

OSX User Guide

for version 1.0.2



BabelApp

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1. Installation

BabelApp is enterprise software for encrypted communication.

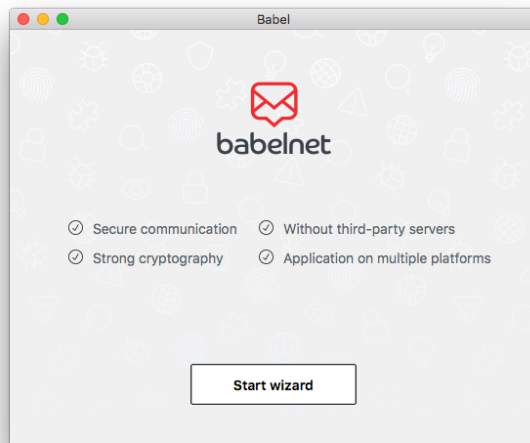
This user guide contains information on how to install, set-up and use BabelApp.

1.1. HOW TO INSTALL BABELAPP ON YOUR OSX DEVICE

Follow these steps to install the BabelApp app:

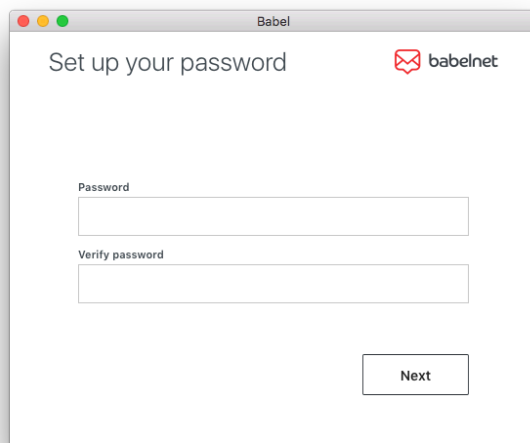
- On your device, open the App Store
- Tap the Search icon
- Enter BabelApp in the search field
- Select BabelApp in the search results to go to the app page
- Follow the standard installation procedure

2. Getting started



2.1. FIRST RUN

When you first run BabelApp, you are given some basic information about the app. You can click the **Start Wizard** button to move on to the registration process.



2.2. PASSWORD SETUP

The first thing you need to do is to set up the *PASSWORD* for accessing BabelApp. You can change your *PASSWORD* later (see 5.3 Changing the *PASSWORD*). Fill in the two fields with your *PASSWORD* and click **Next**.

Login to server

Input the address of the server and your OTP password to login to your BABEL domain. Contact the server administrator in case you encounter any issues.

Server address

Port

OTP password

Next

2.3. REGISTERING TO A SERVER

To start using the BabelApp client you have to sign in to your company server. You can add and remove servers later.

You will receive a PDF registration document containing your **OTP credentials** from your BabelApp administrator. On the screenshot below, you can see what information is included in the PDF document.

Registration

Congratulations,
now you have an account created on the company server.

www.babelnet.com

Username:
Peter Dvorak

Email:
no email

Babel name:
dvorak.peter

Domain:

Port:
5222

Phone:
device without phone number

OTP:
2Qm2nQ2CrY2rXX6RUFQ42nM2kQAbkKb

OTP expiry:
never

To sign in with an OTP to your company server, fill in these fields (you will find all of these in your PDF document):

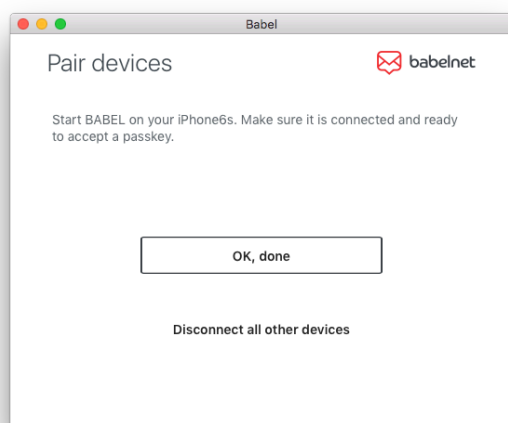
Server domain – the address of the server you are connecting to

