



Zimbra for Outlook 2010 - IMAP

Configuration Guide

August 2014

Contents

Using this Configuration Guide.....	3
Configuring Zimbra for Outlook 2010 - IMAP	4
Recommended: Saving Sent Items on a Server.....	7
Legal Information.....	10

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 2010 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.

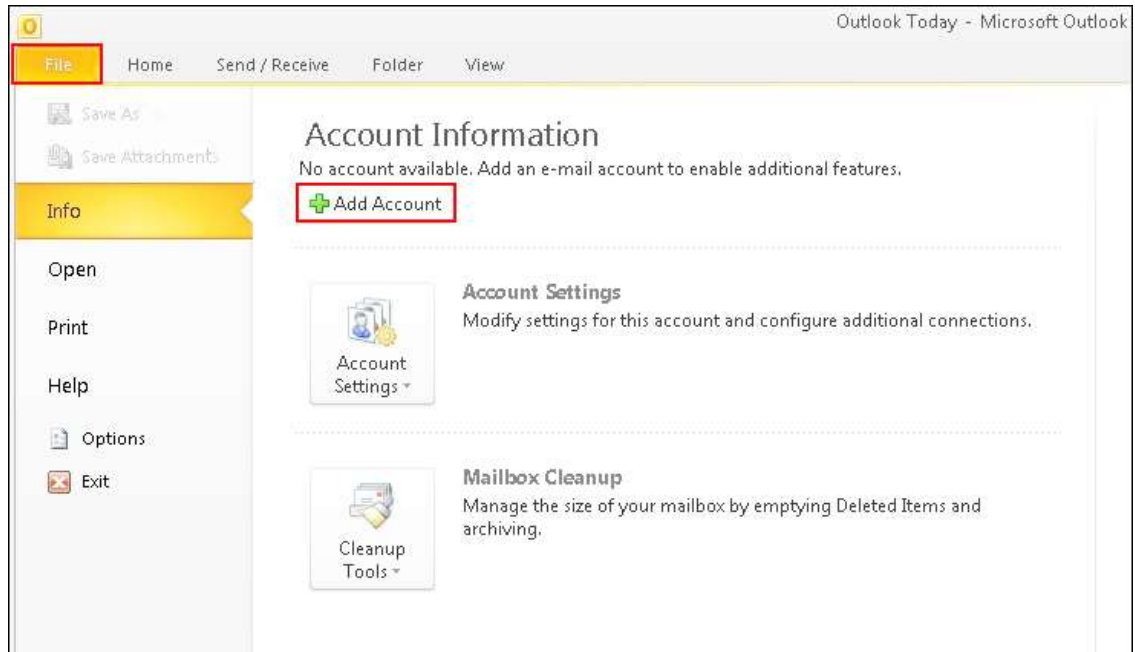
NOTE: We recommend you configure your account with an IMAP connection.

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.

