

Kerio Connect

Kerio Connect client

Kerio Technologies

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Kerio Connect client

Kerio Connect client

Kerio Connect client is a brand new, beautiful web client - designed to speed up your work! The following sections will guide you through all the features of our new interface.



Kerio Connect client with all the features described below is available in Kerio Connect 8.0 and newer.

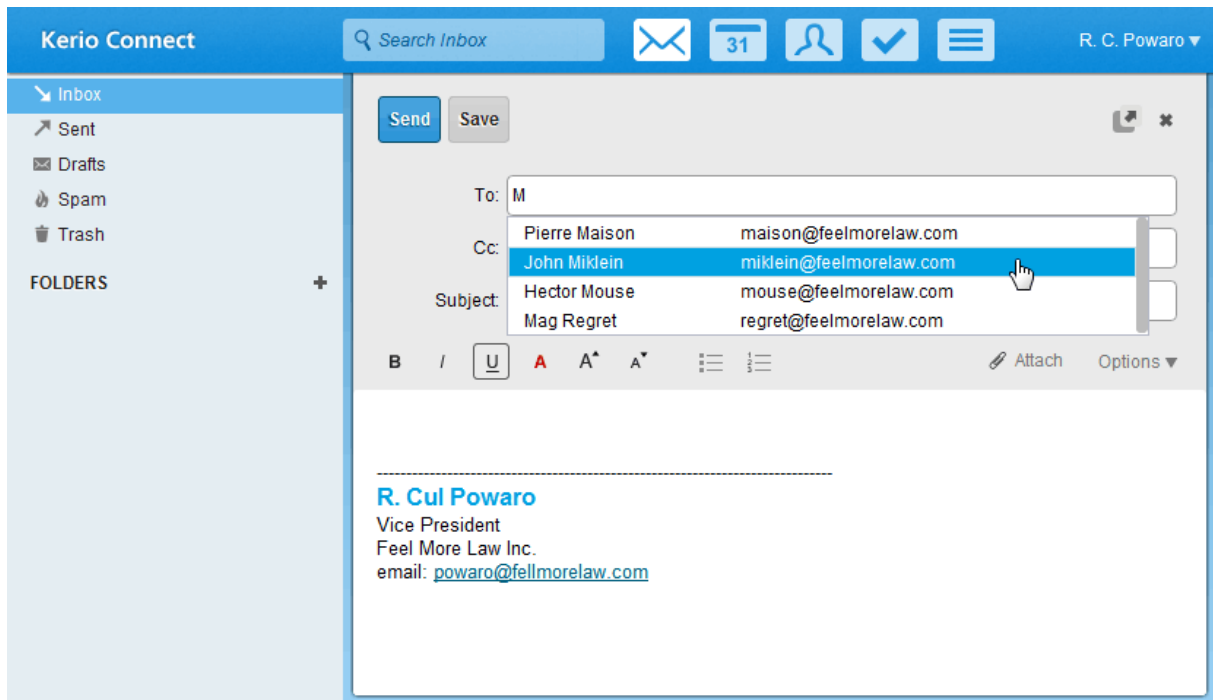
Email



In the **Email** section in Kerio Connect client you can:

- Use fulltext search — Just type in what you need and search through messages, email addresses, subjects
- Receive less spam — Have you received a spam message? Just click on the Spam button and Kerio Connect will remember
- Add attachments easily — Just drag & drop an attachment into any grey area
- Get automatic email address suggestions
- Save drafts automatically — start a message, go to another folder and come back to finish the message
- Customize your out of office message with text and exact time
- Create filters to sort your messages to folders as they arrive
- Stay on top of new messages with desktop notifications even if you are not currently working with Kerio Connect client

Kerio Connect client



Calendar



In the **Calendar** section in Kerio Connect client you can:

- Create events in seconds — just double-click inside your calendar and create an event
- Invite other people to your meeting
- See immediately who's available (Free/Busy calendar)
- Set reminders for your events
- Create repeated events
- Share calendars with other people
- See calendars that other people have shared with you

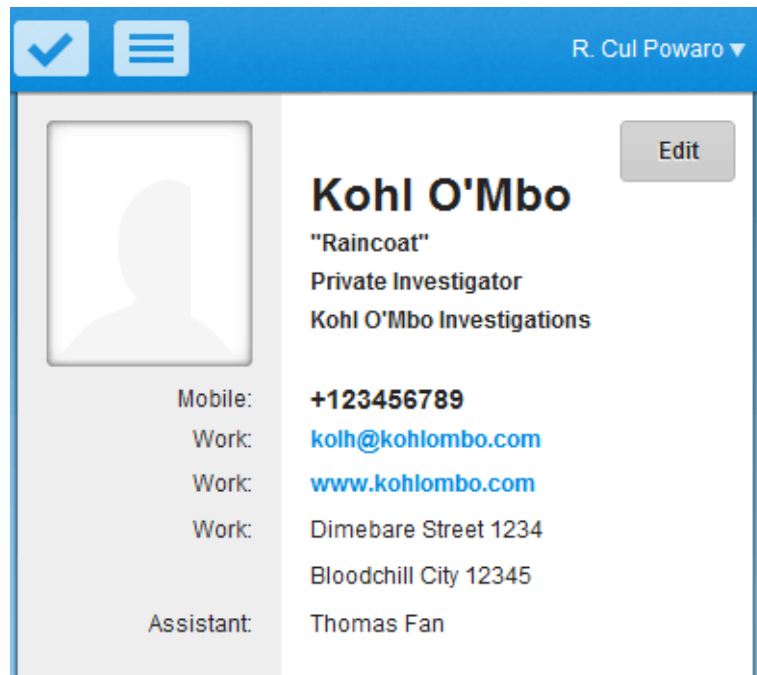
The screenshot shows the Kerio Connect calendar application. The main window displays a weekly calendar for November 2012. On the left, there is a navigation pane with a monthly calendar, 'MY CALENDARS' (showing 'R. Cul Powaro'), 'RESOURCES', and 'MEETINGS' (listing 'Brainstorming - the stolen to...' and 'Witness interrogation'). The main calendar area shows events for Sunday through Thursday. A detailed view for a meeting titled 'Meeting with Meg and John' is open on the right. This view includes fields for location ('officepowaro'), start and end times (3:00 PM to 4:00 PM), attendees ('Mag Regret', 'John Miklein'), repeat settings, reminder (30 minutes), label ('Must Attend'), and show as ('Busy'). It also lists 'Issues to address' such as 'new equipment to buy', 'new hires', 'plans for next month', and 'case progress'.

Contacts



In the **Contacts** section in Kerio Connect client you can:

- Create contacts easily
- Organize contacts into groups
- Share contacts with other people
- See contacts that other people have shared with you

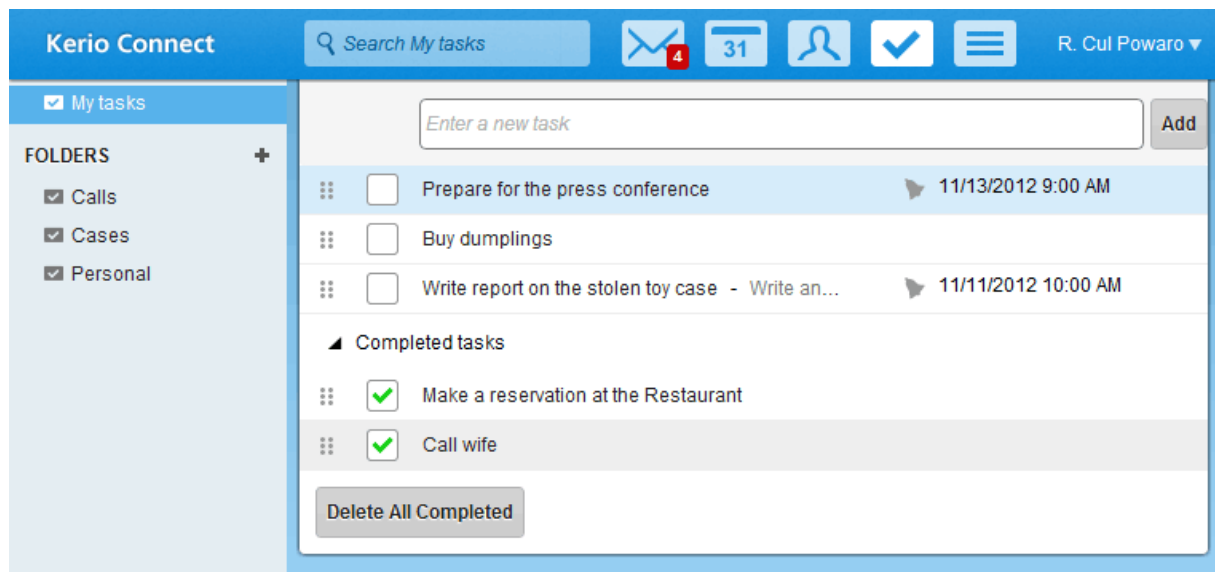


Tasks



In the [Tasks](#) section in Kerio Connect client you can:

- Create tasks and sort them into groups
- Share task groups with other people



Notes



In the **Notes** section in Kerio Connect client you can:

- Write color-coded (multi-colored) notes
- Share notes with others
- Send notes as email messages with one click

The screenshot displays the Kerio Connect Notes application interface. At the top, there is a blue header bar with the text "Kerio Connect", a search bar labeled "Search My notes", and several icons including a mail icon with a red notification badge, a calendar icon showing "31", a user profile icon, a checkmark icon, and a menu icon. The user's name "R. Cui Powaro" is visible in the top right corner.

Below the header, the interface is divided into three main sections:

- Left Sidebar:** Labeled "My notes", it contains a "FOLDERS" section with a plus sign and three folder items: "The case of lazy lies", "The case of the accountant", and "The case of stolen toy".
- Center Panel:** Contains a "New Note" button, a trash icon, and a "Send as Message" button. Below these are three note entries:

Color	Note Title	Time
Red	Witness interview notes	10:38 AM
Green	Crime scene notes	10:38 AM
Blue	Shopping list	10:37 AM
- Right Panel:** Shows a preview of the selected "Shopping list" note. The note content is:

```
Shopping list
-----
dumplings
soda
toilet paper
chocolate cake
painkillers
sleeping pills
dog food
iguana food
```

Below the preview are five color-coded selection boxes: white, yellow, red, green, and blue.

Configuring your Kerio Connect client

What to configure in your Kerio Connect client



Kerio Connect client is available in Kerio Connect 8.0 and newer.

