



A window of opportunity



User guide

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Introduction

gloooqOrg Is an innovative product, unique in the world, enabling organizations with multiple users to integrate an Information Bar in their Outlook's and provide information using effective, real-time internal corporate sources. Information can be specific or updated from existing enterprise servers.

gloooqOrg allows a combination of content that automatically updates from existing information sources in the organization (Enterprise Portal, the website of the organization, etc.) and also allows a combination of self-production content management through the gloooqOrg interface.

You can combine: corporate news, pictures, movies, interesting links, useful sites, important phone calls, special events.

gloooqOrg Server

Following this guide, you will learn how to add your content and display it in every Outlook in your organization. Read this guide carefully as it contains important guidelines on how to quickly display the most relevant content.

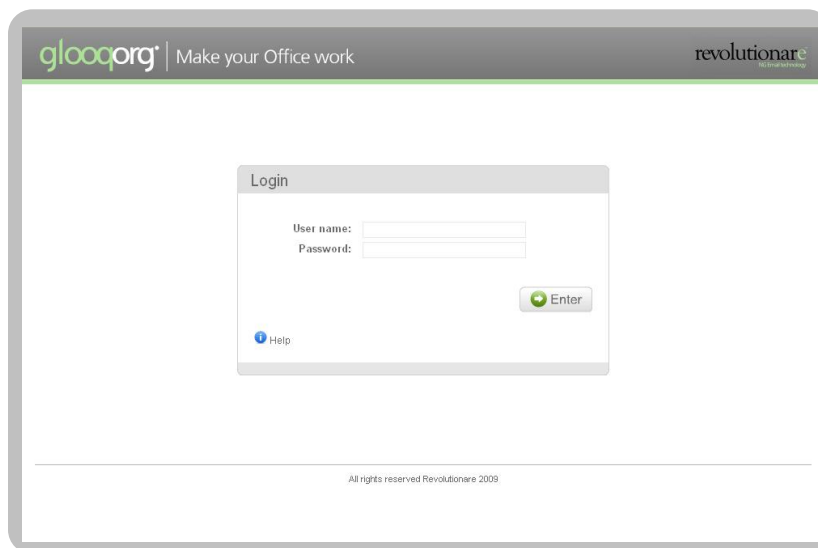
Login

Whether you are a first time user or just changing your content, you will need to logon to the gloooqOrg management interface.

Management link will be provided by the local technical person.

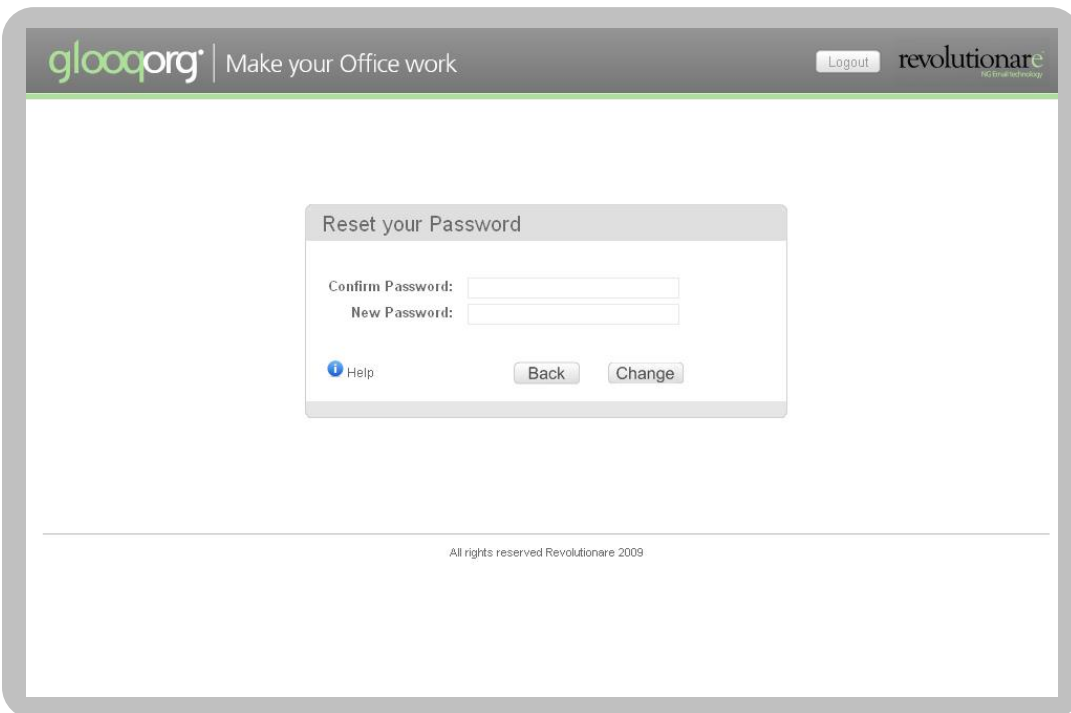
By default the username is **“admin”** and the password is **“admin”**.

