



grammm Web Documentation

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CONTENTS

1	Introduction	1
1.1	Requirements	1
2	Login	2
2.1	Accessing gramm Web	2
2.2	Welcome Assistant	4
2.3	Overview	4
2.4	Data structure	4
2.5	Overall behavior	5
3	Mail	6
3.1	Reading Mails	6
3.2	Sending Mails	7
3.3	Organizing Mails	7
3.4	Mail actions	7
4	Calendar	9
5	Contacts	10
6	Tasks	11
7	Notes	12
8	Settings	13
9	Chat	14
10	Meet	15
11	Files	16
12	Legal Notice	17

INTRODUCTION

grammm Web is the web-based interface of the grammm software suite. It combines a set of applications which allow easy usage for everyday users. grammm Web can be accessed through a modern web browser and has all the important and daily usable tools like e-mail, calendar, contacts, notes & tasks, and integration with grammm Meet and others.

Altogether, grammm Web offers integrated advanced tools for teamwork and professional collaborations, such as chat and web meetings. Since grammm Web is easy configurable, administrators and developers can create new plugins and integrate them into the interface at any time.

1.1 Requirements

grammm Web can be accessed from a modern web browser. The currently supported list of browsers of grammm Web include, but are not limited to:

- Google Chrome (78+), including derivatives such as Brave Browser, Ungogled and Iridium
- Mozilla Firefox (70+)
- Apple Safari (12.1+)
- Microsoft Edge (78+)

We recommend the use of a relatively recent version of the used browser. Next to security reasons, this traditionally provides the best user experience overall. While other browsers or other versions may also work, grammm cannot guarantee their function. If you encounter any issues, we recommend to get in touch with support and open a support ticket so potential incompatibilities can be investigated.

2.1 Accessing gramm Web



Fig. 1: Login page of gramm Web

To access gramm Web, follow these steps:


1. Navigate to the link provided by your administrator with your browser. Traditionally, the link is something close to <https://example.com/web> or <https://mail.example.com/web>
2. Enter your username and password
3. Click on the “Sign in” button

Upon your first login, you are greeted by the “Welcome Assistant” which allows configuring some general settings, such as language, initial weekday and other settings. These settings can later be changed in the “Settings” configuration pane at any time.

Welcome to grammm web

This is the first time you are using WebApp.
Please check the following settings before continuing.

Account information - Gerd Lange

Profile Picture: 

Display Name: Gerd Lange

Email: gerd.lange@grammm.net

Language: English (US) ▾

Startup folder: Mail ▾

Theme: Light ▾

Icons: Breeze ▾

General calendar settings

First day of the week: Monday ▾

Start of workday: 9:00 AM ▴ ▾

End of workday: 5:00 PM ▴ ▾

Calendar resolution: 30 minutes ▾

Default appointment duration: 30 ▴ ▾ minutes

Working days: Mon Tue Wed Thu
 Fri Sat Sun

[Continue](#)

Fig. 2: Welcome assistant of grammm Web

Note: The default URL of grammm Web ends with the URL suffix `/web/`. Depending on configuration, this might have been changed intentionally to a different login URL, in which case the new prefix will be conveyed by your administrator.

Important: While technically it is possible to login to grammm Web with http (unencrypted), doing so is strongly discouraged. Note that, when using unencrypted HTTP, as indicated by a broken lock sign in the address bar of most browsers, your credentials (username and password) used for login are exposed and are susceptible to interception by a third party.

2.2 Welcome Assistant

2.3 Overview

As soon as you have logged into grammm Web, it presents an overview of your personal interface. By default, it will navigate to the mailbox overview, which, traditionally, is either empty, or pre-filled by data from a migration by your administrator.

The main overview of grammm Web is organized as follows:

1. **Main interface area**

The main interface area contains reference to the main application areas. By default, these are: Mail, Calendar, Tasks, Notes, Meet and Files. On the top right, you find personal information, such as the indicator of the user you have logged in, Reminders, Settings, Help and Logout buttons.

2. **Shortcut Bar**

The shortcut bar combines the main functions available in the application area you are currently in, such as creating new messages in the mail application area. Some of the menus provide a dropdown element which provides extra functionality.

3. **Folder navigation area**

With the folder navigation area, you can see an overview of your personal folders, as well as any attached secondary mailboxes like public folders that are accessible to you.

4. **Main content area**

The main content window provides all information of the main application area combined with the chosen contextual information chosen. For example, it shows all emails of your inbox in the mail application area when the folder inbox has been chosen. In many areas, there is built-in search functionality available which results also show up in the main content area.

2.4 Data structure

Your primary groupware data is stored in a so-called “mailbox”, or “mail store”. This data contains major information such as your e-mails, calendar data, contacts, and so on. To have this managed well, the mailbox store is hierarchially organized with folders. By default, a store includes a set of default folders which also have various types. These are:

Table 1: Mailbox structure

Name	Type
Inbox	E-Mail
Drafts	E-Mail
Sent Items	E-Mail
Deleted Items	E-Mail
Tasks	Tasks
Calendar	Calendar
Contacts	Contacts
Junk E-Mail	E-Mail
Notes	Notes
Outbox	E-Mail

2.5 Overall behavior

grammm Web is a true web application which provides an unusually enhanced web application feeling. With this behavior, grammm Web provides multiple user experience enhancements to traditional web applications, such as:

- Support for Drag & Drop of elements.
- Right-click context menus with extra functionality on objects.
- Multi-select of objects using the Ctrl key (or Cmd on Apple).
- Tabular interface handling to allow multi-tasked working.

