

RUMail at Bloustein

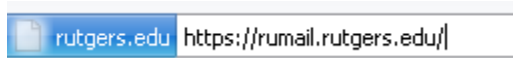
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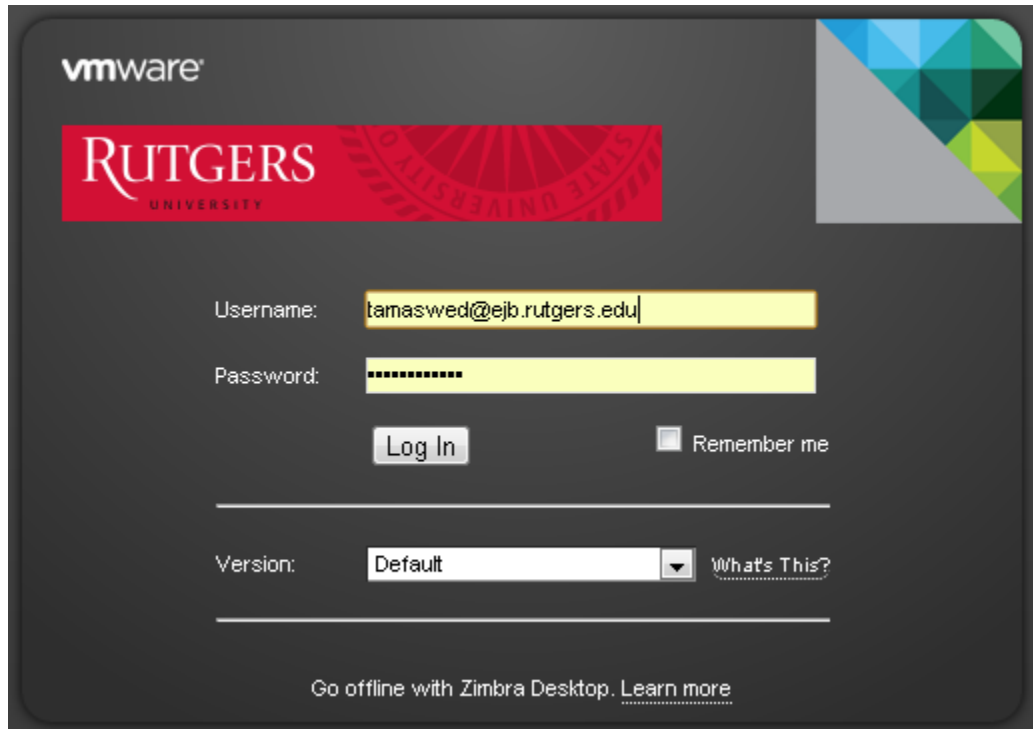
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Access and Login

1. Navigate to rumail.rutgers.edu



2. Login with your NetID@ejb.rutgers.edu and your NetID password
 - a. Check Remember me on this computer for quick login
 - b. Use the Default version
 - c. Click the Log In button

A screenshot of the Rutgers University login page. The page has a dark gray background. At the top left is the 'vmware' logo. Below it is a red banner with the 'RUTGERS UNIVERSITY' logo. In the center, there are two yellow input fields: 'Username:' with the text 'tamaswed@ejb.rutgers.edu' and 'Password:' with masked characters. Below the password field is a 'Log In' button and a 'Remember me' checkbox. Below these is a 'Version:' dropdown menu set to 'Default' and a 'What's This?' link. At the bottom, there is a link that says 'Go offline with Zimbra Desktop. Learn more'.

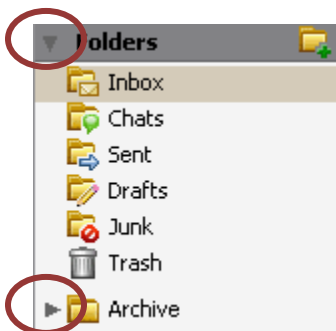
RUMail Layout

The screenshot shows the RUMail web interface with several components labeled:

- Search Bar**: Located at the top center, above the address bar.
- Help**: A green button located at the top right.
- Tools**: A red box highlighting the top navigation bar containing links for Mail, Address Book, Calendar, Tasks, Documents, Briefcase, and Preferences.
- Folders**: A red box highlighting the left sidebar's 'Folders' section, which includes Inbox, Chats, Sent, Drafts, Junk, Trash, and Archive.
- Saved Searches**: A blue box highlighting the 'Searches' section in the left sidebar, showing a search named 'Martin'.
- Tags**: A purple box highlighting the 'Tags' section in the left sidebar, showing tags like 'Call Back' and 'Email Follow Up'.
- Zimlets**: An orange box highlighting the 'Zimlets' section in the left sidebar, listing various applications like Tasks Reminder, Holiday Calendar, etc.
- Mini calendar**: A blue box highlighting a small calendar widget at the bottom left of the sidebar.
- Messages**: A purple box highlighting the main email list in the center of the interface.
- Reading Pane**: A green box highlighting the area on the right where the selected email's content is displayed.

Collapsing panels/folders

Use the arrow icons to collapse and expand folders and applications



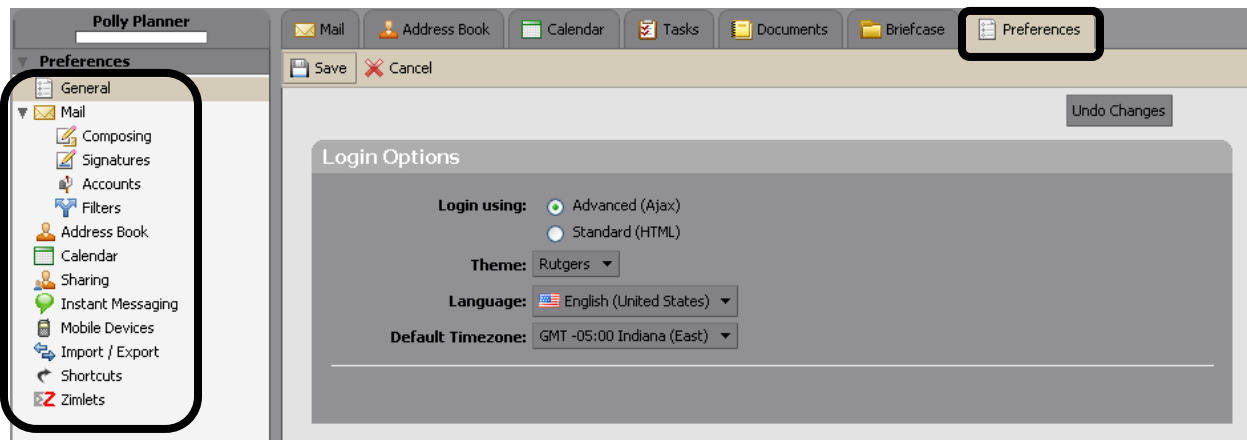
Dividers

Click and drag any of the divider bars to move them around.



Theme Preference

Click on the Preferences Tab, then on one of the options on the left

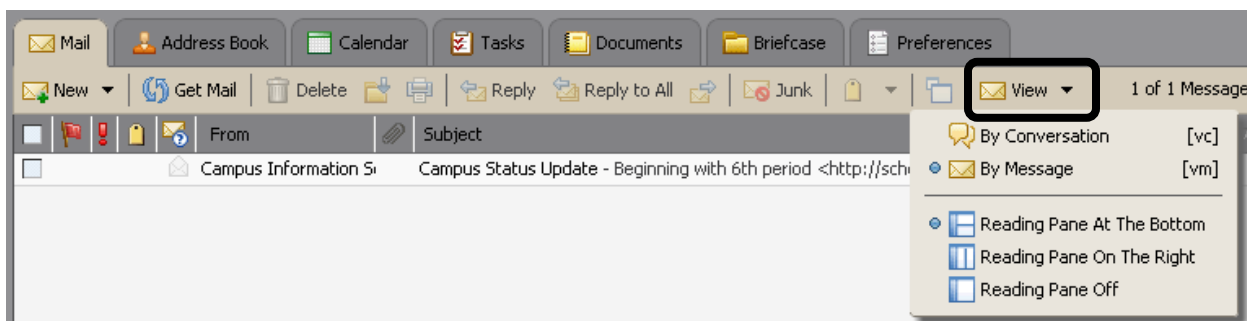


1. Choose your Theme preference under Login Options
1. Set search options under Searches

Email

Email Layout View

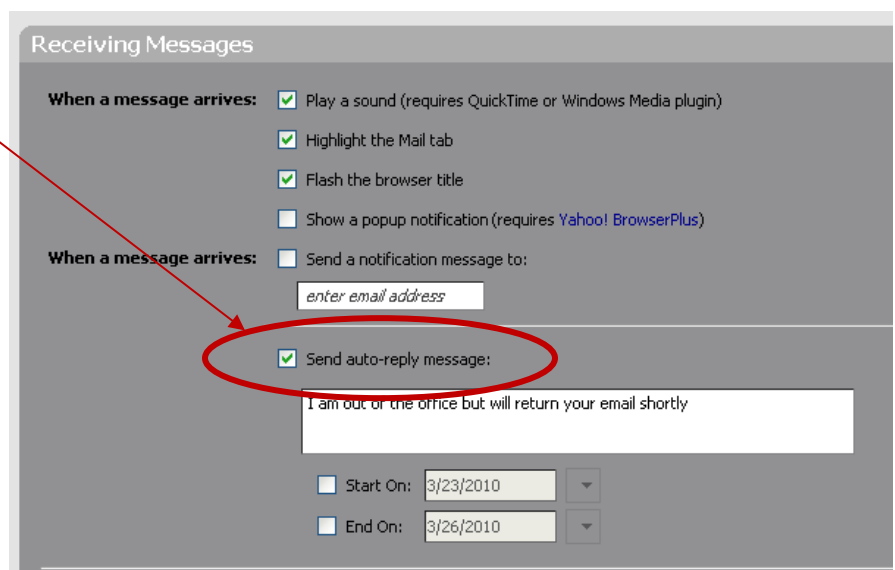
Click on the View button to display your email in regular or conversation view. Also choose the location of the Reading Pane.



Preferences (Fonts, Auto-Reply, Signatures)

Click on the Preferences Tab then on Mail to set options, including the following:

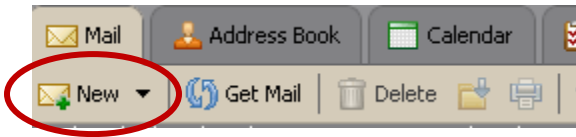
1. Mail
 - a. New message notification
 - b. **Auto-Reply for vacation messages
 - c. Junk Mail Options
2. Composing
 - a. Default font, font size, and color
 - b. Spell Check
Firefox and Chrome will automatically check as you type
 - c. Reply and Forward
3. Signatures
4. Accounts (set From address)



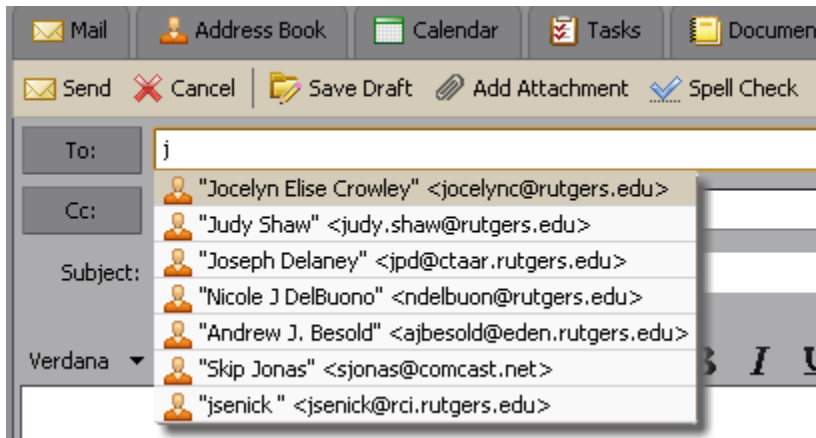
5. Filters – set up filters automatically sort your mail

Composing New Mail

Click on the Mail tab, then click on New. OR type “c” on your keyboard (for compose)



Type the email addresses in the To, Cc or Bcc fields. Any addresses you have stored in your address book will auto-complete.



