

OutlookSync
for
MS Outlook

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](#).

OutlookSync - Basics

Overview

OutlookSync is a component of the SmartSync® and/or Hosted-Xchange solutions from Webland. Using OutlookSync, you can continue to use MS Outlook as your local mail program and synchronise your data (see below) with the Webland Xchange Server.

This makes changing from any existing Microsoft Exchange Server Solution to the Webland Hosted-Xchange solution easy.

In combination with Webland SmartSync® (on the basis of MS Exchange ActiveSync), these data can also be synchronised between the Webland Xchange Server and one or more mobile phones/smartphones/pads/tablets "over-the-air" (OTA) using wireless technologies such as the mobile telephone network or WIFI (WLAN). You can find more information about this in the [SmartSync® manual](#).

In combination with a Hosted-Xchange account (optionally available), MS Outlook acts as a fully-functional groupware platform for shared data use.

Supported Functions

OutlookSync supports nearly all functions of MS Outlook.

It supports the synchronisation of the following, among other functions, with the Webland Xchange Server:

- ✓ Event calendar
- ✓ Contacts
- ✓ Tasks
- ✓ Notes
- ✓ Journals
- ✓ Folders

It also supports:

- ✓ Scheduling
- ✓ Meeting invitations
- ✓ Open/ booked Information

Microsoft Outlook as E-Mail Program

Microsoft Outlook is widely disseminated as a "Personal Information Management" program. OutlookSync enables users of Webland Hosted-Xchange Solutions to continue to use their accustomed software and profit from central server-based data management.

Administration of access rights for Hosted-Xchange accounts can be performed in both MS Outlook and directly in Hosted-Xchange Web Access.

You can find more information about this in the chapters on [Hosted-Xchange](#) or [Xchange Web Access manual](#).

E-Mail

E-mails are available both in Outlook, in Hosted-Xchange Web Access (via web browser) as well as on mobile devices (mobile telephone/pad/tablet).

Thanks to the use of push technology, all devices always up-to-date (depending on the selected settings).

Calendar

The calendar and/or scheduled events can be viewed and edited in the same way as with an MS Exchange Server.

OutlookSync supports the "Free/busy Information" function of MS Outlook so that appointments can be made without conflict or double-booking.

The very useful "Meeting Invitation" function is also fully supported by OutlookSync.

Contacts

Contacts/Address books are available as usual. Several additional address books can also be created and synchronised with the Xchange-Server.

Tasks/ Notes

You can also create tasks and notes.

These are also synchronised with the Xchange-Server

Folders

OutlookSync takes on the entire folder structure from Webland Server Xchange so that the same folder structure is visible in MS Outlook, Hosted-Xchange Web Access and on mobile devices (mobile telephones/pads/tablets).

Installing OutlookSync

Requirements / Settings

Check for the following before installing OutlookSync:

Subscription with Webland AG

OutlookSync can only be used in combination with the following services subscribed from Webland AG:

SmartSync® or **Hosted-Xchange**

OutlookSync must be registered before the 30-day trial period expires.

Subscribers of **SmartSync®** or **Hosted-Xchange accounts** can download the license key for free via Hosted-Xchange Web Access.

You can find more information about Webland AG's services on our [website](#).

Computer / PC / Notebook

Operating System

The present version of OutlookSync is compatible with the following Microsoft operating systems::

- ✓ Windows XP
- ✓ Windows Vista
- ✓ Windows 7
- ✓ Windows 8
- ✓ Windows 10

Microsoft Outlook

The present version of OutlookSync is compatible with the following versions of Microsoft Outlook:

- ✓ Microsoft Outlook 2007
- ✓ Microsoft Outlook 2010
- ✓ Microsoft Outlook 2013
- ✓ Microsoft Outlook 2016

You must make sure that you have installed the newest service packs from Microsoft for your MS Outlook/MS Office.

MS Outlook must be defined as the "Default E-mail Program"

Network Environment/Firewall

The following ports must be open in order for MS Outlook and OutlookSync to function correctly:

Outgoing Ports

HTTP: 80
HTTPS: 443
SMTP: 587
SMTPS: 465
IMAP: 143
IMAPS: 993

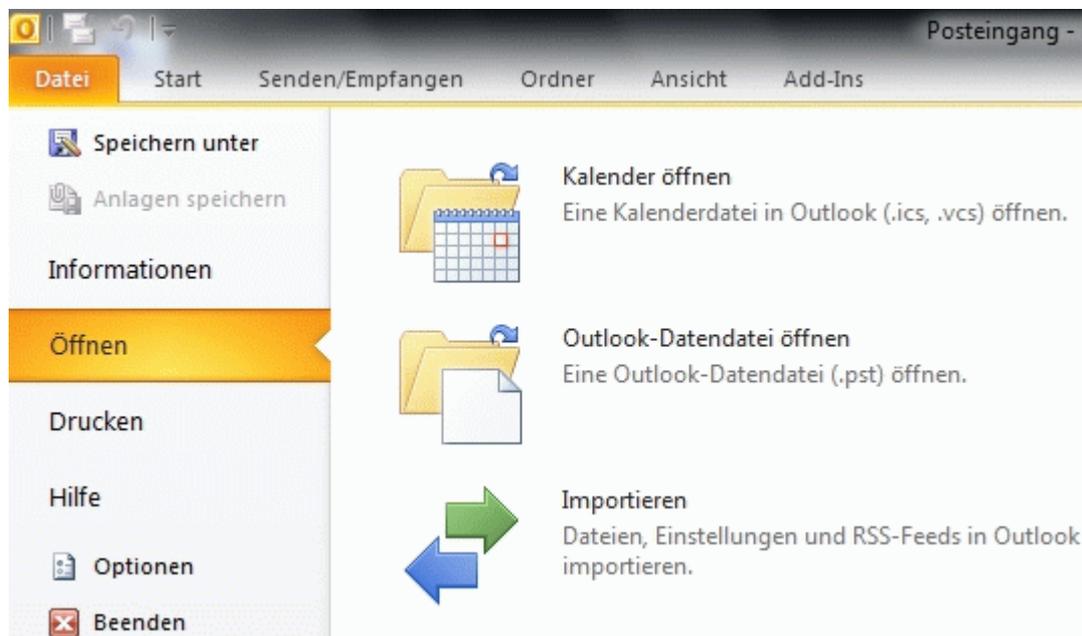
Backing up MS Outlook Data

We very strongly recommend that you create a back-up of your personal Outlook data (PST files) before you install OutlookSync in order to prevent any data loss through operator error and/or be certain that the data can be restored (Webland AG cannot be held responsible for any loss of data).

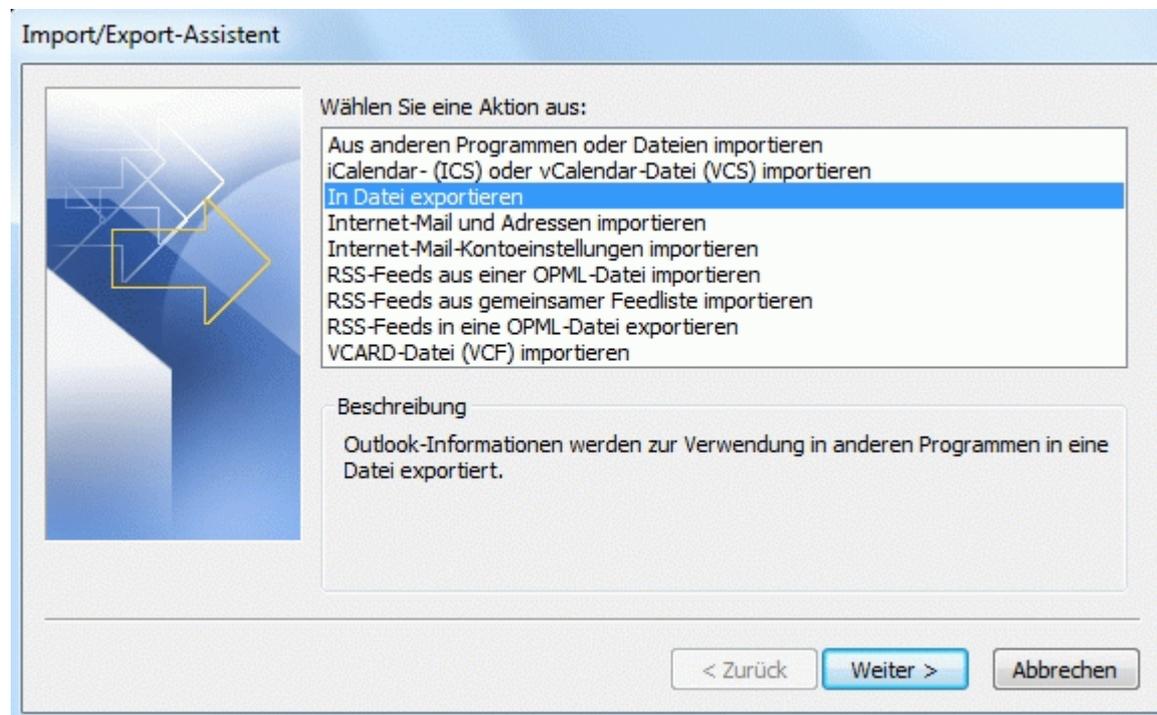
Here you will find instructions on how to export your MS Outlook data:

Open MS Outlook.

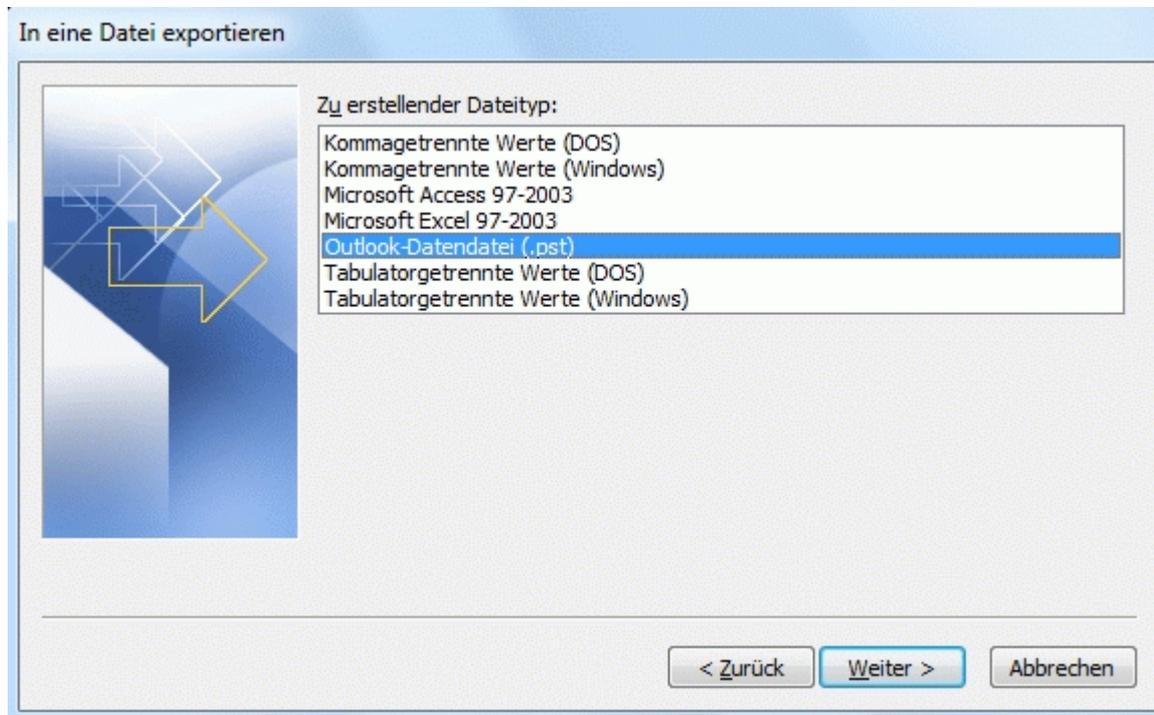
select **File -> Open -> Import**



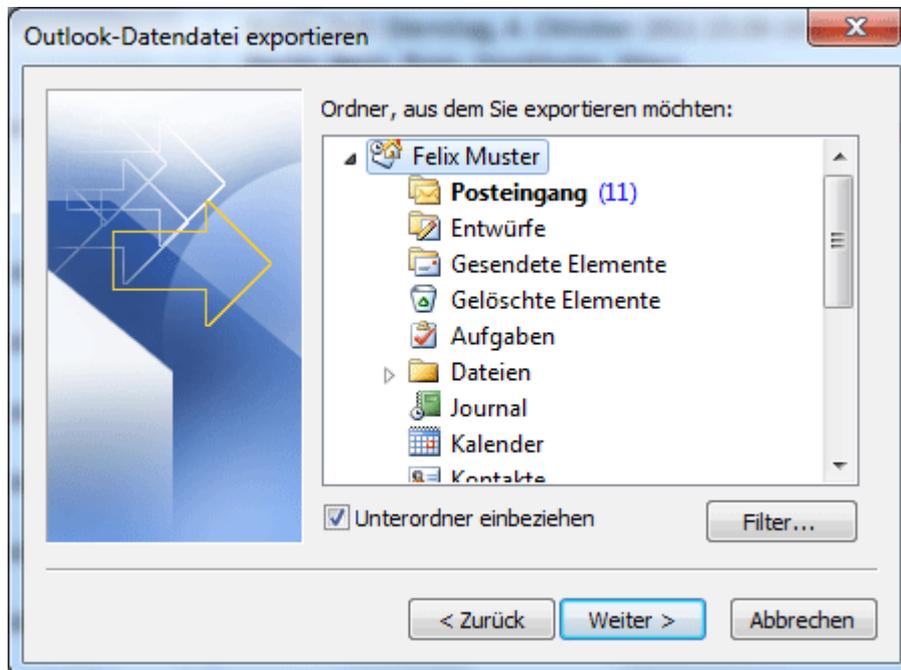
Select **Export into file** and then **Next**.



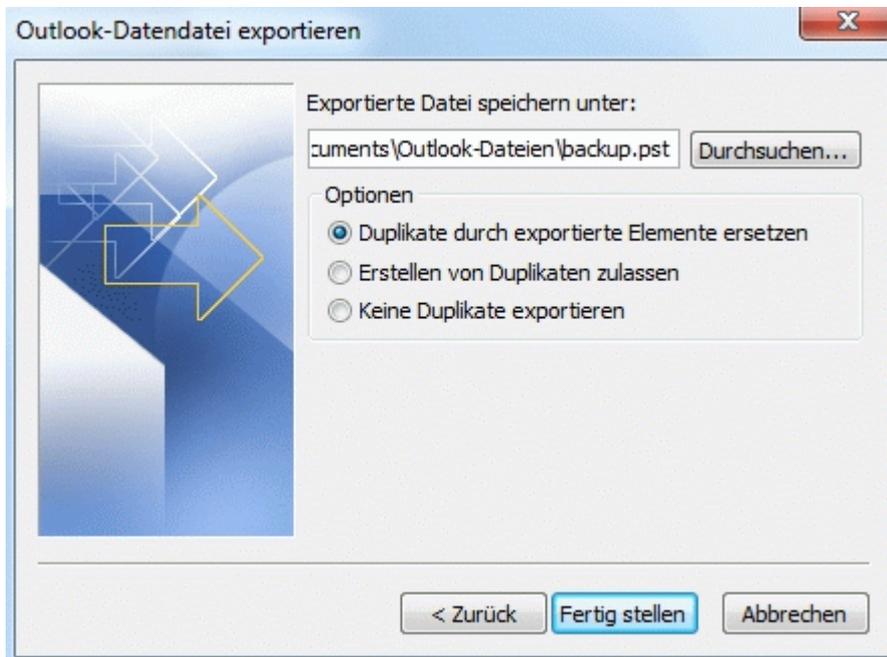
Select **Outlook data file (.pst)** and then **Next**.



Select the elements you want to export and then **Next**.



Select the desired memory location and then **Finish**.



Installation

Below you will find out how to download, install and register the software.

If you used an older version of OutlookSync on your system, you must uninstall it using the Windows System Tools before you install the new version.

Login Data

You need the following information to install OutlookSync:

E-Mail Account and Password

For your SmartSync® and/ or. Hosted-Xchange account.

OutlookSync Download & Installation

Note:

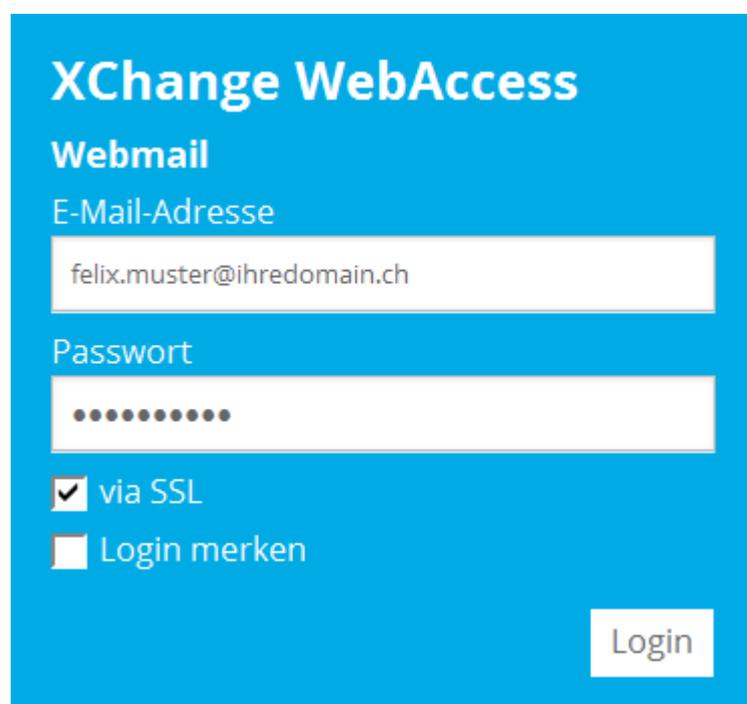
Close MS Outlook before installing OutlookSync.

