



# Zimbra version 7.0

Sam Boyster

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# Topics

- New Features
- What Has Changed?
- How do I upgrade?
- Three User Interface Options
  - Web client
  - Desktop client
  - Microsoft Outlook (also a desktop client)
- Spam
  - Different types
  - Why me?
  - Suggestions for reducing

## 2010: Growing VMware Zimbra Momentum

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**66 million** paid mailboxes

**2,000 +** new customers in 2010

**200,000 +** organizations using Zimbra as SaaS

More than **40,000 registered community members**

# VMware Zimbra Customers in 110 Countries

Large Business



SMB & SME



Government



Education



Service Providers



# New Features

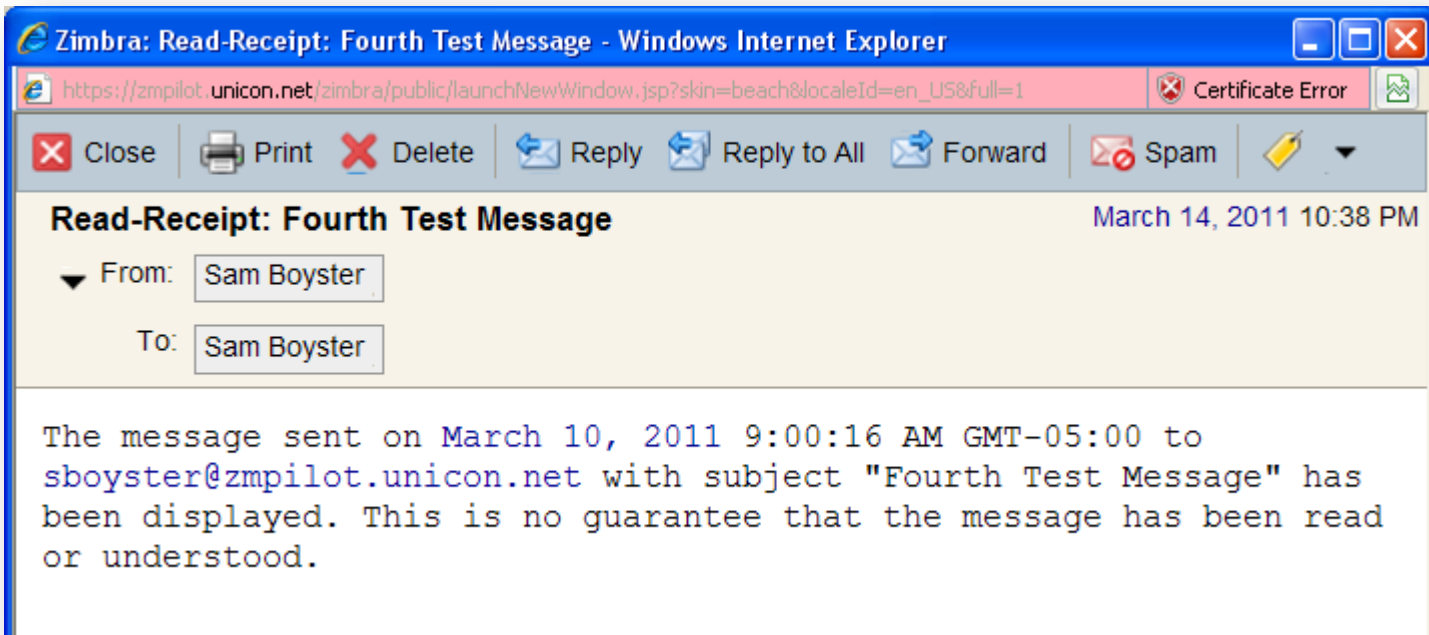
## Version 6 + Version 7

- Mail
  - Return Read Receipt
  - Tabs for individual messages
  - Horizontal three panel view
  - Mandatory spell check before sending
  - Additional Spam control to block unwanted e-mail
  - Viewing e-mail in separate window now has the reply, forward, print, tag, etc.

