Introduction to the New Zimbra

User Interface (UI)

PRESENTED BY ITSC
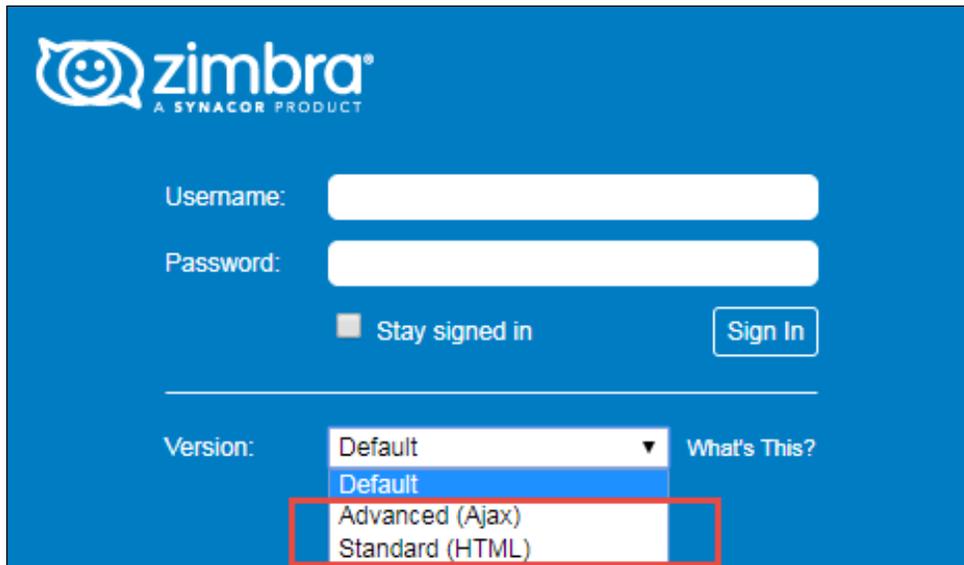
Easier, Faster, Stronger, Safer, Smarter!

Content

1. Login

Two versions of Zimbra Web Client are available

a. Advanced Web Client

Offer full set of Web collaboration features. If user want to use advanced features, please use this mode; (it is recommended to use and is the default login mode)

b. Standard Web Client

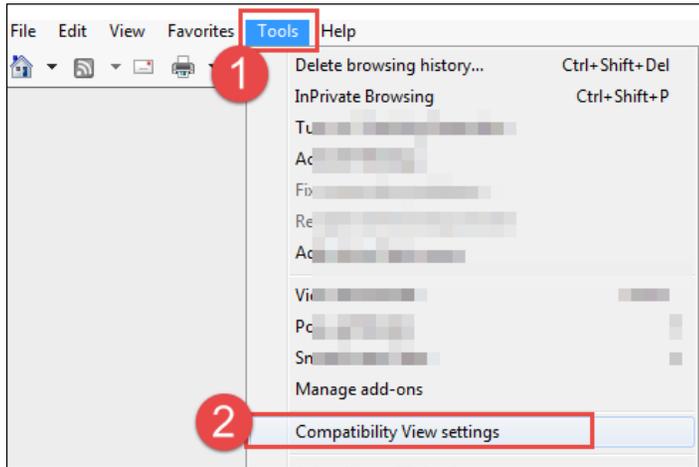If user have a slow Internet connection, choose this login mode;
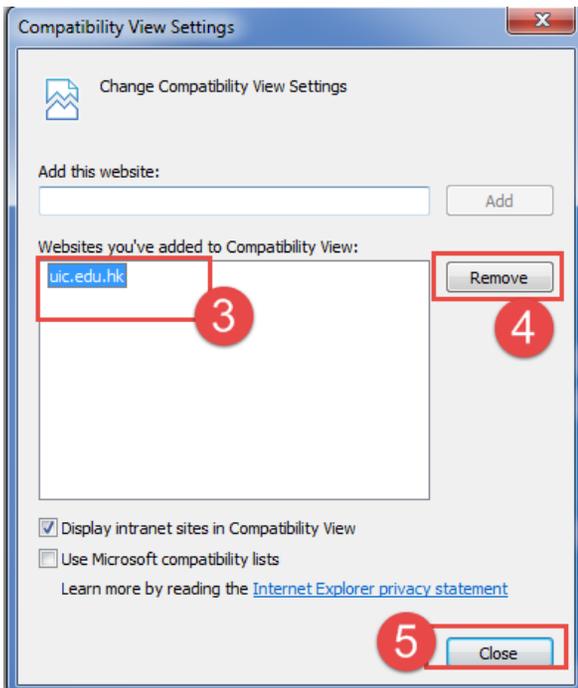
2. Change Compatibility View in IE

