

Feature	Description	O	S	P	A
<b>WEB COLLABORATION AND PRODUCTIVITY</b>					
<b>General Web Interface</b>					
AJAX-based end user interface	Rich, interactive, web-based interface for end user functions (access via HTTP or HTTPS)	x	x	x	
Automatic web client updates	The web interface automatically updates to display messages and other updates	x	x	x	x
Online end user help	Online end user help accessible directly from the end user interface	x	x	x	x
Themes	Ability to customize the colors and appearance of the web interface	x	x	x	x
Rebranding	Ability to use custom logos in the web interface		x	x	
Keyword based ad serving	Ability to display ads based on the content of the subject and the message fragment (PS)		x	x	
Banner ads can be added to Zimbra Web Client	Banner ads can be placed in the Zimbra Web Client		x	x	
Extended Zimlet framework for expanded search	Users can search the web from within Zimbra Web Client		x	x	
Customizable Options pages	Templates can be used to customize the feature layout of the options pages. (PS)		x	x	
Web client lazy loading	Load client JavaScript code on-demand to improve performance during user login	x	x	x	x
<b>Cross-Application Features</b>					
Carbon theme	Default theme is "Carbon" for new installations of ZCS	x	x	x	
Account quota	Account quota information displays as a tool tip on the user's name	x	x	x	
Trash folder	Trash folder is available for each application (email, calendar, tasks, etc)	x	x	x	
Tasks and Appointment reminder	Ability to enable tasks and appointments optional popup, email reminder to alert user of event	x	x	x	
Email address for Tasks and Appointment reminder	Ability to configure an email address where reminders for tasks and appointments are sent	x	x	x	
Add attachments	Add attachment dialog includes tabs for mail, contact, and briefcase files	x	x	x	
Migrate data	Ability to migrate data from Public Folders	x	x	x	
Color selector	Extended color selector including tag colors, folders, preferences, and admin console	x	x	x	
Send email to meeting organizer and attendees	Ability to send email to a meeting organizer and all attendees	x	x	x	
Find Shares link	Find Shares link added to the Folders section in the Overview pane	x	x	x	
Undo action	Mail and Contacts actions can be undone using the "undo" dialog	x	x	x	
Drag/Drop with drag context	Ability to drag/drop items, with dynamic indicators of the number of items being dragged and valid drop zones	x	x	x	x
Auto-complete addresses	Addresses auto-complete as they are being typed, including a dynamically updated selection dialog when multiple addresses match	x	x	x	x
Tags	Ability to quickly categorize messages, contacts, and/or documents by attaching "Tags" with user-defined names and colors	x	x	x	x
HTML formatting	Ability to render and create messages, appointments, and web documents in HTML format	x	x	x	x
Spell check	Option to check and correct spelling in a mail message, calendar appointment, or web Document	x	x	x	x
Mandatory spell check	Option to have mandatory spell check enabled	x	x	x	x
Share with Internal Users and Groups	Ability to share Address Books, Calendars, Briefcase and Notebooks (Documents) with internal users and groups (read or write access)	x	x	x	x
Share with External Users	Ability to share Address Books, Calendars, Briefcase and Notebooks (Documents) with external users via a custom password (read access)	x	x	x	x
Share with Public	Ability to share Address Books, Calendars, Briefcase and Notebooks (Documents) with the public (read access)	x	x	x	x
Zimbra Assistant	Mini dialog for quick actions (e.g. send message, create appointment) without changing the underlying application context	x	x	x	x
Multi-source address picker	Ability to choose from users in personal Address Books, shared Address Books, or the Global Address List	x	x	x	x
"View as HTML" option for attachments	Option to quickly view attachments in HTML format		x	x	x
Keyboard Navigation	Keyboard shortcuts are available for Zimbra Web Client	x	x	x	x
COS setting enhancements to prevent log warning	Accounts can be configured to let users log off without the warning	x	x	x	x
Welcome or Home page	Enable a Home page tab that can display specific information for the user (PS)	x	x	x	x
Custom logout page	Ability for users on logout to be redirected to a page other than the Zimbra login page	x	x	x	x
User preferred or default selection of Zimbra Web Client	Accounts can be configured to use either the Standard Web Client, the Advanced Web client or both	x	x	x	x
Manage shared items	Preference Share folder lists all items shared with the user	x	x	x	x

Feature	Description	O	S	P	A
<b>Mail</b>					
Outgoing mail filter	Ability to create filters for outgoing messages	x	x	x	
Mail folders persist across browser	Mail folders in an expanded or collapsed state persist across browser restart, login, logout, etc.	x	x	x	
Multiple attachments	Ability to add multiple attachments to email messages	x	x	x	
Email Bubbles	Names in the address fields display as "Email Bubbles". User can expand the name if a distribution list.	x	x	x	
Distribution list "Expand" link	Ability to select a distribution list and use the "expand" link to view DL members	x	x	x	
Configure font size	Configure font size used when printing from the Preferences tab	x	x	x	
Send message later	Ability to send a message at a later time by configuring date and time to send. Message saved to Draft folder until sent.	x	x	x	
