

10 Using the Preferences Tabs

This chapter provides a high-level overview of the features of each tab. You can do such things as:

- Create away messages using the Mail tab
- Create email signatures using the Signatures tab
- Create additional email personas and link to external email accounts using the Accounts tab

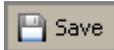
The key functionality for each of these tabs is covered in detail in other chapters of this user guide. This chapter provides a high-level overview of the features of each tab.

Your default user preferences are configured when your account is created. These options define how your mailbox, address books, and calendar work. You can also set up your personal email identities and POP accounts and select a theme for your mailbox.

You can change the default settings using the **Preferences** tabs. If an option described here is not visible in your view, it is not available for your account.

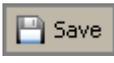
Saving, Canceling, and Reverting Changes to Preferences

There are three things you can do on each **Preferences** tab:

- Click  in the toolbar to save any changes you made on the tab. This saves your changes and returns you to your ZWC view.
- Click  in the toolbar to cancel any changes you made on the tab. This cancels your changes and returns you to your ZWC view.
- Click  in the top right corner of any Preferences tab to reset any changes for that page to your last saved settings.

This revert feature does not affect changes to passwords.

You can navigate to different **Preferences** tabs, making changes on multiple tabs, before you

click  or  .

General Tab



The screenshot shows the 'General' tab of the Zimbra Web Client Preferences. It is divided into three sections: 'Login Options', 'Searches', and 'Other'.
- **Login Options:** Includes radio buttons for 'Advanced (Ajax)' (selected) and 'Standard (HTML)'. Below are dropdown menus for 'Theme' (Sand), 'Language' (English (United States)), and 'Default Timezone' (GMT-08:00 US/Canada Pacific). A 'Change Password' button is also present.
- **Searches:** Contains checkboxes for 'Include Junk Folder in Searches' and 'Include Trash Folder in Searches', both of which are unchecked. A checked checkbox for 'Show advanced search language in search toolbar' is also present.
- **Other:** Contains a checked checkbox for 'Display checkboxes to quickly select items in lists (requires refresh)'.

Use the options on the **Preferences > General** tab as follows:

- **Login using.** Defines your default **Client Type** at log in.
- **Advanced.** Offers the full set of Web collaboration features. This Web Client works best with newer browsers and faster Internet connections.
- **Standard.** Recommended when Internet connections are slow, when using older browsers, or for easier accessibility.
- **Theme.** The background color for your mailbox interface.
- **Language.** The language used to display the text in the ZWC.
- **Default Time zone.** The default time zone for your account. This determines the date and time for messages that you send or receive and the time to display for Calendar appointments. This can be different from your computer time zone configuration.
- **Change password.** Used to change your password. If you have trouble changing your password, or if this button is not displayed, contact your administrator for password help.



- **Search Settings.** Check **Include Junk Folder in Searches** and/or **Include Trash Folder in Searches** to include these folders in any search you perform. By default these folders are not searched.
- **Search Language.** Check **Show advanced search language in search toolbar** to show search string details in the search text box at the top of the ZWC window.
- **Settings.** Check **Display checkboxes to quickly select items in lists (requires refresh)** to display a checkbox for each item in the Content pane. When this is enabled, use the checkbox to select one or more items to perform the same action on, such as delete, move, or mark as read/unread.

Mail Tab

Displaying Messages

Display: 100

Group mail by: Message

Check for new mail every: 15 minutes

Display Mail As HTML (when possible) As Text

Message Preview: Display Message Reading Pane
 Display snippets of messages in email list
 Double-click opens message in new window

Images: Download pictures automatically in HTML Email

Default Mail Search:

Receiving Messages

When a message arrives: Forward a copy to:

 Don't keep a local copy of messages

Send a notification message to:

Send auto-reply message:

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



Setting an auto-reply message, also known as an away message, is a common task performed by Zimbra end-users. This task is performed using the **Mail** tab. For steps on creating an auto-reply message, refer to Chapter 6.

