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LOGGING IN

Open Web Browsers

Log in at:

<u>http://topmail.adk.gov.my</u> (for Advanced User) <u>http://mail.adk.gov.my</u> (for Standard User)

Your username is the portion of your email address before the @ (first initial last name) Enter your password.

	AAD	K WEBANAL
A CONTRACTOR	Agensi Anti Dadah Ki	ebangsaan @adk.gov:my
Username:		
Password:		
	Log In	Remember me
Version:	Default	What's This?

GETTING TO KNOW THE LAYOUT

Each of the navigation tabs along the top of the screen will take you to a different area of Zimbra: Mail, Address Book, Calendar, Tasks, Documents, Briefcase and Preferences.



USING ZIMBRA EFFICIENTLY

Viewing by Message or Conversation

View by message gives you a traditional view of your inbox. A list of messages is displayed in the top half of the reading pane, and the active message is displayed on the bottom half.

1. Clik the *view* menu & select *By Message*



2. You will see a list of messages display on the top half of the reading pane, with the active message on the bottom half.

View by conversation automatically organizes messages into "conversations." Imagine that you and a coworker exchange a series of emails while planning a business trip. Through several messages, you settle on the flight, hotel and airport shuttle. Later, when you want to go back and review the details of those messages, you'll find you have to search through your mail to piece the "conversation" back together. Don't forget you'll have to look in your Inbox and Sent folders! Conversation mode makes it easier by grouping the messages for you. Zimbra knows which messages are related by your use of the "Reply" button.



2. The messages with numbers next to them are

- Conversations. The number
- indicates how many messages are in the conversation.

1. Clik the *view* menu & select *By Conversation*

Using Tags and Flags

Tags enable you to attach color coded labels to messages. Later, you can click on the tagvfrom the navigation pane and quickly see a list of all the messages corresponding to that tag.



3. Click on any tag listed under the *Tags* area of the navigation pane to display all the messages you've labeled with that tag.

			/								
	Trash	^	Search				🖂 Mail 🔻 Search	Save Adva	anced		
	Simbra Blog (26) Find Shares		🖂 New 🕶 🧲 Get M	ail 🗙 Delete 🐣	🖶 <u> </u>	te 🛃 Reply 👌	🔄 📑 🛛 🔀 Spam 🛛 🥖	- 📇 🤤	View 🔻		2 conversations
W	Searches		🗆 🕨 🏲 🕇 🎺 🧟	From	Ø	Subject			Folder	Size	Received V
	Tlagged			Zimbra Team		Read Me First! Imp	portant Demo Account Inforr	nation - Greetings	, Inbox	12 KB	Oct 17
w	Tags 🥖			Zimbra Team		Read Me First! Imp	portant Demo Account Inforr	nation - Greetings	, Inbox	12 KB	Feb 19
	Emails with StickyNotes										
	Expenses										
	Partners										
	🖉 Zimbra 📕	Ε									

Flags allow you to mark messages in order to distinguish them as being important or requiring follow-up action. Alternatively, you might flag messages you want to reply to, but not until later. For example, if you're on vacation and checking your email from off-office you might flag the messages you need to reply to as soon as you return to work.



Creating Folders and Organizing Mail

Creating additional folders is an easy way to organize mail you want to keep separate from your Inbox. Imagine having a physical inbox sitting on your desk. It fills with miscellaneous notes and documents until you sort it all out and file everything into separate folders. Email folders work similarly, providing an electronic method of filing.





