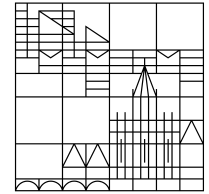


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# SOGo V4 Introduction

KIM-Beratung

The login screen for SOGo V4. It features the University of Konstanz logo and the SOGo logo. The login form is on a green background and includes fields for 'Benutzername \*' and 'Passwort \*', a language dropdown set to 'Deutsch', a 'Benutzername merken' toggle, and an information icon. A large green arrow button is at the bottom right.

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sog<sup>©</sup>

Benutzername \*

Passwort \*

Deutsch

Benutzername merken

i

→

# Preferences in SOGo V4

## Mail

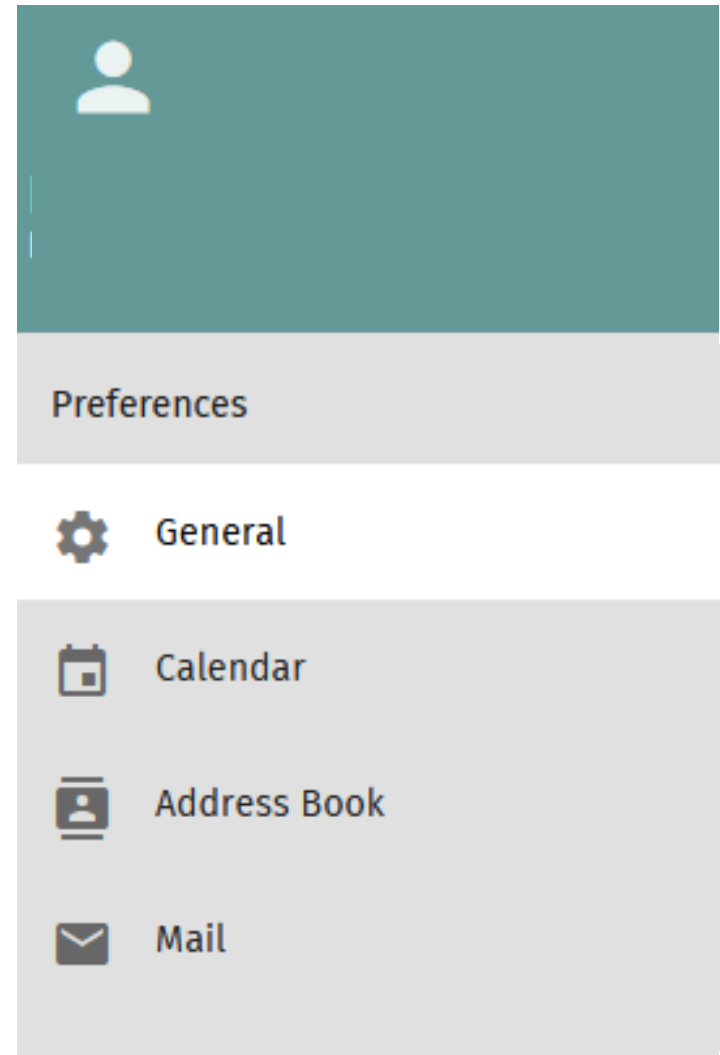
- Counter for unread messages
- Signature
- Filter

## Calendar

- New calendar
- New task
- Planning a meeting

## Address Book

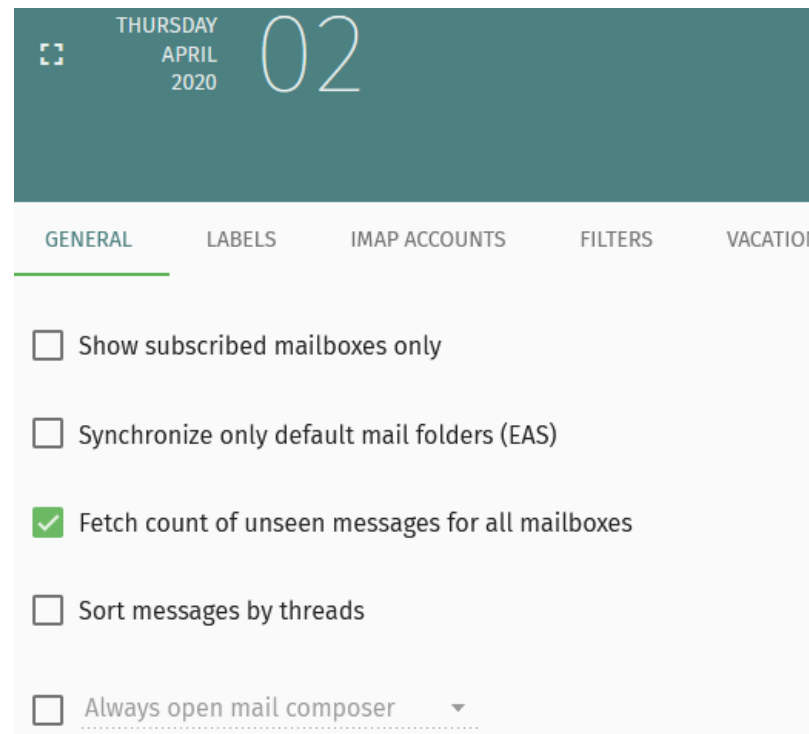
- New address book
- New contact
- Address list