In Kerio Connect client, users can configure the following settings:

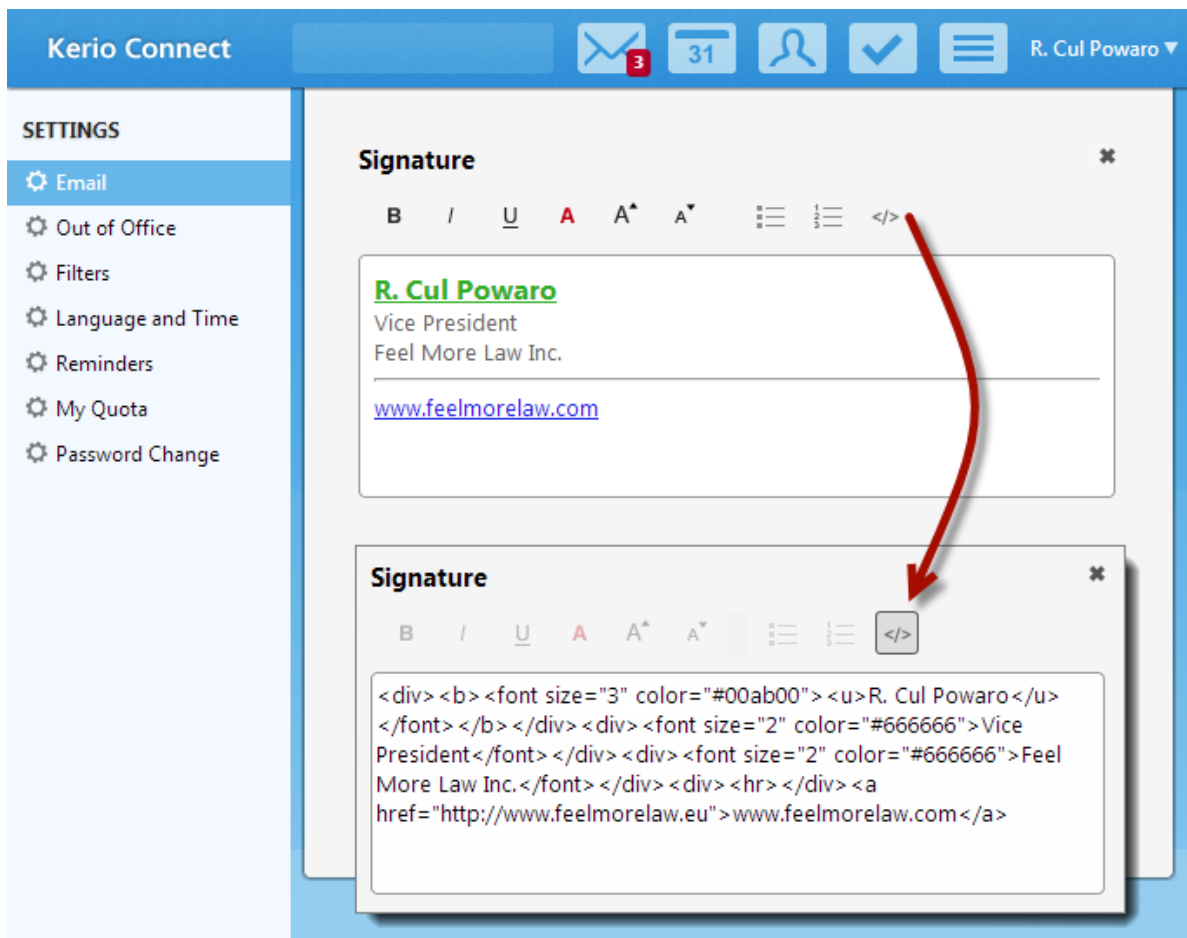
- [email signature](#)
- Out of Office message (read article [Configuring the Out of Office message](#))
- mail filters (read article [Sorting email messages in Kerio Connect client](#))
- [interface language](#) and [time zone](#)
- change the [color theme](#)
- notifications for new messages and event/task reminders (read article [Enabling notification in Kerio Connect client](#))
- [their password](#) (if allowed) and view their [store quota](#)

Configuring email signature

In Kerio Connect client, you can create a signature which will be automatically appended to every message you write.

1. Click on your name in Kerio Connect client and select **Settings**.
2. Go to section **Email** → **Signature**.
3. Enter whatever you wish to be appended to each of your messages and confirm.

You can also use HTML code to append your signature (new in Kerio Connect 8.1).



Setting messages as read



New in Kerio Connect 8.1!

You can specify time after which each message will be marked as read.

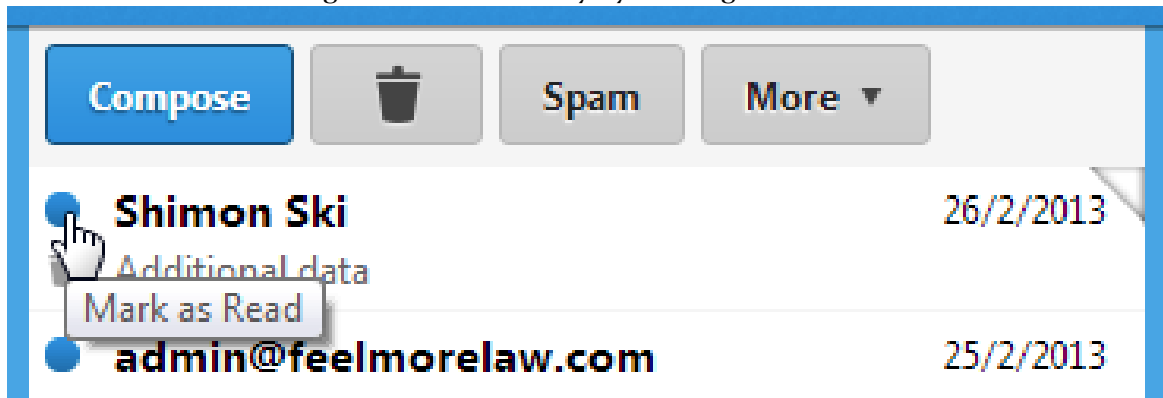
1. Click on your name in Kerio Connect client and select **Settings**.
2. Go to section **Email** → **Reading**.
3. Check option **Mark displayed messages as read** and select **Immediately** or set time interval.

Reading

- Mark displayed messages as read
 - Immediately on display
 - After displaying for seconds

4. Save.

You can also mark messages as read manually by clicking the colored dot next to the message.



Setting language

Kerio Connect client is available in the following languages: Czech, English (US and UK), Chinese, Croatian, Dutch, French, German, Hungarian, Italian, Japanese, Polish, Portuguese, Russian, Slovak, Spanish, and Swedish.

To select a language for your interface:

1. Click on your name in Kerio Connect client and select **Settings**.
2. In section **Language and time**, select your preferred language.
3. Save the settings.



All items, such as messages, contacts, events and tasks, in all folder types will also be sorted by the alphabet of this language.

Each language also has its own rules for displaying time and date. See the following section for more details.

Configuring time

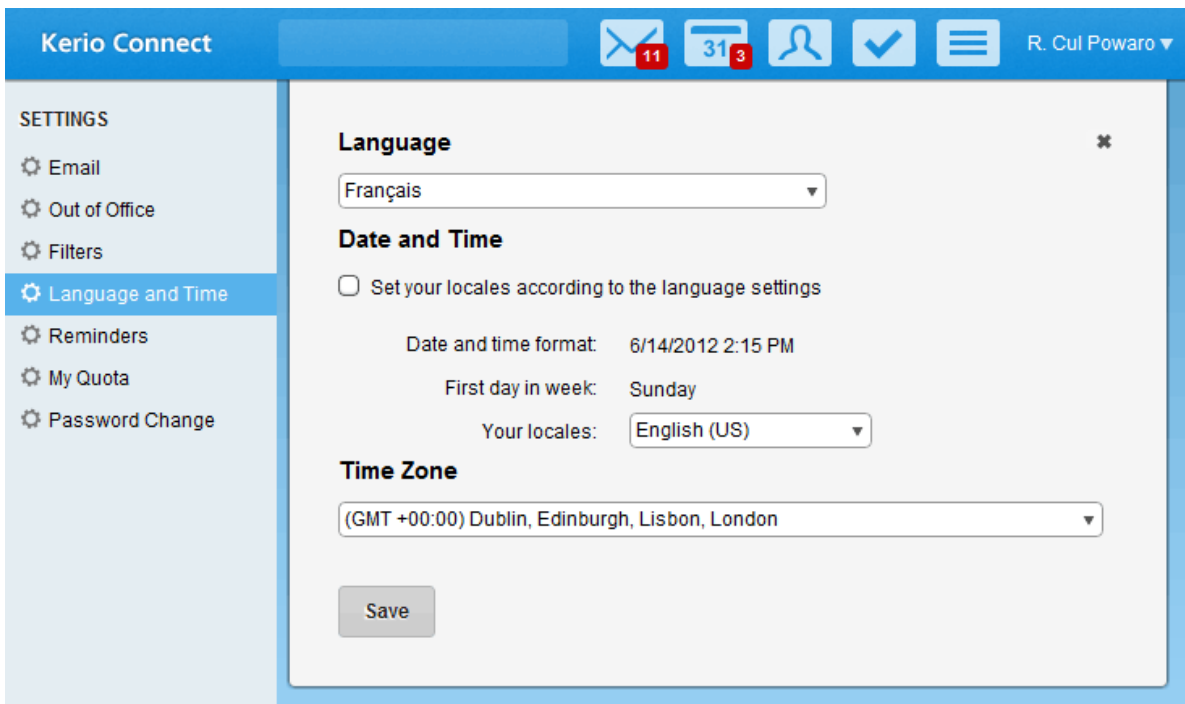
Time settings are important for correct time when sending and receiving messages.

By default, Time zone settings are based on Kerio Connect server. If you plan to use Kerio Connect client in a time zone different from the server location, you can change the time settings:

1. Click on your name in Kerio Connect client and select **Settings**.
2. In section **Language and time**, select your preferred time zone.
3. Select **Set your locales according to ...** to display date and time (i.e. locales) according to your [preferred language](#).

If you wish to use other rules, select the language for your locale.

4. Save the settings.

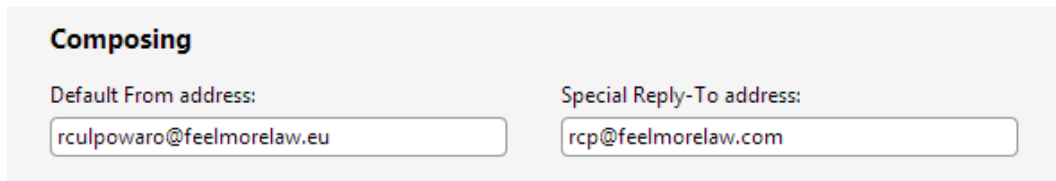


Configuring your Kerio Connect client

Setting email addresses

In Kerio Connect client, you can set your **From** and **Reply-To** addresses.

