

## User Guide

# Novell® Vibe™ Cloud

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# About This Guide

Novell Vibe Cloud is a real-time collaboration Web application that unites common communication, authoring, and social messaging tools. You can use Vibe to share documents, jointly have digital conversations, and interact through social media.

- ♦ [Chapter 1, “Getting Started,” on page 11](#)
- ♦ [Chapter 2, “Working with Messages,” on page 19](#)
- ♦ [Chapter 3, “Managing Users You Are Following,” on page 33](#)
- ♦ [Chapter 4, “Managing Groups,” on page 39](#)
- ♦ [Chapter 5, “Working Together in Real Time,” on page 47](#)
- ♦ [Chapter 6, “Organizing Vibe Data,” on page 49](#)
- ♦ [Chapter 7, “Managing Files,” on page 57](#)
- ♦ [Chapter 8, “Modifying Your Notification Settings,” on page 63](#)
- ♦ [Chapter 9, “Limiting Access to Messages and Groups,” on page 67](#)
- ♦ [Appendix A, “Novell Vibe Cloud Frequently Asked Questions \(FAQ\),” on page 73](#)

## Audience

This guide is intended for all new Novell Vibe Cloud users.

## Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to [www.novell.com/documentation/feedback.html](http://www.novell.com/documentation/feedback.html) and enter your comments there.

## Documentation Updates

For the most recent version of this manual, visit the [Novell Vibe Cloud Documentation Web site](http://www.novell.com/documentation/vibe_cloud/) ([http://www.novell.com/documentation/vibe\\_cloud/](http://www.novell.com/documentation/vibe_cloud/)).

## Additional Documentation

You can find more Novell Vibe documentation at the [Novell Vibe Cloud Documentation Web site](http://www.novell.com/documentation/vibe_cloud/) ([http://www.novell.com/documentation/vibe\\_cloud/](http://www.novell.com/documentation/vibe_cloud/)).



# Getting Started

# 1

With Novell Vibe Cloud, you won't get left out of the loop again. You can follow users and groups that interest you, and keep up with their latest activity. You can spontaneously join active conversations and invite others to join. Also, Vibe enables you to communicate with colleagues in real time by sharing and co-browsing information, simultaneously creating or editing messages, and more.

- ♦ [Section 1.1, "Starting Vibe," on page 11](#)
- ♦ [Section 1.2, "Getting to Know the Vibe Interface," on page 12](#)
- ♦ [Section 1.3, "Changing Your Password," on page 14](#)
- ♦ [Section 1.4, "Updating Your Personal Feed," on page 14](#)
- ♦ [Section 1.5, "Following Users and Groups," on page 15](#)
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- ♦ [Section 1.7, "Updating Your Profile," on page 16](#)
- ♦ [Section 1.8, "Viewing a User's or Group's Profile," on page 17](#)
- ♦ [Section 1.9, "Subscribing or Unsubscribing to Vibe News," on page 18](#)

## 1.1 Starting Vibe

- 1 Launch a Web browser.

The following browsers are supported:

- ♦ Firefox 3.5 or later
- ♦ Chrome 5.0 or later
- ♦ Safari 4.0 or later
- ♦ Internet Explorer 6.0 or later when using the Chrome Frame plug-in

If it is not already installed, you are prompted to install the Chrome Frame plug-in when you access Vibe with Internet Explorer.

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**NOTE:** Internet Explorer 9.0 does not require the Chrome Frame plug-in.

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- 2 Specify `vibe.novell.com` as the URL.

- 3 Continue with the appropriate section:

- ♦ [Section 1.1.1, "Logging In When You Know Your Username and Password," on page 11](#)
- ♦ [Section 1.1.2, "Logging In When You Are Not Yet Registered," on page 12](#)

### 1.1.1 Logging In When You Know Your Username and Password

If you do not know your username and password, refer to the Welcome e-mail that you received.

- 1 In the *Username or Email Address* field, specify your Vibe username.

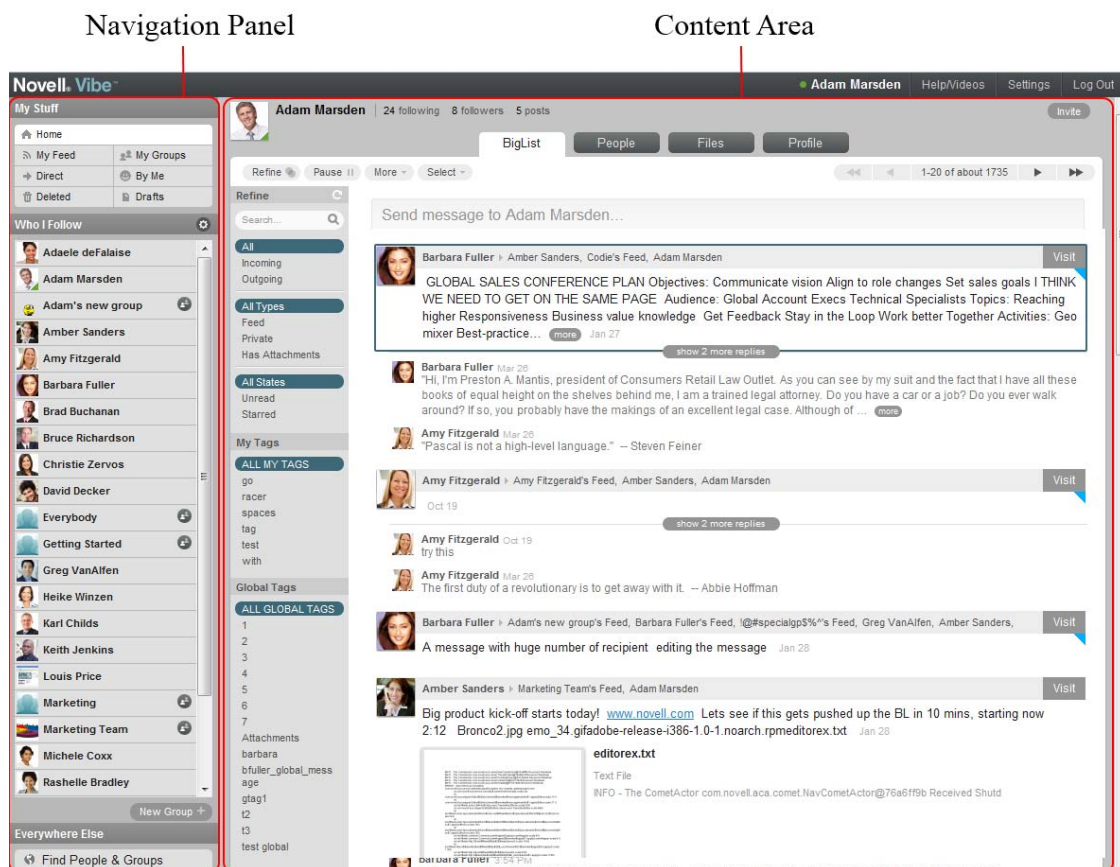
- 2 Select *Yes, my password is*, then specify your password in the *Password* field.
- 3 Click *Log In*.

## 1.1.2 Logging In When You Are Not Yet Registered

If you are not a registered Vibe user, you can easily set up a user account by following the on-screen instructions.

## 1.2 Getting to Know the Vibe Interface

When you first launch Novell Vibe, you see the Home view, which consists of the following sections:



- ◆ Section 1.2.1, “Understanding the Navigation Panel,” on page 12
- ◆ Section 1.2.2, “Understanding the Content Area,” on page 13

### 1.2.1 Understanding the Navigation Panel

The Navigation panel contains the following features:

**Home:** Displays your personal Home view, regardless of where you currently are in the interface.

**My Feed:** Displays all messages sent to your personal feed.

**My Groups:** Displays all messages for groups where you are a member.

**Direct:** Displays messages that you have sent directly to another user, and messages that have been sent directly to you.

**By Me:** Displays all messages that you originally authored or that you have commented on.

**Deleted:** Displays your deleted messages. Deleted messages are messages that you have deleted from your personal view. Other users can still see these messages if they originally were able to see them.

For information on deleting messages from your personal view, see [Section 2.4, “Deleting a Message,” on page 23](#).

**Drafts:** Displays your draft messages.

**Who I Follow:** This list displays the users and groups that you are currently following. From this list, you can easily send a message to a user or group (as described in [Section 2.1.2, “Sending a Direct Message to Another Vibe User,” on page 20](#)), or navigate to the Home page of the user or group (as described in [Section 3.5, “Viewing All Messages from a User,” on page 36](#)).

For more information about how to manage users and groups that you are following, see [Chapter 3, “Managing Users You Are Following,” on page 33](#).

**New Group:** Enables you to create a new group.

**Find People and Groups:** Displays a comprehensive, searchable list of users and groups in your Vibe site.

## 1.2.2 Understanding the Content Area

The Content Area is where information is displayed in Vibe. The various tabs along the top of the Content Area control what information is displayed.

- ♦ [“BigList” on page 13](#)
- ♦ [“People” on page 13](#)
- ♦ [“Files” on page 14](#)
- ♦ [“Profile” on page 14](#)

### BigList

In the Home view, the *BigList* tab displays messages from all the people that you are currently following, in chronological order.

For information on how to follow users and groups, see [Section 1.5, “Following Users and Groups,” on page 15](#)

### People

The *People* tab displays all users and groups on your Vibe site. You can easily send a message or follow users.

## Files

The *Files* tab displays all your personal files that you have uploaded to the Vibe site. Also, when you visit a group, the *Files* tab displays all the files for that group.

## Profile

In the Home view, the *Profile* tab displays your profile picture and your self-description, and your organization and contact information. If you have not provided a description, the tab displays the last message that you posted to your feed.

For information on how to update your profile information, see [Section 1.7, “Updating Your Profile,” on page 16](#).

# 1.3 Changing Your Password

You can change your password in Vibe even if you do not know your current password.

- ♦ [Section 1.3.1, “Changing Your Password When You Are Logged In,” on page 14](#)
- ♦ [Section 1.3.2, “Changing Your Password When You Can’t Log In,” on page 14](#)

## 1.3.1 Changing Your Password When You Are Logged In

- 1 Click *Settings* in the upper right corner of any page in Vibe.
- 2 Click *Account*.
- 3 Specify your current password.
- 4 Specify your new password, then confirm the password.
- 5 Click *Save*.

## 1.3.2 Changing Your Password When You Can’t Log In

- 1 On the Vibe login page, click *Reset it!*.
- 2 Specify your e-mail address or Vibe username in the provided field.
- 3 Specify the security word, then click *Continue*.

Vibe sends you an e-mail that contains information on how to change your password.

# 1.4 Updating Your Personal Feed

The most recent message that you post to your personal feed can be displayed below your avatar (profile picture) above the Content Area, if you have not provided a self-description in your personal profile, as described in [Section 1.7, “Updating Your Profile,” on page 16](#).

For information on how to post a message to your personal feed, see [Section 2.1.1, “Sending a Message to Your Personal Feed,” on page 19](#).

## 1.5 Following Users and Groups

You can follow users and groups that interest you. When you follow users and groups, the most recent messages from those users and groups are displayed in your BigList.

Depending on a user's permission settings, he or she might need to approve you as a follower. For information on how to change permissions to require approval when someone follows you, see [Section 9.5, “Limiting Users from Following You without Your Permission,” on page 71](#).

For more information about users you are following, see [Chapter 3, “Managing Users You Are Following,” on page 33](#).

For more information about groups, see [Chapter 4, “Managing Groups,” on page 39](#).

You can begin following a user or group in one of two ways:

- ♦ [Section 1.5.1, “Following a User or Group from the BigList,” on page 15](#)
- ♦ [Section 1.5.2, “Searching for Users and Groups to Follow,” on page 15](#)

### 1.5.1 Following a User or Group from the BigList

- 1 Mouse over the user's name or group's name that you want to follow, then click *Follow*.

The user or group is now displayed in the Navigation panel, and messages from the user or group are displayed in your BigList.

### 1.5.2 Searching for Users and Groups to Follow

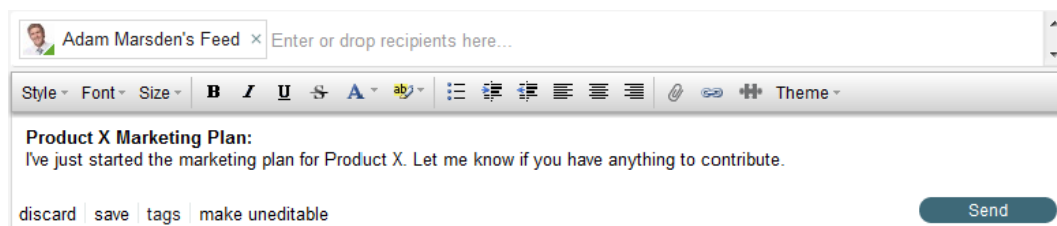
- 1 Click *Find People and Groups* in the Navigation panel.
- 2 Locate the user or group that you want to follow, then click *Follow*.

The user or group is now displayed in the Navigation panel, and messages from the user or group are displayed in your BigList.

## 1.6 Sending a Message

An efficient way to communicate in Vibe is to send a message to your personal feed. All users who are currently following you can view your message in the BigList.

- 1 Click *My Feed* in the Navigation panel.
- 2 In the field located at the top of the BigList, specify your message.



The screenshot shows a web-based messaging interface. At the top, there's a header bar with a user profile picture and name 'Adam Marsden's Feed' on the left, and a text input field 'Enter or drop recipients here...' on the right. Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), list creation, link insertion, and a 'Theme' dropdown. The main text area contains the message: 'Product X Marketing Plan: I've just started the marketing plan for Product X. Let me know if you have anything to contribute.' At the bottom of the text area, there are links for 'discard', 'save', 'tags', and 'make uneditable'. A 'Send' button is located at the bottom right of the composition area.

3 Click *Send*.

or

Press Shift+Enter.

For information on how to send personal messages, group messages, and so forth, see [Section 2.1, “Sending Messages,”](#) on page 19.

## 1.7 Updating Your Profile

Your profile is a way for people to learn more about you. You can keep your profile updated with your current job title, department, manager, and so forth.