Use the options on the **Preferences > Mail** tab as follows:

- **Display.** Select how many items (messages or conversations) to display per page. The default is to display 25 items per page, but you can select 10, 50, or 100 items per page.
- **Group mail by.** Select how you want to group your email, by conversation or message. If you have the Conversation feature, Conversations is the default.
- **Check for new mail every.** Select the polling interval, which is how often your computer checks for new email. The default is every 5 minutes. The minimum length of time is defined by your administrator.
- **Display Mail.** Select **As HTML (when possible)** to display messages with HTML formatting, for example, with bold, colored, or otherwise styled text. Select **As Text** to display messages in plain text format. In plain text format, HTML tags are displayed, not applied as markup.
- Message Preview options:
 - Select whether to show the Reading pane when viewing messages. The default is to always show the Reading pane.
 - Select whether to display snippets of messages in email list. When on, the first line in the email is displayed when the cursor is over the subject of a message. When off, only the first few words of the message are displayed.
 - Select whether a double-click will open messages in a new window.
- **Images.** Select whether to download pictures automatically to your HTML email message.
- **Default Mail Search.** Defines the search to execute when you log in. The results of this search are displayed in the Content pane when you log into your mailbox. The default search is your Inbox. Therefore, when you log in, the results of your Inbox display. You can change this field to have another folder, tag, or a saved search displayed when you first open the Zimbra Web Client.



- **When a message arrives: Forward a copy to.** Specify an address to which you want to forward your email. Select the checkbox if you do not want to keep a copy of the forwarded message in your mailbox.
 - **Send a notification message to.** Specify an address where you want to be notified of new email in your ZWC mailbox.
 - **Send auto-reply message.** Use this to send an away message saying that you are out of the office. Specify the text for the message using the field provided. Set the Start and Stop dates for which this auto-reply message should be used.
- **Messages from me.** Use this section to handle messages you send that include your address as one of the recipients of the message or that are included in an address, such as a mailing list, that includes you.

Composing Messages Tab

Composing Messages

Compose: As HTML As Text
Font: Verdana Size: 12pt Color: [Color Picker]

Always compose in new window
 Automatically save drafts of messages while you are composing

Reply / Reply All: When replying to an email:
Include original message

Forward: When forwarding an email:
Include original message

Prefix: Prefix included messages with:
 > |

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

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

Use the options on the **Preferences > Composing** tab as follows:

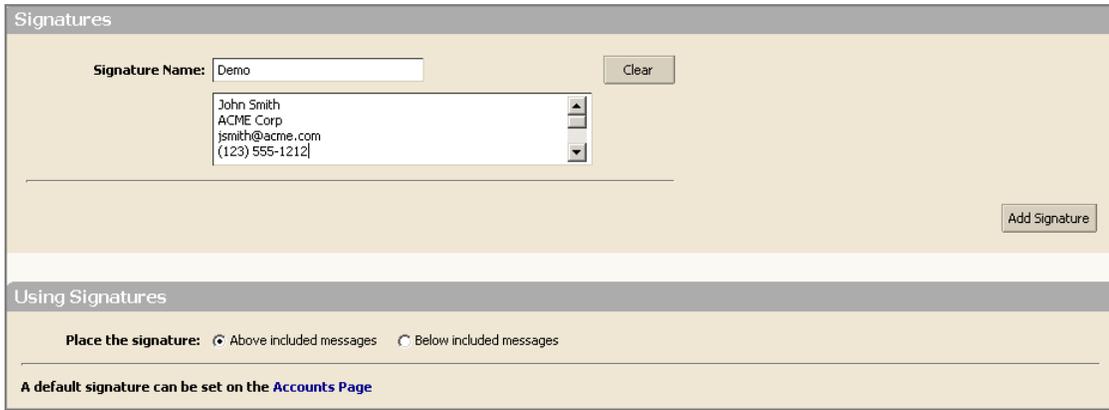
- **Compose.** Select your default text editor, either HTML or plain text.

Set the default font settings to be used when using HTML to compose in Email, Documents, and Calendar. You can define the font style, size, and color to use as your default style. Verdana, 12 point black is the default.



