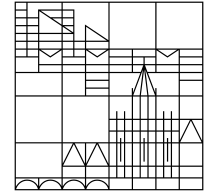


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# SOGo V4

## Introduction

Luisa Konstanzer

Konstanz, 02.04.2020

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 selector set to 'Deutsch', a 'Benutzername merken' toggle, an information icon, and a login button with a right arrow.

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sog<sup>©</sup>

Benutzername \*

Passwort \*

Deutsch

Benutzername merken

→

# Preferences in SOGo V4

## Mail

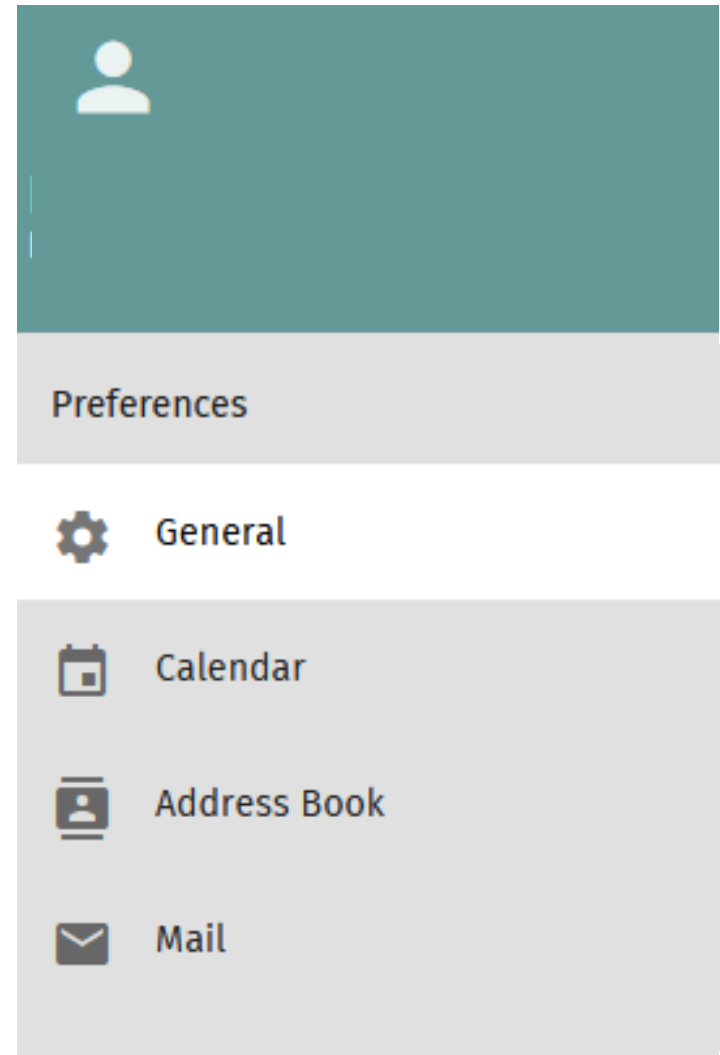
- Counter for unread messages
- Signature
- Filter

## Calendar

- New calendar
- New task
- Planning a meeting

## Address Book

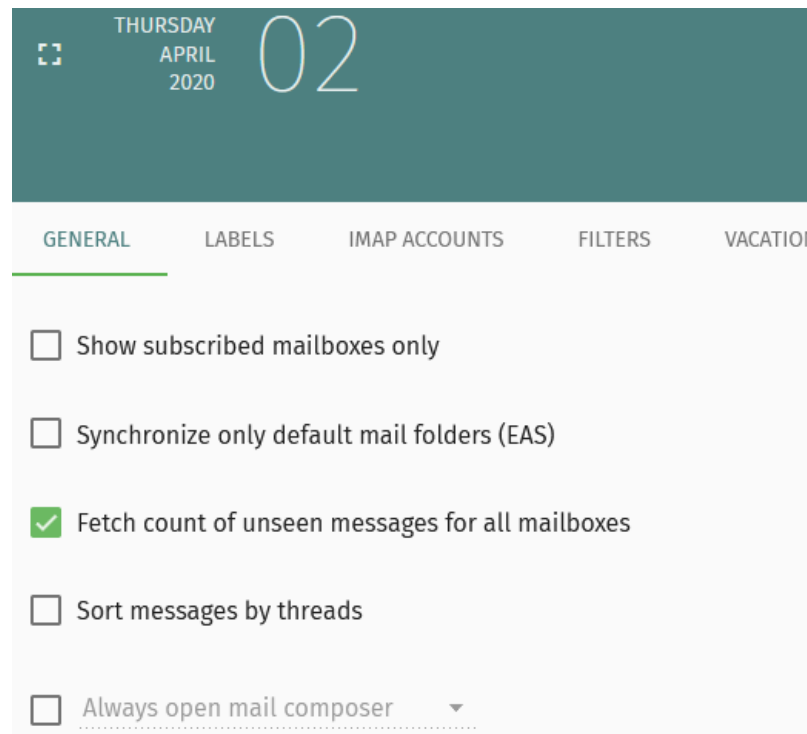
- New address book
- New contact
- Address list



