

# POWER USER'S MANUAL

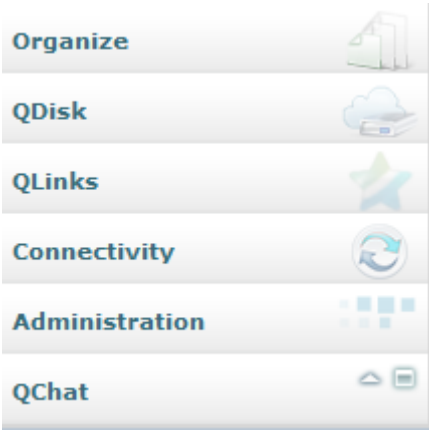
QALEIDO COMMUNICATIONS V1.7

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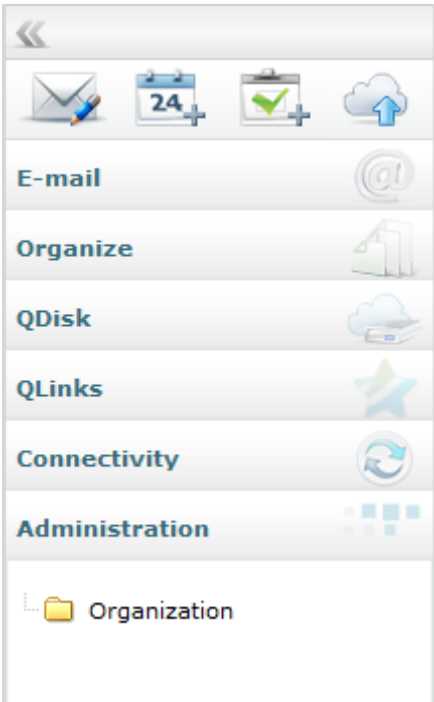
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# ADMINISTRATION

Once logged in, a power user sees an additional option, **Administration**, on the left panel of the window.



By pressing the Administration tab in the left panel, it will be unfolded only the **Organization** folder being visible there.

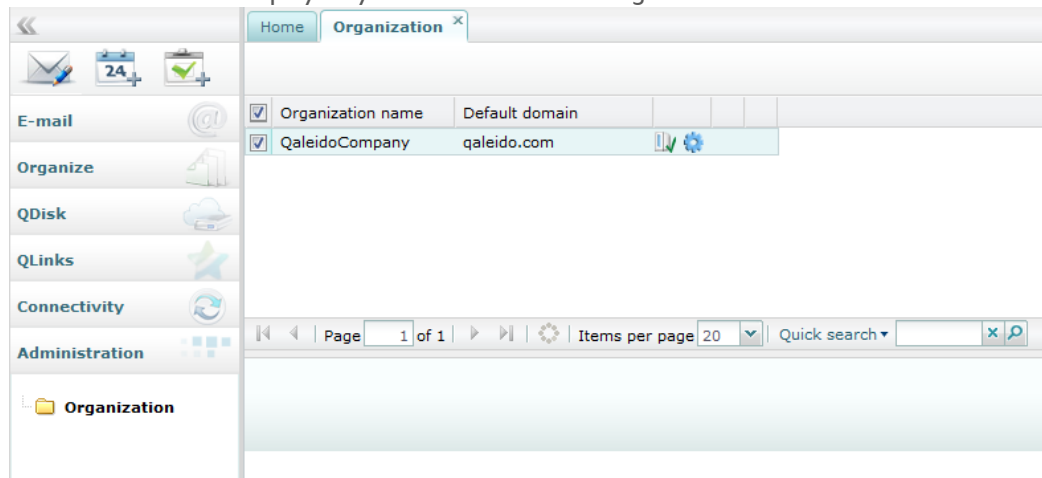




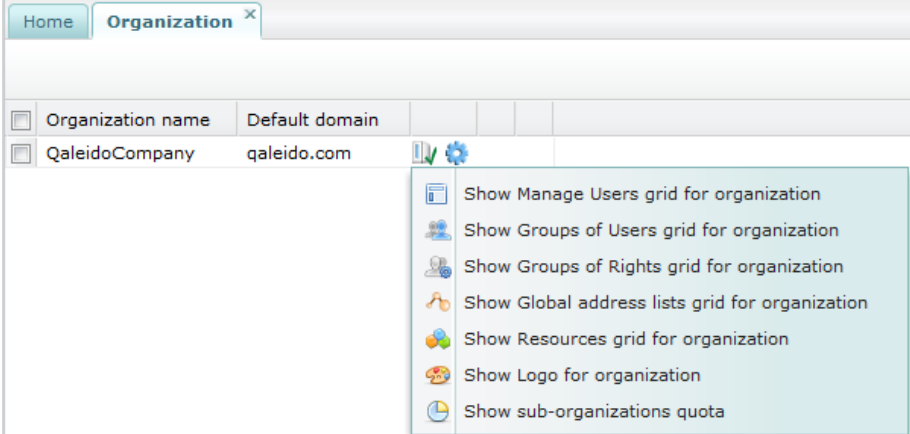
# ORGANIZATION

The power user can manage only his own organization.

In the **Administration** panel, press on the **Organization** label.

The main screen will display only the name of his own organization.

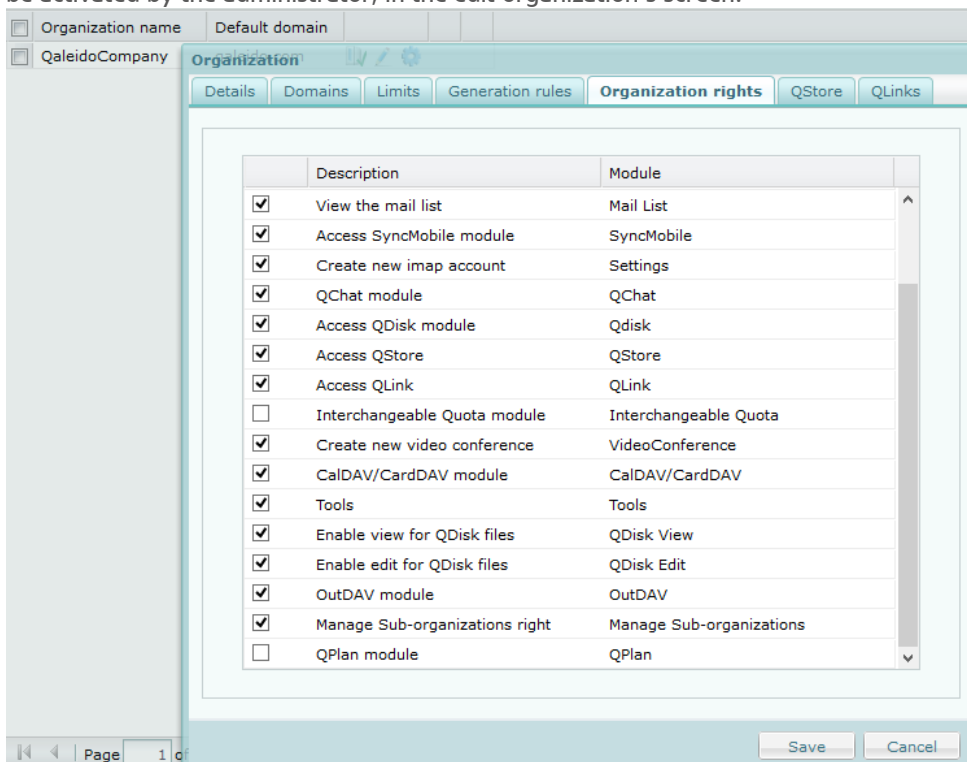


Subject	Description
	Click on this icon in order to see the sub-organizations list.
	<p>By pressing this button you'll have access to more options for managing your organization. A menu will be displayed showing the following options:</p> <ul style="list-style-type: none"><li>• <b>Show Manage Users grid for organization</b> (here the power user can administrate the organization's users list)</li><li>• <b>Show Groups of Users grid for organization</b> (the organization's users can be grouped by different criteria)</li><li>• <b>Show Groups of Rights grid for organization</b> (the users can be assigned to groups having different rights on accessing Qaleido)</li><li>• <b>Show Global address lists grid for organization</b> (groups containing the organization's users, with their e-mail addresses, in order an e-mail to be sent or a share to be made at once to the whole group)</li><li>• <b>Show Resources grid for organization</b> (here can be defined the organization's locations and resources, for use in scheduling meetings or conferences )</li><li>• <b>Show Logo for organization</b> (using this option, the logo for Qaleido can be customized)</li><li>• <b>Show sub-organizations quota</b> (in case the own organization has also sub-organizations and the <b>Manage Sub-organizations</b> right is activated by the administrator, the power user can manage also the sub-organizations)</li></ul>
	

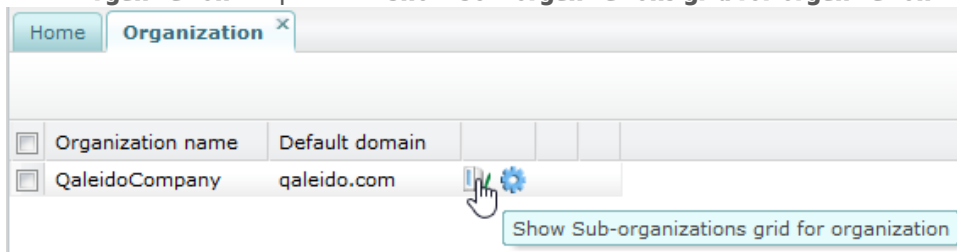
**Note:** Only the administrator is authorized to create/ edit/ delete organizations.

## SUB-ORGANIZATIONS

In order the power user to be able to manage the sub-organizations, the **Manage Sub-organizations** right should be activated by the administrator, in the edit organization's screen.







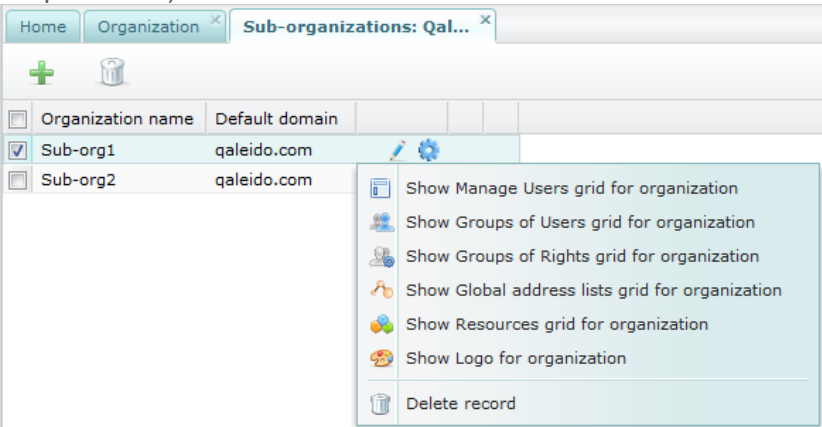
In the **Organization** tab press the **Show Sub-organizations grid for organization** icon.



The **Sub-organizations** tab will be open. Here the power user can manage the sub-organizations under his own organization.




Subject	Description
	Click on this icon to add a new sub-organization.  <b>Note:</b> The e-mail/qdisk quota that can be allocated to a new sub-organization is taken from the total unallocated e-mail/ qdisk quota of the parent organization.
	Click on this icon to delete the selected sub-organizations. A sub-organization is selected from the displayed list on its line; just check the check box on the left of the sub-organization. Multiple sub-organizations can be checked simultaneously.
	Click on this icon in order to see the sub-organizations list.
	By pressing this button you'll have access to more options for managing your organization. A menu will be displayed showing the following options: <ul style="list-style-type: none"><li>• <b>Show Manage Users grid for organization</b> (here the power user can administrate the sub-organization's users list)</li><li>• <b>Show Groups of Users grid for organization</b> (the company's users can be grouped by different criteria)</li><li>• <b>Show Groups of Rights grid for organization</b> (the users can be assigned to groups having different rights on accessing Qaleido)</li><li>• <b>Show Global address lists grid for organization</b> (groups containing the company's users, with their e-mail addresses, in order an e-mail to be sent or a share to be made at once to the whole group)</li><li>• <b>Show Resources grid for organization</b> (here can be defined the company's locations and resources, for use in scheduling meetings or conferences )</li><li>• <b>Show Logo for organization</b> (using this option, the logo for Qaleido can be customized)</li><li>• <b>Delete record</b> (the selected sub-organization can be deleted by the power user)</li></ul>

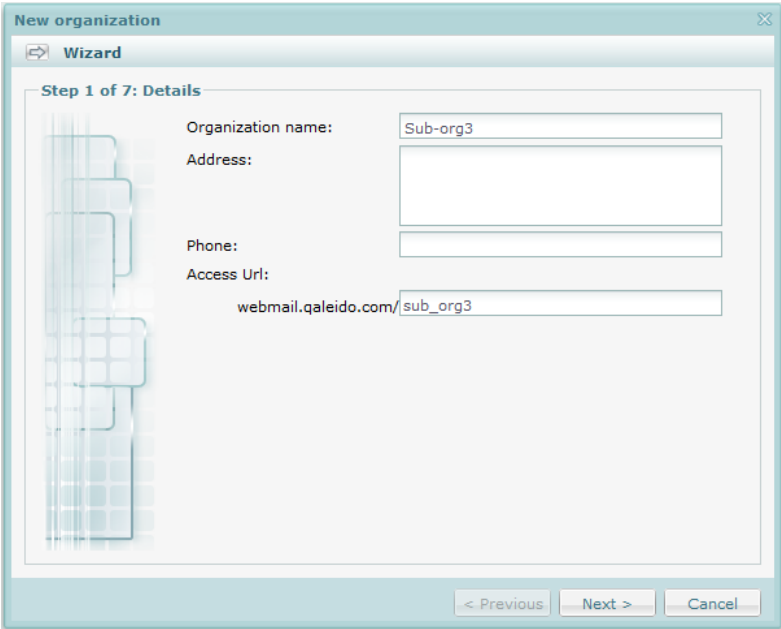



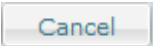
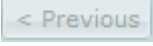
# CREATE SUB-ORGANIZATIONS



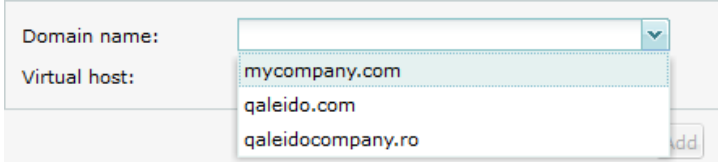
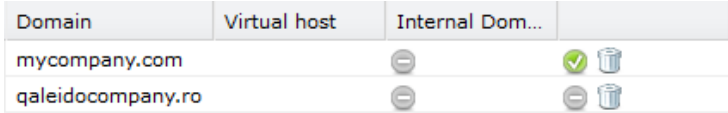



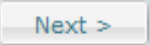

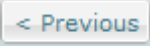
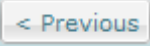
Press the  icon at the top of the sub-organizations screen. The add sub-organization wizard will be displayed in a new window. There are several steps to follow in order to add a sub-organization in the wizard:

## Step 1 of 7: Details



Subject	Description
<b>Organization name</b>	Here you can provide a name for the new sub-organization
<b>Address</b>	This is an optional field. Here you can provide an address for the sub-organization
<b>Phone</b>	This is an optional field. Here you can provide a phone number for the sub-organization
	The <b>Next</b> button becomes active only after the required fields are populated. Press this button in order to display the next page in the add sub-organization window
	Press this button in order to abort the add sub-organization process
	Press this button in order to display the previous page in the add sub-organization window. In this case it is not activated.