Searching and Saving Searches

To conduct a simple search based on text in the subject or body of the message:



For more specific searches, Zimbra offers a powerful search building tool that allows you to look for messages based on one or more of the following:

Sender	Attachment Content	Status (flagged or not)
Recipient	Date Sent	Тад
Subject	Domain	Time Range
Textual Content	Folder	
Attachment Type	Size	

To build a search based on one or more of these attributes:

	Click Advanced
Search	Email Search Save Advanced

2. Choose options from the Search toolbar. (See an example on the next page.)

🖉 Attachment 🖂 Basic 🛗 Date 👫 Domain 🛅 Folder 🔍 Saved Search 🚞 Size 📝 Zimlets 膟 Status 📋 Tag 🛗 Time 🛛 Remove All 🛛 🐼 Close

Printing Messages

When you want to print a message, it's best to use the *Print* button on the toolbar rather than going to *File > Print*. Using the print button will open your message in a separate window and allow you to print straight from there.

(using File > Print will cause the whole Web page to print instead of just your message.)

To print a message, highlight it and click the Print button

	Sea	arch Iew - C	et Mai	I 🗙 Delete	🐣 🖨 🕞 Transk	ate 🗺 Reply 🗐 😭 🔀 Spam 🥖 🕶 📇 쯪 Viev	v -
		▶ ▶ 1	2	From		Subject Folder	Size
		•		Sam, celes P	rint selected item(s)	Re: Flight Plan - test	(3)
			Ø	Zimbra Team		Read Me First! Important Demo Account Information - Greetin Inbox	12 KB
				Jing To		MySQL follow-up - From: "Andy Pflaum" <andy.pflaum@zim inbox<="" td=""><td>4 KB</td></andy.pflaum@zim>	4 KB
			Ø	Zimbra Team		Read Me First! Important Demo Account Information - Greetin Inbox	12 KB
		4		Alan Ajax		Zimbra Forums, Blog, and More Hey Dan, I have been revis Inbox	3 KB
		P		Zach Zimbra	Ø	Zimbra in the Wall Street Journal - Hey Dan, Did you ever ch Inbox	170 KB
				Matt Mobile		Web Based Mobile Client for Phones - In Zimbra 5.0, we've t Inbox	2 KB
_			<i>I</i>	Sarah Soap	- O	Searching within Zimbra - Hi, To search within Zimbra: 1. Cli Inbox	168 KB
Ξ	-		14			······································	
	Sea	rching wit	thin Zim	nbra			January 4,



Hovering

Zimbra has a number of "hover over" features designed to eliminate excess clicking. For example, by hovering your mouse over an image attachment, you can see a large thumbnail of the picture without having to download and open it. When you hover your mouse over an address, you'll see a small map of the location. When hovering over a date, Zimbra will automatically consult your calendar and tell you if you have any appointments that day. It even recognizes the phrases "today," "tomorrow" and "next Friday!"

🛛 🖂 Mail 🔓 Address Book 📄 Calendar 🗹 Tasks 🚔 Br	riefcase 🔅 Preferences
Folders Search Search Search Search Search Draffs (1) Ju Zimbra	e 🖶 🕞 Translate 🔄 Reply 🔮 🖉 Subject Re: Flight Plan - te Read Me First' Imp
Tet No Con Condition Condit Condit Condit	MySQL follow-up Read Me First! Imp Zimbra Forums, B
Vertice V	Zimbra in the Wall Web Based Mobile Searching within 2
Image: Second	nbra Hosted Demo User>
S M T W T F S	iefcase <u>Remove</u>

Hover mouse over an image attachment to see a thumbnail



Hover over a date to see your calendar appointments

Hover over a name to see address book information

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			New 👻	C Get Ma	ail 🛛 🗙 Delete	- 📥 🖶	G Transla	ite 🏾 🔁 Reply	2 🖻
s (1)			▶ 🏲	1 🧭 🖄	From		Ø	Subject	
			•		Sam, celestra			Re: Flight Plan	- test
				Ø	Zimbra Team			Read Me First	Important Den
	Ξ				Jing To			MySQL follow-	up - From: "A
ra Blog (26)				Ø	Zimt			Read Me First	Important Den
nares		[r 1		- I	Zimbra Forums	, Blog, and Me
s		1			Jing To		1	Zimbra in the V	Vall Street Jou
be		1		jin	q@future.zimbr	a.com	- 1	Web Based Mo	bile Client for
]		Right	click for more	e options	2	Searching with	n in Zimbra - Hi
with StickyNotes		4							
ses							n	ny Cell Pho	ne at: 555
rs									
з							- L.		
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			- Orwa	rucu messi	age				



