

Zimbra Connector for Outlook (ZCO)

Installation & Configuration for Office 2003

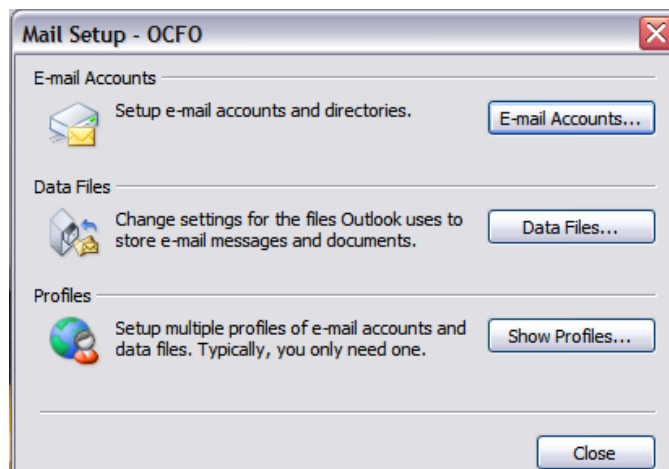
Setting up Zimbra Connector with Windows XP and Office 2003.

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

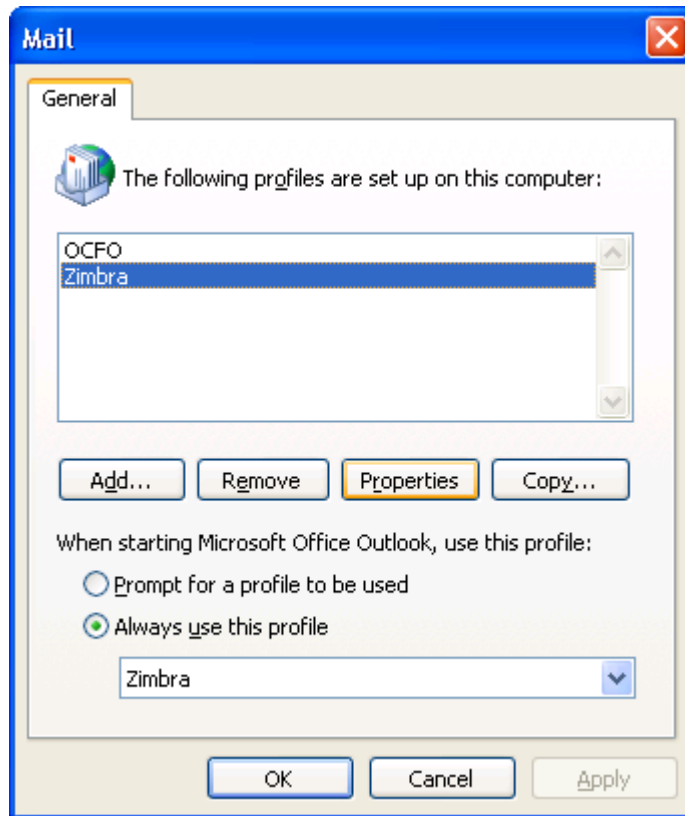
After installation:

- Go to Start (in the bottom left corner of your screen)
- Go to Control Panel
- Click Mail

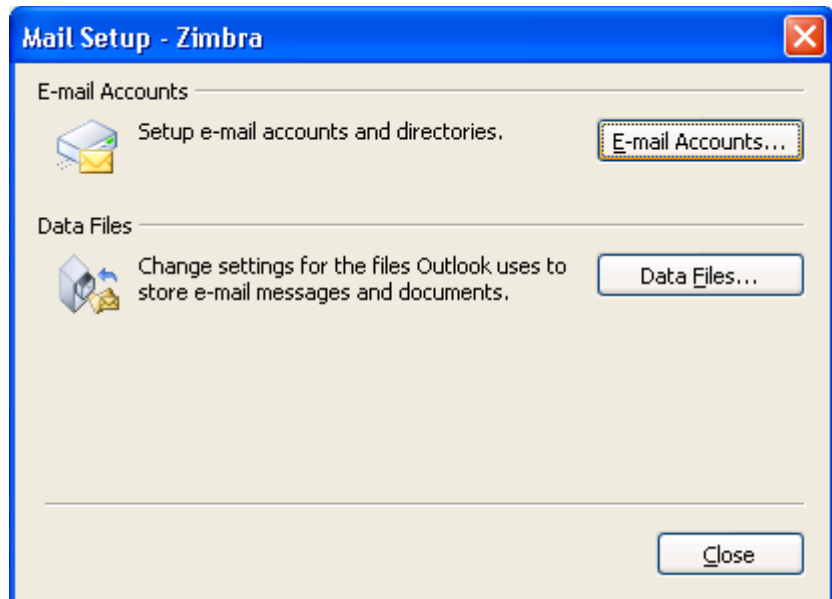
1. Select “Show Profiles...”



