

KNOWLEDGE TRANSFER ZIMBRA END USER

PEMROV DKI JAKARTA



WEBMAIL CLIENT



WEB BROWSER MINIMUM REQUIREMENTS (1)



- Windows 8.1 or Windows 10 with one of the following:

Microsoft support is only available for Internet Explorer 11 or Microsoft Edge

- IE11 and higher for Windows 8.1
- IE11 or Microsoft Edge for Windows 10

The latest stable release of:

- Firefox
- Safari
- Google Chrome

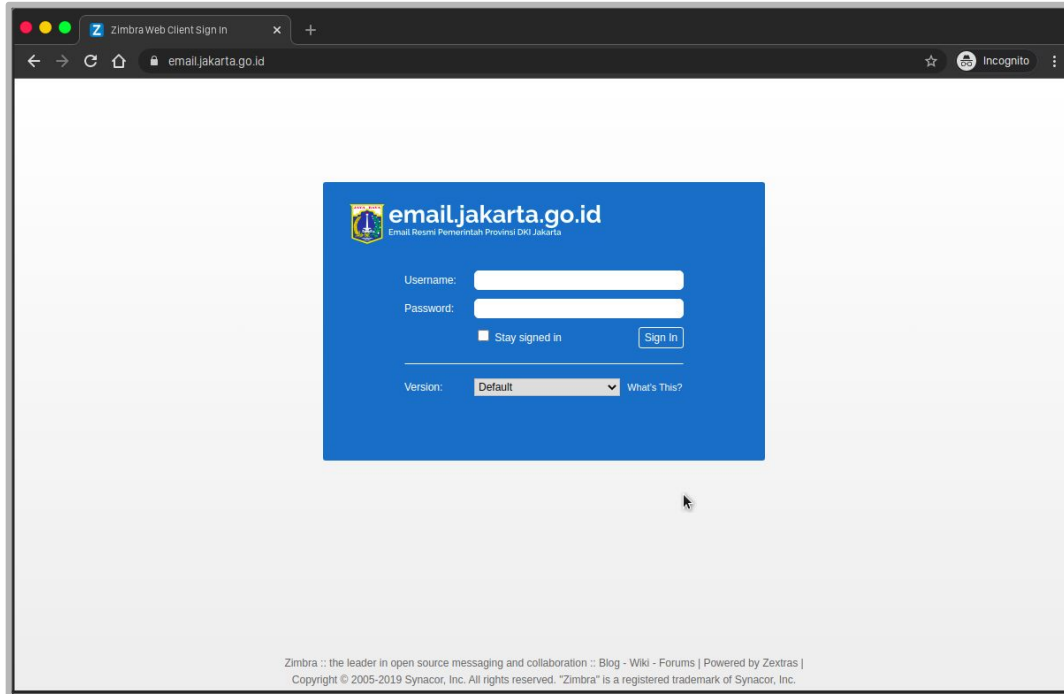
WEB BROWSER MINIMUM REQUIREMENTS (2)



- Mac OS X 10.11, 10.12, 10.13, or 10.14 with the latest stable release of one of the following:
 - Safari
 - Firefox
 - Chrome
- Linux with the latest stable release of one of the following:
 - Firefox
 - Google Chrome
- Display minimum resolution 1024 x 768
- Bandwidth 128 kbps or higher

URL ACCESS

- <https://email.jakarta.go.id/>
- Login with Username & Password



WEBMAIL CLIENT FUNCTION



Basic Web Mail Client :

- Read Email
- Sent Email
- Forward Email
- Delete Email
- Share Folder Email

WEBMAIL CLIENT (1)

The screenshot displays the Zimbra webmail client interface. The browser address bar shows the URL `https://email.jakarta.go.id/#3`. The page header includes the logo for `email.jakarta.go.id` (Email Resmi Pemerintah Provinsi DKI Jakarta) and a search bar with the text "Search" and a dropdown menu for the user "Febby Aji Pangestu".

The main navigation bar contains several tabs: "Mail", "Contacts", "Calendar", "Tasks", "Briefcase", "Open Drive", and "Preferences". The "Mail" tab is currently selected and highlighted with a yellow box labeled "2".

Below the navigation bar, there is a "New Message" button and a row of action buttons: "Reply", "Reply to All", "Forward", "Archive", "Delete", "Spam", and "Actions". The "Actions" button is highlighted with a blue box labeled "4".