# E-mail: unread mail counter

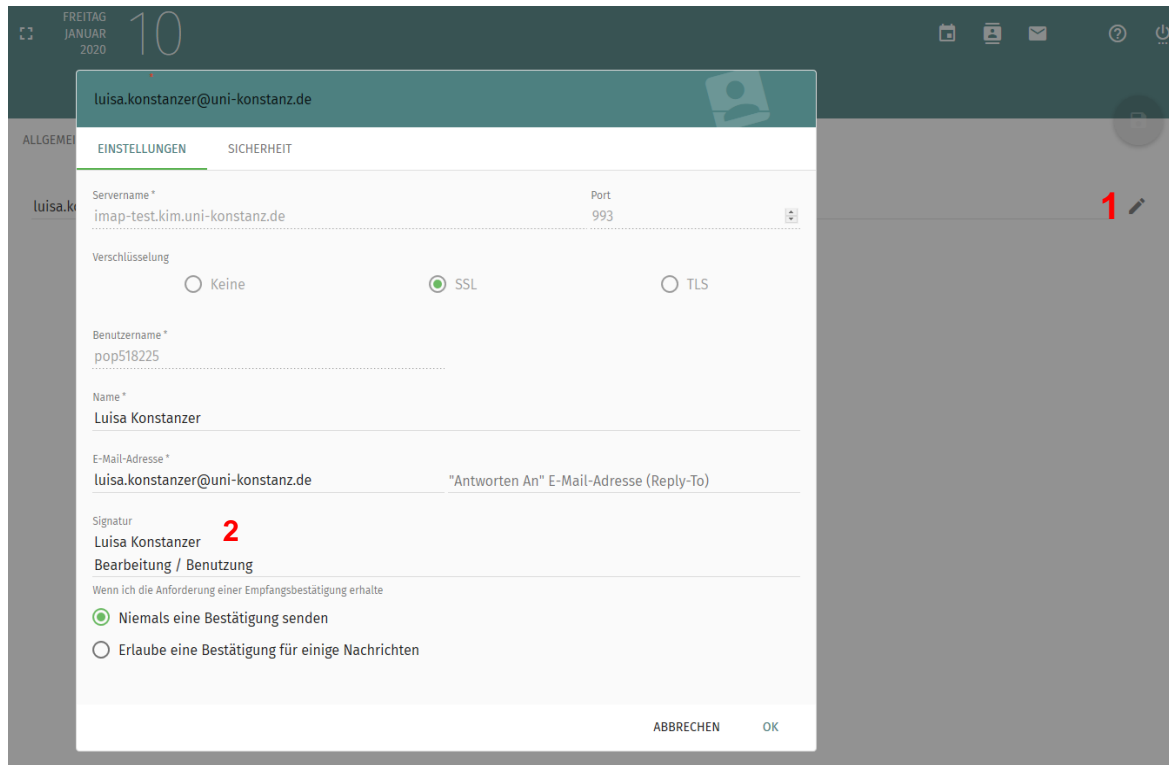
## Preferences – Mail

- 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

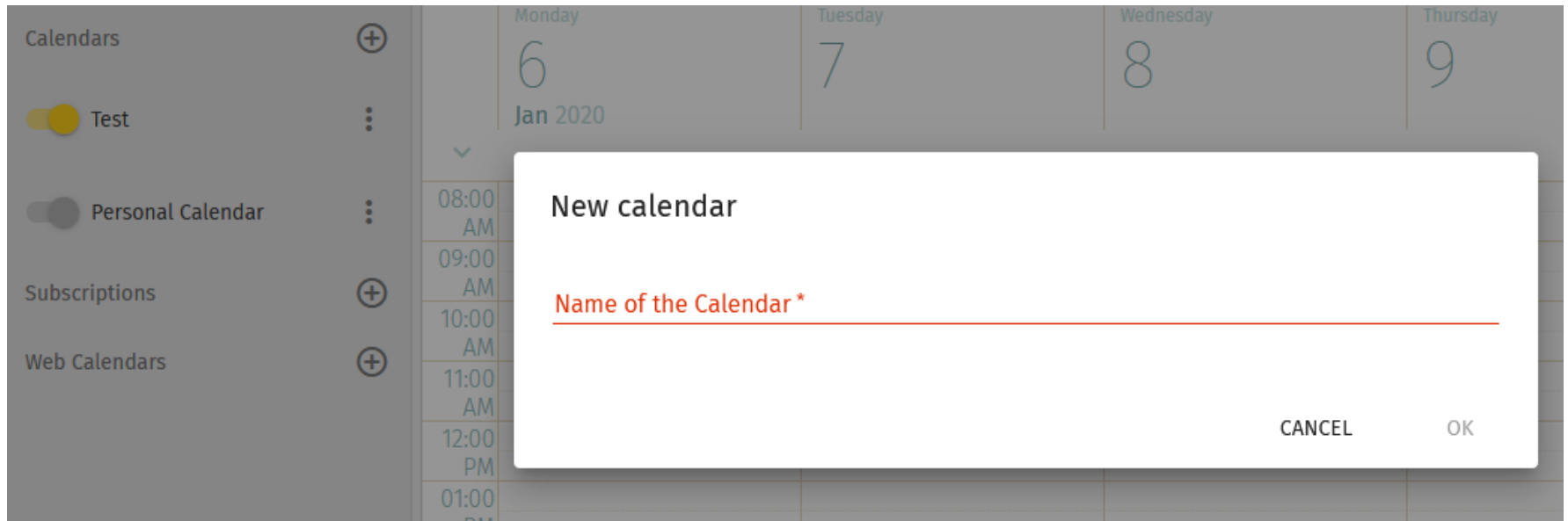
= File the message in 8 Mailbox \* Mails from Y 9

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%.

**Title \***

Location Calendar  
 Personal Calendar

Description

Add a category

Priority  
 Public  Confidential  Private

Attach

Add From

Add Due

Status  
Not specified

CANCEL RESET SAVE



# 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“

The screenshot shows a calendar interface for planning a meeting. At the top, there is a search bar with the text "Teilnehmer einladen" and a red "1" next to it. Below the search bar, there are options for "Nur an Arbeitstagen" (checked), a clock icon, and time slots "07:00" and "19:00". The main area displays a calendar grid for Friday, January 10, 2020, and Saturday, January 11, 2020. A red "2" is placed above the Friday date. The grid shows a blue bar for the 9th hour of Friday, indicating a busy slot. Below the grid, there is a list of attendees:

Name	Email	Status
Luisa Konstanzer	luisa.konstanzer@uni-konstanz.de	Invited
Christian Hartz	chr.hartz@uni-konstanz.de	Declined (X)
Christine Meyer	christine.meyer@uni-konstanz.de	Declined (X)

At the bottom of the grid, there is a legend with two items: "Beschäftigt" (represented by a solid blue square) and "Keine Verfügbarkeitsinformationen" (represented by a hatched square).

