Universität Konstanz

SOGo V4

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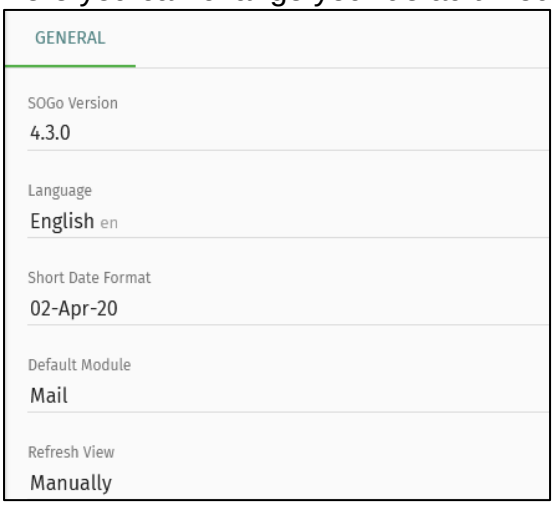
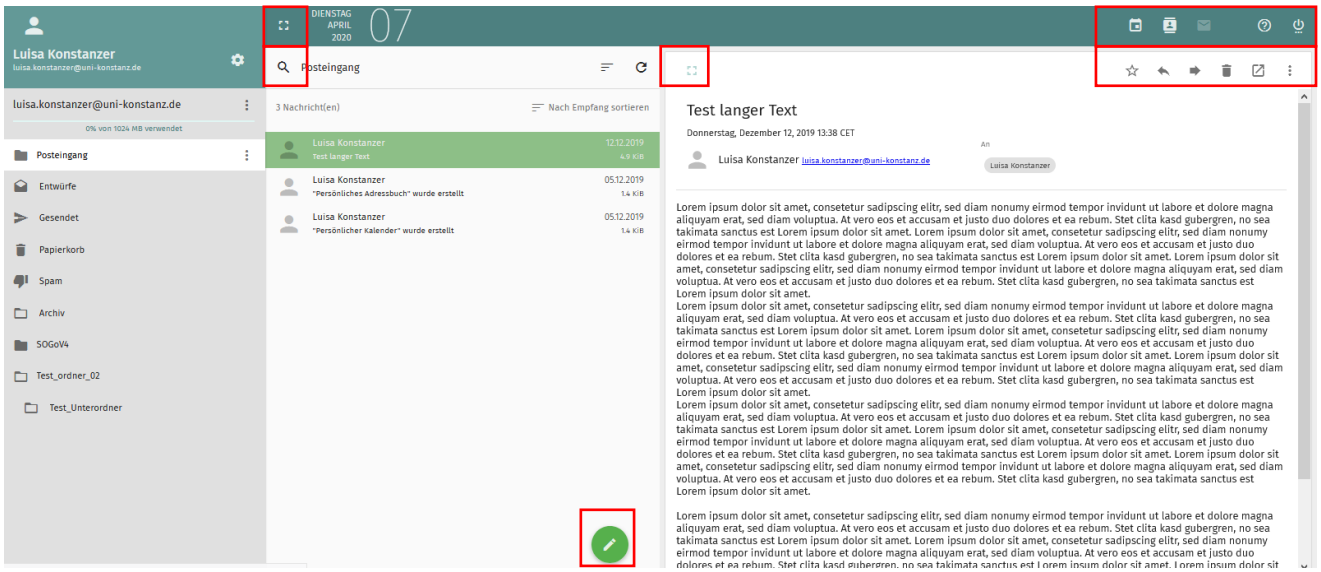
You will find all preference settings for SOGo under “Preferences” towards the top left of the screen.

Here you can change your default module, which will be displayed when you log in to SOGo.



SOGo – Main View



In the column on the left are the folders. All folders which are filled in (darker) have sub-folders which can be displayed by clicking on them.

The centre column displays your Inbox or the contents of whichever folder you have selected. The square icon in the top left can be used to hide and show the folder structure on the left.

Below that is the search bar. Click the magnifying glass icon to enter search terms:

The right-hand column displays the content of the e-mail. Click on the square icon above the e-mail subject to hide the centre column and create more space for the e-mail text. You can hide both the left and centre column to see e-mail content across the width of the screen.

At the top of the right-hand column are the navigation icons. You can use these to switch between the calendar, address book and e-mail. Next to these are the help button and log out button.

Below that are the icons for editing and managing e-mails:

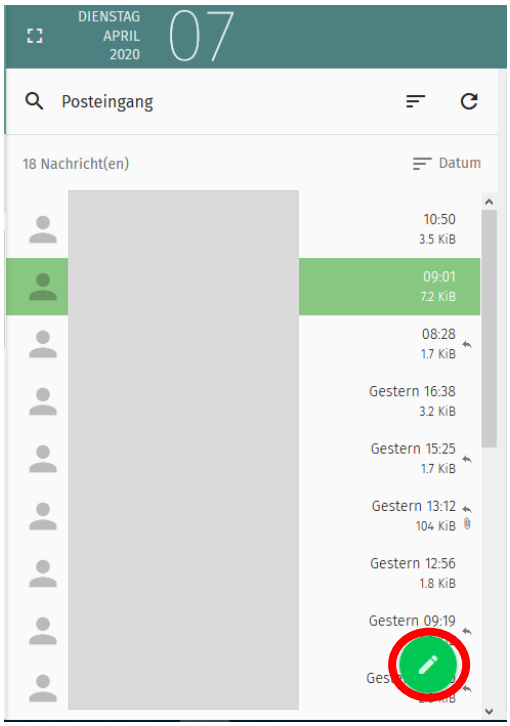
☆	Mark the e-mail
	Reply to sender
	Reply to all
	Forward e-mail
	Delete e-mail
	Open e-mail in new window
⋮	Further options

The three dots always represent further options. In this case you can choose from the following:

1. Mail

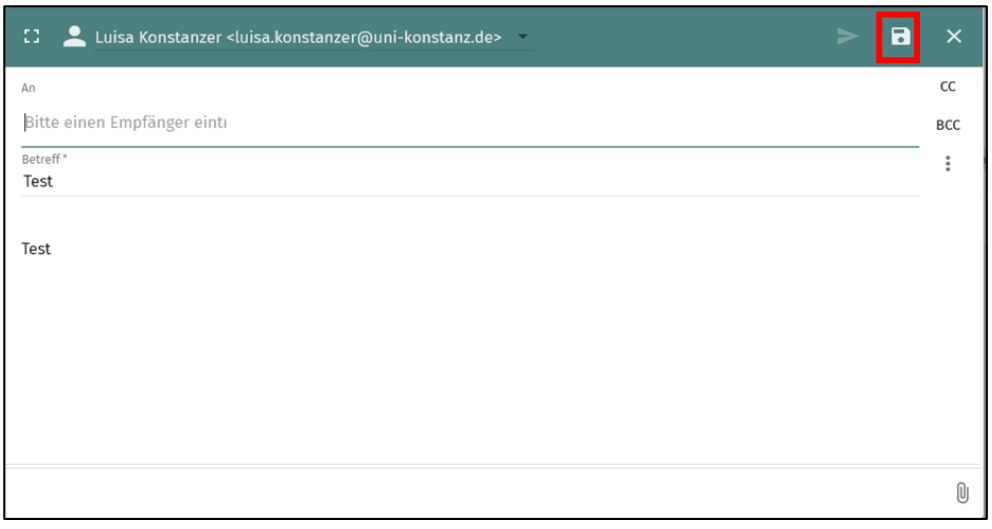
1.1 Compose New E-mail

To compose a new e-mail click on the green pencil icon in the lower half of your inbox. You can choose between opening the e-mail in the current window or a new one. Opening in a new window means you can still refer back to your address book or inbox whilst composing.

