# Proko2 Doc2

Rev. 1.65

## Content

# Kolab further information

Get more detailed information: technical documentation, start up help ... etc , about the Kolab2 software and its functionalities.

## 1. Useful links

## 2. The people behind the project

# KDE Kolab client configuration

## 1.Software installation

### a) Requested packages

Qt 3.2.3 or a more recent version as well as KDE 3.2 are needed. Either use the latest released KDE tar balls, or use branches to checkout the packages. In the latest case, requested packages are :

- ARTS_1_2_BRANCH for arts

- KDE_3_2_BRANCH for kdelibs and kdebase.

- KDE_3_3_BRANCH for kdepim

Checkout examples:

```
cvs co -r ARTS_1_2_BRANCH arts
cvs co -r KDE_3_2_BRANCH kdelibs ...etc
```

### b) Build and install

Build arts first, then kdelibs, kdebase and finally kdepim.

Build example:

```
cvs co -r KDE_3_2_BRANCH kdelibs
cd kdelibs
make -f Makefile.cvs (only if checked out of cvs)
cd ..
mkdir build-kdelibs
cd build-kdelibs
../kdelibs/configure --prefix=<install place> --with-qt-dir=<qt place> \
   --enable-debug=full
make
make install
```

If you need detailed information about how to build the client you may consult one of the following links:

http://www.kolab.org/

http://women.kde.org/articles/tutorials/howtocvs.php

## 2. Configuration

The three main applications within Kontact that need to be configured are KMail, KOrganizer and KAddressbook.

In case you choose to configure Kontact manually, you will have to launch the application and follow the instructions as described in  "Kmail (manual settings)" below.

If you are setting up Kontact for the first time, the Kolab wizard let you do that the easy way.

### a) The Kolab wizard (automated settings)

You may use the **Kolab wizard** to setup your KDE Kolab client (Kontact) for the first time. Any other configuration alternative (e.g Kmail, KOrganizer etc... in Kontact are already configured) should be done manually (KMail – manual settings).

Launch Kolab Wizard :

 *.* Alt-F2 to open the 'Run Command' dialog , enter 'kolabwizard' into the Command field and click on 'Run'.

 *.* Run 'kolabwizard' from a shell.

The Kolab wizard being edited, fill in the fields as presented below using your own data:

Click 'OK', some by magic you KDE Kolab client account is configured.

**Tips:** When running the Kolab Wizard you may be interested to consult the *Changes* page and see the configuration options the wizard will set up into your KMail, KOrganizer and KAddressbook
applications.



**Kolab Wizard Changes page.**

After running the wizard, launch Kontact  and sync the Kolab server account  as follow:

In the Kmail view of Kontact run from the main menu:

*File -> Check Mail In -> Kolab Server*

This command will fire up the creation of the Inbox and other sub folders for your Kolab account. Those sub-folders are not visible
yet as the default configuration hides the groupware folders.
If you wish to change that, run the following command from the main menu (KMail view of Kontact):

*Settings -> Configure KMail*  and choose the 'Misc' page of the 'Configure' dialog - Groupware tab.
Unselect the 'Hide groupware folders' option and click 'OK'.

Of course the Kolab wizard configuration can be modified manually
Follow the description given in the next section (manual settings) to do so.

**b) KMail (manual settings)**

First you will have to launch Kontact. There are several way to do that:

- *Alt-f1 to open the KDE 'Start Applications Menu' and then choose Office -> More Programs -> Personal Information Manager (Kontact)*

- *Alt-f2 to open the 'Run Command' dialog , enter 'Kontact' into the command field and click on 'Run'.*

- *Start 'Kontact' from the shell by running the following command 'Kontact &'*



Kontact being launched, we have to go through the different steps for configuring KMail.

Click on the 'Mail' icon on the left panel of the Kontact window to get KMail displayed in the Main view of Kontact and to get access to the KMail main menu which let us setup our configuration.



Mail icon

## 1. Set up your identity

From the main menu, run "Settings -> Configure KMail" and choose the "Identities" page.
In the Manage Identities window, click on the "New..." button to launch the "New identity" dialog, where you can enter your identity name, as presented in the following screen-shot.



Your identity name being set, click "OK" and complete your configuration by filling in the fields in the "Edit Identity" dialog (see screen-shot below).
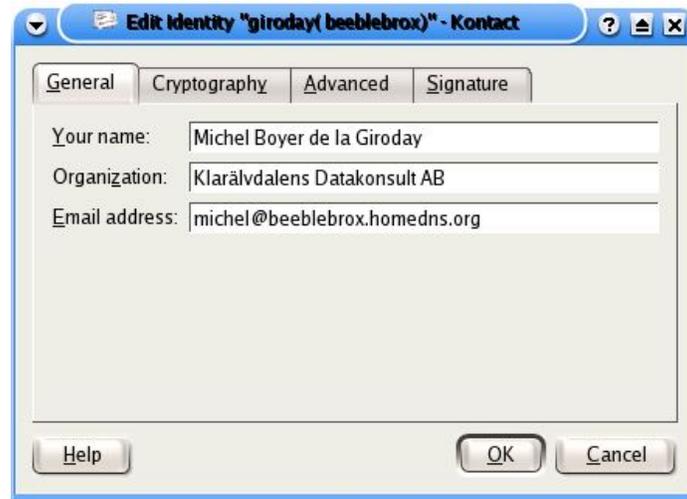


We now need to set up our accounts for sending (SMTP) and receiving Mail (Disconnected IMAP).
This is done by choosing the Network page of KMail (Kontact) configure dialog, which icon is located just under the Identities page icon.
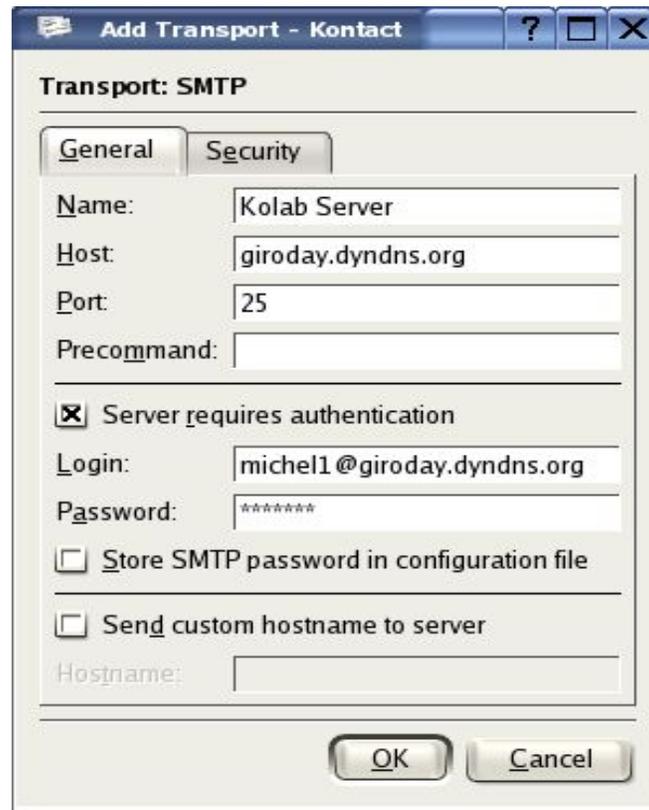
## 2. Set up Sending through the Kolab2 server (SMTP)

Once the "Setup for Sending and Receiving Messages" window is launched, click on the "Add" button ( "Sending" tab selected ).

Choose "SMTP"  as Transport method and click "OK" to edit the "Add Transport" dialog.

Fill in the fields with your own data as presented in the screen-shot below ("General" tab).

**Note:** Your login is the UID of your user account on the Kolab server. By default  this *Unique Identity* is your *Primary Email Address*, but could be different. (check your user account on the Kolab server if you are not sure about you UID).



**Warning:** We do not recommend to "Store" your password in the configuration file, for security reasons.

Pass to the "Security" setup by selecting the so-named tab of the "Add Transport" dialog.

You should be able to configure this automatically simply by pressing the "Check What the Server Supports" button at the bottom of the window.

The standard options returned by the server should be "TLS" and "Plain" as shown below. "SSL" and "Plain" is also supported by the server.
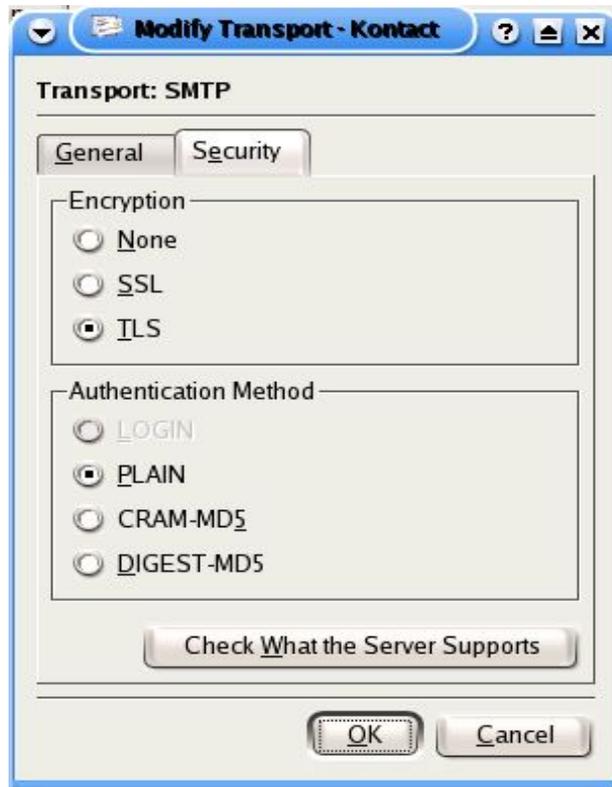
**Sending / Security setup dialog**

Click on "OK" to confirm your settings and set your account as "Default" account if you want to use it so, by moving it to the first place in the Outgoing accounts view (in case you have several accounts registered there).

