

Salmar Consulting Inc.

Setting up Outlook 2007 to use Zimbra

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Here are the steps to configure Outlook 2007 for use with Salmar's Zimbra server.

Open "Outlook 2007".

Select "Tools" and then "Account Settings" from the pull down menu.

To add a new account, select the "E-mail" tab and click New to start (see Figure 1). If this is a previously existing account and you are migrating to the Salmar Zimbra servers, you'll want to select the account name and click on "Change" instead.

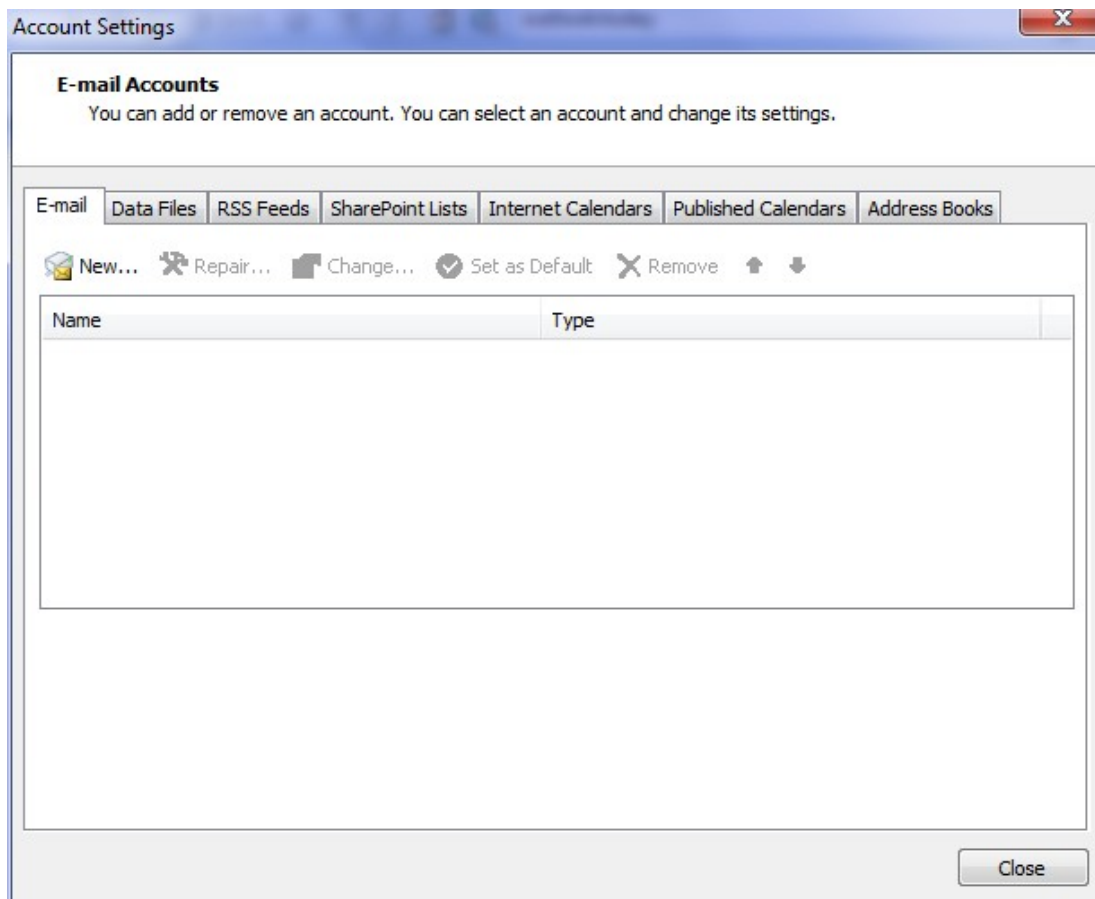


Figure 1 : Creating a new E-mail account in Outlook 2007

From here on in, I'm going to take you through configuring for a new account. That said, even with an existing account, you'll need to make the appropriate changes where needed. Just follow these instructions and you'll need what you need to do.

The "Add New E-Mail Account" window appears. Enter your name, E-mail address, and the password that you use to connect to the Zimbra e-mail server (see Figure 2). Re-enter the password for confirmation, then check the box labeled "Manually configure server settings or additional server types."

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: Samuel Clemens
Example: Barbara Sankovic

E-mail Address: sclemens@youwordme.com
Example: barbara@contoso.com

Password: *****

Retype Password: *****
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

Figure 2 : Entering basic account information.

Click Next.

You'll be offered three different types of E-mail servers. The first choice, "Connect to your POP, IMAP, etc . . ." server is the right choice (see Figure 3).

