Kerio Workspace

Step-by-Step Guide

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For current versions of the product and related manuals, check http://www.kerio.com/workspace/download/.
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Introduction

Kerio Workspace is a server software for document and project cooperation. To use the user interface, you need just a web browser. In Kerio Workspace, you create project pages full of documents, texts, multimedia and links, and share them with selected colleagues and teams. Pages allow live discussions via commentaries. Kerio Workspace supports plenty of desktop and mobile devices. Secure access is

1.1 Before we start

This manual will guide you through the basic configuration of Kerio Workspace, including the installation and network startup. To make the guide as comprehensible as possible, let us see an exemplary implementation:

- 1. Kerio Workspace is installed in a local network behind a firewall.
- 2. Kerio Workspace will install and startup in a local network on computer workspace.fwa.com.
- 3. Kerio Workspace will be connected with a directory service Microsoft Active Directory
- 4. Kerio Workspace will be connected to an SMTP server to send users email notifications about changes.
- 5. You will be shown how to configure everyday backups.
- 6. You will be shown how to login as an administrator and as a user.
- 7. We will explain what Kerio Workspace Client is and what it does.

Installation

You can get and install *Kerio Workspace* as standard installation packages for Windows, Mac OS X, Linux (RPM and Debian) or as a pre-installed VMware Appliance (Linux Debian with pre-installed Kerio Workspace).

For hardware and software requirements, check http://www.kerio.com/.

Note:

To avoid difficult settings when restoring backups in the future, it is recommended not to change the installation path and to use the default installation directory.

2.1 Windows

A standard wizard is used for the installation which:

- installs the product
- starts the Kerio Workspace services:
 - Kerio Workspace Application Server
 - Kerio Workspace Rendering Server
- opens configuration wizard in your web browser

The last step of the installation lets you run a configuration wizard where you can configure the administration account for login to the server and the path to the data store (see section 2.6).

Starting and stopping the server is managed through the Kerio Workspace Monitor application. This tool can be accessed through the product icon in the computer's notification area. It displays the server status (stopped or running).

Once you open the context menu, Kerio Workspace Monitor allows to:

- stop/run Kerio Workspace,
- open the administration interface,
- configure automatic launch of Kerio Workspace upon the system startup

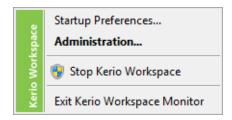


Figure 2.1 Kerio Workspace Monitor context menu on Windows

2.2 Mac OS X

New installation

A standard wizard is used for the installation.

In the last step, the configuration wizard is opened in your web browser.

Starting and stopping the server

Starting and stopping the server is managed through the Kerio Workspace Monitor. It can be access through *System Preferences*.

Apart from starting and stopping the server, you can use Kerio Workspace Monitor to access the administration interface.



Figure 2.2 Context menu of Kerio Workspace Monitor on Mac OS X while the server is running

Installation na OS X 10.8 (Mountain Lion)

Since version 2.0.1, the installation packages for Mac OS X are signed. In the system settings (System Preferences \rightarrow Security & Privacy) select option Mac App Store and identified developers.



Figure 2.3 Settings options on Mac OS X

Warning:

To install Kerio Workspace 2.0.0, select option *Anywhere* in *System Preferences* \rightarrow *Security & Privacy*.

Uninstallation

- 1. Open *Terminal* (in the *Applications* folder, open *Utilities* and start the *Terminal* application) and send the following command:
 - open /usr/local/kerio/workspace/utils/Uninstall.app
- 2. In the opened dialog, confirm the removal message (*This script will remove Kerio Workspace from the disk. Do you want to continue?*) by clicking on *Yes*
- 3. Login as an administrator if you do not have rights to remove the Kerio Workspace application.
- 4. If you wish to delete the product including the data store, licenses, settings, logs, statistics and certificates, confirm the *Do you also want to remove the whole Kerio Workspace product folder including documents, licenses, configuration files, SSL certificates, log files and statistics?* option. If you wish to retain these items, click on *No.*
- 5. Upon successful removal, the following message is displayed: *Kerio Workspace was successfully removed from this computer*. Click on *OK* to close the dialog.