**Notice:** If you choose the "SSL/Plain" option the port at the "General" page of the "Add Transport" dialog will be automatically set to port 465 (SSL).

We now need to set up a DIMAP (Disconnected IMAP) account for receiving our email. Disconnected IMAP accounts are often called "cached imap" accounts.

### 3. Set up a disconnected IMAP account

A disconnected IMAP account is a Receiving account and can be added by selecting the "Receiving" tab of the Configure dialog /Network page. Click on "Add..." to launch the "Add Account" dialog , select the "Disconnected IMAP" option as "Account Type" and click "OK". Fill in the fields with your own data and preferences as presented below.

**Note:** Your login is the UID of your user account on the Kolab server. By default this *Unique Identity* is your *Primary Email Address*, but could be different. (check your user account on the Kolab server if you are not sure about you UID).

**Warning:** We do not recommend to Store your password in the configuration file, for security reasons.

Once your Dimap account is configured, pass to the "Security" page by

selecting the so-named tab and click on the "Check What the Server Supports" button for an automated setup.

The default values should be "Use TLS for secure mail download" and "Clear Text". SSL would work too, there is no difference security wise and both are supported by the kolab2 server.

To be able to use the "Out of Office" replies functionality of Proko2, you also need to setup the "Filtering" part of the "Configuration" dialog.

Select all the options proposed as shown below.
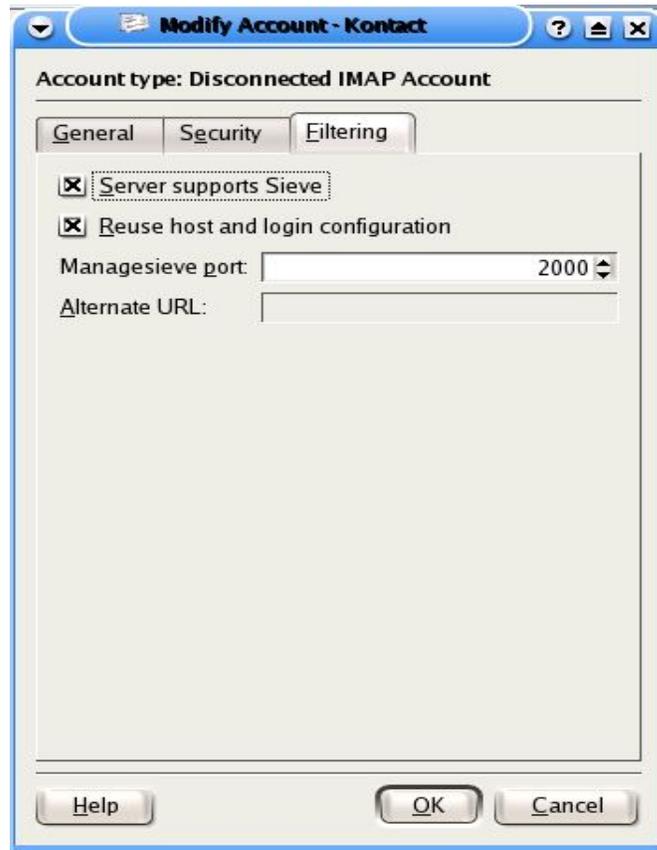


Click on the "OK" button to confirm your settings, your account should now be listed into the "Incoming accounts" view of the "Configure" dialog.

Click on "Apply", your new account should be listed in KMail Folder's view, an inbox folder as been created as sub-folder of this account.

We can now set up our "IMAP resource Folder Options" and enable groupware functionality.

## 4. Enable IMAP resource functionality

In KMail "Configure" dialog (as for the other settings described above) choose the page option entitled "Misc", and select the "Groupware" tab

(see screen shot below).
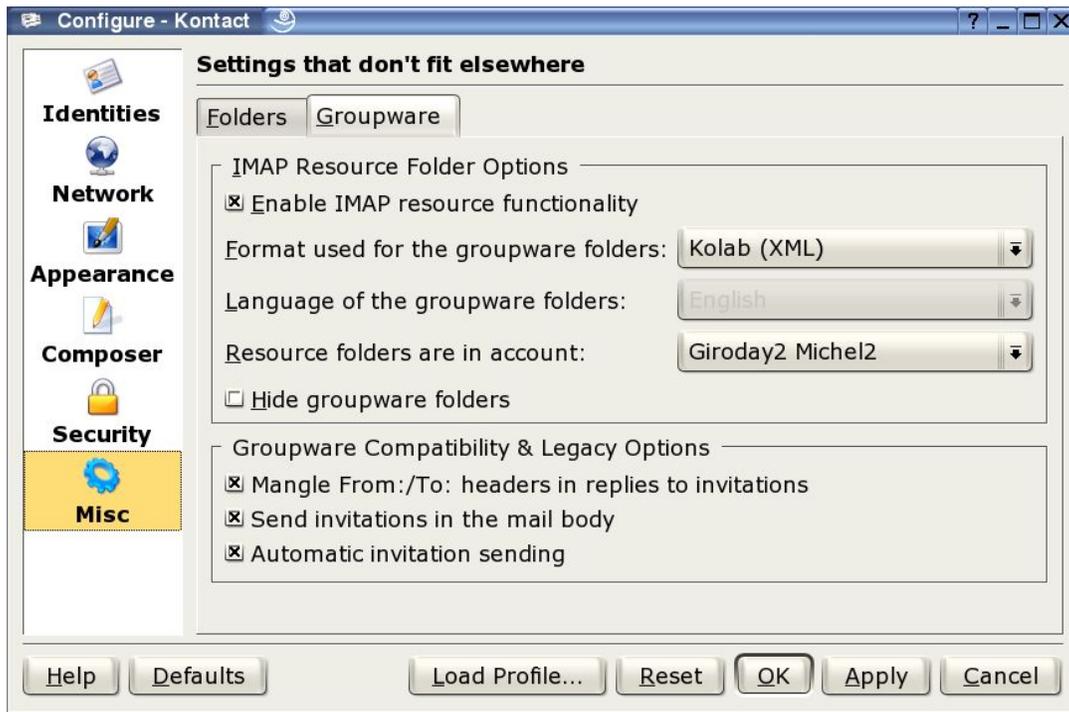


**Note:** The two settings "Send invitations in the body" and "automatic invitation sending" are tied together in the following way:
- if the user chooses to send invitations inline, in the body, the autosend function is always used.
- if not, the user is allowed to enable or disable autosending .

Check the "Enable IMAP resource functionality" option, choose Kolab (XML) as the format to be used by the groupware folders, select a language and set the name of your newly created Disconnected IMAP account as parent  account for the resource folders.
You may hide those resource folders by checking the corresponding option if you wish ("Hide groupware folders" option). In this case the resource folders ( Calendar, Contacts, Journal, Notes and Tasks) will not appear into the Folder view in Kmail.

The options available in "Groupware Compatibility and Legacy Options" have to be selected in order for Outlook to understand your invitations and replies and if you wish the sending of your invitations to be automated.

Check the 2 first options if you need your client to be compatible with Outlook (recommended).