- **Always compose in new window.** When selected, a new compose window opens, separate from your mailbox, when you compose a message. You can view and navigate your mailbox while the compose window is open.
- **Automatically save drafts of messages while you are composing.** When selected, drafts of messages are saved every few minutes. If you prefer not to have messages automatically saved, disable the feature.
- **Reply / Reply All.** Select whether to include the original text in the body of your reply message. You can choose:
 - Include original message
 - Don't include original message
 - Include original message with the prefix below (either > or |)
 - Include original message as an attachment
 - Include last message only. Includes only what was written by the person who sent the last message, and not previous text
- **Forward.** Select whether to include the original text in the body of a forwarded message. You can choose:
 - Include original message
 - Include original message with the prefix below (either > or |)
 - Include original message as an attachment
- **Prefix.** Specify whether to prefix each line with > or | for email messages that are forwarded or replied to, if you chose to include the original message text.
- **Sent Messages.** Specify whether or not to save a copy of sent messages in the Sent folder. By default, the **Save copies of messages to sent folder** is enabled.

Signatures Tab



You can create signatures for your email messages. This is a task commonly performed by end-users. For detailed steps on creating an email signature, refer to Chapter 3.

Your signature can include your name and additional closing text to the maximum number of characters that your account allows. If you create multiple identities, you can create different signatures and assign them to specific addresses.

Type a name that identifies the signature into the **Signature Name** field. You can create multiple signatures, so using an identifiable name here is important.

1. Type the signature text into the text box exactly as you want it to appear.
2. Specify in the **Using Signatures** section where you want your signature displayed.
3. Select **Above included messages** to add your signature at the end of the your composed, replied to, or forwarded text.
4. Select **Below included** messages to add the signature at the end of the message.
5. Click **Add Signature**.



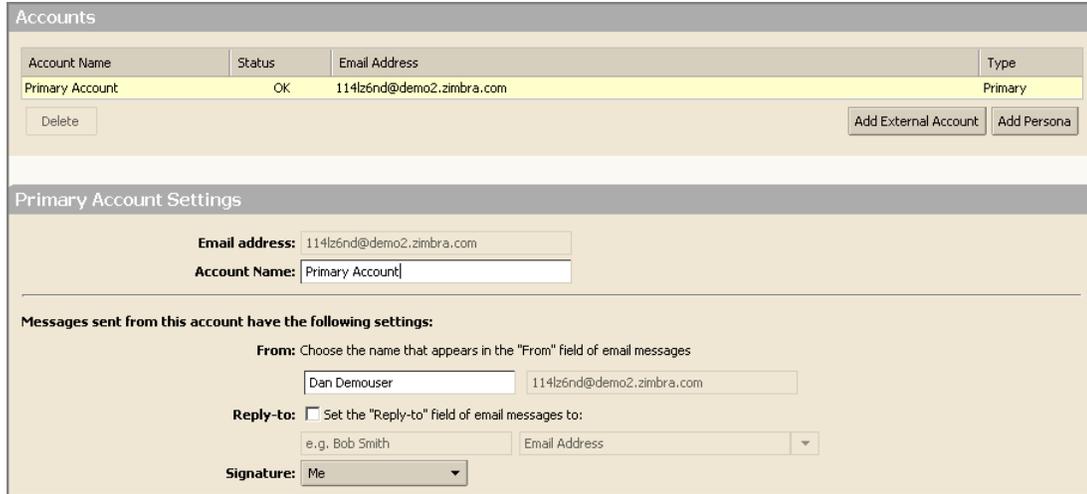
Address Book Tab

The screenshot shows the 'Options' and 'Import / Export' sections of the Zimbra Address Book interface. The 'Options' section includes a dropdown for 'Display contacts per page' set to 25, a dropdown for 'Default View' set to List, and two checkboxes under 'Settings': 'Add new contacts to "Emailed Contacts"' (checked) and 'Auto-complete includes addresses in the Global Address List' (unchecked). The 'Import / Export' section contains instructions for importing contacts from a CSV file, with a text input for the 'CSV File', a 'Browse...' button, and an 'Import .CSV File' button. Below this, it provides instructions for exporting contacts to a CSV file, with an 'Export as .CSV File' button.