## Step 2 of 7: Domains

Subject	Description
<b>Domain name</b>	<p>The domain can be selected only from the parent organization's domains list</p> 
<b>Add</b>	<p>This button becomes active after a domain has been selected. Press this button in order to assign the selected domain to the new sub-organization.</p> <p><b>Note:</b> It is possible to assign more than one domains, the first added being automatically set as default.</p> 
	<p>This button is active only in case of <b>distro</b> type installations of Qaleido. In case of <b>hosted</b> type installations it is not active.</p>
	<p>Press this button in order to set as default a domain.</p> <p><b>Note:</b> The first added doamin is automatically set as default. This can be manually changed.</p>
	<p>Press this button in order to delete a domain from the list of those assigned to a sub-organization.</p>
<b>Virtual host</b>	<p>This is a customized URL for accessing Qaleido</p>
	<p>The <b>Next</b> button becomes active only after at least one domain has been set for the sub-organization.</p>
	<p>Press this button in order to display the next page in the add sub-organization window</p>
	<p>Press this button in order to abort the add sub-organization process</p>
	<p>Press this button in order to display the previous page in the add sub-organization window</p>



### Step 3 of 7: Limits

**New organization**

**Wizard**

**Step 3 of 7: Limits**

Maximum number of users:

Mailaccounts per user:

Aliases per user:

Default mailbox size (MB):

Organization E-mail Quota Size:  GB

Organization QDisk Quota Size:  GB

< Previous   Next >   Cancel

Subject	Description
<b>Maximum number of users</b>	Here you can set the max. number of users for the new sub-organization. <b>Note:</b> This is not limited by the max. number of users set at the parent organization's level
<b>Mailaccounts per user</b>	Here you can set the max. number of mailaccounts per user. <b>Note:</b> This is not limited by the max. number of mailaccounts per user set at the parent organization's level
<b>Aliases per user</b>	Here you can set the max. number of aliases per user. <b>Note:</b> This is not limited by the max. number of aliases per user set at the parent organization's level
<b>Organization E-mail Quota Size</b>	Here you can set the total e-mail quota for the new sub-organization <b>Note:</b> This is limited by the total e-mail quota set at the parent organization's level
<b>Organization QDisk Quota Size</b>	Here you can set the total qdisk quota for the new sub-organization <b>Note:</b> This is limited by the total qdisk quota set at the parent organization's level
<b>Default mailbox size (MB)</b>	This value is automatically calculated depending on the max number of users per sub-organization, the max. number of e-mail accounts per user and the total sub-organization 's e-mail quota
	Press this button in order to display the next page in the add sub-organization window
	Press this button in order to abort the add sub-organization process
	Press this button in order to display the previous page in the add sub-organization window

## Step 4 of 7: Generation rules

**New organization**

**Wizard**

**Step 4 of 7: Generation rules**

Username generation rule: <First Name>.<Middle Name><Last Name>

E-mail address generation rule: <First Name>.<Middle Name><Last Name>

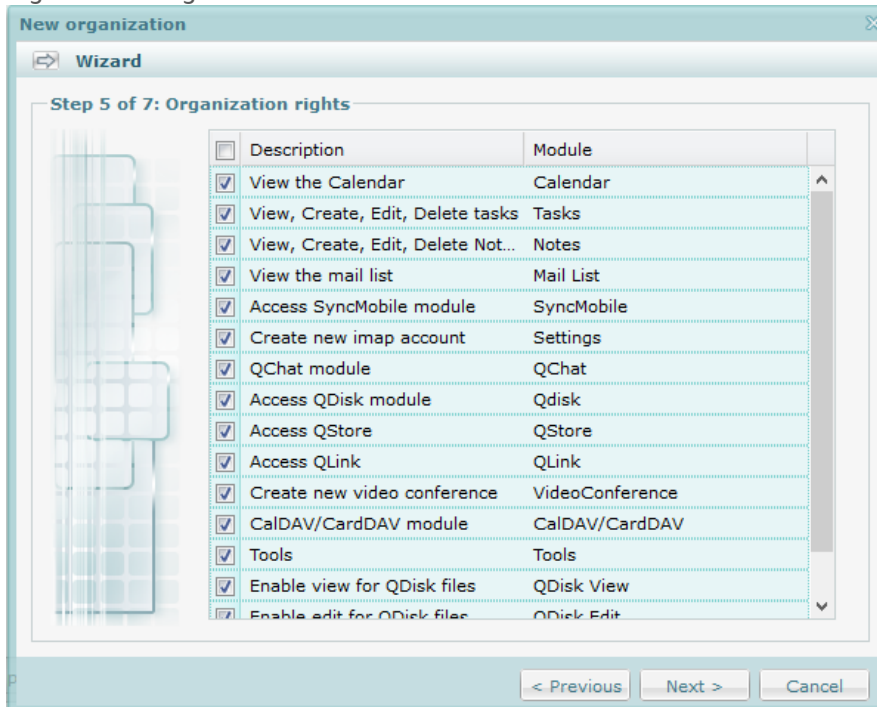
< Previous   Next >   Cancel

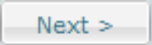

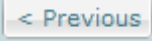
Subject	Description
<b>Username generation rule</b>	The username display, for all the sub-organization's users is based on this rule.
<b>E-mail address generation rule</b>	The e-mail addresses display, for all the sub-organization's e-mail accounts is based on this rule
	Press this button in order to display the next page in the add sub-organization window
	Press this button in order to abort the add sub-organization process
	Press this button in order to display the previous page in the add sub-organization window. In this case it is not activated.

## Step 5 of 7: Organization rights

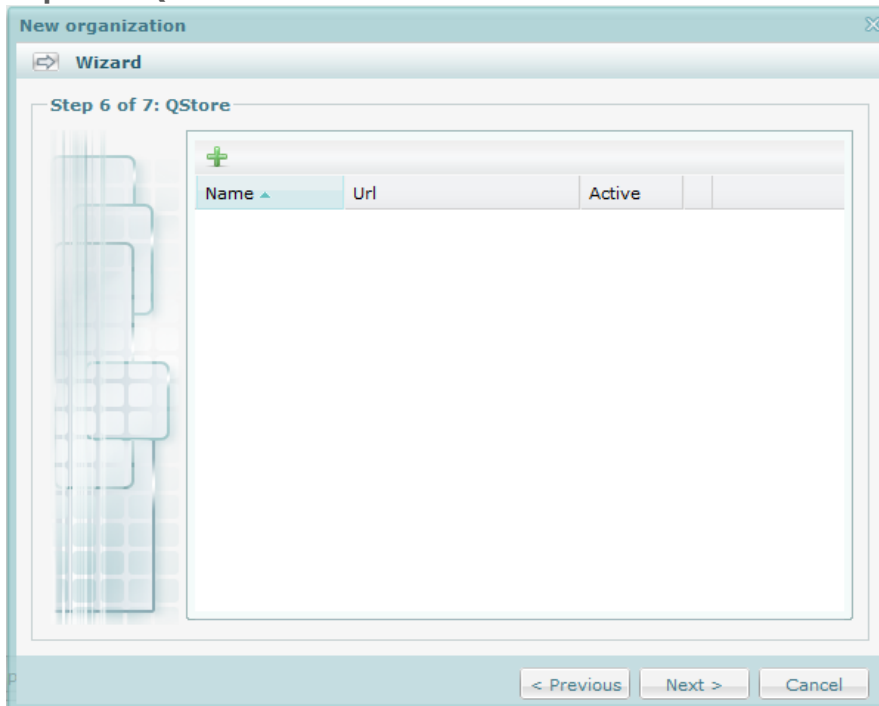
Here the power user can activate/ deactivate rights for the whole sub-organization, by the inline check/ uncheck. All the rights are by default activated.

**Note:** Only the rights activated by the administrator at the parent organization's level are displayed in the sub-organization's rights screen.



Subject	Description
	Press this button in order to display the next page in the add sub-organization window
	Press this button in order to abort the add sub-organization process
	Press this button in order to display the previous page in the add sub-organization window. In this case it is not activated.

## Step 6 of 7: QStore

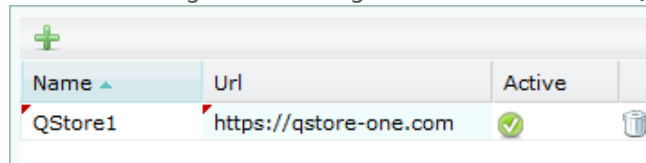


### Subject

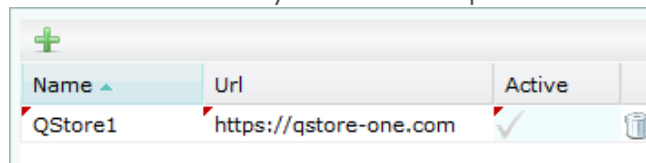
### Description



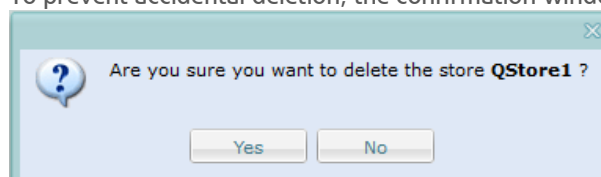
Press this button in order to add a QStore link. It will be visible in the QStore panel for all the users that belong to the sub-organization and that have QStore rights



This is the symbol for the QStore active links.  
Only the active QStore links are available for the sub-organization's users.  
All the added links are by default active. If press this button they will become inactive.



Press this button in order to delete a QStore link.  
To prevent accidental deletion, the confirmation window opens:



Delete selected link: Click

Do not delete selected link: Click

Next >

Press this button in order to display the next page in the add sub-organization window

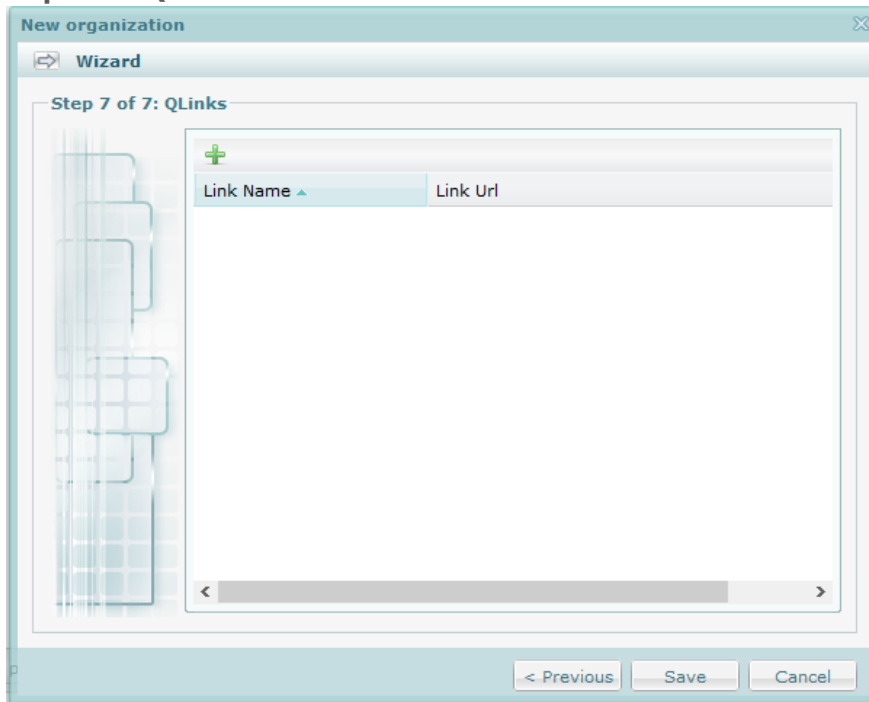
Cancel

Press this button in order to abort the add sub-organization process

< Previous

Press this button in order to display the previous page in the add sub-organization window. In this case it is not activated.

## Step 7 of 7: QLinks

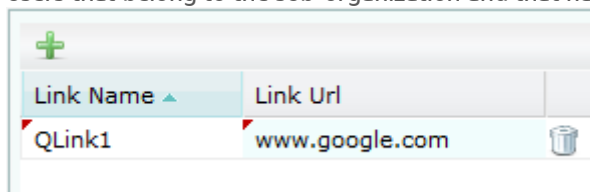


### Subject

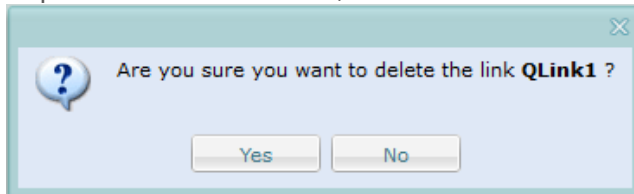
### Description



Press this button in order to add a QLink item. It will be visible in the QLinks panel for all the users that belong to the sub-organization and that have QLinks rights

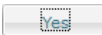


Press this button in order to delete a QLink item.  
To prevent accidental deletion, the confirmation window opens:



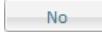
Delete selected link:

Click



Do not delete selected link:

Click



Save

Press this button in order to save the sub-organization.  
It will be added in the sub-organizations list.


Cancel

Press this button in order to abort the add sub-organization process

< Previous

Press this button in order to display the previous page in the add sub-organization window. In this case it is not activated.

# EDIT SUB-ORGANIZATIONS

Press the inline  icon in the sub-organizations screen. The edit sub-organization wizard will be displayed in a new window, containing several tabs similar to the screens from the add sub-organizations window.

By default the **Details** tab is active.

Organization

Details

Domains

Limits

Generation rules

Organization rights

QStore

QLinks

Organization name:

Sub-org1

Address:

Phone:

Access Url:

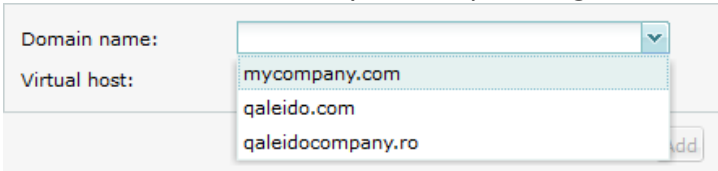
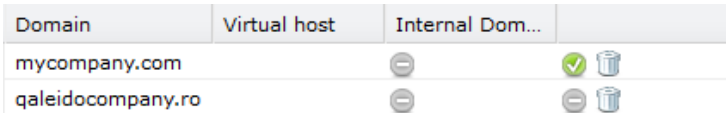




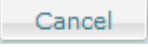
webmail.qaleido.com/ sub\_org1

Save

Cancel

Subject	Description
<b>Organization name</b>	Here you can change the already existing name of the sub-organization
<b>Address</b>	Here you can change/ add the address for the sub-organization
<b>Phone</b>	Here you can change/ add the phone number for the sub-organization
<div>Save</div>	Press this button in order to save the changes from the <b>Details</b> tab
<div>Cancel</div>	Press this button in order to abort the edit sub-organization process

Activate the **Domains** tab.



Subject	Description
<b>Domain name</b>	<p>Here you can add a new domain for the sub-organization or you can change the already existing one.</p> <p>The domain can be selected only from the parent organization's domains list</p> 
<b>Add</b>	<p>This button becomes active after a domain has been selected. Press this button in order to assign the selected domain to the new sub-organization.</p> <p><b>Note:</b> It is possible to assign more than one domains, the first added being automatically set as default.</p> 
	<p>This button is active only in case of <b>distro</b> type installations of Qaleido. In case of <b>hosted</b> type installations it is not active.</p>
	<p>Press this button in order to set as default a domain.</p> <p><b>Note:</b> The first added domain is automatically set as default. This can be manually changed.</p>
	<p>Press this button in order to delete a domain from the list of those assigned to a sub-organization.</p>
<b>Virtual host</b>	<p>This is a customized URL for accessing Qaleido</p>
	<p>Press this button in order to save the changes from the <b>Domains</b> tab</p>
	<p>Press this button in order to abort the edit sub-organization process</p>

Activate the **Limits** tab.

The screenshot shows the 'Organization' dialog box with the 'Limits' tab selected. The dialog contains the following fields and values:

- Maximum number of users: 5
- Mailaccounts per user: 1
- Aliases per user: 1
- Default mailbox size (MB): 1020
- Organization E-mail Quota Size: 5 GB
- Organization QDisk Quota Size: 5 GB


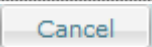
At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Subject	Description
<b>Maximum number of users</b>	Here you can change the max. number of users for the new sub-organization. <b>Note:</b> This is not limited by the max. number of users set at the parent organization's level
<b>Mailaccounts per user</b>	Here you can change the max. number of mailaccounts per user. <b>Note:</b> This is not limited by the max. number of mailaccounts per user set at the parent organization's level
<b>Aliases per user</b>	Here you can change the max. number of aliases per user. <b>Note:</b> This is not limited by the max. number of aliases per user set at the parent organization's level
<b>Organization E-mail Quota Size</b>	Here you can change the total e-mail quota for the new sub-organization <b>Note:</b> This is limited by the total e-mail quota set at the parent organization's level
<b>Organization QDisk Quota Size</b>	Here you can change the total qdisk quota for the new sub-organization <b>Note:</b> This is limited by the total qdisk quota set at the parent organization's level
<b>Default mailbox size (MB)</b>	This value is automatically calculated depending on the max number of users per sub-organization, the max. number of e-mail accounts per user and the total sub-organization 's e-mail quota
	Press this button in order to save the changes from the <b>Limits</b> tab
	Press this button in order to abort the edit sub-organization process



Activate the **Generation rules** tab.

