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Zimbra for Outlook 2007 – IMAP

Configuration Guide

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Contents

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 an IMAP connection.

As a recommended setting, you can choose to save sent messages to the IMAP server, so you can view them on other computers or mobile devices.

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).
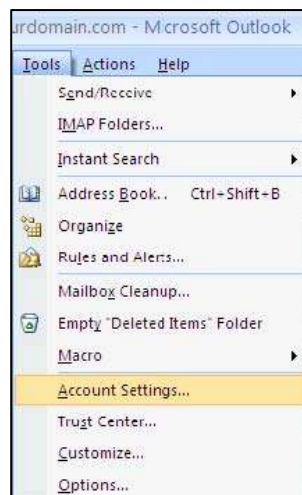
Configuring Outlook 2007 Using the Startup Wizard

1. Launch **Outlook 2007 Startup**.

2. Click **Next**.

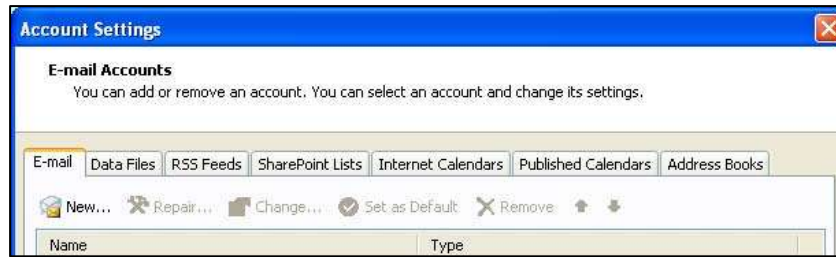3. Select the **Yes** radio button and click **Next**.
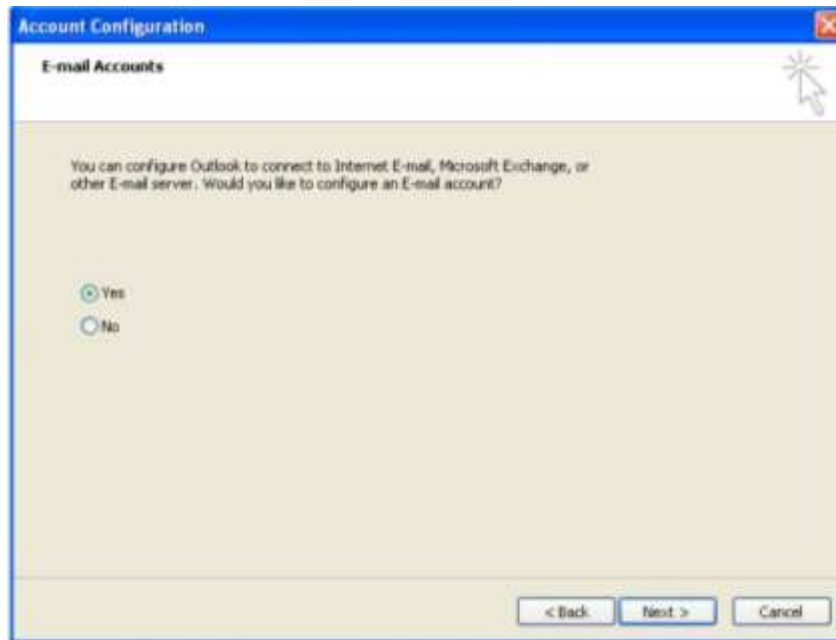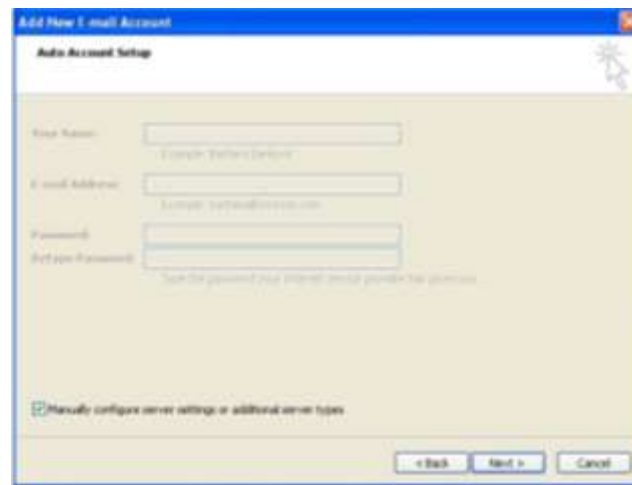

