



UNIVERSITÄT
HOHENHEIM

USER GUIDE OPEN-XCHANGE

This guide is intended for students and staff
at the University of Hohenheim.

Open-
Xchange

KIM | COMMUNICATION, INFORMATION, AND MEDIA CENTER

Open-Xchange

Version 1.01


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1 THE NEW OPEN-XCHANGE WEBMAIL SERVICE

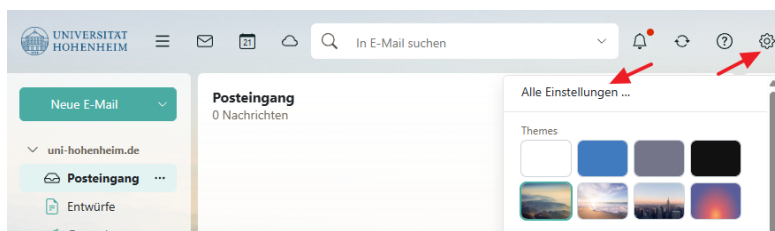
The new Open-Xchange (OX) webmail service is available at <https://mail.uni-hohenheim.de>. Two-factor authentication (2FA) is required to log in. After entering your username and password, you must also enter a 2FA token. If you have already set up a 2FA token for VPN access, you can also use it to log in to Open-Xchange. In that case, you do not need to set it up again.

Instructions for setting up a 2FA token can be found at: <https://kim.uni-hohenheim.de/mfa>

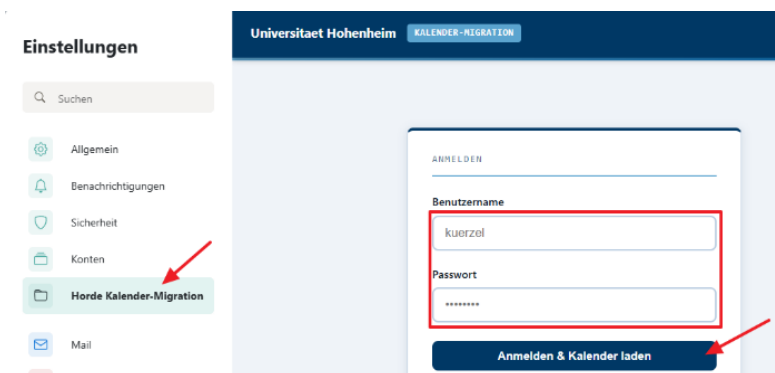
You can find detailed user guides via the  icon in the web application.

2 TRANSFERRING CALENDARS FROM THE OLD WEBMAIL

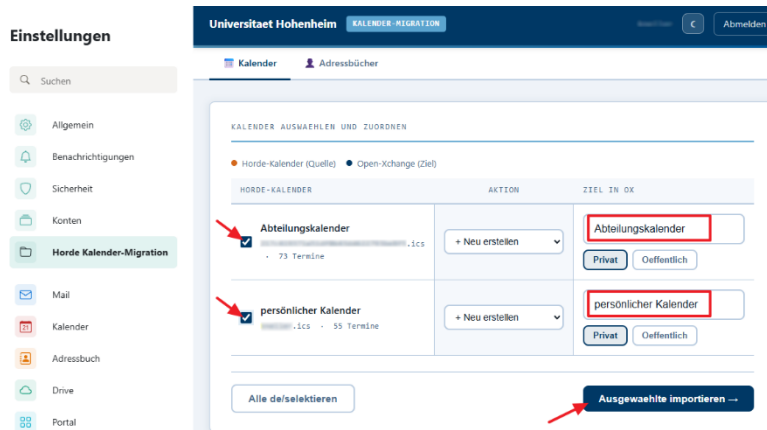
You can copy the calendar entries from the old webmail (webmail.uni-hohenheim.de) to the new webmail (NOTE: the sharing settings you had set in the old webmail will NOT be transferred and must be set up again).



Click the gear icon and select "All Settings..."

