New Features for Stanford Email and Calendar

Tech Briefing
April 23, 2010
Turing Auditorium
## Agenda

### Version upgrade scheduled for April 30, 2010

<table>
<thead>
<tr>
<th>New Features</th>
<th>New Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ New Reading Pane at Right view</td>
<td>▪ Read Receipts</td>
</tr>
<tr>
<td>▪ Compose window as a tab</td>
<td>▪ Mandatory spell-check option</td>
</tr>
<tr>
<td>▪ Change font size when printing</td>
<td>▪ Run filters on existing messages</td>
</tr>
<tr>
<td>▪ Sort messages by size</td>
<td>▪ Default new appointments to Private</td>
</tr>
<tr>
<td>▪ Scroll through all messages on one screen</td>
<td>▪ Turn off reminders for past-due meetings</td>
</tr>
<tr>
<td>▪ Compose Appointments using HTML</td>
<td>▪ Sharing management with an inventory of all shared folders</td>
</tr>
<tr>
<td>▪ Reminder length up to two weeks</td>
<td>▪ Remotely wipe lost mobile devices</td>
</tr>
<tr>
<td>▪ New List view and Month zoom</td>
<td>▪ Turn off individual Zimlets</td>
</tr>
</tbody>
</table>
New Reading Pane at Right View

Distribution List Scheduler Made this appointment

From: rsastry@stanford.edu
To: ammyh@stanford.edu; adamhl@stanford.edu; lpilkin@stanford.edu; donnac1@stanford.edu; jkay@stanford.edu; slw@stanford.edu; jcowart@stanford.edu; lemana@stanford.edu; yueli@stanford.edu

The following is a new meeting request:

Subject: Distribution List Scheduler Made this appointment
Organizer: "Roopa C Sastry" <rsastry@stanford.edu>

Time: Saturday, March 13, 2010, 12:45:00 PM - 1:15:00 PM GMT -08:00 US/Canada Pacific

ammyh@stanford.edu; rsastry@stanford.edu; adamhl@stanford.edu; lpilkin@stanford.edu;

Invites: donnac1@stanford.edu; jkay@stanford.edu; slw@stanford.edu; jcowart@stanford.edu; lemana@stanford.edu; yueli@stanford.edu

---
Compose Window as a Tab

Look! A Compose tab! Way cool!

Thanks,
Jane
Read Receipt test 6

From: Ammy Hill <ammyh@stanford.edu>  Thu Mar 11 2010 13:52:23
Subject: Read Receipt test 6
To: Roopa C Sastry <rsastry@stanford.edu>, jkay <jkay@stanford.edu>

Another one!

Thanks,
Ammy
Look! A Compose tab! Way cool!

Thanks,
Jane
Sort Messages by Size

In the Zimbra inbox, select the 'Size' column header to sort messages by size.

To view a message, click on it.
All Messages On One Screen

To view a message, click on it.
Reminder Length Up To Two Weeks
Compose Calendar Messages with HTML

Now you can compose appointments using HTML!

Remember, not everyone's desktop email client reads HTML well.
Calendar: Month View with Zoom
### Improved Month Print View

#### May 2010

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>1/5</td>
</tr>
</tbody>
</table>
| • 12:00 PM Celli Picnic  
• 2:30 PM Foodwag's Nat Dance Week Event  
• 7:00 PM Spaghetti Sunday | • 10:00 AM Sample Concerning Meeting  
• 11:00 AM Test More  
• 11:00 AM location decline test  
• 8:00 PM Alameda Celli | • 9:00 AM testing ...FPRINZ case...  
• 12:00 PM test recurring  
• 1:00 PM Intro to Stanford Email and Calendar doc  
• 8:00 PM Tango | • 9:00 AM testing ...FPRINZ case...  
• 1:00 PM Request Responses Recurring Default test  
• 8:00 PM Social Tank | • Dad's birthday  
• 9:00 AM testing ...FPRINZ case...  
• 1:00 PM Request Responses Recurring Default test  
• 8:00 PM Tango | • 9:00 AM test recurring  
• 11:00 AM Turing Sample Recurring | |
| 2      | 3      | 4       | 5         | 6        | 7      | 8        |
| • 12:00 PM Celli Picnic  
• 7:00 PM Blues in Sunnyvale | • 10:00 AM Sample Concerning Meeting  
• 11:00 AM Test More  
• 11:00 AM location decline test  
• 8:00 PM Alameda Celli | • 9:00 AM TEST 5 attendees  
• 12:00 PM test recurring  
• 8:00 PM Tango | • 1:00 PM Request Responses Recurring Default test  
• 7:00 PM Pryankster Practice  
• 8:00 PM Social Tank | • 9:00 AM test recurring | • 11:00 AM Sample Meeting  
• 4:00 PM Sample Recurring  
• 7:00 PM Friday Night Waltz | • 7:00 PM East Bay Waltz |
| 9      | 10     | 11      | 12        | 13       | 14     | 15       |
| • 12:00 PM Celli Picnic  
• 11:00 AM Test More  
• 11:00 AM location decline test  
• 8:00 PM Alameda Celli | • 12:00 PM test recurring  
• 1:00 PM Lunchtime Poll Topic  
• 8:00 PM Tango | • 1:00 PM Request Responses Recurring Default test  
• 7:00 PM Estrogen Evening  
• 8:00 PM Social Tank | • 9:00 AM test recurring  
• 11:00 AM Turing Sample Recurring  
• 6:00 PM Miro My Hero  
• 8:00 PM Social Tank | • 11:00 AM Sample Meeting  
• 1:30 PM Sustainable IT Meeting  
• 7:00 PM Friday Night Waltz | |
| 16     | 17     | 18      | 19        | 20       | 21     | 22       |
| • 12:00 PM Celli Picnic  
• 11:00 AM Test More  
• 11:00 AM location decline test  
• 8:00 PM Alameda Celli | • 12:00 PM test recurring  
• 8:00 PM Tango | • 1:00 PM Request Responses Recurring Default test  
• 7:00 PM Pryankster Practice  
• 8:00 PM Social Tank | • 9:00 AM test recurring | • 11:00 AM Sample Meeting  
• 1:00 PM Compose with HTML!  
• 4:00 PM Sample Recurring  
• 8:00 PM Social Tank | |
Mandatory Spell Check

Composing Messages

- **Compose:**
  - As HTML
  - As Text

- **Font:** Times New Roman
- **Size:** 12pt
- **Color:**

- **Settings:**
  - Automatically save drafts of messages while you are composing
  - Reply/Forward using format of the original message
  - Always compose in new window
  - Mandatory spellcheck before sending a message.
  - Save a copy to Sent folder

- **Reply:**
  - Include original message
  - Use prefix
  - Include headers

- **Forward:**
  - Include original message
  - Use prefix
  - Include headers

- **Prefix:** Prefix included text with:
  - >
  - 1

Additional composing options can be set on the Accounts Page
Run Filters on Existing Messages

Note: Changes to filter rules are saved immediately.
Default Appointment Visibility: Private

- Default View: Work Week View
- Default appointment visibility: Public
  - Public: Show the mini-calendar
  - Private: Calendars with weak numbers
- Automatically add received appointments to calendar
- Enable delegation for Apple iCal CalDAV client
- After responding to an invitation: Delete invite on reply
- Forward my invites to: For my shared default Calendar forward my invites to
- Show reminders: 10 minutes before
  - Show reminders for past-due meetings
  - Play a sound (requires QuickTime or Windows Media plugin)
  - Flash the browser title
  - Show a popup notification (requires Yahoo! BrowserPlus)
Turn Off Reminders for Past-Due Meetings
### Sharing Management

#### Folders that have been shared with me but not yet accepted

- Show folders shared with me through a distribution list
- Show folders shared with me by the following user: [blank]

