

Zimbra**rkirsop@owwl.org****cleaning up pls-net.org addresses in Zimbra contacts**

From : Kelsy Hibbard-Baker <khibbardbaker@owwl.org> Wed, Feb 08, 2023 04:42 PM
Subject : cleaning up pls-net.org addresses in Zimbra contacts 3 attachments
To : OWWL List <everyone@owwl.org>

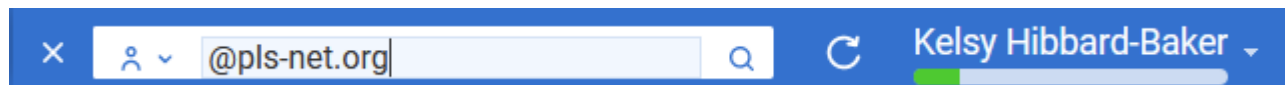
Hi everyone,

Now that all of our emails have been switched over to @owwl.org, we recommend cleaning up your Zimbra contacts to delete any old @pls-net.org email addresses.

1. Click on Contacts at the top of the Zimbra screen.



2. Click the search bar in the top right corner of the screen. (If you're using the Zextras theme, click the magnifying glass to open the search bar.) Type in @pls-net.org and press Enter on your keyboard.



3. On the left side of the screen, click Contacts Folder, then click Emailed Contacts.

Found 2 results for: "@pls-net.org" x

NEW CONTACT Edit Delete

Advanced Filters

Tag ...

Contacts Folder ...

Conditionals

Click to add before the selected bubble or at the end. Note: AND is implied between adjacent terms.

AND OR NOT ()

Contact Lists

Contacts

Emailed Contacts

Trash

4. Left click one of the contacts, then use Ctrl + A on your keyboard to highlight all the contacts. Press Delete on your keyboard. This will move all the @pls-net.org contacts to the trash. You should still be able to email anyone in the system by typing their name into the "To" box when composing an email--Zimbra will find their new @owwl.org address instead.

You may also want to go through your regular Contacts section and edit any with @pls-net.org addresses to update them to @owwl.org.

Feel free to reach out with any questions.

Kelsy

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