

HCL Verse 3.2.0 Documentation



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Chapter 1. What's New?

Learn about the new features and enhancements in HCL Verse 3.2.

What's new in Verse 3.2.6?

HCL Verse 3.2.6 introduces new features and enhancements in several areas.

General enhancement

HCL Verse 3.2.6 has the following general enhancement.

DJX (Domino Japanese Extension) name picker support on mail and calendar

For Japanese customers who are using Domino Japanese eXtension (DJX), Verse has added the customized DJX name picker in this release. Verse users will be able to open the DJX name picker when composing an email or creating an event. The name picker offers the ability to pick user names from three different lists categorized by ranked departments, ranked job titles, or ordered by phonetic name.



Note: The DJX picker will be enabled if the HCL Domino administrator sets the following notes.ini setting on the Domino server that runs Verse: VOP_GK_FEATURE_279=1.

For more information, see [Using DJX name picker on page 103](#) and [Enabling Domino Japanese eXtension name picker on page 116](#)

Mail enhancements

HCL Verse 3.2.6 provides the following features and enhancements related to Mail.

New actions for showing MIME headers and MIME full content

When an email or event notice is opened from the message list, users have the option to view both the MIME Headers and the Full MIME Content. Clicking on the actions will open the information in a dialog box for the user to see. See [How to view MIME headers and MIME full content? on page 47](#)

Allow all mail rules in Verse settings

In HCL Verse 3.2.6, user can scroll to dynamically load additional mail rules until all of the rules are displayed. Previously, users were restricted to displaying a maximum of 30 mail rules on the Verse Settings page.

See [How can mail rules help me organize my incoming mail? on page 38](#)

Contacts enhancement

HCL Verse 3.2.6 provides the following enhancement related to Contacts.

New Certificate section in a Personal Contact

A new certificates section has been added to the personal contact forms. The section allows you to see if the contact has stored information for a Notes certified public key or Internet certificate.

See [How to view the certificate status of a personal contact? on page 24](#)

Delegation enhancement

HCL Verse 3.2.6 provides enhancement related to delegated mail files.

Redirect user to the delegated Calendar if they do not have Mail access

If your administrator has enabled this new option and if you are given Calendar-only delegation access and try to open Mail, Verse will redirect you to the delegated Calendar.

See [How do I access mail and calendars delegated to me? on page 90](#)



Note: This optional delegation feature will be enabled if the HCL Domino administrator sets the following notes.ini setting on the Domino server that runs Verse: VOP_GK_FEATURE_296=1

See [Enabling a redirect to delegated Calendar when user does not have access to delegated Mail on page 117](#)

What's new in Verse 3.2.5?

HCL Verse 3.2.5 introduces new features and enhancements in several areas.

Meeting enhancement

HCL Verse 3.2.5 provides the following enhancements related to meetings.

Option to leave a placeholder when proposing a new time for a meeting

When proposing a new time for a meeting, invitees now have an option to leave a placeholder for the original time of the meeting in their calendar.

For more information, see [How do I leave a placeholder when proposing a new time for a meeting? on page 74](#).

Mail enhancement

HCL Verse 3.2.5 provides the following features and enhancements related to Mail.

Improved search when searching for emails sent by a delegated user

If you receive an email sent by a delegated user (for example, an executive administrator) on behalf of another user (for example, an executive), you can search for that email by searching for emails '**from**' the executive.

For more information, see user documentation topic [How to search for emails from a user sent by a delegatee?](#) on [page 58](#) and for information on required configurations, see admin documentation topic [Applying the Verse search view changes to existing mail files](#) on [page 115](#).

What's new in Verse 3.2.4?

HCL Verse 3.2.4 introduces new features and enhancements in several areas.

Meeting enhancements

HCL Verse 3.2.4 provides the following enhancements related to meetings

Limit repeat meeting instances

When scheduling a repeat meeting, you can configure how often the meeting repeats. If the number of meeting instances is 1000 or less, you can use the "Save" or "Save and Send" options. However, if the number of meeting instances is 1000, you will receive an alert message, and the "Save" and "Save and Send" actions will be disabled.

The screenshot shows the 'New event' dialog box. At the top, there are 'Save' and 'Save as Draft' buttons. The 'Subject' field is empty. Below it, 'Required:' and 'Optional | FYI' fields are shown. The 'Location:' field is empty, with 'Room | Resource' as a placeholder. An 'Online Meeting' checkbox is checked, with the meeting name 'Mike's Meeting' and a dropdown arrow. Below this, the URL 'https://sametime.meetings.com' and password '334422566' are displayed. The date and time are set to 'Thu, Feb 20, 2025' from '04:00 PM' to '05:00 PM' (1h 0m). The 'This event repeats:' section is set to 'Weekly' with a dropdown arrow. It shows 'Occurs every 1 Weeks' and a list of days: Sunday, Monday, Tuesday, Wednesday, Thursday (checked), Friday, and Saturday. The 'Continue for' dropdown is set to '1001 Weeks'. A red box highlights an error message: 'Repeating events cannot be scheduled for more than 1000 instances.' Below this, 'Suggested times' are listed as 'Required invitees' with a dropdown arrow. At the bottom, there are buttons for 'Thu 02/20', '10:00 PM', and '11:00 PM', along with a 'Find a time' button and a 'See more' link. The bottom right corner has an 'Options' button.

For more information, see [How do I schedule a meeting?](#) on [page 62](#).

General enhancements

HCL Verse 3.2.4 has the following general enhancements.

Verse/Domino OIDC support

Domino 14.5 offers the capability to serve as an OIDC provider, enabling user authentication and identity verification for OIDC Relying Parties, including Domino HTTP 12.0.2 FP3 and subsequent versions, Nomad 1.0.15 and later, and Verse 3.2.4 and newer, as well as esteemed third-party applications. For further insights, we encourage you to explore the section dedicated to [Using Domino as an OIDC provider](#) and [Configuring Verse with OIDC login and Web federated login](#)

Update in the administrator documentation

1. Update the [Configuring integration with HCL Sametime on page 117](#).
2. Update the [Installing and configuring on page 108](#).

What's new in Verse 3.2.3?

HCL Verse 3.2.3 introduces new features and enhancements in several areas.

General enhancements

HCL Verse 3.2.3 has the following general enhancements.

Beginning with HCL Verse 3.2.3, the iNotes event form will be End of Support. For more information, see [Deprecating the iNotes event form in HCL Verse 3.2.3](#)

Mail enhancements

HCL Verse 3.2.3 provides the following features and enhancements related to Mail.

Save sent mail option

HCL Verse 3.2.3 provides a new setting in the Mail section which allows the users to save all sent messages, never save any, or choose to be prompted for each message sent.

For more information, see [How can I choose to save sent mail? on page 95](#).

Calendar enhancements

HCL Verse 3.2.3 provides the following features and enhancements related to Verse Calendar.

Add Calendar option for automatic use of default meeting

HCL Verse 3.2.3 introduces a new preference in the calendar section of **Verse Settings** to specify whether an online meeting link should be automatically added when creating a new event.

For more information, see [How can I set my default meetings? on page 93](#) and [Controlling if the default online meeting is used automatically on page 131](#).

What's new in Verse 3.2.2?

HCL Verse 3.2.2 introduces new features and enhancements in several areas.

General enhancements

HCL Verse 3.2.2 has the following general enhancements.

Logout of Sametime when logging out of Verse

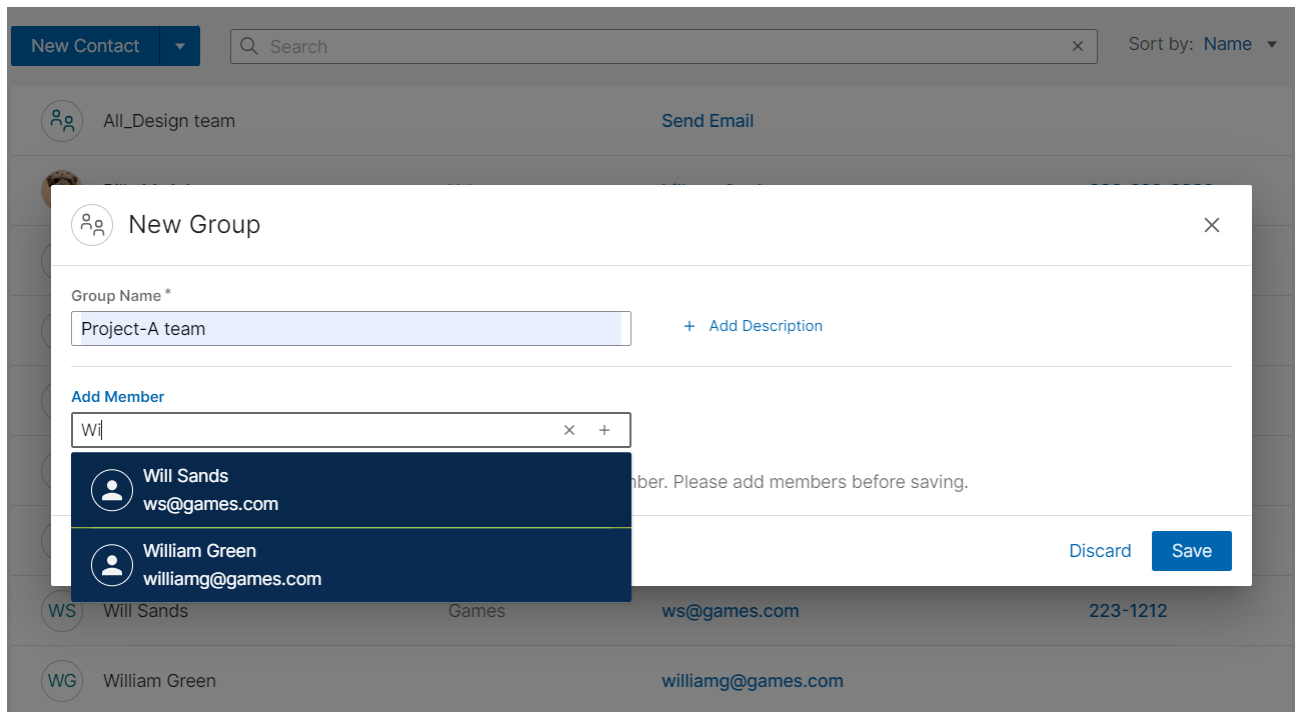
When using Sametime integrated with Verse, if enabled by the administrator, users can be logged out of Sametime when logging out of Verse. An alert dialog appears when user logs out of Verse. After confirming the alert, the user is logged out of Sametime too. For more information, see [Enabling Sametime logout with Verse logout on page 118](#).

Contacts enhancements

HCL Verse 3.2.2 provides the following features and enhancements related to contacts.

Adding a group member using type-ahead

When creating a group contact, you can start typing in the **add member** field to produce a list of users that match the text. As you type, a Directory search is executed such that it finds users in the corporate directory and your personal contacts. You can select a user from the list to add the user to the group. If no matches are found, you need to enter the complete mail address of the user and click the '+' icon to add the user to the group.



Filter members when viewing a group contact

When viewing a group contact, you can type in the **Filter Member** field in order to easily find group members that are listed in the group.

The screenshot shows a web interface for a group contact named "All_Design team". At the top left is a group icon and the name. To the right is a close button (X). Below the header, there's a "Group Members" section. On the right of this section is a "Send Email" button. Below "Group Members" is a "Filter Member" label. Underneath is a search input field containing "Dan" with a magnifying glass icon on the left and a clear button (X) on the right. Below the search field, two member cards are displayed. The first card shows the name "Daniel Frankel". The second card shows the email address "dannyW@baldwin-designs.com". At the bottom right of the interface are two buttons: "Delete" and "Edit".

Mail enhancements

HCL Verse 3.2.2 provides the following features and enhancements related to Mail.

Preview text file attachments

HCL Verse 3.2.2 allows a user to preview file attachments that are text files, without downloading them. For example, .txt, .text, etc. The user can click on the file name to preview the file.

Allow opening a delegator's Archive mail file

HCL Verse 3.2.2 now allows a user to access a delegator's Archive mail files. For more information, see [Accessing delegator's Archive mail file on page 91](#).

'Modify on send' extension update

Beginning with HCL Verse 3.2.2, the **Modify on send** extension can now modify the body of a mail. The extension allows you to invoke custom logic to modify mail before it is sent. In order to modify the body, the extension needs to return the new body. For example:

```
modifiedContext: {
  subject: "The subject of this message has been modified",
  signature: "This email and any attached files are confidential and intended solely for the use of the
individual(s) to whom they are addressed.",
  body: `My Disclaimer: ${context.body}`
}
```

This enhancement is not enabled by default. For more information, see [Enabling advanced Modify on Send extension on page 130](#) and [Verse Extension documentation](#).

Meeting enhancements

HCL Verse 3.2.2 provides the following features and enhancements related to meetings.

Room/Resource check when rescheduling a meeting

When scheduling a meeting, you can select a Room or Resource. When rescheduling the same meeting, the Verse event form checks if the previously selected Room or Resource is available at the newly selected time. If it is not available, a message appears to inform you of the conflict.

The screenshot shows a meeting form titled "Project Offering Discussion". At the top, there is a blue header bar with the title and a close button. Below the header, there is a toolbar with buttons for "Save and Send", "Cancel", "Confirm", "Forward", and icons for email, calendar, and print. The form content includes a section for "Required" attendees with three names: Bryson Gray, Daniel Frankel, and Lukas Smith, each with a close button. To the right of these names is the text "Optional | FYI". Below this is a section for "4 Attendees (No Response: 4)" with a right arrow. The "Location:" field is empty. The "Room:" field has "Room 3" selected with a close button and a search icon. Below the room field, a yellow warning box contains a triangle icon and the text: "Room 3/SiteA is unavailable at the selected time. The room will decline the meeting if you send this invitation anyway." At the bottom, the "Resource:" field is empty with a search icon.

What's new in Verse 3.2.1?

HCL Verse 3.2.1 introduces new features and enhancements in several areas.

Meeting enhancements

HCL Verse 3.2.1 provides the following features and enhancements related to meetings.

Dynamic online meeting services

Available from HCL Verse 3.2.1 onwards, users can generate a dynamic link to meetings on the following services - GoToMeeting, Microsoft Teams, WebEx, Zoom, and Sametime.

For more information, see [How do I integrate an online meeting? on page 69](#) in user documentation and [Enabling dynamic online meeting services on page 128](#) in admin documentation.

Confirm meeting

Beginning with HCL Verse 3.2.1, the chair of a meeting can Confirm the meeting. Confirm Meeting is a calendar workflow action that is available to the Chair of the meeting (or the Chair's delegate) in the context of the event-form. For more information, see [Confirm meeting as a chair on page 69](#) in the user documentation.

Contacts enhancements

HCL Verse 3.2.1 provides the following features and enhancements related to contacts.

Group contacts

This release allows users to create, edit and delete groups in the Contacts application. Users can add or delete members in a group and send the group an email. For more information, see [Adding New Group on page 23](#)

General enhancements

HCL Verse 3.2.1 has the following general enhancements.

About Verse dialog box update

When a user opens the **About Verse** dialog box, now the server name and the user's email address appear in the dialog.



Note: The server name in the about dialog box only displays if the HCL Domino administrator sets the following notes.ini setting on the Domino server that runs Verse.

```
VOP_ENABLE_SERVERNAME_IN_ABOUT=1
```

TinyMCE editor version update

TinyMCE editor version is upgraded to v6.7.3.

What's new in Verse 3.2?

HCL Verse 3.2 provides the following new features and enhancements.

General Updates

HCL Verse 3.2 provides the following general updates.

This version supports a new language **Azerbaijani**.

Mail enhancements

HCL Verse 3.2 provides the following features and enhancements related to Mail.

Keep Private option

This option allows you to mark the message private. This prevents the recipient from forwarding or copying the message. For more information, see [How can I keep my mails private? on page 53](#)

TinyMCE editor in Mail Compose

In HCL Verse 3.2, the existing CKEditor is replaced with TinyMCE editor in Mail Compose .

The screenshot displays the 'New Message - 10:31 PM' window. The header bar is blue with standard window controls. Below it, the 'To:' field is empty, and the 'Cc | Bcc' link is visible. The 'Subject' field is also empty. The 'From:' field is populated with 'Sarah.McAdams@baldwin-design.com' and has a dropdown arrow. Below the fields is a toolbar with icons for text formatting (bold, italic, underline, strikethrough), alignment, and other options. The main body of the email contains the following text:

Sarah McAdams
Lead Designer at Baldwin Designs
(234) 566-2222

www.baldwin-designs.com

At the bottom right, there is a status bar showing 'Saved at 10:31 PM' and three buttons: 'Discard' (blue), 'Send' (grey), and a blue button with an upward arrow.

New Preferences

HCL Verse 3.2 has the following new preferences.

Pin Folder Panel

HCL Verse 3.2 now remembers the past state of the Folder Panel. When you click on the Folder Panel to open or close it, the state gets saved. If you refresh the browser or open another browser instance with Verse, the state of the Folder Panel is fetched and then reflected.

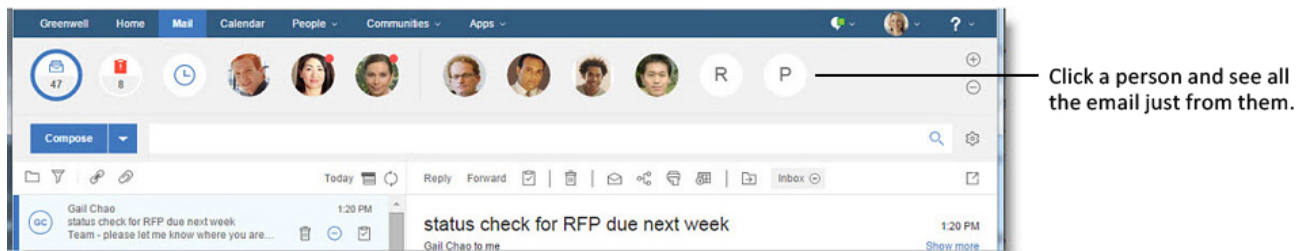
Chapter 2. User Documentation

HCL Verse is mail that understands you. It has less clutter and more clarity for getting you connected to the people who matter to you most. Designed for mobile devices, and powered by HCL's analytics and advanced search, HCL Verse works for you, not the other way around.

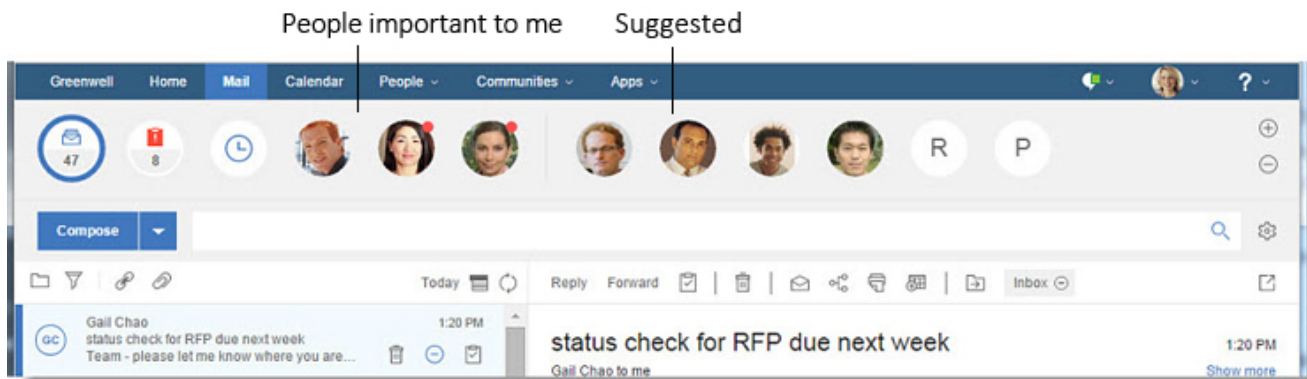
Eight things you can do with Verse

Verse includes profiles, connecting with and following people so you can see their updates, uploading and sharing files, an activity stream, and status updates. Share your calendar and see calendar availability for other Verse subscribers in your organization. Work with web-based mail, calendar and contact information, including type-ahead addressing, custom mail folders, support for mail threads, in depth search, view and work with files, tracking of actions that need attention, and analytics-based identification of important content. You can delegate your mail and calendar, or manage other people's mail and calendar.

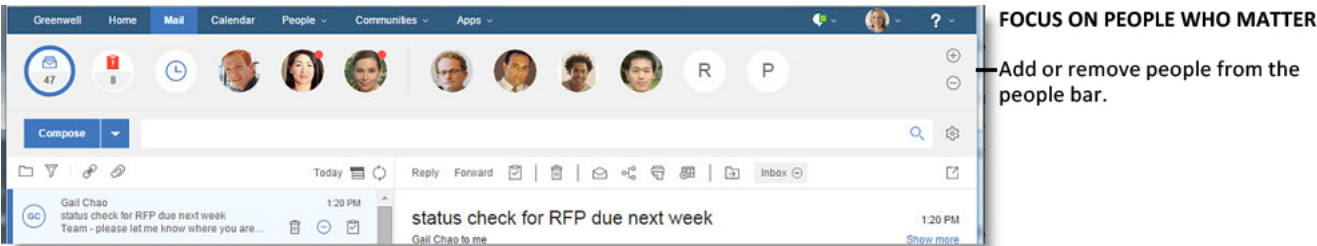
See mail from people important to you



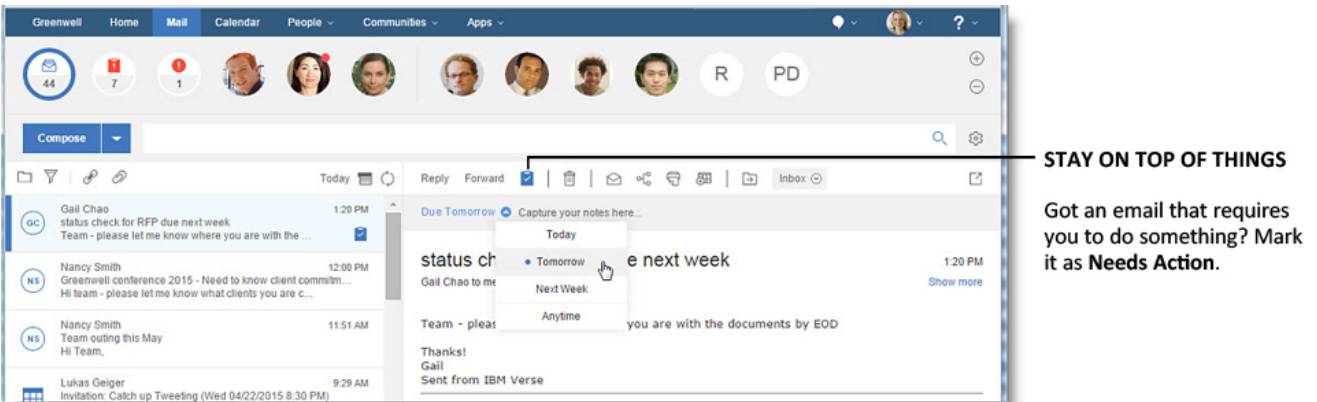
Turn a suggested person into one of your favorites



Pin people and communities of interest to stay of aware of what's new



Mark mail as Needs Action

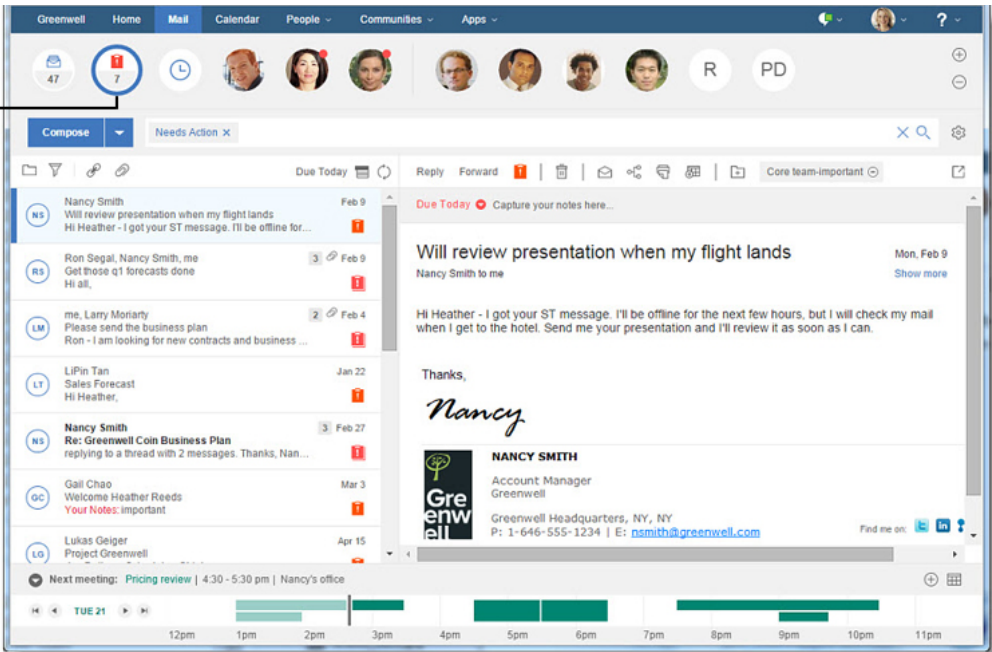


Manage the items that need follow up

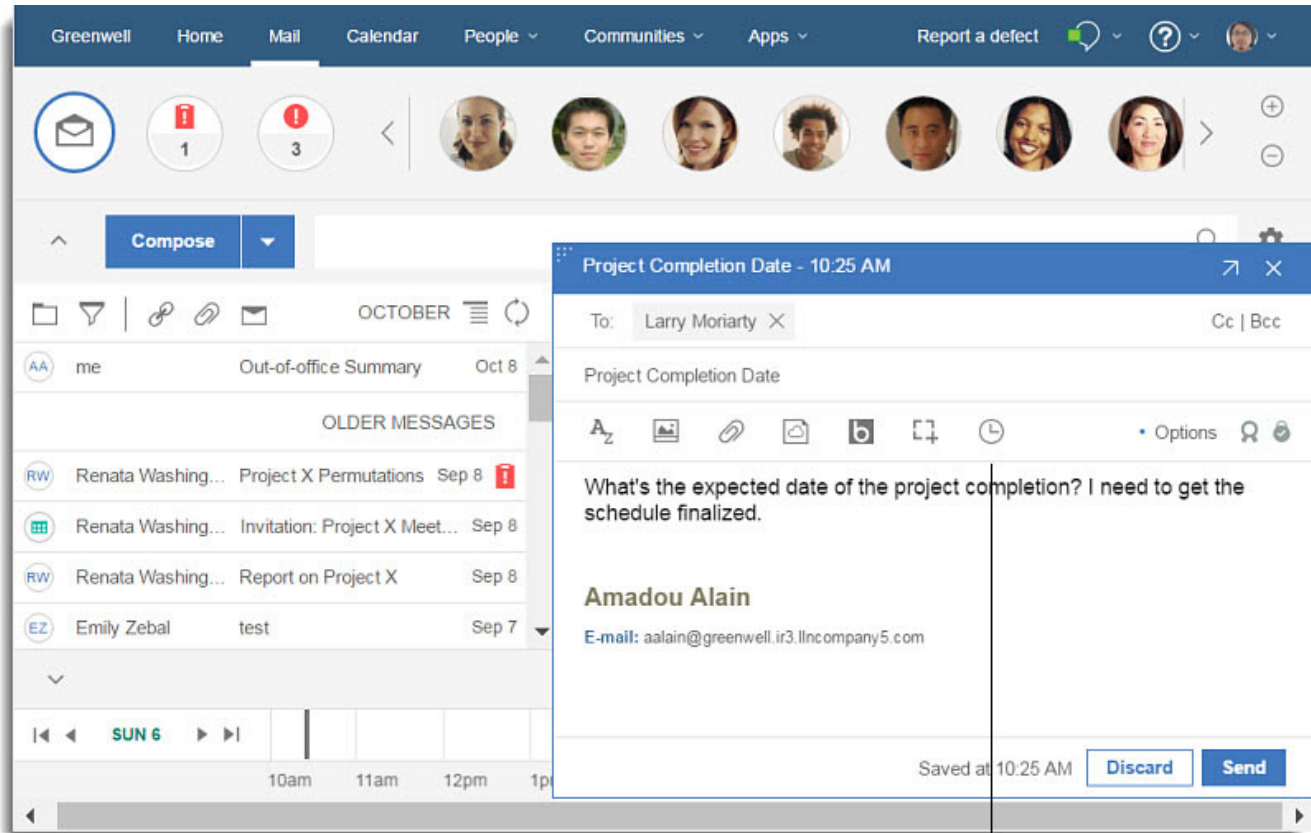
YOUR NEEDS ACTION LIST

See all your Needs Action items organized by due date.

A red icon means the item is due now.



Track who owes you a response and when



WAITING FOR A RESPONSE?

Mark a mail message **WAITING FOR**.

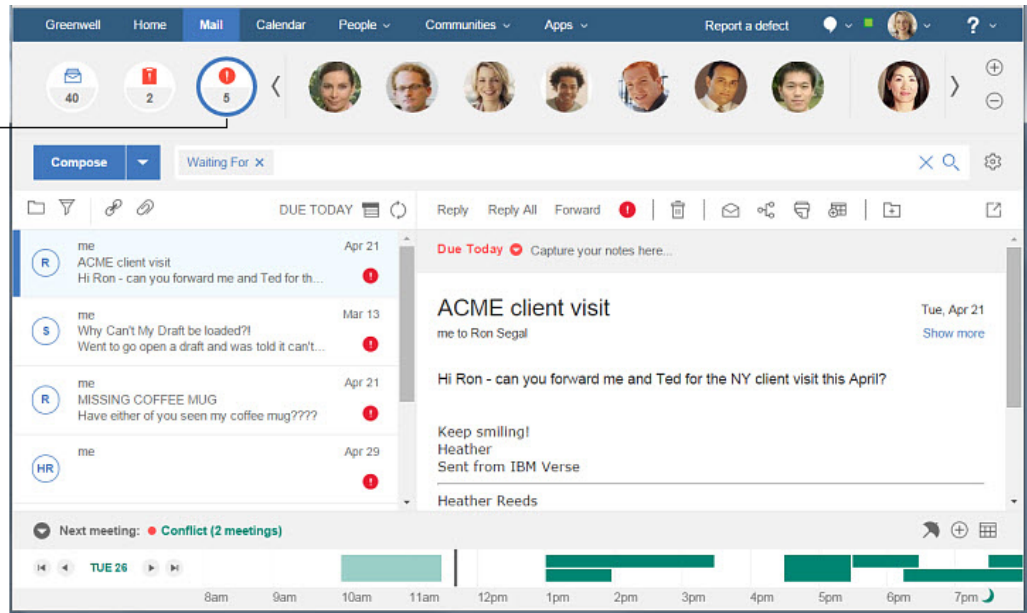
When do you need the response? Give it a date and get a reminder when the response is due.

See all messages marked Waiting For

KEEP TRACK OF WHO OWES YOU

For items you marked **Waiting For**, use this view to track who owes you and when.

Items in red are due today or past due.

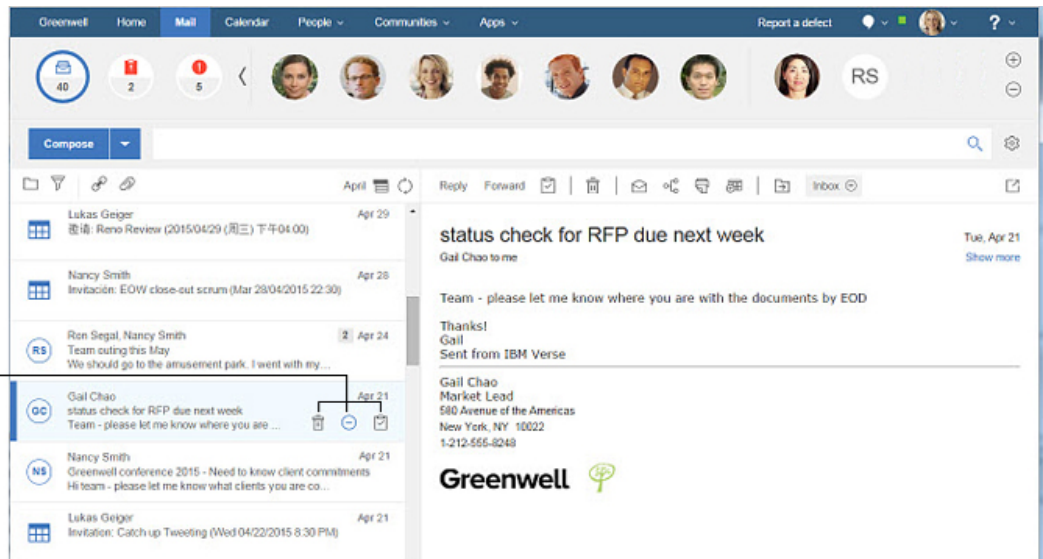


Happiness is a clean inbox

STAY ON TOP OF YOUR INBOX

Act on any incoming mail:

- Move to Trash
- Remove from Inbox (but keep)
- Mark as **Needs Action**



You can select and work with multiple messages by either selecting the individual people pictures in the message folder, or shift-selecting the messages themselves. Your selected messages appear in the message view, where you can mark them all as read or unread, delete them all, or move them to a folder.

How do I run Verse as a standalone app?

Beginning with HCL Verse 2.0, you can install and run HCL Verse as a standalone browser app that is based on progressive web app (PWA) technology.

About this task

As a PWA, Verse runs in its own window rather than as a tab in your browser. You start and stop it as you do other installed browser apps.

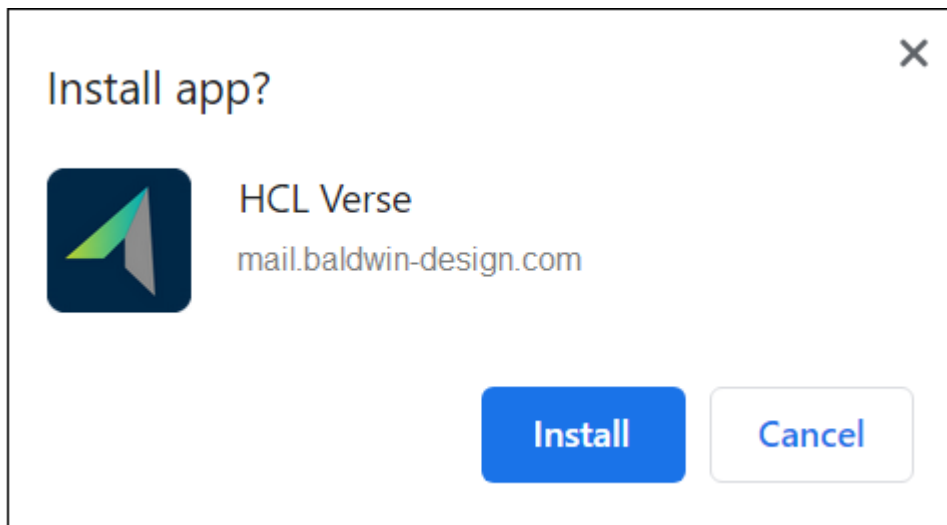
Verse as a standalone browser app is currently supported for the following browsers. For supported browser versions, see the [Verse 2.0 system requirements](#).

- Chrome on Microsoft™ Windows™, Mac OS, and Android
- Microsoft™ Edge (80+) on Microsoft™ Windows™
- Apple Safari on iOS

To install Verse as a standalone app:

1. Log in to Verse through the server browser URL, for example: `https://baldwin-design.com/verse`.
2. Install the Verse app.

