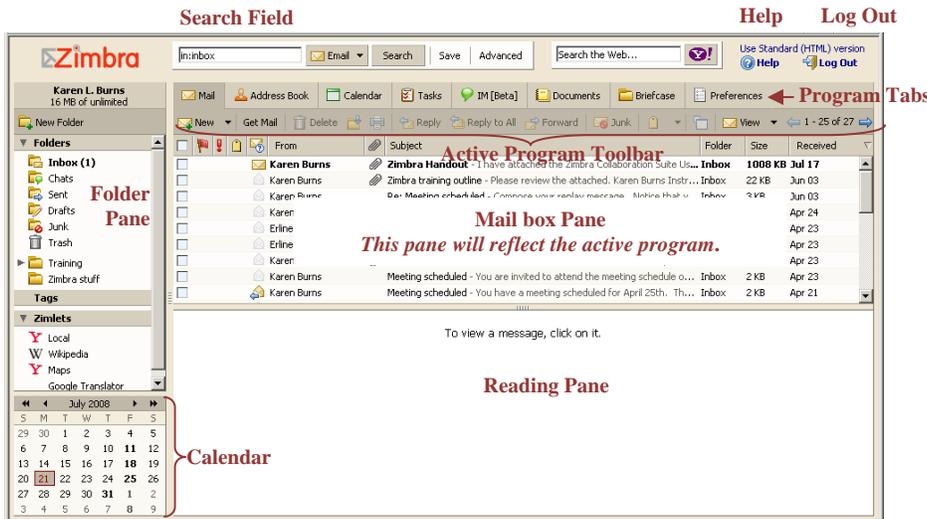


**Zimbra Mail View**

**Navigation Icons**



-  **Mail** Read, send, reply and delete mail.
-  **Address Book** Display district address book, create and import groups and books.
-  **Calendar** View and schedule appointments. Share and compare calendars.
-  **IM [Beta]** Initiate instant messenger.
-  **Tasks** Keep a to-do list.
-  **Documents** Create and share word processing and spreadsheet documents.
-  **Briefcase** Upload files to the briefcase(s) to provide others access.
-  **Preferences** Setup mail, and calendar handling defaults. Create filters and other standards to deal with your files and folders.

**Mailbox Basic Tasks**

**Keyboard Shortcuts**

**Mailbox Toolbar:**



**Accessing the Mailbox:** Click on the **Mail navigation icon**. 

**Checking for New Messages:** Click on the **Get Mail icon**.

**Creating a Message:**

Click on the **New button** or press N. Enter the email address(es) in the **To: field** or click on the **To: icon** to access the address book. Enter the subject and type the message. Click on the **Send icon**.



**Attaching a File:**

Create a new message. Click on the **Add Attachment button** located on the Mail toolbar. Locate and select the file. Click on the **Attach button**.

**Sending a BCC:** Select **Options** from the message menu. Click on **Bcc Field**. Click on the **Bcc: button** and enter the email address(es).

**Opening a Message:** **Single click** to view message in the reading pane. **Double click** to open message in a new window.

**Replying to the Message:** Click on the message, click the **Reply button**, type your reply. Click the **Send button**.

**Forwarding a Message:** Click on the message, click the **Forward button**. Enter the email address(es) in the To: field. Type the message. Click on the **Send button**.

**Deleting a Message:** Select the message then click on the **Delete button** or press the Delete key.

**Filing a Message:** Click and drag the message to the appropriate created folder located in the folder list.

**Flagging a Message:** The flag icon  is a yes/no indicator that denotes whether the message has been flagged. To turn the flag on or off, click once directly over the flag icon for the message.

Function	Keystroke
Go to Mail	gm
New Mail	nm
Go to Contacts	ga
Go to Calendar	gc
New Appointment	na
Print	p
Select in groups	Shift+click
Select multiples	Ctrl+click

**Address Books** 

**Viewing Contacts:** Click on the **Address book icon**.

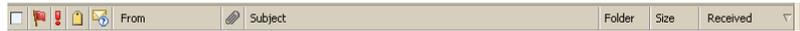
**Finding a Contact:** Click in the **Address Search field**. Enter the name of the person for whom you are looking. Select the Address Book. Click on the **Search button**.

**Creating a Contact Group List:** From the **New menu**, select **New Contact Group**. Type a name for the group. Select the Address book to save the group. Locate the contacts to be added to the group using the **Find field**. Click on the **Add button**.

