Webmail

users generally can...

- Access email in mailbox (Local folders are not accessible via webmail)
- Manage Out-of-Office message via webmail (and turn this feature on and off)
- Check mailbox size and available/remaining space

Webmail Links

User must be aware whether his/her mailbox is at Kerio mails server or Zimbra mail server

CERGE-EI Webmail - Kerio https://mbox.cerge-ei.cz/

(login with your username)

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

(login with your username or with email address)

Out Of Office

Zimbra

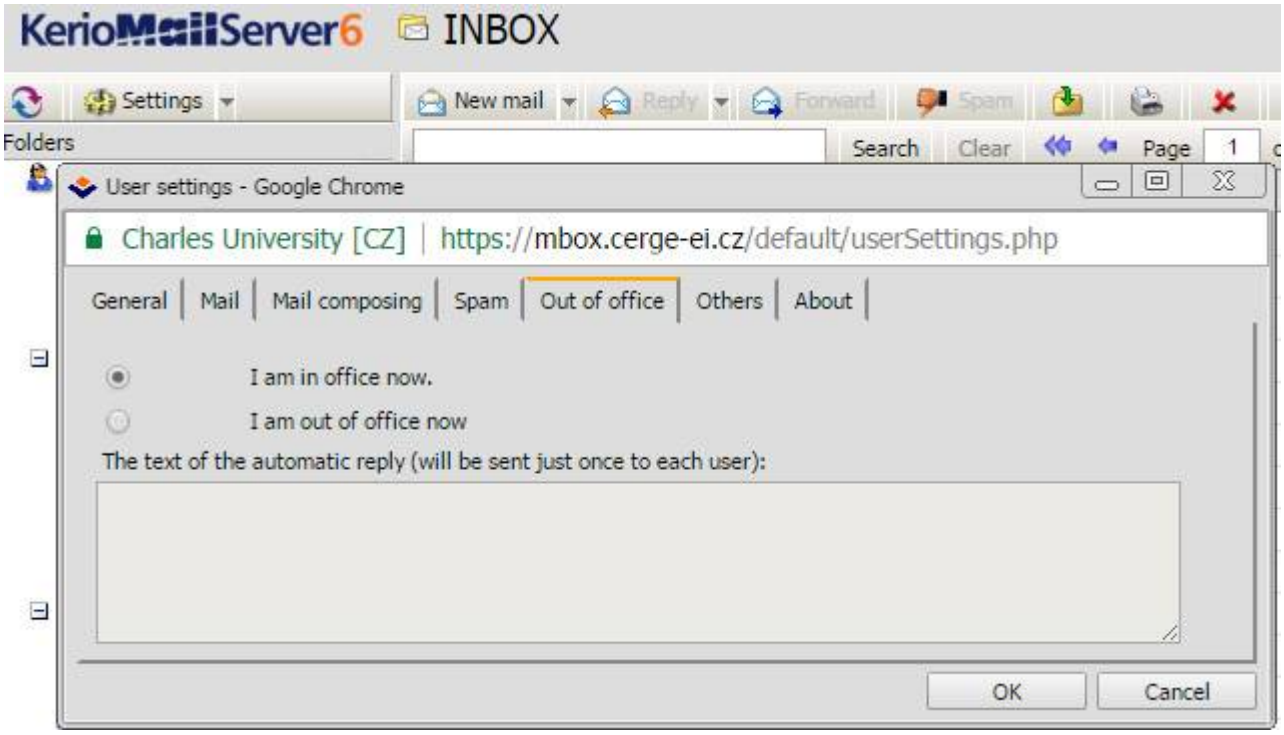
- Log into webmail interface https://mail.cerge-ei.cz/
- Go to the **Preferences** tab
- Go to the **Out of Office** item (in the left pane)
- **Manage** your Out of Office settings
- Click **Save** button (top left corner)
- and... DO NOT FORGET to turn Out of Office off when you are back in track 🙂

