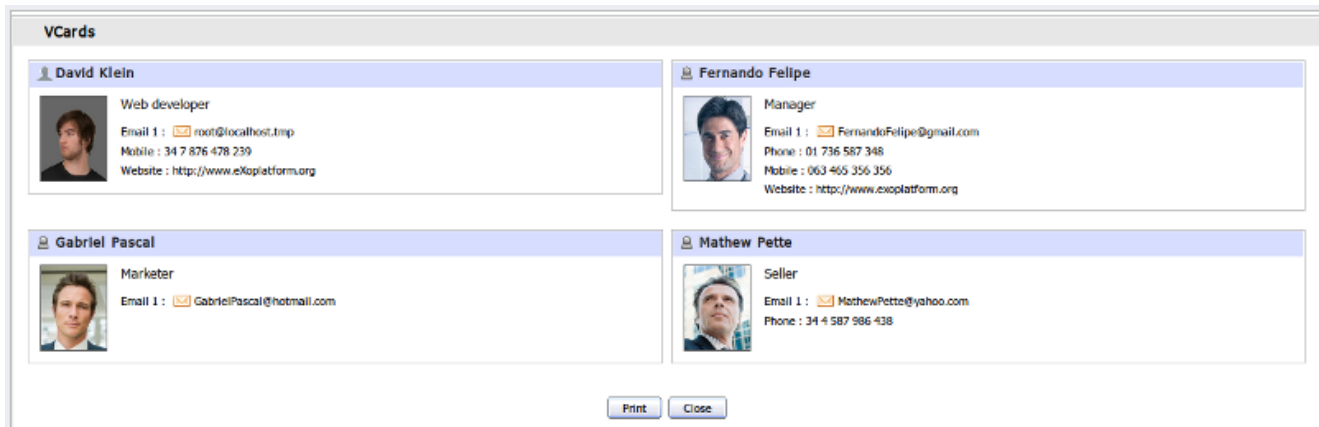
3.14. Print an Address Book

This function allows you to print summary information of contacts in form of visit cards. You can also print all contacts in an address book at the same time.

To print an address book:

1. Right-click the address book which you want to print and select **Print** from the drop-down menu.

The print preview page will appear:



2. Click the **Print** button to start printing.

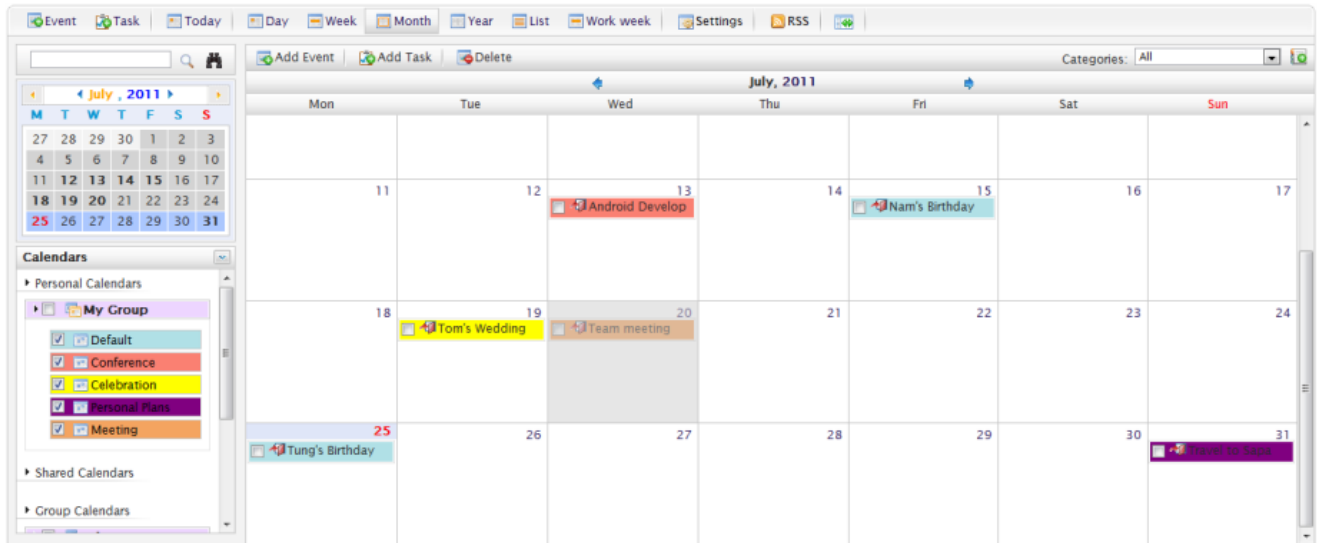
Chapter 4. How To Use Calendar?

After reading this chapter, you should know how to perform these following tasks:

- [Create calendars of different types:](#)
 - [Personal calendars](#)
 - [Shared calendars](#)
 - [Remote calendars](#)
- [Edit a calendar](#)
- [Export, and import a calendar](#)
- [Share a calendar](#)
- [Schedule an event](#)
 - [View details of an event](#)
 - [Create a new event](#)
 - [Edit an event](#)
 - [Drag and drop an event](#)
 - [Export and import an event](#)
 - [Delete an event](#)
- [Schedule a task](#)
 - [View task details](#)
 - [Create a new task](#)
 - [Edit task details](#)
 - [Drag and drop a task](#)
 - [Export or import a task](#)
 - [Delete a task](#)
- [Search for an event/task, including Quick search, and Advanced search](#)
- [Generate RSS](#)
- [Edit calendar settings](#)
- [Manage a calendar group, such as adding new, editing, and deleting](#)
- [Manage a category, such as adding new, and editing or deleting](#)

4.1. Calendar views

The Calendar interface has six basic components:



- The **Toolbar** contains most of actions in Calendar, such as adding an event/task, switching between view modes, and more.



- The **Action** bar allows adding a detailed event/task, or a new category.



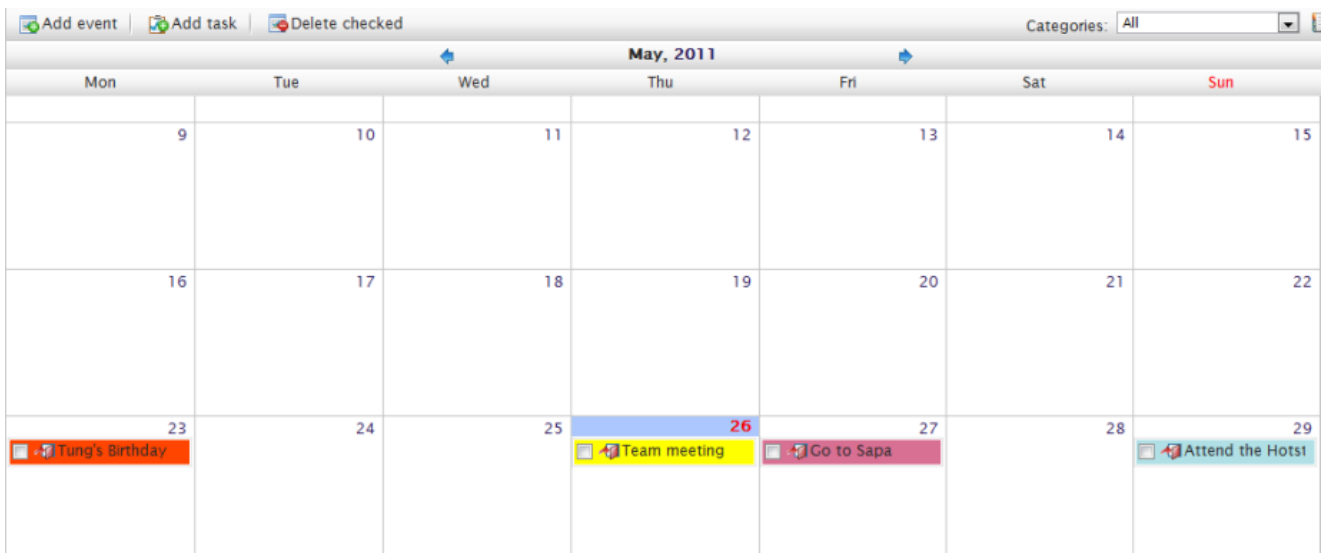
- The **Search Pane** where you can perform quick and advanced searches.



- The **Mini calendar**:



- The **Calendar list** where all personal calendars, shared calendars and group calendars are listed.
- The **Calendar view** pane where you can create tasks/events quickly and view your owned tasks/events.



Note

In eXo Platform, by default, the left pane of Calendar is hidden. To show this pane, select **Toggle Left Panel** on the toolbar.

4.2. Create a calendar

You may create a [personal calendar](#) or [public calendar](#) that can be shared with specific users or groups to your choice. You can also create a calendar that will be synchronized with a [remote calendar](#).

4.2.1. Create a personal calendar

1. Follow either of the following ways to open the **Calendar** form.

The first way: Click , then select **Add calendar** from the drop-down menu.

The second way: Right-click a calendar group which exists in the list of personal calendars, then click **Add calendar** from the drop-down menu. By this way, the group for your new calendar is already selected.

2. Define details of your new calendar in the **Calendar details** tab.

The screenshot shows a 'Calendar' dialog box with a close button in the top right. It has two tabs: 'Calendar Details' (active) and 'Groups'. The 'Calendar Details' tab contains the following fields:

- Display Name**: A text input field with an asterisk (*) indicating it is required.
- Description**: A larger text input area.
- Groups**: A dropdown menu showing 'My Group' and a blue plus icon to the right.
- Country (Language)**: A text input field showing 'Belgium(French)'.
- Time Zone**: A text input field showing '(GMT +01:00) Europe/Brussels'.
- Color**: A horizontal color bar.

At the bottom of the dialog are three buttons: 'Save', 'Reset', and 'Cancel'.







Field	Description
Display name	The calendar name which is displayed.
Description	The brief description of the calendar.
Groups	The groups which contain your calendar. You can select from existing groups or add a new group by clicking the Plus icon. The Calendar group form which allows adding a new group directly in the Calendar form will be displayed.
Country (Language)	The location and language of the calendar.
Time zone	The displayed time zone for the calendar activities. You can personalize your calendar time zone.
Color	The displayed color for the calendar activities that can be personalized.

3. Click **Save** to finish your creation; or **Cancel** to quit without creating your new calendar.

4.2.2. Create a shared calendar

Follow one of these methods above to open the **Calendar** form. After that, go to the **Groups** tab.

- The **Groups** tab:


Show in Groups	Edit Permission
/platform/administrators <input type="checkbox"/>	<input type="text"/>  
/platform/users <input type="checkbox"/>	<input type="text"/>  
/organization/management/executive-board <input type="checkbox"/>	<input type="text"/>  

Save Reset Cancel

You can select specific users and groups who can view and edit the shared calendar.

To share a calendar, tick the checkbox corresponding to a group you want to share. These users will be able to view this calendar. You can also decide specific users and groups to edit the calendar in each group.

To grant the edit permission to an individual user in a group:

1. Go to the **Groups** tab in the **Calendar** form.
2. Click  in the **User selector** form. This form will help you select a specific user you want to share:

Select User

- ▶ john
- ▶ root

3. Select the group in the left pane and specific users in the right pane to share the edit permission.

To grant the edit permission to a membership type in group:

1. Go to the **Groups** tab from the **Calendar** form.

2. Click .

3. Select a group in the left pane, then select a membership type of that group.

The newly added calendar will appear in the calendars list.

See also:

- [Change the calendar color](#)

4.2.3. Create a remote calendar

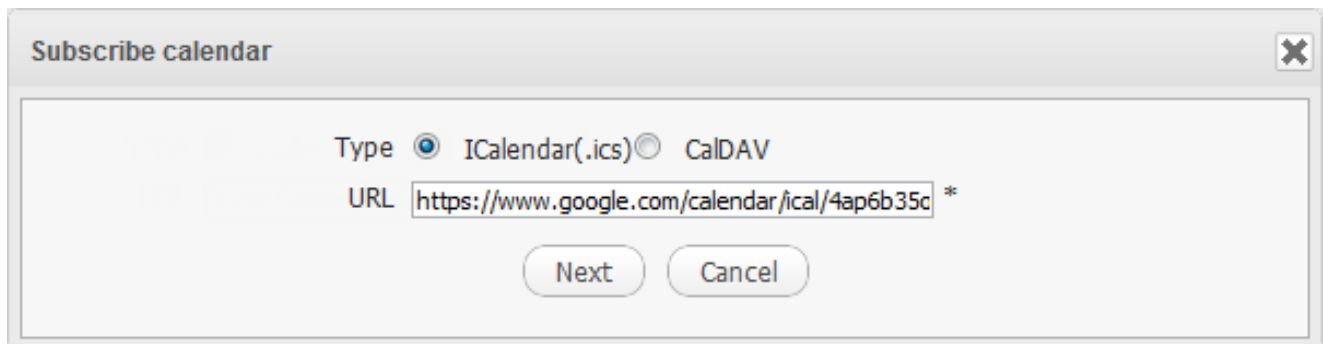
1. Follow either of ways to open the **Subscribe calendar** form.

The first way: Click , then select **Remote calendar** from the drop-down menu.

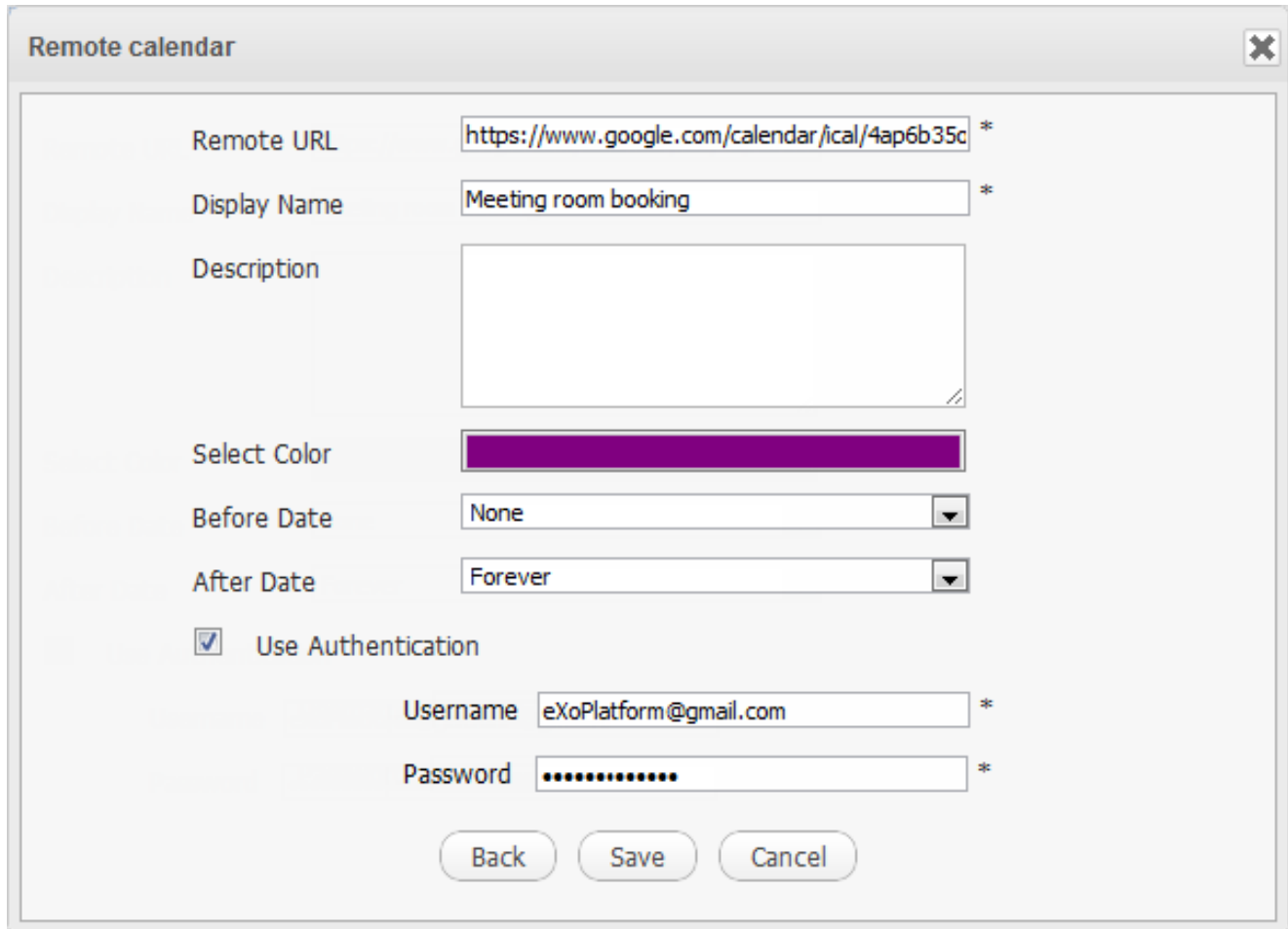
The second way: Right-click a calendar group which exists in the list of **Personal Calendars**, then click **Remote calendar** from the drop-down menu.

2. Select the type of the remote calendar: iCalendar or CalDAV. For more information about types of remote calendars, visit [here](#)

3. Enter the URL linking to your calendar server in the **URL** field.



4. Click **Next** to go to the **Remote calendar** form.

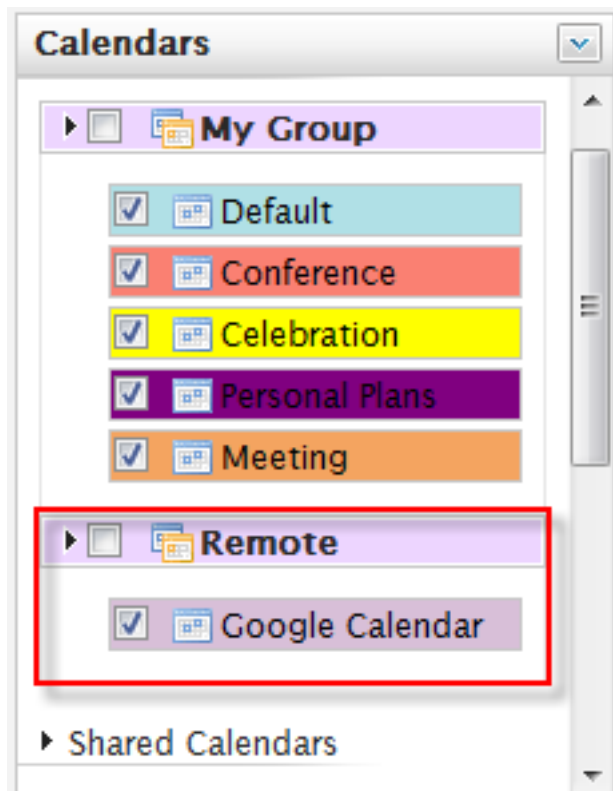


Note

The asterisk (*) indicates mandatory fields.

5. Enter the display name for the calendar.
6. Enter the description and select the color for the calendar.
7. Tick the **Use authentication** checkbox, then enter the username and password if your remote server requires verification.
8. Click **Save** to commit.

After setting up the remote calendar, it will be added to an automatically created calendar group "**Remote**".



Now you can view all events and tasks created on the remote calendar right in Calendar.

To update the remote calendar, right-click it and select **Refresh**.

More information about types of remote calendars:

- **iCalendar:**

iCalendar provides a link to online .ics file from another calendar server, such as Google Calendar, Yahoo Calendar, eXo Calendar (including public URL or private URL). An example of a Google Calendar URL: <http://www.google.com/calendar/ical/Webdesignteam%40gmail.com/public/basic.ics>

- **CalDAV:**

CalDAV is an open protocol that allows you to access calendars via WebDAV. With CalDAV, you can publish and subscribe to calendars, share them collaboratively, synchronize among multiple users or devices.

Google: https://www.google.com/calendar/dav/your_gmail_account@gmail.com/events/

Yahoo: https://caldav.calendar.yahoo.com/dav/your_yahoo_account@yahoo.com/Calendar/calendar_name/

For example:

<https://www.google.com/calendar/dav/hoavuvn@gmail.com/events/>

4.3. Edit a calendar

1. Right-click the calendar and select **Edit** from the drop-down menu.

The **Calendar** form will appear. If you are editing a personal calendar, this form only contains the Calendar Details tab.

2. Make changes to the calendar, then click **Save** to complete.



Note

You can edit a shared or group calendar only when you have the edit permission.

4.3.1. Change the calendar color

When you have many calendars displayed on the screen, it is not easy to recognize which calendar is for which activities. If you have to work with a few calendars, it is helpful to assign colors to distinguish your calendars from one another. Read below to find out how:

1. Right-click the calendar name to open the drop-down menu and then select a color for your calendar from the colors palette. There are 32 colors available.
2. Change the display color of the calendar by selecting one specific color area.

4.3.2. Delete a calendar

This function allows removing a calendar and all events/tasks stored inside it.

1. Right-click the calendar, then select **Remove** from the drop-down menu.
2. Click **OK** in the confirmation message that appears.

