WEBLAND.CH
REALIZE IT.

Web Access

Manual

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Introduction

Mobile communication and information services are becoming increasingly important.
High-speed data connections, whether for business or private purposes, are already taken for granted in today's world. Mobile data access with notebooks or mobile telephones via hotspots (WLAN) or UMTS are already every day realities.

An up-to-date and synchronised data inventory is indispensable in this area.
This fact makes the Webland Xchange servers the centre of attention as central data storage for e-mails and PIM data (Personal Information Management- calendars, contacts, tasks).

So that these data are available and up to date everywhere and at all times, they must be constantly synchronised with the central server and mobile end-devices and stationary computers (PC's).

These data can be subject to shared use and exchange in a team, company or even a family. To this end, the individual data categories (calendars, contacts, tasks, etc.) and/or the individual folders (sub-folders) are assigned specific access rights by the user so that only authorised persons have access.

The solutions SmartSync® and Hosted-Xchange are optimally adapted for these needs so that your data are always up-to-date both on the mobile phone/smart phone, local PC's/notebooks and on the internet and so that you can use them together with other persons.

You can find more information about the services of Webland AG on our website.

Xchange Web Access - WebClient

Overview

Xchange Web Access is a component of every type of Xchange account.

With Xchange Web Access, you have access to your data (e-mail, calendar, contacts, tasks) from any computer with an internet connection.
Using the special version Xchange Mobile Access you can also access your data using a mobile telephone with integrated browser.

Xchange Web Access is a modern web client that is hardly distinguishable from locally installed programs (such as Outlook) in terms of visuals and operation.
Thanks to the use of Web 2.0 technology, elements can also be edited using "drag & drop" or using the context interface (via right mouse button).

In combination with Webland SmartSync® (based on MS Exchange ActiveSync), these data can also be synchronised between the Webland Exchange Server and one or more mobile telephone(s)/Smartphone(s) "over-the-air" wireless using the mobile telephone network.
With the solution "Outlook Access" ,which is integrated into the SmartSync® product, you can continue to use Outlook Express as your local mail program and synchronise your data with the Webland Xchange server.
More information about this in the SmartSync® Manual.
MS Outlook also serves in this context with a Hosted Xchange account as a full groupware platform for shared use of data.

Requirements

When installing the OutlookSync, check the following elements:

Subscription with Webland AG

Xchange Web Access can only be used in connection with the following subscription-based services from Webland AG:

Standard, **SmartSync®** or **Hosted-Xchange**

Depending on the type of account, a different scope of functions will be available.

You can get more information about the services of Webland AG on our website.

Computer / PC / Notebook

Xchange Web Access can be used on Microsoft, Mac and Linux systems.

The only prerequisite is the installation of a new generation browser:

- ✔ Internet Explorer

- ✔ Firefox

- ✔ Opera

- ✔ Safari

Network Environment / Firewall

Xchange Web Access is completely browser-based (Port 80) so that no adjustments need be made to the network environment or the firewall.

Supported Functions

Xchange Web Access supports nearly all functions that you know form a locally installed mail program (e.g. MS Outlook):

- ✔ Calendar

- ✔ Contacts

- ✔ Tasks

- ✔ Notes

- ✔ Journals

- ✔ Folders

- ✔ File storage

It also supports, inter alia:

- ✔ Event scheduling

- ✔ Meeting request

- ✔ Free / booked information

✔ Assign access rights to your own account

✔ Integrate approved accounts

Depending on the type of subscriber account, not all functions may be available.

SmartMonitor

The SmartMonitor is a comprehensive supplement to Web Access as you may be familiar with from the expression "You've Got Mail". Your SmartMonitor offers the following functions:

- Displays the unread messages that are in your e-mail account.
- Remembers your login data so that you don't need to login again every time.
- Enables you to login from your own website.

Integration into your own website

Of special interest to companies, associations and re-sellers is supplying employees, customers and members with access to Web Access on the group's own homepage. This increases the number of visitors to their homepage and can more easily and efficiently communicate new product offers, events and any kind of information.

You can easily integrate SmartMonitor in any page of your own homepage. Just insert the following line in the HTML code at the location on your website where you want the SmartMonitor to appear:

```
<script language=JavaScript src="/_wlscripts/smartmonitor/smartmonitor.aspx"></script>
```

Appearance

You can easily specify the appearance of the SmartMonitor using the following parameters.

window=new (Web Access will start in a new window)
or
window=self (Web Access will start in the same window)

Font=Verdana,Arial,Helvetica
TitleFontSize=10px
TitleFontColor=2C1561
TitleBackgroundColor=C8C8DC
FontSize=10px
FontColor=000000
ErrorFontColor=ff0000
BorderColor=C8C8DC
BackgroundColor=EBEBEB
ButtonFontSize=9px
ButtonColor=C8C8DC
ButtonFontColor=2C1561

These sample data correspond to the SmartMonitor Display as you can see them in the illustrations.
All of these parameters are optional. If you don't use a parameter, the standard value, as listed here, will be used.

Here is an example of how you employ the parameters:

```
<script language=JavaScript src="/_wlscripts/smartmonitor/smartmonitor.aspx?
window=new&Font=Verdana,Arial,Helvetica&FontSize=10px"></script>
```

Please note that the character ? appears before the first parameter and the character & before each subsequent parameter.
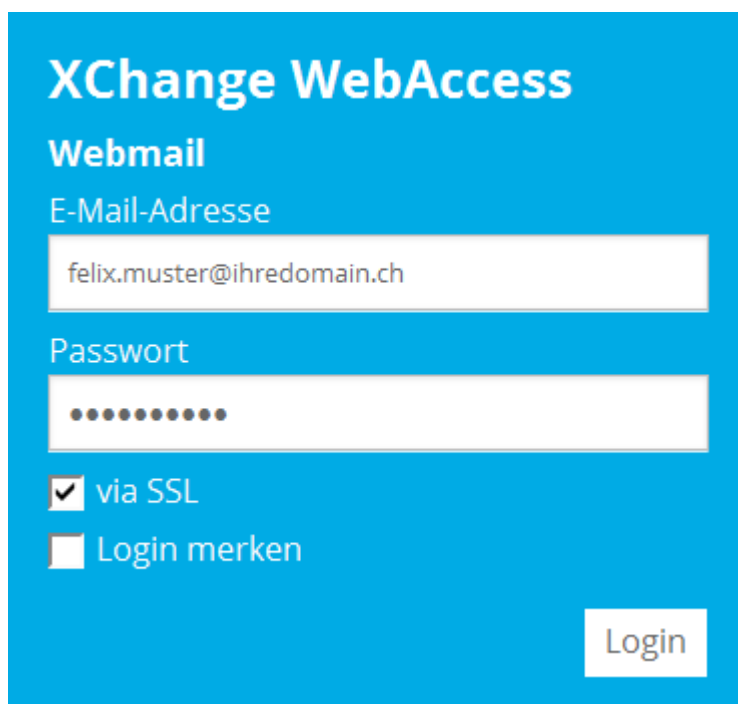
Xchange Web Access - User Interface

Login/Logout

There are two login options for Xchange Web Access:

Login via the Webland Website

You will find the login window for Xchange Web Access on our website.
Enter your **e-mail account** and **password** and select the **login button**.
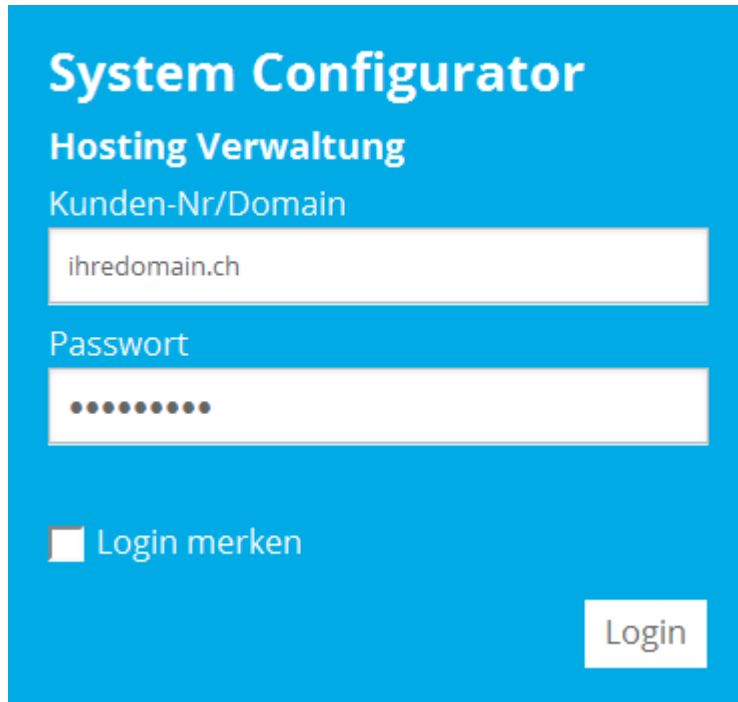
Login from the Xchange Website

Login to the System Configurator using your customer or domain data on our website:

Select **E-Mail / Xchange**:

E-Mail / Xchange

Click on the link under **Server Information**-> **Xchange Web Access**.
To login again later, you can save this URL/address in your favourites.

Serverinformationen:

Posteingangsserver (POP3):	pop.ihredomain.ch
Posteingangsserver (IMAP):	imap.ihredomain.ch
Postausgangsserver (SMTP):	smtp.ihredomain.ch
Xchange WebAccess:	http://xwa.ihredomain.ch

If you want to access from the SSL-secured website, click on the link under **Server Information SSL**-> **Xchange Web Access**.
To login again later you can also save this URL/address in your favourites.

Serverinformationen SSL:

Posteingangsserver (POP3):	ms3pop.webland.ch
Posteingangsserver (IMAP):	ms3imap.webland.ch
Postausgangsserver (SMTP):	ms3smtp.webland.ch
Xchange WebAccess:	https://ms3xwa.webland.ch
Xchange Server (ActiveSync):	ms3xas.webland.ch

Enter your **e-mail address** and **password** and select the **login button**.

If you wish, activate the control box **Remember me**.

Attention:

Only select these options on computers to which you alone have access- i.e. never at an internet café.

Anmelden

| E-Mail-Adresse |
| Passwort |

ANMELDEN   ☐ Login merken

Login for PDA/Mobile Telephone and Tablet

If you would like to access your data using a PDA/mobile telephone or a slow internet connection, select the corresponding entries "Tablet" or "Mobile".

In these versions you will only have access to the specifically suitable information.

Basic configurations such as language settings, etc., cannot be performed here.

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WÄHLEN SIE IHR BEVORZUGTES INTERFACE:

| Desktop 🖥 | Tablet 📄 | Mobile 📱 |

Tablet

In the "Tablet" version of the Xchange Web Access you will have access to the most important data i.e. e-mail, contacts, calendar etc.

E-Mail view:

Contacts view:

Calendar view:

Folder Tree

Data Types/Symbols

The individual elements are displayed in the folder tree as usual.
The different symbols show the data types present in a given folder.

E-mail symbols:

Inbox		Sent	
Drafts		Spam	
Filter		Black-/Whitelist	

Other symbols:

Contacts		Calendar	
Tasks		Notes	
Files		Trash	
Journal		Recovery items	

Context Menu

You reach the context menu by selecting a folder and pressing the right mouse button.

The folder tree and the context menu will look something like this (depending on folder type):

Folder Tree   Context Menu

Folder Tree	Context Menu
🏠 **Felix Muster**	Inhalt verwalten ▸
🗐 Posteingang	Neuen Ordner erstellen
🗐 Entwürfe	Neuen Suchordner erstellen
🗑 Gelöschte Objekte	Ordner umbenennen
✈ Gesendete Objekte	Ordner verschieben
❗ Spam	Als Standard festlegen ▸
☑ Aufgaben	Freigegebenes Konto hinzufügen
🗋 Dateien	Teilen und Berechtigungen
🗐 Journal	Synchronisieren
📅 Kalender	Ordner löschen
👤 Kontakte	
🗐 Notizen	
▼ 🔽 Filter	
⊗ Blacklist	
⊘ Whitelist	
🗑 Wiederherstellung	

Depending on the type of folder selected (e-mail, calendar, etc.), not all context menu options will be available.

Add Folder, Move Folder, Create Virtual Folder

Add folder:
Select add folder.

Give the folder a name.

Select the type of folder.

Select the place where the new folder should be added.

Select the OK button.

Move folder:
Select Move folder.

Select the new location to which the folder should be moved.

Select the OK button.
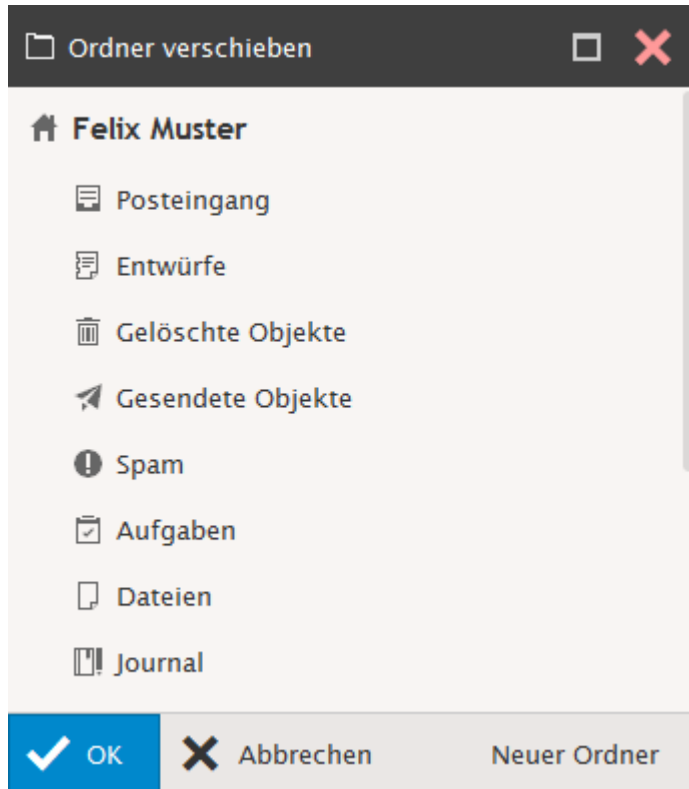
Add Search Folder:

Search folders allow you to combine multiple folders of the same type.

If you are using a private and a business calendar (folder), you can combine both of these calendars (visually).

Select the main calendar and select Add Search Folder.

Select the type of folder (you can only combine folders of the same type).

Select the folders that you want to insert and click on the ">>" button.

Select the primary folder. If you are in the Search Folder View and you create a new entry, it will be created in the primary folder..
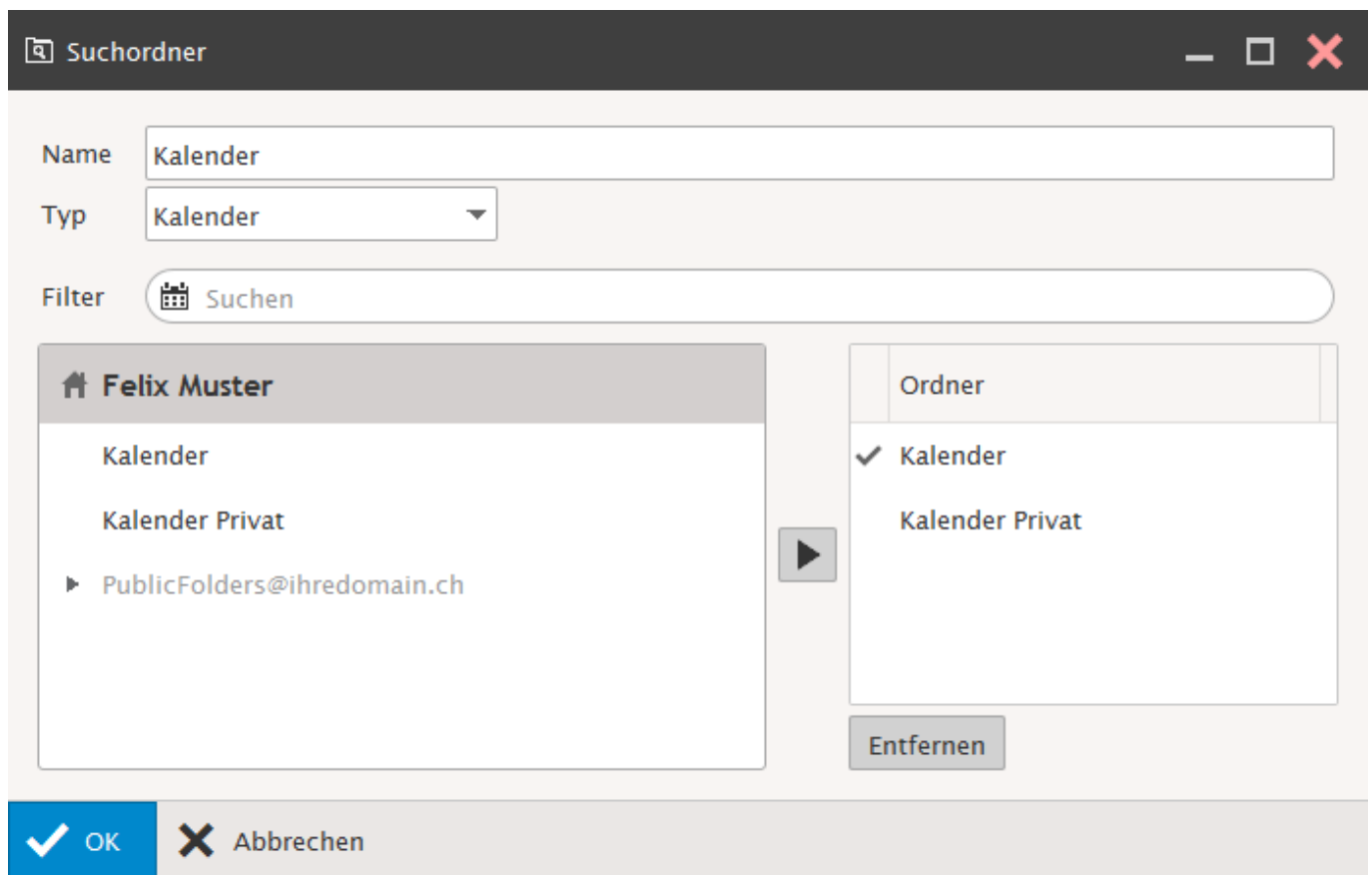
Rename Folder, Set as Default

Rename Folder:
Select Rename Folder.

Enter the new name of the folder.

Kalender

👤 Kontakte

📋 Notizen
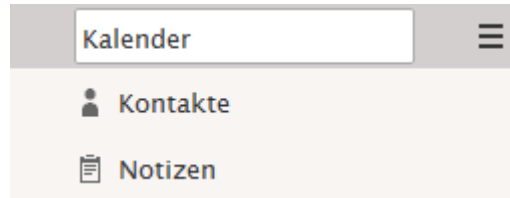
Set as Default:
Select Set as Default.

Inhalt verwalten   ▸

Neuen Ordner erstellen

Neuen Suchordner erstellen

Ordner umbenennen

Ordner verschieben

Als Standard festlegen   ◂   Entwürfe

Freigegebenes Konto hinzufügen   Gesendete Objekte

Teilen und Berechtigungen   Gelöschte Objekte

Synchronisieren

Ordner löschen
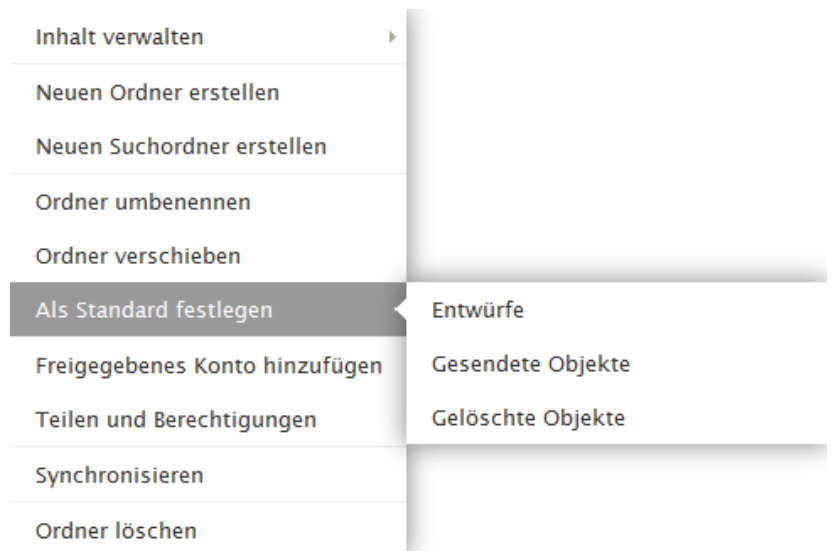
Add Approved Account, Folder Access Rights

The elements **Add Approved Account** and **Folder Access Rights** are only available with a subscribed Hosted-Xchange account.

These elements are explained in greater detail in the chapter [Hosted-Xchange](#).

Synchronise

Activate the control box **Synchronise**, if you want to include this folder in manual synchronisation using the symbol bar "Receive".

Mark as read

Mark one or several e-mails and select **Mark as read**.

Empty Folder, Delete Folder

Empty Folder:
Select the corresponding e-mail folder and select **Empty Folder**, if you want to delete this content.
The items will be moved to the folder "Trash".

Delete Folder:
Select the corresponding Folder and select **Delete Folder**, if you want to delete this folder and its contents.
Attention: All items will be permanently deleted.

Recovery Items

Select the corresponding item* and select Recover if you want to restore items. The items will in each case be stored in the "Recovery Items" folder for 30 days.
Attention: After the items are deleted from the folder "Recovery Items", they are permanently deleted.

*These can be items of the following types: Tasks, files, journal, calendar, contacts or notes.

