

The College of New Jersey

ZimbraTM

Collaboration Suite
User Guide

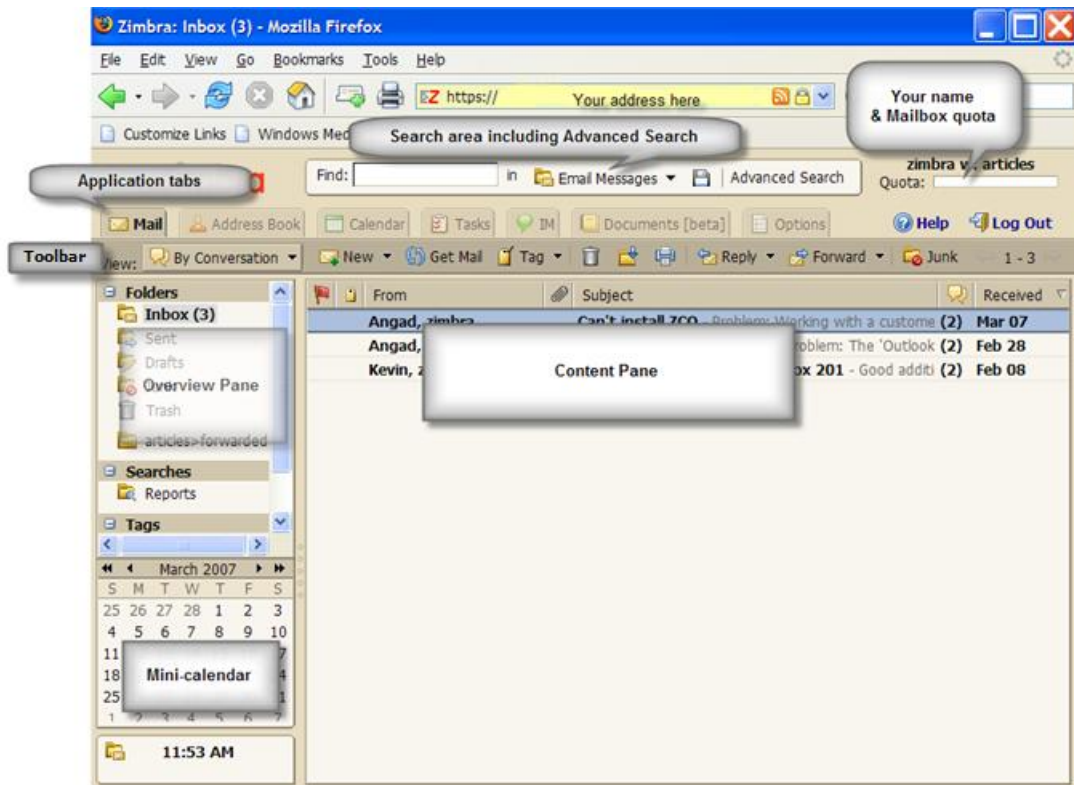
The College of New Jersey

Part 3



Using the Web Client

When you log into the advanced Web Client you see a full window view similar to the one shown below. The view changes with the different application that you are using. This view is the **Mail** view.



Description of the Web Client page

Search area. You can enter a word in the search field to do a **Quick Search** of the **Inbox**, and you can click **Advanced Search** to create a query to search for specific types of information such as dates, types of attachment, tags, etc. You can also save a search query to quickly perform the same search again.

Your name and quota. The user name you used to log in and your mailbox quota are displayed in this area.

Application tabs. The applications that you can access are listed in the tabs at the top. Click on the tab to open the application. On the right of the tabs are **Help** and **Log Out** links.

Toolbar. Shows actions available for the application you are currently using. In this example, the Mail application toolbar is displayed.


Content pane. The content of this area changes depending on which application is in use. All messages or conversations in your Inbox are displayed in the Inbox view.

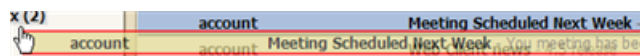
Overview pane. Displays folders necessary for the application you are using. When you are in the Mail application, the Overview pane displays system folders (**Inbox**, **Sent**, **Drafts**, **Junk**, and **Trash**), as well as any custom folders you created, searches you saved, tags you created, and **Zimlet** links that may have been created within your mailbox.

Mini-calendar can be displayed below the Overview pane. Displaying the mini-calendar is optional and can be enabled from the **Options>Calendar** tab.