2.3 Linux — Debian

For supported distribution, see http://www.kerio.com/.

New installation

Download the appropriate installation package and launch the installation.

Use the following instructions to install the product under the root user:

```
# dpkg -i kerio-workspace-2.x.x-xxxx.deb
```

In case of missing dependencies, the installation indicates an error. To fix it, use the following command:

```
# apt-get -f install
```

This command installs the missing dependencies and finishes the installation.

Now open a web browser at https://localhost:4060/setup. A configuration wizard is run where you can configure the administration account for login to the server and the path to the data store (see section 2.6).

Starting and stopping the server

In folder /etc/init.d, the kerio-workspace-application and kerio-workspace-rendering scripts are created. They ensure the automatic start of the services after the system start (*Kerio Workspace Application Server* and *Kerio Workspace Rendering Server*). You can manually start and stop both services using the scripts:

```
/etc/init.d/kerio-workspace-application start
```

```
/etc/init.d/kerio-workspace-rendering start
```

Or stop the services manually using the following commands:

```
/etc/init.d/kerio-workspace-application stop
```

```
/etc/init.d/kerio-workspace-rendering stop
```

To start the services, use these commands:

```
/etc/init.d/kerio-workspace-application restart
```

/etc/init.d/kerio-workspace-rendering restart

Warning:

The scripts must be run under user root.

Upgrading the server

```
# dpkg -i kerio-workspace-2.x.x-xxxx.deb
```

Uninstallation

If you need to uninstall the product, use the following commands:

apt-get remove kerio-workspace

If you also use the --purge parameter, all configuration files and data store will be removed.

2.4 Linux — RPM

For supported distribution, see http://www.kerio.com/.

Warning:

For installations, Kerio Workspace uses the RPM application. All functions are available except the option of changing the Kerio Workspace location.

The installation must be performed by a user with root rights. Kerio Workspace is installed to the /opt/kerio/workspace directory.

New installation

Start installation using this command:

rpm -i <installation_file_name>

Example:

rpm -i kerio-workspace-2.x.x-1270.linux.rpm

Now open a web browser at https://localhost:4060/setup. A configuration wizard is run where you can configure the administration account for login to the server and the path to the data store (see section 2.6).

Starting and stopping the server

Once all settings are finished successfully in the configuration wizard, Kerio Workspace is ready to be started.

In folder /etc/init.d, the kerio-workspace-application and kerio-workspace-rendering scripts are created. They ensure the automatic start of the services after the system start.

You can manually start and stop the services using the scripts:

/etc/init.d/kerio-workspace-application start

/etc/init.d/kerio-workspace-rendering start

Or stop the services manually using the following commands:

/etc/init.d/kerio-workspace-application stop

/etc/init.d/kerio-workspace-rendering stop

To start the services, use these commands:

/etc/init.d/kerio-workspace-application restart

/etc/init.d/kerio-workspace-rendering restart

Warning:

The scripts must be run under user root.

Upgrade

```
Before upgrade stop all server services:

/etc/init.d/kerio-workspace-application stop

/etc/init.d/kerio-workspace-rendering stop

To upgrade, use the following command:

# rpm -U kerio-workspace-*.rpm
```

Uninstallation

To downgrade, use the following command:

```
# rpm -e kerio-workspace
```

After uninstall, you must delete all data and configuration files manually.

2.5 VMware Virtual Appliance

VMware Virtual Appliance is a virtual device (Debian Linux with pre-installed Kerio Workspace) can be used in *VMware* products. For supported VMware product versions, check http://www.kerio.com/.

Use an installation package in accordance with the type of your *VMware* product (see above):

- In case of products *VMware Server, Workstation* and *Fusion*, download the compressed *VMX* distribution file (*.zip), unpack it and open it in the *VMware* product.
- For *VMware ESX/ESXi*, import the virtual appliance from the URL of the *OVF* file e.g.:

```
http://download.kerio.com/en/dwn/workspace/
kerio-workspace-appliance-2.x.x-1270-linux.ovf
```

VMware ESX/ESXi automatically downloads the OVF configuration file and a corresponding disk image (.vmdk).

