Kopano / Zafara Webmail booklet

Max-Planck-Institut für Marine Mikrobiologie
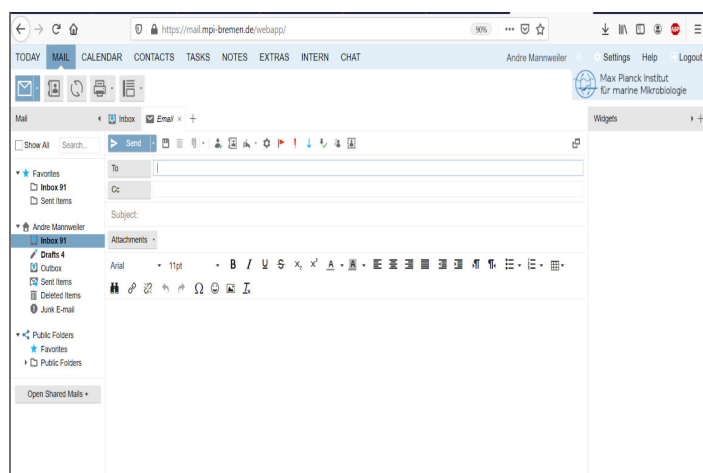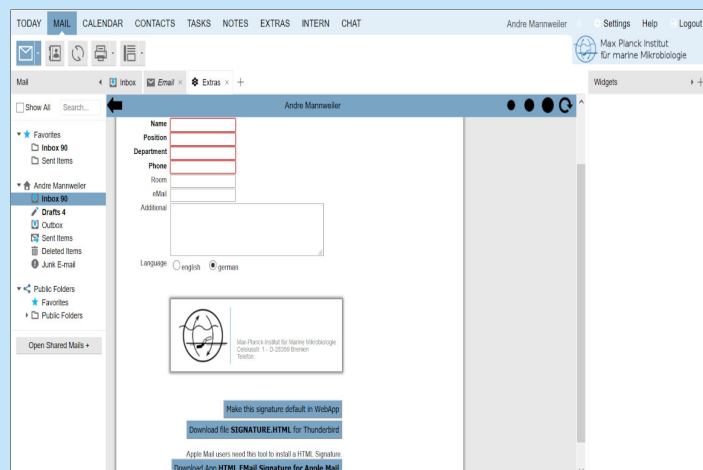

Kopano Groupware is an e-mail and calendaring solution, which can be operated digitally sovereign

- Kopano Groupware is an **e-mail and calendar server** that provides users with their daily communication and organizational data on all devices and connects teams. Data can be jointly edited in public folders or shared with others from your own inbox.
- Zafara Webmail is being used by MPI as the official webmail service.
- Every MPI-MM employee gets an Zafara-Webmail account and a password

Getting started

- You can enter to Zarafa over the Webapp at: **https://mail.mpi-bremen.de/webapp/** or over the DeskApp
- The Kopano DeskApp is already preinstalled
- After entering the app, you`ll see the main functions at the top, like T**oday, Mail, Calendar** etc.
- To manage your email click on **Mail**. Now you can check you inbox, outbox, write new emails and create folders
- With **Calendar** and **Tasks** you can plan and write down your upcoming tasks and meetings.
- With **Extras** you can access multiple services of MPI that will be discussed below

First steps

- You can open a function or group email address by clicking on the Button **Today** and afterwards on **Open Shared Folders+**
- then type in the e-mail address you want to open, confirm twice with **ok** and now you can see below your own e-mail address and the corresponding folders of the e-mail address you just opened.
- Create a signature by going to **Extras** and then **Signature**. Type in the personal data your signature should include and save it.
- Go to **Settings** and **Mail** to apply your signature in a specific way to every email