

ISEC7 Mobile Exchange Delegate

Android User Documentation





1	Create Master Account	4
2	Add Delegate Access	6
3	Add Shared Calendars	7
4	Synchronization	8
5	Managing Folders	9
5.1	Folders	9
5.2	Add Folder	10
6	Move Items	11
7	Categorize Items	12
8	Search	13
9	Configure a Sent Items Folder	14
10	Microsoft Outlook Documentation	15
10.1	Delegate permissions	16
10.1.1	Outlook 2013 & 2016	16
10.1.2	Outlook 2003 / 2007 & 2010	17
10.2	Additional folders	18
10.3	Shared calendar	20
10.3.1	How to share a calendar	20



Minimum Requirements

ISEC7 Mobile Exchange Delegate requires Android OS 4.0.3 (ICS, API level 15) or higher.

Installation

ISEC7 Mobile Exchange Delegate is available in the Play Store <https://play.google.com/store/apps/details?id=com.isec7.android.med>.

ISEC7 Mobile Exchange Delegate for BlackBerry, ISEC7 Mobile Exchange Delegate for MobileIron and ISEC7 Mobile Exchange Delegate for AirWatch will deploy the app to your device via Mobile Device Management.



1 Create Master Account

The account generation will take you through the necessary steps and is started automatically when the application is run for the first time.

← Account

Email
Beate.Musterfrau@isec7.com

Username
bmusterfrau

Password
.....

CONTINUE

MANUAL CONFIGURATION

- Enter your email address, username and password and press continue.

Email ✓

Calendar ✓

Contacts ✓

All

Choose the folders to add.
More folders and public folders can be added later.

SAVE

- The application will try to configure itself automatically by using the Autodiscover service of the Exchange or Office 365 server.
- If the automatic configuration fails you will be asked to enter the server address manually.
- The account is now being validated. You can select the default folders if you want to add them to MED.



← Additional mailboxes

The following mailboxes have been discovered to be available for full access as a delegate:

Sally Sample sally.sample@isec7.com	ADD
Max Mustermann Max.Mustermann@isec7.com	ADD
John Doe john.doe@isec7.com	ADD

FINISH

- If the configuration was done automatically via AutoDiscover all delegate accounts with full access are offered to be added to MED in a next step.
- Other delegate accounts can be added later.

To edit or remove your own account you can select it from the settings.



2 Add Delegate Access




After your own account has been created, delegate accesses can be added.

← Add Delegate Access

Mailbox
Name
Sally Sample

Email
sally.sample@isec7.com

Mark as read
Emails that you read will be automatically marked as read

 Email	✓	<input checked="" type="checkbox"/>
 Calendar	✓	<input checked="" type="checkbox"/>
 Contacts	✓	<input checked="" type="checkbox"/>
		All <input checked="" type="checkbox"/>

Choose the folders to add.
More folders and public folders can be added later.

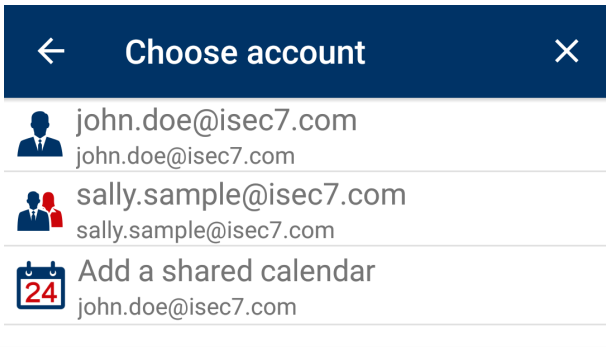
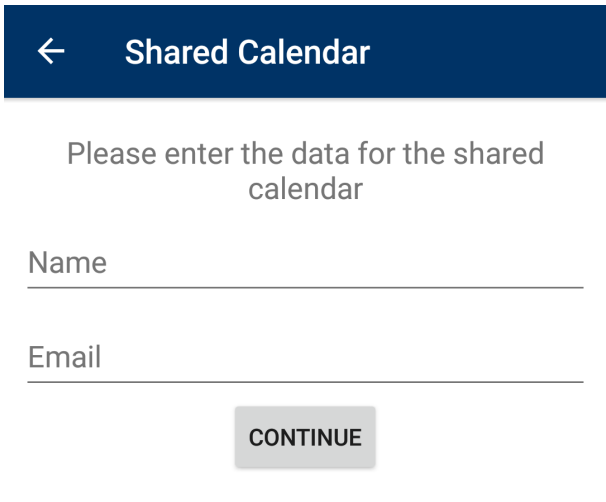
SAVE

- Click “+ Add Delegate Access” and enter the name and email of the delegate access.
- If an error occurs when validating the account check the settings and the permissions of the mailbox.



