

Composing Email

There are several preferences you can set for composing email.

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[How do I find an email address?](#)

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[How do I open a Draft message?](#)

[How do I add a signature to an email message?](#)

[How do I add an attachment to an email message?](#)

[How do I remove an attachment from an email message?](#)

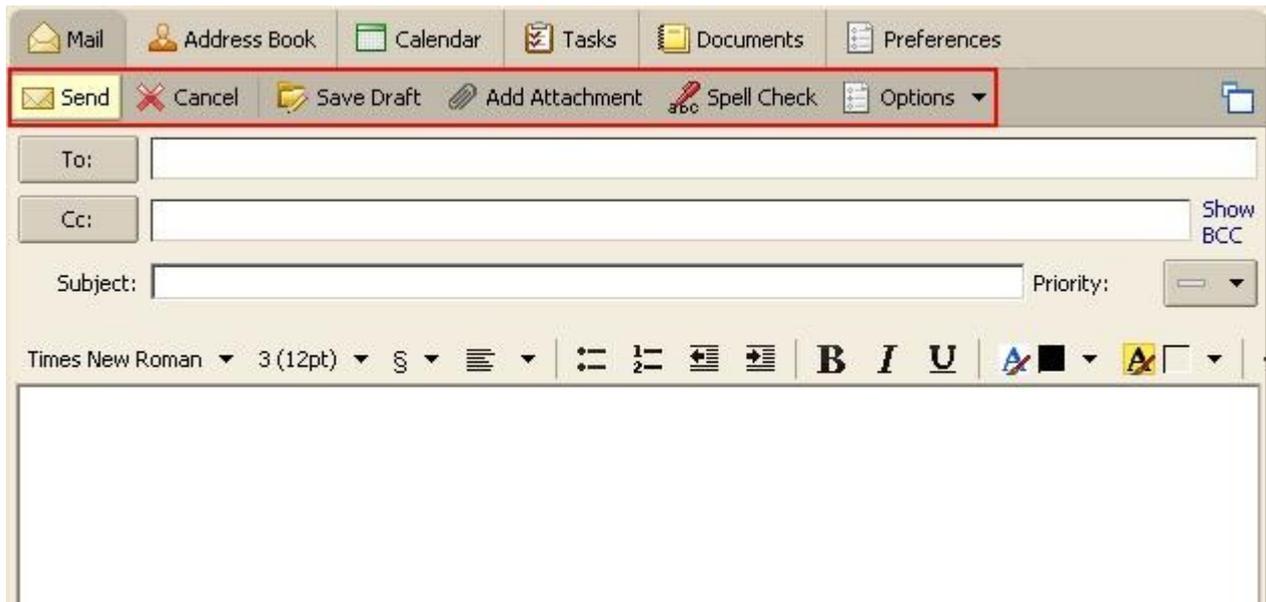
[How do I format text in an email message?](#)

How do I start a new email message?

To compose a new email message, either:

- Click  on the toolbar.
- Right-click on a sender (in the **From** column) in the Inbox, and select .
- Right-click on a sender's name in an email message, and select . The compose page opens with the sender's email address in the **To** field.

A blank compose page opens. The toolbar is highlighted in the graphic below. You will perform several email tasks using the buttons on this toolbar.

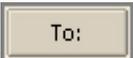


How do I address an email message?

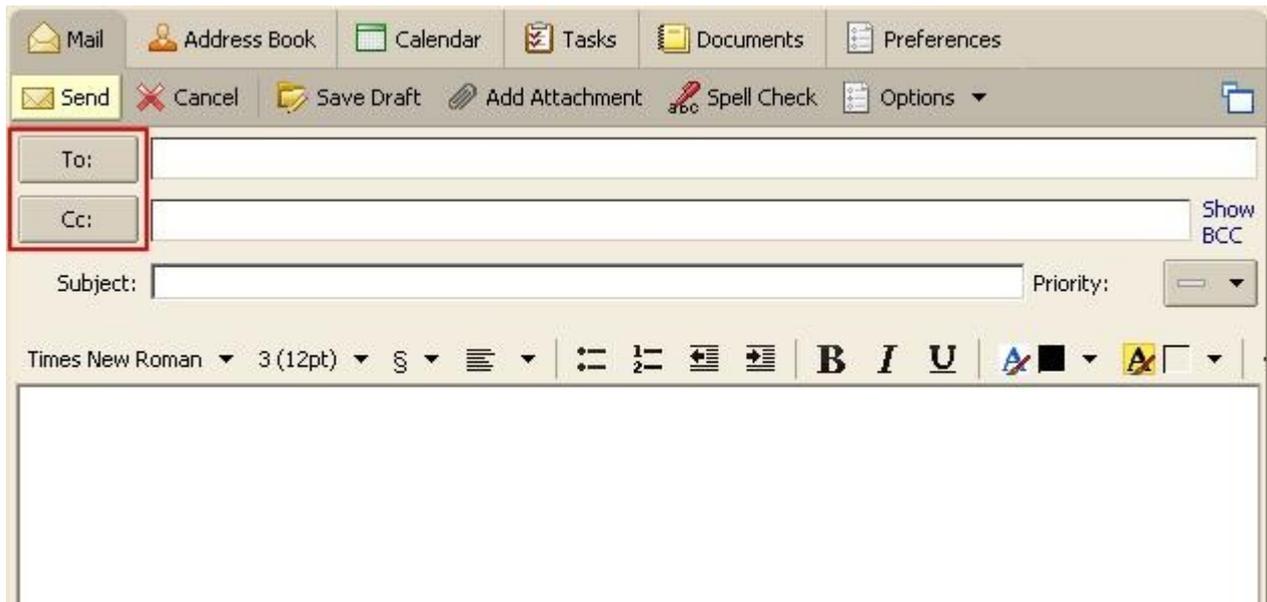
To address an email message, either:

1. Click to place your cursor in the **To** or **Cc** fields.
2. Type the email address for each recipient, for example sarah.soap@zimbra.com.

