

Setting up Your University Email on Microsoft Outlook with Zimbra

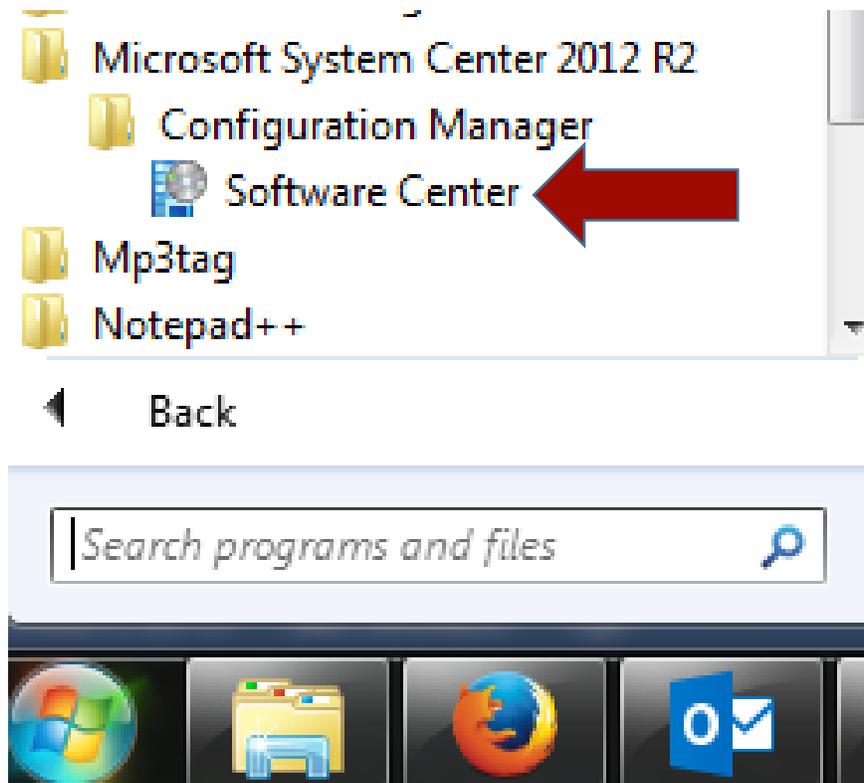
Tuesday, June 12, 2015

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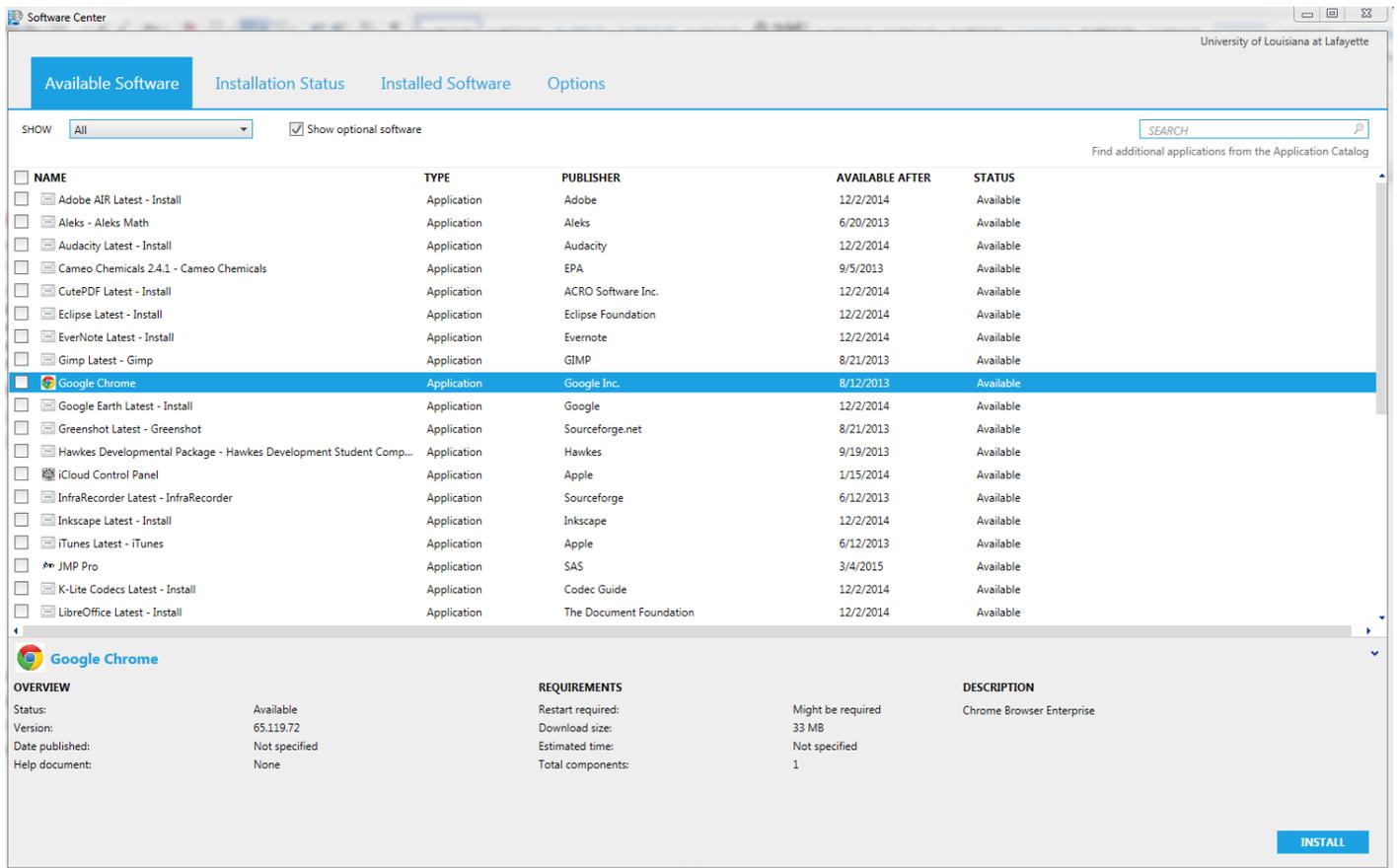
How to setup your University email account to work with Microsoft Outlook with Zimbra. These instructions assume that Outlook has never been configured (or run). If you already have Outlook configured for other accounts, move down to the Running and Configuring Outlook section and skip to step #3a. Additionally, Outlook requires Zimbra Connector to retain the full function of the Zimbra Webclient. This requires a download through System Center or the Help Desk webpage and this process is documented first.

Locating the Zimbra Connector for Outlook through System Center

1. The Zimbra Connector for Outlook that is located on System Center is for use with your ULL Work Computer. If you are trying to configure your home computer, skip to the **Locating the Zimbra Connector for Outlook on the Web** section.
2. Hit the windows Start key.
3. Locate and run Software Center in the Microsoft System Center Folder. Select and run Software Center.



4. The software available will look like the image below.



Software Center

University of Louisiana at Lafayette

Available Software Installation Status Installed Software Options

SHOW All Show optional software

SEARCH