The left sidebar shows the "Mail Folders" section, including "Inbox", "Sent", "Drafts", "Junk", "Trash", "Archive", "Searches", "Tags", and "Zimlets". The "Zimlets" folder is highlighted with a blue box labeled "5".

The main content area displays "Sorted by Date" and "No results found." in the center. Two yellow circles labeled "6" and "7" are placed on the main content area.

At the bottom left, there is a calendar for "October 2020". The date "1" is highlighted with a blue box labeled "8".

On the right side, there is a "Chat" window with a dropdown menu set to "AVAILABLE" and a search bar. Below the search bar, it says "Add new buddy".

WEBMAIL CLIENT (2)

1. *Window Header*. Memperlihatkan hal berikut:
People Search – Untuk mencari direktori perusahaan anda.
User Name – Nama user dimana anda logged in
Link **Help** dan **Logout**.
2. *Application Tabs*. Memperlihatkan hal berikut:
Aplikasi-aplikasi yang ada dapat akses akan ter-list di tab-tab di baris ini, misal aplikasi Mail atau Kalender
3. *Search Bar (Bar Pencarian)*. Memperlihatkan hal berikut:
Search dan Advanced search ditampilkan di area ini. Anda bisa juga menyimpan pencarian-pencarian di sini
4. *Toolbar*. Memperlihatkan hal berikut:
Menunjukkan aksi-aksi yg tersedia untuk aplikasi yg saat ini anda sedang gunakan, contoh di sini adalah toolbar aplikasi MAIL sedang diperlihatkan

5 *Overview Pane (Panel Overview)*. Memperlihatkan hal berikut:

Folders – Termasuk Folder-folder system (seperti Inbox, Sent, Draft, Junk, dan Trash) sekaligus folder-folder kustom yang anda buat

Searches – permintaan pencarian (search queries) yang Anda buat dan simpan untuk digunakan di masa depan

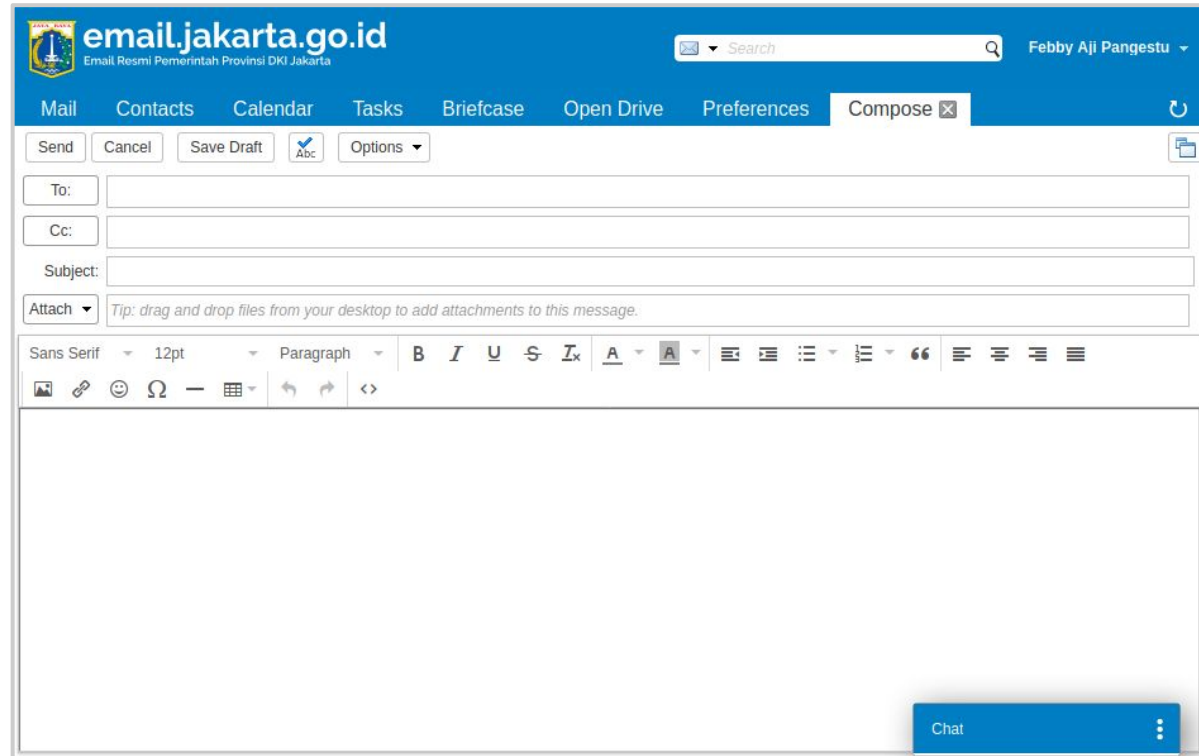
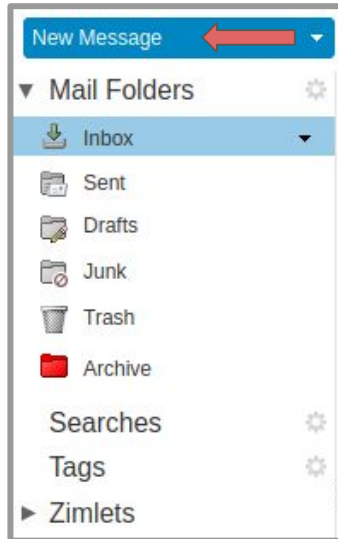
Tags – setiap tags yang anda buat. Klik pada sebuah tag untuk secara cepat melihat SELURUH pesan-pesan email yang ditandai dengan tag tsb

