



UNIVERSITÄT  
HOHENHEIM

# USER GUIDE OPEN-XCHANGE

These instructions are intended for students and staff  
at the University of Hohenheim.

Open-  
Xchange

KIM | COMMUNICATION, INFORMATION, AND MEDIA CENTER

## Open-Xchange

Version 1.00


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# 1 THE NEW OPEN-XCHANGE WEBMAIL SERVICE

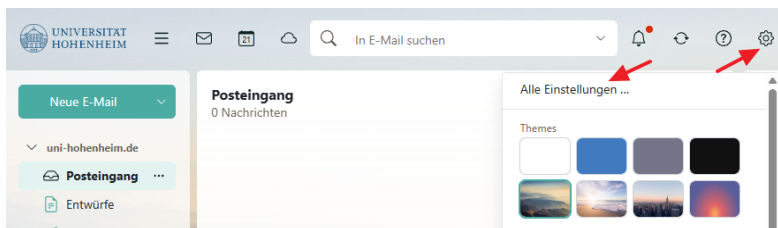
The new Open-Xchange (OX) webmail service is available at <https://mail.uni-hohenheim.de>. Two-factor authentication (2FA) is required to log in. After entering your username and password, you must also enter a one-time password (OTP). If you have already set up a token for VPN access, you can also use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

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

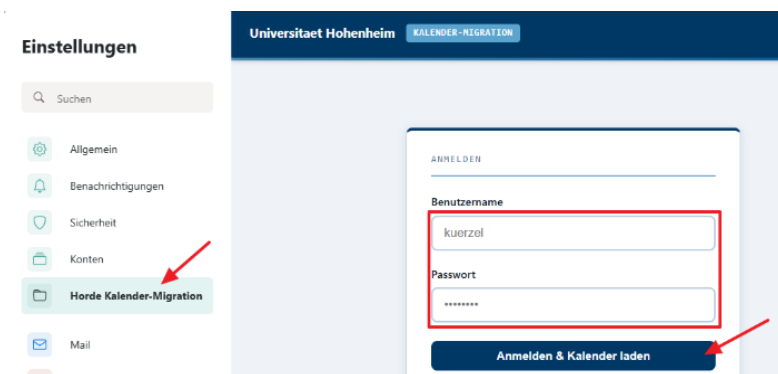
You can find detailed user guides via the icon in the web application. 

## 2 TRANSFERRING CALENDARS FROM THE OLD WEBMAIL

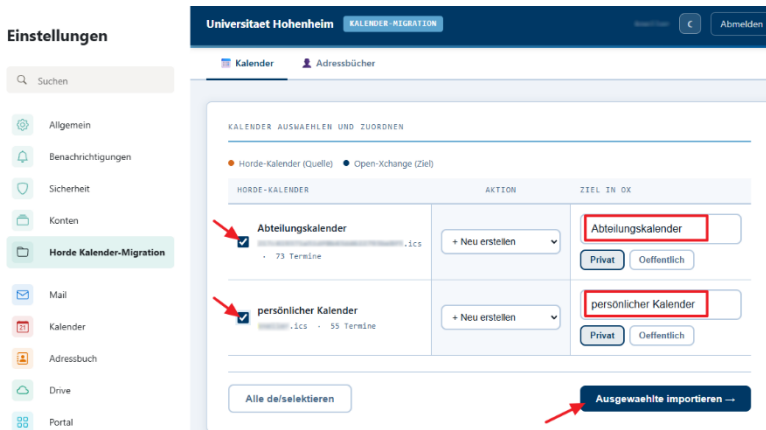
You can copy the calendar entries from the old webmail (webmail.uni-hohenheim.de) to the new webmail (NOTE: the sharing settings you had set in the old webmail will NOT be transferred and must be set up again).



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

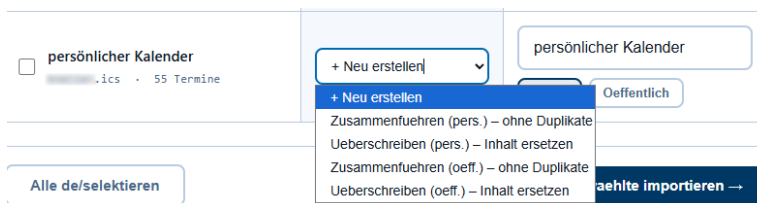


Now select "Horde Calendar Migration" and enter your username and password.



After logging in, you will see your current webmail calendars (NOT the calendars that someone else 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).

