# 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 mailserver or Zimbra mailserver

**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

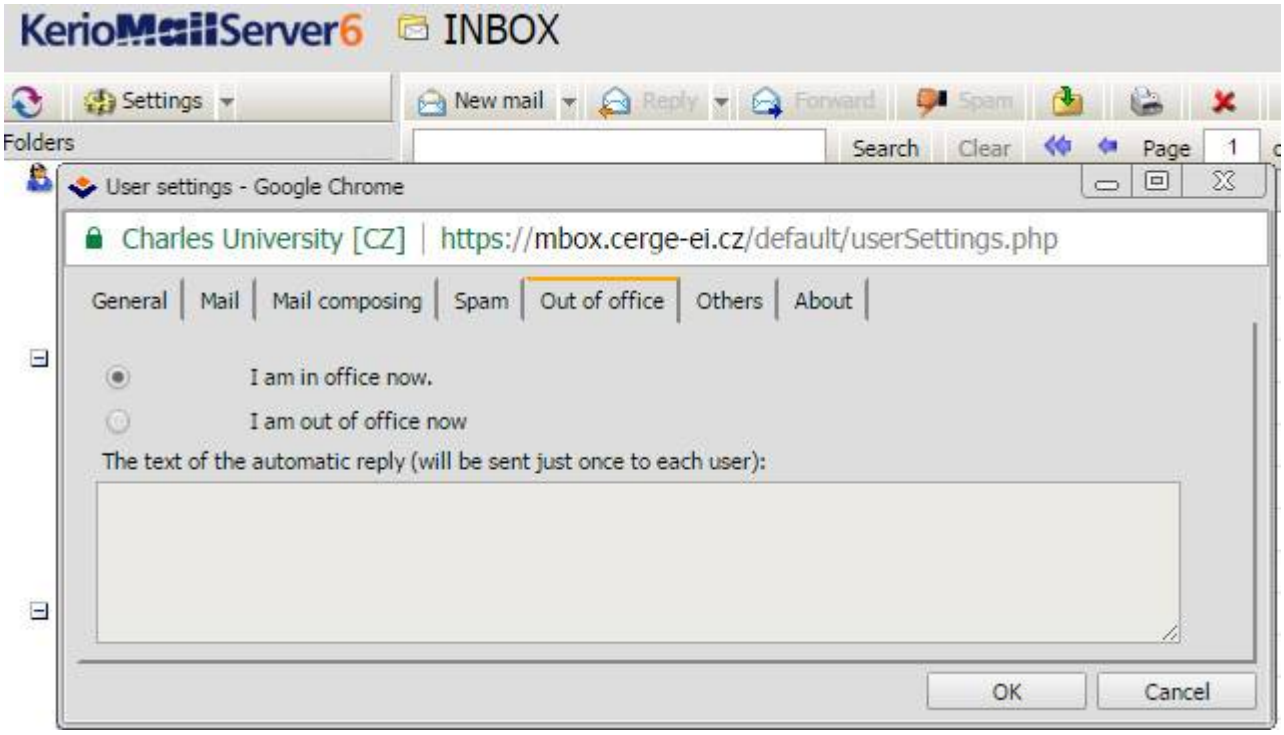
- Log into the webmail interface https://mail.cerge-ei.cz/
- Go to the **Preferences** tab
- Go to the **Out of Office** item (in the left pane)
- **Manage** your Out of Office settings
- Click **Save** button (top left corner)
- and... DO NOT FORGET to turn Out of Office off when you are back in track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

### Kerio

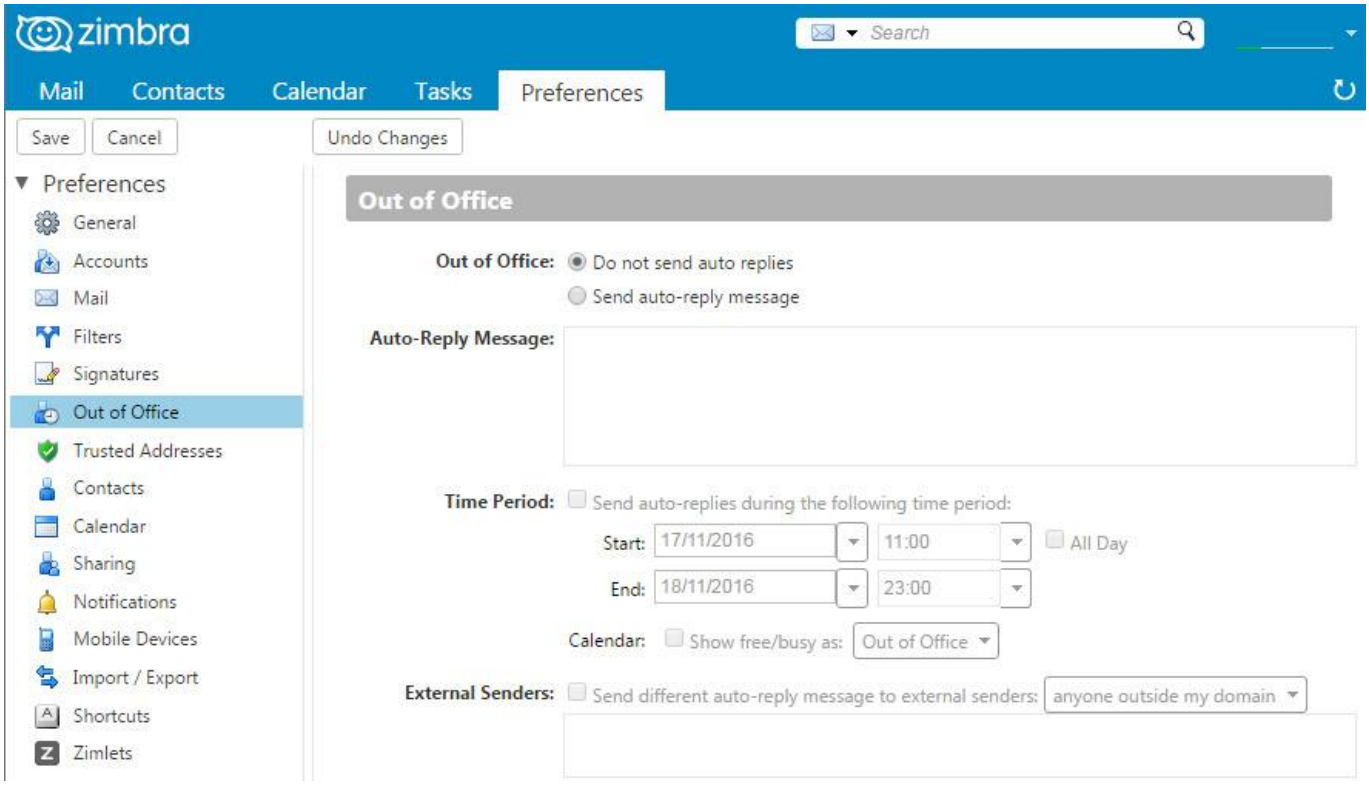
- log into the webmail interface https://mbox.cerge-ei.cz/
- Go to the **Settings** (top left button)
- Select **Out of office** tab
- **Manage** your Out of Office settings
- Click **OK** button
- and... DO NOT FORGET to turn Out of Office off when you are back in track 🙂

