aleido
COMMUNICATIONS

GET ORGANIZED
GET QALEIDO

QALEIDO COMMUNICATIONS VERSION 1.7
FEATURE LIST

Cooperation, information sharing, sophisticated webmail
and much more directly through your browser.

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QALEIDO COMMUNICATIONS

Qaleido Communications is a sophisticated information manager for webbased e-mail, calendars, tasks, notes, contacts,
web storage and more. Attractively priced, easy to use, secure, data storage safely located in the Netherlands, with no advertising and no profiling.
Qaleido Communications is the perfect solution for small, medium and large companies, designed to meet the highest
demands for communication and management of personal information. Qaleido goes far beyond ordinary webmail functionalities.

For diferences between packages and prices visit www.qaleido.com/order.

QALEIDO PRO ™	QALEIDO CLOUD DISK ™	QALEIDO LITE ™	QALEIDO FREE ™

FEATURE LIST

MAILING

E-mail
Qaleido offers all the functionality of a professional communications client.

• reply, forward, copy, move or print e-mails
• read e-mails in different formats: HTML, Rich Text Format (RTF) or plain text format
• create rules for incoming e-mails
• 1-step-action on e-mail to reply, forward, edit, delete, create tasks and save contacts
• default maximum attachment size 20Mb; Use the Qdisk for larger files.
• save e-mails immediately in PDF format
• download multiple attachments as an archive (ZIP or TAR)
• keep your email organised by creating folders and sub folders
• read receipt support and know when somebody reads your e-mails
• change the reply-to address while composing an e-mail
• edit and resend e-mails from Sent Items
• auto-complete e-mail address from personal address list
• auto-complete e-mail from Global Adress List (GAL)
• rapid display of your e-mail overview on one or two lines
• automatic insertion of signatures (including picture/logo) when creating e-mails; Multiple signatures are possible
• set an automatic response message in case of absence
• new e-mail notification in a pop-up window
• simply move messages to other folders via drag & drop
• set priority level while composing e-mails (low/normal/high priority)
• easily create tasks from e-mails.
• mark e-mails: read or unread
• choose between basic or advanced search and filter
• one click quick search function in all folders and sub folders
• create multiple full-featured e-mail accounts and aliases
• multiple IMAP support – the user can add predefined e-mail accounts, create e-mail accounts, check and handle shared e-mail accounts
• shared folders with read/write or read-only permissions
• subscribe and unsubscribe to folders
• easily forward one or more e-mails at once

Mailing additional features
• easily send digitally signed and encrypted e-mails (within a domain)
• set the reading pane to bottom, right, or off to maximise readability of the e-mail overview
• shared folders with read/write or read-only permissions. Instant visibility for users when permissions are changed
• shared accounts with read/write or read-only permissions. Instant visibility for users when permissions are changed
• add attachments while composing e-mails by simply drag & drop files from your desktop over the e-mail message
• multiple files can be added all at once as e-mail attachment
• create a task from e-mail by drag & drop your e-mail over the tasks list
• create events from e-mails by drag & drop your e-mail over the calendar

ORGANIZING

Qaleido has extensive options to manage your appointments, tasks and notes.

Calendar
• easily create appointments
• invite attendees for a meeting by sending meeting requests by e-mail
• flexible scheduling of recurring appointments
• add attachments to event invitations
• appointment reminders in pop-up windows
• easily create shared calendars
• set unique colors for every shared calendar
• the intelligent scheduling assistant simplifies event planning, taking into account the availability of people and resources
• colleagues can check your availability before requesting your attendance in a meeting, without actually accessing your calendar details
• receive pop-up reminders for your contacts birthdays; birthdays are visible in your calendar
• display tasks in your calendar, on due date or on start date, as you decide
• display events in different views of calendar: day, week, workweek, month, list
• search events and tasks directly from the calendar
• multiple calendars in one view; distinguish events by unique calendar color settings
• move tasks/events with drag and drop in calendar

Organizing extras
• interactive calendars
• simply drag and drop events from one calendar to another calendar
• use event categories (tagging with different colors), offering an easy overview of events
• quickly overview events and tasks with interactive "ToDo Bar" displayed on the right panel (two months calendar view, tasks list)
• organize your "ToDo Bar" to display one month, two months and tasks list arranged by priority, status, due date or task source
• drag and drop event or task from calendar over the "ToDo Bar"
• create an event for a task with drag and drop
• easy and quick creation of new e-mail, task and appointment, everywhere in the application