If user can't login in Advanced mode, please follow these steps to remove IE from Compatibility Mode

Standard Web Client Mode:	
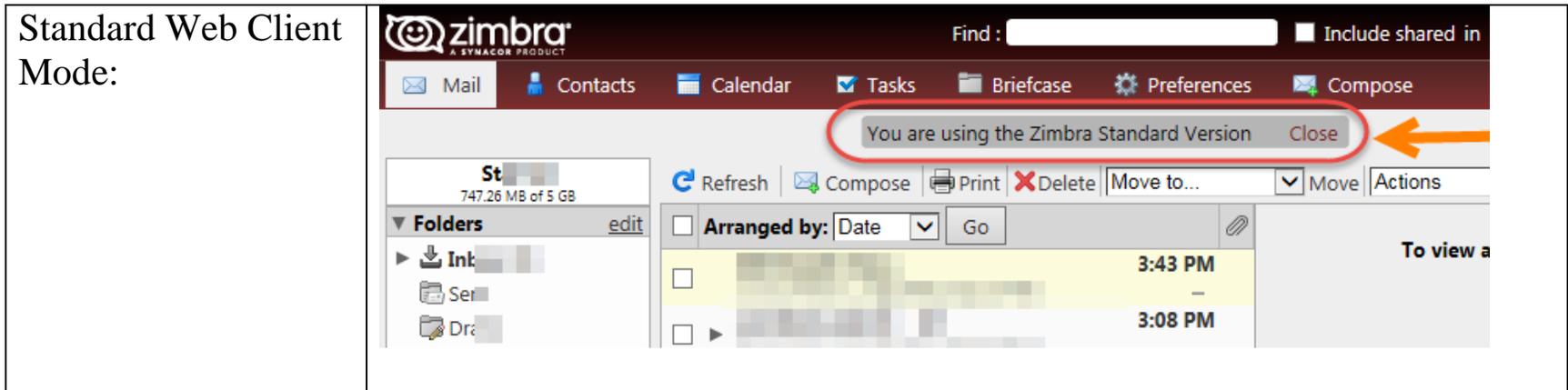