1. Click on your name in Kerio Connect client and select **Settings**.
2. Go to section **Email** → **Composing**.
3. Enter **Default From address** and/or **Special Reply-To address**.



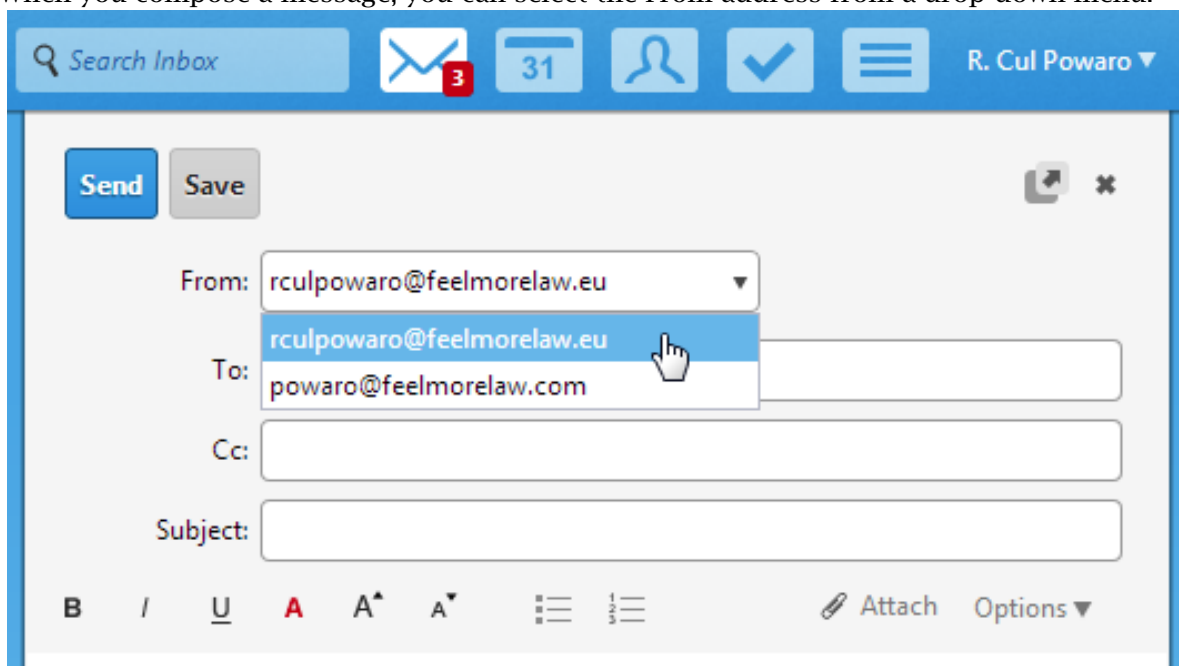
Composing

Default From address:

Special Reply-To address:

4. **Save**.

When you compose a message, you can select the From address from a drop-down menu.



Search Inbox | 3 | 31 | R. Cul Powaro ▾

Send Save

From:

To:

Cc:

Subject:

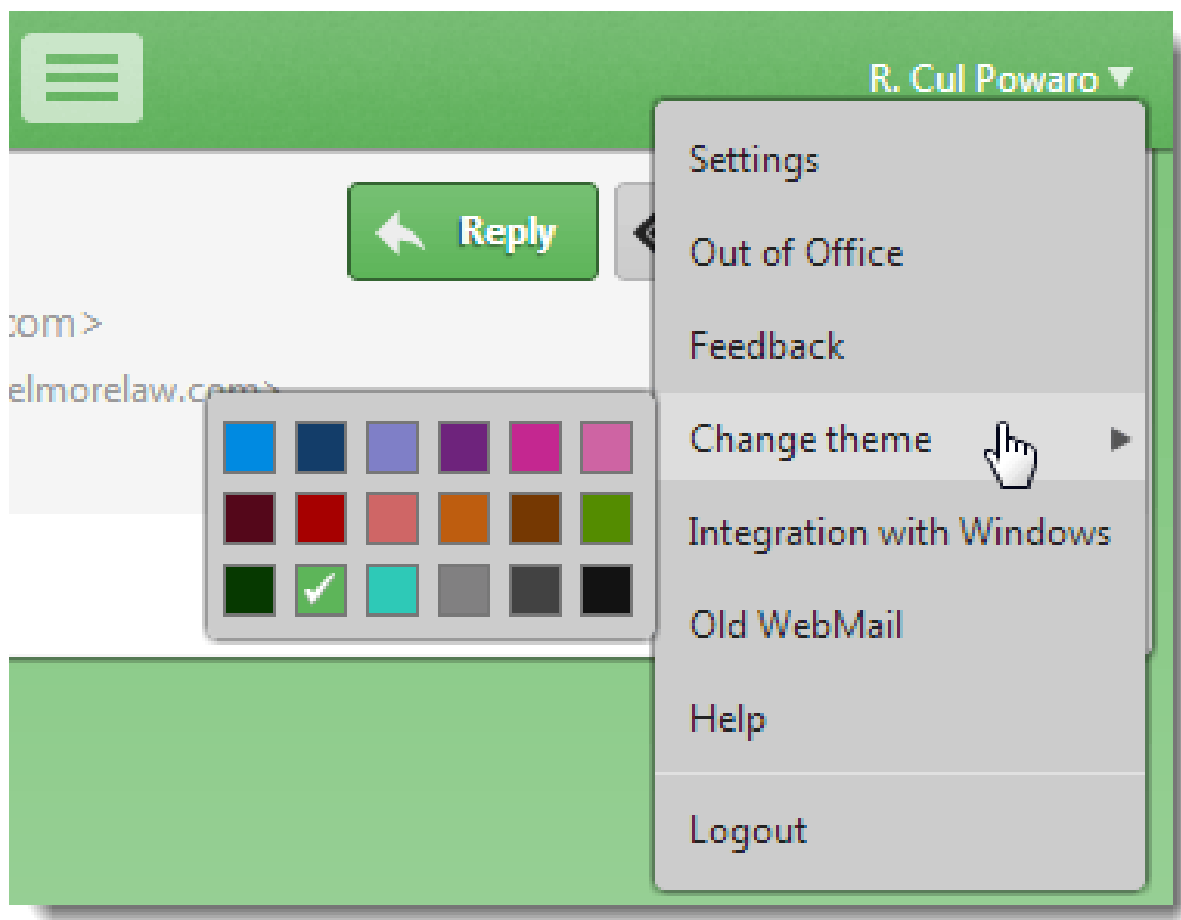
B / U A A⁺ A⁻ Attach Options ▾

Changing color theme



New in Kerio Connect 8.1!

Default color of Kerio Connect client is blue. To select a different color theme, click your name in Kerio Connect client and select **Change theme**.



Changing your password

To change your account password:

1. Login to Kerio Connect client securely via HTTPS.
2. Click on your name in Kerio Connect client and select **Settings**.
3. In section **Password Change**, type in your current and your new password.
4. Save the settings.



If this option is not available at all, contact your administrator.

Configuring your Kerio Connect client

Displaying account quotas

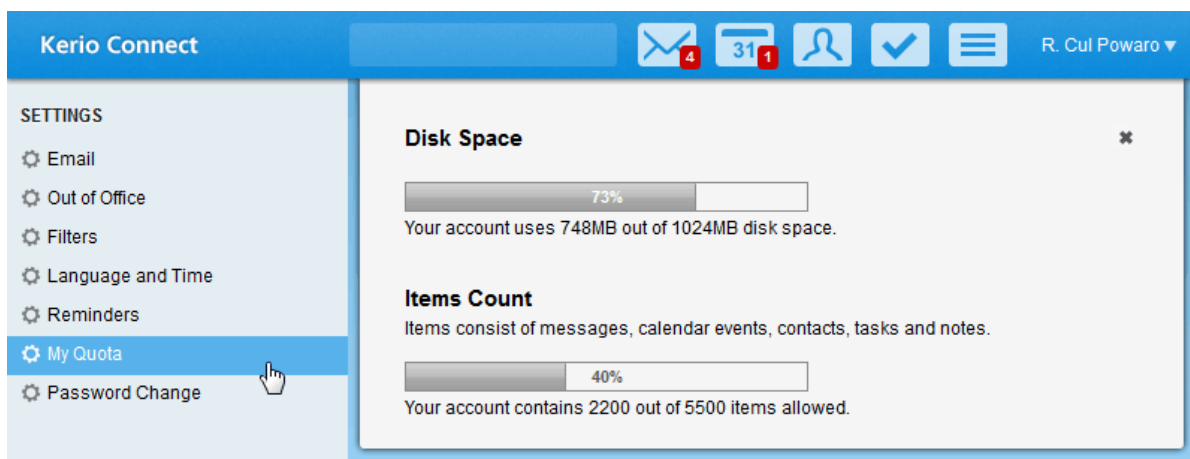
If you receive messages with large attachments or have a lot of contacts, you may soon use up the quotas assigned for your account.

The limitations include:

- space available for you
- number of items allowed

If you wish to see how much space you use:

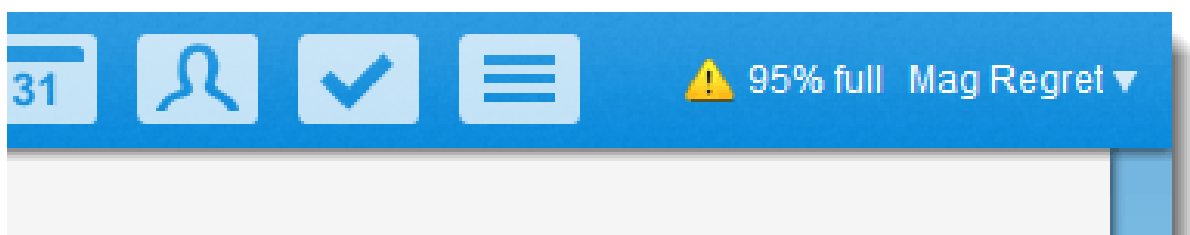
1. Click on your name in Kerio Connect client and select **Settings**.
2. Go to section **My Quota**.
3. There you can see how much space your account occupies, how many items you have and what are your limitations.



What to do when the quota is used up

If you reach any of the limits set for your account, you will not be able to receive new messages.

Once you reach 90% of a quota, a warning message will be displayed in the top bar of Kerio Connect client.



To solve this problem, we recommend the following:

- delete messages in folders **Sent** and **Trash** (unless you need them)
- delete any other messages you do not need (especially with large attachments)
- ask your administrator to turn on automatic items clean-out (which will automatically delete old messages and messages from **Trash**)
- ask your administrator to add some space for your account

Configuring the Out of Office message

Configuring the Out of Office message

Out of Office message is an automatic reply which is sent from your account when you receive a message.