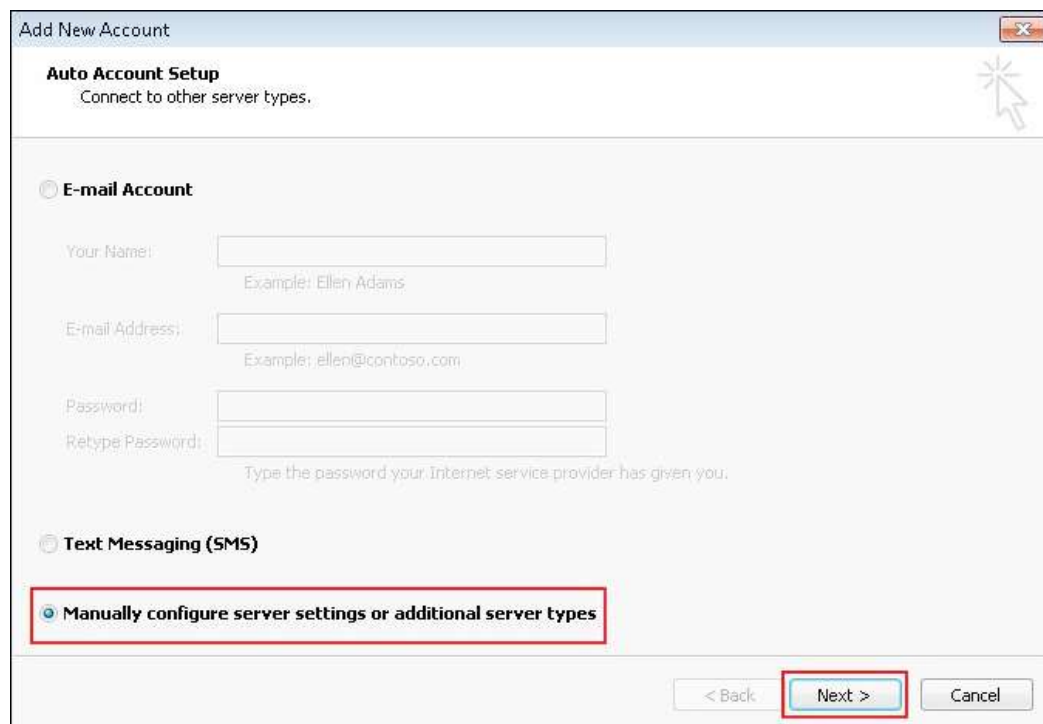
A POP connection downloads messages off the server, and multiple connections are not synced. When you read or delete an email, this action might not be reflected across other devices. For example, if all devices are set up to "leave a copy of messages on the server," multiple devices download and store 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 Zimbra for Outlook 2010 - IMAP

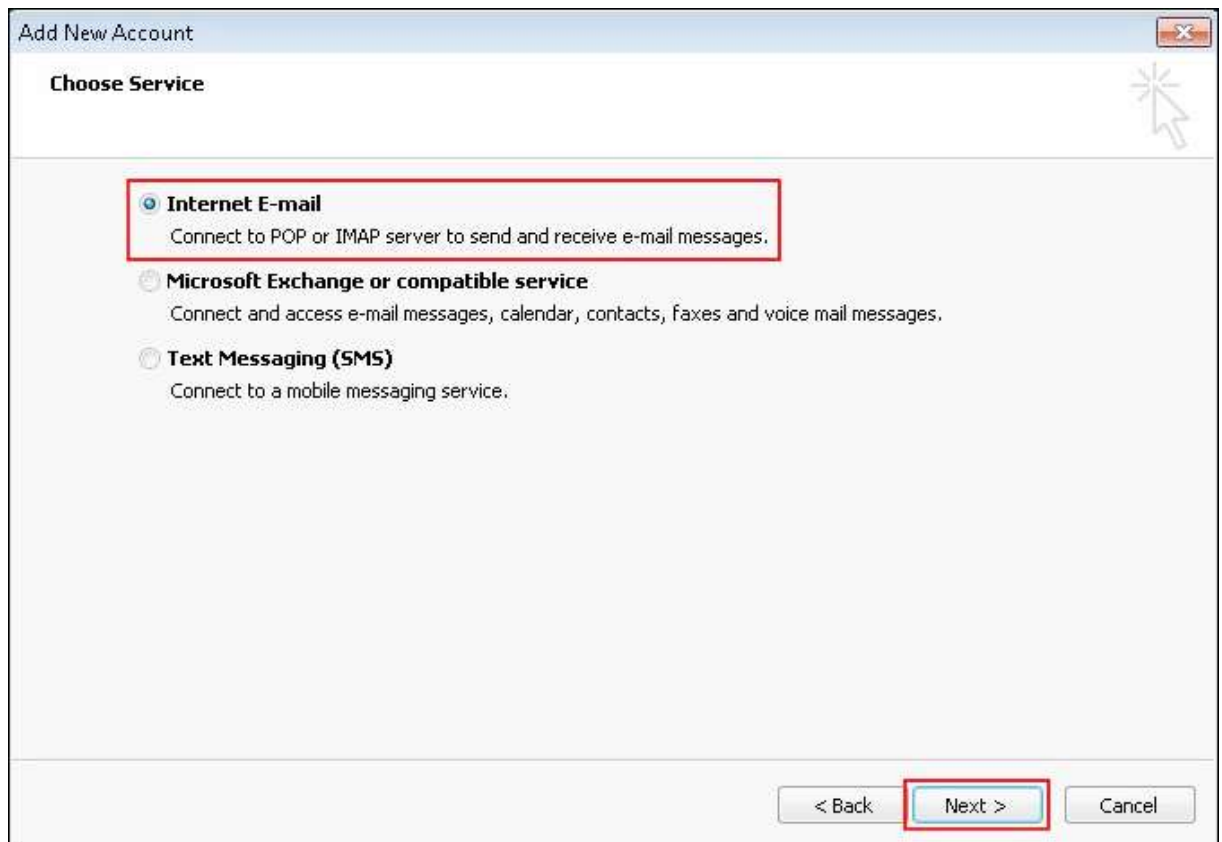
1. From the File menu, select **Add Account**.



