

Zimbra Connector for Outlook (ZCO)

Installation & Configuration for Office 2007

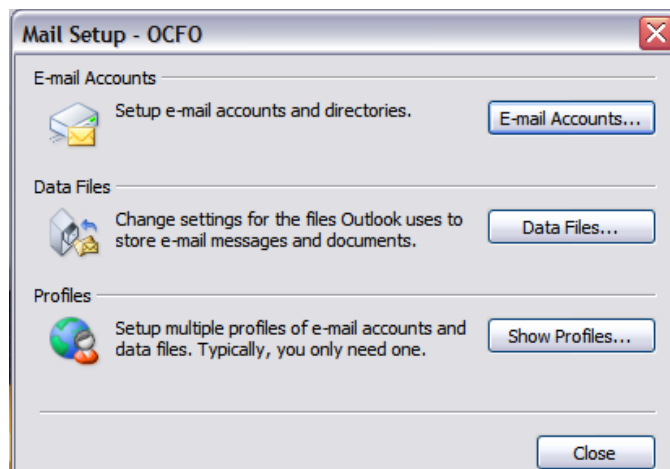
Setting up Zimbra Connector with Windows XP and Office 2007.

1. Download and install the Zimbra Connector from the Software Download Channel on the Cal Poly portal - <http://my.calpoly.edu>

After installation:

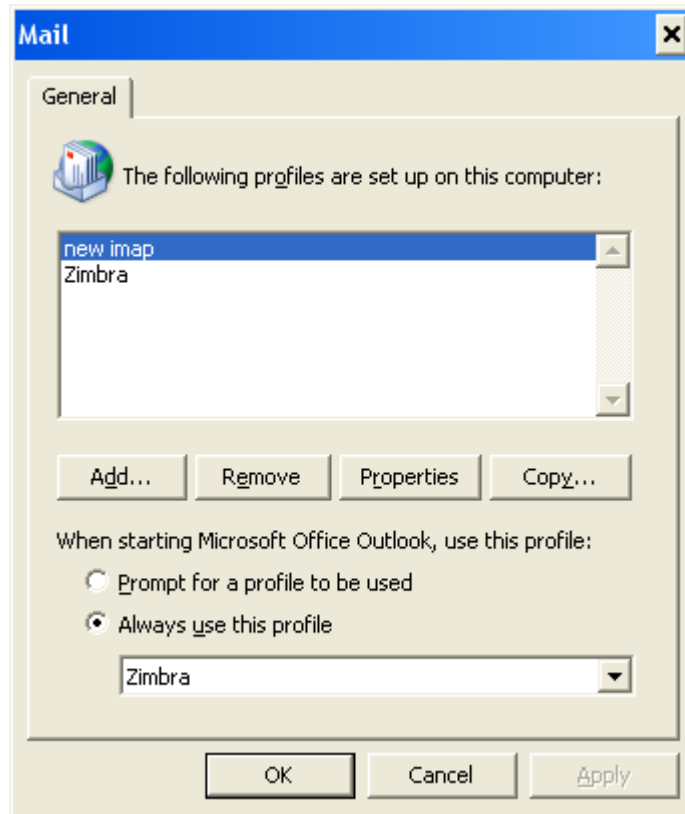
- Go to Start (in the bottom left corner of your screen)
- Go to Control Panel
- Double-click “Mail”

