Zimbra Connector for Outlook MAPI

Configuration Guide

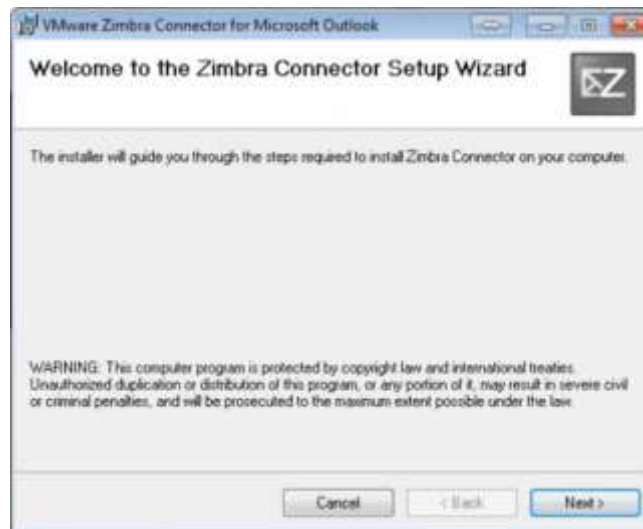August 2014

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Using this Configuration Guide

This Guide provides step-by-step instructions for configuring the Zimbra Connector for Microsoft Outlook.

The Zimbra Connector is an Outlook plug-in that provides MAPI support to enable the following features:
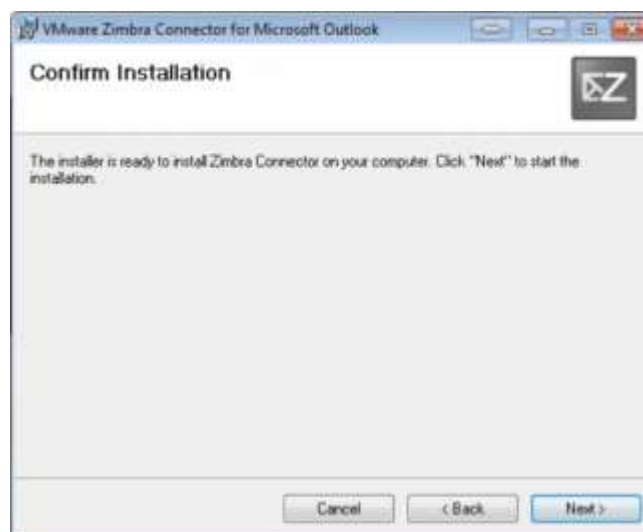
- Global address lists
- Contacts
- Calendars
- Sharing contacts or calendars with other users

Configuring the Zimbra Connector for Outlook

1. Close Outlook if it is running.

2. Launch the Zimbra Connector installer.
   The Open File dialog box displays.
   NOTE: If you do not have the Zimbra Connector installer, contact your administrator.

3. Click **Run**.
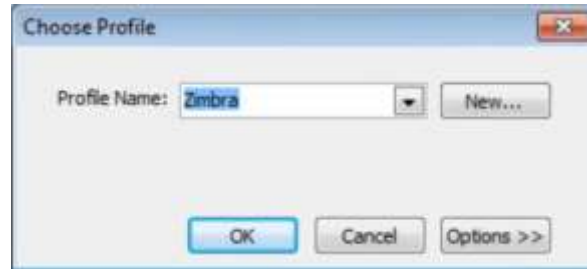   The Zimbra Connector Setup Wizard displays.

4. Click **Next**.

5. Select the **I accept the terms in the License Agreement** radio button and click **Next**.

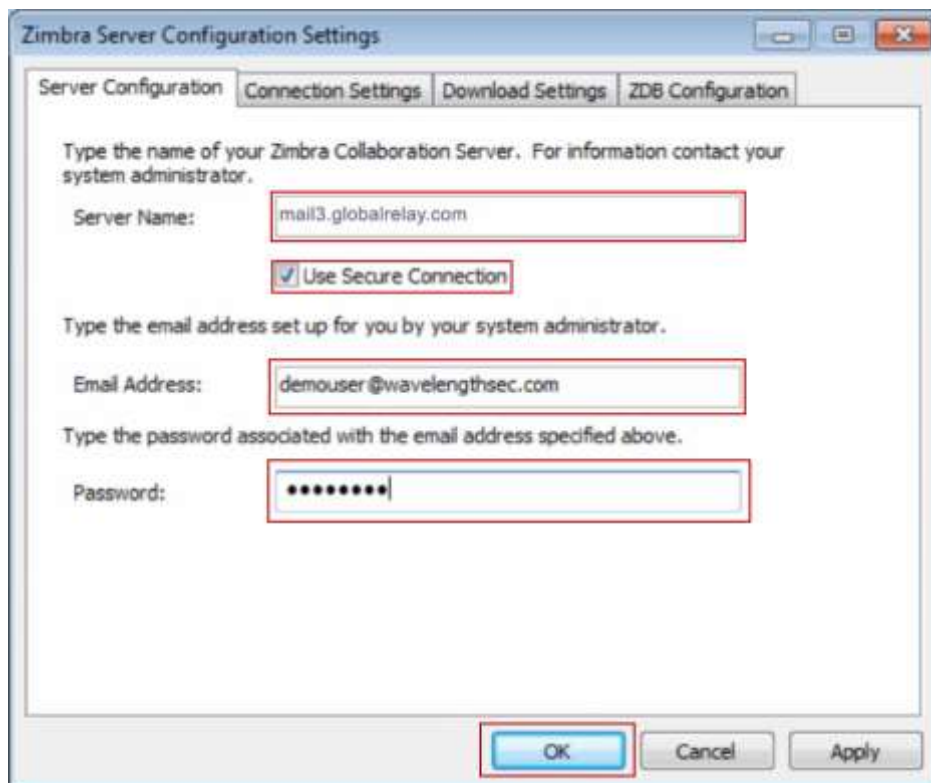6. Click **Next** to start the installation.

   NOTE: Before installing, the Zimbra Connector installer must create a new outlook profile for you to integrate correctly with Outlook.

7. Click **Close**.

8. Launch Outlook.

9. If prompted to select a profile, select **Zimbra** from the drop-down menu and click **OK**.

The Zimbra Server Configuration Settings dialog box displays.

10. In the Server Name field, enter **mail3.globalrelay.com**.

11. Optionally, you can select the **Use Secure Connection** checkbox.

12. In the Email Address field, enter your corporate email address and then enter your password.

13. Click **OK**.

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