

Salmar Consulting Inc.

Setting up Outlook Express to use Zimbra

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

Open Outlook Express.

Select "Tools" and then "Accounts" from the pull down menu.

A window labeled "Internet Accounts" will appear. To add a new account, click the Mail tab, then click the Add button (to the right). Of the three choices in the list, the one we want it obviously Mail.

Note that if this is a previously created or existing account and you are migrating to the Salmar Zimbra servers, you may want to skip down to "Zimbra Server Specific Changes" (right after Figure 5). Otherwise, let's pretend we are creating an account from scratch.

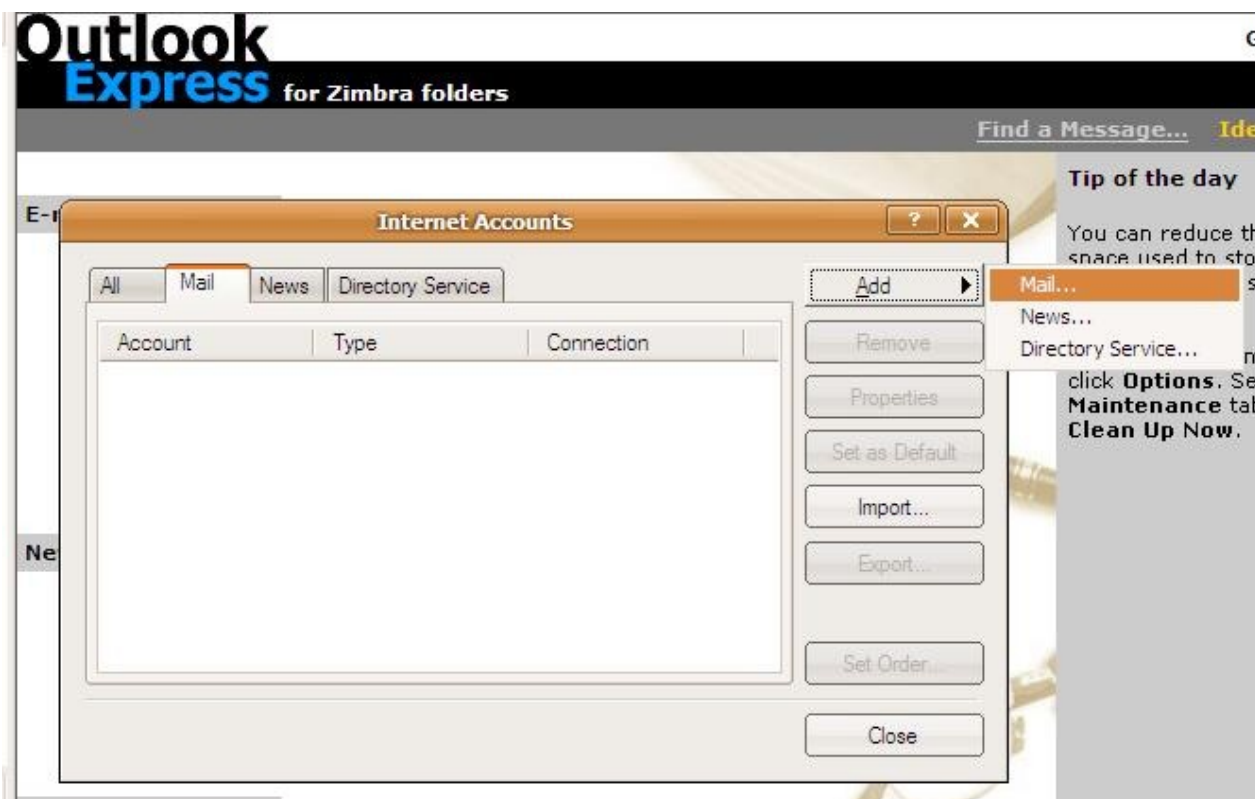


Figure 1: Creating a new email account in Outlook Express

When you select Mail, the Internet Connection Wizard will appear. This will take you through the basic steps needed to configure an email account with Outlook Express.

The first step is simply to enter your display name. Yes, this is just your name as you want it to appear in email (see Figure 2).



Figure 2: Start by entering your name as you want it to appear.

Click Next and enter your email address (e.g. `sclemens@youwordme.com`). There isn't anything else to do here (see Figure 3), so click Next.

