Zimbra Email

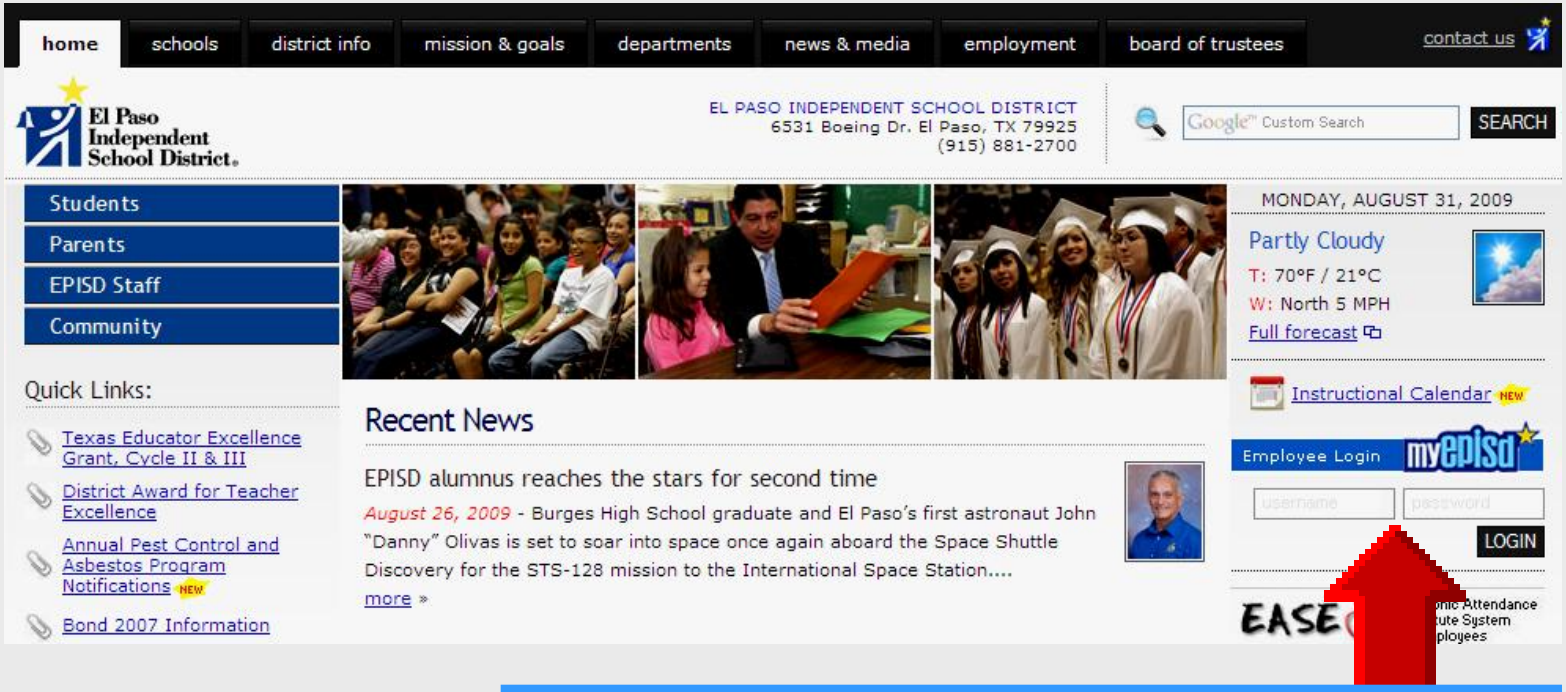
EPISD Webmail *for* Teachers

Objectives

1. **Login** – same as GroupWise email
    a. username – EPISD username
    b. password – your chosen password
2. **Navigation tabs**
    a. Easier to use than drop-down menus
    b. Mail – Address Book – Preferences
3. **Email**
    a. Preview pane and View options
    b. Sending using Global Address list
4. **Address Books**
5. **Setting Preferences**

Online Handouts

MyEPISD Login



Login

Username – Password

Access Zimbra

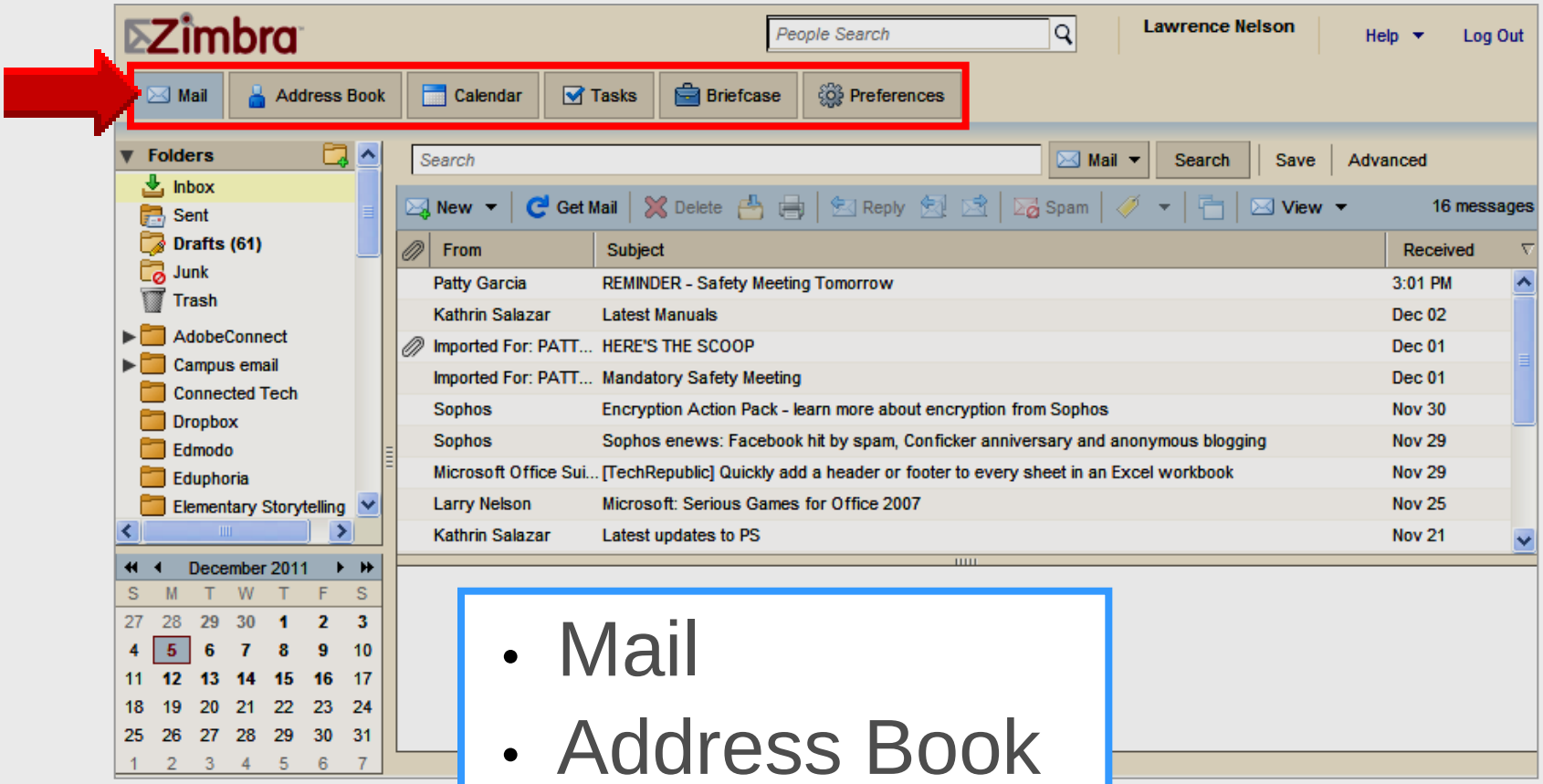
Click Zimbra Webmail

Bookmark URL: https://epmail.episd.org

Login

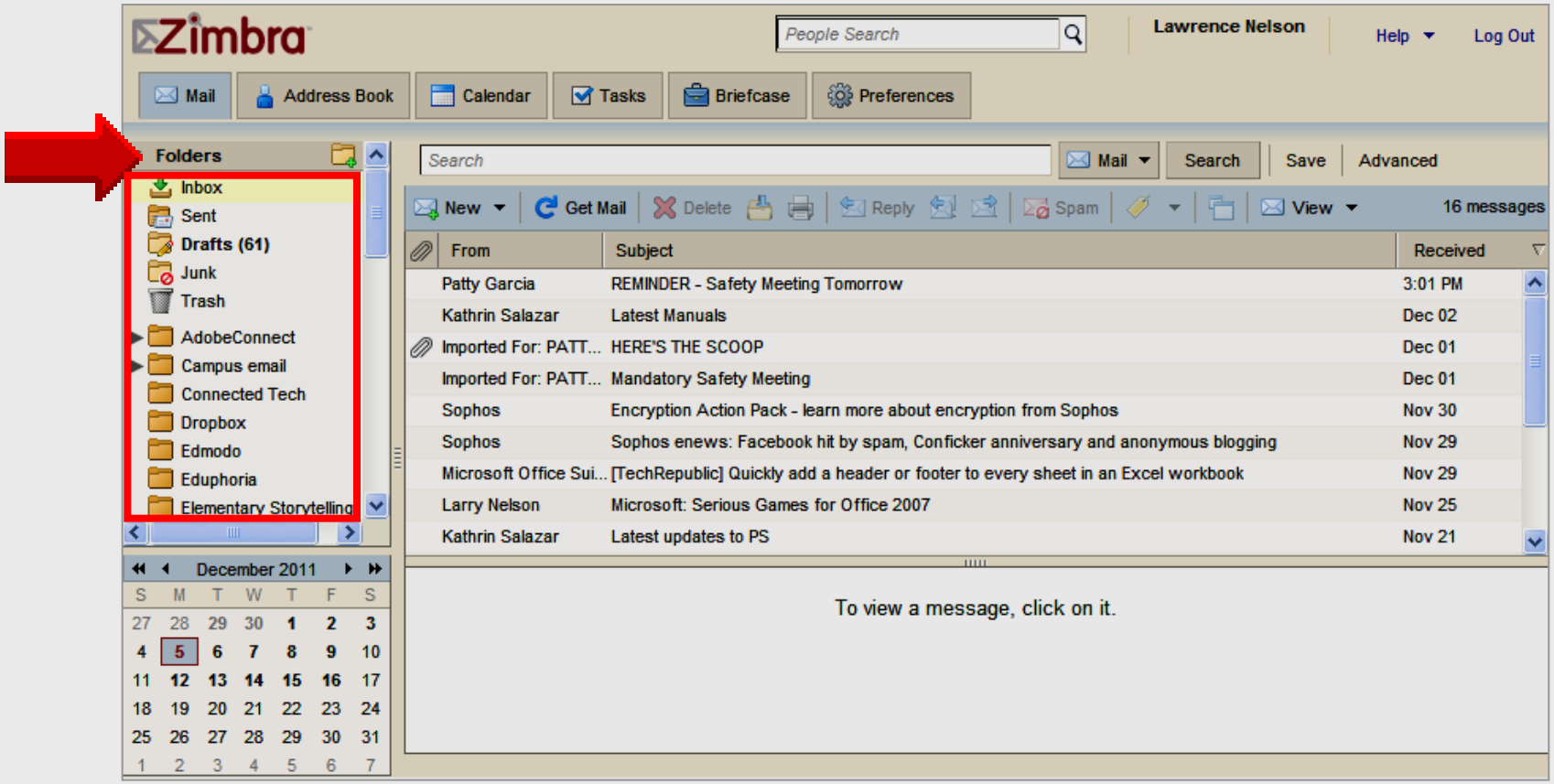
vmware
VMware Zimbra Web Client
Username: lnelson
Password:
Log In
Remember me
Version: Default
EPISD
Username
Password

Navigation Tabs

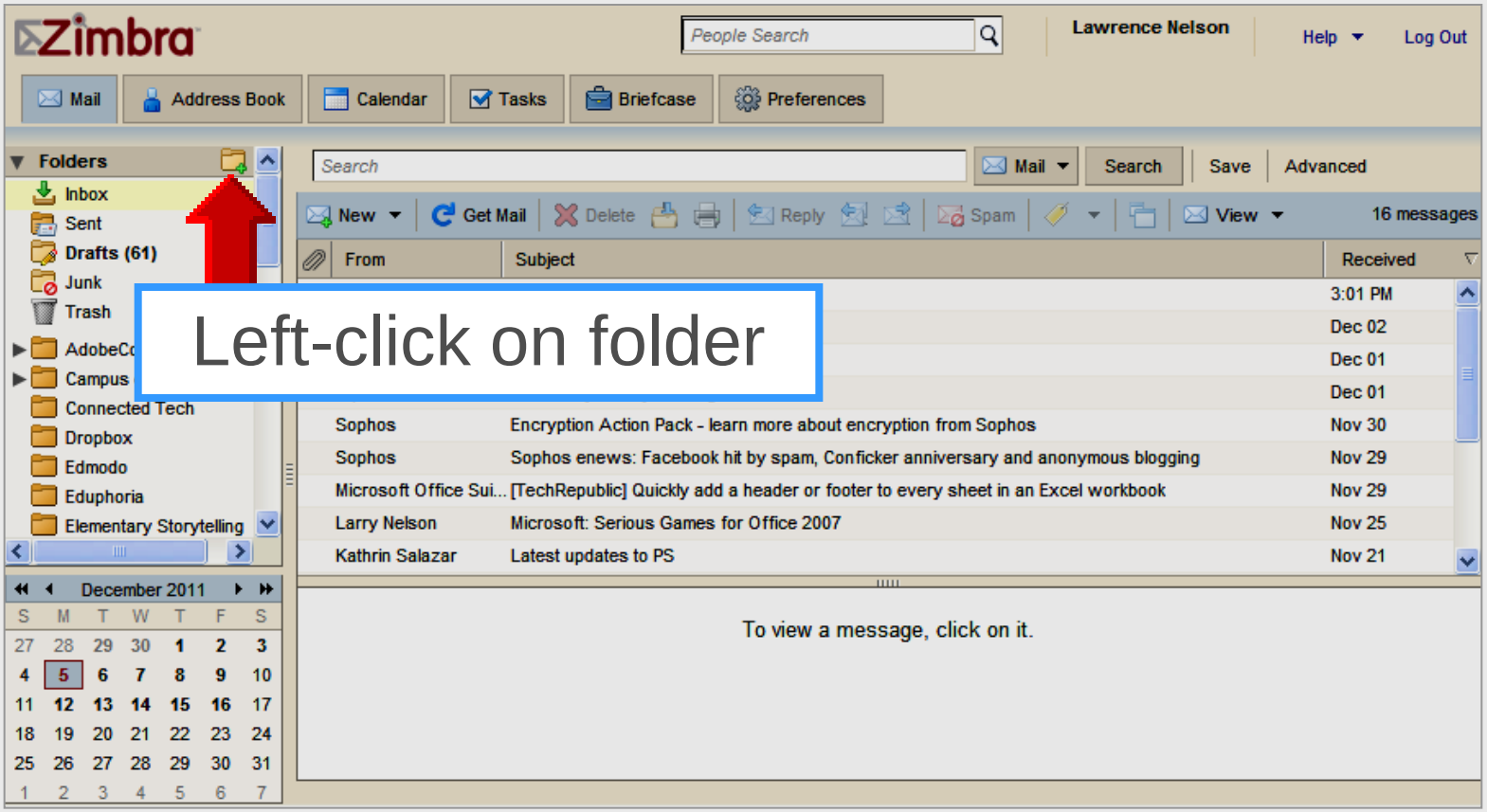


- Mail
- Address Book
- Preferences

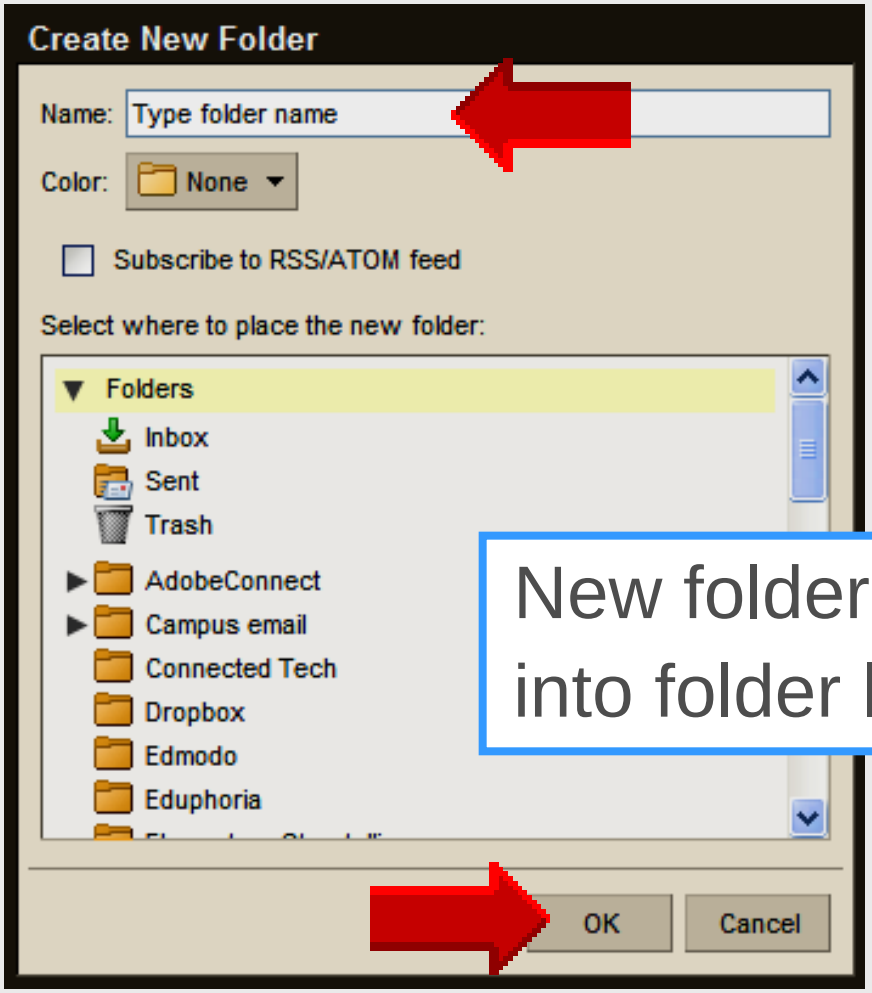
Folder Pane


Zimbra
People Search
Lawrence Nelson
Help
Log Out
Mail
Address Book
Calendar
Tasks
Briefcase
Preferences
Folders
Inbox
Sent
Drafts (61)
Junk
Trash
AdobeConnect
Campus email
Connected Tech
Dropbox
Edmodo
Eduphoria
Elementary Storytelling
Search
Mail
Search
Save
Advanced
New
Get Mail
Delete
Reply
Spam
View
16 messages
From
Subject
Received
Patty Garcia
REMINDER - Safety Meeting Tomorrow
3:01 PM
Kathrin Salazar
Latest Manuals
Dec 02
Imported For: PATT...
HERE'S THE SCOOP
Dec 01
Imported For: PATT...
Mandatory Safety Meeting
Dec 01
Sophos
Encryption Action Pack - learn more about encryption from Sophos
Nov 30
Sophos
Sophos enews: Facebook hit by spam, Conficker anniversary and anonymous blogging
Nov 29
Microsoft Office Sui...
[TechRepublic] Quickly add a header or footer to every sheet in an Excel workbook
Nov 29
Larry Nelson
Microsoft: Serious Games for Office 2007
Nov 25
Kathrin Salazar
Latest updates to PS
Nov 21
To view a message, click on it.
December 2011
S M T W T F S
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7