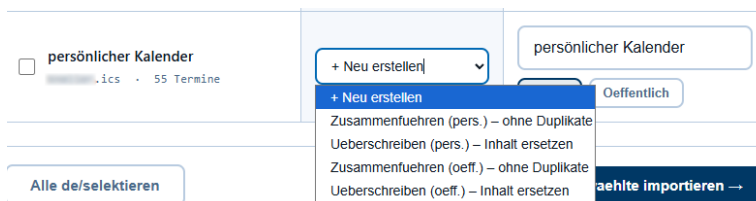


Now select "Horde Calendar Migration" and enter your username and password.



After logging in, you will see your current Webmail calendars (NOT the calendars that another person has shared with you). Select the calendars you want to copy and import them using the “Import Selected” button (you can customize the calendar name during this process).

Once the migration is complete, a message will appear in a window. You can now close the Settings window (you may need to navigate to a different section of the settings to do so).

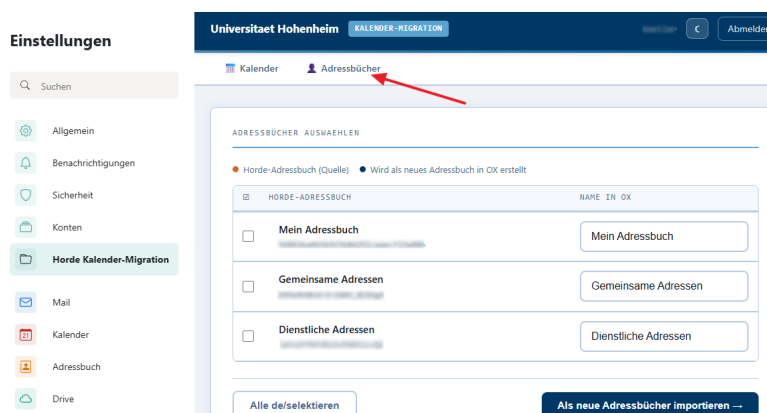


Instead of creating new calendars in Open-Xchange, existing calendars can also be populated or overwritten.

IMPORTANT. If you synchronize your calendars with Outlook or other programs, you must reconfigure the synchronization. Follow the relevant instructions to do so.

3 TRANSFERRING ADDRESS BOOKS FROM THE OLD WEBMAIL

Just like with calendars, you can also copy address books.

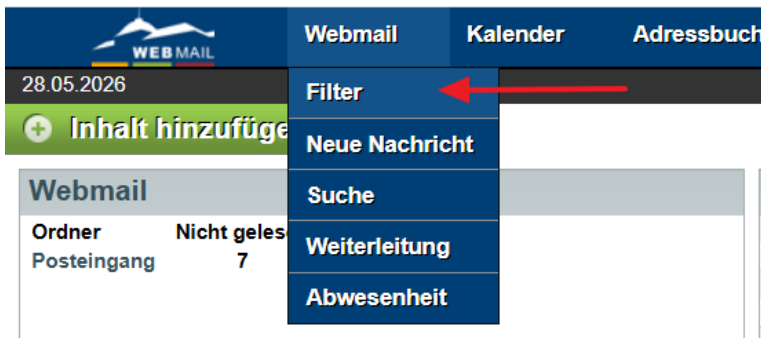


To do this, simply select the Address Books tab and select the address books you want to copy.

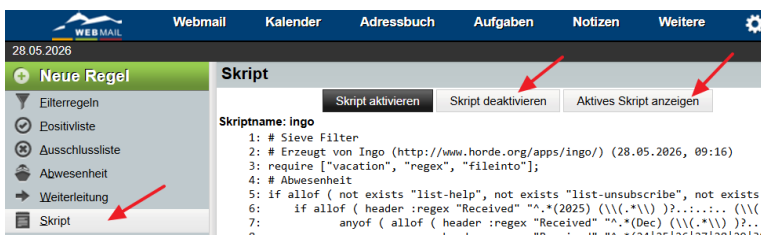
4 MANAGE FILTER RULES AND OUT-OFFICE NOTIFICATIONS IN OX

4.1 Disable the script in the old webmail

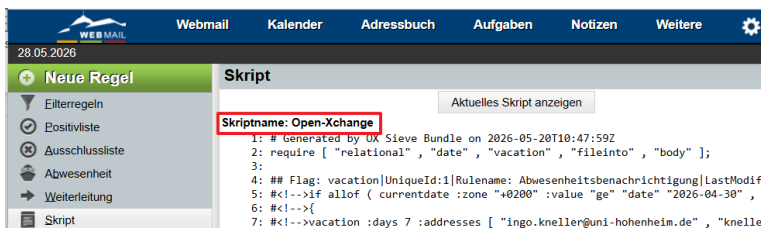
If you have previously set up and managed your out-of-office notification and email filters via Webmail, you must update the corresponding script. Please log in to the old Webmail at <https://webmail.uni-hohenheim.de>.



