

Zimbra Web Client

URL: <https://zimbra.earlham.edu/>

To log in and out:

1. Enter your normal Earlham College user ID and Password (provided by Seminary Computing Services when you enrolled)
2. Your password displays as ***** on-screen, to protect your privacy.
3. To be remembered on this computer until the session expires or you log out, check **Remember me on this computer**.

If you check this, you will not have to log in every time you restart the browser during a day. When this is checked and you do not log out, your session remains active until the session expires. The system administrator configures how long a session is active. You should not check this if you are using a computer in a lab or in some other public space.

Note: If you leave your web client open in your browser but do not access your mailbox for a period of time, your session may time out and then you will need to log back in.

4. If you do not want the default client type, change the version displayed.
5. Click **Log In**.

To prevent others from logging in to your email account, you should always use the **Log Out** link to close your Zimbra session.

Most people who have been using email for any period of time will be able to navigate Zimbra's web mail client without doing much reading and learning. There are two areas that might cause some confusion and you might want to be sure to read those sections. They are the sections on "Conversations and messages" and the section on "Primary/Personas Accounts". The "Conversations and Messages" section will be especially useful to those who don't have experience with email with threading. The "Primary/Personas Accounts" section will be useful for those who want to have their email appear to have come from the @bethanyseminary.edu domain.

Zimbra has an extensive help system and much of what is in this document was taken directly or taken and modified. I would encourage you to use the help system if some function is not clear or if you need to do something and it isn't obvious what you need to do.

Changing your default client type for log in

Each time you log in, you can choose which web client version you want to use, either default Advanced, or Standard.

- **Default** is the client type configured in the Preferences, General tab. It can be either [Advanced] or [Standard].

- **Advanced Web Client** offers the full set of Ajax based web collaboration features. The advanced web client works with newer browsers and fast internet connections. Unless you experience performance problems, you should use this interface. It is the default if you don't take any action to change it.
- **Standard Web Client** is a good option when internet connections are slow or users prefer HTML-based messaging for navigating within their mailbox.

If your preferred client type is not the default, you can change it after you log in.

1. Click the **Preferences** tab.
2. Click the **General** folder and in the **Login Options** section select either **Advanced** or **Standard**.
3. Click **Save**.

The next time you log in, your selection will be the default.

If your session expires

The system is configured with a session time-out that automatically logs you out if your session is inactive for a configured period of time.

The system administrator sets a maximum session length, i.e., a maximum amount of time that you can be logged in, regardless of whether any activity occurs or not.

Therefore, you may periodically see the log in screen, even if you had already logged in.

If that happens, simply log in again and continue working.

Setting your general preferences

The General tab includes the following settings that you can change.

- **Theme** is the background color for your mailbox interface. In the General tab, Themes displays a list of different background color you can select.
- You can change the **Language** that displays in Zimbra Web Client to one you are more comfortable reading.
- **Default Timezone** determines the date and time for messages that you send or receive and the time to display for Calendar appointments. This can be different from your computer time zone configuration. If the time zone displayed on this tab is not correct, change it here.
- If **Change password** is displayed, you can change your password. If you have trouble changing your password, contact you administrator for the password rules. Contact your system administrator if you do not have this option and want to change your password.
- **Settings** check **Display check boxes to quickly select items in lists (requires refresh)** to display a checkbox for each item in the Content pane. When this is enabled, use the checkbox to select one or more items to perform the same action on, such as delete, move, mark as read/unread.

Customize your views

You can customize your account view by changing the background color displayed when you log on to your account, and organizing the Content pane in your mailbox view, calendar view, and task view to display information in the order you would like.

Changing background color

You have the option to change the background color of your mailbox from the Preferences, General Tab. In the Login Options section, the Theme field lists the themes you can select.

Changing Mail view

If you like the initial way your mail looks when you log in, then you can ignore the rest of this section.