Find additional applications from the Application Catalog

NAME	TYPE	PUBLISHER	AVAILABLE AFTER	STATUS
Adobe AIR Latest - Install	Application	Adobe	12/2/2014	Available
Aleks - Aleks Math	Application	Aleks	6/20/2013	Available
Audacity Latest - Install	Application	Audacity	12/2/2014	Available
Cameo Chemicals 2.4.1 - Cameo Chemicals	Application	EPA	9/5/2013	Available
CutePDF Latest - Install	Application	ACRO Software Inc.	12/2/2014	Available
Eclipse Latest - Install	Application	Eclipse Foundation	12/2/2014	Available
EverNote Latest - Install	Application	Evernote	12/2/2014	Available
Gimp Latest - Gimp	Application	GIMP	8/21/2013	Available
Google Chrome	Application	Google Inc.	8/12/2013	Available
Google Earth Latest - Install	Application	Google	12/2/2014	Available
Greenshot Latest - Greenshot	Application	Sourceforge.net	8/21/2013	Available
Hawkes Developmental Package - Hawkes Development Student Comp...	Application	Hawkes	9/19/2013	Available
iCloud Control Panel	Application	Apple	1/15/2014	Available
InfraRecorder Latest - InfraRecorder	Application	Sourceforge	6/12/2013	Available
Inkscape Latest - Install	Application	Inkscape	12/2/2014	Available
iTunes Latest - iTunes	Application	Apple	6/12/2013	Available
JMP Pro	Application	SAS	3/4/2015	Available
K-Lite Codec Latest - Install	Application	Codec Guide	12/2/2014	Available
LibreOffice Latest - Install	Application	The Document Foundation	12/2/2014	Available

