Zimbra Briefcase

The Briefcase tab on opens a folder where you can store and organize attachments for messages. Attachments can be Word documents, text documents, spreadsheets, images, and so forth.

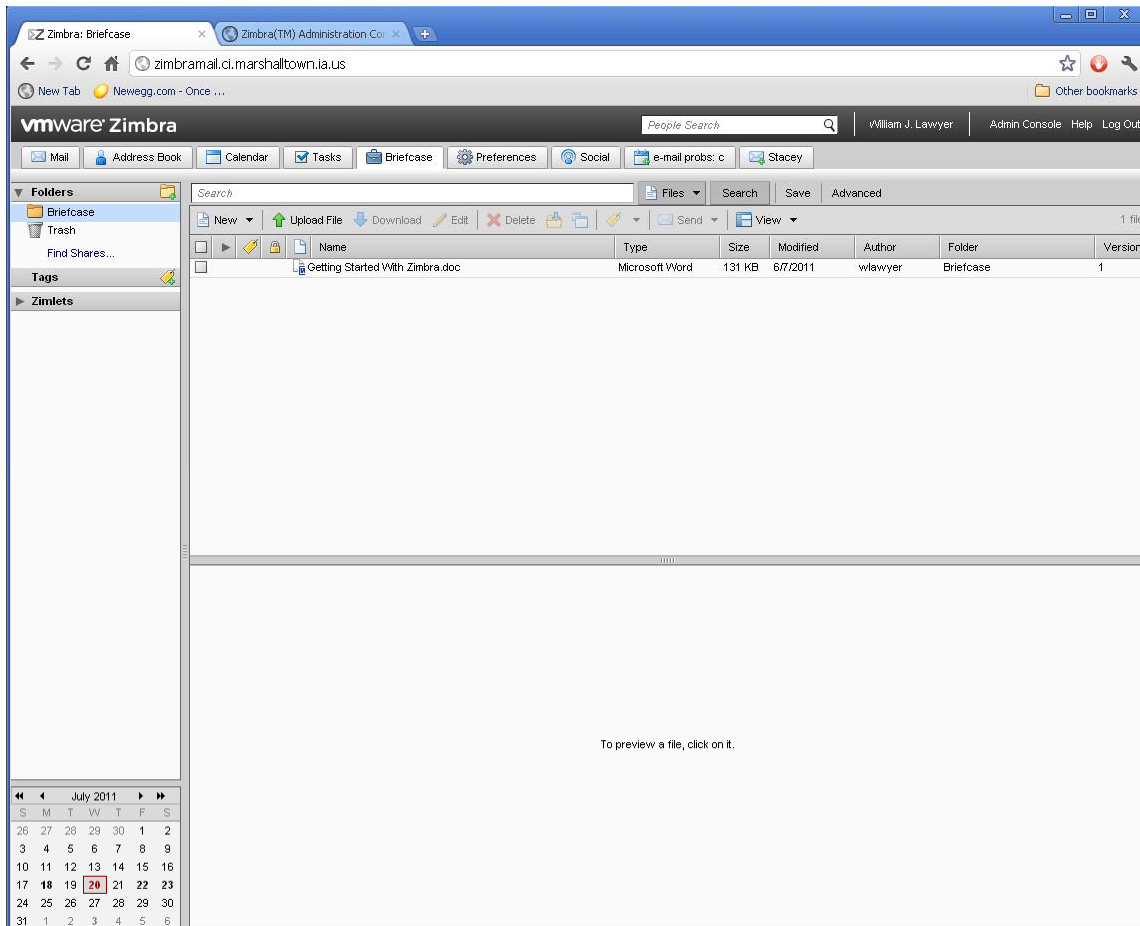To open the Briefcase tab, simply click it at the top of the Zimbra display:

Figure 1.

