DME Quick Guide

DME 4.6 for Apple iOS

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Contents

Soliton

Welcome to the DME Quick Guide for iOS. This guide contains a short introduction to the DME app.

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How to get DME

This Quick Guide describes how things are normally done. If your company's DME Administrator tell you to do something else than is stated in this guide, do what your DME Administrator says.

1. Open the App Store app on your iOS device.
2. Search for **DME** using the search box. You are looking for the DME logo that looks like this:

3. Tap the **GET** button. The button transform into an **INSTALL** button.
4. Tap **INSTALL**
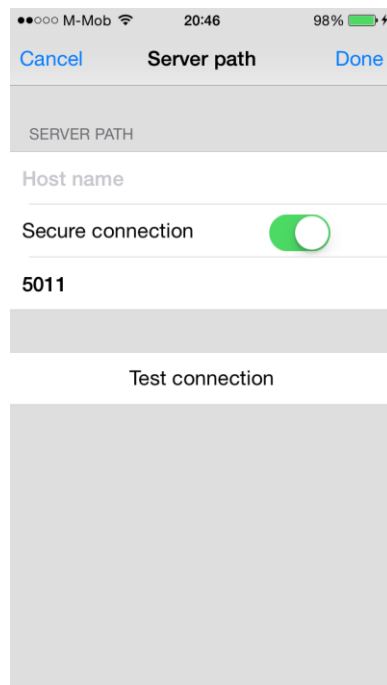5. Enter your Apple ID password when prompted, and wait for the download and installation to complete.

Getting started

Log in screen
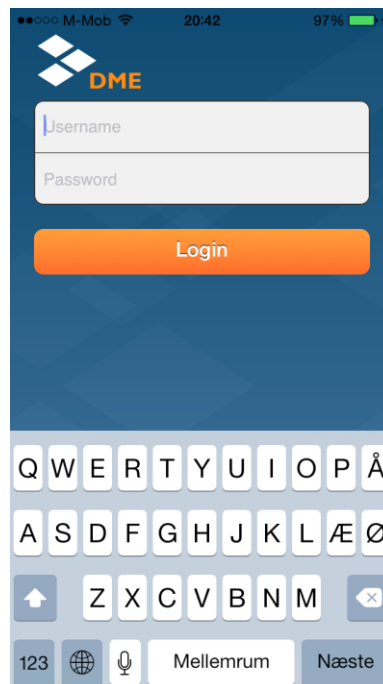
1. When you open DME for the first time, you are asked if you want to enable notifications. Tap **OK**, so you can get notified of new mails etc.

2. Then you are asked for your **Username** and **Password**.
    Use the same Username and Password as you use for logging in to your desktop computer.
    If you are a Lotus Notes user, use your *internet password* (same as your Notes Webmail password).
    If you are in doubt, ask your company's DME Administrator.
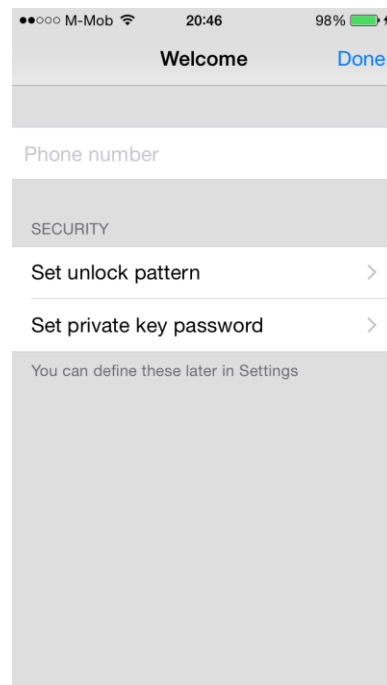
3. Tap **Login**.

Server path screen

DME then asks you for information about the server path, particularly the **Host name**.

This Host name you need to get from your company's DME Adminstrator (it usually has the form `dme.yourcompany.com`).

1. Enter the **Host name**.
2. Tap **Test connection** to make sure it works and is typed correctly.
3. Tap **Done**.

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 DME Administrator.

Set unlock pattern

This gives you the option of setting an Unlock pattern, which is a swipe code, you can use 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. Then repeat the same pattern once more.