Follow the instructions below:

You can download our OutlookSync software directly in the internet.

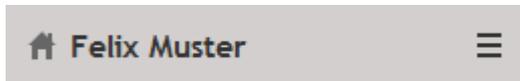
Login to Xchange Web Access using your e-mail account and password through our [website](#).

Enter your **E-mail address** and **Password** and select **Login**.



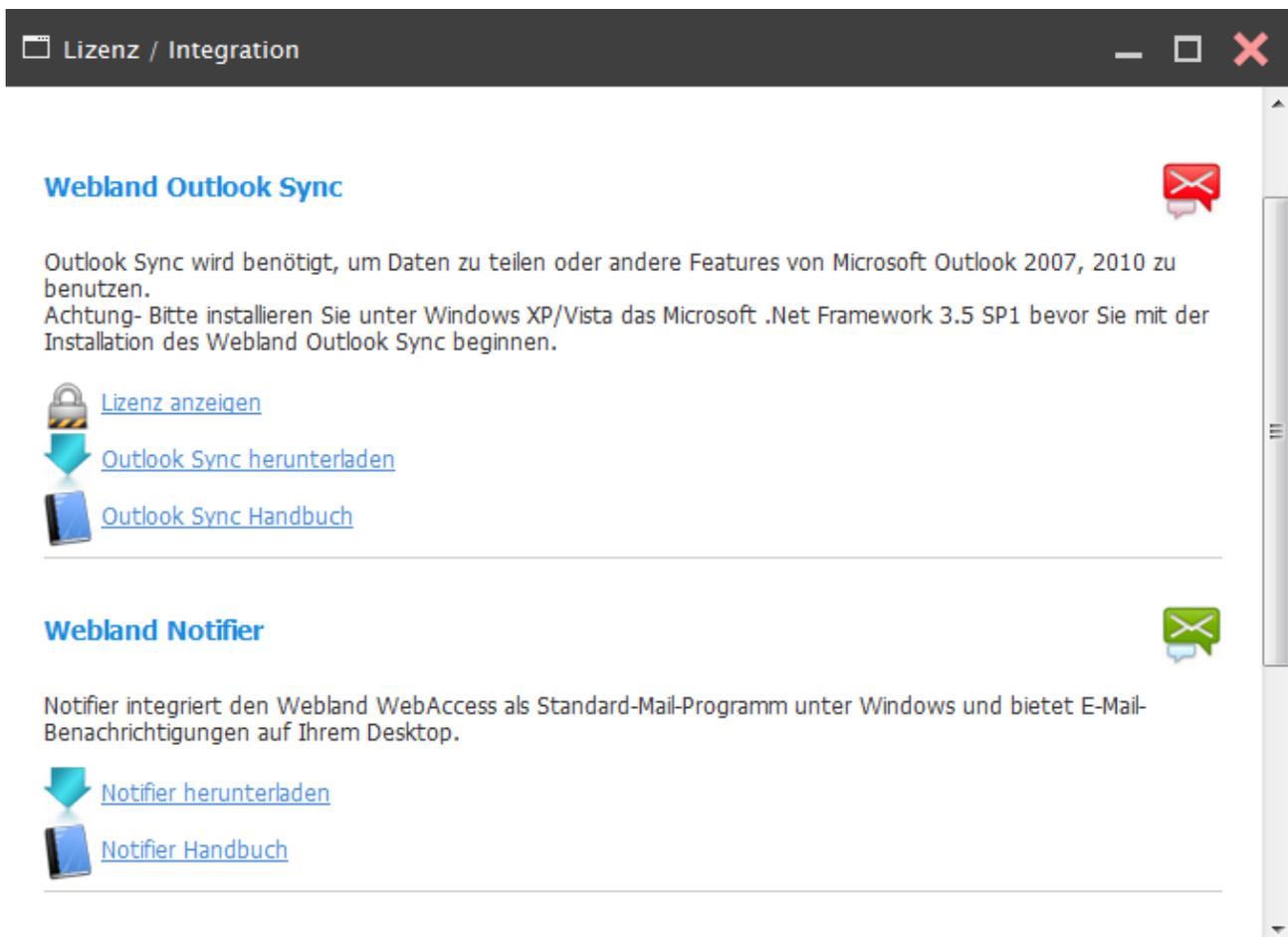
The image shows a login form for XChange WebAccess. The form has a blue background and white text. It includes a title 'XChange WebAccess', a subtitle 'Webmail', and a label 'E-Mail-Adresse' above a text input field containing 'felix.muster@ihredomain.ch'. Below that is a label 'Passwort' above a password input field with ten dots. There are two checkboxes: 'via SSL' (checked) and 'Login merken' (unchecked). A 'Login' button is located at the bottom right of the form.

Select **Home** -> **Webland Outlook Sync**.



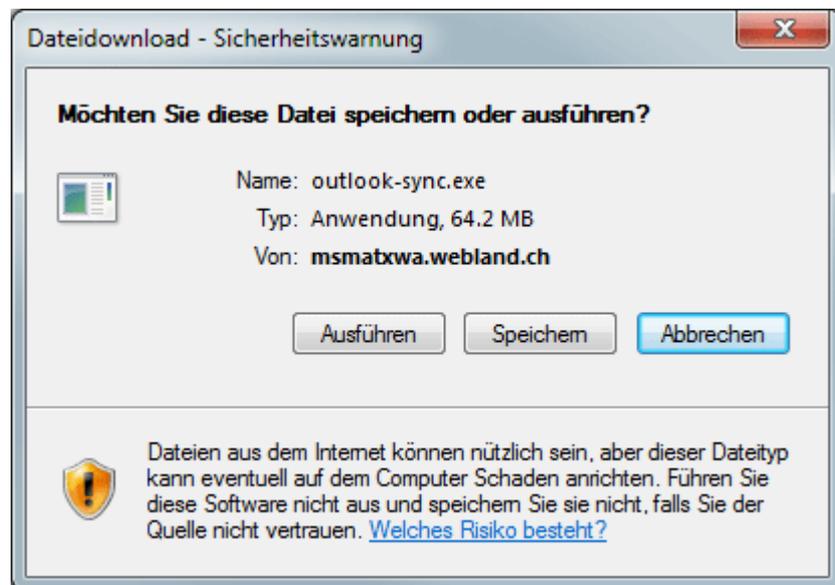
- **Webland Outlook Sync**
- **Webland Notifier**

Select **Download OutlookSync**.

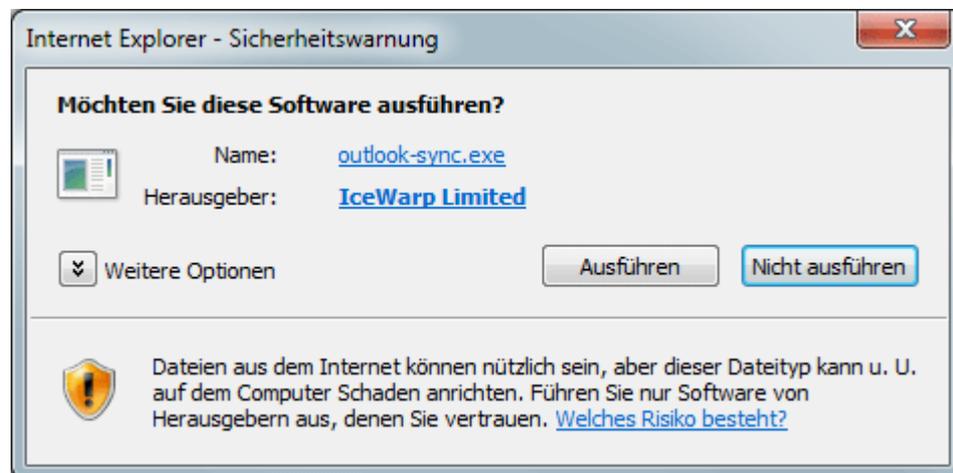
 A screenshot of a web browser window titled "Lizenz / Integration". The window has a dark header bar with window control icons (minimize, maximize, close) on the right. The main content area is white and contains two sections. The first section is titled "Webland Outlook Sync" in blue text, with a red speech bubble icon on the right. Below the title is a paragraph: "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." Below this text are three links, each with an icon: "Lizenz anzeigen" (lock icon), "Outlook Sync herunterladen" (download arrow icon), and "Outlook Sync Handbuch" (book icon). The second section is titled "Webland Notifier" in blue text, with a green speech bubble icon on the right. Below the title is a paragraph: "Notifier integriert den Webland WebAccess als Standard-Mail-Programm unter Windows und bietet E-Mail-Benachrichtigungen auf Ihrem Desktop." Below this text are two links, each with an icon: "Notifier herunterladen" (download arrow icon) and "Notifier Handbuch" (book icon). A vertical scrollbar is visible on the right side of the window.

Select **Run**.

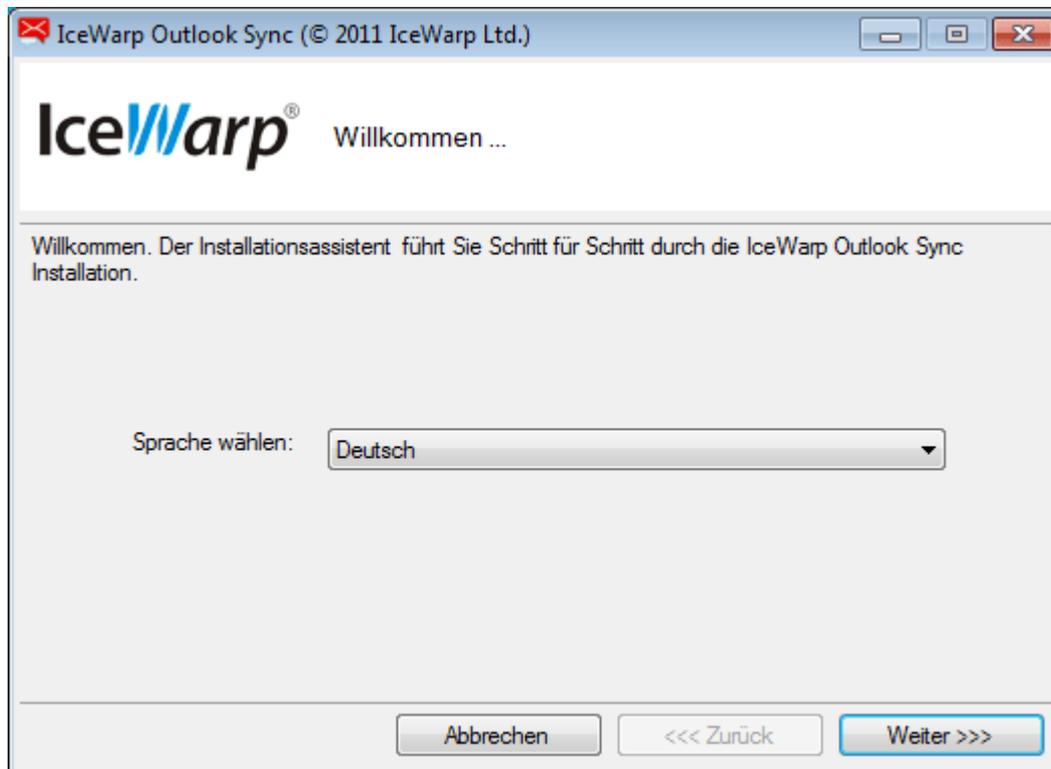
Allow the installation (Windows Warnings).



Select **Run**.



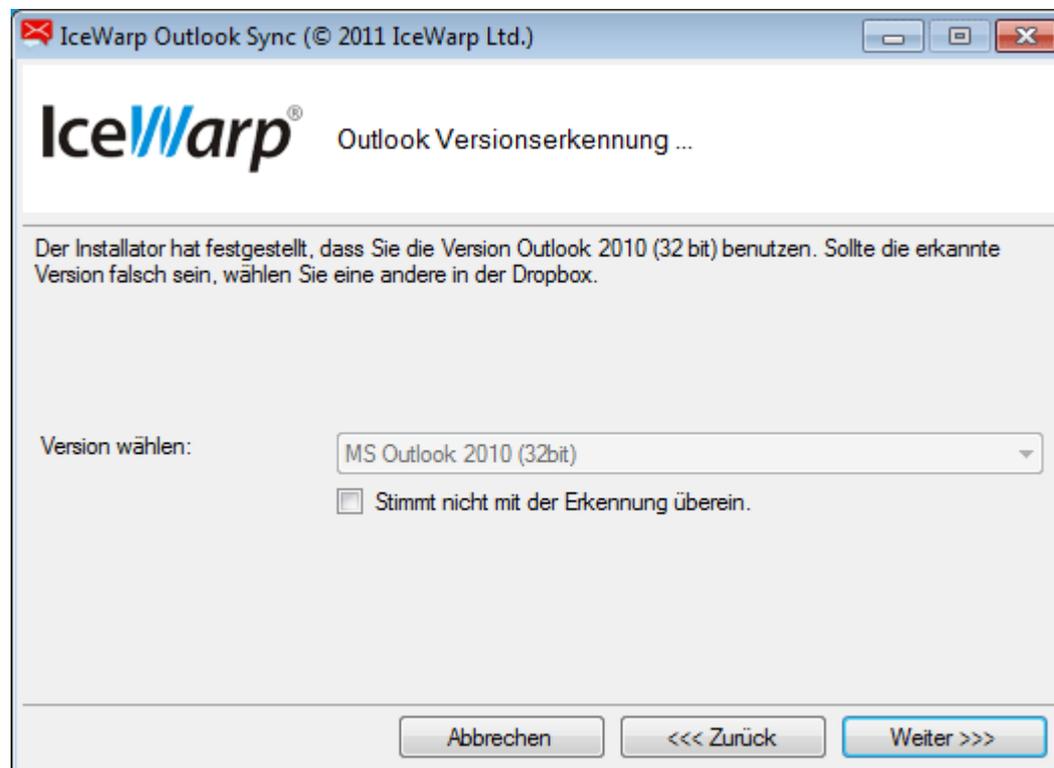
Select the desired language and click on **Next**.



Accept the agreement and click on **Next**.

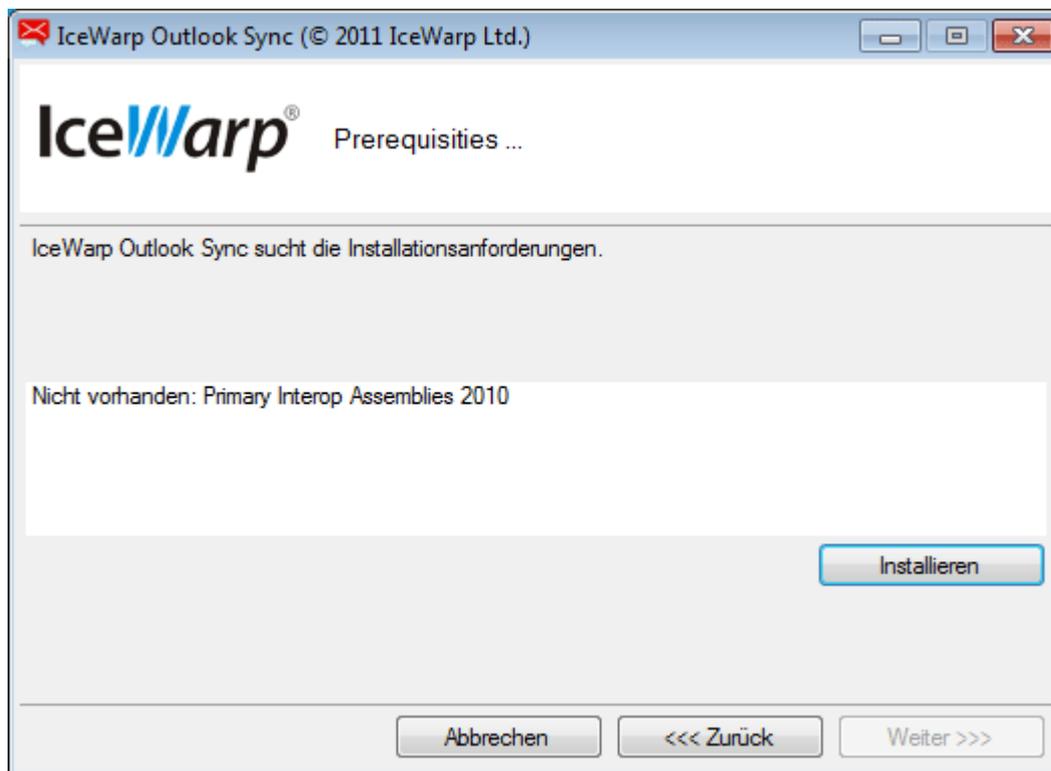


Confirm the recognised version of MS Outlook by clicking on **Next** (or change it if necessary).



OutlookSync will now look for the required program components.

Select **Install** and confirm installation prompts.