The screenshot shows a software window titled "Organization". It has a tabbed interface with the following tabs: "Details", "Domains", "Limits", "Generation rules" (which is the active tab), "Organization rights", "QStore", and "QLinks". Inside the "Generation rules" tab, there are two labels with corresponding dropdown menus: "Username generation rule:" and "E-mail address generation rule:". Both dropdown menus currently display the text "<First Name>.<Middle Name><Last Name>". At the bottom right of the window, there are two buttons: "Save" and "Cancel".

Subject	Description
<b>Username generation rule</b>	The username display, for all the sub-organization's users is based on this rule.
<b>E-mail address generation rule</b>	The e-mail addresses display, for all the sub-organization's e-mail accounts is based on this rule
	Press this button in order to save the changes from the <b>Generation rules</b> tab
	Press this button in order to abort the edit sub-organization process

Activate the **Organization rights** tab.

Here the power user can activate/ deactivate rights for the whole sub-organization, by the inline check/ unchecked. All the rights are by default activated.

**Note:** Only the rights activated by the administrator at the parent organization's level are displayed in the sub-organization's rights screen.

Organization

Details

Domains

Limits

Generation rules

Organization rights

QStore

QLinks

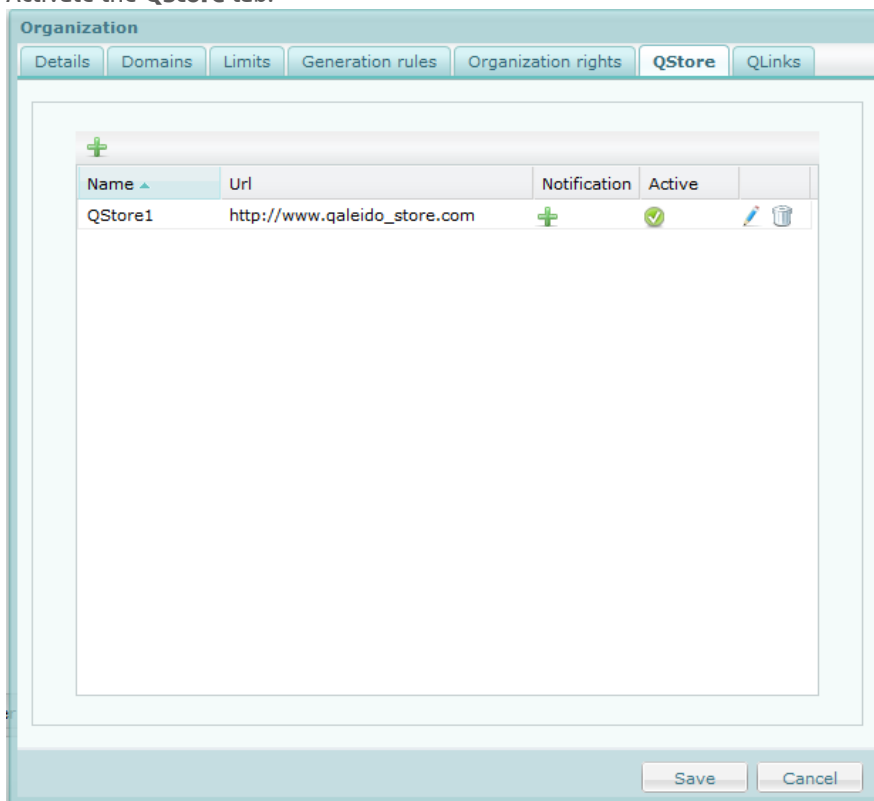
	Description	Module
<input checked="" type="checkbox"/>	View the Calendar	Calendar
<input checked="" type="checkbox"/>	View, Create, Edit, Delete tasks	Tasks
<input checked="" type="checkbox"/>	View, Create, Edit, Delete Notes	Notes
<input checked="" type="checkbox"/>	View the mail list	Mail List
<input checked="" type="checkbox"/>	Access SyncMobile module	SyncMobile
<input checked="" type="checkbox"/>	Create new imap account	Settings
<input checked="" type="checkbox"/>	QChat module	QChat
<input checked="" type="checkbox"/>	Access QDisk module	Qdisk
<input checked="" type="checkbox"/>	Access QStore	QStore
<input checked="" type="checkbox"/>	Access QLink	QLink
<input checked="" type="checkbox"/>	Create new video conference	VideoConference
<input checked="" type="checkbox"/>	CalDAV/CardDAV module	CalDAV/CardDAV
<input checked="" type="checkbox"/>	Tools	Tools
<input checked="" type="checkbox"/>	Enable view for QDisk files	QDisk View
<input checked="" type="checkbox"/>	Enable edit for QDisk files	QDisk Edit
<input checked="" type="checkbox"/>	OutDAV module	OutDAV

Save

Cancel

Subject	Description
<div>Save</div>	Press this button in order to save the changes from the <b>Organization rights</b> tab
<div>Cancel</div>	Press this button in order to abort the edit sub-organization process

Activate the **QStore** tab.




## Subject

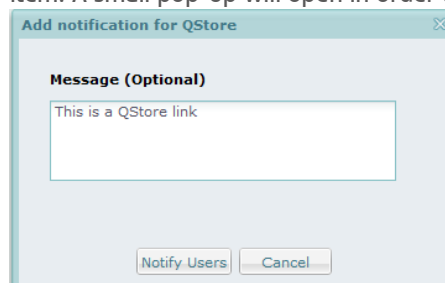
## Description



Press this button in the header in order to add a new QStore link. It will be visible in the QStore panel for all the users that belong to the sub-organization and that have QStore rights




Press the inline  button in order to add notifications for a certain QStore item. A small pop-up will open in order to write the notification text:



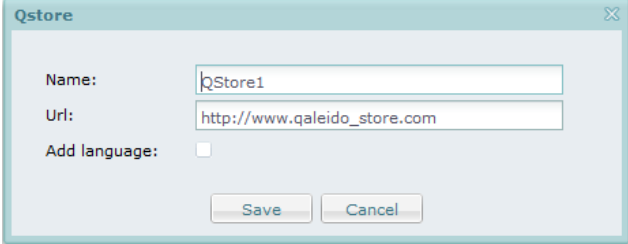



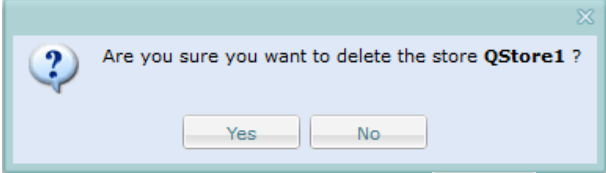

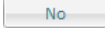

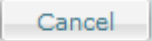


Activate the notification: Click 

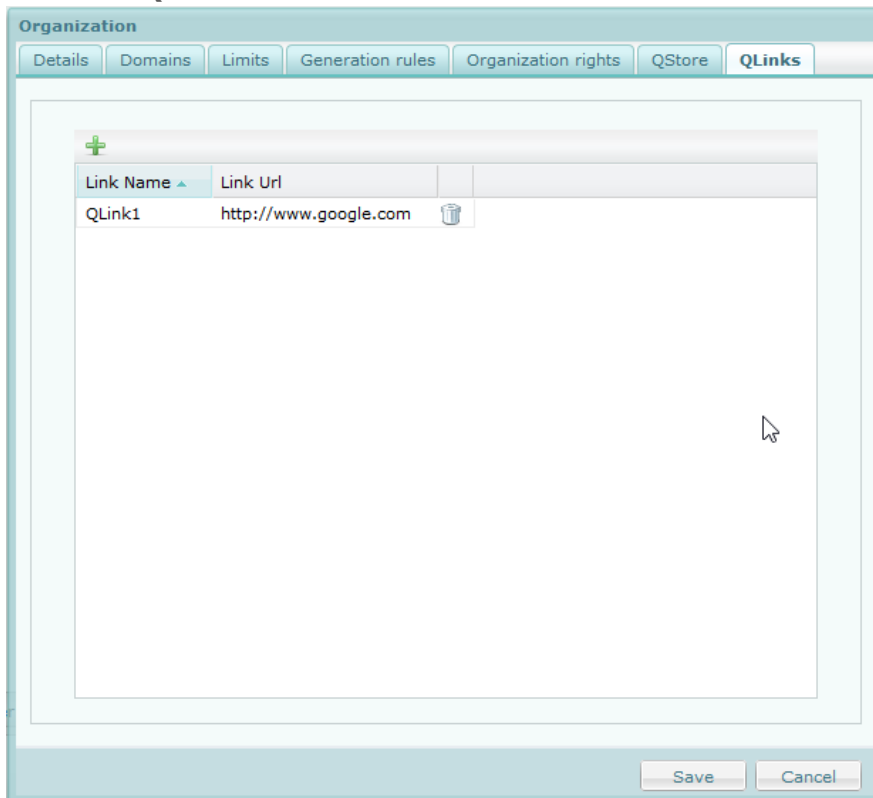
Renouncing to notification: Click 



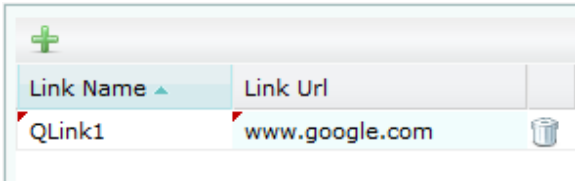

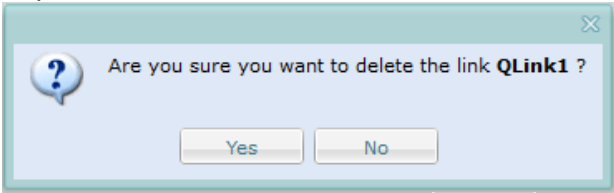
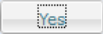
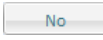

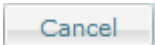
While the notification is active the inline  button will be visible in the **QStore** tab. Press this button in order to deactivate the QStore notification. While the notification is active it will be visible for all the sub-organization users in the QStore panel:



Subject	Description
	Press this button in order to deactivate an active QStore item
	<p>Press this inline button in order to edit a QStore item. A small pop-up where you can change the name and URL of the QStore item will be displayed:</p>  <p>Save the changes: Click </p> <p>Cancel editing: Click </p>
	<p>Press this button in order to delete a QStore link. To prevent accidental deletion, the confirmation window opens:</p>  <p>Delete selected link: Click </p> <p>Do not delete selected link: Click </p>
	Press this button in order to save the changes from the <b>QStore</b> tab
	Press this button in order to abort the edit sub-organization process

Activate the **QLinks** tab.

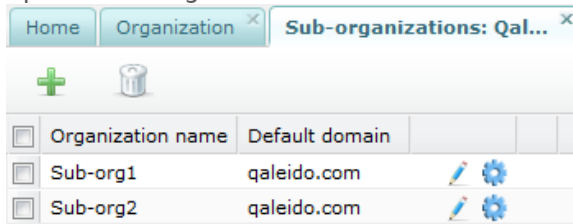





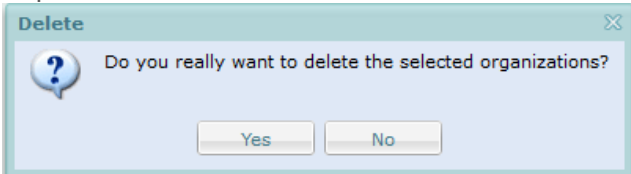
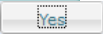
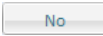
Subject	Description
	<p>Press the  button from the header in order to add a QLink item.</p> 
	<p>Press this button in order to delete a QLink item. To prevent accidental deletion, the confirmation window opens:</p>  <p>Delete selected link: Click </p> <p>Do not delete selected link: Click </p>
	Press this button in order to save the changes from the <b>QLinks</b> tab
	Press this button in order to abort the edit sub-organization process

**Note:** In order to edit a QLink item, double click on the **Link name** field or on the **Link Url** field. An input where you can insert the new values will be displayed. The new values are saved after an outside mouse click.

# DELETE SUB-ORGANIZATIONS


Open the sub-organizations tab.



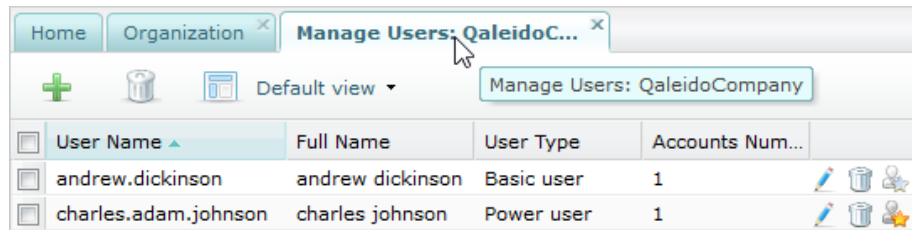
Subject	Description
	Press this button in order to delete one/ more sub-organizations.
	<p>Press this inline button and choose the Delete record option from the displayed menu in order to delete a certain sub-organization:</p> 
	<p>To prevent accidental deletion, the confirmation window opens:</p>  <p>Delete selected sub-organizations: Click </p> <p>Do not delete selected sub-organizations: Click </p>







# MANAGE USERS

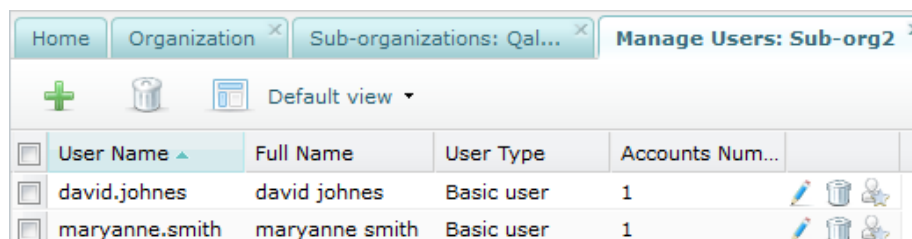
In this section the organization/ sub-organization users list can be administrated.







Click the inline  button in the organization/ sub-organization screen. In the displayed menu choose the **Show Manage Users grid for organization** option.



The organization's/ sub-organization's users list will be displayed in the **Default view**.



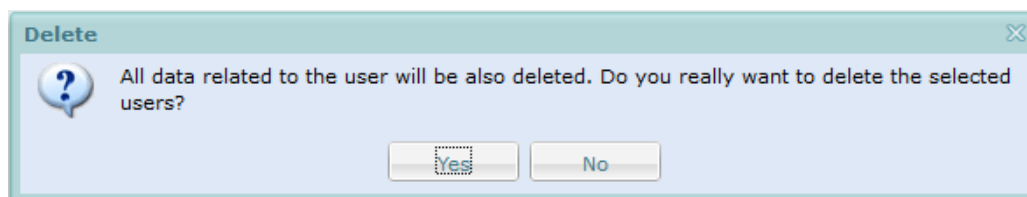
<input type="checkbox"/>	User Name	Full Name	User Type	Accounts Num...	
<input type="checkbox"/>	andrew.dickinson	andrew dickinson	Basic user	1	  
<input type="checkbox"/>	charles.adam.johnson	charles johnson	Power user	1	  



<input type="checkbox"/>	User Name	Full Name	User Type	Accounts Num...	
<input type="checkbox"/>	david.johnes	david johnes	Basic user	1	  
<input type="checkbox"/>	maryanne.smith	maryanne smith	Basic user	1	  

Subject	Description
	Click on this icon to add a new user.
	Click on this icon to delete the selected users. A user is selected from the displayed list on its line; just check the check box on the left of the user. Multiple users can be checked simultaneously. <b>Note:</b> A power user has no rights to delete an administrator. For that reason administrators are not visible for power users in this listing

To prevent accidental deletion, the confirmation window opens:



Delete selected users: Click 

Do not delete selected users: Click 

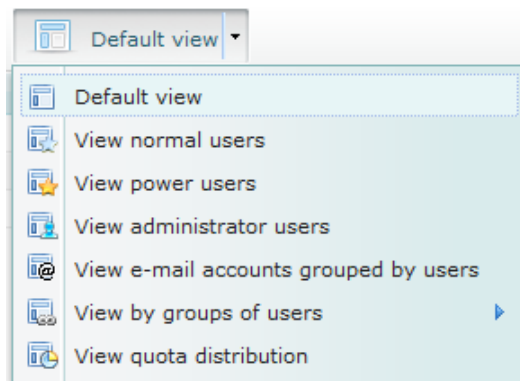


Default view ▾

The view for this list can be modified. Choose one of the available options:

- **Default view** – All users will be displayed.
- **View normal users** – The organization/ sub-organization's users list will be filtered in order to show only the basic users.
- **View power users** – The organization's users list will be filtered in order to show only the power users.
- **View administrator users** – The organization's users list will be filtered in order to show only the admin users.
- **View e-mail accounts grouped by users** – This view displays a users list sorted by the user name. For each user, a sublist is being displayed showing the user's e-mail accounts. Upon request every single sublist can be folded or unfolded.
- **View by groups of users** – This view displays the already existing users groups ( **Groups of Users** ) and the users belonging to each of these groups.
- **View quota distribution** – This view displays the list of the organization/ sub-organization's users, with each e-mail and qdisk user quota, total allocated and used.

