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, 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 enter the location of your .pst file to import. You can use the Browse button 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 check boxes if you want to import the contents of your Outlook Junk-Mail folder and Deleted Items folder. If you do not check the boxes, the content of these folders is not imported.

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.

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

Note: The following Outlook types are not imported:

- *Meeting requests*
- *Calendar entries*
- *Notes*
- *Tasks*
- *Rules and alerts*
- *Files you may have created in Outlook*