Or:

1. Click  or  to search through your contacts or the global address list.

You can type or add as many addresses as necessary into the **To** and **CC** fields, separating each address with a semicolon.



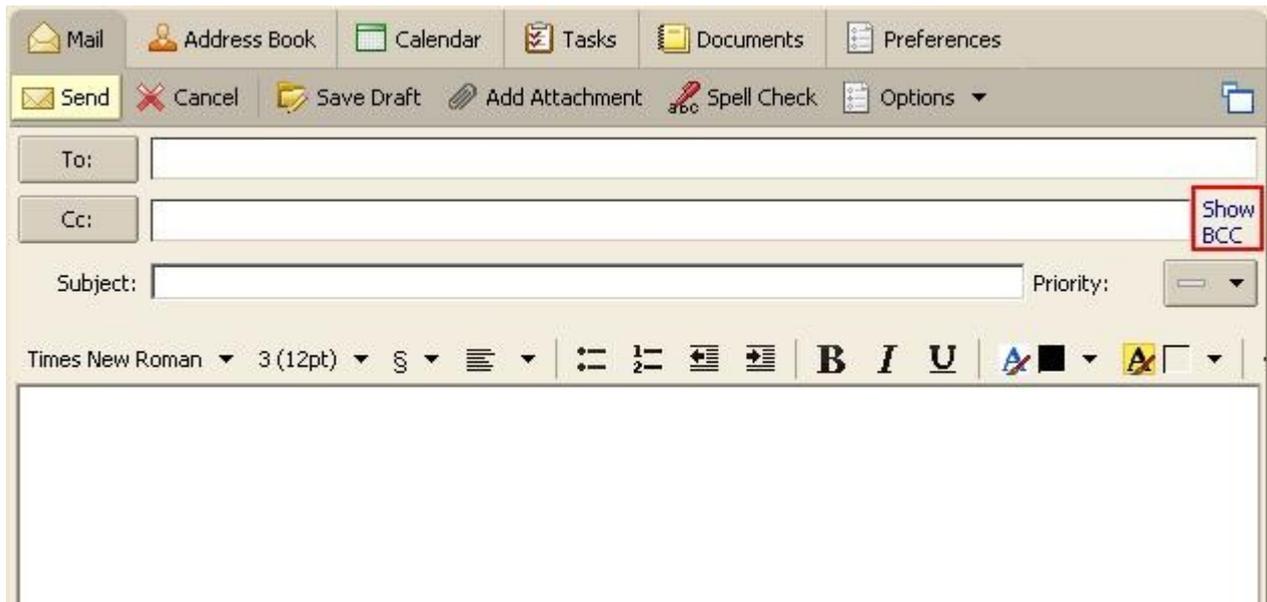
The address fields available are: **To**, **Cc**, and **Bcc**.

- **To**. Use for all primary recipients. All primary recipients see the entire list of addressees when they read the message.
- **Cc**. Carbon copy - Lets you send a copy of a message to someone who's interested but is not the primary recipient. All Cc'ed recipients see the entire list of addressees when they read the message.
- **Bcc**. Blind carbon copy - Lets you send a copy of an email message to someone without his or her address appearing in the copies of the message sent to other recipients.

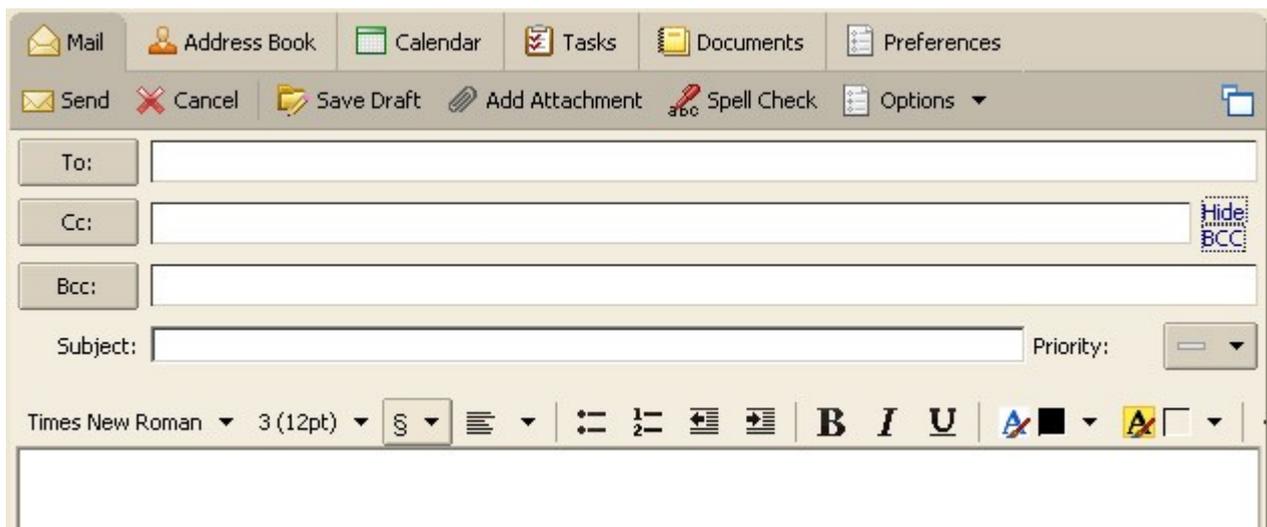
You can send a message without any addresses in the **To** field, as long as there is at least one address in either the **Cc** or **Bcc** fields.

To add a **Bcc** field for **Bcc** addresses:

1. Click the **Show BCC** toggle, as shown below.



The **Bcc** field appears in the Compose window.



How do I find an email address?