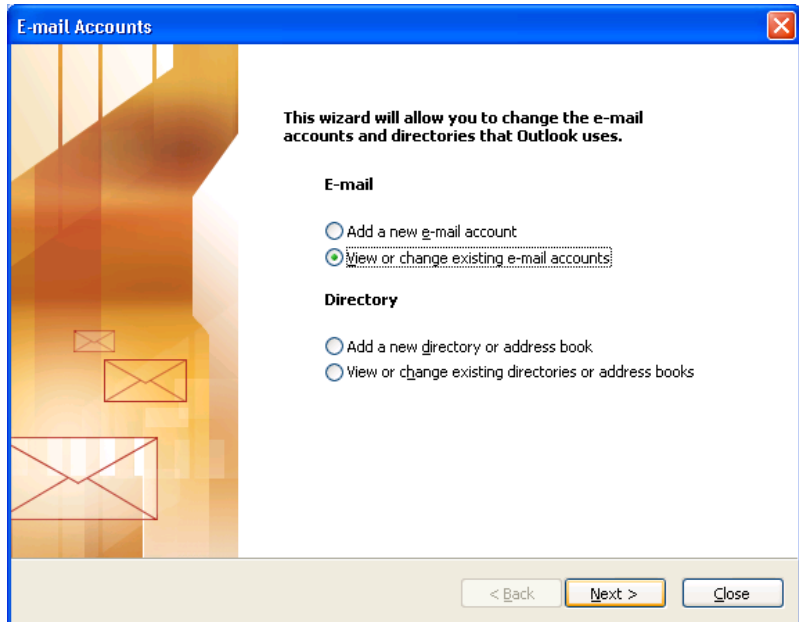
2. Select Zimbra and click “Properties”



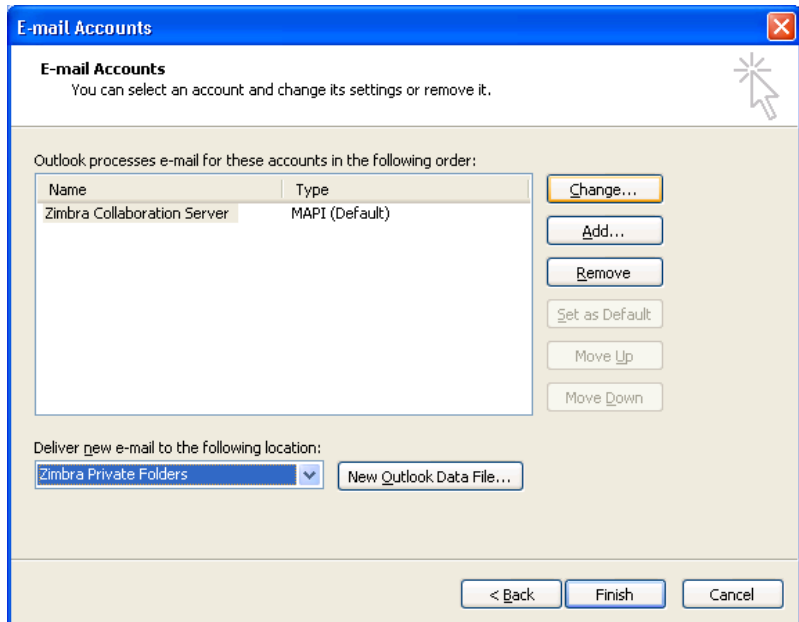
3. Click “E-mail Accounts”



