

## User Guide

# Novell<sup>®</sup> Open Workgroup Suite Small Business Edition

**2.5**

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# About This Guide

Novell® Open Workgroup Suite Small Business Edition is an all-inclusive solution that contains several industry-leading Novell products, such as iFolder™, GroupWise®, iPrint, and eDirectory™. It also includes open source components for you to use. These components deliver the same functionality and stability as their retail counterparts without the overhead cost. The open source applications include a helpdesk system, antivirus services, and the OpenOffice Suite, as well as desktop faxing.

- ♦ [Chapter 1, “Desktop Applications,” on page 7](#)

## Audience

This guide is intended for Novell Open Workgroup Suite Small Business Edition 2.5 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 the *Novell Open Workgroup Suite Small Business Edition 2.5 User Guide*, visit the [Novell Open Workgroup Suite Small Business Edition User Guide Web site \(http://www.novell.com/documentation/nows\\_sbe\\_25/nows\\_user\\_guide/index.html?page=/documentation/nows\\_sbe\\_25/nows\\_user\\_guide/data/bookinfo.html\)](http://www.novell.com/documentation/nows_sbe_25/nows_user_guide/index.html?page=/documentation/nows_sbe_25/nows_user_guide/data/bookinfo.html).

## Additional Documentation

For documentation on Novell Open Workgroup Suite Small Business Edition, see the [Novell Open Workgroup Suite Small Business Edition Documentation site \(http://www.novell.com/documentation/nows\\_sbe\\_25\)](http://www.novell.com/documentation/nows_sbe_25).

## Documentation Conventions

In Novell documentation, a greater-than symbol (>) is used to separate actions within a step and items in a cross-reference path.

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# Desktop Applications

Novell® Open Workgroup Suite Small Business Edition 2.5 is an all-inclusive solution that contains several industry-leading Novell products, such as iFolder™, GroupWise®, and eDirectory™.

It also includes open source components for you to use. These components deliver the same functionality and stability as their retail counterparts without the overhead cost. The open source applications include a helpdesk system and the OpenOffice Suite, as well as desktop faxing.

These components are explained in detail in the following sections to assist you to meet your business needs. Client software applicable to each of these services is available in the Desktop Downloads section of the Novell Open Workgroup Suite Small Business Edition 2.5 Web interface.

- ♦ [Section 1.1, “Personal File Backup \(iFolder\),” on page 7](#)
- ♦ [Section 1.2, “OpenOffice,” on page 11](#)
- ♦ [Section 1.3, “Collaboration Groupware and Messaging,” on page 12](#)
- ♦ [Section 1.4, “HylaFAX,” on page 16](#)
- ♦ [Section 1.5, “OpenVPN,” on page 17](#)
- ♦ [Section 1.6, “Helpdesk,” on page 18](#)

## 1.1 Personal File Backup (iFolder)

Novell iFolder allows your files to automatically follow you everywhere online, offline, all the time. It is a secure file storage solution that allows you to access your data from multiple workstations and locations. Your work environment now revolves around you, and your data is with you, wherever you are. You simply store your files in the iFolder directory on your workstation.

As you work, you can use iFolder to synchronize changes transparently through various workstations and network connections you might use.

- ♦ [Section 1.1.1, “Key Features,” on page 7](#)
- ♦ [Section 1.1.2, “Prerequisites,” on page 8](#)
- ♦ [Section 1.1.3, “Logging In,” on page 9](#)
- ♦ [Section 1.1.4, “Logging Out,” on page 9](#)
- ♦ [Section 1.1.5, “Browsing Folders,” on page 9](#)
- ♦ [Section 1.1.6, “Managing Folders and Files in iFolder,” on page 9](#)

### 1.1.1 Key Features

- ♦ [“iFolder Client” on page 8](#)
- ♦ [“File Synchronization and File Management” on page 8](#)
- ♦ [“Shared Folders” on page 8](#)
- ♦ [“iFolder Account” on page 8](#)
- ♦ [“Synchronization Log” on page 8](#)

## iFolder Client

An iFolder is a local directory that selectively shares and synchronizes files via a central computer with a user-specified group of users. The iFolder files are accessible to all iFolder members and can be changed by those with the rights to do so.

