



UNIVERSITÄT
HOHENHEIM

INSTRUCTIONS FOR USE 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 1.02

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1 THE NEW OPEN-XCHANGE WEBMAIL SERVICE

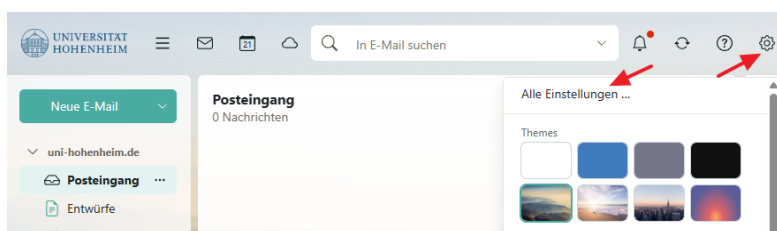
The new Open-Xchange (OX) webmail service is available at <https://mail.uni-hohenheim.de>. Two-factor authentication (2FA) is required to log in. After entering your username and password, you must also enter a 2FA token. If you have already set up a 2FA token for VPN access, you can also use it to log 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>

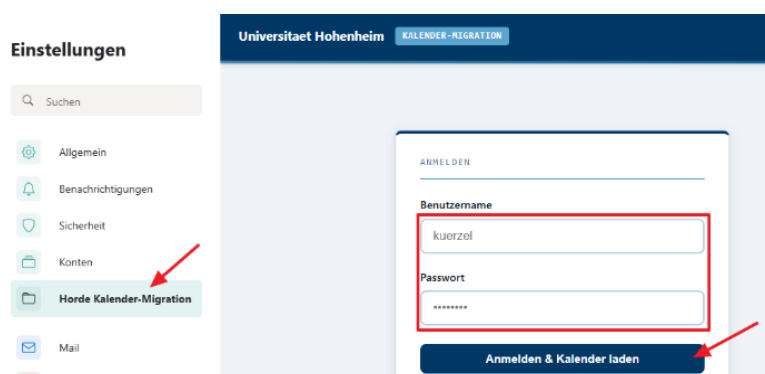
Click the  icon in the web application to find detailed user guides.

2 TRANSFERRING CALENDARS FROM THE OLD WEBMAIL

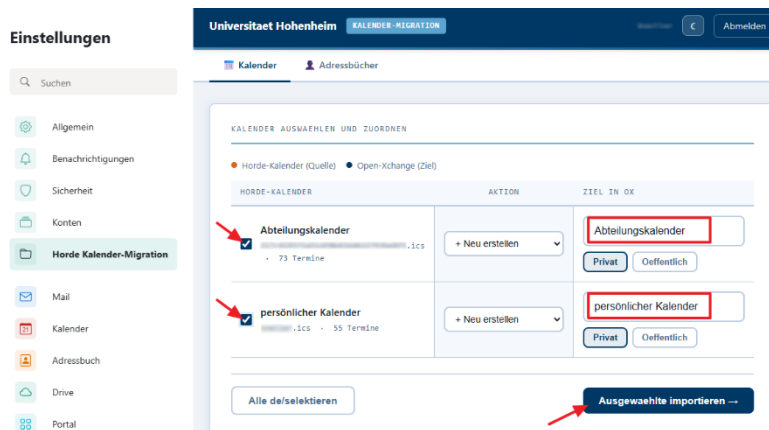
You can copy calendar entries from the old webmail (webmail.uni-hohenheim.de) to the new webmail (NOTE: The sharing settings you had configured in the old webmail will NOT be transferred and must be reconfigured).



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

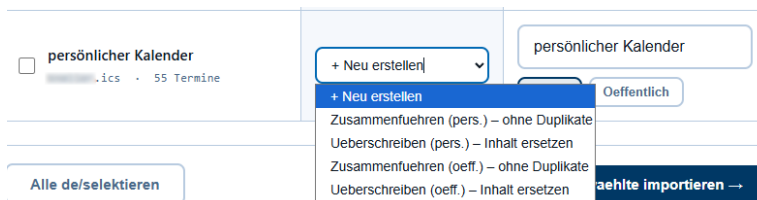


Now select "Horde Calendar Migration" and enter your username and password.



After logging in, you'll see your current Webmail calendars (NOT the calendars that someone else has shared with you). Select the calendars you want to copy and import them using the "Import Selected" button (you can edit 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).

