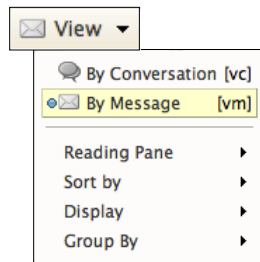




Zimbra: Mail & Filter Basics

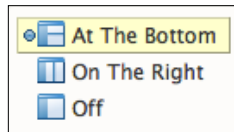
View Options

1. From Mail Tab: click “View” on right side of page.
2. Choose to see emails by message or sorted together by conversation.



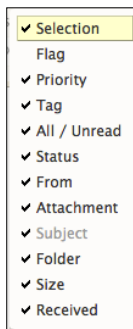
Reading Pane

1. From “View” pull down menu, select “Reading Pane”.
2. Choose where message body will appear.



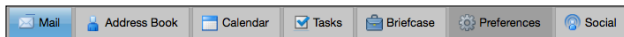
Display: (Under View)

1. Choose items you would like displayed for all messages, or omitted to save space.

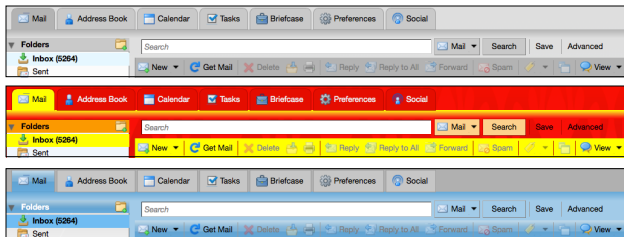
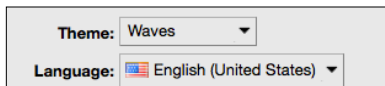


Color Theme:

1. Click “Preferences” tab and “General” in left sidebar.



2. Choose a new “Theme” from the pull down menu.



3. Click “Save” to apply changes. (Top left corner)

Other Settings: Preferences > General:

1. Set how many messages to collect when scrolling.
2. Uncheck “Display names in place of email addresses” to reveal email addresses and identify potential phishing attempts or spam.

Changing Folder Colors in Sidebar

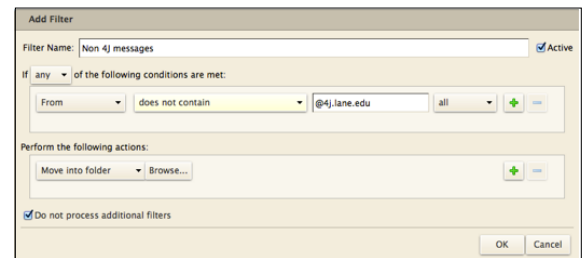
1. Hold the “Control” key on your keyboard and click on any folder. Choose “Edit Properties” and select color.

Signatures

1. Click Preferences: Signatures Tab to see current email signature sent with all new messages.
2. Edit and click “Save” in top left corner of page.
3. Click “New signature” to create a second signature.
 - a. You can create a second signature to send with reply messages. Add a short phrase to save time when replying (perhaps only your name).

Filter Basics: Creating a filter

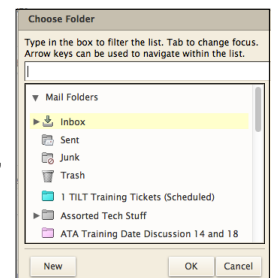
Filters allow you to have messages that fit certain criteria sorted into folders, tagged or removed. It is important to sort items into folders to review before being automatically deleted to ensure important messages are not accidentally lost.



1. Preferences: Filters: “Create Filter”
2. Select criteria to search for:
 - a. From, To, Size, Date, Body, Attachment...
3. Select which action to perform on found messages:
 - a. Move to folder, Keep in Inbox, Tag, Mark as, Redirect to, or Delete

Creating a New Folder for Filtered Messages

1. When selecting “Move into folder” choose “Browse” and click “New” at bottom of new window. Click Inbox and give your folder a name and select a color if desired. Then click “OK”
2. Select folder again in next window and click “OK”
3. Click “Run” to begin filtering messages you have already received. Click “Cancel” to stop at any time.



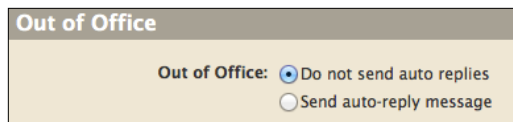


Zimbra: Mail & Filter Basics

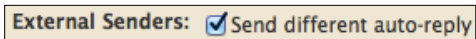
Setting Out of Office Replies

You can select to have messages automatically sent in reply to new messages that come in while you are out of the office. These are helpful for vacations, illness or leaves. You can even set dates to turn auto reply messages back off again so you can't forget.

1. Preferences: "Out of Office" tab in left sidebar
2. Click "Send auto reply message": Customize the message you would like to send to new messages.



3. Set a special message to "External" addresses. You can have a more generic message saying you are out, but sharing less details with non 4J recipients.

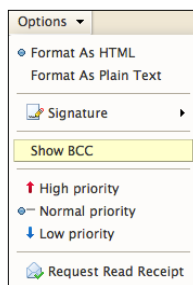


4. Set time period: Choose when messages will receive auto replies and when they will stop again.

Message Etiquette:

CC vs. BCC

1. CC stands for Carbon Copy and is used to share messages with additional recipients.
2. BCC stands for Blind Carbon Copy and allows messages to be sent to recipients without sharing the addresses of others who also received the message. This is useful for group messages where you may not want to share personal addresses with a larger group that doesn't need them.



Reply vs. Reply All

It is important to be careful when selecting reply all.

1. "Reply" will send your response only to the person who sent the original message.

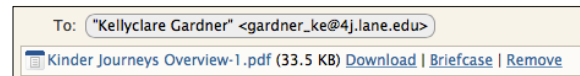
2. "Reply All" will send your response to everyone who received the last message, including cc'd recipients. (Important with some district wide mailing lists.)

Attachments

Before sending attachments, be sure file types are compatible with all computers (PDF). Attachments that require special software or newer versions (Word or Pages) to open can be hard for recipients to access. PDFs are best for documents that do not need to be edited by others. Google Docs is a good option for files that are updated frequently (meeting notes) or that need input from multiple contributors.

Downloading Attachments

1. Click "Download" under the list of recipients.



Downloads will appear in your "Downloads" folder on your computer.

Adding Attachments

1. Drag and Drop: You can add a file directly from your finder window by dragging it to the "Attachments" bar.
2. Inline: Click "Attach" pull down menu and select "Inline" to have an image appear in body of message (or drag/drop images directly into message).

Turning on Archive Feature

If you prefer to see only new messages in your Inbox, you can turn on "Archiving" and send read messages that you need to keep to a folder out of your inbox.

1. To turn on Archiving: Preferences: Zimlets: Click "Archive". You will need to select or create a folder to send messages to. (We recommend creating an "Archive" folder, and subfolders for each year)
2. You will now see an "Archive" button in mail and can select to have messages moved to this folder.