

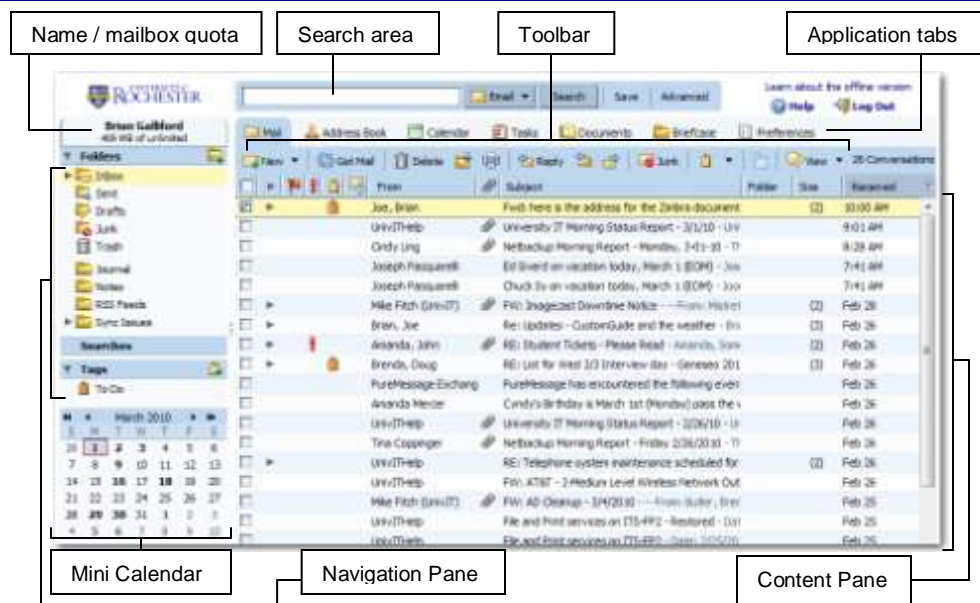
# Zimbra Web 6.0

## Quick Reference Card



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### Zimbra Web – Workspace (<http://z.rochester.edu/>)

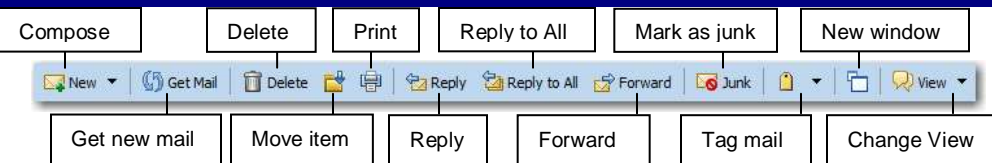


### Mail Shortcuts

Get Mail	<=>
Mark as Read	<Z>
Mark as Unread	<X>
Mark as Spam	<M> + <J>
Move to Trash	<. > + <T>
Move to Inbox	<. > + <I>
Reply	<R>
Reply All	<A>
Forward	<F>
Open Message	<Enter>
Go to Inbox	<V> + <I>
Go to Drafts	<V> + <D>
Go to Junk	<V> + <J>
Go to Sent	<V> + <S>
Go to Trash	<V> + <T>

For more keyboard shortcuts, click the 'Preferences' tab and then choose the 'Shortcuts' tab on the left.

### The Mail Toolbar



### Basic Mail Tasks

**To access the Inbox:** Click **Inbox** in the navigation pane.

**To check for new messages:** Click the **Get Mail button** or press <=>.

**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**.

**To Reply to all message recipients:** Click the message, click the **Reply to All button**, type your reply, and click the **Send Button**.

**To Forward a message:** Click the message, click the **Forward button**, enter the email address(es) in the **To: box**, enter additional comments in the text box, and click the **Send button**.

**To Delete a message:** Click the message and either press the **Delete button** or press <. > and <T>.

**To open an attachment:** Open the message and click on **Preview** to preview the attachment in Zimbra, or **Download** to save it on your computer.

**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**, navigate to the file you'd like to attach, and click Open.

**To create a new message:**

1. Click the **New button**.
2. Enter email address(es) in the **To: box**, or click the **To: button** to use the address book.
3. Enter email address(es) in the **Cc: box**, or click the **Cc: button** to use the address book.
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**.

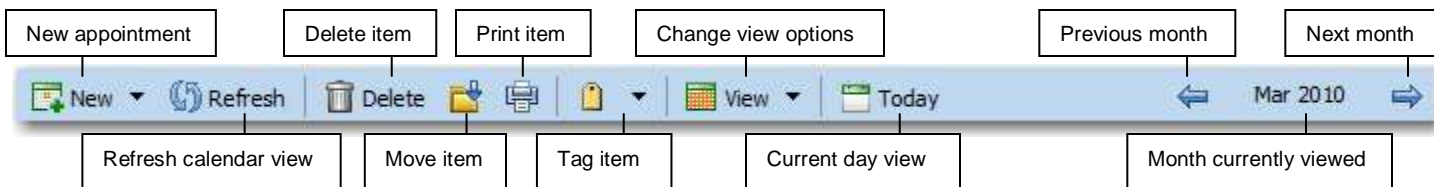
**To send a Blind Carbon Copy (Bcc):** Click the **Show BCC link** listed to the right of the **Cc: box**. This opens the Bcc: box. Enter email address(es) in same fashion as To: and Cc: fields.