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You can always set the pattern later: on the Desktop, tap **Tools** (the Gear icon),

Then tap **Set unlock pattern**.
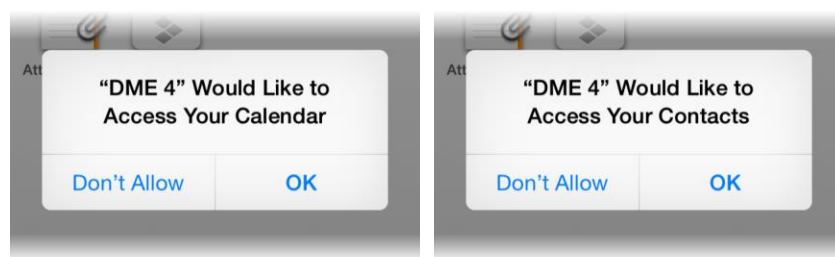
Set private key password

This is used for encrypting and decrypting emails, and to sign private emails.

If you don't know what this is, or if no one has told you to fill this out, you can simply forget about it.

1. If you have a private key, tap **Set private key password**.
2. Enter the key.
3. Tap **Done**.

Access your Contacts and Calendar

DME might ask you these questions:
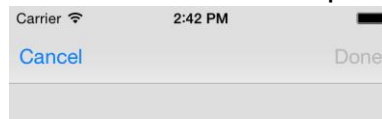

Tap **OK** to each of these.

Pre-registered device

Some companies only allow already known devices. These are called **pre-registered devices**.

The means that you might get this message:
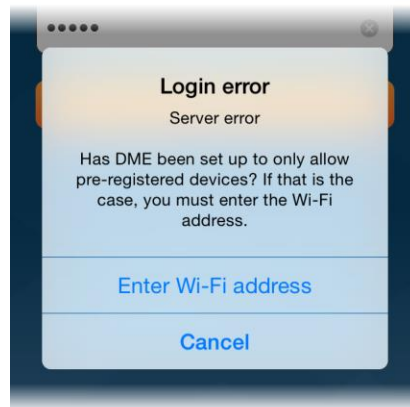
1. Tap **Enter Wi-Fi address**.
2. Exit DME, and open the iOS **Settings** app. Go to **General** > **About**. Long tap on the **Wi-Fi Address**, and tap **Copy**.
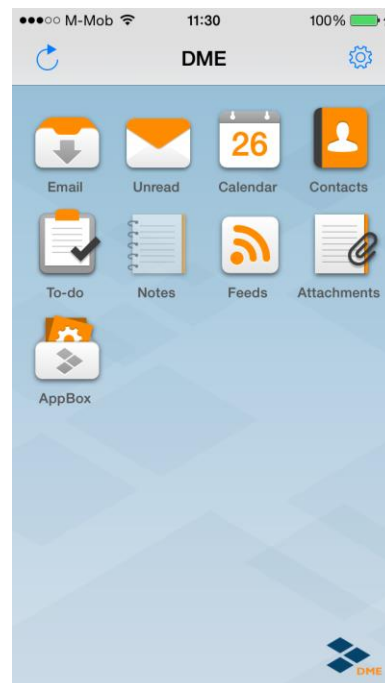3. Go back into DME and paste what you copied into the text field

4. Tap **Done**.

Using DME

You are now done setting things up, and DME will synchronize your Email, Calendar, Contacts, etc.

Desktop

The DME Desktop shows the features you are allowed access to. These might include:

Email - Access to your corporate email. See below.

Unread - See your unread emails only. A badge on the Unread icon shows how many unread emails you have in the Inbox.

Calendar - Access to your corporate calendar. See below.

Contacts - Access to your corporate contacts. See below.

To-do - The list of your to-dos. You can filter the list to show Incomplete to-dos only (standard view) or All to-dos.

Feeds - RSS feeds. Your DME Administrator can set up RSS feeds that are synchronized to your device. This could for instance be a feed from a news site or an internal CRM database.

**Notes** - If you are using Lotus Notes, you can synchronize your personal notes (formerly known as Journals) to the device.

Attachments - Contains a view of all attachments from emails, calendar event, and to-dos on the device. You can choose to download all attachments to make sure they are available to you offline (if you need the during a flight, for instance).