Port – the port number on which the server is running its message protocol

OTP password – your one time password for registering a device

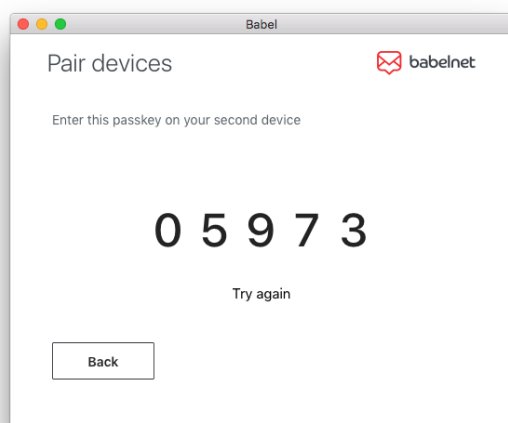
Confirm the registration by clicking on the **Register** button.

If you already have one or more devices connected to the server and you want to add a new device to your contact, you will be presented with the automatic key transfer option.



2.4. KEY IMPORT

If you have already registered other devices, you are presented with two options after the last step of the registration process – either you can overwrite your current key, which means disconnecting and invalidating all of your current devices (if you want to use them again, you will have to completely reinstall BabelApp on them) or pairing the new device with your currently registered ones.

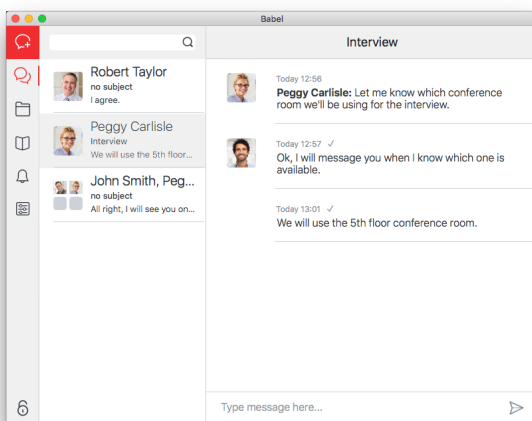


To start the pairing process, click on the **OK, done** button. A window with the passkey is displayed. The **Key transfer confirmation screen** is shown at the same time on your currently registered devices and in the upper part of the dialog you are informed about what devices are ready. If BabelApp cannot find any devices or your other devices do not show the confirmation screen, make sure your other registered devices are online and BabelApp is running in the foreground and then retry the process. When the pairing has been confirmed on your device and the registration process has successfully finished, click **Close** to proceed to use the client.

3. Using BabelApp

BabelApp must be running in order to send and receive encrypted messages. BabelApp is able to send messages asynchronously, regardless of the connection status of the recipient. If the recipient is offline, messages are stored on the BabelApp server and delivered when they come online. You must unlock BabelApp with your *PASSWORD* to be able to send messages or to decrypt and read received messages. BabelApp will prompt you to enter your *PASSWORD* when it launches.

Tabs located on the left hand side allow you to switch between *Conversations*, *Drafts*, *Contacts*, *Alerts*, and *Settings*. The button located in the upper left corner (with the bubble icon) is the **New conversation** button. When it is clicked a new *conversation window* appears.



3.1. CONVERSATIONS TAB

Here you can see the list of conversations you have already started (empty on the first run). Each entry includes the name and photo (if available) of the recipient(s), the date and time of the last message, the conversation subject and a preview of the latest message. Selecting a conversation opens the detail of the conversation allowing you to view all sent messages and attachments as well as to compose and send new messages.

You can click on the three dot icon next to the conversation's tab in the *Conversations window* and select **Delete conversation**.

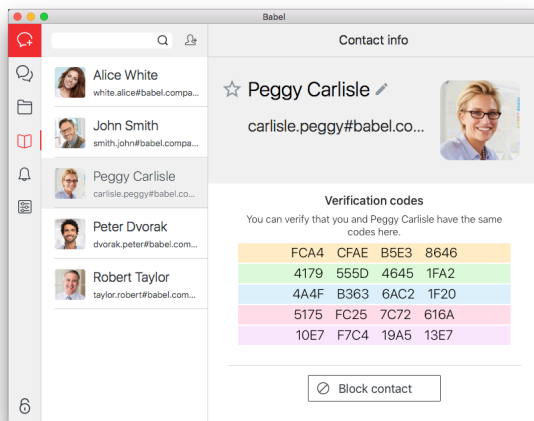


Note: When deleting a conversation all saved drafts for that conversation are deleted as well.

