



eXo Collaboration User Guide

Version 2.1

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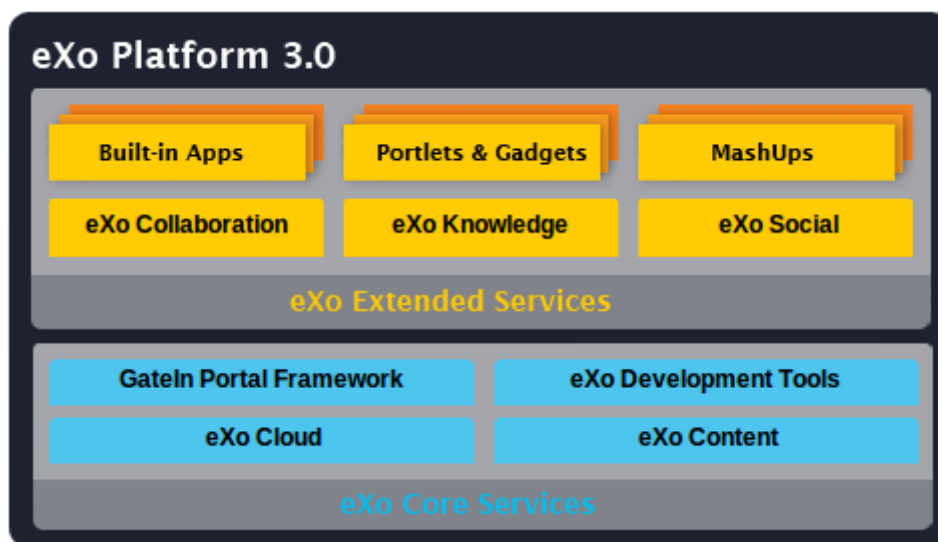
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1 Preface

1.1 Overview

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 single point of access to the company's information system and resources.



The foundation for eXo Platform 3.0 is eXo Core Services, a powerful set of REST-based services for rapid website development, content management and gadget-based development and deployment. eXo Extended Services are also a part of the eXo Platform 3.0 running on top of eXo Core Services to enable easy development of rich, user-centric web applications.

eXo Collaboration is one of eXo Core services, it provides productivity tools to extend your java applications. eXo Collaboration offers intuitive and powerful Address Book, Calendar, Chat and Mail functionality as a seamless extension to your portal-based application.

1.2 About this document

The intended reader of this manual is users of eXo Collaboration. This manual will explain all the basic and advanced features of all the applications that eXo Collaboration provides, including Address Book, Calendar, Chat and Mail. It gives an in depth examples and easy explanation of using these applications.

This user guide will:

- Define some basic concepts used in the applications.

- Guide step by step to do the basic actions for all the applications. For example, using Chat application, users can create an account, add/remove contacts, send instant message to other contacts, create chat room, send files, etc; or for Address Book application, users will know how to create, edit, manage & share contacts.

1.3 References & related resources

Related Documents

- [eXo GateIn Guide 3.0](#)

Info & Support

Information

- [eXo Home Page](#)
- [eXo Wiki](#)

Support

- [Forums](#)
- [FAQ](#)

Download

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2 Get Started

Like any eXo product, eXo Collaboration portal is displayed in two modes. One is for anonymous users that does not require signing in, called 'public mode'. Another is for registered users who use registered User name and Password to sign in, called 'private mode'.

In the public mode, visitors can visit only some pages in a portal like reading news, register a new account... By registering an account, you can access the private mode of the portal and access all applications in eXo Collaboration.

2.1.1 Register new account

To register a new account on the Gateln, do as follows:

Step 1: Go to the portal by typing URL in address bar (e.g: <http://localhost:8080/portal>). The anonymous home page will be displayed:

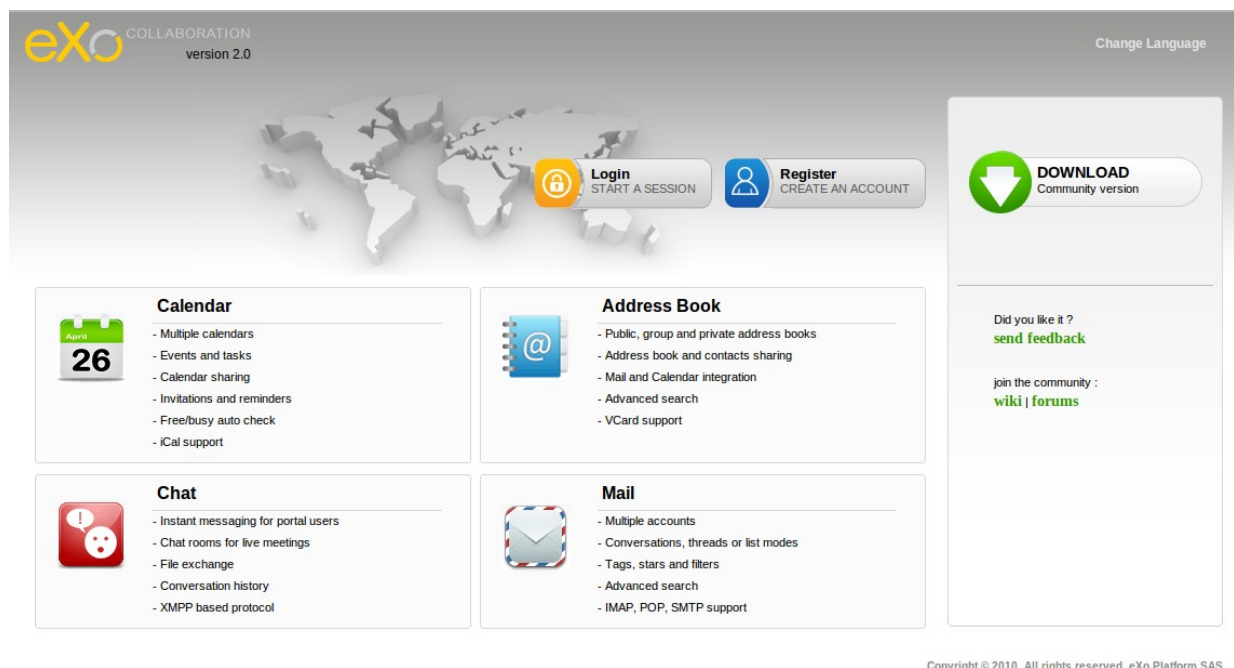
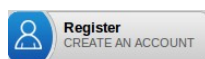
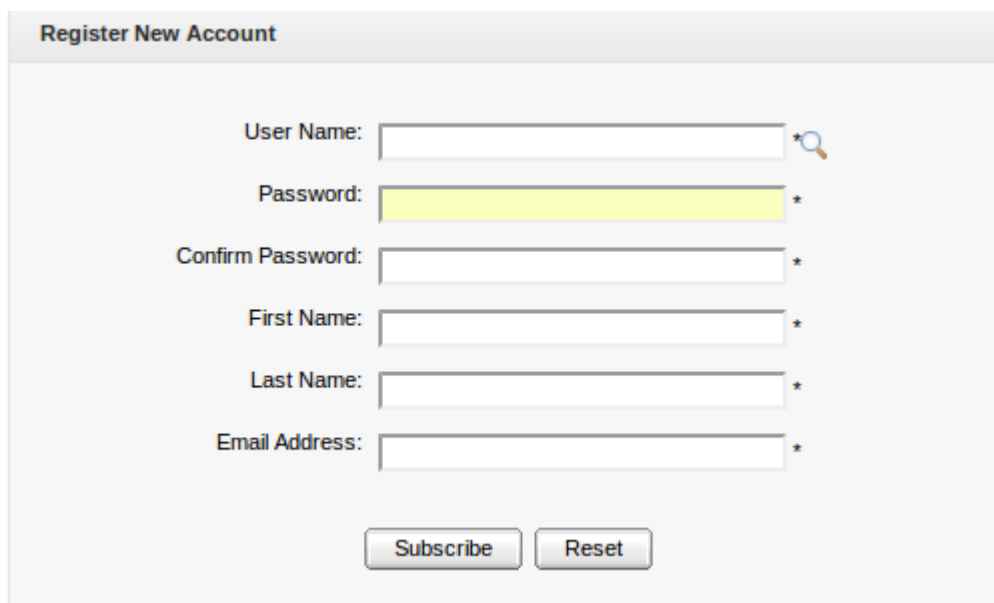


Illustration 1: eXo Collaboration Homepage

Step 2: Click the



button on the navigation bar. The **Sign up** form will appear.



The form is titled "Register New Account". It contains the following fields and buttons:


- User Name: with a search icon (magnifying glass) to its right.
- Password: with a required field asterisk (*) to its right.
- Confirm Password: with a required field asterisk (*) to its right.
- First Name: with a required field asterisk (*) to its right.
- Last Name: with a required field asterisk (*) to its right.
- Email Address: with a required field asterisk (*) to its right.
- Buttons: "Subscribe" and "Reset" at the bottom.

Illustration 2: The Register New Account form

Details:

(*): required

User Name	The name of user that will be used to sign in. It must be unique.
Password	The secret string used to login. It must have at least 6 characters.
Confirm Password	The re-typed password. Password and Confirm Password must be the same
First Name	Your first name
Last Name	Your last name
Email Address	Your contact email address.
Subscribe button	Click this button to accept saving the new account
Reset button	Click this button to clear all inputted values.

- Step 3:** Click the  icon to search and check for the availability of your User name
- Step 4:** Input values in all required fields in the **Register New Account** form.
- Step 5:** Complete registering a new account by clicking the **Subscribe** button.



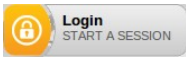
There will have an alert messages and you can not add new account if at least one of these cases occurs:

- **User name** is existing or **User Name** is invalid.
- Password has less than 6 characters.
- **Password** and **Confirm Password** are not the same.
- **Email Address** is in invalid format.
- Required fields are empty.

2.1.2 Sign in & sign out

To sign in, do as follows:

Step 1: Go to the portal in a public mode by typing the portal URL in your address bar (e.g: <http://localhost:8080/portal>)

Step 2: Click the  button . The **Sign in** form will be displayed:

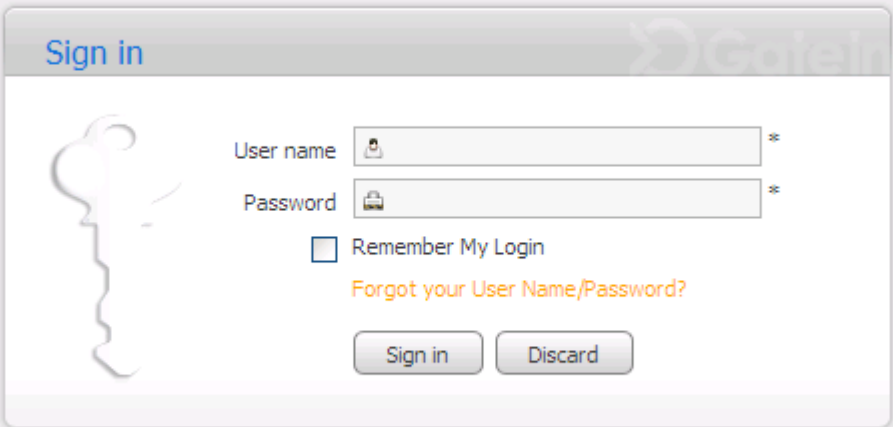


Illustration 3: The Sign in form

Step 3: Input your registered **User name** and **Password**.

Details:

(*): required

User name	Your registered user name
Password	Your registered password

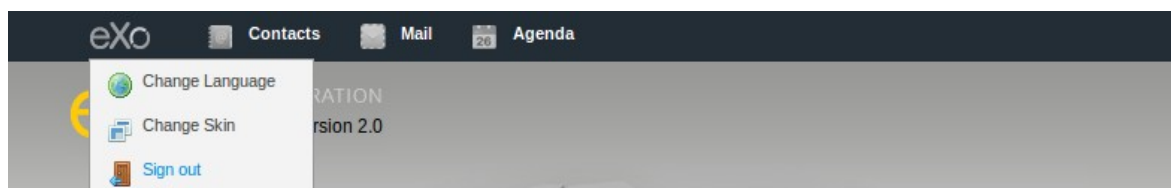
Remember My Login	When the Remember my Login is checked, your computer will save your login information. The next time you login, you don't have to type your User Name and password again.
Forgot your User Name/Password	To show the guide line that must be followed to get the forgotten User Name/Password
Sign in button	To accept signing in
Discard button	To exit the Sign in form

Step 4: Click the **Sign in** to complete signing in.



Illustration 4: The Gateln page after signing in successfully

To **sign out**, just click the eXo logo () and select **Sign out** from the menu:



3 Address Book

3.1 What is Address Book?


Address Book is a web based on contact management application. Using Address Book to store and maintain contact information about friends, family and your professional network, etc in a single place. You can access it with a browser connected to your enterprise network.

3.2 Access to Address Book

To access to the Address book, you can follow one of these ways:

Click on  **Contacts** from the top navigation bar:



Or click on  right from the Chat bar:



3.3 Address Book interface

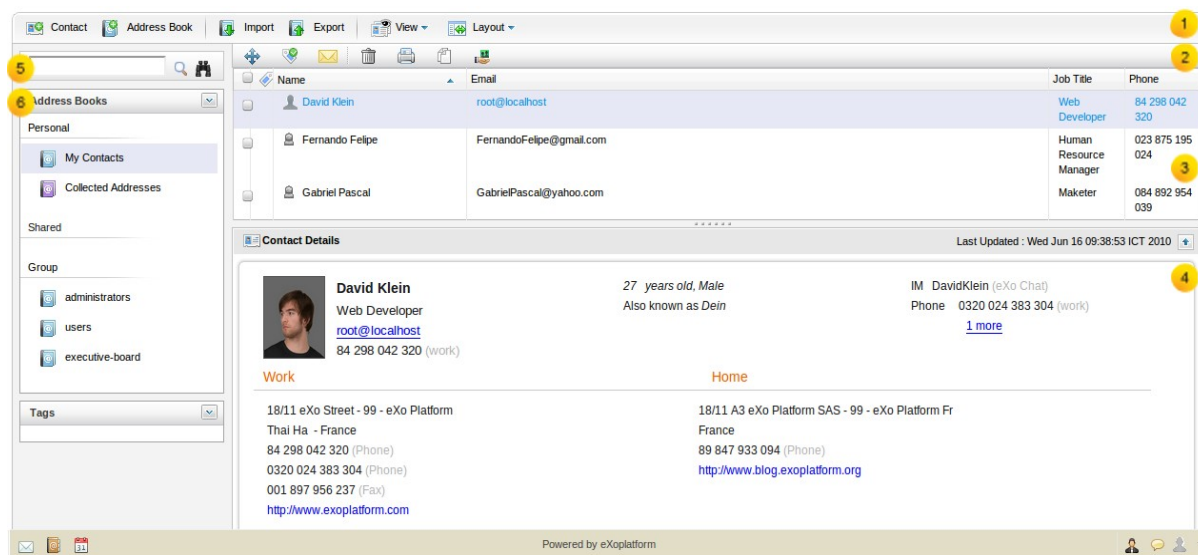


Illustration 5: The main screen of the Address Book application

Details

1	This is the Tool bar which allows you to add new contact/address book, import/ export address book, view and customize layout.
2	This is the Action bar which allows you to taking basic actions such as move, delete, copy, print, add tag selected contacts
3	This is the Contact list which shows all contacts in a specific address book
4	This is the Contact view panel which displays detail information of the selected contact
5	This is the Navigation panel which contains search panel, address books list and tags list
6	This is the Search panel which allows you to do the simple and advanced search to find expected contacts.

3.4 Address Book configuration

By default, there are 3 categories of address books in Address Book: Personal address book: This address book which may only be viewed by you. It is stored in the Personal list. In Address Book, the My contacts is the default personal address book which contains your default contact matching with your registration information. In addition, the 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 is not in your address book, this address will be automatically added into 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 .
- **Public address book:** This address book is shared by group and can be viewed by everyone. In Address Book, the public address book contains default contacts of the other users in different groups and can be viewed only.

3.5 Address Book Management


3.5.1 What is an address book?


An address book is a book or a database used for storing entries called contacts. Each contact entry usually consists of a few standard fields (for example: first name, last name, company name, address, email, phone number...). An address book makes it easy and efficient to organize and manage contacts . As mention above, **Address Book** has three address book types: Private , Shared and Public.

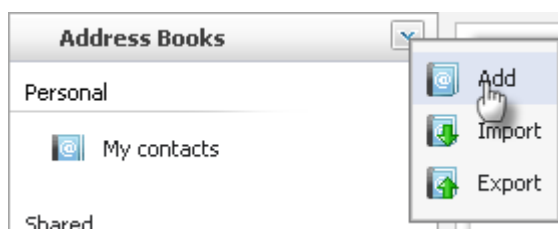
3.5.2 Create an Address book

To create an address book, do as follow:

Step 1: Open the **Add Address book** form. There are three ways to do this step:

The 1st way: Click the  button on the main tool bar.

The 2nd way: Click the  icon in the Address Book bar and select **Add** in the drop down list menu:



The Add/edit Address book form will appear:

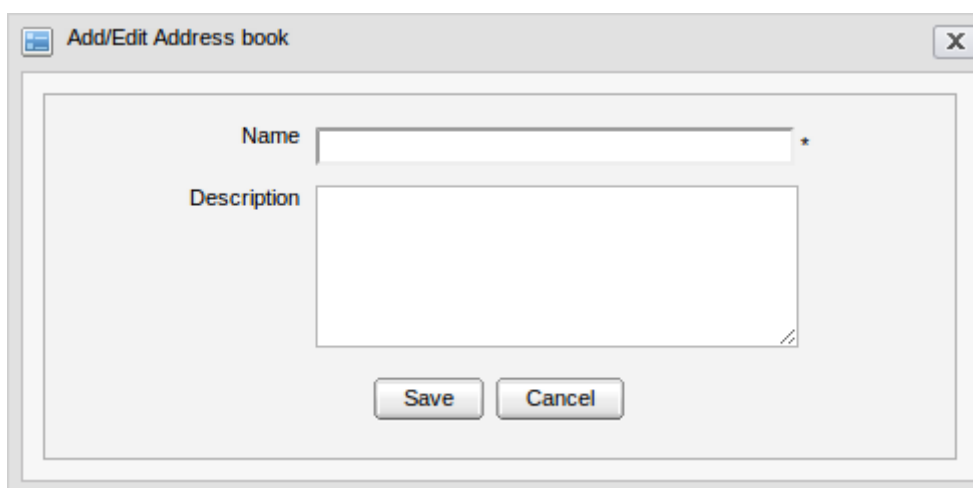
The screenshot shows a window titled "Add/Edit Address book" with a close button (X) in the top right corner. Inside the window, there are two input fields: "Name" (a single-line text box) and "Description" (a multi-line text area). Below these fields are two buttons: "Save" and "Cancel".

Illustration 6: The Add/Edit Address Book form

Details:

(*) required

Name	The display name of the address book
Description	The brief description of the address book
Save button	To accept saving a new address book
Cancel button:	To exit/close the Add/Edit Address book without changes

Step 2: Enter values for the **Name** and **Description** fields

Step 3: Complete adding the new address book by clicking the **Save** button.

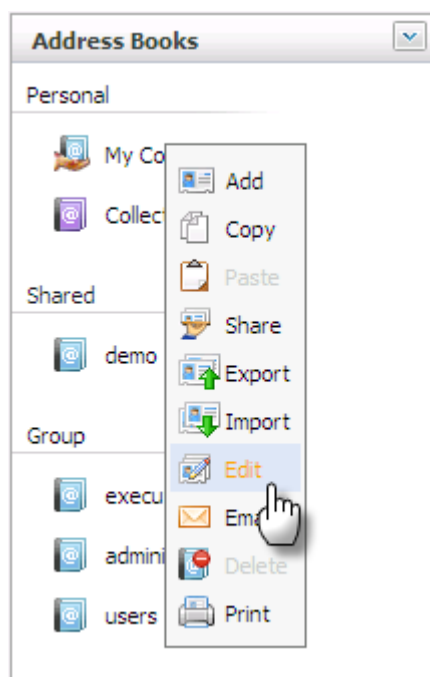


You can create a new address book from the Mail portlet (See eXo Mail User Guide for details)

3.5.1 Edit an address Book

To edit an address book, do as follows:

Step 1: Right click on an existing address book and select **Edit** in the drop down menu:



Step 2: The Add/Edit Address Book will be displayed. Now you can edit the name and description of selected address book.

Step 3: Click the **Save** button to accept the changes or click the **Cancel** button to exit the form without changes.

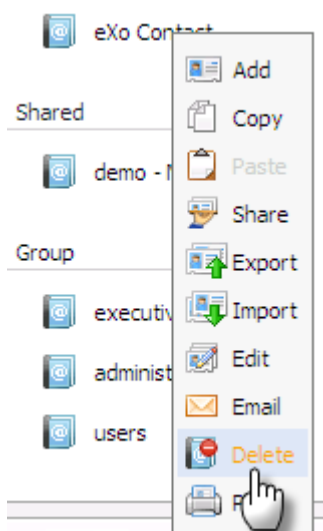


You can only edit a personal address book or a shared address book in case you have the edit permission. You can not edit a public address book.

3.5.2 Remove an address book

To remove an address book, do as follows:

Step 1: Right click on an existing address book, and then select **Delete** in the menu:



Step 2: Click the **OK** button in the confirmation message to accept deleting the address book or click the **Cancel** button to abort.



- You can not delete your default and public address book.
- You can delete your personal address book which is added by yourself flexibly.

3.5.3 Export an address book

This function allows exporting one or more address books into a separate file in your computer in order to make it easy to backup your address book or import it into another address book application.


To export an address book, do as follows:

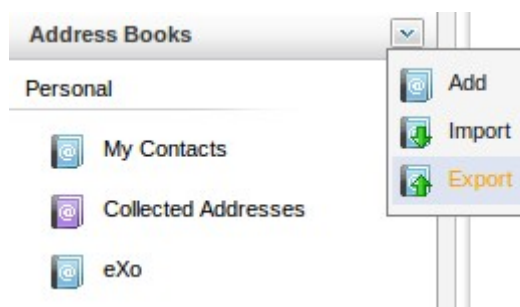
Step 1: Open the **Export Address Books** form. There are two ways to do this step:

The 1st way: Click the Export button



in the main tool bar

The 2nd way: Click the  icon in the Address Books bar and select **Export** in the menu:



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

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

Total pages: 1

Name *

Export format x-vcard ▼

Export All Export Selected Cancel

Illustration 7: The Export Address Books form

Step 2: Select the address book(s) which you want to export by selecting its corresponding check box(s) (or select the top checkbox to select all)

Step 3: Enter a file name for the **Name** field

Step 4: Select format for the imported file (e.g x-vcard)

Step 5: Click the **Export All** button to start exporting all the address books or click the **Export Selected** button to export the selected ones only.

A download pop-up window will appear. Depend on what browser you are using, the download pop-up window may show differently.

3.5.4 Share an address book

This function allows you to share your personal address books with specific groups or users. The shared address book will be displayed in the shared address book list of your selected groups or users and can be viewed, exported, added, edited or deleted (if the shared user has edit permission on it). The shared address book can be distinguished by the hand icon:

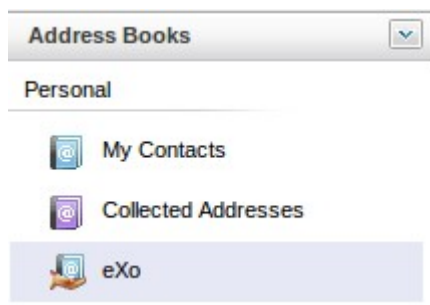
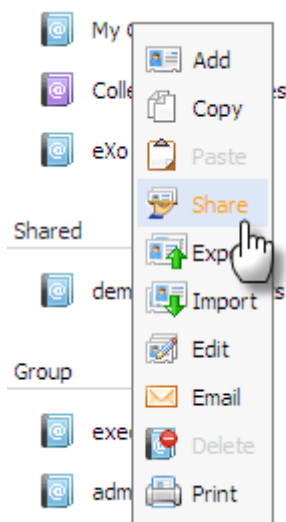


Illustration 8: The shared address books

To share a personal address book, do as follows:

Step 1: Right click on the address book you want to share and select **Share** in the drop



down list menu:

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

Illustration 9: The Share Address Book to other users form

Step 2: Select users/group to share.

To select Users for sharing, do as follows:

1. Click the  icon, the **User Selector** form appears:

	User Name	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

Illustration 10: The User Selector form

Select user(s) to share by clicking on the corresponding check-box(s).

You can also select for specific user(s) by User name, Last name, First name, Email. Type search words in the search box, select the search criteria and then

click the  icon to search.

2. Click the **Add** button to add selected users to the shared list or click the **Close** button to close this form.

To select a group for sharing, do as follows:

1. Click the  icon, the **Group Selector** form appears:

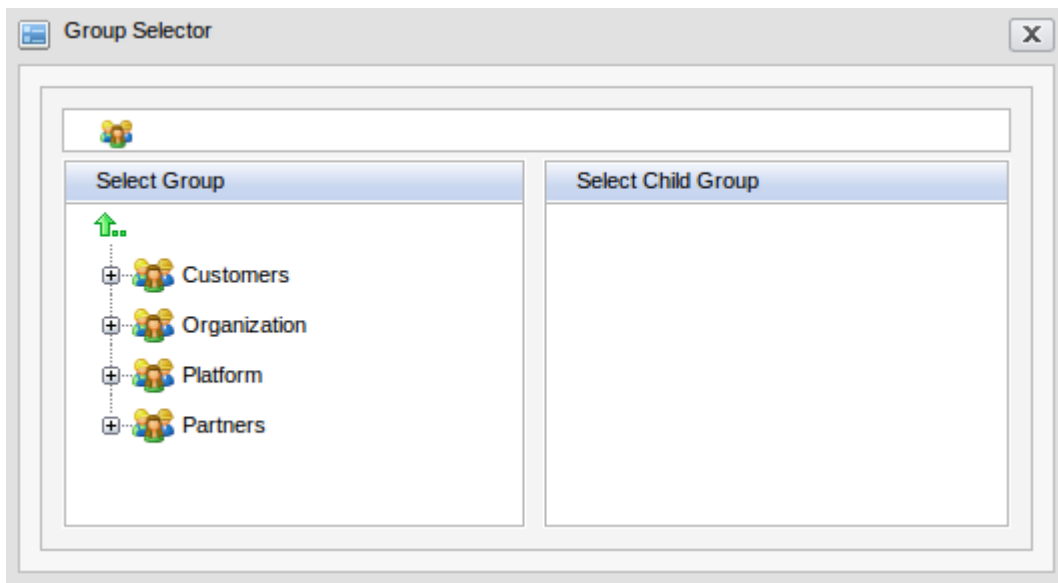


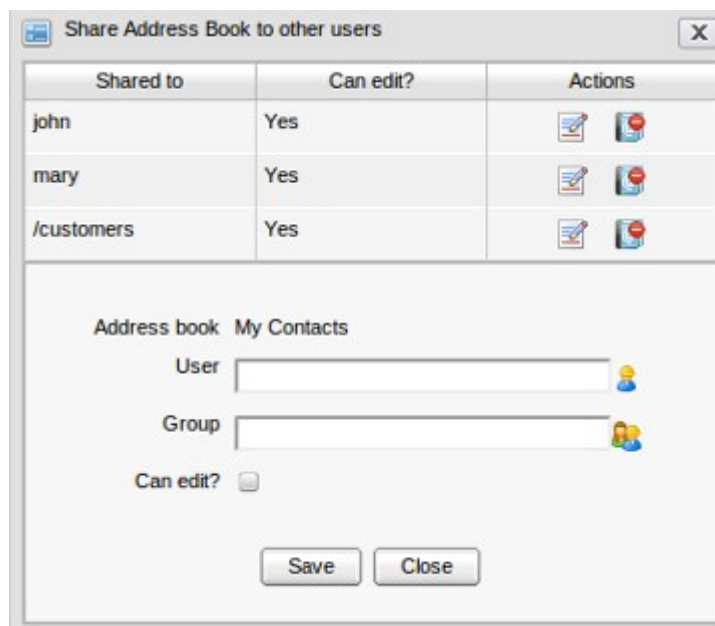
Illustration 11: The Group Selector form

2. Select groups in the left pane to view sub-groups in the right pane, and then select a sub-group.

Step 3: After selecting User/group to share, click the **Save** button to accept sharing with the selected user/group or click the **Close** button to quit the sharing form.

You can select the “**Can edit?**” check box if you want to grant edit permission on this address book to the selected user/group. The user/group(s) having edit permission can view export, import, add, edit and delete the shared address book while the user/group does not have edit permission can view and export only.

After sharing, the shared users/groups will be updated into the share list with detailed information like the illustration below:



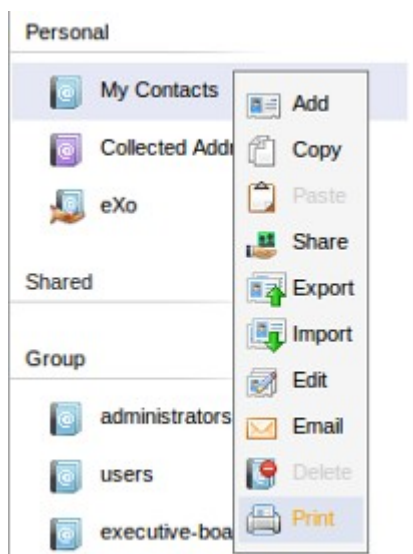
In the **Actions** column, you can click the icon to change the edit permission of corresponding user/group or click the icon to remove specific user/group from the Share list.

3.5.5 Print an address book

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

To print address book, do as follows:

Step 1: Right click on the address book which you want to print and select **Print** in the drop-down menu:



The print preview page will appear:



Illustration 12: The VCards Print Preview form

Step 2: Click the **Print** button to start printing or the **Close** button to exit the preview print dialog.

3.6 Contact management

3.6.1 What is a contact?

A contact is a person or an organization you've added to your contact list. By adding a person as a contact, you can easily check out the person's or the organization's profile (name, address, email and phone number...)


3.6.2 Add a new contact

This function allows you to add new contacts to personal address books and shared address books (if you have the edit permission).

To add a new contact, do as follows:

Step 1: Open the **Add Contact** form. There are 2 ways to do this step:



The 1st way: Click the  button on the main tool bar .

The 2nd way: Right click on an address book (for example My Contacts), and select the **Add** item in the menu.

The 3rd way: You can also create a new contact from the Mail portlet (See eXo Mail User Guide for details)


The **Add/Edit Contact** form will appear:

A screenshot of the 'Add/Edit Contact' form. At the top, there is an 'Address Book' selector with a dropdown menu showing 'My Contacts' and a plus icon. Below this is the 'Contact details Panel' which contains several tabs: 'Profile', 'Work', 'IM Contact', 'Home', and 'Note'. The 'Profile' tab is active and shows fields for 'First Name', 'Last Name', 'Nick Name', 'Gender' (with radio buttons for Male and Female), 'Birthday' (with dropdowns for day, month, and year), 'Job Title', and 'Email'. There is also a 'Picture' section with a placeholder image and 'Update | Delete' links. At the bottom of the form are 'Save' and 'Cancel' buttons. Red arrows and text labels point to the 'Address Book Selector' and the 'Contact details Panel'.

Illustration 13: The Add/Edit Contact form

The **Add/Edit Contact** form consists of the Address Book Selector and the Contact Detail panel:

Address Book Selector

The Address Book Selector allows you to select one from the existing list or quickly create a new address book. To create a new address book, simply click the  icon.

Contact Details Panel

It includes 5 tab: Profile, Work, IM Contact, Home and Note.

Step 2: Input information into the Add/Edit Contact form

Step 3: Click the **Save** button to accept adding a new contact or the **Cancel** button to exit this form without adding.

Details:


The **Profile** tab:

The screenshot shows the 'Add/Edit Contact' window with the 'Profile' tab selected. At the top, there's a dropdown menu for 'Address Book' set to 'My Contacts' with a plus icon. Below this are tabs for 'Profile', 'Work', 'IM Contact', 'Home', and 'Note'. The 'Profile' tab contains several input fields: 'First Name' (required), 'Last Name' (required), 'Nick Name', 'Gender' (radio buttons for Male and Female), 'Birthday' (dropdowns for day, month, and year), 'Job Title', and 'Email' (with a plus icon). To the right of these fields is a 'Picture' section with a placeholder image and 'Update | Delete' links. At the bottom are 'Save' and 'Cancel' buttons.

Illustration 14: The Profile tab of the Add/Edit Contact form

(*) Required

If you want to change picture (avatar) for the contact, click the **Update** link to upload photo from your computer. To remove your uploaded image, simply click the **Delete** link below your avatar picture.

The  icon at the **Email** field allows you to adding more email addresses for the contact. When it is clicked, more Email address fields will appear:

The screenshot shows the 'Email' field with two input boxes. To the right of the second box are a trash can icon and a plus icon.


Add new email address by clicking the  icon or remove by clicking the  icon.

The Work tab:

The screenshot shows the 'Add/Edit Contact' window. At the top, there's a title bar with the text 'Add/Edit Contact' and a close button. Below the title bar, there's a section labeled 'Address Book' with a dropdown menu showing 'My Contacts' and a plus icon. Underneath, there are five tabs: 'Profile', 'Work' (which is selected and highlighted in blue), 'IM Contact', 'Home', and 'Note'. The 'Work' tab contains a large rectangular area with several text input fields. These fields are labeled: 'Address', 'City', 'State/Province', 'Postal Code', 'Country', 'Phone', 'Phone (secondary)', 'Fax', 'Mobile', and 'Web Page'. At the bottom of the window, there are two buttons: 'Save' and 'Cancel'.

Illustration 15: The Work tab of the Add/Edit Contact form

The IM Contact tab contains information about chat nick. (IM stands for instant message).

The default one is Chat. You can click the  icon to chose other kinds of mail service.

Address Book: My Contacts

Profile | Work | **IM Contact** | Home | Note

eXo Chat: [Empty field]

Google Talk
MSN
AOL/AIM
Yahoo
IRC
Skype
ICQ

Save Cancel

Illustration 16: The IM Contact tab of the Add/Edit Contact form

The Home tab :

Address Book: My Contacts

Profile | Work | IM Contact | **Home** | Note

Address: [Empty field]
City: [Empty field]
State/Province: [Empty field]
Postal Code: [Empty field]
Country: [Empty field]
Phone: [Empty field]
Phone (secondary): [Empty field]
Fax: [Empty field]
Website: [Empty field]

Save Cancel

Illustration 17: The Home tab of the Add/Edit Contact form

The **Note** tab:

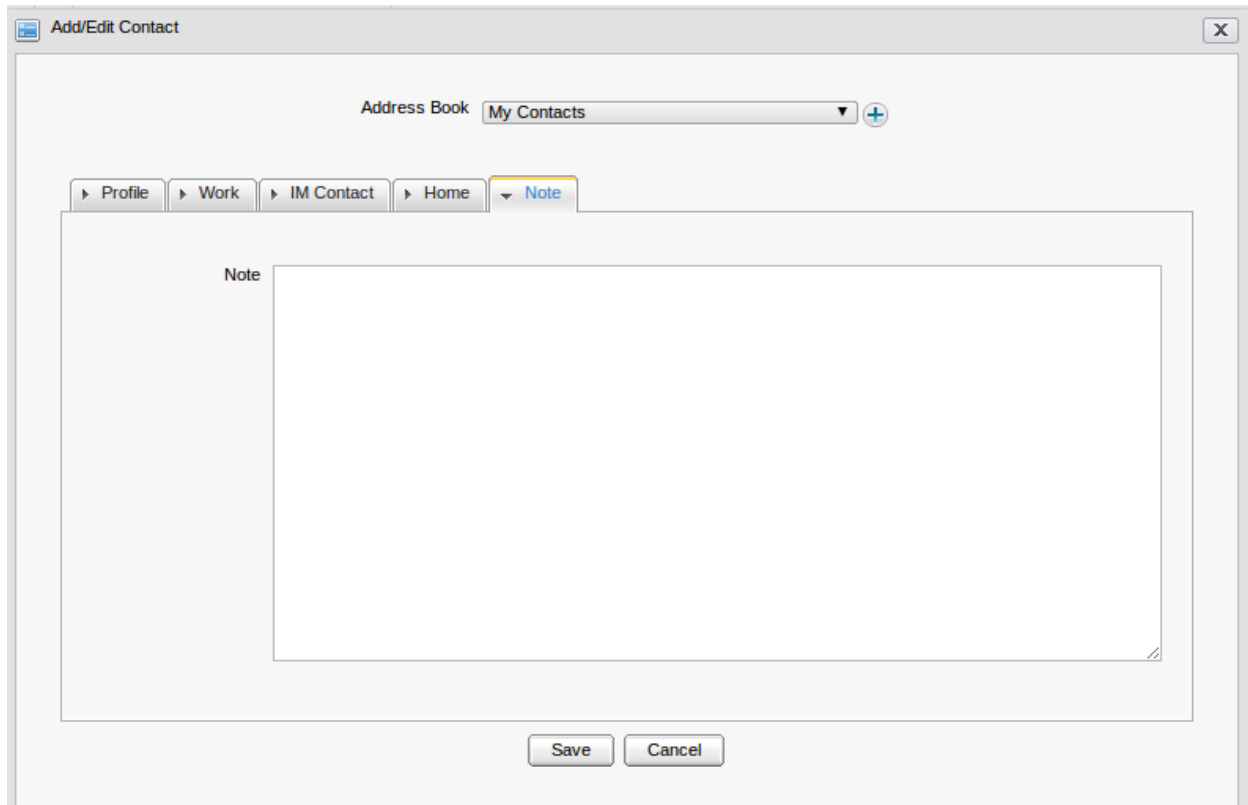


Illustration 18: The Note tab of the Add/Edit Contact form

3.6.3 Edit a contact

This function allows you to make changes to the selected contacts. You can only edit a contact of the personal or shared address books (if you have edit permission).

To edit a contact, do as follows:

Step 1: Right-click an available contact in list, and then select **Edit** in the drop list menu.

The **Edit Contact** form will appear with full fill information, available for editing:

Illustration 19: The Add/Edit Contact form with full filled information, available for editing

Step 2: Change information of the current contact. You can change all information, picture of your expected contact its Address book. This field is disabled.

Step 3: Click **Save** to accept changes or click the **Cancel** button to cancel this action.



You can also edit an address book from Mail portlet (See Mail User Guide v1.3 for detail)

3.6.4 Delete a contact

This function allows deleting existing contacts. You can only delete a contact of personal or shared address books (if you have edit permission)


There are two ways to delete a contact:

The 1st way:

Step 1: Right click on a contact of address book which is opening and then select **Delete** in the menu.

Step 2: Click the **Delete** button on the confirmation message form to delete the selected contact or click the **Cancel** to quit.

The 2nd way:

Step 1: Select check box(s) in the first column to select one or more contacts and click the **Delete** icon  on the action bar.

Step 2: Click the **Delete** button on the confirmation message form to delete the selected contact(s) or click the **Cancel** to quit.



You can also delete an address book from Mail portlet (See Mail User Guide v1.3 for detail)

3.6.5 Copy/paste a contact

You can copy one or more contacts to another address book:

The 1st way: Right click on a contact/an address book and select **Copy** in the drop list menu:

The 2nd way: Select the contacts that you want to copy by selecting check-box in the

first column, and then click the **Copy** icon  on the action bar.

The 3rd way:

Step 1 Right click on an address book which has one or more contacts and select **Copy** in the menu.

Step 2 Select a destination address book for coping your selected contacts by right - clicking on the destination address book and select **Paste** in the drop list menu:



You can copy contacts of all address books but you can only paste contacts into personal and shared address books (if you have edit permission).

3.6.6 Move a contact


This function allows you to move one or more contacts from one address book to another one.

To move a contact, do as follows:

Select **Move** function by two ways:

The 1st way: Right click on a contact and select **Move** in the drop list menu

The 2nd way: Select one or more contacts you want to move by selecting check-

box(s) in the first column, and then click the  icon on the action bar.
The **Move contact** form will appear:

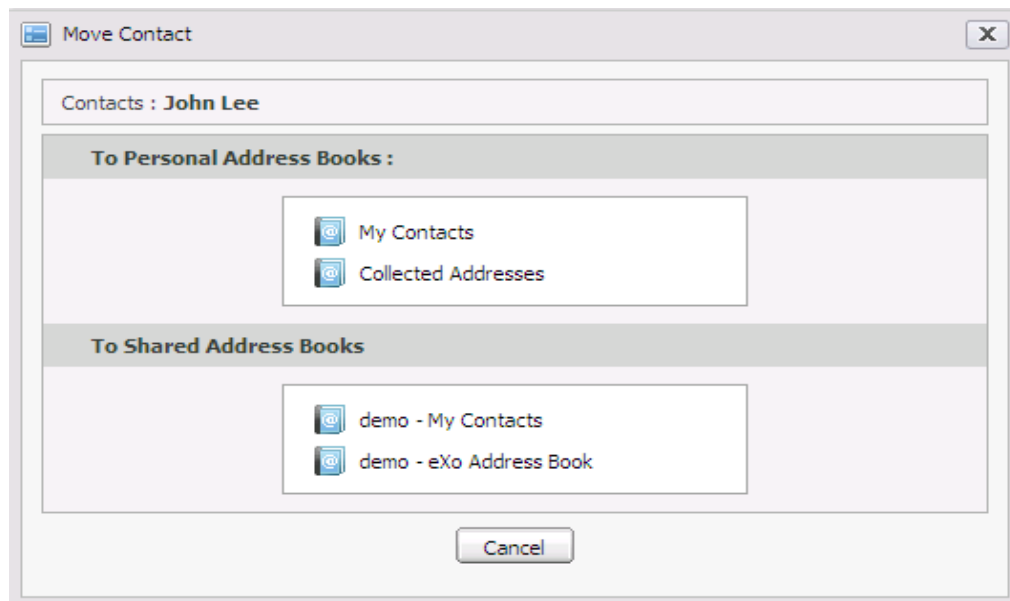


Illustration 20: The Move Contact form

Move contacts by right clicking on the destination address book which you want the contact is moved to. After moving successfully, the form will be automatically closed.

You also can click the **Cancel** button to exit the form without moving.

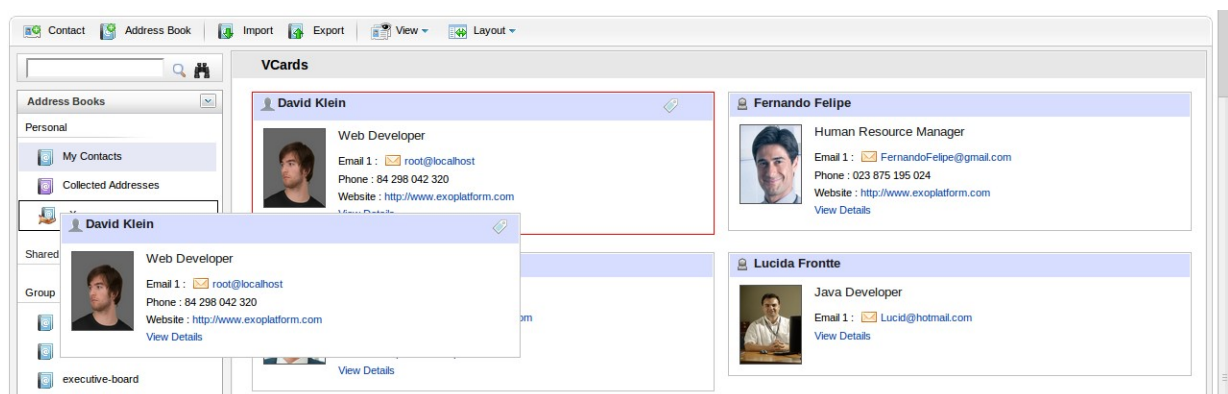
The 3rd way: Move contacts by using drag and drop feature. You can drag and drop one or more contacts at the same time.



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

3.6.7 Export contacts

This function allows you to export one or more contacts into a file that can be used in another

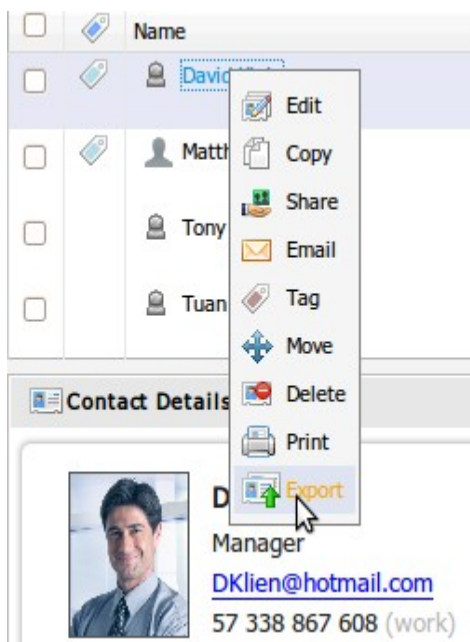


application.

To export a contact, do as follows:

Step 1: Select **Export** function by one of two ways:

The 1st way: Right click on one contact in the contact list and select the **Export** item in the drop list menu:



The 2nd way: Right-click a specific address book name and select the **Export** item in the drop list below:

The **Export Contacts** form will appear:

Export Contacts

Address book : My Contacts

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

Total pages: 1

Name *

Export format **x-vcard**

Export all **Export only selected** **Cancel**

Illustration 21: The Export Contacts form

Step 2: Select one or more contact(s) which you want to export by selecting its check box(s).

Step 3: Enter a file name in the **Name** field and select the export format .(e.g x-card)

Step 4: Click the **Export all** button to export all contacts in all pages, click the **Export only selected** button to export selected contacts or click the **Cancel** button to quit.

A download pop-up window will appear. Depend on what browser you are using, this window can be displayed differently.


3.6.8 Import contacts

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

To import contact, do as follows:

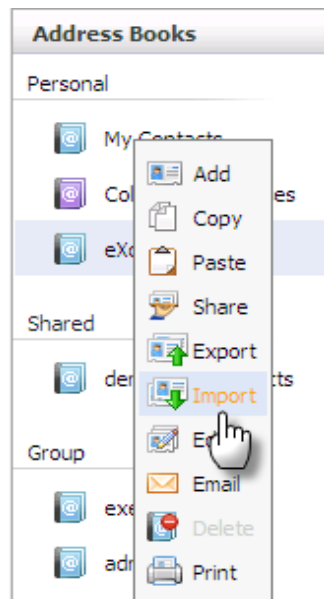
Step 1: Select the **Import** function. There are by 3 ways to do this step:

The 1st way: Click the  **Import** button on the main tool bar.

The 2nd way: Click the  icon on the navigation pane and then select **Import** in the menu:

The 3rd way: Right click on a personal or shared address book which you have edit

permission and select **Import** in the drop down list menu:




The **Import contact** form will appear:

A screenshot of the 'Import Contacts' dialog box. The form has a title bar with a close button. Inside, there are three main sections: 'Address Book' with a dropdown menu set to 'My Contacts' and a plus icon; 'Import format' with a dropdown menu set to 'x-vcard'; and 'Upload file' with a text input field, a 'Browse...' button, and an upload icon. At the bottom, there are 'Save' and 'Cancel' buttons.

Illustration 22: The Import Contacts form

Step 2: Select an address book that you want to import contacts to

Step 3: Select the file format in the **Import format** field. For example: x-vcard

Step 4: Browse to contact file from your computer and click the **Upload** icon  next to the **Browse...** button to upload the selected file.

Step 5: Click the **Save** to accept importing contacts in the selected file or click the **Cancel** to quit.



You can only import contacts to personal or shares address books if you have edit permission.

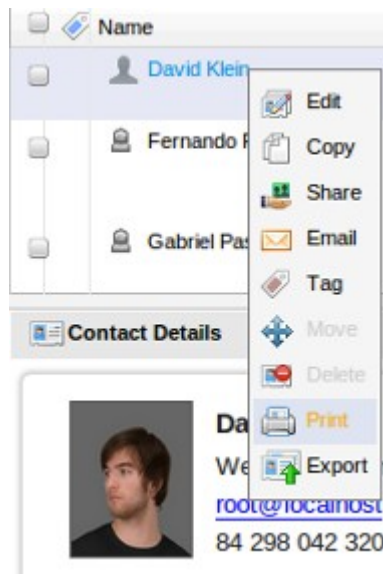
3.6.9 Print contacts

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, do as follows:

The 1st way:

Step 1: Right click directly on a contact in the contact list and select **Print** in the menu:



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

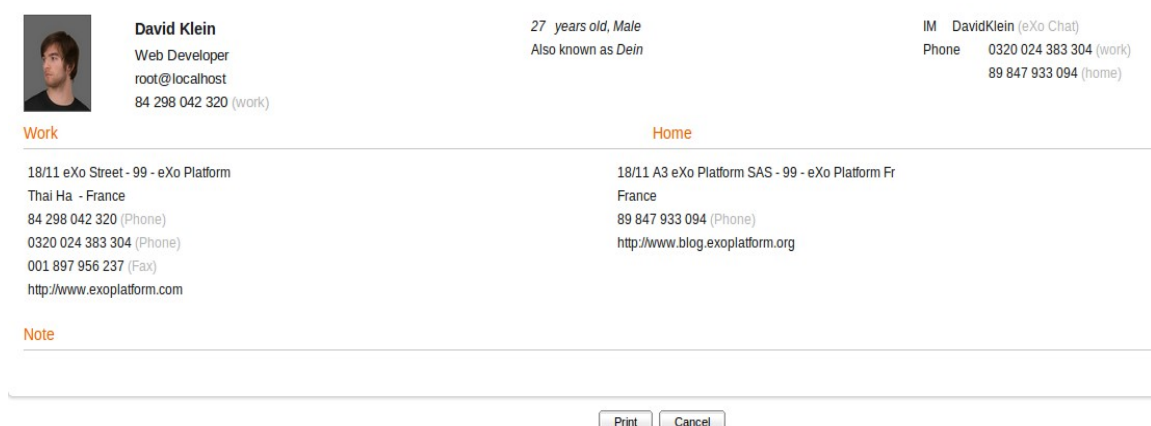
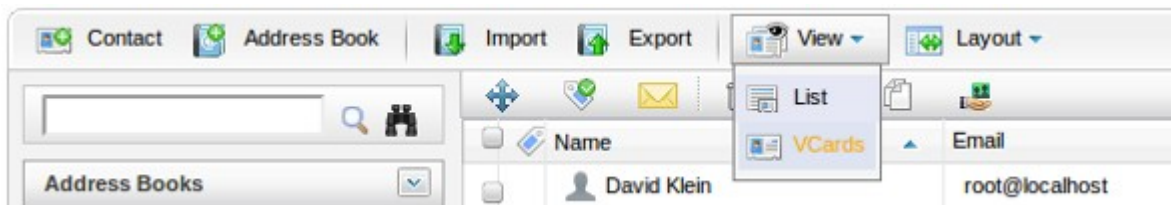


Illustration 23: The Single contact print preview

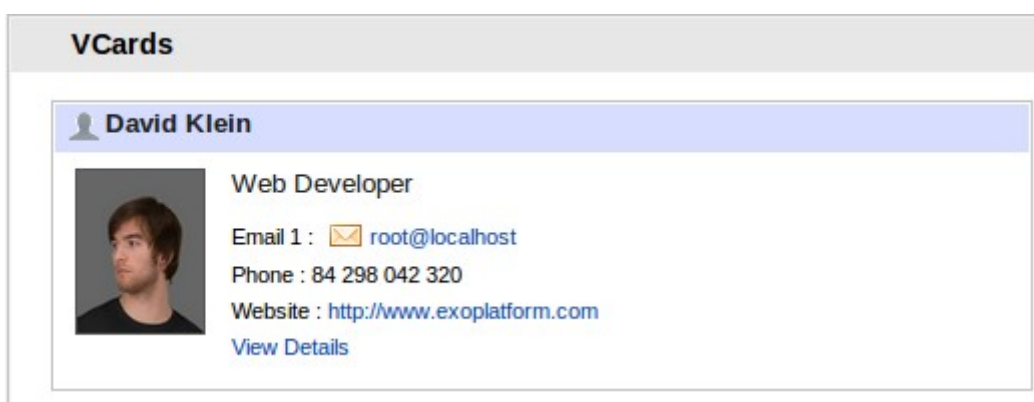
- ✓ **Step 2:** Click the **Print** button to continue printing or click the **Close** button to quit the Contact print preview form.

The 2nd way:

Step 1: Click **View** in the main menu, and then select Vcard like below:




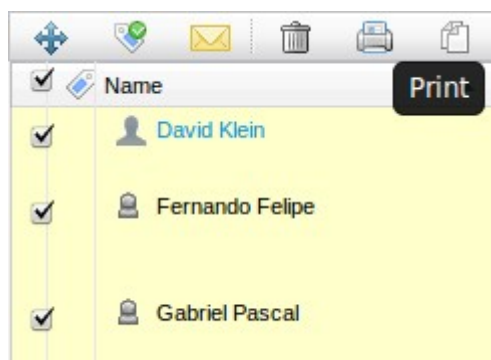
The contacts will be displayed in the Vcard view:



Step 2: Click **View Details** to open the contact in detail pop up. The pop up is shown with **Print Preview** button that allows you to view and print the contact like the 1st way.

To Print multi-contacts:

Step 1: Select contact(s) you want to print by selecting its corresponding check box(s), and then click the **Print** icon  on the action bar:



The multiple contacts print preview will appear with summary information:



Step 2: Click the **Print** to print selected contact(s) or the **Cancel** to quit without printing.