ADDRESS BOOK

To create a new Address Book, right click on the Address Books header and select New Address Book



To add a contact to an Address Book, click *New* and select *New Contact*

To create a mailing list for a group of people you will email often, such as coworkers in your department or fellow committee members:

1. Click New and select New Contact Group



🕞 Save 🔀 Cancel 📄 Print 💥 Delete 🛛 🧭 👻 尚 test Address Book: Contacts • Add Members to this Group * Group Name: test * Group Members: Find: Search • in: Global Address List Email Name Email ę azmi azmi@adk.gov.my No results found. ٠ Ξ 9 bushro bushro@adk.gov.m 9 eo_wpkl eo_wpkl@adk.gov. 9 fatimahs fatimahs@adk.gov. 9 ghani ghani@adk.gov.my hafidah hafidah@adk.gov.n

2. Type in a name for the group, and then type the e-mail address under *Group Members*. *Note:* You can also search for users under *Add Members to this Group*

CALENDAR

Proposing a New Appointment or Meeting

1. To schedule a new appointment or meeting, click the Calendar tab

2. Click the New menu, and select New Appointment

	New - C	Refr	esh 🛛 🗙 Delete 🔗	🖶 🖉 👻 📛	Today 📔 View 👻	
	🖂 Message	[nm]			October 201	1
	📥 Contact	[nc]	Monday	Tuesday	Wednesday	Thursday
	🚵 Contact Gro	oup	26	27	28	29
	📸 Appointmer 💽 Task	nt [na] [nk]		5:00 AM Weekly Marketing Meeting	1:00 AM Staff Meeting	12:00 AM Weekly Team Meeting
	Document	[nd]				5:00 AM Product Management Mtg.
	🗔 Folder	[nf]	3	4	5	6
Ξ	🔏 Tag	[nt]		5:00 AM Weekly Marketing Meeting	1:00 AM Staff Meeting	12:00 AM Weekly Team Meeting
=	Calendar	[n]				5:00 AM Product Management Mtg.
	🛃 Task Folder	r	10	11	12	13
	🔁 Briefcase	_	1	5:00 AM Weekly Marketing Meeting	1:00 AM Staff Meeting	12:00 AM Weekly Team Meeting
						5:00 AM Product Management Mtg.

3. You'll see the following window appear. The *Appointment Details* tab is where to fill in the details of your meeting, including the subject, location, date and time, and attendees.

🔚 Save & Close 🛛 Cancel 🥖 Add Attachment 🖶 Print 🏑 Spell Check 🛛 👯 Format 🔻 🎲 Options 🔻 😜 WebEx 💌	
Subject:	
Attendees:	Show Optional
Location:	Show Resources
10/19/2011 V Midnight V GMT +08:00 Kuala Lumpur, Singa V All day Repeat: None V	
10EH9/2011 ▼ 12:30 AM ▼ GMT +08:00 Kuala Lumpur, Singa ▼ Reminder: 5 minutes bef ▼	Configure
Display: Busy - Calendar - Driveta	



5. The meeting will appear in your calendar, and an email notification will be sent to each attendee's Inbox giving them the option to Accept or Decline the proposal. You will be notified via email as soon as they reply.

CALENDAR SHARING

Inviting Someone to Share Your Calendar

From time to time you may find it useful to allow certain colleagues to view or edit your calendar. Perhaps you have an assistant in charge of scheduling your appointments, or you're filling in for a coworker and you need to see their meeting schedule. In order to allow someone else to access your calendar, you have to "share" it.



