

ZIMBRA TIPS & TRICKS

This guide brings you the top 15 Zimbra Tips & Tricks to help you save time while working in Zimbra.

If you find these Tips & Tricks helpful, you may also like our tutorial demos: 🕒

The top 15 Zimbra Tips & Tricks (based on clicks on Zimbra's "Did You Know?" blog) are:

Email Tips and Tricks

- 1 Searching in Zimbra
- 2 Importing Into and Exporting From Zimbra
- 3 Changing Your Zimbra Preferences
- 4 Changing Your Zimbra Theme
- 5 Setting Zimbra Email and SMS (text) Reminders
- 6 Enabling Zimbra's Mandatory Spellcheck
- 7 Sorting Email
- 8 Creating an Appointment with the Mini Calendar
- 9 Creating an Email Distribution List or Contact Group
- **10** Opening an Email in a Separate Window
- **11** Turning on Zimbra's Activity Stream
- 12 Switching from Conversation View to Message View
- 3 Sharing Your Zimbra Calendar Outside Your Organization
- 14 Sharing in Zimbra
- 5 Enabling Zimbra Two-Factor Authentication



TIP: Skip ahead to any section of the 15 Tips & Tricks by clicking on the titles to the right.





Searching in Zimbra

There are many great and easy ways to search in Zimbra:

- Quick keyword search
- Complex search
- Right-click search

Quick Keyword Search

You can do a quick search using keywords like from, to, in, etc. Click <u>here</u> to see all search keywords.

To search by keyword: keyword: search word(s)

Examples:

• Find all email received from Mark (all email with "Mark" in the From field):

		-	
\searrow	•	from:	mark

• Find all email in the Sent folder:

in: sent

Search for words in an email by typing the words into the search field. For example, to search for email including "overview document":



This shows all email with "overview document" in the:

- Content
- Subject line
- Attachments
- Etc.

Use quotes to search for multiple words combined. Without the quotes, the search results will include all emails with "overview" and all emails with "document".

Complex Searches

You can also build a complex search using the Search menu.

Click the magnifying glass in the search field to open the Search tab.





Q)

How much time do you spend searching for a specific email? Searches are easy and fast in Zimbra. Search your entire Zimbra account, including attachments, in seconds.

The Search tab has multiple menus and options that you can use to refine a search. For example, you can:

- Click "has attachment" to see only emails that include attachments
- Set a date range
- Show email only from or to a specific sender
- Show only email with a specific tag
- Etc.

Right-Click Search

There is a quick way to search for all email you have sent to or received from a specific user:

- 1. Right-click a user name (in your inbox, in an email, in an appointment, etc.).
- 2. Click Find Email.

Pin Your Search Tab Pin the Search tab to alternate

between the search results and your mail ... the search results don't disappear!

Found 7 results for: "overview document" × Reply New Message **Basic Filters** has attachment is flagged is unread Advanced Filters Received from ... • Sent to ... -Date sent ... • Attachments ... Size • Status -Tag ... • Folder ... • Conditionals Click to add before the selected bubble, or at the end. Note: AND is implied between adjacent terms. AND OR NOT ()



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Save Your Search

Save any search you perform often. To save a search, click the Save button.

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This is a great feature of Zimbra's search ...

don't disappear! They open in a separate tab that you can refer to

your search results

as needed.

Saved searches are in the overview pane. Click the search whenever you need it.

Do you want to learn more about searching in Zimbra?

Zimbra Blog posts:

- Searching with Keywords
- Searching using the Search Menus
- Creating a Search
- <u>Using Common Searches</u>
- Save a Search

Zimbra tutorial:

• <u>Searching in Zimbra</u>



Importing Into and Exporting From Zimbra

You can easily move content into and out of your Zimbra account with the Import and Export features.

Things you can import and export include:

- Mail folders (in tar-gzipped .tgz format)
- Calendars (in iCalendar .ics format)
- Contacts (in .csv format)

To import or export:

- 1. Click the Preferences tab.
- 2. Click Import/Export.





You can easily add files (like address book contacts) from another account (like Google) to Zimbra using Import. Likewise, if you want to move your Zimbra contacts into another account, you can export an address book from Zimbra.

