



Zimbra for Outlook 2013 - POP

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# **Configuration Guide**

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# 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 2013 using a POP connection.

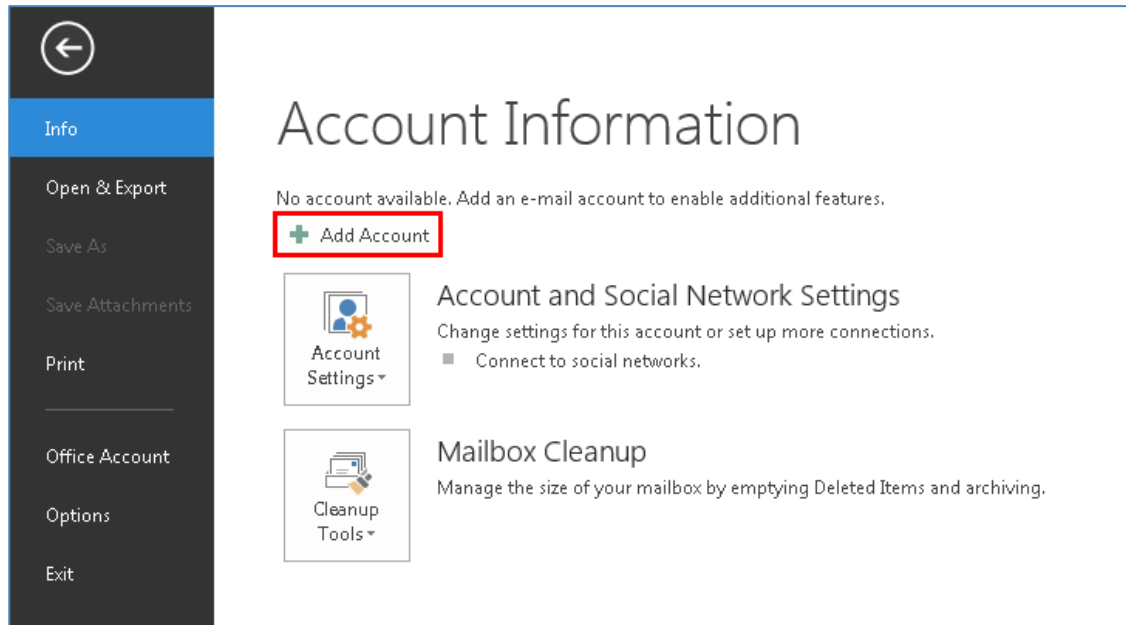
**NOTE:** We recommend you configure your account with an IMAP connection.

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.

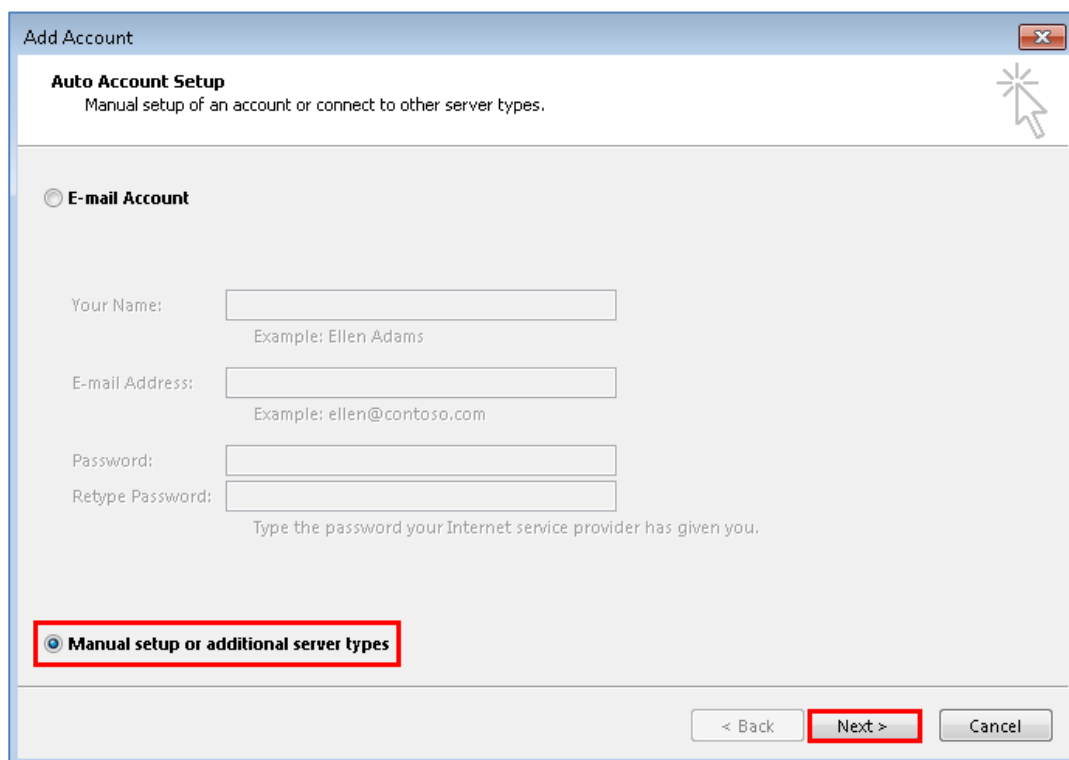
A POP connection downloads messages off the server, and multiple connections are not synced. When you read or delete an email, this action might not be reflected across other devices. For example, if all devices are set up to "leave a copy of messages on the server," multiple devices download and store 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 2013 - POP