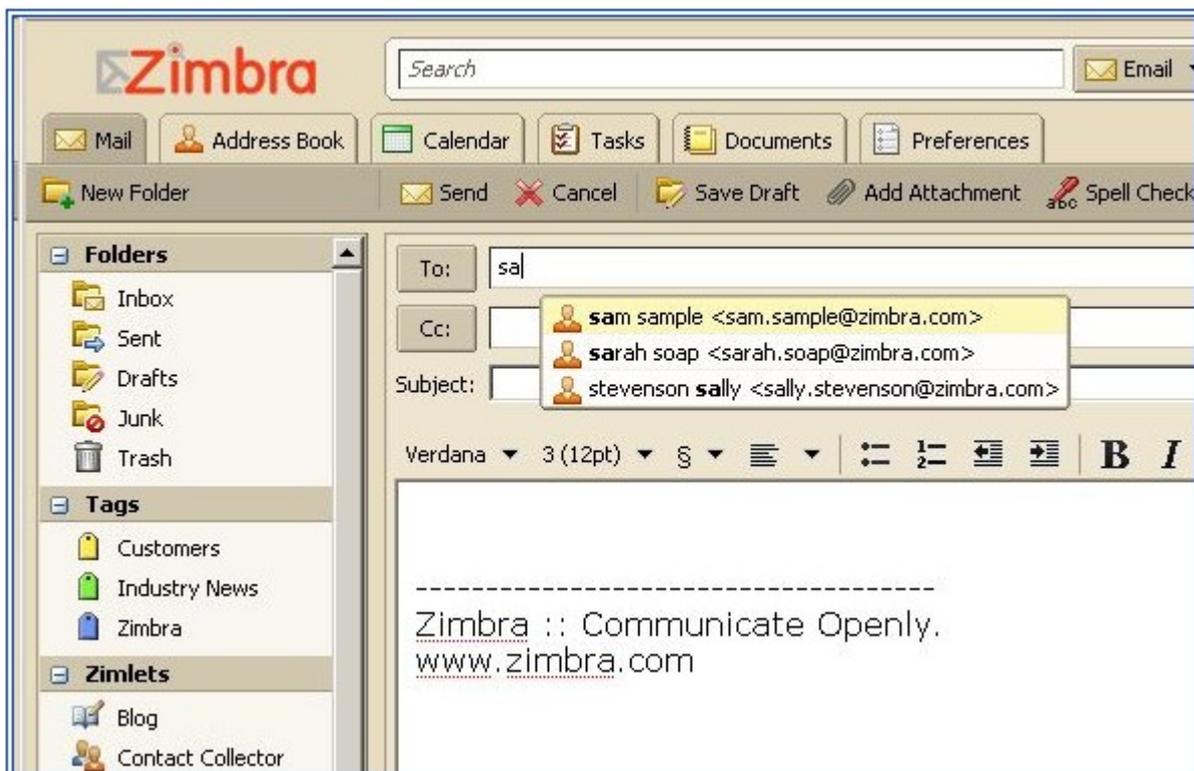
There are two ways to find an email address:

- Using Zimbra's auto-complete feature, which is described below.
- Using Contacts. Click here to learn [How do I search for a contact?](#)

To use auto-complete to find an email address:

1. Click to place your cursor in the **To** or **Cc** field.
2. Begin typing an email address. As you type, email addresses that begin with the characters typed are displayed in a list. In the example shown below, all email addresses beginning with the letter s are displayed.
3. Click the correct address on the list.

As you type more characters into the field, fewer email address matches are displayed in the list. The list disappears if there are no more matches.

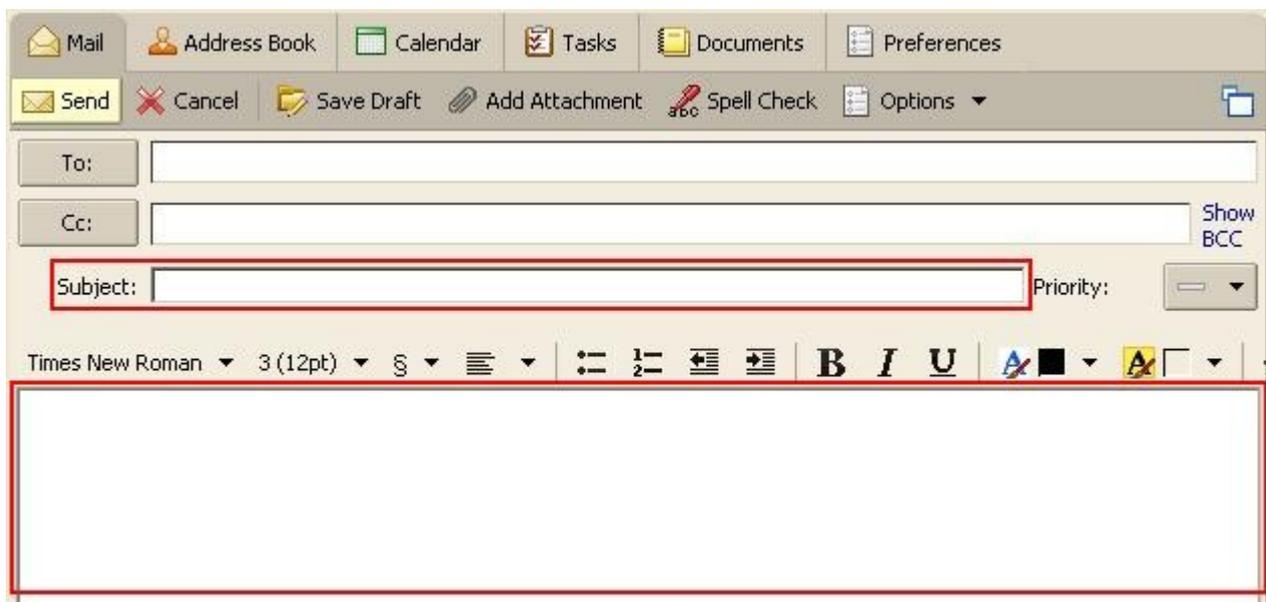


How do I write an email message?

To write an email message:

1. Enter the subject of the email in the  field.
2. Type the body of the email into the text area, which is beneath the text formatting icons and menus.