Create Email Folder

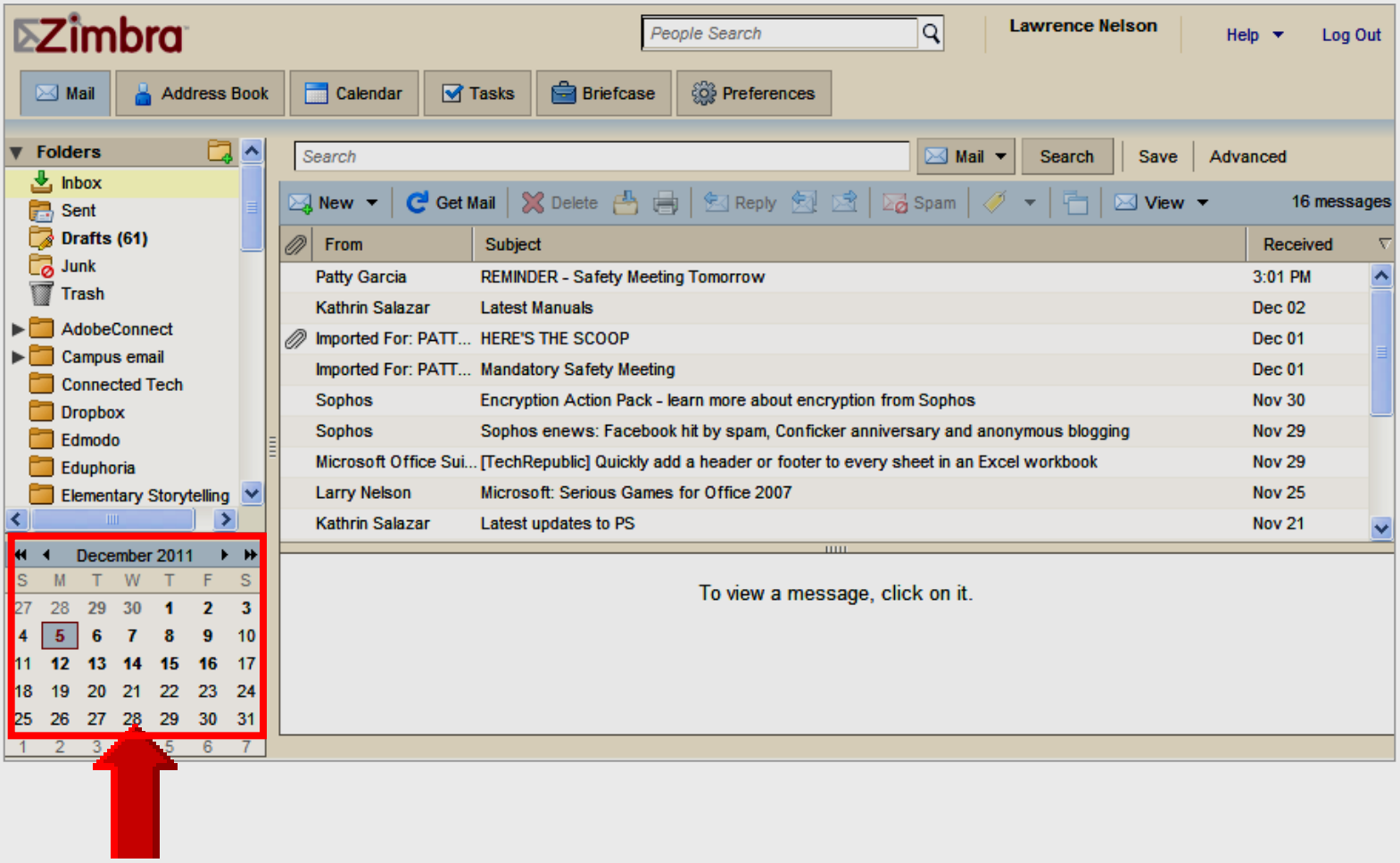


Create New Folder

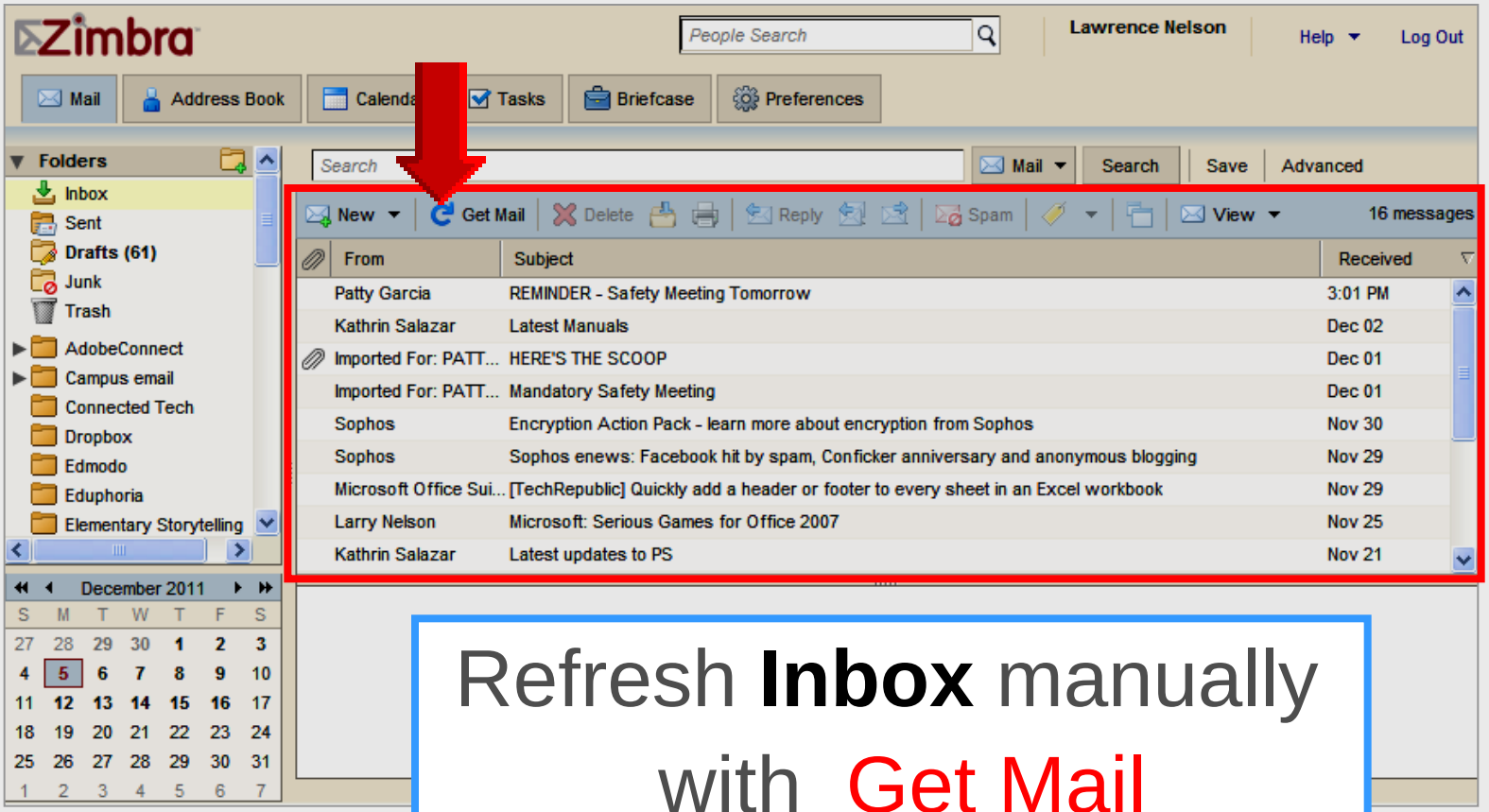


New folder sorted into folder list

Calendar


Zimbra
People Search
Lawrence Nelson
Help
Log Out
Mail
Address Book
Calendar
Tasks
Briefcase
Preferences
Folders
Inbox
Sent
Drafts (61)
Junk
Trash
AdobeConnect
Campus email
Connected Tech
Dropbox
Edmodo
Eduphoria
Elementary Storytelling
Search
Mail
Search
Save
Advanced
New
Get Mail
Delete
Reply
Spam
View
16 messages
From
Subject
Received
Patty Garcia
REMINDER - Safety Meeting Tomorrow
3:01 PM
Kathrin Salazar
Latest Manuals
Dec 02
Imported For: PATT...
HERE'S THE SCOOP
Dec 01
Imported For: PATT...
Mandatory Safety Meeting
Dec 01
Sophos
Encryption Action Pack - learn more about encryption from Sophos
Nov 30
Sophos
Sophos enews: Facebook hit by spam, Conficker anniversary and anonymous blogging
Nov 29
Microsoft Office Sui...
[TechRepublic] Quickly add a header or footer to every sheet in an Excel workbook
Nov 29
Larry Nelson
Microsoft: Serious Games for Office 2007
Nov 25
Kathrin Salazar
Latest updates to PS
Nov 21
To view a message, click on it.
December 2011
S M T W T F S
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7

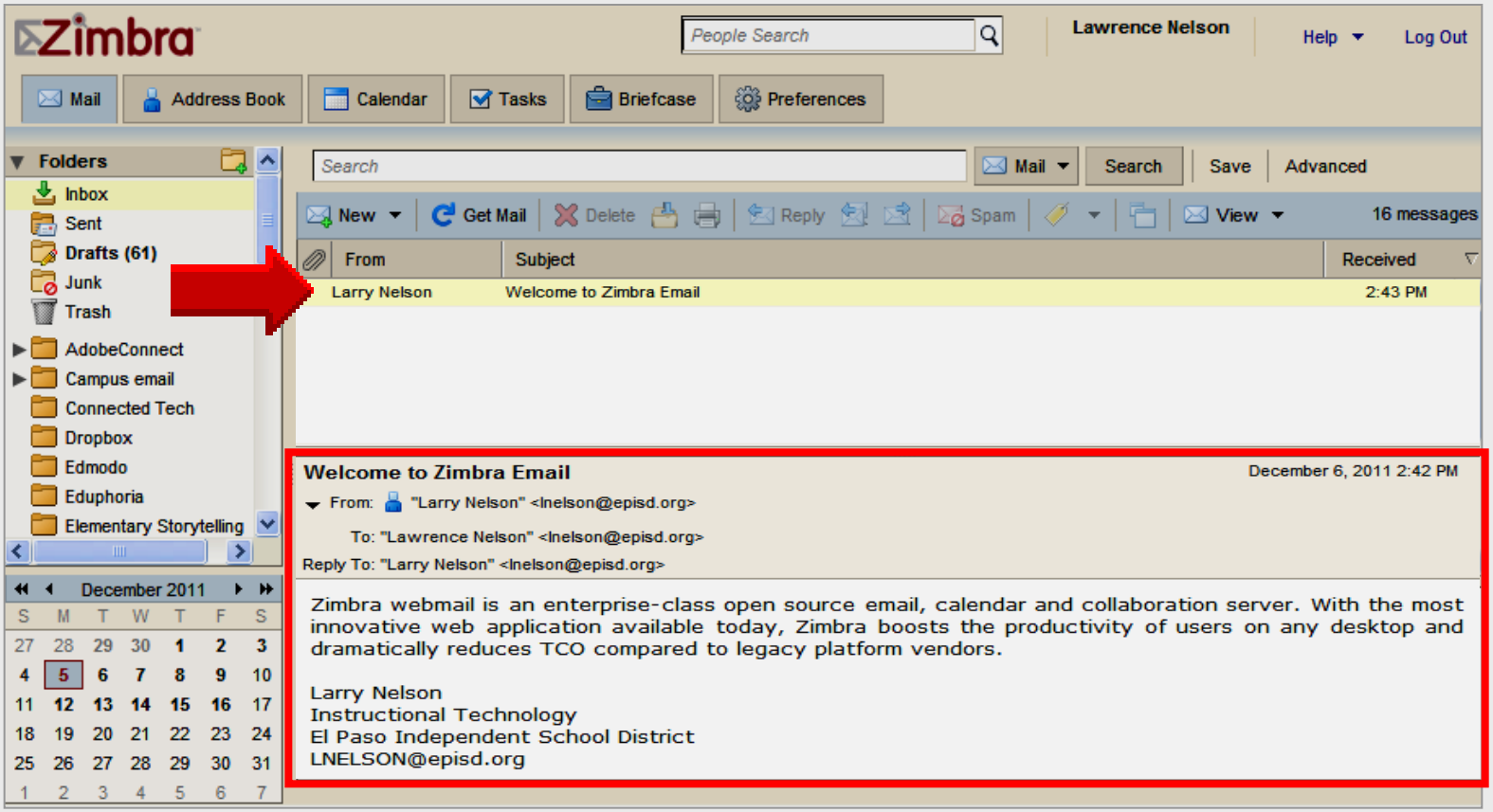
Mailbox Pane



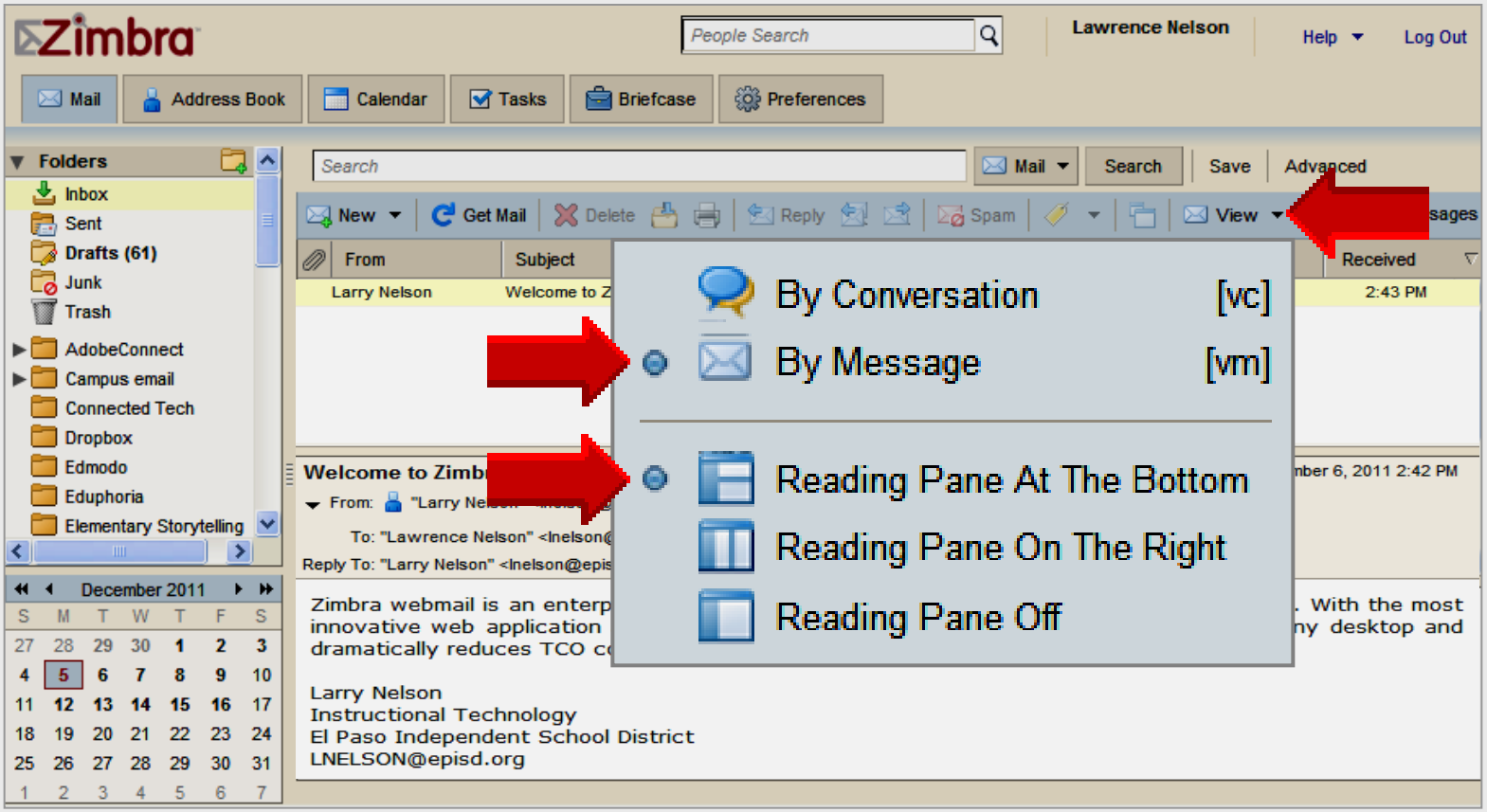
Refresh **Inbox** manually with Get Mail

Auto refresh = 2-15 min

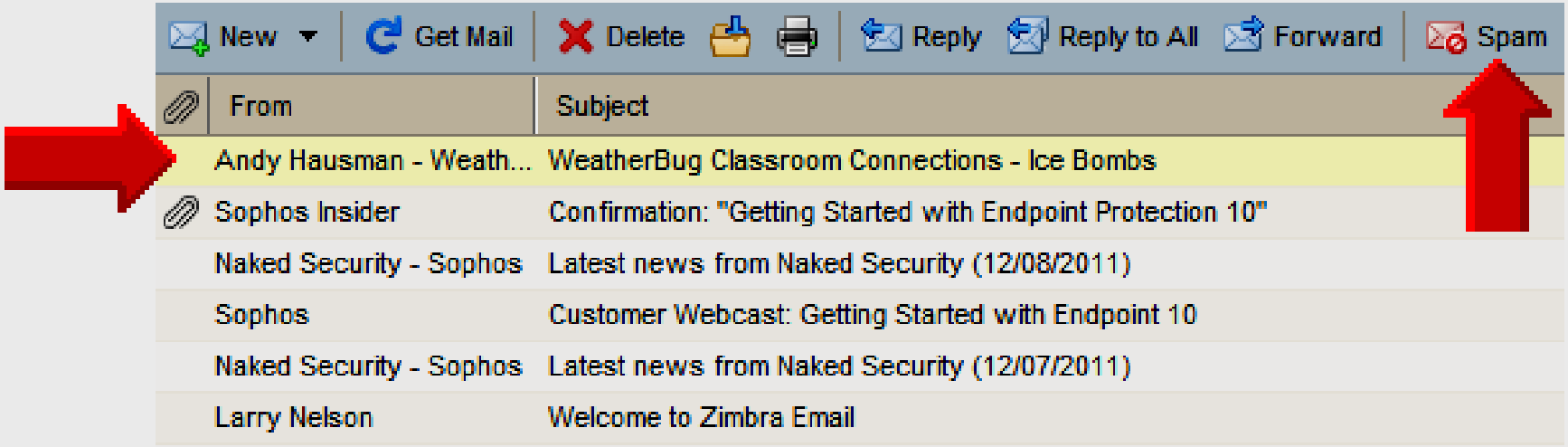
Reading Pane



View Options

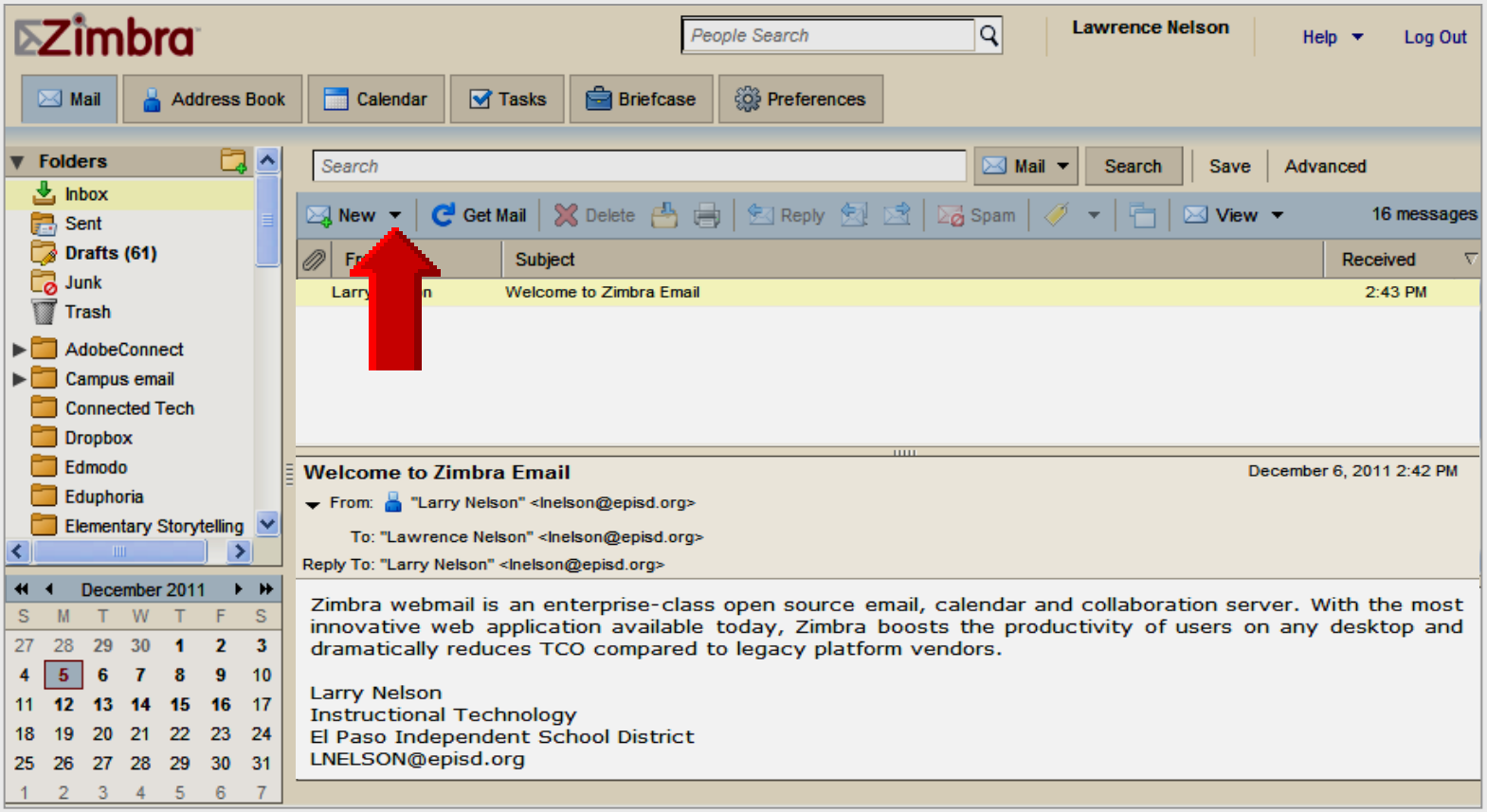


SPAM Filter

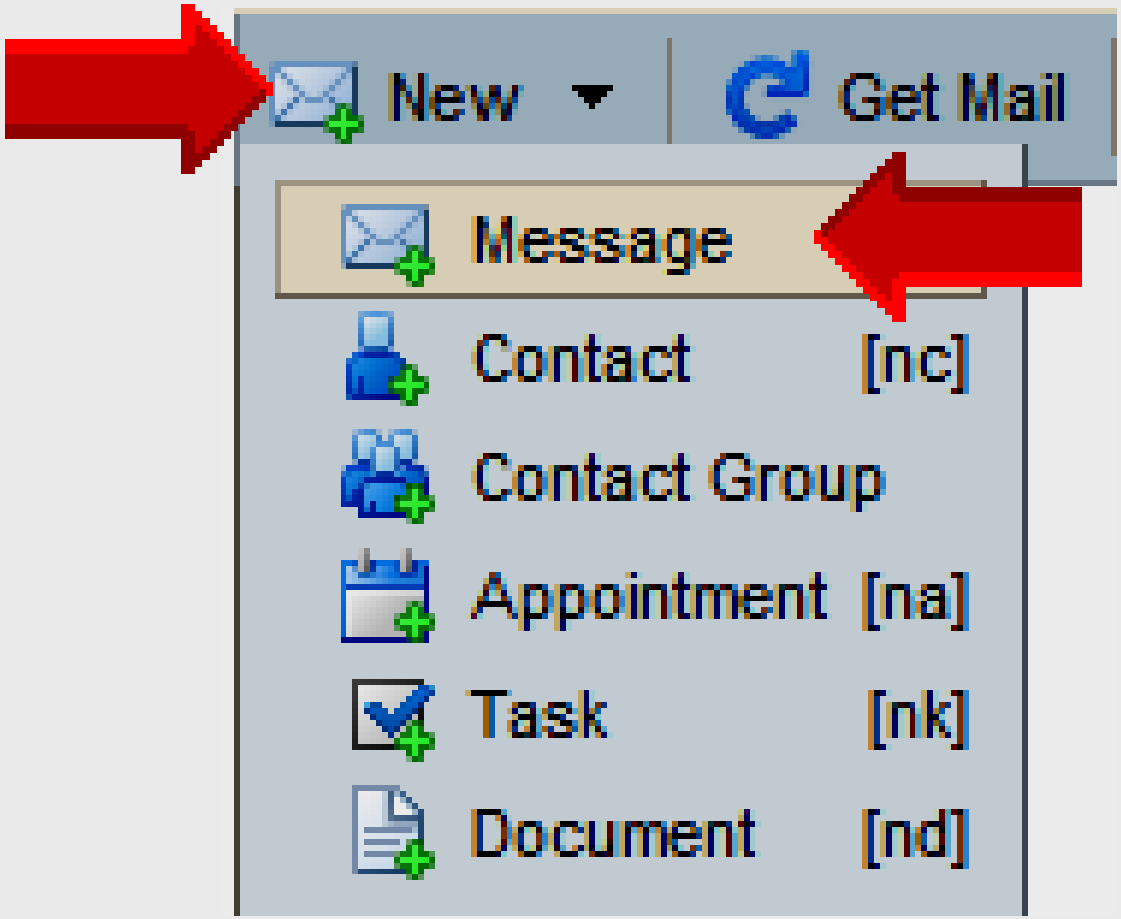


- Select email message(s) for blocking
- Click SPAM on toolbar
- Blocked emails placed in **Junk** folder

