



Zimbra for Outlook 2007 - 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

1. This Guide provides step-by-step instructions for configuring a Zimbra account in Microsoft Outlook 2007 using a POP connection.

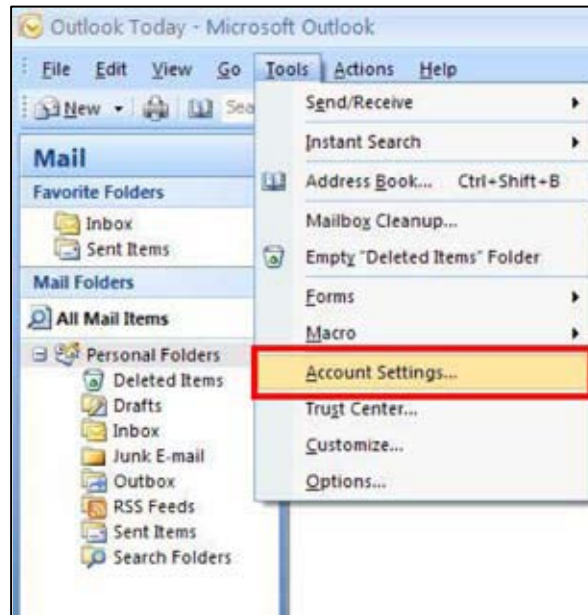
**NOTE:** We recommend you configure your account with an IMAP connection.

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.

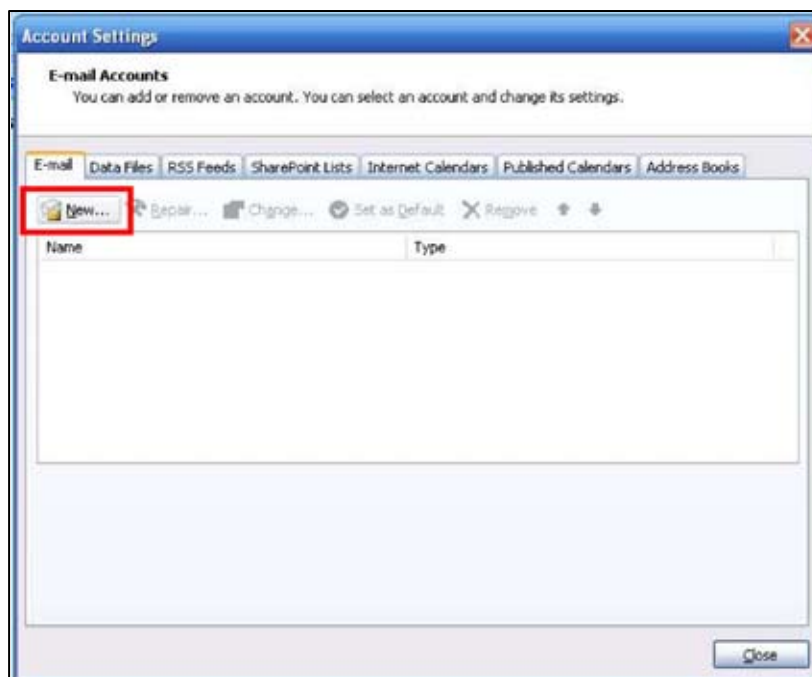
A POP connection downloads messages off the server, and multiple connections are not synced. When you read or delete an email, this action might not be reflected across other devices. For example, if all devices are set up to “leave a copy of messages on the server,” multiple devices download and store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

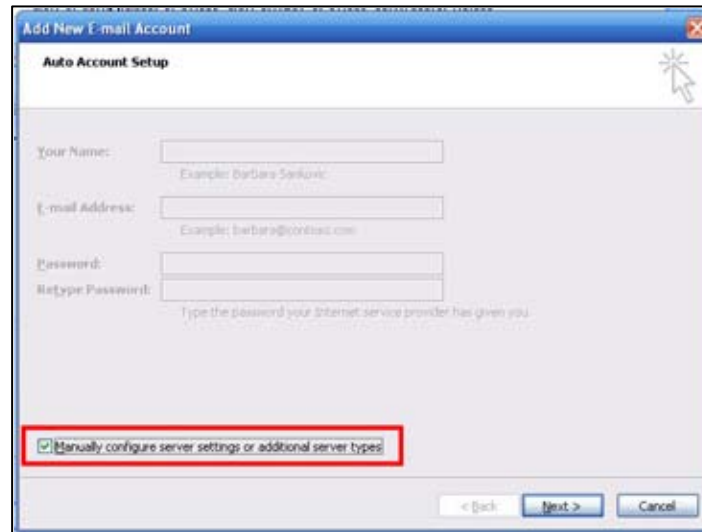
1. From the Tools menu, select **Account Settings**.



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 **mail2.globalrelay.com**
  - **Outgoing mail server SMTP:** Enter **mail2.globalrelay.com**
  - **User Name:** Enter your email address.
  - **Password:** Enter your Zimbra mailbox password.

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: Your name  
E-mail Address: yourname@yourdomain.com

**Server Information**  
Account Type: POP3  
Incoming mail server: mail2.globalrelay.com  
Outgoing mail server (SMTP): mail2.globalrelay.com

**Logon Information**  
User Name: yourname@yourdomain.com  
Password: \*\*\*\*\*  
☒ Remember password  
☐ Require login using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back Next > Cancel

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.

**Internet E-mail Settings**

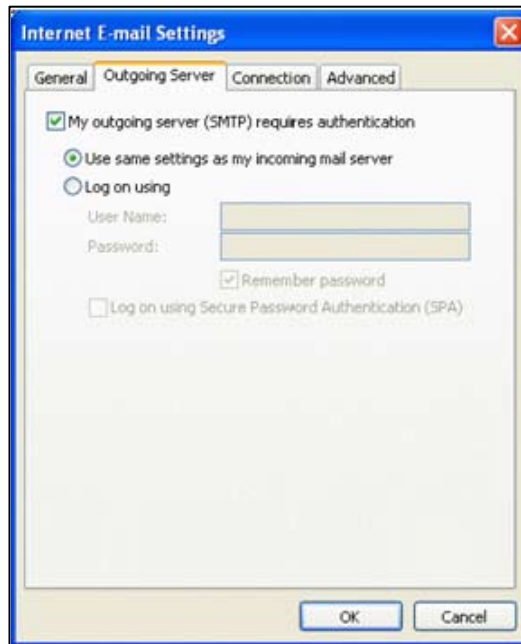
General Outgoing Server Connection Advanced

**Mail Account**  
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"  
you@yourdomain.com

**Other User Information**  
Organization:  
Reply E-mail:

OK Cancel

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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