

Hosted Cloud Zimbra

From

64 Network Security

Agenda



Zimbra Overview and Mail



Address Book



Briefcase



Calendar

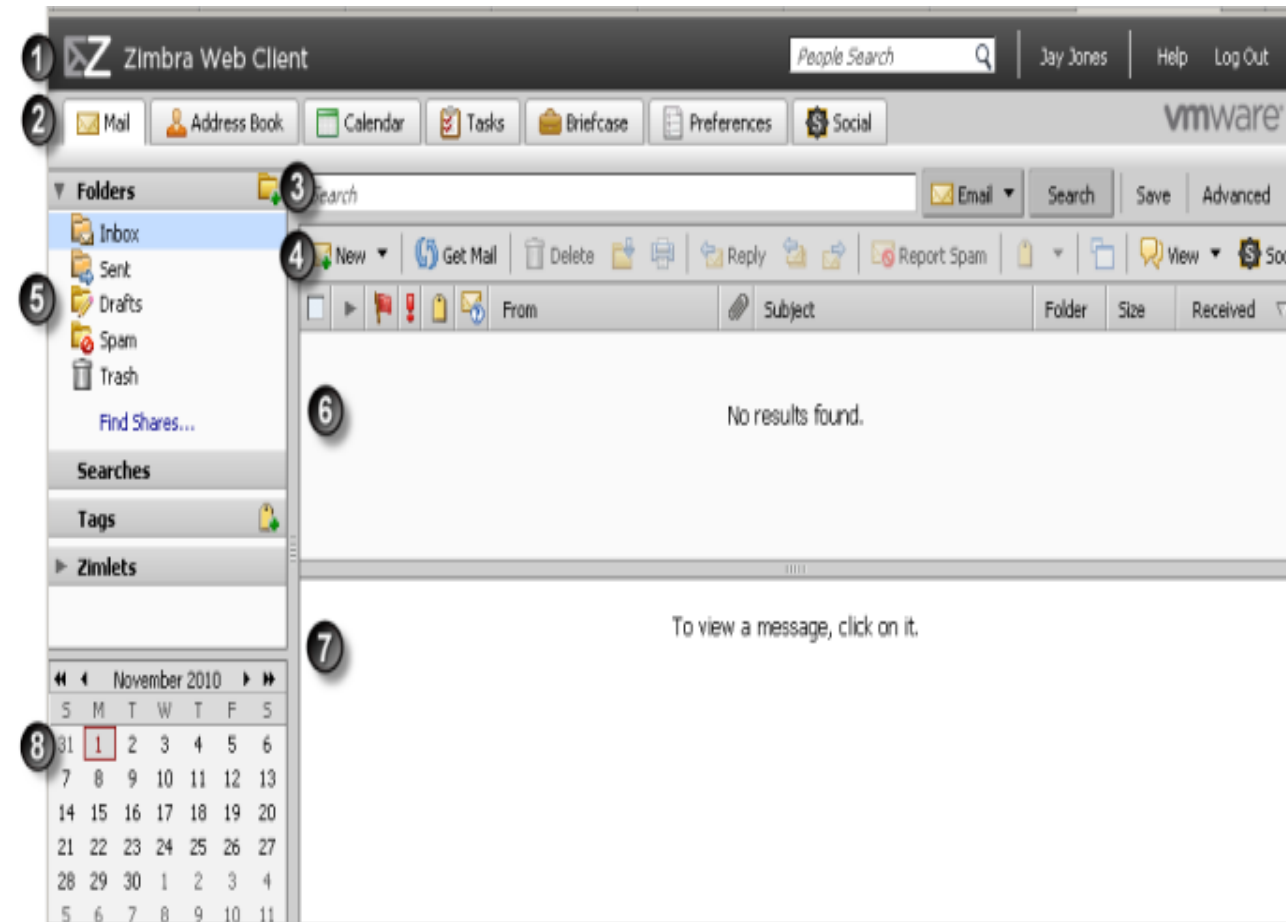


Preferences

Concepts and User Interfaces

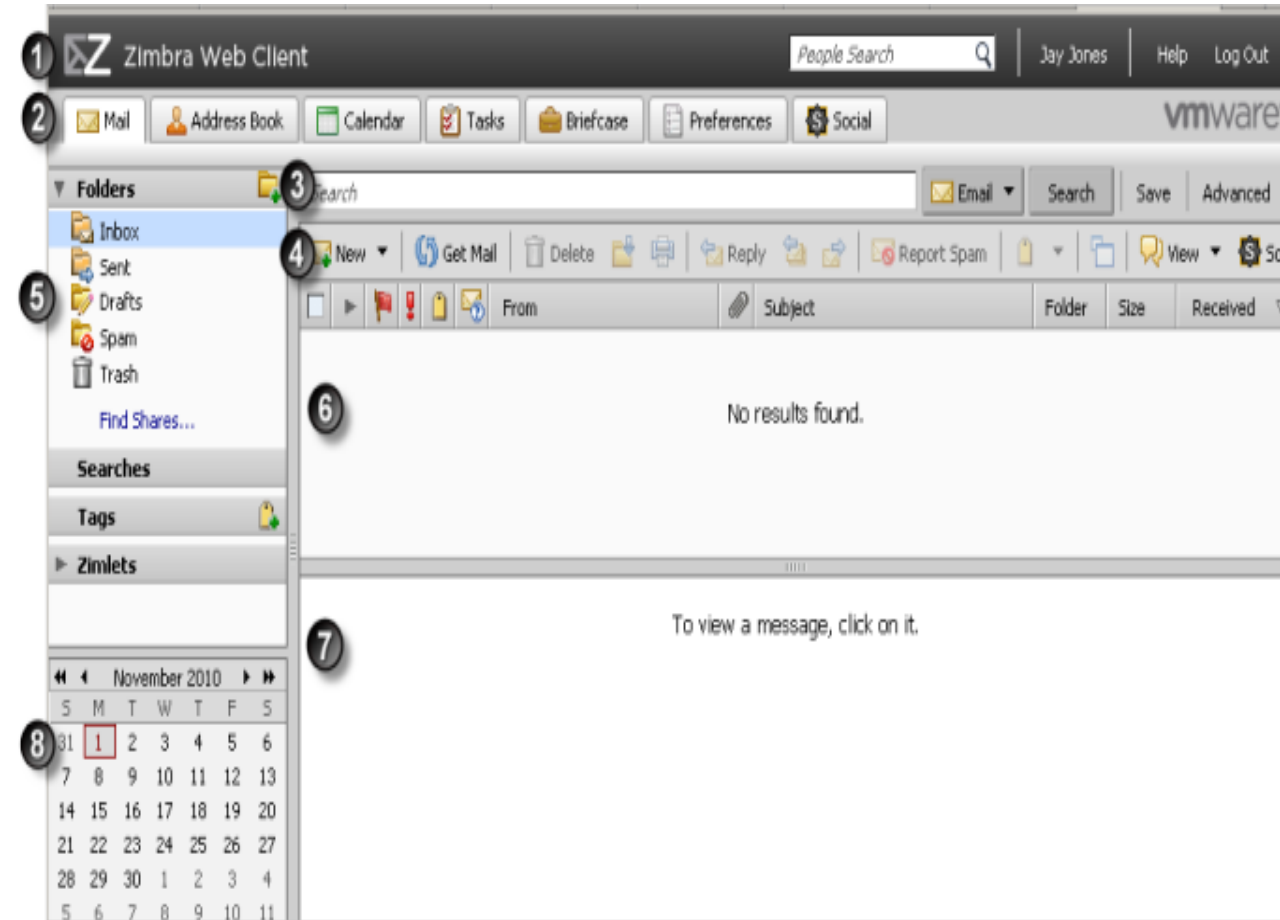
- Zimbra Web Client (Ex: <https://webmail.64network.in>)
- Zimbra Desktop Client Application (Ex: Zimbra Desktop)
- Unified Inbox
- Global Address List (GAL)

Navigating the Zimbra Web Client



- 1. Header :** This area includes People Search to search your company directory, your name, the Help and Log Out links.
- 2. Application Tabs :** The applications that you can access are listed in the tabs on this row.
- 3. Search Bar :** The Search, Advanced search are displayed in this area. You can also save searches from here.