HTML editor	Additional font families in HTML client composing option	x	x	x	
Self Service Recovery	End user recovery of emails that are hard deleted or emptied from the trash folder	x	x	x	
Signatures	Ability to set user signatures by account. Users can set a different signature in an email message and can choose a contact to be attached as a vCard when a particular signature is used.	x	x	x	
Conversations	Automatic grouping of messages in a message thread, enabling efficient message organization	x	x	x	x
Conversations span folders	Conversations are formed independently of folders, meaning that messages in different folders can be part of the same conversation	x	x	x	x
Conversation rehash	If a message is contributed to a conversation, that conversation is marked as unread and moved to the top of the Inbox	x	x	x	x
Conversation-level actions	Ability to perform actions on an entire conversation such as move, Tag, flag, drag/drop, etc.	x	x	x	x
Preview pane	Ability to view a highlighted message in a preview pane	x	x	x	x
Personal folders and hierarchies	Ability to create personal folders and folder hierarchies	x	x	x	x
Publish RSS/ATOM feeds	Ability to generate RSS or ATOM feeds based on the contents of the Inbox or other mail folders	x	x	x	x
Subscribe to RSS/ATOM feeds	Ability to subscribe to RSS/ATOM feeds	x	x	x	x
Message print and print preview	Ability to print a message and see a print preview	x	x	x	x
Message sort	Ability to sort messages based on subject, date, or sender	x	x	x	x
Flags	Ability to flag/unflag messages/conversations for follow up	x	x	x	x
Filters	Ability to define filter rules and priorities for incoming messages.	x	x	x	x
Filter existing messages	Ability to run filters over existing email messages	x	x	x	x
Away messages	Ability to enable/disable a custom away message	x	x	x	x
Signatures	Ability to add a custom signature to a message	x	x	x	x
Mandatory signatures	Ability to create system-wide mandatory signatures	x	x	x	
Compose in window	Option to popup a separate window when composing a message	x	x	x	x
Drafts	Ability to save in-progress messages to a Drafts folder	x	x	x	x
User-controlled forwarding	Ability for a user to set an automatic forwarding address and choose whether to leave a copy in the primary mailbox	x	x	x	x
Reply with attachments option	Option to Reply or Reply-All while retaining the attachments from the original message	x	x	x	x
Right-click message context menu	Right-clicking a message displays a menu of actions to take on that message (e.g. Mark Read, Reply, Delete)	x	x	x	x
Right-click email address context menu	Right-clicking an email address displays a menu of actions to take on that address (e.g. view website, add/edit contact, create filter, search for messages)	x	x	x	x
Hover over attached image shows preview	Hovering over an image attachment in a message displays a thumbnail preview of the image	x	x	x	x
Create calendar appointment from message	Ability to drag a message to a mini-calendar date to create an appointment based on the message	x	x	x	x
Quota indicator	Visual indicator of quota and amount of quota consumed	x	x	x	x
Export messages as ZIP file	Ability to export a set of messages as a ZIP file	x	x	x	x
Reply/Reply-All Toggle	Ability to toggle between Reply and Reply-All while composing a reply	x	x	x	x
Mail Identities	Ability to create multiple identities in Zimbra Web Client and use different names and mail settings.	x	x	x	x
Support for multiple external email accounts	Within ZWC, users can identify other POP email accounts that they have, retrieve email from those accounts and save in specific folders	x	x	x	x
Reading Pane view can be set	Users can set their default preference for viewing messages in the reading pane	x	x	x	x
User-specified default HTML settings	Users can set the default font family, font size and font color to use when composing email messages and Documents pages	x	x	x	x
Shared mailbox folders	Users can share their mailbox folders and set the permission levels to manage or to view-only.	x	x	x	x
Ability to insert inline images in HTML Editor	Users can insert inline images in email messages and calendar appointments	x	x	x	x
Signature Length can be set	Admins can configure the maximum number of characters used in a signature	x	x	x	
Definable expiration policy for systems folders	Admin can define expiration policy for individual mailbox folders	x	x	x	x
Account quota warning	Users will receive an email message warning of quota usage based on a threshold defined by administrator	x	x	x	x
Results of a URL can be made attachments	Users can attach a URL to an email message	x	x	x	x
Double click on mail opens message in new window	Users can double-click on a message in message view to expand the view pane to full view	x	x	x	x

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Different signatures can be defined	Users can define up to three different email signatures to use	x	x	x	x
Email feature can be disabled	Administrators can disable this feature on a COS or Account basis	x	x	x	x
Checkboxes to select mail	Users can check multiple emails in the list view to mark as read/unread/tag, delete, or to move to a different folder	x	x	x	x
Message priority can be set	When sending a message, the priority is normal, but it can be set to high or low as well	x	x	x	x
Instant Notification	Users can get immediate notification of new mail	x	x	x	x
Multiple messages can be forwarded	Multiple messages can be selected and forwarded in one email	x	x	x	x