The browser may indicate that there is an app to be installed. For example, on Chrome running on Windows, a + icon is shown in the browser bar, which you can click to install the Verse app:

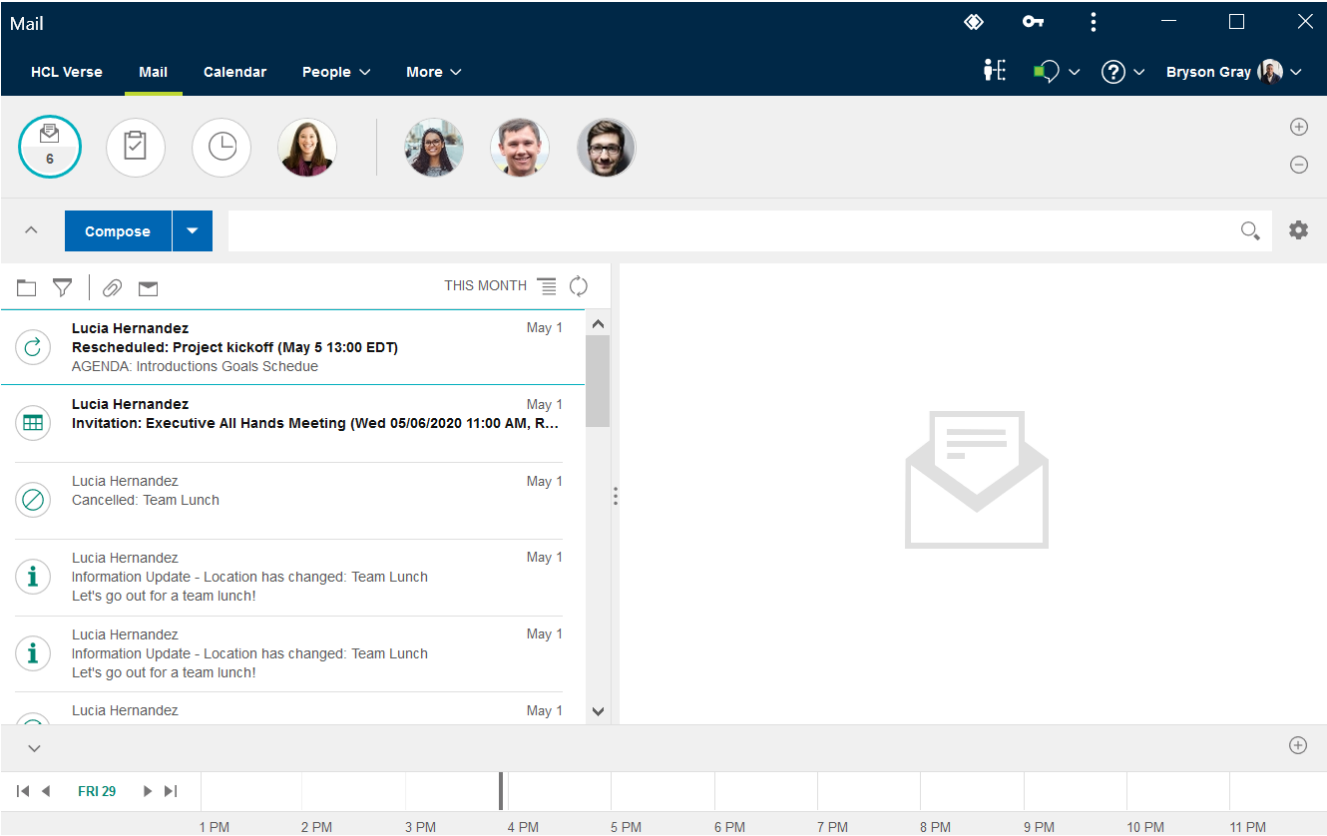


On some browsers the prompt to install Verse is shown automatically

On mobile devices, you are given instructions about how to add the Verse app to your home screen.

Results

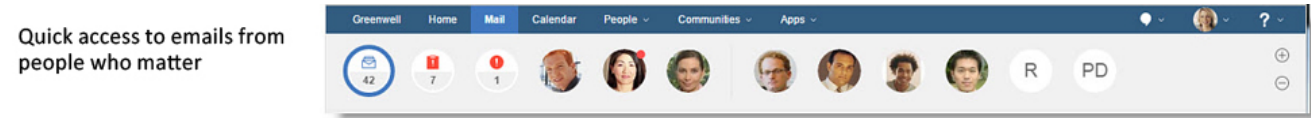
Verse immediately starts in its own window. Stop, start, or uninstall Verse just as you do other installed browser apps.



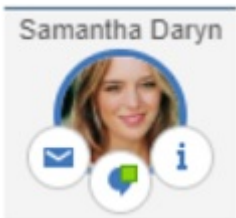
Why do I see people in the top bar?

One of the main aspects of HCL Verse that sets it apart is that it lets you have, within easy reach, all the things that are important to you. People are a big part of this idea.

At the top are the people and communities that are important to you, which gives you a great deal of flexibility in how you interact with your colleagues and contacts.

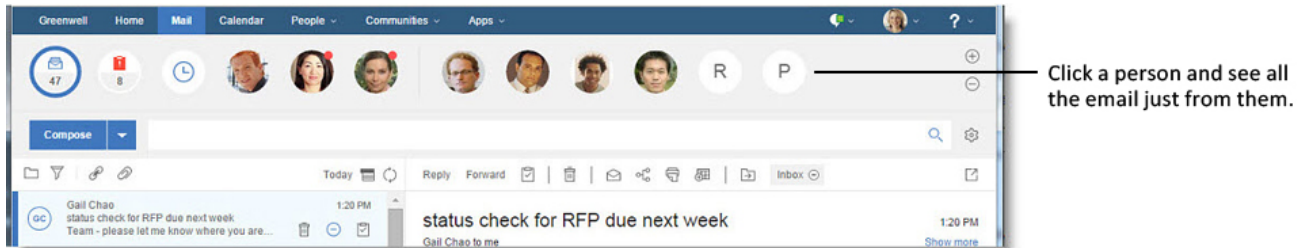


Mouse over to send mail to the contact, start a chat, or view the contact's business card information.

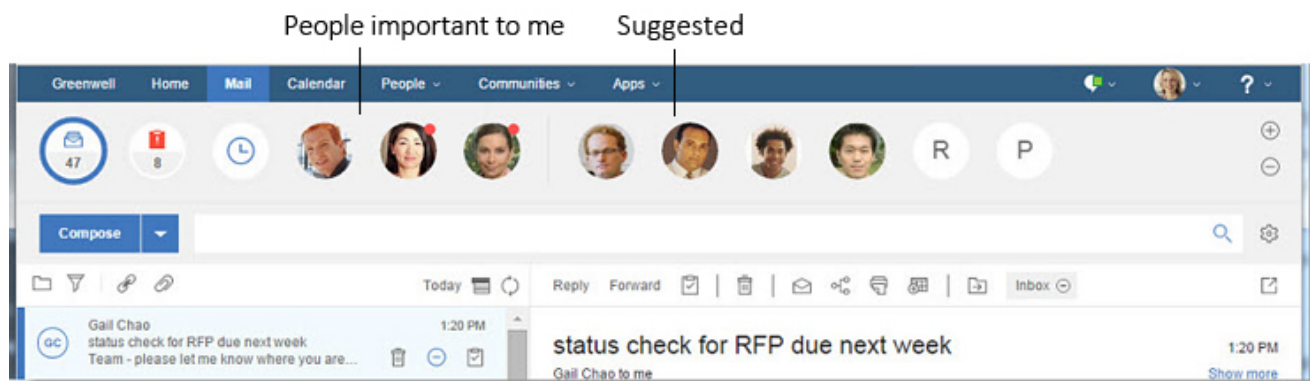


A red dot on a person means you have new mail from a person important to you.

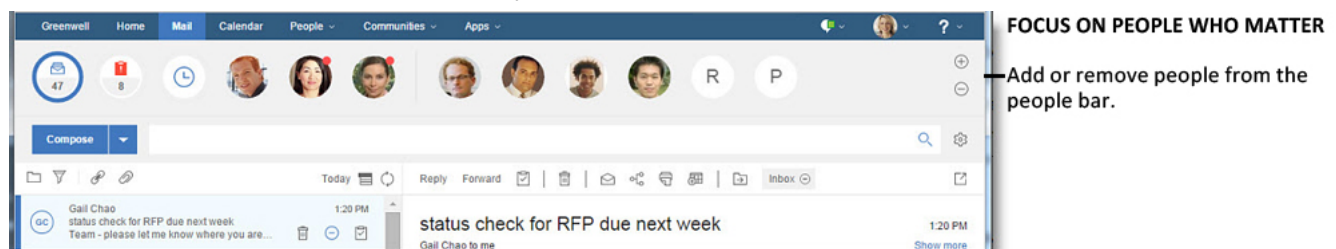
Each contact is shown with a profile photo, if available. Otherwise, you'll see their initials. Click a contact to show all mail from that contact in your Inbox.



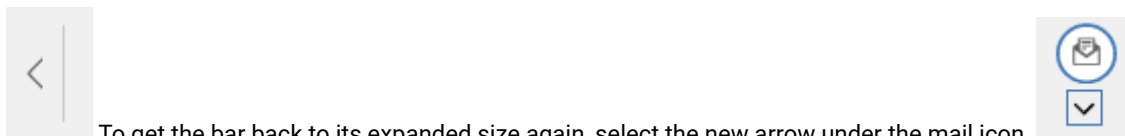
Every time you open HCL Verse, the bar is updated with your most used and recent contacts. But if there are people you want to make sure remain in the bar, you can add them as a favorite, so that they will always be there. To do so, either drag the person past the divider bar to the Favorites section, or use the '+' button to add them from a search. Your favorites will always display in the bar when you load HCL Verse.



Add or remove a favorite or suggested person by clicking the add or remove icon.



Finally, you can collapse the top bar to get it out of the way by selecting the arrow icon next to the first name on the list.



To get the bar back to its expanded size again, select the new arrow under the mail icon.

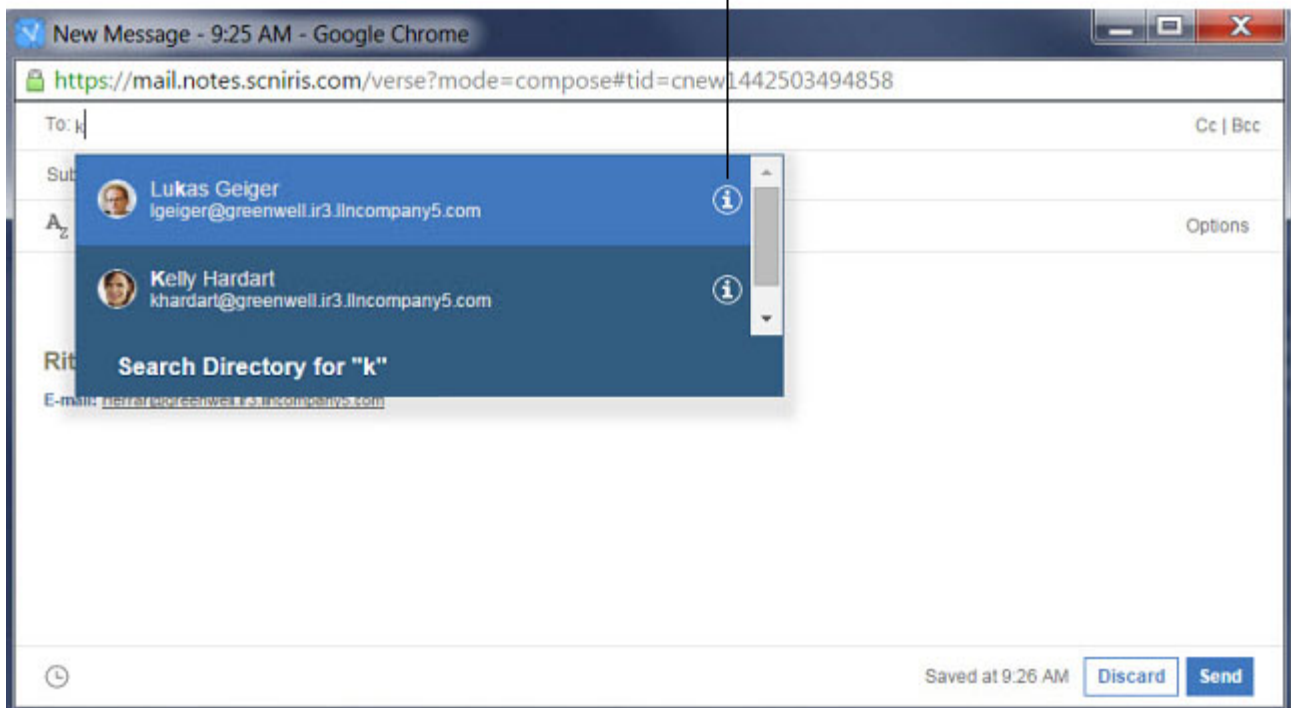
How do I use business cards to see my colleagues' information with HCL Verse®?

HCL Verse® business cards keep all the necessary personal information for your contacts within easy reach, while at the same time taking it one step further. In Verse, the business card is more than just a source of contact information, it becomes a modern social tool, giving you the opportunity to interact with your colleagues in a variety of ways.

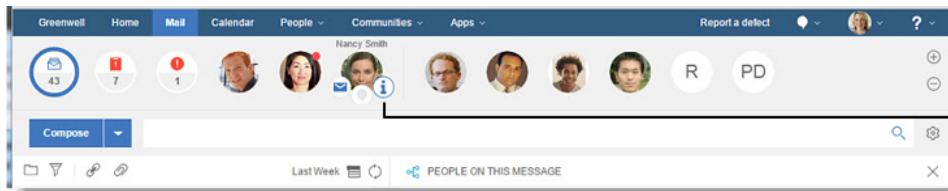
You can bring up a contact's business card in several ways. Hovering on a name in the message list until the View Business Card tip appears. Click the name at that point, and the business card displays. You can also open a contact's business card by clicking their name in the message view (recipients), or from that person's photo in the Favorites bar. For the photo, hover your mouse over their picture, then click the Information icon to display the card. Finally, when search results display as you enter a recipient's name into a new message, you can click the information icon next to the name of any person in the search result to display their card.

TYPE AHEAD VIEW

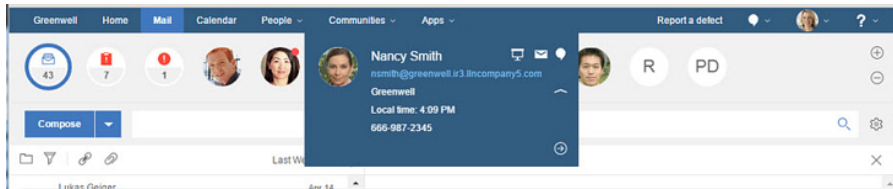
Open the contact's business card



In addition to providing your contact's personal information, you can perform a variety of tasks:



BUSINESS CARD
Hover over a person's photo and click "i" to see their business card.



VIEW DETAILS ABOUT A PERSON

View a person's business card and start a chat, a meeting, or send an email.

- Select the **Compose** icon to write them a message.
- Select the **Chat** icon to start chatting with HCL Sametime®.



Note: Sametime® Chat can be replaced with another product by your organization. For help with other chat products, see their documentation.

- Select the **Meeting** icon to begin a meeting with your contact.
- Select the **More Actions** arrow for additional options, including:
 - Select **View Messages** to show all messages received from the contact.
 - Click **Follow** or **Unfollow** to either follow or stop following the contact's profile within HCL Connections™.
 - Click **View Profile** to see the contact's Connections profile if they have one.
 - Select **View Files** to see the contact's Connections file library if they have any.

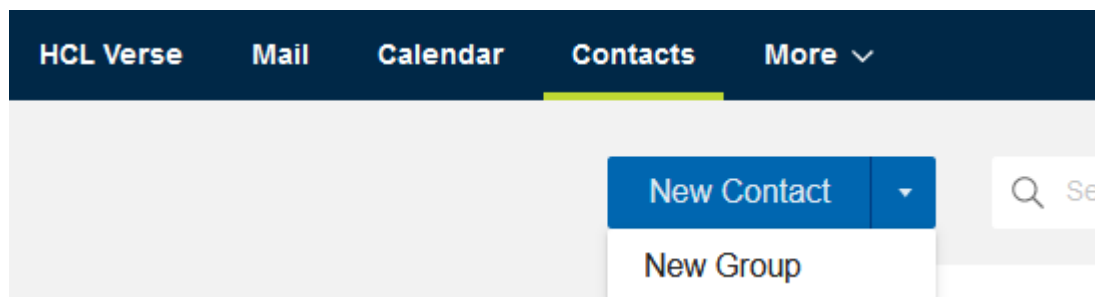
To exit the business card, just click anywhere else on the page, or use the Escape key.

How do I manage my personal contacts?

Add contacts to save information about the people you communicate with in HCL Verse.

Adding New Contact

To add a contact, click **Contacts > New Contact**:



Add a name and any other information that you want and then save the contact. You can add photo, phone numbers, email addresses, web site addresses, work information, birthday and anniversary dates, and postal addresses.

 **New Contact**

 [Add Photo](#) 

First Name

Middle Name

Last Name

Email (Default)

Work

Email

Personal

+ Email

Phone

Work

Phone

Home

+ Phone

Website URL 1

Website URL 2

Company Name

Job Title

Department

Location

Discard

Save

Your list of contacts looks like this. If your contact list is long, use search to find a contact. Click a contact to open it and see details about the contact. While it's open, you can edit or delete it.

New Contact

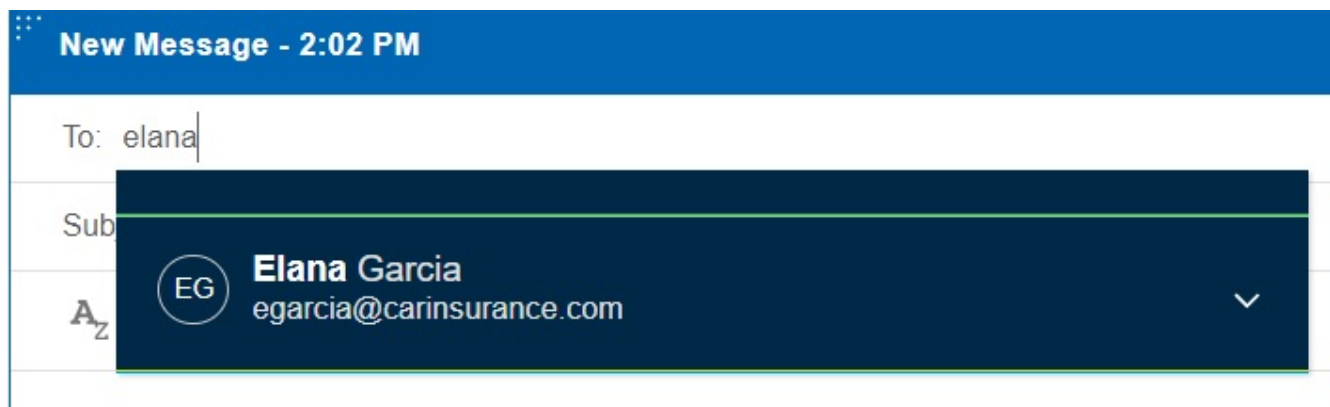
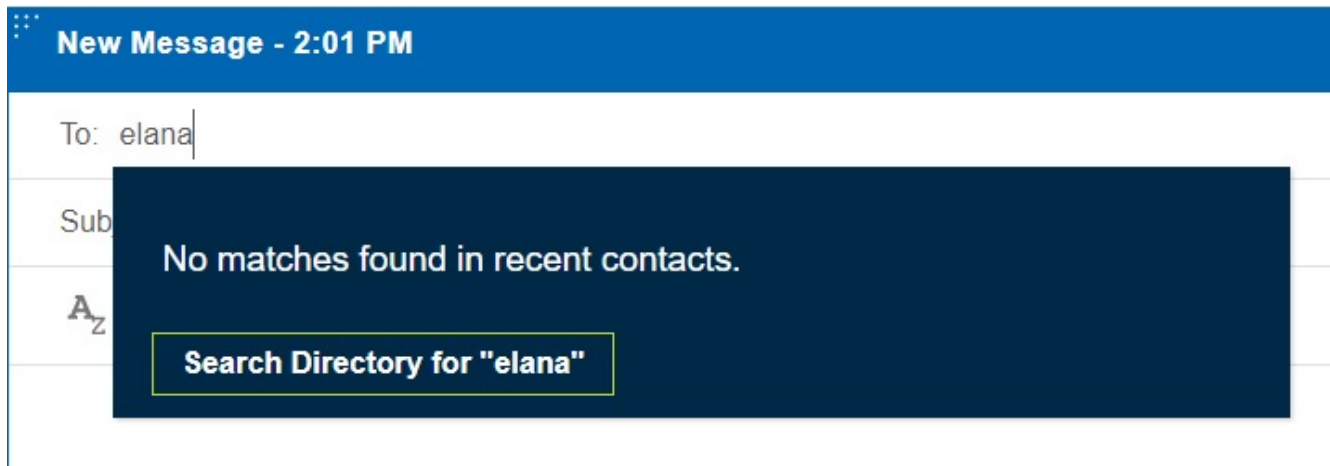
Search

Sort by: Name

	Billy McAdams	Yahoo	billymc@yahoo.com	636-222-8899
	Bob Caramel	Games	bobc@games.com	555-1234
	Elana Garcia	Car Insurance	egarcia@carinsurance.com	786-951-6663
	Harry Styles	Camp Org	hs@camp.com	445-4455

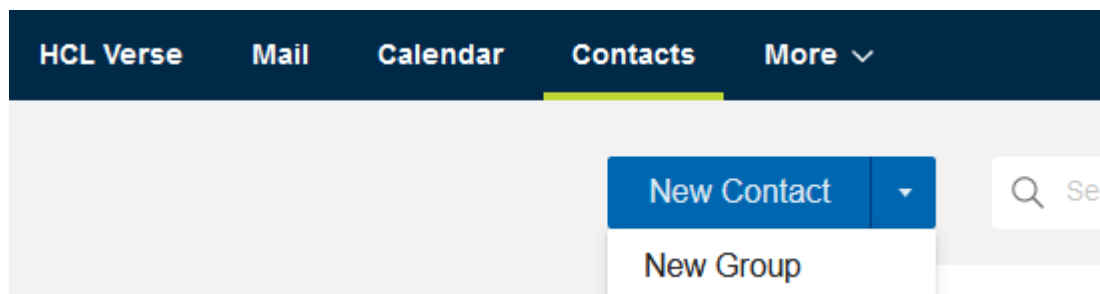
The live email and phone number features allow you to send direct email or meeting invite or make a direct call to your contacts. When you click on the email address of any contact, the compose window opens directly. When you click on the phone number of any contact, it will direct you to your chosen application of teleprotocol to make a call. You can also sort the contact list according to the Name, Email, and Company name of your contacts.

To send an email or meeting invitation to your contacts, type the contact name or address in the addressing field. Similar to the way you search for names in a directory, use the "Search Directory for" feature to find the new contact, then select their name. Thereafter, the contact automatically appears in the addressing field when typing the name or address.



Adding New Group

To add a group, click **Contacts > New Group** from the split button:



The group name and at least one group member is required. After adding members to the group, click **Save**.


New Group
×

Group Name *

Description

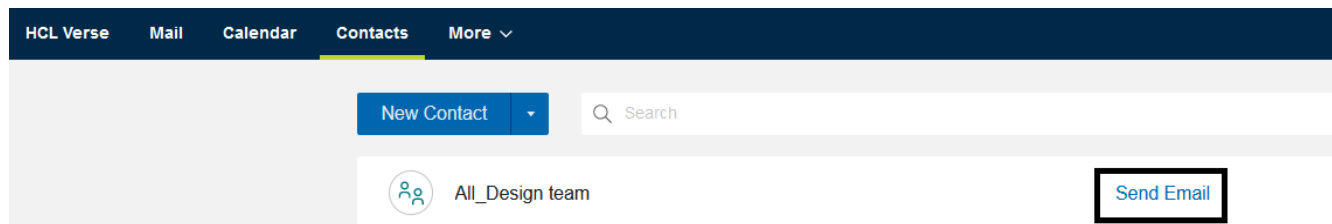
Add Member

 +

×
 ×

Discard
Save

You can send an email to the group.



How to view the certificate status of a personal contact?

In HCL Verse 3.2.6, there is now a dedicated section in Contact forms for viewing the status of the contact's Notes certified public key or Internet certificate.

About this task

These certificates can be viewed in the dedicated Certificate section of the contact details.

There are two types of certificates:

- **Notes certified public key** - Shows "Present" if a Notes certified public key is stored for the contact, otherwise displays "Not Present".
- **Internet certificate** - Shows "Present" if an Internet certificate is stored for the contact, otherwise displays "Not Present".

Follow the procedure below to add a contact with a certificate.

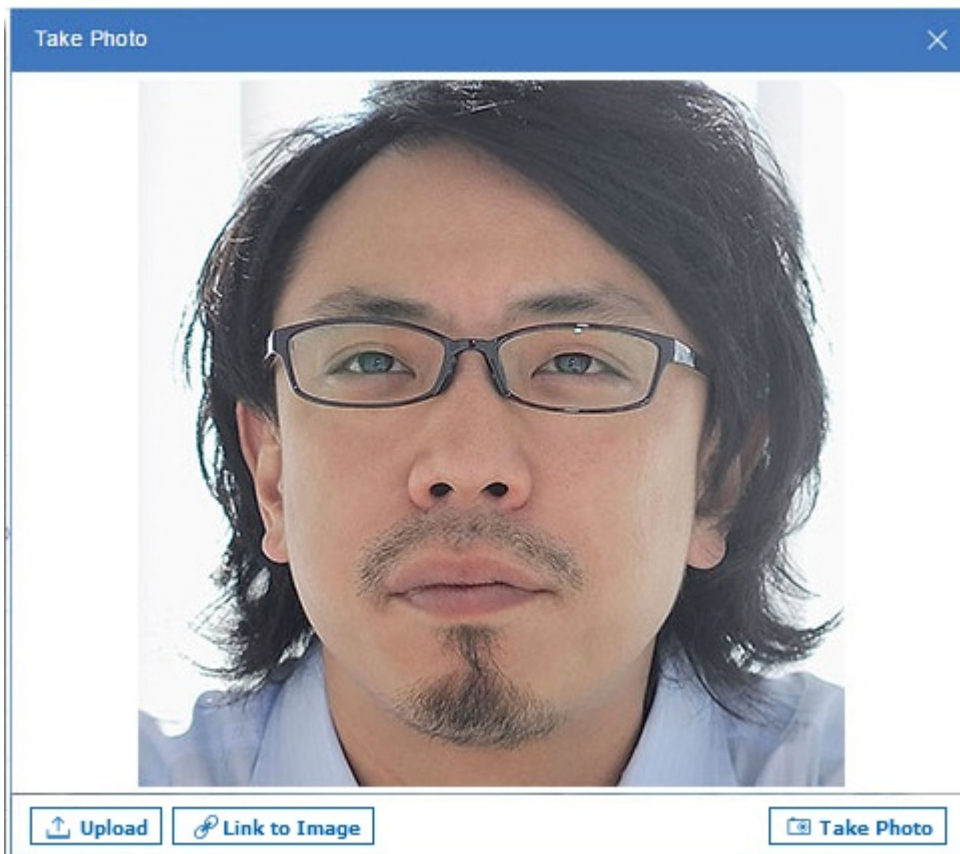
1. Open an electronically signed document from the message list.
2. Click the ellipsis () icon in the action bar.

3. Click **Add Sender/Chair to contacts**.
4. Click Save.
5. Click Contacts in the navigation bar to open the Contacts app.
6. Find the contact you've added.
7. Open the contact and you can see the Notes or Internet certificate is "Present".

How do I show my picture?

You can add or change the picture of yourself in the Verse "important to me" bar by uploading an image, pointing to a URL that has an image, or taking a photo of yourself. Or, you can use an image that you've added to the Gravatar web site.

1. Click the arrow next your name at the top, right of Verse, then select **Change My Picture**. If you don't see this option, your administrator hasn't enabled it.
2. If you haven't already, when you're prompted to, give Verse permission to use your camera.



3. Click any of the following options:
 - To upload an image from your computer, click **Upload**.
 - To use an image stored on a web site, click **Link to Image** and specify the web site URL. This option may not be available depending on how your administrator configures this feature.
 - To take a photo to use as the image, click **Take Photo**

Gravatar

If your administrator allows you to, you can upload an image of yourself to an account on the Gravatar web site (gravatar.com). Then your image is seen automatically in the Verse "important to me" bar.

1. Go to the [Gravatar web site](#).
2. Create an account, providing your Verse email address. This step creates a WordPress account for you and WordPress sends an email to you to activate your account.
3. Open the WordPress email and activate the account.
4. Add the image to Gravatar.

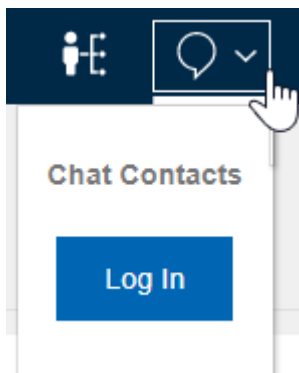
How do I chat with people important to me?

HCL Verse® gives you intuitive, integrated access to HCL Sametime® Chat in a way you've never had before. You can message colleagues all with the click of a button from the Verse interface.

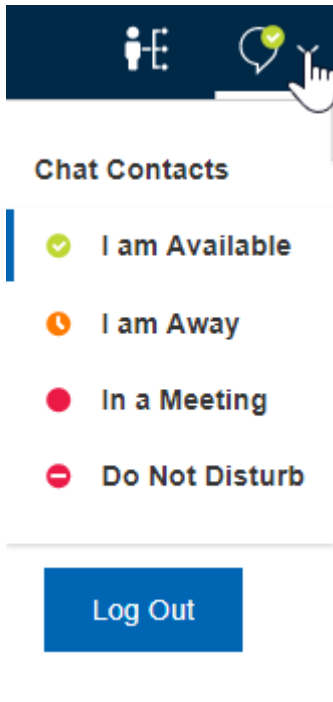


Note: Sametime® Chat can be replaced with another product by your organization. For help with other chat products, see their documentation.

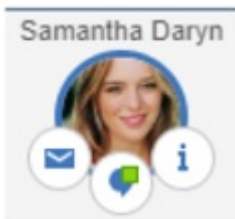
First, log in to your HCL Sametime® server using the drop-down arrow at the top of the screen:



Once logged in you can start a web chat, change your status, and view your contacts list from the drop-down.



You can chat with colleagues in other ways, too. The easiest option is to select the Chat icon from the mouse over menu on any of the [people on page 18](#) listed at the top of your screen.



You can also start a chat with someone from your contacts list, from a contact's [business card on page 20](#), or from a message you receive from them.

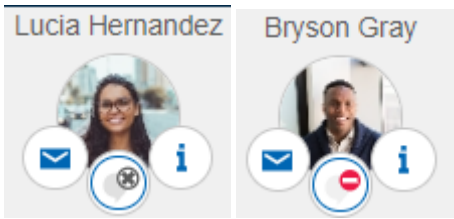
Using the Sametime® Connect Client

By following a few easy steps, you can use the Sametime® Connect Client to chat with colleagues from Verse instead of the embedded web chat client. The Sametime® Connect Client has many more features. You must use Sametime® Connect Client V9.0.1 or later.

The order in which clients are started is important. Start by logging in with the Sametime® Connect Client. Your administrator can tell you which community to log into. Next, log into Verse, followed by the web chat client. When you start a chat with people in the Important to Me bar, or click on a business card, you'll then open the Sametime® Connect Client window.

Using chat option in offline and do not disturb mode

You can leave a message for colleagues if they are offline or mark themselves as "Do Not Disturb".



This feature requires Sametime® version 11.6.2 or higher FP or Sametime® version 12 or higher and the persistent chat option enabled on the Sametime® server.

How do I find what I'm looking for?

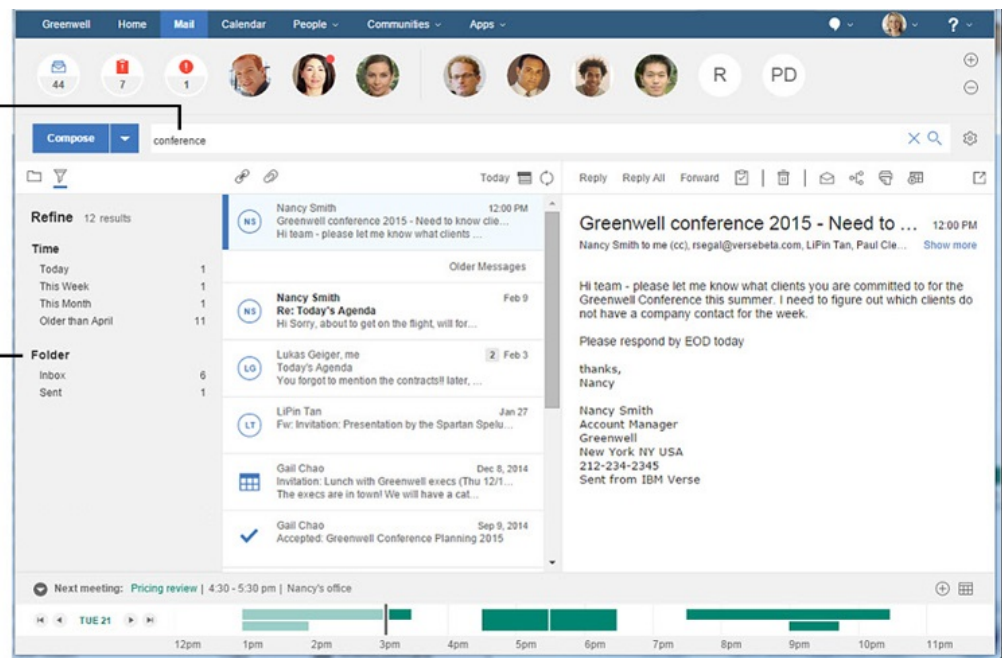
One of the most powerful and useful features of HCL Verse is its dynamic and analytics-driven search capacity. Search through every piece of mail with precision and ease.

You'll see that the search bar is above your inbox and below the people in the top bar.

SEARCH EVERY EMAIL

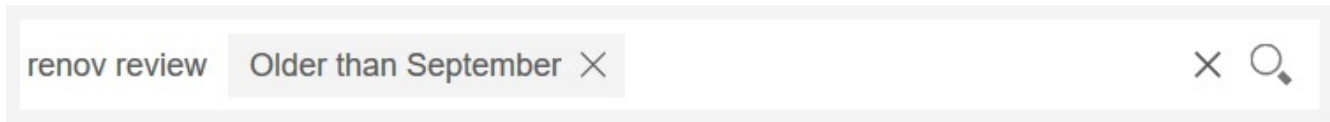
Type your search text here.

Refine your search.



Enter text into the bar, and HCL Verse searches through all of your content for matches. Even if you are in your Inbox when you type into the search bar, you're searching all documents. Search will even look for search terms in messages in folders, and suggest search terms for you as you type. Select any of them to run the search without having to type the entire string. Note that the suggestions are only for people and folders.

Remove any filter from the search bar (and the resulting search) by clicking on the "x" next to the name. You can clear all filters from the Search Bar by clicking the "x" at the far end of the Search Bar.



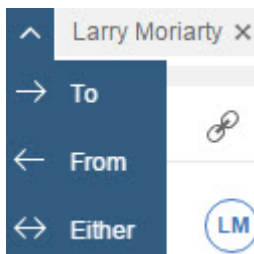
Here are some more features that Verse provides to make it easy for you to find what you need.

- Find messages to and from a particular person by clicking their picture or by typing their name. If you want to, filter the results to show only messages to them or from them.
- Refine search results by time or folder location.
- Find messages that contain particular words (keywords). For example, find messages that contain all specified words, at least one of specified words, or just a part of a word.
- Combine search filters, for example, find messages from a particular person in your inbox only.

For more information on these features and others, see the following sections.

Filtering by person

You can filter by person by clicking on a person's picture in the important person area or on their business card. When you select a person, a filter tag with their name appears in the search field. By default you will only see messages sent by that person, but you can also choose to view messages sent *to* that person or *to and from* that person. Just click the arrow next to their name in the search field, and choose the option you want.