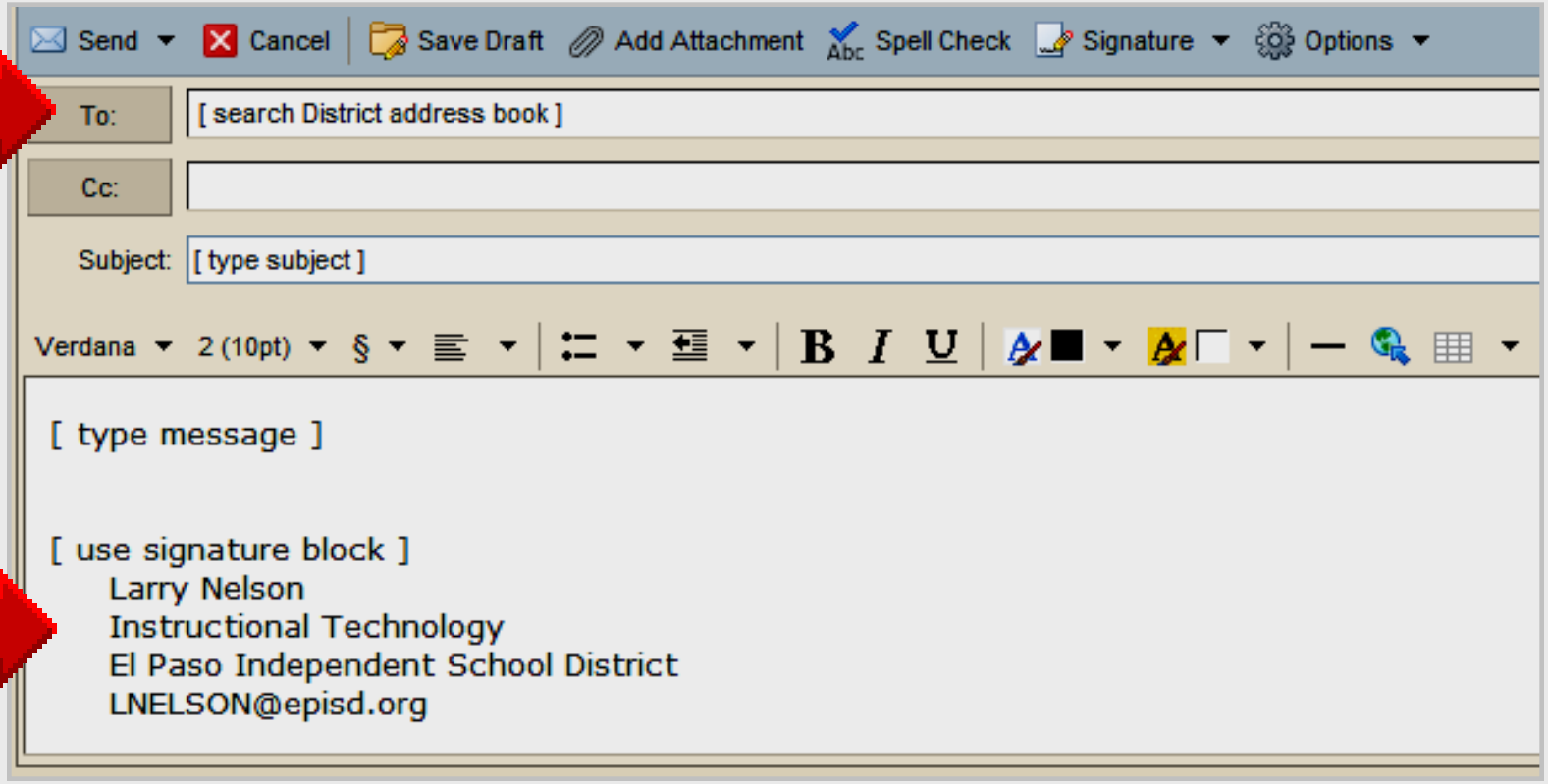
Compose Email



Compose Email

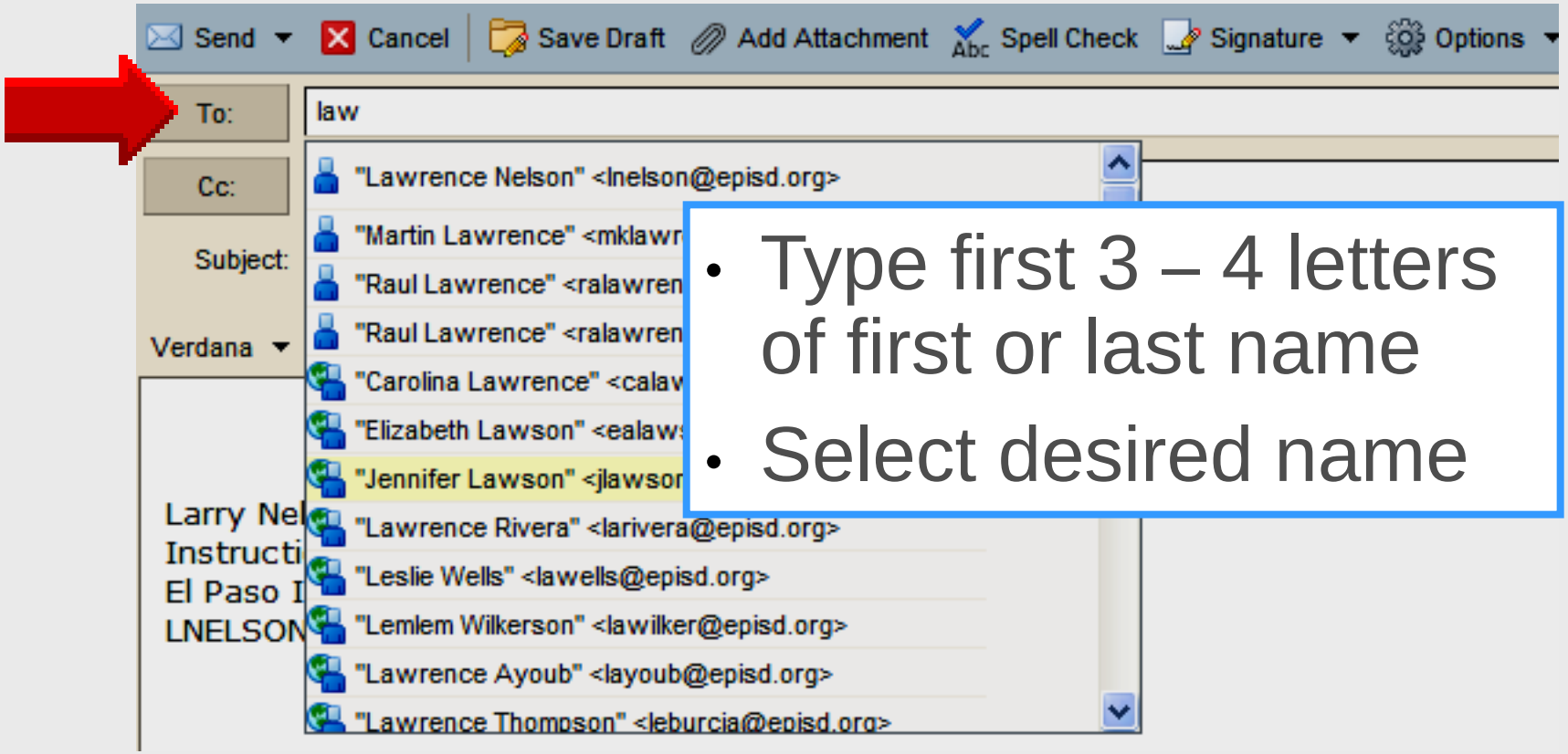


Compose Email



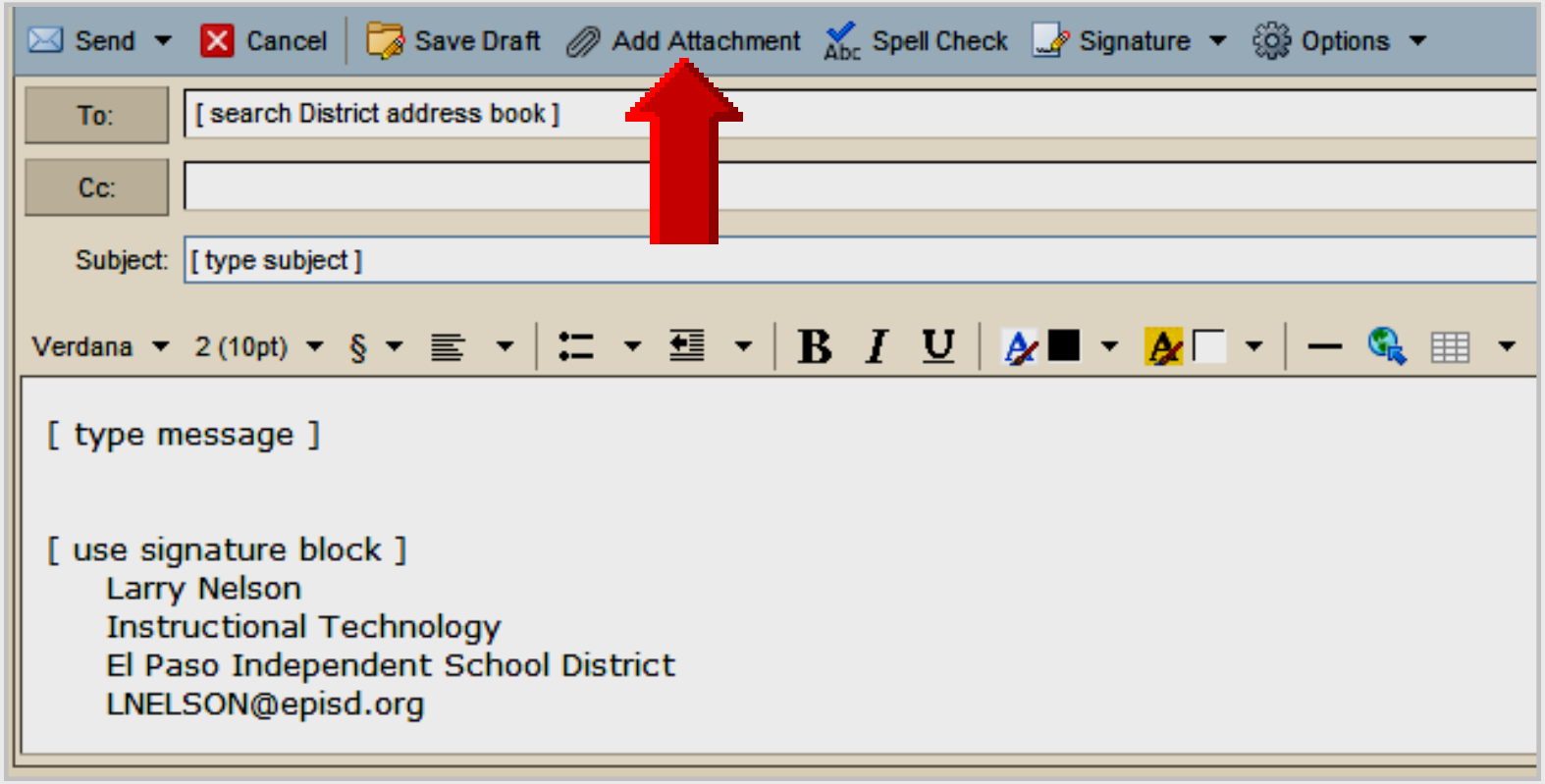
Click Send to send email

Global Address Book

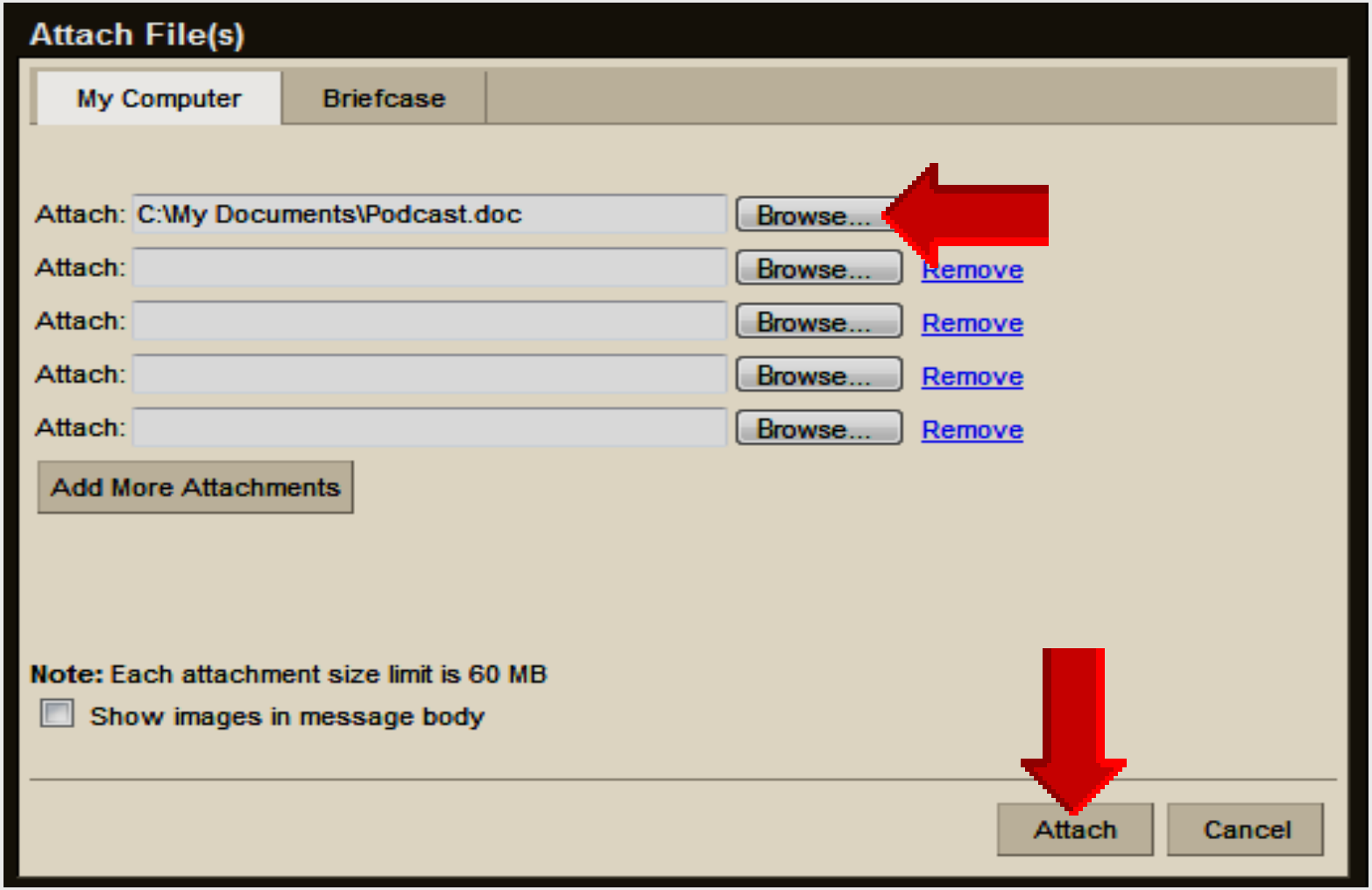


- Type first 3 – 4 letters of first or last name
- Select desired name

Add Attachment



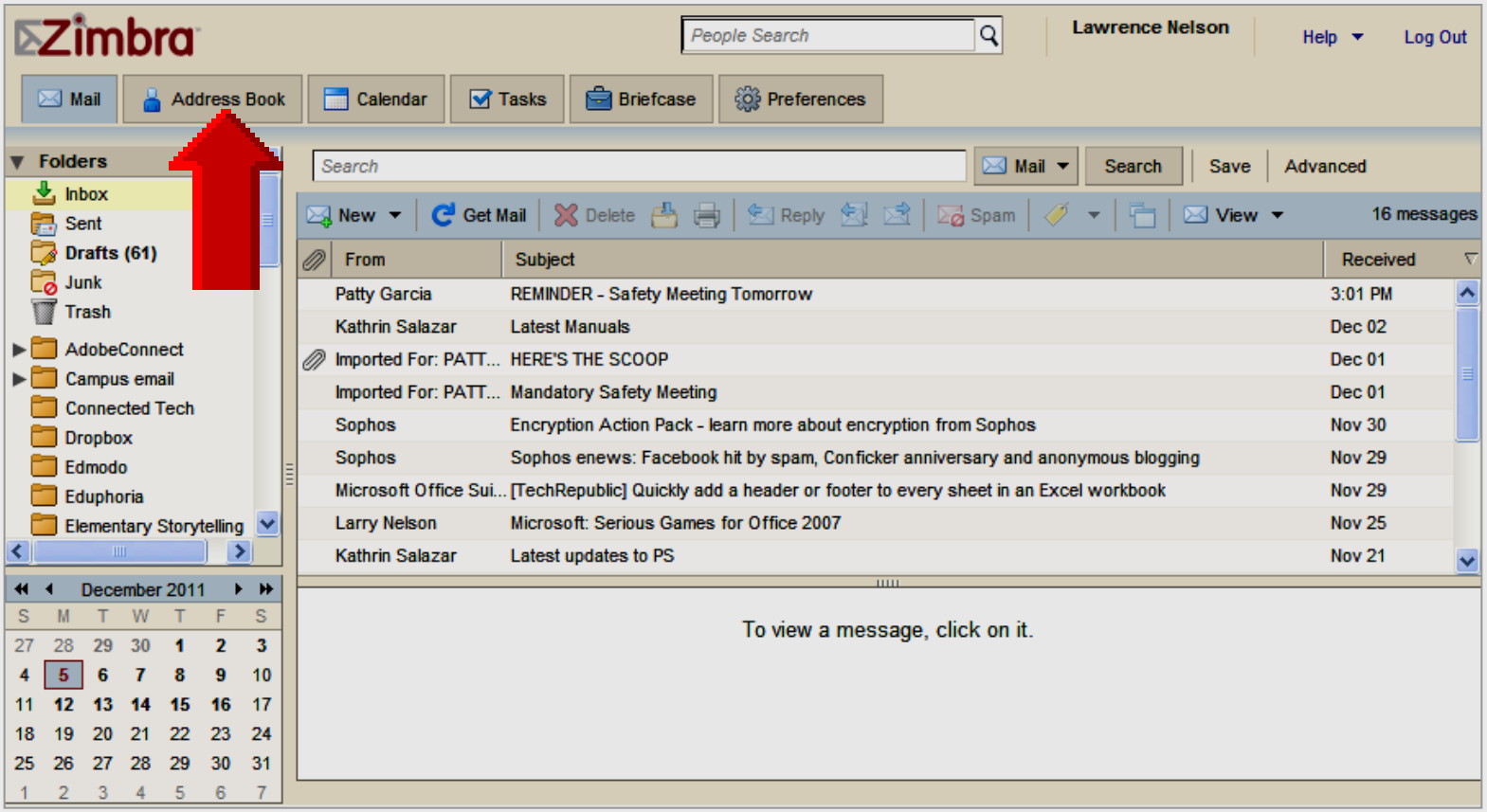
Add Attachment



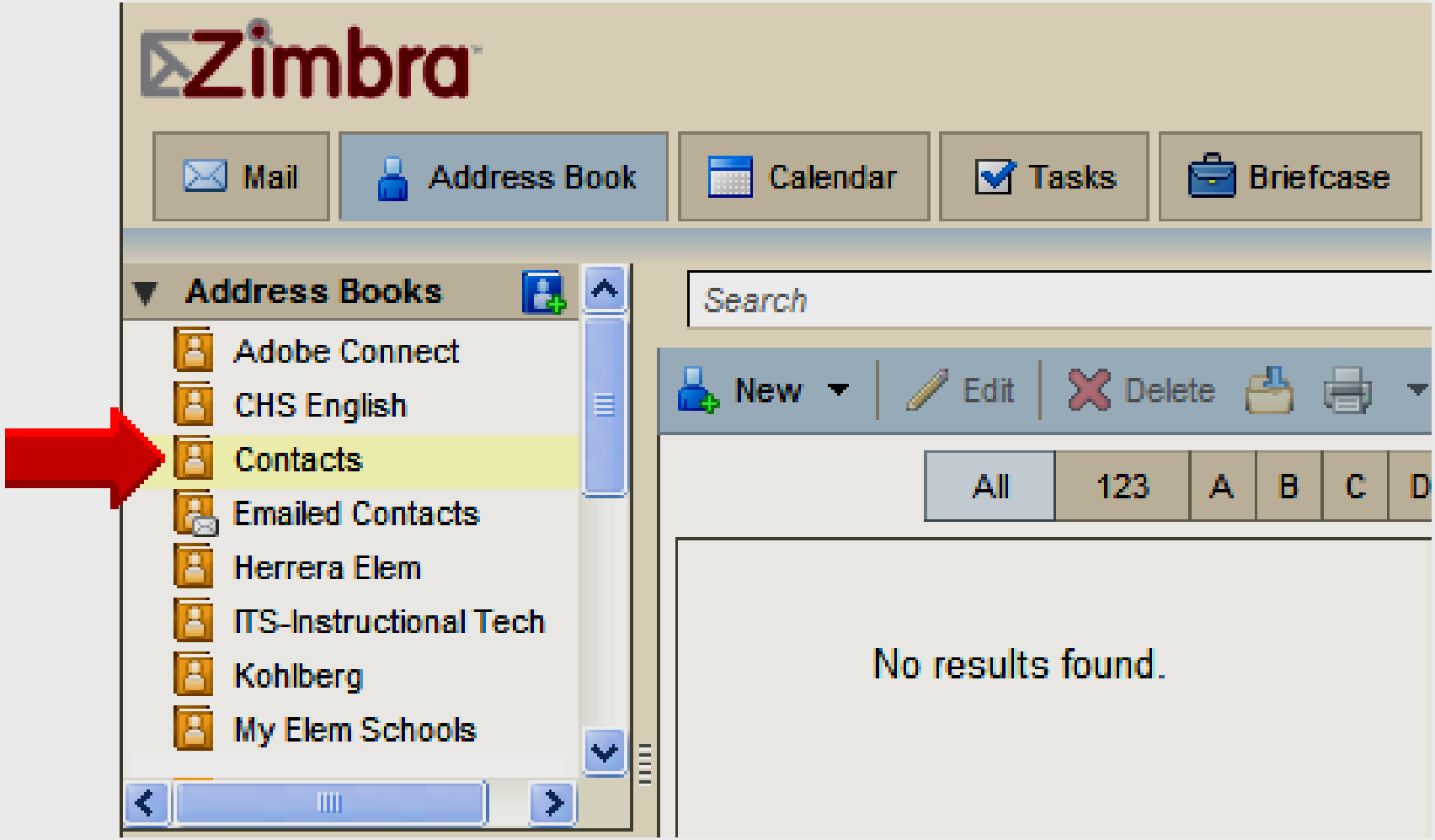
Zimbra Email