Google Chrome

OVERVIEW	REQUIREMENTS	DESCRIPTION
Status: Available	Restart required: Might be required	Chrome Browser Enterprise
Version: 65.119.72	Download size: 33 MB	
Date published: Not specified	Estimated time: Not specified	
Help document: None	Total components: 1	

INSTALL

5. Locate Zimbra Connector for Microsoft Outlook in the Available Software tab and select it.

Zimbra Connector for Microsoft Outlook

5/13/2015

Less than 1 MB

6. Press the Install button on the lower right. This will download and install the plugin. You can watch the progress of the install by selecting the **Installation Status** tab.

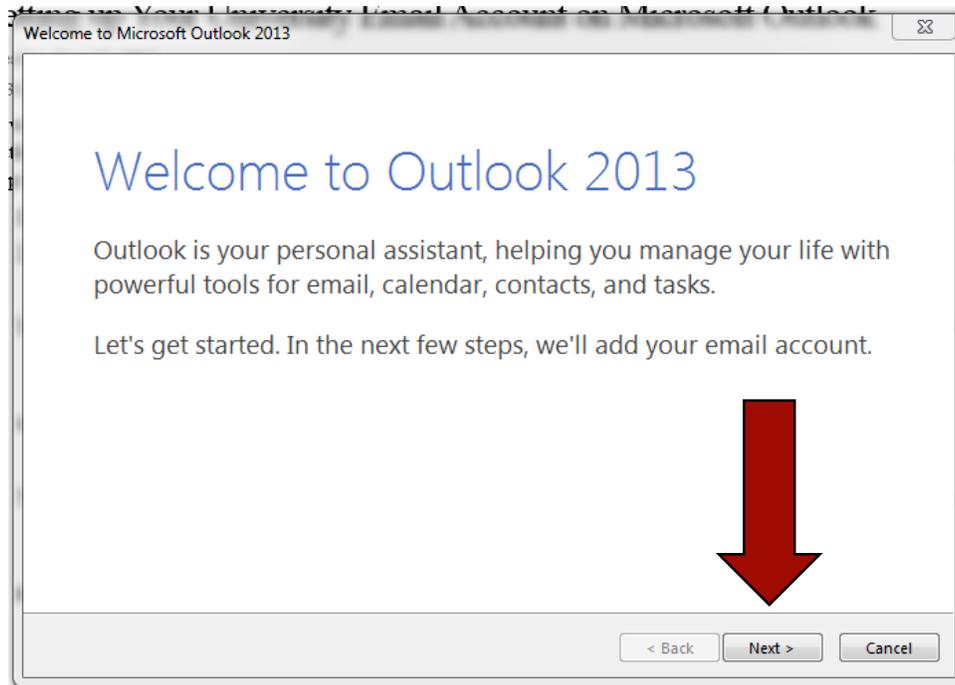
7. After the program is installed, locate and run Outlook.

