

The College of New Jersey

ZimbraTM

Collaboration Suite
User Guide

Part 2



Setting Your Preferences

Your default user preferences are configured when your account is created. These options define how your **Mailbox**, **Address Book**, and **Calendar** applications work. You can also set up your **Mail Identities** and POP accounts and select a theme for your mailbox.

You can change the settings from the **Options** tab. If the option described here is not visible in your view, the preference is not available for your account.

You can set preferences in the following tabs.

General

- You can choose to automatically include the **Junk** folder and **Trash** folder in any searches. By default these folders will not be searched.
- To always show the search string in the **Search** text box, check **Always Show Search String**. When this is enabled, the search text box displays the search query that produced the list of items that display in the Content pane.
- Set which text editor you want as the default, either HTML or plain text.
- Set the default font settings to be used when using HTML to compose in **Mail**, **Documents** and **Calendar**. You can define the font style, size and color to use as your default style. Arial, 12 pt black is the default.
- If **Change password** is displayed, you can change your password from this tab. If you have trouble changing your password, contact the Help Desk for the password rules.
 - Contact your system administrator if you do not have this option and want to change your password.
- Select the **UI Theme** to define the background color for the **Mailbox** interface.

Mail

- Select how you want to group your email, by conversation or message. If you have the **Conversation** feature, **Conversation** is the default.
- Select how many items (messages or conversations) to display per page. The default is to display 25 items per page, but you can select 10, 50, or 100 items per page.
- The search defined in the **Initial mail search** field defines the search to execute when you log in. The default search is your Inbox. When you log in, the results of your Inbox display. You can change this field to have another folder, tag, or a **Saved Search** displayed when you first open the Web Client. See **Query Language Description** for the syntax.

- Polling interval is how often your computer checks for new email. The default is every 5 minutes. The minimum length of time is defined by the Help Desk.
- Set whether to show the Reading pane when viewing email. The default is to always show the Reading pane.
- By default, the **Save copies of messages to sent folder** is enabled. Copies of messages you send are saved to your Sent folder.
- Specify whether to reply to incoming email with a vacation message saying that you are out of the office, and what the message should say. This is also sometimes referred to as an out-of-the-office auto-reply.
- Enable and specify an address to send notifications that you have received new email.
- Specify an address to forward your email to. You can have the original email deleted from your mailbox.
- Specify whether to view email as HTML, for messages that have been formatted as HTML. Turning this off causes email to be displayed as plain text, showing the HTML tags themselves rather than applying them as markup.
- Configure **If I send a message that I then receive** to handle messages that you send that include your address as one of the recipients of the message, or that go an address such as a mailing list that includes you.
- **Always compose in new window** opens a new **Compose** window, separate from your mailbox, when you compose a message. You can view and navigate your mailbox while the Compose pane is open.

Mail Identities

You can create different **Mail Identities** to manage different roles in your job and personal life from one account.

Identity Options. Used to set up your **Mail Identity**.

Signature.

- Specify the placement of the signature in your email messages: either add the signature below all messages in the email, or have the signature added at the end of your composed, replied to, or forwarded text.
- Enter the signature that should appear on your email messages.
- Specify whether to automatically add a signature to all outgoing email messages. You can create a signature and not enable it. When you compose a message, an **Add Signature** button displays in the compose tool bar. When you click it, your signature is added to your message.

Advanced. The advanced tab is used to configure how you would like reply to and forward messages. The default style is defined in the **Default Identity** configuration. When you create new identities, you can use the same settings as the **Default Identity** or you can set different preferences.



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- Select the **Reply/ Forward** format to use to compose the message. Choose either to compose using the same format as the original received message, using plain text, or using HTML.
 - Specify whether to prefix each line with > or | for the previous email messages that are forwarded or replied to, if you chose to quote original text.
 - Select whether to include the original text in the body of your reply message. You can choose to include original text, not include the text, include the text as an attachment, include the text in the body with a prefix that you choose, or include only the most recent message. (In other words, it will quote only what was written by the person who sent the message, and not previous text.)
 - Specify how to include the original text of a message when you forward a message, in the body of the message, in the body with a prefix, or as an attachment.

POP Accounts

Instead of logging in to each of your POP email accounts, you can check your POP accounts for email messages directly from the Web Client. When you set this up, you can organize where the messages will be saved and create a **Mail Identify** to be used when you reply to or forward a message received from the POP account.

