Zimbra for Outlook 2007 - POP

Configuration Guide

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24/7 Technical Support: 1.866.484.6630 / support@globalrelay.net / training@globalrelay.net

Using this Configuration Guide

This Guide is for administrators at companies using Global Relay services who are responsible for user management, as well as the day-to-day management of Global Relay Archive

This Guide provides step-by-step instructions for configuring a Zimbra account in Microsoft Outlook 2007 using a POP connection.
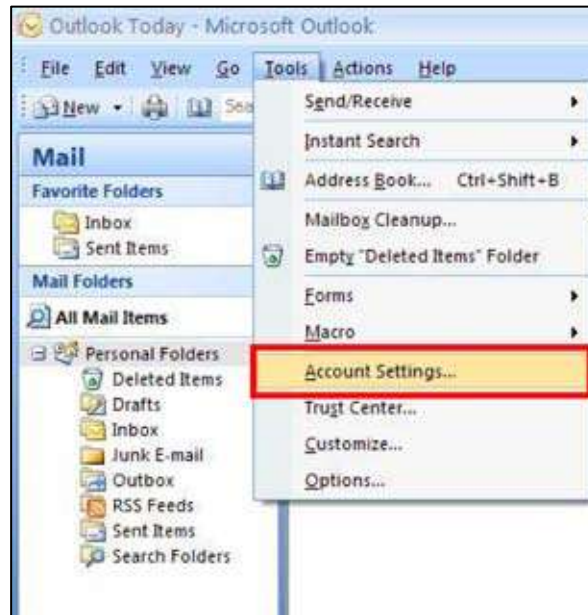
NOTE: We recommend you configure your account with an IMAP connection.

An IMAP connection syncs email data between devices, because all data is kept on the Zimbra server. When you read or delete an email, information is synced across all devices where you access your email account.
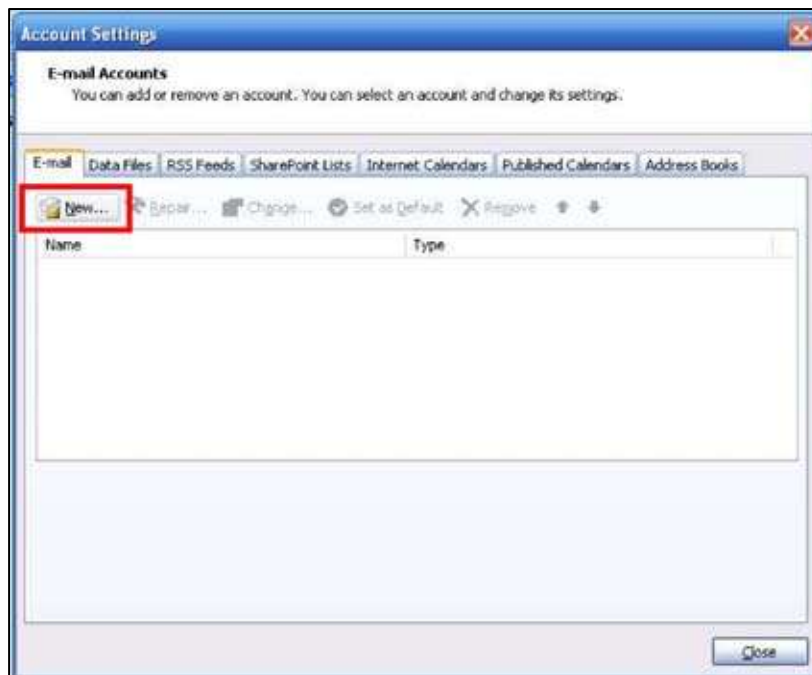
A POP connection downloads messages off the server, and multiple connections are not synced. When you read or delete an email, this action might not be reflected across other devices. For example, if all devices are set up to "leave a copy of messages on the server," multiple devices download and store the same data independently, so deleting a message on one device (e.g. a smartphone) will not be reflected on other devices (e.g. a computer).
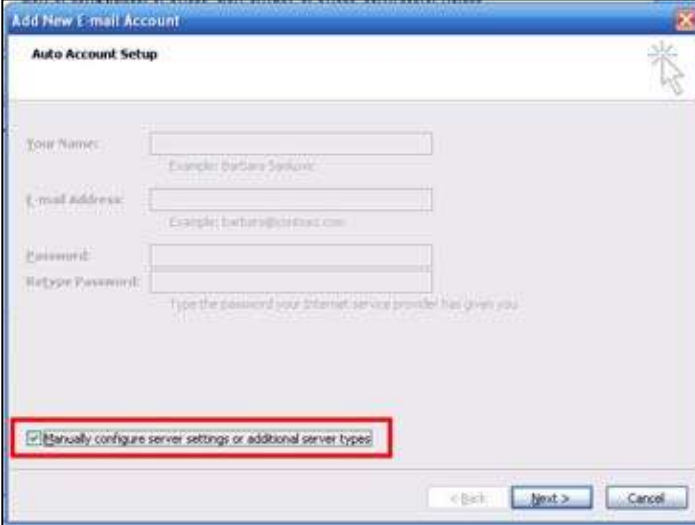
Configuring Zimbra for Outlook 2007 – POP