Address Books

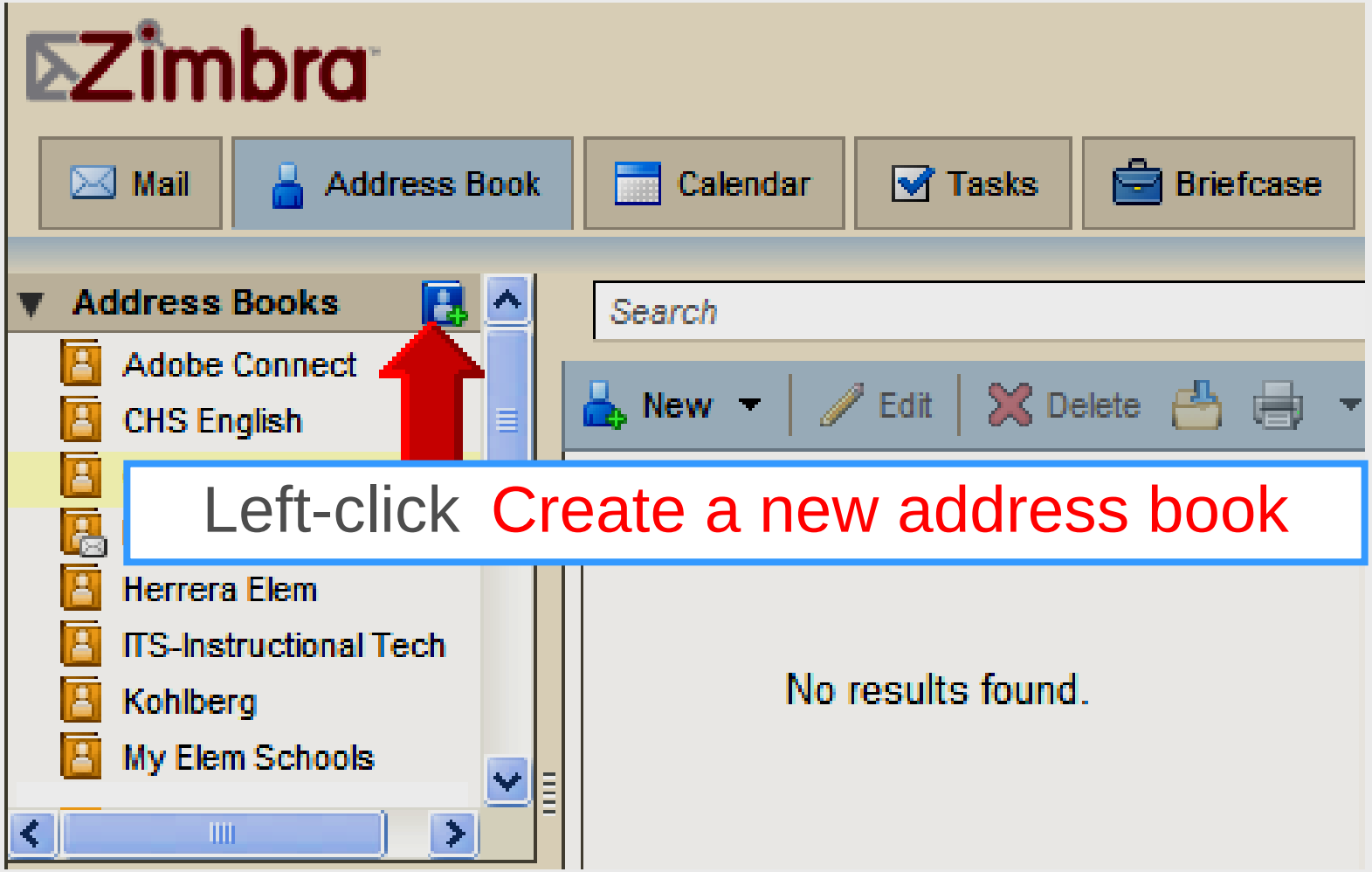
Address Book



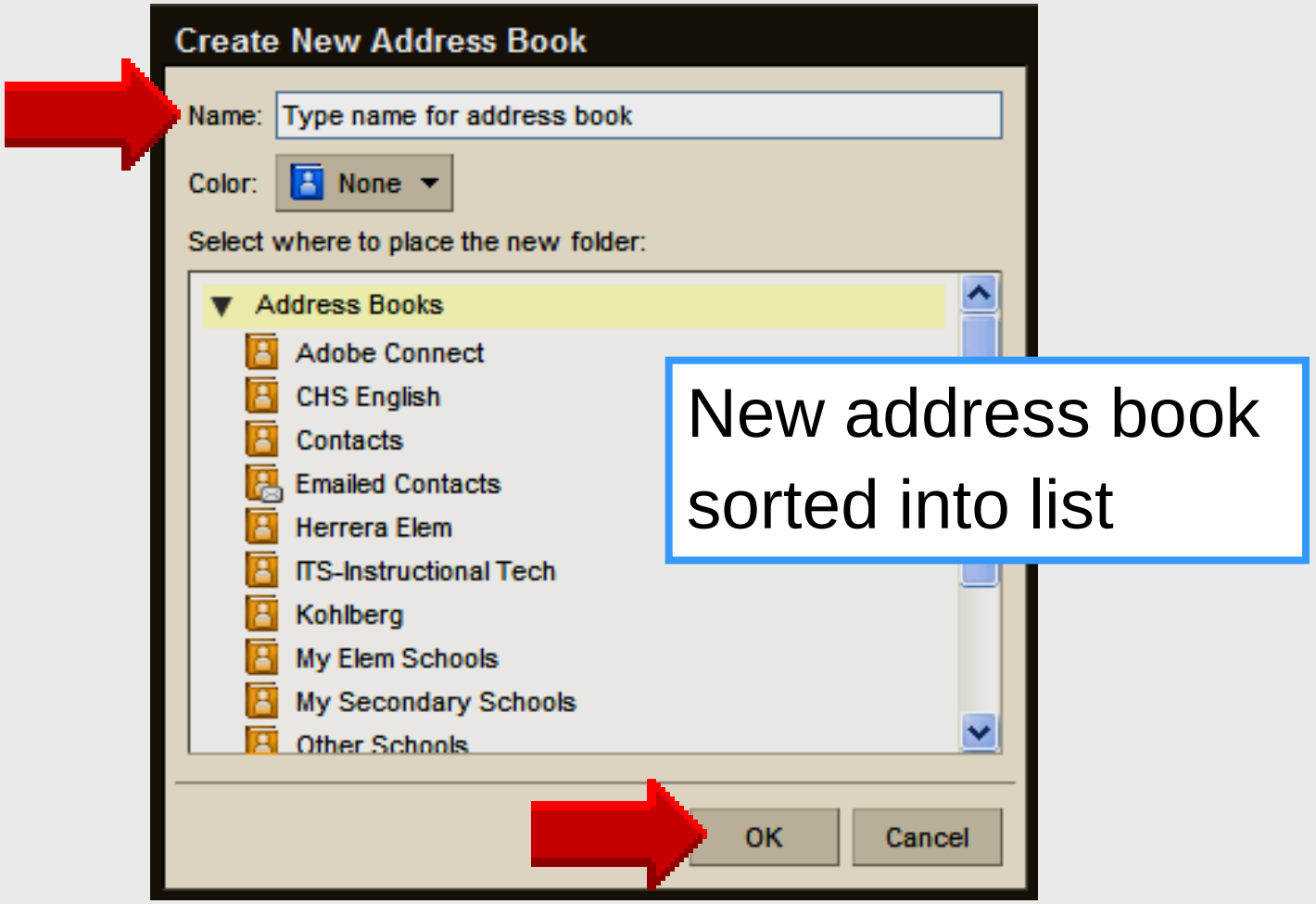
Address Book



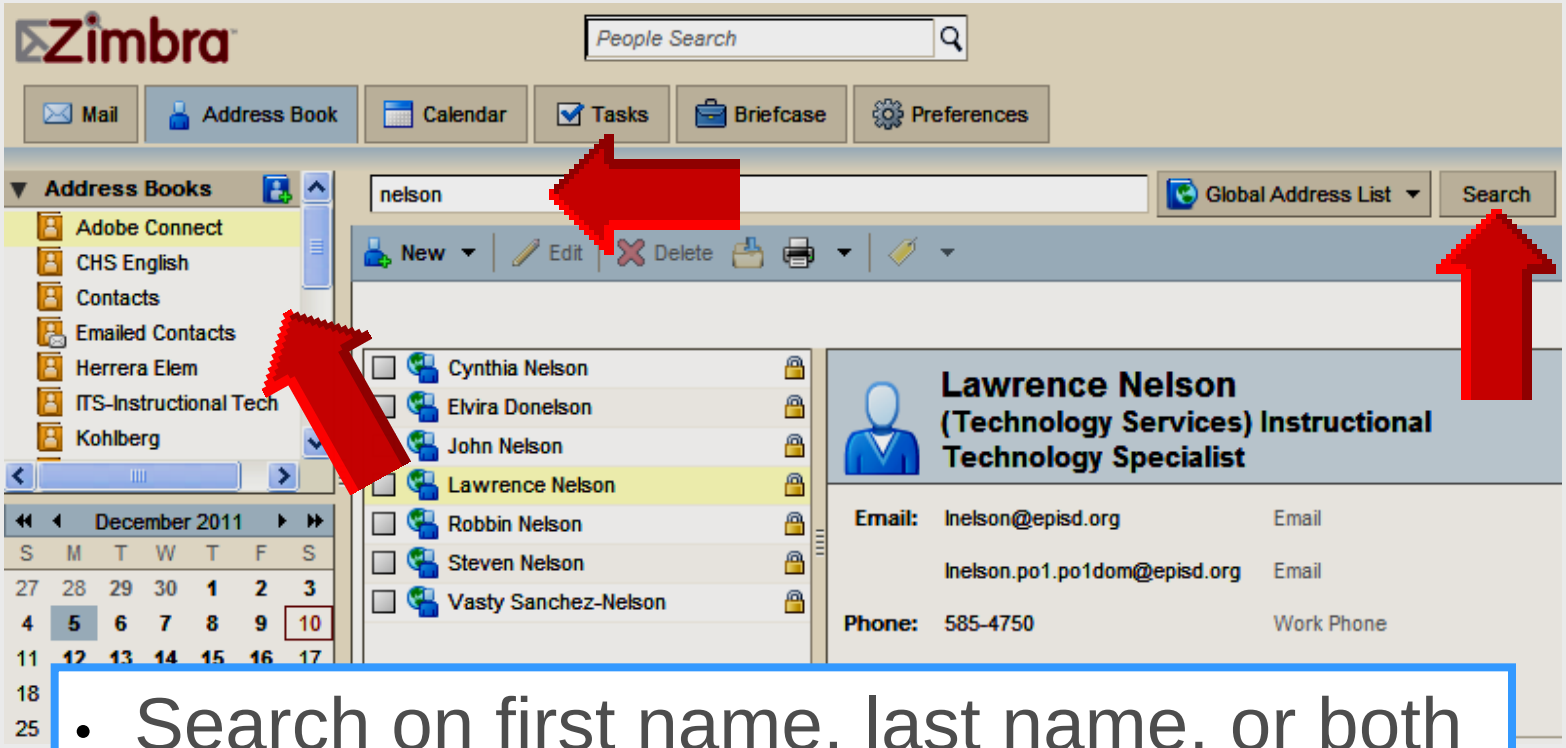
Create EPISD Address Book



Create EPISD Address Book

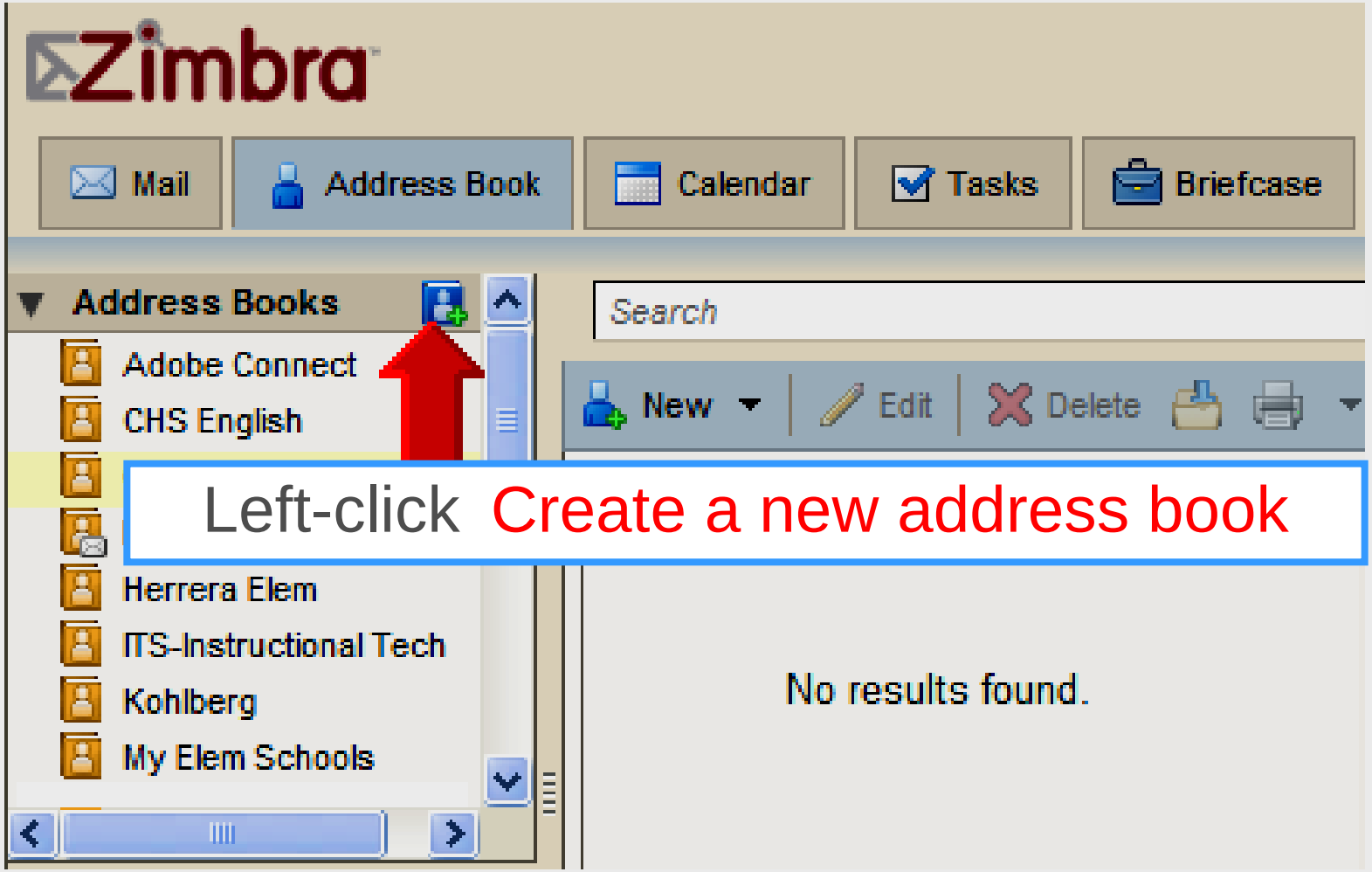


Populate EPISD Address Book

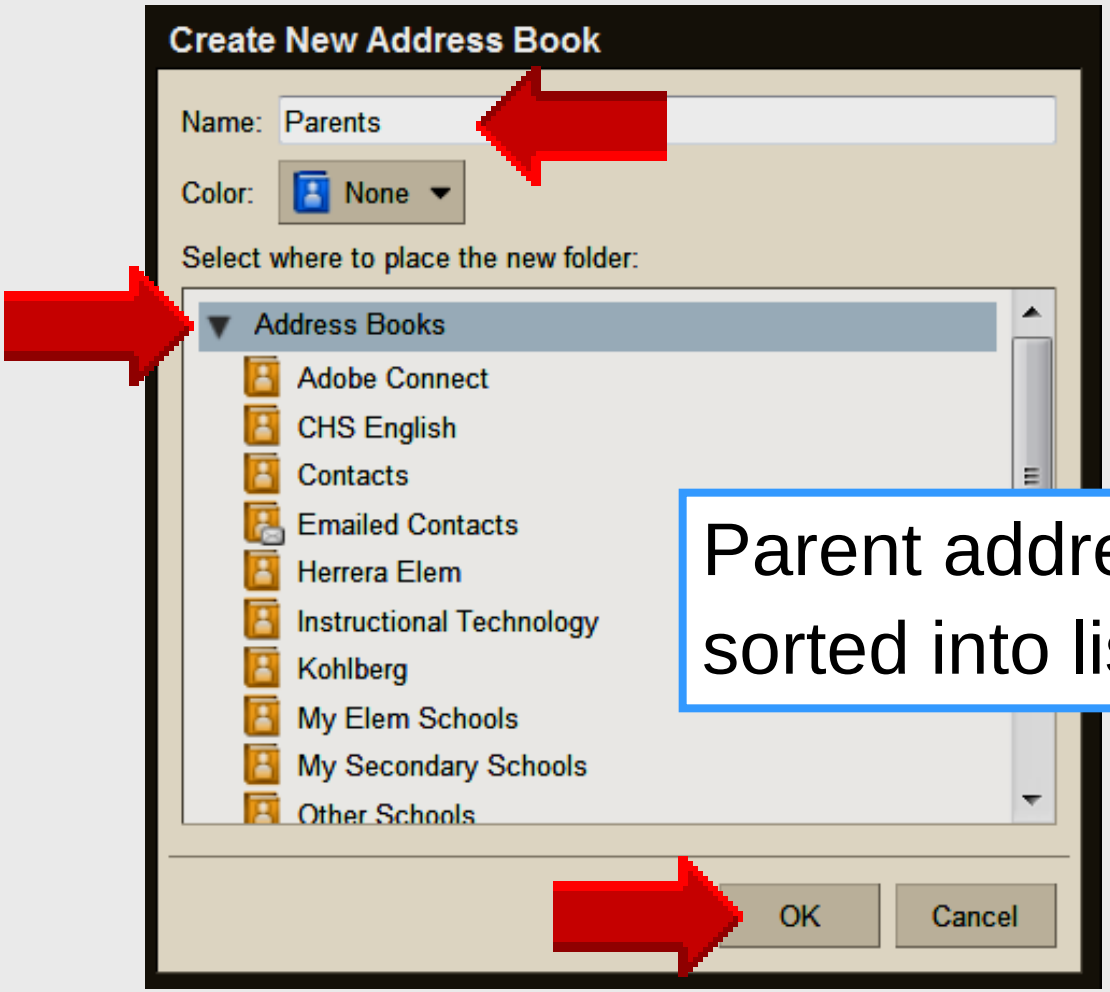


- Search on first name, last name, or both
- Select **Global Address List**
- Drag name(s) in result to address book