# New Features

## Version 6 + Version 7

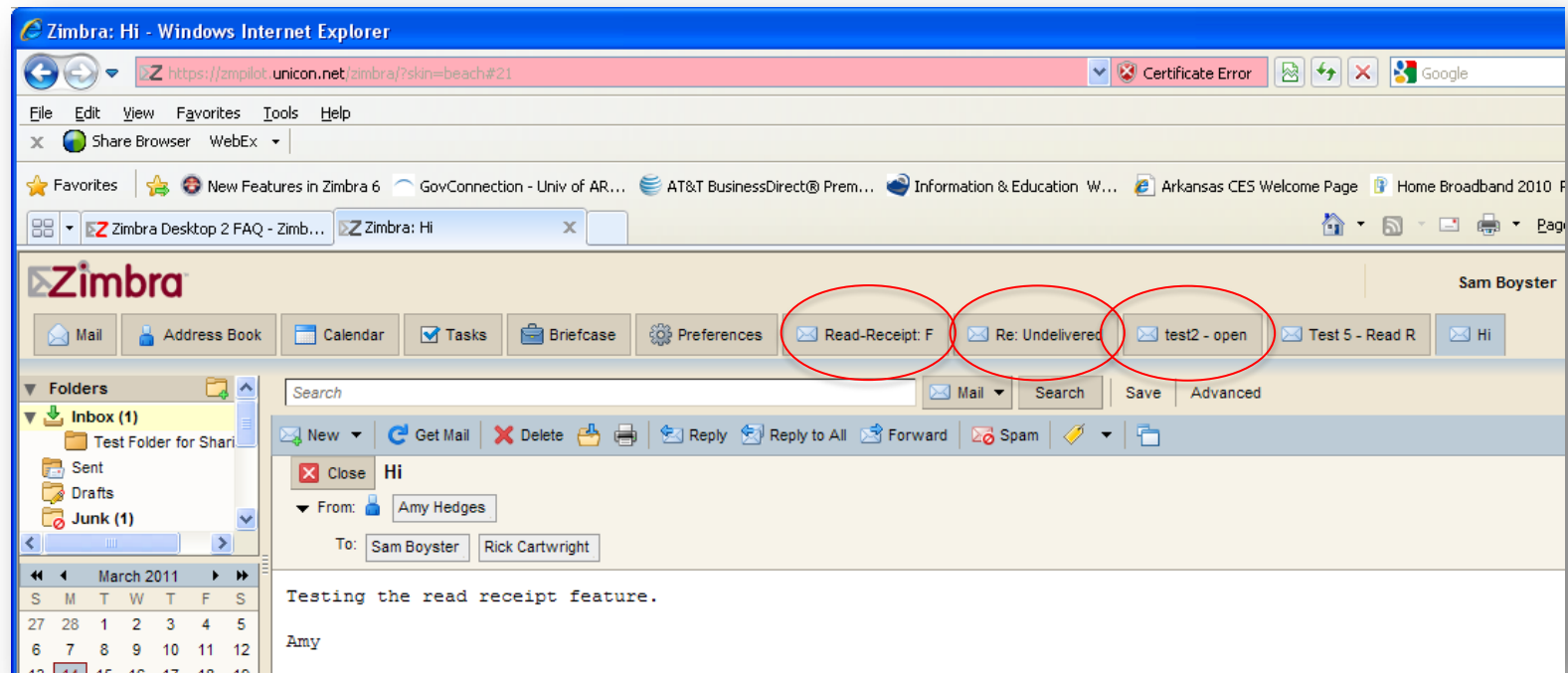
- Mail
  - Return Read Receipt



# New Features

## Version 6 + Version 7

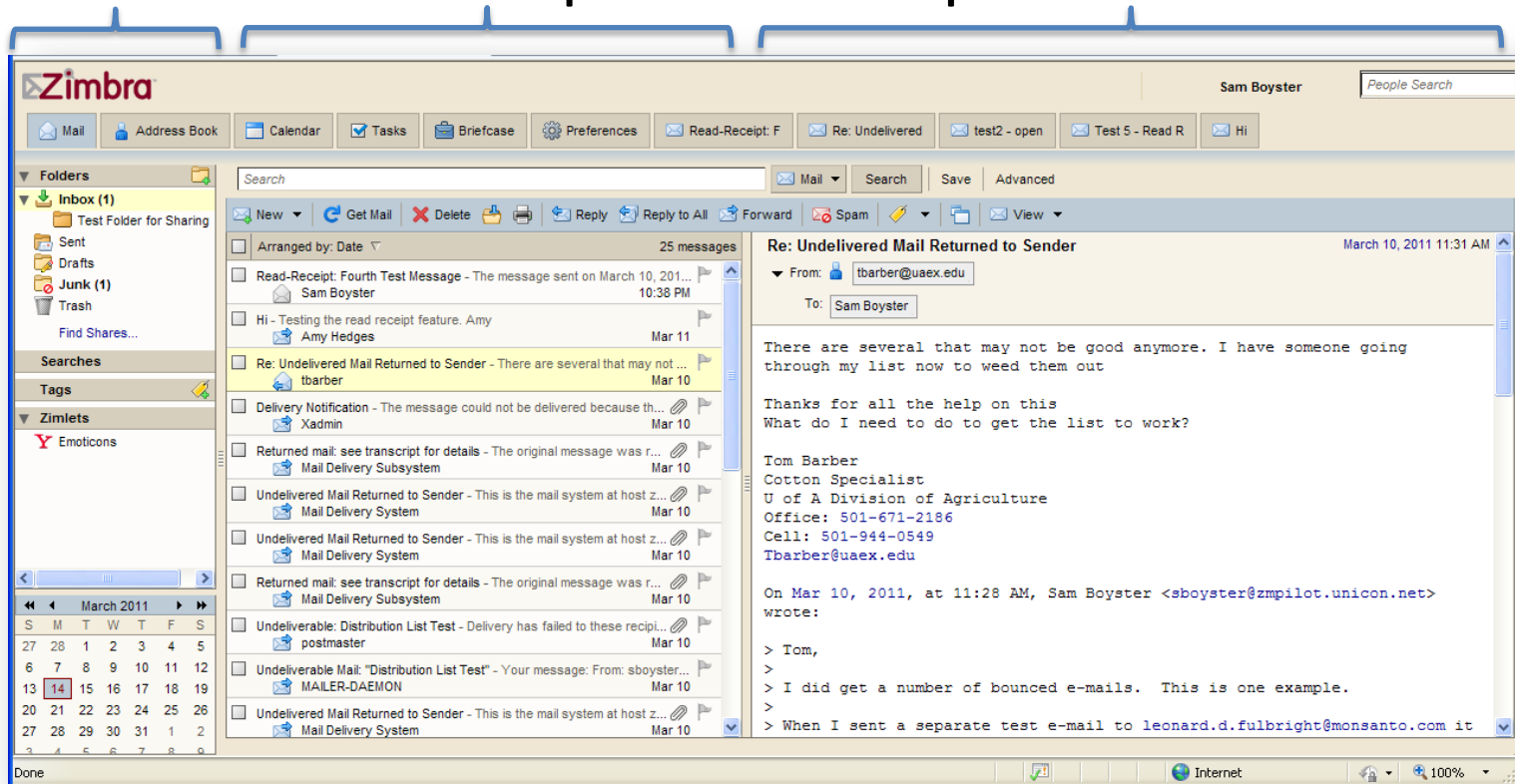
- Mail
  - Tabs for opened individual messages



