




Zimbra Web Client Quick Start Guide

Zimbra combines email, calendar and address book tools in an integrated system. For the Web Client, this is all found at one address and under one login.


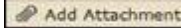
The web address for Zimbra is <https://mail.carleton.edu>

The **Web Client** is designed to work within an internet browser. Mozilla Firefox is the recommended browser on both Mac's and PC's.

Some general guidelines when using the Web Client within a browser:

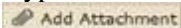
- Do not use the browser's **Back** button. This will take you out of the Web Client.
- To log out, click . If you browse to a different site without logging out first, your session may remain active.
- Do not use the browser's **Reload** or **Refresh** buttons. Doing so will start your session over.

Composing a new message

1. Click  on the toolbar. The Compose page is displayed.
2. Complete the address, **Subject** line, and body text as needed
3. To check the spelling in the message, click **Spell Check**.
4. To add an attachment, click .
5. If you have a signature defined, but not enabled, click to add the signature.
6. Click **Send** to send the message.


Attaching files to your message

Email messages can include attachments. You can attach documents, spreadsheets, pictures, slide shows and other types of files.

1. Click . An **Attach** field appears under the subject line.
 2. Click **Browse** to locate the file.
 3. Select the file and click **Open**.
- Repeat the steps above to attach additional files



To add a new Contact:

1. From the toolbar, click the arrow on () and select **New Contact**. The **New Contact** form opens.
2. Enter contact information, including first and last name, email address, job title, company information, birthday and notes.
3. In **File As**, select how you want to file the name. The default is to file the contact by last name, first name.
4. In **Address Book** select one of your personal address books to save the name to.
5. Click **Save**.

Scheduling a single meeting

You can schedule an appointment for yourself, or you can schedule a meeting and invite attendees.

1. From the toolbar click the arrow on and select **Appointment**.
2. Enter the **Subject**. The subject is required. The subject becomes the description in the calendar.
3. Enter a location.
4. Set the meeting date and time. Enter the **Start** date or click the down arrow to display a calendar and pick a date. Select the **End** date.
5. If you have multiple calendars, use the **Calendar** drop-down menu to select which calendar is setting up the event.
6. Add resources. If you know the name of the resource, enter it in the **Resource** field. If you do not, go to the **Find Resources** tab to search for available resources.
7. Enter the names of the attendees.
8. Use the **Text** field to add additional information to include in the email. To add attachments, click **Add Attachments** on the toolbar.
9. Click **Save**. An email invitation is sent to all attendees and the appointment is displayed in their calendars.

If you are adding an appointment to a shared calendar, you may need to refresh the screen to see the appointment.

Viewing free/busy times

When you schedule meetings, you can view attendees, locations, and resource schedules as you set up the meeting in the **Schedule** tab. The free/busy information shows whether the attendee is busy, out of office, tentative, or free.

Responding to a meeting invitation

When you receive an email notification for a meeting, the meeting is added to your calendar and marked **New**. You can quickly respond to the invitation either from the email Inbox or from the Calendar pane.

1. Open the message that contains the meeting request or right-click the appointment in the Calendar list.
2. To respond to the meeting invitation, click the appropriate action. If the meeting is a recurring meeting, you have the option to select **Instance** or **Series** to respond to.
3. Click **Accept**, **Tentative**, or **Decline**. A reply is automatically sent.

Using Quick Search

1. Make sure that you have selected the type of item you want to search for.
 - a. The drop-down arrow on the left of the search box allows you to select messages, personal contacts, personal and shared contacts, the **Global Address List** contacts, or for all types. When you search for more than one type, the icon displayed in the list lets you know which type of items is included.
2. Simply type in a name or word.
3. Click **Search**.

For further assistance, please see the complete Zimbra Web Client User Guide or call ITS for assistance.