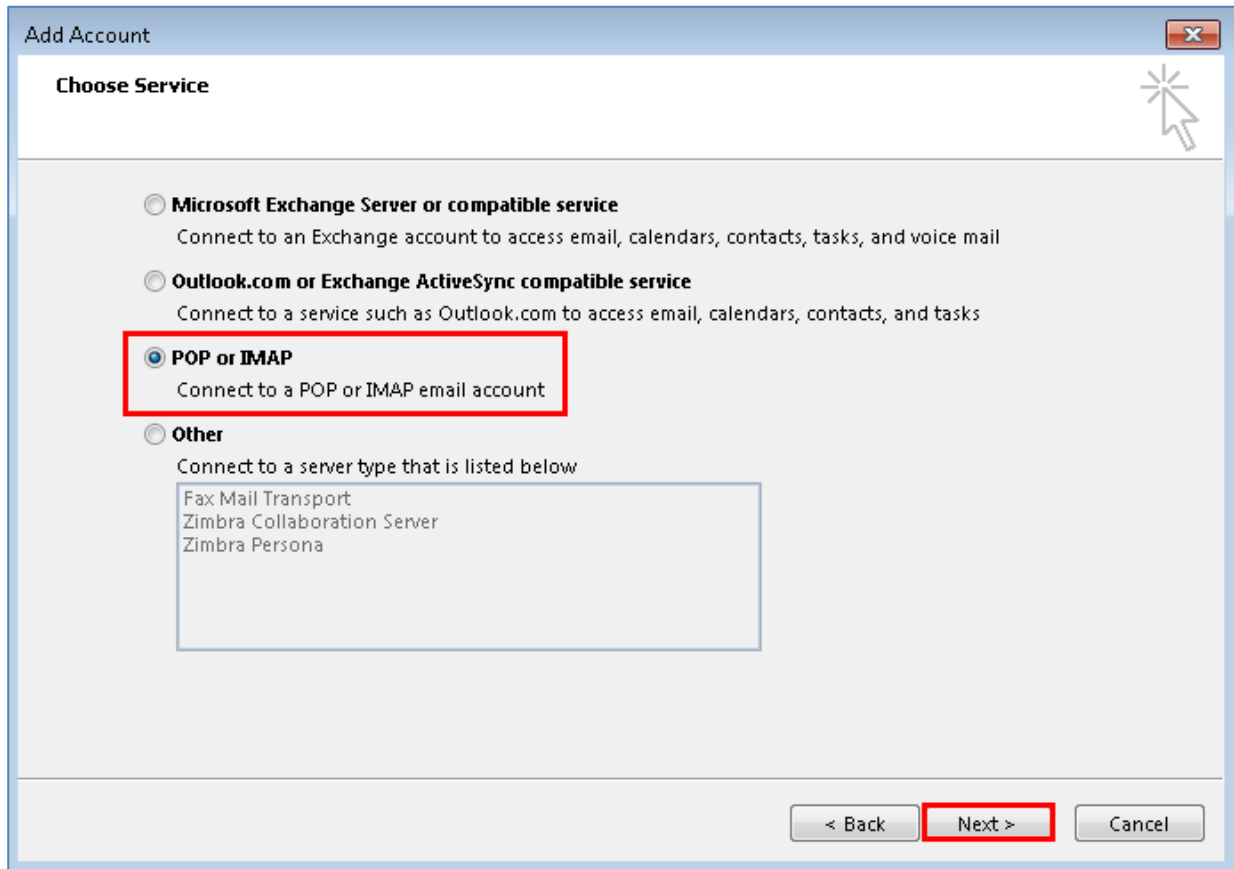
1. From the File menu, select **Add Account**.