By default your mailbox opens in the Inbox view. You can customize this view in any of the following ways:

- *Change the folder that is viewed when you first log on.* The default is the Inbox view, which shows all mail in your Inbox. You can select any mail folder to be the initial view when you log on. You may want to select a specific search criteria, such as unread messages. In this case, only your unread messages would be displayed when you log on. Examples for how to display only specific messages when you open your mailbox:
 - *To display only your unread messages* when you open your mailbox, type `:unread` in the Default Mail Search field.
 - *To display email messages that are tagged with specific tags*, type `tag:< tagname>` in the Default Mail Search field. For example, to display only messages marked with the `ToDo` tag, type `tag: ToDo`.
 - *To display messages that you sent to a specific folder via an email filter*, type `in:< foldername>` in the Default Mail Search field. For example, to display messages in the `Work` folder, type `in:work`.
 - *Use quotes if the folder or tag is more than one word.* For example `in:"Unread Email"`.
- The Reading Pane is the area that displays (previews) some portion of the email you have selected by single clicking the line with email name, subject etc. You can choose whether to have the Reading Pane on or off and whether you want the Reading Pane displayed at the bottom or on the right. These changes are made from the **“View”** link on the mail toolbar. With the Mail tab selected, the View link is the last link on the far right tabs under Mail.
- If your Reading Pane is off or at the bottom, you can select columns to display in the Content pane message list. You may not want to see all the possible details about an email message on the Content pane. Right-click on the column header to display a menu of the column headings. To remove a column from your Content pane view, click on the column name. This is a toggle, so to add the column back, click on the heading name again.

Changing Calendar view

Use of the calendar in Zimbra is entirely optional. It is a very nice calendar application which can be synchronized with various external devices such as the ipod, most smartphones and tablets. You can have multiple calendars (personal, work, or even one for particular activities).

You can change which view is displayed when Calendar is opened, Day, Work Week, 7-Day Week, Month, Schedule, or List view and you can select which day of the week you want your calendar week to start with.

Changing Task view

Use of the Task function is entirely optional.

You can select the columns to display in the Content pane when you view your Tasks. Right-click on the Tasks column header to display a menu of the column headings. To remove a column from the Content pane view, click on the column. This is a toggle, so to add the column back, click on the heading name again.

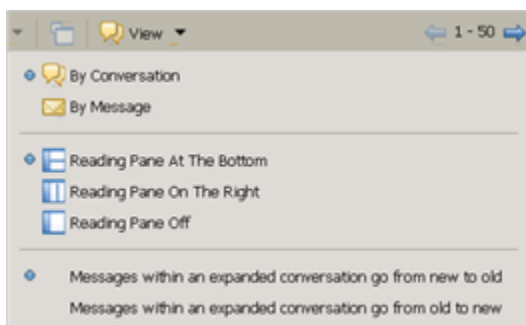
Conversations and Messages

By default, Zimbra will display your messages by conversation. The approach is similar to Gmail and many other web client based email, but is different from Earlham College's SquirrelMail, Thunderbird and many traditional email clients. Some people refer to the concept as threads. If you send someone an email and they respond back, then by default the email messages will be grouped under the header of the title of the first email in a single entry. If you have emailed several people and many had responded, all responses will be listed under a single entry reflecting the "conversation". All further responses from you or anyone else in the conversation will be listed under that single entry. When in the conversation mode, you will see the mail subject with a number in parentheses reflecting the number of emails making up that conversation. If there is a new email in the conversation that has not been read, the subject line will be in bold just like a single message that has not been read. Many people find this conversation method to be helpful in managing their email, if you don't like it, there is an easy way to revert to having your messages displayed by message only. Click on the View tab while in Mail mode. Check the "by Message" box and your messages will be in the more traditional format. You may change back and forth to whichever is handy at the time. Your last choice will be the one which is in effect. This is purely a display feature and your actual email is in no way affected by the choice you make.

Managing your email message view

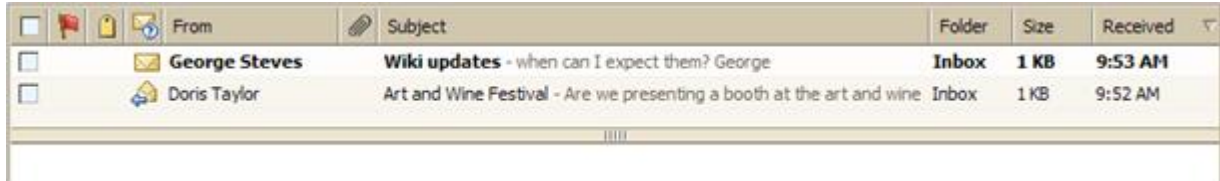
You can view your email messages as single messages or as conversations and you can view messages with the Reading Pane off, displayed at the bottom or displayed on the right.

