Quick User Guide

Secure Container - DME

DME 5.0 for iOS

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Installing Soliton Secure Container - DME

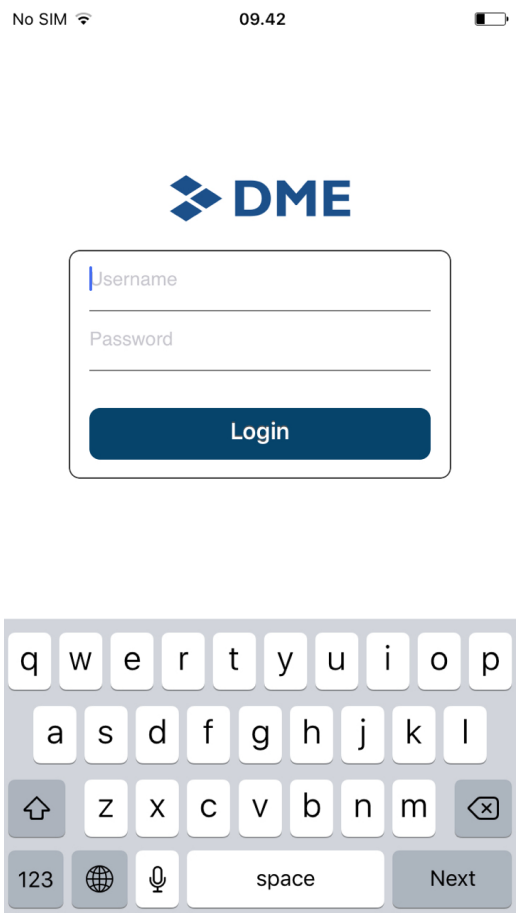
This Quick Guide describes the installation of Soliton Secure Container - DME. If your company's Administrator provides instructions different from the instructions described in this manual, please follow these instructions.

1. Open the **App Store** on your iOS device.
2. Search for **DME**. The logo of the Soliton Secure Container – DME looks as follows:

3. Tap the **Install** button
4. A message with the text **Allow** this application to: is shown. Tap **Install** to accept the permission settings.
5. When the application download is complete, tap **Open** to launch the Soliton Secure Container - DME, or **Done** if you want to launch the application later.

Getting started

Log in screen



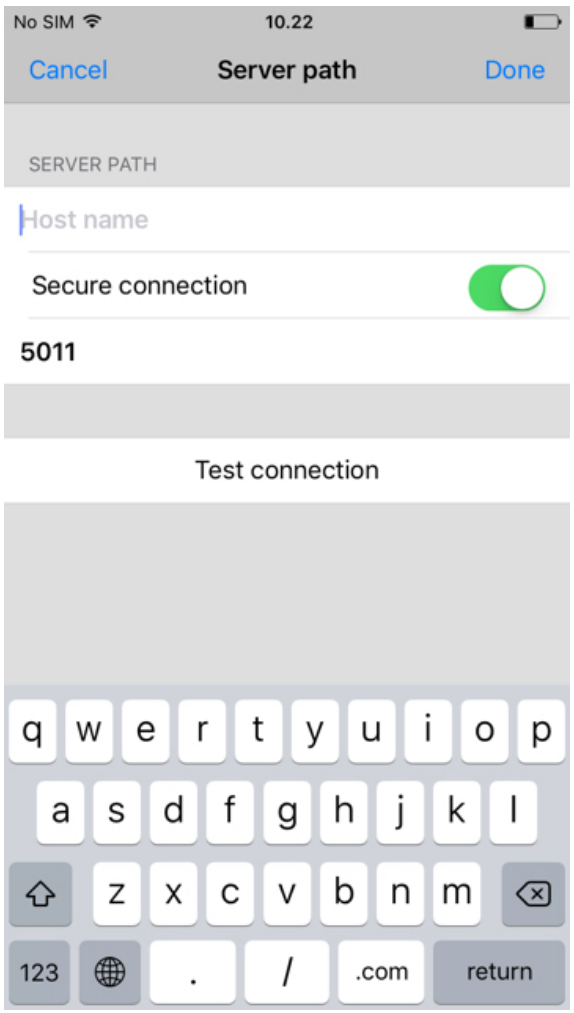
1. When starting Soliton Secure Container - DME, it will ask for your **Username** and **Password**.
   Use the same Username and Password for logging in to your desktop computer.

