

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

<http://webclass.org>

Webclass
web-based tutorials

Google Custom Search

Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity

Copyright Infringement

Creating a Digital Story

Digital Cameras

EPISD Photo Release

iPod - Getting Started

Podcast Projects

Sample Movie Maker files

Syncing video iPod

Using iTunes

Windows Movie Maker

MOV-WMV converter

MP4-AVI converter

WMV-MP4 converter

WebQuests

Attendance

Copyright Infringement

Database Discovery

Template

Using K-12 Databases

Britannica

EBSCO

Working Online

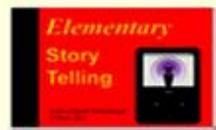
Zimbra Email

Attendance

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using [Adobe Reader](#), or the fast and simple open-source reader for Windows called [Sumatra](#).

Elementary Storytelling in iTunes

View all 21 digital stories from El Paso ISD teachers and students



View In iTunes

Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.

Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

Technology Webinars

using Adobe Connect



Creating PDF files using Office 2007

Customizing Quick-Access Toolbar in Office 2007

Science-Lang Arts

Digital Storytelling

Zimbra Email

MyEPISD Login

The screenshot shows the El Paso Independent School District website. At the top, there is a navigation menu with links for home, schools, district info, mission & goals, departments, news & media, employment, and board of trustees. A contact us link is also present. Below the navigation is the school district logo and contact information: EL PASO INDEPENDENT SCHOOL DISTRICT, 6531 Boeing Dr. El Paso, TX 79925, (915) 881-2700. A Google Custom Search bar is located on the right. The main content area features a sidebar with links for Students, Parents, EPISD Staff, and Community. Below this is a 'Quick Links' section with several news items. The main content area displays 'Recent News' with a headline about an EPISD alumnus reaching the stars for the second time. To the right, there is a weather widget for Monday, August 31, 2009, showing 'Partly Cloudy' with a temperature of 70°F / 21°C and a wind speed of North 5 MPH. Below the weather is an 'Instructional Calendar' link. The 'Employee Login' section is highlighted with a red arrow, showing a 'myepisd' logo, a 'username' field, a 'password' field, and a 'LOGIN' button. A red arrow points to the 'LOGIN' button.

Login
Username – Password

Access Zimbra

The screenshot shows the EPISD website interface. At the top, there is a blue navigation bar with links for "Start Page", "Groupwise Webmail" (with a red 'X' over it), "Directory", "TEAMS", "Log-out", and "LAWRENCE C NELSON JR". Below the navigation bar, the main content area is divided into three sections. On the left, there is a "TOOLS" section with links for "Groupwise Webmail" (with a red 'X' over it), "Zimbra Webmail", "Documents", and "Documents". A large red arrow points to the "Zimbra Webmail" link. In the center, there is a "Welcome, LAWRENCE C NELSON" message and a "NEW EPISD Customer Service Star" banner with links for "Customer Service Quiz", "Customer Service Star Form", "Presentation", and "Powerpoint". On the right, there is a "District Services" menu with links for "Advanced Academic Services", "Aspiring Administrators Academy", "Benefits Info", "Business Services", and "College & Career Readiness".

Click Zimbra Webmail

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

Login

vmware

VMware Zimbra Web Client

Username:

Password:

Remember me

Version: ▾

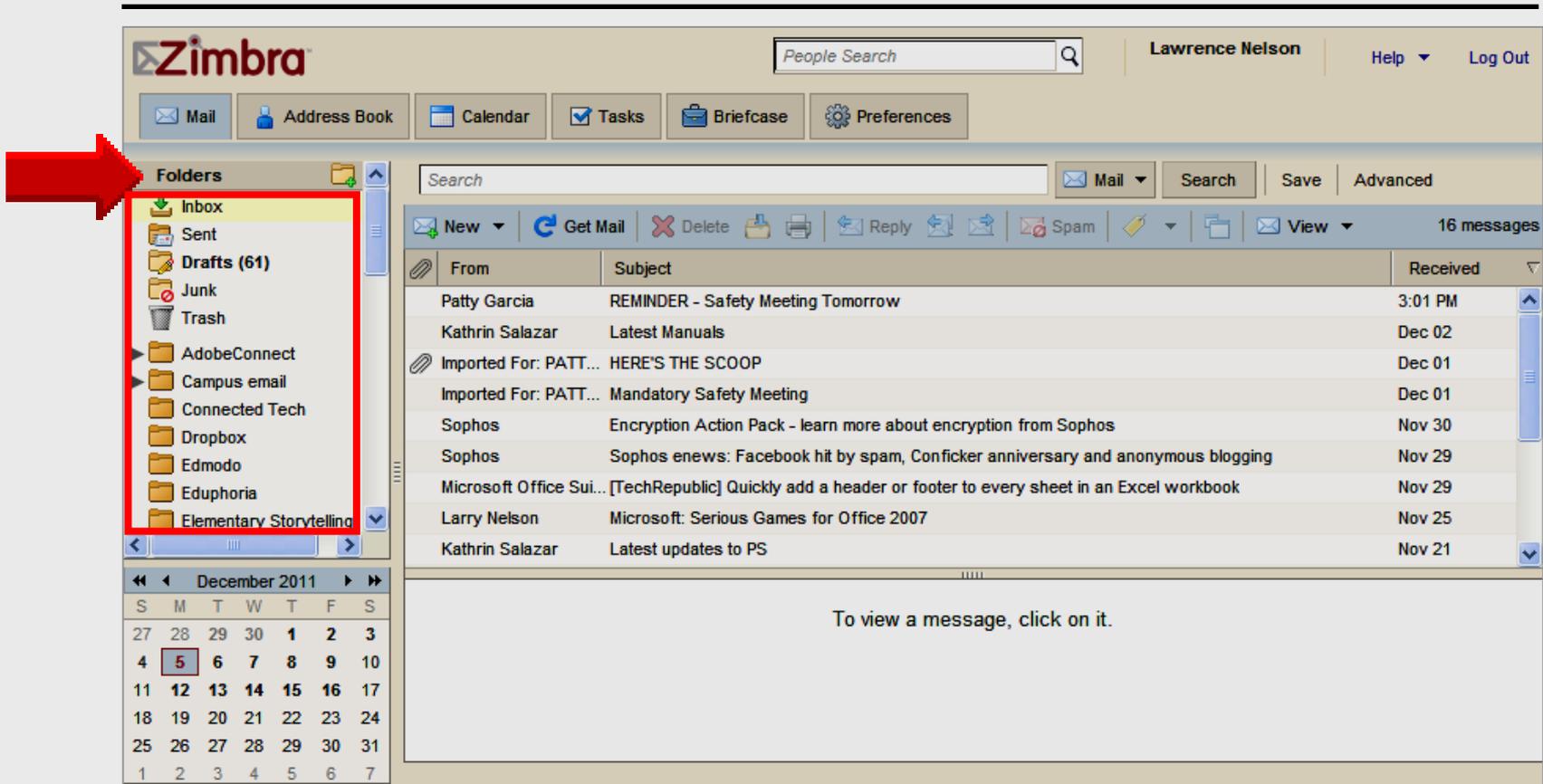
EPISD
Username
Password

Navigation Tabs

The screenshot shows the Zimbra webmail interface. At the top, the Zimbra logo is on the left, and a search bar, user name (Lawrence Nelson), and links for Help and Log Out are on the right. Below the logo, a row of navigation tabs is highlighted with a red box and a red arrow pointing to it. The tabs are: Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. Below the navigation tabs, the interface is divided into several sections. On the left is a 'Folders' pane showing a tree view of folders like Inbox, Sent, Drafts (61), Junk, Trash, and various external services. Below the folders is a calendar for December 2011. The main area shows a search bar and a list of 16 messages. The message list has columns for From, Subject, and Received. The messages include reminders, manuals, and various newsletters. A blue box is overlaid on the bottom right of the screenshot, containing a list of navigation items: Mail, Address Book, and Preferences.

- Mail
- Address Book
- Preferences

Folder Pane



The screenshot displays the Zimbra webmail interface. At the top, the Zimbra logo is on the left, and a search bar, user name (Lawrence Nelson), and links for Help and Log Out are on the right. Below this is a navigation bar with buttons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The main interface is divided into three sections: a left sidebar, a top message toolbar, and a central message list.

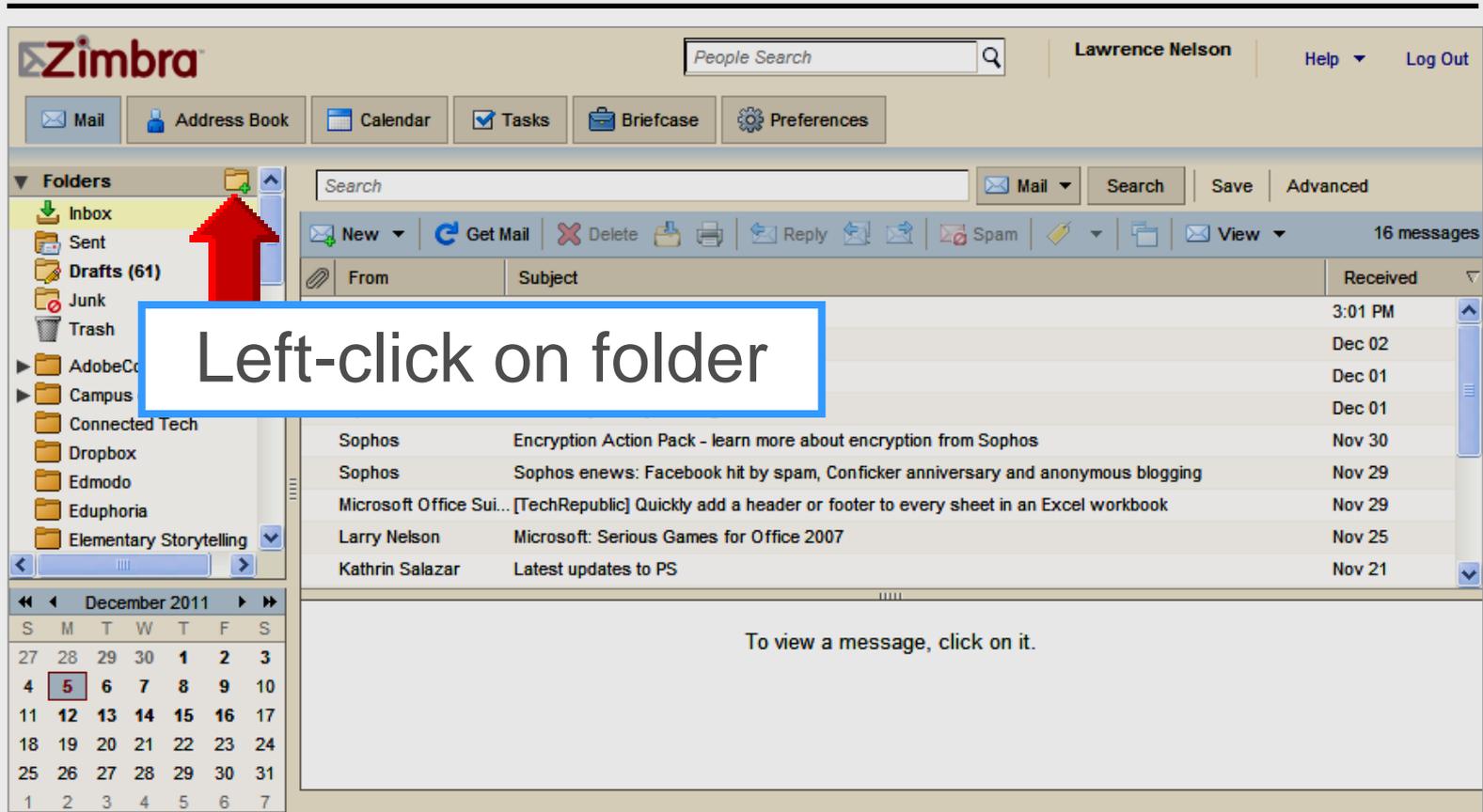
Folder Pane (Left Sidebar): A red arrow points to this pane, which is highlighted with a red box. It contains a tree view of folders: Inbox (selected), Sent, Drafts (61), Junk, Trash, and several sub-folders including AdobeConnect, Campus email, Connected Tech, Dropbox, Edmodo, Eduphoria, and Elementary Storytelling.

Message List (Center): A toolbar at the top includes buttons for New, Get Mail, Delete, Reply, Spam, and View. Below this is a table of 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

At the bottom of the interface is a calendar for December 2011, with the 5th highlighted in red.