By expanding the Default view select box, you can see a list with all these options.



Select one of the available options by clicking on the option once.

The available options can be selected much more quickly by clicking directly on the


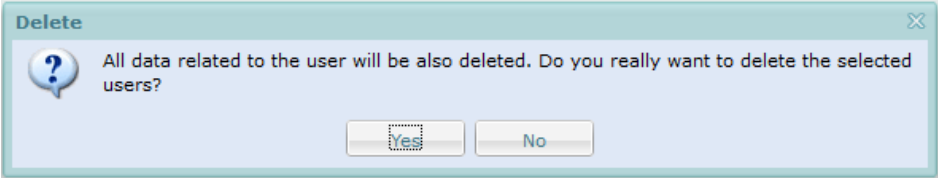

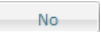





Default view ▾

buttons.

This enables the user to run through all the available options in the list to change the view directly. Continue clicking until the preferred view is displayed.




	Click this inline icon in order to delete the selected user
To prevent accidental deletion, the confirmation window opens:	
	
Delete selected users:	Click 
Do not delete selected users:	Click 
	Click on this inline icon in the line of the user to edit the user's data <b>Note:</b> A power user has no rights to edit an administrator. For that reason administrators are not visible for power users in this listing
	Click on this inline icon to quickly promote the normal user to the status of the power user
	Click on this inline icon to demote the power user to the status of a normal user

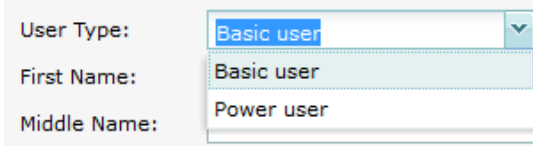

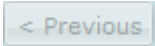

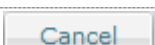
**Note:** Read more about this view in the View e-mail accounts grouped by users section of this document in order to see the additional features are available in this case.

## ADD NEW USERS



Press the  icon at the top of the manage users screen. The **Add User Wizard** will be displayed in a new window. There are several steps to follow in order to add a user in the wizard:

### Step 1 of 6: General User Information

Subject	Description
<b>User Type</b>	<p>Select a user type from the drop down list:</p> 
<b>First Name</b>	Fill in the first name here.
<b>Middle Name</b>	Here, if needed, you can enter the middle part of the name (e.g. van, de, van het, van der etc.)
<b>Last Name</b>	Fill in the last name here.
<b>Domain</b>	<p>Select a domain from the drop down list:</p> 
<b>User Name</b>	<p>A normalized username is suggested right after first name, middle name and last name were filled in.</p> <p>This field is editable, so you can propose another user name.</p>
<b>Qaleido password</b>	<p>Enter the user password for Qaleido.</p> <p>This will be the password used in the Qaleido login screen.</p> <p>The password must have a length of at least 6 characters.</p>
<b>E-mail account</b>	<p>A normalized e-mail address is suggested after the first name, middle name and last name were filled in and the domain is selected.</p> <p>This field is editable, so you can propose another e-mail address</p> <p><b>Note:</b> The domain part of the e-mail address can be changed only by selecting it in the <b>Domain</b> select box.</p>
	Press this button in order to display the previous page in the add user window. In this case it is not activated.
	The <b>Next</b> button becomes active only after the required fields are populated. Press this button in order to display the next page in the add user window
	Press this button in order to abort the add users process

## Step 2 of 6: E-mail Settings

**Add User Wizard**

**Wizard**

**Step 2 of 6: E-mail Settings**

Max no. of accounts:

Max no. of aliases:


E-mail dimension:  GB


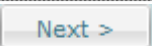

QDisk dimension:  GB

< Previous Next > Cancel

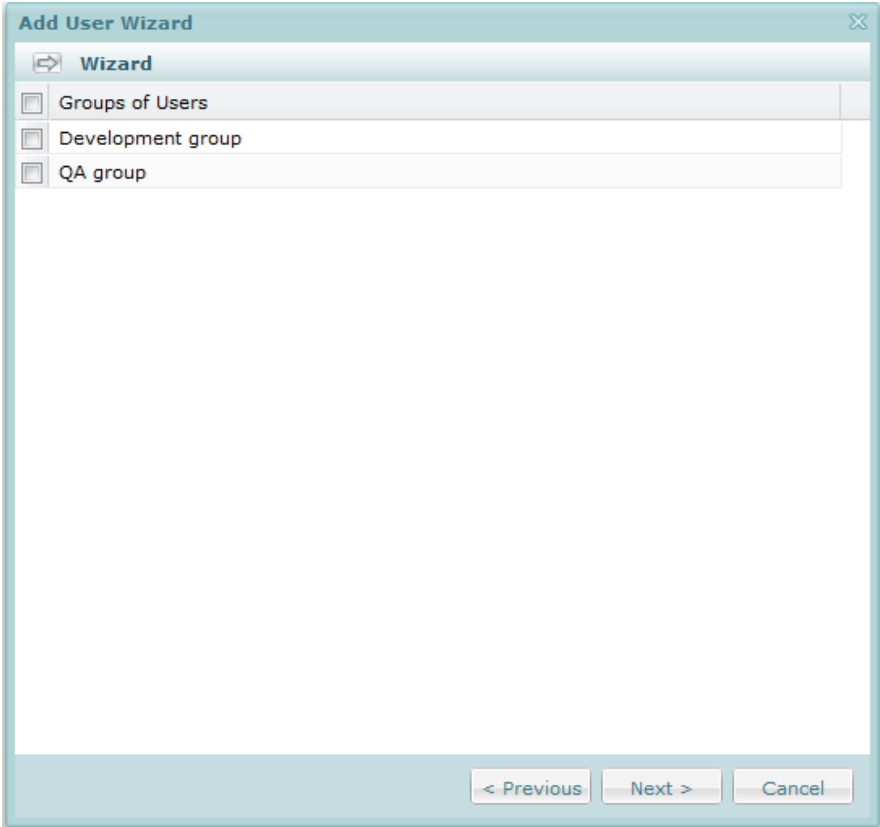
Subject	Description
<b>Max no. of accounts</b>	This value represents the max. number of mail accounts allowed to be created on the new user's account
<b>Max no. of aliases</b>	This value represents the max. number of aliases allowed to be created on the new user's account
In case the company has not quota interchangeability rights (has not the possibility to transfer quota between e-mail and qdisk):	
E-mail dimension:	<input type="text" value="1"/> GB
QDisk dimension:	<input type="text" value="1"/> GB
<b>E-mail dimension</b>	Enter the total disk quota required for this new user's e-mail accounts.
<b>QDisk dimension</b>	Enter the total disk quota required for this new user's QDisk.
In case the company has quota interchangeability rights (has the possibility to transfer quota between e-mail and qdisk):	
Total dimension:	<input type="text" value="2"/> GB
<b>Total dimension</b>	Enter the total disk total quota required for this new user's. The disk quota will be distributed among e-mail accounts and QDisk (the user can do this in the <b>Settings/ Quota</b> screen).
< Previous	Click this button to go back to the previous step of the asdd user wizard.
Next >	The <b>Next</b> button becomes active only after the required fields are populated. Press this button in order to display the next page in the add user window
Cancel	Press this button in order to abort the add users process

### Step 3 of 6: GAL Settings




Subject	Description
<b>Create GAL entry</b>	Check the checkbox in order to add the new user's e-mail address to GAL (the Global address list). This way the address is public for the other users of the organization/ sub-organization.
<b>Select GAL</b>	Use the drop down list to select the GAL this e-mail address should be added to: <div> <div>Select GAL: QaleidoCompany</div> <div>First Name: QaleidoCompany</div> </div> <p>(At least one GAL must have been created to have this list available. When an organization/ sub-organization is created, a related GAL group with the same name will be automatically created).</p>
<b>First Name</b>	The user's first name that will be displayed in the GAL group can be set here. The first name already filled in in step 1 is set by default.
<b>Last name</b>	The user's first name that will be displayed in the GAL group can be set here. The last name already filled in in step 1 is set by default.
<b>E-mail</b>	The user's e-mail that will be displayed in the GAL group can be set here. The e-mail address entered in step 1 is filled in by default.
<b>Optional data</b>	Optional data can be filled in here if desirable. <div> <div>Optional Data</div> <div>Address: 19 Denmark Street, London</div> <div>Fax No.:</div> <div>City:</div> <div>Mobile Phone:</div> <div>Org. Name:</div> </div> <p>This section can be hidden or shown by pressing on the  icon at the left side of the Optional Data label. Use the scroll bar, in order to see entirely this section.</p>

Subject	Description
<b>Address</b>	Fill in the address.
<b>Fax Number</b>	Enter the fax number.
<b>City</b>	Enter the location.
<b>Mobile Phone</b>	Fill in the mobile phone number.
<b>Organization Name</b>	Fill in the organization name.
<b>Organizational Unit</b>	Fill in the name of the organization unit.
<b>Postal Code</b>	Enter the zip code
<b>State</b>	A state/province may be entered here if desirable.
<b>Office Phone</b>	Enter the office phone number.
	Click this button to go back to the previous step of the asdd user wizard.
	The Next button becomes active only after the required fields are populated. Press this button in order to display the next page in the add user window
	Press this button in order to abort the add users process

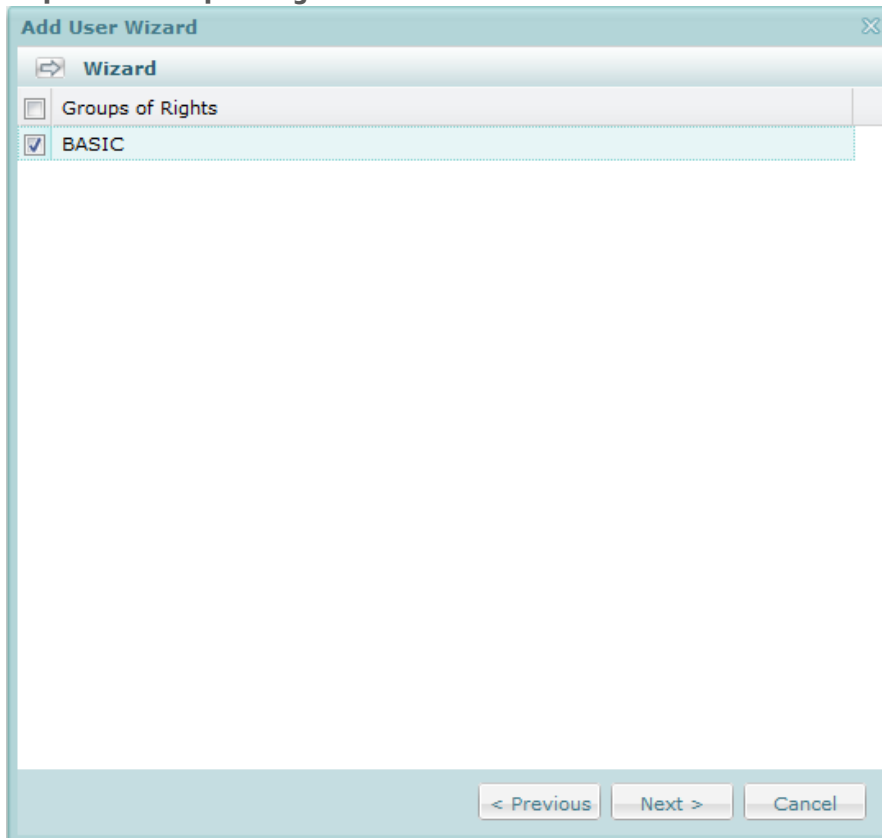
**Step 4 of 6: Groups of Users**



The new user can be added in one or more of these groups, by checking the corresponding checkbox in this screen.

Subject	Description
	Click this button to go back to the previous step of the add user wizard.
	Click this button to proceed to the next step of the add user wizard.
	Click this button to abort the wizard. Nothing will be saved now.


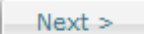

## Step 5 of 6: Groups of Rights



Here you can find a list with the organization/ sub-organization's groups of rights.

For each group a certain set of rights is configured.

By default every user is a member of the **BASIC** group. The new user will be member of all the checked rights groups and will acquire all their related rights.

Subject	Description
	Click this button to go back to the previous step of the add user wizard.
	Click this button to proceed to the next step of the add user wizard.
	Click this button to abort the wizard. Nothing will be saved now.

## Step 6 of 6: Chat Account Settings

**Add User Wizard**

**Wizard**

**Step 6 of 6: Chat Account Settings**

Active chat account: ☐

Create on chat server: ☒

Username:

Chat Id:

Use Qaleido password: ☒

New account password:

Confirm new password:


< Previous   Finish   Cancel

Here the power user can set a chat account for the new user.

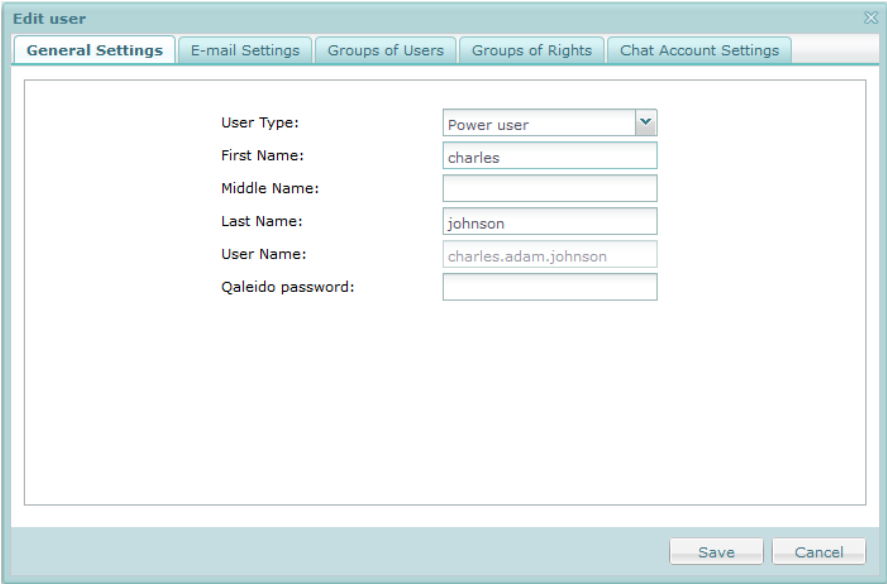
Subject	Description
<b>Active chat account</b>	Check this option to activate the chat account for Qaleido Communications. Only if the box is checked the next fields are enabled to be filled in.
<b>Create on the chat-server</b>	Check this option to create the chat account on the chat server.
<b>Username</b>	This field is by default populated with the Qaleido username (see the Step 1, Screen Settings). The field is editable and the chat username can be changed.
<b>Chat ID</b>	The chat id is automatically generated based on the chat username and the chat server domain.
<b>Use Qaleido password</b>	The same password as being used for Qaleido will be used for the chat account if this box is checked. If the box is unchecked a different password for this chat account must be entered in the next input field.
<b>New account password</b>	Enter the password for the chat account here.
<b>Confirm new password</b>	Re-enter the password for the chat account.
<b>&lt; Previous</b>	Click this button to go back to the previous step of the add user wizard.
<b>Finish</b>	Click this button to save the new user and close the add user wizard.
<b>Cancel</b>	Click this button to abort the wizard. Nothing will be saved now.



# EDIT USERS

Press the inline  icon in the manage users screen. The edit user wizard will be displayed in a new window, containing several tabs similar to the screens from the add user window.

Activate the **General Settings** tab:



Subject	Description
User Type	Here you can change the user type from the drop down list: <div><div>User Type:</div><div>Basic user</div><div>First Name:</div><div>Basic user</div><div>Middle Name:</div><div>Power user</div></div>
First Name	Here you can change the first name of the user.
Middle Name	Here, if needed, you can change the middle part of the name (e.g. van, de, van het, van der etc.)
Last Name	Here you can change the last name of the user.
User Name	This field cannot be edited
Qaleido password	Here you can change the user’s password. This will be the password used in the Qaleido login screen. The password must have a length of at least 6 characters.
<div>Save</div>	Click this button to save this tab changes.
<div>Cancel</div>	Click this button to abort editing data. Nothing will be saved now.



