Zimbra Connector for Microsoft Outlook User Manual
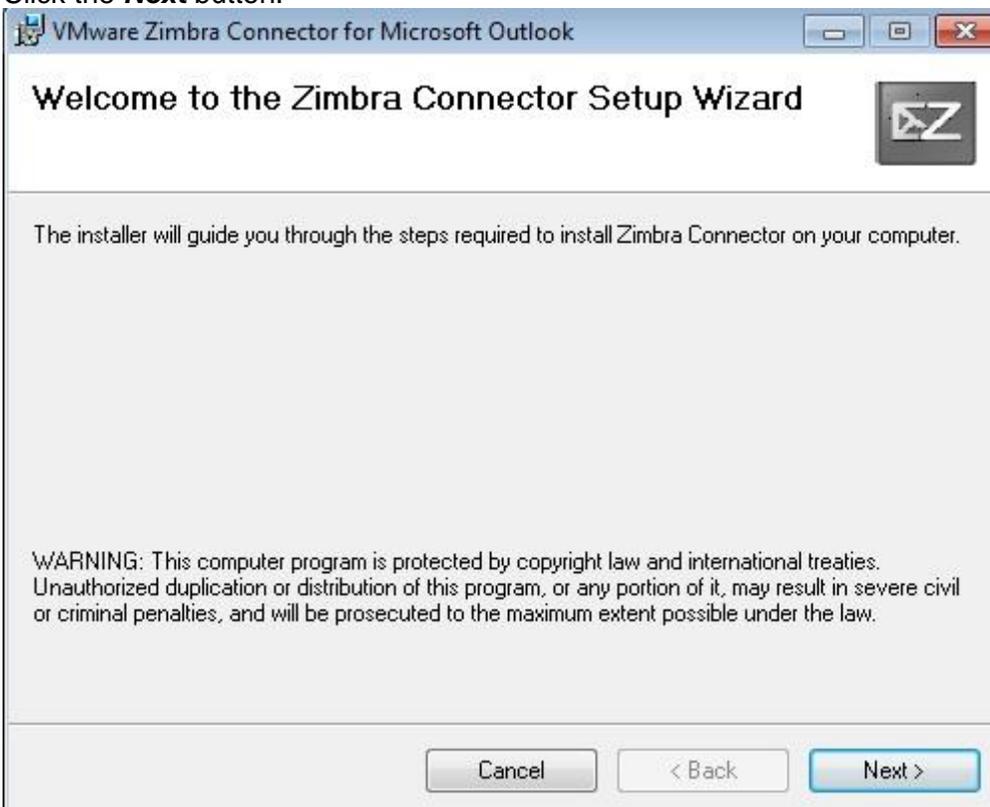
September 2013

Installation Manual:

1. Download the Zimbra Connector for Outlook here.
2. Double-click the Zimbra Outlook Connector installer icon to begin the installation process.