Following the initial login, you will see the main screen which displays all the information about your existing pages, whether they are active or not.



Changing password

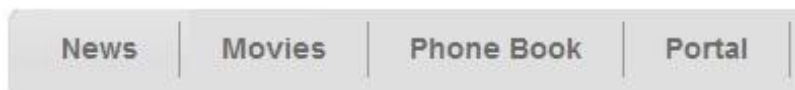
We strongly recommend changing the administrative password. In order to change the password, click on “Security” link under the settings menu on the left navigation bar. Enter your new password twice and click “Change”.



Tabs

In this section you are creating the actual tabs which will be displayed in client's Outlook through the glooqOrg application. Each tab is composed of one connector at least, (explained in the next section) such as pictures, movies, RSS feeds, etc.

Don't click "Save & Publish" until you are absolutely sure that your pages are ready for publishing.



As your first step, we recommend that you browse through example page, which is installed by default.

Notice that every new page you create will contain at least one connector.

You can go back to the main window at any time by clicking on "**Outlook**" title at the top of the screen or "**Home**" in the Settings section.

To create a new tab, click on "**New tab**".

Connectors

Connectors are responsible for individual data caption such as pictures, movies, RSS feeds etc. Each connector is unique to the page that you are working on and cannot be copied to other pages. To display similar connectors on different pages – create separate connector on every tab.

To create a new connector, open the desired page and select it from the connectors list on the left side of your page.

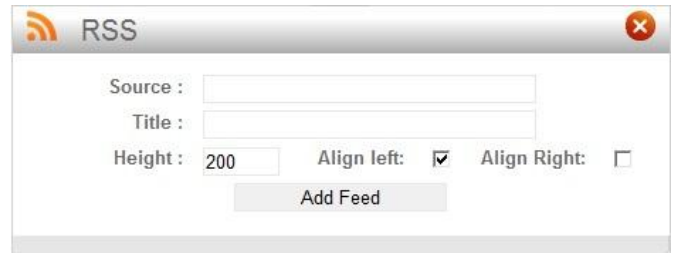


RSS

RSS connector allows you to connect to any RSS feed and displaying it in user's glooqOrg application. All you need to do is to set the RSS source and configure the options below.

Here is an example of an RSS feed:

<http://rss.news.yahoo.com/rss/topstories>



After you have finished configuring your feed settings, click on **“Add Feed”** button.

Settings:

- **Source** – Provide the actual link for RSS feed.
- **Title** – Provide a title for RSS feed. The title will be displayed above the RSS feed.
- **Height** – Change the height for the RSS box. Default value is 200px.
- **Alignment** – Select the alignment for the RSS feed to best fit your clients.



Picture

Picture Connector allows you to add pictures and displaying them in user's glooqOrg application.

You can select pictures directly from web pages by typing the exact URL or by browsing your local folders.

Here is an example of a picture source from a web page:

<http://www.google.com/picture.jpg>



Important – file types supported for picture connector are: jpg, gif, bmp, png.

After you have finished configuring your picture settings, click on **“Add Picture”** button.

Settings:

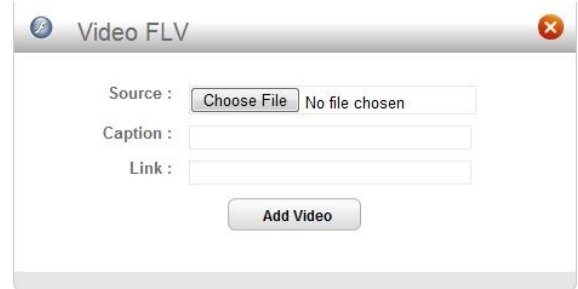
- **Source** – Provide the source of the picture either by entering direct link from a web page or by browsing your local folders.
- **Caption** – Add caption text for the picture, which will be displayed below the picture itself.
- **Link** – Provide the link for your new picture. Once the user clicks on the picture or the caption text, he will be redirected to the link specified.

Video - FLV

Video Connector allows you to add movies and displaying them in user's glooqOrg application.
You can add movies by browsing your local folders.

Important – you can only upload FLV movie type files.

After you have finished configuring your video settings, click on “Add FLV Video” button.



