

Webmail

users generally can...

- Manage Out-of-Office message via webmail (and turn this feature on and off)
- Check mailbox size and available/remaining space

Webmail Links

CERGE-EI Webmail Zimbra <https://mail.cerge-ei.cz/>

login with your username (the email address is disabled as login)

Out Of Office

Zimbra

- Log into the webmail interface <https://mail.cerge-ei.cz/>
- Go to the **Preferences** tab
- Go to the **Out of Office** item (in the left pane)
- **Manage** your Out of Office settings
- Click **Save** button (top left corner)

- and... **DO NOT FORGET** to turn Out of Office off when you are back in track



Screenshots of Zimbra Out of Office dialogs

Zimba Mailserver

The screenshot shows the Zimbra webmail interface with the 'Preferences' tab selected. The 'Out of Office' preference is active. The 'Out of Office' section has two radio buttons: 'Do not send auto replies' (selected) and 'Send auto-reply message'. Below this is a text area for the 'Auto-Reply Message'. The 'Time Period' section has a checkbox for 'Send auto-replies during the following time period:' which is unchecked. It includes date and time pickers for 'Start' (17/11/2016, 11:00) and 'End' (18/11/2016, 23:00), with an 'All Day' checkbox. A 'Calendar' section has a checkbox for 'Show free/busy as:' which is unchecked, and a dropdown menu set to 'Out of Office'. The 'External Senders' section has a checkbox for 'Send different auto-reply message to external senders:' which is unchecked, and a dropdown menu set to 'anyone outside my domain'.

zimbra

Mail Contacts Calendar Tasks Preferences

Save Cancel Undo Changes

Preferences

- General
- Accounts
- Mail
- Filters
- Signatures
- Out of Office**
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Mobile Devices
- Import / Export
- Shortcuts
- Zimlets

Out of Office

Out of Office: ☒ Do not send auto replies
☐ Send auto-reply message

Auto-Reply Message:

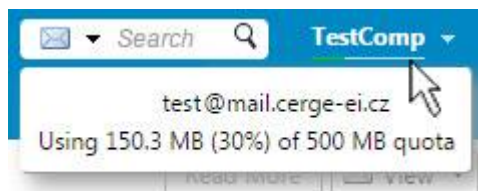
Time Period: ☐ Send auto-replies during the following time period:
Start: 17/11/2016 11:00 ☐ All Day
End: 18/11/2016 23:00
Calendar: ☐ Show free/busy as: Out of Office

External Senders: ☐ Send different auto-reply message to external senders: anyone outside my domain

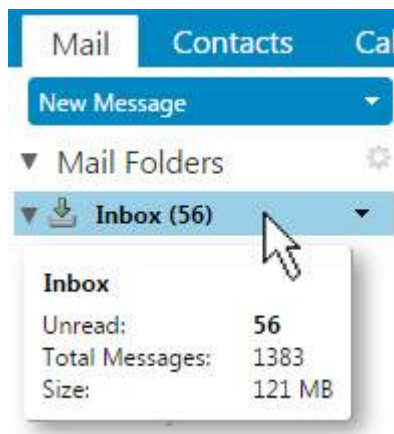
Mailbox Size Check

Zimbra

You can check occupied mailbox space by pointing the mouse pointer at the line under your mailbox name (in top right corner)



You can check size of each folder by pointing mouse pointer at the respective folder name



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