



UNIVERSITY *of* ROCHESTER

What's New In Zimbra 7.0?

University Information Technology upgraded the Zimbra email and calendaring system – available to faculty, staff and graduate students in Arts, Sciences and Engineering – on Saturday, January 28.

NEW MAIL FEATURES

- ✓ Users can now self-restore previously deleted email messages from their Trash folders. SEE NOTE
- ✓ Users can search the Global Address List (GAL) for people within their organization and see detailed information including phone numbers and office location.
- ✓ 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.
- ✓ Multiple attachments can now be added to a message with Ctrl + Shift.
- ✓ 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.
- ✓ 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.
- ✓ Email address bubbles display names in a bubble rather than as text, allowing for list expansion, contact manipulation and drag-and-drop contact functionality when composing messages. SEE NOTE

NEW CALENDAR & BRIEFCASE FEATURES

- ✓ The Scheduling Wizard automatically suggests 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.
- ✓ Users can open more than one appointment page at a time and easily move between the appointment page tabs.
- ✓ When a meeting invitation is received, the invitee can see the invite along with a snippet of their calendar for that day when they open the message. Updates to the invitations are in different colors.
- ✓ In Calendar preferences, users can customize their workweek and hours worked schedule for availability purposes.
- ✓ 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.
- ✓ 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.

NOTE: Functionality only exists in Zimbra Desktop ([download](#)). Your desktop support liaison can help you configure it.

Please contact University IT at (585) 275-2000, Option 4 or UnivITHelp@Rochester.edu with further inquiries or requests for more information.