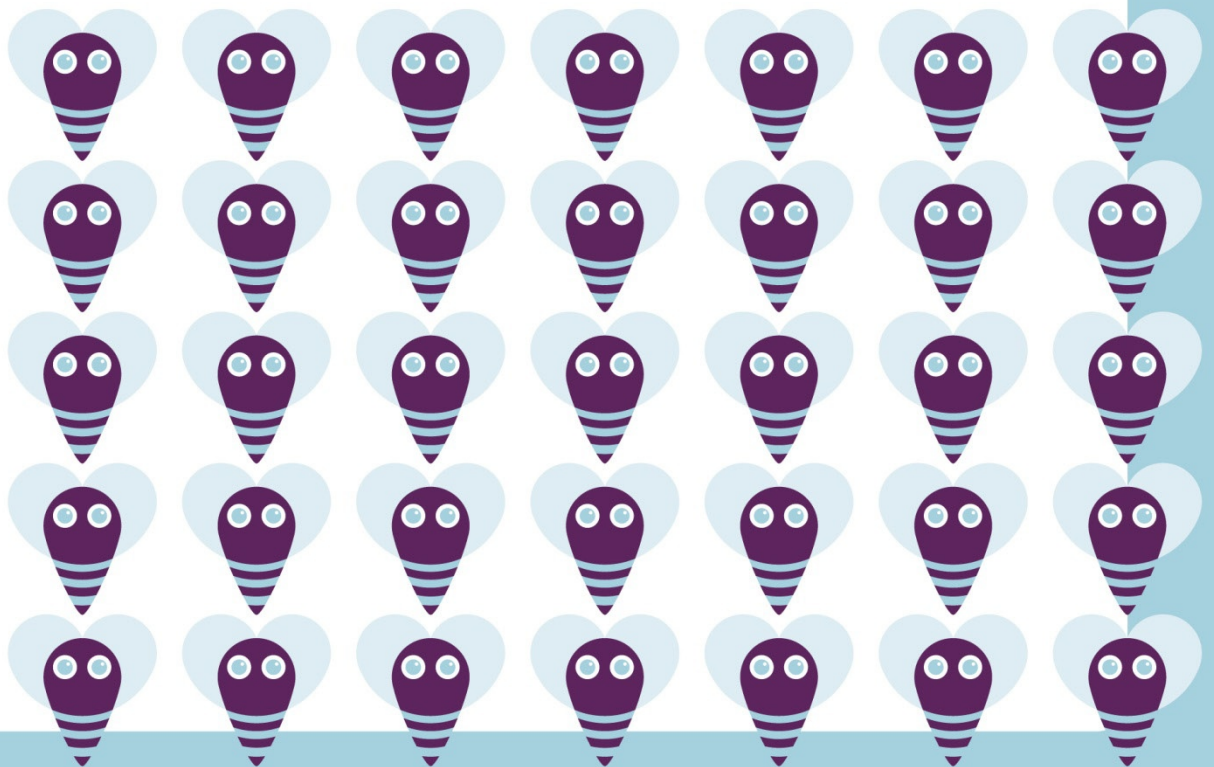




Address Book

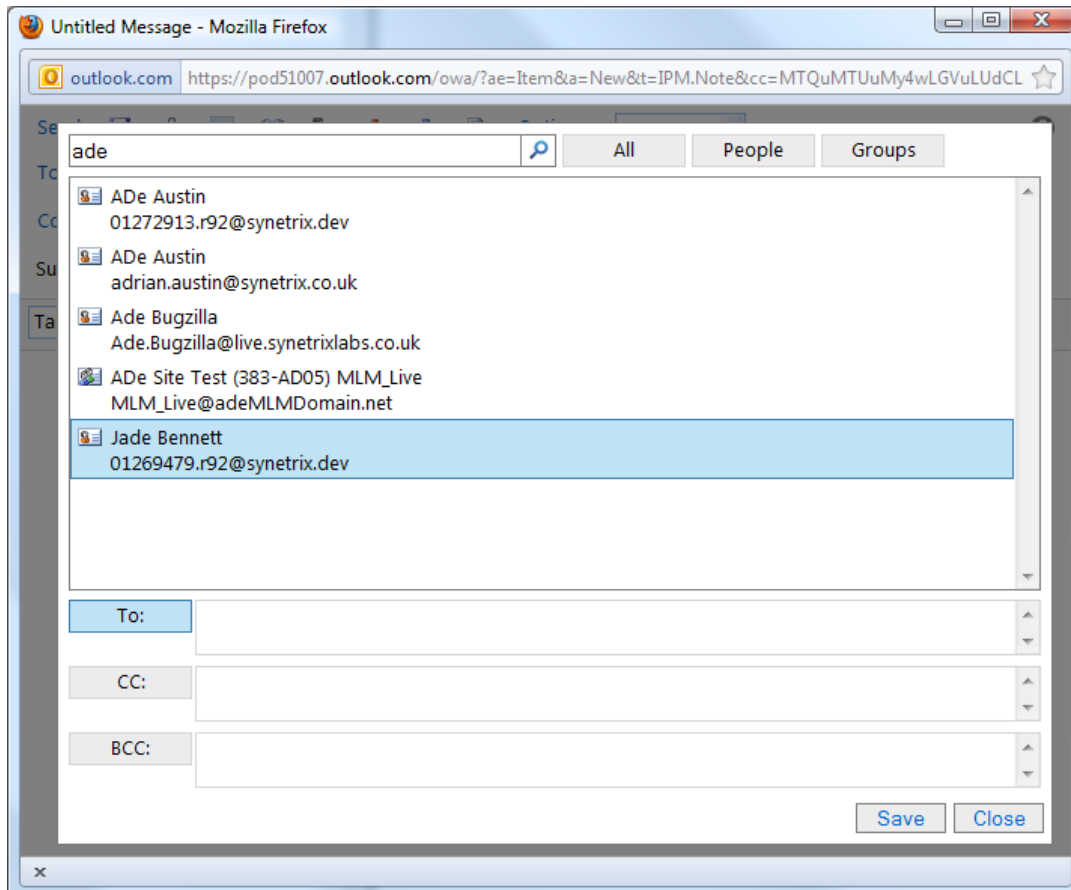
User Guide



OPENHIVE Extended Address Book

The OPENHIVE Extended Address book overrides the address book functionality in Live@Edu to enable you to browse email addresses and distribution lists scoped as applicable to you. Internet Explorer, Firefox and Safari are supported browsers. Firefox and IE have a Web 2.0 screen rendered whilst Safari has a legacy style UI.

For Firefox and Safari you have the ability to browse recipients for Emails and Meeting Requests. Clicking the relevant recipient button will bring up a dialog box allowing you to search for addresses and filter the type of email addresses returned.



Double clicking the email address will add the email address to the highlighted recipient type. The recipient type can be changed by clicking on a different recipient button.

For Safari, you get a different User Interface. Here clicking on a recipient button will bring up a slightly different UI where you can only add to the currently selected recipient type.

Johnny Cousins - Outlook Web App, light version

File Edit View History Bookmarks Develop Window Help

https://pod51007.outlook.com/owa/?ae=Item&t=IPM.Note&a=New#

Awesome T...m Africa Pedal Board Stuff Pure CSS S...ed Header Music News Movie News B3TA News Bands Games Social Football Guides

Johnny Cousins - Outl...

Microsoft Outlook Web App Find Someone Contacts

Options Sign out

Mail Calendar Contacts

Most Recent Recipients

- 01272913.r92@synetrix.dev
- adrian.austin@synetrix.co.uk
- amanda.joseph@csywpconnexic
- andymoffat@limbrickwood.co.uk
- bucket@wibble.com
- chap@this.that
- dave@this.that
- Dave's Email
- group@thing.com
- johnnycousins@hotmail.com
- someone@somewhere.com
- this@that.com
- wibble@wobble.com
- woo@way.com

To Cc Bcc

To delete an entry from the Most Recent Recipients list, select the entry, and then press the DELETE key on the keyboard.