4.4. Export/Import a calendar

Export a calendar

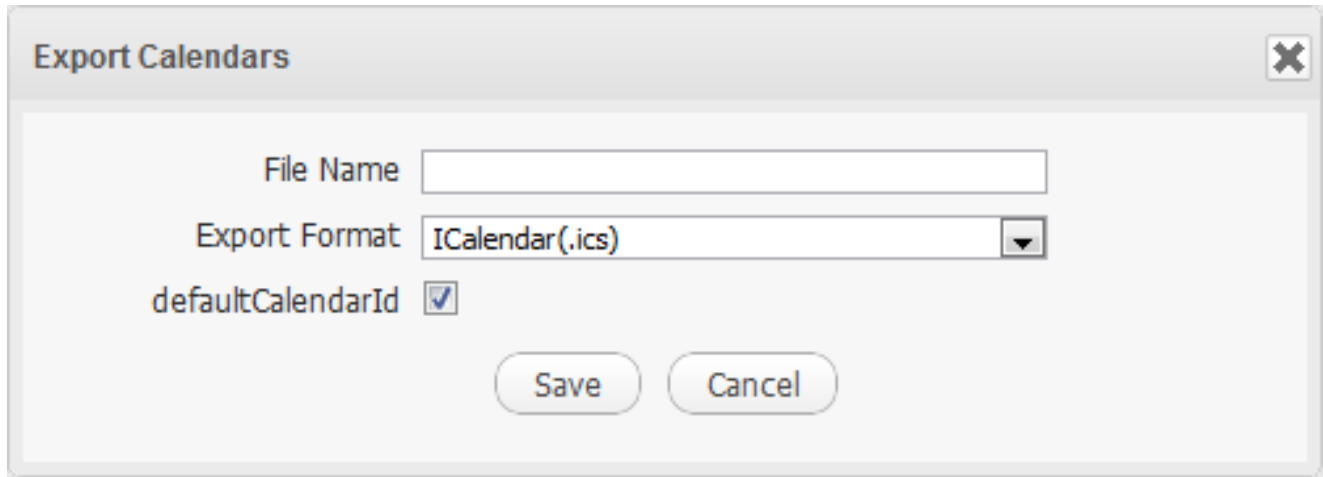
This function allows exporting a calendar to a separate file on your device. You can only export the calendar which contains at least one event. You can also export any calendar types, including personal, shared and group calendars if you have the edit right.

To export calendars:

1. Follow either of ways to open the **Export Calendars** form.

The first way: Right-click the appropriate calendar group to open the drop-down menu, then select **Export all** from the drop-down menu.

The second way: Right-click the name of the calendar, then select **Export** from the drop-down menu.



The image shows a dialog box titled "Export Calendars" with a close button (X) in the top right corner. Inside the dialog, there are three fields: "File Name" with an empty text input box, "Export Format" with a dropdown menu showing "ICalendar(.ics)", and "defaultCalendarId" with a checked checkbox. At the bottom of the dialog are two buttons: "Save" and "Cancel".

2. Enter the file name and select an export format from the drop-down menu.
3. Select the calendar you want to export by ticking its checkbox.
4. Click **Save** to complete.




Note

- You can export personal, shared and public calendar which you have the edit permission.
- You can only open the file if you have an application installed on your computer that supports the format of the exported file.

Import a calendar

This function allows importing one or more calendars in a file from your device to a selected calendar group in Calendar.

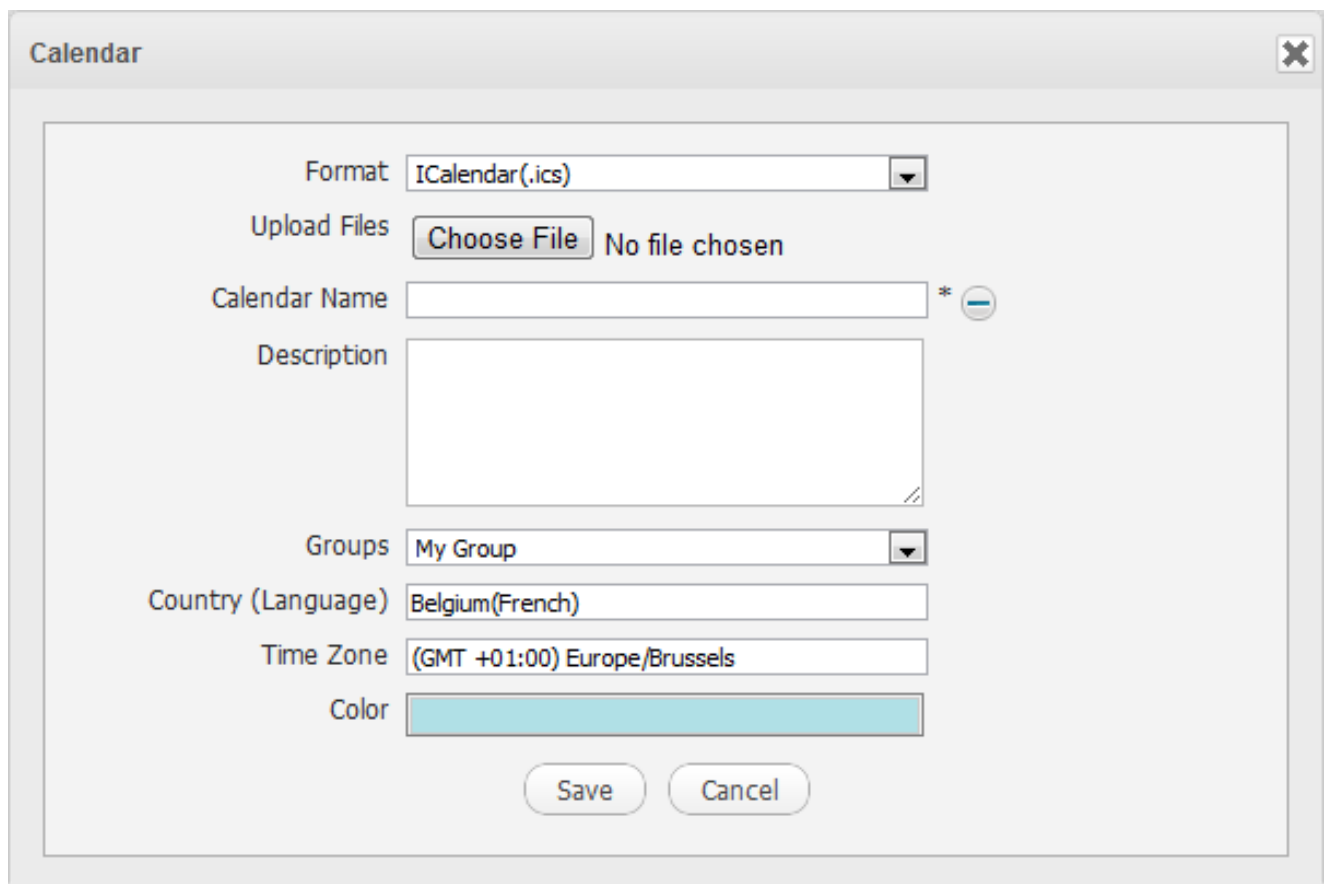
1. Follow either of ways to open the **Calendar** form.

The first way: Click  at the right top of the calendars list and then select the **Import** item from the drop-down menu.

The second way: Right-click the name of the calendar group and click **Import** from the drop-down menu.

The third way: Right-click the specific calendar in the calendars list and select the **Import** item from the drop-down menu.


The **Calendar** form will appear:

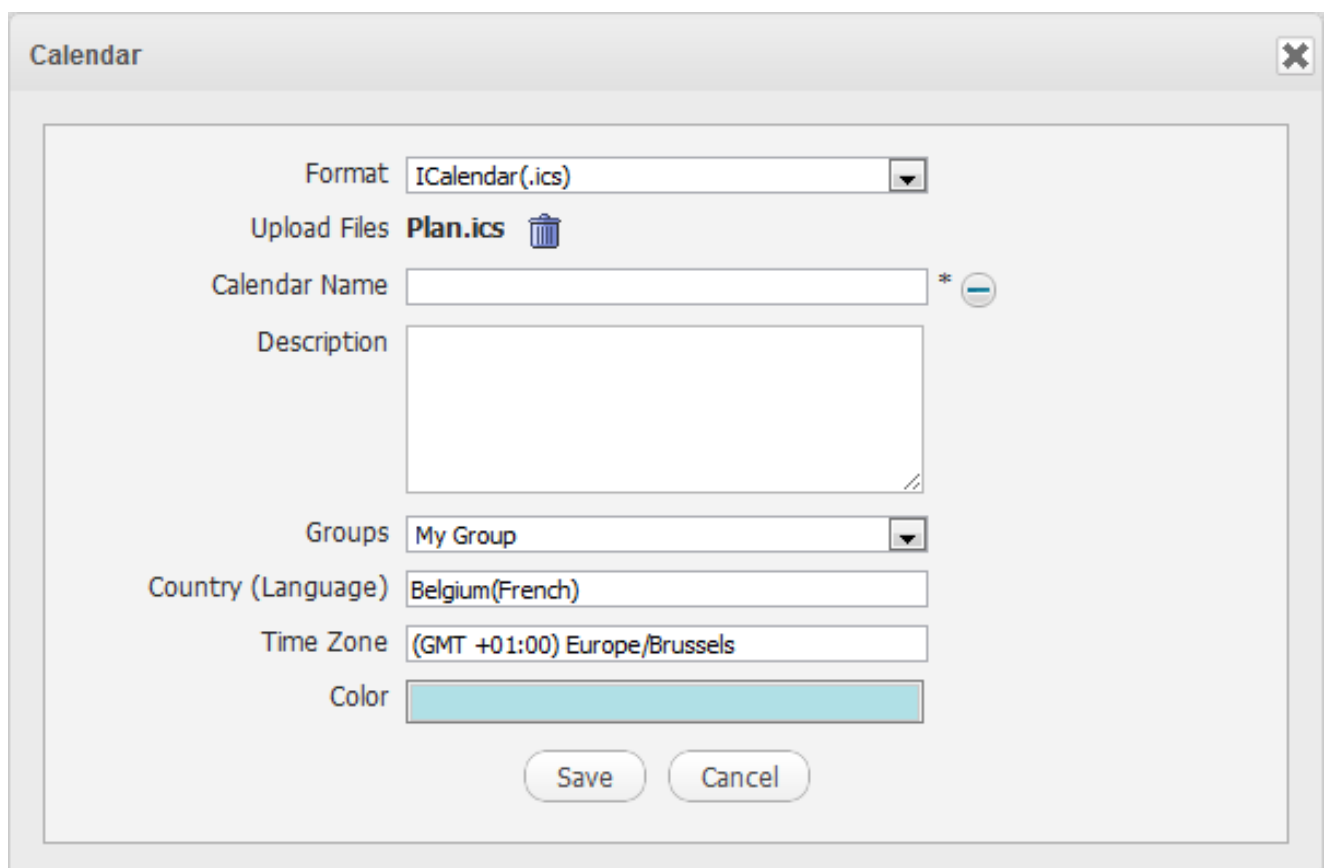


The image shows a 'Calendar' dialog box with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Format:** A dropdown menu showing 'ICalendar(.ics)'.
- Upload Files:** A button labeled 'Choose File' and the text 'No file chosen'.
- Calendar Name:** A text input field followed by an asterisk (*) and a minus sign (-) icon.
- Description:** A large text area with a diagonal slash icon in the bottom right corner.
- Groups:** A dropdown menu showing 'My Group'.
- Country (Language):** A text input field showing 'Belgium(French)'.
- Time Zone:** A text input field showing '(GMT +01:00) Europe/Brussels'.
- Color:** A color selection bar showing a light blue color.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

2. Select a type of the import format.

3. Click the **Browse...** button to select a file in your computer, then click  to upload the selected file.



The image shows the same 'Calendar' dialog box, but now the 'Upload Files' section shows 'Plan.ics' with a trash icon next to it, indicating a file has been successfully uploaded. The other fields and controls remain the same as in the previous image.


4. Enter the display name of the imported calendar in the **Calendar name** field.

Also:

- Click



to to show a form used to import an uploaded file to an existing calendar:

You can click  to import the uploaded file to a new calendar.

- Give details of the imported calendar in the **Description** field.
- Select the group to which the imported calendar belongs, the country, time zone and color of the imported calendar.

5. Click **Save** to complete.



Note

You can only import the calendar to a personal calendar. At present, Calendar only supports the *.ics and *.csv formats.

4.5. Share a calendar

This function allows you to share your calendar with other users so that they can participate in all activities on this calendar.

The permissions in a shared calendar are set into two levels:

- **View permission:** allows you (shared user) to view a calendar and its events/tasks, but you cannot change any information. It means that you cannot add/edit/delete events/tasks; edit, import and export calendars.

- **Edit permission** allows you (shared user) to view, import and export a calendar or add, edit, delete events/tasks inside the shared calendar, export the shared calendar. However, you cannot edit it.

To share a calendar:


1. Right-click the calendar, then select **Share** from the drop-down menu:


The **Share calendar** form will appear:

Share Calendar

Username	Edit Permission	Actions
<i>Empty Data</i>		

Calendar Name Default

User Name 

Group 



Edit Permission ☐

Details:

Calendar name	The name of the calendar that you select to share.
User name	The name of the users who you want to share your calendar with.
Group	The name of the groups that you want to share your calendar with.
Edit permission	This option allows granting the edit permission on the calendar to the selected users/groups.

2. Select users to share.

To select users for sharing:

1. Click  and/or  at the right of the **User name** field.

2. Select users that you want to share.

3. Click **Save** to complete.

Share a calendar using iCal

iCal provides a link that allows other users to download a file with an extension of .ics which contains all events and tasks in a calendar. iCal is supported by many popular products like Microsoft Outlook, Google Calendar, Apple iCal.

- **Public URL:** Public Url link allows you to share your calendar with other users. They do not need to have Calendar accounts to download the file, but they must use a calendar application which supports the .ics to open and view it. By default, Public Url is empty and it is only accessible when public access is explicitly enabled.
- **Private URL:** iCal is used for personal use. It means that as the creator of the calendar, you can download it to your computer and use any calendar applications which support .ics format to open it. You can also import it into another calendar.

To get the link to download iCal:

1. Right-click a calendar that you want to access to iCal, then click **Edit** from the drop-down menu.

The **Calendar** form will appear:

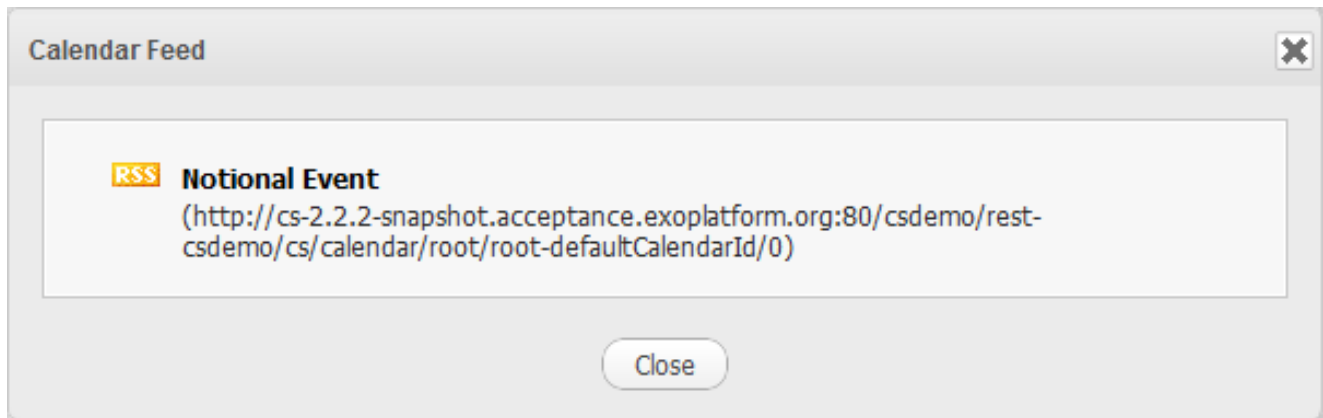
The screenshot shows a window titled "Calendar" with a close button in the top right corner. Inside the window, there is a tab labeled "Calendar Details". The form contains the following fields and controls:

- Display Name:** A text box containing "Notional Event" with an asterisk (*) to its right.
- Description:** A large text area.
- Groups:** A dropdown menu showing "My Group" with a plus icon (+) to its right.
- Country (Language):** A text box containing "Belgium(French)".
- Time Zone:** A text box containing "(GMT +01:00) Europe/Brussels".
- Color:** A color selection bar showing a light blue color.
- Private URL:** A text box containing an orange "ICAL" icon.
- Public URL:** A text box containing the text "This calendar is private. [Enable Public Access](#)".

At the bottom of the form, there are three buttons: "Save", "Reset", and "Cancel".

2. Select to get Public URL or Private URL. For Public URL, you must Enable Public Access first.

A **Calendar Feed** form will pop-up:



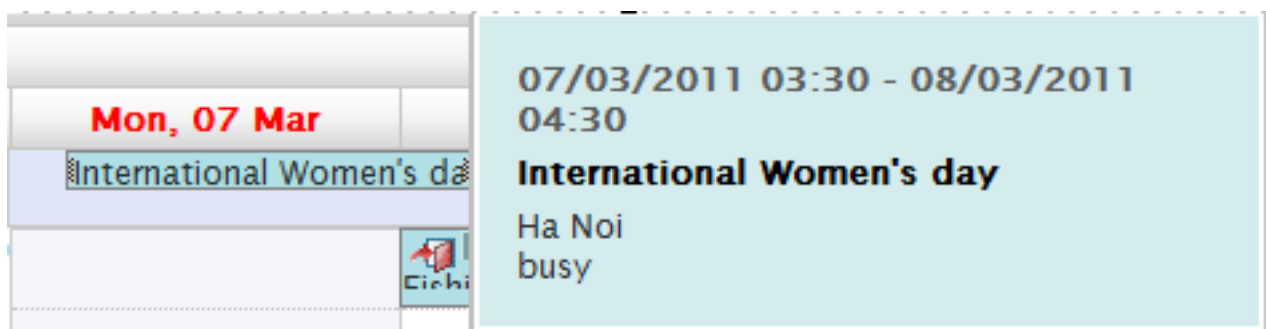
You can use the link provided in this pop-up to send to other users. They can use this link to download the .ics file which then can be opened in popular calendar application, such as Microsoft Outlook, Google Calendar, Apple iCal.

4.6. Schedule an event

4.6.1. View details of an event

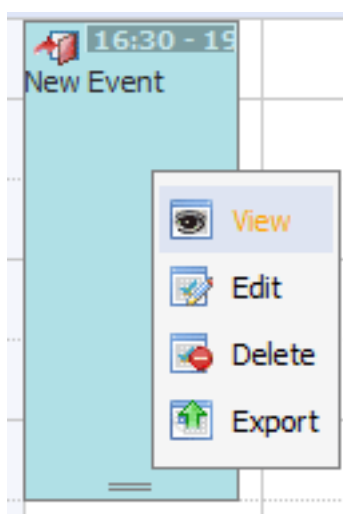
To view an event of a specific calendar with more details, you have two ways:

The first way: Hover the mouse on the event more than one second, the detail view appears:



The second way:

Right-click the event in the Calendar View Pane and select the **View** item from the drop-down menu:



The **Preview** form will appear:

The 'Preview' form displays event details for 'Tom's Wedding'. On the left, it shows the event's timing (From: 09/08/2011 15:00, To: 09/08/2011 21:30) and two attachments: 'map.png (5.48 KB)' and 'Invitation Card.png (6.27 KB)', each with a 'View' link. On the right, under the event title 'Tom's Wedding', it lists details: Location (137 A FullHouse, LA), Event Repetition (No Repeat), Description, Reminder (email), Privacy (Public), Availability (Busy), Invitation email, and Participants (root).

At the **Preview** form, if the event includes attachments, you can download any attachment by directly clicking on the title of the attachment.

4.6.2. Create a new event

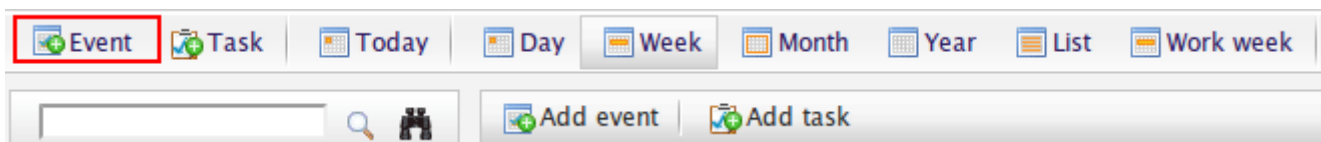
You have 2 ways to add a new event:

- [Quick add events](#): allows you to create the most basic event details.
- [Add detailed events](#): allows you to create events with advanced details.