# New Features

## Version 6 + Version 7

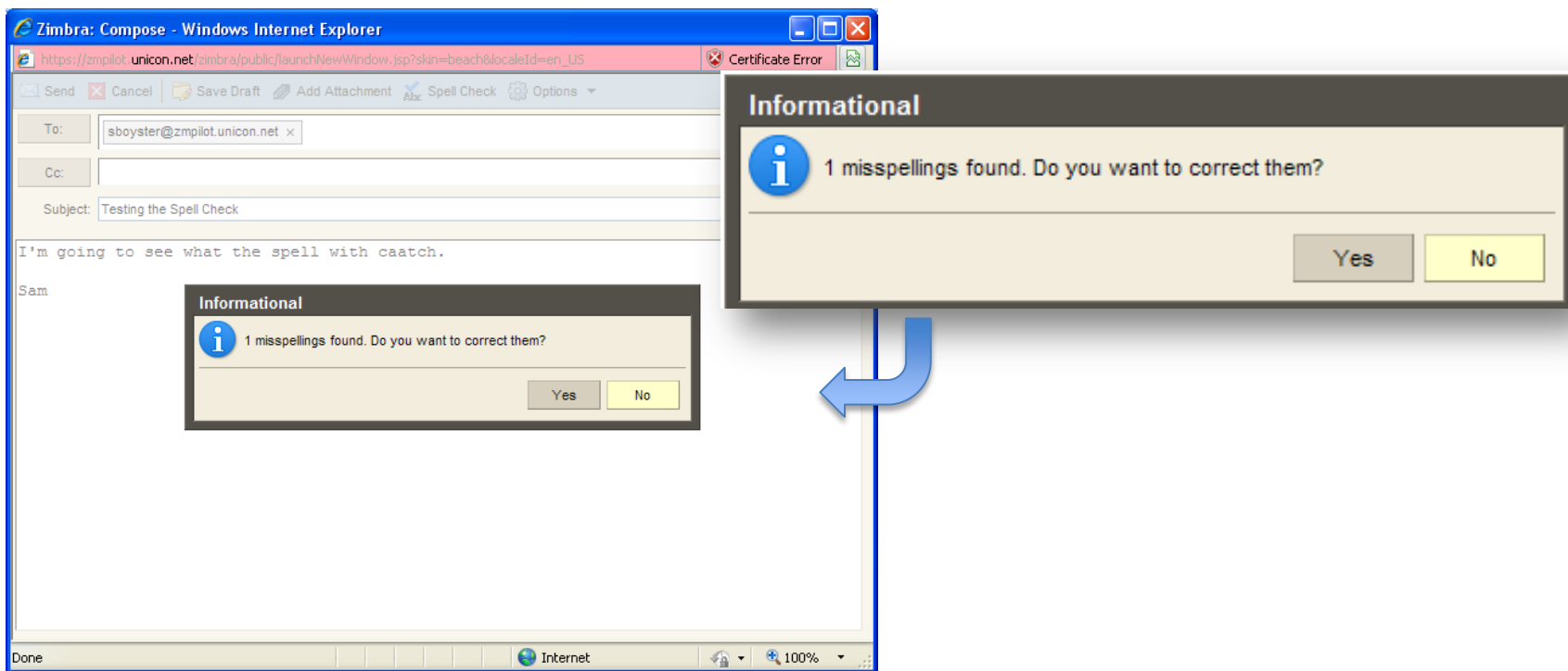
- Mail
  - Horizontal three panel view option



# New Features

## Version 6 + Version 7

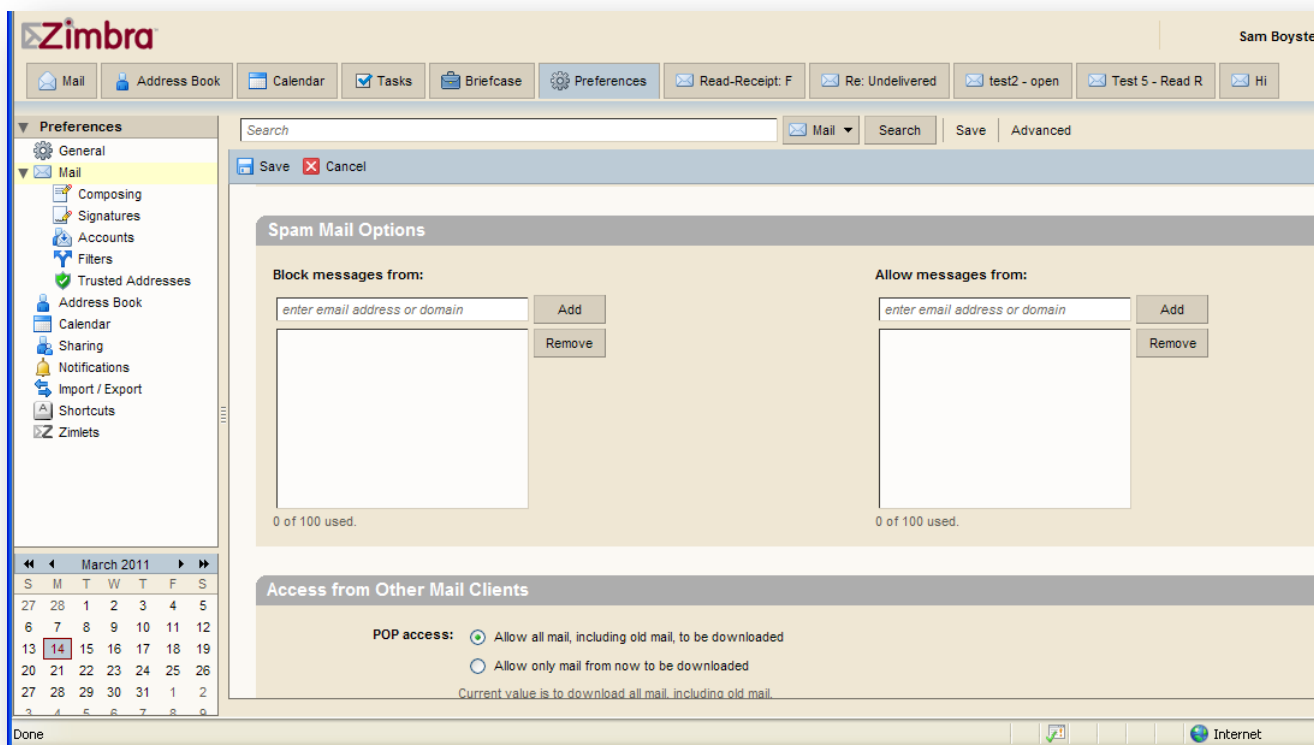
- Mail
  - Mandatory spell check before sending