3.6.10 Share contacts

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

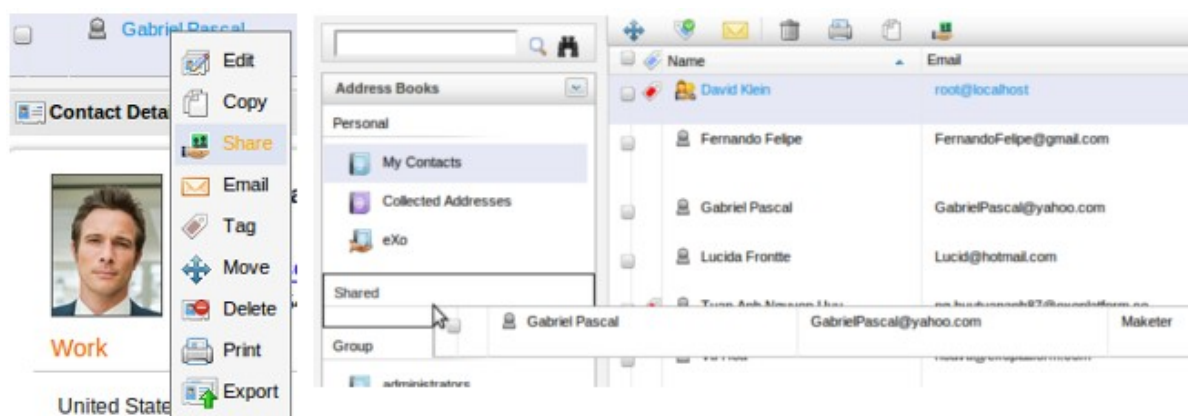
- **View permission** allows other users to view, copy, export, print, move and delete but can not delete your shared contacts. The shared users can not make changes on the information of the shared contacts if they have view permission only. However, they can move and delete shared contacts.
- **Edit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



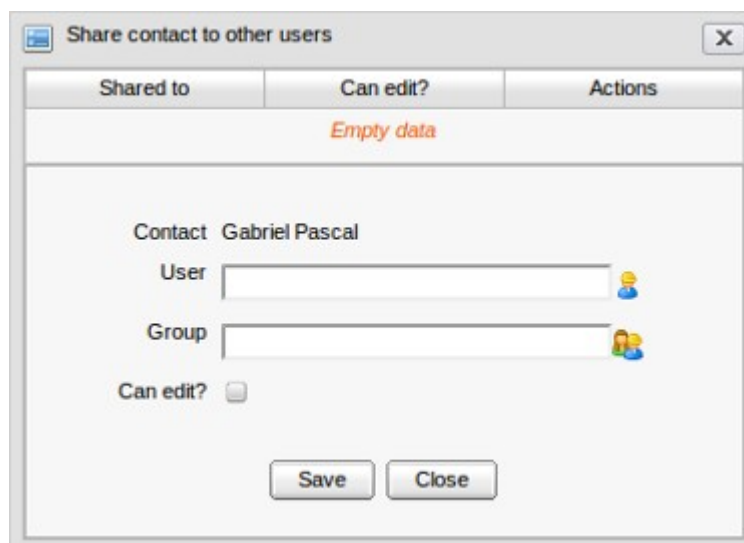
The shared users can move or delete the shared contacts from their Address Book only. The original shared contact still exists in the other shared user's contact view. The shared contact is only deleted completely and no longer sharing with all shared if the creator/author of the shared contact removes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

To share contact with other user:

Step 1: Right click on one contact you want to share and select **Share** in the menu or drag and drop this contact to **Shared Address** book in the **Address Book** panel:




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




Share contact to other users

Shared to	Can edit?	Actions
Empty data		

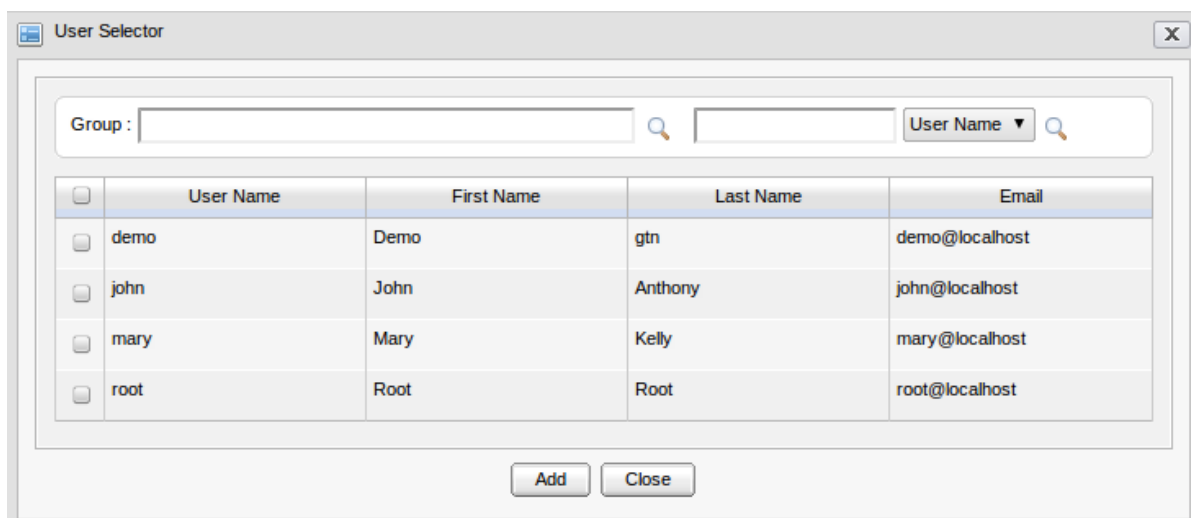
Contact: Gabriel Pascal

User: 



Group: 

Can edit? ☐

Step 2: In the **Share contact to other users** form, click the **select user** icon  to



User Selector

Group:  User Name 

<input type="checkbox"/>	User Name	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

Illustration 24: User selector form


open the **User Selector** form:

Step 3: Select user(s) by selecting its check box and click the **Add** button.

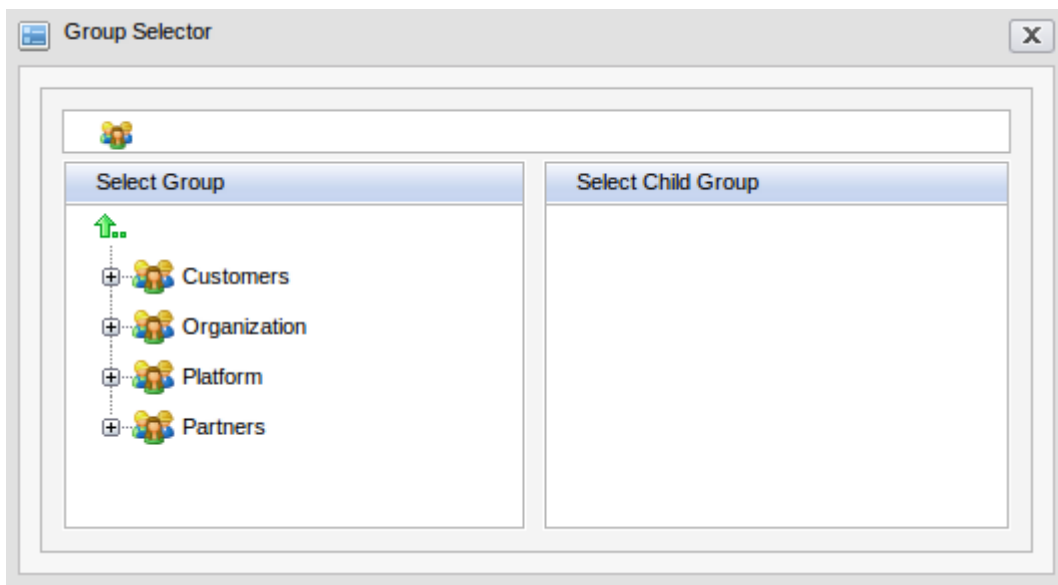
Step 4: Select the 'Can edit?' check box if you want to grant edit permission. User in Group having edit permission can view export, import, add, edit and delete the shared contact while the others do not have edit permission can view and export only.

Click **Save** to share your contact(s) with selected user(s).

To share a contact with groups:

Step 1: In the **Share contact** form: click the **select group** icon  by **Group** field.

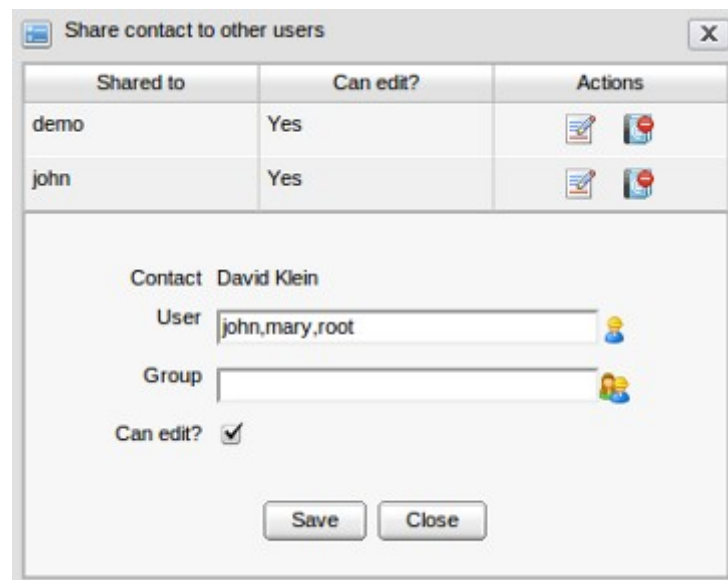
The **Group Selector** form will appear:





Step 2: Select the group path from the left panel. The group corresponding with the path will be shown at the right panel and available for selecting. The selected group will be displayed in the Group field.

Step 3: Click **Save** to accept sharing with the selected users or click **Cancel** to quit.

After sharing, the shared users/groups will be updated into the Share table in the **Share Address book to other users** form :



In the **Actions** column, you can click the  icon to change the 'Can edit' right of specific user/group(s) or click the  icon to remove specific user/group from the

Share table. If you want to delete specific user/group, click on the delete icon corresponding to it and select the **OK** on the delete confirmation message.

3.6.11 Send mail to a contact

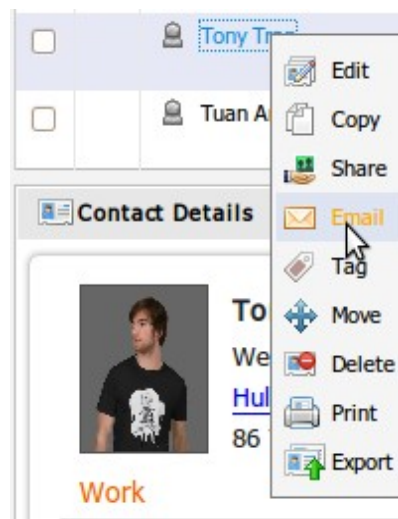
This function allows you to send a mail directly to one or more contacts in your address book. To take this action, you firstly need to:

1. Add at least one account in Mail application (see **Mail User guide** for more details)
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.

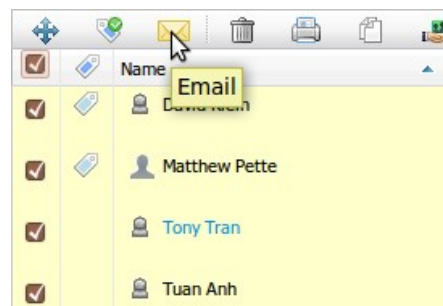
To send mail to a contact:


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

The 1st way: Right click on the contact which you want to send a mail to and select **Email** in the drop down list menu:

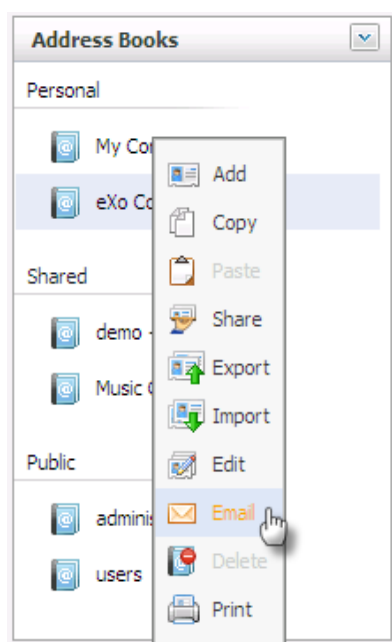


The 2nd way: Select the contact(s) that you want to send mail by selecting its check



box(s) in the first column, and then click the **Email** icon  on the action bar:

The 3rd way: Right click on the address book and select **Email** in the menu:



The 4th way: Click on email address of a contact when viewing contact in details.

After selecting the Email function, the **Send mail** form will appear:

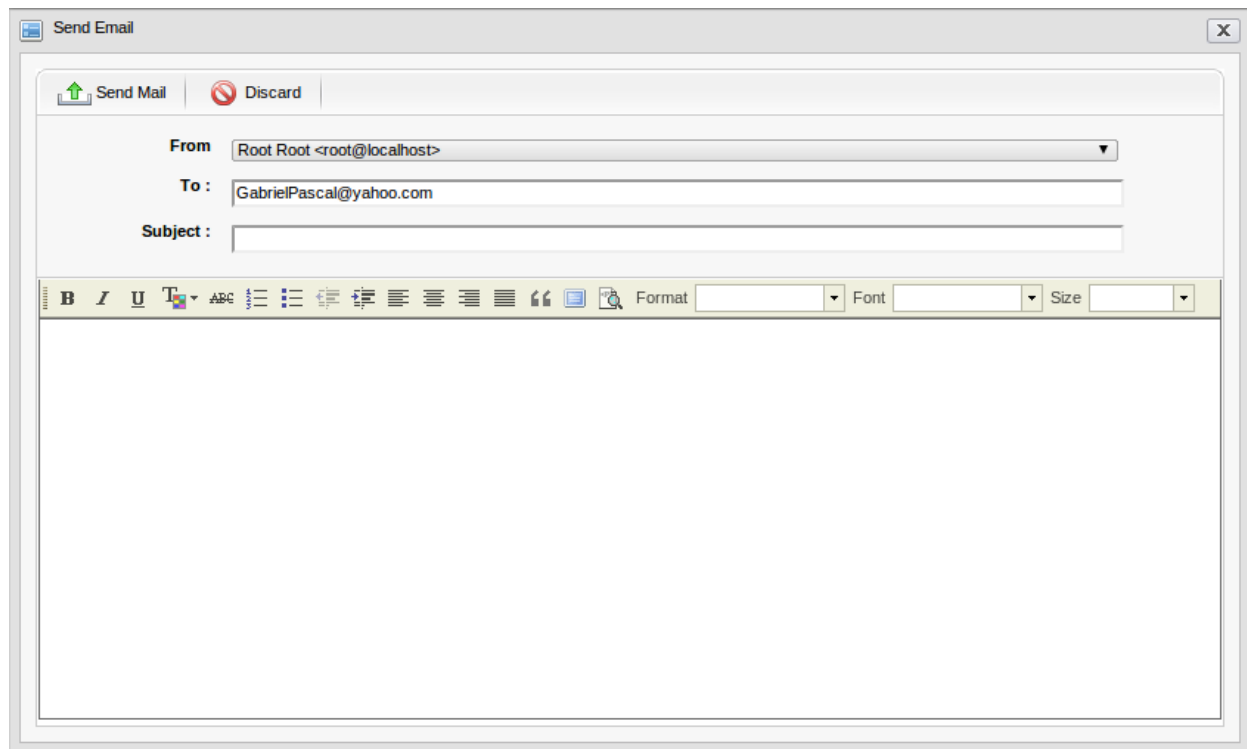


Illustration 25: The Send mail form

Step 2: Input the receivers' email address.

Besides, the auto complete contacts function allows filtering and listing the receive email address according to your alphabet input.

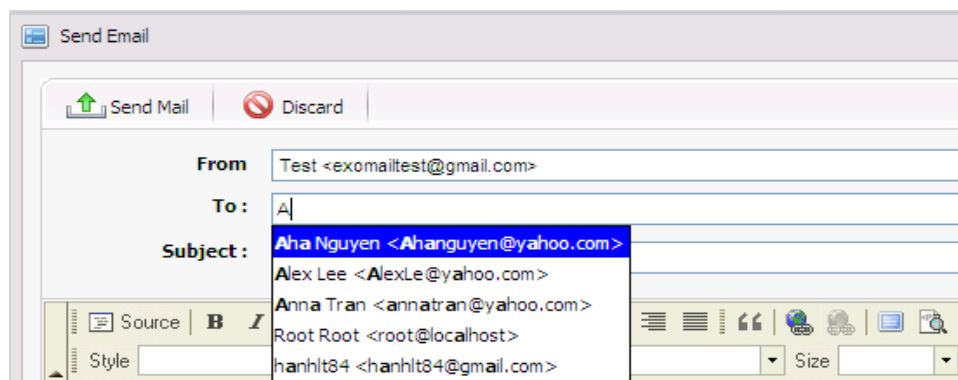


Illustration 26: The auto complete feature

Step 3: Input the subject and the message content.

Step 4: Click the **Send Mail** button to send your message to the selected contacts.

3.6.12 Search contacts

The search contact function allows finding contacts easily and quickly. There are two search

types: **Quick search** and **Advanced search**.

3.6.12.1 Quick search

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

Do as follows:

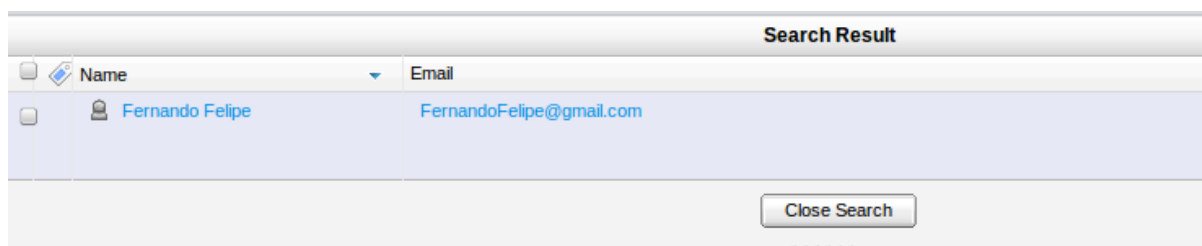
Step 1: Type search words in the **Search** box :

A search box containing the text 'Fernando'. To the right of the text are two icons: a magnifying glass and a group of people icon.

Step 2: Click the **Search** icon



The search result(s) will be displayed in the right panel:

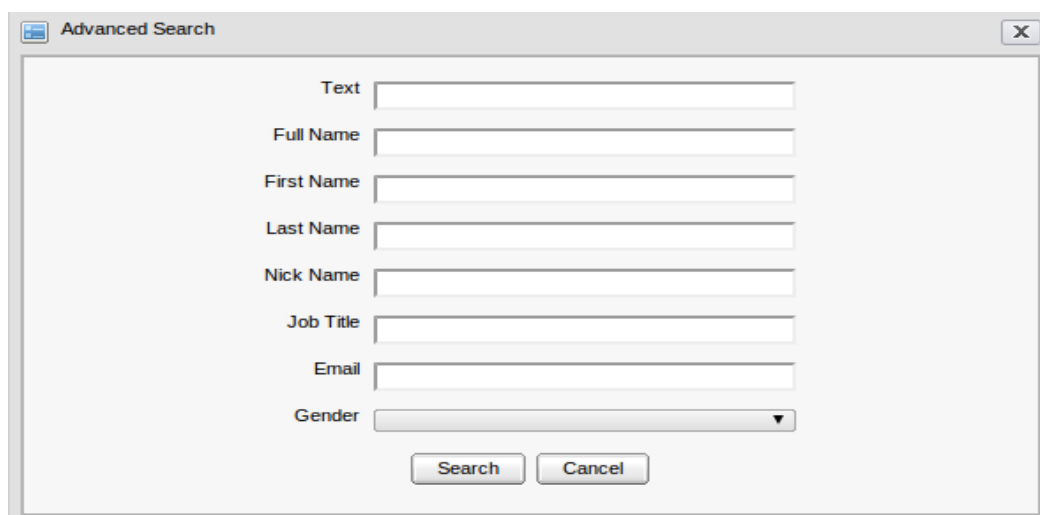
A dialog box titled 'Search Result'. It has a table with two columns: 'Name' and 'Email'. The table contains one row with the name 'Fernando Felipe' and email 'FernandoFelipe@gmail.com'. Below the table is a 'Close Search' button.

3.6.12.2 Advanced search

This function allows you to make a search with multiple criteria, do as follows:

Step 1: Click the **Advanced Search** icon  next to the search box.

The **Advanced Search** form will appear:

A dialog box titled 'Advanced Search'. It contains several input fields: 'Text', 'Full Name', 'First Name', 'Last Name', 'Nick Name', 'Job Title', 'Email', and a 'Gender' dropdown menu. At the bottom are 'Search' and 'Cancel' buttons.

Step 2: In this form, you can set the search criteria by :

- Simple text
- Full name
- First Name
- Last name
- Nick Name
- Job title
- Email
- Gender

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

3.7 Tag

Address Book allows assigning tags to specific contacts. Tags are used as labels which help you filter or categorize your contacts from different address books. A single contact can be assigned to many tags at a time.


3.7.1 Tag a contact

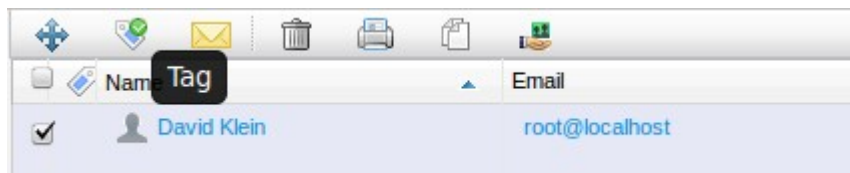
There are several ways to add or remove tags to a contact.

To tag a contact:

Select the **Tag** item by one of following ways:

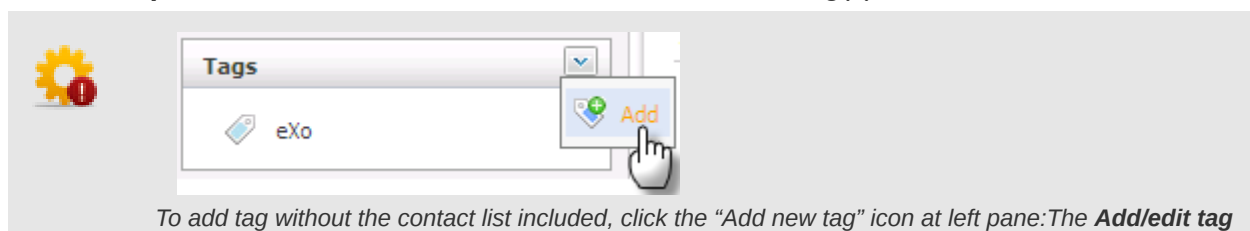
The 1st way: Right click on the contact which you want to tag and select **Tag** in the drop down list menu.

The 2nd way: Select the contact(s) that you want to tag by selecting corresponding check box(s) in the first column, and then click the **Tag** icon  on the action bar.



The 3rd way: Drag and drop contacts to specific tag in the Tag space in the left pane.

Illustration 28: The Add/Remove tag form

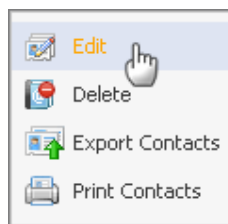
To add tag to a contact:**Step 1:** Tag a name.**Step 2:** Select color for tag in the drop down list**Step 3:** Click the **Add** button to add tag.**To update contact to an existing tag:****Step 1:** Select tags to update by selecting available tag check box in the form**Step 2:** Click the **Add** button to add tag.**To remove tags from a contact:****Step 1:** Select tags to remove by selecting available tag check box(es) in a form**Step 2:** Click the **Remove** button to remove selected tag(s).

will be displayed and available for adding a new tag:

When opening a tag, you can take all actions on the contacts which are tagged such as move, delete, print, edit, add tag, print, shared, copy, drag and drop, send mail

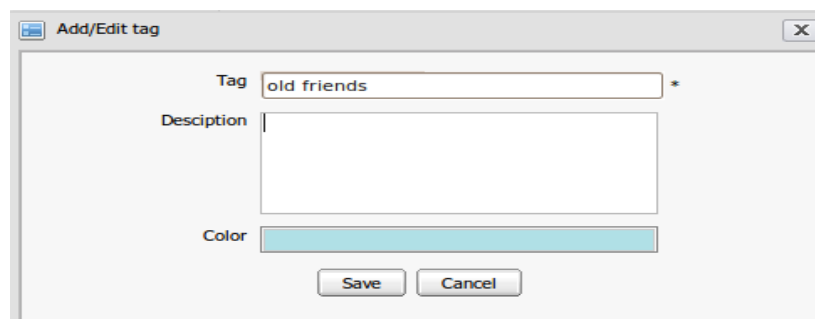
3.7.2 Edit a tag

To edit a tag, do as follows:



Step 1: Right click on a tag in tag space and select the **Edit** item in the menu:

The **Edit tag** form will appear:



Step 2: Make changes in the form such as change the Tag name, description, color.

Step 3: Click the **Save** button to accept changes or click the **Cancel** button to quit.

3.7.3 Delete a tag

To delete a tag, do as follows:

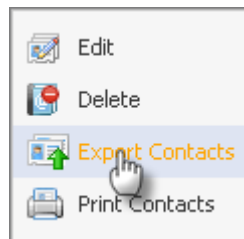
Step 1: Right click on tag name in tag space and select **Delete** item in the menu

Step 2: Click the **OK** button in the confirmation message to accept deleting tag or click the **Cancel** button to quit.

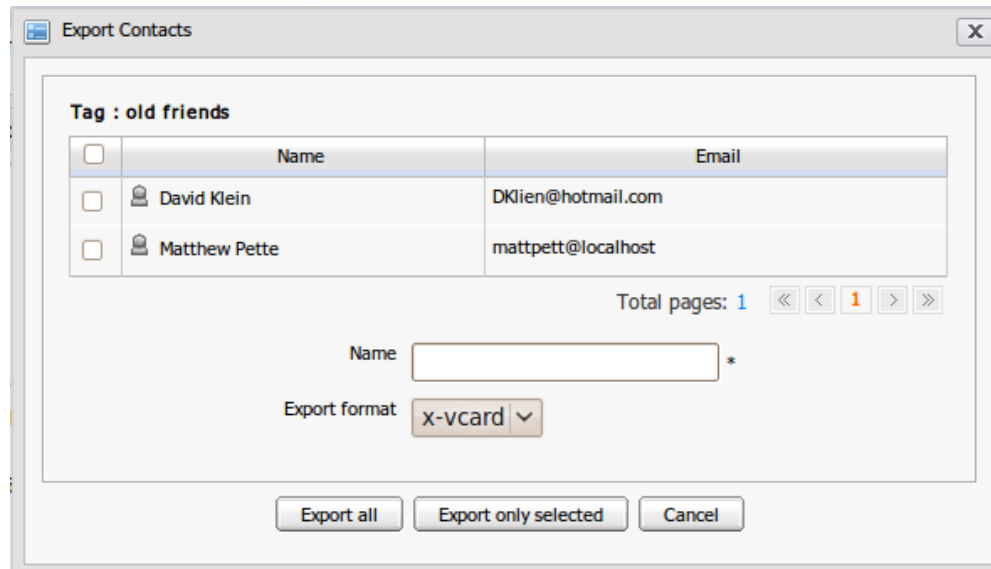
3.7.4 Export contacts in a tag

To export contact in tag, do as follows:

Step 1: Right click on a tag and select **Export contact** in the drop list menu:



The **Export Contacts** form will appear:



<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	David Klein	DKlien@hotmail.com
<input type="checkbox"/>	Matthew Pette	mattpett@localhost

Total pages: 1

Name *

Export format **x-vcard**

Export all **Export only selected** **Cancel**

Illustration 29: The Export Contacts form

Step 2: Select one or more contacts that you want to export by selecting its check box(s)

Step 3: Enter a file name for the **Name** field.

Step 4: Select file format from the Export format combo box (e.g x-vcard)

Step 5: Click **OK** to accept exporting or click the **Cancel** to exit the form.

A download pop-up window will appear. Depend on what browser you are using, this window may display differently.

3.7.5 Print contacts in a tag

This function allows printing all contacts in specific tags.

To print contacts in one tag, do as follows:

Step 1: Right click on a tag in the tag space and select **Print contacts** in the drop down list menu.

The contact print preview form appears with details contact information.

Step 2: Click the **Print** button to continue printing or the **Close** button to exit the Contact print view form.

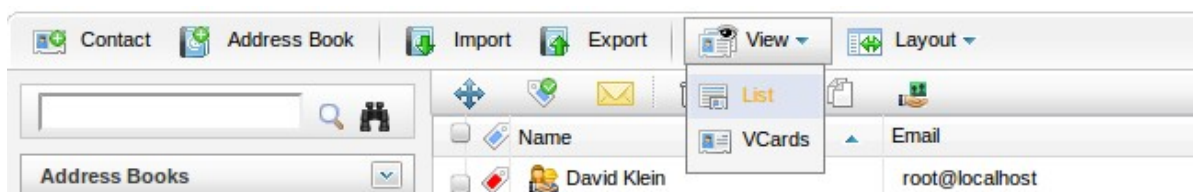
3.8 Change the View type

This function allows you to personalize your contact view from many different view types. At present, your contacts can be viewed by List or Vcards.

3.8.1 List View

The list view displays all contacts in the list panel and detail information of the selected contact in Contact view panel.

To view contacts by list view, do as follows:



Step 1 In Main tool bar, click **View** icon and then select **List** in the menu:

The contacts are displayed in the list below:

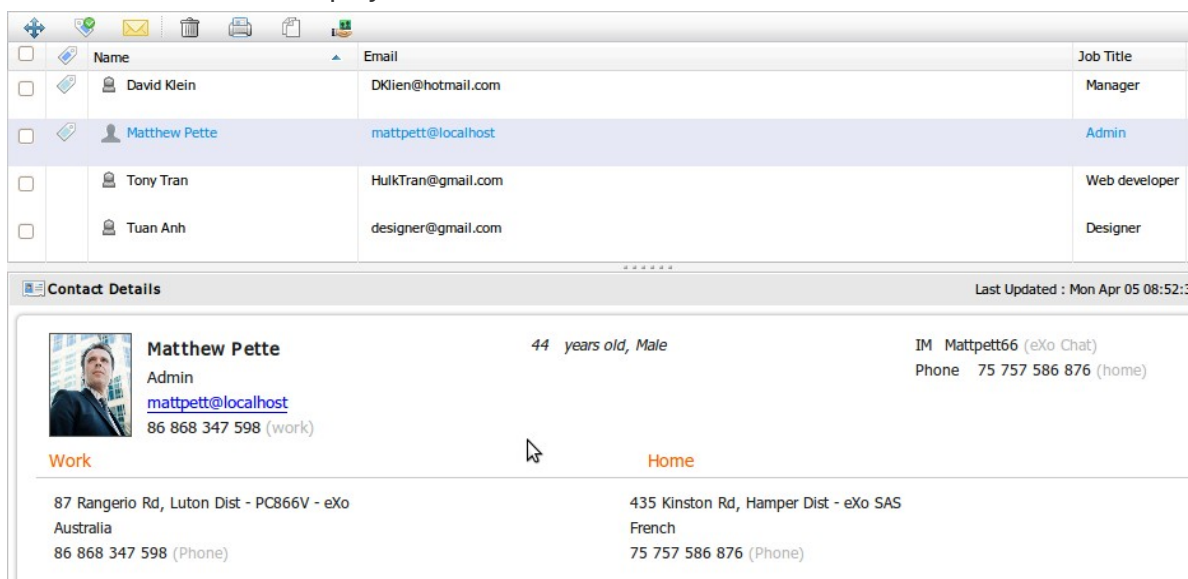
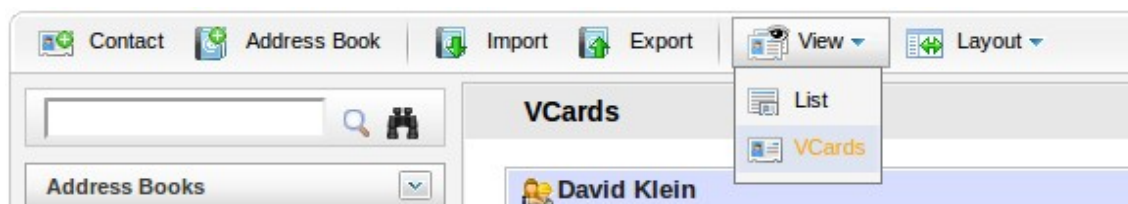


Illustration 30: The List View form

3.8.2 VCards View

The Vcards view displays all contacts in Vcard form, do as follows:

Step 1: On Main tool bar, click the **View** icon and then select **Vcards** in the menu:



The contacts are displayed as Thumbnails:



Illustration 31: The VCards View form

Step 2: You can click the **View Details** to see the contact details in a pop up.

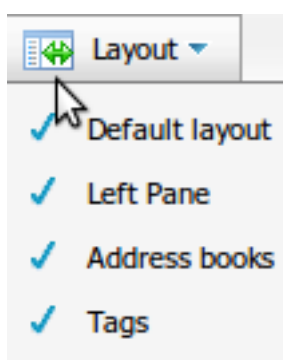
In case the contact is tagged, a tag icon is shown at the right corner that shows all the tags of the contact. You can click on a specific tag in the menu pop up for details.

3.9 Change the Layout

Address Book layout allows you to show or hide many parts of Contact interface.

To configure layout, do as follows:

Step 1: On the main tool bar, click the **Layout** icon, and then select an item in the drop down list menu.



Step 2: For example, if you unselect the **Navigation** item in the drop down list menu, the navigation panel in the left area will be hidden.

4 Calendar

4.1 What is Calendar?

Calendar application of eXo Collaboration is a web based agenda. This application allows users to record events/tasks, such as appointments, meetings, birthday, examination and etc on an electronic calendar. With Calendar, it is easy to keep track of all important events/tasks in your life – all in one place.

Using Calendar, you can add events and invitations effortlessly, share with colleagues, friends and family, or only keep things for yourself.

Calendar includes the following features:

- Create multiple personal calendars, manage calendar easily with calendar groups.
- Quickly create an event or a task using a Quick Add dialog.
- Create events and tasks in details, classify events with event categories easily.
- Create all-day events.
- View other attenders 's availability schedules.
- Create recruiting events.
- Get reminders.
- View calendars by various views: day, week, month and year .
- Quickly view events day by day by navigating the mini-calendar.
- Share calendars with others.
- Import/Export calendars.
- Publish your calendars with RSS, CalDAV.
- Search events/tasks in calendars.
- Print your agenda.

4.2 Access to Calendar Application

When you have had an account, you can access to Calendar application and use all its feature.

Do the following to access to Calendar application:

Step 1: Sign in by your registered account. After signing in successfully, you will be redirected to the authenticated home page.

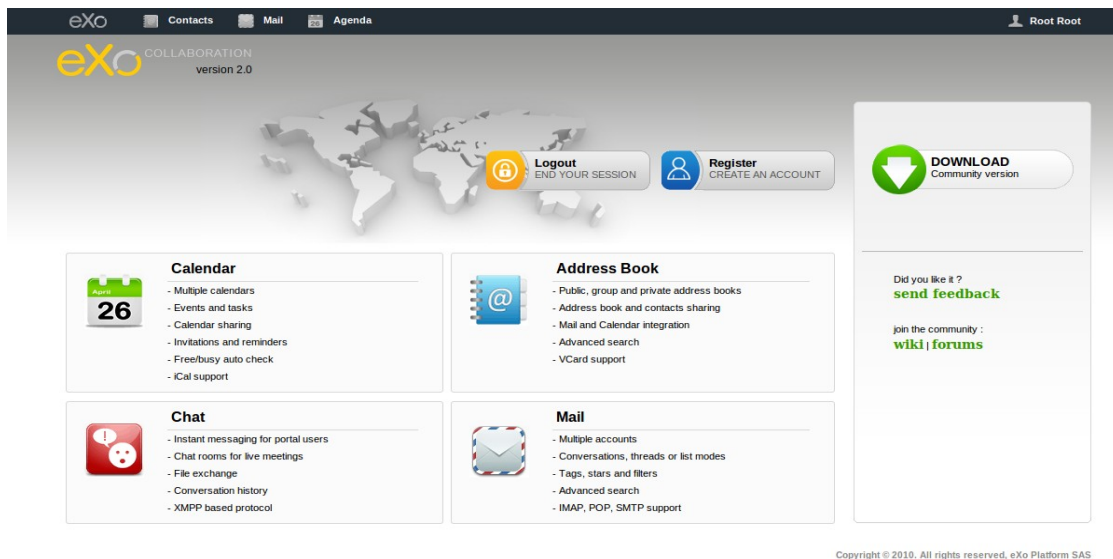
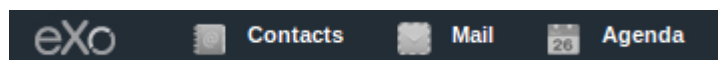



Illustration 32: The authenticated homepage

Step 2: Click on **Agenda** on the navigation bar



or click on from Chat bar image:

Or click on  right from the Chat bar:



The main screen of Calendar application is displayed.

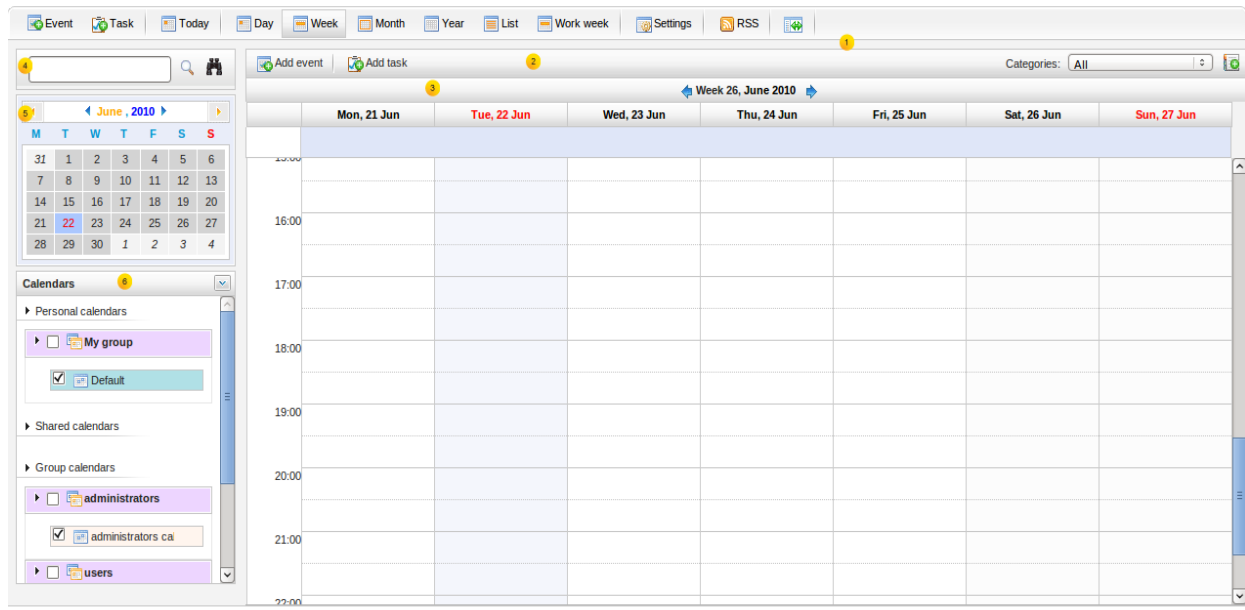


Illustration 33: The main screen of Calendar Application

Details:

Indicator	Meaning
1	This is the Tool bar that allows quickly adding events/tasks, changing calendar view, setting up calendar...
2	This is the Action bar that allows adding more detail events/tasks and adding new categories
3	This is the Calendar view panel that displays all event/task(s) in the selected calendar at the current time.
4	This is the Search Panel that allows searching event/task(s) in calendar by quick search and optional search.
5	This is the Mini Calendar that allows quickly viewing event/task(s) in the selected day.
6	This is the Calendar list that shows the personal calendar, shared calendar and group calendar.

4.3 Manage Calendar Groups

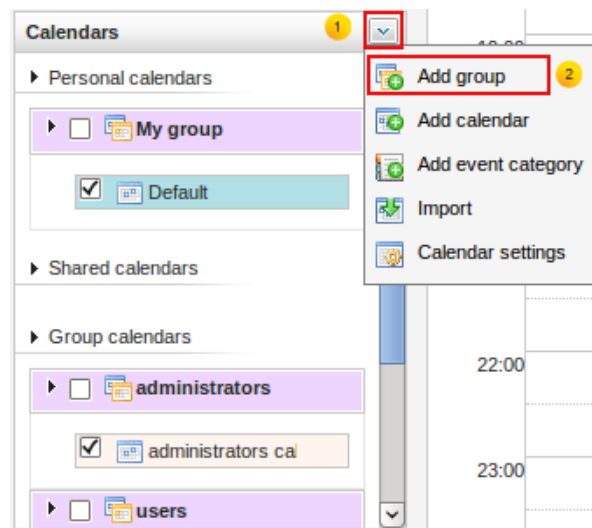
The calendar groups allows you to categorize your calendar types easily. One calendar group may contain one or more calendars added by yourself. By default, Calendar provides a group in Personal calendars category named 'My group'.

4.3.1 Add a new calendar group

This function allows adding new calendar groups in Calendar which allows organizing and personalizing calendars in your own way.

To add a new calendar group, do as follows:

Step 1: Click the **Calendar Options** icon  at the right of the calendar list panel to open the menu --> then select **Add group** in the menu:



The **Calendar groups** form will appear:

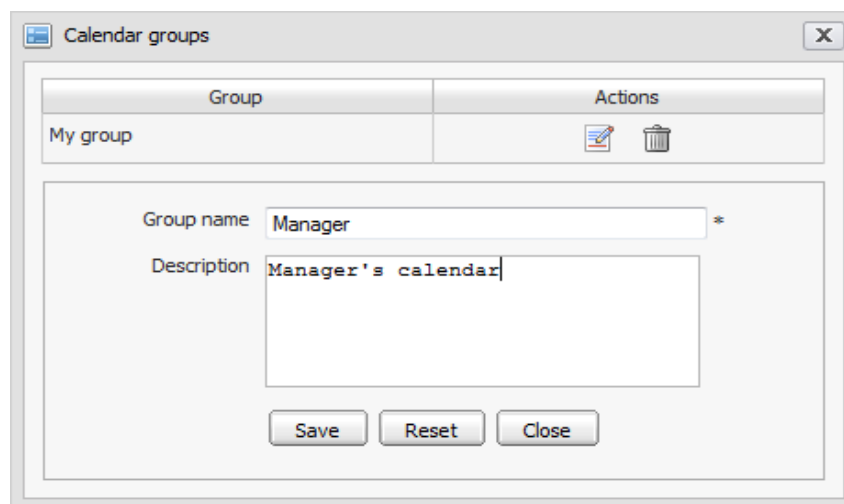
The screenshot shows a window titled 'Calendar groups' with a close button (X) in the top right corner. Inside the window, there is a table with two columns: 'Group' and 'Actions'. The first row of the table has 'My group' in the 'Group' column and two icons (a pencil and a trash can) in the 'Actions' column. Below the table, there are two input fields: 'Group name' with the value 'Manager' and a red asterisk indicating it is required, and 'Description' with the value 'Manager's calendar'. At the bottom of the form, there are three buttons: 'Save', 'Reset', and 'Close'.

Illustration 34: The Calendar groups form

Step 2: Input values in the form.

Step 3: Complete adding a new calendar group by clicking the **Save** button.

- After creating a new calendar group, the new created group will appear in the

calendar list of the **Calendar groups** form like the illustration 7 below. The **Calendar groups** form lists all the group that you can be directly edited or deleted.

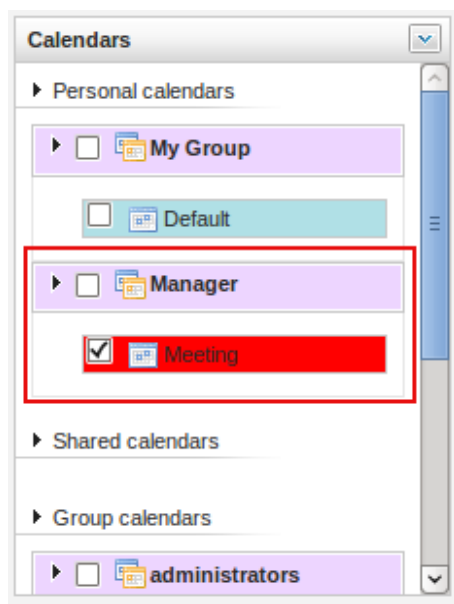
Group	Actions
My Group	
Manager	



Group name *

Description

Illustration 35: The Calendar Groups form

- Empty calendar groups that do not have any calendars inside it, are not displayed under the **Personal Calendars**, but when they are added a calendar, they will be displayed as the the illustration below with the group "Manager".



When adding a new calendar to a calendar group, you can also add new a calendar group by clicking the  icon that corresponds to **Group** fields. When the  icon is clicked, the **Calendar groups** form.


4.3.2 Edit a calendar group

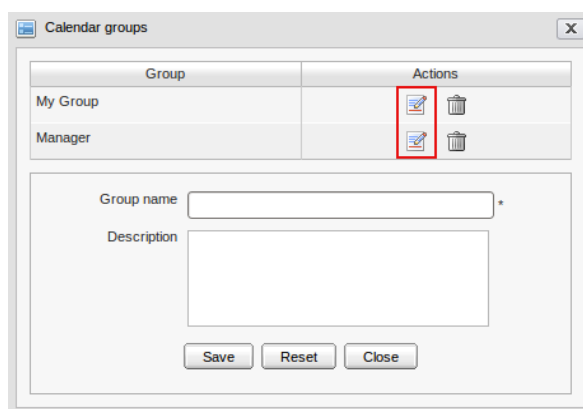
This function lets you change the name and the description of a selected group.

To edit a calendar group, do as follows:

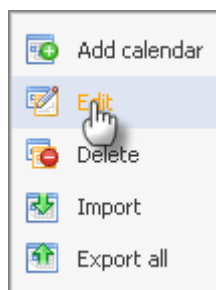
Step 1: Open the **Calendar groups** form by two way:

- **The 1st way:** Do the same as adding a new calendar group to open the **Calendar**

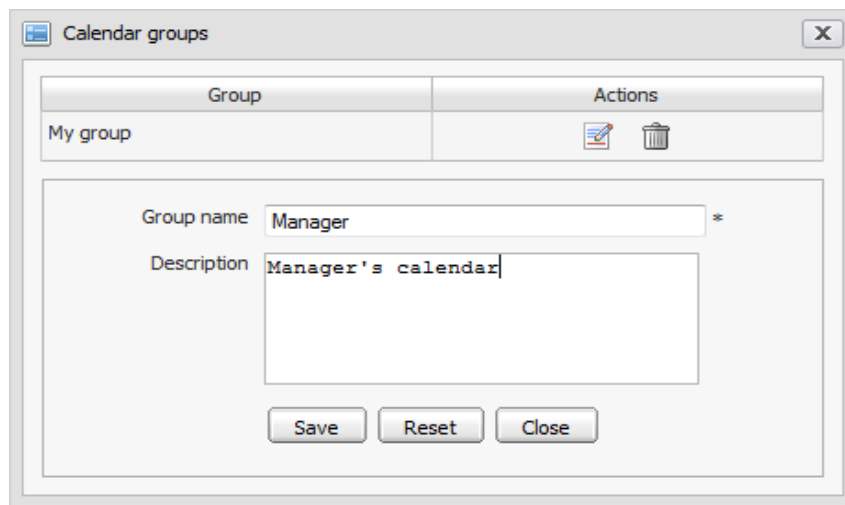
Groups form--> click the **Edit** icon  corresponding to the group that you want to edit.





- The 2nd way: Right-click on the group name which you want to edit and select **Edit** in the drop down list menu:



The **Calendar groups** form will appear:



Group	Actions
My group	 

Group name: *



Description:

Step 2: Change values in the **Group name** or **Description** fields

Step 3: Complete editing the calendar group by clicking the **Save** button.

When adding a new calendar to a calendar group, you can also add new a calendar group by clicking




the  icon that corresponds to **Group** fields. When the  icon is clicked, the **Calendar groups** form is shown like **illustration 7**. (See Add a new calendar for details)

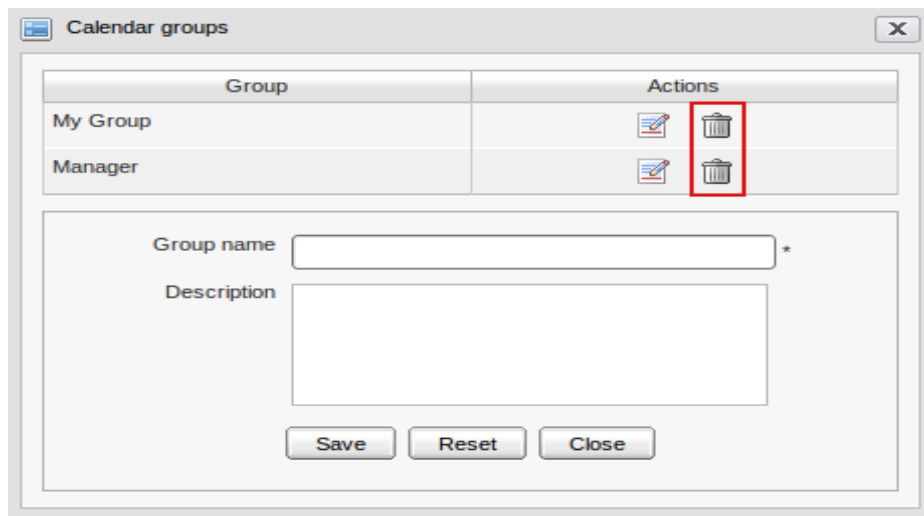
4.3.3 Delete a calendar group

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

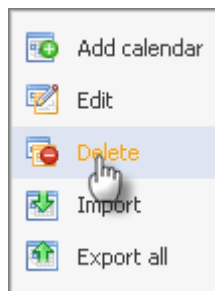
To delete a calendar group, do as follows:

Step 1: Open the **Calendar groups** form.

- **The 1st way:** Do the same as adding a new calendar group to open the **Calendar Groups** form--> click the **Delete group** icon  corresponding to the group that you want to delete.



- The 2nd way: Right-click on the name of the group which you want to delete and select **Delete** in the drop down list menu:



The confirmation message will appear :

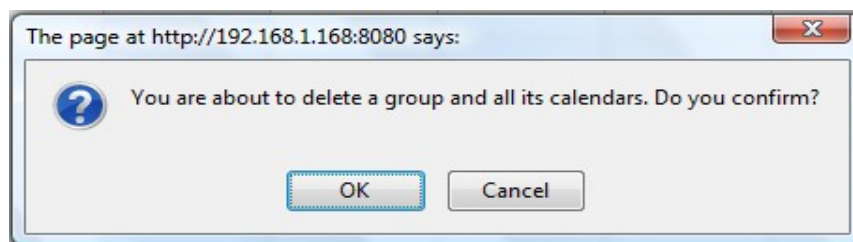


Illustration 36: The confirmation message when deleting a calendar group

Step 2: Click the OK button to accept deleting the group or the Cancel button to quit without deleting.

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 calendar list panel.



When adding a new calendar to a calendar group, you can also add new a calendar group by



clicking the icon that corresponds to **Group** fields. When the icon is clicked, the **Calendar groups** form is shown like **illustration 7**. (See Add a new calendar for details)



4.4 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.

4.4.1 Add a new category













This function is used to create new categories in Calendar.

To create new categories, do as follows:

Step 1: Click the  icon at the right corner of the action bar:



The **Event categories** form will appear :



Category	Actions
All	 
Meeting	 
Calls	 
Clients	 
Holiday	 
Anniversary	 

Event category

Description

Illustration 37: The Event categories form

Details:

Event category	The name of the category. This name will appear in the category list.
Description	The description of the category. This description only appears when you edit the category in this form.
Save button	To accept saving a new category.
Reset button	To set blank entry for all inputted fields.
Close button	To exit the Event categories form without adding new.
	This button is used to edit a category corresponding to it.
	This button is used to delete a category corresponding to it.

Step 2: Input values in all the fields in this form


Step 3: Complete adding a new category by clicking the **Save** button.

The new created category will appear in the category list box.


