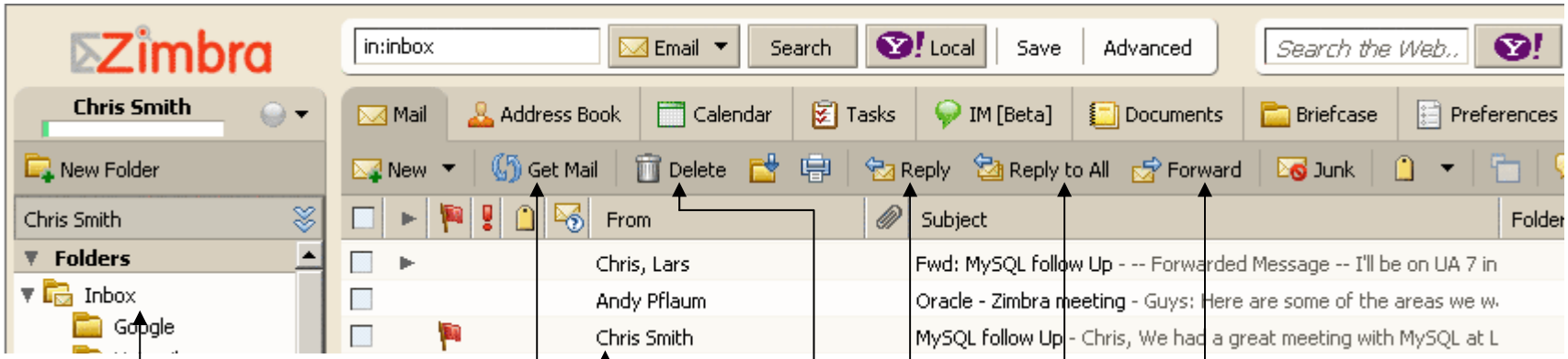
Zimbra Web

Quick Reference Card

UNIVERSITY OF ARKANSAS
DIVISION OF AGRICULTURE



Inbox: Click **Inbox** in the left panel

Get Mail: Click the **Get Mail** button

To Open a Message: Double click on E-mail

Reply to: Click the **Reply** button

Reply All: Click the **Reply to All** button

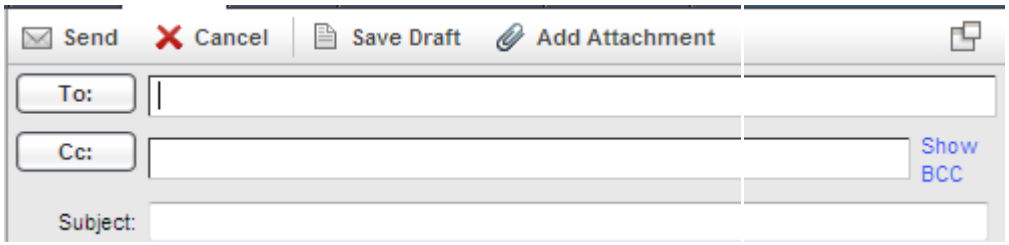
Forward an e-mail: Click the **Forward** button

Delete an E-mail: Click on the E-mail and click the **Delete** button

Download Attachment: Click on **download**

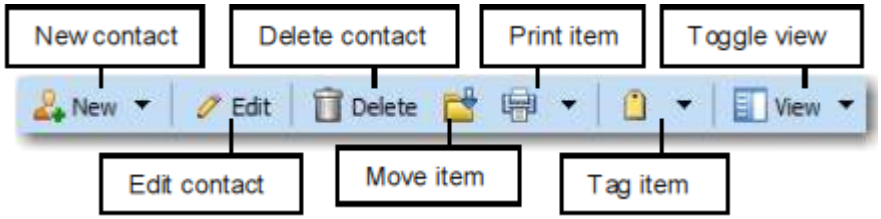
To create a new E-mail

1. Click the **New** button
2. Enter e-mail address(es) in **To:** box, **Cc:** box, or **BCC:** box
3. Enter the suject of the message in the **Subject:** box
4. Enter the text of your message in the text box
5. Click Add **Attachment** to attach file(s)
6. Click **Send** button

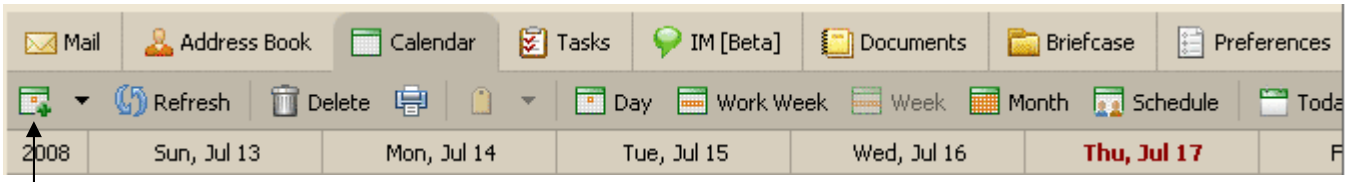
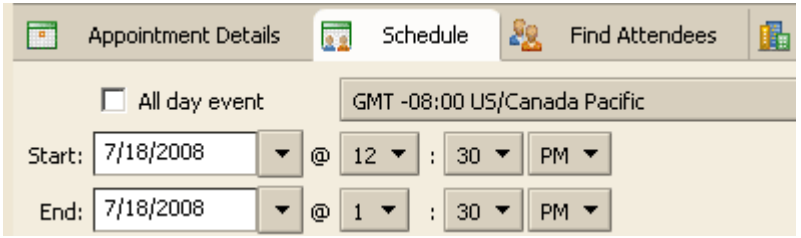


Address Book

- **To View Your Address Book:** Click the **Address Book Tab**
- **To Create a New Contact:** Click the **New** button
- **To Edit a Contact:** Double-click the Contact
- **To Find a Contact:** Enter the name in the **Search** bar
- **To Delete a Contact:** Select a Contact; and click **Delete**
- **To Create a Contact Group:** Click the arrow by the **New** button, choose **Contact Group**, enter group name and contacts, and click the **Save** button
- **To Delete a Contact Group:** Select **Addres Book**. Select the group and click the **Delete** button



Calendar



- **To Schedule an appointment:** Click the **New** button
- **To Schedule a Recurring Appointment:** In the Time area, select the **Repeat** drop down and select the desired option
- **To Schedule an All Day Event:** Select the **All Day Event box** in the Time section of the **Appointment Details** tab
- **To Share your Calendar:** Right-click on the Calendar name in your list of Calendars and select **Share Calendar**
- **To View Calendars:** Click the box next to the person/resource or location name in the navigation pane.