IITM Zimbra Outlook Configuration – ZCO (With 2FA)

FOR MORE CLARIFICATION, CONTACT TO "SANAND@IITM.AC.IN"

Two factor authentication process for Zimbra outlook connector

This is a short not to understand the two-factor authentication on the Zimbra Outlook connection (ZCO).

This ZCO option works with the Zimbra specialized tool to configure or access the Zimbra email account through the Outlook desktop application. Once we install the ZCO on desktop, we can configure our email account with a normal web console URL and password. This same process, like web access, will work if we enable the two-factor authentication for the account.

Example: Once we configure your Zimbra account by using the Zimbra connector with the following steps. The pop will appear for authentication code verification, like a web console. Once we verify with authentication, we continue our work.

Note:
The authentication code verification is required whenever Outlook is reopened to provide additional security for the account.

To avoid entering the authentication code on every login, select the "Remember this device" option. Once enabled, the device is treated as a trusted device and future logins will not require repeated verification.

This is the guide to configuring your Zimbra account in Outlook client configuration. This method also synchronizes your calendar, contacts, tasks, and notes folders.

Please make sure following are requirements are matches your condition.

ZCO (**Zimbra Connector for Outlook**) is supported on the following Microsoft Operating Systems:

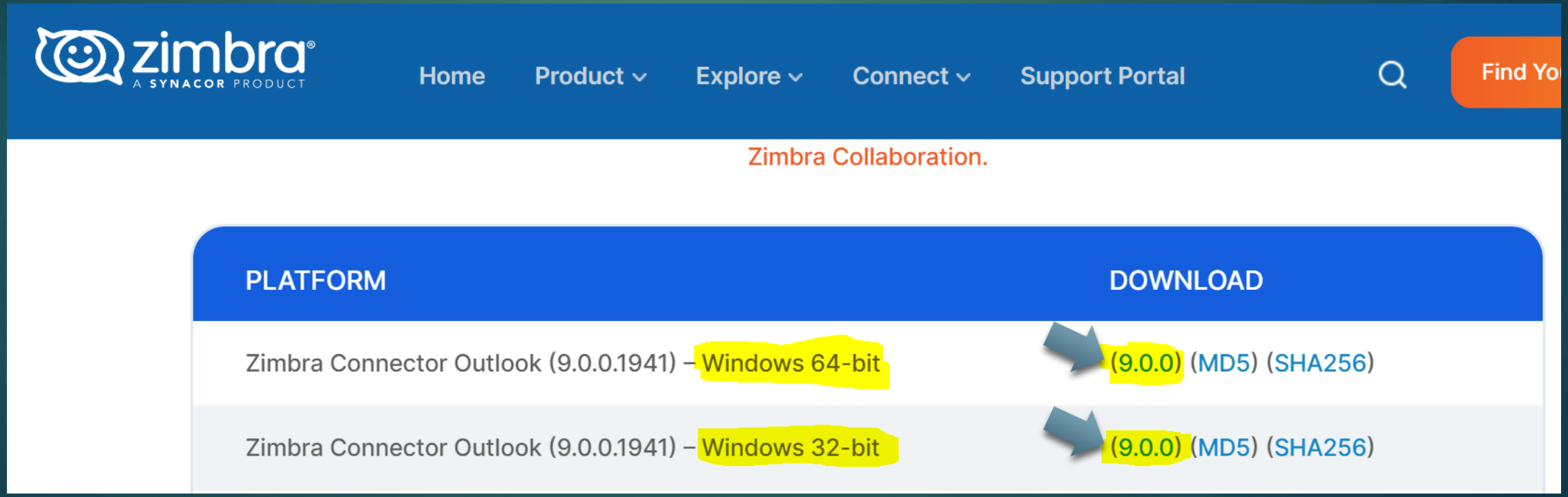
- Windows 10
- Windows 11

ZCO is supported on the following versions of Microsoft Outlook:

- Outlook 2021: 32-bit and 64-bit editions of Microsoft Office, including Click to run.
- Outlook 2019: 32-bit and 64-bit editions of Microsoft Office, including Click to run.
- Outlook 2016: 32-bit and 64-bit editions of Microsoft Office, including Office365 and Click to run versions. and **Click to run** versions.
- Outlook 2013: 32-bit and 64-bit editions of Microsoft Office (This method is working, but we recommend upgrading your Outlook version to the latest version.)