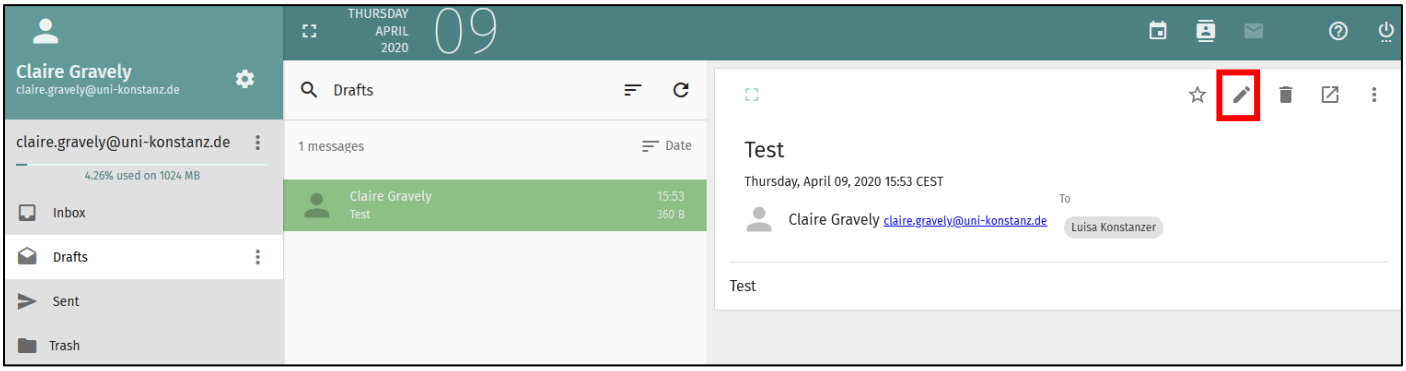


1.2 Draft E-mails

You can save draft e-mails and come back to them later. Whilst writing a new mail, click on the disc icon to save it.



To continue working on a draft, go to the folder “Drafts”. Select the e-mail you would like to work on and then click the pen icon on the right-hand side to edit it.



1.3 Accessing your Personal Address Book

When composing an email (answering or forwarding) you can manually type in the name of an address list or an e-mail address. Typing the name of a list will display an auto-complete list of matching address lists and e-mail addresses.

Once you select an address list, all the e-mail addresses saved to that list will be added to the mail.

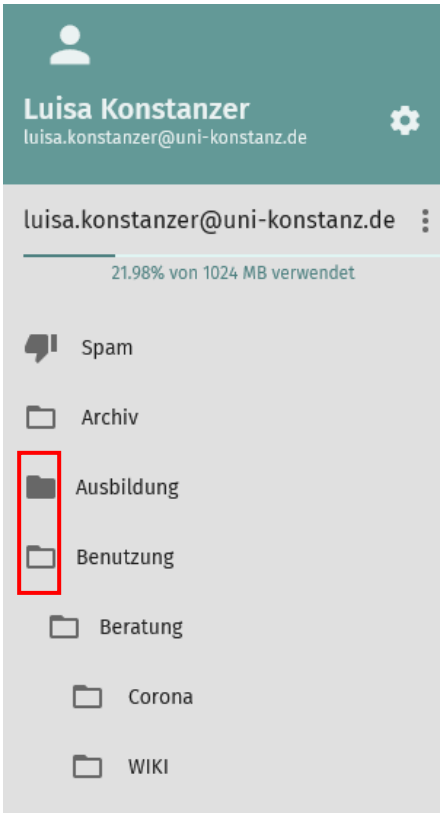
Alternatively, you can go to the address book display and select the address book you wish to use. Then select one or more address cards by clicking on the person icon. Click on the three dots and choose whether to send the mail “To”, “Cc” or “BCC”. This can be done for e-mail addresses as well as for lists.

1.4 Empty Trash

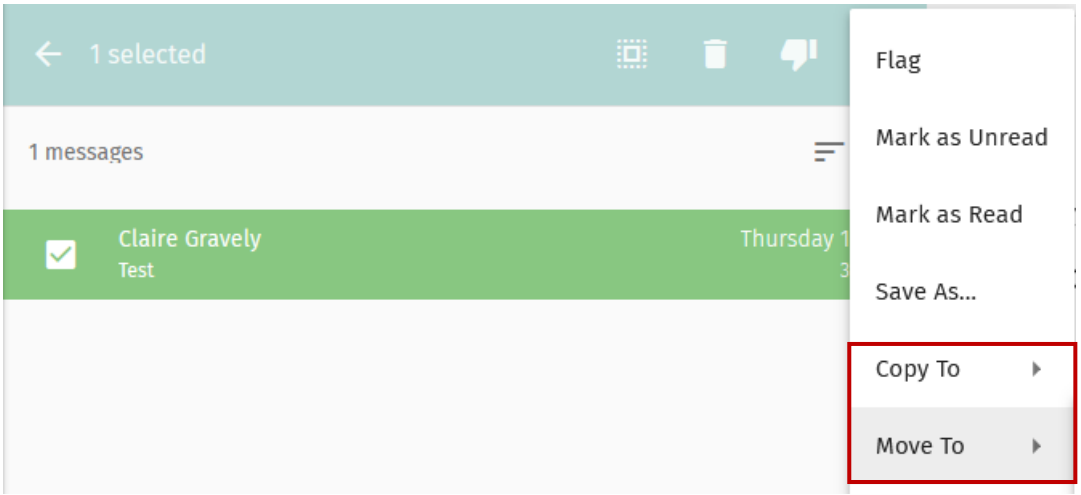
To delete items from your trash or any other folder, go to the folder and select the mail you would like to delete (1). You can delete a selection or all mails (2).

1.5 Subfolders

When a folder contains subfolders, the icon becomes filled in (1). Click on the folder to open the subfolders. The folder icon will become transparent again.



You can move an e-mail to a folder or subfolder by selecting the e-mail and then dragging it to the desired folder or by selecting the mail and then using the three dot menu and choosing “copy to” or “move to”.