Notice in Figure 1, there is already a Word document stored in the Briefcase. To add another file to the Briefcase, click the **Upload File** button (look for the bright green arrow pointing "up"). When you click this button, you will see the pop-up dialog box shown in Figure 2.
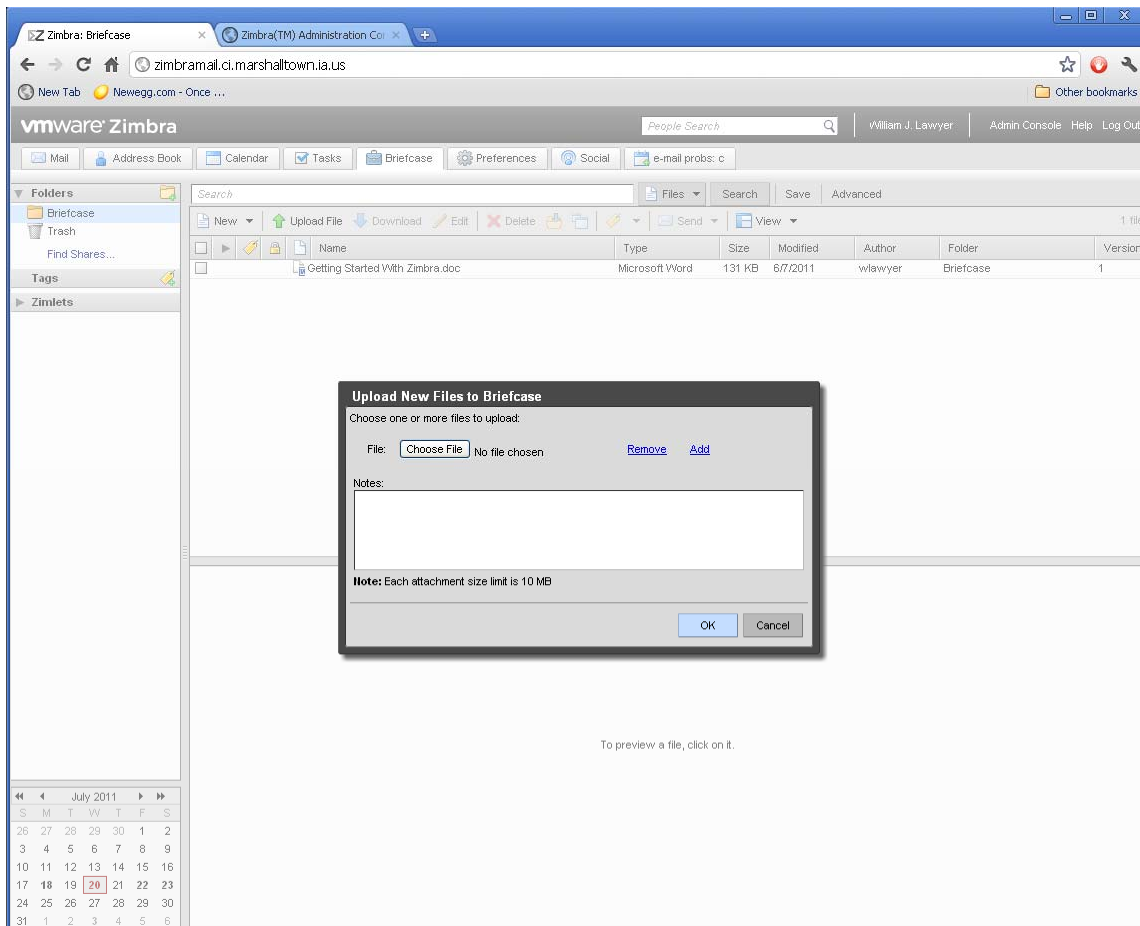
Figure 2.

