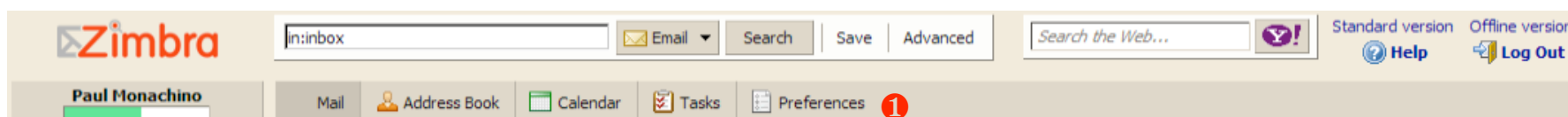
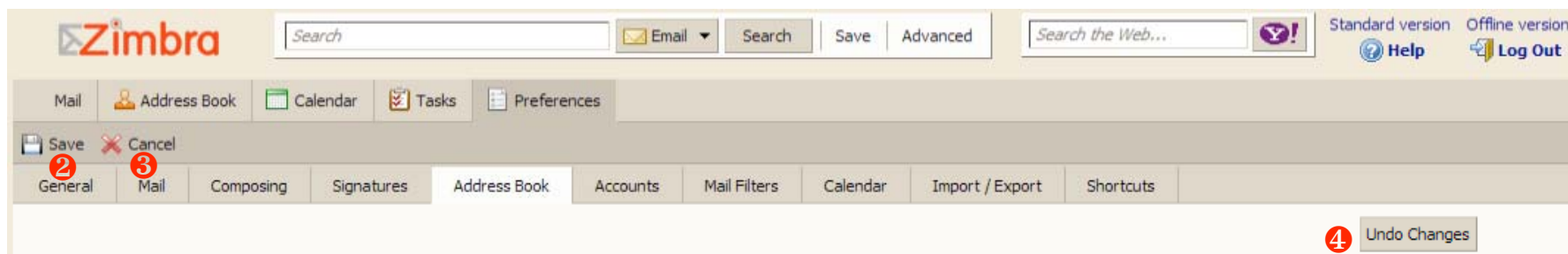


Setting your Zimbra preferences properly can make the difference between an email program that works for you efficiently and one that you are always struggling to manage. Although everyone uses email to communicate with others, each user has different specific needs and preferences. Zimbra 5 offers many choices to the user. This guide to setting preferences should help you identify the settings that will make Zimbra a more effective program for you to use.



Once in Zimbra you access your **Preferences** by selecting the **1 Preferences Link** in the toolbar. These were referred to as “Options” in Zimbra 4.



This will open the tabs to the ten areas in which you can set your Zimbra account **Preferences**. As you set your preferences, you can click the **2 “Save”** button at any time, click the **3 “X Cancel”** button to close Preferences without saving any changes that you have made since the last save, or you can click the **4 “Undo Changes”** to undo the most recent changes to the Preferences within a particular open tab.

General Mail Composing Signatures Address Book Accounts Mail Filters Calendar Import / Export Shortcuts