4.4.2 Edit a category

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

To edit a category, do as follows:

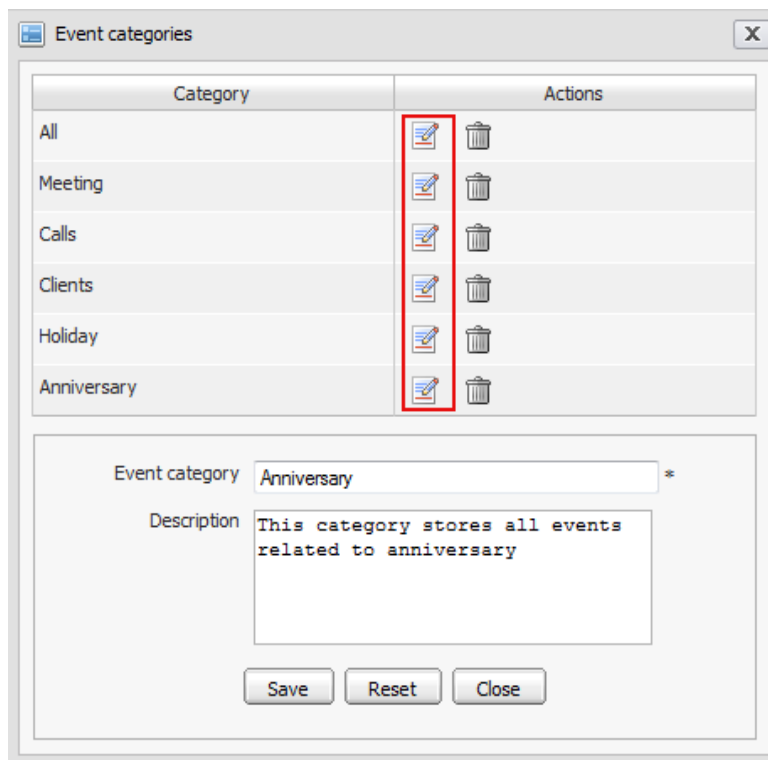
Step 1: Open the **Event categories** form by clicking the  icon in the action bar:















Step 2: Click the **Edit** icon  corresponding to the category that you want to edit.

The properties of the selected calendar group will appear:

Step 3: Change values in the **Event category** and the **Description** field.



Category	Actions
All	 
Meeting	 
Calls	 
Clients	 
Holiday	 
Anniversary	 

Event category:

Description:


Illustration 38: The Edit category form

Step 4: Click the **Save** button to complete deleting the category.

4.4.3 Delete a category

This function allows removing categories from Calendar; however, all events/tasks in this category still exist.

To remove a category, do as follows:

Step 1: Open the **Event categories** form by clicking the  icon in the action bar:



Categories: 

Step 2: Click the **Delete** icon  corresponding to the category that you want to delete.

Category	Actions
All	
Meeting	
Calls	
Clients	
Holiday	
Anniversary	
Birthday	

Event category *

Description

Step 3: Click the **OK** button in the confirmation message to accept deleting the category or click the **Cancel** to quit without deleting.

The deleted category will be removed from the **Category** table in the form and the categories list box.



The category "All" can not be deleted from the category list.

4.5 Manage Calendars


After being created, a calendar will be categorized in the group that you choose for it. It can be added tasks/events, edited, deleted, exported and shared with the others users. There are three types of calendar: personal calendars, shared calendars and group calendars.

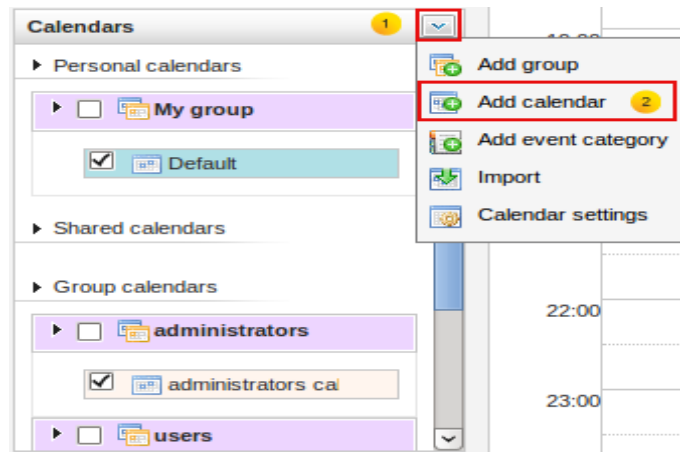
4.5.1 Add a new calendar

This function allows adding new calendars. All created calendars will be listed under the **Personal calendars** category on the left navigation panel.

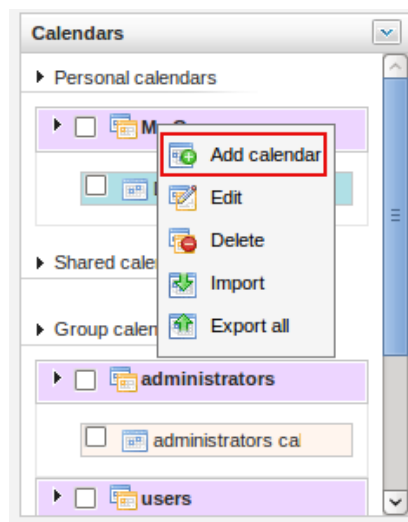
To create a new calendar, do as follows:

Step 1: Open the **Calendar** form. You can do this step in 3 different ways:

- The 1st way: Click the **Calendar Options**  icon at the top right of the calendar list and then select the **Add calendar** item in the menu:



- The 2nd way: Right-click on the name of the calendar group which exists in the list of **Personal Calendars** and then select **Add calendar** in the drop down list menu:



The **Calendar** form will appear:

A screenshot of the 'Calendar' form, specifically the 'Calendar details' tab. The form contains the following fields:


- Display name:** A text input field with the value 'New calendar' and an asterisk indicating it is required.
- Description:** A large text area.
- Groups:** A dropdown menu showing 'My group' with a plus icon to add more groups.
- Country (Language):** A dropdown menu showing 'United States(English)'.
- Time zone:** A dropdown menu showing '(GMT +01:00) Europe/Brussels'.
- Color:** A color selection field showing a light blue color.

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

Illustration 39: The Calendar details tab of the Calendar form

Details:

■ The **Calendar details** tab includes:

Display name	The name of the calendar. This field is required
Description	The brief description of the calendar
Groups	The group contains your calendar. The group can be chosen in the existing group list or quickly add a new group by clicking the  icon at the right Groups combo box. The Calendar group form that allows adding a new group directly in the Calendar form will be displayed.
Country(Language)	The location for 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. You can personalize it.
Save button	To accept saving a new calendar
Reset button	To set blank entry for all inputted fields
Cancel button	To exit the Calendar form without adding new

■ The **Groups** tab:

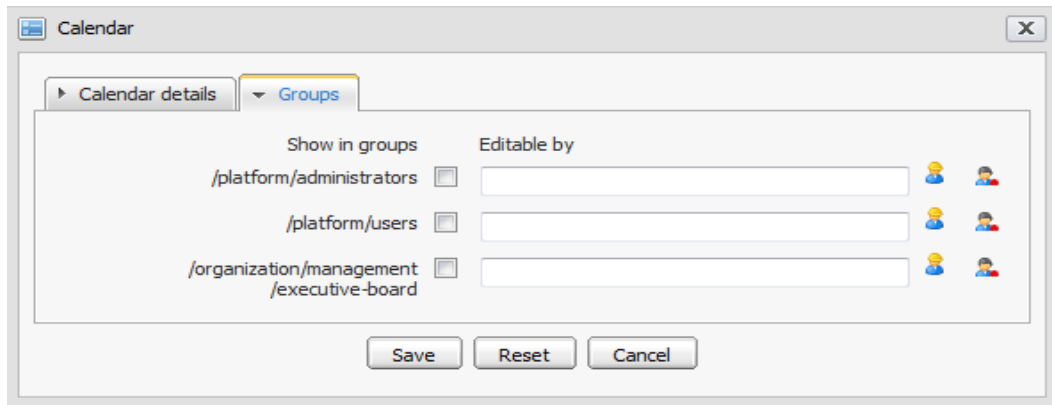



Illustration 40: The Groups tab of the Calendar form

The **Groups** tab allows sharing the calendar with the other groups/users.

To share a calendar, check the check box(es) corresponding to a group(s) that you want to share. Users in the checked groups will be able to view this calendar. Besides, you can define who can edit the calendar in each group.

- To grant the edit permission to individual users in a group, follow these steps:

1. Click the  icon at the right of the **Edit permission** column.
2. Select a user in the group . For example: select **john** in the **administrators** group.

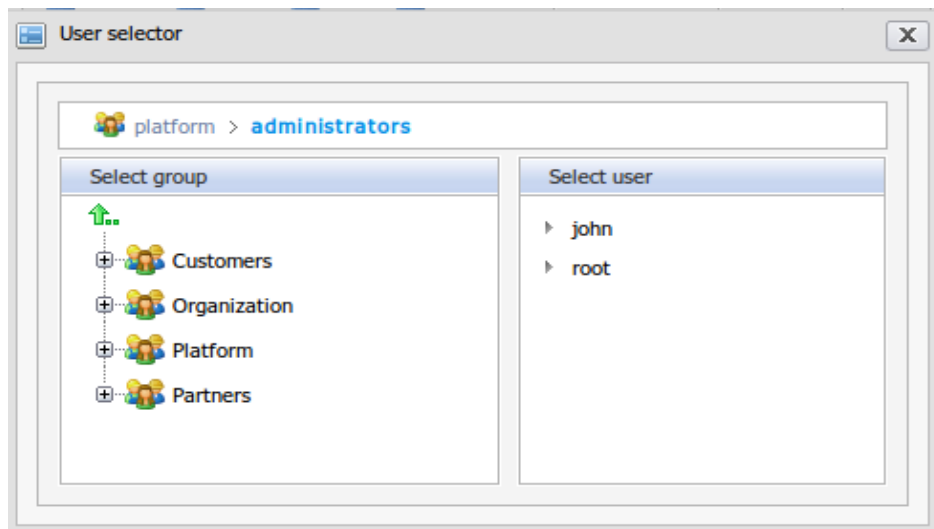



Illustration 41: The User selector form

- To grant the edit permission to a membership type in group, follow these steps:

1. Click the  icon at the right of Edit permission column.
2. Select a membership in the group. For example: select the manager role in the administrators group.

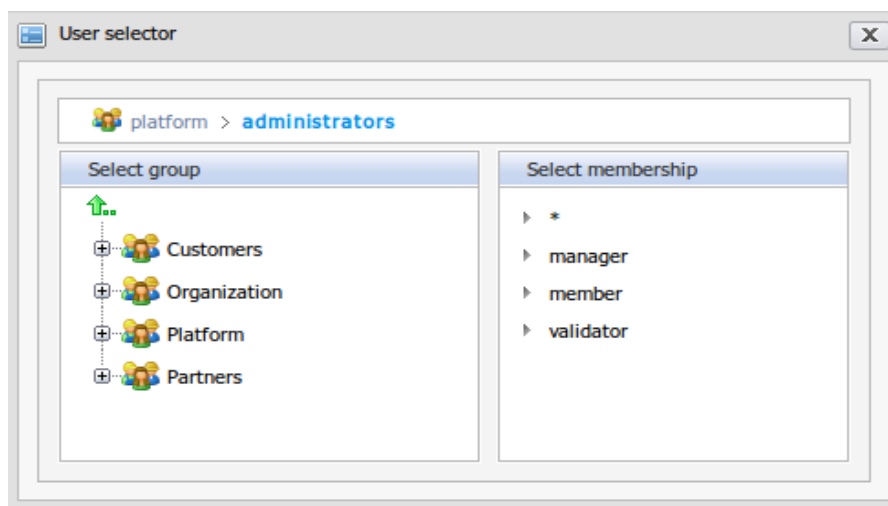


Illustration 42: The Select Membership in the User Selector form

Step 3: Enter values in the **Calendar** form.

Step 4: Complete adding a new calendar by clicking the **Save** button.

The new added calendar will appear in the calendar list.



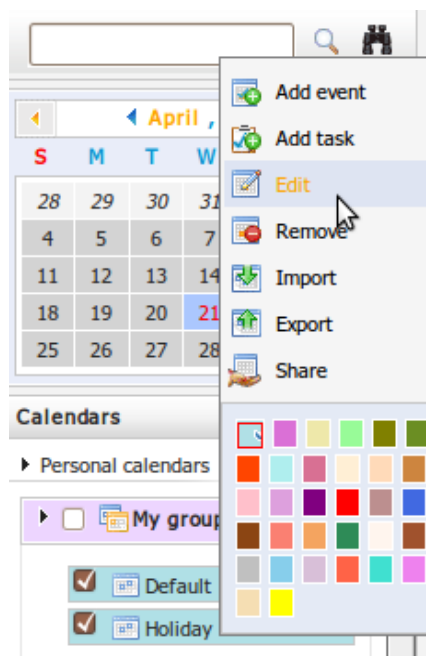
When you fill values in the Group tab, the calendar will appear in the Group calendars category. All members of the corresponding groups will be able to view that calendar. If you don't want your calendar to be a public one, leave the Group tab empty.

4.5.2 Edit a calendar

This function allows you to make changes to a selected calendar.

To edit a calendar, do as follows:

Step 1: Right-click on the name of the calendar (e.g: Holiday) to open the drop-down list menu and then select the **Edit** item:



The **Calendar** form will appear with all information displayed, available for editing.

- With personal calendar: (it means that the calendar is not shared with any one. When adding a new calendar, all the fields in the Groups tab are blank). There is only one tab. It is **Calendar details** tab:

Calendar

Calendar details

Display name: Holiday *

Description:

Groups: My group +

Country (Language): Belgium(French)

Time zone: (GMT +01:00) Europe/Brussels

Color:

Private URL: ICAL

Public URL: This calendar is not public access. [Enable Public Access](#)

Save Reset Cancel

Illustration 43: Calendar form

- With group calendar: (it means the calendar is shared with the users who belong to the shared group). There are 2 tabs: the **Calendar details** and the **Groups** tab:

Calendar

Calendar details Groups

Display name: administrators calendar *

Description:

Country (Language): Belgium(French)

Time zone: (GMT +01:00) Europe/Brussels

Color:

Private URL: ICAL

Public URL: This calendar is not public access. [Enable Public Access](#)

Save Reset Cancel

Illustration 44: The Calendar form

Step 2: Change the values in the **Calendar** form as you want.

Step 3: Complete editing the calendar by clicking the **Save** button.



You can edit any personal calendar. In addition, you can also edit a shared or group calendar when you have the edit permission on it. For instance, when you right click on the calendar's name that you do not have the edit permission, the **Edit** item will be disabled in the drop down list menu.

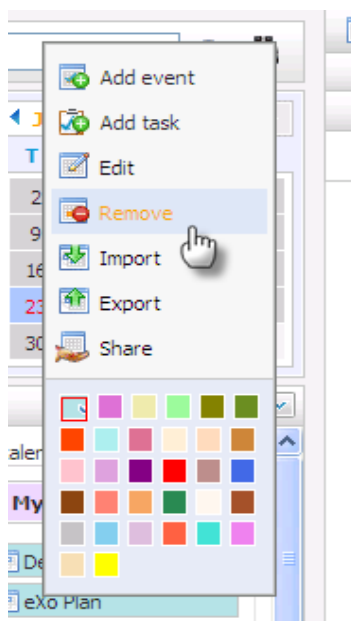
The **Edit** permission on a calendar allows you to add, edit or delete events/tasks which exist in that calendar.

4.5.3 Remove a calendar

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

To remove a calendar, do as follows:

Step 1: Right-click on the name of the calendar to open the drop-down list menu, then select the **Remove** item:



Step 2: Complete removing a calendar by clicking the **OK** button in the confirmation message or click the **Cancel** button to quit without removing a calendar.

The removed calendar will not be displayed in the calendars list panel. All events/tasks inside that calendar will also be removed.



In fact, if you do not have the edit permission on the shared calendar, removing a shared calendar means that you only remove it from your calendar list. Other users still can continue seeing and working on it in their calendars list.

4.5.4 Share a calendar

This function allows sharing an existing calendar with other users. It means that you allow other users to participate in activities on it. The permissions in a shared calendar are set in two levels:

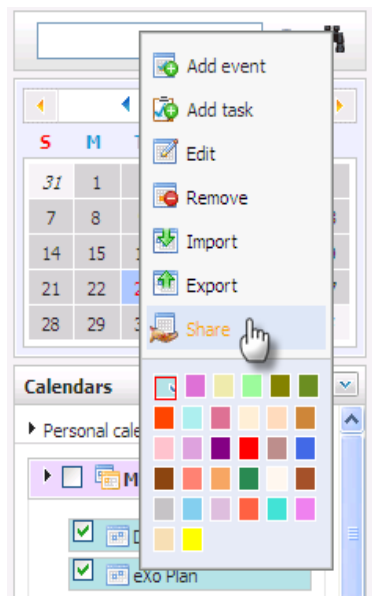
- **View permission** allows you to view a calendar and its events/tasks, but you can not change any information. It means that you can not add/edit/delete events/tasks; edit,

import and export calendars. For example, right-click on the name of the shared calendar that you do not have edit permission and select the **Add event** item in the menu, a warning message shows that you are not allowed to edit this calendar.

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

To share a calendar, do as follows:

Step 1: Right click on the name of the calendar to open the drop down list menu, then select the **Share** item:



The **Share calendar** form will appear:

A screenshot of the 'Share calendar' dialog box. The dialog has a title bar with a close button. Inside, there is a table with three columns: 'User name', 'Can edit', and 'Actions'. The table is currently empty, with the text 'Empty data' centered below the header. Below the table, there is a section for 'Calendar name' with a value of 'Default'. Underneath, there is a 'User name' label followed by a text input field and a user icon. Below that is an 'Edit permission' label followed by an unchecked checkbox. At the bottom of the dialog are 'Save' and 'Cancel' buttons.


Illustration 45: The Share calendar form

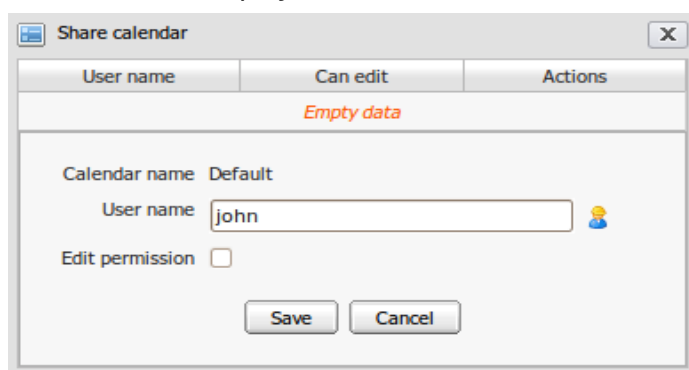
Details:

Calendar name	The name of the calendar that you choose to share
User name	The name of the users who you want to share your calendar with.
Edit permission	This option allows granting edit permission on the calendar to selected user
Save button	To accept sharing the calendar
Close button	To exit the Share calendar form without sharing

Step 2: Select users to share.

To select users for sharing, do the following :

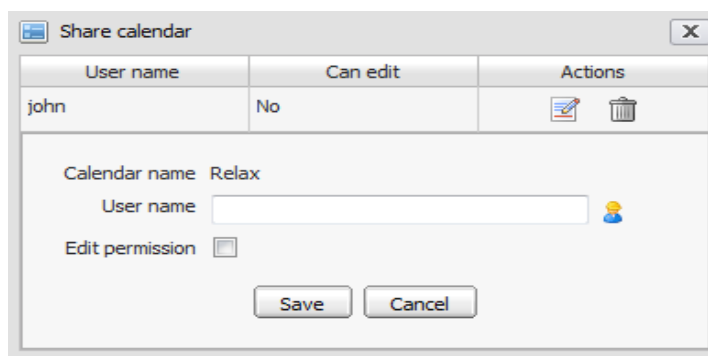
1. Click on the  icon at the right of the **User name** field.
2. Select users that you want to share. For example, select **John** in **/platform/administrator** group or you can manually input in the **User name** field. The Shared users will be displayed in the **User name** field.





Step 3: Check the **Edit permission** check box if you want to share the edit right with the selected users.

Step 4: Click the **Save** button to complete sharing the calendar.

After sharing a calendar successfully, the shared users will be displayed in the Share table below:



In this form, you can:

- Change the **Edit permission** of a shared user by clicking the **edit** icon 
- Delete a shared user from the shared table by clicking the **Delete** icon  corresponding to the shared user. The deleted shared users will not be able to view the shared calendar any more.

4.5.5 Change calendar color

This function allows changing the color of the calendar to distinguish activities between calendars better. When you are looking at all activities in Calendar view panel, different colors mean activities are on different selected calendars.

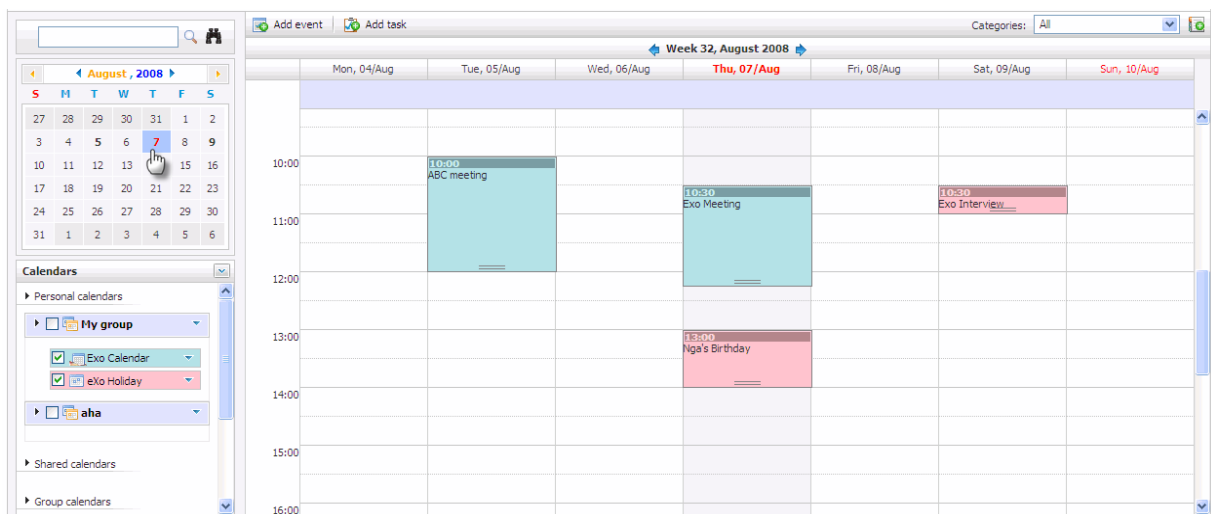
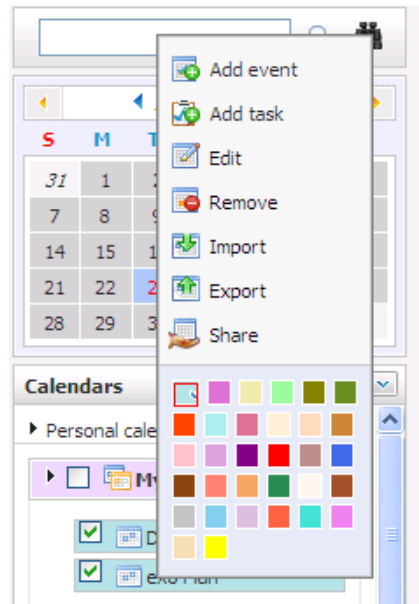


Illustration 46: The Calendar view panel with different events/tasks on different calendars

To change color, do as follows:

Step 1: Right-click on the name of the calendar to open the drop-down menu and then select a color for your calendar from the color palette. There are 32 colors available:



Step 2: Change color by selecting the specific color area.

After being changed a color, the calendar will be displayed with your new selected color.

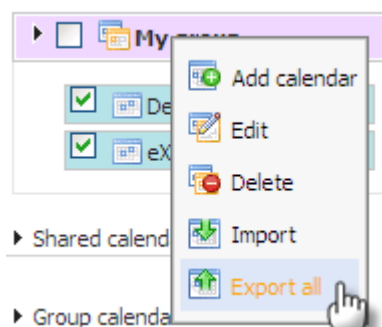
4.5.6 Export calendars

This function allows exporting a calendar to a separate file on your computer. You can only export the calendar which has at least one event inside it. You also can export any calendar types including personal, shared, and group calendar if you have the edit permission.

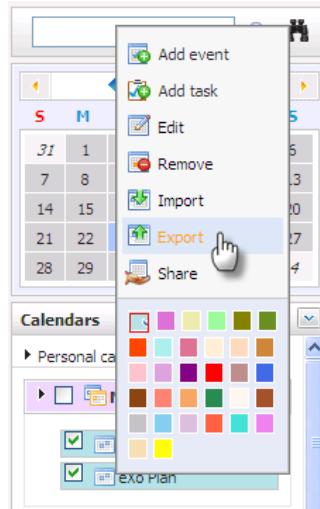
To export calendars, do as follows:

Step 1: Open the **Export Calendars** form by two ways:

The 1st way: Right-click on the name of the calendar group to open the drop down list menu, then select **Export all** in the menu:



The 2nd way: Right-click on the name of the calendar and select the **Export** item in the menu:



The **Export calendars** form will appear:

A screenshot of the 'Export calendars' dialog box. It has a title bar with a close button (X). Inside, there is a 'File name' text input field, an 'Export format' dropdown menu currently set to 'ICalendar(.ics)', and a 'Relax' checkbox which is checked. At the bottom are 'Save' and 'Cancel' buttons.

Illustration 47: The Export calendars form

Step 2: Enter a name in the file name field.

Step 3: Select a type of the export format in the list box. For instance, ICalendar (.ics)

Step 4: Select one or more available calendars which you want to export by checking its check box(es).

Step 5: Click the **Save** button to accept exporting the selected calendars.

A window pop up will appear:

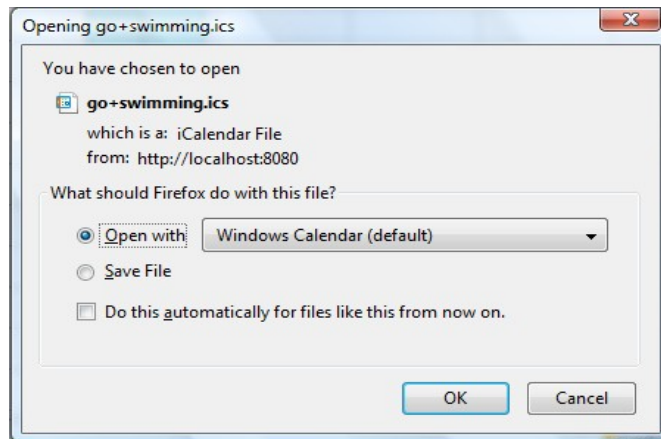


Illustration 48: The download pop up on Fire Fox

- Open with: To directly open the exported file with application on your computer
- Save File : To download the exported file and save it on your computer.
- Ok: To accept exporting it.
- Cancel : To cancel exporting

You can only open the file if you have an application installed on your computer that supports the format of the exported file.




You can export personal, shared and public calendar which you have the edit permission

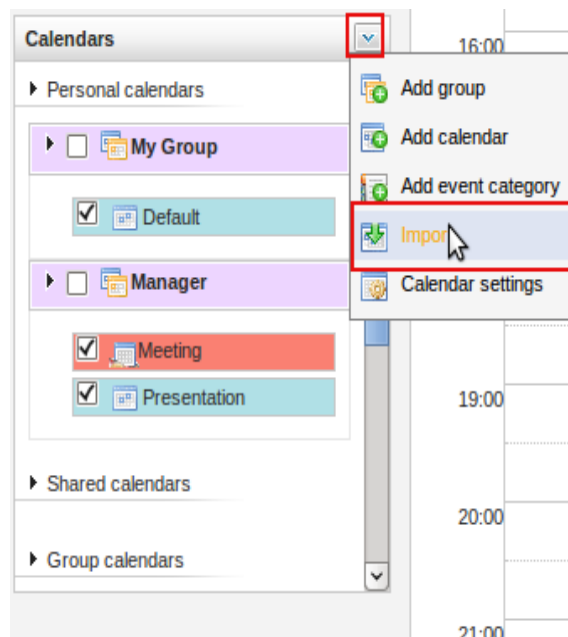
4.5.7 Import calendars

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

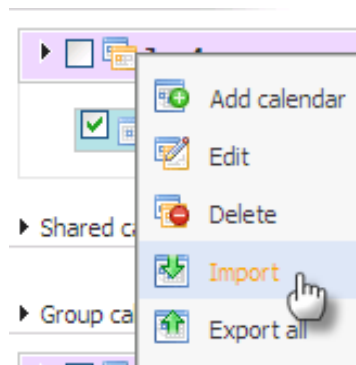
To import calendar, do as follows:

Step 1: Open the **Import Calendars** form:

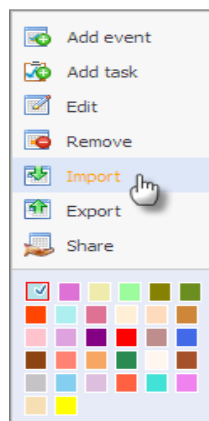
- **The 1st way:** Left click the  icon at the right top of the calendar list and then select the **Import** item in the menu:



- **The 2nd way:** Right-click on the name of the calendar group to open the drop down list menu and then select the **Import** item:





- **The 3rd way:** Right-click on the specific calendar in the calendar list and select the **Import** item in the menu:




The **Calendar** form will appear:

Illustration 49: The Import calendars form


Details:

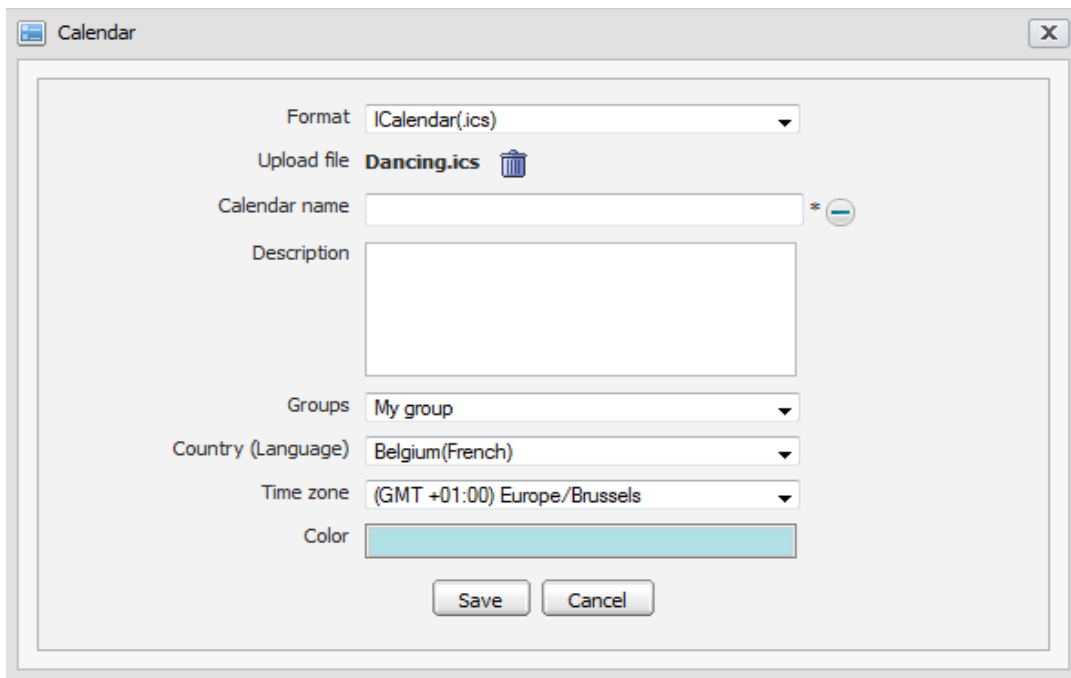
Format	The format of the imported file. There are 2 options: *.ics and *.csv
Upload file	The path of the upload file
Browse button	To select the uploaded file from your local computer
	To start uploading the selected file.
Calendar name:	The display name of the imported calendar.
	This icon is used to unhide a form used to import an uploaded file to existed calendar:

In this form, the  icon next to the **Import to** field is used to import an uploaded file to new calendar.

Description	The brief description about the imported calendar.
Groups	The group that the imported calendar belongs to.
Country	The country of the imported calendar.
Save button	To accept importing calendar.
Cancel button	To exit the Import calendars form.
Time zone	The time zone of the imported calendar.
Color	The color of the imported calendar.

Step 2: Select a type of the import format. For example: ICalendar(.ics)

Step 3: Click the **Browse...** button to select a file (For example: *.ics) which is imported from your computer and then click on the **Upload** icon  to upload the selected file. For example select and upload Dancing.ics file.



Step 4: Define the properties for the imported calendar.

Step 5 Click the **Save** button to accept importing a calendar with the selected file .

After importing a calendar, in case the uploaded file is imported into an existing calendar all events/task(s) inside the uploaded file will be imported into the selected calendar.



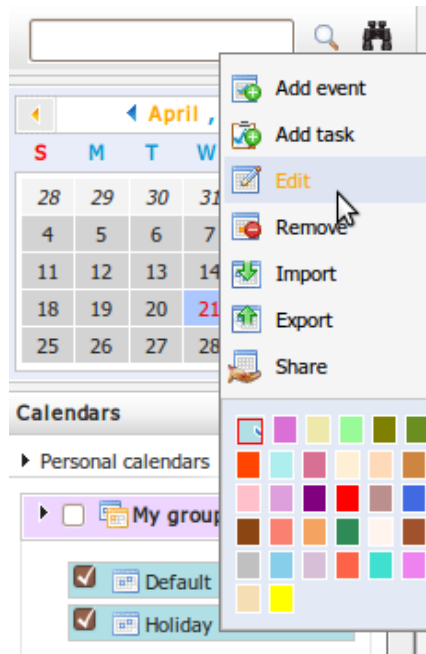
You can only import calendar to a personal calendar. At present, two file formats are supported for importing is *.ics and *.csv

4.5.8 iCal

iCal is a personal calendar application in Calendar application. It contains a link that allows downloading a file having all the events and tasks in a calendar and also allows the creator of the calendar to be for personal use or send it to other users on the internet.

Do the following to access to iCal support:

Step 1: Right-click on the name of a calendar that you want to access to iCal (e.g: Holiday) to open the drop-down list menu and then select the **Edit** item:



The **Calendar** form will appear with a **Calendar Details** tab for the personal Calendar:

Calendar

Calendar details

Display name: Holiday *

Description:

Groups: My group +

Country (Language): Belgium(French)

Time zone: (GMT +01:00) Europe/Brussels

Color: [light blue]

Private URL: ICAL

Public URL: This calendar is not public access. [Enable Public Access](#)

Save Reset Cancel

Step 2: You can use the Calendar for your own need with **Private URL** or share it to other members with **Public URL**.

- **Private URL:** ICAL is used for personal. It means that you, the creator of the calendar can download it to your computer and use any calendar products which support the .ics file format to open it. You can also import it into another calendar.

1. Click the **ICAL** icon in the **Calendar** form:

Calendar

Calendar details

Display name: Holiday *

Description:

Groups: My Group +

Country (Language): Belgium(Dutch)

Time zone: (GMT +01:00) Europe/Brussels

Color: [red]

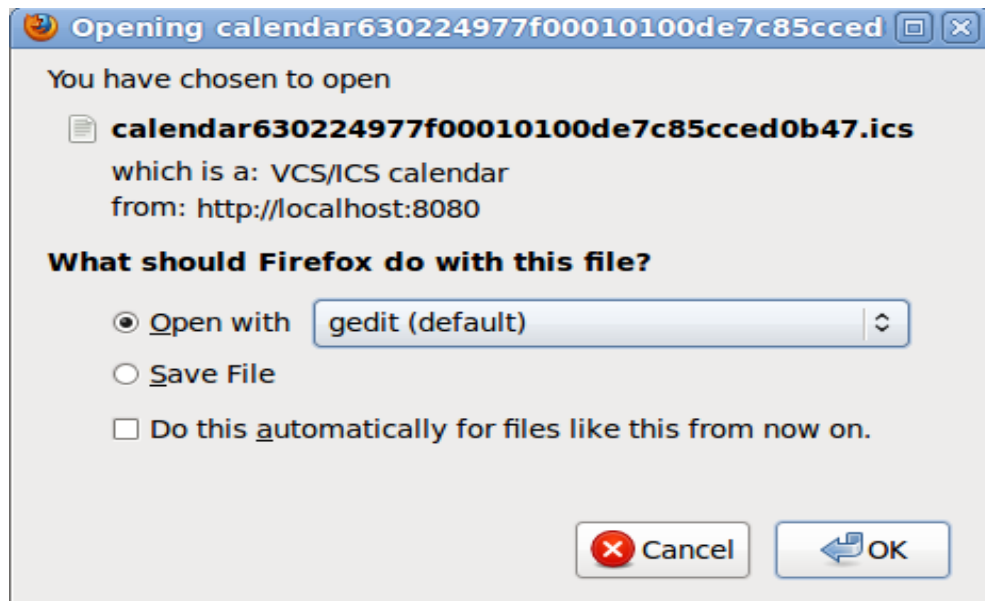
Private URL: ICAL

Public URL: This calendar is not public access. [Enable Public Access](#)

Open

Save Reset Cancel

A window pops up:



Details:

Open with	To directly open the this calendar on your computer
Save File	To download the the calendar and save it on your computer
OK	To accept opening / downloaing the calendar
Cancel	To close this windown without opening/ downloading the calendar

2. Check the **Open With** check box or the **Save File** check box --> Click the **OK** to accept downloading the calendar.

3. Use any calendar products which support the .ics file format (For instance: Mozilla Sunbird application) to directly view the events and tasks on that application.

- **Public URL:** Public URL link allows you share the calendar to other users and then they can download it to their computers. They must use a calendar product which supports the .ics file format to directly view the events and tasks in the calendar on that application, or they can import the calendar into another calendar.

By default, Public Url is empty and it is only accessible when public access is explicitly enabled and it can be also disabled anytime by clicking "[Disable Public access](#)" as in the illustration below.

1. You can send the calender to others by clicking to the link "[Enable Public Access](#)" to make the Calendar become public access as the illustration below:

The 'Calendar' dialog box has a tab labeled 'Calendar details'. It contains the following fields:

- Display name: Meeting *
- Description: (empty text area)
- Groups: Manager (dropdown menu with a plus icon)
- Country (Language): Belgium(Dutch) (dropdown menu)
- Time zone: (GMT +01:00) Europe/Brussels (dropdown menu)
- Color: (red color bar)
- Private URL: (empty text field)
- Public URL: (empty text field) This calendar is public access. [Disable Public Access](#)

At the bottom are buttons for 'Save', 'Reset', and 'Cancel'.

2. Click the **ICAL** icon, a **Calendar Feed** form pops up:

The 'Calendar Feed' dialog box displays the following information:

- RSS** users calendar
- (<http://localhost:8080/csdemo/rest-csdemo/cs/calendar/subscribe/Sara/calendar59f0ad327f00010100e2f5a35a6ca00a/2>)

A 'Close' button is located at the bottom.

3. Copy this address link in the **Calendar Feed** and send to other users.

To view the events and tasks in this calendar, they must copy and paste this link into another browser, and a pop-up window will allow them to download the calendar to their computer. They must use a calendar product which supports the .ics file format (For instance: Mozilla Sunbird application) to directly view that application, or they can import it into another calendar of Calendar application.

4.6 Manage Events

4.6.1 Add a new event

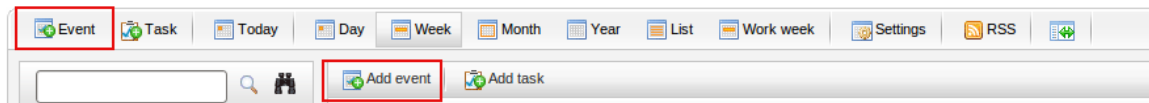
This function allows adding a new event in Calendar application.

To add a new event, do as follows:

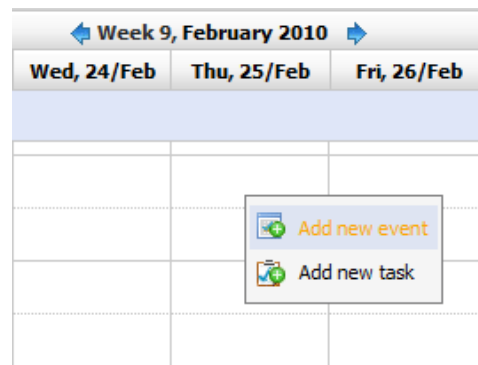
Step 1: Open the **Add Event** form.

- **The 1st way:** On the tool bar, click the **Event** icon for the **Quick add event** or

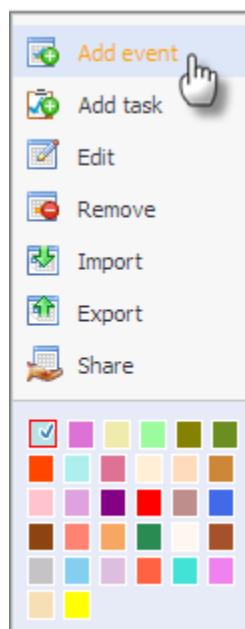
the **Add Event** icon for detail one.



- **The 2nd way:** Create an event directly on the calendar view panel by right-clicking on it and select the **Add new event** item in the drop down list menu or left-click directly at the date/time you want to add a new event or drag/drop on calendar view panel to add an event with a specific time.



- **The 3rd way:** Create an event directly at the calendars selector level by right-clicking on the calendar name and select the **Add Event** item in the menu:



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

Quick add event

Event summary *

Description

From 04/20/2010 08:27

To 04/20/2010 08:42

All day ☐

Calendar Default

Event category All

Save More details Cancel

Illustration 50: The Quick add event form

Details:

Event Summary	The event title. This field is required.
Description	The detailed description of the event.
From	The starting date/time of the event.
To	The ending date/time of the event.
All day	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.
Save button	To accept saving a new event
More detail button	To show the event in more detail that allows defining more properties for the event
Cancel button	To exit the Add event form without adding new

Step 2: Fill values to all the required fields**Step 3:** Complete adding a new task by clicking the **Save** button. The added task will be displayed when viewing the calendar in which it is stored.

You can finish at step 3, but if you want to add more detailed information to your event, click the **More detail** button, the **Event** form will be displayed with 4 tabs :

Detail, Reminders, Participants, Schedule

The screenshot shows a window titled 'Add/edit event' with a close button (X) in the top right. Below the title bar are four tabs: 'Detail' (selected), 'Reminders', 'Participants', and 'Schedule'. The 'Detail' tab contains the following fields:


- Event summary**: A text input field with an asterisk (*) indicating it is required.
- Description**: A large text area.
- Location**: A text input field.
- From**: A date/time input field showing '02/25/2010'.
- To**: A date/time input field showing '02/25/2010'.
- All day**: A checkbox.
- Priority**: A dropdown menu with 'None' selected.
- Repeat**: A dropdown menu with 'No repeat' selected.
- Calendar**: A dropdown menu with 'Default' selected.
- Event Category**: A dropdown menu with 'All' selected, and a '+' icon to the right.
- Attachments**: A '+' icon.

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

Illustration 51: The Detail tab of the Add/Edit event form

■ The **Detail** tab contains basic information of an event:

Event Summary	The event title. This field is required.
Description	The brief description of the event.
Location	The location where the event will take place.
From	The start date/time of the event.
To	The end date/time of the event.
All day	All day option allows setting the event duration to be all day or not..If you don't check this option, you have to define the start date/time and end date/time. By default, the start date and end date is current date.
Priority	The priority level of this event: None, Normal, High and Low
Repeat	The repeat time or recurring time for the event, such as weekly team meeting, monthly report... There are many options available: No repeat, Daily, Working days, Weekend, Weekly, Monthly, Yearly.

Calendar	Chose the calendar that will include the event.
Event Category	Chose the category that will include the event. To create a new event category.
	Click this icon to open the Event categories dialog.
Attachments	The list of attached files to the event. The attachment may be a spreadsheet or a presentation needed for the event.

■ The **Reminders** tab:

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 happen...

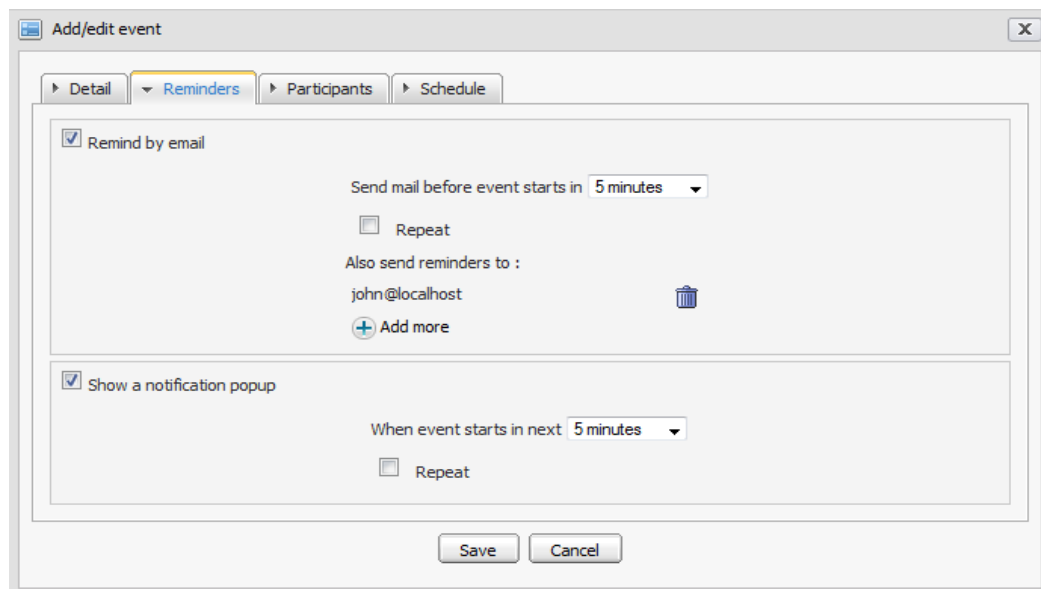





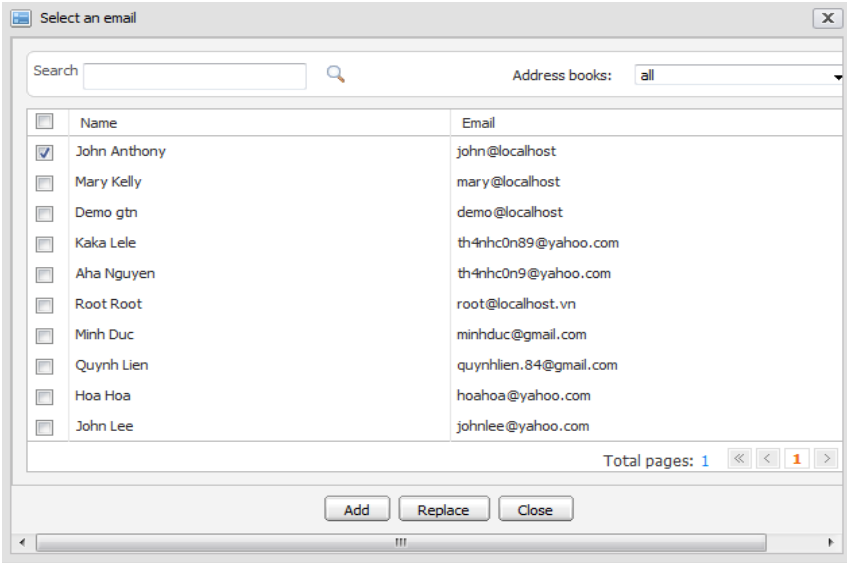
Illustration 52: The Reminders tab of the Add/Edit event form

Details:

Send mail before event starts in	The interval time (in every # minutes) that the reminder will be repeated before an event starts.
Repeat	The check box 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 (in every xxx minutes) the pop up reminder will be repeated before the event starts.

Repeat:	The check box allows setting the event's pop up reminder repeat or not.
	To add more emails.
	To delete emails.

To add more emails , in the **Select email** form, click on the  icon. The **Select an email** form will appear:



<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	John Anthony	john@localhost
<input type="checkbox"/>	Mary Kelly	mary@localhost
<input type="checkbox"/>	Demo gtn	demo@localhost
<input type="checkbox"/>	Kaka Lele	th4nhc0n89@yahoo.com
<input type="checkbox"/>	Aha Nguyen	th4nhc0n9@yahoo.com
<input type="checkbox"/>	Root Root	root@localhost.vn
<input type="checkbox"/>	Minh Duc	minhdud@gmail.com
<input type="checkbox"/>	Quynh Lien	quynhlien.84@gmail.com
<input type="checkbox"/>	Hoa Hoa	hoahoa@yahoo.com
<input type="checkbox"/>	John Lee	johnlee@yahoo.com

Illustration 53: The Select an email form

- Email addresses are available in the list and can be selected by checking the corresponding check box(es).
- The **Address books** and the **Search** function allow filtering and searching the expected email result.
- Click the **Add** button to add the selected emails to the **Also send reminders to** fields or click the **Replace** button to replace existing emails by the selected emails or click the **Cancel** button to close this form.




- 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.
- When the Show a notification pop up is used, the notification pop up about the event will appear when using Calendar at the defined time expectedly.

- The **Participants** tab: This tab allows you to select the other users who will join in your event.

The screenshot shows the 'Add/edit event' window with the 'Participants' tab selected. It features a table for participants with columns for 'Participant', 'Status', and 'action'. The 'action' column contains a trash icon for the 'root' participant. Below the table, there are radio buttons for 'Invitations sending' set to 'Ask'.


Illustration 54: The Participants tab of the Add/Edit events form

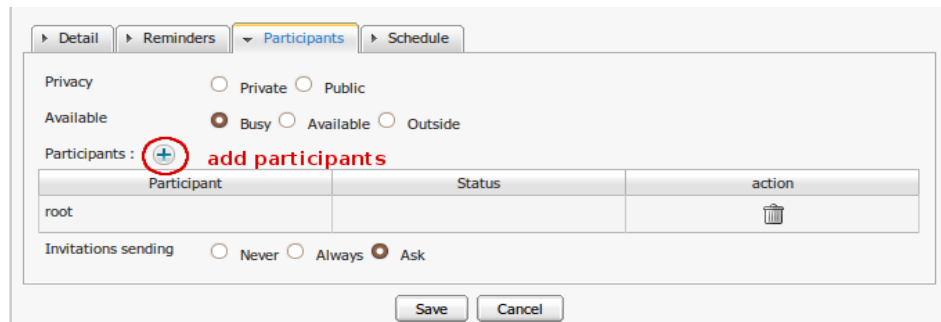
Details:


Privacy	The privacy of the event. An event may be public or private. Default value of this field is 'Private'. (At present, public or private has information meaning only. There is no effect)
Available	The status of participants. There are 3 options: Busy, Available and Outside. In case Busy or Outside option is selected, when viewing the event/task schedule, the time the participant takes part in the event/task will be in red. In case the Available option is selected, when viewing the event/task schedule, the time the participant takes part in the event/task will be in white.
Participants	<p>The list of users who will be participants and receive an invitation by email (If the Send an invitation option is selected). You can click on the  icon to add more participants. The Participant table lists all users who will take part in the event and their status. The status may be Yes, No or Pending that depends on the invitation confirmation of the participant: Yes, No or May be.</p> <ul style="list-style-type: none"> • If Yes, the status will be Yes: It means that the users accept joining the event • If No, the status will be No: It means that the user will not join the event • If the participant has not confirmed whether he/she participate or not or answer with 'May be' option, the status is Pending: It means that the invitation is pending for the user's approval . <p>The Action column allows deleting the participant in the list.</p>
Invitations sending	<p>This option will be loaded by default with the value defined in the Calendar Settings. There are 3 options that can be reselected:</p> <ul style="list-style-type: none"> • 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 participates in invite box:

Step 1: click the  icon.



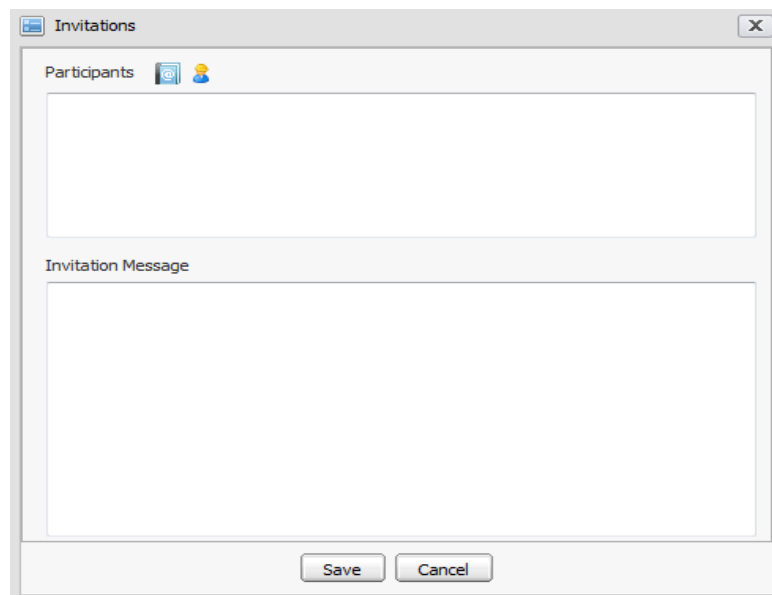
Participants :  **add participants**



Participant	Status	action
root		

Invitations sending ☐ Never ☐ Always ☒ Ask

Save Cancel

The **Invitations** form will appear:




Participants  

Invitation Message

Save Cancel

Illustration 55: The Invitations form

In details, the Invitations form includes **Participants** information and the content of the **Invitation Messages**.

