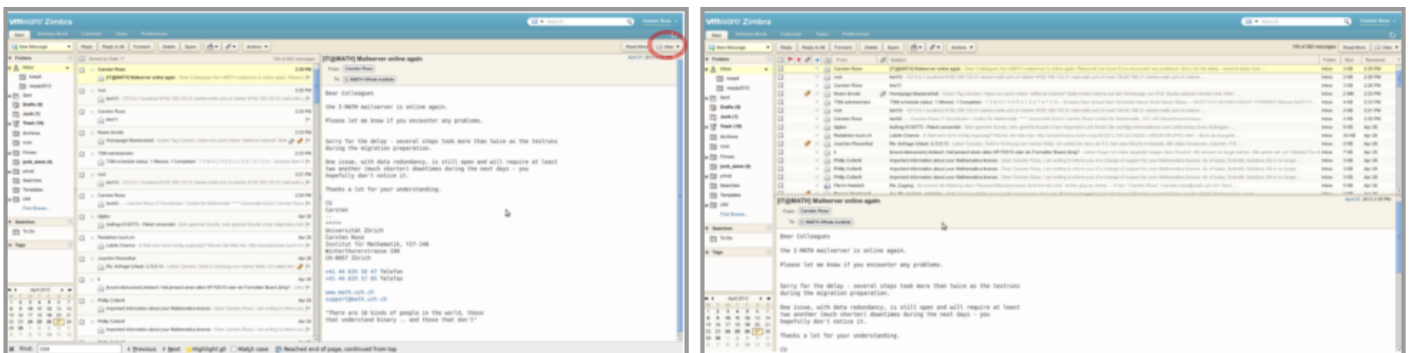


zimbra

- Email
- Calendar
- Webinterface: <http://mail.math.uzh.ch>
- IMAPS, POPs: `mail.math.uzh.ch`
- SMTP: `mail.math.uzh.ch`, Port: 2525

View

- Since Zimbra 8 the default 'reading pane' are shown in 3 columns: Folder | Mail Subjects | Single Mail
 - Change to 2 Column: Upper right corner > View > Reading Pane At The Bottom



Calendar

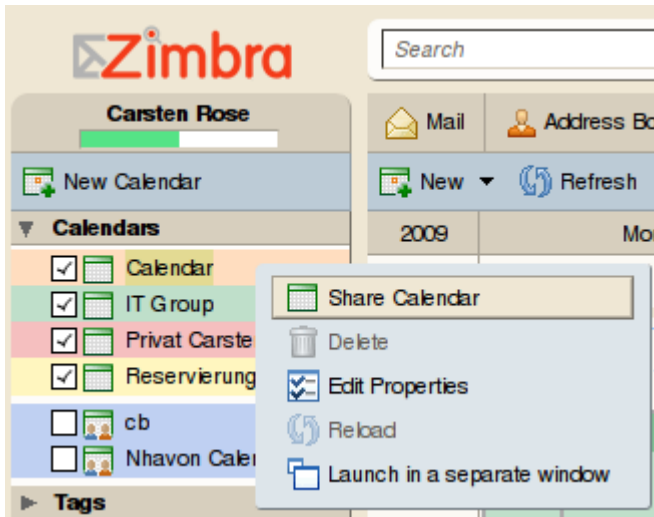
For Zimbra user, if person 'b' needs access to person 'a' calendar:

1. person 'a' has to share the calendar to person 'b'
2. person 'b' needs to join to the calendar of person 'a'

Sharing a calendar to another person (Zimbra user)

- Log in to the Webinterface with the 'Advanced version' (AJAX), choose tab 'Calendar'.

