

Working with Notifications

You can configure the groupware to receive notifications about specific events.

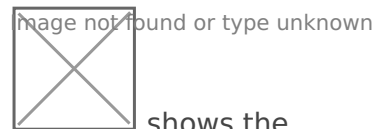
You will be notified in the notification area for the following events:

- new appointment invitations
- appointment reminders
- due tasks
- tasks with a due date in the past

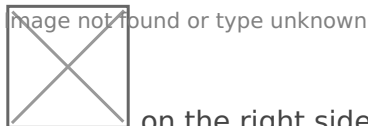
If you have enabled desktop notifications and the groupware is in the background, you will be informed about the following events:

- incoming emails

Using the notification area:

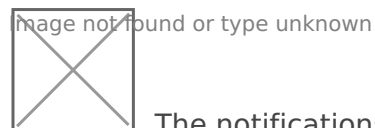


1. As soon as a notification is being received, **Notifications** icon shows the number of new notifications. To open the notification area, click the icon. If the notification area is to be opened automatically upon receipt of new notifications, proceed as follows:



1. Click the **Settings** icon on the right side of the menu bar. Click on **Settings**.
2. Click on **Basic settings** in the sidebar. Enable **Automatic opening of notification area** in the display area.

2. Show or hide notifications:



- To close the notification area, click the **Close** icon. The notifications will be hidden.

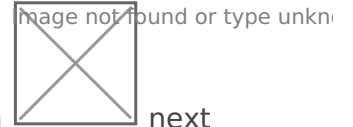


- In order to show the notifications again, click the **Notifications** icon in the menu bar.
- To show a notification's details, click on the notification title.
- To receive the notification again later, click on **Notify me again later**. The notification area will be closed.

3. Edit notifications:

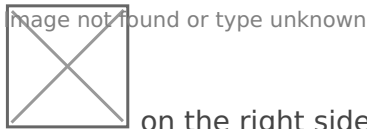
- To display appointment invitation suggestions in the calendar, click on **Open in calendar**.
- To accept or decline an invitation, click on the respective button.
- To receive a specific reminder again, select a value in **Remind me again**. Click on **OK**. The notification area will be closed.
- To mark overdue tasks as done, click on the respective button.

4. Delete reminders:



- To delete a reminder, hover over the reminder. Click the **Delete** icon next to the reminder.
- If there is more than one reminder: To delete all reminders, click on **Remove all reminders** at the bottom.

Enabling desktop notifications:



1. Click the **Settings** icon on the right side of the menu bar. Click on **Settings**.
2. Click on **Basic settings** in the sidebar.
3. Enable **Show desktop notifications** in the notification area.

Depending on the browser settings, the **Manage browser permissions now** button is displayed. Click the button. You are asked by the browser whether the receipt of notifications should be allowed. Grant this permission.

Note: Depending on the browser, you might have to allow the receipt of notifications in the browser settings for the setting above to take effect. Information can be found in the browser help pages.

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