Step-1:

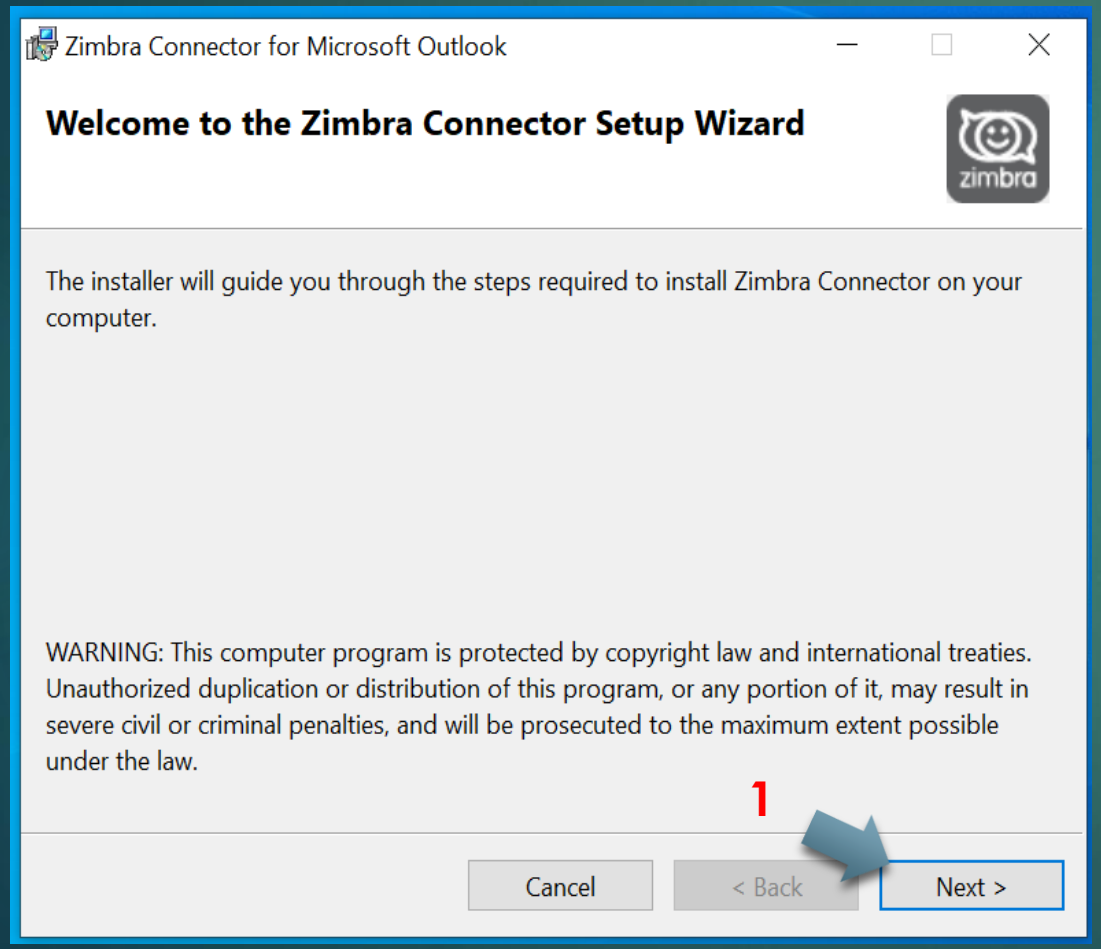
- First need to Download & Install the ZCO connector exe application on your computer. Using the following URL to download.
- URL: https://www.zimbra.com/product/addons/zimbra-connector-for-outlook-download/
- Kindly download ZCO connector package based on your windows bit version (32-Bit or 64-Bit. Please follow the arrow symbol.



Step-2:

- Once your download the zimbra connector package, double click and install the package as per following steps.