If you plan to go on holiday, you may want to let your business partners and customer know that you are away. To do so, you can configure an out of office message.

1. Click your name in Kerio Connect client and select **Settings**.
2. In section **Out of Office**, check option **Send "Out of Office" messages** .
3. Write your message.
4. You can specify a time period when this automatic reply will be sent.
5. Save the settings.

The screenshot shows the 'Out of Office' configuration window in the Kerio Connect client. The window title is 'Out of Office' with a close button. Below the title is a descriptive text: 'Setting of automated responses to incoming messages. These messages can inform senders that you currently don't have access to your mailbox.' There are two checked checkboxes: 'Send "Out of Office" messages' and 'Only in this period:'. The 'Only in this period' section includes two date and time pickers: '11/13/2012 6:30 AM' and '11/19/2012 3:00 AM'. A large text area contains the message: 'I will be out of the office until November 18, 2012. In urgent cases please contact Shimon Ski (ski@feelmorrelaw.com) Best regards, R. Cul Powaro'. Below the text area is the note 'Will be sent only once to each sender.' and a 'Save' button. The left sidebar shows the 'SETTINGS' menu with 'Out of Office' selected. The top bar shows 'Kerio Connect' and the user name 'R. Cul Powaro'.

Kerio Connect sends the out of office message to each sender only once.

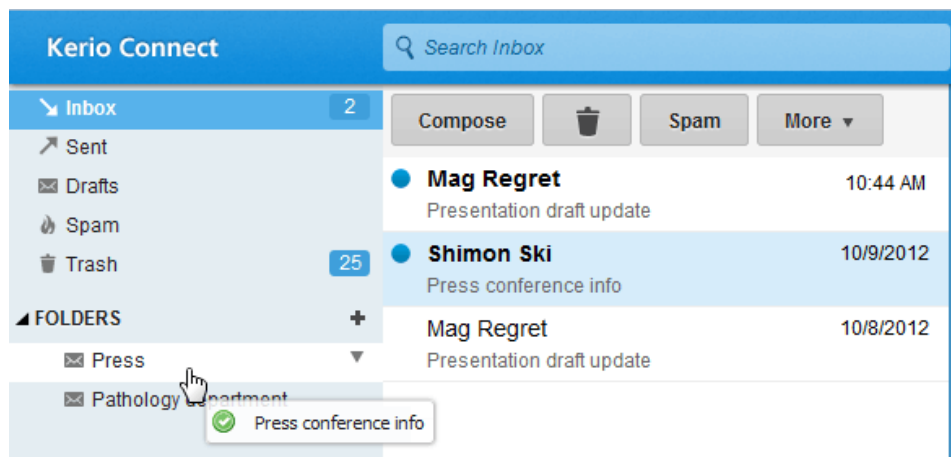
Sorting email messages in Kerio Connect client

Sorting messages

Messages delivered to Kerio Connect client are stored in folder **Inbox**.

If you have additional folders, you can move messages:


- manually — drag messages to folders



- automatically — sort messages using filters

Creating filters

To sort messages to folders automatically, you can create filters:

1. Click on your name in Kerio Connect client and select **Settings**.
2. In section **Filters**, click **New Filter**.
3. To display all filter settings, click icon 
4. Set the filter.
5. You can check option [Skip other rules](#).
6. Save the settings.

You can drag filters to sort the list.



Figure 1 Filter settings

Using filters

Kerio Connect client checks all delivered messages against all the filters.

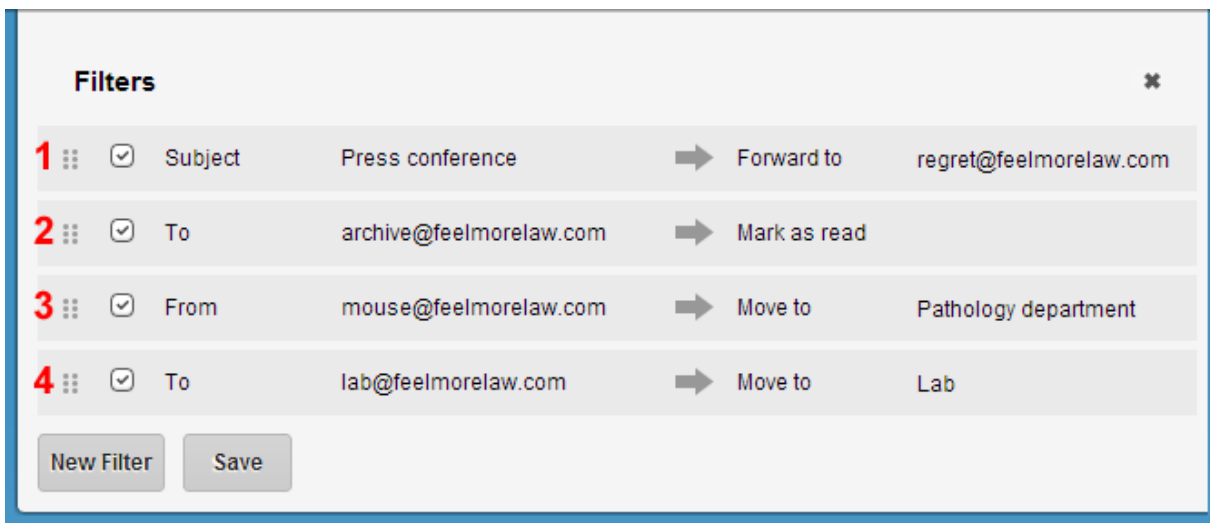


Figure 2 List of filters

- The order of filters is important — the filter on top of the list is applied first.
- If **Skip other rules** is active, no more filters are applied.

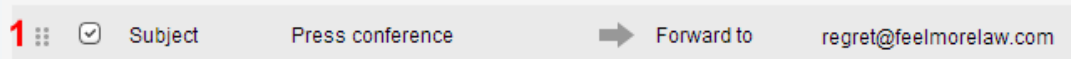
Sorting email messages in Kerio Connect client

Example 1:

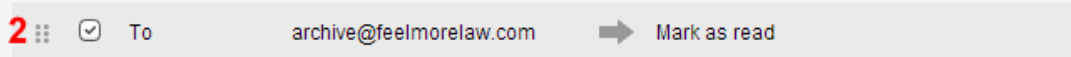
Mr. Powaro receives message **Dept. meeting** from Hector Mouse (email address **mouse@feelmorrelaw.com**).

Kerio Connect checks the filters from 1 to 4:

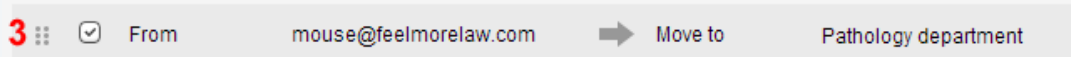
1. Filter 1 forwards messages with subject **Press conference** to **regret@feelmorrelaw.com**. As the subject **is not** **Press conference**, this filter does not apply and Kerio Connect continues with filter 2.



2. Filter 2 marks messages from **archive@feelmorrelaw.com** as read. As the sender **is not** **archive@feelmorrelaw.com**, this filter does not apply and Kerio Connect continues with filter 3.



3. Filter 3 moves messages from **mouse@feelmorrelaw.com** to folder **Pathology department**. This condition is met. The message is moved to folder **Pathology department**. In the filter 3 definition, option **Skip other rules** is enabled. Kerio Connect applies filter 3 and skips other filters.



Example 2:

Creating a filter for forwarding incoming messages to another address.

Filters ✖

Forwarding messages to a different address ...

Any ▼ of the following conditions must be met:

All messages ▼ +

Perform the following actions:

Forward to ▼ regret@feelmorelaw.com + ✖

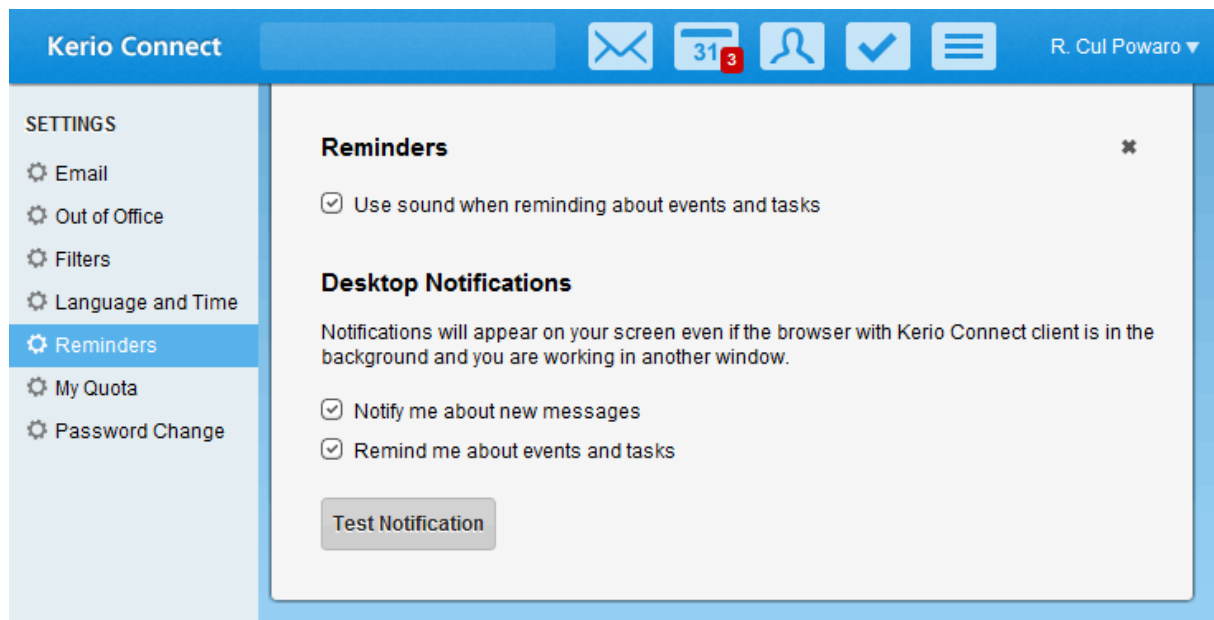
Skip other rules

Enabling notifications in Kerio Connect

How to get notified about upcoming events and tasks

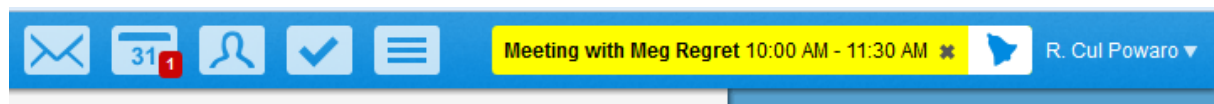
Kerio Connect client can remind you about

- upcoming events and [tasks](#) via [reminders](#)
- new messages and upcoming events and task via [desktop notifications](#) and [pop-up notifications](#)



Event and task reminders

Reminders for your calendar events and [tasks](#) are displayed automatically in the top bar of your Kerio Connect client — no additional settings are required.



