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)

Out Of Office

Zimbra

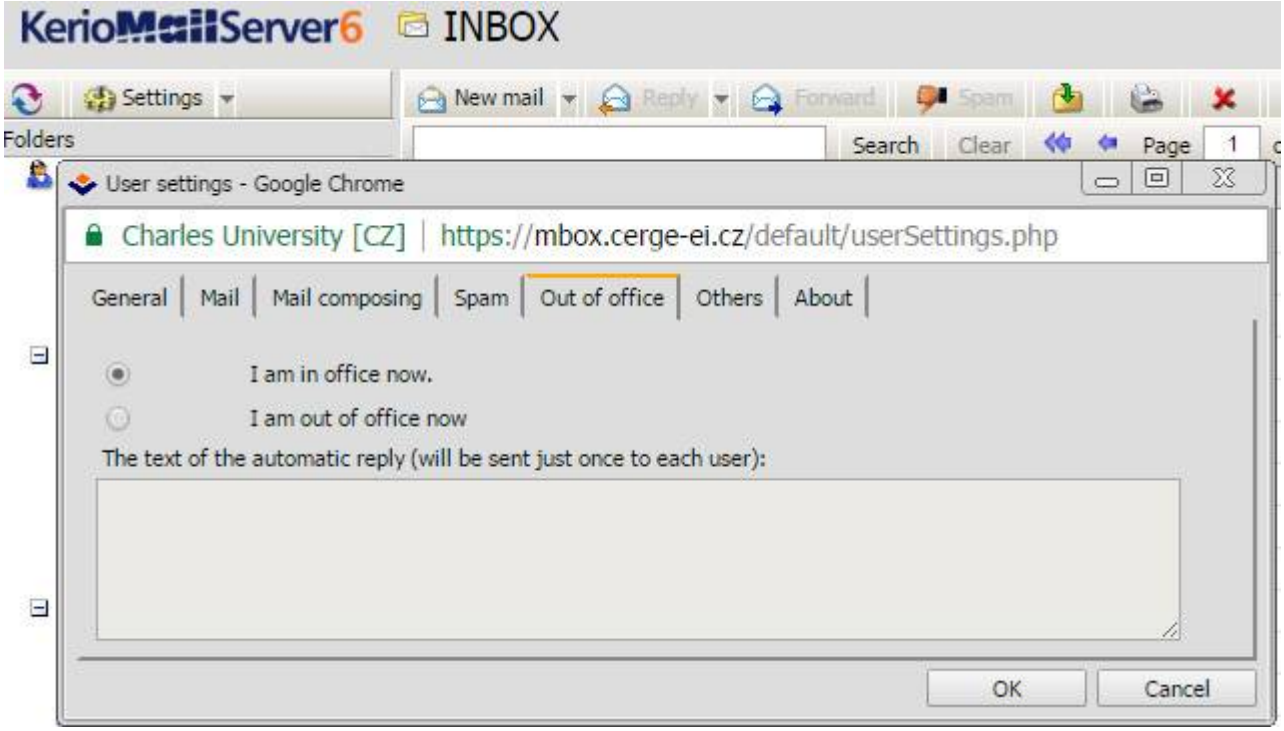
- Log into the webmail interface https://mail.cerge-ei.cz/
- Go to the **Preferences** tab
- Go to the **Out of Office** item (in the left pane)
- **Manage** your Out of Office settings
- Click **Save** button (top left corner)
- and... DO NOT FORGET to turn Out of Office off when you are back in track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

Kerio

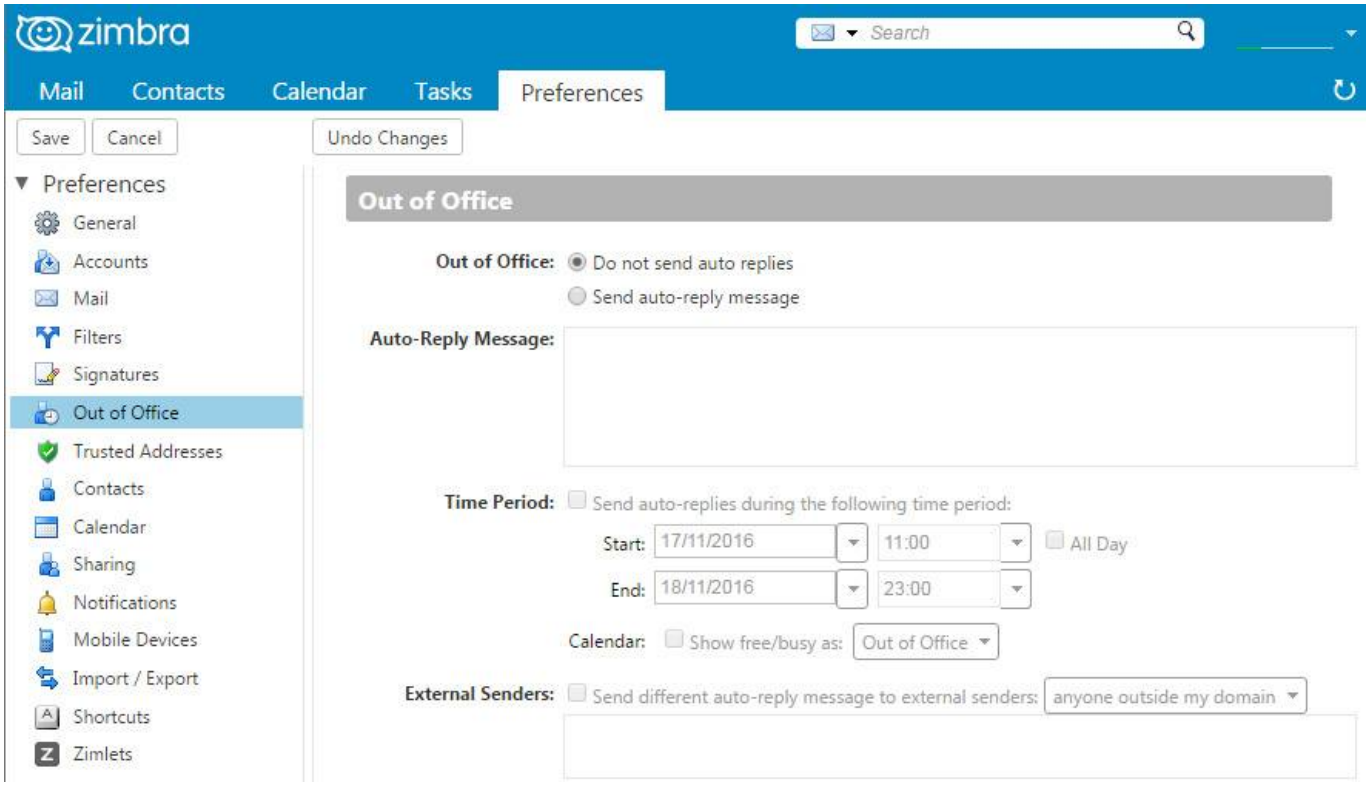
- log into the webmail interface https://mbox.cerge-ei.cz/
- Go to the **Settings** (top left button)
- Select **Out of office** tab
- **Manage** your Out of Office settings
- Click **OK** button
- and... DO NOT FORGET to turn Out of Office off when you are back in track 🙂

