

# IITM Zimbra Outlook Configuration - ZCO

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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.

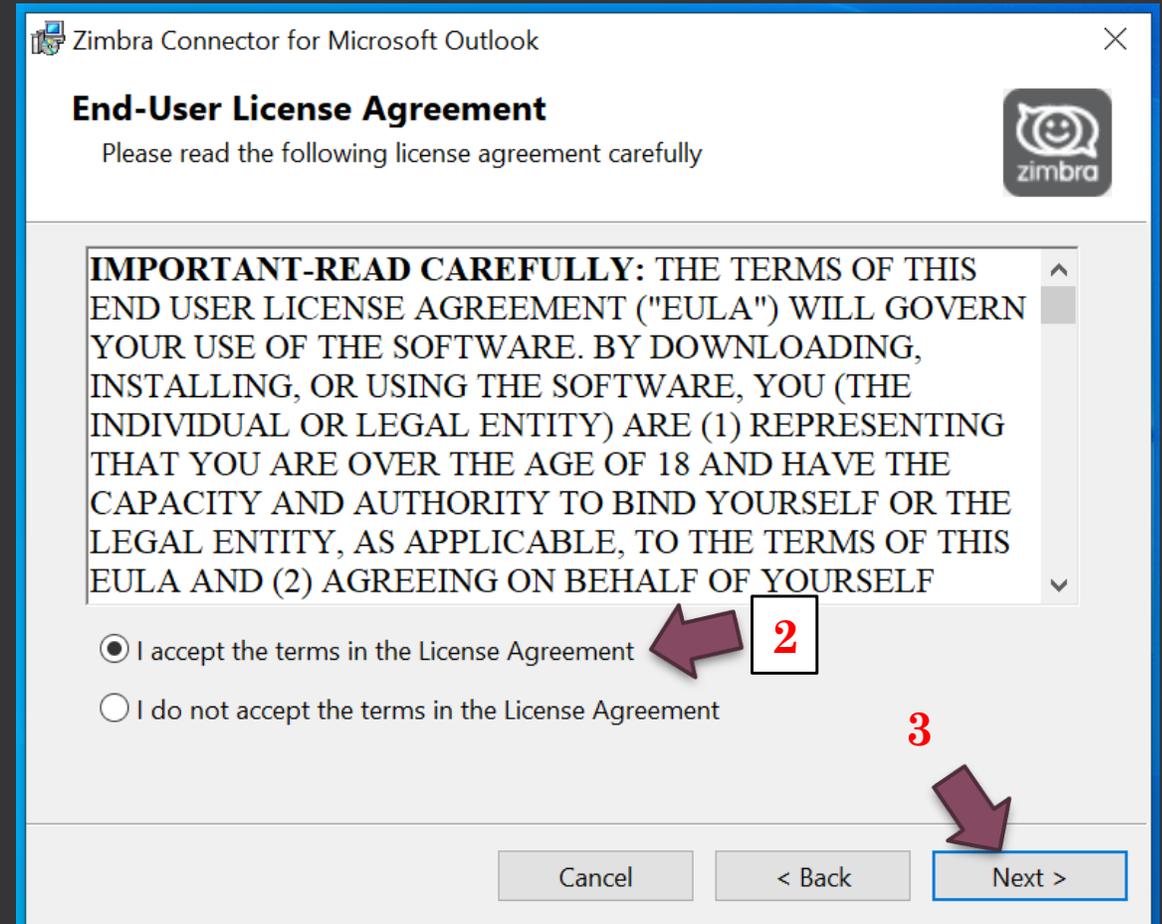
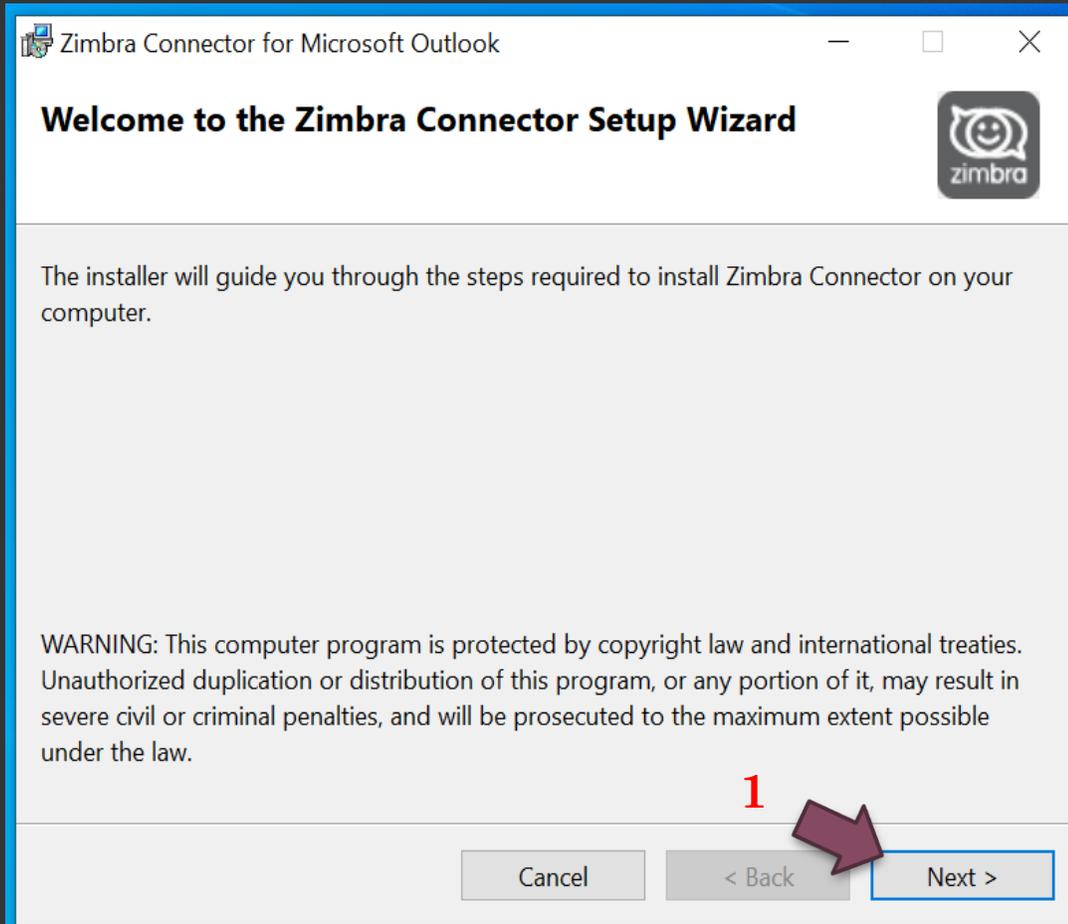
Zimbra Collaboration.