Kerio

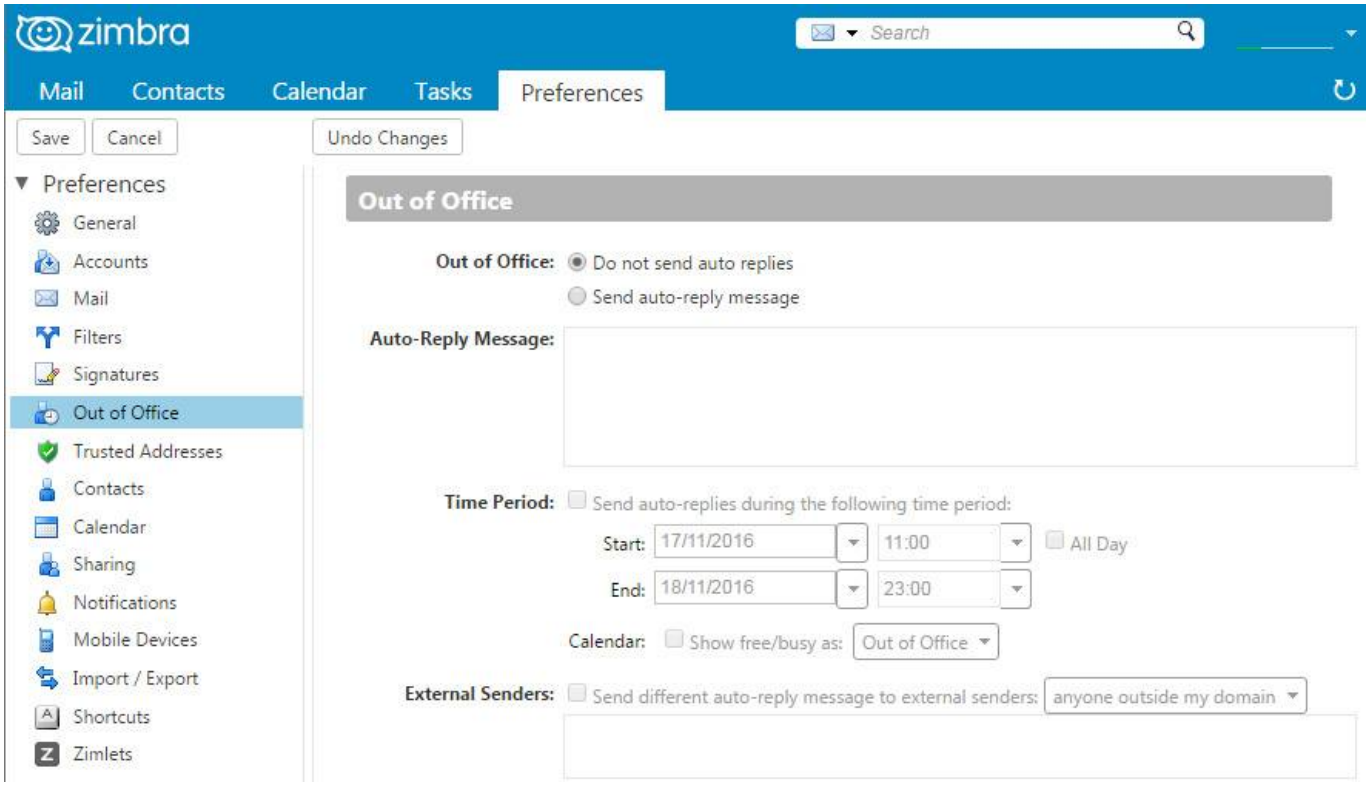
- log into webmail interface https://mbox.cerge-ei.cz/
- Go to the **Settings** (top left button)
- Select **Out of office** tab
- **Manage** your Out of Office settings
- Click **OK** button
- and... DO NOT FORGET to turn Out of Office off when you are back in track 🙂

Screenshots of Kerio and Zimbra Out of Office dialogs

Kerio



Zimba



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