



Zimbra Briefcase Overview

Before You Begin

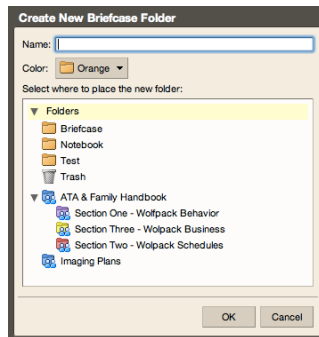
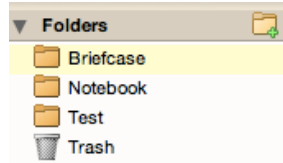
School documents should be uploaded via your school's Zimbra user (such as awbreypark_elementary_school) and shared from there, so they are not owned by an individual staff member.

Upload Documents to the Zimbra Briefcase

1. Log into Zimbra and click the **Briefcase** tab.
2. Click the green **Upload File** button.
3. Click the **Choose Files** button.
4. Highlight one or more files and click the **Open, Choose** or **Select** button. (Exact wording depends on which web browser you use.)
5. Click the **OK** button. The files will appear in your **Briefcase** folder.

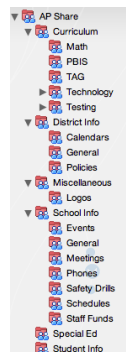
Zimbra Briefcase Folders

1. In the left sidebar of the Zimbra Briefcase, click the folder icon with a green plus. It appears at the top of the folder list.
2. A **Create New Briefcase Folder** window will appear. Type a **Name** for your new folder.
3. Select a color for its icon in the **Color** menu.
4. Select the existing folder that will house your new one. If you want it to stand alone, simply highlight **Folders** at the very top of this screen.
5. Click the **OK** button.
6. Now that you have a new folder, you can upload files to it or drag and drop files that are in some of your existing folders.

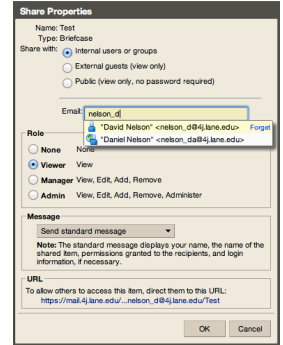


Sharing Zimbra Folders

1. In the left sidebar of the Zimbra Briefcase, locate a folder that you want to share. **Important:** If you need to share several folders to the same recipients, don't share them all individually. Instead, create one main folder to share, and put the others inside of it. In this example you could just select the **AP Share** folder.
2. If you have a two-button mouse, right-click on the folder. If you do not have a second button (some Macs) hold the **Control** key on your keyboard while clicking on the folder.
3. In the menu that appears, click on **Share Folder**.
4. In the screen that appears, select **Internal users or groups**.



5. In the **Email** field begin typing the address of someone you want to share with. Names of 4J staff will automatically appear.
6. After selecting the first recipient, begin typing the address of another. Repeat until all your intended recipients are listed in the **Email** field. (You can always return and add people later.)
7. Select a **Role**. **Viewers** can simply look at the document. **Managers** can modify the contents of the folder and edit documents, but may not change who the folder is shared with. **Admins** can do all of the above tasks, plus share the folder to additional users.
8. From the **Message** menu, click **Send standard message**. You can include other comments in the invitation by selecting **Add note to standard message**.
9. Click the **OK** button. Your recipients will receive a message asking if they wish to accept your folder into their briefcase.



Accepting Shared Zimbra Folders

1. Locate an email that indicates you have been invited to view a folder in Zimbra.
2. Toward the middle of the window, just above the **to**, **from**, and **subject** or the message, look for a bar with two buttons that say **Accept Share** and **Decline Share**.
3. Click the **Accept Share** button.
4. Rename the folder and change the color if desired. This name and color will not affect the name that the sender sees, it will only be reflected in your own Zimbra briefcase.
5. Click the **Yes** button. The shared folder will appear in your Zimbra Briefcase sidebar. You can identify shared folders by the blue people overlaid on the folder icon.



Downloading Zimbra Briefcase Files to Your Computer

1. In the Zimbra Briefcase, locate a file you want to save.
2. Check the box next to the file(s) you want to download.
3. Click the blue **Download** button. If you selected one file it will be downloaded. If you selected multiple you will get a **.zip** file which contains all of them.

Send Briefcase Files as Attachments

1. Locate a file you want to send in your briefcase and check the box next to it.
2. Click the **Send** button, then **Send as attachment(s)**
3. Address and compose your email, and send when you are finished.