

## Zimbra Web Client User Interface Changes for ZCS 7.0

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This document gives descriptions and examples of some significant user interface changes in VMware Zimbra Collaboration Server 7.0.

Topics in this document include:

- ◆ [Email Features on page 3](#)
- ◆ [Calendar Features on page 13](#)
- ◆ [Briefcase Features on page 22](#)
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### Highlights of new ZWC 7.0 Enhancements

Below are key productivity highlights for Zimbra Web Client for email, calendar and collaboration. These features and other features are described in more detail in the pages that follow.

#### Email Enhancements

##### GAL People Search

Users can search the Global Address List (GAL) for people within their organization and see detailed information including phone numbers, office location and the contact's photo.

##### Restore previously deleted email messages

Users can now self-restore previously deleted email messages from their email Trash folders.

##### Undo actions when working with email messages and contacts

Mail and Contacts actions (including delete, move and mark messages as Spam) can be undone using the "undo" dialog that displays when an action is performed.

##### View members of a distribution list

View distribution list members using the **Expand** link in the email address. The list of group members displays in a dropdown list. Users can select members from the list to send a message.

### **Filter outbound emails**

Users can create rules to filter outgoing messages to sort outgoing messages that are saved in the Sent folder to other folders, to automatically tag messages, or forward an outgoing message to another address.

## **Calendar Enhancements**

### **Calendar Scheduling Wizard**

The Scheduling Wizard simplifies the process of creating events by automatically suggesting next-available free times and meeting locations across the user's organization. They can set preferences for preferred meeting times, buildings, locations and room size.

### **Multi appointment pages open at one time**

Users can open more than one appointment page at a time and easily move between the appointment page tabs

### **Preview the Calendar when reading an email invite**

When a meeting invitation is received in ZWC's mail, users can quickly see that it is a meeting request. The invitee can see the invite along with a snippet of their calendar for that day when they open the message.

### **Set Your Personal Work hours and days**

In Calendar preferences, users can customize their work week and hours worked schedule. In the General section, users select how they want to display their work week view. In the Work week and hours section, users indicate their work week and hours that display in calendar

## **Briefcase Enhancements**

### **Briefcase versioning and checkout/check in control**

Briefcase files can be checked out and locked allowing users to edit shared files without overwriting each other's work. When a file is changed in briefcase, a version number is displayed. You can revert to previous versions.

## **Other Enhancements**

### **Capability to work offline using Zimbra Desktop 7.0**

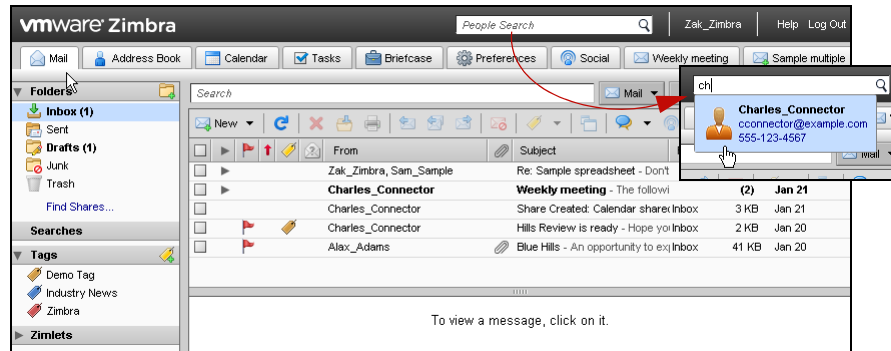
Zimbra Desktop 7.0 can be used offline or online. There is two-way email, contact, calendar, task and document desktop sync between ZWC and Zimbra Desktop. For more information, go to Zimbra Desktop page at <http://www.zimbra.com/products/desktop.html>.

### **Zimbra Connector for Microsoft Outlook**

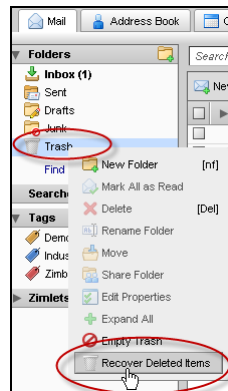
ZCO now supports Outlook 2010. For more information about ZCO, go to <http://www.zimbra.com/products/microsoft-outlook-thunderbird-email-client.html>.

## Email Features

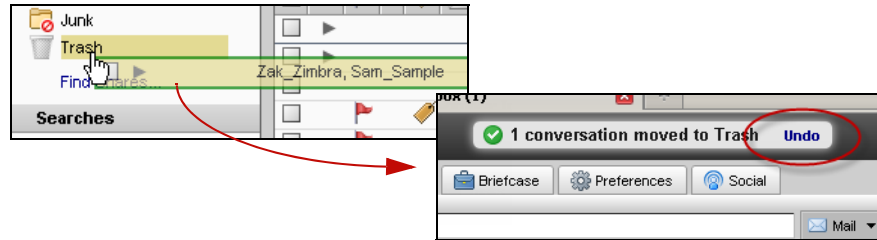
**GAL People Search.** A new search option called People Search lets users search the Global Address List (GAL) for people within their organization and see detailed information including phone numbers, office location and the contact's photo. The search autocompletes as the user types, and works with both GAL and personal Address Book contacts.



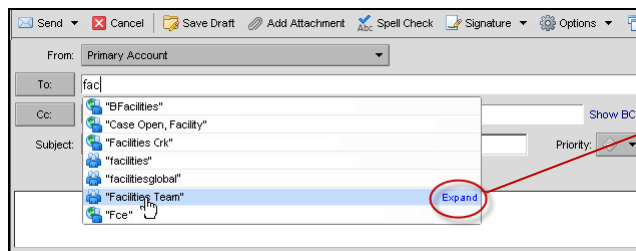
**Restore previously deleted email messages.** Users can now self-restore previously deleted email messages from their email Trash folders. They right-click on the email Trash folder and select **Recover Deleted Items**. This feature is enabled by the administrator.



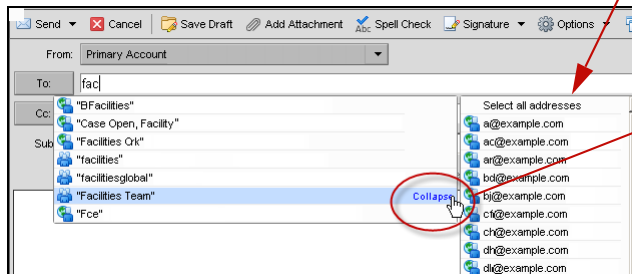
**Undo Action.** Mail and Contacts actions (including delete, move and mark messages as Spam) can be undone using the “undo” dialog that displays when an action is performed.



**View Distribution List Members.** View distribution list members using the **Expand** link. The list of group members displays in a dropdown list. Users can select specific members from the list. Once the distribution list is selected, the name and email address displays in an email “bubble”.

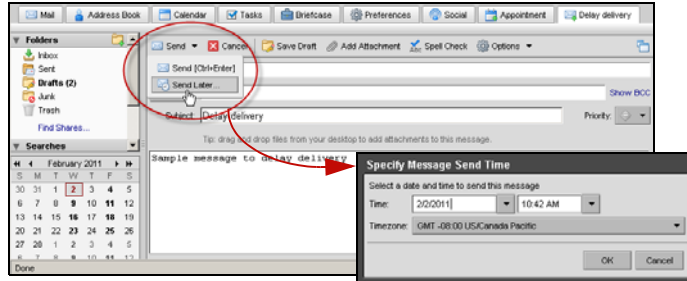


Click **Expand** to display the members of the distribution list



Click **Collapse** to collapse the list of distribution members so no longer visible

**Send Email Later.** A user can delay delivery of an email message and specify the date and time to deliver the message from the **Send** dropdown menu and selecting **Send later**. The message is saved in the drafts folder until it is sent. This feature is enabled by the administrator.