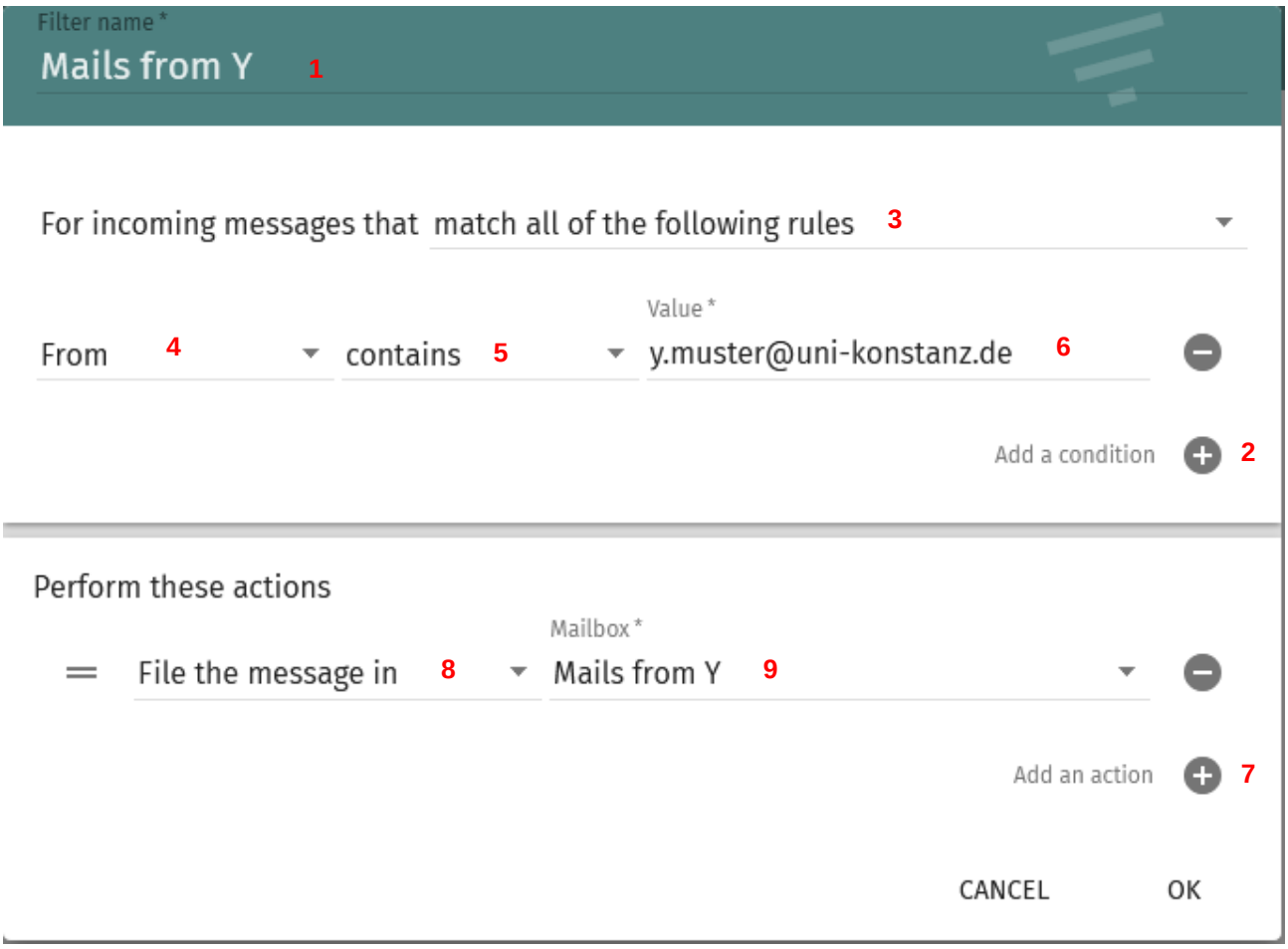


1.6 Filters

To set up filter rules, go to „Preferences“ – „Mail“ – „General“.

Example:
Employee X has set up a rule for incoming e-mails from employee Y. Mails should automatically be sent to the folder “**Mails from Y**”. (This folder has already been set up in their inbox).

1. Choose your own filter name (eg: **Mails from Y**).
2. Set conditions using **„Add a condition +"**.
3. Choose a rule (eg: **match all of the following rules**).
4. Choose the part of the mail that should be matched [for example: **Subject**, **From**, **To**, **CC** ... (eg: **From**)].
5. Choose the match condition – how should it be matched? - (eg: **contains**)
6. The field requires a value – what should be matched? - (eg: **y.muster@uni-konstanz.de**)
7. Under **„Perform these actions:"** you can select **„Add an action +"** to define what happens to an e-mail that matches the chosen conditions.
8. Choose an action (eg: **File the message in**).
9. Choose the folder that the e-mail should be moved to. (eg: **Mails from Y**).
10. Click on **OK** to save the filter for **„Mails from Y“.**



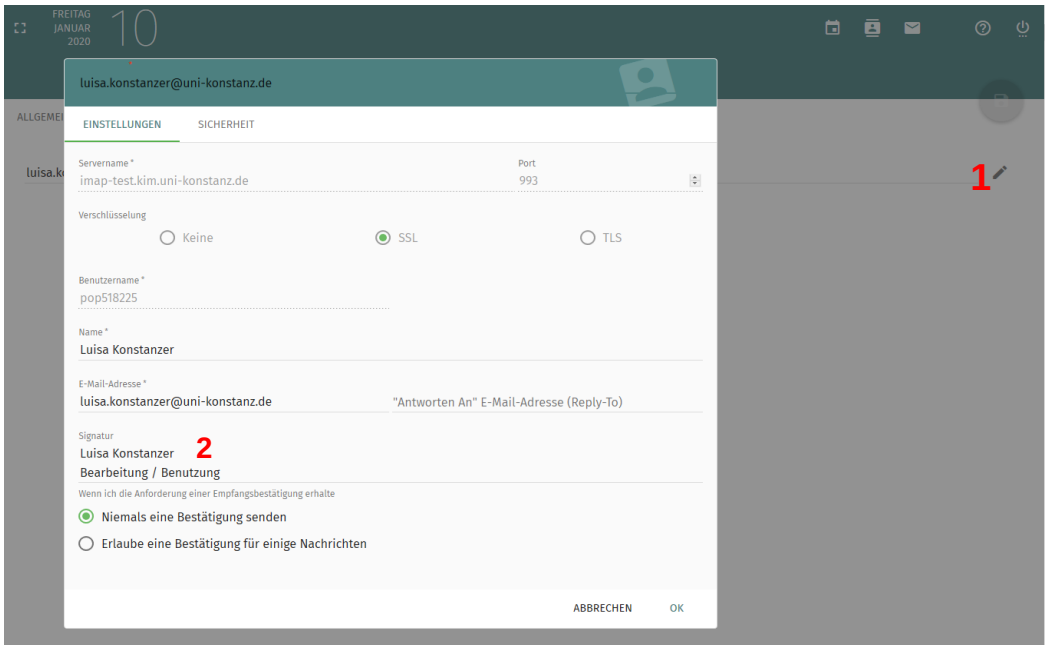
The filter rule then needs to be saved by clicking on the disc icon.

1.7 Counter for Unread Messages

Under the general e-mail preferences you can activate the counter by selecting “Fetch count of unseen messages for all mailboxes“. The number of unread messages will then be shown next to the mail folder.

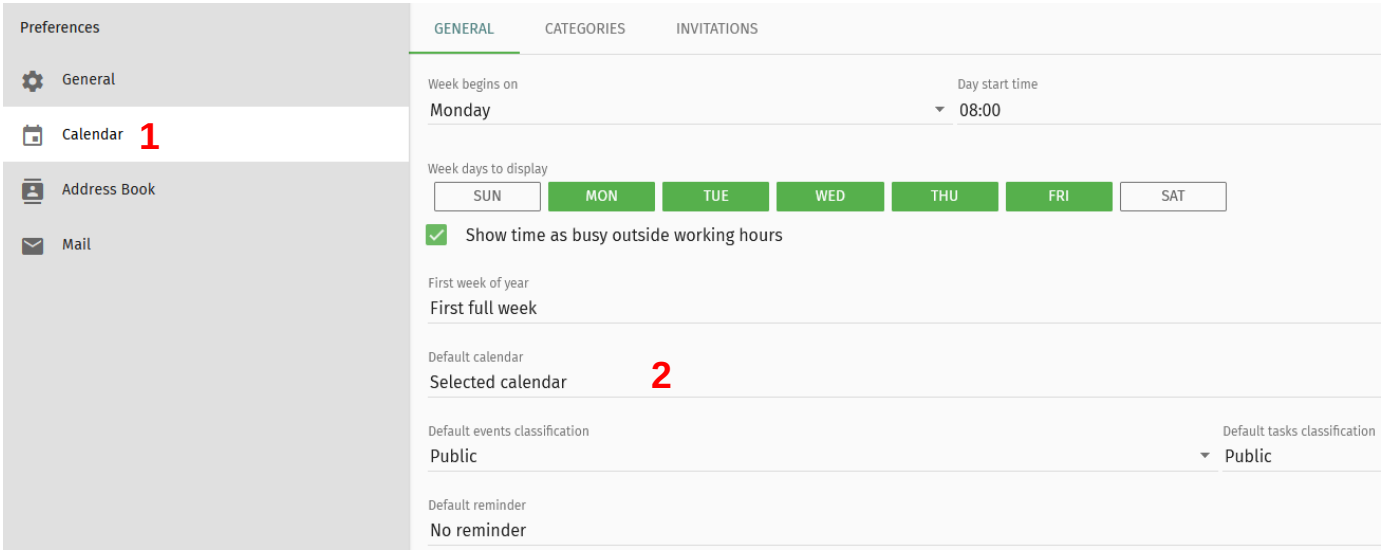
1.8 Signature

To set up your e-mail signature go to „Preferences“ – „Mail“ - "IMAP Accounts". Click on the pen icon (1) to edit your account and fill out the signature box (2). Save your preferences by clicking on „ok“ and then „save and close”.