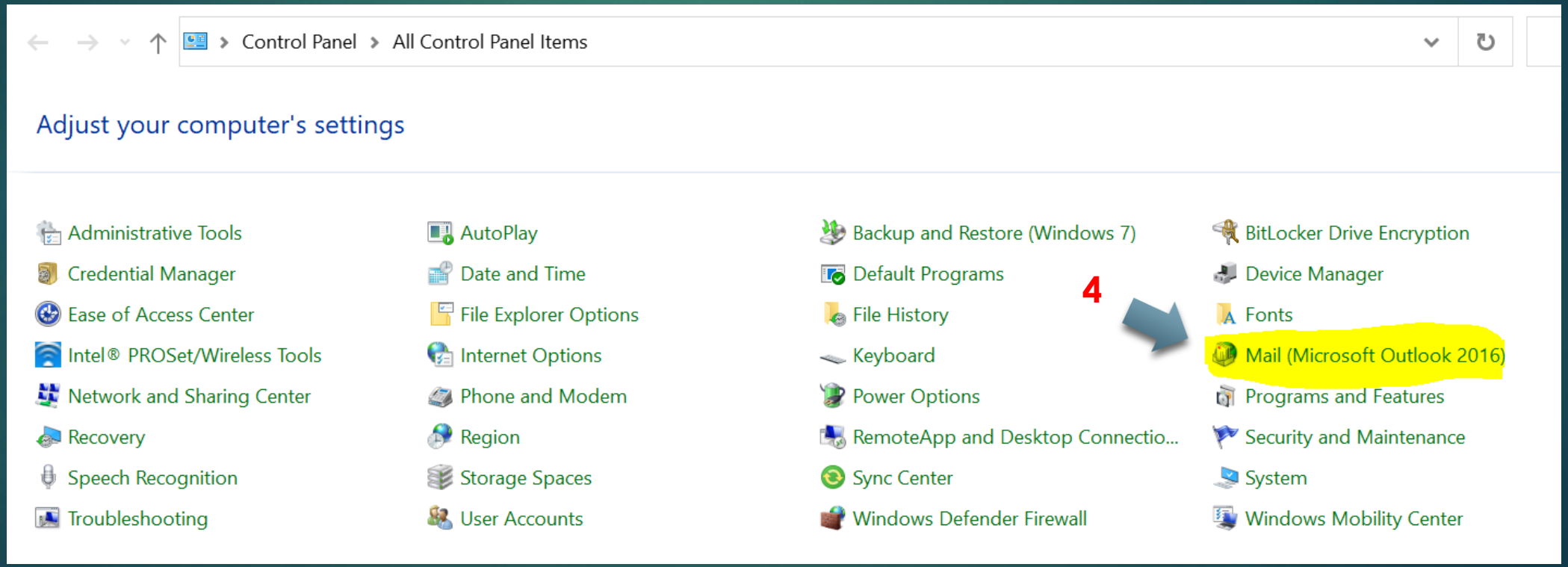
Next → accept the terms (and Click Next) → Next → Close.



Step-3:

- Once your installed the ZCO on your computer, go to control panel and find Mail tool.

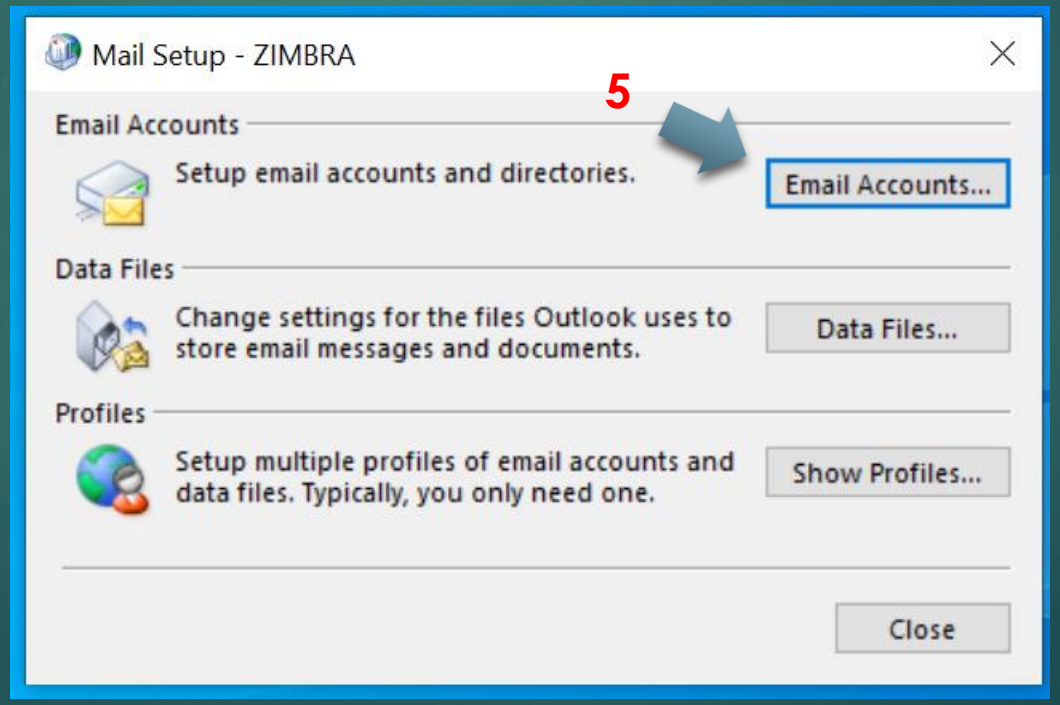
Windows Search box → Type control panel → All Control panel Items → Mail.



Step-4:

- Once your installed the ZCO on your computer, go to control panel and find Mail tool.

