Using the Zimbra Collaboration Suite Import Wizard for Outlook

You can use Zimbra Collaboration Suite Import Wizard for Outlook to import your Outlook personal store folder (.pst files) to the Zimbra server.

The Import Wizard imports your email messages, attachments, calendar, and contact lists to the Zimbra server. Your Outlook folder hierarchy is maintained. If you assigned categories to your messages and contacts, these are converted to tags in your Zimbra mailbox.

Your archive pst files can also be imported. You run the ZCS Import Wizard once for each .pst file to import. When additional .pst files are imported, the data is merged with the previously imported data. Your Zimbra Inbox folder will contain all the items from all .pst folders that you import.

The ZCS Import Wizard for Outlook steps you through several dialogs to prepare to import the file.

1. Your administrator will give you the following information to enter in the first dialog to establish a connection to the Zimbra server and to verify that your mailbox account is accessible.

   - **Hostname**. The Zimbra server domain name (DNS).

   - **Port**. The port number for the server. Usually 80 is the port number for non-secure connections, and 443 is the port number for secure connections.

   - **Use Secure Connection**. Check this box, only if your administrator instructs you to.

   - **User name**. Your email address. The address should be entered as **name@domain.com**.

   - **Password**. Your Zimbra account password.

2. You select your .pst file to import. You can click **Browse** to locate the file.

   The main .pst file is usually in the Microsoft Outlook folder in the Local Settings/Application Data directory. To find your .pst files, in Outlook click **Files>Open>Outlook Data Files.** Use the **Look in:** drop down arrow to see the file name and path for your .pst file. You can also use your computer's Search feature to find .pst files on your computer.

3. You select whether to import the contents of your Junk-Mail folder and your Deleted Items folder (trash). The default is to import files in those folders. Clear the check boxes if you do not want to import the content of these folders.

4. If you do not want to bring all of your email messages into your Zimbra mailbox, you can specify a date that messages received from that date forward are imported to your Zimbra mailbox.

5. Check the box for **Import Message without Body,** if you want to import messages that only have header information, but not the body of the message. Messages with only header information exist in your mailbox if you configured your IMAP to only download header information and ask if you want to download the body. You have not yet downloaded the body of the message.

6. Check the box for **Convert meetings organized by you from your old email address to your new address** if you want to convert your meeting information to your new address. Enter your old address in this field.

7. Check **Migrate private appointments** to import your appointments that are marked as private. ZCS does not support marking appointments as private. When you check this, private appointments are imported but are no longer private.

8. Now you are ready to import your .pst file. During the import of your pst file, if the Import Wizard detects that some messages need addresses from Active Directory, you are prompted for information to connect to Active Directory. Enter the following information. If you do not know what to enter, ask your system administrator.

   • Your Active Directory server name, enter as **activedirectory.company.com**

   • Your Windows user name and password.

   If this message is displayed and you do not connect to your Active Directory server, some of the imported messages will have blank **From** and/or **To** headers.

After you enter this information, the Wizard imports your files to your Zimbra account.

Note: *The following Outlook types are not imported:*

   • Notes

   • Tasks

   • Rules and alerts

   • Files you may have created in Outlook