global RELAY.

Zimbra for Outlook 2010 - POP

Configuration Guide

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Contents

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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 2010 using a POP connection.
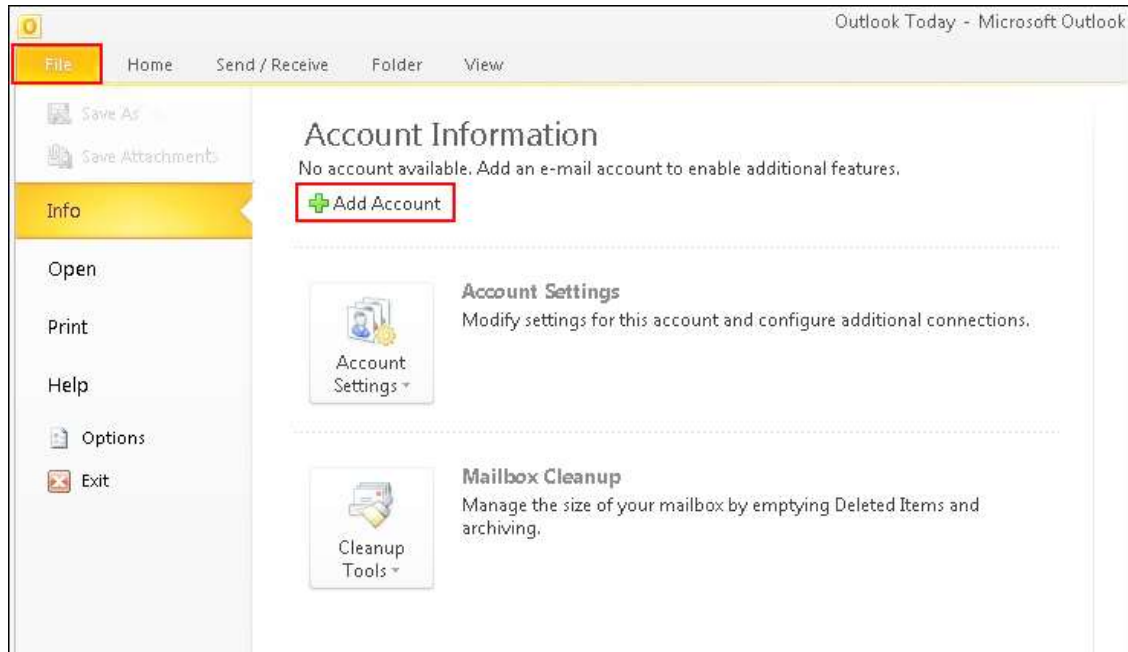
NOTE: We recommend you configure your account with an IMAP connection.

