

The Zimbra Collaboration Suite is a full-featured messaging suite offering reliable, high-performance service and advanced email and calendaring features. It is an open platform, which provides compatibility with a variety of software and tools, including Microsoft Outlook, Apple Mail, iCal, Address Book, Palm, PocketPC, and a variety of Smartphones. The most feature rich tool, however, is the Zimbra Web Client.

Using Zimbra Web Client, you can:

- Compose and send new mail messages
- Read and reply to mail messages
- Include multiple file attachments
- Forward mail messages to one or more recipients
- Track mail exchanges using the Conversation feature or optionally switch to a traditional message view
- Create your own folders to organize mail
- Tag your mail using special tags you create
- Search for mail messages that have particular characteristics, contain specified text, or whose attachments contain particular text
- Create filters to route incoming mail to designated folders
- Create, import, edit, and delete personal contacts
- Create appointments, meetings, and events
- Delegate permission to view or manage your calendar
- See attendee's free/busy schedule

The remainder of this document will provide an introduction to the Zimbra Web Client. Online help is also available within the program, and more advanced training will be provided in the coming weeks.

Minimum System Requirements

The Zimbra Collaboration Suite functions fully with Macintosh, Windows, and Linux clients that meet the following minimum specifications:

Macintosh

- iMac or newer with 256 Mb RAM
- Mac OS X version 10.2 or greater
- Mozilla Firefox 1.5 (preferred) or Apple Safari web browser

Windows

- Windows XP with 256 Mb RAM
- Mozilla Firefox 1.5 (preferred) or Internet Explorer web browser

Linux

- 128 Mb RAM with Mozilla Firefox 1.5

Logging On

You must log on and be authenticated in order to use Zimbra Web Client.

1. Open Firefox (or Safari or Internet Explorer) and enter the following URL in the address box at the top of the browser window: <http://www.saugus.k12.ca.us>



2. Click on “Employee Resources” on the right side of the page that appears (you may have to scroll down to see it.)
3. Click on “Zimbra Collaboration Suite” under “E-mail Tools” on the page that appears.

Employee Resources:
Web-based programs and resources for district employees.

E-mail Tools
GroupWise WebAccess
Zimbra Collaboration Suite
GroupWise Spam Management

4. When the login screen appears, type your full email address as the user name and your password. *Note: you may see a Security alert the first time you attempt to log in to the system. On Firefox, choose “Accept this certificate permanently” and click on OK. On Internet Explorer or Safari, click on the “Yes” or “Accept” button to proceed to the login window.*




Important Note: This password is not the same as your old Groupwise password. If this is your first time logging in and you do not know what your password is, please contact your site administrator.

If this is the first time that you have logged in to your account, the system will display the following window asking you to change your password. Type a new password into the “New password” box, and type the same password again into the “Confirm” box. Then click “Log On” to log in to your account.

https://do8.saugus.k12.ca.us - Zimbra Login

Zimbra
Collaboration Suite

 Your password is no longer valid. Please choose a new password.

Username:

Password:

New password:

Confirm:

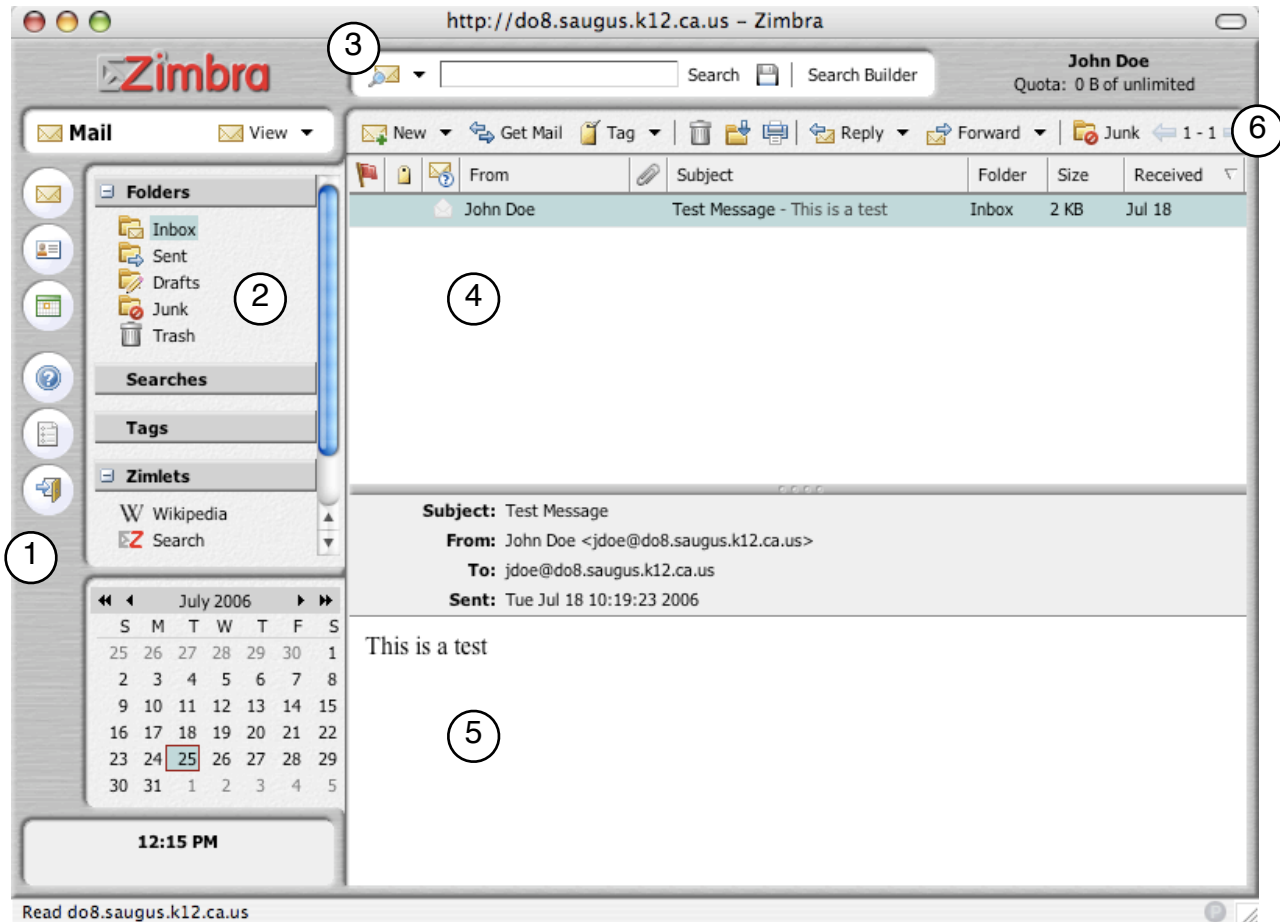
Remember me on this computer

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Done do8.saugus.k12.ca.us


The Main Window


The interface for the Zimbra Web Client is quite intuitive and easy to use. Holding your mouse over any button for a few seconds (without clicking) will yield a pop-up message describing the button's purpose. The screen is divided into several sections as follows:





1. Application Chooser: On the far left are buttons that allow you to access the different parts of the application. Click on them to access the associated part of the program.

 Mail: If you are in another part of the program, this button will take you back to a view of your email.

 Contacts: Click this button to view or edit your contact list.

 Calendar: Zimbra has a built in calendar, which you can use to make appointments and manage your schedule.

 Help: Click here to access Zimbra's online help system.

 Options: Click here to change your personal Zimbra options. Here you can customize how Zimbra works for you.

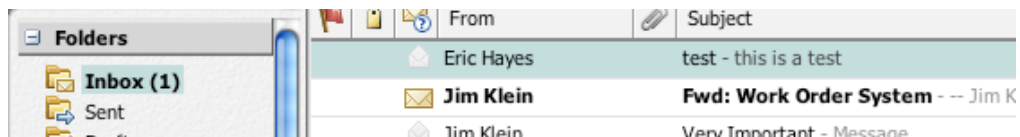


Log off: Click this button to log out of the system. We strongly recommend that you do this when you will be away from your computer for an extended period.

