

Zimbra Web Client Quick Start Guide

Zimbra combines email, calendar and address book tools in an integrated system. For the **Web Client**, this is all found at one address and under one login. The **Web Client** is designed to work within an internet browser. Mozilla Firefox is the recommended browser on both Mac's and PC's.

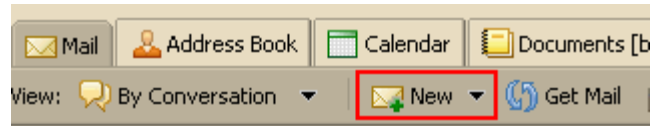
The web address for Zimbra is <https://zimbra.scoe.org>

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

- Do not use the browser's **Back** button. This will take you out of the Web Client.
- To log out, click **Log Off**. If you browse to a different site without logging out first, your session may remain active.
- Do not use the browser's **Reload** or **Refresh** buttons. Doing so will start your session over.

Composing a new message

1. Click **New** on the toolbar. The Compose page is displayed.
2. Complete the address, **Subject** line, and body text as needed
3. To check the spelling in the message, click **Spell Check**.
4. To add an attachment, click **Add Attachment**.
5. If you have a signature defined, but not enabled, click to **Add Signature**.
6. Click **Send** to send the message.



Attaching files to your message

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

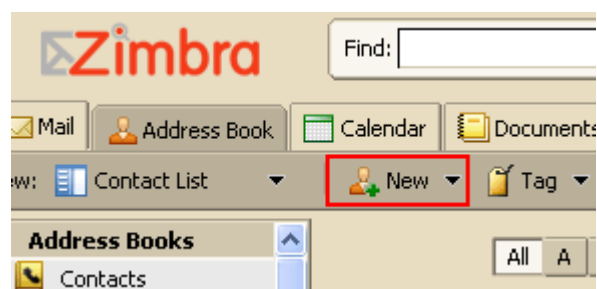
1. Click **Add Attachment**. An **Attach** field appears under the subject line.
2. Click **Browse** to locate the file.
3. Select the file and click **Open**.

Repeat the steps above to attach additional files



To add a new Contact:

1. From the toolbar, click the arrow to the right of the **New** button and select **New Contact**. The **New Contact** form opens.
2. Enter contact information, including first and last name, email address, job title, company information, birthday and notes.
3. In **File As**, select how you want to file the name. The default is to file the contact by last name, first name.
4. In **Address Book** select one of your personal address books to save the name to.
5. Click **Save**.



Scheduling a single appointment

You can schedule an appointment for yourself, or you can schedule a meeting and invite attendees.

1. From the toolbar click the arrow on and select **Appointment**.
2. Enter the **Subject**. The subject is required. The subject becomes the description in the calendar.
3. Enter a location.
4. Set the meeting date and time. Enter the **Start** date or click the down arrow to display a calendar and pick a date. Select the **End** date.
5. If you have multiple calendars, use the **Calendar** drop-down menu to select which calendar is setting up the event.
6. Enter the names of the attendees.
7. Use the **Text** field to add additional information to include in the appointment. To add attachments, click **Add Attachment** on the toolbar.
8. Click **Save**. An email invitation is sent to all attendees and the appointment is displayed in their calendars.

Viewing free/busy times

When you schedule meetings, you can view attendees, locations, and resource schedules as you set up the meeting in the **Schedule** tab. The free/busy information shows whether the attendee is busy, out of office, tentative, or free.

Responding to a meeting invitation

When you receive an email notification for a meeting, the meeting is added to your calendar and marked **New**. You can quickly respond to the invitation either from the email Inbox or from the Calendar pane.

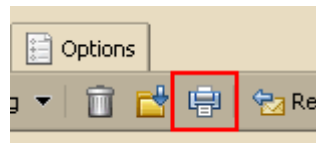
1. Open the message that contains the meeting request or right-click the appointment in the Calendar list.
2. To respond to the meeting invitation, click the appropriate action. If the meeting is a recurring meeting, you have the option to select **Instance** or **Series** to respond to.
3. Click **Accept**, **Tentative**, or **Decline**. A reply is automatically sent.

Using Quick Search

1. Make sure that you have selected the type of item you want to search for.
2. The drop-down arrow on the left of the search box allows you to select messages, personal contacts, personal and shared contacts, the **Global Address List** contacts, 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.
3. Simply type in a name or word.
4. Click **Search**.

Printing an Email Message

To print an email message single-click on the message and then click the **Print** icon next to the **Move** icon on the toolbar. Your message will pop-up in a separate window. Do NOT use your web browser's Print command which will result in printing the entire browser window.



For more help, please see <http://www.scoe.org/helpdesk> or email helpdesk@scoe.org for assistance.