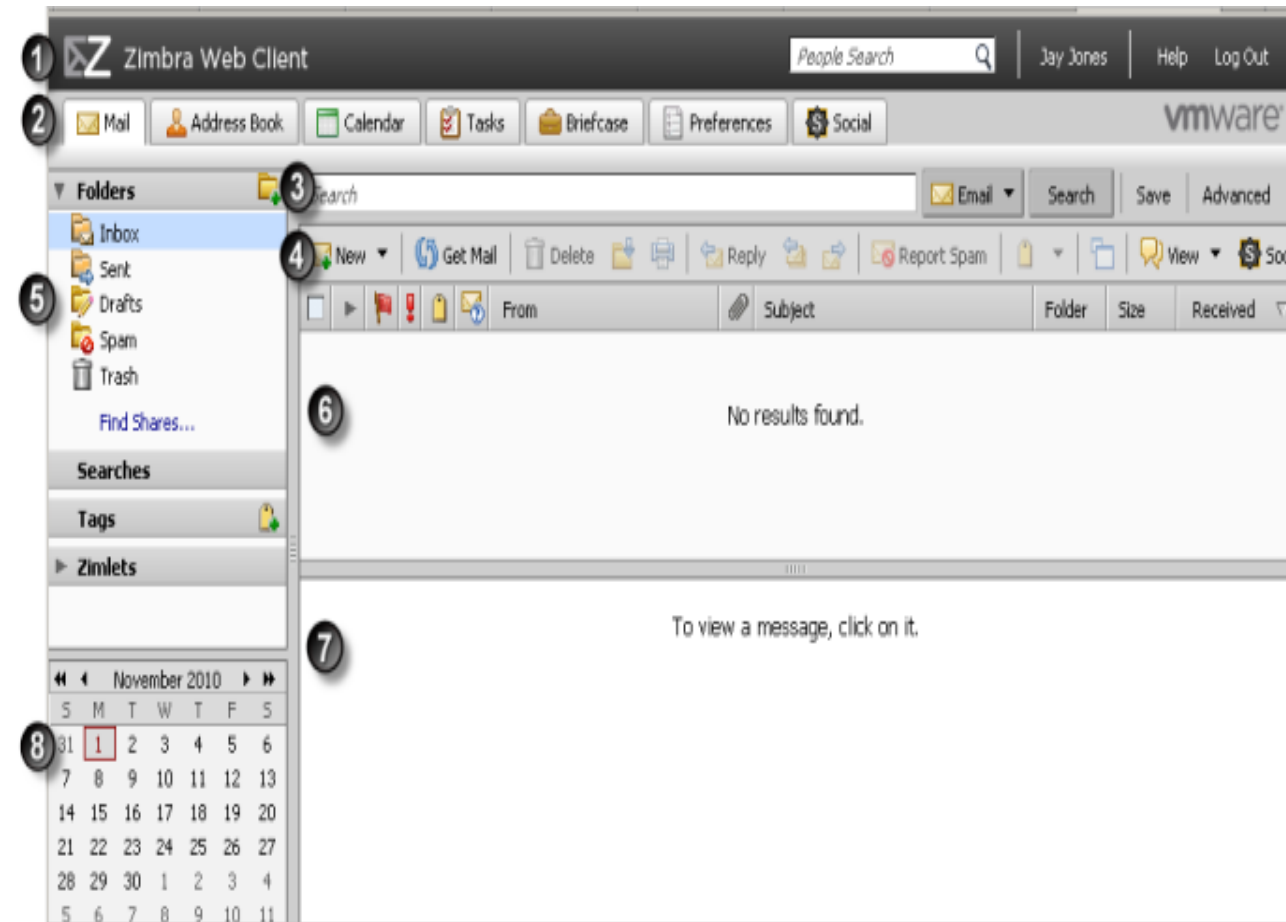
Navigating the Zimbra Web Client



4. **Toolbar** : Shows actions available for the application you are currently using. In this example, the Mail application toolbar is displayed.