2. 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 have created, and Zimlet links 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. A mini-calendar can be displayed below the Overview Pane. This is optional and configured in Options.
3. Search Bar: Use this to search your entire account. This will search all email and attachments for the words you enter.
4. Message List: Here you will see a list of all the messages in the selected folder in the Overview Pane (number 2 above.) Defaults to the Inbox folder when you first log in.
5. Message Viewer: Displays the contents of the selected message in the Message List (number 4 above.) Click on any message in the Message list to view its contents here.
6. Toolbar: Shows actions available for the current view. Hold the mouse arrow over any button to find out what it does.

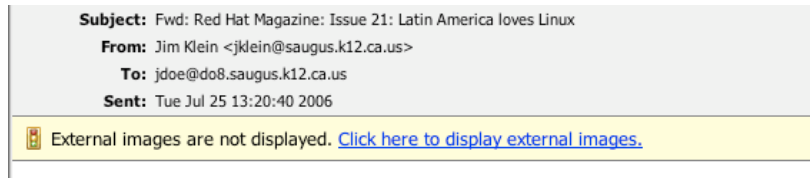
Receiving Email

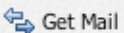
New messages will automatically appear in your Inbox folder, as well as the message list. When new messages arrive, the Inbox folder will turn bold, and the number of unread messages will appear next to the word "Inbox." In addition, any unread messages will appear in bold in the Message List.




To read a newly received message, simply click on it in the message list.

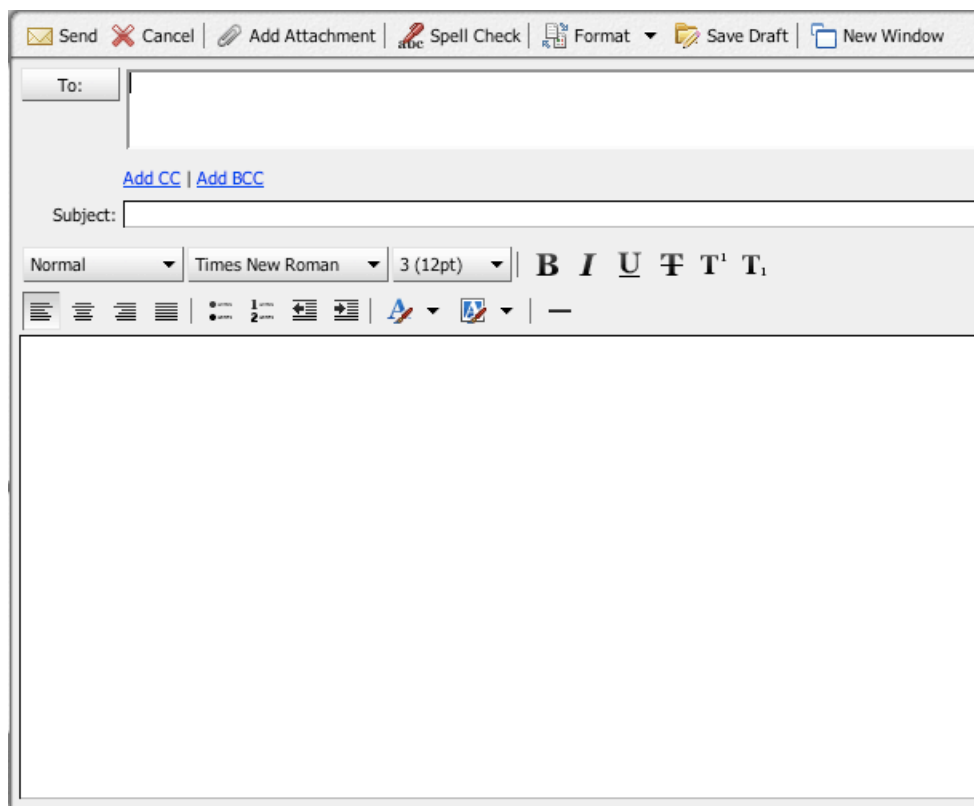
If you click on a message that contains images, Zimbra will automatically block viewing of them (for your protection.) Near the top of the message, you will see a yellow warning bar (see right) alerting you that Zimbra has blocked the images. If you wish to view the images in the message, simply click the yellow bar and they will be displayed.