3 Add Shared Calendars

ISEC7 Mobile Exchange Delegate provides you the possibility to access shared calendars of other users.

	<ul style="list-style-type: none">• Open the application menu and select "Folders".• Press the + action to add a folder.• Access to shared calendars is configured by selecting "Add a shared calendar".
	<ul style="list-style-type: none">• In the name field enter any name you want to give the shared calendar in MED.• Enter the email address of the person granting you access to his calendar.• In the next step ISEC7 Mobile Exchange Delegate verifies your permissions to access the shared calendar.• In the case of an error please check your settings and your permissions to access the shared calendar.



4 Synchronization

It is recommended to run the first synchronization of a folder with more than 1000 objects in a WiFi connected environment.

The synchronization runs in a background process, you can close the client safely.

After a successful initial synchronization all further calls will transfer only new or changed items (delta-synchronization).

On Exchange 2010 or higher new items are synchronized first.

← Synchronization

Background synchronization
Folders are automatically synchronized in the background

Synchronize only in WiFi
The background synchronization uses all networks

Synchronize in roaming
The background synchronization is disabled in roaming

Synchronization frequency
30 minutes

Ignore battery optimizations
Application is optimized. Enable this checkbox to let the app stay connected in the background. This may use more battery.

- The synchronization settings can be accessed using “Synchronization” in the settings.
- You can configure the interval for the background synchronization or disable it altogether.
- Furthermore, you can limit synchronization to WiFi networks.
- Moreover, you can allow the background synchronization to synchronize data when you are connected to a roaming network.

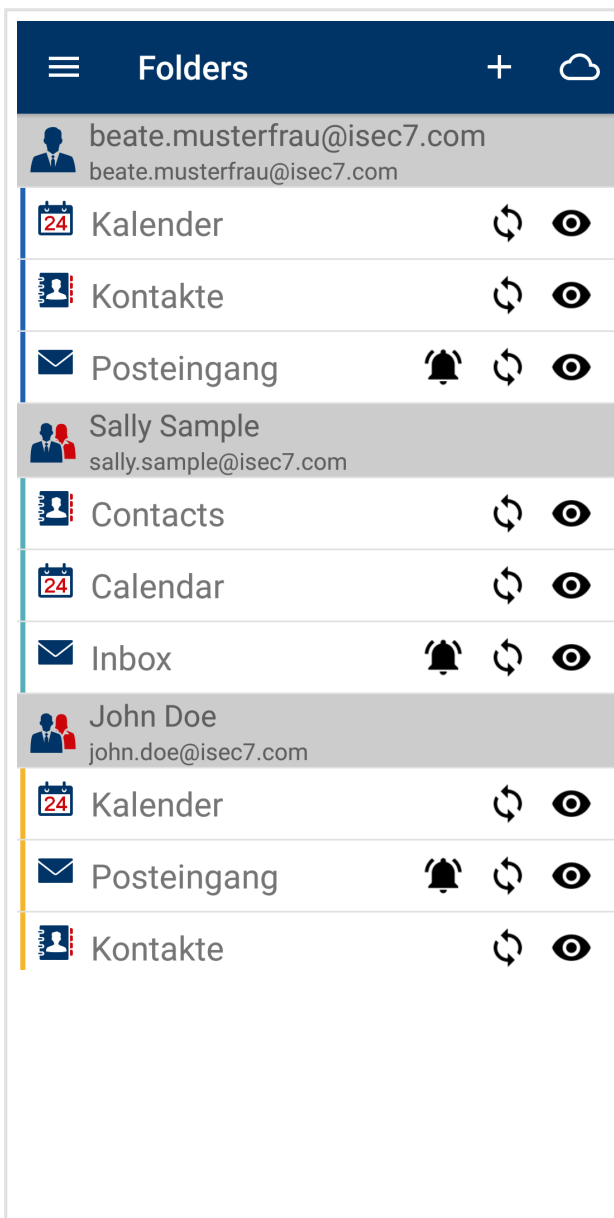







5 Managing Folders

In the different sections (mail, contact, calendar) folders of different accounts can be combined into a single view.

You can manage these folders with the “Folder” action in each section or use the Folder section to manage all folders.