Now click the "Choose File" button and navigate to the file you want to add to the Briefcase. See Figure 3.
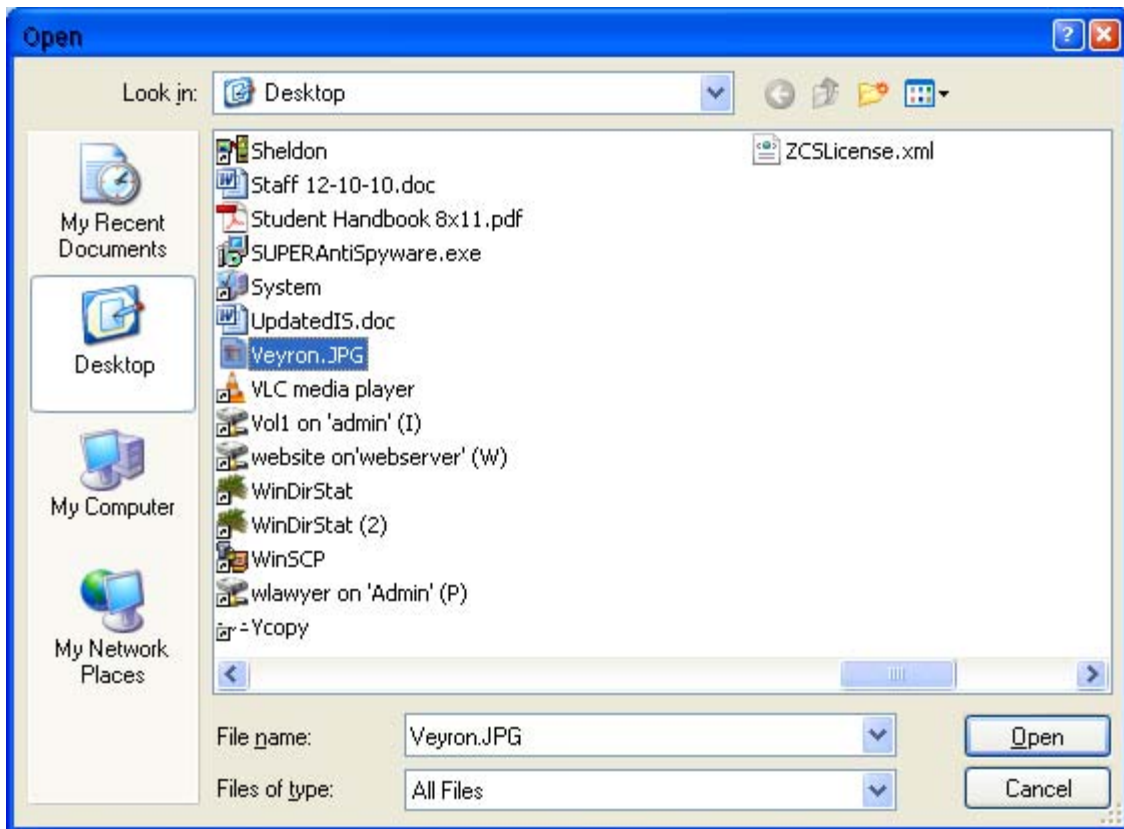
Figure 3. The image file Veyron.JPG has been selected to add to the Briefcase.