Some examples:

Table 1. Filtering by person

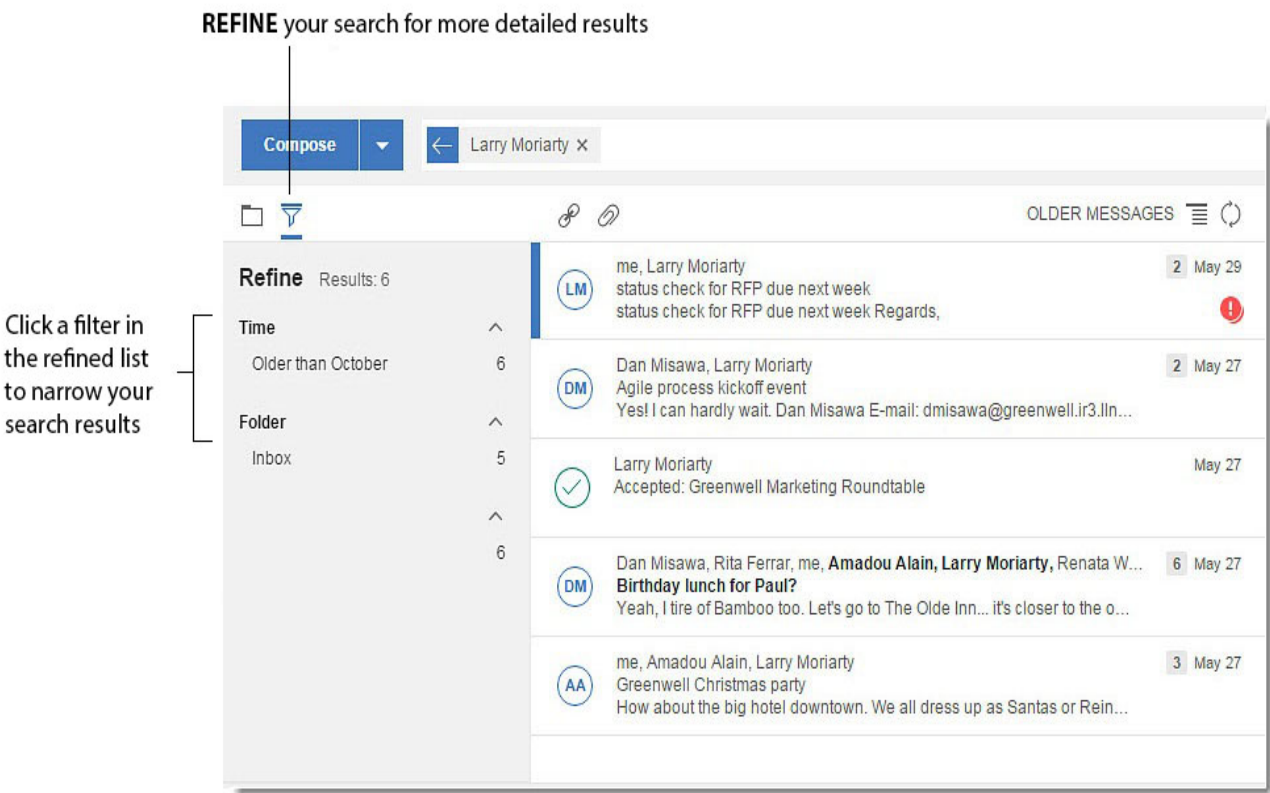
Filter tags	Results	Exact syntax
 Larry Moriarty x	This returns messages that were sent by Larry Moriarty.	This is the same as: <code>from:"Larry Moriarty"</code>
 Larry Moriarty x	This returns messages that were sent to Larry Moriarty.	This is the same as: <code>to:"Larry Moriarty"</code>
 Larry Moriarty x	This returns messages that were sent by and to Larry Moriarty.	This is the same as:

Table 1. Filtering by person (continued)

Filter tags	Results	Exact syntax
		all:"Larry Moriarty"

Refining search results

You can also refine your search results using the **Refine search results** panel.



From here you can see options for filtering your messages. When you select an option, a filter tag appears in the search field.

Time

Lets you scope your messages to a specific time frame, such as Today or This Week.

Folder

Lets you scope your messages to a specific folder, such as Status Reports, All Documents, or Inbox.

Some examples:

Table 2. Refining search results

Filter tags	Results	Exact syntax
	This returns messages that were received Today.	This is the same as <code>date:Today</code>
	This returns messages that are in the Status Reports folder.	This is the same as: <code>folder:"Status Reports"</code>

Searching by keyword

The most basic search available is a keyword search. Keywords are any words you type in the search field that do not appear as filter tags. Search looks for exact matches of keywords in the body of all messages.

- Type any single keyword to search for messages that include that word.
- Type more than one word to search for messages that include all those words.
- Put double quotes around a phrase to search for messages that include that exact phrase.



Note: Single quotes (') will not work, only double quotes (").

- Type 'OR' between keywords to search for messages that include any of those words.
- Type an '*' (asterisk) attached to your keyword to search for messages that include that partial word.

Some examples:

Table 3. Searching by keyword

Keywords	Results
status	This returns messages that contain the word "status".
status report	This returns messages that contain the words "status" AND "report", but not necessarily next to each other.
"status report"	This returns messages that contain the exact phrase "status report".
status OR report	This returns messages that contain "status" OR "report".
key*	This returns messages that contain "key" as part of a word, such as key, keys, keyword, keynote.

Typing filters in the Search field

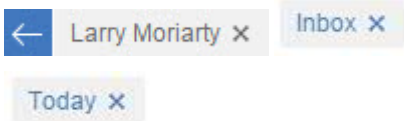
You can add filters in the search field and select them from the menu that appears. After selecting one, your message list is refined.

If you don't select a filter from the menu it won't be added as a filter tag and will instead be treated as a keyword.

Combining filters

You can select more than one filter from the refined list to narrow your results even further. Some examples:

Table 4. Combining filters with AND

Filter tags	Results	Exact syntax
	This returns messages from Larry Moriarty AND are in my Inbox.	This is the same as: <code>from:"Larry Moriarty" AND folder:Inbox</code>
	This returns messages from Larry Moriarty AND are in my Inbox AND were received Today.	This is the same as: <code>from:"Larry Moriarty" AND folder:Inbox AND date:Today</code>

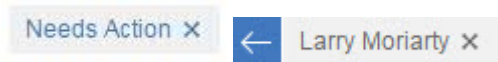
You can also combine filters, then separate them with 'OR' to return messages that include any one of the filters. Some more examples:

Table 5. Combining filters with OR

Filter tags	Results	Exact syntax
	This returns messages received Today OR Yesterday.	This is the same as: <code>date:"Today" OR date:"Yesterday"</code>
	This returns messages sent by Larry Moriarty OR Dan Misawa.	This is the same as: <code>from:"Larry Moriarty" OR from:"Dan Misawa"</code>
	This returns messages from Inbox or the Status Reports folder.	This is the same as: <code>folder:Inbox OR folder:"Status Reports"</code>

Working with Needs Action and Waiting For

When you are viewing Needs Action or Waiting For lists, you can also use person, folder, and time filter tags. For example:



This returns messages marked as Needs Action AND sent by Larry Moriarty.

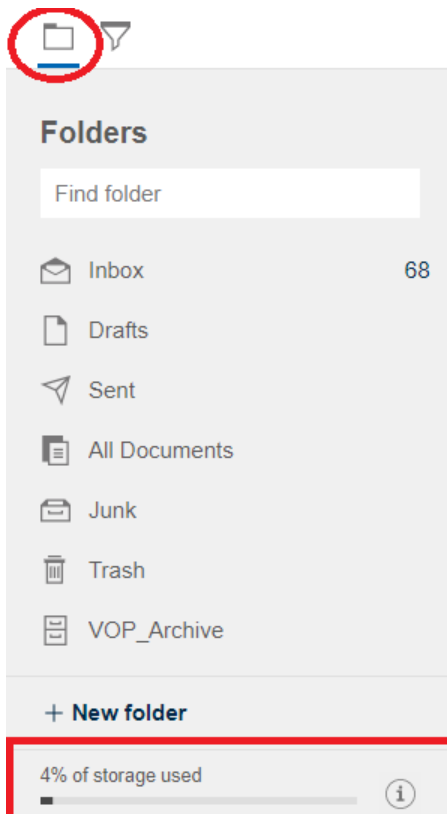
Troubleshooting

Colons are special characters used in advanced searches. If the keyword or phrase you are searching for includes a colon put double quotes around the whole keyword or phrase.

How can I see my mail storage quota?

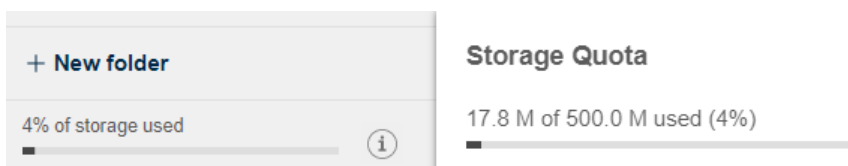
If your administrator sets a mail file quota to limit the size of your mail file, you can see how close your mail file is to quota.

Look at the **% of storage used** information at the bottom of the **Folder** panel. Click the  icon for more information about the quota.



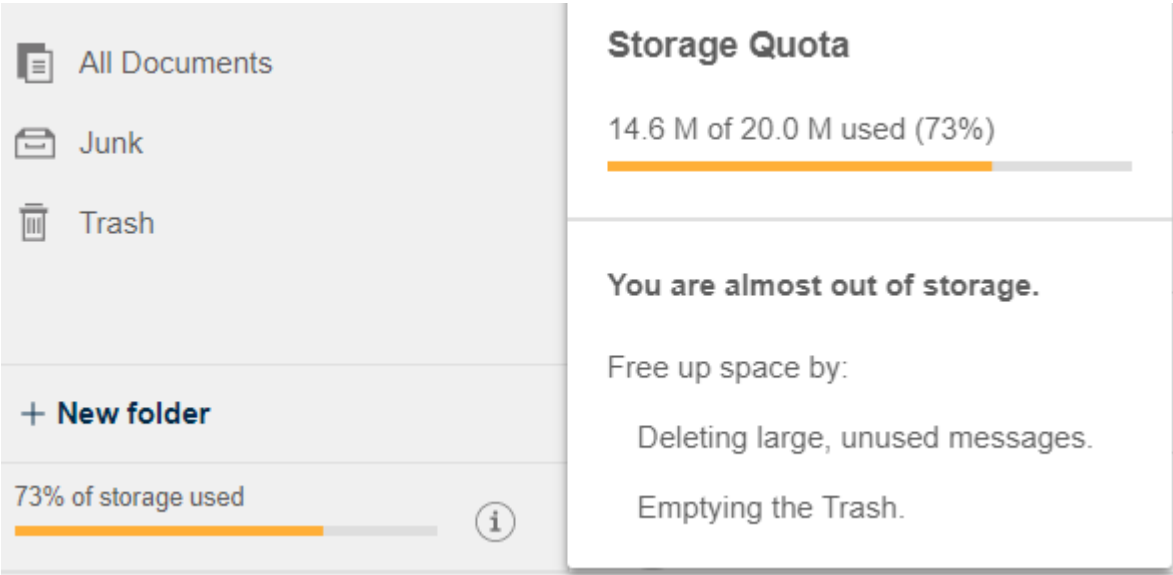
When you are below quota

When your mail file is below the storage limit, you get information about your used and unused storage.



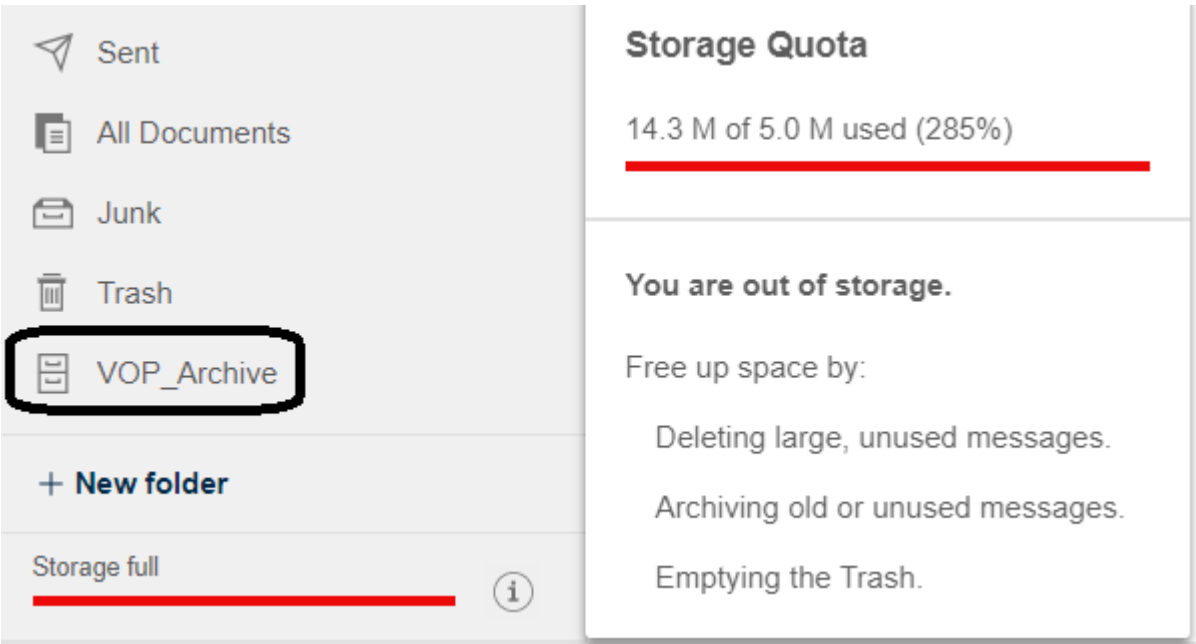
When you are approaching quota

When your mail file is almost out of storage space, you should free up space by deleting messages, or emptying the trash, or archiving messages if you have an archive mail file.



When you exceed quota

When you exceed quota, you can't send or receive messages. When your mail file is out of storage space, you should free up space by deleting messages, or emptying the trash, or archiving messages if you have an archive mail file.



Related information

[How can I manage my archived mail? on page 50](#)

[Domino administrator documentation on setting mail file quotas](#)

How do I master mail?

HCL Verse gives you many great ways to take control of your mail.

How do I mark mail that I need to follow up on?

When you receive a mail message that contains an action item, you can add it to a list of things that need to be completed, called **Needs Action**. You can also specify a date for when the action item needs to be completed, to further organize your work flow.



Note: If you prefer to track messages that need a response in the message list by marking them as Unread, you can

do so by clicking the  icon.

You can add a mail message and its associated action items to the **Needs Action** queue by selecting the Needs Action icon



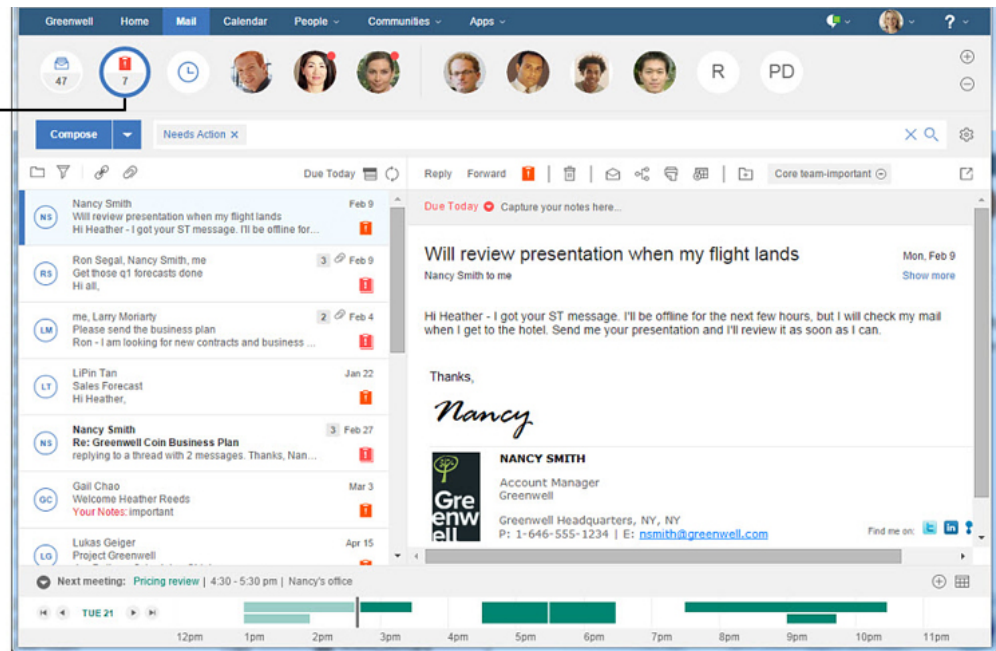
in either the message list or the message itself. You also have the option to add some additional notes about the item and select a date by which to complete it; Today, Tomorrow, Anytime, or choose your own date.

The mail message is now in the **Needs Action** queue, which you can view by selecting the Needs Action list  from the top menu bar.

YOUR NEEDS ACTION LIST

See all your **Needs Action** items organized by due date.

A red icon means the item is due now.

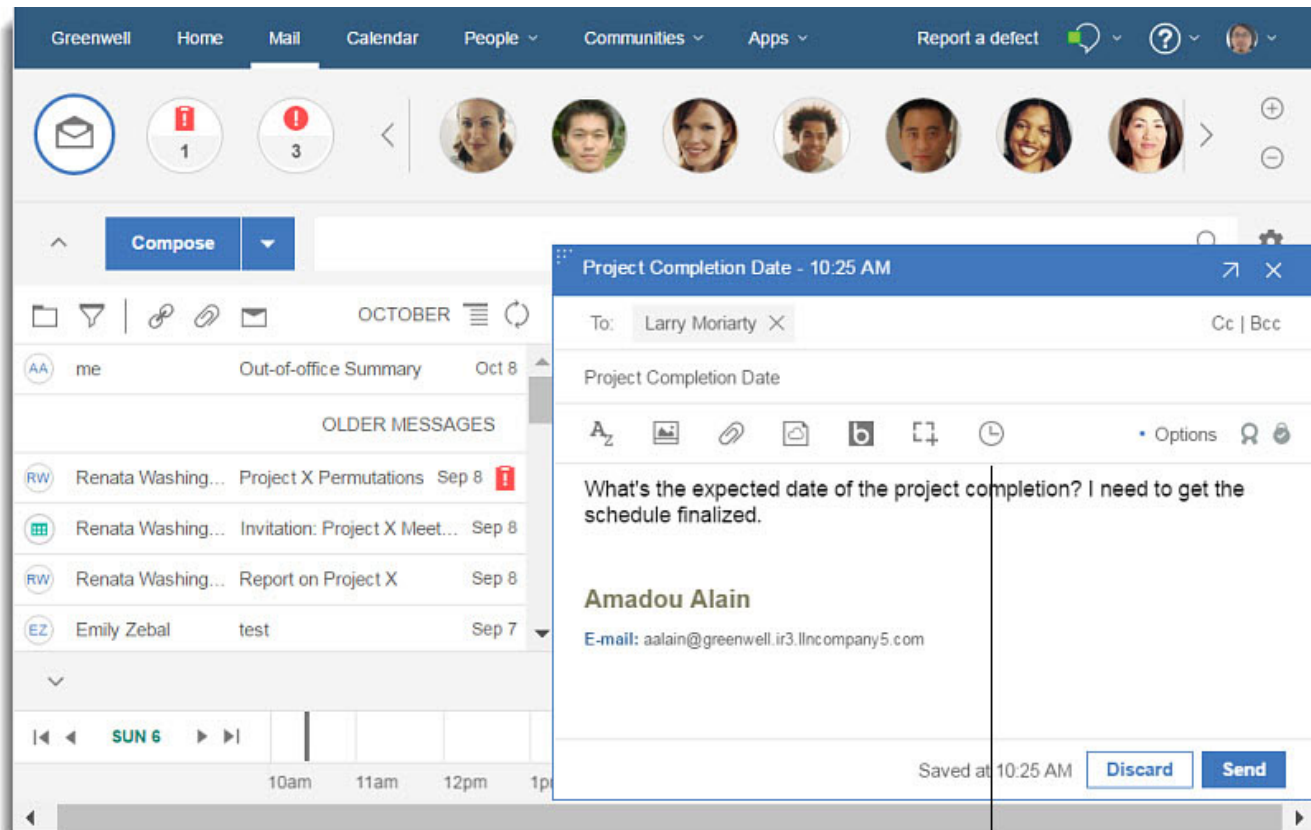


The messages you've marked as **Needs Action** will display in the message list, organized by the due date you chose. If you did not choose a due date, then they will display at the bottom of the list in a **No Due Date** section.

When you complete a **Needs Action** task, simply click the **Needs Action** icon again to remove it from the queue. You can change or remove a due date from a message in the same way.

How do I track when someone owes me a response?

HCL Verse also gives you the ability to track responses from a mail message you have sent. You do this by marking the message as **Waiting For**. The mail then appears in a unique list in Verse so that you can easily keep track of whether or not you have received a response.



WAITING FOR A RESPONSE?

Mark a mail message **WAITING FOR**.

When do you need the response? Give it a date and get a reminder when the response is due.

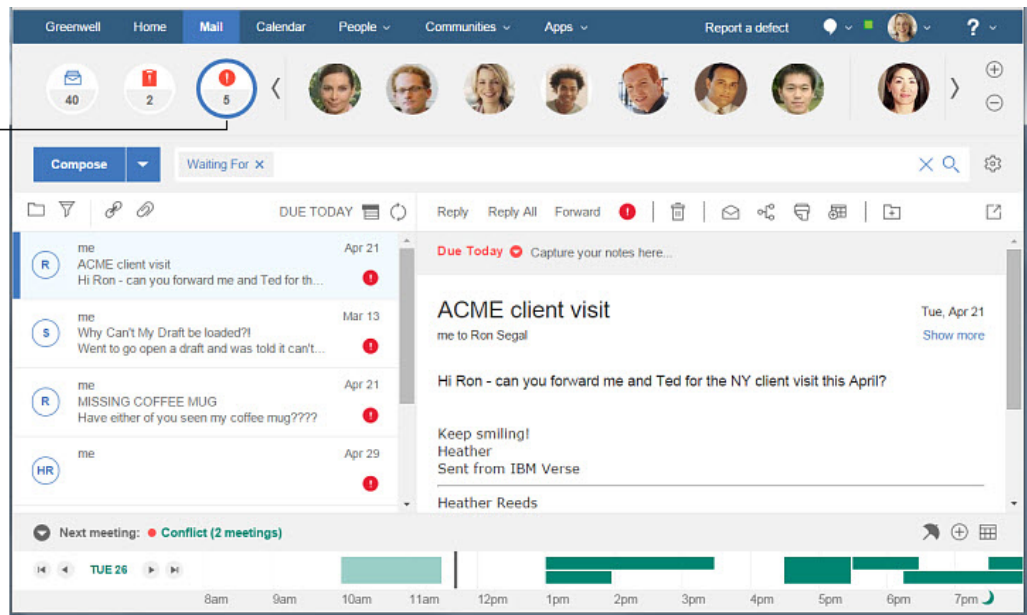
You can track responses to mail by selecting the **Waiting For** icon  before the message is sent. As with Needs Action, you can also set a due date for a response from the message recipient, or add some additional notes for the item.

The mail message is now placed in the **Waiting For** queue, which you can view by selecting the **Waiting For** list  from the top menu bar.

KEEP TRACK OF WHO OWES YOU

For items you marked **Waiting For**, use this view to track who owes you and when.

Items in red are due today or past due.



The messages you've marked as **Waiting For** will display in the message list, organized by the due date you chose. If you did not choose a due date, then they display at the bottom of the list in a **No Due Date** section.

How can mail rules help me organize my incoming mail?

Mail rules help you direct the flow of your incoming mail by choosing actions to take based on conditions that you specify. You can see all the mail rules in the Verse setting.

Here are a few examples of how mail rules can help you but there are many variations possible:

- Copy all mail received from a particular sender to a folder.
- Copy mail flagged as High priority to a folder called Urgent.
- Delete all messages received from a particular internet domain.
- Use a Junk Mail rule to move all future mail received from a particular sender to the Junk folder. See *How do I use the Junk Mail rule?* at the end of this topic.

Mail rules that you create in HCL Notes® carry over to HCL Verse and vice versa. To create a mail rule:

1. Select **Verse Settings > Mail** and then scroll to the **Mail Rules** section.
2. Click **New Rule**
3. Enter a name for the rule.
4. Select at least one condition for the rule and any exceptions.
5. Select at least one action to take on messages that meet the condition.
6. Click **Save**.

Mail Rules **Name your rule.**

Rule Name:

If any of the following conditions are met: **Select at least one condition.**

Sender

[Add another condition](#) [Add exception](#)

Specify Actions: **Select at least one action.**

Move to

[Add another action](#)

Use the edit or trash icons to edit or delete rules. To disable a rule, uncheck it.

Mail Rules

☒ **Mail from Lucia**

When Sender contains Lucia Hernandez/Hannover
Then Move to Renovations design project

How do I use the Junk Mail rule?

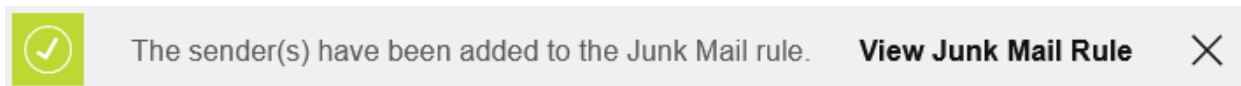
When you receive mail from a particular sender, you can move it to the Junk folder. When you do, you have the option to move all future mail from the sender to the Junk folder by adding the sender to your Junk Mail rule in Mail settings.

To add a sender to the Junk Mail rule:

1. Open a message from the sender.
2. Select the folder  in the toolbar and then select the Junk folder  **Junk**.
3. You see the message *Your message was moved to Junk*. To send future messages to Junk, click **Add users to the Junk Mail rule**.

 Your message was moved to Junk. **Add users to the Junk mail rule**

4. You see the message *The sender(s) have been added to the Junk Mail rule*. If you want to open the Junk Mail rule in Mail settings, click **View Junk Mail Rule**



The Junk Mail rule setting looks like this:

Junk mail rule

When Sender or Internet Domain is in the Blocked Senders list
Then Move to Junk



5. If you edit the Junk mail rule, you see the sender listed. You can remove the sender from the Junk mail rule at any time.

How do I organize all those mail threads?

HCL Verse adds a graphical thread style to mail messages that lets you keep all your mail organized and easily viewable within your inbox.

The following control indicates that messages in the same "thread" are stacked and treated as one entity within the message list:



You can click the control to disable threaded messages, in which case the icon changes as follows:



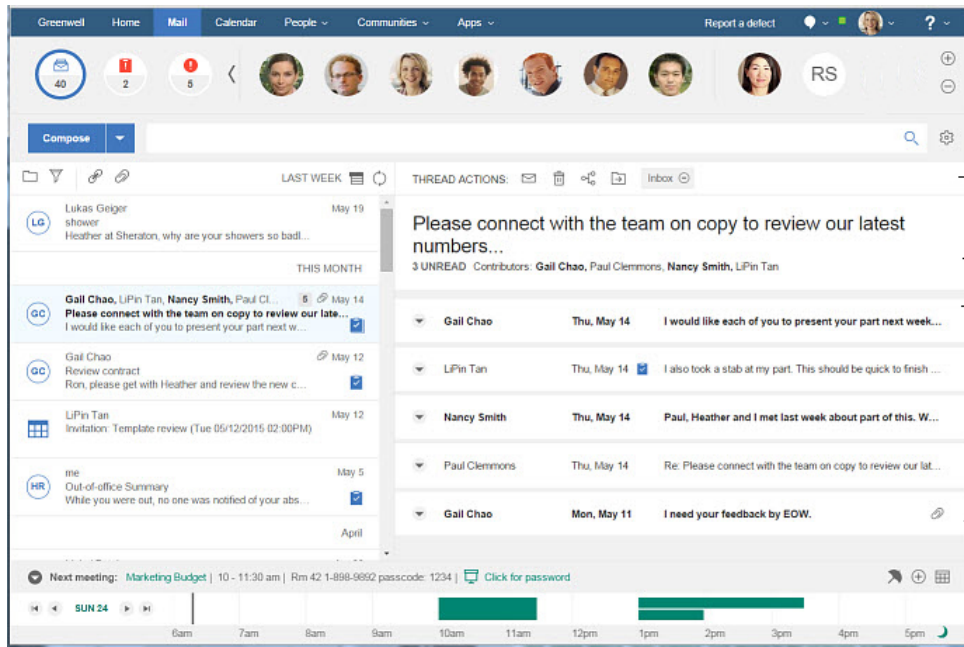
When threaded messages are enabled, threads with unread messages are bolded, while threads with messages marked high priority are given a red exclamation point icon to easily identify them. Messages that you sent previously are labeled **SENT**.



Note: The message list, by default, shows the recipients, date/time, subject, and a snippet of the message on three separate lines. You can switch to a view that shows one message on each line. Click the icon for your current profile picture, then select **Verse Settings**. This menu contains additional configurable settings for HCL Verse.

To open a thread, simply click on it from the message view. The most recent message in the thread displays first, with older messages appearing collapsed underneath it, each with a header displaying the sender, send date and the first few lines of the message. You can uncollapse the older messages by selecting the twistie next to the header.

At the top of each thread is a header which displays the subject of the thread, the names of the original senders, as well as the number of unread messages in the thread, if there are any.



MANAGING MULTIPLE REPLIES

Take action on all messages in the thread.

Number of unread messages in the thread.

Most recent reply is first.

Messages in the same thread are stacked and treated as one entity.

Unread replies appear as bold.



Note: You can change the width of the message list to a size that you like by simply dragging the separator from side to side.

There is also an action bar, which lets you perform the following functions in the thread as a whole:

- Mark all as unread/read
- Move all to trash
- Move all to folder
- Remove from folder
- Report-to view



Note: These actions will not have an effect on incoming messages in the same thread.

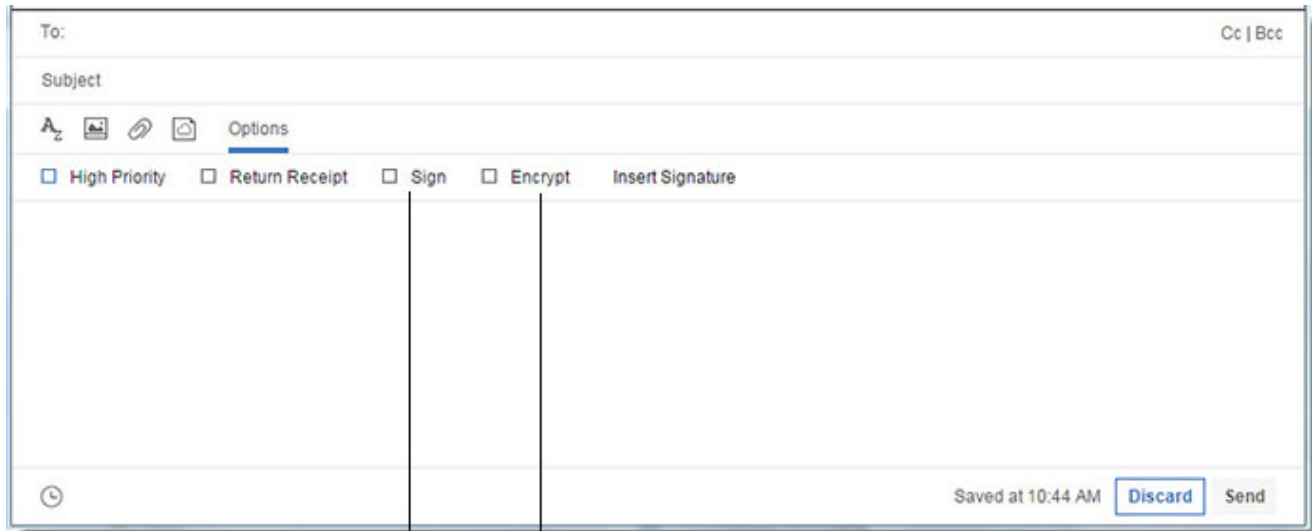
You can also perform all the regular functions you would expect with your mail on a message by message basis within the thread, like replying, forwarding, marking as Needs Action or Waiting For, and viewing the report-to information for people on the message, either by opening the message itself, or hovering your mouse over its header in the message list.

You can delete individual messages that are a part of a thread, but they will be moved to Trash, and will no longer show up as part of the thread. If you want to remove a message from your Inbox, but keep it as part of the thread, use the **Remove from Inbox** button instead. The message will be moved out of your Inbox, but you can still access it from the All Documents folder, and it will remain part of the thread view.

How do I digitally sign and encrypt my messages?

When sending mail with HCL Verse, you can add a digital signature and encrypt it for additional security.

Select **Options** on the message to open an additional menu. From there, you can either add a digital signature, add encryption to the message, or both.

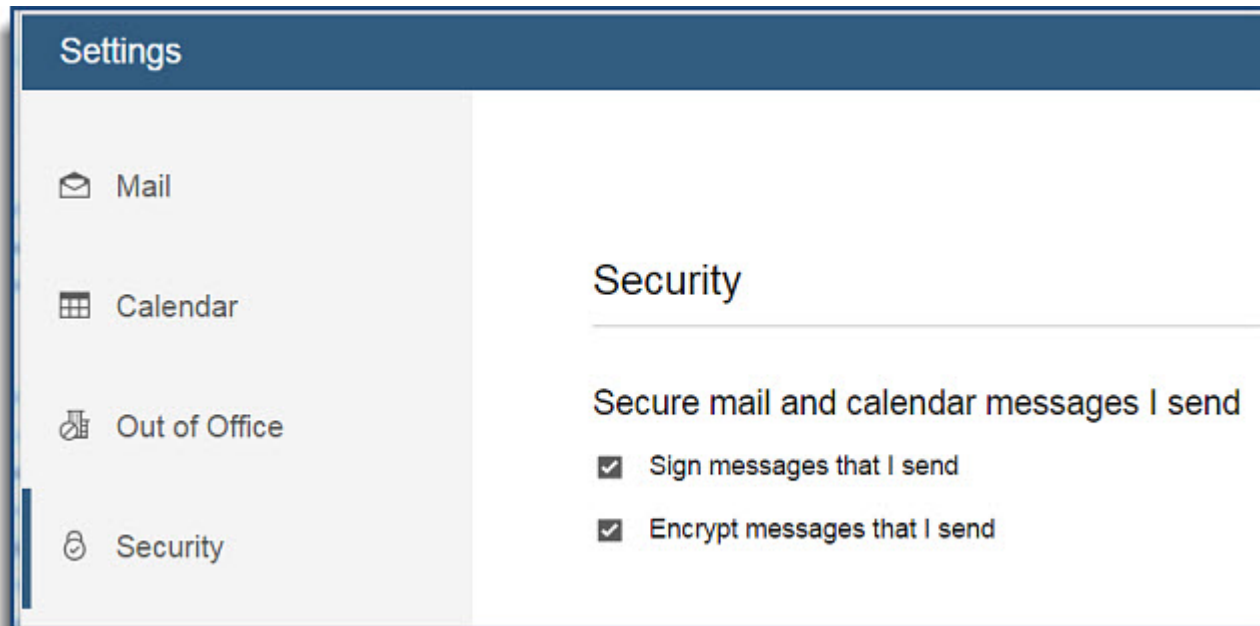


Digitally sign

Encrypt



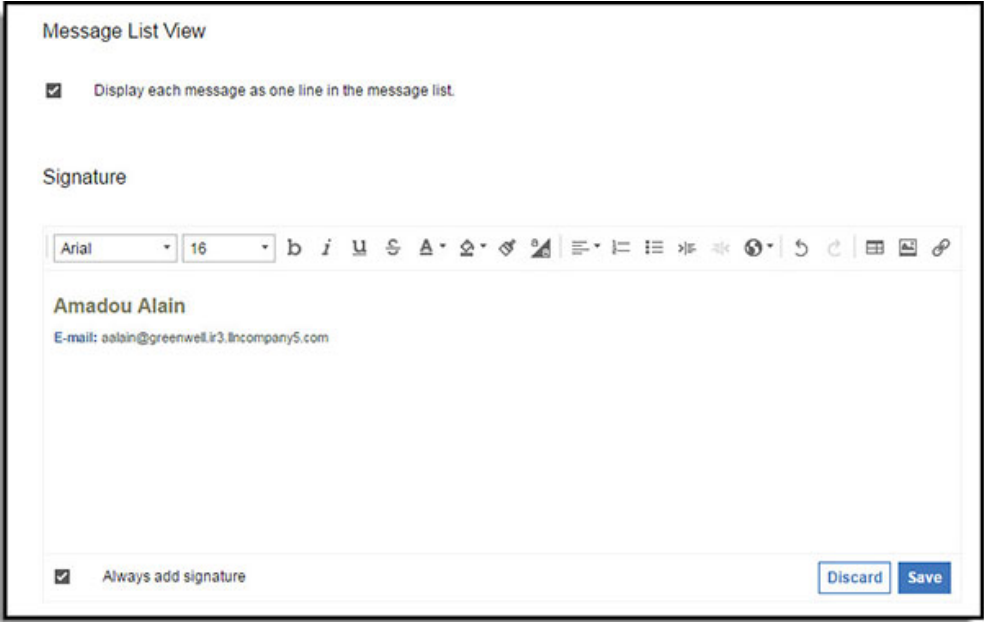
Note: You can set HCL Verse to automatically encrypt and sign your mail messages. Click your current profile picture. From the drop down menu, select **Verse Settings**, then click the **Security** tab.



