

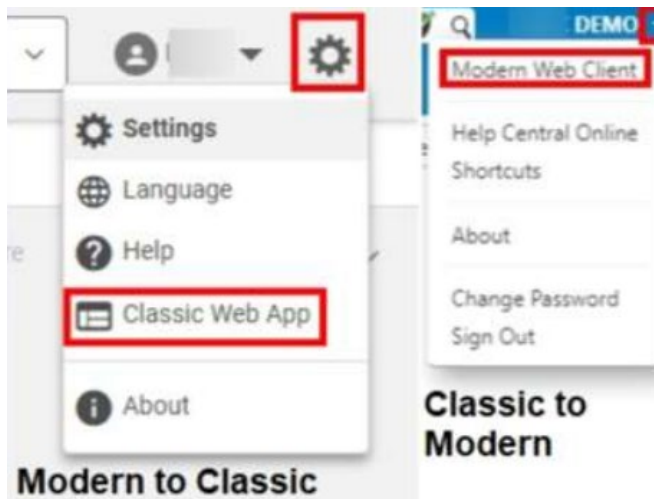
## **Zimbra Daffodil (Version 10) Upgrade:**

We are excited to let you know that we will be upgrading email accounts to Zimbra Daffodil (Version 10) over the next several months, beginning as early as January 1<sup>st</sup>, 2025. The update is intended to provide a more streamlined interface to help productivity, make navigation more intuitive, and improve the user experience on mobile devices.

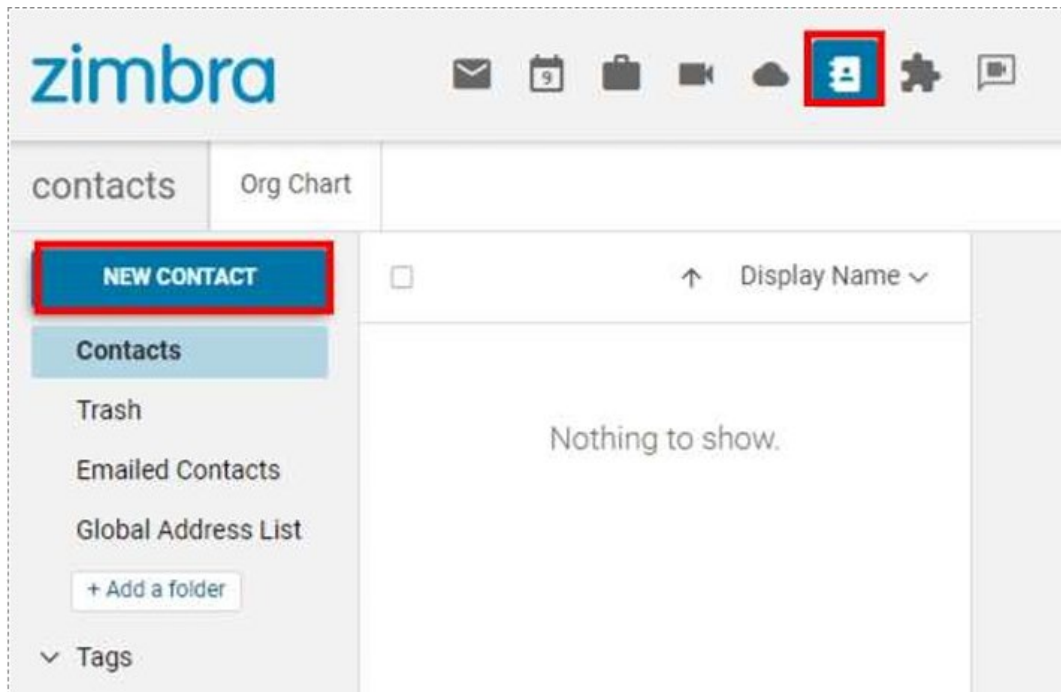
The main difference you may notice is the addition of a new Modern user interface in addition to the existing Classic view. While you will default to the Classic view once you've been upgraded, you will have the ability to switch back and forth between the Classic and Modern views. Our Zimbra user guides will be updated, for both the Modern and Classic views, and will include guides for using the primary functionality. You will be able to access the user guides at: <https://gomadison.com/email-support/>.