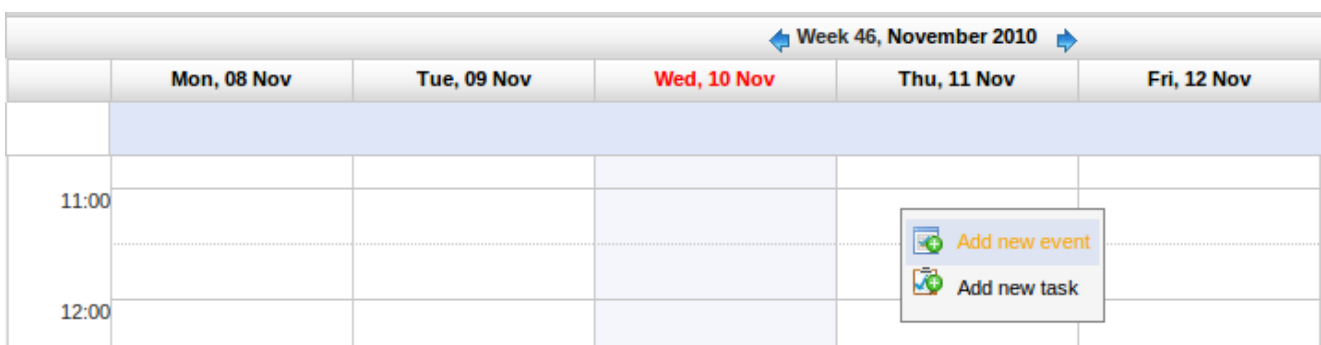
4.6.2.1. Quick add an event

To add a new event quickly, you can follow any of these ways:

The first way: Click  **Event** on the toolbar.



The second way: Right-click the calendar view pane and select **Add new event** from the drop-down menu:



The third way: Right-click the calendar you want to add new events and select **Add Event** from the drop-down menu.

The forth way: Click the appropriate time slot in the calendar view pane. Drag your mouse to alter the length of the event. You can read [Drag and drop an event](#) for more information.

The **Quick add event** window will appear:

Quick Add Event

Event Summary *

Description

From

To

All day ☐

Calendar

Event Category

Field	Description
Event Summary	The event title. This field is required.
Description	The detailed description of the event.
From	The starting time of the event.
To	The ending time of the event.
All day	If the event does not have a specific time, select the All Day option. This option allows setting the event duration to be all day or not. If you don't check this option, you have to define the starting date/time and ending date/time. By default, the starting date and ending date is the current date.
Calendar	The calendar will include the event.
Event Category	The category will include the event.
More details button	To show the event in more detail that allows defining more properties for the event.

2. Fill in the date, starting time, end time, location, and description of your event. If you are using multiple calendars, you can also select which calendar this event should be on.

3. Click **Save** to complete.

4.6.2.2. Add a detailed event

With a detailed event, you can:

- save time by [creating recurring events](#) rather than entering each instance separately.
- [create a reminder for the upcoming event](#) with your own notification settings.
- [invite people to event](#).
- [view the availability time of the participants](#).

To add a detailed event:

The first way: Click  in the **Quick add event** window.

The second way: Click  on the action bar.

Follow one of these methods above and the **Add/edit event** window will appear.

4.6.2.2.1. Create a recurring event

To create a recurring event, go to the **Detail** tab:

Add/Edit Event

Detail
Reminders
Participants
Schedule

Event summary
Party

Description

Location
Halo Restaurant

From
09/08/2011
20:00

To
09/08/2011
23:00

All Day
☐

Priority
None

Repeat
☐

Calendar
Default

Event Category
Celebration

Attachments

Save
Cancel

This tab gives you additional details of an event compared with quick add event method: You can set event priority, create repeating event or attach files. See the description below:

Field	Description
Location	The location where the event will take place.
Priority	The priority level of this event: None, Normal, High and Low.
Repeat	<p>The repeat time or recurring time for the event, such as weekly meeting, monthly report. There are some options for you to select in this field:</p> <p>Daily: The event will be repeated every day.</p> <p>Working days: The event will be repeated on the working days, from Monday to Friday.</p> <p>Weekly: The event will be repeated every week.</p> <p>Monthly: The event will be repeated every month.</p> <p>Yearly: The event will be repeated every year.</p>

Field	Description
	For example: You set an event on a Monday, and the option is Weekly, the event will be repeated every Monday.
Attachments	The attached files to be included with the event such as map, invitation card.

4.6.2.2.2. Create a reminder for events

The reminder function is used to remind users who will take part in the event. A reminder includes the summary information about the event, such as a title, time, a place where that event will take place. To use this feature, go to the **Reminder** tab:

Field	Description
Send mail before event starts in	The interval time that the reminder will be repeated before an event starts.
Repeat	This checkbox allows setting the email reminder of the event repeat or not.
Also send reminders to	The list of email addresses to which the reminder will be sent. The default value is the email address of the current user.
When event starts in next	The interval time that the pop up reminder will be repeated before the event starts.
Repeat	The checkbox allows setting the event's pop up reminder repeat or not.

To add more emails, in the **Select email** form, click . The **Select an email** form will appear and you select by checking the corresponding checkboxes.

The **Address books** and the **Search** function allow filtering and searching the expected email.

Click the **Add** button to add the selected emails or click the **Replace** button to replace existing emails by the selected emails.

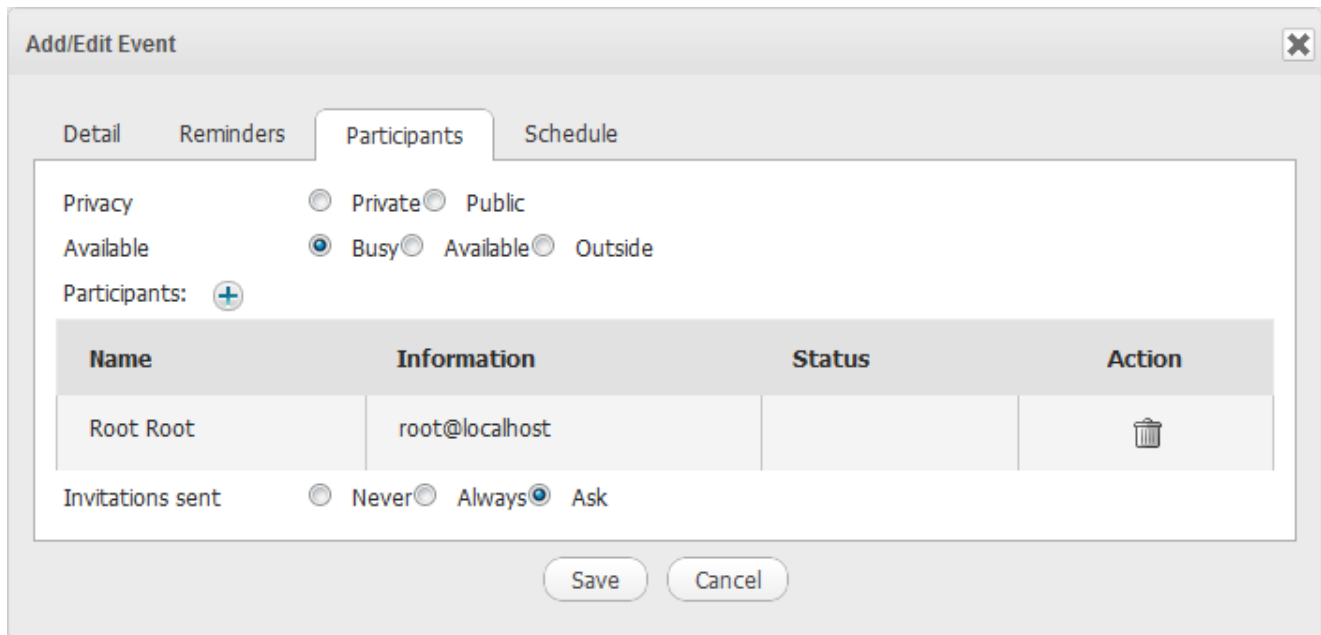


Note

After adding email addresses, the email addresses of the selected contacts are displayed in the **Also send reminders to** field of the **Reminders** tab. When the Remind by email function is used, the notification email about the event will be sent at the defined time expectedly.


4.6.2.2.3. Add participants to an event

If you want to invite people to attend an event, go to **Participants** tab. This tab contains options to add participants, send invitation mail.



The screenshot shows the 'Add/Edit Event' dialog box with the 'Participants' tab selected. The dialog has four tabs: Detail, Reminders, Participants, and Schedule. The 'Participants' tab contains the following elements:


- Privacy:** Radio buttons for Private (selected) and Public.
- Available:** Radio buttons for Busy (selected), Available, and Outside.
- Participants:** A plus icon to add more participants.
- Participants Table:** A table with columns: Name, Information, Status, and Action.

Name	Information	Status	Action
Root Root	root@localhost		
- Invitations sent:** Radio buttons for Never, Always (selected), and Ask.
- Buttons:** Save and Cancel buttons at the bottom.

Details:

Privacy: The privacy of the event. An event may be public or private. The default value of this field is 'Private'. (At present, public or private has informative meaning only. There is no effect)

Available: The status of participants. There are 3 options: Busy, Available and Outside. If participants select Busy or Outside, the time the participant takes part in the event/task will be in red when viewing the event/task schedule. If they select Available, the time the participant takes part in the event/task will be in white.

Participants: The list of participants (If the Send an invitation option is selected, they will receive invitation via email). You can click  to add more participants.

The **Participant** table lists all users taking part in the event and their status. The status may be **Yes**, **No** or **Pending** depending on the invitation confirmation of the participant: Yes, No or May be.

- **Yes:** It means that the users accept joining the event.
- **No:** It means that the user will not join the event.
- **Pending:** It means that the invitation is pending for the user's approval.

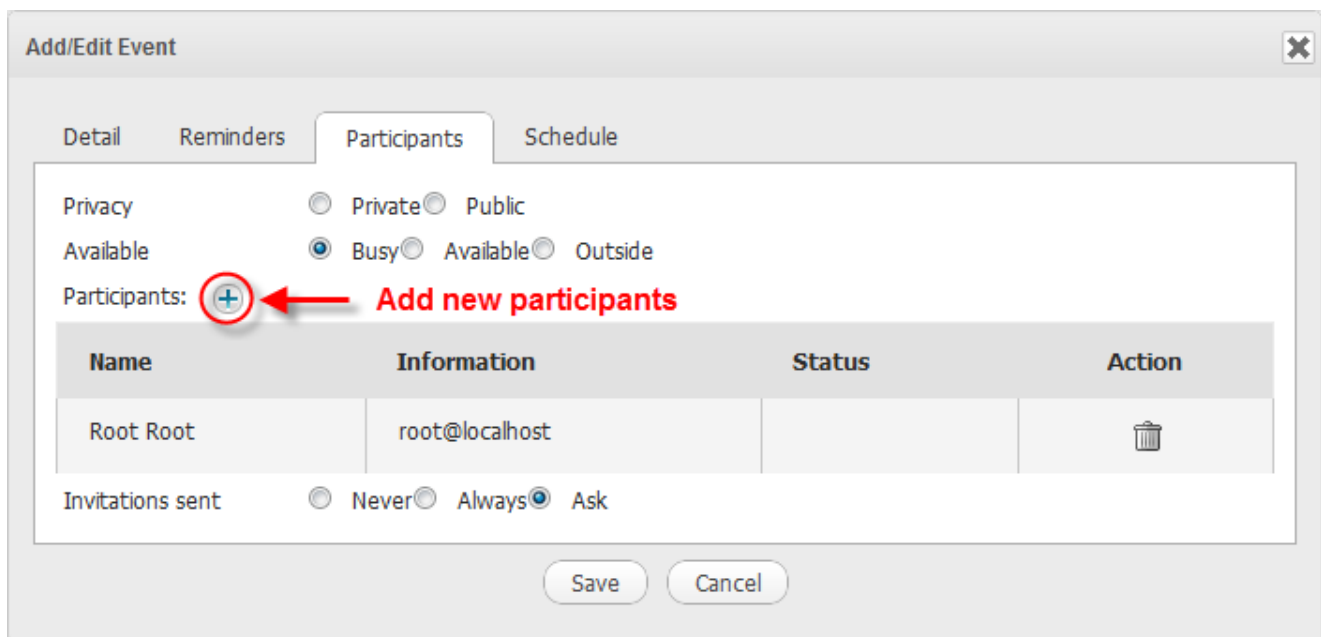
The **Action** column allows deleting the participant in the list.

Invitations sending: This option will be loaded by default with the value defined in the Calendar Settings. There are 3 options:

- **Never:** The event invitation will not be sent to any participant.
- **Always:** The event invitation will always be sent to the participants.
- **Asked:** There will be a confirmation message which confirms that whether you want to send the invitation or not.

To select users to participate in invite box:

1. Click  in the **Participants** tab:





Add/Edit Event

Detail Reminders **Participants** Schedule

Privacy ☐ Private ☐ Public

Available ☒ Busy ☐ Available ☐ Outside

Participants:  **Add new participants**

Name	Information	Status	Action
Root Root	root@localhost		

Invitations sent ☐ Never ☒ Always ☐ Ask

Save Cancel


The **Invitations** form will appear.

2. Select contacts from your Address book by clicking .

To select participants, tick the checkboxes corresponding to users that you want to invite.

To search the desired users, enter a keyword and click the search icon.

Both **Address books** filter and the **Search** functions allow filtering and searching expected user results. Click the **Add** button to add the selected users to the **Participants** table.

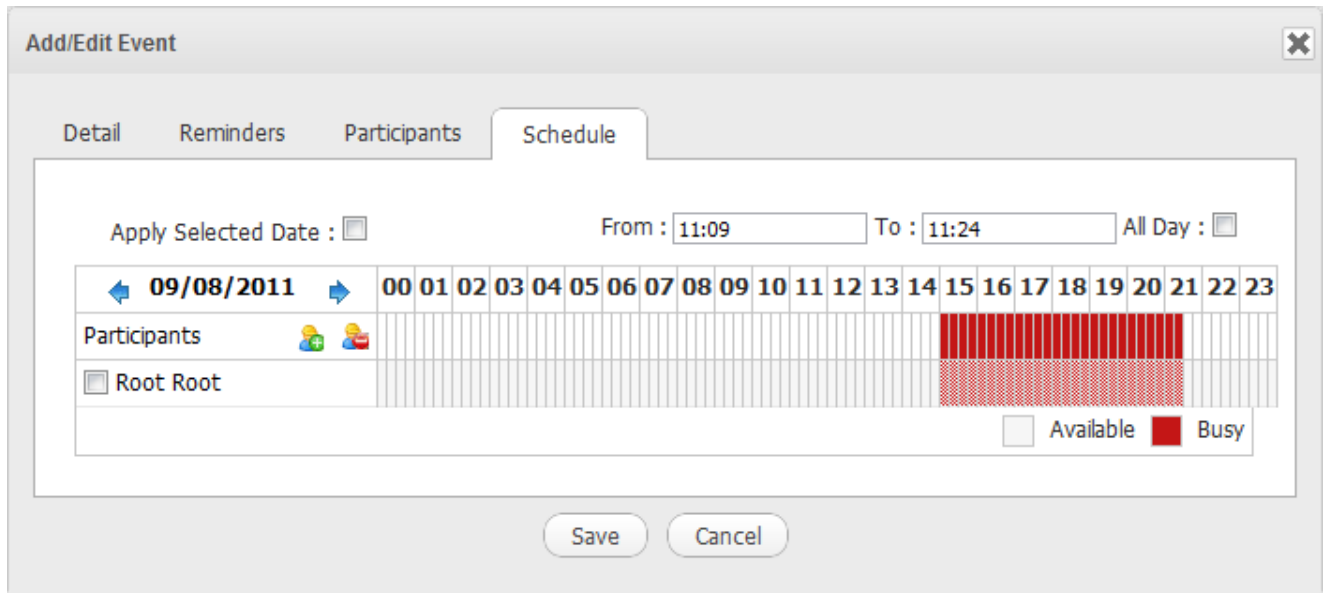
The participants can be also selected from the user picker by clicking  .

Email addresses are listed and they can be selected by selecting the corresponding checkboxes.

Group and Search function allow filtering and searching the expected mail result.

3. Enter the invitation message, then click the **Add** button to add selected contact emails.

4.6.2.2.4. View the availability time of participants





Add/Edit Event

Detail Reminders Participants **Schedule**

Apply Selected Date : ☐ From : 11:09 To : 11:24 All Day : ☐

09/08/2011 00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23

Participants  


☐ Root Root

☐ Available ☒ Busy


Save Cancel

Go to the **Schedule** tab. In this tab, you can check the availability of the participants in a defined slot of time (by default, it is the start and end time of the event which you define in the **Detail** tab). You can easily detect the schedule conflicts to manage the alternate meeting time that works best for all participants.

To add participants:

1. Click  on the left pane.
2. The **Select users** form will appear that allows selecting the attendees.

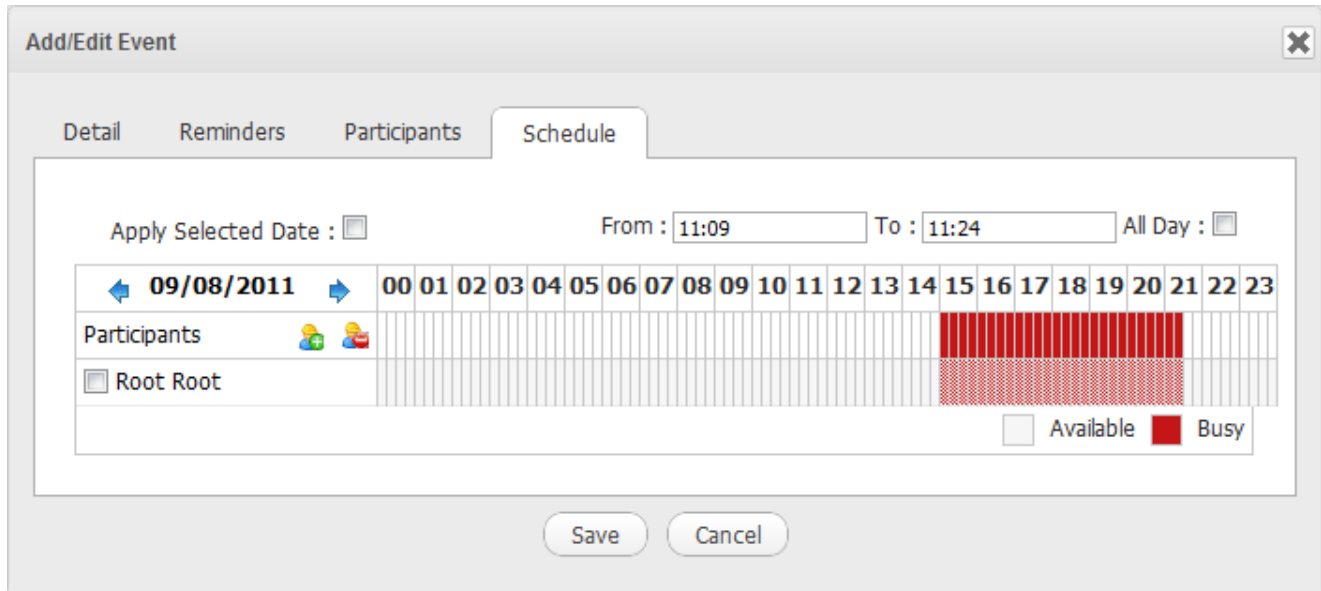
To delete participants:

1. Select the participant's name that you want to delete by ticking on User checkbox and then click  on the left pane.
2. The selected participants are deleted from the participant list of the **Schedule** tab and the **Participants** tab.

To apply selected date:

1. Add users to the participants list.
2. Check the **Apply selected date** checkbox. This will apply selected date From/To in the left pane.

Availability time of users are shown like below:



Add/Edit Event

Detail Reminders Participants **Schedule**

Apply Selected Date : ☐ From : 11:09 To : 11:24 All Day : ☐

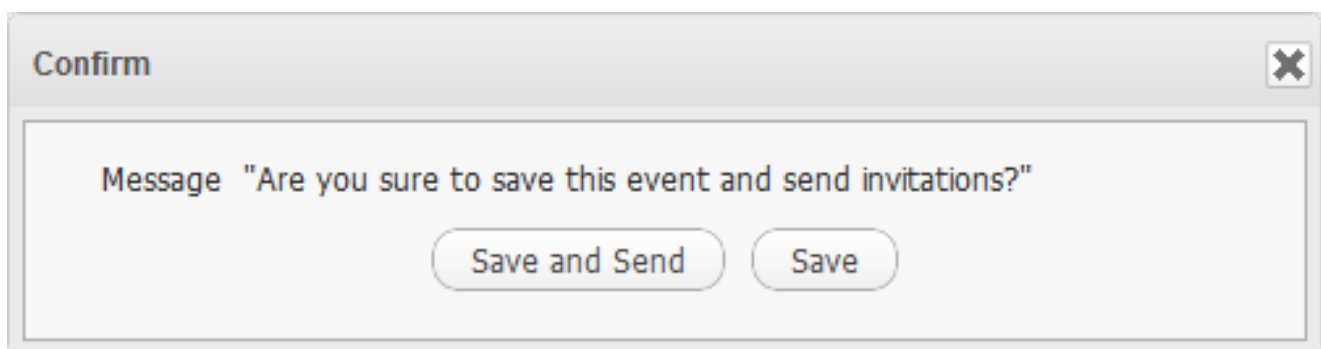
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Participants																								
<input type="checkbox"/> Root Root																								

☐ Available ☒ Busy

Save Cancel

You can select the slot of time to check visually by moving the mouse in time pane. The selected period will become green and the corresponding time will be displayed in the 'From' and 'To' fields of the **Detail** tab.