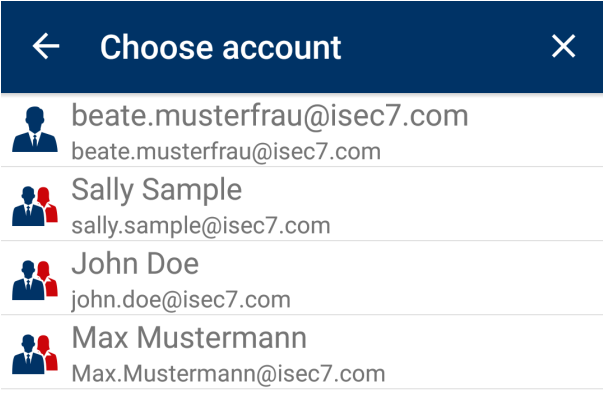
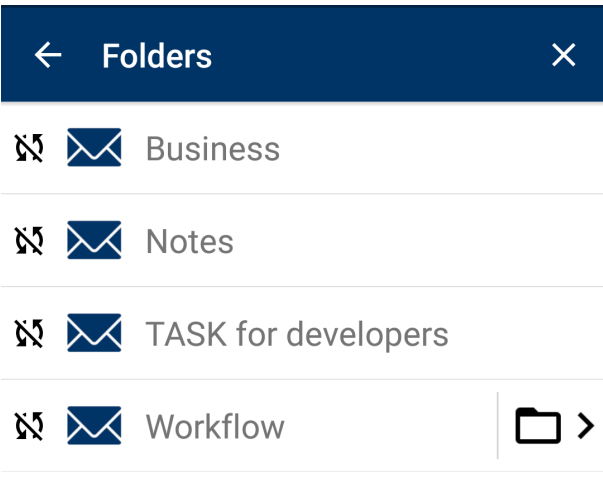
5.1 Folders



- To go to the folders section open the application menu. Then select "Folders".
- From other sections press the folders action 
- You can open a single folder view by clicking on a folder.
- With a long click you can open the folder context menu which allows you to delete the folder from MED. All synchronized data will be removed.
- Moreover, you can change the folder color. Every element is marked with its folder color. In front of every email and every contact the folder color is shown. Every appointment is completely covered with the folder color.
- The following options can be changed by clicking on the icons:
 - Visible in the combined view 
 - Synchronized in the background 
 - Notifications for new emails 
- To open an online view select the cloud  action.
 - Items in the online view will be displayed directly without synchronizing the elements to the device.



5.2 Add Folder

	<ul style="list-style-type: none">• To add a folder select the '+' action. If there are multiple accounts choose one.
	<ul style="list-style-type: none">• The list of available folders will be displayed. Already added folders will be filtered out.• Add folders by clicking them. Open subfolders by clicking the folder > icon.



6 Move Items

← Select target folder

Sally Sample
sally.sample@isec7.com

Inbox

John Doe
john.doe@isec7.com

Posteingang

Max Mustermann
Max.Mustermann@isec7.com

Posteingang

- To move an item choose the context action “Move”. You can now choose the target account and folder.
- Moving between accounts on the same server is supported.

←

Wednesday, 10. September 2014

John Doe 17:45
Strictly confidential

John Doe 17:43
RE: Certificate exchange

Max Mustermann 15:44
Accepted: Conference Mobile

John Doe 15:43
Declined: Conference Mobile

- Mails that belong to an account that has archive functionality can be moved to the archive by selecting the “Move to archive” context action.



7 Categorize Items

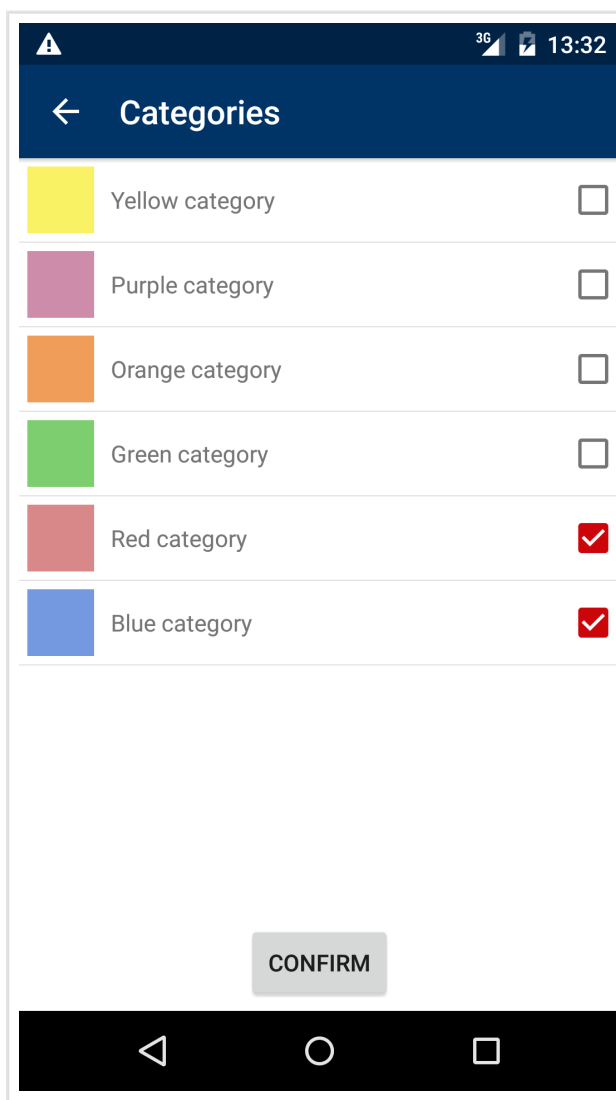
Categories are supported since Exchange 2010 or higher.