1. Select “Show Profiles...”

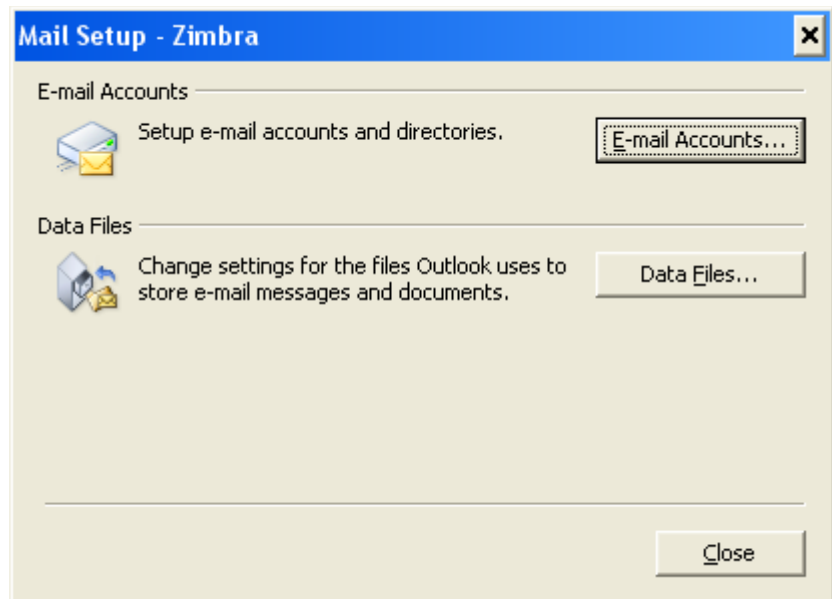


2. Select “Zimbra”.

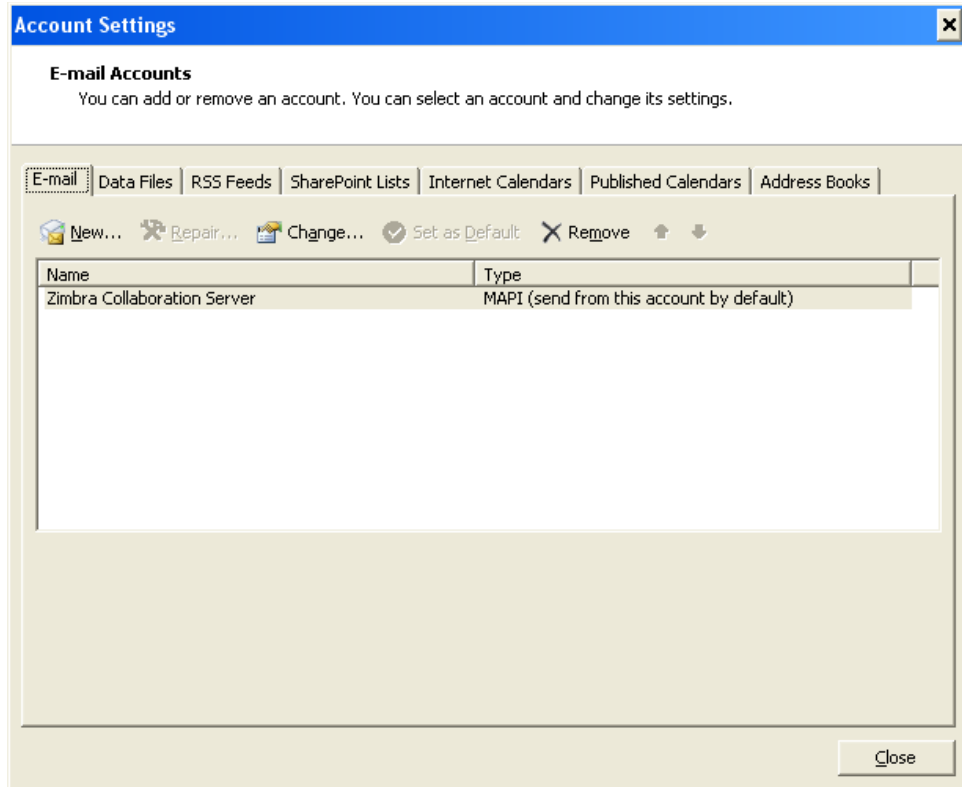
3. Click “Properties”.