1 Click *Home* to navigate to your personal home page.

2 Click *Profile*.


3 In the upper right corner of the page, click *Edit Profile*.

**Edit Profile** cancel Save ✓

**User Name**

First Name:  Last Name:

Display name as: ☒ Text ☐ Banner Image

 Adam Marsden is Vice President of Marketing at Acme Corp. Before joining Acme Corp., Mr. Marsden served as Vice President and General Manager at Etronics. He holds a Bachelor's degree in Economics from University of Hartford and an MBA from Stanford University.

[Edit](#)

Url:

Email:

**Organization Information**

☒ Title:  ☒ Company:

☒ Department:  ☒ Manager:

☒ add new field

**Contact Information**

4 You can update the following information:

**Display name as:** On your profile page, you can display your user name as text or you can upload an image to be displayed instead of your name.

This name or image is displayed in the upper left corner of your profile page. (For information on how to view a user's profile, see [Section 1.8, “Viewing a User's or Group's Profile,”](#) on page 17.)

**Profile Picture (avatar):** You can upload a new profile picture by clicking *Edit* beneath your profile picture.



**Description:** In the field next to your profile picture, specify the text that you want to display below your personal avatar in the Profile tab. For example, you might provide some high-level professional qualifications, or a link to your professional blog or Web site.

**Organization Information:** Specify your organization information, such as your title, department, and so forth.

To create additional fields, click the *plus* icon . To delete existing fields, click the *minus* icon .

For example, you might create a new field called *Job Description*.

**Contact Information:** Specify your personal contact information, such as your mobile phone number and your e-mail address.

To create additional fields, click the *plus* icon . To delete existing fields, click the *minus* icon .

**Table of Contents:** Create links to messages in the Vibe site. Drag and drop individual links to re-order the existing content.

To create additional links, click the *plus* icon . To delete existing links, click the *minus* icon .

For more information on using the Table of Contents, see [Section 6.3, “Linking to Messages by Using a Table of Contents,” on page 52](#).

5 Click *Save*.

## 1.8 Viewing a User’s or Group’s Profile

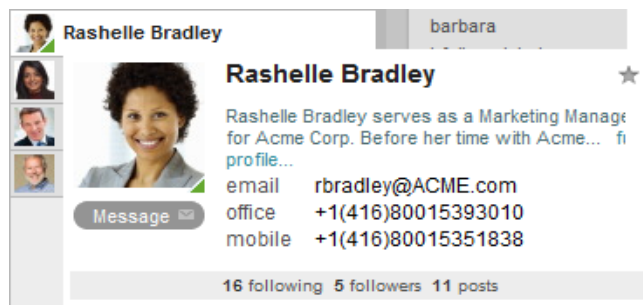
To learn more about a particular user or group, you can view the profile information.

If you cannot view another user’s profile information as discussed in this section, access rights for your account have been restricted.

- ♦ [Section 1.8.1, “Viewing the Profile of a User or Group You Are Following,” on page 17](#)
- ♦ [Section 1.8.2, “Viewing the Profile of a User or Group You Are Not Following,” on page 18](#)

### 1.8.1 Viewing the Profile of a User or Group You Are Following

- 1 In the Navigation panel, mouse over the user or group whose profile you want to view, then click *full profile*.



## 1.8.2 Viewing the Profile of a User or Group You Are Not Following

- 1 In the Navigation panel, click *Find People and Groups*.
- 2 Locate the user or group whose profile you want to view, then click *full profile*.



**Xhou Xing**

Xhou Xing serves as Legal Counsel for Acme Corp, bringing 20 years of expertise to the ... [full profile...](#)

5 followers 78 posts

Following ▼

Follower

Message ✉

## 1.9 Subscribing or Unsubscribing to Vibe News

Vibe can periodically send you e-mail messages about news and updates.

To subscribe or unsubscribe to Vibe news:

- 1 From any page in Vibe, click *Settings* in the upper right corner of the page.
- 2 Click *Notices*.
- 3 In the *Vibe News* section, select or deselect *Occasionally send me Vibe news and updates via Email*, depending on whether you want to receive Vibe News e-mail messages.

# Working with Messages

# 2

Messages are how you communicate with other Novell Vibe Cloud users.

- ♦ [Section 2.1, “Sending Messages,” on page 19](#)
- ♦ [Section 2.2, “E-Mailing Messages into Vibe,” on page 22](#)
- ♦ [Section 2.3, “Replying to a Message,” on page 23](#)
- ♦ [Section 2.4, “Deleting a Message,” on page 23](#)
- ♦ [Section 2.5, “Saving a Message as a Draft,” on page 24](#)
- ♦ [Section 2.6, “Viewing Message Drafts,” on page 24](#)
- ♦ [Section 2.7, “Restricting Who Can Read and Edit Messages,” on page 24](#)
- ♦ [Section 2.8, “Displaying Messages,” on page 25](#)
- ♦ [Section 2.9, “Editing Existing Messages and Replies,” on page 25](#)
- ♦ [Section 2.10, “Adding Recipients to an Existing Message,” on page 26](#)
- ♦ [Section 2.11, “Removing Recipients from a Message,” on page 26](#)
- ♦ [Section 2.12, “Tagging Messages,” on page 27](#)
- ♦ [Section 2.13, “Starring Messages,” on page 27](#)
- ♦ [Section 2.14, “Adding Gadgets to a Message,” on page 27](#)
- ♦ [Section 2.15, “Attaching Files to a Message,” on page 28](#)
- ♦ [Section 2.16, “Linking to an External Web Site or Vibe Page,” on page 29](#)
- ♦ [Section 2.17, “Linking to a Message on the Vibe Site,” on page 29](#)
- ♦ [Section 2.18, “Using Keyboard Shortcuts in Messages,” on page 31](#)

## 2.1 Sending Messages

Vibe enables you to send messages in various ways so you can control which users have access to messages that you send.

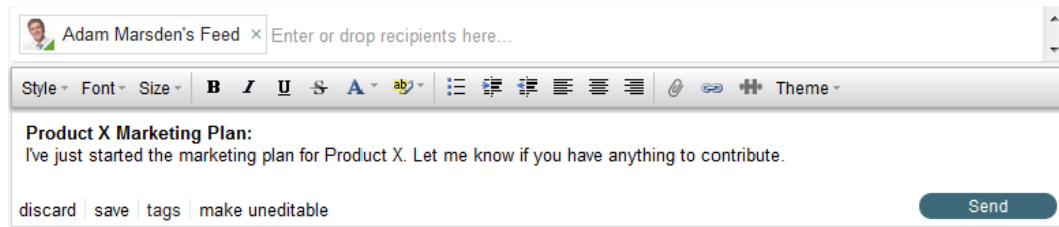
- ♦ [Section 2.1.1, “Sending a Message to Your Personal Feed,” on page 19](#)
- ♦ [Section 2.1.2, “Sending a Direct Message to Another Vibe User,” on page 20](#)
- ♦ [Section 2.1.3, “Simultaneously Sending a Message to Your Personal Feed and to Other Vibe Users,” on page 20](#)
- ♦ [Section 2.1.4, “Sending a Message to a Group,” on page 21](#)
- ♦ [Section 2.1.5, “Including or Removing Titles in Your Message,” on page 21](#)

### 2.1.1 Sending a Message to Your Personal Feed

To communicate on a broad level to all Vibe users who are following you, send a message to your personal feed.

- 1 Click *My Feed* in the Navigation panel.

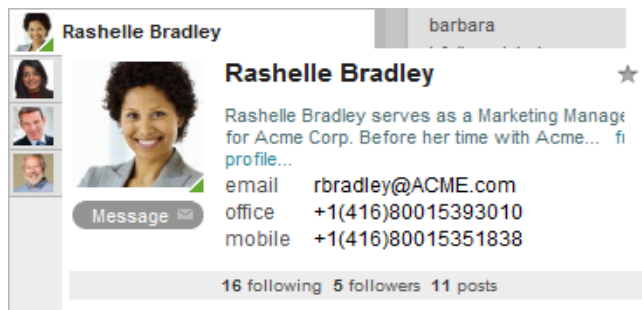
- 2 In the field located at the top of the BigList, specify your message, then click *Send*.



## 2.1.2 Sending a Direct Message to Another Vibe User

Like e-mail, Vibe enables you to send messages directly to specific users. A direct message is a private message that only the sender and recipients can view.

- 1 Click *Direct* in the Navigation panel, then click inside the *Send message* field.  
or  
In the Navigation panel, mouse over the user who you want to send a message to, then click *Message*.



- 2 Add recipients in one of the following ways:
  - ♦ In the *Who I Follow* list, drag a user onto the *Enter or drop recipients here* text.
  - ♦ Click the *Enter or drop recipients here* text, then begin typing the name of the user you want to send the message to. Click the user's name when it appears in the drop-down list.
- 3 Specify your message in the field below the recipient list.
- 4 Click *Send*.

## 2.1.3 Simultaneously Sending a Message to Your Personal Feed and to Other Vibe Users

You might want to ensure that certain users are aware of your latest post to your personal feed. Or, you might want users who are not following you to read your message. The best way to do this is to send the message directly to these specific users at the same time you post the message to your personal feed.

- 1 Click *My Feed* in the Navigation panel.
- 2 In the message field located at the top of the BigList, specify your message.

- 3 Include additional recipients in one of the following ways:
  - ♦ In the *Who I Follow* list, drag a user onto the *Enter or drop recipients here* text.
  - ♦ Click the *Enter or drop recipients here* text, then begin typing the name of the user who you want to send the message to. Click the user's name when it appears in the drop-down list.
- 4 Click *Send*.

## 2.1.4 Sending a Message to a Group

You can send a message to a group by posting a message on any group feed. Followers of the group can modify their notification settings to be notified when a user posts a new message on the group feed, as described in [Section 8.5, “Modifying Notification Settings for Groups,” on page 65](#).

If you send the message to other Vibe users as well as to the group feed, all users who are included in the message as message recipients are able to view and reply to the message, even if they are not members of the group.

- 1 Click *Direct* in the Navigation panel, then click inside the *Send message* field.
- 2 Add recipients in one of the following ways:
  - ♦ In the *Who I Follow* list, drag a group and drop it onto the *Enter or drop recipients here* text.
  - ♦ Click on the *Enter or drop recipients here* text, then begin typing the name of the group that you want to send the message to. Click the group's name when it appears in the drop-down list.
- 3 Specify your message in the field below the recipient list.
- 4 Click *Send*.

## 2.1.5 Including or Removing Titles in Your Message

When you compose a message in Vibe, you can include a title. If your message is simple and doesn't require a title, Vibe does not require that you include one.

- ♦ [“Sending a Message with a Title” on page 21](#)
- ♦ [“Sending a Message without a Title” on page 22](#)

### Sending a Message with a Title

- 1 In the *Send message* field, begin typing the title of your message.

The first line of your message is the message title. Notice that the message title is displayed in bold.
- 2 Press Enter to move to the next line of the message, then begin typing the body of your message.

The second and subsequent lines of your message are the message body. Notice that the text is no longer displayed as bold.
- 3 Click *Send* to send the message with a message title.

## **Sending a Message without a Title**

- 1 In the *Send message* field, press Enter before you begin composing your message.  
The first line of your message is the message title. Pressing Enter before typing the body of your message enables you to send a message without a title.
- 2 Begin typing your message, then click *Send* to send the message without a title.

## **2.2 E-Mailing Messages into Vibe**

You can post messages to Vibe directly from your e-mail. You can send a direct message to a user, send a message to a user's personal feed, or send a message to a group feed, without ever logging in to Vibe.

You can e-mail messages only from the e-mail address that is configured in your personal profile. For information on how to update the e-mail address in your personal profile, see [Section 1.7, "Updating Your Profile,"](#) on page 16.

- ♦ [Section 2.2.1, "Understanding Permission Settings for E-Mailing into Vibe,"](#) on page 22
- ♦ [Section 2.2.2, "E-Mailing Messages into Vibe,"](#) on page 22
- ♦ [Section 2.2.3, "Replying to Vibe E-Mail Notifications,"](#) on page 23

### **2.2.1 Understanding Permission Settings for E-Mailing into Vibe**

By default, you can send messages to any users or groups that you have permission to send messages to within the regular Vibe interface. However, if you send a direct message to a user through e-mail and that user has his or her permission settings set to restrict users from e-mailing them direct messages, your e-mail message is rejected. Furthermore, if you are sending a direct message to multiple users through e-mail, if only one of those users has his or her permission settings set to restrict users from e-mailing them direct messages, your e-mail message is rejected and no users receive the message.

You can restrict users from sending you Vibe messages through e-mail, and you can turn off the ability to post messages to your personal feed through e-mail. For more information on access rights in Vibe, see [Chapter 9, "Limiting Access to Messages and Groups,"](#) on page 67.

### **2.2.2 E-Mailing Messages into Vibe**

Messages that are e-mailed into Vibe are displayed in Vibe as if you had composed the message in Vibe.

E-mailing a message to your personal feed posts the message on your personal feed, e-mailing messages to a group feed posts the message on the group's feed and so forth. You can also send messages directly to individual users.

You can add attachments to your e-mail. E-mail attachments are displayed in Vibe messages below the text of your message.

- 1 Obtain the Vibe e-mail address for the user or group to whom you want to send a Vibe message via e-mail.

The Vibe e-mail address is displayed on the user or group profile page. For information on how to view the profile page, see [Section 1.8, “Viewing a User’s or Group’s Profile,”](#) on page 17.

- 2 In your e-mail client such as Gmail or Hotmail, specify the e-mail address that you obtained in [Step 1](#), then compose and send your e-mail message.

The message appears as a direct message to the user in Vibe.

### 2.2.3 Replying to Vibe E-Mail Notifications

Vibe allows you to use your e-mail client to reply to e-mail notifications that you receive from Vibe. You can add attachments to your e-mail reply. E-mail attachments are displayed in Vibe messages below the text of your message.