Send Save Close Check Names

To... Cc... Bcc... Subject: Attachments

ade

- Ade Austin 01272913.r92@synetrix.dev
- Ade Austin adrian.austin@synetrix.co.uk
- Ade Bugzilla Ade.Bugzilla@live.synetrixlabs.co.uk**
- Ade Site Test (383-AD05) MLM_Live MLM_Live@adeMLMDomain.net
- Jade Bennett 01269479.r92@synetrix.dev

Save Close

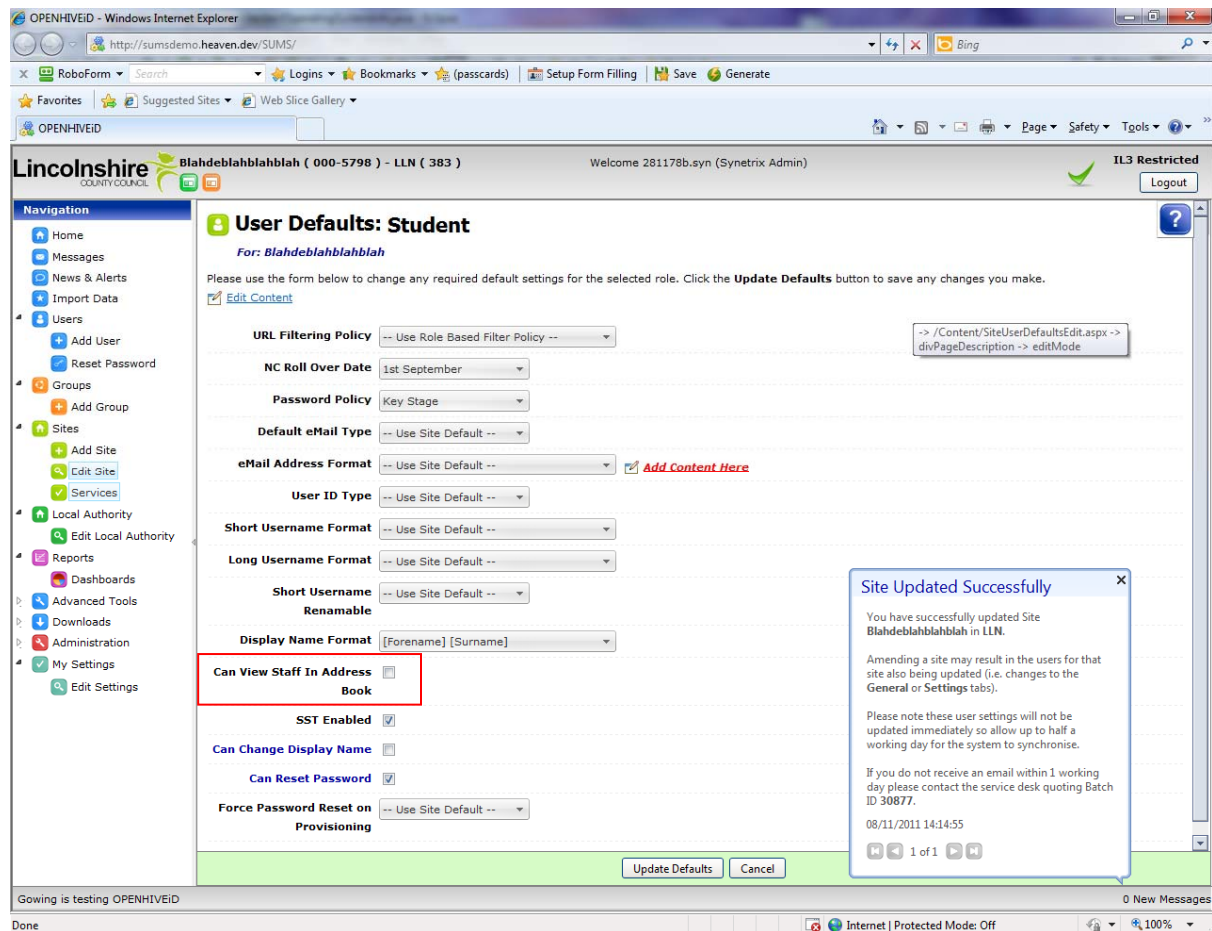
Connected to Microsoft Exchange

One error in opening the page. For more information, choose Window > Activity.

FAQ's

How do I give students the ability to view staff email addresses?