**Deleting a Contact:** Select the contact and press the **Delete key** on the keyboard or click on the **Delete button**.

## Messages Other Tasks

**Organizing Messages:** Right click the message title line to select what columns to display. Click on the column title to sort by that column.



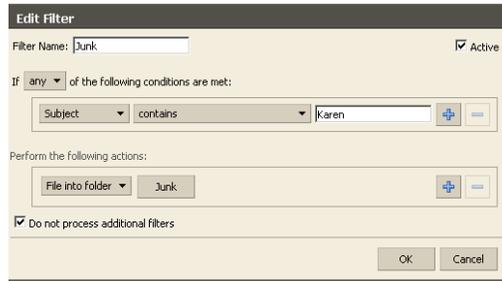
**Creating a Folder:** Click on the **New Folder** icon. Type a name and select a color for the folder. Click on the **OK** button.

**Viewing Messages by Conversation:** Select from the **View icon, Conversation**.

*The messages will group together displaying the last of the conversation message at the top of the list.*

**Creating a Filter:** Click on the **Preferences Tab**. Click on the **Mail Filter tab**.

Click on the  **New Filter** icon. Type a name for the filter. Using the **If any or all of following conditions drop down menu** select **any** or **all**. Select the **field to be queried using the drop down menu**. Select the comparison method and then type the condition. Select the action to be performed if the above conditions are met using the drop down menus.



*In this example, all messages that contain the name Karen will be placed into the Junk folder.*

Activate the filter by clicking on the **Active** checkbox.

### Preferences:

**Changing your password:** Click on the **Preferences Tab**. Click on the **General Tab**. Click on the **Change Password button**. Enter the old password. Enter the new password twice. Click on the **Change** button. Click on the **Save icon**.

**Updating your Signature line:** From the **Preferences Tab**, click on the **Signature Tab**. Enter a Name for the Signature. Type the signature information. Click on the **Save icon**.

### Creating a Quick Appointment:

Right click the calendar date, select **Create Appointment**.

Enter the appropriate information.

Click on the **OK** button.



## Calendars



**Viewing the Calendar:** Click the **Calendar Tab**.



**Calendar Toolbar:**



**Calendar Views:** Using the Calendar Toolbar click on the preferred view icon.

**Scheduling an Appointment:** Click on the  **New** icon or **Right click** the date.

Enter the necessary information. Click on the  **Save** icon.

**Scheduling a Recurring Appointment:** Create a new appointment, using the **Repeat drop down menu** select the appropriate repeat option Daily, Weekly, Monthly, Yearly. Based upon the repeat selection additional options will appear. Make the appropriate selections. Click on the  **Save** icon.

**Scheduling a Meeting:** Create a new appointment. In the **Attendees field**, type the names of the persons to be scheduled. Enter the necessary information. Click on the **Save icon**.

**Changing an Appointment:** Right click the appointment, select **Open** or Double click the appointment. Make the appropriate changes. Click on the **Save icon**.

**Canceling an Appointment:** Click on the appointment, press the **Delete** key or Right click and select **Cancel**. *A confirmation message will appear, click on the **Yes** button.* A message can be sent if others have been scheduled, update the message if desired. Click on the **Send** button.

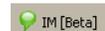
**Creating a Calendar:** From the **Calendar view**, click on the **New Calendar icon**. Type a calendar name, select a color. Click on the **OK** button.

**Sharing a Calendar:** Right click the calendar and select **Share Calendar**. Enter the email address of the person to receive the shared rights. Select the Role of **Viewer** or **Manager**. Select the message to be sent. Click on the **OK** button.

**Accepting a Shared Calendar:** Click on the message received. Click the **Accept Share** button. Click on the **Yes** button.

## Instant Messenger

Click on the **IM Tab**.



**Creating a New Buddy:** Click on the  **New Buddy** icon. Enter the person's email address. Type a name for the buddy. Click on the **OK** button.

*The person will need to accept you as a buddy before you can use the IM feature.*

**Starting an IM:** Double click the person located in the Buddy list. Type the message, then press the **Enter** key.

**Status List:** Change your status using the **Online** drop down menu.

*The buddy list will display the status of each person in the list.*



**Change Editor Mode:**



Click on the  **icon**. Change the font, size, color and style of the conversation text.

**Closing the Conversation:** Click on the  **icon**.