Find SETTINGS on the App Screen (Swipe to the Right from the Main Live Tile Screen)

Look for “Email & Accounts”

Tap “Add an Account” Then move to the bottom and tap “Advanced Setup”
Choose Internet Email for an IMAP Setup

Enter your clid@louisiana.edu for the email address. (Example xyz1234@louisiana.edu) and your password and hit NEXT.

Account Name can be anything you want, “Louisiana” is fine. Type your Name (How you want emails reflect your name). Incoming Server is “imap.zimbra.louisiana.edu.”

Account Type needs to be IMAP4. User name is your Clid@louisiana.edu. Swipe down for more settings.
Put your password for zimbra here and the outgoing is
“mailer.zimbra.louisiana.edu”
Check both “Outgoing server Requires...” and “Use the
same...” now tap “Advanced Settings”

Check “Require SSL for Incoming” and “SSL for
Outgoing” and tap “sign in”. It
should move back to the
Accounts Screen and your
Account should start “Syncing”
There should be a Live Tile with your Email on your Main Screen.
Completed.