AppBox - Opens the AppBox Launchpad. See below.

Rearrange icons
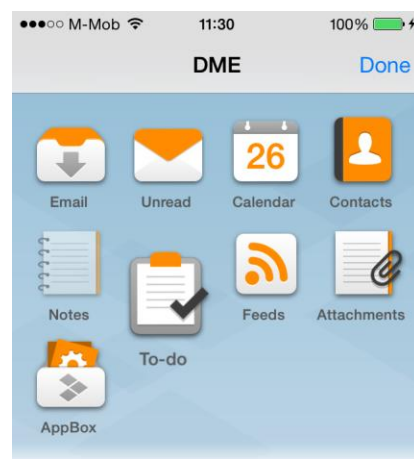
You can rearrange the icons by long-pressing and icon, and then move the icons around. Tap **Done** when you are finished.
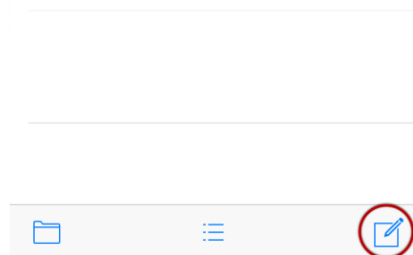
Email

To open email, tap the [inbox icon] **Inbox** icon on the Desktop.

A badge on the Unread icon shows how many unread emails you have in your Inbox.

If you tap the [envelope icon] **Unread** icon, you see your unread emails only.

If you want to go back to the **Desktop**, tap the [home icon] **home** icon.

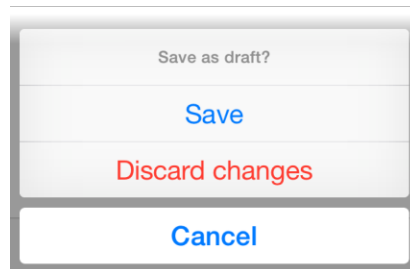## Send email

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

When you start typing To, Cc, or Bcc, DME will show you a list of matches from your local contacts and from recently used email addresses.

You can also tap [search icon] **search** to search for contacts in your company directory (called **Global Address Book**).

Using the three grey icons floating above the keyboard, you can:

[eye icon] Set email details (importance and security options)

[paperclip icon] Add and manage attachments

[keyboard icon] Hide the keyboard

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

Email overview

Tap on an email to see it.

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**.
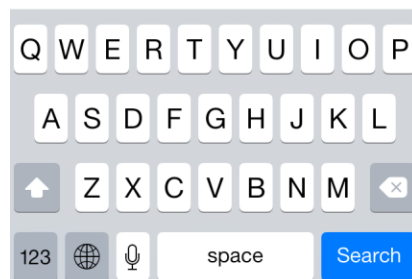
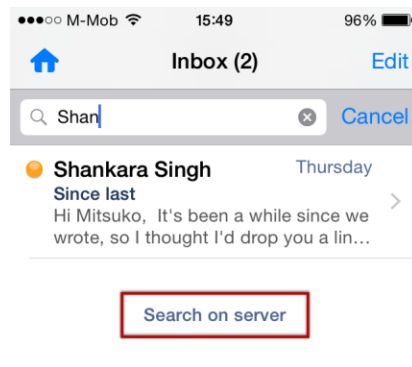📅 This is a **Meeting invitation**.

The bottom menu contains three buttons:

▢ Folders. Tap here to see your email folders. See below.

☰ Sort. See below.

✎ New email. Tap here to create a new email.
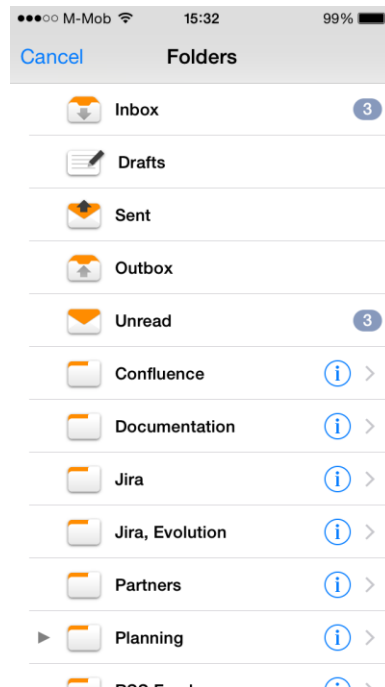
Search

Tap [search field] **Search field**, and start typing your search.