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**NOTE:** Replies that are sent in this way can contain metadata and other unnecessary information about the message when they are displayed in Vibe. To make your message replies appear less cluttered, click *Reply in Vibe* in the e-mail notification to view the message in Vibe and reply to it from there. For more information about replying to messages in Vibe, see [Section 2.3, “Replying to a Message,”](#) on page 23.

---

To reply to Vibe e-mail notifications directly from your e-mail client:

- 1 Reply to the notification, type your message and add any attachments, then send it.

## 2.3 Replying to a Message


- 1 Mouse over the message that you want to reply to.
- 2 In the upper right corner, click the *Reply* icon .
- 3 Specify your reply, then click *Send*.

If you receive an e-mail notification about a Vibe message, you can reply to it directly from your e-mail client, as described in [Section 2.2.3, “Replying to Vibe E-Mail Notifications,”](#) on page 23.

## 2.4 Deleting a Message

After you have created a message, you can delete it from your view.

Deleting a message deletes it only from your view. Other vibe users are still able to see and read the message.

- 1 Mouse over the message that you want to delete.
- 2 In the upper right corner, click the *Delete* icon .

You can retrieve a message after you have deleted it from your view. For information on how to view a message after it has been deleted, see [Section 6.4.7, “Displaying and Restoring Your Deleted Messages,”](#) on page 55.

For information on the types of messages that you can delete, see [Section 2.9, “Editing Existing Messages and Replies,”](#) on page 25.

## 2.5 Saving a Message as a Draft

You can save a message that you are composing, and then finish it at a later time.

- [Section 2.5.1, “Saving a Message that Contains an Attachment,” on page 24](#)
- [Section 2.5.2, “Saving a Message that Contains No Attachments,” on page 24](#)

### 2.5.1 Saving a Message that Contains an Attachment

- 1 While composing a message, click *save*.

For information on how to view and complete the message, see [Section 2.6, “Viewing Message Drafts,” on page 24](#).

### 2.5.2 Saving a Message that Contains No Attachments

- 1 While composing a message, simply navigate away from the message. For example, click *Home* to navigate to your home page.

Vibe automatically saves your messages after each letter you type, so if your computer or browser unexpectedly crashes, your message is retained as a draft.

For information on how to view and complete the message, see [Section 2.6, “Viewing Message Drafts,” on page 24](#).

## 2.6 Viewing Message Drafts

After a message has been saved as a draft, you can view a draft message and perform different actions:

- 1 Click *Drafts* in the Navigation panel.
- 2 Locate the message that you want to finish, click *Visit*, then perform any of the following actions:
  - Send (For more information, see [Section 2.1, “Sending Messages,” on page 19](#).)
  - Delete (Deleted draft messages are displayed in the Deleted area. For more information, see [Section 6.4.7, “Displaying and Restoring Your Deleted Messages,” on page 55](#).)
  - Add and remove recipients (For more information, see [Section 2.10, “Adding Recipients to an Existing Message,” on page 26](#).)
  - Add replies (For more information, see [Section 2.3, “Replying to a Message,” on page 23](#).)
- 3 Click *Edit* if you want to edit the message itself, such as adding text, attachments, and so forth.

## 2.7 Restricting Who Can Read and Edit Messages

For information on how to restrict who can read and edit your messages, see [Section 9.1, “Understanding Default Access Rights to Messages,” on page 67](#).



## 2.8 Displaying Messages

For information on how to display messages in Vibe, see [Section 6.4, “Displaying Different Types of Messages,”](#) on page 54.

## 2.9 Editing Existing Messages and Replies

You might want to edit a message in order to correct it or update it. You can edit messages and replies that you or another user initially created.

By default, you can edit or delete the following types of messages and replies, regardless of who initially wrote the message:

- ♦ Messages and replies that were sent to a group that you are a member of.  
See [Section 2.1.4, “Sending a Message to a Group,”](#) on page 21.
- ♦ Messages and replies that were sent directly to you. (You are a recipient of the message).  
See [Section 2.1.2, “Sending a Direct Message to Another Vibe User,”](#) on page 20.
- ♦ Messages and replies that were posted to a user’s personal feed only if they were also sent directly to you.  
See [Section 2.1.3, “Simultaneously Sending a Message to Your Personal Feed and to Other Vibe Users,”](#) on page 20.

When you edit a message that was created by another user, the message shows that you co-authored the message.

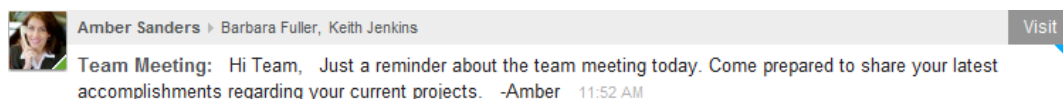
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**NOTE:** You can restrict message recipients from editing or deleting your messages. For more information, see [Section 9.1, “Understanding Default Access Rights to Messages,”](#) on page 67.

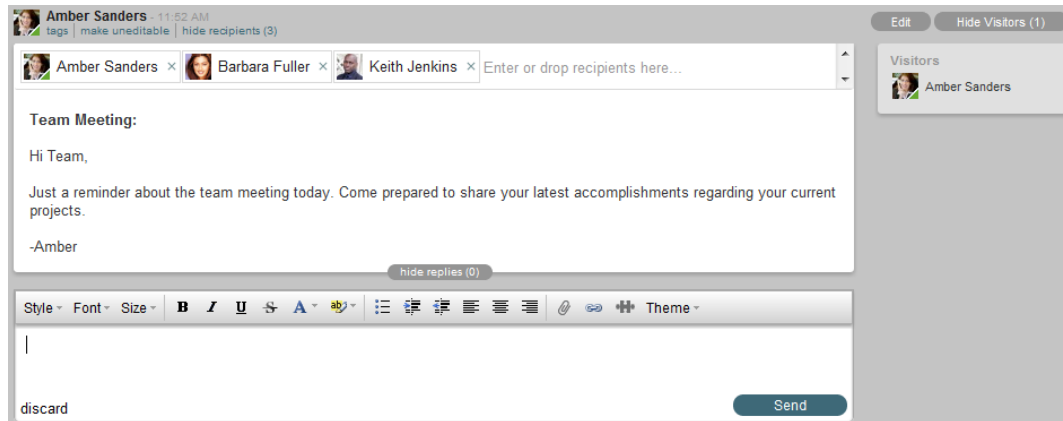
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To edit a message in Vibe:

- 1 Navigate to the message that you want to edit.



- 2 Click *Visit* in the upper right corner of the message.



Now that you are visiting the message, you can edit it.

- 3 In the upper right corner of the message, click *Edit*.
- 4 Edit the message as desired, then click *Done*.

## 2.10 Adding Recipients to an Existing Message

You can add users as recipients to a message after the message has already been sent. This allows users who were not originally included on the message to quickly view the message and any comments that are associated with the message.

- 1 Locate the message for which you want to include other users.
- 2 Click *Visit*.
- 3 Add recipients in one of the following ways:
  - ♦ In the *Followed Users and Groups* list, drag a user onto the *Enter or drop recipients here* text.
  - ♦ Click the *Enter or drop recipients here* text, then begin typing the name of the user that you want to send the message to. Click the user's name when it appears in the drop-down list.

You can remove users after they have been added to a message only if the message is a draft. For more information, see [Section 2.6, "Viewing Message Drafts," on page 24](#).

- 4 Navigate away from the message. For example, click *Home* to navigate to your home page.

## 2.11 Removing Recipients from a Message

You can remove a user or group from a message after the message has already been sent. However, you cannot remove a user from the message if the user has already visited the message (by clicking the *Visit* button next to a message), marked the message Read, or replied to the message (as described in [Section 2.3, "Replying to a Message," on page 23](#)).

To remove users or groups from a message:

- 1 Locate the message for which you want to remove recipients.
- 2 Click *Visit*.

- 3 Click the (x) icon next to the user or group name that you want to remove.

If the user has visited the message or replied to the message, the (x) icon is not available and you cannot remove the user from the message.

## 2.12 Tagging Messages

You can tag messages with personal or global tags. When you search for a tag, all messages that have been marked with that specific tag are displayed. For more information on using tags, see [Section 6.1, “Using Tags,” on page 49](#).

## 2.13 Starring Messages

You can mark important messages with a star. You can then filter the BigList to display only messages that have been marked with a star. For more information, see [Section 6.2, “Starring Messages,” on page 51](#).

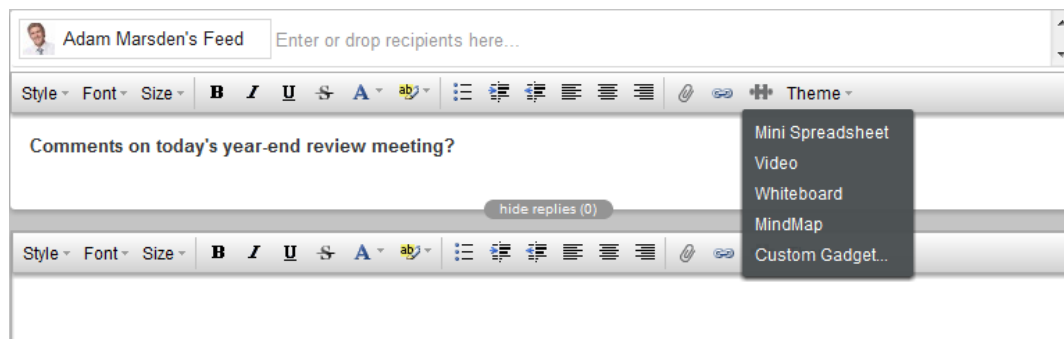
## 2.14 Adding Gadgets to a Message

Gadgets can enhance the functionality of your messages, making them more rich and useful.

- 1 Begin creating a message, as described in [Section 2.1, “Sending Messages,” on page 19](#).  
or

Edit an existing message, as described in [Section 2.9, “Editing Existing Messages and Replies,” on page 25](#).

- 2 Click the *Gadget* icon .



- 3 Select from the list of available gadgets:

**Mini Spreadsheet:** Provides a spreadsheet where you can add and store information in spreadsheet format.

**Video:** Enables you to upload a video.

**Whiteboard:** Provides a whiteboard where you can draw.

**MindMap:** Enables you to capture and organize thoughts and ideas with a clustered brainstorming tool.

**Custom Gadget:** Enables you to add a custom gadget, such as a gadget from a third party. Paste the URL to the custom gadget into the *Attach Gadget* field, then click *Done*.

You do not paste the actual XML into the *Attach Gadget* field.


- 4 After you have produced the desired result with the gadget, click *Done*.

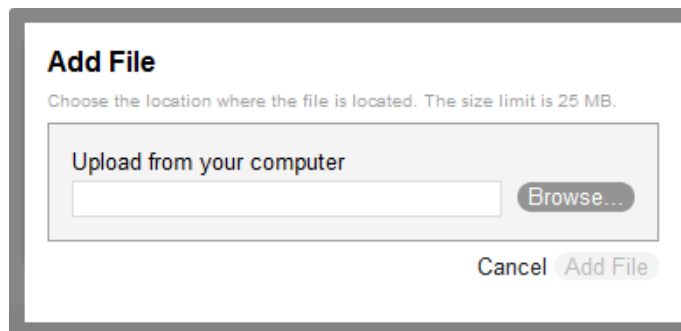
## 2.15 Attaching Files to a Message

- [Section 2.15.1, “Attaching Files Inline,” on page 28](#)
- [Section 2.15.2, “Attaching Files at the End of a Message,” on page 28](#)

### 2.15.1 Attaching Files Inline


Messages are displayed inline only when you are visiting the message. All messages appear below message text when viewing messages in the BigList.

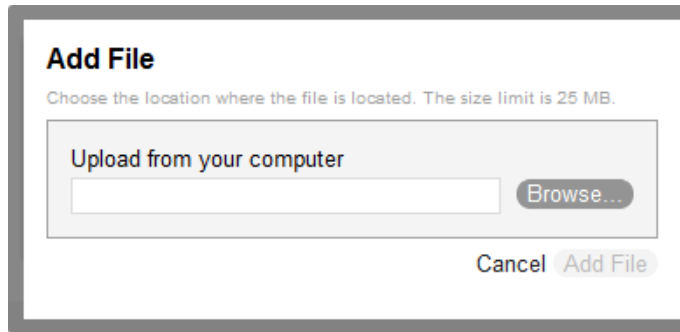
- 1 Begin creating a message, as described in [Section 2.1, “Sending Messages,” on page 19](#).  
or  
Edit an existing message, as described in [Section 2.9, “Editing Existing Messages and Replies,” on page 25](#).
- 2 Click the *Attachment* icon .
- 3 Click either *Insert Image* or *Insert File*, depending on the type of file that you want to attach.  
The Add File dialog box is displayed.



- 4 Click *Browse*, browse to the file that you want to attach, then click *Add File*.  
The file is added inline in the message.

### 2.15.2 Attaching Files at the End of a Message

- 1 Begin creating a message, as described in [Section 2.1, “Sending Messages,” on page 19](#).  
or  
Edit an existing message, as described in [Section 2.9, “Editing Existing Messages and Replies,” on page 25](#).
- 2 Click the *Attachment* icon .
- 3 Click *Attach File*.  
The Add File dialog box is displayed.




- 4 Click *Browse*, browse to the file that you want to attach, then click *Add File*.

The file is added at the end of the message.

## 2.16 Linking to an External Web Site or Vibe Page

You can add links to external Web sites. Also, you can add links to pages on the Vibe site (such as the BigList of a group you are in).

- 1 Navigate to the page that you want to link to, then copy the URL from your browser.
- 2 Begin creating a message, as described in [Section 2.1, “Sending Messages,” on page 19](#).  
or  
Edit an existing message, as described in [Section 2.9, “Editing Existing Messages and Replies,” on page 25](#).
- 3 Click the *Link* icon , then click *Link to webpage*.
- 4 In the *Enter URL* field, paste the URL of the Web site or Vibe page that you copied in [Step 1](#).
- 5 Click *Done*.


