

iMail Outlook Setup Guide for iMail Cloud Mail – ver 1.1



The Crescent Office Park, 3 Eglin Road, Sunninghill, Johannesburg.

PO BOX 342, Strathavon, Sandton 2031 Tel +27112623632 Fax +27866378868 www.iMail.com

VAT 4260108842 REG 1966/005897/07 Executive Directors: David Jacobson & Sam Gelbart Non-Executive Directors: Lisa Warwick and Tony Walt



1. Purpose

The purpose of this document is to detail how to set up Outlook via the different protocols when connecting to iMail Cloud Mail.

2. Configuring Outlook with IMAP or POP3

• Click on the Magnifying Glass in your Windows Task bar and type Control Panel.

Control Panel		
Apps		Control Panel
Settings	>	App
Search the web		
O control panel - See web results	>	🗂 Open
		Recent
		Mail (Microsoft Outlook 2016)
		Mail - in 0
		Mail - in 0
		Mail - in 0
		Programs and Features
		Mail - in 0
		g: 📻 🏦 💽 🚥



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• Once you have opened the Control Panel App locate the Mail Application and click on the application Mail (Microsoft Outlook).

輕 All Control Panel Items			— (
← → → ↑ 🖾 → Cont → All Control →	ٽ ~	🔎 mail	
Mail			
Mail (Microsoft Outlook 2016)			
Search Windows Help and Support for "mail"			

• On the next screen click on Show Profiles.

🔕 Mail :	Setup - Test	×
Email Acc	counts	
	Setup email accounts and directories.	Email Accounts
Data File	s	
1	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close



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• In the next pop-up window to click on Add to create a new profile.

Mail	\times
General	
The following profiles are set up on this computer:	
^ ^	
~	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
Prompt for a profile to be used	
Always use this profile	
~	
OK Cancel Apply	

• Select manual setup or additional server types and click next.

: Example: Ellen Adams ress: Example: ellen@contoso.com	Our Name: Example: Ellen Adams Email Address: Example: ellen@contoso.com Password: Example: ellen@contoso.com Retype Password: Type the password your Internet service provider has given you.
Example: Ellen Adams ress: Example: ellen@contoso.com sword:	Example: Ellen Adams imail Address: Example: ellen@contoso.com Password: Retype Password: Type the password your Internet service provider has given you.
Example: ellen@contoso.com	Example: ellen@contoso.com Password: Retype Password: Type the password your Internet service provider has given you.
Example: ellen@contoso.com	Example: ellen@contoso.com Password: Retype Password: Type the password your Internet service provider has given you.
sword:	Password: Retype Password: Type the password your Internet service provider has given you.
sword:	Retype Password:
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• Select POP or IMAP and click Next.

En	all Address:				
POP o	MAP	and euroestors	our com		
O Exchar	ced setup for POP or IN age ActiveSync	MAP email accour	15		
Advar	ced setup for services t	that use Exchang	e ActiveSync		
Other					
Conne	ct to a server type that	is listed below			
Zimb Zimb	a Collaboration Server a Persona				

- Ensure the following fields are filled in with the relevant information:
 - Your Name: This needs to be the display name that people will see when you mail them.
 - Email Address: Your full email address.
 - Account Type: Select either POP3 or IMAP.
 - o Incoming mail server: cloudmail.iMail.com
 - Outgoing mail server: cloudmail.iMail.com •

Username: Your full email address.

- Password: The password to login to your mailbox.
- Once the above has been completed select the More Settings button in the bottom right-hand corner.



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		\$P
Add Account		×
POP and IMAP Account Set Enter the mail server setting	tings ngs for your account.	× ·
User Information		Test Account Settings
/our Name:	SYNAQTest	We recommend that you test your account to ensure that
Email Address:	test@example.com	the entries are correct.
erver Information		
Account Type:	POP3	Test Account Settings
ncoming mail server:	POP3	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	cloudmail.synaq.com	Deliver new messages to:
ogon Information	J	New Outlook Data File
User Name:	test@example.com	O Existing Outlook Data File
Password:	*******	Browse
Re	member password	
Require logon using Secur (SPA)	e Password Authentication	More Settings

- Select the outgoing server tab.
- Tick my outgoing server (SMTP) requires authentication and ensure use same settings as my incoming mail is selected and then click OK.