The screenshot shows a dialog box titled "Video FLV". It contains three input fields: "Source" with a "Choose File" button and "No file chosen" text, "Caption" with an empty text box, and "Link" with an empty text box. Below these fields is an "Add Video" button.

Settings:

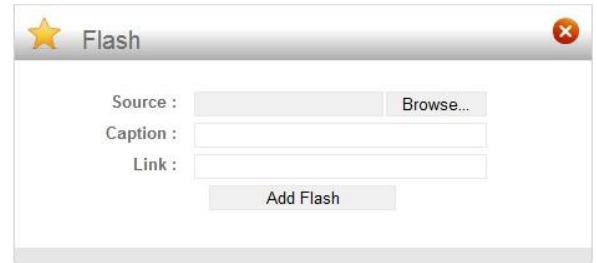
- **Source** – Select the video source file in FLV format.
- **Caption** – Add caption text to your movie that best describes the movie. Caption text will be displayed below the movie.
- **Link** – Provide a link for your new movie. Link can be added only with caption text.
Once user clicks on the caption text, he will be redirected to the link specified.

Flash

Flash Connector allows you to add movies and displaying them in user's glooqOrg application.
You can add movies by browsing your local folders.

Important – you can only upload SWF movie type files.

After you have finished configuring your flash settings, click on “Add Flash” button.



The screenshot shows a dialog box titled "Flash". It contains three input fields: "Source" with a "Browse..." button, "Caption" with an empty text box, and "Link" with an empty text box. Below these fields is an "Add Flash" button.

Settings:

- **Source** – Select the flash source file in SWF format.
- **Caption** – Add caption text to your flash, to best describe your content. Caption text will be displayed below the movie.
- **Link** – Provide a link for your new flash movie. Link can be added only with caption text. Once the user clicks on the caption text, he will be redirected to the link specified.

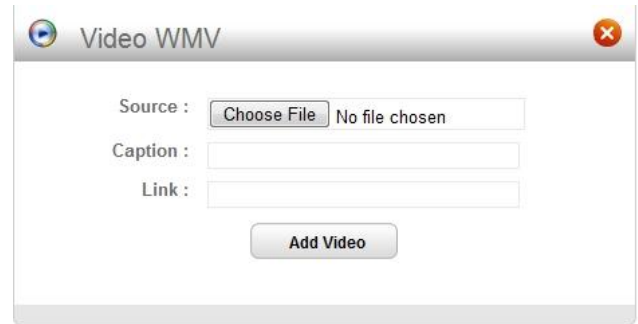
Video – WMV

Video WMV Connector allows you to add Windows Media type movies and displaying them in user's glooqOrg application.

You can add movies by browsing your local folders.

Important – you can only upload WMV / MPEG / AVI movie type files.

After you have finished configuring your video settings, click on “Add WMV Video” button.



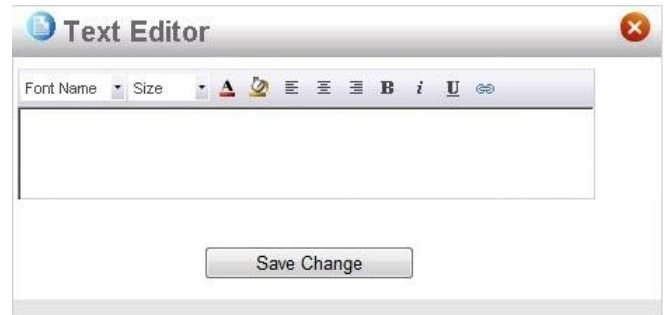
Settings:

- **Source** – Select the video source file in WMV / WMA format.
- **Caption** – Add caption text to your movie that best describes the movie. Caption text will be displayed below the movie.
- **Link** – Provide a link for your new movie. Link can be added only with caption text.
Once user clicks on the caption text, he will be redirected to the link specified.


Text Editor

Text Connector allows you to add free text including links and other advance text capabilities, displaying them in user's glooqOrg application.

After you have finished editing your text, click “Save Changes” button.



Settings:

- **Font name / size** – Select font name and size for your text.
- **Color / Highlight** – choose color for your text.
- **Hyper Link** – Provide a link for your text. Link can be added by clicking on 

Style

In the style section, you can change the appearance of your content which displayed by the glooqOrg server. While changing your style settings, you can view the preview pane on the right side of your screen to check the new look.

Tabs

Change the appearance of your Tab Titles. Changes are not applied until you press **“Save”**.

You can go back to the original settings at any time by clicking on **“Reset”**.