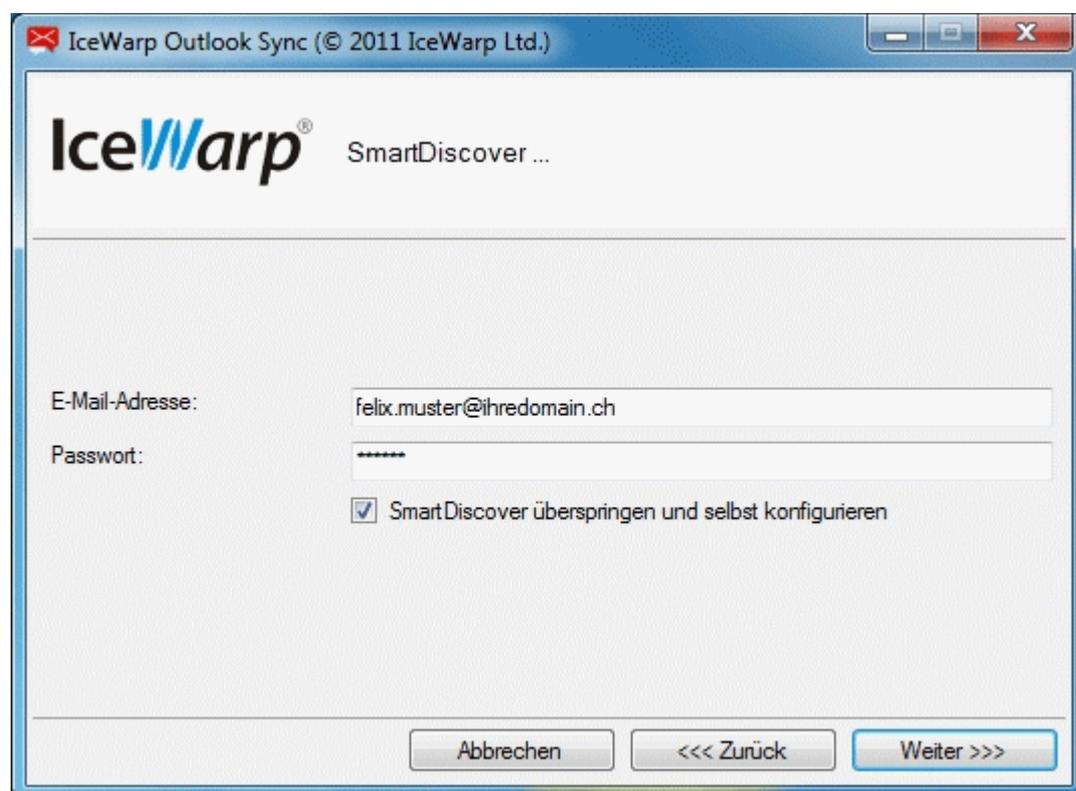


You will now be prompted to enter your e-mail address and the password:

- Enter your e-mail address under **e-mail address** and
- Enter the matching password under **Password**

Activate the function **Skip SmartDiscover and configure it yourself**.

Then select **Next**.



IceWarp Outlook Sync (© 2011 IceWarp Ltd.)

IceWarp® SmartDiscover ...

E-Mail-Adresse: felix.muster@ihredomain.ch

Passwort: *****

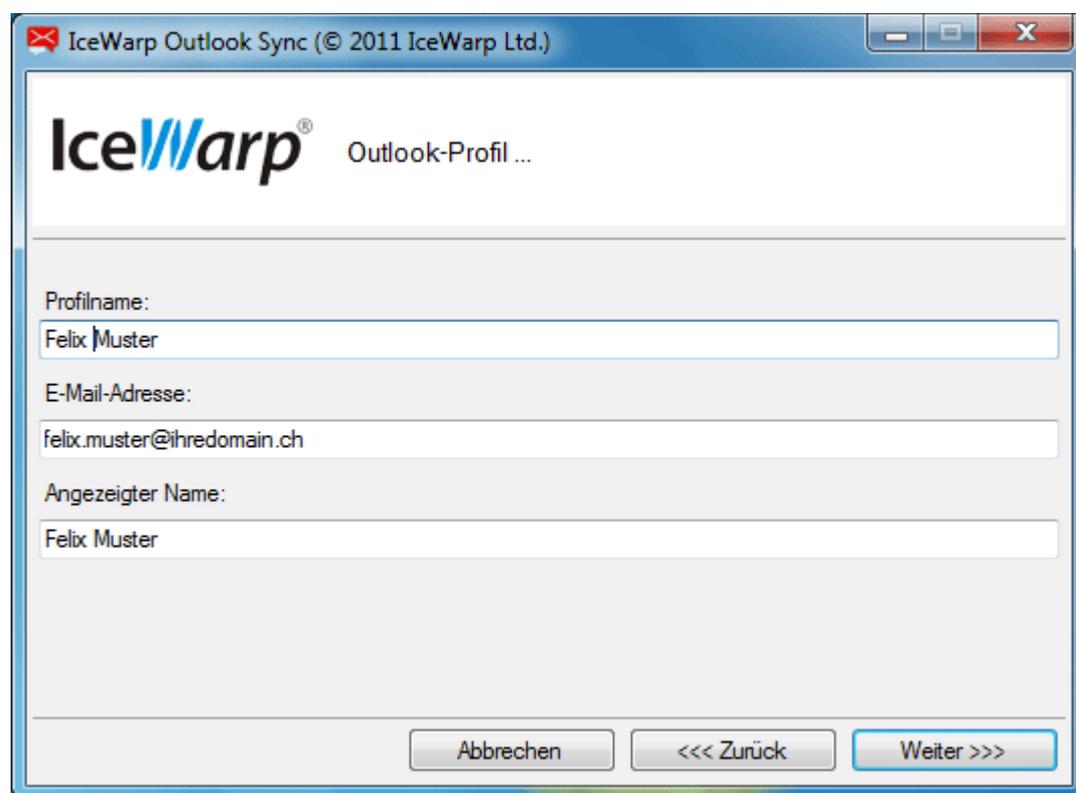
SmartDiscover überspringen und selbst konfigurieren

Abbrechen <<< Zurück Weiter >>>

You will now be prompted to enter the desired profile name, e-mail address and display name:

- Enter a freely selectable name for the profile under **Profile name**
- Enter the e-mail address under **E-mail address**
- Enter your name under **Display name**

Then select **Next**.



The screenshot shows a Windows-style dialog box titled "IceWarp Outlook Sync (© 2011 IceWarp Ltd.)". The window contains the IceWarp logo and the text "Outlook-Profil ...". Below this, there are three input fields:

- Profilname:** A text box containing "Felix Muster".
- E-Mail-Adresse:** A text box containing "felix.muster@ihredomain.ch".
- Angezeigter Name:** A text box containing "Felix Muster".

At the bottom of the window, there are three buttons: "Abbrechen", "<<< Zurück", and "Weiter >>>". The "Weiter >>>" button is highlighted with a blue border.

You will now be prompted to enter information about your incoming mail server:

Information WITHOUT SSL-encryption:

- Enter the e-mail address under **Username**
- Enter the matching password under **Password**
- Enter the name of the incoming server under **Hostname**
Form: imap.yourdomain.ch
(replace yourdomain.ch with your actual domain name)
- Enter **Port** 143

Then select **test settings**.

IceWarp Outlook Sync (© 2011 IceWarp Ltd.)

IceWarp Outlook Sync Anmeldedaten ...

Eingehender Server

Benutzername: felix.muster@ihredomain.ch

Passwort: *****

Hostname: imap.ihredomain.ch

Port: 143

SSL benutzen

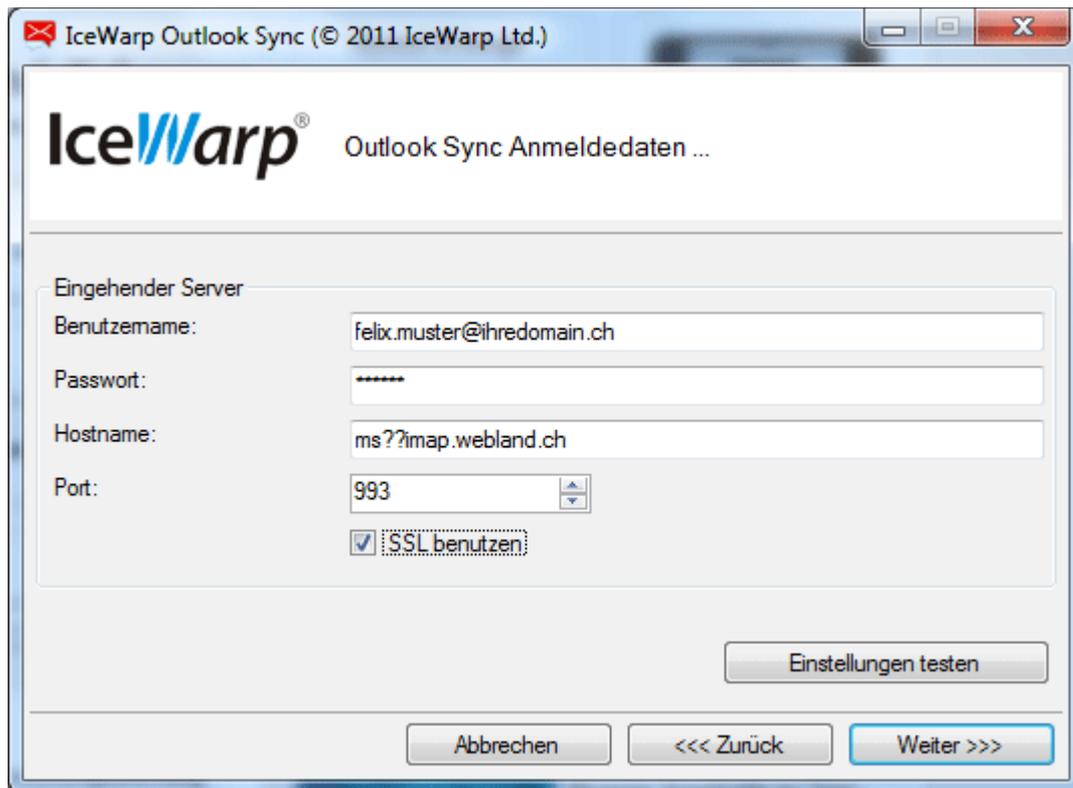
Testeinstellungen

Abbrechen <<< Zurück Weiter >>>

Information WITH SSL-encryption:

- Enter the e-mail address under **Username**
- Enter the matching password under **Password**
- Enter the incoming SSL-server under **Hostname**
Form: ms??imap.webland.ch
Replace the ? with your actual server number. You can get your personal server number from the System Configurator according to the description in the Appendix [SSL-Server](#).
- **Activate** the SSL **control box**
- Enter **Port** 993

Then select **test settings**.



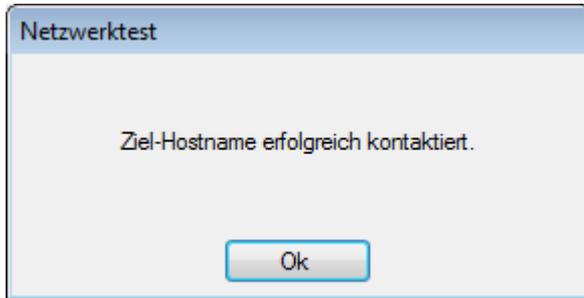
The screenshot shows the 'IceWarp Outlook Sync' application window. The title bar reads 'IceWarp Outlook Sync (© 2011 IceWarp Ltd.)'. The main window contains the 'IceWarp' logo and the text 'Outlook Sync Anmeldedaten ...'. Below this, there is a section titled 'Eingehender Server' with the following fields:

- Benutzername: felix.muster@ihredomain.ch
- Passwort: [masked with asterisks]
- Hostname: ms??imap.webland.ch
- Port: 993 (with a spin button)
- SSL benutzen

At the bottom right of the form area is a button labeled 'Einstellungen testen'. At the very bottom of the window are three navigation buttons: 'Abbrechen', '<<< Zurück', and 'Weiter >>>'.

You will see the following message if the test is successful.

Select **OK** and then **Next**.



You will now be prompted to enter information about the outgoing mail server:

Deactivate the "Same as incoming" control box.

Information WITHOUT SSL-encryption:

- Enter the e-mail address under **Username**
- Enter the outgoing mail server under **Hostname**
Form: smtp.yourdomain.ch
(replace yourdomain.ch with your actual domain name)
- Enter **Port** 587

Then select **test settings**.

The screenshot shows a window titled "IceWarp Outlook Sync (© 2011 IceWarp Ltd.)". The main content area displays the "IceWarp" logo and the text "Outlook Sync Anmeldedaten ...". Below this, there is a section titled "Ausgehender Server" (Outgoing Server) with the following fields and options:

- Benutzername:** A text box containing "felix.muster@ihredomain.ch".
- Hostname:** A text box containing "smtp.ihredomain.ch".
- Port:** A dropdown menu showing "587".
- Two checkboxes: "SSL benutzen" and "Den selben wie eingehenden".

At the bottom of the configuration area, there is a button labeled "Testeinstellungen". Below the configuration area, there are three navigation buttons: "Abbrechen", "<<< Zurück", and "Weiter >>>".

Information WITH SSL-encryption:

- Enter the e-mail address under **Username**
- Enter the matching password under **Password**
- Enter the incoming SSL-server under **Hostname**
Form: ms??smtp.webland.ch
Replace the ? with your actual server number. You can get your personal server number from the System Configurator according to the description in the Appendix [SSL-Server](#).
- **Activate** the SSL **control box**.
- Enter **Port** 465

Then select **test settings**.

IceWarp Outlook Sync (© 2011 IceWarp Ltd.)

IceWarp® Outlook Sync Anmeldedaten ...

Ausgehender Server

Benutzername: felix.muster@ihredomain.ch

Hostname: ms??smtp.webland.ch

Port: 465

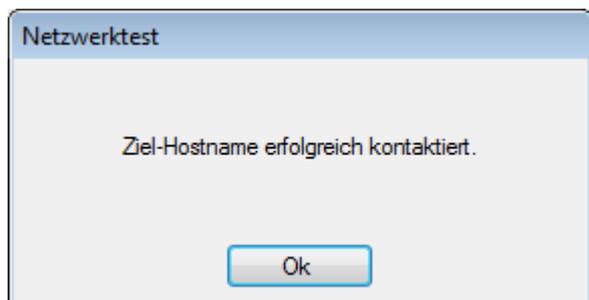
SSL benutzen Den selben wie eingehenden

Einstellungen testen

Abbrechen <<< Zurück Weiter >>>

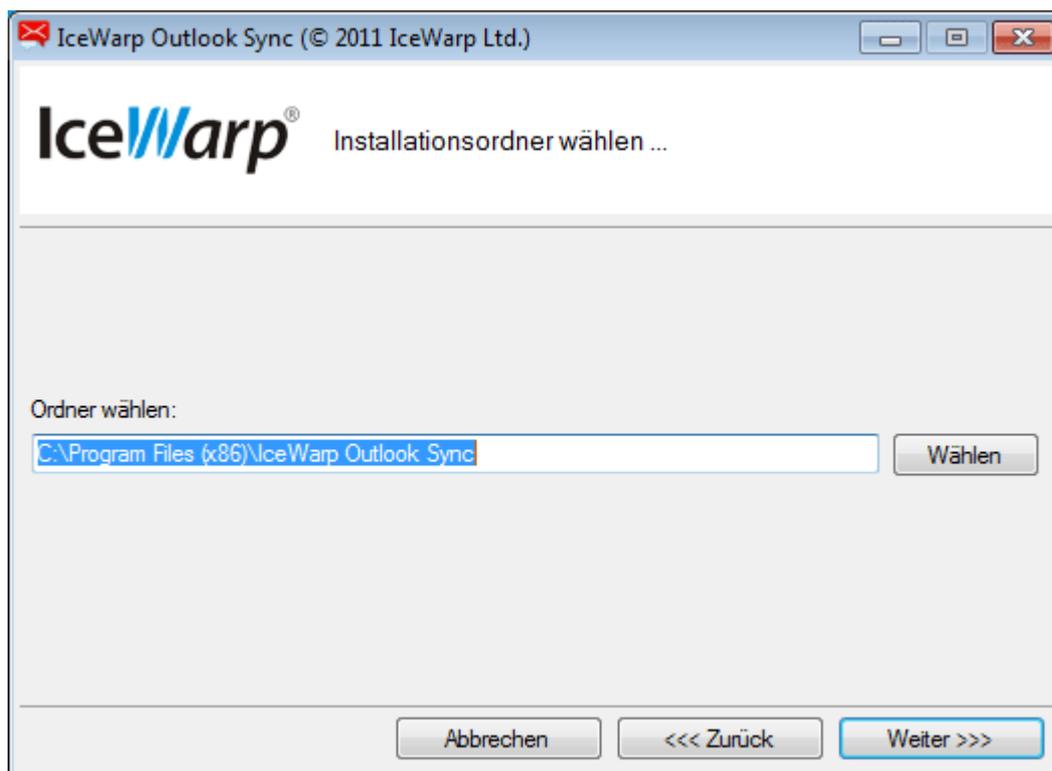
You will see the following message if the test is successful.

Select **OK** and then **Next**.

