

# ITS Recommendations for Connecting to Zimbra Calendar

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## ITS Recommends:

For best functionality and reliability, ITS recommends using the Zimbra web client for all users, and especially for users who manage calendars for other people.

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## Alternative Connectivity – With Constraints:

### Office 03 and Office 07, with ZCO (Zimbra Connector for Outlook)

#### Constraints:

- Requires installing new connector and setting up new profile
- Very slow startup the first time after migration
- Shared calendars are slow to synchronize each startup
- Added shared calendars are slow to synchronize
- Private appointments do not block time as “busy”
- ***Outlook is not supported by ITS for managing shared calendars***

### iCal

#### Constraints

- Must know Cal Poly username to schedule calendar entries
- When iCal subscribes to other calendars, subscriber receives all of the reminders for the shared calendar.
- Added shared calendars are slow to synchronize
- Deleting shared calendars causes iCal to stop responding or close automatically – must use web client to add and delete shared calendars
- With Tiger, very slow startup the first time after migration
- Won't work with 10.4.10 or older operating systems, or on Power PCs
- Private appointments do not block time as “busy”
- Deleting (not declining) meetings on one calendar may cause meeting to temporarily disappear from other attendees' calendars
- ***iCal is not supported by ITS for managing shared calendars***

### iSYNC

#### Constraints

- Do not share contacts. Sharing contacts results in duplicate, locally stored entries that are non-revocable.
- Won't work with OS 10.4.6 and older versions

### Mobile Devices

#### Constraints

ITS will provide configuration information for mobile devices that support IMAP4, and those which support IMAP4/Exchange (includes iPhone).