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:

image.png

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

image.png

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

image.png

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:

image.png

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:

image.png

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

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