PLATFORM	DOWNLOAD
Zimbra Connector Outlook (9.0.0.1941) – Windows 64-bit	(9.0.0) (MD5) (SHA256)
Zimbra Connector Outlook (9.0.0.1941) – Windows 32-bit	(9.0.0) (MD5) (SHA256)

## Step-2:

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

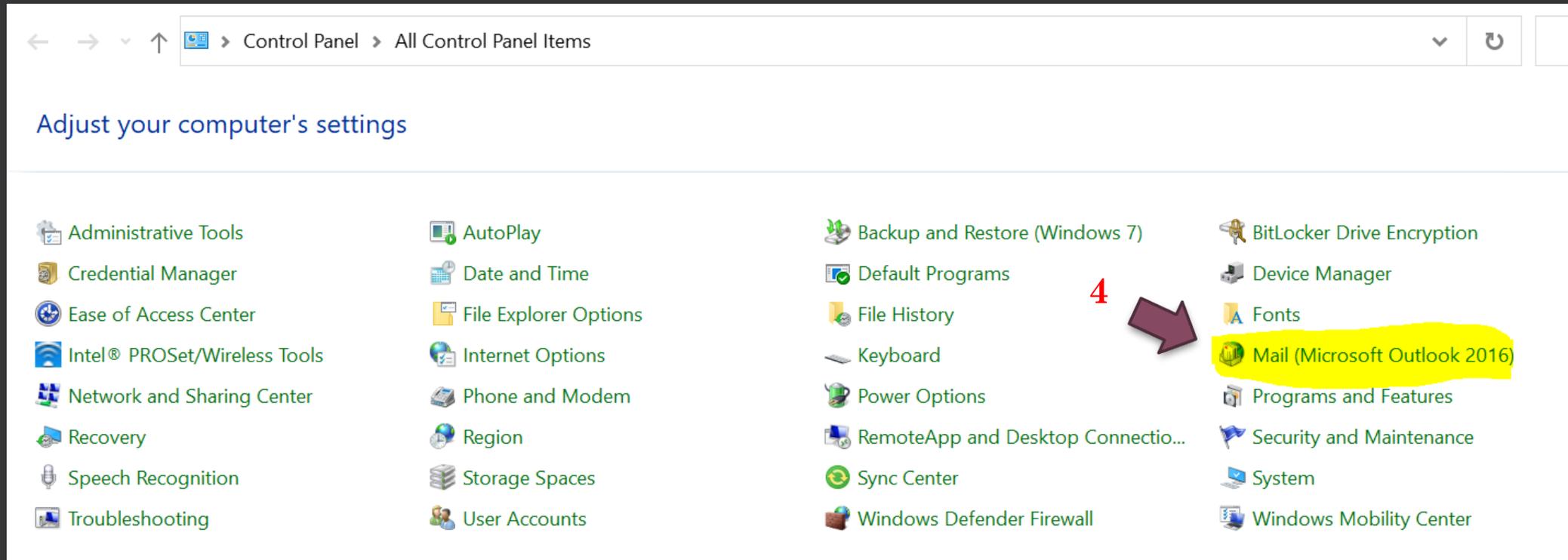
Next → accept the terms (and Click Next) → Next → Close.



### Step-3:

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

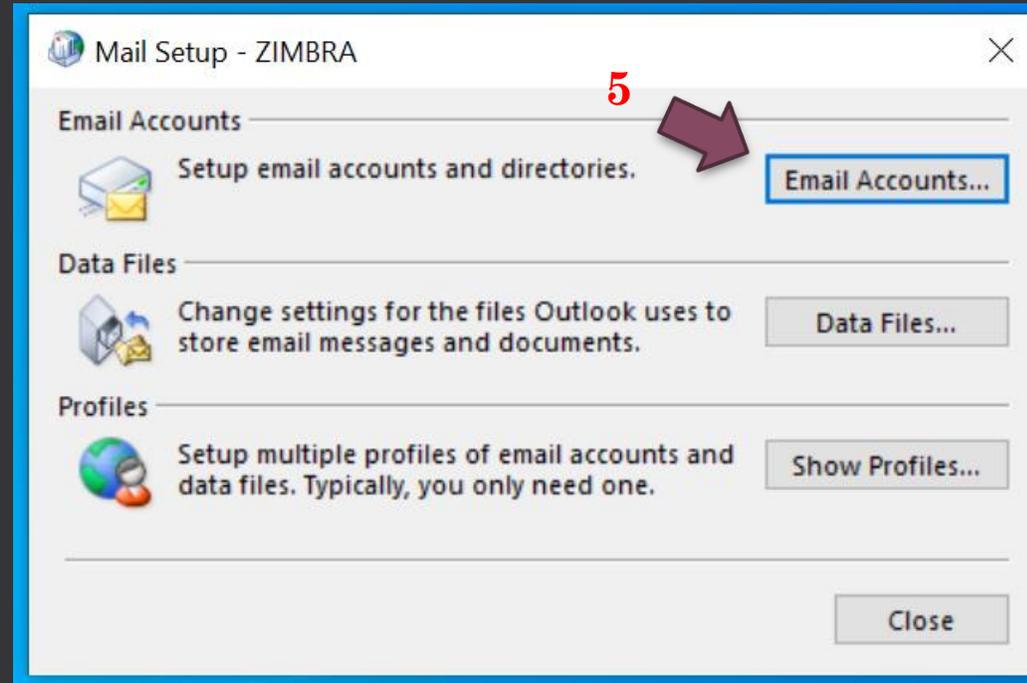
Windows Search box → Type control panel → All Control panel Items → Mail.