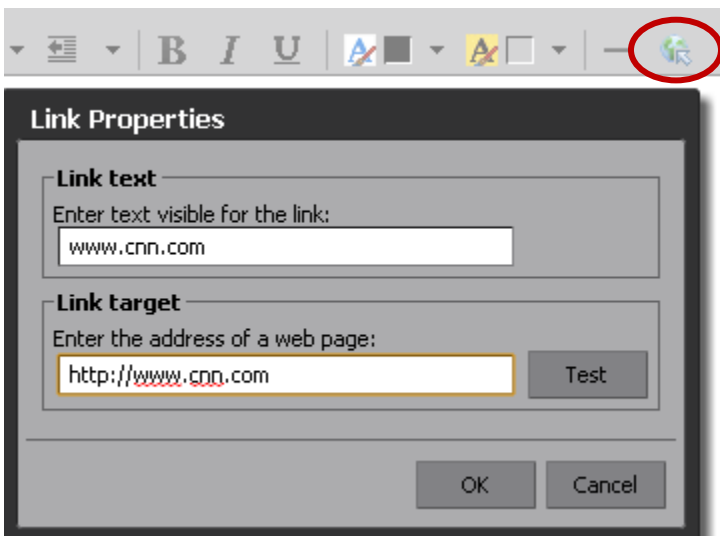
Example of Auto-Completing an email address. Each letter you type narrows the list.

Separate email addresses with a **semi-colon or comma**

Formatting and Links

Use the toolbar to change fonts, colors, add bullets, numbers or other formatting.

If you paste a URL (web link) other email clients will usually display that as a clickable link. However, you can also use the link tool

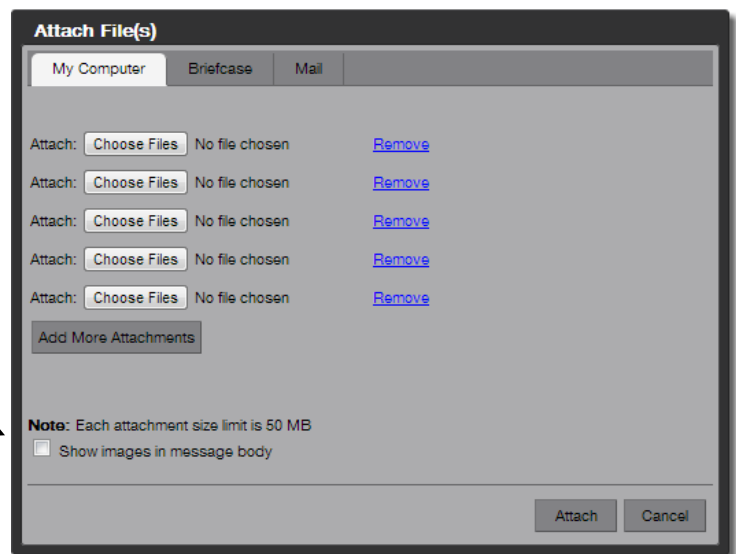


Attachments

To send an attachment:



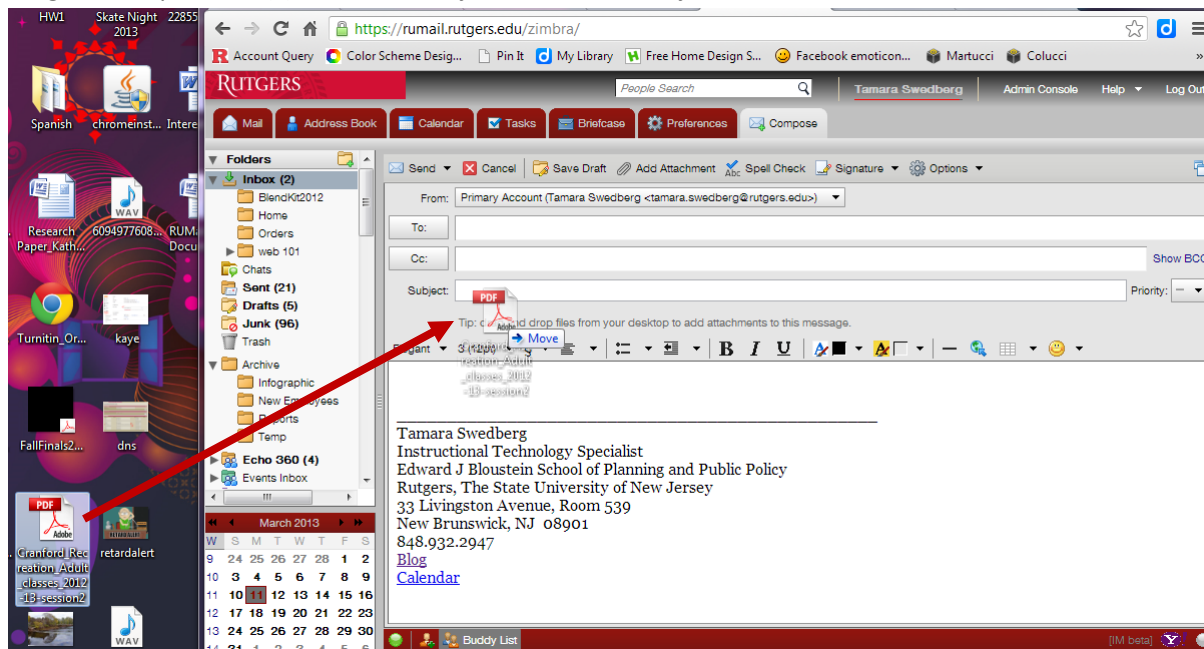
1. Click on the paperclip icon
2. Click on Choose File
3. Find the file on your computer
4. Click Open
5. Keep adding files until finished
6. ****Check "Show images in message body" if you want photo attachments to show up in the body of the email message**
7. To add an email as an attachment, click the Attach Mail button at the top then choose the message.
8. Click Attach



Drag-n-Drop Tool

If enabled (contact Tamara if you don't see this option), you can drag files to your compose window to attach them

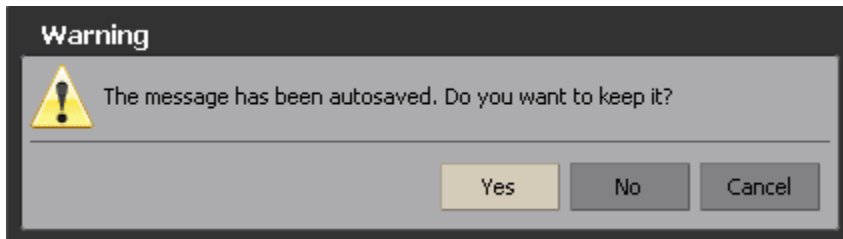
1. Situate your windows so that you can see both the Zimbra window and the files you want to attach.
2. Drag and drop the file(s) into the area just below the subject line



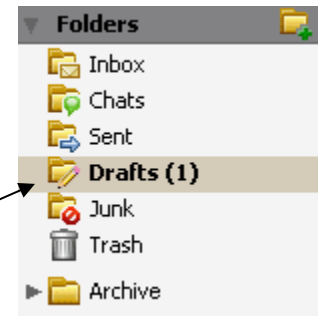
Drafts

Drafts are automatically saved if you have checked the option under Preferences > Mail > Composing Messages.

If you try to exit a message, you will get this warning:



You can also manually save drafts by clicking the Save Draft button on the toolbar.

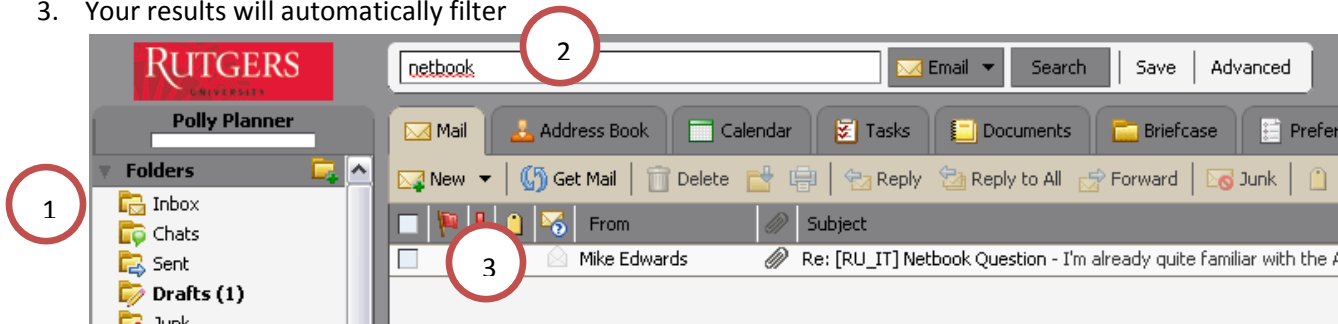


You can access draft messages in the Folders list on the left

Searching Email

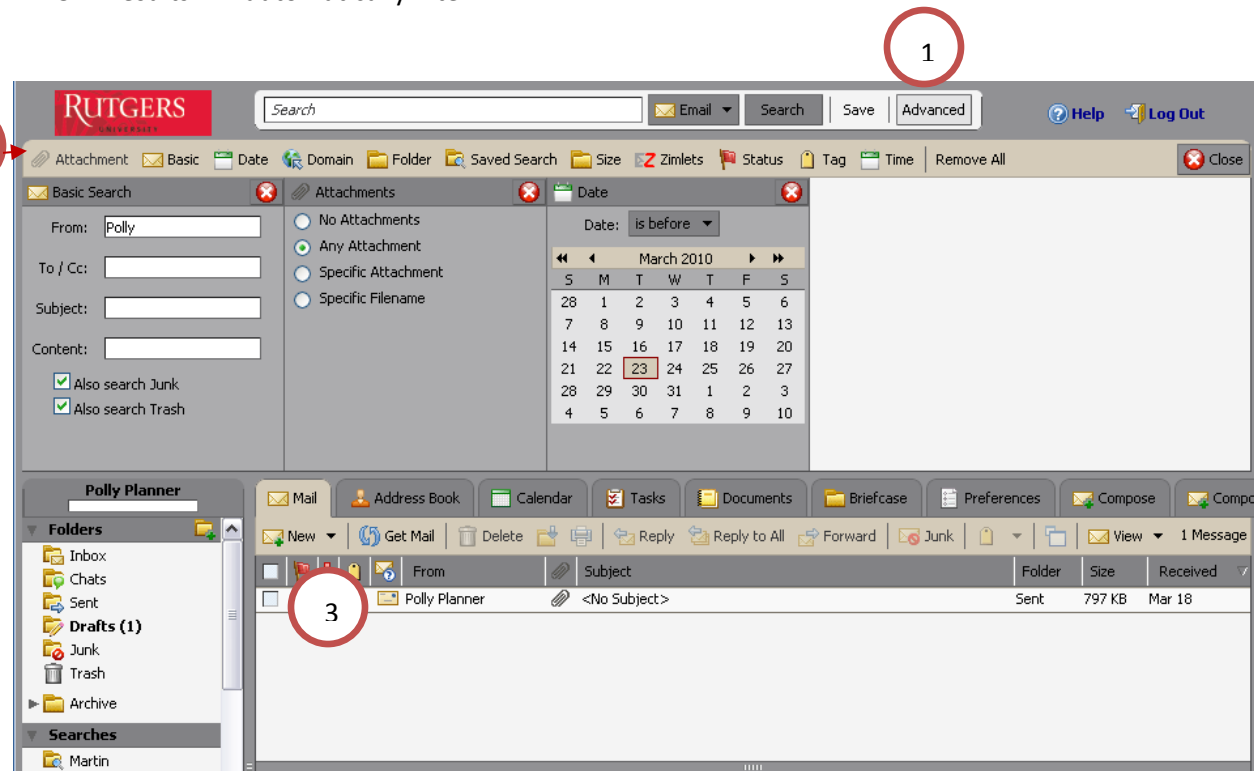
Simple

1. Click on Inbox (or another folder)
2. Type your search term in the search bar and Hit ENTER or click Search
3. Your results will automatically filter



Advanced

1. Click the Advanced Button
2. Use the buttons to add filter options and hit ENTER after each option
3. Results will automatically filter



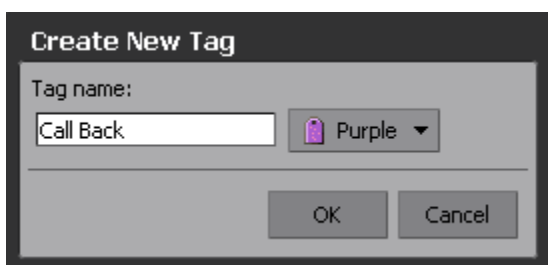
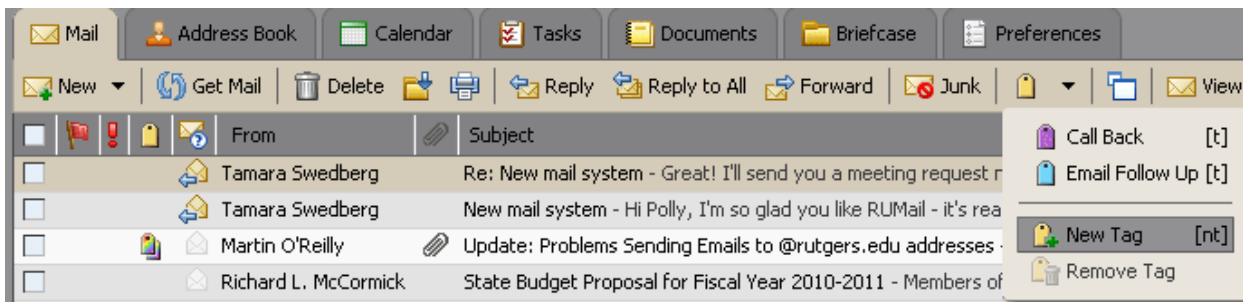
Saving

If you perform the same search frequently, you can save the search. Click the Saved Search button on the toolbar. Saved searches will appear under the folder list on the left

Tags

Use tags to mark messages you can later filter. These can be used instead of folders.