Symbol Bar

Various functions and options are available in the symbol bar.

Many functions are also available using a Context Menu that you call up using the right mouse button. Click on the particular item (e-mail, calendar entry, etc.) in order to fade in the Context Menu.
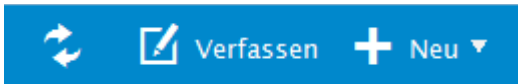
Receive

Click on **Receive** in order to start manual synchronisation.
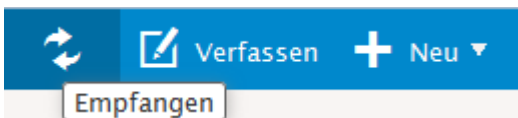
New

You can create new items under **New**.
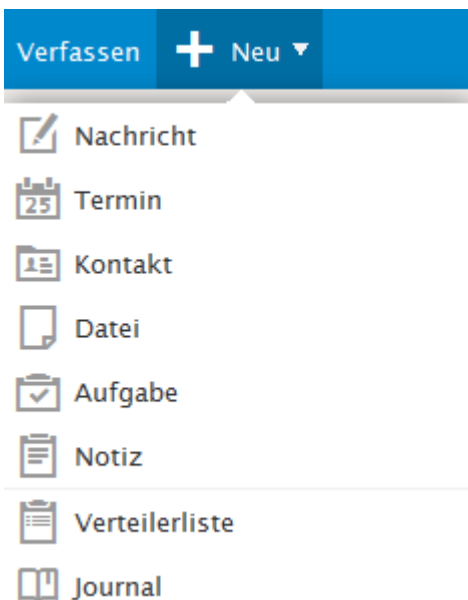
Message

Select New-> Message in the Symbol Bar or right-click into the Context Menu in the e-mail view in the main window and select New.

Write your message as usual.
Select whether the message should be created in Text or HTML format.
If you use file attachments, you can select between "Attachments" and "SmartAttach".
Using the option "Attachments", the file will be sent with the e-mail as usual.
Using the option "SmartAttach", the file will be stored on the server and a link to the file will automatically be inserted in the e-mail.
In this way, only interested recipients will have access to the information and you will thus reduce the demand on the recipient's memory use.
Note: The link to files of this kind is only active for 7 days.
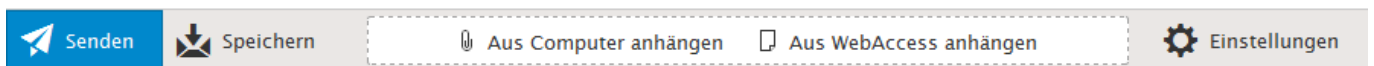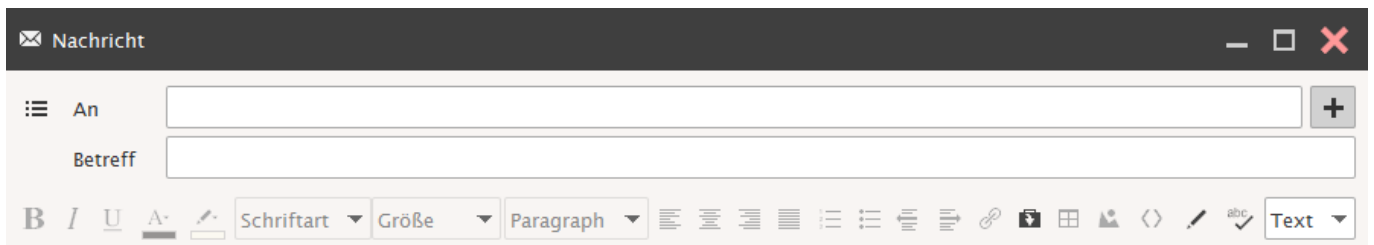
Under options you can make additional adjustments.

If you have set up other accounts, e-mail can also be sent over those accounts. Select the corresponding account form the "Alias" menu.

If someone replies to this e-mail, the reply will be sent to that e-mail address.

This means that Web Access can be used to manage all of your e-mail accounts (even external ones).

You can find additional help to integrate your additional accounts under Accounts.
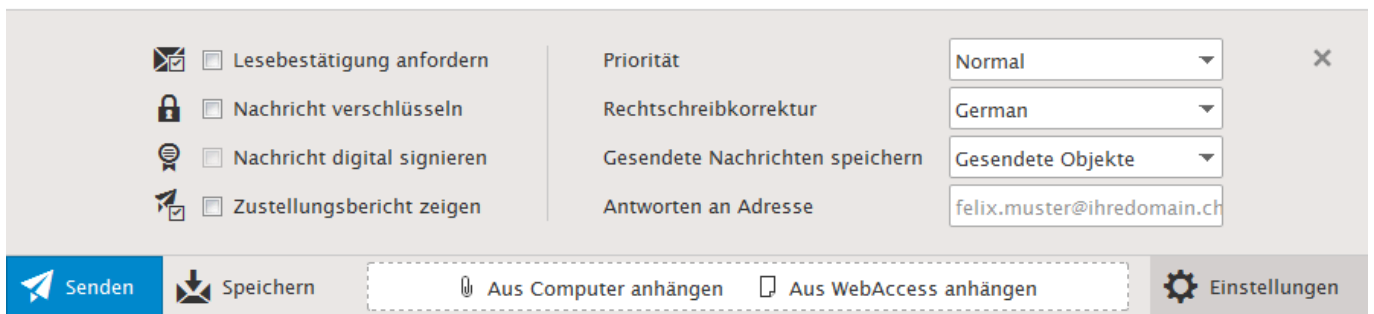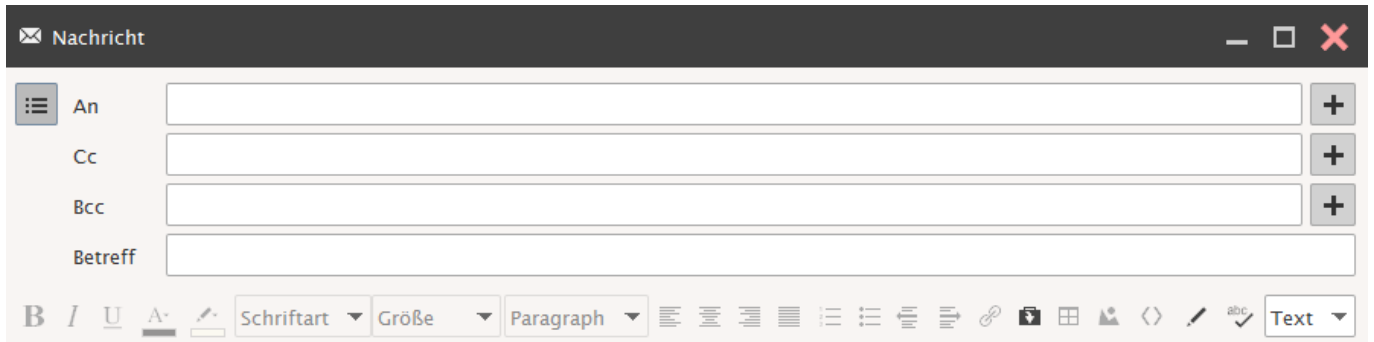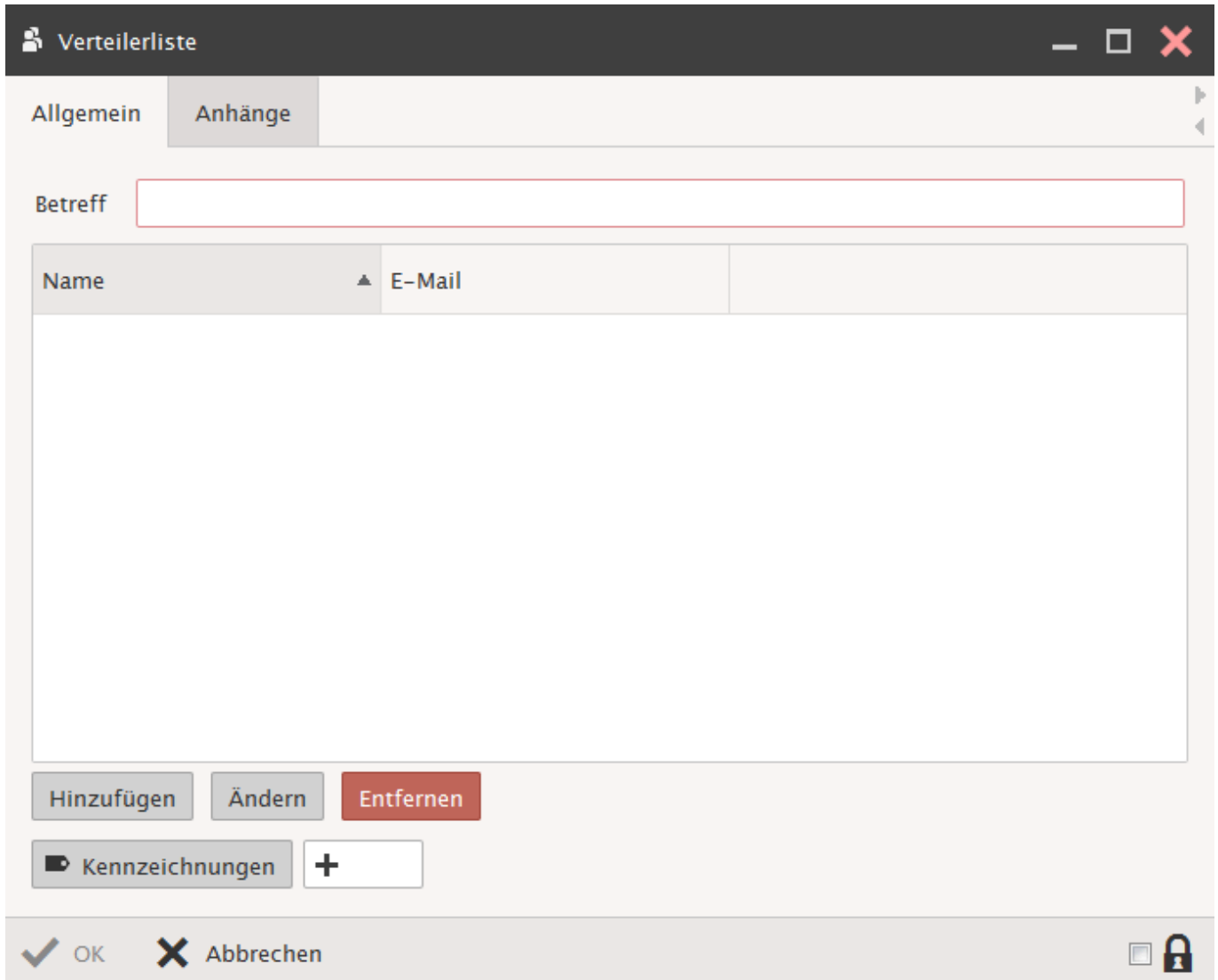
Contact

Select New-> Contact in the symbol bar or right click into the Context Menu in the context view in the main window and select New.

Enter the desired **Contact Information** and then select the OK button.
The new contact will be stored in the Contact Folder automatically.
See Hosted-Xchange concerning the **Private** control box.

Distribution List

Select New->Distribution List or right click into the Context Menu in the Contact View in the main window and select Distribution List.

Enter the desired **Information** and add the corresponding users.
Concerning the **Private** Control Box, see Hosted-Xchange.
The distribution list will be stored based on the field "Subject" as a single contact in the contact folder.

Event

Select New->Event in the Symbol Bar or right-click into the Context Menu in the Calendar View in the main window and select New.

Enter the desired **event information** and after that select the OK button.
The new event will be stored in the calendar automatically.
When entering the date and time pay attention to the matching time zone.
See Hosted-Xchange concerning the control box **Private.**
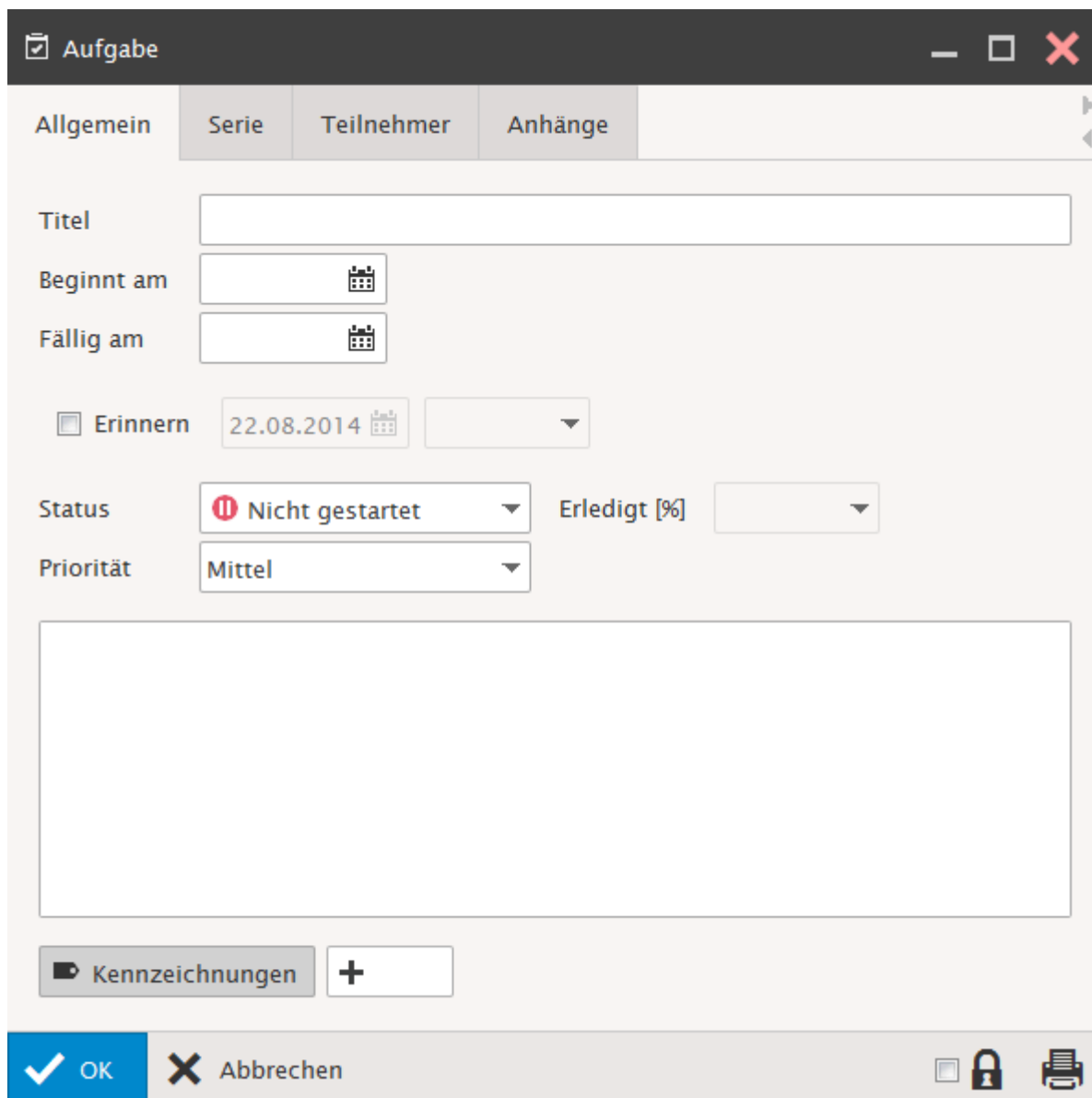
Task

Select New -> Task in the Symbol Bar or right click into the Context Menu in the Task View in the main window and select New.

Enter the desired **task information** and then select the OK button.
The new task will be saved automatically in the task list.
See Hosted-Xchange concerning the control box **Private.**

Journal

Select New -> Journal in the Symbol Bar or right click into the Context Menu in the Journal View in the main window and select New.

Enter the desired **journal information** and then select the OK button.
The new task will be saved automatically in the task list.
See Hosted-Xchange concerning the control box **Private.**
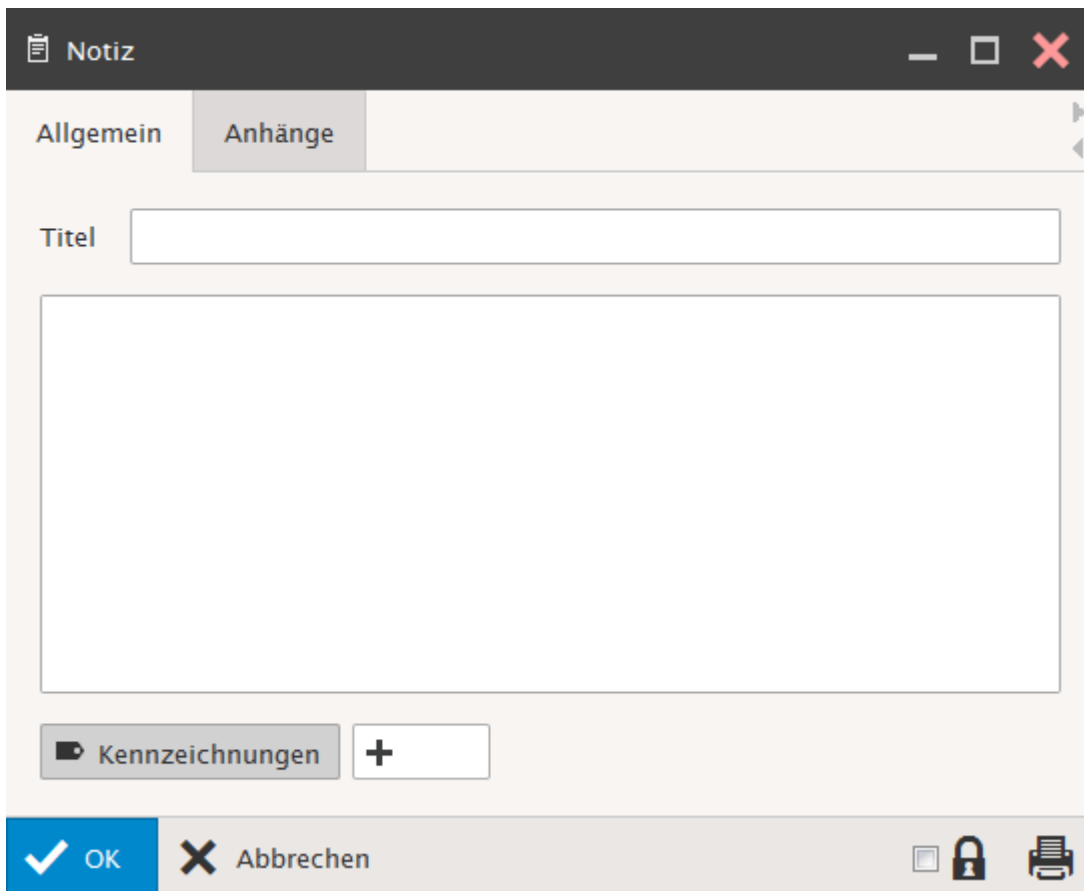
Note

Select New -> Note in the Symbol Bar or right click into the Context Menu in the Note View in the main window and select New.

Enter the desired **note information** and then select the OK button.
The new task will be saved automatically in the task list.
See Hosted-Xchange concerning the control box **Private.**

File

Select New ->File in the Symbol Bar or right click into the Context Menu in the File View in the main window and select New.