Click "OK" and synchronize your new account to the server by running:
"File -> Check Mail In -> <your-new-account>".
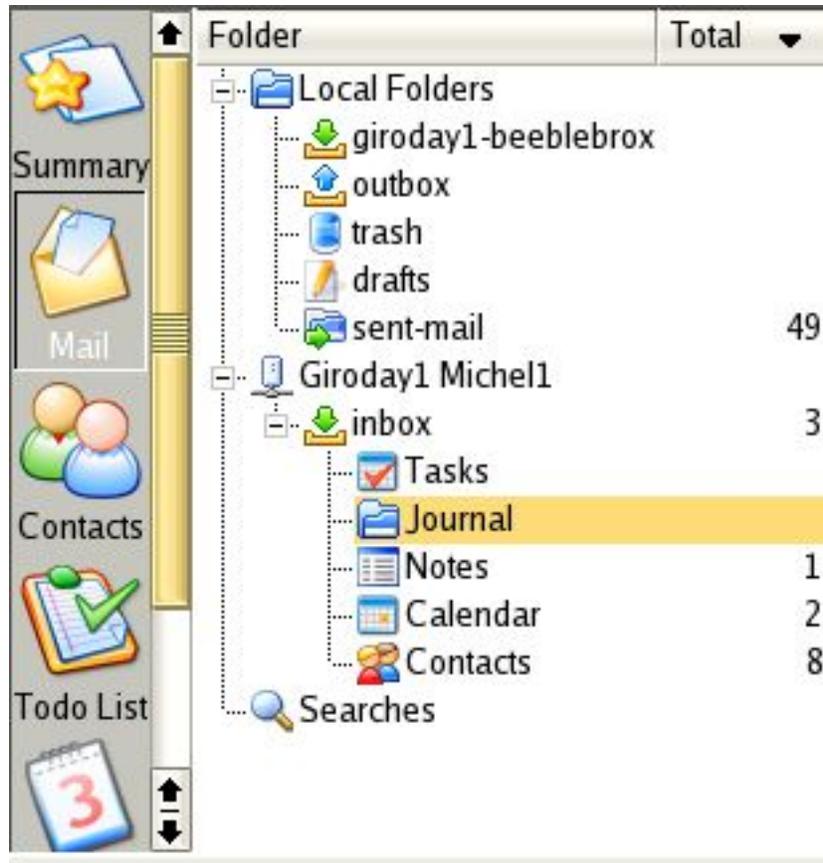


**KMail Folder list view**

KMail configuration is done, let us add our IMAP resources before
proceeding with KOrganizer and KAdressbook set-up .

### 5) Moving folders or folders tree and their contents

In this context moving folders means:

• copy of a folder or a folder tree from local dimap cache
to a local folders

- copy from the local folder structure to the server

- deletion of a folder structure (dimap).

When right clicking on a folder in the folder tree we get an entry "*Copy To*", which opens a hierarchical menu representing the folder structure and allows you to select a parent for a copy of the folder, it's subfolders and the mail it contains.

In other words, this feature allows you to make a complete duplicate copy of a folder hierarchy.

You can use this to copy folders and their contents from a dimap account to the local folders hierarchy, and from the local structure into a dimap account.

In the last cast after your next sync the folders and mails will be created on and uploaded to the server.

**Note:**
Metainformation on the folders ( e.g. If we are dealing with a calendar folder, or any other resource folders ...) is retained, which means if you copy a calendar folder, the copy will also be marked as a calendar folder.

## c) Resources Configuration

To add the needed IMAP resources we need to start KDE Control Center. There are several way to do that:

- *Alt-f1 to open the KDE 'Start Applications Menu' and then choose Utilities -> Desktop -> Control Center'*

- *Alt-f2 to open the 'Run Command' dialog , enter 'kcontrol' into the command field and click on 'Run'.*
- *Start 'KDE Control Center' from the shell by running the following command 'kcontrol &'.*

In the Control Center configuration window, choose "KDE Components -> KDE Resources Configuration".
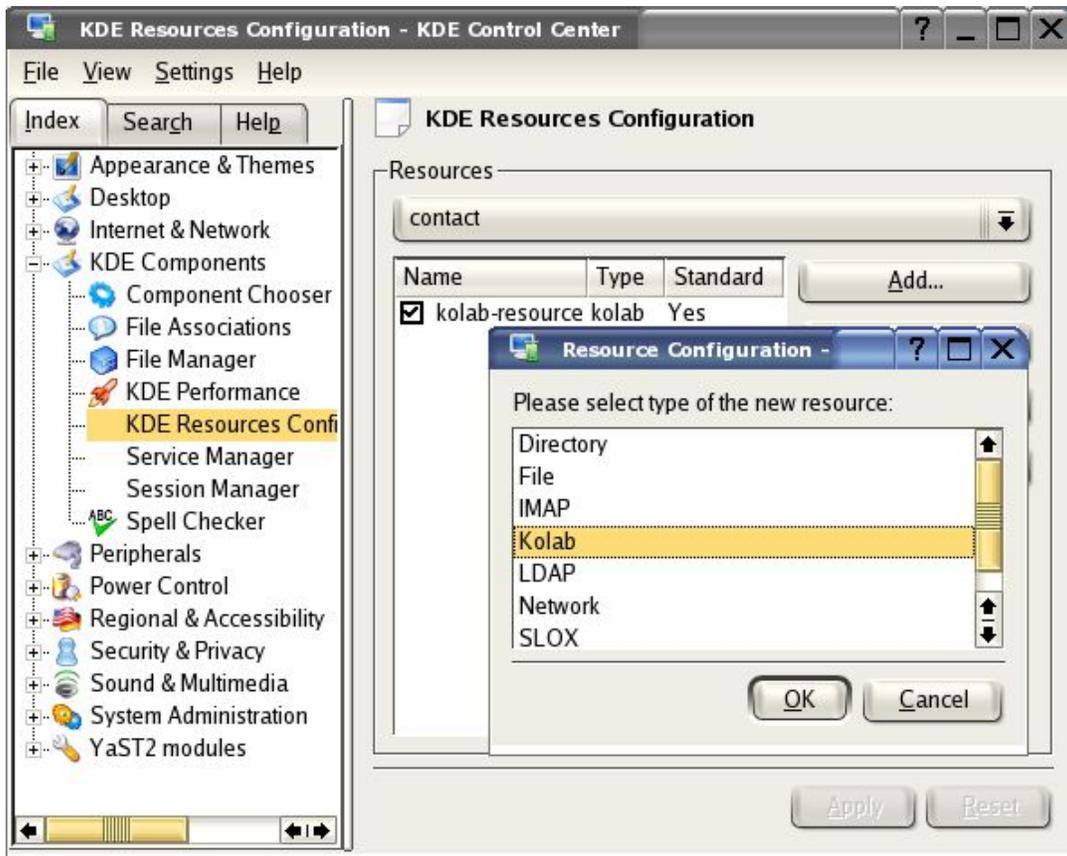


Select respectively contact, notes and calendar in the "Resources" combo box and add to each of them a "Kolab" resource, by clicking on the "Add..." button and  choosing the "Kolab" resource as presented in the screen-shot above.

Make sure you set each "Kolab" resource as "Standard" ( "Use as Standard" button ).

If you have other resources than the "Kolab" ones, remove them or set

them to "Read only".
This can be done by editing the resource and checking the "Read-only"
option.

**Warning:** Kolab resources should **not** be set to 'Read Only', it should look
like in the picture below when you edit it:
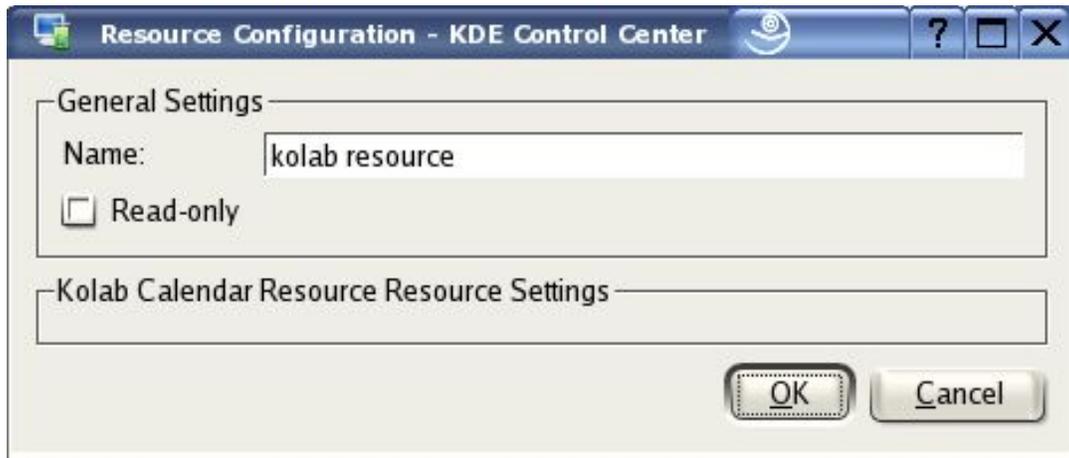


**Resource configuration dialog**

Having our resources loaded we can pass to KOrganizer configuration.
You can see that the resources we have added are now listed under
the Calendar resources list view in Kontact (Calendar view).