For additional information on how to configure or install the iFolder client, go to the [iFolder Client Documentation Web site \(http://www.novell.com/documentation/ifolder3/index.html?page=/documentation/ifolder3/user/data/prerequisites.html\)](http://www.novell.com/documentation/ifolder3/index.html?page=/documentation/ifolder3/user/data/prerequisites.html)

## File Synchronization and File Management

When you set up an iFolder account, you can enable Remember Password so that iFolder can synchronize iFolder invitations and files in the background as you work.

You can configure the iFolder client to run automatically each time you log into your computer's desktop environment. The session runs in the background as you work with files in your local iFolders, tracking and logging any changes you make.

You can synchronize the files at specified intervals or on demand.

## Shared Folders

You can access your iFolders across multiple workstations and share them with others.

You work with iFolders directly in your file manager or in the iFolders browser that is part of the client. Within the iFolder, you can set up any subdirectory structure that suits your personal or corporate work habits. The subdirectory structure is constant across all member iFolders. When you share an iFolder, member users with the Write right can modify the directory structure and those changes apply to all copies of the iFolder.

## iFolder Account

You must configure at least one iFolder services account before you create iFolders. An iFolder session begins when you log into an iFolder services account and ends when you log out, or when you exit the iFolder client. Your iFolders synchronize files with other active iFolders only when your session is active and you are working online. You can access data in your local iFolders at any time, whether you are logged into the account or not.

## Synchronization Log

The synchronization log displays a log of your iFolder background activity, such as uploading and downloading files for different iFolders.

### 1.1.2 Prerequisites

You need the following:

- ◆ A connection to your network.
- ◆ A supported browser (Mozilla\* Firefox\* 2.0, Microsoft\* Internet Explorer\* 7).
- ◆ The name of the server to which you will be connecting your iFolder client (see your administrator for this information).



- ♦ A link to iFolder Web Access which you will be connecting to your iFolder from a browser (see your administrator for this information).
- ♦ You or your system administrator need to install the client on your computer from Novell Open Workgroup Suite Small Business Edition 2.5 administrator Web page under *Desktop Downloads*.

### 1.1.3 Logging In

You log into Novell iFolder 3.x Web Access to gain access to folders and files in any of your iFolders available to you in your Novell iFolder enterprise server account. This includes iFolders that you participate in but have not set up on a local computer. The enterprise server specified in the URL authenticates your username against the server's LDAP directory services.

You can also specify which of the supported localized interfaces to use. This is typically the language code of the iFolder enterprise server. Make sure to configure your browser's Languages setting to support the desired language.

- 1 In a supported Web browser, enter the URL of the iFolder server where your iFolders reside. For example: `https://servername/ifolder`.
- 2 In the left navigator of the welcome page, click *iFolder 3.x* to open the iFolder 3.x welcome page.
- 3 In *iFolder Links*, click the link to Web Access to open the login page.
- 4 On the iFolder 3.x Web Access Login page, specify the username and password for your account.
- 5 Use the *Languages* drop-down list to specify which language you want to use to access your files.
- 6 Click *OK*.

### 1.1.4 Logging Out

To log out, click the red square icon to the left of *You are logged in as* in the header area, then close your browser. If you do not log out, your session remains open until your session times out, which can be a security risk.

If the system connection times out when you are working in your iFolders, Web Access returns you to the login again to resume working without closing your browser.

### 1.1.5 Browsing Folders

The iFolders page lists all iFolders available to you in the current domain. Available iFolders include those you own and those that others have made available to you. You can access iFolders through Web Access even if you have not set up the iFolder on a local computer. To help you locate the iFolder you seek, the *Owner* column identifies the name of the person who owns the iFolder. Click the iFolder's name to view a list of its folders and files, upload and download files, create folders, and delete folders and files.

### 1.1.6 Managing Folders and Files in iFolder

- ♦ [“Downloading a File” on page 10](#)

- ♦ “Creating a New Folder” on page 10
- ♦ “Deleting Folders or Files” on page 10
- ♦ “Uploading a File” on page 10
- ♦ “Helpful Links” on page 10

## Downloading a File

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**NOTE:** iFolder 3.x Web Access does not support uploading and downloading of 10 MB or larger files.

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- 1 Log in to iFolder, select a file, then click *Open* or *Save*.
- ♦ **Open:** Click *Open* to view the file's contents. You must have a compatible application on your computer to open the file. The file is downloaded to a temporary folder where Internet files are saved, such as Temporary Internet Files in Windows\*, and then opened with your local application. If you plan to work in the file, it is best to save the file locally, modify the file, and then upload it.
  - ♦ **Save:** Click *Save* to save the file locally or to a mapped drive. Navigate to the location where you want to place the file, then click *Save*. The file is downloaded to your computer.