The category list for each user is refreshed with each synchronization.

As the category list is stored in the user's calendar folder you need at least read permissions on this folder.

Editing of categories is not supported in MED, you can edit them in Outlook and MED will retrieve the changes with the next synchronization.

Categories are shown in lists and detail views.

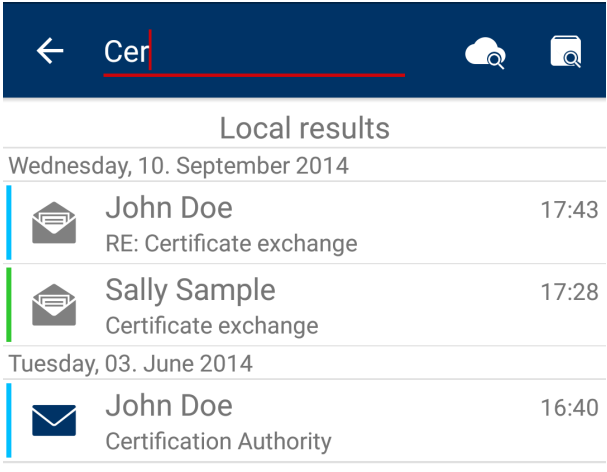


- To categorize an element choose the context action "Categorize".
- Furthermore, you can add categories to multiple elements using the context action "Add categories". To activate the context action just press and hold an item in the list. For example, press and hold an email in the email list. Then the available context actions are shown.
- And you can clear all categories for multiple elements using the context action "Clear categories".



8 Search

The search is always done in the synchronized folders by default.



The screenshot shows an email search interface. At the top, there is a search bar with the text 'Cer' and a red underline. To the right of the search bar are two icons: a cloud with a magnifying glass and a document with a magnifying glass. Below the search bar, the results are categorized under 'Local results'. The first category is 'Wednesday, 10. September 2014', which contains two email entries: one from 'John Doe' with the subject 'RE: Certificate exchange' and a time of 17:43, and another from 'Sally Sample' with the subject 'Certificate exchange' and a time of 17:28. The second category is 'Tuesday, 03. June 2014', which contains one email entry from 'John Doe' with the subject 'Certification Authority' and a time of 16:40.

- To search online click the cloud search action.
- The online search is conducted on a single account. If multiple accounts are configured the appropriate account can be selected with a drop down.
- The online search uses subject, body, sender and recipient fields when searching.

If at least one account with archive functionality is available the archive can be searched by selecting the search archive action. This action is only available in the email section.

If multiple accounts are available they can be selected with a drop down.

The archive search uses subject, body, sender and recipient fields when searching the archive.

The search covers all archive folders.

Emails from the archive cannot be moved back, but can be answered or forwarded.



9 Configure a Sent Items Folder

When an email is sent using ISEC7 Mobile Exchange Delegate then the sent email is stored in the sent items folder of a master account. While this reflects the default behavior of Outlook it may be useful in various situations to move the sent email to another folder.

Mailbox

Name

Sally Sample

Email

sally.sample@isec7.com

Mark as read

Emails that you read will be automatically marked as read

Sent items folder

Move sent emails to folder

Sent Items
(sally.sample@isec7.com) >

SAVE

- To achieve this there is an additional option in the configuration pane of each account (both master accounts and delegate accesses). There is a switch in the section sent items folder. When this switch is activated a folder can be selected to which sent emails will from now on be moved. It is also possible to choose a folder of another account. Furthermore, it is possible to choose a public folder. The account of the selected folder only has to be on the same server. Emails cannot be moved between different servers.
- All subsequently sent emails of that account will be moved to the selected folder without further interaction.



