

# E-Mail Services

## Overview

- Email at CERGE-EI - in general
- Email Signature and Disclaimer for CERGE-EI
- E-mail Distribution Lists [internal] and Distribution Matrix chart [internal]

## General Information

- Webmail Access
- Out of Office settings
- Check mailbox size
- Email problem reporting
- Malware, spam, suspicious content (SPF, DMARC, Newsletter ...)
- Forward settings - via webmail
- E-mail Client Settings - in general
- E-mail Client Settings - Android
- E-mail Client Settings - iPhone
- E-mail Client Settings - Mac Mail
- G-mail on behalf of CERGE-EI address
- Calendar Synchronisation
- Email Archiving Principles
- Archive Mailer
- SPAM, Scam, Phishing, Abuse
- Alumni mailboxes issues
- Webmail Filter settings
- Zimbra Password change
- Zimbra 2FA (Two Factor Authentication)
- Zimbra Retention setup (dispose old mails)

## Thunderbird

- Thunderbird hints (Add-ons, tricks, etc...)
- Local Folders in Thunderbird (archiving mail messages)
- Identities in Thunderbird (multiple mail address for sending)
- Multiple mailboxes in Thunderbird
- Thunderbird fix for Kerio

## Other Hints

- Email Client Signatures - general hints

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