2. Select **Manually configure server settings or additional server types** and click **Next**.



3. Select **POP or IMAP** and click **Next**.



4. 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.

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: Demo User  
Email Address: demouser@zimbra.globalrel

**Server Information**  
Account Type: POP3  
Incoming mail server: mail3.globalrelay.com  
Outgoing mail server (SMTP): mail3.globalrelay.com

**Logon Information**  
User Name: demouser@zimbra.globalrel  
Password: \*\*\*\*\*  
☒ Remember password  
☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
☒ Automatically test account settings when Next is clicked

**Deliver new messages to:**  
☒ New Outlook Data File  
☐ Existing Outlook Data File  
Browse

**More Settings ...**

< Back   Next >   Cancel

5. Click **More Settings**.
6. On the **Outgoing Server** tab, select **My outgoing server (SMTP) requires authentication** and if it is not selected, select **Use same settings as my incoming mail server**.

**Internet E-mail Settings**

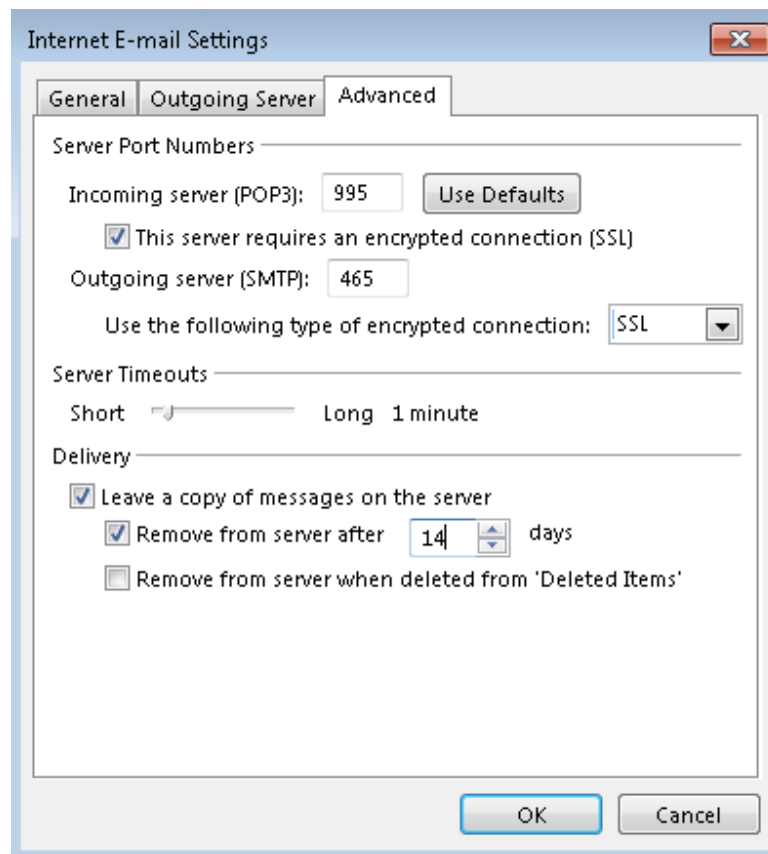
General   **Outgoing Server**   Advanced

☒ **My outgoing server (SMTP) requires authentication**  
☒ Use same settings as my incoming mail server  
☐ Log on using  
User Name:   
Password:   
☒ Remember password  
☐ Require Secure Password Authentication (SPA)  
☐ Log on to incoming mail server before sending mail

OK   Cancel

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

- **Incoming server (POP3):** Enter **995**
- Ensure the **This server requires an encrypted connection (SSL)** checkbox is selected.
- **Outgoing server (SMTP):** Enter **465**
- **Use the following type of encrypted connection:** Select **SSL** from the drop-down menu.



8. Click **OK**.

9. Click **Next** and then click **Finish**.

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