Create Email Folder

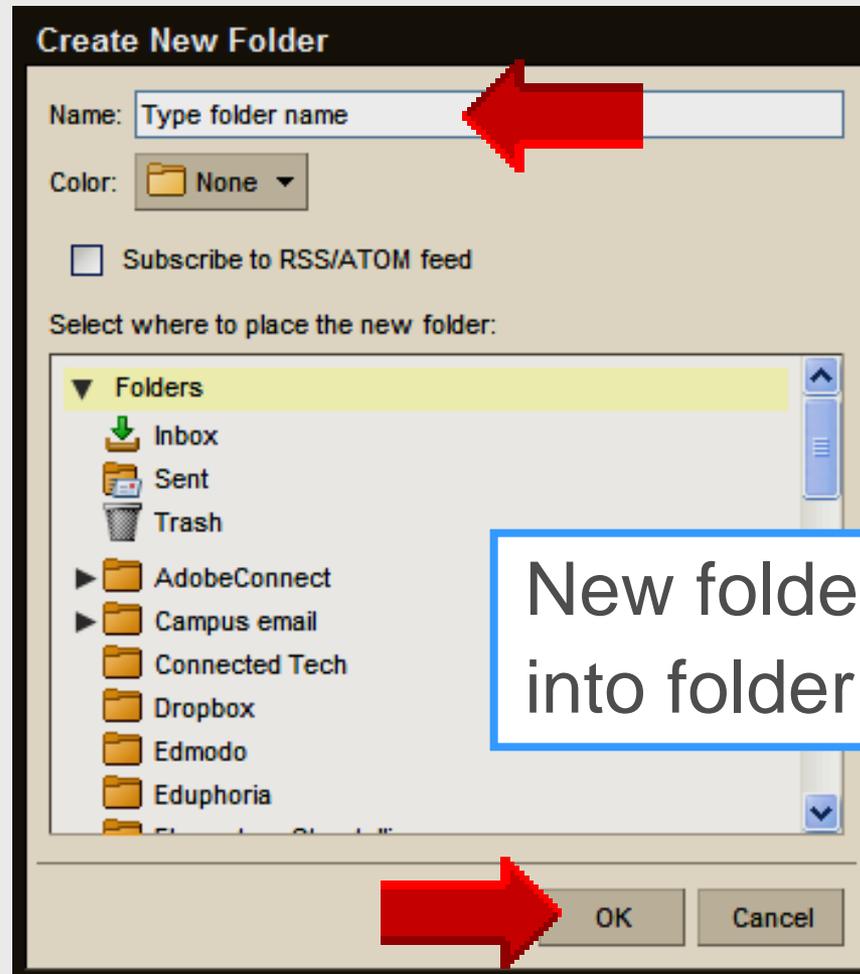


The screenshot shows the Zimbra webmail interface. On the left, the 'Folders' list includes: Inbox, Sent, Drafts (61), Junk, Trash, AdobeCo, Campus, Connected Tech, Dropbox, Edmodo, Eduphoria, and Elementary Storytelling. A red arrow points to the 'New Folder' icon (a folder with a plus sign) in the Folders list. A blue box with the text 'Left-click on folder' is overlaid on the arrow. The main pane shows a search bar, a toolbar with 'New', 'Get Mail', 'Delete', 'Reply', 'Spam', and 'View' buttons, and a list of 16 messages. The messages are displayed in a table with columns for 'From', 'Subject', and 'Received'. The 'Received' column shows dates from Nov 21 to Dec 02. Below the messages is a calendar for December 2011, with the 5th highlighted. At the bottom of the main pane, it says 'To view a message, click on it.'

From	Subject	Received
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

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 New Folder



Calendar

The screenshot shows the Zimbra webmail interface. At the top, there is a search bar and user information for Lawrence Nelson. Below this are navigation tabs for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The main area is divided into a left sidebar for folders and a central message list. The calendar view is visible at the bottom of the sidebar, showing a grid for December 2011. A red box highlights the calendar grid, and a red arrow points to the date 5th.

Message List:

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

Calendar View (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

Mailbox Pane

The screenshot shows the Zimbra webmail interface. At the top, there's a search bar and user information for Lawrence Nelson. Below that are navigation buttons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The left sidebar shows a 'Folders' tree with 'Inbox' selected. The main area displays a toolbar with 'New', 'Get Mail', 'Delete', 'Reply', 'Spam', and 'View' buttons. A red arrow points to the 'Get Mail' button. Below the toolbar is a table of messages in the inbox. A red box highlights this message list. At the bottom left, there's a calendar for December 2011. A blue box at the bottom contains the following text:

Refresh **Inbox** manually
with **Get Mail**
Auto refresh = 2-15 min

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
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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

Reading Pane

The screenshot displays the Zimbra webmail interface. At the top, the Zimbra logo is on the left, and a search bar, user name 'Lawrence Nelson', and 'Help'/'Log Out' links are on the right. Below this is a navigation bar with icons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The left sidebar shows a 'Folders' tree with 'Inbox', 'Sent', 'Drafts (61)', 'Junk', and 'Trash' highlighted. A red arrow points to the 'Junk' folder. The main area shows a search bar, a toolbar with 'New', 'Get Mail', 'Delete', 'Reply', 'Spam', and 'View' buttons, and a list of 16 messages. The selected message is 'Welcome to Zimbra Email' from Larry Nelson, received on December 6, 2011 at 2:43 PM. The email content is highlighted with a red box and includes a welcome message and contact information for Larry Nelson.

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
Larry Nelson	Welcome to Zimbra Email	2:43 PM

Welcome to Zimbra Email December 6, 2011 2:42 PM

From: "Larry Nelson" <lnelson@episd.org>
To: "Lawrence Nelson" <lnelson@episd.org>
Reply To: "Larry Nelson" <lnelson@episd.org>

Zimbra webmail is an enterprise-class open source email, calendar and collaboration server. With the most innovative web application available today, Zimbra boosts the productivity of users on any desktop and dramatically reduces TCO compared to legacy platform vendors.

Larry Nelson
Instructional Technology
El Paso Independent School District
LNELSON@episd.org

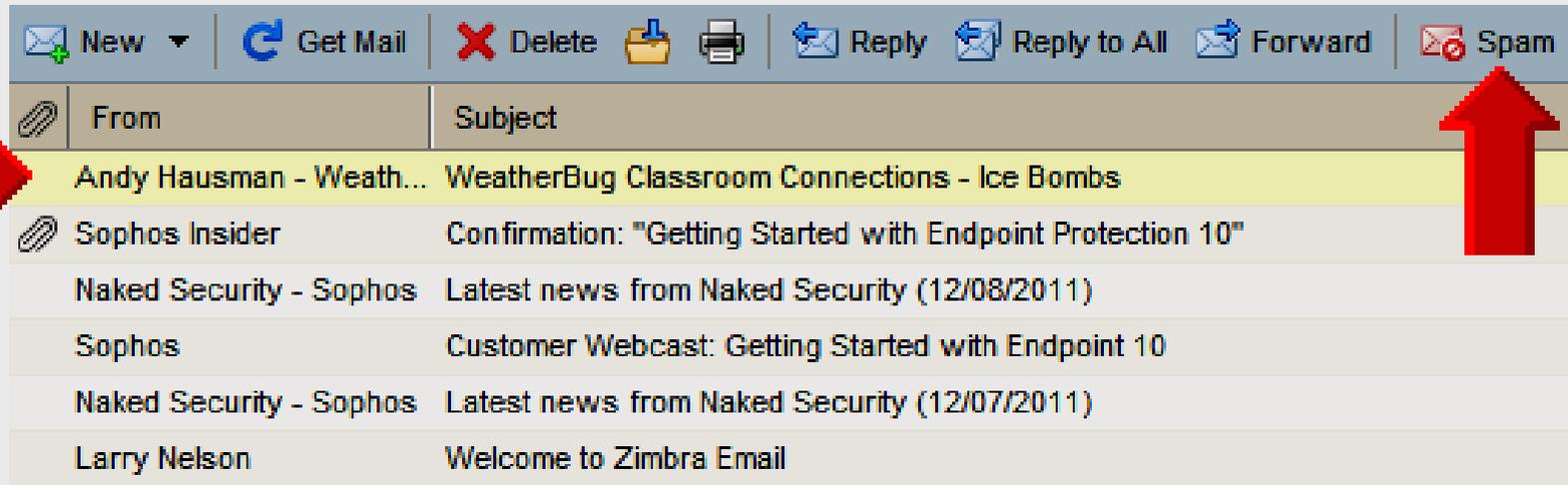
December 2011

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

View Options

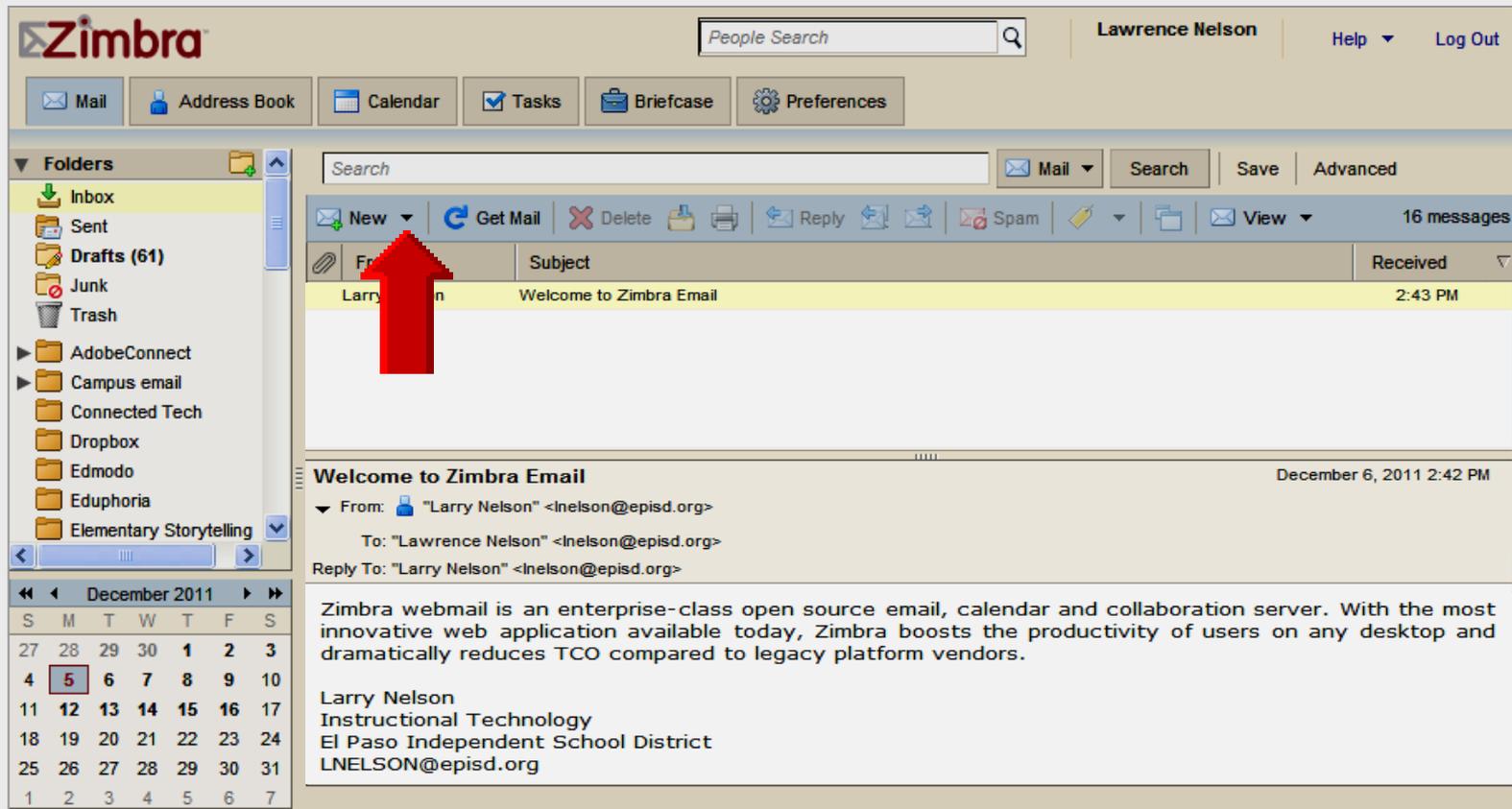
The screenshot displays the Zimbra webmail interface. At the top, the Zimbra logo is on the left, and a search bar, user name 'Lawrence Nelson', and 'Help'/'Log Out' links are on the right. Below this is a navigation bar with icons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The main interface is divided into three panes: a left sidebar for 'Folders' (Inbox, Sent, Drafts (61), Junk, Trash, and various subfolders), a top toolbar with 'New', 'Get Mail', 'Delete', 'Reply', 'Spam', and 'View' (highlighted with a red arrow), and a main content area. The 'View' dropdown menu is open, showing five options: 'By Conversation [vc]', 'By Message [vm]' (pointed to by a red arrow), 'Reading Pane At The Bottom' (pointed to by a red arrow), 'Reading Pane On The Right', and 'Reading Pane Off'. The main content area shows an email from 'Larry Nelson' with the subject 'Welcome to Z...', a calendar for December 2011, and the email body text.

