

ZCP trunk (build 51963)

**Zarafa Collaboration
Platform**

User Manual Web Meetings



Zarafa

ZCP trunk (build 51963) Zarafa Collaboration Platform

User Manual Web Meetings

Edition 1.0

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The Zarafa Collaboration Platform (ZCP) combines the usability of Outlook with the stability and flexibility of a Linux server. It features a rich web-interface, the Zarafa WebAccess, and provides brilliant integration options with all sorts of clients including all most popular mobile platforms.

Most components of ZCP are open source, licensed under the [AGPLv3](http://www.gnu.org/licenses/agpl-3.0.html)¹, can therefore be downloaded freely as [ZCP's Community Edition](http://community.zarafa.com)².

Several closed source components exist, most notably:

⁴ <http://creativecommons.org/licenses/by-sa/3.0/>

¹ <http://www.gnu.org/licenses/agpl-3.0.html>

² <http://community.zarafa.com>

-
- the Zarafa Windows Client providing Outlook integration,
 - the Zarafa ADS Plugin providing Active Directory integration, and
 - the Zarafa Backup Tools.

These components, together with several advanced features for large setups and hosters, are only available in combination with a support contract as part of *ZCP's Commercial Editions*³.

Alternatively there is a wide selection of hosted ZCP offerings available.

This document describes how to set up Dovecot as a caching IMAP Proxy.

³ <http://www.zarafa.com/content/editions>

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Introduction

Zarafa Web Meetings is an extension package for the Zarafa Collaboration Platform (ZCP). Zarafa Web Meetings is a Zarafa Collaboration Platform (ZCP) extension and Webapp Plugin that helps you to organize meetings from within your browser. You can use several communication options, like videocalls, chat, presentations, filetransfer and screensharing.

It enables Real-Time-Communication for all users on the ZCP platform. The additional communication features are video, voice, chat, screen-sharing, content-sharing and filetransfer. All functionality is integrated into the Webapp. A presence-service indicates if a user is logged in and ready to receive a call or a chat-message.

This document explains how a user can work with these new communication features.



Important

Although we, Zarafa, try our best to keep the information in this manual as accurate as possible, we withhold the right to modify this information at any time, without prior notice.

1.1. Intended Audience

Any WebApp user on a Zarafa Collaboration Platform with installed Web Meetings extension package.

Using Zarafa Web Meetings

In this chapter we will introduce you into Zarafa Web Meetings and show you how to set up calls and use the advanced real time communication options.

2.1. Start Zarafa Web Meetings

In your Webapp, you can start Web Meetings with a click on the icon.



Figure 2.1. Toolbar Web Meetings off

The icon is green when you are logged in and grey when you are logged off.



