

# Email System

## Webmail

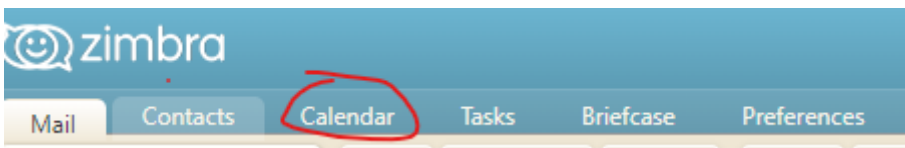
Our email is powered by Zimbra.

## Accessing Webmail

You can access your email via this url <https://webemail.maticmedia.co.uk/>

## Accessing Calendars

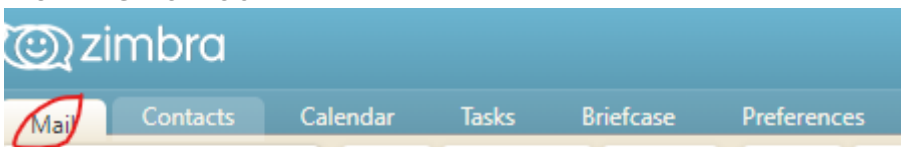
Once logged into email you can access your work calendars and shared calendars via the calendar tab



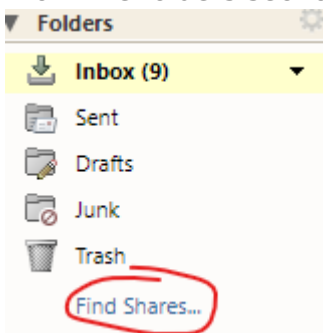
## Accessing Shared Resources

### Shared Email Mailboxes

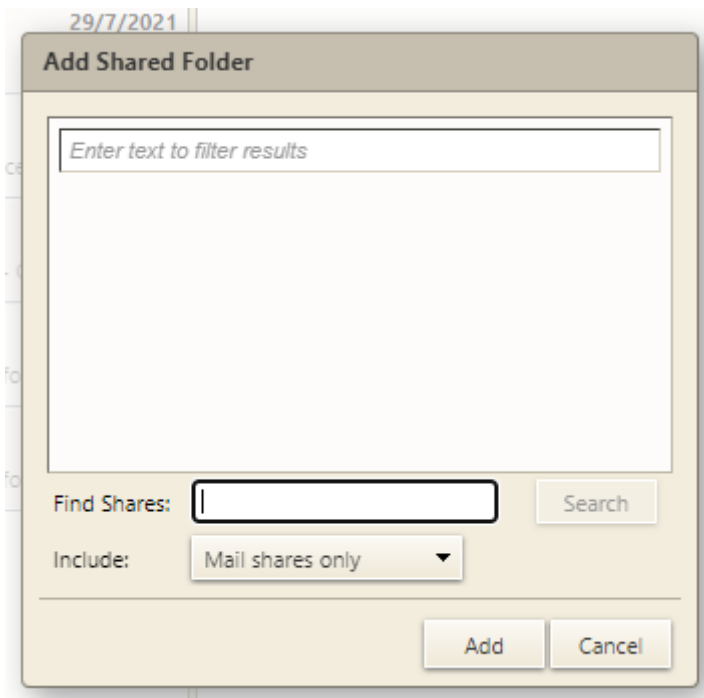
1. From the Mail tab



2. From the folders section click find shares

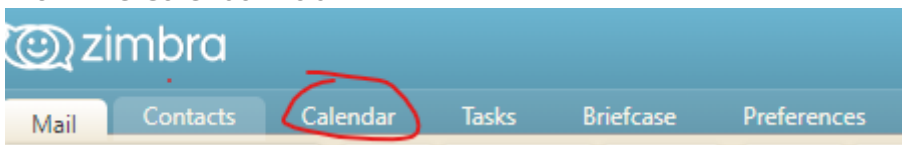


3. You will then be shown all the folders that have been shared with you

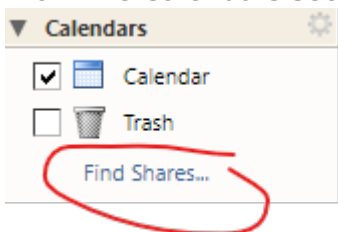


## Shared Calendars

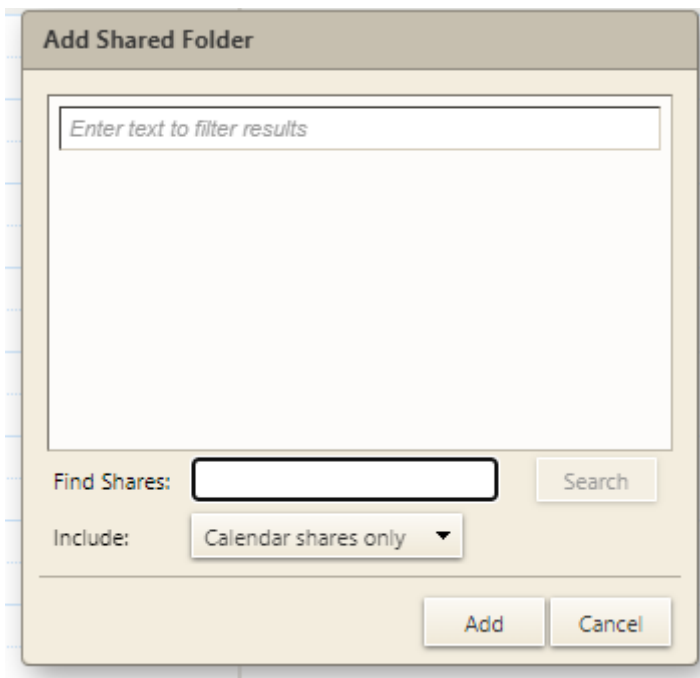
1. From the Calendar Tab



2. From the Calendars section on the left, click "Find Shares"

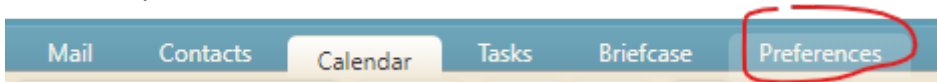


3. Click the share you want to add

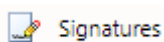


## Setting Your Email Signature

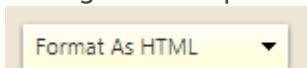
1. From the preferences tab



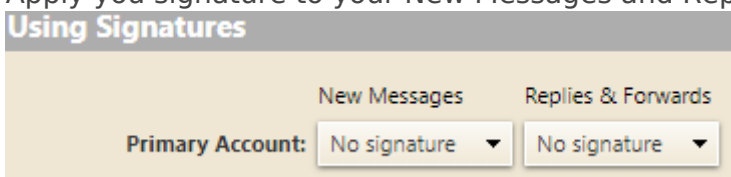
2. Then select "Signatures" from the left hand menu



3. Change the drop down to "Format as HTML"



4. Enter your signature and click save
5. Apply you signature to your New Messages and Replies

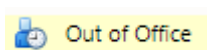


## Out of Office

1. From the preferences tab



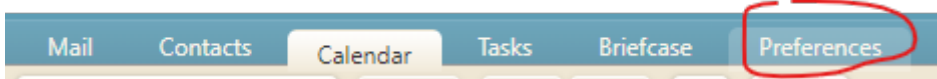
2. Click "Out of Office"



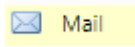
3. Change the form as appropriate for your out of office

# Forwarding Your Emails

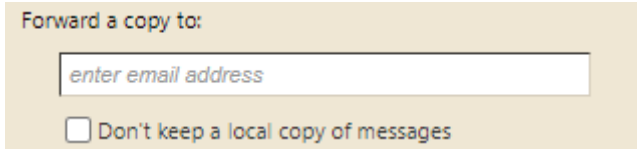
1. From the preferences tab



2. From the left hand menu select "Mail"



3. Under receiving message fill in the forwarding email section

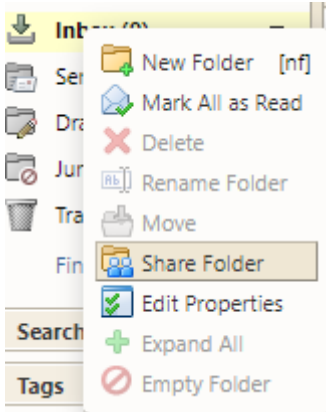
A screenshot of the 'Forward a copy to:' section in the email client. It features a text input field with the placeholder text 'enter email address' and a checkbox labeled 'Don't keep a local copy of messages'.

4. Click "Save"

## Sharing Folders with Other Users

You can also share mailboxes with mailing lists like **everyone@**

1. To share any mail folder, right click the folder and click share.