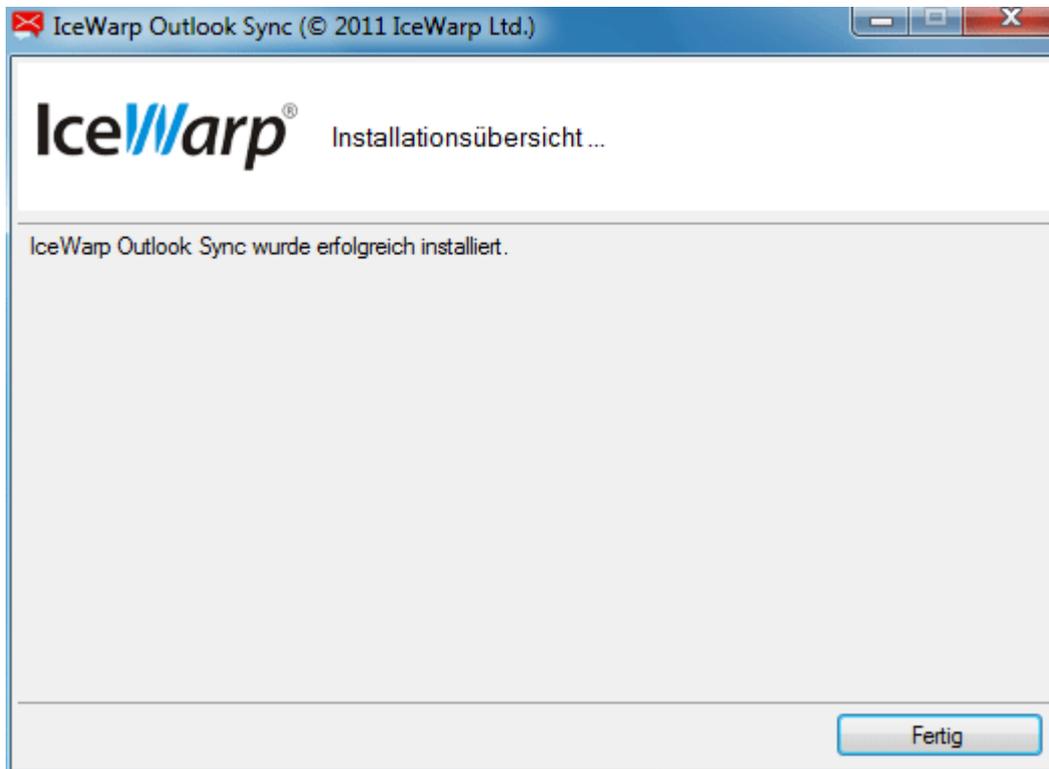


OutlookSync will show you the installation pathway.

Do not change it and select **Next**.



Installation is now complete.
Select **Finish**.



MS Outlook will now start automatically. Under add-ins you can find the OutlookSync symbol bar.

Attention:

OutlookSync must be registered before the end of the 30-day trial period.

Do not change any settings until you have read the chapter [OutlookSync Configuration](#) !



Importing MS Outlook Data

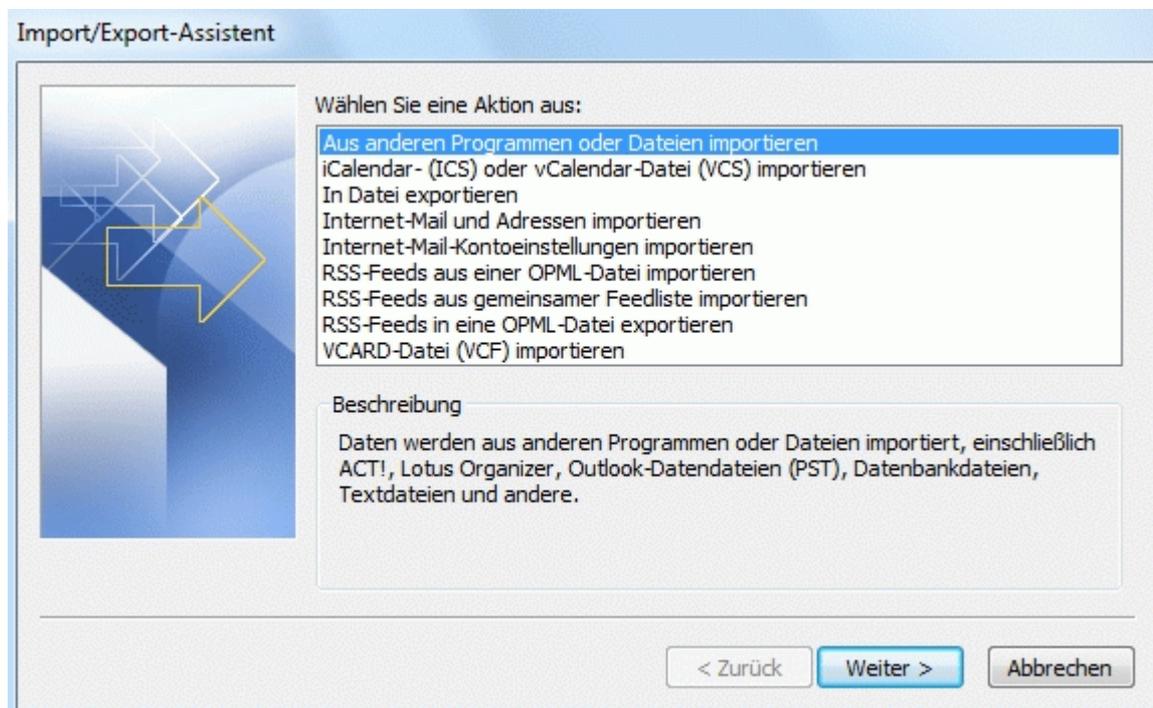
So that already existing data such as calendar entries can be used, the existing data file (.pst-file) can be imported. This should only be done on initialisation.

Open MS Outlook.

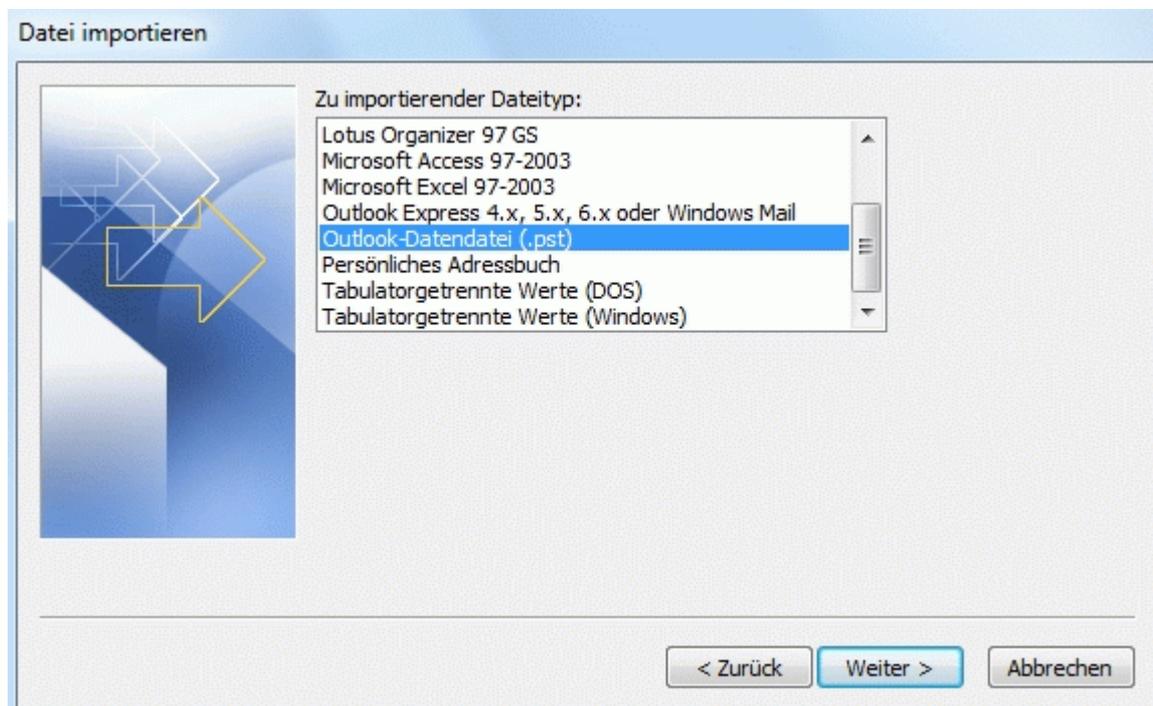
Select **File -> Open -> Import**.



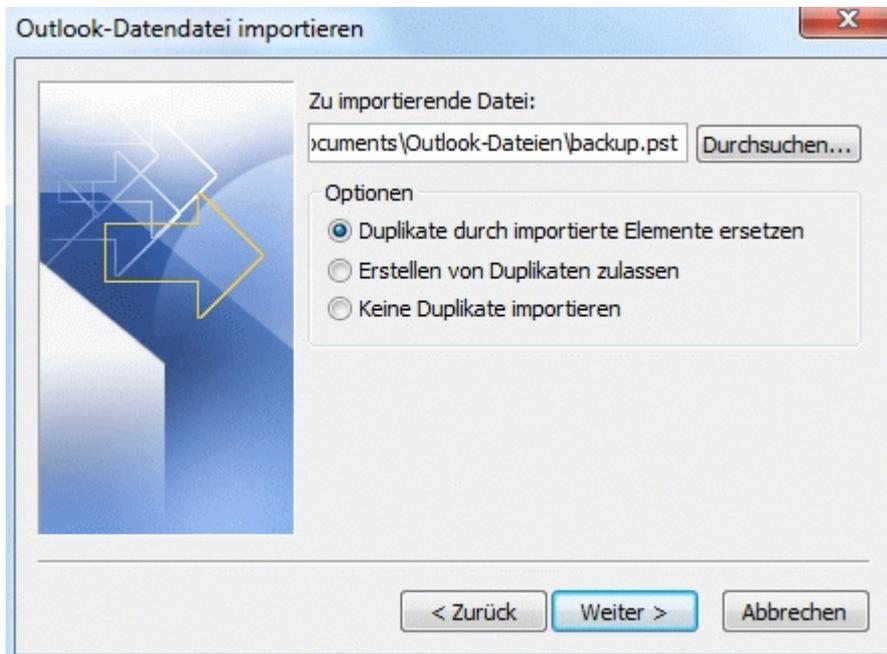
Select **Import from other programs or files** and then **Next**.



Select **Outlook Data File (.pst)** and then **Next**.



Select the file you want to import and then **Next**.



Select the folder that you want to import.
MS Outlook will then import the file.



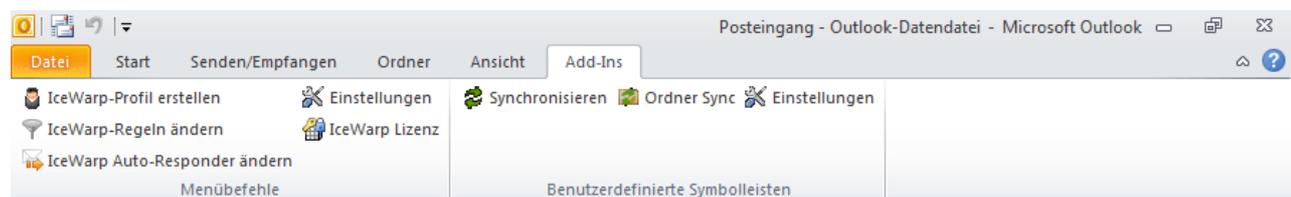
License / Registration

You must register OutlookSync before the 30-day trial period expires.

Subscribers with a **SmartSync®** or **Hosted-Xchange account** can download the license key for free.

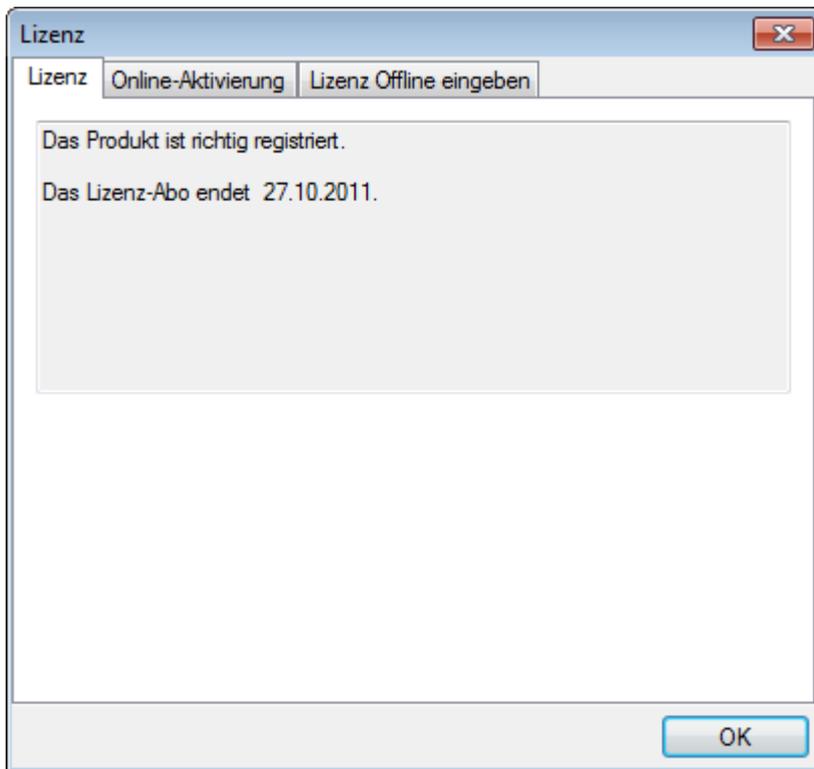
Start your MS Outlook and select the newly created profile.

Select the tab **Add-Ins** and the point **IceWarp license**.



The license window will appear.

Select **Activate Online**.



Enter the activation key.

Leave the **Window open** and **start** a parallel **internet browser** (Internet Explorer, Firefox etc.) with our [website](#).

Lizenz

Lizenz Online-Aktivierung Lizenz Offline eingeben

1. Beschaffen Sie Ihren Aktivierungsschlüssel über den WebClient (Extras-Lizenzmenü) oder von Ihrem Administrator.
Oder besuchen Sie: <http://www.icewarp.de/purchase/>

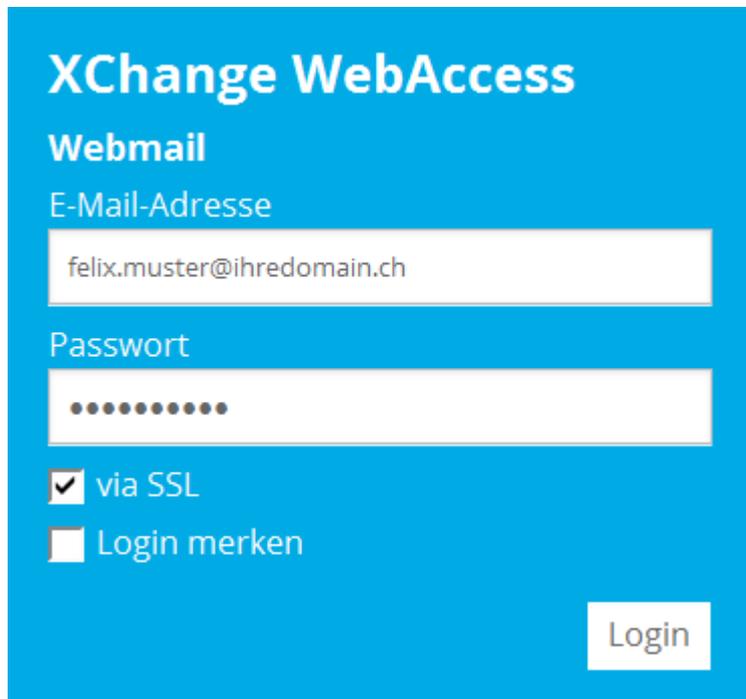
2. Um die Lizenz abzurufen, geben Sie den Aktivierungsschlüssel in das untenstehende Feld ein und drücken Sie auf "Lizenz aktivieren".

Aktivierungsschlüssel:

Identifikationsschlüssel: OAE3325B-B12F38D3-92A7FECD-6060A8B4-MW

Lizenz kaufen... Lizenz aktivieren OK

Login using your **e-mail account** and **password** in **Xchange Web Access**.



XChange WebAccess

Webmail

E-Mail-Adresse

felix.muster@ihredomain.ch

Passwort

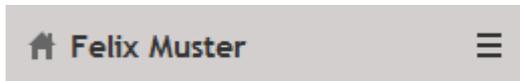
••••••••

via SSL

Login merken

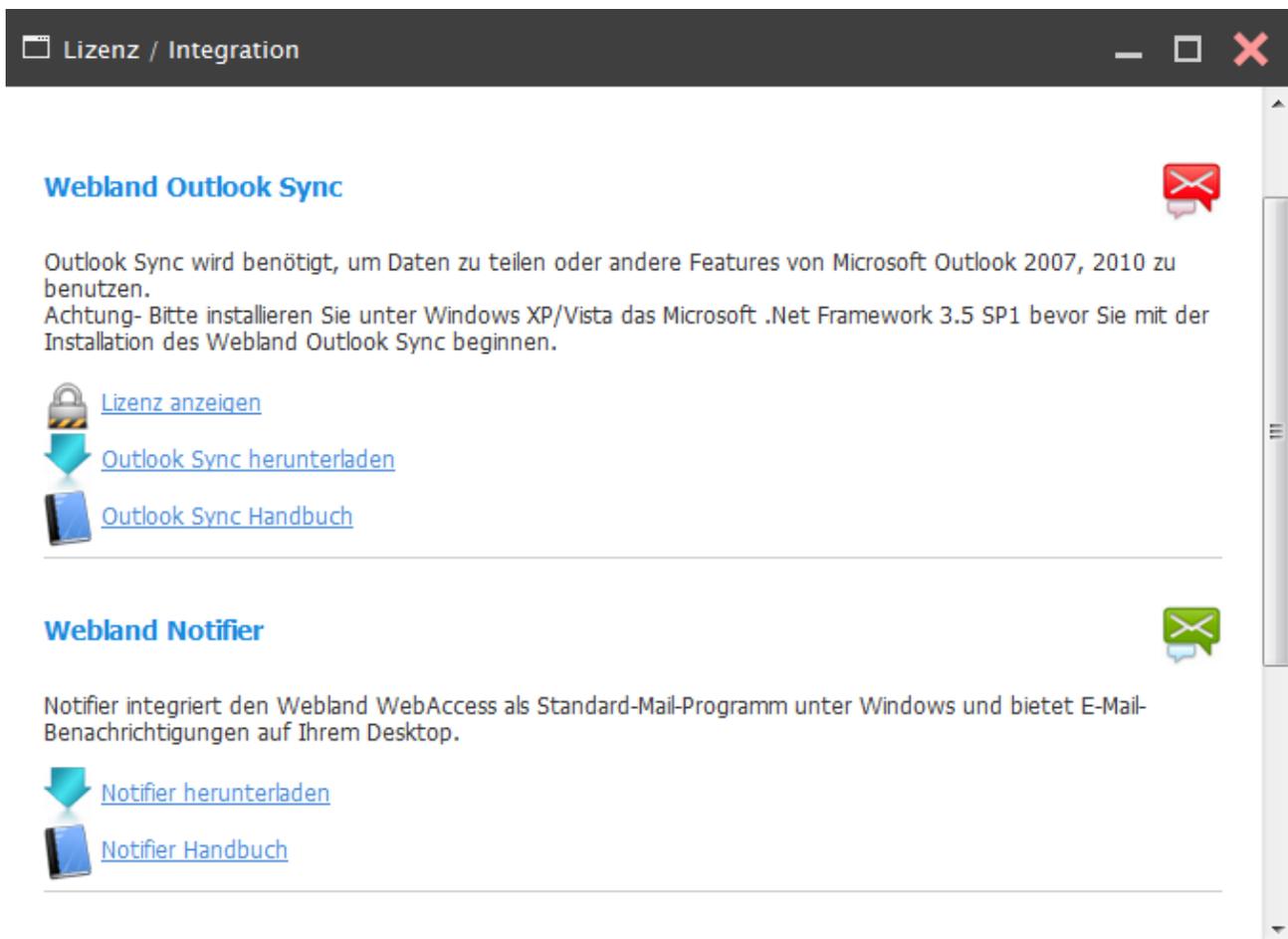
Login

Select **Home** -> **Webland Outlook Sync**.