Step 2: The participants can be added from the Address Book by clicking the  icon


<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	John Anthony	john@localhost
<input type="checkbox"/>	Mary Kelly	mary@localhost
<input type="checkbox"/>	Demo gtn	demo@localhost
<input type="checkbox"/>	Kaka Lele	th4nhc0n89@yahoo.com
<input type="checkbox"/>	Aha Nguyen	th4nhc0n9@yahoo.com
<input type="checkbox"/>	Root Root	root@localhost.vn
<input type="checkbox"/>	Minh Duc	minhduc@gmail.com
<input type="checkbox"/>	Quynh Lien	quynhlien.84@gmail.com
<input type="checkbox"/>	Hoa Hoa	hoahoa@yahoo.com
<input type="checkbox"/>	John Lee	johnlee@yahoo.com

Total pages: 1

Add Close

Illustration 56: The Select Address form`

- User names are available in list and can be selected by selecting its check box(s).
- To search the desired users, enter a keyword and click the search icon
- **Address books** filter and the **Search** function allow filtering and searching expected user result.
 - Click the **Add** button to add the selected users to the **Participants** table or click the **Close** button to close this form.

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

- Email addresses are available in list and they can be selected by selecting on its check box(s).

<input type="checkbox"/>	User Name	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

Illustration 57: The Select users form

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

Step 3: Click the **Add** button to add selected emails to the **Participants** table or click the **Close** button to close this form.

After adding a user, the selected user name is displayed in the **Participants** table of the **Participants** tab.

■ The **Schedule** tab:

The screenshot shows the 'Add/edit event' window with the 'Schedule' tab selected. At the top, there are tabs for 'Detail', 'Reminders', 'Participants', and 'Schedule'. Below the tabs, there is a section for 'Apply selected date' with a checkbox, and 'From' and 'To' time pickers. A date picker shows 'Feb, 24, 2010'. Below this is a grid for participants, with columns for each hour of the day (00 to 23). The participants listed are 'john' and 'root'. A legend at the bottom right shows a white box for 'Available' and a red box for 'Busy'. At the bottom of the window are 'Save' and 'Cancel' buttons.

Illustration 58: The Schedule tab of the Add/Edit events form

This tab allows you to 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). By selecting the check box in front of the participants' names, you may check the availability for all or the selected users.


The selected users in the **Participants** field of the **Participants** tab will be displayed in participant list of the **Schedule** tab.

✓ To add participants:

Step 1: Click the **Add attendee** icon  on left panel

Step 2: The Select users form appears that allows selecting the attendees.

✓ To delete participants:

Step 1: Select the participant's name that you want to delete by ticking on User check box and then click the **Remove attendee** icon  on left panel

Step 2: The selected participants are deleted from the participant list of the **Schedule** tab and **Participants** tab

✓ To apply selected date:

Step 1 Add any users to participants list. For example, add **john** and **root** who attends to other events.

Step 2: Check the **Apply selected date** check box. It means that selected date From/To in the left panel is applied

Step 3: Availability time of user **John** and user **root** are shown below:

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

- Fill values in the required fields
- Complete adding a new event by clicking the **Save** button. The confirmation message will appear:

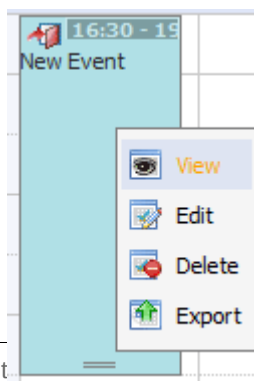
Illustration 59: The Confirm form

- Click the **Save and Send** button to save and also send an invitation or the **Save** button to accept adding a new event.

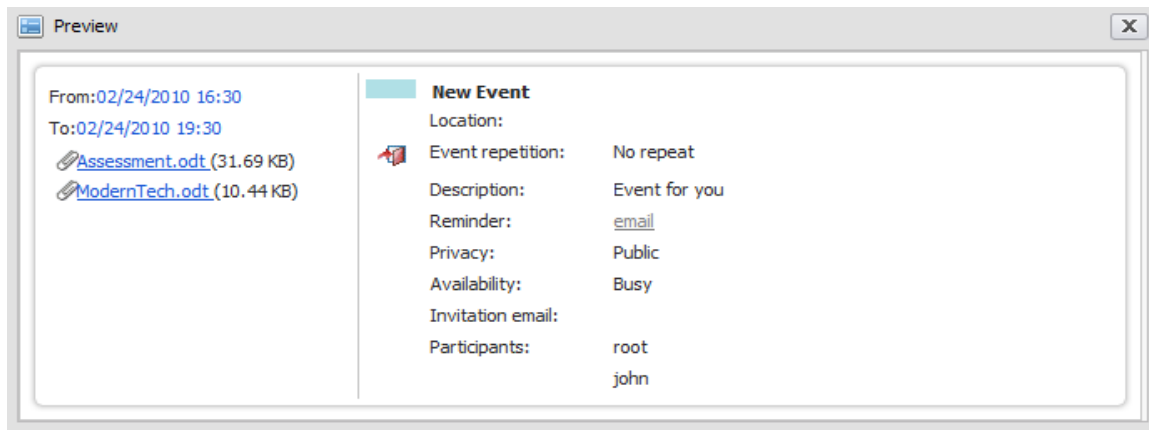
The added event will be displayed when viewing the calendar in which the event is stored.

4.6.2 View an event

To view an event of a specific calendar more detailedly, directly right-click on the event in the Calendar View Panel and select the **View** item in the menu:



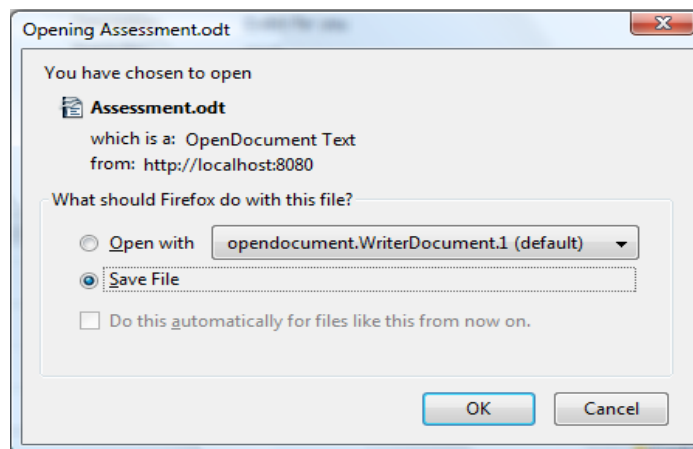
The **Preview** form will appear:



The 'Preview' form displays event details. On the left, it shows the event dates 'From: 02/24/2010 16:30' and 'To: 02/24/2010 19:30', along with two attachments: 'Assessment.odt (31.69 KB)' and 'ModernTech.odt (10.44 KB)'. On the right, under the 'New Event' section, it lists: Location (empty), Event repetition (No repeat), Description (Event for you), Reminder (email), Privacy (Public), Availability (Busy), Invitation email (empty), and Participants (root, john).

Illustration 60: The Preview event form

At the **Preview** form, if the event includes attachments, you can download any attachment by directly clicking on the title of the attachment, a pop up will be displayed, available for saving the attachment file into your local disk :

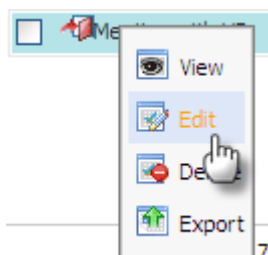


4.6.3 Edit an event

This function allows making changes to an existing event.

To edit an event, do as follows:

Step 1: Open the **Add/ Edit** form by right- clicking on the event that you want to edit and select the **Edit** item in the menu:



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

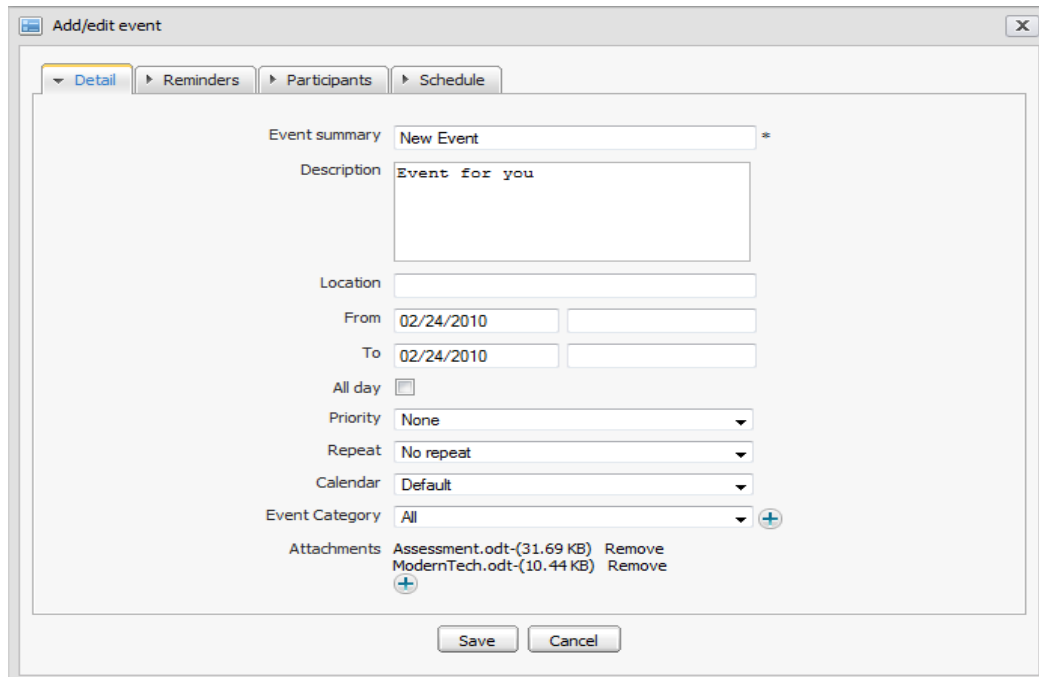


Illustration 61: The Add/edit event form

Step 2: Modify information of the selected event by following the steps like creating a new event.

Step 3: Complete editing by clicking the **Save** button to accept saving changes.



- When editing you can add/ remove the attachment files or download them by directly click on 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 panel.
- You can only edit events in personal, shared and group calendars which you have edit permission.

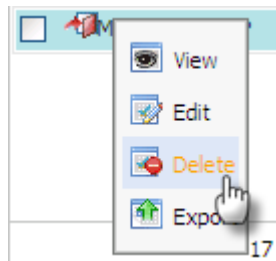
4.6.4 Delete an event

This function allows removing events from a calendar.

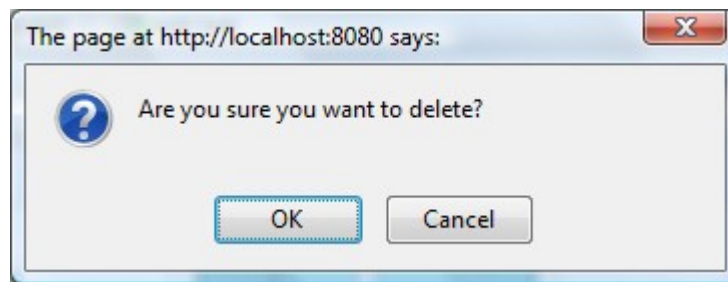
To delete an event, do as follows:

The 1st way:

Step 1: Right-click on the event that you want to delete and then select **Delete** item in the menu:



The confirmation message will appear below:



Step 2: Complete deleting the event by clicking the **OK** button in confirmation message.

The 2nd way:

Step 1: Choose the **month** view and all the events / tasks are listed in the Calendar View Panel view, --> Check to the check box(es) in front of the event name --> click the



icon on the action bar:

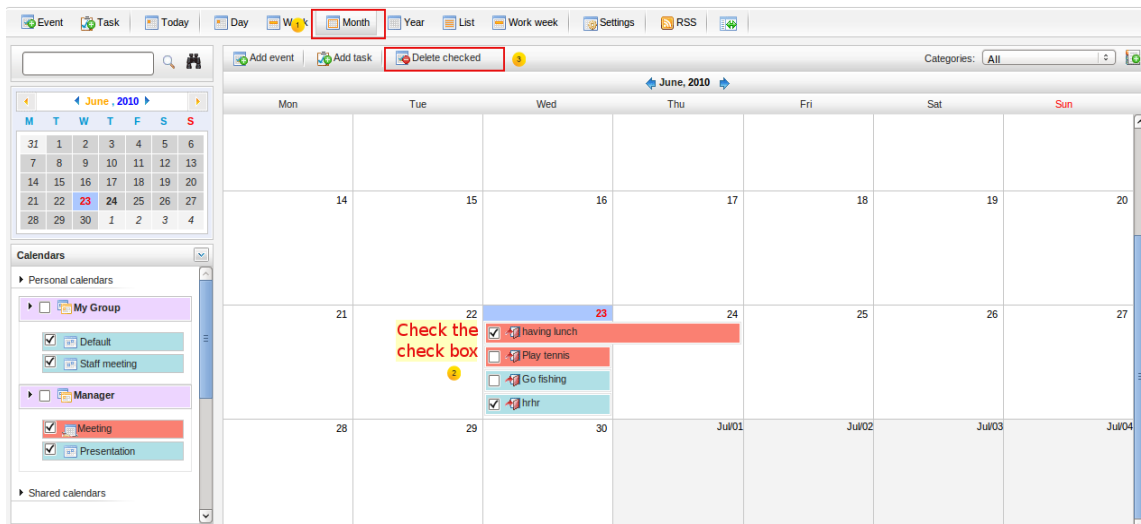


Illustration 62: The Month View of the Calendar panel

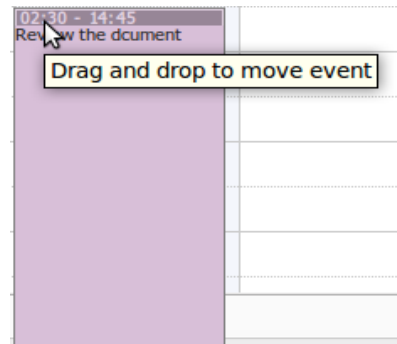
Step 2: The confirmation message will appear, click the **OK** button to accept deleting the selected event or click the **Cancel** button to exit deleting the event



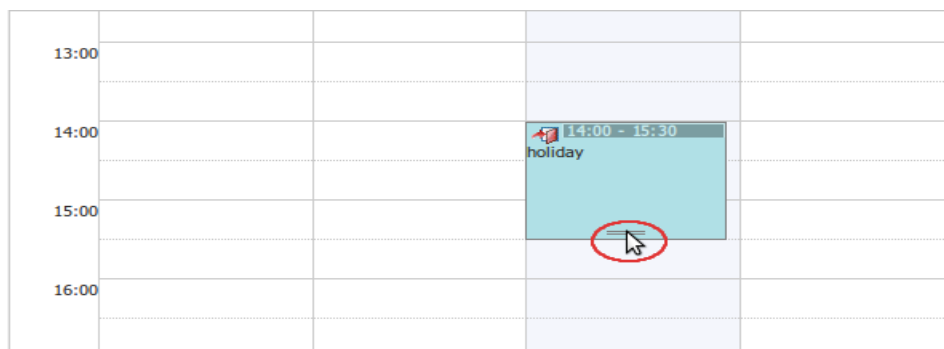
You can only delete events in the personal, shared and group calendars which you have edit permission.

4.6.5 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 on the event, drag it and drop it on another new day, new time area in the Calendar view panel.



To change the event duration (in day view, week view and working view only), use your mouse and the control at the bottom of the event.



- According to the features of the Calendar panel 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 check boxes and using the drag and drop feature.



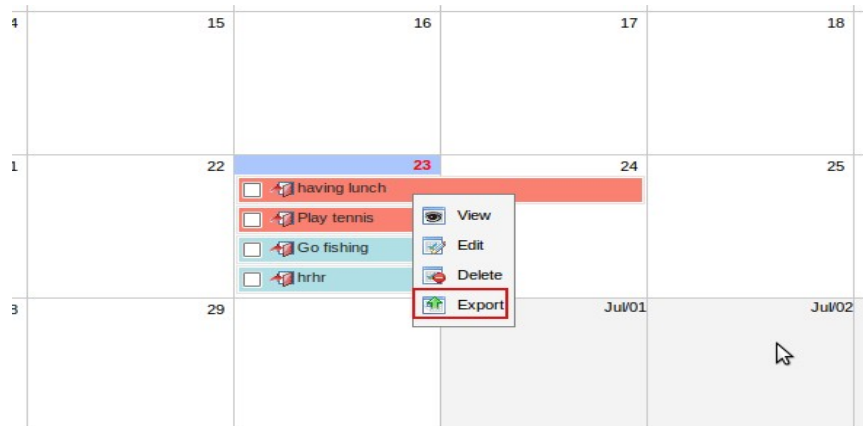
You can only drag and drop events in the personal, shared and group calendars which you have edit permission. For example, if you drag and drop an event which you do not have edit permission, a warning message shows that you are not allowed to edit this event/task.

4.6.6 Export an event

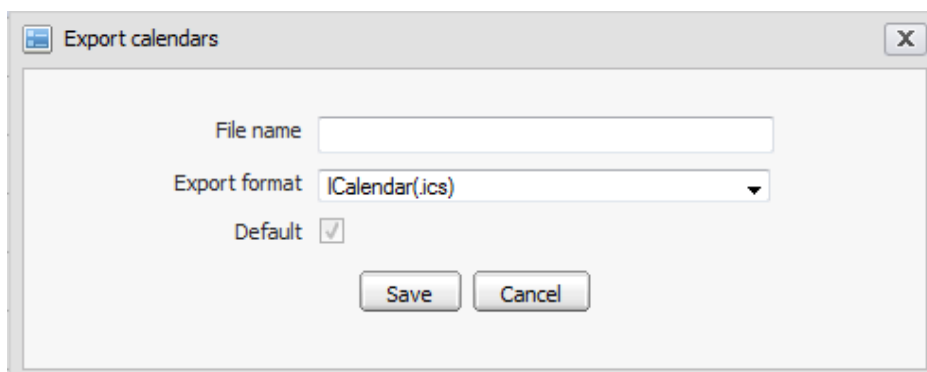
This function allows exporting one event into a separate file on your computer.

To export an event, do as follows:

Step 1: Right-click on the event that you want to export and select **Export** in the menu:



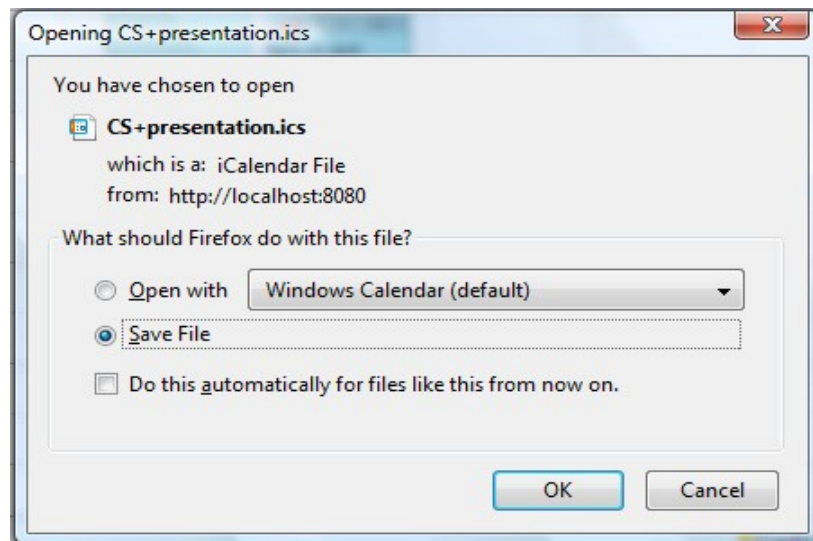
The Export calendars form will appear like the illustration below:



Step 2: Enter a name into the File name field to export.

Step 3: Click the **Save** button to accept exporting the event.

The pop up will appear to allow saving the exported file:



Step 4: Click the **OK** button to save the exported file into your local computer.



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.

4.6.7 Import an event

This function allows importing an event into a specific calendar.

In fact, importing an event means importing a calendar with one event only. Therefore, the way to import an event is similar with import a calendar.

You can see 3.4.7 Import Calendar for details.

4.7 Manage Tasks

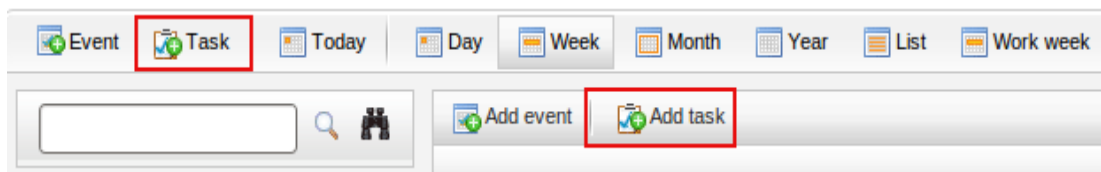
4.7.1 Add a new task

This function allows adding a new task in Calendar.

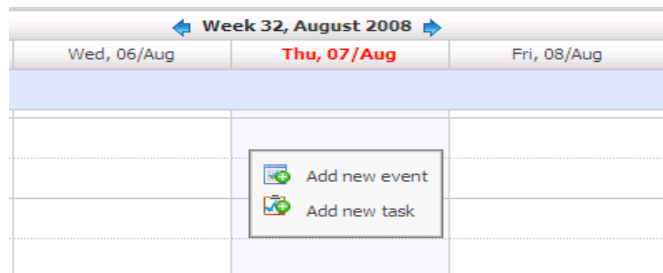
To add a new task, do as follows:

Step 1: Open the **Add task** form. You can do this step by three ways:

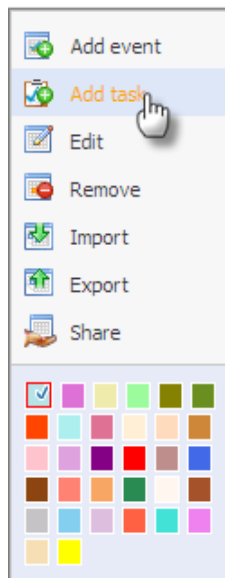
- **The 1st way:** Click the **Task** icon for the **quick add task** or the **Add Task** icon for the **detail add task** on the tool bar:



- **The 2nd way:** Create a task directly on the calendar view panel by right-click on it: and select **Add new task** item in the drop list menu :



- **The 3rd way:** Create an event directly at the calendars selector level by right clicking on the calendar name and select **Add Task** item in the menu:



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

Illustration 63: The Quick add task form

Details:

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 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 will include the task.
Task category	The category will include the task.
Save button	To accept saving the new task
More details	To show the event in more details that allows defining more properties for the task
Cancel button	To exit the Add task form without adding new

When the **More detail** button is clicked or add task by clicking the Add detail task button on the menu bar, the Add/Edit tasks form is displayed with two tabs (Detail and Reminders) which allows defining task in more details:

- The **Detail** tab allows defining detail task information.


The screenshot shows a web application window titled "Add/Edit tasks". It has two tabs: "Detail" (selected) and "Reminders". The "Detail" tab contains the following fields:

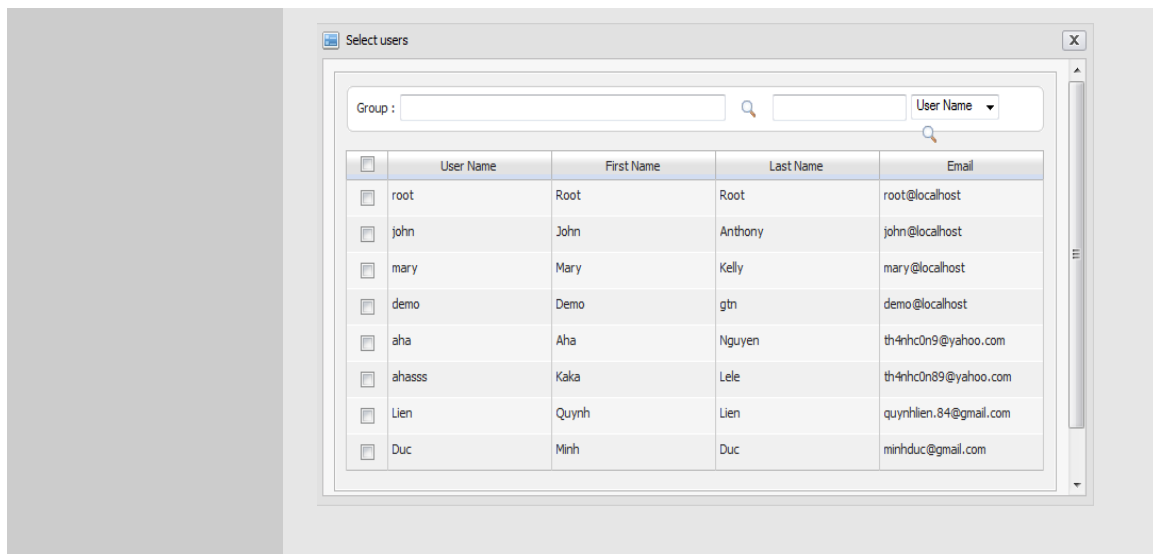
- Task name**: A text input field with an asterisk (*) indicating it is required.
- Note**: A large text area for entering a description or note.
- Task delegations**: A text input field containing "root" and a blue "+" icon to the right.
- From**: A date input field containing "02/23/2010" and an empty time input field.
- To**: A date input field containing "02/23/2010" and an empty time input field.
- All day**: A checkbox that is currently unchecked.
- Priority**: A dropdown menu with "None" selected.
- Calendar**: A dropdown menu with "Outgoing" selected.
- Task Category**: A dropdown menu with "Holiday" selected and a blue "+" icon to the right.
- Task status**: A dropdown menu with "Needs action" selected.
- Attachments**: A blue "+" icon.

At the bottom of the form are "Save" and "Cancel" buttons.

Illustration 64: The Detail tab of the Add/Edit tasks form

Details:

Task name	The name of the task.
Note	The notice or description of the task
Task delegations	The user(s) to whom you would like to delegate the task. You can manually input or click the  icon to select users from the Select users form:



From The starting date/time of the task

To The ending date/time of the task

All day All day option allows setting the task to be all day or not.

Priority The priority level of the task.


Calendar The calendar will include the task.

Task Category The category will include the task that can be selected from the existing tasks or

added a new one by clicking the  icon to open the **Event categories** form:

To add new category, input values for **Event category** and **Description** field and complete adding new by clicking the **Save** button. The new category is immediately displayed in the Task category selector.

Task status The status of the task. This field can be set to:: Need action, In Process, Completed or Canceled

Attachments The list of the attached files to the task. The attachment may be a spreadsheet or a presentation needed for the task. To attach file, clicking the  button, the **Attach files** form will appear and files can be attached or removed like when attaching file to event in 3.5.1


The **Reminders** tab: 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...

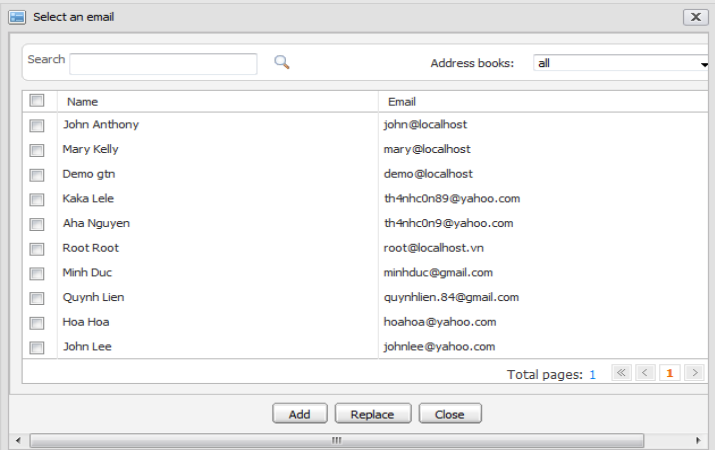
The Reminder by mail:

The screenshot shows a window titled "Add/Edit tasks" with a close button in the top right. Inside, there are two tabs: "Detail" and "Reminders". The "Reminders" tab is active. It contains two main sections. The first section is titled "Reminder by email" and has a checked checkbox. Below it, there is a label "When task starts in next" followed by a dropdown menu showing "5 minutes". To the right of this is an unchecked checkbox labeled "Repeat". Below that is a label "Send reminders to:" followed by a blue circular button with a plus sign and the text "Select email". The second section is titled "Show notification popup" and has a checked checkbox. Below it, there is a label "When event starts in next" followed by a dropdown menu showing "5 minutes". To the right of this is an unchecked checkbox labeled "Repeat". At the bottom of the window are two buttons: "Save" and "Cancel".

Illustration 65: The Reminders tab of Add/Edit tasks form

Details:

When task starts in next	The interval time(in every xxx minutes) that the reminder will be repeated before the task starts and a mail reminder is sent before the event starts.
Repeat	This option allows setting the reminder to repeat or not for an event The interval time(in every xxx minutes) that the reminder will be repeated before the task starts.
Send reminders to	The list of email addresses to which the mail reminder will be sent. The default value is the email address of current user. You can click on the  icon to select emails from the Select email form.



- Email addresses are available in the list, can be selected by ticking on its check box(s).
- Group and Search function allow filtering and searching expected mail result..
- Click the **Add** button to add selected emails to 'Send reminder to' fields or click the **Replace** button to replace existing emails by the selected emails or click the **Cancel** button to close this form.

After adding email addresses successfully, the email addresses of the selected contacts are displayed in the 'Send reminders to' field of the **Reminders** tab.

When Remind by email function is used, the notification email about the task will be sent at the time like its definition expectedly.

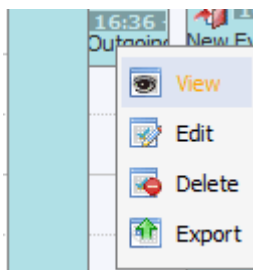
When the Show a notification pop up is used, the notification pop up about the task will appear when using Calendar at the defined time expectedly.

Step 2: Complete all the field in this form

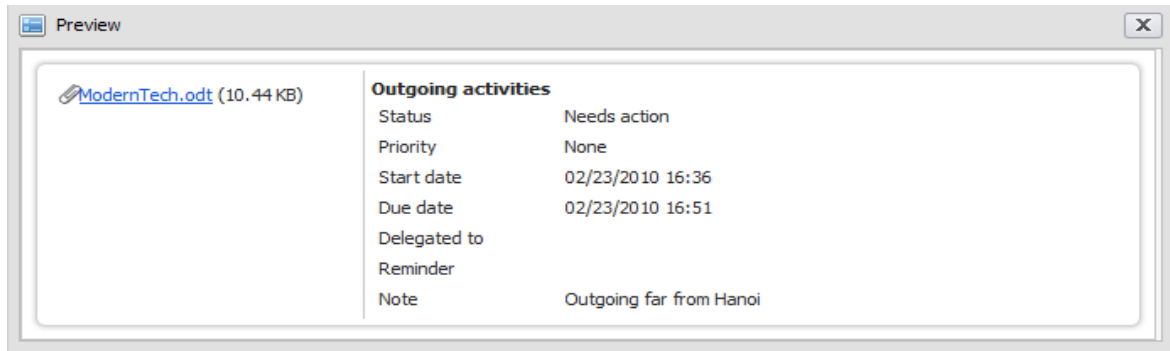
Step 3: Click the Save button to accept creating a new task or the Cancel button to quit this form.

4.7.2 View a task

To view detail of a task of a calendar, right-click on the task in the Calendar View Panel and select View item in the menu:



The **Preview** form will be displayed below:



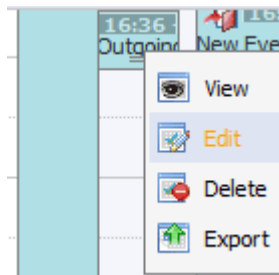
At the **Preview** form, if the task includes attachments, you can view the attachment by clicking on the title of the attachment, a pop up will be displayed, available for saving the attachment file into your local disk.

4.7.3 Edit a task

This function allows making changes to existing tasks.

To edit a task, do as follows:

Step 1: Right click on the task you want to edit and select **edit** item in the menu.



The **Add/Edit tasks** form will be displayed and full- filled with all task information, available for editing like below:

Task name: Outgoing activities *

Note: Outgoing far from Hanoi

Task delegations: +

From: 02/23/2010 09:00

To: 02/23/2010 22:00

All day: ☐

Priority: None

Calendar: Relax

Task Category: All +

Task status: Needs action

Attachments: ModernTech.odt-(10.44 KB) Remove +

Save Cancel

Step 2: Modify the information of the selected task by following the steps as you create a new task.

Step 3: Complete editing by clicking **Save** button.



- When editing the task, you can add, remove the attachment files or download them by directly click on the 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 Calendar view panel.
- You can only edit tasks in personal, shared and group calendars which you have edit permission.

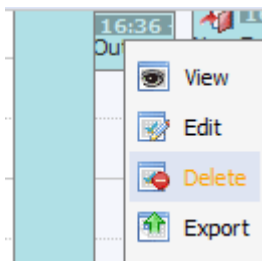
4.7.4 Delete a task

This function allows removing task from a calendar.

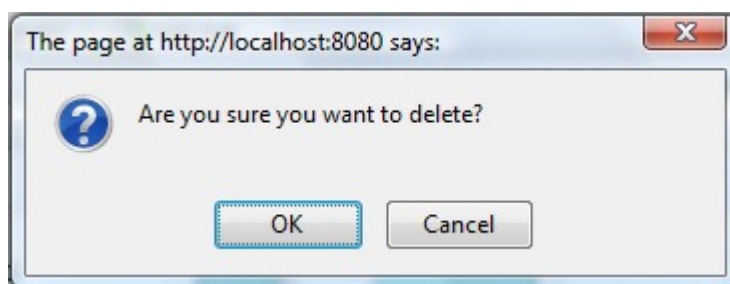
To delete a task, do as follows:

- **The 1st way:**

Step 1: Right-click on the task you want to delete and then select **Delete** item in the menu:



The confirmation message will appear below:



Step 2: Complete deleting by clicking the **OK** button in confirmation message.

- **The 2nd way:**

Step 1: Choose the **month** view and all the events / tasks are listed in the Calendar View Panel view, --> Check to the check box(es) in front of the event name --> click the



icon on the action bar:

Step 2: A confirmation message will appear. Then, click the **OK** button to accept deleting the selected task or click **Cancel** button to escape deleting task.



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

4.7.5 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. 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 panel.

- 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 panel 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 check boxes and using the drag and drop feature.



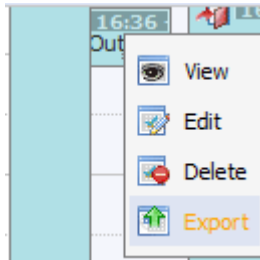
You can only drag and drop tasks in the personal, shared and group calendars which you have edit permission. For example, if you drag and drop the task which you do not have edit permission, a warning message shows that you are not allowed to edit this event/task'.

4.7.6 Export a task

This function allows exporting one task to a separate file on your computer.

To export a task, do as follows:

Step 1: Right click on the task that you want to export and select **Export** in the menu:

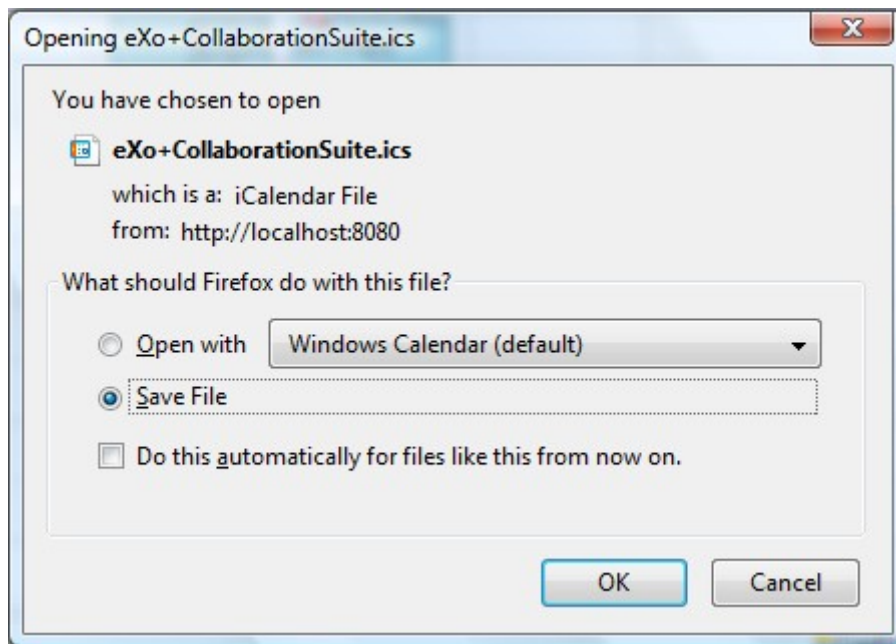


The form to export task will appear:

Step 2: Enter a file name to export

Step 3: Click the **Save** button to accept exporting the task.

A pop up that allows saving the exported file will appear:



Step 4: Click the **OK** button to save the exported file into local disk.



In fact, 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.

4.7.7 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 3.4.7 for details.

4.8 Search events/tasks

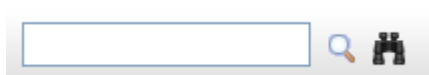
This function allows finding existing events/tasks according to specific search conditions easily. There are 2 search type: Quick Search and Advanced Search

4.8.1 Quick Search

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

To do a quick search, do as follows:

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



Step 2: Click the **Search** icon



For example, quick search with “CS” term. All events/tasks matching with “CS” term are listed in the search results form. The Search result form will be displayed like figure below:

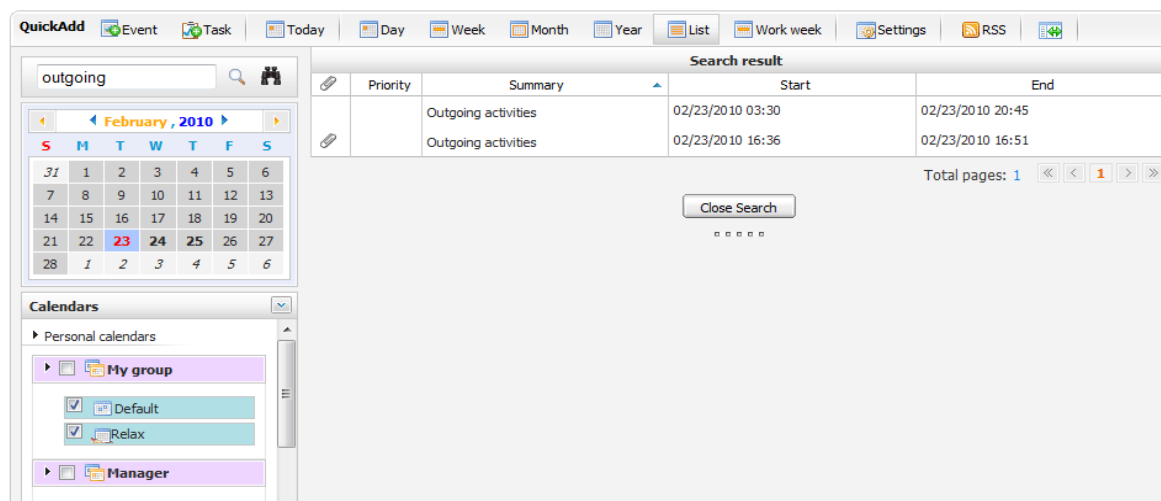


Illustration 66: The Search result form

4.8.2 Advanced Search

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

To do an Advanced search, do as follows:

Step 1: Click the **Advanced Search** button in the search area.

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

The screenshot shows the 'Advanced Search' dialog box. It contains the following fields:

- Text:** A text input field containing 'outgoing'.
- Type:** A dropdown menu.
- Calendar:** A dropdown menu.
- Category:** A dropdown menu.
- Priority:** A dropdown menu.
- From date:** A date input field.
- To date:** A date input field.

At the bottom, there are 'Search' and 'Cancel' buttons.

Illustration 67: The Advanced Search form

In this form, you can set one, few or all criteria for your search:

Text	This field allows defining the search term or keyword for searching
Type	This field allows defining search type criteria. There are 3 options: leave Blank for searching both events and tasks, Event for searching event only and Task for searching task only
Calendar	This field allows defining the calendar in which the search action is done. All your calendars including personal, share and public calendars will be shown in the calendar drop list box, available for selecting.
Category	This field allows defining the category criteria of event/task. 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.

Advanced Search

Text: outgoing

Type: [dropdown]

Calendar: [dropdown]

Category: [dropdown]

Priority: All, Meeting, Calls, Clients, Holiday, Anniversary, All

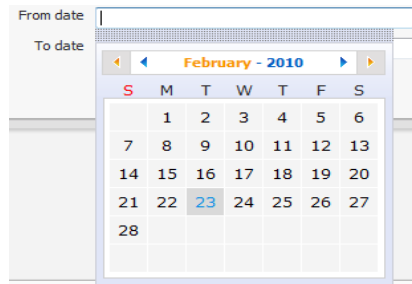
From date: [input]

To date: [input]

Search Cancel

Priority This field allows defining the priority criteria. There are many 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: This field allows defining 'From date' criteria. 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



To date: This field allows defining 'To date' criteria. 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 date from the Calendar selector tool.

Step 2: Define some search criteria in the Advanced Search form

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



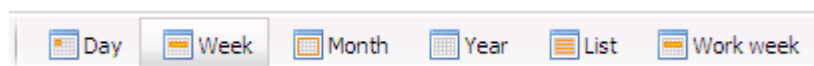
At the search result form, you can also view, edit or delete event/task by right click on it and select action item in menu pop up.

4.9 Calendar View

This function allows personalizing your calendar view by different view types.

By default, the Week view is set and displayed when the calendar is opened at the first time. You can change your view from the main tool bar to make it easy for you to see activities in your calendar. However, changing the calendar view from the main tool bar only has effect for current session. In the next time, you go to Calendar application, the view will be back to what has been set in your calendar settings.

To change your calendar view, select one view type on the main menu. There are 6 view types: Day, Week, Month, Year, List and Work Week.



Each calendar view has its own feature.

- Click the **Day** view icon to open the Calendar Day view:

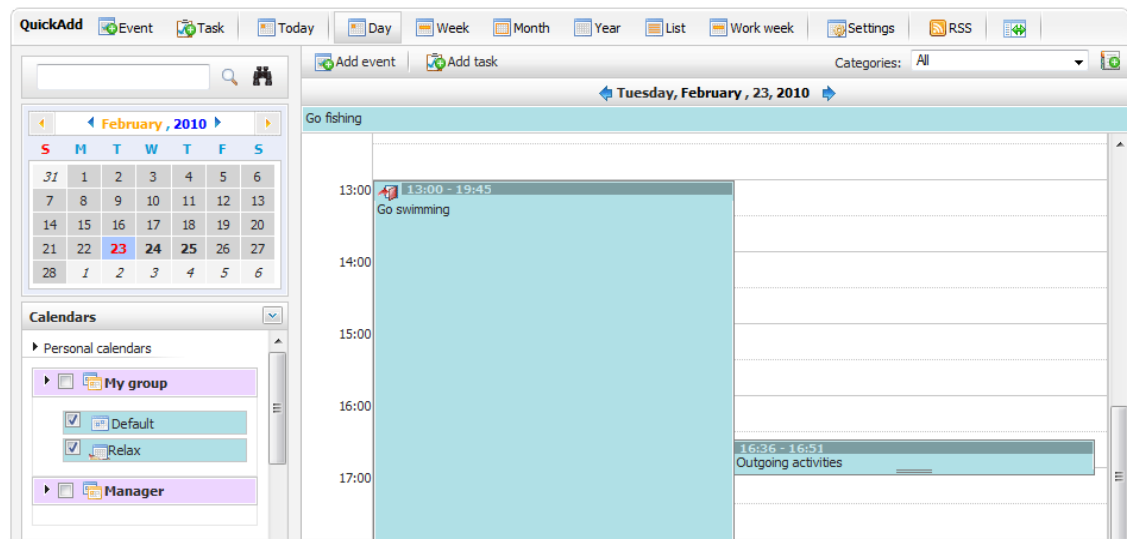


Illustration 68: The Day View

- Click the Week view icon to open the Calendar Week view:

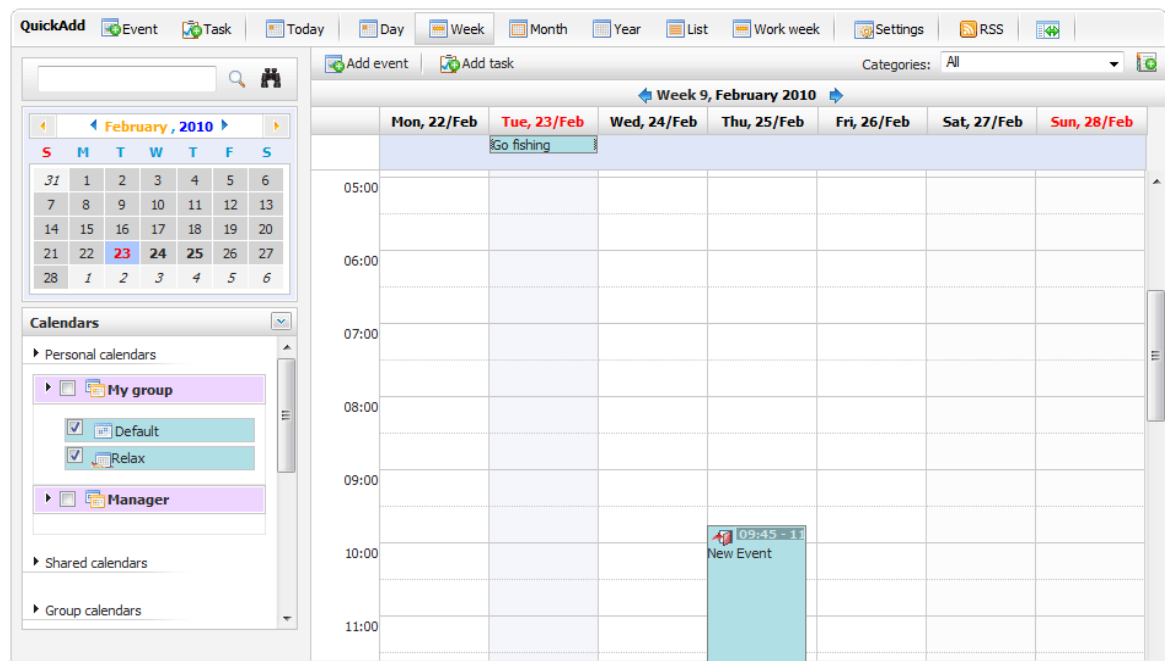


Illustration 69: The Week View

- Click the **Year** view icon to open the Calendar Year view:

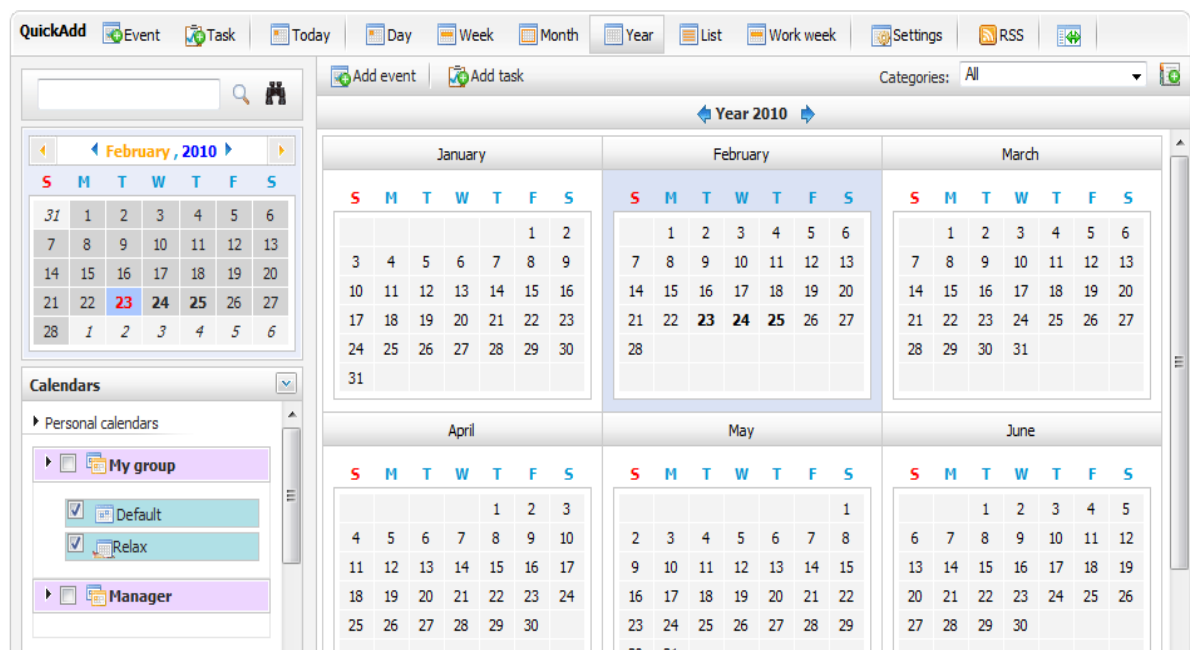


Illustration 70: The Year View

- Click the **List** view icon to open a list of all events and tasks as the following:

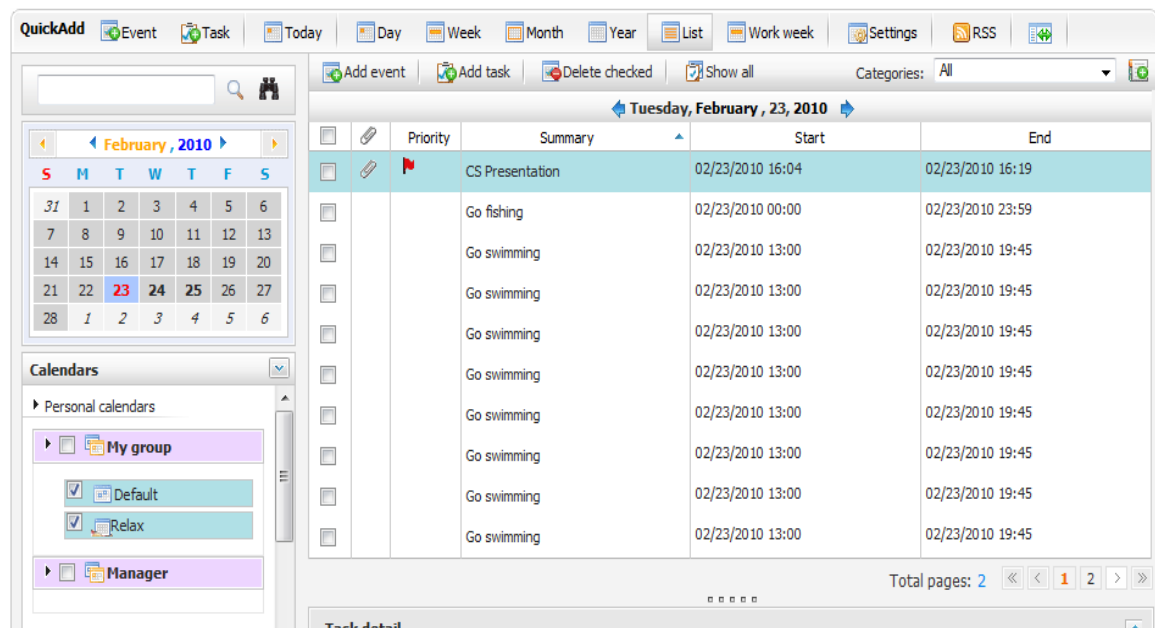


Illustration 71: The List View

- Click the **Work week** view icon to open the **Calendar Work week** view

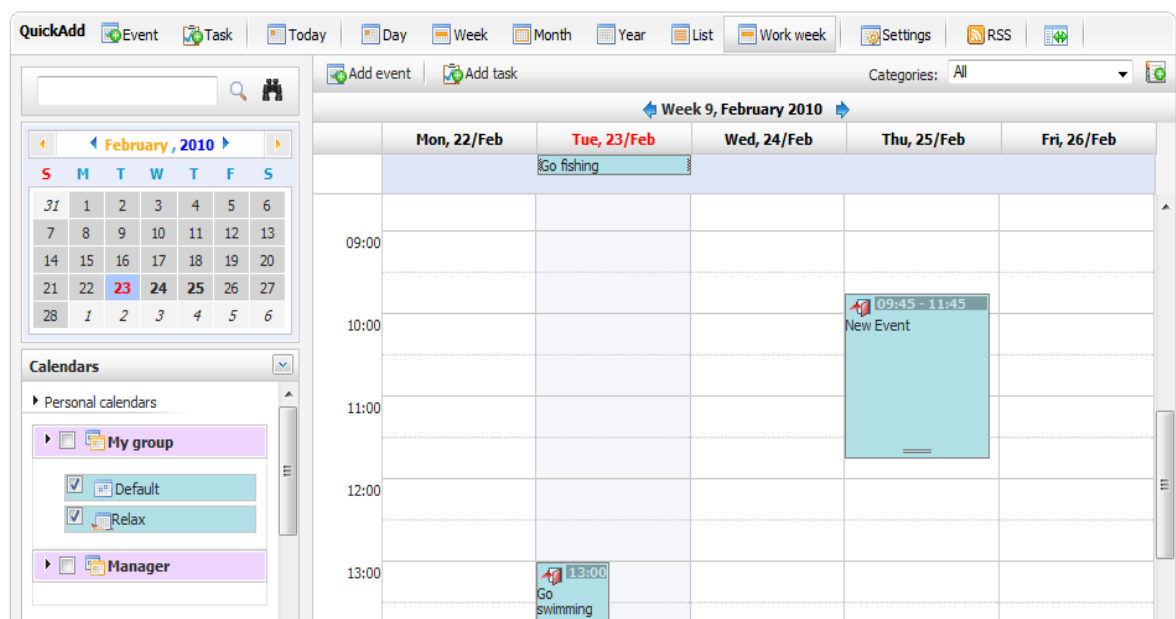


Illustration 72: The Work Week View

- Click the **Month** view icon to open the **Calendar Month** view:

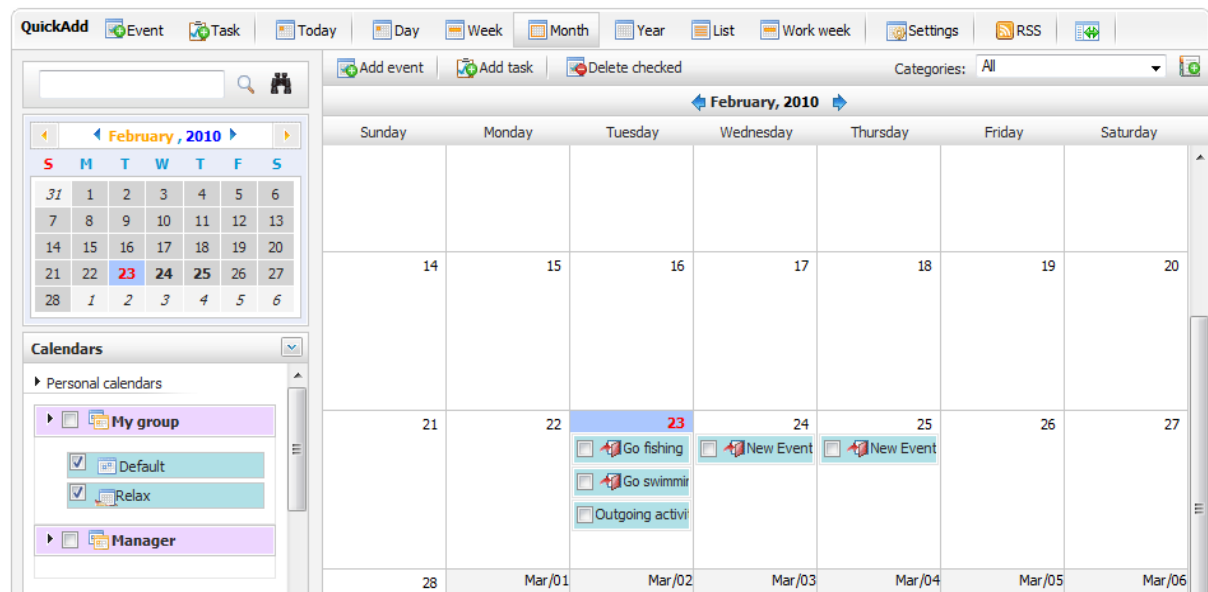


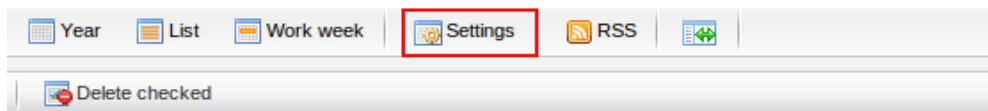
Illustration 73: The Month view

4.10 Calendar Settings

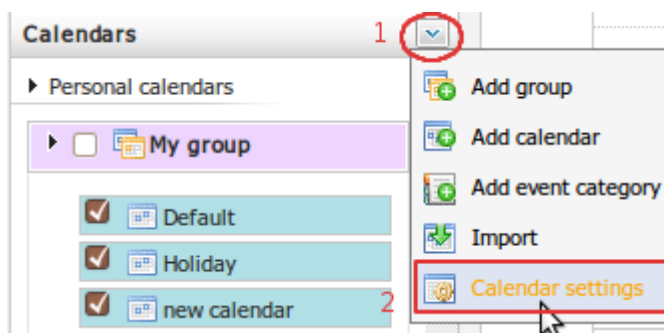
This function allows personalizing your calendar view according to available features. Calendar brings you a wide range of custom settings to set your own calendar.