- Move mouse to the left side of the window over the name of the calendar which will be shared and click the **right** mouse button. Select **Share Calendar**:



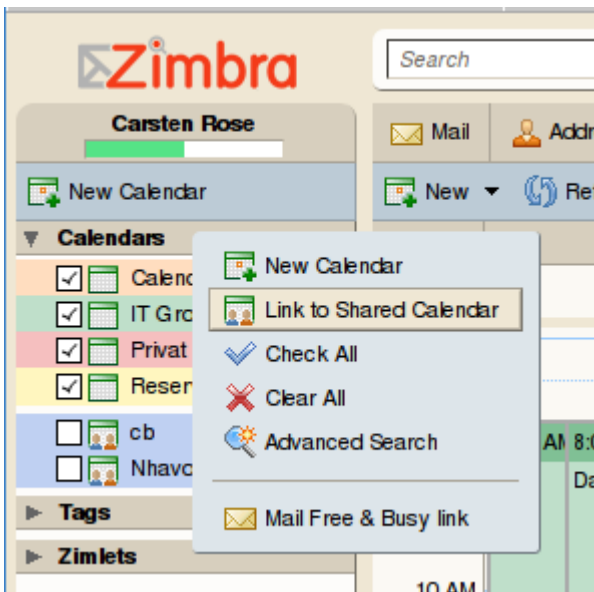
- Specify all the details like 'email address of the persons who have access', 'read only', 'private' and so on:

 A screenshot of the 'Share Properties' dialog box. The 'Name' field is 'Calendar' and the 'Type' is 'Calendar Folder'. Under 'Share with', the 'Internal users or groups' radio button is selected. Below this, the 'Email' field contains 'toma@math.uzh.ch;'. In the 'Role' section, the 'Viewer' radio button is selected. There is an unchecked checkbox for 'Allow user(s) to see my private appointments.'. The 'Message' section has a dropdown menu set to 'Send standard message' and a note explaining that the standard message displays the user's name, the name of the shared item, permissions, and login information. The 'URL' section contains the text 'To allow others to access this item, direct them to this URL:' followed by the URL 'http://mail.math.uzh.ch/home/crose/Calendar'. At the bottom are 'OK' and 'Cancel' buttons.

- The person will receive an email with a link to the calendar. Especially the name of the calendar. Please be aware that the default calendar will always be called **Calendar** (unless you rename it), regardless of whether you use a localized environment (for example German which results in 'Kalender')

Joining a calendar of another person

- Log in to the web interface with the 'Advanced version' (AJAX), choose tab 'Calendar'.
- Move mouse to the left side of the window over 'Calendars', click the **right** mouse button. Select `Link to shared Calendar`.



- Specify details
 - Email: mandatory
 - Path: mandatory
 - Name: title for the calendar

Link to Shared Calendar

To link to an item that has been shared with you, enter the owner's email address and the location of the folder in their mailbox (e.g. Work/Projects):

Email:

Path:

Properties of your new link:

Name:

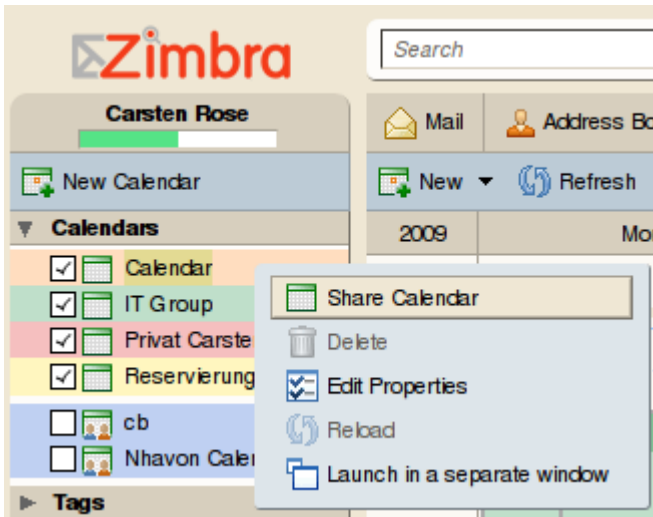
Color:

OK

Cancel

Sharing calendar to an external person (password protected)

- Log in to the web interface with the 'Advanced version' (AJAX), choose tab 'Calendar'.
- Move mouse to the left side of the window over the name of the calendar which will be shared and click the **right** mouse button. Select Share Calendar:



- Provide the 'email address' of the person.

