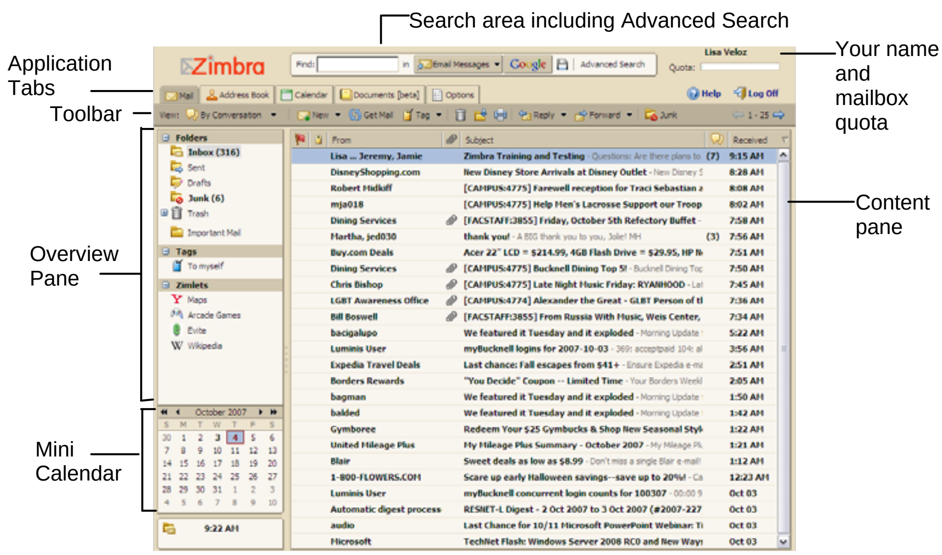
Zimbra Web
Quick Reference Card

Bucknell Information Services and Resources

The Zimbra Web Screen



The Application Tabs

Mail

Contains mail-related folders, like your Inbox, Sent Items. Use this application to perform all email related tasks

Address Book

Enables you to create your address book of contacts.

Calendar

View your calendar, share calendars, and create new calendars and appointments.

Options

Modify your preferences.

Help

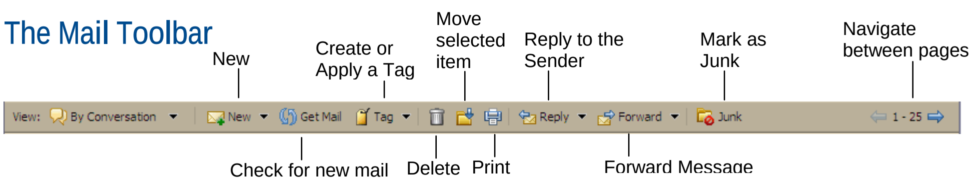
Access Help on using the Mail, Calendaring and Address Book applications.

Log Off

Log off of the system.

Mail: Basic Tasks

The Mail Toolbar



- To Access the Inbox: Click the Inbox in the Navigation pane.
- To Check for New Messages: Click the Get Mail button on the Mail toolbar, or press <i>.
- Message Indicators:
  - File is attached to the message.
  - A flag has been applied to the message
  - A tag has been applied to the message
- To Open a Message: Open the Inbox and double click the message you want to read.
- To Reply to the Message Sender: Click the message, click the Reply button, type your reply, and click the Send button or press <Alt> + <S>.
- To Reply to All Message Recipients: Click the message, click the button list arrow and click the Reply to All list item, type your reply, and click the Send button or press <Alt> + <S>.
- To Forward a Message: Click the message, click the Forward button, enter the e-mail address(es) in the To: box, enter additional comments in the text box, and click the Send button or press <Alt> + <S>.
- To Delete a Message: Select the message and press the <Delete> key on your keyboard or the Trash button.
- To Open an Attachment: Double-click the attachment at the top of the message screen.
- To Create a Message:
  1. Click the New button or press <c>.
  2. Enter the e-mail address(es) in the To: box, or click the To button to use the address book.
  3. Enter the e-mail address(es) in the Cc: box, or click the Cc: button and enter the e-mail address(es) for whom you want to send a copy of the message.
  4. Enter the subject of the message in the Subject box.
  5. Enter the text of your message in the text box.
  6. Click the Send button or press <Alt> + <S>.
- To Attach a File: Create a new message, click the Add Attachment button on the Mail toolbar in the Message window, select the Browse button and then select the file you want to send, and click Open.
- To Send a Blind Carbon Copy (Bcc): Select Options → Show Bcc Field from the menu. Enter the e-mail address(es) in the Bcc: box, or click the Bcc: button and select the e-mail address(es) for whom you want to send a blind copy of the message.

Keyboard Shortcuts

Save	<Alt> + <k>
Print	<p>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Check Spelling	<Alt> + <x>
Check for Mail	<i>
Add an attachment	<Alt> + <q>
Reply	<r>
Reply to All	<a>
Go to Mail	<g> + <m>
Go to Contacts	<g> + <a>
Go to Calendar	<g> + <c>
Go to Options	<g> + <o>
New Message	<n> + <m> or <c>
New Appointment	<n> + <a>
New Contact	<n> + <c>
New Calendar	<n> + <l>
New Folder	<n> + <f>

For more Keyboard Shortcuts select Options and see the Shortcuts tab.