1. Click on a message, and then click on the tag icon. Use an existing tag, or create a new one



2. Choose a tag name and color
3. Your tags are listed on the left.
4. Click a tag to filter your mail by that tag.

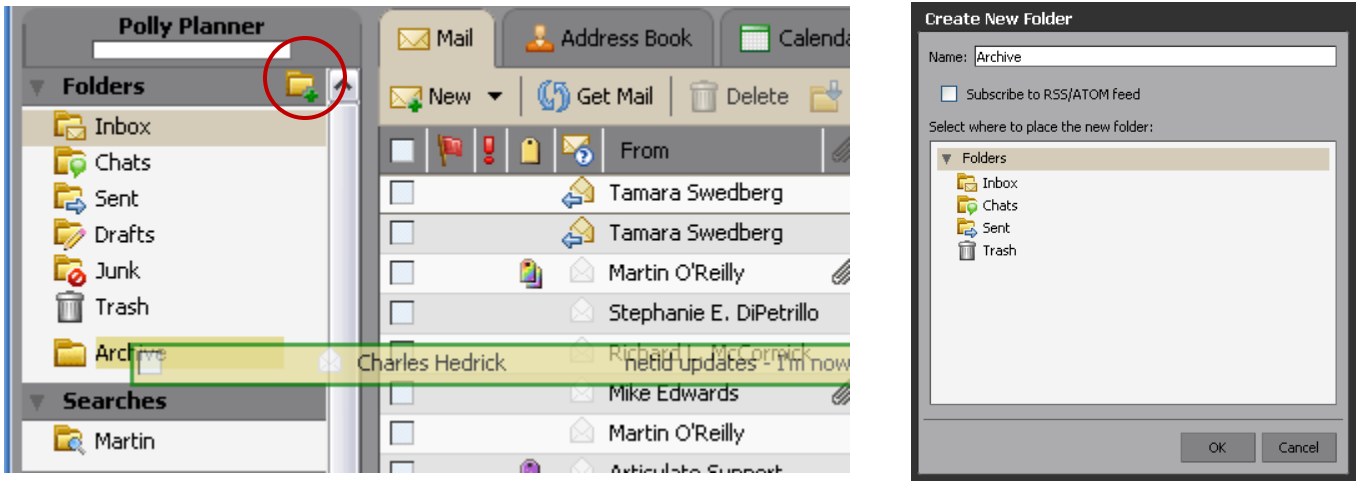
5. You can apply multiple tags to a message

Folders

You can create multiple folders within RUMail.

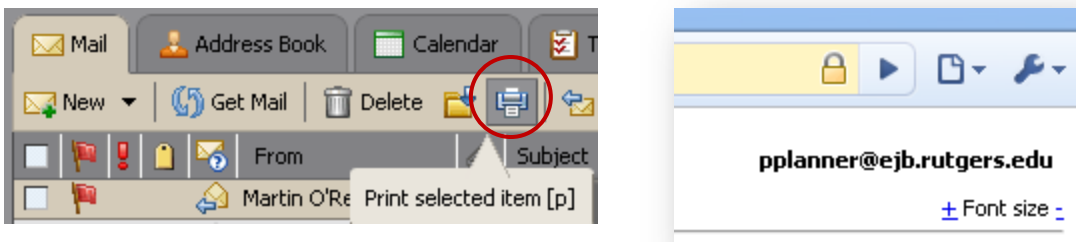
1. Click the New Folder icon
2. Name the folder
3. Choose where it should go (click on Inbox if you want the folder to be a subfolder of the Inbox)
4. Click OK

To move messages into a folder, simply drag and drop from the Inbox to the folder



Printing

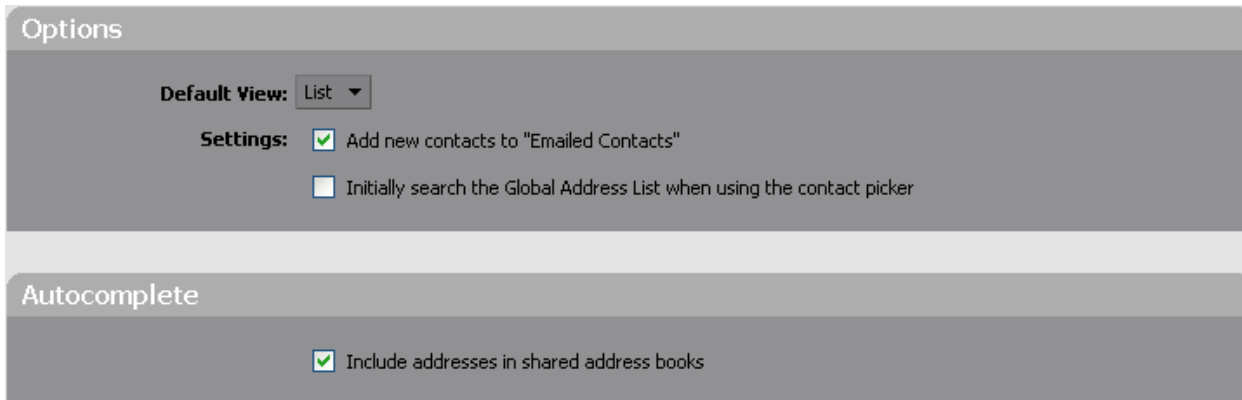
To print an email, either press the “P” key on your keyboard or click the printer icon on the toolbar. DO NOT GO TO FILE > PRINT IN YOUR BROWSER from this page. A new window will open up where you can increase or decrease font sizes. Print this window by using the pop-up print window or by going to FILE > PRINT in your browser.



Address Book

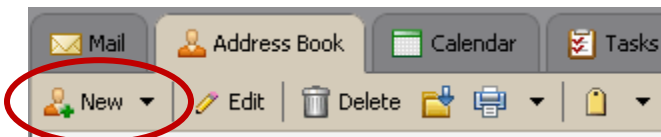
Preferences

Click on Preferences, then on Address Book. Choose Add new contacts to Emailed Contacts. UNSELECT the Global Address List option. Do include the shared address books



Contacts

You can add contacts manually, by clicking on Address Book, then the New button.



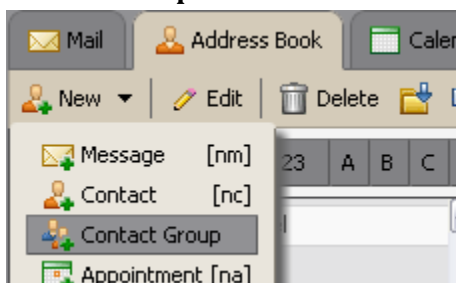
Add the information you want, then click Save

Emailed Contacts

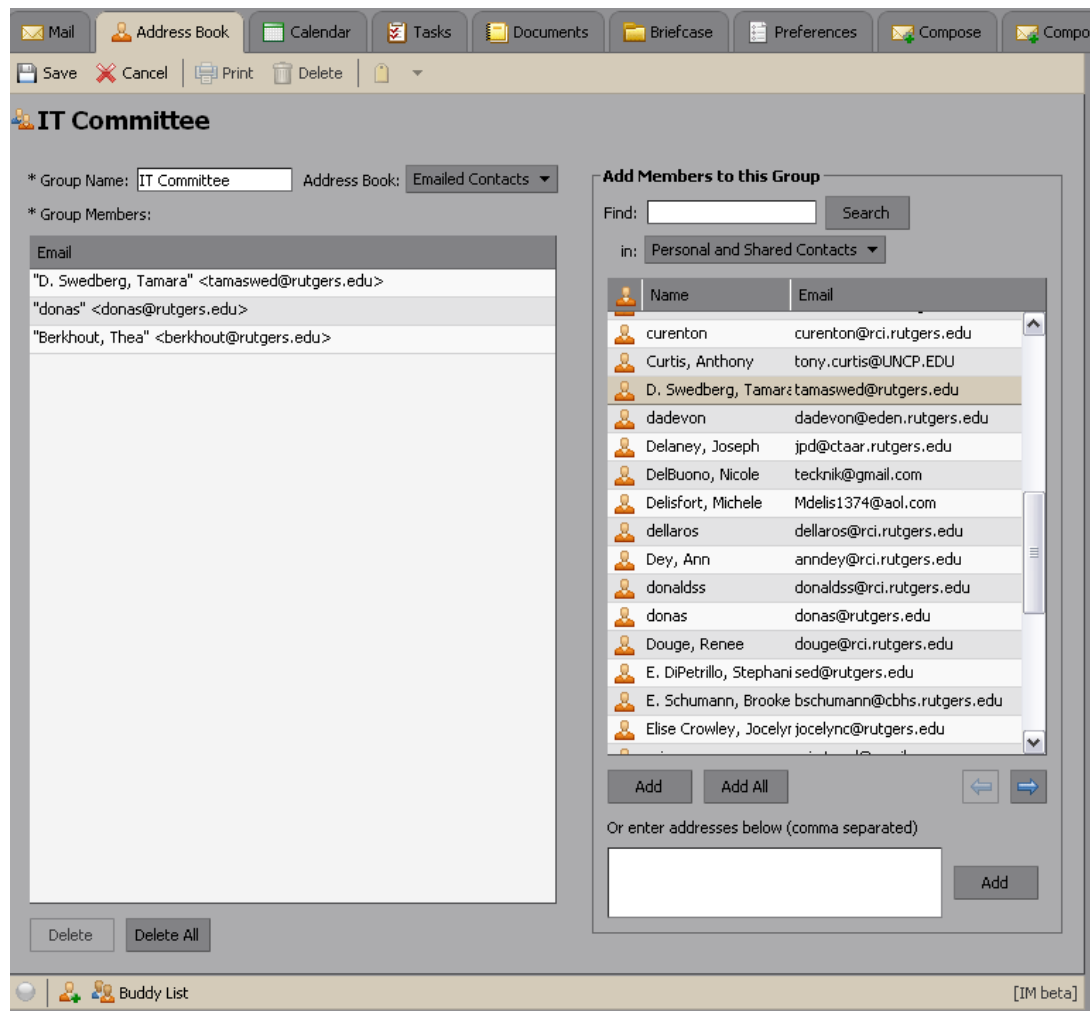
If you checked the Address Book option to “**Add new contacts in “Emailed Contacts”**” in Preferences, when you send an email to a new address, the address is automatically added to your Emailed Contacts list.

If a wrong address persistently pops up for someone when you are composing a message, check the emailed contacts list to see if they are in there twice, or with the wrong address. Double click to open and correct.

Contact Group

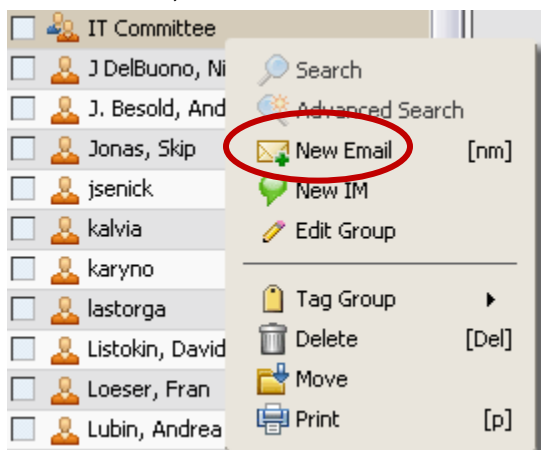


1. Create a new Contact Group by clicking New > Contact Group
2. Give the Group a Name
3. Double click to add to the list
4. Add any unlisted addresses at the bottom
5. Click Save



You will see your group in the contact list you created it in. Double click to edit.

