

Salmar Consulting Inc.

Setting up Outlook 2003 to use Zimbra

Marcel Gagné, February 2010

Here are the steps to configure Outlook 2003 for use with Salmar's Zimbra server.

Open "Outlook".

Select "Tools" and then "E-Mail Accounts" from the pull down menu.

To add a new account, select the "Add a new e-mail account" radio button and click Next. If this a previously existing account and you are migrating to the Salmar Zimbra servers, you'll want to click the "View or change existing e-mail accounts" radio button before clicking Next.

Existing accounts will immediately find themselves at the E-Mail Accounts configuration window. For a new account, you must first select POP3 from the Server Type selection window. You will then see the E-mail Accounts configuration window.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Marcel Gagne"/>	Incoming mail server (POP3): <input type="text" value="scimail.salmar.com"/>
E-mail Address: <input type="text" value="myname@mydomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="scimail.salmar.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="myname@mydomain.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

Figure 1 : *Email Accounts configuration window.*

Input the following information;

- Under "User Information"
Enter your name in "Your Name"
Input your E-mail address in "E-mail address".
- Under "Server Information"
Input **scimail.salmar.com** in "Incoming mail server".
Input **scimail.salmar.com** in "Outgoing mail server".
- Under "Logon Information"
Input your full email address in "User name". For example, I might enter marcel@salmar.com.
Input your password in "Password".
- Check "remember password"
Click on "More Settings..."

You'll be looking at a window labeled "Internet E-Mail Settings" (see Figure 2).

There are four tabs labeled General, Outgoing Server, Connection, and Advanced. Start by looking under the General.

Under "Mail Account"

Just enter something that makes sense to you. Usually, that would be your name, but you can put something like "Salmar Zimbra E-Mail" if you have more than one account. You can choose to enter an Organization name and a reply E-mail address. Normally this defaults to your regular e-mail address and you don't need to change anything, but some accounts may people to reply to a different address than that in your outgoing mail.

Click on "Outgoing server" tab.

Check "My outgoing server (SMTP) requires authentication" and "use same settings as my incoming mail server"

Click on the "Advanced" tab.

Look at Figure 2 as a guide and enter the following.

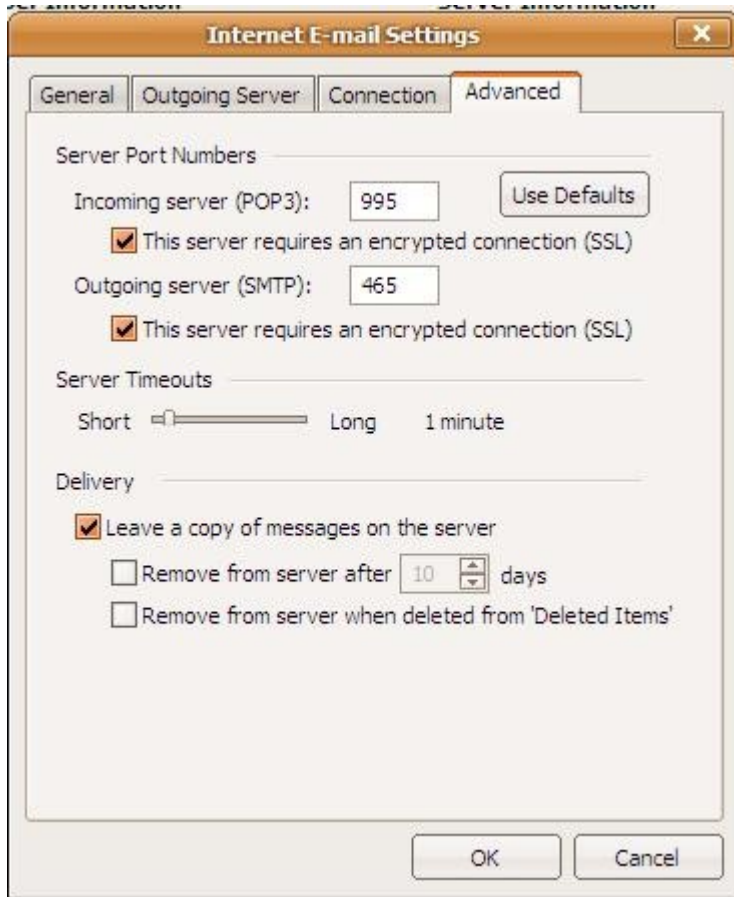


Figure 2: *Advanced Internet E-Mail settings*

Start by making sure the checkboxes labeled "This server requires an encrypted connection (SSL)" is checked on. This will change the port numbers for POP3 and SMTP but you must change them again.

Enter 995 for the "Incoming server (POP3)" port.

Enter 465 for the "Outgoing server (SMTP)" port.