**Email Address Bubbles.** Names in the address field display in a “bubble” rather than as text.

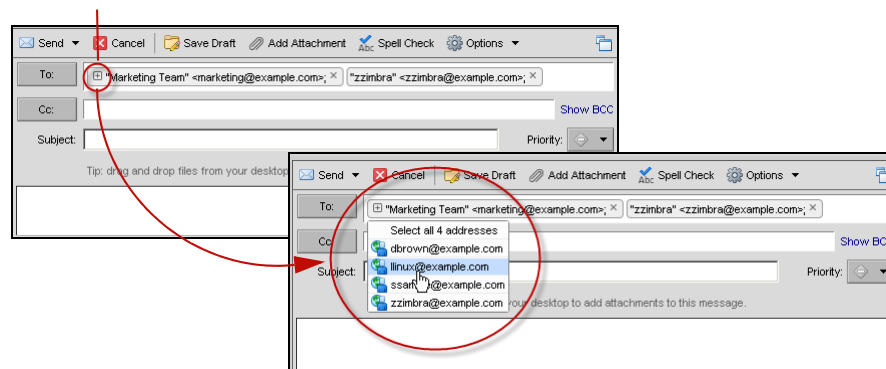
Bubbles are enabled by default. Users can optionally enable or disable bubbles by going to the **Preferences>General** page, **Other** section.



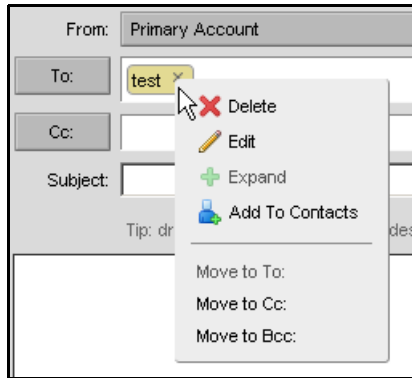
Name displays in a bubble. Hover on the bubble to see name and email address.

**Expand Bubble to Display Distribution List Members.** When the bubble option is enabled, and when autocomplete is used to select a distribution list, the bubble includes a + (plus) sign to identify the address as a distribution list. Users can click the + to expand the list to display distribution list members. They can also click on an address in the list to send an individual email to the selected addressee.

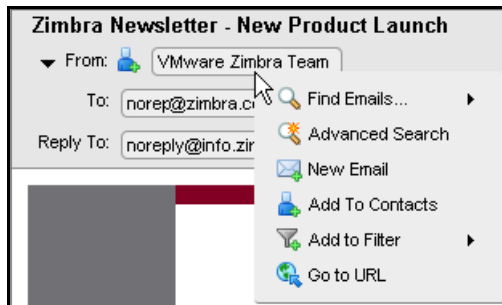
Click on the + to expand the distribution list



**Bubble Options When Addressing an Email.** When addressing an email, users can right-click on a bubble to display a menu of options, including **Delete**, **Edit**, **Edit Contacts** and other options.

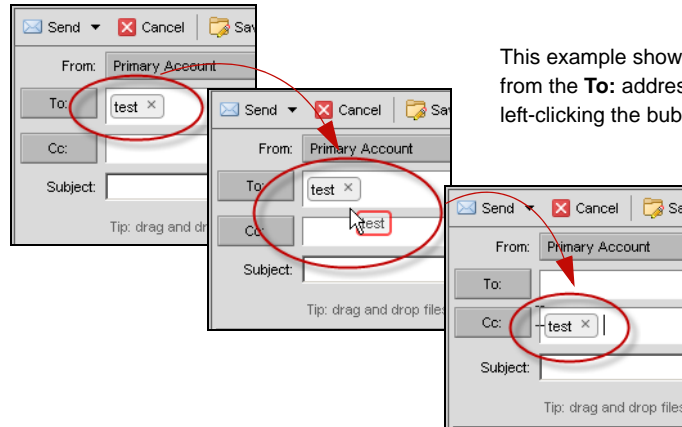


**Bubble Options When Reading an Email.** When reading an email message, users can right-click on a bubble to display a menu of options, including **Add to Contacts**, **New Email**, **Advanced Search** and other options.

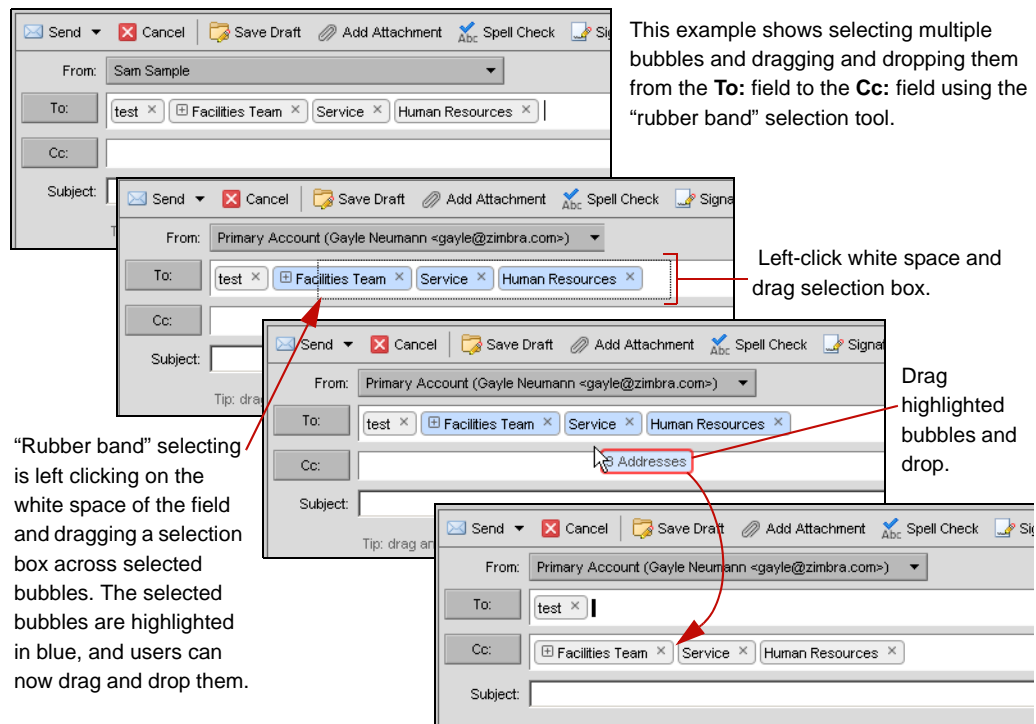


**Drag and Drop Bubbles.** Users can left-click a single bubble and drag-and-drop it into another address field, or select multiple bubbles by left-clicking and dragging using the “rubber band” selection tool to move bubbles.

