



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

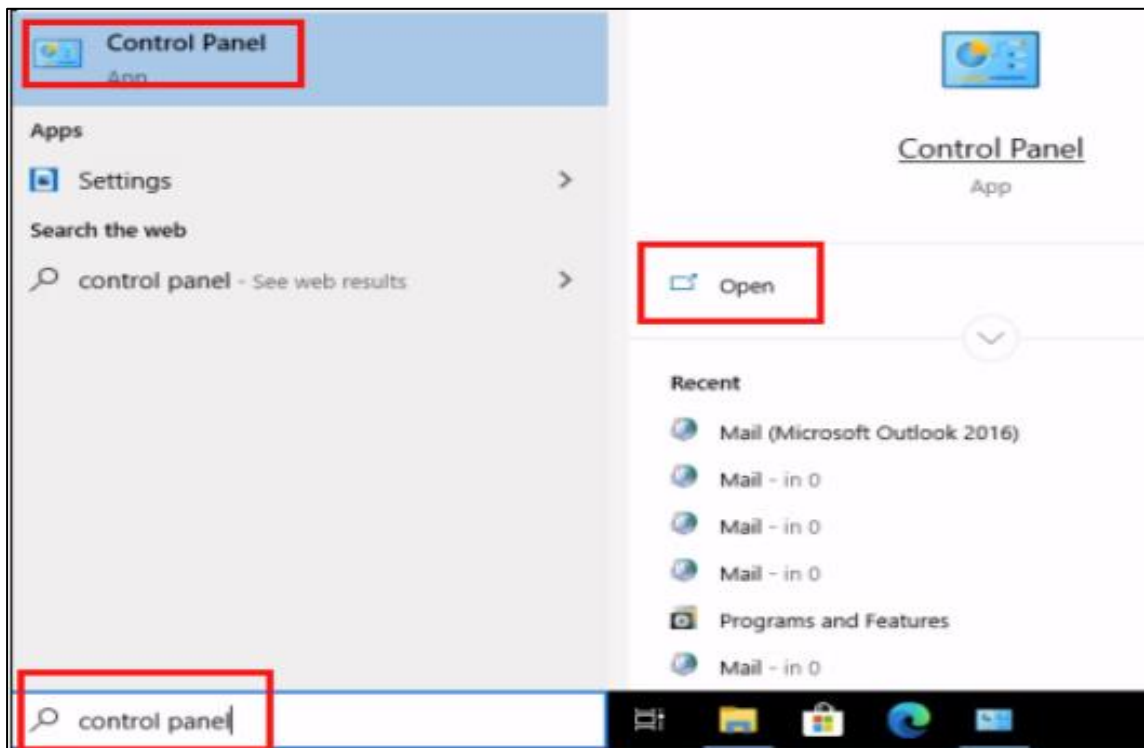


1. Purpose

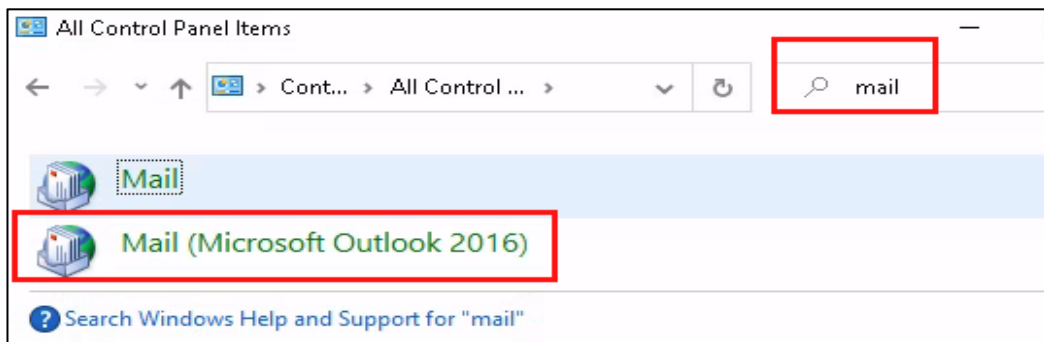
The purpose of this document is to detail how to set up Outlook via the different protocols when connecting to iMail Cloud Mail.