To change how messages are grouped in your mailbox, on the toolbar, click **View** and select whether to view by conversation or by message and where you want the Reading Pane to display.



Message view


The traditional view displays a list of messages with the most recent message displayed first. Unread messages are shown in bold. The information displayed on the one line includes, flags, tags, from, attachment presence, subject, folder location, size of the message, including attachments, and the time the message was received.



	From	Subject	Folder	Size	Received
<input type="checkbox"/>	George Steves	Wiki updates - when can I expect them? George	Inbox	1 KB	9:53 AM
<input type="checkbox"/>	Doris Taylor	Art and Wine Festival - Are we presenting a booth at the art and wine	Inbox	1 KB	9:52 AM

Conversation view

Conversation view displays your messages grouped by subject. The number of messages in the conversation is displayed in parentheses after the subject. Each conversation consists of the original message and all replies. Conversations containing unread messages are shown in **bold**.



	From	Subject	Folder	Size	Received
<input type="checkbox"/>	George Steves	Wiki updates - when can I expect them? George			9:53 AM
<input type="checkbox"/>	Doris Taylor	Art and Wine Festival - Are we presenting a booth at the		(2)	9:52 AM
<input type="checkbox"/>	Mark Brown	No not this year. Yours, Mark Brown Ace Sales	Sent	800 B	10:23 AM
<input type="checkbox"/>	Doris Taylor	Are we presenting a booth at the art and wine festi	Inbox	1 KB	9:52 AM

Double-click the conversation to display the messages within the conversation. Click on a message to display its contents. In the View link you can choose to show the oldest message or to show the newest message first.

All messages related to the conversation are displayed, even if the messages are stored in other folders. The **Folder** column shows the folder where the message is stored.

Sorting messages in the Content pane

When viewing the contents of your mailbox with the Reading Pane at the bottom or off, you can sort your messages by From, Subject, Size or Received columns.

To sort by a particular column, click the column title. The column shows an arrow indicating whether the sort is in ascending order (up arrow) or descending order (down arrow).

You can sort by one column at a time.


Right-click menus

Right clicking on the following displays right-click menus:

- **Conversations.** You can mark conversations as read or unread, apply tags to conversations, delete conversations, or move conversations between folders.
- **Messages.** You can reply to or forward the message, edit the message as new, mark it as read or unread, apply tags to the message, delete the message, move it to another folder, print, show original header information, and create a new filter. The option to edit the message as new lets you resend a message without having to forward.
- **Names in message headers.** You can perform searches on the name, begin composing a new mail message addressed to that person, or add the person to your personal Contacts list. If the name is an existing contact, you can edit the contact entry.
- **Folders.** You can create a new folder, mark all items within the folder as read, delete or rename the folder, move the folder, expand all folders, or search. You cannot delete system folders (Inbox, Sent, Trash, Junk, Drafts).
- **Mail tab toolbar.** You can select which columns to display in the mail Content pane.

Using browsers

Some general guidelines when using the Zimbra Web Client within a browser:

- The browser's **Back** button takes you to the previous page you were viewing. You can also use the Forward button.
- To log off, click  **Log Off**. If you browse to a different site without logging out first, your session may remain active until it times out. If you share a computer, other users can access your account while the session is still active.
- Do not use the browser's Reload (Refresh) button. Doing so will download the client and start your session over, which is probably not what you meant to do.

When do I need to save my work?

Within Zimbra, the following rules apply:

- If you are in the middle of composing an email message, and you click another portion of the Zimbra screen, you are prompted to save your work. You can subsequently find the message in your **Drafts** folder.
- Reloading the Zimbra Web Client from the same browser window will continue your mail session, but you may lose any unsaved changes.

Setting your mail preferences

Once you have opened the Preferences tab on the top of the page, the Mail tab menu on the left includes the following preferences you can change. Below are some of the items available.