# E-mail: unread mail counter

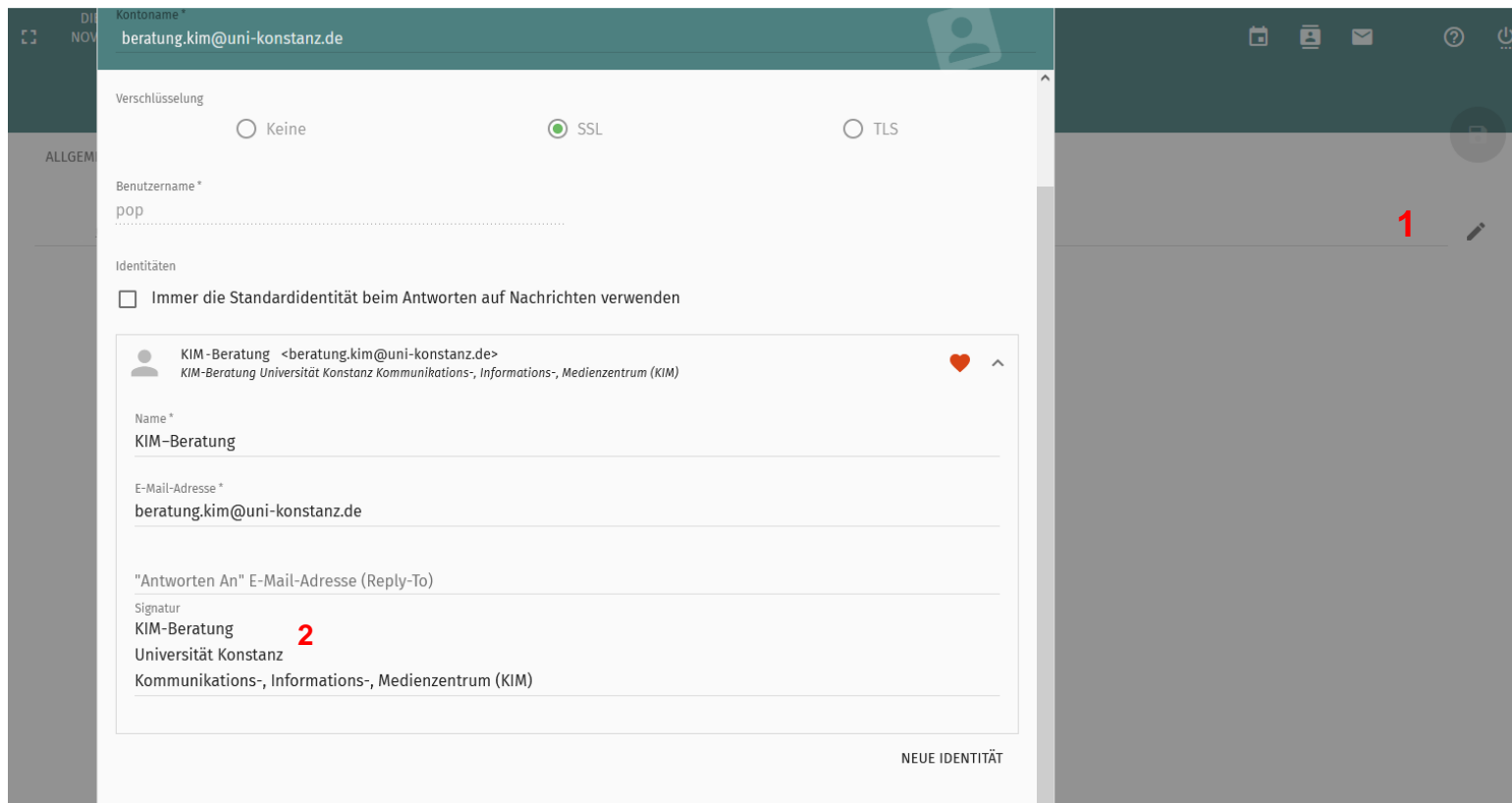
## Preferences – Mail

- General mail preferences
- „Fetch count of unseen messages for all mailboxes“
- The number of unread messages will be displayed next to the folder



# E-Mail Signature

- Preferences – Mail – IMAP Accounts
- Edit (1),
- Signature (2)
- Save, close the window, OK, save and close.