SPAM Filter



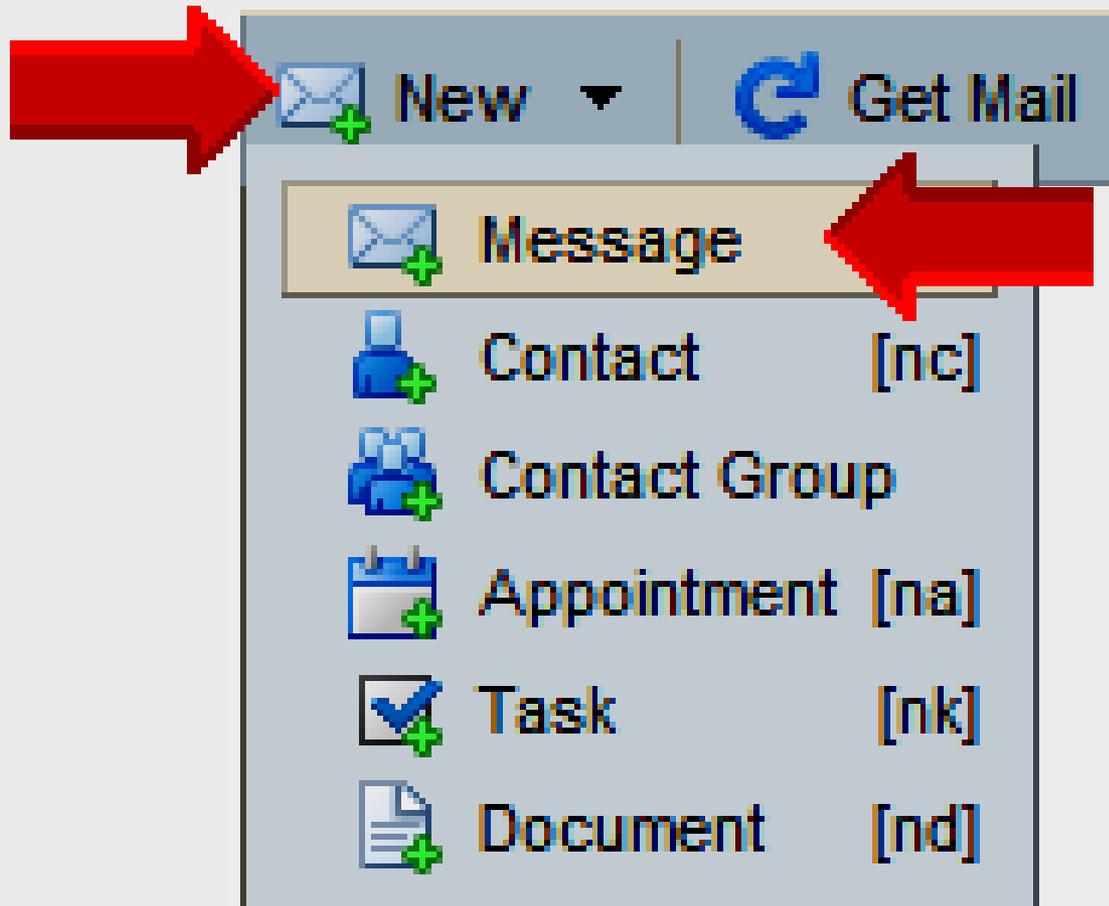
- Select email message(s) for blocking
- Click **SPAM** on toolbar
- Blocked emails placed in **Junk** folder

Compose Email

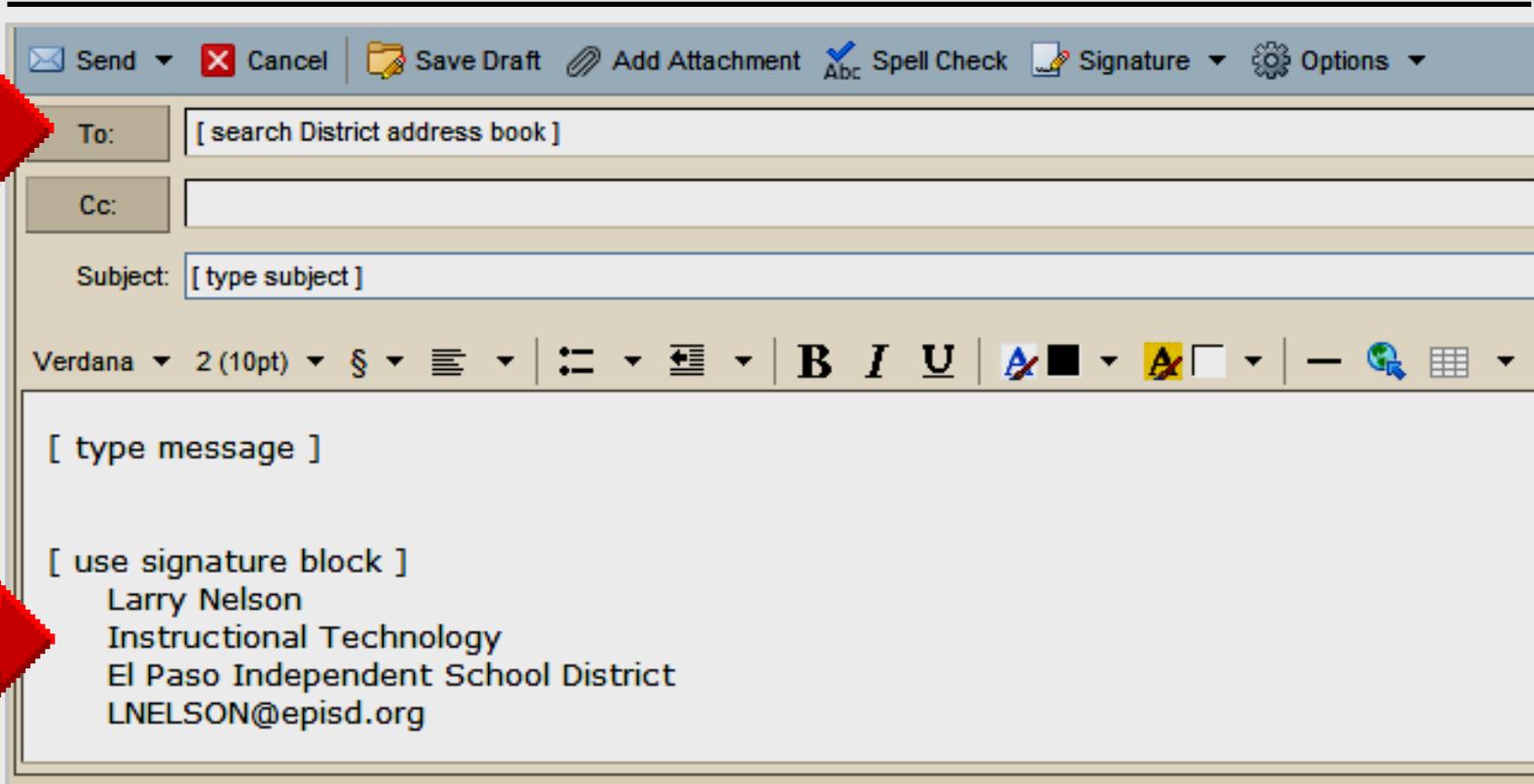


The screenshot displays the Zimbra webmail interface. At the top, the Zimbra logo is on the left, and a search bar, user name 'Lawrence Nelson', and 'Help'/'Log Out' links are on the right. Below this is a navigation bar with buttons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The left sidebar shows a 'Folders' tree with 'Inbox' selected. The main area features a toolbar with 'New', 'Get Mail', 'Delete', 'Reply', 'Spam', and 'View' buttons. A red arrow points to the 'New' button. Below the toolbar is a list of messages, with the first one highlighted: 'Welcome to Zimbra Email' received at 2:43 PM. The email content shows a 'Welcome to Zimbra Email' message from 'Larry Nelson' to 'Lawrence Nelson' on December 6, 2011. The message body describes Zimbra webmail as an enterprise-class open source email, calendar, and collaboration server. A calendar for December 2011 is visible at the bottom left of the interface.

Compose Email



Compose Email



The screenshot shows an email composition window with a toolbar at the top containing buttons for Send, Cancel, Save Draft, Add Attachment, Spell Check, Signature, and Options. Below the toolbar are fields for To: [search District address book], Cc:, and Subject: [type subject]. A rich text editor follows with a font menu (Verdana, 2 (10pt), §, alignment options), bold/italic/underline buttons, color and background color pickers, and a link icon. The message body contains the placeholder [type message] and a signature block: [use signature block], Larry Nelson, Instructional Technology, El Paso Independent School District, LNELSON@episd.org. Two red arrows point to the 'To:' field and the signature block.

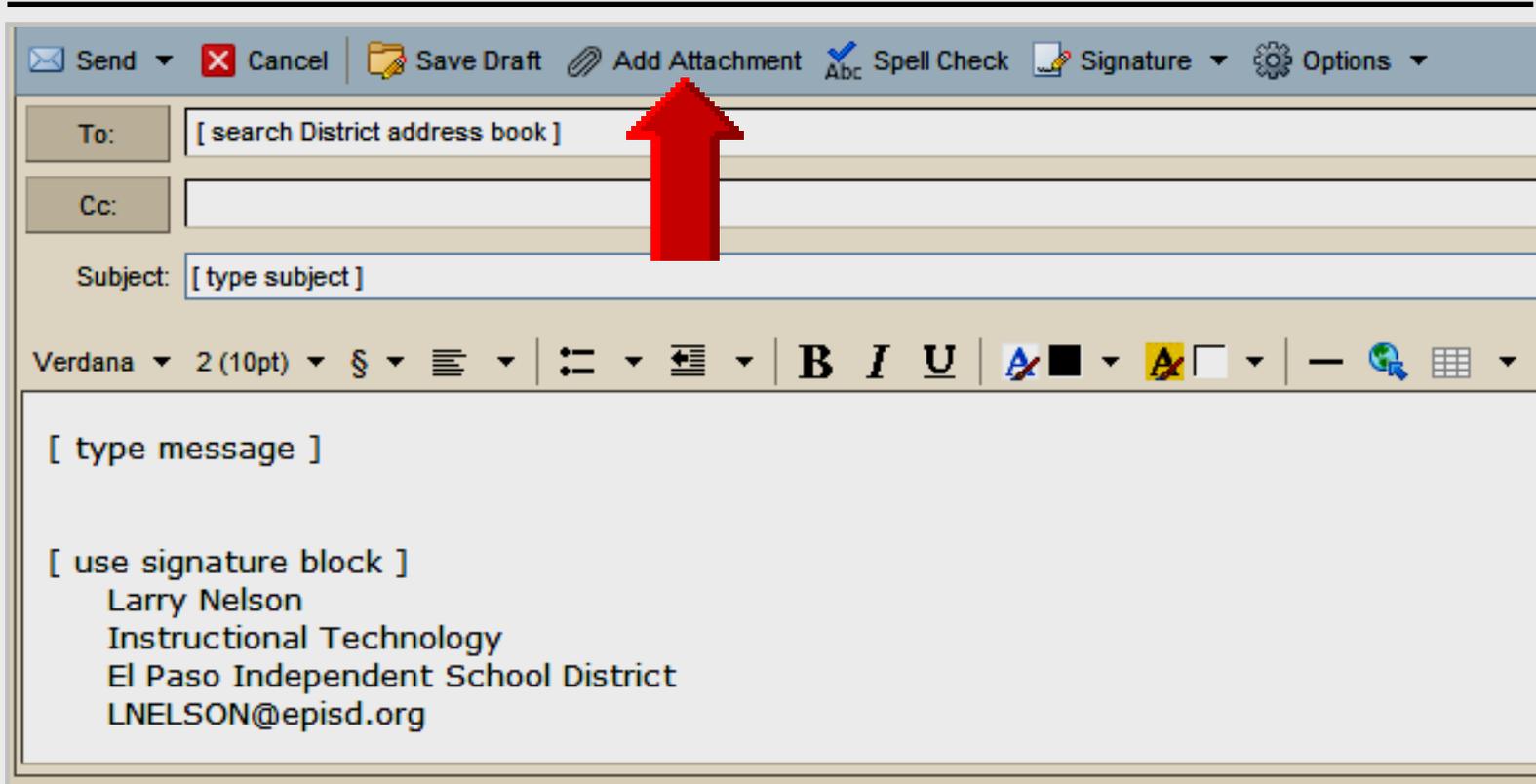
Click **Send to send email**

Global Address Book

The screenshot shows an email client interface with a search bar containing 'law'. A red arrow points to the 'To:' field. A list of names is displayed, with 'Jennifer Lawson' highlighted. A blue box contains the following instructions:

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

Add Attachment



Add Attachment

Attach File(s)

My Computer Briefcase

Attach: C:\My Documents\Podcast.doc Browse... 