Step-4:

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

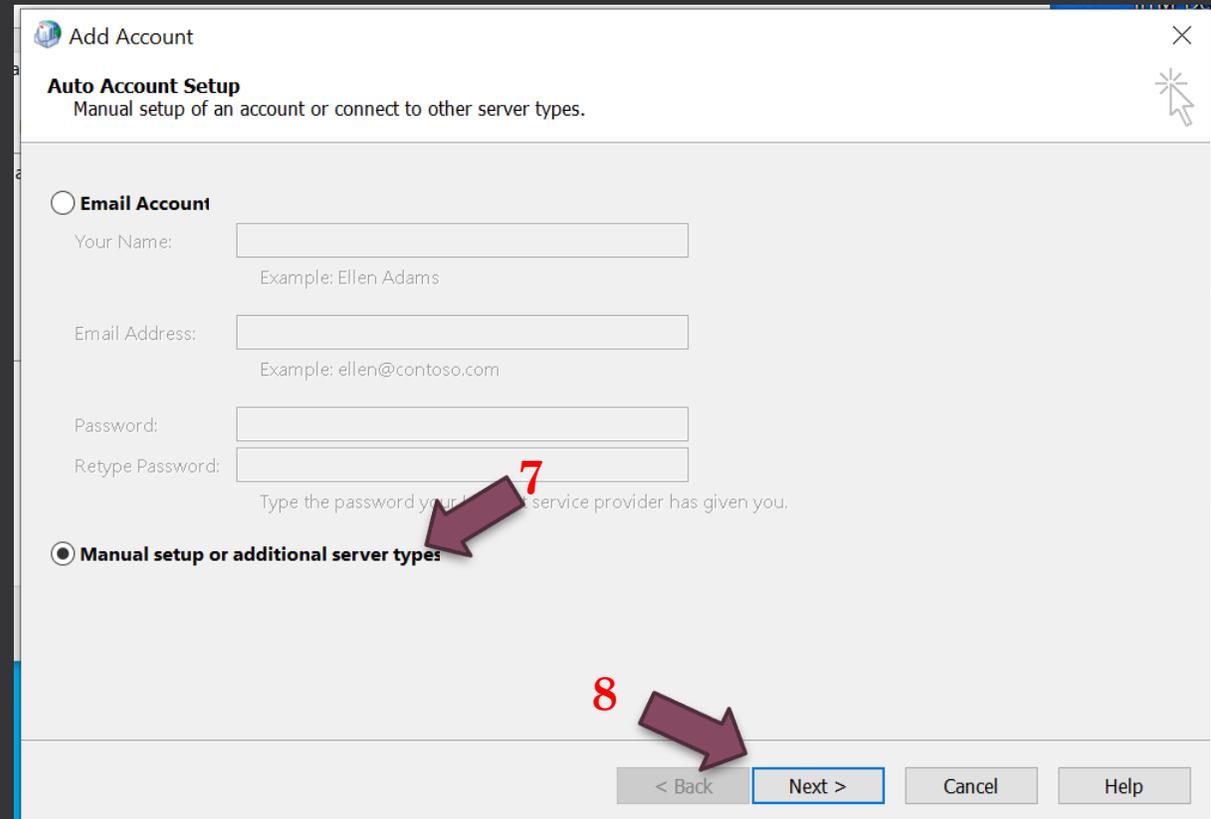
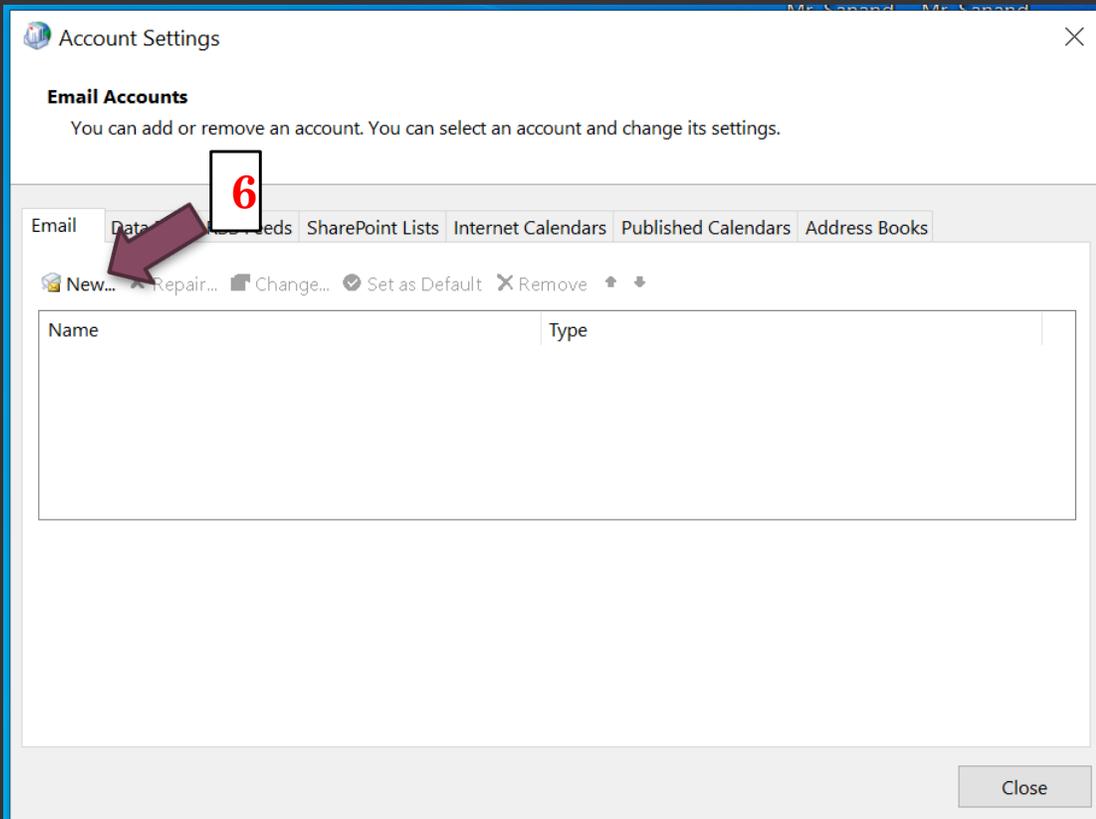
Windows Search box → Type control panel → All Control panel Items → Mail → Click “Email Accounts” Button.



