Email Features in Zimbra Web Client

- Compose and send new mail messages
- Read and reply to mail messages
- Track mail exchanges using the Conversation feature or optionally switch to a traditional message view
- Include attachments with your message
- Forward mail messages to one or more recipients
- Search email messages and attachments by particular characteristics or specified text
- Create your own folders to organize mail
- Create tags with which to organize your mail
- Create filters to route incoming mail to designated folders
- Set up different account identities and addresses to manage different roles in your job or personal life
Configure your account to receive email from your POP3 or IMAP accounts directly into your ZWC mailbox.

- Delegate permission to view or manage your mail folders
- Create and manage multiple address books
- Share personal address books

**URI Specifics**

- Each account has **1 GB** of disk space used by email, calendar, tasks...etc in each account.

- If you have never used URI email before, you have to create your mailbox at [https://secure.ucs.uri.edu/cgi-bin/createmailbox.pl](https://secure.ucs.uri.edu/cgi-bin/createmailbox.pl) before using Zimbra.

- Zimbra login id is the same as your ecampus login id. Your Zimbra default password is your birthdate in mmddyyyy format (e.g., 01281980). Contact Helpdesk (874-HELP) if you have password issue.

- Accessible from [http://mail.uri.edu](http://mail.uri.edu) (or [http://etal.uri.edu](http://etal.uri.edu) as it applies). Login with your e-campus login id. Your default password is your birthdate in mmddyyyy format (e.g., 01281980). Contact Helpdesk (874-HELP) if you have password issue.

- Change to a strong password with a combination of letters, numbers and special characters — go to Preferences → click “Change Password” in “Login Options”.
Create and Send Message

After login, you will see a window similar to the one below:

The Zimbra Web Client page includes the following areas:

1. **Search Bar.** The Search, Advanced Search are displayed in this area. On the right is Help and Log Off.
2. **Application Tabs.** This area includes the user name under which you logged in and your mailbox quota. The applications that you can access are listed in the tabs that follow.
3. **Toolbar.** Shows actions available for the application you are currently using. In this example, the Mail application toolbar is displayed.
4. **Overview Pane.** Displays your Folders, including the system folders Inbox, Sent, Drafts, Junk, and Trash, as well as any custom folders you may have created, Searches you may have saved, and Tags you created, Zimlet links that may have been created to integrate with third-party applications from within your mailbox. When you are in the Calendar application, the Overview pane displays your calendar list and Zimlets.
5. A mini-calendar can be displayed below the Overview pane. Displaying the mini-calendar is optional and can be enabled in Preferences, Calendar tab.
6. **Content Pane.** The content of this area changes depending on what application is in use. In the Inbox view, it displays all messages or conversations in your Inbox.

To create and send message,

1. Select the ‘Mail’ tab; click ‘New’ on the task bar.
2. You will see a ‘Compose’ tab. Enter the To:, C:, Subject: and message body fields.
3. To attach documents, click “Add Attachment” on the task bar, and follow the screen prompts below to select your documents from your computer. When finish selecting, click ‘Attach’ at the lower-right corner.

4. Click ‘Send’ on the task bar.

**Read your email message**

Click the ‘Mail’ tab. You will see the listing of your email messages. Click the message to read it.

**Reply, Reply to All, Forward and Delete your message**

While reading your message, click ‘Reply’, ‘Reply to All’, ‘Forward’ and ‘Delete’ on the task bar.
Create Contacts in Address Book
A. When reading the message, right click the name from the From: field, and select “Add to Contacts”. The name and email address will be entered into the Address Book. Click ‘Save’.
B. From the “Address Book” tab.
   1. Select “Address Book” tab.
   2. Click ‘New’.
   3. Enter first Name, Last Name and Email address and click ‘Save’ on the upper-left corner. You may enter other information if you wish.

Organize Messages
Several methods for organizing and categorizing email messages are provided. You can use these along with the Search feature to quickly locate and retrieve messages. Methods you can use are:

- **Folders.** You can create folders to organize your messages and you can move mail from one folder to another, for example taking a mail out of a "To Do" folder and moving it to a "Done" folder.
- **Tags.** You can use tags as labels on email messages and then use the Search feature to show all mail with a certain tag.
- **Filters.** In your Preferences, Mail Filters tab, you can create rules for classifying inbound mail according to items in the subject line, sender, recipient, or other characteristics.
• **Conversations.** You can have messages grouped by conversation. This built-in feature automatically groups all sent and received email messages with the same subject into a single conversation

### Organize Messages with Folders

By default, Zimbra has the following folders - Inbox, Sent, Draft, Junk and Trash.