2. Configuring Outlook with IMAP or POP3

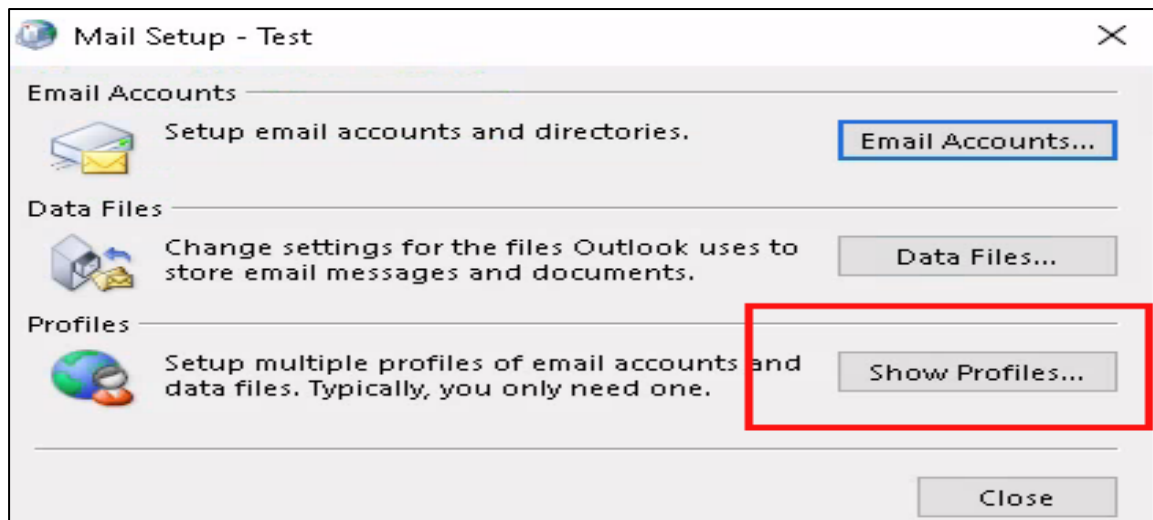
- Click on the Magnifying Glass in your Windows Task bar and type Control Panel.



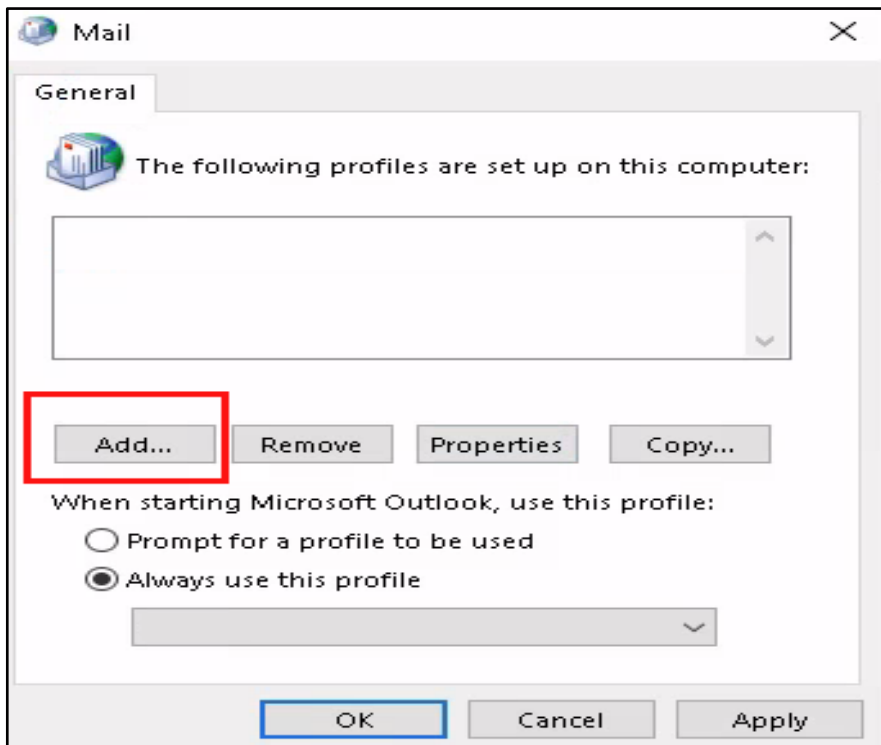
- Once you have opened the Control Panel App locate the Mail Application and click on the application Mail (Microsoft Outlook).