You can complete adding a new event by clicking **Save**. The confirmation message will appear:



Confirm

Message "Are you sure to save this event and send invitations?"

Save and Send Save

Click **Save and Send** to save and send the invitation. Click **Save** to save only.

The added event will be displayed when viewing the calendar in which the event is stored.

You will see the event updated in your Activity Stream of your Space or Group Space.



Activity Stream of Jack

Jack
The following event has been updated: Rock Party
[More info](#)

Description: Annual Rock fest for all rock fans!!
Location: Rex Restaurant
Start time: Nov 5, 2010 8:30:00 PM CET
End time: Nov 5, 2010 10:15:00 PM CET

less than a minute ago * [Comment](#) | [Like](#)

[Refuse](#) [Accept](#)

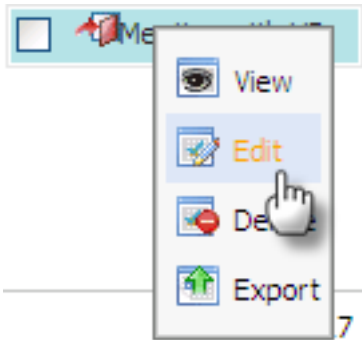
The event will be updated in your Activity Stream the brief information about the event like description, location, start time and end time. You can even refuse or accept participating in this event directly in Activity Stream without going to the Calendar application.

4.6.3. Edit an event

1. Open the **Add/ Edit event** form by doing one of two following ways:

The first way: Double-click the event you want to edit.

The second way: Right- click the event that you want to edit and select the **Edit** item from the drop-down menu:



The **Add/Edit event** form is displayed and full filled with all information event, available for editing like adding a new event.

2. Edit information of the selected event.

3. Click **Save** to complete.



Note

You can only edit events in personal, shared and group calendars which you have the edit permission.



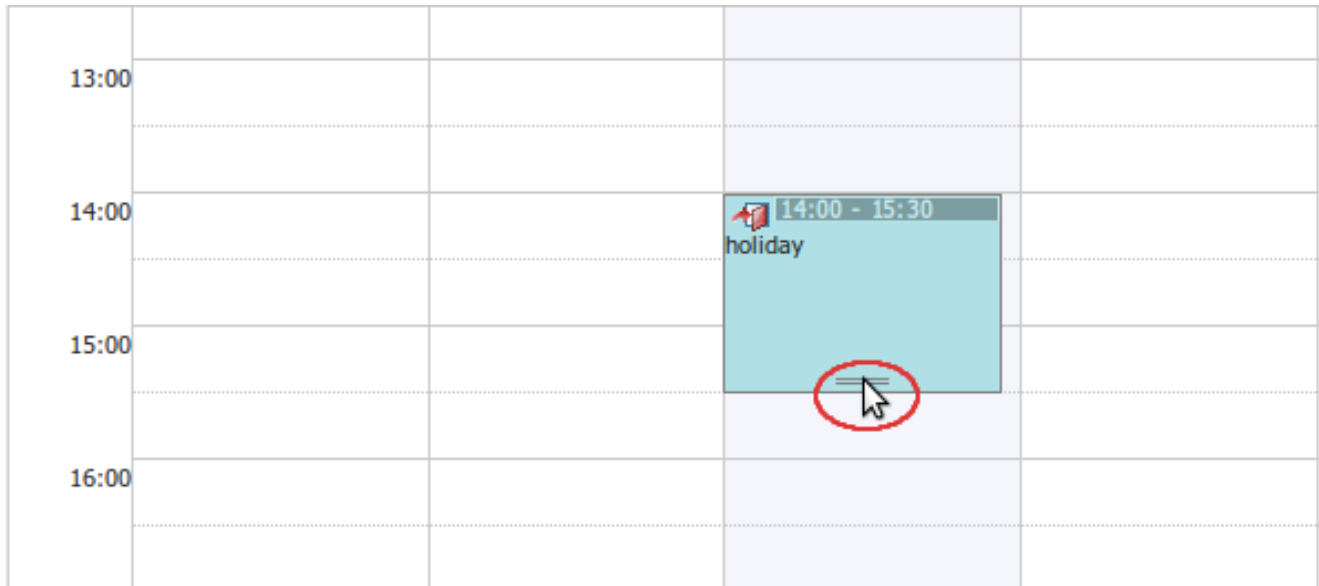
Tip

- When editing you can add/ remove the attachment files or download them by directly click the titles.
- If you only want to change the starting date and time of the event, you can also use the dragging and dropping feature to edit the time for the event directly on Calendar view pane.

4.6.4. Drag and drop an event

The dragging and dropping feature helps you change the starting date and time of an event more conveniently. You only need to click the event, drag and drop it on another new day, new time area in the Calendar view pane.

You also can drag your mouse to alter the length of the event:



According to the features of the Calendar pane view, the drag and drop feature can be applied to the date and time differently.

- In Day view, all events are shown in a day, you can change the time of the event in one day only.
- In Week and Work Week view, all events are shown in a week, you can change both the event time and the event date.
- In Month view, all events are shown in a month, you can change the event date only. You can also change more events at the same time by ticking on their checkboxes and using the drag and drop feature.



Note

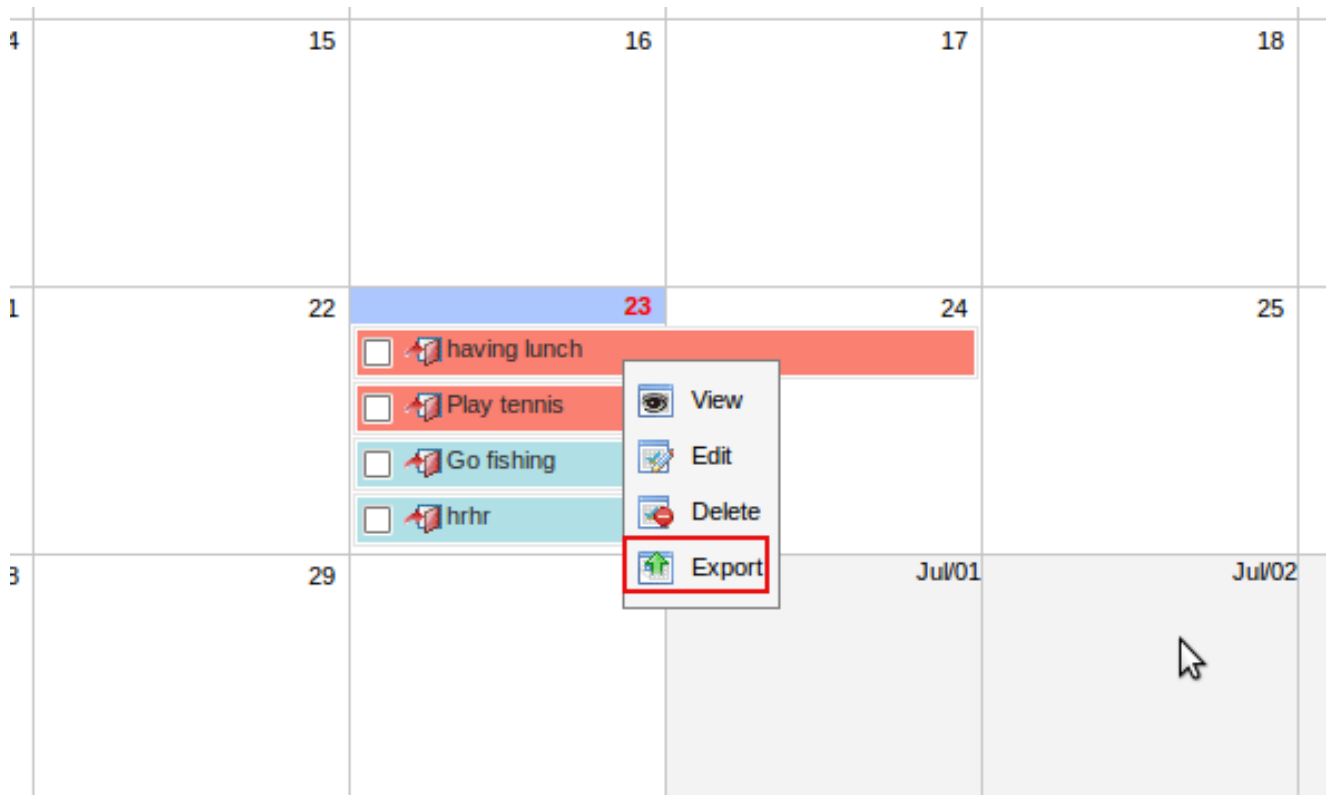
You can only drag and drop events in the personal, shared and group calendars which you have the edit permission. If you drag and drop an event which you do not have the edit permission, you will get a warning message.

4.6.5. Export/Import an event

Export an event:

This function allows exporting one event into a file on your computer. This file can be imported to use in another Calendar application.

1. Right-click the event that you want to export and select **Export** from the drop-down menu:



The **Export calendars** form will appear:

 A screenshot of the 'Export Calendars' dialog box. It has a title bar with a close button. Inside, there is a 'File Name' text input field. Below it is an 'Export Format' dropdown menu currently set to 'ICalendar(.ics)'. There is a checked checkbox labeled 'defaultCalendarId'. At the bottom are 'Save' and 'Cancel' buttons.

2. Enter a file name and select the export format.
3. Click **Save** to accept exporting the event.
4. There will be a pop-up appear to allow saving the exported file. Click **OK** to save the exported file into your computer.



Note

In fact, exporting an event means exporting a calendar with one event only. Therefore, the exported file format and the way to export an event is similar with the way to export a calendar with multiple events and tasks.

Import an event: You can import an event into a specific calendar. The process to import an event is similar with importing a calendar. For more details, see [Import calendars](#).

4.6.6. Delete an event

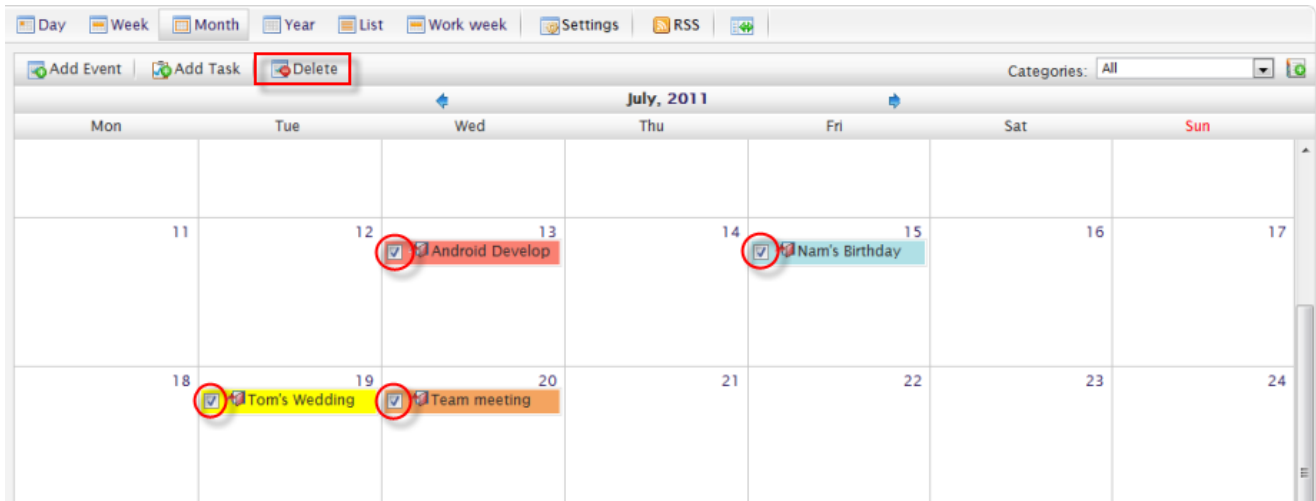
This function allows removing events from a calendar.

1. Right-click the event you want to delete, then click **Delete** from the drop-down menu.
2. Complete deleting the event by clicking **OK** in confirmation message that appears.

If you are in Month view, you must tick the checkboxes corresponding to the events you want to delete, then click



on the action bar:



The confirmation message will appear, click **OK** to accept deleting the selected event.



Note

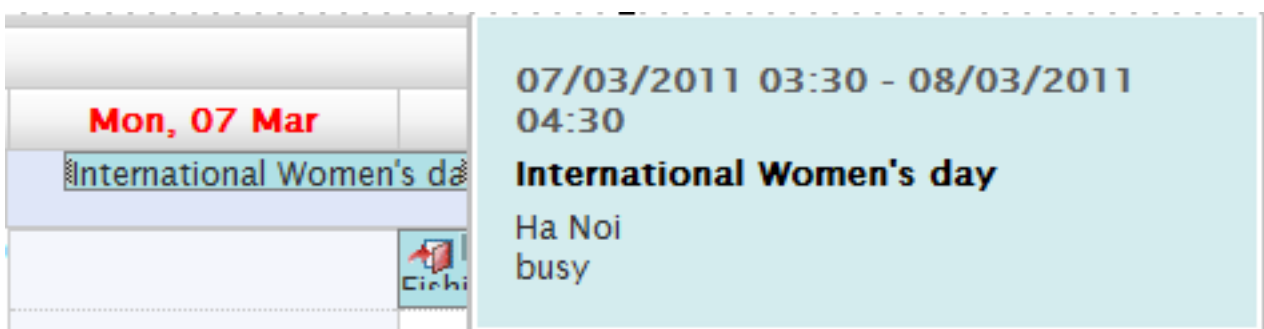
You can only delete events in the personal calendar or shared and group calendars which you have the edit permission.

4.7. Schedule a task

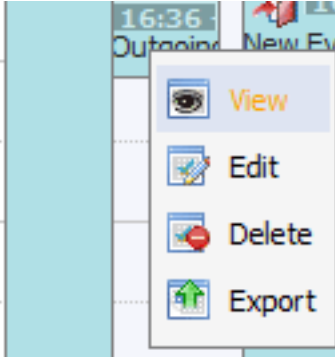
4.7.1. View task details

To view the details of a task of a calendar, do one of the following way:

The first way: Hover the mouse over the task, the task preview appears:



The second way: Right-click the task in the Calendar View Pane and select View from the drop-down menu:



The **Preview** form will be displayed:

At the **Preview** form, if the task includes attachments, you can view the attachment by clicking on the title of the attachment, a pop-up will be displayed, available for saving the attachment file into your local disk.

Clean working table	
Status	Needs Action
Priority	
Start Date	09/08/2011 14:30
Due Date	09/08/2011 15:00
Delegated to	
Reminder	
Note	

4.7.2. Create a new task

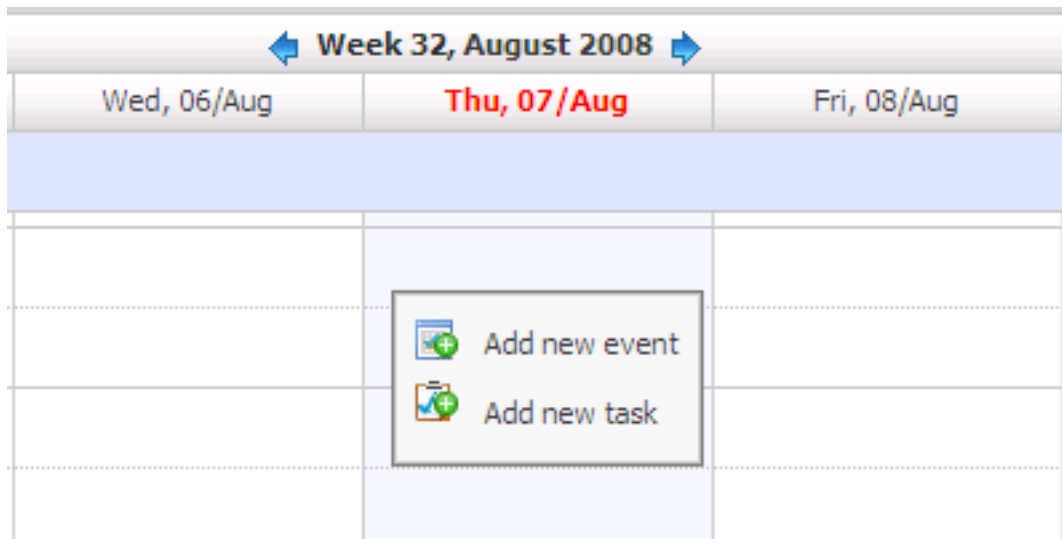
You have 2 ways to add a new event:

- **Quick add task:** allows you to create the most basic event details.
- **Add detailed task:** allows you to create events with advanced details.

4.7.2.1. Quick add a task

The first way: Click the **Task** icon on the toolbar.

The second way: Click the calendar view pane and click **Add new task** from the drop-down menu:



The third way: Right-click the calendar name and select **Add Task** item from the drop-down menu.

The **Quick add task** form will appear:

Details:

Field	Description
Task	The name of the task.
Note	The note of the task.
From	The starting date/time of the task.
To	The ending date/time of the task.
All day	All day option allows setting the duration of the task


Field	Description
	to be all day or not. If you don't check this option, you have to select the starting date/time and ending date/time. By default, the starting date and ending date is the current date.
Calendar	The calendar which includes the task.
Task category	The category which includes the task.
More details	To show the event in more details that allows defining more properties for the task.

4.7.2.2. Add a detailed task

With a detailed task, you can:

- [assign a task delegation](#).
- [create a reminder for the upcoming task with your own desired notification settings](#).
- [attach files to the event](#).

4.7.2.2.1. Create a detailed task

The first way: Click  in the **Quick add task** form.

The second way: Click .

The **Add/Edit tasks** form will be shown.

4.7.2.2.1.1. Assign task delegations or add attachments:

Add/Edit Tasks

Detail
Reminders

Task Name
Clean working desk
*

Note

Task Delegations
root
+

From
09/08/2011
11:26

To
09/08/2011
11:41

All Day
☐

Priority
None

Calendar
Default



Task Category
All
+


Task Status
Needs Action

Attachments
+

Save
Cancel

Go to the **Detail** tab, this tab allows defining task details. See the descriptions below:

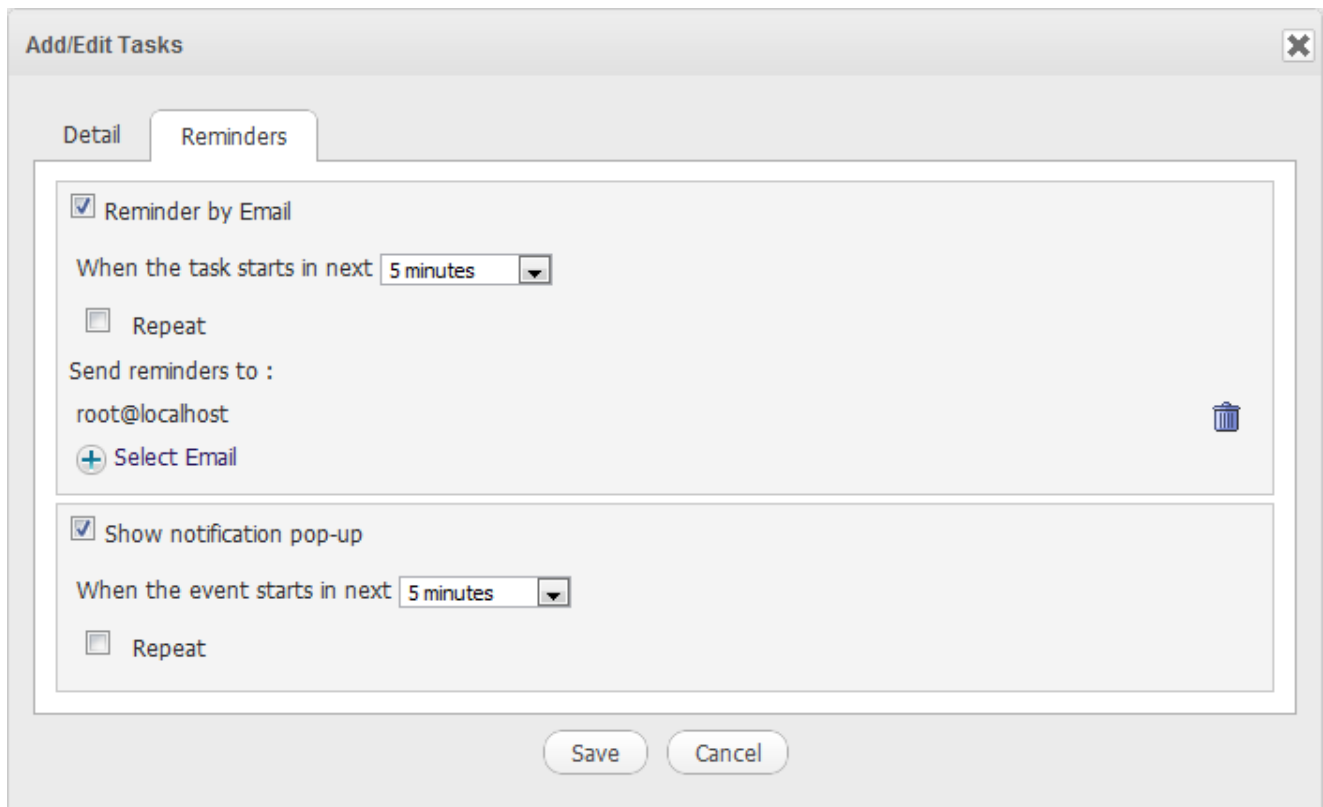
Field	Description
Task delegations	<p>The users to whom you would like to delegate the task. You can manually input or click</p> <p></p> <p>to select users from the Select users form.</p>
Priority	The priority level of the task.
Calendar	The calendar of the task.
Task Category	<p>The category of the task. You can add a new one by clicking</p> <p></p> <p>.</p>
Task status	The status of the task. This field can be set to:: Need action, In Process, Completed or Canceled.
Attachments	The file to be included with the task. To attach files, click

Field	Description
	


4.7.2.2.1.2. Create the remind notification

The reminder function is used to remind users who will take part in the task. A reminder includes the summary information about the task, such as title, time, place where the task will happen.