This option is only available in an account subscribed to Hosted-Xchange.
Enter the corresponding file that you want to upload under **Search**. Fill in any additional fields.
See Hosted-Xchange concerning the control box **Private.**
The file will be stored under **Files** automatically.
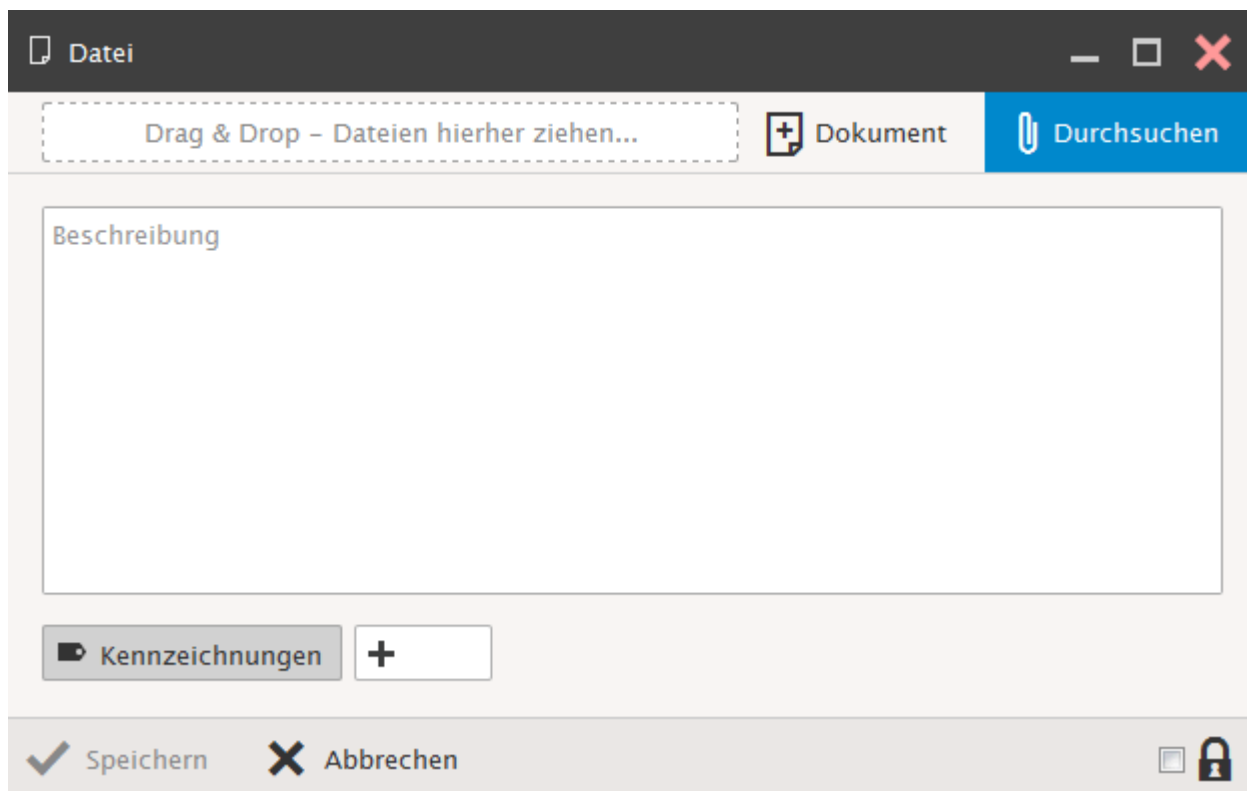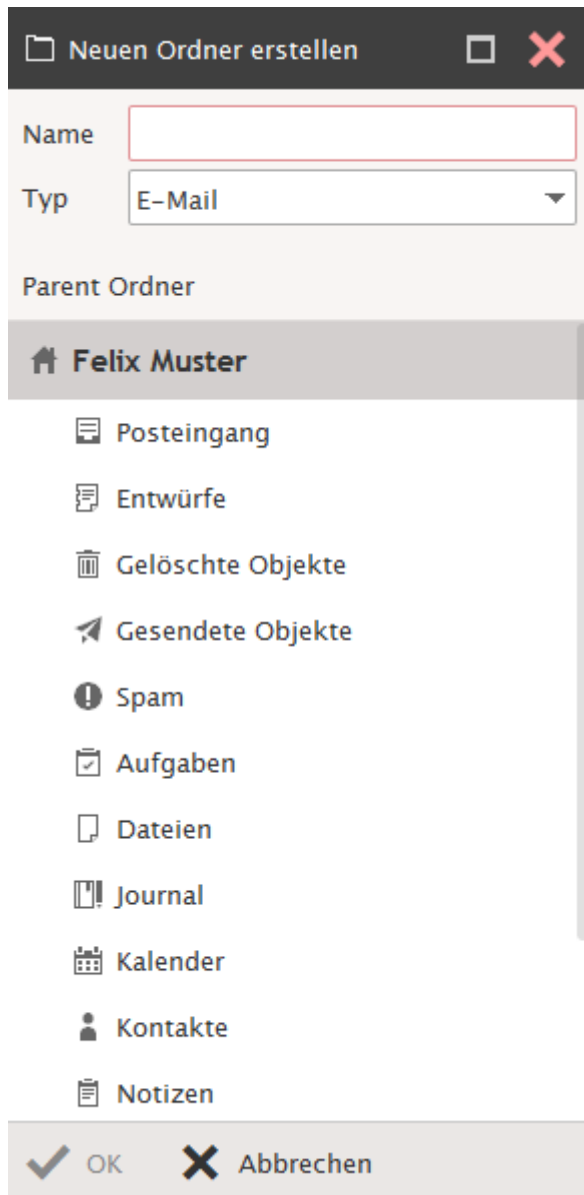
Folder

Select New -> Folder in the Symbol Bar.

Give the folder a new name, select the folder type and select the intended storage location for the Folder.

RSS-Feed

A fully functional RSS feed is integrated into Web Access.
You can subscribe to feeds and they are accessible on any computer with internet access.
RSS feeds can only be used with the account types SmartSync® and Hosted-Xchange.

Select New-> Folder in the Symbol Bar.

Enter a name for the feed to which you want to subscribe under "Name" in the new folder.
Select the folder type "RSS", specify the location in the folder and confirm with "OK".

Enter the URL of the desired RSS-Feed under channel, click on "Add" and confirm with "OK".
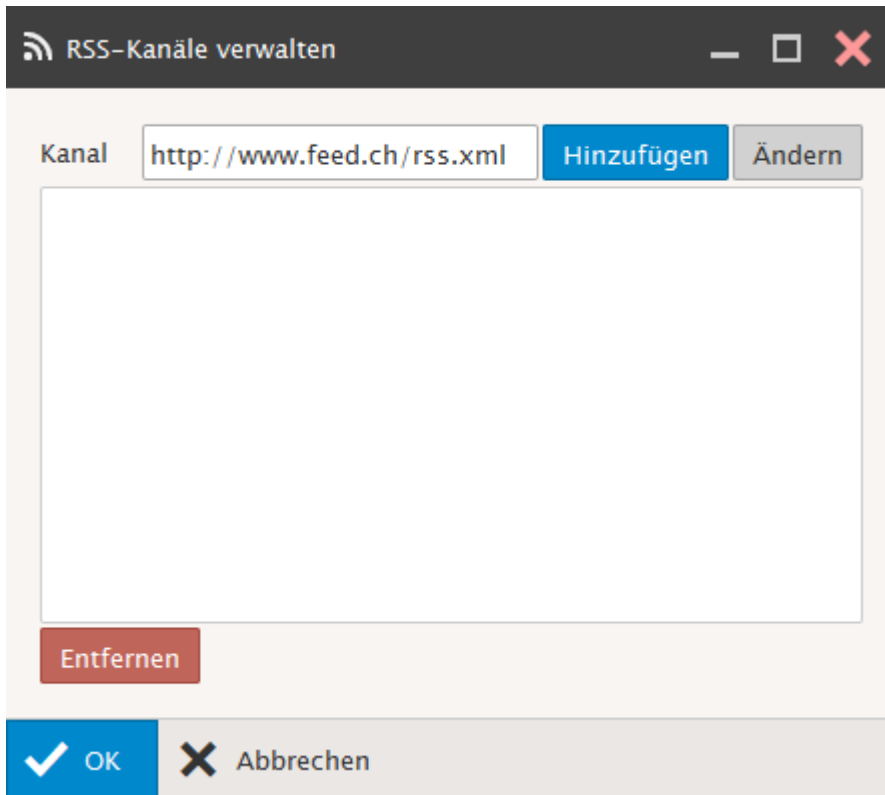
You will see the feed you subscribed to in the Folder Tree.

Tools

The following additional settings are available under Tools:
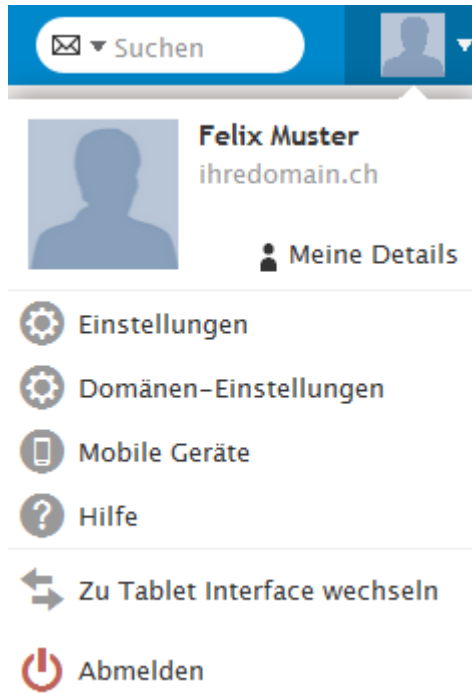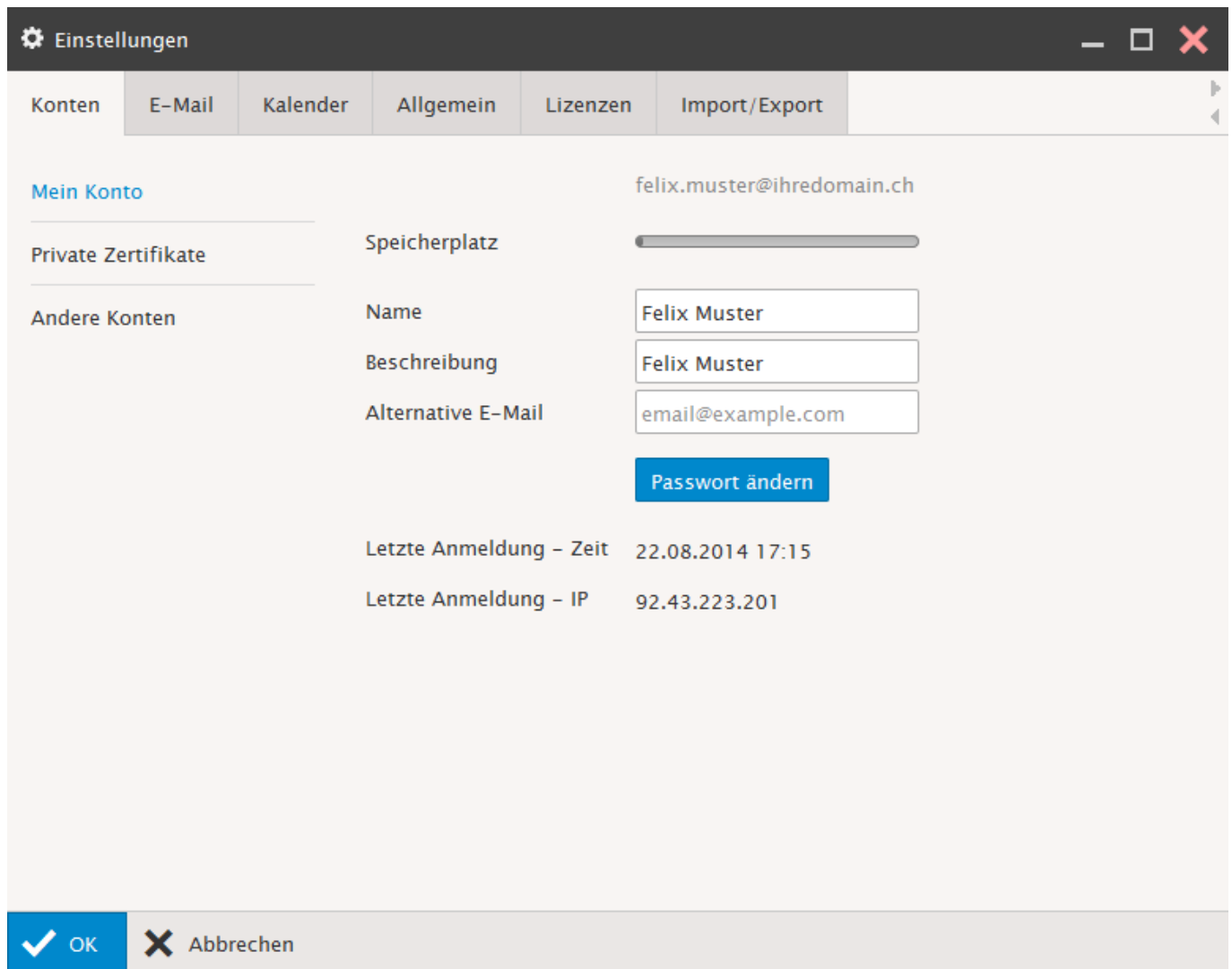
Options

Accounts

My Account:
Here you can enter additional information about your (primary) account and change the password.
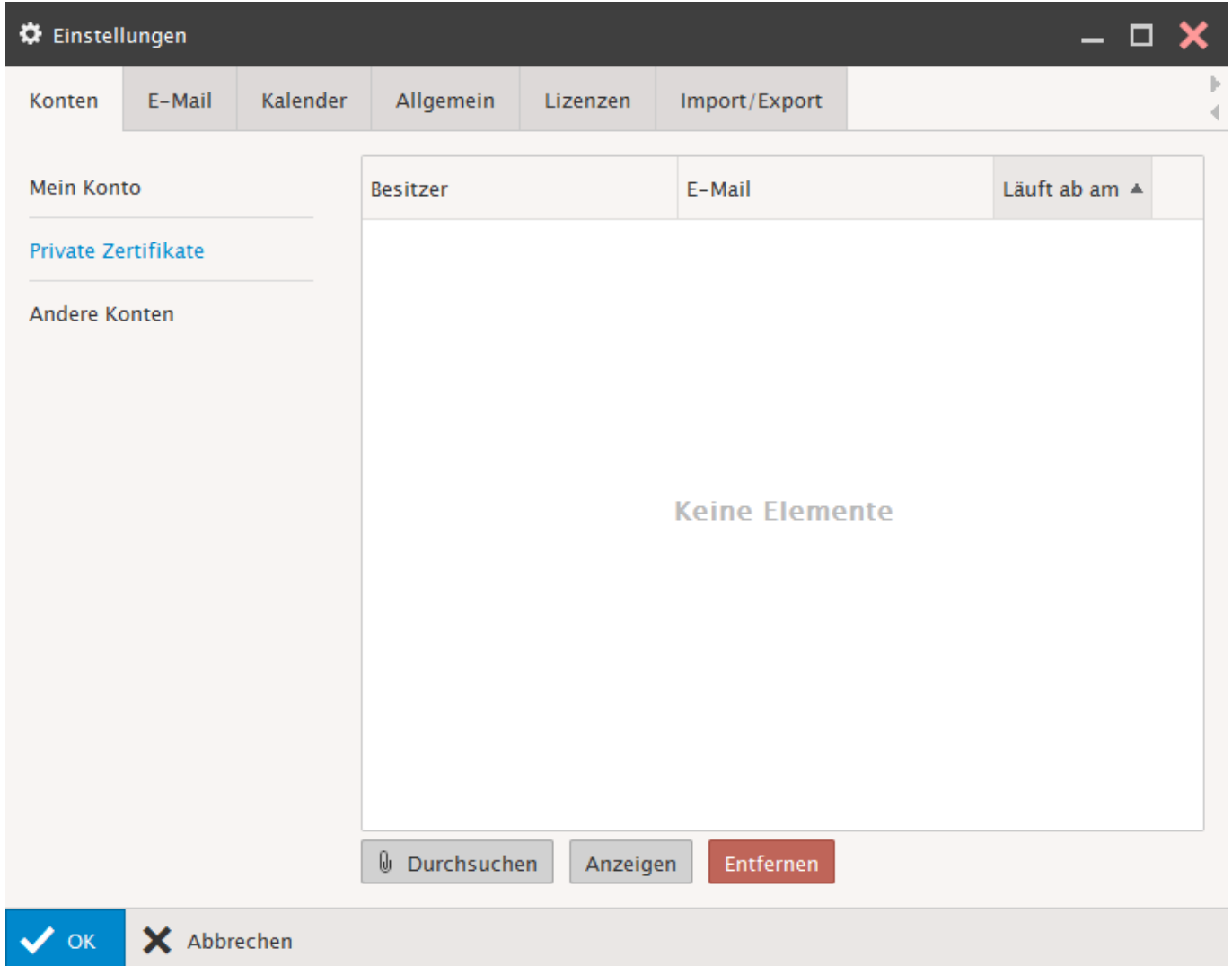
Private Certificates:

Here you can load certificates onto the server, download them from the server or delete them.

Other Accounts:

Here you have the option of integrating additional e-mail accounts into Xchange Web Access. You can manage all of your e-mails exclusively with Xchange Web Access.

Click on "Add".
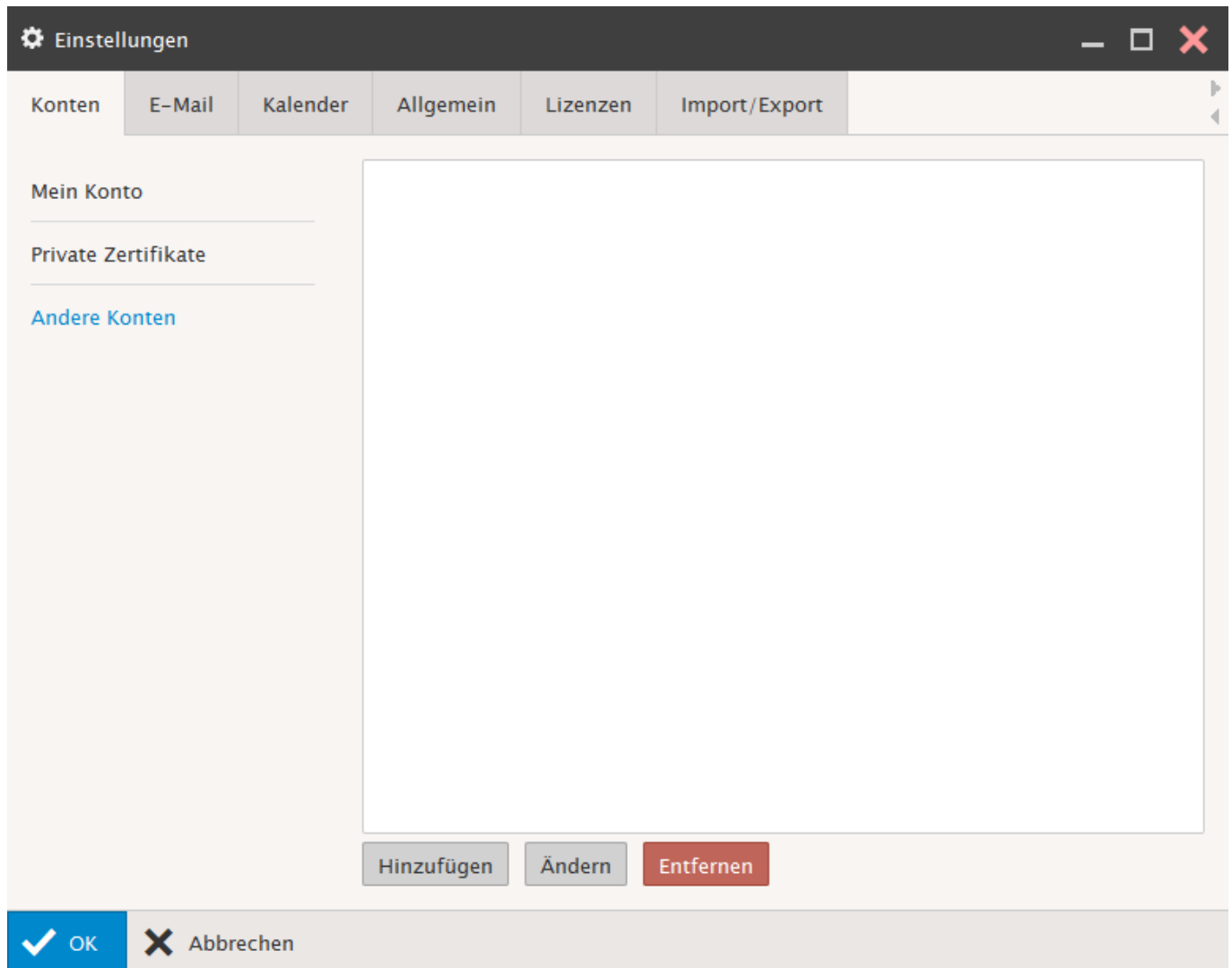
Enter the information about your other account.
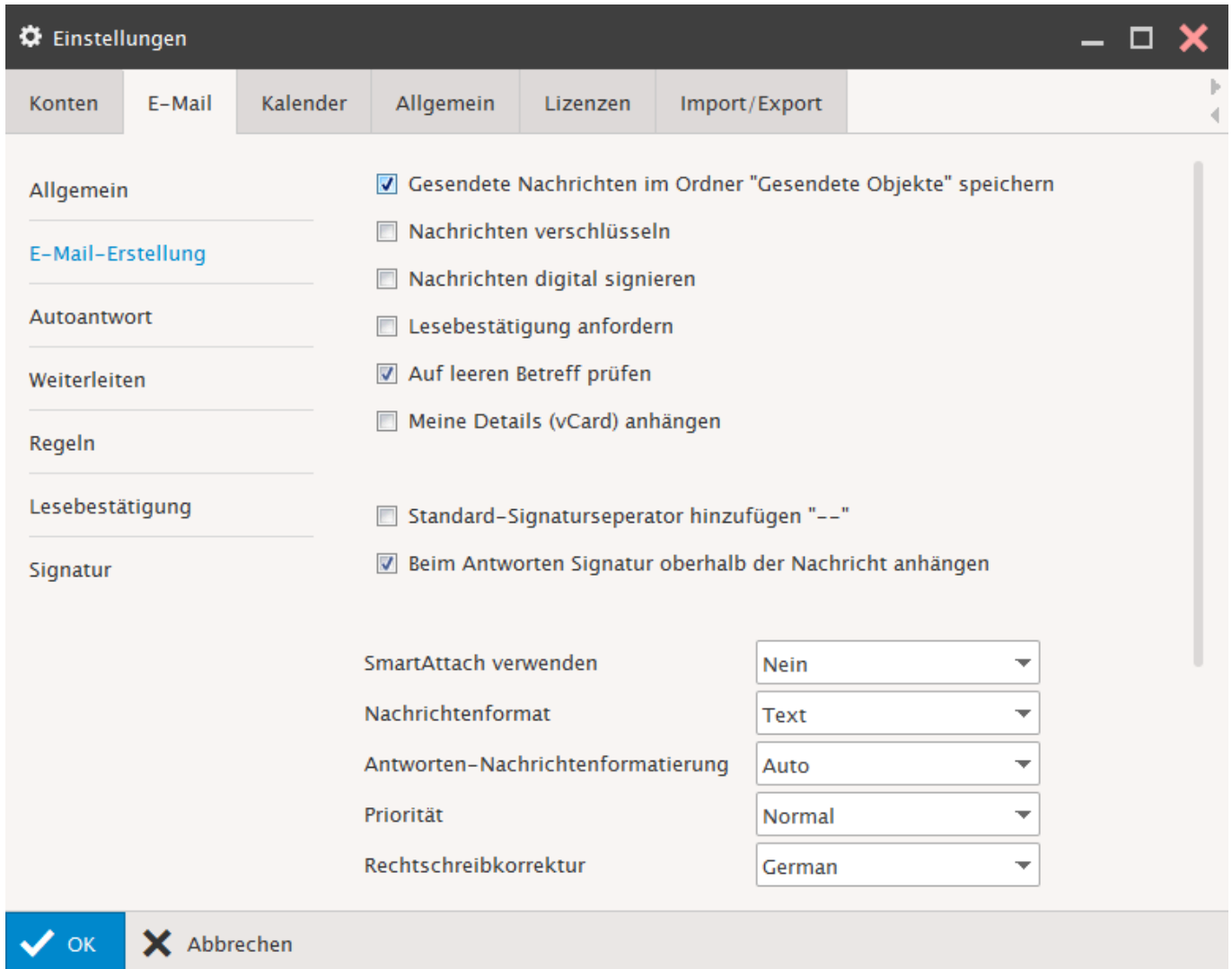
E-Mail

General:

Here you can change the **general settings** for your e-mail account.