In the User Defaults section of 'Edit Site' you must select the Student 'User Defaults'. The 'Can View Staff in Address Book' checkbox controls whether staff emails are available to students at that site.



How do I install the Add-On?

Internet Explorer

An msi file is available here :

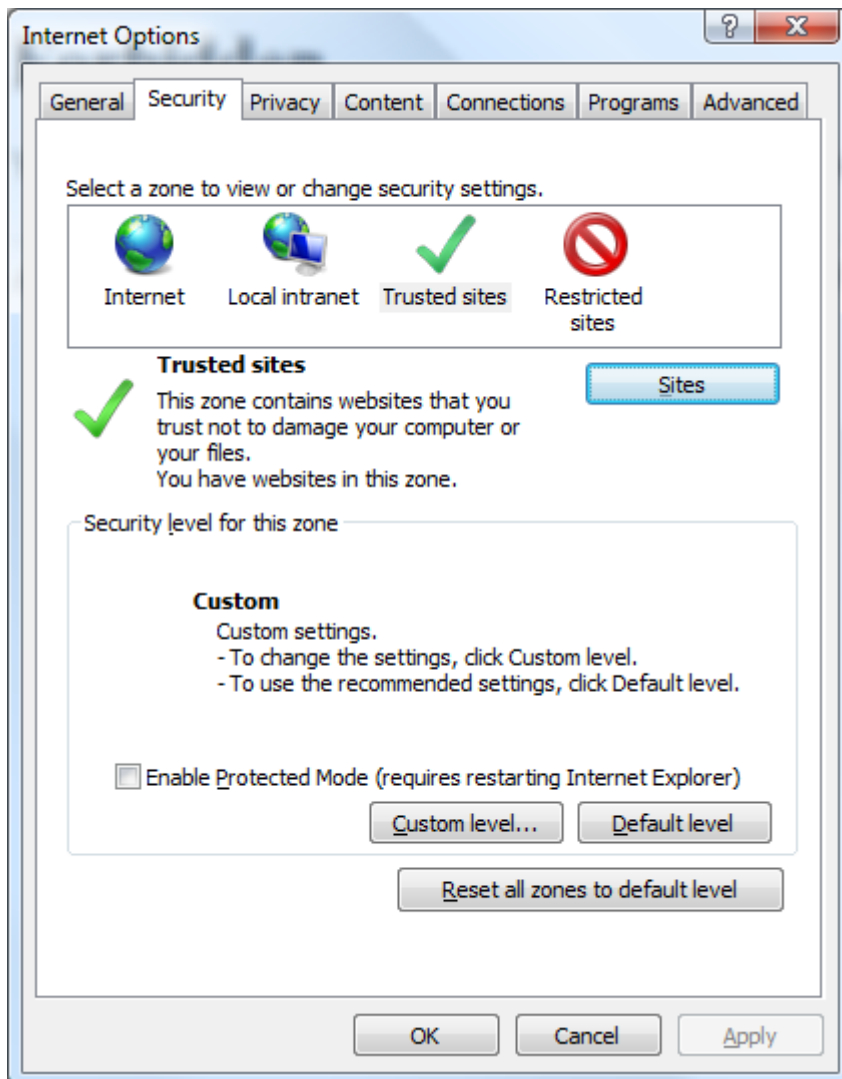
<http://community.inthehive.net/files/extensions/BrowserHelperObject.Installer.msi>

When prompted to allow the msi to 'Run'. Users without Administrative privileges will need to select a different location to install the Add-On.