2 Calendar

Go to Preferences and "Calendar" (1) to set up which default calendar (2) will be displayed if no specific option has been selected.



In this section you can also set up which weekdays should be displayed. This can be useful for part-time employees.

2.1 Categories

Categories are not synchronised by default in the new version. Please set these up yourself.

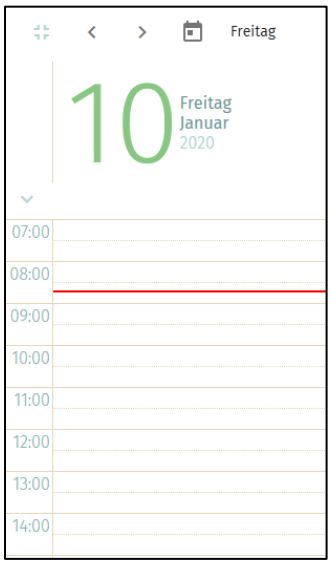
2.2 Invitations

In the invitations tab you can prevent others from inviting you to meetings.

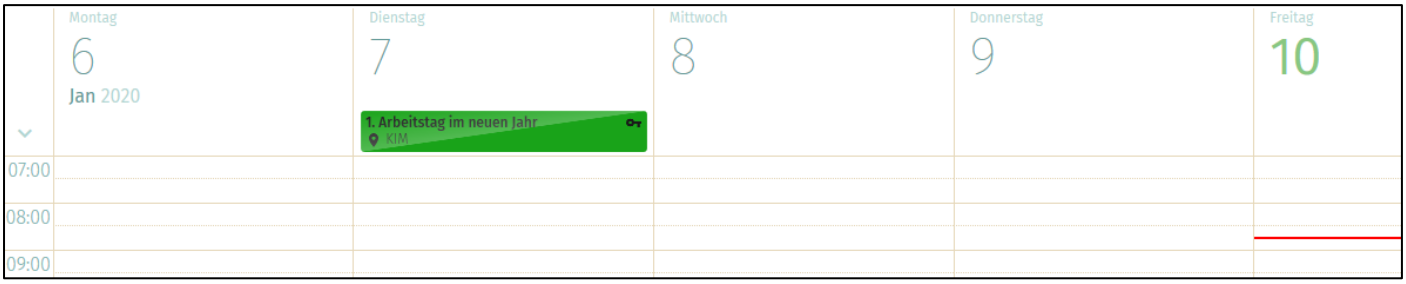
2.3 Views

SOGo offers the following calendar views, which can be changed via the icons on the right hand side above the calendar:

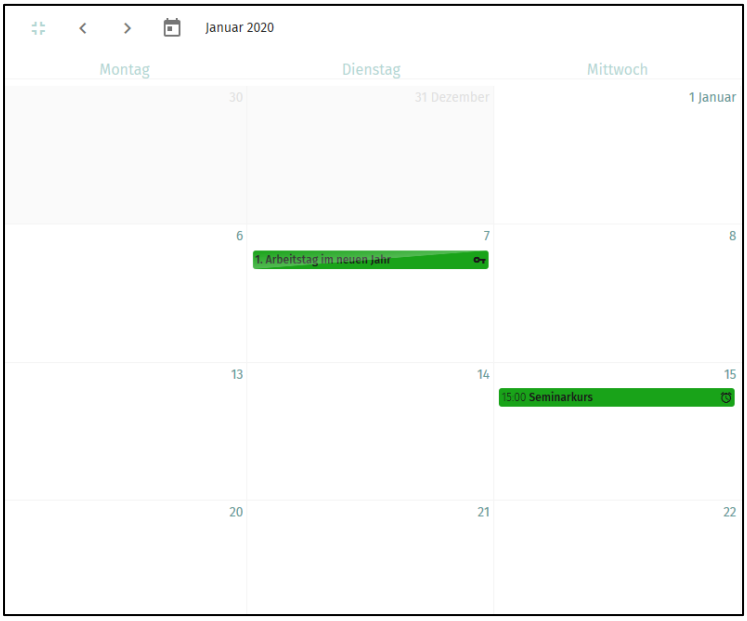
Day:



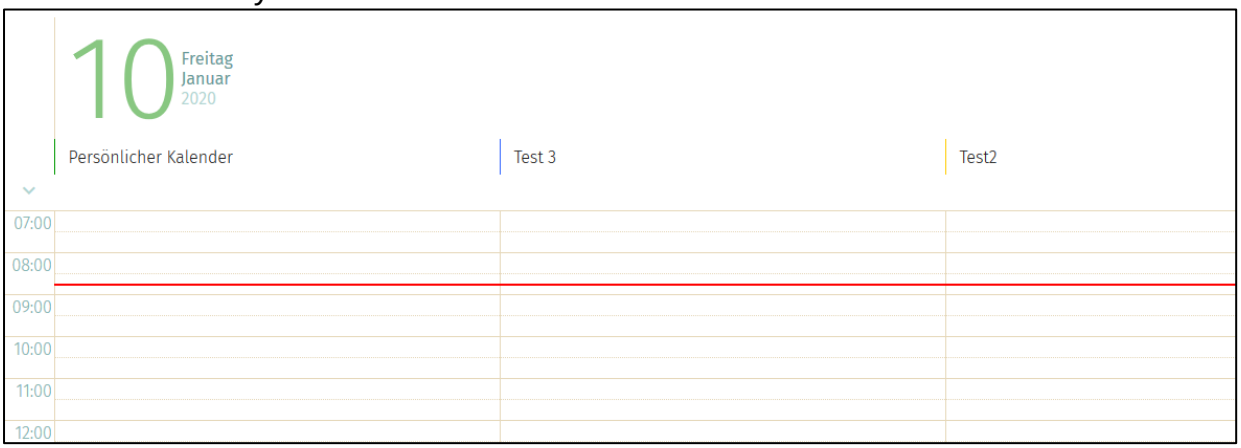
Week:



Month:

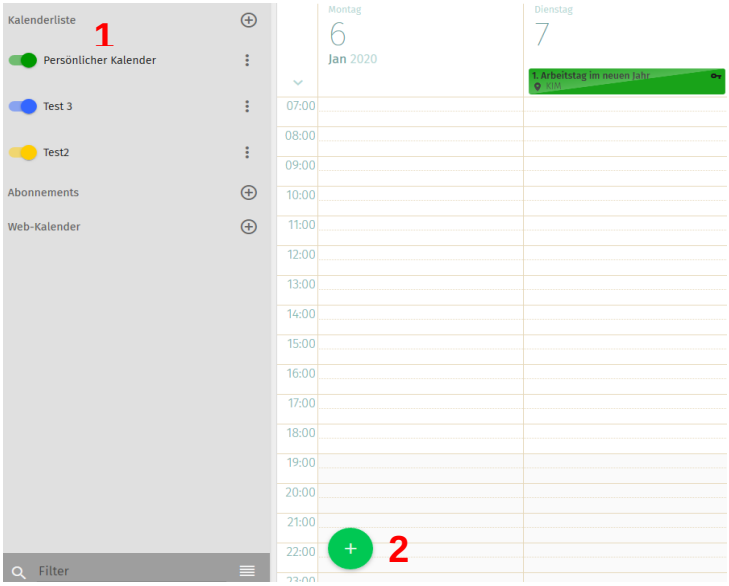


Multi-comlumn day:

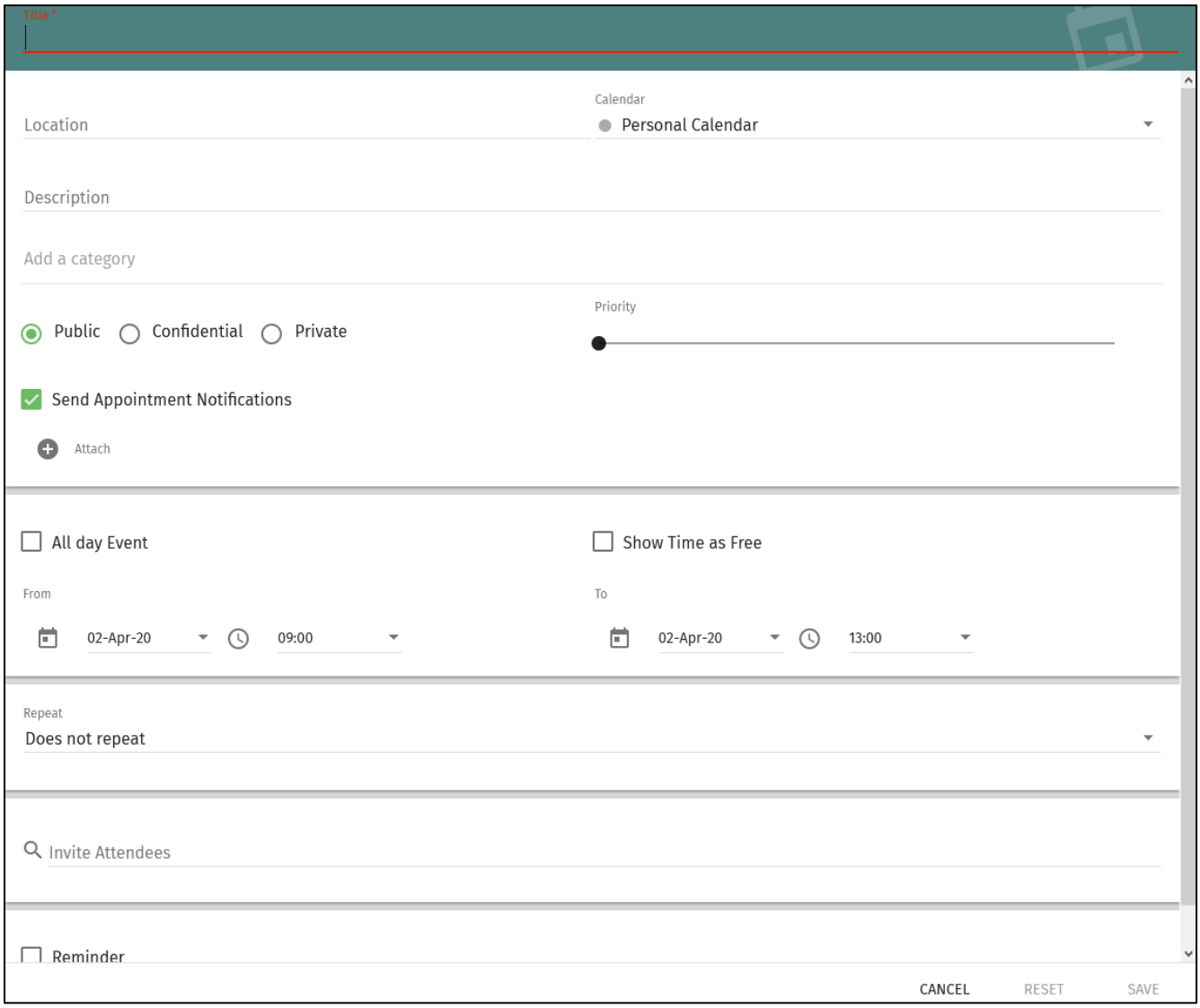


2.4 Creating and New Event or Task

To set up an even or task, select the calendar you would like to use from the left-hand side of the page (1). Click on „New event“ (2) or click and drag directly in the calendar view to select a time slot.



Now you can fill out the required fields:



- Calendar:
  Select the calendar you want the event to be in.

- Category:
  Categories can be given a colour in preferences and can help make your calendar more clearly laid out.

- Confidentiality:
  SOGo has three options for events: Public and Confidential events are displayed as greyed out and only date and time is visible. Private events are only visible by you. These settings can be changed under user rights.

- Priority:
  Bookmark for the importance of the event.

- Send appointment notification:
  If you select this option and there are attendees listed, invitations will automatically be sent.

- All day Event:
  All day events have no start or end time and will fill the column for that day.

- Show Time as Free:
  This option will show your event slot as free to others. More information on this under 2.6 Planning a meeting.

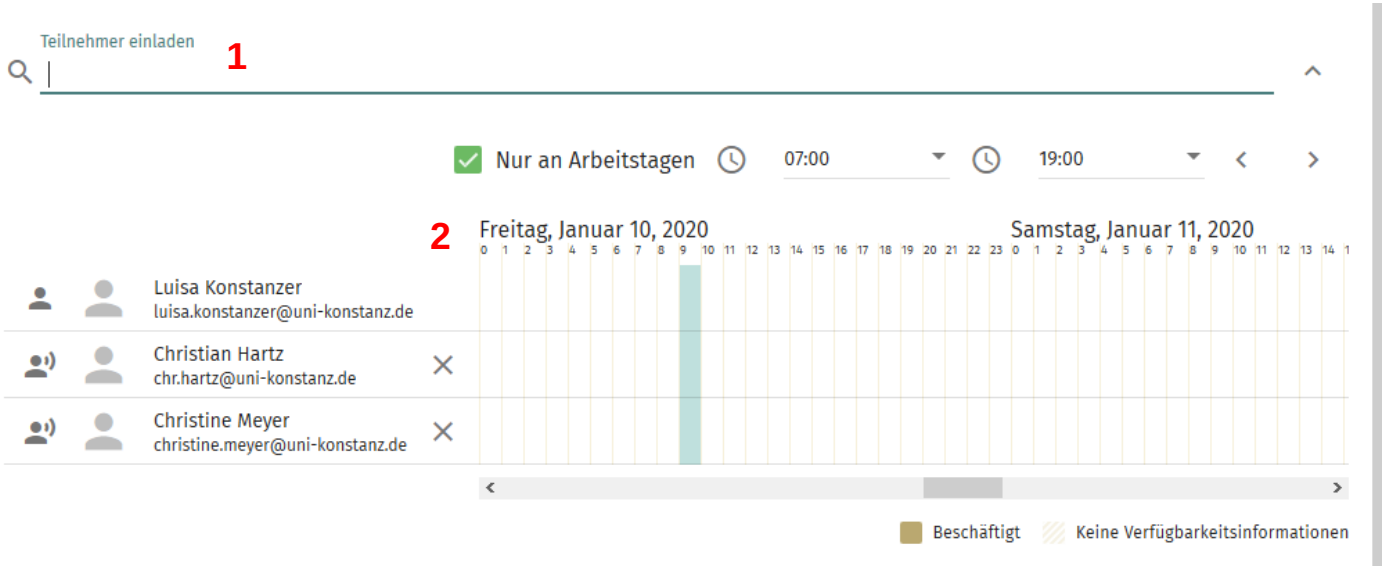
- Repeat:
  Choose a pre-defined pattern or create your own. You can also set an end date.

- Invite Attendees:
  See 2.6 Planning a meeting.

