

# Zimbra Overview

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# Today's Presentation

- Zimbra Collaboration Suite (Mail, Address Book, Tasks, Calendars)
- Zimbra Implementation at UL Lafayette
- Zimbra Web Client Interface (ZWC)
- Collaboration Examples using ZWC
  - Creating and sharing folders: Mailboxes, Address Books, Tasks, Calendars
  - Schedule an appointment
  - Schedule an event
  - Schedule a group meeting (schedule view)

# Zimbra Collaboration Suite

## ■ Mail

- Create multiple mailbox folders
- Share mailbox folders

## ■ Address Book

- Contact list
- Automatically add new contacts (senders)
- Global Address List (GAL)
- Share address books

## ■ Tasks

- Create multiple task folders
- Share task folders (can add tasks)

## ■ Calendars

- Create multiple calendars
- Share calendars
- Schedule an appointment, event, or meeting based on 'free' times of other participants

# Zimbra at UL Lafayette

- Students: ZWC
- Faculty/Staff:
  - ZWC
  - Outlook (Zimbra Connector for Outlook “ZCO”) and ZWC
  - Other email clients (limited support)
- If want to collaborate must use ZWC and/or Outlook (ZCO)

# Zimbra Implementation at UL Lafayette

- Manage quota
  - 512 MB for faculty staff (20 MB now)
  - 256 MB for students (10 MB now)
- Outlook ZCO users will see some differences (notes, categories, different 'sharing' terminology)
- Outlook ZCO users – can use the autoarchive feature to manage quota
- Timeline for migration of users

# Zimbra Web Client (ZWC)

- Web browser and internet connection
- Use exclusively
- Use when out of office
- If want to collaborate then must use ZWC or Outlook (ZCO)
- Later this summer we will have tutorials for ZWC

# Zimbra Sharing Terminology

## ■ Share with

- University personnel (clid@louisiana.edu)
- Others (not mail, password, view only)
- Public (not mail, url, view only)

## ■ Permission levels

- None (temp. disable w/o revoking share)
- Viewer (view)
- Manager (view, edit, add, remove, accept, decline)
- Admin (view, edit, add, remove, accept, decline, admin)

# Zimbra Web Client (ZWC)

## ■ Today's Presentation

### – Basic features

- Interface
- Mail
- Address Book
- Calendars (create appointment)
- Tasks

### – Advanced features

- Tags
- Sharing any folder (calendar, address book, tasks, mail)
- Schedule an appointment, event, meeting based on 'free times'
- Searching
- Preferences

■ [webmail.zimbra.louisiana.edu](http://webmail.zimbra.louisiana.edu)

# Using Zimbra for Collaboration (Summary)

- Share Calendar
  - Employee Attendance
  - Resource Scheduling (Conference Room)
  - Set up Meeting
  - Manage a Project
- Share Tasks
  - Assign Tasks
  - Manage Project
- Email
  - Share mailbox(es)
- This Talk was an Overview (not comprehensive)

# Zimbra Documentation

- [helpdesk.louisiana.edu/zimbra](http://helpdesk.louisiana.edu/zimbra)
  - Under construction
- [Link to zimbra.com](http://zimbra.com) (200 page users guide)
- **Locally developed documentation**
  - ZWC “how-to” tutorials
  - Outlook (ZCO)
  - Zimbra with other email clients (limited support)
  - FAQs
  - Powerpoint presentations

# Questions

- Any questions?
- As you work with Zimbra, email me with any questions ([ecb@louisiana.edu](mailto:ecb@louisiana.edu))

# Feedback

- Feedback is important
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