To send a mail, **RIGHT** click and choose "New Email"



Bloustein Contacts

Email Tamara (tamara.swedberg@rutgers.edu) for an invitation to add the contact list for Bloustein

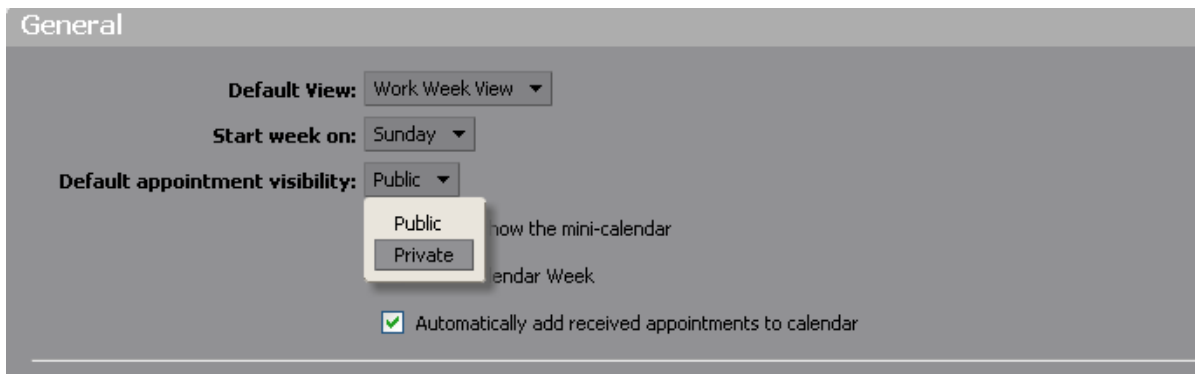
Calendar

Preferences

Click on the Preferences Tab then on Calendar.

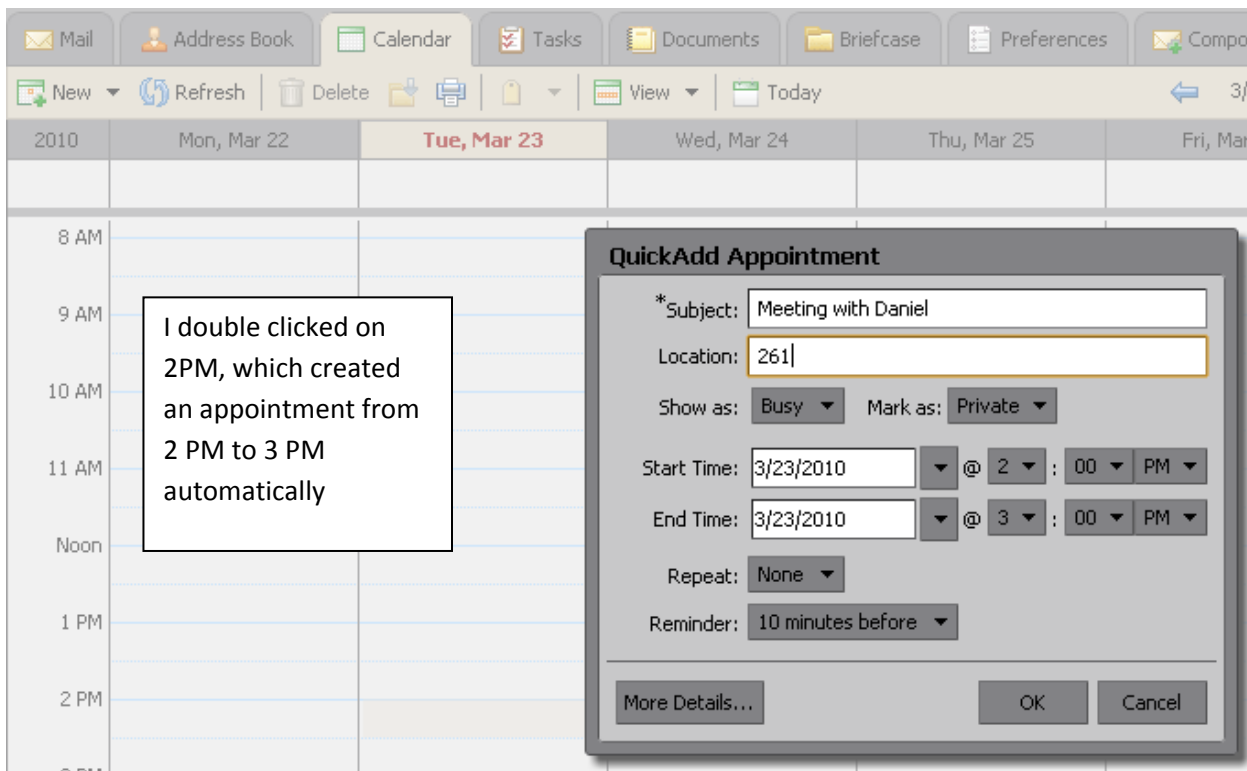
Choose Options then click Save

Change the Default appointment visibility to PRIVATE if you wish to share your calendar publically (add a link in your signature so anyone can view your free/busy times)



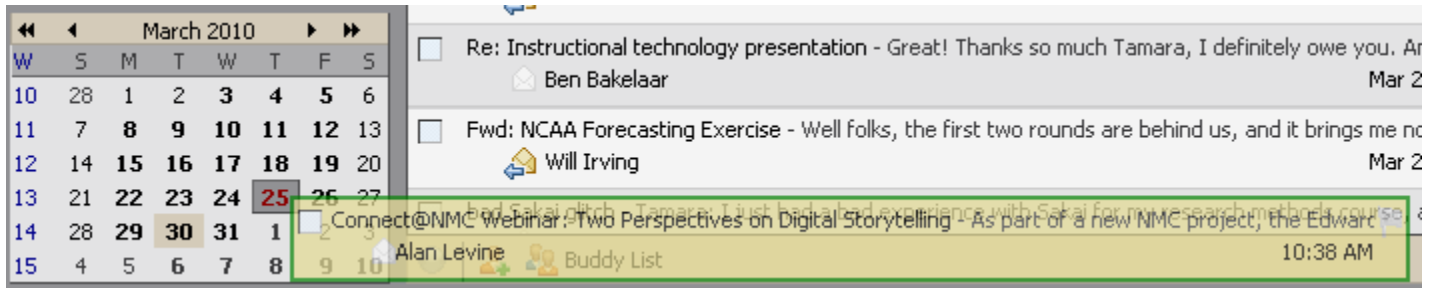
Quick Add

To add a new appointment, you can either click the New button OR double click the time slot you wish to add an appointment to.

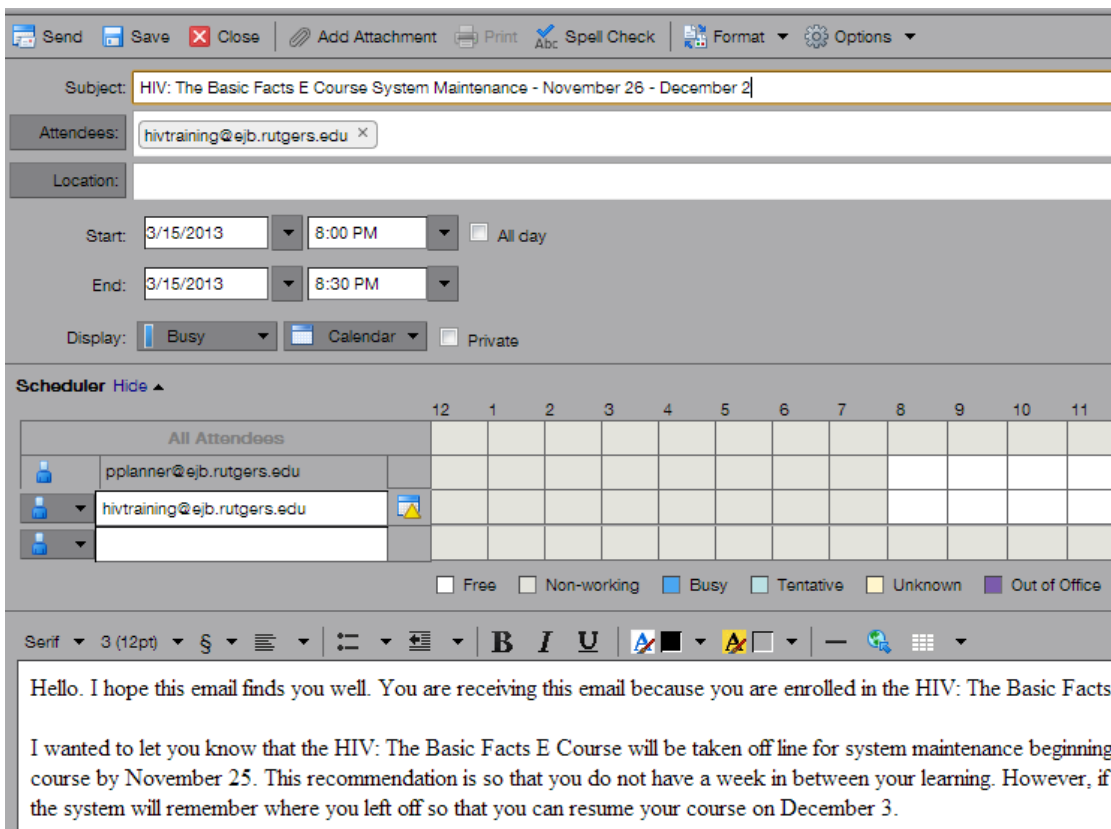
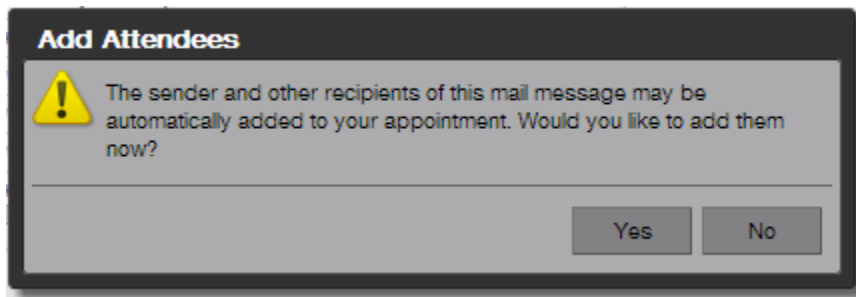


Drag from Inbox

If you have received an email that you want to add to your calendar, simply drag it to the mini-calendar date.



You will be asked if you want to add the sender and other recipients to your appointment. If you hit YES, then they will be added to your event and sent an invitation when you save.



Recurring Meetings

Open an existing event, or create a new one.

Next to Repeat, choose an option

The image shows two overlapping dialog boxes. The 'Time' dialog box on the left has a 'Repeat' dropdown menu open, showing options: None, Every Day, Every Week, Every Month, Every Year, and Custom. The 'Customize' link is circled in red. The 'Custom Repeat' dialog box on the right is titled 'Custom Repeat' and has a 'Repeat' section with 'Weekly' selected. It shows 'Every Tuesday' with checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The 'End' section has 'No end date' selected. There are 'OK' and 'Cancel' buttons at the bottom.

Click the
Customize link
to pick further
options then
click OK

Composing a Meeting Request

1. Click the Calendar button
2. Click NEW

The image shows the main interface of a calendar application. At the top, there is a toolbar with buttons for Mail, Address Book, Calendar, Tasks, Briefcase, Preferences, and Compose. The 'Calendar' button is circled in red. Below the toolbar, there is a sidebar with a 'Calendars' section containing 'Calendar', 'test', and 'Trash'. A 'New' button with a calendar icon is also circled in red. The main area shows a calendar view for March 2013, with a header for 'Mon, Mar 11' and 'Tue, Mar 12'. The time slots for 8 AM and 9 AM are visible.