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



3. Select **Internet E-mail** and then 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:** From the drop-down menu, select **IMAP**.
- **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 New Account

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

User Information
Your Name: Global Relay
E-mail Address: outlook2010setup@zimbra.glo

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

Logon Information
User Name: outlook2010setup@zimbra.glo
Password: *****
☒ Remember password
☐ Require logon 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 ...
☒ Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

- Click **More Settings**.
- 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 Connection Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

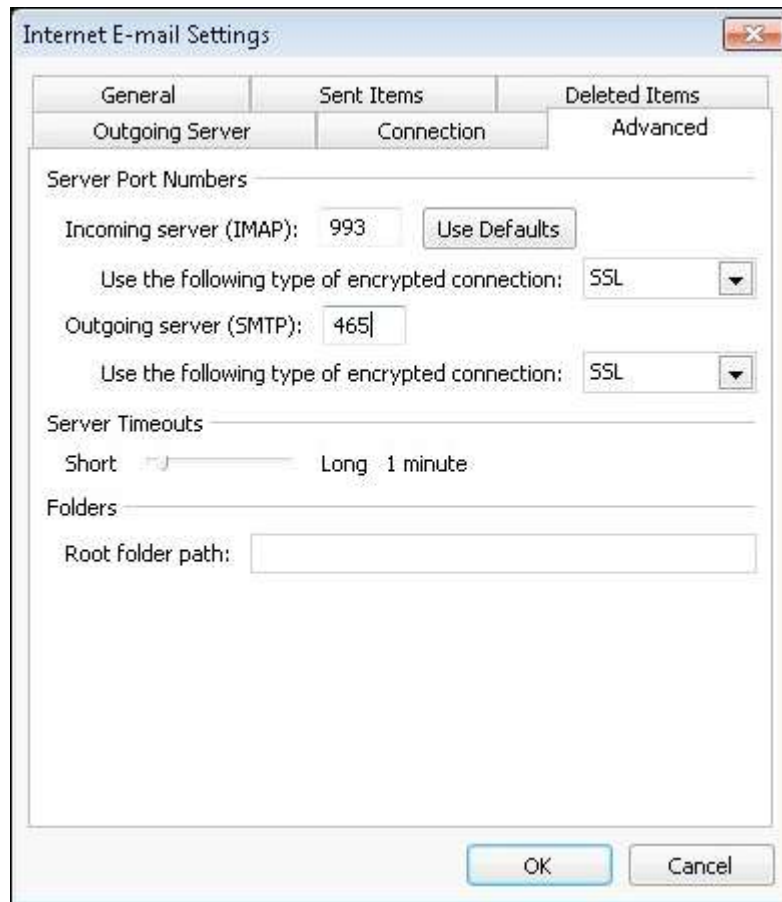
☐ Require Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

OK Cancel

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

- **Incoming server (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).