The reminders can be accompanied by a sound. To enable or disable the sound reminders:

1. Click on your name in Kerio Connect client and select **Settings**.
2. In section **Reminders**, select option **Use sound when reminding about events and tasks**.
3. The settings are saved automatically.

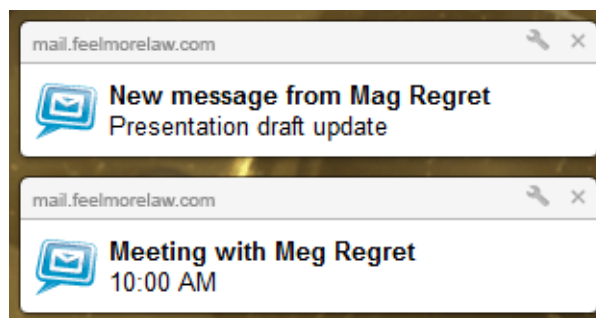
Once a reminder appears:

- click on it to be guided to the appropriate section in Kerio Connect client (Mail, Calendar, Task) and display it in detail
- move mouse over the reminder for options to dismiss or postpone the reminder

Desktop notifications

Desktop notifications are small pop-up windows which appear on your screen when using the following browsers:

- Chrome
- Safari 6 and newer



To display desktop notifications:

1. Enable the desktop notifications in your browser. The following links will guide you to the individual browser settings for enabling desktop notifications:
 - [Google Chrome](#)
 - [Safari](#)
2. Click on your name in Kerio Connect client and select **Settings**.
3. In section **Reminders**, select the types of notifications (messages and/or events and tasks).



These options are visible only if notifications are enabled in your browser.

4. **Test Notification** to make sure it works.
5. The settings are saved automatically.

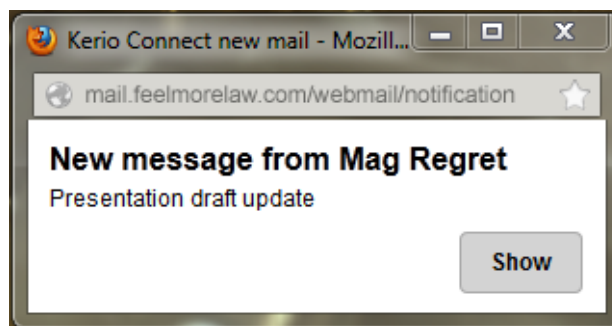
Enabling notifications in Kerio Connect

Once a notification appears on your screen, click on it and the new message (event/task) will be displayed in detail.

Pop-up notifications

Pop-up notifications are small pop-up windows which appear on your screen when using the following browsers:

- Safari 5 and older
- Mozilla Firefox
- Microsoft Internet Explorer



To display pop-up notifications:

1. Disable the pop-up blocker in your browser (or add an exception for your Kerio Connect address). The following links will guide you to the individual browser settings for disabling pop-up blockers:
 - [Mozilla Firefox](#)
 - [Microsoft Internet Explorer](#)
 - [Safari](#)
2. Click on your name in Kerio Connect client and select **Settings**.
3. In section **Reminders**, select the types of notifications (messages and/or events and tasks).



These options are not visible unless you disable the pop-up blocker.


4. **Test Notification** to make sure it works.
5. The settings are saved automatically.

Once a notification appears on your screen, click on it and the new message (event/task) will be displayed in detail.

Using contacts in Kerio Connect client

Creating contacts

To create a new contact:

1. In Kerio Connect client, go to the **Contacts** section  .
2. Click **New** → **Contact**.
3. Fill in any information.
4. Click **Add** to add additional information (see figure).
To add items of already displayed information, click the **plus** sign at the right of an item.
5. Click **add photo** and select the contact photo.



The image file must be in the JPG format and cannot exceed 256 kB.

6. **Save** the settings.

Using contacts in Kerio Connect client

The screenshot shows the 'New contact' form in the Kerio Connect client. The form is organized into several sections:

- Name:** Two text boxes containing 'Kohl' and 'O'Mbo'.
- Title:** A text box containing 'Raincoat'.
- Job:** A text box containing 'Private Investigator'.
- Company:** A text box containing 'Kohl O'Mbo Investigations'.
- Mobile:** A text box containing '+123456789' with a '+' icon to its right.
- Work Email:** A text box containing 'kolh@kohlombo.com' with a '+' icon to its right.
- Work Website:** A text box containing 'www.kohlombo.com' with a '+' icon to its right.
- Address:** A text box containing 'Dimebare Street 1234' with a '+' icon to its right.
- Location:** Three text boxes: 'Bloodchill City', 'State', and '12345'.
- Country:** A text box containing 'Country'.
- Notes:** A large empty text area.
- Assistant:** A text box containing 'Thomas Fan' with a '*' icon to its right.

On the right side of the form, there is a vertical list of fields to be added to the contact. The list is currently empty, and an 'Add' button is visible at the top right of the list. The fields in the list are:

- Job Title
- Instant Messages
- Birthday
- Anniversary
- Prefix
- Middle name
- Suffix
- Nickname
- Department
- Office
- Manager
- Assistant

At the bottom of the form, there are three buttons: 'Add', 'Save', and 'Cancel'.

Figure 1 New contact

Editing contacts

To edit your contacts, double-click the contact in the list.



To edit public contacts, you must be a [public folder administrator](#).

Sorting contacts

In Kerio Connect client, contacts are sorted according to contact's **Last name**.

If the last name entry contains more names, the first one is used for sorting.

Sorting contacts into folders

Your default contact folder is **My contacts**.

To add another folder, click the **plus** sign next to Folders and specify a name.

To move contacts to different folders, drag & drop a contact from its original folder to another in the navigation tree on the left.


Sharing your contact folders

You can share your contact folders with other users.

1. Right-click a folder and click on **Sharing**.
2. To share with a single user, select **User** and type their name or email.
To share with a group, select **Group of users** and select a group.
To share with everyone in your company, select **Everyone from <your domain>**.
3. Specify the sharing rights:
 - can view
 - can change — user can add, delete and edit the contacts
 - is owner — can set sharing, can add, delete and edit the contacts
4. Repeat steps 2 and 3 as needed.
5. Click **OK**.

Displaying shared contact folders

If someone shares a contact folder with you:


1. In the Kerio Connect client, go to the **Contacts** section .
2. Click the **plus** sign next to **Shared folders**.
3. In the list of available folders, click those you want to display.

Now you can work with the shared contacts.

Using tasks in Kerio Connect client

Creating tasks

To create a new task:

1. In Kerio Connect client, go to the **Task** section .
2. Specify the task in the **Enter a new task** field.
3. Click **Add**.

Double-click the task to:

- add reminder date and time (for info on reminders, read article [Configuring your Kerio Connect client](#))
- add notes about the task

Once you are done, **Save** the task.

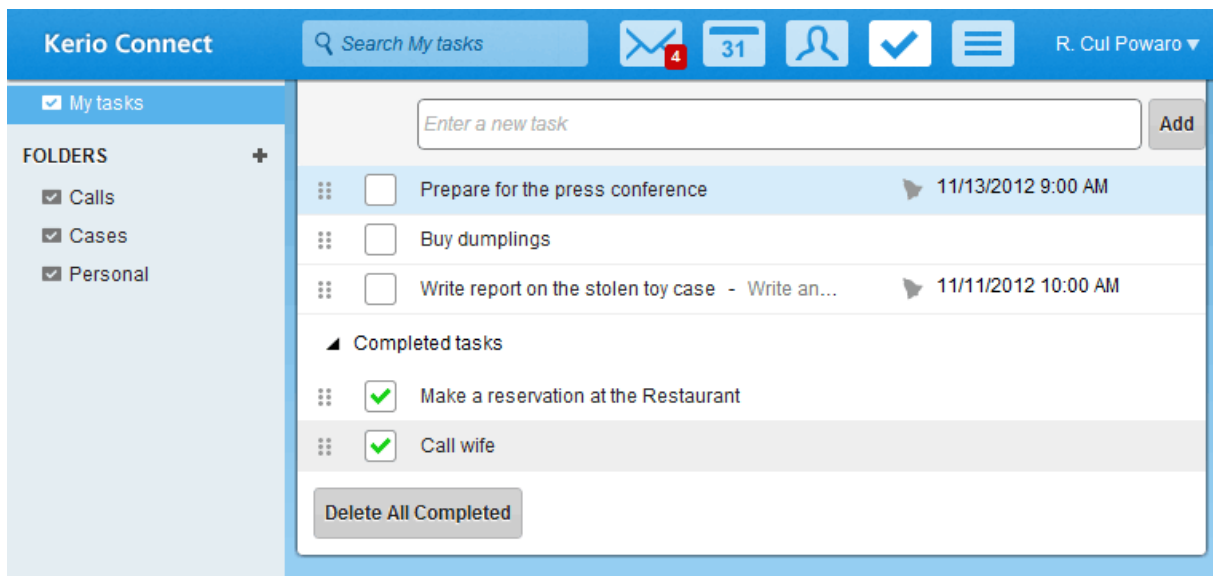


Figure 1 Tasks

Working with tasks

The task section allows you to:

- [sort your task into folders](#).
- mark tasks as complete (click the white square on the left side)

Finished tasks can be viewed in the **Completed tasks** section.

To remove a task, right-click the task and select **Delete**.

Sorting tasks into folders

Your default task folder is **My tasks**.

To add another folder, click the **plus** sign next to Folders and specify a name.

To move tasks to different folders, drag & drop a task from its original folder to another in the tree on the left.

Sharing your task folders


You can share your tasks folders with other users.

1. Right-click a folder and click on **Sharing**.
2. To share with a single user, select **User** and type their name or email.
To share with a group, select **Group of users** and select a group.
To share with everyone in your company, select **Everyone from <your company>**.
3. Specify action users can do:
 - can view
 - can change — user can add, delete and edit the tasks
 - is owner — can set sharing, can add, delete and edit the tasks
4. Repeat steps 2 and 3 as needed.
5. Click **OK**.

Displaying shared folders

If someone shares you a task folder:




1. In Kerio Connect client, go to the **Task** section .
2. Click the **plus** sign next to **Shared folders**.
3. In the list of available folders, click those you want to see in your task section.

Now you can work with the shared task.