3. Add a subject
4. Add Attendees ****MUST be @ejb address to show up in scheduler****
5. Find a time that everyone is free. You can click on the free time in the scheduler or manually add the start and end times
6. Add any notes in the blank area below. You can also add attachments.
7. Click Send

Send Save Close Add Attachment Print Spell Check Format Options

Subject: Website Meeting

Attendees: Tamara Swedberg Amy Cobb Show Optional

Location: Show Resources

Start: 3/11/2013 3:00 PM All day Repeat: None

End: 3/11/2013 3:30 PM Reminder: 30 minutes before Configure

Display: Busy Calendar Private

Scheduler Hide

All Attendees	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
pplanner@ejb.rutgers.edu																									
tamara@ejb.rutgers.edu																									
cobba@ejb.rutgers.edu																									

Free Non-working Busy Tentative Unknown Out of Office

Need your input on the events page makeover.

Accepting a Request

When you are invited to a meeting, you will get a message with the details and you must choose "Accept, Tentative, or Decline" for each request. You can also propose a new time.

Close Print Delete Reply Reply to All Forward Spam

Accept Tentative Decline Propose New Time Calendar: Cale

Website Meeting March 11, 2013 7:54 PM

Organizer: pplanner@ejb.rutgers.edu

Time: Monday, March 11, 2013 3:00 PM - 3:30 PM
GMT -05:00 US/Canada Eastern

Invitees: Tamara Swedberg

Need your input on the events page makeover.

- If you accept the meeting, it will automatically be added to your calendar.
- By default, the meeting request will be deleted after you have taken action.
- If you Decline a meeting, it will show up on your calendar very faintly
- If you Accept Tentatively it will show up half faded

Accept

9:00 AM Setup laptop with wireless

Tentativ

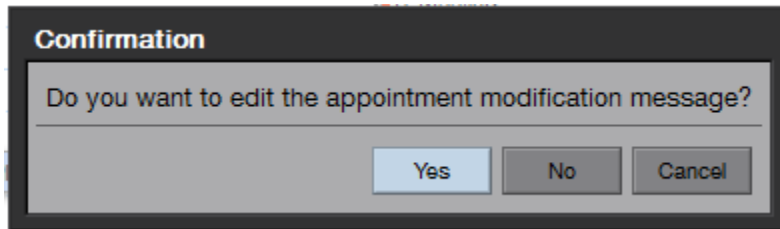
2:00 PM Meeting Laptops

3:30 PM Website Meeting

Decline

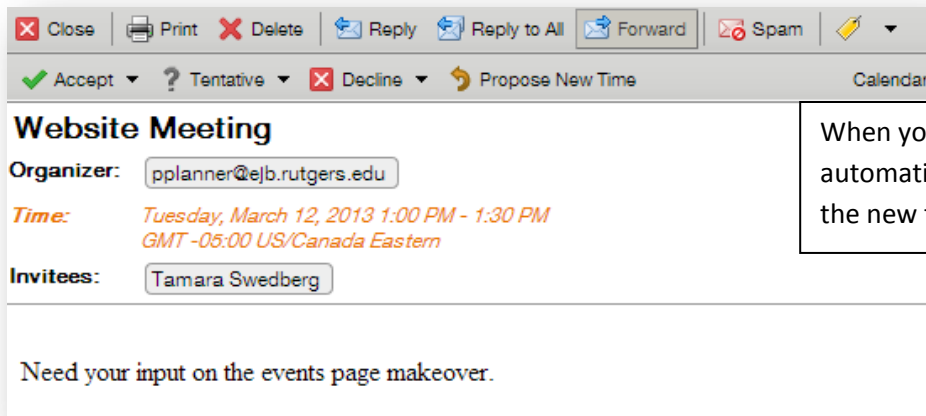
Changing a Request Organizer

If the organizer changes the date or time of a meeting request, the participants will automatically get another email requesting their acceptance. You can choose whether to add any additional notes:

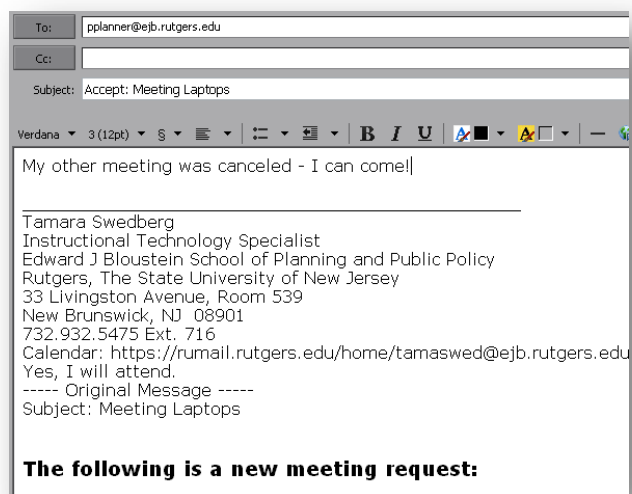
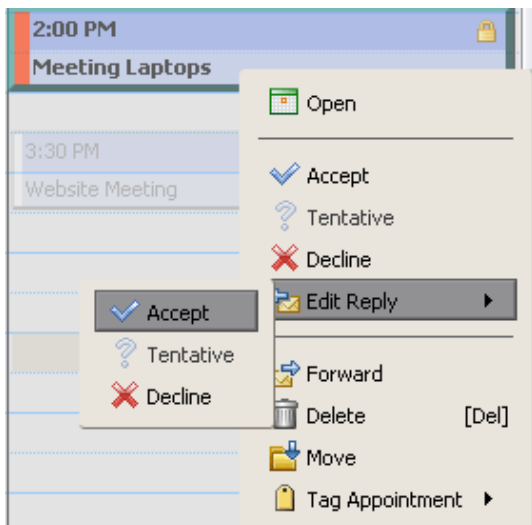


Recipient

You will get a notification email when the organizer changes a meeting date or time that you will again need to Accept or Decline.

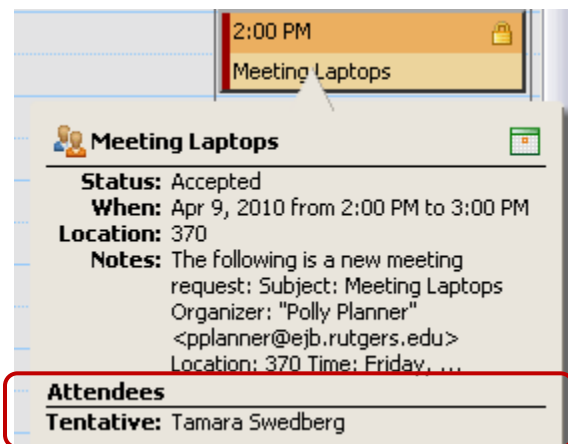


If you change your mind about a meeting, simply RIGHT CLICK on it and change your reply. If you want to send a message along with the change, Choose Edit Reply, then the Accept/Tentative/Decline



Who is coming?

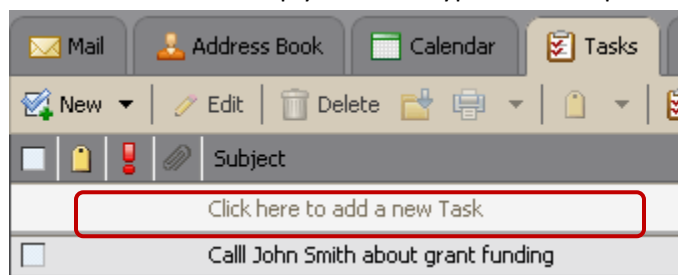
To check who is coming to a meeting, simply hover on the meeting on the calendar.



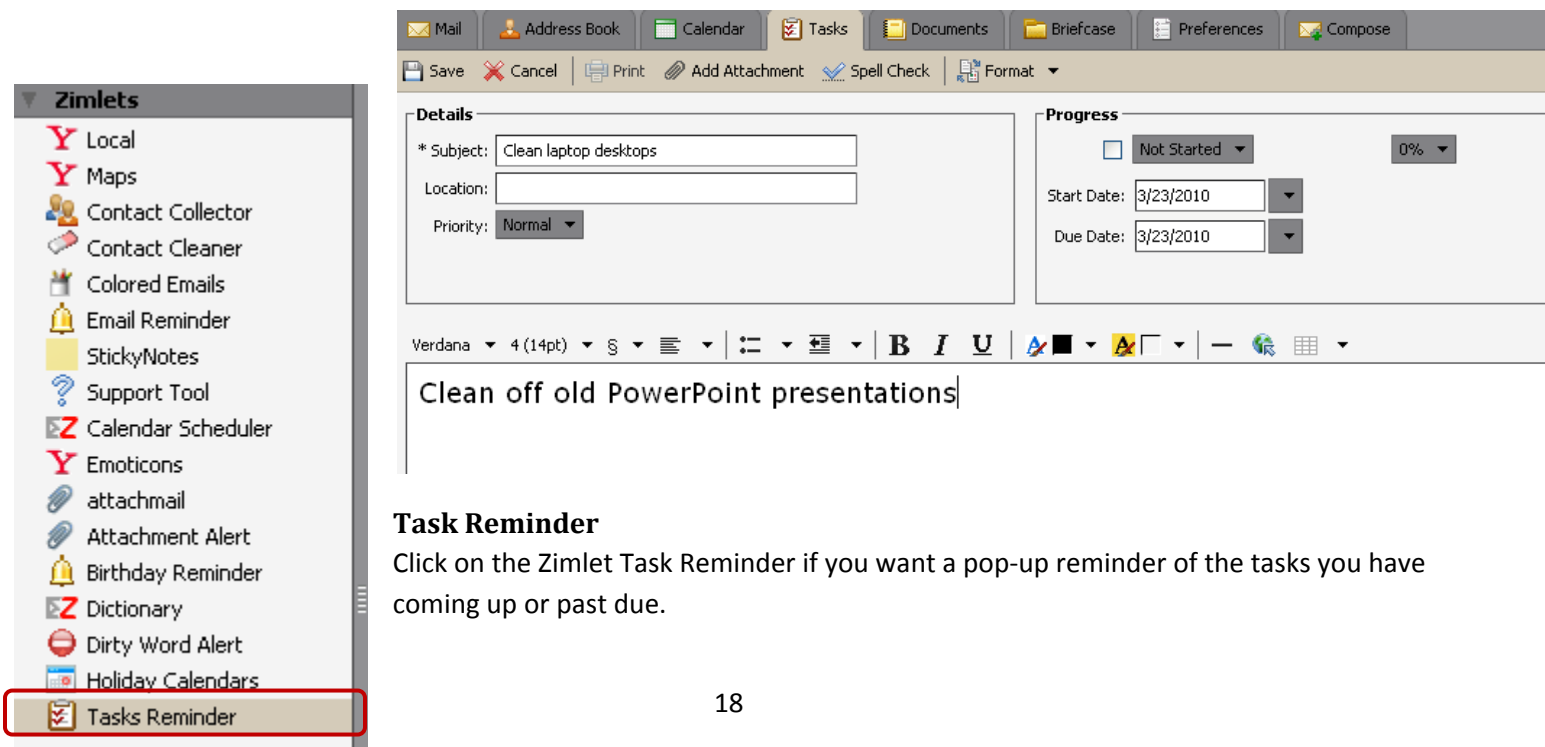
Tasks

Tasks are useful for making a to-do list

Click the Tasks tab. Simply click and type to add a quick task. Or, click the NEW button for more detailed task

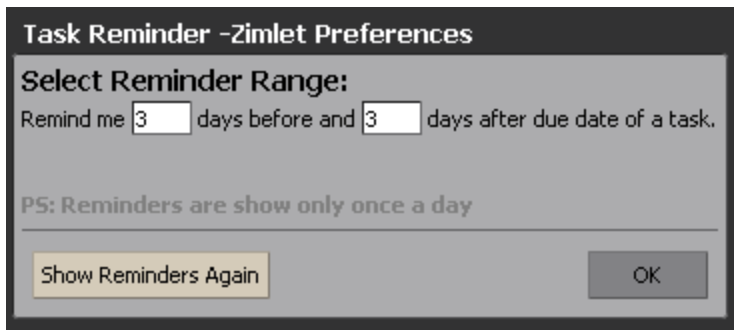


To add more details or edit a task, DOUBLE CLICK the Subject text. When you are done, click SAVE.