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To import, choose a file and click Import. Zimbra automatically detects the type of file being imported and displays appropriate import options

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To export:

- 1. Select the type of item: Account (mail folder), Calendar or Contacts.
- 2. Select the item from the Source menu.
- 3. Click "Advanced settings" to specify:
 - What data types are included in the export
 - What date range to export
 - What filters to use, if any
- 4. Click Export.

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View a demonstration: 돈



Have you ever wanted to customize your email or calendar? For example, maybe you want to:

- Read emails below the inbox instead of on the right?
- Display your calendar in a month view instead of a work week view?
- Change the language of your display or your timezone?

Changing Your Zimbra Preferences

In Zimbra, you can change many preferences to fit your work style and needs. Here are some Preferences highlights. For more information, view a demonstration:

To change your preferences:

- 1. Click the Preferences tab. Your Preferences are listed in the overview panel.
- 2. Click General. On the General page, you can change:
 - Appearance, such as the theme (colors of your Zimbra interface), font, etc.
 - Time zone and language displayed
 - Search folders included in your searches

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On the Mail page are options to customize how Zimbra displays messages and how Zimbra responds to received messages, such as:

- Specify an action to occur when you receive a message (flash the browser title, show a pop up notification, etc.)
- Forward a copy of the message to another address (helpful if someone else manages your calendar invitations and/or inbox)
- Send a notification message to another address (helpful if you do not check your Zimbra mailbox often)





Other Preferences pages include:

- Accounts: Link your other email accounts to Zimbra, so you can see all of your email in your Zimbra Inbox
- Filters: Set up mail rules or filters
- Out of Office: Set up your vacation or out of office messages
- Signatures: Create as many signatures as you need
- Calendar: Specify your own calendar settings, such as view, working hours, etc.
- Sharing: Create and manage your shared Zimbra items
- Shortcuts: View or print the keyboard shortcuts available in Zimbra

View a demonstration: 下

Changing Your Zimbra Theme

To change your theme:

- 1. Click the Preferences tab.
- 2. Click General.
- 3. Select an option from the Theme menu.
- 4. Click Save.



Note: If you do not have a Theme menu, or if you do not have the Theme options displayed here, your organization has not enabled them. Please contact your System Administrator or email service provider for more information.



There is another great customization you can make in Zimbra – the theme. Your Zimbra web client probably shows the colors and logos of your company or email service provider. You can change the colors by changing your Zimbra "theme" in Preferences.

You are prompted to reload Zimbra.



The new theme is displayed.

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Setting Zimbra Email and SMS (text) Reminders

When you create an appointment in Zimbra, you can specify a pop up reminder. This is a window that pops up in your browser like this:

Have you ever forgotten an appointment and wished you had a reminder in email or on your phone? With Zimbra, you can!

Appointment Reminder(s)	
Staff Meeting Aug 8, 2018 from 2:15 PM to 2:45 PM Location: Break Room	In 10 minutes.
Snooze for: 5 minutes before	Snooze Dismiss

You can set up email and/or SMS (text) reminders in Zimbra Preferences.

To set up email and/or text reminders:

- 1. Click the Preferences tab.
- 2. Click Notifications.
- 3. Complete the fields.
- 4. Save your changes.





Note: If you do not have a Notifications option, your organization has not enabled this Zimbra feature. Please contact your System Administrator or email service provider for more information.

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							SMS (65042138	872@vtext.com)

When you next create a calendar appointment or task, you will see new options in the Reminder area, as shown below.

- Click the Email box to send a reminder to your email address.
- Click the SMS box to send a text reminder to your phone.

View a demonstration:

6 Enabling Zimbra's Mandatory Spellcheck

To set up mandatory spellcheck:

- 1. Click the Preferences tab.
- 2. Click Mail.
- 3. Scroll down to the Composing Messages area, and select Mandatory spellcheck before sending a message, as shown below.
- 4. Click Save.

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Have you ever sent an email with embarrassing spelling errors? In Zimbra, you can enable mandatory spellcheck to automatically spellcheck every email before it is sent.

Sorting Email

When your reading pane is on the right:

- 1. Open the View menu.
- 2. Open the Sort by menu.
- 3. Select the category for sorting.



When your reading pane is on the bottom, click any column header to sort by that category. For example, click the:

- Subject column header to sort alphabetically by Subject
- Flag column header to display all flagged messages first
- From column header to sort all messages alphabetically by sender. Click again to sort them in reverse alphabetical order.
- Received column header to sort all messages chronologically by date received. Click again to sort them in reverse chronological order.