# New Features

## Version 6 + Version 7

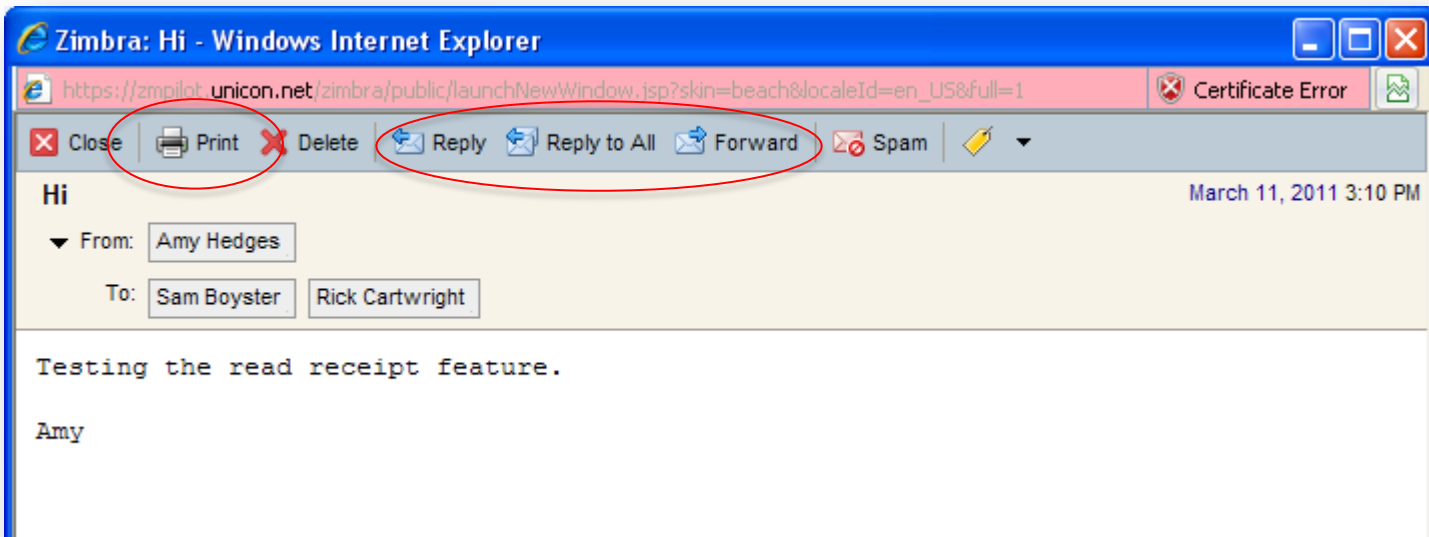
- Mail
  - Additional Spam control to block unwanted e-mail



# New Features

## Version 6 + Version 7

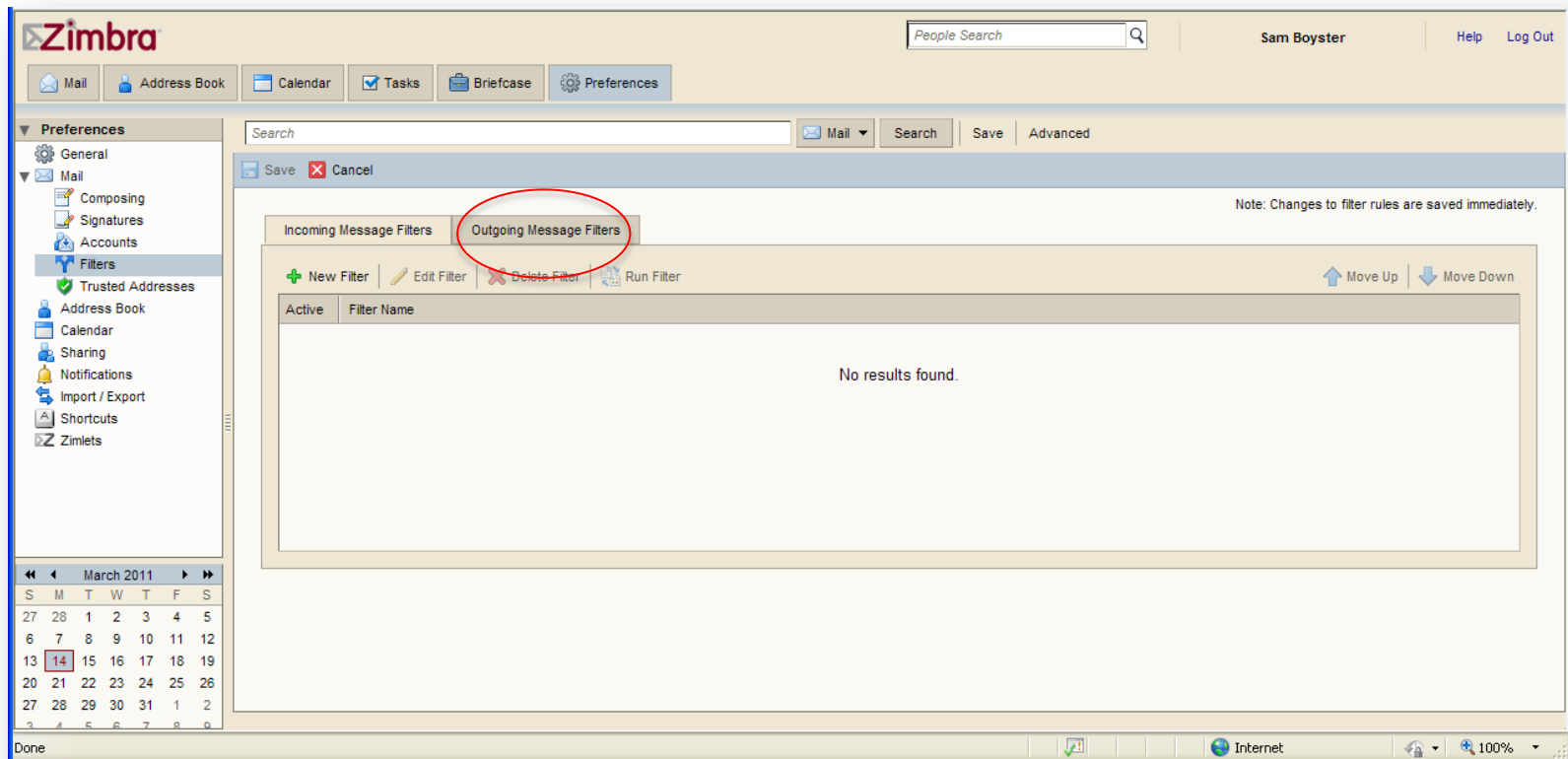
- Mail
  - Viewing e-mail in separate window now has the reply, forward, print, tag, etc.