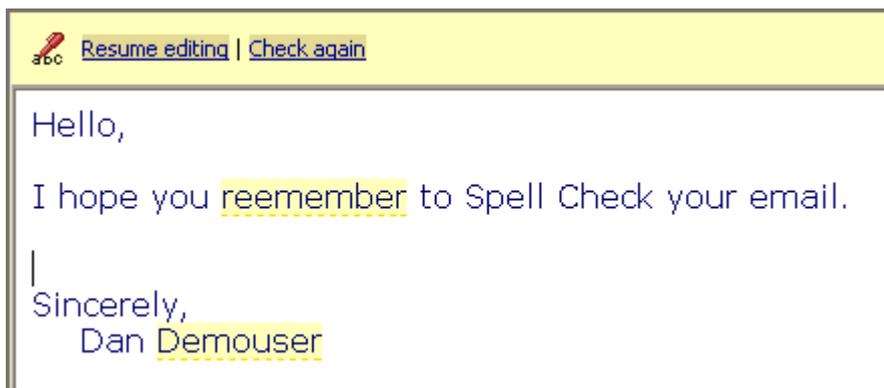
Click here to learn [How do I format text in an email message?](#)



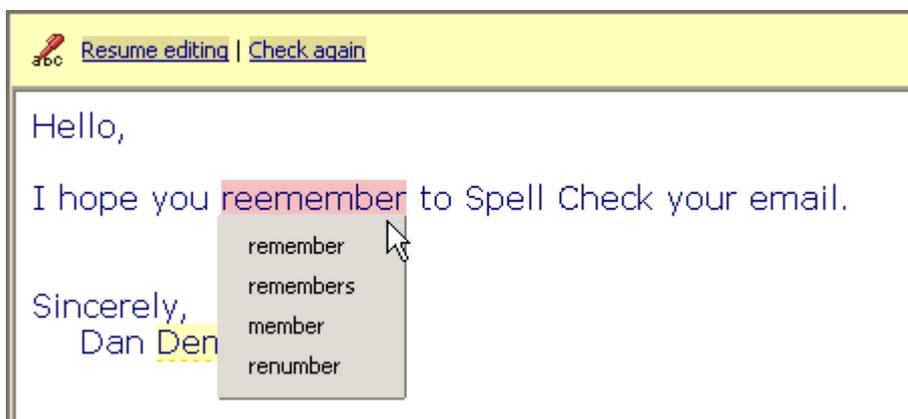
How do I spell check an email message?

To check the spelling of your message:

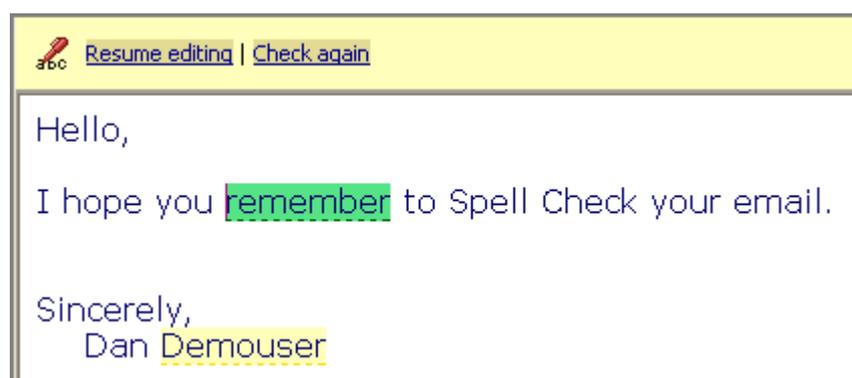
1. Click  on the toolbar. Words in the email message that are unknown to the spell checker are highlighted.



2. Click on a highlighted word. A drop-down menu displays suggested corrections.



3. Select the correct word. The word is highlighted in another color.



4. Click  at the top of the body to accept your changes and close the spell checker.

Before you close the spell checker you can change a corrected word back to the original spelling. Click on the highlighted word and select the initial spelling from the top of the pop-up.

How do I write an email message but save it in my Drafts folder to send later?



To save an email as a draft, for later delivery:

1. Click  on the toolbar.

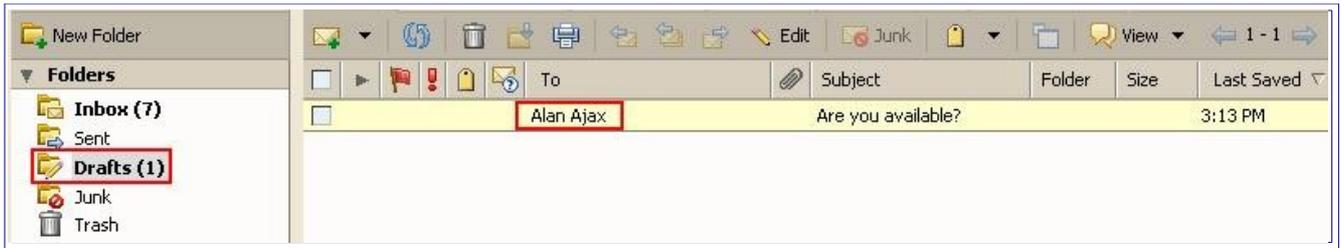
The message is saved in the **Drafts** folder. The number in parentheses beside the **Drafts** folder in the Overview pane indicates how many draft email messages have been saved.



How do I open a draft message?