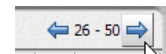
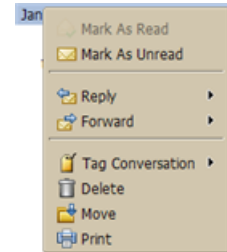
User interface features and shortcuts

The web client interface includes many convenient features.

- **Down-arrow menus.**  Some command buttons have a small down-arrow icon next to them. Clicking on the button performs one action, and clicking on the down-arrow icon displays additional menu choices.
- **Drag and drop.** Click on and drag a message or conversation onto a folder to quickly move it from one folder to another. Drag and drop can also be used in Address Book and Calendar.



- **Right-click menus.** Many sections of the interface have pop-up menus that appear when you click your right mouse button. The exact menu choices that appear depend on the type of item you choose.
 - **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, 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.
 - **Names in message headers.** You can perform searches on the name, begin composing a new email 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.
- **Paging.** In the toolbar, the left and right arrows show that there are additional pages to view. Use the left and right arrows to page back and forth. The numbers represent the sequence of messages on that page.



Using email system folders

The system folders are **Inbox**, **Sent**, **Drafts**, **Junk**, and **Trash**. You cannot move, rename, or delete these folders. System folders are always displayed at the top of your folder list, followed by any folders you create.



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- **Inbox.** New email arrives in your Inbox. By default, your Inbox is displayed after you log in.
 - **Sent.** A copy of each message you send is saved in the Sent folder.
 - **Drafts.** Messages you have composed but have not sent can be saved in the Drafts folder. If you open a message in the Drafts folder, it opens in the Compose view.
 - **Junk.** Messages that the spam filter identifies as possibly being junk are placed in your Junk folder. You can review these messages and either move them or delete them. If you don't delete them, they will be purged after the period of time specified by the Help Desk.
 - **Trash.** Deleted items are placed in the Trash folder and remain there until you manually empty the trash or until the folder is purged automatically.

Saving your work

It is not always possible for the Web Client to detect when you have done something that you might want to save.

Within Zimbra, the following rules apply:

- If you are in the middle of composing an email message, and you click another portion of the window, you are prompted to save your work. You can subsequently find the message in your **Drafts** folder.
- If you use the browser's **Back** button (as opposed to the Web Client's **Close** button), or you use that same browser window to navigate to a different site, you will not be prompted to save your work.
- Reloading the Web Client from the same browser window will restart your session, causing you to lose any unsaved changes.

Keyboard shortcuts

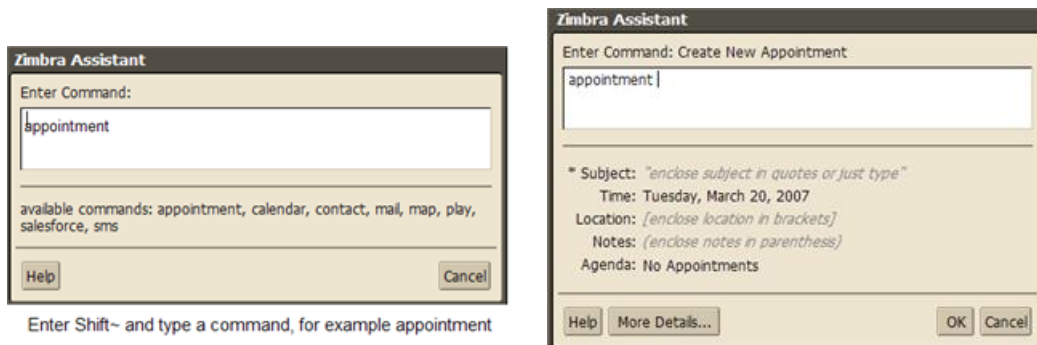
Shortcut keys can be used to navigate in the Web Client. To see a list of shortcut keys, go to the **Options>Shortcut** tab and select **Shortcut List**.

Using Zimbra Assistant for quick access

Zimbra Assistant is an advanced user feature that provides a quick way to interact with the Web Client using the keyboard to do the following tasks:

- Create new appointments
- Go to a specific date in your calendar
- Create new contacts
- Send a new email message without switching context from what you are currently doing

You can open **Zimbra Assistant** using a keyboard shortcut. This will work in any Web Client view except **Options**. The keyboard shortcut to open **Zimbra Assistant** is **Shift + ~** (tilde).

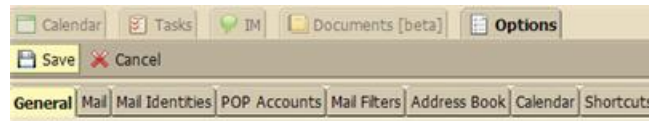


The **Zimbra Assistant** dialog offers detailed help. Below are the general steps for using **Zimbra Assistant**.