It is important to note that, by default, the mail folders shown are contextually visible by the current application area in use. As an example, using the mail application area will only show mail folders as a result.

The option “Show all folders” in the folder navigation area allows to toggle this behavior. If activated, a switch to a folder of a different application area automatically switches to that application. For example, selecting a calendar folder will automatically navigate to the calendar application area and open that calendar.

In this chapter, we guide you how to use mails with gramm Web. After reading through this chapter, you should be able to read, send and organize your e-mails.

3.1 Reading Mails

By default, the main content area in the mail interface is split into three parts. In the left pane, the folder navigation area is visible. Right next to the folder navigation area is the folder list area which lists all mails from the particularly selected folder from the folder navigation area. Selecting an e-mail from the folder automatically opens the e-mail in the main window area, showing the e-mail effectively.

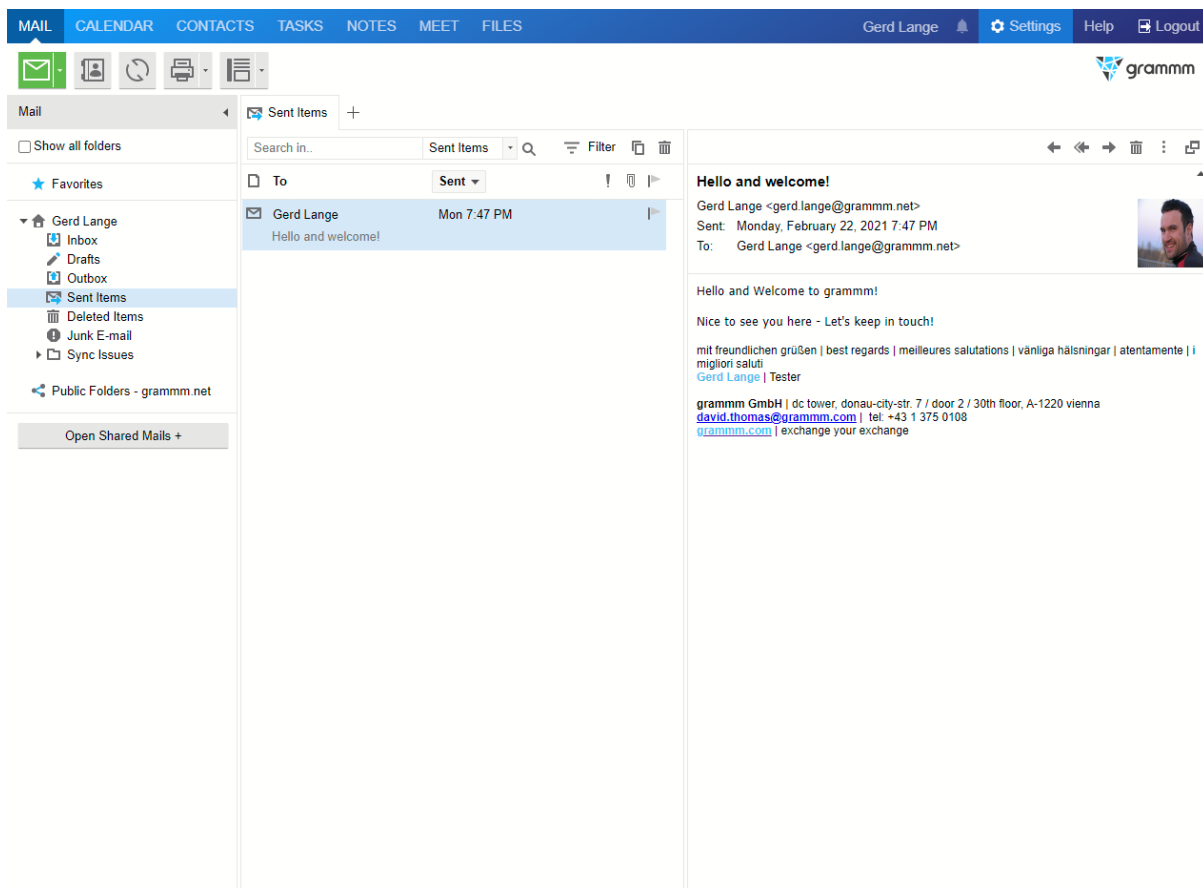


Fig. 1: Reading mails with default layout

3.2 Sending Mails

To compose a new mail, choose the highlighted “New Email” button from the main shortcut bar.