- Reminder:
  A reminder will be active for all attendees and cannot be turned off by them. User defined settings can allow you to set a reminder for yourself but not others.

2.5 Planning a Meeting

To invite an attendee, type an e-mail address into the field (1). If you have access to their calendar, you will be able to see their availability (2). You can adjust the meeting as necessary using the remaining input fields. Accept your changes by clicking on „OK “.

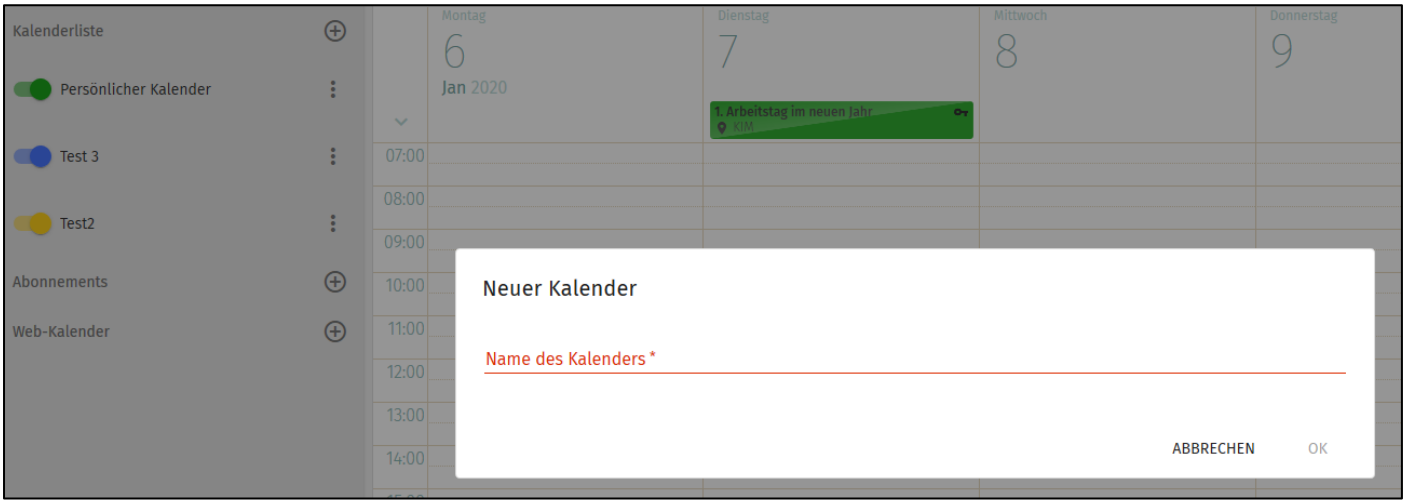


To save the meeting, click on “save and close”.

Attendees will automatically receive an invitation by e-mail. For members of the University of Konstanz, an event will automatically be added to their calendars. Next time they log in to SOGo they will have to option to accept or decline your invitation.

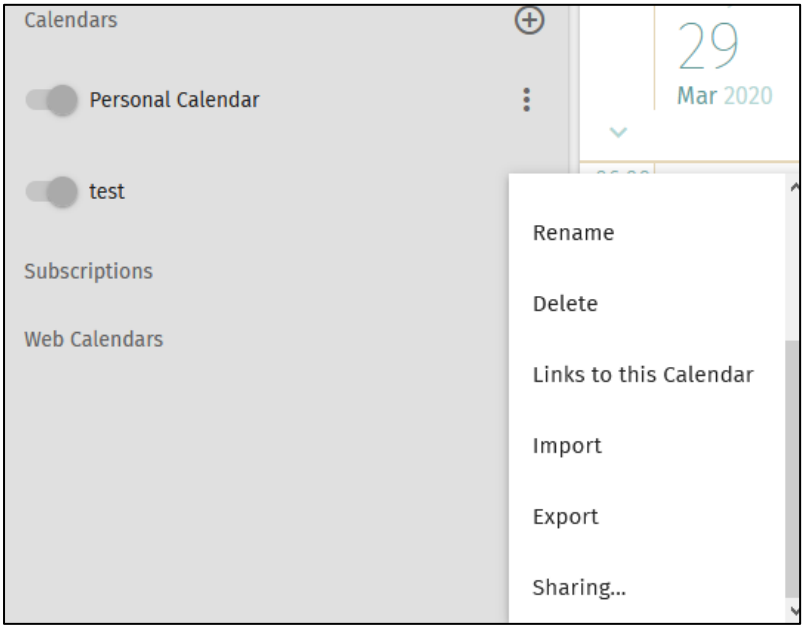
2.6 Add New Calendar

You can create a new calendar by clicking on the plus icon next to the Calendar List. Enter the name of the calendar in the pop up box that opens.



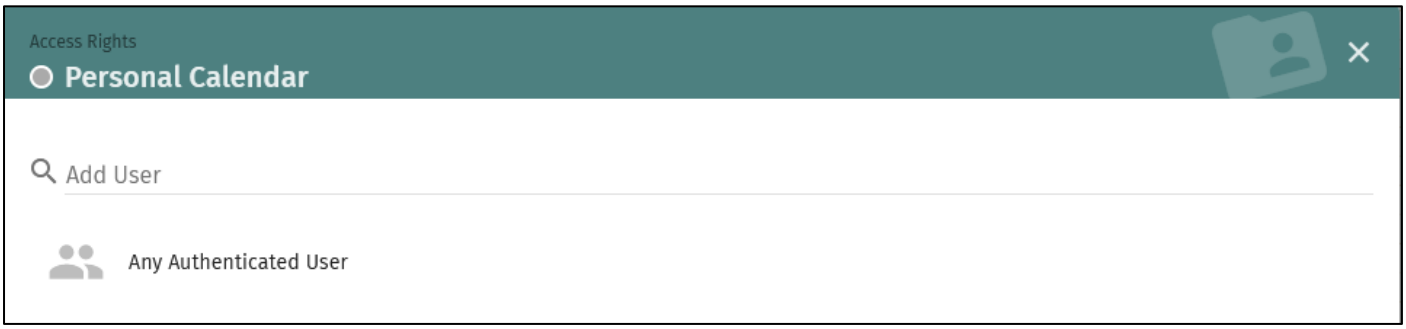
2.7 Sharing a Calendar

To share a calendar with other users or to make it publicly visible, click on the three dots next to the calendar name and select „Sharing…“

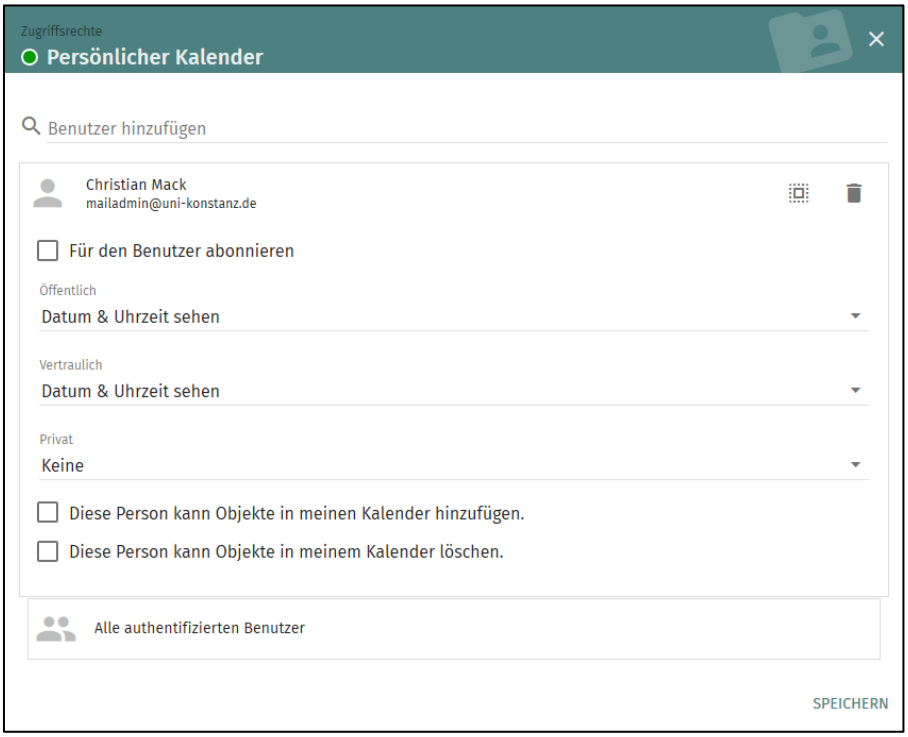


The default setting is „Any Authenticated User“. This setting is required so that other SOGo users can see your availability.