Before you click OK and finalize your settings, there is one additional setting you may wish to configure here. You are free to use the rich AJAX Web client that is part of your Zimbra server. It allows you access to your mail, calendars, address books, etc, from any computer where you have a Web browser (such as Firefox) installed. Some people find the Web client so useful and so flexible that they choose to use only that.

Regardless of whether you use only Outlook, or a combination of Outlook and the Web client, you may want to leave a copy of your mail on the server so that not only can you check up on new mail, but you have access to your old email messages as well. In order

to maintain these messages on both the server and your Outlook package, make sure the "Leave a copy of messages on the server".

To access the Web client, you would enter the following in your Web browser's address bar.

<http://scimail.salmar.com>

Simply log in with your username (your full email address) and password.

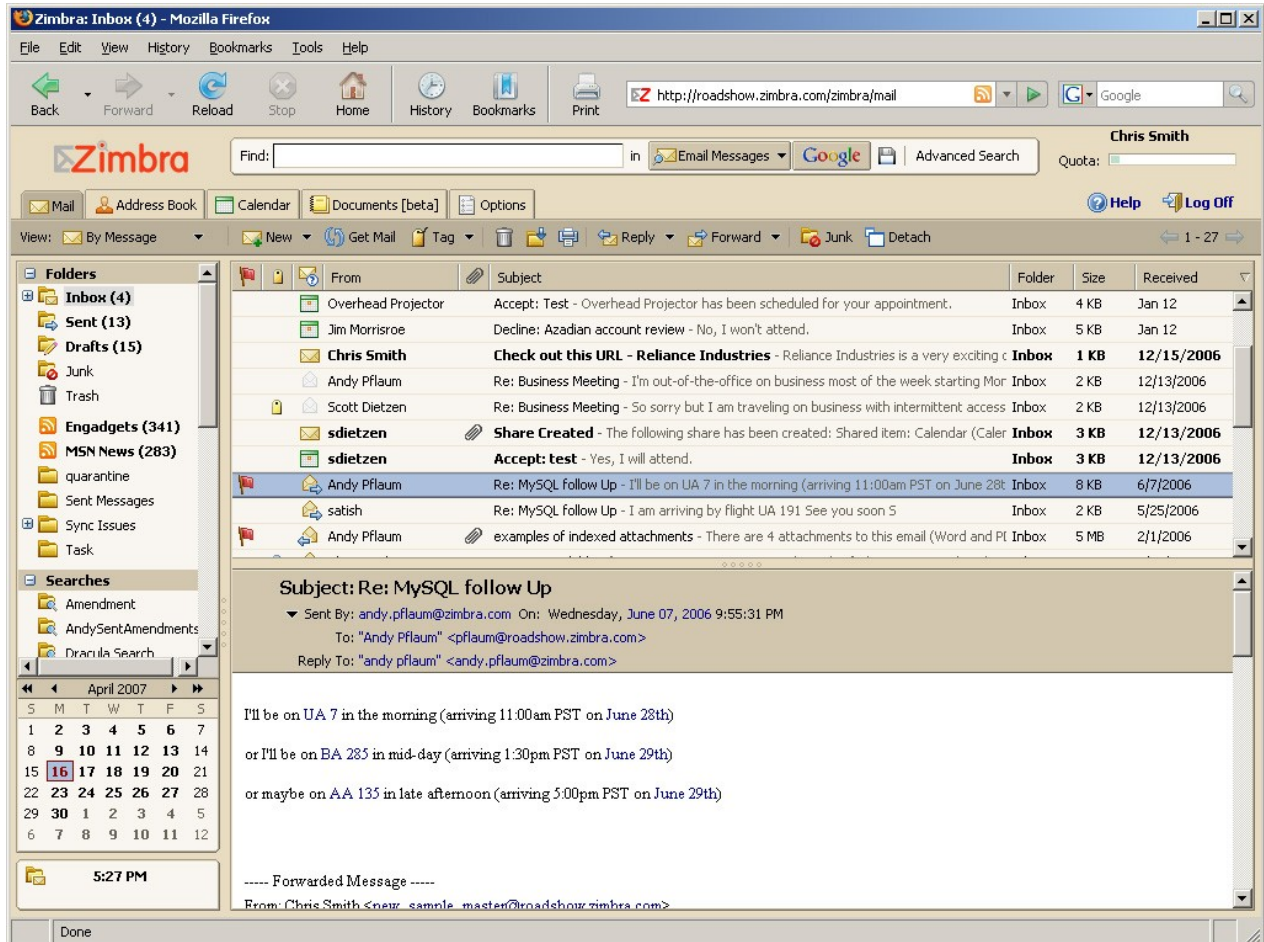


Figure 3: The Zimbra E-mail client provides a rich, yet easy to use interface to all your e-mail and collaboration needs.