Create Parent Address Book

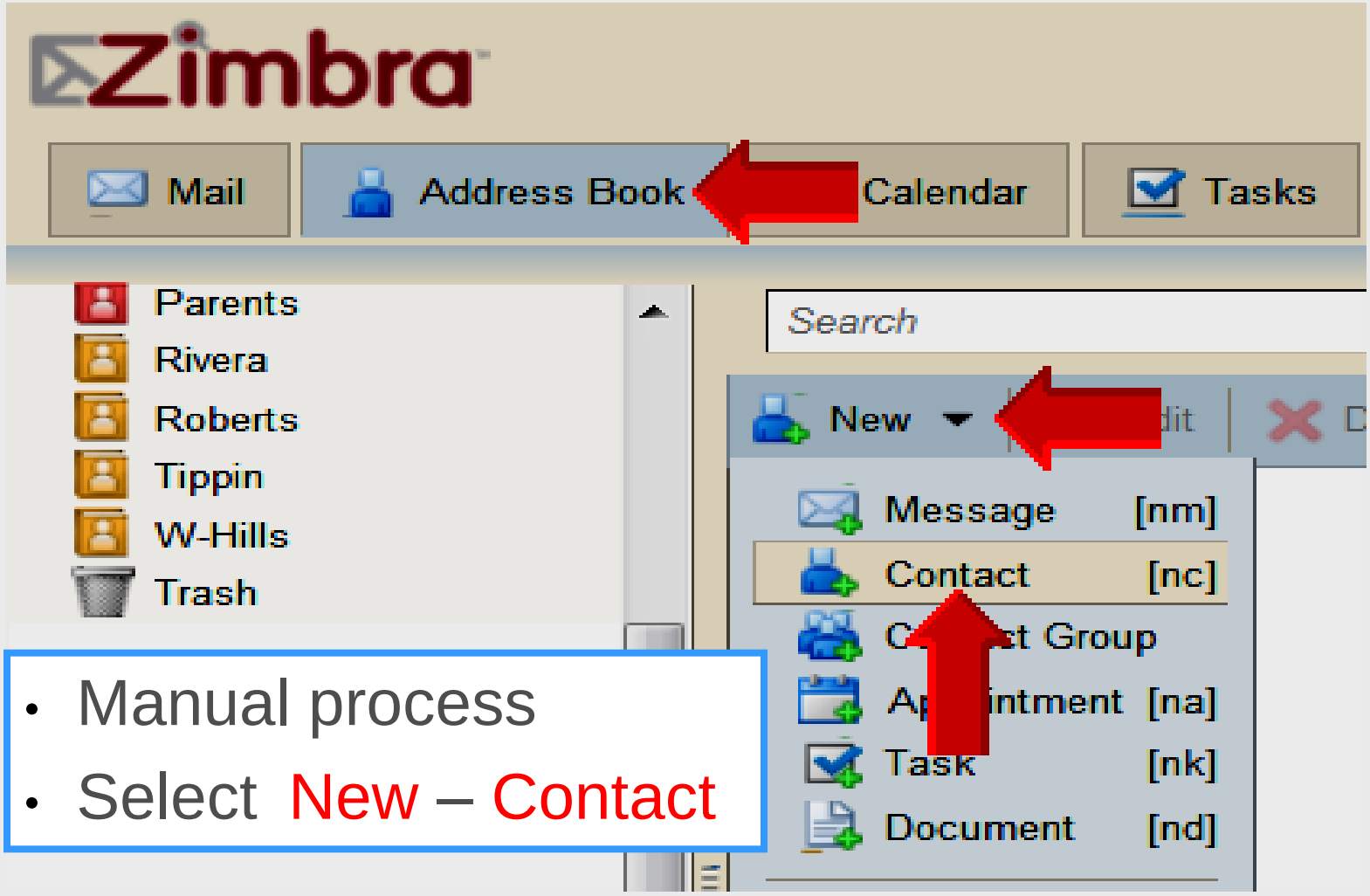


Create Parent Address Book



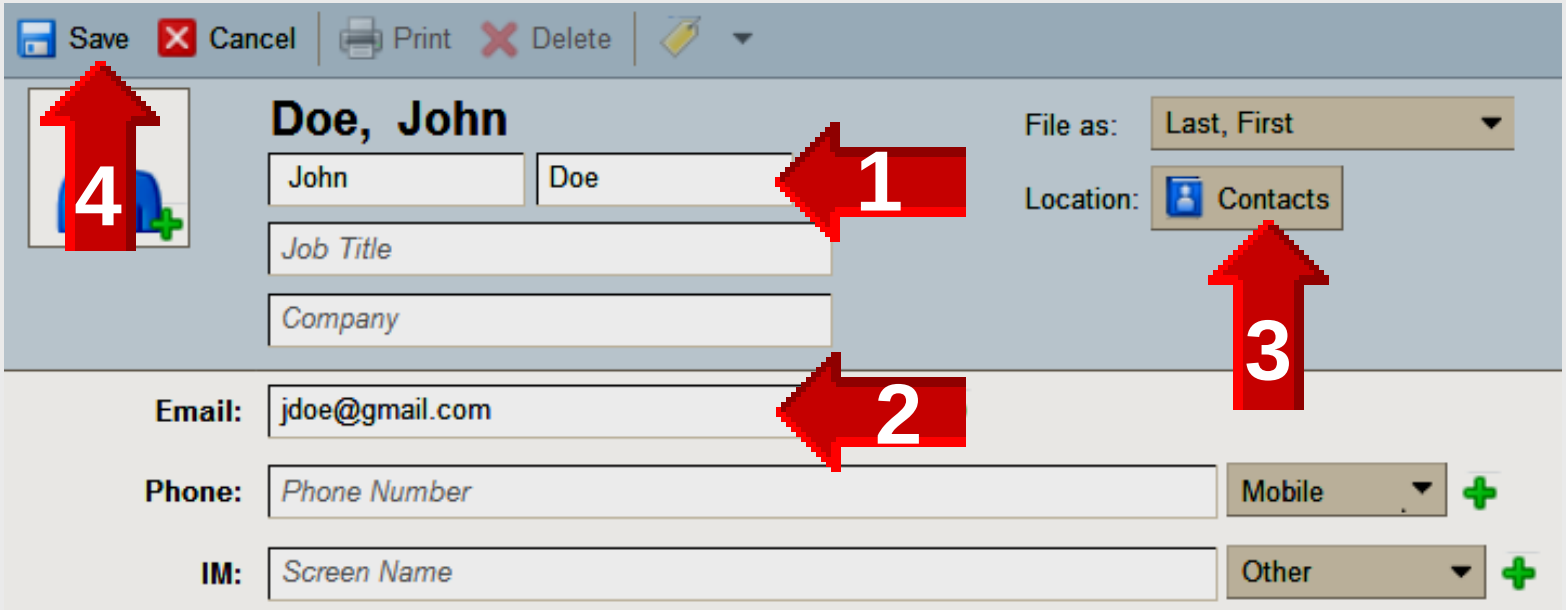
Parent address book sorted into list

Populate Parent Address Book



- Manual process
- Select New – Contact

Populate Parent Address Book

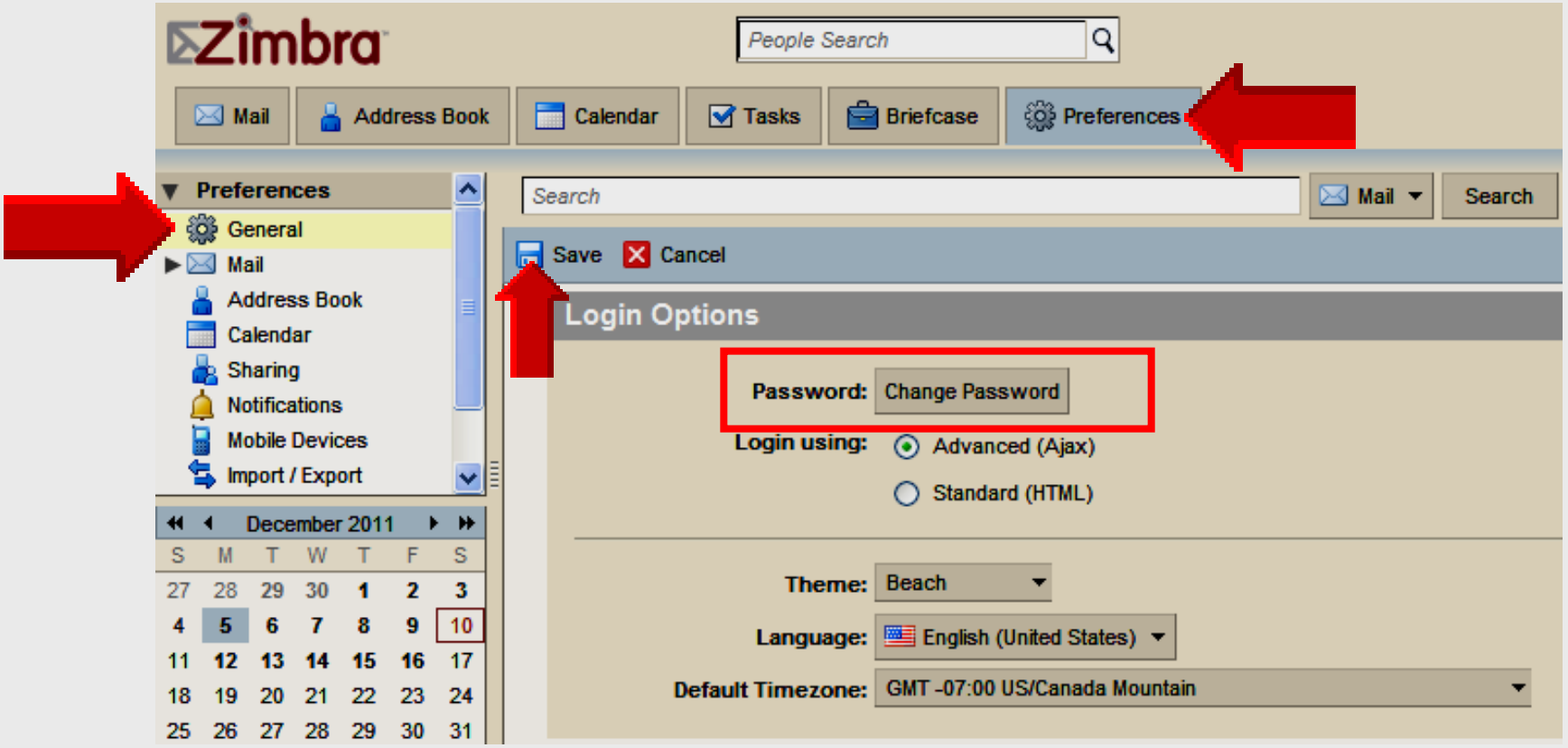


1. Enter first and last name
2. Enter email address
3. Select location – PARENT folder
4. Save contact into selected location

