

## Webmail versus Zimbra: A command comparison

<i>In order to</i>	<i>In Webmail you had to:</i>	<i>In Zimbra you need to:</i>
Write an email	Click "Compose"	Click "New", or click the down arrow next to "New" and select "Message"
Enter email recipients	Fill in name@tcnj.edu in the appropriate field ("To", "CC", or "BCC")	Fill in name@tcnj.edu in the appropriate field. Note, to make the "BCC" Field show up, select it in the "Options" menu
Access your address book	Click the "Addresses" button	Click the "Address Book" tab
Add an attachment	Click the "Browse" button at the bottom of the screen, select the file to attach, and then click "Add"	Click the "Add Attachment" button at the top of the composition window, then click "Browse" To find your file to attach
Check your spelling	Click the "Check Spelling" button	Click the "Spell Check" button
Send your email	Click the "Send" button	Click the "Send" button
Sort messages in your mailbox by date, sender or subject	Click the small triangle or square symbol next to the column header	Click the column header itself
File a message	Select a folder from the drop-down box under "Move Selected To" and click "Move"	Select an email and click the "Move Selected Item" button in the tool bar. OR, simply drag the email to the left and drop it on the folder in which you wish to file it
Delete a read email	Click the "Delete" link near the top of the screen	Click the Trash icon in the tool bar
Reply to an email	Click the "Reply" or "Reply All" link in the upper right of the screen	Click the "Reply" button in the tool bar, or click the down arrow next to "Reply" and select an appropriate option
Forward an email	Click the "Forward" link in the upper right of the screen	Click the "Forward" button in the tool bar
Move between folders	Click the appropriate folder name in the list on the left	Click the appropriate folder name in the list on the left

Save an attached file	Click the link at the bottom of the email under the "Attachments" header	Click the "Download" link to the right of the name of the attachment
Print an email	Click the "Print" button of your web browser	Click the Printer icon in the tool bar
Add an address to your address book	Click the "Addresses" link at the top of the screen, fill out the appropriate information, and click the "Add Address" button	Click the "Address Book" tab, Click "New", Enter appropriate information, and click the "Save" button at the top of the screen
Add an address from an email to your address book	Not possible in Webmail	Right-click on the address you wish to save, and select "Add to contacts"
Create an email list	Not possible in Webmail	Click the down arrow on the "New" button and select "Contact Group", name your group, and enter contacts from your address list or from the global address list, on the right
Creating a new folder	Click the "Folders" link at the top of the screen, name the new folder, and click "Create"	Click the down arrow on the "New" button and select "Folder", Enter a name, and click "OK"
Renaming a folder	Click the "Folders" link at the top of the screen, select a folder from the drop-down list under Rename a Folder, click the "Rename" button, and enter a new name	Right-click on a folder in the main list, and select "Rename Folder"
Delete a folder	Click the "Folders" link at the top of the screen, select the folder from the drop-down list under Delete Folder, and click "Delete"	Right-click on a folder in the main list, and select "Delete"
Change how your name is displayed	Click the "Options" link at the top of the screen, then the "Personal Information" link, enter whatever is appropriate, and click "Submit" in the lower right corner	Click the "Options" tab, then select the "Mail Identities" tab, enter your name, and click "Save"

Add or change a signature file	Click the "Options" link at the top of the screen, then the "Personal Information" link, enter whatever is appropriate, and click "Submit" in the lower right corner	Click the "Options" tab, then select the "Mail Identities" tab, and the "Signature" Tab. Fill in your signature, and click "Save"
Add custom filters	No possible in Webmail: had to use the Sieve Filter manager located at <a href="http://mail.tcnj.edu">http://mail.tcnj.edu</a>	Click the "Options" tab, then select the "Mail Filters" tab. Click the "New Filter" button, enter all appropriate information, and click the "OK" button
Search for messages	Note: Webmail only allows you to search one folder at a time. Click the "Search" link at the top of the screen, select a folder from the drop-down list in which to search, enter search information and click "Search"	Note: Zimbra allows you to search ALL of your folders at once. Enter keywords in the "Find" box at the top of the screen and click the "Email Messages" button to the right. Note that you can search for messages or contacts.
Get more detailed Help	Click the "Help" link at the top of the screen	Click the "Help" button in the upper right of the screen, or visit <a href="http://www.tcnj.edu/~helpdesk/Zimbra.htm">http://www.tcnj.edu/~helpdesk/Zimbra.htm</a>