Figure 2.2. Toolbar Web Meetings on

2.2. Zarafa Web Meetings overview

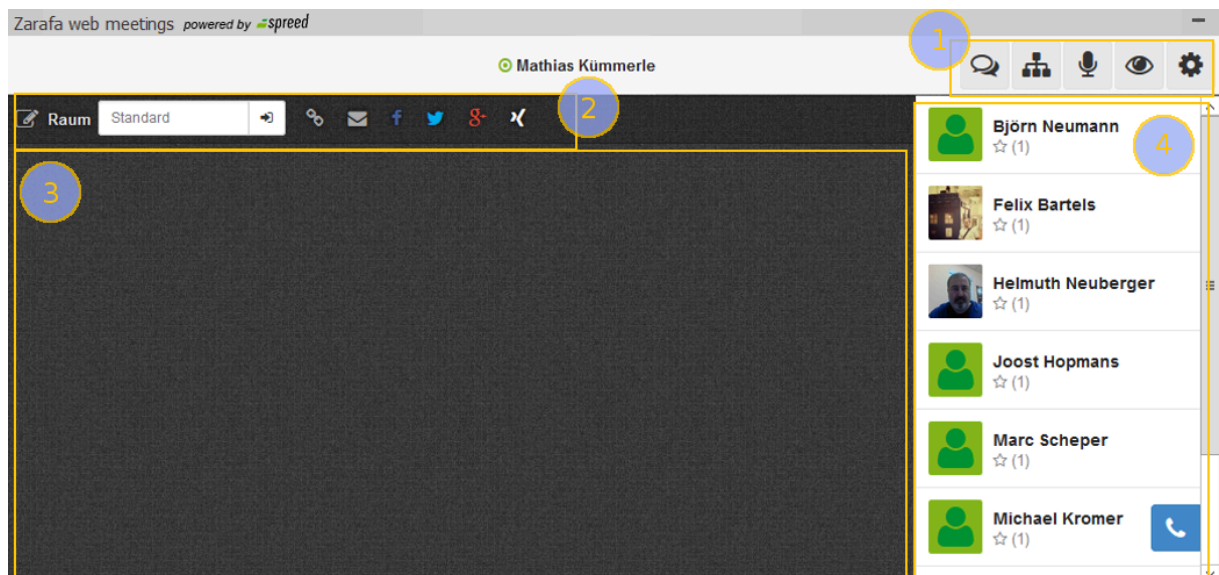


Figure 2.3. Zarafa Web Meetings overview

The main areas are:

1. the toolbar
2. meeting area

3. the content area
4. the buddy list

2.2.1. Zarafa Web Meetings toolbar

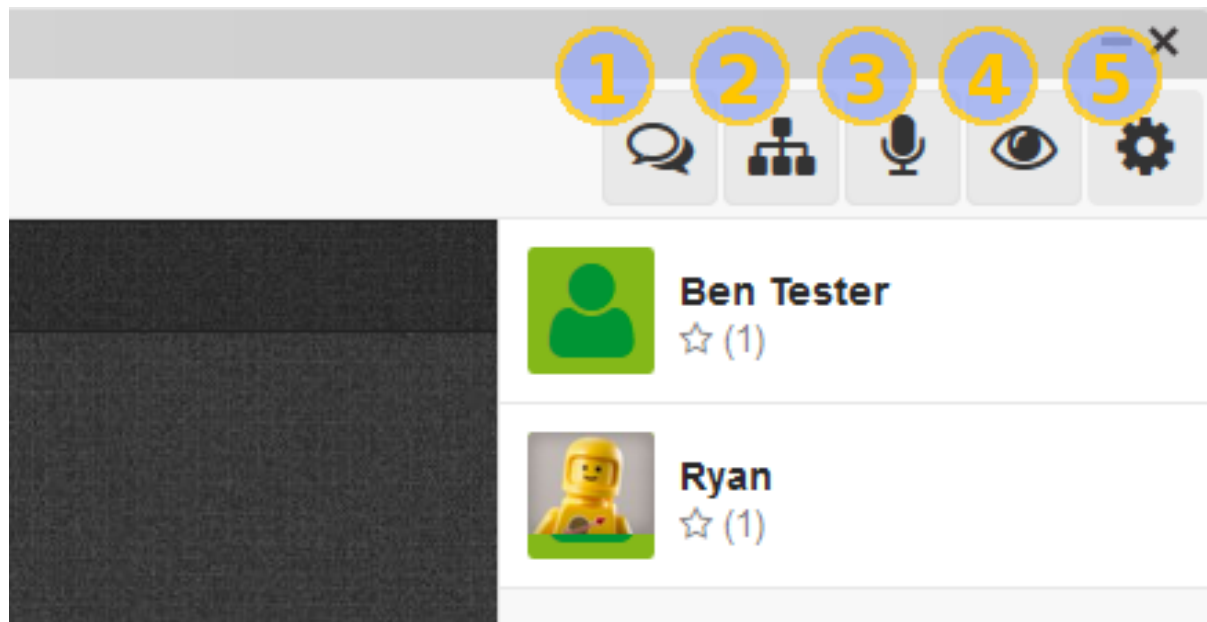


Figure 2.4. Zarafa Web Meetings toolbar

The Zarafa Web Meetings toolbar has the following buttons:

1. start chat
2. show contacts / buddies
3. microphone on / off (mute)
4. camera on / off
5. preferences