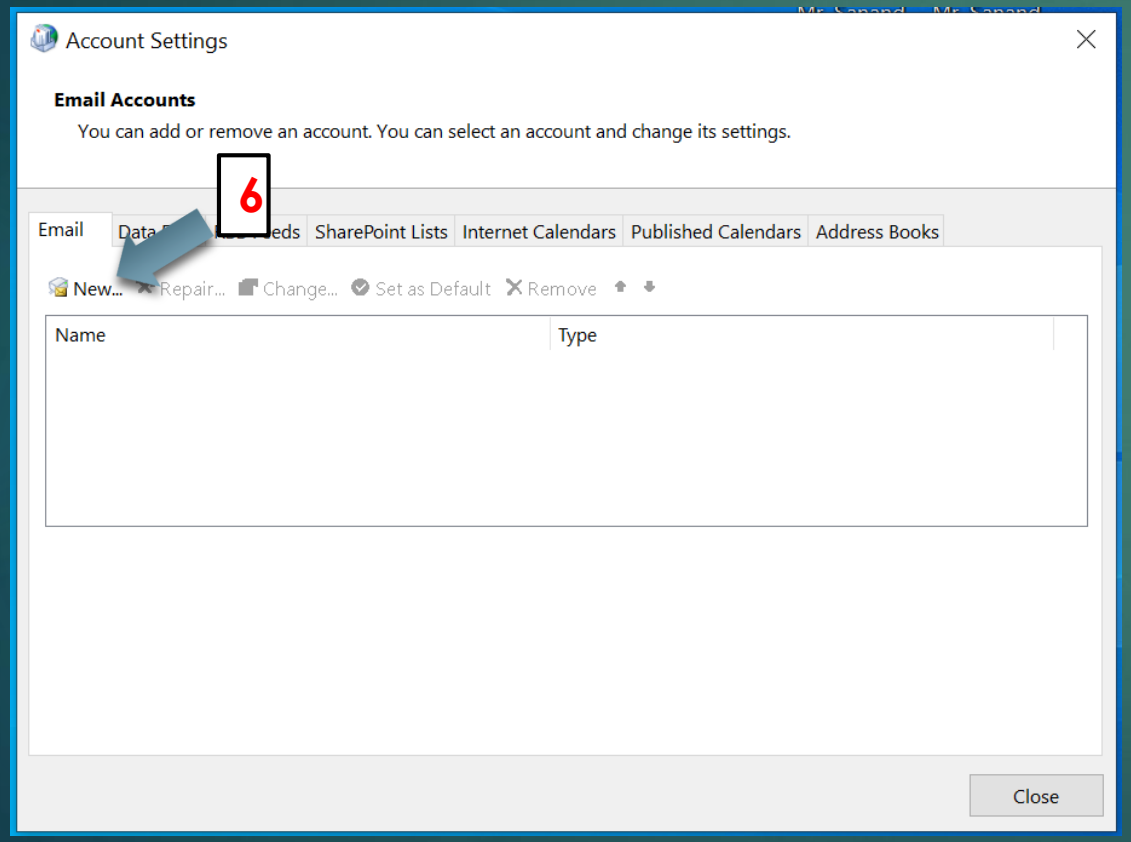
Windows Search box → Type control panel → All Control panel Items → Mail → Click "Email Accounts" Button.

