

How to configure a zimbra mail on outlook...?

IMAP Configuration:

Step 1: Open your Desktop's outlook Application as like below and click next button

	Welcome to Microsoft Outlook 2013	×
s tr		
-	Welcome to Outlook 2013	
c T	Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.	
E	Let's get started. In the next few steps, we'll add your email account.	
r a		
te		
30		
p	Next > Cancel	

Step 2: Select yes bulletin option and click Next button

icrosoft Outlook Account Setup	×
Add an Email Account	×
Use Outlook to connect to email accounts, such as your organization's Microsoft Exchang	e Server or an Exchange
Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and E accounts.	Exchange ActiveSync
Do you want to set up Outlook to connect to an email account?	
	Nut
	Mext > Cancer

Step 3: Select Manual setup and additional server types then click Next

Add Account Auto Account Setup Manual setup of an	account or connect to other server types.	×
O E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address:	Example; ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
Manual setup or ad	ditional server types	
	< Back	Next> Cancel

Step 4: Select POP3 or IMAP Option on below menu

Add Account

Choose Service

 Microsoft Exchange Server or compatible service Connect to an Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks POP or IMAP Connect to a POP or IMAP email account 	
 Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks POP or IMAP Connect to a POP or IMAP email account Connect to a POP or IMAP email account 	O Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
© POP or IMAP Connect to a POP or IMAP email account	Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
< Back Next > Cancel	POP or IMAP Connect to a POP or IMAP email account
< Back Next > Cancel	
	< Back Next > Cancel

Step 5: Fill the data below like and click More settings button it navigates to another one page

Add Account		×
POP and IMAP Account Set Enter the mail server settin	t tings ngs for your account.	×.
User Information		
Your Name:	Test	
Email Address:	test@infonetsmart.com	Mail to keep offline: All
Server Information		· · · · · · · · · · · · · · · · · · ·
Account Type:	IMAP 🗸	
Incoming mail server:	mail.infonetsmart.com	
Outgoing mail server (SMTP):	mail.infonetsmart.com	
Logon Information		
User Name:	test@infonetsmart.com	
Password:	******	
🗹 Re	emember password	
Require logon using Secur (SPA)	e Password Authentication	More Settings
		< Back Next > Cancel

 \times

Step 6: on outgoing server menu tick my outgoing server(SMTP)

dd Account	Internet E-mail Settings	×
POP and IMAP Account Set Enter the mail server setti	General Outgoing Server Advanced	米
	My outgoing server (SMTP) requires authentication	2
User Information	Use same settings as my incoming mail server	
Your Name:	User Name:	count to ensure that
Email Address:	Password:	
Server Information	Remember password	
Account Type:	Require Secure Password Authentication (SPA)	
Incoming mail server:	O Log on to incoming mail server before sending mail	tings when Next
Outgoing mail server (SMTP):		
Logon Information		
User Name:		
Password:		Browse
Re		
Require logon using Secur (SPA)		
70005	OK Can	cel
	< Back	Next > Cancel

Step 7: In advanced option fill data like below

Add Account	Internet E-mail Settings	×
POP and IMAP Account Set Enter the mail server setting	General Outgoing Server Advanced	芯
User Information Your Name: Email Address:	Server Port Numbers Incoming server (POP3): 995 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 465 Use the following time of encrypted connection: SSL	count to ensure that
Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information	Server Timeouts Short Long 1 minute Delivery C Leave a copy of messages on the server Remove from server after 14 \$ days	tings when Next
User Name: Password: ☑ Re	Remove from server when deleted from 'Deleted Items'	Browse
Require logon using Secur (SPA)	OK Cancel	More Settings
	< Back N	lext > Cancel

Step 8: Click Test Account Settings Button then it display like 2nd screenshot

Add Account ×				
POP and IMAP Account Set Enter the mail server settin	tings ngs for your account.			
User Information				
Your Name:	Test			
Email Address:	test@infonetsmart.com	Mail to keep offline: All		
Server Information		· · · · · · · · · · · · · · · · · · ·		
Account Type:	IMAP 🗸			
Incoming mail server:	mail.infonetsmart.com			
Outgoing mail server (SMTP):	mail.infonetsmart.com			
Logon Information				
User Name:	test@infonetsmart.com			
Password:	*******			
Re	Remember password			
Require logon using Secur (SPA)	e Password Authentication	More Settings		
		Next > Cancel		

Step 9: Click Next button it shows like below then close the new opened windows

Add Account			\times
POP and IMAP Account Enter the mail serve	unt Settings er settings for your account.		×,
User Information		Test Account Settings	
Your Name:	test	We recommend that you test your account the entries are correct.	to ensure that
Email Address:	test@infonetsmart.com		
Server Information		Test Account Settings	
Account Type:	DOD2		
Incoming mail server:	Test Account Settings		Next
Outgoing mail server (Congratulations! All tests completed succe	essfully. Click Close to Stop	
Logon Information	continue.	Close	
User Name:		Close	
Decement	Tasks Errors		owse
Password:	Tasks	Status	
	Log onto incoming mail server (POP3	() Completed	
Require logon usin	Send test e-mail message	Completed	
(SPA)	• Send test e man message	completed	tings
		< Back Next >	Cancel

Step 10: Finish the setup

Add Account

×

You're all set!

We have all the information we need to set up your account.



<mark>Step 11:</mark> Now you can <mark>use zimbra mail in outlook</mark>

FILE	う マ HOME SEND / RECEIVE FOLDER VIEW	Inbox - test@infonetsmart.com - Microsoft Outlook	? 🗈 – 🗗 🗙
New Email It	New ems* belete	Move to: ? Create New Quick Steps Quick S	~
All Folders Sent Items Inbox 17 ×	Search Current Mailbox (Ctri+E) P Current Mailbox All Unread By Date * Newest 4 4 4 Today Microsoft Outlook 1:35 PM Microsoft Outlook Test Message 1:35 PM This is an e-mail message sent automatically by 1:34 PM Microsoft Outlook 1:34 PM This is an e-mail message sent automatically by 1:34 PM Hir-Executive 9:47 AM Hr-Executive 9:47 AM Hr-Executive Mon 9:59 AM	Reply Reply All Forward Image: State Sta	
	IT Admin Executive-HO Sat 9/5 The following is a new meeting request: Hr-Executive Saturday Story!!! Sat 9/5		
<u>م</u> د ت	Hr-Executive Saturday Story!!! Sat 9/5		
	IT Admin Executive-HO Test Fri 9/4	See more about Microsoft Outdok.	<u> </u>