Login Options

1 Login using: Advanced (Ajax)
 Standard (HTML)

2 Theme: Lavender ▾

3 Language: English (United States) ▾

4 Default Timezone: GMT -08:00 US/Canada Pacific ▾

5 Change Password

Searches

6 Search Settings: Include Junk Folder in Searches
 Include Trash Folder in Searches

7 Search Language: Show advanced search language in search toolbar

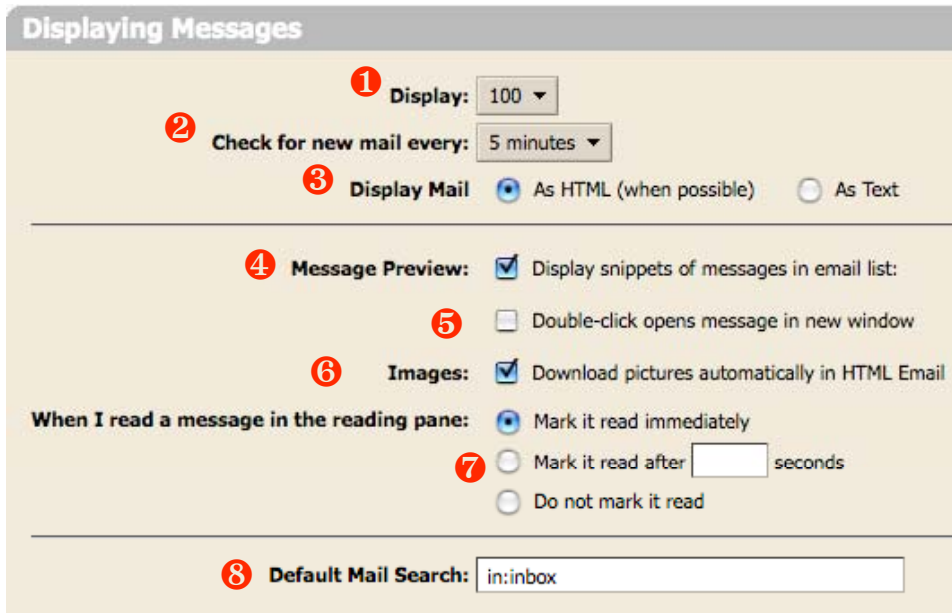
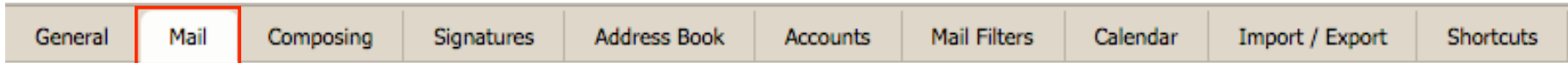
Other

8 Settings: Display checkboxes to quickly select items in lists (requires refresh)

General

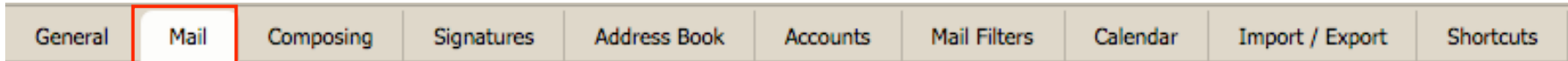
- 1 Log in using **Advanced** for high speed internet, **Standard** for slower computer/dial-up
- 2 Ten **themes** to choose from; different only in color
- 3 Alternate default **languages** available
- 4 Set a **default time zone** if necessary
- 5 You can change your own **password**

- 6 Select both **search settings** for the most thorough searches
- 7 **Search language** allows for more depth and feedback in searches
- 8 **Settings** displays the **check boxes** next to your messages in the viewing pane



Mail

- ① **Display** a higher number for high speed internet, lower number for dial-up or older computer
- ② **Checking** options from never to 15 minutes.
- ③ **Display as HTML** preserves formatting of original message but can load more slowly
- ④ **Snippets** are the first words of the message displayed in the inbox as a preview
- ⑤ Double clicking **detaches** the message
- ⑥ **Images** must be opened manually by clicking a button on screen unless you check this box
- ⑦ You have options as to how you want messages to indicate they have been **opened**
- ⑧ **Searches** always start in the inbox unless you set a different location here for a new default



Receiving Messages

When a message arrives:

- Play a sound (requires QuickTime or Windows Media plugin)
- Highlight the Mail tab
- Flash the browser title

1

Forward a copy to:

2

3 Don't keep a local copy of messages

Send a notification message to:

4

Send auto-reply message:

Start Date:

End Date:

5 **Messages from me:** When I receive a message originally sent by me

Place in Inbox Place in Inbox if I'm in To: or Cc: Ignore message

Mail (cont.)

- 1 You have three ways in **new mail** can be announced. The browser and Zimbra still must be open (although not necessarily in view) for any to be functional
- 2 You can **forward mail** to another account and select whether or not to keep a copy in Zimbra.
- 3 A **notification of new mail** can be sent to another account without forwarding the actual mail.
- 4 An **auto-reply message** can be used as an away message. Start and end dates can be pre-set. However, to reach all of those who may be sending you mail, you must still set this up on Orion at this time. (call the HelpDesk at 2111)
- 5 **Messages from me** might include a message that you generate and you are part of a contact group or list serve. You can decide how you want such messages to be treated.