To open a draft email message:

1. Click the **Drafts** folder in the Overview pane to open it.
2. Click the draft email message to open it.



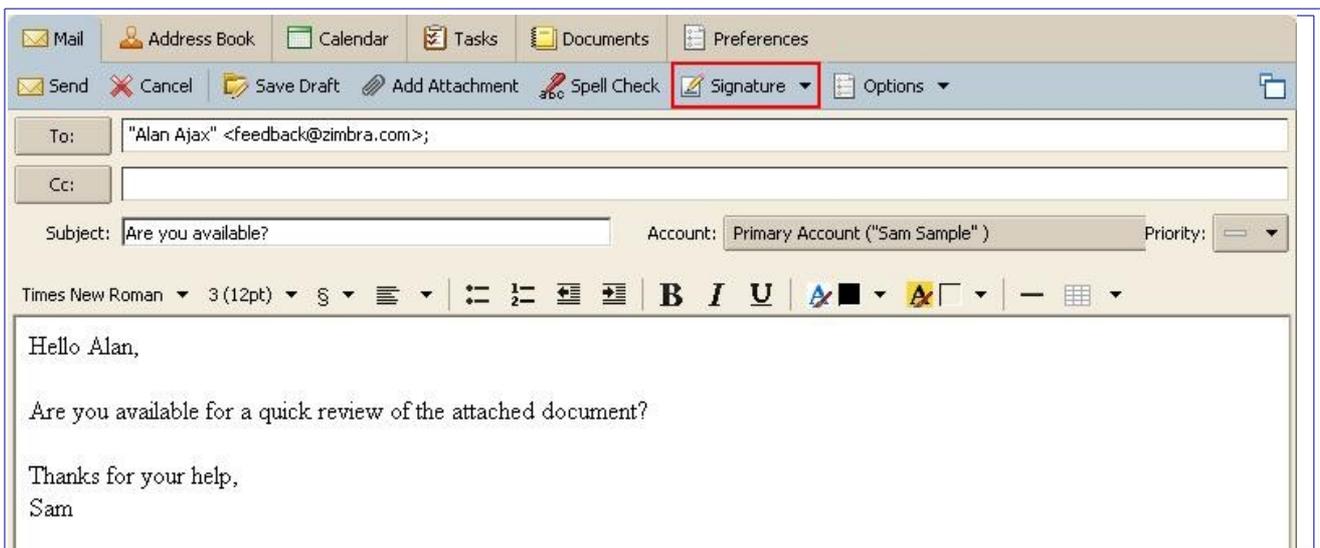
How do I add a signature to an email message?

To add a signature to an email message:

1. Click  in the toolbar. This button is only available in the toolbar if this feature is enabled for your account.

If you have more than one signature, you can choose the appropriate signature from the **Signature** menu each time you send an email.

Click here to learn [How do I create an email signature?](#)



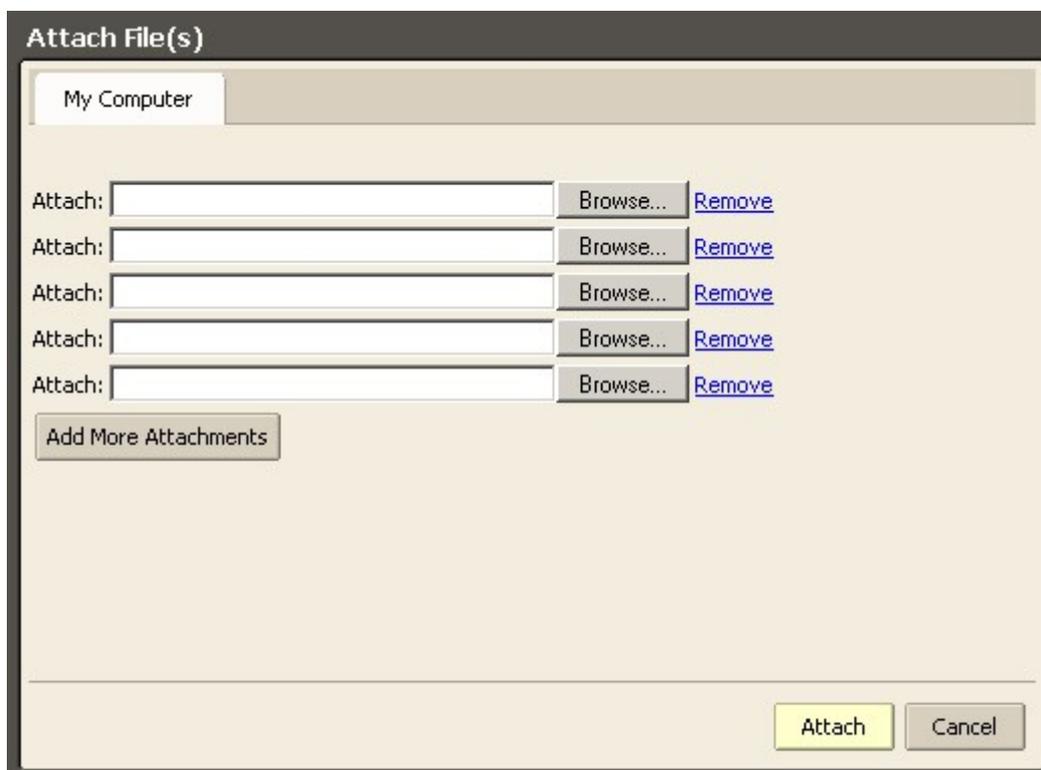
How do I add an attachment to an email message?

Email messages can include attachments. You can attach documents, spreadsheets, pictures, slide shows, and other types of files.

To attach a file to a message:

1. Compose the email message.

2. Click  in the toolbar. The **Attach File(s)** dialog appears.



3. Click  to locate the file.

4. Select the file and click **Open**. The file name appears in the **Attach File 1** field.

5. Repeat steps 3 and 4 for any additional attachments.

6. Click . The compose window appears with the attachment(s) in the header.

7. Click  to send the message and the attachment(s).

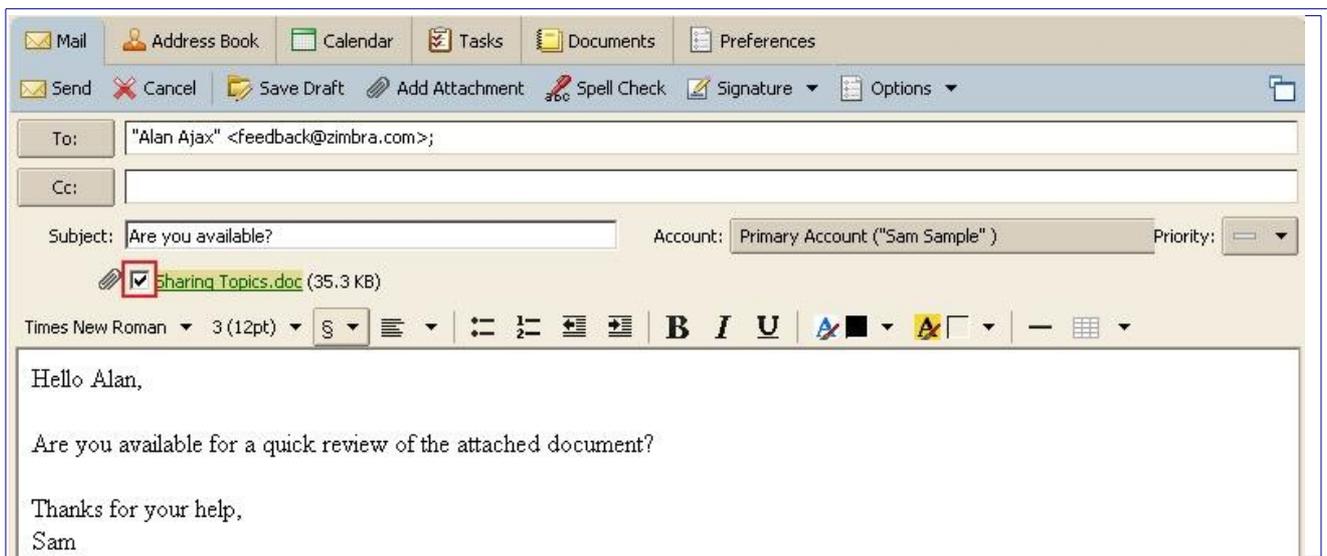
Recipients of your email message must have the appropriate software to open and read the file. For files created in commonly used packages such as Microsoft Office, other users on a typical desktop system will be able to open them. Common file formats, such as text files, HTML files, and images such as GIF or JPEG files, can be opened in a variety of programs.

How do I remove an attachment from an email message?

To remove an attachment from an email message:

1. Click in the checkbox beside the attachment to deselect it, as shown below.

When the checkbox is unchecked, the attachment will not be included when this email message is sent.



How do I format text in an email message?

There are two ways to display text in an email message:

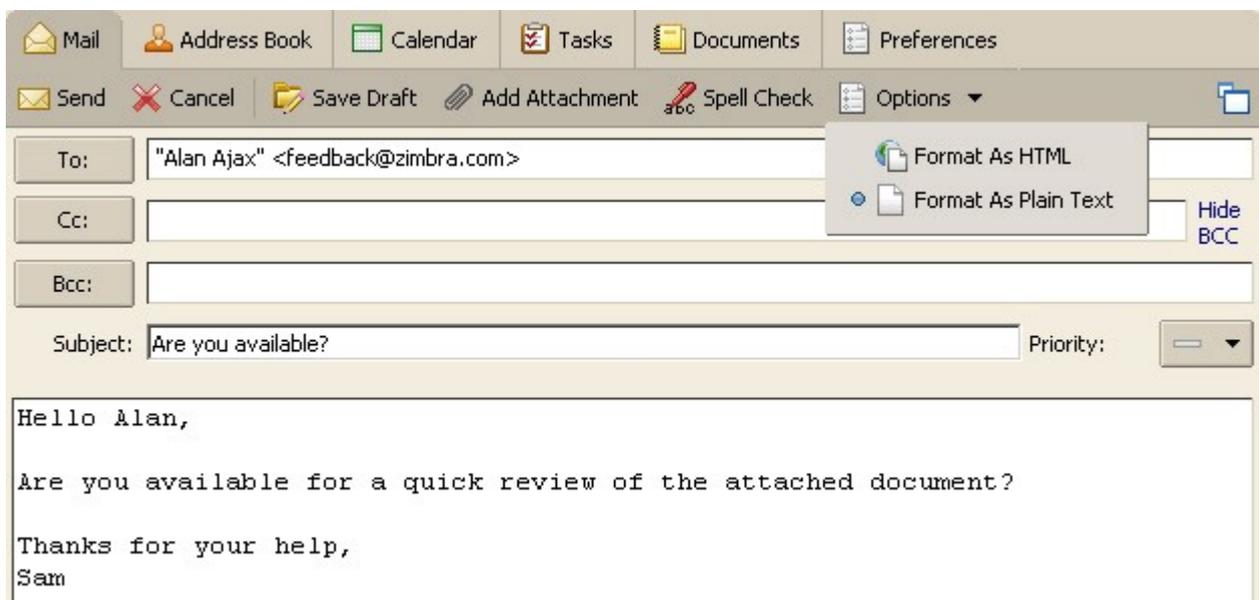
- Plain text has no HTML formatting, so bold, italics, etc. are not displayed.
- Rich text, also often referred to simply as HTML, does have HTML formatting.

To change the view from Plain to Rich text for the current email message:

1. Click **Options** on the compose toolbar.
2. Select either **Format As HTML** or **Format As Plain Text**, as shown below.

You can toggle back and forth between Plain Text and HTML at any time.