Zimlets – link-link yang mungkin telah dibuat untuk mempersatukan zimbra dengan aplikasi-aplikasi 3rd party dari dalam mailbox anda
Jika anda berada di dalam aplikasi kalender, Panel Overview akan menampilkan list kalender anda dan kalender zimlets

6. *Content Pane (panel isi)*. Memperlihatkan hal berikut:
Isi dari panel ini tergantung dengan aplikasi yang saat ini digunakan. Jika sedang memilih Inbox view, maka akan menampilkan seluruh isi email percakapan yang ada di dalam Inbox.
7. *Reading Pane (Panel Baca)*. Memperlihatkan hal berikut:
Pesan-pesan email ditampilkan pada panel baca.
8. *Mini-Calendar (Kalender Kecil)*. Memperlihatkan hal berikut:
Kalender kecil ini bersifat opsional. Anda bisa me-nonaktifkan fitur ini menggunakan menu **Preferences > Calendar**

CREATE NEW EMAIL

- New Message for compose new email



GLOBAL ADDRESS LIST (GAL)

- Click **`To`** or **`Cc`** for lookup to Global Address List (GAL)
- **`To`** & **`Cc`** use email account or distribution list

Select Addresses

Type recipient's name here. Search

Show names from: Global Address List

Name	Department	Email
------	------------	-------

No results found.

To

Cc

Bcc

Remove

Previous Next

OK Cancel

CONTACTS



Fitur Zimbra yang dapat digunakan untuk menyimpan alamat email atau kontak personal.

- **Personal address books**, kontak yang dapat kita maintain secara pribadi. Secara default terdapat folder Contacts, Distributions Lists, and an Emailed Contacts. Anda dapat membuat daftar kontak sendiri dan dibagikan kepada rekan anda.
- **A Global Address List (GAL)**, seringkali kita sebut sebagai Company Contacts

CONTACTS

email.jakarta.go.id
Email Resmi Pemerintah Provinsi DKI Jakarta

Febby Aji Pangestu

Mail Contacts Calendar Tasks Briefcase Open Drive Preferences

New Contact Edit Delete Actions

Contact Lists

- Contacts
- Distribution Lists
- Emailed Contacts
- Trash
- Searches
- Tags
- Zimlets

October 2020

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

All 123 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

No results found.

Chat

Fitur Zimbra yang dapat digunakan untuk :

- Mengatur jadwal pertemuan, rapat atau acara tertentu.
- Secara default tampilan Calendar terlihat dalam format Work Week

CALENDAR

The screenshot displays the Zimbra webmail interface for the calendar application. The browser address bar shows the URL `https://email.jakarta.go.id/#6`. The page header includes the logo for `email.jakarta.go.id` (Email Resmi Pemerintah Provinsi DKI Jakarta) and a search bar. The main navigation bar contains tabs for Mail, Contacts, Calendar (selected), Tasks, Briefcase, Open Drive, and Preferences. Below the navigation bar, there are controls for creating a new appointment, deleting, and printing, along with a navigation bar for the month of October 2020. The calendar grid shows the days of the month, with the date 10/1 highlighted in blue. A sidebar on the left contains sections for Calendars, Searches, Tags, and Zimlets. At the bottom left, there is a small calendar overview for October 2020. A chat button is visible in the bottom right corner.

