Email System

Webmail

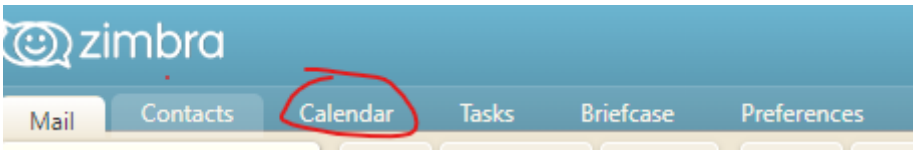
Our email is powered by Zimbra.

Accessing Webmail

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

Accessing Calendars

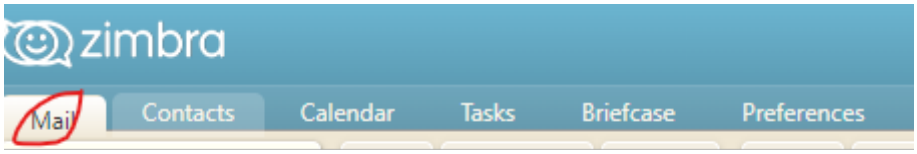
Once logged into email you can access your work calendars and shared calendars via the calendar tab



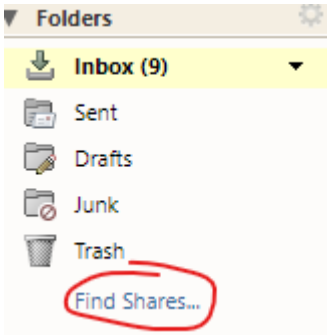
Accessing Shared Resources

Shared Email Mailboxes

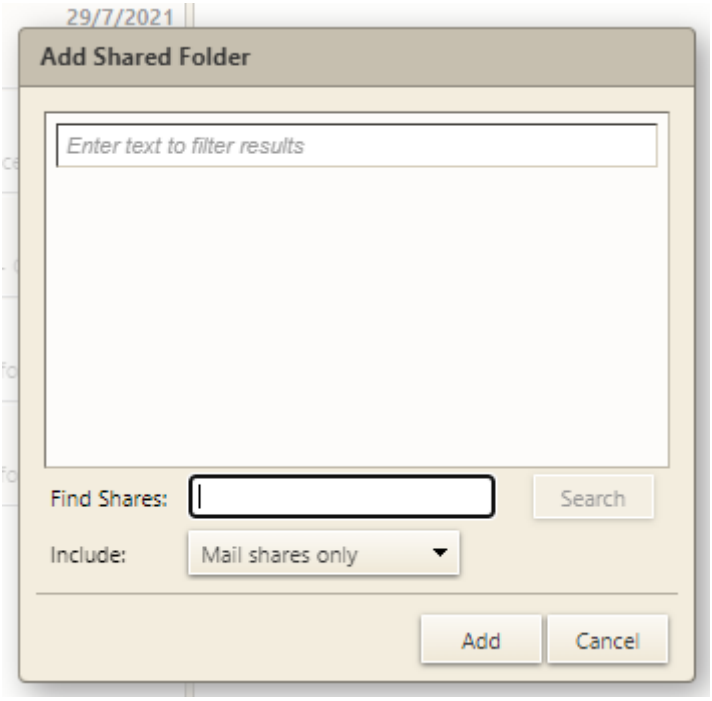
1. From the Mail tab



2. From the folders section click find shares

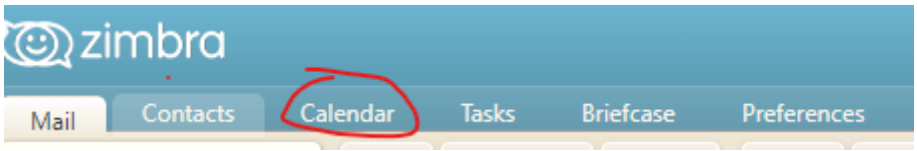


3. You will then be shown all the folders that have been shared with you

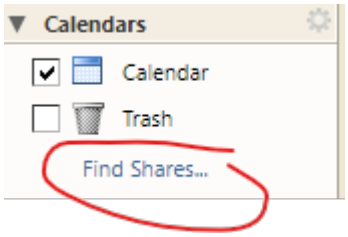


Shared Calendars

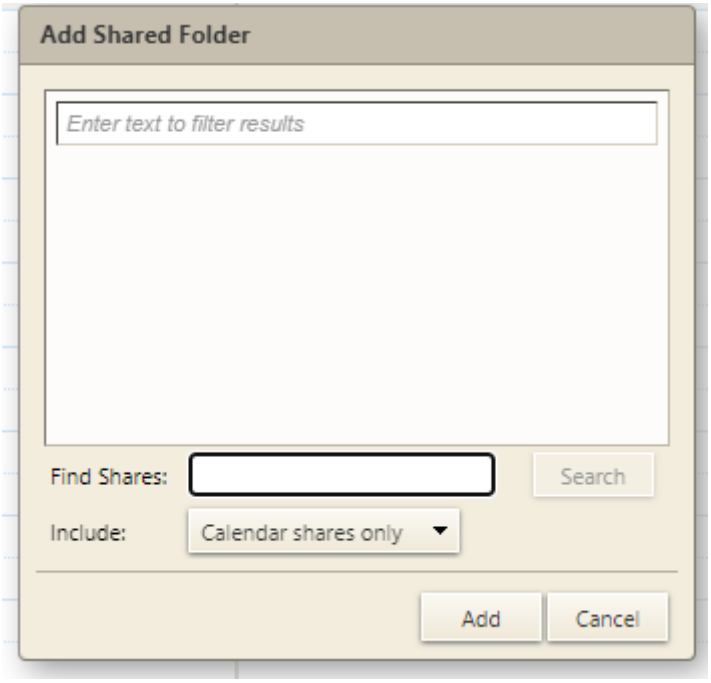