Aggregation of mail accounts using IMAP	Users can aggregate multiple external accounts in their Zimbra account using IMAP	x	x	x	x
View the number and total size of items in folder	Users can right click on a folder to see the number of messages and the total size of items in folder				
Three-pane view of mail	Users can select to view their mailbox in a three pane vertical view	x	x	x	x
Read Receipt	Messages can be flagged for a return read receipt. Users have a choice to turn this option off for messages they receive	x	x	x	x
Compose in Tabs	Multiple compose tabs can be opened and users can move between the tabs	x	x	x	x
Multiple forwarding addresses	Allow users to set multiple forwarding addresses	x	x	x	x
User controlled junk mail lists	Allow users to set up black or while lists for emails through preferences settings	x	x	x	x
Sort Messages by size	Ability to sort messages based on size	x	x	x	x
Print multiple messages	Ability to select and print multiple messages at once	x	x	x	x
Import/export vCards	Ability to import/export contacts in vCard (.vcf) format	x	x	x	x
Contact print and print preview	Ability to print a single Contact or list of Contacts and see a print preview	x	x	x	x
Right-click Contact context menu	Right-clicking a Contact displays a menu of actions to take on the Contact (e.g. compose message, search for messages)	x	x	x	x
Drag/drop Contact to mini-cal date to create appointment	Ability to drag a Contact to a mini-calendar date to create an appointment with that Contact	x	x	x	x
Multiple Address Books per mailbox	Ability to create multiple Address Books in a single mailbox	x	x	x	x
Move/copy contacts across Address Books	Ability to move/copy contacts from one Address Book to another (based on access privileges)	x	x	x	x
Personal Distribution Lists (Group Lists)	Ability to create group contact lists in their user Address Books	x	x	x	x
Custom Information Field	Users can create custom information fields in the contacts information form	x	x	x	x
Add Photos to contacts	Photos and images can be uploaded to contacts in Address Books	x	x	x	x
<b>Calendar</b>					
Delete recurring appointment	Ability to delete a recurring appointment, and confirm if deleting the instance, the series, or recurring items	x	x	x	
Copy an appointment	Ability to create an appointment similar to an existing appointment	x	x	x	
Save calendar appointment without sending	Ability to save Calendar appointments locally without sending the invitation to the attendees	x	x	x	
New appointment tab in tab bar	New appointments open as a tab in the tab bar. Ability to switch between creating appointment and other parts of the application.	x	x	x	
Date range	Date range view enhanced	x	x	x	
Appointment changes	Ability for attendees to see invite changes highlighted in a different color	x	x	x	
Appointment invites received as TNEF	Appointment invites, updates, cancellations, etc received by ZCS as TNEF from Outlook or Exchange work like their ZCS generated equivalent	x	x	x	
Customizable work week hours	Ability to customize work week and hours work schedule	x	x	x	
Show work week hours in F/B	Scheduled work hours are highlighted in the user's calendars	x	x	x	
Calendar user interface improvements	Overall improvements to Calendar for meeting invitations	x	x	x	
Personal scheduling	Ability to schedule personal appointments	x	x	x	x
Group scheduling	Ability to schedule meetings and view attendees' free/busy information	x	x	x	x
Recurrences and recurrence exceptions	Ability to create recurring meetings and exceptions to recurring meetings	x	x	x	x
Resource scheduling	Ability to book resources (locations, equipment, etc.) for a meeting	x	x	x	x
Resource search by attributes	Ability to search for available resources by attributes such as site, building, floor, and capacity	x	x	x	x
Resource auto-respond	Ability to configure a resource to auto-respond to scheduling requests based on availability	x	x	x	x
Calendar alerts	Option to enable an alert popup for upcoming appointments	x	x	x	x
Time zone adjustment	Appointments/schedules are automatically displayed in the users current time zone	x	x	x	x
Per-appointment time zone setting	Ability to set an explicit time zone for an appointment	x	x	x	x
Day, Week, Work Week, Month views	Ability to view calendars in Day, Week, Work Week, or Month views	x	x	x	x
List view	Ability to see appointments in selected calendars for a two week period, select multiple appointments to act upon at once	x	x	x	x
Fish-eye calendar view	In the Month view, users can click a date and see a detailed hourly view of the day	x	x	x	x
Customizable first day of week	User setting for the first day of the week; value chosen impacts the Week calendar view	x	x	x	x
Create/drag appointment inline in calendar views	Ability to create an appointment and/or drag an appointment's boundaries inline in calendar views	x	x	x	x
Quick Accept/Tentative/Decline from calendar views	Ability to quickly mark Accept/Tentative/Decline from calendar views	x	x	x	x
Identify internal users who can send an invitation	Only addresses identified by the user can send an invitation. Other invites are automatically declined.	x	x	x	x
Customize Free/Busy display	Users can customize how Free/Busy information about them is displayed	x	x	x	x

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Disable Send Notification Mail	Users can disable Send Notification Mail so that attendees do not receive an email update about minor changes to a meeting	x	x	x	x