Using notes in Kerio Connect client

Creating notes

To create a new note:

1. In Kerio Connect client, go to the **Notes** section .
2. Click **New Note**.
3. Write your note in the colored text area.

Notes are saved automatically.

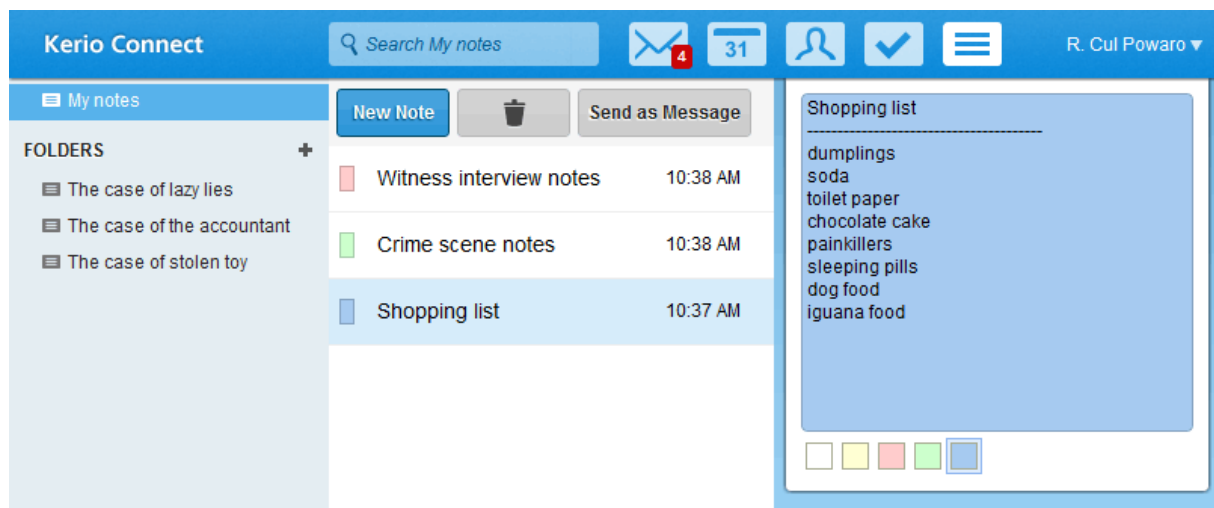


Figure 1 Notes

Editing notes

To edit a note, select the note in the list and edit directly in the text area.

Sending notes as email messages

Kerio Connect client enables you to send your note as an email message with one click.

1. In the **Notes** section in Kerio Connect client, select a note.
2. Click **Send as Message**.

This will open a new message window containing the text from the note.

Using notes in Kerio Connect client

3. Add recipients and other info.
4. Send.



Your **signature** will be automatically added.

Working with notes

The notes section allows you to:

- [sort your notes into folders](#).
- change the color of your note (right-click a note and select a color).
- remove a note (right-click the note and select **Delete**).

Sorting notes into folders

Your default notes folder is **My notes**.

To add another folder, click the **plus** sign next to Folders and specify a name.

To move notes to different folders, drag & drop a note from its original folder to another in the tree on the left.


Sharing your notes folders

You can share your notes folders with other users.

1. Right-click a folder and click on **Sharing**.
2. To share with a single user, select **User** and type their name or email.
To share with a group, select **Group of users** and select a group.
To share with everyone in your company, select **Everyone from <your company>**.
3. Specify action users can do:
 - can view
 - can change — user can add, delete and edit the notes
 - is owner — can set sharing, can add, delete and edit the notes
4. Repeat steps 2 and 3 as needed.
5. Click **OK**.

Displaying shared folders

If someone shares you a notes folder:

1. In Kerio Connect client, go to the **Notes** section  .
2. Click the **plus** sign next to **Shared folders**.
3. In the list of available folders, click those you want to see in your notes section.

Now you can work with the shared notes.

Configuring clients for instant messaging

Recommended IM clients



New in Kerio Connect 8.1!

Kerio instant messaging service is based on XMPP, an open technology for real-time communication.

Kerio Connect recommends the following instant messaging clients:

- [Pidgin](#) for Microsoft Windows
- [Psi](#) for Linux
- [Messages](#) (iChat) for Mac OS X

Supported features

Kerio instant messaging service supports the following features:

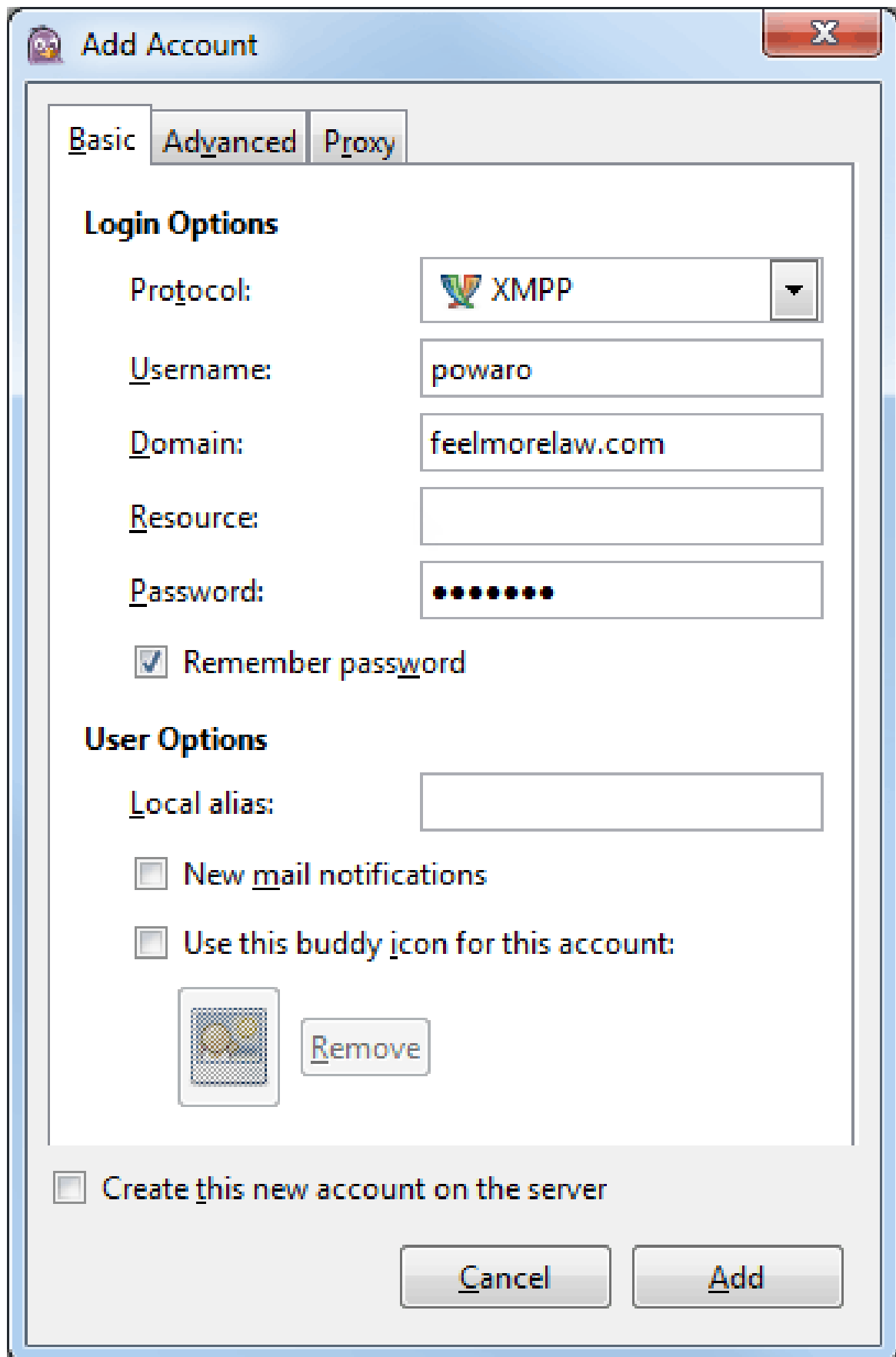
- sending rich text messages
- presence notifications
- sharing files
- auto-populated contact list of your colleagues
- synchronization of contact photos
- auto-configuration on Mac
- audio/video calls (availability depends on your [IM client](#))

Configuring Pidgin for Microsoft Windows

To configure the Pidgin client, follow these steps:

1. Download and install [Pidgin](#).
2. Run the application and click **Accounts** → **Manage Accounts** → **Add**.

3. Fill in the information — protocol (**XMPP**), your username and password, your domain.
4. Save the account.



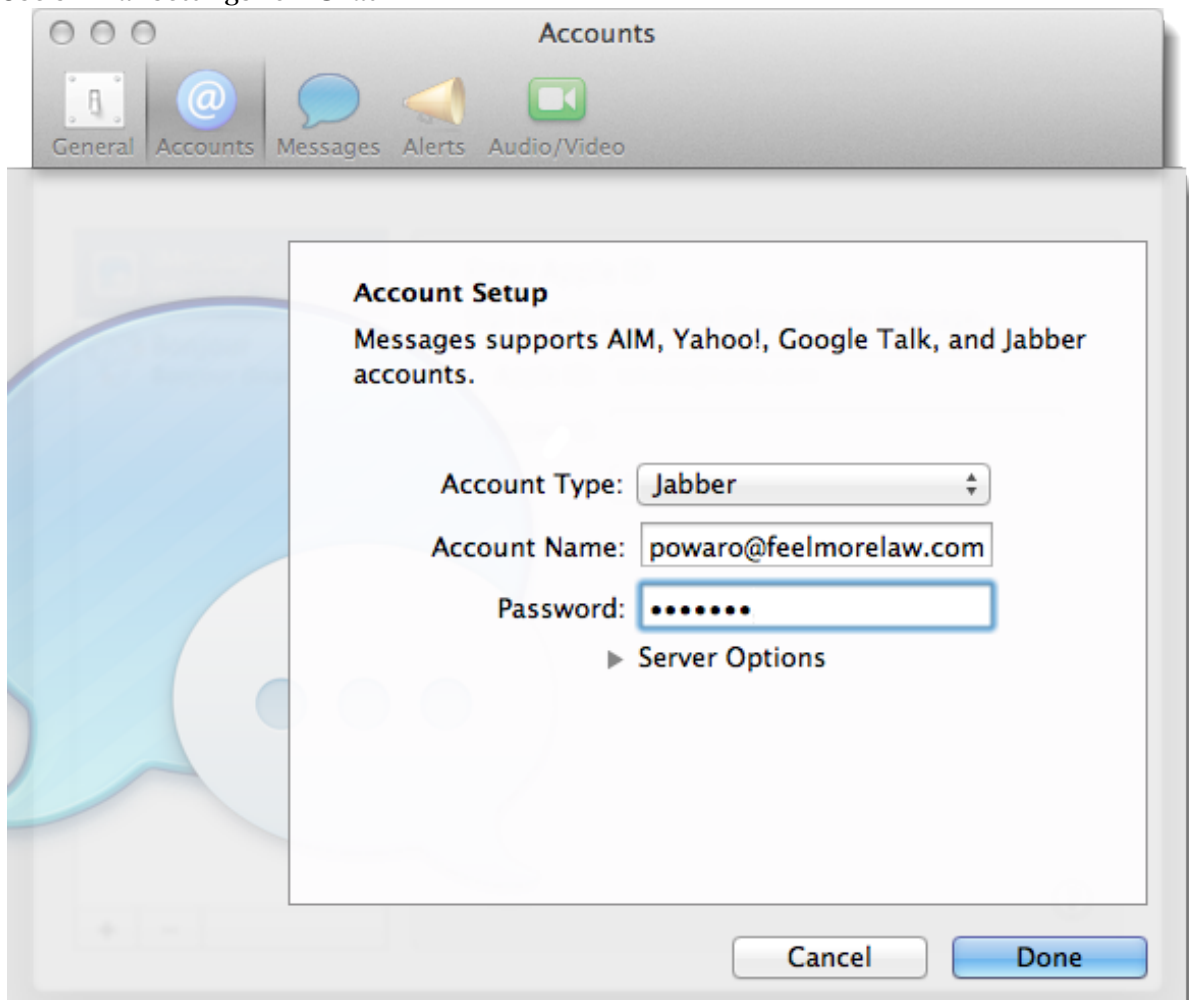
Configuring Messages on Mac OS X

To auto-configure Messages on Mac OS X, use [Kerio Connect Account Assistant](#)

For manual configuration, follow these steps:

1. Go to Messages to **Preferences** → **Accounts**. and click the plus sign.
2. Fill in the information — protocol (**Jabber**), account name (you username including the domain) and password.
3. Save the account.

Use similar settings for iChat.

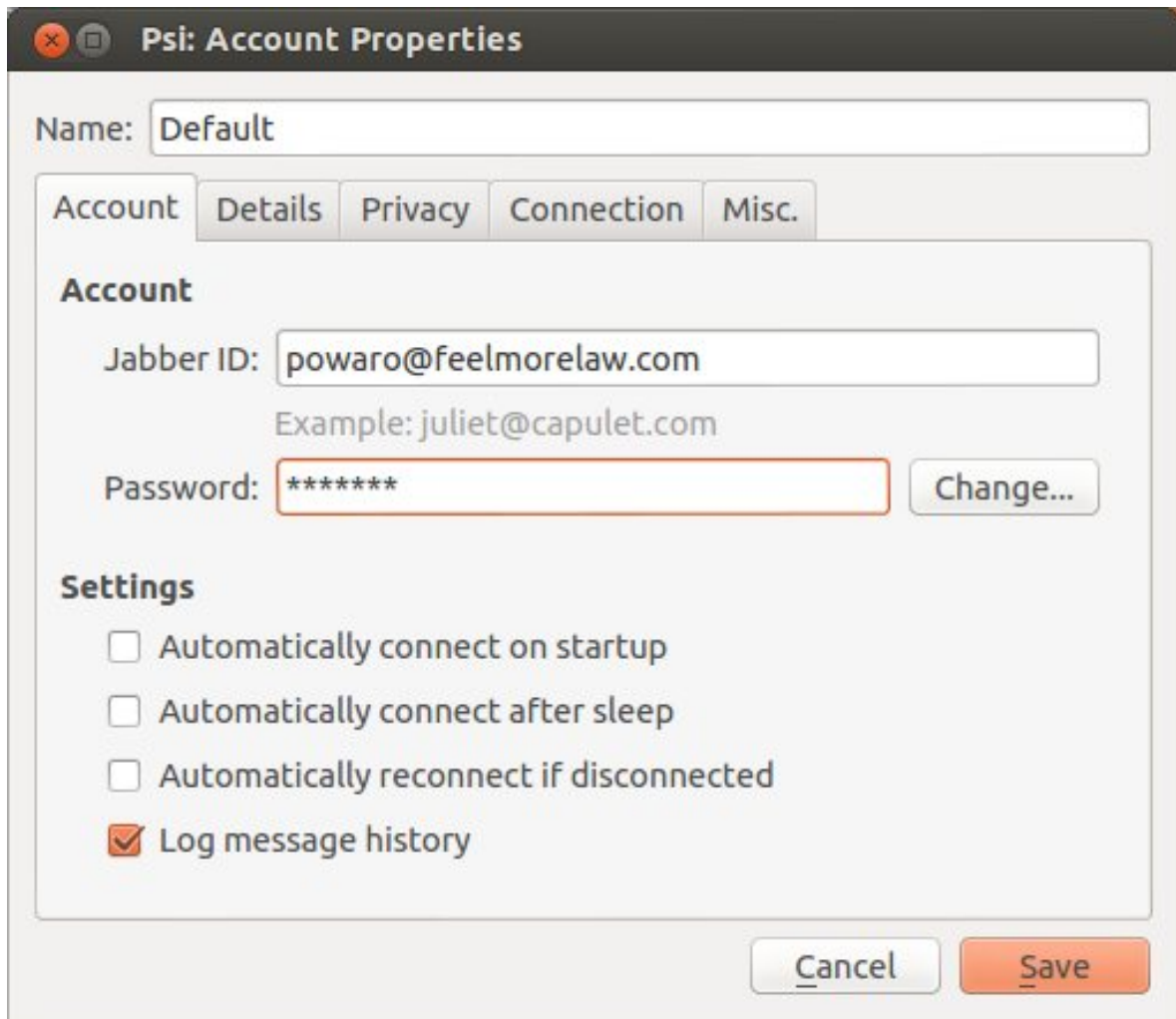


Configuring Psi on Linux

1. Download and install [Psi](#).
2. Run the application and click **General** → **Account Setup** → **Add**.

Configuring clients for instant messaging

3. Fill in the information — XMPP address (your username including the domain) and password.
4. Save the account.



Contact lists

When you login to your account in an IM client for the first time, a list of all your **Colleagues** will be created. You can move them into other folders or delete them (see section [Troubleshooting](#) on how to restore this contact list).

You can create additional contact lists and add other contacts depending on the client you use.

Troubleshooting

Contact list

If you have problems with your company contacts (**Colleagues**), ask your administrator to restore your contact list.



Any change you have previously made to the **Colleagues** list will be lost. Your external contacts will remain preserved.

Cannot connect to your account

If you cannot connect to your account, check your [DNS settings for client auto-configuration](#) or configure the clients manually:

Pidgin

Go to **Modify Account** → **tab Advanced** and use one the following configurations:

- uncheck option **Require encryption**, add your server address and port 5222, or
- set Connection Security to **Use old-style SSL**, add your server address and port 5223

Messages

Go to **Account Settings** → **tab Server Settings** and use one the following configurations:

- uncheck option **Use SSL**, add your server address and port 5222, or
- check option **Use SSL**, add your server address and port 5223

Psi

Go to **Modify Account** → **tab Connection**, check option **Manually Specify Host/Port** and use one the following configurations:

- set Encryption Connection to **Always**, add your server address (Host) and port 5222, or
- set Encryption Connection to **Legacy SSL**, add your server address (Host) and port 5223

Kerio Connect Account Assistant

About Kerio Connect Account Assistant

Kerio Connect Account Assistant is a single autoconfig tool which enables one-time auto-configuration of the following applications on Mac OS 10.5 or newer:

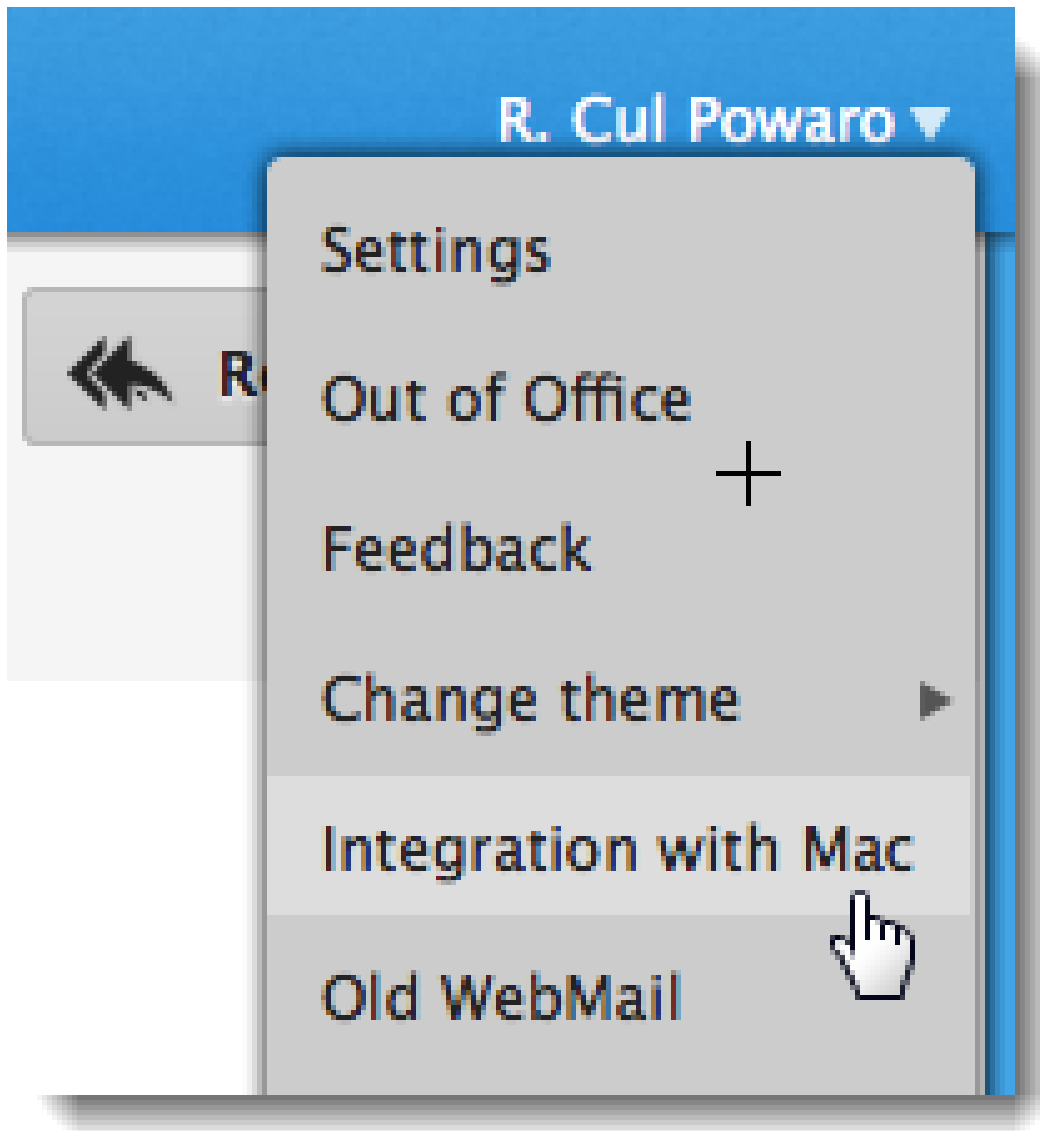
- Apple Mail
- Apple iCal
- Apple Address Book
- Microsoft Outlook
- Microsoft Entourage

Using Kerio Connect Account Assistant

Kerio Connect Account Assistant is unique for each user. Therefore, it is necessary to download it from your own integration page.