To access the settings, do as follows:

The 1st way: Click the  on the main tool bar.



The 2nd way: Left click on the  icon and select **Calendar settings** in the menu:



The **Calendar settings** form will appear:

Illustration 74: The Setting tab of Calendar settings form

■ The **Settings** tab includes:

View type	The view type of Calendar View Panel. You can define the default view type when you start the calendar application (day, week, month, year, list or working view)
Time interval(in minutes)	The value (in minute) to define the precision of time intervals. In Day view, Week view or Work Week view, the time 'ruler' will be displayed with the interval likes its definition.
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 Panel.

Country(Language)	The default geographical location displayed in Calendar application.
Time Zone	The default Time zone displayed in Calendar application.
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> <ul style="list-style-type: none">• 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 to ask whether you want to send the invitation or not.

■ 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 check boxes.

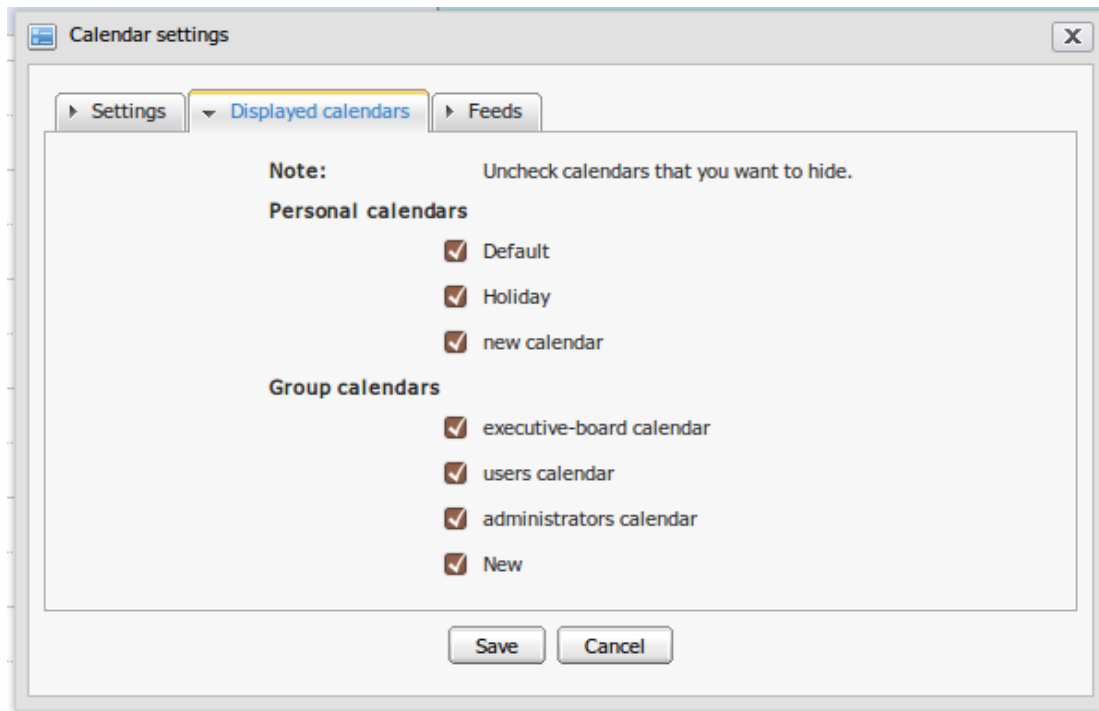


Illustration 75: The Displayed calendars tab of Calendar settings form

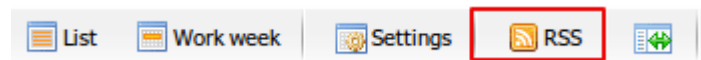
4.11 Generate RSS

This function allows you to publish your calendar as a RSS feed. It will build an URL that can be used to follow events in a RSS reader.

To generate RSS in the calendar, do as follows:

Step 1:

- The 1st way: Open the Calendar settings form, then chose the Feeds tab.
- The 2nd way: Click directly on 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:

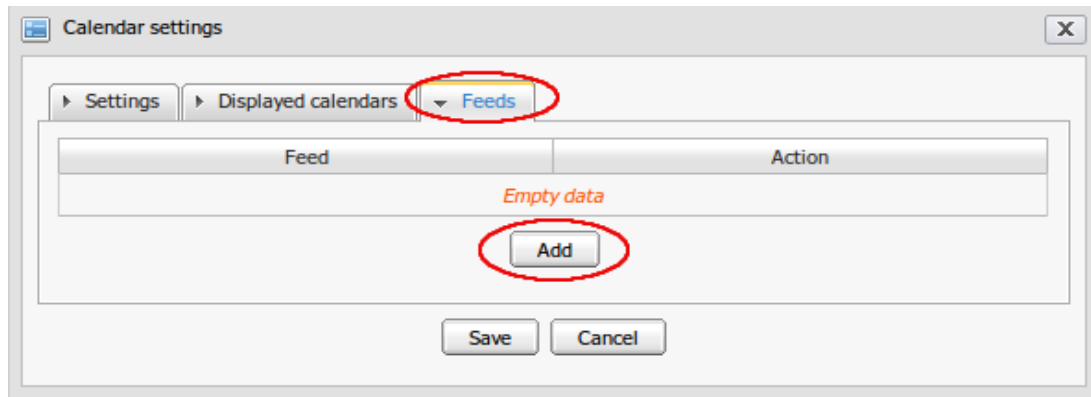




Illustration 76: The Feeds tab from the Calendar settings form

Step 2: Click the **Add** button to add a new feed.

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

Illustration 77: The Edit Feed form

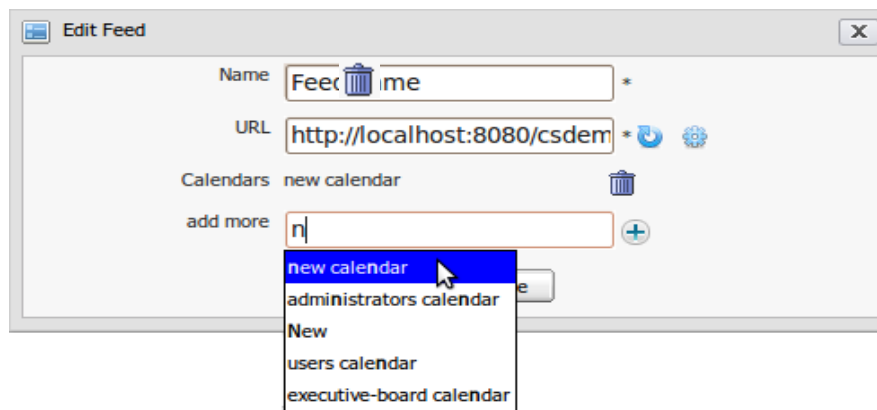
Details:



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

Step 3: Input the name of RSS in the Name field

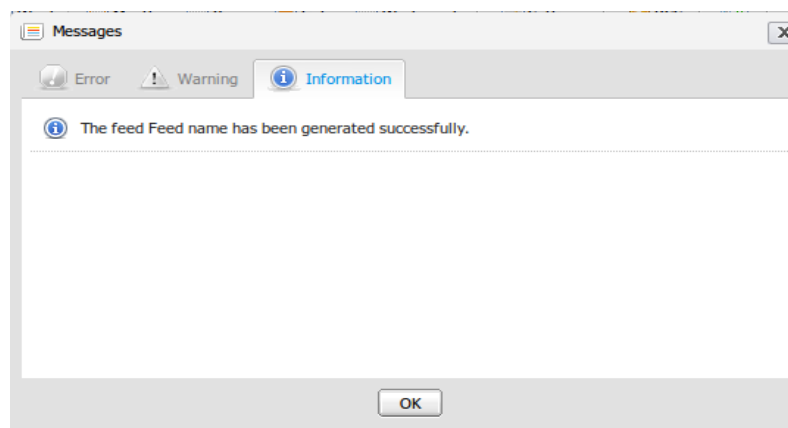
Step 4 :Input the name of calendar that you want to get RSS feed in the **add more** field.

The auto-complete function will help you input the information faster.

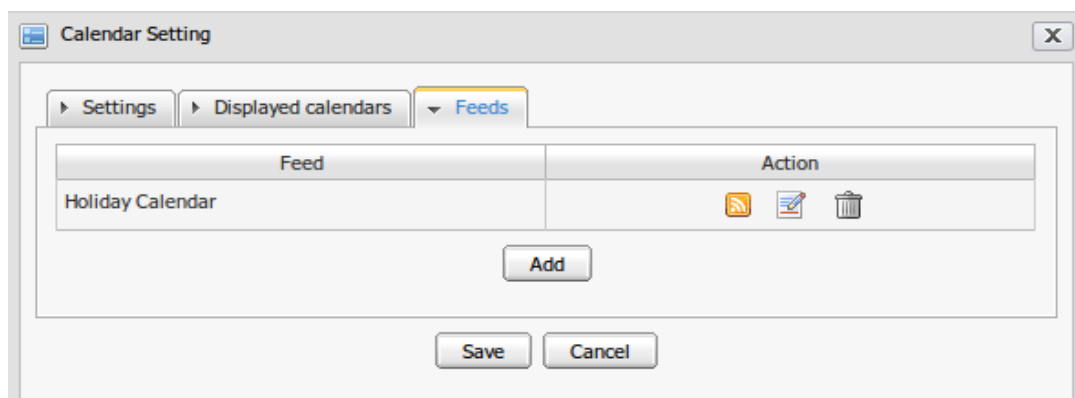


Step 5: Click the  icon to add more calendars. You also can delete an added calendar by clicking on the  icon corresponding to the calendar name.

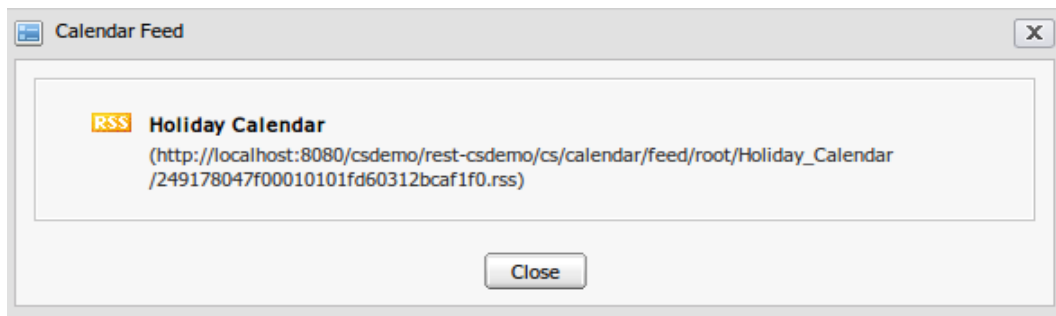
Step 6: Click the **Save** button to accept generating the feed or **Cancel** to quit this form. A message will appear to inform that you have generated the feed successfully, just click **OK**.





After clicking **OK**, the created feed will be listed like the illustration below:



- You can get the RSS link by clicking on the  icon:



Copy and paste this address link into any calendar product which supports the Rss format (For instance: Mozilla Sunbird application). Then you can view directly in that application.

- You can edit the calendar RSS by clicking on the  icon or delete it by clicking on the  icon.

5 Chat

5.1 What is Chat?

Chat is an application of eXo Collaboration— an extension of eXo Portal. It describes the way people communicate online in real time. They exchange electronic messages with one or more computer users in real time. Typically, people in online chat sessions type messages to each other using their keyboards. The message then appears on the screens of all the participants.

Moreover, with Chat application of eXo Collaboration, you can:

- Add contacts into your friend list.
- Communicate with other Chat users.
- Create a new chat room or join several chat rooms.


5.2 What is the Chat room?

A chat room is a place on the Internet 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.

A chat room allows several people or even a large group to communicate simultaneously.

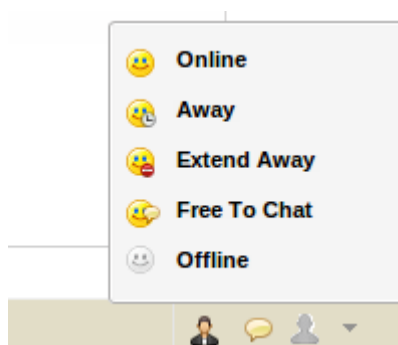
With Chat application of eXo Collaboration, you also create a chat room and invite other users join your room.

5.3 Change the online status


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

To change the online status, do as follows:

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



Step 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 the  icon



next to your account.

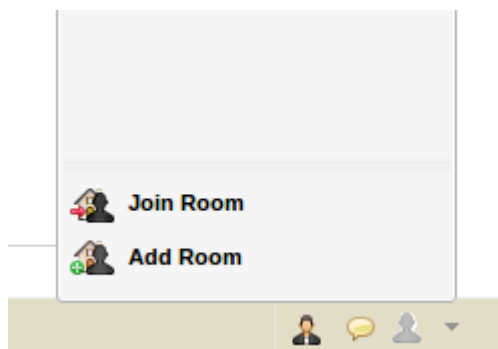
- **Away:** This status means you are away from computer. Other users still can send instant messages to you. Your status icon will change to 🚶 icon.
- **Extend Away:** This status means you are away from computer for an extended period of time. Other members will see the 🙄 icon next to your account.
- **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 the 😊 icon appending to your account. With this status, you are invisible to other users. That means everyone will see you as offline though you are online.

5.4 Create a new chat room

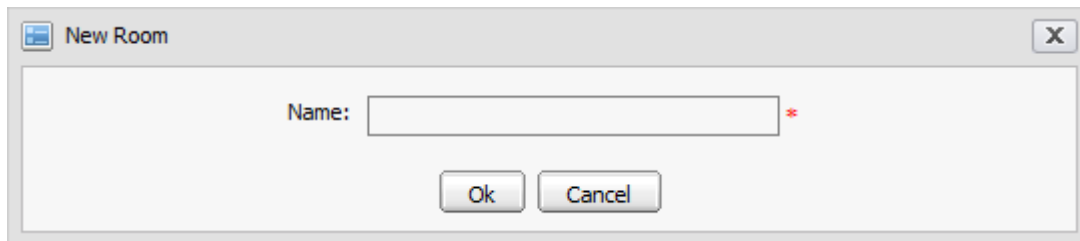
eXo Chat makes your communication with the other contacts easier by letting you create a new chat room. It means you can add some people into a group to talk together. Chat rooms are set up to handle group discussions, and everyone sees what the others type in, although other people can decide to break off and have their own keyboard chat.

To create a new room, do as follows:

Step 1: Click the  **Add Room** button on the action bar in the Chat portlet or click on the  icon and select **Add Room** in the pop-up menu.



The **New Room** form will appear:

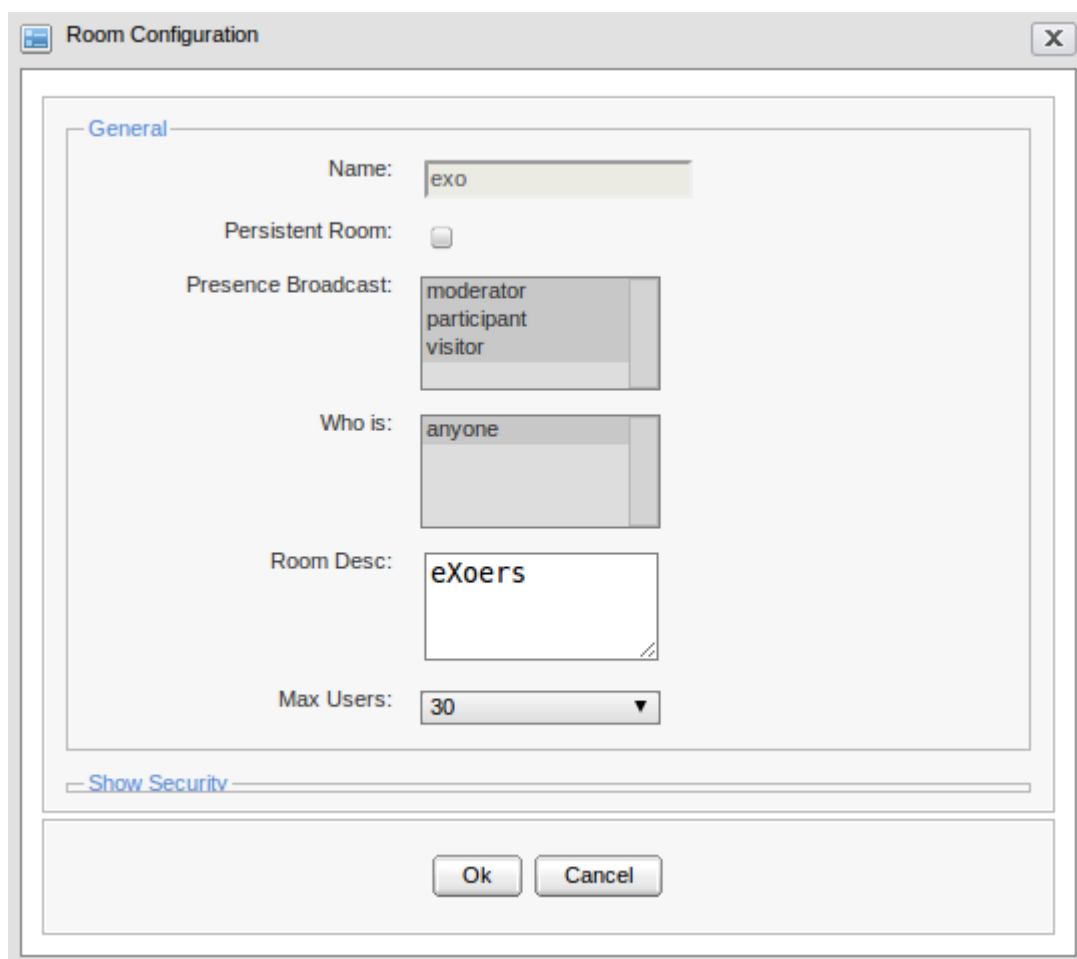
A dialog box titled "New Room" with a close button (X) in the top right corner. It contains a text input field labeled "Name:" with a red asterisk indicating it is required. Below the input field are two buttons: "Ok" and "Cancel".

New Room	
Name:	<input type="text"/>
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

Illustration 78: The New Room form

Details:

Name	The name of the room. This field is required
OK button	To accept adding a new room.
Cancel button	To exit/close the New Room form

Step 2: Type the room name into the **Name** field of this form.**Step 3:** Click the **OK** button to accept creating a new room.A dialog box titled "Room Configuration" with a close button (X) in the top right corner. It features a "General" tab. The form includes fields for "Name:" (containing "exo"), "Persistent Room:" (checkbox), "Presence Broadcast:" (list box with "moderator", "participant", "visitor"), "Who is:" (list box with "anyone"), "Room Desc:" (text area with "eXoers"), and "Max Users:" (dropdown menu with "30"). A "Show Security" link is at the bottom left. "Ok" and "Cancel" buttons are at the bottom.

Room Configuration	
General	
Name:	<input type="text" value="exo"/>
Persistent Room:	<input type="checkbox"/>
Presence Broadcast:	<div>moderator participant visitor</div>
Who is:	<div>anyone</div>
Room Desc:	<div>eXoers</div>
Max Users:	<div>30</div>
Show Security	
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

Illustration 79: The General panel of the Room Configuration form

After creating a new room, a **Room Configuration** form will appear. This form allows you to configure some information related to the created room:Details:

General: This area contains all general information of the created room

Room name	The name of a created room. You cannot change value for this field.
Persistent Room	A persistent room is one that does not get closed when there are no members in it. Check this check box if you want to create a persistent room.
Presence Broadcast	The groups that will be received an message about the status changes of the chat room's members.
Who is	Users that correspond to the selected groups in "Presence Broadcast" will receive the inform message.
Room Desc	The brief description of the chat room.
Max users	The maximum number of users that can join the chat room.

Security: This area includes all security information of the created room. To show Security information, click on **Show Security**:

Illustration 80: The Security panel of the Room Configuration form

Details:

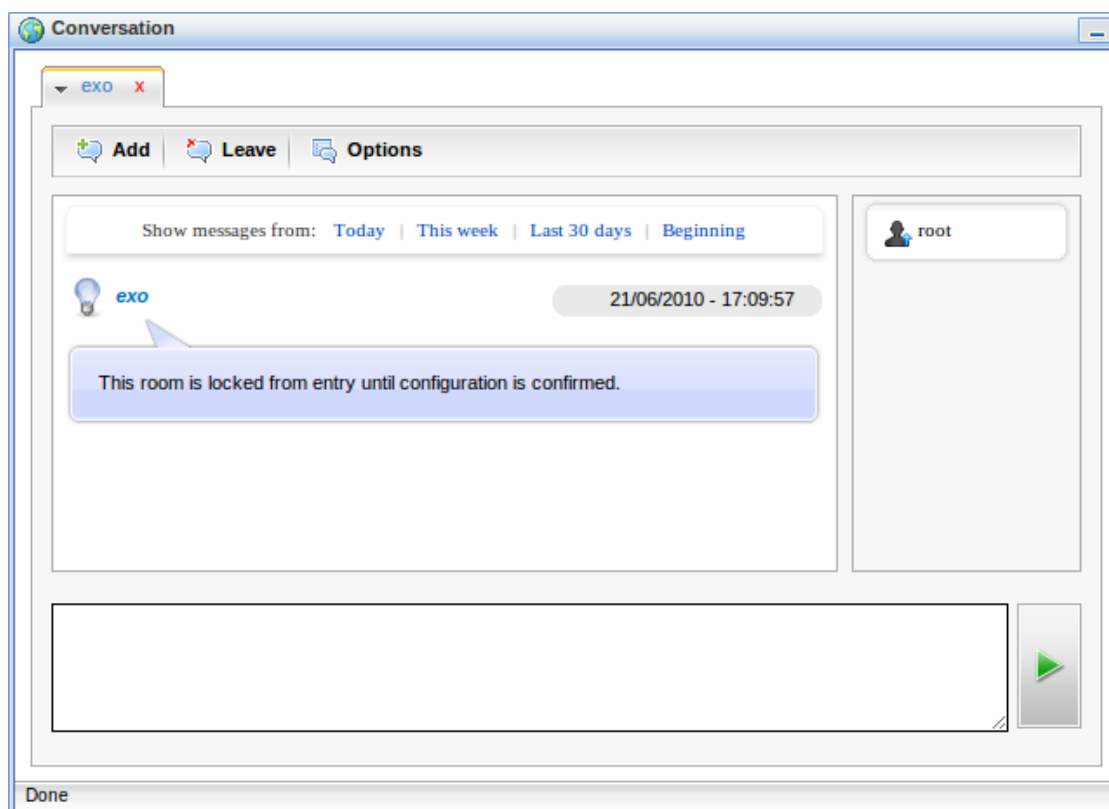
Public Room	This option is to allow publishing the created room or not. It means after the room has been created, all users can join this room.
--------------------	---

Member Only	This option is to publish a room for members of the created room only
Allow Invites	This option is to allow room's members to invite other users to join the room
Reserved nick	This option is to prevent anonymous users from joining the 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
Password	The password is used to protect the room. This field is shown only when the 'Password Protected Room' option is selected.
Moderated Room	This option is to require whether approve/reject the created room or not.
Room Admins	This option is to select the administration of the created chat room.
Room Owners	The email address of room's creator.

Step 4: Enter values in the **Room Configuration** form.



Step 5: Click the **OK** button in **Room Configuration** form to accept setting values or click the **Cancel** button to quit without creating a new room.

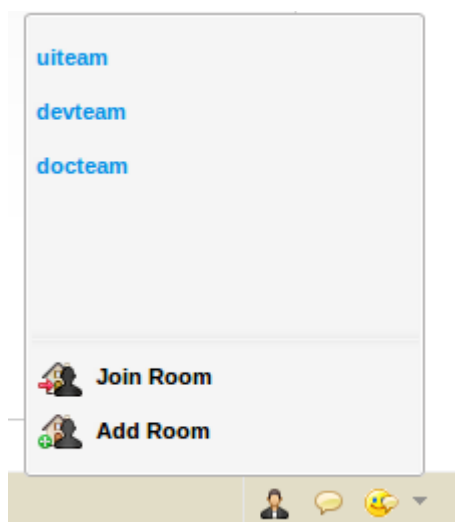
After creating a new room, there will be the **Conversation** window opened and in locked status. With this status, both the creator and other members can not join this room to chat. Until your room configuration is completed, members can enter the chat room.



5.5 Join a room

To join a room, do as follows:

Step 1: Show the **Join Room** form by clicking the  **Join Room** button on the action bar or click on the  icon and select **Join Room** in the pop-up menu:



The **Join Room** form will appear:

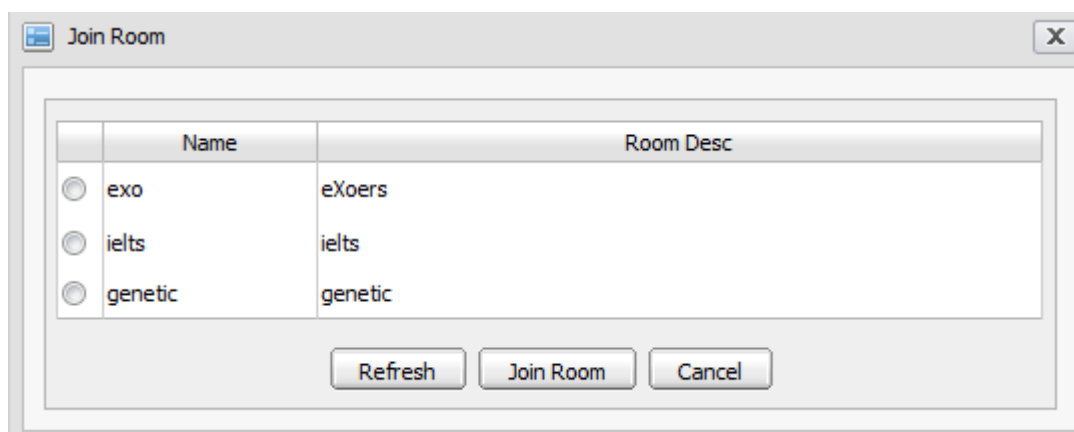


Illustration 82: The Join Room form

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

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

The **Conversation** window of the selected room will appear:

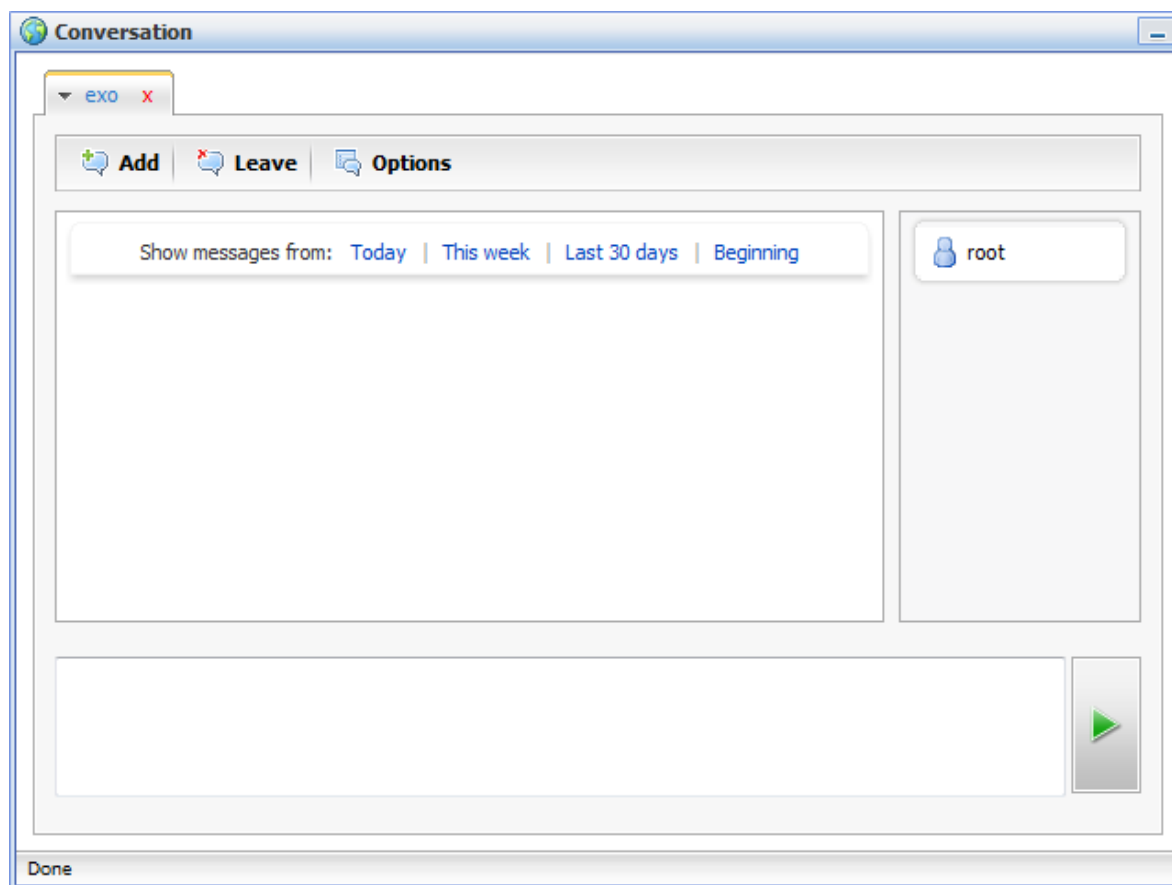


Illustration 83: The Conversation window after joining a room



You can join several chat rooms at the same time. Each chat room is displayed in its own tab

5.6 Start a Chat

To start a chat, do as follows:

Step 1: Click the contact name you want to chat with in the contact list or join a chat room.

The **Conversation** window will appear:

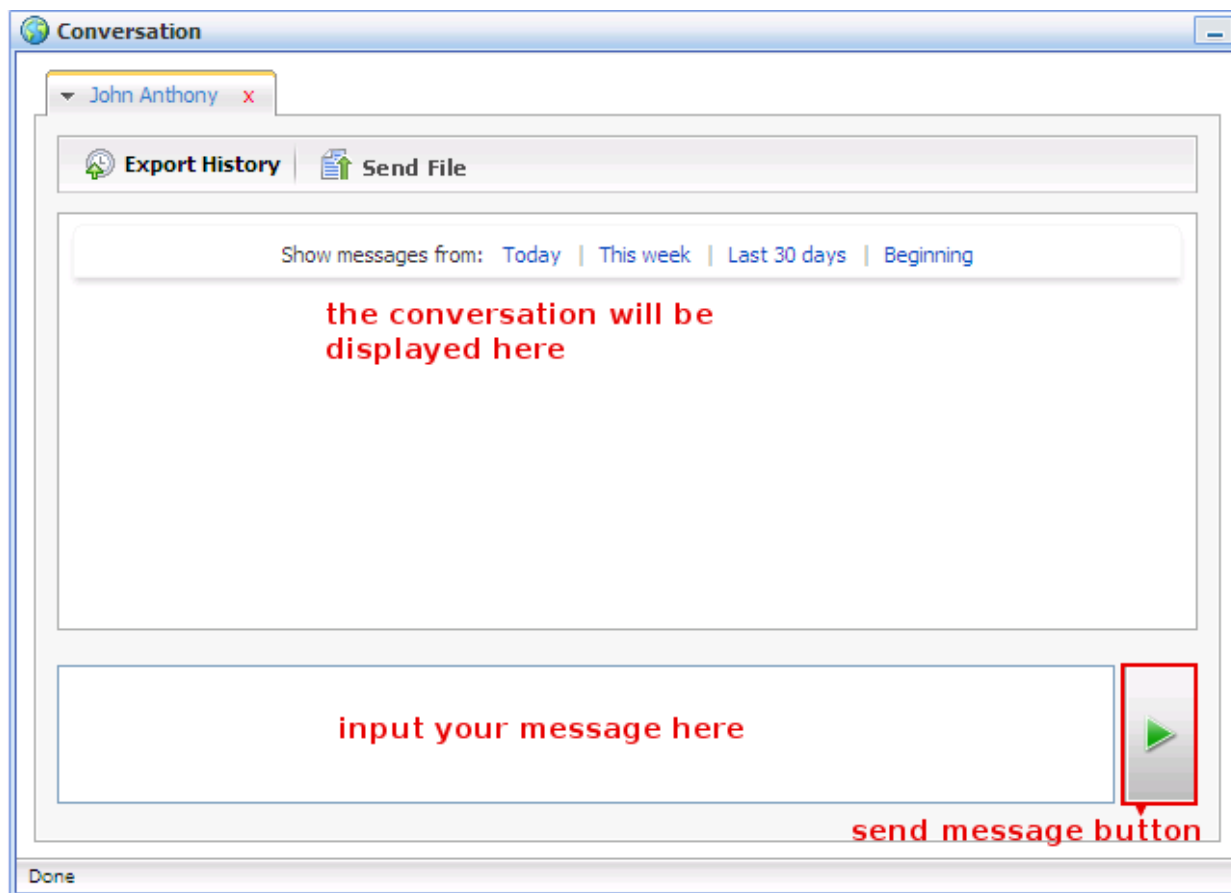
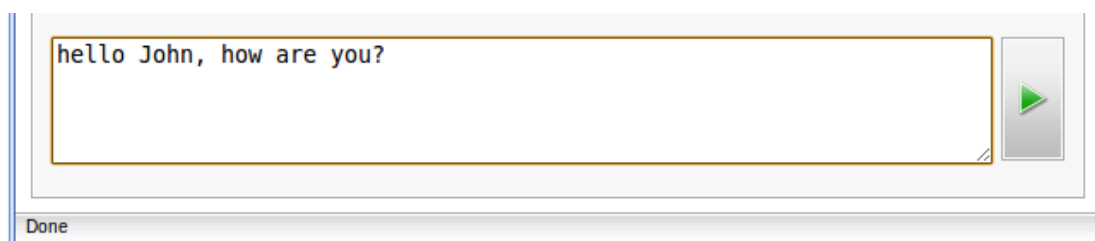



Illustration 84: The Conversation window when starting chat with the other contact
Step 2: Type the message that you want to send into the message input box:



Step 3: Press the **Enter** key on your keyboard or click the send button ().
The selected contact will receive the message that you have typed in the conversation area.

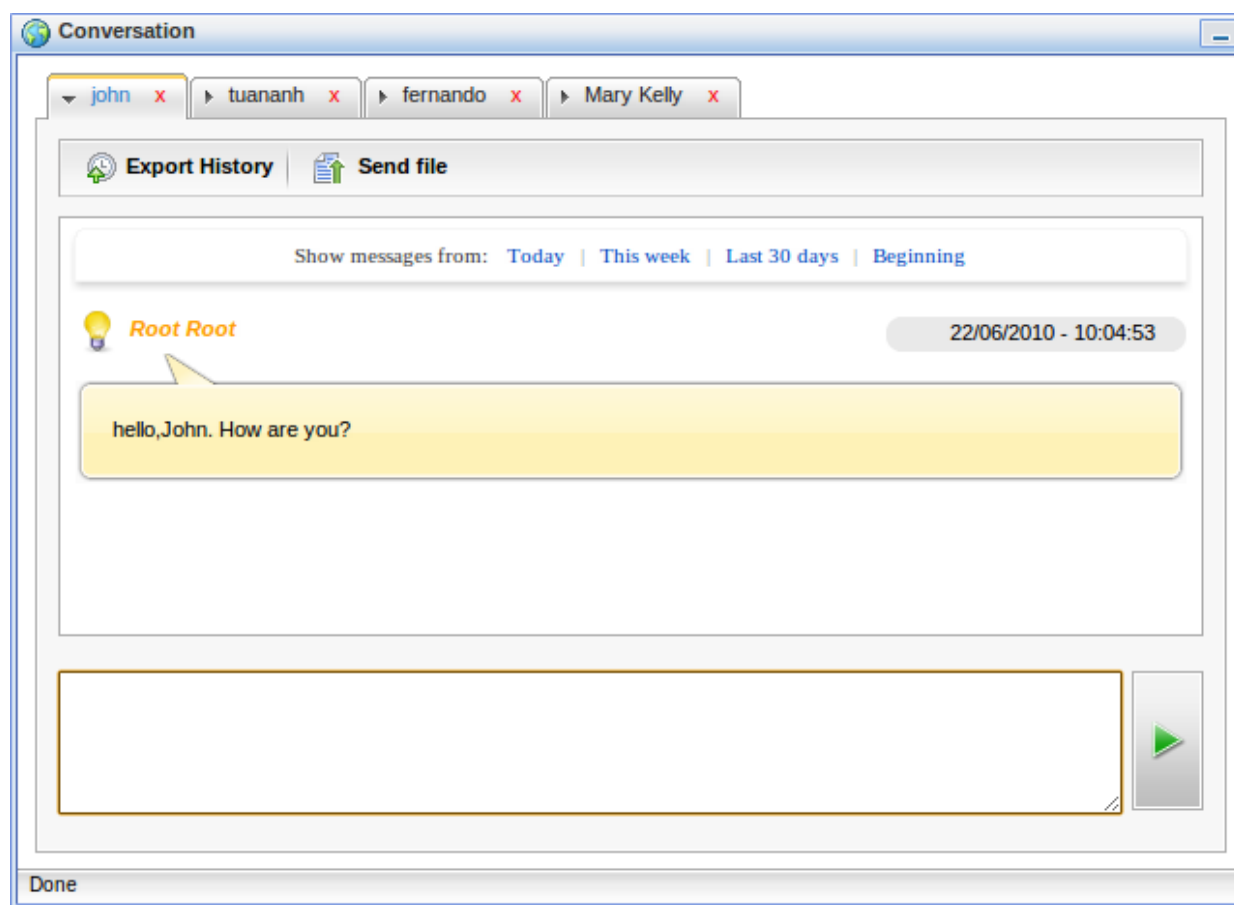



Illustration 85: The Conversation window after sending a instant message

The chatting will be taken place until one of them want to stop and *leave* this room (for chat in a room).

Click the  icon on the right corner of the **Conversation** window will minimize this window to the action bar . To maximize the window, click the minimized window



on the action bar to show the conversation window again.



When you chat with an offline contact, this contact will receive the message after signing in the next time.

You can chat with several contacts at the same time. Each contact is displayed in its own tab.

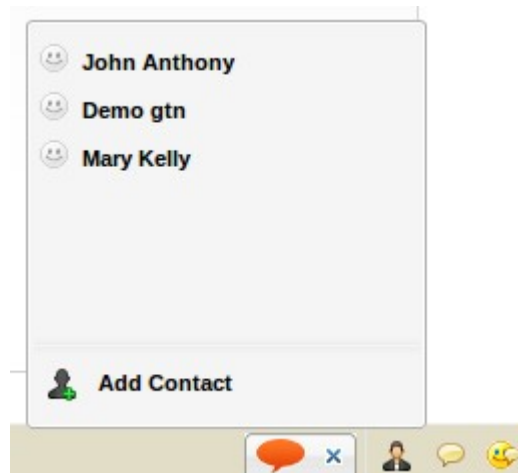
If you receive new messages when chatting with several contacts, you will see a notification in the corresponding tab

5.7 Add a contact to friend list

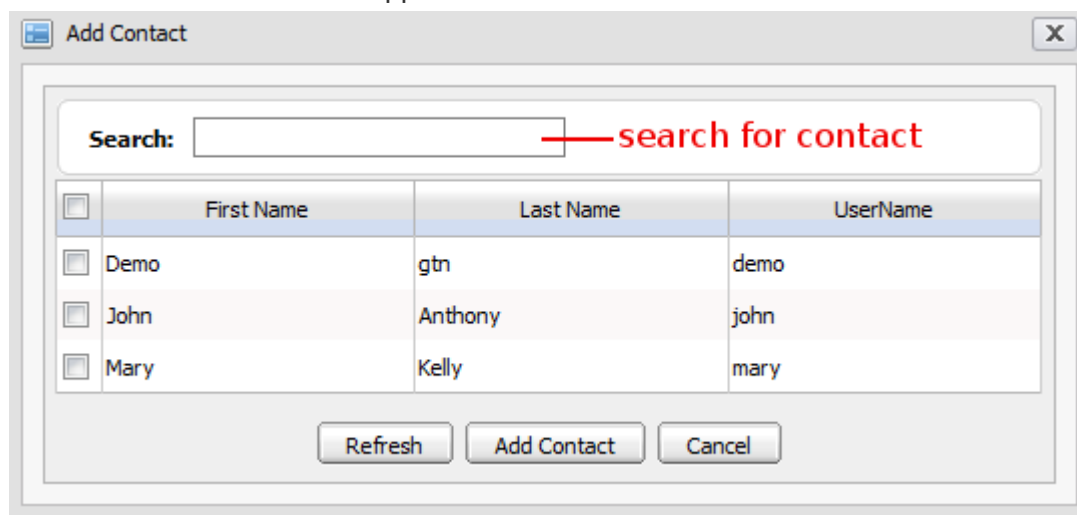
This function is used to add a contact into your friend list.

- ✓ **To add a contact to your friend list, do as follows:**

Step 1: Click  on the chat bar and click on  **Add Contact** 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

Illustration 86: The Add Contact form

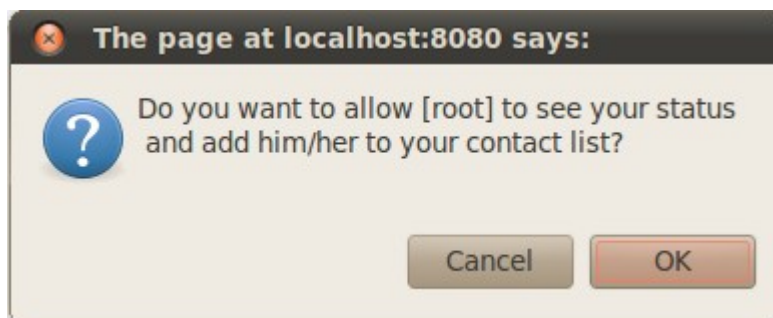
Step 2: Select one or more contacts in the account list by selecting the corresponding check boxes. You also can search for specific contact by typing the information related to the contacts you want to search in the search box. All contacts that match with the search term will be displayed:

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

Step 3: Select contacts in the found list to add contacts into your friend list.

Step 4: Click the **Refresh** button to clear the selected contacts or click the **Add contact** button to add contacts into your friend list .

The contact that you want to add, will receive a your request message:



Step 5: If he/she accepts, you will receive a confirmation message.




Click the **OK** button to accept the request .

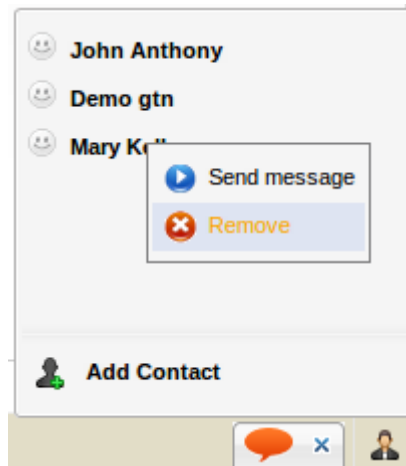
After adding contacts successfully, the added contacts will be shown in your friends list.

5.8 Remove a contact

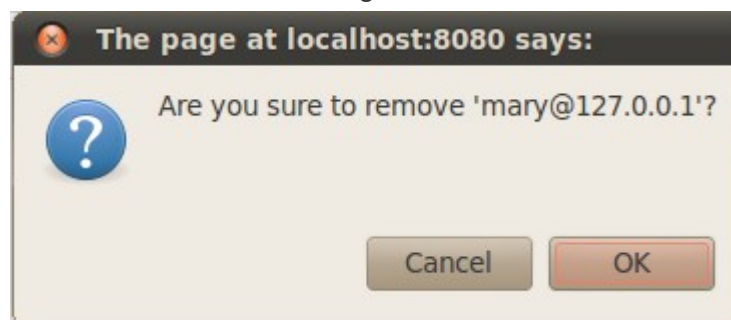
This function allows you to remove a contact from your friend list.

To remove a contact, do as follows:

Step 1: Click the  **Add Contact** button on the action bar to show your friend list. Right click on the contact that you want to remove from your friend list and select **Remove** in the pop-up menu:



There will have the confirmation message.




Step 2: Click the **OK** button to accept removing the selected contact or click the **Cancel** button to quit and close the message.

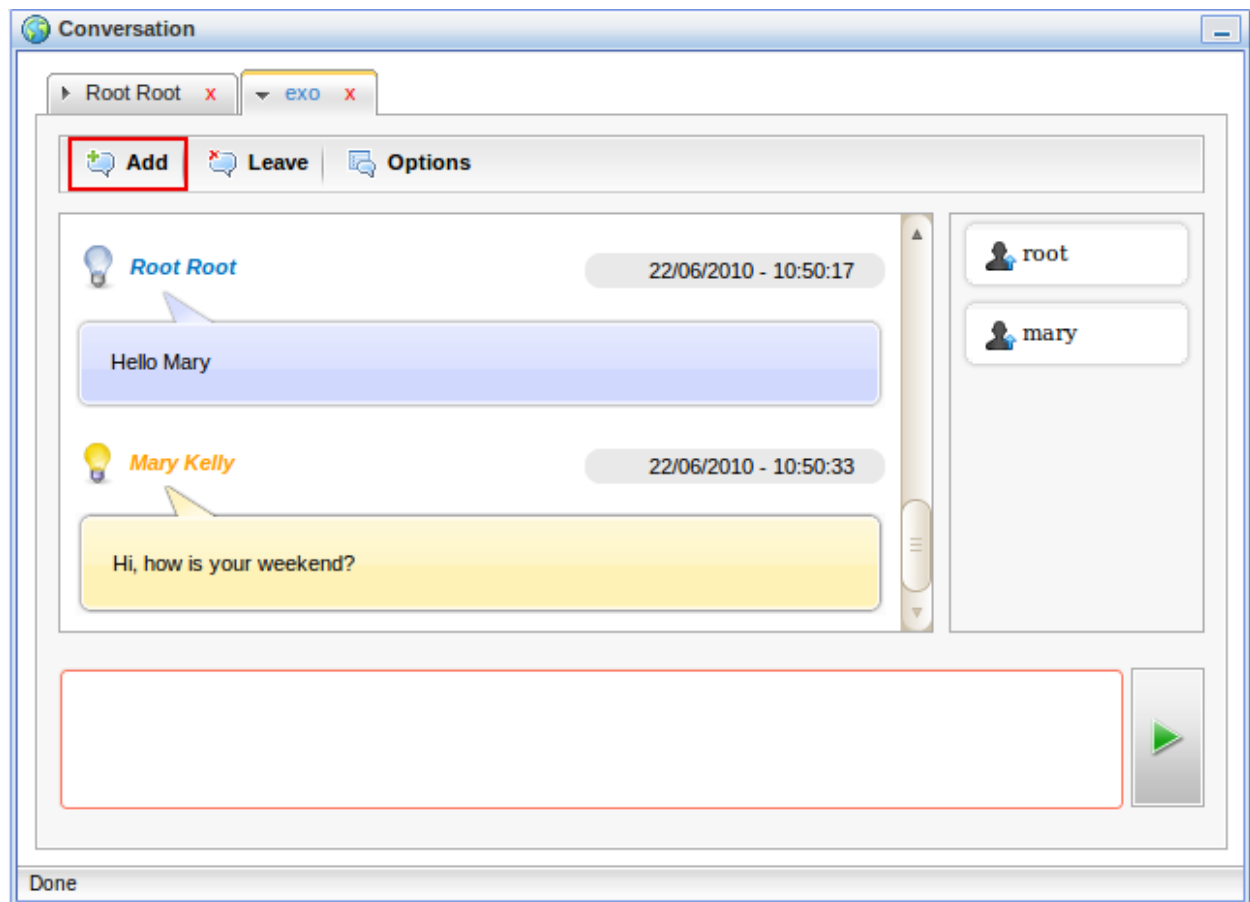
5.9 Add contacts to a room

This function is used to add one or more contacts to the room where you are already in, so the added contact will be able to join this room to communicate.

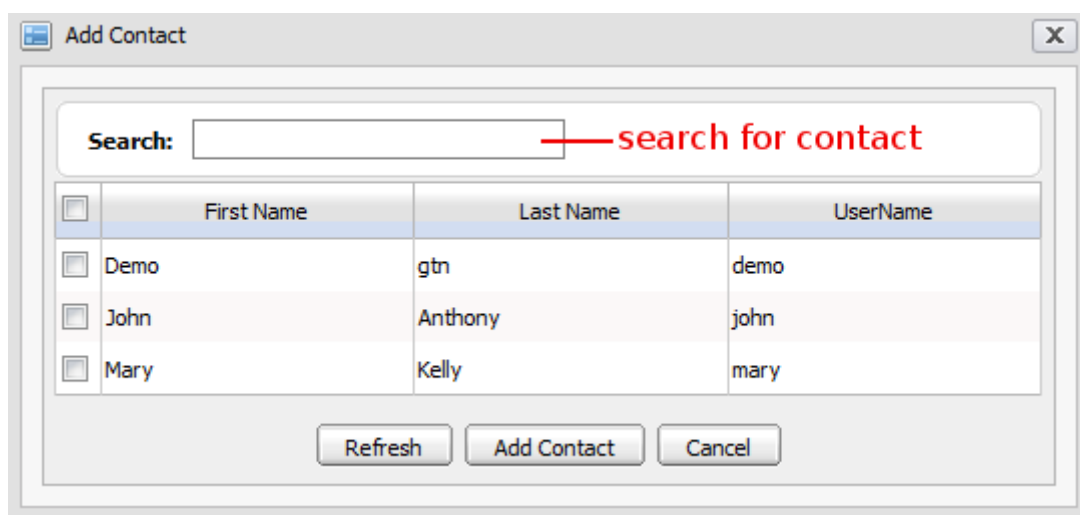
To add contact(s) to a chat room, do as follows:

Step 1: Click the  **Add** button on the room conversation window .