1. Right click on one of your calendars, and select *Share*

Share Properties	
Name: Calendar	
Type: Calendar	
Share with: 💿 Internal users or groups	
External guests (view only)	
 Public (view only, no password required) 	
Email:	
Role	
None None	
Viewer View	
Manager View, Edit, Add, Remove	
Admin View, Edit, Add, Remove, Administer	
Allow user(s) to see my private appointments. Message	
Send standard message 🔹	
Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and login information, if necessary.	
URL	
To allow others to access this item, direct them to this URL:	
ICS: https://mailbox1.adk.govestra@adk.gov.my/Calendar View: https://mailbox1.adk.govestra@adk.gov.my/Calendar.html	
OK Cancel	

2. A window will appear asking you to provide more detail about the share, including who you want to share with, what level of access they should have, and whether you want to send a custom notification.

3. When finished, click *OK*. An email notification will be sent to the Inbox of the person you're sharing with, asking if they want to accept the share. If they accept, they'll have a link to your calendar underneath theirs.

The Flip Side: When Someone Invites You to Share Their Calendar

1. When someone shares their calendar with you, you'll see a notification message in your Inbox prompting you to accept or decline.



Note: As soon as you click on accept or decline, the notification will be removed from your Inbox. 2. If you accept the share, the next step is to choose acolor for the calendar. This is to differentiate your coworker's calendar events from your own when viewing both in overlay mode.

3. At this stage, you'll be brought back to the main calendar. Each share is displayed in a different color based on what you've chosen. To show or hide a share, click the check box next to it.

🖂 Mail 🔒 Address Book	Cale	endar 🗹 Tasks 📄 Briefcase	Differences	
▼ Calendars 🛗	Search		Appoint	tments - Search Save Adva
Calendar	🔡 New 🕙	🔻 🤁 Refresh 🛛 🗙 Delete 🐣 🖶	🧹 👻 💾 Today 📄 View 👻	
Celestra's Calendar	2011	Mon, Oct 17	Tue, Oct 18	Wed, Oct 19
Find Shares				
Searches	8 AM			
Tags 🥠 Zimlets	9 AM	9:00 A 9:00 AM - test tes		
	10 AM	test 10:00 AM		
	11 AM	test test		
Ē	Noon	12:00 PM		11:30 AM test 11:45 AM /
	1 PM			1:00 PI 1:00 PM
	2 PM			

Tasks and Briefcase

Tasks allows you to create "to do" lists. You can set a start and end date for each task, and mark your progress as a percentage of work completed. See below for an example.

Ĩ	C	alend	ar	🗹 Tasks 🛛 🚔 Briefcase	Drefer	rences 🛛 📸 A	ppointment	Appointment		
[Sear	ch					🗹 Tasks 🔻	Search Save	Advanced	
		w 👻	1	'Edit 🛛 🗙 Delete 🐣 🖶	• 🧭 🔹	Filter by	🕶 🛛 🗹 Mark As C	Completed 🛛 🔚 View 🤜	,	🖕 1 - 3 of 3 🔳
	🥔	1	Ø	Subject				Status	% Complete	Due Date
				Click here to add a new Task						
IN										
] 🗸	¢ 🕇		Performance reviews				In Progress	30%	
] 🗸	Ď		Finish expense report				In Progress	50%	
] 🧳	1	N	Complete TPS Report				Not Started	0%	
Ξ										
							11111			
F	'erfo	rma	nce	reviews						
	Pric	ority: L	ow							
	Sta	itus: Ir	Prog	ress						
С	omple	eted: 3	0%							

Briefcase is a document repository - a holding area where you can upload and store documents, spreadsheets, .pdf files, etc. By default, anything you put in your briefcase is private, though files can be shared with other Zimbra users if you grant them access.