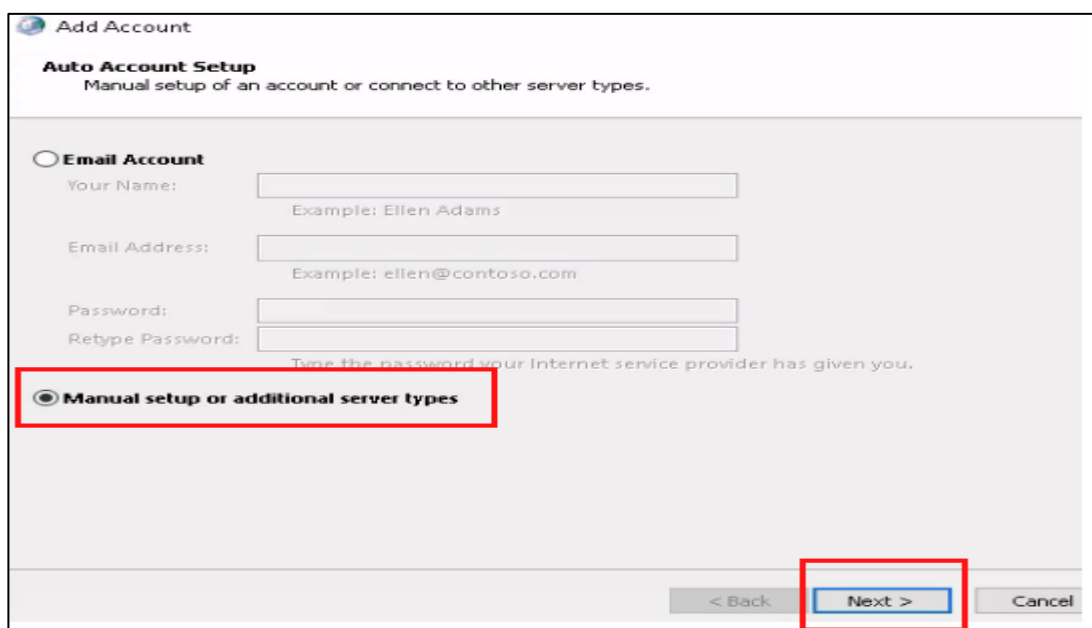
- On the next screen click on Show Profiles.



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



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





- Select POP or IMAP and click Next.

The screenshot shows a web-based email setup interface. At the top, there are four radio button options:
1. **Microsoft 365**: Automatic setup for Microsoft 365 accounts. Below it is an 'Email Address' field with a placeholder example: 'ellen@contoso.com'.
2. **POP or IMAP**: Advanced setup for POP or IMAP email accounts. This option is selected and highlighted with a red rectangular box.
3. **Exchange ActiveSync**: Advanced setup for services that use Exchange ActiveSync.
4. **Other**: Connect to a server type that is listed below. Below this is a list box containing 'Zimbra Collaboration Server' and 'Zimbra Persona'.
At the bottom of the form, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a red rectangular box.

- 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.
 - 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.



Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

 Automatically test account settings when Next is clicked

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File

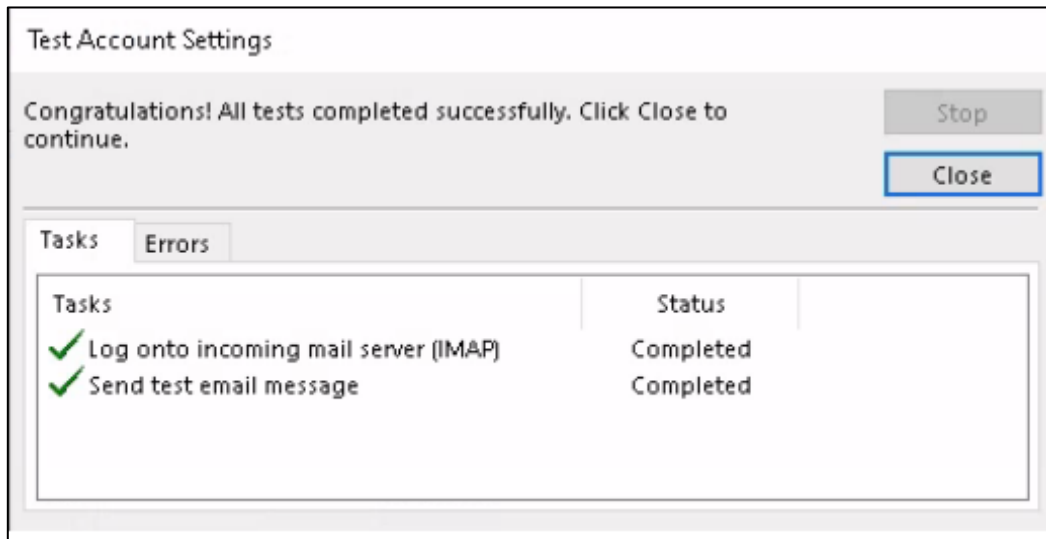
- Select the outgoing server tab.
- Tick my outgoing server (SMTP) requires authentication and ensure use same settings as my incoming mail is selected and then click OK.

Internet Email Settings

General | **Outgoing Server** | Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using
 User Name:
 Password:
 Remember password
 Require Secure Password Authentication (SPA)
 Log on to incoming mail server before sending mail

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



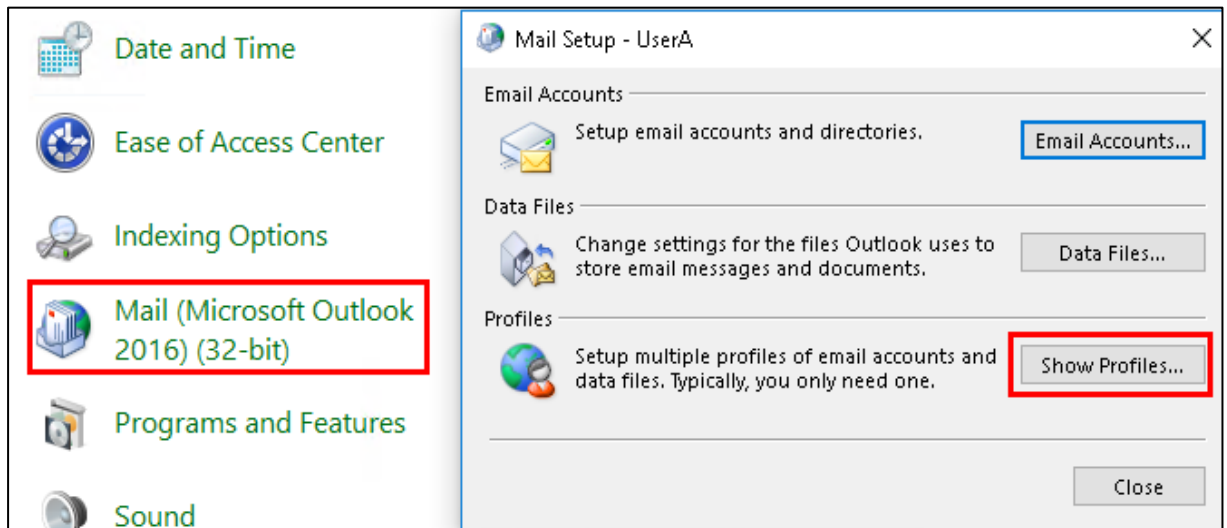
- Once the test is completed to click on close to complete your setup.