Mail Filters

Use this tab to define your mail filtering rules.

Address Book

- Enable the feature to automatically add addresses to your **Address Book** when you send email. If this is enabled, addresses are saved to your **Email Contacts** folder.
- Enable to use the **Global Address List** when auto completing addresses.
- Select whether you would prefer to view **Contacts** as a list or as business cards.
- Select the number of **Contacts** to display per page. The default is 25.
- Import contacts to your **Contacts** list. The file to import must be in a comma-delimited format (.csv).
- Export your **Contacts** list. The file exports in a comma-delimited format (.csv).

Calendar

- Select how you would like to view your **Calendar**. The default is by work week.
- Specify which day of the week should be the first day of the week in your calendar.
- If you travel between time zones, you may want to select to show the time zone list in the appointment view.
- If you create many appointments without attendees, check **Use the QuickAdd** dialog.

- A mini-calendar is displayed in **Calendar**. You can enable mini-calendar to be visible from any view.
- Set the number of minutes before an appointment to be reminded. The default is five minutes.

Shortcuts


Keyboard shortcuts let you use the application without going to the mouse. A large number of shortcuts is available. You can also create custom shortcuts by assigning numeric aliases to folders, tags, and **Saved Searches**.

- The **Shortcut** list shows all the existing keyboard shortcuts.
- The **Mail Folder Shortcuts** tab is used to create a shortcut to quickly go to your email folders and to move a message to that folder. You select the folder and assign a number to it. For example, if you assign **3** to the Inbox folder: From anywhere in your mailbox, typing **v3** will move you to the Inbox. Selecting an item and typing **3**, will move the item to the Inbox.
- The **Saved Search Shortcuts** tab is used to create shortcuts to quickly access **Saved Searches**. You select a **Saved Search** and assign a number to it. For example, if you assign **3** to your favorite search, then from anywhere in your mailbox, you can type **s3** to quickly run that search.
- The **Tag Shortcuts** tab is used to create shortcuts to quickly access all items with a specific tag or apply a tag to a message or contact. You select a tag and assign a number to it. For example, a tag called **Followup** is assigned 3. From anywhere in your mailbox, you can type **y3** to see all items marked with **Followup**. Select an item and type **t3** to tag that item with **Followup**.

You can assign any number, but it cannot be repeated within a shortcut tab.

Restoring default options

On each of the **Options** tabs except for the **Filter Rules** section, the **Restore Defaults** button resets any changes you have made to your user preferences, to the default system settings that were in effect when you first logged in to your new account. You must click **Save** in order to commit these changes.

 This reset feature does not affect changes to passwords.

Mailbox quotas

In order to keep disk and resource usage to a manageable level, the Help Desk may enforce quotas to limit the amount of disk space your mailbox can consume.

The display banner under your name in Web Client shows a bar showing how much of your quota you have used.

If you are over quota, the following things may happen:

- You receive a notification.
- Your email interface may display a notification when you log in.



- Email sent to you may be returned (bounced), along with a notification that your mailbox is full.

To reduce the size of your mailbox, you can do the following:

- Delete old messages that are no longer needed.
- Look for messages with large file attachments and delete those. Save the file attachments locally if you want to preserve them.
- Empty the Trash folder.

The Web Client also supports automatic purging of messages that are over a certain number of days old. Your email administrator sets the policy for when messages are purged, how old they have to be, and which folders are purged.


Subscribing to a RSS/ATOM feed

You can subscribe to Web sites that provide your favorite RSS (Really Simple Syndication) and podcast feeds to send updated information directly to your mailbox.

You create a folder for each RSS feed.

To subscribe to a RSS/Atom feed:

 Before proceeding, find out the URL for the RSS.

1. From the toolbar, click the arrow on the **New** button ( **New** ▼) and select **Folder**, or right-click in the Overview pane in the folders list and select **New Folder**. A **Create New Folder** dialog opens.
2. Type the folder name and check **Subscribe to RSS/ ATOM feed**. The **URL** field displays.
3. Enter the RSS URL from the web site to the **URL** field.
4. Click **OK**.

The folder is created in your Overview pane. Open the folder to access the link. To update the content, right-click and select **Reload** in the folder.