- Drag-and-drop a single bubble:

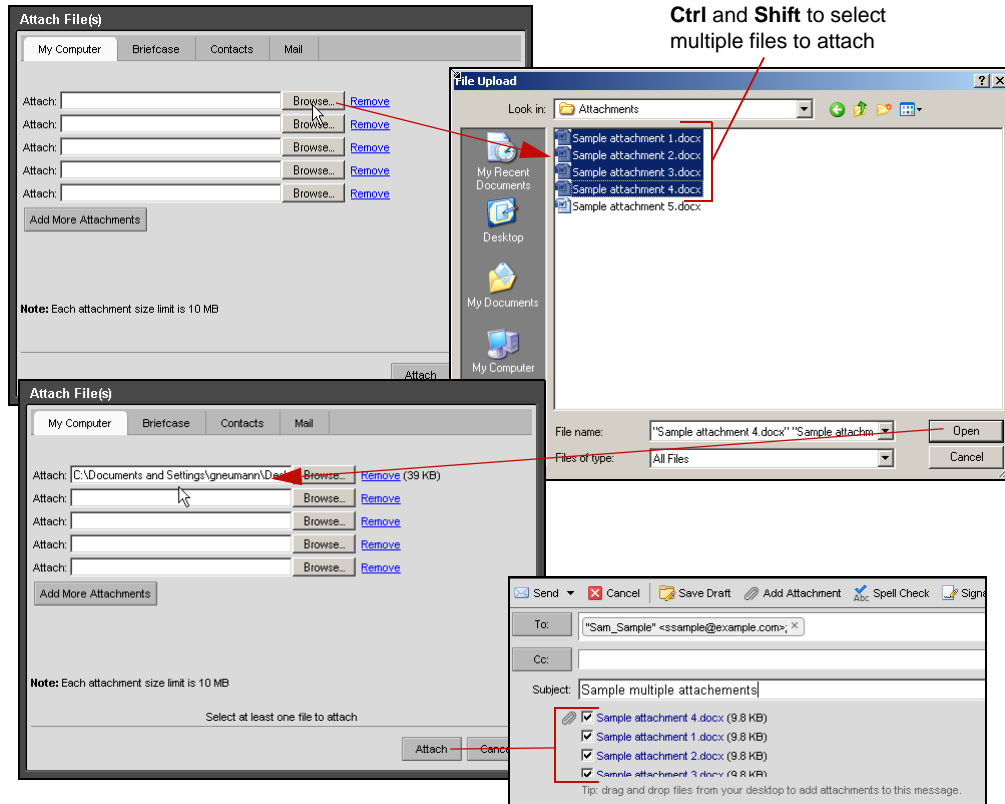


- Drag-and-drop multiple bubbles using the “rubber band” selection tool.

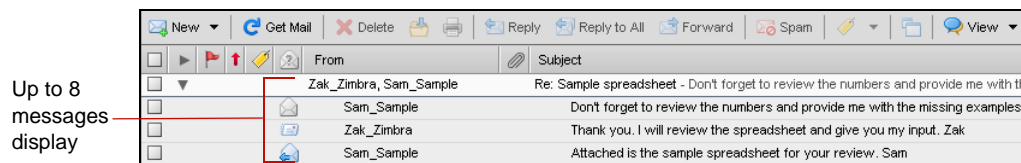


- Shift+hold and left-click to select multiple bubbles.
- Use CTRL+C and CTRL+V to move a bubble.
- Tab between bubbles.
- Semicolon is not necessary when displaying addresses in the bubble.

**Add Multiple Attachments with Multi-Select:** Ability to add multiple attachments to an email message using **Ctrl** and **Shift**. This feature works similarly while working in Briefcase, as users can select multiple items to upload. Note the multiple attachments selected display on one **Attach:** line. The multi-select feature is supported in the following browsers: Chrome, Safari 4 and later, and Firefox 3.6 and later.



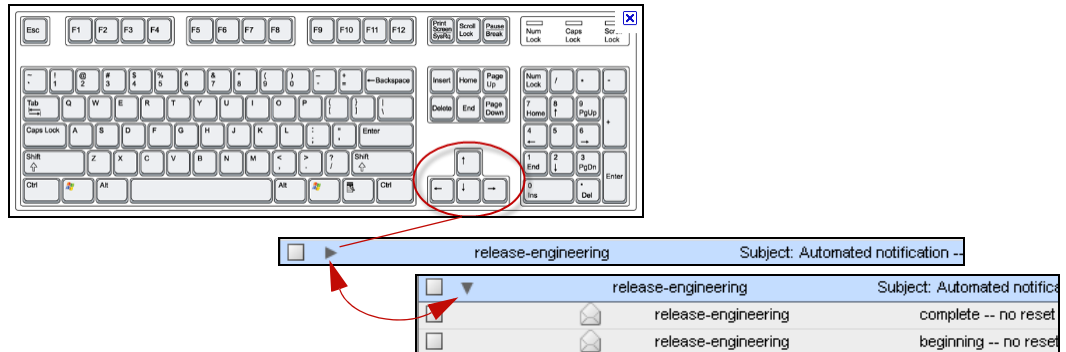
**View Sender List in Conversation Thread.** In Conversation view, the sender list can now hold up to the last 8 participants. The earliest message's author may not be displayed if more than 8 participants are in the conversation thread.



**Open and Close Conversations.** When viewing conversations in ZWC, users can use the right and left keyboard arrow keys to open and close a conversation view.

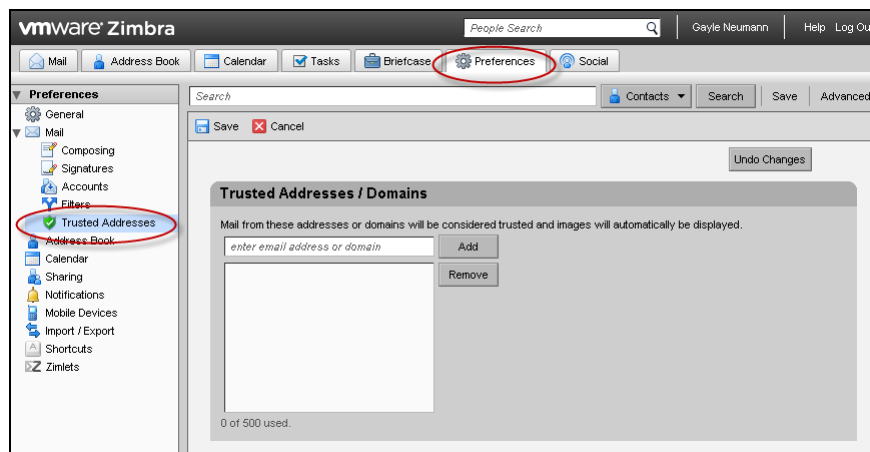
- Select a conversation by clicking on it once, and press the **Right** arrow key on the keyboard. The conversation opens.
- Alternatively, press the **Left** arrow key on the keyboard and the conversations closes.

Select a conversation by clicking on it once. Press the right arrow key on the keyboard to expand the conversation. Press the left arrow key on the keyboard to close the conversation.

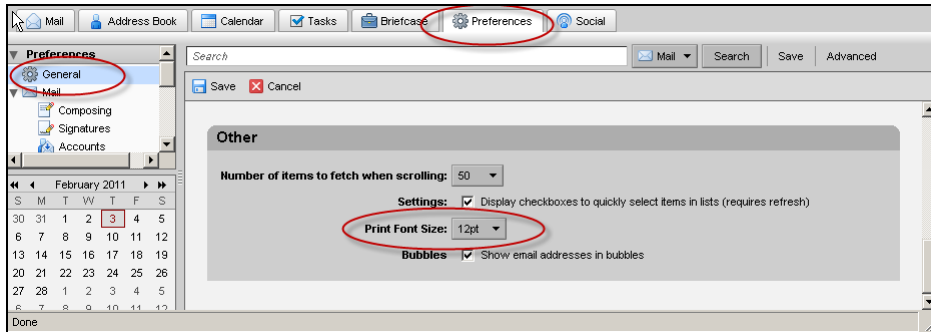


**Trusted Addresses/Domains:** While viewing messages with external images, the option is given to trust the sender or all senders from that domain. A yellow bar displays under the Subject heading with a link that the user clicks to trust this address. This sets the trusted address for all sender or sends from that domain.