2.2.2. Zarafa Web Meetings meeting area

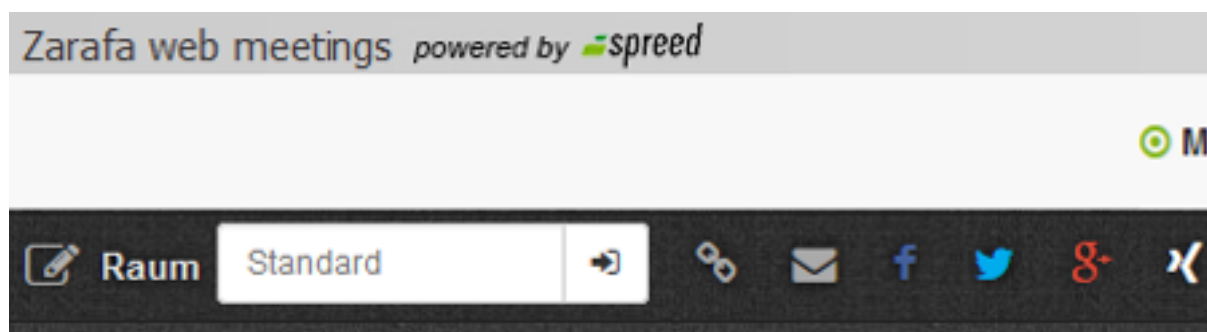


Figure 2.5. Zarafa Web Meetings meeting area

In the Zarafa Web Meetings meeting area you have the following controls:

1. start or go to a new room

2.2.3. Zarafa Web Meetings active meeting controls

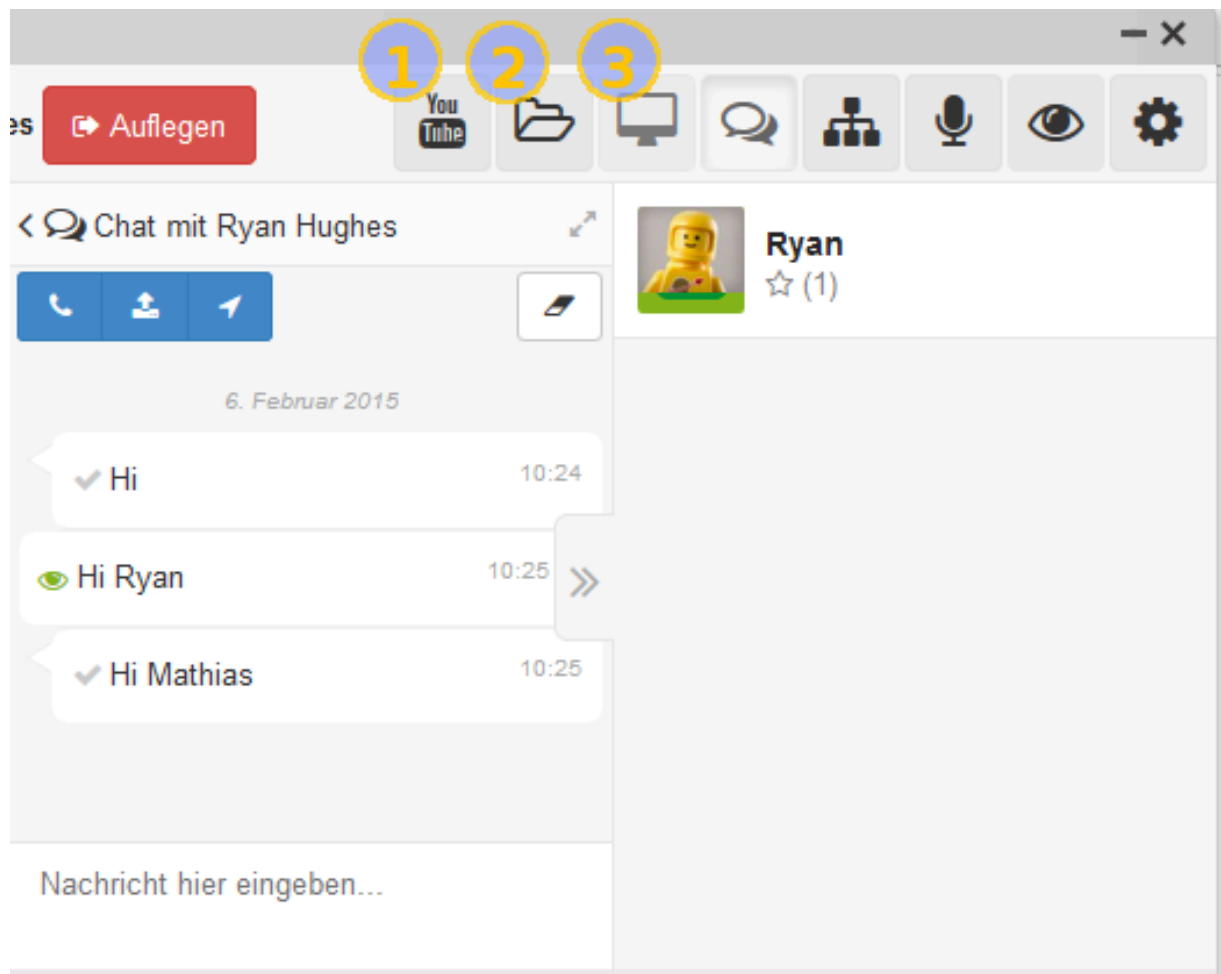


Figure 2.6. Zarafa Web Meetings active call

In an active Zarafa Web Meetings call you have the following additional controls:

1. share a youtube video
2. upload and share a PDF presentation
3. activate screensharing



Note

While you are in a video call you can double click in the video view area to enter or leave full screen mode

2.2.4. Zarafa Web Meetings screen sharing extension for Chrome

To use the Web Meetings screen sharing feature in an active call, you need to first install the Spread.me screen sharing extension from the Chrome Web Store (free of charge). To install the extension please visit the following page:

<https://www.spread.me/extension/>



Note

Screen sharing is only available for google Chrome



Important

When using screen sharing on high resolution screens and internet connections with limited bandwidth, please take care to share the lower resolution screen or a specific window instead of the entire screen. The larger the screen is the more bandwidth is required.

2.3. Starting a video conference or Chat Session

There are different ways to start a video conference or chat session. In simple words: everywhere you see the green status indicator LEDs you can right-click and use the contextmenu by selecting **Start Web Meeting Video Call** or **Send Web Meeting Text Message**.

The context menus look like these:

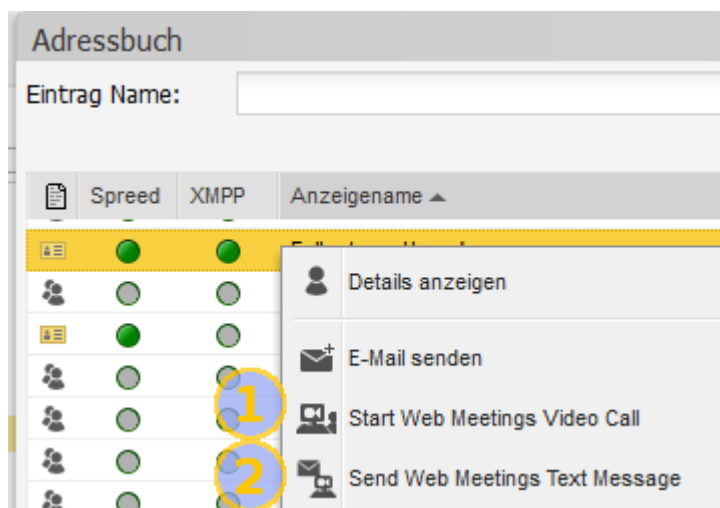


Figure 2.7. GAB context menu

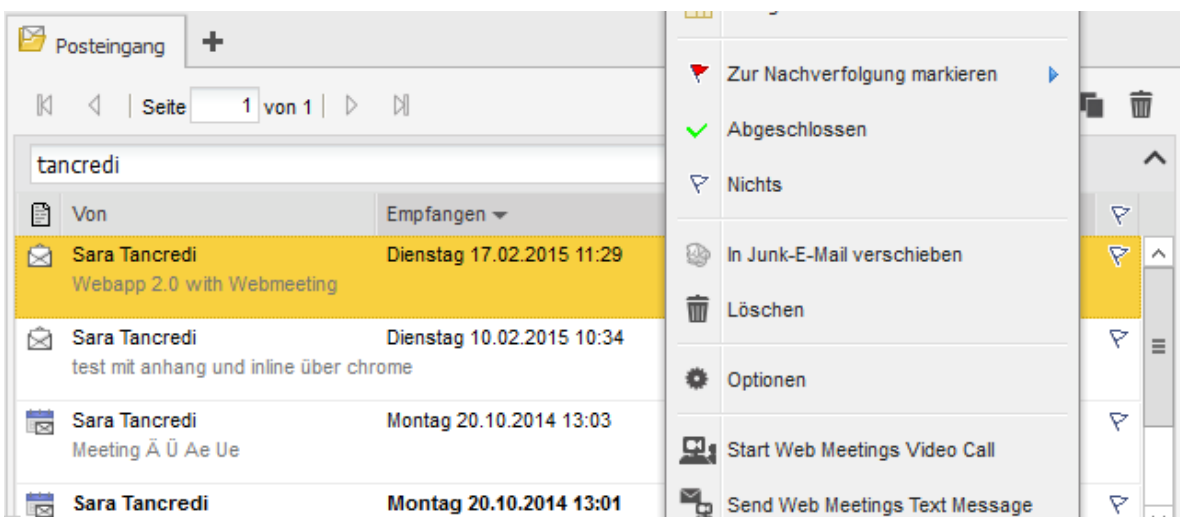


Figure 2.8. mail list view context menu

Figure 2.9. mail sender and recipients context menu

Depending on your choice the web meeting overview will show up with a started chat session like in the image below.