## 2.17 Linking to a Message on the Vibe Site

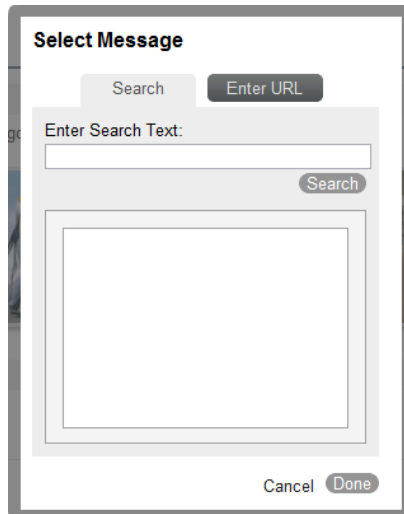
You can link to messages by searching for them with key words, or you can link to messages by using the URL.

- ♦ [Section 2.17.1, “Linking to Messages by Searching,” on page 29](#)
- ♦ [Section 2.17.2, “Linking to Messages Using a URL,” on page 30](#)

### 2.17.1 Linking to Messages by Searching

You can create a link to a message if you know key words that the message contains.

- 1 Begin creating a message, as described in [Section 2.1, “Sending Messages,” on page 19](#).  
or  
Edit an existing message, as described in [Section 2.9, “Editing Existing Messages and Replies,” on page 25](#).
- 2 Click the *Link* icon , then click *Link to Vibe message*.



- 3 On the *Search* tab, in the *Enter Search Text* field, specify text from the message that you want to link to, then click *Search*.
- 4 Select the message that you want to link to, then click *Done*.

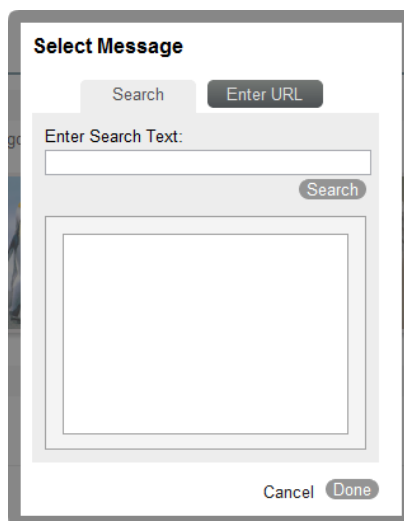
## 2.17.2 Linking to Messages Using a URL

You can create a link to a message by using the URL of the message that you are linking to.

- 1 Navigate to the message that you want to link to, click *Visit*, then copy the URL from your browser.
  - 2 Begin creating a message, as described in [Section 2.1, “Sending Messages,” on page 19](#).
- or

Edit an existing message, as described in [Section 2.9, “Editing Existing Messages and Replies,” on page 25](#).

- 3 Click the *Link* icon , then click *Link to Vibe message*.



- 4 Click the *Enter URL* tab, then in the *Enter Vibe Message URL or ID* field, paste the URL that you copied in [Step 1](#).
- 5 Click *Search*.
- 6 Select the message or page that you want to link to, then click *Done*.

## 2.18 Using Keyboard Shortcuts in Messages

Vibe messages support the following keyboard shortcuts (on Mac, substitute `Ctrl` with `Cmd`):

Shortcut	Function
Ctrl+b	Bold
Ctrl+i	Italic
Ctrl+u	Underline
Ctrl+Shift+b	Bulleted list
Ctrl+Alt+0	Removes the style from a heading
Ctrl+Alt+1	Heading level 1
Ctrl+Alt+2	Heading level 2
Ctrl+Alt+3	Heading level 3
Ctrl+Alt+4	Heading level 4
Ctrl+Alt+5	Heading level 5
Ctrl+Shift+l	Justify text left
Ctrl+Shift+e	Justify text center
Ctrl+Shift+r	Justify text right
Ctrl+Shift+j	Justify text full
Ctrl+Backspace	Deletes the entire word to the left of the cursor
Ctrl+Delete	Deletes the entire word to the right of the cursor





# Managing Users You Are Following

# 3

You can manage the Novell Vibe Cloud users you are following in several ways:


- ♦ [Section 3.1, “Following Users,” on page 33](#)
- ♦ [Section 3.2, “Configuring Settings for Displaying Users and Groups,” on page 33](#)
- ♦ [Section 3.3, “Sorting Users and Groups That You Follow,” on page 33](#)
- ♦ [Section 3.4, “Displaying Users,” on page 34](#)
- ♦ [Section 3.5, “Viewing All Messages from a User,” on page 36](#)

## 3.1 Following Users

For information on how to follow users and display them in your Who I Follow list, see [Section 1.5, “Following Users and Groups,” on page 15](#).

## 3.2 Configuring Settings for Displaying Users and Groups

You can configure your Who I Follow list to display only users, only groups, or to hide users’ pictures.

- 1 In the Navigation Panel, click the *Configure* icon  to modify how the users and groups that you are following are displayed in the Who I Follow list, and to modify what is displayed.

Select or deselect the following configuration options:

**Show groups:** Displays all groups that you are following.

**Show people:** Displays all users that you are following.

**Show avatars:** Displays the avatars (profile pictures) of the users and groups that are displayed in your Who I Follow list.

**Favorites first:** Displays your favorite users and groups at the top of the Who I Follow list.


For information on how to mark a user or group as a Favorite, see [Section 3.3.2, “Configuring Users and Groups to Always Appear at the Top of the Who I Follow List,” on page 34](#).

## 3.3 Sorting Users and Groups That You Follow

You can sort the users you are following in your Who I Follow list in various ways, including by name, relevance, and favorites.

- ♦ [Section 3.3.1, “Sorting Users and Groups That You Follow by Name and Relevance,” on page 34](#)
- ♦ [Section 3.3.2, “Configuring Users and Groups to Always Appear at the Top of the Who I Follow List,” on page 34](#)

### 3.3.1 Sorting Users and Groups That You Follow by Name and Relevance

- 1 In the Navigation Panel, click the *Configure* icon  to modify the order in which the users and groups are displayed in the Who I Follow list.

Select one of the following configuration options:

**Sort by name:** Sorts the Who I Follow list in alphabetical order.

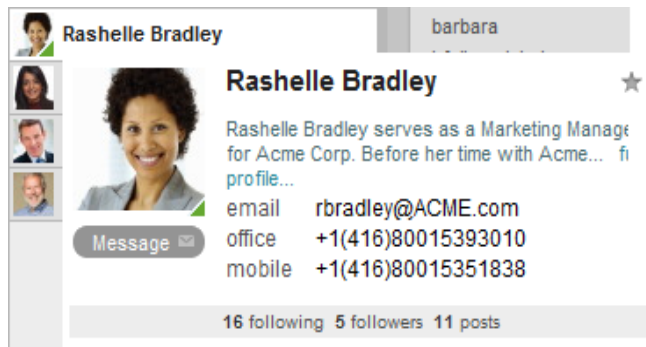
**Sort by relevance:** Sorts the Who I Follow list with the users or groups who have made the most recent postings to the Vibe site displayed at the top of the list.


### 3.3.2 Configuring Users and Groups to Always Appear at the Top of the Who I Follow List

To emphasize certain users or groups, you can mark them as a Favorite to ensure that they are always displayed at the top of your Who I Follow list.

Marking users as Favorites in the Who I Follow list can make it easier to quickly locate users you often communicate with.

- 1 In the Navigation panel, mouse over the user you want to display at the top of your Who I Follow list.



- 2 In the upper right corner of the abbreviated user profile, click the dimmed *Star* icon .

## 3.4 Displaying Users

- [Section 3.4.1, “Displaying All the Users You Are Following,” on page 34](#)
- [Section 3.4.2, “Displaying All Users on the Vibe Site,” on page 36](#)

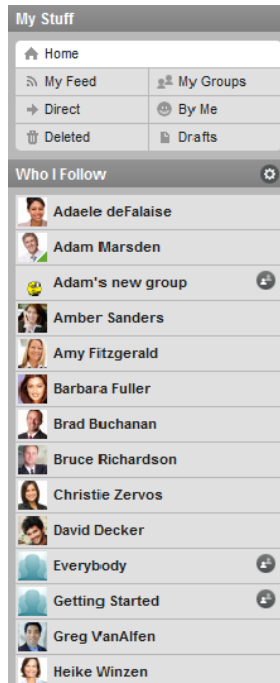
### 3.4.1 Displaying All the Users You Are Following

Names of the users you are following are always displayed in the Navigation panel. However, you might want to see additional information about each user you are following.

- [“Displaying the Names of Users You Are Following” on page 35](#)
- [“Displaying Additional Information for Users You Are Following” on page 35](#)

## Displaying the Names of Users You Are Following

- 1 Refer to the Who I Follow list in the Navigation Panel.



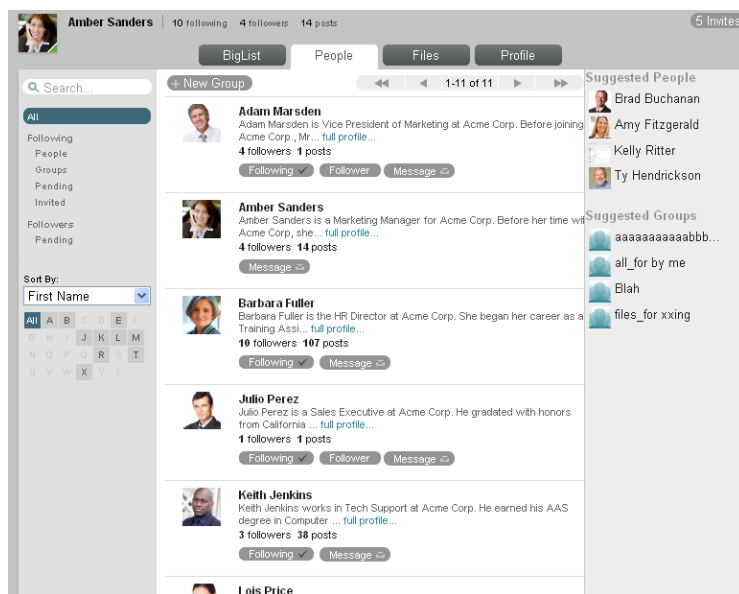
This list includes all the users you are currently following.

## Displaying Additional Information for Users You Are Following

You can see a list of users that contains more information about each user, such as how many users they are following and how many are following them, and how many posts they have made.

- 1 Click *Home* to navigate to the Home view.

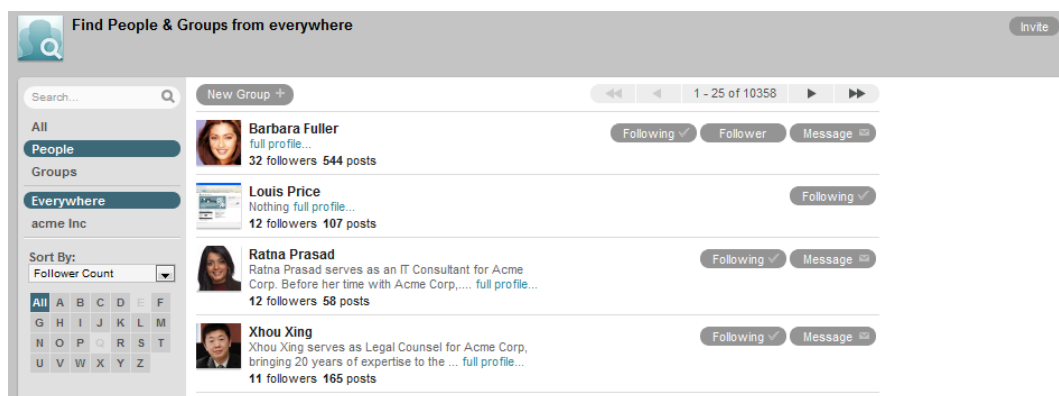
## 2 Click the *People* tab.



To view more information about each user, see the user's personal profile, as described in [Section 1.8, "Viewing a User's or Group's Profile," on page 17.](#)

### 3.4.2 Displaying All Users on the Vibe Site

- 1 Click *Find People and Groups* in the Navigation panel.
- 2 Click *People* to sort this list to include only people.



All of the users on the Vibe site are displayed.

You can easily start to follow the people that you aren't yet following by clicking *Follow*. You can also send messages to another user by clicking *Message*.

## 3.5 Viewing All Messages from a User

You can view all the messages that a particular user has posted if you have sufficient permissions.

By default, you can view only messages that users have posted to their personal feeds. For more information about access rights in Vibe, see [Chapter 9, “Limiting Access to Messages and Groups,” on page 67](#).

- ♦ [Section 3.5.1, “Viewing All Messages from a User You Are Following,” on page 37](#)
- ♦ [Section 3.5.2, “Viewing All Messages from a User You Are Not Following,” on page 37](#)

### **3.5.1 Viewing All Messages from a User You Are Following**

- 1** Click the user’s name in your Who I Follow list.

The user’s home page is displayed, and all of the user’s messages are displayed.

### **3.5.2 Viewing All Messages from a User You Are Not Following**

- 1** In the Navigation panel, click *Find People and Groups*, then locate the user in the list of existing users.
- 2** Click the name of the user.

The user’s home page is displayed, and all of the user’s messages are displayed.



# Managing Groups

# 4

Groups in Novell Vibe Cloud consist of various users who share a common purpose.

- ♦ [Section 4.1, “Creating a Group,” on page 39](#)
- ♦ [Section 4.2, “Deleting a Group,” on page 41](#)
- ♦ [Section 4.3, “Modifying an Existing Group,” on page 41](#)
- ♦ [Section 4.4, “Setting Up Permissions For a Group,” on page 42](#)
- ♦ [Section 4.5, “Designating Group Administrators,” on page 43](#)
- ♦ [Section 4.6, “Removing Users from a Group,” on page 43](#)
- ♦ [Section 4.7, “Sending a Message to a Group,” on page 43](#)
- ♦ [Section 4.8, “Following a Group,” on page 43](#)
- ♦ [Section 4.9, “Inviting Another User to Be a Follower of Your Group,” on page 43](#)
- ♦ [Section 4.10, “Accepting Invitations to Follow Groups,” on page 44](#)
- ♦ [Section 4.11, “Displaying All of the Groups You Are Following,” on page 45](#)
- ♦ [Section 4.12, “Viewing All Messages Posted by All Groups You Are Following,” on page 45](#)
- ♦ [Section 4.13, “Viewing All Messages Posted to a Particular Group,” on page 46](#)
- ♦ [Section 4.14, “Controlling Notifications You Receive From the Groups You Are Following,” on page 46](#)

## 4.1 Creating a Group

- 1 Click *New Group* in the Navigation panel.