1. From the Calendar Tab



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

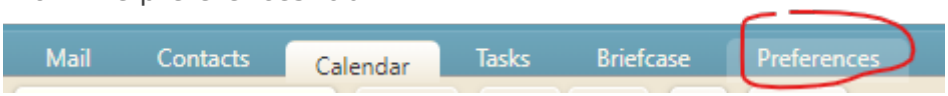


3. Click the share you want to add

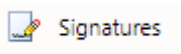


Setting Your Email Signature

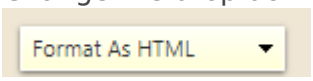
1. From the preferences tab



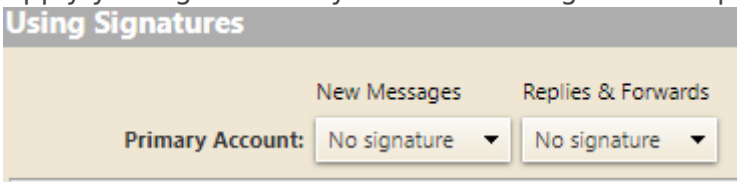
2. Then select "Signatures" from the left hand menu



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

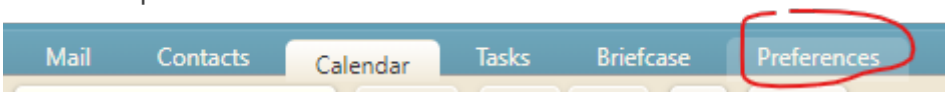


4. Enter your signature and click save
5. Apply you signature to your New Messages and Replies

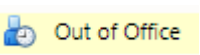


Out of Office

1. From the preferences tab



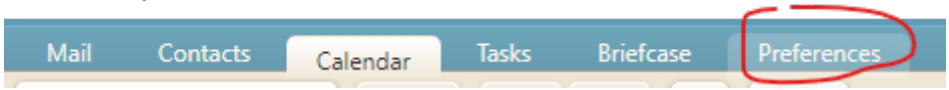
2. Click "Out of Office"