October 2020						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9/28	29	30	10/1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	11/1
2	3	4	5	6	7	8

TASK



Zimbra Tasks memungkinkan pengguna membuat daftar tugas dan mengelola tugas hingga selesai. Mereka bisa menambahkan tugas ke daftar Tugas dan mereka bisa membuat daftar tugas tambahan untuk mengatur daftar tugas menurut aktivitas yang lebih spesifik.

TASKS

The screenshot shows the Zimbra Tasks web interface. The browser address bar displays `https://email.jakarta.go.id/#2`. The page header includes the logo for `email.jakarta.go.id` (Email Resmi Pemerintah Provinsi DKI Jakarta) and a search bar. The navigation menu contains `Mail`, `Contacts`, `Calendar`, `Tasks` (selected), `Briefcase`, `Open Drive`, and `Preferences`. The user's name, `Febby Aji Pangestu`, is visible in the top right.

The main interface is divided into several sections:

- Task Lists:** A sidebar on the left shows `Task Lists` with sub-items: `Tasks` (selected), `Trash`, `Searches`, `Tags`, and `Zimlets`.
- Task Actions:** A toolbar at the top of the task list includes `New Task`, `Edit`, `Delete`, `Print`, `Share`, `Mark as Completed`, and `View`.
- Task List:** The main area shows tasks sorted by date. One task is visible: `PR Rapat Agustus` with a due date of `10/3/2020`. A progress bar indicates the task is partially completed.
- Task Details:** On the right, the details for `PR Rapat Agustus` are shown:
 - Start Date:** Oct 1, 2020
 - Due Date:** Oct 3, 2020
 - Priority:** Normal
 - Status:** In Progress
 - Completed:** 10%
- Description:** The task description is `Koordinasi dengan Lembaga terkait.`

At the bottom left, a calendar for October 2020 is visible, with the 1st of the month highlighted. A `Chat` button is located in the bottom right corner.

Fitur Zimbra yang dapat digunakan untuk:

- Menyimpan/upload file ke akun zimbra.
- Share file ke rekan kerja.
- Menjadikan file yang disimpan di briefcase sebagai attachment Saat mengirim email.

BRIEFCASE

email.jakarta.go.id
Email Resmi Pemerintah Provinsi DKI Jakarta

Mail Contacts Calendar Tasks **Briefcase** Open Drive Preferences

New Document Upload File Download Edit Delete Actions 3 files View

Briefcase Folders

- Briefcase
- Trash
- Tags
- Zimlets

Sorted by Name

aaa.docx	10 KB
febby.aji	10/1/2020
Book1.xlsx	9 KB
febby.aji	10/1/2020
note1	73 B
febby.aji	10/1/2020

To preview a file, click on it.

October 2020

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Chat

Preferences



Fitur Zimbra yang dapat digunakan untuk:

- Menentukan tindakan saat menerima pesan (menampilkan pemberitahuan, pengaturan judul web)
- Meneruskan email ke alamat email lainnya.
- Mengirimkan pemberitahuan pesan ke alamat lain.
- Melakukan spesifikasi pesan yang dikirim oleh pengirim yang tepat.

PREFERENCE

Zimbra: Preferences: General

https://email.jakarta.go.id/#4

email.jakarta.go.id
Email Resmi Pemerintah Provinsi DKI Jakarta

Search Febby Aji Pangestu

Mail Contacts Calendar Tasks Briefcase Open Drive Preferences

Save Cancel Undo Changes

▼ Preferences

General

- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Connected Devices & Apps

October 2020

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Sign in

Password:

Default Client: Advanced (Ajax) Standard (HTML)

Appearance

Theme:

Font:

Display Font Size:

Print Font Size:

Time Zone and Language

Time Zone:

Language:

Compose Direction: Show direction buttons in compose toolbar

Chat

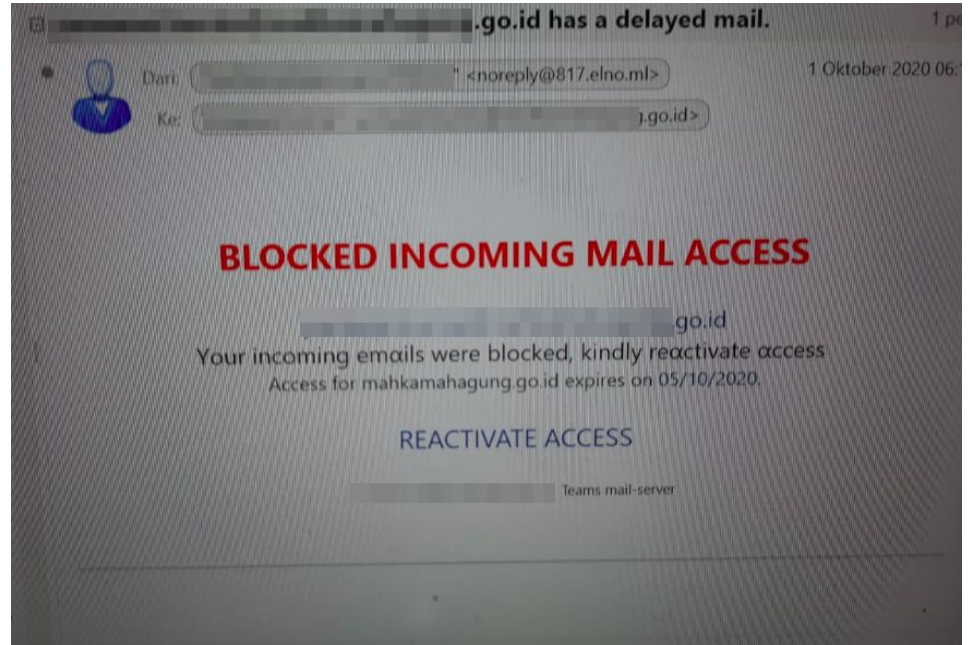
EMAIL SPAM



EMAIL SPAM

Ciri - ciri email spam berbahaya

- Isi email-nya membuat panik
- Meminta kita untuk klik Link
- Meminta username & password pada Link yang sudah kita klik.

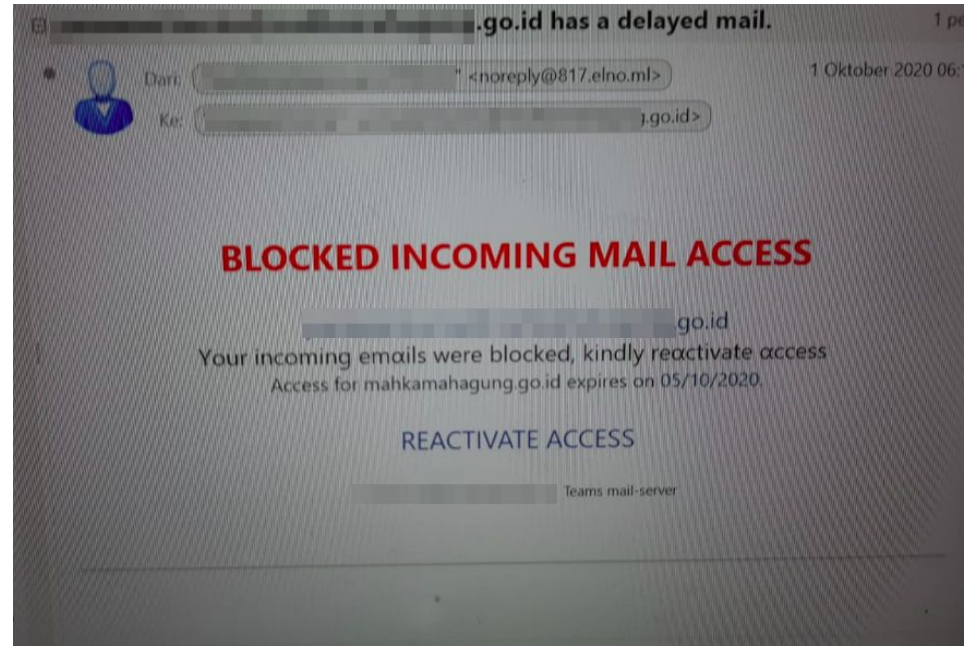


EMAIL SPAM

Hal yang harus dilakukan ketika menerima

Email yang diduga email spam.

- Jangan melakukan aksi apapun terhadap Email spam tersebut.
- Laporkan email spam tersebut dengan cara Capture email spam tersebut.
- Berikan capture email spam tersebut ke admin pengelola email, agar dapat di analisa lebih lanjut.



SEKIAN & TERIMA KASIH

