

# 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 Mailserver*



### Zimba Mailserver



## 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)

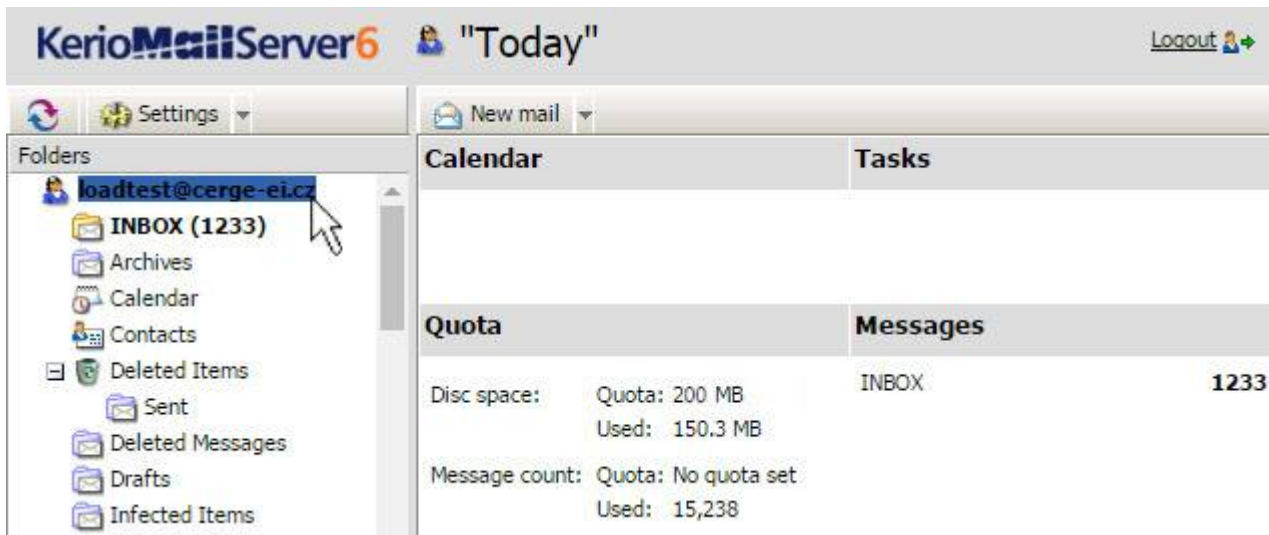


You can check size of each folder by pointing mouse pointer at the respective folder name



### Kerio

You can check occupied mailbox space and your quota if you click at the mailbox name (in the left pane)



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