Active the **E-mail Settings** tab.

Subject	Description
<b>Max no. of accounts</b>	This value represents the max. number of mail accounts allowed to be created on the new user's account
<b>Max no. of aliases</b>	This value represents the max. number of aliases allowed to be created on the new user's account
In case the company has not quota interchangeability rights (has not the possibility to transfer quota between e-mail and qdisk):	
E-mail dimension:	1 GB
QDisk dimension:	1 GB
<b>E-mail dimension:</b>	Enter the maximum disk quota required for this new user's e-mail accounts.
<b>QDisk dimension:</b>	Enter the maximum disk quota required for this new user's QDisk.
In case the company has quota interchangeability rights (has the possibility to transfer quota between e-mail and qdisk):	
Total dimension:	2 GB
<b>Total dimension</b>	Enter the maximum disk total quota required for this new user's. The disk quota will be distributed among the user's e-mail accounts and QDisk.
<b>Save</b>	Click this button to save this tab changes.
<b>Cancel</b>	Click this button to abort editing data. Nothing will be saved now.

Activate the **Groups of Users** tab.

The screenshot shows a window titled 'Edit user' with a close button in the top right corner. Below the title bar are five tabs: 'General Settings', 'E-mail Settings', 'Groups of Users' (which is selected and highlighted), 'Groups of Rights', and 'Chat Account Settings'. The 'Groups of Users' tab contains a list of three items, each with a checkbox on the left: 'Groups of Users' (unchecked), 'Development group' (unchecked), and 'QA group' (checked). The 'QA group' item is highlighted with a light blue background. At the bottom right of the window are two buttons: 'Save' and 'Cancel'.

This tab displays a list with the organization/ sub-organization's groups of users. The user can be added/ removed from one or more of these groups, by checking/ unchecking the corresponding checkbox in this screen.

Subject	Description
	Click this button to save this tab changes.
	Click this button to abort editing data. Nothing will be saved now.

Activate the **Groups of Rights** tab.

Edit user

General Settings

E-mail Settings

Groups of Users

**Groups of Rights**

Chat Account Settings

☒ Groups of Rights

☒ BASIC

☒ Group1

Save


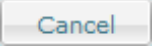
Cancel

This tab displays a list with the organization/ sub-organization’s groups of rights. For each group a certain set of rights is configured. By default every user is a member of the BASIC group. By default every user is a member of the **BASIC** group. The new user will be member of all the checked rights groups and will acquire all their related rights.

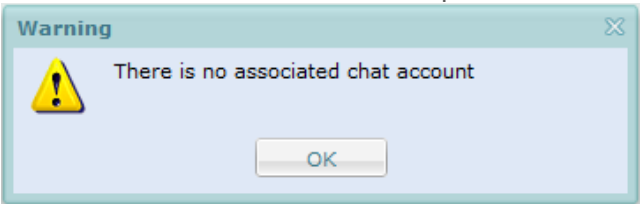
Subject	Description
Save	Click this button to save this tab page data.
Cancel	Click this button to abort editing data. Nothing will be saved now.

Activate the **Chat Account Settings** tab.

The screenshot shows a window titled 'Edit user' with a close button in the top right corner. It contains five tabs: 'General Settings', 'E-mail Settings', 'Groups of Users', 'Groups of Rights', and 'Chat Account Settings'. The 'Chat Account Settings' tab is active. Inside the tab, there are six labels with corresponding input fields or checkboxes: 'Active chat account:' with an unchecked checkbox, 'Create on chat server:' with a checked checkbox, 'Username:' with a text input field, 'Chat Id:' with a dropdown menu showing '<None>', 'New account password:' with a text input field, and 'Confirm new password:' with a text input field. At the bottom right of the window are 'Save' and 'Cancel' buttons.

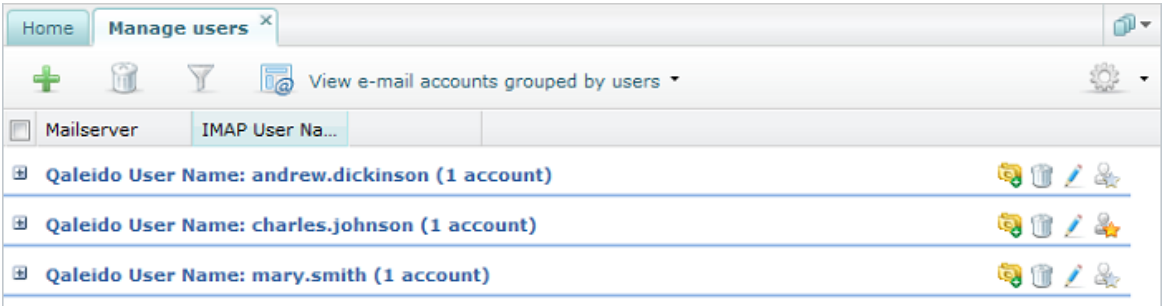
Subject	Description
<b>Active chat account</b>	Check this option to activate the chat account for Qaleido Communications. Only if the box is checked the next fields are enabled to be filled in.
<b>Create on chat server</b>	Check this option to create the chat account on the chat server.
<b>Username</b>	This field is by default populated with the Qaleido username (see the Step 1, Screen Settings). The field is editable and the chat username can be changed.
<b>Chat ID</b>	The chat id is automatically generated based on the chat username and the chat server domain.
<b>New account password</b>	If is necessary, the chat password can be changed. Here you can enter the new password.
<b>Confirm new password</b>	Re-enter the new password for the chat account.
	Click this button to save this tab page data.
	Click this button to abort editing data. Nothing will be saved now.

If a chat account does not exists when open the tab, an alert pop-up will be displayed on the screen:



# VIEW E-MAIL ACCOUNTS GROUPED BY USERS

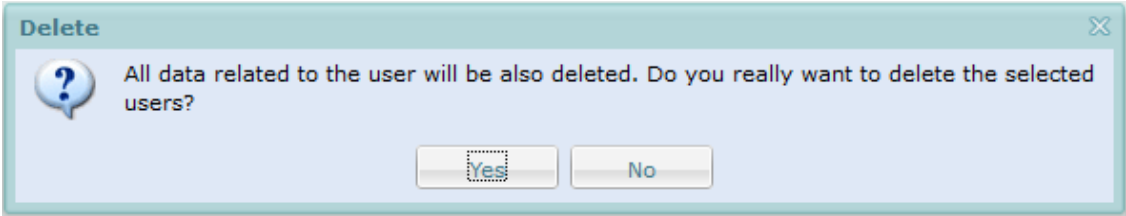
In the manage users screen choose the **View e-mail accounts grouped by users** layout.



For each user a list with the available e-mail accounts can be viewed. By default, the e-mail accounts in the lists are folded.

Subject	Description
	Click this icon to unfold the list with the e-mail accounts/aliases of this user.
	Click this icon to fold the list with the e-mail accounts/aliases of this user.
	Click on this icon to add a new e-mail account. A user can have e-mail accounts of two types: new accounts (accounts that don't exist and are created in Qaleido) or predefined accounts (already existing accounts that are simply added in Qaleido).
	To delete a user in this list, click on this icon to the right of the user to be deleted.

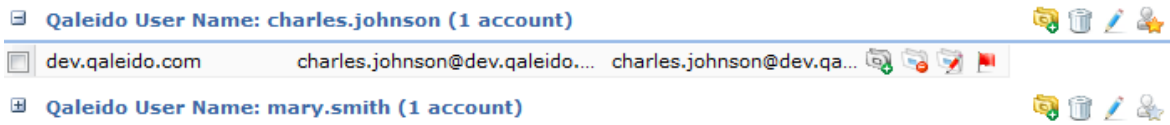
To prevent accidental deletion, the confirmation window opens:



<b>Delete selected users:</b>	Click	
<b>Do not delete selected users:</b>	Click	
	Click on this icon in the line of the user to edit the user's data.	
	Click on this icon to quickly promote the (basic) user to the status of the Power user.	
	Click on this icon to demote the Power user to the status of a basic user (User).	

# ACCOUNTS



After unfolding the e-mail accounts/aliases list, the window shown underneath is displayed:



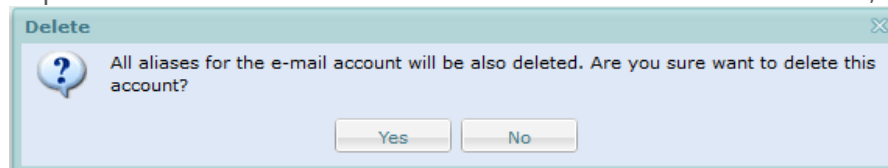
The functions of the icons in the header are related to the user:



Just beneath the user name a list containing the own e-mail accounts and aliases is displayed. Accounts are black coloured. The table beneath explains the icons that appear to the right of each account:

Subject	Description
	Click on this inline icon to add a new alias to the e-mail account. <b>Note:</b> Aliases can only be added to own e-mail accounts (accounts that belong to the user), thus aliases cannot be added to accounts shared to you by other users. Also, aliases cannot be added to predefined e-mail accounts (already existing accounts that were coupled to you). In case an e-mail account does not support aliases, an error message is displayed, "This type of mail account does not support aliases".
	Click on this icon to remove an e-mail account.

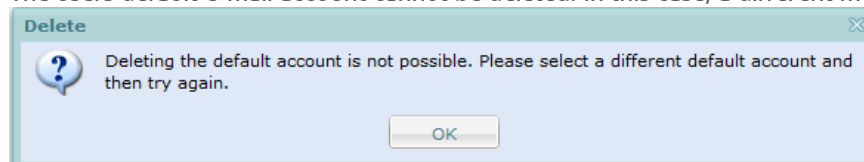
To prevent accidental deletion of the e-mail account and the aliases connected, a confirmation window opens:






**Delete selected e-mail account:** Click

**Do not delete selected e-mail account:** Click



The users default e-mail account cannot be deleted. In this case, a different message appears on the screen:



In order to close this pop-up, press the  button.

	Herewith an e-mail account can be edited.
	This icon (red flag) marks the default e-account.
	This icon (gray flag) marks e-mail accounts that are not set as default accounts. Click on this icon to promote an e-mail account to default account type. The older default e-mail account will be automatically demoted from default account type.

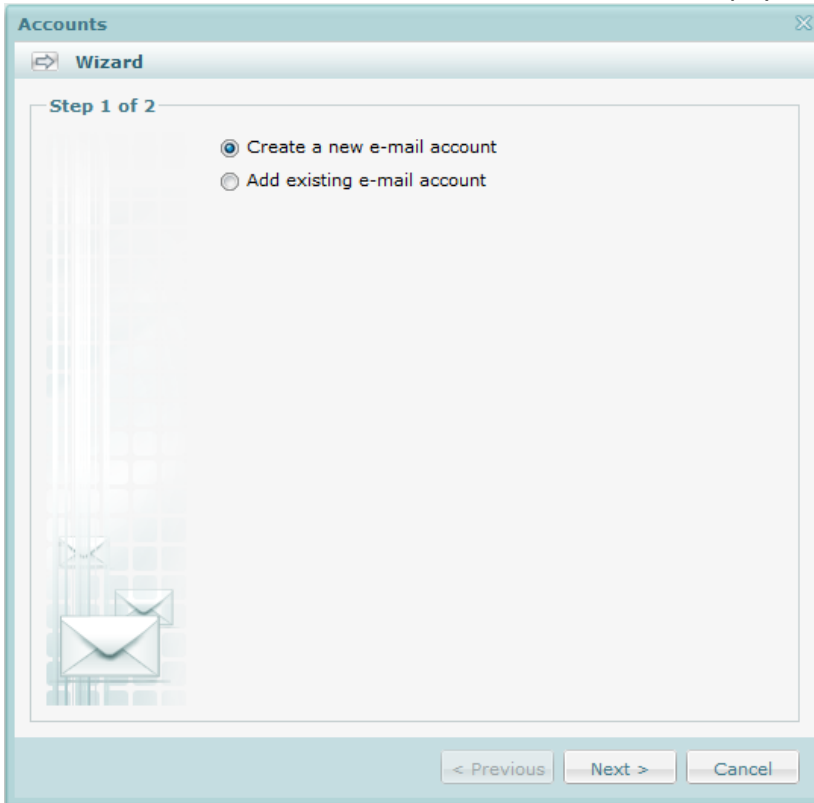
The rows related to the e-mail accounts aliases are blue coloured. The table beneath explains the icons that appear to the right of each alias:

Subject	Description
	Herewith an alias can be deleted.
	Edit an alias. Editing is very familiar with adding.



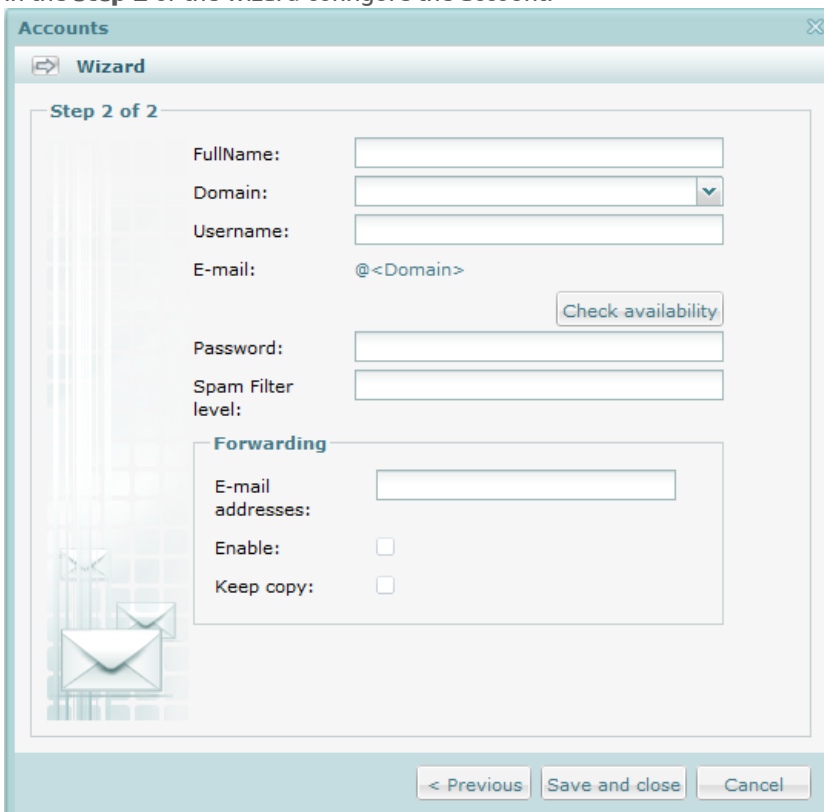
# ADD NEW E-MAIL ACCOUNTS

Press the inline  icon. The add e-mail account wizard will be displayed in a new window.


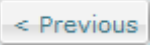
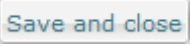



The screenshot shows the 'Accounts Wizard' window, titled 'Accounts'. It is at 'Step 1 of 2'. The window has a light blue header bar with the title and a close button. Below the header, there is a 'Wizard' section with a folder icon. The main area contains two radio button options: 'Create a new e-mail account' (which is selected) and 'Add existing e-mail account'. At the bottom right, there are three buttons: '< Previous', 'Next >', and 'Cancel'. On the left side of the main area, there is a decorative graphic of several overlapping envelopes.

Select the **Create a new e-mail account** option and press the **Next** button. In the **Step 2** of the wizard configure the account:




The screenshot shows the 'Accounts Wizard' window, titled 'Accounts', at 'Step 2 of 2'. The window has the same light blue header bar. The 'Wizard' section is visible. The main area contains several input fields and checkboxes. The 'FullName:' field is a text box. The 'Domain:' field is a dropdown menu. The 'Username:' field is a text box. The 'E-mail:' field shows '@<Domain>' and has a 'Check availability' button next to it. Below these are 'Password:' and 'Spam Filter level:' text boxes. A 'Forwarding' section is expanded, showing an 'E-mail addresses:' text box, an 'Enable:' checkbox, and a 'Keep copy:' checkbox. At the bottom right, there are three buttons: '< Previous', 'Save and close', and 'Cancel'. The decorative envelope graphic is on the left.

