

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

KerioMailServer6 INBOX

Settings New mail Reply Forward Spam

Folders Search Clear Page 1

User settings - Google Chrome

Charles University [CZ] | <https://mbox.cerge-ei.cz/default/userSettings.php>

General Mail Mail composing Spam Out of office Others About

☒ I am in office now.
☐ I am out of office now

The text of the automatic reply (will be sent just once to each user):

OK Cancel

Zimba

zimbra

Mail Contacts Calendar Tasks Preferences

Save Cancel Undo Changes

Preferences

- General
- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Mobile Devices
- Import / Export
- Shortcuts
- Zimlets

Out of Office

Out of Office: ☒ Do not send auto replies
☐ Send auto-reply message

Auto-Reply Message:

Time Period: ☐ Send auto-replies during the following time period:

Start: 17/11/2016 11:00 ☐ All Day
End: 18/11/2016 23:00

Calendar: ☐ Show free/busy as: Out of Office

External Senders: ☐ Send different auto-reply message to external senders: anyone outside my domain

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