5. **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, Tags you created, and 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.

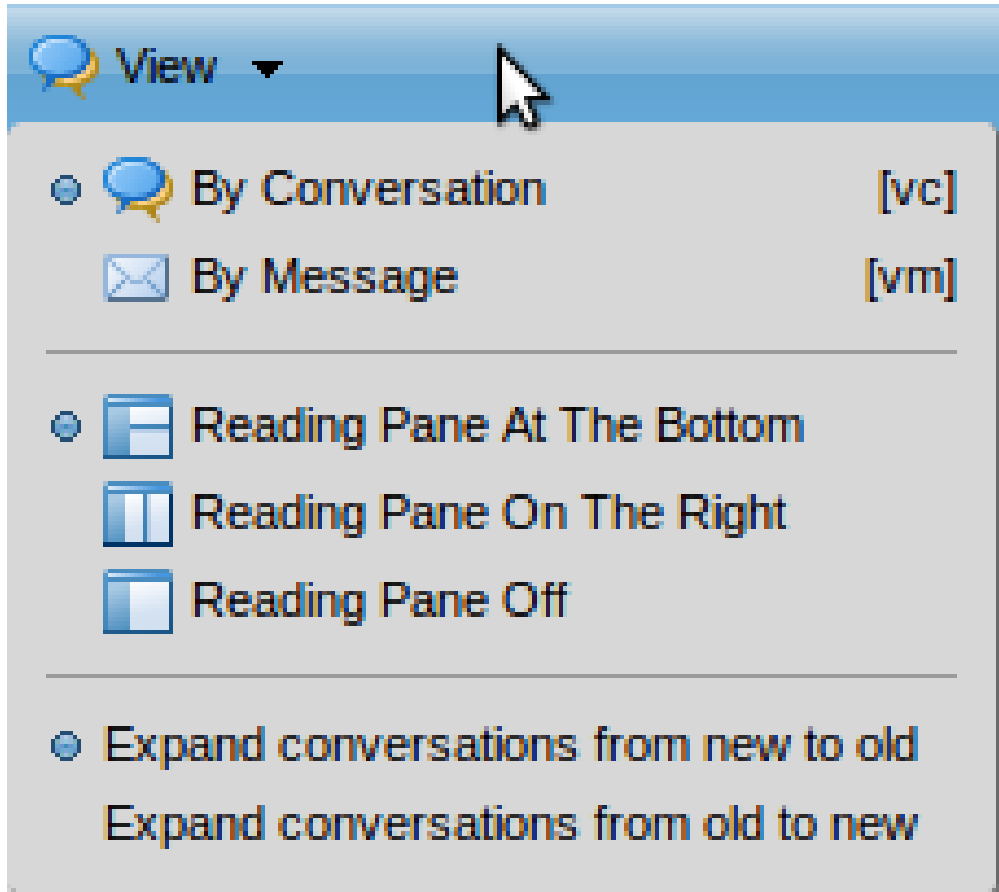
Navigating the Zimbra Web Client



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.

