

# Cal Poly Zimbra Email

## Web Client Quick Start Guide

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Zimbra combines email, calendar and address book tools in an integrated system. For the **Web Client**, this is all found at one address and under one login.

Login to the My Cal Poly Portal (<http://my.calpoly.edu>) and click **Go** next to **Zimbra Email/Calendar**.

Some general guidelines when using the Web Client within a browser:

- Do not use the browser's **Back** button. This will take you out of the Web Client.
- To log out, click **Log Out**. If you browse to a different site without logging out first, your session may remain active.
- Do not use the browser's **Reload** or **Refresh** buttons. Doing so will start your session over.

### Composing a new message

- 1) Click **New** on the toolbar. The Compose page is displayed.
- 2) Complete the full email address, Subject line, and body text as needed.
- 3) To check the spelling in the message, click **Spell Check**.
- 4) To add an attachment, click **Add Attachment**.
- 5) If you have a signature defined, but not enabled, click **Signature** to add the signature.
- 6) Click **Send** to send the message.

### Attaching files to your message

Email messages can include attachments. You can attach documents, spreadsheets, pictures, slide shows and other types of files.

- 1) Click **Add Attachment**. An **Attach** field appears under the subject line.
- 2) Click **Browse** to locate the file.
- 3) Select the file and click **Open**.



Repeat the steps above to attach additional files.

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## To add a new Contact

- 1) From the toolbar, click the arrow on **New** and select **New Contact**. The **New Contact** form opens.
- 2) Enter contact information, such as first and last name, email address, and notes.
- 3) In the **File As** drop box, select how you want to file the name. The default is to file the contact by last name, first name.
- 4) In the **Address Book** drop box select one of your personal address books to save the name to.
- 5) Click **Save**.

## Using Quick Search

- 1) Make sure that you have selected the type of item you want to search for.
  - a. The drop-down arrow on the right of the search box allows you to select messages, personal contacts, personal and shared contacts, the **Global Address List** contacts, or for all types. When you search for more than one type, the icon displayed in the list lets you know which type of items is included.
- 2) Simply type in a name or word.
- 3) Click **Search**.

**If you have any problems accessing or reading this document, please see the complete Zimbra Web Client User Guide or contact the Service Desk at (805) 756-7000.**

*This document was adapted, with permission, from a user guide authored by Carleton College.*