How do I add a signature to my mail messages?

You can add a signature to append to all your mail messages using HCL Verse.

You can create a signature for your mail messages by selecting **Verse Settings** from the menu under your photo in the navigation bar. Look for the **Signature** section and click **Edit**. Signatures can be text, images or both. You can choose whether or not to have your signature included in all mail that you compose by selecting **Always add signature**.



Creating a signature is easy.

Signatures can be text images or both.

If you choose not to automatically include your signature in your mail messages, you add it manually by clicking **Insert Signature** on the Options panel in the Compose view.

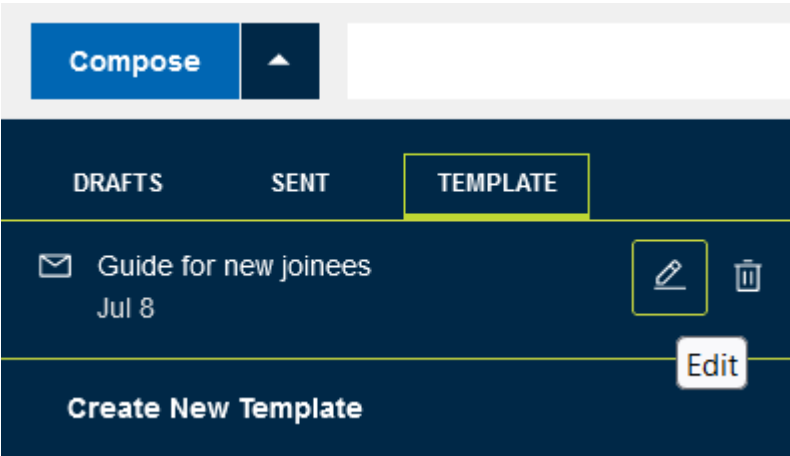


Note: Images in signatures can be type jpg, bmp, gif, or png and must be 32KB or less.

How do I create and use Templates?

You can create new email templates with text or graphics and a recipient list that you can re-use for your mail messages. This is convenient when you frequently send a message, such as a status report, in the same format to the same people.

Click on the drop down tray next to **Compose**. You can find an option for **Templates**. Clicking on **Create New Template** directs you to a new window to create and save the template. Later, you can edit or delete the saved template.



Create Template: — ×

Template title: (Required)

To: Cc | Bcc

Subject

From: Sarah.McAdams@baldwin-design.com ▾

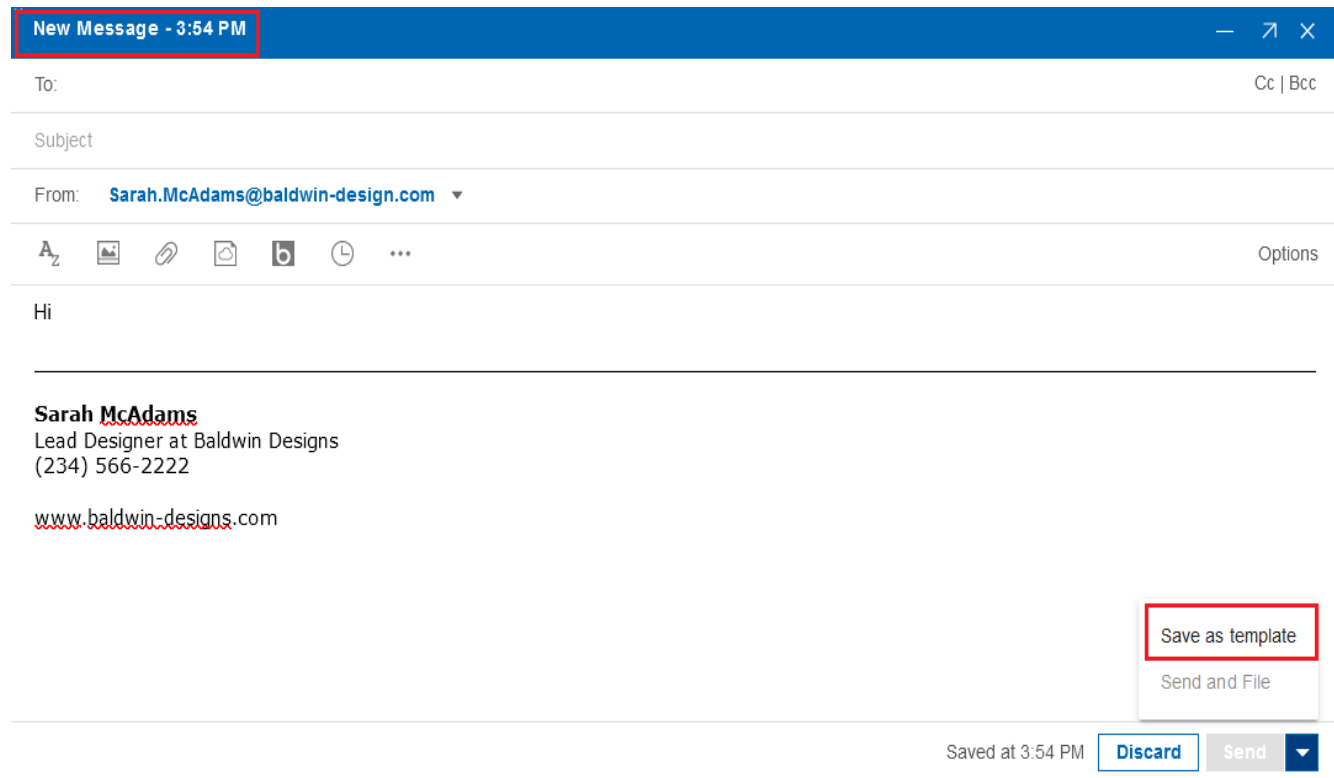
A_z      ... Options

Sarah McAdams
Lead Designer at Baldwin Designs
(234) 566-2222

www.baldwin-designs.com

Discard Save Template

Another option to create a template is from the Compose New message window. When composing a new mail, you can find an option to save it as template in the pop up tray next to the **Send** button.

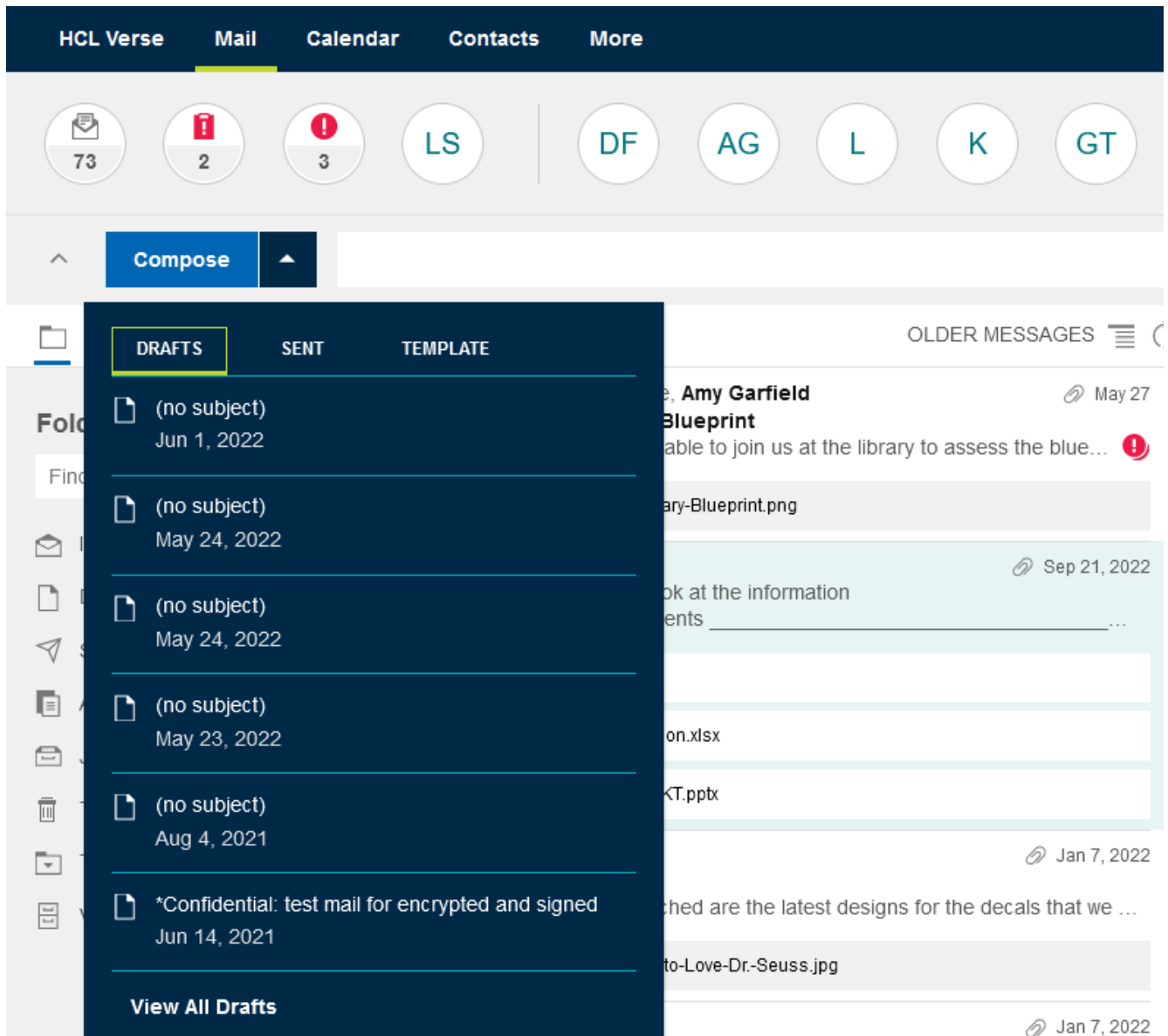


To send a new message using the template, click on the template in the template list.

- To edit a template, click on the **Edit** icon when hovering over the template in the template list.
- To delete a template, click on the **Delete** icon when hovering over the template in the template list.

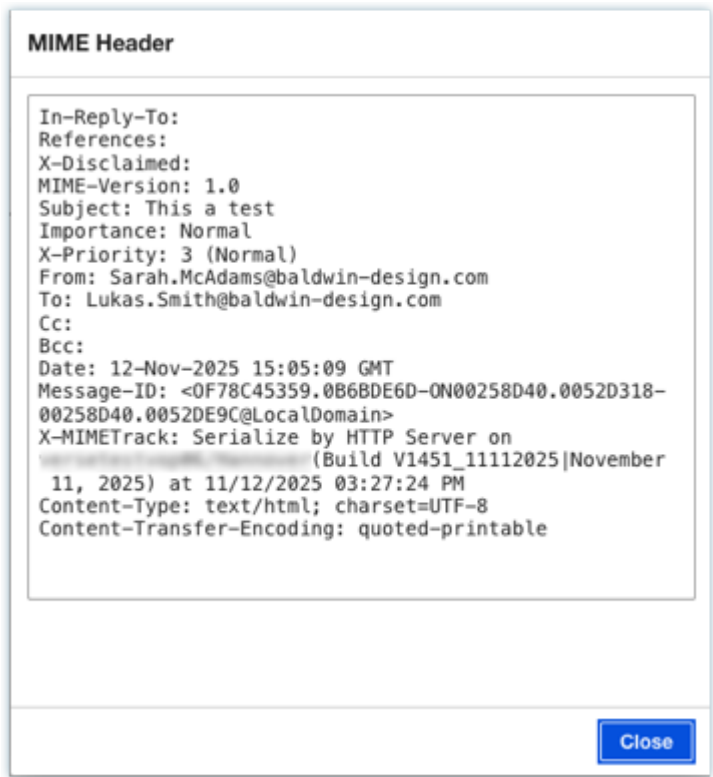
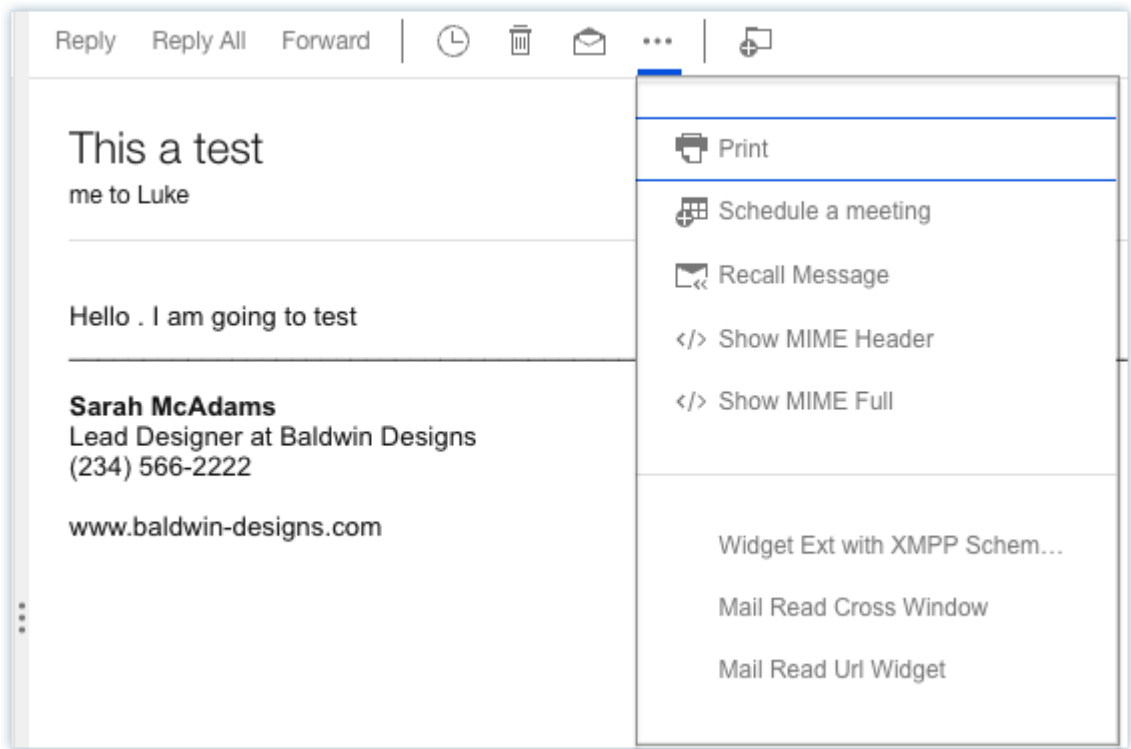
Where are my drafts, sent mail, and templates?

Click the down arrow next to the Compose button to view recent drafts, sent mail, and templates. You can also see all drafts or all sent mail by clicking on "View All..." in the lower end of the dialogue.



How to view MIME headers and MIME full content?

Click the ellipsis (•••) icon on the received messages and click the Show MIME Header or Show MIME Full action.



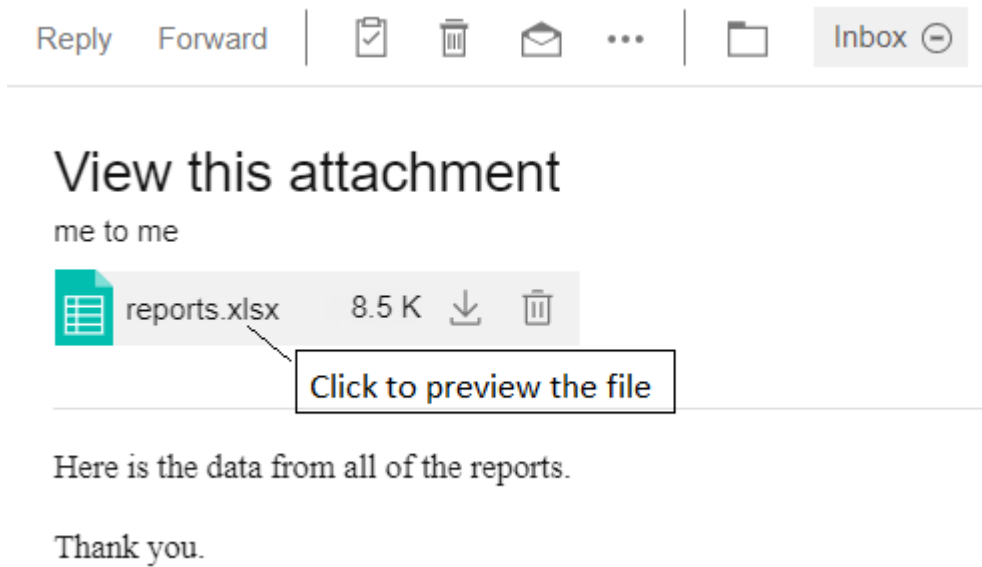


How can I view file attachments before I download them with HCL Verse?

When someone sends you an attachment, you may be able to preview the contents of the attachment. The types of files that you can preview depend on how your administrator has configured the server.

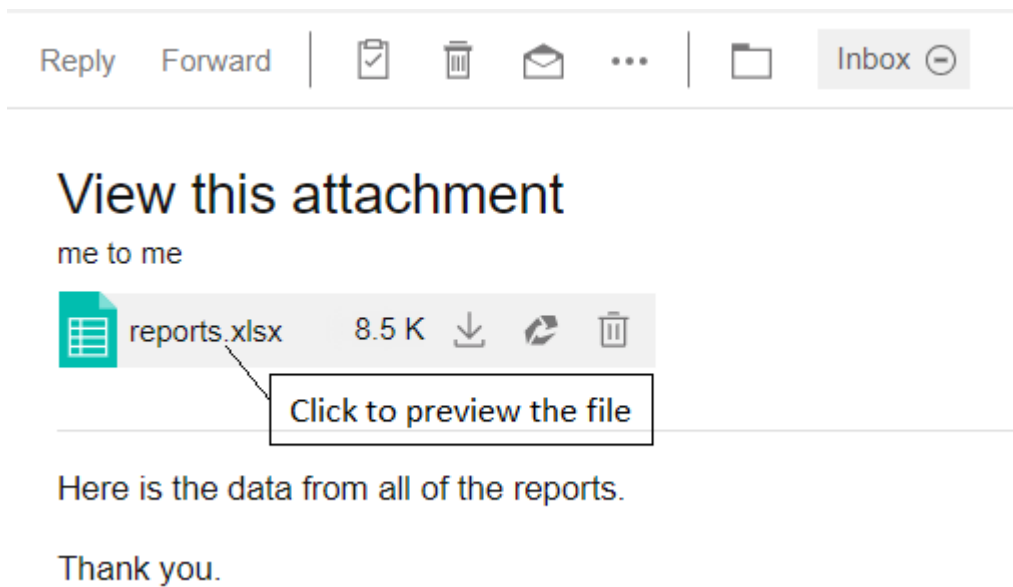
Using Domino File Viewer

If your administrator has configured the server to use the Domino File Viewer option, you are able to preview the contents of Microsoft Office documents and images by clicking on the attachment. From the viewer, you are able to download that file. For more information, see [Enabling file preview using Domino File Viewer on page 130](#).



Using Connections

If your administrator has integrated HCL Connections, you are able to preview the contents of a spreadsheet, document, presentation, PDF, and an image. From the viewer, you are be able to download that file or upload that file (to Connections).



How can I manage my archived mail?

You can view the messages in an archive mail file on a server, add messages to the archive, and restore messages from it.

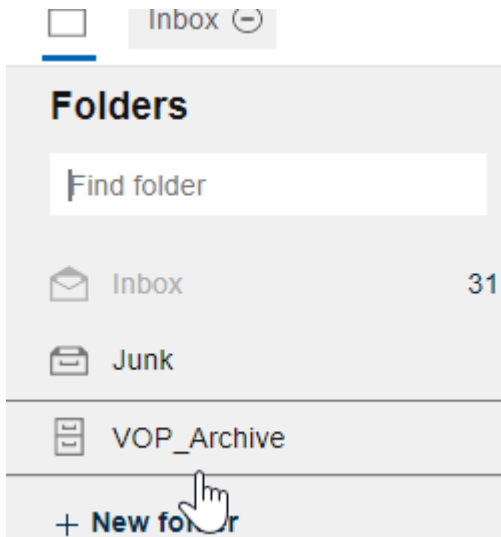
Opening an archive file

To open an archive mail file, from the Folders panel in mail, click the archive folder  at the end of your folder list. For example:



Archiving a message

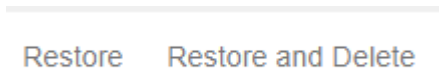
To move a message to an archive mail file, open the message and select the archive from the Folders drop-down within the message:



Or, just drag the message to the archive in the Folders panel.

Restoring an archived message

To restore an archived message to your mail file, select the archived message in the archive mail file. Select the **Restore** action to restore it but also keep it in the archive. Select the **Restore and Delete** action to restore it and delete it from the archive.



Features that are not available from archived mail

The following features are not available from archived mail:

- Replying to or forwarding a message from mail ¹
- Responding to a calendar invitation, for example, accepting, declining, rescheduling.
- Composing a message

- Creating a calendar event
- "Important to me" people in the top bar
- Verse Settings
- Mail notifications
- Calendar alarms
- Offline use
- Viewing mail and calendar for others
- Importing a calendar

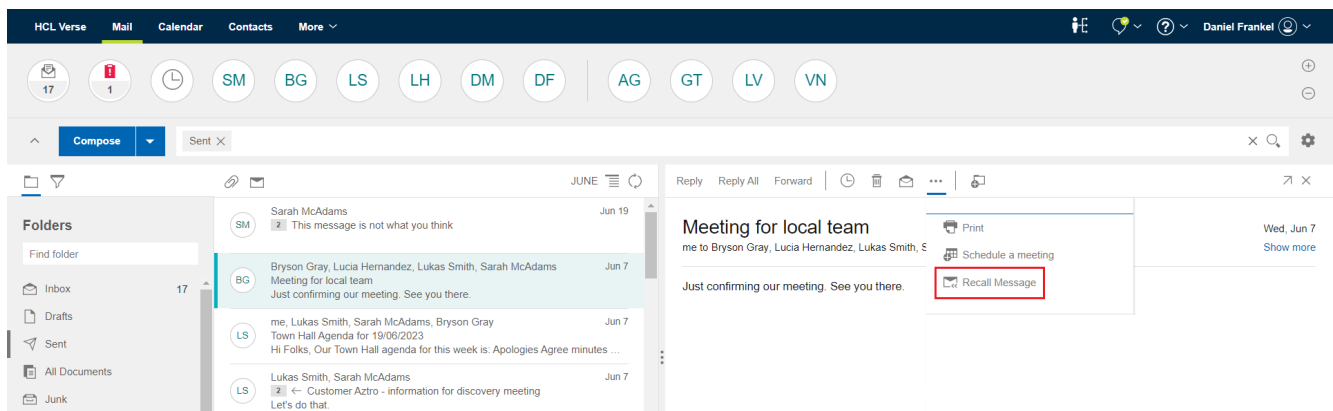
¹ This feature is not available by default, but your administrator can enable it.

Related information

[Enabling replying to and forwarding messages from archived mail on page 114](#)

How can I recall a sent message?

You can now recall a sent message by clicking **Recall Message** from the overflow drop down menu. You can recall only one message at a time.



When you click on **Recall Message**, a dialog appears in which you can select the recipients and the desired options to recall the sent message.

Recall Message: Test mail for Recall

This message can only be recalled from Domino mail users.

Select recipients to recall from:

☐ hwon1109@gmail.com
☐ leah.song@pnp-hcl.com

☐ Select All

☐ Recall the message even if it has been read
☐ Send me a recall status report for each recipient

Cancel Recall Message

In the Mail section of Verse Settings, you can choose to allow or not allow others to be able to recall mail they sent to you. The checkbox is selected by default. If you deselect the checkbox, others will not be able to recall messages sent to you.

Recall Mail

☒ Allow others to recall mail sent to you.



Note: If you select *Send me a recall status report*, you will receive an email with the status of the recall request. If the status report contains a *recall was not allowed* status message, the message recipient may have disabled the preference to allow message recall, or the administrator has not enabled this feature for the files on your mail server.

How can I keep my mails private?

When sending a mail with HCL Verse, you can choose to keep the mail private.

Select **Options** in the **Compose** window to see additional options. From there, you can check the **Keep Private** option.

When the recipient reads a message that is marked as Keep Private, the following actions are disabled:

- Reply
- Reply to All
- Forward
- Schedule meeting
- Print

The following message displays:

You cannot forward or otherwise copy the contents of this document. This document is set to prohibit copying and duplicating.

How do I manage the address I send emails from?

You can use an alternate address when sending mail from your mail file, from a shared mail file, or from a delegated mail file.



Note: This feature requires Domino version 12.0.1 FP1 or higher. All mail files should use the Domino 12 mail template.

How do I use an alternate address when sending mail from my mail file?

When using your mail file, you can send mail from any one of your alias addresses.



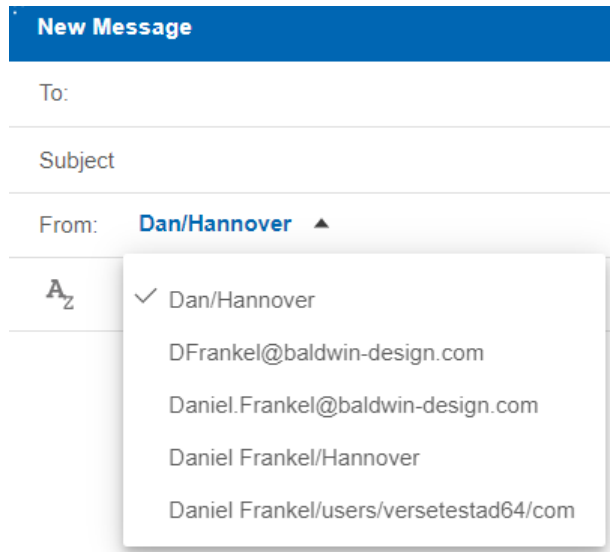
Note: This feature requires Domino version 12.0.1 FP1 or higher. All mail files should use the Domino 12 mail template.

Click **Verse Settings > Mail** and in the **Sent From Addresses** section select **Enable sending message from your email aliases**.

Sent From Addresses

- ☒ Enable sending messages from your email aliases.

Next, click **Compose** and in the **From** field select the address to use from the dropdown list.



The screenshot shows the 'New Message' form with the following fields:

- To:** (empty)
- Subject:** (empty)
- From:** Dan/Hannover ▲

The dropdown menu for the 'From' field is open, showing the following options:

- ✓ Dan/Hannover
- DFrankel@baldwin-design.com
- Daniel.Frankel@baldwin-design.com
- Daniel Frankel/Hannover
- Daniel Frankel/users/versetestad64/com

How do I use an alternate address when sending mail from a shared mail file?

If you choose a shared mail file (mail-in database), then you can pick an alternate address when sending an email.

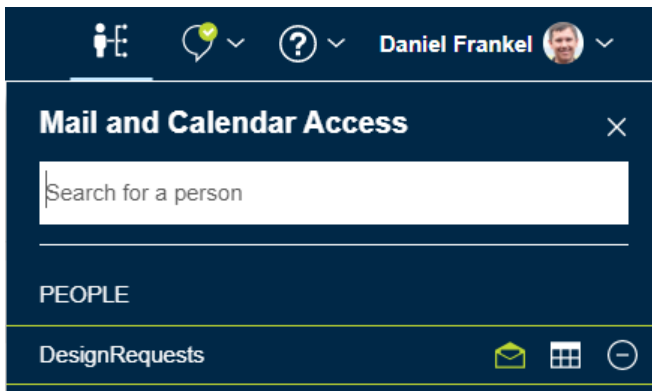
About this task

This feature requires Domino version 12.0.1 FP1 or higher. All mail files should use the Domino 12 mail template. In addition, you must select the **Enable Alternate From Feature** preference with the Notes client. For more information, see *Notes documentation: Selecting an alternate From address in a shared mail file*.

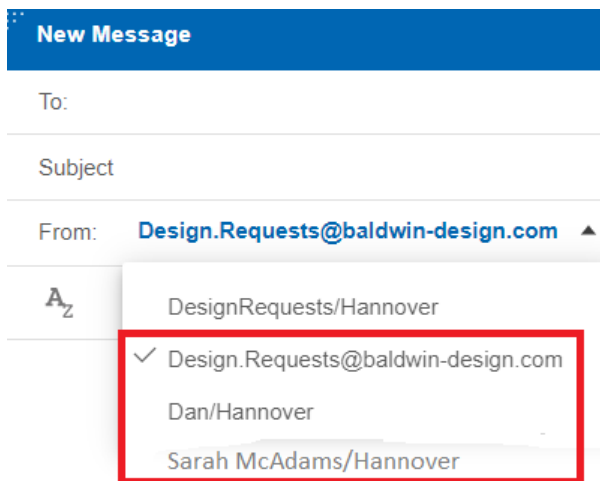
A shared mail file can be used by multiple users to send and receive emails through one mail file. You can choose the address to use when sending mail from a shared mail file.

Follow these steps:

1. Click the  icon in the navigation bar to open the delegation panel for Mail and Calendar Access list. For more information, see *How do I open a mail-in database*. Choose the mail icon for the desired mail-in database.



2. Click **Compose**. In the **From** field, select the address to send from. This address can be your address, the mail-in database address, or the address of another user of the database that grants you this access through the Notes client.



Related information

[How do I open a mail-in database? on page 94](#)

[Notes documentation: Selecting an alternate From address in a shared mail file](#)

How do I use an alternate address when sending mail from a delegated mail file?

When you are a delegate for someone else's mail file, you can choose which of their alias addresses to use when you send mail on their behalf.

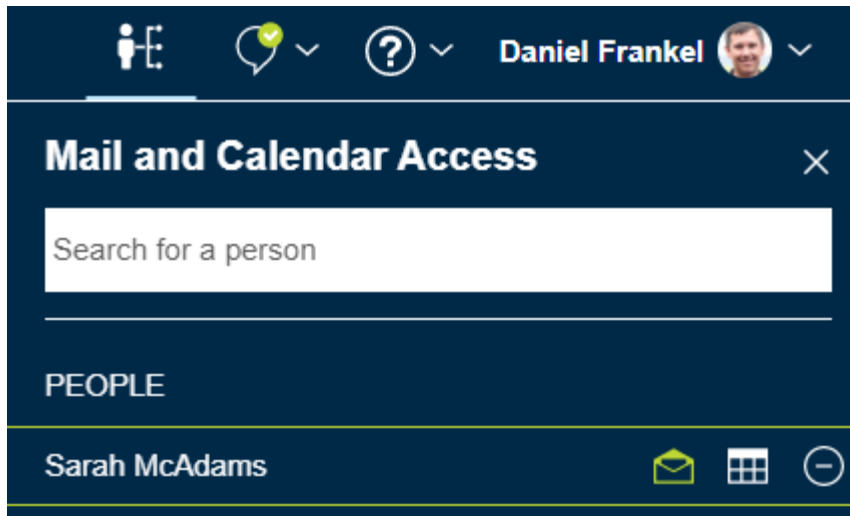
About this task

This feature requires Domino version 12.0.1 FP1 or higher. All mail files should use the Domino 12 mail template.

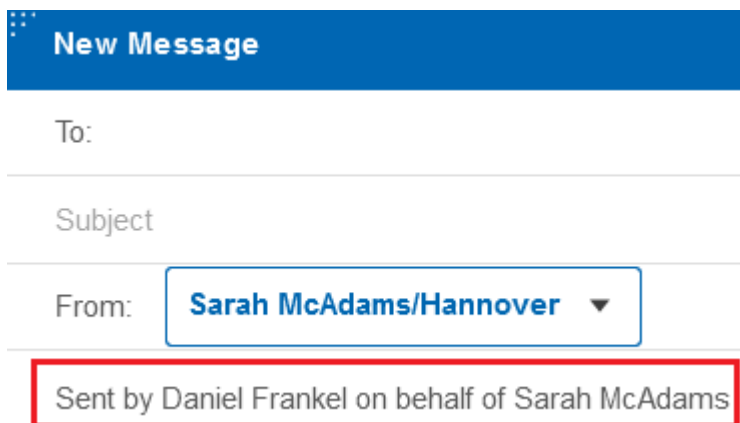
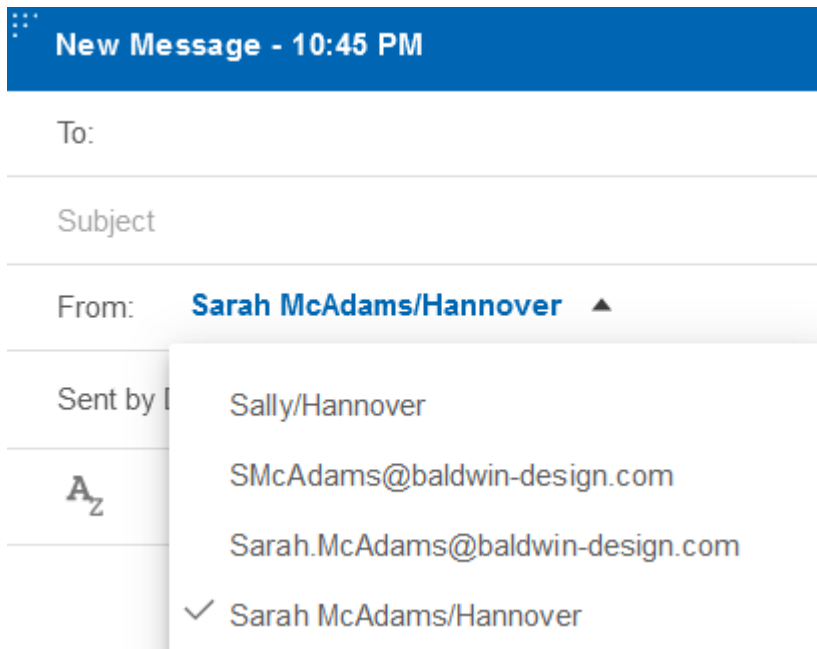
1. Click **Verse Settings > Mail** and in the **Sent From Addresses** section select **Enable sending message from your email aliases**.



2. Click the icon in the navigation bar to open the delegation panel for Mail and Calendar Access list.
3. Select the name of the account to open and click the mail or calendar icon to open it.



4. Click **Compose** and in the **From** field select an address of the other user from the dropdown list. Text below the From field indicates that you are sending the message on behalf of the mail file owner.



Related information

[How do I delegate access to my mail, calendar, and contacts? on page 88](#)

[How do I access mail and calendars delegated to me? on page 90](#)

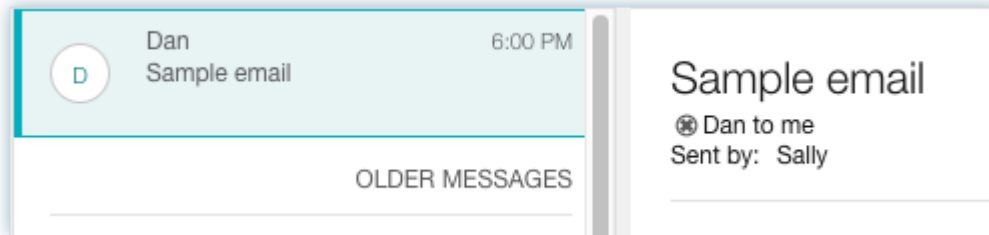
How to search for emails from a user sent by a delegatee?

About this task

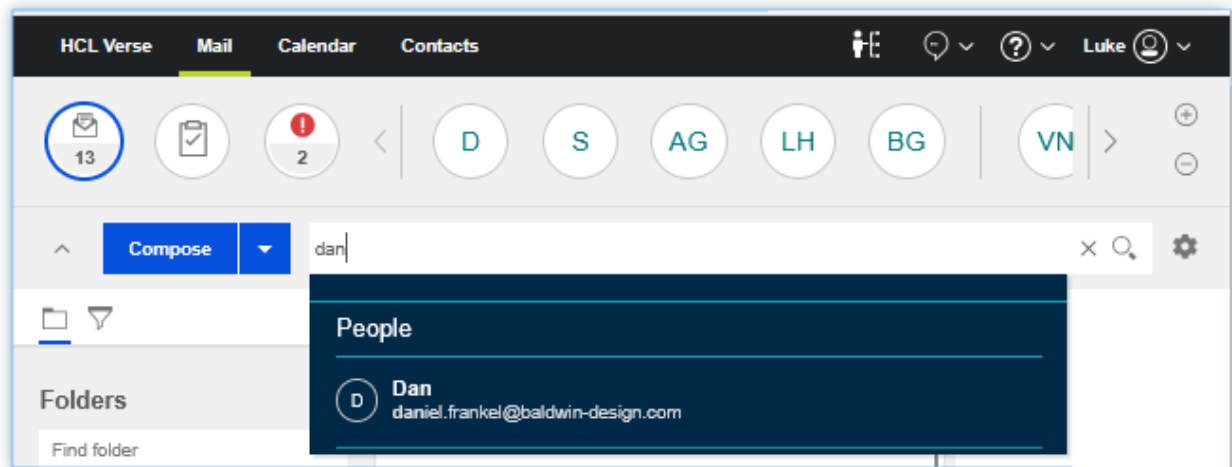
If you receive an email sent by a delegated user (for example, an executive administrator) on behalf of another user (for example, an executive), you can search for that email by searching for emails 'from' the executive.

