Novell

Teaming + Conferencing

1.1

September, 2007

www.novell.com

QUICK START

ICEcore

Novell Teaming + Conferencing is implemented using ICEcore technology. The term “ICEcore” in this guide applies to all versions of ICEcore unless otherwise noted. For more information about ICEcore features, refer to the ICEcore User Guide and online Help.

Explore the Welcome Portlet

When you log into ICEcore for the first time, you see a *Welcome* portlet that links to the ICEcore manuals and a getting-started web page.

Find Your Way Using ICEcore Navigator

The *Navigator* is a set of tools that take you anyplace in ICEcore where you want to go. The following *Navigator* tools appear on many ICEcore pages:

My Workspace - Click the *My Workspace* icon to open your personal workspace, which contains your *Profile*, your folders, your *Guestbook*, and other accessories.

Favorites - Click the *Favorites* icon to open the *Favorites* menu, where you can access links to your favorite places and edit your favorites list. To add a favorite place, navigate to the place you want to add, click the *Favorites* icon, and select *Add This Place*.

Quick Search - Enter any type of search term in the *Quick search* box and click to display a *Quick search* folder with the search results. For more search options, click *Advanced*.

Find people, Find Places, Find tags - Use these boxes to search for a user's personal workspace, for a workspaces and folders, or for items with tags. (See Terminology below.)

Workspace Tree - Click the plus sign to the left of the workspace tree icon to expand the tree. The tree has three main branches: *Global Workspaces*, *Personal Workspaces* and *Team Workspaces*. Expand one of these categories and “drill down” until you get to the workspace you need. To collapse a branch, click the minus sign to the left of the branch:

Help - To read information about a specific section of the page, click the *Help* icon to enter *Help* mode, and then click on one of the new information icons that appear. To exit *Help* mode, click anywhere except on another *information* icon or panel.

Set up Your Buddy List

Your *Buddy List* helps you keep track of people that you need to contact frequently. Add people to your buddy list right away to make it easy to communicate with them.

1. Click *Add buddies*.
2. Start typing a name in either the *Users* or the *Groups* box. A drop-down list displays matching names. Select a name, and click *Apply* to add the name to your list.
3. Add as many names as you want, clicking *Apply* after each one.
4. To remove a name, click the *X* icon after the name; then click *Apply*.
5. When you finish, click *Close*. The new names are displayed in the buddy list.

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Tips for Using Your Buddy List:

- An icon to the left of a buddy name indicates their presence information, which is that person's online status:

  Online *Away* *Offline* *Unknown*
- To communicate with a buddy, click his or her presence icon, and select an option from the menu that appears.
- To update presence information, click *Refresh*.
- To view a buddy's contact information or to navigate to his or her workspace, click the buddy's name.

Add Info and a Photo to Your Personal Workspace

1. In the Navigator, click *My workspace* to go to your personal workspace.
2. On the menu bar for your workspace, click *Modify Profile*.
3. In the *Modify Profile* window, fill in any missing information. This information is visible to others and is also used by ICEcore and Conferencing to contact you by phone, e-mail, or IM.
4. Add a picture. Click *Browse…* to look for a graphics file on your computer; then click *OK*. The picture is displayed in the *Photo* box of your profile.
5. Click to return to the initial page.

Tips for Adding Photos to Your Profile:

- You can add as many images as you like, but you must add them one at a time.
- Thumbnails of all of your images are displayed beneath your contact information. As you move the mouse over a thumbnail, the image is displayed in the Photo box. To replace the original image in the *Photo* box with one of your other images, click on the image thumbnail.
- To add a picture from the Internet, first save it to your computer.
- To remove an image from your personal workspace, click *Modify profile*. Select the images to be deleted by clicking their check boxes. Then click *OK*.

To Add Your First Blog Entry:

1. Click *My workspace* to display your personal workspace.

   Your workspace already has a default blog named "*Blog*"
2. Expand you personal workspace tree at the top of your workspace.
3. Click on *Blog*.
4. On the menu bar above the blog calendar, select the *New* > *Blog Entry* menu item.
5. In the *Blog Entry* form that appears, type in the title of your blog entry in the *Title* box.
6. In the *Description* box, type in the content of your blog entry (use the formatting tools in the editor to format your entry).
7. Under *Attachments*, you can select a file on your computer to attach to this blog entry.
8. Click *OK* to add the entry to your blog.