Configuring Zimbra for Outlook 2007 - IMAP

1. To add a new account, from the Tools menu, select **Account Settings.**
   NOTE: Skip this step if you are using the Startup Wizard.
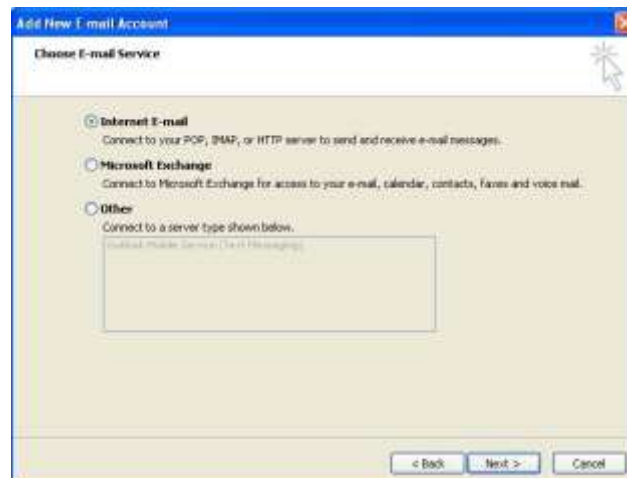

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2. On the E-mail tab, click **New**.

3. Select the **Manually configure server settings or additional server types** checkbox. This will gray out the other fields available in the window.

4. Click **Next**.

5. Select the **Internet E-mail** radio button and click **Next**.

6.   On the Internet E-mail Settings dialog, 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 **IMAP** from the drop-down menu.

   • **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.

7.   Click the **More Settings** button.

8.   On the General tab, set up the following information:

   i.   In the Mail Account field, enter your email address (recommended) or another distinguishing name if you plan to create multiple email accounts in Outlook 2007.

   ii. In the Organization field, enter your company name.

   iii. In the Reply E-Mail field, enter your full email address (recommended) or email address of another account if you would like your recipients' replies to be defaulted to another email address.

   iv. Under Purge Options, select the **Purge items when switching folders while online** checkbox.

   v.   Click the **Outgoing Server** tab.
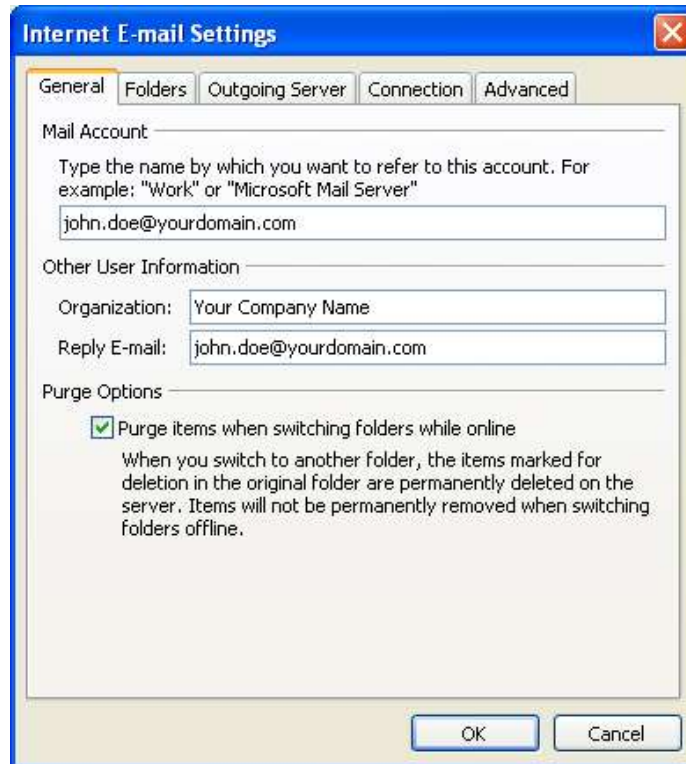
9.   On the Outgoing Server tab, select the **My outgoing server (SMTP) requires authentication** checkbox and then select the **Use same settings as my incoming mail server** radio button.
This will gray out the other fields available in the window.