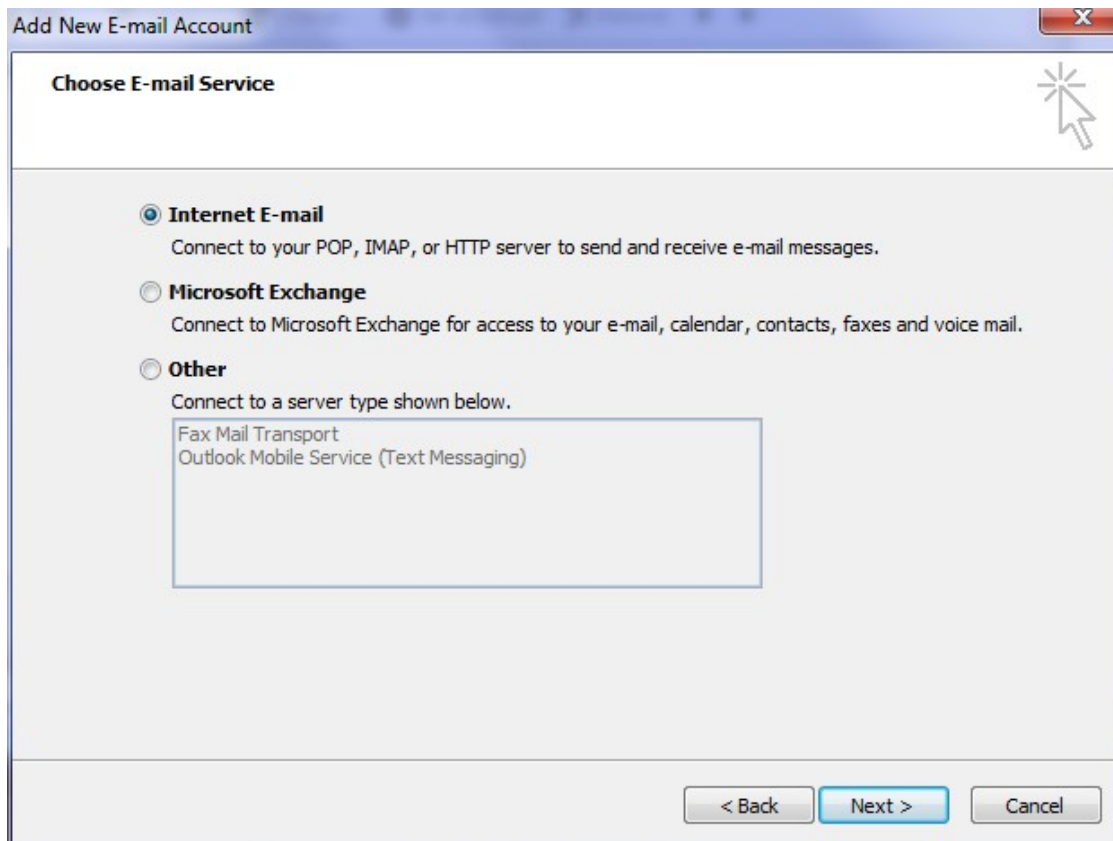


Figure 3 : *Select your E-mail service*

Click Next.

You will now be looking at the Internet E-mail Settings dialogue (see Figure 4).

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Samuel Clemens
E-mail Address: sclemens@youwordme.com

Server Information
Account Type: POP3
Incoming mail server: scimail.salmar.com
Outgoing mail server (SMTP): scimail.salmar.com

Logon Information
User Name: sclemens@youwordme.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Figure 4 : Next, we identify the server name and the account type.

Input the following information;

- Under "User Information"
Enter your name in "Your Name"
Input your E-mail address in "E-mail address".
- Under "Server Information"

Select POP3 for the "Account Type"
Enter **scimail.salmar.com** in "Incoming mail server".
Enter **scimail.salmar.com** in "Outgoing mail server".
- Under "Logon Information"
Input your full email address in "User name". For example,
"sclemens@youwordme.com"
Enter your password in "Password".
- Check "remember password"

DO NOT check the "Require logon using Secure Password Authentication (SPA)" checkbox. We will be using secure authentication, **but not with SPA.**

Click on "More Settings..."

There are four tabs labeled General, Outgoing Server, Connection, and Advanced. You don't really need to change anything under the General tab. You could change the name to something like "Salmar Zimbra E-Mail" if you have more than one account. You can choose to enter an Organization name and a reply E-mail address. Normally this defaults to your regular e-mail address and you don't need to change anything, but some accounts may people to reply to a different address than that in your outgoing mail.

Click the "Outgoing Server" tab (see Figure 5).