   If you are a Lotus Notes user, use your *internet password* (same as your Notes Webmail password).

   In case you need support, please ask your company's System Administrator for help.

2. Tap **Login**.

Server path screen

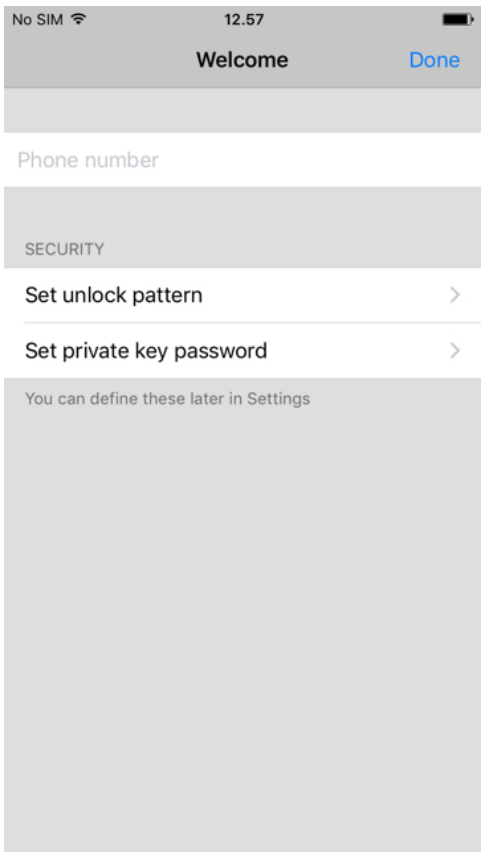


Soliton Secure Container - DME will ask for information about the server path, in particular for the **Host name**.

This Host name can be provided by the company's System Administrator (it usually has the form **dme.yourcompany.com**).

1. Enter the **Host name**.
2. Tap **Test connection** to make sure it connects to the server and the host name is entered correctly.
3. Tap **Next**.

Welcome screen



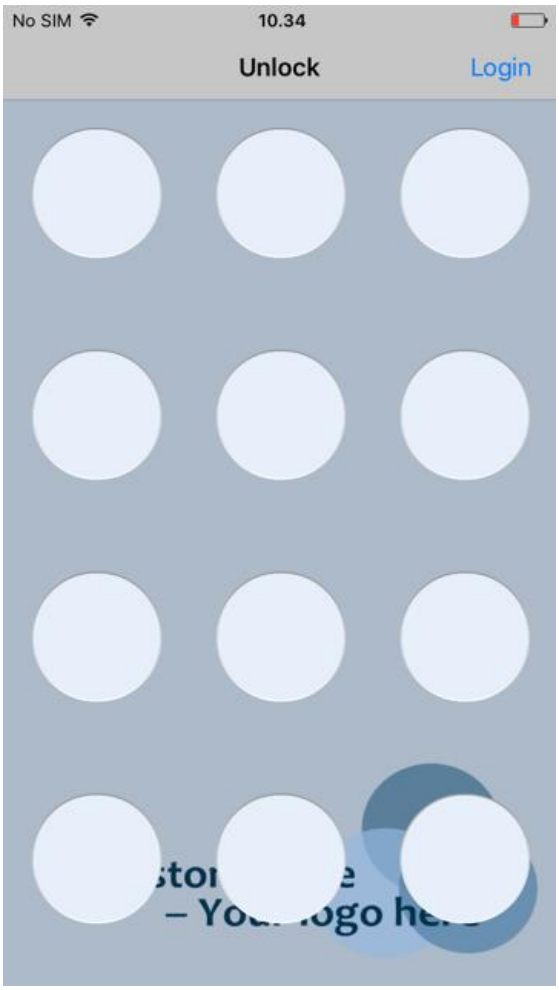
Phone number

On this screen, you have the option of entering your phone number (without international calling code). This is optional, but can be of help to your System Administrator.

Set unlock pattern

This provides the option of setting an Unlock pattern, which is a swipe code that can be used instead of having to type Username and Password.

1. Tap **Set unlock pattern**.
2. Define a pattern by moving your finger across the circles on the screen. The pattern must consist of at least 4 connected circles (connected either horizontal, vertical, or diagonal).