To grant access to additional users, enter the e-mail address of the user under “Add user”.



Double click on the new contact to set up visibility and confidentiality levels. You can also set up editing and deleting rights. So that the user doesn’t have to subscribe to your calendar it is advisable to select the check box for subscribing to your calendar.



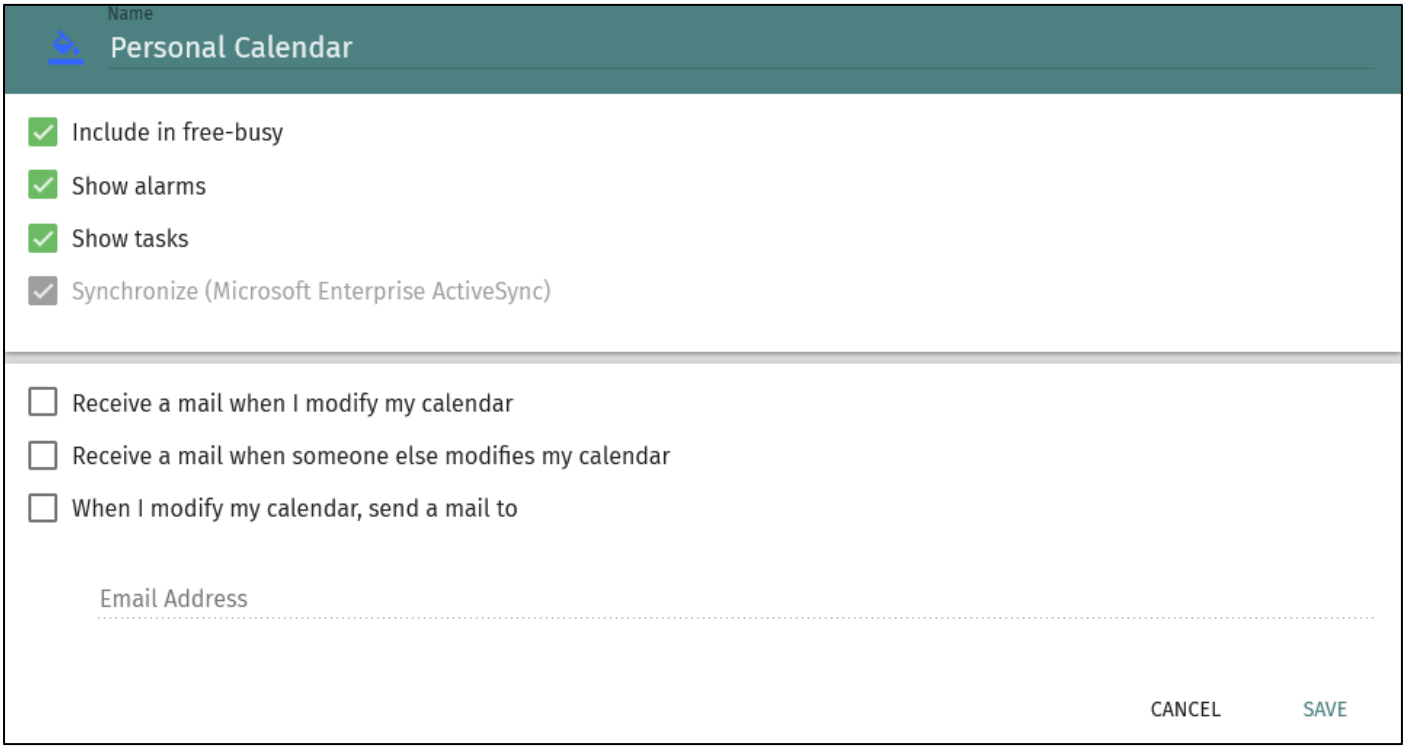
2.8 Subscribing to a Shared Calendar

Below the calendar list is the option „Subscriptions“. Here you can see users’ calendars. Clicking on subscribe will add the calendar to your list.

2.9 Calendar Properties

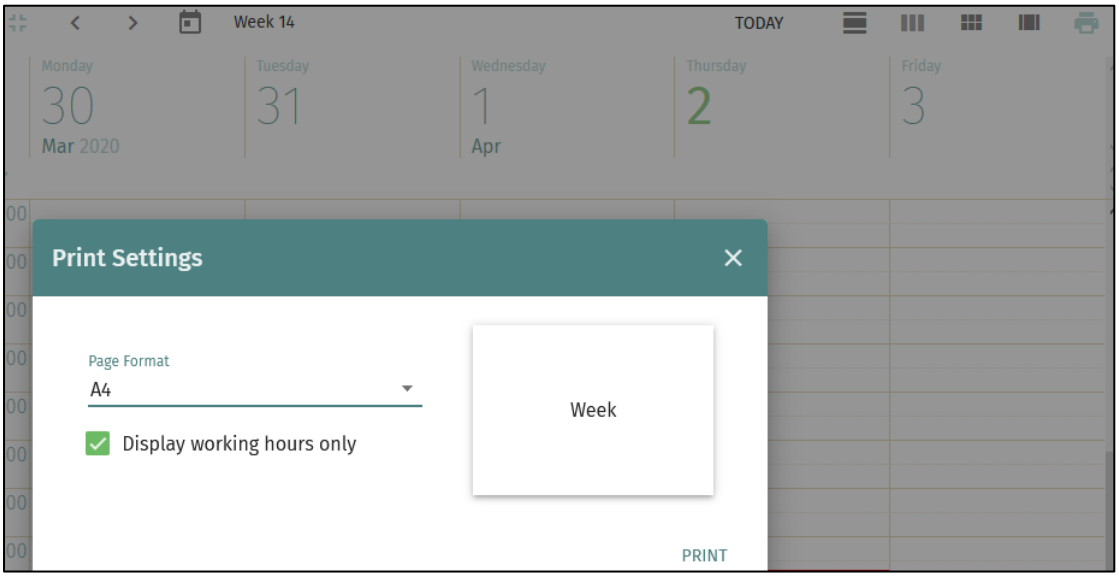
Click on the dots next to the calendar and select „Properties “.

The name and colour of the calendar appears in the calendar list for everyone who has subscribed to it. Colours help differentiate between calendars in the various views.



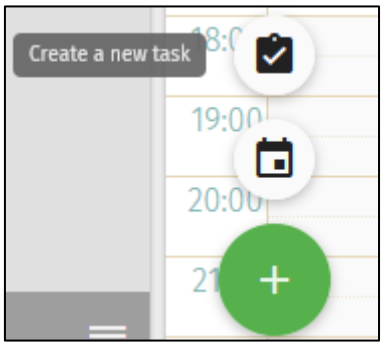
2.10 Printing

To print your calendar, click on the printer icon in the top right next to the calendar views. The current view will be preinted by default. It is currently not possible to print in colour.



2.11 Creating a Task

To create a new task, click on the green plus icon and select „Create a new task “.