Users can also enter **Trusted Addresses** on the Preferences page. This lets users create a list of trusted addresses or domains so that images sent in emails from those addresses are automatically displayed in their email message. There is also a new icon for Trusted Addresses.

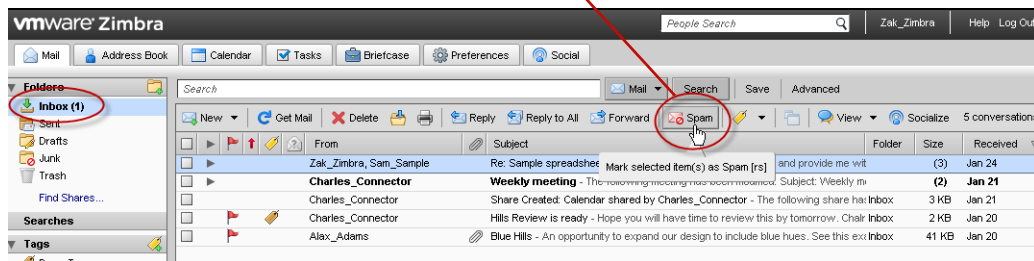


**Configure Printing Font Size.** The font size to use when printing an email message can be configured from the **Preferences>General** page. The font size link has been removed from the file print view.



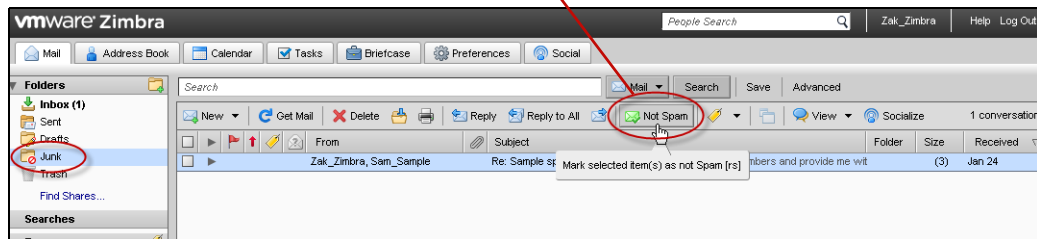
**Spam Label.** The **Junk** label is changed to **Spam** or **Not Spam**.

Report as Spam



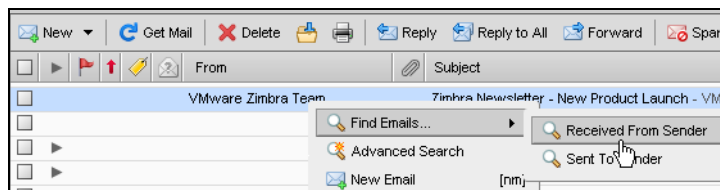
**Spam Added to Junk Folder.** Items marked as spam are added to the **Junk** folder.

Not Spam



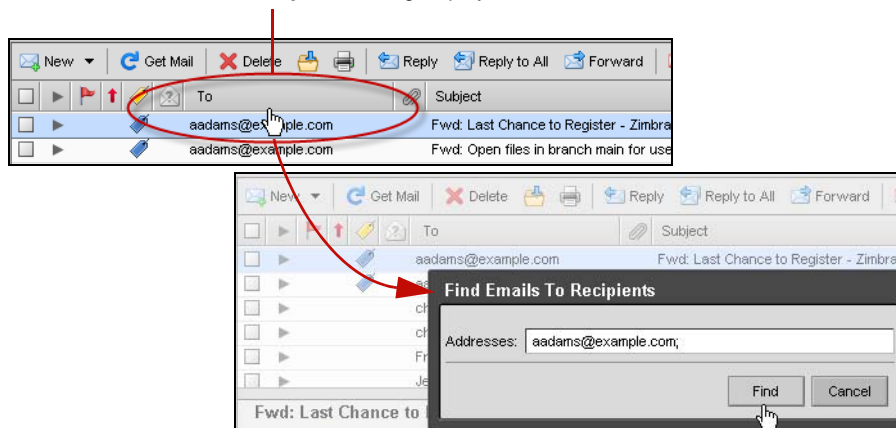
**Finding Emails Sent From or Sent To Sender, Recipient, or Contact:** Users can find emails using the following features:

- A new right-click option is available when browsing folders, reading messages or when looking at addresses in the Address Book to find emails.
- When *browsing folders* or *reading a message*, right-click a message or the sender to find emails **Received From Sender** or **Sent To Sender**.
- When *reading a message*, right-click an address in the To: or Cc: field to find emails **Received From Recipient** and **Sent To Recipient**.
- When *viewing contacts* in the Address Book, right-click an address to find emails **Received From Contact** or **Sent To Contact**.

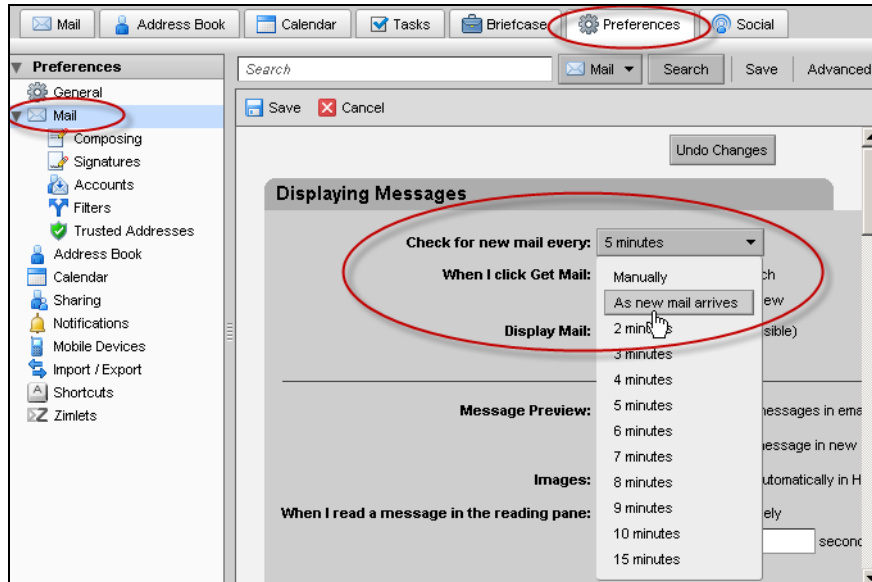


- Users can search their **Sent** folder for emails sent to specific recipients. When users are in their **Sent** folder, they can select one or more messages, click the **To** header, and the **Find Email to Recipients** dialog is populated with the email addresses (To, Cc, Bcc). The search is an **AND** search. Only messages that include all the recipient addresses are included in the search results.

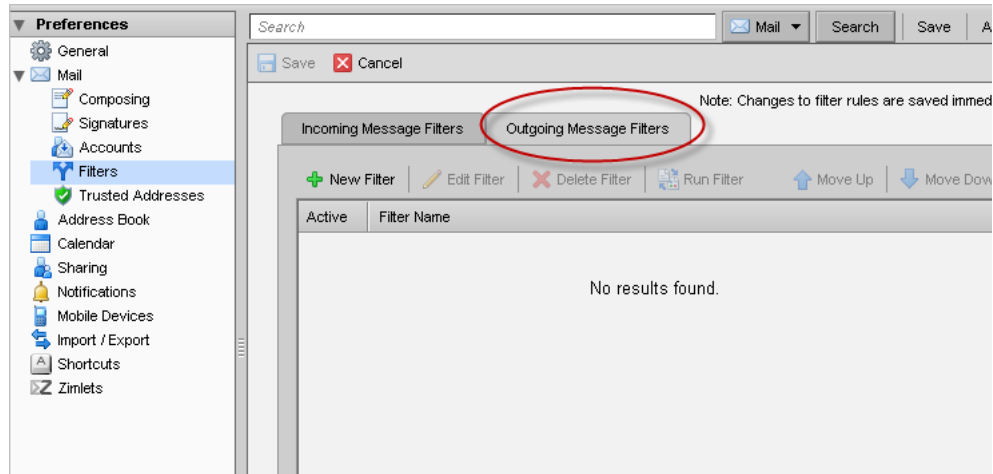
From the **Sent** folder, select a message. Click the **To** header and the **Find Emails To Recipients** dialog displays.