Mail Compose:

Define your desired **Mail Compose** such as automatically empty trashcan, etc.

⚙ Einstellungen   — ☐ ✕

Konten	E-Mail	Kalender	Allgemein	Lizenzen	Import/Export	

Allgemein

E-Mail-Erstellung

Autoantwort

Weiterleiten

Regeln

Lesebestätigung

Signatur

☑ Gesendete Nachrichten im Ordner "Gesendete Objekte" speichern

☐ Nachrichten verschlüsseln

☐ Nachrichten digital signieren

☐ Lesebestätigung anfordern

☑ Auf leeren Betreff prüfen

☐ Meine Details (vCard) anhängen

☐ Standard-Signaturseperator hinzufügen "--"

☑ Beim Antworten Signatur oberhalb der Nachricht anhängen

SmartAttach verwenden	Nein ▼
Nachrichtenformat	Text ▼
Antworten-Nachrichtenformatierung	Auto ▼
Priorität	Normal ▼
Rechtschreibkorrektur	German ▼

✓ OK   ✕ Abbrechen

Autoresponder:

Select the desired **Mode**, enter the **From** address, a **Subject** and a **Text**.
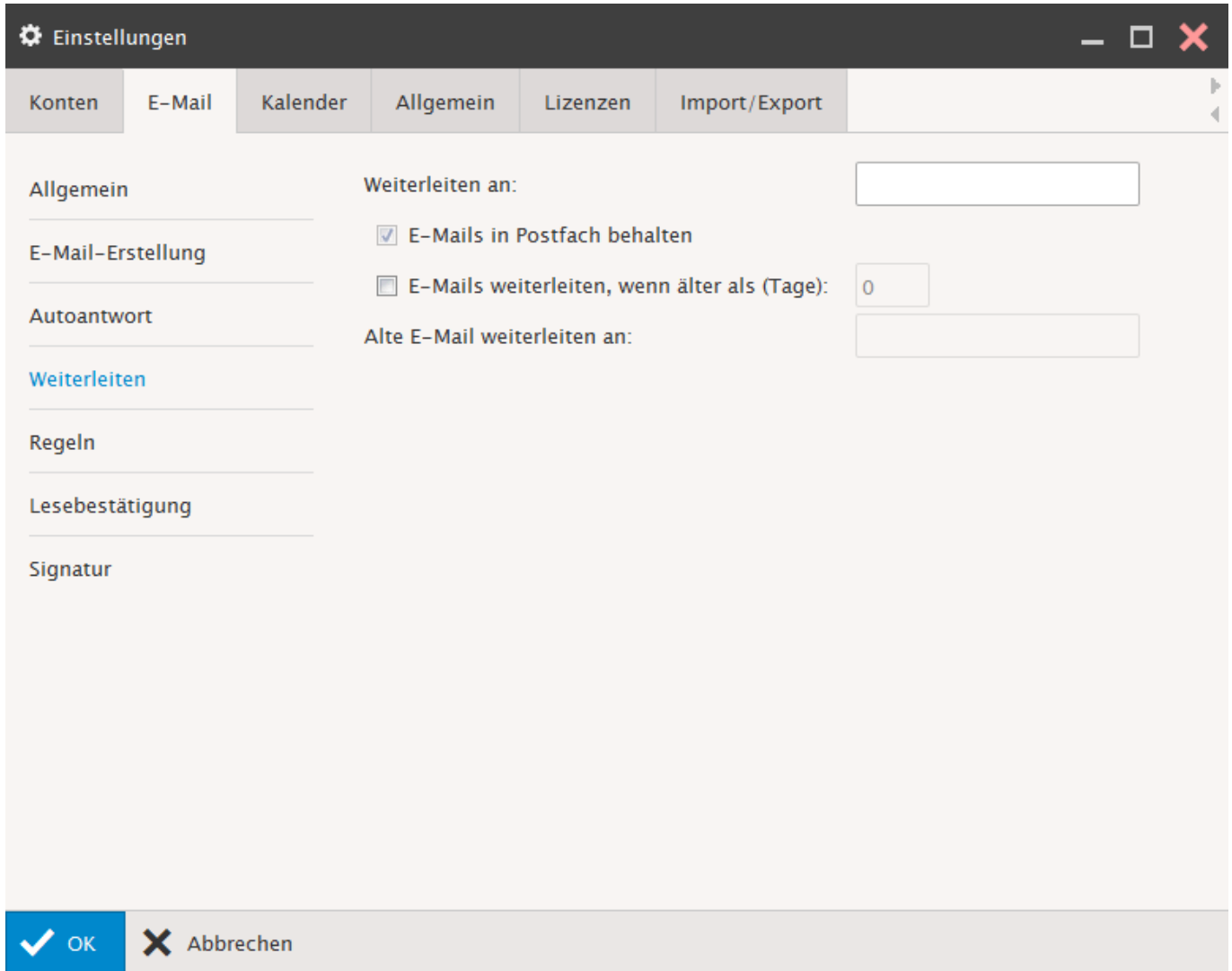
Forwarder:

Here you can automatically forward incoming e-mails **to a defined address**.

Decide whether a **copy** of the e-mail should remain in your inbox.

Rules:

Here you can create and/or edit additional rules of your own.

These rules will automatically be applied server-side. You do not need to login to Xchange Web Access.

Here the rules already in place are shown.

To create a new rule, select "Add".

Under "Subject", enter a name for the new rule.
If you leave this field empty, the rule will automatically be assigned a logical name.

Select "Add".

Enter the desired conditions.
e.g. "From" "contains" "@spam.com"
Now switch to the tab "Actions".
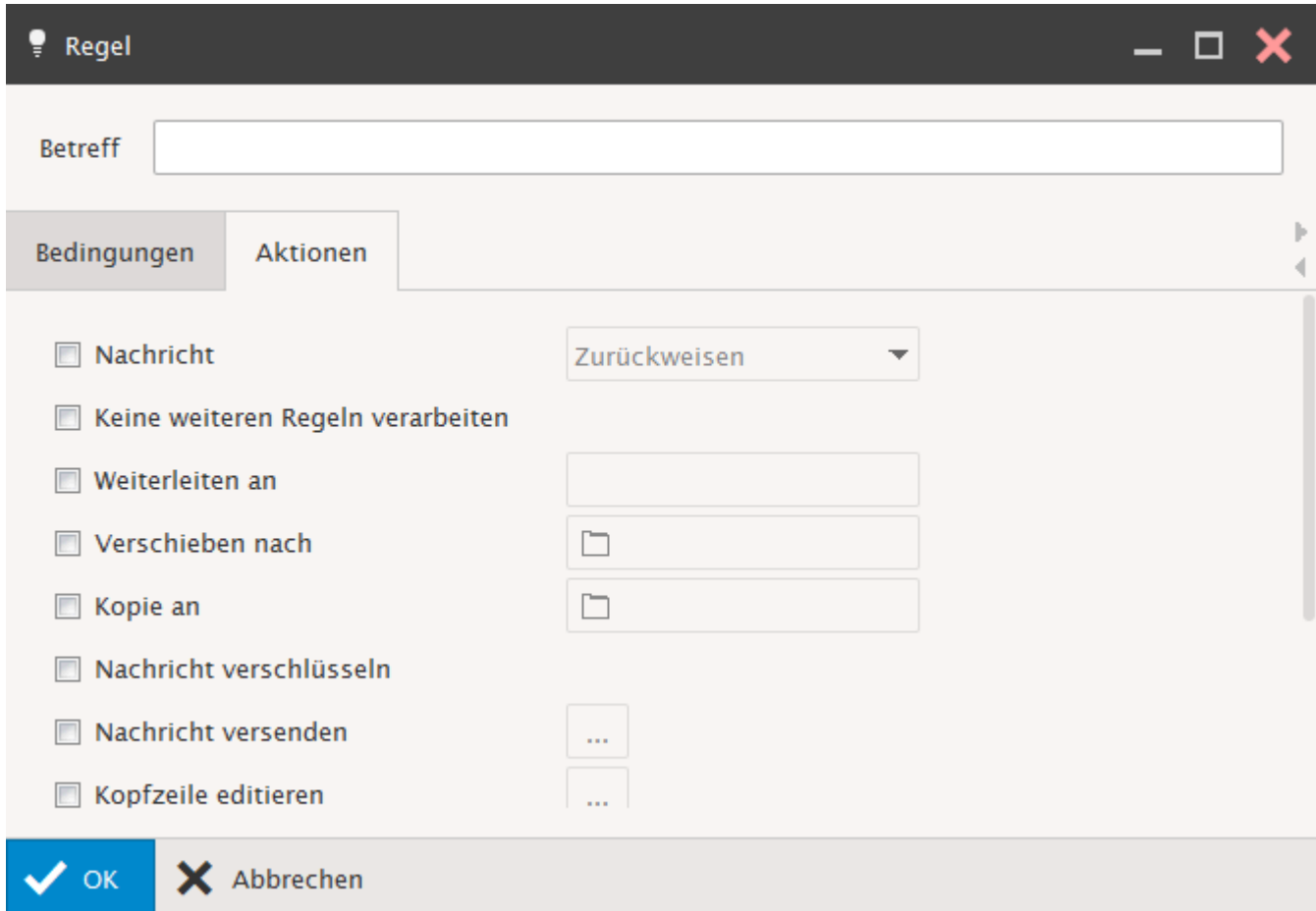
Define what you want done with a message that meets this condition.
Then select "OK".

The rule added will be displayed.

Read Confirmation:

Enter the text of any **Read Confirmation** here.

Do not change the sequence of characters inside the %-signs.

Signature:

Here you can add a **Standard Signature** to your e-mails.

Calendar

Main:

You can configure your basic settings here.

Default Settings:

Calendar View:
Defines the standard view for newly generated Folders of the type "Calendar".

Appointments show as:
Select your preferred "Event-Display" (Free, Tentative, Busy, Out of Office).

Approvals (only active for "Hosted-Xchange" accounts):
Select the default settings "Public" or "Private" for the corresponding Folder.
Private means that only selected persons can see these items.
Public means that all persons who see this folder can also see the items.
This setting can be entered again at any time when generating a new item.
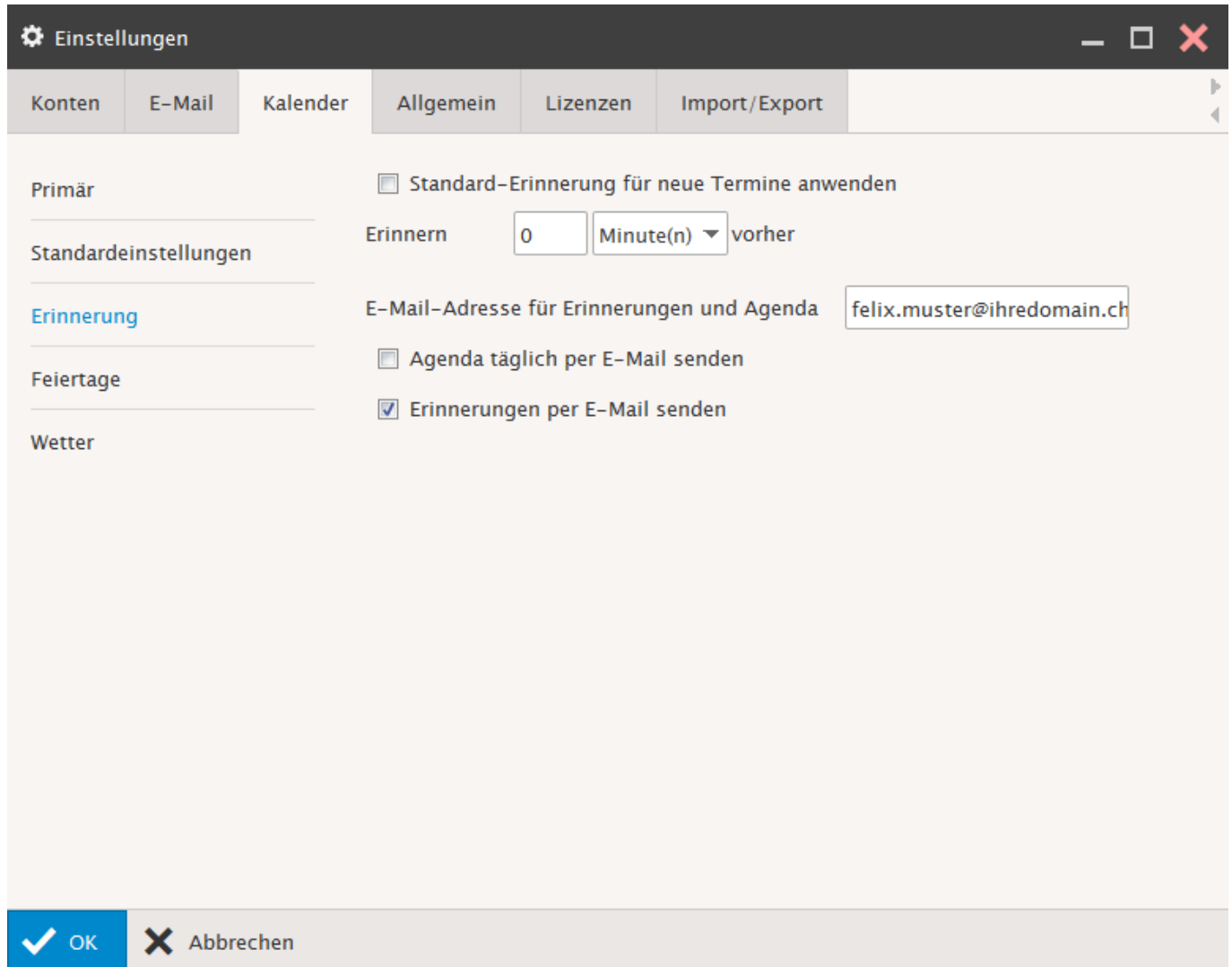
Reminder:

Select the desired reminder options here.

Holidays:

Subscribe to the holidays of the desired country (without any claim that this list is exhaustive).

Weather:

Subscribe to the weather data for the desired city (without any claim that this data is exhaustive).

General

Global Settings:

Adjust your settings for Appearance.

Select the interface, the language, the start page you want displayed and the date format.

Default Folders:

Here you can set the so-called Mail Folder Mapping.

If you want to use a different default folder, click on the "…" button next to the corresponding folder.

Select a folder or create a new folder.
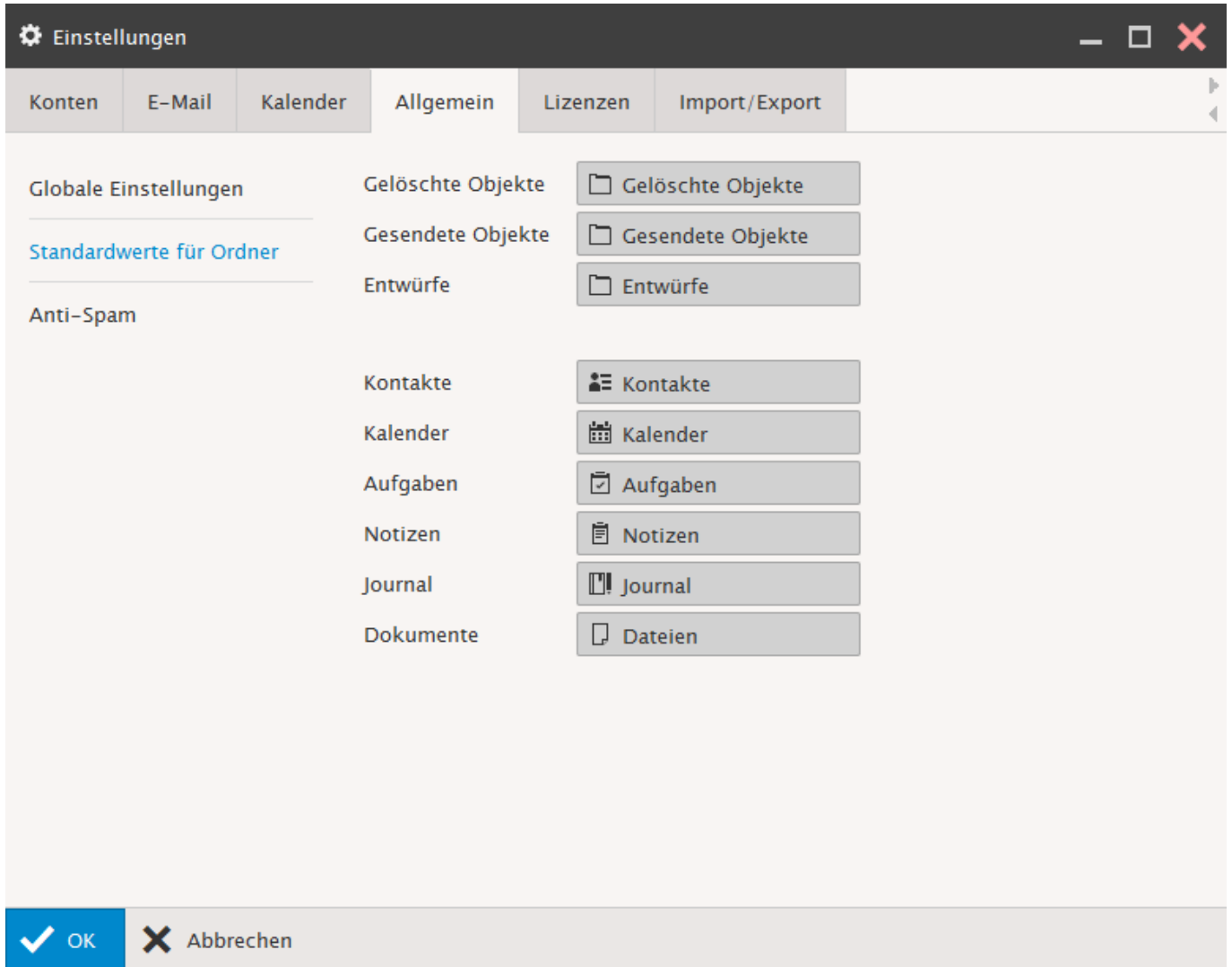
Anti-Spam:

Configure the important anti-spam settings here.

Anti-Spam:
Server-side anti-spam components can check every incoming e-mail suspected of being spam. Activate the control box if you want to use the anti-spam functions provided by Webland.
If a new account is set up via System Configurator, this function is automatically activated. E-mails recognised as spam will be labelled as spam (see also "Spam Folder Mode").

Quarantine:
In order to considerably reduce the rate of false positives in spam recognition without compromising the efficiency of the anti-spam components, e-mails from unknown senders who have not been definitively classified will be sent to the quarantine folder.
The quarantine folder can only be accessed via Xchange Web Access.
Activate the control box if you want to use the quarantine functions provided by Webland (see also the point "Spam Report Mode"). If a new account is set up by the System Configurator, this function will not be activated.

Spam Reports Mode:
Select the desired spam reports mode (deactivated, server default values, all items, new items).