1. From within the Web Client, enter a tilde (~). The **Zimbra Assistant** dialog displays.
2. Enter one of the following commands
 - To create an appointment, type **appointment**. You can then enter a subject in closed quotation marks, and the time, day of week, and date of the appointment. Optionally, type the location in brackets and any notes for the appointment in parentheses. (If you do not use brackets or parentheses, the location and notes will appear in the subject line.) Click **OK**.
 - If you want more advanced appointment features, click **More Details** to go to the **Calendar Appointment** page.
 - To go to a specific date in your calendar, type **calendar** and the date, or the day of the week. Click **OK**.
 - After the date you can enter the calendar view you prefer: Day, Work Week, Week, or Month view. The **Calendar** then opens in that view.
 - To create a new contact, type **contact** and enter the contact name, email address, etc. Click **OK**.
 - If you want to open the **Contacts** detail form, click **More Details**. On this form you can specify which address book to add the contact name.
 - To send an email without opening the compose windows, type **mail**. Enter the subject in quotes; type **to:name@address** and then type the **body of the message**. Click **OK**.

Setting your preferences

Your default user preferences are configured when your account is created. These options define how your mailbox, address books, and calendar applications work. You change these settings from the **Options** tab. When you open **Options**, a series of sub-tabs are displayed. You can change any of the items listed under the sub-tabs.



Option Tabs Used to Change Your Mailbox Preferences

The **Options** tab is described in **Setting your Preferences** section on page **Error! Bookmark not defined.**. The following preferences are described here because these are frequently customized.

[Setting up your Mail Identity](#)

A **Mail Identity** is the name and email address used in your email correspondence. Having multiple mail identities can help you manage different roles in your job and personal life from one email account. If you set up your email account to retrieve email from your other POP accounts, you can set up mail identities to make sure that reply email is sent to the correct address.

Each **Mail Identity** has a Reply-to name and email address. You can also set up your Web Client to use a specific identity when replying to a message sent to one of your email addresses or when replying to a message in a named folder.

[New mail notifications](#)

You can configure your mailbox to notify you at another email address when you receive email in your Inbox. This feature may be useful if you do not receive a lot of email to your account, but when you do receive email it is important enough to require a timely response.

To set notification:

1. Click **Options** and then click **Mail**.
2. Scroll down and check **Enable address for new mail notifications**.
3. Enter the address where the notification should be sent.
4. Click **Save**. The notification feature is enabled immediately.

[Setting a forwarding address](#)

You can identify an email address to forward your messages. You can then choose to retain the message in your mailbox or automatically delete the message when forwarded.

To set a forwarding address:

1. Click **Options** and then **Mail**.
2. Scroll down and add the complete forwarding address in the **Address to forward mail to** field.
3. If you do not want a copy of the message left in your mailbox, check **Don't keep a local copy of message**.

Address to forward mail to:

Don't keep a local copy of messages:

Creating an Away Message

This feature is also known as an Out-of-Office or Auto-Reply message. You can set an **Away Message** that automatically replies to people who send you messages when you are out of the office for an extended period of time. The message is sent to each recipient only once, regardless of how many messages that person sends you during your designated away period.

To set a vacation message:

1. Click **Options** and then click **Mail**.
2. Check **Away message Enabled**.
3. In the **Away message** field, enter the away message to be sent, such as: "I am currently out of the office and am checking voice mail but not email. I will return on August 1, 2006."
4. Click **Save**. The away message feature is enabled immediately.


Remember to turn off your **Away Message** when you return.

Customizing your initial view

By default, your mailbox opens with the Inbox view. All messages in your Inbox are displayed in the Content pane. You can change the initial view to be any of the folders, searches, or tags in your Overview pane. You may want to open only your unread messages, or all messages that are marked with a specific tag, or a specific folder. You can customize your initial view from the **Options>Mail>Initial mail search** field.

Examples of what you might put in the **Initial mail search** field:

- To see only unread messages, type **is:unread**.
- To see email with a specific tag, type **tag:** followed by a tag name, for example **tag:ToDo**.
- To see email in a folder other than your **Inbox**, enter **in:** followed by a folder name, for example **in:Work**.

 Use quotes if the folder or tag is more than one word. For example **in:'Unread Email'**.

Accessing Help

You can access the **Help** for information while working within the Web Client. **Help** is located on the upper right side of the Web Client, next to **Log Out**.