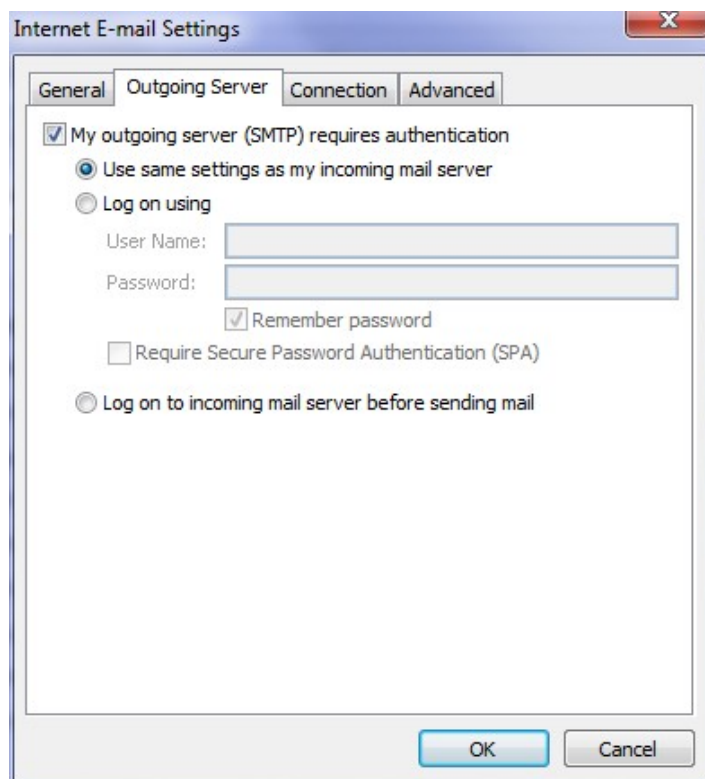


Figure 5 : The Outgoing Server tab.

Check "My outgoing server (SMTP) requires authentication" and "use same settings as my incoming mail server" Now, click on the "Advanced" tab. There are some important changes that need to be made here (see Figure 6).

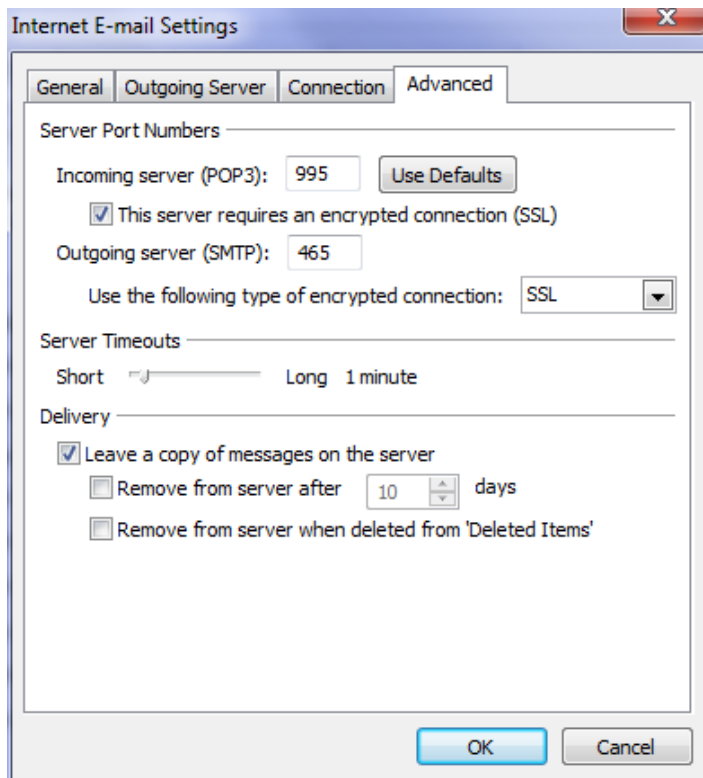


Figure 6 : Configure the advanced settings

Start by making sure the checkbox labeled "This server requires an encrypted connection (SSL)" is checked on. This will change the port numbers for POP3 and SMTP but you must change them again.

Enter 995 for the "Incoming server (POP3)" port.

Make sure you select "SSL" under Outgoing server where it says "Use the following type of encrypted connection".

Enter 465 for the "Outgoing server (SMTP)" port.

Before you click OK and finalize your settings, there is one additional setting you may wish to configure here. You probably want to check the box labeled "Leave a copy of messages on the server". When you download messages via POP, the default is to erase them on the server. You may not want to do that. If you leave the messages on the server as well as downloading them, your emails are in two different places. It makes for a backup of sorts, but it also means you can access your email from the Web client even when you aren't at your computer where Outlook is installed (more on this).