Share Properties

Name: Calendar
Type: Calendar

Share with:

- ☐ Internal users or groups
- ☒ External guests (view only)
- ☐ Public (view only, no password required)

Email:

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

Message

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

URL

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

ICS: <http://mail.math.uzh.ch/h...rose@math.uzh.ch/Calendar>
 View: <http://mail.math.uzh.ch/h...rose@math.uzh.ch/Calendar.html>
 Outlook: <webcals://mail.math.uzh.c...rose@math.uzh.ch/Calendar>

- The person will receive an email with two links.
 - First link: to set a display name and a password.
 - Second link: to access the calendar

Sync mobile phone with Zimbra Calendar

- In the Open Network Edition (which we use), Zimbra does not offer an App for mobile devices for free.
- Zimbra supports the '!CalDav' protocol.
- Zimbra offers an own App 'ZCal' (3 CHF) (supports only Zimbra).

Android

- To use the !CalDav protocol, you have to use a !CalDav sync client like:
 - [Google Play](#) (6 CHF) or [F-Droid](#). This is a third party app that supports many other servers like gmail, owncloud, yahoo, kolab, ...
- After installation and configuration, you will find your dates in the general calendar app.
- Syncs in both ways.
- Installation:
 - Install '!davx5' from the Market and open it.

- Add the Zimbra account.
- Enter the server name: mail.math.uzh.ch
- Enter your user name (email address) and then your password.
- Select which calendars to sync by ticking its box and press Next.

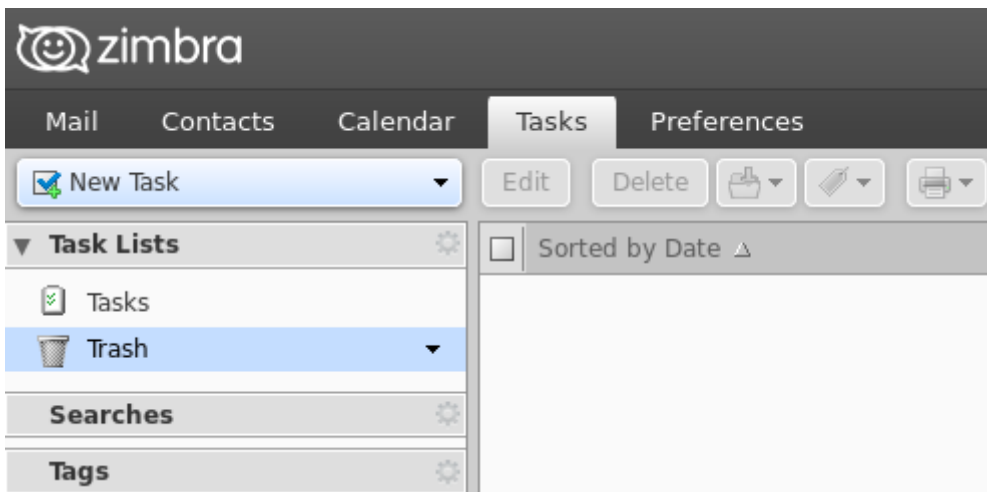
Apple iOS

- Apple supports '!CalDav'-protocoll natively.
- Configuration:
 - You are connecting to your Zimbra account via a special URL over which Zimbra allows connection to your calendar
 - Settings application and choose Mail, Contacts, Calendar:
 - Then select Add Account...: press Other: Choose Add !CalDav Account:
 - Enter your Zimbra server hostname: mail.math.uzh.ch
 - provide your username and password.
 - On the account page, open Advanced Settings: Enable SSL and check port,
 - make sure Account URL resembles:

<https://mail.math.uzh.ch/dav/your@email.address/Calendar> or
<https://mail.math.uzh.ch/principals/users/your@email.address>

Tasks

- Go to Tasks in the Webmail (mail.math.uzh.ch)



- Right click Tasks and select new Task List
- Right click your new Task List and select Properties
- Click on Add Share and copy the URL into the Clipboard

URL

To allow others to access this item, direct them to this URL:
<http://mail.math.uzh.ch/h...ci@math.uzh.ch/Tasks/Test>

OK Cancel

Add Task to Thunderbird

- Open Thunderbird and go to the Calendar section
- Add a new Calendar click on the Network

Create New Calendar

Create a new calendar
Locate your calendar

Your calendar can be stored on your computer or be stored on a server in order to access it remotely or share it with your friends or co-workers.