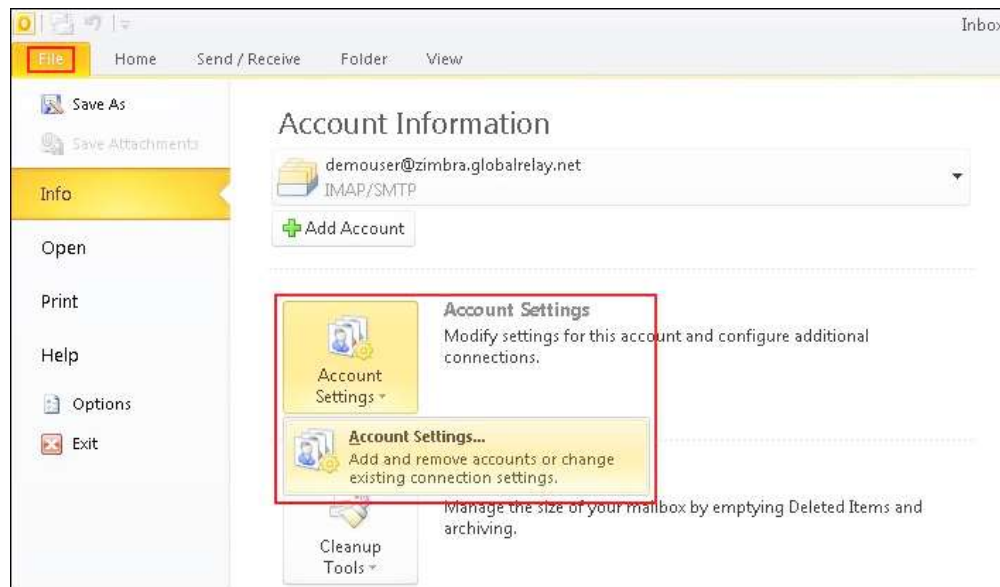
8. Click **OK**.

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

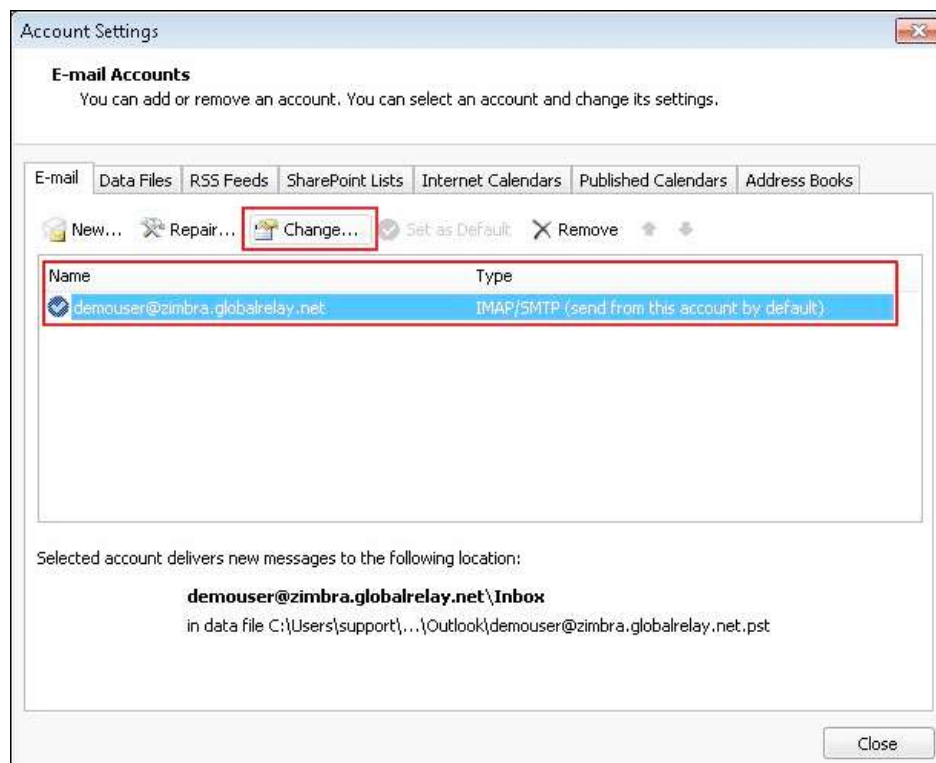
Recommended: Saving Sent Items on a Server

By default, Outlook saves 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. On the File tab, click the **Account Settings** button.
2. Select **Account Settings**.