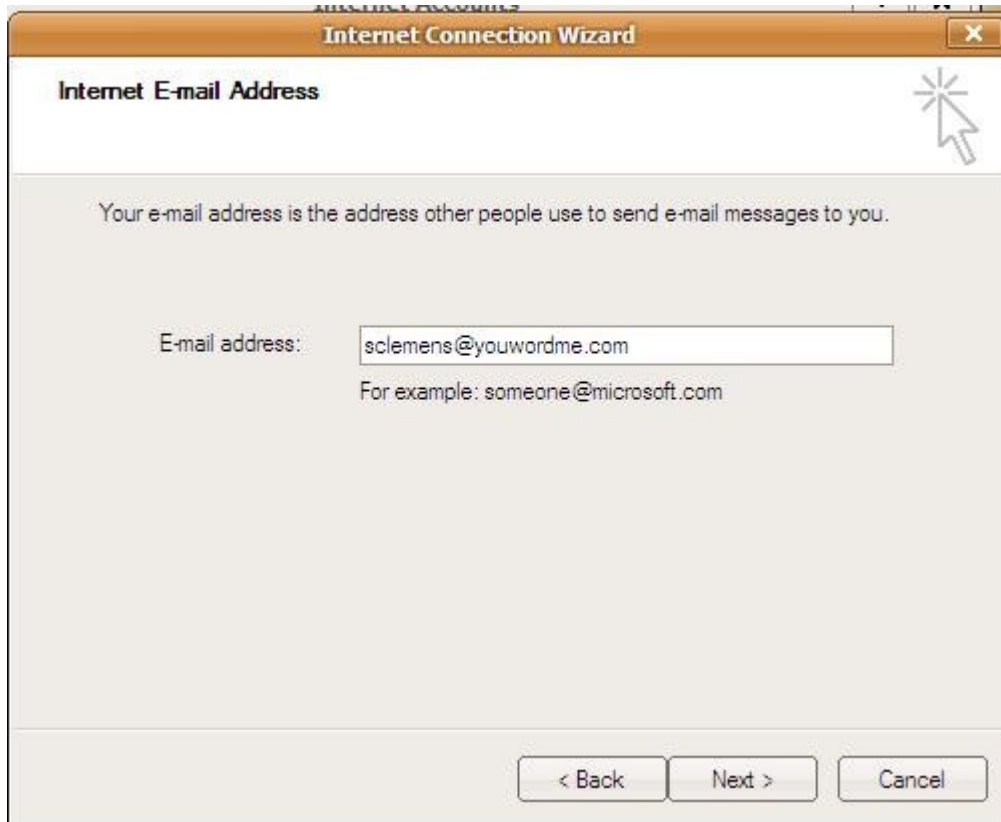


Figure 3: Now, enter your full email address.

This is your address as provided by Salmar (if a new account) or TL Design if you are migrating from an older system. Click Next to configure your incoming and outgoing email servers (see Figure 4).



Figure 4: Outlook Express needs the address of the mail server.

Unless you have reason to do otherwise, set your email server to be a POP3 (the default).

Then, enter scimail.salmar.com for both the incoming and outgoing mail server.

Click Next to enter your account name information (see Figure 5).



Figure 5: Enter your account name and password as provided by Salmar

On the Salmar Zimbra server, the account name and your email address are the same. If you are migrating from an older account, you'll notice that the system used a different format for the account name. Make sure you change your account name to be the full email address.

Click the Remember password, unless you need (or require) that Outlook express asks for the password each time it starts.

When you click Next, the program will tell you that everything you need has been entered. That's only partly true, but click Finish anyhow. It's time to make the server specific changes.

Zimbra Server Specific Changes

You should find yourself back at the Internet Accounts window with the Mail tab selected (see Figure 6). Click the account you want to modify (there will likely be only one), then click Properties.

As I mentioned earlier, if you are migrating from an older account, you'll already have an account configured from that time. This isn't a problem. Select it and click Properties.