d) KOrganizer

Start Kontact and click on the Calendar icon to pass to "Calendar view",
your Calendar should be edited in the Kontact main window, as shown
below:
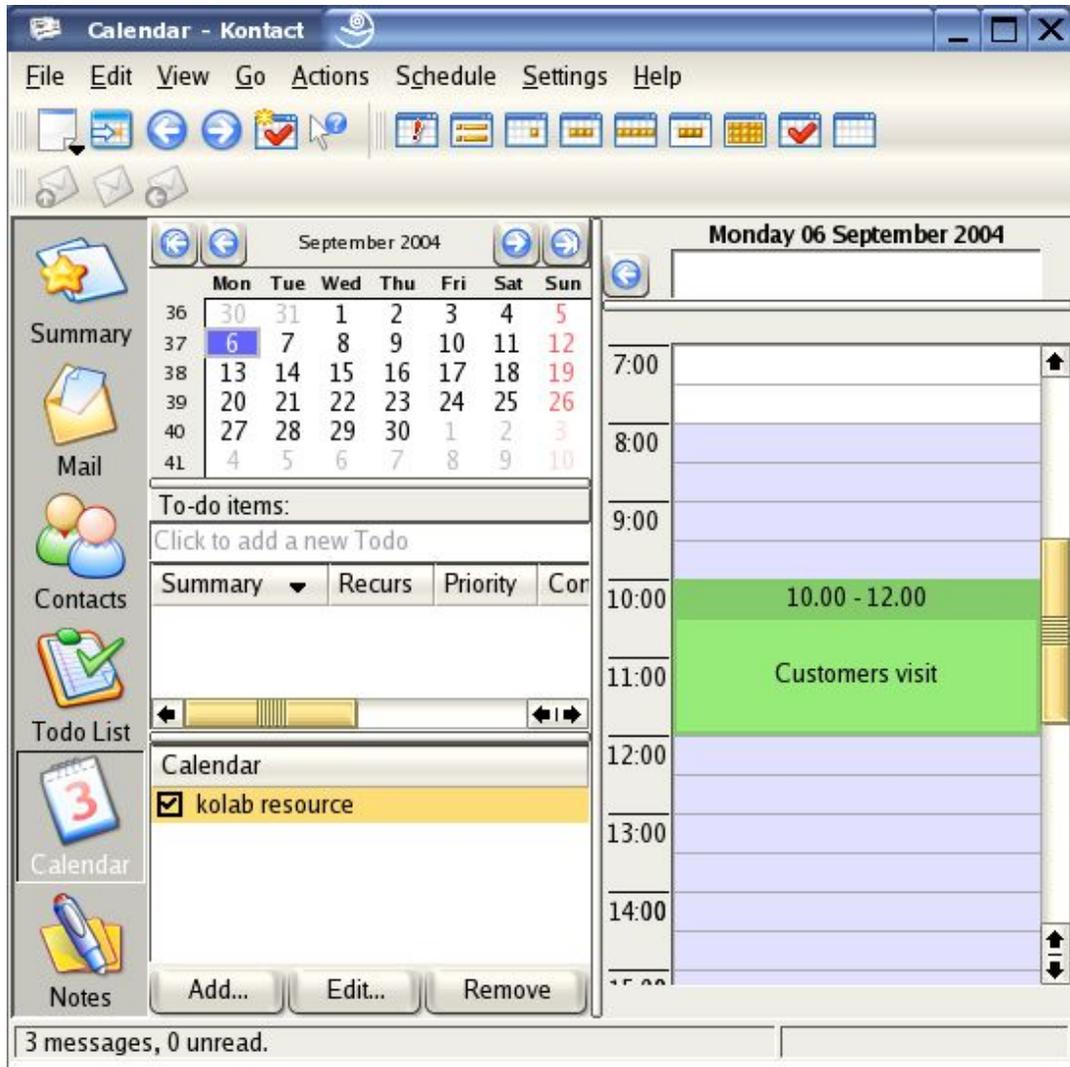
As you can see in the view above, the Kolab resources you have added, are listed in the Calendar list view at the bottom left of the window.

In the Calendar (Kontact) main menu, choose
"Settings->Configure KOrganizer"

Select the "Personal" page of the "Configure" dialog  and enter your name and email address in there respective fields.
Select the options you wish to set up using  your own configuration data, don't forget to check the "Use Groupware communication" option (see following screen shot).

**KOrganizer Configure dialog**
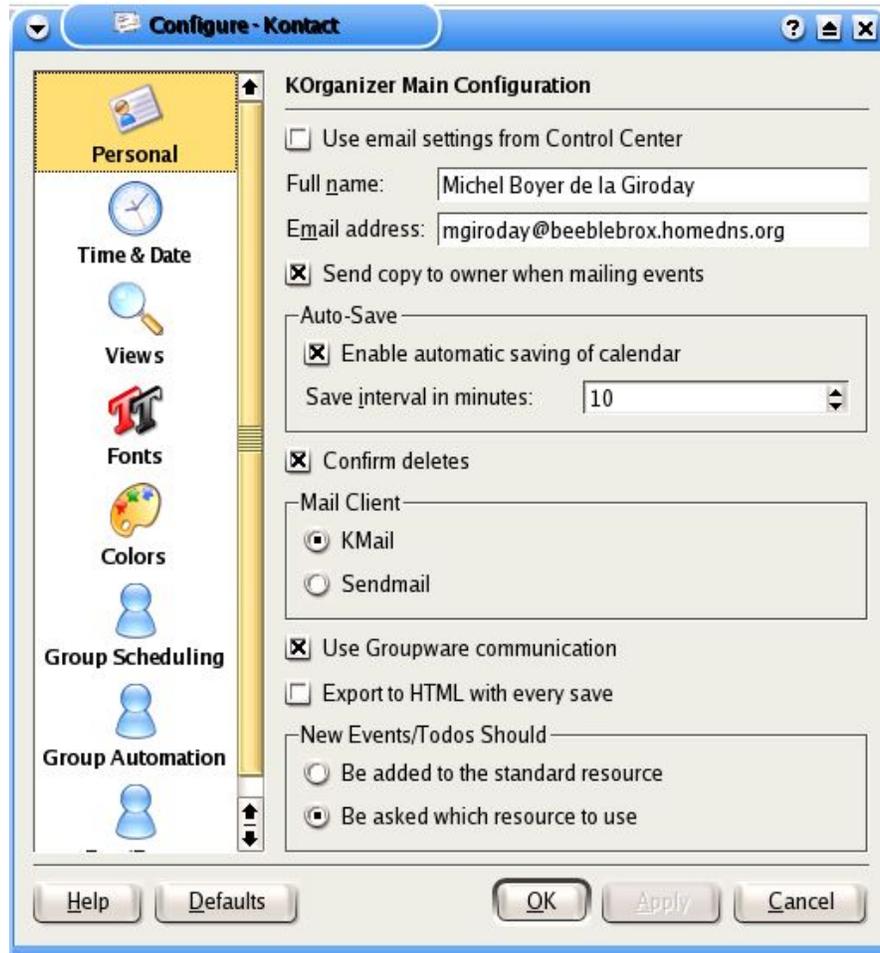
Choose preferably "Be asked which resource to use", this option will be
needed in case you administrate several resources of the same type .

To be able to consult other users free busy informations, which are stored
on the Kolab server we need to set up the 'Retrieve' part of "KOrganizer
Free/Busy Configuration". This allows you to take their calendar into
account when inviting them to a meeting .

Check the "Retrieve other peoples free/busy information automatically"
option if you wish to, and enter your Data in the respective fields as
presented below:

**Note:** Your *User Name*  is the UID of your user account on the Kolab
server. By default  this *Unique Identity* is your *Primary Email Address*, but
could be different. (check your user account on the Kolab server if you are
not sure about you UID).
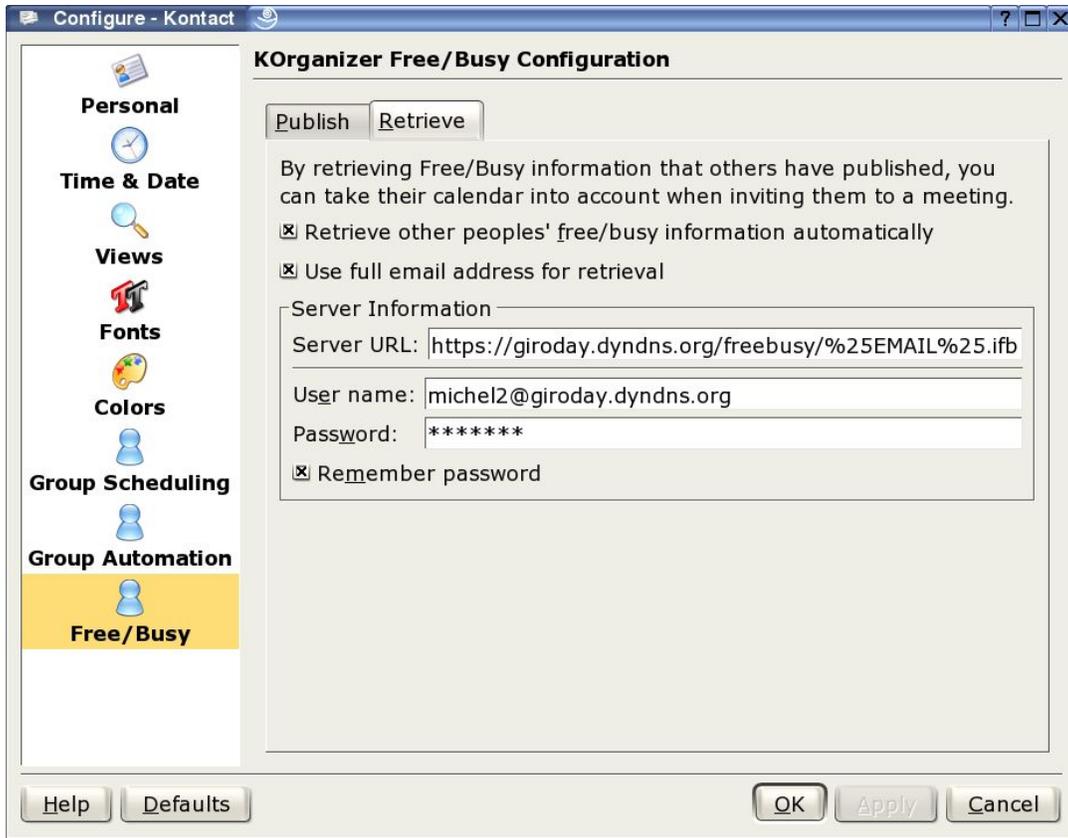
**For Kolab2 Servers:**
Select the "Use full email address retrieval" option for downloading a free/busy file called user@domain.ifb or alternatively use an URL like `https://<servername>/freebusy/%NAME%@%SERVER%.ifb.`

Do not publish Free/Busy information yourself. They will be generated on the server after being triggered, which should happen automatically after a write operation.