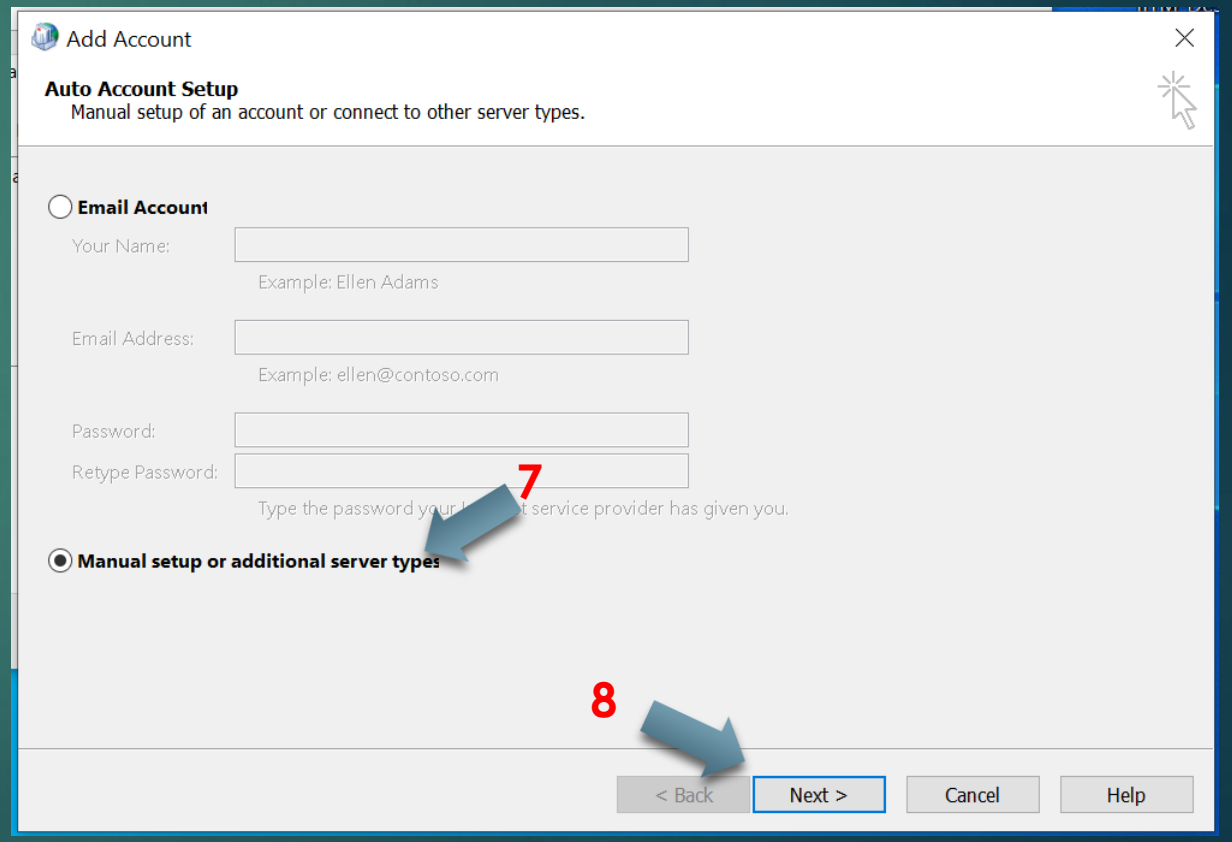


Step-5:

- From the Account Settings, Add new account as per following steps.

New → Choose “Manual Setup” → Click “Next”.

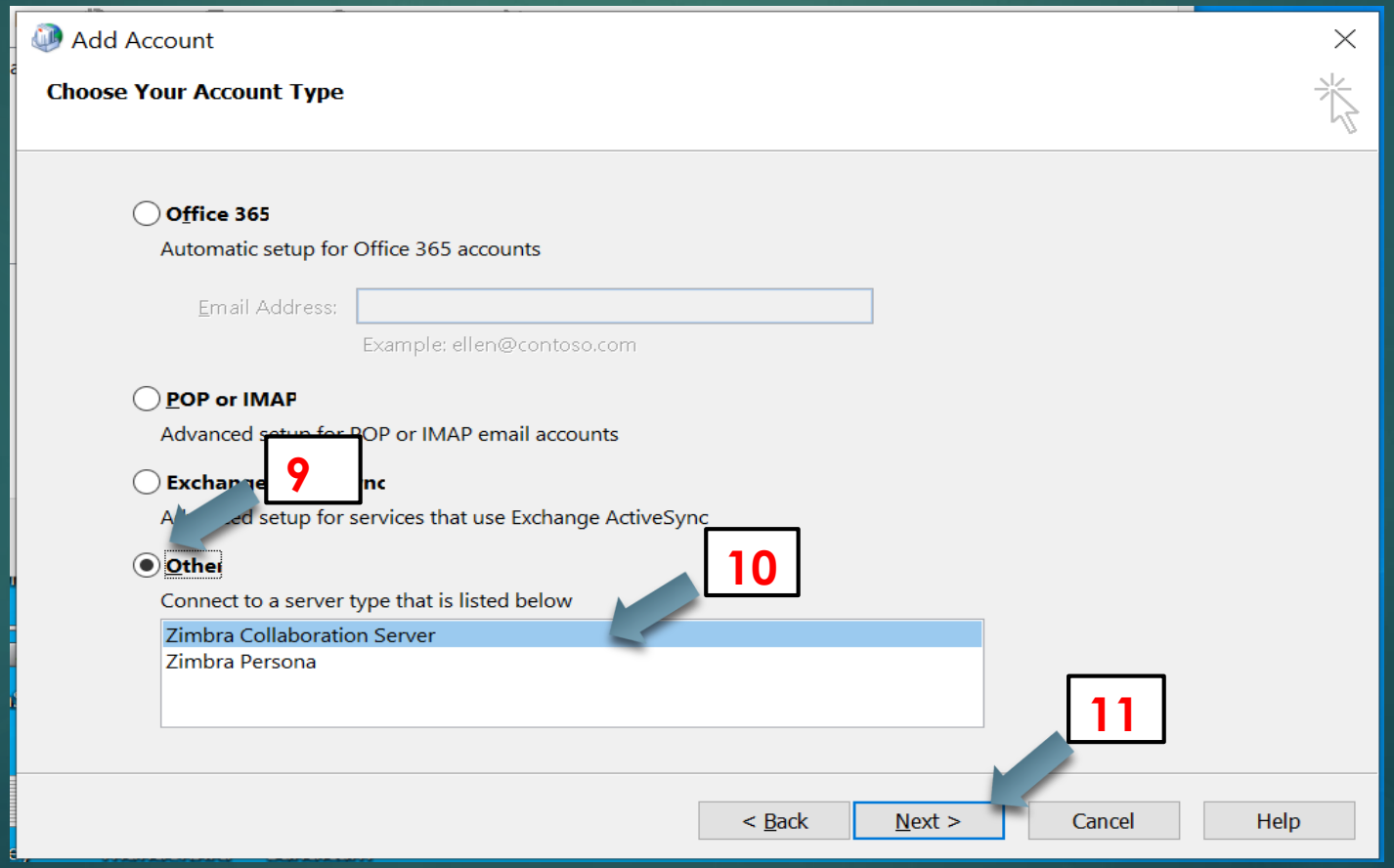




Step-6:

- Then choose Account Type as Others, To add your zimbra account using ZCO option.