4. Click “Email Accounts”.



5. Click “Change”



6. Under the Server Name type:
connect.calpoly.edu

Check the Use Secure Connection box

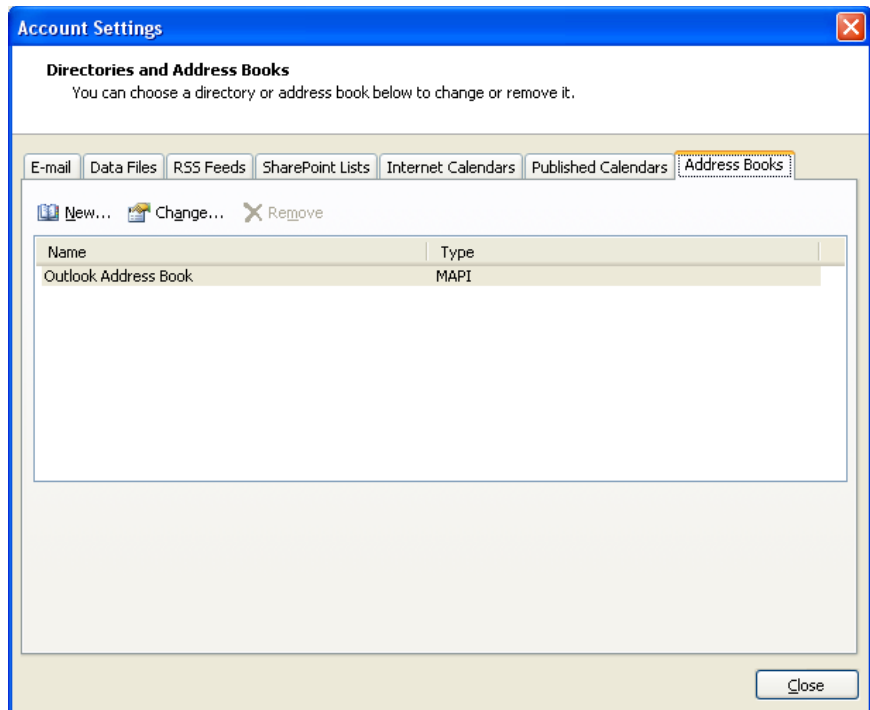
Under Email Address, type your full user name
“username@calpoly.edu”

Under Password, type in your Cal Poly password

Click “OK”