Zimbra Email

Preferences

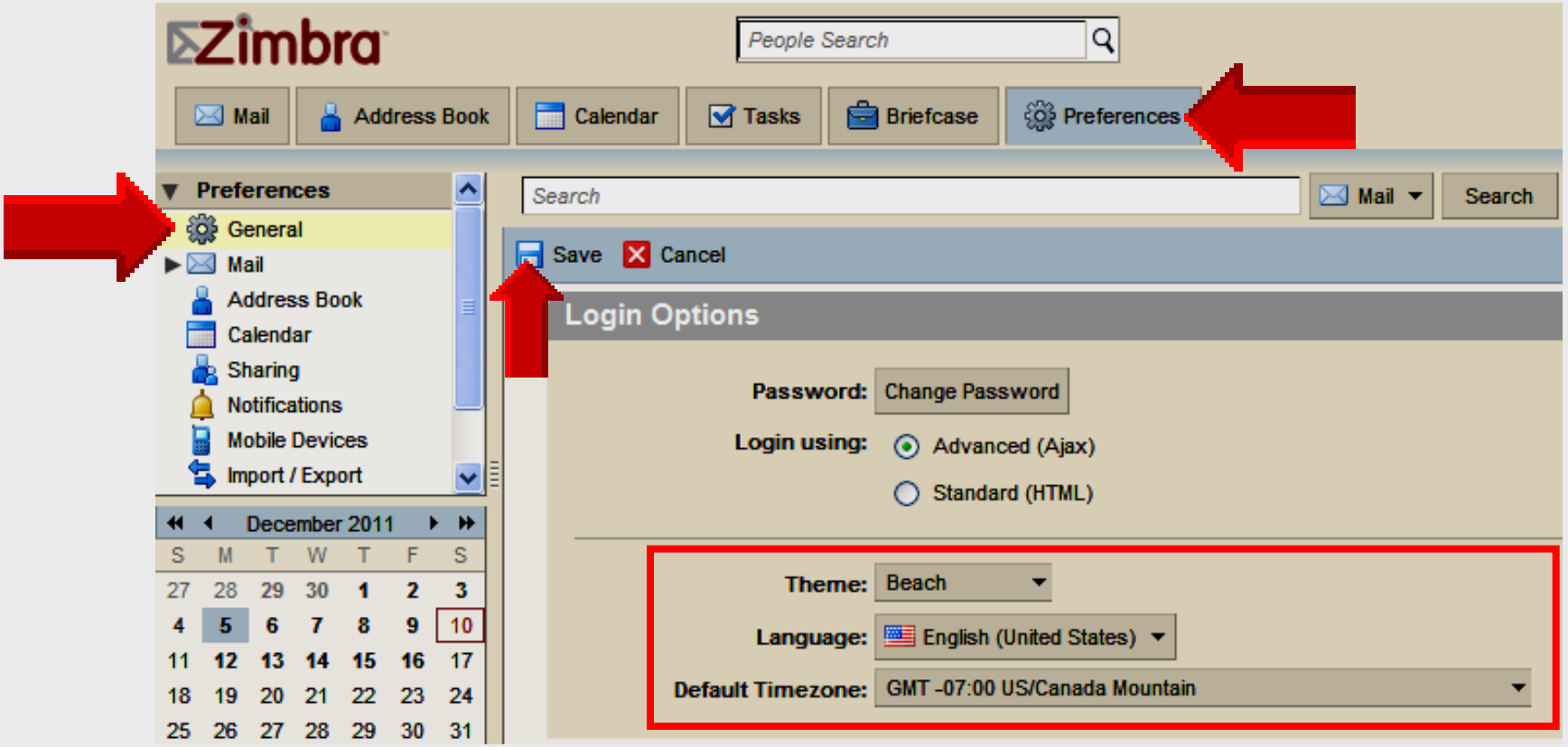
Preferences – General



Choose **Change Password**

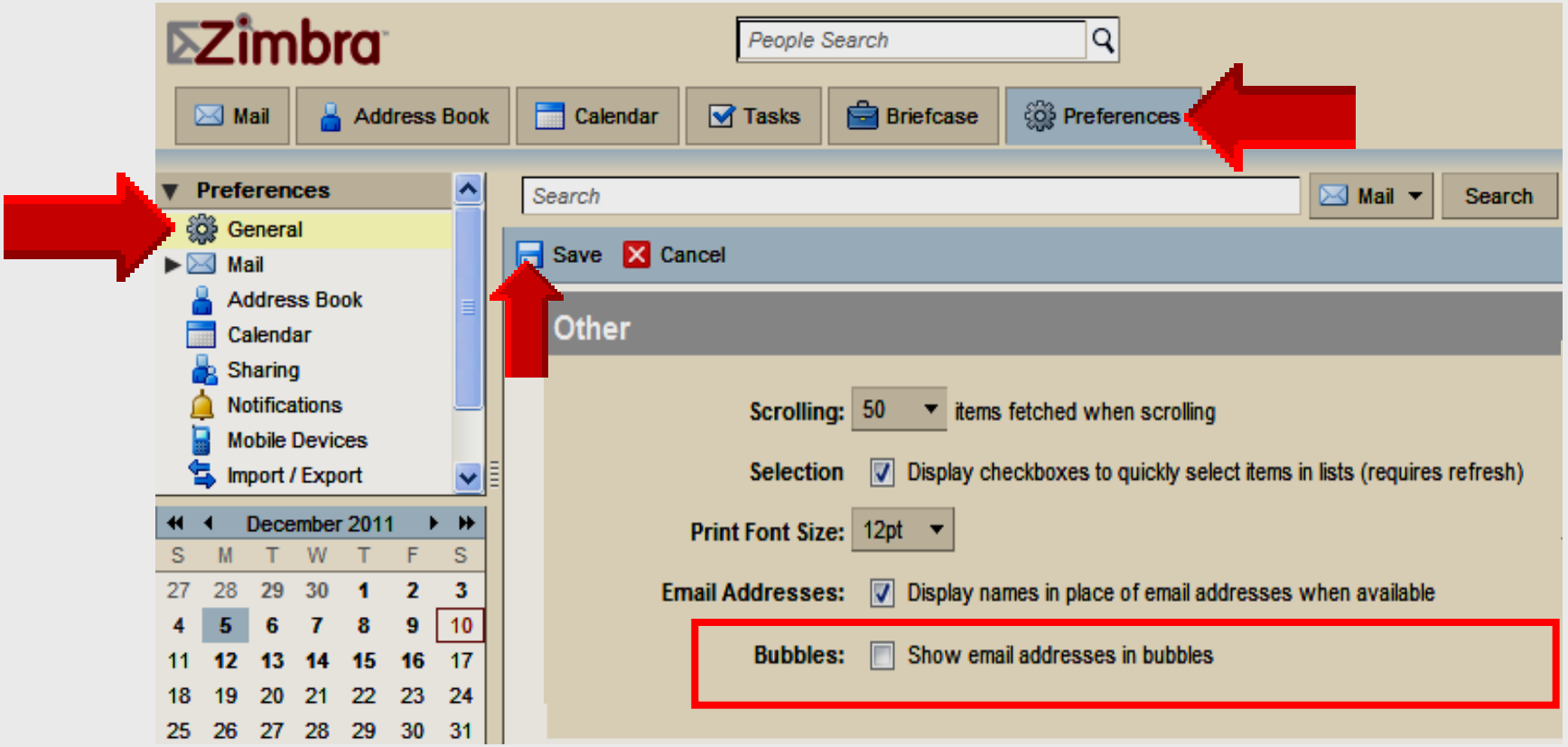
Preferences – General

Preferences – General



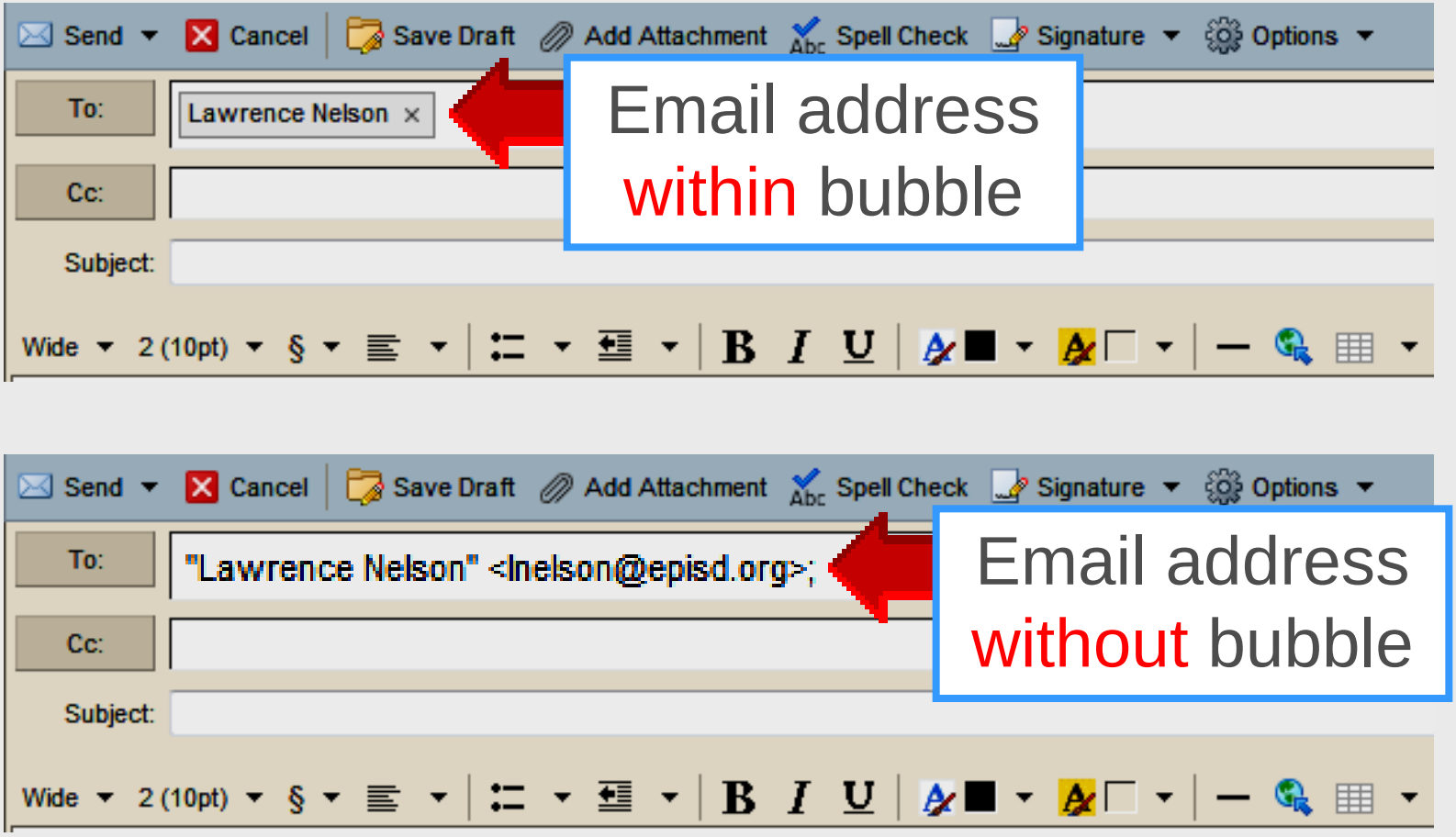
Choose **Theme** and **Time Zone**

Preferences – General

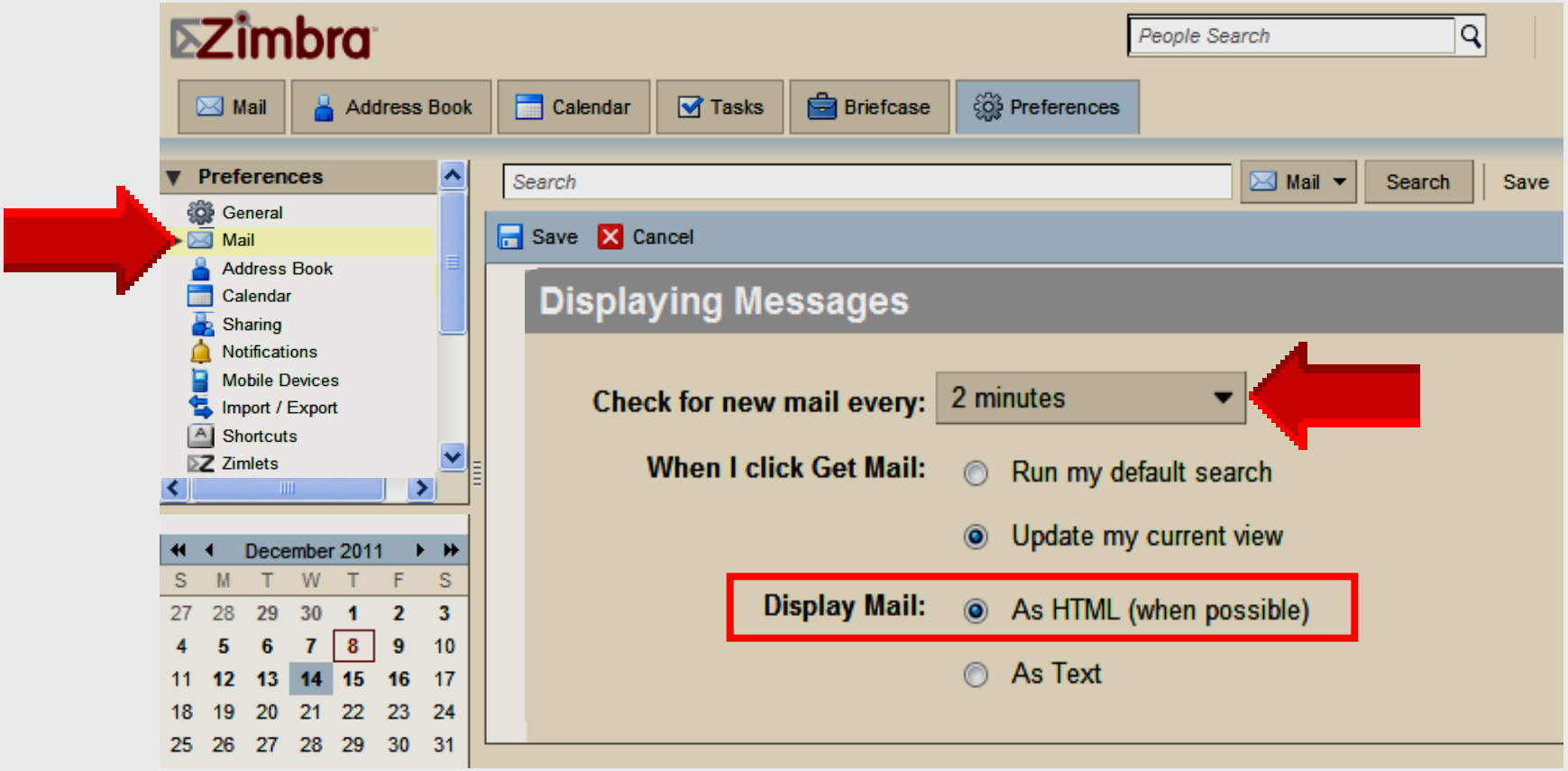


Choose **Bubbles** or **Show email address**

Email Addressess

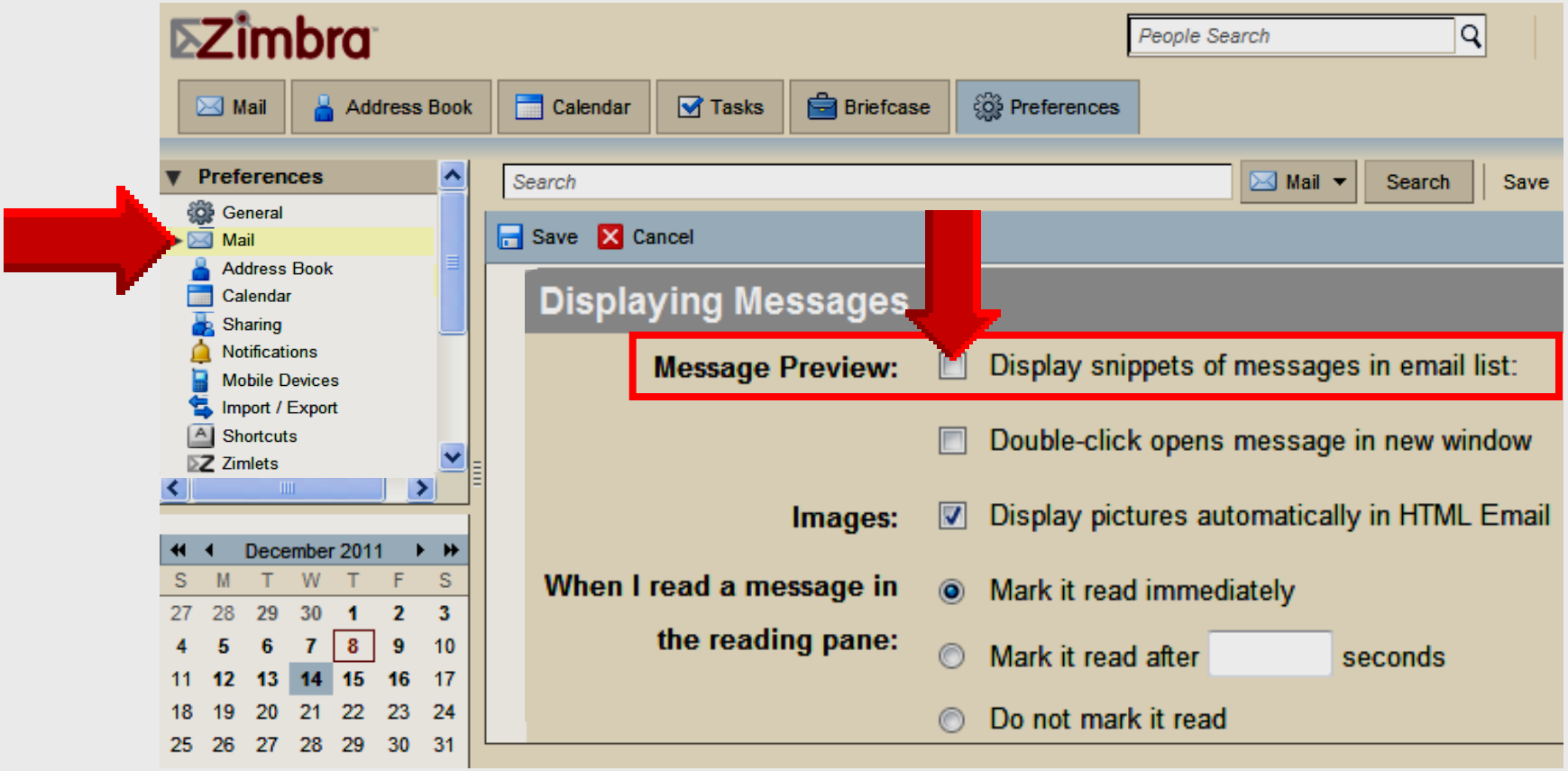


Preferences – Mail



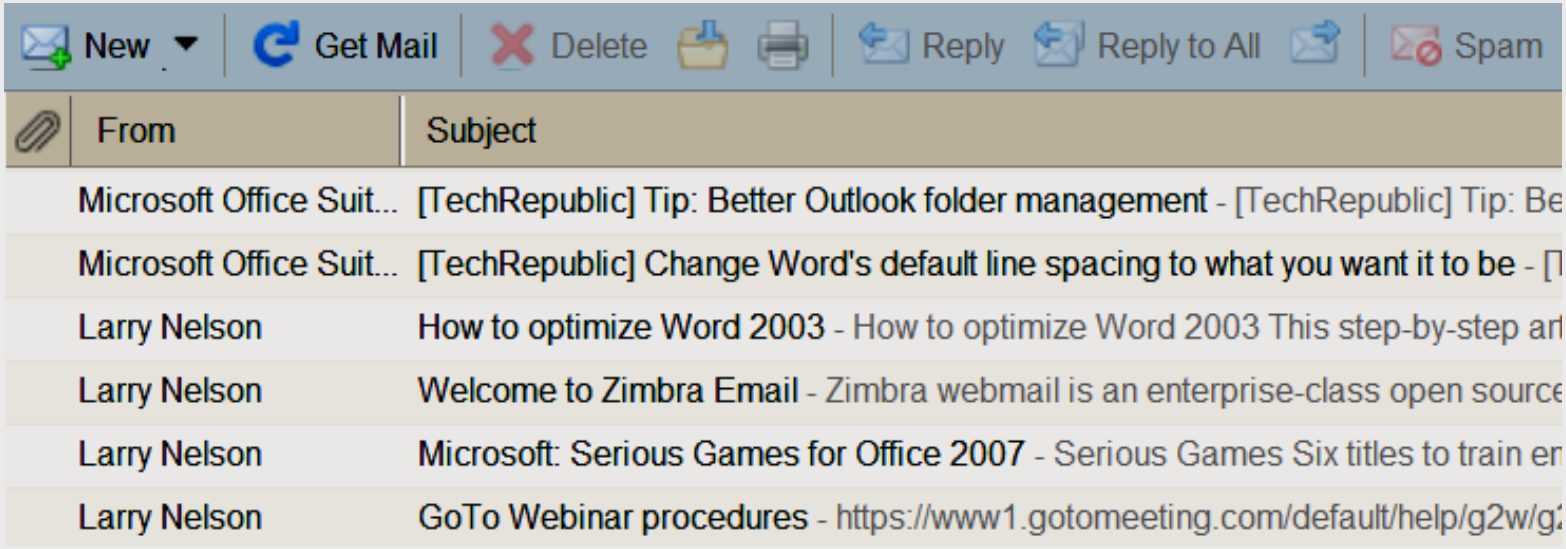
How often for checking new mail

Preferences – Mail



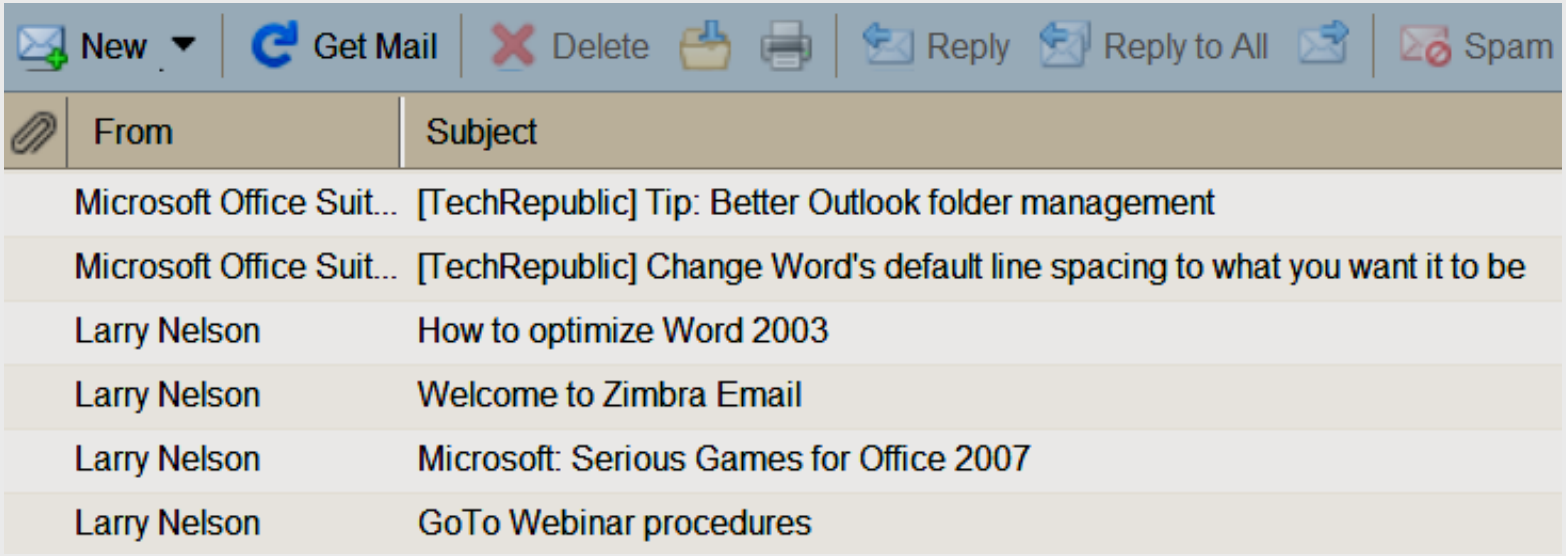
Select how emails will be previewed

Yes – Display Snippets



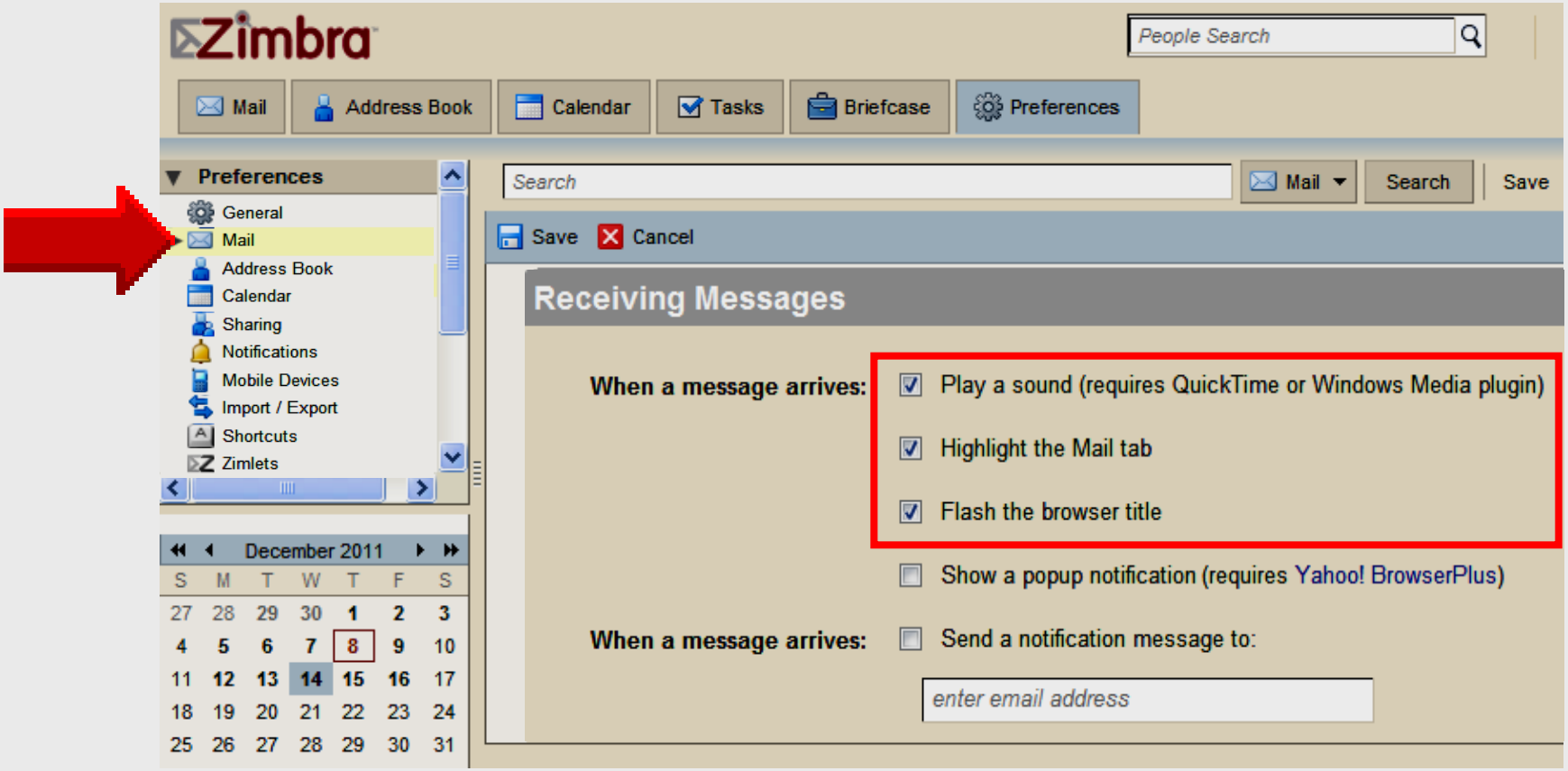
Emails with snippets previewed – **default**

No – Display Snippets



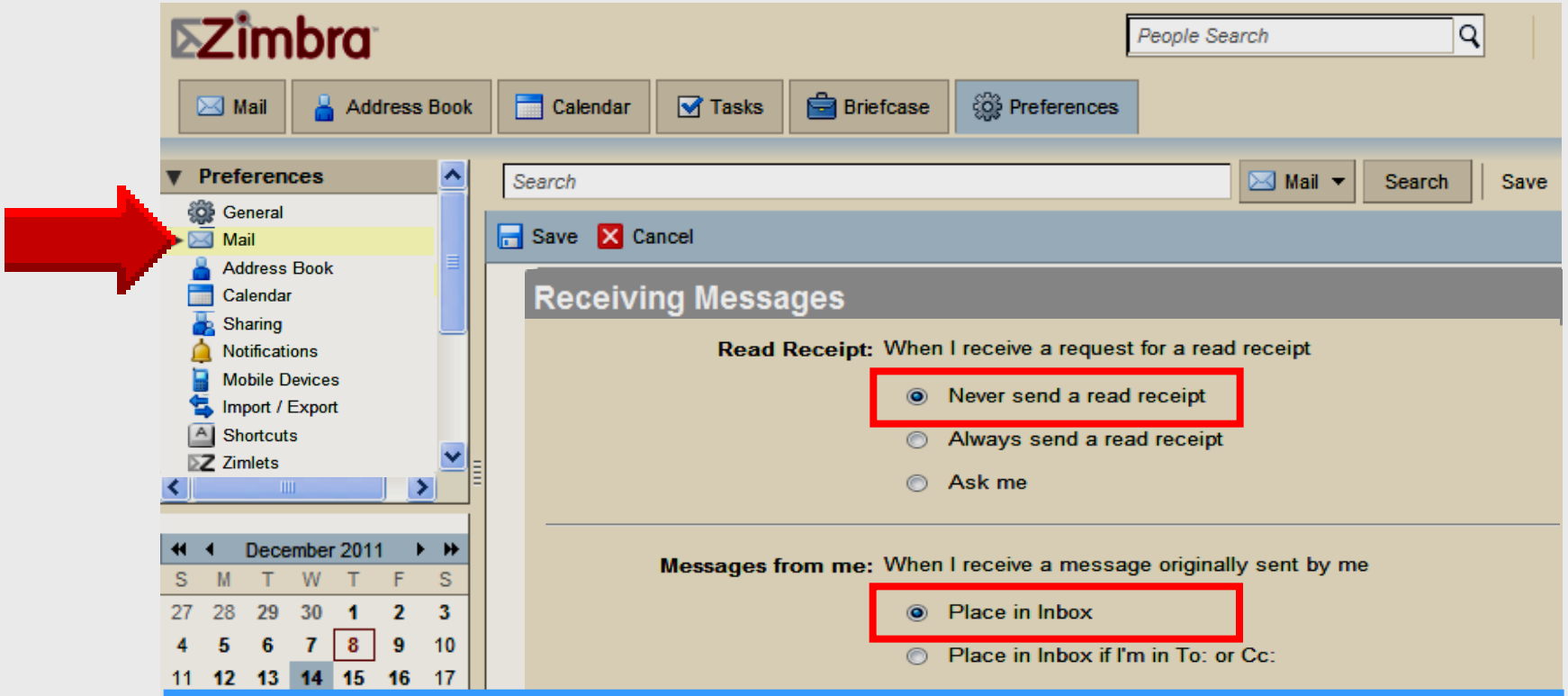
Emails without snippets previewed

Preferences – Mail



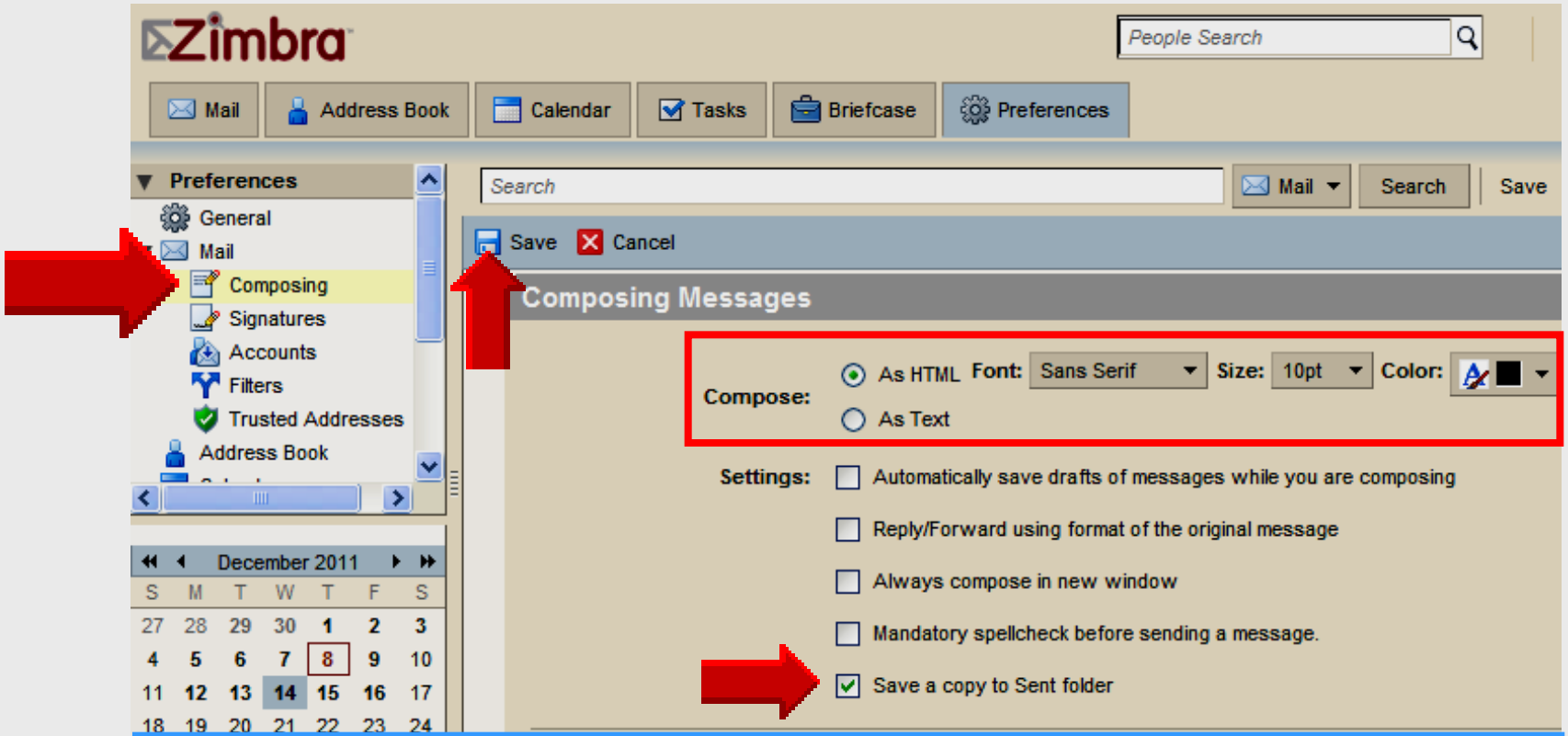
Options for alerting to received email

Preferences – Mail



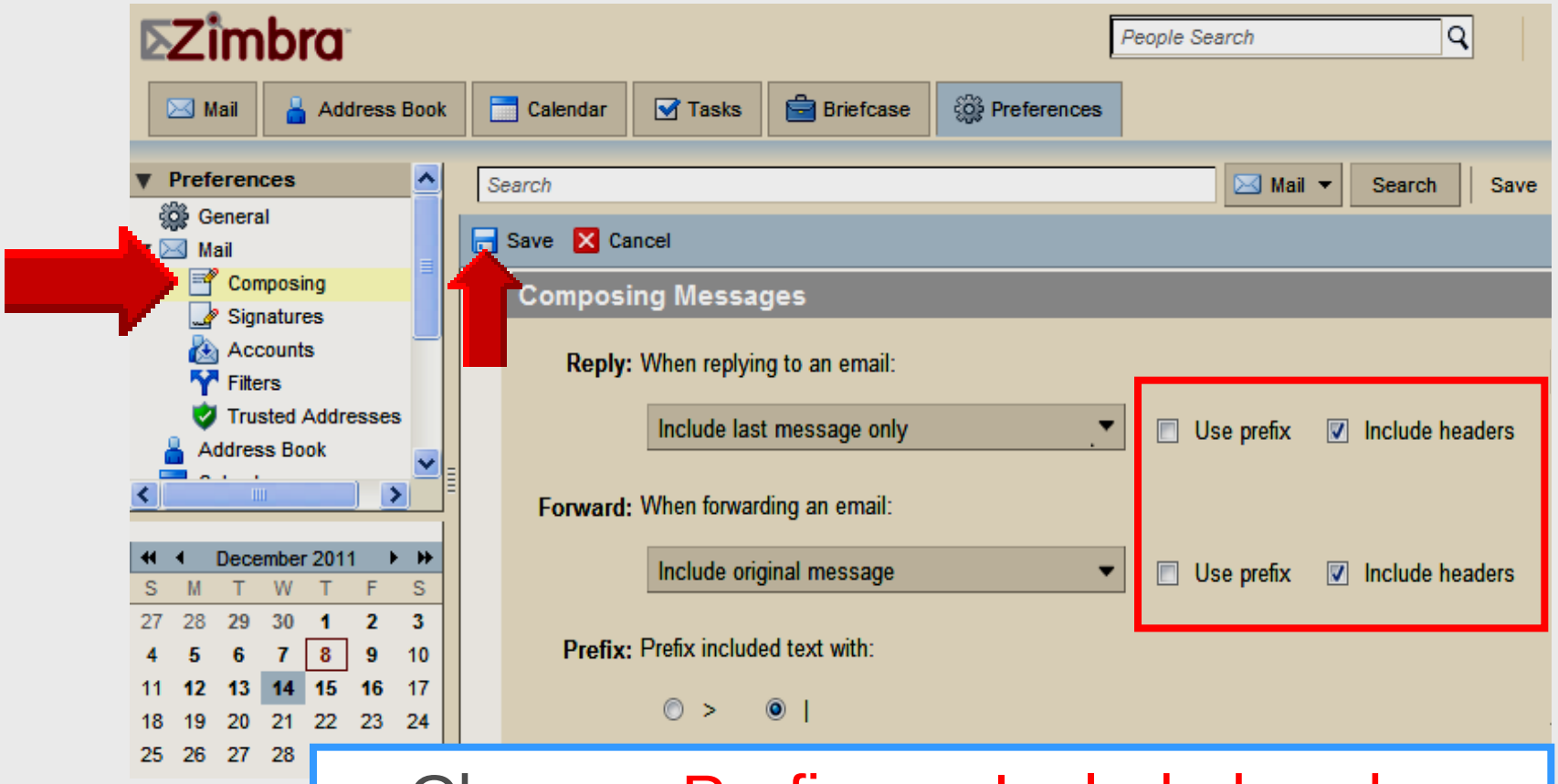
- Select Never send a read receipt
- Considered inconvenient – discourteous – invasive