Click Webmail > Filters.



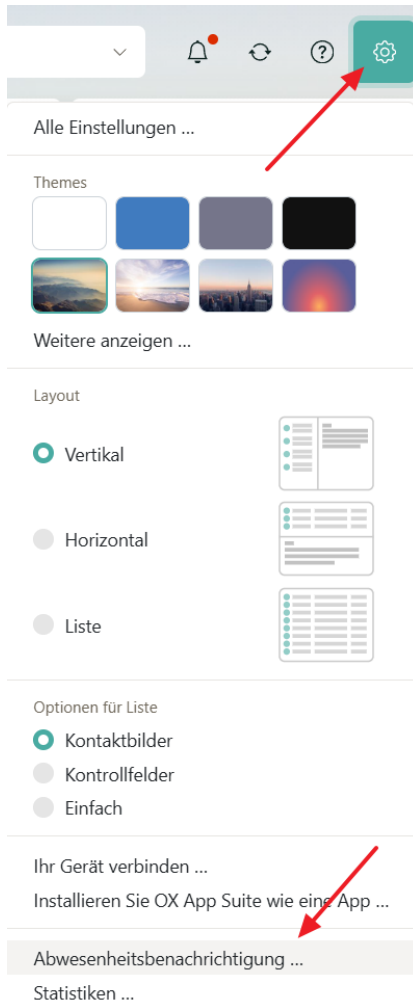
In the filter rules, click on Script and then on the "Deactivate script" button. You can use "Show active script" to verify whether the script was successfully changed.



If the script was successfully changed, "Open-Xchange" will be displayed as the script name.

4.2 Set up an out-of-office message

After disabling the script in the old Webmail, you can edit the out-of-office notification and any mail filters in Open-Xchange.



In OX, click the gear icon and select "Out-of-Office Notification..."

Abwesenheitsbenachrichtigung ?

Abwesenheitsbenachrichtigung nur für diese Dauer versenden

Beginn **Ende** 17 Tage

Betreff

Nachricht

Set the duration of the out-of-office notification, write a message, and enable the feature using the toggle (see arrow).

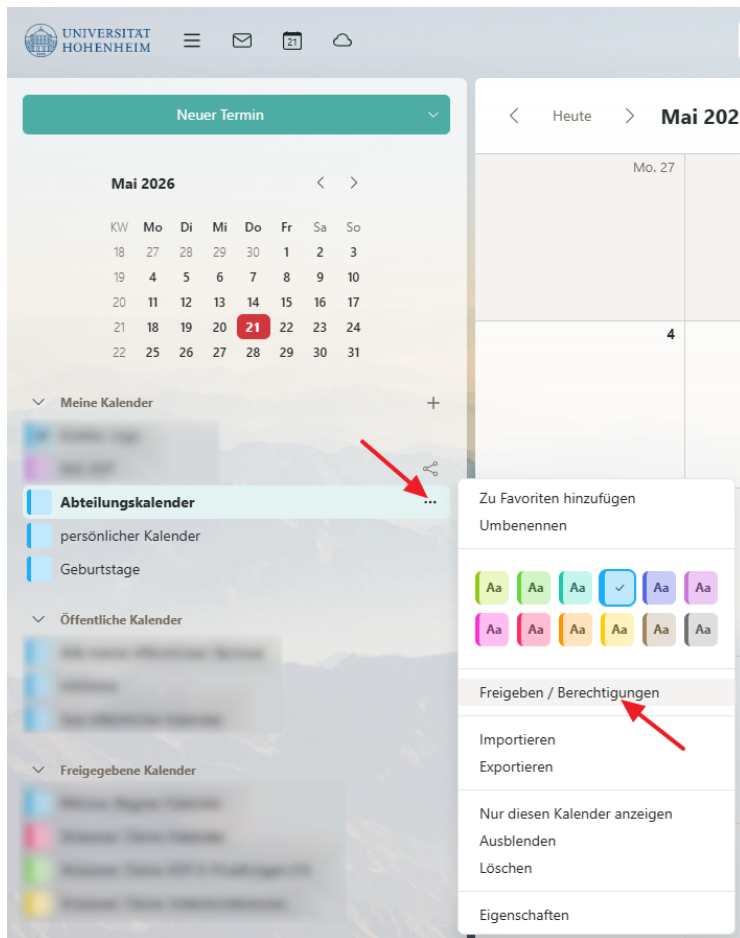
Note: Unfortunately, OX no longer supports placeholders.