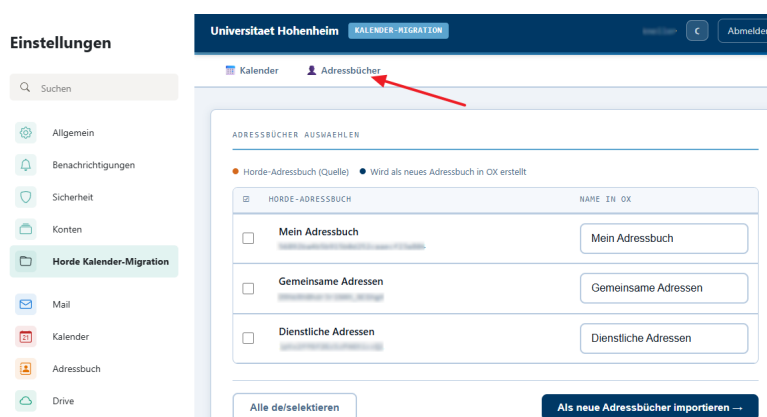


Instead of creating new calendars in Open-Xchange, you can also populate or overwrite existing calendars.

IMPORTANT: If you synchronize your calendars with Outlook or other email clients, you must reconfigure the synchronization. To do so, follow the relevant instructions (see Chapter 7).

3 TRANSFERRING ADDRESS BOOKS FROM THE OLD WEBMAIL

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

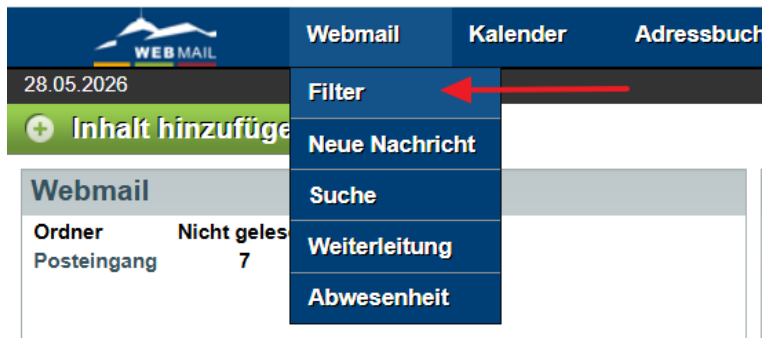


To do this, simply select the Address Books tab and check the address books you want to copy.

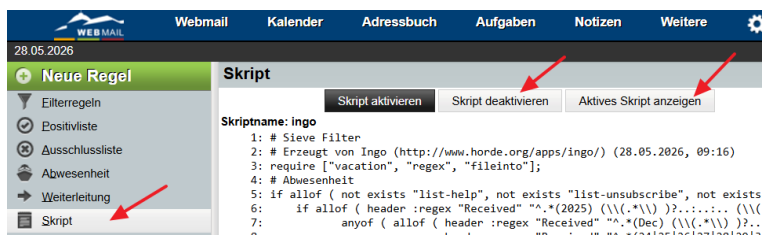
4 MANAGING FILTER RULES AND OUT-OF-OFFICE NOTIFICATIONS IN OX

4.1 Disable scripts in the old webmail

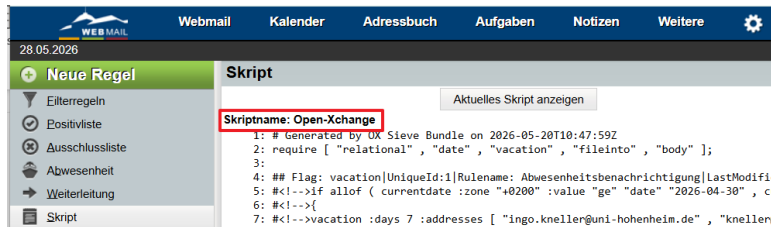
If you have been setting up and managing your out-of-office message and email filters via Webmail, you will need to update the corresponding script. Please log in to the old Webmail at <https://webmail.uni-hohenheim.de>.



Click Webmail > Filters.