**No results found.**

#### Folders shared with me that I have accepted

<table>
<thead>
<tr>
<th>Owner</th>
<th>Item</th>
<th>Type</th>
<th>Role</th>
<th>Folder</th>
<th>With</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Jacinto</td>
<td>Calendar</td>
<td>Viewer</td>
<td>CJ's calendar</td>
<td>All authenticated users</td>
<td></td>
</tr>
<tr>
<td>Christine Jacinto</td>
<td>Calendar Manager</td>
<td>Manager</td>
<td>CJ's calendar</td>
<td><a href="mailto:ammyhi@stanford.edu">ammyhi@stanford.edu</a></td>
<td></td>
</tr>
<tr>
<td>Christopher Kittle</td>
<td>Calendar Viewer</td>
<td>Calendar Viewer</td>
<td>Christopher Kittle's Calendar</td>
<td><a href="mailto:ammyhi@stanford.edu">ammyhi@stanford.edu</a></td>
<td></td>
</tr>
<tr>
<td>Cristyn Booth</td>
<td>Calendar Viewer</td>
<td>Calendar Viewer</td>
<td>Cristyn's Calendar</td>
<td><a href="mailto:ammyhi@stanford.edu">ammyhi@stanford.edu</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:galsync@stanford.edu">galsync@stanford.edu</a></td>
<td>Address Book Viewer</td>
<td>Shared_GAL</td>
<td>stanford.edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITS_Cal_Holiday_Calendar</td>
<td>Calendar Viewer</td>
<td>Calendar Viewer</td>
<td>Holiday Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jo-Ann Cueva</td>
<td>Calendar</td>
<td>Calendar Viewer</td>
<td>Jo-Ann's Calendar</td>
<td>All authenticated users</td>
<td></td>
</tr>
<tr>
<td>Jo-Ann Cueva</td>
<td>Calendar Viewer</td>
<td>Calendar Viewer</td>
<td>Jo-Ann's Confidential</td>
<td><a href="mailto:ammyhi@stanford.edu">ammyhi@stanford.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jo-Ann Cueva</td>
<td>Confidential</td>
<td>Calendar Manager</td>
<td>Jo-Ann's Confidential</td>
<td><a href="mailto:ammyhi@stanford.edu">ammyhi@stanford.edu</a></td>
<td></td>
</tr>
<tr>
<td>Karin M Tiber</td>
<td>Calendar Viewer</td>
<td>Calendar Viewer</td>
<td>AS - Karin's Calendar</td>
<td>All authenticated users</td>
<td></td>
</tr>
<tr>
<td>Karin M Tiber</td>
<td>Calendar Viewer</td>
<td>Calendar Viewer</td>
<td>AS - Karin's Calendar</td>
<td><a href="mailto:ammyhi@stanford.edu">ammyhi@stanford.edu</a></td>
<td></td>
</tr>
<tr>
<td>Lydia Wang Lee</td>
<td>Calendar Viewer</td>
<td>Calendar Viewer</td>
<td>Lydia Wang Lee's Calendar</td>
<td><a href="mailto:cal_ci_test_distribution_list@stanford.edu">cal_ci_test_distribution_list@stanford.edu</a></td>
<td></td>
</tr>
<tr>
<td>Lydia Wang Lee</td>
<td>Calendar Admin</td>
<td>Calendar Admin</td>
<td>Lydia Wang Lee's Calendar</td>
<td><a href="mailto:ammyhi@stanford.edu">ammyhi@stanford.edu</a></td>
<td></td>
</tr>
<tr>
<td>SMM_House_Building_Southard_Lb_Calendar</td>
<td>Calendar Viewer</td>
<td>Calendar Viewer</td>
<td>SMM House Building Southard Lb</td>
<td><a href="mailto:ammyhi@stanford.edu">ammyhi@stanford.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Mobile Device Management: Remote Wipe

No results found.

Note: Changes to mobile devices are saved immediately.
Turn Zimlets On or Off

Zimlets are add-on applications that enhance the functionality of your client. This table allows you to enable or disable individual zimlets.

<table>
<thead>
<tr>
<th>Active</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>calfinder</td>
<td>Find and create a share to a resource calendar.</td>
</tr>
<tr>
<td>✔️</td>
<td>date</td>
<td>Highlights dates, previews associated appointments and creates a link to the calendar.</td>
</tr>
<tr>
<td>✔️</td>
<td>distlists</td>
<td>Distribution List Helper Zimlet.</td>
</tr>
<tr>
<td>✔️</td>
<td>email</td>
<td>Highlights and previews associated contact for an email address.</td>
</tr>
<tr>
<td>✔️</td>
<td>local</td>
<td>Use Yahoo! Local to find businesses and services near you.</td>
</tr>
<tr>
<td>✔️</td>
<td>phone</td>
<td>Highlights phone numbers to enable Skype call numbers and add to Address Book.</td>
</tr>
<tr>
<td>✔️</td>
<td>safebrowse</td>
<td>Safe Browse.</td>
</tr>
<tr>
<td>✔️</td>
<td>url</td>
<td>Highlights and links URLs.</td>
</tr>
<tr>
<td>✔️</td>
<td>ym emoticons</td>
<td>Displays Yahoo! Emoticons in email messages.</td>
</tr>
</tbody>
</table>
What Questions Do You Have?