Locating the Zimbra Connector for Outlook on the Web

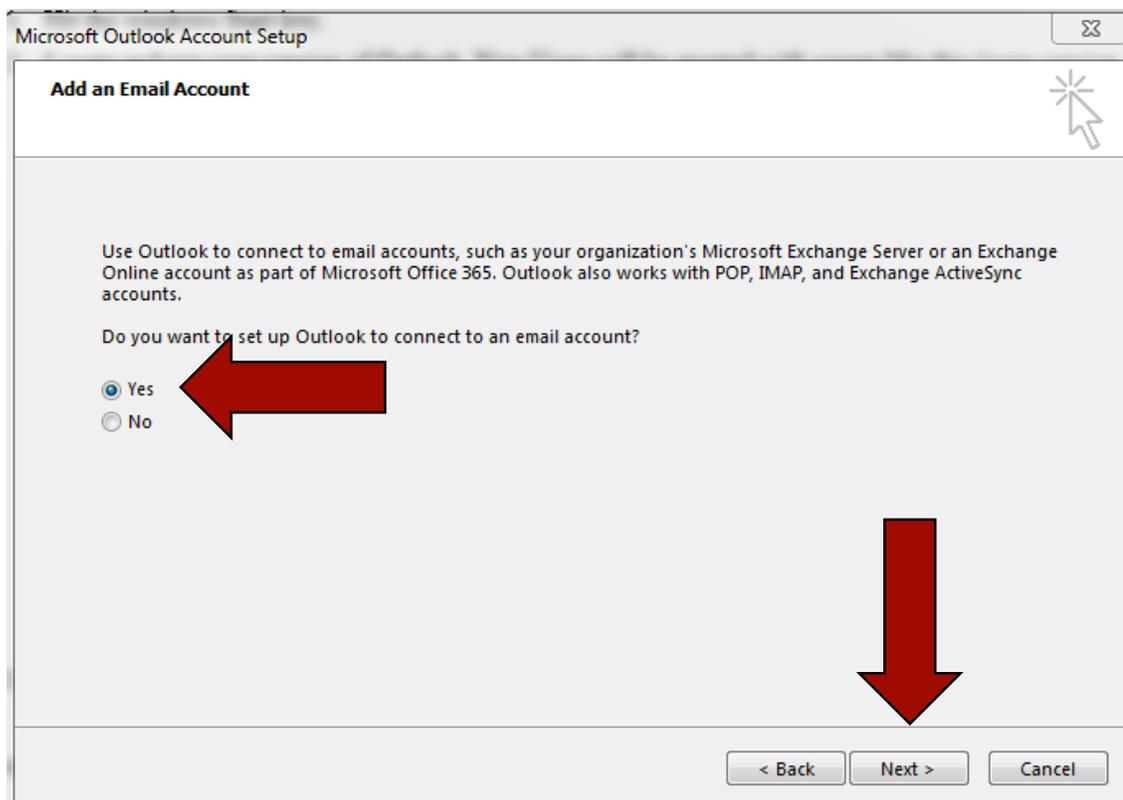
1. Open a web browser.
2. Input the following web address—from the ULL Help Desk Webpage—to download Zimbra Connector for Administrators (this is just what it is called, it doesn't require administrator access).
 - <http://helpdesk.louisiana.edu/node/226>
3. You will be prompted for your CLID and Password. Download and install the program before running Outlook.

Running and Configuring Outlook

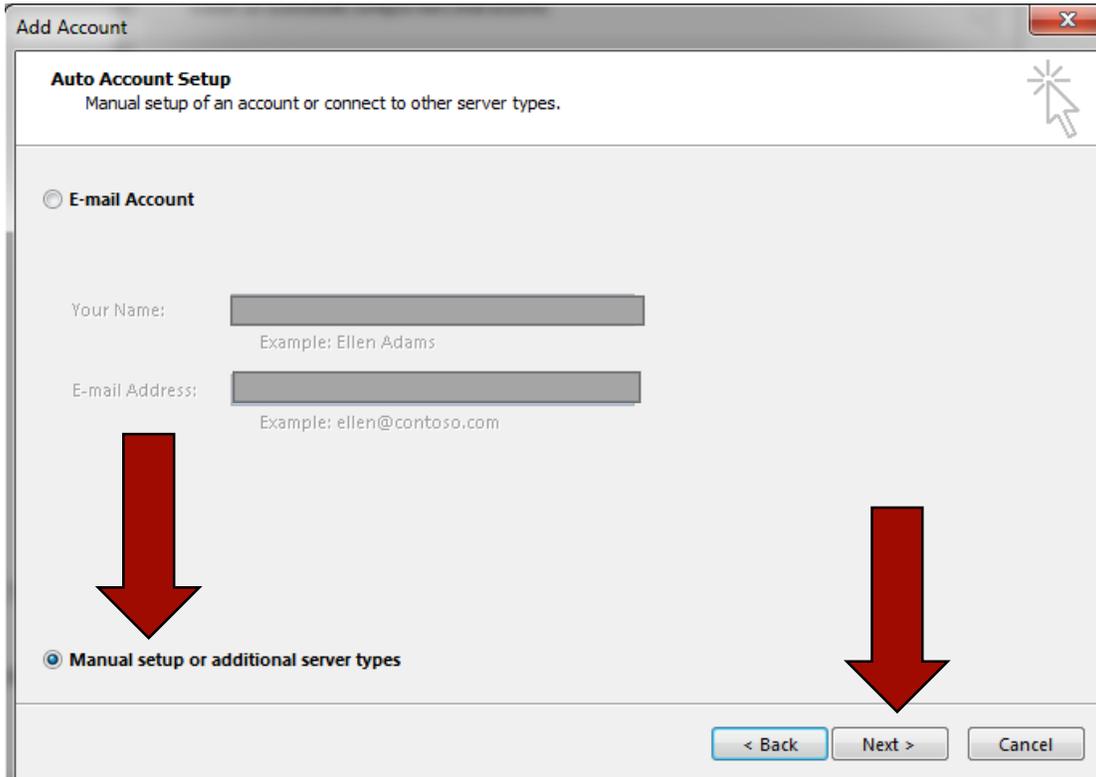
1. Locate and run your version of Outlook. New Users will be greeted with screen like this (your version might make this screen differ). Hit the next key.