# E-Mail: Filter (1)

## Preferences – Mail - Filters

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**“.

## E-Mail: Filter (2)

Filter name \*  
Mails from Y 1

For incoming messages that match all of the following rules 3

From 4 contains 5 Value \* y.muster@uni-konstanz.de 6 -

Add a condition + 2

---

Perform these actions

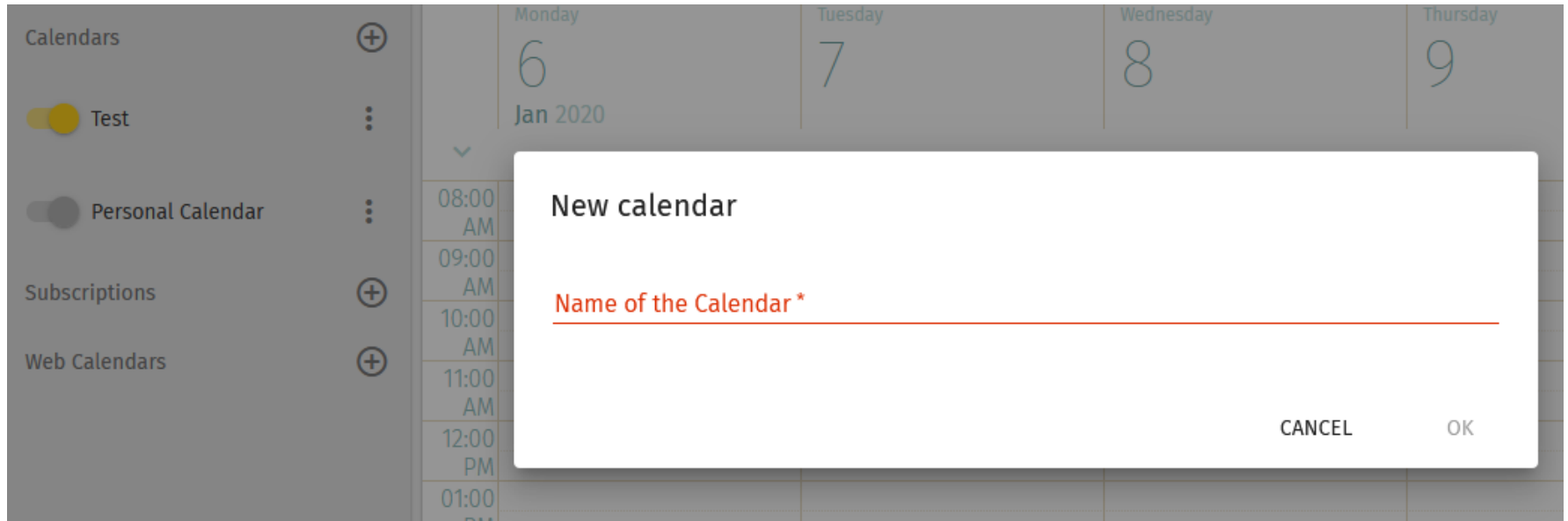
= File the message in 8 Mailbox \* Mails from Y 9 -