Spam Folder Mode:
If the anti-spam functions are activated, select here whether the e-mails labelled as spam should be automatically sent to the folder "Spam". Otherwise the spam e-mails will continue to be sent to your inbox folder.
This option is only active if you have activated the control box "Anti-Spam".
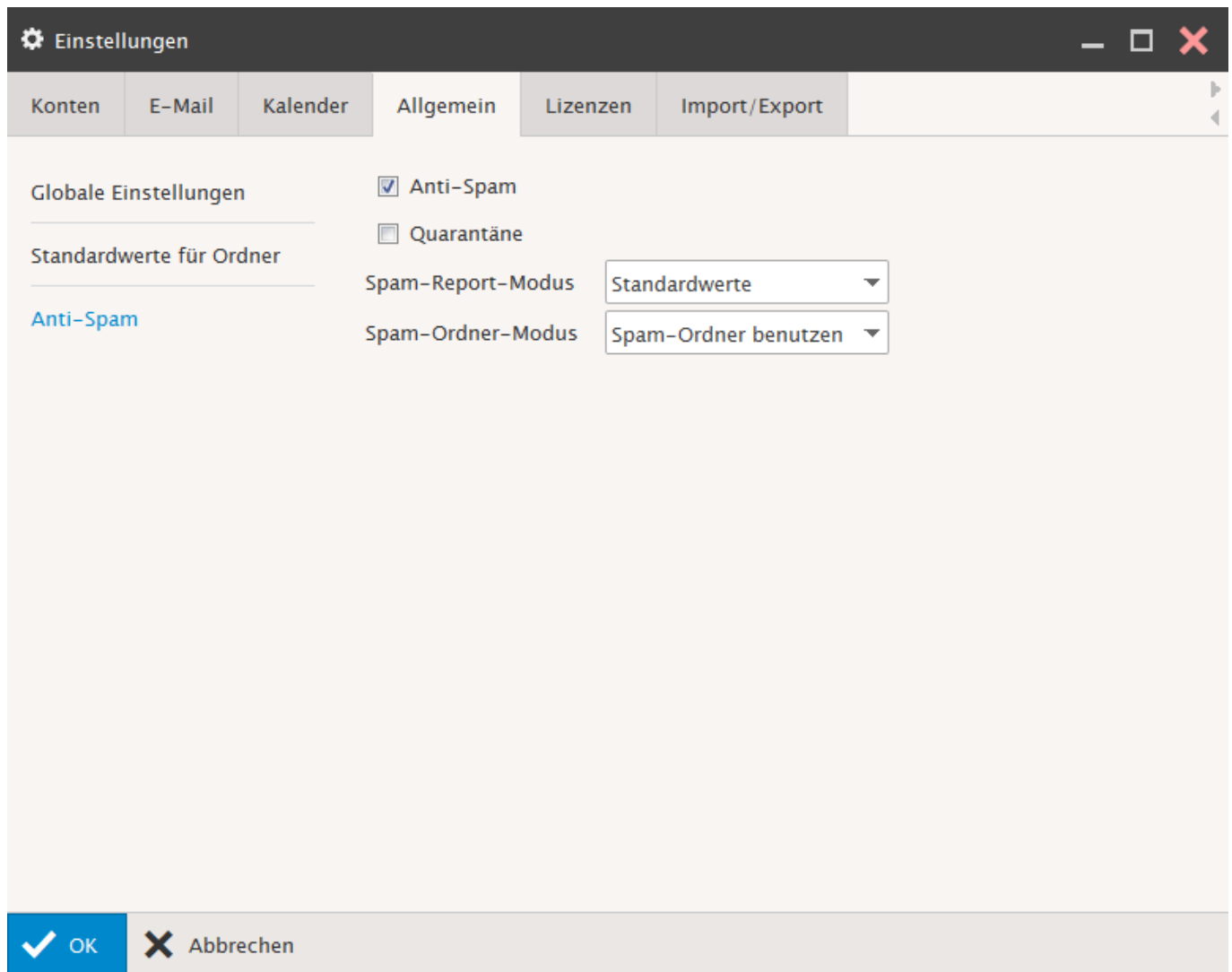
Note: If you employ a local mail program and have defined the e-mail account as a POP3-account, these e-mails will not be downloaded. The folder can however be viewed over Xchange Web Access. If an IMAP-account is set up, you can subscribe to the spam folder.

Groups of Settings:

Setting 1 (Default Setting):
Anti-spam functions are used, quarantine settings are not used, no reports are issued, spam folders are not used (e-mails are forwarded to the inbox folder).
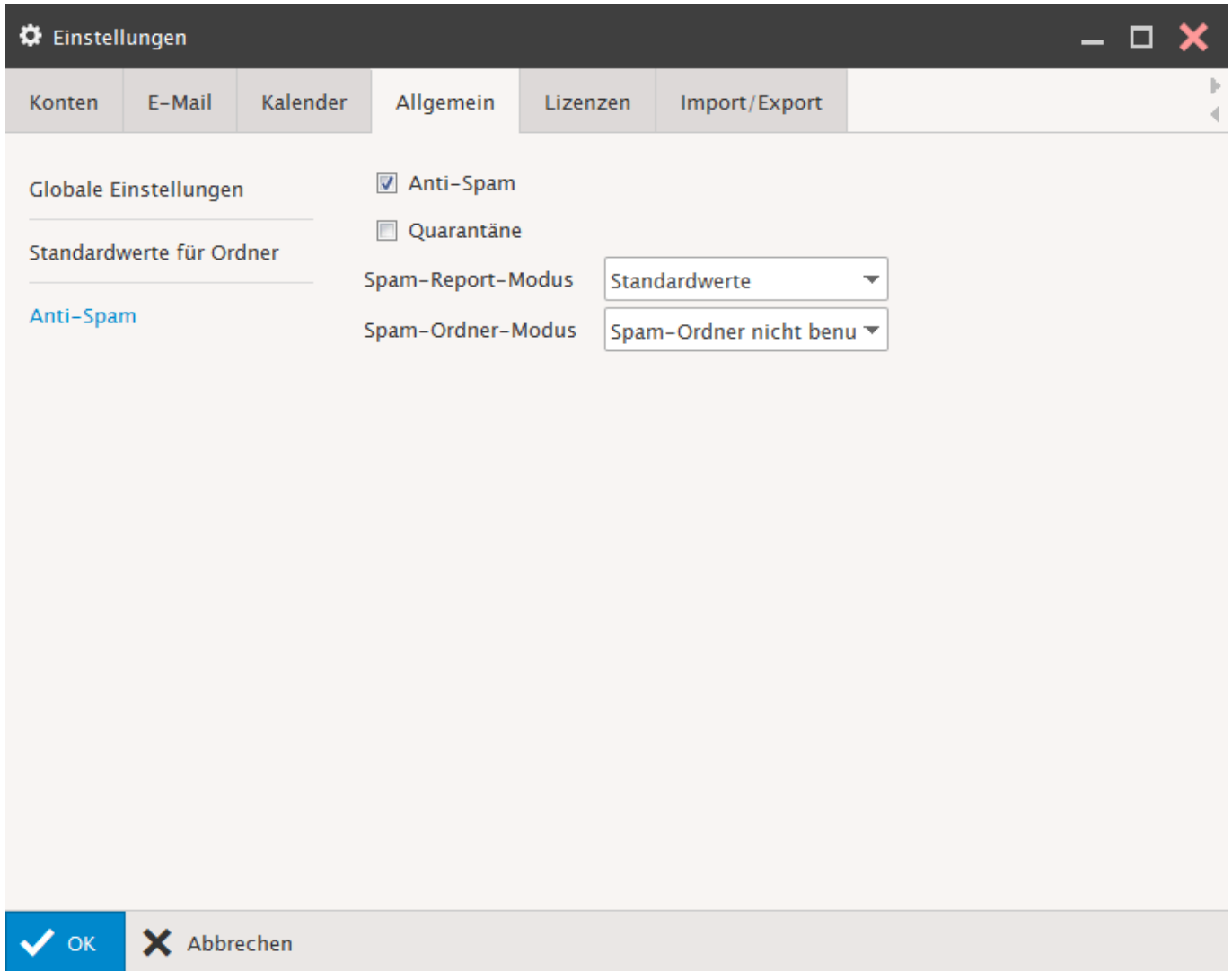
Setting 2:

Anti-spam functions are used, quarantine functions are not used, spam-reports are issued, spam-folder is used (spam e-mails are automatically moved to the Spam folder).
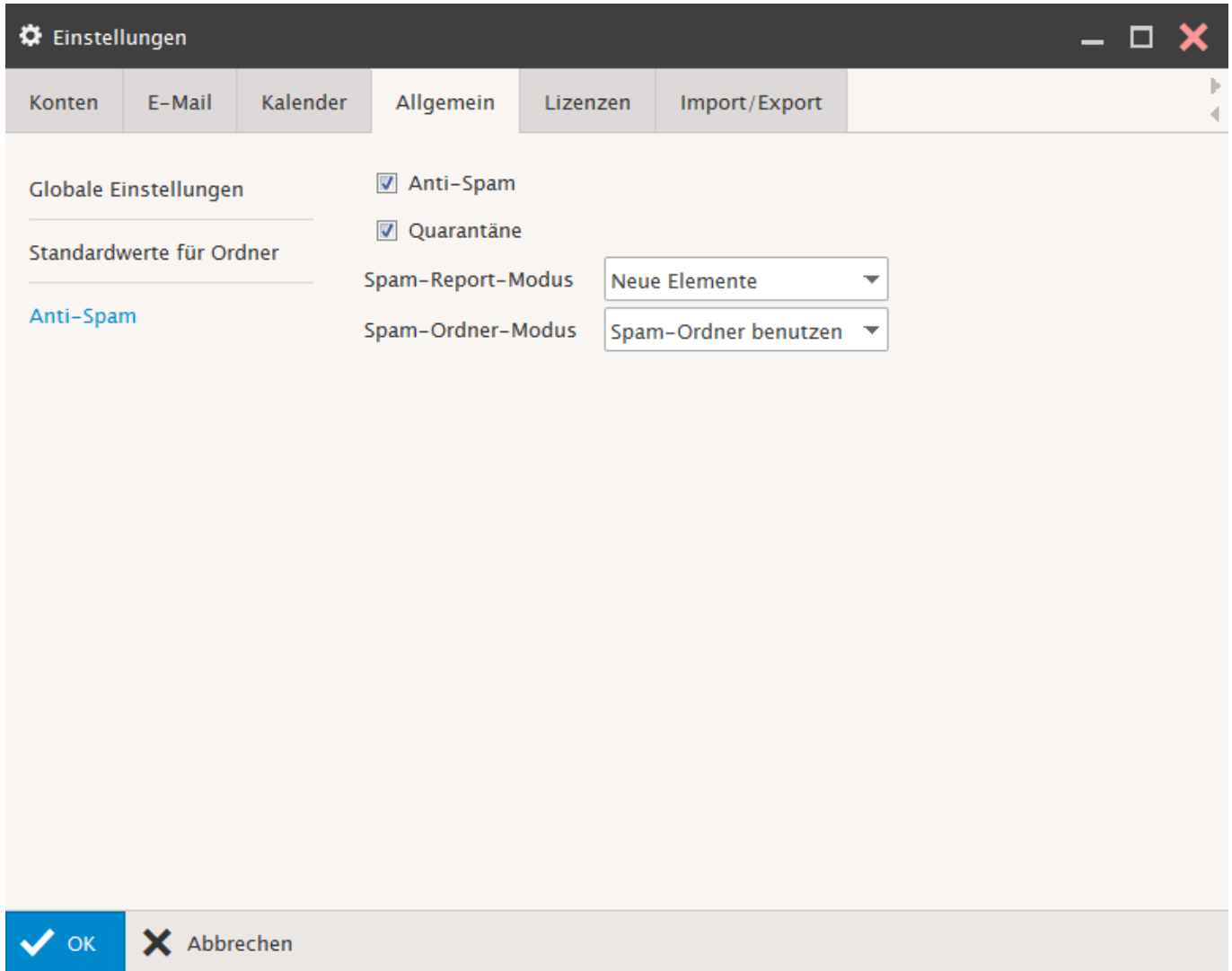
Setting 3:

Anti-spam functions are used, quarantine functions are used, quarantine and spam-reports are issued, spam-folder is used (spam e-mails are automatically moved into the spam folder).

Setting 4:

Anti-spam functions are used, quarantine functions are used, quarantine and spam-reports are issued (for new items), spam-folder is used (spam e-mails are automatically sent to the spam folder).

Setting 5:

Anti-spam functions are used, quarantine functions are used, no reports are issued, spam folder is used (spam e-mails are automatically sent to the spam folder).

Licenses

OutlookSync:
Here you can get the license to OutlookSync.
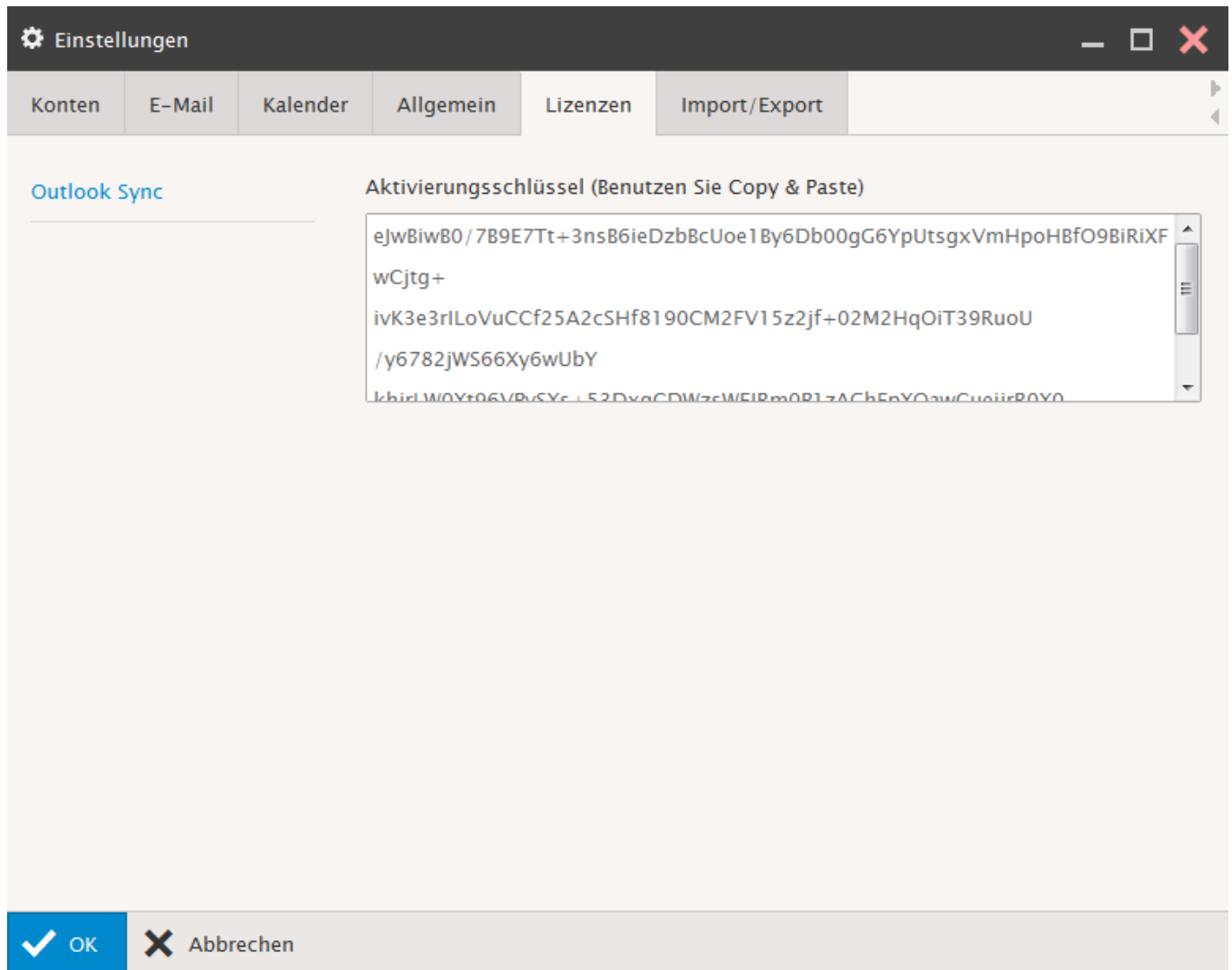
Import/Export

Here you can import or export contact data.
You can import/export all account information (not including e-mails) under the tab Groupware.
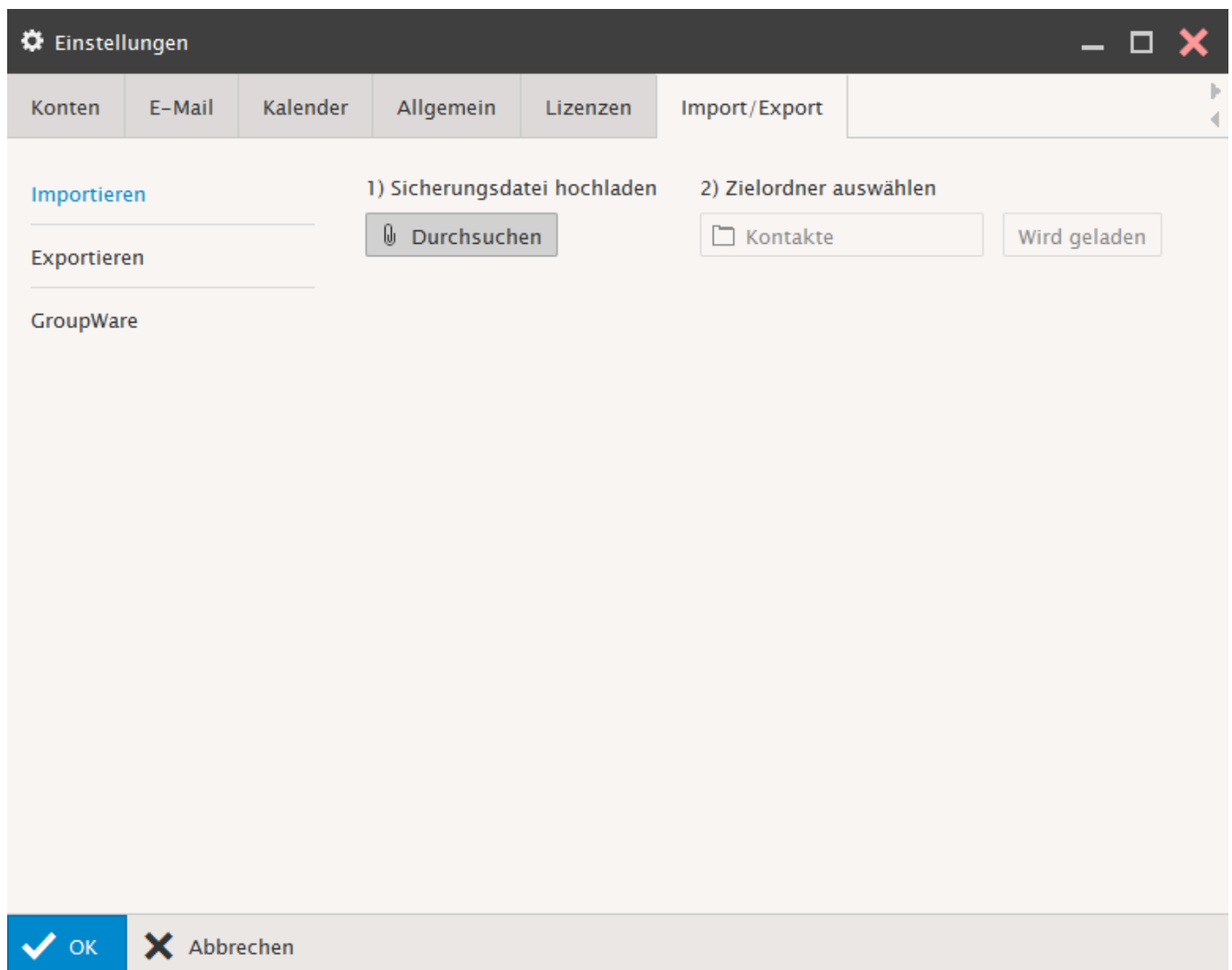
Import:
Select the CSV-file (Contacts) to import using "Upload".
Use "Contacts" to define the contact folder into which the data shall be imported.
Select "Import".

Check the information and select "Import".

⚙ Einstellungen   — ▢ ✕

| Konten | E–Mail | Kalender | Allgemein | Lizenzen | Import/Export |

Importieren

Exportieren

GroupWare

1) Sicherungsdatei hochladen   2) Zielordner auswählen

📎 Durchsuchen   👤 Kontakte   Wird geladen

3) Spaltentyp für Import auswählen

---- ▼	Vorname ▼	Zweiter Vorname ▼
CONTACTNAME	FIRSTNAME	MIDDLENAME
Thomas Berger	Thomas	

Freigabemodus erzwingen   Automatisch ▼

Zeichensatz   Automatisch ▼

☑ Erste Zeile im CSV überspringen
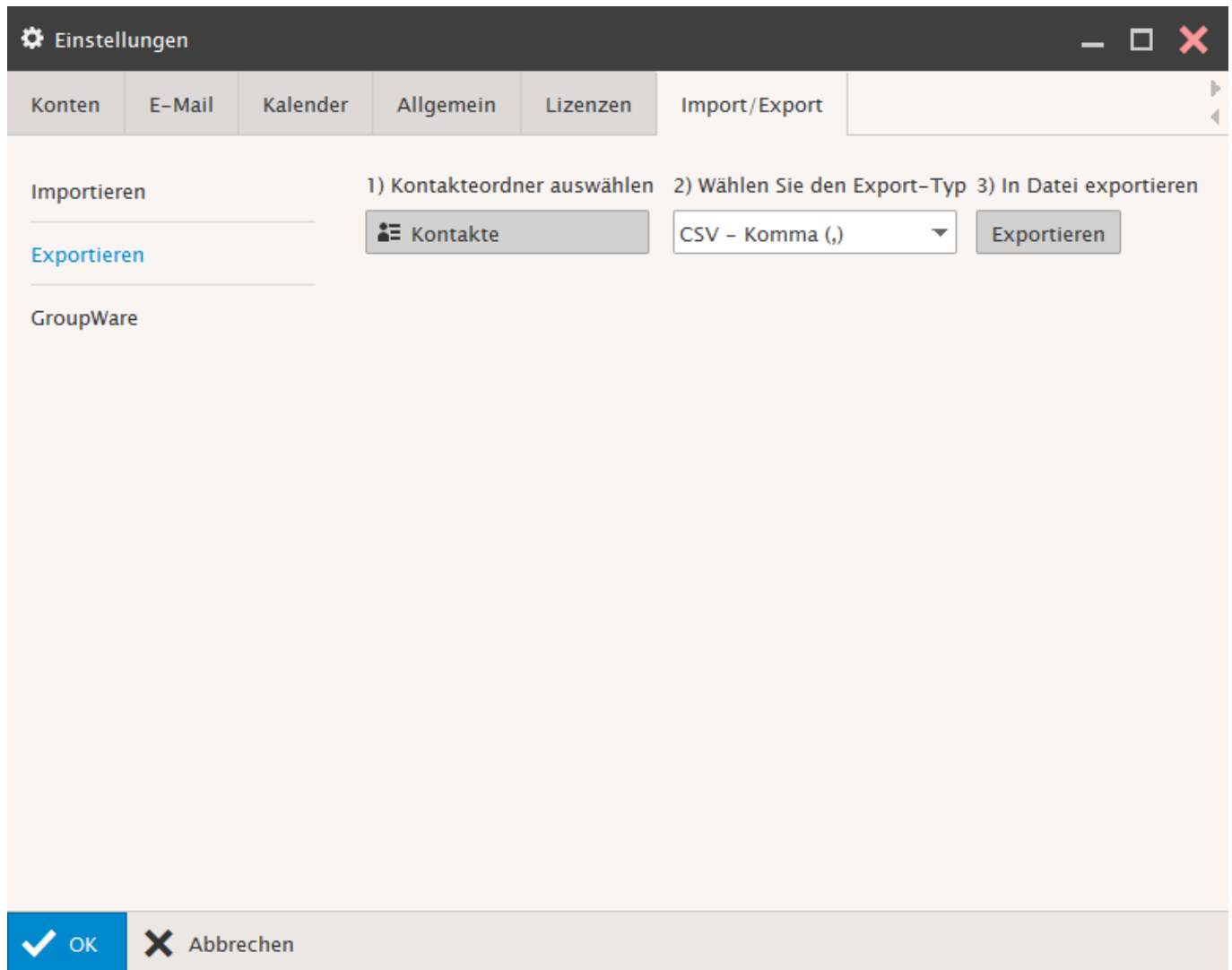
Importieren

✔ OK   ✕ Abbrechen

Export:

Select the contact folder you want to export under "Contacts", select the separator character and export the data as a CSV-file.