10 Microsoft Outlook Documentation

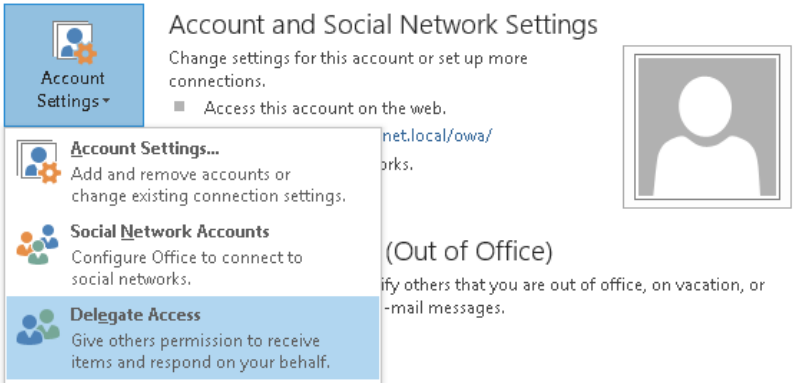
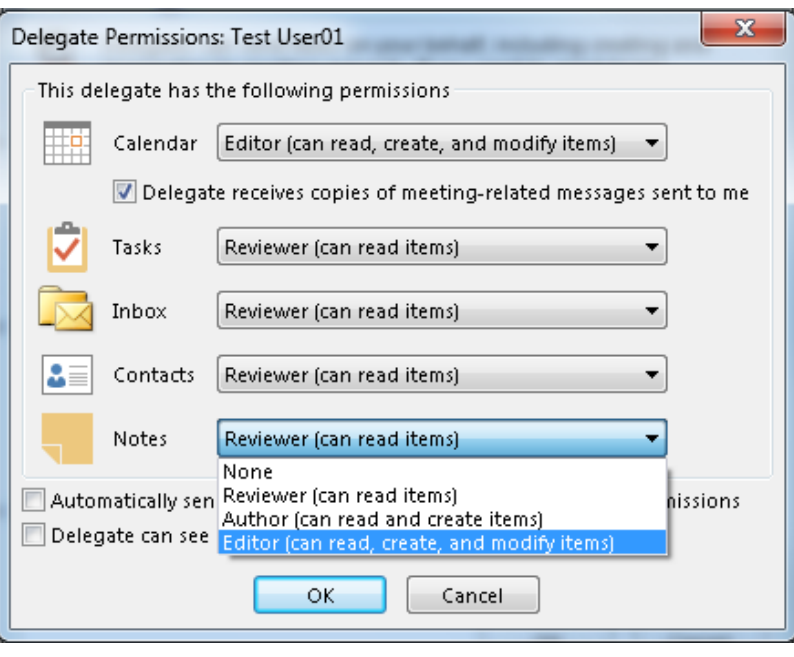


10.1 Delegate permissions

To give other users access to your folders, permissions in your Outlook have to be configured accordingly.

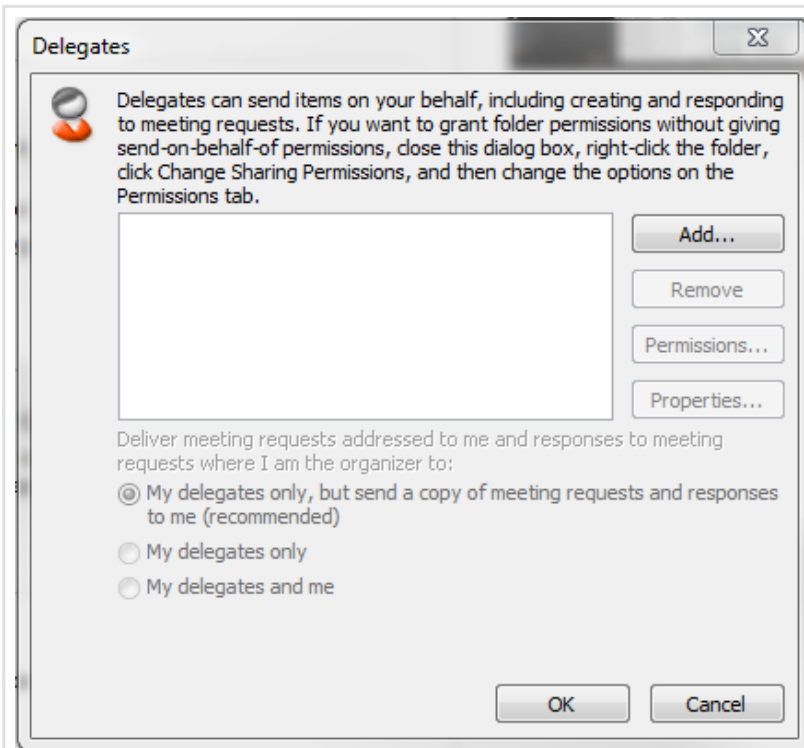
Please mind that private items are only supported for your own account. Accessing items marked as private in folders of delegate accounts is not possible.