Use the options on the **Preferences > Address Book** tab as follows:

- **Display contacts per page.** Select how many contacts to display per page. The default is to display 25 contacts per page, but you can select 10, 50, or 100 items per page.
- **Default View.** Choose to display contacts either in a list view or in business card view.
- **Settings.** Select **Add new contacts to "Emailed Contacts"** to automatically add addresses to your address book when you send email. If this is enabled, addresses are saved to your Email Contacts folder.
- **Import / Export.** Import contacts to and export contacts from your ZWC Contacts list. The file to import must be in a comma-delimited format.

Accounts Tab



Account Name	Status	Email Address	Type
Primary Account	OK	114lz6nd@demo2.zimbra.com	Primary

Buttons: Delete, Add External Account, Add Persona

Primary Account Settings

Email address: 114lz6nd@demo2.zimbra.com
Account Name: Primary Account

Messages sent from this account have the following settings:

From: Choose the name that appears in the "From" field of email messages
Dan Demouser | 114lz6nd@demo2.zimbra.com

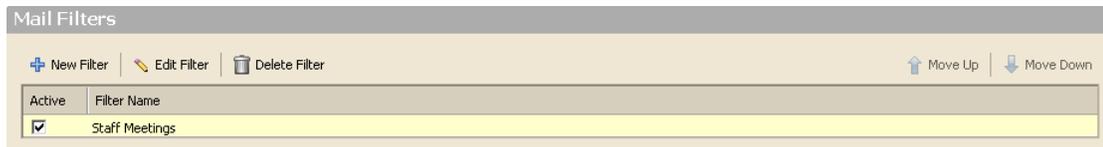
Reply-to: Set the "Reply-to" field of email messages to:
e.g. Bob Smith | Email Address

Signature: Me

The **Accounts** tab is used to create and manage your personas and external email accounts. Persona is the email identity used in the **From** field of email messages you send.

Adding external accounts and personas are tasks commonly performed by Zimbra end-users. For detailed steps on these tasks, refer to Chapter 6.

Mail Filters Tab



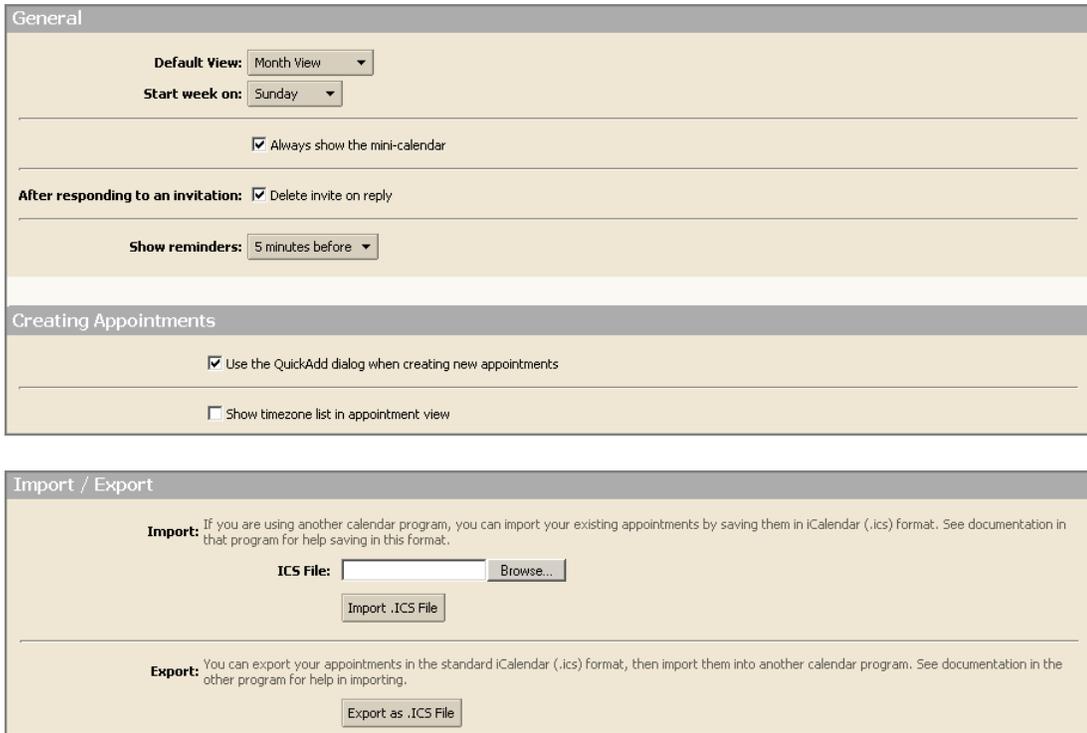
Buttons: New Filter, Edit Filter, Delete Filter, Move Up, Move Down

