1 Getting Started with the Zimbra Web Client

The Zimbra Web Client (ZWC) is a full-featured messaging and collaboration application that offers reliable, high-performance email, address books, calendaring, task lists, and Web document authoring capabilities.

This chapter explains how to…

- Select the version of ZWC to use

- Log in and log out

- Navigate your account

- Use Zimbra Assistant

- Learn about the availability of shortcut keys

Some accounts will not include all the features mentioned in this guide. Check with your administrator to see which features are enabled for your account.

Advanced and Standard ZWC

The ZWC has two versions:

Advanced Web Client offers the full set of Ajax-based Web collaboration features. The advanced Web client works with newer browsers and faster Internet connections.

Standard Web Client is a good option when Internet connections are slow or users prefer HTML-based messaging for navigating within their mailbox.

This user guide describes the advanced ZWC. Many of the same features are available for the standard ZWC but may not be accessed as described in this guide. The differences between the advanced and standard versions of the ZWC are summarized in Appendix A: Standard and Advanced ZWC. Refer to the Help in the ZWC for more information about these features.

Features of the Zimbra Web Client (ZWC)

The features of the ZWC are summarized in the following table.

Function	Feature Name	Description
Safety and Security Features		
Spam Protection	SpamAssassin	Besides using predefined rules to control spam, the SpamAssassin filter learns what users consider spam and not spam from messages they specifically mark as **Junk** or **Not Junk** in their mailbox.
Extra email identities	Persona	The name and address configured for the account creates the primary account persona. Users can create up to 20 additional email identities (personas) to manage different roles.

Function	Feature Name	Description
Capacity and Flexibility Features		
Quickly see all related messages with the same subject	Conversation View	Users can see all their messages in a thread – inbox, sent, filed, and even trash – in one view.
Filter incoming Email	Email Filters	Users can set up different filters to sort and prioritize incoming email.
Manage the mailbox quota	Quota	Users can store email messages up to the quota set for their mailbox. They can see their quota usage from their mailbox main page.

Function	Feature Name	Description
Access messages coming in to other email accounts	POP3 access	With POP3 access, users can download their email messages from email programs such as Outlook Express, Outlook, Eudora, or Netscape Mail into the ZWC.
Send messages from more than one account	Choice of From addresses	Users can send all their email from one place but make it look like it's coming from different email addresses. This is useful if users are replying to messages sent to them at a different email address, via POP3 access.
Automatically forward Email	Set Forwarding address	Users can redirect their email to another email account. They choose whether or not to have the forwarded message saved to their ZWC account.
Positive Member Experience Features		
Keep dormant accounts	Accounts may remain dormant	Users are not required to sign in to keep their account active.

Zimbra Web Client Components

The main ZWC components are Email, Address Book, Calendar, Tasks, and Documents. User Preferences and Zimbra Assistant are also powerful ZWC features.

The features of each component are included in the following table.

Component	Features
Email	• Compose and send new email messages • Include attachments with your message • Read and reply to email messages • Forward email messages to one or more recipients • Track email exchanges using the Conversation feature (to view an entire message thread at once) or traditional message view • Search email messages, attachments, and other ZWC areas • Create your own folders to organize email • Create tags to organize your email, contacts, etc. • Create filters to route incoming email to designated folders • Configure your ZWC account to receive email from your POP3 accounts • Share your email folders
Address Book	• Create and manage multiple address books • Easily add contacts from email messages you receive • Import and export contact lists • Share your address books

Component	Features
Calendar	• Create and manage multiple calendars • Create appointments, meetings, and events • See attendee's free/busy schedules • Import and export calendars • Share your calendars
Tasks	• Create multiple tasks lists • Create to-do tasks • Add attachments to your tasks • Manage a task, set the priority, and track the progress • Share your task lists
Documents	• Create multiple notebooks to organize your Web documents • Design pages using an HTML editor, create tables and spreadsheets, add graphics, and create links to Web pages • Share your notebooks
Briefcase	• Upload any type of file to your briefcase so that you can access the file whenever you log on to ZWC • Create folders to organize files that you upload • Share your Briefcase folders

Component	Features
Preferences	• Manage how your mailbox features work for Email, Address Book, and Calendar • Create email filters • Set up forwarding to another email account • Create notification messages, such as a vacation message, and designate when to turn them on and off • Choose a different language to view a mailbox user interface • Assign shortcut keys to quickly access email folders, saved searches, and tags • Use different account identities (personas) and addresses to manage different roles in your job or personal life
Zimbra Assistant	• Use keyboard shortcuts to: • Create new appointments • Go to a specific date in your calendar • Create new contacts • Send a new email message without leaving the application you are using