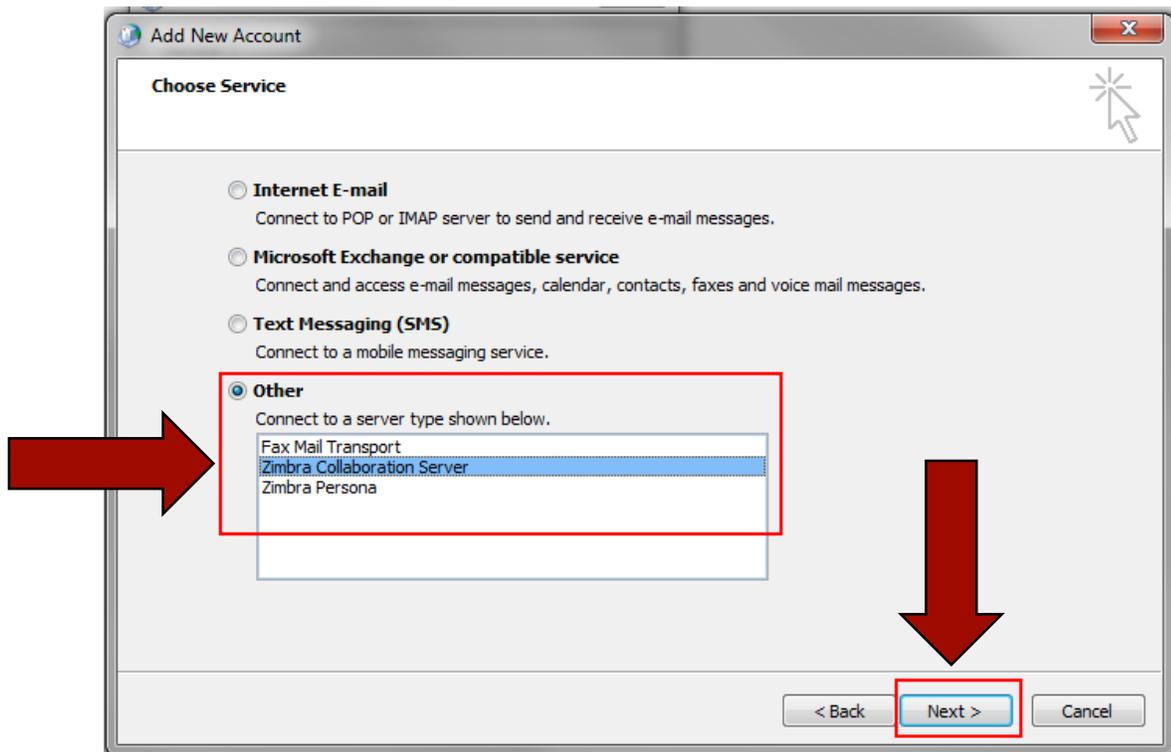
2. Select the Yes bubble on the *Add an Email Account* page. Then click **Yes**.