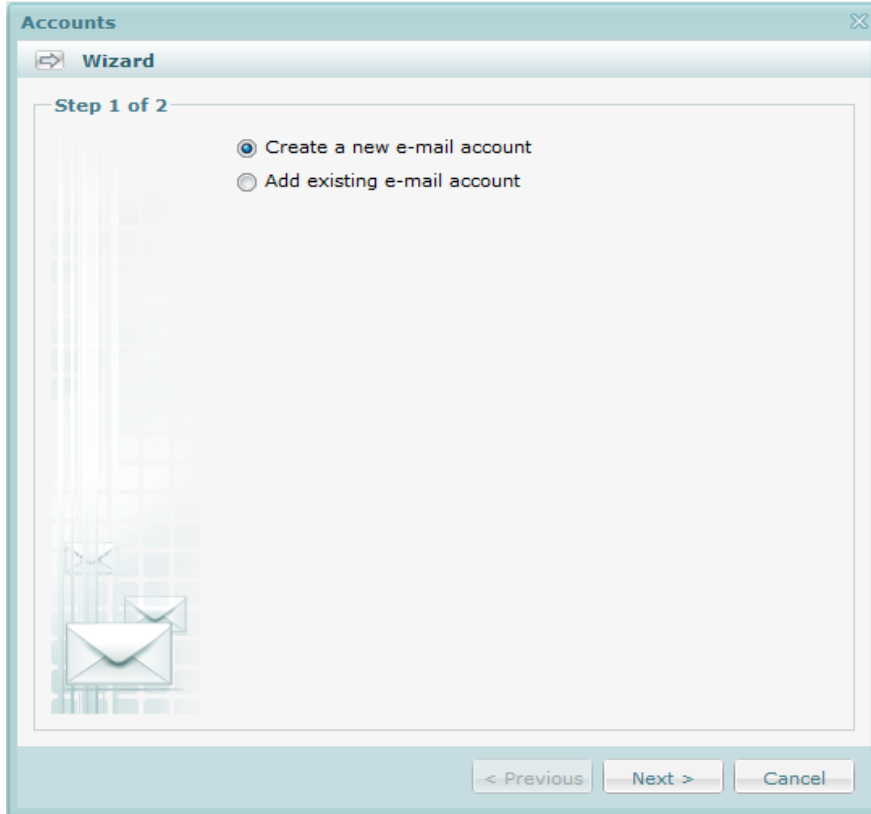
Subject	Description
<b>Full Name</b>	Enter the full user name. This is the name the other users will see when they receive e-mail messages from this account.
<b>Domain</b>	The domain is the one selected when the e-mail account has been created. It cannot be changed.
<b>Username</b>	The username is the one entered when the e-mail account has been created. It cannot be changed.
<b>E-mail</b>	The e-mail is the one generated when the e-mail account has been created. It cannot be changed.
	Click this button to check the availability of this e-mail account. If a mailbox is available, an extra line displays the status of the address entered: If an account is not available (already existing) this will be mentioned too. In that case a different username must be entered or this account must be added as an existing account .
<b>Password</b>	The password can be changed here.
<b>Spam Filter level</b>	Set the spam filter level here. The value is a number between "1" and "10". "1" stands for the lowest level of filtering (Almost all spam will pass the filter). "10" stands for the highest level of filtering (Almost all spam will be blocked by the filter). In that case there is some chance normal e-mail messages will be inaccurately recognized being spam and thus will be blocked by the filter. Usually spam filter level "5" is most common. The change to receive spam messages into the inbox is very rare and the chance normal e-mail messages will be recognized as being spam is almost zero. Spam messages are stored in the spam folder.
<i>Forwarding section</i>	
<b>E-mail addresses</b>	The e-mail messages sent to the edited account are forwarded to this e-mail address.
<b>Enable</b>	Check this box to activate forward messages.
<b>Keep a copy</b>	Check this box to keep copies of forwarded e-mail messages in the Inbox folder.
	Click this button to go back to the previous step of this wizard.
	Click this button to save the account with the entered data.
	Click this button to abort the adding of an account.

**Note:** These e-mail accounts can be viewed in the **Settings/ Accounts** screen, under the **User created accounts** label and can be shared to other users.

# ADD PREDEFINED E-MAIL ACCOUNTS

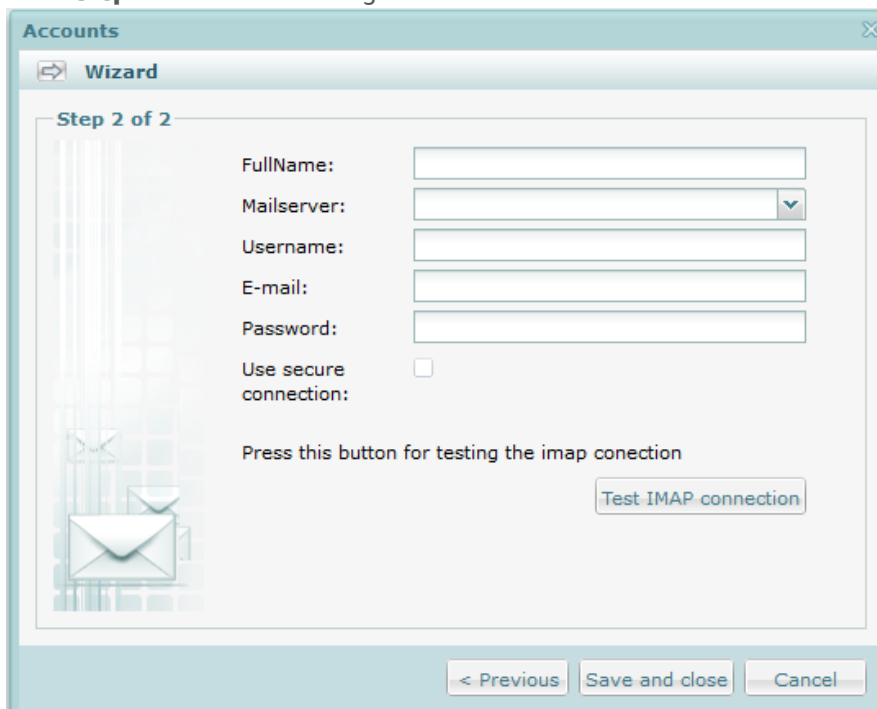
Press the inline  icon. The add e-mail account wizard will be displayed in a new window. There are several steps to follow in order to add a sub-organization in the wizard:

## Step 1:


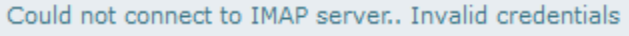
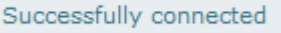


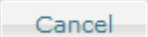


The screenshot shows a window titled 'Accounts' with a 'Wizard' tab. It is at 'Step 1 of 2'. There are two radio button options: 'Create a new e-mail account' (which is selected) and 'Add existing e-mail account'. At the bottom, there are three buttons: '< Previous', 'Next >', and 'Cancel'. On the left side of the wizard area, there is a decorative graphic of several envelopes.

Select the **Add existing e-mail account** option and press the **Next** button. In the **Step 2** of the wizard configure the account:



The screenshot shows the same 'Accounts' window, but now at 'Step 2 of 2'. It contains several input fields: 'FullName:', 'Mailserver:' (with a dropdown arrow), 'Username:', 'E-mail:', and 'Password:'. Below these is a checkbox labeled 'Use secure connection:'. At the bottom of the form area, there is a text prompt 'Press this button for testing the imap conection' and a button labeled 'Test IMAP connection'. At the very bottom of the window, there are three buttons: '< Previous', 'Save and close', and 'Cancel'. The decorative envelope graphic is still present on the left.

Subject	Description
<b>Full Name</b>	Enter the full username. For example <i>Andrew Johnson</i> . This is the name other users will see when they receive email messages from this account.
<b>Mailserver</b>	Choose one of the available mail servers from the selection list.
<b>Username</b>	Enter the e-mail account's username.
<b>E-mail</b>	Enter the full e-mail address. Usually this field is being completed automatically using the name entered for the username and the chosen mail server in the preceding fields. The E-mail address can modified if desired.
<b>Password</b>	Enter the password here.
<b>Use secured connection</b>	Check this box to use a secured connection for all data transfer.
	<p>Click this button to test the accuracy of the entered data. If the data are correct, the connection to IMAP will be successfully. An extra line will containing the connection tentative result will be shown.</p> <p>In case of failed connection:</p> <p></p> <p>In case of successfull connection:</p> <p></p>
	Click this button to go back to the previous step of this wizard.
	Click this button to save the account with the entered data. This will also close the window.
	Click this button to abort the adding of an account.

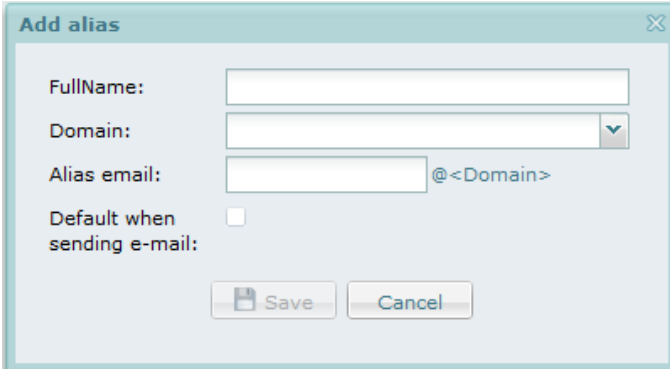
**Note:** These e-mail accounts can be viewed in the **Settings/ Accounts** screen, under the **Predefined accounts** label and cannot be shared to other users.

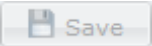

## ADD ALIASES

An alias is another name/e-mail address for the same e-mail account. By adding an alias, an extra e-mail address/mailbox is added to an account.

E.g. an alias can be used in the next case: You want to subscribe to a newsletter, but you do not want to reveal the real e-mail account. In that case create an alias for that e-mail account and provide the alias to the newsletter. All e-mail messages for the alias will be forwarded to your real e-mail account. If you do not want to receive the newsletter anymore, just delete the alias.

In order to add an alias, in the **View e-mail accounts grouped by users** screen press the inline  icon and configure the alias in the displayed window:



Subject	Description
<b>Full Name</b>	Enter the alias name. This is the name other users will see when they receive e-mail messages from this alias.
<b>Domain</b>	Choose one of the available domains from the selection list.
<b>Alias e-mail</b>	Fill in the e-mail address. The e-mail address can be modified.
<b>Default when sending e-mail</b>	Check this box in order your alias to be set as the default sender account when open a Compose tab.
	Click this button to save the alias with the entered data. This button will be activated after all the required fields will be populated.
	Click this button to abort the adding of an account.

**Note:** Multiple aliases can be added to an account.

Aliases can only be added to the own accounts (accounts that belong to the user), thus aliases cannot be added to accounts shared to you by other users or to predefined accounts.

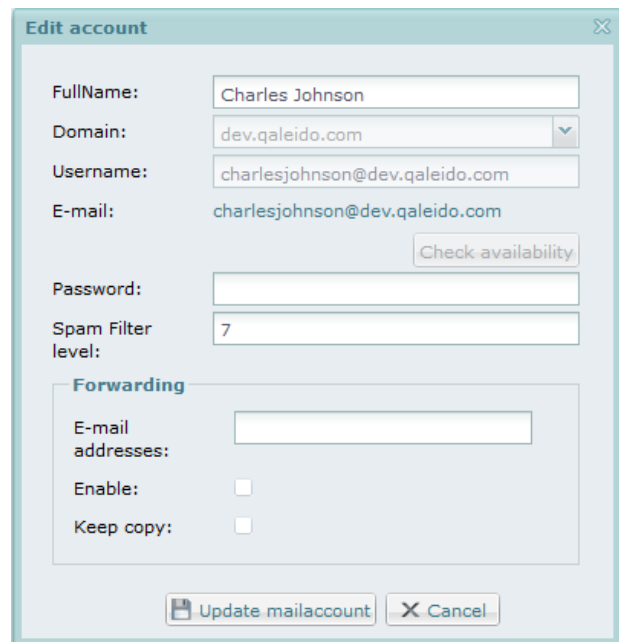
## EDIT ACCOUNTS


Click the inline  icon in order to edit an e-mail account.



A distinction is made between:

**User created accounts** (*e-mail accounts that did not exist before and is created now by the user*) and **Predefined Accounts** (already existing e-mail accounts that are simply added not created in Qaleido).

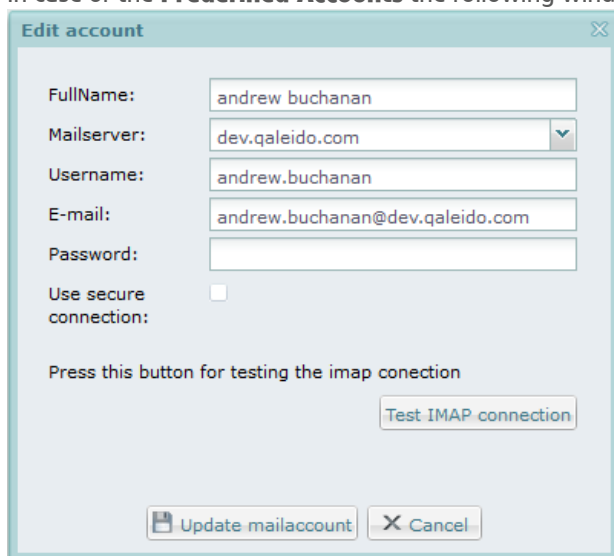
In case of the **User created accounts** the following window will open:


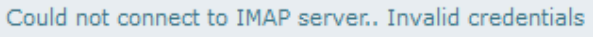
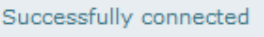
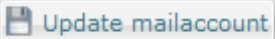
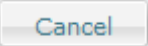


Subject	Description
<b>Full Name</b>	Enter the full username. This is the name other users will see when they receive e-mail messages from this account.
<b>Domain</b>	The domain is the one selected when the e-mail account has been created. It cannot be changed.
<b>Username</b>	The username is the one entered when the e-mail account has been created. It cannot be changed.
<b>E-mail</b>	The e-mail is the one generated when the e-mail account has been created. It cannot be changed.
	Click this button to check the availability of this e-mail account. If a mailbox is available, an extra line displays the status of the address entered: If an account is not available (already existing) this will be mentioned too. In that case a different username must be entered or this account must be added as an existing account .
<b>Password</b>	The password can be changed here.
<b>Spam Filter level</b>	Set the spam filter level here. The value is a number between "1" and "10". "1" stands for the lowest level of filtering (Almost all spam will pass the filter). "10" stands for the highest level of filtering (Almost all spam will be blocked by the filter). In that case there is some chance normal e-mail messages will be inaccurately recognized being spam and thus will be blocked by the filter. Usually spam filter level "5" is most common. The change to receive spam messages into the inbox is very rare and the chance normal e-mail messages will be recognized as being spam is almost zero. Spam messages are stored in the spam folder.

Subject	Description
<b>Forwarding section</b>	
<b>E-mail addresses</b>	The e-mail messages sent to the edited account are forwarded to this e-mail address.
<b>Enable</b>	Check this box to activate forward messages.
<b>Keep a copy</b>	Check this box to keep copies of forwarded e-mail messages in the Inbox folder.
	Click on this button to save the filled in information.
	Click this button to abort editing the account.

In case of the **Predefined Accounts** the following window will open:



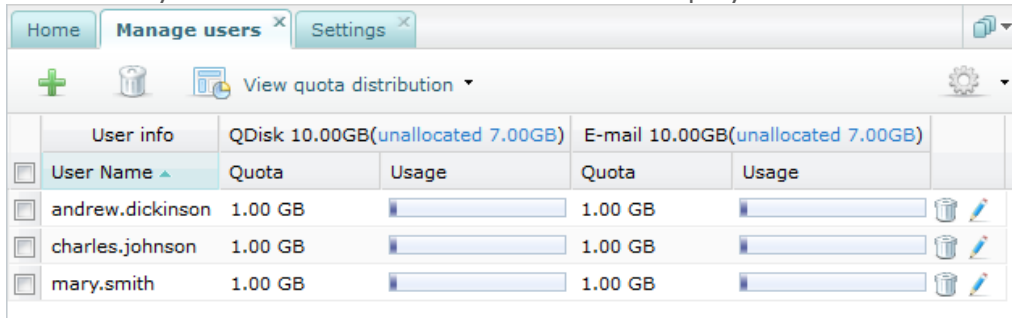
Subject	Description
<b>Full Name</b>	Enter the full username. For example <i>Andrew Johnson</i> . This is the name other users will see when they receive email messages from this account.
<b>Mailserver</b>	Choose one of the available mail servers from the selection list.
<b>Username</b>	Enter the e-mail account's username.
<b>E-mail</b>	Enter the full e-mail address. Usually this field is being completed automatically using the name entered for the username and the chosen mail server in the preceding fields. The E-mail address can modified if desired.
<b>Password</b>	Enter the password here.
<b>Use secured connection</b>	Check this box to use a secured connection for all data transfer.
	Click this button to test the accuracy of the entered data. If the data are correct, the connection to IMAP will be successfully. An extra line will containing the connection tentative result will be shown. In case of failed connection:  In case of successfull connection: 
	Click on this button to save the filled in information.
	Click this button to abort editing the account.