**Other Servers:** When not using a server that can generate Free/Busy-lists by itself, you could try publishing the list with your client.

To publish your own Free/Busy information to a webserver, go to the "Publish" tab and enter an URL (following the example below): `https://beeblebrox.homedns.org/freebusy/mgiroday@beeblebrox.homedns.org.ifb` as the server URL, and enter your User ID and password.

Click 'OK' to confirm your choices. KOrganizer is now set up for using proko2 functionalities.

## e) KAddressbook

To be able to search Kolab2s LDAP server and all users on the system, we need to configure the 'LDAP Lookup' page for KAddressbook.
Click on the Contacts icon to edit the Contacts view.
Run "Settings -> Configure KAddressbook" to launch the Configure dialog.
Select the "LDAP Lookup" icon to publish the "Configure LDAP Settings" page as shown below:
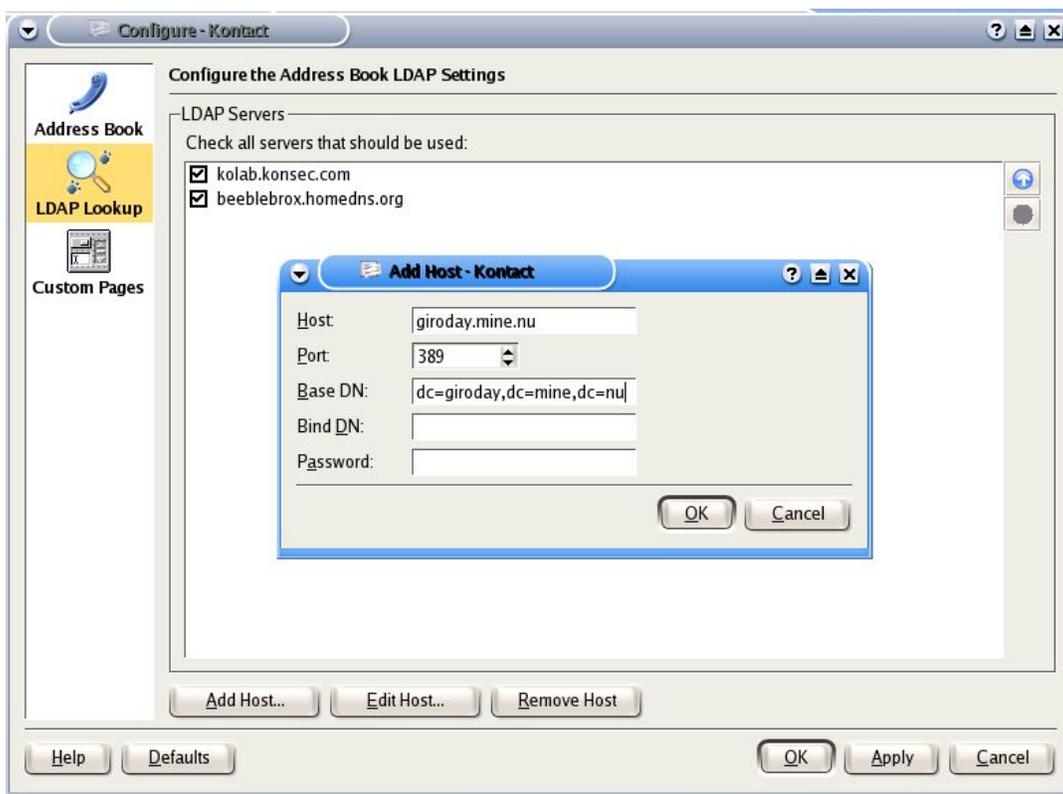


To add any LDAP server to "LDAP Lookup" just click on the "Add Host..." button and fill in the fields as presented above.

The default settings does not require a Bind DN or a Password, ask your administrator about those informations if they are needed.

The scheme for the "Base DN" is to take the parts of the fully qualified host name of the Kolab server and write ",dc=" between the parts and "dc=" in front of it. Click "OK" to confirm your set up.

Finally check the box to activate the LDAP server. Now you can search the Kolab server(s) and get all users on the system .

Try your settings making a search on the activated servers , by clicking on the 'magnifier' icon in the tool bar menu of the Contacts view.



As you can see in the view below both activated servers have been searched.
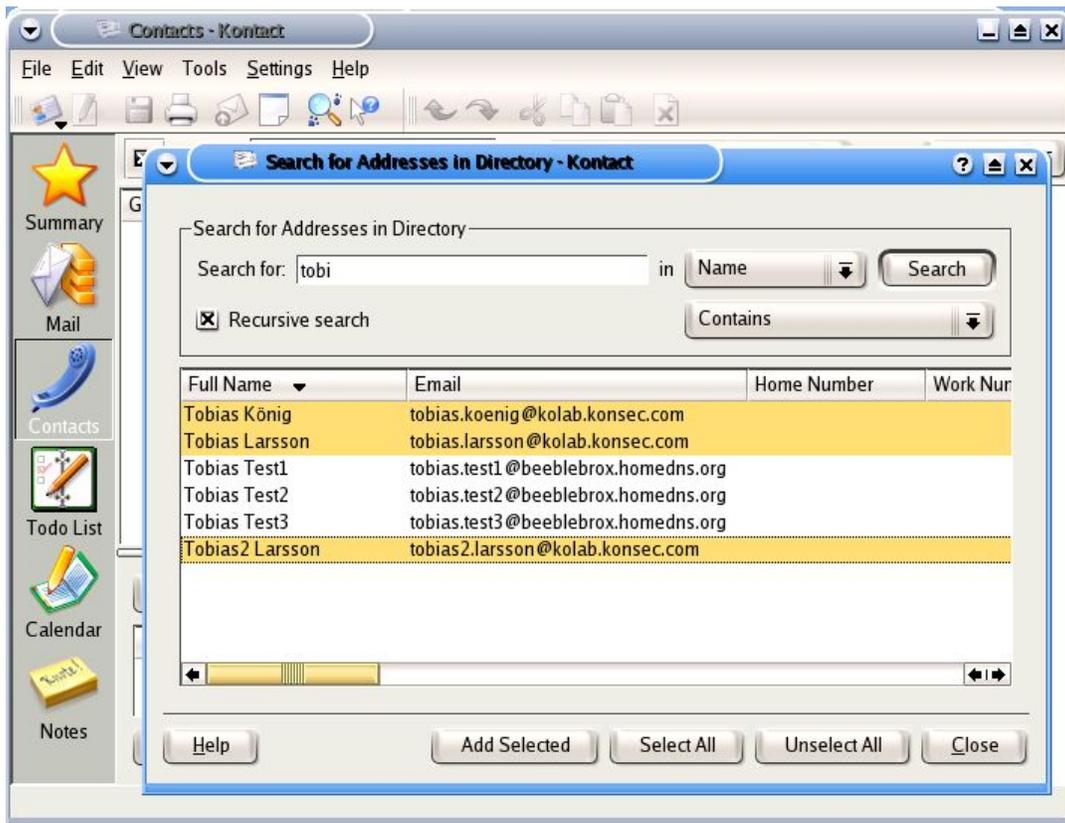


Add those addresses into your Address book by highlighting the addresses you want to keep and clicking the "Add Selected" button. The selected addresses will be stored locally and available at any time.

**Notice:** You may choose the order of the LDAP search by changing the order the configured LDAP server are listed in the LDAP Lookup configuration dialog.

# Kolab server configuration

# 1. Software installation

The Kolab2 Server is Free Software developed within the Kolab project to bring groupware functionality to both Unix/KDE users and Windows desktops. The Kolab2 system consists basically of one or more Kolab2 servers with Kolab clients connected to them.

## a) Requested packages

Kolab server version 2.0 package .

## b) Build and install

These are the basic steps for installing the kolab2 server from our packages.

Download the Kolab2 server package into a directory ( e.g server ) and as **root**, run the following commands:

**For both master and slave:**

```
cd server
./obmtool kolab
/kolab/etc/kolab/kolab_bootstrap -b
/kolab/bin/openpkg rc all start
```

**Master first:**
Specify it to be the master server. When there is a question about the slave server(s), enter their hostname/IP.
Important: It has to be the same hostname/IP that the slave server is configured with. If slave servers are added to an existing setup, their hostnames can be added through the web interface prior to bootstrapping the slave(s).