For now, click OK, and you are done configuring your email account. You should probably click the Test Settings button. If all goes well, it should look something like Figure 7.

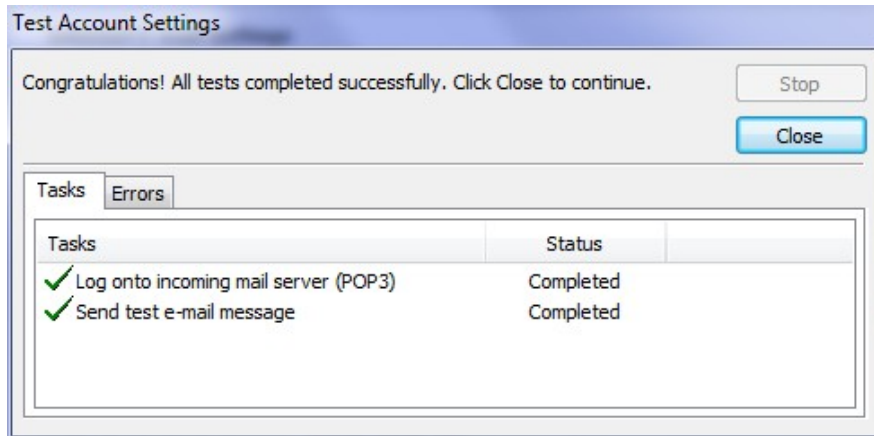


Figure 7 : If all goes well, you'll get the good news here.

Close everything and you are now able to send and receive email from your Outlook client (see Figure 8).

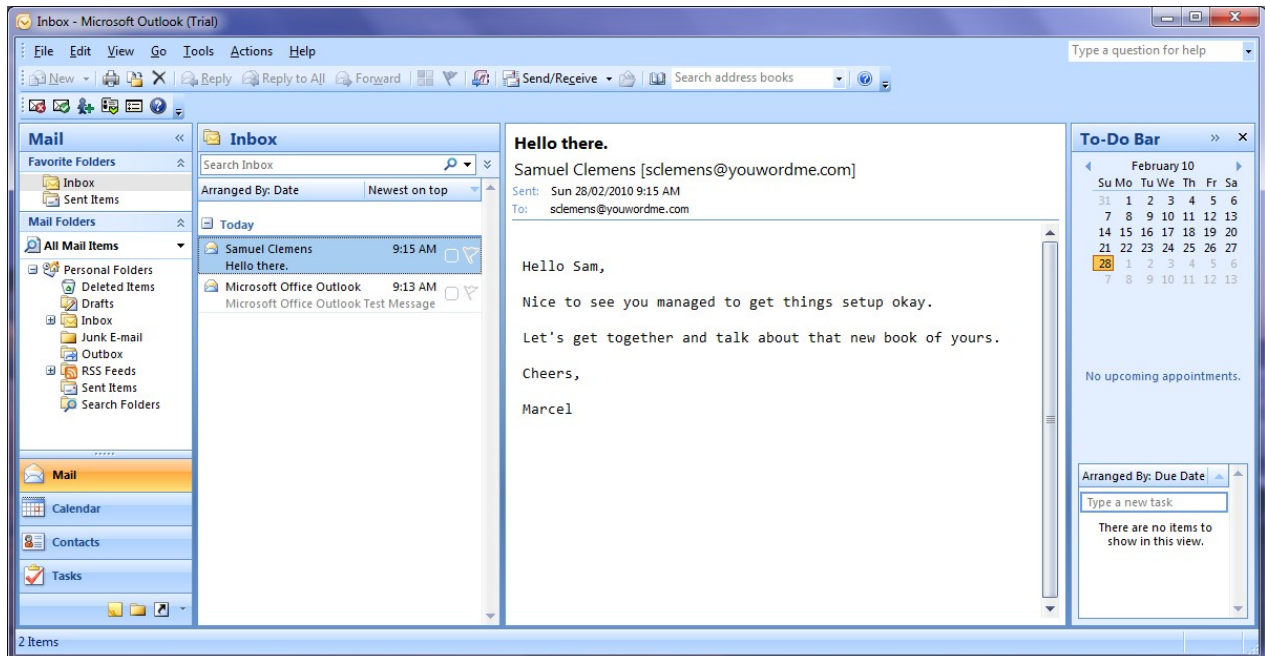


Figure 8 : Logged in via Outlook 2007

The Zimbra Web Client

Regardless of whether you use only Outlook, or a combination of Outlook and the Web client, you may want to leave a copy of your mail on the server so that not only can you check up on new mail, but you have access to your old email messages as well. In order to maintain these messages on both the server and your Outlook package, make sure the "Leave a copy of messages on the server".