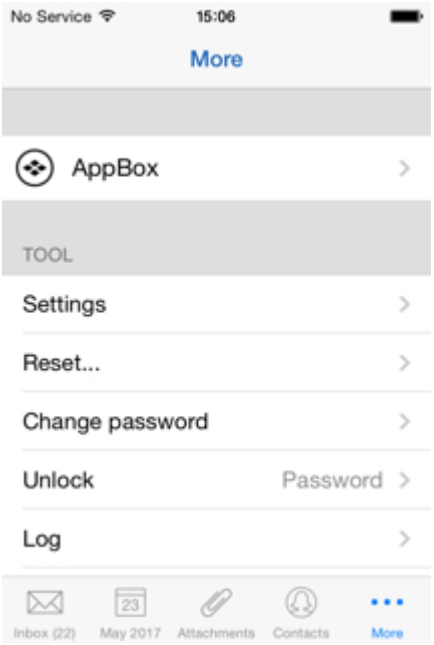


3. Please repeat the same pattern once more.

Set unlock fingerprint

This provides the option of unlocking with fingerprint, instead of having to type Username and Password.

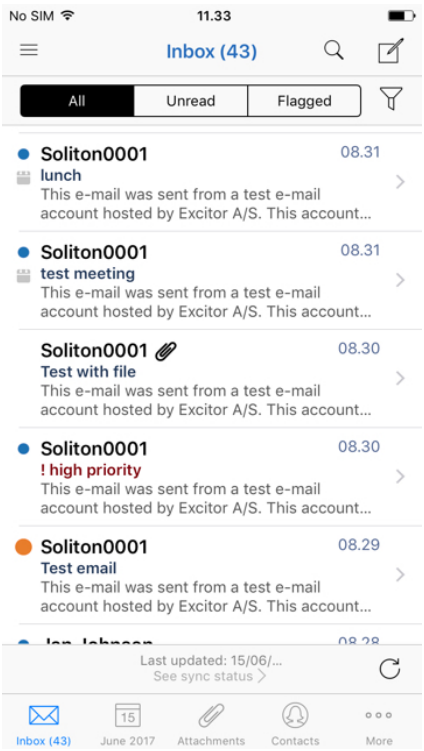
It is always possible to set the unlock option at a later stage: on the Tab bar, select **MORE** (the three dots) > **Tools** > **Unlock**.



Using DME

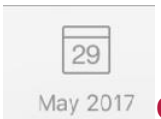
Soliton Secure Container – DME is now installed and it will synchronize Email, Calendar, Contacts, etc.

Default view



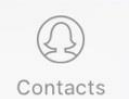
The Default start view shows the Email view, with the most used features in the TAB bar at the bottom.

Email - Access to the corporate email.



Calendar - Access to the corporate calendar. Please see below.

Attachments - Contains a view of all attachments from emails, calendar event, and to-dos on the device. It is possible to choose to download all attachments to make sure they are available offline.



Contacts - Access to the corporate contacts. Please see below.

To-do - The list of your to-dos. This allows to filter the list to show *Incomplete to-do's only* (standard view) or *All to-do's*.

AppBox - Opens the AppBox Launchpad. Please see below.

Email

To access email, tap the

EMAIL icon in the bottom TAB bar.

If you tap the

UNREAD Tab, only unread emails will appear.