Click here to learn [How do I switch from Plain text to Rich text permanently?](#)



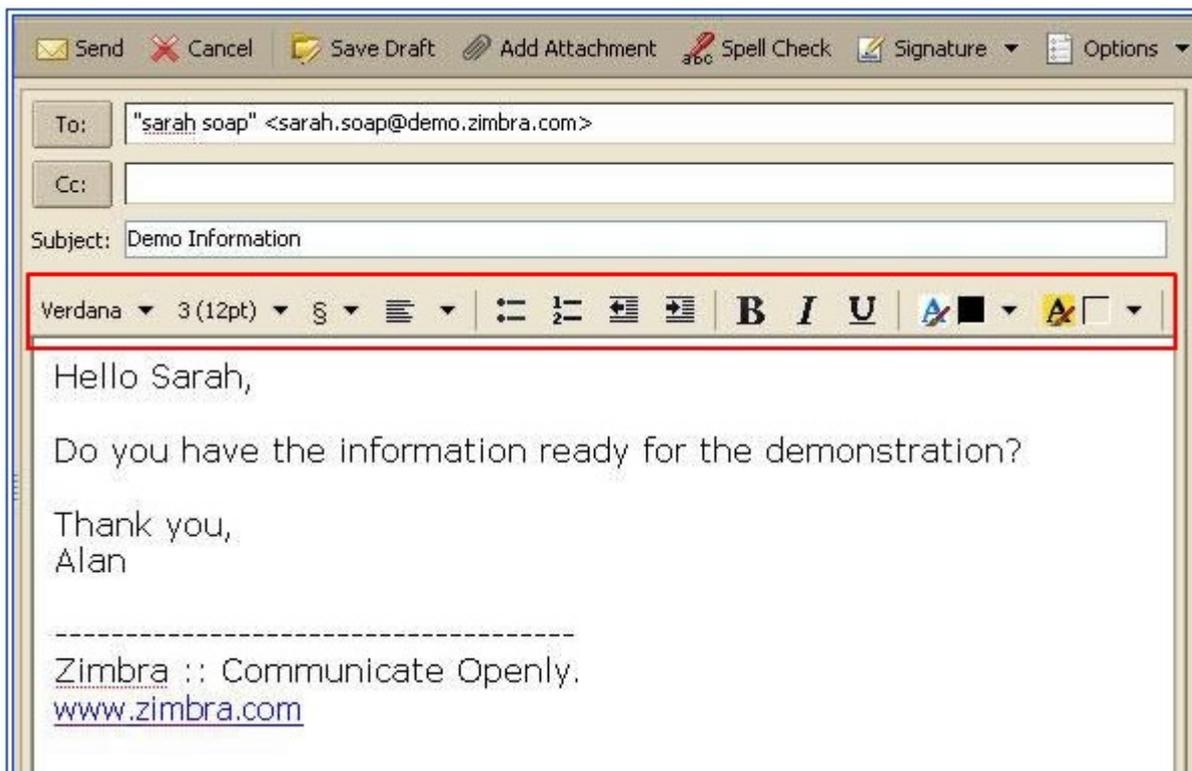
There are several text formatting options available for your email messages, as highlighted in the graphic below.

Show Me: Place your cursor over the text formatting menus and icons highlighted in the dialog box below to learn more.

To format the text in an email message:

1. Select the text you want to format.
2. Click a text formatting icon or select an option from a text formatting menu.

Show Me: Click [here](#) to watch how to format text in an email message.



Composing Email: Advanced Tasks

[How do I create a signature?](#)

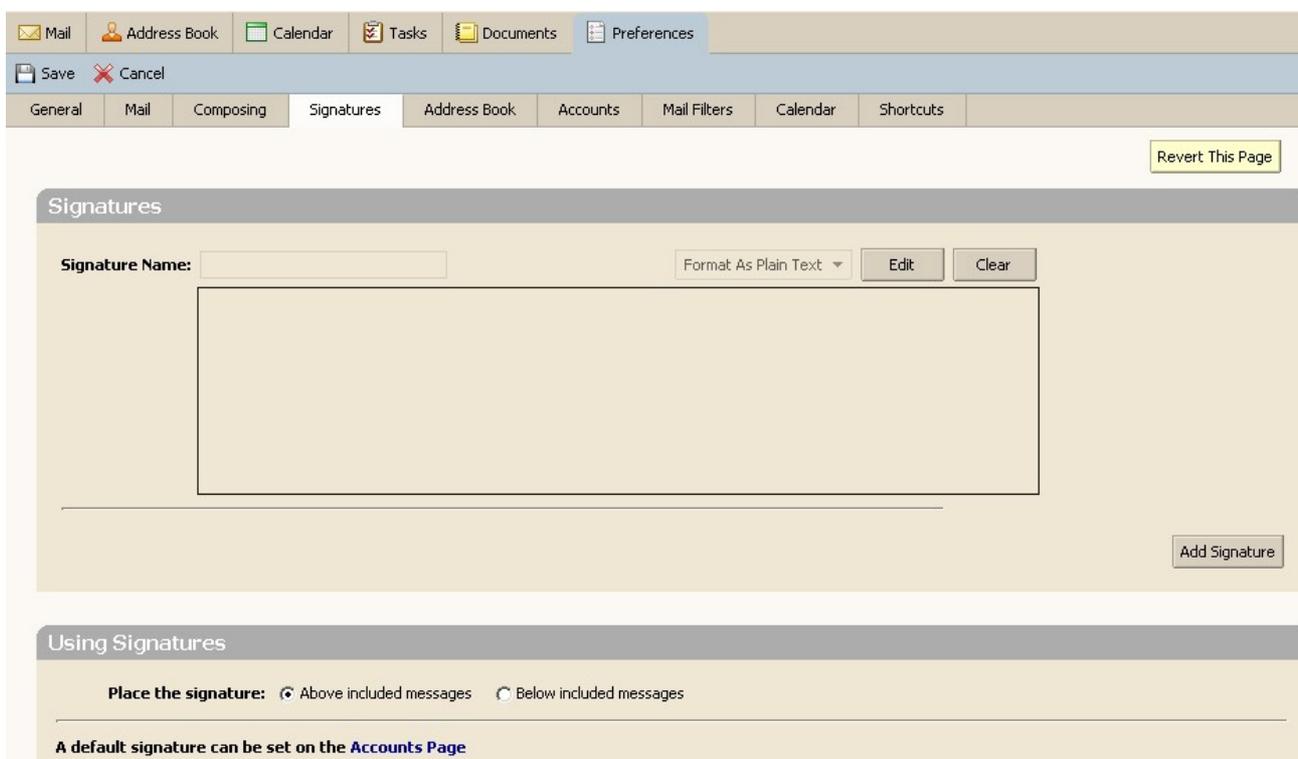
[How do I specify which Signature to use in an email message?](#)

[How do I set an automatic away or vacation message?](#)

How do I create a signature?