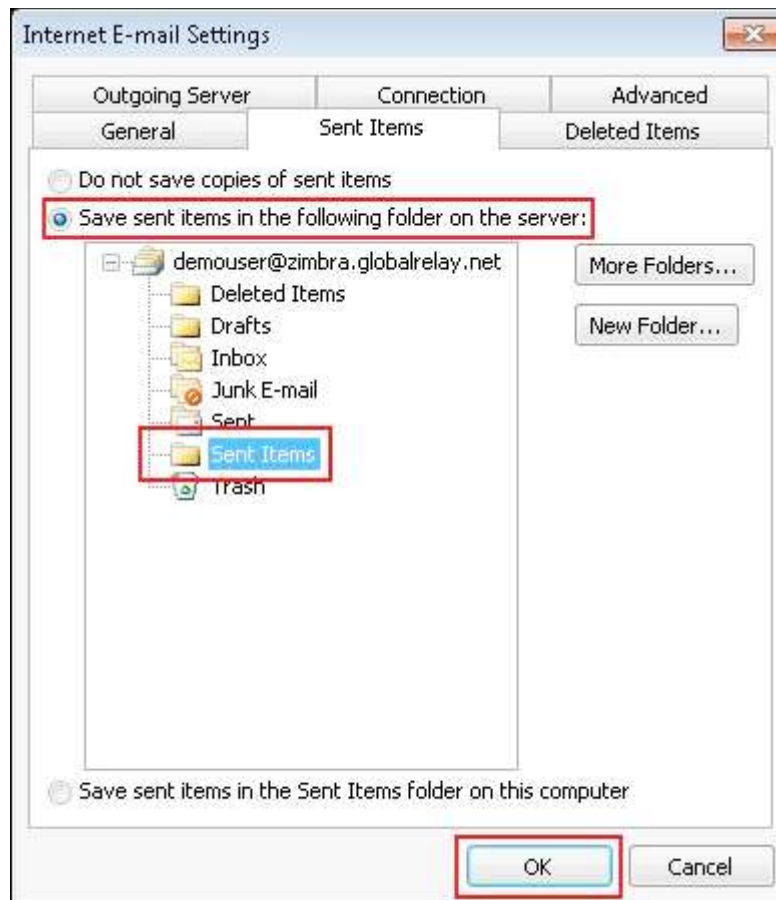


3. Click the email account that you have just added, and then click the **Change** button.



4. Click **More Settings**.
5. On the Sent Items tab, click the **Sent Items** folder and then select **Save sent items in the following folder on the server**.

Ensure **Use same settings as my incoming mail server** is selected.



6. Click **OK**.

Legal Information

Global Relay, by publishing this document, does not guarantee that any information contained herein is and will remain accurate or that use of the information will ensure correct and faultless operation of the relevant service or equipment. Global Relay, its agents and employees, shall not be held liable to or through any user for any loss or damage whatsoever resulting from reliance on the information contained herein.

This document contains information proprietary to Global Relay and may not be reproduced, disclosed, or used in whole or part without the express written permission of Global Relay.

Any Software, including but not limited to, the code, screen, page, structure, sequence, and organization thereof, and Documentation are protected by national copyright laws and international treaty provisions. This User Guide is subject to U.S. and other national export regulations.

Nothing in this document is intended, nor does it, alter the legal obligations, responsibilities or relationship between yourself and Global Relay as set out in the contract existing between us.

Global Relay will not be liable for any compliance or technical information provided herein.