Internet Email Settings			×
General Outgoing Server	Advanced		
My outgoing server (SM)	(P) requires aut my incoming m	hentication ail server	
User Name:			_
Password:			
Rem	ember passwor	d	
Require Secure Pa	assword Auther	itication (SRA)	
◯ Log on to incoming i	mail server befo	re sending mail	
		OK	Connect

• Click on next to begin the outlook tests to confirm you can connect and can send and receive.



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Test Acc	ount Settings				
Congrati continue	Stop Close				
Tasks	Tasks Errors				
Tasks		Status			
✓ Log	✓ Log onto incoming mail server (IMAP) Completed				
✓ Sei	nd test email message	Completed			

• Once the test is completed to click on close to complete your setup.

3. Configuring Outlook with the Zimbra connector for MAPI

- You will be required to install the Zimbra connector to connect your outlook to iMail Cloud Mail via MAPI.
- Visit the following URL and download the latest version of the Zimbra Connector for Outlook <u>https://www.zimbra.com/downloads/zimbra-connector-for-outlook/</u>
- Download the correct version of the software as its needs to be the same bit version as your Outlook installation (eg: Outlook 64bit will require the 64bit of the ZCO to be installed).
- Installing ZCO:
 - If Outlook is open, close it.
 - \circ $\;$ Double-click the ZCO .msi installation file on your computer.
 - Click Run to execute the installer.
 - Click Next.

Read the end-user license agreement and click I accept the terms in the License Agreement.





- o Click Next.
- To begin the installation, click next.
- When finished installing, the Installation Complete dialog displays. Click Close.
- Once installed open Mail from Control Panel and Click on Show Profiles.

P	Date and Time	🧼 Mail Setup - UserA	×
	Ease of Access Center	Email Accounts Setup email accounts and directories.	Email Accounts
R	Indexing Options	Data Files Change settings for the files Outlook uses to store email messages and documents.	Data Files
	Mail (Microsoft Outlook 2016) (32-bit)	Profiles	Show Profiles
õ	Programs and Features	aata files. Iypically, you only need one.	
	Sound		Close

• Click Add to create a new profile.



• Select Manual Setup and select other. In the Other dialog box ensure Zimbra Collaboration Server is highlighted and then click Next.



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se Your Account Type		
Office 365		
Automatic setup for Office 365 accounts		
Email Address:		
Example: ellen@co	ntoso.com	
Advanced setup for POP or IMAP email acco	ounts	
O Exchange ActiveSync		
Advanced setup for services that use Exchan	nge ActiveSync	
Other		
Connect to a server type that is listed below	v	
Zimbra Collaboration Server		
Zimbra Persona		

S

- Ensure the following fields are filled in with the relevant information:
 - Server Name: cloudmail.iMail.com
 - o Ensure the Use Secure Connection tab is selected.
 - o Email Address: Your full email address.
 - Password: The password to login to your mailbox.

🧔 Zimbra Server Con	figuration Settings			×		
Server Configuration	Connection Settings	Download Setting:	Data File	5		
Type the name of yo your system admini	our Zimbra Collaboratio strator.	on Server. For inform	ation conta	đ		
Server Name	e:					
cloudmail.s	ynaq.com					
	in Connection					
⊡ Ose sect	using my Windows low	nin credentials				
	asing my windows log	gin dedendars				
Type the account details provided by your system administrator.						
Email Address:						
test@test.c	test@test.com					
Password:						
	•••••					
		OK	Cancel	Apply		

• Click Apply to complete the installation.



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4. Configuring Outlook with the Zimbra on Mac

• Open Outlook 2016.



• Go to Tools ribbon and select Accounts.



• Click on Add Email Account.



• For method choose Username and Password.



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- Under email address fill in your full email address.
- For DOMAIN\username or Email type your full email address again.
- Enter your password.
- Enter the Exchange server address: <u>https://cloudmail.iMail..com/ews/Exchange.asmx</u>
- Click on Add Account.
- Click on done to finish the setup.



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