2. Enter the users email and click "Ok"

**Share Properties**

Name: Inbox  
Type: Mail Folder

Share with:

- ☒ Internal users or groups
- ☐ External guests (view only)
- ☐ Public (view only, no password required)

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Email:

**Role**

- ☐ **None** None
- ☒ **Viewer** View
- ☐ **Manager** View, Edit, Add, Remove
- ☐ **Admin** View, Edit, Add, Remove, Administer

**Message**

Send standard message ▼

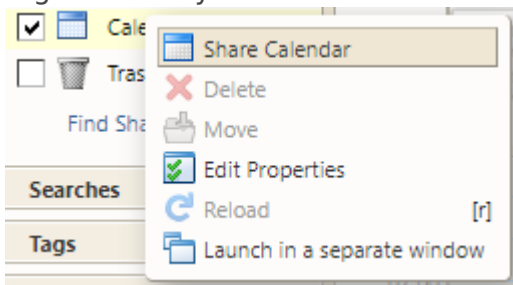
**Note:** The standard message displays your name, the name of the shared item, permissions granted to the recipients, and sign in information, if necessary.

OK Cancel

## Sharing Calendars with Other Users

You can also share calendars with mailing lists like **everyone@**

1. Right click any Calendar and Click Share



2. Enter the users email address and click "Ok"

**Share Properties**

Name: Calendar  
Type: Calendar

Share with: ☒ Internal users or groups  
☐ External guests (view only)  
☐ Public (view only, no password required)

Email:

**Role**

☐ **None** None  
☒ **Viewer** View  
☐ **Manager** View, Edit, Add, Remove  
☐ **Admin** View, Edit, Add, Remove, Administer

☐ Allow user(s) to see my private appointments.

**Message**

**Note:** The standard message displays your name, the name of the shared item, permissions granted to the recipients, and sign in information, if necessary.

**URL**

To allow others to access this item, direct them to this URL:  
ICS: <http://mail.maticmedia.co.uk/Calendar>  
View: <http://mail.maticmedia.co.uk/Calendar.html>  
Outlook: <webcal://mail.maticmedia.co.uk/Calendar>

OK Cancel

## Adding your Emails to your Phone

For both Android and IOS mobile operating systems you use the IMAP and SMTP settings to set up your email.

### Android Phone

This guide here explains how to add your IMAP email to GMAIL on android

[Setting up email in Gmail on Android - Support | one.com](#)

### Apple Phone

This guide below explains how to add IMAP email address to MAIL on ISO

Look for the section called "**How to set up your email account manually**"

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Revision #3

Created 8 July 2022 13:04:34 by Admin

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