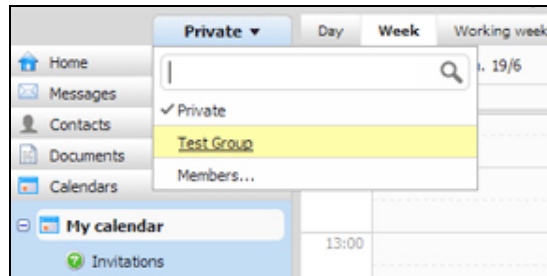


Switch between private and group data


The pull-down menu located on the top of the left hand toolbar displays the mode you are currently in: Private or a group. Click on it to switch from one mode to another.



If you don't belong to a group, this pull-down menu won't be displayed.

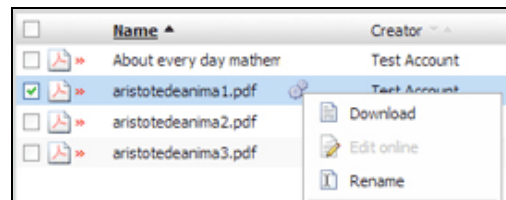
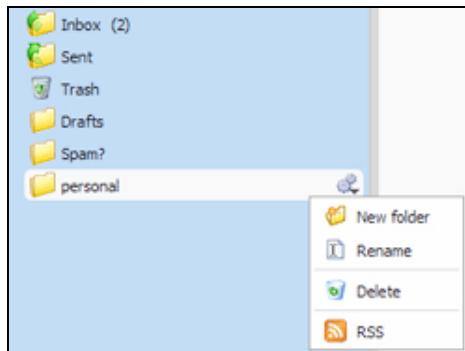
Note: the selected mode, Private or a group, stays selected when you switch from one tool to another. For example, if you are in the "Marketing" group Documents and switch to Calendars, you will remain in the "Marketing" group.

Actions on folders and items

The Actions icon () appears when actions are available: "New folder", "Reply", "Move", "Delete", etc.

It is directly attached to a folder...

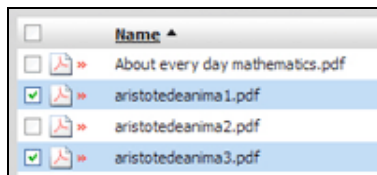
or to an item.



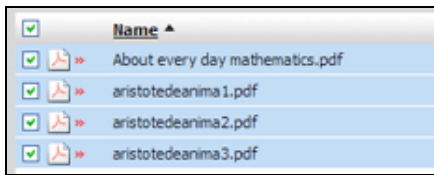
Selections

We have added checkboxes in order to make it easier to select items.

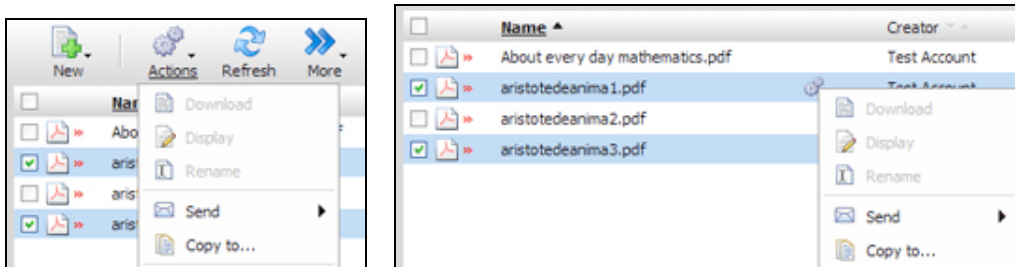
1. To select several items, just click on their checkbox.



2. You select all items by clicking on the checkbox at the top of the column.



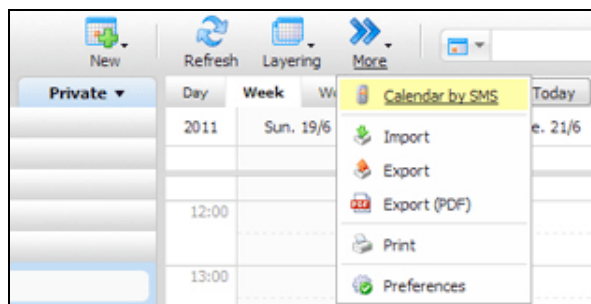
3. Click then on the Action menu in the horizontal toolbar or next to an individual item to choose an action.



The "More" menu

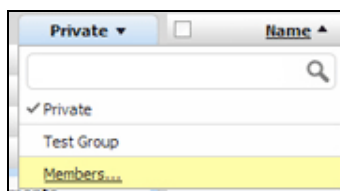
Under the "More" icon in the horizontal toolbar you find a menu with the actions related to all data in a specific tool (import, export, etc.).