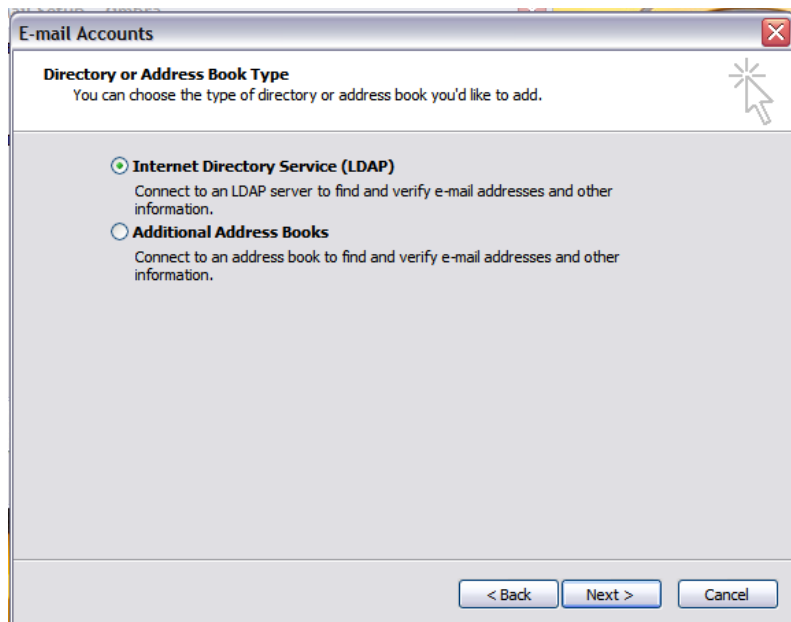


7. Select the “Address Books” tab in the Account Settings window.



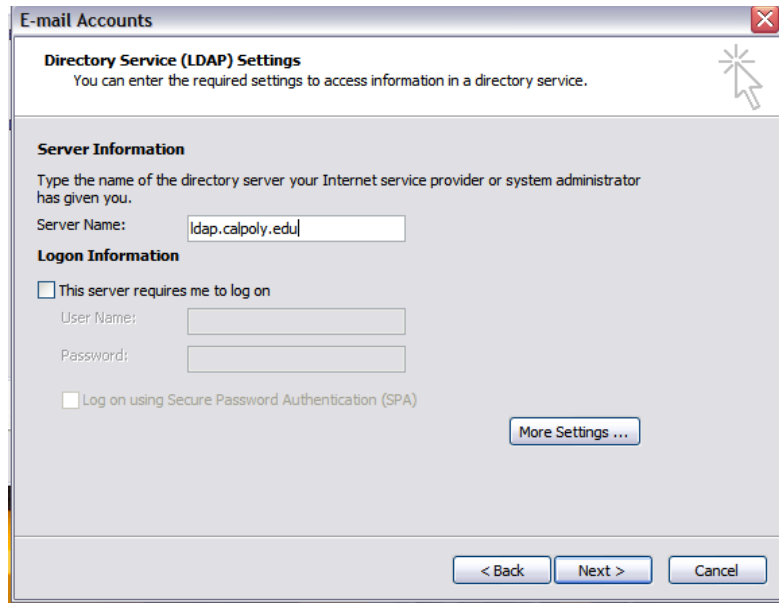
8. Click on the “New” icon
Select “Internet Directory Service (LDAP)”

Click “Next”

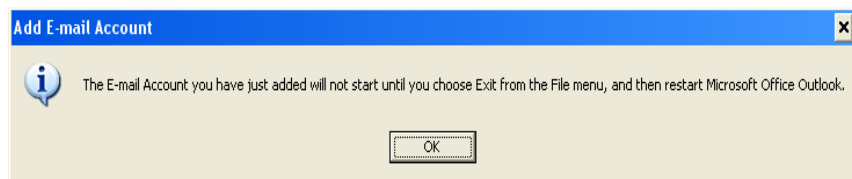


9. Type *ldap.calpoly.edu* in the Server Name box

Select “More Settings...”

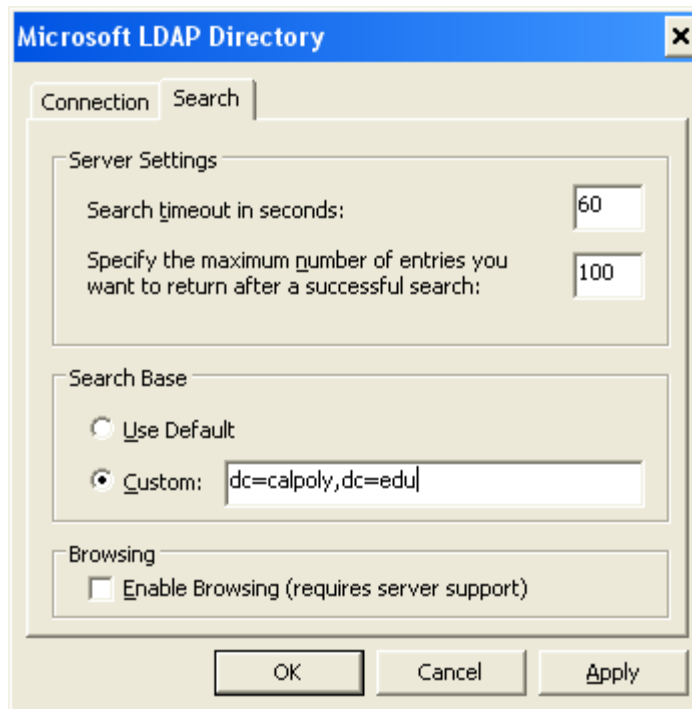


10. Click “OK” on the next screen



11. Select the “Search” tab in the Search base box type *dc=calpoly,dc=edu*

Click OK



12. Click Next

Click Finish

Click Close

Click Close

Click OK

Close the Control Panel Window

Your Zimbra profile is now set up and ready to use.

After starting Outlook:

If you have a local mail store you will need to go to File > Open > Outlook Data File and navigate to the path of your local message store.

When you first login, the first synchronization may take a while to finish. You may continue to work in Outlook during synchronization, but data will not be fully available until synchronization completes.