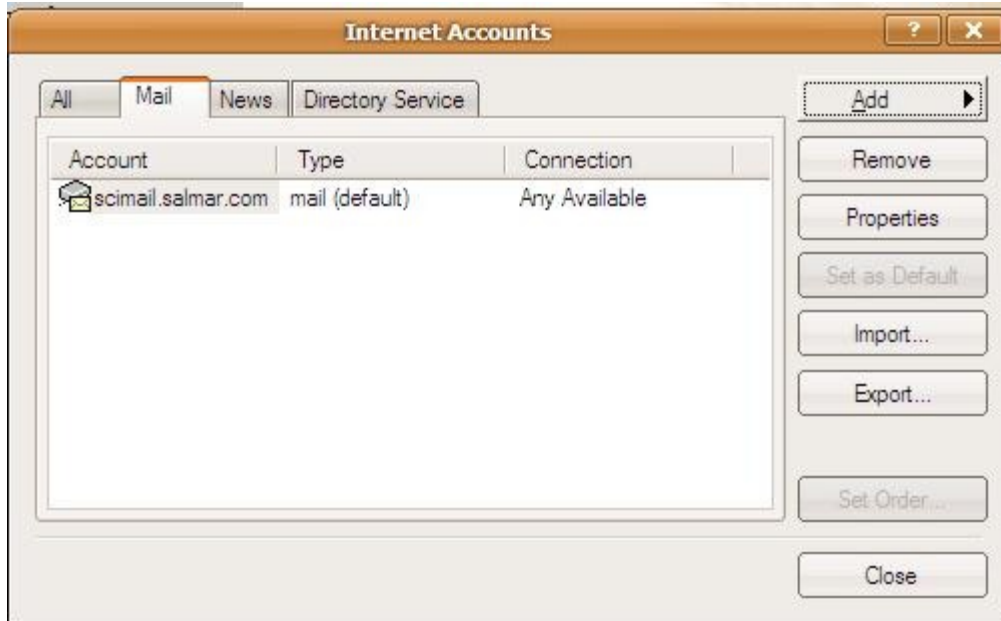


Figure 6: Your list of Outlook Express email accounts

Click the account name (new or existing) then click the Properties button. The account properties dialog will appear.

You'll see five tabs labeled General, Servers, Connection, Security, and Advanced. Make sure the General tab is selected and lets move on (see Figure 7).

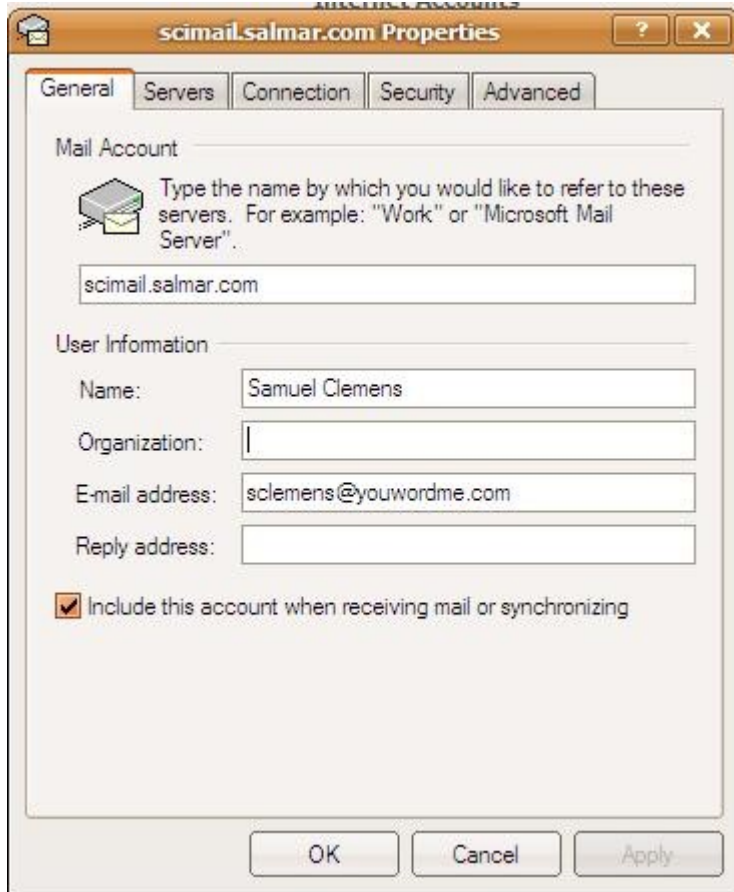


Figure 7: The General tab

The first tab is mostly information, but you may want to specify a different reply address than your email address. Either way, make sure you verify that the email address listed is really what you want. The line at the top is for your information only. It defaults to the server name but you could call it "My email", "Salmar server" or whatever makes sense to you.