# VIEW QUOTA DISTRIBUTION

Choose the **View quota distribution** layout in the manage users screen.

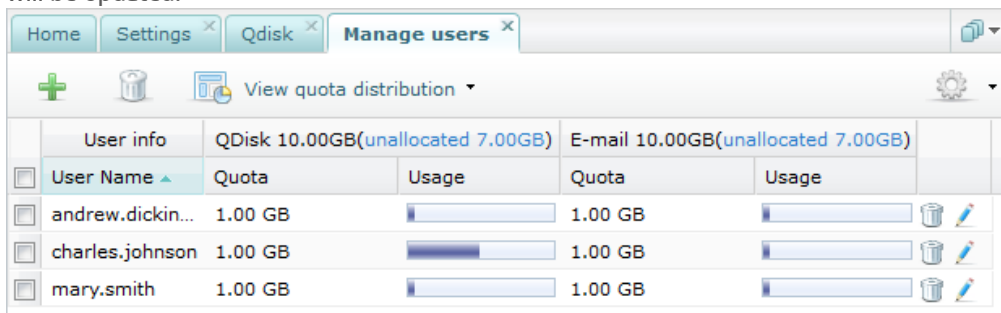
The users list will be displayed with additional informations about the available and used e-mail/qdisk quota for each of users. The users quota usage is displayed also by a small progress bar.

In the header of the screen, informations about the organization/ sub-organization's total allocated e-mail/qdisk quota is displayed. The total unallocated quota will be displayed also in the header, between brackets with blue colour. It will be modified every time a user is added or removed from the company's users list.

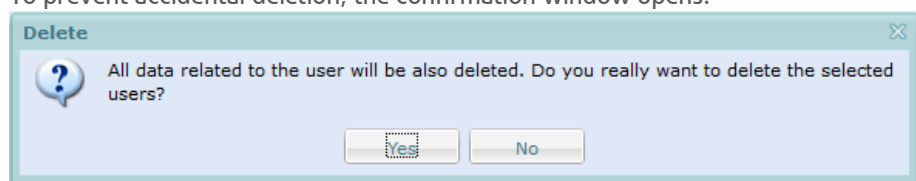


User info						QDisk 10.00GB(unallocated 7.00GB)		E-mail 10.00GB(unallocated 7.00GB)	
	User Name	Quota	Usage	Quota	Usage				
<input type="checkbox"/>	andrew.dickinson	1.00 GB	<div></div>	1.00 GB	<div></div>				
<input type="checkbox"/>	charles.johnson	1.00 GB	<div></div>	1.00 GB	<div></div>				
<input type="checkbox"/>	mary.smith	1.00 GB	<div></div>	1.00 GB	<div></div>				

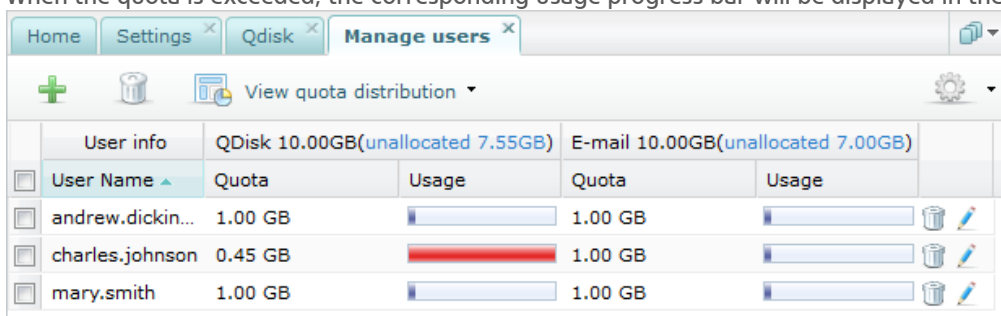
Also, every time a user receives/removes e-mails or uploads/deletes files on QDisk, the corresponding inline quota usage will be updated.



User info						QDisk 10.00GB(unallocated 7.00GB)		E-mail 10.00GB(unallocated 7.00GB)	
	User Name	Quota	Usage	Quota	Usage				
<input type="checkbox"/>	andrew.dickinson	1.00 GB	<div></div>	1.00 GB	<div></div>				
<input type="checkbox"/>	charles.johnson	1.00 GB	<div></div>	1.00 GB	<div></div>				
<input type="checkbox"/>	mary.smith	1.00 GB	<div></div>	1.00 GB	<div></div>				

Subject	Description
	Click this button to delete a user from the list.
To prevent accidental deletion, the confirmation window opens:	
	
<b>Delete selected users:</b>	Click
<b>Do not delete selected users:</b>	Click
	Click this button to edit the user data.

When the quota is exceeded, the corresponding usage progress bar will be displayed in the red color:



User info						QDisk 10.00GB(unallocated 7.55GB)		E-mail 10.00GB(unallocated 7.00GB)	
	User Name	Quota	Usage	Quota	Usage				
<input type="checkbox"/>	andrew.dickinson	1.00 GB	<div></div>	1.00 GB	<div></div>				
<input type="checkbox"/>	charles.johnson	0.45 GB	<div></div>	1.00 GB	<div></div>				
<input type="checkbox"/>	mary.smith	1.00 GB	<div></div>	1.00 GB	<div></div>				



# QUOTA DISTRIBUTION VIA SIGN-UP

In case additional quota is requested for an organization, this can be set via the Sign-up screen.

Here is an example:

- For an organization having 0 Gb unallocated quota for QDisk and about 0 Gb unallocated quota for E-mail, more space is requested:

Home

Organization

Manage Users: Qaleido ...

View quota distribution

Total Quota: 102.69 GB

User info		QDisk 100.00 GB (unallocated 0.00 GB)		E-mail 2.69 GB (unallocated 0.34 GB)		Accounts Num...
User Name	Full Name	Quota	Usage	Quota	Usage	
adrian_tst	C Rouault	50.00 GB	<div></div>	1.34 GB	<div></div>	1
charles.johnson2	Charles Johns...	50.00 GB	<div></div>	1.00 GB	<div></div>	1

- The additional quota will be allocated from the Sign-up screen:

## Opslagruimte

☒ Qdisk - Extra opslagruimte (100 GB) - € 7.44 per maand

1 x 100GB

☒ Mailbox (250 MB) + Extra user - € 0.29 per maand

4 x 250MB

- In Qaleido the new quota will be allocated at the organization's level:

Home

Organization

Manage Users: Qaleido ...

View quota distribution

Total Quota: 203.66 GB


User info		QDisk 200.00 GB (unallocated 100.00 GB)		E-mail 3.66 GB (unallocated 1.32 GB)		Accounts Num...	
User Name	Full Name	Quota	Usage	Quota	Usage		
adrian_tst	C Rouault	50.00 GB	<div></div>	1.34 GB	<div></div>	1	<div></div>
charles.johnson2	Charles Johns...	50.00 GB	<div></div>	1.00 GB	<div></div>	1	<div></div>

- In Qaleido the power user will be able to redistribute the additional quota between the organization's users from the add/ edit user screen:

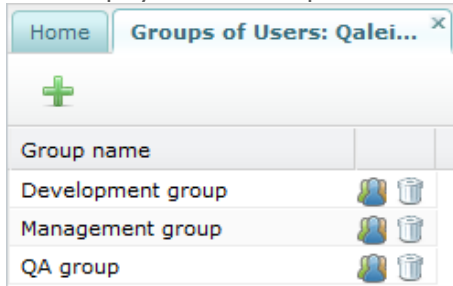
The screenshot shows the 'Edit user' dialog box for 'adrian\_tst'. The dialog has tabs for 'General Settings', 'Domain', 'E-mail Settings', 'Groups of Users', 'Groups of Rights', and 'Chat Account Settings'. The 'E-mail Settings' tab is selected. It contains fields for 'Max no. of accounts' (set to 2), 'Max no. of aliases' (set to 1), 'E-mail dimension' (set to 2 GB), and 'QDisk dimension' (set to 55 GB).

Max no. of accounts:	2
Max no. of aliases:	1
E-mail dimension:	2 GB
QDisk dimension:	55 GB

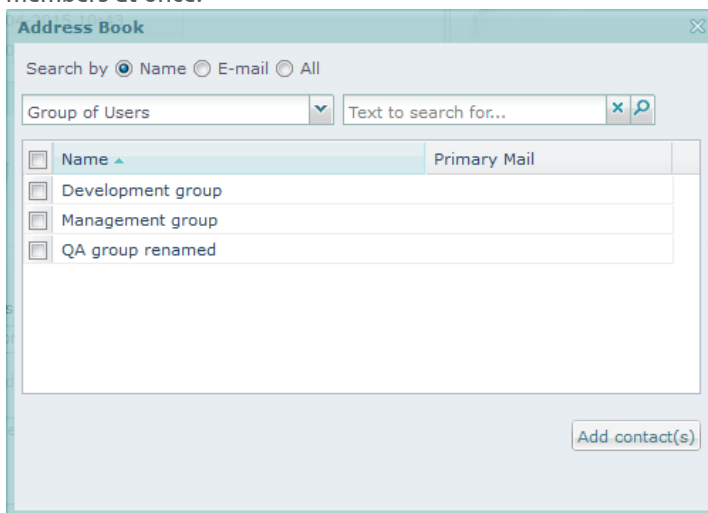
## GROUPS OF USERS

Click the inline  button in the organization/ sub-organization screen. In the opened menu choose the **Show Groups of Users grid for organization** option.


In the displayed screen the power user can manage the groups of users, being able to create/rename/delete them.

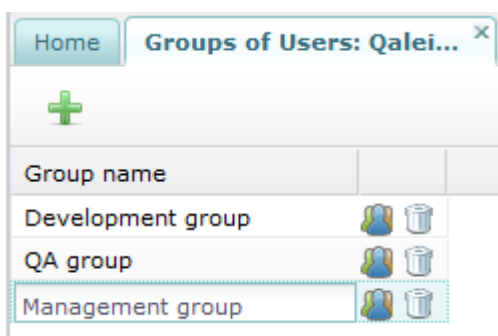


QDisk files/ folders can be shared to groups of users. When press the couple of keys Ctrl+K in the QDisk sharing window you will be able to select a group of users in order the QDisk file/ folder to be shared to all the group's members at once:



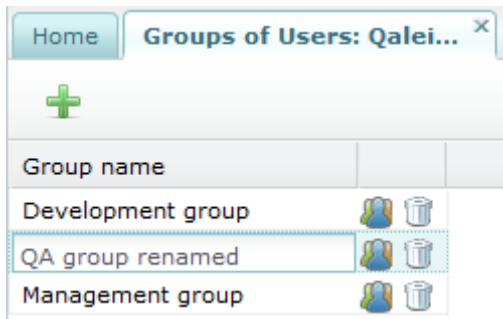
## CREATE GROUPS OF USERS

In the groups of users screen press the  button in the header. An input where you can fill up the new group's name will be open. After the input has been populated it will be closed and the group will be created with an outside mouse click.




## RENAME GROUPS OF USERS

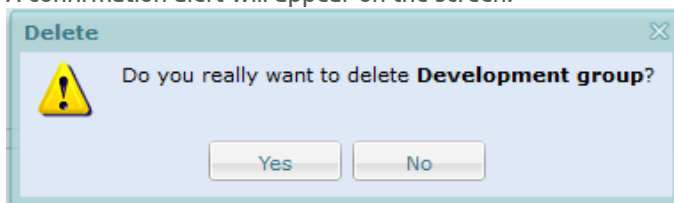
In order to rename a group of users double click an already existing one. An input where you can fill up the new name of the group will be open. After the input has been populated it will be closed and the group will be renamed with an outside mouse click.

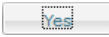


## DELETE GROUP OF USERS

In the groups of users screen press the inline  button or right click and choose the **Delete** option from the context menu.


A confirmation alert will appear on the screen:

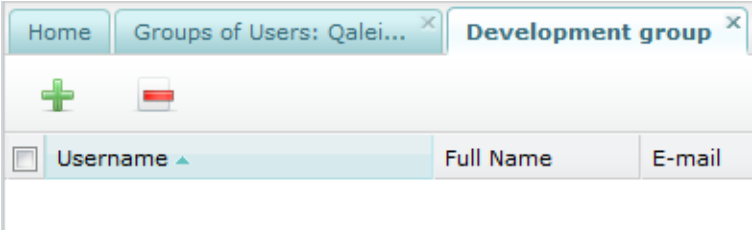


Delete selected group: Click 

Do not delete selected group: Click 

# ADD USERS TO GROUPS

In the groups of users screen press the inline  button in order to add users to a certain group. A new tab will open where the power user can add users in order to belong to the selected group of users.

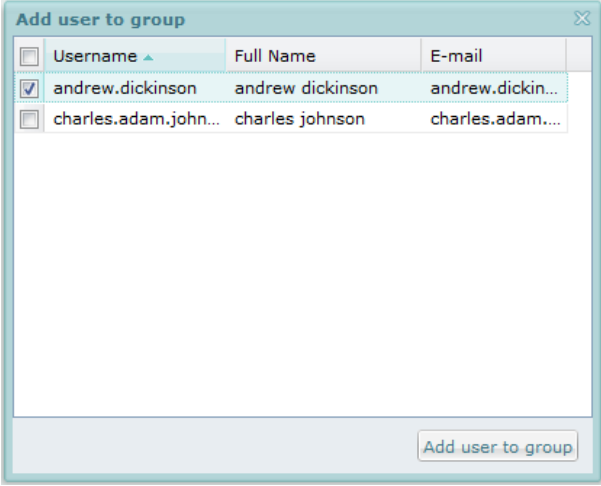


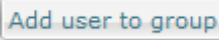
## Subject



## Description

Press this button in order to add users to the selected group. A small window containing a list with the organization/ sub-organization's users. Here the power user can check the users that will belong to the selected group.




Select the users and press the  button in order the selected users to be added to the group.




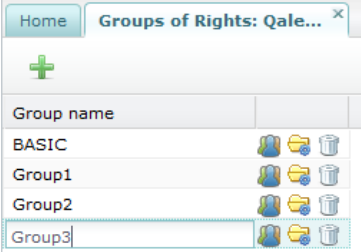
Select one/ more users and press this button in order to delete the selected users from the group.

**Note:** The users are only deleted from the group of users. They will belong forward to the company, being visible in the Manage Users screen.

# RIGHTS GROUPS

Click the inline  button in the organization/ sub-organization screen. In the opened menu choose the **Show Groups of Rights grid for organization** option.  
A new tab containing a list of the organization/ sub-organization's groups of rights will be open.



Subject	Description
	<p>Press this icon in order to add a new group of rights for the organization/ sub-organization. An inline input will be open in order to fill up the new group's name.</p>  <p>The input will be closed and the new group will be created after an outside mouse click.</p> <p><b>Note:</b> In order to rename a rights group double click on its line and fill up the new name in the open input. The input will also be closed and the new name will be saved after an outside mouse click.</p>

## Subject



## Description



Press this inline button in order to see the list of the organization/ sub-organization's list of users that belong to the selected group

Home

Group1 ✕

<input type="checkbox"/>	Username	First name	Last name
<input checked="" type="checkbox"/>	andrew.smith	andrew	smith
<input type="checkbox"/>	charles.adam.johnson	charles	johnson



The users can be moved from a rights group to another in order to acquire the new group's rights. Select one/ more users and press the button. A small window containing a list of the rights groups where the user can be transferred will be displayed.

Transfer users

☐ BASIC
   
☒ Group2


Transfer


Press the  button in order the user to be transferred to the new rights group.

Press the button in order the user to be transfer

Home

Group2 ×





<input type="checkbox"/>	Username	First name	Last name
<input type="checkbox"/>	andrew.smith	andrew	smith
<input type="checkbox"/>	helen.johnes	helen	johnes
<input type="checkbox"/>	charles.adam.johnson	charles	johnson

**Note:** In case of transferring a user from the BASIC group to another, that user will belong to both groups. In case of transferring a user between some other groups, the user be simply moved from a group to another.



Press this icon in order to see the rights set for the selected group.

The power user can activate/ deactivate rights for a group by inline check/ uncheck.