- **Check for new mail every x.** Select the polling interval, which is how often your computer checks for new email. The default is every 5 minutes. It is not good practice to change this to less than 5 minutes, as checking for email frequently causes a heavy load on the mail server and slows down the performance. If you are expecting an email, you can click **Get Mail** any time to receive new email immediately. If you select **Never**, you must click **Get Mail** on the toolbar to get new email.
- **When I click Get Mail.** This sets whether or not your mailbox view changes when you click Get Mail.
 - If **Run my default search** is selected, when you click **Get Mail**, the mail search described in the Default Mail Search field is run. If your default search is not the folder you are viewing, your view is automatically redirected to the default folder view. In most cases, this is your Inbox.
 - If **Update my current view** is selected, when you click **Get Mail** from a folder, the Get Mail request searches for updates to your current folder view and for other new mail. Your current folder view does not change.
 - If new mail is received to other folders, those folders are changed to bold and the number of unread messages is updated.
- **Message Preview options**
 - **Display snippets of email messages.** When on, the first line in the email is displayed when the cursor is over the subject of a message. When off, only the first few words of the message are displayed.
 - If **Double-click opens messages** in new window is enabled, when you double-click a message, it opens in a new window
- **When I read a message in the reading pane** sets the behavior for marking messages that are viewed from the Reading Pane as read or unread. You can configure to have messages marked as read immediately, marked as read after a defined number of seconds of viewing a message in the Reading Pane, or to always leave messages that are viewed in the Reading pane as unread.
- **When a message arrives.** When receiving a message you can set how you want to be notified: play a sound, flash the Mail tab, flash the browser title.
- **Forward a copy to.** Specify an address to forward your email to. You can have the original email deleted from your Zimbra mailbox.
- **Read Receipt.** Specify how to handle email messages you receive that are flagged to send a return read receipt message to the originator.

Primary/Personas Accounts

By default, the domain of the email address that appears on sent mail will be @earlham.edu. If you wish wish to have @bethanyseminary.edu, you will need to make changes to your email Primary Account. To do that, click on the Preferences tab on the top of the Zimbra application. On the menus on the left, click on Mail and then click on Accounts. Select the Primary Account Information. Change the From email address to your @bethanyseminary.edu account and save your changes.

Personas work in a similar fashion, but allow you to have multiple addresses that you might send email from. One example is if you were a secretary for a group and wanted to send out something that looked like it came from the group with the email address officeofsomething@earlham.edu, this is the place to do that. Of course, if anyone replied, it would go to the address listed in the persona, so if that address

does not exist the reply would not be delivered anywhere. While you can set this up to send email as someone else, or as your gmail account, there are many mail servers that look at header information as they are processing the email and may not accept the mail. The *yourname@bethanyseminary.edu* has been set up to be generally accepted.

How Conversations work

The conversation view displays your messages grouped by subject. Because all messages in a conversation have the same subject, the subject displays only once in the conversation view pane. All messages related to the conversation are displayed, even if they are stored in different folders.

Grouping messages into Conversations

You can read messages grouped together in context and ordered by date, including replies and forwarded messages. In order for a message to be grouped in a conversation, the subject of the message must be the same.

For example, the following subject lines would be considered part of the same conversation.

Who's in charge of the project?

Re: Who's in charge of the project?

Fwd: Who's in charge of the project?

However, if you change the title to "who's in charge of the project? - ask Mike," the message would not be included in the conversation. It would be part of a different conversation.

Conversations do not continue indefinitely. If the last message in the conversation is 30 days old or older, messages sent with the same subject begin a new conversation.

Conversations can span folders

If a conversation includes three mail messages, one of those messages could be in your **Inbox**, your reply (which is also part of the conversation) will most likely be in your **Sent** folder, and another message could be in a custom folder.

What this means:

- If you search for mail messages and one message is found that matches your search, but that message is in a conversation with several other messages that do not match your search, the entire conversation and all messages within it are listed under the search results. When you open the conversation, only messages that match your search criteria are highlighted.
- The same conversation may appear to exist in more than one folder. This can happen if the mail messages are in different folders, either because you moved them there, or you applied a filtering rule that put them there when they were received.

Because a conversation is a group of related messages, if you move a conversation from one folder to another, all messages within that conversation are also moved to that folder.

Moving email messages between folders

You can transfer email messages or entire conversations from one folder to another.

- Drag and drop the item over the desired folder in the left-hand pane
- Select the items, right-click, select Move. In the Move Message box, select a destination folder, and click **OK**.