To create a signature:

1. Click the **Preferences** tab.
2. Click the **Signatures** tab. The Signatures tab appears.



3. Click the **Edit** button. The fields become editable, and the **Edit** button becomes **Done**.

Signatures

Signature Name:

Format As Plain Text ▼ Done Clear

Add Signature

4. Type an identifiable name in the **Signature Name** field. You can create multiple signatures, so using an identifiable name here is important.

5. Type the signature text exactly as you want it to appear in the text box.

6. Choose either:

- **Format As Plain Text** to format the signature as plain text.
- **Format as HTML** to apply formatting to the signature. The example below uses HTML formatting in the signature.

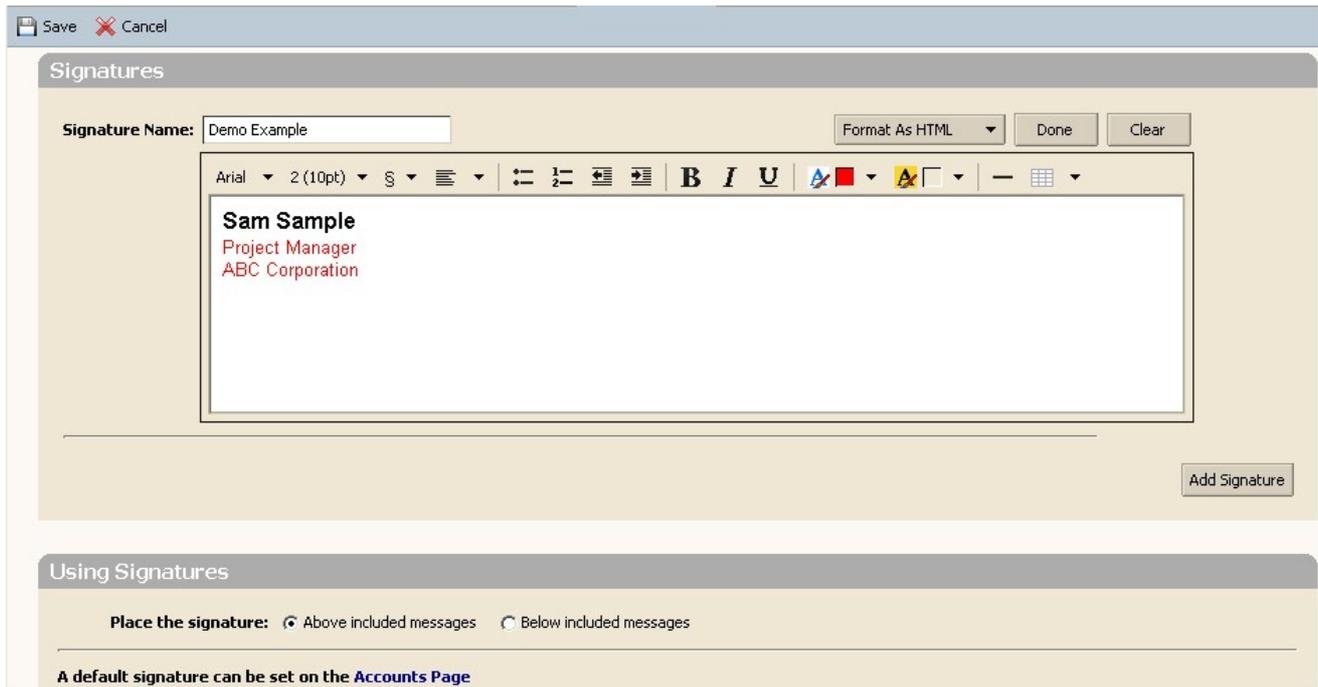
5. Specify where you want your signature displayed in the **Using Signatures** section.

- Select **Above included messages** to add your signature at the end of the your composed, replied to, or forwarded text.
- Select **Below included messages** to add your signature at the end of the message.

6. Click the **Add Signature** button.

This signature will now be available from the **Signature** menu in Compose windows.

Click here for a demonstration of [How do I create a signature?](#)



How do I specify which Signature to use in an email message? 📧

All signatures you create are displayed in the **Signature** menu when you compose an email.

Click here to learn [How do I add a signature to an email message?](#)

How do I set an automatic away or vacation message?

This feature is also known as an out-of-office auto-reply message.

- You can set an away message that automatically replies to people who send you messages when you are out of the office for an extended period of time.
- The auto-reply message is sent to each recipient only once, regardless of how many messages that person sends you during the designated vacation period.

To create an away message:

1. Click the **Preferences** tab.
2. Click the **Mail** tab. The Mail tab appears.
3. Scroll down to the **Receiving Messages** area, as shown below.

When a message arrives: Forward a copy to:

admin@demo.zimbra.com

Don't keep a local copy of messages

Send a notification message to:

dbrown@demo.zimbra.com

Send auto-reply message:

I am out of the office for the next week. Please contact Donna Brown with any urgent business.

Thank you.

Start Date

Start On: 4/22/2008

End Date

End On: 4/25/2008

Messages from me: When I receive a message originally sent by me

Place in Inbox Place in Inbox if I'm in To: or Cc: Ignore message

4. Check **Send auto-reply message**.

5. Enter the message to be sent in the text box, such as the message shown above.

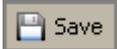
6. Check **Start Date**.

7. Click the arrow to open the calendar, and select the start for the away message.

8. Check **End Date**.

9. Click the arrow to open the calendar, and select the end for the away message. The End Date is the last date (inclusive) that the away message is sent.

Note: Setting the Start Date and End Date is optional.

10. Click .

Click here for a demonstration of [How do I set an automatic away or vacation message?](#)