10.1.1 Outlook 2013 & 2016

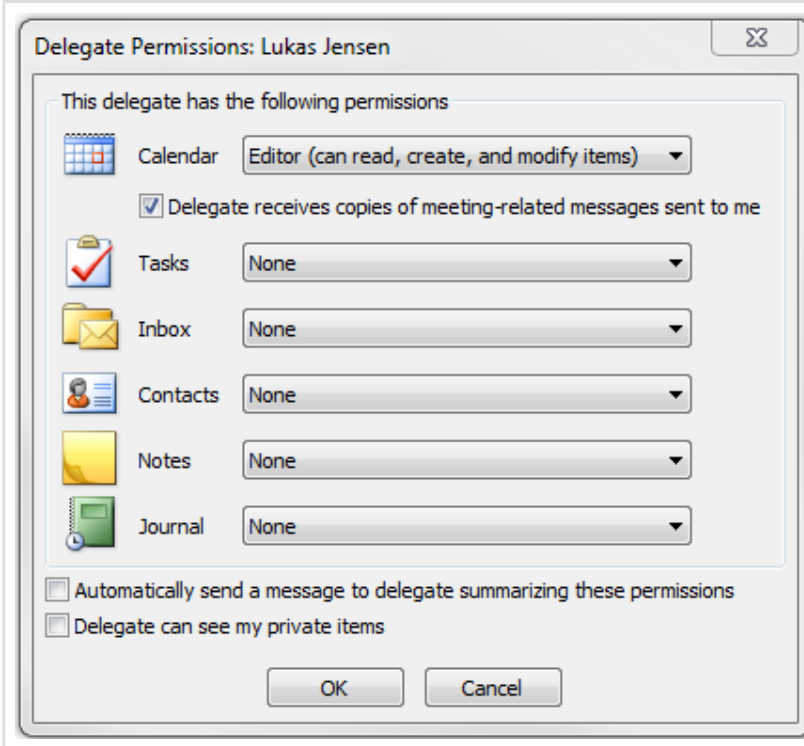
	<ul style="list-style-type: none">• Select “Info” under “File” and modify the account settings for “Delegate Access”.
	<ul style="list-style-type: none">• The minimal level is “Reviewer”.• If the delegate should be able to create, edit and delete items the level should be set to “Editor”.



10.1.2 Outlook 2003 / 2007 & 2010



- To configure these permissions, open Settings in Outlook and navigate to Delegates