Click the Servers tab to continue (see Figure 8).

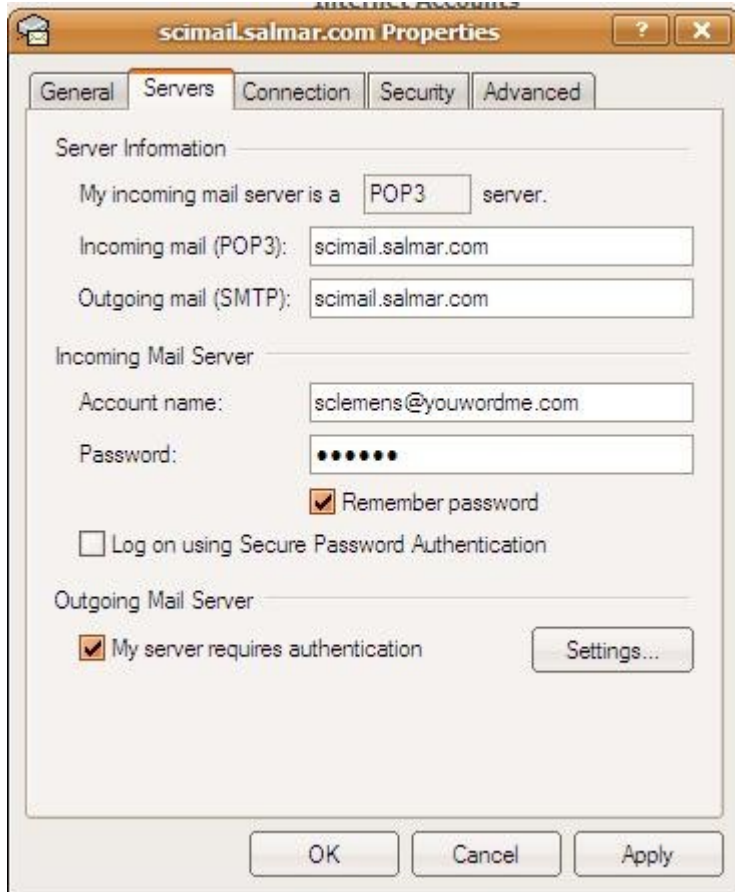


Figure 8: The Servers tab

Most of this is already configured, but there are a couple of things to check. First of all, make sure the information under "Server Information" is correct.

Input **scimail.salmar.com** in "Incoming mail (POP3)".

Input **scimail.slamar.com** in "Outgoing mail (SMTP)".

Under "Incoming Mail Server"

Input your full email address in "Account Name". For example, I might enter **sclemens@youwordme.com**.

Input your password in "Password".

Check "remember password"

Check the "My server requires authentication" box, then Click on "Settings...". The top radio button, labeled "Use same settings as my incoming mail server" should be checked. Click OK to close it, then click on the Advanced tab (see Figure 9).

