


Syncing Zimbra with Outlook

Zimbra ZCS Import Wizard

The Zimbra Collaboration Suite (ZCS) Import Wizard is a program that imports your Outlook profile (PST file) to the Zimbra server. You only need to use this program if you already use Outlook and don't want to lose your data. For most people, this program will only need to be run once, but if you have more than one .pst file to import, you can run the ZCS Import Wizard again for each .pst file you wish to import. When you import e-mail, calendar data, contact lists, tasks, and distribution lists to the Zimbra server, your Outlook folder hierarchy is maintained. If you assigned categories to your messages and contacts in Outlook, these are converted to tags in your Zimbra mailbox. *Note:* The following types of Outlook files are not imported: Notes, Rules and alerts, Journal, Files created in Outlook, and Contacts listed without a complete e-mail address in Personal Distribution lists.

1. To start the Import Wizard, close Outlook, then go to Start – Network Software and double-click on Run Zimbra ZCS Import Wizard. The wizard will start. Click Next.

2. Enter the Zimbra server information as shown here. Be sure to use your firstname.lastname as your Username, not your 6-character login ID. Click Next.



3. On the next screen (not shown), click the Browse button and find your Outlook .pst data file,

which in Windows XP is most likely at C:\Documents and Settings\yourloginID\Local Settings\Application Data\Microsoft\Outlook\Outlook.pst. If you can't find your .pst files, you can open Outlook and go to File – Open – Outlook Data File. This will show you where your .pst file is stored. The Import into Account box should have your full SNC e-mail address and "Use Secure Connection" should be checked. Click Next.

4. Choose the items you wish to import from Outlook. Leave the "Convert meetings organized by me from my old address to my new address" box unchecked, as your e-mail address is not changing. Click Next.

Caution: If you have mail folders in Outlook (which are stored on your computer's hard drive), the Import Wizard will copy them to the Zimbra server. If your local folders are large or numerous, this could put you over your quota on Zimbra. It *should* give you an error message if this is going to occur.

5. Choose additional import options. If you don't check the "Ignore previously imported items" box, you may get duplicates of any previously imported items. It is recommended to leave the "Import messages with some headers but no message body" box checked. Click Next.

6. You should see a progress window. It will tell you when the import is complete. Click OK.

7. If there were any errors, you may want to review the log file to see what they were. Click Finish.

Zimbra Outlook Connector

The Zimbra Outlook Connector is a program that allows Outlook to synchronize with the Zimbra server. If your PDA does not have Internet access, then this is the only way to synchronize it with Zimbra.

When the Zimbra Outlook Connector is installed, it creates a new blank Outlook profile, ignoring any existing profile(s). If you already have an Outlook profile and don't want to lose your data, you'll need to run the Zimbra PST Import Wizard (above).

1. To install the Zimbra Outlook Connector, close Outlook, then go to Start – Network Software and double-click on Install Zimbra Outlook Connector. The setup wizard will start. Click Next.
2. Accept the license agreement and click Next.
3. Click Next to start the installation.
4. Wait while the Connector is being installed. When the installation is complete, click Close.

5. After installing the Zimbra Outlook Connector, start Outlook. You should be prompted for the Zimbra server settings. Fill them in as shown here. Be sure to use your full SNC e-mail address. You do not need to change anything on the Connection Settings or ZDB Configuration tabs. Click OK.

Zimbra Server Configuration Settings

Server Configuration | Connection 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:

OK Cancel Apply

6. You should see a Send/Receive Progress window like the one shown here. The initial synchronization may take a while. When it's complete, check the "Don't show this dialog box during Send/Receive" box, then close the window. During or after the initial sync, you may get reminders for past appointments, which you can just dismiss (this seems to happen whenever calendar data is imported).

Zimbra Send/Receive Progress

2 of 4 tasks have completed successfully

Don't show this dialog box during Send/Receive

Tasks

Name	Progress
✓ Zimbra - Donald Duck - Downloading GAL	Completed
🔄 Zimbra - Donald Duck - Synchronizing	Processing
✓ Zimbra - Donald Duck - Synchronizing	Completed
🔄 Zimbra - Donald Duck - Downloading GAL	Processing

Zimbra - Donald Duck - Downloading GAL
Total 159.88 KB transferred

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.