## Address Book: New Address Book

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

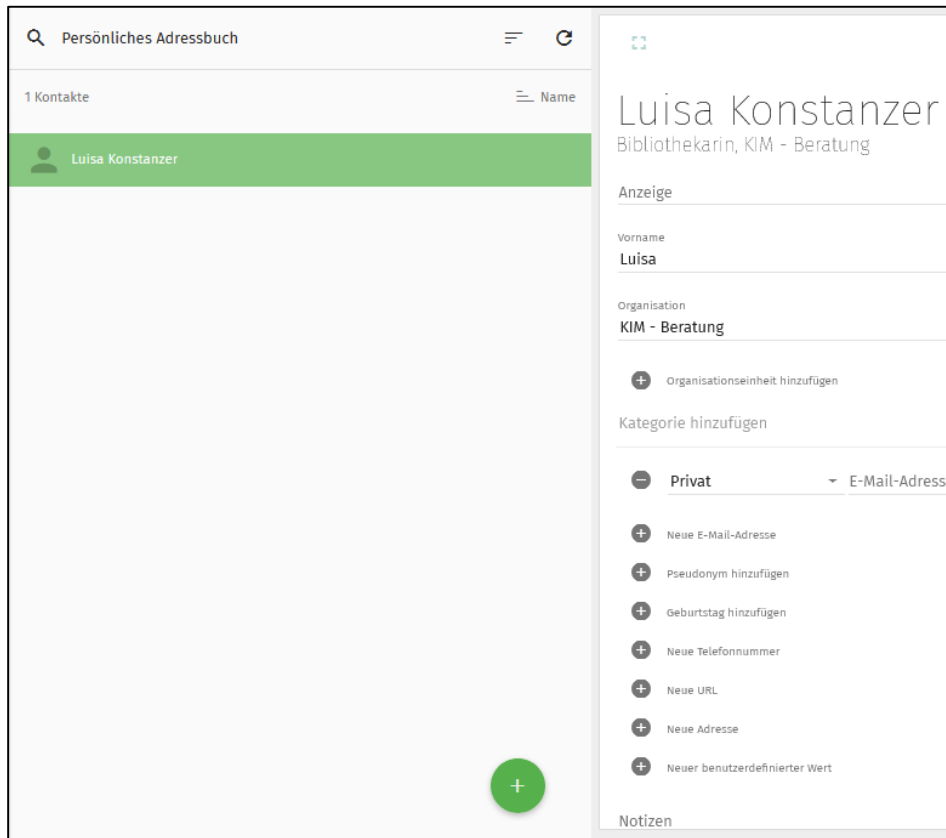
New Addressbook...

Name of the Address Book \*

CANCEL OK

# Address Book: New Contact

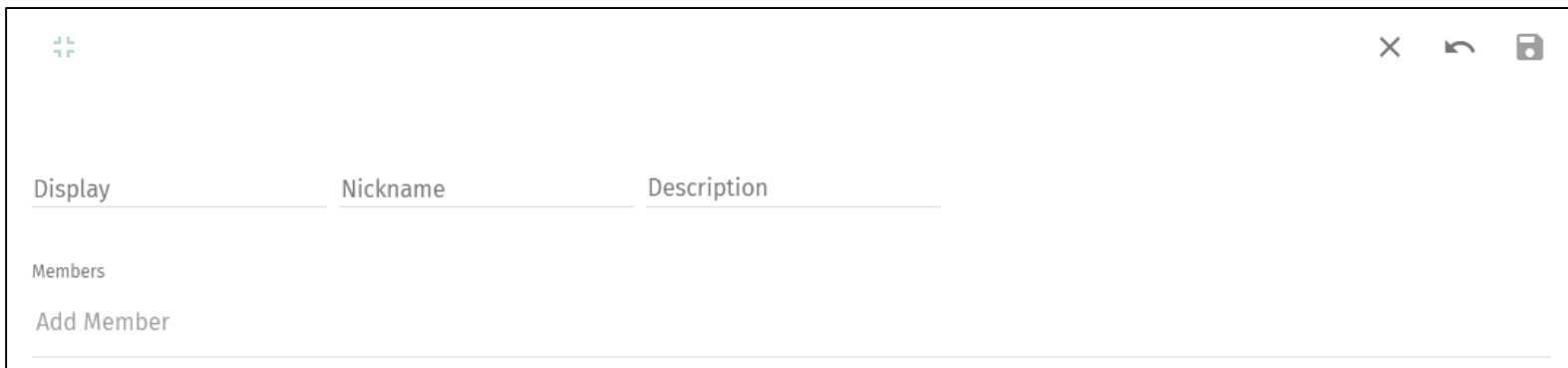
- Go to the address book
- Use the plus icon to create a „new address book card" or a „new list“



## Address Book: New Address List

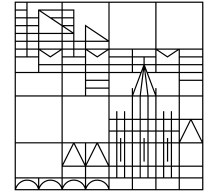
An address list is a collection of e-mail addresses and can help with sending newsletters.

- 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		
Add Member		

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**Questions?**

**Please contact:**

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**KIM – Beratung**

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