## Step-5:

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

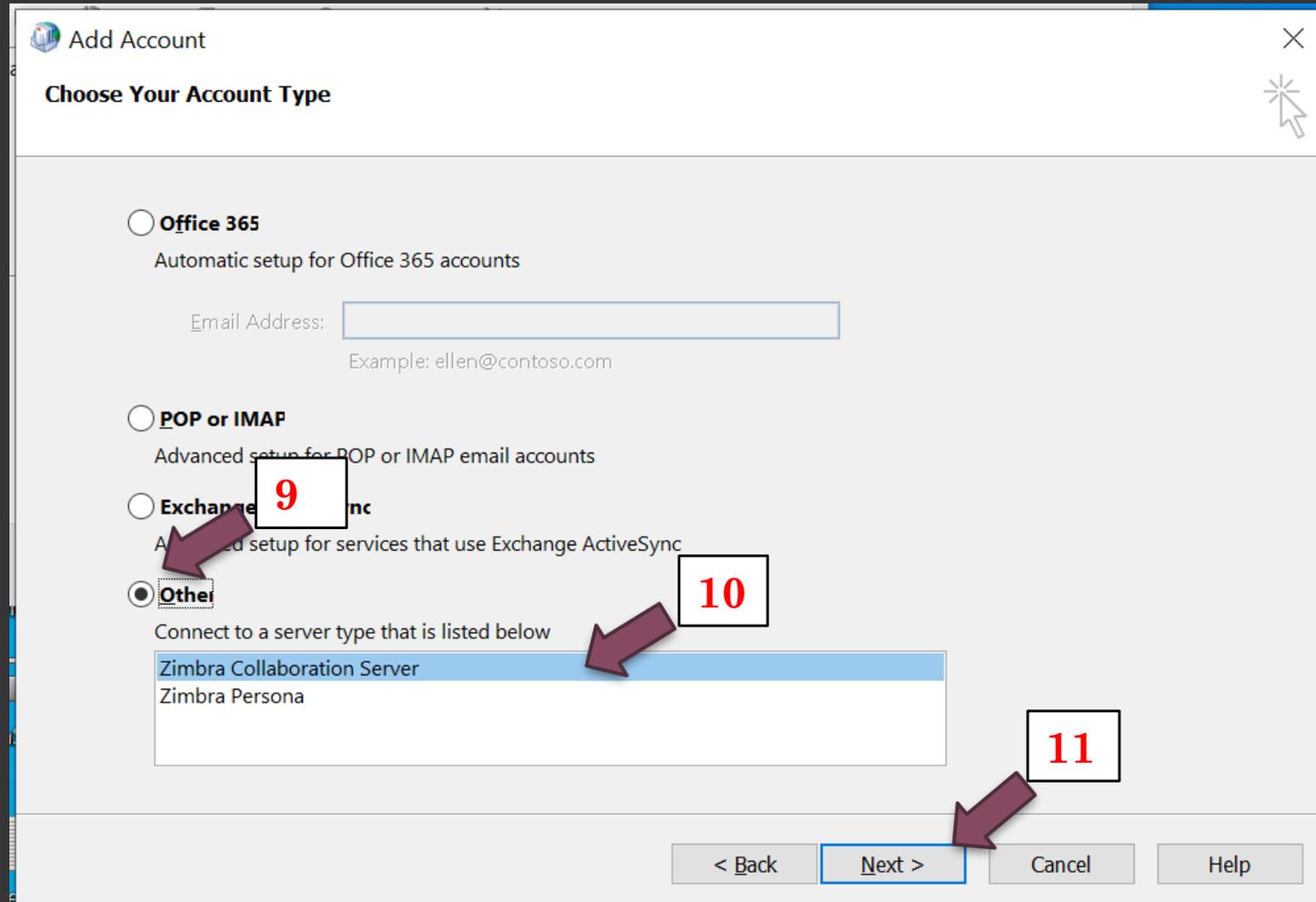
New → Choose “Manual Setup” → Click “Next”.



Step-6:

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

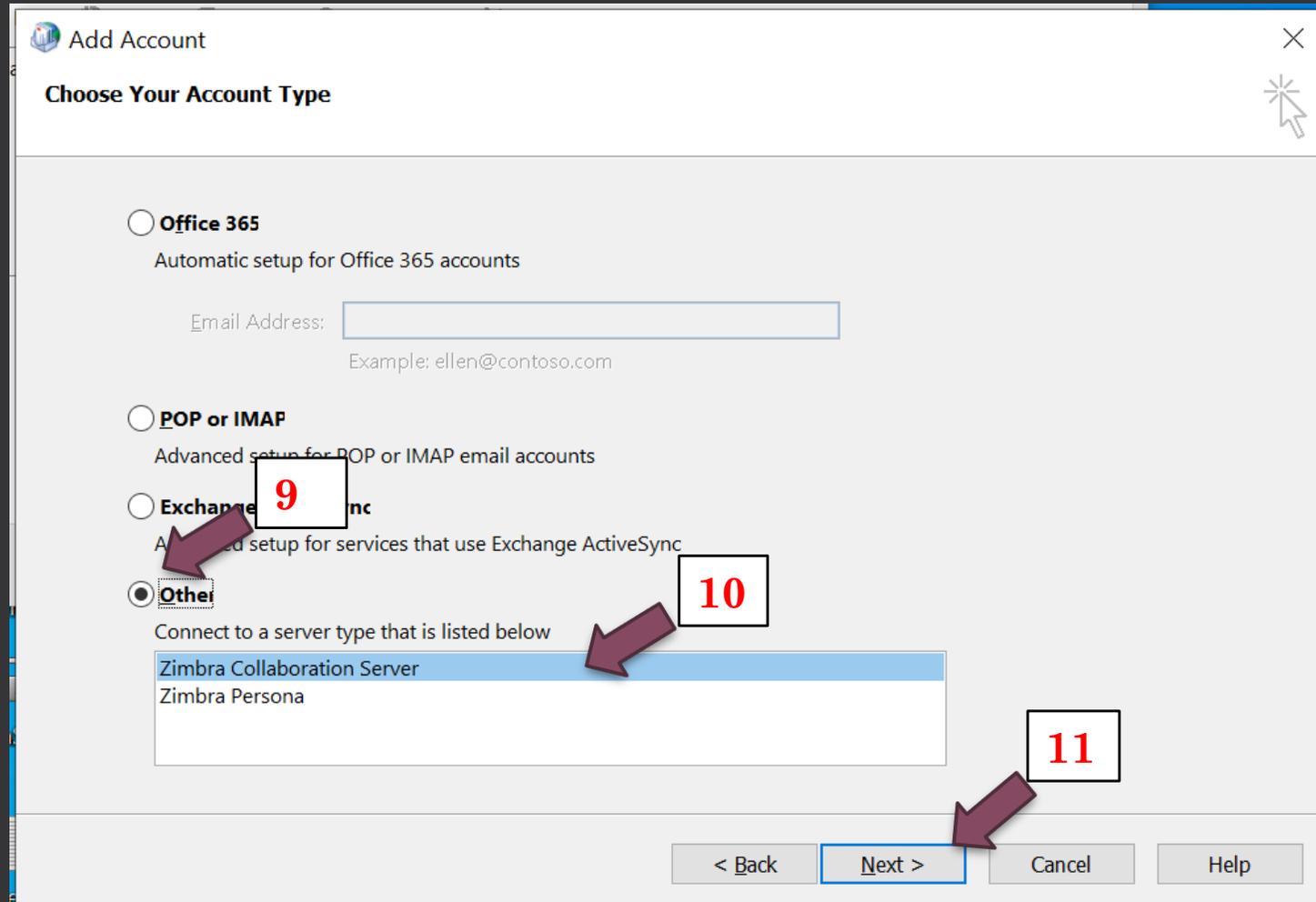
Choose your Account Type → Choose “Others” → Select “Zimbra Collaboration Server”.