Screenshots of Kerio and Zimbra Out of Office dialogs

Kerio Mailserver



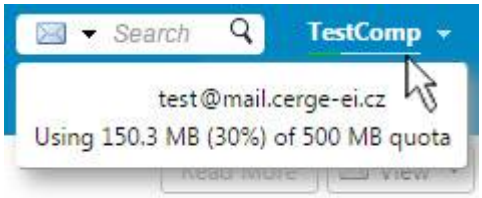
Zimba Mailserver



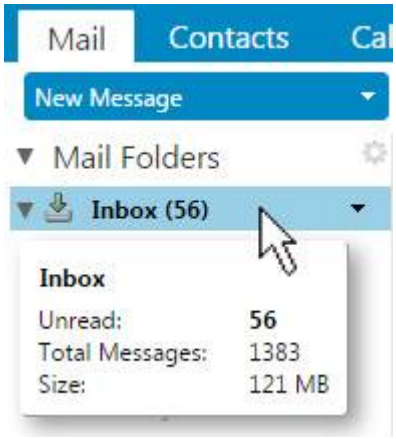
Mailbox Size Check

Zimbra

You can check occupied mailbox space by pointing the mouse pointer at the line under your mailbox name (in top right corner)

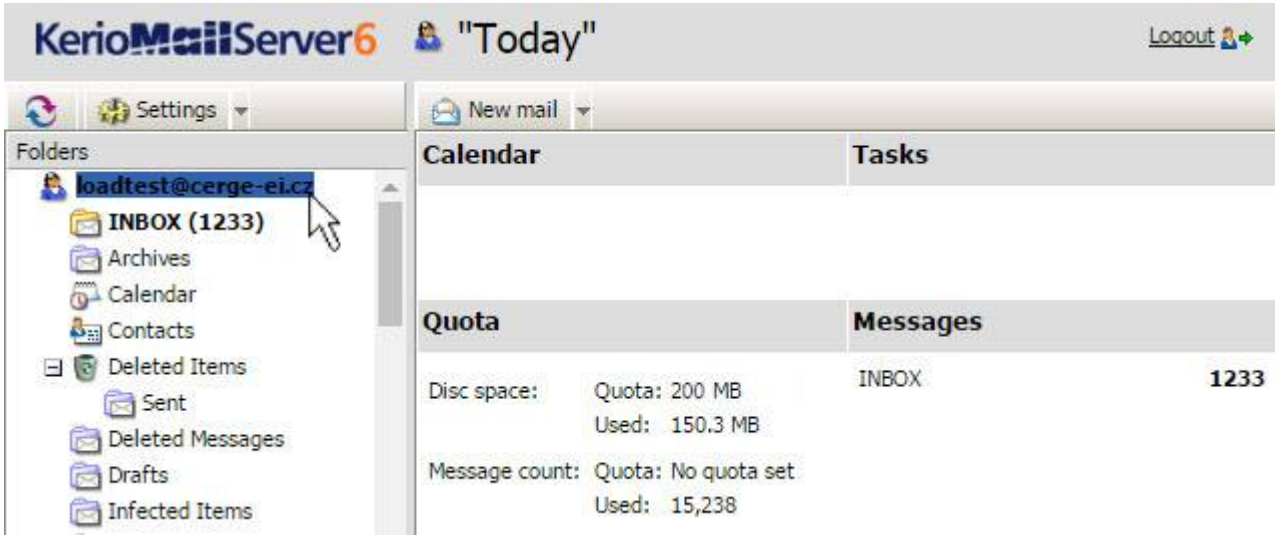


You can check size of each folder by pointing mouse pointer at the respective folder name



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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Last update: **2021-04-06 12:24**