Zimbra will automatically check for new messages about every 5 minutes. If you want to force Zimbra to look for new messages immediately, simply click the  button.

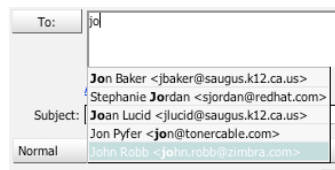
Sending Email

To send a new email message to one or more recipients, click on the  button in the toolbar. You will then see a window similar to the following:

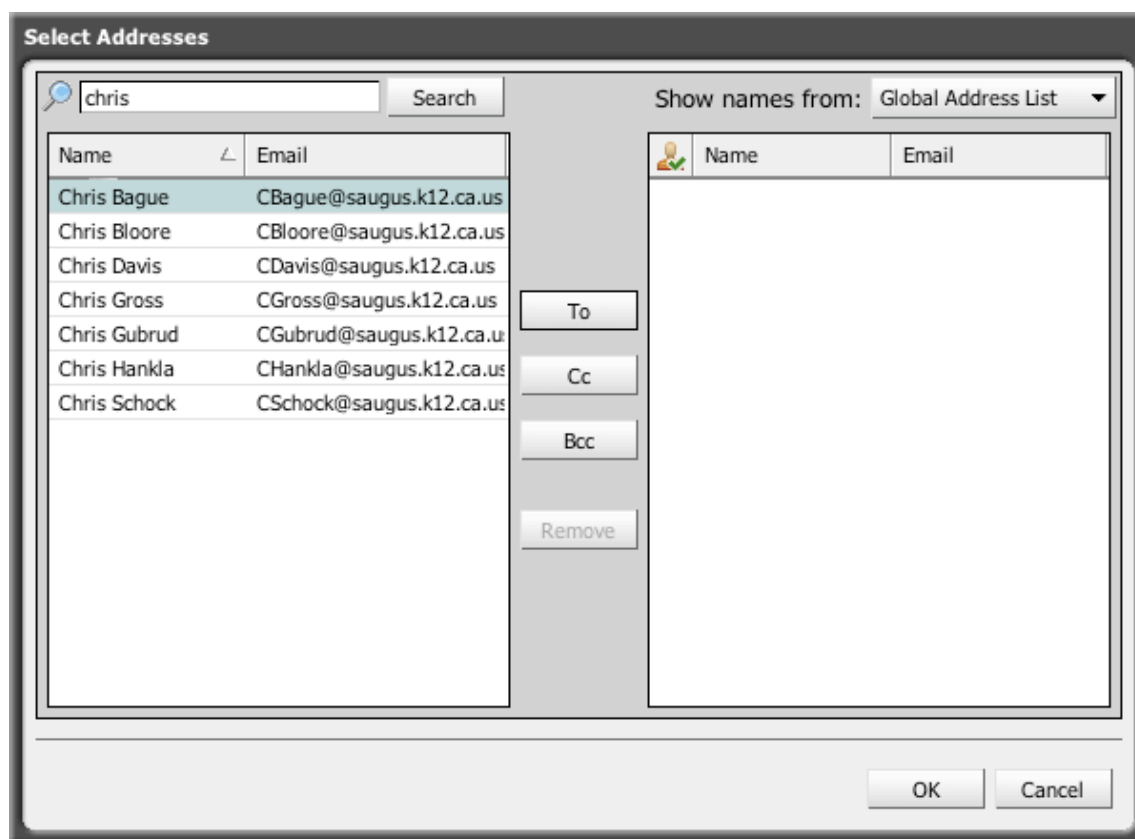


There are a number of ways to address new email messages. The simplest way is to enter the email addresses in the box next to the “To:” button. If you will be sending this message to multiple recipients, separate their addresses with commas. These addresses can be for people within the Saugus School District, people on other systems, or any combination of the two.

If the people you are sending the message to already exist in your personal Contact List, Zimbra will try to “guess” - as you type - who you are trying to send the message to, and present you with a list of those it found in your Contact List. When you see the name you are looking for, simply select it from the list and it will be added to the to box. See online help for information on building a personal Contact List.