**Create Profile** cancel Save ✓

**Group Name**

Group Name:


URL:

Display name as: ☒ Text ☐ Banner Image

**Permissions**

Group Visibility (Who is the group's existence visible to?): ☐ Open ☒ Organization ☐ Private

[show additional settings](#)

 [Edit](#)

**Table of Contents**

[+ add messages](#)

cancel Save ✓

**2** Specify the following information for the group:

**Group Name:** Specify a name for your group.

**URL:** Specify a URL for the group. Users can use this URL to navigate directly to the group page.

**Display name as:** Select how you want to display the group name. You can display the name as plain text or as a graphical image.

**Permissions:** You can set up the following permissions for your group (click *show additional settings* to view all of the following settings):

- ♦ **Group Visibility:** Select whether you want the group to be open and visible to all users, to members of the organization only, or to followers only.
- ♦ **Follow Requesting/Message Visibility:** Select one of the following options:
  - ♦ Any user can follow the group without making a request
  - ♦ Users must request approval from the group leader before they are admitted to the group
  - ♦ Users cannot make requests for group membership
- ♦ **Contribution:** Select one of the following options:
  - ♦ Any follower can add messages and replies
  - ♦ Any follower can add replies; only group administrators can add messages
  - ♦ Only group administrators can add messages and replies

For information on how to add followers, see [Section 4.9, “Inviting Another User to Be a Follower of Your Group,”](#) on page 43.

- ♦ **Allowed to Email Group:** Select one of the following options:
  - ♦ *Any follower*
  - ♦ *Only Admins*
  - ♦ *No one*

**Description:** In the field next to the group avatar, specify the text that you want to display below the group avatar in the *Profile* tab. For example, you might provide a high-level overview of the purpose of the group.

**Table of Contents:** Create links to messages in the Vibe site. Drag and drop individual links to re-order the existing content.

To create additional links, click the *plus* icon . To delete existing links, click the *minus* icon .

For more information on using Table of Contents, see [Section 6.3, “Linking to Messages by Using a Table of Contents,”](#) on page 52.

**3** When you are modifying a group as described in [Section 4.3, “Modifying an Existing Group,”](#) on page 41, you can specify the following additional information:

**URL:** Displays the URL for the group page. Use this URL to navigate directly to the group page.

**Email:** Displays the group e-mail address. Use this e-mail address to submit messages to the group feed via e-mail. You must have rights to post messages to the group feed in order to submit messages via e-mail.

The e-mail address is generated from the information that you provide for the group URL.



**Organization Information:** Specify the organization that this group is a part of (depending on previous settings configured by your Vibe administrator, this might already be chosen for you). You can modify your group visibility in the [Permissions](#) section.

To create additional fields, click the *plus* icon . To delete existing fields, click the *minus* icon .

**Leadership Information:** Specify leaders for your group. Leaders do not have additional rights within the group. They are simply contacts for other members of the group.

To create additional fields, click the *plus* icon . To delete existing fields, click the *minus* icon .

4 Click *Save*.

## 4.2 Deleting a Group

After a group has been created, it cannot be deleted. However, you can modify the group attributes such as the group name and URL, as described in [Section 4.3, “Modifying an Existing Group,”](#) on [page 41](#).

## 4.3 Modifying an Existing Group

- 1 In the Navigation panel, in the Who I Follow list, click the group that you want to modify, then click the *Profile* tab.
- 2 In the upper right corner of the page, click *Edit Profile*.

## Edit Profile

cancel Save ✓

### Group Name

Group Name:


URL:

Display name as: ☒ Text ☐ Banner Image

### Permissions

Group Visibility (Who is the group's existence visible to?): organization

[show additional settings](#)

  
Edit

Url

Email

### Organization Information

Visibility

[+ add new field](#)

### Leadership Information

Leader 1

[+ add new field](#)

Leader 2

### Table of Contents

[+ add messages](#)

cancel Save ✓

### 3 Modify the group settings as desired.

For information about the settings that you can modify, see [Step 2](#) in [Section 4.1, “Creating a Group,”](#) on page 39.

### 4 Click *Save*.

## 4.4 Setting Up Permissions For a Group

Permissions define who can do what in connection with the group.

You can set up permissions for existing groups or for groups that you are creating.

For information on how to set permissions when you create a group, see [Section 4.1, “Creating a Group,”](#) on page 39.

For information on how to set permissions when you modify an existing group, see [Section 4.3, “Modifying an Existing Group,”](#) on page 41.

## 4.5 Designating Group Administrators

Administrators have special privileges within a group. Administrators can edit the group profile (as described in [Section 4.3, “Modifying an Existing Group,” on page 41](#)), designate other group administrators, and add or remove group members. Also, depending on the group permissions, administrators might be the only members who can add messages to the group feed.

To make a group member a group administrator:

- 1 Navigate to the group where you want to select a group administrator.
- 2 Click the *People* tab to display all members of the group.
- 3 Click the drop-down arrow next to the name of the user who you want to make a group administrator.
- 4 Click *Admin*.

To make a group administrator a regular group member:

- 1 Navigate to the group where you want to change a group administrator to a regular group member.
- 2 Click the *People* tab to display all members of the group.
- 3 Click the drop-down arrow next to the name of the group administrator you want to make a regular group member.
- 4 Click *Member*.

## 4.6 Removing Users from a Group

- 1 Navigate to the group where you want to remove a user.
- 2 Click the *People* tab to display all members of the group.
- 3 Click the drop-down arrow next to the name of the user you want to remove from the group.
- 4 Click *Remove*.

## 4.7 Sending a Message to a Group

You can send a message to a group feed, as described in [Section 2.1.4, “Sending a Message to a Group,” on page 21](#).

## 4.8 Following a Group

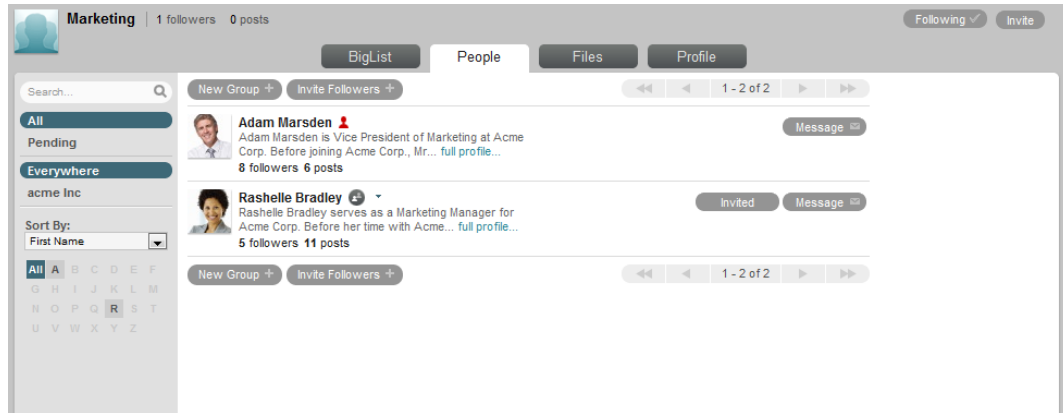
For information on how to follow a group in Vibe, see [Section 1.5, “Following Users and Groups,” on page 15](#).

## 4.9 Inviting Another User to Be a Follower of Your Group

If you are a group administrator and you want a specific user to follow your group and have the group’s activity displayed in his or her BigList, you can invite that user to be a follower of the group.

Only after a group is already created can you invite users to follow the group.

- 1 Navigate to the group's home page by clicking the group name in the Navigation panel.
- 2 Click the *People* tab.



- 3 Click *Invite Followers*.
- 4 In the *Invite Followers to Group* field, begin typing the name of the user you want to follow the group, then click the name in the drop-down list.
- 5 Repeat [Step 4](#) to invite additional users.
- 6 Click *Done*.

## 4.10 Accepting Invitations to Follow Groups

You can accept invitations to follow a group from within an e-mail notification or from within the Vibe interface.

- ♦ [Section 4.10.1, “Accepting Invitations from an E-Mail Notification,” on page 44](#)
- ♦ [Section 4.10.2, “Accepting Invitations from the Vibe Interface,” on page 44](#)

### 4.10.1 Accepting Invitations from an E-Mail Notification

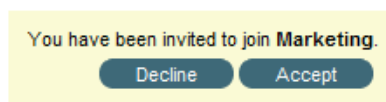
When you are invited to follow a group in Vibe, you receive an e-mail invitation. Simply follow the instructions in the e-mail invitation to become a follower of the group.

If you have disabled e-mail notifications for group invitations as described in [Section 8.3, “Modifying Notification Settings for Following,” on page 64](#), you can accept an invitation directly from the Vibe interface, as described in [Section 4.10.2, “Accepting Invitations from the Vibe Interface,” on page 44](#).

### 4.10.2 Accepting Invitations from the Vibe Interface

You can accept invitations to follow groups directly from Vibe:

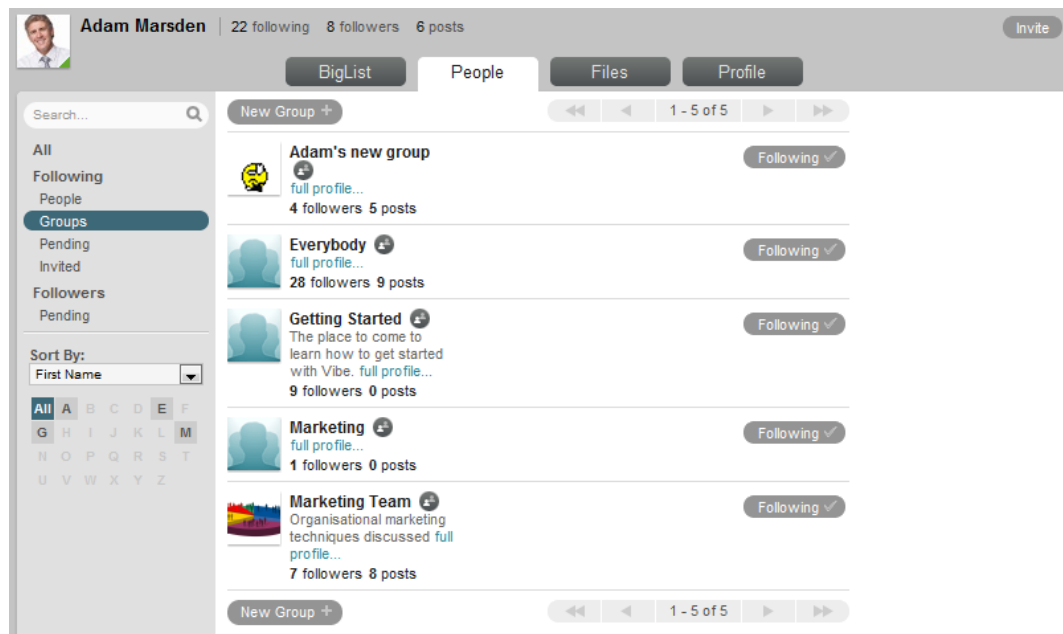
- 1 Click *Home* to navigate to your personal home page.
- 2 In the upper right corner of the page, click *To Do's*, then click *group invitations*.
- 3 Locate the group invitation.



- 4 Click *Accept* if you want to follow the group.

## 4.11 Displaying All of the Groups You Are Following

- 1 Click *Home* in the Navigation panel to navigate to your personal home page.
- 2 Click the *People* tab.
- 3 In the *Following* section on the left side of the page, click *Groups*.  
All of the groups that you are currently following are displayed.



## 4.12 Viewing All Messages Posted by All Groups You Are Following

You can quickly see the latest activity in the groups that you are following. This is helpful if you want to filter out messages that have been posted by the people you are following. For more information, see [Section 6.4.2, “Displaying All Messages from All Groups You Are Following,” on page 54.](#)

## 4.13 Viewing All Messages Posted to a Particular Group

- ♦ [Section 4.13.1, “Viewing All Messages Posted to a Group You Are Following,” on page 46](#)
- ♦ [Section 4.13.2, “Viewing All Messages to a Group You Are Not Following,” on page 46](#)

### 4.13.1 Viewing All Messages Posted to a Group You Are Following

- 1 Click the name of the group in your Who I Follow list.
- 2 Click the *BigList* tab.

The group’s home page is displayed, and all of the messages that have been posted to the group are displayed.

### 4.13.2 Viewing All Messages to a Group You Are Not Following

Your ability to view messages that have been posted to a group that you are not following depends upon the permissions that have been defined for the group. For more information about setting permissions for a group, see [Section 9.4, “Limiting Access to Groups,” on page 70](#).

- 1 In the Navigation panel, click *Find People and Groups*, then locate the group in the list of existing groups.
- 2 Click the name of the group, then click the *BigList* tab.

The group’s home page is displayed, and all of the group’s messages are displayed.

## 4.14 Controlling Notifications You Receive From the Groups You Are Following

E-mail notifications are a good way to stay informed about activity in the groups that you are interested in. You can receive more e-mail notifications, or fewer notifications, depending on your personal preference.

For information about how to change your notification settings for groups, see [Section 8.5, “Modifying Notification Settings for Groups,” on page 65](#).

# Working Together in Real Time





# 5

- ♦ [Section 5.1, “Viewing Presence Information,” on page 47](#)
- ♦ [Section 5.2, “Changing Your Presence Status,” on page 47](#)
- ♦ [Section 5.3, “Co-Editing Messages in Real Time,” on page 47](#)

## 5.1 Viewing Presence Information

Novell Vibe Cloud enables you to see when other users are online, when they are away, and when they are offline. Knowing when users are available makes real-time collaboration more efficient.

Presence information is represented by a colored triangle in the lower right corner of a user’s profile picture. The color of the triangle represents the user’s presence status, as shown in the following table.

