# 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

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

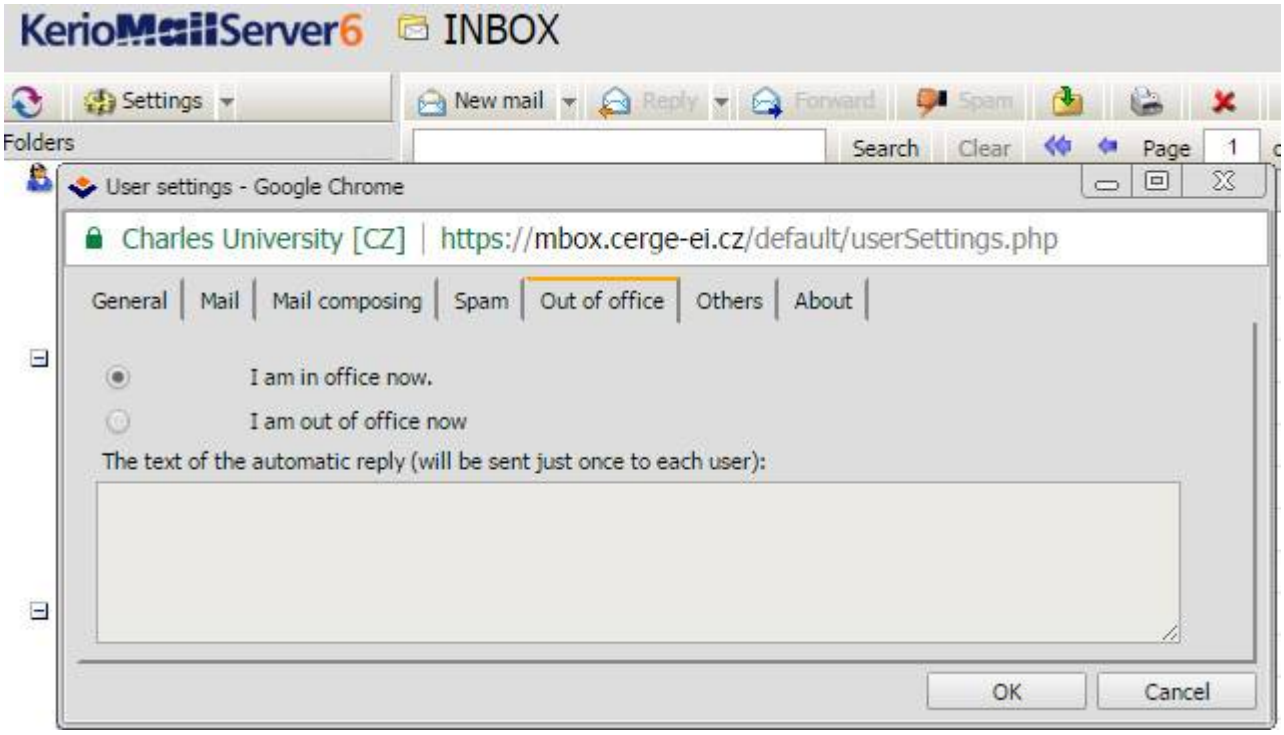
- Log into webmail interface https://mail.cerge-ei.cz/
- Go to the **Preferences** tab
- Go to the **Out of Office** item (in the left pane)
- **Manage** your Out of Office settings
- Click **Save** button (top left corner)
- and... DO NOT FORGET to turn Out of Office off when you are back in track 🙂

### Kerio

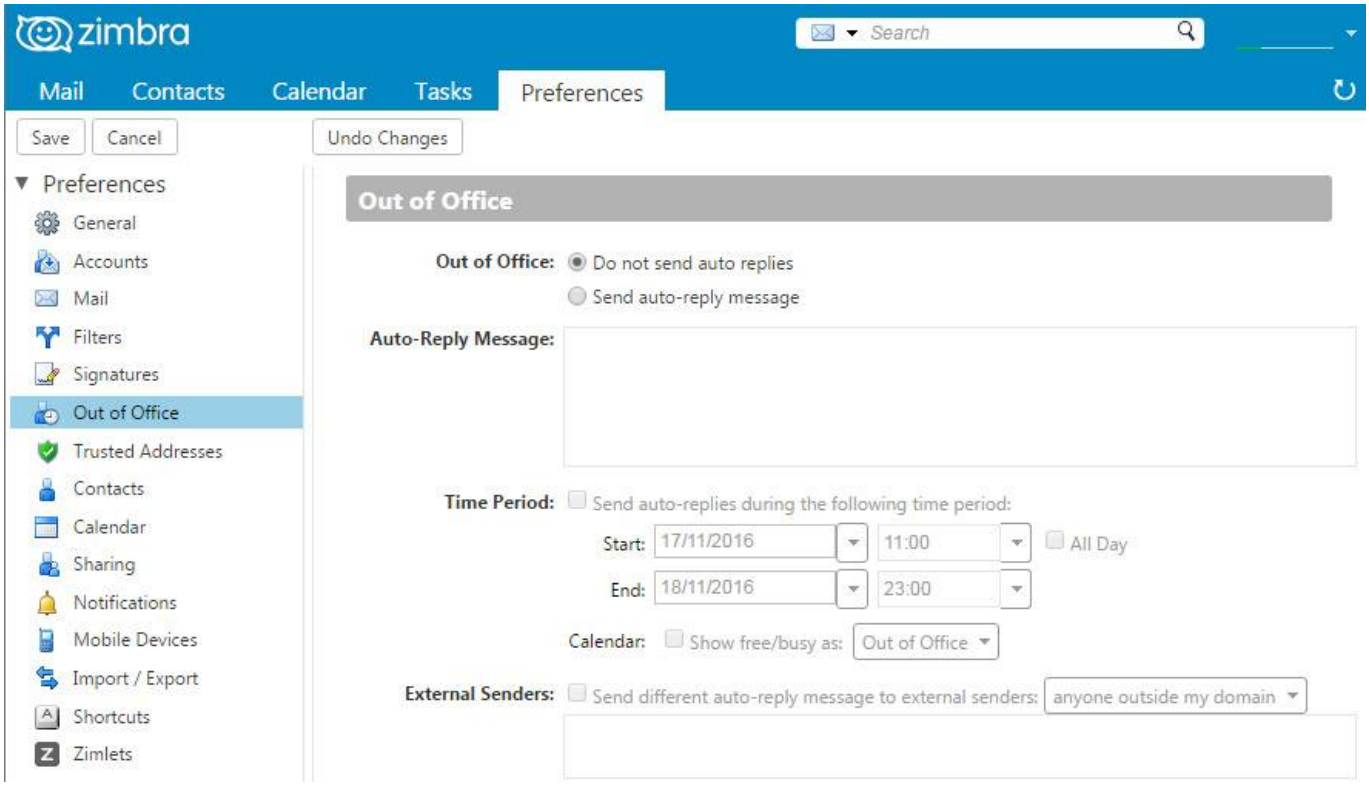
- log into webmail interface https://mbox.cerge-ei.cz/
- Go to the **Settings** (top left button)
- Select **Out of office** tab
- **Manage** your Out of Office settings
- Click **OK** button
- and... DO NOT FORGET to turn Out of Office off when you are back in track 🙂

### Screenshots of Kerio and Zimbra Out of Office dialogs

Kerio




Zimba




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