Add an action + 7

CANCEL OK

# Calendar: New Calendar

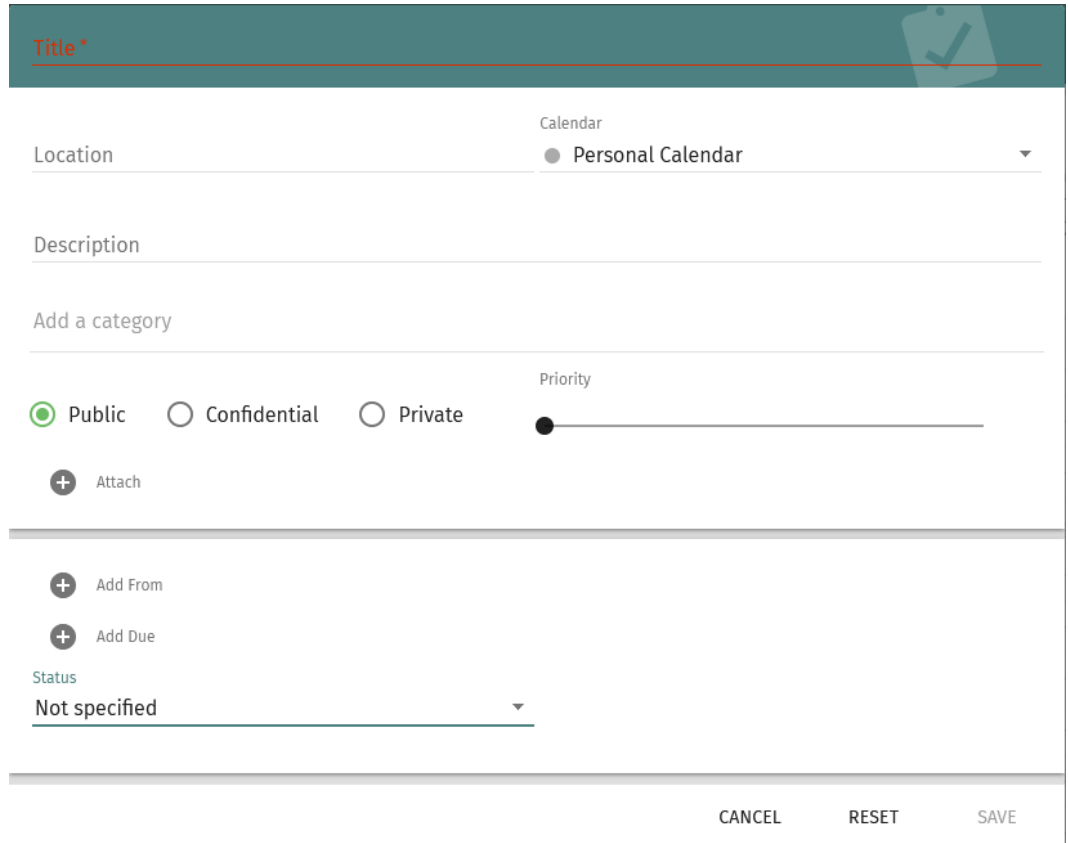
- Plus icon (on the right next to Calendars)
- Choose calendar name
- Confirm with „OK“



# Calendar: New Task

- Green plus icon in calendar view.
- Filter tasks by:

- **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%.



The screenshot shows a 'New Task' form with the following fields and options:

- Title \***: A text input field at the top.
- Location**: A text input field.
- Calendar**: A dropdown menu currently set to 'Personal Calendar'.
- Description**: A text input field.
- Add a category**: A text input field.
- Priority**: A horizontal slider control.
- Public**: A radio button that is selected.
- Confidential**: A radio button.
- Private**: A radio button.
- Attach**: A button with a plus icon.
- Add From**: A button with a plus icon.
- Add Due**: A button with a plus icon.
- Status**: A dropdown menu currently set to 'Not specified'.
- Buttons**: 'CANCEL', 'RESET', and 'SAVE' buttons at the bottom right.



# Calendar: Planning a Meeting

- Create a new event
- Invite attendees via e-mail address(1).
- Busy/Free view (2) only available after sharing calendar.
- Fill out the fields to customise the event (3).
- Close attendee planning with „OK“

