

13 Briefcase

This chapter explains how to...

- Create Briefcase folders
- Upload any type of file to your Briefcase
- Save attachments sent in email messages to your Briefcase
- Work in files in Briefcase

The Briefcase application lets you copy files from your computer to your ZCS account. You can access these files whenever you log in to your ZWC account from any computer and you can share these files with other.

Note: Files in your Briefcase can also be accessed from a WebDAV Client.

Creating Briefcase Folders

1. Click the Briefcase tab.
2. Click **New Briefcase** on the toolbar.



The **Create New Briefcase** dialog displays.

3. Type a name for the new briefcase folder.



The briefcase folder name must be unique within the hierarchy of your all of mailbox folders. This name cannot match any top-level folder in your mailbox, calendar, or address book. For example, if you have a calendar named Holidays, you cannot name a top-level briefcase Holidays. Holidays could be a name of a briefcase within another briefcase.

4. Select the folder hierarchy, either under Folders or under another briefcase folder. You can create a new top-level briefcase, or you can place it under an existing briefcase.
5. Click **OK**. The new briefcase displays in the Overview pane.

Adding Files to Your Briefcase Folders

Uploading a file transfers a file from your personal computer to your ZWC account. This makes the file available any time you log into your account. You can upload files in the following ways:

- Clicking attachments you receive with your email messages
- Using the file upload tool when working in Briefcase
- Using WebDav Client tools

To upload files from Briefcase

1. Open Briefcase, select the Briefcase to save the file and then click Upload file on the toolbar.



2. In the Upload dialog click **Browse** to find the file to upload.



3. To add another file, click **Add**.

You cannot upload a file with the same name to the same briefcase. You can specify on the Upload dialog how to files with the same name should be treated when you attempt to upload the file. When you change this option, the change is saved in the dialog.

- If you want to be notified that you are uploading a file with the same name, select **Ask Me**. If a file has the same name as an existing upload, the **Upload Conflict** dialog displays. You can either keep your existing file or replace it with the uploaded file. You can also view the new file. This the default.
- If you always want the file you upload to replace the existing file with the same name, select **Replace With My File**. The new file is uploaded and replaces the existing file. You are not notified of this.
- If you do not want the files in your Briefcase to be replaced, select **Keep Existing File**. The file is not uploaded and you are not notified.

4. When all files are uploaded, click **OK**. The file is displayed in the Briefcase.

Note: If you selected the wrong briefcase, you can use drag and drop to easily move the file to the correct briefcase folder.

Your account may have a maximum size for upload files. If the file is too large, a warning is displayed. Files that you upload impact your account quota.

To upload email attachments to Briefcase

Email attachments can quickly be added to your briefcase.

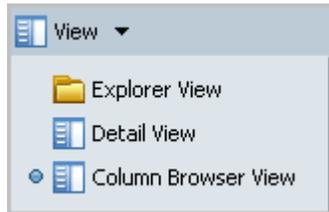
1. To add the attachment, click the **add to briefcase** link in the message header next to the Attachments link.



2. In the **Add to Briefcase** dialog, select the destination folder or create a new briefcase folder.
3. Click **OK**.

Viewing Files in Briefcase

You can select how to view your files in your Briefcase folders. On the Briefcase toolbar select one of these options from the **View** menu.



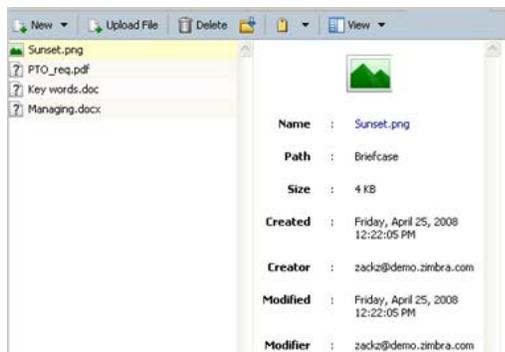
- **Explorer View.** Files are displayed as thumbnails.



- **Detail View.** Files are displayed in a horizontal line with the file size, date uploaded, owner, if a shared file this may not be you, and which folder the file is in.

| | Name | Type | Size | Date | Owner | Folder |
|--------------------------|-------------------------------|----------------|--------|------------|-----------|-----------|
| <input type="checkbox"/> | Sunset.png | PNG Image | 4 KB | 4/25/2008 | charrison | Briefcase |
| <input type="checkbox"/> | 1Intro.fm | Unknown Binary | 84 KB | 10/26/2007 | charrison | Briefcase |
| <input type="checkbox"/> | Contacting Zimbra Support.pdf | Adobe PDF | 102 KB | 10/26/2007 | charrison | Briefcase |
| <input type="checkbox"/> | CSStest.css | Text Documents | 646 B | 10/25/2007 | charrison | Briefcase |

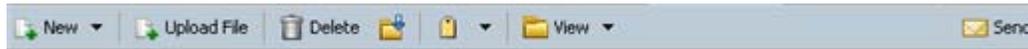
- **Column Browser View.** Files are displayed vertically. In this view you can click on a file to see information about the file, including size, create date, creator, modified date and modifier.



In addition, you can view files using a Web Dev client.

Working in Briefcase

In Briefcase, you can open files to work in them, move files, tag files and send an email with a link to a file in your Briefcase.



Opening files in Briefcase

You can open files in your briefcase from any computer. You must have the appropriate software application to open and read or update the file. Common file formats such as text files, HTML files, and images such as .gif or .jpg files can be opened in a variety of programs.

To open a file, right-click on the file and select **Open**.

If the type is unknown, a dialog displays asking what to do with the file, save to disk or open with a specific application.

Moving files

You can move files from one briefcase to another.

1. On the toolbar, click .
2. Select the destination folder or create a new briefcase folder.
3. Click **OK**.

Tag files

You can tag files.

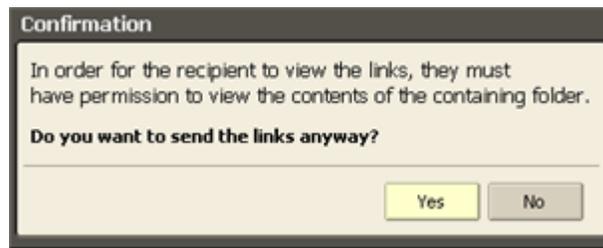
1. Click on the file and on the toolbar, click .
2. Select the tag.
3. Click **OK**.

Tags only display in the Detail view.

Send an email with a link to a file

You can send an email that has a link to a file in briefcase. The recipients must have the appropriate software to open the file and have permission to view the contents.

1. Right-click on the selected file. A confirmation pane opens. Click **Yes** to proceed.



2. A new compose email message opens with the link displayed in the body of the message. Complete the email message and click **Send** to mail the message.

Sharing Your Briefcase Folders

You can share your Briefcase folders with other people in your office, with external guests, and with the public. When you share your briefcase folders with internal users, you can select the type of access the internal users can have, either manager which gives full access to view, edit, and add files to the shared folder's content, or viewer, which gives read-only access. External guests and the public have read-only access.

To learn more about how to share your Briefcase folders, see Chapter 15, Sharing Your Account Items.