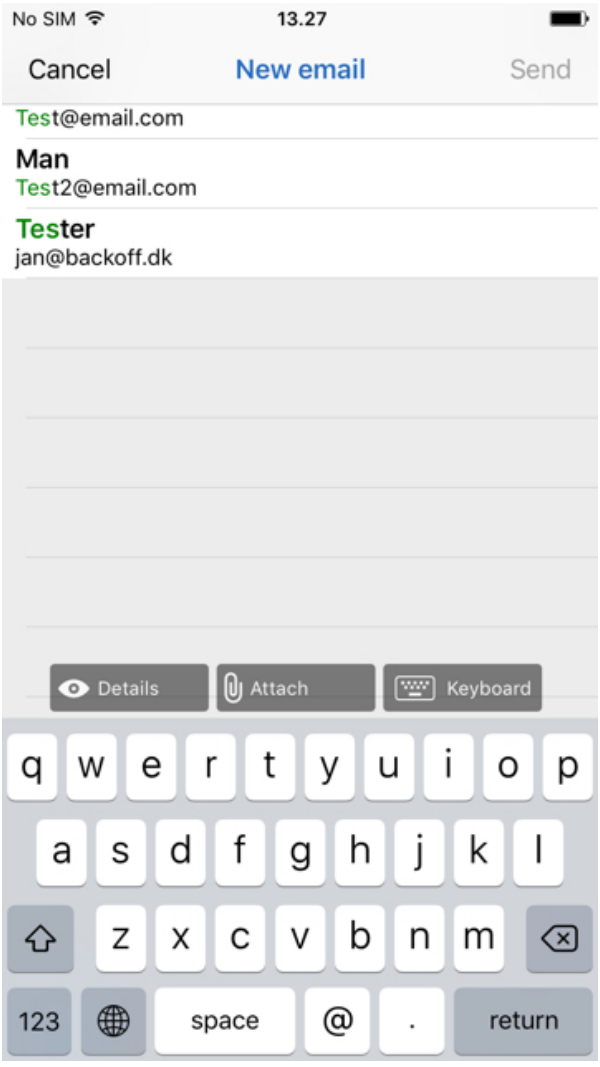
If you tap the

FLAGGED Tab, only flagged emails are shown.

Send email

Tap the **new email** icon to begin a new email:

When you start typing To, Cc, or Bcc, Soliton Secure Container - DME will show a list of matches from the local contacts and from recently used email addresses. One can also search the local contacts on the device, or the contacts in the company directory (called **Global Address Book**).



Use the **Details** (the eye) to

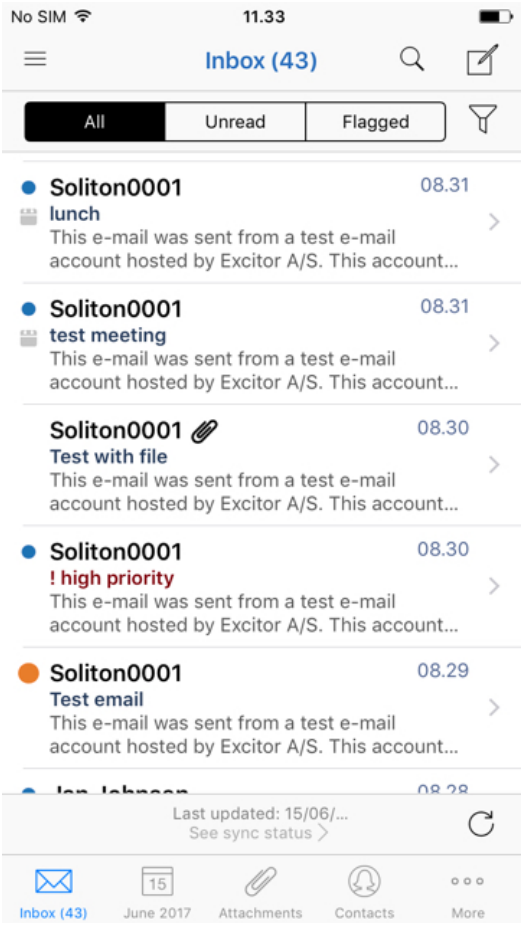
- Set message options (importance and security options)
- Security
- Signed option

Use the **Attach** to

- Select attachments

If you tap **Cancel**, you also have the option of saving the email as a draft. Tap **Yes** and the mail is saved to the Draft folder.

Email overview



Tap on an email to view the email.

The emails can have different icons:

- The email is **Unread**.

The email has **Attachments**.

You have **Flagged** this email.

You have **Replied** to this email.

You have **Forwarded** this email.

! The sender has marked this email as **Important**.

This is a **Meeting invitation**.

Besides the Menu, the top bar contains three buttons:

- Access to Email folders.
- Search Email
- Create new email

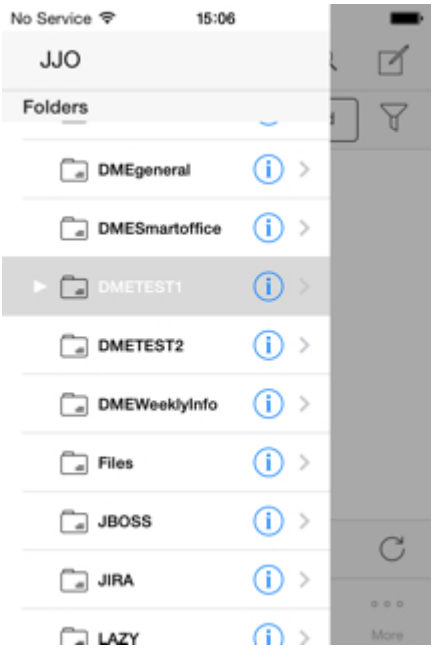
Other options included multiple select of emails with Long press on a email".