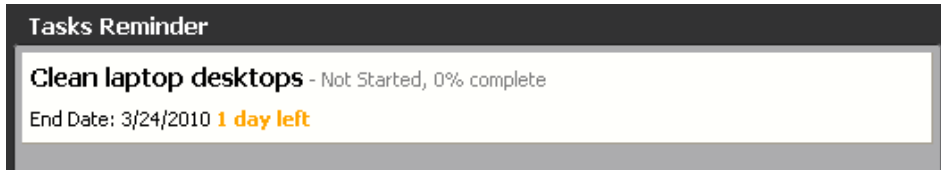


Task Reminder

Click on the Zimlet Task Reminder if you want a pop-up reminder of the tasks you have coming up or past due.

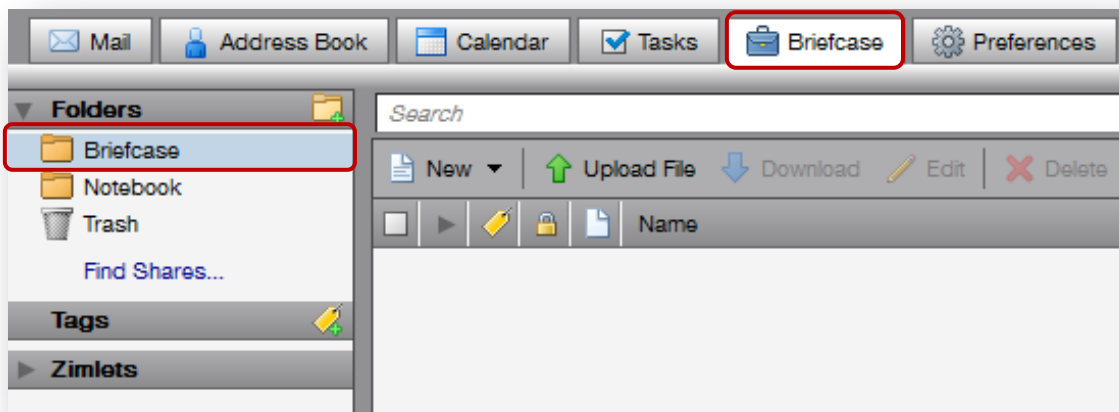


Tasks show ONCE PER DAY

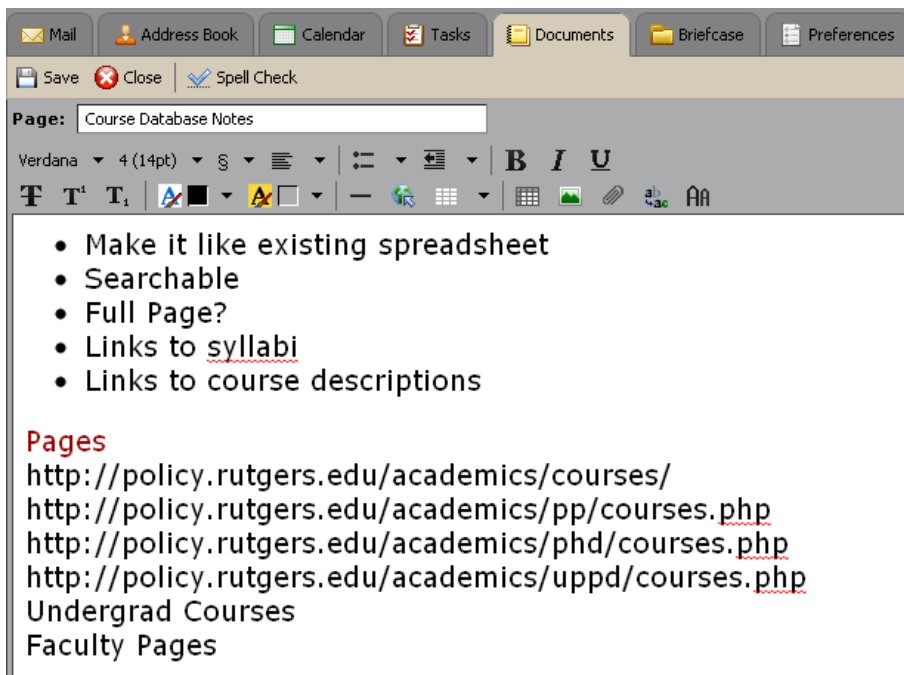


Briefcase

The Briefcase application is made up of **folders with individual pages** that are organized in a table of contents. One briefcase is created for you. You can create other folders and you can create sub folders to organize your information. You create pages within a folder and develop the content using a rich-text editor or using HTML formatting.



1. Choose the Briefcase Folder (Or one that you created)
2. Click New to create a new page
3. Add a title and text
4. Save



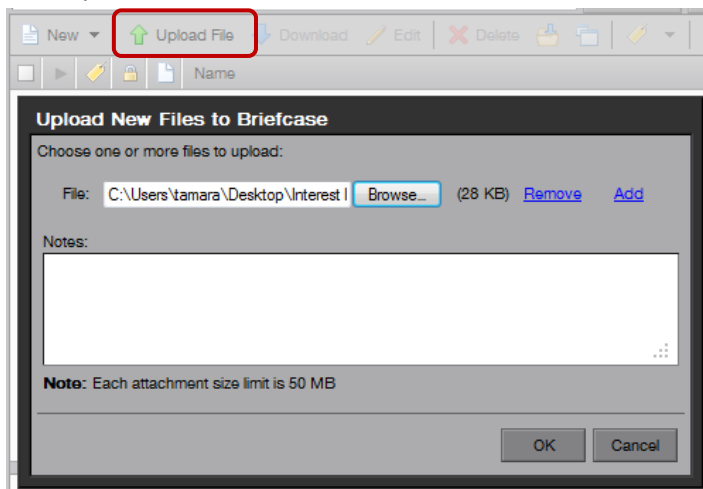
A list of your documents will appear in the Table of Contents

Uploading Documents to Briefcase

You can upload files into the Briefcase so you can find them easier when you are away from your work computer. ***The files here count against your quota***

You can upload documents or create new ones

1. Choose the briefcase
2. Click Upload File



3. Browse for your file
4. Click OK

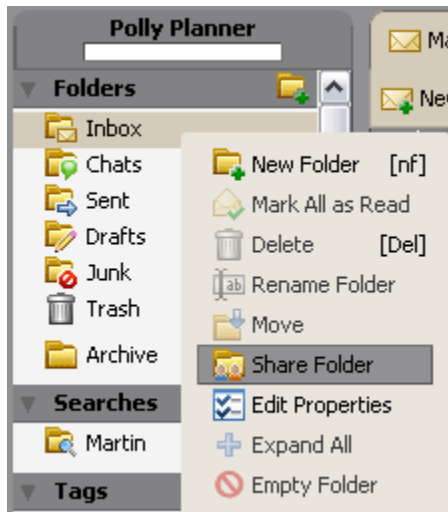
Sharing

Just about everything in RUMail can be shared.

Mail

You can share an INBOX so that multiple people can read the messages and/or manage it.

1. RIGHT click on the folder you want to share
2. Click Share Folder



3. Type the **EJB** email of the person you want to share with
4. Choose the Role
5. Choose the message (optional)
6. Click OK

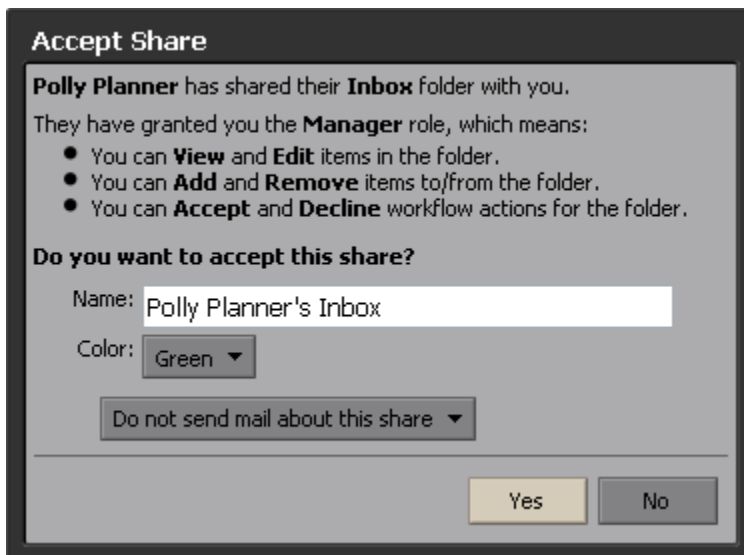
A screenshot of the 'Share Properties' dialog box. The 'Name' field is 'Inbox' and the 'Type' is 'Mail Folder'. Under 'Share with:', the 'Internal users or groups' radio button is selected. The 'Email' field contains 'tamara@ejb.rutgers.edu;'. The 'Role' section has four options: 'None' (radio button), 'Viewer' (radio button), 'Manager' (radio button, which is selected), and 'Admin' (radio button). The 'Message' section has a dropdown menu set to 'Send standard message'. A note at the bottom states: 'Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and login information, if necessary.' At the bottom right are 'OK' and 'Cancel' buttons.

Accept a mail share

When someone has shared something with you, you will get an email where you will need to ACCEPT or DECLINE the share

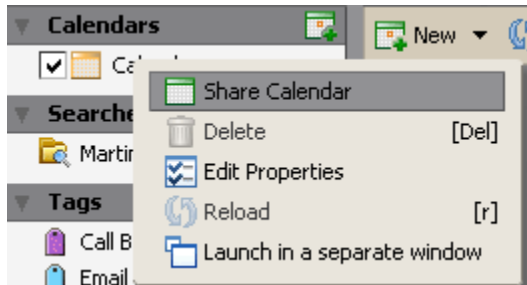


If you ACCEPT, then you can choose a name for the share and also a color

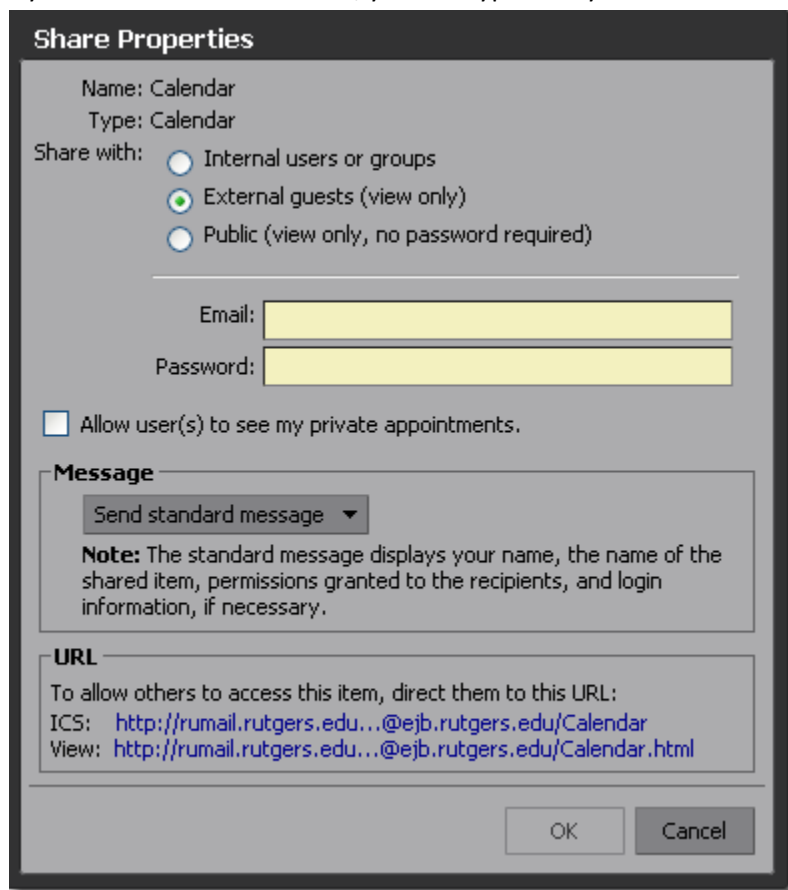


Calendar

You can share your calendars with individuals or make them public. **You can create multiple calendars to share with different individuals.**



1. RIGHT click on a calendar and choose Share Calendar
2. Choose who to share with. If you choose an individual – see the sharing a mail folder for more instructions.
3. If you choose External Guests, you can type in any email



Share Properties

Name: Calendar
Type: Calendar

Share with:

☐ Internal users or groups

☒ External guests (view only)

☐ Public (view only, no password required)

Email:

Password:

☐ Allow user(s) to see my private appointments.

Message

Send standard message ▾

Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and login information, if necessary.