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View a demonstration:



When you open Zimbra, your email is listed chronologically by date received. Have you ever wanted to change that sorting order? Maybe you want to see email listed:

- By sender
- With flagged messages on top
- In reverse chronological order
- By size

Creating an Appointment with the Mini Calendar

Note: If you don't see a mini calendar, either your organization has not enabled the mini calendar or that preference is turned off in Preferences > Calendar > Always show the mini calendar. Please check your Preferences and, if needed, contact your System Administrator or email service provider for more information.

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There are two ways to use the Zimbra mini calendar as a shortcut to create a meeting:

- 1. From an email: This is an excellent shortcut because it opens an appointment tab that automatically includes everyone in the email to/from/cc lists, the content of the email and any attachments from the email! View a demonstration:
- 2. From any Zimbra tab: As shown below, right-click any date on the mini calendar and select New Appointment. You do not need to be in the Zimbra Calendar tab to create a new appointment.





Do you use your Zimbra mini calendar? It can save you a lot of time when you create appointments!

Oreating an Email Distribution List or Contact Group

You can create as many contact groups as you need. You might have a contact group for your work team, your larger department, friends, family, etc. As you type an address into Zimbra, your contact groups autocomplete, too, adding all of the addresses in the group automatically.

To create the contact group:

1. Open the New menu on any tab and select Contact Group.



- 2. The Contact Group tab opens.
- 3. Name the group.
- 4. Search for contacts to add to the group. Zimbra searches for addresses in the Global Address List, but you can change this to search your Contacts.
- 5. Select contacts.
- 6. Click Add to add a contact.
- 7. Click Save to save the group.



Note: Global Address List is a technical name for your company directory.



Zimbra's autocomplete feature is great when you are addressing emails or creating appointments – as you type, addresses pop up for you. But it is also very useful to have your own email sending list, which is sometimes called a distribution list. In Zimbra, this is called a contact group.

The new contact group is displayed. Notice that the icon for a contact group is a multiple head-and-shoulders icon.

When entering an address in an email or appointment, just type the name of the contact group, and all addresses from the group will auto-complete for you.



View a demonstration:

Opening an Email in a Separate Window

You can open an email in a separate window when:

Reading email:

- 1. Open the Actions menu.
- 2. Select "Open in a separate window".

@zimbra[.] 🖂 🔻 Si Mail Contacts Tasks Briefcase Cal ndar New I Reply Reply to All Forward Archive Delete Spam 👜 🕶 🖉 🕶 Actions 💌 🗲 Read More Siew -Mail Folders 7 conversations 🗉 🚺 🖶 Print (p) book 6 message Sorted by Subject T 🛓 Inbox (1) Aug 14 . 🐊 Mark as Read August 14, 2018 4:11 PM 🔹 🕨 ... urvi, supriya, Meredith - 🜀 [Request] Tips & Tricks ebook - Here is a whole site fu 🛤 Sent Mark as Unread [mu] of great e: 🖉 💾 ► Flag ► Unflag Drafts (1) [mf] [mf] Meredith Aug 14 🐻 Junk Status Report Template - Hi Gayle, Attached is the w @ P He 📑 Redirect Trash examples: https://www.hubspot.com/resources/ebook Edit as New
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 Quick Start a New Meeting ● ► Gayle Billat, Meredith - 🛐 Aug 14 August 14, 2018 10:46 AM 3 [Action] Lauch Video - Th



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Have you ever been frustrated by having to click back and forth to different tabs to copy and paste from one email to another? In Zimbra, you can open emails in separate windows!

Composing email: Click the icon in the top right corner of the compose tab.

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Turning on Zimbra's Activity Stream

To turn on the activity stream:

1. Click the gear icon in the Folders area of the navigation pane, and select Activity Stream.



- 2. Select Enable moving messages into Activity Stream.
- 3. Select the type of messages to move:
 - Messages where your address is not in the To or in the To or Cc field
 - Messages from people not in your address book
 - Messages sent to a distribution list that you are a member of
 - Commercial mass marketing and bulk mail messages
- 4. Click Save.

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The Activity Stream folder is now in the folders list, and all email meeting the filter criteria will be delivered into this folder instead of your inbox.