4.3 Edit filter rules

You can find the email filters in the settings (gear icon) under Mail → Rules.

5 SHARE CALENDARS

In Open-Xchange, you have the option to share your calendars with others.



To do this, select the calendar you want to share. Click the three dots next to it and select "Share/Permissions."

Berechtigungen für Kalender "Abteilungskalender" ? ⚙️

Wer kann auf diesen Kalender zugreifen?

Personen einladen

Name oder E-Mail-Adresse

Einladen als: Betrachter

Eigentümer

- Betrachter** (Nur lesen)
- Überarbeiter (Lesen und schreiben)
- Autor (Lesen, schreiben und löschen)

Enter the name or email address of the person with whom you want to share the calendar, and specify the permissions you want to grant them.

Under "Details," you can then configure the permissions in more detail.

6 NOTE ON PUBLIC CALENDARS

In Open-Exchange, there are two different types of calendars: private and public. However, this has nothing to do with sharing at first. Public calendars (like private ones) are NOT visible to others when created. Both calendar types must be shared with other people (or even the entire campus) via the sharing/permissions settings. The difference is that with public calendars, you can also designate other people as administrators of the calendar (you'll find this under "Details"). This means that person can then share the calendar with others, which can be useful in case of a substitution.

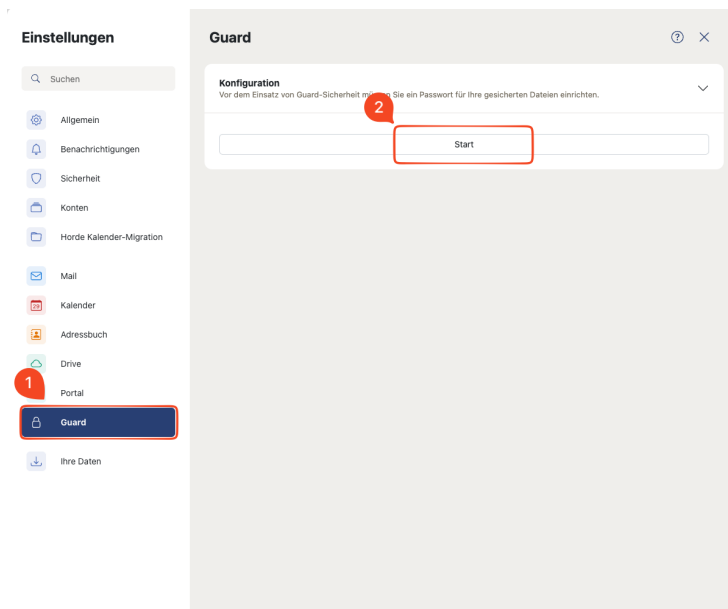
NOTE: There is currently an issue when public calendars are synced with a MacOS computer. In that case, the event cannot be edited on the Mac, but only via the OX web interface.

7 INTEGRATION AND USE OF USER CERTIFICATES IN OPEN-EXCHANGE

With S/MIME, emails can be digitally signed and encrypted. This requires a personal user certificate (S/MIME certificate) that verifies the user's identity and is used for these security functions. For more information, visit: <https://kim.uni-hohenheim.de/en/staff-homepage/95000/user-certificate> .