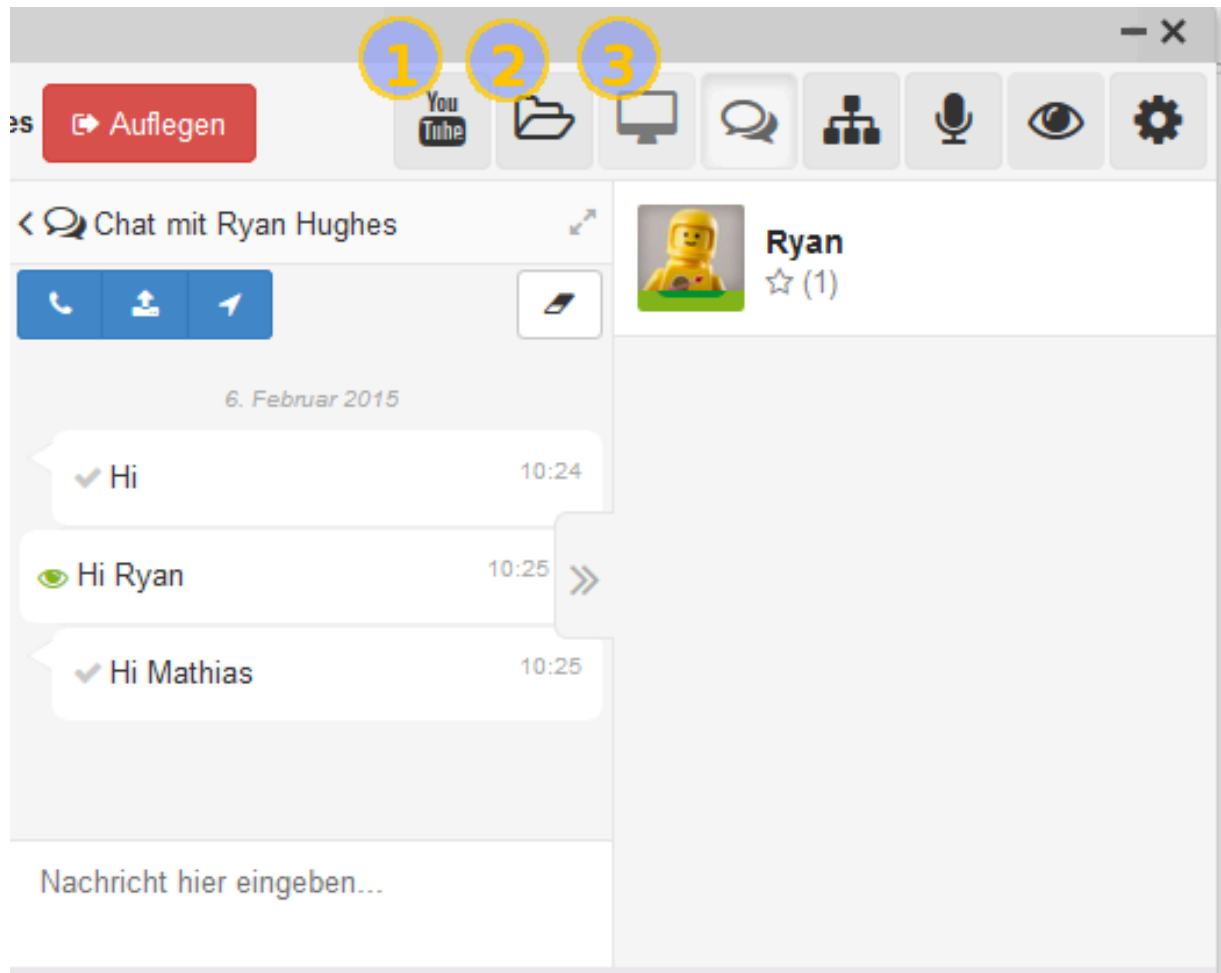


Figure 2.10. Zafra Web Meetings activated chat

If you choose to start a video call then a call is initiated and waiting to be accepted by your calling party