Status	Icon
Online	 Green triangle
Inactive	 Orange triangle
Away	 Red triangle
Offline	 No triangle

## 5.2 Changing Your Presence Status

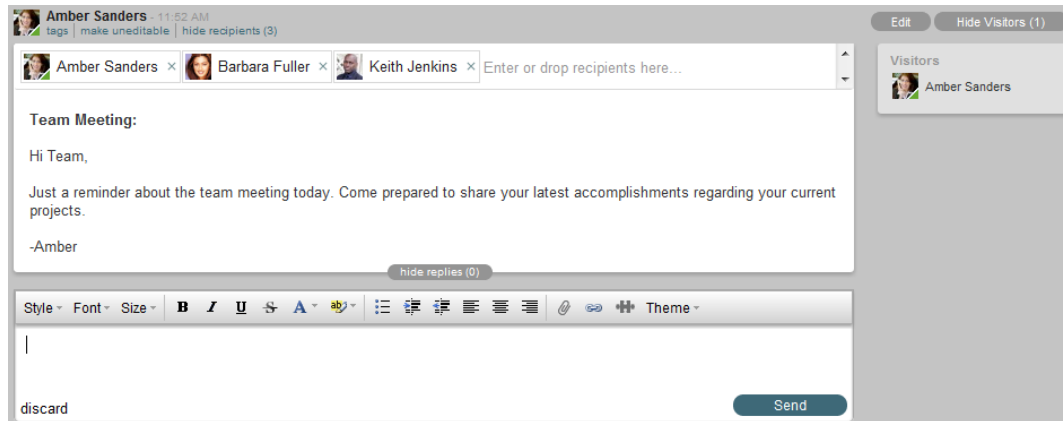
You can update your presence status to appear as Online, Away, or Invisible.

- 1 From any page in Vibe, click your name in the upper right corner of the page.
- 2 Click *Online*, *Away*, or *Invisible*.

## 5.3 Co-Editing Messages in Real Time

Vibe enables multiple users to simultaneously edit the same message.

- 1 Navigate to a message that you want to edit.
- 2 In the upper right corner of the message, click *Visit*.



Now that you are visiting the message, you can edit it.

To see who else is currently visiting the message, look in the *Visitors* section.

**3** Click *Edit* in the upper right corner of the page.

**4** Begin editing the message.

All users who are currently visiting the message can edit the same message simultaneously.



Novell Vibe Cloud provides various ways that you can organize your data.

- ♦ [Section 6.1, “Using Tags,” on page 49](#)
- ♦ [Section 6.2, “Starring Messages,” on page 51](#)
- ♦ [Section 6.3, “Linking to Messages by Using a Table of Contents,” on page 52](#)
- ♦ [Section 6.4, “Displaying Different Types of Messages,” on page 54](#)

## 6.1 Using Tags

Tags are keywords that categorize a message. Tagging functionality in Vibe enables you to create virtual containers for messages. Like using folders in your e-mail, you can categorize information, and then come back to it at a later time.

You apply tags to messages, then on any given page you can search for all messages that contain a particular tag. If there are no messages on a page that contain a particular tag, the tag is not displayed.


- ♦ [Section 6.1.1, “Tagging a Message,” on page 49](#)
- ♦ [Section 6.1.2, “Viewing Tagged Messages,” on page 50](#)

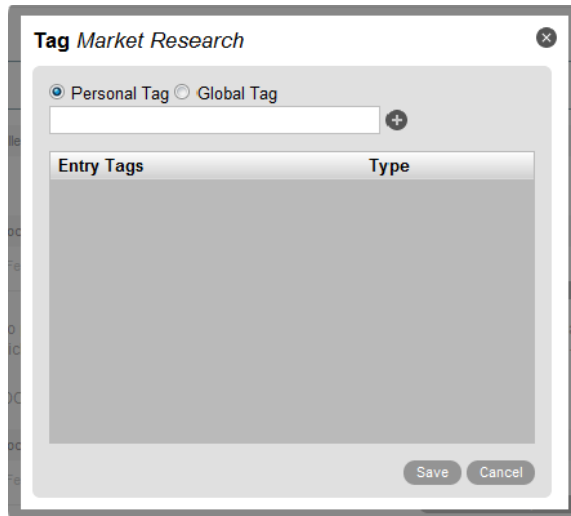
### 6.1.1 Tagging a Message

You can tag messages with global or personal tags. You can create new tags to apply to messages, or you can apply existing tags to messages.

When one or more tags have already been applied to a particular message, the tags are displayed in the Tag dialog box, in the *Entry Tags* column.

To apply a new tag to a message and to view the tags that have already been applied to the message:

- 1 Mouse over the message that you want to tag.
  - 2 In the upper right corner of the message, click the *Tag* icon .
- The Tag dialog box is displayed.




- 3 Select either *Personal Tag* or *Global Tag*, depending on the type of tag that you want to apply to the message.

Personal tags are invisible to all other users but you. Use personal tags to organize information in a way that makes sense to you.

Global tags are visible to all Vibe users who have rights to see a Vibe message where the tag has been applied. If a user does not have rights to view a message where the tag has been applied, the user is not able to see the tag in the list of global tags. Create global tags only if you want other users to see and use them. Name the tag something that makes sense to other users.

- 4 Begin typing the name of the tag into the provided field.
- 5 If a tag already exists with the desired name, select it from the drop-down list to apply the existing tag to the message.

or

If the name does not appear in the drop-down list, finish typing the name of the tag, then click the *Plus* icon  to apply the new tag to the message.

- 6 Click *Save*.

## 6.1.2 Viewing Tagged Messages

Tags are displayed in alphabetical order in the *Refine* section, in the upper left corner of the BigList.

Tags are displayed only on pages that contain messages that have been tagged with that particular tag.

For example, if you know that various messages have been tagged with the global tag “Marketing,” the “Marketing” tag is displayed only on pages where messages that have been tagged with the “Marketing” tag are displayed.

- ♦ [“Viewing All Messages That Have Personal Tags” on page 51](#)
- ♦ [“Viewing Messages That Have a Specific Personal Tag” on page 51](#)
- ♦ [“Viewing All Messages That Have Global Tags” on page 51](#)
- ♦ [“Viewing All Messages That Have a Specific Global Tag” on page 51](#)

### Viewing All Messages That Have Personal Tags

- 1 Click *Home* to navigate to your Home view.
- 2 In the *Refine* section, in the upper left corner of the BigList, click *All My Tags*.  
Vibe displays all messages on this page that you have tagged with any of your personal tags.

### Viewing Messages That Have a Specific Personal Tag

- 1 Click *Home* to navigate to your Home view.
- 2 In the *Refine* section, in the upper left corner of the BigList, click the specific personal tag for messages that you want to view.  
  
For example, suppose that you are a member of a sales team and you are working on a large sales deal. You have marked messages about this deal with a personal tag called Important. You click the *Important* tag.  
  
Vibe displays all messages that you have tagged with this specific personal tag. For example, all messages that are about the large sales deal and that have been tagged with the Important tag are displayed.

### Viewing All Messages That Have Global Tags


- 1 Click *Home* to navigate to your Home view.
- 2 In the *Refine* section, in the upper left corner of the BigList, click *All Global Tags*.
- 3 Vibe displays all messages on this page that you have tagged with any global tag.

### Viewing All Messages That Have a Specific Global Tag

- 1 Click *Home* to navigate to your Home view.
- 2 In the *Refine* section, in the upper left corner of the BigList, click the specific global tag for messages that you want to view.  
  
For example, suppose that your organization has tagged all messages about corporate news with a tag called News. To quickly view all corporate news memos, you click *News* in the *Global Tags* section.  
  
Vibe displays all messages that are tagged with this specific global tag. For example, all messages about corporate news and that have the News tag are displayed.

## 6.2 Starring Messages

You can mark important messages with a star. You can then filter the BigList to display only messages that have been marked with a star, as described in [Section 6.4.6, “Displaying All Starred Messages,” on page 55](#).

- 1 Navigate to the message that you want to mark with a star.
- 2 Mouse over the message, then click the *Star* icon .

## 6.3 Linking to Messages by Using a Table of Contents

Tables of contents enable you to create links to messages in the Vibe site. You can create tables of contents on your personal profile page or on a group profile page.


- ♦ [Section 6.3.1, “Creating Links,” on page 52](#)
- ♦ [Section 6.3.2, “Changing the Order of Links in the Table of Contents List,” on page 53](#)

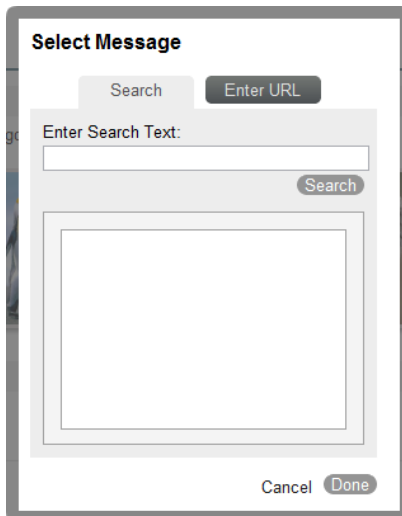
### 6.3.1 Creating Links

You can link to messages in Vibe that contain information that is relevant to you or to the group that you are modifying. You can link to messages by searching for them, or by pasting in the URL of the message.

- ♦ [“Creating a Link by Searching for a Message” on page 52](#)
- ♦ [“Creating a Link by Pasting the URL of a Message” on page 53](#)


#### Creating a Link by Searching for a Message

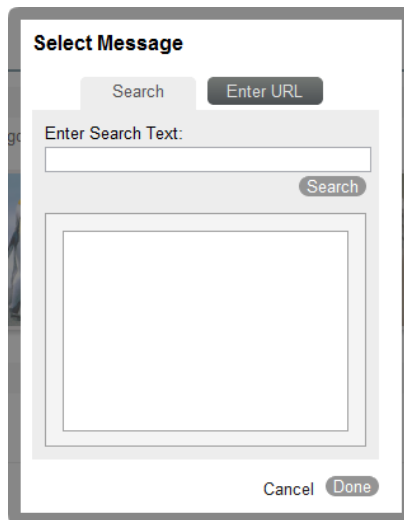
- 1 Modify your personal profile, as described in [Section 1.7, “Updating Your Profile,” on page 16](#).  
or  
Create or modify a group, as described in [Section 4.1, “Creating a Group,” on page 39](#) and [Section 4.3, “Modifying an Existing Group,” on page 41](#).
- 2 In the *Table of Contents* section, click the *plus* icon  to create a new link.



- 3 On the *Search* tab, in the *Enter Search Text* field, specify all or part of the message that you want to search for, then click *Search*.
- 4 In the list of search results, select the message that you want to link to, then click *Done*.
- 5 Click *Save* to save your changes.

## Creating a Link by Pasting the URL of a Message

- 1 Obtain the URL for the message that you want to link to:
  - 1a To obtain this URL, navigate to the entry and click *Visit* in the upper right corner of the entry.
  - 1b Copy the URL from the browser.
- 2 Modify your personal profile, as described in [Section 1.7, “Updating Your Profile,” on page 16](#).  
or  
Create or modify a group, as described in [Section 4.1, “Creating a Group,” on page 39](#) and [Section 4.3, “Modifying an Existing Group,” on page 41](#).
- 3 In the *Table of Contents* section, click the *plus* icon  to create a new link.



- 4 Click the *Enter URL* tab.
- 5 In the *Enter Vibe Message URL or ID* field, paste the URL of a Vibe entry that you obtained in [Step 1](#), then click *Done*.
- 6 Click *Save* to save your changes.

## 6.3.2 Changing the Order of Links in the Table of Contents List

You can easily change the order of existing links in the table of contents list by dragging a link and dropping it in the desired location.

- 1 Modify your personal profile, as described in [Section 1.7, “Updating Your Profile,” on page 16](#).  
or  
Create or modify a group, as described in [Section 4.1, “Creating a Group,” on page 39](#) and [Section 4.3, “Modifying an Existing Group,” on page 41](#).
- 2 In the *Table of Contents* section, drag the link that you want to move and drop it in the desired location.
- 3 Click *Save* to save your changes.

## 6.4 Displaying Different Types of Messages

- ♦ [Section 6.4.1, “Displaying All Messages from All Users and Groups You Are Following,” on page 54](#)
- ♦ [Section 6.4.2, “Displaying All Messages from All Groups You Are Following,” on page 54](#)
- ♦ [Section 6.4.3, “Displaying All of Your Private Messages,” on page 54](#)
- ♦ [Section 6.4.4, “Displaying All Messages That Contain Attachments,” on page 54](#)
- ♦ [Section 6.4.5, “Displaying All Unread Messages,” on page 55](#)
- ♦ [Section 6.4.6, “Displaying All Starred Messages,” on page 55](#)
- ♦ [Section 6.4.7, “Displaying and Restoring Your Deleted Messages,” on page 55](#)

### 6.4.1 Displaying All Messages from All Users and Groups You Are Following

Vibe enables you to immediately get up to speed on conversations by seeing the latest activity among the people and groups you are following.

- 1 Click the *Home* button in the Navigation panel.

All messages that have been posted to user or group feeds by the users and groups you are following are displayed. The messages that you have sent to your personal feed are also displayed.

### 6.4.2 Displaying All Messages from All Groups You Are Following

You can quickly see the latest activity in the groups that you are following. This is helpful if you want to filter out messages that have been posted by the people you are following.

- 1 Click *My Groups* in the Navigation panel.

All messages that have been posted to group feeds for groups you are following are displayed.

### 6.4.3 Displaying All of Your Private Messages

Like a personal Inbox and Outbox, Vibe stores all of your private messages in one convenient location.

To access all private messages that you have both sent and received:

- 1 Click the *Direct* button in the Navigation panel.

### 6.4.4 Displaying All Messages That Contain Attachments

If you are looking for a specific document that you know has been attached to a message in Vibe, you can quickly display all messages that contain attachments.

- 1 Click the *Home* button in the Navigation panel.

- 2 In the *Refine* section in the upper left corner of the BigList, select *Has Attachments*.  
All messages containing attachments are displayed.

### 6.4.5 Displaying All Unread Messages

You can quickly display all unread messages.