**Slave(s) second:**
Specify it to be a slave server. When asked for the LDAP URI, enter ldap://hostname.for.server, and later on also the Base DN for the master server.

## c) Update

Update the Kolab2 server packages into your package directory    (e.g
server as specified above).
As **root**, run the following commands:

```
 /kolab/bin/openpkg rc all stop (make sure no ldap process
 is running)
./obmtool kolab
/kolab/bin/openpkg rc all start
/kolab/sbin/kolabconf
```

The server will be updated and reconfigured taking in account the last
code, without any modifications concerning  the existing data ( users,
groups , etc...).

# 2. Configuration (server web interface)

The kolab server provides a web interface for configuration.
Using your browser open the link *https://your.kolab.server* and login as
manager (which is the default administrator user name).

The password was provided by yourself during the installation process.

If you forgot the manager password , have a look at the following file:

*/kolab/etc/kolab/kolab.conf, in the line bind_pw.*

Once logged in, a menu composed by several links give you access to the
configurations options proposed by the Kolab server. We will now describe
each of those options.
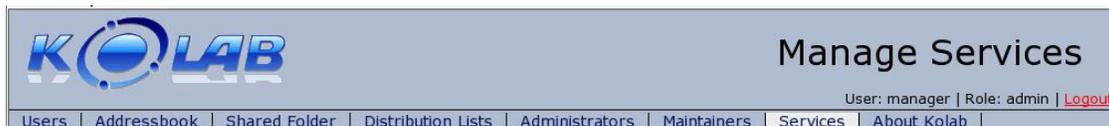


## a) Services

The services page let you activate or disactivate the different services
proposed by the Kolab server as well as configure your Kolab server for
quota level, privilaged networks and other availables settings feature, which
we will describe in details below.

**Note:**
The legacy Free busy Support (FTP and HTTP) is only required for Outlook
clients.

Under all other circumstances it is advised to use the secure WebDAV over
TLS instead (WebDAV is enabled by default and may not be deactivated).

## b) Administrator and Maintainers

The account used for administration purposes is called *manager* and has read and write access to the whole LDAP tree.

The **administrator group** (like the manager account) has access to the whole web interface configuration functionality after logging in and can:

- Enable or Disable individual Services

| Service | Enabled |
|---|---|
| POP3 Service | ☐ |
| POP3/SSL service (TCP port 995) | ☒ |
| IMAP Service | ☒ |
| IMAP/SSL Service (TCP port 993) | ☒ |
| Sieve service (TCP port 2000) | ☒ |
| FTP FreeBusy Service | ☒ |
| HTTP FreeBusy Service | ☒ |
| Amavis Virus Scanning | ☒ |
| | Update |

- Set the quota level to warn users when they have consumed a certain percent of there quota.

Warn users when they have used `80` % of their quota

Update

- Register privileged Networks which will be able to relay and send mail to the Kolab server.

Networks allowed to relay and send mail through unauthenticated SMTP connections to the Kolab server (comma separated networks in x.x.x.x/y format):

`127.0.0.0/8`

Update

- Configure a SMTP relayhost

Smarthost to use to send outgoing mail (host.domain.tlb). Leave empty for no relayhost.
`smtprelay1.example.com`
☐ Enable MX lookup for relayhost (if in doubt, leave it off)

Update

- Accept or exclude mail from other domains (non authenticated SMTP)

☒ Accept mail from other domains over non-authenticated SMTP. This must be enabled if you want to use the Kolab server to receive mail from other internet domains.

Update

- Add or remove a Kolab Host

| Host | Action |
|------|--------|
| giroday.dyndns.org | Delete |
| beeblebrox.homedns.org | Delete |
|  | Add |

- Create, modify and delete users, groups and resources

**KOLAB**

**Manage Email Users**

User: manager | Role: admin | Logout

Users | Addressbook | Shared Folder | Distribution Lists | Administrators | Maintainers | Services | About Kolab
Create New User |

| Name | E-mail | Action | |
|------|--------|--------|--------|
| Faure, David | dfaure1@beeblebrox.homedns.org | Modify | Delete |
| Faure-test, David-test | dfauretest@beeblebrox.homedns.org | Modify | Delete |
| Faure2, David2 | dfaure2@beeblebrox.homedns.org | Modify | Delete |
| Slave1, Tobias | tobias.slave1@beeblebrox.homedns.org | Modify | Delete |
| Test1, Tobias | tobias.test1@beeblebrox.homedns.org | Modify | Delete |
| Test2, Tobias | tobias.test2@beeblebrox.homedns.org | Modify | Delete |
| Test3, Tobias | tobias.test3@beeblebrox.homedns.org | Modify | Delete |
| michel, giroday | mgiroday@beeblebrox.homedns.org | Modify | Delete |
| michel1, giroday1 | mgiroday1@beeblebrox.homedns.org | Modify | Delete |
| michel2, giroday2 | mgiroday2@beeblebrox.homedns.org | Modify | Delete |
| michel3, giroday3 | mgiroday3@beeblebrox.homedns.org | Modify | Delete |
| michel4, giroday4 | giroday4.michel4@beeblebrox.homedns.org | Modify | Delete |

- add, modify and delete address book users (users that do not have accounts on the Kolab server). Those users data will be found when executing a LDAP search from the Kolab client's address book.

**KOLAB**

**Manage Address Book**

User: manager | Role: admin | Logout

Users | Addressbook | Shared Folder | Distribution Lists | Administrators | Maintainers | Services | About Kolab
Create New vCard |

**(only external addresses without a kolab user account)**

| Name | Action | |
|------|--------|--------|
| Michel, Giroday | Modify | Delete |

- add, modify and delete shared folders

## Manage Shared Folders

User: manager | Role: admin | Logout

Users | Addressbook | Shared Folder | Distribution Lists | Administrators | Maintainers | Services | About Kolab
Add Shared Folder |

**Shared folders**

| Name | Server | Action | |
|---|---|---|---|
| davidfaure | | Modify | Delete |
| master_test1 | beeblebrox.homedns.org | Modify | Delete |
| shared_test1 | beeblebrox.homedns.org | Modify | Delete |
| shared_test2 | beeblebrox.homedns.org | Modify | Delete |
| slave_folder1 | 192.168.0.5 | Modify | Delete |

- add, modify and delete Distribution Lists

## Manage Distribution Lists

User: manager | Role: admin | Logout

Users | Addressbook | Shared Folder | Distribution Lists | Administrators | Maintainers | Services | About Kolab
Create New List |

**Distribution Lists**

| Listname | Action | |
|---|---|---|
| admin | Modify | Delete |
| hidden_checked | Modify | Delete |
| hidden_checked2 | Modify | Delete |
| hidden_unchecked | Modify | Delete |
| hidden_unchecked2 | Modify | Delete |
| maintainer | Modify | Delete |

- add, modify and delete the administrator and maintainer group accounts

## Manage Maintainers

User: manager | Role: admin | Logout

Users | Addressbook | Shared Folder | Distribution Lists | Administrators | Maintainers | Services | About Kolab
Create New Maintainer |

| Name | UID | Action | |
|---|---|---|---|
| Gustav, Wasa | ks2 | Modify | Delete |
| Larsson, Tobias | tln | Modify | Delete |
| Michel, Boyer de la Giroday | michel@beeblebrox.homedns.org | Modify | Delete |
| michel, kdab | michel.kdab@beeblebrox.homedns.org | Modify | Delete |

- add remove server, change server settings

**Kolab Hosts**

| Host | Action |
|---|---|
| giroday.dyndns.org | Delete |
| beeblebrox.homedns.org | Delete |
|  | Add |

The **maintainers group** is focused on the administration of groupware users issues.

A maintainer can do the following (from the web interface):

- add, modify and delete groupware users

- add, modify and delete address book users

- add, modify and delete shared folders

- add, modify and delete distribution lists

## c) Users

As mentioned above users are created by the administrator or the maintainer group. Email aliases and delegate addresses can be registered as shown below.

| Attribute | Value | | Comment |
|---|---|---|---|
| First Name | Giroday | | Required |
| Last Name | Michel | | Required |
| Password | | | Leave blank to keep password unchanged |
| Verify Password | | | Leave blank to keep password unchanged |
| Primary Email Address | michel@giroday.dyndns.org | | Non volatile |
| Unique Identity (UID) | michel | | Optional - Defaults to Primary Email Address |
| Mailbox Home Server | giroday.dyndns.org | | Non volatile |
| Account Type | User Account | | |
| Resource/Group Policies | anyone | Manual ▾ | For automatic invitation handling |
| | | Always accept | |
| | | Always reject | |
| Title | Mr | Reject if conflicts | |
| | | Manual if conflicts | |
| Email Aliases | sales@giroday.dyndns.org | Manual | One address per line |
| Delegates | sercretary@giroday.dyndns.org | | One Email address per line |
| Organisation | KD-AB-cd | | |
| Organisational Unit | Test dept | | |
| Room Number | no room | | |
| Street Address | 56 rue du javelot | | |
| Postbox | BX 13033 | | |
| Postal Code | 34567 | | |
| City | Hagfors | | |
| Country | Sweden | | |
| Telephone Number | 32456 | | |
| Fax Number | 65478 | | |
| Addressbook | ☒ | | Check here to make this users address visible in the address book |
| User Quota in MBytes | 3 | | Leave blank for unlimited |
| | Submit | | |

The user will receive all emails addressed to her email aliase(s) as well as the one addressed to her primary email address of course.