If you are moving a few messages within a conversation, the conversation appears in both places. The Conversation Detail View window shows the new location of the message that was moved.

To read a message in the Conversation view

1. Double-click the conversation containing the message.
2. The Content pane changes to show the individual messages in the conversation. The **Fragment** column shows the first line of the message body. To open the message, click the line that contains the message you want to read.

If you have **Reading Pane** on, the message body appears in the Reading pane. Otherwise, double-click the message in the message list and it will open to fill the Content pane.

Viewing messages from the Reading Pane

Selecting the Reading pane view

The Reading Pane can display either at the bottom the Content pane or on the right of the Content pane.

1. Click **View** on the Mail toolbar
2. Select where to display the Reading Pane, either on the bottom or on the right. You can also turn off the Reading Pane.

Viewing messages in the Reading Pane

The Reading Pane is empty until you click on a message.

Adjust the size of the Reading Pane by placing your pointer on top of the line between the Content Pane and the Reading Pane. The pointer turns into an up-arrow/down-arrow. Click on this to and drag change the size of the Reading Pane area.

When you click a message in the list, the message text displays in the Reading Pane.

Marking messages as read from the Reading Pane

In the Preferences Mail tab, you can configure whether you want messages you view in the Reading Pane to be marked as read or not marked as read

- **Mark it read immediately.** As soon as you click a message in the Reading Pane it is marked as read.
- **Mark it read after "x" seconds.** The default is 5 seconds. If you click on a message and view it for 5 seconds, the message is marked as read.
- **Do not mark it read.** Messages you read in the Reading Pane are never marked as read.

Printing individual mail message

You can select one or more messages to print and you can select an entire conversation for printing.

To send a message to the printer:

1. Select the message, and click **Print**.

The selected message appears in a separate window, along with a standard print dialog.

When you select multiple messages they are printed as one printed message.

2. In the dialog, choose a printer and click **Print** to send the message to the selected printer.

- Do not use the browser's File>Print feature. The page will not be well-formatted, and your message may be difficult to read.

To change the font size before printing and then send the message to the printer:

1. Open the message to be printed and on the message toolbar, click **Print**. The message is displayed with the Print dialog.
2. Click **Cancel** on the Print dialog.
3. On the message print page, click the **Font size +** or **-** links in the left corner.
4. On the browser toolbar, click the **Print** icon.
5. In the Print dialog, choose a printer and click **OK**.
6. Close the message window.

Composing and sending email messages

You can compose and send your email messages as soon as you write them, or you can compose a draft and return to it later to finish and send.

The first step to composing a new message is to click  on the toolbar to open a blank compose page. You can also right-click the name in the **FROM** section of an email and select **New Email**, to open a blank compose page.

Depending on your [Mail preferences](#), either a Compose tab appears in the Application toolbar and the compose page opens or a separate compose window opens. You can have multiple Compose tabs open and you can move between the different tabs on the toolbar.


On the Compose page, type the email address of the person or persons to whom you are sending the message in the **To:** field.

- You can click **To** to look up a person's email address in order to search through your contacts .
- To add BCC addresses, click **Show BCC** next to the **Cc:** text field in the message header.

If you want a notification that the recipient of the message opened the message, click **Options** on the compose toolbar and select [Request Read Receipt](#).

You can attach files, including pictures, documents, spreadsheets, audio files to your message.

To compose a new mail message:

1. Click  from the toolbar. The compose page is displayed.
2. If you are not using the default identity, in the **Account** drop-down list, select the identity (also known as persona) to use.
3. Complete the address, subject line, and body text as needed.
 1. If you supply a first and last name that is not in the form of a valid Internet address (name@domain.com), a confirmation dialog appears advising you that the address does not appear to be valid. You can choose to send the mail anyway, even though it may not be deliverable.
4. If you want a return read receipt, click **Options** and select **Request Read Receipt**.
5. Enter the body of the message in the text box below **Subject**.

To check the spelling in the message, click **Spell Check**.

To add an attachment, click .

6. Add your signature. If you have different accounts set up, in the **Accounts** drop down box, select the email address to use for this email. If you have signatures style defined for the account, click **Signature** on the Compose toolbar to add that signature.
7. Click **Send** to send the message.

If you don't want to send the message immediately, click **Save Draft**. The message is saved in the **Drafts** folder.