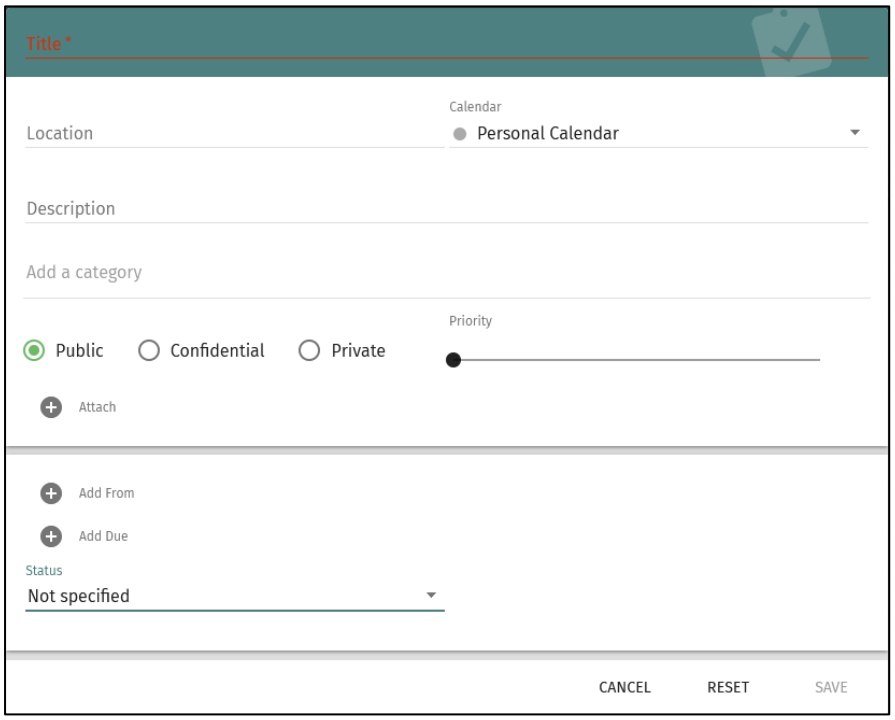


Fill out details as required in the pop-up window. Title, location, category, calendar, priority, repeat, reminder and description are the same as when creating a new meeting. The following options are new and can help you to filter your tasks:

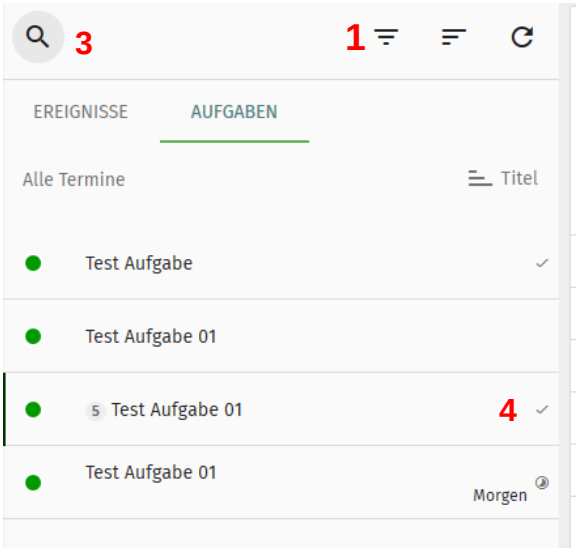
- Start:
  Start date/time of the task

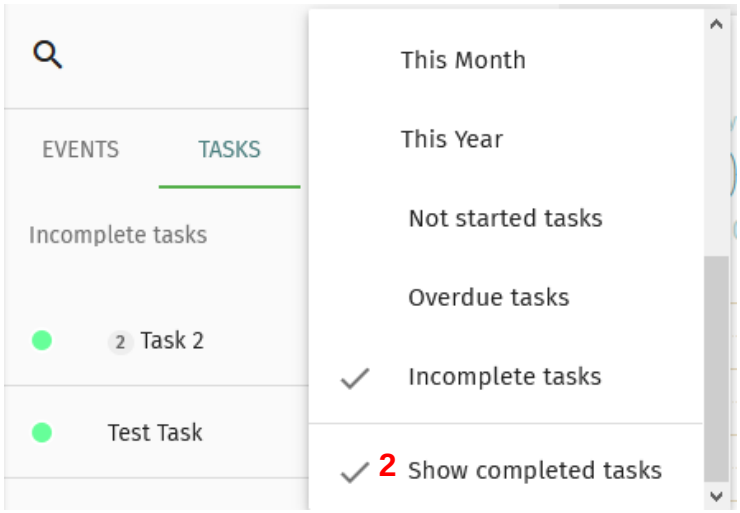
- Due Date:
  End date/time – when the task should be completed by

- Status:
  For example „Completed on“ 2014-09-03 80%



You can open the menu „Show“ (1) and select „Show complete tasks“(2) to filter your tasks or use the search bar (3). To mark a task as complete, set a tick on the relevant line (4). Tasks are always linked to a calendar and inherit the rights and permissions of the calendar.





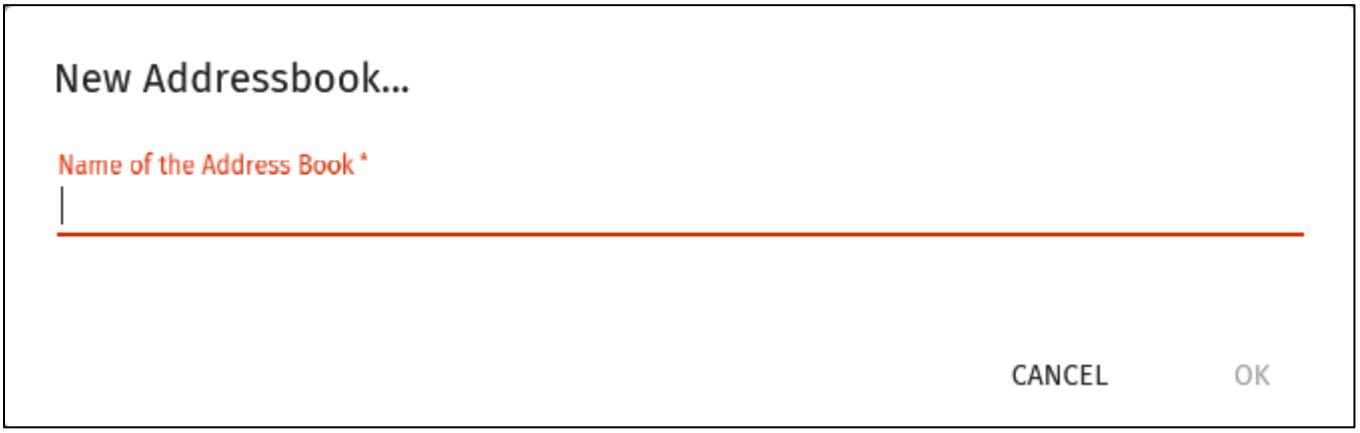
3 Address Book

3.1 Global Address Book

Global address books can be identified by the floe icon and are read-only. Depending on the set up it may be that only a select number of results will be visible.

3.2 Create New Address Book

Click on the plus icon next to „Address Books“ and enter the name of your new address book in the pop-up window.



3.3 Add a New Contact

To add a contact to your address book, click on the green plus icon and select „Create a new address book card“ or „Create a new list“.

3.4 Create a New List

An address list is a collection of e-mail addresses and can help with sending newsletters.

Please note, that every e-mail address needs to be in an address book card within the relevant address book. If this is not the case a new contact will be created. Changing an address book card will also change the entry in your list.

3.5 Add a Contact to an Address List

Select the list you would like to add a contact to and go into editing mode. Click on the right next to the existing contacts to show the input field for a new contact.