# New Features

## Version 6 + Version 7

- Mail
  - Filter outbound messages



# New Features

## Version 6 + Version 7

- Mail (continued)
  - Self restore accidentally deleted data (system configurable)
  - Scheduled mail delivery
  - Filter outbound messages
  - View distribution lists
  - Forward contacts as vCards

# New Features

## Version 6 + Version 7

- Calendar
  - List View for two weeks
  - ‘Fish-eye’ view
  - Scheduling wizard
  - Calendar invite preview
  - Ability to copy existing meetings
- Briefcase
  - File versioning check-in and check-out

# New Features

## Version 6 + Version 7

- Calendar
  - List View of calendar events

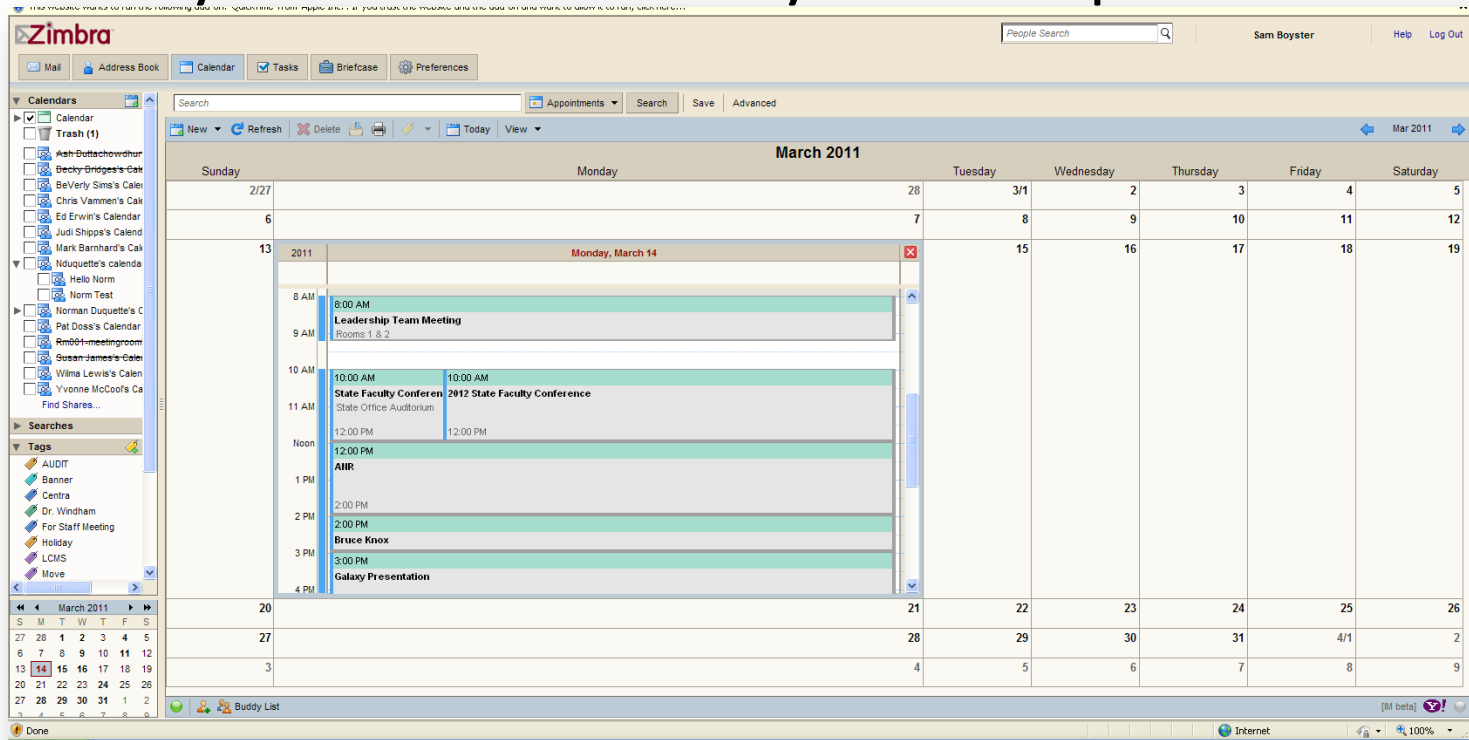
The screenshot shows the Zimbra web interface with the calendar list view. The main content area displays a list of calendar events for the period of March 14 to March 28, 2011. The events are listed in a table with columns for Subject, Location, Status, Calendar, and Start Date. The '2011 Galaxy Conference' is the primary event, with multiple entries for different locations and times. Other events include 'Summit' in New Orleans and 'Healthy Weight Exercise Class' in Classroom 182. The interface also shows a sidebar with a calendar view for March 2011 and a search bar at the top.

Subject	Location	Status	Calendar	Start Date
2011 Galaxy Conference - Triple "R" on the Rocks	Winthrop Rockefeller Institute on Pett Jean, 1 Rockefeller Drive, Morrilton, Arkansas 72110		Calendar	3/16/11, all day
2011 Galaxy Conference - 2011 Galaxy Conference. The conference will take place at the Winthrop Roc...	Winthrop Rockefeller Institute		Yvonne McCoof.	3/16/11, 7:00 AM
Galaxy Conference	Winthrop Rockefeller		BeVerly Sims's ..	3/16/11, 8:00 AM
2011 Galaxy Conference Presenter Confirmation - -- From: Alyne Hoover [ahoover@uaex.edu] Sent: Frid...			Calendar	3/16/11, 1:00 PM
LDR 711A			Judi Shipps's Ca.	3/16/11, 6:30 PM
Galaxy Conference	Winthrop Rockefeller		BeVerly Sims's ..	3/17/11, 12:00 AM
2011 Galaxy Conference - 2011 Galaxy Conference. The conference will take place at the Winthrop Roc...	Winthrop Rockefeller Institute		Yvonne McCoof.	3/17/11, 12:00 AM
Healthy Weight Exercise Class	Classrooms 182		Judi Shipps's Ca.	3/17/11, 12:00 PM
LDR 711A			Judi Shipps's Ca.	3/17/11, 6:30 PM
Galaxy Conference	Winthrop Rockefeller		BeVerly Sims's ..	3/18/11, 12:00 AM
2011 Galaxy Conference - 2011 Galaxy Conference. The conference will take place at the Winthrop Roc...	Winthrop Rockefeller Institute		Yvonne McCoof.	3/18/11, 12:00 AM
LDR 711A			Judi Shipps's Ca.	3/18/11, 6:30 PM
Summit	New Orleans		Judi Shipps's Ca.	3/19/11, all day
Sungard Summit - Leave from office 8:00 a.m. 3/19. Yvonne will drive.	New Orleans	Accepted	Judi Shipps's Ca.	3/19/11, all day
Sungard Summit - Leave from office 8:00 a.m. 3/19. Yvonne will drive.	New Orleans	Accepted	Yvonne McCoof.	3/19/11, all day
LDR 711A			Judi Shipps's Ca.	3/19/11, 6:30 PM