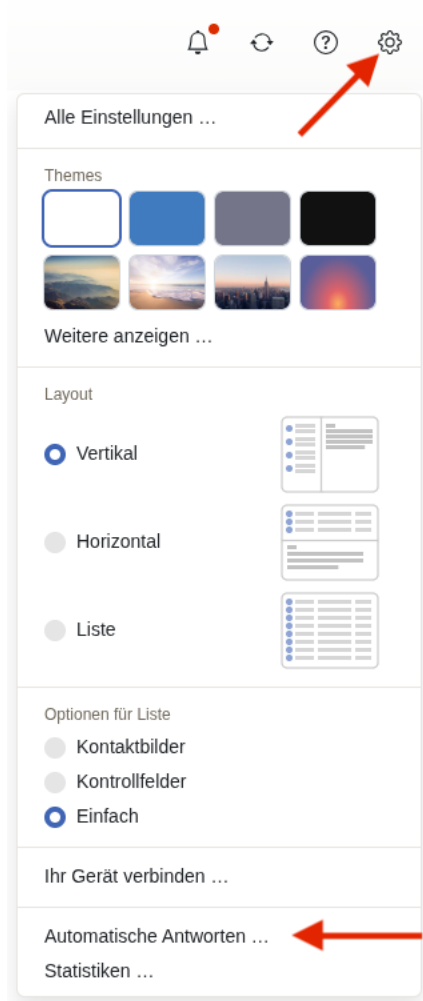
In the filter rules, click on Script and then on the "Deactivate Script" button. You can use "Show Active Script" to verify that the script was successfully updated.



If the script was successfully updated, "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 email filters in Open-Xchange.



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

☒ **Automatische Antworten** ?

Eingehende E-Mails automatisch beantworten, um den Absendern mitzuteilen, dass Sie nicht erreichbar sind (z.B. im Urlaub oder nicht im Büro).

☒ Automatische Antworten nur während dieser Zeit senden

Beginn	Ende	
04.11.2026	28.11.2026	25 Tage

Betreff

Nachricht

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

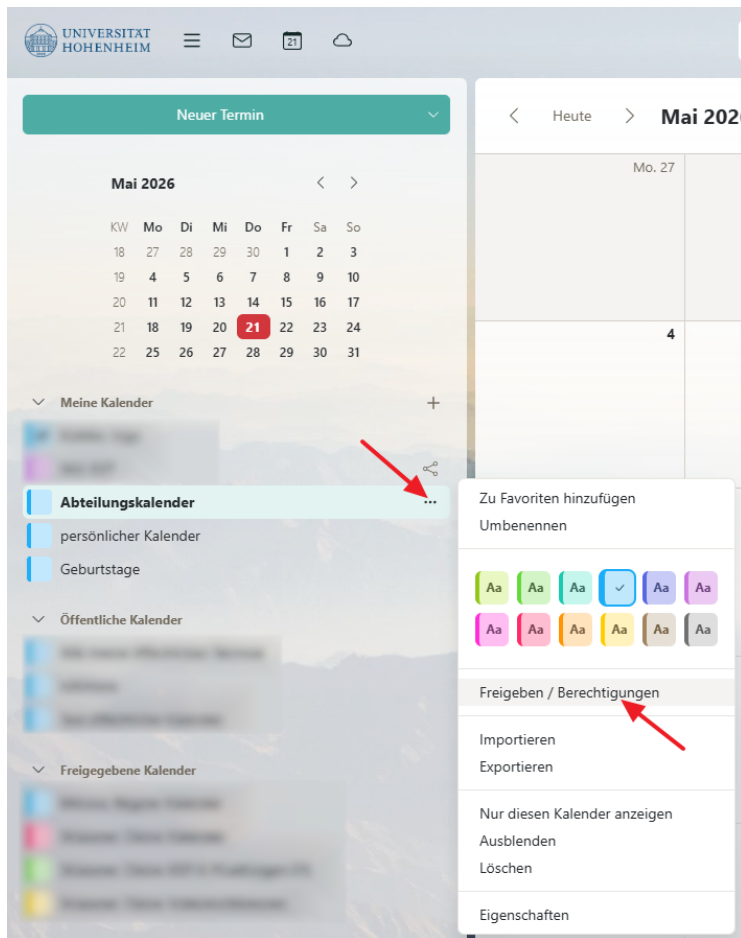
Note: Unfortunately, OX no longer supports placeholders.

4.3 Editing Filter Rules

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

5 SHARE CALENDARS

In Open-Xchange, you can 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

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 permission level you want to grant them.