Preferences – Composing



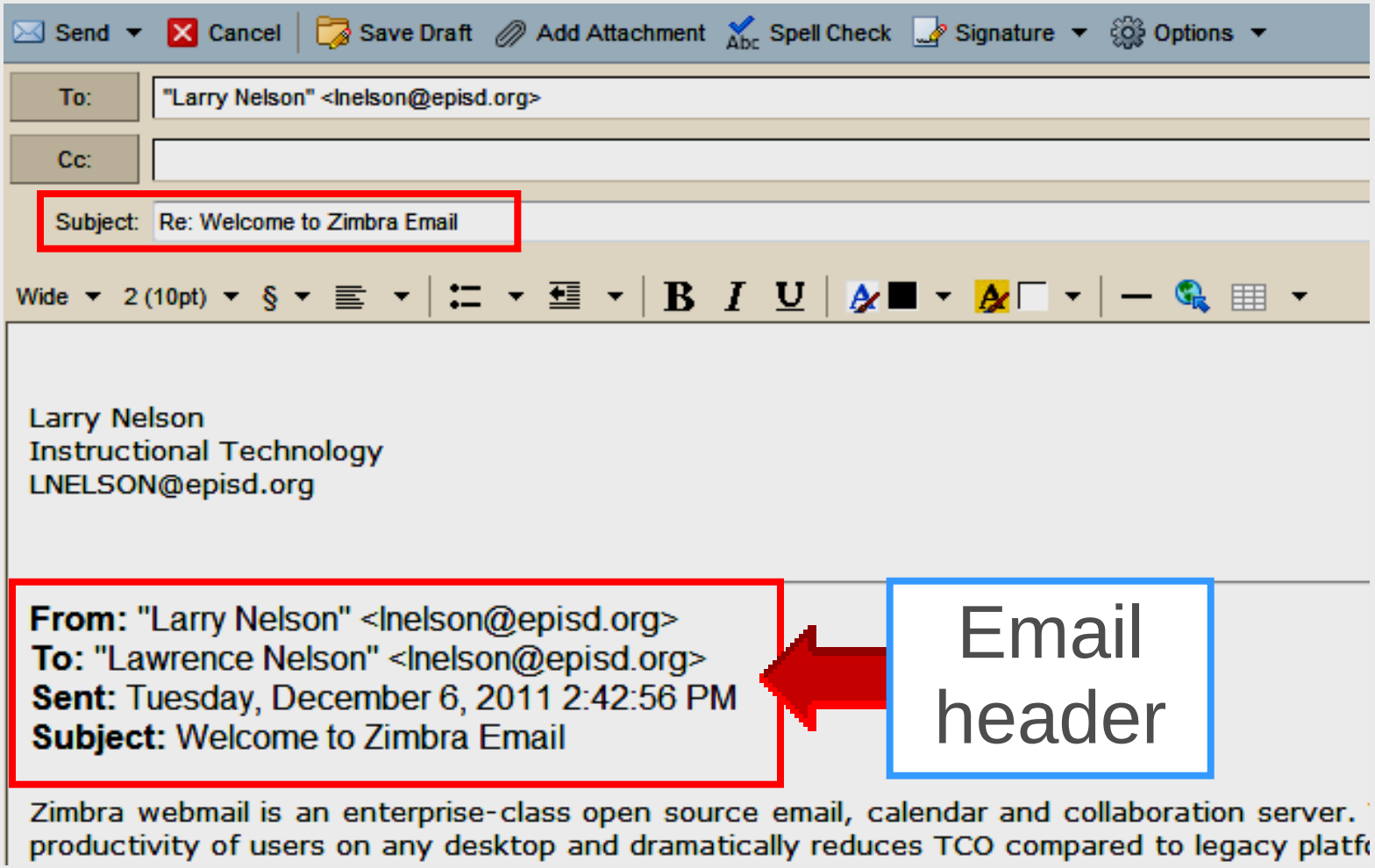
- Choose **HTML** or **Text** when composing
- Select Save a copy to Sent folder