# New Features

## Version 6 + Version 7

- Calendar
  - ‘Fish-eye’ view – click a day and it expands



# New Features

## Version 6 + Version 7

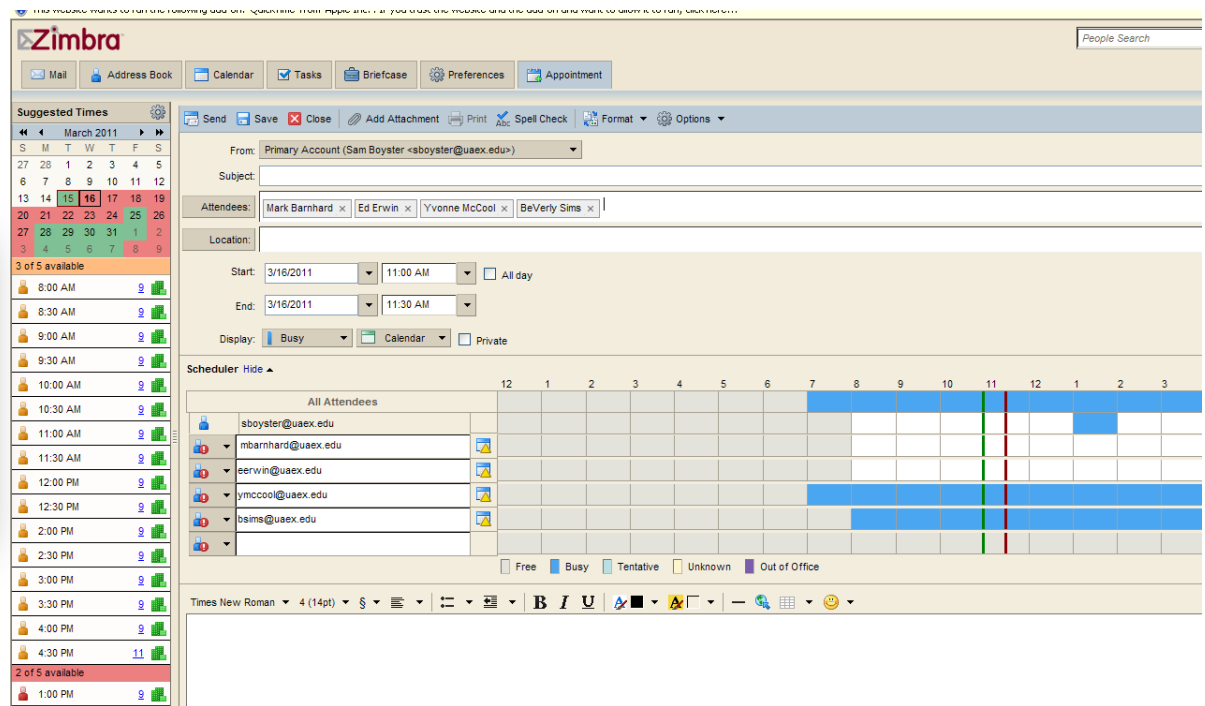
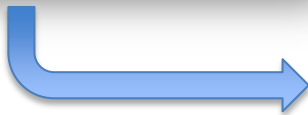
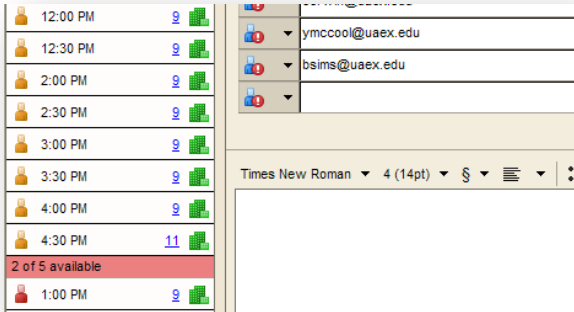
- Calendar
  - Calendar invite preview available in invitations

The screenshot displays a calendar application interface. At the top, there are action buttons: 'Accept' (green checkmark), 'Tentative' (question mark), 'Decline' (red X), and 'Propose New Time' (curved arrow). The 'Calendar' tab is selected. The main content area is split into two panes. The left pane shows an invitation preview for an 'Important Meeting' scheduled for February 18, 2011, at 3:55 PM. The invitation details are: Organizer: kristi; Time: Monday, February 21, 2011 11:00 AM - 1:00 PM (GMT -06:00 US/Canada Central); Location: "CSW115A"; Invitees: bfitz. The right pane shows a calendar view for Monday, February 21, 2011, with a time slot from 11:00 AM to 1:00 PM highlighted in yellow, containing the text 'Important Meeting' and the email address '<csw115a@ztest.lps.org>'. Another meeting, 'Zimbra Planning' at CS e122A (Locker Room) from 2:30 PM to 4:00 PM, is also visible.

# New Features

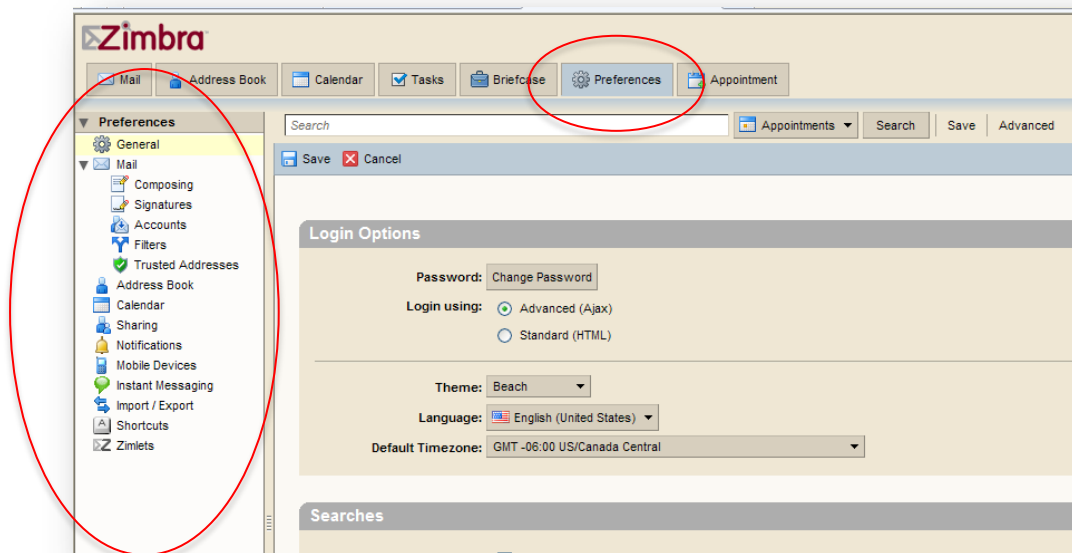
## Version 6 + Version 7

- Calendar
  - Scheduling wizard



# What has changed?

- Preferences (once you click on the tab)
  - Now located on the left of your screen
  - Many new preference options