Options on the page might differ slightly, depending on the Web browser you use.

## Creating a New Folder

- 1 Log into iFolder.
- 2 In the *New Folder* field, specify the name of the new folder, then click *Create*. Folder names are case sensitive. When the page refreshes, the folder appears alphabetically in the list.

## Deleting Folders or Files

- 1 Log into iFolder.
- 2 Select the check box next to one or more folders or files you want to delete, then click *Delete*. Click *Confirm* to confirm the deletion.

## Uploading a File

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**NOTE:** The maximum file size for the upload limit is configured by the administrator. By default, the limit is set to 10 MB; the limit for your server might differ.

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- 1 Log into iFolder.
- 2 In the *Upload File* field, click *Browse*, locate and select a local folder you want to upload, then click *Open > Upload*. When the page refreshes, the file appears alphabetically in the list.

## Helpful Links

For troubleshooting, see the *iFolder Documentation User Guide* (<http://www.novell.com/documentation/ifolder3/user/data/front.html>).

## 1.2 OpenOffice

OpenOffice is a cross-platform suite of office applications including a word processor, presentation and spreadsheet applications, an HTML editor, and a drawing tool. This version of OpenOffice is extensively compatible with Microsoft Office, allowing you to better share files between platforms. It provides capabilities for creating, processing, reviewing, and revising the documents required in daily business.

OpenOffice also exports documents in Adobe\* portable document format (PDF) and allows font matching when opening documents originally composed in Microsoft Office.

- ♦ [Section 1.2.1, “Starting OpenOffice,” on page 11](#)
- ♦ [Section 1.2.2, “Saving Files,” on page 11](#)
- ♦ [Section 1.2.3, “Sharing Files with Microsoft Office Users,” on page 11](#)
- ♦ [Section 1.2.4, “Helpful Links,” on page 12](#)

### 1.2.1 Starting OpenOffice

The OpenOffice Suite should be installed on your desktop.

You can access OpenOffice from the icon on your desktop or from the list of applications installed on your computer. When the file is open, you can begin writing your document, spreadsheet, or presentation.

- ♦ OpenOffice Writer is equivalent to Microsoft Word
- ♦ OpenOffice Base is equivalent to Microsoft Access\*
- ♦ OpenOffice Impress is equivalent to Microsoft PowerPoint\*
- ♦ OpenOffice Calc is equivalent to Microsoft Excel\*

### 1.2.2 Saving Files

OpenOffice is much the same as other office applications. To save a file, you click *File > Save*.

OpenOffice saves files in the OpenDocument format by default unless you manually choose another option. If you find that you consistently need to save in another format, such as MSWord (.doc), you can change this default with the following procedure:

- 1 Click *Tools > Options > Load/Save > General*.
- 2 In the *Default file format* section, choose the *Documentation type* you will be working in, then choose the document format you want to use from the *Always save as* drop-down menu.
- 3 Click *OK* to save your changes.

### 1.2.3 Sharing Files with Microsoft Office Users

With OpenOffice, you can simply save your documents in the Microsoft Office format so that Microsoft Office users can easily share documents.

## 1.2.4 Helpful Links

For further information on how to use the OpenOffice Suite, see [the OpenOffice User Guide \(http://www.novell.com/documentation/sled10/userguide\\_kde\\_sp1/index.html?page=/documentation/sled10/userguide\\_kde\\_sp1/data/b3feh4b.html\)](http://www.novell.com/documentation/sled10/userguide_kde_sp1/index.html?page=/documentation/sled10/userguide_kde_sp1/data/b3feh4b.html).

## 1.3 Collaboration Groupware and Messaging

Novell GroupWise is an enterprise collaboration system that provides secure e-mail, calendaring, scheduling, and instant messaging. GroupWise also includes task management, contact management, document management, and other productivity tools. GroupWise can be used on your desktop on Linux\*, Windows, or Macintosh\*; in a Web browser anywhere you have an Internet connection; and even on mobile devices.