You are free to use the rich AJAX Web client that is part of your Salmar Zimbra service. It allows you access to your mail, calendars, address books, etc, from any computer where you have a

Web browser (such as Firefox) installed. Some people find the Web client so useful and so flexible that they choose to use only that.

To access the Web client, you would enter the following in your Web browser's address bar.

http://scimail.salmar.com

Simply log in with your username (your full email address) and password.

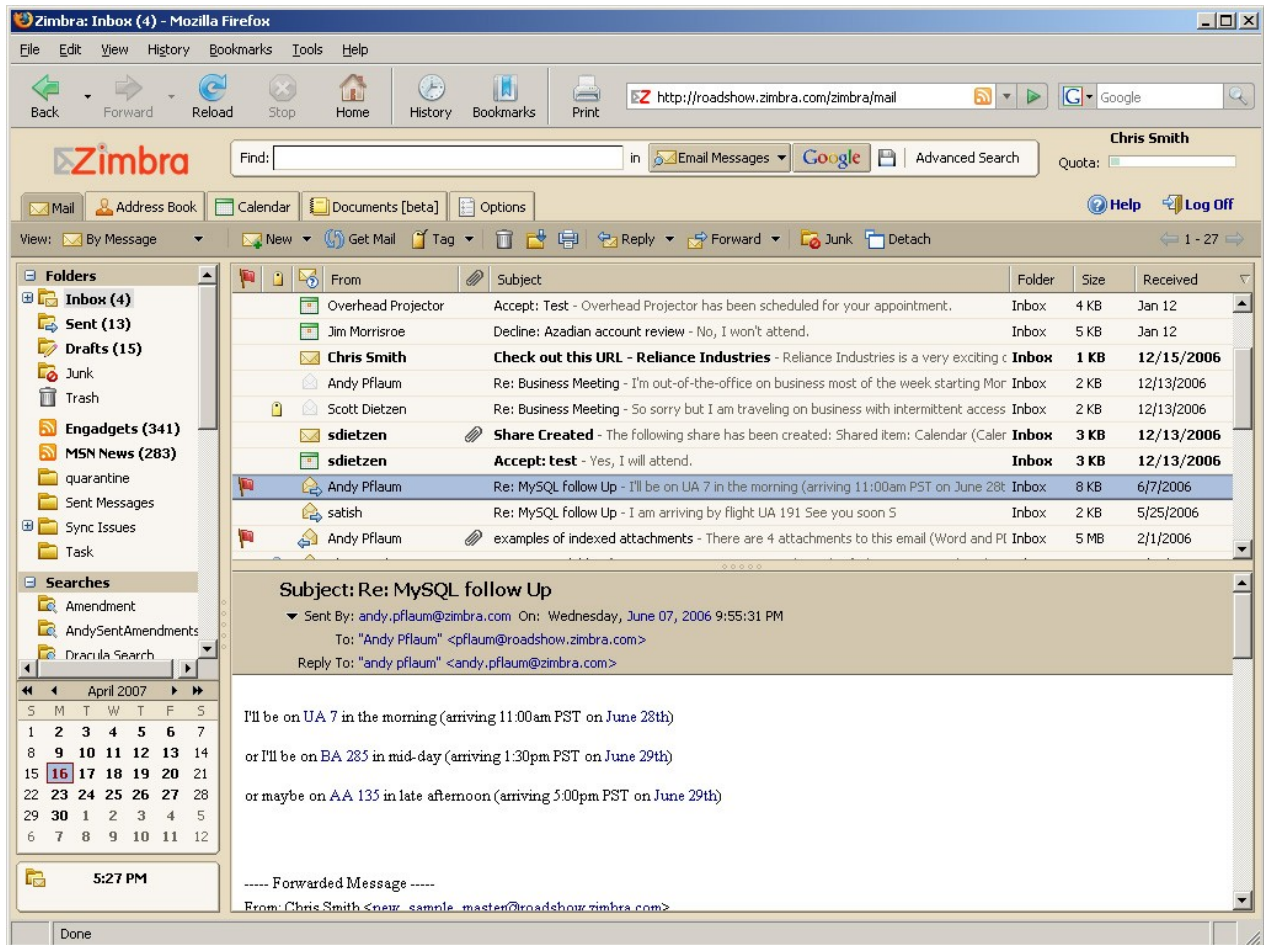


Figure 9: The Zimbra E-mail client provides a rich, yet easy to use interface to all your e-mail and collaboration needs.