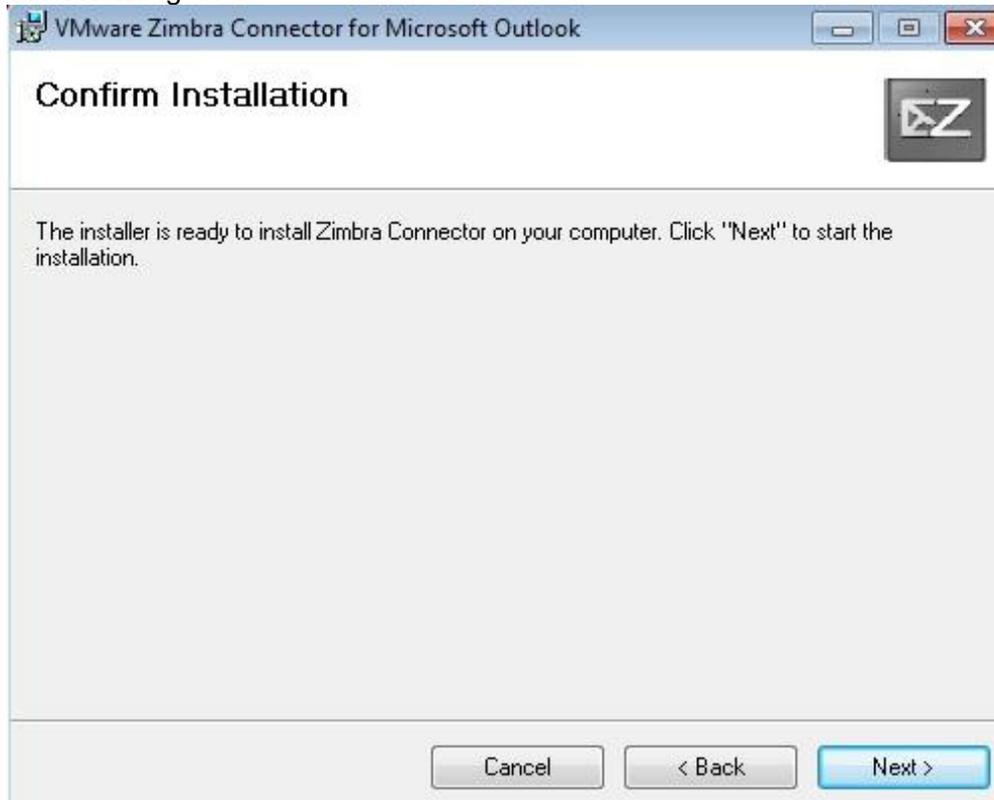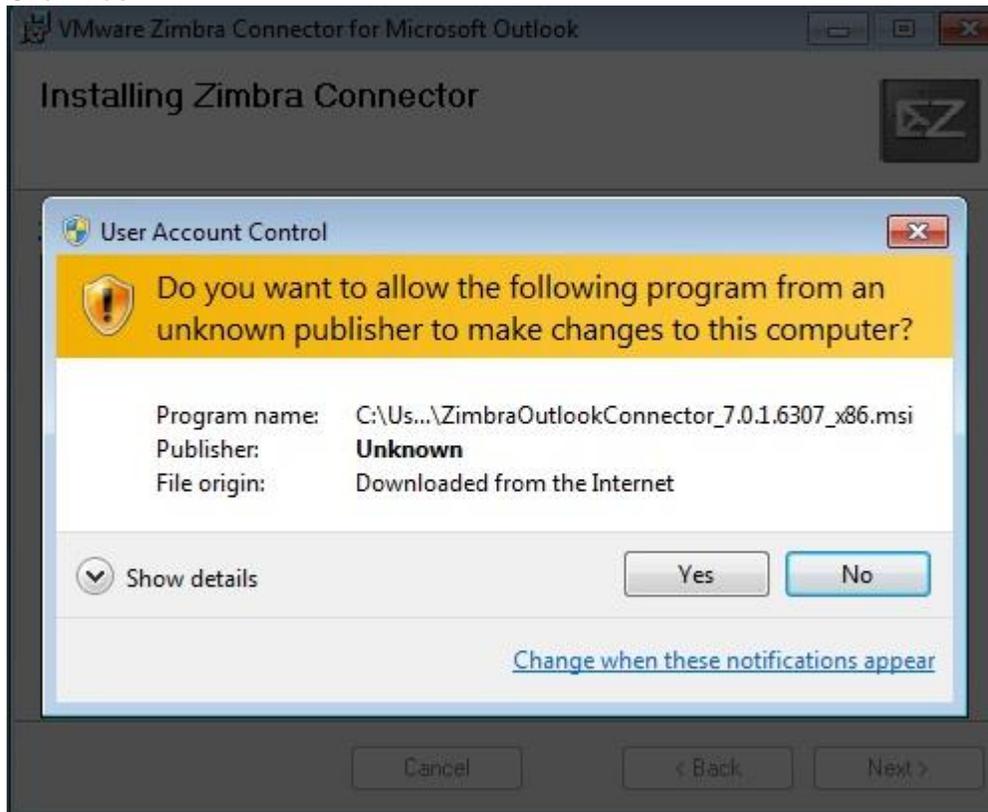

3. Click the **Next** button.

4. Select the **I accept the terms in the License Agreement** radio button.
   Click the **Next** button.

5. Click **Next** again

6. You will be asked if you want the setup program to make changes to your computer. Click **Yes**

VMware Zimbra Connector for Microsoft Outlook

Installing Zimbra Connector

User Account Control

Do you want to allow the following program from an unknown publisher to make changes to this computer?

Program name: C:\Us...\ZimbraOutlookConnector_7.0.1.6307_x86.msi
Publisher: **Unknown**
File origin: Downloaded from the Internet

Show details   Yes   No

Change when these notifications appear

Cancel   < Back   Next >

7. Installation is complete. Click the **Close** button and Restart your computer.

VMware Zimbra Connector for Microsoft Outlook

Installation Complete
The Installation of Zimbra Connector is complete.