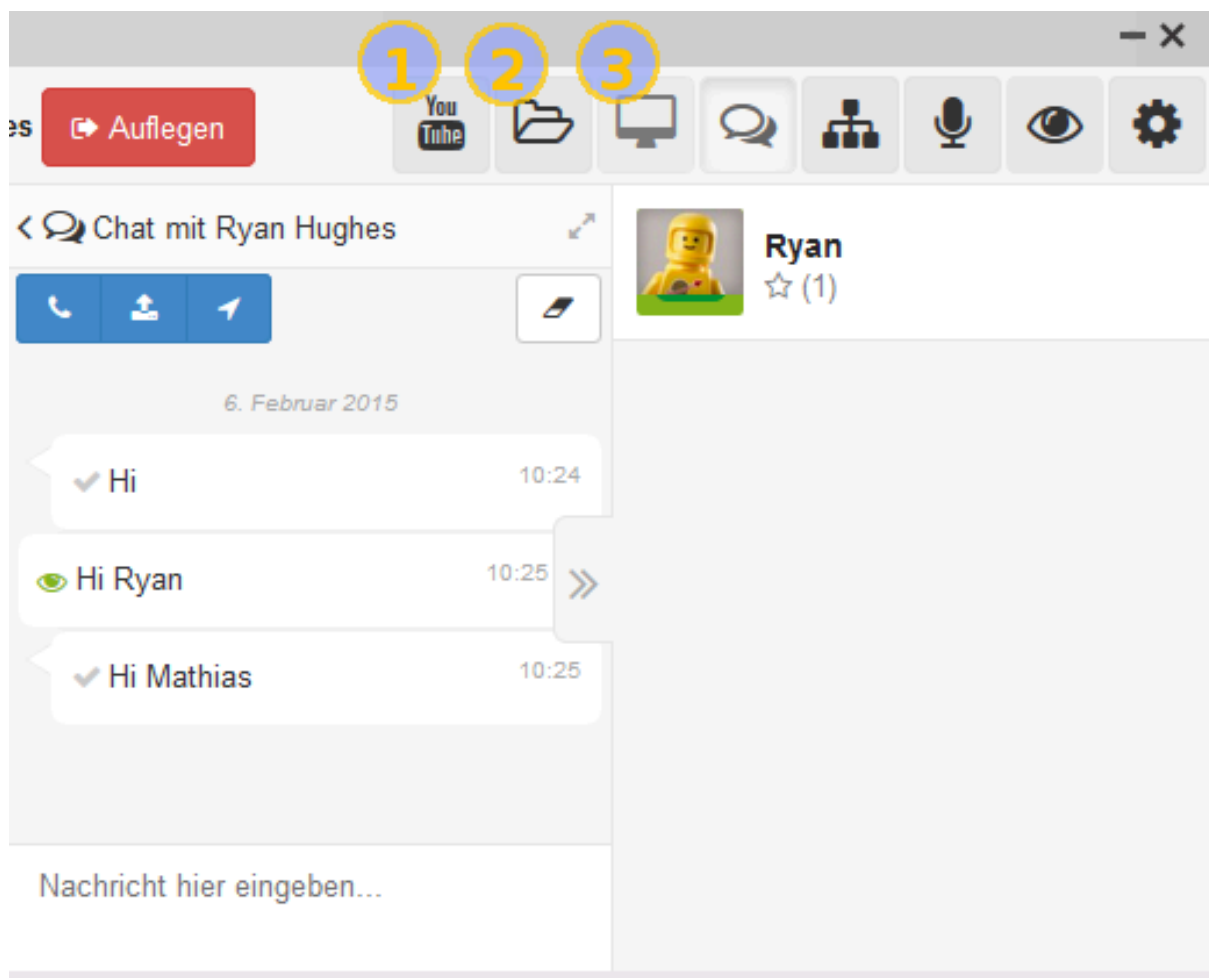


Figure 2.11. Zarafa Web Meetings activated call



Note

If your browser has no access to your microphone / camera a browser message appears asking for permission. The Zarafa web meetings overview also tells you with a text in (1). The call setup is halted until permission is granted.