Faded display of declined appointments	Declined appointments display faded so that the user remains aware of their occurrence	x	x	x	x
Calendar print and print preview	Ability to print calendars in day, week, work week, or month views and see a print preview	x	x	x	x
Hover over appointment shows details	Hovering over an appointment in calendar view displays additional appointment details	x	x	x	x
Mini-cal	Option to display a miniature calendar at all times	x	x	x	x
Hover over date in mini-cal shows schedule	Hovering over a date in the mini-cal displays calendar information for that date	x	x	x	x
Right-click mini-cal context menu	Right-clicking on the mini-cal displays a menu of actions to take on the associated date (e.g. add appointment, search for messages)	x	x	x	x
Multiple calendars per mailbox	Ability for a user to create multiple calendars within a single account	x	x	x	x
Free/busy inclusion by calendar	Ability for a user to designate which calendars will be included in the user's free/busy calculations	x	x	x	x
Subscribe to external calendars	Ability to subscribe to an external calendar in iCalendar (.ics) format	x	x	x	x
Publish calendar in iCalendar format	Ability to publish/export a calendar in iCalendar (.ics) format	x	x	x	x
Multi-calendar overlay views	Ability for a user to view multiple calendars overlaid in the same view, which each calendar optionally represented by a different color	x	x	x	x
Schedule "thermometer"	When viewing multiple calendars, option to view a "thermometer" that indicates the degree of conflict at each potential time slot	x	x	x	x
Import calendars as ics iCal files	Users can import calendar iCalendars (.ics)	x	x	x	x
Mark appointments as private	Appointments can be marked as private or public.	x	x	x	x
Calendars can be for personal appointments only	Administrators can configure the Calendar feature to be able to create only personal appointments	x	x	x	
Search for appointments	Users can search for appointments within their calendars	x	x	x	x
HTML Read-Only View for Public Calendars	Public calendars display in HTML read-only format	x	x	x	x
Admin receives email for shared Calendars	Users with admin privileges receive copies of invites sent to the grantor	x	x	x	x
Resource discovery	Resource accounts can be searched in CALDAV	x	x	x	x
Appointment status color-coded	A vertical color strip differentiates appointments based on status	x	x	x	x
Options for deleting recurring meetings	Users can select whether to cancel entire series or cancel only the selected instance and future meetings	x	x	x	x
Recipient can edit invites	Users can edit an invitation that they receive to change time	x	x	x	x
Calendar filter rules	Users can create Calendar invite filter rules that filter either invites or replies	x	x	x	x
<b>Tasks</b>					
<b>Tasks tab</b>	<b>Tasks now open as a tab. User can quickly switch between Task and other parts of the application.</b>	<b>x</b>	<b>x</b>	<b>x</b>	
Manage tasks	Add tasks and set the start and due date, set the priority and keep track of the progress and percentage complete	x	x	x	x
Share task lists	Share task lists with internal and external users and set permission levels to manage or to view-only	x	x	x	x
Create task folders	Users can organize task lists into folders	x	x	x	x
Sort tasks	Users can sort tasks by Status or Due Date	x	x	x	x
Prioritize tasks	Users can set the priority of tasks to high, normal or low	x	x	x	x
Tag tasks	Individual tasks can be tagged	x	x	x	x
Attachments to tasks	Files can be attached to a tasks	x	x	x	x
Print task lists	The entire task list can be printed	x	x	x	x
View tasks by status	Users can select tasks by status	x	x	x	x
Sync tasks	Sync tasks from an iCal remote service	x	x	x	x
<b>Briefcase</b>					
<b>Notebooks and pages migrated to Briefcase</b>	<b>Notebooks and pages are migrated to Briefcase after ZCS upgrade. (Documents application has been removed )</b>	<b>x</b>	<b>x</b>	<b>x</b>	
<b>Versioning and check in/out support</b>	<b>Supports versioning and check in/out capabilities. Can check out and lock files so users cannot overwrite each others work.</b>	<b>x</b>	<b>x</b>	<b>x</b>	
<b>Rename files</b>	<b>Ability to rename files</b>	<b>x</b>	<b>x</b>	<b>x</b>	
Rich Web Document authoring	Ability to create rich web Documents with WYSIWYG or HTML editing	x	x	x	x
Briefcase	Users can upload files to their mailbox and can access them from any computer	x	x	x	x
Ability to add mail attachments	Users can add email attachments to a selected folder	x	x	x	x
Attachments to email	Users can attach documents from their Briefcase to email messages they send	x	x	x	x
Versioning	Pages show when last modified and version				

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<b>Zimlets™</b>					
LinkedIn Zimlet	Ability to invite someone into network or ability to view a summary of profile	x	x	x	
Standard Zimlets	Standard Zimlets in ZWC include Social, Search Highlighter, and WebEx	x	x	x	
Custom Zimlets design framework	Design framework for building custom Zimlets	x	x	x	
Content recognition and Zimlet trigger	Ability to recognize content patterns (e.g. dates, phone numbers) in mailbox items and to trigger a Zimlet(s) based on that content	x	x	x	
Zimlet hover-over displays	Dynamic displays that appear when hovering over recognized content patterns, including displays of external images/data	x	x	x	