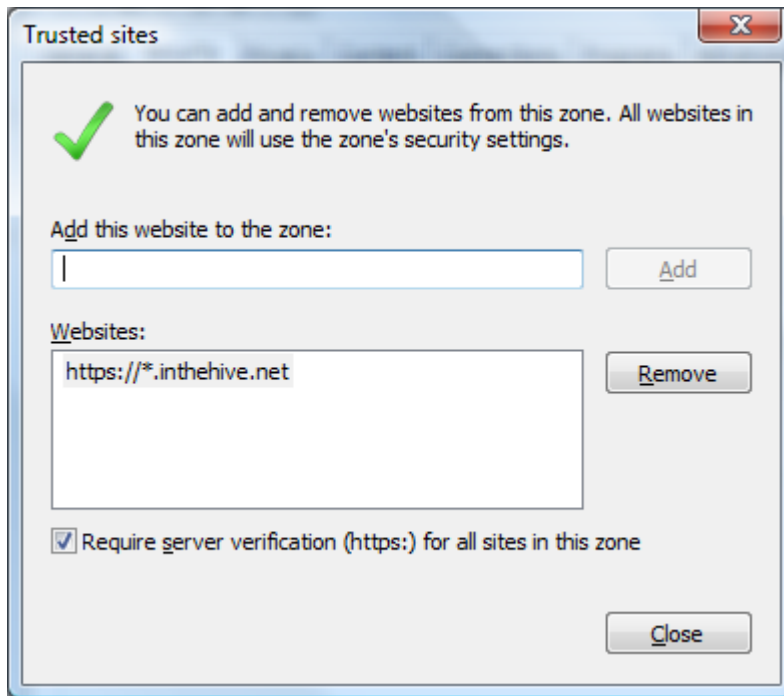
As well as installing the Browser Helper object the msi will add https://*.inthehive.net to the trusted sites for IE. If for any reason, this doesn't work it can be added manually.

From Tools - Internet Options - Security. Highlight Trusted Sites.

Ensure that Enable Protected Mode is not checked for Trusted Sites (see below)



Click on Sites and make sure that https://*.inthehive.net is in the websites list. If not you can add it via the dialog.



Firefox

Open Firefox and copy the following URL into the Address Bar:

<http://community.inthehive.net/files/extensions/OpenHiveAddressBook.xpi>

Follow instructions to install the Extension and restart Firefox.

Safari

Open Safari and copy the following URL into the Address Bar:

<http://community.inthehive.net/files/extensions/SafariExtension.safariextz>

Follow the instructions to open and install the Extension.

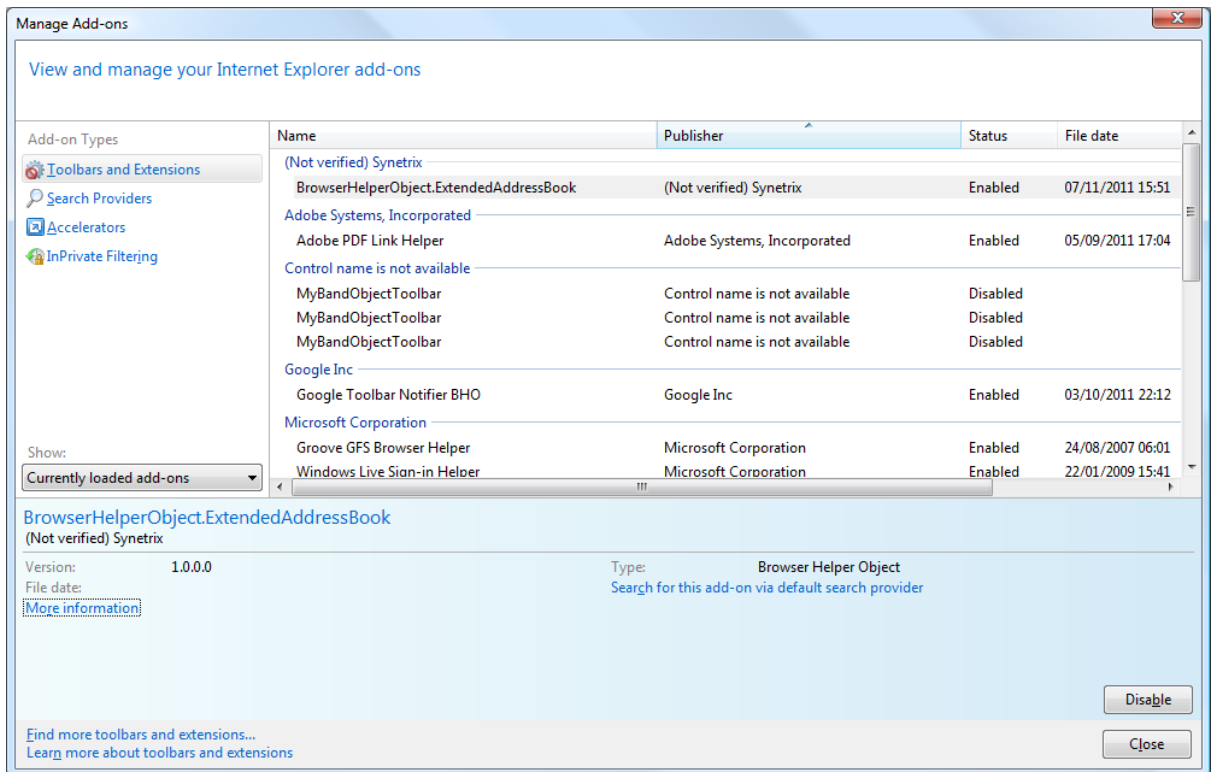
How can I check the Address Book 'Add-On' is installed?