The selected emails can:

- Delete them.
- Move them to another folder.
- Mark them as Unread.
- Mark them with Flags.

Folders

Perform **a slide in from left side** to see the list of folders:



Tap on the folder you wish to see.

If a folder is empty, it might be because the folder contents are not synchronized to the device. Select the option to sync folders and perform a new Email synchronization**.**

Email details

Tap **attachment icon** to see attachments

Tap the **FLAG** icon to toggle flag status.

Tap **name bubble** to add person to contacts.

The bottom menu contains two buttons:

Delete the email.

Move To the email to another folder.

The top contains 4 options.

← Back – to email view

Present number email / Total number of emails

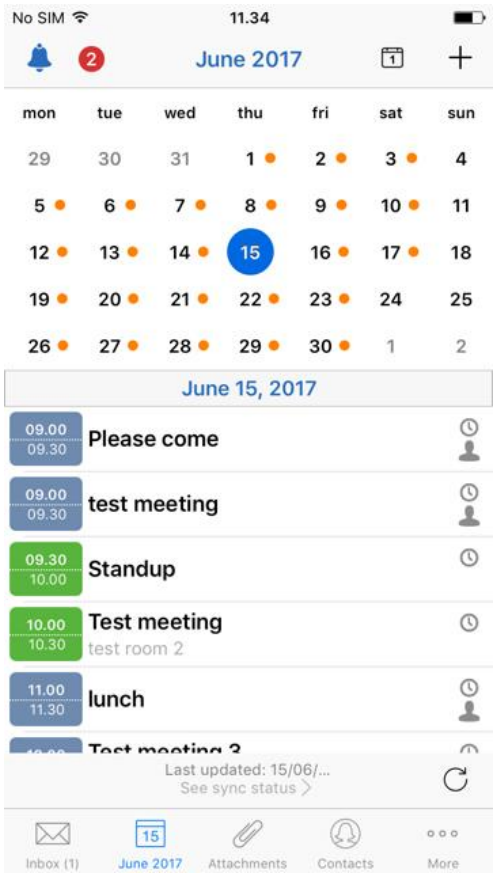
Flag status toggle

Reply, **Reply to All** or **Forward** the email.

see email **Details**.

Calendar view

The calendar has a split view:



Month. Shows a month overview, and the appointments on the day selected.

Days. Shows a timeline of the day in scrolled view

The top menu shows the present day, and the calendar icon toggles the view between month and day.

Pressing the date in the in the top bar will make the user jump back to the present day.

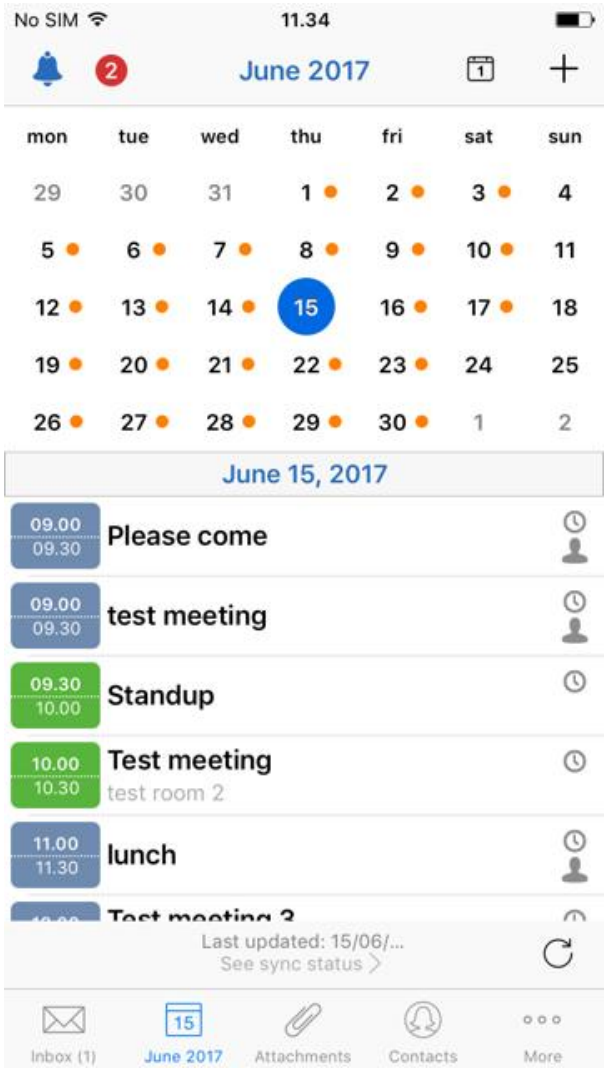
The Sync icon enables a synchronization to the backend.