3. Configuring Outlook with the Zimbra connector for MAPI

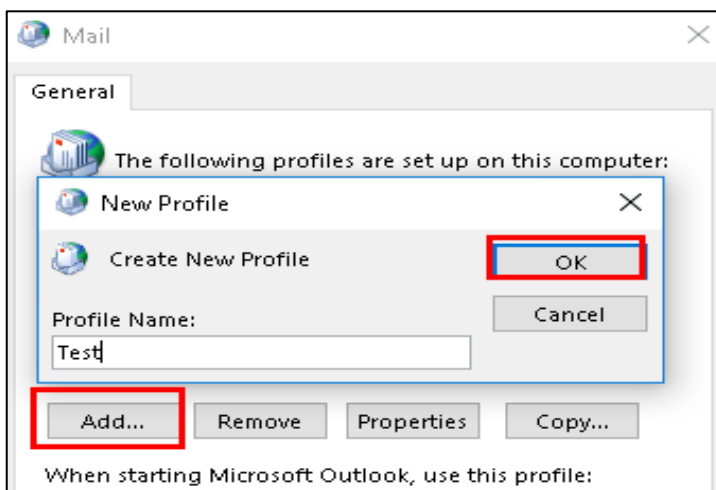
- You will be required to install the Zimbra connector to connect your outlook to iMail Cloud Mail via MAPI.
- Visit the following URL and download the latest version of the Zimbra Connector for Outlook <https://www.zimbra.com/downloads/zimbra-connector-for-outlook/>
- Download the correct version of 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.
 - 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.



- 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.

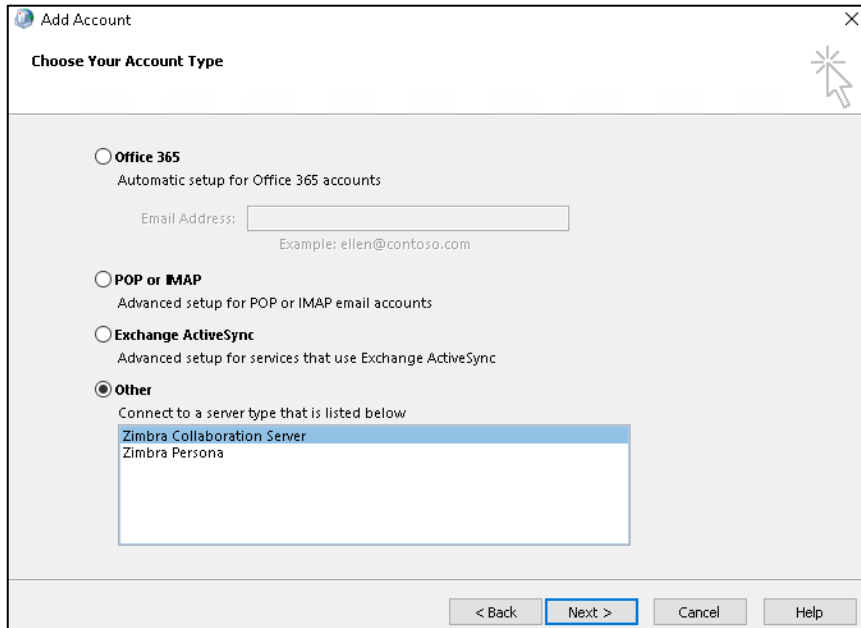


- Click Add to create a new profile.