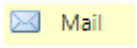
3. Change the form as appropriate for your out of office

Forwarding Your Emails

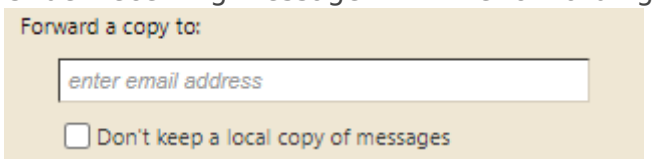
1. From the preferences tab



2. From the left hand menu select "Mail"



3. Under receiving message fill in the forwarding email section

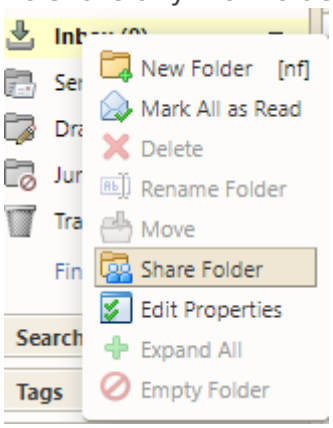


4. Click "Save"

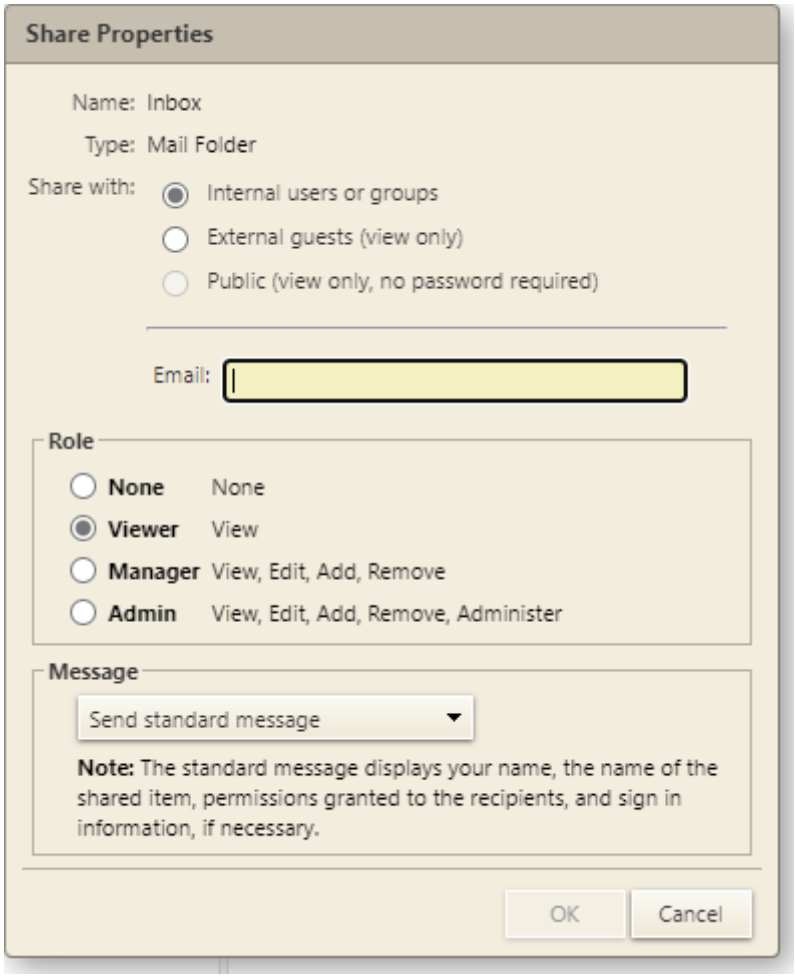
Sharing Folders with Other Users

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

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



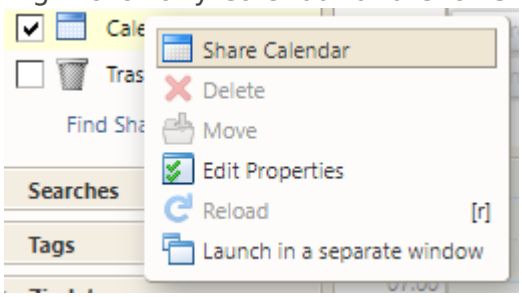
2. Enter the users email and click "Ok"