Composing Messages

1 **Compose:** As HTML **Font:** Arial **Size:** 12pt **Color:**

As Text

2 Reply/Forward using format of the original message

3 Always compose in new window

4 Automatically save drafts of messages while you are composing

5 **Reply / Reply All:** When replying to an email:

6 **Forward:** When forwarding an email:

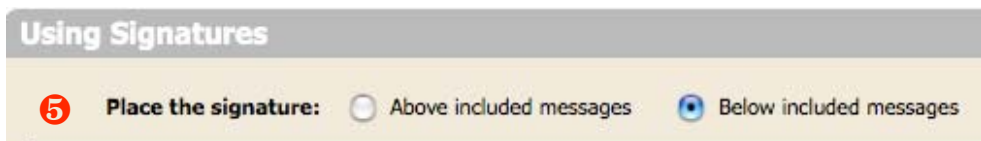
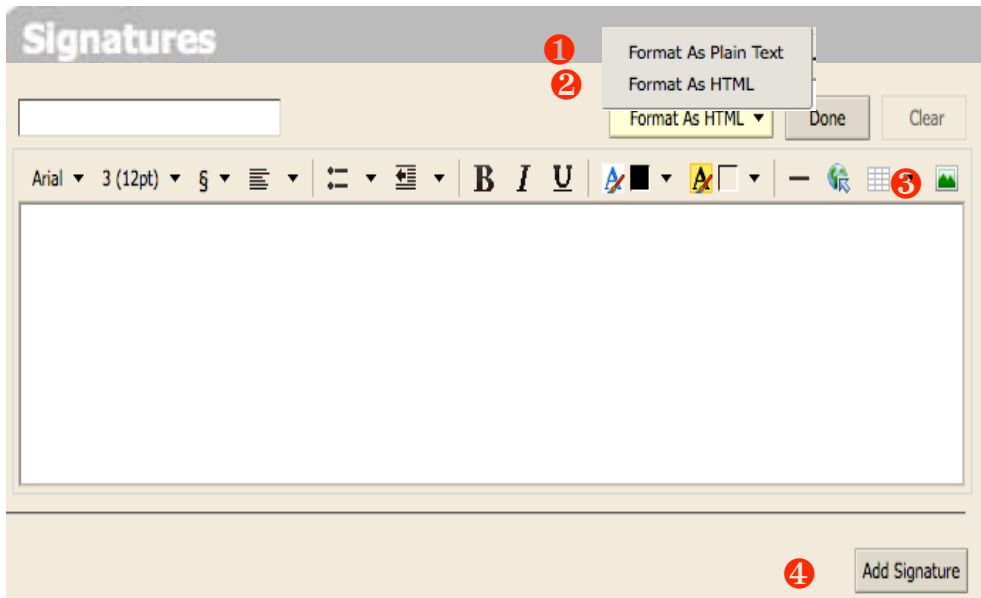
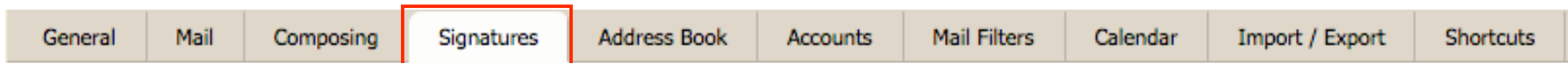
Prefix: Prefix included messages with:
 > |

7 **Sent Messages:** Save a copy to Sent folder
 Do not save sent messages

Additional composing options can be set on the [Accounts Page](#)

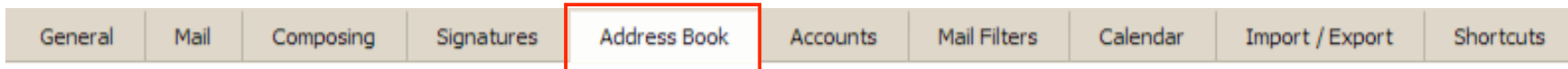
Composing

- 1 Set your **default composing option** base upon those to whom you most often send mail. If the recipients' email program cannot read HTML (Nazareth Students' Webmail) Text would be a better option. If in doubt, use Text. You can always change the setting from within your composition window.
- 2 **Preserving original formatting** might be important if is required to view the contents of a message accurately
- 3 New compositions open in the viewing pane unless you choose to detach and **compose in a new window**.
- 4 Checking here will **automatically save** a copy to the Draft folder, reducing the possibility of messages being lost during their construction.
- 5 6 Format what you wish to include in your **replies and forwards**.
- 7 Best practice would be to **save a copy of sent** messages to the Sent folder for your records. You can always delete them later.