a. Click on the Tools menu, then select the Compatibility View settings option.
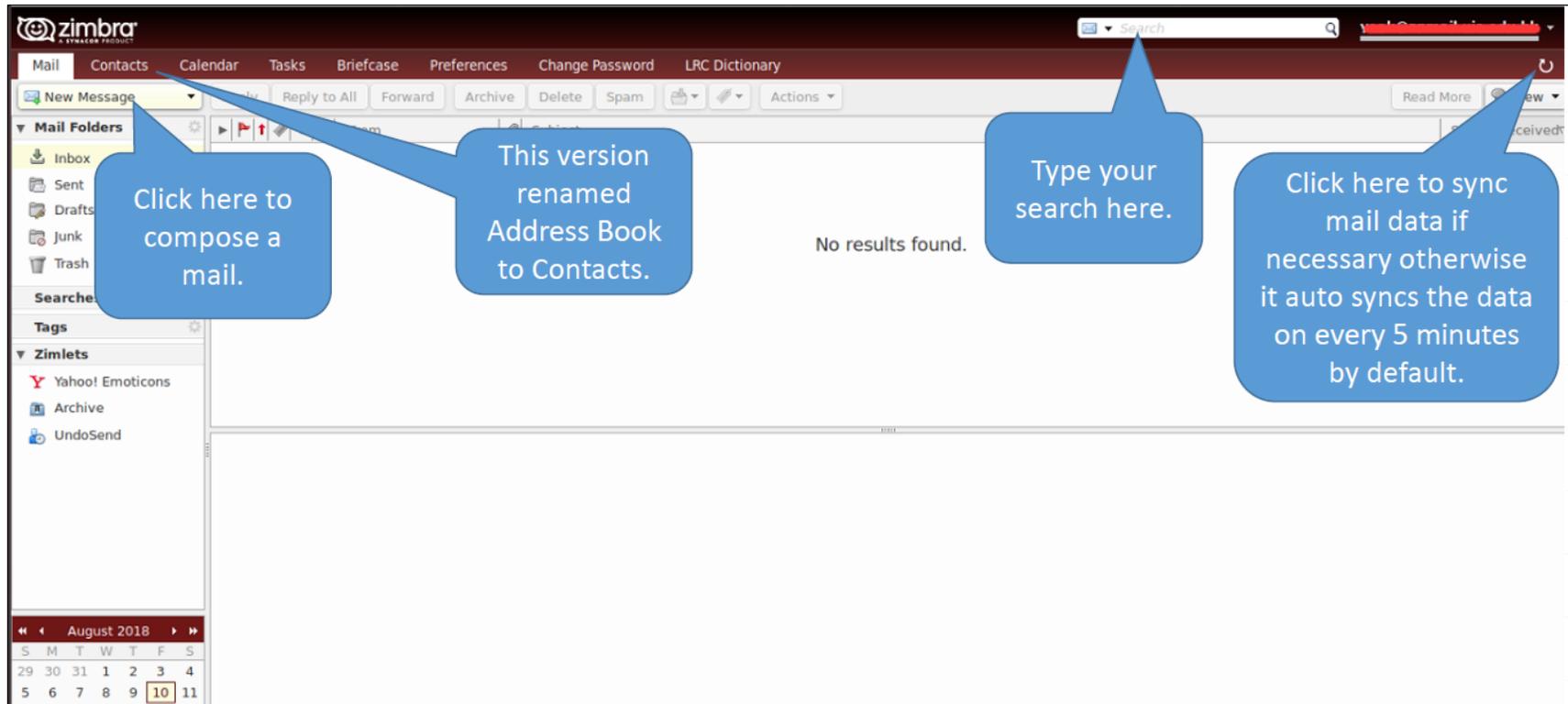
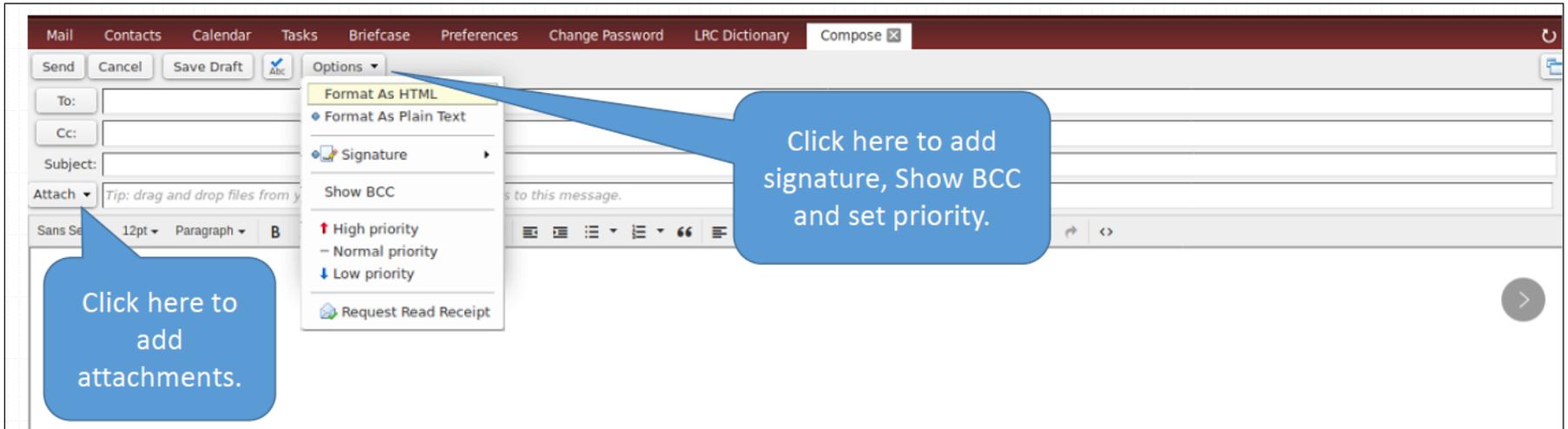