Connectors

Change the appearance of your Connector Titles and Captions. To change style for several connectors, just click on the **“Connectors”** box and select the Connector.

Changes are not applied until you press **“Save”**. You can go back to the original settings at any time by clicking on **“Reset”**.

The screenshot shows two side-by-side panels. The left panel, titled 'Style', has a pencil icon and contains two sections: 'Tabs' and 'Connectors'. The 'Tabs' section has a 'Format Title' area with a font dropdown set to 'Arial', a size dropdown set to '12', and buttons for Bold (B), Italic (I), Underline (U), Background Color (A), and Text Color (black square). The 'Connectors' section has a dropdown set to 'Rss' and a 'Format Caption/Title' area with a font dropdown set to 'Arial', a size dropdown set to '14', and buttons for Bold (B), Italic (I), Underline (U), Background Color (A), and Text Color (black square). At the bottom are 'Back', 'Save', and 'Reset' buttons. The right panel, titled 'Preview', has a magnifying glass icon and a navigation bar with 'News', 'Movies', 'Phone Book', and 'Portal' tabs. The 'News' tab is active, showing a 'News Feed' with a blue link: 'President would tap NY Fed chief under Dodd bill (Reuters)'. Below the link is a text snippet: 'Reuters - The New York Federal Reserve Bank's president would become a political appointee and bank chiefs like JPMorgan Chase's Jamie Dimon could no longer sit on the board of their regulator under a proposal unveiled by the head of the Senate Banking Committee on Monday.'

Preview

Once your work is finished and you have successfully created all the pages, look at the Preview section on the right side of your page. Browse through your pages carefully and make sure that every page displays the content you designed. Next step is publishing your work.

Publish

Publishing your work is as easy as clicking a button. Once your preview work is done and your content is well displayed, you can successfully publish the updated pages to your clients.

To publish your content, click on **“Save & Publish”** button.



Once publish is complete, look at the last published date to see that the content is successfully updated.

 Preview

[News](#) [Movies](#) [Phone Book](#) [Portal](#)

News Feed

[Snowstorms curb industrial output, rebound seen \(Reuters\)](#)

Reuters - U.S. industrial production braked sharply in February, held back by severe winter storms that slammed parts of the country, while manufacturing activity in New York state stalled this month.

[China trims holdings of Treasury securities \(AP\)](#)



AP - China retained its spot as the biggest foreign holder of U.S. Treasury debt in January even as it trimmed its holdings for a third straight month. The string of declines underscored worries that the U.S. government could face much higher interest rates to finance soaring budget deficits.

[President would tap NY Fed chief](#)

Plug-in

gloooqOrg plug-in is designed to display the content which is configured on the server for organization users. The Plug-in is designed for Microsoft Office 2003/2007/2010 only.

Installation

Minimum requirements

- ✓ Windows XP / Vista / 7
- ✓ MS .NET V2.0 or higher
- ✓ MS Office 2003 / 2007 / 2010



Once you obtain the plug-in installation, please follow the simple wizard. Please enter the URL to your gloooqOrg server according to the following format:

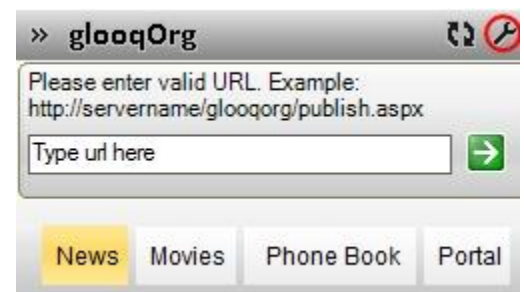
Example:

<http://servername/gloooqorg/publish.aspx>

If you don't have the server URL, you can just click "Next" and enter the URL later through your Outlook options screen.

Configuration

To change the gloooqOrg server URL from your Outlook, just click on the settings button at the top right corner of the gloooqOrg panel and enter the correct URL for the gloooqOrg server.



Side-Bar

gloogOrg Side-Bar is designed to display the content which is configured on the server for organization users. The Side-Bar is designed for Microsoft Windows XP / Vista / Windows7 only.

Installation

Minimum requirements

- ✓ Windows XP / Vista / 7
- ✓ MS .NET V2.0 or higher

Once you obtain the plug-in installation, please follow the simple wizard.

Please enter the URL to your gloogOrg server according to the following format:

Example:

<http://servername/gloogorg/publish.aspx>



Configuration

To change the gloogOrg server URL from your Side-Bar, just click on the settings button at the top right corner of the gloogOrg Side-Bar and enter the correct URL for the gloogOrg server.



Need assistance?

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