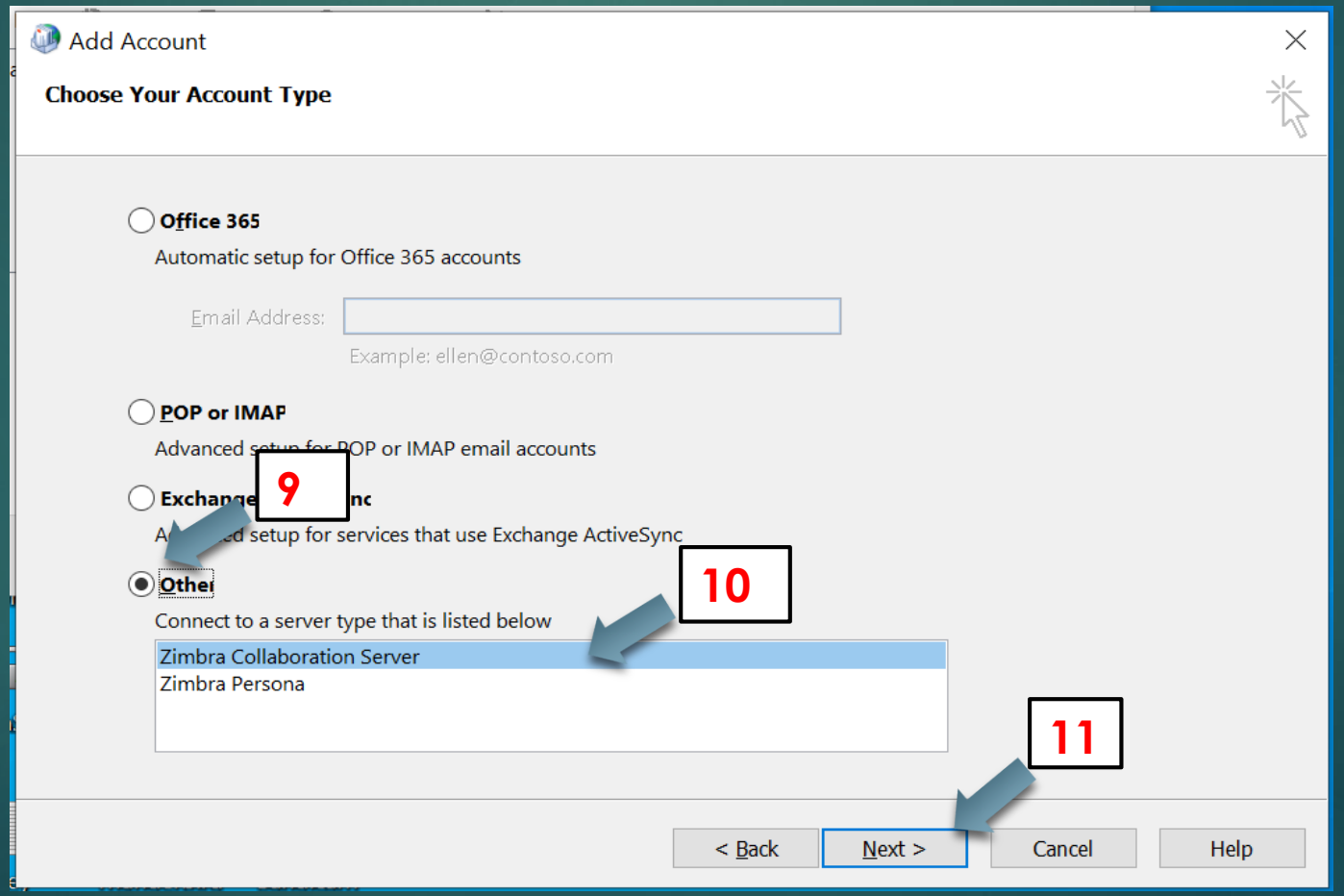
Choose your Account Type → Choose "Others" → Select "Zimbra Collaboration Server".



Step-7:

- Then choose Account Type as Others, To add your zimbra account using ZCO option.