Active	Filter Name
<input checked="" type="checkbox"/>	Staff Meetings

Use the **Mail Filters** tab to define email filtering rules.

Refer to Chapter 5 for further information on creating and using filters.

Calendar Tab



The screenshot displays the Zimbra Calendar preferences interface, organized into three main sections:

- General:** Contains settings for the default view (Month View), start week on (Sunday), a checkbox for "Always show the mini-calendar", a checkbox for "Delete invite on reply" under "After responding to an invitation", and a dropdown for "Show reminders" (5 minutes before).
- Creating Appointments:** Contains a checkbox for "Use the QuickAdd dialog when creating new appointments" and a checkbox for "Show timezone list in appointment view".
- Import / Export:** Provides instructions for importing and exporting appointments in iCalendar (.ics) format. It includes an "ICS File" input field with a "Browse..." button, an "Import .ICS File" button, and an "Export as .ICS File" button.

Use the options on the **Preferences > Calendar** tab as follows:

- **Default View.** Select how you would like to view your Zimbra calendar. The default is by work week. The view options include: Day, Work Week, 7 Day Week, Month, and Schedule.
- **Start Week On.** Specify which day of the week should be the first day of the week in your calendar.
- **Always show the mini-calendar.** Specify whether the mini-calendar is displayed at the bottom of the Overview pane.
- **After responding to an invitation.** Specify whether to automatically delete invitations from your Inbox after you respond to them.
- **Show reminders.** Set the number of minutes before an appointment to be reminded. The default is five minutes.

- **Use the QuickAdd dialog when creating new appointments.** Specify whether to create new appointments using the **QuickAdd** dialog. This is often helpful if you create many appointments without attendees.
- **Show time zone list in appointment view.** Select if you often schedule meetings with other in different time zones.
- **Import/Export.** Import and export iCalendars.

Shortcuts Tab

Keyboard Shortcuts	
Shortcut List	Mail Folder Shortcuts
Shortcuts for All Applications	
	Switch ("go") to Mail
	Switch to Contacts ("address book")
	Switch to Calendar
	Switch to Tasks
	Switch to Chat ("instant messaging")
	Switch to Options
	Switch to Documents ("notebook")
	Create a new item (within the current application)
	New message ("compose")
	New message in a new window

Keyboard shortcuts let you use the application without going to the mouse. A large number of shortcuts are available. You can also create custom shortcuts by assigning numeric aliases to folders, tags, and saved searches.

- **Shortcut List.** Shows all the existing keyboard shortcuts.
- **Mail Folder Shortcuts.** Used to create a shortcut to quickly go to your email folders and to move a message to that folder. You select the folder and assign a number to it. For example, if you assign 3 to the Inbox folder: From anywhere in your mailbox, typing **v3** will move you to the Inbox. Selecting an item and typing **.3**, will move the item to the Inbox.



- **Saved Search Shortcuts.** Used to create shortcuts to quickly access Saved Searches. Select a saved search and assign a number to it. For example, if you assign 3 to your favorite search, then from anywhere in your mailbox, you can type **s3** to run that search.
- The **Tag Shortcuts** tab is used to create shortcuts to quickly access all items with a specific tag or apply a tag to a message or contact. You select a tag and assign a number to it. For example, a tag called **Follow up** is assigned 3. From anywhere in your mailbox, you can type **y3** to see all items marked with **Follow up**. Select an item and type **t3** to tag that item with **Follow up**.

You can assign any number, but it cannot be repeated within a **Shortcut** tab.