- ♦ [Section 1.3.1, “Understanding GroupWise Item Types,” on page 12](#)
- ♦ [Section 1.3.2, “GroupWise Icon Types,” on page 13](#)
- ♦ [Section 1.3.3, “Sending Mail,” on page 15](#)
- ♦ [Section 1.3.4, “GroupWise Messenger,” on page 16](#)
- ♦ [Section 1.3.5, “Helpful Links,” on page 16](#)

### 1.3.1 Understanding GroupWise Item Types

- ♦ [“Starting the GroupWise Client” on page 12](#)
- ♦ [“Getting Acquainted with the GroupWise Main Window” on page 12](#)

#### Starting the GroupWise Client

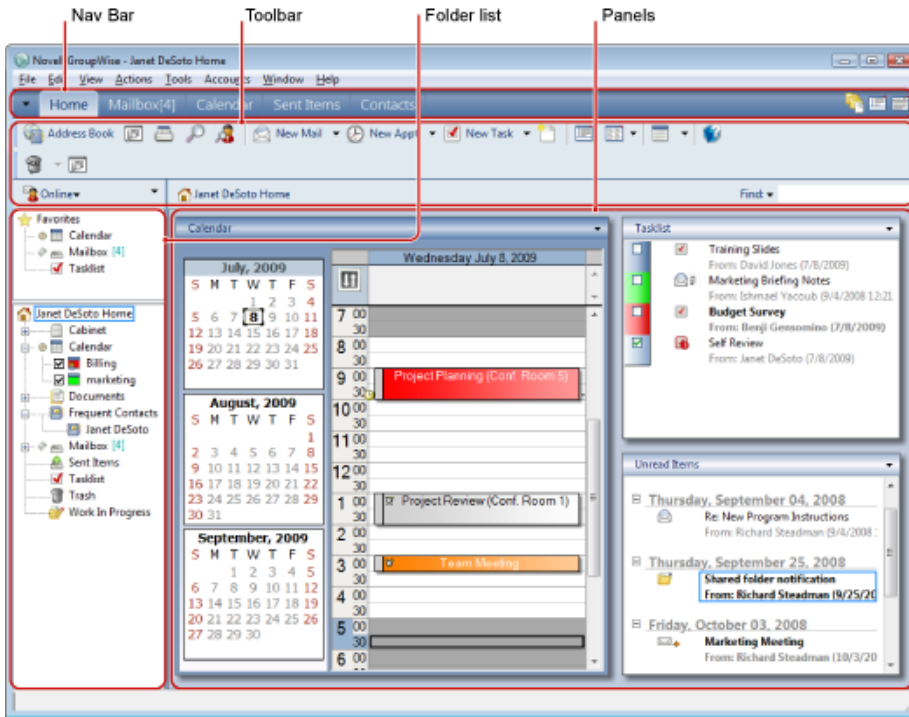
The GroupWise should be installed on your desktop. To launch the client, click the GroupWise icon.

#### Getting Acquainted with the GroupWise Main Window

Your main work area in GroupWise is called the Main Window, where you can read your messages, schedule appointments, view your calendar, manage contacts, and more.

- ♦ **Nav Bar:** Provides access to all commands and options that can be performed in GroupWise.
- ♦ **Toolbar:** Provides quick access to common tasks such as composing a new mail message.
- ♦ **Folder List:** Shows the different objects and folders for your GroupWise account. Items listed here would include your cabinet of saved e-mails, trash, a sent items folder, and your calendar.
- ♦ **Panels:** Shows you the contents of the item that you have selected. The default is e-mail messages.






Figure 1-1 GroupWise Work Area

















### 1.3.2 GroupWise Icon Types

The icons that appear next to items in your mailbox, sent items folder, and the calendar show information about the items. The following table explains what each icon means.

Table 1-1 Icon Descriptions

Icon	Description
	Next to an item you have sent in Remote or Caching mode, this icon indicates that the item has been queued, but the queue has not been uploaded. After the item has been uploaded, this icon indicates that status information has not been received about the item being delivered to the destination post office or transferred to the Internet.
	Next to the Sent Items folder, this icon indicates that there is at least one item that has been queued but the queue has not been uploaded.
	Appears next to an item you have sent. If the item has been opened by at least one person, this icon appears until all recipients have 1) opened the mail, phone message, or reminder note; 2) accepted the appointment; or 3) completed the task.
	Appears next to an item you have sent. The item couldn't be delivered to the destination post office or it failed to transfer to the Internet.
	Appears next to an item you have sent. Next to an appointment or task, this icon indicates that at least one person has declined or deleted the item. Next to a mail message, phone message, or reminder note, this icon indicates that at least one person has deleted the item without opening it.

