



grommunio

grommunio Web Documentation

Release 2025.03.03

grommunio GmbH

Mar 03, 2025

Contents

1	Introduction	1
1.1	Requirements	1
1.2	Login	2
1.2.1	Accessing grommunio Web	2
1.2.2	Welcome Assistant	4
1.2.3	Overview	4
1.2.4	Data structure	4
1.2.5	Overall behavior	5
2	Mail	6
2.1	Mail reading	6
2.2	Mail sending	7
2.3	Mail organization	8
2.4	Mail actions	8
3	Calendar	9
4	Contacts	10
5	Tasks	11
6	Notes	12
7	Settings	13
7.1	Mail signatures	13
7.2	Signature templating	13
7.2.1	Signature Placeholders	14
8	Mobile Device Management	15
8.1	Overview	15
8.2	Actions	16
8.2.1	Wipe Device	16
8.2.2	Full Resync	17
8.2.3	Remove Device	17
8.2.4	Refresh	17
9	Chat	18
10	Meet	19
11	Files	20

grommunio Web is the web-based interface of the grommunio software suite. It combines a set of applications which allow easy usage for everyday users. grommunio Web can be accessed through a modern web browser and has all the important and daily usable tools like e-mail, calendar, contacts, notes & tasks, and integration with grommunio Meet and others.

Altogether, grommunio Web offers integrated advanced tools for teamwork and professional collaborations, such as chat and web meetings. Since grommunio Web is easy configurable, administrators and developers can create new plugins and integrate them into the interface at any time.

1.1 Requirements

grommunio Web can be accessed from a modern web browser, including derivatives of Microsoft Edge, Google Chrome, Mozilla Firefox and Apple Safari. We recommend the use of recent versions for the best user experience.

1.2 Login

1.2.1 Accessing grommunio Web



Login page of grommunio Web


To access grommunio Web, follow these steps:

1. Navigate to the link provided by your administrator with your browser. Traditionally, the link is something close to <https://example.com> or <https://mail.example.com>
2. Enter your username and password
3. Click on the "Sign in" button

Welcome to gramm web

This is the first time you are using WebApp.
Please check the following settings before continuing.

Account information - Gerd Lange

Profile Picture: 

Display Name: Gerd Lange

Email: gerd.lange@grammm.net

Language: English (US) ▼

Startup folder: Mail ▼

Theme: Light ▼

Icons: Breeze ▼

General calendar settings

First day of the week: Monday ▼

Start of workday: 9:00 AM ▲▼

End of workday: 5:00 PM ▲▼

Calendar resolution: 30 minutes ▼

Default appointment duration: 30 ▲▼ minutes

Working days: Mon Tue Wed Thu
 Fri Sat Sun

Continue

Welcome assistant of grommunio Web

Upon your first login, you are greeted by the "Welcome Assistant" which allows configuring some

general settings, such as language, initial weekday and other settings. These settings can later be changed in the "Settings" configuration pane at any time.

1.2.2 Welcome Assistant

1.2.3 Overview

As soon as you have logged into grommunio Web, it presents an overview of your personal interface. By default, it will navigate to the mailbox overview, which, traditionally, is either empty, or pre-filled by data from a migration by your administrator.

The main overview of grommunio Web is organized as follows:

1. Main interface area

The main interface area contains reference to the main application areas. By default, these are: Mail, Calendar, Tasks, Notes, Meet and Files. On the top right, you find personal information, such as the indicator of the user you have logged in, Reminders, Settings, Help and Logout buttons.

2. Shortcut Bar

The shortcut bar combines the main functions available in the application area you are currently in, such as creating new messages in the mail application area. Some of the menus provide a dropdown element which provides extra functionality.

3. Folder navigation area

With the folder navigation area, you can see an overview of your personal folders, as well as any attached secondary mailboxes like public folders that are accessible to you.

4. Main content area

The main content window provides all information of the main application area combined with the chosen contextual information chosen. For example, it shows all emails of your inbox in the mail application area when the folder inbox has been chosen. In many areas, there is built-in search functionality available which results also show up in the main content area.