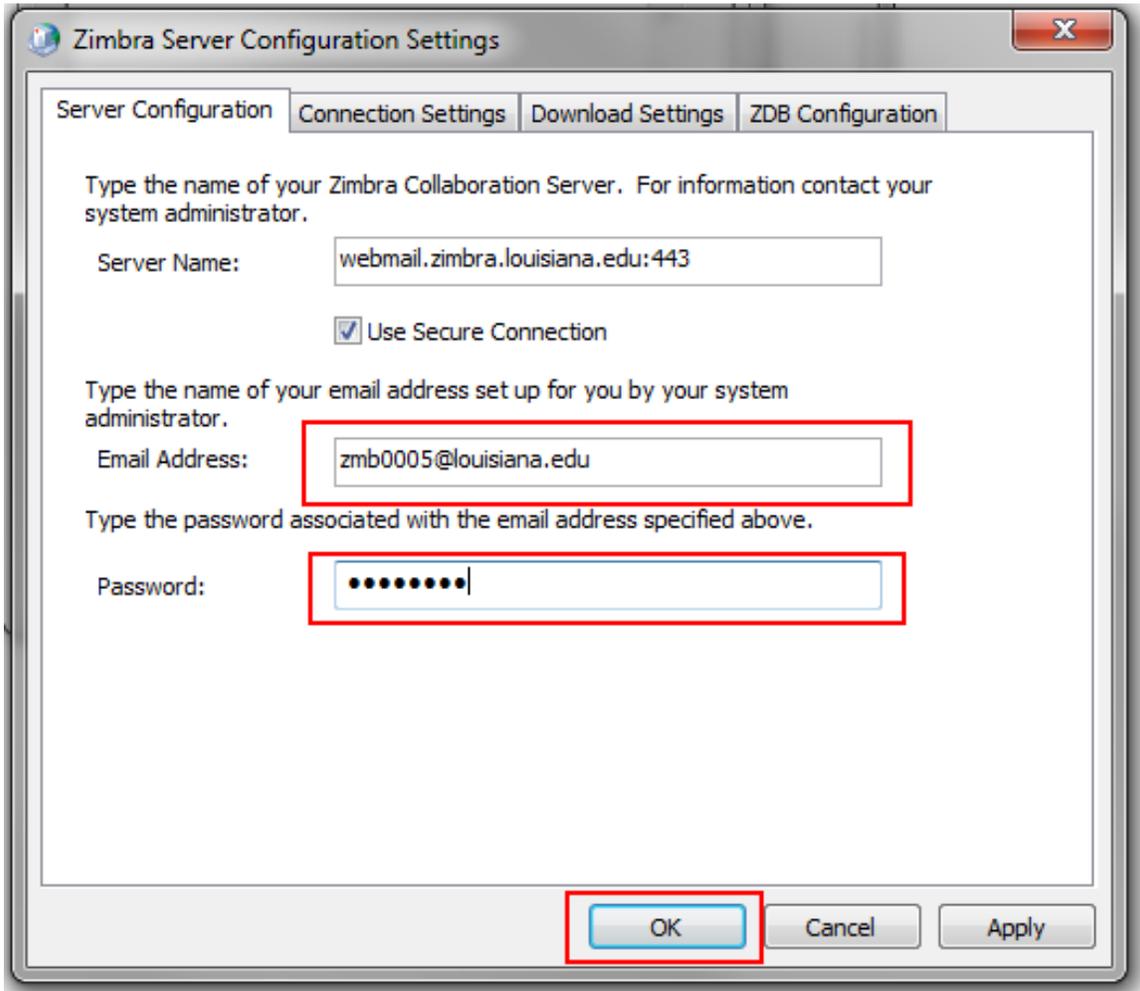
3. In the **Auto Account Setup**, select the Manual setup or additional server types button (see example below). Click Next to continue.



4. Select **Other** from the **Add Account / Choose Service** page. From within that box, select Zimbra Collaboration Server and click **Next**.



5. In the **Zimbra Server Configuration Settings**, enter your information.
- In the Server Name tab, insert `webmail.zimbra.louisiana.edu:443`.
 - In the email address, put your full CLID@louisiana.edu email address in.
 - In the Password Box, put your password.
 - Click the OK button.



Zimbra Server Configuration Settings

Server Configuration | Connection Settings | Download Settings | ZDB Configuration

Type the name of your Zimbra Collaboration Server. For information contact your system administrator.