The **Add Contact** form will appear:



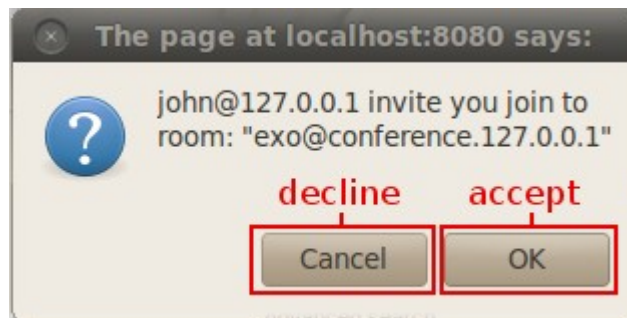
Step 2: Select the participants you would like to invite to the chat room by checking the check boxes corresponding to the contact name. You also can do a quick search in this form to display only the contacts that you need:



Enter information related to the contacts that you want to find in the **Search** text . All contacts that match with the search term will be displayed in a result list.

The contact you want to add will receive a confirmation message like the illustration

below:

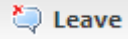


After joining a chat room, the added contact can start the chat right away.

5.10 Leave a chat room

To leave a chat room, do as follows:



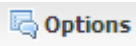
Click the  **Leave** button on the room conversation window.

Your conversation window of this room will be closed and you will not receive any messages from the chat room. In addition, your nick name will also be removed from the member list of the room conversation window.

5.11 Room Configuration

This function allows the owner of a room to configure the room's information to suite your particular needs. As you remember, you have to configure the chat room before you can create one. You are also able to update the room configuration after the chat room was created. If you are not the owner of the chat room, you do not have the permission to perform this action.

To configure a chat room, do as follows:

Step 1: Click the  **Options** button in the **Conversation** form of the chat room. The **Room Configuration** form will appear like the [illustration 6](#)

Step 2: Set values for the fields in this form. For the descriptions, see [Create a new chat room](#)

Step 3: Click the **OK** button to accept the configuration or click the **Cancel** button to quit




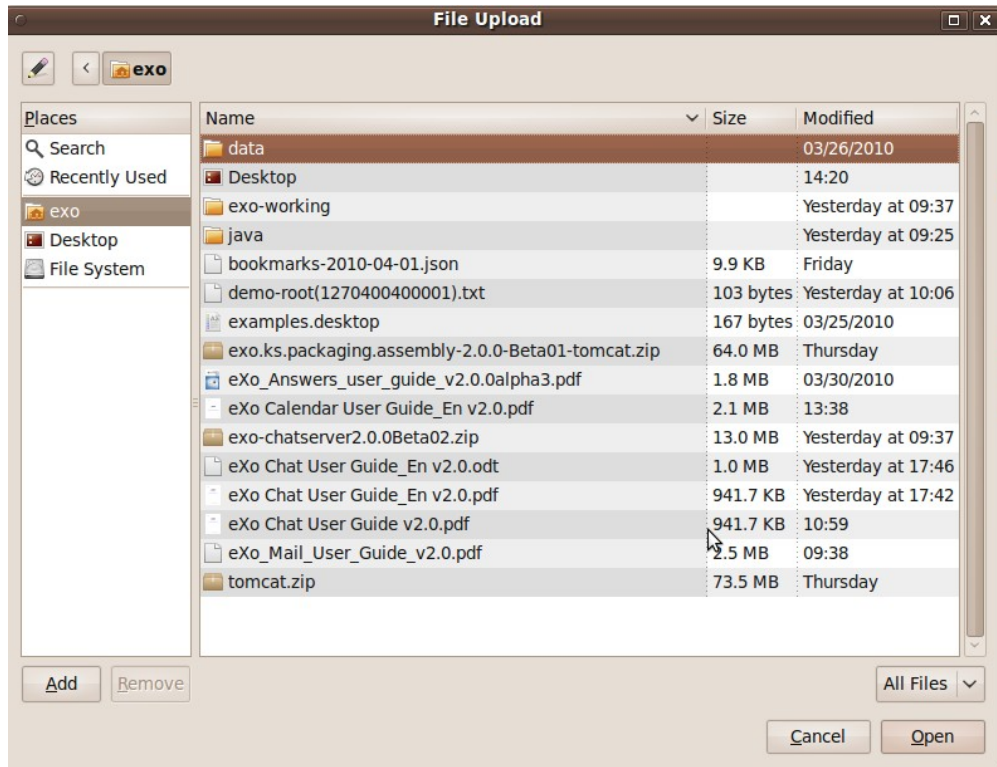
The chat room configuration is available only if you are the owner of that chat room. You can change the room owner in Room Configuration.

5.12 Send files

This function allows you send a file to the other contact through the **Conversation** window.

To send file to a contact, do as follows:

Step 1: On the **Conversation** window with the other, click the  **Send File** button in the chat window. You will be directed to select a file on your computer :



Select a file that you want to send then click Open to start sending the file.




Illustration 87: The receipt's conversation window

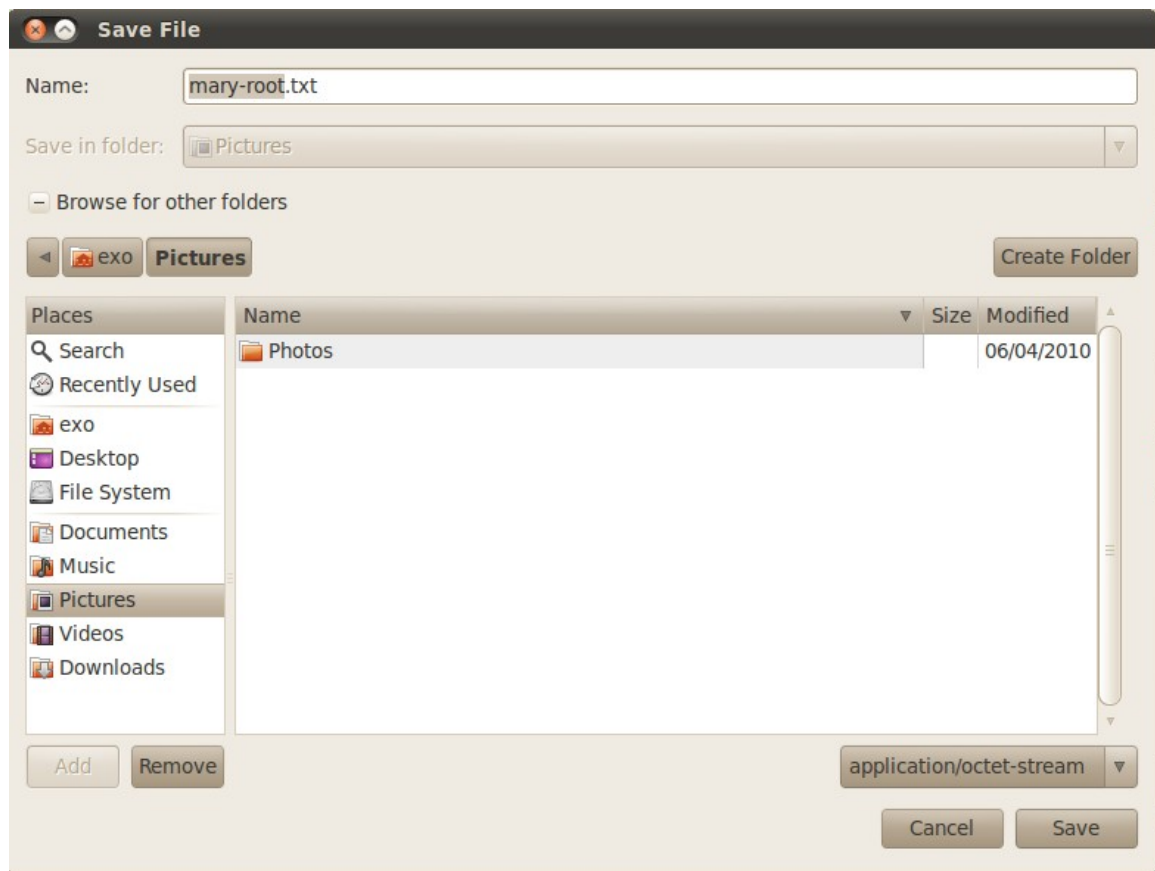
5.13 Export a chat history

Chat application can archive your chat and allows you to export and save the conversation history to your computer.

- ✓ **To export a chat history, do as follows:**

Step 1: Click the  **Export History** button on the Conversation window.

The pop up window will appear as below:



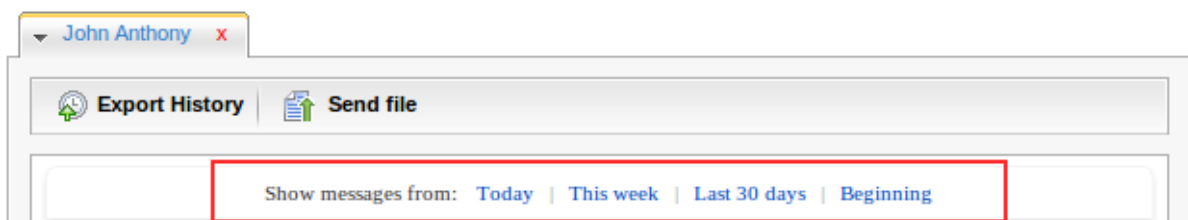
Step 2: Chose the location to save the file then click the **Save** button to save the exported file to your local computer or the **Cancel** button to abort the chat history export. After exporting the conversation successfully, you will have a text file which record all of your conversation contents.

5.14 Show messages in a specific time

Your chat messages with other contacts can be shown in a specific time interval. The function of **Show Messages** allows you to take this action. Do as follows:

Step 1: Select a contact that you want to show the message log.

Step 2: Select a time interval in some default time intervals provided in eXo chat:



Details:

- Today: To show all instant messages of the current date.
- This week: To show all instant messages of the current week.

- Last 30 days: To show all instant messages from last 30 days to the current time.
 - Beginning: To show 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.

6 Mail

6.1 What is Mail?

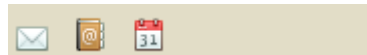
Mail is a webmail application of GateIn. With the webmail, you can receive your emails whenever and wherever just by using a common web browser such as: Internet Explorer, Firefox or Safari, etc. It is a web based interface that allows you to view your emails through the Internet without downloading it to your computer. Users can keep updated and receive all important messages, files and pictures at all times and easy for users to look for and view messages. This is actually an efficient and economic communication mean via Internet.

Additionally, eXo Mail is smoothly integrated with other Collaboration Suite modules such as Address Book and Calendar.

To go to eXo Mail, click on  Mail from the navigation bar :



or click on  right from the Chat bar:



The Mail application provides many useful features to users as summarized below:

- User Interface is clean with drag-and-drop and right-click contextual menus.
- Users can create and use multiple accounts, so different email addresses can be displayed in the same web interface.
- With multiple views, users can see in various ways, including list, thread or conversation.
- Message tags will make it easier to find and sort archived content.
- Filtering function allows users to define rules to contain results as fast as possible.
- Rich Text Editor provides users with message display and composition.
- Many standard mail protocols, such as POP3, IMAP, SMTP, SSL are supported.
- Calendar Integration helps accepting received event invitations in one-click and creating new calendar events without having to leave the inbox.


6.2 Account Management

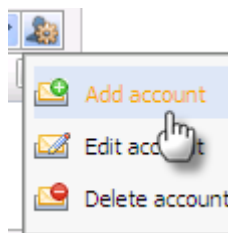
In order to get mails from the other mail service to Mail application of eXo Collaboration, you need to create an account in Mail which connects to a real existing email account. Mail allows you to manage your account such as adding, editing, deleting accounts which may get mails from different mail services at one time.

6.2.1 Add an account

The function is used to add an account in Mail through step 1 to step 5.

To add an account, do as follows:

Step 1: Open the **Create a new account** form by clicking the icon  and then select **Add account** in the drop-down list:



The **Create a new account** form will appear with 5 steps that correspond to 5 tabs.

Step 2: Fill values in step 1. This step allows you to add basic information: **Account name** and **Description**.

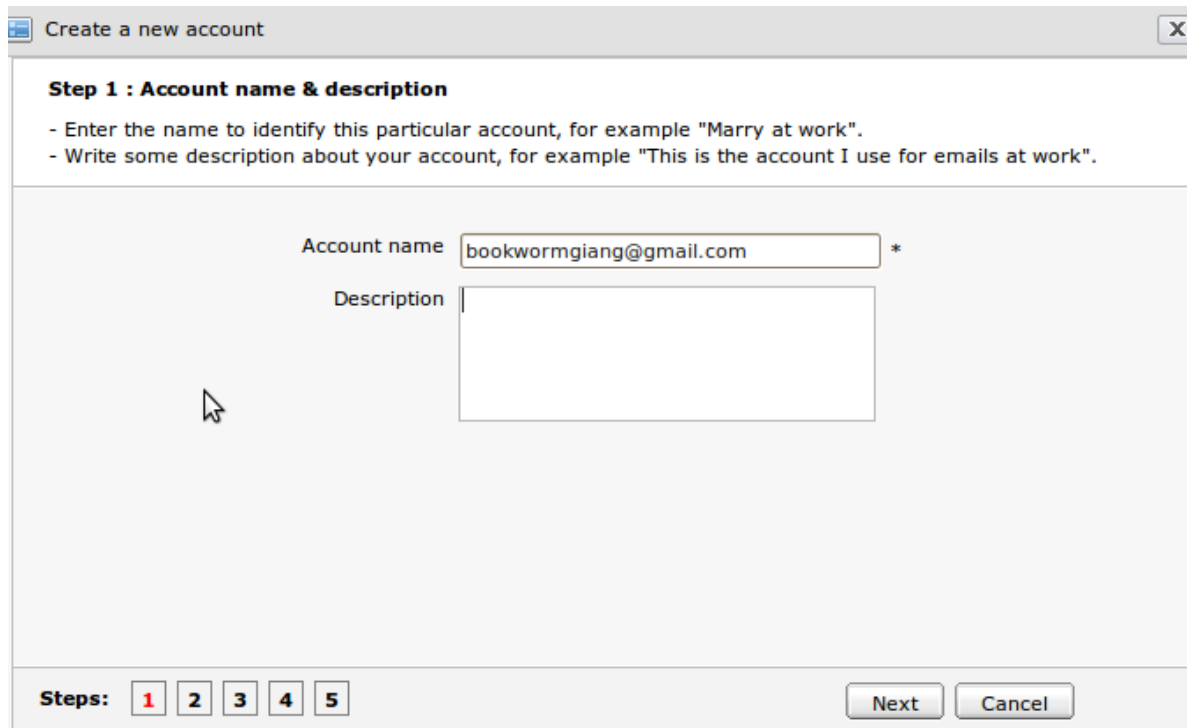
A screenshot of a web application window titled 'Create a new account'. The window has a close button (X) in the top right corner. The main content area is titled 'Step 1 : Account name & description'. Below the title, there are two instructions: '- Enter the name to identify this particular account, for example "Marry at work".' and '- Write some description about your account, for example "This is the account I use for emails at work".' There are two input fields: 'Account name' with the value 'bookwormgiang@gmail.com' and an asterisk, and 'Description' which is empty. At the bottom, there is a 'Steps:' section with five numbered tabs (1, 2, 3, 4, 5), where tab 1 is selected. To the right of the tabs are 'Next' and 'Cancel' buttons.

Illustration 88: Step 1: Account name & description

Details:

Account name	The account name which will be displayed in the account list. (Required).
Account description	The account's brief description.

Step 3: Click **Next** or the number **2** to go to and fill values in the **Step 2**. The **Mail identity settings** form will be displayed:

Create a new account [X]

Step 2 : Mail identity settings

- Mail identity is the name and email address used in your email correspondence. Each mail account has an identity, which is the information that identifies you to mail recipients when they receive your mails.

Your display name *

Email address *

Reply-to address

Signature

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

[Back] [Next] [Cancel]

Illustration 89: Step 2- Mail Identity settings of the Create a new account form

Details:

Your display name	The name to be displayed when you use the account. This name will be displayed together with user's email address when the user composes a new message. (*Required).
Email address	The email address which corresponds to the account. It must be exactly. (*Required).
Reply – to Address	The email address that will receive all replies. (Not required).
Signature	The signature which is displayed at the bottom of your message.

Step 4: Click **Next** or the number **3** to go to and fill values in the **Step 3**, the **Server information** form is displayed.

Create a new account

Step 3 : Server information

- Select the type of mail service you are using.
- Enter the incoming and outgoing mail server, for example: mail.yourcompany.com
- If in doubt, ask 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

Illustration 90: Step 3 – Server information of the Create a new account form

Details:

Server Type	Type of the mail server. There are two choices: POP3 (Post Office Protocol version 3) is a protocol to get email from a remote server or IMAP (Internet Message Access Protocol) which retrieves e-mail from a remote server over a TCP/IP connection. By default, 'pop3' is selected.
Incoming mail server	The incoming mail server of the email provider which you are using. In order to properly use, users need to configure this field. Each email provider has different incoming mail server. By default, the value of this field is 'pop.gmail.com'.
Use incoming SSL	The option allows using SSL (Secure Sockets Layer) or not. SSL is cryptographic protocol which provides secure communication on Internet such as web browsing, email, Internet faxing, etc. Incoming SLL allows using SSL to check incoming emails.
Outgoing mail server	The outgoing mail server of the email provider that corresponds to the incoming mail server. By default, the value of this field is 'smtp.gmail.com'.
Use outgoing SSL	This option is to use SSL to send mail in the Mail application.

Step 5: Click Next or the number 4 to go to and fill value in the Step 4. The Create a new account form is displayed:

Create a new account

Step 4 : User name & password

- Enter user name and password to connect on the mail server.

User name *

Password *

Save password ☒

Do not download all messages (IMAP only) ☒

Limit to messages arrived since

Steps: 1 2 3 4 5

Illustration 91: Step 4- User name & password of the Create a new account form

Details:

User Name	The email address which is used in Mail without logging in directly. (*Required).
Password	The password that corresponds to the email address in 'User name'. It will be used to archive your mail in 'User name' as you use it to sign in your mail. (*Required).
Save password	The option allows saving password or not. If this option is checked, each time when you check mails, you needn't enter a password again. If this option is not checked, there will be a message that requires you to enter your password anytime you check mail.
Do not download all messages (IMAP only)	The option allows checking mail from Image only or not.
Limit to messages arrived since	The date since then the emails are gotten.

Step 6: Click **Next** or the number **5** to go to and fill values in the **Step 5**, the **Verifying information** form is displayed:

Create a new account

Step 5 : Verify information

- Verify that the information below is correct before saving and exiting this wizard.

Account name bookwormgiang@gmail.com

Your display name bookwormgiang@gmail.com

Email address bookwormgiang@gmail.com

Incoming mail server imap.gmail.com

Service type imap

New messages will be fetched from Inbox

Start downloading messages now ☐

Steps: 1 2 3 4 5

Back Finish Cancel

Illustration 92: Step 5- Verify information of the Create a new account form

The form will display all information to verify the inputted values from step 1 to step 4 when a new account is created.

Details:

Start downloading messages now: The option allows getting messages automatically right after finishing creating a new account like the figure below. Otherwise, you have to do it manually.

Step 7: Click **Finish** to complete creating a new account, or **Back** to return to the previous step or **Cancel** to cancel creating a new account.

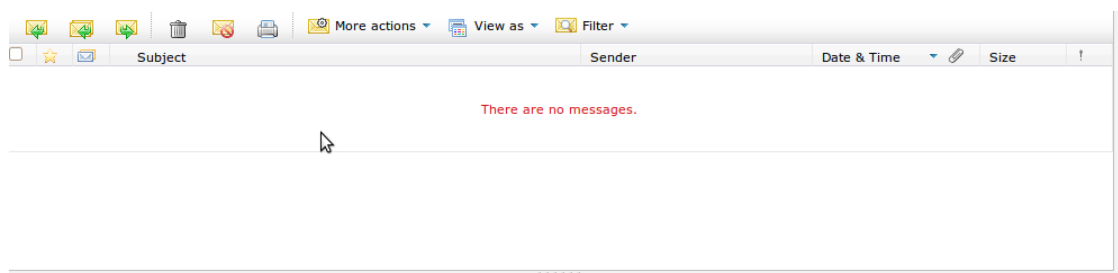



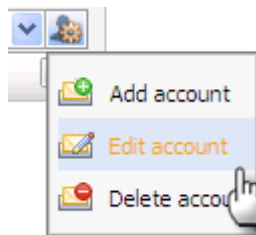
Illustration 93: Getting mail automatically


6.2.2 Edit an account

The function allows making changes to existing mail accounts. Do as follows:

Step 1: Open the **Edit account** form by two ways:

The 1st way: Open the **Edit Account** form by clicking the icon  on the left pane and select the **Edit account** item:



The 2nd way: Open the **Edit Account** form by clicking the icon  **Accounts** on the toolbar. The **Edit Account** form will appear:

UIAccountPopupSetting

Accounts

- ✓ bookwormgiang@gmail.com

Identity | Incoming | Outgoing | Fetch Options

Account name: bookwormgiang@gmail.com *

Your name: bookwormgiang@gmail.com *

Your email address: bookwormgiang@gmail.com *

Reply-to address: bookwormgiang@gmail.com

Mail signature: Best wishes

Save Cancel

Illustration 94: The Identity tab of the Edit Account form

The Identity tab contains basic information of the account such as account name, your name, your email address, reply-to address, mail signature, etc.

The **Incoming** tab contains some incoming settings information that is used to check/receive mails such as Server type, Server name, Port, User name, Password. There are some options such as **Remember password** and **Use secure authentication (SSL)**.

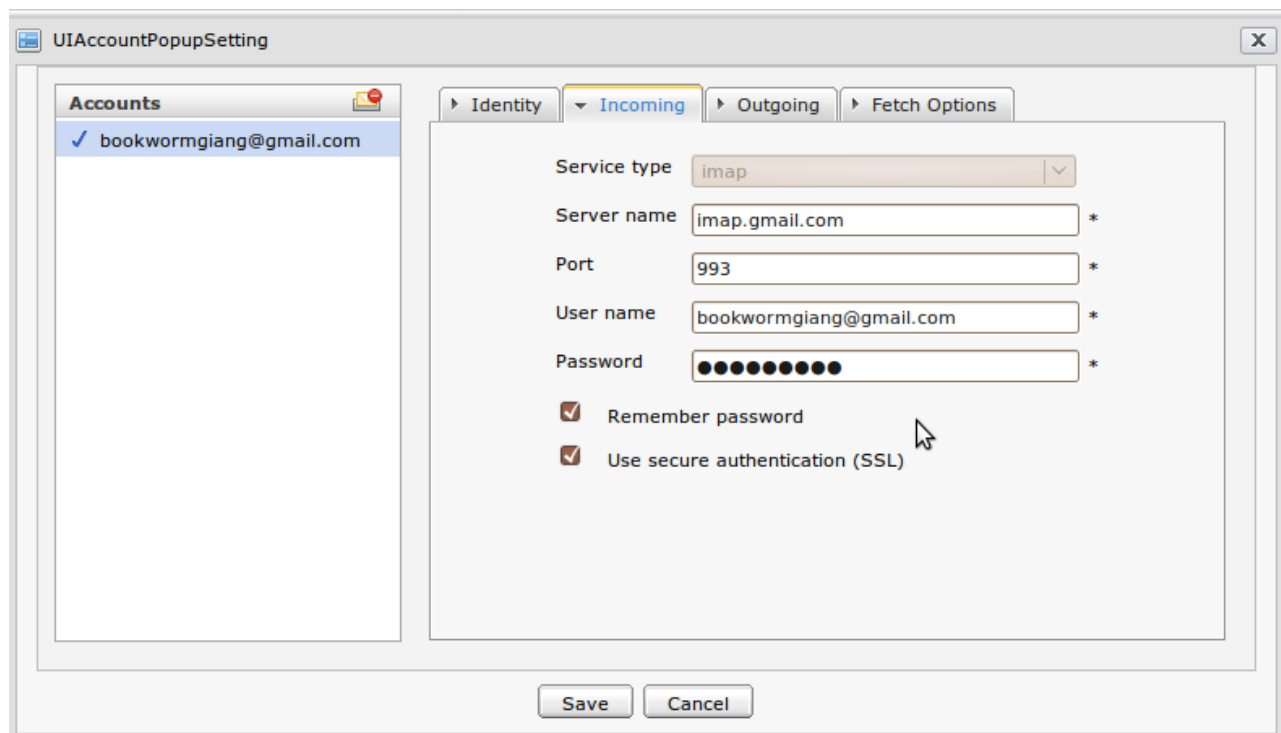


Illustration 95: The Incoming tab of the Edit Account form

The **Outgoing** tab contains some outgoing information that is used to send a mail such as **Server name**, **Port**. There are some options such as **Use secure authentication (SSL)**, **Enable SMTP authentication**, **Use incoming server username/password**.

The screenshot shows a window titled "UIAccountPopupSetting" with a close button (X) in the top right corner. On the left, there is a list box labeled "Accounts" containing one entry: "bookwormgiang@gmail.com" with a checkmark icon to its left. To the right of the list box are four tabs: "Identity", "Incoming", "Outgoing" (which is selected and highlighted in blue), and "Fetch Options". The "Outgoing" tab contains the following fields and options:

- Server name: *
- Port: *
- ☒ Use secure authentication (SSL)
- ☒ Enable SMTP authentication
- ☒ Use incoming server username/password
- Username: *
- Password: *

At the bottom of the dialog box are two buttons: "Save" and "Cancel".

Illustration 96: The Outgoing tab of the Edit Account form

When the Enable SMTP authentication is selected, the field group that allows defining the user name and password of the email used for sending mail will appear. If the Use incoming server username/password check box is selected, the incoming email address and its password are displayed and disabled. If the check box is not selected, the incoming email can be manually inputted.

The **Fetch Options** tab contains some advanced options to customize the way to check mail, the default folder to receive mail, etc.

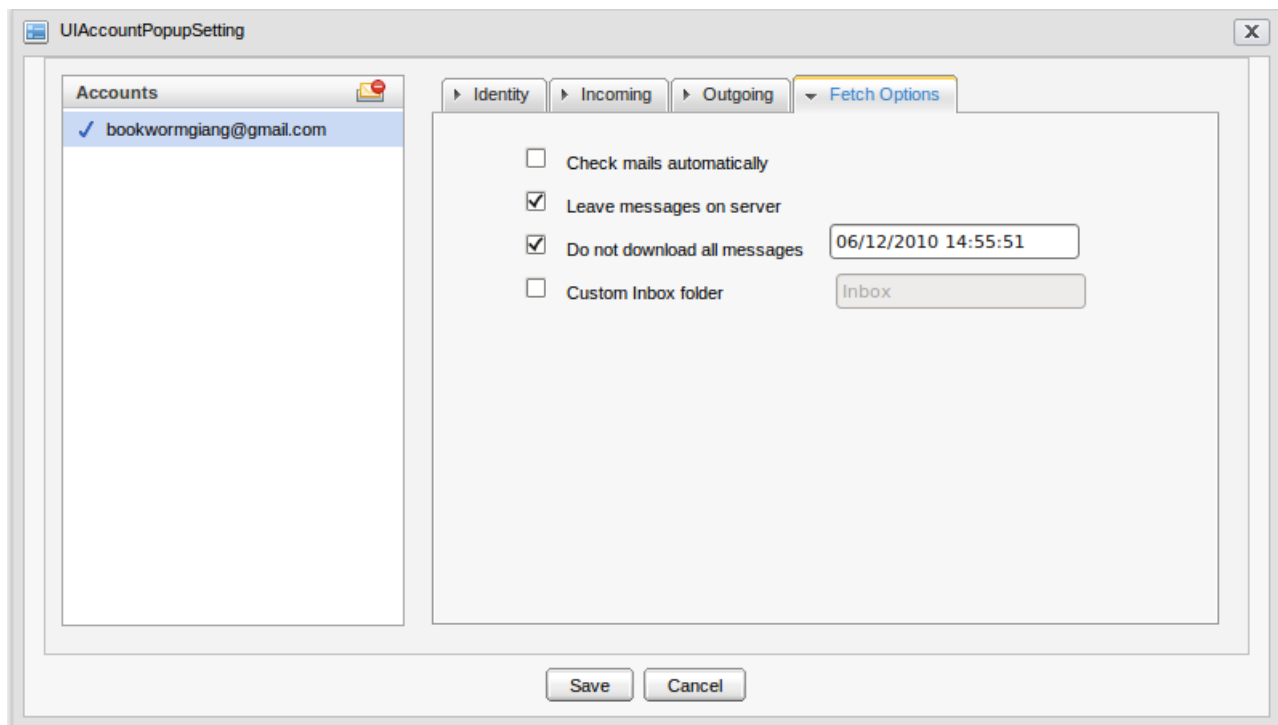


Illustration 97: The Fetch Options tab of the Edit Account form

Details:

Check mails automatically	The option allows checking a mail automatically or not.
Leave message on server	The option allows leaving mails on server after checking mails or getting and deleting them on server. This option is for pop3 Server type. In case the IMAP server type is used, it is Mark message as delete with the similar meaning.
Do not download all messages	Limit downloaded messages before a specific date time.
Custom Inbox folder	This option allows customizing the folder that will contain the arrived emails. By default, it is the Inbox folder.


Step 2: Change information of the current account.

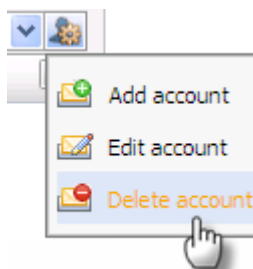
Step 3: Complete editing by clicking **Save** to accept changes or click **Cancel** to cancel editing.

6.2.3 Delete an account

The function is used to remove accounts from the account list. There are two ways to take this action:

The 1st ways:


Step 1: Open the **Delete account** form by clicking the  icon on the left pane and then select the **Delete account** item:




The **Delete account** form will appear:



A screenshot of a web application window titled 'Delete account'. The window contains a table with five columns: 'Name', 'Email', 'Server', 'Service', and 'action'. The table has one data row with the following values: 'bookwormgiang@gma', 'bookwormgiang@gma', 'imap.gmail.com', 'imap', and a trash can icon. Below the table is a 'Close' button. The window has a standard title bar with a close button (X) in the top right corner.

Illustration 98: The Delete account form

Step 2: Click the **Delete** icon  corresponding to the account which you want to delete and then click the **OK** button to confirm deleting.

The 2nd way: You also can delete an account from the **Edit Account** form:

Step 1: Click the icon  on the left pane and then select the **Edit Account**. The **Edit Account** form will appear with the account list in the left pane.

Step 2: Select the account that you want to delete from the account list. The selected account will be marked by the icon  and click  :

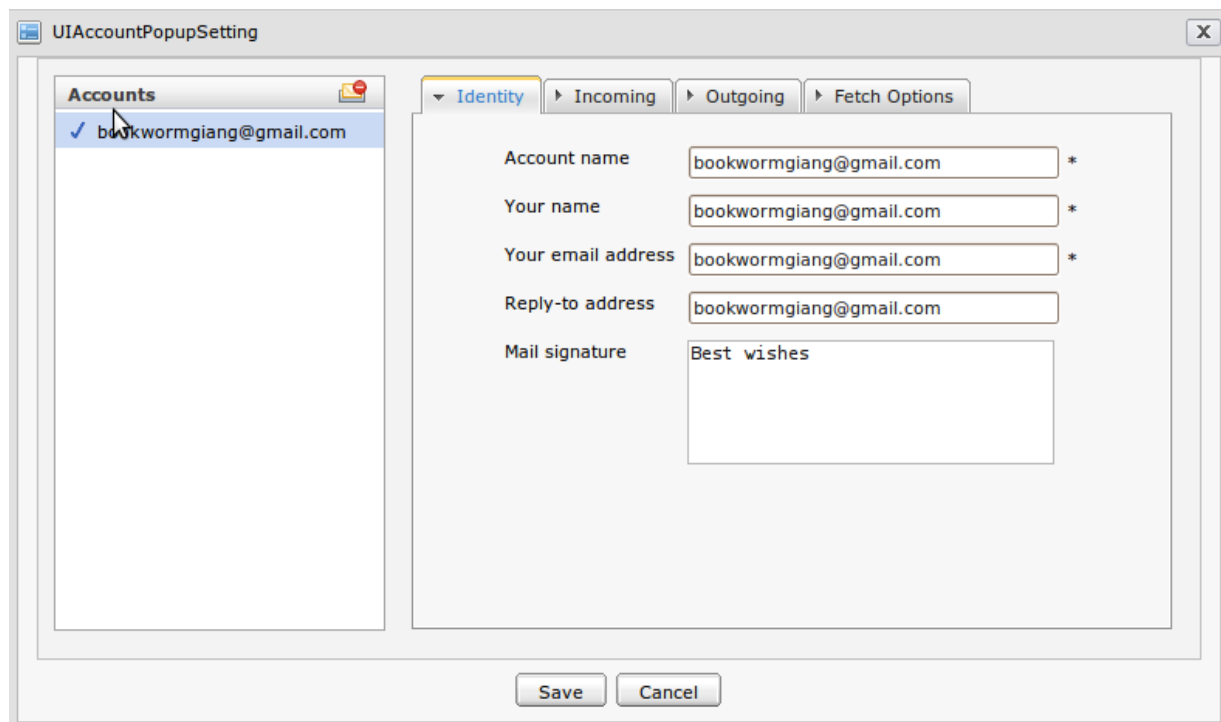


Illustration 99: Delete account in the Edit Account form

The selected account will be removed from the account list.

6.3 Folders Management

Folders helps managing your messages more easily and flexibly. There are some default folders generated automatically after creating a new account: Inbox, Drafts, Sent, Spam, Trash and Personal Folders list.

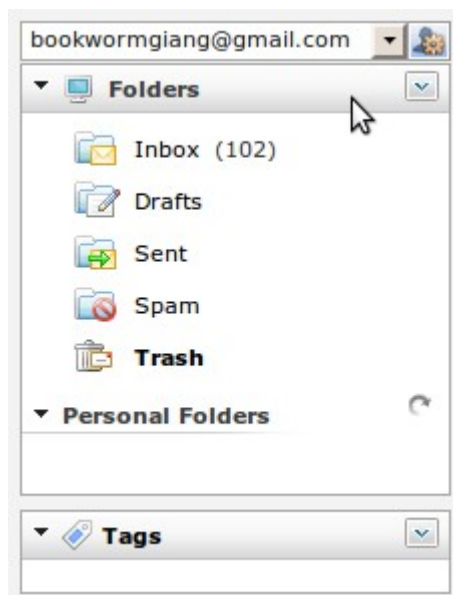


Illustration 100: The default folder list


Details:

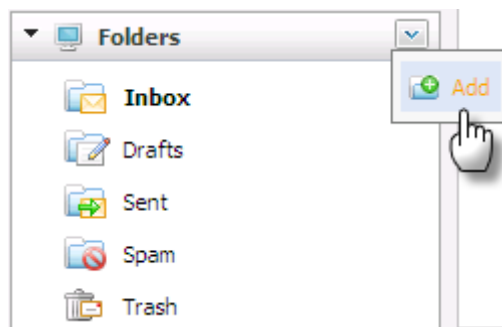
Inbox	The place which stores all incoming messages normally.
Drafts	The place which stores all messages which have been composed but not been sent yet.
Sent	The place which stores all sent messages.
Spam	The place which stores all unnecessary incoming messages.
Trash	The place which stores all unnecessary messages that are deleted from all default folders and personal folders.
Personal Folders	The list of the personal folders which corresponds to the created folders in the sever mail box.

6.3.1 Add a new folder

The function is used to add a new folder in Mail.

To add a new folder, do as follows:

Step 1: Open the **Add a new folder** form by clicking the arrow icon  on the **Folders** bar and then select **Add** in the pop-up list:



The **Add a new folder** form will appear:

Illustration 101: The Add a new folder form

Details:

Folder name	To enter name of a folder. (*Required).
Save button	To accept saving a new folder.
Cancel button	To cancel adding a new folder.

Step 2: Input a **Folder name**

Step 3: Complete adding a new folder by clicking the **Save** button.



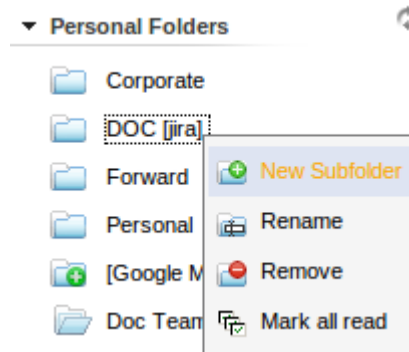
The created folder will be saved and displayed in the Personal Folders section.

6.3.2 Add a new sub-folder

The function is used to create new sub folders into a folder. You can only add new folders, personal folders except for the default folders (Inbox, Drafts, Sent, Spam, Trash).

Do as follows:

Step 1: Right-click the created folder that you want to add to and then select **New Subfolder** in the pop-up list:



The **Add a new folder** form will appear.

Step 2: Input a **Folder name**.

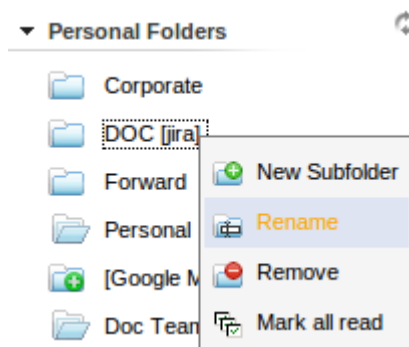
Step 3: Complete adding the new sub folder by clicking the **Save** button.

6.3.3 Rename a folder

The function is used to change the folder's name. You can change names of all your personal folders which are created by yourself except the default ones.

Do as follows:

Step 1: Right-click the folder which you want to rename and select **Rename** in the drop-down list.



The **Rename folder** form appears:

A screenshot of a dialog box titled 'Rename folder'. It has a close button (X) in the top right corner. Inside the dialog, it shows 'Current name DOC [jira]'. Below that is a label 'New folder name' followed by a text input field. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

Illustration 102: The Rename folder form

Details:

Current name	The current name of the folder that you want to change. It can not be changed directly.
New folder name	The new name of the folder.

Step 2: Input a new name into the **New folder name** field.

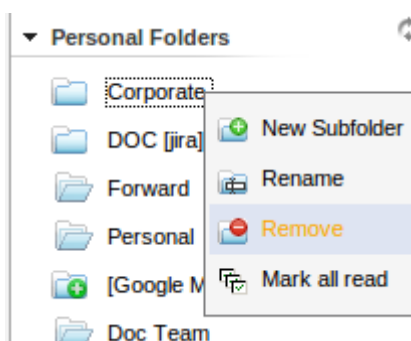
Step 3: Complete renaming by clicking the **Save** button.

6.3.4 Remove a folder

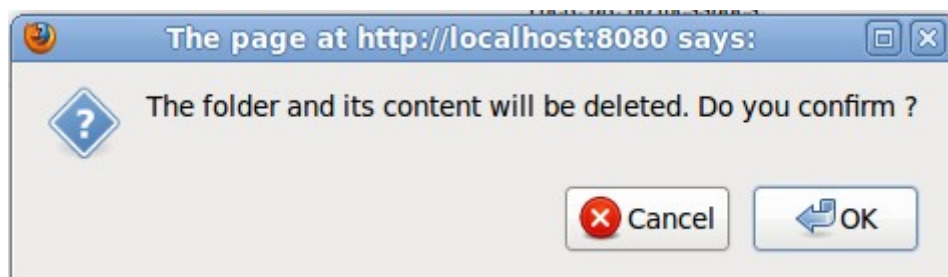
The function is used to remove a folder from the folder list except the default folders. When a folder is removed, its sub-folders are also removed.

Do as follows:

Step 1: Right-click the folder that you want to remove and select **Remove** in the menu pop up:



The confirmation message will appear below:



Step 2: Click **OK** to confirm deleting.

6.3.5 Mark all messages as read

The function is used to mark all messages in a specific folder (default and personal folders) as read.

To take this action, right-click the folder that you want to mark as read and select **Mark all read** in the pop-up list:



After being marked all as read, all unread messages inside the folder will be marked as read. All unread messages are changed from bold to normal font.


6.4 Mail Management

E-mail (electronic mail) is the exchange of computer-stored messages by telecommunication. To send and receive mails, each user must have an email address from service provider. This section shows you the way to do many actions with mails.

6.4.1 Get mails

The function is used to fetch incoming messages from the server. To check mail, do as follows:

Step 1: Click the folder that you want to check mail. If no folder is selected, the default folder that will be checked for new messages is the **Inbox** folder.

Step 2: Click the button  **Get Mail** in the toolbar. There will be a notification message with the content 'Fetching email messages'.

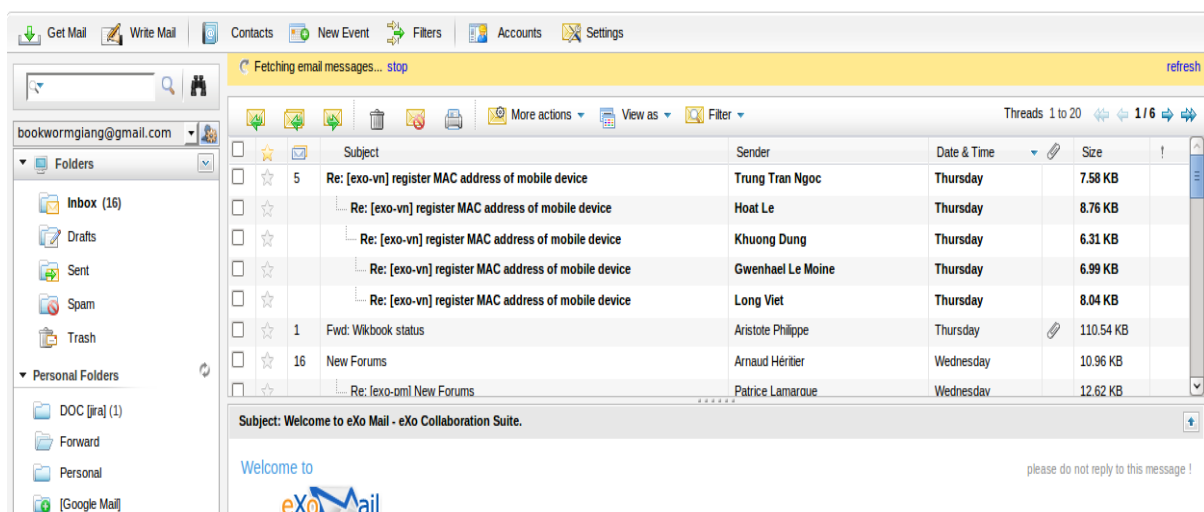


Illustration 103: The list of mails in the Mail view pane

Step 3: Click the “Stop” link when you want to stop checking mails. All arrived mails are shown in the message list pane.

Step 4: Click the “Refresh” link if you want to refresh fetching mails.

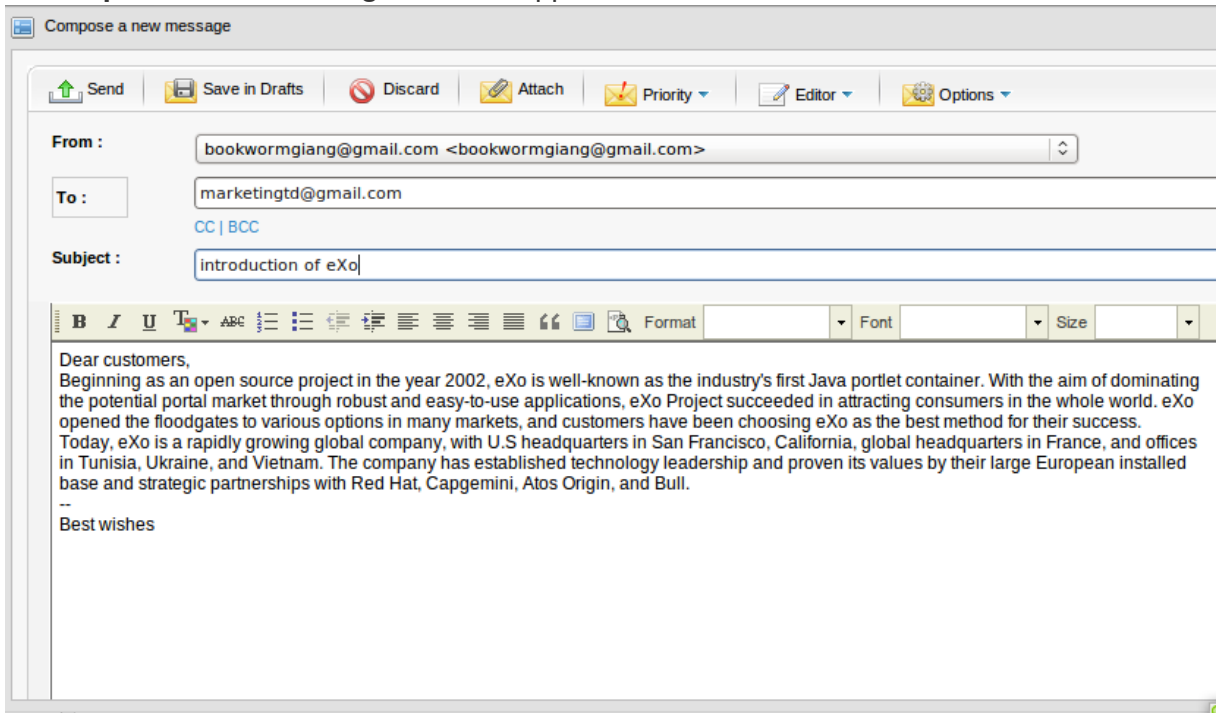
The checking mail process is only already stopped when you perform checking mail again and click the “Stop” or “Refresh” link when you want to stop getting mail while it is still doing or is refreshing the fetching message.

6.4.2 Compose a message

The function is used to compose a message.
Do as follows:

Step 1: Click the button  on the toolbar to compose a message.

The **Compose a new message** form will appear:



Compose a new message

Send Save in Drafts Discard Attach Priority Editor Options

From : bookwormgiang@gmail.com <bookwormgiang@gmail.com>

To : marketingtd@gmail.com
CC | BCC

Subject : introduction of eXo

B *I* U T ABC [List Icons] 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 opened the floodgates to various options in many markets, and customers have been choosing eXo as the best method for their success. Today, eXo is a rapidly growing global company, with U.S headquarters in San Francisco, California, global headquarters in France, and offices in Tunisia, Ukraine, and Vietnam. The company has established technology leadership and proven its values by their large European installed base and strategic partnerships with Red Hat, Capgemini, Atos Origin, and Bull.

--
Best wishes

Illustration 104: The Compose a new message form

Step 2: Compose the message content.

- Click the **To** button to open the **Contacts** form:

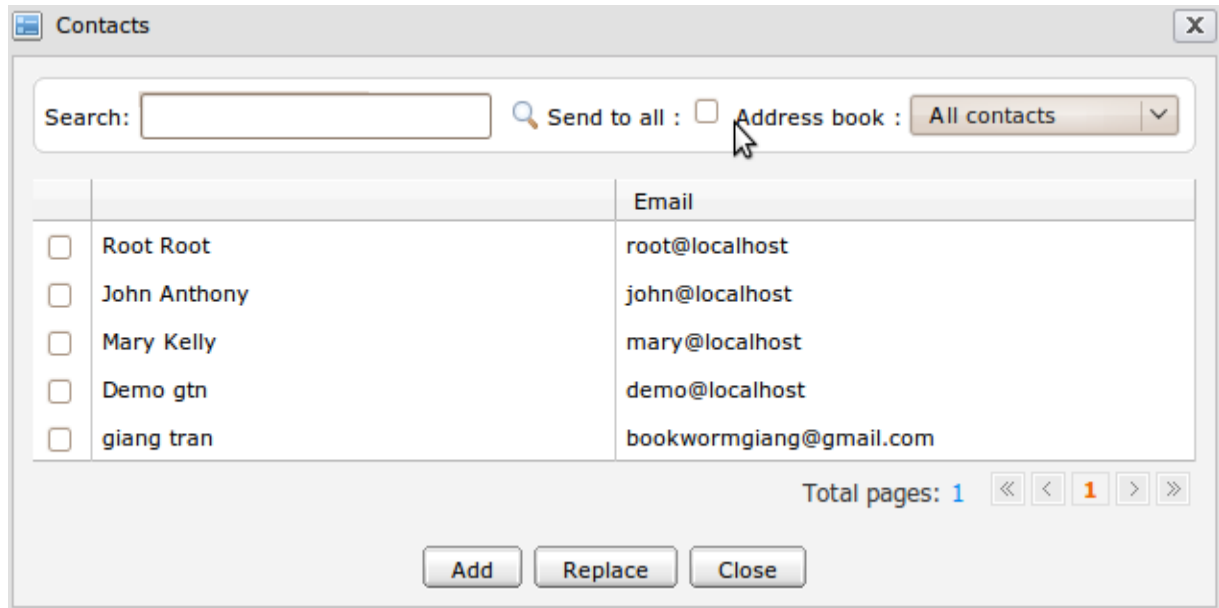
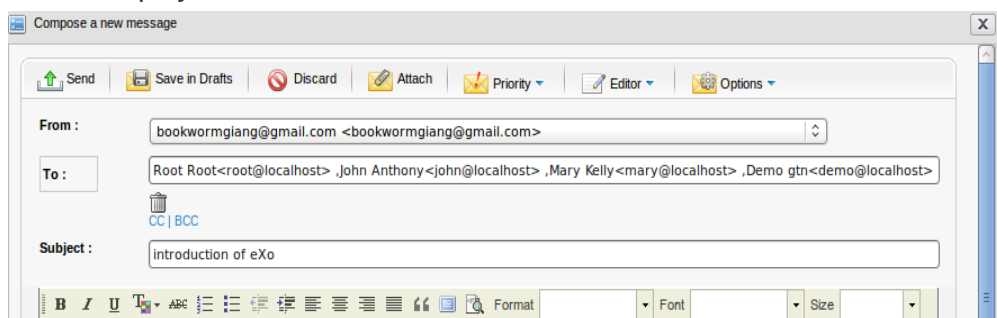


Illustration 105: The Select email form

- Select the desired emails by selecting its checkbox(es). The **Address book** combo box and the **Search** function allow filtering and finding expected email address(s) according to specific conditions quickly.
- **Send to all** option also allows you to send mail to All contacts or specific groups. To do this, select your expected group in the address drop list, tick the **Send to all** check box and click the **Add** button. For example, you can select the **All contacts** in the **Address book** drop list and click the **Add** button to add the group you want to send mail. The form will be displayed below:



- If you don't want to send mail to any added group, you can click the delete icon corresponding to that group to remove.
- Click the **Add** button to add the selected email addresses to 'To' field, click the **Replace** button to replace the current email addresses in the 'To' field with the new selected email addresses or click the **Cancel** button to quit.

Besides, the auto complete contact function allows filtering and listing the receiver's email addresses in a pop up according to the alphabet you input into the fields, including To, CC or BCC. For example, your friend name is Alex, you do not remember her email address, you can enter the character 'A' in the To field, all the contacts have 'A' alphabet (also including Alex) are listed in a pop that makes it easy for you to select.

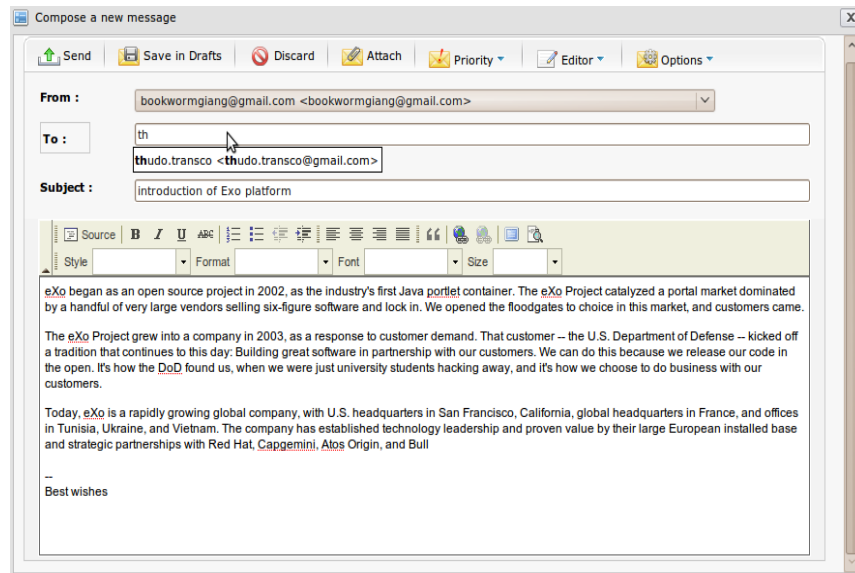






Illustration 106: The address list of the auto complete contact function


Details:

Browse button	Subject	The message's subject. The field's content usually contains the general meaning for the message content.
CC BCC	CC BCC	You can use CC and BCC to send mail to more than one person easily and fast by clicking the 'CC' or 'BCC' link. The CC or BBC text field will be displayed for adding more email addresses. The CC mails are public, all receivers can know to whom the mail is sent while the BCC mails are private to the sender and the BCC receivers. Using ' BCC' when you want 'To' and 'CC' users also receive this mail but do not know that you also send this email to others.
		Similarly, the receivers for 'CC' and 'BCC' fields can be selected from the Select Address form by clicking the CC or BB button and full fill by the auto complete contact function.
	 Send	To send the composed message to the email address in the 'To', 'CC' and 'BCC' fields.
	 Save in Drafts	To save the composed message as a draft in the Draft folder.
	 Discard	To exit the Compose a message form.
	 Attach	To attach a file to the composed message. (See the attach file below)

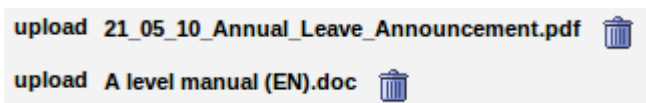
The **Attach files** form is below:

Illustration 107: Attach File form

Details:

Browse button	To select a file from your local computer.
	To upload the selected file.
[Add more]	To attach more files.
Save button	To accept saving the attached files in composed message.
Cancel button	To exit the Attach file form without adding new.

