

AU Gets Connected with Zimbra Quick Start Guide

Log in to the AU Zimbra URL – zmail.aurora.edu

- Type in your username.
- Type in your email password.

Zimbra's Features and Functions:

1. Exploring the Application Tabs

- The applications include: Mail, Address Book, Calendar, Tasks, Documents, Briefcase, Preferences
- When you click on an application, notice there is a toolbar of buttons specific to that application below the application tabs.
- Also notice the “Help” and “Log Out” buttons are located above and to the right of the application tabs. Use the online “Help” when you need additional guidance. The online document can take a long time to load so **using the search function may give you quicker results.**

2. Setting Preferences

- Zimbra was installed with default settings but you can tailor the setup for your use by adjusting settings within Preferences. Note the new tabs when you click on Preferences:
 - General, Mail, Composing, Signatures, Address Book, Accounts, Mail Filters, Calendar, and Shortcuts.
- Be sure to click on “Save” on the left end of the Preferences toolbar after making any changes before you return to another application.
- Preference highlights:
 - Mail: You can set how often to check for new mail but note that you may have to click on “Get Mail” to pull new messages into your inbox. You can also create an out-of-office message here by checking “Send auto-reply message”.
 - Composing: Choosing to compose as HTML allows you to use fonts and colors in your emails.
 - Signatures: You may create multiple signatures, uniquely named.
 - Accounts: Set your default signature here. When composing a message, you can always choose a different signature or choose to not attach one.
 - Calendar: Always show the mini-calendar will keep a small calendar in the lower left pane regardless of which application tab you are in. Hovering over the mini-calendar dates will pop up any appointments entered on your calendars for that day.
 - Shortcuts: Lists key strokes that can be used to maneuver within Zimbra.
- Take some time to explore your preference options.

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3. Using the Mail Application

- Sort your emails by clicking on any of the column titles in your email content pane.
- Reading Emails:
 - The number of messages displayed in your inbox is controlled within Preferences. If you have more messages than those displayed, use the arrows on the right side of the toolbar to navigate to the next set.
 - Messages may be read in the small reading pane, if selected in the “View” menu or within Preferences.
 - Double click on the message to read in an enlarged view or in a separate window if you’ve chosen to do so within Preferences.
 - Note that there is also a ‘Launch in a separate window’ icon on the toolbar.
- Printing Emails
 - Click on the Printer toolbar icon or right click on the message line in the inbox and select Print. The message opens in a large window along with a smaller printer dialog box. After printing, click on the “X” in the upper right-hand corner to close the message window.
- Writing Email Messages
 - Reply/Reply All and Forward on the toolbar perform these respective functions.
 - Compose new messages by clicking on the “New” toolbar icon or by typing ‘nm’ or ‘c’. Shift-c will open a separate compose window. This will allow you to move about your existing Zimbra applications while composing your email.
 - Begin typing the address and a search will begin. Alternatively, click on the “To:” button to search your address books.
 - Click on “Options” on the toolbar to show a BCC field.
 - Save unfinished emails in your Draft Folder by clicking on “Save Draft” on the toolbar.
 - Add attachments by clicking on the “Add Attachment” toolbar icon.
 - Check the spelling by using “Spell Check” on the toolbar.
 - Insert your signature by clicking on “Signature” on the toolbar (if not already set as the default in Preferences).

4. Managing Address Books

- You may have multiple Address Books. Right click on the Address Book Pane on the left-hand side of your screen to create a new one.
- Add a new contact by clicking on “New” on the toolbar. Complete the information, including which address book, and click “Save”.
- Create a Group Contact List by clicking the down arrow of the “New” toolbar icon and selecting “Contact Group”.
- Edit contacts by clicking on “Edit” on the toolbar.
- Save any email address in the header or body of an email message by right-clicking on the address and selecting Add to Contacts. Choose which address book you want to add this to.
- The Global Address List (GAL) holds information for every AU student, faculty member and staff member and is used in searches. You may not edit it.

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5. Working with the Calendar

- Work with multiple calendars - Right click on the Calendar Pane on the left-hand side of your screen to:
 - Create a new calendar (and decide who will share it with you).
 - Link to a shared calendar
 - Check all calendars
 - Clear all calendars
- **Note:** Departmental calendars should be created by Information Technology Services.
- Select a calendar view (Day, Work Week, Week, Month or Schedule) on the toolbar.
- Create a new appointment by clicking on New on the toolbar or by double-clicking on the calendar.
- Respond to calendar invitations from others by clicking on your response at the top of the email message or within the calendar by right-clicking on the calendar entry.

6. Scheduling Meetings & Inviting Attendees

- Create a new appointment. If using Quick Add, Click on More Details. Then enter attendee names in one of the following ways:
 - In the Attendees text field, type the email addresses, separating addresses by a semicolon (;). Names in your Contact list matching what you type are displayed as you type.
 - Go to the Find Attendees tab. Type a name and select which source to use, either Contacts or Global Address List. Select the names and press Add. When complete, click on the Appointment Details tab or the Schedule tab.
 - To see the free/busy schedules for attendees:
 - Click the Schedule tab.
 - As you enter attendees' names and email addresses, if attendees' schedules are known, availability appears in horizontal bars next to the names.
 - Return to the Appointment tab when the attendee's list is complete.
- Note: Regardless of how you entered the attendees, you will probably want to check their schedules by clicking on Schedule.
- Click *Save*

7. Getting Organized with Folders and Tags

- Save a message in a folder by clicking on the Move icon on the toolbar or by right-clicking on the message in the inbox and choosing Move.
- Creating, renaming, moving, and deleting folders can be done with a right click on the Folder Pane on the left-hand side of your screen. Note that folders can have sub-folders.
- Use Tags to classify messages and contacts.

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8. Additional Assistance

- Visit the Information Technology Services web pages at: <http://www.aurora.edu/its>
 - Zimbra email/calendar collaboration suite web page link
 - Zimbra Quick Start Guide (this document)
 - Zimbra FAQ
 - These documents will be updated continually as we learn of other helpful tips that are beneficial for our users.

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