Signatures

- ① You can create a **signature** in **plain text**, as you could in Zimbra 4, or ② use **HTML** formatting to stylize your signature. It is also possible to use ③ graphics as part of your signature. (Adding a graphic must be done through a url, so look for the How-To documentation at <http://www.naz.edu/dept/its/services/training.cfm>)
- ④ You can create **multiple signatures** from which you can select depending upon the nature of the messages. This will be done through the link in the composition window.
- ⑤ You can **place the signature** above or below the body of your message.



Options

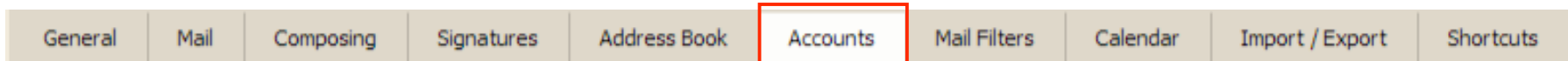
Display contacts per page: 100 **1**

Default View: List **2**

3 **Settings:** Add new contacts to "Emailed Contacts"
 Auto-complete includes addresses in the Global Address List
 Initially search the Global Address List when using the contact picker

Address Book

- 1** Select a higher number of **contacts per page** for high speed internet
- 2** Leave the **Default View** as **List**
- 3** Check all three **Settings** boxes for most complete saves of addresses and contacts



Accounts

Account Name	Status	Email Address
Primary Account 1	OK	pmonach3@zimbra.naz.edu

2

External Account Settings

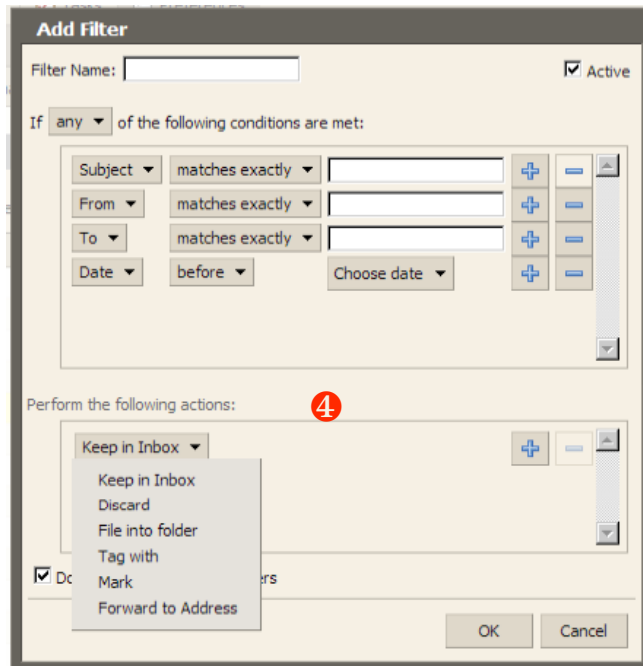
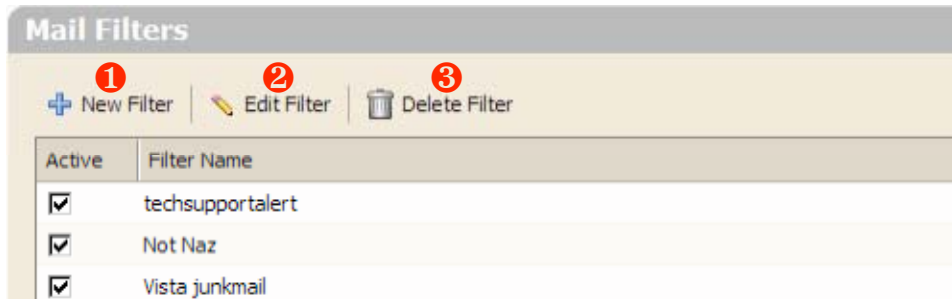
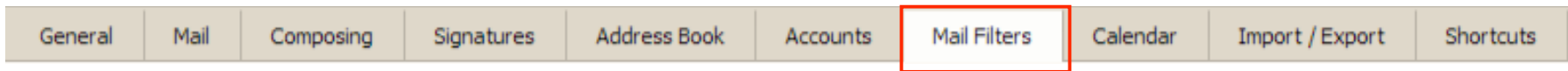
Email address:

Account Name:

Accounts

- 1** Ordinarily you will have one **account**, and you can view the details here.
- 2** If you have need for additional **identities**, you can create them here.