Step-6:

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

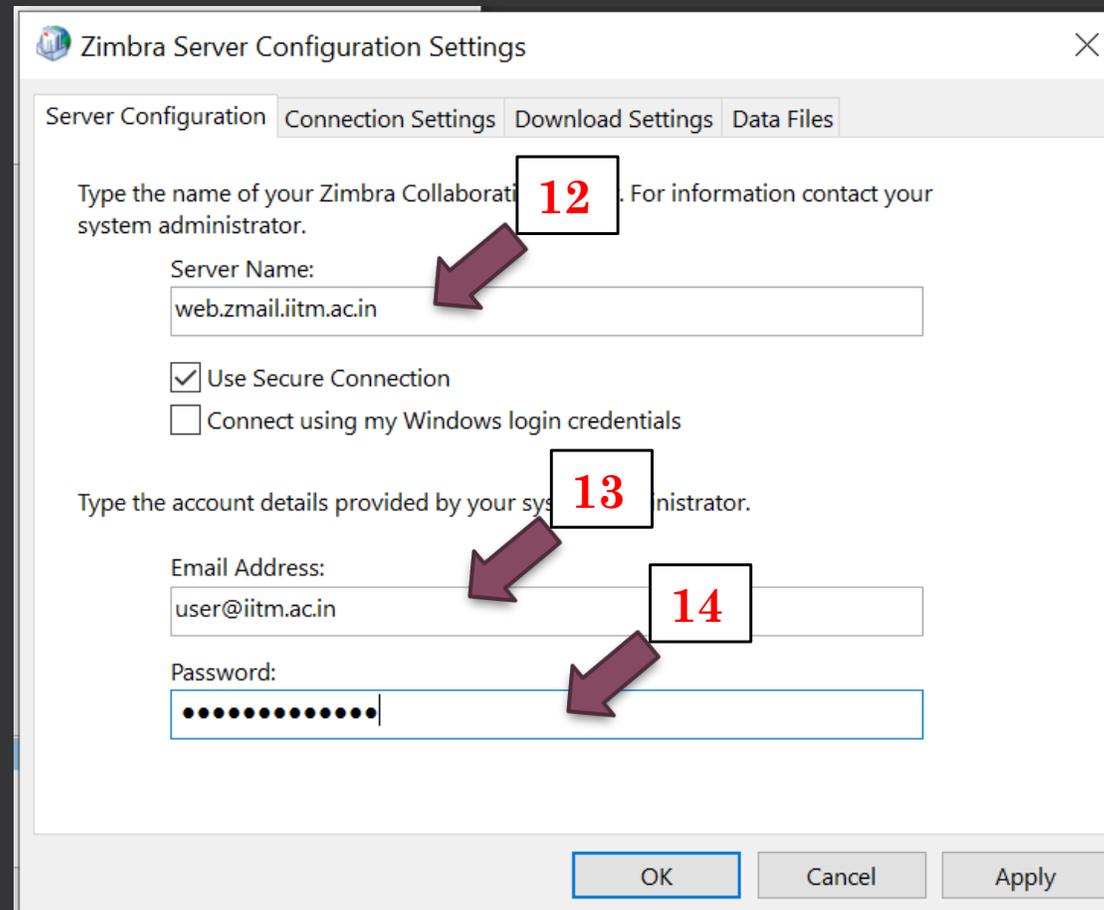
Choose your Account Type → Choose “Others” → Select “Zimbra Collaboration Server”.



