

# The menu bar

**Note:** The following is a schematic representation.

The menu bar

## Content

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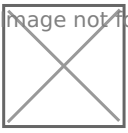
- **All Applications** icon . Opens a menu with icons for launching an app.
- Depending on the configuration: Quick launch icons for launching frequently used apps. The context menu allows to define the apps that should be displayed as quick launch icons.

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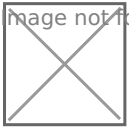
- **Notifications** icon . The icon is displayed when receiving a new notification. The icon notifies you of the number of new notifications e.g., new appointment invitations. If clicking the icon, the notification area opens.

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- Depending on the configuration: **Call history** icon . Opens the call history that shows all calls or missed calls. If clicking on an entry, the window for calling this contact will be opened.

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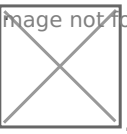
- **Refresh** icon . Reloads objects from the server. Irrespective of this function, objects are refreshed in regular intervals.

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- **Help** icon . Opens a menu with further functions:

- **Help**. Opens a context related help page.  
Tip: Some windows also include the help icon. If clicking on it, the respective help for the window context is displayed.
- Giving feedback about the groupware
- Depending on the configuration, there are several guided tours that help you get started with the groupware.
- **About**. Shows information about the groupware.

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- **Settings** icon . Opens a menu with further functions:

- Customize settings.

- Depending on the configuration: **Connect your Device**. Launches a wizard for setting up local apps with which you can access your groupware data.
- **My account** icon. Opens a menu with further functions:
  - **Download personal data**. Opens a window where you can adjust your personal contact data in the global address book.
  - **Sign out**. Signs you out from the groupware.

Depending on the configuration, further menu entries might be available.

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Revision #1

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