7.1 Set up Guard (one-time setup)

S/MIME is managed in the OX App Suite via the integrated security module Guard. Before you can use S/MIME, Guard must be set up once.



Open Settings and select Guard:

Click the gear icon in the top right corner next to your profile picture/initials and open "All Settings." In the left navigation, click "Guard" and then the "Start" button.

Guard einrichten ×

Willkommen bei Guard. Wir nehmen Sie nun mit auf eine Tour, in der wir Ihnen den Einsatz von Guard zeigen.

Zunächst jedoch müssen Sie Guard durch die Auswahl eines Passworts einrichten, das zum Verschlüsseln oder Entschlüsseln von Objekten wie E-Mails oder Dateien verwendet wird.

The "Set up Guard" dialog appears. Click "Start Setup."

Guard-Passwort wählen ×

Bitte wählen Sie das Passwort, das Sie für Guard verwenden möchten. Sie müssen dieses Passwort immer eingeben, wenn Sie Objekte verschlüsseln oder entschlüsseln möchten. Das Passwort sollte sich von Ihrem Anmeldepasswort unterscheiden und wird nicht geändert, wenn Sie Ihr Anmeldepasswort ändern.

Bitte geben Sie ein Passwort zum Schutz Ihrer neuen verschlüsselten Objekte ein.

Passwort

Bestätigen

Bitte geben Sie eine sekundäre E-Mail-Adresse ein, falls Sie Ihr Passwort zurücksetzen müssen.

E-Mail:

Choose a Guard password:

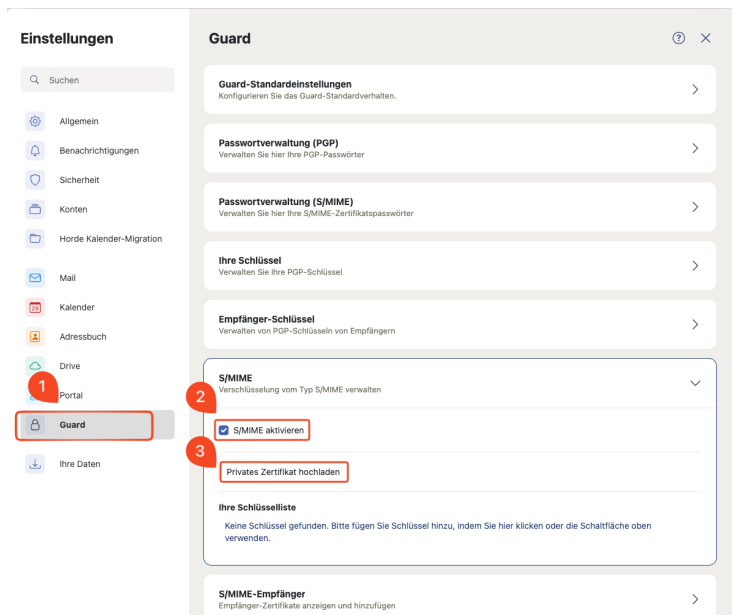
Enter a secure password, confirm it, and optionally enter a recovery email address. Click "Next."

Note: Choose a password that is different from your regular user password! The Guard password is not automatically changed when you change your login password.

The Guard configuration is complete. Click "Close".

7.2 Enable S/MIME and upload certificate

Once Guard is set up, you can enable S/MIME and upload your personal certificate (PKCS#12, .p12, or .pfx).



S/MIME section in the Guard settings:

Go to Settings → Guard. Scroll down to the S/MIME section, expand it, and check the Enable S/MIME checkbox. Then click “Upload Private Certificate.”