☐ On My Computer

☒ On the Network

Cancel Next

- Select CalDAV Calendar

Create New Calendar

Create a new calendar

Locate your calendar

Provide info about what is needed to access your remote calendar

Format:

- ☐ iCalendar (ICS)
- ☒ CalDAV
- ☐ Sun Java System Calendar Server (WCAP)
- ☐ Google Calendar

Location: <URLinyourclipboard>

☒ Offline Support

Please enter a valid location.

Cancel Back Next

- Name the Calendar and click Finish

(Spam) Filter

- Mail filter can be configured under `Preferences > Filters`.
- These filters are always active. Even if you are not logged in.

mail.math.uzh.ch/zimbra/?adminPreAuth=1#4

QFQ Dev: crose we... heise Lesen UZH Bestellen GoogleDocs Smart / IOT Security agile QFQ/Web Info-H SeminarLive Pi Webcar

zimbra

Mail Contacts Calendar Tasks **Preferences**

Save Cancel Undo Changes

Preferences

- General
- Accounts
- Mail
- Filters**
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Import / Export
- Shortcuts
- Zimlets

Activity Stream Filters

Activity Stream Settings Rules may be set so when you receive less important messages, they are moved out of your Inbox and into an Activity Stream folder that you can check at your convenience.

Incoming Message Filters Outgoing Message Filters

Create Filter Edit Filter Delete Filter Run Filter

Active Filters

Wiederherstellung der Gelenke

[Flip]

What's new on your portal for
storeluxworlddesign.com / Thermomox
ITIM-Systemmeldung: Ablauf der manuellen Verwaltung
Mailinglist: cups
TSM: ok
[VirtualGL-Users]
[Thinlinc-technical]
thinstation: general, developer
@unicircles.com, SPAM
@districtup.com, SPAM
mail@mail.adobe.com, SPAM
suse.com, SPAM
SIGS, sig-switzerland.ch, it-news-and-events.info, loginvsi.com: SPAM
Angela Wu, we are coming to Switzerland, SPAM

Available Filters

Ablauf der manuellen Verwaltung von
LSZGS TSM Backup ok
[TYPO3]
[TYPO3-dev]
Call for papers
Call for Paper

mail.math.uzh.ch/zimbra/

zimbra

Mail Contacts Calendar Tasks **Preferences**

Save Cancel Undo Changes

Preferences

- General
- Accounts
- Mail
- Filters**
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
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Incoming Message Filters Outgoing Message Filters

Create Filter Edit Filter Delete Filter Run Filter

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Wiederherstellung der Gelenke

[Flip]

What's new on your portal for
storeluxworlddesign.com / Thermomox
ITIM-Systemmeldung: Ablauf der manuellen Verwaltung
Mailinglist: cups
TSM: ok
[VirtualGL-Users]
[Thinlinc-technical]
thinstation: general, developer
@unicircles.com, SPAM
@districtup.com, SPAM
mail@mail.adobe.com, SPAM
suse.com, SPAM
SIGS, sig-switzerland.ch, it-news-and-events.info, loginvsi.com: SPAM
Angela Wu, we are coming to Switzerland, SPAM

Available Filters

Ablauf der manuellen Verwaltung von
LSZGS TSM Backup ok
[TYPO3]
[TYPO3-dev]
Call for papers
Call for Paper

Revision #2

Created 2026-06-30 10:58:59 CEST by admino

Updated 2026-06-30 10:59:05 CEST by admino