**How will you know when your email has been upgraded?** If you are connected via webmail while your account is being upgraded, you may be asked to re-authenticate after the move. Otherwise, your drop-down menu will include the option to switch from the Classic Web App to the Modern Web Client. The following image shows how to switch back and forth between the two views.

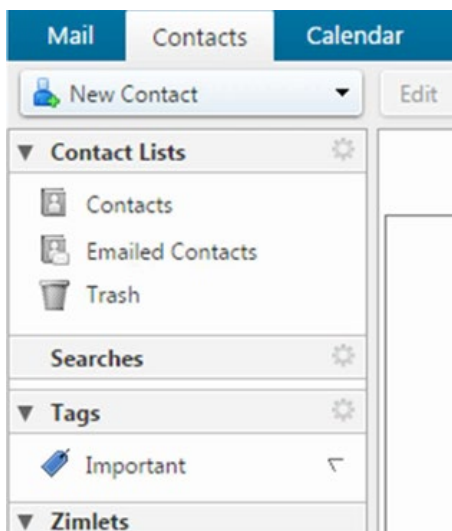
We are confident you will enjoy the improved email experience.



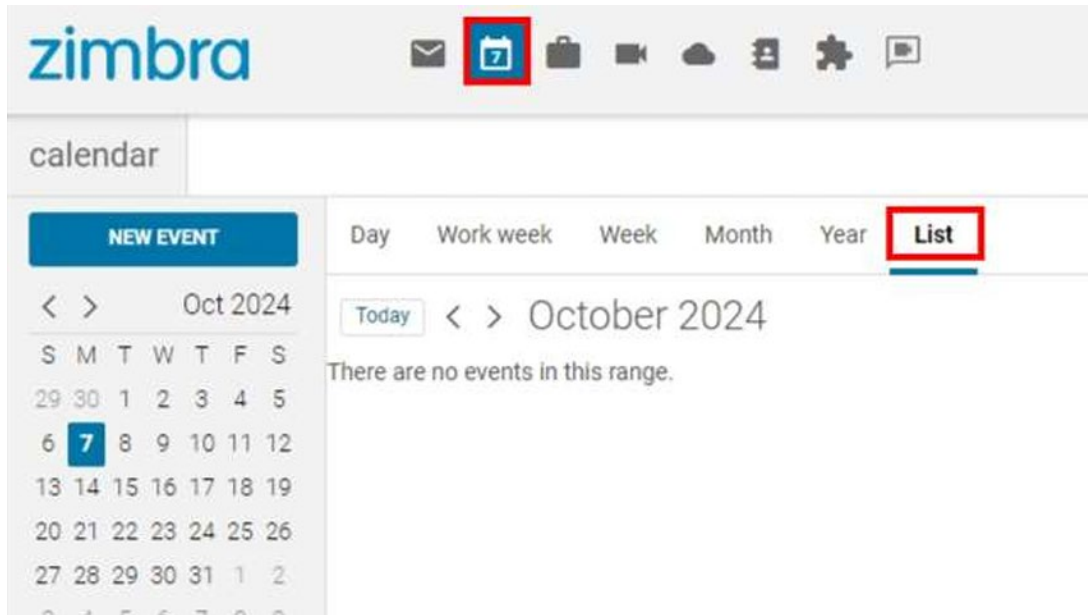
Adding a new contact: Modern View: Step 1: Go to the Contacts tab and select New Contact.



Adding a new contact: Classic View: Step 1: Go to the Contacts page and select New Contact.



Using Task Lists: Modern View: Step 1: Go to the Calendar Tab and click List.



Using Task Lists: Classic View: Step 1: Go to the tasks tab.