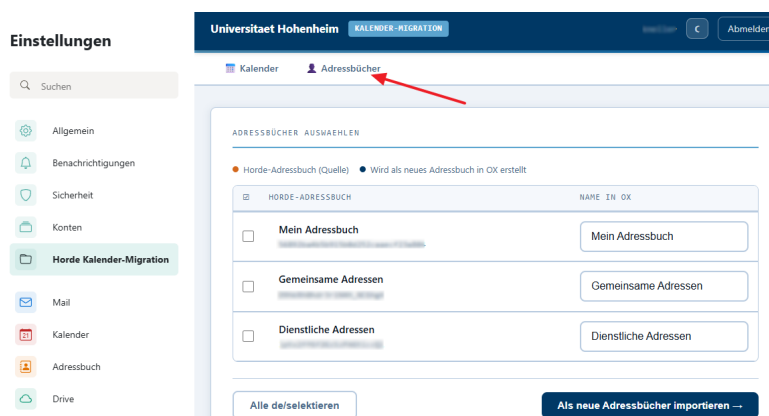


Instead of creating new calendars in Open-Xchange, existing calendars can also be populated or overwritten.

**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.

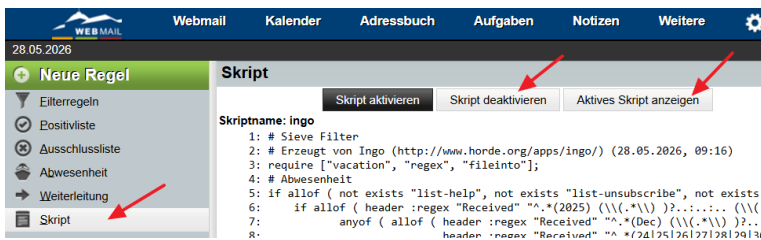
# 4 MANAGE FILTER RULES AND OUT-OFF-OFFICE NOTIFICATIONS IN OX

## 4.1 Disable the script in the old webmail

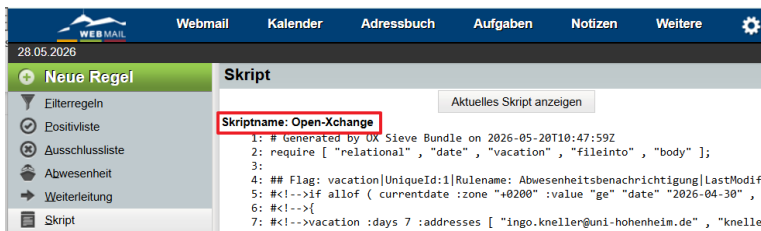
If you have previously set up and managed your out-of-office notification and mail filters via Webmail, you must update the corresponding script. Please log in to the old Webmail at <https://webmail.uni-hohenheim.de>.



Click on Webmail->Filters.



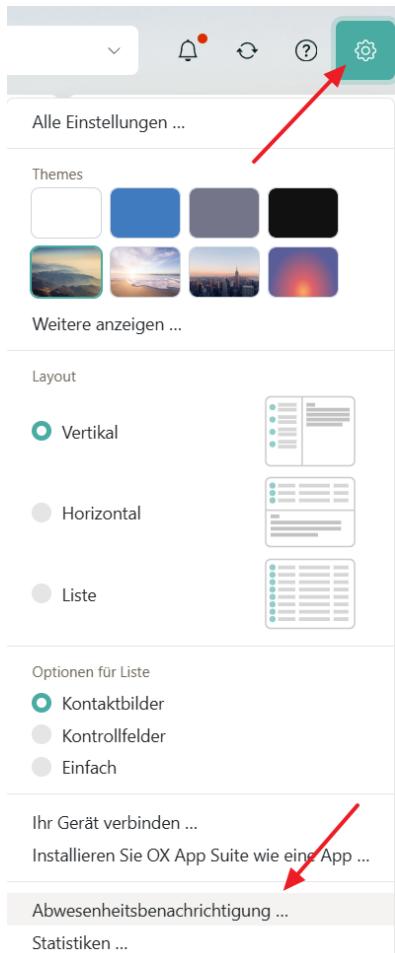
In the filter rules, click on Script and then on the "Deactivate script" button. You can use "Show active script" to verify that the script has been successfully updated.



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.

Berechtigungen für Kalender "Abteilungskalender"

Wer kann auf diesen Kalender zugreifen?  
Nur eingeladene Personen

Personen einladen  
Name oder E-Mail-Adresse  
Einladen als: **Betrachter**  
Eigentümer

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

Freigabe aufheben    Abbrechen    Speichern

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

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

Under "Details," you can then adjust the permissions more precisely.

## 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 permissions 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 sharing/permissions. 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 appointment cannot be edited on the Mac, but only via the OX web interface.