- 1 Click the *Home* button in the Navigation panel.
- 2 In the *Refine* section in the upper left corner of the BigList, select *Unread*.  
All unread messages are displayed.

### 6.4.6 Displaying All Starred Messages

You can quickly display all messages that have been marked with a star. For information about how to mark a message with a star, see [Section 6.2, “Starring Messages,” on page 51](#).

- 1 Click the *Home* button in the Navigation panel.
- 2 In the *Refine* section in the upper left corner of the BigList, select *Starred*.  
All messages that have been marked with a star are displayed.

### 6.4.7 Displaying and Restoring Your Deleted Messages


When you delete a message in Vibe, it is hidden from your view, but other users are still able to see it. You can view a message that you have deleted, or you can restore the message to its previous location.

- ♦ [“Viewing a Deleted Message” on page 55](#)
- ♦ [“Restoring a Deleted Message” on page 55](#)

#### Viewing a Deleted Message

- 1 Click *Deleted* in the Navigation panel.

#### Restoring a Deleted Message

- 1 Mouse over the message that you want to restore, then click the *Restore* icon .





# Managing Files

# 7

Novell Vibe Cloud enables you to upload, share, and manage your personal and group files.

All files that are added to the *Files* tab in your Home view are visible only to you. You cannot view another user's files.

- ♦ [Section 7.1, “Displaying Files,” on page 57](#)
- ♦ [Section 7.2, “Creating Sub-Folders for Files,” on page 57](#)
- ♦ [Section 7.3, “Viewing a PDF Version of a File,” on page 58](#)
- ♦ [Section 7.4, “Uploading a File,” on page 58](#)
- ♦ [Section 7.5, “Downloading a File,” on page 58](#)
- ♦ [Section 7.6, “Deleting a File,” on page 58](#)
- ♦ [Section 7.7, “Tagging a File,” on page 58](#)
- ♦ [Section 7.8, “Locking a File,” on page 59](#)
- ♦ [Section 7.9, “Sorting Files,” on page 59](#)
- ♦ [Section 7.10, “Synchronizing Files between Vibe and Your Local Directory,” on page 59](#)

## 7.1 Displaying Files

You can quickly display all files in your Home view or in any group where you are a member. Files in your Home view are personal files that other users cannot see. Files in a group are visible to all group members.

- 1 Click *Home* to navigate to your Home view, or navigate to the group home page as described in [Section 4.13, “Viewing All Messages Posted to a Particular Group,” on page 46](#).
- 2 Click the *Files* tab.  
All files in the *Files* tab are displayed. To see only files that are located within a specific sub-folder, click the sub-folder.

## 7.2 Creating Sub-Folders for Files

You can organize files by creating sub-folders for files in your Home view or in any group where you are a member.

- 1 Click *Home* to navigate to your Home view, or navigate to the group home page as described in [Section 4.13, “Viewing All Messages Posted to a Particular Group,” on page 46](#).
- 2 Click the *Files* tab.
- 3 Click *New Folder*.
- 4 In the *Folder name* field, specify a name for the folder, then click *Create Folder*.

## 7.3 Viewing a PDF Version of a File

You can view the following file types as a PDF:

- ♦ Microsoft Office
- ♦ OpenOffice

To view a file as a PDF:

- 1 Navigate to your home view or to the group where you want to upload the file.
- 2 Click the *Files* tab.
- 3 Mouse over the file that you want to view as a PDF, then click the drop-down arrow in the upper right corner of the file.
- 4 Click *View as PDF*.

## 7.4 Uploading a File

- 1 Navigate to your home view or to the group where you want to upload the file.
- 2 Click the *Files* tab.
- 3 Drag a file and drop it into the Drag-and-Drop area.  
or  
Click *Add Files* in the upper right corner of the page, browse to the file, then click *Add File*.

## 7.5 Downloading a File

You can download files that are posted to the Vibe site to your personal workstation.

- 1 Navigate to your home view or to the group from where you want to download the file.
- 2 Click the *Files* tab.
- 3 Click the filename of the file that you want to download.
- 4 Save the file to your personal workstation.

## 7.6 Deleting a File

- 1 Navigate to your home view or to the group where you want to delete the file.
- 2 Click the *Files* tab.
- 3 Mouse over the file that you want to delete, then click the drop-down arrow in the upper right corner of the file.
- 4 Click *Delete*.

## 7.7 Tagging a File

- 1 Navigate to your home view or to the group where you want to tag the file.
- 2 Click the *Files* tab.
- 3 Mouse over the file that you want to tag, then click the drop-down arrow in the upper right corner of the file.

- 4 Click *Tag*.
- 5 Create a personal tag or global tag, as described in [Section 6.1.1, “Tagging a Message,” on page 49](#).

For more information about using tags, see [Section 6.1, “Using Tags,” on page 49](#).

## 7.8 Locking a File

Locking a file prohibits other users from deleting the file or uploading a file with the same name and replacing the existing file.

- 1 Navigate to your home view or to the group where you want to lock the file.
- 2 Click the *Files* tab.
- 3 Mouse over the file that you want to lock, then click the drop-down arrow in the upper right corner of the file.
- 4 Click *Lock*.

## 7.9 Sorting Files

You can sort files in the *Files* tab alphabetically or by most recently uploaded. This can be helpful in locating a specific file.

- 1 Navigate to your home view or to the group where you want to sort files.
- 2 Click the *Files* tab.
- 3 Click *Alpha* to sort the files alphabetically, or click *Recent* to sort the files by most recently uploaded.

## 7.10 Synchronizing Files between Vibe and Your Local Directory

When you install the Vibe application on your workstation, folders are automatically created in your personal file system for each group where you are a member. When you add files to one of these folders, the file is automatically synchronized to the *Files* tab for the corresponding group in Vibe. Conversely, when you add files to a group within Vibe, the files are synchronized to the corresponding folders on your workstation.

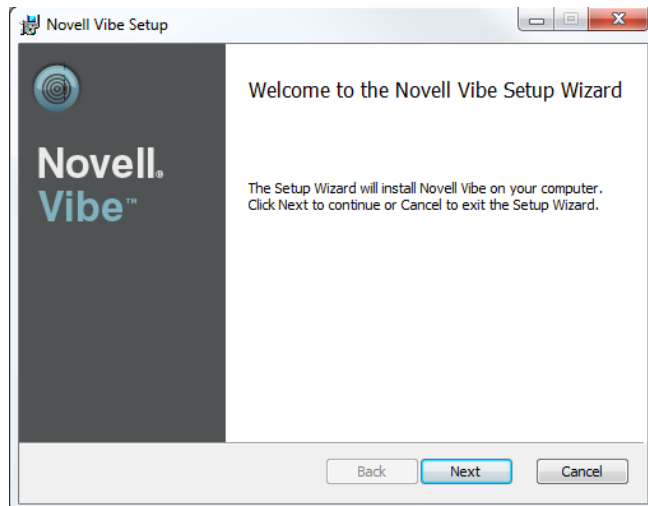
For information on how to add files to a group in Vibe, see [Section 7.4, “Uploading a File,” on page 58](#).


- ♦ [Section 7.10.1, “Installing Vibe on Your Workstation,” on page 60](#)
- ♦ [Section 7.10.2, “Managing Vibe Files From Your Personal Workstation,” on page 60](#)
- ♦ [Section 7.10.3, “Specifying the Local Directory Where You Want to Synchronize Vibe Files,” on page 61](#)
- ♦ [Section 7.10.4, “Features That Are Coming Soon,” on page 61](#)

## 7.10.1 Installing Vibe on Your Workstation

To synchronize files between Vibe and your local directory, you must first install the Vibe application on your workstation.

- 1 Download and run the `NovellVibe-version.msi` file.




- 2 Click *Next*.
- 3 Ensure that *I accept the terms in the License Agreement* is selected, then click *Next* to accept the license agreement.
- 4 Click *Next* to accept the default installation location.  
or  
Click *Change*, navigate to the desired installation location, click *OK*, then click *Next*.
- 5 Click *Install* to install the Novell Vibe application.
- 6 Click *Finish* to complete the installation.  
The Vibe icon  is added to your notification area.

## 7.10.2 Managing Vibe Files From Your Personal Workstation

- ♦ [“Viewing Vibe Folders on Your Workstation” on page 60](#)
- ♦ [“Adding, Deleting, and Moving Vibe Files on Your Workstation” on page 61](#)


### Viewing Vibe Folders on Your Workstation

To access Vibe folders on your personal workstation:

- 1 In the notification area on your personal workstation, double-click the Vibe icon .
- The Vibe directory is launched, which contains folders that represent each group for which you are a member in Vibe.

## Adding, Deleting, and Moving Vibe Files on Your Workstation

You can manage Vibe files from your personal workstation in the same way that you manage any other files in your personal file system. You can add files, delete files, move files, and more.

- 1 In the notification area on your personal workstation, double-click the *Vibe* icon .  
The Vibe directory is launched, which contains folders that represent each group for which you are a member in Vibe. Open a folder to view the files that are associated with the group.
- 2 Add, delete, and move files as you would any files on your personal file system. Changes that you make are reflected on the Vibe site.


### 7.10.3 Specifying the Local Directory Where You Want to Synchronize Vibe Files

You can change the location of where Vibe files are displayed on your local directory if you are not satisfied with the default location, if you are running low on disk space, and so forth.

Before you change the location of Vibe files on your workstation, be aware of the following:

- ♦ You cannot change the location while a sync is in process.
- ♦ It can take a few minutes for the folders to be moved to a new location.
- ♦ If files are locked, the move fails.

To change the location of Vibe files on your workstation:

- 1 In the notification area on your personal workstation, right-click the *Vibe* icon .
- 2 Click *Preferences*.  
The Novell Vibe Preferences dialog box is displayed.
- 3 In the *File Synchronization Directory* section, click *Change*.
- 4 Specify the new location, then click *OK*.

### 7.10.4 Features That Are Coming Soon

The following features will soon be available in the Novell Vibe desktop application:

- ♦ Subfolder support
- ♦ Auto-update
- ♦ The ability to choose the folders you want to synchronize
- ♦ Mac and Linux support



# Modifying Your Notification Settings

# 8

E-mail notifications are a good way to stay informed about activity in the Novell Vibe Cloud site. This section outlines the default notification settings, and describes how you can modify these settings to suit your personal needs.

- ♦ [Section 8.1, “Understanding the Default Notification Settings,” on page 63](#)
- ♦ [Section 8.2, “Modifying Pop-Up Notification Settings,” on page 63](#)
- ♦ [Section 8.3, “Modifying Notification Settings for Following,” on page 64](#)
- ♦ [Section 8.4, “Modifying Notification Settings for Messages,” on page 64](#)
- ♦ [Section 8.5, “Modifying Notification Settings for Groups,” on page 65](#)

## 8.1 Understanding the Default Notification Settings

By default, you are notified via e-mail of the following activities:

- ♦ A user follows you or requests to follow you
- ♦ A group requests you to be a follower of the group
- ♦ A user requests to join a group for which you are an administrator
- ♦ A user sends you a direct message, or you receive a reply to a direct message

For more information on direct messages, see [Section 2.1.2, “Sending a Direct Message to Another Vibe User,” on page 20.](#)

- ♦ A user posts a message to a group that you follow

## 8.2 Modifying Pop-Up Notification Settings

By default, a pop-up is displayed in your browser each time someone sends you a direct message. (For more information on direct messages, see [Section 2.1.2, “Sending a Direct Message to Another Vibe User,” on page 20.](#))

To modify the default pop-up notification settings:

- 1 On any page in Vibe, click *Settings* in the upper right corner of the page.
- 2 Click *Notices*.
- 3 In the *Pop-up Notifications* section, select the notification options that you want.

**Enable Pop-up Notifications:** Select this option if you want to be notified with a pop-up when a user sends you a direct message.

**...in my browser:** Select this option if you want the pop-up notification to be displayed in your browser. If you select this option, you see the pop-up only when the Vibe site is displayed on your screen.

**...on my desktop:** Select this option if you want the pop-up notification to be displayed on your desktop. If you select this option, you see the pop-up anytime the Vibe site is running, even when the browser is minimized.

This option is available only with the following browsers:

- ♦ Google Chrome
- ♦ Internet Explorer with the Chrome Frame plug-in

4 Click *Save*.

## 8.3 Modifying Notification Settings for Following

E-mail notifications are a good way to stay informed about who is following you, what groups someone has assigned you to follow, and requests that users have made to follow a group for which you are the administrator.

If you want to further customize the default notification settings that are described in [Section 8.1, “Understanding the Default Notification Settings,” on page 63](#), you can modify them to suit your personal preferences.

- 1 On any page in Vibe, click *Settings* in the upper right corner of the page.
- 2 Click *Notices*.
- 3 In the *Notify me by Email when* section, select the notification options that you want.

You receive e-mail notifications for each of the options that are selected.

**A user follows me or requests to follow me:** You receive an e-mail notification each time a user follows you or requests to follow you.

**A group adds me as a follower or requests to add me:** You receive an e-mail notification each time a group adds you or requests to add you as a follower of the group.

**A user requests to join a group that I am an admin of:** You receive an e-mail notification each time a user requests to join a group for which you are the administrator.

4 Click *Save*.

## 8.4 Modifying Notification Settings for Messages

E-mail notifications are a good way to stay informed about messages that you receive in Vibe.

If you want to further customize the default notification settings that are described in [Section 8.1, “Understanding the Default Notification Settings,” on page 63](#), you can modify them to suit your personal preference.

- 1 On any page in Vibe, click *Settings* in the upper right corner of the page.
- 2 Click *Notices*.
- 3 In the *Send a Copy to my Email for* section, select the notification options that you want.

You receive e-mail notifications for each of the options that are selected.

**Direct Messages to me:** You receive an e-mail notification each time a user sends you a direct message.

**...and replies:** You receive an e-mail notification each time a user replies to a direct message thread that you are participating in.



For more information on direct messages, see [Section 2.1.2, “Sending a Direct Message to Another Vibe User,”](#) on page 20.