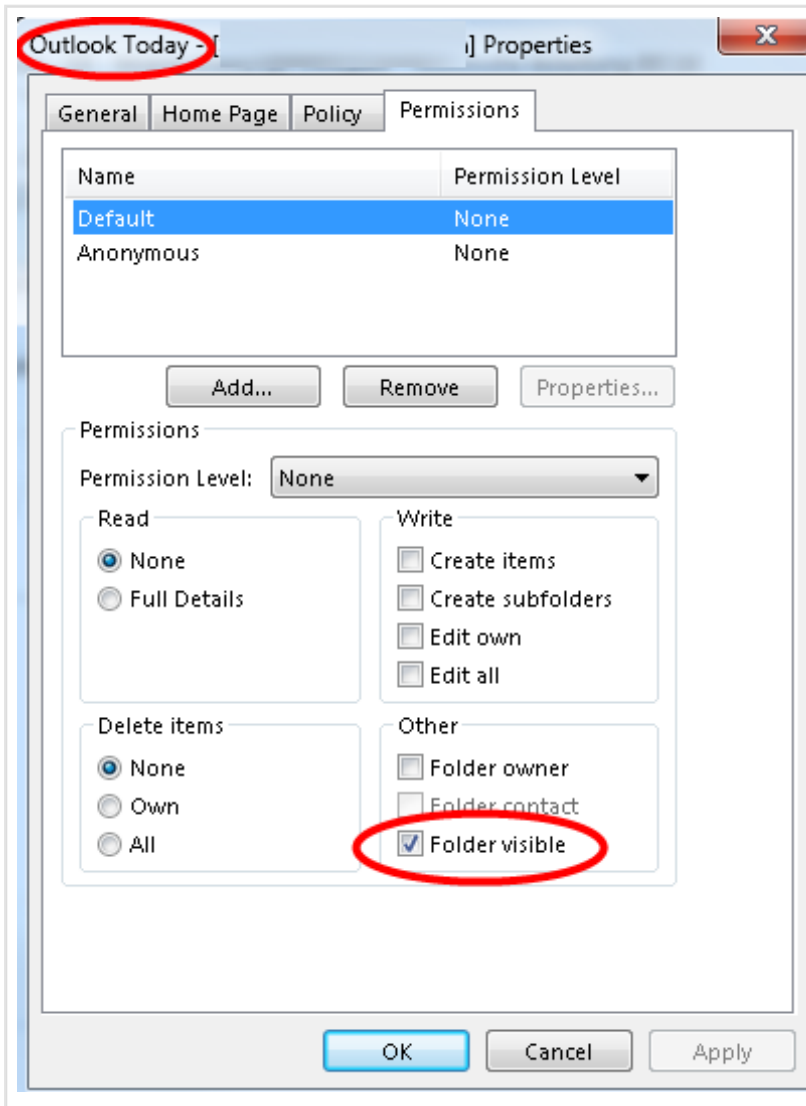


- Click “Add” and choose the person you would like to grant access to your calendar and set the desired access level.