URL

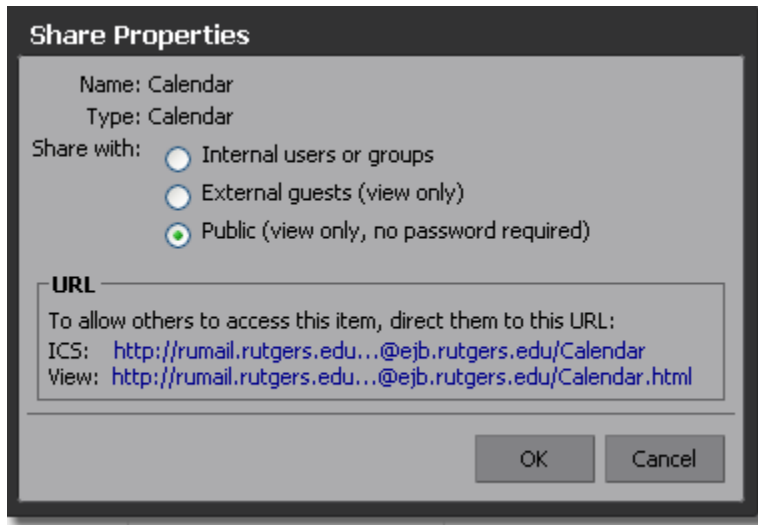
To allow others to access this item, direct them to this URL:

ICS: <http://rumail.rutgers.edu...@ejb.rutgers.edu/Calendar>

View: <http://rumail.rutgers.edu...@ejb.rutgers.edu/Calendar.html>

OK Cancel

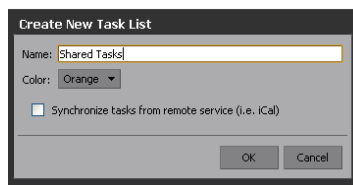
- If you choose Public, you will get a list of URLs you can use to share your calendar.



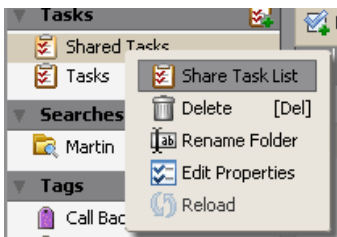
****If your appointments are PRIVATE then they will only see you are busy. If your appointments are PUBLIC they will see the details.**

Tasks

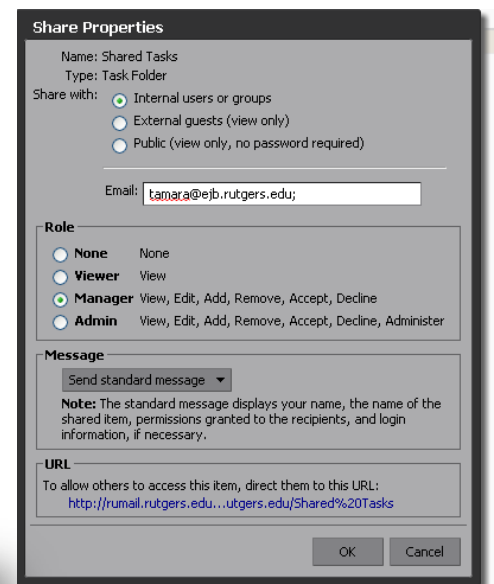
You can create multiple task lists and share them with others. Click the New Task button to create a new list.



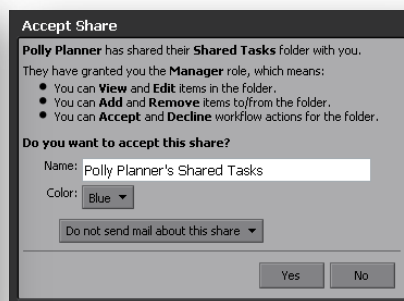
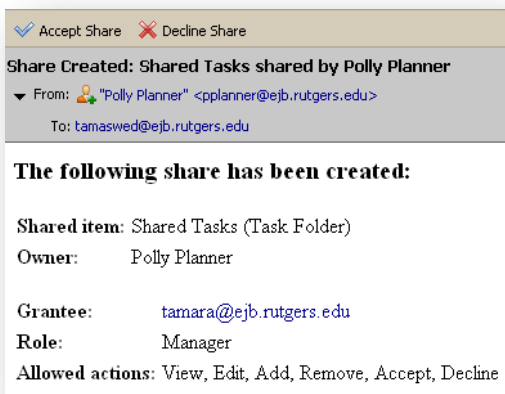
RIGHT click on the list you want to share and choose Share Task List



Choose the person or people you want to share the tasks with then click OK

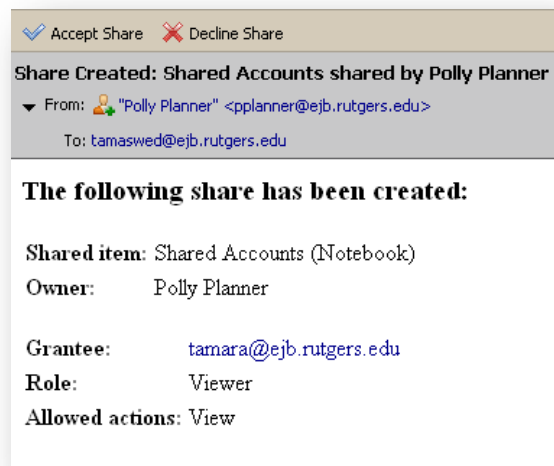
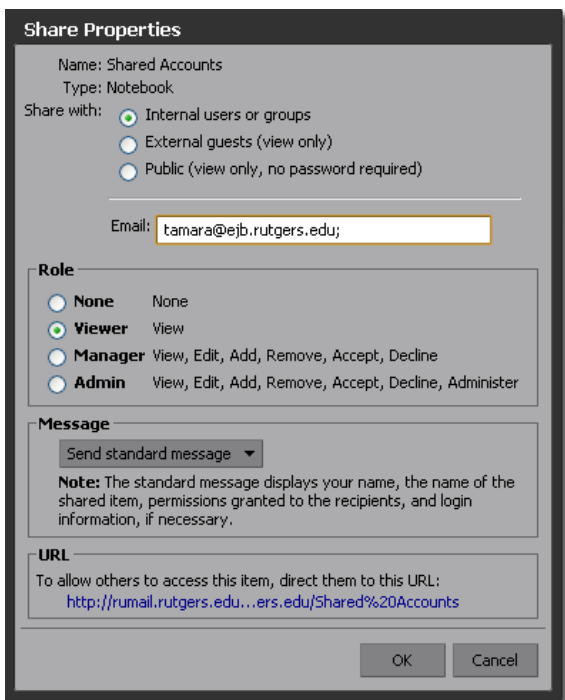
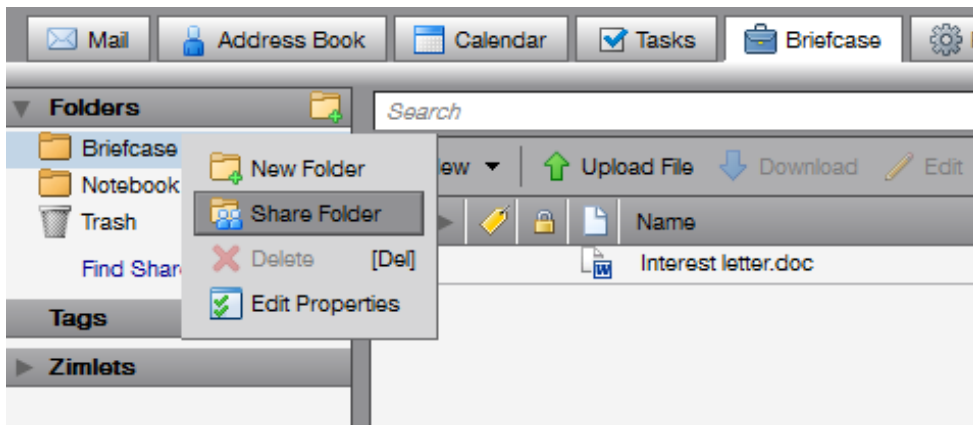


The recipients will get an email where they can Accept or Decline the task



Briefcases

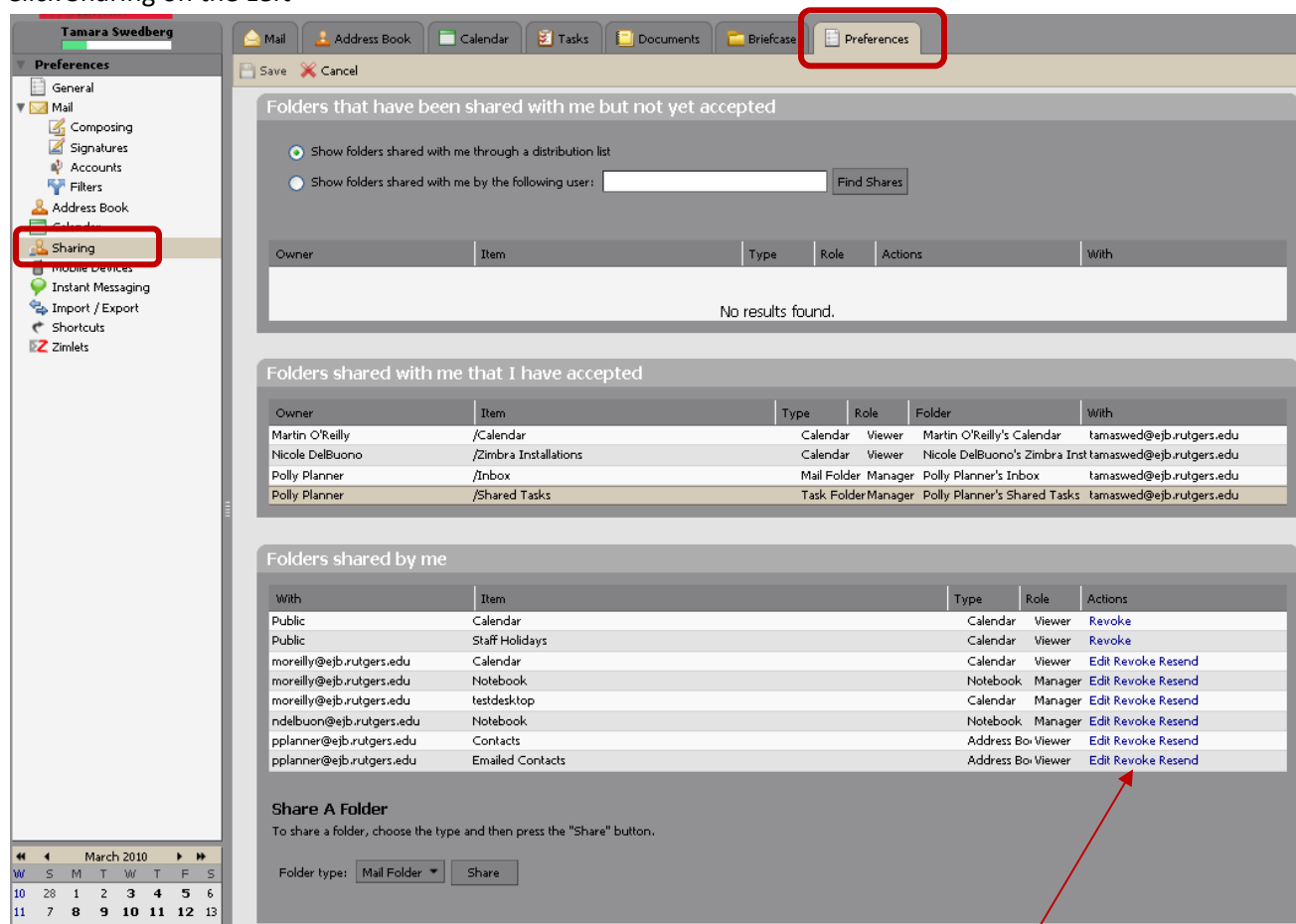
Sharing Briefcases works the same way as sharing tasks. See above for more detailed instructions. You can create sub folders , too.



Checking Shares

It's easy to forget what we have shared with whom. It is easy to get a summary through Preferences > Sharing.

1. Click the Preferences Tab
2. Click Sharing on the Left



3. Under the Actions column, choose one of the options if you need to make changes.
4. If you need to add a share, you can use the options under Share a Folder at the bottom.

Removing Accepted Shares

The person who initiated the share will have to delete the share from their end.