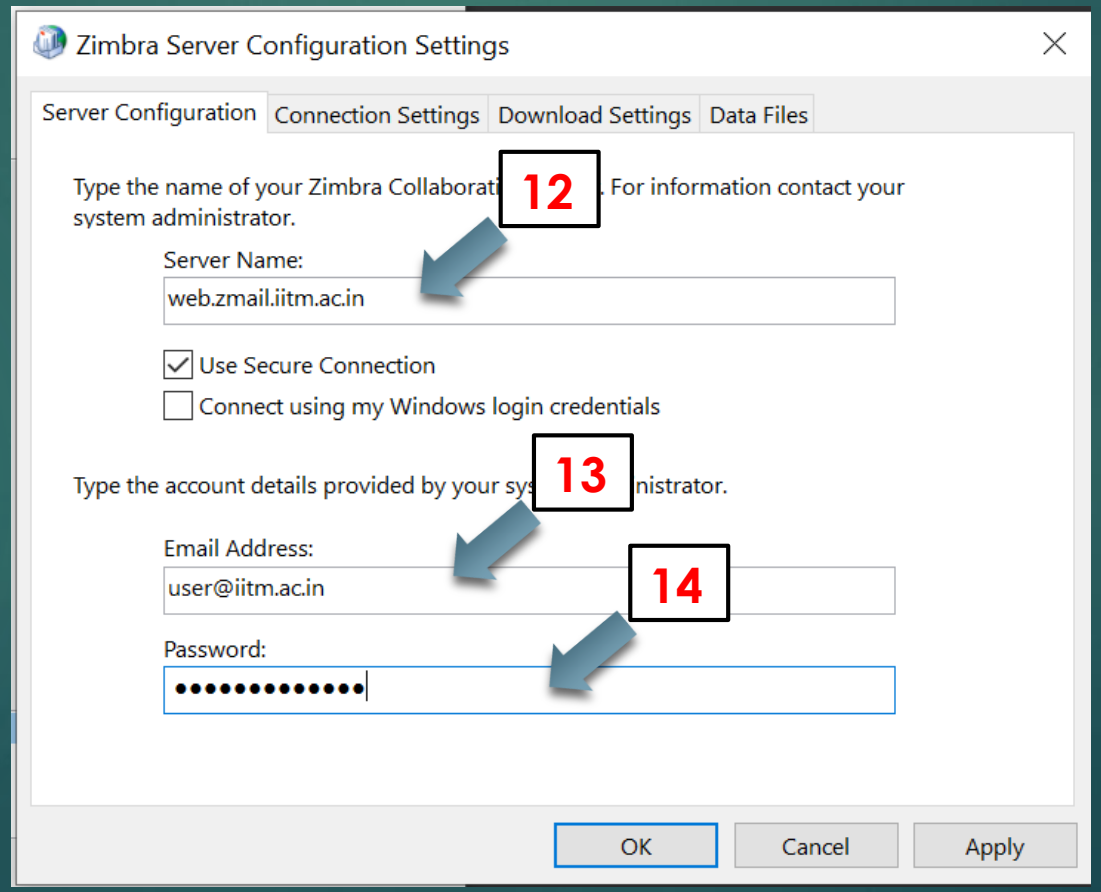
Choose your Account Type → Choose "Others" → Select "Zimbra Collaboration Server".



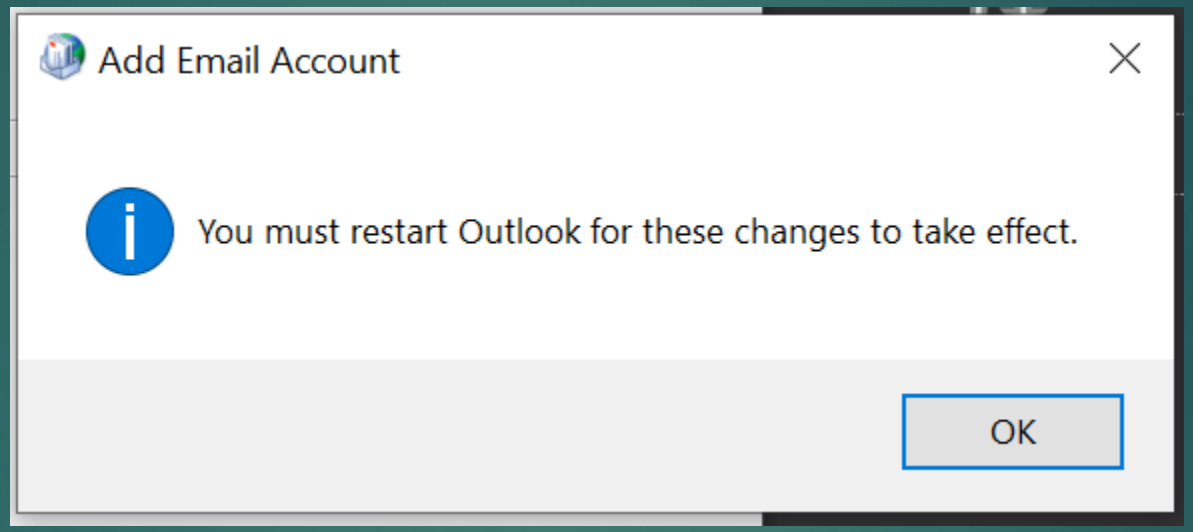
Step-8:

- Zimbra Server Configuration Setting tab: Enter the login details (URL, email ID, LDAP password).