Meeting invitations

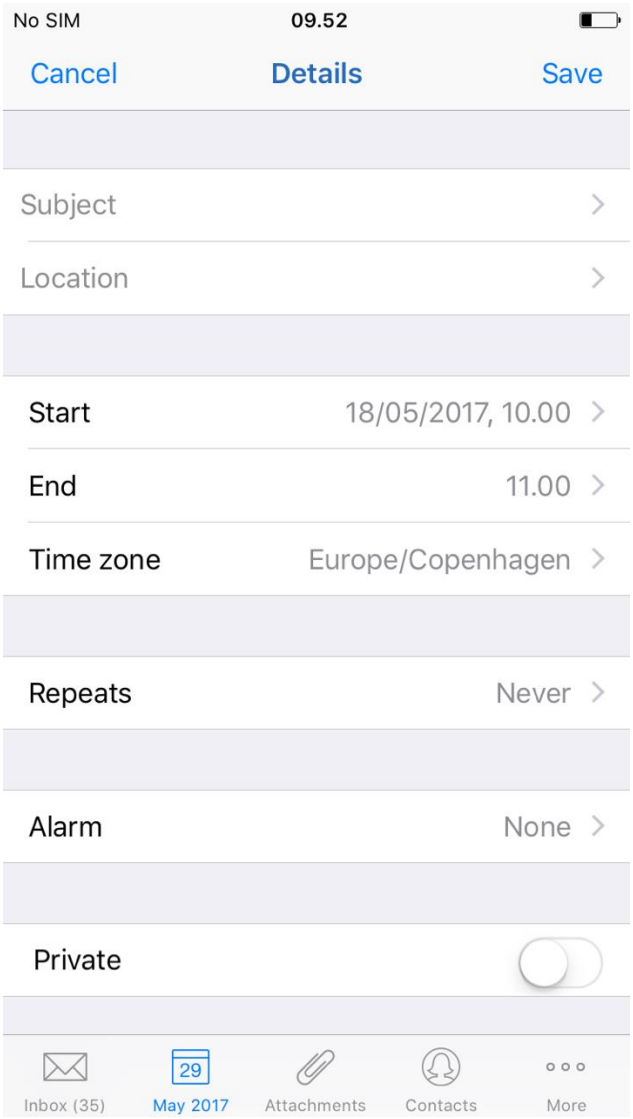
Meeting invitations are received in your email **Inbox**, and you can respond to them directly from there (**Accept**, **Decline**, or **Tentatively accept**):

New event

To create a new event (a meeting or appointment), tap the **Plus** icon:



Using the menu, you can check whether the **Participants** are free at the time you have suggested:



Other options include:

- Add **attachments** to the meeting invitation
- Make the event recurring (tap **Repeats**).
- Set an **Alarm**
- Mark the event as **Private**. Private means that other can only see that you are busy, but not the subject and details.

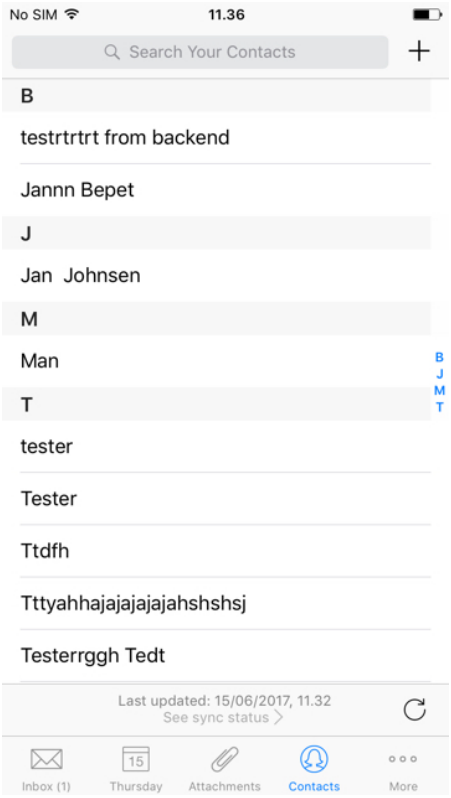
Tap **Save** will send invitations to all participants and add the meeting to your calendar.