 **Note:** This capability was added in Verse 3.2.5

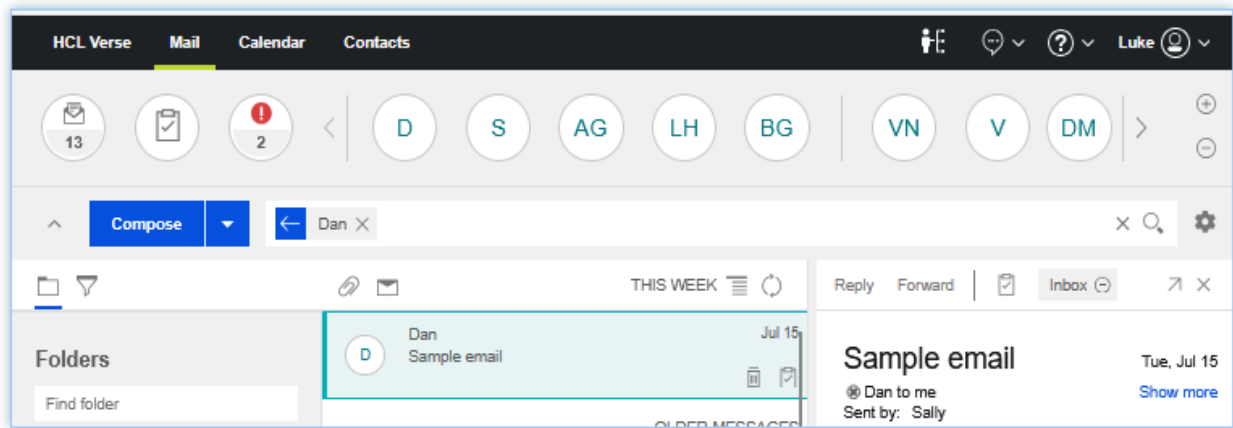
1. Receive an email from an executive that was sent by the executive's administrator.



2. In the search bar, type the executive's name and choose the executive from the type-ahead list.



3. In the search results, you can see the email from the executive.



Note: This capability requires updates to mail file designs. See [Applying the Verse search view changes to existing mail files on page 115](#) for more information.

How do I manage my calendar?

HCL Verse gives you many options for managing your work day, whether it's from the quick access Calendar Bar on your mail view, or the powerful and unique Calendar Inbox.

How do I use the Calendar Inbox?

Make better decisions when responding to calendar notices by viewing your calendar at the same time. The Calendar Inbox organizes all your calendar notices in one place.

Click the **Calendar** button in the navigation bar, and you'll see the Calendar Inbox. Here, you can see at a glance what your day looks like before responding to invitations. New calendar invitations and notices automatically go to the Calendar Inbox, though you can still respond from your Mail Inbox as well.

What can you do here?

- Schedule a meeting and block personal time with one click on any Calendar time slot so you're never overbooked.
- Forward Calendar notices to others.
- Drag and drop existing events on the Calendar to reschedule if you're the owner, or to propose a new time if you're not.
- Copy and paste meeting info to easily create a new invitation with existing content.

Toggle to see your full calendar.

Click to change format (Day, Week, Month)

Scroll through your calendar and return to Today.

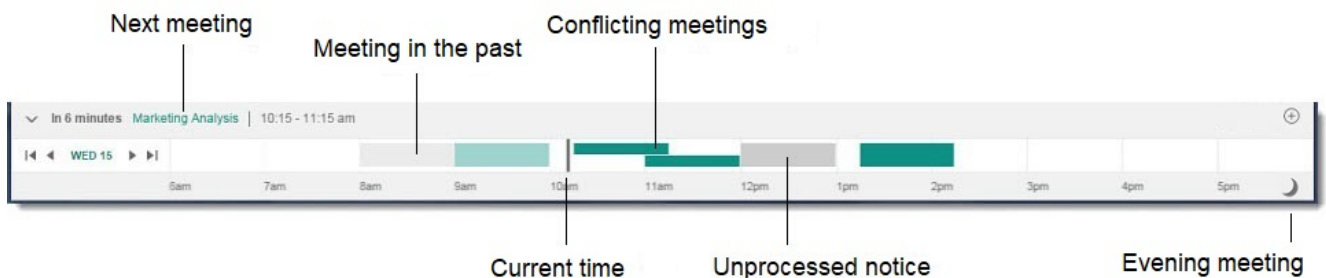
Create a new invitation.

Work with your invitations and meetings individually.

How do I use the Calendar Bar?

HCL Verse goes beyond the straight forward calendar functionality you're used to by giving you a visual and intuitive calendar experience integrated right in your message Inbox. It's almost like having a personal assistant.

From the Inbox, you'll notice is the Calendar Bar that runs the length of the bottom of the screen and shows your entire day at a



glance.

The current time is the vertical bar in the time line. Meetings behind the line are meetings that occurred in the past and are faded in color. Meetings in front of the line are meetings still to come.

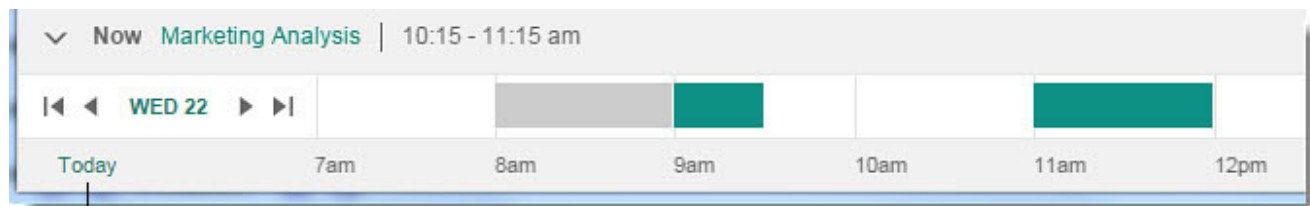
Note that the subject of your next meeting appears at the top of the bar. Clicking on the title of the meeting scrolls the Calendar Bar to the meeting in question and a brief summary displays.

You can view meetings with the Calendar Bar in several ways.

- Click the arrow buttons near the date indicator. Each click scrolls the bar four hours forward or back.
- Use your mouse wheel with your pointer at the top of the Calendar Bar.
- Scroll to the previous or following day by using the arrow buttons next to the date indicator.
- Pick a specific day to view by clicking on the date indicator then choosing the day you want to see.

If you have meetings that take place after 6:00 pm and before Midnight that are not visible in the Calendar Bar, an Evening icon displays on the right edge of the bar. Clicking it quickly shows you your evening meetings.

Remember that at any time if you've scrolled your calendar away from the current day, you can always get back to it by clicking the "Today" button.



Return to current day

How do I schedule a meeting?

You can schedule meetings from the Calendar Bar or the Calendar Inbox.

From the Calendar Bar, click the **+** button or an empty time slot in the calendar bar. From the Calendar Inbox, click the **New** button. You'll be presented with a form to schedule a new meeting.

The following picture shows a new meeting with basic options filled out.

Weekly Meeting

Save and Send

Save as Draft

×

Weekly Meeting

Required: Sarah McAdams ×

Optional | FYI

Location:

Room: |

🔍

Resource:

🔍

☒ Online Meeting: [Configure meetings](#)

🖥️

Thu, Jul 6, 2023 ▾

06:00 PM ▾

07:00 PM ▾

(1h 0m)

🗓️ 🎤 ⚙️ ⌚

Suggested times: [Required invitees](#) ▾

🗓️ [Find a time](#)

Thu 07/6

06:30 PM

07:00 PM

08:00 PM

10:30 PM

[See more](#)

11:00 PM

Az 🔗

Options

Weekly check-in meeting.

The following features are also available.

Online meeting Configuration

When you schedule a meeting, you can select the online meeting option. The meeting that is chosen as the default meeting in the list can be configured in **Verse Settings**. The list of meetings in the drop down are the meetings that are configured in the Verse Settings page. You can navigate to the **Online Meeting Configuration** section of **Verse Settings** by choosing the **Configure Meetings** option in the meeting drop down list.

New event

Save

Save as Draft

✕

Subject

Required:

Optional | FYI

Location:

Room | Resource

☒

Online Meeting: | My Meeting Room ▼ | 

URL: <https://sametime.meetings.com/mymeeting>

Password: 1234511

Find availability of invitees

When scheduling a new meeting, you can find the availability for required invitees (default) or for all invitees. Click on **Find a time** and choose the desired time slot. You can select from the suggested time or drag the slider to select the desired time.

Find a time

CancelDone

🕒 Mon, Jul 10, 2023 6:30 PM — 7:30 PM	Tuesday, July 11, 2023													
	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM	
🔧 Suggested Times					✓	✓	✓		✓	✓	✓	✓		
👤 Required					○	○								
Bryson Gray (chair)														
Sarah McAdams														
Daniel Frankel														

Busy

Unavailable / No information

Schedule a repeat meeting

Schedule a meeting to repeat at a specified interval and duration.

Tue, May 5, 2020

🔧🔊⚙️🕒

11:00 AM — 12:00 PM (1h 0m)

This event repeats: Weekly

Occurs every 1 Weeks

Every:

☐ Sunday

☐ Monday

☒ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

Continue for 5 Weeks

Click to schedule a repeat meeting.

Expand to provide details.



Note: If the selected interval and duration result in 1000 or less instances of the meeting, you can **Save** or **Save and Send** the recurring event. However, if the number of instances exceeds 1000, you will receive an alert message informing you that you have exceeded the limit, and the **Save** and **Save and Send** function buttons will be disabled.

Schedule the meeting for a different time zone

You can schedule a meeting in a different time than your time zone. The meeting shows in the calendar in that time zone.

Save and SendSave as Draft

Schedule Review

Required: Lucia HernandezOptional | FYI

Location:Room | Resource

Thu, May 7, 202003:00 PM04:00 PM(1h 0m)

Timezones: Start: CentralLocal time: 04:00 PM

End: CentralLocal time: 05:00 PM

Available start times for all attendees: >

AzOptions

Review of the project schedule.

Click to schedule in a different time zone.

Customize the meeting description

Open the editing toolbar to customize the meeting description. Change the font or text alignment. Add a table, link, or image.

AzOptions

Ari...11ptBIIUA

Weekly check-in meeting

Link to project resources for reference.

Click to open the editing toolbar.

Schedule an all-day event

Schedule an all-day event. Use the repeat meeting option to extend it for more than one day.

Workshop

Save

Workshop

Location: Singapore Office

Thu, May 7, 2020

A2 Options

All day orientation workshop for new designers.

Click to schedule an all-day event.

The event shows at the top of your calendar:

May 2020							Today	<	Week	>	Calendar	Print	Refresh
Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10							
			Workshop										

Create a personal reminder

Create a reminder. For example, remind yourself to fill out your time sheet each week. You need to select just a start date and time.

Fill out time sheet

Save

Fill out time sheet

Location:

Fri, May 8, 2020 10:00 AM

This event repeats: Weekly

Click to create a reminder.

Use Options

Click **Options** and select any of these options:

Table 6. Meeting options

Option	Description
Sign	Digitally sign the meeting invitation.
Encrypt	Encrypt the meeting invitation.
Mark Private	Prevent someone who manages your calendar from reading the content of the meeting.
Request Response	Receive a notice from each optional and required attendee, room, and resource that responds.
Return Receipt	Receive a message from each attendee who opens the invitation.
Remind me	Choose when to receive a reminder about the meeting.
Show as	Select Busy to indicate to others that you are busy at the selected time. Select Available to show that you are available.
Delivery Priority	Select one of the following options: • High Route the invitation immediately and display a High priority icon next to the invitation in each recipient's Inbox. • Normal Route the invitation the next time your mail server sends mail (default). • Low Wait until off-peak hours to route the invitation (usually between midnight and 6:00 AM).
Delivery Report	Select one of the following options: • None Don't send delivery reports. • Only on failure Send a report when invitations can't be delivered. • Confirm delivery Send reports when invitations are delivered. • Trace entire path Send a report from each server through which an invitation is routed and a final report indicating whether the invitation was delivered.

Confirm meeting as a chair

The HCL Verse 3.2.1 release allows the chair of a meeting to confirm the meeting. Confirming a meeting will send all invitees a Confirmation notice. To confirm a meeting, go to **Calendar**. Open the meeting and click on **Confirm**. Optionally, type comments to add to the Confirmation notice and click OK.

Project Offering Call

Save and Send Cancel **Confirm** Forward    

Project Offering Call

Required: Bryson Gray X Sarah McAdams X Optional | FYI

2 Attendees (No Response: 2) >

Location: Room | Resource

☒ Online Meeting: My Meeting Room  

URL: <https://sametime.meetings.com/mymeetingroom>

Password: 111222

Thu, Mar 14, 2024  09:00 AM  10:00 AM  (1h 0m) 

Suggested times: Required invitees   Find a time

Thu 03/14 12:00 AM 01:00 AM 07:30 PM See more

How do I integrate an online meeting?

Available from HCL Verse 3.2.1 onwards, users can generate a dynamic link to meetings on the following services - GoToMeeting, Microsoft Teams, WebEx, Zoom, and Sametime.

Before you begin

The following are prerequisites:

- You need account credentials to register one or more of these services.
- **For Sametime only:** The Sametime service is only supported:
 - On Sametime 12.0.2 and above.
 - When Sametime/Domino are setup for SSO (Single Sign On).



Note: In order to use this feature, users must have a Notes ID in the ID Vault, or in the Mail file. The ID is needed to encrypt the OAuth tokens in the profile.

About this task

You can create, update, and delete meetings on the following services- GoToMeeting, Microsoft Teams, WebEx, Zoom, and Sametime. For more information, see [Enabling dynamic online meeting services on page 128](#).



Note: If a delegated user opens another user's mail file and create a meeting using the Sametime service, the Sametime meeting is created in the delegated user's Sametime account. If the permissions of the meeting need to be modified, the delegated user can do so from Sametime.



Note: Meetings created using these services will use the default meeting settings of the selected service.

To enable any listed meeting services, follow these steps:

1. Go to **Verse Settings > Calendar > Online Meeting Service Configuration**.

Mail

Calendar

General

Out of Office

Security

Delegation

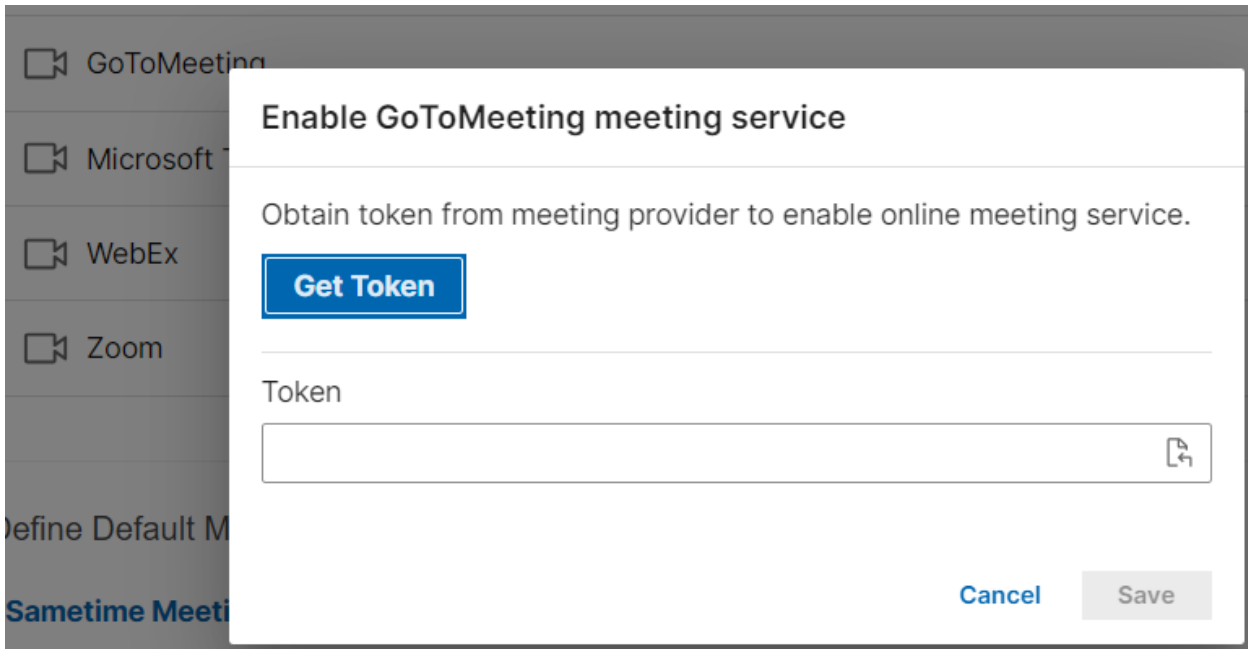
International

Online Meeting Service Configuration: Automatically generate a meeting link.

Enable the meeting services of your choice to generate a meeting link in a calendar invitation. These options will be available for selection in the online meeting field on the calendar form. All settings for the meeting will default to the instant meeting settings for the service.

 Sametime	Enabled by Administrator	☒
 GoToMeeting		☐
 Microsoft Teams		☐
 WebEx		☐
 Zoom		☐

2. Select the meeting service, that you want to enable, from the list. In the **Enable meeting service** dialog box, click on **Get Token**.



3. In the web window that opens, enter your credentials for the meeting service you are registering.
4. Copy the token, return to the **Enable meeting service** dialog box, and paste the value in the token box. Click **Save**.
Your selected meeting service is now enabled.

Once the service is enabled, you can disable the service or edit the service details in the **Verse Settings > Calendar > Online Meeting Service Configuration**.

Online Meeting Service Configuration: Automatically generate a meeting link.

Enable the meeting services of your choice to generate a meeting link in a calendar invitation. These options will be available for selection in the online meeting field on the calendar form. All settings for the meeting will default to the instant meeting settings for the service.

	Sametime Enabled by Administrator	
	GoToMeeting	 Edit 
	Microsoft Teams	
	WebEx	
	Zoom	

You can now use the enabled service when scheduling a new meeting.

New event

Save

Save as Draft

X

Subject

Required:

Optional | FYI

Location:

Room | Resource

Online Meeting:

Sametime

▲

✓

Sametime

GoToMeeting

Configure meetings

A Sametime meeting is scheduled.

Mon, Mar 18, 2024

▼

(1h 0m)

Find a time

Suggested times:

Rec

Tue 03/19

09:00 AM

10:00 AM

11:00 AM

01:00 PM

02:00 PM

03:00 PM

04:00 PM

See more

Az

🔗

Options

Add description here...

Limitations:

- Beginning with HCL Verse 3.2.2 along with Domino 14.0 FP1 or higher and 12.0.2 FP4 or higher, you can change the online meeting service of repeating meeting instances to or from a dynamic meeting service after the meeting has been created.
- You cannot create a meeting using one of the services for a meeting that is being created in the past.



Note: Because the OAuth spec requires that transmission of OAuth tokens be done over secure connections, the connection between the browser client and the Domino server must use TLS. If Domino receives request containing OAuth credentials from the browser over an insecure connection, the request will be rejected. This



means that if the Domino server is in a "green zone" where secure requests are downgraded to insecure by an internet appliance, then you must configure the appliance to not downgrade requests for /verse/domi/* endpoints.

Related information

[Enabling dynamic online meeting services on page 128](#)

[How do I schedule a meeting? on page 62](#)

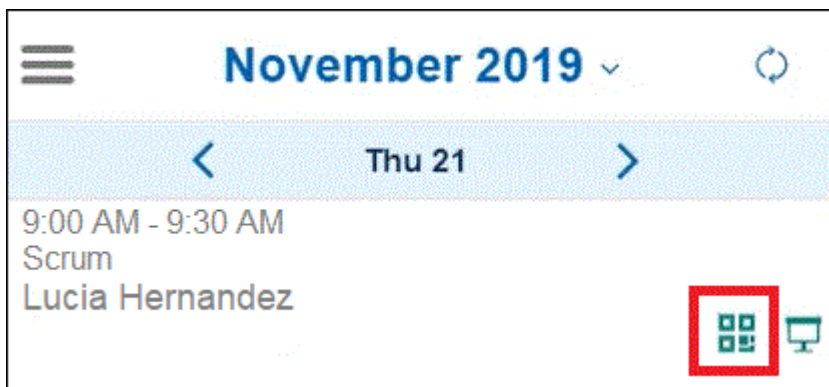
How do I use a QR code to join a meeting?

You can use a QR code to join an online meeting. This feature is available if your administrator enables it.

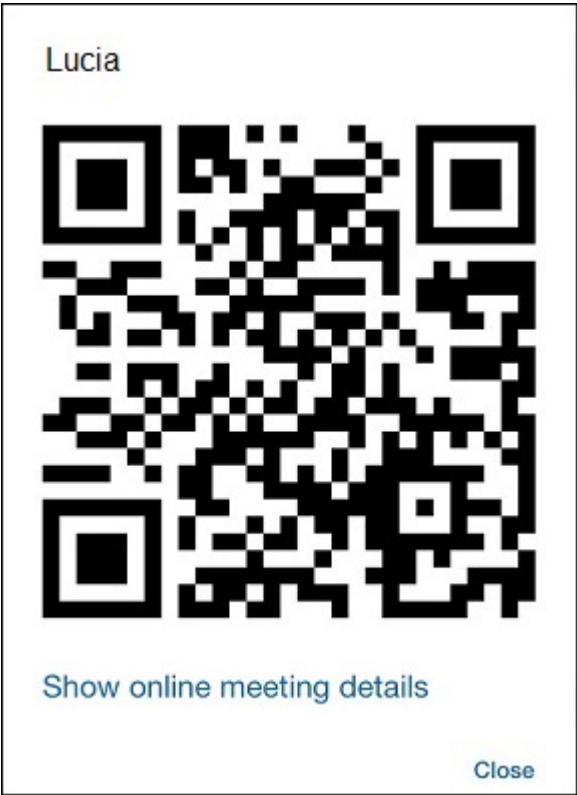
From a desktop browser, click the QR code icon in an online meeting in your calendar:



Or click the QR code icon in an online meeting from a mobile device:



A QR code for the meeting pops up. To connect to the online meeting, scan the code with a QR code scanner such as one on your mobile device. Click **Show online meeting details** if you want to see the meeting URL.

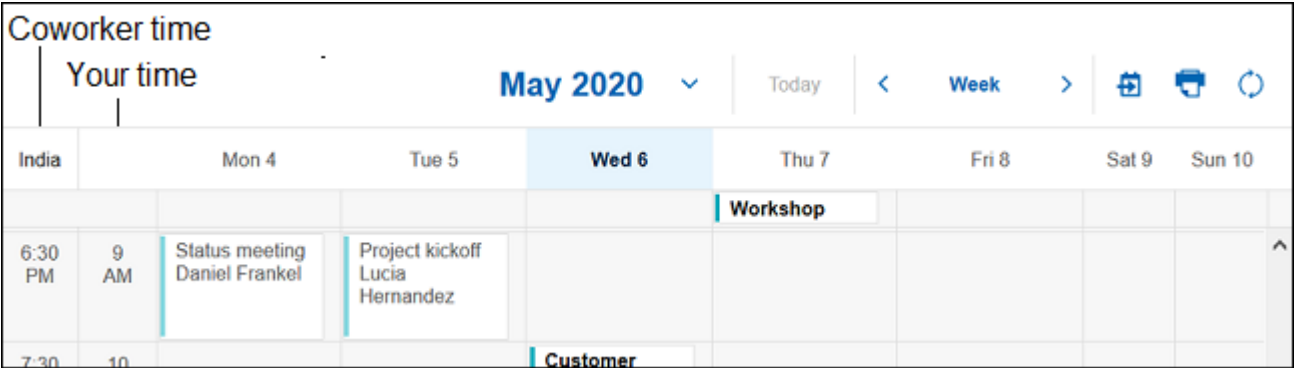


How do I show an additional time zone?

Do you have co-workers that are in a different time zone? Show the time from their time zone in your calendar to make it easier to schedule meetings with them.

Select **Verse Settings** and in the Calendar section select **Display an additional time zone**. Select from the list of times zones, give the time zone a label, and save the change.

The additional time zone is shown in the Day or Week view of your calendar:



How do I leave a placeholder when proposing a new time for a meeting?

About this task

When proposing a new time for a meeting, invitees now have an option to leave a placeholder for the original time of the meeting in their calendar.



Note: This option is available when using Verse 3.2.5 and Domino 14.5.

1. Open a meeting invitation.
2. Click the **Respond # Propose New Time** button.
3. Choose a new time for the meeting.
4. Check the **Leave a placeholder for the original meeting on the calendar** option and click **OK**.

Invitation: Demo 1010 (Tue 07/15/2025 1:00 AM)

Accept Decline Tentative Respond ▾ Forward +👤 🖨️ 🗑️ ✕

Propose New Time

When would you like this meeting to be scheduled?

Tue, Jul 15, 2025 ▾ 03:15 PM ⌵ 04:15 PM ▾ (1h 0m) 🗣️

Available start times for all attendees: > 📅 Find a time

B I U

Add Comments...

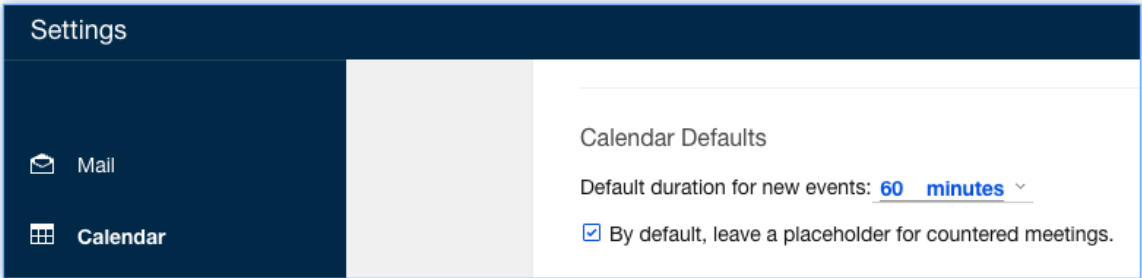
☒ Leave a placeholder for the original meeting on the calendar

Cancel OK

5. In the Calendar, the meeting will remain at the original time and will display with a **Countered** label.

6. If the chair of the meeting accepts the new time, all attendees will receive a notification with the rescheduled details. When the attendee accepts the reschedule, the placeholder will be removed from the Calendar.

 **Note:** There is a setting in the Calendar settings that controls the default value of the **Leave a placeholder for the original meeting on the calendar** option. The option is **By default, leave a placeholder for countered meetings**.



How do I use calendar alarms?

With calendar alarms, HCL Verse displays a small message on your desktop before your meeting is about to begin. Clicking the notification takes you right to the meeting event in your calendar.



 **Note:** Calendar alarms display differently depending on the browser you are using. Check your notification settings in your browser to configure how they display, as well to ensure they are enabled.

There are no additional applications to install. Calendar alarms and alerts are enabled by default. When you create an event in your calendar, you can change the alarm time or disable it completely.



Note: Calendar alarms are only enabled for newly created events. Events already on your calendar will not have alarms.

Never miss an event again.

Select when you want to be notified of the upcoming event.

To turn off calendar alarms or change when they are shown by default, click **Verse Settings** from your profile drop down and go to the **Display alarm notifications** setting.



Note: This setting only stops alarms from displaying. Alarms will still be set by default when new invitations are created.

Setting to control calendar alarms.

How do I import events from an internet calendar?

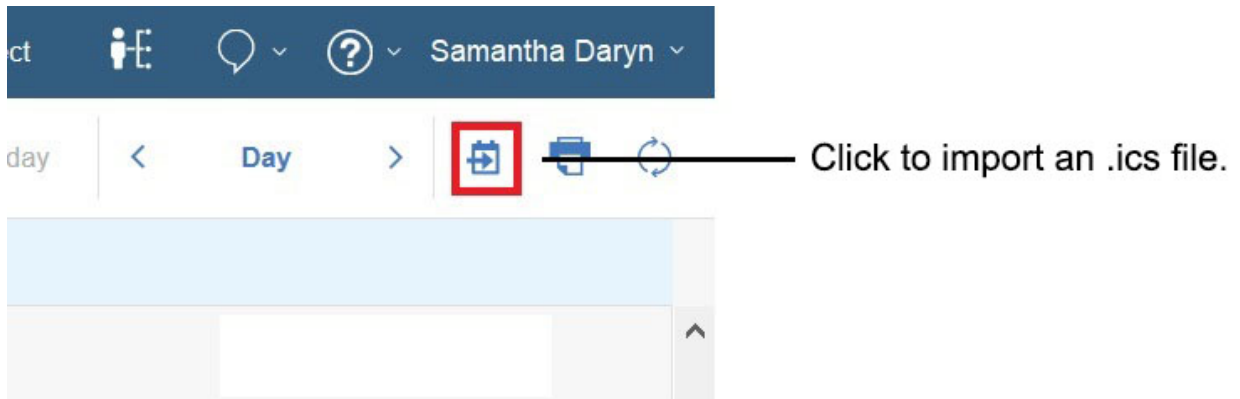
You can import single and repeat events from an internet calendar (.ics) file into your HCL Verse calendar. For example, import events from a Google calendar .ics file.

The .ics file that you import can be on your local computer or attached to a mail message.

- Only events and alarms are imported from the .ics file. To Do, Journal, and busytime entries are not imported.
- The .ics file must be 5 MB or less.
- You can import up to 100 events from one .ics file. All occurrences of a repeating event are considered one event.
- To import the contents of an .ics file that is attached to a message, the message cannot be encrypted.

To import an .ics file saved on your computer:

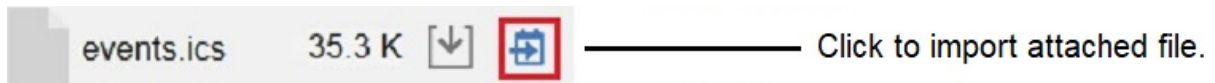
1. From your Verse calendar, click the import calendar button at the top, right:



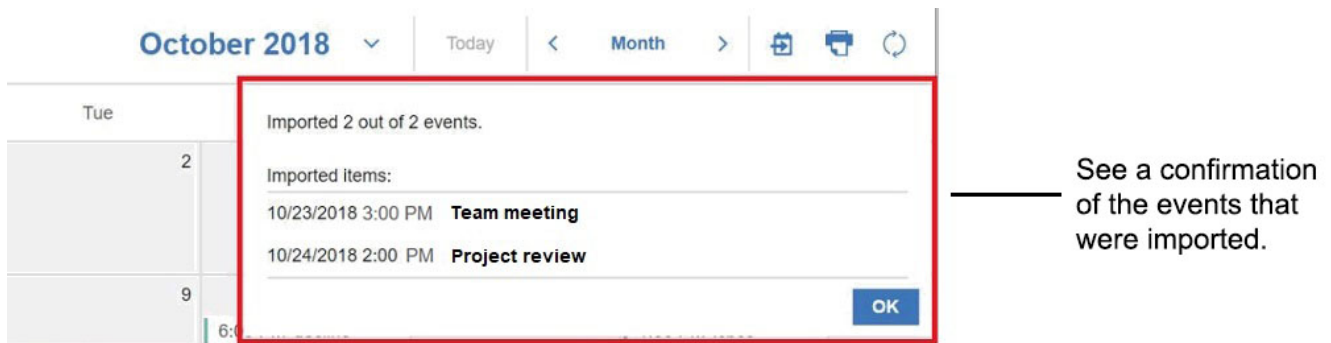
2. Select and open the .ics file.

To import an .ics file attached to a message:

1. Open the message with the attachment and click the import calendar icon next to the attached .ics file:



A prompt confirms the events that are imported. Click **OK**.



How do I set my availability preferences?

You can set availability preferences to let people know when you're available for meetings.

This feature requires Domino 12 or higher or Domino 11.0.1 FP4 or higher FP or Domino 10.0.1 FP8 or higher FP.

Customize your availability in the **Verse Settings > Calendar > Availability** section and set your preferred time zone, available

days and hours. You can add or delete the timeline using the



icons.

Availability

Time zone: [Eastern ▼](#)

Let people know when you are working and available for meetings.

☒	Monday	09:00 AM ▼ — 12:00 PM ▼	01:00 PM ▼ — 05:00 PM ▼
☒	Tuesday	09:00 AM ▼ — 12:00 PM ▼	01:00 PM ▼ — 05:00 PM ▼
☒	Wednesday	09:00 AM ▼ — 12:00 PM ▼	01:00 PM ▼ — 05:00 PM ▼
☒	Thursday	09:00 AM ▼ — 12:00 PM ▼	01:00 PM ▼ — 05:00 PM ▼
☒	Friday	09:00 AM ▼ — 12:00 PM ▼	01:00 PM ▼ — 05:00 PM ▼
☐	Saturday	09:00 AM — 12:00 PM	01:00 PM — 05:00 PM
☐	Sunday	07:39 AM — 12:00 PM	01:00 PM — 05:00 PM



Note: The time zone set here is only used in relation to your availability. For example, if you are traveling, you can set your availability for a particular day and time in any time zone.

How do I share and link to my files?

HCL Verse® goes beyond simple file attachments by allowing you to share files and link to folders in the cloud. When composing a message, you can select files from your computer or files and folders from HCL Connections™.

You can attach a local file from your computer to a mail message, or link to a Connections File. Connections Files can be added to the message as links so that recipients always have access to the latest version. If you have a file on your computer and have not had time to upload it to Connections, you can do so and link to it in one step while composing your message. You can also include a link to Connections Files folders.

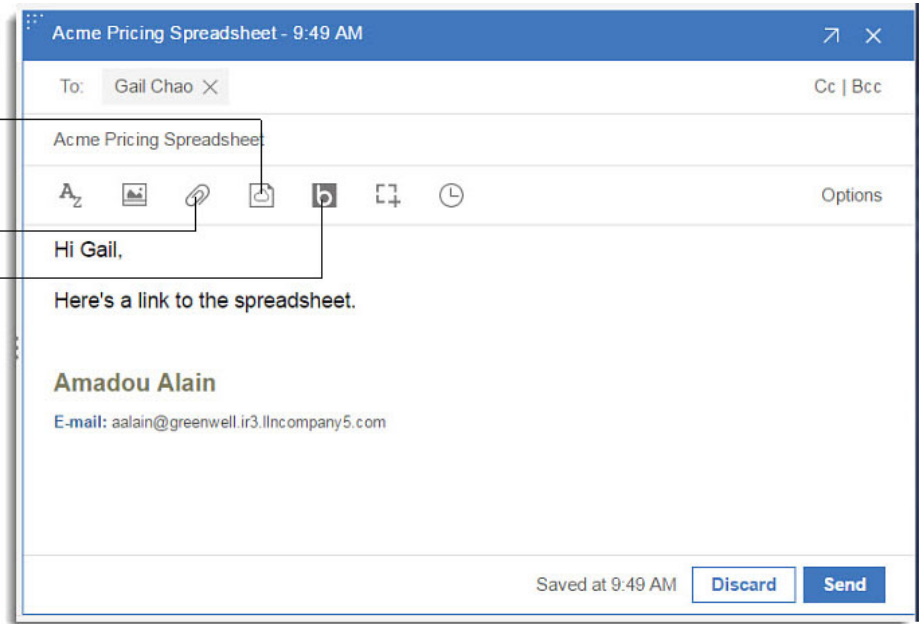
People in your organization who have Connections accounts are automatically given access to the files and folders you share with them.

ATTACH OR LINK TO A FILE OR FOLDER

Click to add a link to a file or folder in the cloud.

Click the paperclip to attach a local file.

Add a file or folder from Box.