3.2. DRAFTS TAB

If you compose a message and don't send it right away, it is saved in form of a draft.

Drafts are displayed in the *Drafts tab* of the main window in the same way as conversations. You can have multiple drafts for one conversation. If you click on a draft belonging to a conversation, BabelApp switches to the corresponding conversation's detail window. Contents of the draft are then displayed into their respective fields. You can then edit the draft and send it or save it again for later use.



3.3. CONTACTS TAB

The main part of the *Contacts screen* is the Contact list. It shows all of the contacts from your address book on the BabelApp server(s) you are connected to.

The contacts are sorted alphabetically. You can quickly search in your contact list by typing into the search bar located above the contacts.

You can open a *new message window* with a selected contact by clicking the three dot icon on the right side of the contact name and selecting **New message**.

3.3.1. Adding contacts to your address book

If you cannot find people you want to communicate with in your local contact list, you can try searching for them on the server. You can add new people to your address book by clicking on the **Add contact** button.

On the top of the add contact screen is a search box. By typing in a name and confirming it by clicking on the search button (magnifying glass icon) or just by pressing the *Enter* key you can search for new contacts. Depending on the server's settings either the whole display name of the contact you are looking for or just its part need to be entered.

You can add any contact from the displayed list to your address book by clicking the corresponding plus button.

3.3.2. Contact detail

After clicking a contact's tab, the detail of the contact is displayed, allowing you to change the name of the contact (using the pencil icon next to the contact's current name) and to add/remove them from your list of favourite contacts.

You can also block the contact by clicking the **Block contact** button in the bottom part of the contact's detail.

To be able to exchange messages with a contact you have blocked, you need to add them to your address book. See chapter 3.3.1 to find out how to add contacts to your address book.

3.4. ALERTS TAB

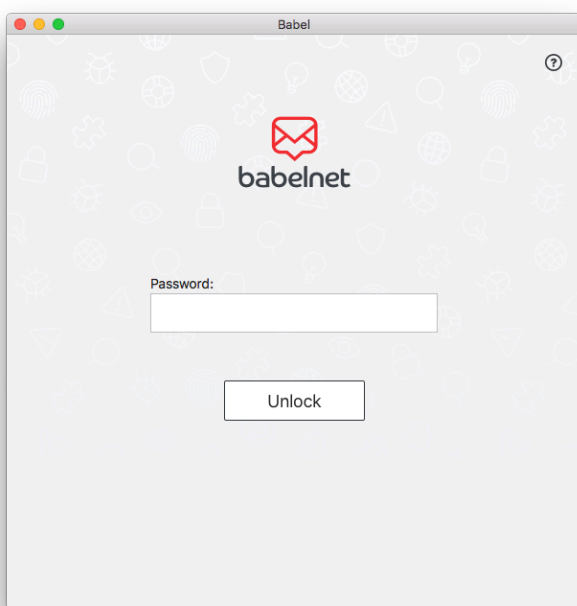
Alerts are informative messages containing information about uncommon events that have occurred in the BabelApp application.

You can access alerts by clicking on the bell icon in the main window. A list of alerts will be shown. They can be read and deleted independently.

3.5. SETTINGS TAB

The *Settings* screen is displayed after clicking on the lowermost icon in the main window left side action bar.

For more information about settings, please see chapter 5 Settings.



3.6. LOCKING BABELAPP

The Lock button allows you to protect your messages by locking the application. When locked, BabelApp requires the *PASSWORD* to unlock and to continue working with the application and its contents.

To lock the application, click the lock icon in the lower left corner of the screen.