Attach: Browse... [Remove](#)

Attach: Browse... [Remove](#)

Attach: Browse... [Remove](#)

Attach: Browse... [Remove](#)

[Add More Attachments](#)

Note: Each attachment size limit is 60 MB

Show images in message body

 [Attach](#) [Cancel](#)

Zimbra Email

Address Books

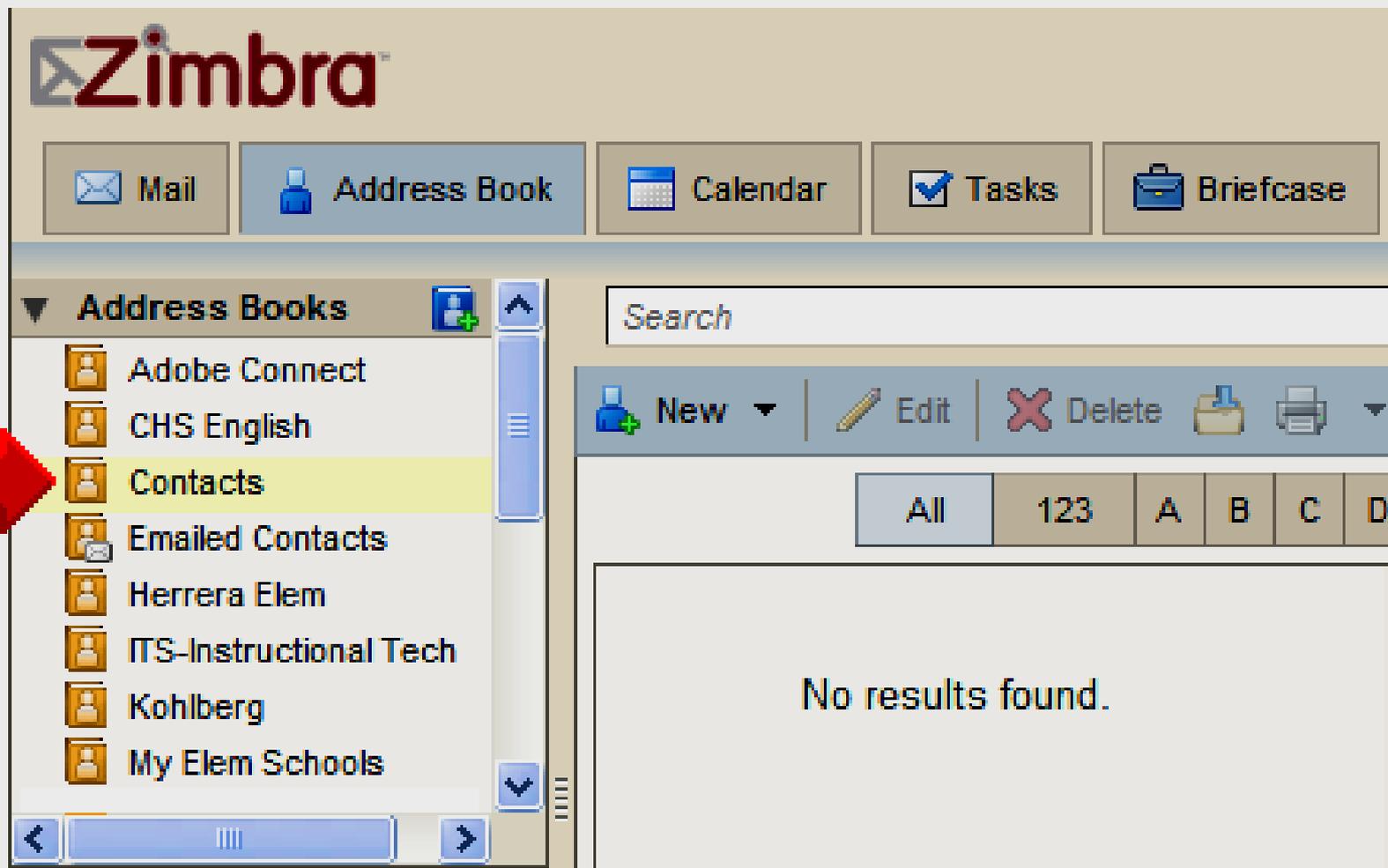
Address Book

The screenshot shows the Zimbra webmail interface. At the top, the Zimbra logo is on the left, and a search bar, user name 'Lawrence Nelson', and 'Help'/'Log Out' links are on the right. Below this is a navigation bar with buttons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The 'Address Book' button is highlighted with a red arrow. The main interface is divided into a left sidebar with a 'Folders' list (Inbox, Sent, Drafts (61), Junk, Trash, and various folders) and a main content area. The main content area has a search bar and a toolbar with icons for New, Get Mail, Delete, Reply, Spam, and View. Below the toolbar is a table of 16 messages:

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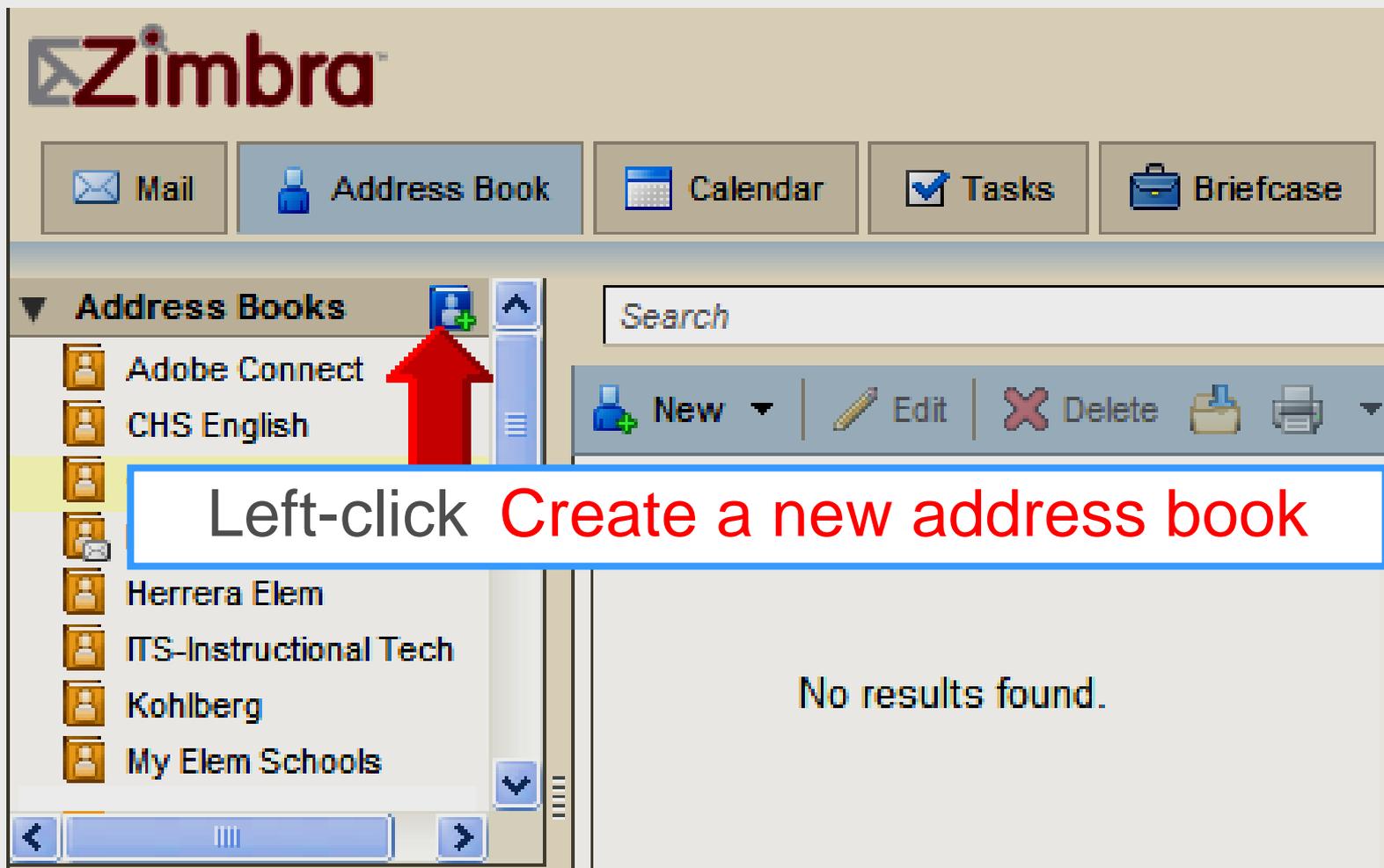
At the bottom left, there is a calendar for December 2011. The date '5' is highlighted in a red box. The main content area below the message list contains the text: 'To view a message, click on it.'

Address Book

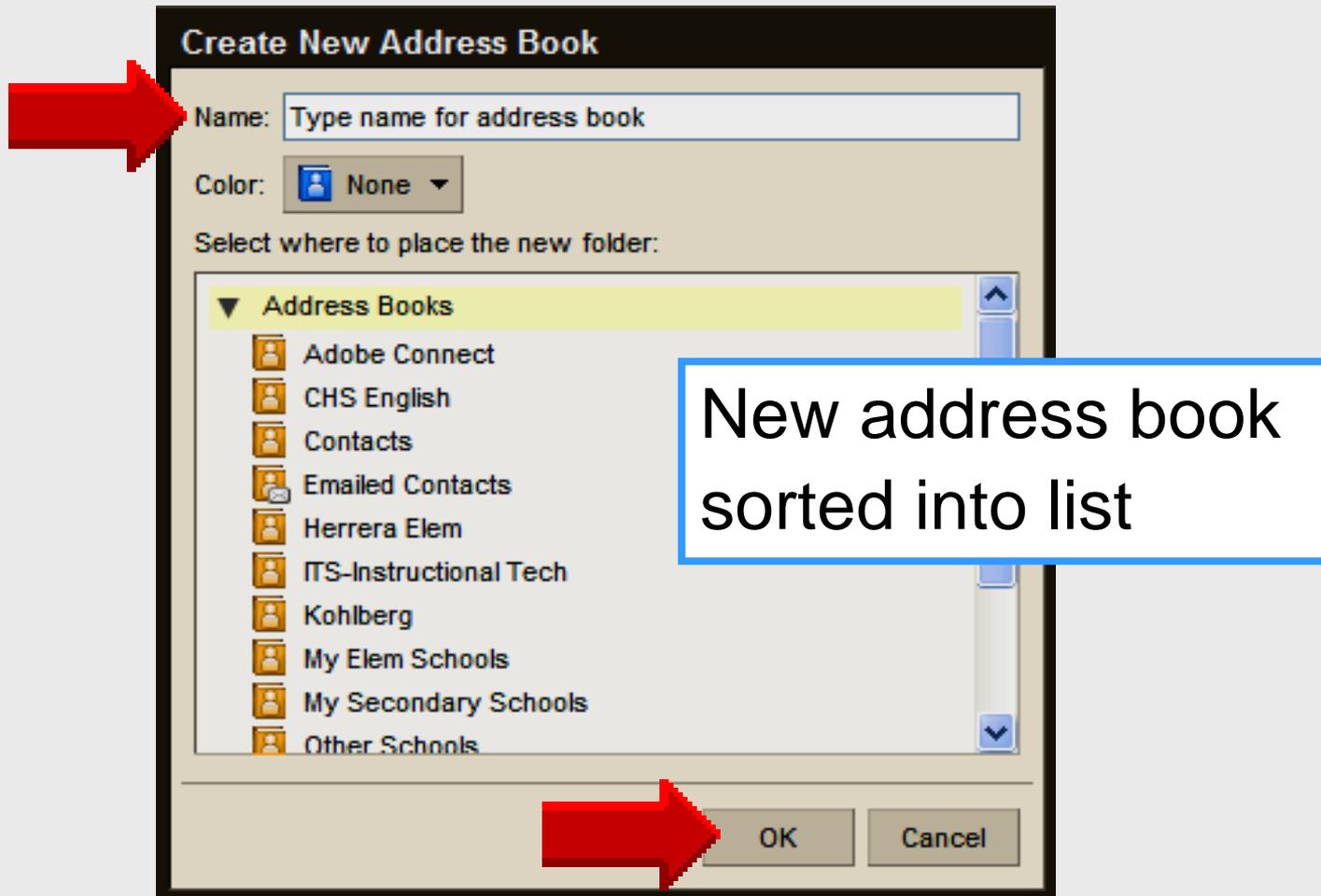


The screenshot shows the Zimbra web interface. At the top left is the Zimbra logo. Below it is a navigation bar with buttons for Mail, Address Book, Calendar, Tasks, and Briefcase. The Address Book section is active, showing a list of address books on the left and a search area on the right. A red arrow points to the 'Contacts' address book in the list. The search area contains a search bar and a toolbar with buttons for New, Edit, and Delete. Below the toolbar is a table with columns for 'All', '123', 'A', 'B', 'C', and 'D'. The main content area displays 'No results found.'