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

Select the point **Show license** under Webland Xchange Outlook Sync.



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.

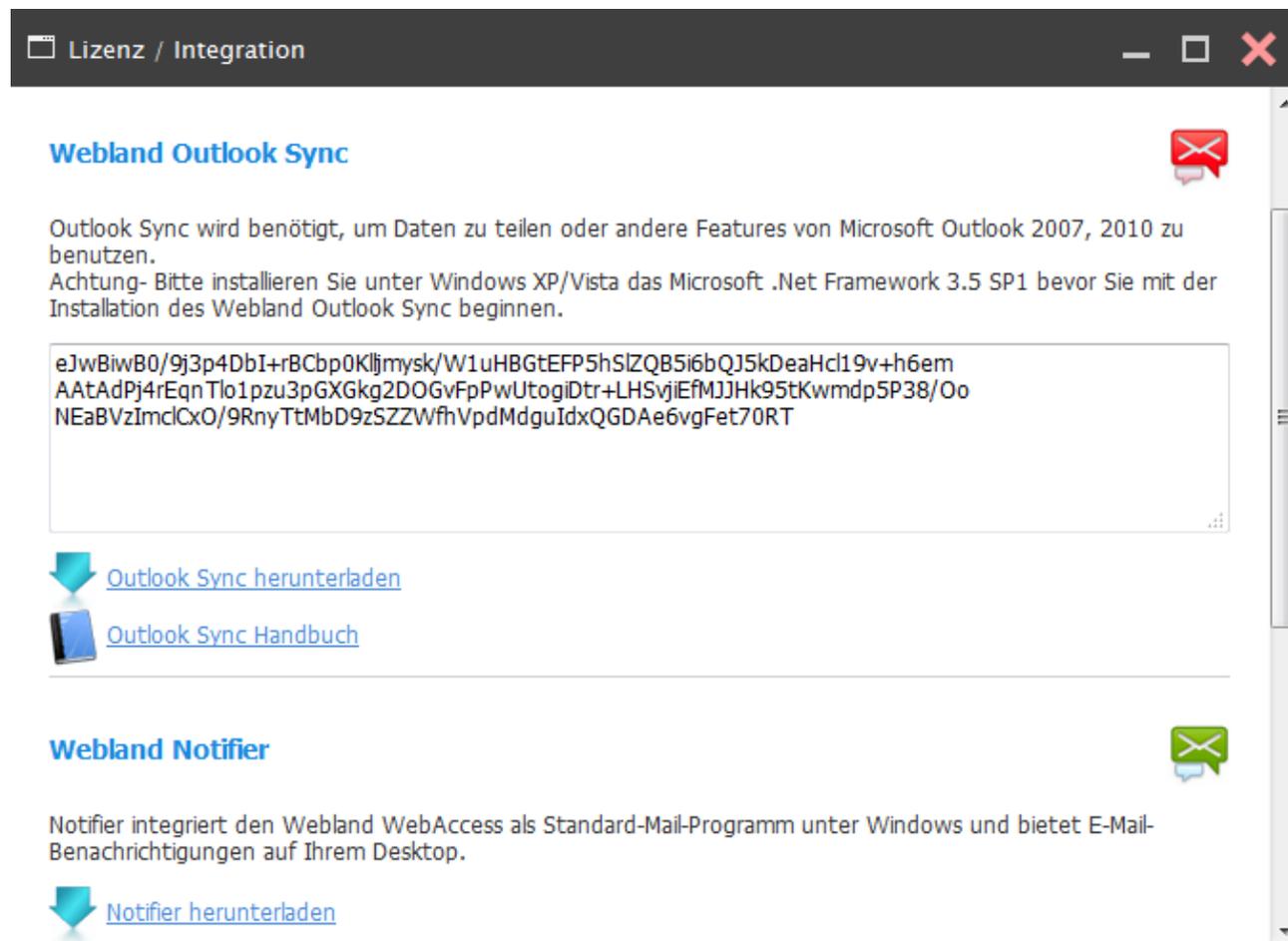
-  [Lizenz anzeigen](#)
-  [Outlook Sync herunterladen](#)
-  [Outlook Sync Handbuch](#)

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](#)

Copy the activation key in the clipboard (Ctrl + C).



The screenshot shows a web browser window with the title bar 'Lizenz / Integration'. The page content is as follows:

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.

```
eJwBiwB0/9j3p4DbI+rBCbp0Kljmysk/W1uHBGtEFP5hSIZQB5i6bQJ5kDeaHcl19v+h6em  
AAAtAdPj4rEqnTlo1pzu3pGXGkg2DOGvFpPwUtogiDtr+LHSvjiEFMJHk95tKwmdp5P38/Oo  
NEaBVzImclCxO/9RnyTtMbD9zSZZWfhVpdMdguidxQGDAe6vgFet70RT
```

 [Outlook Sync herunterladen](#)

 [Outlook Sync Handbuch](#)

Webland Notifier

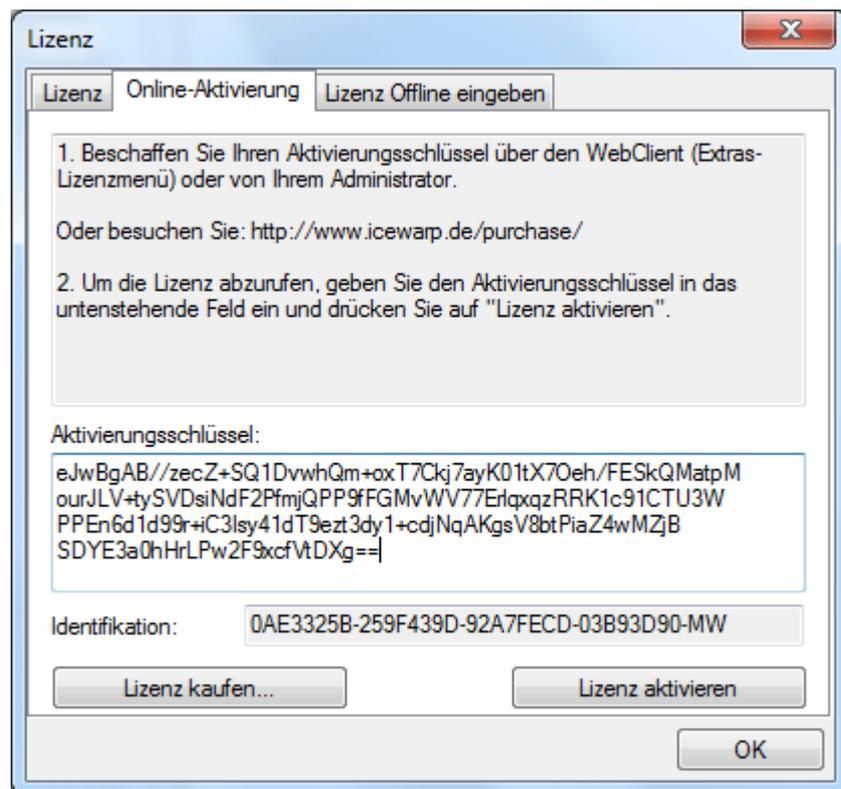
Notifier integriert den Webland WebAccess als Standard-Mail-Programm unter Windows und bietet E-Mail-Benachrichtigungen auf Ihrem Desktop.

 [Notifier herunterladen](#)

Switch back to the "**License-window**".

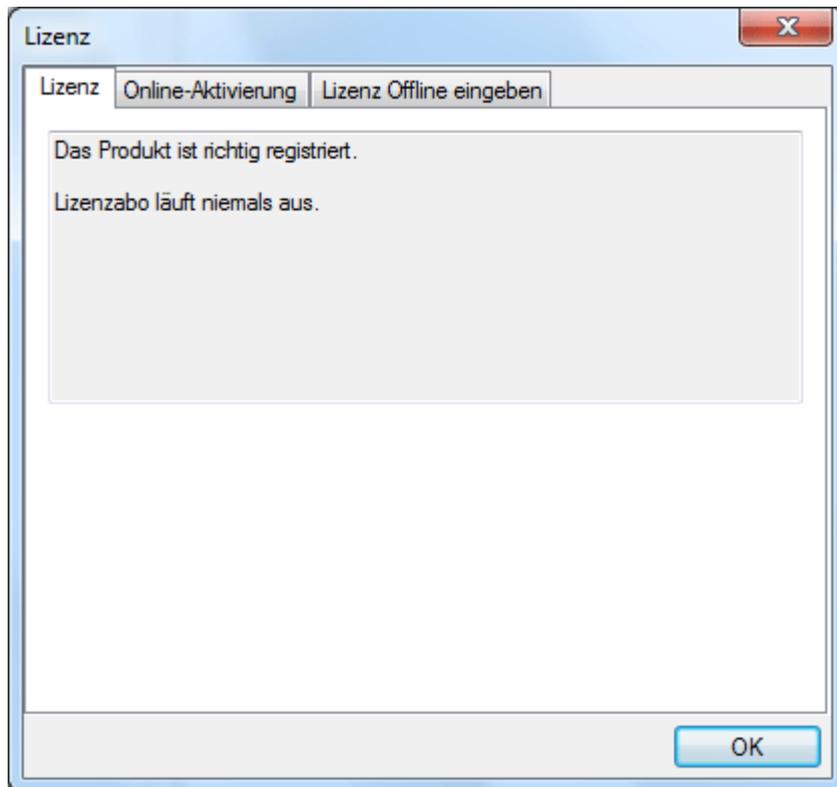
Insert the previously copied **activation key** in the field for Activation key (Ctrl + V).

Select **activate license**.



The product is now licensed and the installation is complete.

Select **OK**.



OutlookSync Configuration

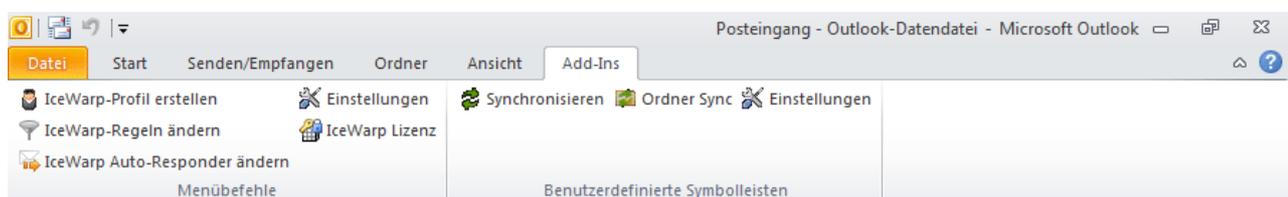
OutlookSync Symbol Bar

You absolutely must not adjust any settings.

In order to assure proper function, we recommend that you make no changes of any kind.

After OutlookSync has been installed, a new symbol bar will appear.

You will find it under Add-Ins.



Create Icewarp-Profile

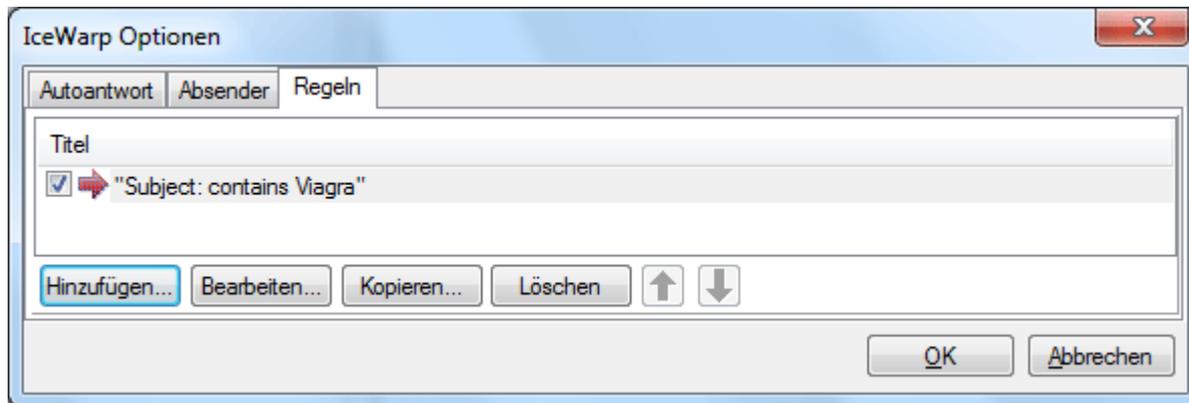
Using this button you can create an additional OutlookSync profile.

This is necessary, e.g., if you want to use multiple OutlookSync accounts.

Adjust the settings as described in the chapter [Installation](#).

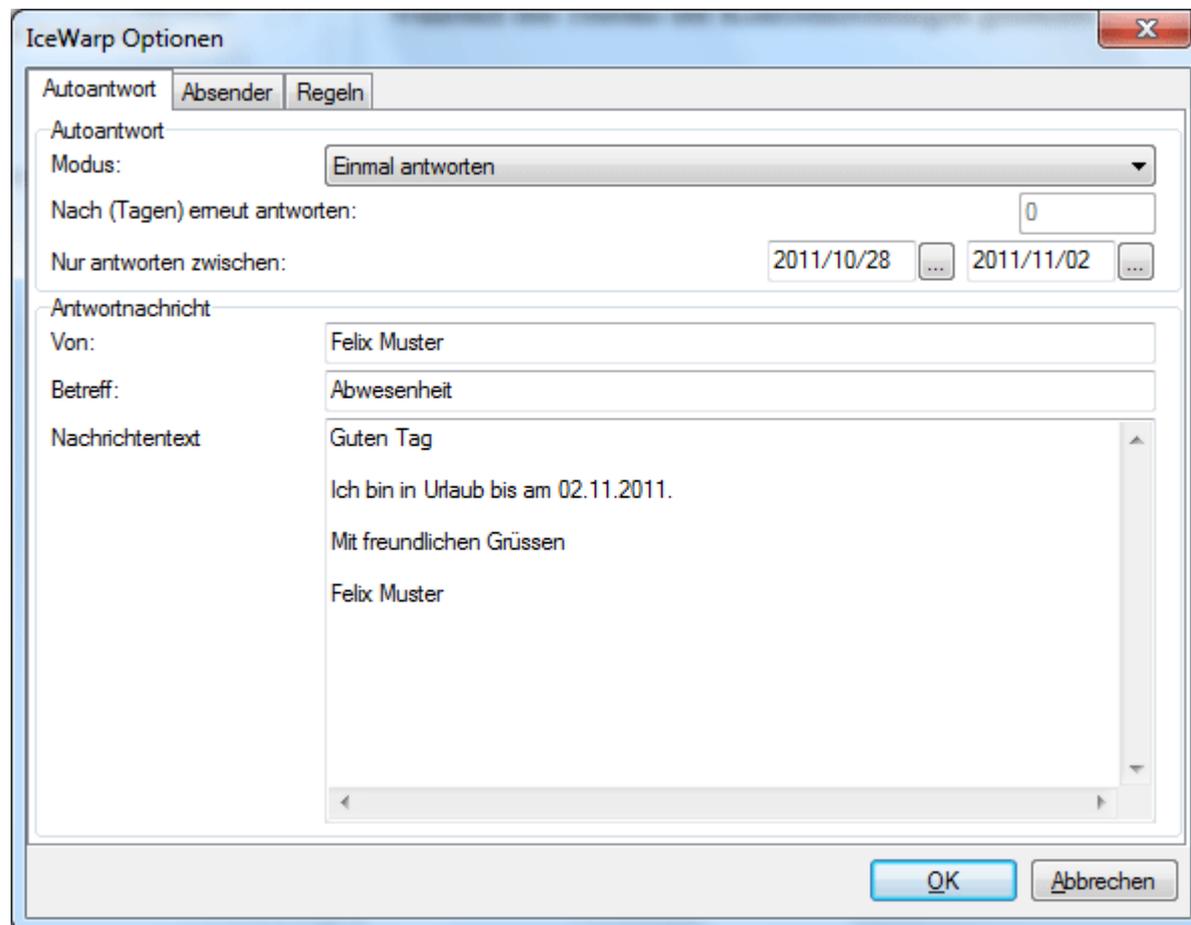
Change Icewarp-Rules

Here you can record your own rules (e.g. for spam mails).