Server Name:

Use Secure Connection

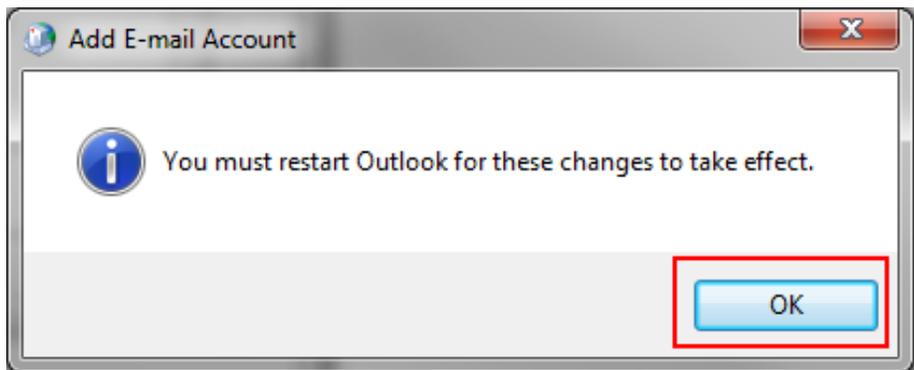
Type the name of your email address set up for you by your system administrator.

Email Address:

Type the password associated with the email address specified above.

Password:

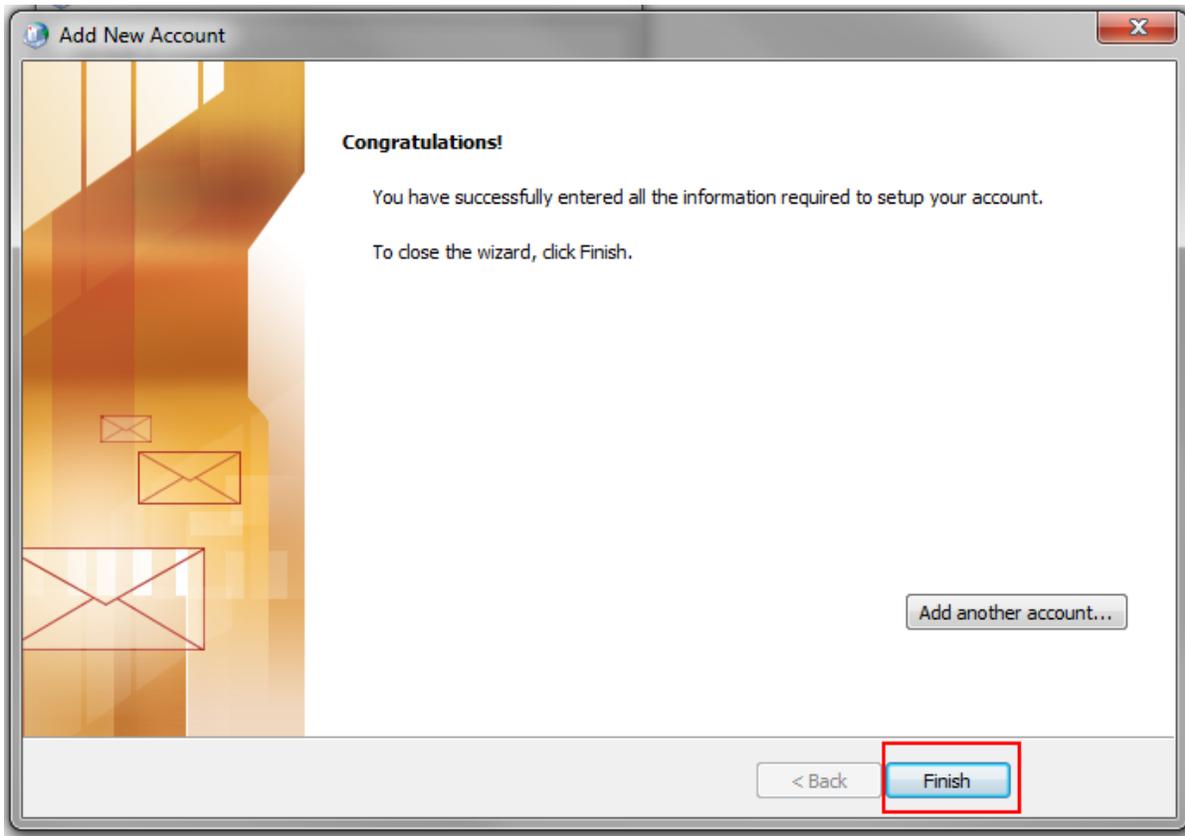
6. Outlook will prompt you for a restart. Click OK.



Add E-mail Account

 You must restart Outlook for these changes to take effect.