1.2.4 Data structure

Your primary groupware data is stored in a so-called "mailbox", or "mail store". This data contains major information such as your e-mails, calendar data, contacts, and so on. To have this managed well, the mailbox store is hierarchially organized with folders. By default, a store includes a set of default folders which also have various types. These are:

Table 1: Mailbox structure

Name	Type
Inbox	E-Mail
Drafts	E-Mail
Sent Items	E-Mail
Deleted Items	E-Mail
Tasks	Tasks
Calendar	Calendar
Contacts	Contacts
Junk E-Mail	E-Mail
Notes	Notes
Outbox	E-Mail

1.2.5 Overall behavior

grommunio Web is a true web application which provides an unusually enhanced web application feeling. With this behavior, grommunio Web provides multiple user experience enhancements to traditional web applications, such as:

- Support for Drag & Drop of elements.
- Right-click context menus with extra functionality on objects.
- Multi-select of objects using the Ctrl key (or Cmd on Apple).
- Tabular interface handling to allow multi-tasked working.

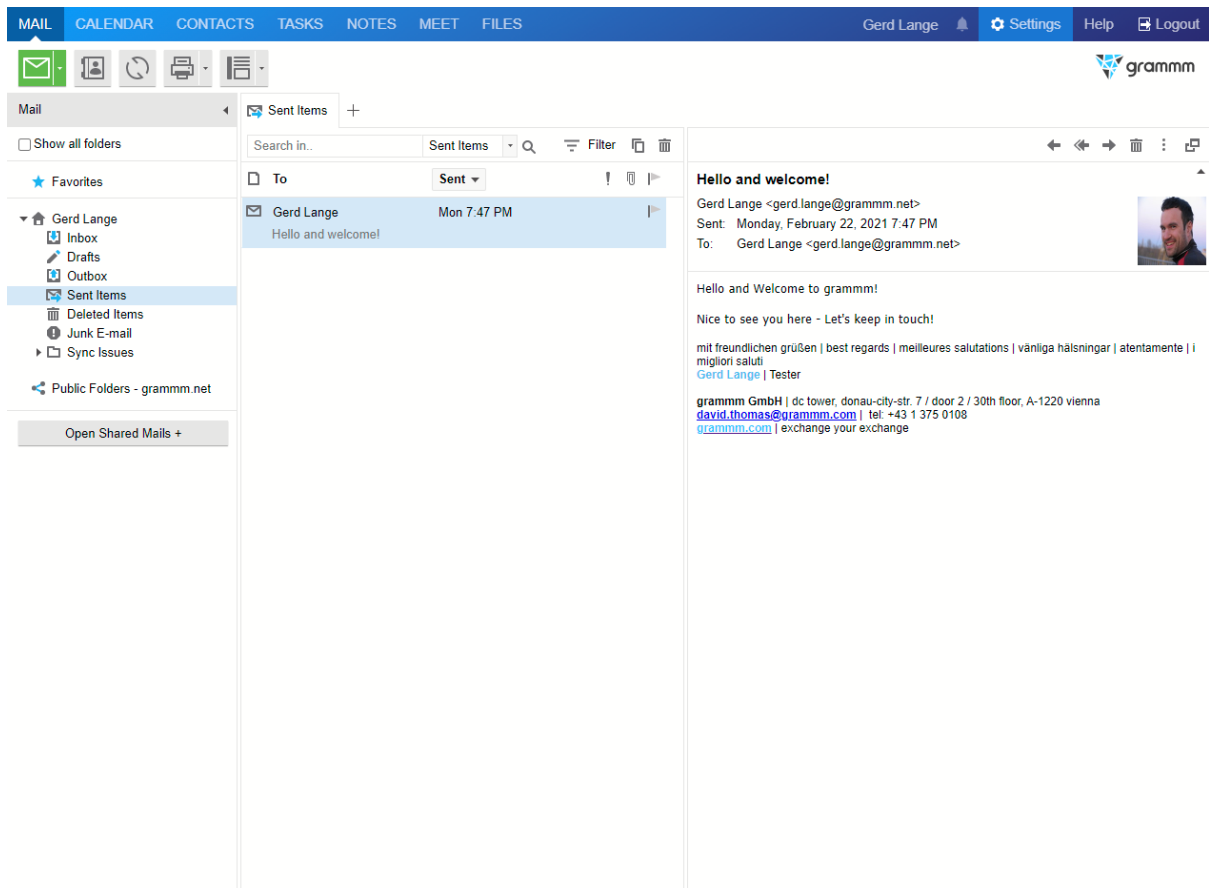
It is important to note that, by default, the mail folders shown are contextually visible by the current application area in use. As an example, using the mail application area will only show mail folders as a result.