4. Select “View or change existing e-mail 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”

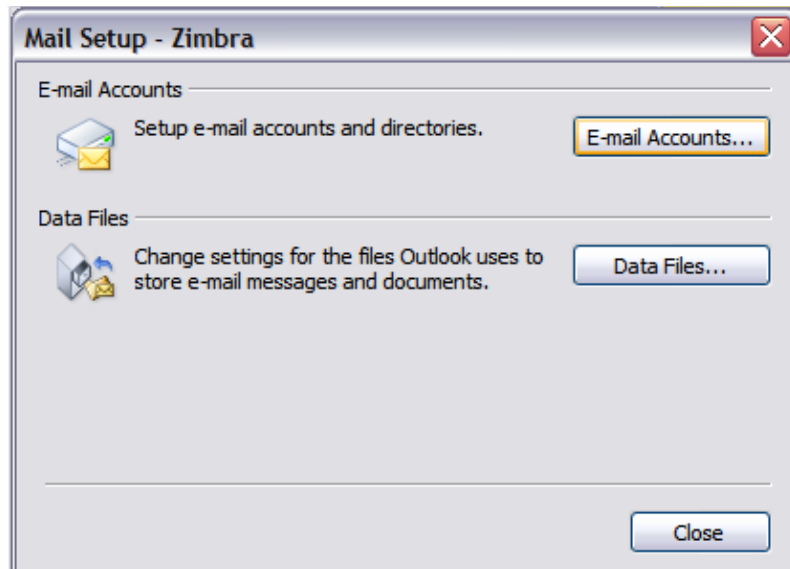
Under Password, type in your password

Now click “OK” and then click “Finish”

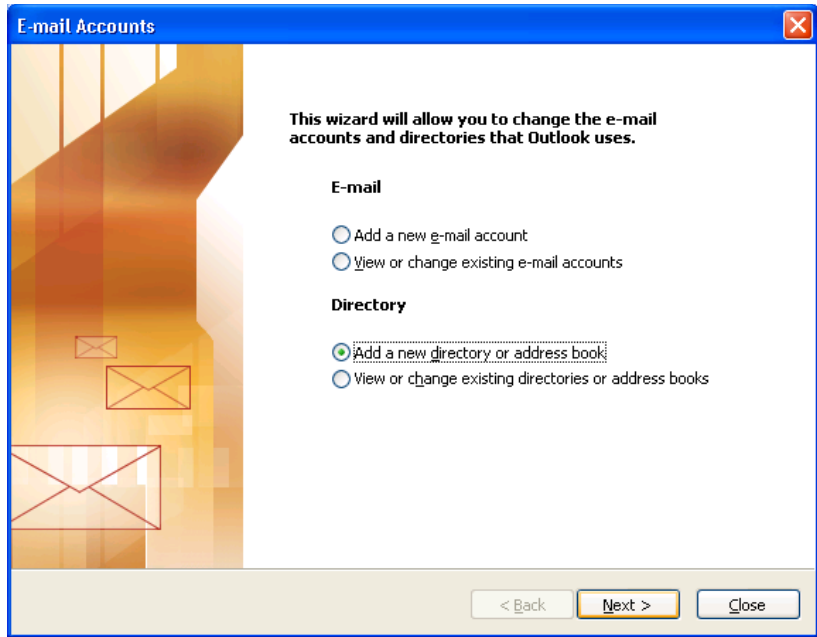


You should use the Cal Poly LDAP server. Please follow the instructions below for setup:

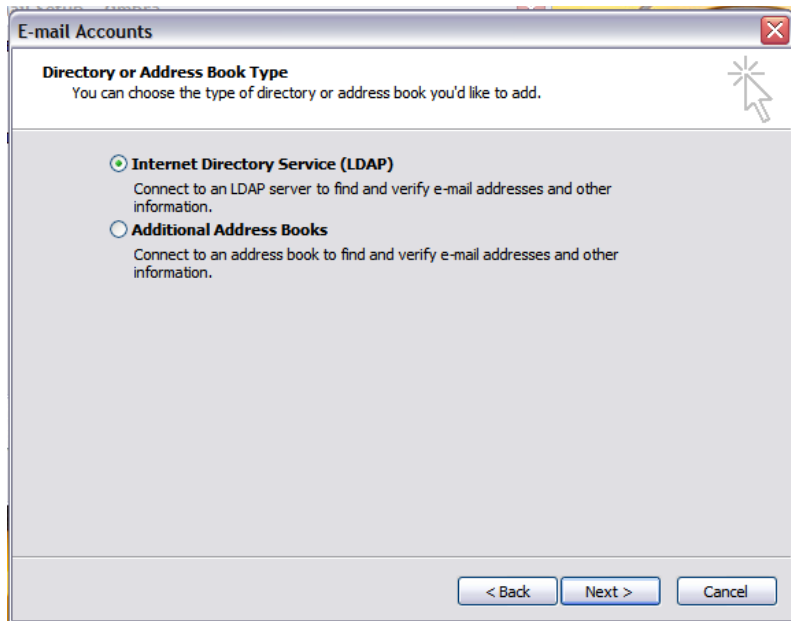
7. Select “E-mail Accounts...”



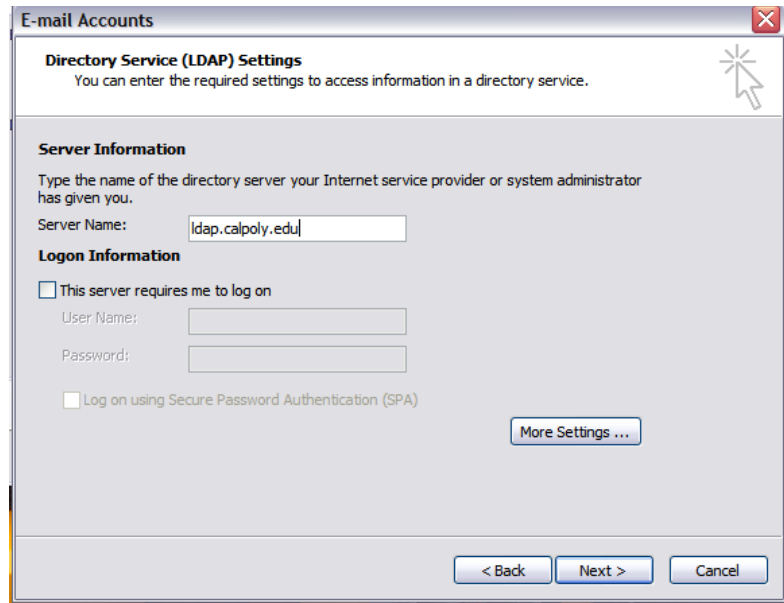
8. Select “Add a new directory or address book” and click “Next”



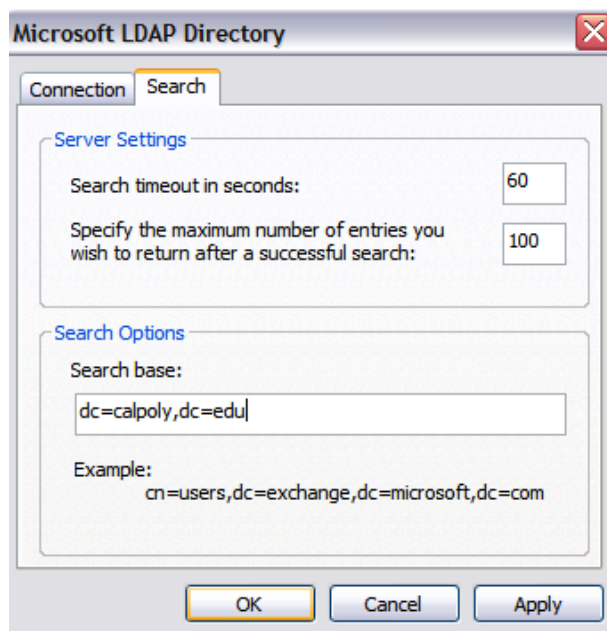
9. Select “Internet Directory Service (LDAP)” and click Next



10. Type *ldap.calpoly.edu* in the Server Name box and select “More Settings...”



11. Under the Search tab in the Search base box type *dc=calpoly,dc=edu*
Click OK



12. Click Next
Click Finish
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.