**Set Email Receipt Frequency.** The **Preferences>Mail<Check for new mail every...** includes the options to check **As new mail arrives**. This feature is enabled by the administrator.



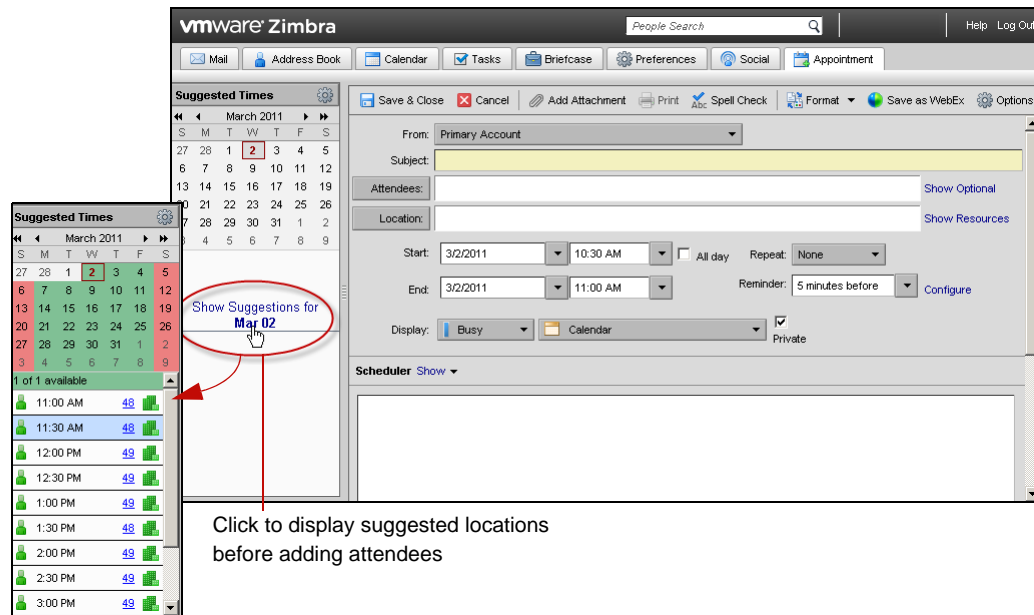
Filters can be created for outgoing messages.



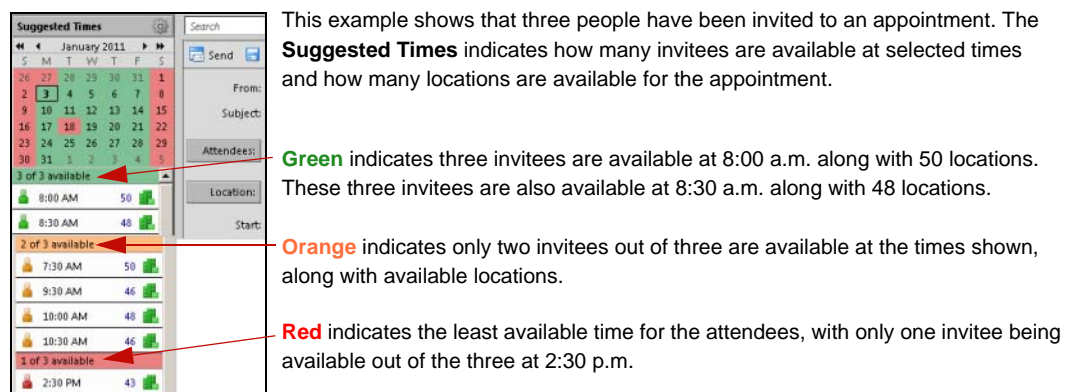
## Calendar Features

**Scheduling Wizard.** The Scheduling Wizard **Suggested Times** feature has been changed.

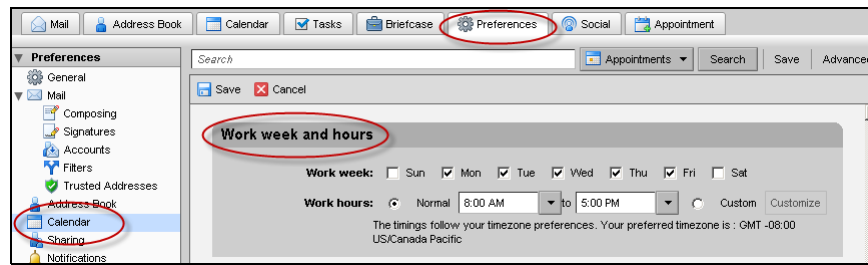
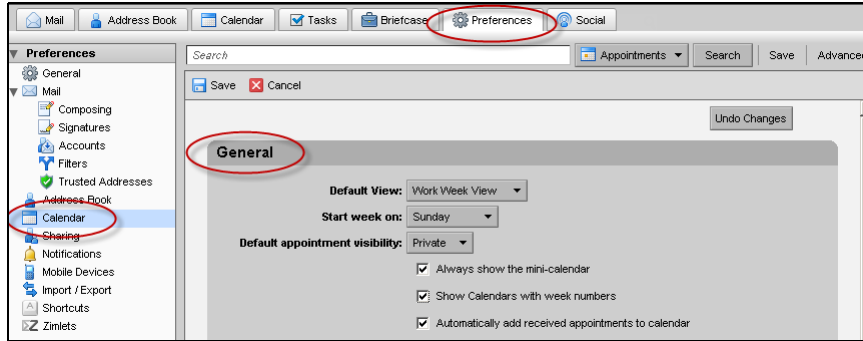
- Organizers can now request a list of available locations without adding attendees. After selecting to create a **New** appointment, the user can click on the **Show Suggestions for...** link in the **Suggested Times** area in the Navigation panel to see the list of locations before adding attendees. This “on demand” feature is available when the Suggestion Preferences is set to Manual.



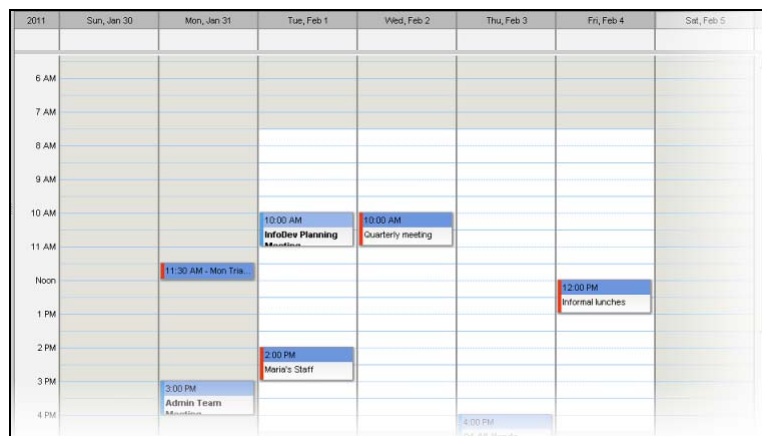
Scheduling a meeting has been enhanced with the Scheduling Wizard, to let the organizer see who is available at different times and what locations may be available as well. As users add attendees to the appointment, a suggestion panel in the Navigation pane shows availability in 30 minute time slots for the attendees and for at least one location.