Switching from Conversation View to Message View

A quick summary of conversation view:

- All email with the same subject is grouped into a conversation.
- You can easily see when you are in conversation view from:
 - The expand/collapse arrows
 - The number indicating how many messages are in the conversation
 - Multiple names in the From column

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		Lauch Checklist - Hi - here is a link to the la	inch checklist: [https://w 🏴	🧐 Hi, Please take a l	look at these links to ebook ideas let's brains	torm the best approach for the Zimbra Tip
4 September 2018						
SMTWTF	S					
26 27 28 29 30 31	1					
2 3 4 5 6 7	8					
16 17 18 19 20 21	22					
23 24 25 26 27 28	29					
30 1 2 3 4 5	6					

You can easily switch from conversation to message view. Message view is a more traditional display where every email is shown in a separate row.



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Zimbra automatically shows all of your emails in conversation view. Do you know what conversation view is? Do you know how to change your view?

To switch from conversation view to message view, select View > By Message.



You can easily see when you are in message view by the mail icons.

@zimbra												🛛 🔻 Search	Q	gayle
Mail Contacts	С	alendar	Tasks	Briefcase	Prefe	rences								ر
New Message	•	Reply	Reply to All	Forward	Archive	Delete	Spam	*	Ø•	Actions -			Read More	🖂 View
Mail Folders	0	Sorted by	y Subject 🔽				15	message	s () Re: [R	equest] Tips & Tricks ebook		August 14, 2018	8 3:41 PM
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Sharing Your Zimbra Calendar Outside Your Organization

You can share your Zimbra Calendar information with anyone via a link. They can click the link to see when you are free or busy.

To share your calendar via a link:

- 1. Click the gear icon in the Calendars navigation pane.
- 2. Select the Send Free & Busy Link As option.
- 3. Select the link format. In this example, I will send an HTML link.



Have you ever wanted to share your Zimbra calendar with someone outside of your organization? Perhaps family or friends who want to see your work schedule. Or perhaps you want to share the calendar with people who frequently schedule appointments with you.



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A compose window opens with the link. Send this link, and when the user clicks the HTML link, this is displayed:

			Inly 2018			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7/	1 2 • 11:00 AM - 11:30 AM Busy • 12:00 PM - 1:30 PM Busy • 5:30 PM - 6:00 PM Busy	3 • 6:00 AM - 7:30 AM Tentative • 6:00 PM - 8:00 PM Busy	* 12:00 AM - 12:00 AM Busy	• 6:00 AM - 7:00 AM Busy • 10:00 AM - 10:30 AM Tentative	6 • 8:25 AM - 10:10 AM Busy	
	8 • 5:30 AM - 6:30 AM Tentative • 12:00 PM - 1:00 PM Busy	10 • 6:00 AM - 7:30 AM Tentative • 7:45 AM - 8:15 AM Busy • 9:00 AM - 9:30 AM Busy • 9:30 AM - 10:00 AM Tentative 1:00 PM - 2:00 PM Busy	11	12 • 7:00 AM - 8:30 AM Busy • 9:30 AM - 10:00 AM Busy • 10:45 AM - 11:45 AM Busy • 12:30 PM - 1:30 PM Busy	13 • 7:00 AM - 8:00 AM Busy • 10:30 AM - 12:30 PM Busy • 1:50 PM - 2:50 PM Busy	1
1	5 16 • 12:00 PM - 1:00 PM Busy • 5:00 PM - 6:00 PM Busy	17 • 6:00 AM - 7:30 AM Tentative • 5:30 PM - 12:00 AM Busy	18 • 12:00 AM - 2:30 AM Busy • 5:30 PM - 9:00 PM Busy	19 • 5:00 AM - 6:00 AM Busy • 10:00 AM - 10:30 AM Tentative	20 • 6:30 AM - 7:00 AM Busy • 7:30 AM - 8:00 AM Busy	:
2	2 23 • 11:00 AM - 11:30 AM Busy • 12:00 PM - 1:00 PM Busy	24 • 6:00 AM - 7:00 AM Tentative • 7:00 AM - 7:30 AM Busy • 10:20 AM - 11:20 AM Busy	25	• 7:00 AM - 8:00 AM Busy • 10:00 AM - 10:30 AM Tentative	27	2
2	9 * 12:00 PM - 1:00 PM Busy 30	31 • 6:00 AM - 7:30 AM Tentative • 1:30 PM - 2:30 PM Busy	8/1	2 • 5:00 AM - 7:00 AM Busy • 10:00 AM - 10:30 AM Tentative	3	
	5 6	* 6:00 AM - 7:30 AM Tentative	8	• 7:00 AM - 8:00 AM Busy • 10:00 AM - 10:30 AM Tentative	10	

Sharing in Zimbra

Why is this helpful? Here are some examples.

