

Getting Started With Zimbra

Logging In

Unlike Outlook, the Zimbra client resides on the mail server and you access it through the network. For this reason there is no setup required on the machine you use to reach your mail. From any browser on any City machine, enter this address into the browser's address field and press Enter:

zimbra@mail.ci.marshalltown.ia.us

The Zimbra login screen is shown in Figure 1. Just enter your normal network login name and password.

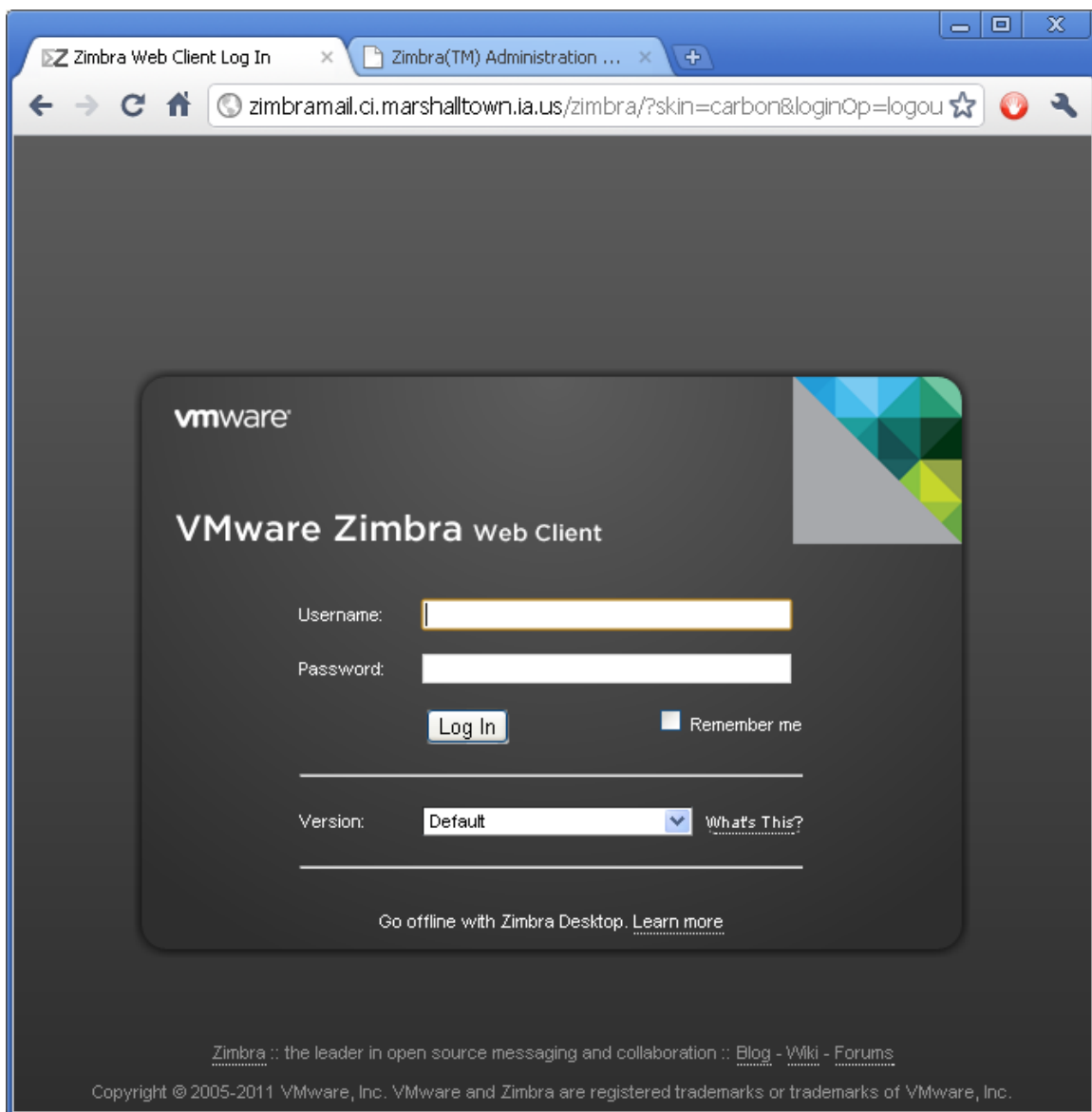


Figure 1 – Zimbra Login

The Folder List

On the left side of the Zimbra client display you will see a folder list similar to the one you're used to seeing in Outlook. By default Zimbra opens to your Inbox. Also, by default, Zimbra opens in "conversation" mode, which means if there has been a series of messages received and replied to, both sides of the series will be contained in a single message. This method of displaying e-mail started with Google G-mail, and is fast becoming the standard format for most e-mail clients.