Change Icewarp-Autoresponder

Here you can define your own autoresponses (e.g. if you are planning to be absent on holiday).



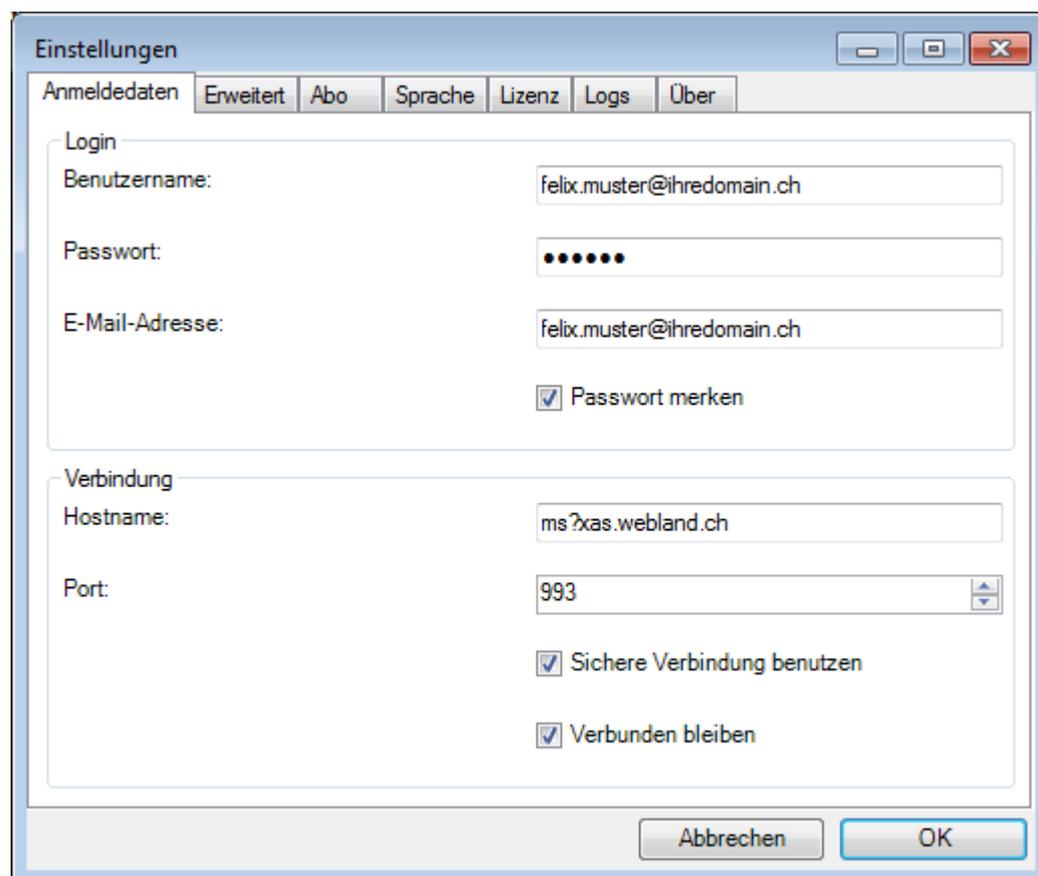
The screenshot shows the 'IceWarp Optionen' dialog box with the 'Autoantwort' tab selected. The 'Absender' and 'Regeln' tabs are also visible. The 'Autoantwort' section includes a dropdown for 'Modus' set to 'Einmal antworten', a text box for 'Nach (Tagen) erneut antworten' with the value '0', and date pickers for 'Nur antworten zwischen:' showing '2011/10/28' and '2011/11/02'. The 'Antwortnachricht' section contains fields for 'Von:' (Felix Muster), 'Betreff:' (Abwesenheit), and a large text area for 'Nachrichtentext' containing the message: 'Guten Tag', 'Ich bin in Urlaub bis am 02.11.2011.', 'Mit freundlichen Grüßen', and 'Felix Muster'. At the bottom right are 'OK' and 'Abbrechen' buttons.

Section	Field	Value
Autoantwort	Modus	Einmal antworten
	Nach (Tagen) erneut antworten	0
	Nur antworten zwischen	2011/10/28 - 2011/11/02
	Antwortnachricht	
Antwortnachricht	Von	Felix Muster
	Betreff	Abwesenheit
	Nachrichtentext	Guten Tag Ich bin in Urlaub bis am 02.11.2011. Mit freundlichen Grüßen Felix Muster

Settings

Login Data

Shows the current login data. Generally speaking, no changes are necessary.



The screenshot shows a Windows-style dialog box titled "Einstellungen" (Settings). It has a tabbed interface with the "Anmeldedaten" (Login Data) tab selected. The dialog is divided into two main sections: "Login" and "Verbindung" (Connection).

Login Section:

- Benutzername:** felix.muster@ihredomain.ch
- Passwort:** [Redacted with 7 dots]
- E-Mail-Adresse:** felix.muster@ihredomain.ch
- Passwort merken

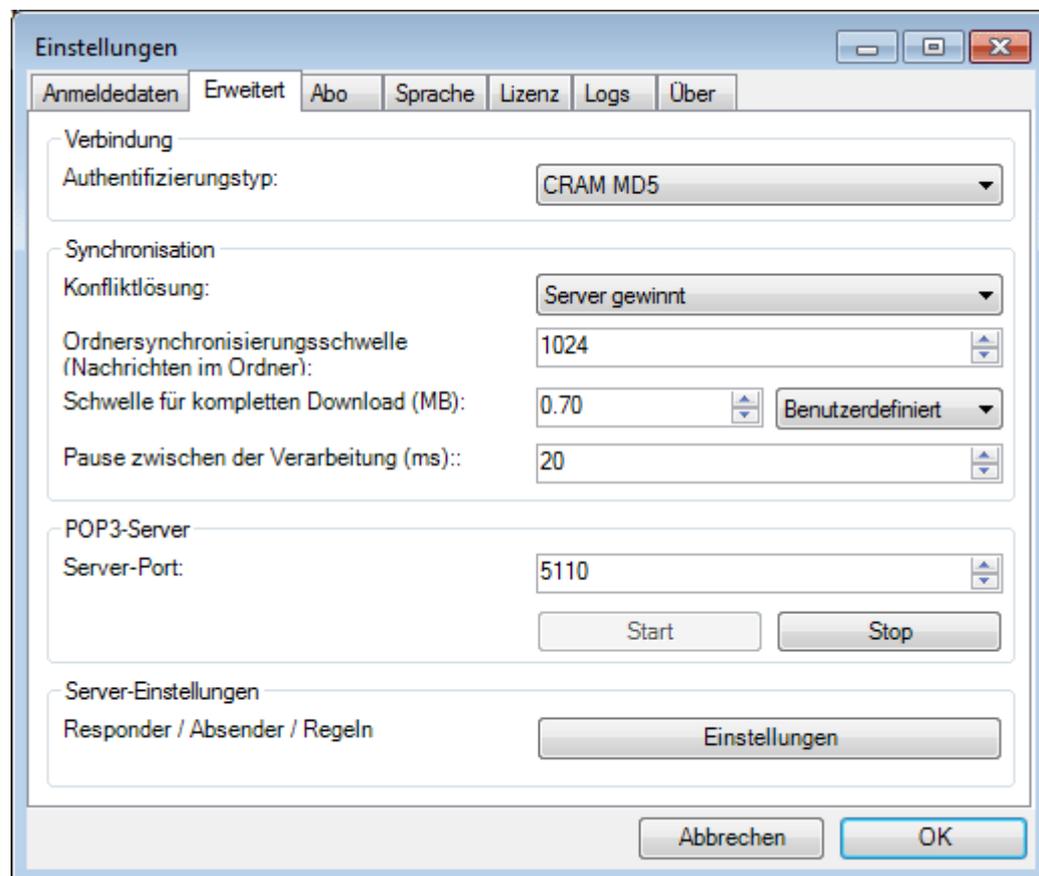
Verbindung Section:

- Hostname:** ms?xas.webland.ch
- Port:** 993
- Sichere Verbindung benutzen
- Verbunden bleiben

At the bottom of the dialog, there are two buttons: "Abbrechen" (Cancel) and "OK".

Advanced

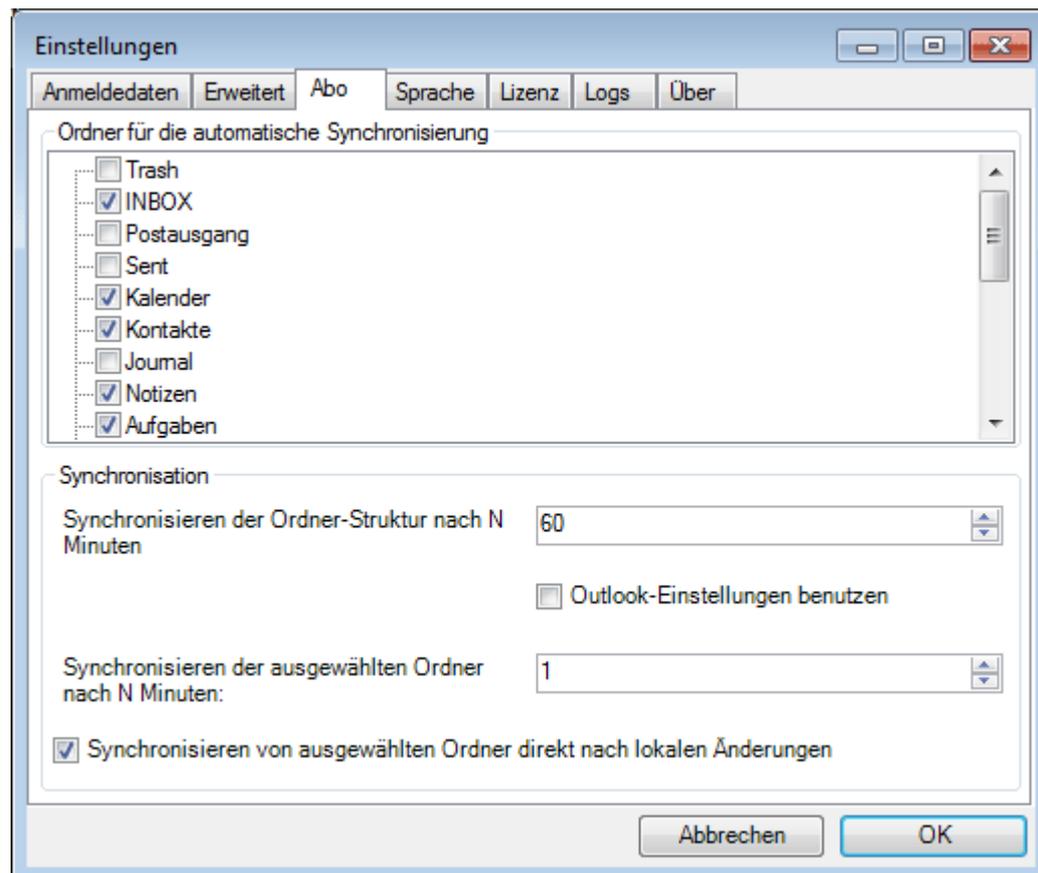
Here you can adjust advanced settings. Under no circumstances change any of the information!



Subscription

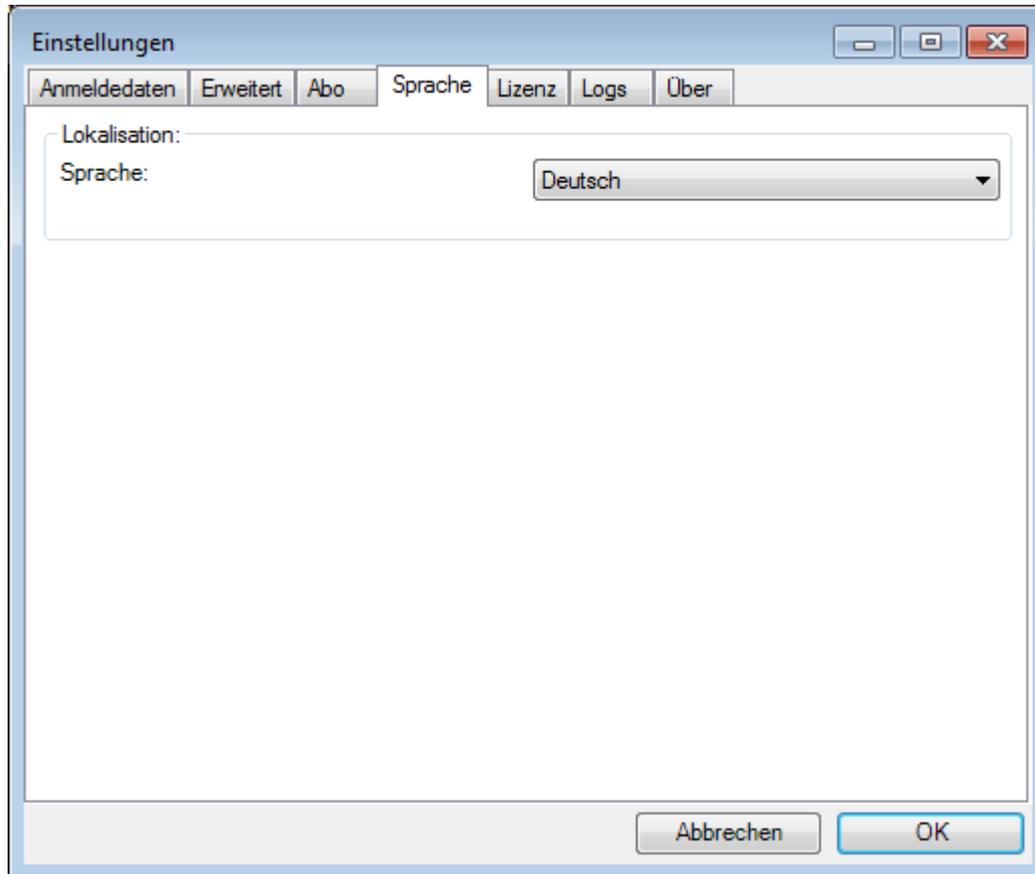
Here you can adjust the settings for Folder Synchronisation.

Select which folders should be automatically synchronised, and the interval in minutes after which selected folders and/or the entire folder structure should be synchronised.



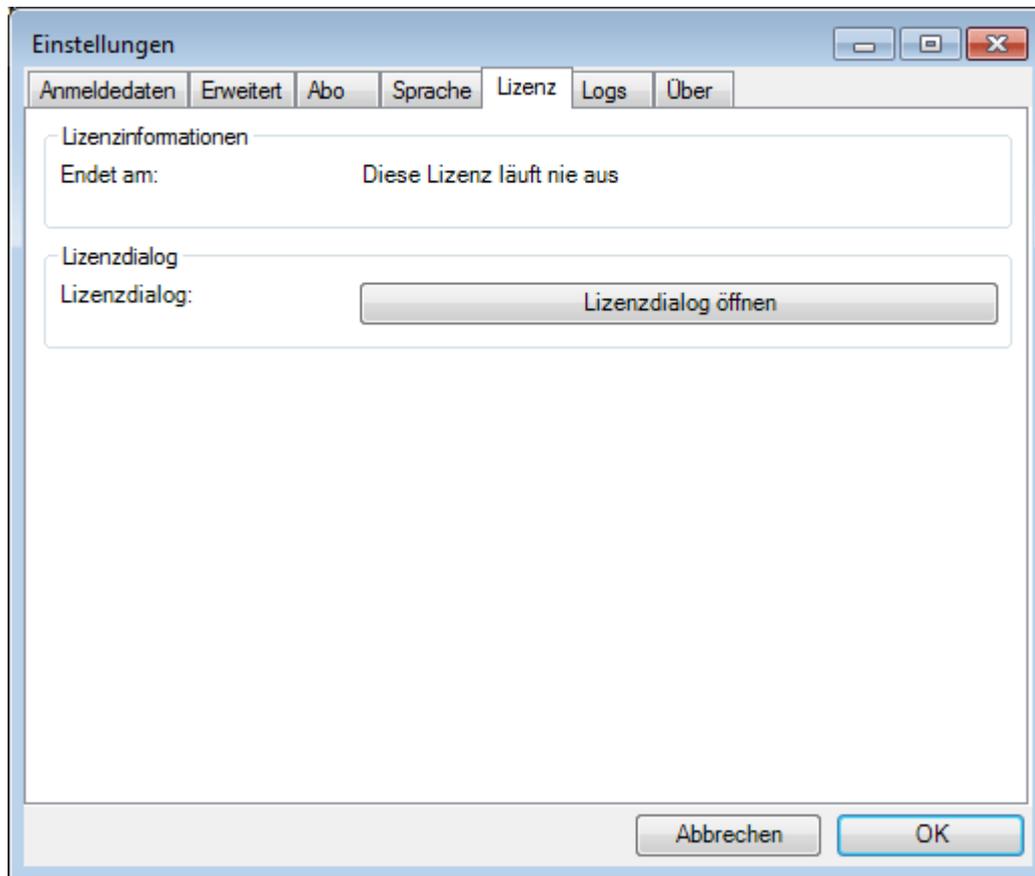
Language

Here you can select the language for OutlookSync.