- If you are collaborating on documents with others, you can all work on the same documents from a shared briefcase folder.
- If someone else administers your calendar for you, you can share the calendar with him or her.
- If you have a working team that needs access to a set of emails, you can share the mail folder, and everyone included in the share can read the emails, respond to them, etc.

There are two ways to create shares in Zimbra:

• Right-click the item you want to share, and select Share Folder.



• Click the Preferences tab, and click Sharing.



Did you know that you

can share any of your Zimbra items? You can

> Email folders Address books Calendars

Briefcase folders

Task lists

share:

Using either method, you will see the Share Properties dialog box.



To create the share:

- 1. Select a "Share with" option:
 - "Internal users or groups" are those within your organization.
 - "External guests" are those outside your organization, and they must have a password to access the shared item.
 - "Public" is also for those outside your organization; however, they do not need a password.
- 2. Enter the email address(es) for the share.
- 3. Select the role:
 - None is not commonly used.
 - Viewer is view-only access.
 - Manager allows the user to view, edit, add, and remove from the shared item.
 - Admin allows the user to do all of the above and add/remove/change shares to the shared item.
- 4. Click OK.

The recipient receives an email as shown here. Ann can click either Accept Share, and she will be prompted to name the folder and choose a color, or Decline Share.

The email also contains a description of the share.

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Share Created: Calendar shared by urvi	1 message
From: (urvi) To: (gayle@mail.zimbrasupportlab.com)	November 6, 2018 2:30 PM
Access Charge Dealling Charge	
Accept snare Decline snare	
Accept share Uecline share urvi has shared "Calendar" with gayle Shared item: Calendar (Calendar Folder)	
Accept share Decline share urvi has shared "Calendar" with gayle Shared item: Calendar (Calendar Folder) Owner: urvi	
Accept snare Decline snare urvi has shared "Calendar" with gayle Shared item: Calendar (Calendar Folder) Owner: urvi Grantee: gayle	
Accept share [Decline share] urvi has shared "Calendar" with gayle Shared item: Calendar (Calendar Folder) Owner: urvi Grantee: gayle Role: Manager	

View a demonstration: 🕒



Enabling Zimbra Two-Factor Authentication

Enabling 2FA is easy, but there are a few steps. You will need access to both your Zimbra account and your smartphone to complete the 2FA setup.

- 1. Click the Preferences tab.
- 2. Click Accounts.
- 3. Click Setup two-step authentication

🕲 zimbra						🔛 🔻 Sean	ch Q	gayle
Mail Contacts	Calendar Tasks	Briefcase P	references					
Save Cancel	Undo Changes							
Preferences General	Accounts							
Accounts	Account Name	Status	Email Address				Туре	
🔤 Mail 💽	Primary Account	с ок	gayle@mail.zimbr	asupportlab.com			Primary	
Y Filters	Add External Ad	count Add Persona	Delete					
b Out of Office	Primany Acc	ount Settings						
🤣 Trusted Addresses	rimary Acc	sum settings						
Contacts	Email :	address: gayle@mail.	zimbrasupportlab.com					
Calendar	Accourt	t Name: Primary Acc	ount					
💩 Sharing								
Notifications	Settings for Ser	nt Messages						
Connected Devices & /	loc .	From: Choose what	appears in the "From" fi	eld of email messages				
😫 Import / Export		Gayle Bi	lat	gayle@mail.zimbrasupportL	ab.com •			
Shortcuts		Reply to: Set the "R	eply-to" field of email me	essages to:				
Zimiets		e.g. 80b	Smith			v		
	Si	gnature: Manage your	r signatures					
• • November 2018 • 5 M T W T F	Account !	Security: Using stands	ard authentication Setu	up two-step authentication	3			
4 5 6 7 8 9 1	0 De	elegates: The followin	g users have delegated a	authority to this account				
11 12 13 14 15 16 1 18 19 20 21 22 23 2	7	Name		т	ype			
10 10 10 11 11 15 15 1								
25 26 27 28 29 30								

Note: If you do not see this option in your Account Preferences, your organization has not enabled the two-factor authentication feature. Please contact your System Administrator or email service provider for more information.