Create EPISD Address Book



Create EPISD Address Book



Populate EPISD Address Book

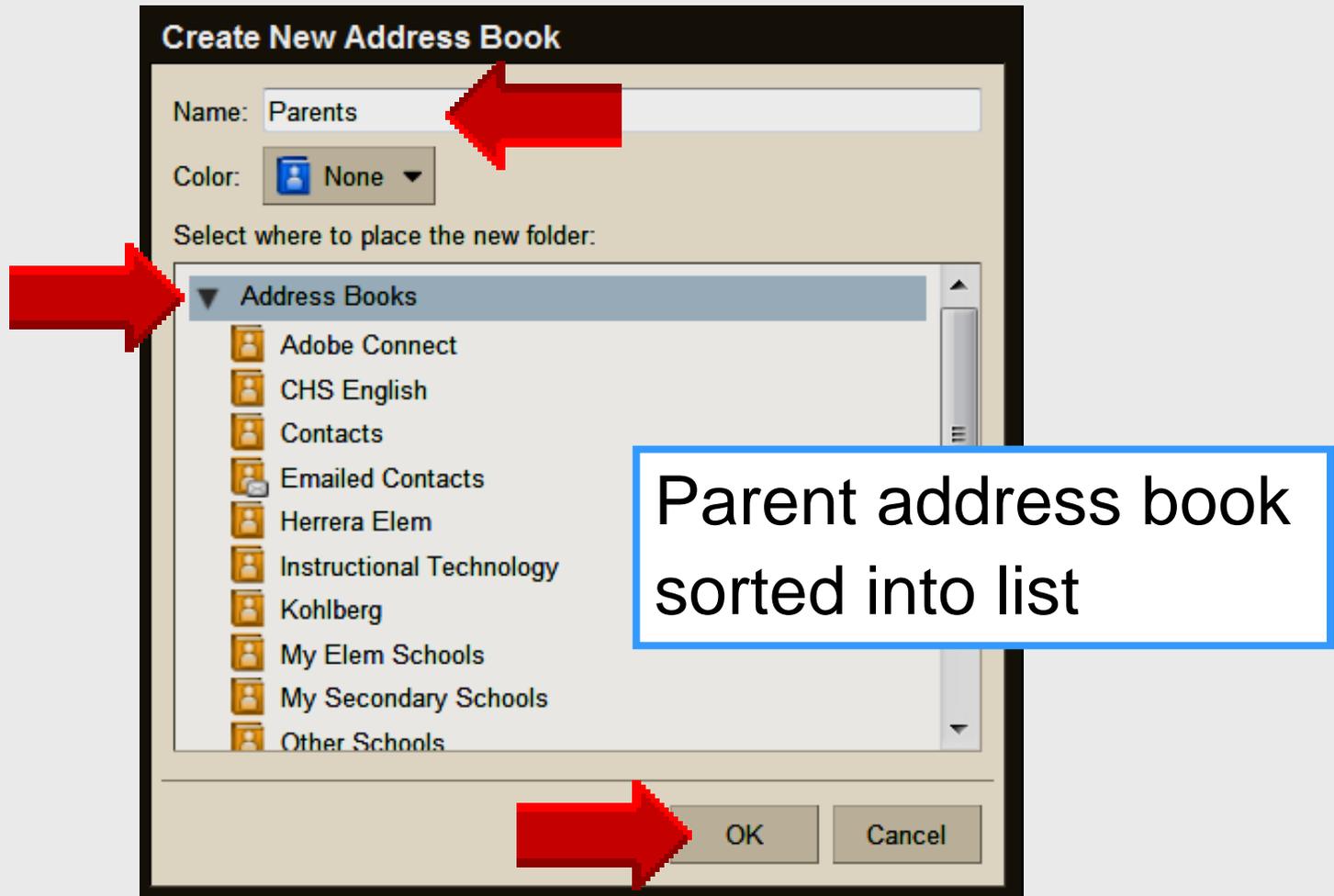
The screenshot shows the Zimbra web interface. At the top, there is a 'People Search' bar. Below it are navigation tabs for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The 'Address Books' section is active, showing a list of address books on the left and a search results area on the right. The search bar contains 'nelson'. The 'Global Address List' is selected. The search results list 'Lawrence Nelson' as the first entry. A red arrow points from the search bar to the results, and another red arrow points from the results to the 'Global Address List' dropdown. A third red arrow points from the results to the 'Address Books' list on the left. A blue box highlights the instructions below the screenshot.

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

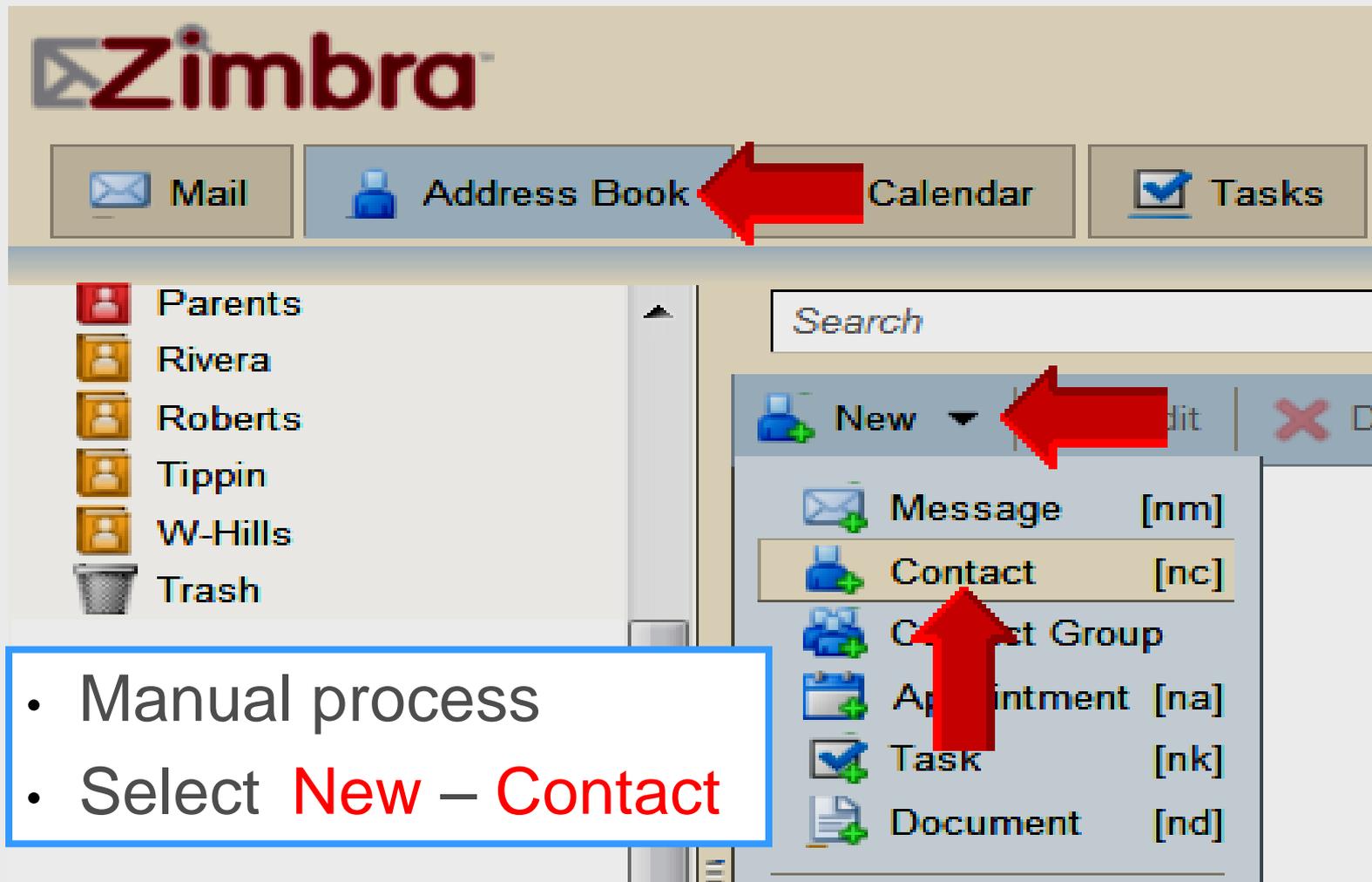
Create Parent Address Book

The screenshot displays the Zimbra web interface. At the top, the Zimbra logo is visible. Below it, a navigation bar contains buttons for Mail, Address Book, Calendar, Tasks, and Briefcase. The 'Address Book' button is highlighted. In the 'Address Books' section, a list of address books is shown: Adobe Connect, CHS English, Herrera Elem, ITS-Instructional Tech, Kohlberg, and My Elem Schools. A red arrow points to the 'New' button (address book icon with a plus sign) in the 'Address Books' list. A blue-bordered box contains the text 'Left-click Create a new address book'. The main content area shows 'No results found.'

Create Parent Address Book



Populate Parent Address Book



The screenshot shows the Zimbra web interface. At the top, the Zimbra logo is visible. Below it, there are navigation tabs for Mail, Address Book, Calendar, and Tasks. The Address Book tab is selected and highlighted with a red arrow. On the left side, there is a list of address books: Parents, Rivera, Roberts, Tippin, W-Hills, and Trash. On the right side, there is a search bar and a 'New' menu. The 'New' menu is open, showing options: Message [nm], Contact [nc], Contact Group, Appointment [na], Task [nk], and Document [nd]. The 'Contact' option is highlighted with a red arrow. A red arrow also points to the 'New' button in the menu.

- Manual process
- Select **New – Contact**

Populate Parent Address Book

The screenshot shows a contact form for 'Doe, John'. At the top, there are menu items: Save, Cancel, Print, and Delete. The form fields are as follows:

- Name:** 'Doe, John' (File as: Last, First)
- First Name:** 'John' (Step 1 arrow points to this field)
- Last Name:** 'Doe' (Step 1 arrow points to this field)
- Location:** 'Contacts' (Step 3 arrow points to this dropdown)
- Email:** 'jdoe@gmail.com' (Step 2 arrow points to this field)
- Phone:** 'Phone Number' (Mobile dropdown)
- IM:** 'Screen Name' (Other dropdown)

Step 4 arrow points to the 'Save' button in the top left corner.

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

The screenshot displays the Zimbra web interface. At the top, there is a navigation bar with icons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. A red arrow points to the Preferences icon. Below this is a sidebar with a 'Preferences' section containing options for General, Mail, Address Book, Calendar, Sharing, Notifications, Mobile Devices, and Import / Export. A red arrow points to the 'General' option. The main content area shows the 'General' settings page. At the top of this page is a 'Search' field and a 'Mail' dropdown menu. Below this is a 'Save' button and a 'Cancel' button. The 'Login Options' section is highlighted with a red box and contains a 'Password:' label and a 'Change Password' button, which is also highlighted with a red box. Below this are 'Login using:' options with radio buttons for 'Advanced (Ajax)' (selected) and 'Standard (HTML)'. Further down are 'Theme:' (Beach), 'Language:' (English (United States)), and 'Default Timezone:' (GMT -07:00 US/Canada Mountain). At the bottom left of the interface is a calendar for December 2011.