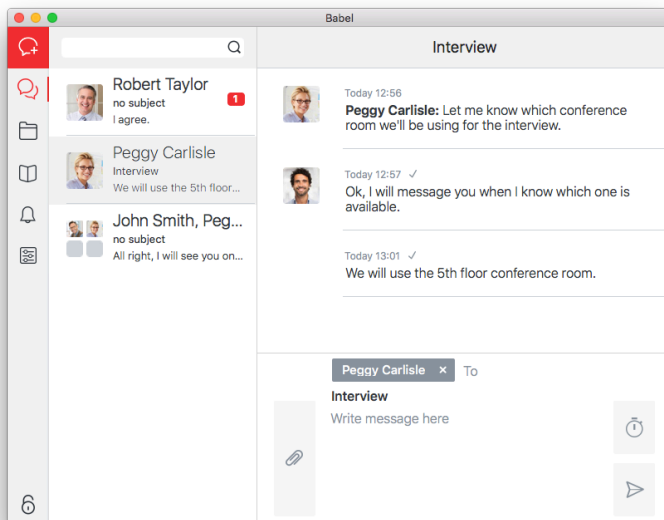
4. Messages

By clicking any of the conversations in the **Conversations** window you open the **conversation detail**. It is designed as a quick and comfortable way to reply to incoming messages.

4.1. CONVERSATION DETAIL

In the **conversation detail** you can add or remove recipients, change the conversation subject, add attachments (paperclip icon on the left) or set an auto-delete timer (stop-watch icon on the right) for the message.

Auto-delete is a function that allows you to set a time period after which the message is deleted from the recipient's device. The timer begins counting down when the recipient reads the message.



4.2. SENDING A NEW MESSAGE

BabelApp enables you to send encrypted messages to any recipient in your contact list. To do so, follow the instructions below.

Click the **New message** button on the main window action bar or click the three dot icon next to the contact's tab in the **Contacts** window to open a new conversation window.

Fill in the recipients, the conversation subject (optional) and the text of the message.

Click the **Send** to send the message.



Note: You cannot send an empty message but a message with an attachment without text can be sent.

4.3. FORWARDING A MESSAGE

Forwarding messages in BabelApp is really simple. Click the three dot icon next to the message and select **Forward message**

The content of the message, including all attachments, is automatically added to the new message and you can send it right away.

4.4. ATTACHMENTS

4.4.1. Sending an attachment

The attachment button (paperclip icon) is to the left of the area for writing a message. Clicking it opens a file browser for you to choose a file to attach.

A sent attachment will display the progress of uploading to the server. Attachments remain on the server only until the recipients download it to their devices.

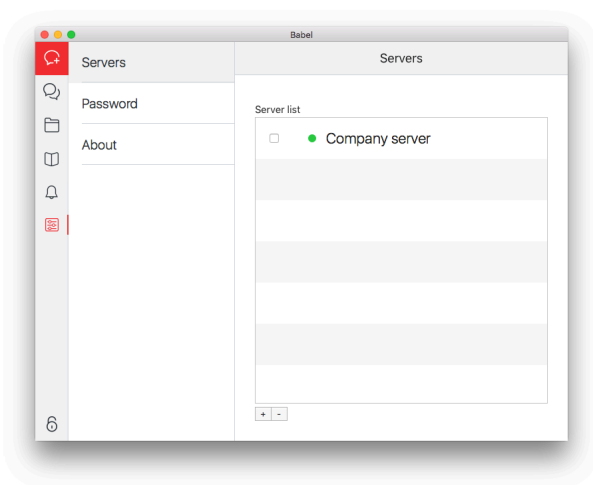
The maximum attachment size and the time it can stay on the server if not retrieved by the recipients is set by the server administrator.

4.4.2. Receiving attachments

When you receive an attachment, you can download it to your desktop by clicking the download button shown in the attachment detail. This stores the encrypted attachment in the application's storage folder. The download button is then replaced by the save button. When clicked on, the button opens an explorer window, in which you indicate where and under what name this attachment will be saved. The attachment is then decrypted and saved to the location of your choice.

5. Settings

To access the **Settings** screen, click on the lowermost icon in the main window left side action bar. The **Settings** screen is divided into three tabs; detailed information for each of them follows.