If the email you are looking for aren't found on your device, you can tap **Search on server**:

Folders

Tap ⬚ **Folders** to see the list of folders:

Tap on the folder you wish to see.

Tap the small **Arrow** to see sub-folders:
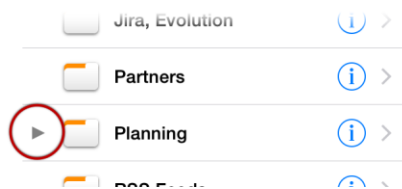
If you have folder with a lot of emails, and you already know that you are not going to look at these emails on your device, you can turn off synchronization for this folder. This will save time when synchronizing as well as preserve space on your device. To access the synchronization settings for a folder, Tap the **Circle-i**:

14

Sort

Tap ☰ Sort button to sort by:

- ❖ **Date**.
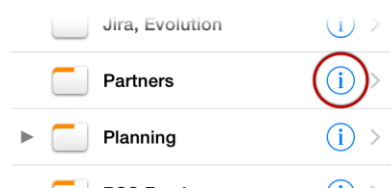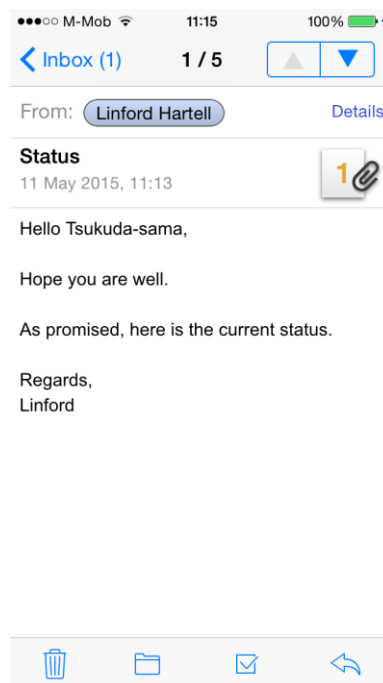- ❖ **Sender**.
- ❖ **Subject**.
- ❖ **Flagged**. Emails you have marked with a flag.
- ❖ **Priority**. Emails marked as important by the sender.

Email details

Tap 📎 **attachment icon** to see attachments

Tap Linford Hartell **name bubble** to choose between:

- ❖ **Adding** the person to your contacts.
- ❖ **Searching** global company address book.
- ❖ **Calling** the person on the phone (if the person is already in your contacts, and have a phone number).

The bottom menu contains four buttons:

🗑 **Delete** the email.

📁 **Move** the email to another folder.0

☑ **Mark** the email as read or unread, or set a **Flag** on the email.

↩ **Reply** or **Forward** the email, or create a **Meeting** from the email.

Calendar

The calendar has **4** different views:

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

📅 **Day**. Shows a timeline of one day.

☰ **List**. Shows a list of upcoming appointments.

Week. Is shown when the device is in landscape mode. Shows timeline of a whole week.

Meeting invitations

If the **List** view has a badge with a number, it mean you have meeting invitations that you haven't responded to. Tap ☰ **List** view to see the invitation at the top of the list.
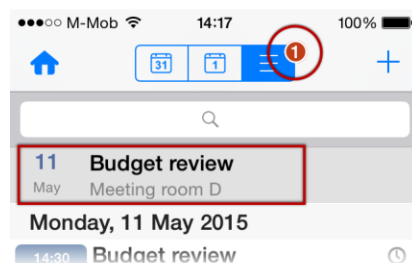
Tap the invitation to see details and respond to it (**Accept**, **Decline**, **Delegate**, or **Tentatively accept**).

Meeting invitations will also be shown as an email in your email **Inbox**, and you can respond to them directly from there.