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

6 NOTE ON PUBLIC CALENDARS

In Open-Xchange, 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 they are created. Both types of calendars 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 when someone is covering for another person.

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

7 SYNCHRONIZING CALENDARS, CONTACTS, AND TASKS WITH EMAIL CLIENTS

With Open-Xchange, you can set up your Hohenheim calendar, contacts, and tasks in various email clients on your PC, smartphone, or tablet and have them synchronized automatically (e.g., Thunderbird, Apple Mail, Outlook).

Detailed instructions for synchronizing calendars, contacts, and tasks with the respective email client can be found here: https://kim.uni-hohenheim.de/95549#jfmulticontent_c165126-4

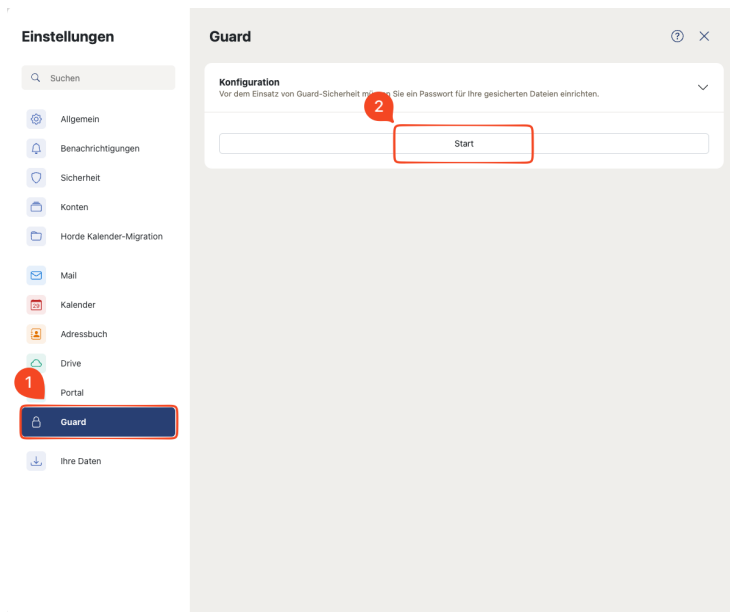
As before, no second factor (2FA token) is required for this.

8 INTEGRATION AND USE OF USER CERTIFICATES IN OPEN-XCHANGE

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

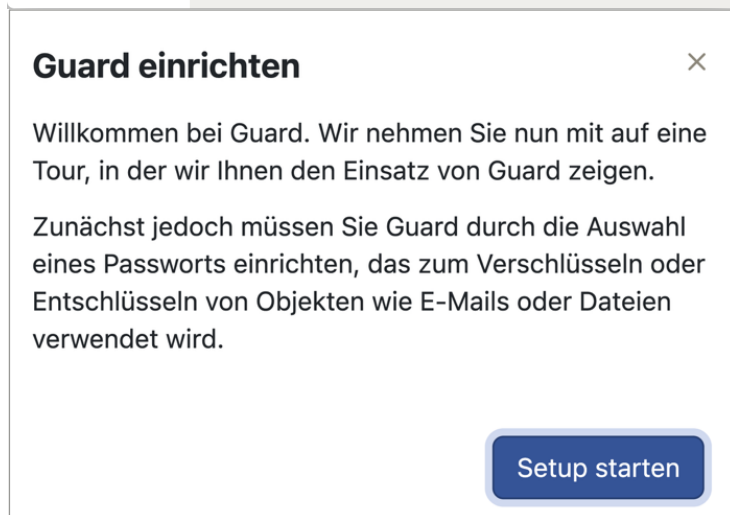
8.1 Setting Up Guard (One-Time Setup)

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 or initials and open "All Settings." In the left-hand navigation, click "Guard" and then click the "Start" button.



The "Set Up Guard" dialog box 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:

[Zurück](#) [Weiter](#)

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."

8.2 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).

Einstellungen

Suchen

- Allgemein
- Benachrichtigungen
- Sicherheit
- Konten
- Horde Kalender-Migration
- Mail
- Kalender
- Adressbuch
- Drive
- Portal
- Guard**
- Ihre Daten

Guard

Guard-Standard-einstellungen
Konfigurieren Sie das Guard-Standardverhalten.