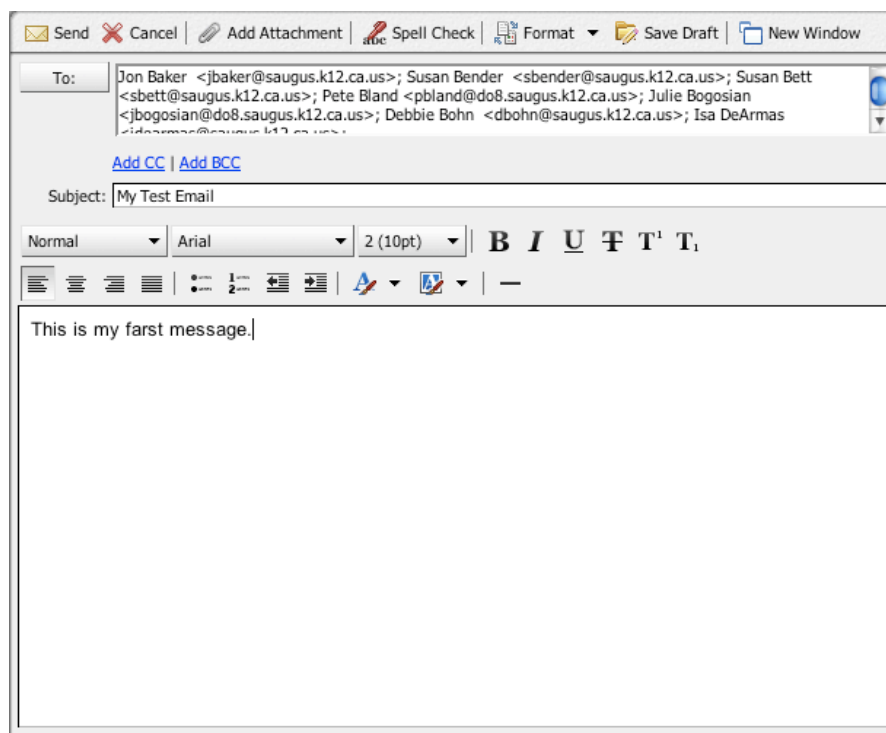
Zimbra also allows you to search your personal Contact List, as well as the Global Address List, which is something like a “white pages” of all email users on the system. To add recipients from either your personal Contact List or the Global Address List, click on the button. You will then see a screen similar to the following:

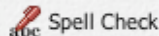


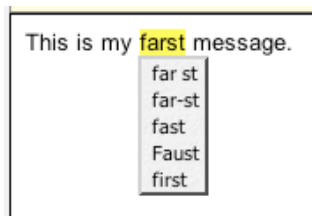
In the top right corner you will see a pop-up menu which allows you to select what list you are searching. It defaults to the system-wide Global Address List. If you want to search your personal Contact List, change this menu to Contacts. Next, type in either a first or last name and click the “Search” button. If names have been found, click on the person you want to add, followed by the appropriate button in the middle (“To”, “Cc”, or “Bcc”) to add them to the list. When you are finished, click the “OK” button, and the appropriate email addresses will be added to the email.

A note on searching: when searching the Global Address List, you can only search on first or last name. When searching your personal Contact List, you can search on any information about the contact. For example, if you have contacts in your personal Contact List whose job title is set to “principal,” then you can enter the word “principal” in the search box and Zimbra will return every contact with that word. This makes it easy to find groups of similar users with different names.

When you have finished addressing your message as described above, fill in the Subject and type the message.



If you would like to check spelling before you send your message, click the  Spell Check button. Misspelled words in your message will be highlighted automatically by Zimbra. Simply click on a highlighted word for a list of suggested spellings, or fix the word manually.



When you are finished editing your email, click on the  Send button to send it.

Conclusion

Zimbra Collaboration Suite has many more features - this getting started guide has really only scratched the surface. The online help is an excellent resource for further information, and technical support is available by dialing 5400 on any district phone (294-5353 from the outside.) Additional training and demonstrations are also available, please see your site administrator for further details.