

Zimbra Message Filtering for Calendar Invitations and Responses

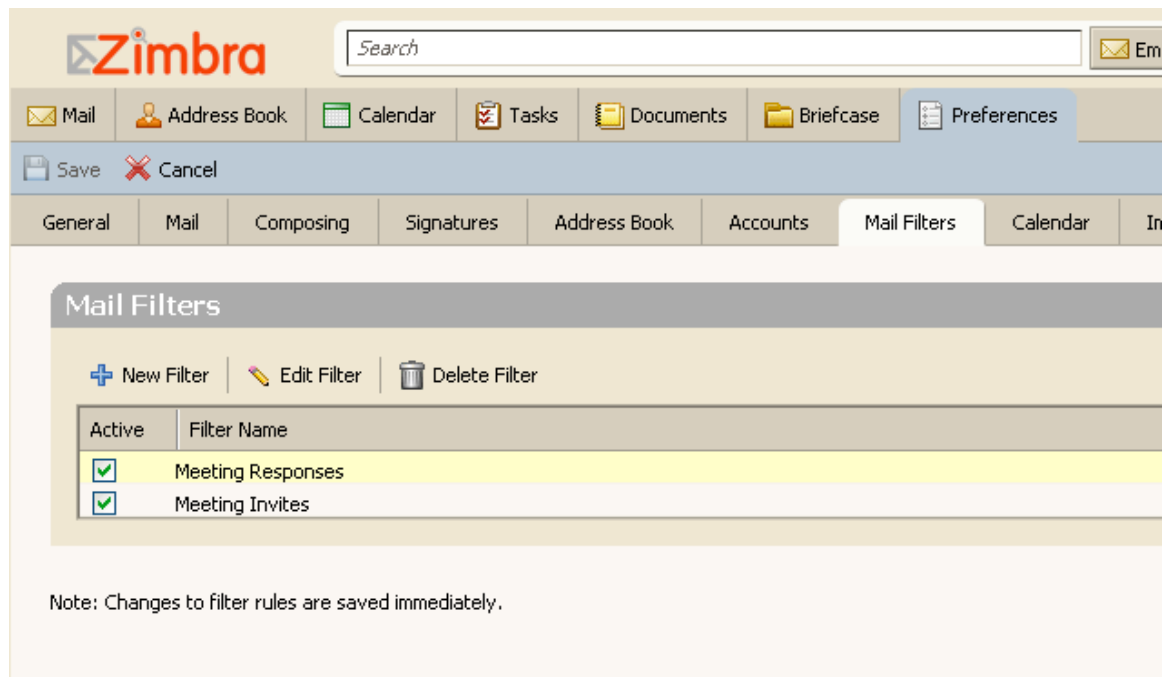
Two mail filters will be added to all user accounts to allow users to more easily manage the calendar notification emails generated by Zimbra. The filters are called 'Meeting Responses' and 'Meeting Invites' and should be left in this order in the Mail Filters list in order to take advantage of the three filtering options described below.

1) **Enable both filters.** The filter 'Meeting Responses' will file 'Accept', 'Decline', and 'Tentative' responses (as well as variations such as 'Accepted', etc.) to meeting requests made by this account, into a folder labeled 'Meeting Responses'.

The filter 'Meeting Invites' will file meeting invitations, cancellations and updates into a folder labeled 'Meeting Invites'; these are meeting notices that originate from other accounts.

Please note:

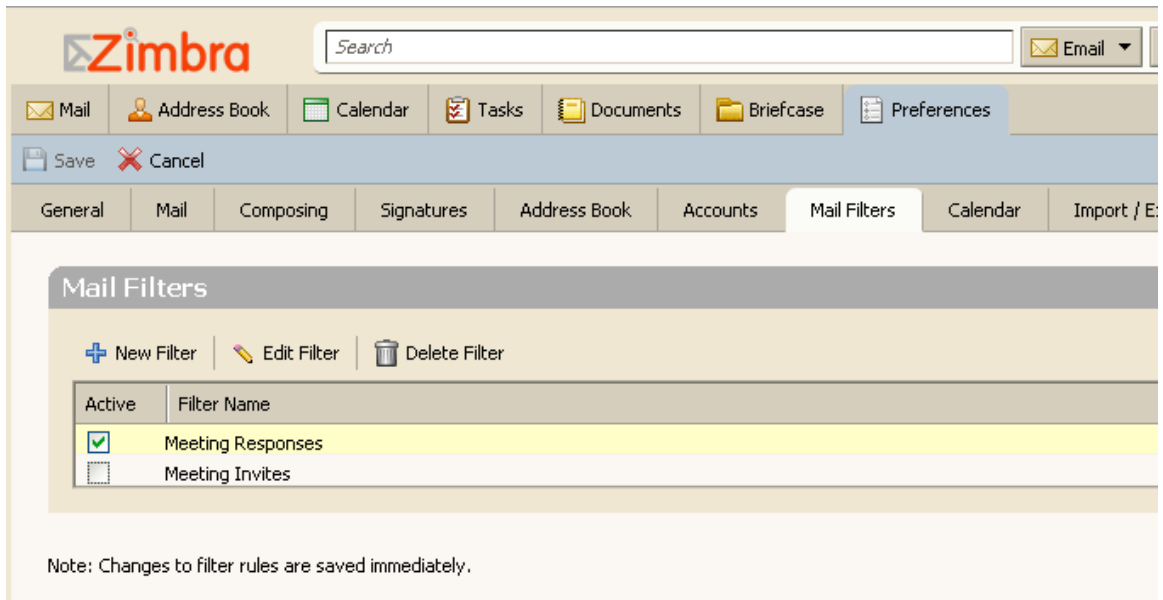
- This may change the behavior for some mobile devices, adding additional steps for the device owner to take when reviewing meeting invites.
- Emails from external sources that include calendar invites will also be affected by these filters.



The screenshot displays the Zimbra web interface for managing mail filters. At the top, there is a search bar and a navigation menu with icons for Mail, Address Book, Calendar, Tasks, Documents, Briefcase, and Preferences. Below the navigation menu are 'Save' and 'Cancel' buttons. The 'Mail Filters' tab is selected, showing a table with two filters: 'Meeting Responses' and 'Meeting Invites', both with active checkboxes. A note at the bottom states: 'Note: Changes to filter rules are saved immediately.'

Active	Filter Name
<input checked="" type="checkbox"/>	Meeting Responses
<input checked="" type="checkbox"/>	Meeting Invites

2) **Enable only the ‘Meeting Responses’ filter.** The ‘Meeting Responses’ filter will file ‘Accept’, ‘Decline’, and ‘Tentative’ responses (as well as variations such as ‘Accepted’, etc.) to meeting requests made by this account into a folder labeled ‘Meeting Responses’. Meeting invite, modification, and cancellation notifications will be delivered to the user’s Inbox.



3) **Enable the ‘Meeting Invites’ filter only.** The filter ‘Meeting Invites’ is a “calendar catch-all” filter. With the ‘Meeting Responses’ filter disabled, the ‘Meeting Invites’ filter will file all meeting correspondences, including invitations, cancellations and modifications, as well as meeting responses from others, into the folder ‘Meeting Invites’.

Please note:

- This may change the behavior for some mobile devices, adding additional steps for the device owner to take when reviewing meeting invites.
- Emails from external sources that include calendar invites will also be affected by these filters.