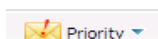
After being attached files, the attached files are shown below:



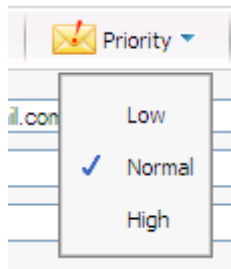
To remove the attached files, click the  icon which corresponds to the attachment that you want to delete.


If the attachment's check box is selected, it means the message will be sent with the selected attachment.

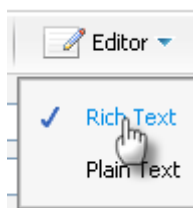
If not, the unselected attachments is not sent.




To set a status for the composed message. There are three options to view: Low, Normal and High. Each status has its own icon. The message is sent with **High** priority that will be marked by the "!" icon in red. The message is sent with the **Low** priority will be marked by the "!" icon in gray. By default, the message is sent with the **Normal** priority. It means that no icon is used to set out.

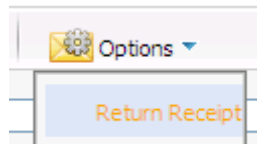


 Editor ▼ To change the text editor types: Rich text or Plain text. With the Rich text editor, the message content can be composed with many effects such as font style, color, size, etc.



With the Plain text editor, the message can be composed with simple text only.

 Options ▼ Currently, the options consist the **Return Receipt** option that allows the sender to receive a notification mail in case the receivers of the sent email read it. However, the sender only receives the notification in case the mail box of the receivers has been configured in the Setting that allows notifying to the sender about the read message.



Step 3: Complete sending a mail by clicking the **Send Mail** button.

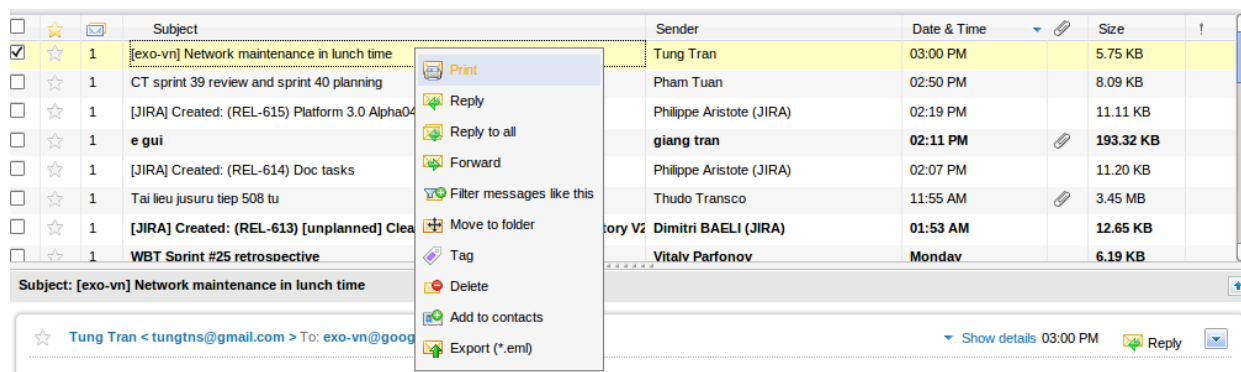
After sending a mail, the sent mail will be saved in the **Sent** box. In case the receipt emails (in the To, CC, BCC fields) of the sent email are the new ones that do not exist in the sender's Address Book, they will be added automatically to the **Collected Address** in the **Contact** portlet.

6.4.3 Print

The function is used to print a specific message in the mail list. There are some ways to print a message. Do as follows:

The 1st way:

Step 1: Right-click the message which you want to print and select **Print** in the pop-up:



The Print preview form will be displayed with detail information available for printing:

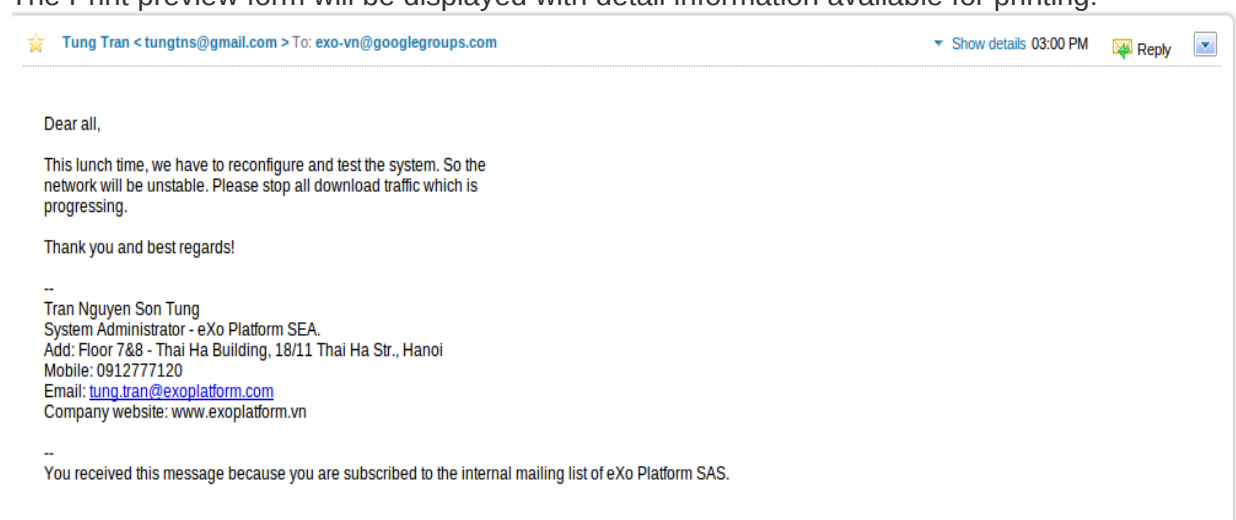


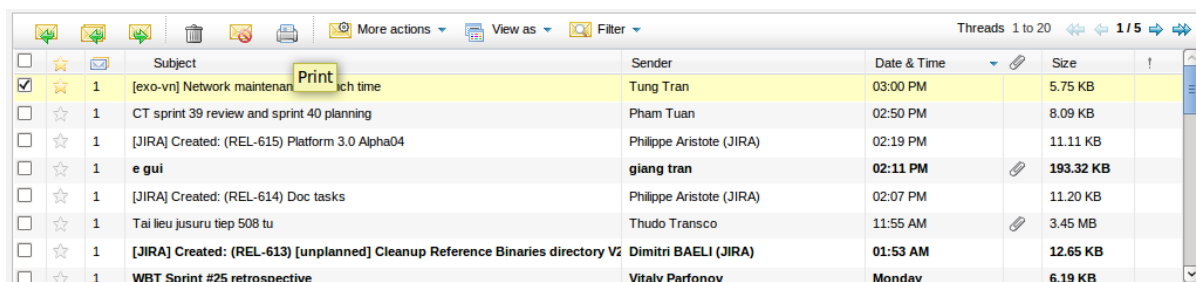
Illustration 108: The Print preview form

Step 2: Click the **Print** button to accept printing or the **Close** button to quit.

The 2nd way:

Step 1: Select messages in list that you want to print by ticking its checkbox(es).


Step 2: Select the **Print** icon  on the action bar.

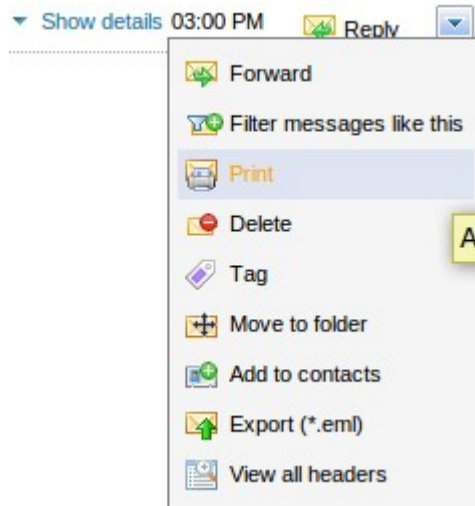


Step 3: At the print preview form, click the **Print** button to accept printing or the **Close** to quit.

The 3rd way:

Step 1: Open the message which you want to print.

Step 2: Click the icon  at the right corner of message's content and select the **Print** item in the pop-up list:



Step 3: Click the **Print** button to accept printing or the **Close** button to quit in the print preview form.

6.4.4 Reply messages to the sender

The function is used to reply to the sender (email address in the 'From' field) of a specific message.

To reply to a sender, do as follows:

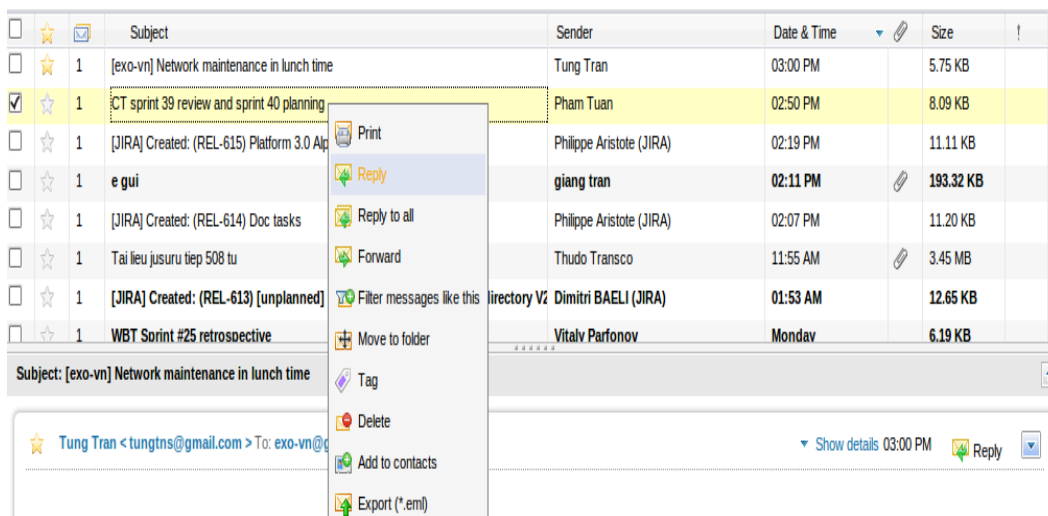
Step 1: Open the **Reply** form by three ways:

The 1st way: Select the messages in list that you want to answer by selecting its check box(es)

and then click the icon  in the action bar :



The 2nd way: Right-click the message you want to reply and select the **Reply** item in the drop-down list:



The 3rd way: Open the message that you want to reply by clicking the message's name.

Then, select the icon  **Reply** upper the message's content.

The Reply form will appear in form of the **Compose a new message** with detailed information, available for replying to the sender.

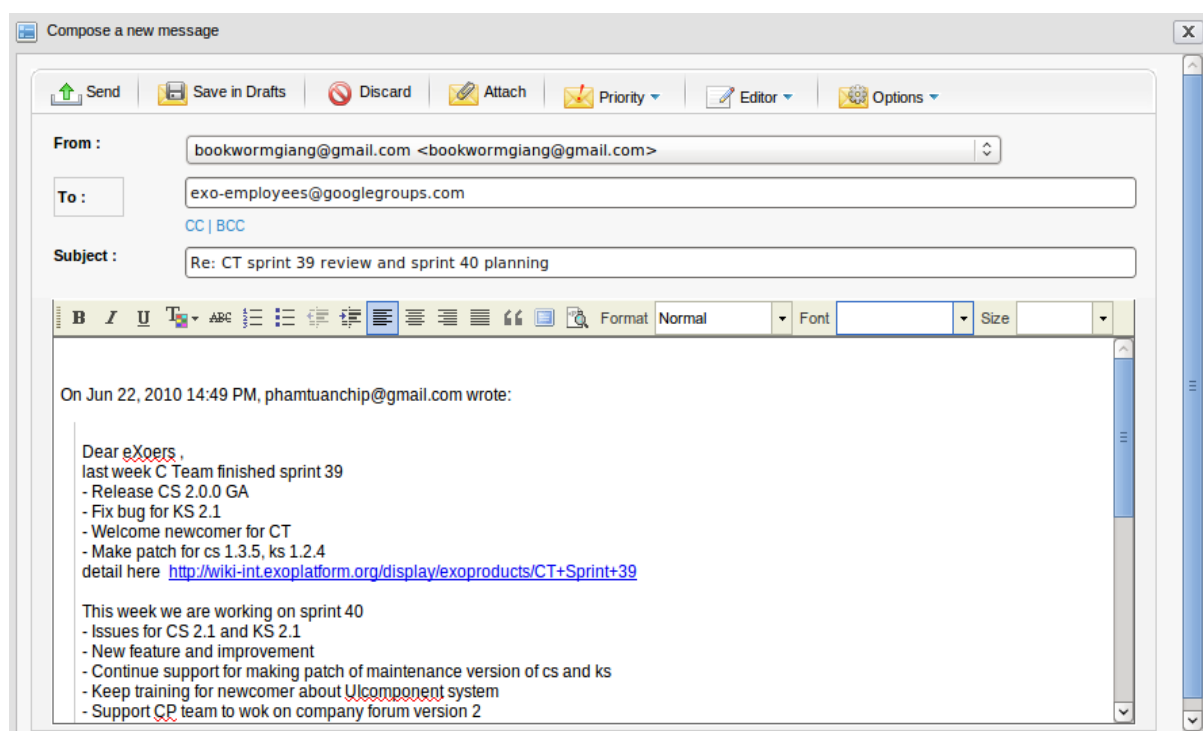



Illustration 109: The Reply form

Step 2: Compose the message content by inputting text into the text editor.

Step 3: Click the button  **Send** to accept replying to the sender.

Before replying, you can also take many actions in the Reply form such as attaching file, marking message, saving as draft, discarding.


In case the receipt emails (in the To, CC, BCC fields) of the sent email are new ones that do not exist in the sender's Address Book, they will be added automatically to the **Collected Address** in the **Contact** portlet.

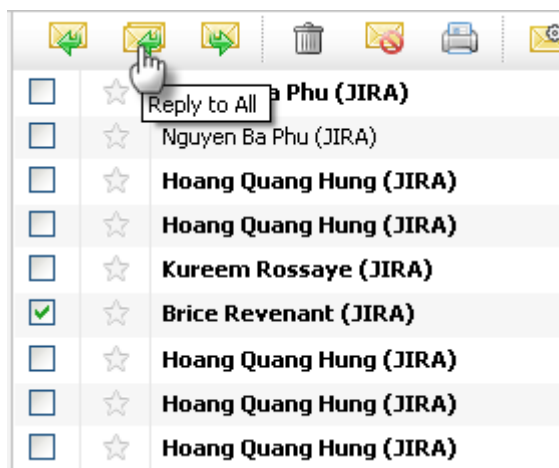
6.4.5 Reply messages to all related people

The function is similar to the Reply to sender function (in the 'To' field). However, the others who received the original mail (in field 'CC' or 'BCC') also receive this reply.

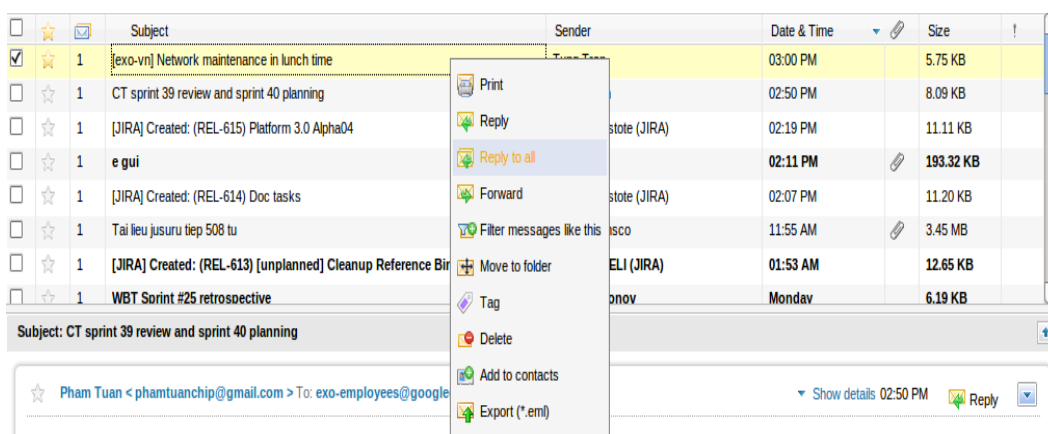
To reply to all, do as follows:


Step 1: Open Reply to All form by three ways:

The 1st way: Select the message in the list that you want to reply to all by ticking on its checkbox(es) and click the icon .



The 2nd way: Right-click the message which you want to reply to all and then select **Reply to all** in the drop-down list.



The 3rd way: Open the message which you want to reply to all and then select the icon  on the action bar.

The **Reply to all** form is shown in form of the **Compose a new message** with detailed information, available for replying to all.

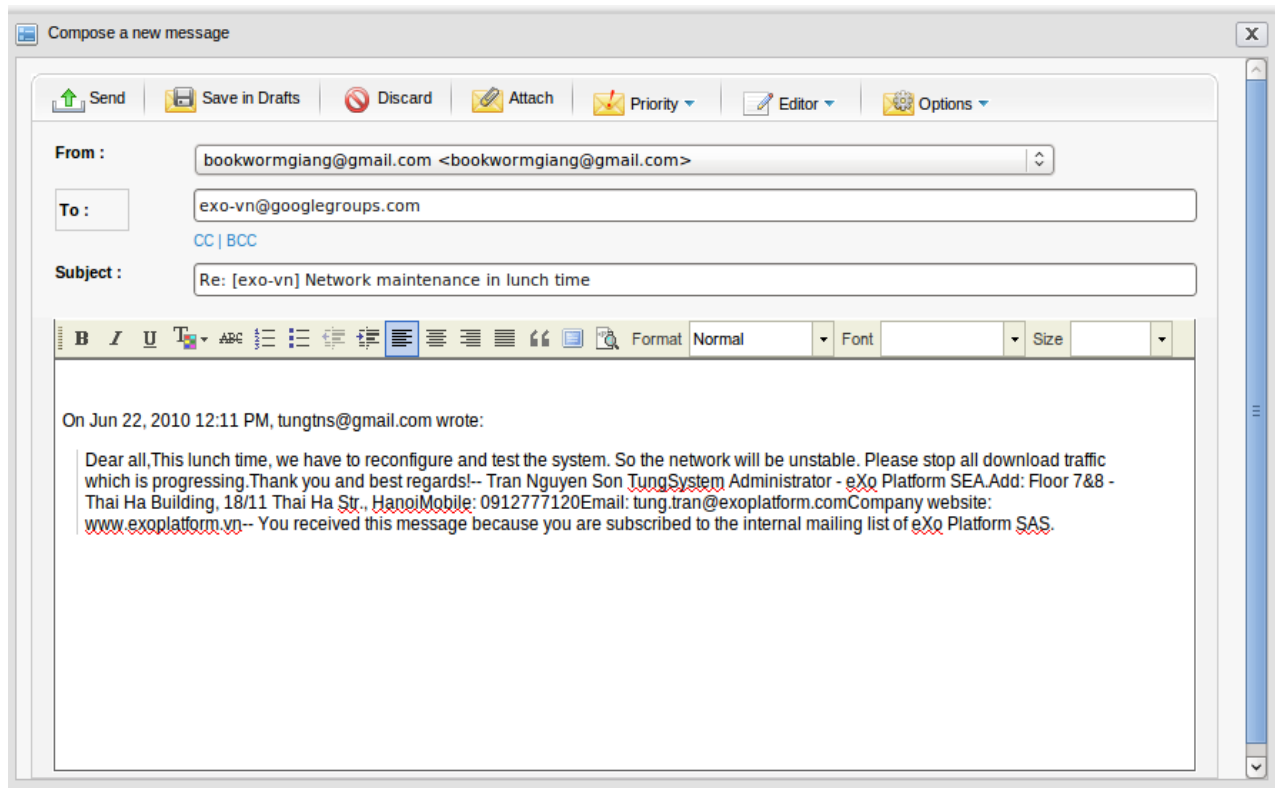



Illustration 110: The Reply to all form

Details:

Form	The email address of current account which received this mail.
To	The email addresses of the sender and all receivers.
CC	The email addresses of CC receivers which are listed in the CC field of the original message.
Subject	The email's subject.

Step 2: Compose the message content by inputting text in the text editor.

Step 3: Click the button  **Send** to accept replying to all.


Before replying to all, you can also do many actions in Reply form such as attach file, mark message, save as draft, discard, etc.

In case the receipt emails (in the To, CC, BCC fields) of the sent email are the new ones that do not exist in the sender's Address Book, will be added automatically to the **Collected Address** in the **Contact** portlet.

6.4.6 Forward messages

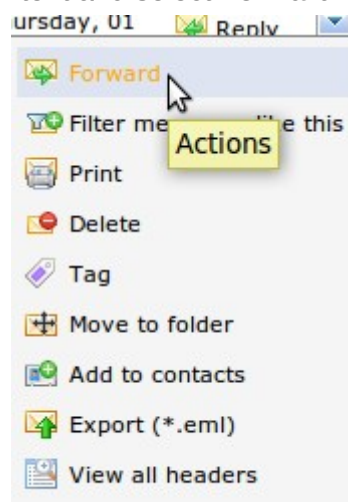
The function is used to transfer a received message to the other users with the original content. There are many ways to forward a message:

Step 1: Open the Forward message form by 3 ways:

The 1st way: Select the message which you want to forward and then click the icon  on the action bar:

<

The 2nd way: Open the message which you want to forward and then click the icon  at the right corner of message 's content and select **Forward** in the menu:



The Forward message form will be shown in the form of the **Compose a new message** form with detailed information available for forwarding the message.

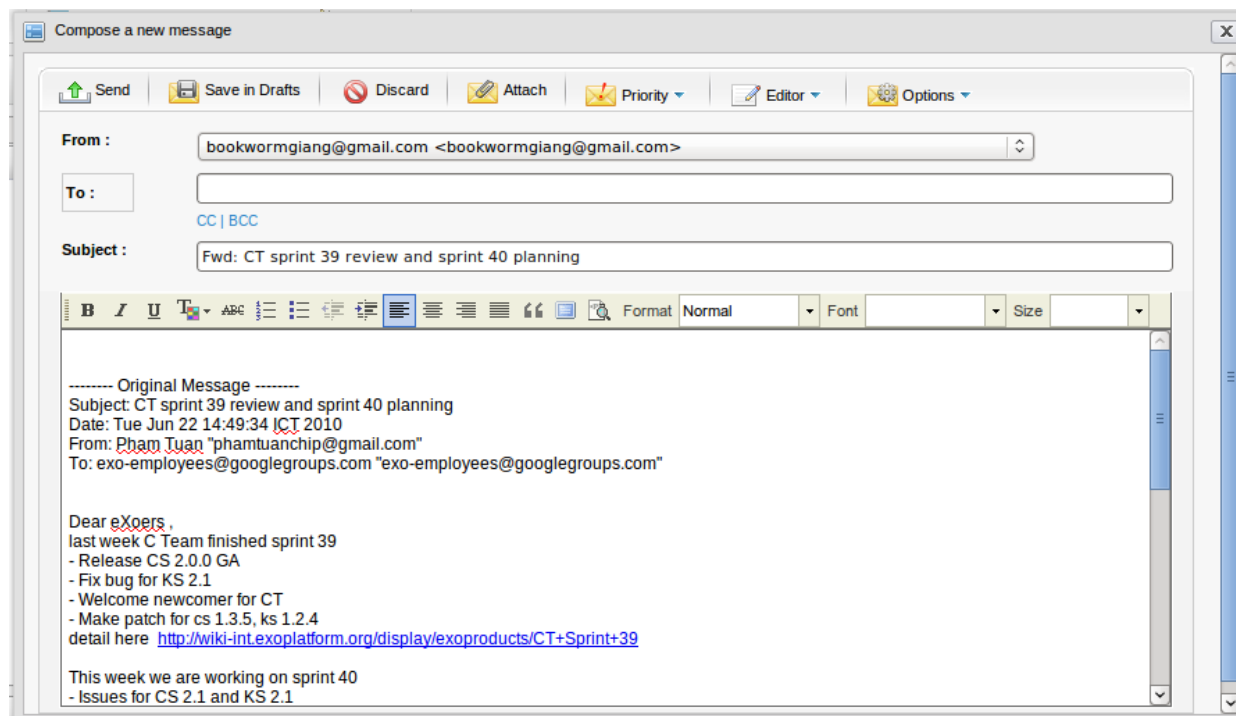
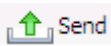


Illustration 111: The Forward message form

Step 2: Compose or edit a message by inputting text in text editor.

Step 3: Click the button  **Send** to accept replying to all.

Before forwarding, you can also take many actions in the Forward form like when composing a new message such as attaching file, marking message, saving in draft, etc.

In case the receipt emails (in To, CC, BCC fields) of the sent email are the new ones that do not exist in the sender's Address Book, they will be added automatically to the **Collected Address** in the **Contact** portlet.

6.4.7 Move messages to folders

The function is used to move one or more messages to other folders. There are many ways to take this action. Follow one of following ways:

The 1st way:

Step 1: Select messages which you want to move by selecting its checkbox(es).

Step 2: Right-click these messages and select **Move to folder** in the menu.

Step 3: All existing folders are displayed in a list, select one for the destination folder.

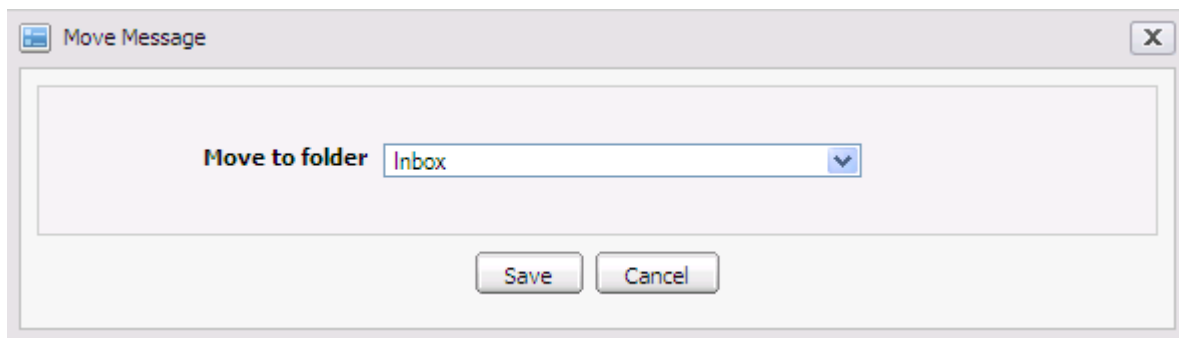



Illustration 112: The Move Message form


Step 4: Click **Save** to accept moving the messages to the selected folder.

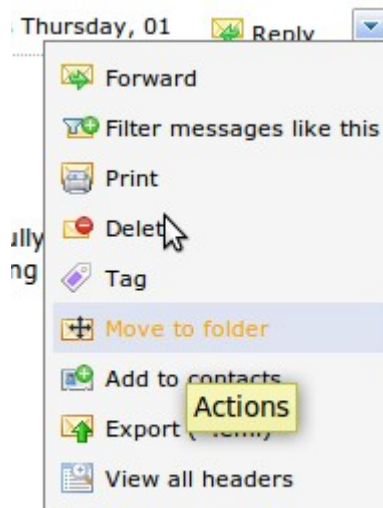
The 2nd way: Using the drag and drop feature.

Step 1: Check the messages to move and then move a cursor to one of the selected messages until a cursor pointer becomes  then press the left mouse, drag these messages and drop them to the folder which you want to move to.

Step 2: All checked messages will be moved to the destination folder.

The 3rd way:

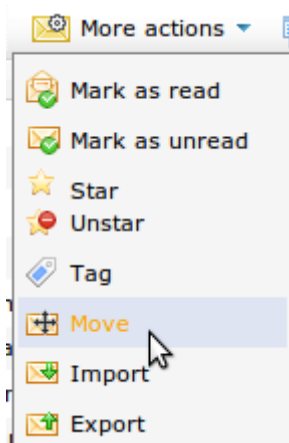
Step 1: Open the message to move to the other folder and then click the icon  on the right corner of the message 's content and select **Move to Folder** item in the drop-down list:



Step 2: At the **Move Message** form, select the folder in the **Move to folder** combo box and click **Save** to move the messages to the selected folder or click **Cancel** to quit.

The 4th way:

Step 1: Check the messages that you want to move and then click **More Actions** on the main bar and select **Move** in the menu:



Step 2: At the Move Message form, select the folder in the **Move to folder** combo box and click **Save** to move the messages to the selected folder or click **Cancel** to quit.

6.4.8 Manage tags

6.4.8.1 Tag a message

Mail allows assigning tags to messages. Tags are used as labels which allows filtering or categorizing messages from different folders. A single message can be assigned to many tags at one time. Using tags makes it easy for you to find your messages independently from the folder where you stored them.

To assign a tag for one or more messages, follow one of following ways:

The 1st way: This way is used to create a tag that has not assigned to any message.


Step 1: Click the icon  on the **Tags** bar of right pane and select **Add a new tag** in the drop-down list.

Illustration 113: The Tag form

Details:

New name	The new tag's name. (*Required)
Color	The tag's color.

Description	The tag's brief description.

Step 2: Enter values to the required fields.

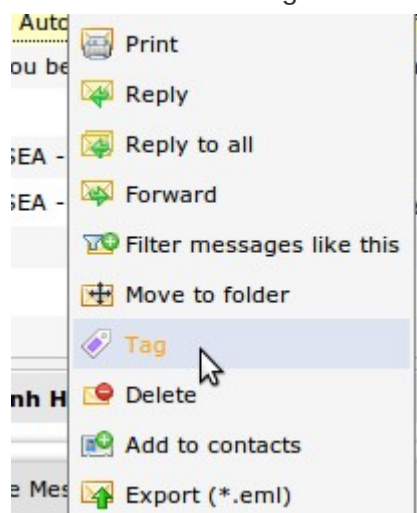
Step 3: Complete adding a tag by clicking the **Save** button.

A new tag will be updated at the tag list and you can add this tag to any message.

The 2nd way:

Step 1: Select message(s) by selecting its checkbox(es).

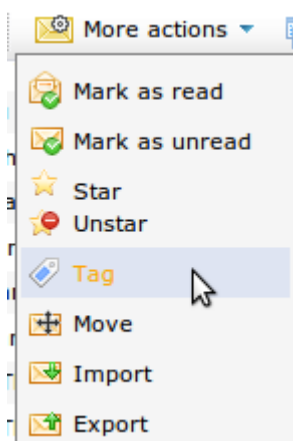
Step 2: Right-click one of the selected messages and select **Tag** in the menu:



The 3rd way:


Step 1: Select message(s) by selecting its checkbox(es).

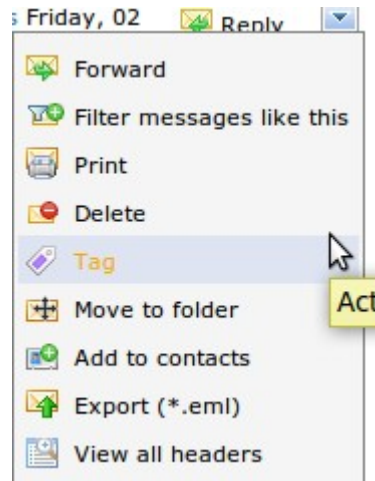
Step 2: Select **Tag** item in the **More Actions** drop down list menu on the action bar:



The 4th way:

Step 1: Click one message to open it.

Step 2: Click the icon  at the right corner of the message's content and select **Tag** in the drop-down list:



The 5th way:

Step 1: Select message(s) by selecting its checkbox(es).

Step 2: Drag these messages and then drop them to the container of the tag in the More actions.

Step 3: Click Tag, The **Tag Message** form appears:

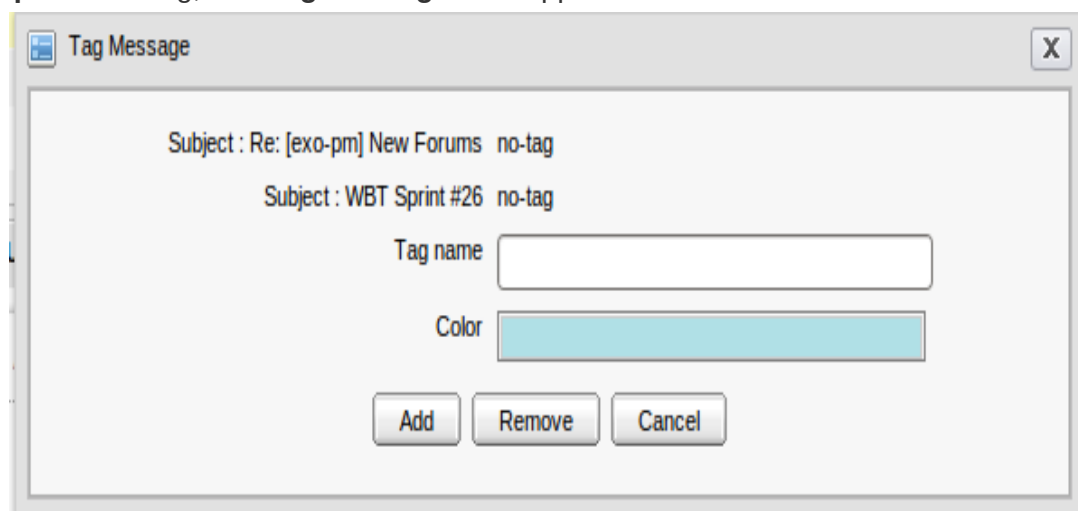
A screenshot of the 'Tag Message' dialog box. The dialog has a title bar with 'Tag Message' and a close button. Inside, it shows two subject lines: 'Subject : Re: [exo-pm] New Forums no-tag' and 'Subject : WBT Sprint #26 no-tag'. Below these are two input fields: 'Tag name' (a text box) and 'Color' (a color selection box with a light blue swatch). At the bottom are three buttons: 'Add', 'Remove', and 'Cancel'.

Illustration 114: The Tag Message form

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 which can be changed by clicking on the color area to choose other colors.
Add button	To accept adding message to a new tag.
Remove button	To remove tags in case there are some existing tags.
Cancel button	To exit the Add Tag form.

Step 4: Fill out this form (Give a tag name, change color).

Step 5: Complete adding a tag by clicking the **Add** button.

In case there are already tags in list, the **Add tag** form is displayed:

You can add a new tag for your message by inputting a new Tag name or update your messages to existing tags by selecting its checkbox(es) and click the **Add** button.

If you want to remove existing tags, you can select its checkbox(es) and click the **Remove** button or click the **Cancel** button to close the **Tag Message** form.

In case you want to tag a message to a specific tag, you can drag and drop it directly to that tag.

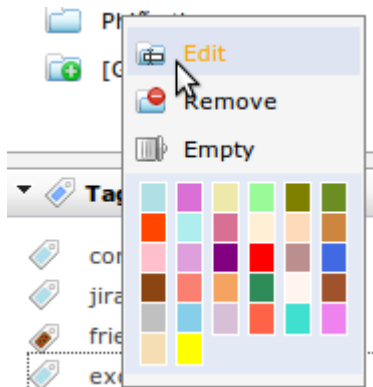
The messages with added tags will be marked by the tag icon like below:

6.4.8.2 Edit a tag

The function is used to edit tags in the tag list.

Do as follows:

Step 1: Right-click a tag in the tag list on the left pane and choose **Edit**:



The **Edit Tag** form will appear:

A screenshot of the 'Tag' edit form. The form has a title bar with a close button. It contains three main fields: 'Name' with the value 'exo vn' and an asterisk indicating it's required; 'Color' with a light blue color swatch; and 'Description' with the text 'Tag's description'. At the bottom of the form are two buttons: 'Save' and 'Cancel'. A mouse cursor is visible near the bottom right corner of the form.

Illustration 115: The Edit tag form

Step 2: Change the tag's information.

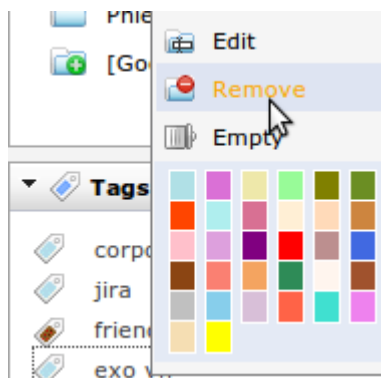
Step 3: Complete editing a tag by clicking **Save** or click **Cancel** to exit the **Tag** form.

6.4.8.3 Remove a tag

The function is used to remove tags from the tag list.

To remove a tag, do as follows:

Right-click the tag that you want to remove from the tag list and then select the **Remove** item in the drop-down list:



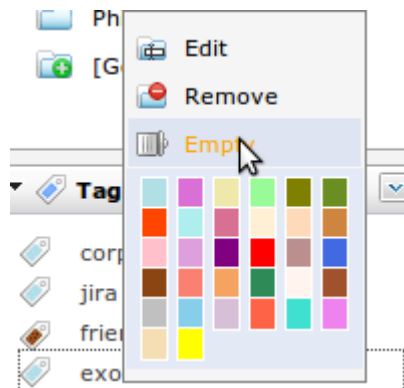
The selected tag will be removed from the tag list and it will also be removed from all messages to which the tag was assigned.

3.5.8.4 Empty a tag

The function is used to remove the selected tag from all messages that are tagged with it.

To empty a tag, do as follows:

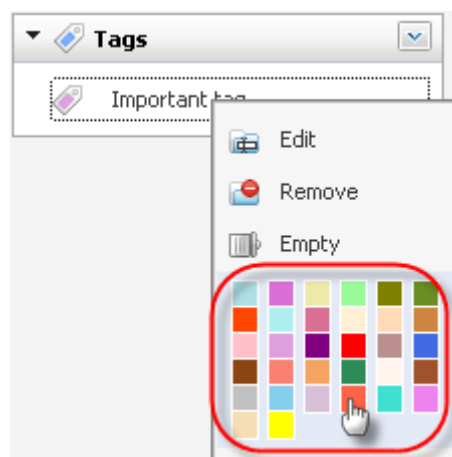
Right-click a tag that need to be emptied and select the **Empty** item in the drop-down list:



The selected tag will be removed from all messages. After emptying, click the emptied tag, no message is shown in the message list pane.

6.4.8.4 Change tag's color

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




colors area:

6.4.9 Report a message as spam

The function is used to report one or more messages in a specific folder as spam.

To report an email as spam, do as follows:

Check the messages which you want to report as spam by selecting its checkbox(es) and then

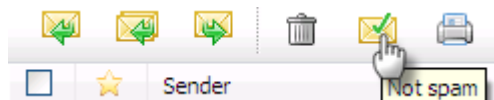
click the icon  on the action bar:



All the selected messages will be moved into the **Spam** folder. Go into the **Spam** folder to verify that the selected messages have been moved into it.

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

In the **Spam** folder, if you want to edit one message and notify that it is not spam, you can select its check box and click the **Not spam** icon on the action bar:



After reporting as 'not spam' successfully, the messages from the sender who has been reported as not spam will be moved automatically to its original folder such as Inbox. Since then, all message from the sender who has been reported as not spam will be received normally.

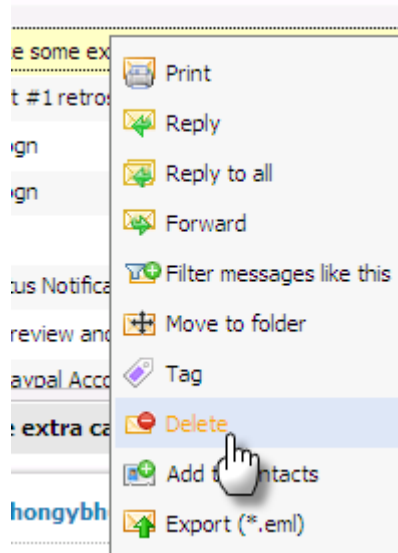
6.4.10 Delete a message

The function is used to delete messages permanently by moving messages from its folder to the **Trash** folder.

To delete a message, do as follows:


The 1st way:

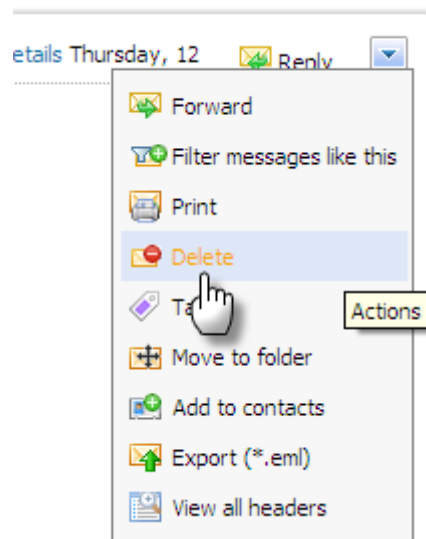
Right-click the message which you want to delete and select **Delete** in the menu:



The selected message will be removed completely from its folder.

The 2nd way:

Open the message which you want to delete and then click the icon  at the right corner of message's content and select **Delete** in the menu:



This message will be removed completely from its folder.

The 3rd way:

Select the message that you want to delete and click the trash icon on the action bar:



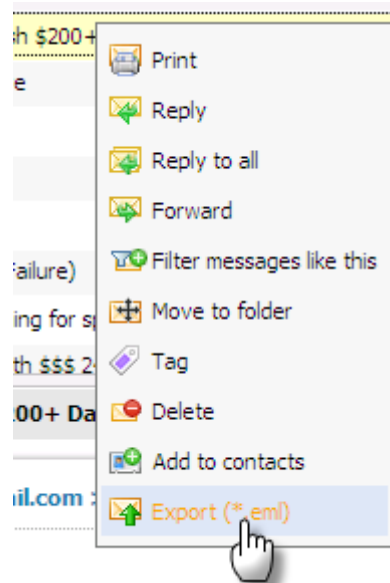
6.4.11 Export messages

The function is used to export one message to a file with the *.eml format.

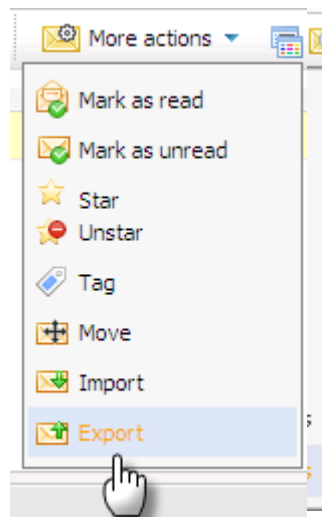
To export a message, do as follows:

Step 1: Open the **Export Message** form by 3 ways:


The 1st way: Right-click the message that you want to export to the file *.eml and then select **Export** in the menu:

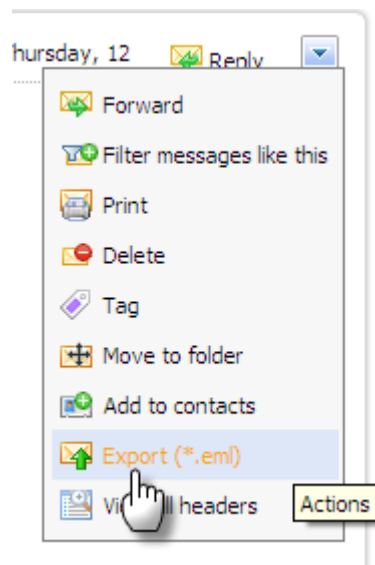


The 2nd way: Check the message to export by selecting its checkbox(es) and then select the



Export message item in the **More Actions** menu:

The 3rd way: Open the message to export and then click the icon  on the right corner of message's content and select the item **Export (*.eml)** in the menu:



The **Export Message** form will appear:

Illustration 116: The Export Message form

Details:

File name	The name of file which you want to export to. By default, the subject of the selected message will be used but you can change this name.
Export format	The format of the file which will be exported. By default, the type of file is *.eml.
Export button	To start exporting the message.
Cancel button	To exit the Export Message form.

Step 2: Click the **Export** button to accept the exporting file. A pop-up window with 4 options is shown:

- ✓ **Open with:** To directly open the exported message without saving.
- ✓ **Save file:** To save the exported message in your computer.
- ✓ **OK:** To accept the above choice.
- ✓ **Cancel:** To close window pop up.

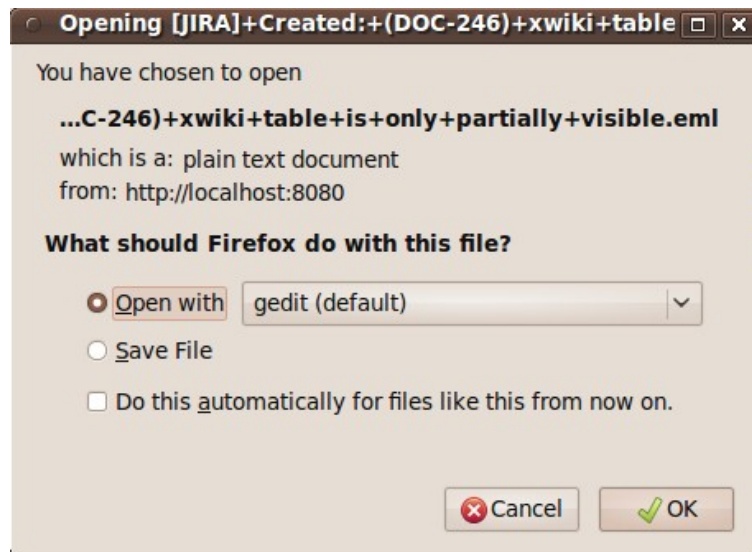


Illustration 117: The download pop up on Fire Fox

6.4.12 More actions

The section will show you the way to take some additional actions related to messages.

6.4.12.1 Mark a message as read

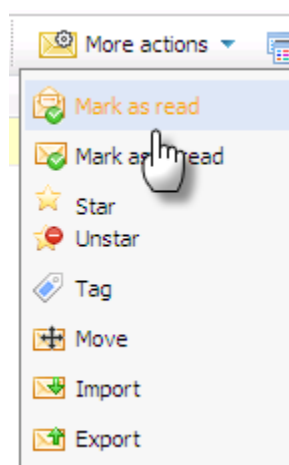
The function allows marking one or more messages as read by removing bold format of message.

To mark message as read, do as follows:

The 1st way:

Step 1: Select messages to mark as read by selecting its checkbox(es).

Step 2: Select the **Mark as read** item in the **More Actions** drop down list menu on the action bar:



The 2nd way: This function is used to mark all unread messages in a specific folder.

Step 1: Right-click the folder which contains messages that you want to mark as read.

Step 2: Select **Mark all read** in the drop down list menu.
All selected unread messages will be marked as read.

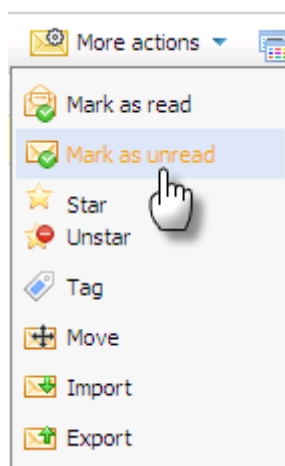
6.4.12.2 Mark a message as unread

The function allows marking one or more messages as unread by setting the bold format on message.

Do as follows:

Step 1: Check the message(s) which you want to mark as unread by selecting its checkbox(es)

Step 2: Select **Mark as unread** in the **More Actions** menu on the action bar:



All selected read messages will be marked as unread.

6.4.12.3 Add a star to a message

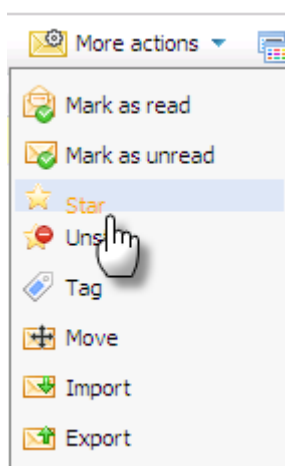
The function allows adding a star to a message to make it more outstanding than others.

Do as follows:

The 1st way:


Step 1: Select message(s) to set star by ticking on its checkbox(es)

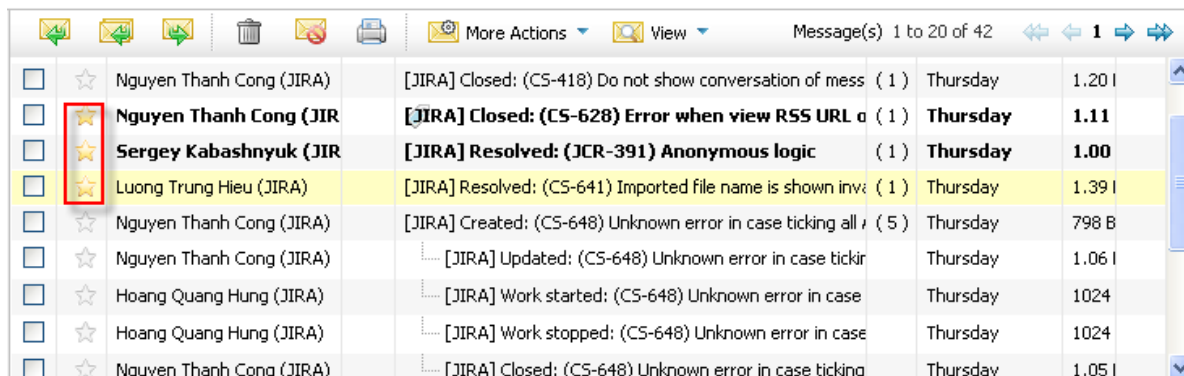
Step 2: Select the **Star** item in the **More Actions** drop-down list on the action bar:



The 2nd way:

In the message list pane, click the gray star icon that corresponds to the message which you want to add a star.

After marking, the selected messages will be appended a icon  so that you can identify them easily:












Message(s)	1 to 20 of 42
<input type="checkbox"/>  Nguyen Thanh Cong (JIRA)	[JIRA] Closed: (CS-418) Do not show conversation of mess (1) Thursday 1.20 I
<input type="checkbox"/>  Nguyen Thanh Cong (JIR	[JIRA] Closed: (CS-628) Error when view RSS URL a (1) Thursday 1.11
<input type="checkbox"/>  Sergey Kabashnyuk (JIR	[JIRA] Resolved: (JCR-391) Anonymous logic (1) Thursday 1.00
<input type="checkbox"/>  Luong Trung Hieu (JIRA)	[JIRA] Resolved: (CS-641) Imported file name is shown inv: (1) Thursday 1.39 I
<input type="checkbox"/>  Nguyen Thanh Cong (JIRA)	[JIRA] Created: (CS-648) Unknown error in case ticking all (5) Thursday 798 B
<input type="checkbox"/>  Nguyen Thanh Cong (JIRA)	[JIRA] Updated: (CS-648) Unknown error in case tickir Thursday 1.06 I
<input type="checkbox"/>  Hoang Quang Hung (JIRA)	[JIRA] Work started: (CS-648) Unknown error in case Thursday 1024
<input type="checkbox"/>  Hoang Quang Hung (JIRA)	[JIRA] Work stopped: (CS-648) Unknown error in case Thursday 1024
<input type="checkbox"/>  Nguyen Thanh Cong (JIRA)	[JIRA] Closed: (CS-648) Unknown error in case ticking Thursday 1.05 I

Illustration 118: The messages with star view

6.4.12.4 Remove a star from a message

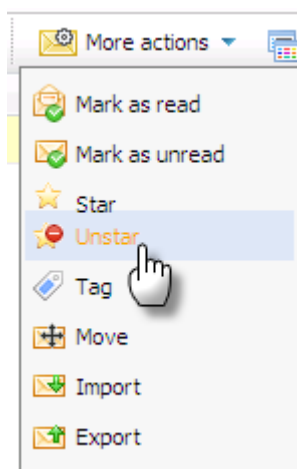
The function is used to remove a star from a message that was appended with a star.

Do as follows:

The 1st way:

Step 1: Check the starred messages by selecting its checkbox(es)

Step 2: Select **Unstar** in the **More Actions** menu on the action bar:



The 2nd way:

In the message list pane, click the yellow star icon which corresponds to the message that you want to remove star.

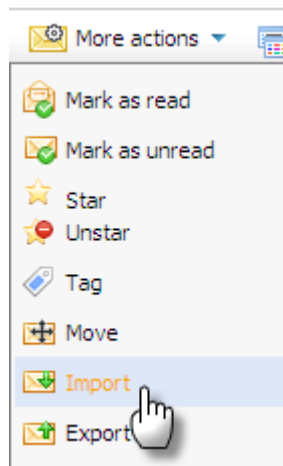
Stars will be removed from the selected messages. It is changed form yellow to gray color.

6.4.12.5 Import messages

The function is used to import messages from your computer to specific folder.