**Set Working Hours.** In Calendar preferences, users can customize their work week and hours worked schedule. In the **General** section, users select how they want to display their work week view. In the **Work week and hours** section, users indicate their work week and hours that display in calendar.



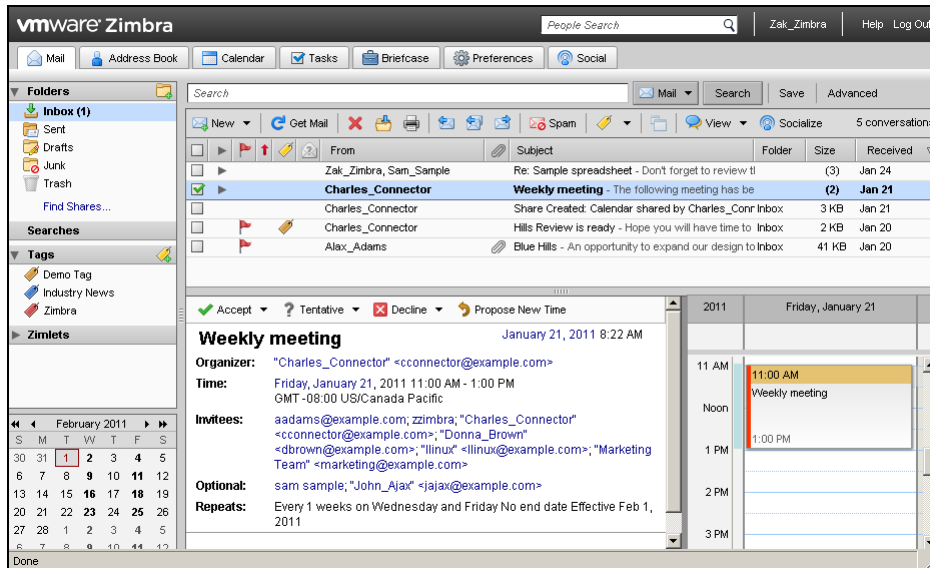
User's scheduled work hours as defined in the user's Work week and hours Calendar preferences are highlighted in the user's calendars and shown in the calendar new appointment Scheduler view.



**Multiple Appointments Opened.** Calendar displays a tab when composing a new appointment. Users create the appointment from the appointment page.

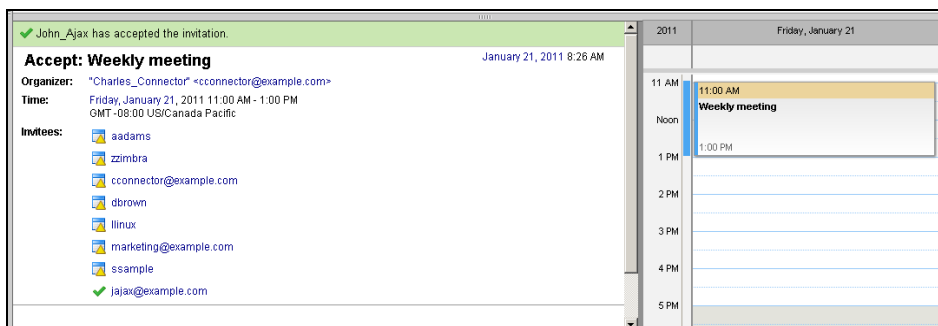
The screenshot shows the VMware Zimbra web interface for creating an appointment. The top navigation bar includes 'Mail', 'Address Book', 'Calendar', 'Tasks', 'Briefcase', 'Preferences', 'Social', and 'Appointment' (highlighted with a red circle). Below the navigation bar is a toolbar with 'Save & Close', 'Cancel', 'Add Attachment', 'Print', 'Spell Check', 'Format', 'Save as WebEx', and 'Options'. The main content area features a calendar view on the left for January 2011, with the 28th highlighted. The appointment form includes fields for 'Subject', 'Attendees' (with a 'Show Optional' button), 'Location' (with a 'Show Resources' button), 'Start' (1/28/2011, 9:00 AM), 'End' (1/28/2011, 9:30 AM), 'Repeat' (None), 'Reminder' (5 minutes before), and 'Display' (Busy, Calendar). A 'Scheduler Show' dropdown is also visible at the bottom left of the form area.

**Calendar.** When a meeting invitation is received in ZWC's mail, users can quickly see that it is a meeting request. The invitee can see the invite along with a snippet of their calendar for that day when they open the message.



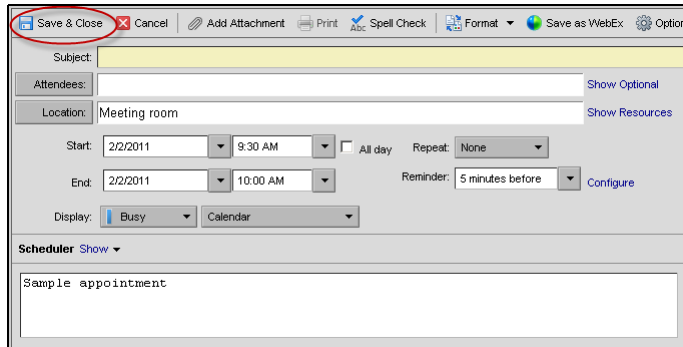
Other changes:

- Time is displayed in the viewing user's timezone.
- Updates to the invitations are in different colors.
- Appointment response show the current appointment details, including the status of all the attendees.

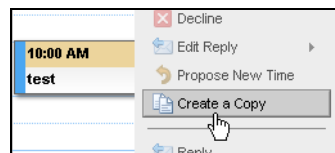


- An organizer can right click on a meeting to see the status of attendees, including the count for those who have accepted, those who have declined, and those with no action yet.

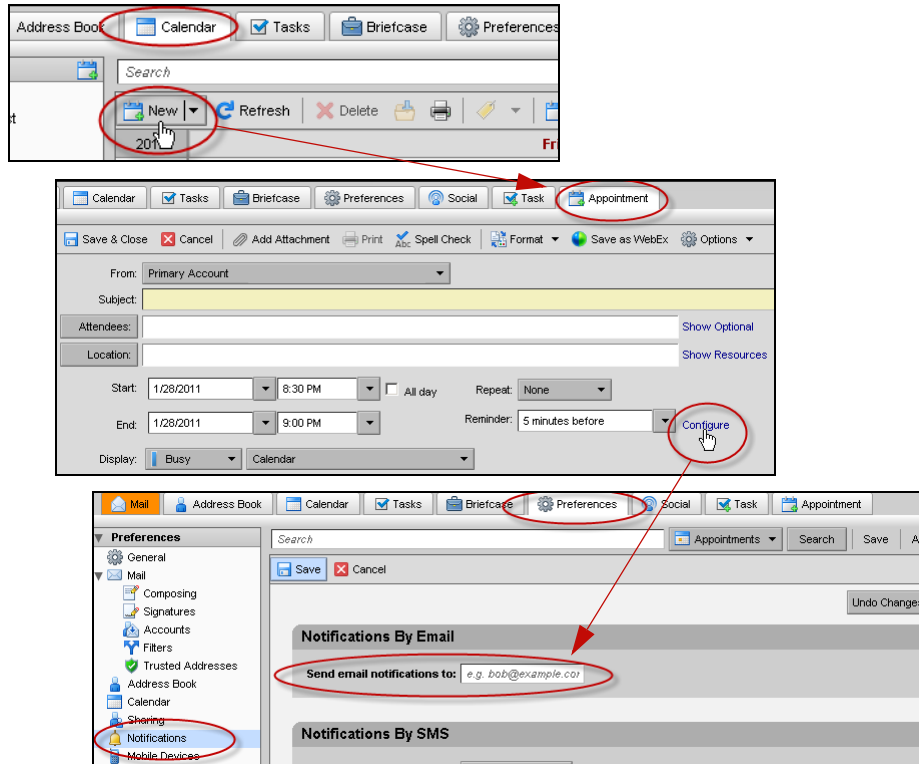
**Saving Appointment Pages.** The Save and Close link is displayed when creating an appointment without attendees. When Save and Close is clicked, the appointment is saved to the user's Calendar. When attendees are added to the appointment page, the options on the toolbar change to **Send, Save, Close**. The **Save** option lets users save a meeting invite as a draft to send later. The appointment request is not sent to the attendees.