If you import virtual appliance in the OVF format, bear the following specifics in mind. Tasks for shutdown or restart of the virtual machine will be set to default values after the import. These values can be set to "hard" shutdown or "hard" reset. However, this may cause a loss of data on the virtual appliance. *Kerio Workspace VMware Virtual Appliance* supports so called *Soft Power Operations* which allow to shutdown or restart hosted operating system properly. Therefore, it is recommended to set shutdown or restart of the hosted operating system as the value.

After login

When you run the virtual computer, Kerio Workspace interface is displayed. The console is protected by the root password. The password is at first set to: kerio

This console provides several actions to be taken:

- change network configuration
- allow SSH connection
- set time zone
- change user root password
- restart and shutdown of VMware Virtual Appliance



Figure 2.4 Console — network configuration

Installation

The network configuration allows you to:

- 1. Viewing network adapters MAC address, name and IP address of the adapter
- 2. Setting network adapters
 - DHCP
 - static IP address (if you do not use DHCP, it is necessary to set also DNS)

Note:

If you use a DHCP service on your network, the server will be assigned an IP address automatically and will connect to the network. If you do not use or do not wish to use DHCP for Kerio Workspace, you have to set the IP address manually.

If the IP address is assigned by the DHCP server, we recommend to reserve an IP address for Kerio Workspace so that it will not change.

Shell access

A terminal is available for product and operating system updates. You can switch it by pressing the standard Alt+Fx combination (for example, Alt+F2) for running a new console.

If you access the system via shell for the first time, log in as root:

Username: root Password: kerio

VMware Appliance also allows the access via SSH which will be required for remote access (for example, for uploads of update packages).

Upgrade

Upgrade *Kerio Workspace* as follows:

- 1. Download the deb package to your computer
- 2. Use SCP/SSH to move it to VMware Appliance
- 3. To upgrade, use command dpkg (see section 2.3)

The operating system can be upgraded via shell using the standard command apt-get.

2.6 Configuration Wizard

If the product is not configured (no administrator's account has been created), a configuration wizard is run upon the first access to administration.

Note:

The browser will warn you about the SSL certificate problem. Confirm the security exception and continue.

You can set the following parameters using the wizard:

1. Administration Account

Warning:

Remember the user name and password You cannot access the administration interface without these data.

2. Data store path. The destination disk must have enough free space. For recommendations, check http://www.kerio.com/.

Warning:

Low disk space would cause problems with the application.

2.7 Web Interfaces of the Application

You can access Kerio Workspace as:

user https://server.name

administrator https://server.name/admin

Ports:

- Kerio Workspace runs on standard ports 80 (HTTP) and 443 (HTTPS).
- The administration uses port 4060 (HTTPS).

Warning:

In case another server runs on the same computer as Kerio Workspace, enter the URL address in the canonical form (i.e. with the port number).

https://server.name:4060/admin

Firewall configuration

Kerio Workspace is in the local network behind a firewall. To allow users login to Kerio Workspace from home or from their mobile devices, you have to map port 443 for the HTTPS protocol.

If you need information on how to map ports in Kerio Control, read the administrator's guide.

Kerio Workspace Administration

- 1. In the web browser, enter https://server.name/admin. Login page is displayed.
- 2. Use the username and password you set in the configuration wizard.
- 3. The administration welcome page is displayed.

After login, you can test and use a full version of the product during the following 30 days for free. If you become a registered trial user, you can take advantage of a full technical support. To learn more about the registration and licenses, see the product website at Kerio Technologies.



Figure 4.1 Welcome page

4.1 Connecting to Microsoft Active Directory

You can create users locally or add them from a directory service.

Go to section *Configuration* \rightarrow *Directory Service* \rightarrow *LDAP Server* in the administration interface.