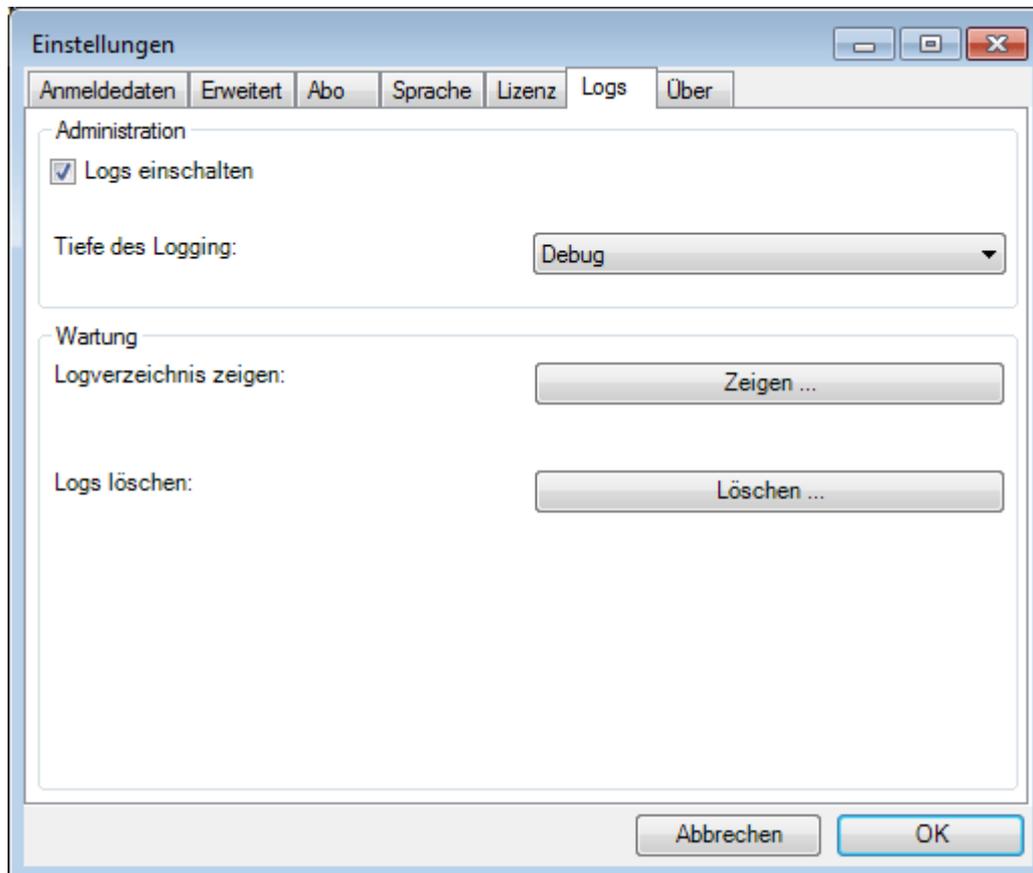
License

License status is shown here. See also the point [License](#).



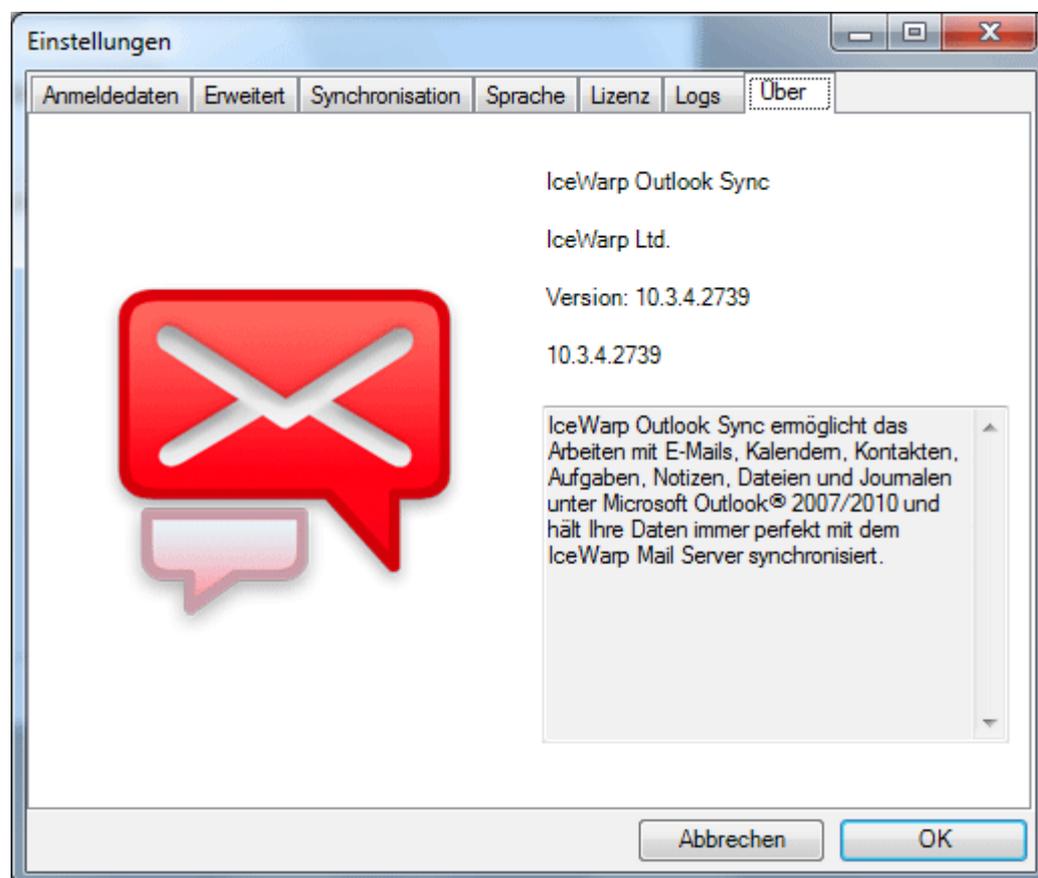
Logs

OutlookSync creates a logfile daily. If you don't want one, deactivate the control box.



About

Information about OutlookSync.



Icewarp License

License status is shown here. See also point [License](#).

Synchronise

This button immediately synchronises the items in the selected folder.

Folder Sync

This button immediately synchronises the entire folder structure.

Free/ Busy Information

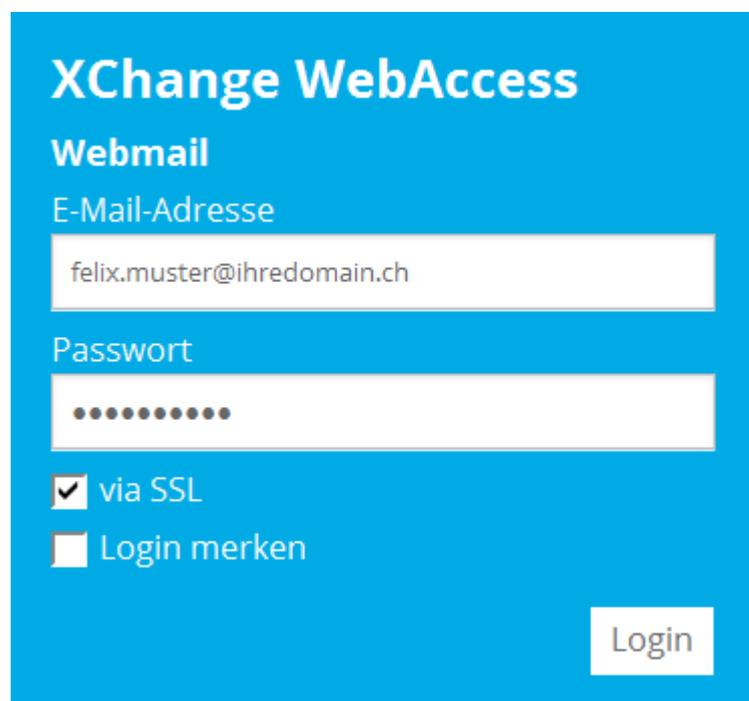
Here you find instructions on how you can make your "free/busy" information from your personal calendar available to other persons (inside your domain).

This enables you to create meeting invitations for several persons without running into scheduling conflicts.

Free/ Busy Server Address

You need the server address to configure Free/ Busy :

Login to the System Configurator on our [website](#) using your customer or domain data:



The image shows a login form for XChange WebAccess. The form is set against a blue background. At the top, the text "XChange WebAccess" is displayed in white. Below this, the word "Webmail" is written in white. The form contains two input fields: "E-Mail-Adresse" with the value "felix.muster@ihredomain.ch" and "Passwort" with a masked password represented by ten dots. There are two checkboxes: "via SSL" which is checked, and "Login merken" which is unchecked. A "Login" button is located at the bottom right of the form.

Select **E-Mail / Xchange**:



E-Mail / Xchange

Copy the URL under **Outlook Sync** -> **Free/Busy URL** into your clipboard for later use.

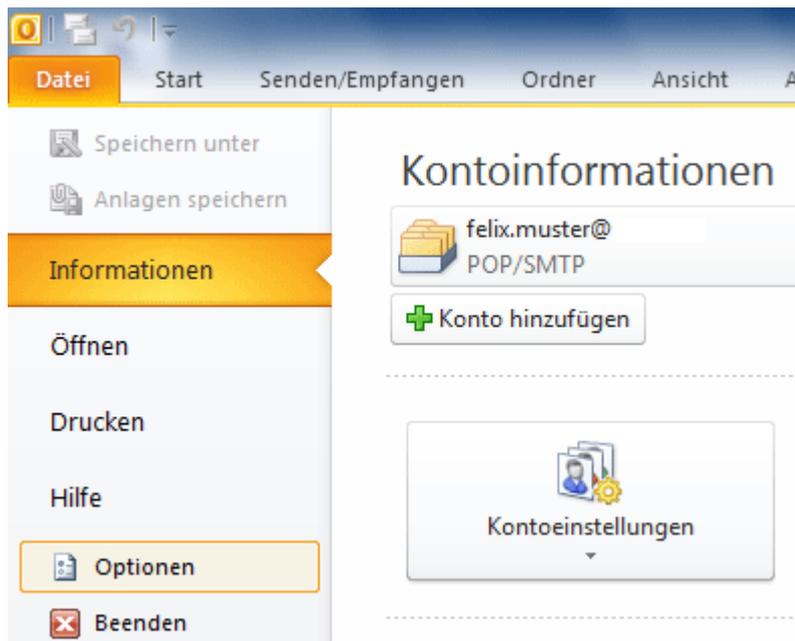
Outlook Sync:

Frei/Gebucht URL: <https://ms3xas.webland.ch/freebusy/?%NAME%@%SERVER%>

Free/ Busy Configuration

Start your MS Outlook and select the newly created profile.

Select **File** -> **Options**.



Select under **Calendar**.

- Allgemein
- E-Mail
- Kalender**
- Kontakte
- Aufgaben
- Notizen und Journal
- Durchsuchen
- Mobiltelefon
- Sprache

Select **Free/ busy options....**

 Ändern Sie die Einstellungen für Kalender, Besprechungen und Zeitzonen.

Arbeitszeit

 Arbeitszeit (Stunden):

Beginnt: 08:00

Endet: 17:00

Arbeitswoche: So Mo Di Mi Do Fr Sa

Erster Wochentag: Montag

Erste Jahreswoche: Erste 4-Tage-Woche

Kalenderoptionen

 Standarderinnerungen: 15 Minuten

Teilnehmer dürfen andere Besprechungszeiten vorschlagen

Andere Besprechungszeiten mit folgender Antwort vorschlagen: ? Mit Vorbehalt

Feiertage in Kalender eintragen: [Feiertage hinzufügen...](#)

Berechtigungen für die Anzeige von Frei/Gebucht-Informationen ändern: [Frei/Gebucht-Optionen...](#)

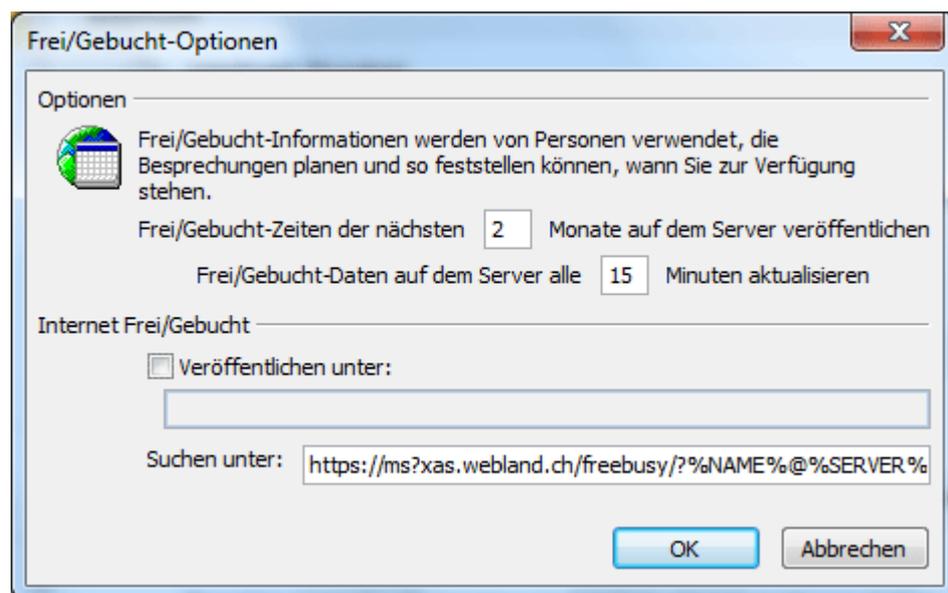
Einen Zusatzkalendar aktivieren:

Englisch Gregorianischer Kalender

Insert "Free/busy Server Address" from the clipboard under **Search under:**

Form:

<https://ms?xas.webland.ch/freebusy/?%NAME%@%SERVER%>



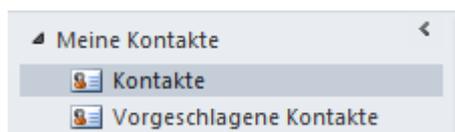
The settings are then completed after you click on OK.

You can find additional help for Meeting Invitations can be found in your MS Outlook manual.

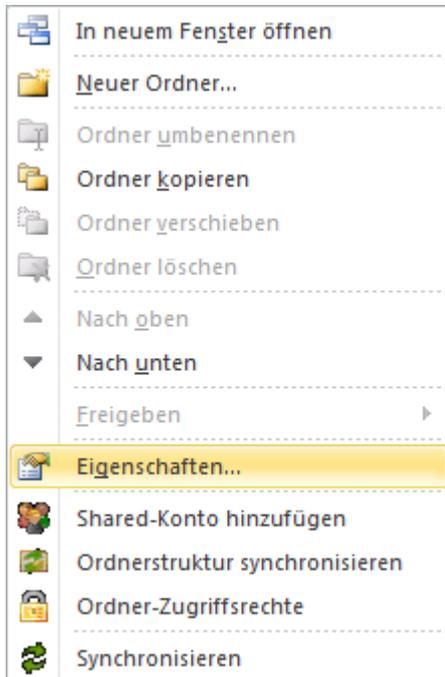
Use Contact-Folder in Outlook Address Book

Some options can be implemented in both the MS Outlook Program and directly in Hosted-Xchange Web Access.

Select the desired contact folder in Outlook.



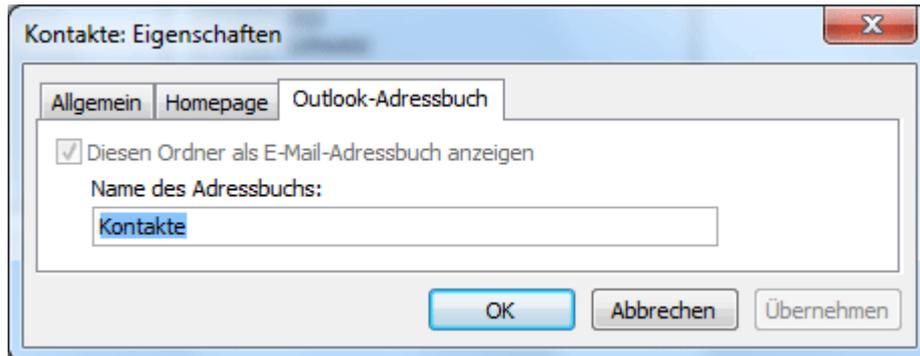
Right-click on **Properties** to select.



Activate the control box **Display this folder as e-mail address book.**

Then select **OK**.

The additional address book can be used for sending e-mails.



Hosted-Xchange

Hosted-Xchange Basics

Compared to Hosted-Xchange Standard and SmartSync®, a Hosted-Xchange account includes the option of working with other people, a so-called groupware solution.

The objective/intended purpose of a groupware solution is to support shared teamwork.

Data (e-mail, calendars, contacts, tasks, notes) and documents from Hosted-Xchange accounts can be used jointly. The members of a team are connected with a central management location, the Xchange server. It manages their collaboration.

A additional element of communication is provided in the form of an "Instant Messenger" function.

Use Concept for Hosted-Xchange

Before you can begin joint use of data and documents, it is necessary to create a use concept.

You must determine who may have access to which data and documents owned by others and with which levels of authorisation.

Assigning Access Rights for Your Account to Someone Else

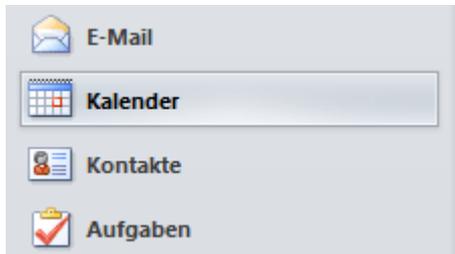
So that someone else can access you data, you must assign rights for the desired folder and items (e-mails, calendars, contacts, etc. and their folders and items). This is done quite easily using the matching account names.