Choose **Change Password**

Preferences – General



Please enter a new password and re-enter it in the confirmation field.

Old Password:

New password:

Confirm:

Preferences – General

The screenshot shows the Zimbra web interface. At the top, there is a search bar labeled "People Search" and a navigation bar with buttons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. A red arrow points to the Preferences button. Below the navigation bar is a sidebar with a "Preferences" section containing icons for General, Mail, Address Book, Calendar, Sharing, Notifications, Mobile Devices, and Import / Export. A red arrow points to the General icon. The main content area shows a "Search" bar, "Save" and "Cancel" buttons, and a "Login Options" section with "Password: Change Password" and "Login using:" options for "Advanced (Ajax)" (selected) and "Standard (HTML)". A red box highlights the "Theme: Beach", "Language: English (United States)", and "Default Timezone: GMT -07:00 US/Canada Mountain" settings. At the bottom left, there is a calendar for 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

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

Preferences – General

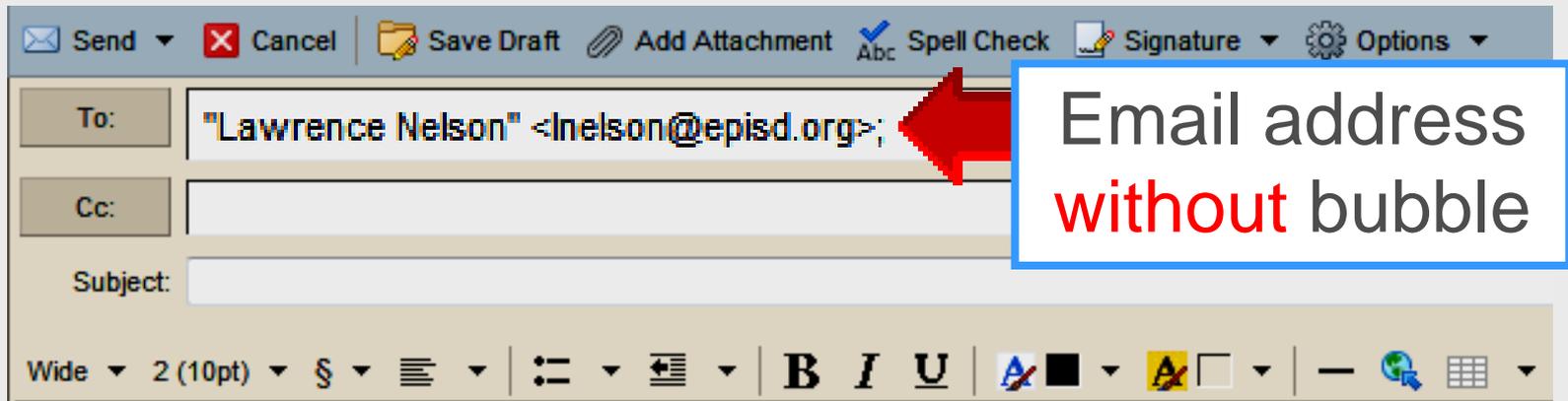
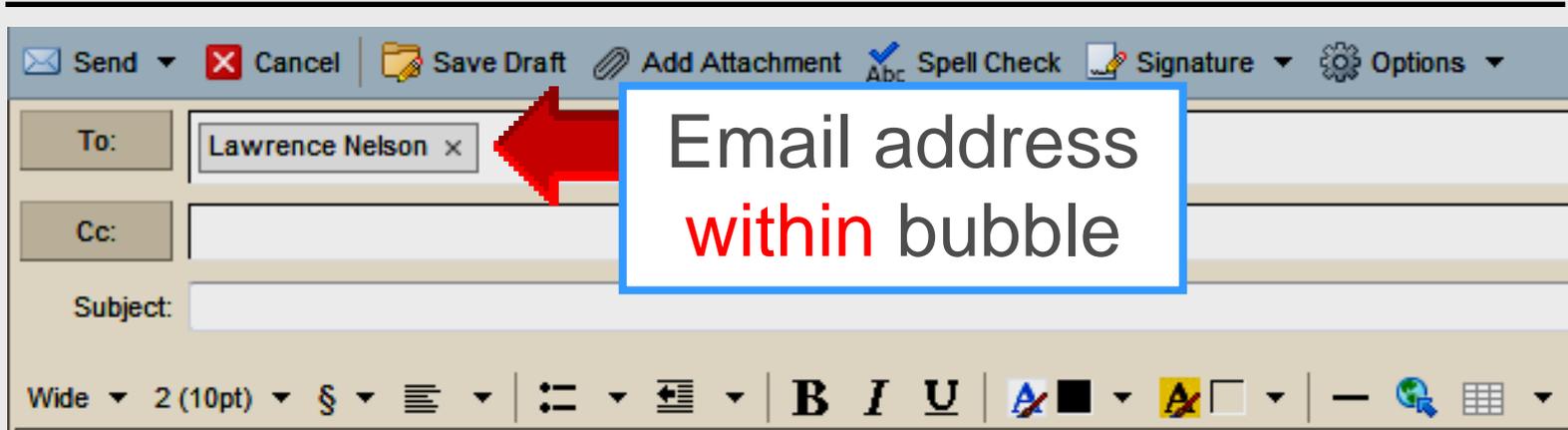
The screenshot shows the Zimbra web interface. At the top, there is a search bar labeled "People Search" and a navigation menu with icons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The Preferences icon is highlighted with a red arrow. Below the navigation menu, there is a "Search" bar and a "Mail" dropdown menu. The main content area is titled "Other" and contains several settings:

- Scrolling: 50 items fetched when scrolling
- Selection: Display checkboxes to quickly select items in lists (requires refresh)
- Print Font Size: 12pt
- Email Addresses: Display names in place of email addresses when available
- Bubbles: Show email addresses in bubbles**

The "Bubbles" option is highlighted with a red box. A calendar for December 2011 is visible on the left side of the interface.

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

Email Addressess



Preferences – Mail

The screenshot shows the Zimbra webmail interface. At the top, there is a search bar labeled 'People Search' and a navigation bar with icons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. The 'Preferences' section is expanded, and the 'Mail' option is selected, indicated by a red arrow. Below the navigation bar, there is a search bar and buttons for 'Save' and 'Cancel'. The main content area is titled 'Displaying Messages' and contains the following settings:

- Check for new mail every: 2 minutes (indicated by a red arrow)
- When I click Get Mail:
 - Run my default search
 - Update my current view
- Display Mail: As HTML (when possible) (highlighted with a red box)
 - As Text

At the bottom left, there is a calendar for December 2011. The dates 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 are visible. The date 8 is highlighted with a red box.

How often for checking new mail

Preferences – Mail

Zimbra

People Search

Mail Address Book Calendar Tasks Briefcase Preferences

Preferences

General
Mail
Address Book
Calendar
Sharing
Notifications
Mobile Devices
Import / Export
Shortcuts
Zimlets

Search

Save Cancel

Displaying Messages

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

Images: Display pictures automatically in HTML Email

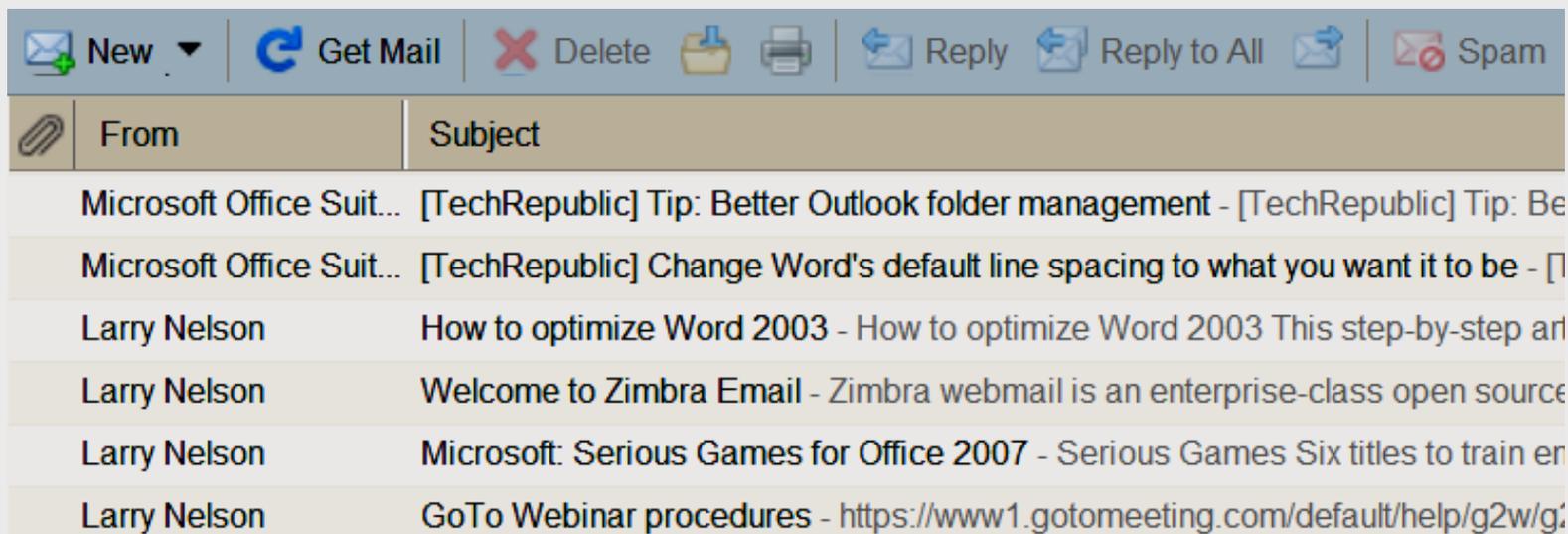
When I read a message in the reading pane:
 Mark it read immediately
 Mark it read after seconds
 Do not mark it read

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

Select how emails will be previewed

Yes – Display Snippets

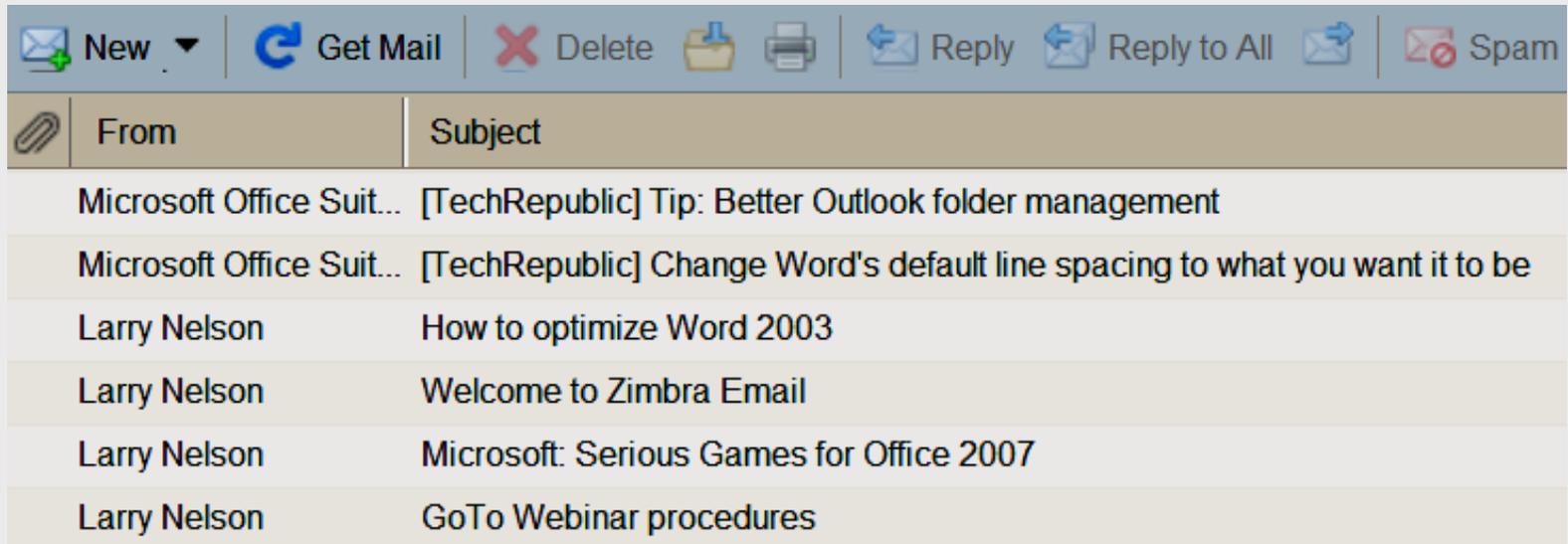


The screenshot shows an email inbox interface. At the top, there is a toolbar with icons for 'New', 'Get Mail', 'Delete', a folder icon, a printer icon, 'Reply', 'Reply to All', and 'Spam'. Below the toolbar is a table with columns for 'From' and 'Subject'. The 'Subject' column contains snippets of email content, such as '[TechRepublic] Tip: Better Outlook folder management' and 'How to optimize Word 2003 - How to optimize Word 2003 This step-by-step art'.