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

Kerio



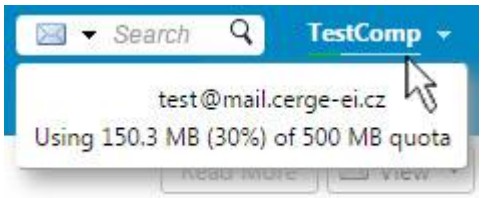

Zimba



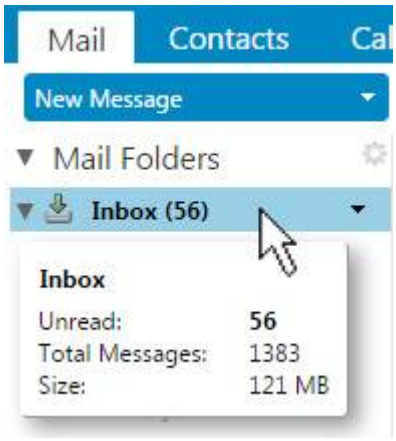

# Mailbox Size Check

### Zimbra

You can check total occupied mailbox space if your point mouse pointer to line under your mailbox name in top right corner

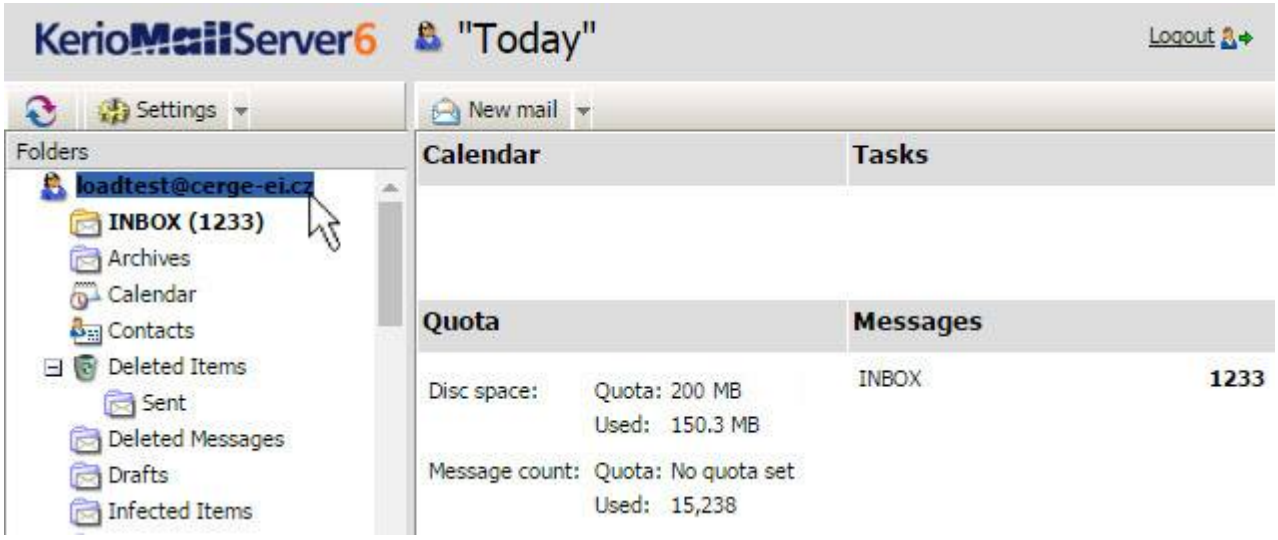



You can check size of each folder by pointing mouse pointer at the respective folder name




**Kerio**

You can check total occupied mailbox space and your quota if your click at the mailbox name




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