# What has changed?

- Documents Tab
  - Any documents or Notebooks created under the Documents tab have been moved to the Briefcase
  - Documents tab will not continue in future versions

# What do I have to do to upgrade?

- If using the Zimbra web client (through a browser such as Internet Explorer, Firefox, etc.)
  - No action is required
  - Your next login after the date of the upgrade you will be using Zimbra version 7.0!
    - Using your current username and password

# What do I have to do to upgrade?

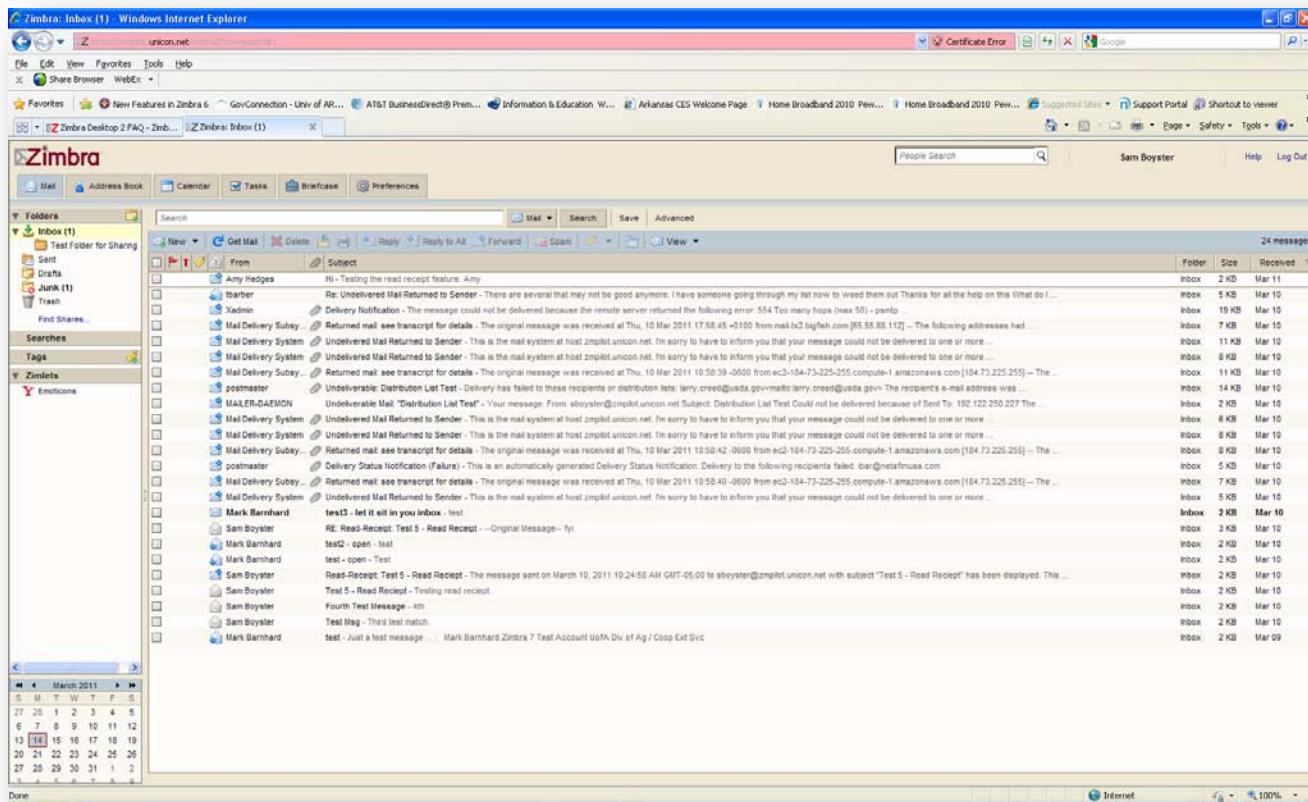
- If using the Zimbra desktop client (that you downloaded from the Zimbra site)
  - No action is required
  - Your next login after the date of the upgrade, you will be using Zimbra version 7.0 features through your existing Zimbra desktop!
    - Using your current username and password

# What do I have to do to upgrade?

- If using Microsoft Outlook with Zimbra (that the Call Center setup for you)
  - Contact the Call Center after the upgrade and they will install the new Outlook Connector (required for use with Zimbra)
  - Your next login after the date of the upgrade, you will be using Zimbra version 7.0 features through Outlook!
    - Using your current username and password