5.1. SERVERS

This tab displays a list of all servers you are currently registered to.

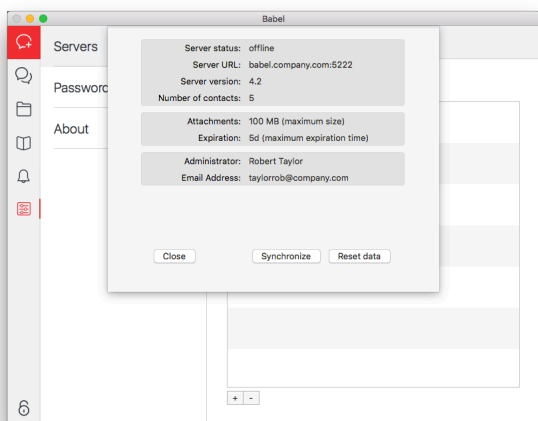
A plus button is located below this list. It is used to register to a new server.

The minus button next to it is used to remove servers that have been marked by their corresponding check-boxes.

5.2. SERVER DETAIL

By clicking on a server entry you open a server detail window, which provides you with basic information about the server, such as the maximum size of attachments and the contact information of the server's administrator.

It also contains two buttons. The **Synchronize** and **Reset data** buttons are described below.



5.2.1. Reset data

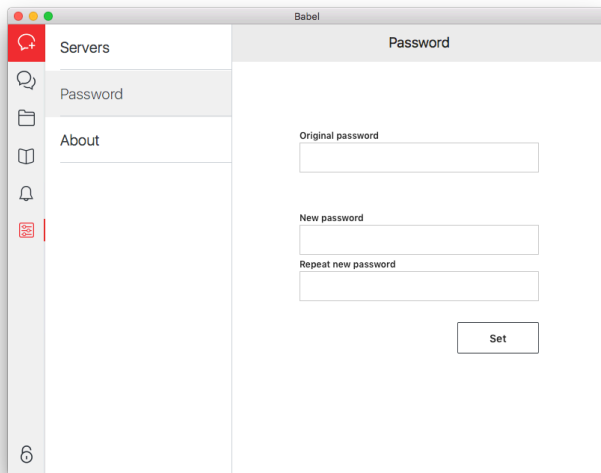
This button forces a complete synchronization of all data about contacts from the server.



Note: Please, use this button if BabelApp behaves oddly. Chances are it will fix your issue. If it does not, contact BabelApp support.

5.2.2. Manual synchronization

The **Synchronize** button allows you to manually trigger synchronization with the server. This serves to update contact information from the server. This is done automatically every time BabelApp is launched.



5.3. PASSWORD

In the settings you have an option to change the *PASSWORD* used to unlock BabelApp when it is launched or when you lock it manually. Simply fill in your current *PASSWORD* and then the new *PASSWORD* twice for validation. To confirm the change press the **Set** button.

5.4. ABOUT

Here you can find detailed information about the client you're currently running and its version. You can also find a list of used libraries with their licences.

6. Backing up or moving BabelApp

6.1. BABELAPP BACKUP

To back up the BabelApp data you need to shut down the BabelApp application. Then locate the ***BabelApp storage folder***. The location is ***Users -> Your Folder -> Library -> Containers -> cz.oksystem.babel-osx -> Data***. To create a backup, create an archive of the ***Documents*** folder.



Note: Your PASSWORD, registration to server, all conversations, and messages in them will be backed up.

6.2. RESTORING BABELAPP FROM BACKUP

Extract the backed up files into the ***BabelApp storage*** location in the ***Data*** folder.

6.3. MOVING BABELAPP

If you want to move your BabelApp application to a new device, first make a backup of BabelApp files on the old device.

Install BabelApp on the new computer.

Extract the backed up files from the old BabelApp into the new ***BabelApp storage folder***.



*Note: You **MUST NOT** run the original and the new copy of BabelApp at the same time.*

7. Uninstalling BabelApp

Follow these steps to uninstall the app:

- Click the Launchpad icon in the Dock
- Hold down on the app's icon. (The icons will begin to jiggle)
- Click the app's delete button (X)