1. From the Tools menu, select **Account Settings**.
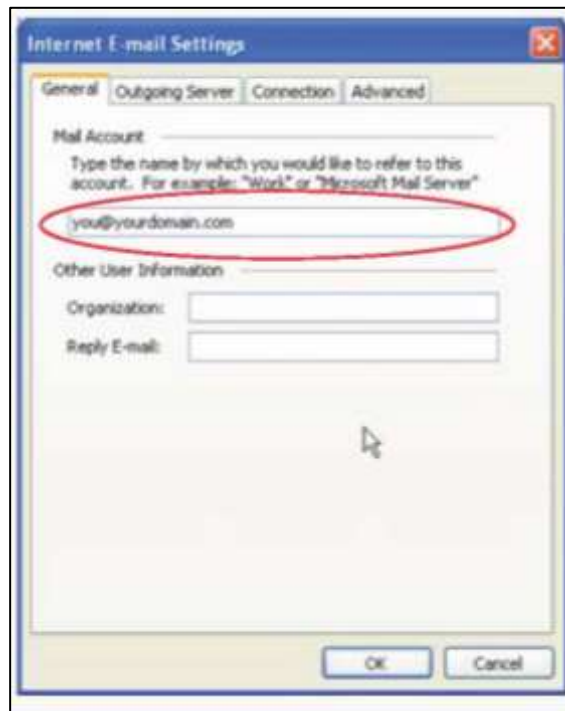

2. Click the **New** button.

3. Select the **Manually configure server settings or additional server types** checkbox and click **Next**.

4. Select the **Internet E-mail** radio button and click **Next**.
5. Set up the following information:

   - **Your Name**: This is the name that recipients will see.

   - **Email Address**: This is the email address you are currently configuring.

   - **Account Type**: Select **POP3**

   - **Incoming mail server**: Enter **mail3.globalrelay.com**

   - **Outgoing mail server SMTP**: Enter **mail3.globalrelay.com**

   - **User Name**: Enter your email address.

   - **Password:** Enter your Zimbra mailbox password.

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6. Click the **More Settings** button.

7. On the General tab, in the Mail Account section, enter a name you want to display when you look at a list of all email accounts accessible by Outlook or leave it as your email address. This name will display on your computer only.
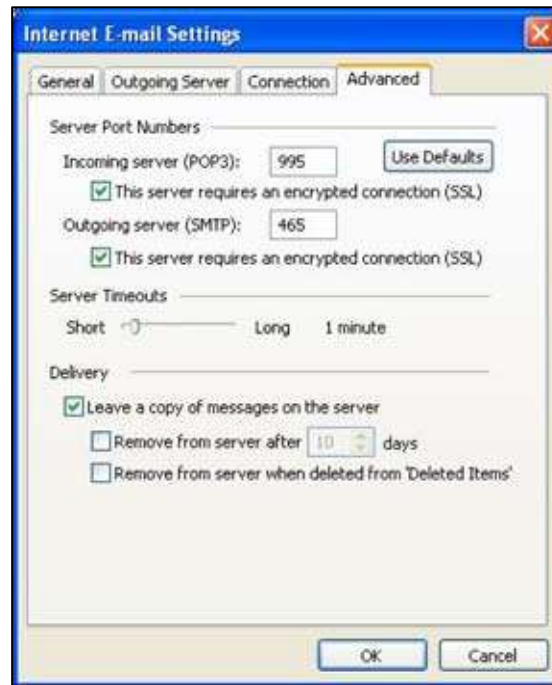

8. On the Outgoing Server tab, select the **My outgoing server SMTP requires authentication** checkbox and then select the **Use same settings as my incoming mail server** radio button.

9. On the Advanced tab, set up the following information:

- **Incoming server (IMAP):** Enter **995**

- Ensure the **This server requires an encrypted connection (SSL)** checkbox is selected.

- **Outgoing server (SMTP)**: Enter **465**

- Ensure the **This server requires an encrypted connection (SSL)** checkbox is selected.

10. Click **OK** and then click **Next**.

11. Click **Finish**.
You have successfully configured your Outlook email account.

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