### The Application Tabs

- Mail**  
Perform all email-related tasks.
- Address Book**  
Create and maintain list of contacts.
- Calendar**  
View, share, and create calendars and appointments.
- Tasks**  
Create and complete daily tasks.
- Documents**  
Create documents right in Zimbra.
- Briefcase**  
Keep essential documents organized.
- Preferences**  
Modify Zimbra preferences.

## Basic Calendar Tasks

### The Calendar Toolbar



**To Change Views:** Choose one of the calendar views from the View drop-down menu on the calendar toolbar.

**To Schedule an Appointment:** Click the **New** button. Enter subject and location, select appointment date and time, and enter email address(es) of appointment attendee(s). Add text under formatting toolbar if desired. When finished, click the **Save** button.

**To Schedule a Recurring Appointment:** In the Time box, where date and time are located, click the **Repeat drop-down box** and choose an option, or click **Custom** to customize the recurrence.

**To Schedule an All Day Event:** Check that box in the Time box.

**To Invite Guests to a Meeting:** While creating an event, click the **Find Attendees** tab. You may search your Address Book or the Global Address List for attendees. Select desired attendees and click the **Save** button.

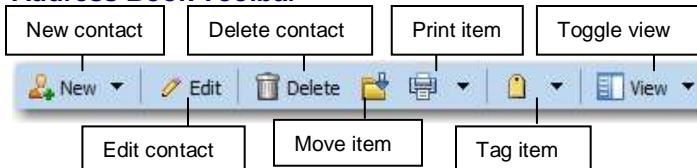
**To Share a Calendar:** Right click on the calendar name and click **Share Calendar**. Select a user type, enter the email address(es) of those you're sharing with, select a role (if applicable), and click the **OK** button.

**To Re-Schedule an Item:** Double-click the item, click the **Edit** button, change date and time settings, and click the **Save** button.

**To Create a New Calendar:** Click the drop-down box next to the **New** button, or simply type **<n>** and **<l>**.

## Address Book

### Address Book Toolbar



**To View Your Address Book:** Click the **Address Book** tab in the list of Application tabs.

**To Create a New Contact:** Click the **New** button, fill in pertinent information, and click the **Save** button.

**To Edit a Contact:** Double-click the contact.

**To Find a Contact:** Enter the name you're seeking in the **Search bar**. You can search your personal contacts or the Global Address List. Advanced Search is available, and searches can be saved.

**To Delete a Contact:** Select a contact and click the **Delete** button.

**To Create a Contact Group:** Click the arrow by the **New** button, choose **Contact Group**, enter group name and contacts, and click the **Save** button.

**To Share a Contact Group:** Right-click on Contact Group, select **Properties**, click the **Sharing** tab, click the **Add** button, enter addresses from the Global Address List, choose roles, and click OK.

**To Delete a Contact Group:** Select Address Book from the Application tabs. Select the group and click the **Delete** button.

## Tasks

**To View Your List of Tasks:** Click the **Tasks** tab in the list of Application tabs.

**To Create a New Task:** Click the **New** button, fill in pertinent information, and click the **Save** button.

**To Edit a Task:** Double-click the task.

**To Change Task Status:** Double-click the task, in the Progress pane, click the drop-down menu and choose appropriate status, or check the box for Completed status.

**To Delete a Task:** Select the task and click the **Delete** button.

**To Change Task View:** Select the desired view option from the **View** button in the **Tasks toolbar**.

## Documents / Briefcase

### Briefcase Toolbar



**To Create a New Document:** Click the **New Document** button. Text documents can be created in Zimbra, as can spreadsheets and presentations, though the latter two file types are still in beta.

**To Upload a File to Your Briefcase:** Clicking either the **New** button or the **Upload File** button will open a dialog box; browse to desired file and click OK.

**To Open a File in Your Briefcase:** Double-click the desired file.

**To Delete a File in Your Briefcase:** Select the desired file and click the **Delete** button.

**To Share Your Briefcase:** Right-click on the briefcase, click **Share Folder**, enter desired recipients and permissions, and click OK.

## Preferences

**General tab:** Change coding, theme and time zone settings.

**Mail tab:** Set up mail rules, including how often Zimbra checks for new messages, forwarding and POP/IMAP rules, out-of-office messages, and junk mail options.

**Address Book tab:** Set default view and auto complete rules.

**Calendar tab:** Set default view, default calendar settings, appointment/event reminder settings, and permissions regarding free/busy and invites.

**Sharing tab:** Set up rules and permissions for sharing folders and documents.

**Mobile Devices tab:** Configure your Windows Mobile device to receive Zimbra messages.

**Import/Export tab:** Import folders and messages from another email account. Please consult University IT Desktop Support in this event.

**Shortcuts tab:** View all Zimbra system keyboard shortcuts.

**Zimlets tab:** View available Zimlets and Zimlets already in use.