Once the file has been located, highlight it, and click the **Open** button. The "Open" panel will close and return control to the "Upload" pop-up box as shown in Figure 4.
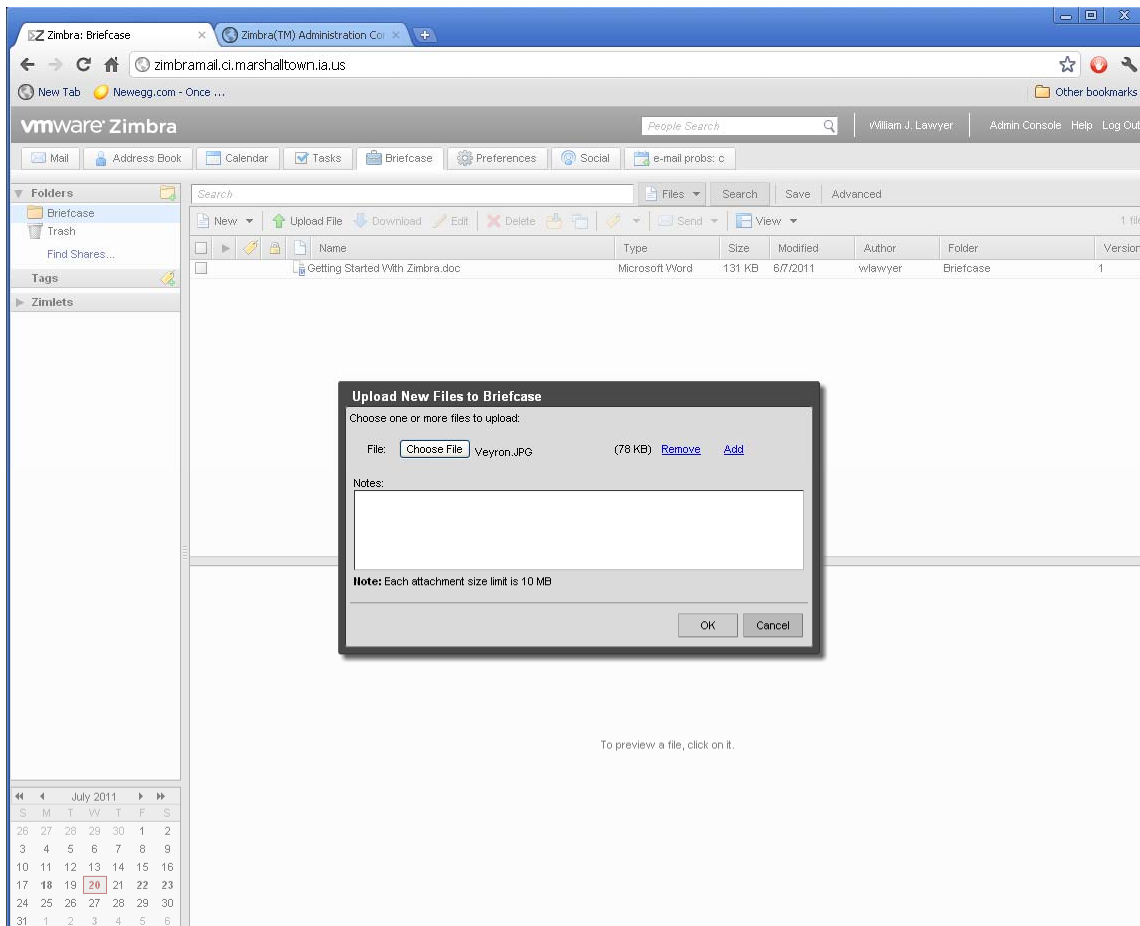
Figure 4. A file has been selected for inclusion in the Briefcase.

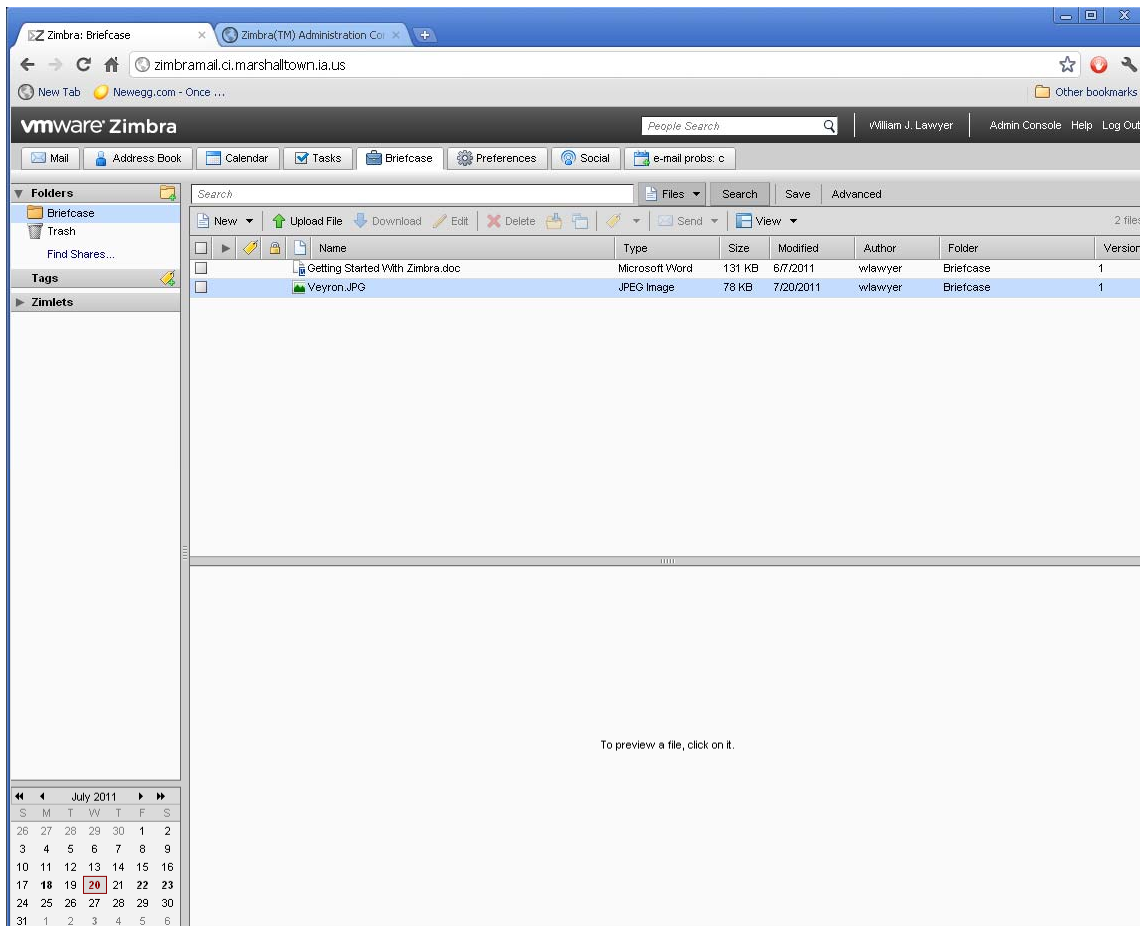Click **OK** to complete the upload process. The updated Briefcase is shown in Figure 5.