Home

Group Rights: Group2

Rights switch	Description	Module
<input checked="" type="checkbox"/>	View the Calendar	Calendar
<input checked="" type="checkbox"/>	View, Create, Edit, Delete tasks	Tasks
<input checked="" type="checkbox"/>	View, Create, Edit, Delete Notes	Notes
<input checked="" type="checkbox"/>	View the mail list	Mail List
<input type="checkbox"/>	Access SyncMobile module	SyncMobile
<input type="checkbox"/>	Create new imap account	Settings
<input checked="" type="checkbox"/>	QChat module	QChat
<input checked="" type="checkbox"/>	Access QDisk module	Qdisk
<input type="checkbox"/>	Access QStore	QStore
<input type="checkbox"/>	Access QLink	QLink
<input type="checkbox"/>	Create new video conference	VideoConference
<input type="checkbox"/>	CalDAV/CardDAV module	CalDAV/CardDAV
<input type="checkbox"/>	Tools	Tools
<input type="checkbox"/>	Enable view for QDisk files	QDisk View
<input type="checkbox"/>	Enable edit for QDisk files	QDisk Edit
<input type="checkbox"/>	OutDAV module	OutDAV
<input type="checkbox"/>	Manage Sub-organizations right	Manage Sub-organizations

## Subject



## Description

Press this icon in order to see the rights set for the selected group.

The power user can activate/ deactivate rights for a group by inline check/ uncheck.

Home Group Rights: Group2 x		
Rights switch	Description	Module
<input checked="" type="checkbox"/>	View the Calendar	Calendar
<input checked="" type="checkbox"/>	View, Create, Edit, Delete tasks	Tasks
<input checked="" type="checkbox"/>	View, Create, Edit, Delete Notes	Notes
<input checked="" type="checkbox"/>	View the mail list	Mail List
<input type="checkbox"/>	Access SyncMobile module	SyncMobile
<input type="checkbox"/>	Create new imap account	Settings
<input checked="" type="checkbox"/>	QChat module	QChat
<input checked="" type="checkbox"/>	Access QDisk module	Qdisk
<input type="checkbox"/>	Access QStore	QStore
<input type="checkbox"/>	Access QLink	QLink
<input type="checkbox"/>	Create new video conference	VideoConference
<input type="checkbox"/>	CalDAV/CardDAV module	CalDAV/CardDAV
<input type="checkbox"/>	Tools	Tools
<input type="checkbox"/>	Enable view for QDisk files	QDisk View
<input type="checkbox"/>	Enable edit for QDisk files	QDisk Edit
<input type="checkbox"/>	OutDAV module	OutDAV
<input type="checkbox"/>	Manage Sub-organizations right	Manage Sub-organizations

## Subject



## Description

In the rights groups screen, select one/ more groups and press this icon in order to delete them.

Delete selected group: Click

Do not delete selected group: Click


**Note:** When organizations/ sub-organizations are created the BASIC group will be automatically created.

When new users are created under the organizations/ sub-organizations, they are automatically added in the BASIC rights group.

Similarly, when a user is deleted from the users list it will be automatically deleted from the BASIC group, also from all the groups to which it belonged. Modifications of the username are also automatically reflected in the rights group BASIC or in the other groups to which it belonged.

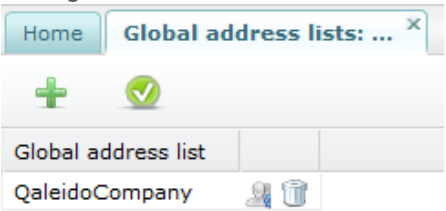
# GLOBAL ADDRESS LISTS


In Qaleido Communications at any place where an e-mail address must be entered, an address book can be open. This address book can be personal address book (managed by the user himself in the **Contacts** section) or global address book, abbreviated to **GAL** (managed by power users or administrators).

Click the inline  button in the organization/ sub-organization screen. In the opened menu choose the **Show Global address lists grid for organization** option.

A new tab containing a list of the organization/ sub-organization's GALs will be open.

**Note:** When an organization/ sub-organization is created a GAL with the same name is automatically created under the organization.



Subject	Description
	<p>In the main GALs screen press this button in order to add a new <b>GAL</b> group under the organization/ sub-organization.</p> <div><div>New GAL</div><div><div>LDAP server:</div><div>Default</div><div>▼</div></div><div><div>Host:</div><div></div></div><div><div>Username:</div><div></div></div><div><div>Password:</div><div></div></div><div><div>BaseDN:</div><div></div></div><div><div>GAL name:</div><div>Development GAL</div></div><div><div>✓ OK</div><div>✗ Cancel</div></div></div>



## Subject

## Description



In the main GALs screen press this button from header in order to activate/deactivate GALs in the main screen, by check/ uncheck them in the open window:

Home <b>Activate global address...</b>			
Activate	Name ▲	Host	BaseDN
<input checked="" type="checkbox"/>	QaleidoCompany	213.233.242.11	ou=QaleidoCompany,o=Q
<input type="checkbox"/>	Development GAL	213.233.242.11	ou=Development GAL,o=

**Note:** Only the active GALs are visible in the autocomplete when send e-mails in the Compose tab, when add attendees to an event or when share QDisk files/ folders:

Home **Compose**

To:

Cc:


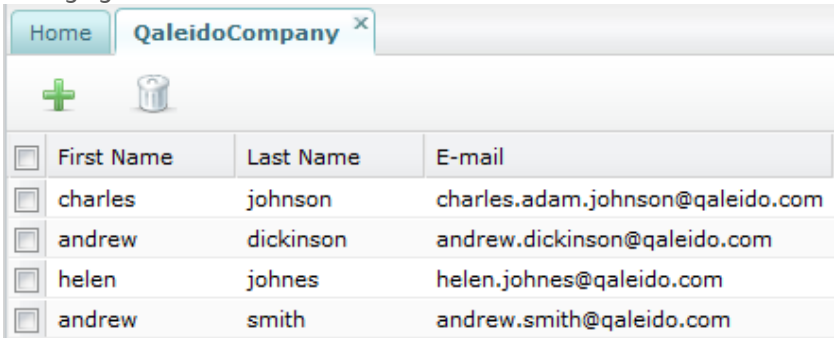

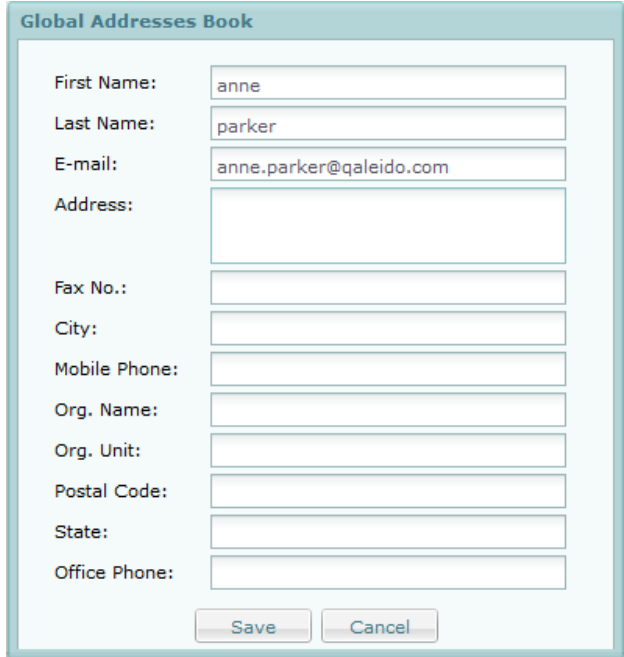
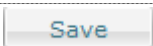
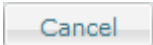
Also only the active GALs are visible in the Ctrl+K window when send an email, invite someone to an event or share QDisk files/ folders. In the To/Cc/Bcc fields from the Compose tab, in the attendees field from the add/ edit event window or in the QDisk sharing screen press the Ctrl+K keys:

**Address Book**

Search by ☒ Name ☐ E-mail ☐ All

Global Address Book

<input type="checkbox"/>	Name ▲	Primary Mail
<input type="checkbox"/>	andrew dickinson	andrew.dickinson@qaleido....
<input type="checkbox"/>	andrew smith	andrew.smith@qaleido.com
<input type="checkbox"/>	charles johnson	charles.adam.johnson@qal...
<input type="checkbox"/>	helen johnes	helen.johnes@qaleido.com

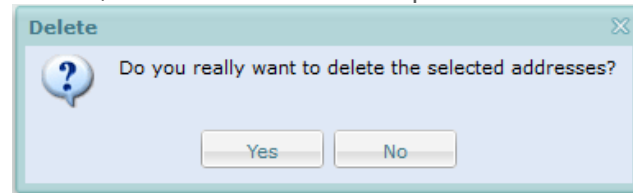
Subject	Description
	<p>In the main GALs screen press this inline icon in order to see the users belonging to the selected GAL.</p> 
	<p>Press this button in the GAL's users screen in order to add new users (addresses).</p> <p>A small window will be displayed where you can fill in the new GAL item's data:</p> 
<b>First name</b>	Fill in the first name here.
<b>Last Name</b>	Fill in the last name here.
<b>E-mail</b>	Fill in the e-mail address here.
<b>Address</b>	Fill in the address (street name/number e.g.)
<b>Fax No.</b>	Fill in the fax number here.
<b>City</b>	Fill in the city name here.
<b>Mobile Phone</b>	Fill in the mobile phone here.
<b>Organization name</b>	Fill in the company name here.
<b>Organizational unit</b>	Fill in the name of the department here.
<b>Postal Code</b>	Fill in the postal code here.
<b>State</b>	Fill in the name of the state/province here.
<b>Office Phone</b>	Fill in the telephone number from the office here.
	Click on this button to save the filled in information.
	Click on this button to cancel the data input. Nothing will be saved now.



Select one/ more items in the GAL's users screen and press this icon from the header in order to delete addresses.

An address is selected from the displayed list in its line; just check the check-box on the left of the address.

Multiple addresses can be checked simultaneously. To prevent accidental deletion, the confirmation window opens:



Delete selected addresses: Click

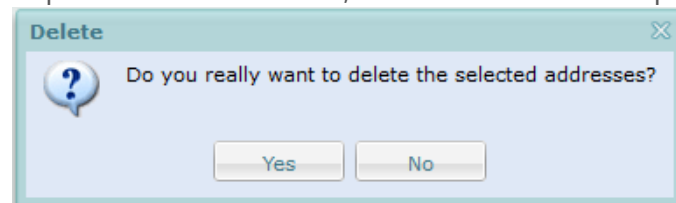
Do not delete selected addresses: Click



Press this inline in the GAL's users screen in order to delete the selected address.

The icon is visible only when mouse over the address line.

To prevent accidental deletion, the confirmation window opens:




Delete selected address: Click

Do not delete selected address: Click



Press this inline in the GAL's users screen in order to edit the selected address.

The icon is visible only when mouse over the address line.

☐ andrew smith andrew.smith@qaleido.com  

The edit address window will be displayed. Here you can change the GAL item's data. Fill in the fields as in the add address window from above.

**Global Addresses Book**

First Name:

andrew

Last Name:

smith

E-mail:

andrew.smith@qaleido.com

Address:

Fax No.:

City:

Mobile Phone:

Org. Name:

Org. Unit:


Postal Code:

State:

Office Phone:


Save

Cancel


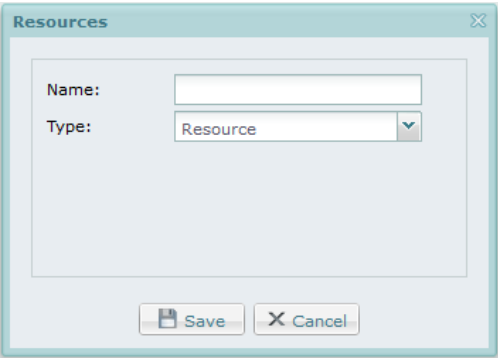


Subject	Description
	<p>In the main GALs screen press this inline button in order to delete a <b>GAL</b> group under the organization/ sub-organization.</p> <div> <div> Delete the GAL: Click <div data-bbox="852 264 967 300">Yes</div> </div> <div> Do not delete the GAL: Click <div data-bbox="852 309 967 344">No</div> </div> </div>


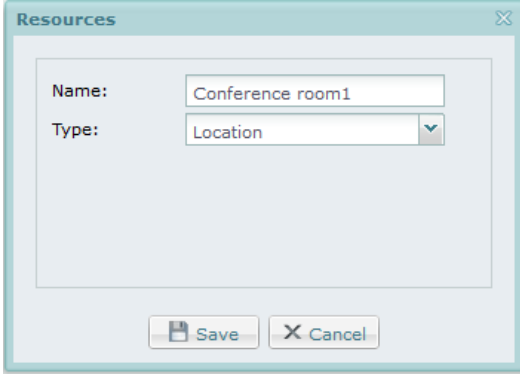


# RESOURCES


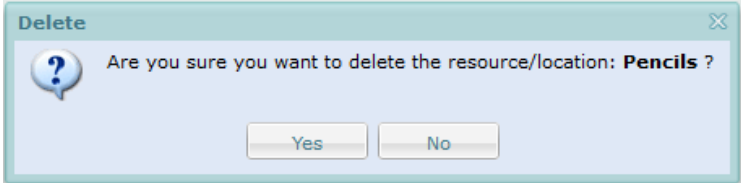

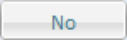
Use resources at the creation of appointments in the Qaleido’s Calendar section. A resource can be a location or a tool. In this folder you can create, edit or delete resources.

Click the inline  button in the organization/ sub-organization screen. In the opened menu choose the **Show Resources grid for organization** option.  
The organization/ sub-organization’s resources tab will open.




Subject	Description
	<p>In the main Resources screen click on this icon in the header to add a new resource.</p> <p>The add resource window will open.</p> <div data-bbox="534 795 1034 1153"></div>
<b>Name</b>	Enter a description for the resource here.
<b>Type</b>	Open the drop down list and select the resource type (location or resource)
	Click this button to save this resource data.
	Click this button to abort editing resource data. Nothing will be saved now.

Subject	Description
	<p>In the main Resources screen click on this inline icon to edit a resource. The edit resource window will open.</p> 
Name	Enter a description for the resource here.
Type	Open the drop down list and select the resource type (location or resource)
	Click this button to save this resource data.
	Click this button to abort editing resource data. Nothing will be saved now.

Subject	Description
	<p>In the main Resources screen click on this inline icon to delete a resource. To prevent accidental deletion, the confirmation window opens:</p> 
Delete the resource:	Click 
Do not delete the resource:	Click 

# QALEIDO LOGO

Using this functionality Qaleido logos can be customized.

Click the inline  button in the organization/ sub-organization screen. In the opened menu choose the **Show Logo for organization** option.

The Qaleido logos can be modified quite simple to meet user preferences by means of the functions in the window displayed below.

Change logo

max 180px

max 55px

We suggest that you consider the following rules for the 'main logo' image:

- maximum width and height 180px/55px
- transparent background
- png format

Deactivate

Main logo:

Browse

logo.png

✖

Print logo:

Browse

logo.png

✖

Invite logo:

Browse

logo.png

✖

Subject	Description
<div><div><div><div></div><div>max 180px</div><div>max 55px</div></div></div></div>	The main logo previous image is displayed here.
<div><div><div>Main logo:</div><div><div>Browse</div><div>logo.png</div><div>✖</div></div></div><div><div>Print logo:</div><div><div>Browse</div><div>logo.png</div><div>✖</div></div></div><div><div>Invite logo:</div><div><div>Browse</div><div>logo.png</div><div>✖</div></div></div></div>	In this block a main logo (which will appear in the main screen), a print logo (which will appear when print e-mails) and an invitation logo (which will appear in the invitation mails) can be uploaded or deleted. If no logo is selected, the name of logo and the icons are hidden.
<div><div><div>Browse</div></div></div>	<div>Click on this button to open a browser window, search for the preferred logo, select and adopt it. When the logo is adopted, the name of the logo and the associated icons are displayed to the right of the browse button.</div> <div>Note: The format of the pictures must be of type .PNG and must meet a maximum width of 180 pixels and a maximum height of 55 pixels.</div>
<div><div><div>✖</div></div></div>	Click on this icon to remove the selected logo.

Subject	Description
<div>Activate</div> <p>Click on this button to activate the uploaded logos. Subsequently this information is displayed for some seconds at the top of the window:</p> <div>The uploaded logos were activated. Logout and login in order to view the changes.</div>	
<div>Deactivate</div> <p>Click on this button to deactivate the uploaded logos. Subsequently this information is displayed for some seconds at the top of the window:</p> <div>The uploaded logos were deactivated. Logout and login in order to view the changes.</div>	