The option "Show all folders" in the folder navigation area allows to toggle this behavior. If activated, a switch to a folder of a different application area automatically switches to that application. For example, selecting a calendar folder will automatically navigate to the calendar application area and open that calendar.

In this chapter, we guide you how to use mails with grommunio Web. After reading through this chapter, you should be able to read, send and organize your e-mails.

2.1 Mail reading

By default, the main content area in the mail interface is split into three parts. In the left pane, the folder navigation area is visible. Right next to the folder navigation area is the folder list area which lists all mails from the particularly selected folder from the folder navigation area. Selecting an e-mail from the folder automatically opens the e-mail in the main window area, showing the e-mail effectively.



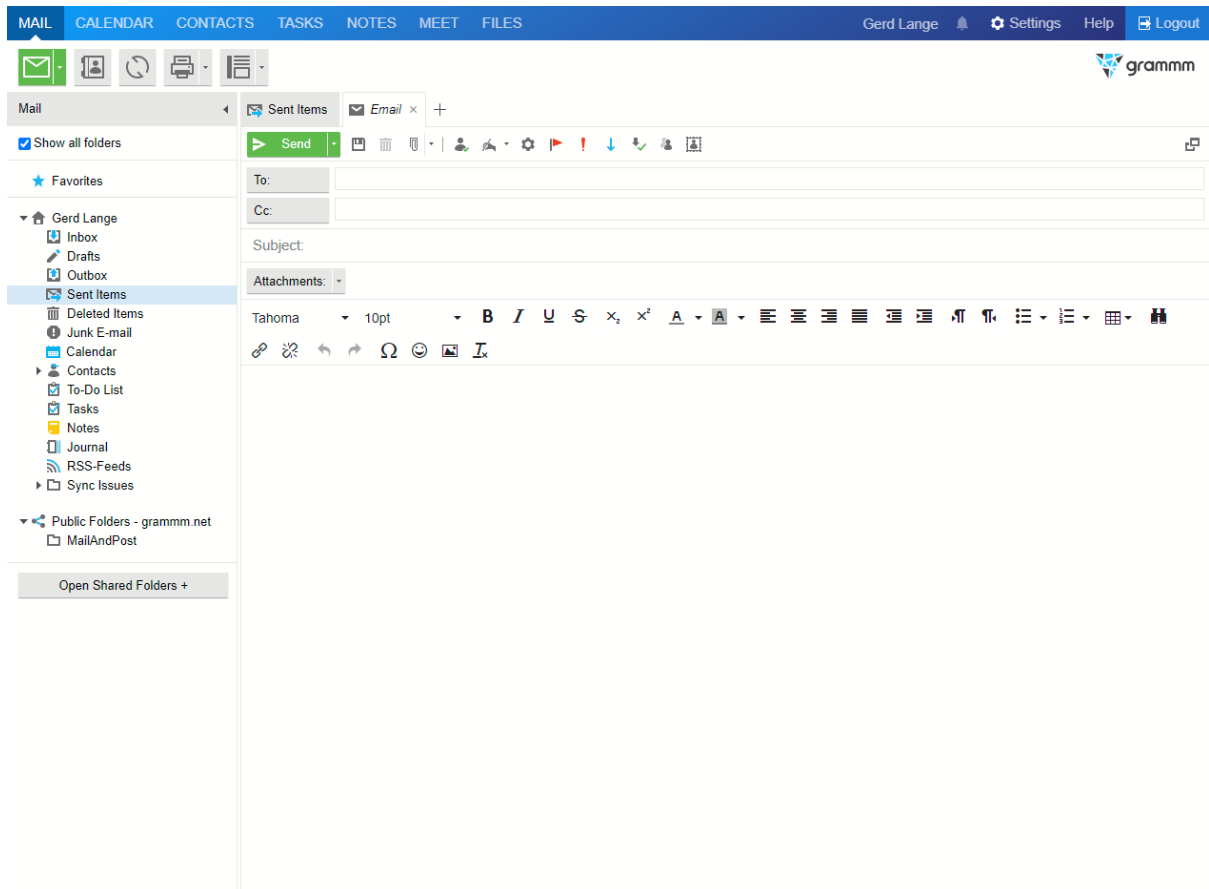
Reading mails with default layout

2.2 Mail sending

To compose a new mail, choose the highlighted "New Email" button from the main shortcut bar.