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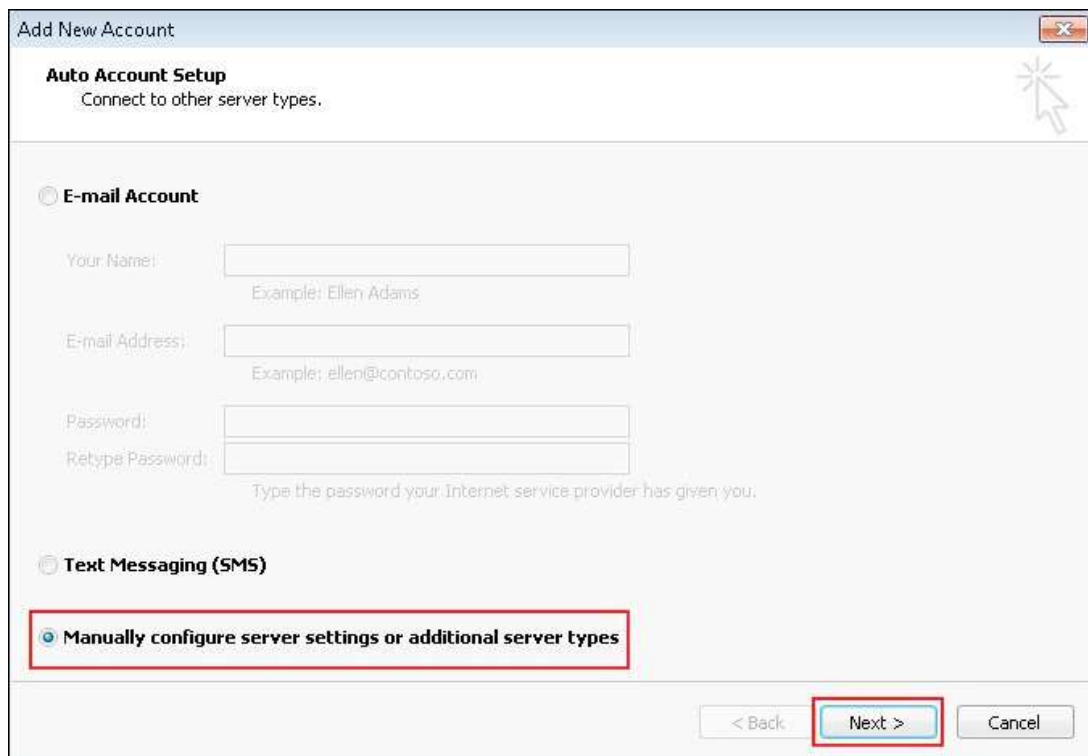
A POP connection downloads messages off the server, and multiple connections are not synced. When you read or delete an email, this action might not be reflected across other devices. For example, if all devices are set up to "leave a copy of messages on the server," multiple devices download and store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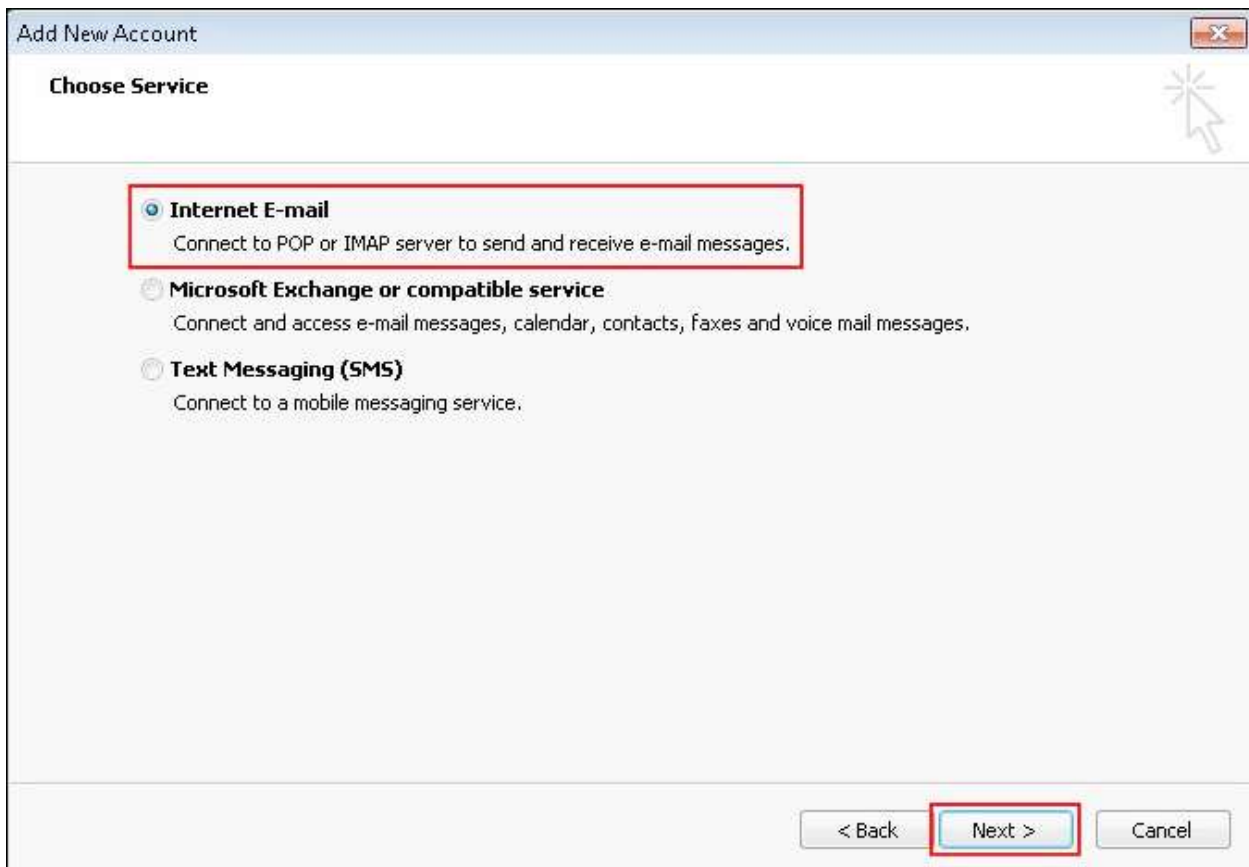
Configuring Zimbra for Outlook 2010 - POP