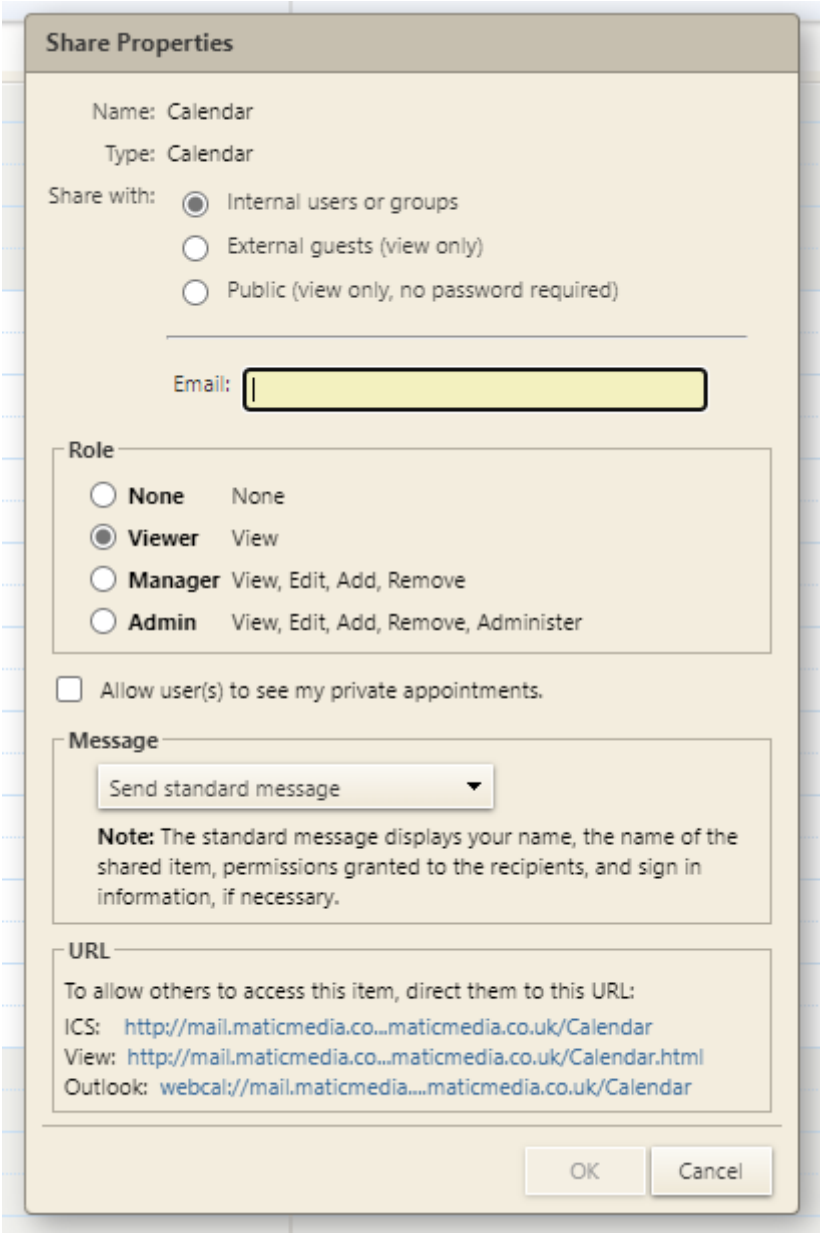
Sharing Calendars with Other Users

> 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"



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

Add an email account to your iPhone, iPad, or iPod touch - Apple Support

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

Revision #3
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