## Step-7:

- 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](mailto:user@iitm.ac.in) or “user@zmail.iitm.ac.in” → Password: “LDAP Password”. Others should be defaults, Like screenshot below.

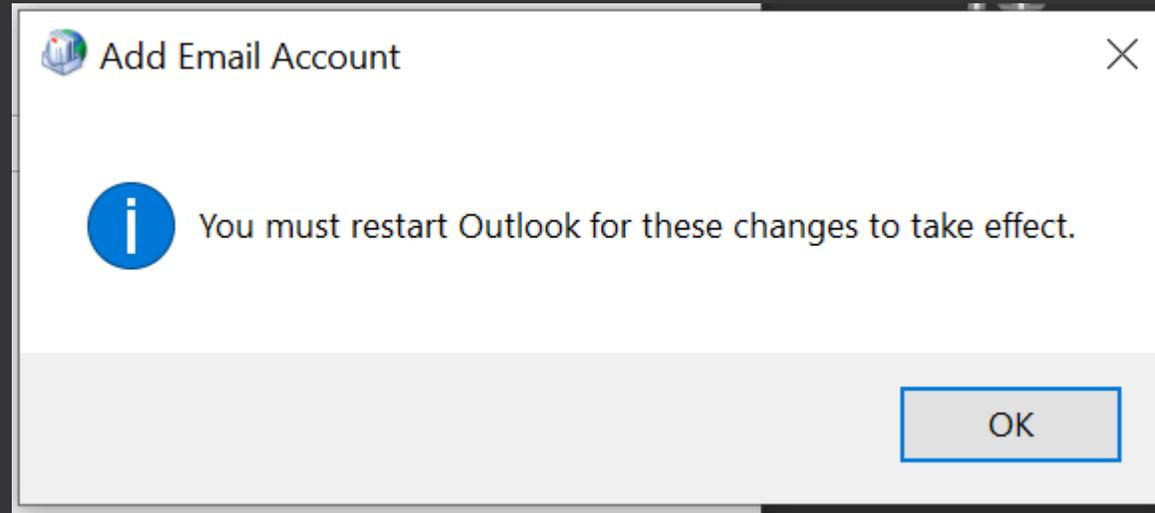


The screenshot shows the 'Zimbra Server Configuration Settings' dialog box with the 'Server Configuration' tab selected. The dialog has four tabs: 'Server Configuration', 'Connection Settings', 'Download Settings', and 'Data Files'. The 'Server Configuration' tab contains the following fields and options:

- A text field for 'Server Name' containing 'web.zmail.iitm.ac.in'. A red box labeled '12' is positioned above this field, with a red arrow pointing to it.
- Two checkboxes: 'Use Secure Connection' (checked) and 'Connect using my Windows login credentials' (unchecked).
- A text field for 'Email Address' containing 'user@iitm.ac.in'. A red box labeled '13' is positioned above this field, with a red arrow pointing to it. A second red box labeled '14' is positioned to the right of this field, with a red arrow pointing to it.
- A password field for 'Password' containing a series of dots. A red box labeled '14' is positioned above this field, with a red arrow pointing to it.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

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



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