1. Pressing the button will open a new mail tab with an empty ready-to-write-mail interface.
2. To add a recipient, either manually add this recipient by typing the recipient's mail address in the To:, CC: or BCC: fields. (BCC is available via the "Show BCC: field" button from the composition windows shortcut bar.) Alternatively, you can add a recipient by clicking the To: or CC: button to access the address book and select the recipients from a list.
3. The "Check names" button automatically checks for the recipients in the available address books and therefore auto-completes or either substitutes the manual entries with the corresponding address book objects.
4. Attachments can be added by choosing the "Paperclip" button from the composition window shortcut bar.
5. With the "Exclamation mark" button or the "Arrow Down" button, the priority of the mail can be raised or lowered.
6. When using HTML as a composition format (this is default), the main mail body provides a vast number of formatting options ranging from the choice of fonts, sizes, typographical typesetting and much more. It is generally recommended to keep individual styling at a modest level, because your recipient, depending on their used mail client, might receive a mail not in the intended format due to filtering or other potential mechanisms and implementations.
7. Pressing the "Floppy disk" button saves the mail, adding it to the Drafts folder. The message can be opened at a later time again to resume the composition.

- Pressing the "Send" button sends the mail on the journey to the selected recipients. The draft is automatically moved to the Sent Items folder for future reference.



Composing a new mail

2.3 Mail organization

2.4 Mail actions

CHAPTER 3

Calendar

CHAPTER 4

Contacts

CHAPTER 5

Tasks

CHAPTER 6

Notes

7.1 Mail signatures

Grommunio Web allows users to manage multiple email signatures, with the flexibility to set different signatures for new messages, as well as for replies and forwarded emails.

Setting Up a Signature to create or modify an email signature in Grommunio Web, follow these steps:

1. Open Settings from the top right menu.
2. Navigate to the Mail section.
3. Scroll to Signatures and click New to create a new signature.
4. Enter a custom signature name for easy identification.
5. Compose your signature using plain text, formatted text, or HTML.

7.2 Signature templating

Grommunio Web supports dynamic signature attributes, which automatically insert information from your user profile into your signature. These attributes correspond to account details configured on the server, such as your name, phone number, company, and job title.

Important: The availability of attributes depends on your organization's server configuration. If you require additional attributes or changes to the available ones, please contact your system administrator.

How It Works: Attributes are enclosed in curly brackets with a percentage sign, e.g., `{%attribute}`. When composing an email, Grommunio Web will replace these placeholders with your actual user information. If an attribute is not configured in your profile, it will not appear in the signature.

7.2.1 Signature Placeholders

The following general attributes can be used in email signatures:

- `{%firstname}` – First name
- `{%initials}` – Initials
- `{%lastname}` – Last name
- `{%displayname}` – Full display name
- `{%title}` – Job title
- `{%company}` – Company name
- `{%department}` – Department
- `{%office}` – Office location
- `{%assistant}` – Name of the assistant
- `{%phone}` – Primary phone number
- `{%primary_email}` – Primary email address
- `{%address}` – Street address
- `{%city}` – City
- `{%state}` – State/Region
- `{%zipcode}` – ZIP/Postal code
- `{%country}` – Country
- `{%phone_business}` – Primary business phone number
- `{%phone_business2}` – Secondary business phone number
- `{%phone_fax}` – Fax number
- `{%phone_assistant}` – Assistant's phone number
- `{%phone_home}` – Primary home phone number
- `{%phone_home2}` – Secondary home phone number
- `{%phone_mobile}` – Mobile phone number
- `{%phone_pager}` – Pager number