Figure 5.

You can verify the successful upload to the Briefcase of any file by clicking on the file to highlight it. The file will appear in the viewing panel below the Briefcase files list, as shown in Figure 6.
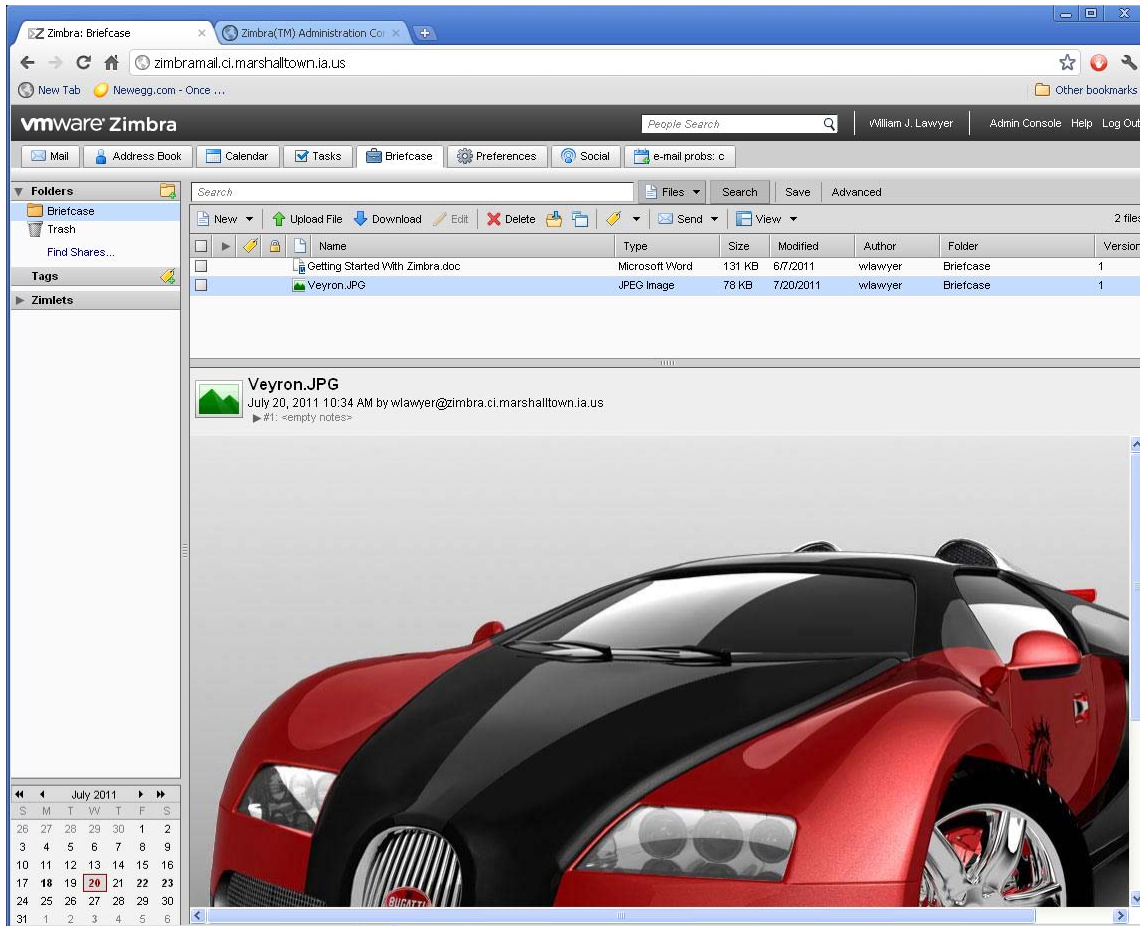
Figure 6. (And forget it! It's a Bugatti and you can't afford it!)

