Zimbra for BlackBerry 10 - IMAP

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 on a BlackBerry 10 smartphone using an IMAP 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 a Zimbra Account with IMAP

1. From the home screen, tap **Settings** .
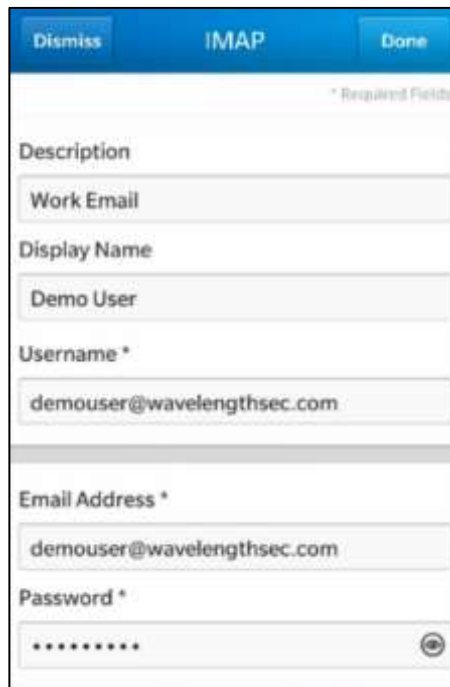
2. Tap **Accounts** .

3. Tap **Add Account**.

4. Tap **Email, Calendar and Contacts** .

5. At the bottom of the screen, tap the **Advanced** button .

6. Tap **IMAP**.

7. Set up the following information:

   - **Description**: Enter a description for the account that only you will be able to see.
   - **Display Name**: Enter a name that will display alongside any email you send.
   - **Username**: Enter your Zimbra email address, including the domain name.
   - **Email Address**: Enter your Zimbra email address, including the domain name.
   - **Password**: Enter your Zimbra mailbox password.

- **Server Address**: Enter **mail3.globalrelay.com**.
- **Port**: Enter **993**.
- **Encryption**: Select **SSL** from the drop-down menu.
- **IMAP Path Prefix**: Leave blank.
- **SMTP Username**: Enter your Zimbra email address, including the domain name.
- **SMTP Password**: Enter your Zimbra mailbox password.

- **SMTP Server Address**: Enter **mail3.globalrelay.com**.

- **SMTP Port**: Enter **465**.

- **SMTP Encryption**: Select **SSL** from the drop-down menu.

- **Use push if supported**: The default is set to **On**.

- **Download messages while roaming:** The default is set to **On**.

- **Append messages to sent folder**: The default is set to **On**.

- **Sync Interval**: The default is set to **30 minutes**.

- **Initial Retrieval Amount**: The default is set to **7 days**.

8. Tap **Done** .

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