b. Select the website (uic.edu.hk) and click **remove**

c. Then click on **close** and refresh page, now older websites remain in the list will still use compatibility view and Zimbra can login in Advanced Mode;

d. Remark: Compatibility mode in IE is a feature helps user view webpages that were designed for previous versions of the browser.
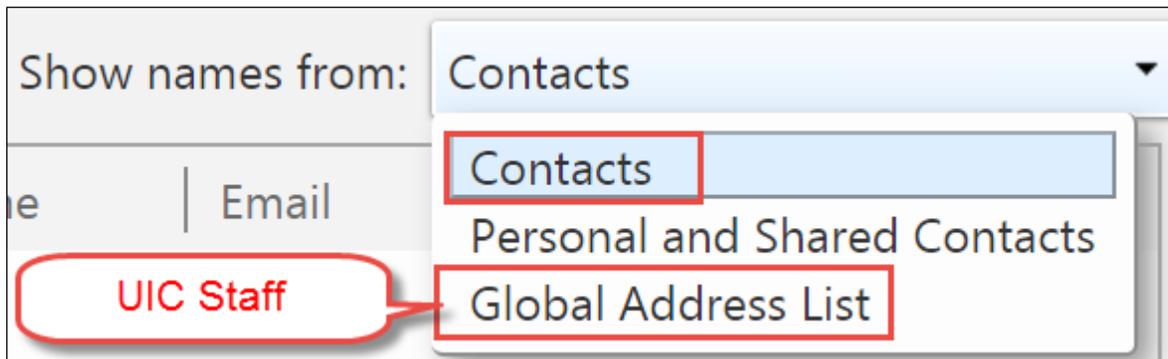
3. Home Page

4. Compose an Email

Either type the email address or click 【**To**】 to search through user **contacts** or **global(UIC Staff)** address list.

5. View email
   a. User can view messages as single messages or as conversations and User can view messages with the Reading Pane off, displayed at the bottom, or displayed on the right.