![Folders](image)

You can create new folders by following:

1. Click ‘Create a new folder” icon on the upper right of the Folders box.
2. Enter the name of the new folder, e.g., ‘Department’.

To move the message from one folder to another, just **click and drag** - click the message and drag it to the appropriate folder.

### Tag your Messages with Tags

#### Using tags to classify messages and contacts

Tags are your personal classification system for mail messages, contacts, tasks, and appointments. Using tags is an aid to finding those items. For example, you might have one tag for *Immediate Turnaround* and another for *Medium Priority*. The mail messages that are tagged can be in different folders. You can search for a tag and all messages with that tag are displayed, no matter which folder they are in.

- You can create as many tags as you want.
- You can apply multiple tags to the same mail message and contacts.

#### Creating new tag definitions and Assigning tags to Messages

You can access the **New Tag** feature in any of the following ways:

- From toolbar, click the down arrow next to **New** and choose **Tag**.
- Select **Tag** from the toolbar.
- Right-click an item in a list view and choose **Tag Conversation**.
- Right-click on **Tags** or a tag in the Overview pane and choose **New Tag**.

When the **New Tag** dialog appears. Enter a name and click **OK**

The new tag is listed under **Tags** in the Overview pane and can be applied to any mail messages or contacts.
To assign tags to messages, simply “Drag and drop” the tag from the left-hand Overview pane onto the item on the Content pane.

Organize Messages with Filters
Email filtering allows you to define rules to manage incoming email. Filters automatically sort your incoming messages according to the rules you set up.

You can filter your incoming email messages to:

- Sort incoming messages into folders
- Automatically tag messages
- Forward messages
- Discard messages

For example, you could define a filter rule to identify mail coming from your immediate supervisor and move it to a folder called "From My Boss" or to automatically move messages from a specific address to the Trash folder.

Filter conditions

Each filter is a rule with one or more conditions and a destination. Each filter rule can contain several conditions. For example, you can group all the messages sent from all the staff member in your department, you can create one filter called ‘Department’ which has the conditions for all the staff email addresses

Filter rule actions

Each filter rule can specify one or more actions. Actions include:

- Leave the message in the Inbox (no action).
- Move the message to another specified folder.
- Tag the message
- Mark the message as read or as flagged.
- Discard the message. This action drops the email message silently. It is not the same as the Delete action on your menu. Deleting an item moves it to the Trash folder. The Discard action prevents the message from ever reaching your mailbox.
- Forward the message to another address.

The Do not process additional filters action should be the last action within each filter rule. This prevents the application of any additional filter rules to email messages that match the current rule. If it is not specified, subsequent filter rules are evaluated for the mail message, even if the current filter is a match. You probably do not want to have the same message match more than one filter rule and undergo multiple, perhaps contradictory actions.
**When filters are applied**

Each incoming message is tested against your filter rules at the time that the mail is delivered and the filter actions are applied to matching messages at that time.

You can also run the filter rules over an existing set of mail items. In the Mail Filer tab, the **Run Filter** button allows you to select multiple filters to run against selected mail folders.

**Filter Order**

The filters are applied in the order they are listed on the Mail Filter tab. You can change that order.

Within each filter, the conditions are used to test each mail message. If the message meets the conditions collectively (using the **Any** or **All** designation as specified in the filter rule), it is considered a match. The order of the conditions within each filter is not important.

If the message matches the conditions, all actions associated with that filter rule are applied, in the order in which they appear in the filter.

Exercise -

1. Select ‘Preferences’ tab.
2. Select ‘Filters’ from the left column.
3. Select “New Filter”.
4. Enter the filter name, condition(s) and action(s), see left. Click the ‘+’ or ‘-’ to add or delete more conditions/actions.
5. Click ‘OK’.
Mobile Device support –
http://hdwiki.uri.edu/index.php/Zimbra_-_SmartPhone/Mobile_Devices