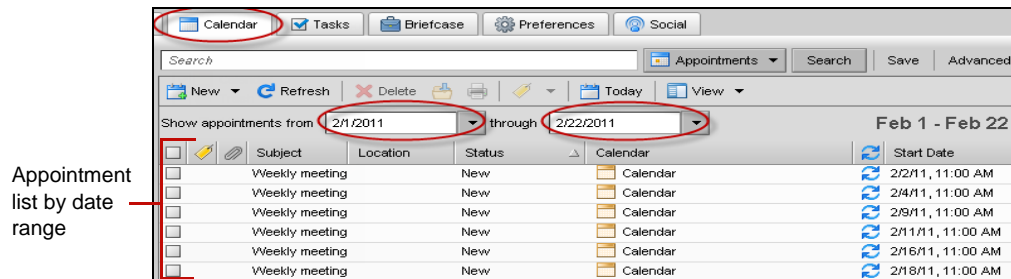
**Create a Copy of a Meeting.** Users can create an appointment similar to an existing appointment by right-clicking on the existing appointment and selecting **Create a Copy**, and then pasting it to another date and time.



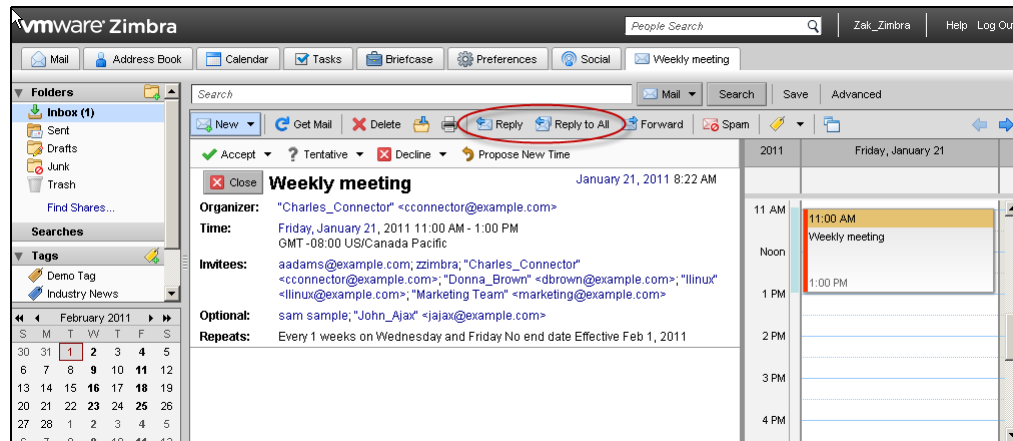
**Email and SMS Notifications.** Users can now configure email addresses and SMS numbers to receive task and appointment reminders. This can be done either from the task or appointment, or from the **Preferences>Notifications** page.



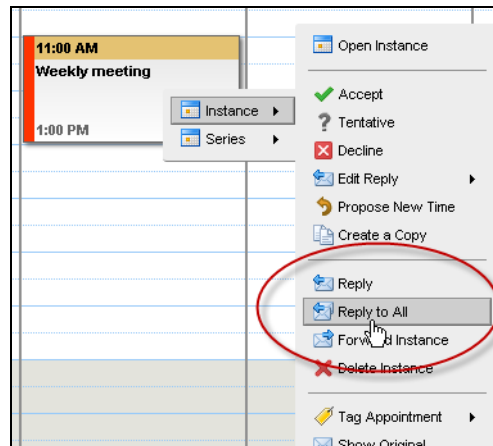
**Setting Date Ranges.** The Calendar List View now supports a custom date range.



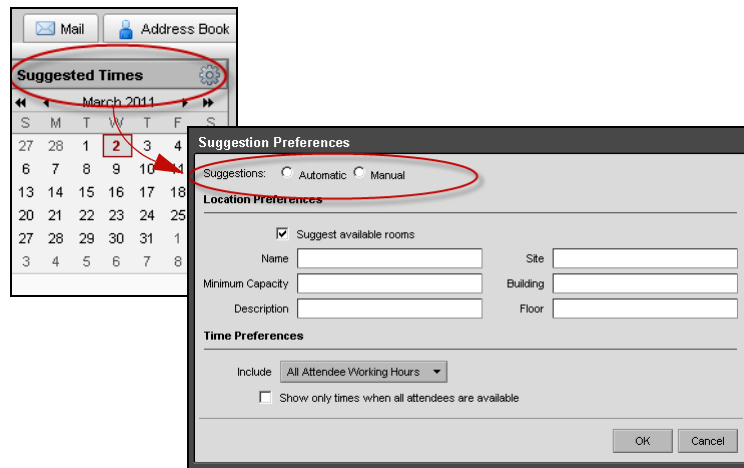
**Recipients Response.** Recipients of a meeting invitation can send email to the meeting organizer and all attendees.



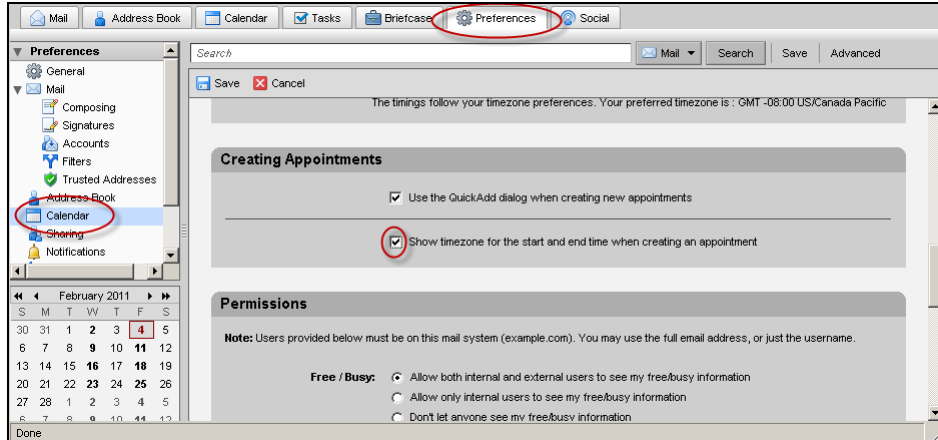
Users can also right-click the meeting in the Calendar view and select Instance or Series, and then select to Reply or Reply to All.