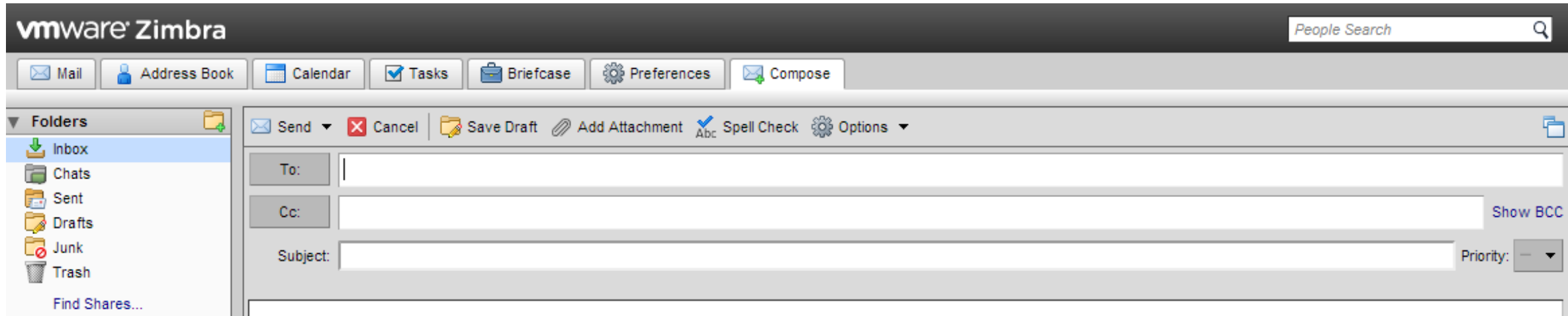
7. Reading Pane. The Reading Pane is used to preview messages. You can change your view to a three-pane view that shows the Reading Pane on the right or you can turn off the Reading Pane completely from View, on the Mail toolbar

Zimbra Conversation View



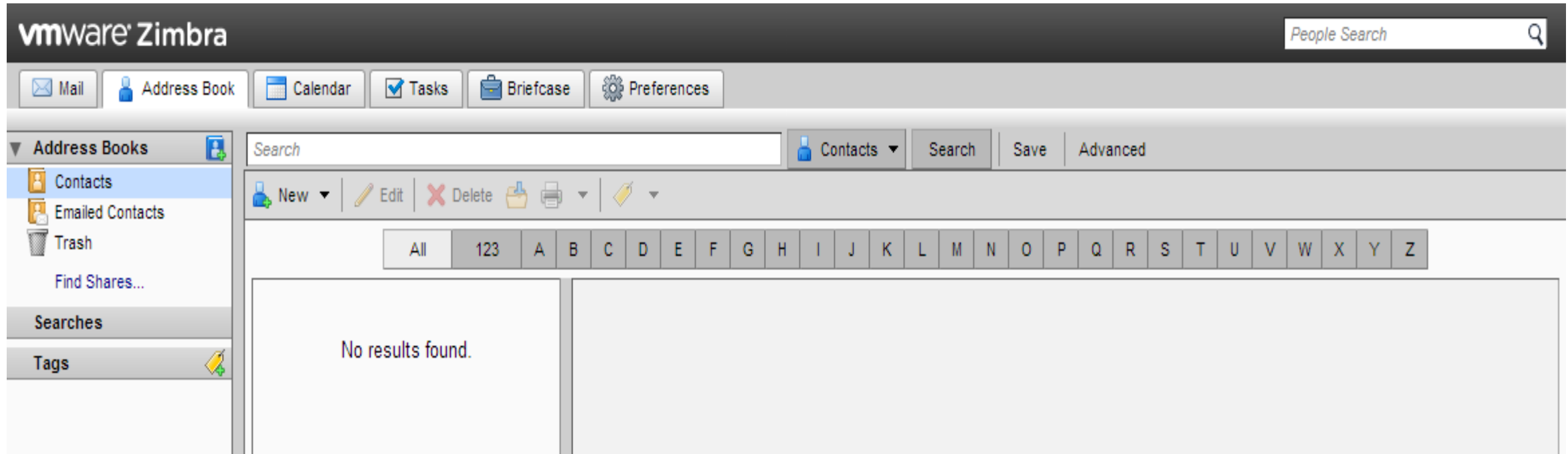
- You can view your email messages as single messages or as conversations and you can view messages with the Reading Pane off, displayed at the bottom, or displayed on the right.
- To change how messages are grouped in your mailbox, on the toolbar, click View and select whether to view by conversation or by message and where you want the Reading Pane to display