Groupware:

Under "Export" you can create a back-up of your Groupware data or upload a restore of your Groupware data under "Import".

We recommend that you back-up your data regularly.
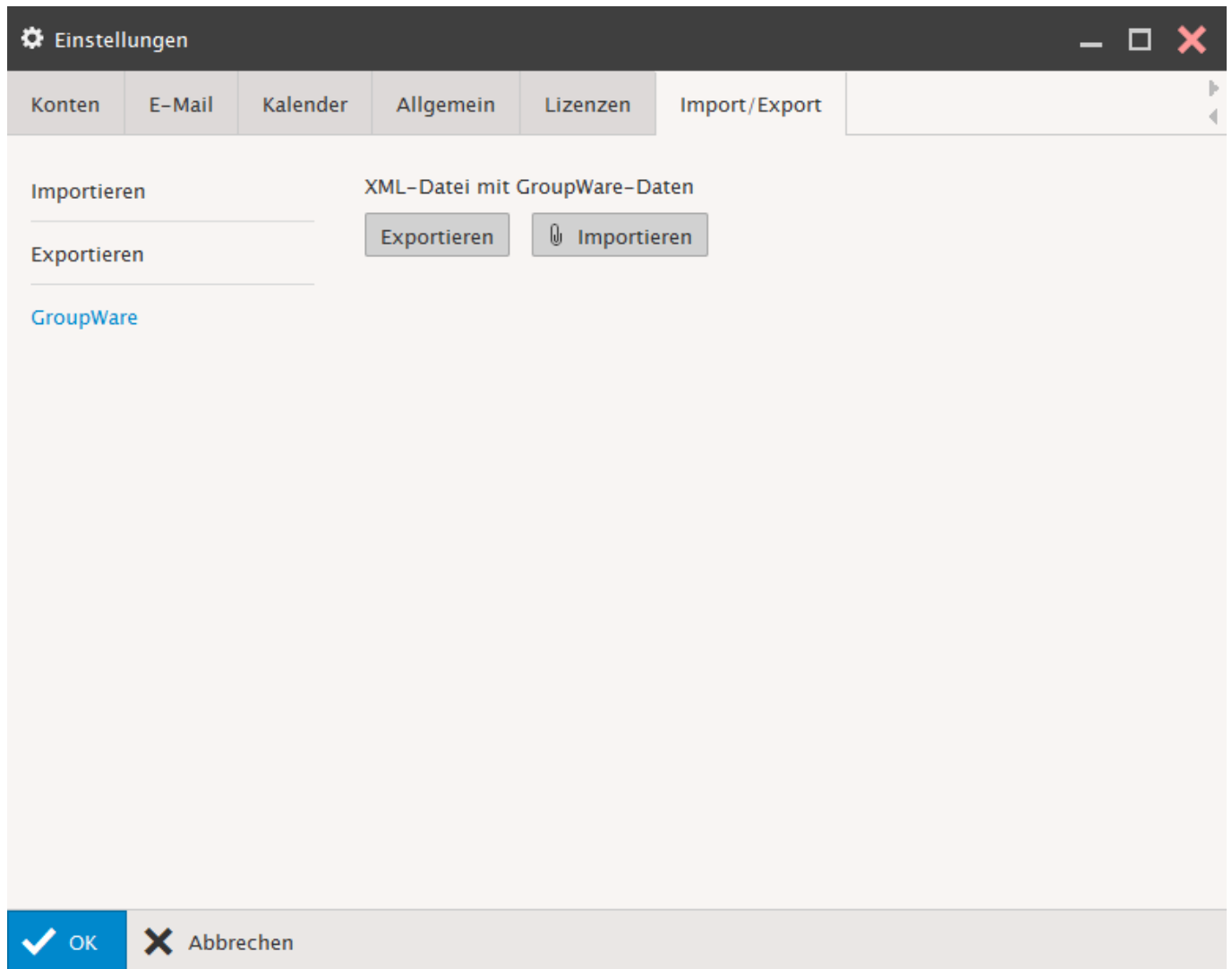
Domain-settings

E-Mail

General:
Here you can make all **general settings** for your domain.

Mail Compose:

Here you can set the **default values for e-mails** for your domain.

Groups:

Manage **groups** for your domain here.

Signature:

Define **signatures** for your domain here.
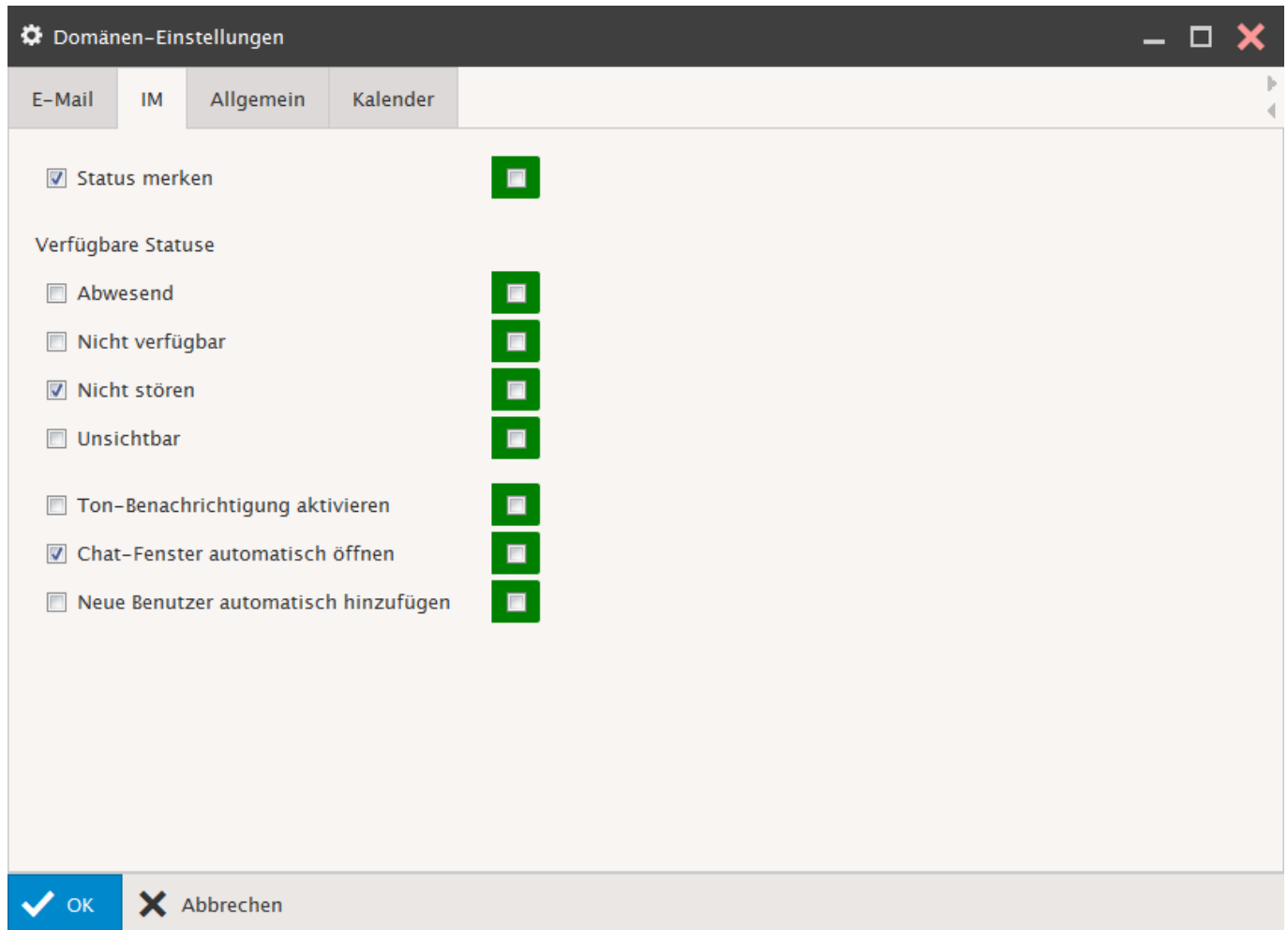
Instant Messenger (IM)

A web/browser-based instant messenger is integrated into Xchange Web Access.
The Instant Messenger is only available with a Hosted-Xchange subscriber account.
The Instant Message window fades in in the right side of the screen.

Here you can adjust the settings.

General

Global Settings:

You can set part of the **Language**, **Initial Page** etc. for your domain here.

Login Screen:

You can set part of the **layout** for your domain here.

Home Page:

You cannot change any settings for your domain here; these values are defined in the server.

Restrictions:

You can set some **general restrictions** for your domain here.

Calendar

Main:
Here you can define the **time zone, times of day and start of week** for your domain.
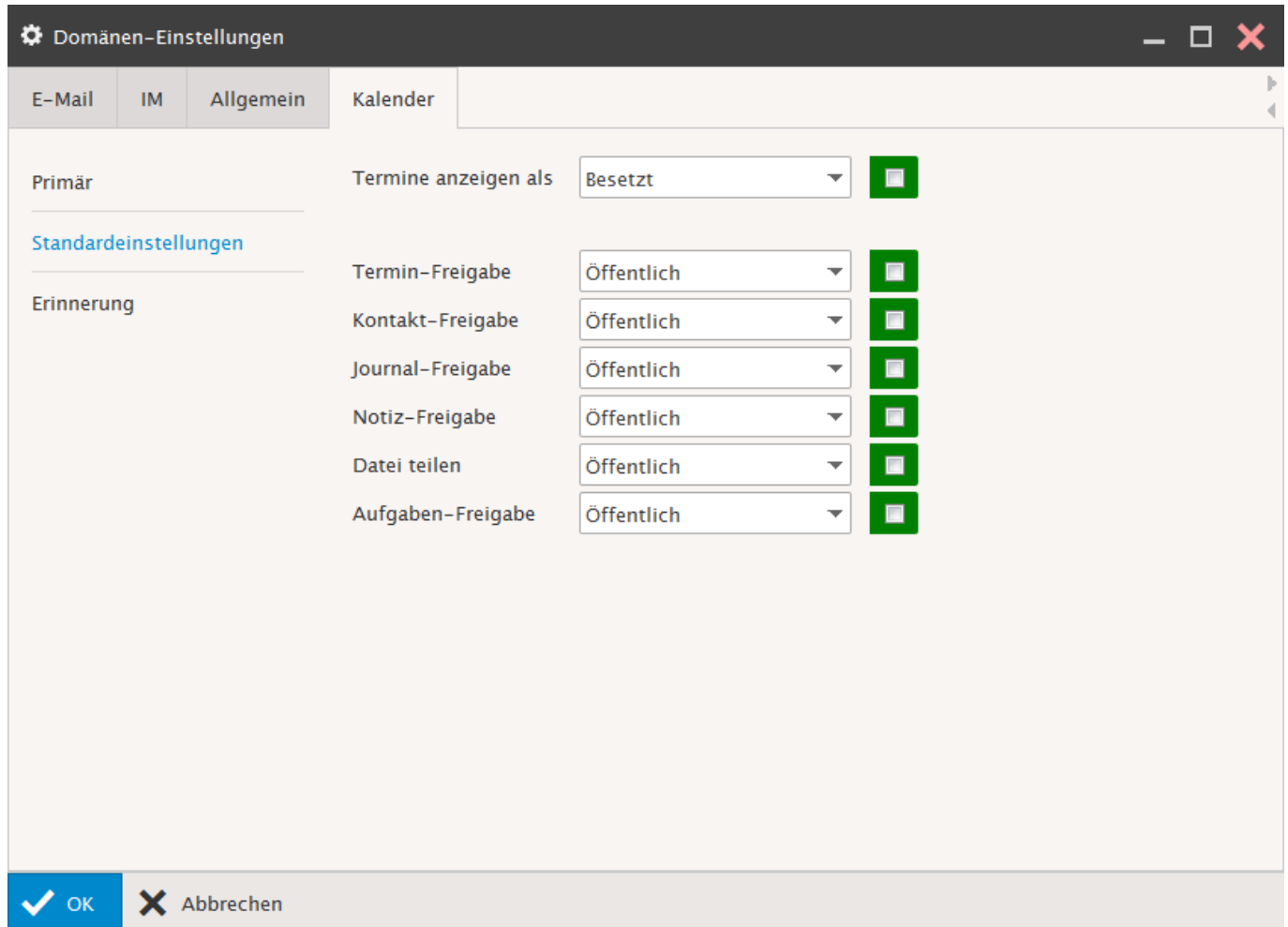
Default Settings:

You can set defaults for the **view, display and approvals for the calendar** for your domain.
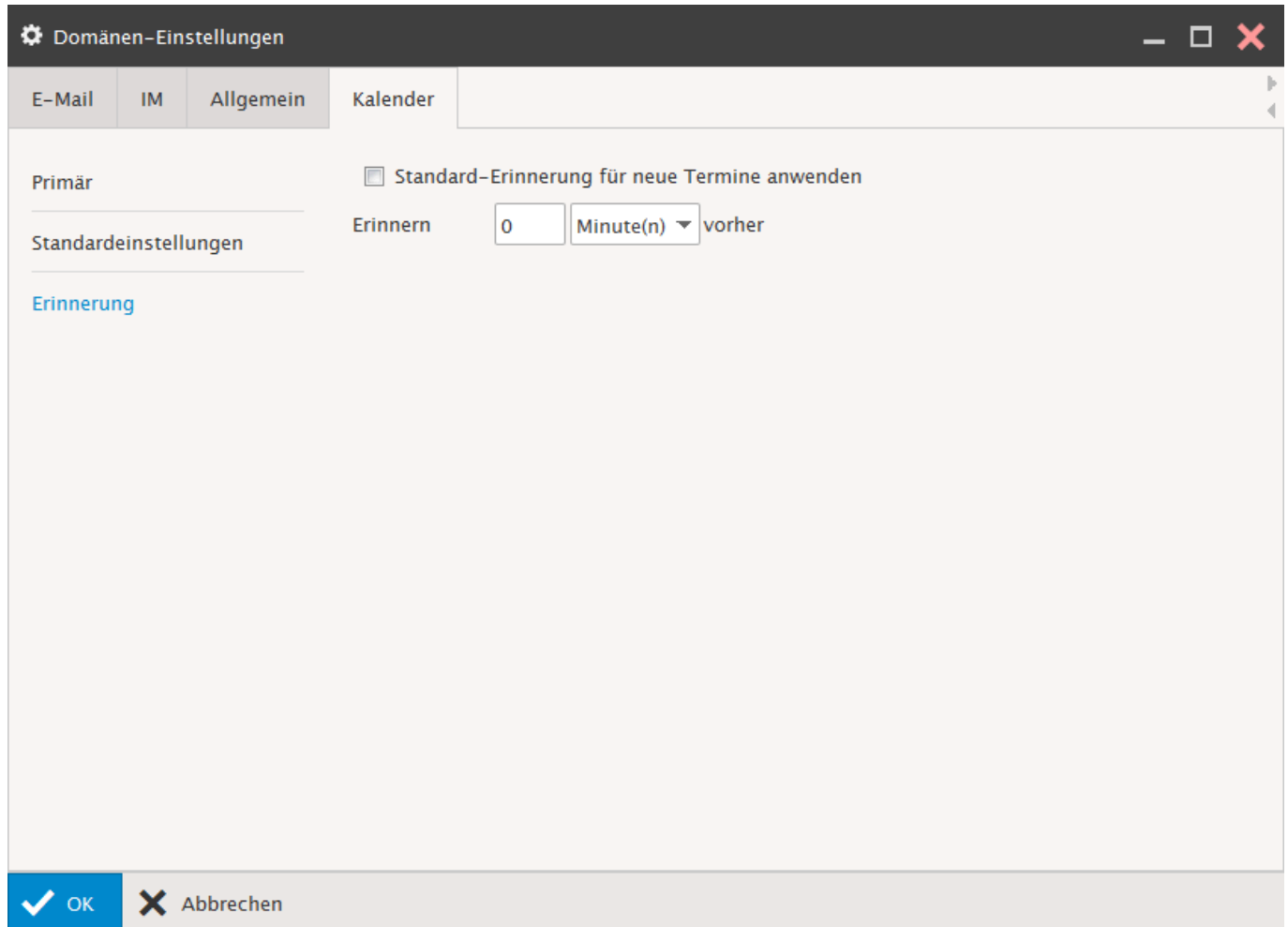
Reminder:

Here you can activate the **standard appointment reminders** for your domain.

My Details

Here you can define your contact information.
Enter the desired **contact information** and then select the "OK" button.

Mobile Devices

You can view your devices here.

Modell	Typ	Protokoll	Registriert	Letzter Sync
Schwarz iPad 2	iOS 7.1.2 11D257	14.0	17-07-2014 17:36	19-08-2014 10:07
Schwarz iPhone 4	iOS 7.1.2 11D257	14.0	16-07-2014 09:50	11-08-2014 16:39

Mobile Geräte

Eigenschaften — Löschen

Licenses / Integration

Currently, the Hosted-Xchange Outlook Sync Plug-In, the Hosted-Xchange Notifier and their respective handbooks can be downloaded through "Home" - "Webland Outlook Sync" - "Licenses/Integration".
The Outlook Sync Plug-In must be licenses before the 30 day test period expires.
The program makes it possible to synchronise all data (e-mails, calendar, contacts, tasks, notes, journals) with a locally installed Microsoft Outlook Program.

Licensing is only possible with SmartSync® or Hosted-Xchange accounts.
Furthermore, the program Xchange Notifier is ready to download.
For help with the Hosted-Xchange Notifier, consult the Manual Notifier.

- **Webland Outlook Sync**
- **Webland Notifier**

☰
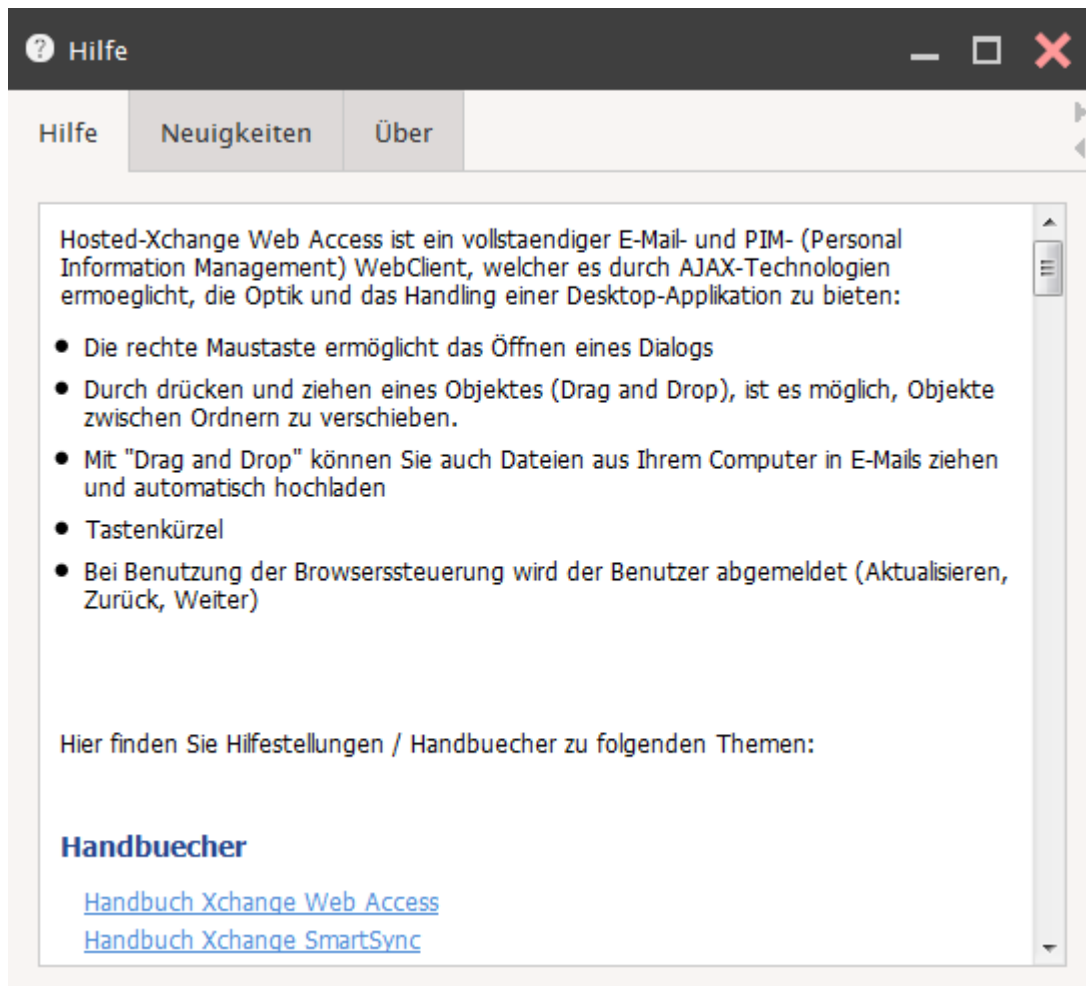
▢ Lizenz / Integration   ─ □ ✖

Webland Outlook Sync

Outlook Sync wird benötigt, um Daten zu teilen oder andere Features von Microsoft Outlook 2007, 2010 zu benutzen.
Achtung- Bitte installieren Sie unter Windows XP/Vista das Microsoft .Net Framework 3.5 SP1 bevor Sie mit der Installation des Webland Outlook Sync beginnen.