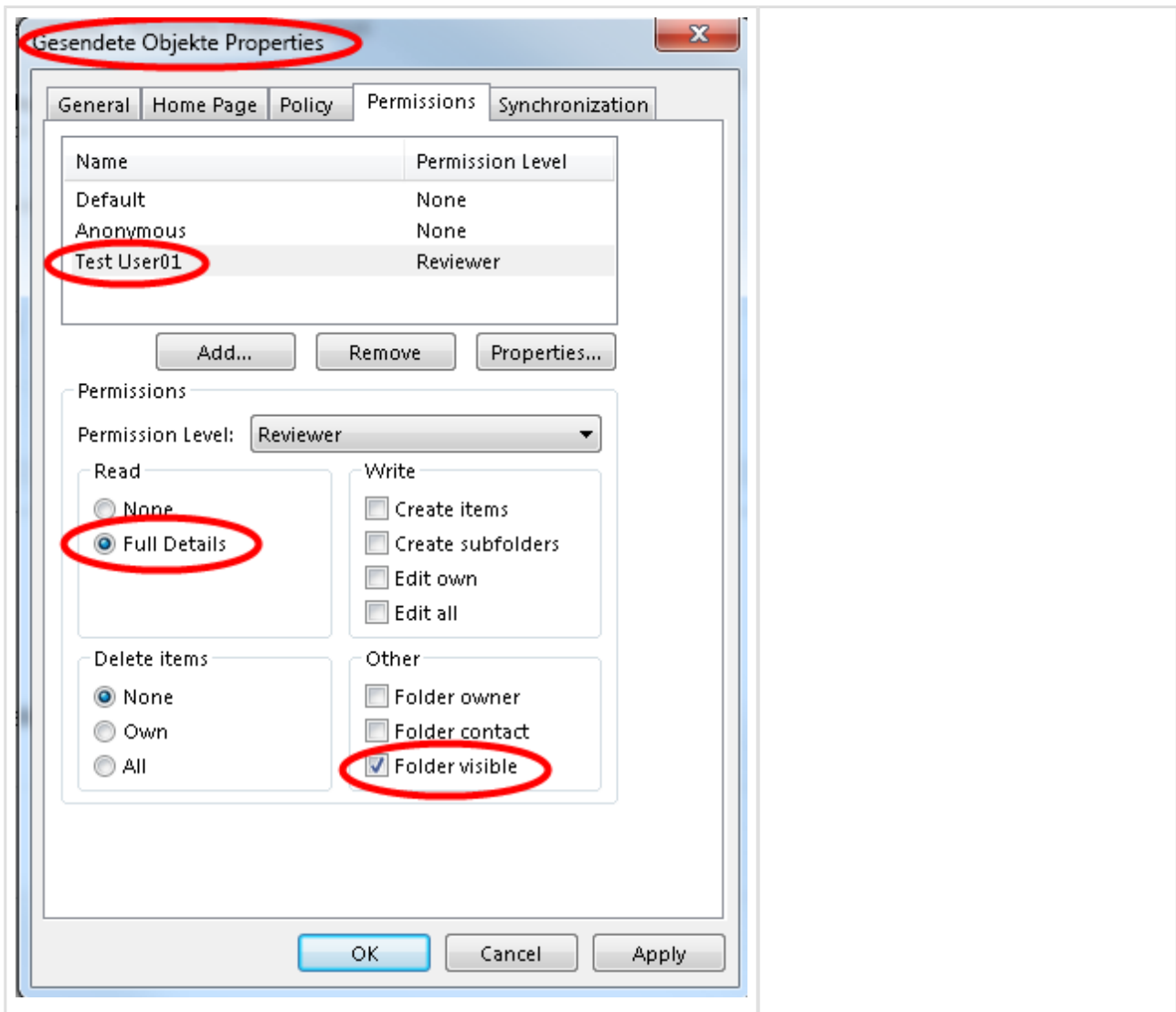


10.2 Additional folders

To access other folders the permissions have to be set separately. The topmost folder (Outlook Today or MsgFolderRoot) has to be visible for the accessing user, in addition to the accessed folders, if folders other than the default folders (inbox, calendar) are to be shared. All folders that delegates have access to, have to be visible and have at least read access.



- You can change permissions by right clicking a folder, properties or folder permissions, permissions.



Public folders are always accessed with the own account. Access to public folders with delegate permissions is not possible.



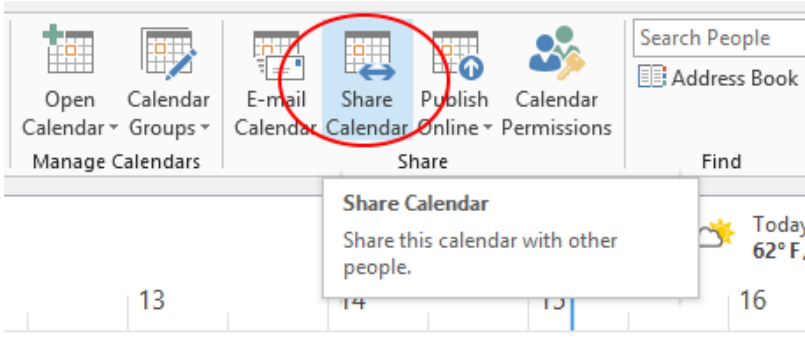
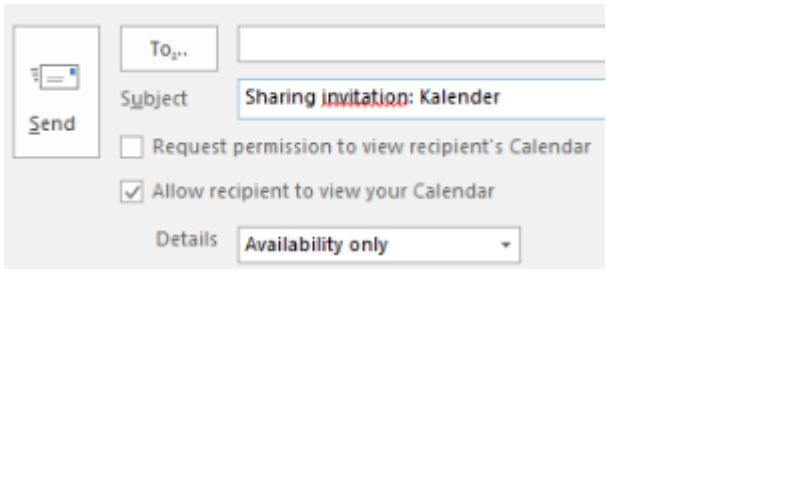
10.3 Shared calendar

A calendar can be shared without giving delegate permissions. Then only the calendar can be accessed. Sharing a calendar is not only limited to the default folder calendar. Additional calendar folders can be created and shared.

Every appointment can be marked as private so that others cannot see it in the shared calendar.

To share a calendar an email containing a sharing invitation is sent. The sharing invitation grants the recipient access to your Calendar. Optionally the email can contain a request for the permissions to view the recipient's Calendar.

10.3.1 How to share a calendar

	<ul style="list-style-type: none">• In Outlook go to Calendar.• In the navigation area click on Share Calendar.
	<ul style="list-style-type: none">• Now, you can create the email containing the sharing invitation.• The receiver of this email is the person you want to give access to your Calendar. In the To-field enter the name of that person.• Furthermore, you can request the permission to view the recipients Calendar.