Zimbra Compose View



- View inbox by message or by natural Conversation View
- Drag and drop messages into folders or onto Tag(s)
- Share tags across applications and mailboxes
- Messages may have multiple Tags and act as 'virtual folders'
- Instant filtering of direct messages, distribution lists, feeds, and notifications
- Move bulk or unimportant email out of Inbox to Activity Streams

Address Book View



- Address Book is where you can store contact details. By default a Contacts and an Emailed Contacts address book are created in Address Book.
- You can create additional address books and share them with others.

Calendar View Panel

vmware Zimbra

People Search

Mail

Address Book

Calendar

Tasks

Briefcase

Preferences

Compose

Zimbra Online D

Suggested Times

January 2014

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Show Suggestions for Jan 29

Send

Save

Close

Add Attachment

Print

Spell Check

Format

Options

Subject: Zimbra Online Demo

Attendees: Help Desk

Optional:

Location: Webinar

Start: 1/29/2014 12:30 AM All day

End: 1/29/2014 1:00 AM

Repeat: None

Reminder: 5 minutes before

Display: Busy Calendar Private

Scheduler Hide

All Attendees		12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
	[Redacted]																									
	helpdesk@zimbra.com																									
	[Redacted]																									

Free

Non-working

Busy

Tentative

Unknown

Out of Office

Calendar View Panel

- Create different personal calendars
- Create appointments and schedule meetings and mark them as private or public
- Create all-day events
- Use the QuickAdd dialog to quickly create an appointment
- Display your free/busy status
- View other peoples free/busy schedules to facilitate group scheduling
- Create recurring appointments

Calendar View Panel

- Quickly view your calendar schedule for the day from email messages or from the mini-calendar
- Accept/Tentative/Reject an invitation with one click
- Set meeting reminders and notification method
- Delegate manager access to your calendars
- Share your calendars with others
- Print your calendars
- Import or export your calendar

Briefcase



**Securely upload, share
and manage
important files from
any computer.**

- ☐ Upload documents, spreadsheets, presentations, images, pdf files from your computer or network
- ☐ Save attachments received/sent to a Briefcase folder
- ☐ Create different briefcase folders to organize files
- ☐ Share the briefcase folder with others

Creating Briefcase Folders



- ☐ Click the Briefcase tab.
- ☐ Select Briefcase from the New list on the toolbar.
- ☐ The Create New Briefcase dialog displays. Type a unique name for the new Briefcase folder.
- ☐ Select the folder hierarchy. You can create a new top-level briefcase, or you can place it under an existing briefcase.
- ☐ Click OK. The new briefcase displays in the Overview pane.

Sharing in Zimbra

What can we share in zimbra?



Inbox



Address Book



Briefcase



Calendar



Folders

Preferences



The preferences section allows you to set and configure many different aspects of your Zimbra web client to optimize your experience.

- ☐ General
- ☐ Mail
- ☐ Composing
- ☐ Signatures
- ☐ Address Book
- ☐ Accounts
- ☐ Mail Filters
- ☐ Sharing
- ☐ Notifications
- ☐ Mobile Devices
- ☐ Shortcuts
- ☐ Zimlets