To create the remind notification, go to the **Reminder** tab:



See the descriptions below:

When task starts in next	The interval time that the reminder will be repeated and a mail reminder is sent before the task starts.
Repeat	This option allows setting the reminder to repeat in an amount of time.
Send reminders to	<p>The list of email addresses to get the mail reminder. You can click</p>  <p>to select contact emails from your Address book.</p>

4.7.3. Edit task details

1. Right-click the task you want to edit and select **edit** item from the drop-down menu.

The **Add/Edit tasks** form will be displayed:

2. Modify the information of the selected task, then click **Save** to finish.



Note

You can only edit tasks in personal, shared and group calendars which you have the edit permission.



Tip

- When editing the task, you can add, remove the attachment files or download them by directly clicking their titles.
- If you only want to change the starting date and time of the task, you can also use drag and drop feature to edit the time for the task directly on the Calendar view pane.

4.7.4. Drag and drop a task

Like dragging and dropping an event, the **drag and drop** is a feature to change the starting date and time of a

task conveniently. You only need to click and hold your mouse on the task, drag and drop it to a new day and a new time area in Calendar view pane.

- To change task duration (in day view, week view and working view only), use your mouse and the control at the bottom of the tasks.
- According to the features of Calendar pane view, the drag and drop feature can be applied to the date and time differently.
- In Day view, all tasks are shown in 1 day, you can change the task time in one day only.
- In Week and Work Week view, all tasks are shown in 1 week, you can change both the task time and date.
- In Month view, all tasks are shown in 1 month, you can change the task date only. You can also change more tasks at the same time by checking on their checkboxes and using the drag and drop feature.



Note

You can only drag and drop tasks in the personal, shared and group calendars which you have the edit permission. If you drag and drop the task that you do not have the edit permission, you will receive a warning message informs that you are not allowed to edit this event/task'.

4.7.5. Export/Import a task

To export a task: 1. Right-click the task that you want to export and select **Export** from the drop-down menu.

The **Export calendars** form will appear:

The screenshot shows a dialog box titled "Export Calendars". It contains the following elements:

- File Name:** A text input field containing "Travel Plan".
- Export Format:** A dropdown menu currently set to "ICalendar(.ics)".
- Contacts Birthday:** A checkbox that is checked.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

2. Enter the file name and export format
3. Click **Save** to accept exporting the task.
4. Click **OK** on the pop up that appears to save the exported file into local disk.



Note

Exporting a task means exporting a calendar with one task only. Therefore, exported file format

and the way to export a task is similar with the way to export a calendar with multiple events and tasks.

To import a task: This function allows importing a task from your local computer into a specific calendar.

In fact, importing a task means importing a calendar with one task only. Therefore, the way to import a task is similar to the way to import a calendar. You can see [Import Calendar](#) for more details.

4.7.6. Delete a task

1. Right-click the task you want to delete, then click **Delete** from the drop-down menu. .

2. Click **OK** in the confirmation message to complete your deletion

- When you are in month view, you have to check the checkboxes in front of the event you want to delete, then click



on the action bar.

A confirmation message will appear. Click **OK** to accept deleting the selected task.



Note

You can only delete tasks in the personal, shared or group calendars that you have the edit permission.

4.8. Search for events/tasks

This function allows finding existing events/tasks according to specific search conditions easily. There are 2 search types: **Quick search** and **Advanced search**.


4.8.1. Quick search

This function allows you to do a quick search with specific keywords in all your events/tasks. All events/tasks having the text matching with your search team will be returned.

To conduct a quick search:

1. Enter a word in the **Search** field at the top of the mini calendar.




2. Click  to start searching.

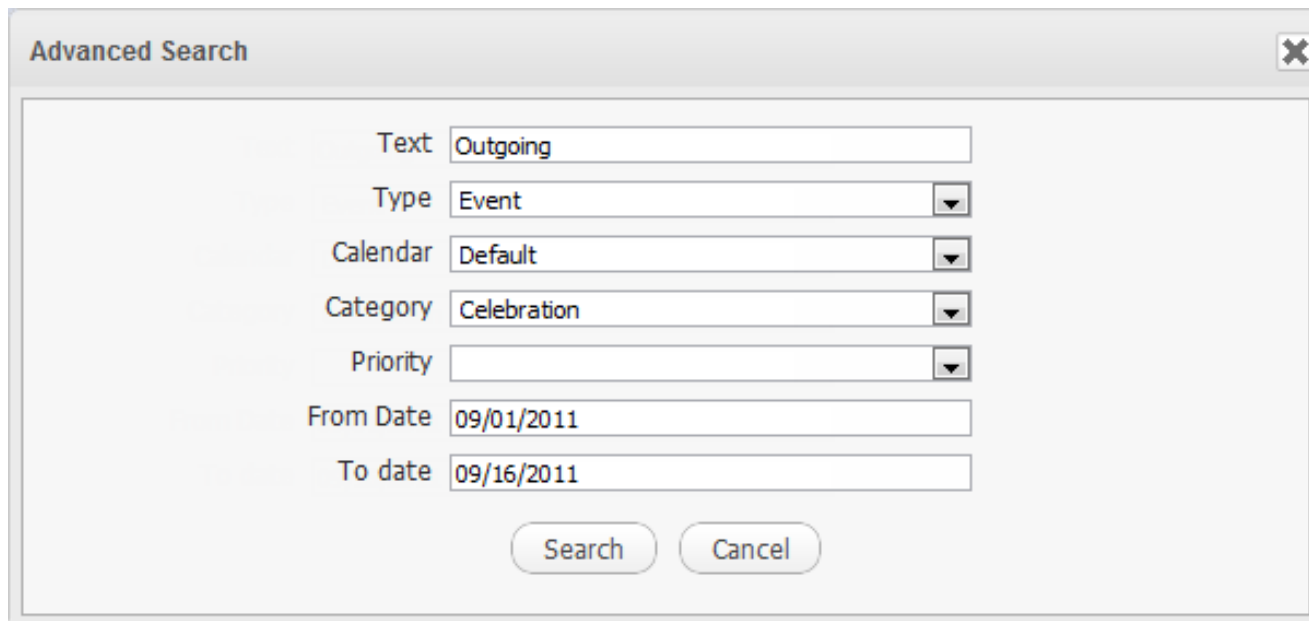
4.8.2. Advanced Search

Advanced Search allows you to make a search with multiple criteria.

To perform an Advanced search:

1. Click  next to the search box.

The **Advanced Search** form will appear like the illustration below:



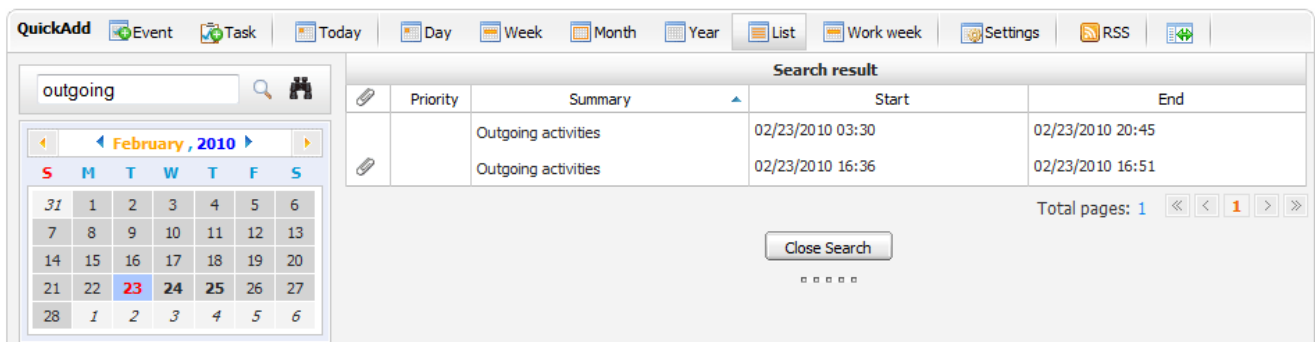
In this form, you can input your search criteria:

Field	Description
Text	The search term or keyword for searching.
Type	The item to search. There are 3 options: leave Blank for searching both events and tasks.
Calendar	The calendar to conduct the search.
Category	The category of event/task to conduct the search. All categories are listed in Category drop list box, available for selecting. Only event/tasks having category matching category criteria are shown in search result form.
Priority	There are 4 options: leave blank for searching all, High for searching event/task having high priority, Normal for searching event/task having normal priority and Low for searching event/task having low priority.
From date	Only the event/task(s) having 'To date' greater than or equal entered 'From date' are listed in the search result form. You can manually input or select the date from Calendar selector tool.

Field	Description
To date	Only the events/task having 'From date' less than or equal to entered 'To date' are listed in search result form. You can manually input or select the date from the Calendar selector tool.

2. Define some search criteria in the **Advanced Search** form.

3. Click the **Search** button to launch the search. All events/tasks matching with your criteria will be listed in the search result form.



Note

At the search result form, you can also view, edit or delete event/task by right click on it and select the action from the drop-down menu.

4.9. More actions

4.9.1. Generate RSS

This function allows you to publish your calendar as a RSS feed. It will build an URL that help you keep track of all events via a RSS reader.

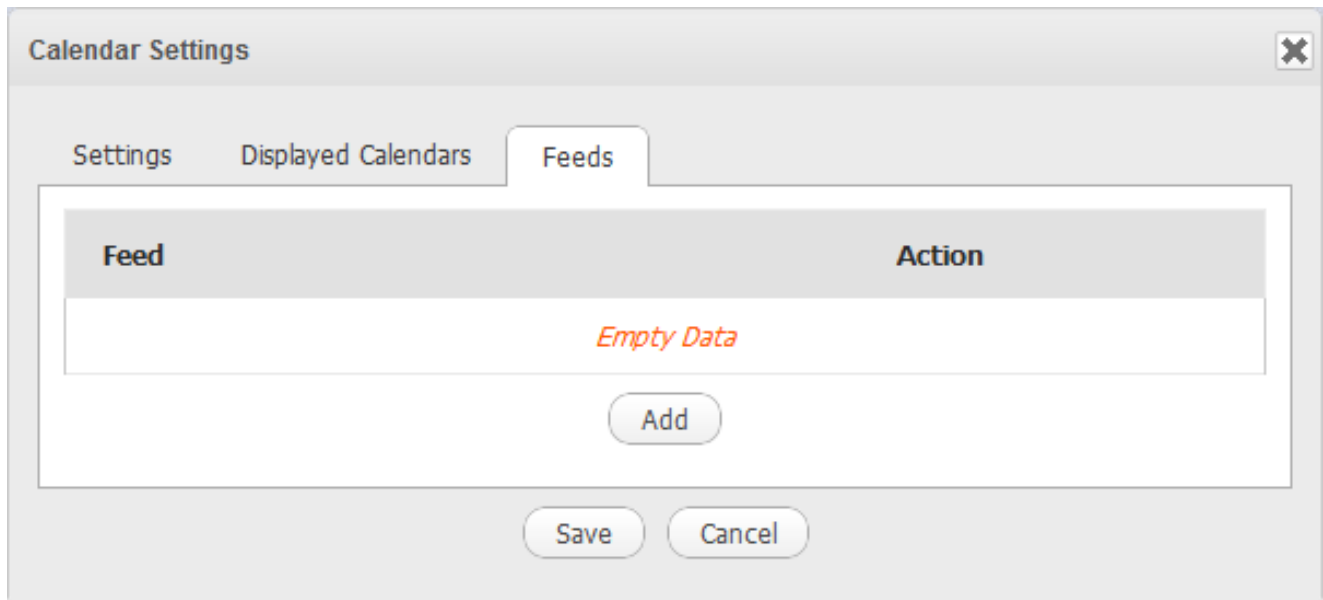
To generate RSS in a calendar:

The first way: Open the **Calendar settings** form, then select the **Feeds** tab.

The second way: Click directly the **RSS** icon from the **Toolbar** to directly open the **Feeds** tab in the **Calendar settings** form.



The **Feeds** tab in the **Calendar settings** form appears like the illustration below:



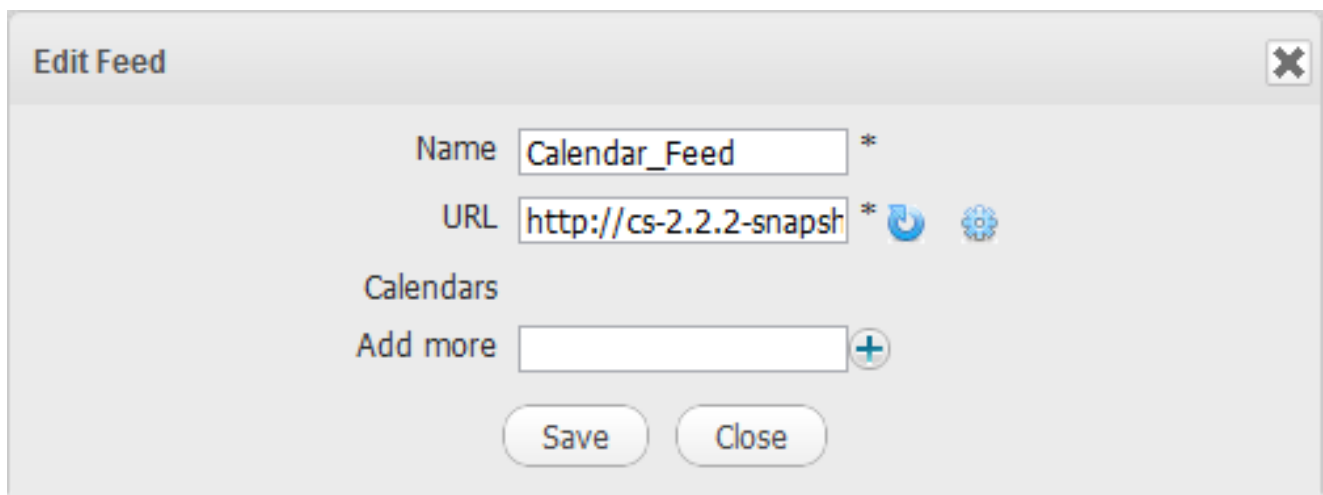
The image shows the 'Calendar Settings' dialog box with the 'Feeds' tab selected. It contains a table with two columns: 'Feed' and 'Action'. The table is currently empty, displaying 'Empty Data'. Below the table is an 'Add' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Feed	Action
Empty Data	

Buttons: Add, Save, Cancel

1. Click the **Add** button to add a new feed.



The **Edit Feed** form will be displayed:



The image shows the 'Edit Feed' dialog box. It contains the following fields and controls:



- Name:** A text field containing 'Calendar_Feed' with an asterisk indicating it is required.
- URL:** A text field containing 'http://cs-2.2.2-snapsh' with an asterisk indicating it is required. To the right of the field are two icons: a blue circular arrow (Reset) and a blue gear (Generate).
- Calendars:** A section with the label 'Add more' followed by a text field and a plus icon (+).

Buttons: Save, Close

Field	Description
Name	The name of the feed. This is a required field.
URL	The link of the feed. This is a required field.
	Reset the RSS link.
	Generate the RSS link.
Calendars	The name of the calendars.
Add more	Add the name of the calendar that you want to get RSS feed.

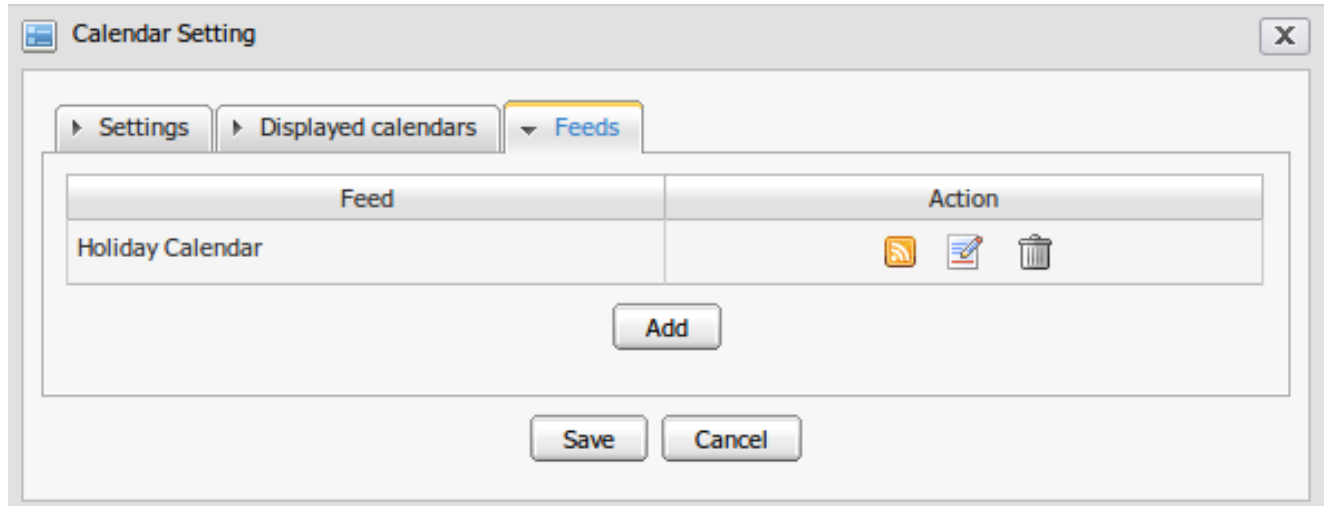
2. Input the name of RSS in the Name field.


3. Input the name of calendar that you want to get RSS feed in the **add more** field.

4. Click  to add more calendars. You also can delete an added calendar by clicking  corresponding to the calendar name.

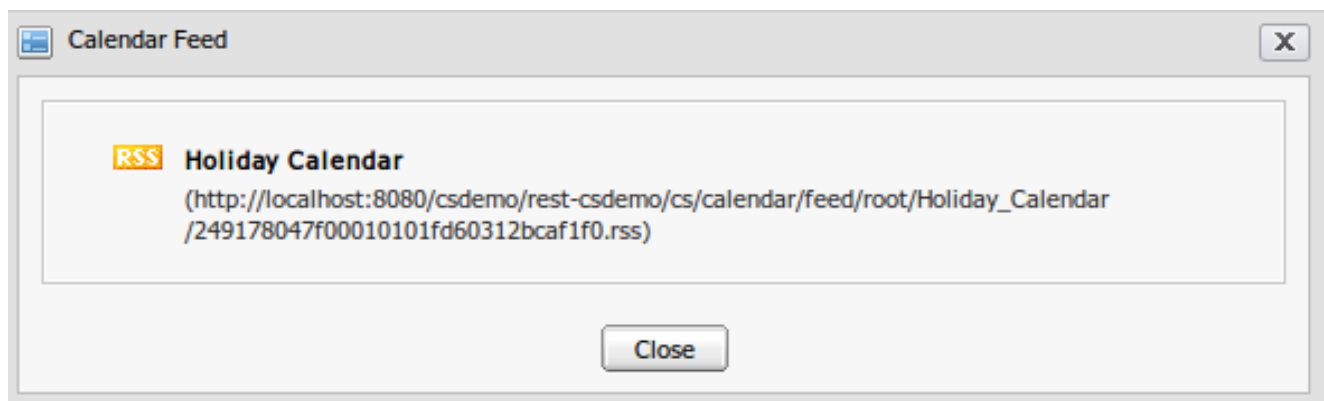
5. Click **Save** to accept generating the feed, then click **OK** the message dialog that appears.

The created feed will be shown like the illustration below:



You can get the RSS link by clicking :

Copy and paste this address link into any calendar product which supports RSS. Then you can view calendar directly in that application.