To change how messages are grouped in user's mailbox, click **View** on the toolbar and select whether to view by conversation or by message and where user want the Reading Pane to display.
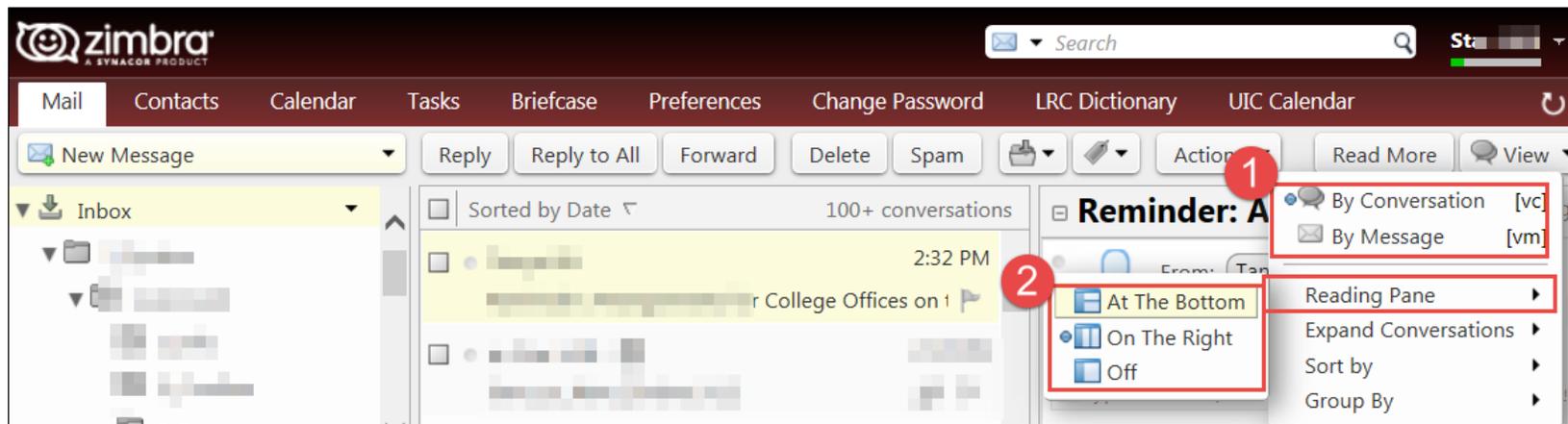
Remark:

In the <u>Conversation view,</u> user's messages are grouped to make it easier to follow the thread of an email exchange; (The subject displays only once in user's Inbox, and the number of email messages in the conversation is displayed.)

6. Advanced Searching

Searching function can find messages, contacts, appointments, tasks, and files.

a. In the Search box, click the magnifying glass icon. The advanced search page displays

b. On the advanced search page user can select from search filters to add more detailed criteria for searching

Basic Filters

☐ has attachment
☐ is flagged
☐ is unread

Advanced Filters

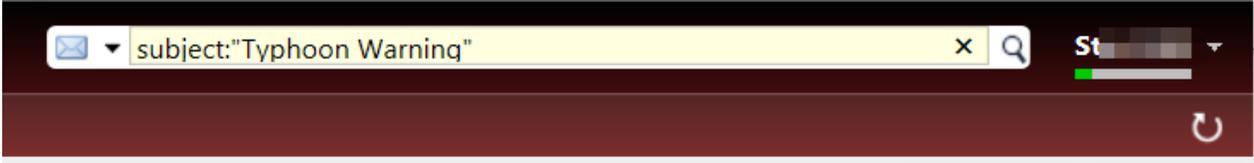| Received from ... ▼ |
| Sent to ... ▼ |
| Date sent ... ▼ |
| Attachments ... ▼ |
| Size ... ▼ |
| Status ... ▼ |
| Tag ... ▼ |
| Folder ... ▼ |

Conditionals

Click to add before the selected bubble, or at the end. Note: AND is implied between adjacent terms.
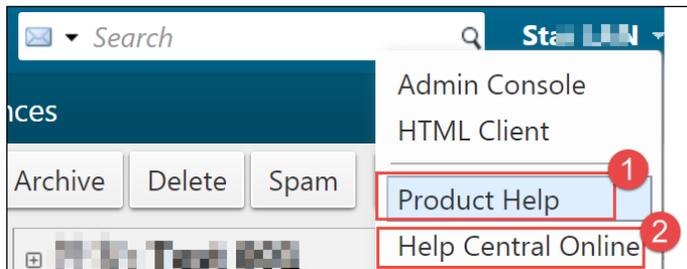
(AND) (OR) (NOT) ( )( )

c. Searching with Key Words
If user knows where to search user's item, user can enter keywords with a colon and search in the search field.
eg:

Key Words	Description
Content:	Specifies text that the message must contain. For example, content:bananas finds all items containing the word "bananas".
Subject:	Specifies text that must appear in the subject header of the message. An example might be subject: "Typhoon Warning" Eg:
Filename:	Specifies an attachment file name. For example, filename: query.txt finds messages with a file attachment named "query.txt".

7. More help
   a. Video Tutorials on ITSC website
   b. Online Help

End.