Icon	Description
	One or more attachments are included with the item.
	One or more sound annotations are included with the item, or the item is a voice mail message.
	Draft item.
	Appears next to an item you have sent.
	Appears next to an item you have replied to.
	Appears next to an item you have forwarded.
	Appears next to an item you have delegated.
	Appears next to an item you have replied to and forwarded.
	Posted item.
	Specific version of a document.
	Official version of a document.
	Unopened mail message with a low, standard, or high priority.
	
	
	Opened mail message with a low, standard, or high priority.
	
	
	Unopened or opened appointment with a low, standard, or high priority.
	
	
	Unopened or opened task with a low, standard, or high priority.
	
	
	Unopened reminder note with a low, standard, or high priority.
	
	
	Opened reminder note with a low, standard, or high priority.
	
	

Icon	Description
	Unopened phone message with a low, standard, or high priority.
	
	
	Opened phone message with a low, standard, or high priority.
	
	
	The sender has requested that you reply to this item. The item can be a low, standard, or high priority.
	
	
	This icon appears in a Busy Search. If it appears to the left of a username or resource, you can click a scheduled time across from the username or resource on the <i>Individual Schedules</i> tab to display more information about the appointment in the box below. However, the user or resource owner must give you appointment Read rights in the Access List before this icon appears.
	An icon in your Calendar indicating that an alarm is set for the item.
	This icon appears on your Calendar. The item is a group appointment, reminder note, or task.
	This icon appear on your Calendar. The item is marked private.
	This icon appears on your Calendar. You declined the item but didn't delete it.

### 1.3.3 Sending Mail

A mail message has primary recipient, subject line, date, and can be carbon copied and blind copied to other users. You can also attach files, document references, sounds, movies and other objects to your mail messages.

- 1 Click *New Mail* on the toolbar.
- 2 In the *To* field, type a user name, then press *Enter*. Repeat for additional users. If necessary, specify usernames in the *CC* and *BC* fields.  
or  
To select usernames from a list, click *Address* on the toolbar, double-click each user, then click *OK*.
- 3 Type a subject for your message.
- 4 Type the text of your message
- 5 To include attachments, click the paper clip icon on the toolbar.
- 6 When you have completed your message and entered your addressees, click *Send* on the toolbar.

### 1.3.4 GroupWise Messenger

Novell GroupWise Messenger is a corporate instant messaging product that uses eDirectory for its user database.

You can create a Contact List, send instant messages, create an archive of messages, allow and block others from seeing your availability, and more.

- ♦ **Menu Bar:** Used to send e-mails and to configure your Messenger.
- ♦ **Status Bar:** Shows logged-in users and their status on Messenger.
- ♦ **Contact List:** The listing of people in your list of contacts. It also shows a status of sent and received messages from each contact.
- ♦ **Action Menu:** Enables you to send messages, add contacts, etc.

### 1.3.5 HelpFul Links

GroupWise 8 documentation (<http://www.novell.com/documentation/gw8/index.html>)

## 1.4 HylaFAX

With the Novell Open Workgroup Suite, you have easy access to connect to a network printer. You can also send and receive faxes directly from your desktop.

- ♦ [Section 1.4.1, “Faxing HylaFAX,” on page 16](#)
- ♦ [Section 1.4.2, “Helpful Links,” on page 17](#)

### 1.4.1 Faxing HylaFAX

HylaFAX\* is an open source desktop faxing system that enables you to send and receive faxes without getting up and going to the fax machine. It also provides you with the security and convenience of receiving faxes in a common location on your network. This means no more lost faxes or sensitive faxes being delivered or seen by unauthorized personnel.

- ♦ [“Receiving a Fax” on page 16](#)
- ♦ [“Sending a Fax” on page 17](#)

#### Receiving a Fax

You need to set up HylaFAX to receive faxes.

The list of received faxes is the first screen you see when you open JHylaFAX to review received faxes.

- 1 Go to *Settings* and specify connection configuration settings. The port number is preconfigured.
  - ♦ **Host:** IP address of your Novell Open Workgroup Suite Small Business Edition server.
  - ♦ **Port:** Preconfigured port number.
  - ♦ **Username:** The name you use to log in to the server.
- 2 Click *Next*.