1. In the *Directory Service* dialog, check the *Map user accounts from a directory service* option and fill in the following data:

- Directory Service Type select Active Directory from the drop-down menu.
- *Domain Name* enter the name of the domain
- 2. Next, define the directory service sources:
 - *Connect to directory servers looked up in DNS (SRV records)* DNS records are used to look up directory servers.
 - *Use the specified directory servers* set the directory servers manually. Enter the *Hostname* of the computer for the primary and backup directory servers.
- 3. In section *Account with read access to the directory service*, enter the username and password of an account in *Microsoft Active Directory*. In *Microsoft Active Directory*, assign this account read rights.

For more information, read article Connecting Kerio Workspace to directory service.

If you do not use a directory service, create users locally.

User access rights

All new users have only user access rights. This means that they can use their account to create, share and view content in Kerio Workspace but they cannot access the administration interface. You can change the access rights in section *Users*.

With a special level of rights, you can manage content in Kerio Workspace. Users with this level of rights can access all content in Kerio Workspace. They can control whether users overload the network by uploading large files or share copyrighted content.

To read detailed information about user access rights, read article Setting administration access rights.

4.2 Connecting to an SMTP server

 Go to section Configuration → Email Settings and enter an email address in the Default From Address field. The sender address is necessary so that you know where the messages are sent from. Knowing this address, you can filter your messages to special folder in your mail client.

Warning:

Enter a real address. If the address is not real, the SMTP servers may refuse it or mark the messages as spam.

2. Configure the server for outgoing mail (DNS address of your mailserver).

- 3. You can encrypt the communication with SSL/TLS if you SMTP server supports it. For the SSL encryption, change the port for communication (the standard port is 465).
- 4. If your SMTP server requires authentication, enter the username and password. We recommend to create a special account on your server for the authentication purposes (for example, workspace@fwa.com).

4.3 Configuring backup

- 1. Open the *Configuration* \rightarrow *Backup* section.
- 2. Check the Enable data store and configuration backup option.
- 3. Decide whether the default backup plan suits your needs.
- 4. in the *Notifications* section, enter your email address. Messages with the backup status will be sent to this address.

Connecting to Kerio Workspace

To connect to the user interface of Kerio Workspace, use URL https://server.name.

The first thing you wish to know upon your first login to Kerio Workspace is how to create the basic content structure. The most efficient way is to reproduce the company structure.

You can create individual spaces for each of your departments (*Sales, Accounting, IT, Technical support, Quality assurance, Development, management, Human Resources*) or for each of your products or projects (at school, you can create the structure according to subjects: *Maths, Physics, English, French, Psychology*).

We recommend to examine the sample content in your Kerio Workspace. It shows you what and how to create content in Kerio Workspace.

Where to find additional information

You can find additional information about Kerio Workspace:

- in our knowledge base
- on our YouTube channel
- on the product pages

Used open-source software

Antisamy

Antisamy is an HTML/CSS validation library.

Copyright © 2007-2008 Arshan Dabirsiaghi, Jason Li

ANTLR

ANTLR, ANother Tool for Language Recognition, is a language tool that provides a framework for constructing recognizers, interpreters, compilers, and translators from grammatical descriptions containing actions in a variety of target languages.

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Apache APR

The Apache Portable Runtime (APR) is a supporting library that provides predictable and consistent interface to underlying platform-specific implementations.

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Apache Commons Beanutils

Apache Commons Beanutils provides easy-to-use wrappers around the Java reflection and introspection APIs.

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Apache Commons Codec

Apache Commons Codec provides general encoding/decoding algorithms for Java.

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Apache Commons Collections

Apache Commons Collections extends or augments the Java Collections Framework.

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Apache Commons Compress

Apache Commons Compress defines an API for working with tar, zip and bzip2 files in Java.

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Apache Commons Daemon Native

Apache Commons Daemon Native is a starter application for daemons implemented in Java.

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This product includes software developed by The Apache Software Foundation (http://www.apache.org/).

Apache Commons FileUpload

Apache Commons FileUpload provides file upload capability for servlets and web applications.

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Apache Commons IO

Apache Commons IO is a collection of I/O utilities for Java.

