

# Email + Shared Calendars + Shared Address Books + More

- Easy to integrate email, calendar and address book
- Inexpensive and easy to administer
- Unlimited users

## EMAILS

### Read emails just once

You can use Zimbra in your web browser or through an email program on any computer. Because Zimbra is web based, any changes you make in one place will appear everywhere you use Zimbra. Once you read an email at work, for example, it shows as read from your home computer and your BlackBerry® or iPhone®. No need for syncing—all your data is in one place, accessible anywhere, anytime, on any machine.

### Zimbra recognizes names, addresses, phone numbers, even p.o. numbers in emails

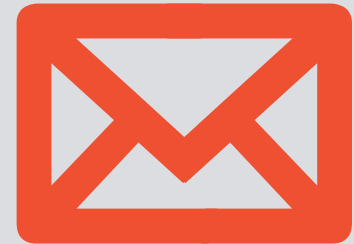
- Hover over a person's name in your inbox and the person's contact record will appear—full name, address, business information, phone numbers, email and URLs.
- Hover over an address and a map pops up with the address location from Yahoo maps.
- Click on a phone number to call it directly from your softphone.
- Accept or reject a purchase order approval request in an email message, once Zimbra is set up to communicate automatically with your p.o. system. This feature can be used for shipping numbers, CRM data, merchandise tracking numbers, invoices and more.

### Search for information in emails

Type a search word or phrase into the search bar, and Zimbra shows the results almost instantaneously, searching headers, message texts, and the content within attachments. Search anything in Zimbra: emails, contacts, appointments, tasks or documents. Narrow your search by adding specific parameters, like a date range, messages from a particular domain, or an attachment type. As you add each search term, the results update dynamically. You can even save common searches and add them to the navigation bar for one-click results.

### State-of-the-art webmail

Zimbra uses advanced AJAX technology to provide an intuitive interface in your browser, rivaling software that costs hundreds of dollars. Drag and drop messages onto folders for filing, or even drop them on your calendar to create an appointment. Zimbra boasts all the email features that users have come to expect: message notifications, automatic grouping by conversation thread, message previews inside your inbox, dynamic responses to left and right clicks, and more.





Available through Highland Solutions

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### ADDRESS BOOK

Automatically creates a company wide directory for all users in your company

Once you send an email, the address is saved automatically into your address book, and will then autocomplete. You can add all contact details, including photos, or import a contact list from any common source. Any address book can be shared with other Zimbra users. Create centralized address books updated by one or multiple people, ensuring your critical contact data is current, standardized and secure.



### CALENDAR

Transfer meetings from emails to your calendar

Point to a specified date in an email, like November 15, or a dependent date, like tomorrow. Based on the date the message was sent, Zimbra will show your appointments for that date. A mini calendar on the navigation bar also displays this information no matter where you are in Zimbra. Add new appointments automatically from an email, or with a few simple clicks on the mini-cal.

### Schedule group meetings

Zimbra's calendars have features for group scheduling that simplify calendar management. Drag your mouse over a block of time to schedule a meeting. Enter meeting details, add attachments, and invite others to the appointment, either by adding their email addresses directly or by selecting attendees from your address book. Zimbra displays busy, free, and out of office indicators for all attendees for the day of your meeting, to help determine an ideal time. The invitees receive an invitation email, and an automatic calendar entry and reminder if they accept the meeting. To change the meeting, drag the appointment block to another time or date, and Zimbra will notify all participants of the change.

### Share and manage calendars

You can create and manage as many calendars as you need, then share calendars with co-workers with Zimbra. With calendar sharing, co-workers can check your schedule in seconds, or, if granted permission, create appointments directly on your calendar. Create company-wide or group calendars to manage projects or global team meetings. Each calendar can be color-coded, and multiple calendars are displayed in easy-to-view overlays. Display or hide calendars from your view with one click. Import reference calendars such as holidays or the schedule of your favorite sports team, or add things like announcements of economic indicators to view in your calendar.

### MORE

Tasks, Instant Messaging, Documents, File Share

Zimbra goes beyond the core tools of business communication. Share task lists for project management. Use the integrated instant messaging tool for quick communication. Zimbra even stores IM chats in searchable form. Author online documents or spreadsheets, and invite other contributors for wiki collaboration, including document versioning. Upload and share files in the Zimbra Briefcase for access to important files, wherever you are.

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