Messages: Other Tasks

- To Flag a Message: Click in the Flag column of the message in the list of messages..
- To Clear a Flagged Message: Click on the flag in the flag column of the message in the message list.
- To Save a Message as a Draft: Click the Save Draft Save Draft button from the Mail toolbar. The message appears in the Drafts folder.
- To Create a Signature: Select Options from the Application toolbar, click the Mail Identities tab, and click the Signatures tab. Enter your signature in the Mail Signature box and click the Save Save button.
- To Change a Message's Format: Click the Options Options list arrow on the Message toolbar in the Message window and choose Format As Plain Text Format as Plain Text list item to change the format of the message.
- To Create a Mail Filter:
  1. Make sure that you're in the Inbox.
  2. Select Options from the Application toolbar, click the Mail Filters tab, and click the New Filter New Filter button.
  3. Enter a Name for the Filter.
  4. Specify the criteria.
  5. Specify the actions.
  7. Click Ok to complete your filter.
- To View Linked Text in a message: Hover your mouse over a linked date or date related word to view your calendar for that day. Hover your mouse over a linked address to view a Yahoo map to that address.

Address Book/Contacts

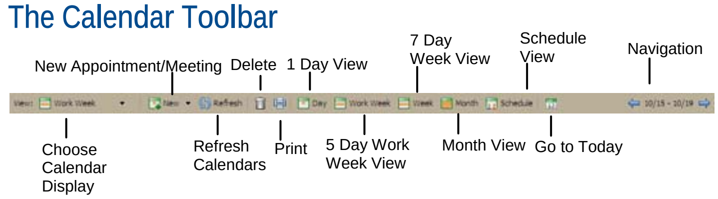
- To View Your Address Book: Click the Address Book Address Book tab on the Application toolbar.
- To Create a New Contact: Click the New New button.
- To Edit a Contact: Double-click the contact.
- To Find a Contact: Use the Find: Find bar at the top of the window, type who or what you're looking for and where to search, and click Personal Contacts. To do an Advanced Search click the Advanced Search Advanced Search button. To Save your search click the Save button.
- To Delete a Contact: Select the contact and press the <Delete> key.
- To Change Views: Select Contact List Contact List list arrow and select the desired view from the menu
- To Create a Contact Group: Click the New New button list arrow and click Contact Group Contact Group list item. Enter the Group Name and enter each email address to be included on a separate line. Use the Add Members to Group Find tool to search. Click the Save Save button to save the group.
- To Delete a Contact Group: Select Address Book from the Application toolbar. Select the group and click the Delete button.
- To Create and Share a Contact List: Click the Address Book tab, click the New New button list arrow and select Contact Group Contact Group, Enter the Group Name and enter each email address to be included on a separate line or use the Add Members to Group from the Global Address List. Click the Save Save button to save the group. Right-click on the Contact Group and select Properties, click the Sharing Tab, click the Add... Add button, search the Global Address List for the person you want to share your calendar with and double-click their name. Select their name from the list and choose either Reviewer(Read) or Delegate (Manage) and click OK.

General Functions

- To Change the color/style of your account: Select Options → General and select the desired theme in the UI Theme drop down list.
- To Move an Item to a Different Folder: Select the item, click the Move selected item button and select the destination folder and click Ok or New to create a new folder.
  Or…
  Click and drag the item to the destination folder.
- To change your Personal options: Select Options from the Application toolbar.
- To view your quota: Hover your mouse over the Quota graphic in the upper left corner.
- To quickly view appointments on a day: Hover your mouse over the day on the mini calendar.
- To quickly add an appointment from an email: Drag the email message onto the specific date you would like the appointment.

Calendar

The Calendar Toolbar



- To Change Views: Click one of the Calendar View buttons on the toolbar.
- To Schedule an Appointment: Click the New New button or press <n> + <a>. Select appointment options and click the Save Save button.
- To Schedule a Recurring Appointment: In the Time area, select the Repeat drop down and select the desired option.
- To Invite Guests to a Meeting: Create a new appointment and select the Find Attendees Find Attendees tab, search your contacts or the Global Address Book, select the name of the person and click the Add Add button. Find Resources and Find Locations can be used to locate resources and locations to include in meetings.
- To Schedule an All Day Event: Select the All day event All Day Event box in the Time section of the Appointment Details tab.
- To Reschedule an Item: Double-click the meeting, appointment, or event, make your changes and click the Save and Close button. The appointment can also be clicked and dragged to the new time.
- To Create a New Calendar: Click the New New button list arrow and click the Calendar New Calendar list item. This option allows you to create multiple calendars in Zimbra Web. For example, you could create a Personal Calendar in addition to your work or school calendar. You can decide on a color for the calendar and if should be included in your free/busy times.
- To Share your Calendar: To share your calendar with other users, right-click (Windows) or Control-click (Mac) on the calendar name in your list of calendars and select Share Calendar. In the properties box enter the email address that is permitted to access your calendar. Select Viewer or Manager from role section and click OK.
- To View Calendars: Click the box next to the person/resource or location name in the navigation pane.