Set up Two-step authentication

4.	Click Begin
	Setup.

5. Enter your Zimbra password.

not only your username and pass This added level of security make compromised by an intruder.	litional security to your account by requiring word, but also a code from your smart phone. s it much more difficult for your account to be
Choose "Begin Setup" to configure Once your phone is configured, yu time you sign in, or you may choo	e your smart phone to generate a secure code. ou may choose to be prompted for a code each ose to remember a device you trust.
	Begin Setup Cancel
Set up Two-step authentication	
Set up Two-step authentication	
Set up Two-step authentication Confirm Password Before setting up two-step authen account "gayle@mail.zimbrasuppo	tication, you must provide the password for the rrtlab.com".
Set up Two-step authentication Confirm Password Before setting up two-step authen account "gayle@mail.zimbrasuppo Password:	tication, you must provide the password for the rtlab.com".
Set up Two-step authentication Confirm Password Before setting up two-step authen account "gayle@mail.zimbrasuppo Password:	tication, you must provide the password for the rtlab.com".



Cancel

Next

Previous

Has your email account ever been hacked? Have your contacts received email "from" you that you didn't send? In Zimbra, you can set-up two-factor authentication (2FA), an extra layer of security for your Zimbra account. With 2FA enabled, to log into your Zimbra account, you need your password and a code generator on you smartphone.

6. Click Next.



The next steps require your smartphone.

- 7. Click the URL to see which authentication applications are available for your smartphone.
 - Download the authentication application and install it on your smartphone.
 - Click Set up account in the application.
 - Follow the steps to set up the account using a key.
- 8. Click Next.
- 9. Using the app on your smartphone, enter your email address and the key provided in Zimbra, as shown.
- 10. Click Next.

K Manual entry	~
Account	
gayle@zimbra.con	
Key	
ZBHFSBUNVDAFJ	_
Time based	•



Your smartphone will provide a code to complete the 2FA setup.

11. Enter the code provided on your smartphone.

Set up Two-step authenticatio	n
Enter code to confirm setup	
Once you have entered the key, the authentication app.	enter the 6-digit verification code generated by
Code :	075179
	Previous Next Cancel



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- 12. Click Next.
- 13. Success! You have enabled 2FA for your Zimbra account!



What now? Every time you log into your Zimbra account, you will be prompted for a new code from the application on your phone.



What if you don't have your phone, or what if your phone runs out of batteries? You have 10 one-time codes to use if you do not have your phone available. Simply click the "View" link and print the 10 codes (or copy them to an app on your phone). Keep these codes handy, so they are available when you need them.

🕘 zimbra				🖂 🔹 Search	Q gayle
Mail Contacts Cal	endar Tasks Brie	fcase Preferences			, (
Save Cancel	Undo Changes				
Preferences	Signature:	Manage your signatures			
General					
Accounts	Account Security:	Using two-step authentication Disa	ble two-step authentication		
Mail Mail	One-time Codes:	10 unused codes View			
Y Filters	Trusted Devices:	You have 0 trusted device revoke this	is device revoke all other devices		
Signatures	Applications:	Create passcodes for applications that	at don't support two-step authentication		
Out of Office		Name	Created	Last Used	
Trusted Addresses					
Contacts			No results four	nd.	
Calendar					
Sharing		Add Application Code Revoke Cod	le		
Notifications					
Connected Devices & App	Delegates:	The following users have delegated as	uthority to this account		
Import / Export		Name	Tune		
A Shortcuts			1104		
Zimiets			No results four	nd.	
		Add Delegate Edit Permissions R	Remove		
M T W T F S	Dalagata Send Settinger		4		
29 30 31 1 2 3	bengin seni senings	Save a copy of sent messages to m	vy sent rolder		
5 6 7 8 9 10		Save a copy of sent messages to de	elegate's sere tolder		
12 13 14 15 16 17		O save a copy or sent messages to de	eregate's sent rolder and my Sent Tolder		
26 27 28 29 10		Upon it save a copy of sent message	5		

View a demonstration: 📘







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