Do as follows:

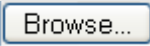

Step 1: Select the **Import message** in the **More Actions** menu on the action bar:



The **Import Message** form will appear:

Illustration 119: The Import Message form

Details:

Choose file (.eml):	The name of the file which you want to import from your computer. Click the button  to get one file .eml from the computer and then click the icon  to upload the file.
Import message to folder	The folder where the message will be imported.
Import button	To start importing the message.
Cancel	To exit the Import Message form.

Step 2: Enter required values in the **Import Message** form.

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



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

6.4.12.6 Report a message as not spam

This function is used to report one or more messages in the **Spam** folder not to be spams.

Do as follows:

Step 1: Go into the **Spam** folder and then check messages that you want to report not be spams.


Step 2: Select the icon  on the action bar.

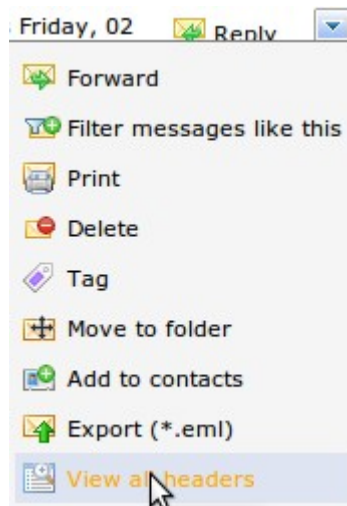
Step 3: All selected messages will be moved back the **Inbox** folder.

6.4.12.7 View full headers of a message

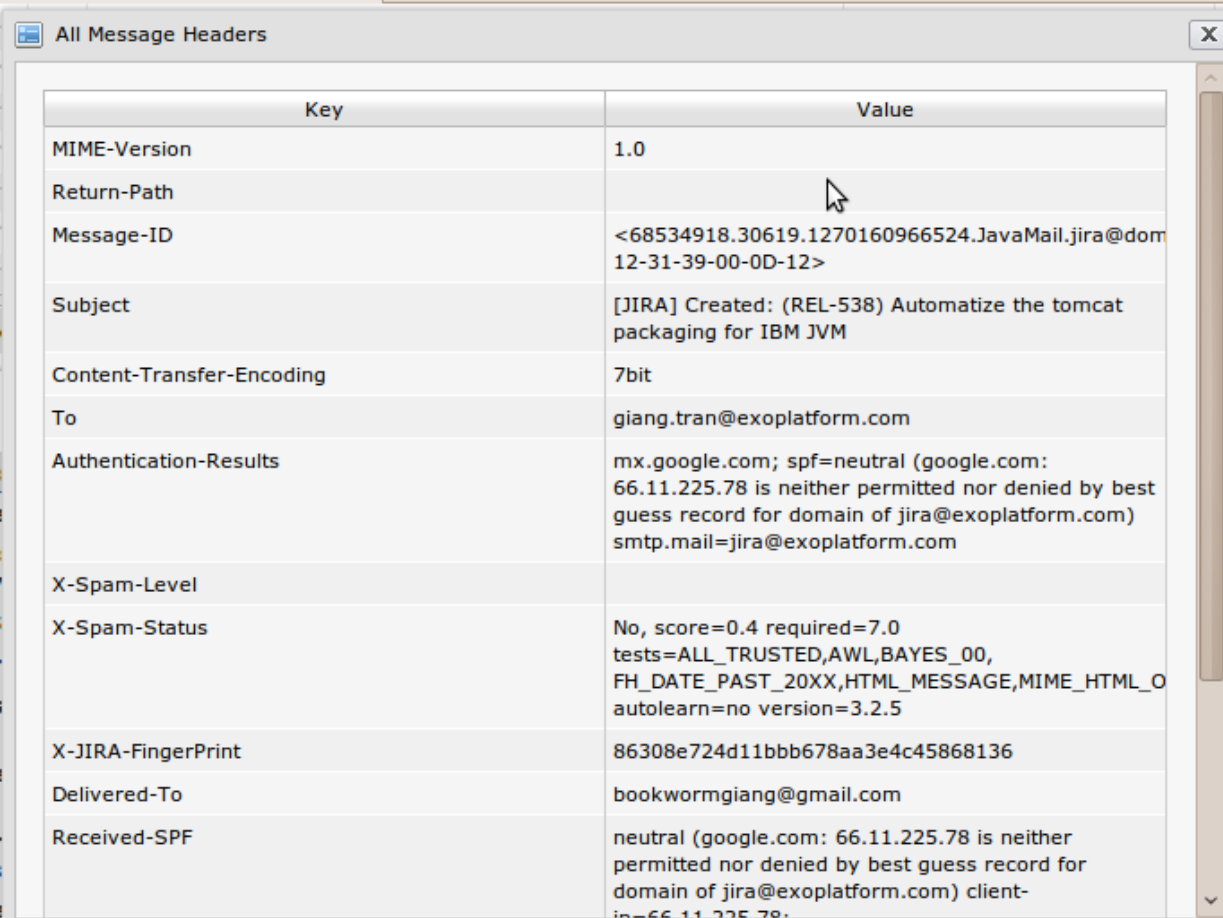
The header's information which is displayed by default, just including: the sender's email address, the receivers' email addresses and the subject of the mail. If you want to view full headers of a mail, you can do as follows:

Step 1: Open the message which you want to view its full headers.

Step 2: Click the icon  on the right corner of message's content and select **View Full Headers** in the drop down list menu:



The **View message headers** pop-up will appear:



Key	Value
MIME-Version	1.0
Return-Path	
Message-ID	<68534918.30619.1270160966524.JavaMail.jira@dom 12-31-39-00-0D-12>
Subject	[JIRA] Created: (REL-538) Automatize the tomcat packaging for IBM JVM
Content-Transfer-Encoding	7bit
To	giang.tran@exoplatform.com
Authentication-Results	mx.google.com; spf=neutral (google.com: 66.11.225.78 is neither permitted nor denied by best guess record for domain of jira@exoplatform.com) smtp.mail=jira@exoplatform.com
X-Spam-Level	
X-Spam-Status	No, score=0.4 required=7.0 tests=ALL_TRUSTED,AWL,BAYES_00, FH_DATE_PAST_20XX,HTML_MESSAGE,MIME_HTML_O autolearn=no version=3.2.5
X-JIRA-FingerPrint	86308e724d11bbb678aa3e4c45868136
Delivered-To	bookwormgiang@gmail.com
Received-SPF	neutral (google.com: 66.11.225.78 is neither permitted nor denied by best guess record for domain of jira@exoplatform.com) client- ip=66.11.225.78

Illustration 120: The Full Message Headers form

6.4.13 View and filter mails

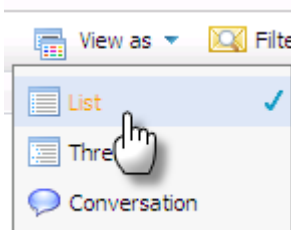
The function is used to view all mails in a specific folder according to some ways that you want to view.

6.4.13.1 View as

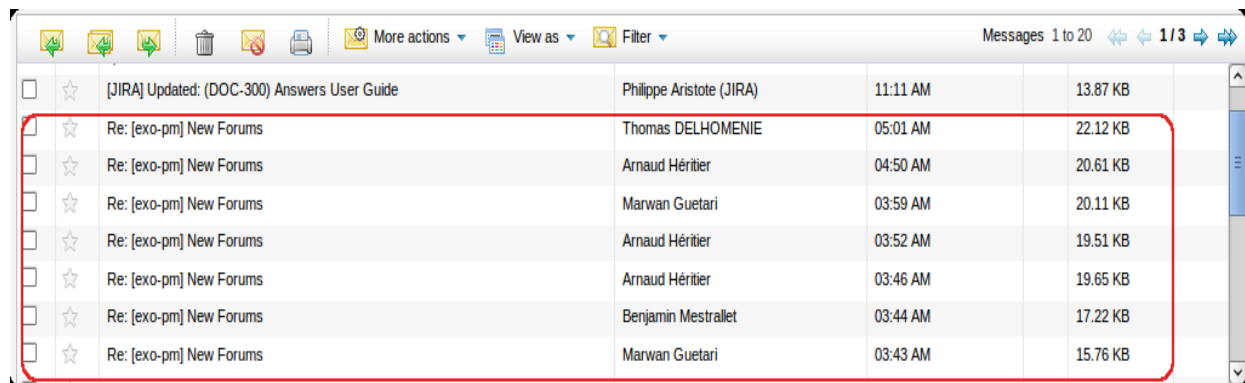
The function allows organizing the messages list in different manners.

View as List

This view arranges the message as a list. To view messages according to this way, click **View as** and select **List** item in the menu pop up:



The messages will be arranged:

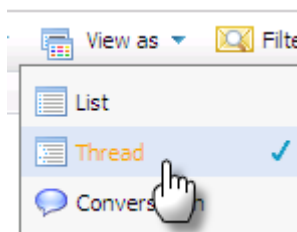


<input type="checkbox"/>	☆	[JIRA] Updated: (DOC-300) Answers User Guide	Philippe Aristote (JIRA)	11:11 AM	13.87 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Thomas DELHOMENIE	05:01 AM	22.12 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Arnaud Héritier	04:50 AM	20.61 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Marwan Guetari	03:59 AM	20.11 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Arnaud Héritier	03:52 AM	19.51 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Arnaud Héritier	03:46 AM	19.65 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Benjamin Mestrallet	03:44 AM	17.22 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Marwan Guetari	03:43 AM	15.76 KB

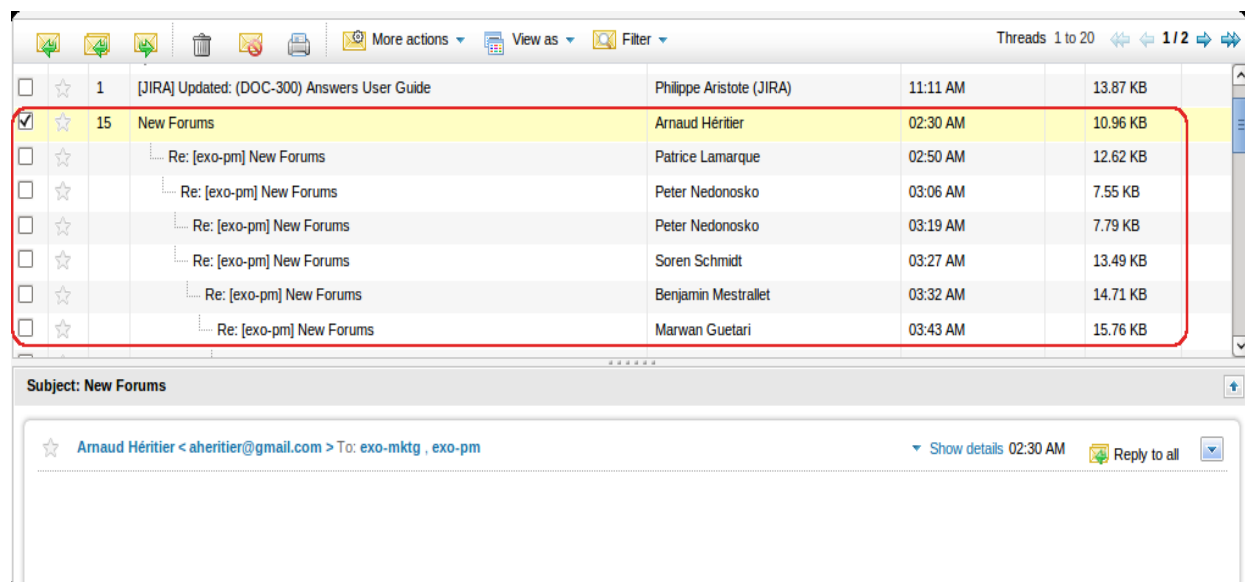
Illustration 121: View message as list

View as Thread

This view arranges messages as a tree structure. All replies are shown as sub nodes. To change the view to thread view, click **View as** and select **Thread** in the pop-up menu:



The message and its replies will be displayed:



<input type="checkbox"/>	☆	1 [JIRA] Updated: (DOC-300) Answers User Guide	Philippe Aristote (JIRA)	11:11 AM	13.87 KB
<input checked="" type="checkbox"/>	☆	15 New Forums	Arnaud Héritier	02:30 AM	10.96 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Patrice Lamarque	02:50 AM	12.62 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Peter Nedonosko	03:06 AM	7.55 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Peter Nedonosko	03:19 AM	7.79 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Soren Schmidt	03:27 AM	13.49 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Benjamin Mestrallet	03:32 AM	14.71 KB
<input type="checkbox"/>	☆	Re: [exo-pm] New Forums	Marwan Guetari	03:43 AM	15.76 KB

Subject: New Forums

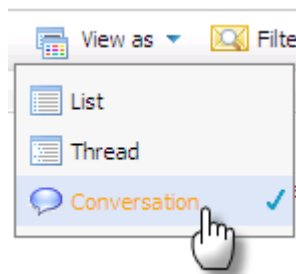
☆ Arnaud Héritier <aheritier@gmail.com> To: exo-mktg, exo-pm

Show details 02:30 AM Reply to all

Illustration 122: View message as thread

View as Conversation

With this view, the messages which are the replies of one mail will not be displayed in the messages list but on the message pane. To view messages as conversation, click **View as** and select **Conversation** in the pop-up menu:



The mail and its replies will be displayed:

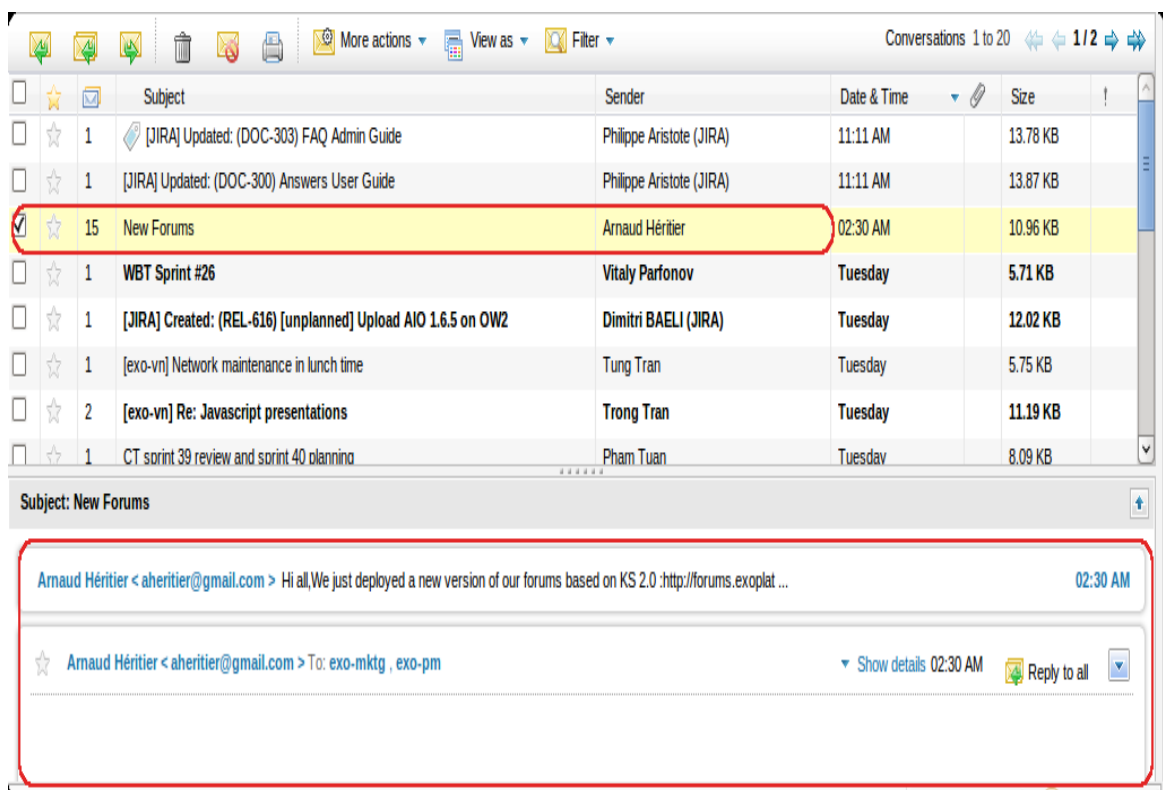


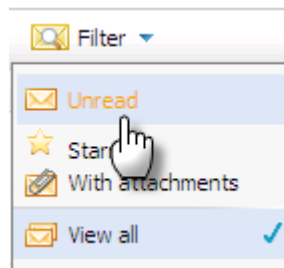
Illustration 123: View message as conversation

6.4.13.2 Filter messages

The function is used to view all messages in a specific folder. Only select **All messages** in the **View menu** on the action bar to view all messages in the current folder.

Filter Unread messages

This function is used to filter all messages which are not read in the list. Only click **Filter** and select **Unread** in the pop-up menu:



Filter star messages

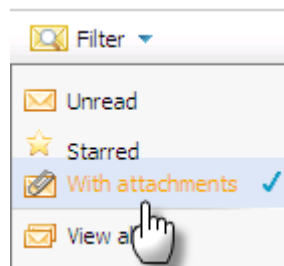
The function is used to filter all messages which are appended stars in the list. Only need to



click **Filter** and select **Starred** in the pop-up menu:

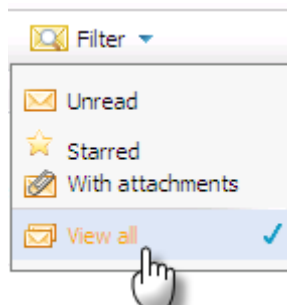
Filter message with attachments

The function is used to filter all messages which has attachments in the list. Only click **Filter** and select **With attachments** in the pop-up menu:



View all messages

The function is used to view all types of messages in the list. Only click **Filter** and select **View all** in the pop-up menu:



6.4.14 Manage filters

Filters allow setting up rules to apply for incoming messages. Rules allow matching some

criteria and applying actions to messages. This section includes some actions relating to filtering mails.

6.4.14.1 Add a new filter

The function is used to add a new filter.

Do as follows:

The 1st way: This way manually define condition for the new message filter.

Step 1: First of all, click the button



on the toolbar. The **Message Filter**

Filter form will appear:

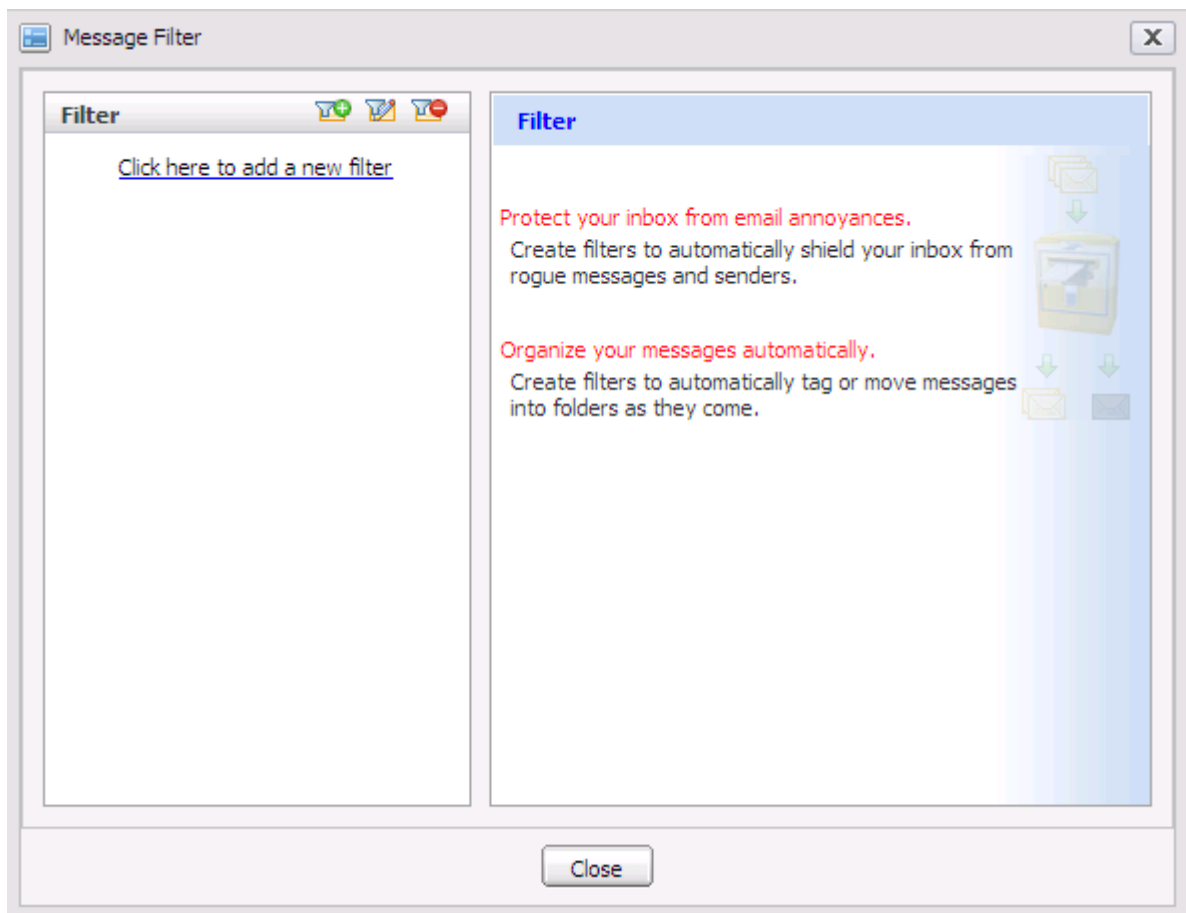


Illustration 124: The Message Filter form

Step 2: Click the icon  or press the '[Click here to add a new filter](#)' link to create a new filter.

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

Illustration 125: The Add/Edit Message Filter form

Details:

Filter Name	The filter's name. (Required).
From	This condition is to filter the email address of sender.
To	This condition is to filter the mail address of receiver.
Subject	This condition is to filter the subject of incoming messages.
Body	This condition is to 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	The tag to which the messages satisfying with the filter will be applied
Apply for all messages	The option allows applying the filter to all current messages.
Execute now	To take the action immediately.
Save button	To save a new message filter.
Cancel button	To exit the Add/Edit Message Filter form.

Step 3: Define one or more rules in this form.

Step 4: Complete adding the message filter by clicking the **Save** button.

After you have created a new filter successfully, the created filter will be displayed in the list below:

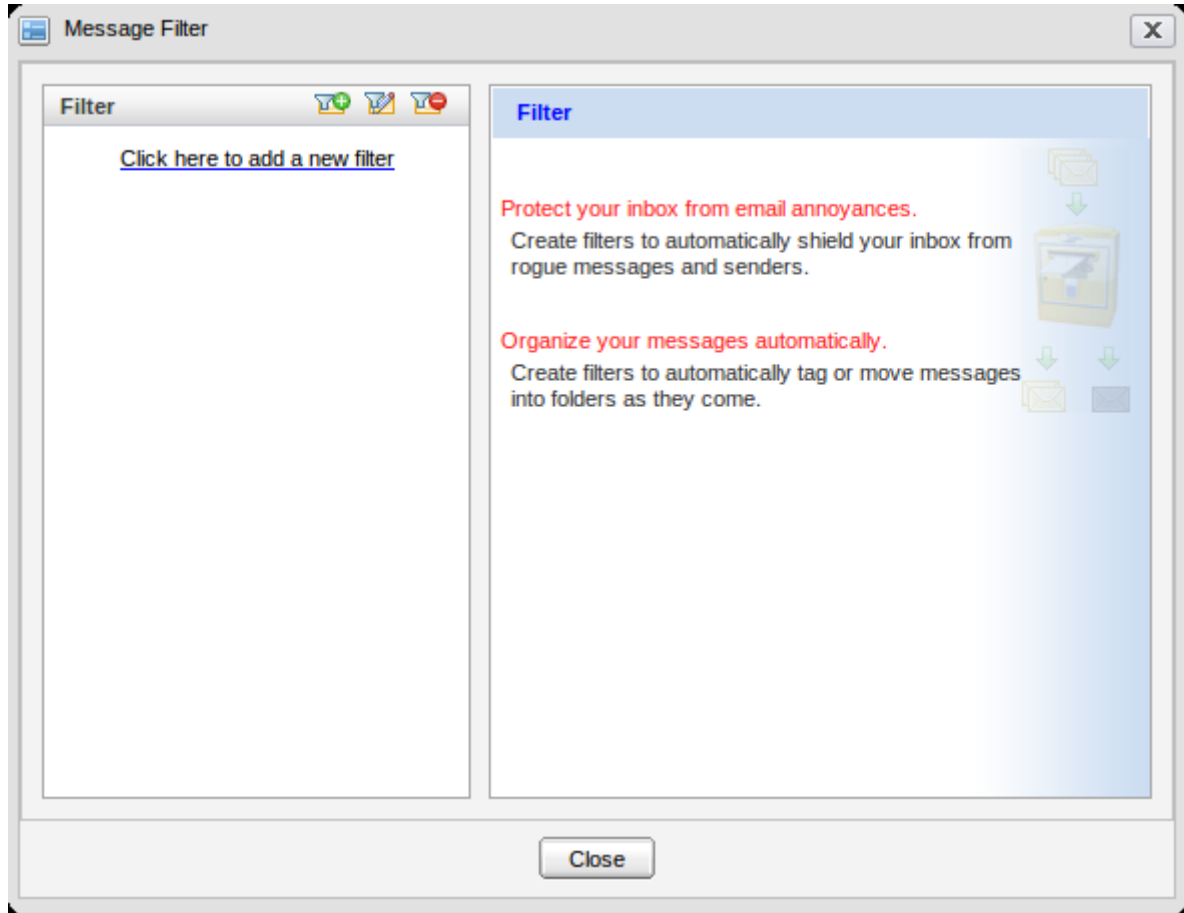
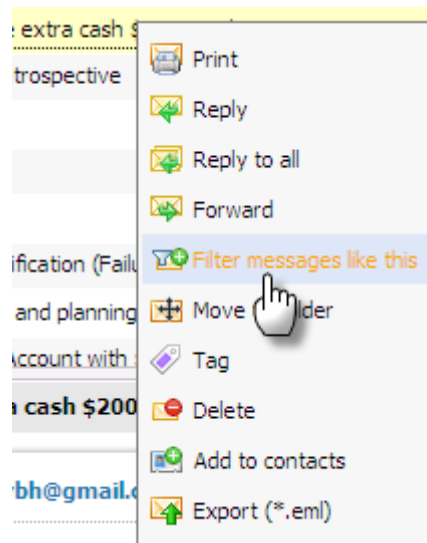


Illustration 126: The Message Filter form

The 2nd way: This way allows creating a new filter by getting conditions from one existing message.

Step 1: Right-click the message which is selected to get filter conditions and select **Filter message like this** in the menu:



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

A screenshot of the 'Add/Edit Message Filter' dialog box. The 'Filter Name' field contains 'jira@exoplatform.com'. Below this, under the heading 'If all of the flowing rules are true ...', there are four rows for 'From:', 'To:', 'Subject:', and 'Body:'. Each row has a dropdown menu set to 'contains' and a text input field. The 'From' field contains 'jira@exoplatform.com'. Below this, under the heading 'Then ...', there are three options: 'Move the message to folder:' with a dropdown set to 'Inbox', 'Apply tag:' with a dropdown set to 'Choose a tag', and 'Execute now' with an unchecked checkbox. At the bottom are 'Save' and 'Cancel' buttons.

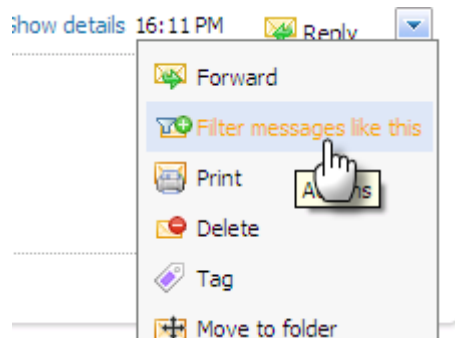
The filter above is created with default criteria “viet@exoplatform.com” in “From” field.

Step 2: Leave the filter conditions by default or define more filter conditions.

Step 3: Complete adding a new filter by clicking the **Save** button.

The 3rd way:

In the Message preview pane, click the icon at the right corner and select **Filter message like this** in the menu below:



The **Add/Edit Message Filter** form will be displayed like the 2nd way with predefined criteria. The new filter can be created through similar ways above.


After creating a filter, the created filter will be displayed in the list. All messages which satisfies with filter conditions will be effected. Messages will be moved into specific folder or tag, etc.

6.4.14.2 Edit a filter

The function is used to make changes on a specific filter.
Do as follows:

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

The **Message Filter** form will appear and list all exiting filters.

Step 2: Select the filter to edit and then click the icon  on the filter bar in the **Message Filter** form. The **Add/Edit Message Filter** form will be shown with detailed information, available for editing.


Step 3: Change the filter's condition.

Step 4: Complete editing by clicking the **Save** button.

6.4.14.3 Delete a filter

The function is used to remove a filter from the filter list.
Do as follows:

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

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

The selected filter will be removed from list.

6.4.15 Manage the Address Book

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 additional actions related to the address book management.

6.4.15.1 Add a new address book

This function is used to add new address books.

Do as follows:

Step 1: Click the button  **Contacts** on the toolbar to go into the **Contacts** form:

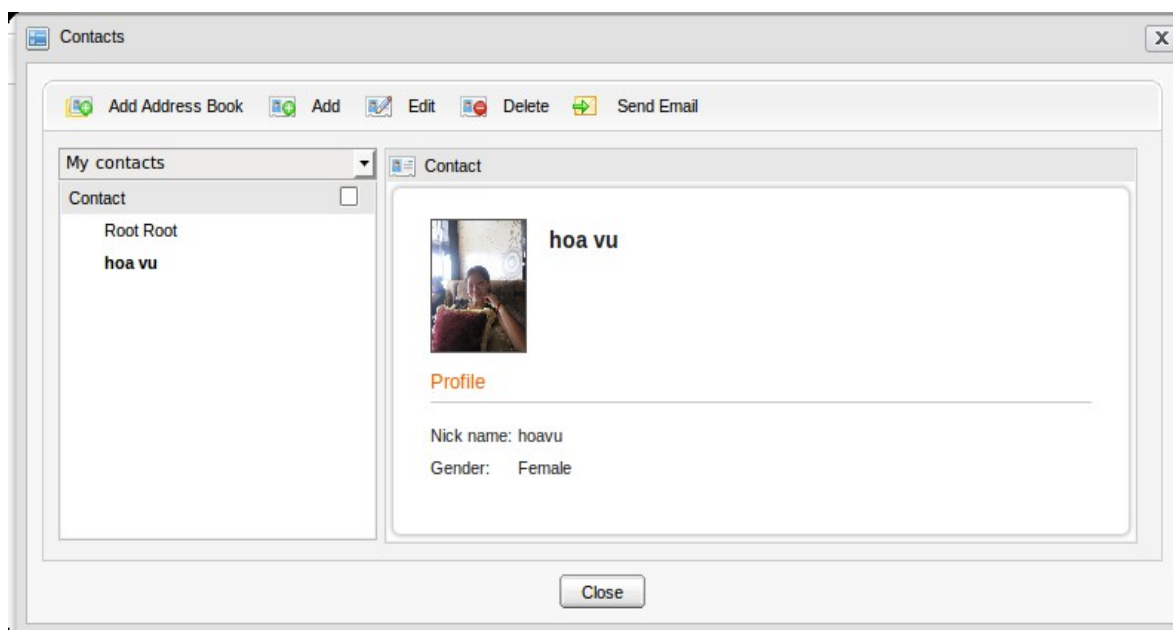


Illustration 127: The Address Book form

Step 2: Click the **Add Address Book** button to add a new address book. The **Add Address Book** form will appear:

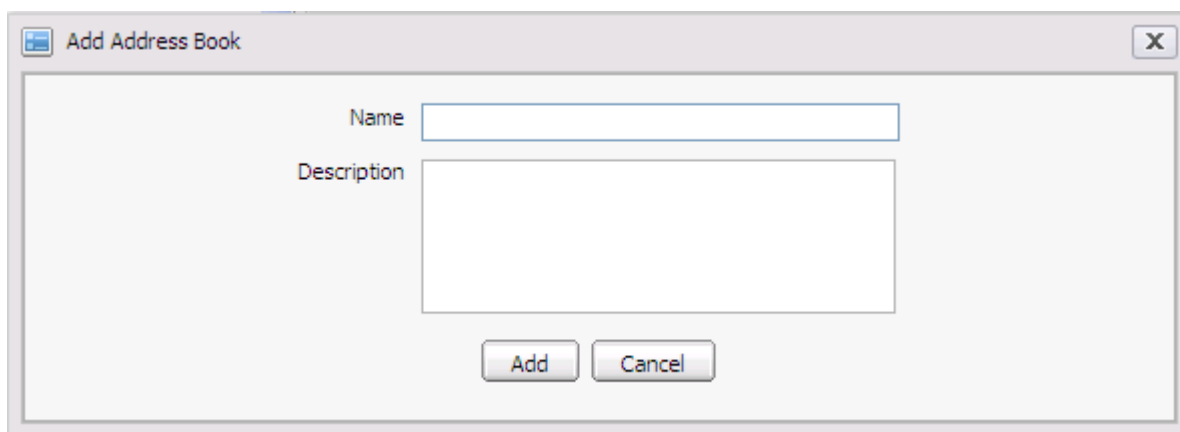


Illustration 128: The Add Address Book form

Details:

Group name	The name of the Address Book. (Required).
Description	The group description.
Add button	To accept adding a new Group.
Cancel button	To exit Add Address Book form.

Step 3: Enter values in this form.


Step 4: Complete adding a new address book by clicking the **Add** button.

6.4.15.2 Add a new contact

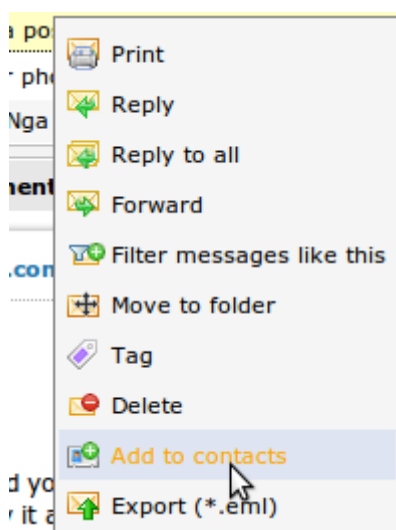
The function is used to add a new contact to a group.

To add the contact, do as follows:


Step 1: Open the Add new Contact form.

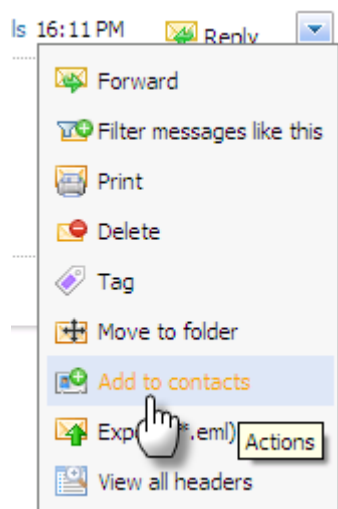
The 1st way: Click the button  **Add** on the **Address Book** form.

The 2nd 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 and then select **Add to contacts**.



The 3rd way: This way is also used to add a sender of a message to a specific group.




Open the message that you want to add the sender to the contact list and then click  at the right corner of the message's content. Select the **Add to contacts** item in the drop-down list:



The **Add/Edit New Contact** will appear:

Illustration 129: The Add new Contact form

Details:

Address Book	The address book in which the contact is stored. The address book can be selected from the existing in the combo box or created new by clicking the icon  to add a new group immediately.
First Name	The first name of the contact. With second and third way, value of this field is the sender's first name of this mail. (Required).
Last Name	The last name of the contact. With second and third way, value of this field is the sender's last name of this mail. (Required).
Nick Name	The nick name of the contact.
Gender	The gender of the contact. There are two options: Male and Female.
Birthday	The birthday of the contact.
Job Title	The job's title of the contact.
Email	The email address of the contact. With second and third way, value of this field is the sender ' s email of this mail. The icon  is to add more email addresses for this contact. The icon  is to remove the added email.
Change	To change the current avatar.

Delete	To delete the current avatar and set it by default.
Save button	To save new contacts.
Cancel button	To exit the Add/Edit New Contact form.

To add the picture to the contact, click the **Change** link to open the **Change Image** form:

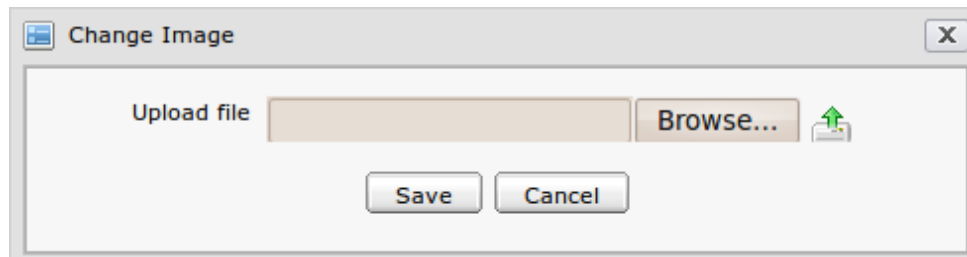




Illustration 130: The Change Image form


- Select the uploaded file from local computer by clicking the  button
- Upload the selected file by clicking the  icon.
- Click the **Save** button to accept saving the uploaded file.

Step 2: Input contact information, change or remove contact's picture by clicking Change/Remove link.


Step 3: Complete adding new contacts by clicking the **Save** button.

6.4.15.3 Edit a contact

The function is used to edit a contact in a specific group.
Do as follows:

Step 1: Open the **Contacts** form by clicking the button  **Contacts** in the main toolbar.

Step 2: Select the contact which you want to edit in the **Contacts** form.

Step 3: Click the button , the **Contact** form will be shown with detailed information, available for editing.


Step 4: Change the contact 's information.

Step 5: Complete editing by clicking the **Save** button.


6.4.15.4 Delete a contact

The function is used to delete a contact from a specific group.

To delete a contact, do as follows:

Step 1: Open the **Contacts** form by clicking the button  **Contacts** in the main toolbar.

Step 2: Select the contact which you want to delete in the **Address Book** form.

Step 3: Select the button  **Delete**, the confirmation message will be shown. Click **OK** to delete contact or click **Cancel** to quit.



When you delete a contact which is tagged, it is still shown in tag. Only the deleted contact is removed completely from trash folder, the deleted contact is not shown in tag.

3.5.15.5 Send a mail to a selected contact

The function allows sending a mail to the selected contacts.

Do as follows:

Step 1: Tick on the contacts that you want to send a email.

Step 2: Click the button  **Send Email**.


The **Compose a new message** form appears with the **To** field is input with all the selected emails.

Step 3: Compose the mail content and send it.

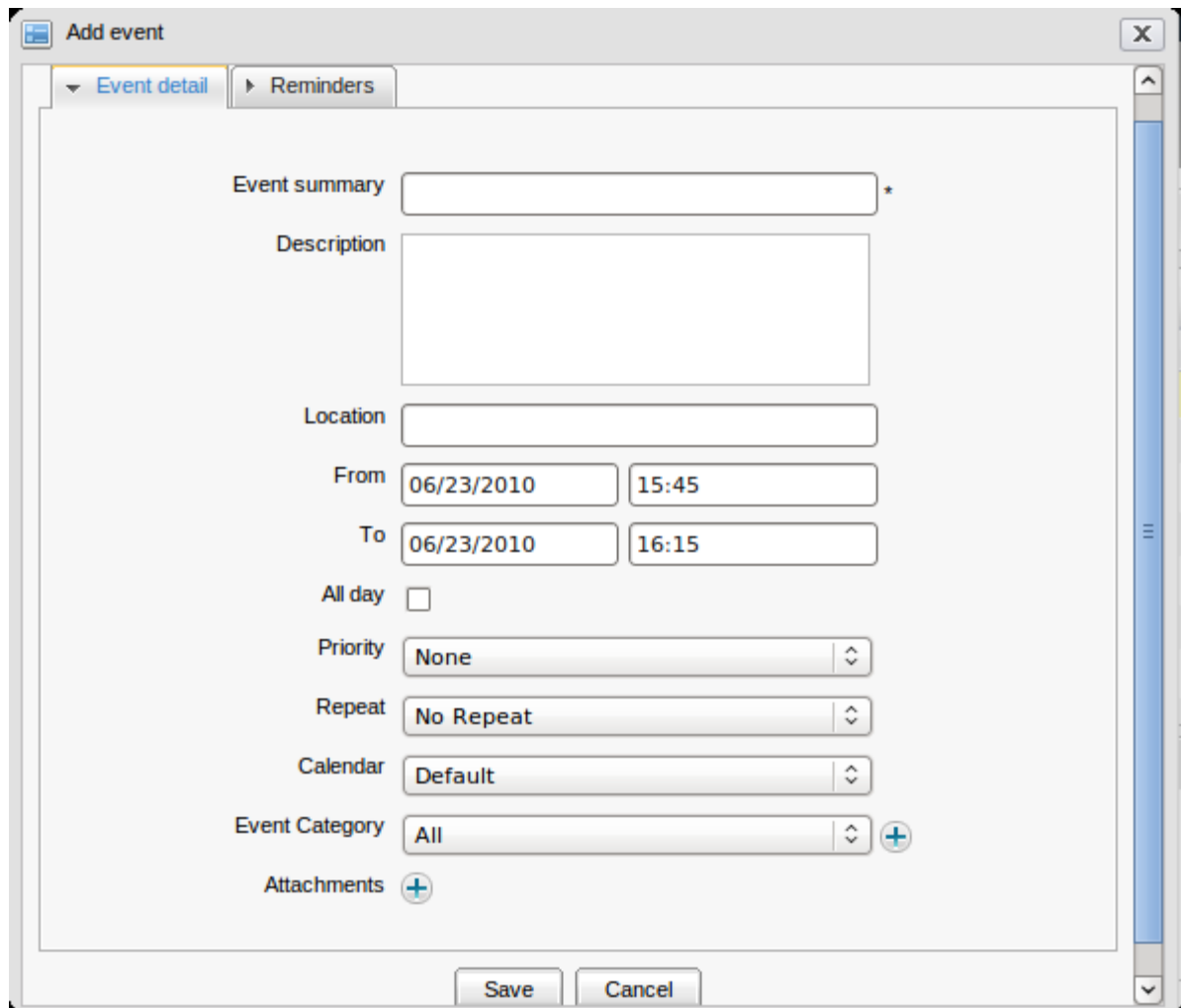
6.4.16 Add an event

The function interacts with the Calendar application which allows quickly adding new events into your calendar instead of directly going to calendar application to do.

To add an event, do as follows:

Step 1: Open the **Add event** form by clicking the button  **New Event** on the main toolbar.

The **Add event** form will appear below:



The screenshot shows the 'Add event' form with the 'Event detail' tab selected. The form contains the following fields and controls:

- Event summary**: A text input field with a required field asterisk (*).
- Description**: A large text area for detailed description.
- Location**: A text input field.
- From**: Date and time input fields showing '06/23/2010' and '15:45'.
- To**: Date and time input fields showing '06/23/2010' and '16:15'.
- All day**: A checkbox that is currently unchecked.
- Priority**: A dropdown menu set to 'None'.
- Repeat**: A dropdown menu set to 'No Repeat'.
- Calendar**: A dropdown menu set to 'Default'.
- Event Category**: A dropdown menu set to 'All' with a plus icon to the right.
- Attachments**: A plus icon to add attachments.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.


Illustration 131: The Event detail tab of the Add event form

Details:

The **Event Detail** tab contains basic event information:

Event Summary	The title of the event.
Description	The detailed description of the event.
Location	The location where the event will take place.

From	The start date/time of the event.
To	The end date/time of the event.
All day	The option allows selecting the duration of the task to be all day or not. If you don't check this option, you have to select the start date, time and end date. By default, the start date and end date is current date.
Priority	The priority level of the task.
Repeat	Interval time that you will be asked for a repeated reminder after every x minutes.
Calendar	The calendar in which the event will be stored.

Event Category The category the event belongs to. To create a new Event category, click the icon  , the Event categories form appears as below:

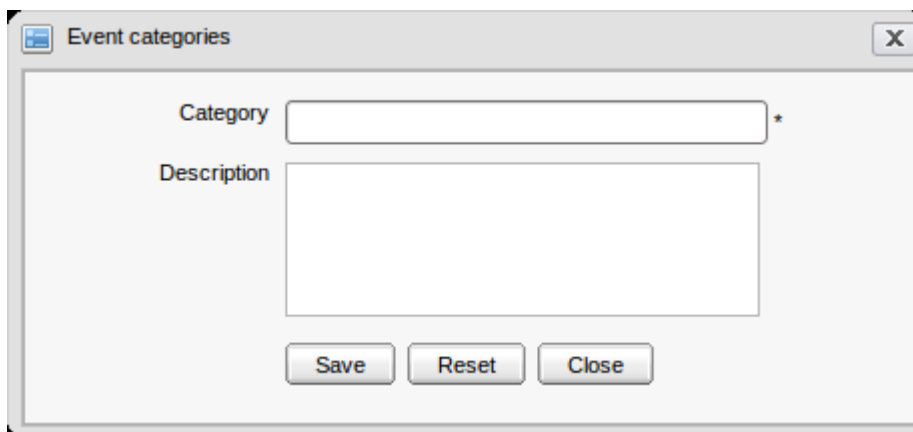



Illustration 132: Event categories form

- Give an event category name and description (optional) then click the **Save** button to create a new category quickly.

Attachments	To add attached file to the events.
Save button	To accept saving the event.
Cancel button	To exit the Add event form.

The **Reminders** tab: the reminder function allows you to remind about an event via a mail.

Illustration 133: The Reminders tab of Add event form
Reminder by mail:

When event starts in next	The time you will receive the mail reminder before event starts.
Repeat	The option allows setting reminder repetition mode or not for the event.
every	The interval time (in every xxx minutes) the reminder will be repeated before event stars.
Send reminder to	List of email addresses to which the reminder will be sent. The default value is the email address of current user. You can input email address list or click  to select emails from the Select email form manually.

After adding email addresses successfully, the email addresses of selected contacts are displayed in the 'Send reminders to' field of the **Reminders** tab.

Step 2: Input values into the Add event form.

Step 3: Complete adding new event by clicking the **Save** button.



This function supports in adding new events into the Calendar application through the Email application. (See Calendar User Guide for more details).

Besides, when you receive an Invitation mail on taking part in a specific event, you can import an event directly in your calendar. The Invitation mail content is shown as below:

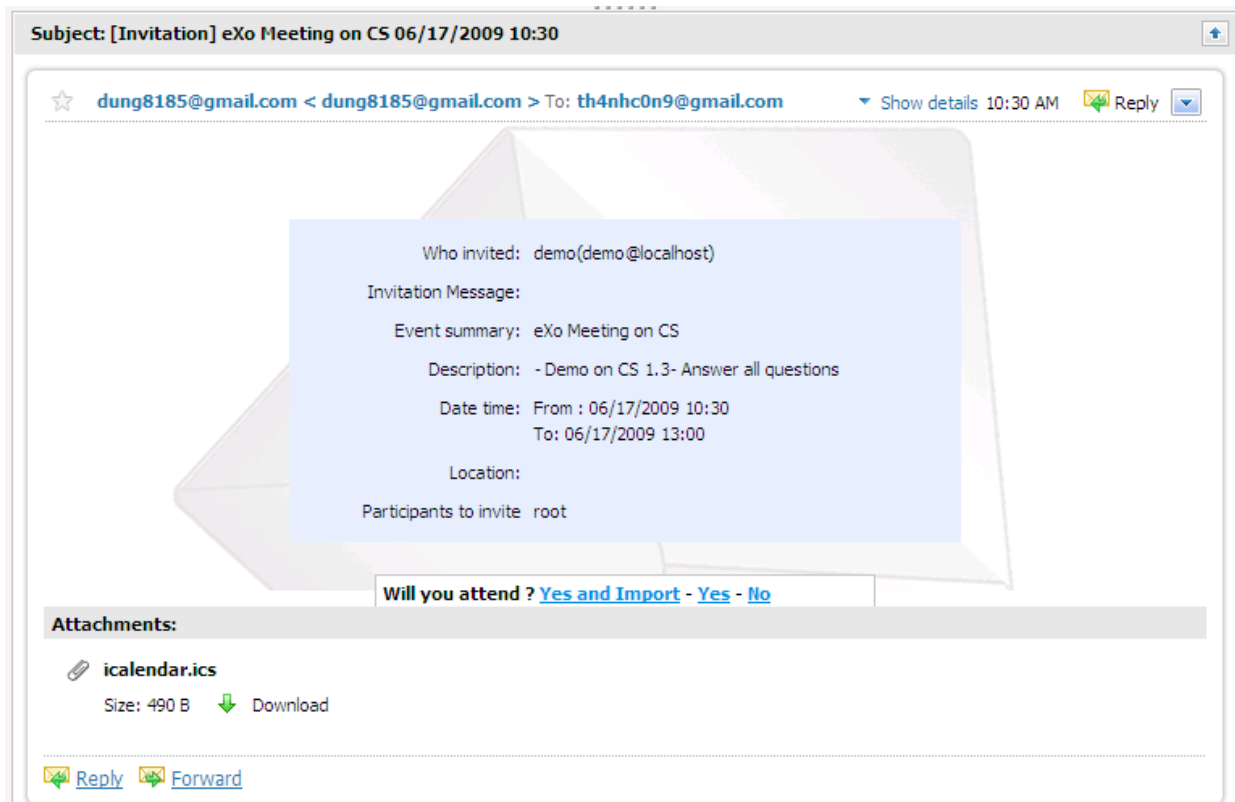


Illustration 134: The content of an Invitation mail

There are 3 options:

The **Yes and Import** option means that you accept taking part in the event in the Invitation mail and import the event into your calendar to remind you about this event. The event will be imported directly into your **Default** calendar in the Calendar portlet.

The **Yes** option means that you accept taking part in the event without importing it into your calendar.

The **No** option means that you refuse taking part in the event in the Invitation mail.

6.4.17 Search

The function allows you to find mails. There are two types of searching: quick search and advanced search.

6.4.17.1 Quick Search

The function allows you to do a quick search with specific keywords in all your messages. All messages from the different folder having the text matching with your search term will be displayed in search result form. To do a quick search, do as follows:

Step 1: Enter a search term into the Search field:



Step 2: Click the icon .

For example, quick search with "jira" term. All messages matching with "jira" term are listed in the search results form. The Search result form will be displayed:

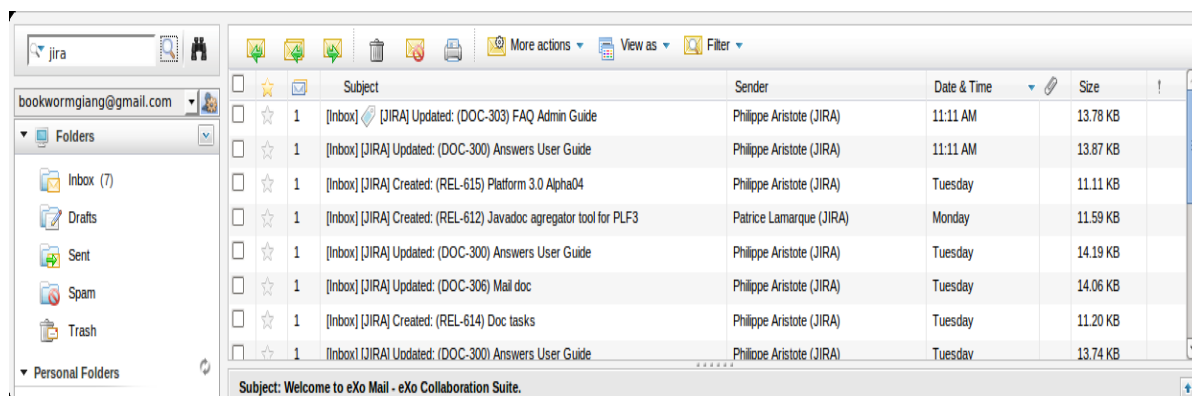



Illustration 135: Search results



- The default search is not done in the Spam and Trash folders.
- The messages in Spam and Trash folders can be searched by positioning explicitly into them.

6.4.17.2 Advanced Search

The Advanced Search allows you to specify precise search criteria. Do as follows:

Step 1: Click the icon  to the right of the search box.

The **Advanced search** form will appear:

Advanced Search

Search in folder : Inbox

From : contains

To : contains

Subject : contains

Message : contains

Received after: Received before:

☐ Has Star ☐ Has Attachment

Priority: --Choose--

Search Cancel

Illustration 136: The Advanced Search form

In this form, you can set one, few or all criteria for your search:
Details:

Search in folder	The folder which you want to search in.
From	The condition corresponding to the sender's name or mail addresses. There are some options: <ul style="list-style-type: none"> contains: includes the terms in search box. doesn't contain: do not include the term in search box. is: include exactly the term in search box is not: do not include exactly the term in search box starts with: starts with the term in search box Does not start with: do not start with the term in search box
To	The condition corresponding to 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 search messages were receipted <i>Has Star:</i> This option allows searching messages have star or not. <i>Has attachment:</i> This option allows searching messages have attachment or not. <i>Priority:</i> The priority of the search messages

Step 2: Define the Search conditions.

Step 3: Click the **Search** button to launch the search.

All messages matching with your criteria will be listed in the search result form.

Or click **Cancel** to quit.

6.4.18 Mail Settings

The function allows you to customize the behavior and layout of Mail for your own needs.
Do as follows:

Step 1: Click the button  on the toolbar.

The **Mail Settings** form appears with 3 tabs: General, Return Receipts and Layout.
The **General** tab contains basic setting information.