Connecting Outlook 2013 to your Zimbra Account

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Before you can use Outlook 2013 to access your KSU email, you will need to run a one time set-up when first starting Outlook 2013. The following quickguide will explain how to connect Outlook 2013 to your Zimbra account:

1) From the Start Menu, click on Outlook 2013 (See Figure 1).

![Figure 1 - Microsoft Outlook 2013](image1)

2) Outlook 2013 will begin to run for the first time. The Zimbra Server Configuration Settings will appear (See Figure 2).

![Figure 2 - Zimbra Server Configuration Settings](image2)
3) Under the **Server Configuration** tab, enter the following information in the fields:
   a) **Server Name**: email.kennesaw.edu (See Figure 3).
   b) **Use Secure Connection**: Checked (See Figure 3).
   c) **Email Address**: Your full KSU Email (e.g. scrappy@kennesaw.edu) (See Figure 3).
   d) **Password**: Your KSU Password (See Figure 3).

![Figure 3 - Set-up Server Configuration](image1)

4) Click on **Apply** (See Figure 4).

![Figure 4 – Apply Server Configuration](image2)
5) Click the **OK** button (See Figure 5).

![Figure 5 - Click OK](image)

6) Outlook 2013 will open and the *Zimbra Send/Receive Progress* window will display. Outlook will now begin synchronizing with your Zimbra account. This process can take a few hours depending on how much information needs to be synched. Leave Outlook open until the process is complete, or slows.

![Figure 6 - Outlook Synchronizing with Zimbra](image)

For additional help or installation issues, please contact:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
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