To Comment on Someone Else's Blog Entry:

1. Navigate to the Blog in which you want to comment.
2. Click *Add Comment* beneath the blog entry on which you want to comment.
3. In the form that appears, type in the title of your blog comment in the *Title* box.
4. Type in your comment in the *Description* box.
5. Click *OK*. Your comment appears below the blog entry.

Work with Teams

ICEcore was designed for teamwork. Create a team workspace; then add folders to the workspace. Once your team is set up, you can communicate easily with your team members.

To Create a Team Workspace:

1. In the *Navigator*, click on the *Team Workspaces* link of the workspace tree.
2. Under the *Team Workspaces* tab, click *Add a Team Workspace*.
3. In the *Workspace Title* field, type in the name for the new workspace.
4. Under *Team Members*, select any *Users* and *Groups* you want to add as team members to this workspace. Type a character or two into either field and select the user or group you are want to add from the drop-down list that appears.
5. Under *Workspace Folders*, select the types of folders you want to include in this workspace.
6. To e-mail your teammates, select the *Announce the Creation of this Workspace to the Team* option and type in the message you want to send.
7. Click *OK*. The new workspace is added as a sub-workspace.

To Add Members to a Team Workspace:

1. Navigate to the team workspace.
2. Click *Add or Delete Team Members*.
3. In the *Add or Delete Team Members* window, click in the *User*s or *Group*s fields, begin typing the user or group name and select the name from the drop-down list that appears.
4. Repeat for each user or group you want to add.
5. Click *OK*.

To View Team Members:

1. Select the workspace or folder with which the team is associated.
2. On the menu bar, click *Team*.
3. Select *Show Team Membership*.

Working with Favorites

Use *Favorites* for places you visit often.

To Add a Place to Favorites:

1. Navigate to the workspace or folder that you want to add.
2. Click to open the *Favorites* panel.
3. Select *Add This Place*. The workspace or folder is added at the end of the *Favorites* list.

Take Advantage of Tagging

Tagging is a powerful way to discover, evaluate, and retrieve information. Users assign keywords, called tags, to workspaces, folders, and entries. Tags are designated as either community (shared) or personal (private). You can then use tags in searches. The search engine also uses tags to rank search results by relevance.

Click the *Tags* icon Tags to add both *Personal* and *Community* tags to an item. For more information on tags, see the ICEcore User Guide.

Advanced Search

Use Advanced Search to find the specific information you are looking for without having to navigate through multiple workspaces and folders.

To Perform an Advanced Search:

1. In the Search section, click *Advanced*. The *Advanced Search* window appears.
2. In the *Text* field, type text related to the item for which you are searching.
3. If you know who created (added) the item in ICEcore, type the name into the *Authors* field.
4. If you know that the information is tagged, type the relevant tag into the *Tags* field.
5. Under *Places*, select the option you want to use:
   - Use the workspace tree options to select the specific areas to search:
     a. Click the + arrow next to *Workspace*.
     b. Select the areas you want to search (drill further down in any area if you want).
   - Use the *Search All Sub Places* option to search all folders and workspaces
6. Next to *List Results*, use the drop-down lists to select the number of items and the number or words (per item) that you want to retrieve for your search.
7. Click *Search*.
   The search results appear in a list below the *Advance Search* area. To the left ICEcore displays information about the top ranked places, people and tags associated with your search.

To Use Additional Advanced Search Options:

1. In the Search section, click *Advanced*. The *Advanced Search* tab appears.
2. In the top-right corner of the *Advanced Search* area, click *More Options*.
3. The following options are available:
   - *Authors* - This option allows you to enter one or more author names.
   - *Tags* - This option allows you to enter one or more tag names.
   - *Workflow* - This option allows you to enter one or more workflow state names.
   - *Entry Attributes* - This option allows you to enter one or more entry types.
   - *Last Activity in Days* - This option allows you to limit the search to items that have had activity within a set number of days.
   - *Creation Dates* - This option allows you to limit the search to items created within one or more date ranges.
   - *Modification Dates* - This option allows you to limit the search to items modified within one or more date ranges.
   - *Item Type* - This option allows you to limit the search to one or more item types.

   NOTE: Type in a few characters and most fields generates a drop-down list of choices. Click More Criteria to enter additional search criteria for an option.

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buddy list - A list of people that you contact frequently.
entry - An item that is contained in a folder.
folder - A container for entries and other folders. Each folder has a type, such as *blog*, *wiki*, or *calendar*.
presence - The state of being connected to a communications service and available for communication. Presence information is indicated by status icons.
workspace - A container for folders and other workspaces.

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