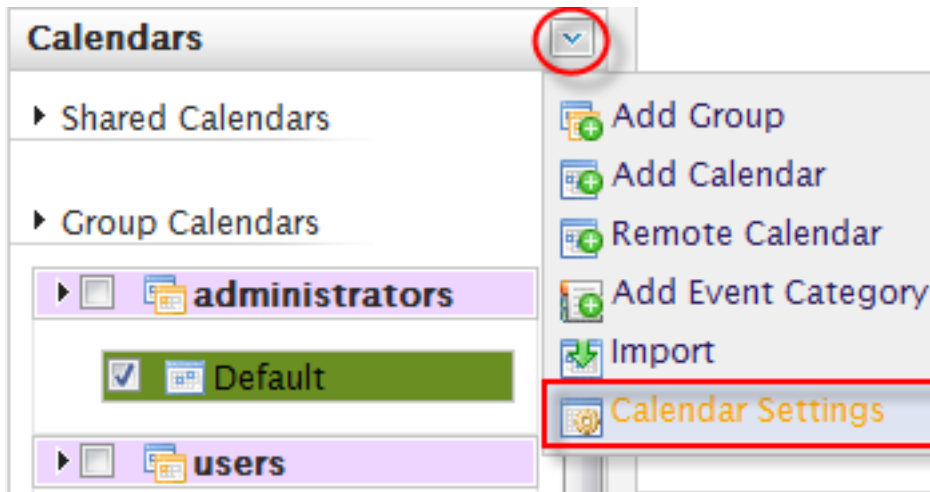
4.9.2. Edit Calendar settings

Calendar offers wide range of custom settings to set your own calendar.

To access the Calendar settings:

The first way: Click  on the main toolbar.

The second way: Click  and select **Calendar settings** from the drop-down menu:



The **Calendar settings** form will appear.

The **Settings** tab includes:

 The image shows a dialog box titled 'Calendar Settings' with a close button (X) in the top right corner. It has three tabs: 'Settings' (selected), 'Displayed Calendars', and 'Feeds'. The 'Settings' tab contains the following fields and controls:

- View Type:** A dropdown menu set to 'Week View'.
- Date Format:** A dropdown menu set to 'mm/dd/yyyy'.
- Time Format:** A dropdown menu set to '24 Hours'.
- Country (Language):** A dropdown menu set to 'Belgium(French)'.
- Time Zone:** A dropdown menu set to '(GMT +01:00) Europe/Brussels'.
- Week Start on:** A dropdown menu set to 'Monday'.
- Show Working Times:** An unchecked checkbox.
- Send Event Invitations:** Three radio buttons: 'Never' (unselected), 'Always' (selected), and 'Ask' (unselected).

 At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Field	Description
View type	The view type of Calendar View Pane. You can define the default view type when you start the Calendar application (day, week, month, year, list or working view).
Date format	The date format for the date displayed in Calendar such as Starting date, Ending date of event/task.
Time format	The time format for the time displayed in Calendar such as the time in Starting date, Ending Date, the time displayed in Calendar View Pane.
Country(Language)	The default geographical location displayed in

Field	Description
	Calendar.
Time Zone	The default Time zone displayed in Calendar.
Week start on	The first day of the week displayed in Week view or Work Week view.
Show working times	This option allows setting working times when viewing calendar. The working time can be defined by selecting Starting and Ending time.
Send event invitations	<p>When creating an event, you can invite the participants by sending an invitation email. This option is to set by default value for the send event invitations function. There are 3 options:</p> <p>Never: The event invitation will not be sent to any participant.</p> <p>Always: The event invitation will always be sent to the participants.</p> <p>Asked: There will be a confirmation message to ask whether you want to send the invitation or not.</p>

The **Displayed calendars** tab:

This tab allows you to define the calendars which will be displayed when you open Calendar by simply ticking on its checkboxes.


4.9.3. Manage a calendar group

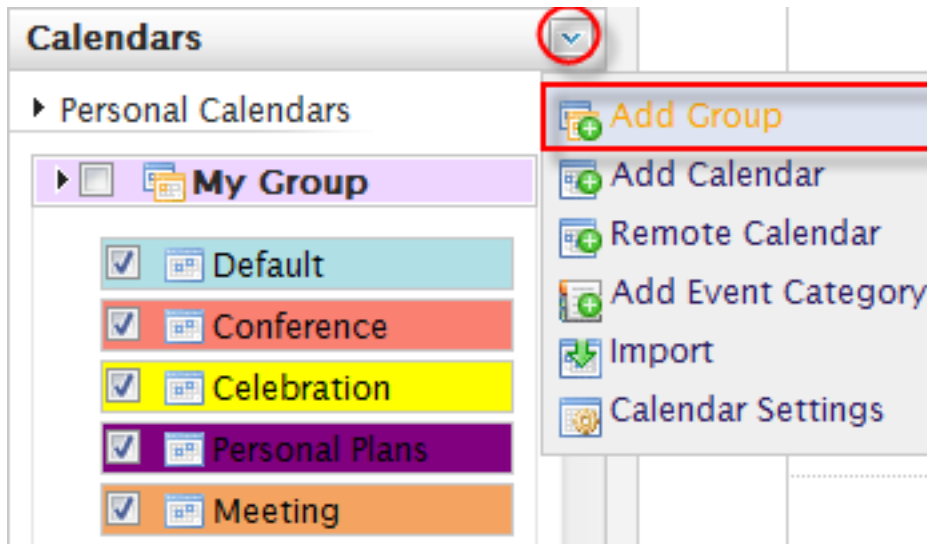
The calendar group allows you to categorize your calendar types easily. One calendar group may contain one or more calendars added by users. There will be a default group named "My group" in the Personal calendars area.

4.9.3.1. Add a new calendar group

This function allows you to organize and personalize calendars in your own way.

To add a new calendar group:

1. Click  at the right of the calendars list pane, then select **Add group** from the drop-down menu:



2. Enter the group name and its description, then click **Save** to finish.

After creating a new calendar group, the created group will be displayed in the **Calendar groups** form and you can quickly edit or remove groups from this list.



Note

In eXo Social, after you have created a Space for a group, a Group Calendar having the same name as that of your group Space will be created automatically. Notice that this feature is only featured in eXo Platform. The calendar group without any calendars inside it will not be displayed in **Personal Calendars**.

4.9.3.2. Edit a calendar group

This function lets you change the name and the description of a selected group.

To edit a calendar group:

1. Right-click the group name which you want to edit and click **Edit** from the drop-down menu.

The **Calendar groups** form will appear:

Group	Actions
My Group	
eXo Platform	


Group Name *

Description

2. Make changes to the Calendar group, then click **Save** to accept your changes.



Note

When adding a new calendar to one calendar group, you can also add a new calendar group by clicking respective  in the **Group** fields.

4.9.3.3. Delete a calendar group

This function allows removing calendar groups. When a calendar group is deleted, all calendars inside it are also deleted.

To delete a calendar group:

1. Right-click the group which you want to delete and select **Delete** from the drop-down menu.
2. Click **OK** in the confirmation message that appears to accept your deletion.

The selected calendar group will be removed from the **Group** table. Besides, the deleted group and all its calendars will not be displayed in the calendars list pane.



Note


You can also delete a calendar group in the **Calendar Groups** form clicking  corresponding to

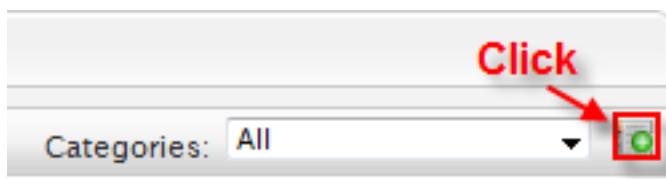
the group that you want to delete. The Calendar Groups form is opened when you add or edit a calendar group.

4.9.4. Manage categories

Categories are used to classify events and tasks. For example, you could use a 'Meeting' category for all meetings with your colleagues or customers in your company. By default, Calendar provides 5 available categories: Calls, Meeting, Holiday, Clients, Anniversary. You can add and view events/tasks in default categories. In addition, you also can edit, delete default categories or create new categories by yourself.















4.9.4.1. Add a new category

1. Click  at the right corner of the action bar:



The **Event categories** form will appear:

Event Categories

Category	Actions
All	 
Meeting	 
Calls	 
Clients	 
Holiday	 
Birthday	 
Celebration	 

Event Category

Description

Save

Reset

Close


2. Enter the category name and its description, then click **Save** to finish.

The newly created category then appears in the categories list box.



4.9.4.2. Edit/Delete a category

This function allows changing name and description of a selected category.

To edit/delete a category:

1. Click  in the action bar.

The **Event categories** form will be displayed.

2. Click  corresponding to the category that you want to edit or click the  icon corresponding to the category you want to delete.

3. Complete editing/deleting by clicking **Save**.


4.9.5. Upcoming Events gadget

The Upcoming Events gadget is a utility associated with the Calendar application. This gadget is used for listing events of a personal calendar that will happen today.

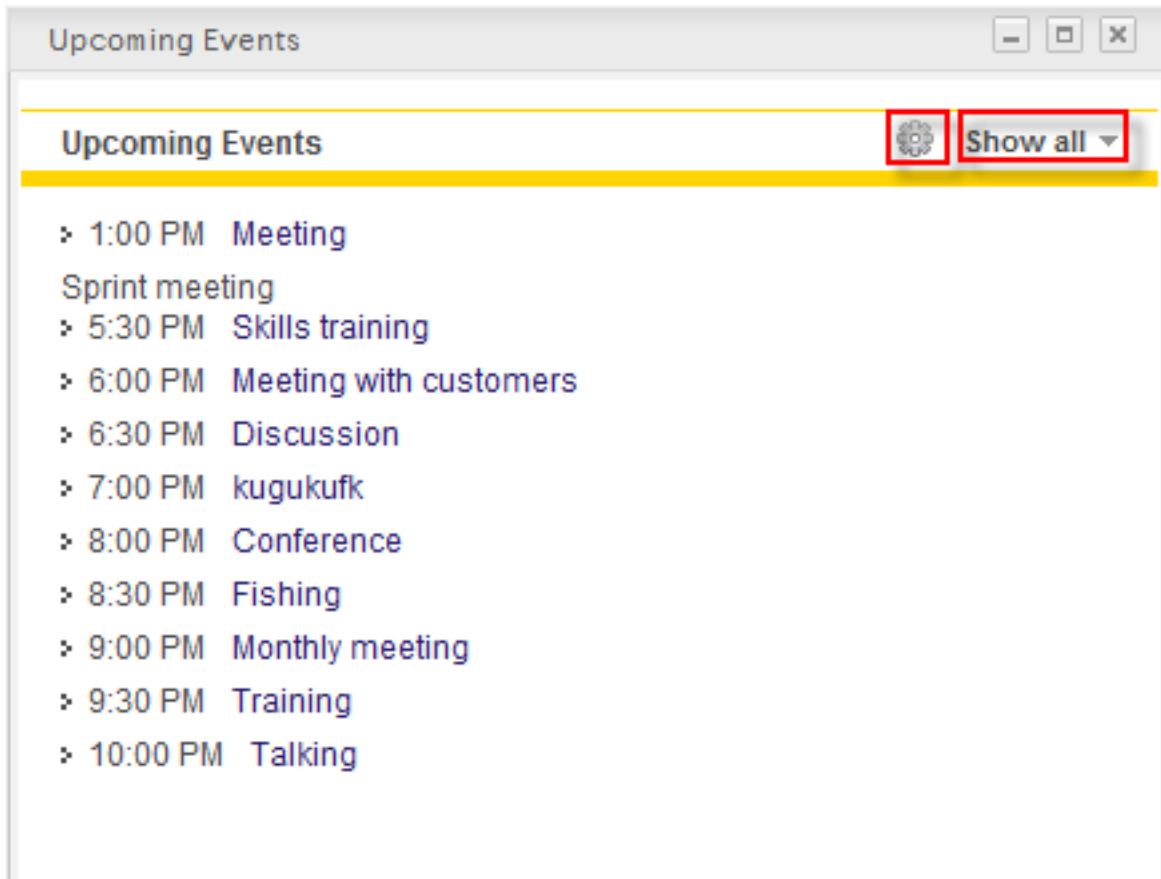
Only administrators can activate this gadget as follows:

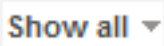
1. Go into the page where you want to add the **Upcoming Events** gadget.
2. Click **Site Editor** in the administration bar, then select **Edit Page** from the drop-down menu.
3. Select the gadget named **Upcoming Events** from the **Page Editor** form.
4. Drag and drop the **Upcoming Events** into the **Edit area** of the selected page.




5. Click  to save your adding.

In your selected page, you will see the **Upcoming events** gadget as below.



Click  to open the Calendar application in another browser tab.

The number of events listed in the Upcoming Events gadget can be changed as follows:

1. Click  to open the **Settings** window.

Upcoming Events

Base url

/calendar

Subscription url

/rest/private/cs/calenda

Page size

10

Date time format

AM/PM

Calendar

defaultCalendarName

Save

Cancel

Upcoming Events

Show all

1:00 PM Meeting

Sprint meeting

5:30 PM Skills training

6:00 PM Meeting with customers

6:30 PM Discussion

7:00 PM kugukufk

8:00 PM Conference

8:30 PM Fishing

9:00 PM Monthly meeting

9:30 PM Training

10:00 PM Talking

Field	Description
Base url	The path to the Calendar application.
Subscription url	The REST service path.
Date time format	The type of time format for displaying upcoming events.
Calendar	Name of the selected personal calendar.

2. Enter a positive integer corresponding to the number of events displayed into the **Page size** field to your desire.

3. Click **Save** to accept your changes.



Note

For two fields, including Base url and Subscription url, you should ask administrators for more

exact information before making any changes to these fields.

Chapter 5. How To Use Chat?

After reading this chapter, you should know how to perform these following tasks:

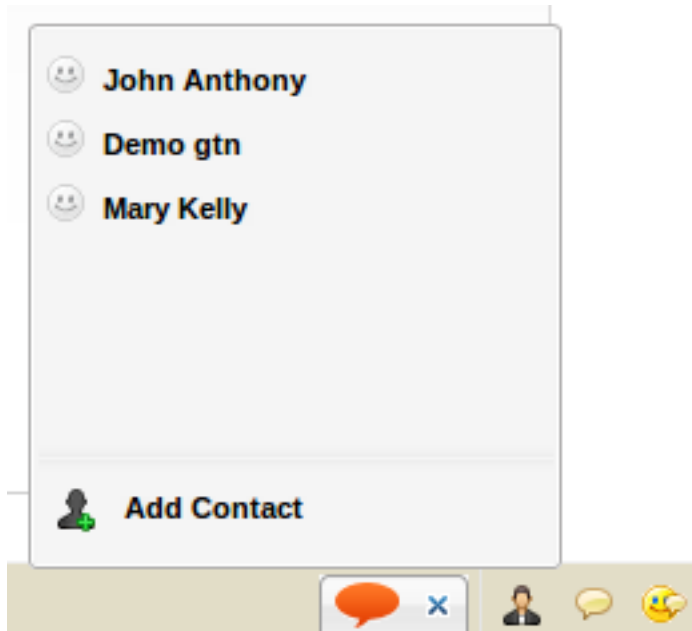
- [Add a contact to the friends list](#)
- [Chat with a contact](#)
 - [Compose and send a chat text](#)
 - [Set your status](#)
 - [Send files](#)
 - [Export the chat history](#)
 - [Show messages at a specific time](#)
- [Create a chat room](#)
 - [Add contacts to a room](#)
 - [Join a chat room](#)
 - [Leave a chat room](#)
 - [Configure a chat room](#)

5.1. Add a contact to the friends list

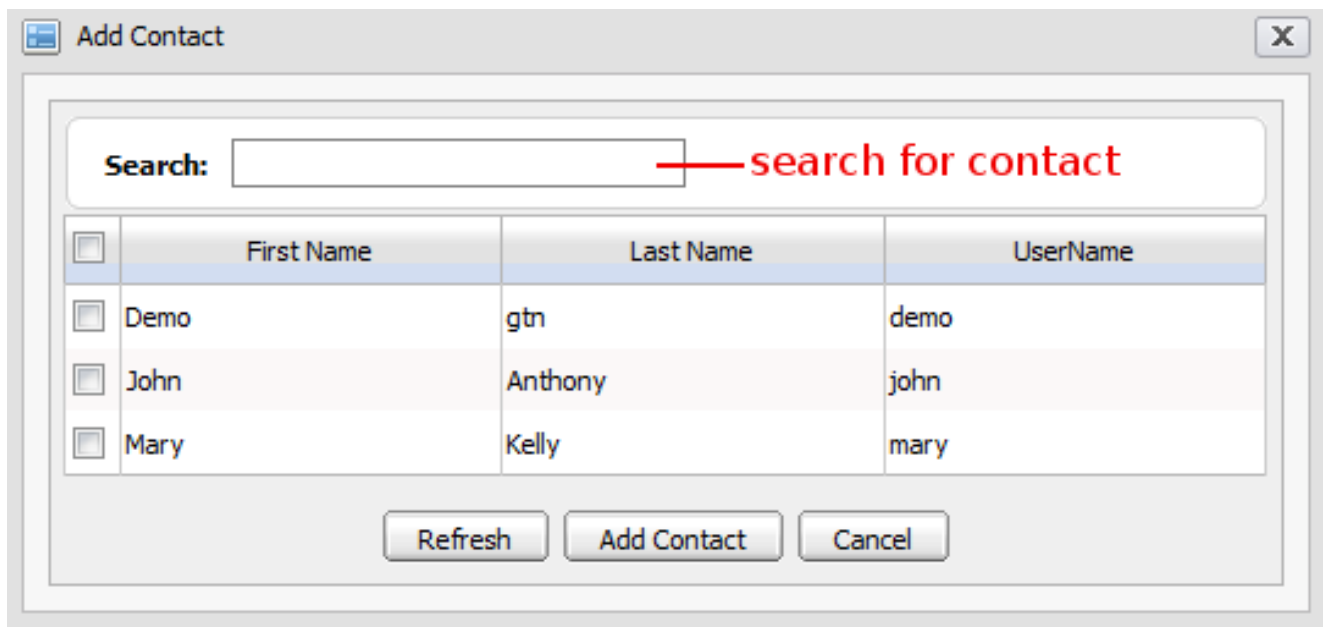
You may invite several people to participate in a chat room with you if you are the room creator or that room allows members to invite others. You can easily search for other contacts in your Address Book and add them to your friends list.

To add a contact to your friends list:

1. Click  on the chat bar, then click  in the pop-up menu.



The **Add Contact** form will appear:



<input type="checkbox"/>	First Name	Last Name	UserName
<input type="checkbox"/>	Demo	gtn	demo
<input type="checkbox"/>	John	Anthony	john
<input type="checkbox"/>	Mary	Kelly	mary

2. Select one or more contacts from the accounts list by ticking their relevant checkboxes.

You can also search for a specific contact by typing the information related to the contacts you want to search in the search textbox. All contacts matching the keyword will be shown:

Add Contact

Search:

<input type="checkbox"/>	First Name	Last Name	UserName
<input checked="" type="checkbox"/>	Demo	gtn	demo

Refresh Add Contact Cancel

3. Click the **Add contact** button to add one contact to your friends list.

The contact that you want to add will receive a request message.


If he/she accepts, you will receive a confirmation message. Click **OK** to accept.

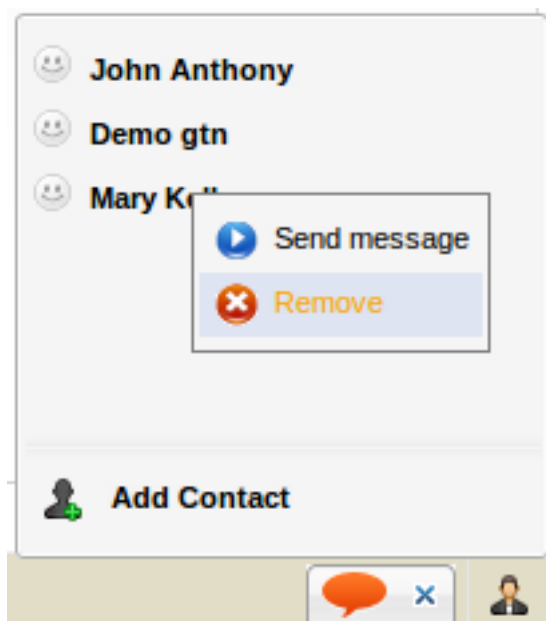
After adding contacts successfully, the added contacts will be shown in your friends list.

5.1.1. Remove a contact

This function allows you to remove a contact from your friends list.