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

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

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3. Select **Internet E-mail** 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.

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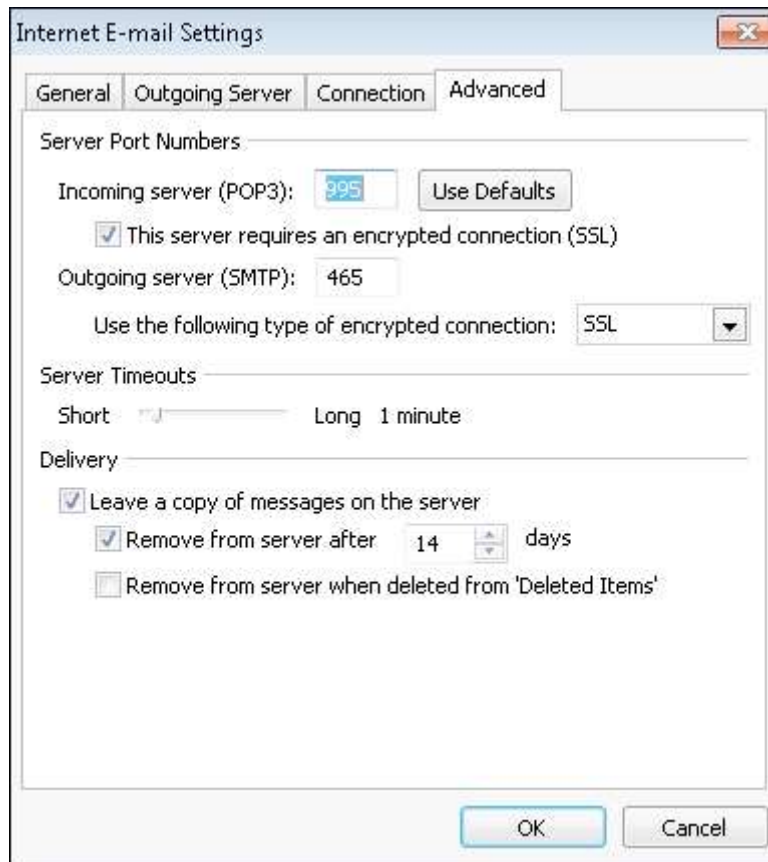
7. On the Advanced tab, set up the following information:

- **Incoming server (POP3)**: Enter **995**

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

- **Use the following type of encrypted connection**: Select **SSL** for both the Incoming server (POP3) and Outgoing server (SMTP).

8. In the Delivery section, select **Leave a copy of messages on the server**.

9. Select **Remove from server after X days** and enter the number of days.

10. Click **OK.**

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

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