You also find Preferences related to that tool as well as Settings for advanced features such as Filters, POP3 client, etc.

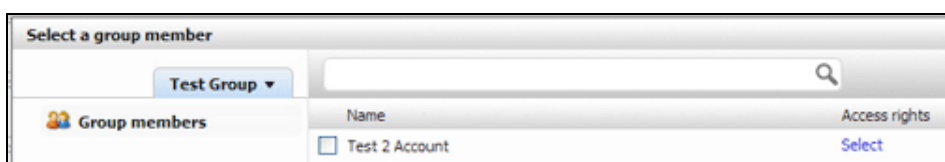


Display members private data

To view the Calendar of a group member, go to Calendars, choose "Members" in the pull-down menu.

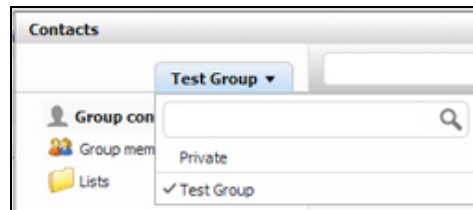


A window opens. Then, select a group in the pull-down menu and then the name of the person you are interested in.



Select recipients


When you send an email click on "To", "Cc" or "Bcc", find the pull-down menu to switch between Private and group contacts.

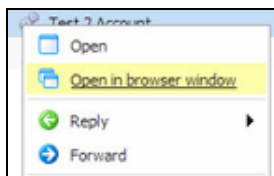



Do the same when you create a meeting or poll invitation.

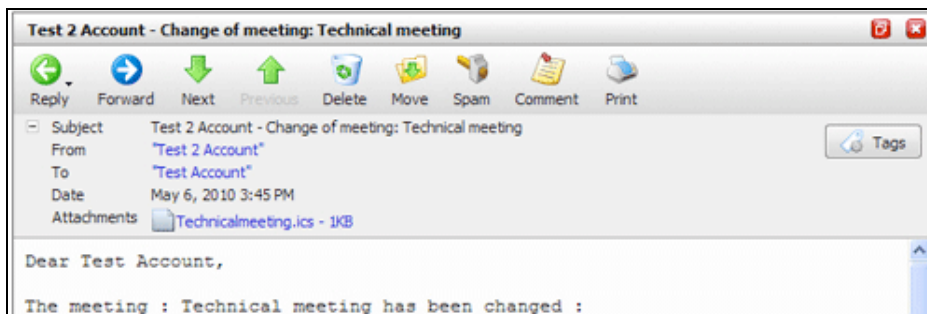
Independant windows

To display an e-mail in a new browser window outside your virtual office either:

- Click on the Actions icon () next to the item and select "Open in browser window".



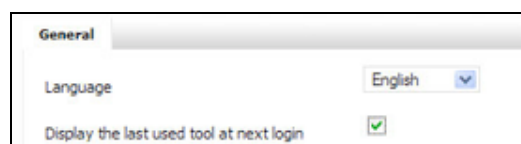
- Click on the Maximize icon () at the top right hand corner of any specific e-mail if it is already opened in the main virtual office window.



Note: it might be necessary to allow pop-ups from the virtual office in your web browser.

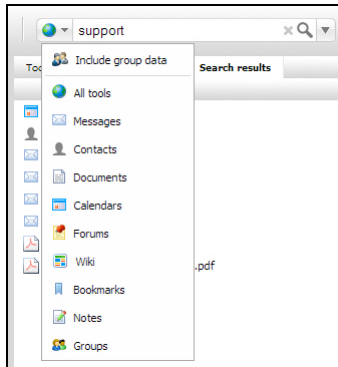
Return to the last used tool

To return to the last used tool and mode (Private or a group) after having logged out of your virtual office, go to "Account" in the horizontal toolbar, select "Preferences" and check the box "Display the last used tool at next login".



Other releases

- **Multi-tool search:** launch searches through all your tools and data (private and group).



- **Send heavy Documents as a hyperlink** rather than as an attachment. The recipient will have up to a week to download them and you can receive a notification if you wish. Requires the Documents and Messages tools.
- **Automatic suggestion of email addresses:** when writing an email, enter the beginning of a name and you will see a list of proposals, both from your private and group contacts.
- **View Messages by discussion thread:** the messages about the same subject are automatically regrouped.
- **Web Interface for smartphones:** an interface adapted to iPhone, iPad, Android, etc. both in terms of screen dimensions and functionality. Just use the URL of your personalised version in the browser of your smartphone.

