

The College of New Jersey

ZimbraTM

Collaboration Suite
User Guide

Part 8



Using Tags

Tags are your personal classification system for mail messages and contacts and are an aid to finding those items. For example, you might have one tag for **Immediate Turnaround** and another for **Medium Priority**. The mail messages that are tagged can be in different folders. You can search for a tag and all messages with that tag are displayed, no matter which folder they are in.

- You can create as many tags as you want.
- You can apply multiple tags to the same mail message and contacts.

Creating new tag definitions

You can access the **New Tag** feature in any of the following ways:

- From the toolbar, click the down arrow next to **New** and choose **Tag**.
- Select **Tag** from the toolbar.
- Right-click an item in **List** view and choose **Tag Conversation**.
- Right-click on **Tags** or a tag in the Overview pane and choose **New Tag**.

To tag an item using drag and drop:

Drag and drop the tag from the left-hand Overview pane onto the item on the Content pane.

To apply a tag to an item using menus:

1. Right-click the item from the Content pane.
2. Choose **Tag Message** (or **Tag Conversation** or **Tag Contact**).
3. Choose the tag name from the list that appears. Only tags not already applied to the selected item are listed.

To create a new tag and apply it to an item:

1. Right-click the item from the list and choose the **Tag** menu option that appears.
2. Choose **New Tag**.
3. Enter a name for the tag and click **OK**.

To remove a tag from an item:

1. Right-click the item from the list and choose the **Tag** menu option that appears.
2. Choose **Remove Tag**. If the item has multiple tags, you can choose to remove one or all tags.

To apply/remove a tag to multiple items at once:

1. Select all the items to be tagged using **Control-Click** or **Shift-Click**.
2. Right-click over any one of the selected items and choose the **Tag** menu option that appears.
3. Choose the tag to add or remove.

To find tagged messages quickly:

Click a tag in the Overview pane. All messages that are tagged are displayed in the Contents pane.

Flagging a message

The flag icon in the message list is a yes/ no indicator that denotes whether the mail message has been flagged. To turn the flag on or off, click once directly over the flag icon for the message or conversation.