
Zimbra Collaboration Suite Import Wizard for Outlook

The Zimbra™ Collaboration Suite Import Wizard for Outlook lets users import the contents of a .pst file from a Microsoft® Outlook® 2003 mailbox to accounts on the Zimbra server.

The Import Wizard imports email messages, attachments, contacts and calendars. When the files are imported, the Outlook folder hierarchy is maintained. If categories have been assigned to messages and contacts, these are converted to tags in the user's Zimbra mailbox.

Downloading Import Wizard for Outlook Install Program

The ZCS Import Wizard for Outlook and user import instructions can be downloaded from the Administration Console>Downloads area. You should download these files to an internal directory that users can access. Users then can download the Import Wizard for Outlook file to their computers and run the executable.

Administrator's Responsibilities

You will need to do the following for users that want to import their .pst files to the Zimbra Server:

- Create the user account on the Zimbra server before they import their .pst.
- Let your users know how to get the Import Wizard file and how to complete the Zimbra server information as listed below.
- Assist users with locating their .pst files
- Give users their Exchange server name in case they are prompted to log on to their Active Directory while importing their files. If this message is displayed and they do not connect to the Active Directory server, some of the imported messages will have blank **From** and/or **To** headers.

The ZCS Import Wizard for Outlook Process

The ZCS Import Wizard asks for server information, user information, and import options. The following is a general overview of the steps.