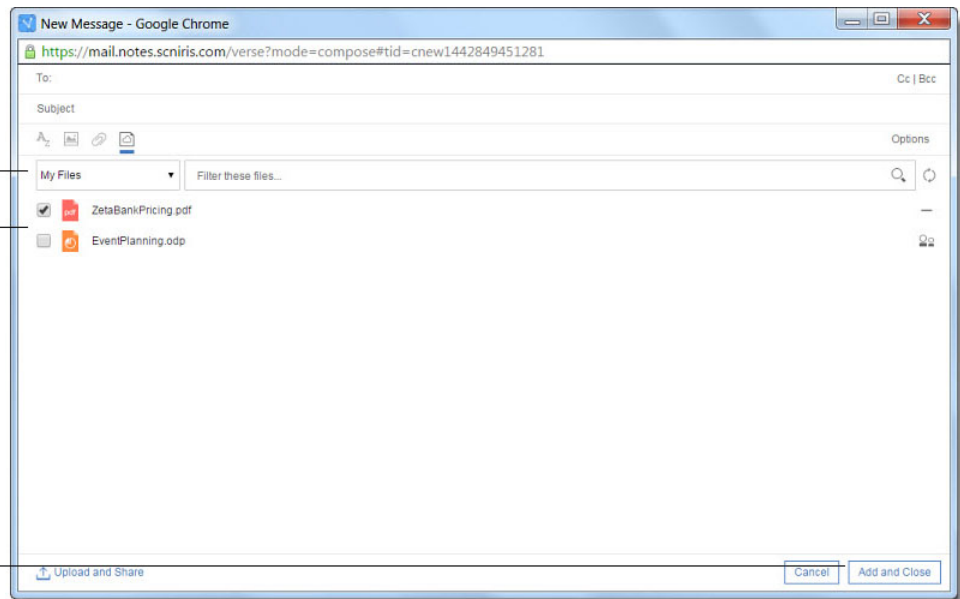


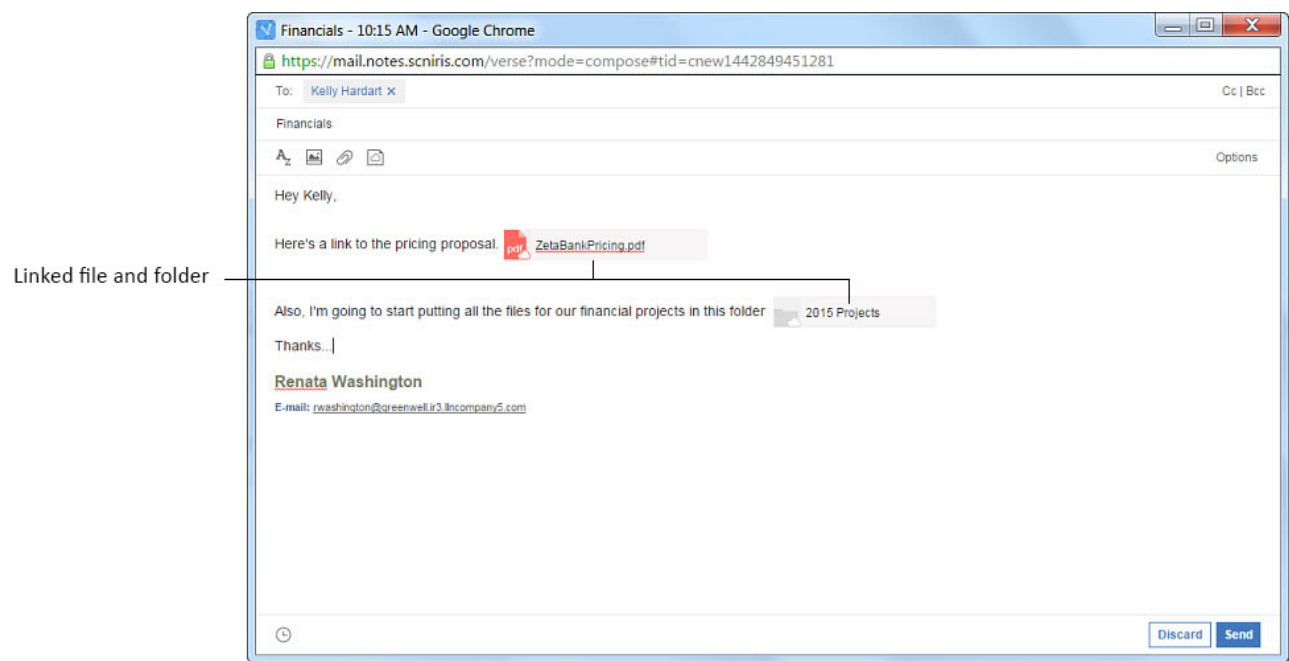
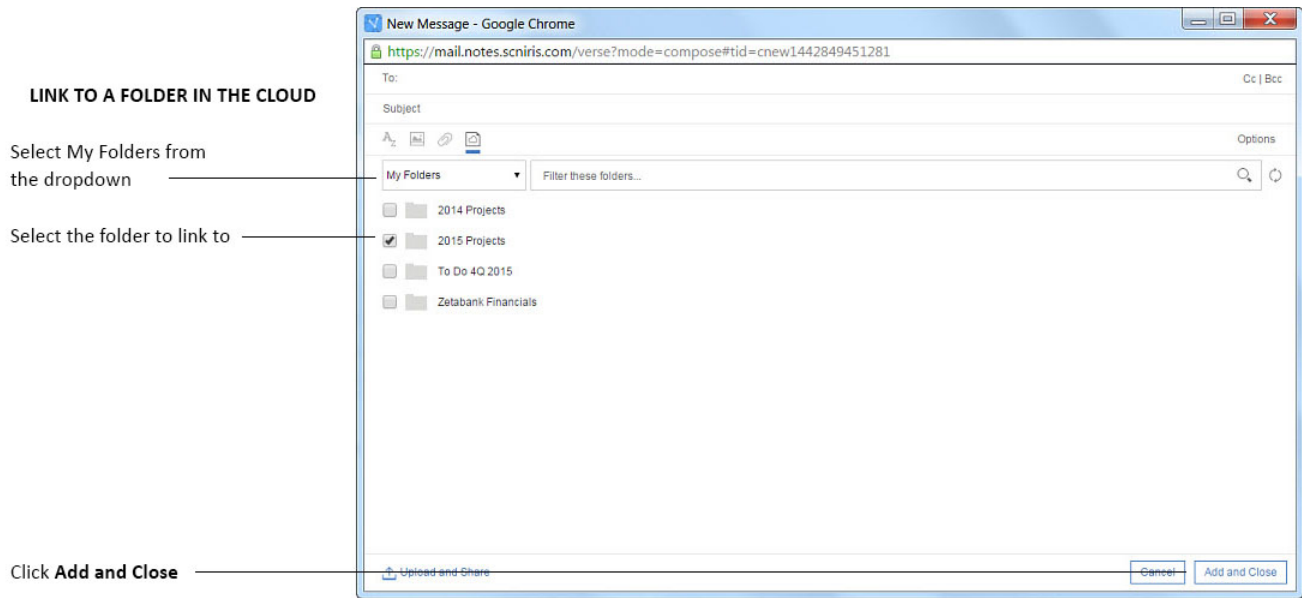
LINK TO A FILE IN THE CLOUD

Select My Files from the dropdown

Select the file you want to link to

Select **Add and Close**

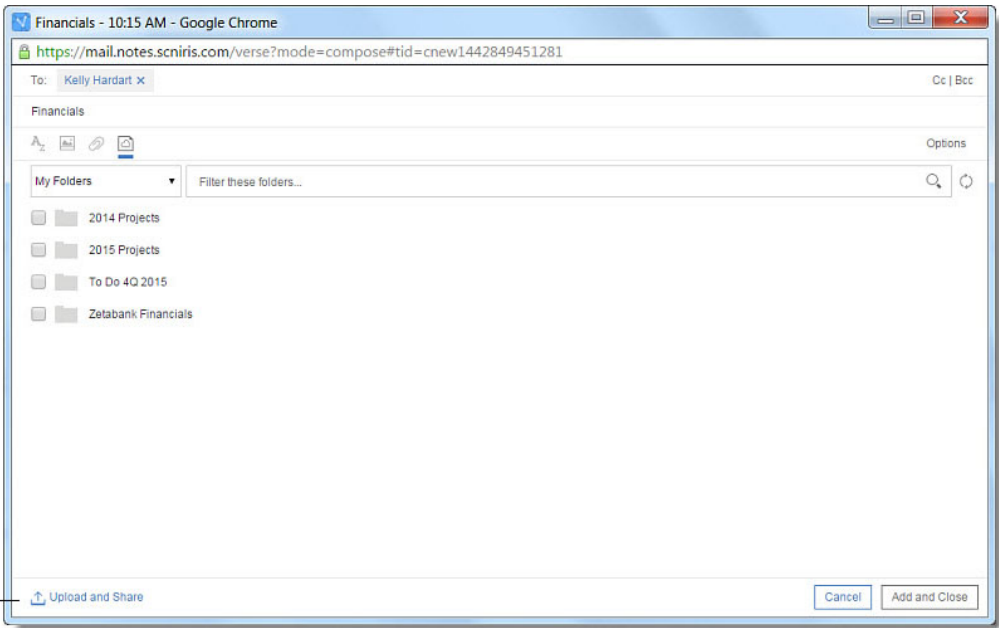




In addition, Verse gives you the option to upload a local file on your computer to Connections Files and share it as a link in your message in one step.

UPLOAD AND SHARE A FILE

Upload a local file to the cloud and share it in your message by selecting **Upload and Share**



When reading a message, you can also view attachments and Connections Files directly in Verse with one click, as well as download, upload attachments to My Files, or view Connections file details. If you click an attachment that is an Open Office document, or a Microsoft™ Office presentation, spreadsheet, or document, you can view the file before you download it, as well.

Box integration with HCL Verse®

If your system administrator has enabled it, you can share files from Box seamlessly with Verse when composing or viewing mail. When composing, select the Box icon  to choose a file from your Box repository to attach. You can also attach folders as well as files, using Box.

When viewing mail, click any of the file attachments or location links with a Box icon  to download, preview, or open their location in Box.

How do I personalize Verse?

From the navigation bar, click your profile image and then select **Verse Settings** to change mail, calendar, out of office, security, and delegation settings.

There are many other ways to personalize your HCL Verse that are not found in settings. For example, you can [change how mail threads are displayed on page 40](#) in the message list.

What settings are available?

Use **Verse Settings** to set a variety of preferences.

Setting	Options
---------	---------

Mail	• Display alerts when new messages are received. • Display each message as one line or three lines. • Set the default text format. • Display alternate names or primary names. For more information, see How do I see names in their native languages? on page 87 • Sent From Addresses: enable sending message from your email aliases. For more information, see How do I use an alternate address when sending mail from my mail file? on page 54 • Add a signature. For more information, see How do I add a signature to my mail messages? on page 43 • Use offline mail. For more information, see How do I use Verse without an Internet connection? on page 96 • Suggest folders to use when adding or moving messages to folders. For more information, see How can folders keep me organized? on page 99 • Recall mail. Choose if other users can recall mail sent to you. For more information, see How can I recall a sent message? on page 52 • Use mail rules. For more information, see How can mail rules help me organize my incoming mail? on page 38 • Control if sent mail is saved. For more information, see How can I choose to save sent mail? on page 95
Calendar	• Set alarms. For more information, see How do I use calendar alarms? on page 76 • Customize your calendar display: ◦ Select a time range for your work day. Times that are outside of the range are grayed out in the Day view of your Calendar. This information is visible only to you as a reference for managing your schedule. ◦ Select the day your work week begins. ◦ Select the day your date picker begins. ◦ Select the day of the week to display for the first day of the year and the minimum number of days in the first week of the year (1-6 days). • Control the processing and location of meeting notices: ◦ Specify whether to automatically process meeting updates and cancellations in your calendar. ◦ Specify whether to display new (unprocessed) notices, to control whether meeting invitations appear in your calendar before you have responded to them. ◦ Specify whether to display new calendar entries and notices in the All Documents view of Mail. ◦ Specify whether to display meeting invitations in the Sent view of Mail.

	◦ Specify whether to remove meeting invitation from your Inbox after you respond to them. ◦ Specify the types of meeting notices to show in your Inbox. • To make it easy to schedule meeting with co-workers in another time zone, display an additional time zone in your calendar. For more information, see How do I show an additional time zone? on page 74 • Select a default meeting duration. • Enable the option to leave a placeholder when proposing a new time for a meeting. • Set availability preferences. For more information, see How do I set my availability preferences? on page 78 • Set online meeting preferences. For more information, see Online meeting Configuration on page 63 • Select default meeting preferences. For more information, see How can I set my default meetings? on page 93 • Enable the option to leave a placeholder when proposing a new time for a meeting.
General	Remove addresses from type-ahead. For more information, see How do I remove unused addresses from my type-ahead list? on page 85 .
Out of Office	• Set leaving and returning dates and times • Customize a message For more information, see How do I let people know when I will be out of the office? on page 88
Security	• Set how remote images are shown • Add a digital signature and encrypt messages. For more information, see How do I digitally sign and encrypt my messages? on page 42  Note: For information about settings related to passwords and to your Notes ID, see How do I manage passwords and my Notes ID? on page 101.
Delegation	• Grant people access to my mail and calendar • Set the type of access • Add a button to access delegated accounts from the navigation bar For more information, see How do I use mail and calendar delegation? on page 88
International	• Choose the language to use in Verse. • Choose between a 12-hour or 24-hour time format for your calendar.

	• Use bidirectional settings to control the direction in which text is displayed. Click Support right to left languages. Then, for Base text direction, select one of the following options: ◦ Default ◦ Left-to-right ◦ Right-to-left ◦ Contextual
Feature Preview	Preview new features that your administrator enables.

How do I remove unused addresses from my type-ahead list?

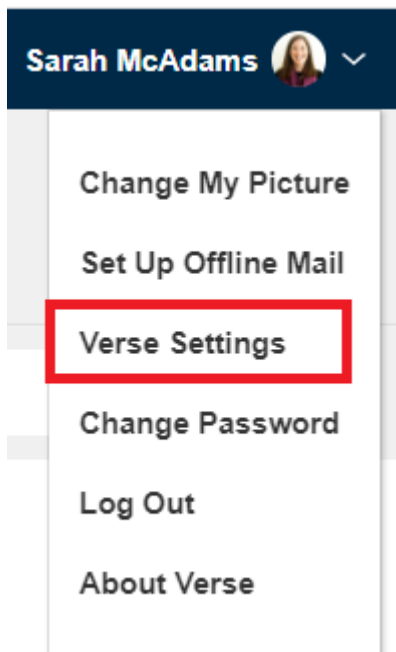
Use the Type-ahead setting to remove addresses that you don't use from your type-ahead list.

When you begin to type an address in a names field such as the To field in new message, type-ahead automatically shows you a list of matching addresses to choose from.

You can remove addresses from this list. For example, if there are two addresses for one person but you use only one, you can remove the address that you don't want to use.

To remove an address from your type-ahead list:

1. Open **Verse Settings**:



2. Go to **General** settings.

3. Select the address to remove from type-ahead and click **Remove from Type-ahead**.

General

Type-ahead

Your current type-ahead list contains the following addresses that you recently interacted with. ?

Manage who you want to see in your type-ahead list below.

Find an address

☐ Sarah McAdams/Hannover

☐ Lukas Smith/Hannover

☐ Daniel Frankel/Hannover

☐ Amy Garfield/Hannover

☐ Lucia Hernandez/Hannover

☒ George Tompkins/Hannover

-

☐ Select All

Remove from Type-ahead

Manage Removed Addresses

Should you want to add it back later, follow these steps:

1. Click **Manage Removed Addresses** to display addresses you have removed.



2. Select the address and click **Allow in Type-ahead**.

You have removed the following addresses from your type-ahead list.

You can allow an address back in your type-ahead list. The type-ahead list is generated based on people you have recently interacted with. Allowing an address back into the type-ahead list may automatically add them back to type-ahead if you have interacted with them recently. (?)

Find an address

☒ George Tompkins/Hannover

☒ Select All Cancel Allow in Type-ahead

How do I see names in their native languages?

In work environments that use internationally-recognized names, your administrator may allow you to see names in their native languages and character sets. These are known as alternate names.

Alternate names are displayed in various places in Verse, for example, in messages, calendar events, when searching the directory, and when hovering over a person's picture.

Your administrator may allow you to choose whether to display alternate names based on the languages configured in your browser. To display alternative names if your administrator gives you the choice, select **Verse Settings > Mail**. For **Default Display Name** select **Display alternate names**.



If a user has an alternate name in a particular language and you've set up your browser to support the language, you see the alternate name.

If you don't see this option, your administrator hasn't enabled it.



Note: Rather than this option, your administrator may set up the server to display alternate names for a specific set of languages automatically. In this case, the alternate names are shown regardless of the language configuration in your browser.

For information for administrators, see [Configuring alternate name support in iNotes](#) in the HCL Domino® documentation.

How do I let people know when I will be out of the office?

You can easily let everyone you work with know your out of office dates.

To set your out of office dates, click your profile picture to open the drop down menu, then select **Verse Settings**. Scroll down to the **Out of Office** settings section, then fill in your dates for the time you will be absent.

You can view the default message people will see when they try and contact you. If you want, add an additional message with more details in the field below.

When you're done, click **Turn on**. Your Out of Office settings are saved, and anyone who tries to contact you during that time will receive the message you've set.

How do I use mail and calendar delegation?

Whether you need to delegate someone to manage your mail and calendar, or you want to manage the mail and calendars of others, you'll find help here.

How do I delegate access to my mail, calendar, and contacts?

Delegate access to your mail, calendar, and contacts, or calendar and contacts only, and specify the level of access.

1. Click your profile image in the navigator bar and click **Verse Settings > Delegation**.
2. Search for the person to whom you want to grant access. Specify whether they have access to Mail, Calendar, and Contacts or only your Calendar and Contacts and the type of access. Wondering how Verse access levels map to HCL Notes access levels? See [What delegation access levels are available? on page 92](#).



Note: When you delegate to others, you also give access to your To Do items.

Delegation

Grant Access

Use delegation to give access to your Mail and Calendar. [?](#)

Find a person to grant access

Grant access to my organization

Daniel Frankel/Hannover

[Remove Access](#)

Has access to my: [Mail, Calendar, and Contacts](#) [v](#)

Type of access: [Full access](#)



Lukas Smith/Hannover

[Remove Access](#)

Has access to my: [Calendar and Contacts](#) [v](#)

Type of access: [Read only](#) [v](#)

[Discard](#)

[Save](#)



Note: Each time delegation settings are saved, a request is sent to process the changes and it may take some time for the updates to be applied. While this is going on, a **Pending Changes** banner displays next to the delegate list. Once this goes away, the list should be up-to-date. If any changes are made to the delegation settings while the **Pending Changes** banner displays, they will overwrite any previous changes made.

What does it mean to give access to an organization?

This option allows anyone within your organization to have the selected access rights to your Mail and Calendar. If you want to grant individuals a different access right, create a separate delegation setting entry for each person. **Organization** access maps to the **Public** access that's available in HCL Notes.

Warning when access levels are not optimized for HCL Verse

If you previously delegated your mail and calendar using Notes, and you see the following warning, do not be alarmed. Your delegates still have the access you set up in Notes. In Verse, their Calendar access is not affected and Verse is not affected unless they have access to manage your folders. Moving forward it is recommended that you update the level of access that

is recommended in the Verse UI, but this should not block your delegates from the key functionality of managing your mail or calendar.



Heather Reeds/Greenwell has an access level that is not optimized for using IBM Verse.

It is recommended to update their level of access to “Full Access”. This change allows them to continue to manage folders while adding the ability to delete messages. Click “Update Access Level” and then “Save” to change their level of access. While they wait for their access level to be updated they can continue to manage your mail and calendar.

Update Access Level

Remove Access

How do I access mail and calendars delegated to me?

Set up Verse to view or manage other people's mail and calendars. The first step is to add a button to the navigation bar so you can open the delegation panel where you can add and access delegated accounts.



Note: Starting with HCL Verse 3.2.6, if the administrator has configured an option for delegation redirect, and if you are given Calendar-only delegation access and try to open the Mail page, Verse will redirect you to the Calendar page.

1. Open **Verse Settings > Delegation**.
2. Select **Add a button to the navigation bar to access delegated accounts** and then click **Done**.

Access Delegated Accounts

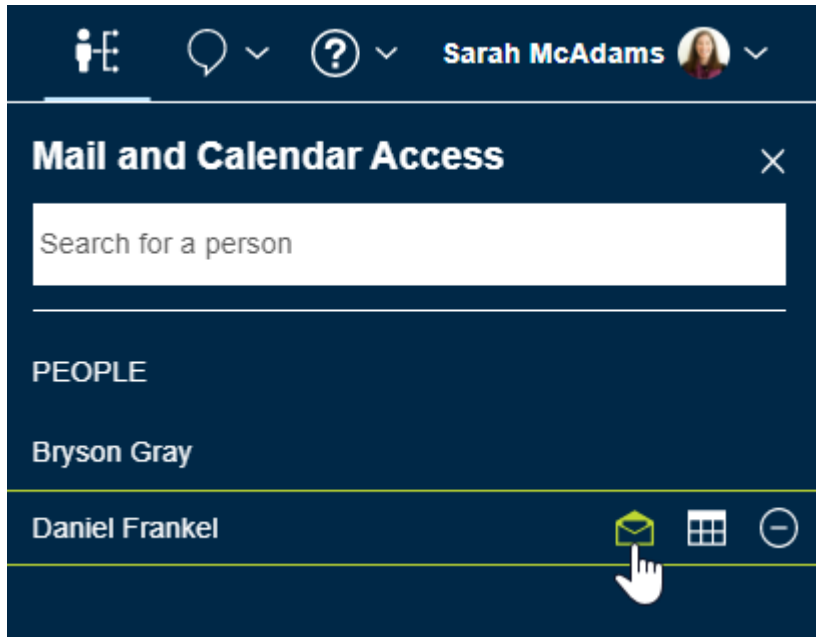


Add a button to the navigation bar to access delegated accounts.



3. Click the icon in the navigation bar to open the delegation panel for Mail and Calendar Access list.

4. Select the name of the account to open and click the mail or calendar icon to open it.

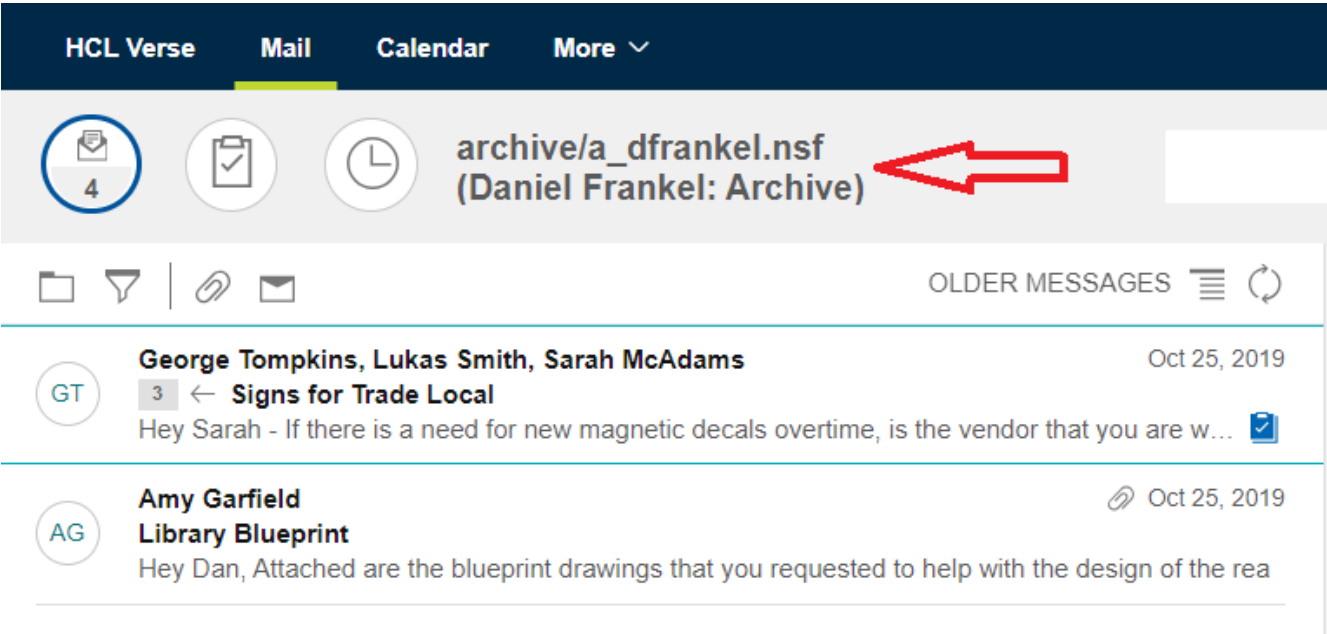


Managed mail and calendars open in separate browser tabs. Watch for red badges on the tabs to alert you when there are new messages or calendar notices.

Accessing delegator's Archive mail file

Beginning with HCL Verse 3.2.2, if you open a mail file that has been delegated to you, you will see any configured archives that the delegator has when you open the Folder Panel. You can open the archives by clicking on them.

When you open any listed delegator's Archive folder, user and archive details appear near the top of the page.



What delegation access levels are available?

Simple access levels are available when delegating your mail and calendar in HCL Verse. If you're coming from HCL Notes, you may want to know how HCL Verse access levels map to HCL Notes access levels.

Verse access levels

Calendar and Contacts

- Read
- Full access

Mail, Calendar, and Contacts

- Read
- Full access
- Full access to calendar and contcats and delete mail they sent (that is, they have full access to mail but cannot delete the delegator's mail, only mail sent by themselves)

Verse delegation settings versus HCL Notes delegation settings

HCL Verse	HCL Notes
<i>Calendar and Contacts</i>	<i>Calendar, To Do, and Contacts</i>
Read	Read
Full Access	Read, create, edit, and delete

HCL Verse	HCL Notes
<i>Mail, Calendar, and Contacts</i>	<i>Mail, Calendar, To Do and Contacts</i>
Read	Read
Full Access	Read, edit, create, delete and send; enable out-of-office
Full access to calendar and contacts and delete mail they sent	Read, create, and send; delete what they create

Unsupported delegation levels

There are two unsupported levels of delegation when coming from HCL Notes:

Client	Access levels
HCL Notes	• Mail, Calendar, To Do and Contacts: Read, create and send for you • Mail, Calendar, To Do and Contacts: Read, edit, create and send; enable out-of-office

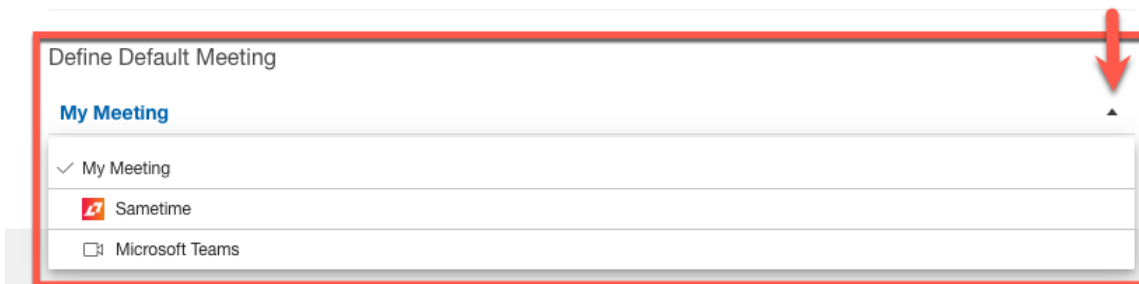
If a delegate has an unsupported access level, they will still work as-is in HCL Notes. However, they will have a degraded experience when accessing your Mail and Calendar in HCL Verse.

How can I set my default meetings?

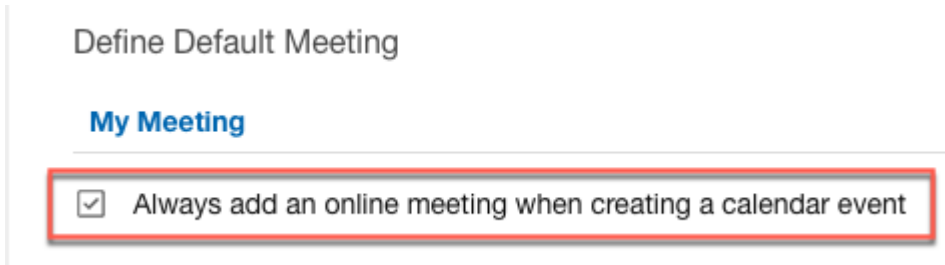
This enables users to set their preferences for adding online meetings to new events automatically.

Procedure:

1. Go to the **Verse Settings > Calendar > Define Default Meeting**.
2. Select a meeting from the **Define Default Meeting** dropdown list.



3. Select the checkbox to always add an online meeting when creating an event.



Define Default Meeting

My Meeting

☒ Always add an online meeting when creating a calendar event

For more information, see [Controlling if the default online meeting is used automatically on page 131](#).

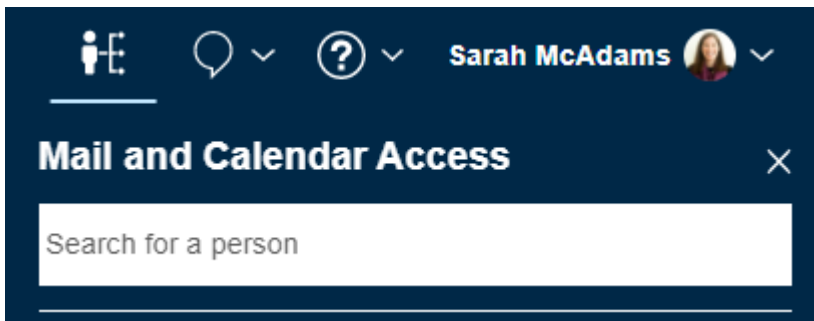
How do I open a mail-in database?

Open a mail-in database from the delegation panel.

A mail-in database is a mail and calendar file that is created on the server for multiple users to share. When you're given access to a mail-in database, you can open it through the delegation panel.

To open a mail-in database that you've been given access to:

1. Click the  icon in the navigation bar to open the delegation panel for Mail and Calendar Access list.
2. Search for and select the name of the mail-in database to add it to the list.

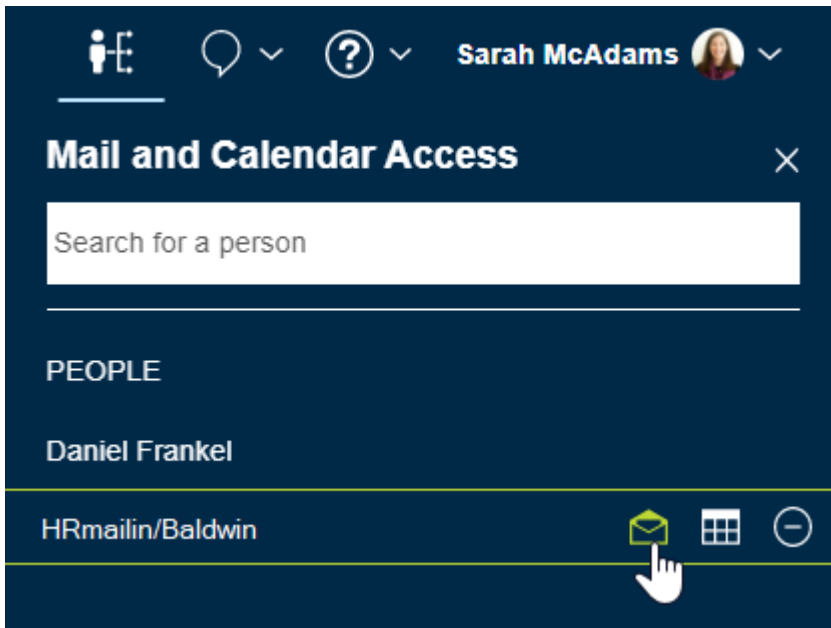


   Sarah McAdams 

Mail and Calendar Access 

Search for a person

3. To open the mail-in database, click the mail icon next to the mail in database name in the list:



Related information

[Setting up mail-in databases on page 113](#)

How can I choose to save sent mail?

You can decide whether to save your sent messages on the Verse settings page. You can choose to save all sent messages, not save any sent messages, or be prompted to save each message when you send it.



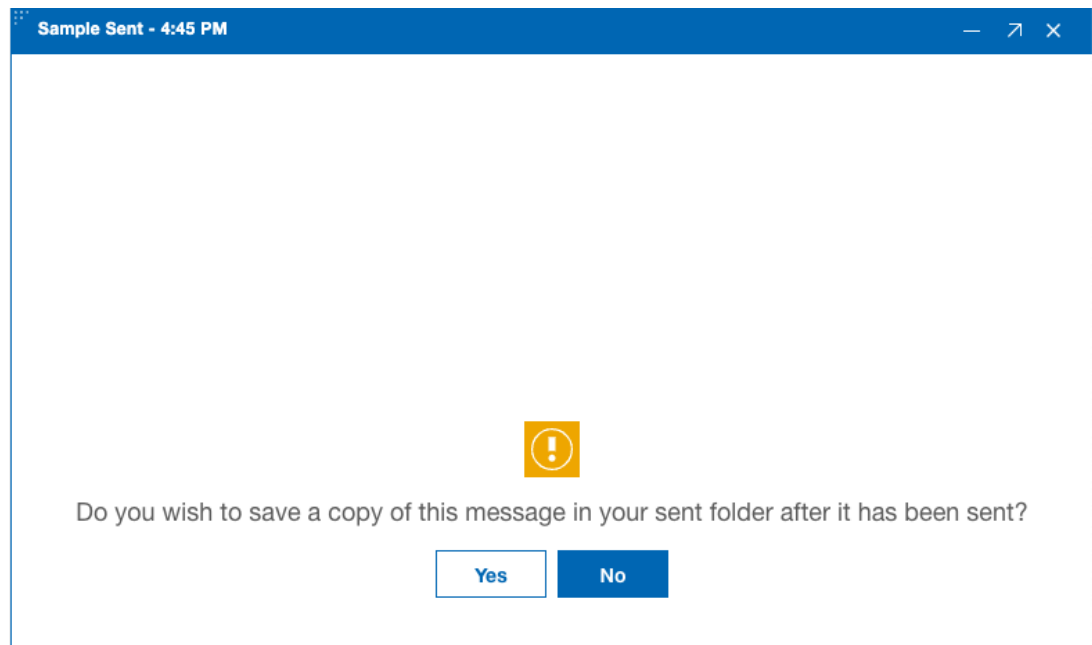
Note: The "Save sent mail" policy setting can be used to control this setting in the Desktop settings document under Preferences/Mail (see [Domino 14.5 documentation](#)).

Procedure:

- 1. Go to the **Verse Settings > Mail > Save Sent Mail**.
- 2. Choose from the three options to save sent mail:



- **Always save** - This is the default option if the preference has never been set. As you send mail, the messages will be saved in the **Sent** folder.
- **Never save** - As you send mail, the messages will not be saved in the **Sent** folder.
- **Ask if sent mail should be saved** - This option prompts when you press the **Send** button when composing mail.



How do I use Verse without an Internet connection?

With HCL Verse, you can still get your work done even when disconnected from the Internet. You can set up HCL Verse mail to read and write messages offline, and it will automatically send your mail when you connect to the Internet again.

To start, set up offline mail by selecting **Verse Settings** from the **My Profile** drop down under your profile picture. Scroll down to the **Offline Mail** section, and click **Set Up Offline Mail**.

Configure your offline settings using the menu that displays. You can synchronize up to 30 days of mail.

Offline Mail

Offline Mail gives you access to your messages when you are not connected.

Create a password to protect your offline mail. [?](#)

Password

Confirm password

☒ Use available connection when working offline:

☒ Automatically send and receive messages regularly.
 ☒ Send messages immediately.

How much mail do you want to synchronize? **1 week (7 days)** [v](#)

i

Offline Mail for aalain@greenwell.ir3.lncompany5.com

You have access to 1 week of mail.

Tip: Bookmark Mail by pressing Ctrl or Command + D. Use the bookmark to access mail when you don't have a connection.

Cancel

Set Up

Once your offline mail is configured, it may take a few minutes before the setup is active and you can begin using Offline mode. When it is, you can switch to Offline mode anytime by selecting **Work Offline** from the **My Profile** drop down menu. When you are online, your offline mail is synced every 15 minutes, if you have an internet connection. You can also select **Refresh Offline** from the **My Profile** dropdown to sync manually. When you're ready to go back online, select **Work Online** under **My Profile**.