**New Posts to My Feed:** You receive an e-mail notification each time a user posts a message to your personal feed.

**Replies to My Feed:** You receive an e-mail notification each time a user replies to a message that you posted to your personal feed.

**...from only those I follow:** You receive an e-mail notification each time a user that you follow replies to a message that you posted to your personal feed. When a user you are not currently following replies to a message that you posted to your personal feed, you do not receive a notification.

- 4 Click *Save*.

## 8.5 Modifying Notification Settings for Groups

E-mail notifications are a good way to stay informed about activity in the groups that you are interested in.

If you want to further customize the default notification settings that are described in [Section 8.1, “Understanding the Default Notification Settings,”](#) on page 63, you can modify them to suit your personal preference.

- 1 On any page in Vibe, click *Settings* in the upper right corner of the page.
- 2 Click *Notices*.
- 3 In the *Group Feeds* section, select the group for which you want to control the notification settings.
- 4 In the *Send a Copy to my Email for* section, select the notification options that you want.

You receive e-mail notifications for each of the options that are selected.

**New Posts to this Group’s Feed:** You receive an e-mail notification each time a new post is made to the group’s feed.

**...and replies:** You receive an e-mail notification each time a user replies to a message that is posted to the group’s feed.

**...for only posts which I have contributed:** You receive an e-mail notification for new posts to the group’s feed and any replies to the post only when you have contributed to the post.

**...from only those I follow:** You receive an e-mail notification for new posts to the group’s feed and any replies to the post only when the user who posts is someone you are following.

- 5 Repeat [Step 3](#) through [Step 4](#) for each group for which you want to change the notification settings.
- 6 Click *Save*.



# Limiting Access to Messages and Groups

# 9

If you find that the default access rights in Novell Vibe Cloud are too open, you can limit access rights to messages and groups.

- ♦ [Section 9.1, “Understanding Default Access Rights to Messages,” on page 67](#)
- ♦ [Section 9.2, “Understanding Default Access Rights to Files,” on page 68](#)
- ♦ [Section 9.3, “Limiting Access to Messages,” on page 69](#)
- ♦ [Section 9.4, “Limiting Access to Groups,” on page 70](#)
- ♦ [Section 9.5, “Limiting Users from Following You without Your Permission,” on page 71](#)
- ♦ [Section 9.6, “Limiting Users’ Ability to Send Messages Directly to You,” on page 71](#)
- ♦ [Section 9.7, “Limiting Users’ Ability to E-Mail Messages Directly to You,” on page 72](#)
- ♦ [Section 9.8, “Limiting Users’ Ability to Reply to E-Mail Notifications from Your Personal Feed,” on page 72](#)

## 9.1 Understanding Default Access Rights to Messages

- ♦ [Section 9.1.1, “Viewing Messages,” on page 67](#)
- ♦ [Section 9.1.2, “Editing Messages,” on page 68](#)
- ♦ [Section 9.1.3, “Sending Messages,” on page 68](#)
- ♦ [Section 9.1.4, “Replying to Messages,” on page 68](#)

### 9.1.1 Viewing Messages

- ♦ [“Viewing Messages on Personal Feeds” on page 67](#)
- ♦ [“Viewing Messages on Group Feeds” on page 67](#)

#### Viewing Messages on Personal Feeds

All messages that are posted to your personal feed are visible to all users who are currently following you. For information on how to restrict users from following you, see [Section 9.5, “Limiting Users from Following You without Your Permission,” on page 71](#).

#### Viewing Messages on Group Feeds

You can view all messages for groups that you are currently following. For information on how to follow a group, see [Section 4.8, “Following a Group,” on page 43](#). If you are a group administrator, you can monitor which users follow your group, as described in [Section 9.4, “Limiting Access to Groups,” on page 70](#).

## 9.1.2 Editing Messages

By default, users can edit any message they have rights to view.

Furthermore, users can edit your messages if they are direct recipients of the message. Direct recipients include:

- ♦ Users who are members of a group that you send the message to. See [Section 2.1.4, “Sending a Message to a Group,” on page 21](#).
- ♦ Users you send the message to directly.

This does not include users who are currently following you and receive the message because you post it to your personal feed.

See [Section 2.1.2, “Sending a Direct Message to Another Vibe User,” on page 20](#), and [Section 2.1.3, “Simultaneously Sending a Message to Your Personal Feed and to Other Vibe Users,” on page 20](#).

You can make your messages more private and secure, as described in [Section 9.3, “Limiting Access to Messages,” on page 69](#).

## 9.1.3 Sending Messages

- ♦ [“Sending Messages to Groups” on page 68](#)
- ♦ [“Sending Messages to Users” on page 68](#)

### **Sending Messages to Groups**

By default, you can send messages to any group feed where you are a member.

### **Sending Messages to Users**

By default, you can send messages to any user, regardless of whether you are following them.

## 9.1.4 Replying to Messages

By default, you can reply to all messages on your personal feed, as well as to all messages on any group feed where you are a member. Group owners can create restrictions, as described in [Section 9.4, “Limiting Access to Groups,” on page 70](#).

You can reply to all messages that have been sent directly to you. This includes cases when the message is sent directly to you and it is also sent:

- ♦ To a group that you are not a member of.
- ♦ To a group that you are not an administrator of, but only administrators are allowed to reply to messages on the group feed.

## 9.2 Understanding Default Access Rights to Files

By default, all files that are added to the *Files* tab in your Home view are visible only to you. You cannot view another user’s files.


## 9.3 Limiting Access to Messages

You can limit access to messages that you create, in the following ways:

- ♦ [Section 9.3.1, “Limiting Messages to Your Organization,” on page 69](#)
- ♦ [Section 9.3.2, “Sending a Private Message,” on page 69](#)
- ♦ [Section 9.3.3, “Preventing Users from Editing Your Message,” on page 69](#)

### 9.3.1 Limiting Messages to Your Organization

By default, you can send messages outside your organization. However, your Vibe administrator can restrict users from sending messages to users and groups that belong to other organizations.

If you are sending a message that is visible to users outside your organization, you see the following message: *This message is viewable by people outside of your organization.* The *Global* icon  also indicates that the message is visible outside your organization and is displayed when you are composing the message. This icon is also displayed next to the message on the BigList after the message is posted.

When you are composing a message and you see that the message is visible outside the organization, you can limit message visibility to your organization by removing some recipients or groups.

- 1 Remove recipients from the message who are not members of your organization, or remove groups that are visible outside your organization.

For information on how to remove recipients or groups from a message, see [Section 2.11, “Removing Recipients from a Message,” on page 26](#).

### 9.3.2 Sending a Private Message

You can send a private message to one or more Vibe users. When you send a private message, only those users you specifically send the message to are able to read it.

For information on how to send a private message, see [Section 2.1.2, “Sending a Direct Message to Another Vibe User,” on page 20](#).

### 9.3.3 Preventing Users from Editing Your Message

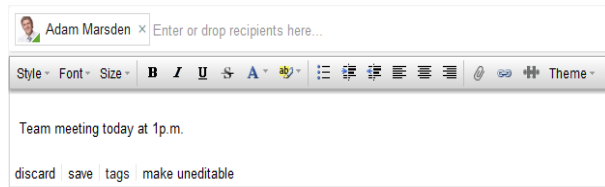
If you do not want other users to modify or delete certain messages, you can make the message uneditable. Only the message creator is able to edit the message.

You can make a message uneditable while you are creating the message, or after it is already created.

- ♦ [“Making a Message Uneditable While You Are Creating It” on page 70](#)
- ♦ [“Making an Existing Message Uneditable” on page 70](#)

## Making a Message Uneditable While You Are Creating It

- 1 When you are composing a message, click *make uneditable* below the message body.



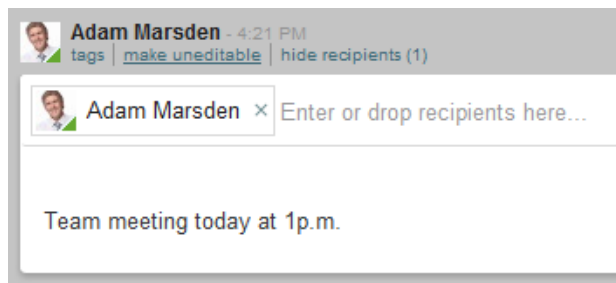
You can make the message editable again before you send it.

- 1 When you are composing the message, click *make editable* below the message body.

## Making an Existing Message Uneditable

You can make a message uneditable after the message is already sent.

- 1 Locate the message that you want to make uneditable, then click *Visit* in the upper right corner of the message.



- 2 Click *make uneditable* in the upper left corner.

You can make the message editable again.

- 1 Visit the message, then click *make editable* in the upper left corner.

## 9.4 Limiting Access to Groups

When you create or edit a group, you can restrict access to the group by setting up the group permissions. You can restrict who can see the group, who can follow the group, who can contribute to the group, and so forth.

You can limit access to a new group when you are creating it, or you can limit access to existing groups.

- ♦ [Section 9.4.1, “Limiting Access to a Group When You Are Creating the Group,” on page 71](#)
- ♦ [Section 9.4.2, “Limiting Access to an Existing Group,” on page 71](#)

## 9.4.1 Limiting Access to a Group When You Are Creating the Group

- 1 Begin creating the group, as described in [Section 4.1, “Creating a Group,” on page 39](#).
- 2 When you set up the group profile, set your desired group permissions in the *Permissions* section.

For information about the available options in the *Permissions* section, see “[Permissions](#)” in [Section 4.1, “Creating a Group,” on page 39](#).

## 9.4.2 Limiting Access to an Existing Group

- 1 Modify an existing group, as described in [Section 4.3, “Modifying an Existing Group,” on page 41](#).
- 2 Set your desired group permissions in the *Permissions* section.

For information about the available options in the *Permissions* section, see “[Permissions](#)” in [Section 4.1, “Creating a Group,” on page 39](#).

## 9.5 Limiting Users from Following You without Your Permission

By default, anyone in your organization or anyone you are currently following can follow you. You can change this setting to require users to get your permission before they can follow you.

- 1 From any page in Vibe, click *Settings* in the upper right corner of the Vibe interface.
- 2 Click *Permissions*.
- 3 In the *Following* section, select *No one can follow you without your approval*.
- 4 Click *Save*.

## 9.6 Limiting Users’ Ability to Send Messages Directly to You

By default, anyone in your organization can send messages directly to you. Direct messages are private messages that only the sender and recipients can view. (For more information about direct messages, see [Section 2.1.2, “Sending a Direct Message to Another Vibe User,” on page 20](#).)

If you do not want everyone to be able to send you a direct message, you can change this setting.

- 1 From any page in Vibe, click *Settings* in the upper right corner of the Vibe interface.
- 2 Click *Permissions*.
- 3 In the *Direct Messaging* section, select the option that best represents the way that you want to allow users to send messages directly to you.
- 4 Click *Save*.

## 9.7 Limiting Users' Ability to E-Mail Messages Directly to You

By default, anyone in your organization can send messages directly to you on the Vibe site through e-mail. They can also reply to a direct message through e-mail. For more information on sending messages to the Vibe site through e-mail, see [Section 2.2, “E-Mailing Messages into Vibe,” on page 22](#).

Direct messages are private messages that only the sender and recipients can view. (For more information about direct messages, see [Section 2.1.2, “Sending a Direct Message to Another Vibe User,” on page 20](#).)

If you want to restrict users from sending you direct messages in Vibe from an e-mail client, you can change this setting.

- 1 From any page in Vibe, click *Settings* in the upper right corner of the Vibe interface.
- 2 Click *Permissions*.
- 3 In the *Email Direct Messaging* section, select *No one can email you a direct message*.
- 4 Click *Save*.

## 9.8 Limiting Users' Ability to Reply to E-Mail Notifications from Your Personal Feed

By default, you can post to your personal feed through e-mail. Also, users can reply through e-mail to e-mail notifications they receive for your personal feed.

If you want to restrict your ability to post to your personal feed through e-mail, and also restrict users from replying to e-mail notifications they receive for your personal feed, you can change this setting.

- 1 From any page in Vibe, click *Settings* in the upper right corner of the Vibe interface.
- 2 Click *Permissions*.
- 3 In the *Feed Email* section, select *No emails can be imported into your feed*.
- 4 Click *Save*.



# Novell Vibe Cloud Frequently Asked Questions (FAQ)



This Novell Vibe Cloud Frequently Asked Questions (FAQ) is intended to help Vibe users who are unable to log in to the Vibe site. If you are able to log in to the Vibe site, see the [Tips and Tricks group](https://vibe.novell.com/tips_and_tricks) ([https://vibe.novell.com/tips\\_and\\_tricks](https://vibe.novell.com/tips_and_tricks)) within Vibe to answer other questions regarding Vibe.

- ♦ [When will I get access to Novell Vibe? How do I know when I've been granted access?](#)
- ♦ [How do I change my password?](#)
- ♦ [I forgot my password. What can I do?](#)
- ♦ [I forgot my username and my password. What can I do?](#)
- ♦ [How do I delete my account?](#)

## **When will I get access to Novell Vibe? How do I know when I've been granted access?**

You receive an e-mail notification at the e-mail address you used when you registered. This e-mail notifies you of your Novell Vibe account and gives you instructions for accessing Novell Vibe.

If you have mail folders set up to receive junk mail, you might want to monitor them, because your e-mail product might not recognize @vibe.novell.com as a domain from which it normally receives messages.

If there is high demand for Novell Vibe, your account creation might be delayed. Continue checking your e-mail for the notification.

## **How do I change my password?**

You can change your password before or after you log in. For more information, see [Section 1.3, "Changing Your Password,"](#) on page 14.

## **I forgot my password. What can I do?**

If you don't remember your password, you can reset it. For more information, see [Section 1.3.2, "Changing Your Password When You Can't Log In,"](#) on page 14.

## **I forgot my username and my password. What can I do?**

If you don't remember your username, you can use your e-mail address when [logging in](#) or [resetting your password](#). The e-mail address must be the address that is set in your Vibe profile. If you have never changed the address in your Vibe profile, it is the same e-mail address that you used when you registered for Novell Vibe.

## **How do I delete my account?**

You cannot delete a Novell Vibe account.