S/MIME-Schlüssel hochladen

Bitte geben Sie Passwörter zum Hochladen ein

Verwendetes Passwort zum Schutz der hochgeladenen Datei:

Geben Sie ein neues Passwort ein, das Sie verwenden möchten. Sie werden zur Eingabe dieses Passworts aufgefordert, wenn dieser Schlüssel zur Entschlüsselung eines Objekts verwendet wird:

Bestätigen Sie das neue Passwort:

Set S/MIME password and upload key:

In the “Upload S/MIME Key” dialog, first enter the passwords:

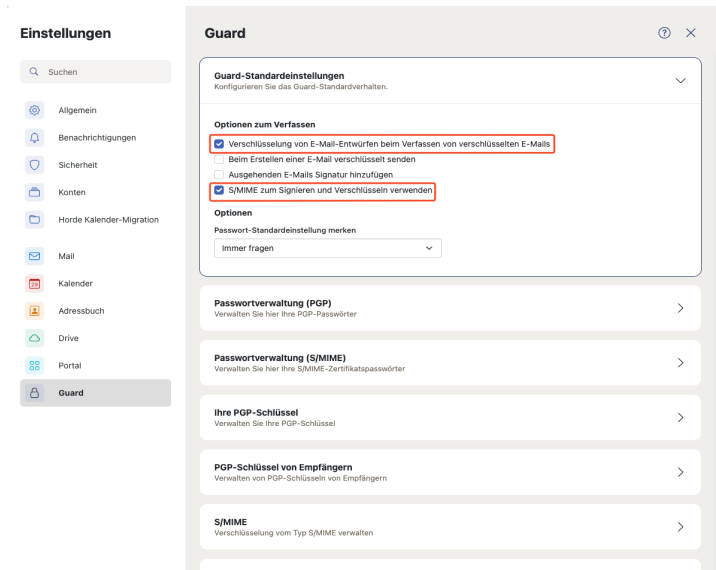
Password used:

The protection password for your .p12 or .pfx file

New password (2×):

Password that will be requested during decryption in the future (The Guard password can be used here).

After clicking “OK,” the file selection dialog opens—select your .p12 or .pfx file there. The certificate will then appear in the key list.



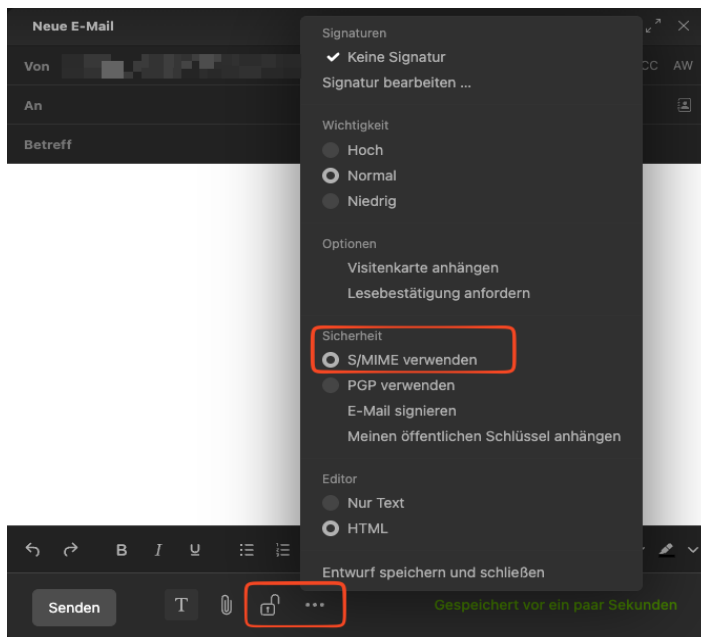
Enable S/MIME as default (recommended):

In the Guard settings, open the Guard Default Settings section. Enable the options “Use S/MIME for signing and encryption” and “Encrypt email drafts when composing encrypted emails”—this will automatically use S/MIME for every new email without requiring you to select it manually.

7.3 Using S/MIME When Composing Emails

Once S/MIME is set up, you can sign and encrypt emails. Depending on the situation, there are two ways to do this.

7.3.1 Enable S/MIME manually for each email



If S/MIME isn't set as the default, you can enable it manually for individual emails:

- Click the three dots in the bottom right corner (...).
- Under “Security,” select the “Use S/MIME” option. The email will then be automatically signed.
- Click the lock icon in the toolbar—this will encrypt the email.

7.3.2 Reading an encrypted email

When you open an encrypted email, you will be prompted to enter your S/MIME password (the password from Section 7.2). Enter it - the email will then be automatically decrypted and displayed.

When sending an encrypted email, you will be prompted to enter your Guard password (the password from section 7.1).