

## Tags and Zimlets

### Using Tags

#### Using tags to classify messages and contacts

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Tags are your personal classification system for mail messages, contacts, tasks, and appointments. Using tags is an aid to finding those items. For example, you might have one tag for **Immediate Turnaround** and another for **Medium Priority**. The mail messages that are tagged can be in different folders. You can search for a tag and all messages with that tag are displayed, no matter which folder they are in.

- \* You can create as many tags as you want.
- \* You can apply multiple tags to the same mail message and contacts.

#### Creating new tag definitions

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You can access the **New Tag** feature in any of the following ways:

- From toolbar, click the down arrow next to **New** and choose **Tag**.
- Select **Tag** from the toolbar.
- Right-click an item in a **List** view and choose **Tag Conversation**.
- Right-click on **Tags** or a tag in the Overview pane and choose **New Tag**.

#### To tag an item using drag and drop:

Drag and drop the tag from the left-hand Overview pane onto the item on the Content pane.

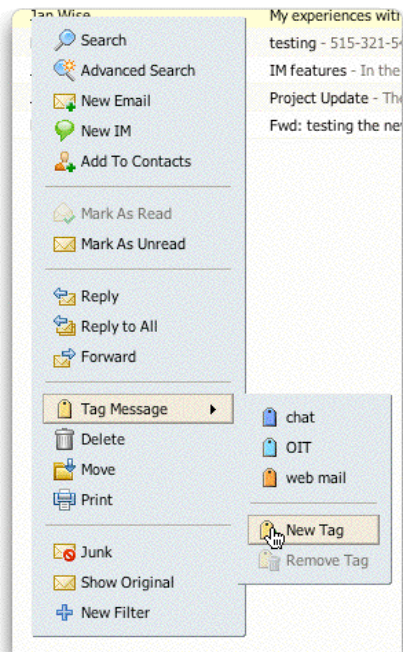
#### To apply a tag to an item using menus:

1. Right-click the item from the Content pane.
2. Choose **Tag Message** (or **Tag Conversation** or **Tag Contact**).
3. Choose the tag name from the list that appears. Only tags not already applied to the selected item are listed.

#### To create a new tag and apply it to an item:

1. Right-click the item from the list and choose the **Tag** menu option that appears. (Mac users can Control-click.)

2. Choose **New Tag**.



3. Enter a name for the tag and click **OK**.



When the New Tag dialog appears. Enter a name and click OK. Tag names can have any character **except** the following

- : (colon)
- / (forward slash)
- " (double quotes)

The new tag is listed under Tags in the Overview pane and can be applied to any mail messages or contacts.

## Removing Tags

To remove a tag from an item:

1. Right-click the item from the list and choose the **Tag** menu option that appears.
2. Choose **Remove Tag**. If the item has multiple tags, you can choose to remove one or all tags.

To apply/remove a tag to multiple items at once:

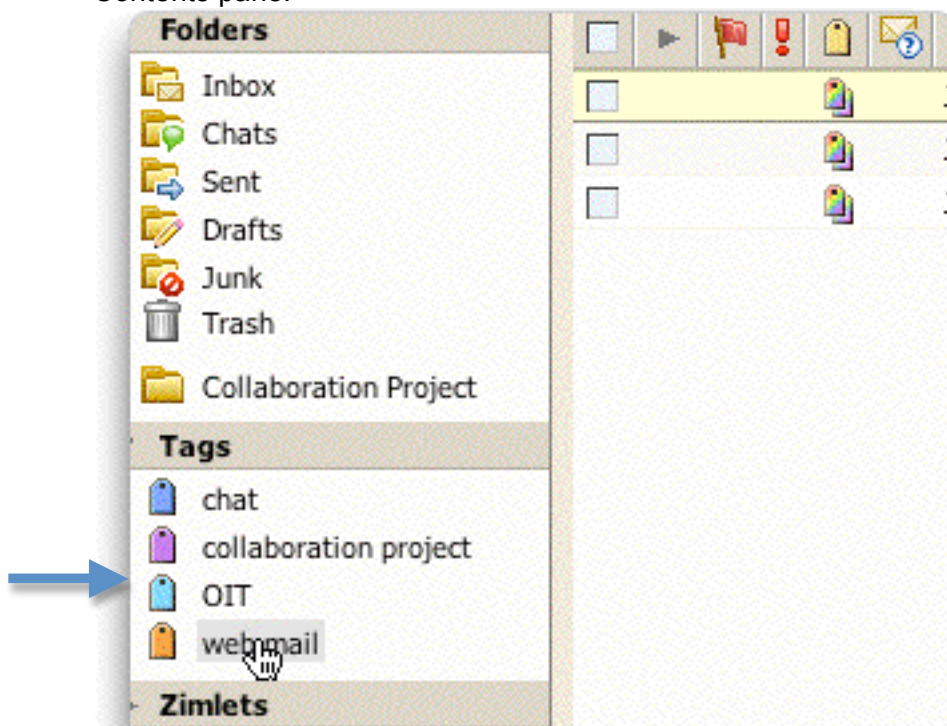
1. Select all the items to be tagged using **Control-Click** or **Shift-Click**.
2. Right-click over any one of the selected items and choose the **Tag** menu option that appears.
3. Choose the tag to add or remove.

## Searching for Tagged Messages

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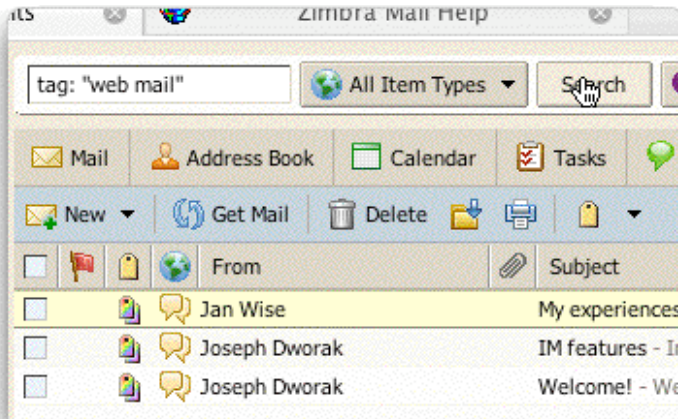
To find tagged messages quickly:

Click a tag in the Overview pane. All messages that are tagged are displayed in the Contents pane.



Alternatively, you can search for tags. In the **Search field** enter the query as *tag: <"tag name">* and click **Search**. For example, if a user creates a tag called *web mail* and tags

all email messages relating to that project with the tag, then a query of **tag: "web mail"** would show all items that where that tag had been applied.



## Deleting tags

To delete a tag, right-click the tag name on the Overview Pane and click **Delete**. Deleting a tag also removes the tag from any item that had that tag.

**NOTE:** The items themselves are not deleted.

## Assigning Tags to messages and other items

Tagging is similar to flagging, except that you can create and apply multiple tags to a single item in order to classify it under several categories simultaneously. After creating a tag, you can apply it to conversations, messages, or contacts.

## Zimlets

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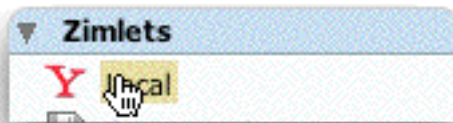
*Zimlets* are small programs created as a mechanism to integrate third-party information and content with the Zimbra Web Client features. *Zimlets* let you interact with different content types in your email messages.

- Click on the URL in a message to launch a browser window to go to that URL. Hover of the URL to see a preview of the site.
- Right-click on a phone number to make a call from your computer softphone, such as Skype or a Cisco VOIP phone.
- Right-click on a date within a message to see your calendar and to schedule a meeting without leaving the message.
- Right-click on a name, address, or phone number to update your address book.

Other Zimlets may be available from the Overview pane.