Installation is complete. However an Outlook Zimbra profile was not created successfully. Please configure a profile manually by launching Outlook or via the mail control applet.

Cancel   < Back   Close

Now you need to setup your Zimbra Account using the ZOC.

1. Open Outlook and select *Manually Configure Server Settings of additional server types* and click *Next*

2. Click on *Other* and select *Zimbra Collaboration Server* and click *Next*

Add New Account

Choose Service

○ **Internet E-mail**
Connect to POP or IMAP server to send and receive e-mail messages.

○ **Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

○ **Text Messaging (SMS)**
Connect to a mobile messaging service.

◉ **Other**
Connect to a server type shown below.

    Fax Mail Transport
    Zimbra Collaboration Server
    Zimbra Persona

[< Back] [Next >] [Cancel]

3. Enter *mail.perlis.gov.my* in the **Server Name** textbox.
Check the **Use Secure Connection** checkbox.
Enter

mail.perlis.gov.my

username@perlis.gov.my

in the **Email Address** textbox.

4. Click on "Connection Settings" and uncheck the "Use IE Proxy Settings" click Apply
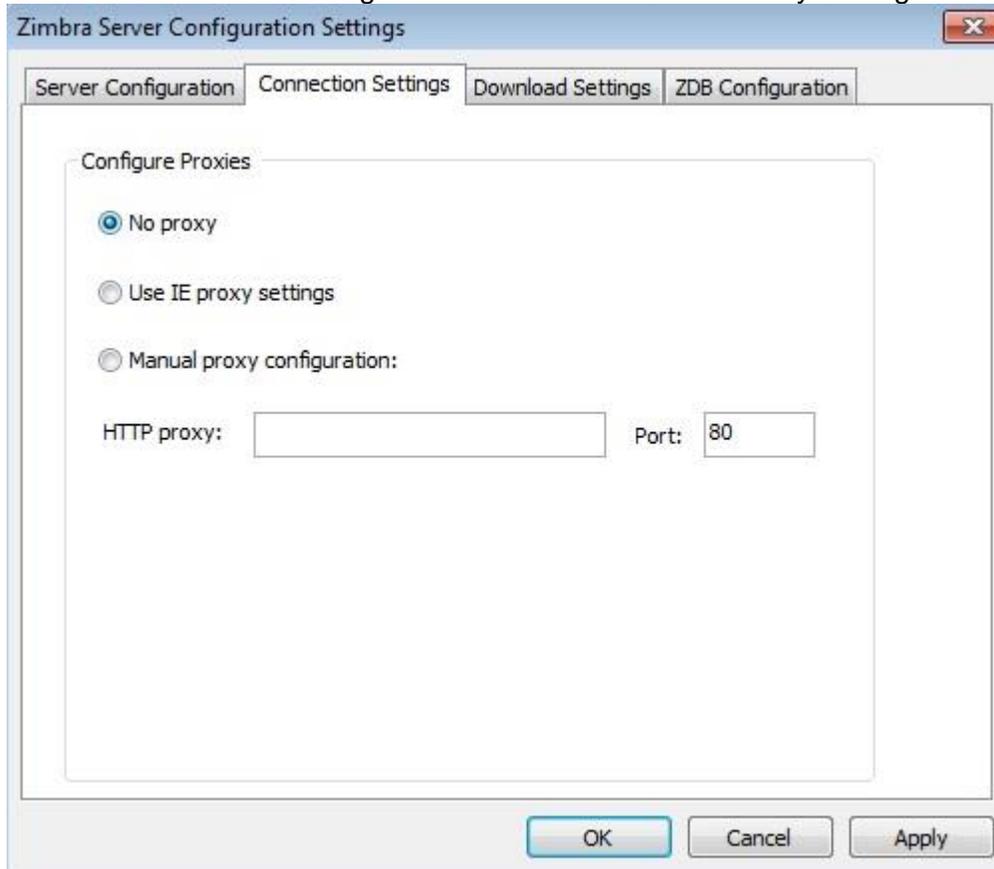
5. If you entered the above settings correctly, your Outlook e-mail, contacts, and calendar should be synced with your Zimbra data.

Note: *This is example for username@perlis.gov.my email. Just replace it with different email like usernam@ptgps.gov.my, username@jpsperlis.gov.my and username@mpkangar.gov.my as your own.*