To remove a contact:

1. Click  **Add Contact** on the action bar to show your friends list. Right-click the contact that you want to remove from your friends list and click **Remove** from the drop-down menu:



2. Click **OK** in the confirmation message.

5.2. Chat with a contact

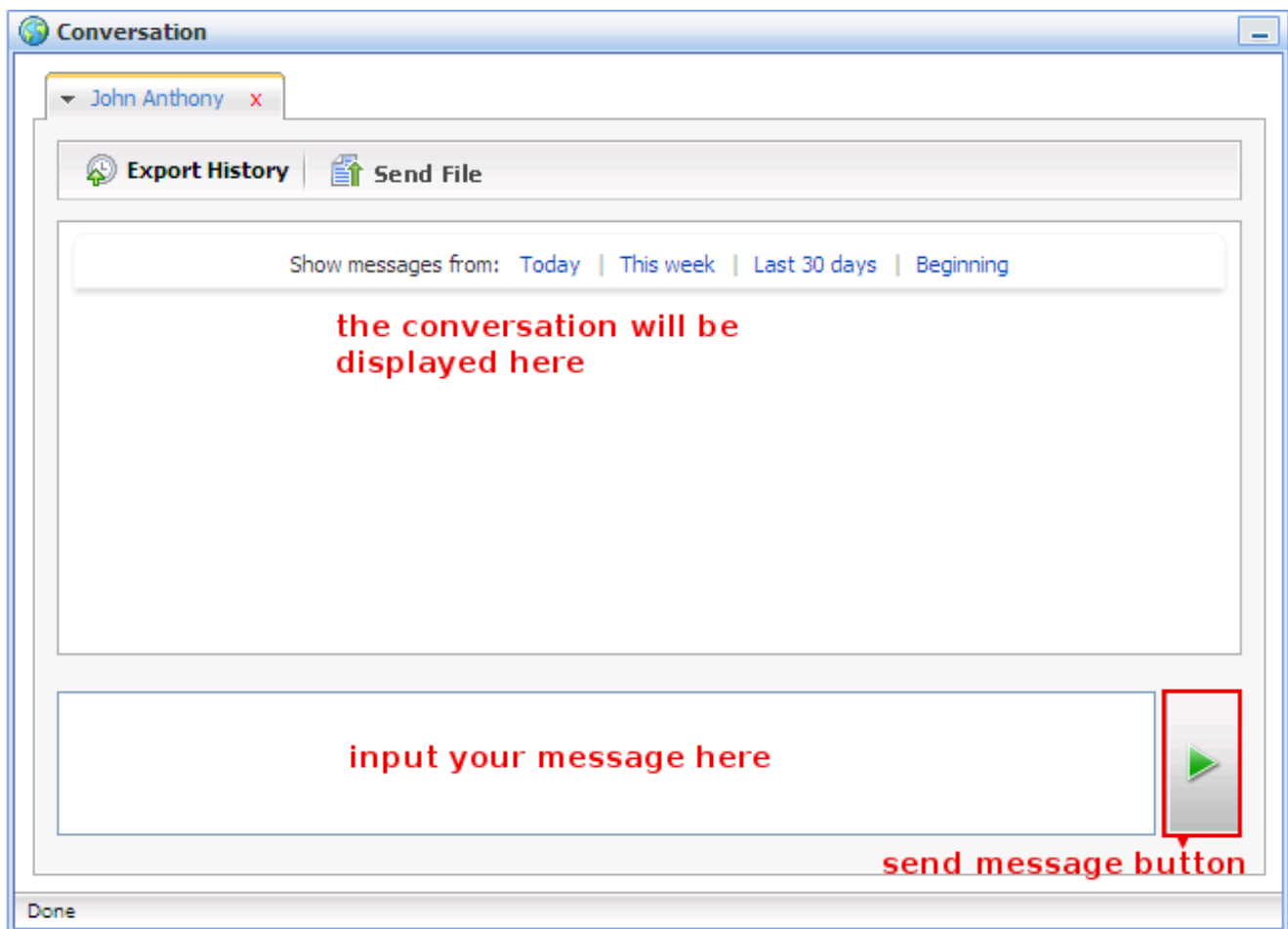
5.2.1. Compose and send a chat text

Sending messages in Chat is as simple as typing and clicking, so it is easy for you to start a conversation.

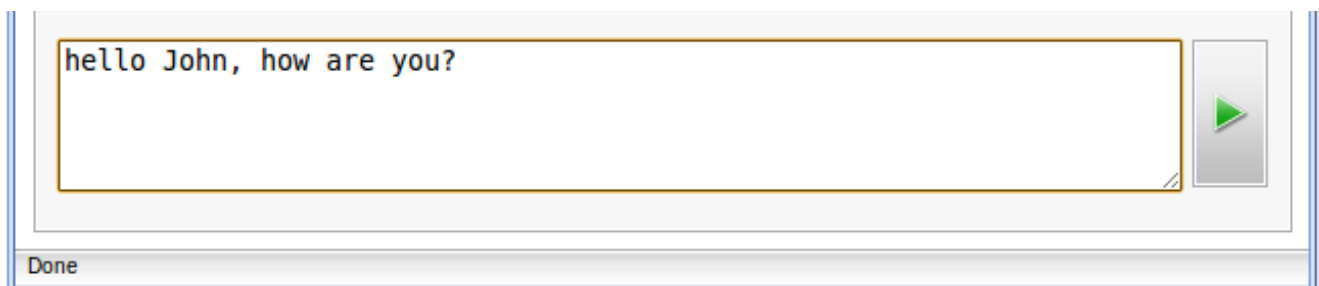
To send instant messages:


1. Click the contact name that you want to chat in the contacts list.

The Conversation window appears:





2. Type the message that you want to send into the message input box:



3. Press the **Enter** key on your keyboard or click  .

The selected contact will receive the message that you have typed in the conversation area.


You can click  on the right corner of the Conversation window to minimize any conversation window to the chat bar. To restore the window, simply click the minimized window () on the chat bar.



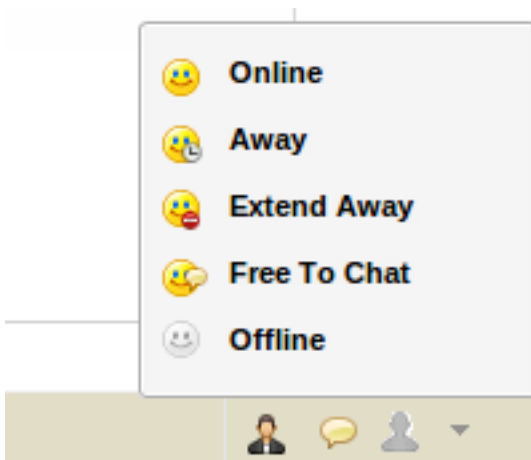
Note

When you send a message to offline contacts, whatever information you send to them will be presented to them at the time of their next login. You can chat with several contacts at the same time. Each conversation is displayed in its own tab. You can switch between tabs to follow different ongoing conversations.

5.2.2. Set your status

When you signed in Chat, by default, your logged-in status is online and other Chat members will see the online icon  appending to your account name.

1. Click the account icon in the quick chat bar at the bottom right corner:



2. Select one status in the status list.

- **Online:** This status means you are available to communicate, other users can contact you by sending instant messages. Your contacts will see



next to your account.

- **Away:** This status means you are away from your local device. Other users still can send instant messages to you. Your status icon will change to



- **Extend Away:** This status means you are away from your local device for an extended period of time. Other members will see



next to your account.

- **Free to Chat:** This status means you are free to chat with everyone. The



icon is appended to your account.

- **Offline:** Other users will see



appending to your account. With this status, you are invisible to other users. This means everyone will see you offline even though you are actually online.

5.2.3. Send a file

When you are chatting with your friends, you could want to send them a digital photo of your holiday or documents needed for the coming meeting as follows:

To send a file to a contact:

1. Click  on the Conversation window.

You will be prompted to select a file from your local device.

2. Locate and select the file you want to send hitting **Open**. Your file is now being sent. The receiver may deny or accept the file transfer.

5.2.4. Export the Chat history

Chat application can archive your chat and allows you to export and save your conversation history to your local device.

To export a chat history:

1. Click  on the Conversation window.

You will be prompted to select the location to save the exported file.

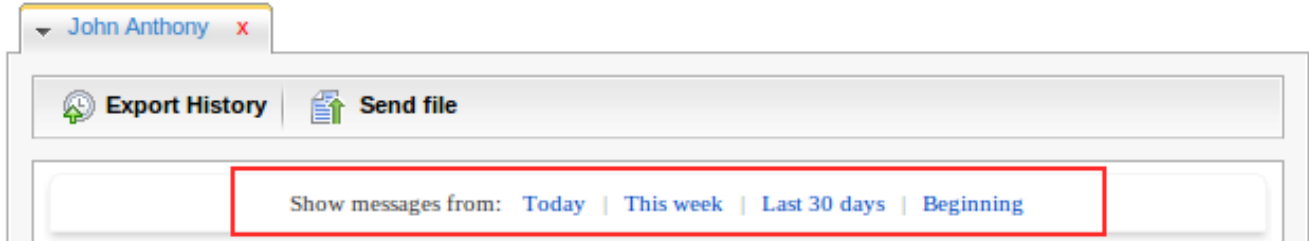
2. Select the location to save the file, then click **Save** to save the exported file to your local device.

You will have a text file which logs all of your conversation messages.

5.2.5. Show a message at a specific time

Your chat messages history can be shown in a specific time interval.

1. Select a contact that you want to show the message log.
2. Select a time interval.



Currently, the Chat application shows messages in the following time ranges:

- **Today:** shows all messages of the current date.
- **This week:** shows all messages of the current week.
- **Last 30 days:** shows all messages from last 30 days to the current time.
- **Beginning:** shows all instant messages from the beginning to the current time.

All messages with the created time and date will be shown in the Conversation window.

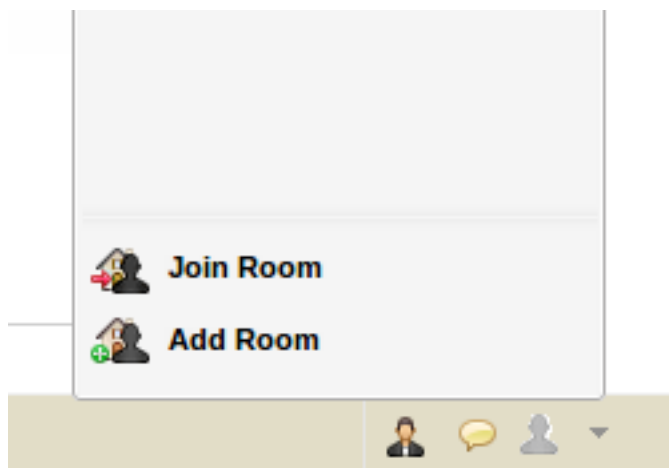
5.3. Create a chat room

A chat room is a place where people with similar interests can meet and communicate with each other. People can often enter an un-moderated chat room without any verification of who they are.

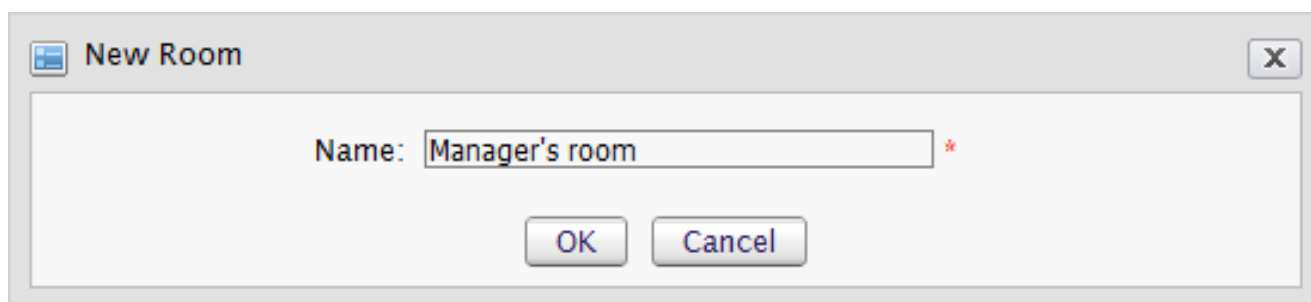
With Chat of eXo Collaboration, you also create a chat room and invite other users join your room. In this way, you can organize and manage your group activities efficiently. It's convenient in corporate environment when you can communicate in multiple chat rooms, each may have different topics and members. Chat supports up to 30 users to join a chat room.

To create a chat room:

1. Click  on the chat bar, then click  in the pop-up menu.

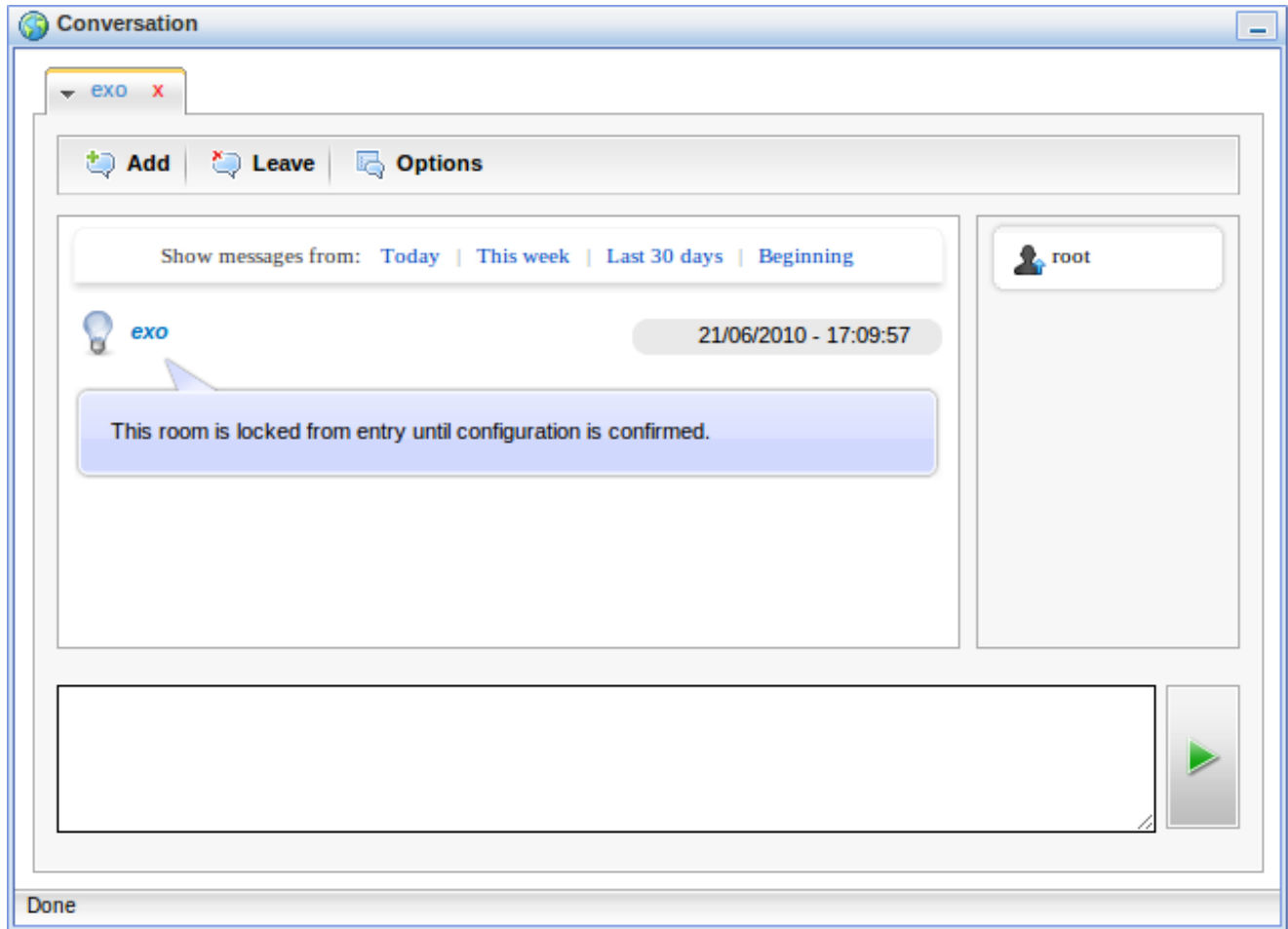


The **New Room** form will appear:



2. Enter the room name, then click **OK** to accept.

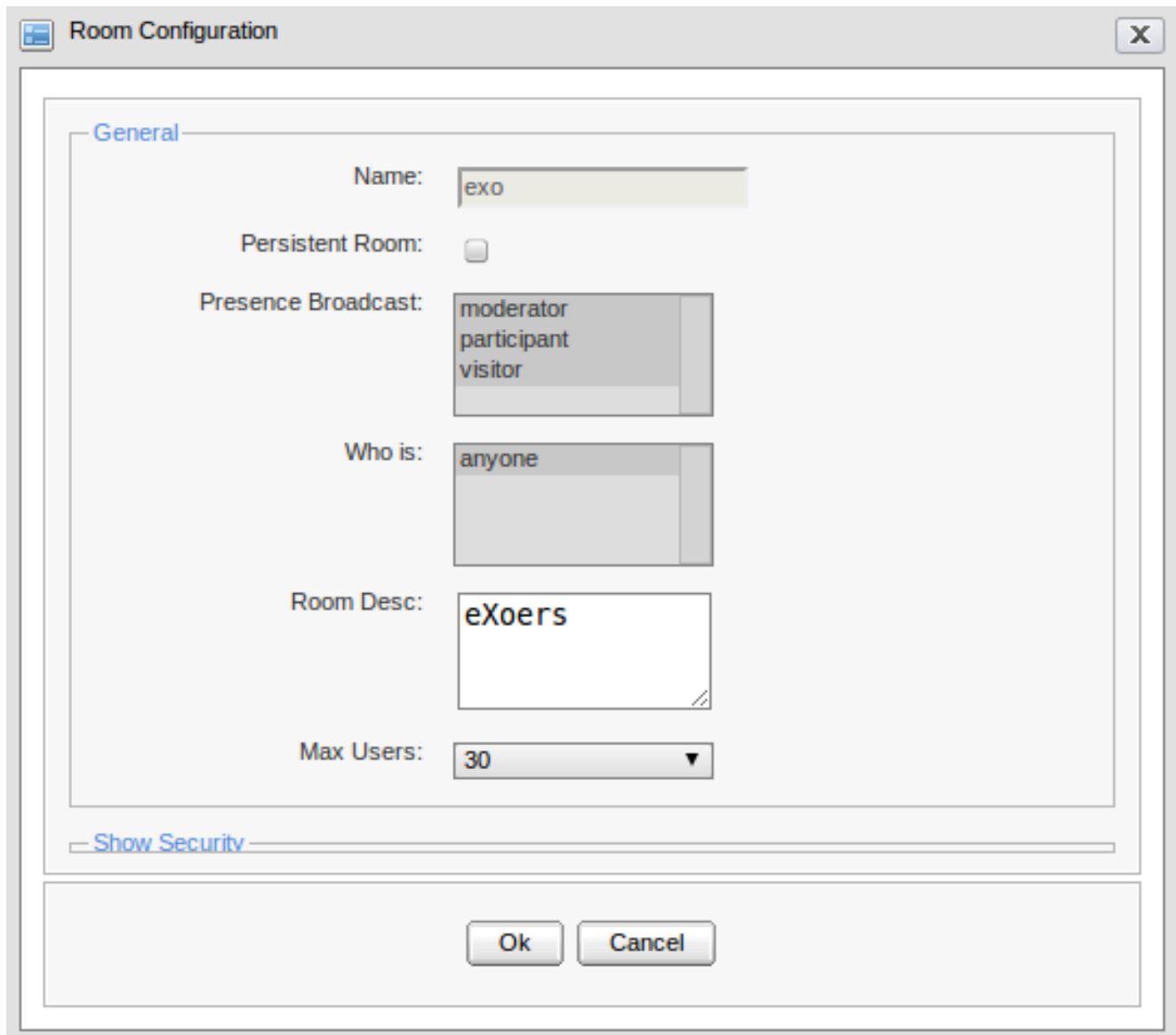
After creating a new room, there will be a **Room Configuration** and **Conversation** window opened but in the locked status.



With this status, both creator and other members cannot join this room to chat till the room configuration is completed.

3. Configure your chat room.

In this step, you can give the name and description of your chat room and select a group of user to be sent notifications about changes in members status. Moreover, you can set the security settings that allows you to create a password-protected room or select the room administrator and moderator. Read below to find out how:



The image shows a 'Room Configuration' dialog box with a 'General' tab. It contains several fields for configuring a chat room: 'Name' (text box with 'exo'), 'Persistent Room' (checkbox), 'Presence Broadcast' (list box with 'moderator', 'participant', 'visitor'), 'Who is:' (list box with 'anyone'), 'Room Desc:' (text box with 'eXoers'), and 'Max Users:' (spin box with '30'). At the bottom, there is a 'Show Security' link and 'Ok' and 'Cancel' buttons.

Room Configuration

General

Name:

Persistent Room: ☐

Presence Broadcast:

moderator
participant
visitor

Who is:

anyone

Room Desc:

eXoers

Max Users:

30

[Show Security](#)

Ok **Cancel**

- Enter room details:

Field	Description
Persistent Room	A persistent room is one that does not get closed when there are no members in it.
Presence Broadcast	The user group that will be sent a message about the status changes of the chat room's members.
Users	Those corresponding to the selected groups in "Presence Broadcast" will receive the notification message.
Room Desc	The brief description of the chat room.
Max users	The maximum number of users who can join the chat room.

- Set the Security settings:

Click **Show Security** in the **Room Configuration** form:

The screenshot shows a 'Room Configuration' dialog box with a 'Security' tab selected. The 'Public Room' checkbox is checked. Other options like 'Members Only', 'Allow Invites', 'Reserved nick', 'Password Protected Room', and 'Moderated Room' are unchecked. The 'Room Admins' and 'Room Owners' fields both contain 'Root Root'.