Zimlet hover-over action menus	Dynamic action menus that appear when right-clicking recognized content patterns	x	x	x	
Panel Zimlets	Zimlets that display in a separate UI panel, enabling interaction via double-click and/or drag/drop	x	x	x	
Date Zimlet	Hovering over a date term (e.g. December 12, tomorrow, last Friday) displays the user's calendar schedule for that date	x	x	x	
Email Address Zimlet	Hovering over an email address displays additional information about that person (from data in the corresponding Contacts record)	x	x	x	
Phone Zimlet	Right-clicking a phone number enables placing a VOIP call to that number (requires external VOIP client)	x	x	x	
URL Zimlet	Hovering over a URL displays a thumbnail image of the URL	x	x	x	
Zimlets Examples Directory	Directory of additional optional Zimlets that demonstrate examples of using the Zimlets infrastructure	x	x	x	
Manage Zimlets on ZWC	Users can disable or enable Zimlets from the Preferences	x	x	x	
Zimlet application tabs	Capability for Zimlets to create new application tabs	x	x	x	
<b>Search</b>					
Server-side indexing	Server-side indexing of mailbox content, enabling fast and efficient search from the web interface	x	x	x	x
Multi-condition search	Ability for a search to include any number of conditions combined via Boolean-like expressions (AND, OR, NOT, etc.)	x	x	x	x
Text-based search queries	Ability to use text commands to execute searches	x	x	x	x
Advanced Search	Advanced interface for building searches	x	x	x	x
Cross-context search	Ability to search for a specific item type (Mail, Contacts, Documents, etc.) or across item types	x	x	x	x
Wildcard searches	Ability to search using a prefix plus a wildcard	x	x	x	x
Continuous search	When using Search Builder, the search result set updates continuously as search conditions are changed	x	x	x	x
Saved Searches	Ability to save searches for subsequent one-click re-execution	x	x	x	x
Search by keywords	Ability to search for items that contain specific keywords	x	x	x	x
Search by date or date range	Ability to search for items with a specific date or within a specific date range	x	x	x	x
Search by relative date/time	Ability to search for items with specific relative date/time characteristics (e.g. "today", "yesterday", "last 4 hours")	x	x	x	x
Search by existence of an attachment	Ability to search for items that contain an attachment	x	x	x	x
Search by existence of an attachment type	Ability to search for items that contain an attachment of a certain type(s)	x	x	x	x
Search by flagged/unflagged status	Ability to search for items that have a specific flagged/unflagged status	x	x	x	x
Search by folder	Ability to search for items that are in a specific folder	x	x	x	x
Search by size	Ability to search for items based on storage size	x	x	x	x
Search by read/unread status	Ability to search for items based on read/unread status	x	x	x	x
Search by recipients	Ability to search for items with specific recipients in the To/Cc fields	x	x	x	x
Search by sender	Ability to search for items from a specific sender	x	x	x	x
Search by subject	Ability to search for items based on subject	x	x	x	x
Search by Tag	Ability to search for items that include a specific Tag(s)	x	x	x	x
Search by Zimlet content pattern	Ability to search for items that contain specific Zimlet content patterns (phone numbers, etc.)	x	x	x	x
Search by To/From domain	Ability to search for items that were sent to or received from a specific domain	x	x	x	x
Shared Contacts search	Ability to search for Contacts in a Shared Address Book	x	x	x	x
Attachment contents search	Ability to search for content inside attachments		x	x	x
Ability to search in user calendars	Can search for appointments in calendars up (up to 180 days)	x	x	x	x
Junk mail indexing can be disabled	Administrator can disable the indexing of junk mail	x	x	x	x
Search using is:solo	New search query option is:solo is available	x	x	x	x

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<b>Zimbra Standard Client</b>					
<b>This list highlights many of the standard features</b>					
<b>Mail</b>					
Conversations	Automatic grouping of messages in a message thread, enabling efficient message organization	x	x	x	x
Conversations span folders	Conversations are formed independently of folders, meaning that messages in different folders can be part of the same conversation	x	x	x	x
Conversation rehash	If a message is contributed to a conversation, that conversation is marked as unread and moved to the top of the Inbox	x	x	x	x
Preview pane	Ability to view a highlighted message in a preview pane	x	x	x	x
Drafts	Ability to save in-progress messages to a Drafts folder	x	x	x	x
Message sort	Ability to sort messages based on subject, date, or sender	x	x	x	x
Flags	Ability to flag/unflag messages/conversations for follow up	x	x	x	x
Away messages	Ability to enable/disable a custom away message	x	x	x	x
Personal folders and hierarchies	Ability to create personal folders and folder hierarchies	x	x	x	x
Signatures	Ability to add a custom signature to a message	x	x	x	x
User-controlled forwarding	Ability for a user to set an automatic forwarding address and choose whether to leave a copy in the primary mailbox	x	x	x	x
Reply with attachments option	Option to Reply or Reply-All while retaining the attachments from the original message	x	x	x	x
Quota indicator	Visual indicator of quota and amount of quota consumed	x	x	x	x
RSS/ATOM Feed	Ability to subscribe to RSS/ATOM feeds	x	x	x	x
Multiple Signatures	Ability to create up to 20 custom signature	x	x	x	x