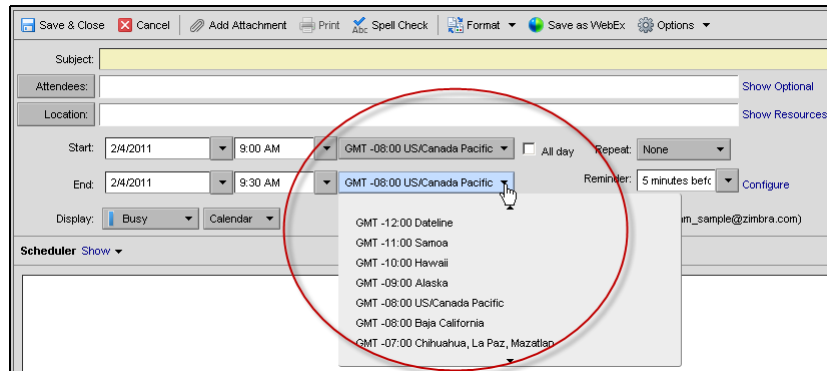
- con't.
- Organizers can modify the Suggestion Preferences dialog to set up the preferences for locations and how the Suggested Times work. Left-click **Suggested Times** to display the **Suggestion Preferences** dialog. Then click the **Suggestions** radio button for either of the following:
    - Automatic** — The Suggested Times panel automatically populates once the user starts entering attendees name(s) to the invitation.
    - Manual** — Setting to manual allows users to get suggestions on demand. The user must click on the **Show Suggestions for (date)** link in the Suggested Times panel to display the list of available locations.



**Setting Timezones in Calendar.** Ability to set timezone for start and end time when creating an appointment. Enable this option from the **Preferences > Calendar** page by checking **Show timezone for the start and end time when creating an appointment**.

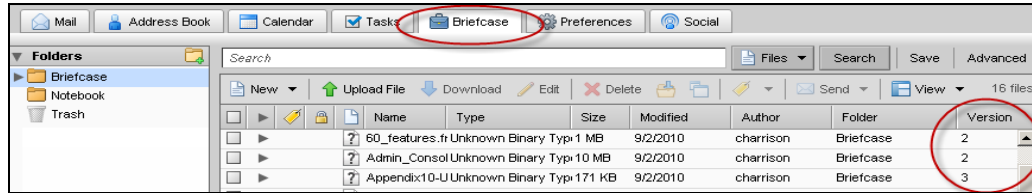


When enabled, timezone selectors are shown next to the start and end times on the create appointment form. Click the dropdown menu to select a timezone.

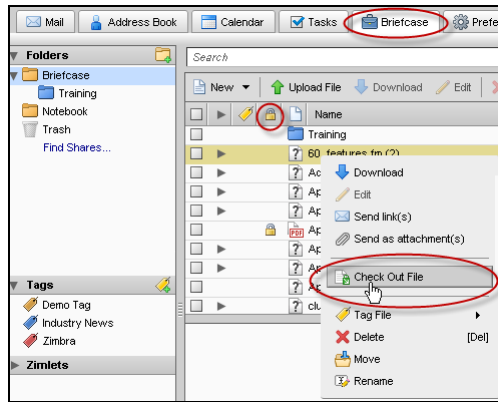


## Briefcase Features

**Version Control.** Briefcase displays file version number.

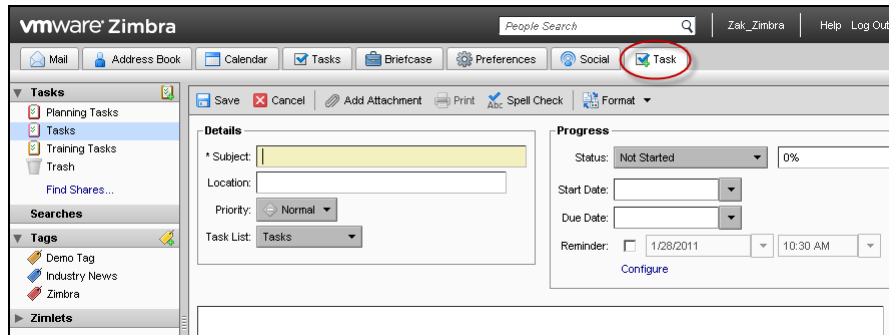


**Checking In and Out.** Briefcase files can be checked out and locked so that users cannot overwrite each others' work.

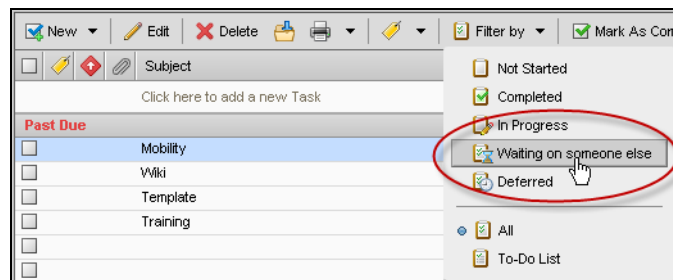


## Tasks Features

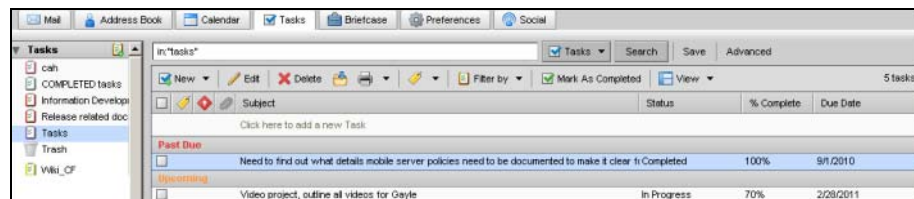
**Tasks Tabs.** Tasks displays a tab when composing a new task.



**Tasks Status.** Tasks To-Do list updated to include **Waiting on someone else** only when waiting is overdue.

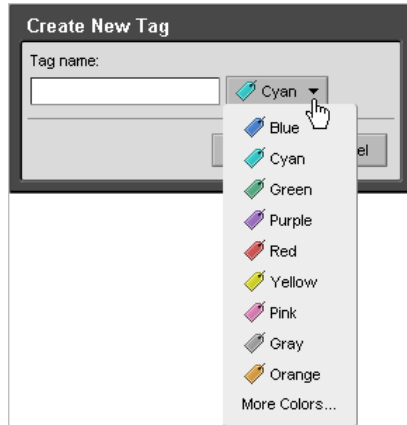


**Tasks.** User interface improvements for Tasks application.



## Miscellaneous Features

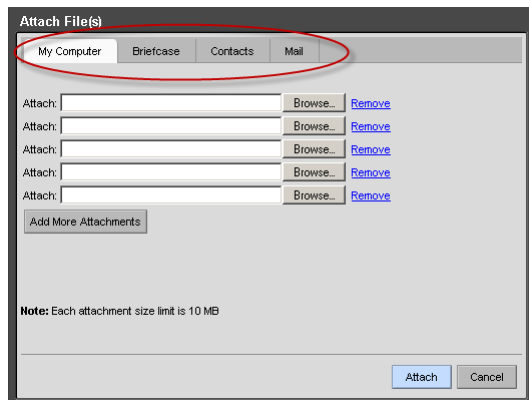
**Tags and Folders.** More color options are available when users select **More Colors...**



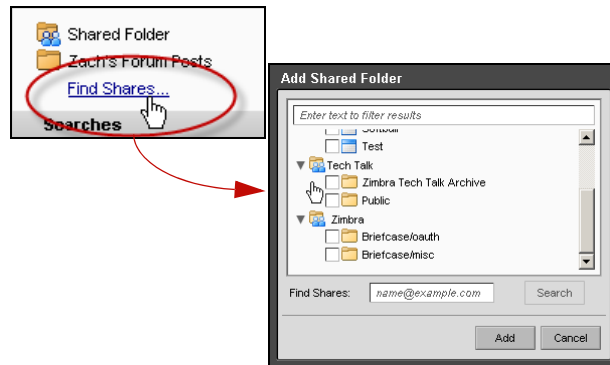
**Trash Folders.** **Calendar** and **Tasks** pages now have trash folder.



**New Attachment Tabs.** The Add Attachment dialog now includes tabs to attach for Mail, Contacts, and Briefcase files.



**Find Shares.** The **Find shares** link in the Overview pane lets users quickly find and add folders that have been shared with them.



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ZCS 7.0

March 2011