🖂 Mail 💧 🛔 Address B	ook	Calendar		Tasks 📄 Briefcase 🎲	Preferences	Appointme	ent
Folders	-	Search					Files
🛅 Briefcase							
Totebook 🔁		🖹 New 🔻 👕	Uplo	ad File 🔶 Download 🥖 Edit	🗙 Delete 😁		*
School Notes		🗆 🕨 🍼 🔷		Name	Туре	Size	Mo
Trash			PDF	UnivWisc-Milwaukee-ZimbraCas	Adobe PDF	114 KB	12/
Find Shares			PDF	ZCS Datasheet v6 2009.pdf	Adobe PDF	1 MB	12/
🔻 Tags 🚽 🤞				zimbra_logo.gif	GIF Image	2 KB	5/2/
🎺 Emails with StickyNotes	=						
🍼 Expenses	_						
nartners							
🏈 Zimbra							
V Zimlets		_					
Y Yahoo! Local		=				11111	

Mail Filters

ncoming Message Filters	Outgoing Message Filters	
💠 New Filter 🥖 Edit Fi	ter 🛛 🗙 Delete Filter 🛛 🔡 Run Filter	合 Move Up 🐥 Move Down
Active Filter Name		
Staff Meetings		

Use the **Mail Filters** tab to define incoming and outgoing email filtering rules. Refer to Chapter 5 for further information on creating and using filters.

Email Signatures

An email signature is closing text included at the end of an email. A signature can include your name and any additional text. If you format your signature with HTML, you can format your signature, add a link to a URL and add graphics to your signature.

You can create more than one signature. For example you may want a formal signature for emails sent to customers and an informal signature for emails sent to friends. When you compose your message, you can pick the signature to use.

If you create multiple email identities (also known as personas), you can create different signatures and assign them to specific addresses. More information on email identities and personas is provided in the Managing Email chapter.

To create a signature

1.Use the **Preferences > Signatures** page.

In the **Signature Name** field, type a descriptive name to identify the signature. You can create multiple signatures so using an identifiable name here is important. When you compose an email, 2.you can select the signature name to use.

🔚 Save 🔀 Cancel	
	Undo Changes
Signatures	
	Name: Formal Format As HTML
Formal	Times New Roman • 3(12pt) • § • \equiv • \mathbf{B} I \underline{U} $\mathbf{A} \equiv$ • \mathbf{A} \Box • $ $ - \mathfrak{A} \blacksquare \mathbf{A}
	Sam Sample Director of Marketing
New Signature Delete	Attach Contact as vCard: Browse Clear
Using Signatures	
Primary Account:	New Messages Replies & Forwards No signature No signature
Place signatures:	Above included messages C Below included messages

- 3. Type the signature text exactly as you want it to appear in the text box.
- 4. Specify where you want your signature displayed in the Using Signatures section.

Select **Above included messages** to add your signature at the end of the your composed, replied to, •or forwarded text.

- •Select Below included messages to add your signature at the end of the message.
- 5.Click 🗖 Save

To apply this signature as the default signature for your account name

1.Use the **Preferences > Accounts** page.

Primary Account Settin	gs		
Email address:	zzimbra@example.com		
Account Name:	Primary Account		
Messages sent from this ac	count have the following settings:		
From:	Choose the name that appears in the "Fr	om" field of email messages	
	Zak Zimbra	zzimbra@example.com 💌	
Reply-to:	🔲 Set the "Reply-to" field of email me	ssages to:	
	e.g. Bob Smith		-
Signature:	Manage your signatures		

2.Select the signature name from the Signature drop down menu at the bottom of the screen.

Zimbra Mobile

Zimbra Collaboration Server enables on-the-go access to user account data on virtually any device, from mass-market handsets to smartphones and tablets. The broad protocol and device support is fitting with today's trend of end users' preference to select new and varied device types in the enterprise including the iPhone, iPad and Android OS.

Installation and Setup for iPhone (for Advanced User):

1. On your iPhone Home screen, tap the **Settings** icon (the Gears icon). Scroll down and select **Mail**, **Contacts**, **Calendars**.