🔒 Lizenz anzeigen

⬇ Outlook Sync herunterladen

📘 Outlook Sync Handbuch

Webland Notifier

Notifier integriert den Webland WebAccess als Standard-Mail-Programm unter Windows und bietet E-Mail-Benachrichtigungen auf Ihrem Desktop.

⬇ Notifier herunterladen

📘 Notifier Handbuch

Help

Here you can download the individual manuals for the different products.

In the following, you will find some tips & tricks for using Xchange Web Access.

What's New:
Here you will find the news of the current version.

About:

Here you will find the version data for the Webland Xchange Server.

Hosted-Xchange

Basics

In contrast to Xchange Standard and SmartSync® accounts, a Hosted-Xchange account includes the option of collaboration with other persons- a so-called Groupware solution.

The goal/job of a Groupware solution is to support collaboration in a team. Data (e-mails, calendar, contacts, tasks, notes) and documents from Hosted-Xchange account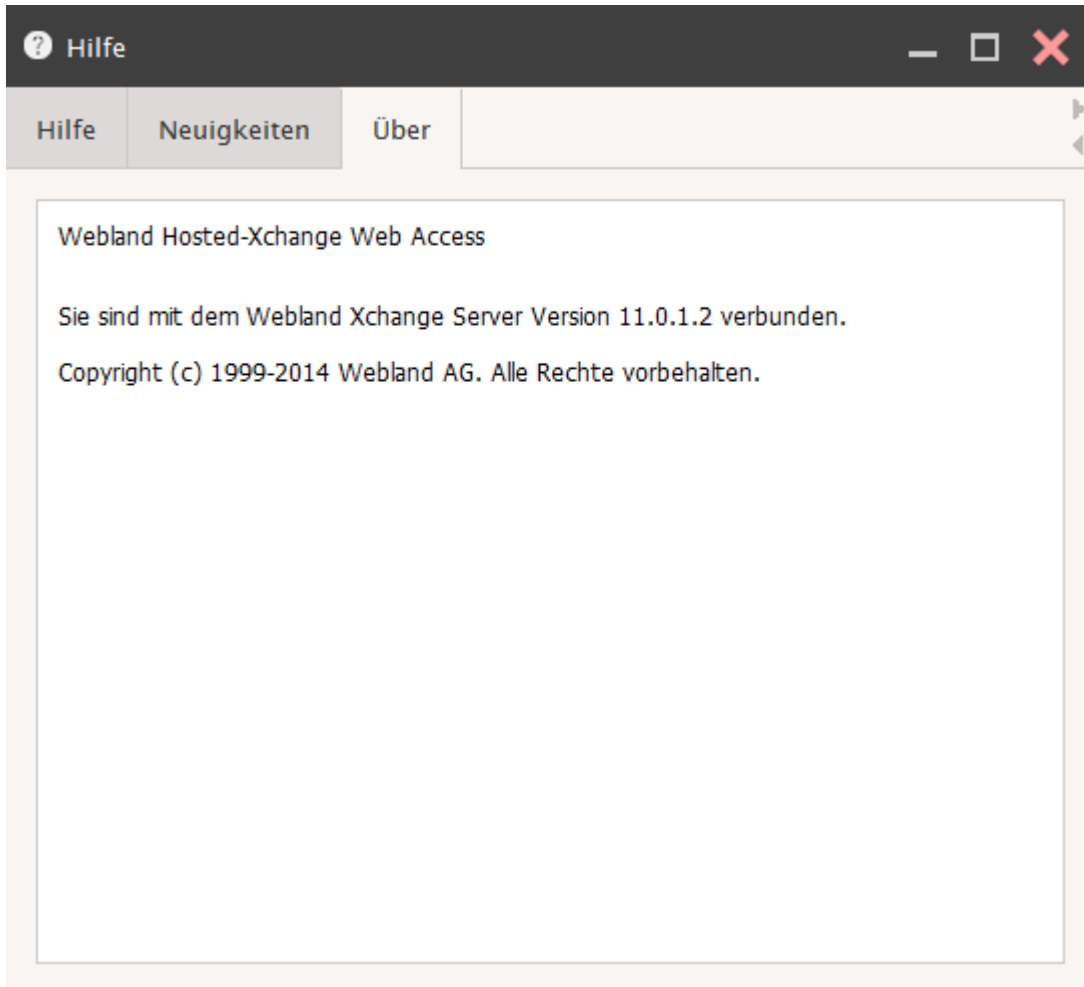s can be used jointly. The members of a team are linked to a central management point, the Xchange server. It manages the collaboration.

As an additional means of communication, an "Instant Messenger" is available.

All of the functions described in this chapter are only available with Hosted-Xchange accounts.

Concept

Before joint use of data and documents can begin, it is necessary to draft a (user) concept.

One must also establish which persons may have access to which data, documents and folders owned by other persons and at what levels of authorisation. Furthermore, management and use of public folders must be defined.

Folder Kinds

Along with various folder types (e-mail, contacts, etc.), folders are also sub-divided into folder kinds.

There are basically 3 kinds of folders:

✔ Personal folder

✔ Approved folder

✔ Public folder

Personal Folder:
Personal folders are displayed directly beneath the main folder that has the user name (in this fig.:
Felix Muster [Home]).
The user has full authorisation to the personal folders and can also add or delete new folders freely.
The default setting does not allow other users to see personal folders; they have not authorisations.

Approved Folder:
Approved folders are displayed in a folder tree under their user names (in this fig.:
thomas.berger@ihredomain.ch).
The user can see the approved folders and can also manage them depending on the assigned access levels.

Public Folders:

Public folders are displayed in the folder tree under "PublicFolders@yourdomain.ch".
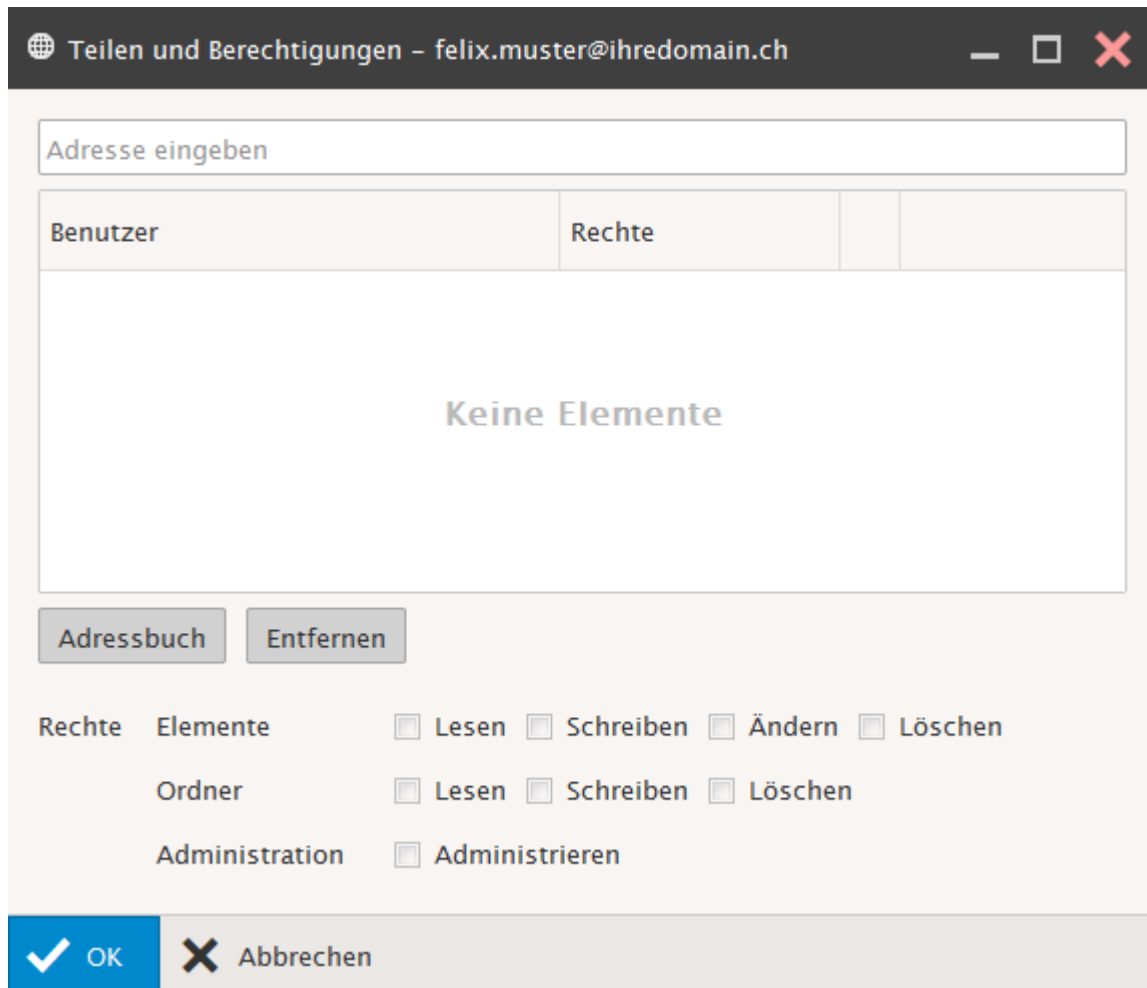
The default setting shows the public folder to all users of a domain with reading authorisation.

The e-mail administrator has administrator rights (see Mailserver Administrator).

Standard view of a Hosted-Xchange account folder tree:
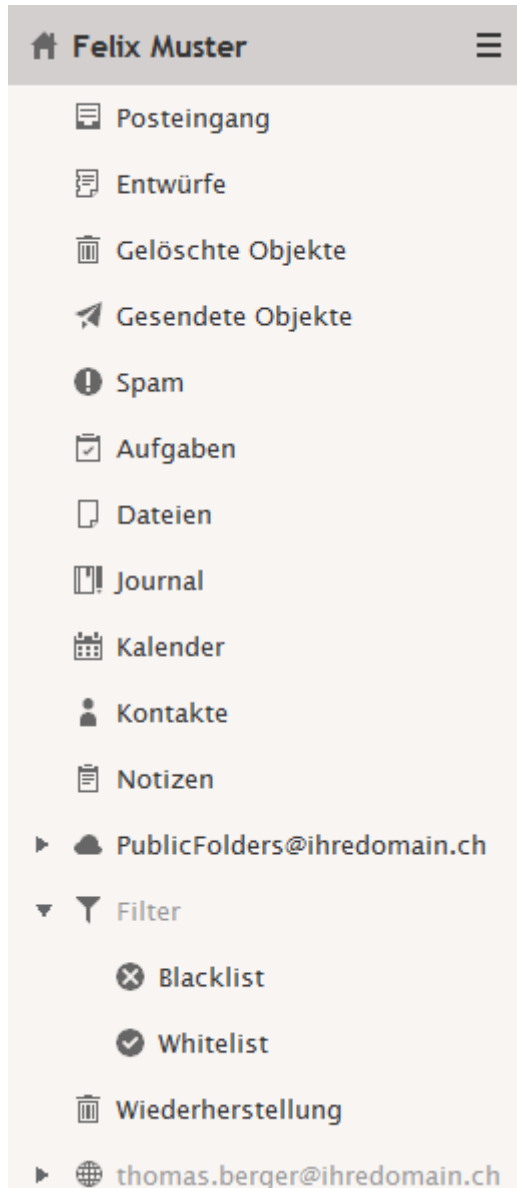
Authorisation Levels

The following authorisation levels can be assigned at the **Items** and **Folders** levels:

Note that rights can be assigned separately to both Items and Folders.

Read:

This level of authorisation allows a user to read (display) folders/items and their content.

Write:

Write level of authorisation allows the user to create folders/items.

Modify:

Modify level of authorisation allows the user to edit existing folders/items.

Delete:

Delete level of authorisation allows the user to delete existing folders/items.

Administrate:

Administrate level of authorisation hold all other levels of authorisation. An Administrator can also modify the authorisations of other accounts and/or their folders and items.

The access rights can be assigned individually or in combinations.

Personal Folders

Your own e-mail, contact, calendar, task and notes folders are classified as personal folders.

Assign Access Rights

So that someone else can access your data, you must assign rights for that account and/or for the desired folders and items (mails, calendar, contacts, etc.).

This is done easily using the corresponding account name.

In the example, "Felix Muster" assigns access rights to his account, but only to the "Calendar" folder to the person "Thomas Berger".

Select the folder you want to approve in the folder tree.
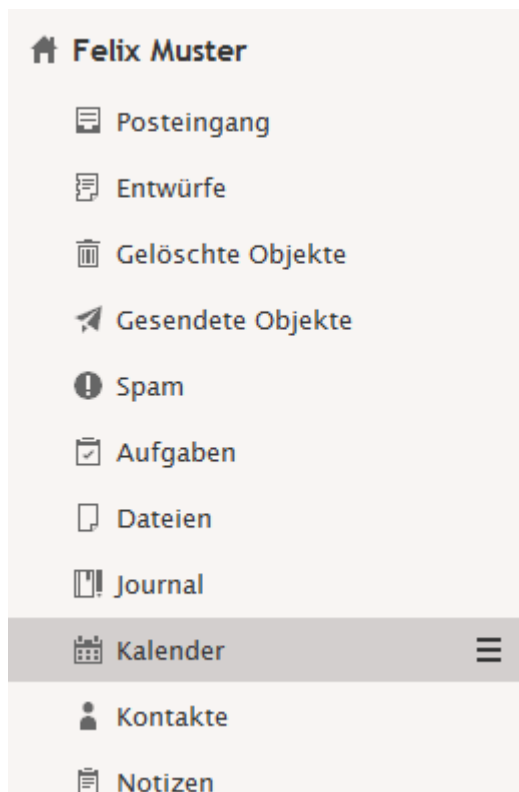
Use the right mouse button to call up the context menu.
Select **Sharing and Permissions**.

Neuen Ordner erstellen

Neuen Suchordner erstellen

Ordner umbenennen

Ordner verschieben

Als Standard festlegen

Ordner exportieren

Gelöschte Elemente wiederherstelle

Freigegebenes Konto hinzufügen

Teilen und Berechtigungen

Ordner löschen

You will see the currently assigned access rights.
Select the **Address book** button.
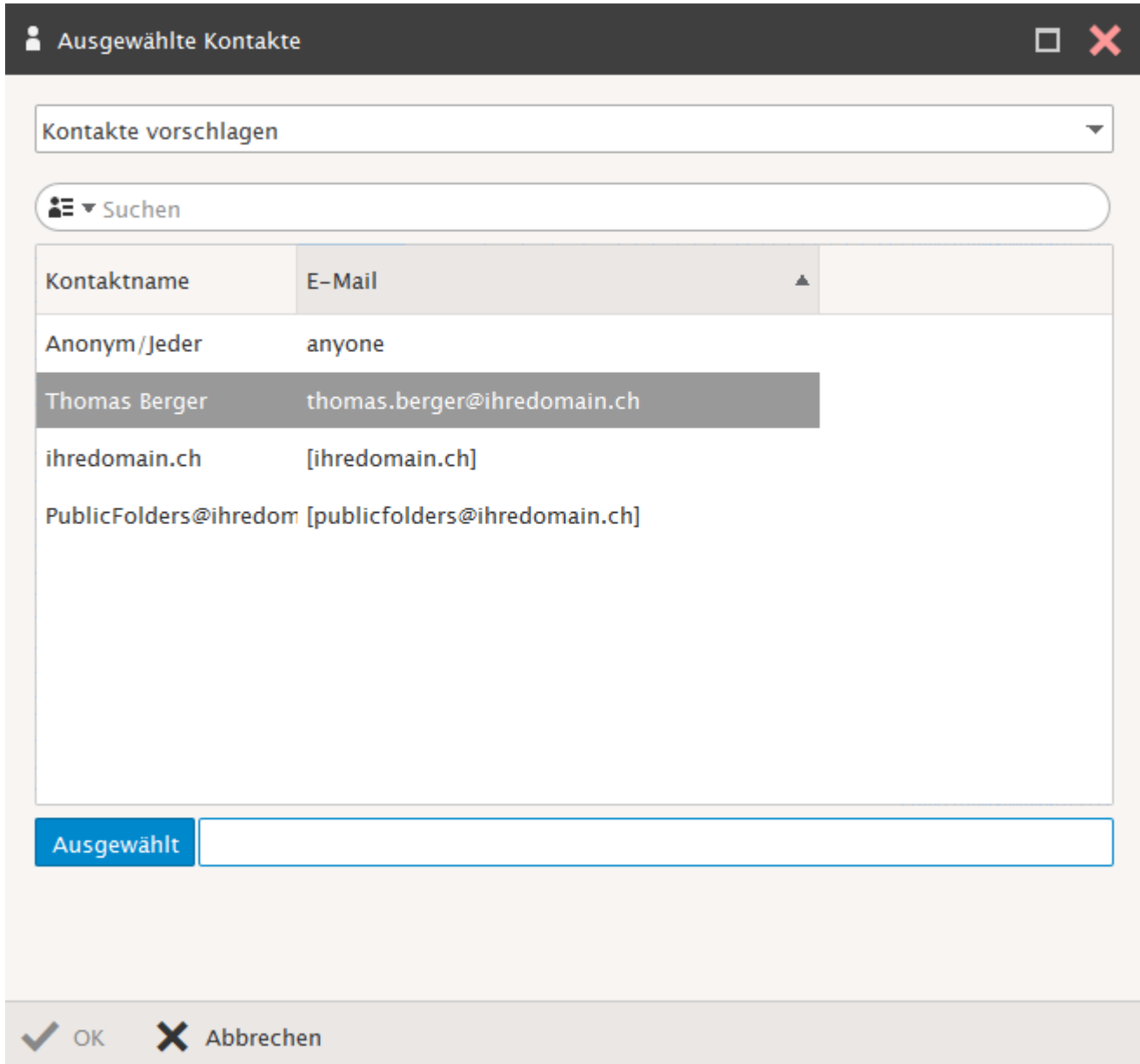
Enter the names of persons to whom you wish to assign access rights under **Account Name** (e-mail address) in the field on the bottom right.

E.g. for Thomas Berger: thomas.berger@yourdomain.ch

Add any other accounts/people and finish with **OK**.
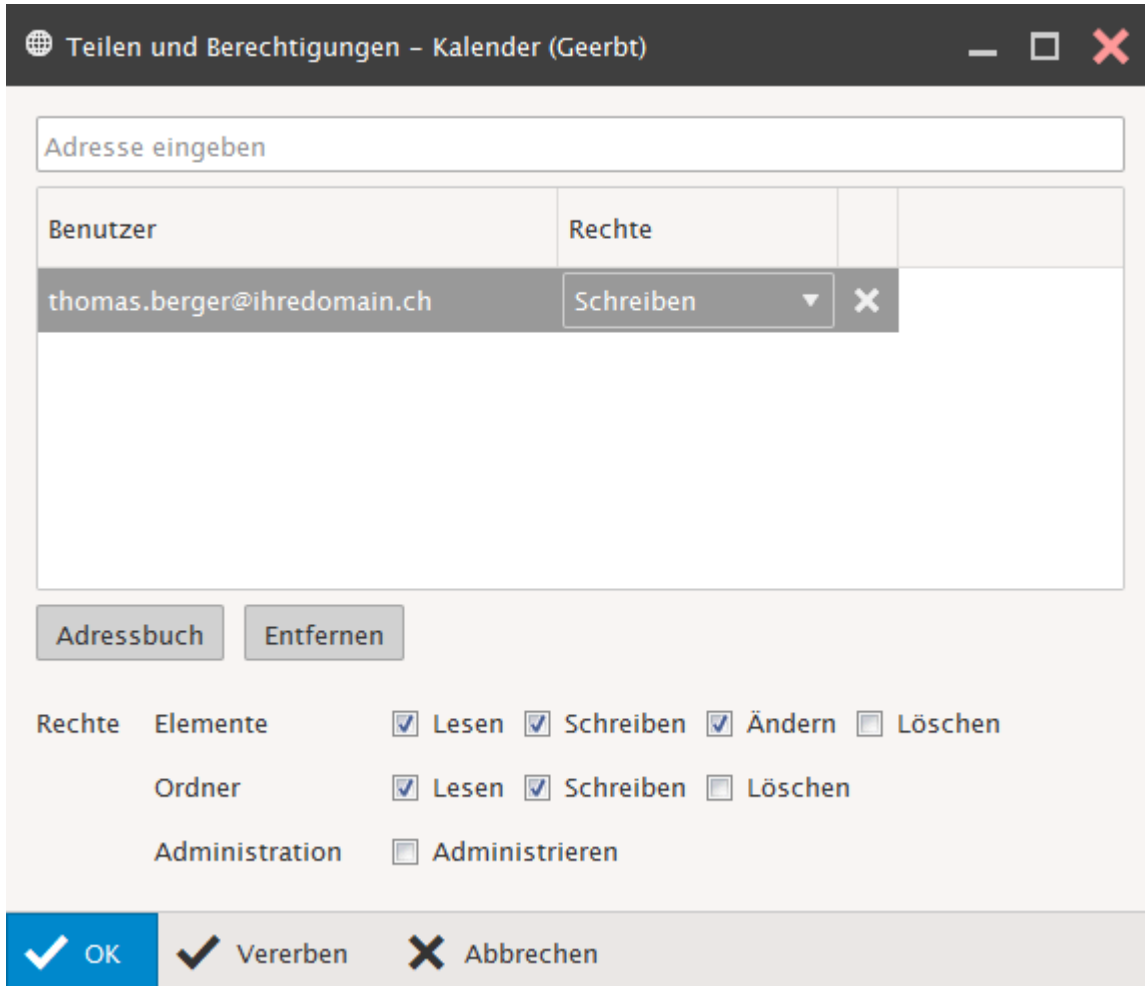
Thomas Berger's account is displayed.
You see that it was automatically assigned the **access level Read**.
Now, make the desired changes e.g. by assigning Write authorisation.
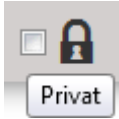Finish with **OK**.