Preferences – Composing

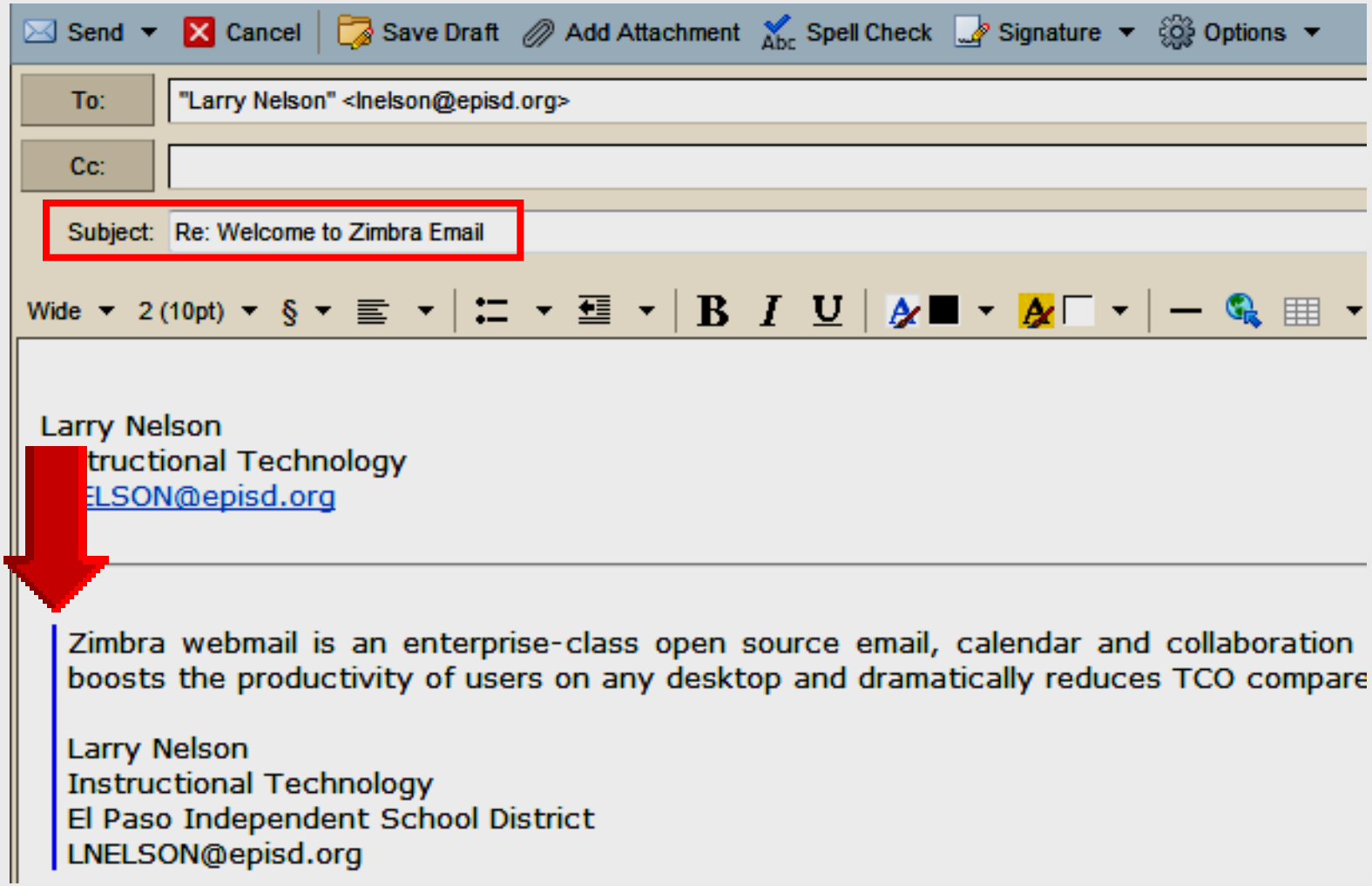


- Choose Prefix or Include headers
- Select Prefix > or |

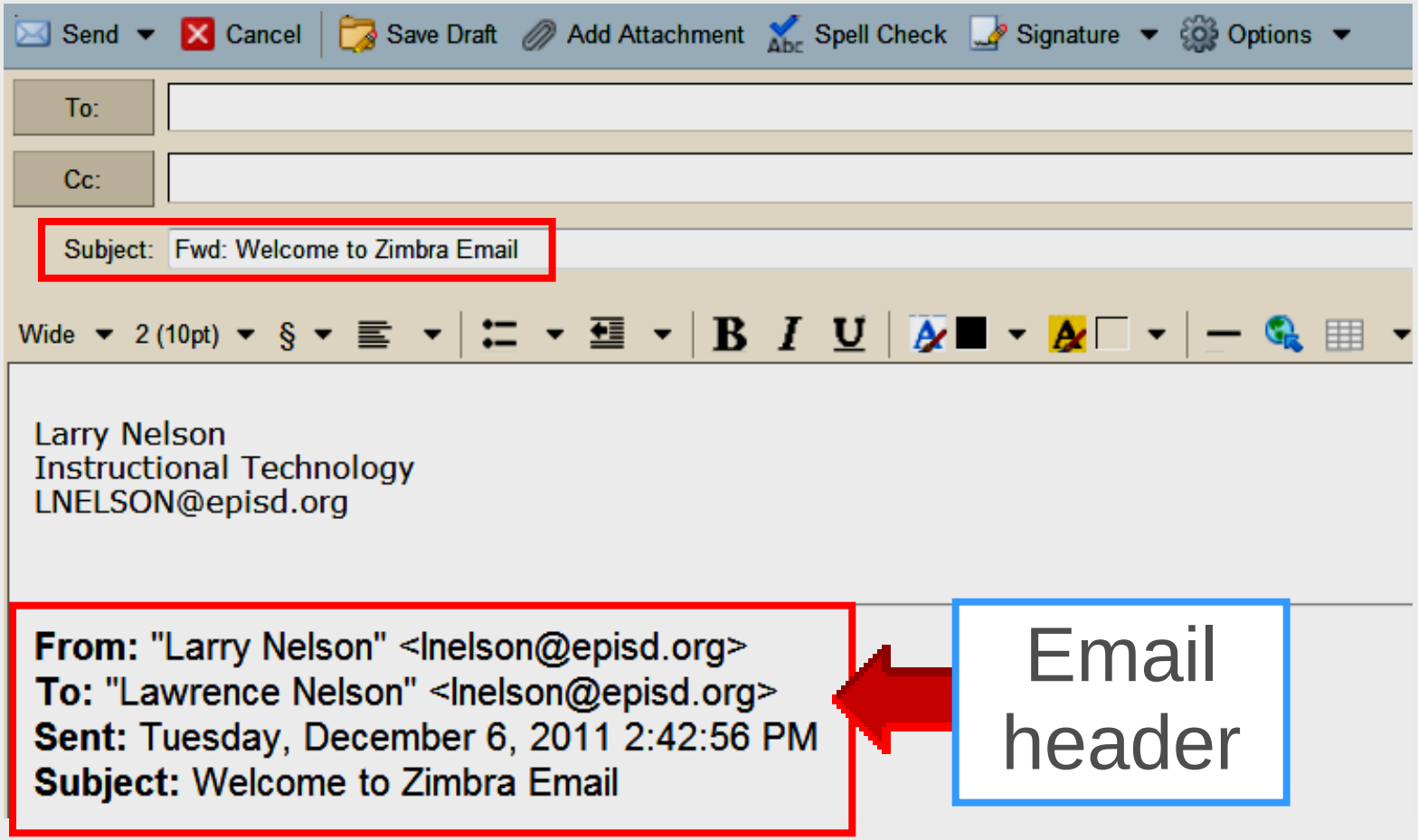
Replying *with* Header



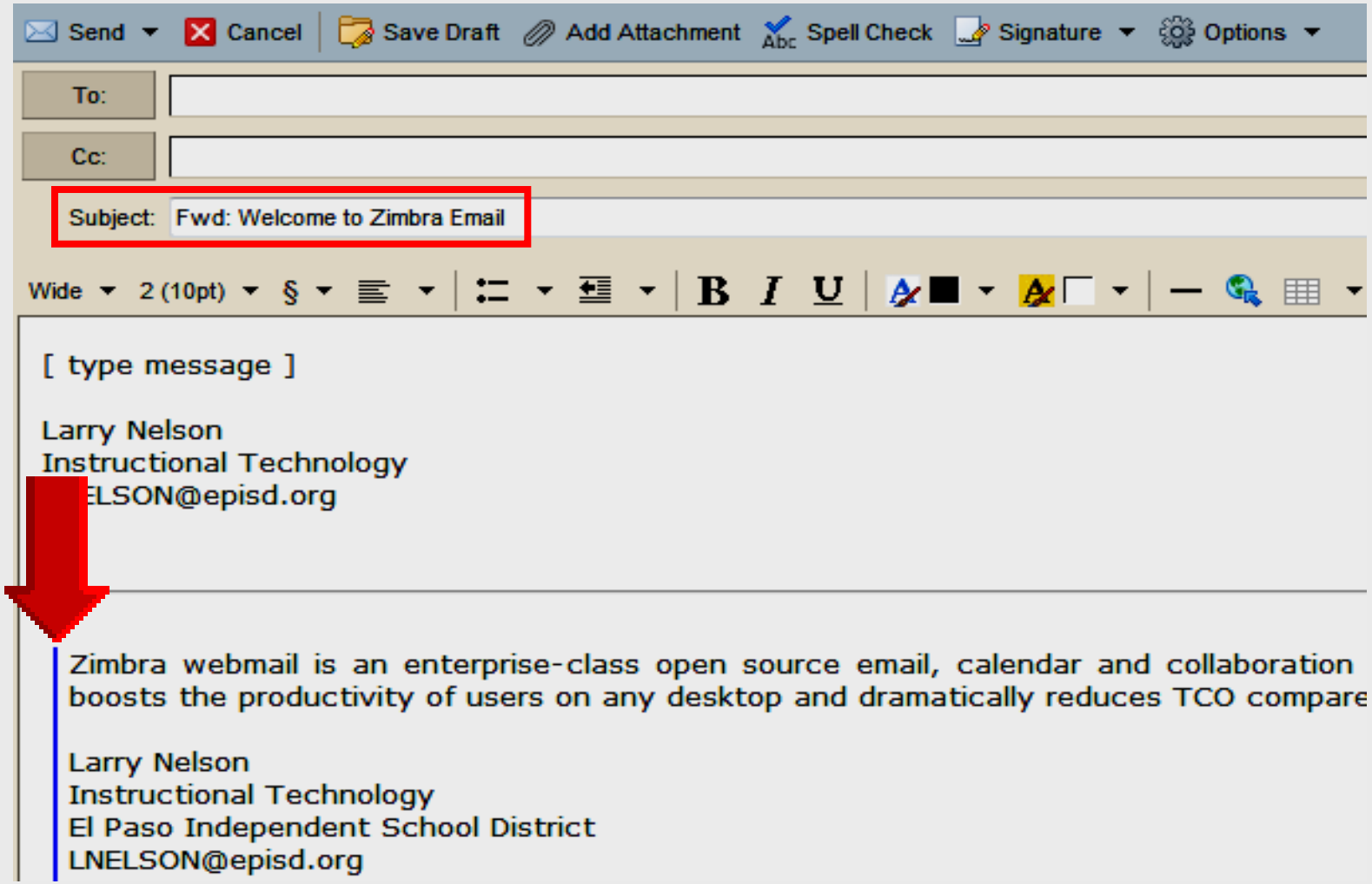
Replying *with* Prefix



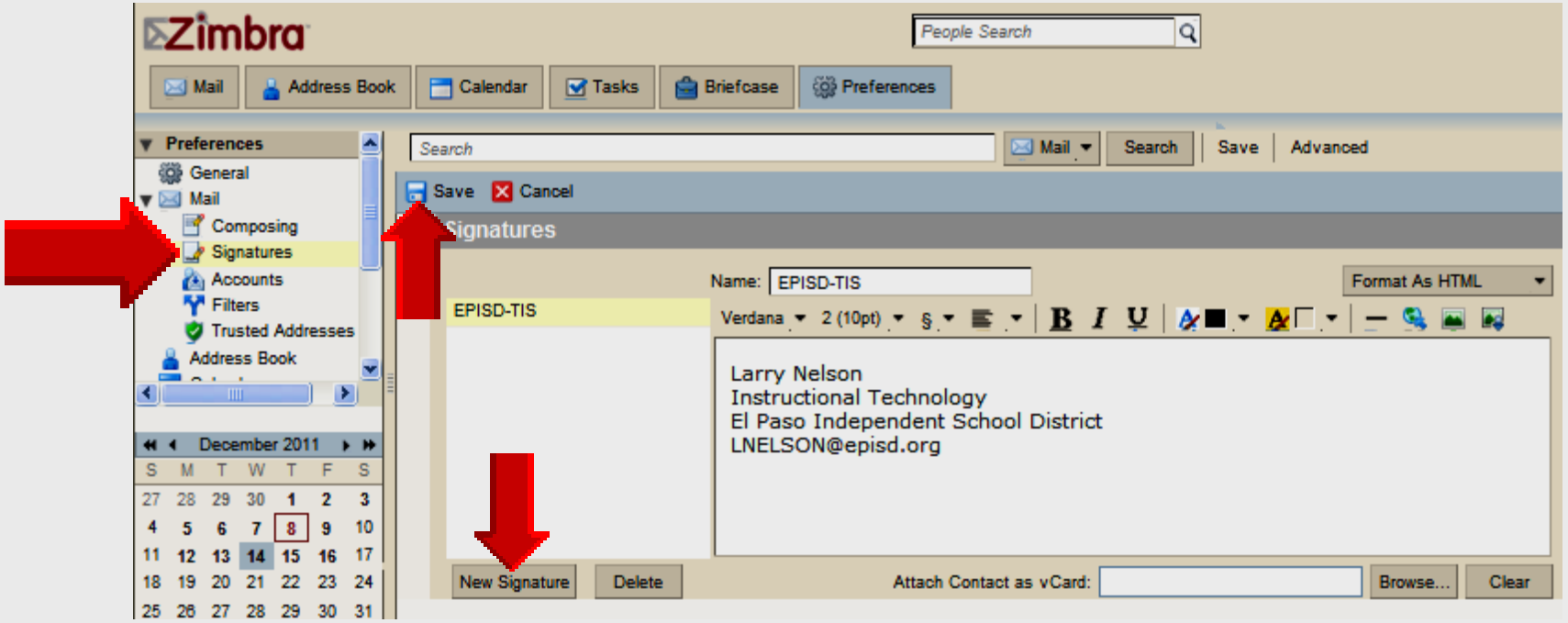
Forwarding *with* Header



Forwarding *with* Prefix

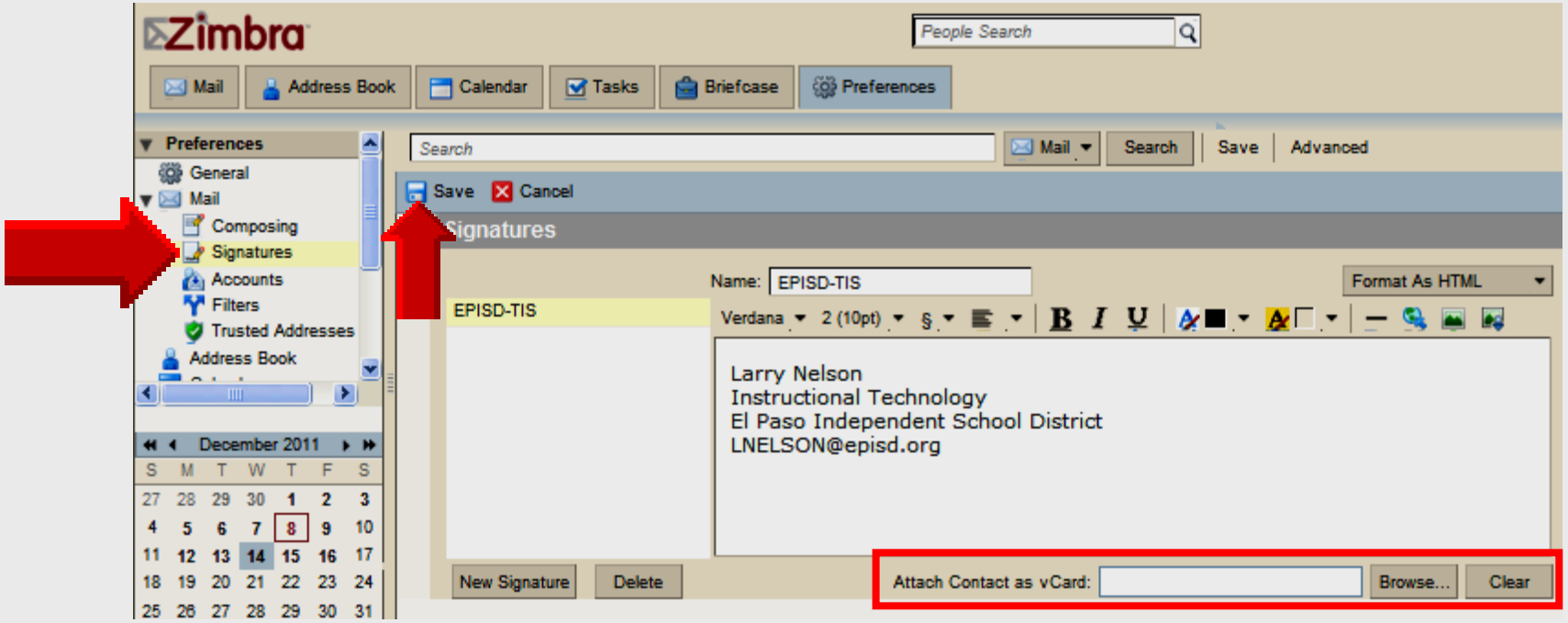


Preferences – Signatures



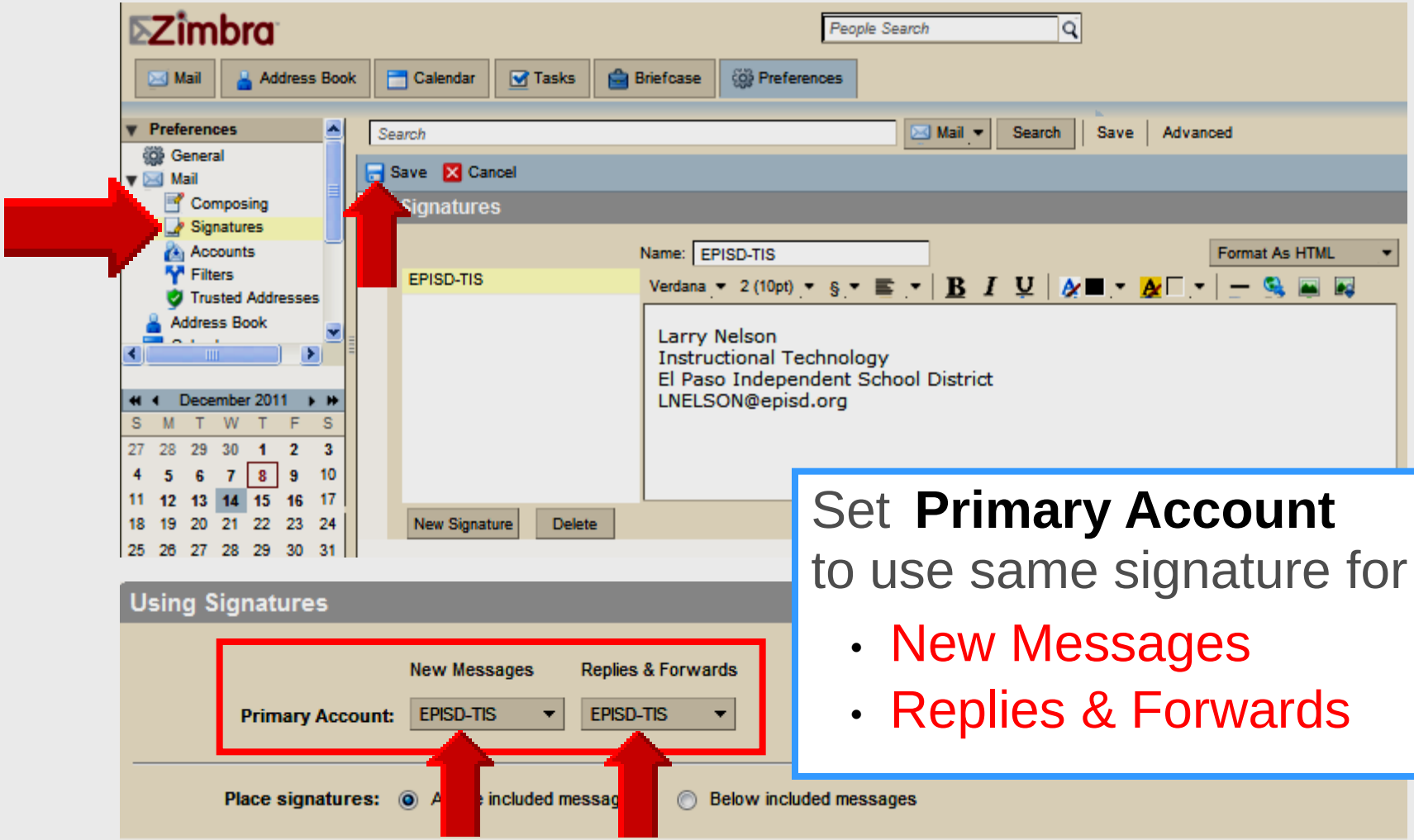
- Name – Grade or Department
- School name
- Email address

No vCard



Avoid Attach Contact as vCard

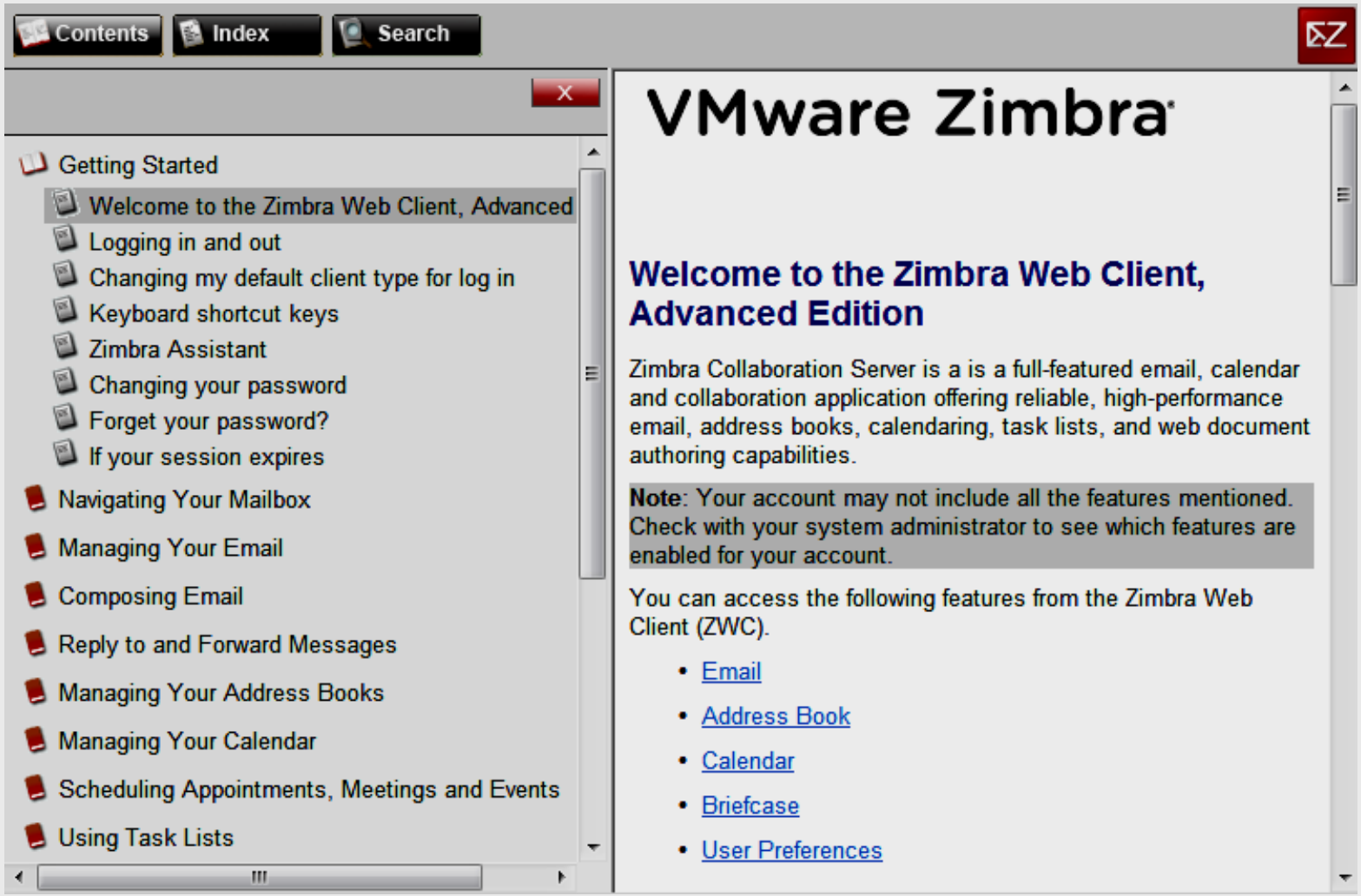
Using Signatures



Set **Primary Account** to use same signature for

- New Messages
- Replies & Forwards

Help Menu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Getting Started
Welcome to the Zimbra Web Client, Advanced
Logging in and out
Changing my default client type for log in
Keyboard shortcut keys
Zimbra Assistant
Changing your password
Forget your password?
If your session expires
Navigating Your Mailbox
Managing Your Email
Composing Email
Reply to and Forward Messages
Managing Your Address Books
Managing Your Calendar
Scheduling Appointments, Meetings and Events
Using Task Lists
VMware Zimbra
Welcome to the Zimbra Web Client, Advanced Edition
Zimbra Collaboration Server is a is a full-featured email, calendar and collaboration application offering reliable, high-performance email, address books, calendaring, task lists, and web document authoring capabilities.
Note: Your account may not include all the features mentioned. Check with your system administrator to see which features are enabled for your account.
You can access the following features from the Zimbra Web Client (ZWC).
Email
Address Book
Calendar
Briefcase
User Preferences

Zimbra Email

Syncing Mobile Devices

Syncing *to* iPhone – iPod Touch

Select
Settings

Syncing *to* iPhone – iPod Touch

Select
Mail

Syncing *to* iPhone – iPod Touch

Select Add Account

Syncing *to* iPhone – iPod Touch

Select Microsoft Exchange

Syncing *to* iPhone – iPod Touch

Enter
El Paso ISD

- email
- username
- password

Click Next

Syncing *to* iPhone – iPod Touch

Enter
El Paso ISD
- email
- username
- password

Click Next

Syncing *to* iPhone – iPod Touch

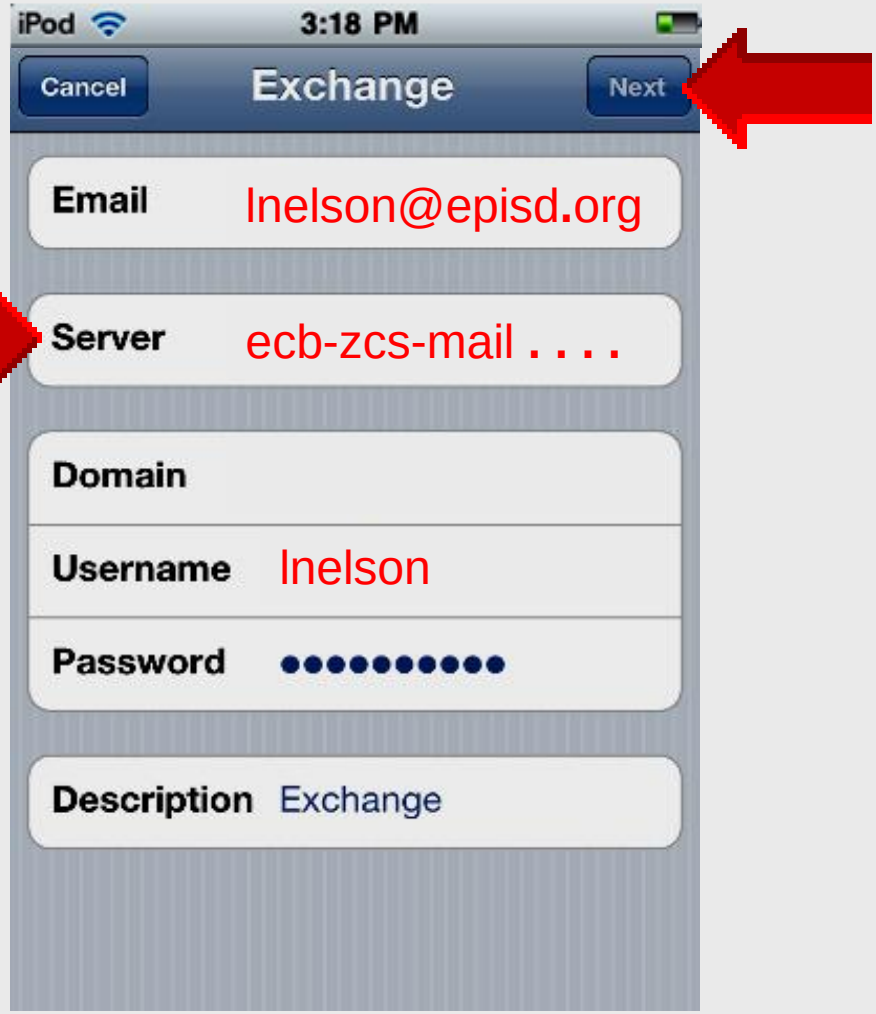
Enter
El Paso ISD
- username
- password

Click Next

Syncing *to* iPhone – iPod Touch

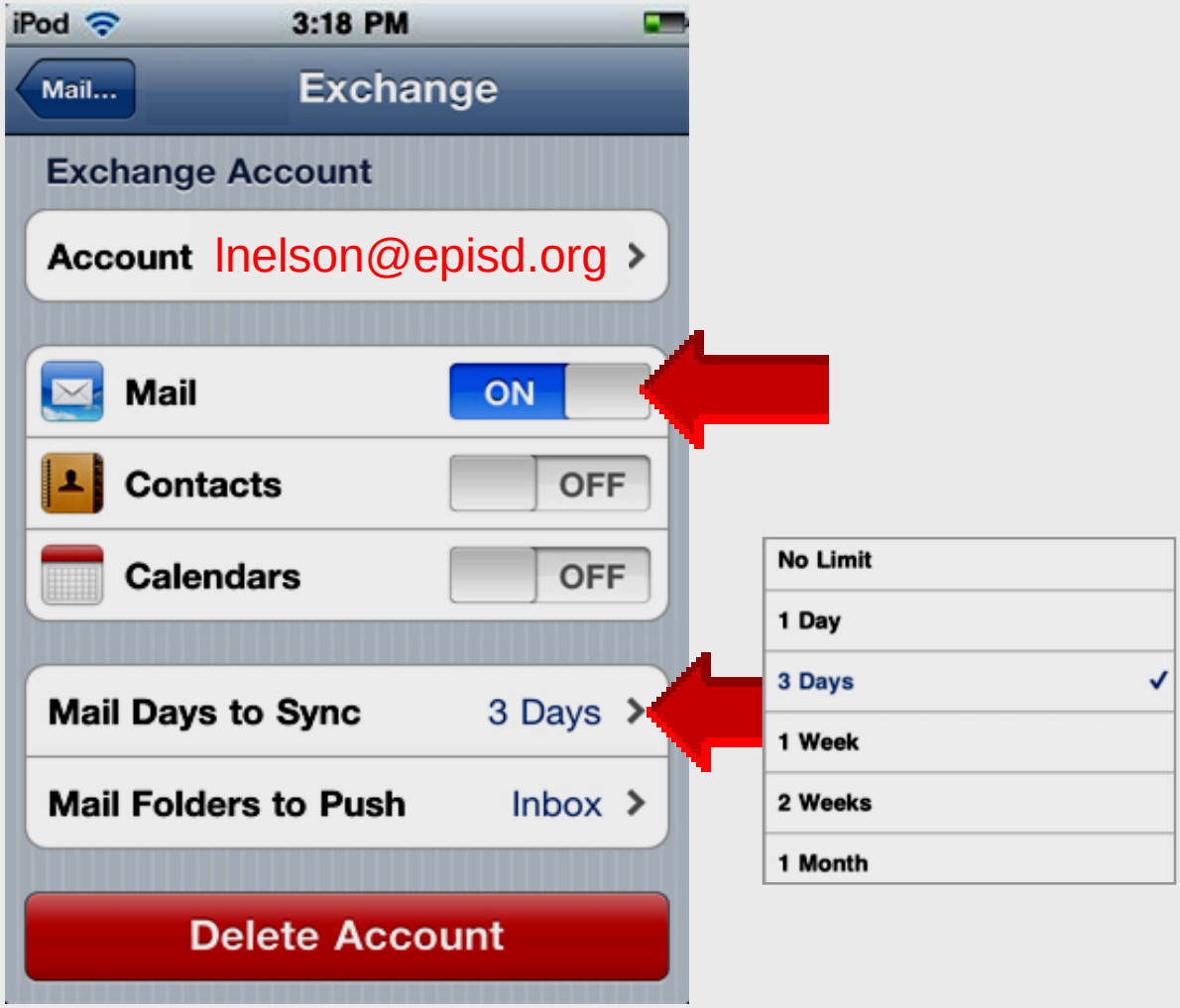
Enter
Server IP address

See
Cluster Server lists
pages 67-72

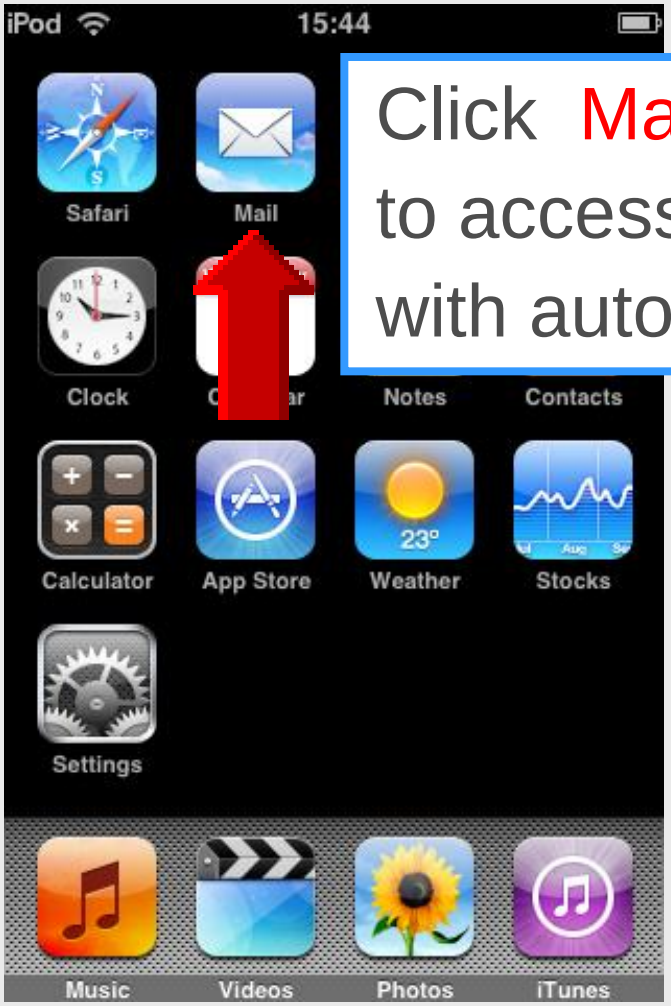


Syncing *to* iPhone – iPod Touch

Select which type of data to sync and how often



Sync Completed



Click Mail app
to access **Zimbra**
with auto login

Syncing Android

- **Settings** -- > Mail
- **Mail** --> New account
  --> Exchange ActiveSync
  --> enter email address
  --> enter password
  --> Server address – see pages 67-72
  --> Select Secure Connection (SSL)
- **Verifies account information**
- Select **Data to Sync** --> Mail (select) Contacts (deselect) Calendar (deselect)
- Finish Setup

Zimbra Email

Cluster Servers *for* Mobile Devices

Cluster Server #1

Use ecb-zcs-mail**d**.episd.org for:

003 - Bowie
025 - Delta
027 - Telles
028 - San Jacinto
044 - Guillen
101 - Alamo
103 - Aoy
104 - Beall
114 - Douglass
118 - Hart
137 - Roosevelt
828 - San Jacinto
006 - El Paso
007 - CCTE
020 - SAPC
022 - Sunset
022S - Sunset - Sunland Park
052 - Wiggs
054 - Armendariz
125 - Lamar
144 - Vilas
167 - Moreno

Cluster Server #2

Use ecb-zcs-mail**e**.episd.org for:

004 - Burges
042 - Ross
106 - Bonham
119 - Hawkins
121 - Hillside
123 - Hughey
129 - MacArthur
151 - Cielo Vista

009 - Jefferson
009A - Jefferson Annex
011 - Silva
041 - Henderson
107 - Burleson
109 - Clardy
111 - Cooley
148 - Zavala

Cluster Server #3

Use ecb-zcs-mail**f**.episd.org for:

002 - Austin
049 - Bassett
102 - Alta Vista
110 - Coldwell
112 - Crockett
122 - Houston
138 - Rusk
149 - Clendenin
171 - Houston - About Face
012 - Chapin
032 - Telles Academy JJAEP
048 - Terrace Hills
105 - Bliss
108 - Burnet
128 - Logan
131 - Milam
134 - Park
142 - Collins
143 - Travis
158 - Bradley
175 - Powell

Cluster Server #4

Use ecb-zcs-mail**g**.episd.org for:

001 - Andress
015 - Early College
045 - Charles
055 - Richardson
116 - Fannin
133 - Newman
161 - Nixon
165 - Barron
178 - Lea
008 - Irvin
040 - Lafarelle
043 - Canyon Hills
047 - Magoffin
113 - Crosby
115 - Dowell
140 - Schuster
141 - Stanton
145 - Wainwright
150 - Lee
153 - Whitaker
169 - Moye
822H - Hondo
822M - Magoffin
822O - Occupation Center

Cluster Server #5

Use ecb-zcs-mail**h**.episd.org for:

010 - Franklin
010A - Franklin 9th Grade Ctr
031 - Occupational
053 - Hornedo
051 - Lincoln
056 - Hut Brown
136 - Roberts
147 - White
160 - Bond
163 - Guerrero
166 - Kohlberg
168 - Tippin
174 - Herrera
177 - Lundy

Cluster Server #6

Use ecb-zcs-mail**i**.episd.org for:

005 - Coronado

046 - Morehead

130 - Mesita

135 - Putnam

146 - Western Hills

155 - Johnson

156 - Rivera

159 - Polk

162 - Green

Online Handouts