Note: You can also work in Offline mode with HCL Verse without an internet connection by launching your browser and entering the HCL Verse URL. It is a good idea to bookmark this URL, so you don't have to remember it when you do not have an internet connection.

Offline features

Not all features are available in Verse offline. Here are some examples:

Table 7. HCL Verse offline support

Verse feature	Offline support
Attachments	• Downloading and viewing attachments is not supported.
Threaded messages	• You can viewing messages in a thread as individual messages (threads may be partial if not within seven days of downloaded data) • You cannot switch between threaded and non-threaded mail in offline • Information on the number of messages in a thread is not available
Folders	• Inbox, Sent, Draft, All Documents, Trash, and custom folders are all available • You can move a message to a folder • You cannot create new folders while offline
Calendar bar	• You cannot open or create a full calendar entry from the calendar bar • New invitations cannot be created • Calendar invitations are shown but cannot be accepted/declined
Needs Action and Waiting For	It is possible to search and review existing Needs Action or Waiting For items within the seven day sync period, as well as marking items complete or adding new items to either category.
Important People	• The most recent messages for your Important People can be viewed • Suggested people are only available online • The ability to add/remove important people is not available while offline
Search	• Search is available while offline, and you can filter the results by date, folder, or people.

How can folders keep me organized?

Folders provide a lightweight way for you to organize messages. Folder operations in HCL Verse®, such as moving messages to a folder, carry over to HCL Notes®, and folder operations in those clients carry over to Verse.

When you first log into Verse, the Folders display is collapsed by default. To see your full folder tree, click on the "Toggle

folders" button  .

From here, you can work with your folders and their messages. In addition, clicking a folder will add it as a filter to the Search bar, and the message list will show all mail within that folder.

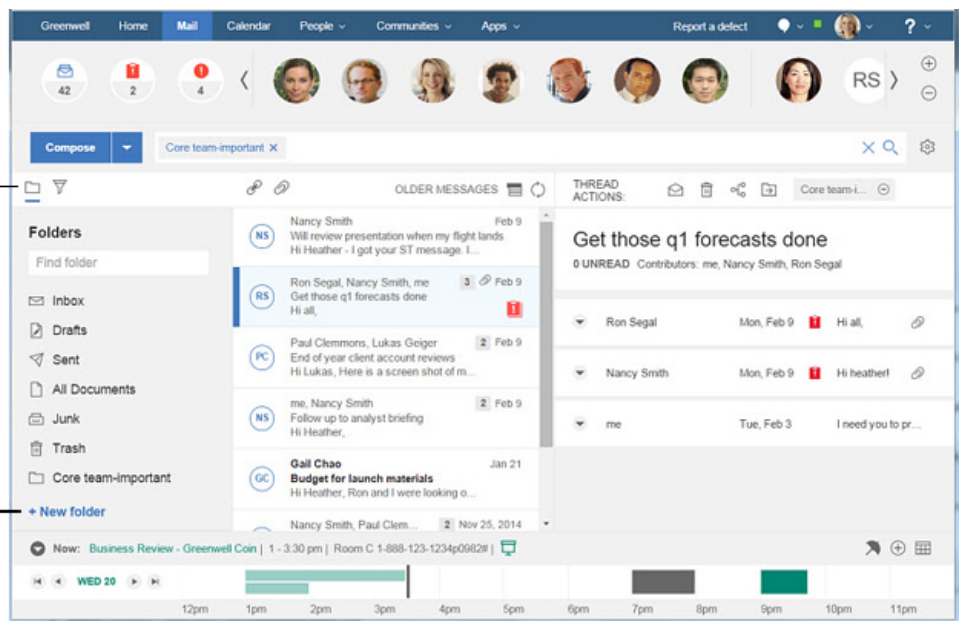
You can also search for a specific folder using the Find folder input box.

If you want to create a new top level folder, simply click the "New folder" link .

FOLDERS

Click the folder icon to see the folders view.

Create a folder.



When you hover your pointer on a folder you've created, an "Edit" button displays  . Click it to bring up additional folder options, including:

- "Rename" - Change the name of the folder.
- "Add subfolder" - Create a subfolder underneath the selected current folder.

There are two ways you can move or add messages to a folder:

- Drag the message(s) to a folder using your mouse.
- In the message view or list, click the "Move to folder" button.

Clicking the "Move to folder" button will show the "Move to folder panel". You can either enter the name of the folder in the "Find folder" bar, or select the desired folder from the list.

There are also two ways to remove messages from a folder:

With the current search limited to a specific folder, you can bring up a "Remove from folder" button by hovering the mouse over a message. Clicking the button will remove the message from the folder.

In addition, within the message view, chiclets show which folder(s) the current message is in. Click the "Remove from folder" icon in the chiclet to remove the message from the selected folder.

Select from suggested folders

As you add or move a message to a folder, Verse suggests ones to select based on the folders you've used previously:

How can I avoid and deal with spam mail?

Spam mail is any unsolicited mail message in your inbox, generally used as a form of advertising or solicitation. Spammers collect mail addresses from chatrooms, websites, customer lists, newsgroups, and viruses that harvest users' address books. In the first half of 2010, 80% of all electronic mail was spam.

Spam is increasingly sent from computers infected by computer viruses. It's important for all Verse users to install and maintain anti-virus software to avoid having their computer infected and possibly become a source of spam without their knowing.

"Phishing", where messages appear to be sent from legitimate financial institutions, in an effort to trick users into "verifying" sensitive data (such as credit card information) is becoming more and more common.

If you receive mail from a web site or company urging you to provide confidential information, such as a password or Social Security number, you might be the target of a phishing scam. Be on the lookout for the following signs of a phishing attempt:

- A sender's mail address that is similar to, but not the same as, a company's official mail address.
- Mail containing phrases like "your account will be closed," "your account has been compromised," or "urgent action required."
- Mail sent with a generic greeting, such as "Dear Customer" or "Dear Member".
- Links to fake websites, such as URLs containing an official company name, but in the wrong location or subtly misspelled.
- Spelling errors, poor grammar, or inferior graphics.
- Requests for personal information such as your password, Social Security number, or bank account or credit card number.
- Mail messages with attachments (which might contain viruses or keystroke loggers, which record what you type).

How can I use Verse on my mobile device?

You can access HCL Verse® from the browser on your mobile device. You can also use Verse apps with an HCL Traveler server.

An improved experience is automatically available if you access Verse from a Safari or Chrome browser on a mobile device.

For more information on using HCL Verse® apps with an HCL Traveler server, see *Using HCL Verse Mobile* in the [HCL Traveler documentation](#).

How do I manage passwords and my Notes ID?

If your administrator allows you to, you can use Security settings to change the password you use to log on to Verse, to change your Notes ID password, and to manage your Notes ID.

About this task

From the navigation bar, click your profile image and click **Verse Settings**. In the Security section, use any of the options described in the following table.



Note:

- These features require Verse running on a Domino 10.0.1 FP2 or later server.
- Your administrator controls whether you see these options.
- To use these features, allow your browser to display popups from the Verse server.

Table 8. Options for managing your passwords and Notes ID

Option	Description
Change Internet Password ¹	To change the password you use to log in to Verse, click Change under Change Internet Password, and then follow the instructions that are shown. You might have to wait anywhere from five minutes to several hours for the change to take effect depending on server settings; wait for your old password to stop working before using your new one.
Notes ID Info	To see information about your Notes ID and its certificates, next to Your mail file CONTAINS a Notes ID, click Notes ID Info. • To see information about your Notes certificate, click Show Details. • To see and manage your Internet certificates, click Manage Internet Certificates. Take any of the following steps to import, export, or delete Internet certificates.

Table 8. Options for managing your passwords and Notes ID (continued)

Option	Description
	- Click Import, locate the Internet certificate (typically in a file with a p12 extension), type the password for the Internet certificate, and click OK. - Click Export, type and then retype your password for the certificate, and click OK. Then click Save and select a location for the exported certificate file. - Click Delete. If you do not have access to delete your Internet certificate, an error message displays.
Sync with Vault	To sync your Notes ID with the one in the ID vault on a server, click Sync with Vault . If your mail file does not contain your Notes ID, synchronizing with the ID vault also adds a copy of your Notes ID to your mail file.
Import Notes ID	Use this option to import your Notes ID into your mail file so that you can sign, encrypt, and decrypt messages. - Click Import Notes ID. - Browse and select your Notes ID file. - Type your Notes ID password.
Delete Notes ID	To delete your Notes ID from your mail file, click Delete Notes ID .
Export Notes ID	To save a local copy of your Notes ID file, click Export Notes ID .
Change Notes ID Password¹	To change the password for your Notes ID, next to Change Notes ID Password , click Change . Type your old and new Notes ID passwords as prompted.

¹ Your administrator may require that your Internet password and your Notes ID password be the same. If so, you see just one option, **Change Password**.

How can I use keyboard shortcuts?

HCL Verse gives you ways to simplify your experience through keyboard shortcuts.

Writing a new message or creating a calendar event

Action	Windows or Linux	macOS
Bold	Ctrl+B	⌘+B
Italic	Ctrl+I	⌘+I
Underline	Ctrl+U	⌘+U

Select All	Ctrl+A	⌘+A
Redo	Ctrl+Y / Ctrl+Shift+Z	⌘+Y / ⌘+Shift+Z
Undo	Ctrl+Z	⌘+Z
Header 1	Alt+Shift+1	Ctrl+⌘+1
Header 2	Alt+Shift+2	Ctrl+⌘+2
Header 3	Alt+Shift+3	Ctrl+⌘+3
Header 4	Alt+Shift+4	Ctrl+⌘+4
Header 5	Alt+Shift+5	Ctrl+⌘+5
Header 6	Alt+Shift+6	Ctrl+⌘+6
Paragraph	Alt+Shift+7	Ctrl+⌘+7
Print	Ctrl+P	⌘+P
Insert link	Ctrl+K	⌘+K
Save	Ctrl+S	⌘+S

Viewing messages

Function	Windows	Mac
Reply	R	R
Reply All	A	A
Forward	F	F
Print Message	CTRL + P	CMD + P

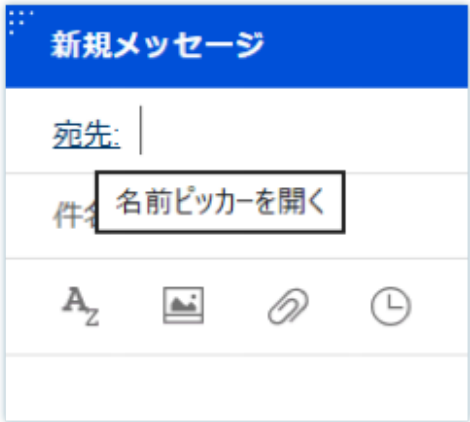
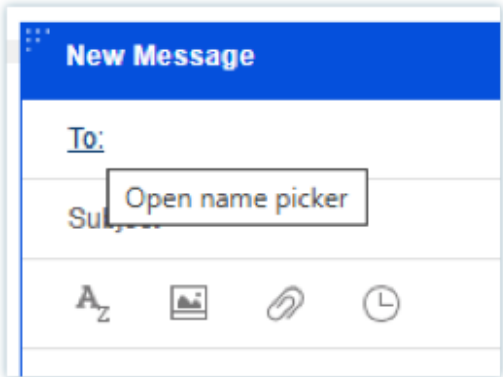
Navigating a threaded message

Function	Windows	Mac
View next message	n	n
View previous message	p	p

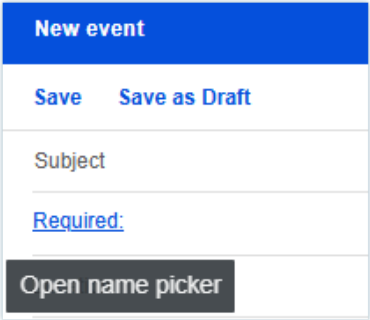
Using DJX name picker

In HCL Verse 3.2.6, for Japanese customers who are using Domino Japanese eXtension (DJX), Verse has added the customized DJX name picker. Verse users will be able to open the DJX name picker when composing an email or creating an event. The name picker offers the ability to pick user names from three different lists categorized by ranked departments, ranked job titles, or ordered by phonetic name.

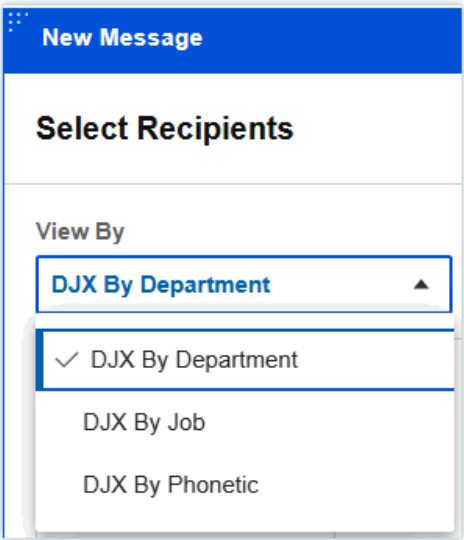
- To open the DJX name picker:
 - When creating a new email, you can click on the **To:** field to open the DJX name picker.



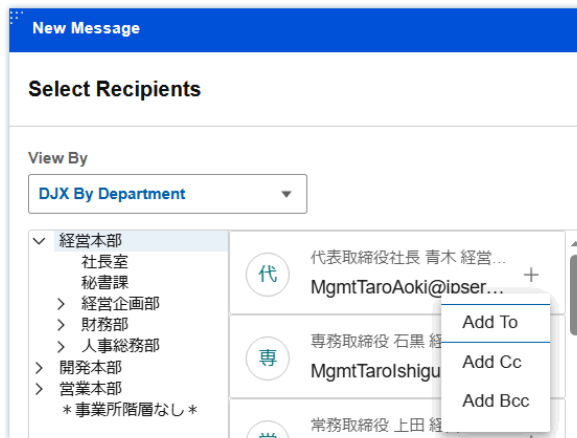
- When creating a new event, you can click on the "Required:" field label to open the DJX name picker.



- In the name picker, you can switch between the three views provided to find the user you want to add to the email recipient fields or the event recipient fields.



- When you find the user, click on  and choose the field to which you wish to add the user.



- When you are done, click the **Add Recipients** button to add the users to the email or event.



See [Enabling Domino Japanese eXtension name picker](#) on page 116

Chapter 3. Administrator Documentation

Welcome to the HCL Verse Administrator Documentation.

Getting started

[Overview on page 106](#)

[Accessibility features on page 107](#)

[System requirements on page 107](#)

Common tasks

[Installing and configuring on page 108](#)

[Integrating with Connections on page 118](#)

Troubleshooting and support

[HCL Support home page](#)

More information

[HCL Domino documentation](#)

[HCL Connections documentation](#)

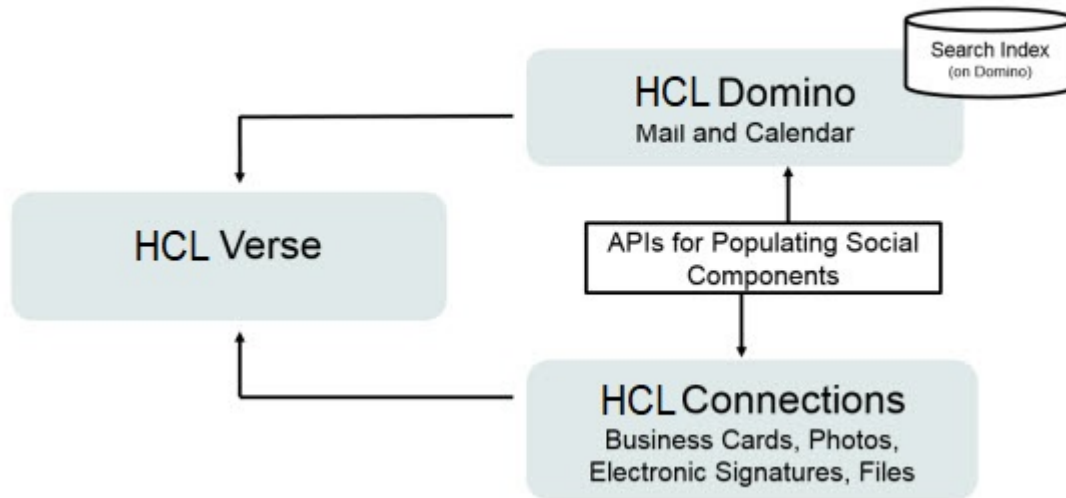
Overview

HCL Verse™ is an email and business messaging experience that is based on an innovative user-centric design, including social analytics and advanced search capabilities. Verse helps users quickly find and focus on what content is most important, empowering them to build stronger working relationships while optimizing business results.

HCL Verse™ brings Verse to the user desktop in the HCL Domino® environment. To set up Verse™, you complete simple steps on a Domino® server to prepare to begin using mail and calendar features. Offline capability is available by default and does not require Domino® Offline Services (DOLS) configuration.

Optionally, you can integrate Verse with HCL Connections™. This integration leverages information in Connections profiles to enable business cards, photos, and electronic email signatures in Verse.

Verse Architecture



If you've purchased Box, you can integrate it with Verse to enable users to share files and folders that are stored in Box.

Optionally, you can configure HCL Verse™ to work with HCL Docs™ to get an enhanced preview for file attachments. Integration with HCL Docs enables Verse users to preview PDF, Microsoft Office, OpenOffice and other types of file attachments when reading and composing messages, without having to download those attachments first.

You can also deploy extensions to extend the functionality and experience of Verse.

Accessibility features

Accessibility features assist users who have a disability, such as restricted mobility or limited vision, to use information technology content successfully.

Overview

For administrators, no accessibility features are specific to HCL Verse™ administration, as its configuration and administration is integrated with HCL Domino®. For information on Domino® accessibility features, see the topic *Accessibility features for Domino Administrators* in the [HCL Domino documentation](#).

Keyboard shortcuts

For information on keyboard shortcuts that are available for users, see the topic [How can I use keyboard shortcuts?](#) on [page 102](#) in the user documentation.

System requirements

See the [Verse System Requirements](#) on the HCL Customer Support site.

Installing and configuring

To install and configure HCL Verse™ on a Domino® mail server, complete the following steps.

Before you begin

Make sure that your Domino server meets the [system requirements on page 107](#). For configuring a proxy, see [Configuring a proxy to provide high-availability on page 112](#).

1. Enable HCL Verse on the Domino® server. Make sure that you run the HTTP server task and that you configure Verse settings. See the topic [Configuring Verse](#) in the Domino documentation.
2. Register users as Verse users. See the topic [Registering Verse users](#) in the Domino documentation.
3. To ensure that international characters are displayed correctly, configure the Web server to use UTF-8 for output:
 - a. In the Domino® Directory, open the Server document in edit mode.
 - b. Click the **Internet Protocols** tab and then the **Domino Web Engine** tab.
 - c. In the Character Set section for **Use UTF-8 for output**, select **Yes**.

Or, if you use a Web Site document, see the topic [Specifying the character set to use when retrieving Web pages](#) in the Domino documentation.

4. Create full-text indexes on mail files, if they don't already have them. For information, see the topic [Full-text indexes for single databases](#) in the Domino documentation.
5. Configure the following notes.ini settings on the Domino® server:

```
HTTPJVMMMaxHeapSize=2048M
HTTPJVMMMaxHeapSizeSet=1
```

If the settings don't exist, add them. If they exist, make sure that they have these values.



Note: Make sure INOTESDISABLEXPAGECMD=1 is not set or set to 0 in notes.ini as that will disable the OSGI framework.

6. Enable TLS on the Domino® server. Verse™ requires HTTPS and a valid certificate. For Domino® 12.0 and later follow the instructions on *Generating TLS certificates using CertMgr and enabling TLS* in the Domino documentation. For older versions of Domino® follow the instructions *Generating a keyring file with a third party CA SHA-2 cert using OpenSSL and KYRTool on a Windows™ workstation* in [this article](#) on the HCL Customer Support site.



Note:

- If you are using a proxy server in front of the Domino server, it is the proxy server that needs to support HTTPS and have a valid certificate.
- Domino 11 ships a version of KYRTool. For other versions of Domino, you can get a version of the tool from [here](#) on the HCL Support site.

7. Make sure the TLS port status is enabled. For more information, see the topic [Modifying Web server Internet port and protocol settings](#) in the Domino documentation.

8. Make sure that you configure the ID vault on the Domino® server and that you assign Verse users to the vault. An ID vault is required so users can read and send signed or encrypted messages. For information, see the topic [Notes ID vault](#) in the Domino documentation.



Note: In the ID vault tab of the Security Settings document that you use to assign users to the vault, select the option **Allow Notes-based programs to use the Notes ID vault**.

9. Make sure that users have valid Internet addresses in their Domino® directory Person documents:
 - a. Open the Person document.
 - b. On the Basics tab, verify that the **Internet Address** field contains a valid address for example, `sdaryn@renovations.com`.

10. Extract the files from the Verse™ package into a temporary directory. The package contains the following files:

```
catalog12.ntf
HCL_Verse.zip
iwaredir.ntf
readme.html
servers-lookup-<version>.jar
```



Note: For Domino v12.0.x and above, the Verse package is included in `<ProgramDir>/addons/verse` directory.



Note:

- For `catalog12.ntf` and `servers-lookup-<version>.jar`, you only needed it if you're following the instructions for [Configuring a proxy to provide high-availability on page 112](#).
- The following steps provide a clear guide on how to effectively extract the `HCL_Verse.zip` and, if needed, use `iwaredir.ntf`.

11. Stop the Domino server. From the server console, enter:

```
quit
```

12. If you are manually updating a previous version of Verse on your server, follow the details below to remove the previous version.

If a previous version of Verse™ is installed in the Domino data directory, delete the existing Verse™ jar files from the following directory:

```
<Domino data directory>/domino/workspace/applications/eclipse/plugins
```

If a previous version of Verse™ is installed in the Domino program directory, delete the existing Verse™ jar files from the following directory:

```
<ProgramDir>/osgi/shared/eclipse/plugins
```

Delete the following files: `ats-*.jar`, `sequoia-osgi-*.jar`, `core-*.jar`, `servlet-*.jar`, `servers-lookup-*.jar`.

13. Installing Verse Files

The installer for Domino 14.0.x will install Verse files from <ProgramDir>/addons/Verse/HCL_Verse.zip into <Domino data directory>/domino/workspace/applications/eclipse/plugins.

Starting with Domino 14.5, the Domino installer will install Verse files from <ProgramDir>/addons/Verse/HCL_Verse.zip into the <ProgramDir>/osgi/shared/eclipse/plugins directory.

If you are deploying a version of Verse that you have downloaded or you want to manually install the Verse files from <ProgramDir>/addons/Verse/HCL_Verse.zip, follow the details below.

If you are using Domino 14.5, extract the contents of the HCL_Verse.zip file to the following directory:

<ProgramDir>/osgi/shared

<ProgramDir> is typically:

Windows: C:\Program Files\HCL\Domino

Linux: /opt/hcl/domino/notes/latest/linux

IBM i: /QIBM/ProdData

Unzip Verse/HCL_Verse.zip -d <ProgramDir>/osgi/shared.

For example, for Linux: unzip Verse/HCL_Verse.zip -d <ProgramDir>/osgi/shared .



Note: Extract with the directory structure intact. After extraction, the Verse .jar files should be in the following directory:

```
<ProgramDir>/osgi/shared/eclipse/plugins
```

If you are using a Domino release prior to 14.5, extract the contents of the HCL_Verse.zip file to the following directory:

```
<Domino data directory>/domino/workspace/applications
```



Note: In a container deployment (Docker, Kubernetes), HCL Verse is installed by using a different container image. For example, by building a container image with Verse included: [Build Command Documentation](#).

14. A new search enhancement in Verse 3.2.5 (see [How to search for emails from a user sent by a delegatee? on page 58](#)) requires updates to the user mail files. For more information, see [Applying the Verse search view changes to existing mail files on page 115](#).
15. Start the Domino server.
16. If your Domino server deployment requires redirecting users to their mail servers follow the steps below, otherwise skip to step 17. Single server deployments do not require redirection. For more information on using redirection, see [Using Verse® Redirect to access mail in Verse®](#) in the Domino documentation.

The Verse installation kit includes a copy of `iwaredir.ntf`. This copy comes directly from Domino 11.0.1. If you are not using Domino 11.0.1 or greater, copy `iwaredir.ntf` to the Domino data directory as the 11.0.1 version can be used with of previous Domino versions.



Note: This version of the redirector template includes translations for English, Chinese (China), Chinese (Taiwan), French, German, Italian, Japanese, Korean, Portuguese (Brazil), and Spanish.

If there isn't a redirector database, create one using the `iwaredir.ntf` template. Otherwise, if there is a redirector database created already and you are running a Domino version less than Domino 11.0.1, replace the design of the existing redirector database using the new `iwaredir.ntf` template that you copied to the Domino data directory:

- a. From HCL Notes®, open the redirector database on the server. The default file name is `iwaredir.nsf`.
- b. Click **File > Application > Replace Design**.
- c. Select the new `iwaredir.ntf` template that you copied to the data directory.
- d. Click **Replace** and click **Yes**.

Open the redirector database and on the **UI Setup** page, select options to enable users to log on to Verse:

If you use Domino to authenticate:

- **Enable Personal Options?** No
- **Enable Login Options?** Yes
- **Enable HCL Verse?** Yes
- Optional setting to enable TOTP support (starting from Domino 12.0.1): **Enable TOTP Login Form?** Yes or No

If you use SAML to authenticate:

- **Enable Personal Options?** No
- **Enable SAML Options?** Yes
- **Select Default Mail Application** Verse



Note: The option **Enable HCL Verse?** is not applicable for SAML authentication.

17. Ensure you have created a Domino® Web Server Configuration application (see [Creating the Domino® Web Server Configuration database](#)) and set the target database and target login form:

- a. Open the Domino® Web Server Configuration application (`DOMCFG.NSF`).
- b. Click **Add Mapping**.

If your Domino server deployment uses redirection:

 - i. Change the Target Database to your redirector database (i.e. `iwaredir.nsf`).
 - ii. Change the Target Form to `DWALoginForm`.



Note: The `DWALoginForm` handles TOTP login starting in Domino 12.0.1

- iii. Click **Save & Close**.

If your Domino server deployment does not use redirection:

- i. Change the Target Database to point to DOMCFG . NSF.
 - ii. Change the Target Form to CustomLoginForm (or LoginUserFormMFA for [TOTP](#) login).
 - iii. Click Save & Close.
18. From the HCL Domino® Administrator, click Configuration and expand the Messaging section.
 - a. Click Configurations.
 - b. Select the configuration settings document for the Verse mail server(s) and click Edit Configuration.
 - c. Select the Verse® tab.
 - d. Under Mail, enable Name resolution and validation.
 - e. Save the document and restart the Domino® server.
19. Set your server's home URL. For more information on where to set the home URL, see the topic [Configuring HTML, CGI, icon, and Java files for Web Site documents](#) in the Domino documentation.

If your Domino server deployment uses redirection, set the home URL to `/iwaredir.nsf?open`.

If your Domino server deployment does not use redirection, set the home URL to `/verse`.
20. If there is not a credential store application on the server, create one. For instructions, see the Domino documentation:
 - If the Verse server is not in a cluster, complete the procedure [Creating the credential store application on a single Domino server](#).
 - If the Verse server is in a cluster, complete the procedure [Creating the credential store application in a cluster](#).
21. To confirm that Verse™ works, have a user with a mail file on the server complete these steps:
 - a. From a browser, go to `https://domino_hostname/verse`.
 - b. Log in.
 - c. Verify that you see the Verse user interface.

Configuring a proxy to provide high-availability

You can configure a proxy for HCL Verse to distribute requests across Domino servers to provide high-availability.

About this task

For information about the benefits and requirements of a high-availability (HA) Verse deployment, see the article [Configuring a Proxy for HCL Verse High Availability](#) on the Support site. This article includes a case study using a F5 BIG-IP LTM virtual appliance as the proxy technology and LTPA based Domino authentication for SSO.

The following files are installed with Verse but used only for a HA proxy configuration:

- `servers-lookup-<version>.jar` where `<version>` is specific to the version of Verse. See the section *Deploy serverslookup servlet to hub server(s)* in the article for information about this file.
- `catalog12.ntf`. See the section *Domino Domain "hub" server(s) maintaining a domain catalog* in the article for information about this file.

For information on using HCL SafeLinx to provide the proxy functionality, see [Configuring SafeLinx as a reverse proxy for Verse high availability](#) in the SafeLinx documentation. HCL SafeLinx 1.3 or higher is required.

Completing optional post-installation steps

There are some optional post-installation steps to consider.

Setting up mail-in databases

You can create mail-in databases on the Domino server that HCL Verse users can open through the delegation panel.

About this task

A mail-in database is a mail and calendar file that is created on the server for multiple users to share. People who are given access to a mail-in database, can open it through the delegation panel in Verse.

For information on creating a mail-in database, see the [Creating a mail-in database for a new database](#) in the Domino documentation. The following are the requirements to use mail-in databases in HCL Verse:

- The mail-in database must be created from the mail template (mail<x>.ntf).
- The mail-in database must be on a Domino server running one of the following versions: 11.0.1 FP3+, 10.0.1 FP7+, 12.0+.
- The owner of the mail-in database must be specified in the Notes name format, for example, HRmailin/Baldwin. To specify the owner, from HCL Notes, click **More > Preferences**.
- The **Mail-in name** field in the Mail-In Database document must also be in the Notes name format, for example, HRmailin/Baldwin.
- The **Internet Address** field in the Mail-In Database document must have a valid address.

For information on how users open a mail-in database in Verse, see the topic [How do I open a mail-in database? on page 94](#) in the user documentation.

Enabling password and Notes ID options

As of Verse 1.0.8, features are available in Security settings for users to change the passwords they use to log in to Verse, change their Notes ID passwords, and manage their Notes IDs. This topic describes the configuration requirements for each of these features.



Note: These features require Verse running on a Domino 10.0.1 FP2 or later server.

For more information on using these features, see [How do I manage passwords and my Notes ID? on page 101](#).

Table 9. Requirements for password and Notes ID options

Option in user Security settings	Requirement
Change the internet password to use to log in to Verse. ¹	Administrators must enable the following options:

Table 9. Requirements for password and Notes ID options (continued)

Option in user Security settings	Requirement
	• Modification of Internet Password in the Verse tab of the server Configuration document. • Allow users to change Internet Password over HTTP option in Password Management > Basics tab of Security Settings policy.
Display information about your Notes ID file and manage certificates.	Requires a Notes ID in the ID vault or in the mail file.
Sync your Notes ID with the copy on an ID vault on a server.	Requires a Notes ID in the ID vault.
Import your Notes ID into your mail file.	Requires a local copy of the ID file.
Delete your Notes ID from your mail file.	Requires a Notes ID in the mail file
	Administrators must enable the option Allow users to delete their Notes ID from their mail database in the Verse tab of the server Configuration document.
Export your Notes ID from your mail file to save a local copy.	Requires a Notes ID in the mail file.
	Administrators must enable the option Allow users to Export their Notes ID in the Verse tab of the server Configuration document.
Change your Notes ID password. ¹	Requires a Notes ID in the ID vault or in the mail file.

¹ If you enable the security setting **Update Internet password when Notes client password changes** in the Password Management > Basics tab of Security Settings policy, users sees just one option, **Change Password**, in Security settings.

Enabling replying to and forwarding messages from archived mail

When users open their archived mail in Verse, by default, users can't reply to or forward messages from a mail archive, but you can enable this capability.

To allow replying to and forwarding messages from archived mail, use the server notes.ini setting `iNotes_WA_EnableActionsInArchive=1`.

Enabling relative paths for archived mail

To allow archive mail file URLs to be relative to the Domino server being used, use the server notes.ini setting `iNotes_WA_UseRelativeUrl=1`.

About this task

For example, assume on Domino the configured archive server is set to SERVERB/MYORG and the path to the archive is set to /archives/joe_archive.nsf. If you enable this setting and the user logs on to Verse on a different server, SERVERA, when they access their archived mail (from a link in the folder panel), the archive mail URL is `https://ServerA/archives/joe_archive.nsf/verse` rather than `https://ServerB/archives/joe_archive.nsf/verse`.

Applying the Verse search view changes to existing mail files

The advanced feature described in [How to search for emails from a user sent by a delegatee on page 58](#), added in Verse 3.2.5, requires an update to user's mail file design. The design updates are in the supplied vopdesign.nsf at the root of the Verse install kit.

About this task

Follow these steps to apply the Verse search view changes to your mail file templates:

1. Copy the vopdesign.nsf to the Domino data directory.
2. Make a backup of your existing mail file templates.
3. In HCL Domino Designer, open the mail templates being used by your users on the server.
4. Delete the following views from your mail template on the server: (\$VerseLookup) and (\$VerseTrashLookup)
5. In HCL Domino Designer, open the vopdesign.nsf file that you copied to the data directory.
6. Copy the following views from the vopdesign.nsf to the mail template on the server: (\$VerseLookup) and (\$VerseTrashLookup).
7. Save the mail file templates.
8. Sign the mail file templates using a trusted Notes ID used for signing Template Design elements.
9. In the Domino server console, type the following commands:

```
load design
load updll -R
```

If you want to apply the view changes to individual mail files, follow the same steps using the specific mail files instead of the mail file templates.



Note: The design changes need to be applied when the server is running Verse 3.2.5 and above. If an older version of Verse is deployed and the design changes are applied, Verse users will see issues with search results.

Enabling the three-click requirement for attachments and links

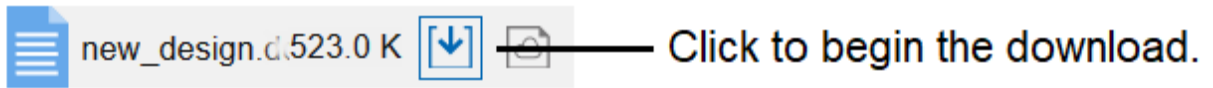
Use the server notes.ini setting VOP_GK_FEATURE_217=1 to enhance security by requiring three clicks to download attachments or to access web links.

About this task

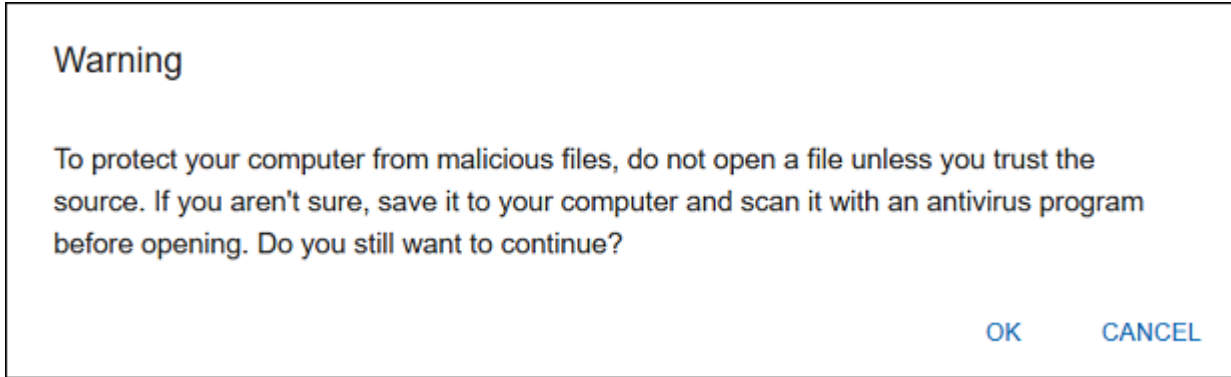
Enabling this notes.ini setting enhances security by requiring additional steps when users download attachments or access web links.

When enabled, users complete these steps to download attachments:

1. Start the download:



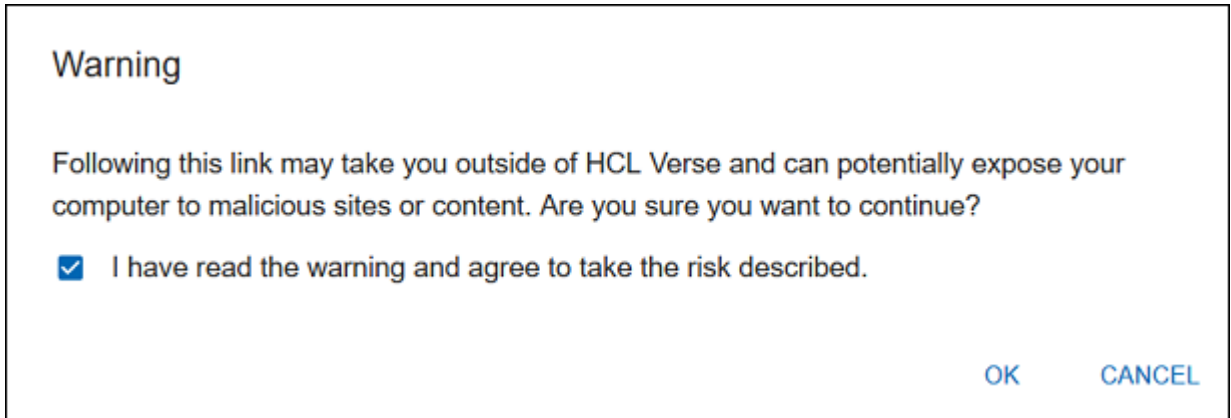
2. Read and click **OK** at the following prompt:



3. Save the file.

Users complete these three steps to access web links:

1. Click the web link in a mail message.
2. In the warning prompt, select the box "I have read the warning and agree to take the risk described."