Check with Nazareth ITS before doing so to ensure that you set this up correctly without creating conflicts within the system.



Mail Filters

1 You can set **filters** to help manage your email, but this can be quite challenging with the potential for losing mail if not done properly. It is suggested that you read the documentation on our website <http://www.naz.edu/dept/its/services/training.cfm> for setting up **filters**, or call the Help Desk for assistance.

2 3 Once **filters** are created, they can be managed and edited and deleted from the **Add Filter** window.

4 You can also determine what **actions** will be taken when specific conditions are or are not met.

.....

General Mail Composing Signatures Address Book Accounts Mail Filters **Calendar** Import / Export Shortcuts

General

1 **Default View:** Day View ▾
Start week on: Sunday ▾

2 Always show the mini-calendar

3 **After responding to an invitation:** Delete invite on reply

4 **Show reminders:** 10 minutes before ▾
 Play a sound (requires QuickTime or Windows Media plugin)
 Flash the browser title

Permissions

Free / Busy: 5

- Allow both internal and external users to see my free/busy information
- Allow only local users to see my free/busy information
- Don't let anyone to see my free/busy information
- Allow only the following local users to see my free/busy information:

Invites: 6

- Allow both internal and external users to invite me to meetings
- Allow only local users to invite me to meetings
- Don't let anyone to invite me to meetings
- Allow only the following local users to invite me to meetings:

Calendar

1 Select the **default view** of your **calendar** here. You can always select alternative views from the calendar window itself at any time.

2 Check here to have the **mini calendar** opened by default.

3 Check here to delete the **invitation message** from your inbox once you reply.

4 If you wish to be **reminded** of appointments on your calendar you can set the timing and choose **audio** and/or **visual** reminders.

Permissions can be set for who sees your calendar and scheduling information. Keep in mind that limiting access also limits the ability of others to share information with you and schedule you effectively for appointments.

5 **Free / Busy** refers to what information others can see on your calendar.

6 **Invites** refers to the manner in which other users can invite you to meetings.

Import 1

Type: Account Calendar Contacts

You can import an account export file in a "Tar-GZipped" (.tgz) format.

Destination: All folders

File: Browse...

Resolve duplicates: Ignore Replace Reset

Advanced settings

Import

Export 2

Type: Account Calendar Contacts

All account data can be exported to a "Tar-GZipped" (.tgz) format.

Source: All folders

Advanced settings

Export

Import / Export

1 **Import options** enable you to import calendars and contacts (address information) from external sources saved in the proper compressed format. This is how you will restore any mail that you have archived from your Zimbra mail using this process.

2 **Export options** enable you to export your mail, calendars and contact information in compressed files to your computer. This is how you will archive your mail.

If you wish to archive, go to our website at http://www.naz.edu/dept/its/services/training_cfm and open the Archiving Zimbra Mail pdf. for detailed instructions.

Unless you are performing either an import or export you do not have to set anything here.

General Mail Composing Signatures Address Book Accounts Mail Filters Calendar Import / Export **Shortcuts**

Keyboard Shortcuts

1 Shortcut List
 2 Mail Folder Shortcuts
 3 Saved Search Shortcuts
 4 Tag Shortcuts

Shortcuts for All Applications		
G	M	Switch ("go") to Mail
G	A	Switch to Contacts ("address book")

Shortcuts

Keyboard shortcuts are preset in Zimbra to simplify repeated tasks for those who prefer to use them. You can view the presets by selecting the appropriate tab (**1** Shortcut List, **2** Mail Folder Shortcuts, **3** Saved Search Shortcuts, **4** Tag Shortcuts).

Keyboard shortcuts may also set as a part of your browser or computer preferences, so there could be some conflicts in the proper function of individual keyboard commands. In that case you would need to investigate what other shortcuts have been set up on your system.

For additional assistance in setting your Zimbra preferences:

Click on the Zimbra Help button  for online support

Find How-To documentation on our website at <http://www.naz.edu/dept/its/services/training.cfm>

Call the User Support Center Help Desk at 389 – 2111

Visit the User Support Center in Smyth 85