Teilnehmer einladen **1**

Nur an Arbeitstagen ⌚ 07:00 ⌚ 18:00 < >

Freitag, November 12, 2021 Samstag, November 13, 2021

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

@uni-konstanz.de **2**

dokumentlieferung.kim  
dokumentlieferung.kim@uni-konstanz.de ✕

KIM Beratung  
beratung.kim@uni-konstanz.de ✕

## Address Book: New Address Book

- Plus icon next to „Address Books“
- Enter the name of the address book

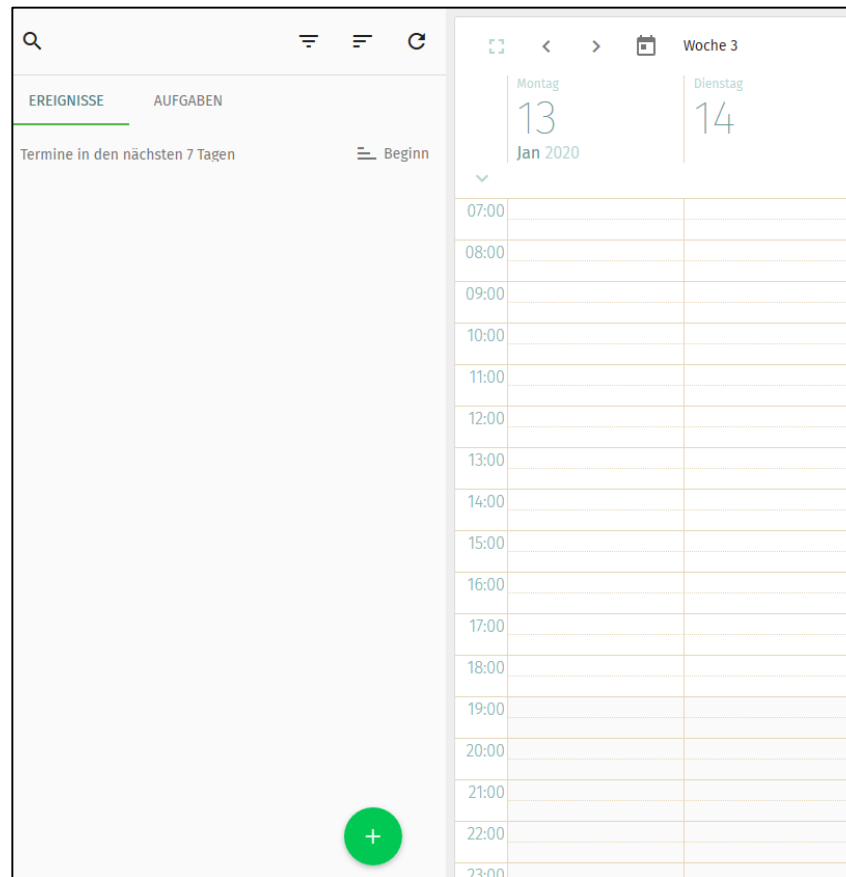
New Addressbook...

Name of the Address Book \*

CANCEL OK

# Address Book: New Contact

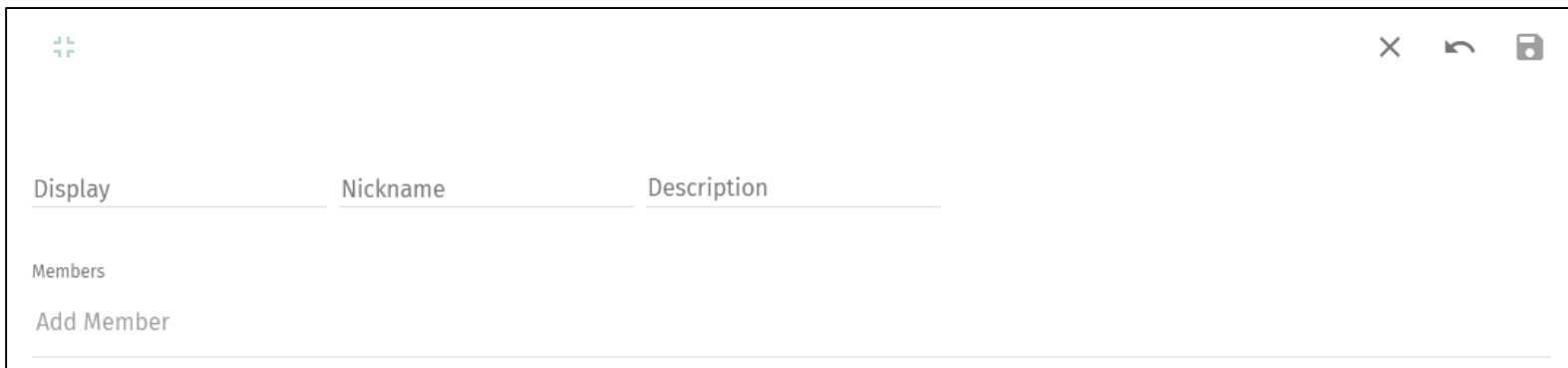
- Go to the address book
- Use the plus icon to create a „new address book card" or a „new list“



# Address Book: New Address List

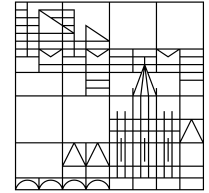
An address list is a collection of e-mail addresses and can help with sending newsletters.

- Go to the address book
- Using the plus icon, choose „create a new list“
- Members can only be chosen from existing contacts in the address book or will be added.



Display	Nickname	Description
Members		
<a href="#">Add Member</a>		

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**Questions?**

**Please contact:**

**KIM-Beratung**

Beratung.kim@uni-konstanz.de