3. Click OK.

Enabling Domino Japanese eXtension name picker

In HCL Verse 3.2.6, for Japanese Domino installations that have enabled Domino Japanese eXtension (DJX), administrators can enable the use of the new DJX name picker for Verse users.

This feature is disabled by default and can be enabled by applying the notes.ini setting VOP_GK_FEATURE_279=1 on the Domino server that runs Verse.

See [Using DJX name picker on page 103](#) for the usage.

Enabling a redirect to delegated Calendar when user does not have access to delegated Mail

In HCL Verse 3.2.6, when a user is granted delegation access to Calendar only, any attempt to access the Mail page will result in a redirect to the Calendar page.

This feature is disabled by default and can be enabled by applying the notes.ini setting VOP_GK_FEATURE_296=1 on the Domino server that runs Verse.

See [How do I access mail and calendars delegated to me? on page 90](#) for the usage.

Preventing users from downloading attachments

By default, users can download files attached in messages to their computers. Use the notes.ini setting VOP_GK_FEATURE_234=0 on the Domino server to prevent attachment downloads. When this setting is used, the download

file icon  does not appear next to attachments.

Integrating with other products

You can integrate HCL Verse with HCL Sametime, HCL Connections, or Box.

Configuring integration with HCL Sametime

Starting with Verse 3.1.0, integration with Sametime 12 is supported.

Before you begin

- Configure Sametime integration for HCL Verse. For more information, see the topic [Integrating with HCL Verse](#) in Sametime documentation.

Procedure

Add the following settings to the notes.ini file on the Domino server that hosts Verse, then restart the HTTP task:

```
iNotes_WA_SametimeProxyServerSSL=<ST proxy server>
VOP_GK_sametime=1
VOP_GK_sametime_rich_client=0
```

where iNotes_WA_SametimeProxyServerSSL is the Sametime proxy server, for example,

```
iNotes_WA_SametimeProxyServerSSL=https://stweb.renovations.com
```



Note:



- Use `VOP_GK_sametime_rich_client=0` if you always want users to chat through the Sametime web client. Use `VOP_GK_sametime_rich_client=1` if you want users to chat through the Sametime rich client (either standalone or embedded in Notes) when available but otherwise chat through the web client.
- If you use the embedded Sametime client in Notes, add the setting `com.ibm.collaboration.realtime.webapi/startWebContainer=true` into `plugin_customization.ini`, located at `C:\notes_install_directory\framework\rcp`.

Enabling Sametime logout with Verse logout

Beginning with HCL Verse 3.2.2, user can be logged out of Sametime when logging out of Verse.

This feature is disabled by default and can be enabled by applying a `notes.ini` setting `VOP_Logout_Sametime=1`.

Integrating with Connections

You can configure HCL Verse™ to work with HCL Connections™ 5.5 CR2, 6, 6.5, 7.0, or 8.0.

Before you begin

Complete the procedure [Installing and configuring on page 108](#).

About this task

Integrating with Connections is optional. This integration leverages Connections profiles to enable business cards, photos, and electronic email signatures in Verse. It also enables Verse users to attach and download Connections files when composing and reading messages.

Requirements:

- HCL Connections™ 5.5 CR2, 6, 6.5, or 7.0.
- The user email address in the Domino Person document Internet Address field must match the email address in the Connections profile. To retrieve information such as a photo, the Domino user address is encoded and a call is made to Connections. The Domino encoded address must match the Connections encoded address to retrieve the information.

This procedure describes the steps to install and configure Connections in your environment and then to enable it to work with HCL Verse™. If you already have, you do not have to set up a new environment.

1. Install HCL Connections™. See the *Installing* section of the [HCL Connections documentation](#).



Note: If you upgraded from a Connections release that is earlier than 5.5, complete the procedure [Upgrading older profiles on page 121](#).

2. Configure the IBM HTTP Server that is used to access Connections. See *Configuring the IBM HTTP Server* in the [HCL Connections documentation](#).

3. Enable SSL on the IBM HTTP Server. See *Configuring IBM HTTP Server for encrypted connections* in the [HCL Connections documentation](#).
4. Enable single sign-on for Domino. See *Enabling single sign-on for Domino* in the [HCL Connections documentation](#).
5. Edit the IBM HTTP Server `httpd.conf` file as follows. This file is typically in the `<IHS_ROOT>/conf` directory. This step enables cross-origin resource sharing (CORS) so that Verse can access HCL Connections™ APIs.



Note: Some text shown in this step is broken into multiple lines so that the content fits on the documentation page; the additional lines are indented. In the actual file, this text is on one line.

- a. Make a backup copy of `httpd.conf`.
- b. Remove any comment symbols (`#`) from the following lines:

```
LoadModule headers_module modules/mod_headers.so
LoadModule rewrite_module modules/mod_rewrite.so
```

- c. Locate an appropriate `<VirtualHost>` block for your global configuration. This may be a broad virtual server for all requests accessing this host, it may be for SSL traffic only, or it may be mapped for the particular applications you would like to allow. It is often convenient to use `<VirtualHost *:443>` for this purpose. It must be active for traffic to the Connections APIs that Verse calls.

Copy the following lines and paste them at the end of the `<VirtualHost>` block:

```
RewriteEngine on

# Minor change to adjust for Cloud vs On-Premises API variation of parameter name
RewriteCond %{REQUEST_METHOD} PUT
RewriteCond %{QUERY_STRING} ^(.*)uid=(.*)
RewriteRule ^/profiles/photo.do /profiles/photo.do?%1userid=%2 [L]

# Added necessary CORS headers when Origin header present
Header unset Access-Control-Allow-Origin
SetEnvIf Origin "^https://(vop_server_hostname\.)?(domain_name)$" origin_is=$0
Header always set Access-Control-Allow-Origin %{origin_is}e env=origin_is
Header always set Access-Control-Allow-Credentials "true" env=origin_is
Header always set Access-Control-Allow-Headers "X-Requested-With, Content-Type, slug"
env=origin_is
Header always set Access-Control-Allow-Methods "POST, GET, OPTIONS, DELETE, PUT" env=origin_is
Header always set Access-Control-Max-Age "1000" env=origin_is
Header always set Access-Control-Allow-Methods "POST, GET, OPTIONS, DELETE, PUT" env=origin_is
# Header always set Access-Control-Allow-Headers "X-Requested-With,
Content-Type, Origin, Authorization, Accept, Client-Security-Token,
Accept-Encoding, slug" env=origin_is
Header always set Access-Control-Allow-Headers "X-Requested-With,
Cache-Control, Content-Language, Content-Type, Expires, Last-Modified,
Pragma, slug, X-Update-Nonce" env=origin_is
Header always set Access-Control-Expose-Headers "Content-Disposition,
Content-Encoding, Content-Length, Date, Transfer-Encoding, Vary,
ETag, Set-Cookie, Location, Connection, X-UA-Compatible,
X-LConn-Auth, X-LConn-UserId" env=origin_is

# Added a rewrite to respond with a 200 SUCCESS on every OPTIONS request.
RewriteCond %{REQUEST_METHOD} OPTIONS
```

```
RewriteRule .* - [R=200,L]

# Remove the Origin header if it exists for other requests
# (POST, GET, DELETE, PUT). Causes problems with Connections
# returning 403 response.
RequestHeader unset Origin env=origin_is
```

d. Find the following line in the pasted text:

```
SetEnvIf Origin "^https://(vop_server_hostname\.)?(domain_name)$" origin_is=$0
```

Edit this line:

- Replace `vop_server_hostname` with the host name portion of the Verse mail server name.
- Replace `domain_name` with the domain of the Verse On Premises mail server.

Escape with a backslash (\) any periods in the names.

For example, assume that your Connections server is `https://connections.renovations.com` and that your mail servers are:

```
https://mail1.uk.renovations.com
https://mail2.us.renovations.com
https://mail3.jp.renovations.com
```

In this case, specify the following lines:

```
SetEnvIf Origin "^https://(mail1\.)?(uk\.renovations\.com)$" origin_is=$0
SetEnvIf Origin "^https://(mail2\.)?(us\.renovations\.com)$" origin_is=$0
SetEnvIf Origin "^https://(mail3\.)?(jp\.renovations\.com)$" origin_is=$0
```

Or, specify the following line to represent all the servers, to avoid the need to add a line for each one:

```
SetEnvIf Origin "^https://(mail.*\.)?(.*\.renovations\.com)$" origin_is=$0
```

6. To enable Verse users to connect to the Connections server, add the following line to the `notes.ini` file in the Domino data directory:

```
VOP_LL2_BSSUIServer_URL=https://HCL_http_server_hostname
```



Note: If the setting is the last line in the `notes.ini` file, press ENTER after the line.

7. Restart the Domino® server:

```
Restart server
```

Integrating with HCL Connections Docs

You can configure HCL Verse™ to work with HCL Connections Docs™ 2.0 to get an enhanced preview for file attachments. Integration with Docs enables Verse users to preview PDF, Microsoft Office, OpenOffice and other types of file attachments when reading and composing messages, without having to download those attachments first.



Note:



- SAML authentication and previewing and sharing attachments in encrypted messages are not supported in this release.
- Do not use the `iNotes_WA_Security_NonceCheck=0` notes.ini setting on the server. Doing so will prevent attachment previewing.

1. Install HCL Connections Docs 2.0. For information, see the [HCL Connections Docs documentation](#).
2. Enable CORS on J Docs to allow cross origin requests. Verse uses Docs JavaScript API to communicate with Docs. To enable CORS access, the Domino server's domain name must be added into the `WhiteDomainList` of Docs. For more information, see the [HCL Connections Docs documentation](#).



Note: Verse communicates with Docs' Viewer component. So in addition to `concord-config.json`, `WhiteDomainList` field inside `viewer-config.json` also needs to be updated.

Example:

```
"WhiteDomainList": ["https://mail.hcl.com"],
  "IHS_fast_download": {
    "cache_root_alias": "/rendition_content",
    "enabled": "false"
  },
```



Note: If you are using a proxy server in front of the Domino server, the proxy server's domain name must be added to the **WhiteDomainList** of Docs.

3. Enable DAOS on the Domino server to improve preview performance.

Domino Attachment and Object Service (DAOS) enables an attachment to be identified using a unique key (DAOS key) that's generated based on the attachment data. For more information on DAOS, see *Attachment consolidation* in the [HCL Domino documentation](#). When previewing an attachment in a DAOS-enabled mail file, Verse will use the DAOS key to check if the attachment has already been cached in Docs. This avoids having to transfer the attachment again if it has already been cached.

4. Add `Create_R85_Databases=1` to Domino server's notes.ini and restart Domino.
5. From the server console, enter: `load compact -c` to upgrade mail files. This will perform a copy style compact of all databases and upgrade mail files to the current ODS level.



Note: Mail files should not be used during the compact process, otherwise the compact operation may fail to execute.

Upgrading older profiles

If you upgrade from an HCL Connections™ release that is earlier than 5.5, complete this procedure in Connections 5.5 to upgrade older profiles so that they work in HCL Verse™.

Upgrading older profiles on Linux

If you upgrade from an HCL Connections release that is earlier than 5.5, on Linux, complete this procedure in Connections 5.5 to upgrade older profiles so that they work in HCL Verse.

1. Extract `Connections_5.5_Wizards_lin_aix.tar`:

```
cd /opt/
cp /tmp/Connections_5.5_Wizards_lin_aix.tar
tar -xvf Connections_5.5_Wizards_lin_aix.tar
```

2. Change the directory:

```
cd /opt/Wizards/connections.sql/profiles/db2/fixup/
```

3. Copy the file `fixup50j.sh`:

```
cp fixup50j.sh fixhashphoto.sh
```

4. Allow permission:

```
chmod a+x fixhashphoto.sh
```

5. Edit `fixhashphoto.sh`. Replace `<PASSWORD>` and `<peopledb_hostname>` with appropriate values.



Note: Some text shown in this step is broken into multiple lines so that the content fits on the documentation page; the additional lines are indented. In the actual file, this text is on one line.

```
#!/bin/bash

DB2_PASSWORD=<PASSWORD>
DB2_USER=LCUSER
JAVA_HOME=/opt/IBM/WebSphere/AppServer/java
DB2_JAVA_HOME=/opt/ibm/db2/V10.5/java
DB2_HOST=<peopledb_hostname>
DB2_PORT=50000
DB2_DB_NAME=PEOPLEDB

FIXUP_DIR=`dirname $0`
MIGRATION_DIR=`dirname ${FIXUP_DIR}`
MIGRATION_DIR=`dirname ${MIGRATION_DIR}`/migrate.lib

echo $JAVA_HOME/bin/java -Dfile.encoding=UTF-8 -Xmx1024m -classpath \
${DB2_JAVA_HOME}/db2jcc.jar:${DB2_JAVA_HOME}/db2jcc_license_cu.jar:
  ${MIGRATION_DIR}/profiles.migrate.jar:
  ${MIGRATION_DIR}/commons-logging-1.0.4.jar:
  ${MIGRATION_DIR}/lc.util.web-30.jar:
  ${MIGRATION_DIR}/commons-lang-2.4.jar:
  ${MIGRATION_DIR}/commons-codec-1.3-minus-mp.jar \
com.ibm.profiles.migrate.MigrateHashEmail \
jdbc:db2://${DB2_HOST}:${DB2_PORT}/${DB2_DB_NAME} \
"${DB2_USER}" "*****"
```

```
$JAVA_HOME/bin/java -Dfile.encoding=UTF-8 -Xmx1024m -classpath \
${DB2_JAVA_HOME}/db2jcc.jar:${DB2_JAVA_HOME}/db2jcc_license_cu.jar:
  ${MIGRATION_DIR}/profiles.migrate.jar:
  ${MIGRATION_DIR}/commons-logging-1.0.4.jar:
  ${MIGRATION_DIR}/lc.util.web-30.jar:
  ${MIGRATION_DIR}/commons-lang-2.4.jar:
  ${MIGRATION_DIR}/commons-codec-1.3-minus-mp.jar \
com.ibm.profiles.migrate.MigrateHashEmail \
jdbc:db2://${DB2_HOST}:${DB2_PORT}/${DB2_DB_NAME} \
"${DB2_USER}" "${DB2_PASSWORD}"
```

6. Run the fixup script:

```
cd /opt/Wizards/connections.sql/profiles
./db2/fixup/fixhashphoto.sh
```

Example output:

```
MigrateHashEmail : Processed 100 entries in this batch.
Total updates 139200.
```

7. To check that a profile was updated:

```
select PROF_IDHASH from EMPINST.EMPLOYEE where prof_uid='<UID_FROM_USER>'
```

Upgrading older profiles on Windows

If you upgrade from an HCL Connections release that is earlier than 5.5, on Microsoft Windows, complete this procedure in Connections 5.5 to upgrade older profiles so that they work in HCL Verse.

1. Copy the following lines into a text editor and save them as `fixhashphoto.cmd` in the `Connections\ toolkit\connections.sql\profiles` directory.



Note: Some text shown in this step is broken into multiple lines so that the content fits on the documentation page; the additional lines are indented. In the actual file, this text is on one line.

```
@echo off
setlocal ENABLEEXTENSIONS
rem # *****
rem #
rem # Licensed Materials - Property of IBM
rem #
rem # 5724-S31
rem #
rem # Copyright IBM Corp. 2014, 2016 All Rights Reserved.
rem #
rem # US Government Users Restricted Rights - Use, duplication or
rem # disclosure restricted by GSA ADP Schedule Contract with
rem # IBM Corp.
rem #
rem # *****
```

```

set FIXUP_DIR=%~dp0
set MIGRATION_DIR=%FIXUP_DIR%
set MIGRATION_DIR=%FIXUP_DIR%migrate.lib
set DB2_USER=LCUSER
set DB2_PASSWORD=<DB2PASSWORD>
set DB2_HOST=<DB2HOSTNAME>
set DB2_PORT=50000
set JAVA_HOME=c:\IBM\WebSphere\AppServer\java
set DB2_JAVA_HOME=C:\IBM\SQLLIB\java
set DB2_DB_NAME=PEOPLEDB

if not exist %MIGRATION_DIR% echo WARNING: Directory MIGRATION_DIR %MIGRATION_DIR% does not exist!
if not defined DB2_JAVA_HOME echo WARNING: Env variable DB2_JAVA_HOME is not set!
if not defined DB2_HOST echo WARNING: Env variable DB2_HOST is not set!
if not defined DB2_PORT echo WARNING: Env variable DB2_PORT is not set!
if not defined DB2_DB_NAME echo WARNING: Env variable DB2_DB_NAME is not set!
if not defined DB2_USER echo WARNING: Env variable DB2_USER is not set!
if not defined DB2_PASSWORD echo WARNING: Env variable DB2_PASSWORD is not set!

echo FIXUP_DIR=%FIXUP_DIR%
echo MIGRATION_DIR=%MIGRATION_DIR%
echo DB2_JAVA_HOME=%DB2_JAVA_HOME%
echo DB2_HOST:DB2_PORT=%DB2_HOST%:%DB2_PORT%
echo DB2_DB_NAME:DB2_USER=%DB2_DB_NAME%:%DB2_USER%

echo %DB2_JAVA_HOME%/jdk/bin/java -Dfile.encoding=UTF-8 -Xmx1024m -classpath ^
%DB2_JAVA_HOME%/db2jcc.jar;%DB2_JAVA_HOME%/db2jcc_license_cu.jar;
%MIGRATION_DIR%/profiles.migrate.jar;%MIGRATION_DIR%/commons-logging-1.0.4.jar;
%MIGRATION_DIR%/lc.util.web-30.jar;%MIGRATION_DIR%/commons-lang-2.4.jar;
%MIGRATION_DIR%/commons-codec-1.3-minus-mp.jar ^
com.ibm.profiles.migrate.MigrateHashEmail jdbc:db2://%DB2_HOST%:%DB2_PORT%/%DB2_DB_NAME%
"%DB2_USER%" "*****"

%DB2_JAVA_HOME%/jdk/bin/java -Dfile.encoding=UTF-8 -Xmx1024m -classpath ^
%DB2_JAVA_HOME%/db2jcc.jar;%DB2_JAVA_HOME%/db2jcc_license_cu.jar;
%MIGRATION_DIR%/profiles.migrate.jar;%MIGRATION_DIR%/commons-logging-1.0.4.jar;
%MIGRATION_DIR%/lc.util.web-30.jar;%MIGRATION_DIR%/commons-lang-2.4.jar;
%MIGRATION_DIR%/commons-codec-1.3-minus-mp.jar ^
com.ibm.profiles.migrate.MigrateHashEmail ^
jdbc:db2://%DB2_HOST%:%DB2_PORT%/%DB2_DB_NAME% "%DB2_USER%" "%DB2_PASSWORD%"

```

2. Edit `fixhashphoto.cmd`. Replace `<DB2PASSWORD>` and `<DB2HOSTNAME>` with appropriate values.
3. At a Windows command prompt, run the `fixup` script:

```
fixhashphotos.cmd
```

Example output:

```
MigrateHashEmail : Processed 100 entries in this batch. Total updates 139200.
```

Integrating with Box

If you've purchased Box, follow this procedure to enable users to share Box files and folders from HCL Verse™.

1. Register an application on the [Box Developers web site](#) and save the `client_id`.
2. Add the following setting to the `notes.ini` file in the Domino data directory:

```
VOP_BOX_CLIENT_ID=client_id
```

3. Restart the Domino server:

```
Restart server
```

Customizing the user experience

There are many ways to customize the experience for your HCL Verse users.

Enabling users to add photos of themselves

You can allow users to add photos of themselves through Domino, Connections, or the Gravatar service.

About this task

The following table describes each method and how to enable it.



Note: How Photos are cached in the browser client is determined by the cache control settings from the image source, whether the images are served from Domino, Connections, or Gravatar. This is still true when using the `resolvePhotoUrlDomains` setting available for Domino and described in the following table; Verse remembers the cache settings the image was served with from the original source and applies them when serving the data URI. Customers using Connections or Domino who wish to avoid having user photos stored in the browser cache can change the cache options through server settings or a proxy. Gravatar manages its own cache headers, if browser caching is unacceptable Gravatar should not be used.

Method	Description
Domino	From Verse, users can add photos of themselves in the following ways: • Upload images from their computers or take photos of themselves to upload. The images are saved in the Basics tab of their Person documents in the Domino directory. A URL to the uploaded image is also added to Photo URL field in the Miscellaneous tab. • Provide a URL to images, which are added to the Photo URL field in the Miscellaneous tab. The URL must be to a web image resource that doesn't require additional authentication or that is in the same SSO domain as the Domino server. Supported image types for upload are JPEG, GIF, BMP WBMP and PNG. In a Server document, the maximum allowed size of uploaded images is controlled through this setting: Internet Protocols > HTTP > HTTP Protocol Limits > Maximum size of request content. In a Web Site document, maximum allowed size is controlled through this setting: Domino Web Engine > POST Data > Maximum POST data (in kilobytes). To enable this feature, add the following setting to the server notes.ini file: VOP_GK_FEATURE_230=1.

Method	Description
	To customize this feature, use the notes.ini setting VOP_PhotoServiceOptions and specify any of the following options in a comma-separated list: • <code>disableConnectionsPhotos</code>. If you integrate with Connections, use <code>disableConnectionsPhotos=true</code> to use Domino for photo management. Otherwise, photos continue to be controlled through Connections profiles. • <code>maxCacheEntries=<positive, non-zero integer></code> Specifies the maximum number of cache entries used for caching responses. The default is 250. • <code>cacheValidationMinutes=<positive integer></code> Specifies the number of minutes that cached entries can be reused before they are considered to be stale and need to be re-validated. The default is 180 (3 hours). • <code>resolvePhotoUrlDomains=<string></code>. Specifies the domains of photo URLs that should be resolved by the server to data URLs. Use this option when you have a photo server that is behind a firewall and is not accessible from the internet. Separate domains with . Wildcard characters * and ? are supported and a leading . is used to match sub-domains. Note that this option applies only to photos hosted externally to Domino. Photos served from the specified domains are expected to be thumbnail size and there is a 100 KB size limit for converting a photo to a data URL. • <code>disableLinkurls=true</code>. Disables the link to image option in the photo booth that appears when you choose Change My Picture in the user menu. VOP_PhotoServiceOptions examples: • <code>VOP_PhotoServiceOptions=disableConnectionsPhotos=true</code> • <code>VOP_PhotoServiceOptions=resolvePhotoUrlDomains=.boston.renovations.com .taiwan.renovations.com</code> • <code>VOP_PhotoServiceOptions=maxCacheEntries=500,cacheValidationMinutes=200</code>
Connections	From Verse, users can upload images from their computers or take photos to upload to their Connections profiles. This feature is enabled automatically if you configure Verse to integrate with Connections.
Gravatar	Users complete the following steps to display photos in Verse: 1. Go to www.gravatar.com. 2. Create an account using their Verse email addresses. Gravatar uses WordPress for account creation. WordPress sends emails to the users. 3. Open the WordPress emails and activate their accounts. 4. Add images to Gravatar.

Method	Description
	To use this method, add the following setting to the Domino notes.ini file: VOP_GK_FEATURE_182=1.
	When using Gravatar, image caching is managed by the browser and the Gravatar.service.

The following table describes which photo source is used depending on the methods enabled. Note that when Gravatar is enabled, it is always the photo source.

Domino enabled	Connections configured	Gravatar enabled	Photo source
X			Domino
	X		Connections
		X	Gravatar
X	X		Connections ¹
	X	X	Gravatar
X		X	Gravatar
X	X	X	Gravatar

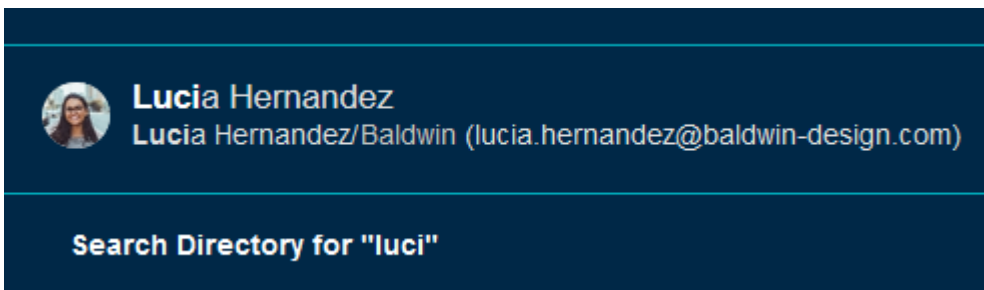
¹ If VOP_PhotoServiceOptions=disableConnectionsPhotos=true is used, the source becomes Domino.

Enabling user names to display in Notes format

You can choose to display names in Notes format, for example, Lucia Hernandez/Baldwin.

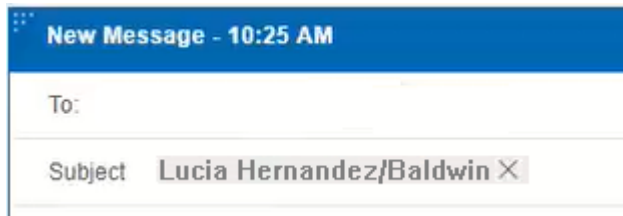
About this task

Use the server notes.ini setting VOP_GK_FEATURE_206=1 to display names in Notes format in business cards and in messages when using type-ahead addressing or when searching the directory. The Notes name is followed by the internet-style address, for example:



Without this setting, only the internet-style address is shown.

When names are resolved after being found in a directory, use the server notes.ini setting VOP_GK_FEATURE_220=1 to display them in Notes format, for example:



Without this setting, only the first part of the name is shown, without the organization component.

Enabling QR codes for joining online meetings

Add the notes.ini setting VOP_GK_FEATURE_209=1 to the server notes.ini file to allow users to use QR codes to join online meetings.

About this task

For information on this feature, see [How do I use a QR code to join a meeting? on page 73](#) in the user documentation.

Enabling dynamic online meeting services

Beginning with Verse 3.2.1, administrators can apply a notes.ini setting to control the meeting services that are available for users to schedule dynamic online meetings.



Note: The dynamic online meeting feature is only supported in Domino 12.0.2 FP2 and above.

The meeting services are controlled using a notes.ini on the server: `$OnlineMeetingIntegration`. For example, to enable just Sametime and WebEx, the admin would set: `$OnlineMeetingIntegration=Sametime,WebEx`. If this setting is not set, then all of the supported services are visible to the end user.

```
The supported meeting service values for $OnlineMeetingIntegration are:
WebEx -> WebEx
Sametime -> Sametime
Microsoft Team -> Teams
Zoom -> Zoom
GoToMeeting -> gtm
```



Note: The notes.ini values for `$OnlineMeetingIntegration` are case-insensitive. So the following examples have the same effect:

```
$OnlineMeetingIntegration=Sametime,WebEx
```

```
$OnlineMeetingIntegration=sametime,webex
```



Note: This feature requires the Domino server be able to send outgoing HTTPS messages to the following external resources.



- For all providers - <https://integration-auth-token.hcltechsw.com>
- For Webex - <https://webexapis.com/v1/meetings>
- For MS Teams - <https://graph.microsoft.com/v1.0/me/onlineMeetings>
- For GoToMeetings - <https://api.getgo.com/G2M/rest/meetings>
- For Zoom - <https://api.zoom.us/v2/users/me/meetings>

You may need to adjust your proxy/firewall rules to allow this.

For Sametime only: The Sametime/ Verse integration needs to be enabled. For more information, see [Configuring integration with HCL Sametime on page 117](#). Additionally, the following notes.ini is required: VOP_DOMI_ST_ROOTURL=<url to the Sametime meeting server>.



Note: Administrators should note that iNotes_WA_SametimeProxyServerSSL and VOP_DOMI_ST_ROOTURL are different. iNotes_WA_SametimeProxyServerSSL points to the Sametime chat server while VOP_DOMI_ST_ROOTURL points to the Sametime meetings server.

Related information

[How do I integrate an online meeting? on page 69](#)

Enabling integration of forwarding addresses

When a person has a forwarding address – used to deliver mail to an external address – the person's forwarding address and primary directory address can both be shown.

About this task

This feature is off by default but an administrator can enable it. Once enabled, in the following scenarios, any forwarding address appears after the primary directory address:

- Typing a person's name in an address field
- Selecting a person to add to Important to Me bar.
- Viewing a person's business card.
- Searching for a person in the search bar.

To: daryn

Sub

Az



Samantha Daryn

sdaryn@renovations.com...

→ samantha.daryn@acme.com

Forwarding address
shown after primary
address.

To enable this feature, add the following notes.ini setting to the Domino® server that hosts Verse:

VOP_GK_FEATURE_187=1

Controlling the concurrent iCalendar imports allowed

Use the server notes.ini setting VOP_ConCurr_Upload_iCal to control the number of iCalendars that can be imported concurrently into users' Verse calendars. By default, 30 concurrent imports are allowed.

For example, to allow only 10 concurrent iCalendar imports, specify VOP_ConCurr_Upload_iCal=10.

Enabling file preview using Domino File Viewer

Starting from HCL Verse 3.1 users now have the ability to preview file attachments in emails using the Domino File Viewer option. This functionality is made possible by the Domino Access Service called `transmute`. This is a good option for previewing attachments when Connections is not integrated.

About this task

To use the Domino File Viewer, the `transmute` service must be enabled in the **Configuration->Domino Access Services->Enabled Services** field of the Internet Site Document for the web site, or if Internet Site Documents are not being used, then in the **Internet Protocols->Domino Web Engine->Domino Access Services->Enabled Services** field of the Server Configuration document for the Domino server.

The `transmute` service is new in Domino 12.0.2, so this feature is supported only on Domino 12.0.2 or above.

Domino Access Services

The following setting is a place holder for services provided by an external plug-in.

Enabled services: **Data, Calendar, Mail, FreeBusy, transmute**

If Connections integration is enabled, this feature is disabled regardless of any of the above settings. Connections integration is enabled by setting `VOP_LL2_BSSUISERVER_URL` in notes.ini. If this feature doesn't seem to be working, make sure your notes.ini does not specify this setting.

For more information on disabling Connections File Viewer option in HCL Verse, see the article [KB0077057](#).

Related information

[internet protocols - domino® web engine tab \(hcl domino documentation\)](#)

[Creating an Internet site document \(HCL Domino documentation\)](#)

Enabling advanced Modify on Send extension

HCL Verse 3.2.2 allows the **Modify on Send** extension to modify the body of a mail.

This enhancement is disabled by default and can be enabled by applying a notes.ini setting VOP_GK_FEATURE_284=1.

Related information

[Verse Extension documentation](#)

Controlling if the default online meeting is used automatically

HCL Verse 3.2.3 allows end users to go into their **Verse Settings** and change the value of the *Always add an online meeting when creating a calendar event* preference through the **Calendar > Define Default Meeting**

The notes.ini setting VOP_ALWAYS_ADD_ONLINE_MEETING_DEFAULT will control the default of this preference for all users on the Domino server.

The preference is enabled by default and can disabled by applying a notes.ini setting:

VOP_ALWAYS_ADD_ONLINE_MEETING_DEFAULT=0	Disables the default online meeting from being added automatically.
VOP_ALWAYS_ADD_ONLINE_MEETING_DEFAULT=1	The default setting is to automatically add the default online meeting.

If VOP_ALWAYS_ADD_ONLINE_MEETING_DEFAULT is not in notes.ini, the default is to add the default online meeting automatically.



Note: The notes.ini setting does not lock the value. The end user can go to their **Verse Settings** page and change the value as needed.

Setting up archive policies

About this task

The Verse client provides users with the capability to access server-side mail archives, as well as the option to archive documents directly into those archives. Archiving a document from a Verse client requires you to be online and requires the archive mail file to be on a server. The list of archive mail files that are displayed to the user come from two sources:

- HCL Notes client archive settings.
 - Archive policies and criteria. See below on how to set this up for Verse.
1. From the HCL Domino® Administrator, click the **People & Groups** tab, and then open the **Settings** view.
 2. Click **Add Settings** and then select **Archiving**.
 3. On the **Basics** tab, complete these fields:
 - **Name** -- Enter a name that identifies the users or the settings themselves.
 - **Description** -- Enter a description of the settings.
 4. Make sure **Prohibit archiving** is not selected.
 5. Under **Archiving will be performed on**, choose **Server**.

6. Under **Archiving source database is on**, specify the server on which the mail file that will be archived is located.

Choose one:

- **Specific server** – Choose this option if the mail file is on a server other than the user's designated mail server. Specify the name of the server in the *Choose Source Server* section. Any scheduled archive function will be performed against a mail file replica on the specified server.



Note: If *specific server* is chosen, if the Verse user is logged in to a server that is not the selected *source database*, then archiving actions from the Verse client will not complete successfully.

- **Mail server** – Choose this option if the mail file is on the mail server.

7. Under **Destination database is on**, specify the server on which the archive database and archive log will reside.

Choose one:

- **Specific server** – to create the mail archive database on a server other than the mail server. After selecting this option, specify the name of the server in the *Choose Destination Server* section.
- **Mail server** – to create the mail archive database on the user's designated mail server.



Note: If *mail server* is chosen, for Verse client archive actions to complete successfully from any mail server, there must be a replica of the archive mail file on all mail servers.

8. On the **Selection Criteria** tab, do one or more of the following:

- Click **New Criteria** to create a new *Archive Criteria Settings* document. Then, click **Add Criteria** and select your newly-defined criteria document. See the related topics for instructions on specifying details of the criteria in the new document.
- Click **Add Criteria**, and then choose one or more *Archive Criteria Settings* documents to add to your archiving settings.
- Click **Remove Criteria**, and then choose one or more *Archive Criteria Settings* document to remove from your archiving settings.



Note: The database defined in the criteria will be listed as an available archive in the Verse client.

9. On the **Logging** tab, complete any of the desired fields.
10. The **Schedule** tab only applies to HCL Notes clients.
11. On the **Advanced** tab, complete any of the desired fields.
12. Save the document.

Related information

[How can I manage my archived mail?\(HCL Verse documentation\)](#)

[Creating an archiving policy settings document \(HCL Domino documentation\)](#)

notes.ini settings

For a complete list of notes.ini settings available to use in Verse, see the Support article https://support.hcltechsw.com/csm?id=kb_article&sysparm_article=KB0077185.

Uninstalling

If you need to uninstall Verse™ application files, simply stop the Domino server, remove the Verse .jar files, and then restart the Domino server.

1. Stop the Domino server. From the server console, enter:

```
quit
```

2. Delete the existing Verse™ jar files from the following directory:

For installs on Domino versions prior to 14.5: <Domino data directory>/domino/workspace/applications/eclipse/plugins

For installs on Domino 14.5+: <ProgramDir>/osgi/shared/eclipse/plugins

Delete the following files: ats-*.jar, sequoia-osgi-*.jar, core-*.jar, servlet-*.jar, servers-lookup-*.jar.

3. Start the Domino server again.

Chapter 4. Developer Documentation

You can deploy extensions to enhance the functionality and experience of Verse. To do so, you register your own web applications with Verse that declare one or more extensions.



Note: For best security, run extensions from a different [origin](#) than the Verse application. Extensions that run from the same origin as Verse have full access to the Verse application page content and therefore potentially are less secure. Any extension code that runs from the Verse origin should be reviewed and fully trusted by your organization.

Here are some of the enhancements you can make:

- Add clickable links.
- Add widgets.
- Add custom address selection when composing new messages.
- Validate message content.
- Display "live text" links in messages that when clicked open a menu of custom actions.
- Customize the navigation bar by adding or hiding top-level links and adding submenus.
- Integrate a third-party file repository.

Verse supports two approaches to deploy your applications/extensions to end users:

- Deploying extensions using the built-in endpoint
- Deploying extensions using a custom endpoint

For more information, see the [Verse developer site](#).