global**RELAY**

Zimbra for iPad - POP3

Configuration Guide

August 2014

Contents

Using this Configuration Guide

This Guide provides step-by-step instructions for configuring a Zimbra account on your iPad with a POP3 connection.

In this Guide, you will also be verifying the SSL and Port Settings to ensure that you have set up the account properly and setting up how often you want the iPad to delete messages from the server.

NOTE: POP3 is not the recommended account type for a mobile device, we recommend configuring via an IMAP connection.
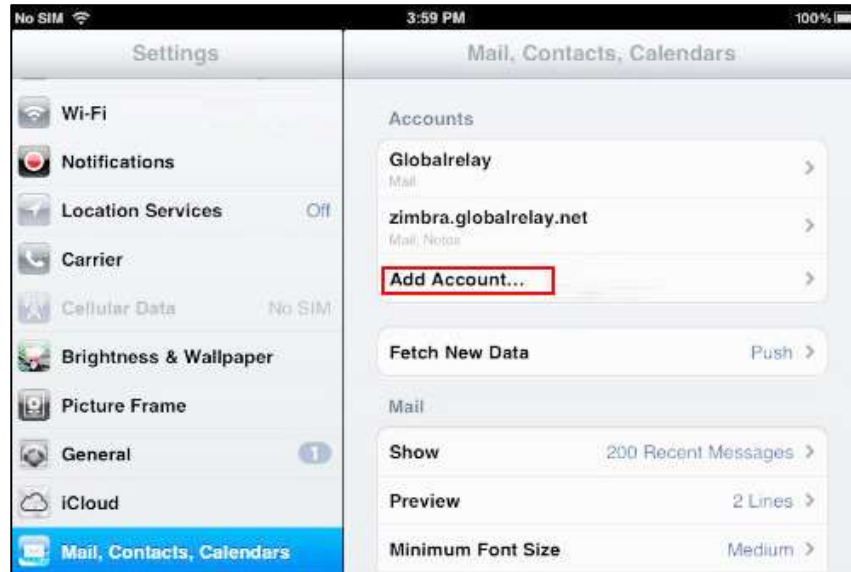
A POP connection downloads messages off the server, and multiple connections are not synced. When you read or delete an email, this action might not be reflected across other devices.

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. iPhone) will not be reflected on other devices (e.g. computer).
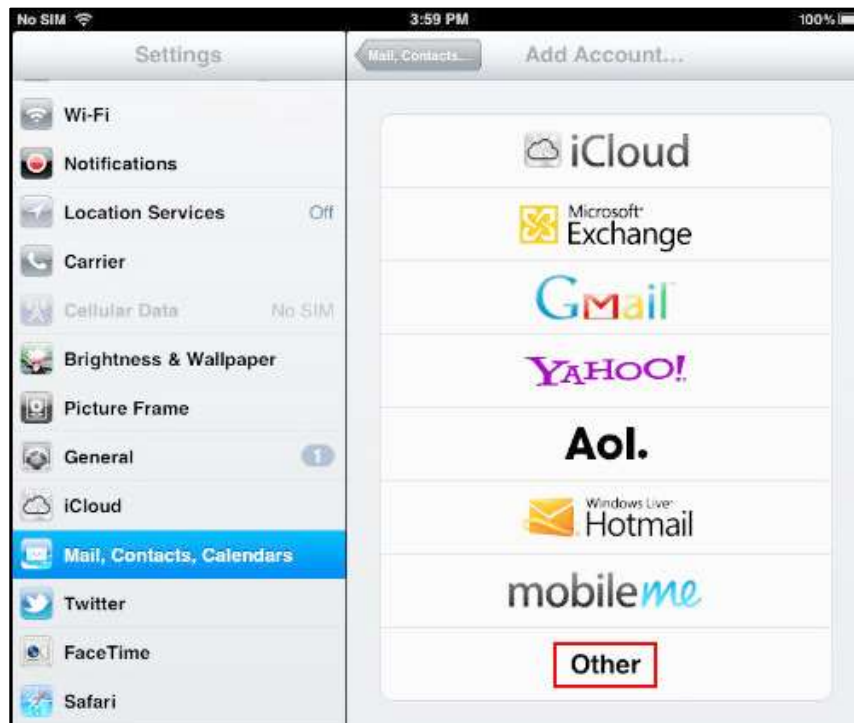
An IMAP connection syncs email data between devices, because all data is kept on the Zimbra server. When you read or delete an email, information is synced across all devices where you access your email account.