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Copyright © 1999-2002 Lotus Development Corporation

Apache Geronimo STAX API

Apache Geronimo STAX API is a STAX API for Apache Geronimo.

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Apache Jakarta HttpClient

Apache Jakarta HttpClient is a HTTP/1.1 compliant HTTP agent implementation in Java.

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Apache Logging Services

Apache log4j is a Java-based logging utility.

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Apache Lucene

Apache Lucene is a text search engine library written entirely in Java.

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Copyright © 2009 www.imdict.net

Apache PDFBox

Apache PDFBox is an open source Java PDF library for working with PDF documents.

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Apache POI

Apache POI is a Java API for Microsoft Documents.

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Apache Tomcat

Apache Tomcat is an open source software implementation of the Java Servlet and JavaServer Pages technologies.

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Apache Xerces is a Java library for parsing, validating and manipulating XML documents.

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Apache XML Commons

Apache XML Commons is a library containing common code for XML projects.

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Apache XMLBeans

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Appliance OS sources - Debian

Kerio Workspace Appliance Sources:

Kerio Workspace appliance is based on Debian GNU/Linux - Linux distribution composed of open source software from various sources. Please refer to /usr/share/doc/*/copyright files installed inside the appliance for exact licensing terms of each package the appliance is built from.

The source package itself can be downloaded from http://www.kerio.com/

ASM

ASM is an all purpose Java bytecode manipulation and analysis framework.

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Batik

Batik is a Java-based toolkit for SVG image manipulation.

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Bouncy Castle

Bouncy Castle is a collection of APIs used in cryptography.

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c3p0

c3p0 is an easy-to-use library for augmenting traditional (DriverManager-based) JDBC drivers. It is released under LGPL license version 2.1.

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Source code is available at http://www.kerio.com/

cron4j

cron4j is a scheduler for the Java platform which is very similar to the UNIX cron daemon. It is released under LGPL license version 2.1.

Copyright © 2007-2010 Carlo Pelliccia

Source code is available at http://www.kerio.com/

dom4j

dom4j is an easy to use, open source library for working with XML, XPath and XSLT on the Java platform.

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Ext.ux.TinyMCE

Ext.ux.TinyMCE is an ExtJS form field containing TinyMCE v3. It is released under LGPL 2.1 or higher.

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Source code is available at http://www.kerio.com/

GPL GhostScript

GPL GhostScript is a software for manipulating with PostScript and PDF files. It is released under GPL license version 2.

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Source code is available at http://www.kerio.com/

GraphicsMagick

GraphicsMagick is an application for displaying and manipulating images.

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Hibernate

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Hibernate Search

Hibernate Search is a full text search engine for the persistence domain model. It is distributed under LGPL license.

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Source code is available at http://www.kerio.com/

ICU — International Components for Unicode (Java)

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Source code is available at http://www.kerio.com/

Javassist

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The original source code is accessible at http://www.csg.is.titech.ac.jp/~chiba/javassist

Jaxen

Jaxen is an open source XPath library written in Java.

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Jodconverter

JODConverter converts documents between different office formats. It is distributed under LGPL version 2.1 or newer.

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Source code is available at http://www.kerio.com/

JSON

json.jar is a Java library that converts data to/from JSON data interchange format. Copyright © 2002, 2006, 2008 JSON.org

libcurl

Libcurl is a free and easy-to-use client-side URL transfer library. This library supports the following protocols: FTP, FTPS, HTTP, HTTPS, GOPHER, TELNET, DICT, FILE and LDAP. Copyright ©1996-2008, Daniel Stenberg.

libiconv

Libiconv converts from one character encoding to another through Unicode conversion. Copyright ©1999-2003 Free Software Foundation, Inc.

Author: Bruno Haible

Homepage: http://www.gnu.org/software/libiconv/

The *libiconv* library is distributed and licensed under GNU Lesser General Public License version 3.

libjpeg

Libjpeg is a library for handling the JPEG (JFIF) image format.

This software is based in part on the work of the Independent JPEG Group.

libtiff

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