The **View** drop-down menu on the mailbox toolbar has an option to turn this feature off, however if you use it for a while I think you'll like it. It circumvents the need to switch back and forth between the Inbox and Sent box.

Any message you compose but do not wish to send as yet, can be saved in the **Drafts** folder. Messages in this folder can be edited and sent directly from there.

Junk can be ignored. Our DSPAM filter will still be operational and any SPAM or other junk that gets through to your mailbox should still be forwarded to DSPAM.

Trash is where deleted messages are sent. They can be retrieved from there until you empty the Trash folder.

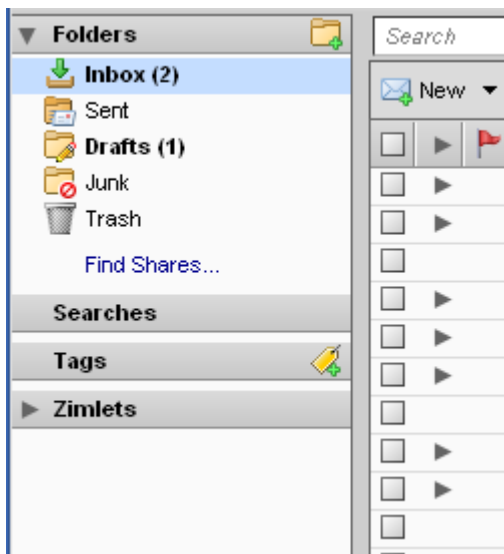


Figure 2 – Left panel of the Zimbra client

Tabs

Across the top of the client you will see a series of tabs. Most of these are self-explanatory. The **Address Book** will eventually hold our current GAL addresses.

Calendar will hold your current Outlook calendar(s). **Tasks** works like the task lists on previous e-mail systems – you can list tasks with starting and ending times.

The **Briefcase** tab opens a folder where you can store and organize attachments for messages. This should prove to be useful for anyone who frequently deals with multiple mail attachments.

Preferences is where you can set certain custom attributes for the way Zimbra behaves. For now, if you don't understand what you're changing, call first. With this exception: Click Preferences, then in the folder list on the left side of the client screen, click **Signatures**. This will let you create multiple signatures you can select from when sending mail.

Socialize works with the "Social" tab and allows you to save links to Twitter and Facebook accounts. I don't suggest you use this on your City workstation!



Figure 3 – Top Tabs of the Zimbra client

The Toolbar

First, if some of the items in the toolbar are dimmed, it's because you do not have a message highlighted in your mailbox. Things like Delete, Reply, and Spam will only highlight when a message has been selected.

New is a drop-down list that includes options to create a new message, contact, appointment, task, etc.

Get Mail works the same as the Outlook get mail feature. However it is intended primarily for POP3 (home user) accounts and is not needed on our system, since messages are automatically sent to your mailbox.

Delete is used to delete the currently highlighted message or messages.

Reply is used to reply to the current open message. Notice the arrow icons on either side of the word "Reply." The left-arrow is on the same button as "Reply" and works as you would expect. The two arrow icons to the right of "Reply" allow you to reply to all recipients, or forward the message respectively.

Spam can be ignored since our current DSPAM filter takes precedence and will continue to work with Zimbra.

Tag allows you to affix color-coded tags to messages. The tag appears to the left of the selected message "From" column, in a column that features a yellow tag at the top. Experiment with this – it could be handy if you are tracking multiple conversations across several projects.

To create a tag, highlight the message in question, then click the Tag icon in the toolbar and select the option to create a new tag. You can assign a name to the tag. To remove a tag from a message, highlight the message, click the Tag icon in the toolbar and select the Delete option. If you have more than one message tagged, you will also find an option to remove all tags.

The tags you create are stored under **Tags** in the “folder list” on the left side of the Zimbra client. Click the Tags drop-down arrow and all tags you have created will appear in a list. You can then right-click on any tag you wish to remove and select Delete.

View is a drop-down list that provides options to customize the arrangement of certain items on the Zimbra display. It also includes the options to toggle between conversation mode, and message mode (discussed previously in this document).



Figure 4 – Mailbox Toolbar

Summary

This is a bare-bones getting started guide. More complete documentation will be made available on our Help Desk as the system is rolled out. Call me or e-mail me with your comments or questions. I’m compiling a list of items that I’m researching.

One last point: Your e-mail address has not changed! It is still your network login name followed by @ci.marshalltown.ia.us. Though you may see your address in the client as: username@zimbra.ci.marshalltown.ia.us do not give this out to anyone as your address. This address featuring “zimbra” in the domain field was created to allow us to run Zimbra while retaining the old PostPath system in parallel.