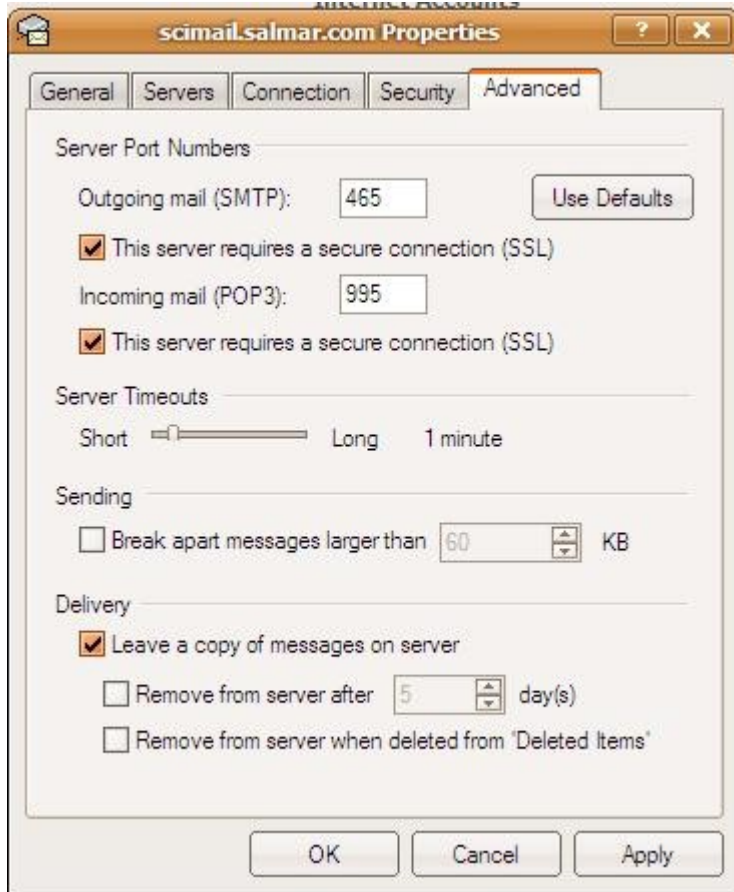


Figure 9: The Advanced settings

Here's the interesting part. Start by making sure the checkboxes 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. Make sure you check the boxes *before* changing the port numbers.

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

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 are free to use the rich AJAX Web client that is part of your Zimbra server. 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.

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". Click OK to finish your account setup, the click Close on the "Internet Accounts" setup window. You should now be able to access your Salmar Zimbra email from Outlook Express.

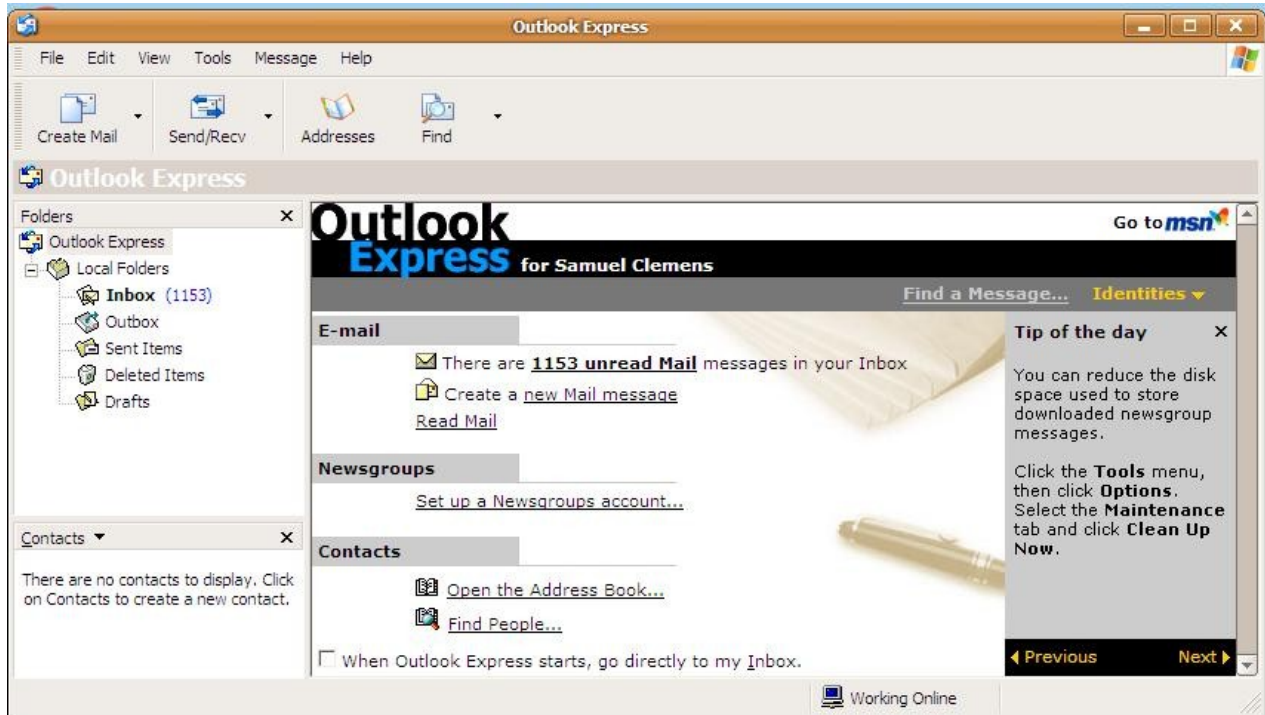


Figure 10: Outlook Express, configured and ready to go

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.