To Delegate to someone is to let this user use your Primary Email address to send emails. This is useful in case you let somebody else administrate your calendar for example (secretary).
Putting another user in your delegation field means you have to trust this user. The delegated user cannot be an external user.
See our example delegating. For a detailled description about how to delegate.

**Note:** If you want your secretary to distribute invitations on your behalf, you will also need to give her write access to your calendar folder.
The **user group** is allowed to modify his own user data except for changes to :
• First name

- Last name
- Primary Email Address
- Unique identity (UID)

**Note:** Your *User Name* is the UID of your user account on the Kolab server. By default this *Unique Identity* is your *Primary Email Address*, but could be different. (check your user account on the Kolab server if you are not sure about you UID).

- Mailbox location
- Account type
- Email aliases
- Quota

The attributes above are reserved to the administrator or the maintainer group.

The Kolab2 server has a new feature called "Automatic Invitation handling". The user may configure this feature on a very flexible way, having the possibility to handle resources on a "per User" basic.
You could for example handle invitations manually for a user, always accept for another one, and reject if conflicts for anyone.

Users are also allowed to administrate email forwarding
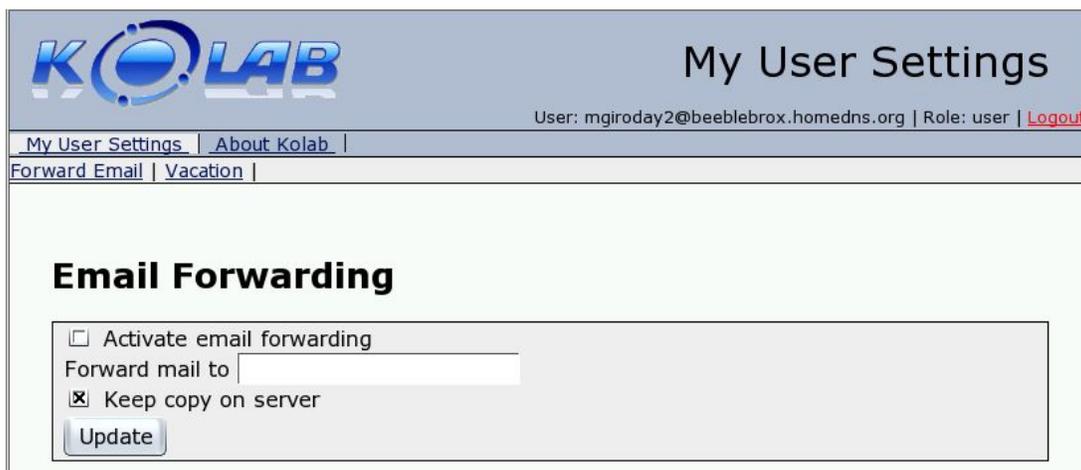


This can simply be done by activating the option and registering the email address you want to forward to.

**Users** may also configure their own vacation notification functionality, as presented below.

- Activate or disactivate
- Personalize your message
- Set the resend policy
- Configure responses addresses

## Vacation Notification

☐ Activate vacation notification (only one of vacation, forward and delivery to folder can be active at any time)

```
I am out of office till 04/12/05.
In urgent cases, please contact Mrs. <vacation replacement>

email: <email address of vacation replacement>
phone: +49 711 1111 11
fax.:  +49 711 1111 12

Yours sincerely,
--
<enter your name and email address here>
```

Resend notification only after 7     days
Send responses for these addresses:

```
michel@giroday.dyndns.org
sales@giroday.dyndns.org
```

(one address per line)
☐ Do not send vacation replies to spam messages
Only react to mail coming from domain [      ] (leave empty for all domains)
[ Update ]

**Note concerning the Resent notification feature:**

The configuration above (7 days) means that if your vacation notification feature is activated, and you get more than one mail from the same sender within 7 days, it will only reply to the first one.

In case you receive more email from the same sender after 7 days, it will send the vacation reply again.
This is aimed to avoid flooding your contacts with vacation emails.

**Note about spam messages**

The vacation settings of a user accout have a "Do not send vacation replies to spam messages" checkbox.  When checked, no vacation notification is sent to the sender for mail classified as spam.

**Note about reacting only to emails from a special mail domain**

If you enter a maildomain then only senders from this domain willl get

vacation messages. This can be used to restrict sending vacation messages to destinations inside of an organisation for example.

## d) Address book

Address book is reserved to external users who do not have a Kolab account, it is managed by the administrator or the maintainer group.

An external email address can be found by the LDAP search of a Kolab client.

## Modify External Address

| Attribute | Value | Comment |
|---|---|---|
| First Name | Giroday | Required |
| Last Name | Michel | Required |
| Title | Mr | |
| Primary E-Mail Address | michel.delagiroday@telia.com | |
| E-Mail Aliases | mgiroday1@beeblebrox.homedns.org<br>mgiroday2@beeblebrox.homedns.org | One address per line |
| Organisation | Klarälvdalens Datakonsult AB | |
| Organisational Unit | Test - Dept | |
| Room Number | | |
| Street Address | någonstans i värmland | |
| Post Box | Bx 3355 | |
| Postal Code | 666 66 | |
| City | Hagfors | |
| Country | Sverige | |
| Telephone Number | 555 55555 | |
| Fax Number | 555 55556 | |

Submit

E-mail aliases are of course available in order to allow the redistribution of the mail to Kolab accounts.

## e) Shared Folders

Shared folders are IMAP folders that can be shared simultaneously by many users.

Only administrator and maintainer groups are allowed to manage Shared folders at the server level.

| Attribute | Value | Comment |
|---|---|---|
| Folder Name | administration | Required |
| Folder Location | giroday.dyndns.org | Non volatile |
| Quota Limit | 3 | MBytes (empty for unlimited) |
| Permission for UID/email/GID | anyone | read |
| Permission for UID/email/GID | michel2@giroday.dyndns.org | all |
| Permission for UID/email/GID | dfaure@giroday.dyndns.org | write |
| Permission for UID/email/GID | till.adam@giroday.dyndns.org | post |
| Permission for UID/email/GID | | none |

Submit

Permission for UID can be set to anyone but also to a group or individual users.

It is of course possible to register several UID with different permissions for each of them.

Availables permissions are:
· None
· Read
· Post
· Append
· Write
· Read anon
· Read hidden
· All

Access to these shared folders are regulated by using LDAP ACL settings. Detailed information about the Access Rights may be found at : Access Control Lists

## f) Distribution Lists

Public distribution lists may be created on the kolab server by the administrator .

**K⊙LAB**

Manage Distribution Lists

User: manager | Role: admin | Logout

Users | Addressbook | Shared Folder | Distribution Lists | Administrators | Maintainers | Services | About Kolab |
Create New List |

For each distribution list it is configurable if it shall be available only to authenticated users or not.
That means that you may configure if only authenticated users or anybody should be authorized to send emails to that list.

**Note:**
An authenticated user is a user who can login with user name (Unique Identity) and password on the Kolab server.
 All authenticated users can log into all servers (both master and slaves).

When selecting the "Hidden" option the distribution list will not be catched by a LDAP search from a Kolab client , and only authenticated users will be allowed to send emails to the list.

| Attribute | Value | Comment |
|---|---|---|
| List Name | michels | Required |
| Members | michel1@giroday.dyndns.org<br>michel2@giroday.dyndns.org<br>michel.delagiroday@telia.com | One email address per line |
| Hidden | ☐ | Check here to make this distribution list available only to authenticated users |
| | Submit | |

In the example above the "Hidden" option being unchecked make this distribution list available to unauthenticated users too (those will be allowed to send email to the list) , an LDAP search from a Kolab client will show the distribution list into its result list.

A Mail sent  to the list will reach all members of the list.

**Tips:**  If you wish to register an unauthenticated user (non Kolab)   to  a distribution list,  add  this user  as an external user into the address book on the server. The user will be able to receive mails addressed to the list but of course will not be able to send mail to the list in case the hidden option is selected.
**g) Delegating**

To Delegate to someone is to let this user use your Primary Email address to send emails. This is useful in case you let somebody else administrate

your calendar for example (secretary).

You may delegate to another Kolab user (the delegated user cannot be an external user),by registering hers email address into the Delegates field of your user account in the web interface.

**Server Side (Owner of the account – Manager – Maintainer)**

- Log into the *"My User Settings"* page of the **Kolab2** server web interface using your  Username (Primary Email Adress or Unique Identity) and Password.
- Register the email address of the user you want to delegate to.



**Client Side (KDE Client)**

Having been delegated by another user you will be able to send emails using the identity of this user.
You need first to register the identity of this user in your Kmail settings to be able to do that.



Then you only need to select the corresponding identity manually in the mail composer before sending your message.