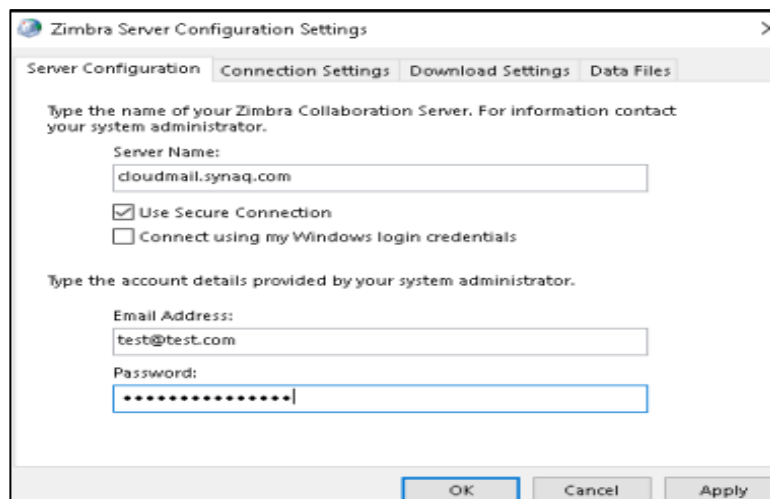


- Select Manual Setup and select other. In the Other dialog box ensure Zimbra Collaboration Server is highlighted and then click Next.





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



- Click Apply to complete the installation.

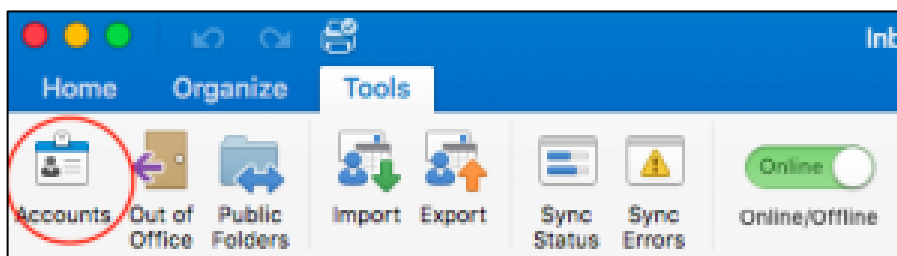


4. Configuring Outlook with the Zimbra on Mac

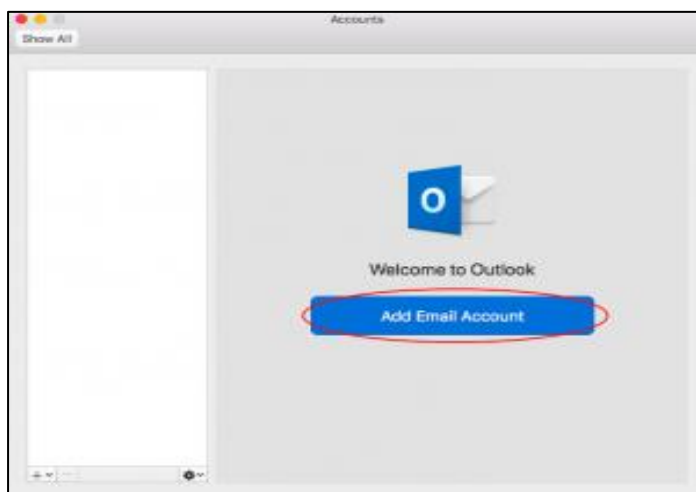
- Open Outlook 2016.



- Go to Tools ribbon and select Accounts.



- Click on Add Email Account.



- For method choose Username and Password.





- 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:
<https://cloudmail.iMail.com/ews/Exchange.aspx>
 - Click on Add Account.
-
- Click on done to finish the setup.



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

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

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