10.   Click the **Advanced** tab.

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

- **Incoming server (IMAP):** Enter **993**

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

- **Use the following type of encrypted connection**: Select **SSL** for both the Incoming server (IMAP) and Outgoing server (SMTP).

12.   Click **OK**.

13.   Click **Next** and then click **Finish**.
      You have successfully configured your Outlook email account.

Recommended: Saving Sent Items on Server

By default, Outlook will save sent messages to a local folder. You can choose to save sent messages to the IMAP server, so you can view them on other computers or mobile devices.

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

2.   Select your new email account.

3.   Click the **Change** button.

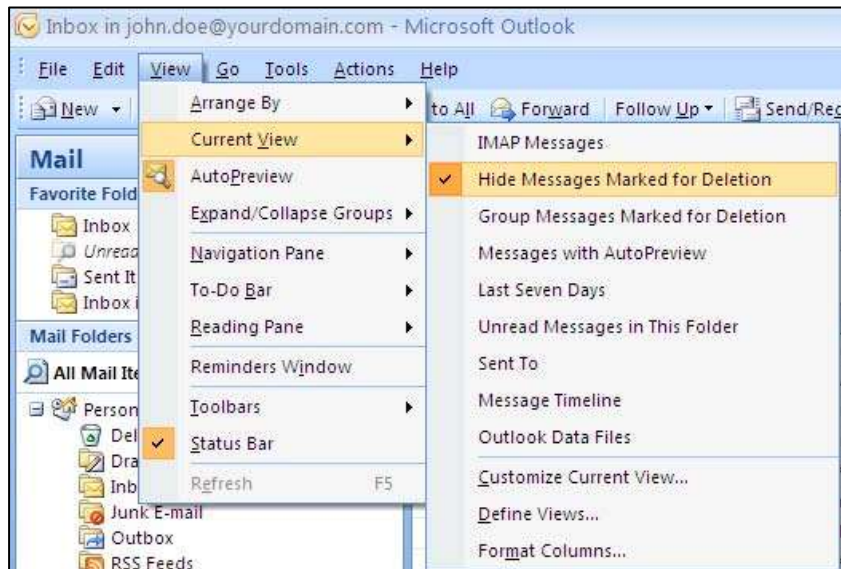4.   Click the **Folders** tab.
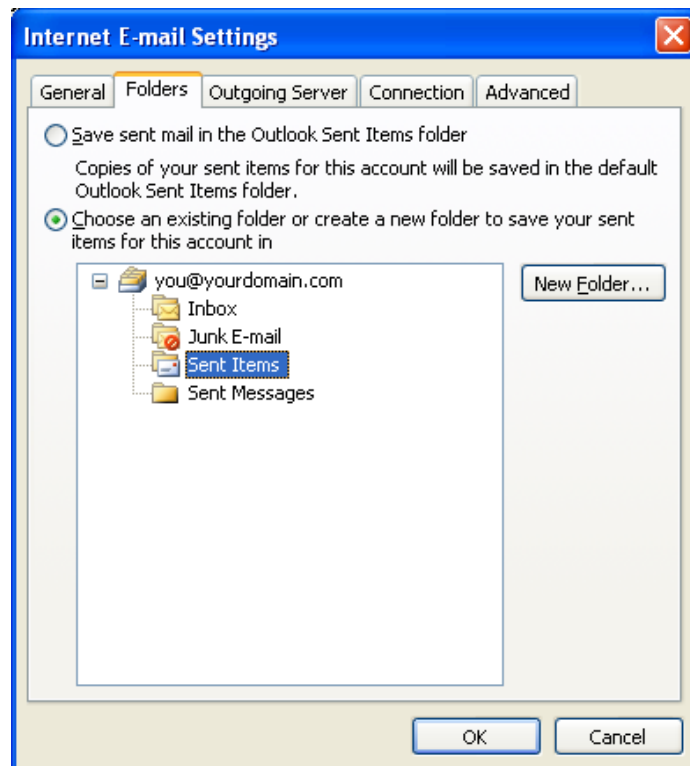
5.   Select an existing folder.

6.   Select **Sent Items**.

7.   Click **OK**.

Optional: Hiding Messages Marked for Deletion

- From the View menu, click **Current View** and select **Hide Messages Marked for Deletion**.

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