Multiple Identities Support	Ability for users to specify different user identities when sending email messages	x	x	x	x
<b>Address Book (Contacts)</b>					
Add new contacts	Ability to add contact to the Contact list	x	x	x	x
Enable auto adding of contacts	Ability to have contacts automatically added	x	x	x	x
Personal Distribution Lists (Group Lists)	Ability to create group contact lists in their Contacts list	x	x	x	x
Multiple Address Books per mailbox	Ability to create multiple Address Books in a single mailbox	x	x	x	x
<b>Calendar</b>					
<b>Many of the basic calendar features including</b>		x	x	x	x
Calendar Support	Can create multiple calendars, import calendars and share calendars	x	x	x	x
Create meetings	Ability to create meetings, all day events and appointments, mark them private and set free/busy	x	x	x	x
Per-appointment time zone settings	Ability to set an explicit time zone for an appointment	x	x	x	x
Multiple view options	Ability to view calendars by day, week, work, week, month or as schedule view	x	x	x	x
Subscribe to external calendars	Ability to subscribe to an external calendar in iCalendar (.ics) format	x	x	x	x
Import/export calendars	Ability to import or export in iCalendar (.ics) format	x	x	x	x
Recurrence and recurrence exceptions	Ability to create recurring meetings and exceptions to recurring meetings	x	x	x	x
<b>Tasks</b>					
Manage tasks	Add tasks and set the start and due date, set the priority and keep track of the progress and percentage complete	x	x	x	x
Share task lists	Share task lists with internal and external users and set permission levels to manage or to view-only	x	x	x	x
Create task folders	Users can organize task lists into folders	x	x	x	x
Sort tasks	Users can sort tasks by Status or Due Date	x	x	x	x
Prioritize tasks	Users can set the priority of tasks to high, normal or low	x	x	x	x
<b>Search</b>					
Create new search	Ability to enter a query and then save the search	x	x	x	x
Move a saved search	Ability to move a saved search to another folder	x	x	x	x
<b>Tags</b>					
Ability to categorize messages and contacts by attaching "Tags" with user-defined names and colors		x	x	x	x
Preferences enhancements	Keyboard navigation, themes, set time zone, mail filters	x	x	x	x
IMAP & POP Aggregation of Mail Accounts	Ability for users to aggregate external mail accounts using IMAP or POP	x	x	x	x
<b>Briefcase and Documents</b>					
Briefcase and Documents features are supported		x	x	x	x
<b>Role-Based Delegated Administration</b>					
Multiple admin levels	Administrators and administrator groups can be granted rights to manage		x	x	
Two predefined administration roles	Domain administrator and distribution list administrator		x	x	
Manage multiple domains	One delegated administrator can manage multiple domains		x	x	
View Rights	View admin rights associated with a specific admin account		x	x	

Feature	Description	O	S	P	A
<b>Domain-Level Management</b>					
Multi-domain administration	Ability to create and manage multiple mail domains within a single ZCS instance		x	x	x
Per-domain GAL	Ability to use different Global Address Lists for each domain	x	x	x	x
Per-domain authentication	Ability to use different authentication stores for each domain	x	x	x	x
Domain Administrators	Ability to delegated domain-level administrators to manage users and other settings specific to a domain		x	x	
Domain-level branding	Ability to create domain-specific custom branding of the web interface		x	x	
Domain admins can set account quotas	Ability to enable a domain admin to update account quotas up to a maximum set value		x	x	x
Per-domain quota management	Ability to set quota for each domain (either unlimited or a maximum value per account)	x	x	x	x
Move domains	Ability to move a domain		x	x	x
Archiving & Discovery (PS)	COS-based auto provisioning of archived accounts		x	x	
Cross mailbox search	Ability to search across mailboxes from the administration console		x	x	
Enhanced Global Address List	Ability to create an GAL-sync account to make searching the GAL faster for users	x	x	x	x
Search across domains	Ability to search for users across all domains		x	x	x
Download .csv files of account information	Account search results can be downloaded as a csv file		x	x	x
<b>Storage</b>					
Single-copy message storage	Messages (including attachments) sent to multiple users are stored once to optimize storage space	x	x	x	x
Quotas	Ability to set quotas for mailbox size and number of Contacts	x	x	x	x
Mailbox Quota view	View of mailboxes sortable by quota, total mailbox size, or % quota consumed	x	x	x	
Message retention policies	Ability to define retention policies for all messages, trashed messages, and/or junk messages	x	x	x	x
Online mailbox move	Ability to move a mailbox(as) from one server to another without requiring system downtime or affecting other mailboxes		x	x	
Hierarchical storage management	Ability to run a regularly scheduled process that moves older messages to a secondary storage volume		x	x	
Create HSM policies	Ability to configure the HSM policies to move messages marked Junk, consolidate messages and blobs		x	x	
Disk full alerts	Create alerts when disk has reached close to full capacity	x	x	x	x
<b>System Health &amp; Security</b>					
Native anti-spam	The ZCS natively includes Spam Assassin and the DSPAM filter for spam protection (can be turned on/off)	x	x	x	x
Configurable spam sensitivity	Administrator interface setting to specify spam quarantine and kill thresholds	x	x	x	
