

## Email Problem reporting

How to report a problem with the delivery or with the email service in general

Please try to find and report as many details as possible by the following hints.

- **What is the problem?** *E.g. missing message, undeliverable message, sending message, login to the mailbox.*
- **Where is the problem?** *Which account/mailbox, which e-mail client, which message.*
- **What remains correct?** *Are other functions ready? E.g. Affects the problem the one message only or more of them etc.?*
- Did you try to fix it yourself? *Did you restart email program, logout/logon to the webmail, did you tried another client etc.?*
- **When the problem occurred?** *When it was ready last time (as you know)?*

**Lost message, undeliverable message or the other problems with them.**

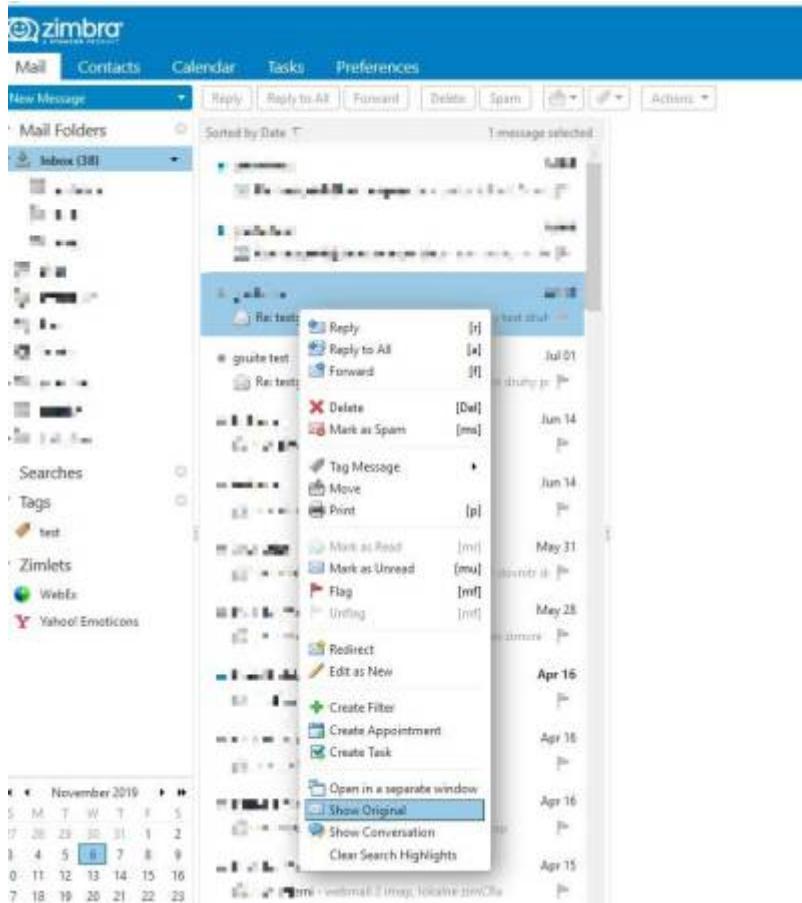
1. Date and time
2. Sender's address.
3. Subject
4. Has the sender received any error message? Screenshot or copy of it.

### Messages filtered to spam

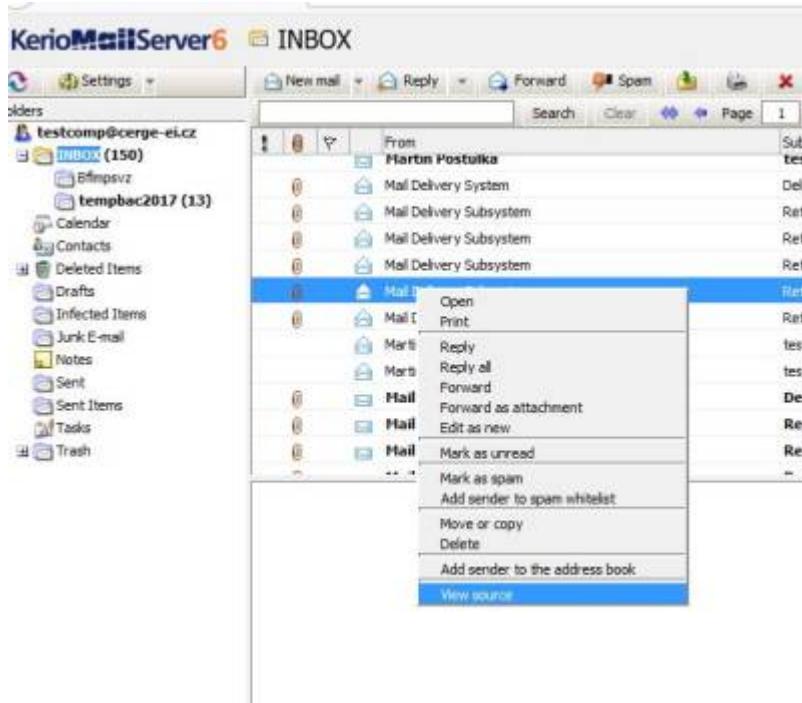
- Source of the message (header part of it with delivery details)

How to get source of the message (including headers)

- in Thunderbird  
Select message, use shortcut Ctrl+U
- in Zimbra webmail



- in Kerio webmail



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