Zimbra Toolbar

Move

Most of the buttons on the toolbar are self-explanatory and we will not discuss them here. However four buttons here are worthy of some comment: Move, Reply to Sender, Reply to All Recipients, and Forward. Reference Figure 1 as you read through the discussion below.
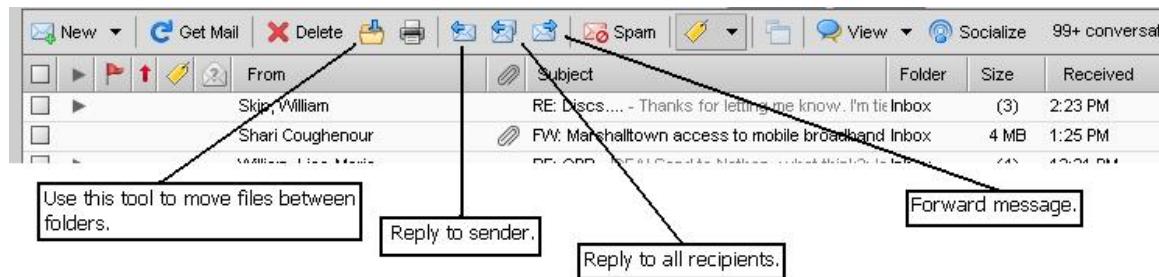

Figure 1.

The **Move** function is grayed out until you click on an item to move. Once you click to highlight a message, the function becomes active. At that point, click the Move icon; the panel shown in Figure 2 will pop open.
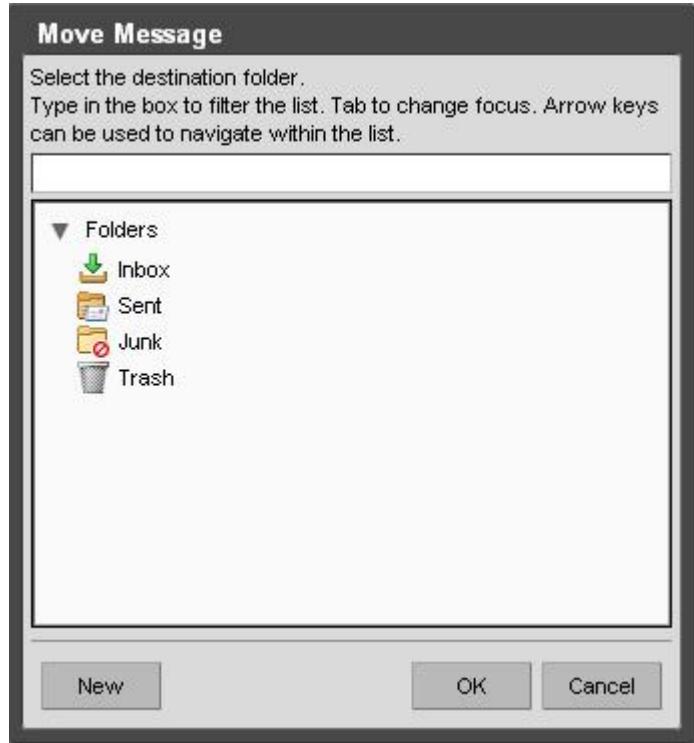
Figure 2.

Select the destination the file is to be moved to. You can either click on the desired folder, or type the folder name into the blank field at the top of the Move Message window. Click **OK** and the item is moved instantly. Notice, you can move a message to **Trash** using the Move folder icon, though typically you would use the **Delete** function. Retrieving a file from Trash is done using the Move function. Just "move" the file back to the Inbox, Sent, or a custom folder.

Reply

Refer to Figure 1. There are two reply buttons. The one on the left appears as a single envelope with a left-pointing arrow. This is the button used to reply to the sender of a given message. Beside it is another icon featuring two envelopes with a left-pointing arrow. This is the button you use to reply to all recipients of the message *and* the sender.

Forward

Finally, the last of these "envelope" icons shows a single envelope with a right-pointing arrow. This is the icon you click to forward a received message to others.

Closing Notes

The **Spam** icon is unnecessary on our system. We have multiple layers of SPAM and virus filters ahead of our server that should trap over 99% of all incoming junk. Any SPAM that reaches your mailbox should be forwarded to your DSPAM filter as always.