AT&T 3G 6:59 PM	* 🗬
Settings	_
Airplane Mode	OFF
🛜 Wi-Fi	Off >
Sounds	>
Brightness	>
Wallpaper	>
General	>
Mail, Contacts, Cale	endars
S Phone	>

2. Select Add Account.

Accounts	
Yahoo! Mail, Calendars	>
Add Account	>
Fetch New Data	Push >
Mail	
Show 50 Recen	nt Messages
Preview	3 Lines >

3. Choose Microsoft Exchange.

and, AT&T 3G	7:01 PM	* 🚍
Mail Ad	dd Account	
	Microsoft [®] Exchange	
m	obilem	2
(Gmail	
3	AHOO!	9
	Aol.	
	Other	

4. Enter your account information.

- **Email**. This is your company email address (for example, user@adk.gov.my)
- Domain. topmail.adk.gov.my
- **Username**. This is the Zimbra username of your account; the same one you use to log in to the Zimbra Web Client
- Password. This is your Zimbra password (the same one used for the Zimbra Web Client)
- Use SSL.

Click Next.

III. AT&T 3G	7:03 PM 🛛 🕸 🖚
Cancel	Exchange Next
Email	email@company.com
Domain	Optional
Username	Required
Password	Required
Description	My Exchange Account

5. Select to synchronize Mail, Contacts, and/or Calendars by setting the sliders to **On**.



If you already have Contacts, a screen displays asking if you want to keep your current contacts on your iPhone. If you select to **Keep on My iPhone**, you may see duplicate entries of your contacts.

11. AT&T 🗢 7:07 PM	* =
Cancel Exchange Ac	count Save
Mail	ON
Contacts	ON
Calendars	ON
If you keep your current co Phone, you may see duplicate sure you want to co	ntacts on your e entries. Are you ntinue?
Keep on My if	Phone
Cancel	

USER MANUAL EMAIL RASMI AADK BTMK

6. Click **Save**. Your Zimbra Mobile account is now set up and synchronizes. You can now edit your global or account-specific settings as described in the next section, **Changing Your Account Settings**.

Installation and Setup for iPhone (for Advanced User):

- 1. Go to Settings.
- 2. On the Settings screen, tap Mail, Contacts, Calendars.
- 3. Tap Add Account.
- 4. Tap Other.
- 5. Tap Add Mail Account.
- 6. Enter your Name, email Address, Password, and a short Description for your email. Tap Next.
- 7. If you have IMAP, tap IMAP. If you're not sure, tap POP.
- 8. Use these settings for your Incoming Mail Server:

MY MAXIS 🛜	15:12	\$ ◎ 52% 🚍
Cancel	Account	Done
IMAP Accou	nt Informatio	on
Name	admin2	
Address	admin2@adl	k.gov.my
Description	adk.gov.my	
Incoming M	ail Server	
Host Name	mail.adk.gov	v.my
User Name	admin2	
Password	•••••	
Outgoing Ma	ail Server	



9. Tap Advanced

MY MAXIS 3G	16:50	\$ @ 34% 🃰
Cancel mta	2.adk.go	v.my Done
Server		ON
Outgoing Ma	ail Server	
Host Name	mta2.adk	.gov.my
User Name	admin2	
Password	•••••	•
Use SSL		ON
Authenticati	on	Password >
Server Port	25	

WHERE TO GO FOR MORE INFORMATION

Zimbra's help Documentation

Use "Help" to quickly find answers to your questions

			7	
	celestra	Admin Console	Help 🔻	Log Out
Appointment			Product Help Help Central Online	
Search Save Advanced		Advanced	New Features	-1
		•	About	, s
	Author	Folder		Version
09	demosample@	gte: Briefcase		1
09	demosample@	gte: Briefcase		1
	demosetup@t	est Briefcase		1