In our example, "Felix Muster" assigns access rights to the folder "Calendar" to "Thomas Muster".

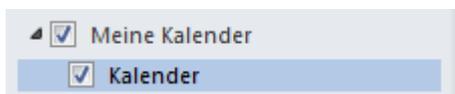
Note:

Access rights can be set either directly in Outlook or using Xchange Webaccess (internet browser).

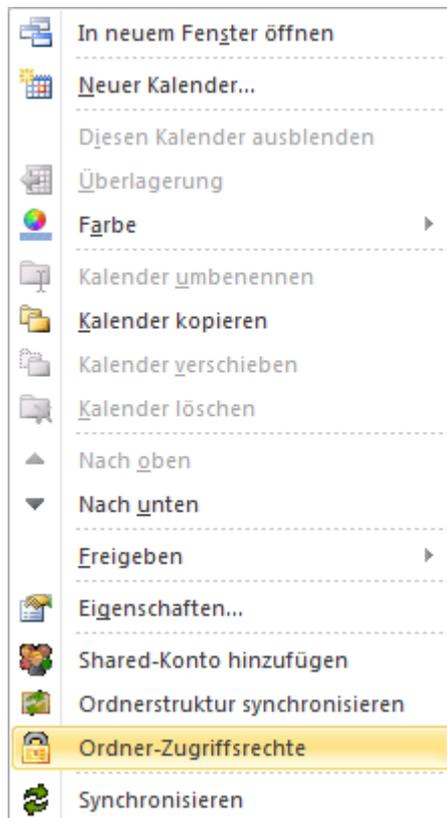
Select the Folder "Calendar".



Select the matching calendar.



Use the right mouse button to select **Folder Access Rights**.



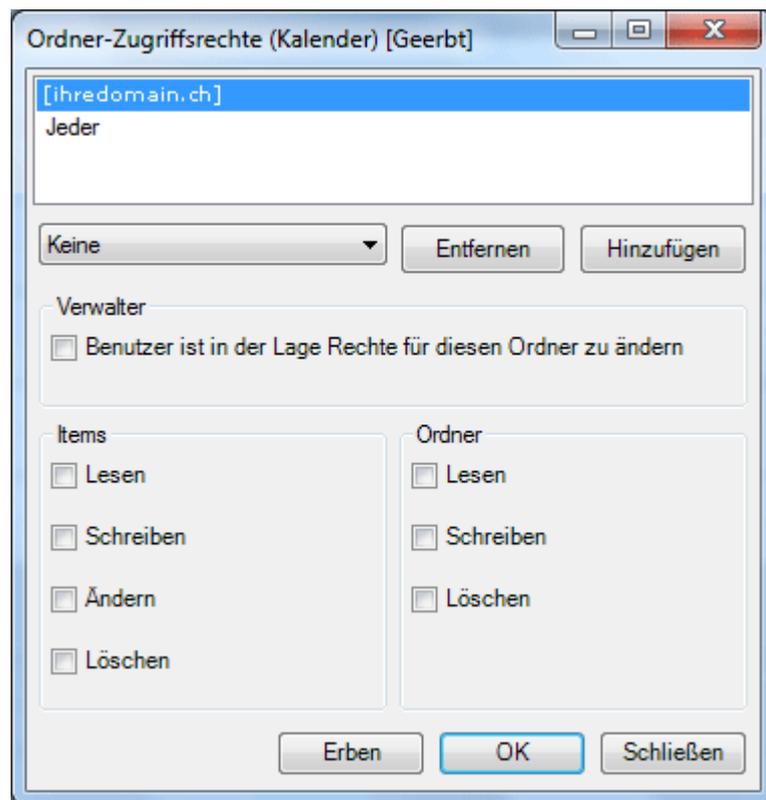
Select the **Add** button.

Attention:

"Everyone" (Jeder) will be displayed automatically.

You can see that no access rights are active.

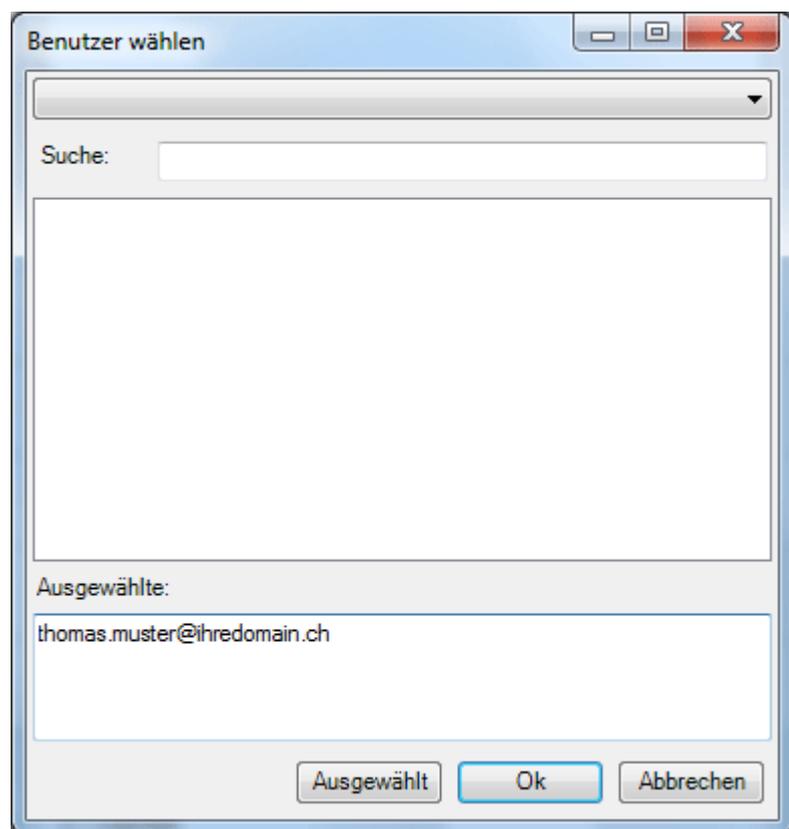
We recommend that you leave this as is, since otherwise your data are available to everyone!



In the field **Selected**, enter the **Account-Name** (e-mail address) of the person to whom you want to assign access rights.

E.g. for Thomas Muster: thomas.muster@yourdomain.ch

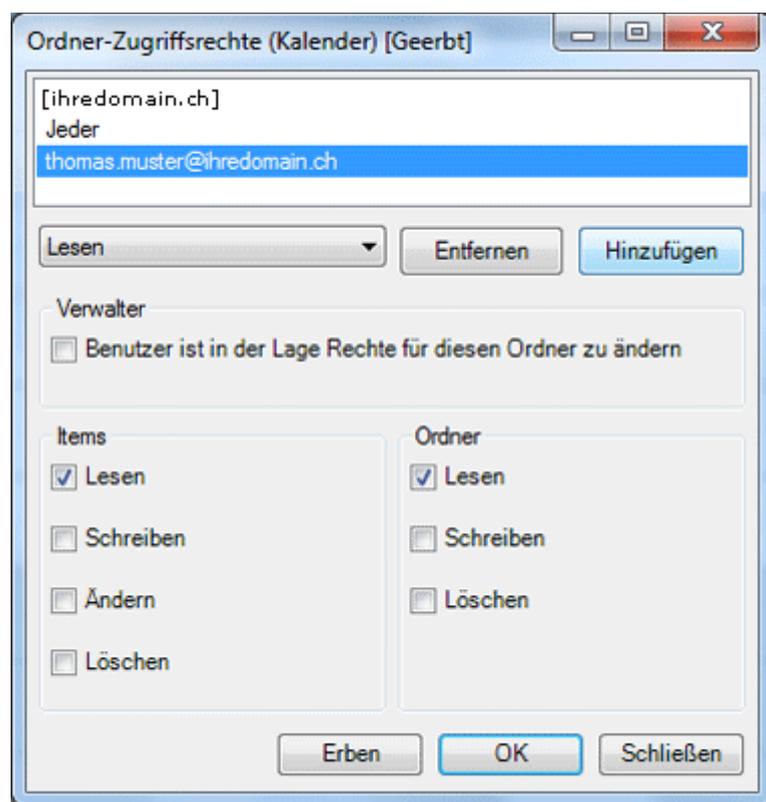
Then select **OK**.



Now select the account.

You can see that this account is automatically assigned the authorisation level "Read". You can now change this as you wish by activating/de-activating the various control boxes.

Finish by clicking on OK.



You have already approved your calendar folder for access by Thomas Muster. He now has read-access to your events.

Authorisations

For approved folders and items (i.e. folder content), various levels of authorisation can be assigned.

Administrator

Full level of authorisation incl. the authorisation to change rights.

Read

Authorisation to read the folder and the items.

Write

Authorisation to create new items and sub-folders.

Edit

Authorisation to edit existing items.

Delete

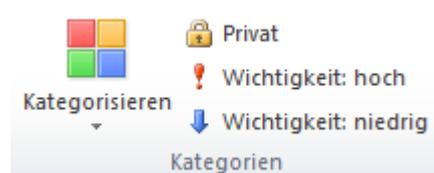
Authorisation to delete items and sub-folders.

Marking Entries as Private

In jointly used folders, such as calendars, it can be expedient to label some entries as **Private**.

When entries are labelled **Private** (e.g. events), they are not even shown to authorised persons, e.g. only as 'busy' but without any details.

Use this option if you think it necessary.



Integrate Someone Else's Approved Account

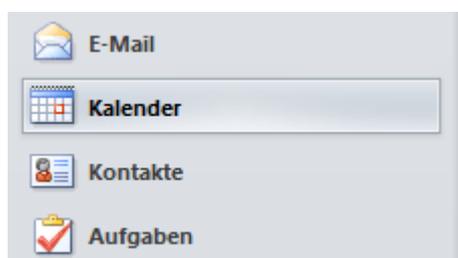
Approved accounts now need to be integrated so that they and/or their content can be displayed/edited.

This is easily done using the corresponding account names.

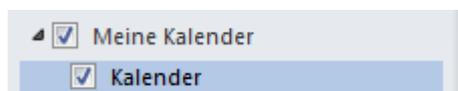
In our example, "Felix Muster" has assigned access rights to the folder "Calendar" to "Thomas Muster" (see [Assigning Access Rights for Your Account to Someone Else](#)).

"Thomas Muster" now needs to add "Felix Muster's" calendar.

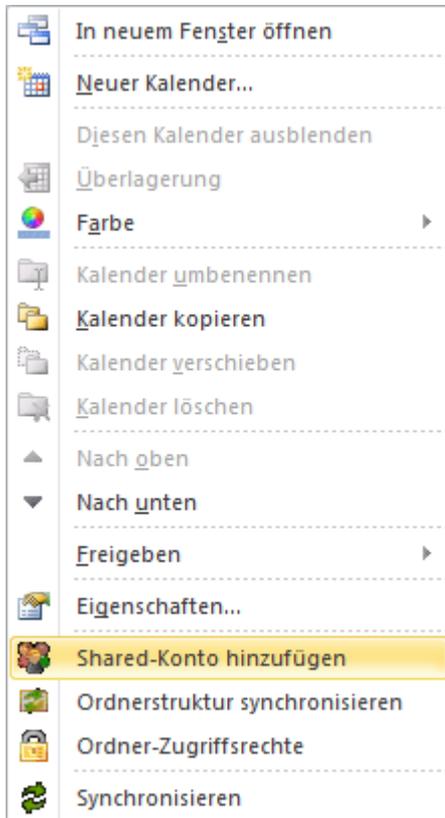
Select the Folder **Calendar**.



Select your calendar.



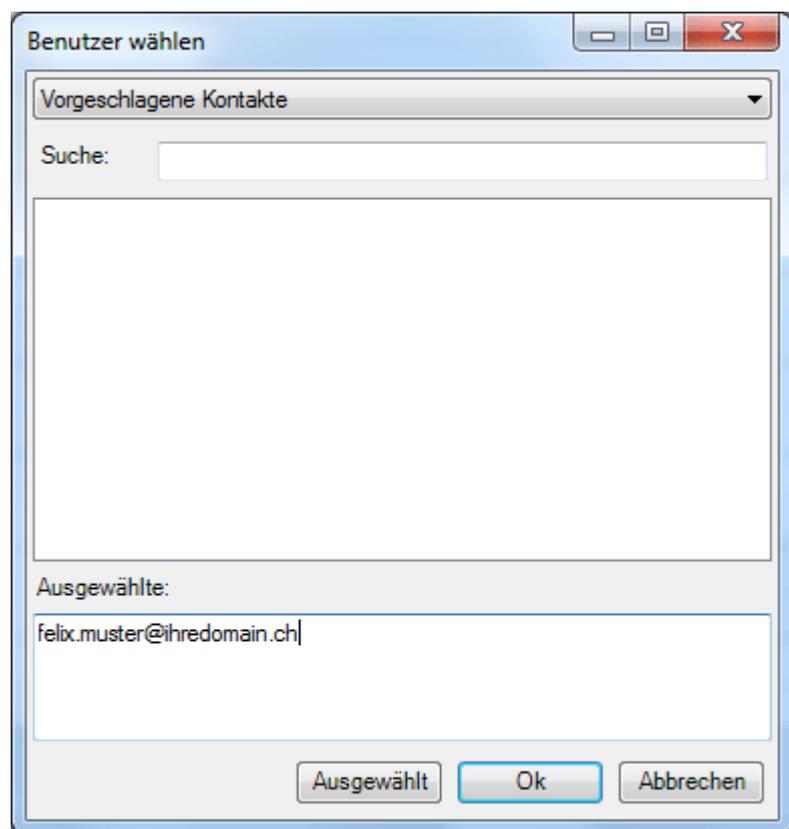
Use the right mouse button to select **Add Shared Account**.



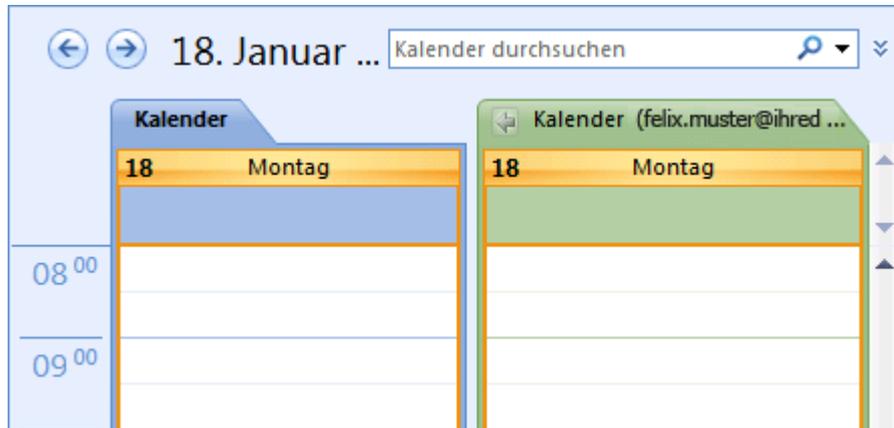
In the text field at the bottom, enter the account that you want to integrate.

In the example, Felix Muster approved the calendar for his brother Thomas Muster. Thomas Muster now integrates Felix Muster's account.

Then select OK.



You can now see your own calendar and that of the person who approved your calendar.



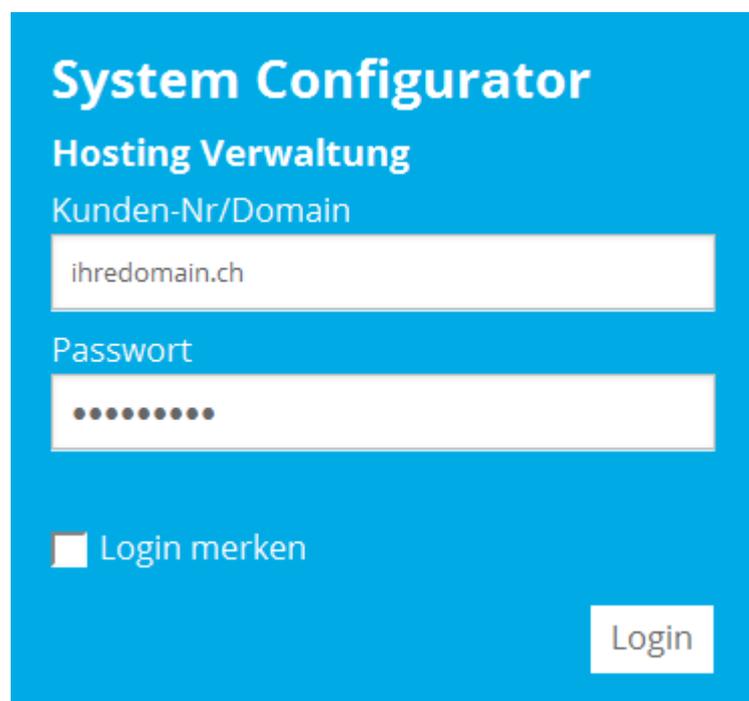
Depending on the level of authorisation, you can now read entries, make new entries, etc.

Appendix - SSL Server

To create a secured connection to your server, we recommend that you use your personal SSL-server as your incoming and outgoing server.

You will find the information in your System Configurator. Proceed as follows:

Login to the System Configurator on our [website](#) using your customer number or your domain name:



System Configurator
Hosting Verwaltung

Kunden-Nr/Domain
ihredomain.ch

Passwort
●●●●●●●●

Login merken

Login

Select **E-Mail / Xchange**:



E-Mail / Xchange

Under **Server information SSL** you will find your incoming (IMAP) and outgoing (SMTP) SSL-server.
Use this information for a secured connection as described under the point [Installation](#).

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



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