1. Pressing the button will open a new mail tab with an empty ready-to-write-mail interface.
2. To add a recipient, either manually add this recipient by typing the recipient’s mail address in the To:, CC: or BCC: fields. (BCC is available via the “Show BCC: field” button from the composition windows shortcut bar.) Alternatively, you can add a recipient by clicking the To: or CC: button to access the address book and select the recipients from a list.
3. The “Check names” button automatically checks for the recipients in the available address books and therefore auto-completes or either substitutes the manual entries with the corresponding address book objects.
4. Attachments can be added by choosing the “Paperclip” button from the composition window shortcut bar.
5. With the “Exclamation mark” button or the “Arrow Down” button, the priority of the mail can be raised or lowered.
6. When using HTML as a composition format (this is default), the main mail body provides a vast number of formatting options ranging from the choice of fonts, sizes, typographical typesetting and much more. It is generally recommended to keep individual styling at a modest level, because your recipient, depending on their used mail client, might receive a mail not in the intended format due to filtering or other potential mechanisms and implementations.
7. Pressing the “Floppy disk” button saves the mail, adding it to the Drafts folder. The message can be opened at a later time again to resume the composition.
8. Pressing the “Send” button sends the mail on the journey to the selected recipients. The draft is automatically moved to the Sent Items folder for future reference.

3.3 Organizing Mails

3.4 Mail actions

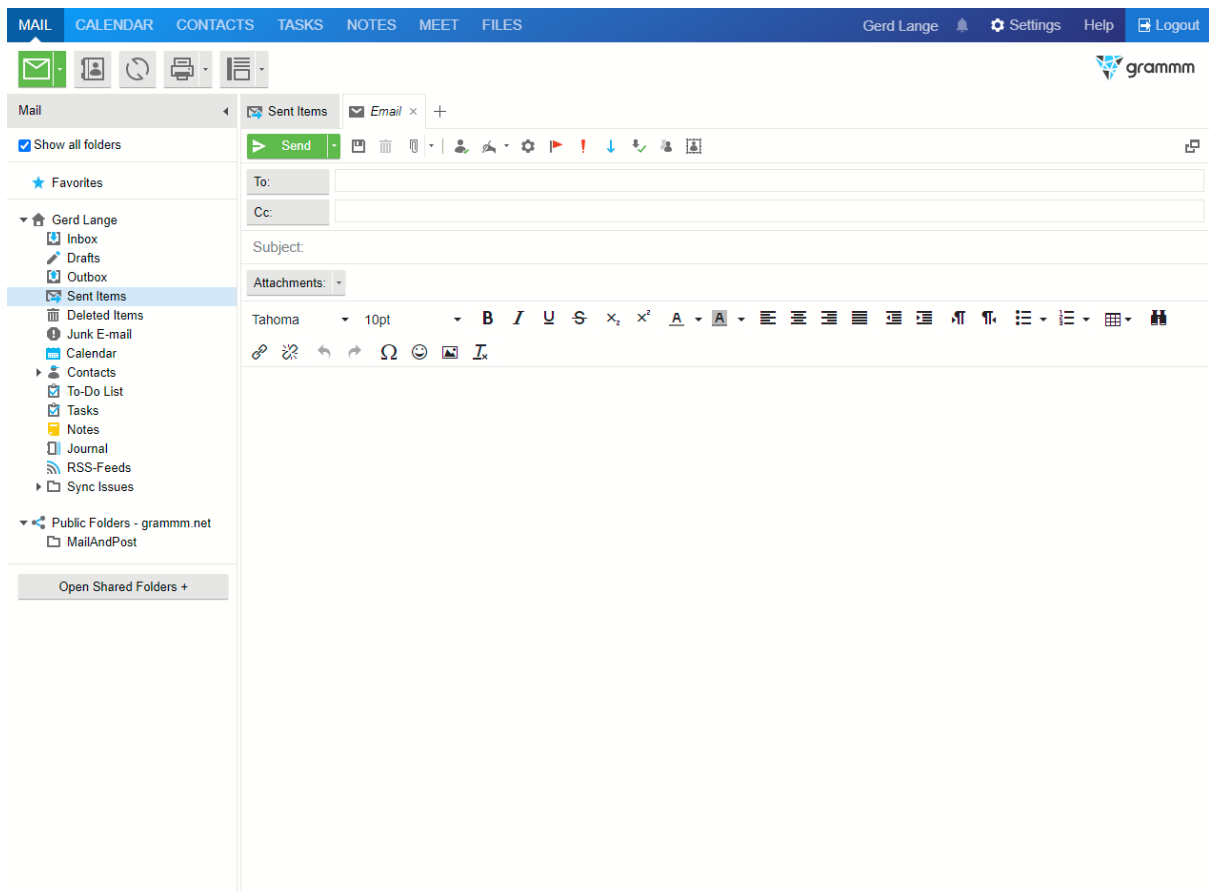


Fig. 2: Composing a new mail

CHAPTER
FOUR

CALENDAR

CHAPTER
FIVE

CONTACTS

CHAPTER

SIX

TASKS

CHAPTER
SEVEN

NOTES

CHAPTER
EIGHT

SETTINGS

CHAPTER

NINE

CHAT

CHAPTER
TEN

MEET

CHAPTER
ELEVEN

FILES

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