Configuring a Zimbra Account on iPad with POP3

1. Under Settings, tap **Mail, Contacts, Calendars**.

2. Tap **Add Account**.

3. Tap **Other**.
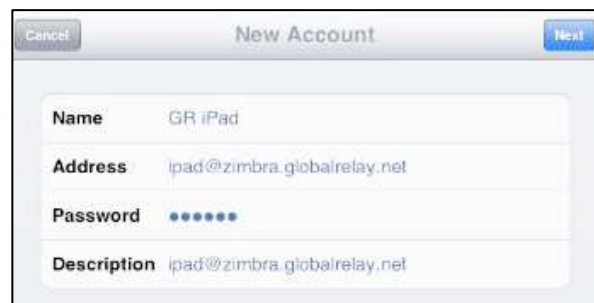
4. Under Mail, tap **Add Mail Account**.

5. Under New Account, complete the following information:

   - **Name**: Displayed on all messages that you send

   - **Address**: Your full Zimbra email address

   - **Password**: Your Zimbra mailbox password

     NOTE: You might need to reset your password via webmail before you can enter you can access your Zimbra account on your iPad. Contact your Zimbra administrator for more information.

   - **Description:** This field should auto-populate; you will not need to enter anything.

6. Tap **Next.**

7. Under New Account, tap **POP.**

8. On the New Account screen, complete the following information:

    Incoming Mail Server:

    - **Host Name**: Enter **mail3.globalrelay.com**.
    - **User Name**: Enter your full Zimbra email address.
    - **Password:** Enter your Zimbra Mailbox password.

    Outgoing Mail Server:

    - **Host Name**: Enter **mail3.globalrelay.com**.
    - **User Name**: Enter your full Zimbra email address.
    - **Password:** Enter your Zimbra Mailbox password.

    NOTE: User Name and Password fields are listed as optional, but you **must enter your information**.

    Once the account has been verified, you will be returned to the Mail, Contacts, Calendar screen.

Verifying SSL and Port Settings

1. Under Settings, tap **Mail, Contacts, Calendars**.

2. Tap the new account you just added.

3. Under Outgoing Mail Server, tap **SMTP mail3.globalrelay.com**.
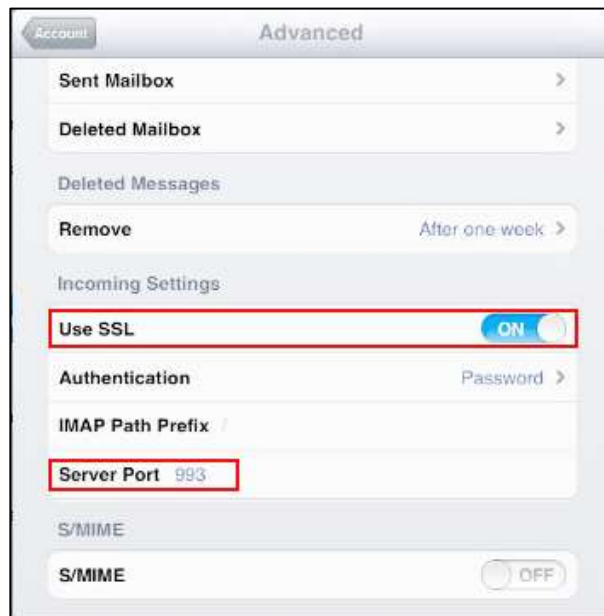
4. Under Primary Server, tap **mail3.globalrelay.com**.

5. By default, the server should be turned ON. If it is not, tap the slider to **ON**.

6. Ensure that Use SSL is turned **ON** and that Server Port is set to **465**, and then tap **Done**.

7. Tap **Account** and then tap **Advanced**.

8. Under Incoming Settings, ensure that Use SSL is turned **ON** and Server Port is set to **995**. Your Global Relay Zimbra account is now configured via a POP3 connection on your iPad.

9. If you encountered any issues, contact your local IT support or Global Relay Support for further assistance.

Deleting Messages from Server after X Days (Optional)

1. Under Mail, Contacts, Calendar, tap **Advanced**.

2. Under Deleted Messages, tap **Remove**.

3. Select how often you want the iPad to delete messages from the server.

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.