University Information
Technology Services

Using Microsoft Outlook 2010
with Zimbra

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Introduction

Using Microsoft Outlook 2010 as a "desktop client" for Zimbra gives the end-user added functionality not available in Zimbra, due to the fact that the latter is a web-based application. This document covers the basic use of the Mail, Calendar and Sharing features of Outlook, as well as the following features of Outlook that are available to Zimbra users on campus:

- Pop-up notification of new email
- Delaying delivery of an email message
- Saving one or more messages as a text or html file
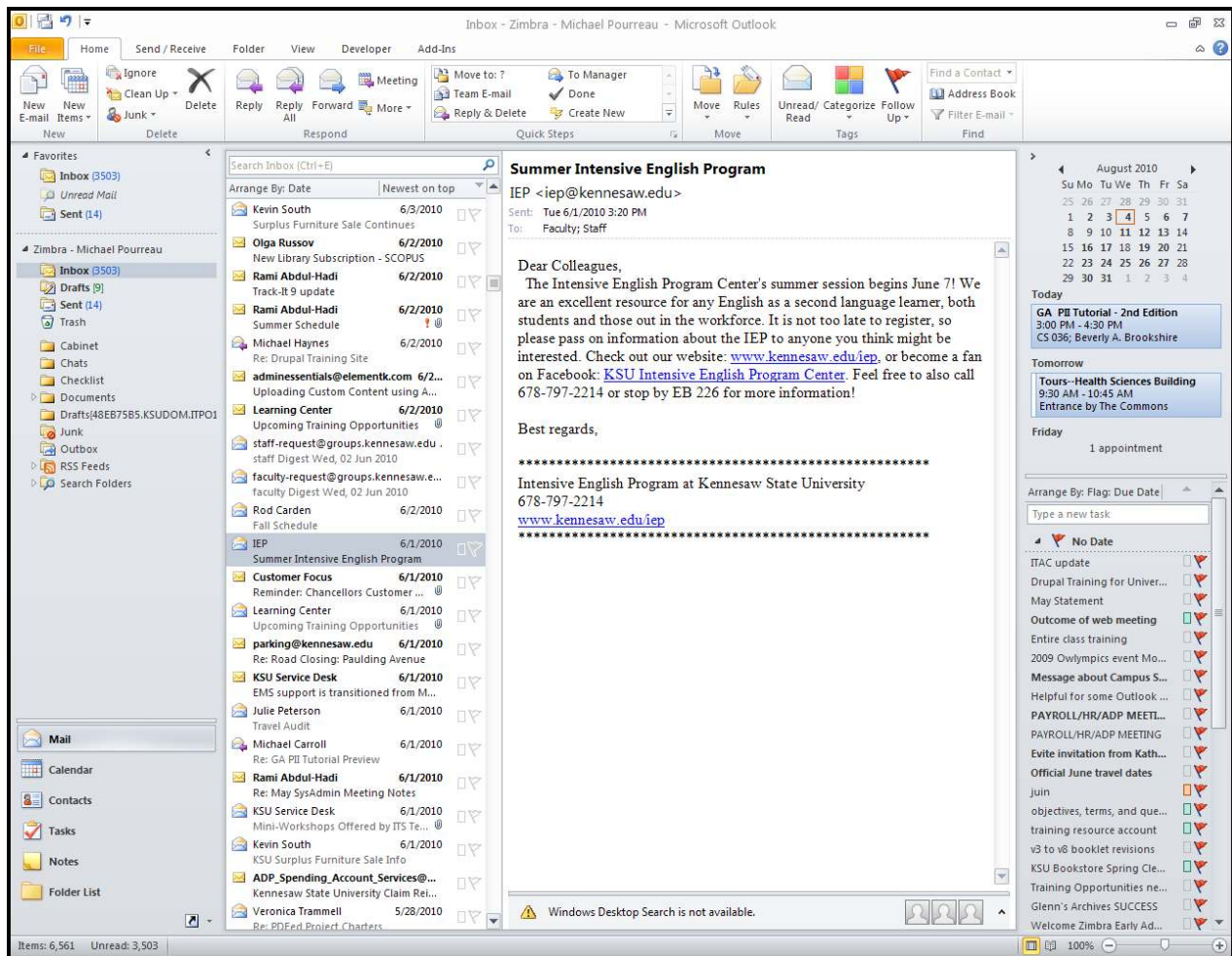- Archiving

Figure 1 - Microsoft Outlook 2010

Mail

Important note about address books in Outlook:

Addressing email messages in Outlook works a little differently than it does in Zimbra. First of all, in order to have access to the Global Address List, you will need to click the **To…** or **Cc…** button, rather than simply entering the name into the **To** or **Cc** field. (Typing a name into the **To** or **Cc** field only reveals names in the "Contacts" address book). Clicking the button opens the "Select Names: Contacts" window, in which you have access to the Global Address List. Further, you will need to set the Global Address List to be the first address list shown in the "Select Names - Contacts" window, as shown in steps 1 – 6 below:
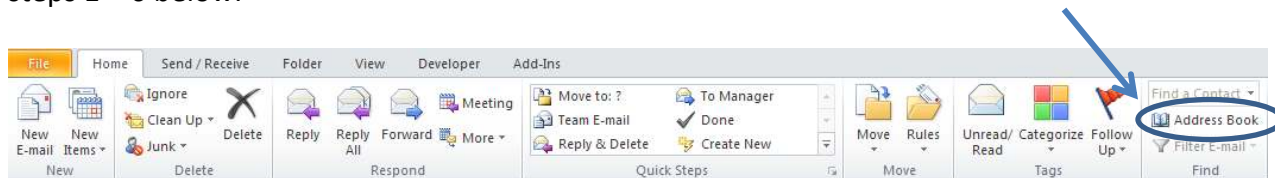

Figure 2 - Address Book

1. From the **Home** tab, go to the right end side of the ribbon and click on **Address Book**.

The "Address Book: Contacts" window appears.
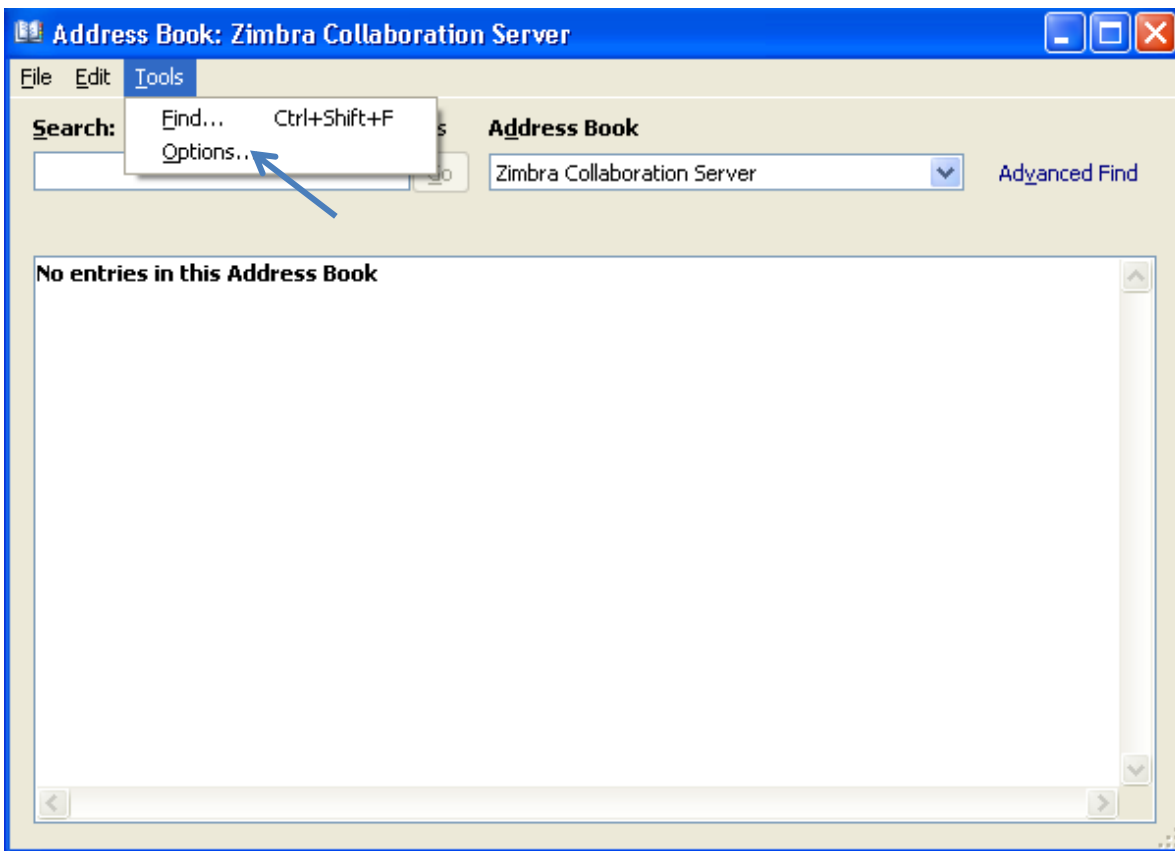
2. On the menu bar, click on **Tools→Options**.

Figure 3 - Address Book Options