Room Configuration

Show General

Security

Public Room: ☒

Members Only: ☐

Allow Invites: ☐

Reserved nick: ☐

Password Protected Room: ☐

Moderated Room: ☐

Room Admins: Root Root

Room Owners: Root Root

Ok Cancel

Details:

Field	Description
Public Room	When this option is checked, all users can join this room.
Member Only	This option is to create a room for members of that created room only.
Allow Invites	This option is to grant room's members permission to invite other users to join chat room.
Reserved nick	This option is to prevent anonymous users from joining the chat room. If this option is checked, only registered users can enter the room.
Password Protected Room	This option is to change the public room to a locked, secure protected room accessible only to specific individuals with the right password.

Field	Description
Password	The password used to protect the room. This field is shown only when the Password Protected Room option is selected.
Room Admins	This option is to select the administrators of the created chat room. It is only available when the Moderated Room option is selected.
Room Owners	The email address of room's creator.

4. Click **OK** to complete the room configuration.

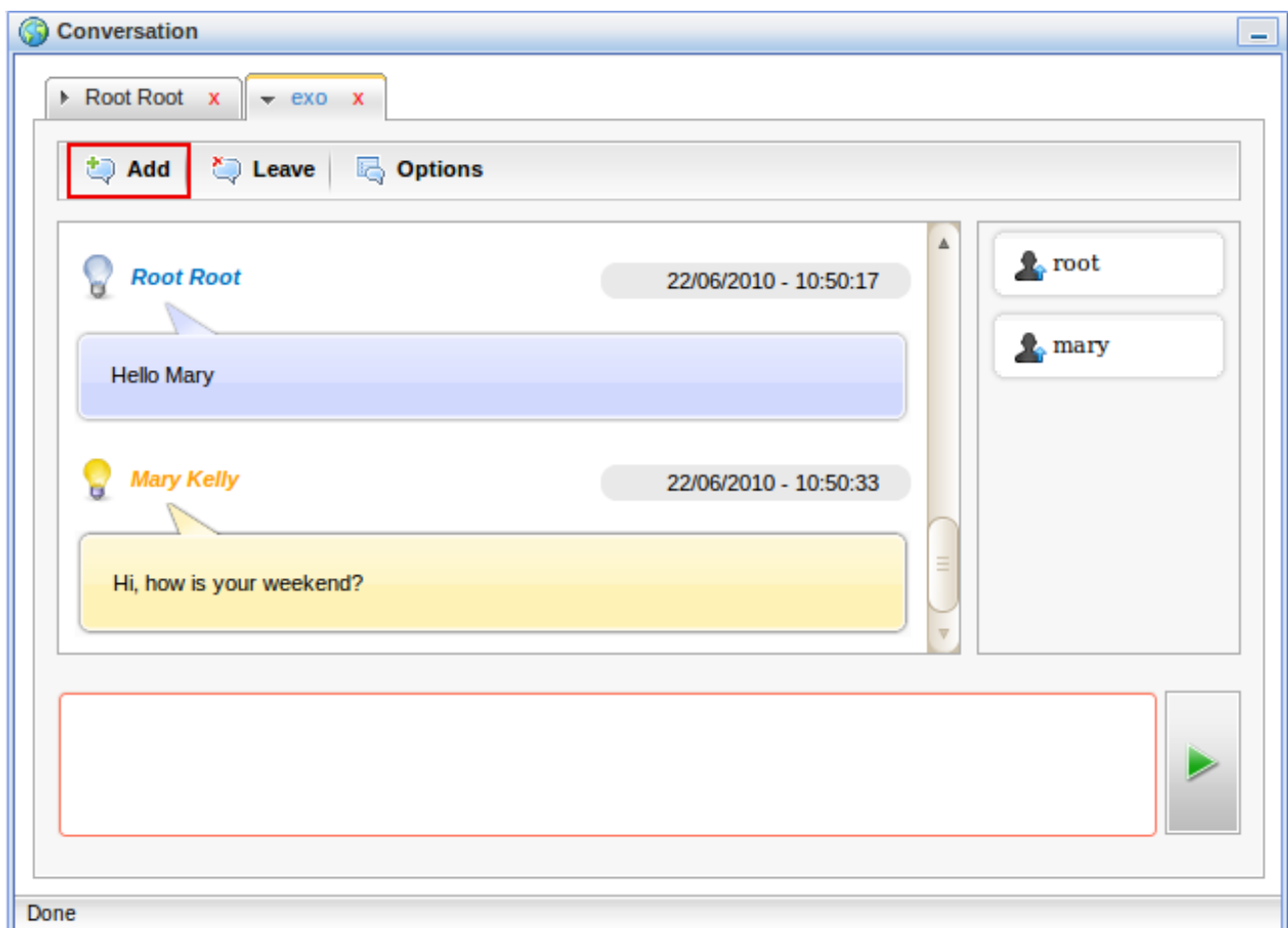
5.3.1. Add a contact to a room

This function is used to add contacts to the chat room where you was already in, so the added contacts will be able to join this room to communicate.

To add contacts to a chat room:

1. Click  **Add** on the chat room conversation window.

The **Add Contact** form will appear:



2. Select contacts you want to invite by ticking their checkboxes corresponding to the contact names.

Also, to search for contacts through your Address Book, simply enter the search term in the Search textbox. It can be the first name, last name or user name. All contacts matching the search term will be displayed in the results list. The contact you want to add will receive a confirmation message.

After joining a chat room, the member can start the chat right away.

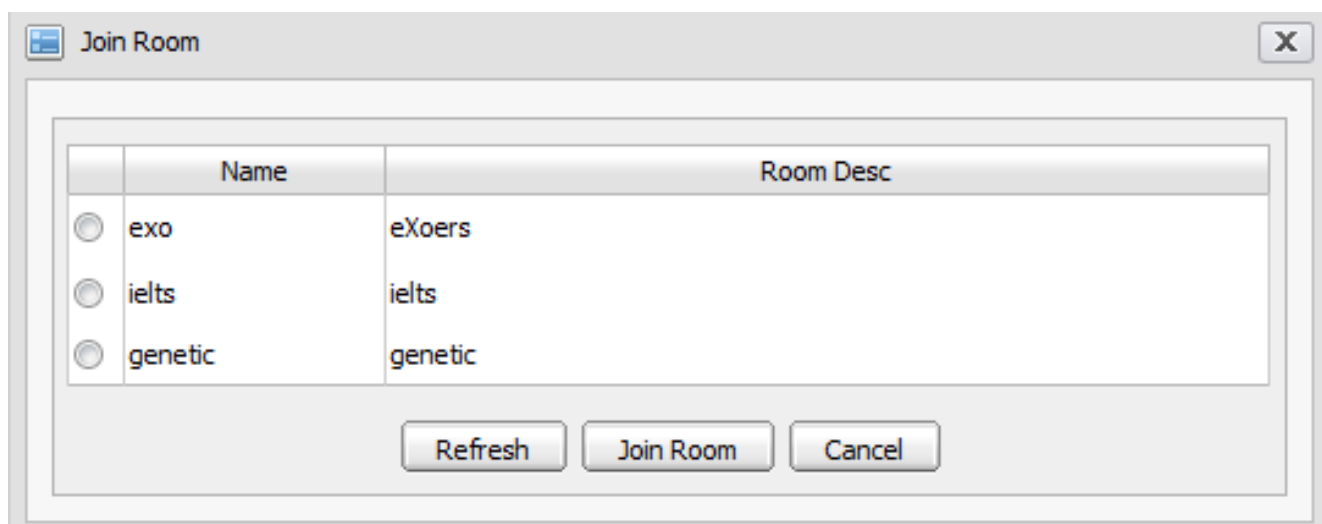
5.3.2. Join a chat room

Joining a chat room is simple and fast. When joining a chat room, you can learn more about a subject, ask questions and talk with others having common interests. If you are ready to start talking, you can join a chat room in just seconds.

To join a room:

1. Click  on the chatbar, then select  from the drop-down menu:

The **Join Room** form will appear:



The dialog box titled "Join Room" contains a table with two columns: "Name" and "Room Desc". It lists three rooms: "exo" (eXoers), "ielts" (ielts), and "genetic" (genetic). Each row has a radio button to its left. At the bottom of the dialog are three buttons: "Refresh", "Join Room", and "Cancel".

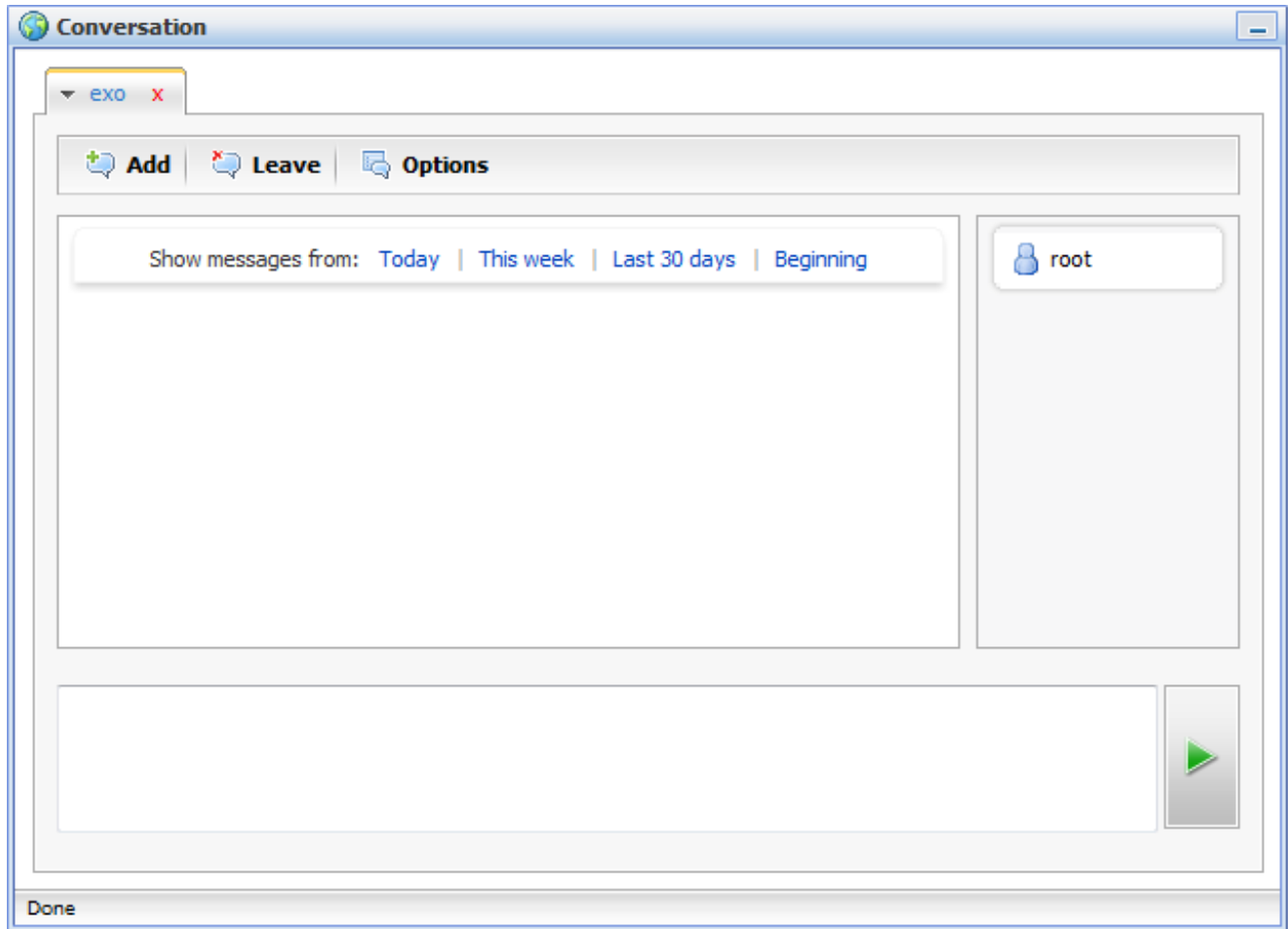
	Name	Room Desc
<input type="radio"/>	exo	eXoers
<input type="radio"/>	ielts	ielts
<input type="radio"/>	genetic	genetic

Refresh Join Room Cancel

2. Select one room in the list by checking the appropriate radio button.

3. Click **Join Room** to join the selected room. Click the **Refresh** button if you want to clear the selected rooms.


The **Conversation** window of the selected room appears as below:



Note

You can join several chat rooms at the same time. Each chat room will be displayed in its own tab and you can easily switch between different rooms.

5.3.3. Leave a chat room

Click  **Leave** on the room conversation window.




Your conversation window of this room will be closed and you will not receive messages from the chat room any more.

5.3.4. Configure a chat room

As you know, you are required to configure the chat room before a chat room opens. However, you are also able to update the room configuration after the chat room was created. If you are not the owner or administrator of chat room, you do not have the permission to perform this action.

To configure a chat room:

1. Click  **Options** in the **Conversation** form of the chat room. The **Room Configuration** form will appear.
2. Set values for the fields in this form. For the descriptions, see [Create a new chat room](#).
3. Click **OK** to accept the configuration.



Note

The chat room configuration is available only if you are the owner or administrator of that chat room. You can change the room owner and select the room administrator in [Room configuration](#).

Chapter 6. How To Use RSS Reader?

The RSS (Really Simply Syndication) application of eXo Collaboration allows you to keep track of all news of your favorite website.

After reading this chapter, you should know how to perform these following tasks:

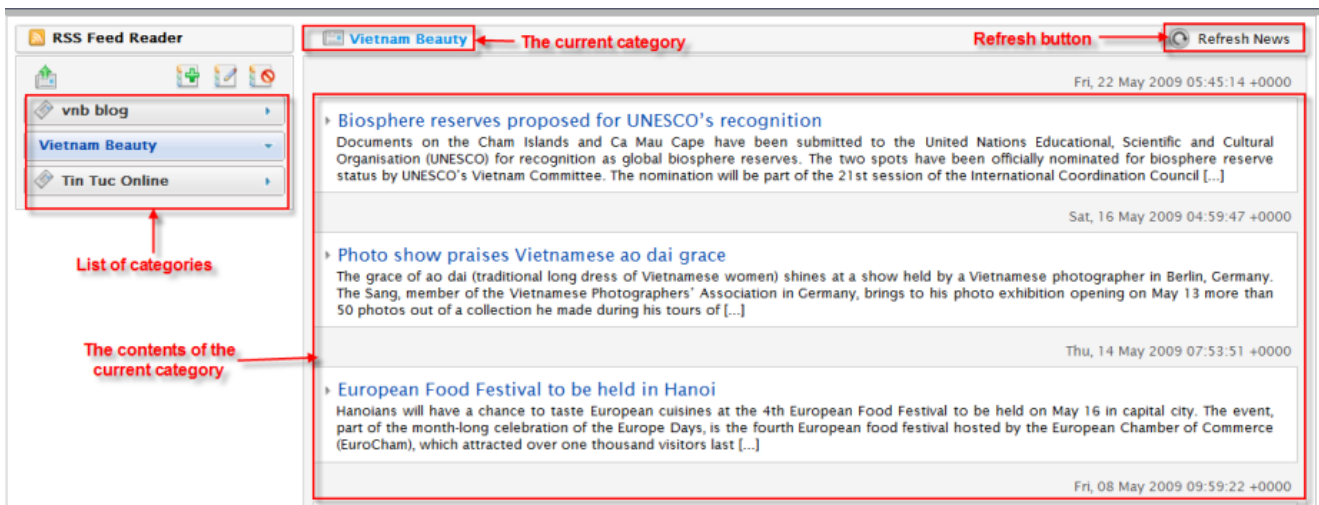
- [Add a category](#)
- [Edit a category](#)
- [Delete a category](#)

6.1. RSS Interface

To access the RSS Feed Reader application, click RSS on the administration bar:




The RSS Feed Reader page appears:

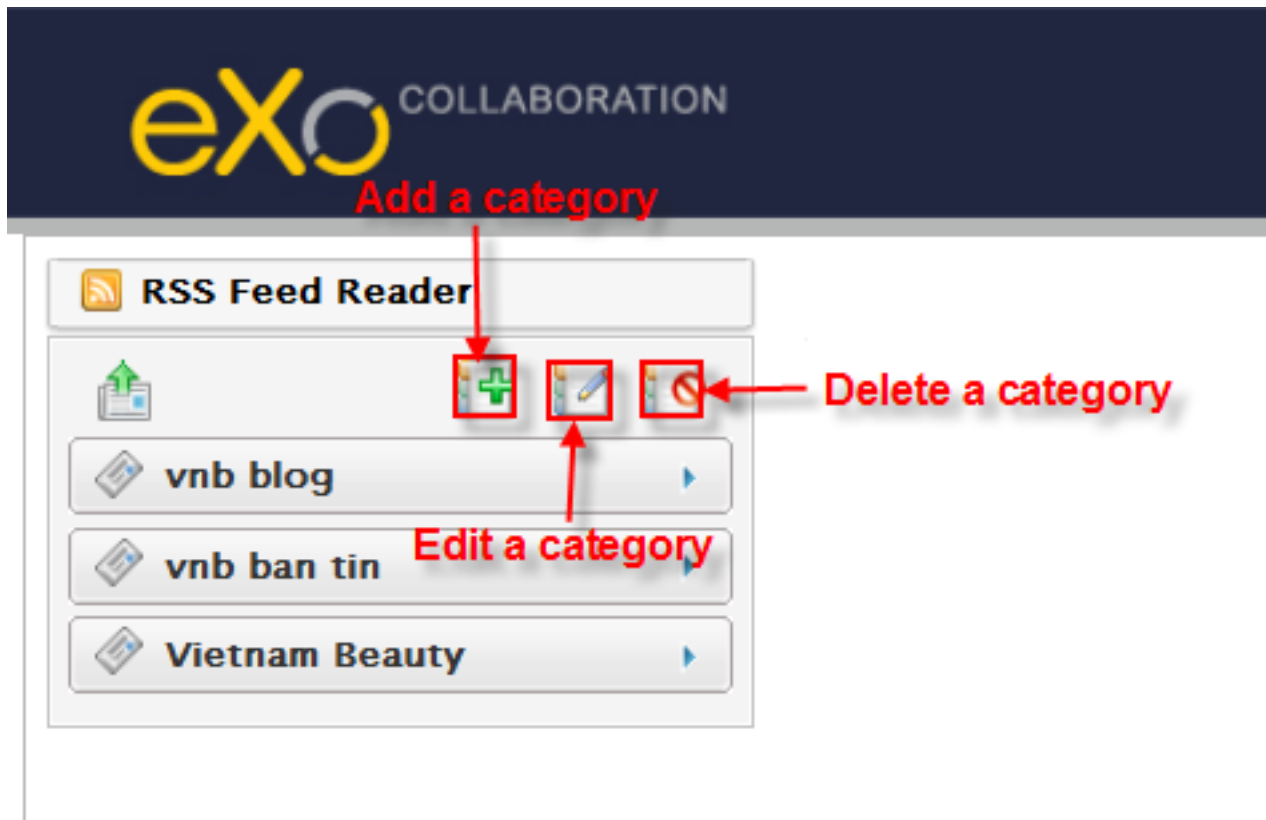


6.2. Add a category

In the RSS application of eXo Collaboration, RSS feed is added to a category that allows you to easily manage your feeds.

To add a category to manage RSS feeds:

1. Click RSS on the administration bar to open the **RSS feed reader** page.
2. Click  on the **RSS Feed Reader** page:



The **Add/Edit Content Node** form appears.

The 'Add/Edit Content Node' form is displayed. It includes the following fields and controls:

- Id:** A text input field containing 'vietnam beauty'.
- URL:** A text input field containing 'http://vietnam-beauty.com/blog/feed'.
- Label:** A text input field containing 'Vietnam Beauty'.
- Description:** A large, empty text area.
- Type:** A dropdown menu currently set to 'RSS'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom. A red arrow points to the 'Save' button with the text 'Click'.


Details:

Field	Description
Id	The identity of the content node. It is unique and required.
URL	The RSS feed link of the website that you want to

Field	Description
	subscribe to the category.
Label	The display name of the category.
Description	The description of the category.
Type	<p>The type of the content node. There are two types:</p> <p>RSS: displays the content of a RSS feed.</p> <p>DESC: is like a category that contains RSS feeds.</p>

3. Enter an id for the content node.

4. Enter an RSS link in the **URL** field. It is required for **RSS** type.

- i. To have an RSS link of a site, click  on the site to open a page with a lot of data on it.
- ii. Copy the URL of the page on the address bar of the browser.
- iii. Paste it to the URL field.

Some examples about RSS links:

<http://vietnam-beauty.com/index.php?format=feed&type=rss>


<http://blog.exopatform.org/feed/>

5. Optionally, enter the description for the content node.

6. Select RSS type or DESC type.

7. Click **Save** to commit.

6.3. Edit a category

1. Select the category you want to edit.
2. Click  on the **RSS Feed Reader** page to open the Add/Edit Content Node.
3. Changes the information in the fields as you want, except the Id field.
4. Click **Save** to commit your changes.

6.4. Delete a category

1. Select the category you want to delete.

2. Click  on the **RSS Feed Reader** page.

3. Click **OK** on the confirmation message.