Server Name : “web.zmail.iitm.ac.in” → Email Address: user@iitm.ac.in or “user@zmail.iitm.ac.in” → Password: “LDAP Password”. Others should be defaults, Like screenshot below.



Once, your apply the setting and click OK button, Below screenshot referred Popup will appliers.

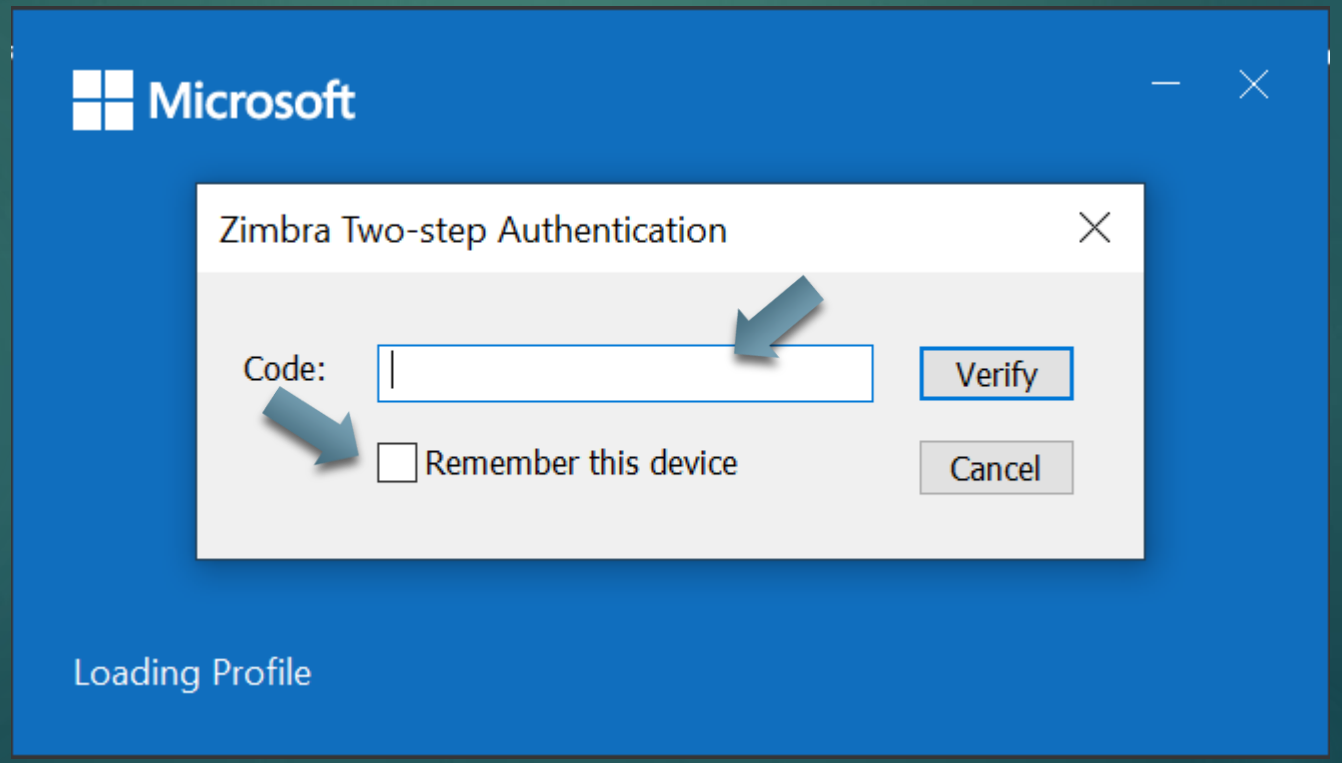


Note: Based on your mailbox size all the emails will fetch automatically.

After all configuration are completed successfully, we get popup for Two-step Authentication. Then enter your code for verification.

Note:
The authentication code verification is required whenever Outlook is reopened to provide additional security for the account.

To avoid entering the authentication code on every login, select the "Remember this device" option. Once enabled, the device is treated as a trusted device and future logins will not require repeated verification.



To remove the trusted device from Zimbra, Please login to the same trusted device and follow the same.

Go to settings → Accounts → Expand Default account → Scroll down find the Two factor authentication → Click "Do not trust this device" option.

To remove other device from trusted, please use the Do not trust all other device.