Passwortverwaltung (PGP)
Verwalten Sie hier Ihre PGP-Passwörter

Passwortverwaltung (S/MIME)
Verwalten Sie hier Ihre S/MIME-Zertifikatspasswörter

Ihre Schlüssel
Verwalten Sie Ihre PGP-Schlüssel

Empfänger-Schlüssel
Verwalten von PGP-Schlüsseln von Empfängern

S/MIME
Verschlüsselung vom Typ S/MIME verwalten

☒ S/MIME aktivieren

[Privates Zertifikat hochladen](#)

Ihre Schlüsselliste
Keine Schlüssel gefunden. Bitte fügen Sie Schlüssel hinzu, indem Sie hier klicken oder die Schaltfläche oben verwenden.

S/MIME-Empfänger
Empfänger-Zertifikate anzeigen und hinzufügen

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" box. 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:

OK Abbrechen

Set the S/MIME password and upload the key:

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

Password used:

The password for your .p12 or .pfx file

New password (enter twice):

The password that will be required for decryption in the future (You can use the Guard password here).

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

Einstellungen

Suchen

- Allgemein
- Benachrichtigungen
- Sicherheit
- Konten
- Horde Kalender-Migration
- Mail
- Kalender
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- Drive
- Portal
- Guard**

Guard

Guard-Standardeinstellungen
Konfigurieren Sie das Guard-Standardverhalten.

Optionen zum Verfassen

- ☒ Verschlüsselung von E-Mail-Entwürfen beim Verfassen von verschlüsselten E-Mails
- ☒ Beim Erstellen einer E-Mail verschlüsselt senden
- ☒ Ausgehenden E-Mails Signatur hinzufügen
- ☒ S/MIME zum Signieren und Verschlüsseln verwenden

Optionen

Passwort-Standardeinstellung merken

Sitzung

Passwortverwaltung (PGP)
Verwalten Sie hier Ihre PGP-Passwörter

Altes Passwort

Neues Passwort

Neues Passwort bestätigen

Wenn Sie mehr als einen Schlüssel haben, wird das Passwort für den als aktuell markierten Schlüssel geändert

Passwort ändern

Passwort zurücksetzen E-Mail-Adresse zum Zurücksetzen festlegen

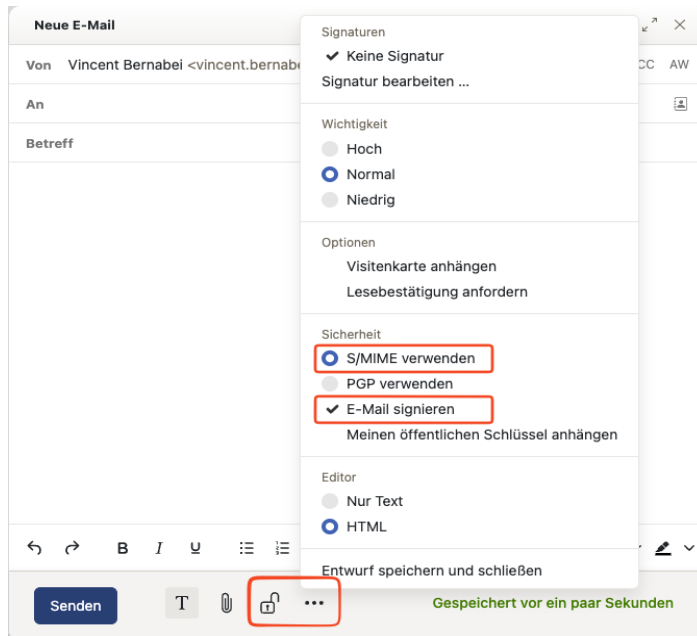
Enable S/MIME as default (recommended):

In the Guard settings, open the "Guard Default Settings" section. Enable the options "Use S/MIME for signing and encryption," "Add signature to outgoing emails," and "Encrypt email drafts when composing encrypted emails"—this ensures that S/MIME is automatically used for every new email without you having to select it manually.

8.3 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.

8.3.1 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 lower-right corner (...).
- Under "Security," select "Use S/MIME" and "Sign email." The email will then be signed automatically.
- Click the lock icon in the toolbar—this will encrypt the email.

8.3.2 Reading an Encrypted Email

When you open an encrypted email, you'll be prompted to enter your S/MIME password (the password from Section 8.2). 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 8.1).