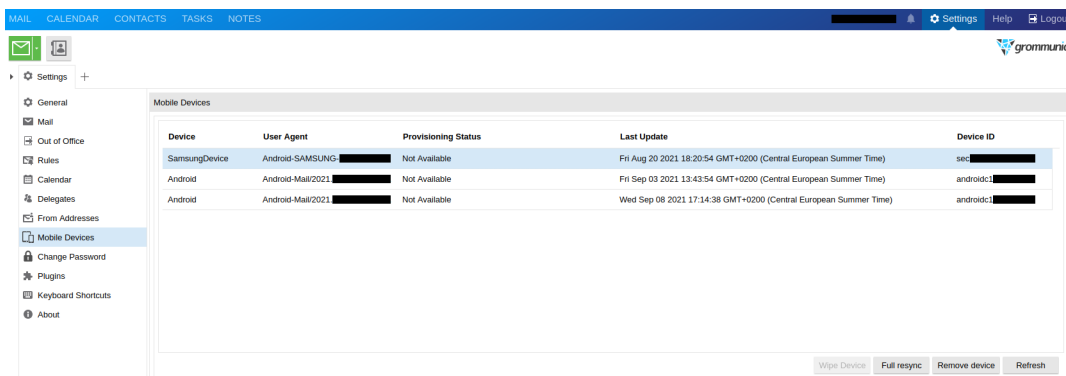
Mobile Device Management

8.1 Overview

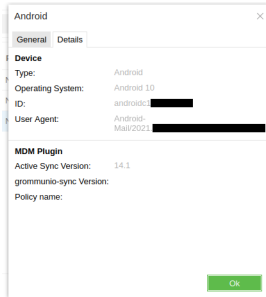
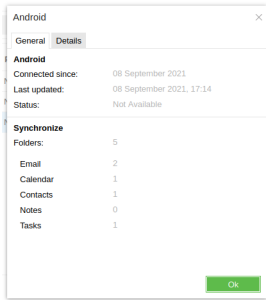
Mobile Device Management (MDM) is a plugin for grommunio Web. It allows users to view the list and details of mobile devices configured to sync the account data. MDM also enables users to issue resync, removal or remote wipe of a specific device.

The MDM plugin is server-side enabled and always visible in the plugin list.

In order to access the plugin, select "Settings" on the top right corner of the grommunio web Window. In the listbox then shown on the left pane, select "Mobile Devices". The initial view shows the list of all mobile devices currently configured to sync the account data and some additional device information: friendly device name, device OS, first and last sync times, device id etc. The column list and order is configurable.



Selecting a device opens a popup window which displays more information about the device: number and types of synchronized folders, grommunio sync version, current ActiveSync protocol version implemented by grommunio sync and current provisioning policy enforced on the device.



8.2 Actions

Important: Be fully aware what action a particular button triggers before clicking on any of them, because they trigger write operations on your device and your grommunio store.

8.2.1 Wipe Device

This command sets the device status to "pending wipe request". During the next request, the device will acknowledge the request and perform the data wipe. Depending on the vendor implementation, it is possible that the device will reboot after performing this operation. Due to the consequences of this operation, the user must provide his password before issuing the wipe request.

Important: Vendors implemented different wipe strategies. On some, mostly Android devices, only the grommunio account and its data (emails, contacts, calendar items and so on) will be removed.

Some iOS devices perform an entire device wipe, also removing your personal data, including, but not limited to, media data (photos and videos), apps, settings. It is comparable to a factory reset.

The wipe strategy may also depend on the provisioning policies enforced by the domain administrator. Contact him or grommunio support if you have any doubts about this operation **before** performing it.

8.2.2 Full Resync

This command marks the device for full grommunio account resync. On the next request, the device will acknowledge the request and perform, at first, the hierarchy and, afterwards, the content sync. Be aware that it might take some time, especially if you have a lot of items or a lot of items with attachments in your grommunio store.

Use this functionality if you're experiencing issues with the synchronization e.g. some items do not appear on the mobile device.

8.2.3 Remove Device

This command will remove the saved device state from your grommunio store and the device will also disappear from the list.

Note: This action will not prevent the device from syncing your grommunio data. If you wish that the device also stops syncing, you have to remove your grommunio account from the device. Failing to remove the account on the device will just cause the device to perform full resync.

8.2.4 Refresh

This command refreshes the devices list. If you set up a grommunio account on a new mobile device after you opened the MDM plugin, selecting this button will get the devices' information from your grommunio store and the new device will appear in the list.