When you have been removed, the recipient will get a message like the following

Share Revoked: Inbox shared by Polly Planner

From: "Polly Planner" <pplanner@ejb.rutgers.edu>
To: tamaswed@ejb.rutgers.edu

The following share has been revoked:

Shared item: Inbox (Mail Folder)

Owner: Polly Planner

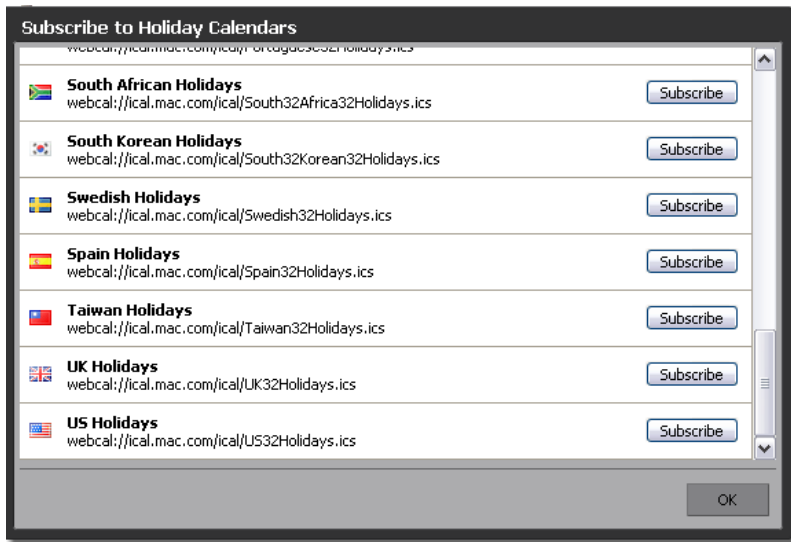
Revooke: tamaswed@ejb.rutgers.edu

Zimlets

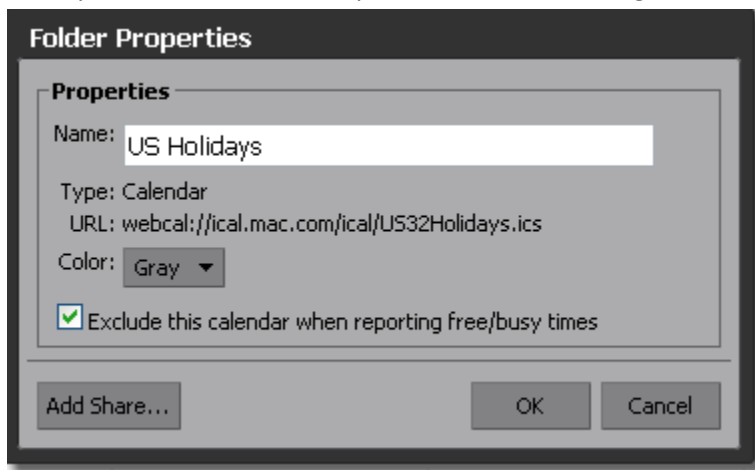
Zimlets are add-ons that may help you use your RUMail more efficiently.

Holiday Calendars

Allows you to subscribe to various national calendars. Click Subscribe next to the ones you want to add

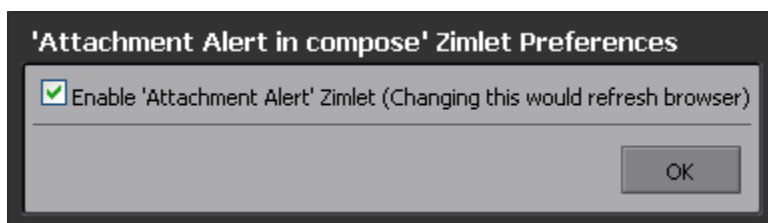


You may want to edit the properties on these calendars to Exclude them from your Free/Busy time. Right click on the holiday calendar and click Properties to see this dialogue box.



Attachment Alert

If you mention the word "attach, attached, or attachment" in the message it will automatically check to see if you forgot to attach a document

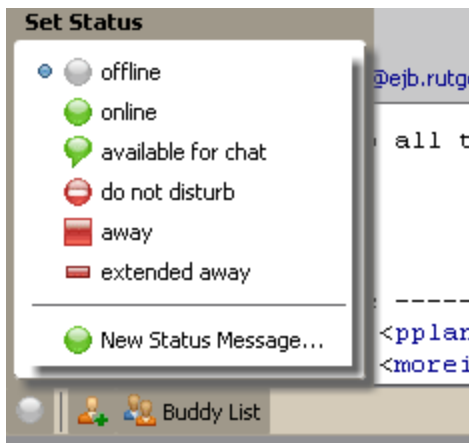


Instant Messaging

You can instant message with anyone who uses Zimbra or Yahoo! IM.

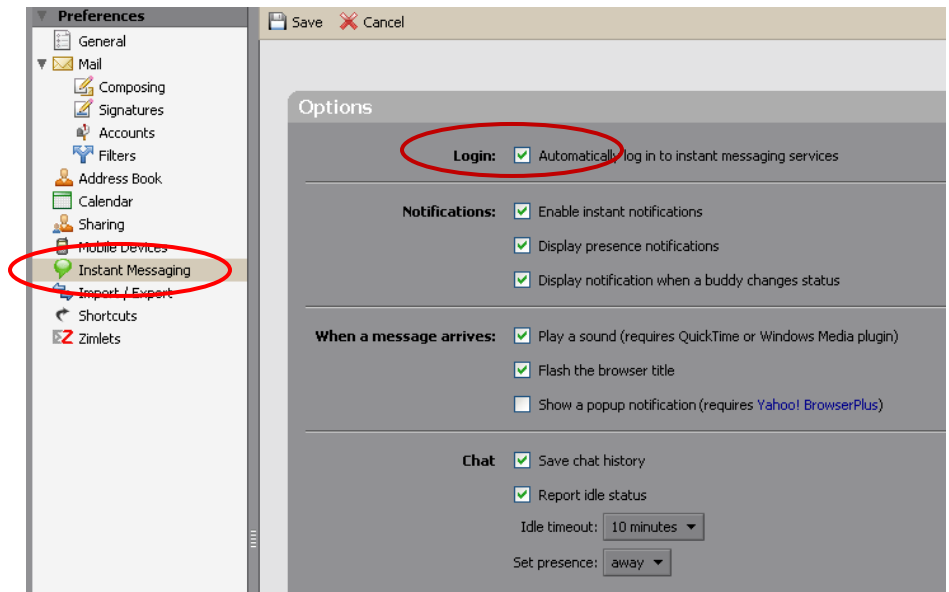
Activating

Click on the silver ball on the IM bar at the bottom of the email list or reading pane



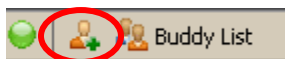
Choose online or available for chat.

To automatically log in when Zimbra starts, go to Preferences > Instant Messaging. Check the box next to “Automatically log in to instant messaging services”

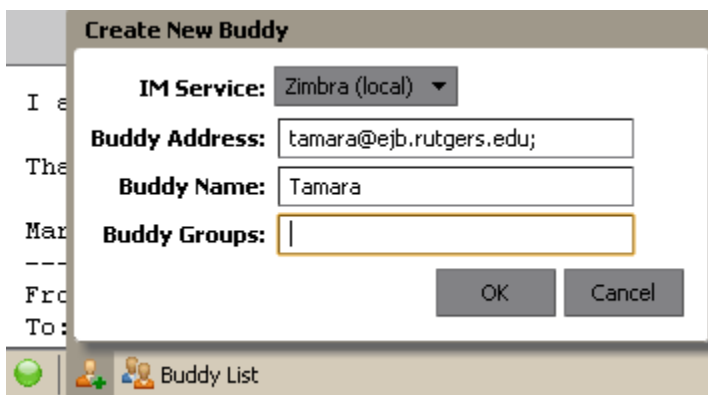


Adding a Buddy

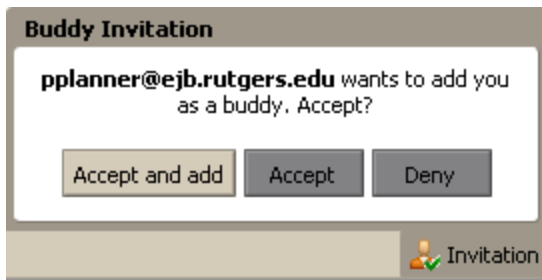
Click on the Create New Buddy Icon



Add the person with their EJB account then click OK



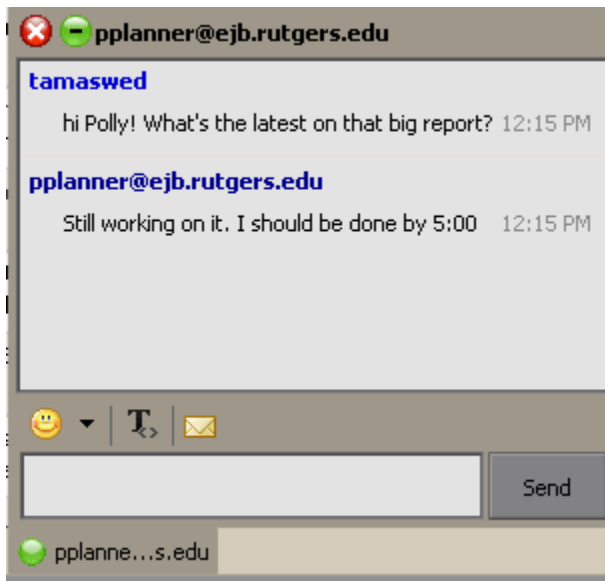
The recipient will see an invitation on their IM bar



Using Instant Message

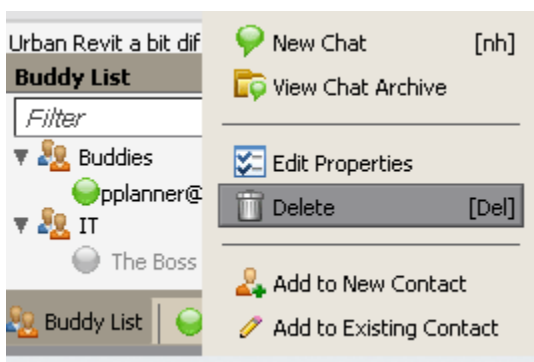
Click on the Buddy List to see your list of Buddies.

Click a name and start typing to chat



Edit or Delete a Buddy

RIGHT click on a Buddy to edit the entry or delete



View Chat Logs

Right click on a name in your Buddy list and choose "View Chat Archive" to see chat logs with a particular person. To view all chats, click on the Chats folder in the folder list. You can search chats, too.

Keyboard Shortcuts

Type CTRL+Q at any time in Zimbra to see the keyboard shortcuts. A full list is located under Preferences > Shortcuts

All Applications	
GM	Go to Mail
GA	Go to Contacts
GC	Go to Calendar
GT	Go to Tasks
GP	Go to Preferences
GD	Go to Documents
GB	Go to Briefcase
N	New item
NM or C	Compose
Shift+C	Compose in new window
NC	New contact
NA	New appointment
NK	New task
NH	New chat
NL	New calendar
NB	New buddy
NP	New notebook page
ND	New document
NW	New notebook
NF	New folder
NT	New tag
Ctrl+→	Next page
Ctrl+←	Previous page
P	Print
Del or Backspace	Delete item(s)
Esc	Close
`	Zimbra Assistant
V	Go to (visit) folder
VV	Go to (visit) tag
M or MM	Move item(s)
T	Tag item(s)
U	Remove tags
S	Run a saved search
/	Focus search box
Ctrl+Shift+A	Select all search results
Ctrl+Q or Shift+/ Ctrl+Y	Show shortcuts
Alt+/ Ctrl+/ Tab Views	Focus toolbar
Ctrl+J	Focus web search box
Ctrl+K	Focus content pane
Ctrl+J	Next tab
Ctrl+K	Previous tab

Ctrl+NNN	Go to tab [n]
Buttons	
Enter	Press the button
↓	Display menu
Pop-up Menus	
↓	Next item
↑	Previous item
Enter	Select
Esc	Dismiss
→	Show sub-menu
←	Hide sub-menu
Trees	
↓	Next item
↑	Previous item
→	Expand
←	Collapse
, or Ctrl+Enter	Show right-click menu
Dialog Boxes	
Enter or Space	Save changes
Esc	Cancel changes
Y	Respond "Yes"
N	Respond "No"
Toolbars	
→	Next button