Task and Notes
• create, move, copy and delete tasks and notes
• send tasks via e-mail to other users
• import tasks received via e-mail
• receive a pop-up reminder for your tasks

Contacts
• share contact information by e-mail
• easily save contact information received via e-mail in your address book
• create distribution lists to send e-mails to multiple contacts
• create a contact by dragging an e-mail to the contacts folder

QDISK

• upload and store files
• delete, move, rename and download files
• move files to different folders via drag & drop
• move folders to other folders
• share files from the webdisk with other users
• share folders from the webdisk with other users
• download e-mail attachments directly to the web disk
• upload e-mail attachments from the webdisk
• use password protection and time limitation for shared files
• dynamic storage capacity distribution between e-mails and the web disk

QSYNC

• keep automatically in sync your QDisk data with local folders
• QSync clients are available for iOS/Mac OS X/Windows/Android

CORPORATE QDISK

• company web disk available, managed by the company administrator
• the company administrator is able to share folders from the webdisk to users or groups of users that belong to the company
• users can download files from the company webdisk
• users can upload files to the webdisk folder shared to them

QLINKS

• store, share and organize all your (hyper-) links into categories on a single page
• save any link you receive by e-mail, directly from your message, with one click
• store any link from your browser into QLinks with Qaleido browser dependent add-ons

QSTORE

• store, share and organize all your (hyper-) links into categories on a single page
• save any link you receive by e-mail, directly from your message, with one click
• store any link from your browser into QLinks with Qaleido browser dependent add-ons

QCHAT

• internal chat functionalities for Qaleido users within a domain
• chat module can be enabled or disabled for a group of users by the administrators

QVIDEO

• video-conferencing module for multiple users at the same time
• the presenter can upload any PDF presentation or office document; he can easily control his presentation using highlights and summaries by means of whiteboard controls
• the presenter can share his desktop for all participants to see
• chat is also available during the conference

SYNCHRONISATION

• synchronize your calendar, contacts, tasks and notes with your mobile phone, smart phone or PDA
• access your mail in real-time directly from your smart phone

CALDAV/CARDDAV SYNC

• CardDAV / CalDAV protocols support allowing you to synchronize your contacts, events and tasks with your smart phone
• available on iPhone/iPad/Android

ADMINISTRATION & SECURITY

• secure communication using SSL certificates; TLS 1.0 connection; 256-bit encryption
• easy user administration: add new users and configure e-mail access
• multiple Global Address Lists
• access your e-mail via IMAP
• run Qaleido Communications for multiple organizations on a single server
• offers multiple domains option
• easily manage users, rights groups
• easily manage groups of Qaleido users; groups are useful for sharing files/folders within the company
• SSL certificate management
• version management (backup and update of current version)

MORE GREAT QALEIDO FEATURES

• multi-language support: English, Dutch, French
• modern, stylish and comfortable design providing a pleasant feeling while using Qaleido
• each personal adjustment of the layout can be stored: visibility and order of toolbar icons, visibility, sorting and order of columns; display of detail visibility of to-do bar views
• sort e-mails on subject, date, recipient, sender, attachment, flag and size
• e-mail rules, automatically move, copy or delete incoming e-mails
• spam e-mails are automatically moved to Junk e-mail folder
• compatible with the following browsers: Mozilla Firefox 9+, Apple Safari 4+, Google Chrome 10+, Microsoft IE 8+, Opera 11+
• context menus with extended features via right-button clicks
• look and feel of a desktop application
• browser integrated spellchecker available also within Qaleido
• the user interface can be branded to match your corporate house style

TOOLS

• import data from Outlook or pst file into Qaleido
• desktop plug-in for setting Qaleido as your default e-mail client
• migration from Exchange to Qaleido

SCHEDULER

Qaleido Scheduler is a configurable online reservation system. Your customers can scheduler appointments with your staff directly from your website.

• powerful
• friendly & easy to use
• guided setup for configurations
• efficient & elegant
• best suited for spa, wellness center, hair stylists, massage, dentists or independent consultants, but not limited to these
• actively supported and enhanced
• seamless integration with Qaleido Communications
• customizable design, colors to match your website
• appointments synchronization (both for customers and your staff)

Security Partners: