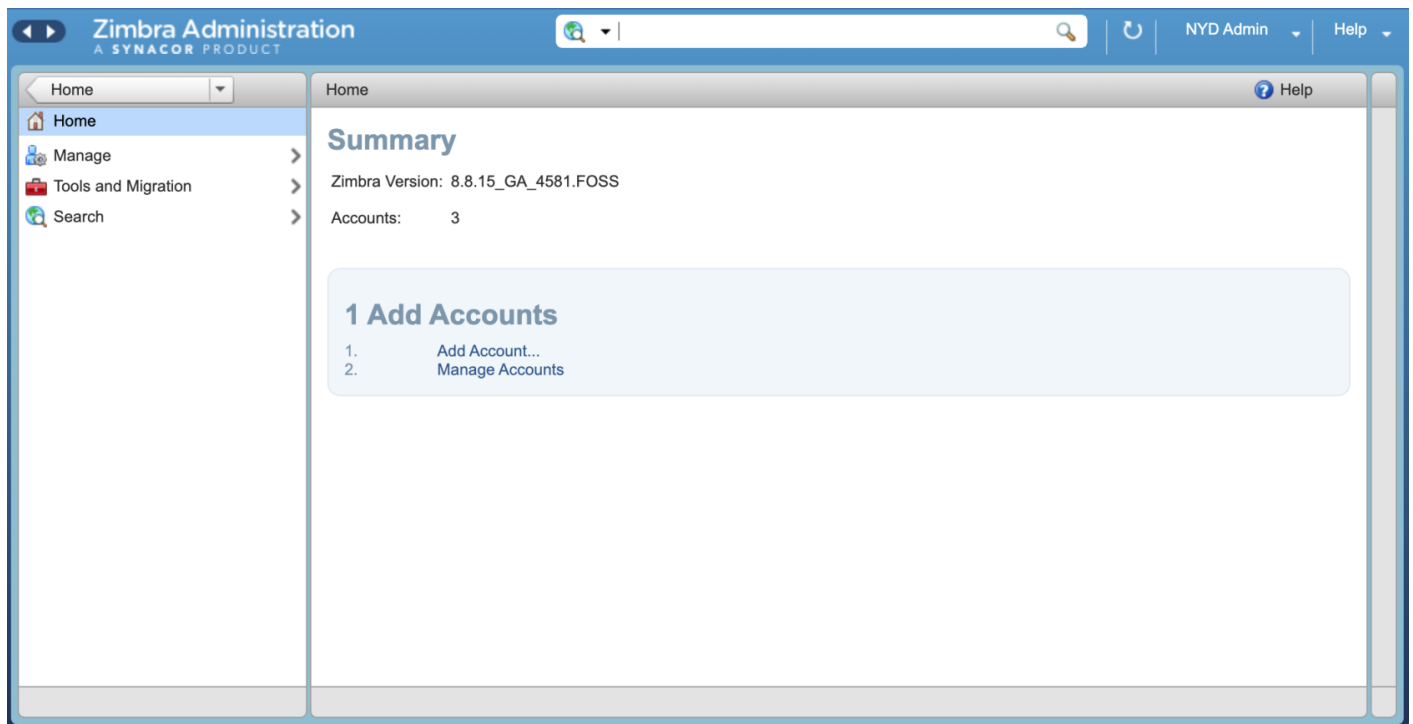


For Administrators

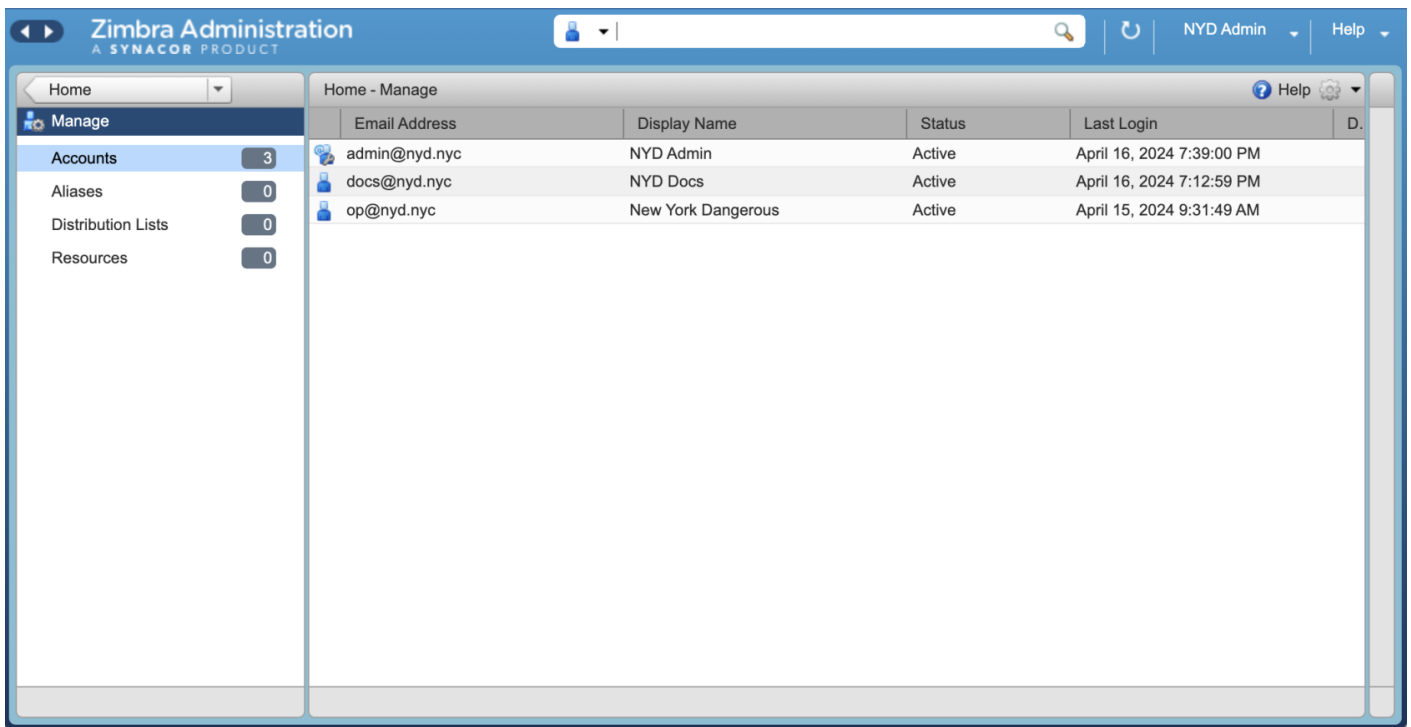
Access Zimbra Admin

Open this link: [Zimbra Admin Dashboard](#)

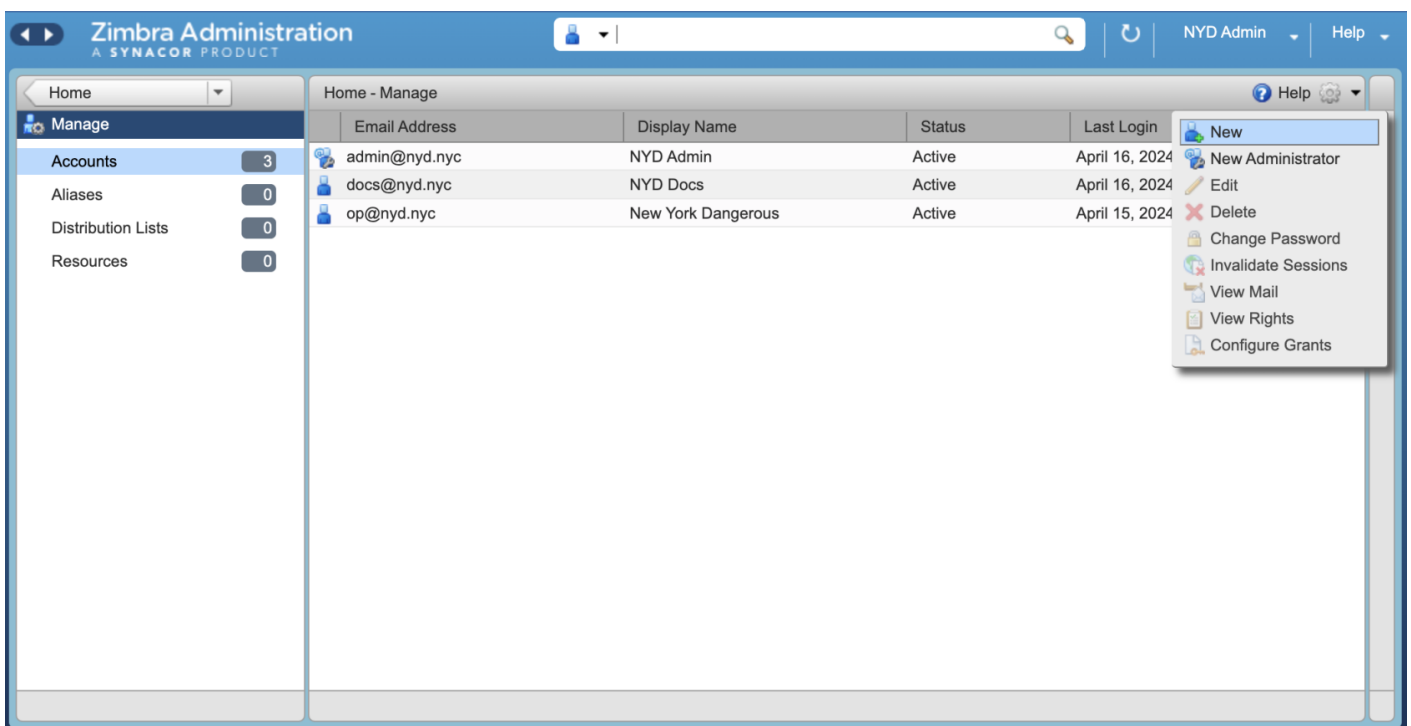
Sign-in with your admin account, and you will be greeted with this screen:



Click on **Manage** to see the list of existing mailboxes, and you should see this screen:



Clicking the Cog Wheel at the top right will give you a popup:



Click on "New" to create a normal user. Click on "New Administrator" to create another Admin user. Simply follow the New User creation wizard to create the new user:

Zimbra Administration
A SYNACOR PRODUCT

Home - Manage

New Account

General Information

Account Name

Account name: j.smith @ nyd.nyc

First name: Joe

Middle initial: D

Last name: Smith

Display name: Joe D. Smith ☒ auto

☐ Hide in GAL:

Account Setup

Status: Active

Buttons: Help, Cancel, Previous, Next, Finish

Please note that Zimbra will not email anyone about their new account. That is your responsibility. Typically you'll set some default password, and check the box that forces them to set a new user the first time they sign in:

Zimbra Administration
A SYNACOR PRODUCT

Home - Manage

New Account

Password

Note: These settings do not affect the passwords set by users in domains that are configured to use external authentication.

Password:

Confirm password:

☒ Must change password

Notes

Description:

Notes:

Buttons: Help, Cancel, Previous, Next, Finish

The first time a user signs in, they must access the [Zimbra Web Client](#) so they can set their new password.

Revision #2

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