From	Subject
Microsoft Office Suit...	[TechRepublic] Tip: Better Outlook folder management - [TechRepublic] Tip: Be
Microsoft Office Suit...	[TechRepublic] Change Word's default line spacing to what you want it to be - [
Larry Nelson	How to optimize Word 2003 - How to optimize Word 2003 This step-by-step art
Larry Nelson	Welcome to Zimbra Email - Zimbra webmail is an enterprise-class open source
Larry Nelson	Microsoft: Serious Games for Office 2007 - Serious Games Six titles to train en
Larry Nelson	GoTo Webinar procedures - https://www1.gotomeeting.com/default/help/g2w/g

Emails **with** snippets previewed – **default**

No – Display Snippets



The screenshot shows the Outlook interface with a toolbar at the top containing icons for New, Get Mail, Delete, a folder, a printer, Reply, Reply to All, and Spam. Below the toolbar is a table with two columns: 'From' and 'Subject'. The table lists six email entries, each with a sender name and a subject line, but no snippets are visible.

From	Subject
Microsoft Office Suit...	[TechRepublic] Tip: Better Outlook folder management
Microsoft Office Suit...	[TechRepublic] Change Word's default line spacing to what you want it to be
Larry Nelson	How to optimize Word 2003
Larry Nelson	Welcome to Zimbra Email
Larry Nelson	Microsoft: Serious Games for Office 2007
Larry Nelson	GoTo Webinar procedures

Emails **without** snippets previewed

Preferences – Mail

Zimbra

People Search

Mail Address Book Calendar Tasks Briefcase Preferences

Preferences

General Mail Address Book Calendar Sharing Notifications Mobile Devices Import / Export Shortcuts Zimlets

Search Mail Search Save

Save Cancel

Receiving Messages

When a message arrives:

- Play a sound (requires QuickTime or Windows Media plugin)
- Highlight the Mail tab
- Flash the browser title
- Show a popup notification (requires Yahoo! BrowserPlus)

When a message arrives: Send a notification message to:

enter email address

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

Options for alerting to received email

Preferences – Mail

Zimbra

People Search

Mail Address Book Calendar Tasks Briefcase Preferences

Preferences

Search Mail Search Save

Save Cancel

Receiving Messages

Read Receipt: When I receive a request for a read receipt

- Never send a read receipt
- Always send a read receipt
- Ask me

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:

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

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

Preferences – Composing

The screenshot shows the Zimbra webmail interface. The 'Preferences' section is open, and the 'Composing Messages' sub-section is active. The 'Compose' options are set to 'As HTML' with a font of 'Sans Serif', size of '10pt', and color of 'Black'. The 'Settings' section includes several checkboxes: 'Automatically save drafts of messages while you are composing' (unchecked), 'Reply/Forward using format of the original message' (unchecked), 'Always compose in new window' (unchecked), 'Mandatory spellcheck before sending a message' (unchecked), and 'Save a copy to Sent folder' (checked). Red arrows highlight the 'Composing' menu item, the 'Save' button, and the 'Save a copy to Sent folder' checkbox. A calendar for December 2011 is visible at the bottom left.

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

Preferences – Composing

The screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Address Book', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The 'Preferences' sidebar on the left has 'Composing' selected. The main content area is titled 'Composing Messages' and contains settings for 'Reply' and 'Forward'. For both, there are dropdown menus for 'Include last message only' and 'Include original message'. To the right of these are checkboxes for 'Use prefix' and 'Include headers'. A red box highlights these checkboxes. At the bottom of the 'Prefix' section, there are radio buttons for '>' and '|'. A blue box at the bottom of the slide contains the following text:

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

Replying *with* Header

Send Cancel Save Draft Add Attachment Spell Check Signature Options

To: "Larry Nelson" <lnelson@episd.org>

Cc:

Subject: Re: Welcome to Zimbra Email

Wide 2 (10pt) § ☰ ☷ **B** *I* U

Larry Nelson
Instructional Technology
LNELSON@episd.org

From: "Larry Nelson" <lnelson@episd.org>
To: "Lawrence Nelson" <lnelson@episd.org>
Sent: Tuesday, December 6, 2011 2:42:56 PM
Subject: Welcome to Zimbra Email

Email header

Zimbra webmail is an enterprise-class open source email, calendar and collaboration server. productivity of users on any desktop and dramatically reduces TCO compared to legacy platf

Replying *with* Prefix

The screenshot shows an email client interface. At the top, there is a toolbar with icons for Send, Cancel, Save Draft, Add Attachment, Spell Check, Signature, and Options. Below the toolbar, the email header fields are visible: To: "Larry Nelson" <lnelson@episd.org>, Cc: (empty), and Subject: Re: Welcome to Zimbra Email. The Subject field is highlighted with a red box. Below the header, there is a rich text editor toolbar with options for font size (Wide, 2 (10pt)), paragraph style, bulleted list, numbered list, bold, italic, underline, text color, background color, and link. The main body of the email contains the following text:

Larry Nelson
Instructional Technology
LNELSON@episd.org

Zimbra webmail is an enterprise-class open source email, calendar and collaboration boosts the productivity of users on any desktop and dramatically reduces TCO compare

Larry Nelson
Instructional Technology
El Paso Independent School District
LNELSON@episd.org

A large red arrow points from the top of the email body down to the first line of the signature block.

Forwarding *with* Header

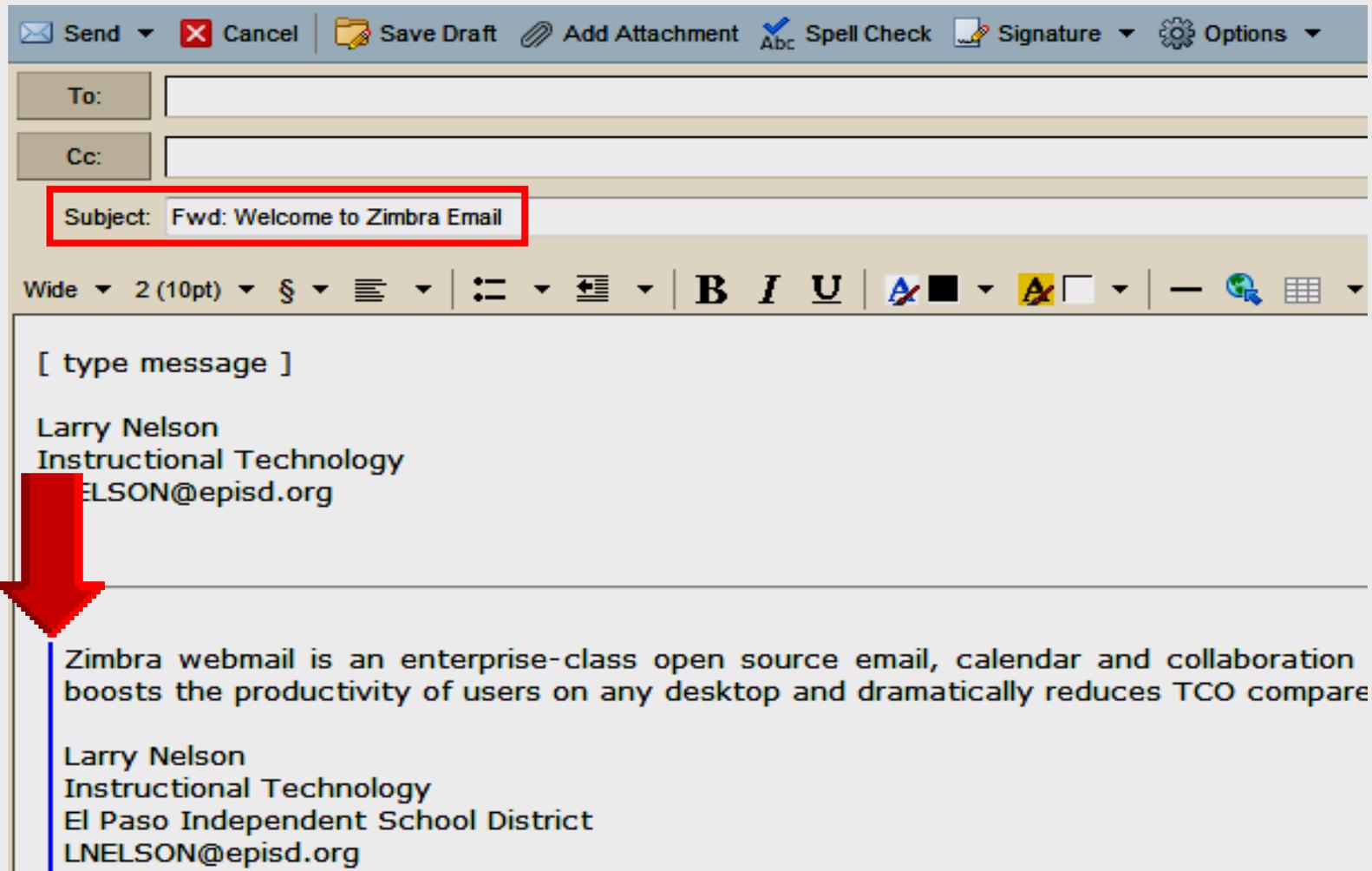
The screenshot shows an email client interface with a toolbar at the top containing icons for Send, Cancel, Save Draft, Add Attachment, Spell Check, Signature, and Options. Below the toolbar are fields for To, Cc, and Subject. The Subject field contains the text "Fwd: Welcome to Zimbra Email" and is highlighted with a red border. Below the fields is a rich text editor toolbar with various formatting options. The main body of the email contains the following text:

Larry Nelson
Instructional Technology
LNELSON@episd.org

From: "Larry Nelson" <lnelson@episd.org>
To: "Lawrence Nelson" <lnelson@episd.org>
Sent: Tuesday, December 6, 2011 2:42:56 PM
Subject: Welcome to Zimbra Email

A red box highlights the header text. A blue box labeled "Email header" with a red arrow points to the header text.

Forwarding *with* Prefix



The screenshot shows an email client interface. At the top, there is a toolbar with buttons for Send, Cancel, Save Draft, Add Attachment, Spell Check, Signature, and Options. Below the toolbar are fields for To, Cc, and Subject. The Subject field contains the text "Fwd: Welcome to Zimbra Email" and is highlighted with a red rectangular box. Below the Subject field is a rich text editor toolbar with various formatting options. The main body of the email contains the text "[type message]" followed by the name "Larry Nelson" and his contact information: "Instructional Technology" and "LNELSON@episd.org". A large red arrow points from the name "Larry Nelson" in the original message to the same name in the forwarded message below. The forwarded message text is: "Zimbra webmail is an enterprise-class open source email, calendar and collaboration boosts the productivity of users on any desktop and dramatically reduces TCO compare". Below this is the name "Larry Nelson" and his contact information: "Instructional Technology", "El Paso Independent School District", and "LNELSON@episd.org".

Send Cancel Save Draft Add Attachment Spell Check Signature Options

To:

Cc:

Subject: Fwd: Welcome to Zimbra Email

Wide 2 (10pt) § | :≡ | ≡ | **B** *I* U | | |

[type message]

Larry Nelson
Instructional Technology
LNELSON@episd.org

Zimbra webmail is an enterprise-class open source email, calendar and collaboration boosts the productivity of users on any desktop and dramatically reduces TCO compare

Larry Nelson
Instructional Technology
El Paso Independent School District
LNELSON@episd.org

Preferences – Signatures

The screenshot displays the Zimbra web interface. At the top, there is a navigation bar with buttons for Mail, Address Book, Calendar, Tasks, Briefcase, and Preferences. Below this is a search bar and a 'People Search' input field. The left sidebar shows a tree view of preferences, with 'Signatures' selected. A calendar for December 2011 is visible at the bottom left. The main content area shows a signature card for 'EPISD-TIS' with a text editor containing the signature text: 'Larry Nelson, Instructional Technology, El Paso Independent School District, LNELSON@episd.org'. Red arrows point to the 'Signatures' menu item, the signature card, and the text editor.