- 3 Specify sender and notification settings.
  - ♦ **Name:** Specify your first and last name. This is used to identify you to fax recipients.
  - ♦ **E-Mail:** Address to receive notification when a fax has been sent or canceled.
- 4 Click *Next*.
- 5 Configure external viewer programs to display received and sent faxes. Specify the path of a program.  
or  
For HylaFAX to populate a list of all PDF files, click *Search* and specify `$.` For example, `xpdf ~/$.pdf`. `$f` is a placeholder for the path of the PDF file that the program displays.
  - ♦ **Fax Viewer:** Path of a program that can handle TIFF G3 files.
  - ♦ **Document Viewer:** Path of a program that can handle PostScript\* files.
- 6 Click *Finish* to complete your JHylaFAX configuration.

## Sending a Fax

- 1 To use JHylaFAX on Linux, run the following command at the Linux command prompt: `java -jar jhylafax-1.3.10-app.jar`.  
or  
To launch JHylaFAX in Mac\* OS X or Windows, click the icon on your desktop.  
The following directions are applicable to Linux, OS X, and Windows.
- 2 Click *File > Send Fax*.
- 3 Specify the phone number, then click the folder icon to select a document to send.
- 4 To send a fax, click *OK*.

## 1.4.2 Helpful Links

[JHylaFAX Manual \(http://jhylafax.sourceforge.net/manual.html\)](http://jhylafax.sourceforge.net/manual.html)

[JHylaFAX Client Information \(http://jhylafax.sourceforge.net/\)](http://jhylafax.sourceforge.net/)

[HylaFAX Server Documentation \(http://www.hylafax.org/content/Documentation\)](http://www.hylafax.org/content/Documentation)

## 1.5 OpenVPN

OpenVPN is a virtual private network (VPN) package for creating point-to-point encrypted tunnels between host computers. A VPN allows users to authenticate and connect securely to the internal business network. Although it is not required, you should install iptables before installing OpenVPN.

To launch OpenVPN:

- 1 Click the OpenVPN icon on your desktop.
- 2 Click *Use OpenVPN Config-file Settings*, then click *OK*.  
You are now connected to OpenVPN.
- 3 To disconnect from OpenVPN, click *Disconnect*.

## 1.6 Helpdesk

Helpdesk provides an online resource for you to report problems, check the status of your submitted Helpdesk tickets, and research previously submitted tickets. Helpdesk gives you the reassurance that your incident has been received, and allows you to track the progress of your incidents.

- ♦ [Section 1.6.1, “Logging In,” on page 18](#)
- ♦ [Section 1.6.2, “Submitting Incidents,” on page 18](#)

### 1.6.1 Logging In

To log into the Helpdesk application, you must first have an account created in eDirectory. Contact your system administrator to verify this access.

- 1 Go to the Helpdesk Web site that has been specified by your system administrator. Specify your username and password in the space provided. Your Helpdesk username and password are the same as your eDirectory username and password.
- 2 Click *Login* to access your Helpdesk page. After you log in, the you are directed to the Add Incident page.

### 1.6.2 Submitting Incidents

A Helpdesk ticket can be submitted for a wide range of work-related problems you might encounter. The ticket is an efficient way for you to notify your business of your problem.

- 1 To begin reporting an incident, click *Add*.
- 2 In the *Problem* field, specify a description of your error. Be sure to write a detailed and accurate description of the problem to allow for a speedier solution to be provided.
- 3 In the *Queue* field, select the appropriate category for your problem:
  - ♦ **General:** Miscellaneous problems. Port connectivity issues.
  - ♦ **Network:** Problems pertaining to account setup on the server.
  - ♦ **Server:** Problems pertaining to account setup on the server.
  - ♦ **Workstation:** Problems pertaining to your issued laptop or desktop.
- 4 In the *Priority* field, select the appropriate rank for your problem:
  - ♦ **Fatal:** Lost capability to critical systems.
  - ♦ **Critical:** Lost capability to non-critical systems.
  - ♦ **Urgent:** Important conflict not pertaining to work.
  - ♦ **High:** Concerns relating to items needed for productivity.
  - ♦ **Medium:** Concerns relating to access needed.
  - ♦ **Low:** Nice to have, but not needed to accomplish tasks.
  - ♦ **Informational:** A communication that does not need any action, such as account deactivation.
- 5 (Optional) Click *Browse* in the *Attachment* field and insert an attachment, such as a screen shot of the error message you received, or a log file.
- 6 Click *Open Incident* to submit Helpdesk ticket.