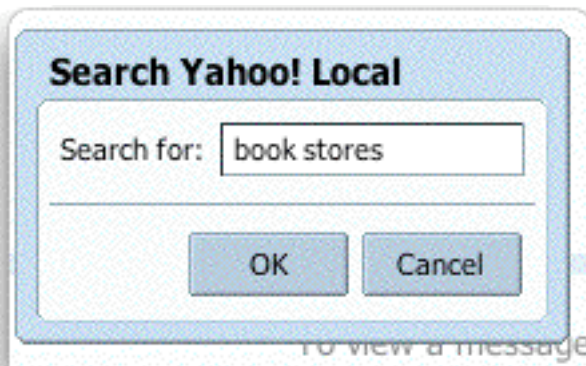


One Zimlet that is available is the Yahoo! Local Zimlet.



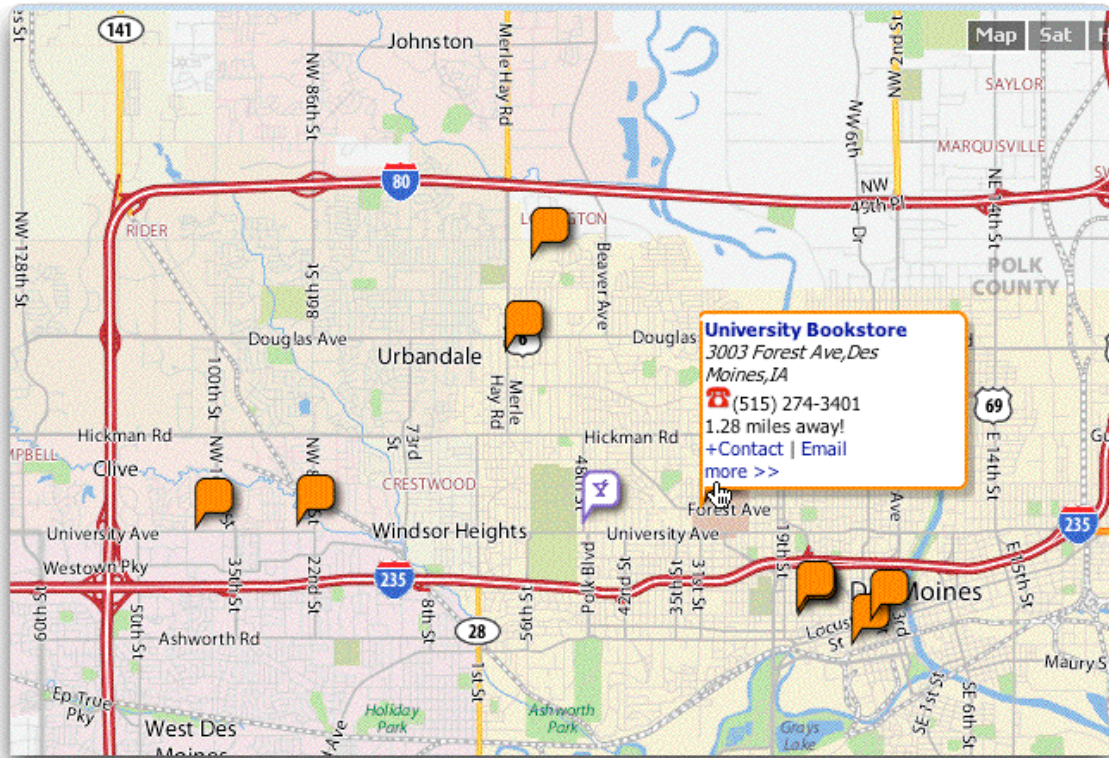
To see more options Right-Click (PC users) or Control-Click (Mac users) on the link.

Click on *Search* and then type in the "Search for:" field. In this example, I have typed in "book stores". Click *OK*.



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This will return a map with area bookstores marked. Hover your mouse over any one of them and it will bring up the name, address, and phone number of that particular bookstore with any related links.



To return to the previous screen, click on *Cancel*.



To see other types of Zimlets that are available, go to <http://gallery.zimbra.com/>