Automatically add your signature

You can create different signatures.

To create a signature:

1. Open **Preferences** and select **Signatures**.
2. Click **Add Signature** and type the name for this signature in the **Signature Name** field.
3. Click **Format As HTML** to customize your signature if you want to create a signature style.

4. In the **Signature** text box, type the signature information exactly as you want it to appear in your messages. If you use HTML, you can select from fonts, size and color for text and add links and images to your signature. Images can either be downloaded or you can link to an image URL. Linking to an image URL.
5. In the **Using Signatures** section, select where the signature should be placed in your messages. Select **Above included messages** to add your signature at the end of the your composed, replied to, or forwarded text. Select **Below included** messages to add the signature at the end of the message.
6. Click **Save**.
7. To apply this signature to your account name, go to the **Accounts** tab, select the account persona name and in the **Signature** field, select the signature name from the drop down box.

Attaching files to your message

Email messages can include attachments. You can attach documents, spreadsheets, pictures, slide shows and other types of files from your computer and from your Briefcase.

- **Note:** Recipients of your mail message must have the appropriate software to open and read the file. For files created in commonly used packages such as Microsoft Office, other users on a typical desktop system will be able to open them. Common file formats such as text files, HTML files, and images such as .GIF or .JPG files can be opened in a variety of programs. However, it depends on what type of system the user is on.

To attach a file from your computer to a message, Click . The **Attach File(s)** dialog appears.

1. On the My Computer tab, click **Browse...** to locate the file.
2. Select the file and click **Open**. The file name appears in the first **Attach** field.
3. To attach another file, click **Browse...** again.
4. When all attachments are selected, click **Attach**. The files are added to the email message and listed under the subject.
5. When the message is ready to be sent, click **Send** to send the message and the attachments.

Adding Cc: and Bcc: recipients

The abbreviations Cc: and Bcc: stand for carbon copy and blind carbon copy, respectively.

- **Cc:** lets you send a copy of a message to someone who's interested, but is not the primary recipient. All Cc'ed recipients see the entire list of addressees when they read the message.
- **Bcc:** lets you send a copy of a mail message to someone without their address appearing in the copies of the message sent to other recipients

To enter Bcc: addresses for a new mail message:

1. In the compose window, select **Show BCC** .

2. Click the **To:**, **Cc:** or **Bcc:** button that appears next to the address fields to bring up the address selection dialog if desired. Otherwise, enter your addresses directly in to the desired fields.

You can send a mail message without any addresses in the **To:** field, as long as there is at least one address in either the **Cc:** or **Bcc:** fields.

Using Spell Check

You can check the spelling of your email before you send it out. Click **Spell Check** on the compose toolbar

If you want all messages spell checked automatically before they are sent, enable **Mandatory spell check before sending a message** on your Preference > Compose page.

Words that are unknown to the spell checker are highlighted.

1. Click **Spell Check**. Words that are not spelled correctly are highlighted.
2. Click on a highlighted word. A pop-up displays suggested corrections.
3. Select the correct word. The word is highlighted in another color.
4. To accept your changes and close the spell checker, click on **Resume editing**.

- Before you close the spell checker you can change a corrected word back to the original spelling. Click on the highlighted word and select the initial spelling from the top of the pop-up.


Adding words to your spell-check dictionary

You can add words to your spell-check dictionary.

1. Click **Spell Check**. Words that are not spelled correctly are highlighted.
2. Click on a highlighted word. A pop-up displays suggested corrections.
3. If the word is spelled correctly is highlighted, click on the word and click **Add**. The word is added to your dictionary.


You cannot remove words from your dictionary once they have been added.


Adding new contacts

You can add new contacts from the toolbar by clicking the arrow in the  button, or by right-clicking a name in a message header and choosing **Contacts**.

To create a contact, you can just add a name or you can add detailed information about your contacts, including multiple email addresses, phone numbers, mailing addresses and a picture.

To add a new contact

1. From the toolbar, click the arrow next to **New** and select **Contact**. The contact form opens.
2. Enter the contact name. Click  to add additional names such as the middle name or department name.