Preferences : Signature

The screenshot displays the VMware Zimbra web interface. At the top, the 'vmware Zimbra' logo is on the left, and a 'People Search' bar is on the right. Below the header is a navigation bar with icons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The 'Preferences' section is expanded on the left sidebar, showing a tree view with 'Mail' selected, and 'Signatures' highlighted. The main content area is titled 'Signatures' and contains a list of signatures. The first signature, 'Signature #1', is selected and its details are shown in a larger text area. The text area contains the text 'Regards', 'Help Desk', and 'www.example.com' (underlined). At the bottom of the signature list are 'New Signature' and 'Delete' buttons. To the right of the signature list is a 'Name' field containing 'Signature #1' and a 'Format As Plain Text' dropdown menu. At the bottom right of the 'Signatures' section is an 'Attach Contact as vCard' field with 'Browse...' and 'Clear' buttons.

vmware Zimbra

People Search

Mail Address Book Calendar Tasks Briefcase Preferences

Preferences

General

Mail

Composing

Signatures

Accounts

Filters

Trusted Addresses

Address Book

Calendar

Sharing

Notifications

Mobile Devices

Import / Export

Shortcuts

Zimlets

ZxChat

Search

Appointments

Search

Save

Advanced

Save Cancel

Signatures

Name: Signature #1

Format As Plain Text

Signature #1

Regards

Help Desk

www.example.com

New Signature Delete

Attach Contact as vCard: Browse... Clear

Preferences : Filters

vmware Zimbra

People Search

Mail Address Book Calendar Tasks Briefcase Preferences

Preferences

General

Mail

Composing

Signatures

Accounts

Filters

Trusted Addresses

Address Book

Calendar

Sharing

Notifications

Mobile Devices

Import / Export

Shortcuts

Zimlets

ZxChat

Search

Save Cancel

Incoming Message Filters

New Filter Edit Filter

Active Filter Name

Add Filter

Filter Name: Filter1 ☒ Active

If any of the following conditions are met:

From contains info@zimbra.com

Subject contains

From

To

Cc

To or Cc

Subject

Header Named

Size

Date

Body

Attachment

Read Receipt

Address in

Calendar

Do not process additional filters ☒

OK Cancel

January 2014

S M T W T F S

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

Preferences : Trusted Addresses

The screenshot displays the VMware Zimbra web interface. At the top, the 'vmware Zimbra' logo is on the left, and a 'People Search' bar is on the right. Below the logo, a navigation bar contains icons and labels for 'Mail', 'Address Book', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The 'Preferences' section is expanded on the left sidebar, showing a list of categories: General, Mail, Composing, Signatures, Accounts, Filters, Trusted Addresses (highlighted with a green checkmark), Address Book, Calendar, Sharing, Notifications, Mobile Devices, Import / Export, Shortcuts, Zimlets, and ZxChat. The main content area is titled 'Trusted Addresses / Domains' and includes a sub-header 'Trusted Addresses / Domains'. Below this, a message states: 'Mail from these addresses or domains will be considered trusted and images will automatically be displayed.' There is a text input field with the placeholder 'enter email address or domain', an 'Add' button, and a 'Remove' button. A large empty box is provided for listing trusted addresses. At the bottom left of this box, it says '0 of 500 used.' In the top right of the main content area, there are buttons for 'Save', 'Cancel', 'Search', 'Advanced', and an 'Undo Changes' button.

Preferences : Mobile

vmware Zimbra

People Search

Mail Address Book Calendar Tasks Briefcase Preferences

Preferences

General

Mail

- Composing
- Signatures
- Accounts
- Filters
- Trusted Addresses

Address Book

Calendar

Sharing

Notifications

Mobile Devices

Import / Export

Shortcuts

Zimlets

ZxChat

Search

Appointments

Search Save Advanced

Save Cancel

Mobile Devices

☐ Remove from List ☐ Suspend Sync ☒ Resume Sync ☐ Wipe All Data from Device

Device	Device ID	Status	Protocol version	Provisionable
WindowsOutlook15 (Microsoft.Outlook.15)	4AA7C80845F9492587E307AB810A2034	OK	14.0	No
MotoMB865v672 (motorola-MB865/1.0)	androidc739735631	OK	2.5	No

Note: Changes to mobile devices are saved immediately.

Preferences : Mobile