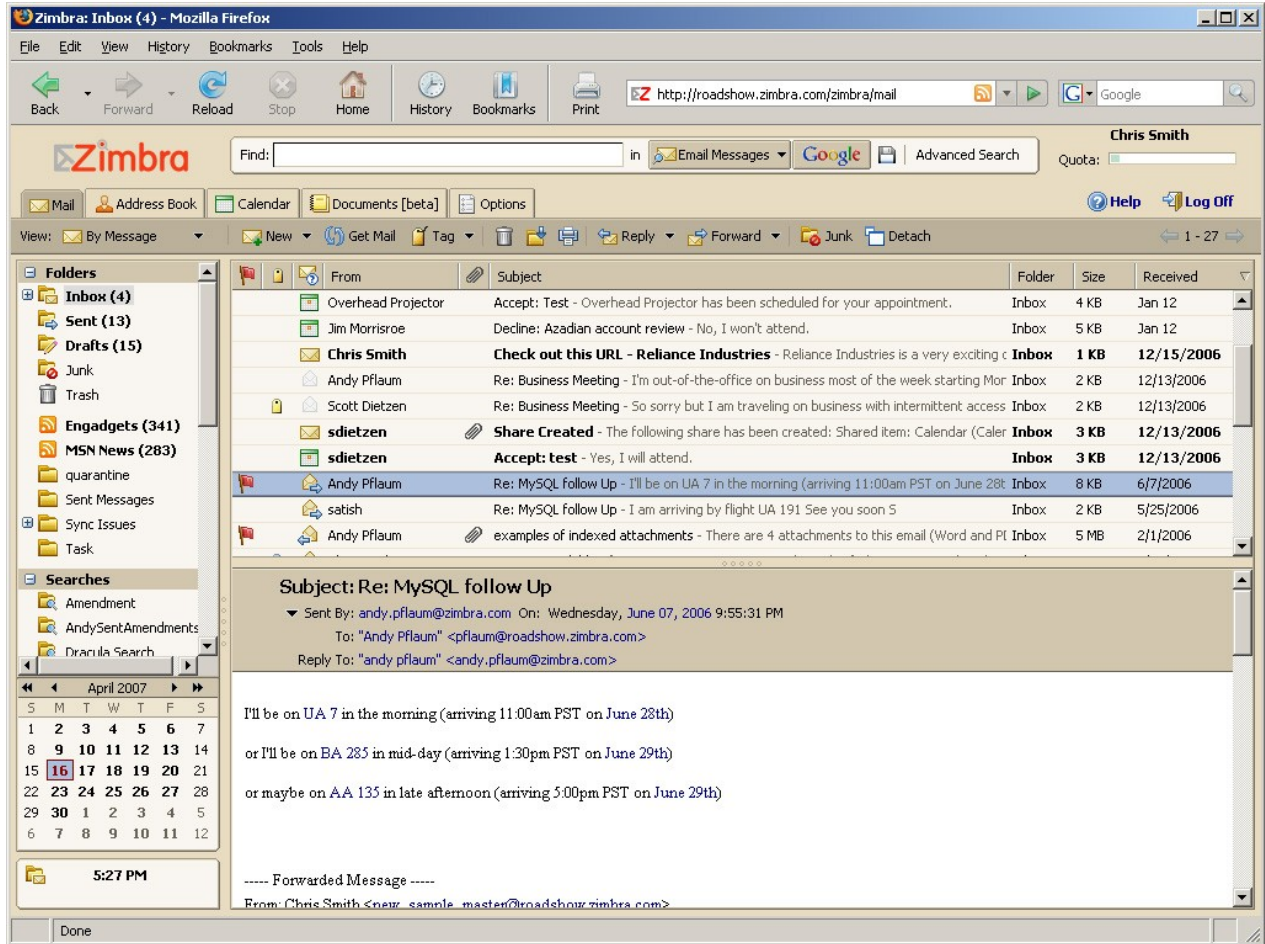


Figure 11: The Zimbra E-mail client provides a rich, yet easy to use interface to all your e-mail and collaboration needs.