Look at the below instructions that explain how to check that the Address Book 'Add-In' has been installed onto the machine and set in your preferred browser.

Internet Explorer

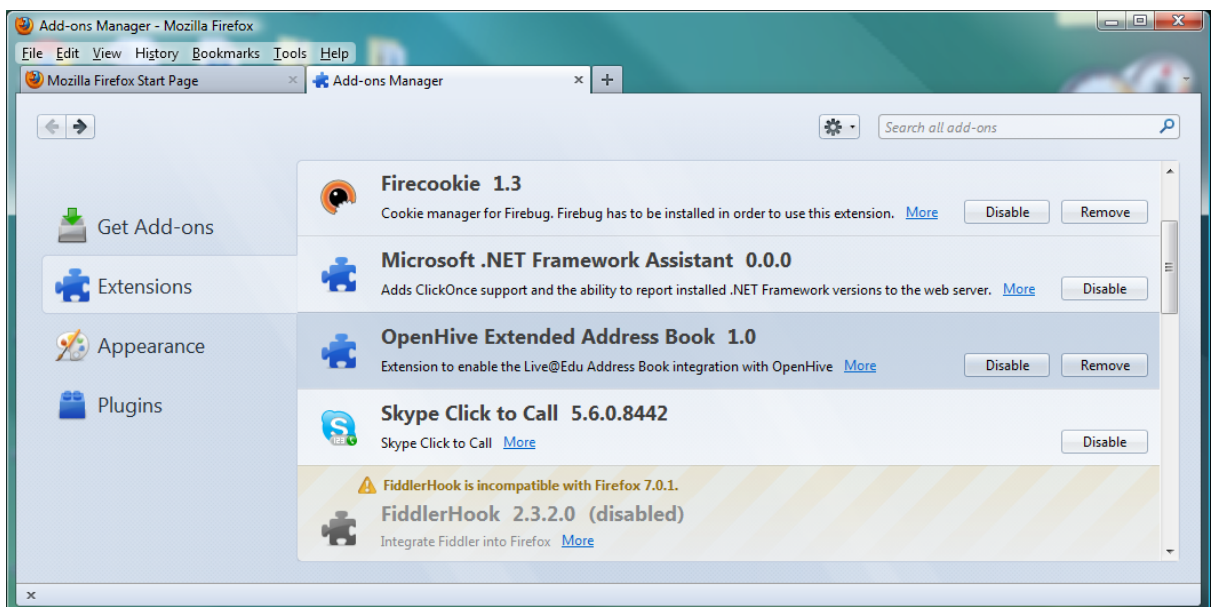
The screens that appear can vary between vary between versions of Internet Explorer. Generally:

- From the Tools menu, select Manage Add-ons.
- Eventually you will reach a screen listing add-ons. Make sure Toolbars and Extensions are selected and that you are viewing 'Currently loaded add-ons'.
- Check that the Extended Address Book appears in the list and that it is not disabled. Screen grab below is from IE8.



Firefox

- From the Tools Menu select Add-Ons.
- Make sure Extensions is the selected tab.
- Check that OPENHIVE Extended Address Book appears in the list of extensions and that it is not disabled (see example below.)



Safari

- In the Edit Menu, select Preferences...
- Pick the Extensions Tab.
- Check that Extensions are turned on
- Check that OPENHIVE Extended Address Book appears in the list of Extensions and that the checkbox to Enable the extension is checked (see example below.)