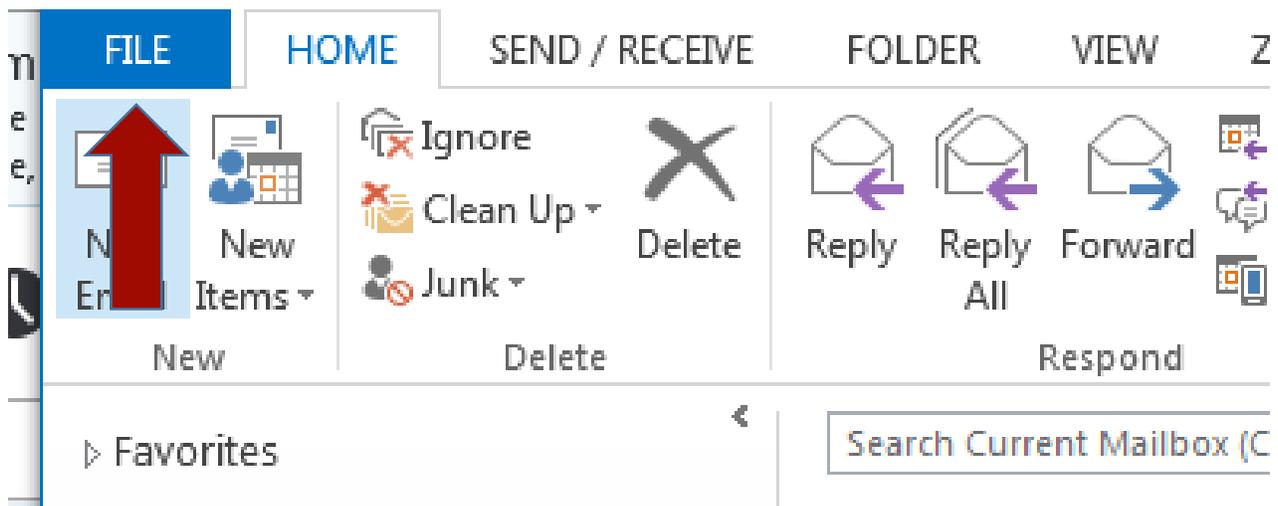
- Click the Finish button.



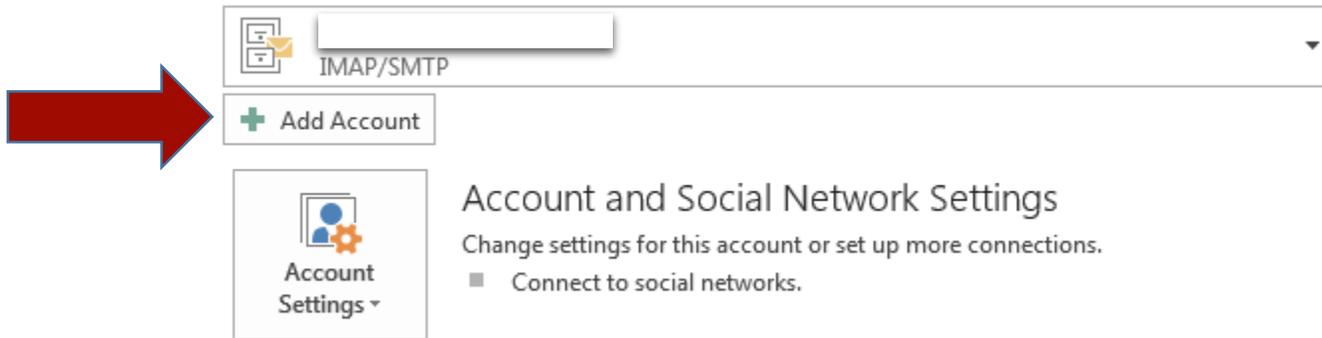
- Your account is now setup. The first time the new account runs, it has to sync, which may take some time—be patient.

Adding a Zimbra Account to Outlook that already has Accounts

- Start Outlook.
- Click the file tab.



3. Select the Add Account button.



4. Follow the instructions from [Running and Configuring Outlook](#) and start at step 3, as the information is the same from that point on.



If you have any problems or questions, please feel free to contact the
IT Help Desk at (337) 482-5516 or ithelp@louisiana.edu.