Contacts view

If Contacts sync. is enabled, the contacts in Soliton Secure Container - DME will be the same as your local address book from Outlook/Lotus Notes. Whenever a contact is added, edited, or deleted in one place, it is changed everywhere.

It is also possible to synchronize the Contacts with the local Contact app on your device. For more information, please see the complete ***Soliton Secure Container*** - ***DME App User Guide***

When viewing a Contact, you have shortcuts to several actions:

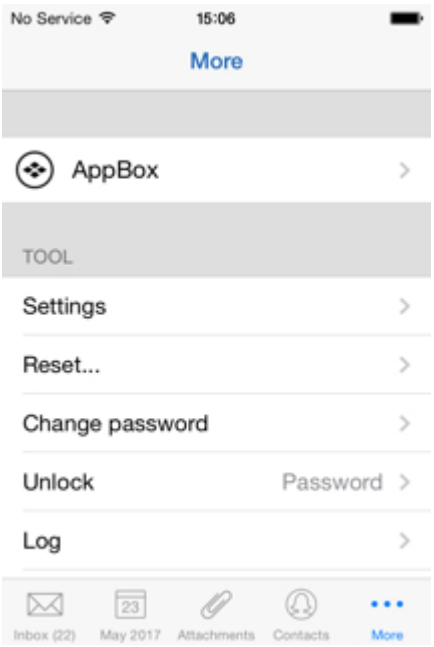


- Tap a **Phone number** to make a **Call** to the contact.
- Tap an **Email address** to send a new **Email** or book a **Meeting**.
- Tap an **Address** to view it on a map.

AppBox

The Soliton Secure Container - DME AppBox is best described as a secure corporate app store. Through the AppBox, your company can provide secure access to internal HTML5 apps, internal websites, and internal files.

Tap on **More** icon and select **AppBox** to access AppBox.



When set up by the system administrator, access to the **File Browser** app is available.

With this app, access to files on the internal network is provided.

It also allows to open files that have been saved from Soliton Secure Container - DME or other AppBox apps. If an email attachment is saved in Soliton Secure Container - DME, it is stored in the **Attachment page** in Tab bar.

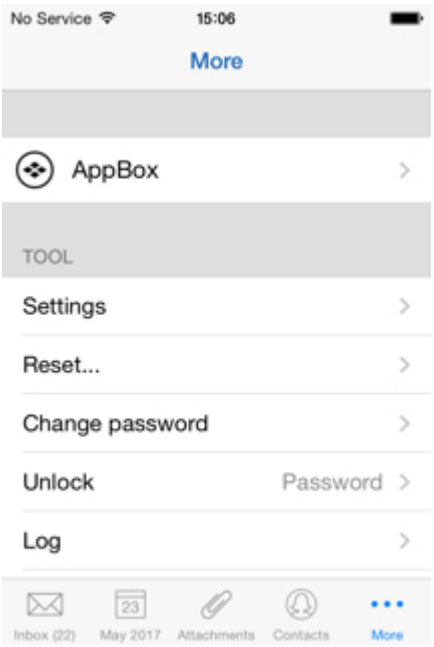
For more information on AppBox and the File Browser, please see the complete ***Soliton Secure Container*** - ***DME App User Guide***.

More

Signed and encrypted email

In order to send an signed email, and to send and receive encrypted email, Soliton Secure Container - DME requires the Private key password. On Lotus Notes this is the same as the **Notes ID password**.

Enter the private key password by selecting **More** > **Tools** > **Settings** > **Security** > **Private key password**.



If the Soliton Secure Container - DME has already synchronized email before entering the private key password, please tap **Tools** > **Reset...**. Without the reset, you will not be able to read any encrypted emails received before you entered the **Private key password**.

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