CHAPTER 9

Chat

CHAPTER 10

Meet

CHAPTER 11

Files

Legal Notice

- Amazon Web Services, AWS, AWS CloudFront, CloudFront, Elastic Compute Cloud, Amazon EC2, EC2, Elastic Load Balancer, ELB, and related graphics, logos, page headers, button icons, scripts, and service names are trademarks, registered trademarks, or trade dress of Amazon Web Services in the U.S. and/or other countries.
- Apache and the Apache feather logo are registered trademarks of The Apache Software Foundation in the United States and other countries.
- Azure, Azure Container Service, ACS, Azure Resource Manager, Windows, Windows Server, Active Directory, Active Directory Federation Services, Outlook and Microsoft are registered trademarks or trademarks of the Microsoft Corporation.
- Debian is a registered trademark of SOFTWARE IN THE PUBLIC INTEREST, INC.
- Docker is a registered trademark of Docker, Inc.
- FreeBSD and the FreeBSD Logo are registered trademarks of The FreeBSD Foundation.
- Google is a registered trademark, and Google Cloud Platform, Google Cloud Platform service, GCP infrastructure platform, Google Cloud enterprise services, and TensorFlow open-source software library are trademarks of Google LLC.
- Grafana, Tempo, Pyroscope are trademarks of Raintank, Inc. dba Grafana Labs.
- grommunio contains software provided by NGINX and its contributors. nginx is a trademark of Nginx Software, Inc.
- HAProxy is a registered trademark of HAProxy Technologies LLC in the United States and France.
- IBM, the IBM logo, and ibm.com are trademarks or registered trademarks of International Business Machines Corporation in the United States, other countries, or both.
- JavaScript, MySQL, and Oracle are trademarks or registered trademarks of the Oracle Corporation and/or its affiliates.
- Jitsi is a trademark of 8x8, Inc.
- Kubernetes is a graduated project of the Cloud Native Computing Foundation, or CNCF. Cloud Native Computing Foundation, CNCF, Kubernetes, K8s, Prometheus, and The Linux Foundation are registered trademarks of the The Linux Foundation. CNI and Spinnaker are trademarks of The Linux Foundation. Additional trademarks and registered trademarks can be found at <https://www.linuxfoundation.org/trademark-list/>.

- Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.
- Mac, MacBook, and macOS are registered trademarks of Apple, Inc in the United States and other countries.
- Matrix.org, Synapse are trademarks of Matrix.org Foundation C.I.C.
- Mattermost is a trademark of Mattermost, Inc.
- Nagios, the Nagios logo, and Nagios graphics are the service marks, trademarks, or registered trademarks of Nagios Enterprises, LLC.
- NetBSD is a registered trademark of The NetBSD Foundation, Inc.
- Nextcloud is a trademark of Nextcloud GmbH.
- OpenID is a trademark (registered in numerous countries) of the OpenID Foundation.
- ownCloud is a trademark of ownCloud GmbH.
- Percona, XtraDB, Percona XtraDB, XtraBackup, Percona XtraBackup, Percona Server for MySQL, and Percona Live, plus the distinctive visual icons and logos associated with these marks are trademarks or registered trademarks of Percona LLC.
- React, React Native, Facebook, Instagram and Meta are registered trademarks of Meta Platforms, Inc. ("Meta").
- Red Hat, CentOS, RHEL, Red Hat Enterprise Linux are trademarks, or registered trademarks of Red Hat, Inc. or its subsidiaries in the United States and other countries.
- Seafile is a trademark of Seafile Ltd.
- Splunk is a registered trademark of Splunk, Inc. in the United States and other countries.
- SUSE, openSUSE, YaST, Apparmor and their respective Logos are trademarks of SUSE LINUX AG.
- The MariaDB® mark is a trademark of MariaDB Corporation Ab. The mariadb.org, MariaDB Foundation and MariaDB Server marks are exclusively licensed to the MariaDB Foundation.
- Ubuntu and Canonical are registered trademarks of Canonical Ltd.
- UNIX is registered trademark of The Open Group in the United States and other countries.
- VMware vSphere, VMware vSAN, VMware vShield, VMware vCloud, VMware vRealize, VMware ESXi, VMware are registered trademarks of Broadcom, Inc. in the United States and other countries.
- grommunio, the grommunio Logo and gromox are registered trademarks of grommunio GmbH.

All other trademarks, trade names, service marks, and companies referenced herein belong to their respective companies, foundations, or development communities.

Copyright 2020-2025 grommunio GmbH



grommunio

grommunio GmbH, Donau-City-Str. 7, Door 2 / 30th floor, DC Tower, 1220 Vienna, Austria
Email: info@grommunio.com | Web: <https://grommunio.com>