Adding custom Briefcases

While we won't go into the details of it here, you can create custom Briefcases as easily as creating a new mail message. Click on the Briefcase tab, then click the "New" drop-down list as shown in Figure 7.
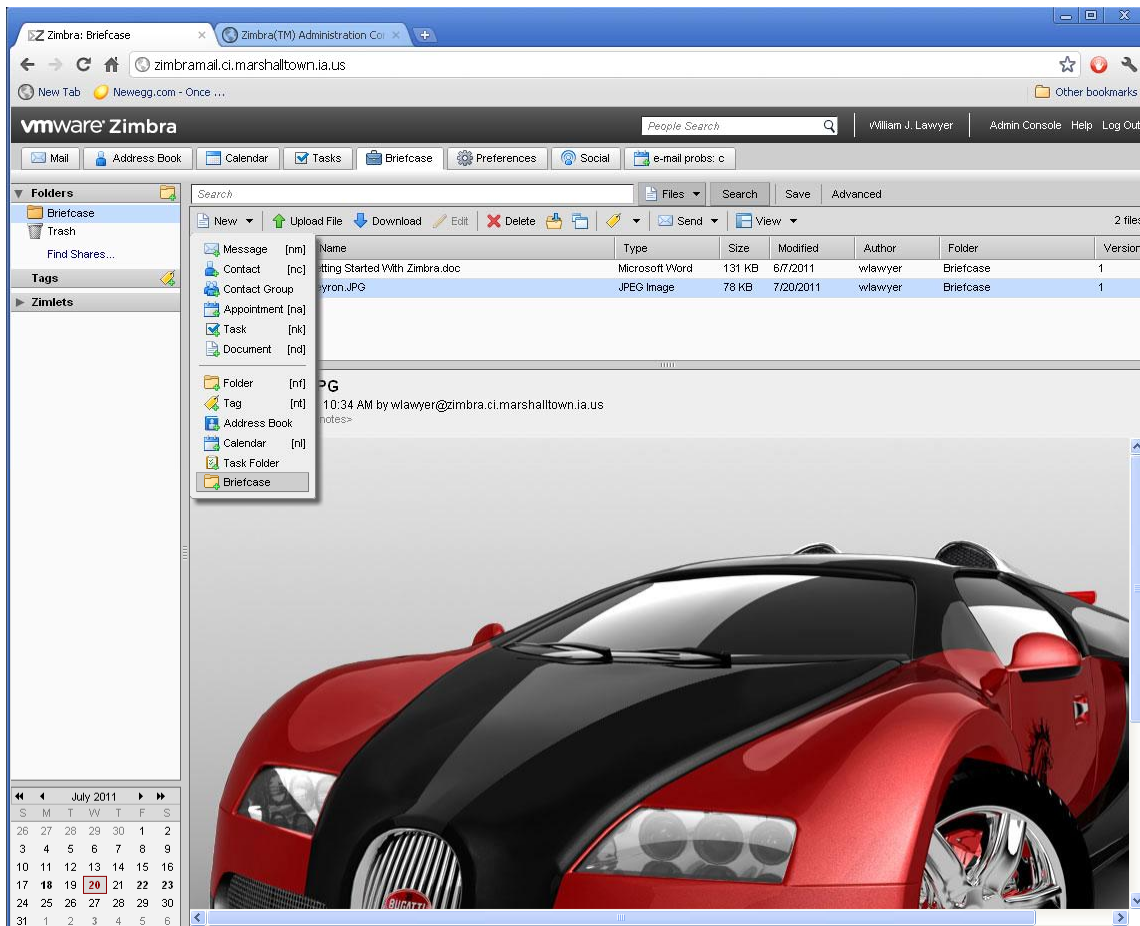
Figure 7.