**Tips (KDE client – multiple accounts):**

In case you are working with several accounts activate the Special transport option of the group identity and select your Delegated user identity as described below.

- From the main menu, run:

*Settings -> Kmail*

- In the Identity page of the Configure dialog select the group identity (you are delegated for) and click on Modify...
- Choose the Advanced tab of the Edit Identity dialog
- Activate the Special transport option.
- Select the account for the delegated user as shown below.



When sending an email taking the group identity the system will use your delegated user SMTP account and not the one selected
as Default.
Your user being delegated by the group the email will be accepted by the Kolab2 server.

**Client Side (Outlook)**

- Open a new email account with the others' data
- Select the others' account when sending.

**h) Working with groups**

The Kolab2 server makes it possible to work with Groups. A group
is a collection of users, each member having her own access rights to the
group shared folders as attributed by the owner of the group (e.g Leader –
all permissions, others read only).
As for a single user, automatic invitation handling is configurable by means
of the server web interface.

**To create a Group:**

**Server side:**

Login as Administrator or Maintainer (Kolab2 server web interface )
- In the Users page, choose Create a new user.
- Register the data relative to the group as shown below.

| Attribute | Value | Comment |
|---|---|---|
| First Name | Group1 | Required |
| Last Name | Testers1 | Required |
| Password | | Leave blank to keep password unchanged |
| Verify Password | | Leave blank to keep password unchanged |
| Primary Email Address | testers@giroday.dyndns.org | Non volatile |
| Unique Identity (UID) | testers@giroday.dyndns.org | Optional - Defaults to Primary Email Address |
| Mailbox Home Server | giroday.dyndns.org | Non volatile |
| Account Type | Group Account | NOTE: An internal user is a user that will not be visible in the address book |
| Invitation Policy | Anyone    Reject if conflicts<br>    Always accept | For automatic invitation handling NOTE: For regular accounts to use this feature, give the 'calendar' user access to the Calendar folder |

**Note:**

- The account type is set to "Group Account" and automatic invitation
  handling are configured to "Reject if conflicts". The Kolab2 server will
  take care of accepting (if no conflict with other appointments) or rejecting
  the invitations sent to the group.
- If you want some members of the groups to be able to send emails
  using the group identity you have to register their email addresses into
  the Delegates fields.(see Delegating)

**Client side (KDE client)**

- Register a Receiving Disconnected Imap Account  by running *Settings->Configure Kmail.*
- From the Network page choose the Receiving tab and Add your Group account as presented below (same as for a normal user account)
- Run *File->Check Mail* from Kontact Main menu.

The Group account and its folders will be displayed into your folder list as presented below.



- Right click on the Calendar Icon and choose Properties.
- Click on the Access Control tab.
- Choose Add Entry to register the member of the groups and there access permissions.

**Note:**
- In the *Leader / Read only members*  scenario you will have to  give *All* permissions to the Leader as well as to *delegate* him in order for the Leader to then be able to administrate the group account from the Client side.
- Anybody that wants to send emails on behalf of the group including the *Leader*, will additionally have to create an identity with the group email address ( see Delegating ).
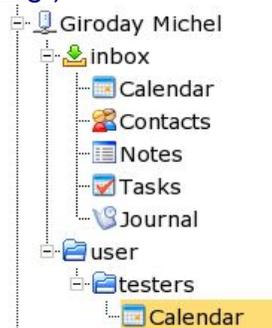


Each members of the group will get the group shared calendar resource and will be able to use  it according to the permissions they have now. So it is not necessary to use the password of the group anymore and you can remove the receiving account from the Network page again.

**Group sharing all folders (Kontact and Outlook members).**

The scenario described above is suboptimal because not all people want to

use automatic acceptance handling and other folders like Contacts, Notes, Tasks, or journal are not created or shared that way.

Moreover the Outlook client will only handle new mail when
those are downloaded via POP3 ( see the following Outlook client section about how to handle this special case).

In order for the group to share the standard dimap folders listed above, we need to trigger the folder creation after having completed the following steps:

- Register a Receiving Disconnected Imap Account  by running *Settings->Configure Kmail.*
- From the Network page choose the Receiving tab and Add your Group account as presented below (same as for a normal user account).
- Click on Apply to confirm your configuration.

**To trigger the folders creation:**

- Select the Misc page of the Configure dialog
- Choose the Groupware tab
- And choose the group account as Default resource folder for the *"Resource folders are in account:"* option
- Click on Apply to confirm your changes.

The Group account and its folders will be displayed into your folder list as presented below.
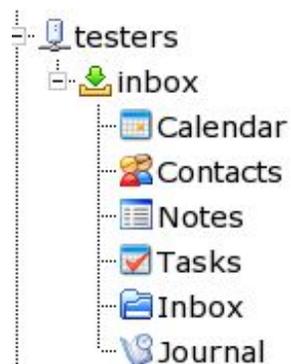


For each folder you want the members of the group to share:

- Right click on the folder's Icon and choose Properties.

- Click on the Access Control tab.
- Choose Add Entry to register the member of the group and there access permissions.
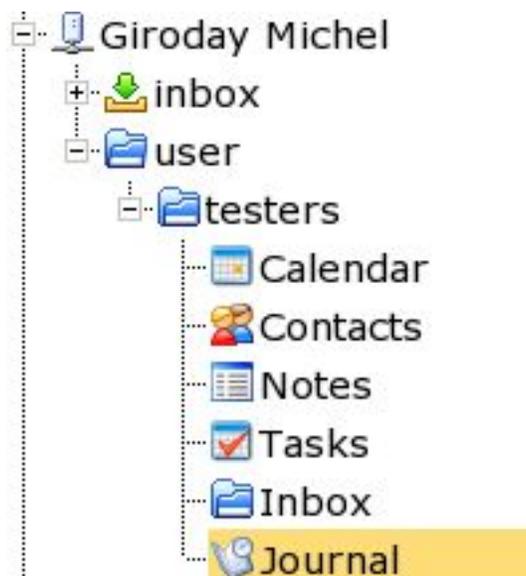
**Note:**
In the folder view above, we have created manually an Inbox folder as subfolder of the groups inbox and at the same level some for the standards imap folders ( Calendar, Contacts, Notes, Tasks, Journal).
This in order to make mail delivery work for the members of the group using Outlook (read more about that in the note below).

Finally synchronize to the server by running File -> Check Mail

You may now remove the Disconnected Dimap account you have created for the group. Each members of the group will get the group's shared folders resources  and will be able to use them  according to their permissions.



 **Note:**
For the Outlook members  to be able to handle mails we need to
redirect the mails addressed to the group into the manually created Inbox

folder.

The Kolab2 server run a Sievescript that copies any new mail that is not an iCalendar-mail to this Inbox folder.

To do so we have to login as the group user into the Kolab2 server Webinterface and execute the following steps:

Choose the *My User Settings / Mail Delivery* section
- Activate delivery to folder
- Enter the name of the folder you want the mail addressed to the group to be delivered to (in our case Inbox  -- which is the shared folder we created manually above)
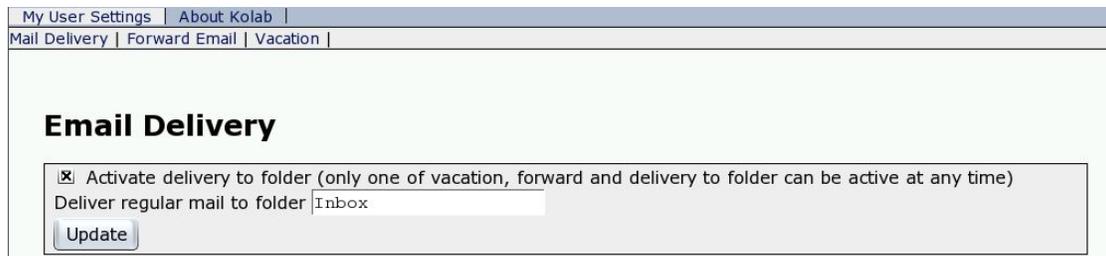


My User Settings | About Kolab |
Mail Delivery | Forward Email | Vacation |

**Email Delivery**

☒ Activate delivery to folder (only one of vacation, forward and delivery to folder can be active at any time)
Deliver regular mail to folder Inbox
Update

**Note:**

As specified on the Webinterface you can only activate one of the following option at the same time

- Mail Delivery
- Forward Email
- Vacation

**Client side (Outlook client)**

Consult doc3.sxw for a detailed description.

**Note:**

When using Outlook, you need a new profile in order to be able to send emails using the group identity.
Open a new email account with the Group name and email address
Select the Group account when sending.

# Kolab (further information)

You may need some more detailed information about the Kolab
project.

Here are a few links that may help you what find general and technical
information as well as support or start up help.

**1) Useful links and where to find help**

Kolab Project (www.kolab.org)

**2) The people behind the project.**

Erfrakon, Intevation GmbH and Klarälvdalens Datakonsult AB
have   been contracted , to write this Free software groupware server and
client.

To learn more about those companies, just follow the links below:

- Klarälvdalens Datakonsult AB.
- Intevation GmbH.
- erfrakon.