The approved folder must now be integrated by the corresponding person.

Marking Entries Private

In shared folders, such as calendars, it can be useful to mark some entries as **Private**.
Entries marked with **Private** (e.g. events) are not shown to authorised persons, or only shown as occupied but without any details.
Use this option if you think it necessary.

Shared Folders

Personal folders that are approved for the shared use of other users/persons are labelled as approved folders.

Integration

Shared folders/accounts can be integrated via Xchange Web Access.

In the example, the person "Thomas Berger" integrates Felix Muster's account and/or his shared folder "Calendar". Felix Muster has earlier shared his account and/or individual folders for use by Thomas Berger with defined access rights.

Call up the context menu in the folder tree using the right mouse button.
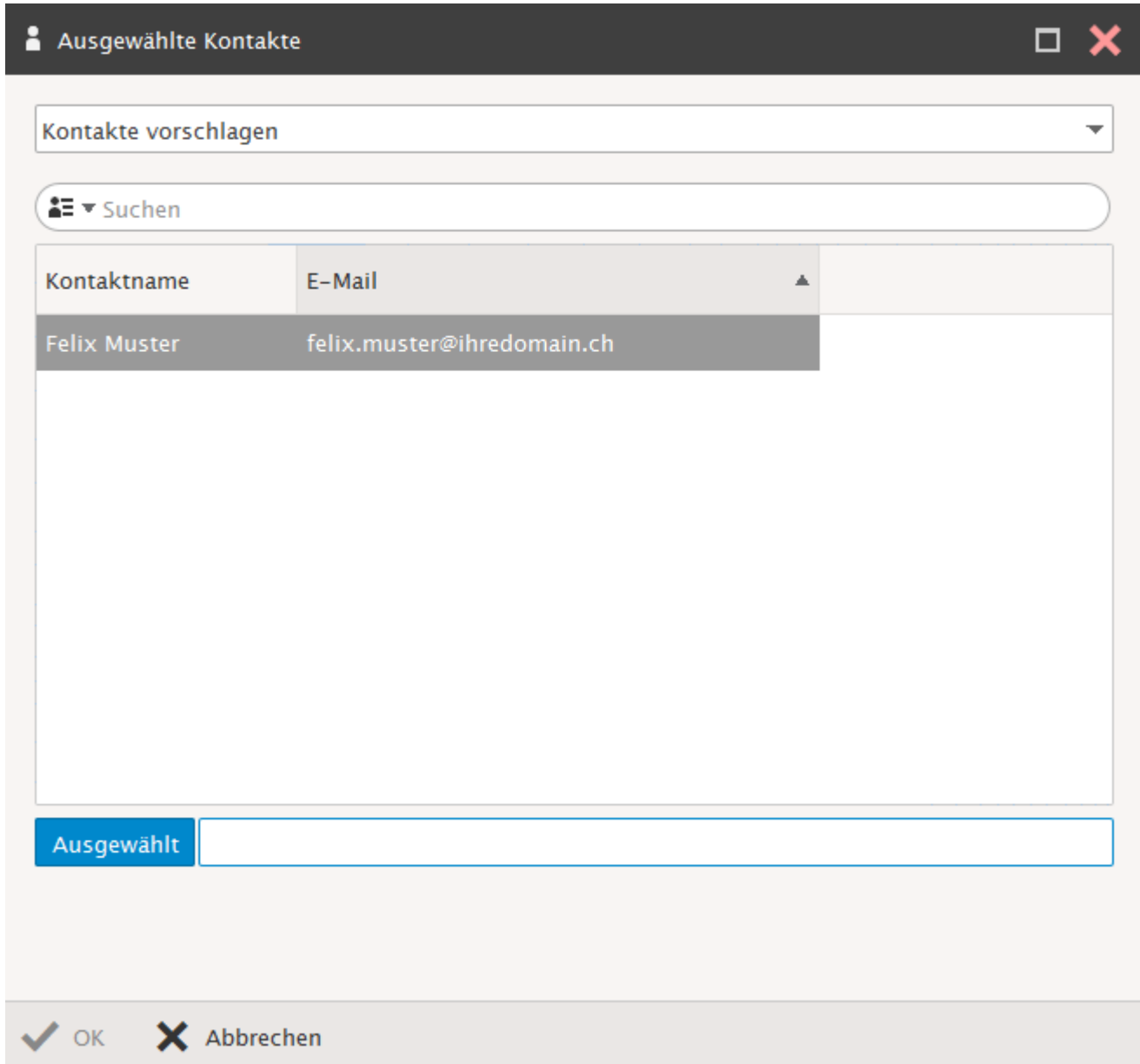Select **Add Shared Account**.

Neuen Ordner erstellen

Neuen Suchordner erstellen

Freigegebenes Konto hinzufügen

Teilen und Berechtigungen

Enter the person whose account/folder you want to integrate in the field at the bottom right under **Account Name** (e-mail address).

E.g. for Felix Muster: felix.muster@yourdomain.ch

Finish with **OK**.

The integrated account will then appear in Xchange Web Access with the approved folder "Calendar".
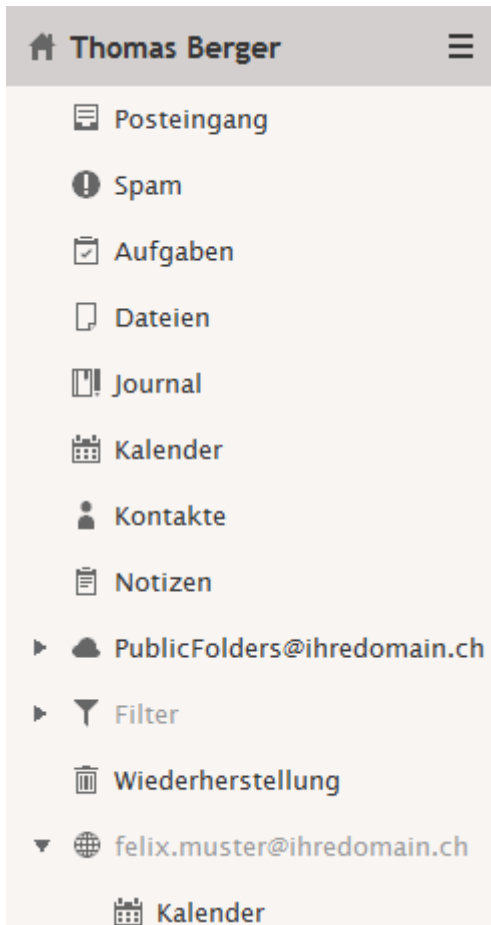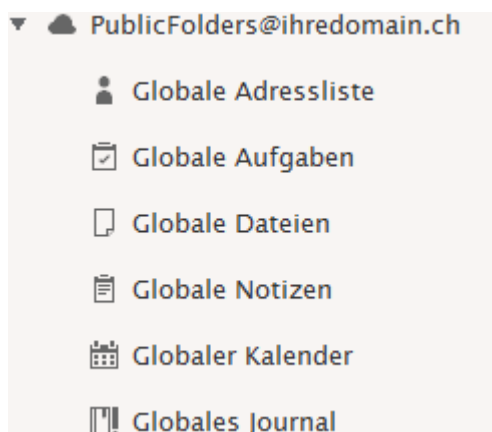
Public Folders

Public folders are displayed to all users in a domain automatically in a folder tree (only for Hosted-Xchange Accounts).

All users have reader rights standard.

Types of Public Folders

The following folder types are available (as with personal folders):

- ✔ Global address list (contacts)

- ✔ Global tasks

- ✔ Global files

- ✔ Global notes

- ✔ Global calendar

- ✔ Global journal

▼ ☁ PublicFolders@ihredomain.ch

    👤 Globale Adressliste

    ☑ Globale Aufgaben

    🗋 Globale Dateien

    🗐 Globale Notizen

    🗓 Globaler Kalender

    📖 Globales Journal

Administration of Public Folders

Mailserver Administrator

Public folders are generally administrated using an Xchange/e-mail administrator. You can assign Administrator rights to any Xchange-Business account. You assign these rights to an account using a System Configurator.
Log in to the System Configurator, select the host and select "Xchange (e-mail)" in the navigation. Assign the desired account the "Mailserver Administrator Rights" (instructions in <u>Manual System Configurator</u>).
An account assigned these rights is then able to log in to the System Configurator and adjust existing accounts, create new ones or delete them.
An account with this authorisation also has Administrator Rights to the public folders.
That means that this user can store new public folders and items and can edit or delete existing ones. Only assign these rights when justified.

Access Rights for Public Folders

As a default setting, all users have Read authorisation for all public folders.
The user with the Mailserver Administrator Rights has complete access to the folders.
That means that this user can store both new public folders and items and can edit or delete existing ones.
If an additional user should have more than Read rights, the additional rights will be assigned by the Mailserver Administrator.

Log into Web Access with the Mailserver Administrator User and then select the folder to be approved in the folder tree for the public folders.
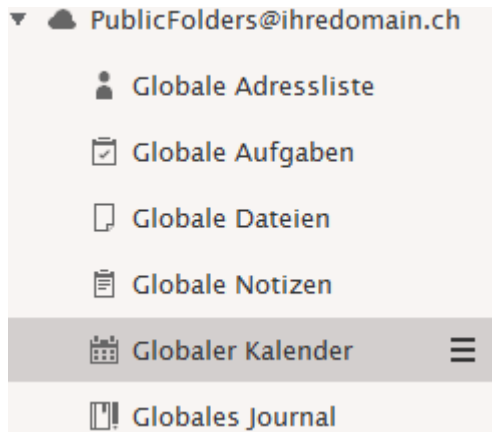
Call up the Context Menu by right-clicking on the mouse.
Select **Sharing and Permissions**.

Here you see the currently assigned access rights.

You will automatically see the group "publicfolders@yourdomain.ch" with reading rights. All holders of Hosted-Xchange Accounts are automatically members of this group.
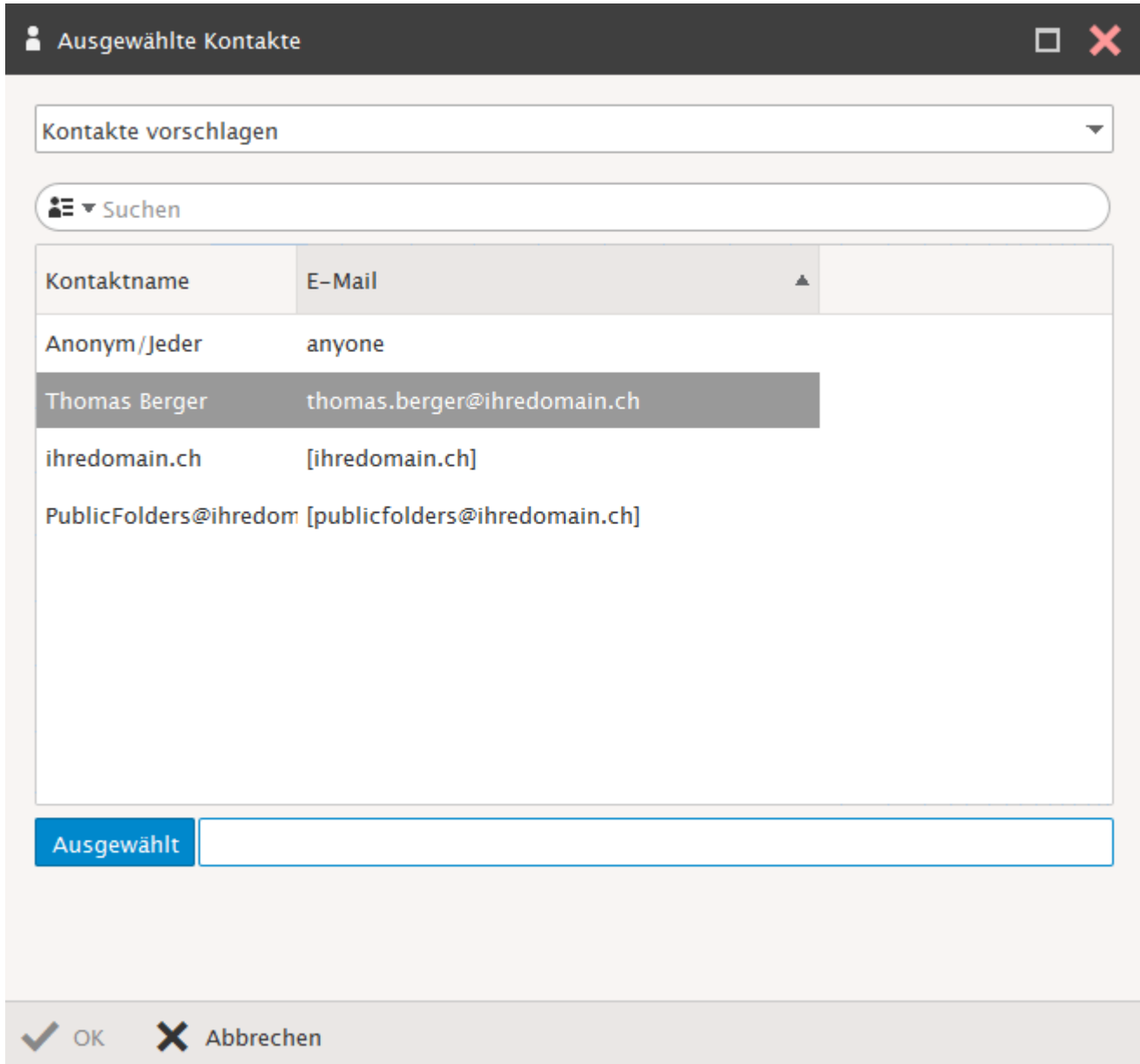
Select the **Address book** button.

Enter the person to whom you wish to assign access rights in the field under **Account Names** (e-mail address).

E.g. for Thomas Berger: thomas.berger@yourdomain.ch

Add any additional accounts/persons and then end with **OK**.

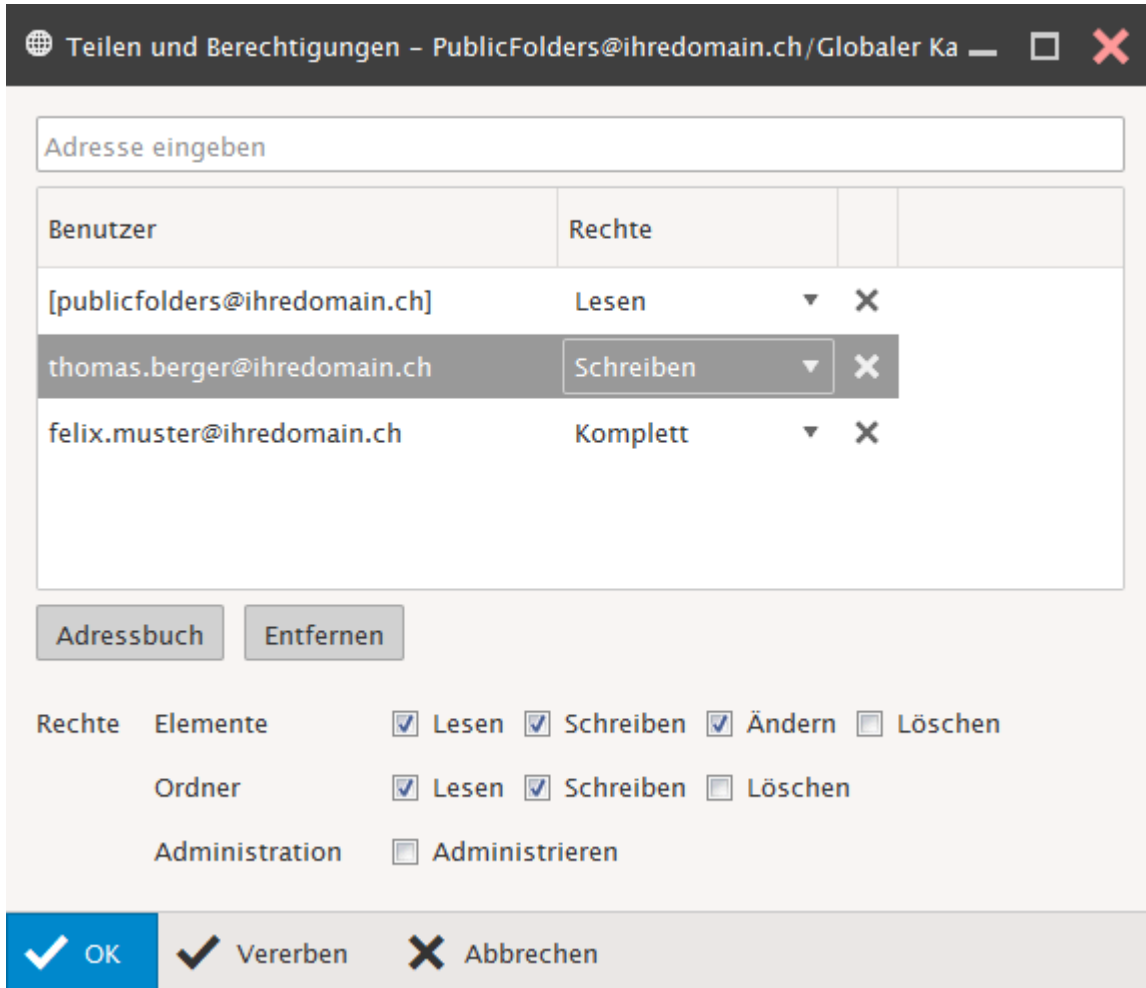**Thomas Berger's account** is shown.
You can see that it was automatically assigned the **authorisation level read**.
You can now make the desired changes by adding, e.g., write authorisation.
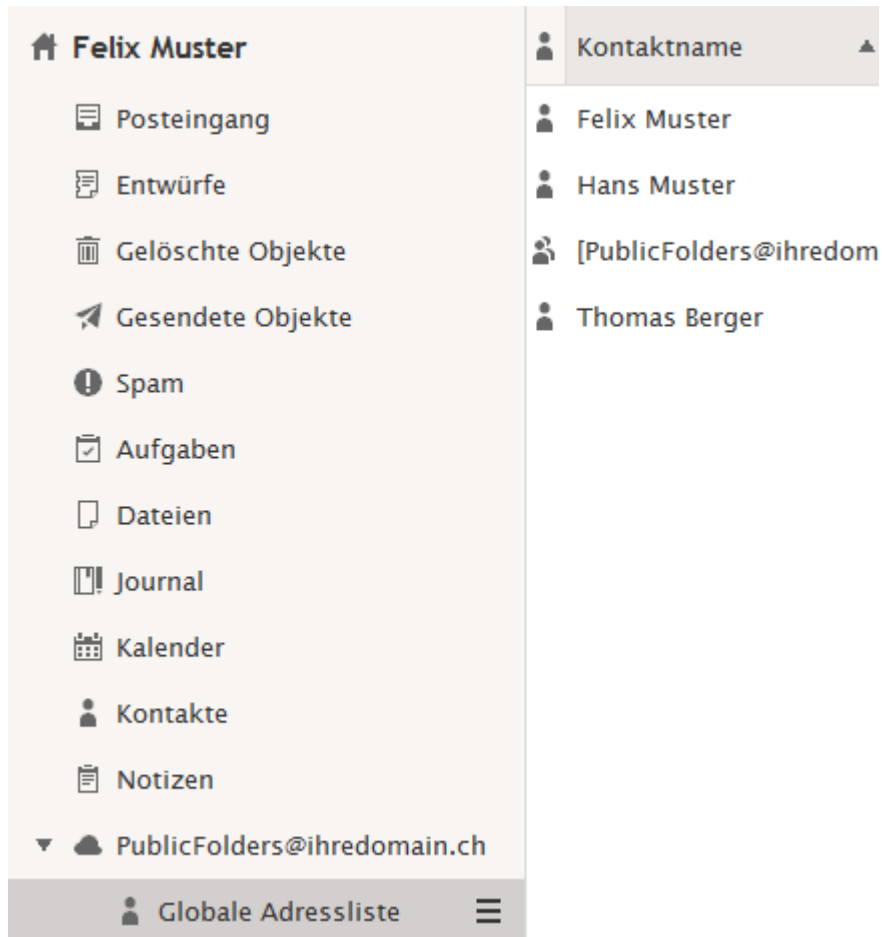Then close with **OK**.

Using public folders

Use of public folders is basically the same as that of personal folders with the difference, that the contents are basically available to all users.
The folder "Global Address List" (GAL) is a special case.

Global Address List

In the global address list, you see all users/accounts for a domain.
It also shows accounts that have not subscribed to any Hosted-Xchange account (however they do not see the global address list).

Newly set-up users/accounts will be automatically adopted by the globale address list.
If you want to edit other contact attributes directly, you can do this here.
"Double click" on contact and make the desired changes.

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