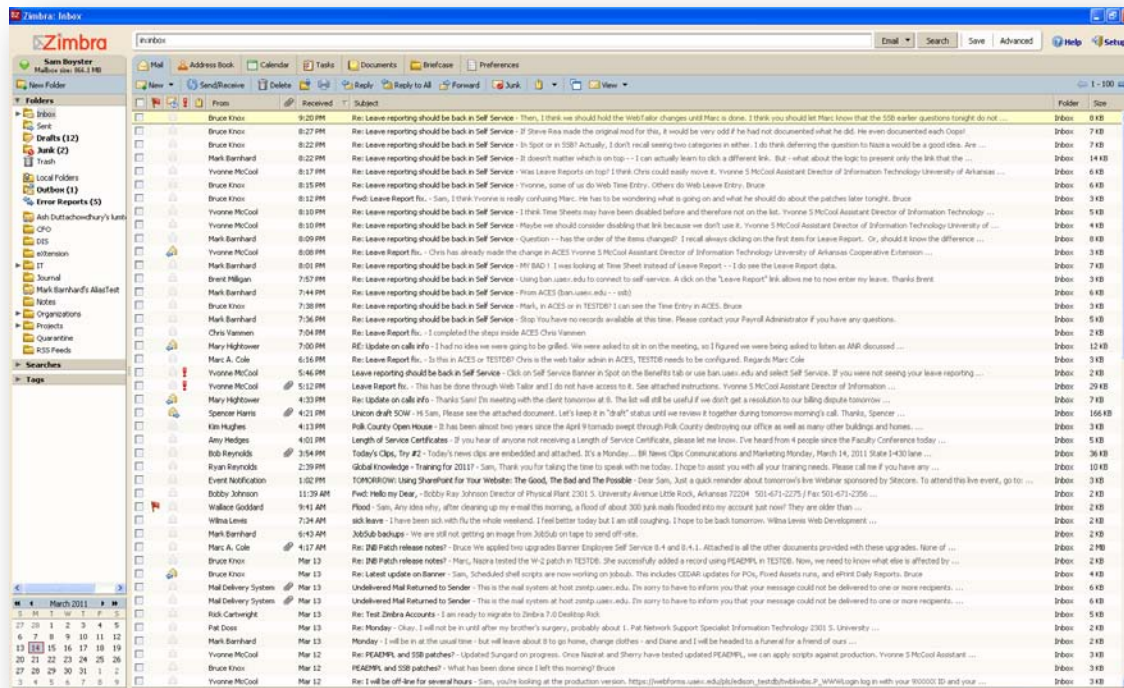
# Zimbra 7.0 Web Client

- Can be used from any location with an Internet browser (IE, Firefox, Chrome)



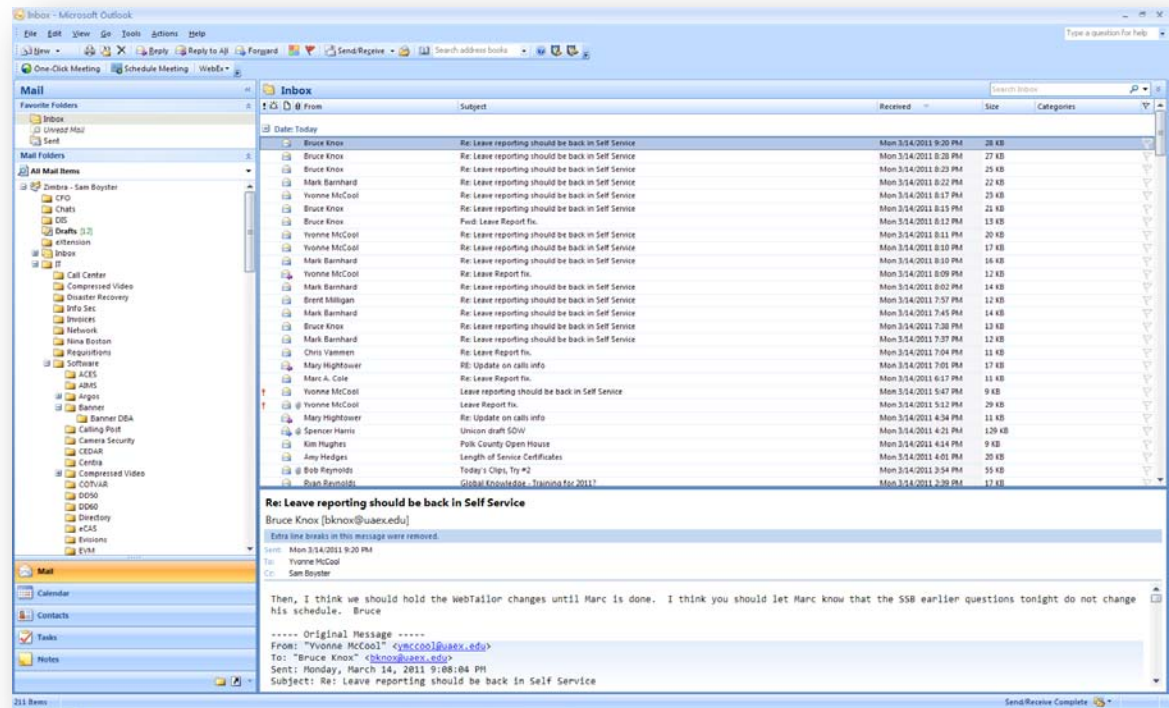
# Zimbra Desktop Client

- Allows you to work off-line from the Internet
- Resolves slow address book auto-complete
- Can create 'local folders'



# MS Outlook Desktop Client

- Allows you to work off-line from the Internet
- Resolves slow address book auto-complete
- Can create 'local folders' called 'archive folders'
- Can install without wiping computer



# Spam

- Types
  - Scams “*Dear relative... ..\$2 million US...*”
  - Phishing “*Your e-mail quote has been exceeded...*”
  - Virus and Trojans
  - Junk mail
    - From online e-tailors (Amazon, Lands End, etc.)
    - From journals and magazines (valid publishers)
    - Promotions (events, coupons, specials, etc.)

# Spam Control

- Types

- Scams “*Dear relative... ..\$2 million US...*”

- Phishing “*Your e-mail quote has been exceeded...*”

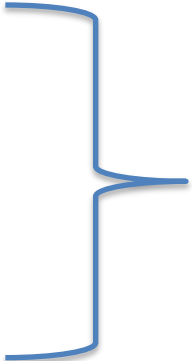
- Virus and Trojans

- Junk mail

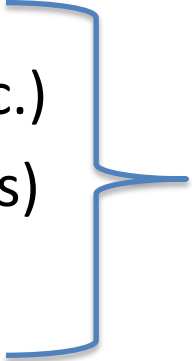
- From online e-tailors (Amazon, Lands End, etc.)

- From journals and magazines (valid publishers)

- Promotions (events, coupons, specials, etc.)



Train  
your  
Junk  
Filter



Use  
Please  
Remove  
or  
Unsubscribe

# Spam Control

- Valid unsubscribe and removal links

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# Zimbra Tip

- To zoom the web browser and enlarge the text
  - CTRL key plus mouse wheel or
  - CTRL key plus the '+' or '-' key

# Call Center

- Need assistance? Problems? Don't know where to start?
  - Contact the IT Call Center:  
Local Call: 501-671-2255  
Toll Free: 866-779-3375  
Or email them at: [callcenter@uaex.edu](mailto:callcenter@uaex.edu)