Automated spam training	Messages that users mark as Junk / Not Junk are automatically fed into the spam training engine	x	x	x	x
Native anti-virus	The ZCS natively includes Clam AntiVirus for virus protection (can be turned on/off)	x	x	x	x
Configurable virus signature update frequency	Administrator interface setting to define the update frequency for virus signatures	x	x	x	x
SMTP authentication	Ability to enforce client authentication to the SMTP server before relaying mail (with option to require authentication over TLS)	x	x	x	
System dashboards	Graphical display of system activity including disk usage, message volume, and AS/AV results	x	x	x	
Service monitoring/status view	Ability to monitor the status of all core system servers/services in a single view	x	x	x	x
Attachment blocking	Ability to block attachments based on criteria such as attachment type or size	x	x	x	x
Clustering/High-Availability	Native integration with Red Hat Cluster Suite, vSphere clustering		x <sup>1</sup>	x <sup>1</sup>	x <sup>1</sup>
Attachment conversion to HTML	Ability to enforce that attachments be viewed as HTML, enabling risk-free attachment viewing without requiring attachment-native applications on the viewer's machine		x	x	x
Install and Manage Certificates	Install and manage certificates from the administration console	x	x	x	x
CLI support for per-domain SSL Certificates	CLI support for per-domain SSL certificates implemented through use of reverse proxy (NGINX)	x	x	x	
Cluster Management Support using VCS	Cluster management support for Veritas Cluster Server by Symantec version 5.0		x	x	
Check for updates	Check for software updates from the administration console		x	x	x
Automatically install updates	Automatically install software and operating system updates from the administration console				x
Simplified task-based administration UI	Task-oriented design of the AJAX web-administration console enables completion of daily tasks without complex workflows.				x
Integrated operating system and application stack	Virtual appliance that contains the Zimbra email and collaboration application with an embedded and optimized operating system.				x
<b>Zimbra Mobility</b>					
Zimbra Mobile	Sync smart phones (active sync for mail, contacts, calendar, and tasks)		x	x	x
Auto-complete addresses	Addresses auto-complete as they are being typed, including a dynamically updated selection dialog when multiple addresses match		x	x	x
"View as HTML" option for attachments	Option to quickly view attachments in HTML format		x	x	x
Conversations	Automatic grouping of messages in a message thread, enabling efficient message organization		x	x	x
Conversations span folders	Conversations are formed independently of folders, meaning that messages in different folders can be part of the same conversation		x	x	x

Feature	Description	O	S	P	A
Conversation rehash	If a message is contributed to a conversation, that conversation is marked as unread and moved to the top of the Inbox		x	x	x
Flags	Ability to flag/unflag messages/conversations for follow up		x	x	x
Drafts	Ability to save in -progress messages to a Drafts folder		x	x	x
Reply with attachments option	Option to Reply or Reply-All while retaining the attachments from the original message		x	x	x
Checkboxes to select mail	Users can check multiple emails in the list view to mark as read/unread/tag, delete or move to a different folder		x	x	x
Contact card view	Business card view of Contacts		x	x	x
Day, Week, Month view of calendar	Ability to view calendar in Day, Week, or Month view		x	x	x
Cross-context search	Ability to search for a specific item type (Mail, Contacts, etc) or across item types		x	x	x
Search by keywords	Ability to search for items that contain specific keywords		x	x	x
Search by flagged/unflagged status	Ability to search for items that have a specific flagged/unflagged status		x	x	x
Search by folder	Ability to search for items that are in a specific folder		x	x	x
Search by size	Ability to search for items based on message size		x	x	x
Search by read/unread status	Ability to search for items based on read/unread status		x	x	x
Search by recipients	Ability to search for items with specific recipients in the To/Cc fields		x	x	x
Search by sender	Ability to search for items from a specific sender		x	x	x
Search by subject	Ability to search for items based on subject		x	x	x
Search by Tag	Ability to search for items that include a specific Tag(s)		x	x	x
Quota information	Provides information about mailbox quota usage		x	x	x
Add new contacts	Ability to add contacts to the Contact list		x	x	x
Remote device wipe	Users can initiate a remote wipe from their Preferences tab		x	x	x
GAL search	Ability to search the GAL from the mobile client		x	x	x
Sync Tasks	Tasks sync for Zimbra Mobile		x	x	x
Mobile security policies	Security and password rules can be enforced on compliant mobile devices that sync with ZCS accounts		x	x	x
Users managed devices	Users can manage their mobile devices from the ZWC Preferences Mobile Device folder		x	x	x
Appointments using iPhone	Ability to create appointments from iPhone (Safari) browser		x	x	x
Contacts using iPhone	Ability to create contacts from iPhone browser		x	x	x
Documents and Briefcase	Documents and Briefcase feature no support in mobile		x	x	x
Calendars display	Choose calendar to display in mobile client		x	x	x
<b>COMPATIBILITY &amp; INTEROPERABILITY</b>					