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

No vCard

The screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Address Book', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The left sidebar shows the 'Preferences' menu with 'Signatures' highlighted. The main content area displays the 'Signatures' configuration page for 'EPISD-TIS'. The signature text is: 'Larry Nelson', 'Instructional Technology', 'El Paso Independent School District', 'LNELSON@episd.org'. At the bottom of the page, there is a button labeled 'Attach Contact as vCard' which is highlighted with a red box. A red arrow points to this button from the left. Another red arrow points to the 'Signatures' option in the left sidebar.

Avoid **Attach Contact as vCard**

Using Signatures

Set Primary Account to use same signature for

- New Messages
- Replies & Forwards

Help Menu

Contents Index Search

VMware Zimbra

Welcome to the Zimbra Web Client, Advanced Edition

Zimbra Collaboration Server 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



Syncing *to* iPhone – iPod Touch



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**

iPod 3:16 PM

Enter your Exchange account information

Cancel Exchange Next

Email Inelson@episd.org

Domain Optional

Username Inelson

Password

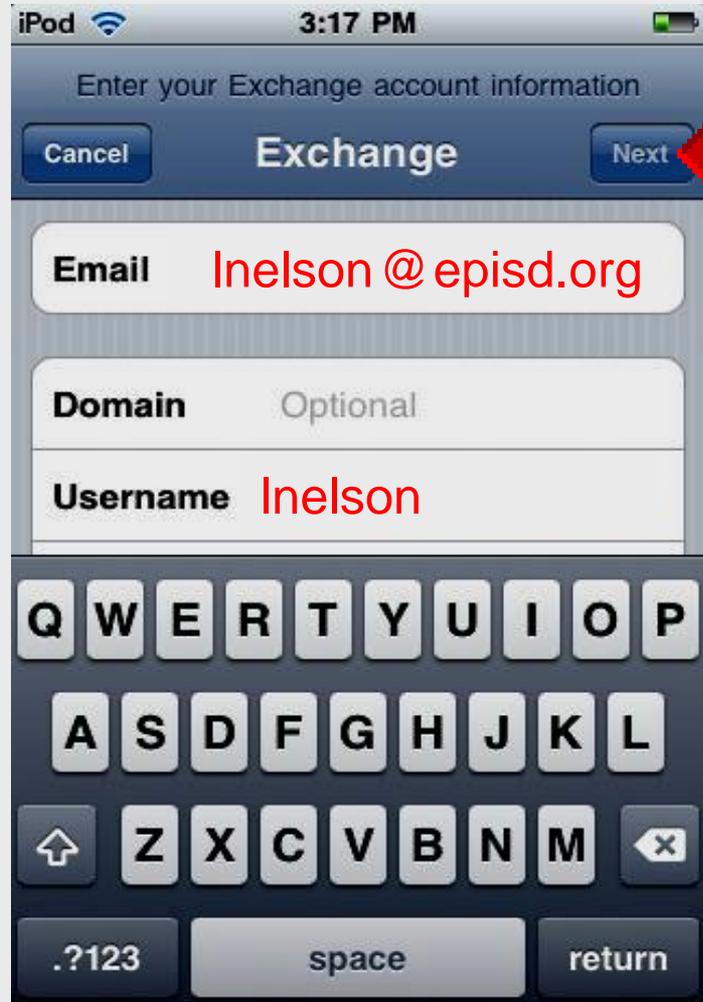
Description My Exchange Account

Syncing *to* iPhone – iPod Touch

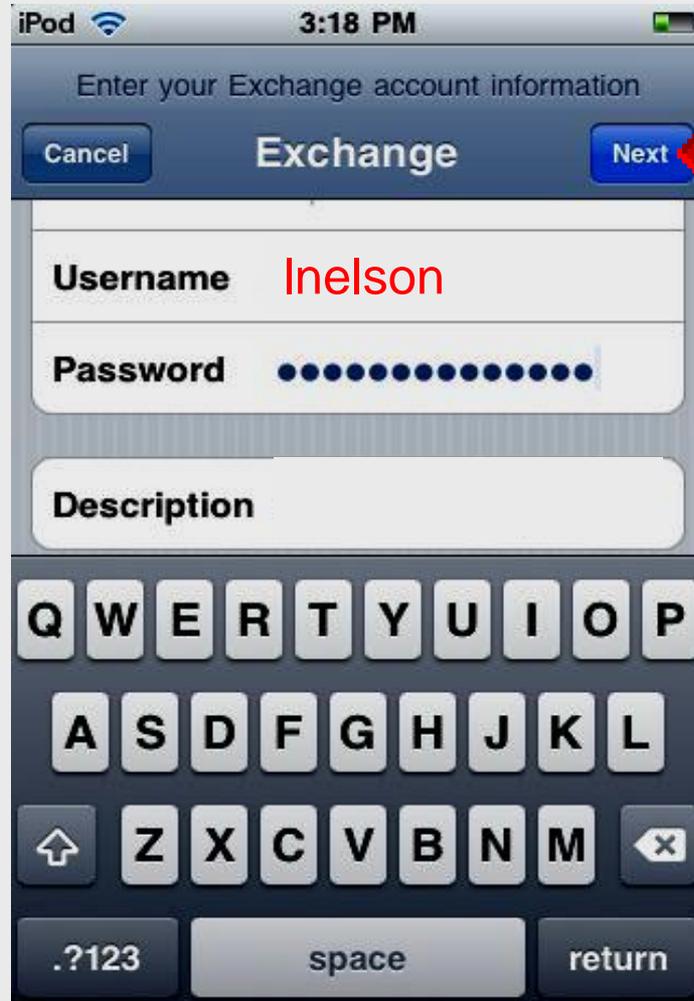
Enter
EI Paso ISD

- email
- username
- password

Click **Next**



Syncing *to* iPhone – iPod Touch



Enter
EI Paso ISD

- username
- password

Click **Next**

Syncing *to* iPhone – iPod Touch

Enter
**Server IP
address**
See
**Cluster
Server lists**
pages 67-72

iPod 3:18 PM

Cancel Exchange Next

Email lnelson@episd.org

Server ecb-zcs-mail

Domain

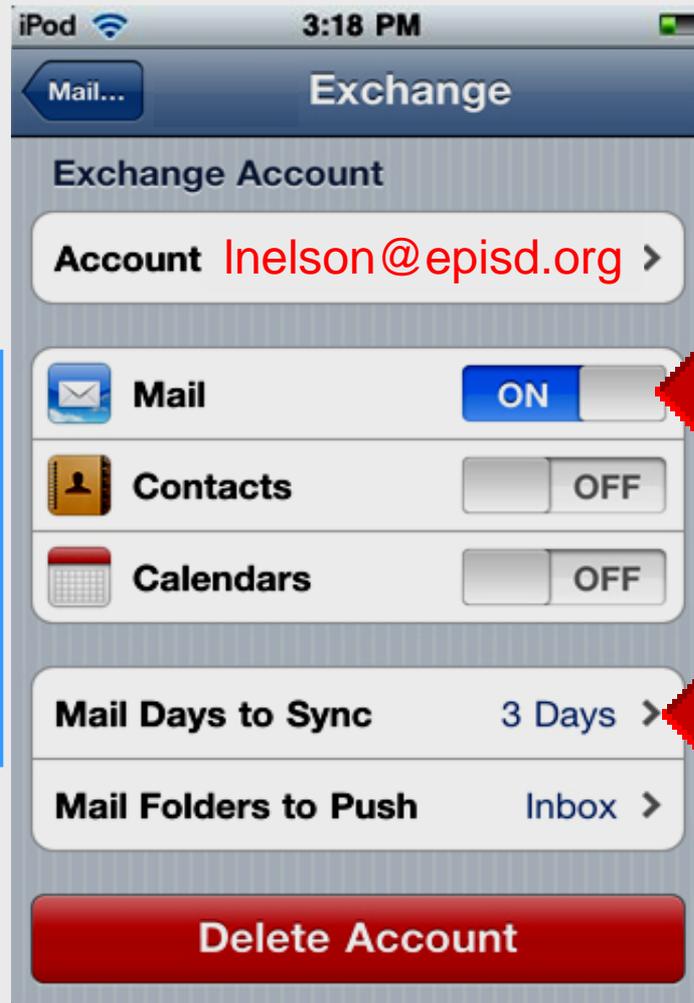
Username lnelson

Password ●●●●●●●●

Description Exchange

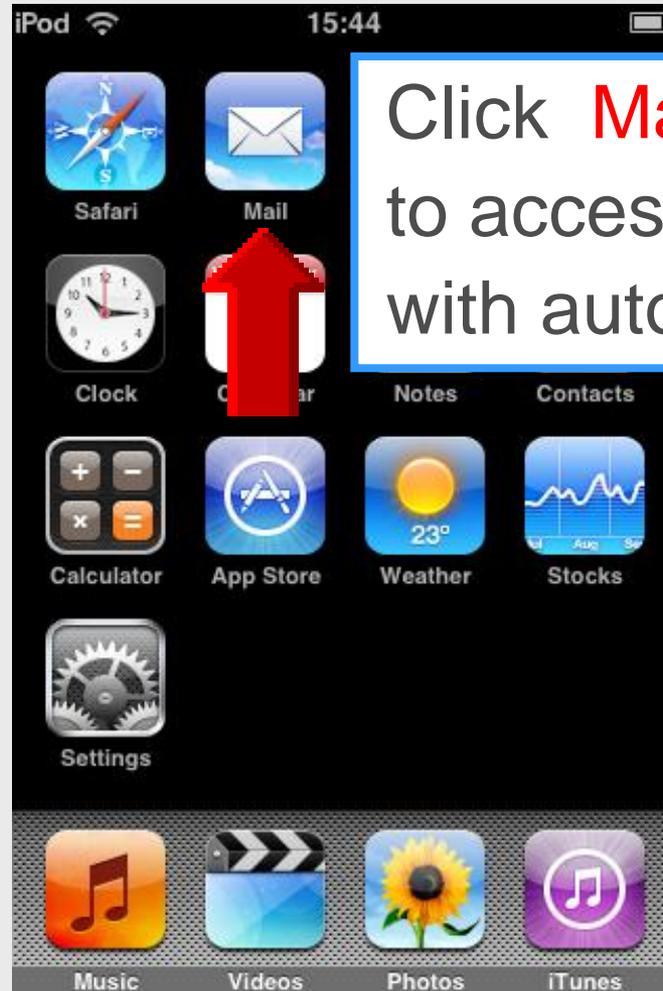
Syncing *to* iPhone – iPod Touch

Select which type of data to sync and how often



No Limit
1 Day
3 Days
1 Week
2 Weeks
1 Month

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-maild.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-maile.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-mailf.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-mailg.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 - Moyer

822H - Hondo

822M - Magoffin

822O - Occupation Center

Cluster Server #5

Use **ecb-zcs-mailh.episd.org** for:

010 - Franklin

147 - White

010A - Franklin 9th Grade Ctr

160 - Bond

031 - Occupational

163 - Guerrero

053 - Hornedo

166 - Kohlberg

051 - Lincoln

168 - Tippin

056 - Hut Brown

174 - Herrera

136 - Roberts

177 - Lundy

Cluster Server #6

Use **ecb-zcs-maili.episd.org** for:

005 - Coronado

046 - Morehead

130 - Mesita

135 - Putnam

146 - Western Hills

155 - Johnson

156 - Rivera

159 - Polk

162 - Green

Online Handouts

<http://webclass.org>

Webclass
web-based tutorials

Google Custom Search

Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity

Copyright Infringement

Creating a Digital Story

Digital Cameras

EPISD Photo Release

iPod - Getting Started

Podcast Projects

Sample Movie Maker files

Syncing video iPod

Using iTunes

Windows Movie Maker

MOV-WMV converter

MP4-AVI converter

WMV-MP4 converter

WebQuests

Attendance

Copyright Infringement

Database Discovery

Template

Using K-12 Databases

Britannica

EBSCO

Working Online

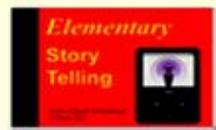
Zimbra Email

Attendance

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using [Adobe Reader](#), or the fast and simple open-source reader for Windows called [Sumatra](#).

Elementary Storytelling in iTunes

View all 21 digital stories from El Paso ISD teachers and students



View In iTunes

Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.

Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

Technology Webinars

using Adobe Connect



Creating PDF files using Office 2007

Customizing Quick-Access Toolbar in Office 2007

Science-Lang Arts

Digital Storytelling

Zimbra Email