1. Open the Mac OS X integration page (e.g. <http://mail.feelmorelaw.com/integration>).

You can also click your name in Kerio Connect client and select **Integration with Mac**.

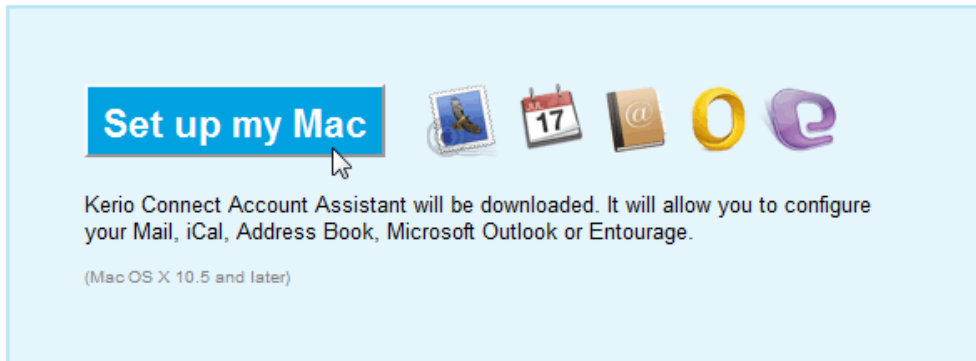


2. Click on **Set up my Mac** and download Kerio Connect Account Assistant to your computer.

Integration with Mac

[Windows](#) | [Linux](#)

Connect your Mac to Kerio Connect:



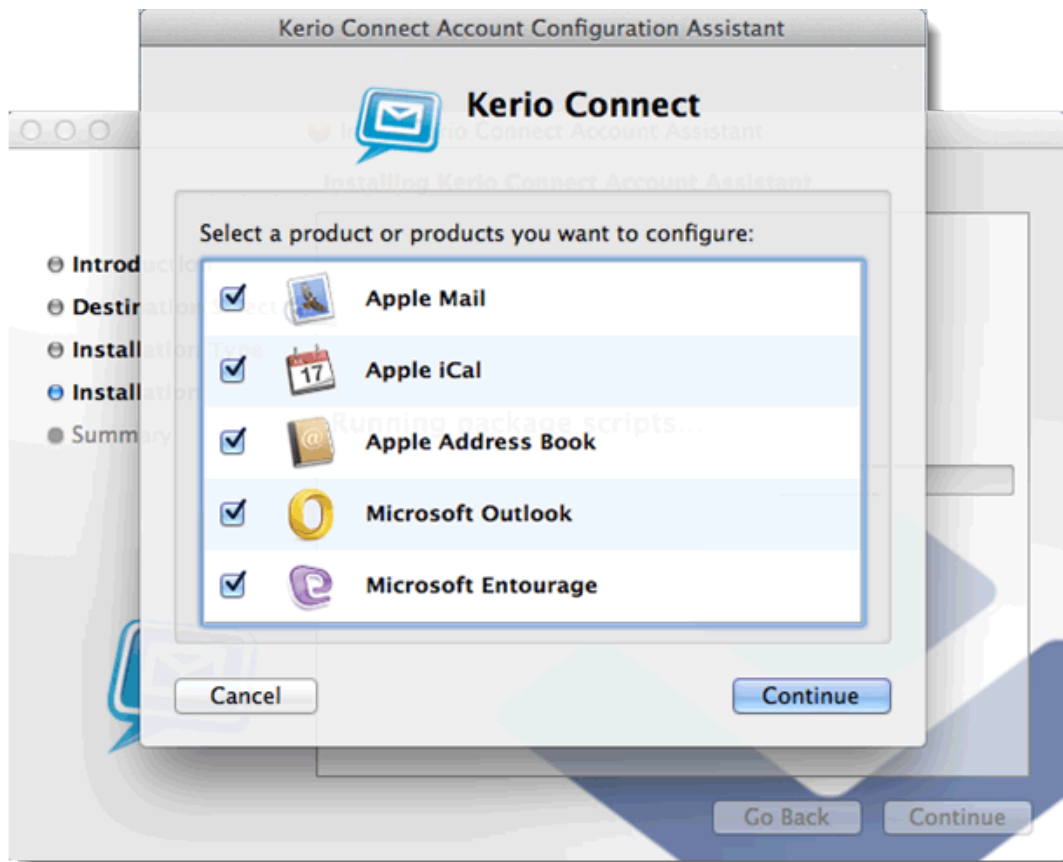
Set up my Mac

Kerio Connect Account Assistant will be downloaded. It will allow you to configure your Mail, iCal, Address Book, Microsoft Outlook or Entourage.

(Mac OS X 10.5 and later)

[See other options](#)

3. Once the download finishes, the installation program gets started — confirm installation and run it.
4. Select which products installed on your computer to configure (you can configure any of them later) and **Continue**.



5. Enter your Kerio Connect user account password and **Continue**.

Now the configuration application verifies your identity and server connection.

6. Click on **Configure** to run configuration of the selected applications.

Now the configured applications are available and ready.



All previous configuration modules are available at the integration page, upon clicking on *See other options*.

Configuring Microsoft Windows 8 Mail using Exchange ActiveSync

Overview

Kerio Connect 8.1 and above supports the ability to synchronize mail, contacts, and calendars to the Microsoft Windows 8 operating system via the Exchange ActiveSync protocol.



Beginning May 1, 2013, the support of Exchange ActiveSync in Kerio Connect is available as an add-on. For detailed information, read the [Exchange ActiveSync FAQs](#).

Configuring Kerio Connect

There is no additional configuration necessary to support Exchange ActiveSync (EAS) from Microsoft Windows 8.

Check the following items:

- Exchange ActiveSync add-on in Kerio Connect
- HTTPS service running and port 443 open on your firewall
- [SSL certificate](#) signed by a certification authority to simplify desktop configuration

Installing SSL certificate on your desktop



Users need to install a certificate if Kerio Connect uses a [self-signed certificate](#).

1. Go to the Kerio Connect client login page and click **Integration with Windows**.
2. Click the **Download SSL certificate** link.



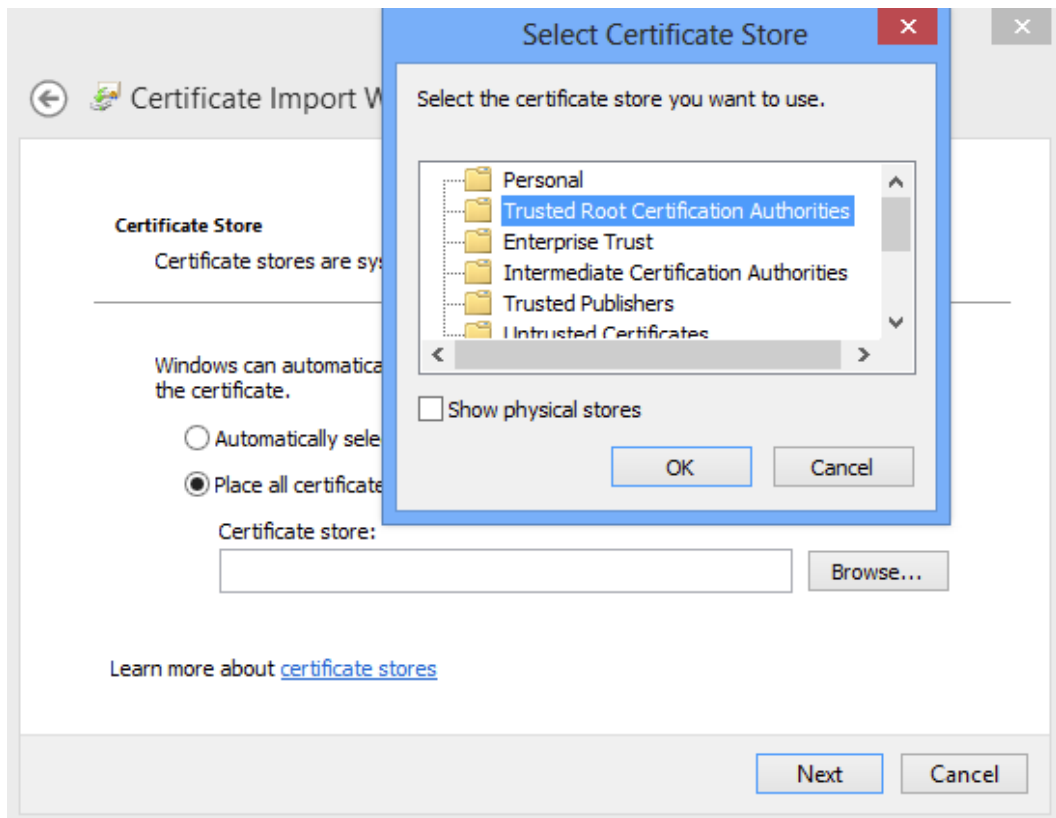
Mobile Devices



[Download SSL certificate](#)

Use this to connect to [Kerio Connect on your mobile device](#).

3. Open the file and select **Install the certificate**.
4. Select either the current user or local machine.
5. Browse for the **Certificate store** and select **Trusted Root Certification Authorities**.
6. Confirm.



Configuring Mail on Windows 8



Before you add an Exchange ActiveSync account, you must configure a Microsoft account (e.g. Hotmail, Windows Live, Outlook.com)

1. In the Mail application, go to **Settings** → **Accounts** → **Add an account**.
2. Select **Outlook** and **Show more details**.
3. Fill in the information.
4. **Connect**.

Add your Outlook account

Enter the information below to connect to your Outlook account.

Email address

Server address

Domain

Username

Password

[Show fewer details](#)

Now you can start using the Mail application and synchronize your Kerio Connect emails, contacts and calendars.