<b>Zimbra Connector for Microsoft Outlook</b>					
Localized installer	Localized .msi installer				x
Rebranding	Ability to rebrand and change company name and product name, and logo can be replaced				x
Upgrade version	Ability to configure to automatically prompt users to install a ZCO upgraded version				x
Check for updates	Help tab includes "Check for Update"				x
Support for Microsoft Outlook 2010 (64-bit)	Microsoft Outlook 2010 (64 bit) is supported				x
Migrate ZDB profile	Supports migrating a ZDB profile from one machine to another machine				x
Synchronizes signatures	Synchronizes signatures from Outlook and the Zimbra Web Client accounts				x
Synchronizes contact fields	User defined contact fields can be synced to and from ZCS				x
Combine Zimbra account with POP, IMAP or Exchange accounts	A Zimbra account can now be combined with POP, IMAP or Exchange accounts within a common Outlook profile				x
MAPI-based connector	MAPI-based synchronization of mail, contacts, and calendar data between Outlook and the Zimbra server				x
MSI installer	The ZCO is packaged as a Windows-standard .MSI installer, enabling standard Windows Installer management and utilities				x
Automatic profile creation	An Outlook/Zimbra profile is automatically created as part of the ZCO installation process, with optionally pre-configured server/port				x
Offline access	ZCO users utilize a local, synchronized Outlook data store, enabling full offline Outlook use				x
Auto-detect connection status	Online/offline status is automatically detected, enabling the user to work without having to specify their connection status				x
Cached mode operation	Synchronization operations are cached and synchronized as an asynchronous process, enabling optimal Outlook performance				x
Tags/Categories sync	Tags are automatically and bidirectionally synced between Outlook and the Zimbra server (Zimbra tags = Outlook categories)				x
Global Address List sync	Global Address Lists are automatically synced between Outlook and the Zimbra server				x
Free/Busy access	Ability for an Outlook user to view other users' Free/Busy information				x
Local archiving	Outlook users can create one or more local archive stores to manage server-side quota restrictions				x
Secure connectivity over HTTPS	Option for secure connectivity over HTTPS, encrypting all traffic between the Outlook user's machine and the Zimbra server				x

Feature	Description	O	S	P	A
Sync progress window	Each synchronization process displays a progress window indicating the progress of the sync and the amount of data transferred			x	
Shared/Delegated access	Ability to share or delegate mail, contacts, or calendar folders with Outlook by selecting the appropriate privileges			x	
Tasks are synced	Tasks created in Outlook are synced to the Zimbra server			x	
Sync of contacts and attachments	Contacts and attachments can be synced			x	
Faster syncing with headers only	Users can configure to download only the message header information			x	
Personas	Personas are synced to Outlook accounts			x	
Notification of shared items	Automatically recognize and add shares to Outlook			x	
<b>Zimbra Connector for Apple iSync</b>					
iCal calendar sync	Enable two-way synchronization between the Zimbra server and iCal calendar			x	
Contacts sync	Enable two-way synchronization between the Zimbra server and Address Book			x	
Automatic synchronization	When enabled, changes made locally to Address Book or iCal data calendar and contacts are immediately sent to the Zimbra server			x	
Schedule synchronization	Ability to select when iCal and Address Book should synchronize with the Zimbra server			x	
CalDAV standard support	CalDAV models calendar events as HTTP resources in iCal format	x	x	x	
<b>Zimbra Connector for BlackBerry Enterprise Server</b>					
Synchronize with BlackBerry devices	Two-way synchronization of mail, address book, calendar and tasks from Zimbra to BlackBerry devices		x	x	
<b>Additional Compatibility</b>					
Microsoft Exchange Migration Wizard	Graphical tool that facilitates migration of accounts and mail/calendar/contacts/categories data from Exchange to the ZCS server	x	x	x	x
Import Wizard for Microsoft Outlook	Graphical tool that facilitates migration of an Outlook PST to the ZCS server	x	x	x	x
IMAP	Ability to access the ZCS server via IMAP clients, with the option to connect over SSL/TLS	x	x	x	x
POP	Ability to access the ZCS server via POP clients, with the option to connect via SSL/TLS	x	x	x	x
SOAP/REST APIs	Comprehensive suite of standards-based web services APIs enabling seamless integration with other applications	x	x	x	x
Active Directory integration	Ability to utilize Active Directory for user authentication and/or Global Address List	x	x	x	x
External LDAP directory integration	Ability to utilize an external LDAP directory for user authentication and/or Global Address List	x	x	x	x
Initial user password	Admin can configure an initial password in the migration wizard and import wizard for newly provisioned accounts	x	x	x	x
Lotus Domino Migration Wizard	Graphic tool that facilitates migration of accounts and mail/calendar/contacts data from Lotus Domino to the ZCS server	x	x	x	x
Zimbra Desktop	Users can access to the contents of their mailboxes when they are off line. Changes are synced when they log on	x	x	x	x

**Notes:**

1. Items marked with x<sup>1</sup> are not available in the SUSE versions of the Zimbra Collaboration Server.