

# 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

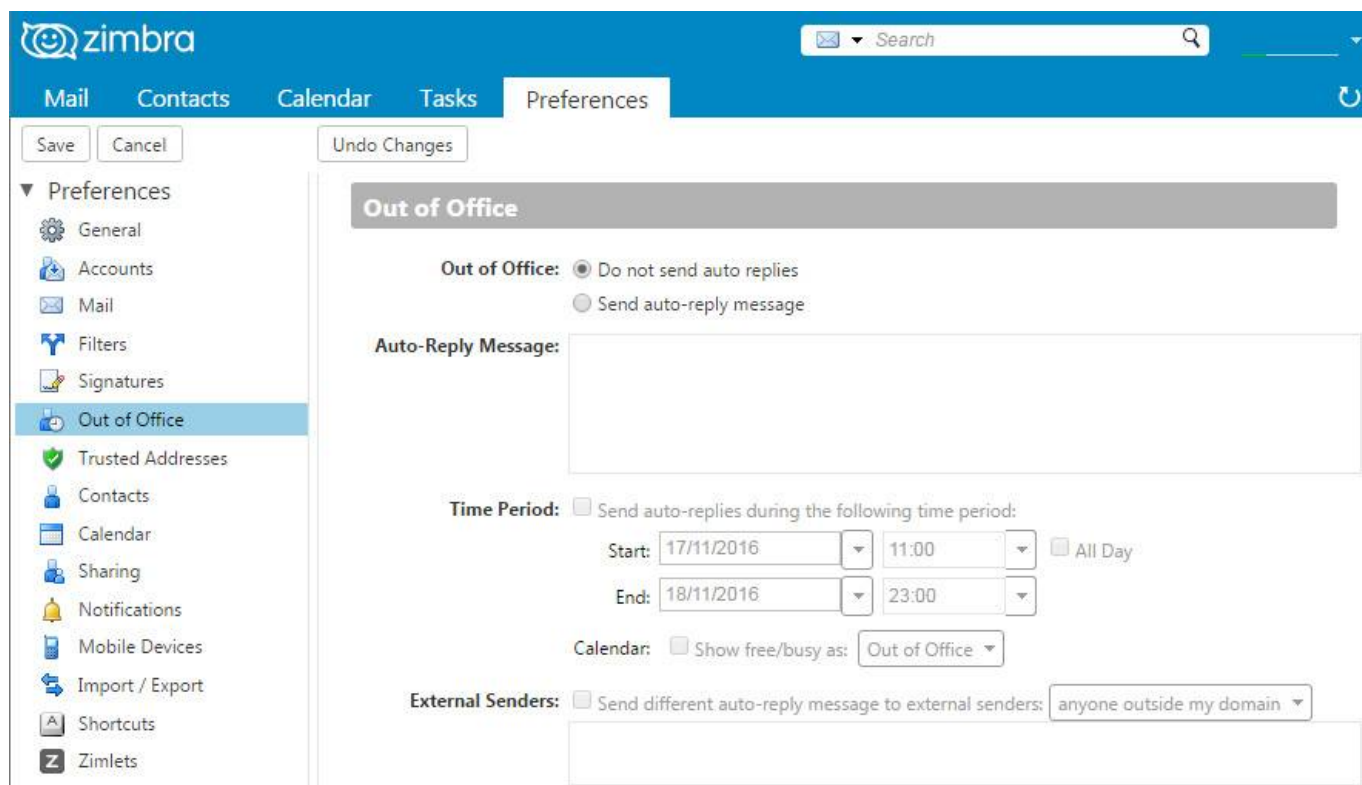
- log into webmail interface <https://mbox.cerge-ei.cz/>
  - Go to the **Settings** (top left button)
  - Select **Out of office** tab
  - **Manage** your Out of Office settings
  - Click **OK** button
- and... **DO NOT FORGET** to turn Out of Office off when you are back in track 😊

## Screenshots of Kerio and Zimbra Out of Office dialogs

Kerio



Zimba



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