

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:

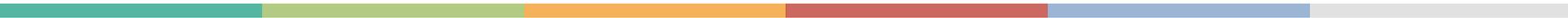
Microsoft support is only available for Internet Explorer 11 or Microsoft Edge

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

The latest stable release of:

- Firefox
- Safari
- Google Chrome

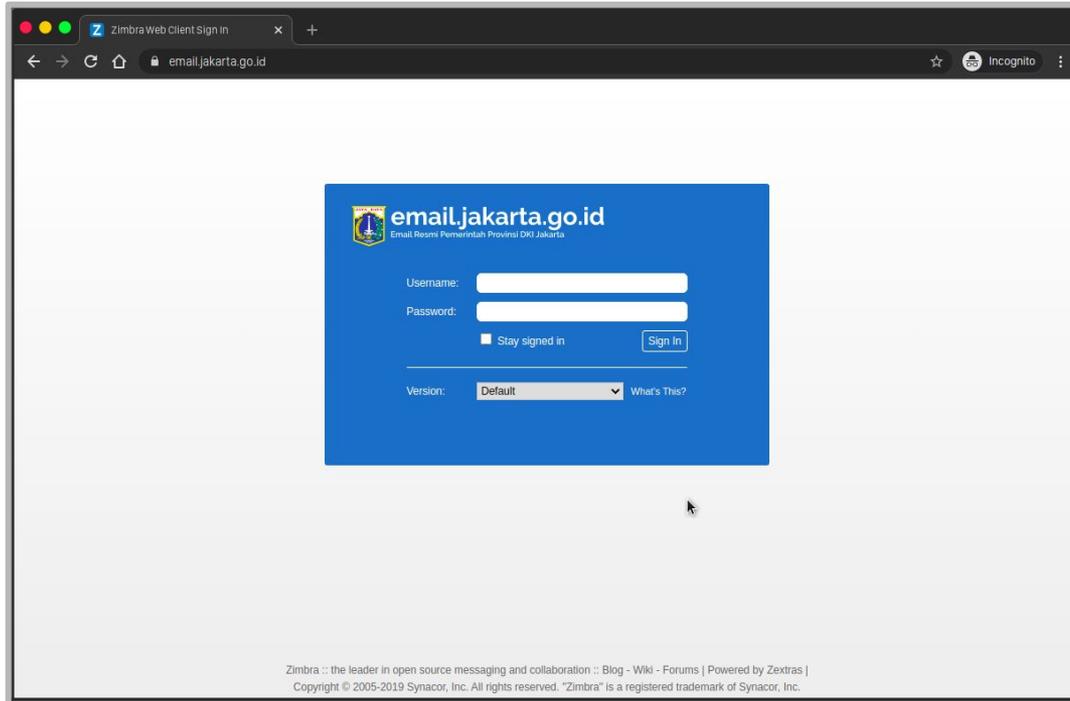
WEB BROWSER MINIMUM REQUIREMENTS (2)



- 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` and the user name `Febby Aji Pangestu`. A navigation menu at the top contains `Mail`, `Contacts`, `Calendar`, `Tasks`, `Briefcase`, `Open Drive`, and `Preferences`. Below this is a toolbar with `New Message`, `Reply`, `Reply to All`, `Forward`, `Archive`, `Delete`, `Spam`, and `Actions`. The left sidebar shows `Mail Folders` including `Inbox`, `Sent`, `Drafts`, `Junk`, `Trash`, `Archive`, `Searches`, `Tags`, and `Zimlets`. The main content area displays `Sorted by Date` and `No results found.`. A calendar widget at the bottom left shows `October 2020` with the date `1` highlighted. A `Chat` window on the right is in an `AVAILABLE` state with a search bar and the text `Add new buddy`. Eight yellow circles with numbers 1 through 8 are overlaid on the interface to highlight specific elements.

1: User profile dropdown menu

2: Navigation menu

3: Search bar

4: Action toolbar

5: Mail Folders sidebar

6: Main content area

7: Main content area

8: Calendar widget

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

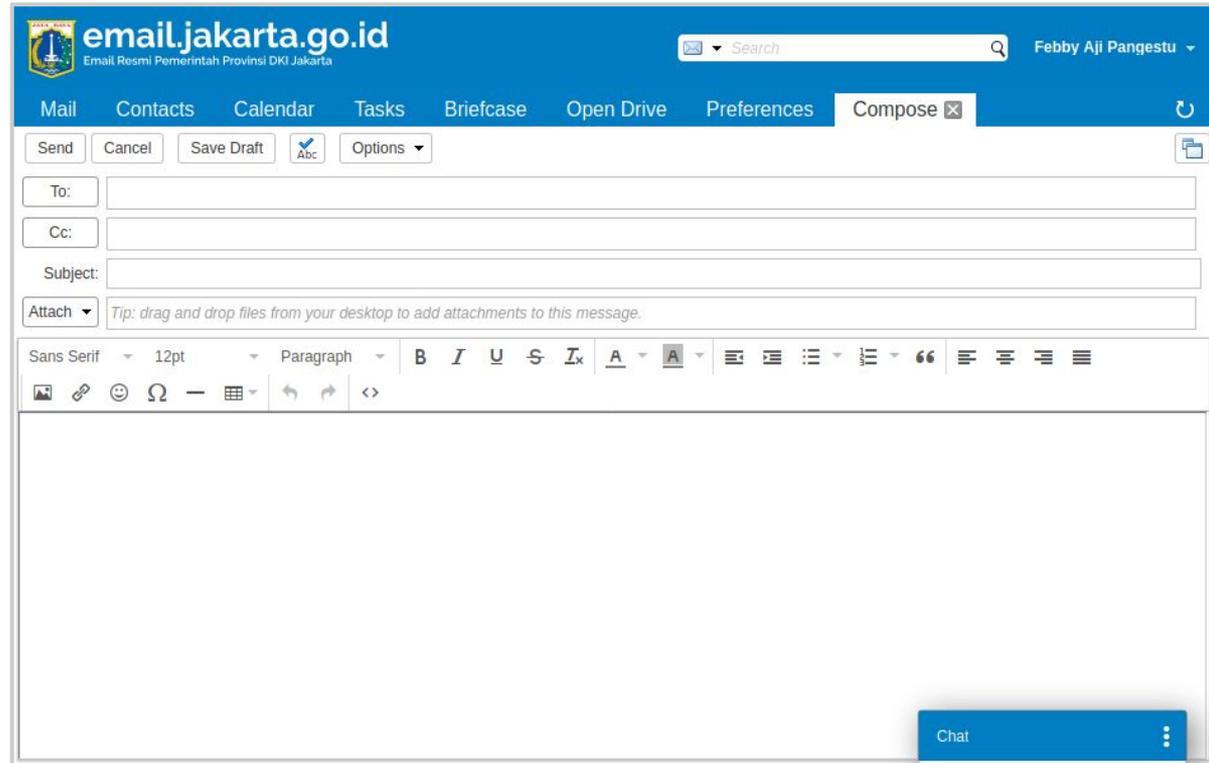
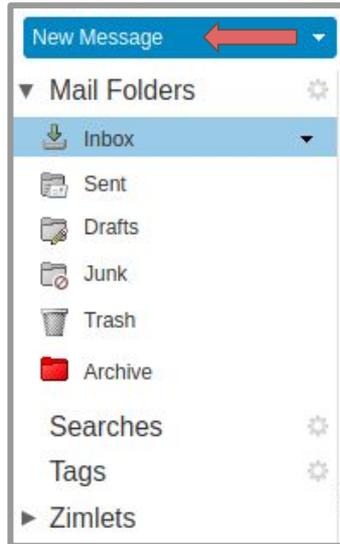
Tags – setiap tags yang anda buat. Klik pada sebuah tag untuk secara cepat melihat SELURUH pesan-pesan email yang ditandai dengan tag tsb

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

The screenshot shows the Zimbra web interface for the domain **email.jakarta.go.id**. The user is logged in as **Febby Aji Pangestu**. The interface includes a navigation bar with tabs for Mail, Contacts, Calendar, Tasks, Briefcase, Open Drive, and Preferences. The **Contacts** tab is active, displaying a search bar with the text "Search" and a dropdown menu. Below the search bar, there are buttons for "New Contact", "Edit", "Delete", and "Actions". A list of contact categories is shown on the left: Contact Lists, Distribution Lists, Emailed Contacts, Trash, Searches, Tags, and Zimlets. A search filter is applied, showing "All" with a count of 123. Below the filter, a grid of letters from A to Z is visible. The main content area displays "No results found." A calendar for October 2020 is visible in the bottom left corner, and a "Chat" button is in the bottom right corner.

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

Search: 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

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.

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

Fitur Zimbra yang dapat digunakan untuk :

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

CALENDAR

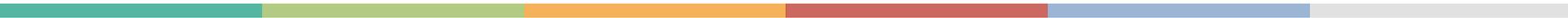
The screenshot displays the Zimbra webmail interface for the calendar application. The browser window title is "Zimbra: October 2020" and the address bar shows "https://email.jakarta.go.id/#6". The page header includes the logo for "email.jakarta.go.id" (Email Resmi Pemerintah Provinsi DKI Jakarta) and a search bar. The main navigation bar contains "Mail", "Contacts", "Calendar", "Tasks", "Briefcase", "Open Drive", and "Preferences".

The calendar view is set to "Month" for "October 2020". The calendar grid shows the following dates and events:

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

The sidebar on the left includes "New Appointment" (with a dropdown arrow), "Delete", "Today", and navigation arrows for "Oct 2020". Below this are "Calendars" (with "Calendar" checked), "Searches", "Tags", and "Zimlets". At the bottom left, there is a small calendar overview for "October 2020" showing the current date (1) and a highlighted date (9). A "Chat" button is visible in the bottom right corner.

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 main navigation menu includes Mail, Contacts, Calendar, Tasks, Briefcase, Open Drive, and Preferences. The 'Tasks' tab is active, showing a task list with one task: 'PR Rapat Agustus' due on 10/3/2020. The task details panel on the right shows the following information:

- PR Rapat Agustus**
- Start Date: Oct 1, 2020
- Due Date: Oct 3, 2020
- Priority: Normal
- Status: In Progress
- Completed: 10%

The task description is: **Koordinasi dengan Lembaga terkait.**

At the bottom right, there is a blue 'Chat' button with a vertical ellipsis icon.

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

The screenshot shows a web browser window with the address bar displaying `https://email.jakarta.go.id/#3`. The page title is "Zimbra: Briefcase". The main header is blue and contains the logo for "email.jakarta.go.id" (Email Resmi Pemerintah Provinsi DKI Jakarta), a search bar, and the user name "Febby Aji Pangestu". Below the header is a navigation menu with tabs for "Mail", "Contacts", "Calendar", "Tasks", "Briefcase" (active), "Open Drive", and "Preferences".

The "Briefcase" view includes a toolbar with "New Document", "Upload File", "Download", "Edit", "Delete", and "Actions" buttons. On the left, there is a sidebar with "Briefcase Folders" (containing "Briefcase" and "Trash"), "Tags", and "Zimlets". The main content area shows a list of files sorted by name:

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

At the bottom left, there is a calendar for October 2020. At the bottom right, there is a "Chat" button.

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

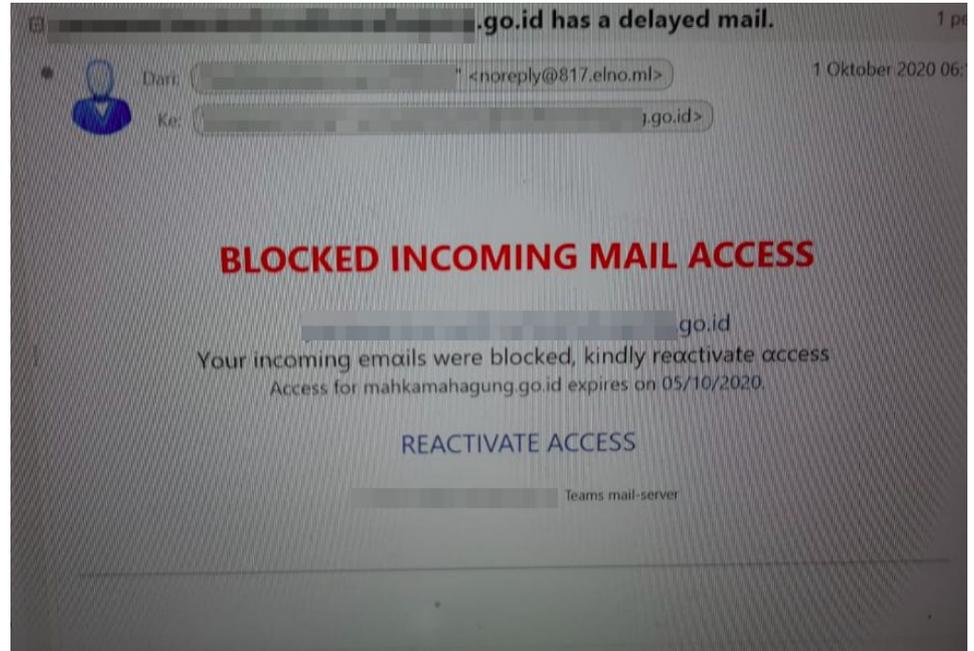
EMAIL SPAM



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.

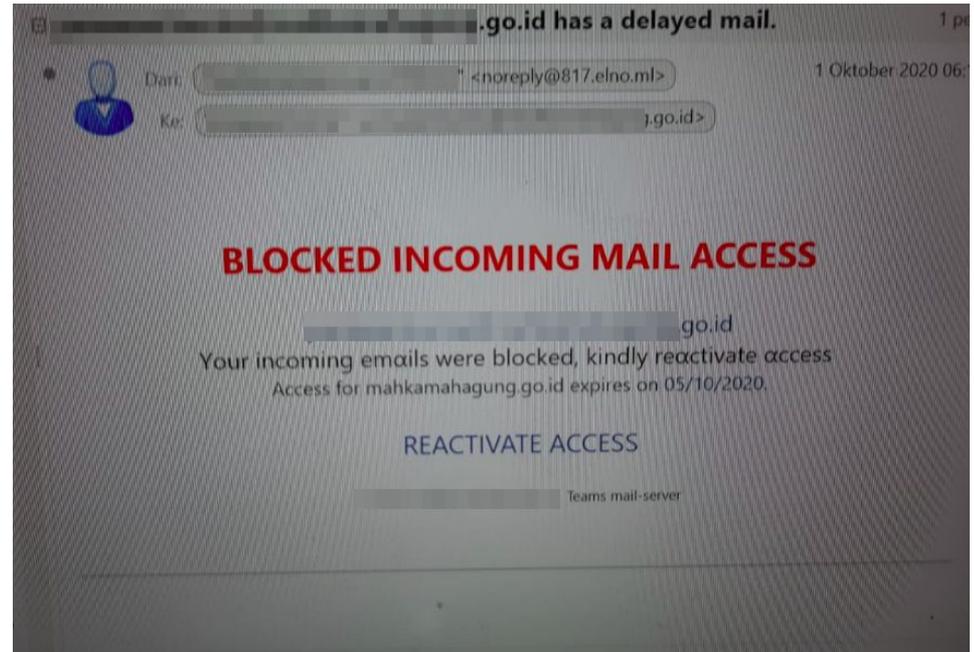


EMAIL SPAM

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