New event

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

After adding **Participants**, **Rooms**, and/or **Resources**, a button appears that can check whether these are available at the time specified:

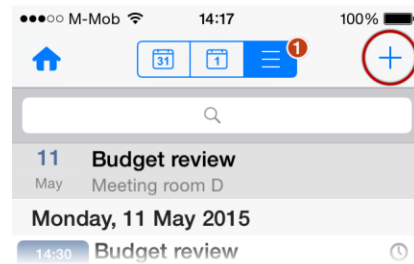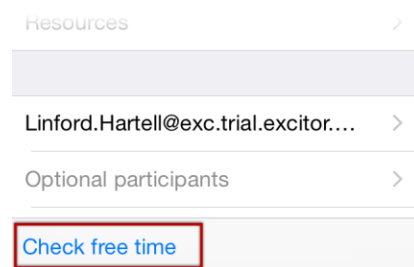

Note that you might not be able to use Rooms and Resources, depending on settings by your system administrator.

Other options include:

❖ 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 **Send** will send invitations to all participants and add the meeting to your calendar. If there are no other participants, the button is called **Save** instead.

Contacts

If Contacts sync. is enabled (**Tools** (the Gear icon) > **Settings** > **Contacts**), the contacts in 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 *DME App User Guide* *https://resources.excitor.com/docs/dme-app-user-guide-apple-ios*.

When viewing a Contact, you have shortcuts to several actions:
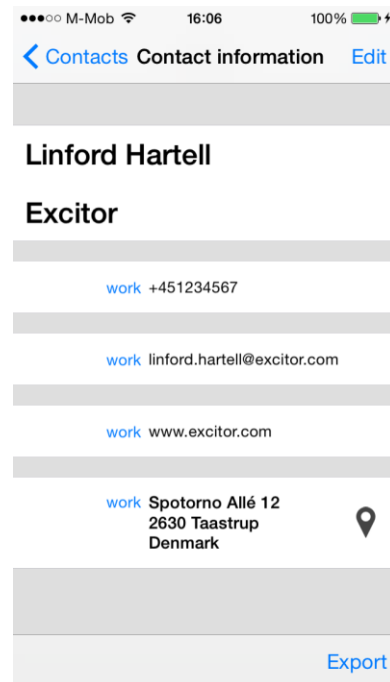
- ❖ Tap a **Phone number** to make a **Call**, or send a **SMS**/**MMS**.
- ❖ Tap an **Email address** to send a new **Email** or book a **Meeting**.
- ❖ Tap a **Webpage** to open that page.
- ❖ Tap an **Address** to view it on a map.

AppBox

DME AppBox is best described as a secure corporate app store. Through AppBox, your company can provide you secure access to internal HTML5 apps, internal websites, and internal files.

Tap on an icon on the AppBox launchpad to open it:
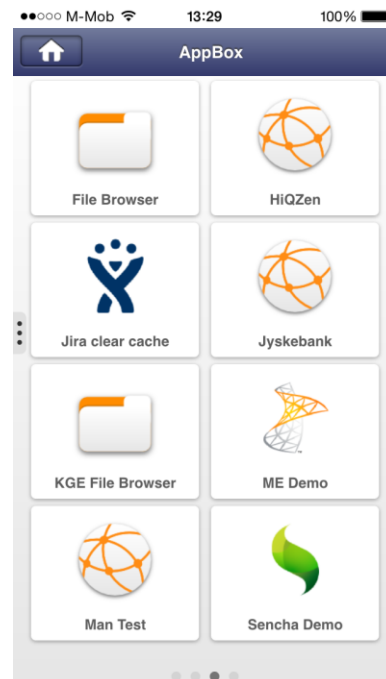
If your system administrator has set it up, you can have access to the **File Browser** app.

With this app, you can access files on your internal network.

You can also use it to open files that has been saved from DME or other AppBox apps. If you save an email attachment in DME, you can find in the **File Browser** in the folder **Application** > **Attachments (saved)**.

For more information on AppBox and the File Browser, please see the complete *DME App User Guide https://resources.excitor.com/docs/dme-app-user-guide-apple-ios*.

More

Signed and encrypted email

In order to send signed email, and to send and receive encrypted email, DME needs to know your Private key password. On Lotus Notes this is your **Notes ID password**.

Enter it by selecting **Tools** (the Gear icon) > **Settings** > **Security** > **Private key password**.

If DME has already synchronized email before you do this, you have to tap **Tools** > **Reset....** If you don't reset, you won't be able to read any encrypted emails received before you entered the **Private key password**.