Select "Briefcase" from the options in the drop-down list, and create your new Briefcase. Having multiple briefcases allows files to be further separated by project, by file type, or any other criteria that makes storing them easier.

Deleting Items in the Briefcase

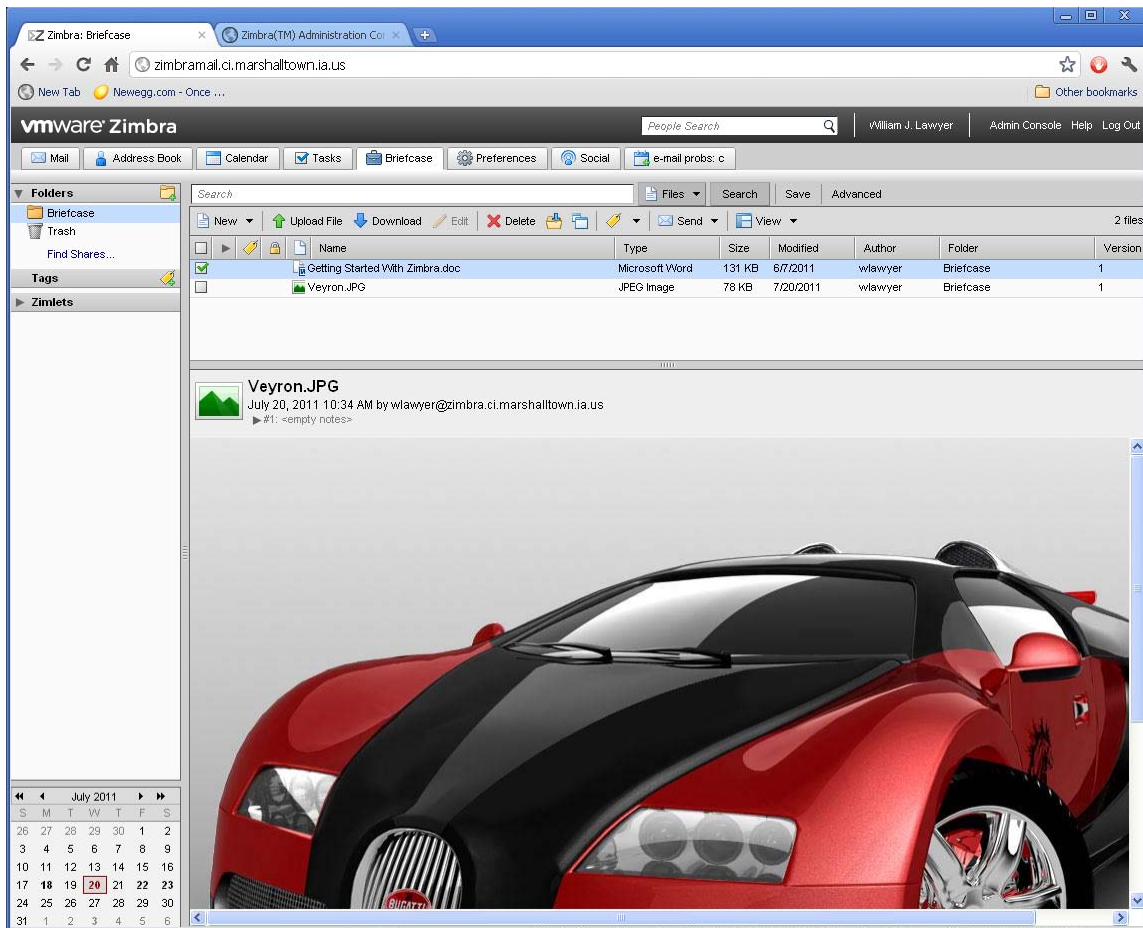To delete an item, click the check box beside it, then click the Delete button (see Figure 8).

Figure 8.