3. Enter other contact information and upload a photo of this contact. The image file must be accessible from your computer.
 - The  sign represents fields that can have more than one entry, and the entry can be identified with a specific label. For instance the phone number can be labeled as Mobile, Work, Home, or Fax.
 - The field labeled **Other** allows you to enter custom fields. Two custom fields are identified, Birthday and Anniversary. You can create additional custom fields.
 - Where "Birthday" is displayed, click the menu and select **Custom** to add a custom field.
 - Change "Custom" to a title for this field and enter the information in the **Enter text** box.
4. In **File As**, (on the right) select how you want the name to display in your address book. The default is to file the contact by last name, first name, but you can file by First, Last; or by Company.
5. In **Location**, (on the right) select the address book to store the name.
6. Click **Save**.

To add a new contact from an existing mail message:

1. Open the mail message, the header is displayed in gray, at top of message detail pane. You can add email addresses in the **From:**, **To:**, **Cc:**, and **Bcc:** fields.
2. Right-click the name to add to your contact list and choose **Add to Contacts**.
3. The contact form opens pre-populated with whatever information was available from the email header. Add additional information and check the pre-populated fields for correctness as well.
4. In **File As**, select how you want to file the name. The default is to file the contact by last name, first name.
5. In **Location**, select the address book to store the name.
6. Click **Save**.

You can also create group contact lists.

Working in Documents

There is a Documents tab and Briefcase tab. The Documents tab is somewhat like Gmail documents and the Briefcase tab is a way of storing files on your email, so you can have the file available from any computer you might log into. Rather than emailing yourself a copy and opening your email, you can use Briefcase or Documents. Both functions will be upgraded and changed in the next release of Zimbra.

They are both fully functional and work now, but since they are not central to email, I have not include any instruction on how to use them.


Quick-search

A quick shortcut to searching is to simply type in a name or word, without any keywords. For example, to find all mail containing the word " tim" anywhere in the subject line, to: from: cc: or bcc: lines, message body, or file attachment, you could simply type **tim** into the search box and click **Search**.


You can enter any value, such as a word, first name, last name, phone number, or domain name. For contacts in your address books, the field must be a whole word. For example, to search contacts by phone number you would have to enter the full phone number as it appears in the contact entry; you could not search just by the area code alone.

Before you can use the quick search feature, make sure that you have selected the type of item you want to search for. The drop-down arrow on the left of the search box allows you to select which type of items to search for. You can search for messages, personal contacts, personal and shared contacts, the Global Address List contacts , pages and documents in Documents, or for all types. When you search for more than one type, the icon displayed in the list lets you know which type of items is included.


To quick-search for contacts in your personal address book:

1. Click the search menu arrow, , choose **Personal Contacts**.
2. Enter a name or other contact data item in the Search text box.
3. Click **Search**, to execute the search.

To quick-search for contacts in the corporate directory:

1. Click the search menu arrow, , choose **Global address list (GAL)**.
2. Enter a name or other contact data item in the Search text box.
3. Click **Search**, to execute the search.

To quick search for email messages:

1. Click the search menu arrow, , choose **Email Messages**.
2. Enter a word, name or other mail-related data item in the Search text box.
3. Click **Search**, to execute the search.

Email Notification to Another Address

You can configure your mail options to be notified at another email address when you receive mail to your ZWC mailbox. This feature may be useful if you do not receive a lot of mail to your ZWC account, but when you do receive mail, it's important enough to require a timely response.

To set notification:

1. Click the **Preferences** tab.

2. Click the **Mail** folder.
3. In the Receiving Messages section, check **Send a notification message to** and enter the email address.
4. Click **Save**. The notification feature is enabled immediately.

About Zimlets

Zimlets are small programs created as a mechanism to integrate third-party information and content with the Zimbra Web Client features. Zimlets let you interact with different content types in your email messages.

- Click on the URL in a message to launch a browser window to go to that URL. Hover over the URL to see a preview of the site.
- Right-click on a phone number to make a call from your computer softphone, such as Skype or a Cisco VOIP phone.
- Right-click on a date within a message to see your calendar and to schedule a meeting without leaving the message.
- Right-click on a name, address, or phone number to update your address book.

Other Zimlets may be available in your Overview pane. You can manage which Zimlets are displayed in your account from the **Preferences>Zimlets** folder.

- If you do not see a Zimlets section in your Overview pane, your system administrator has disabled the Zimlets feature in your account.

