

# PC Outlook Configuration

Please read this guide to set up connection between zimbra and outlook

- [IMAP](#)
- [POP3](#)

# IMAP

## IMAP Configuration

Server: my.mailhappen.com

Security: SSL/TLS

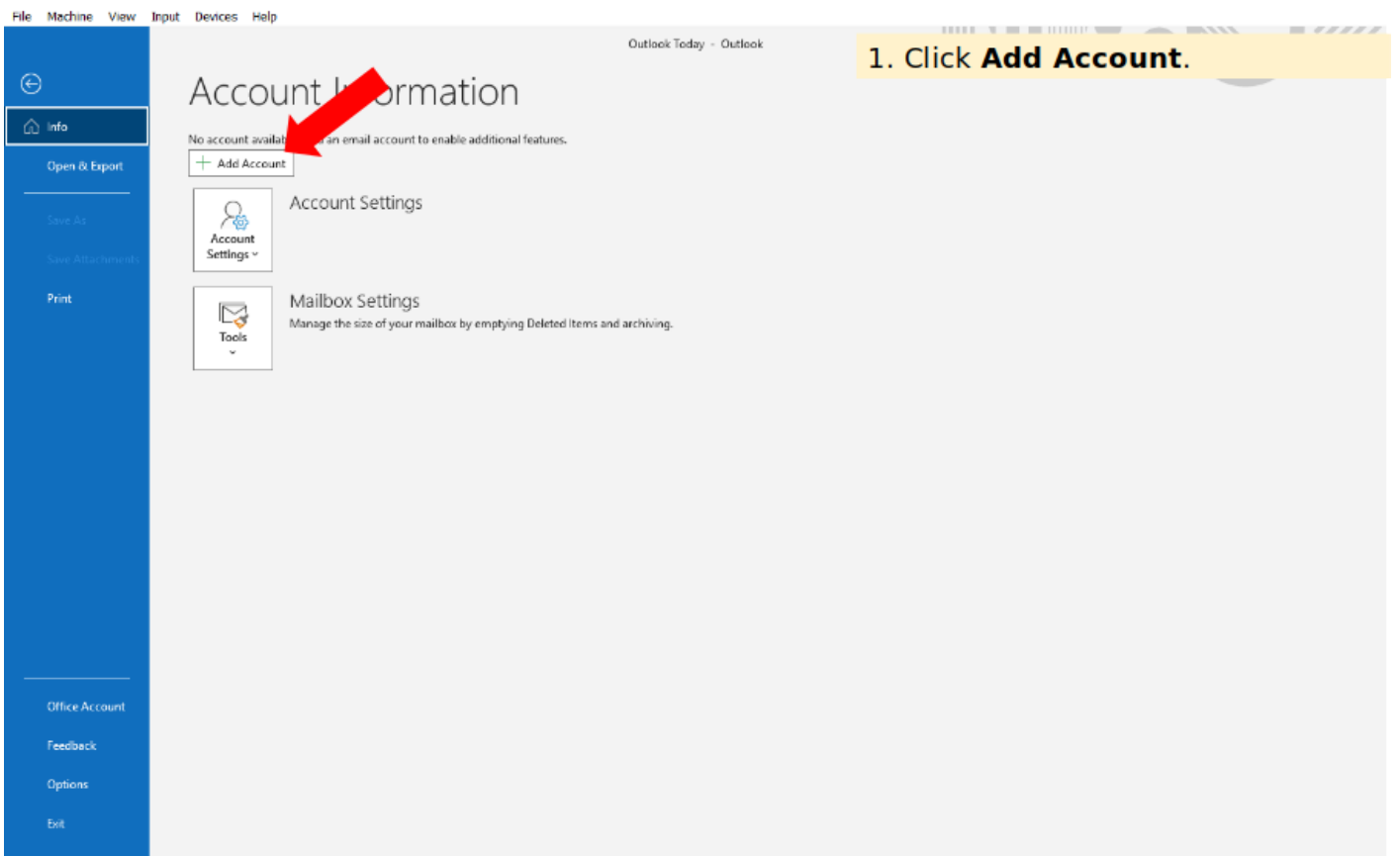
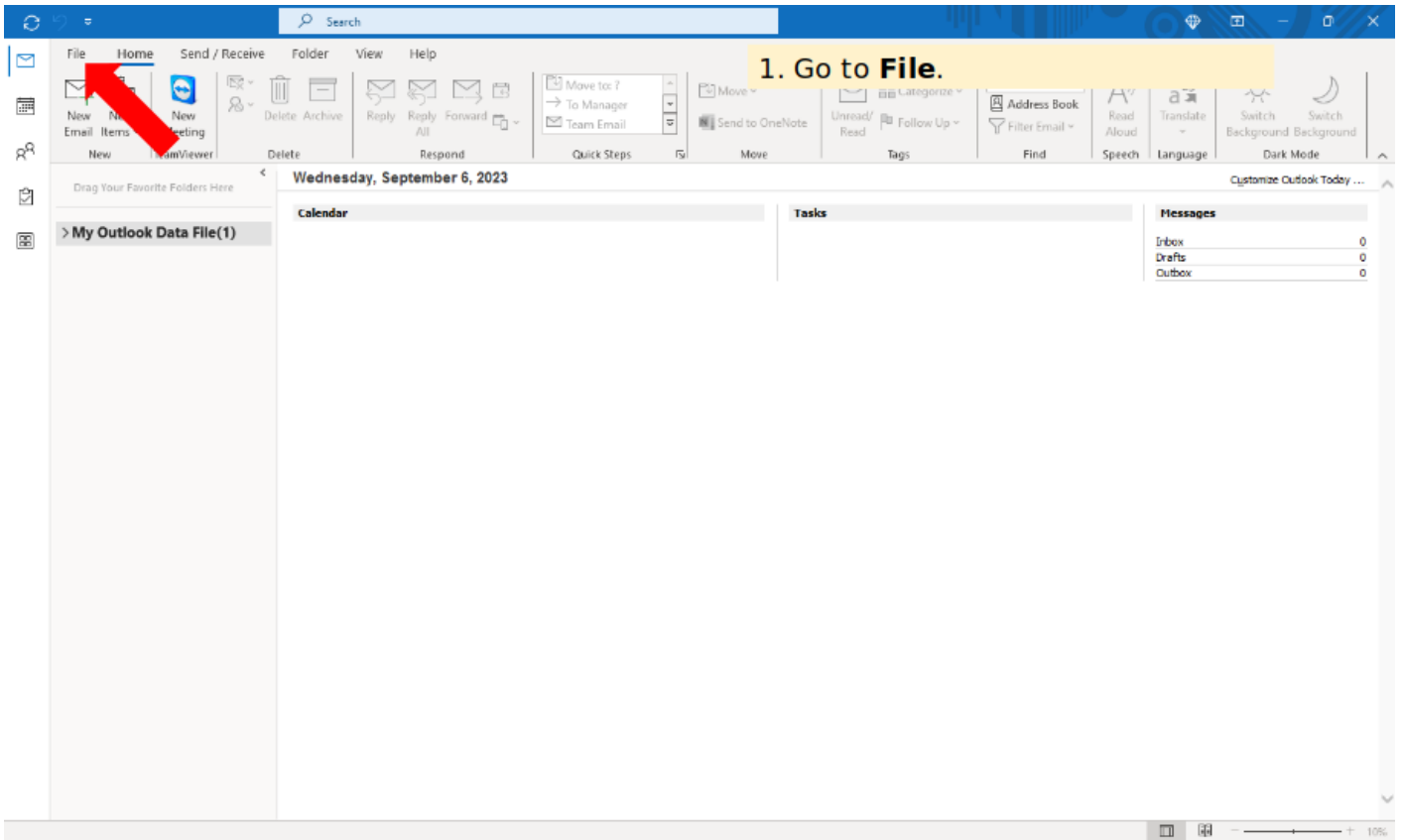
Port: 993

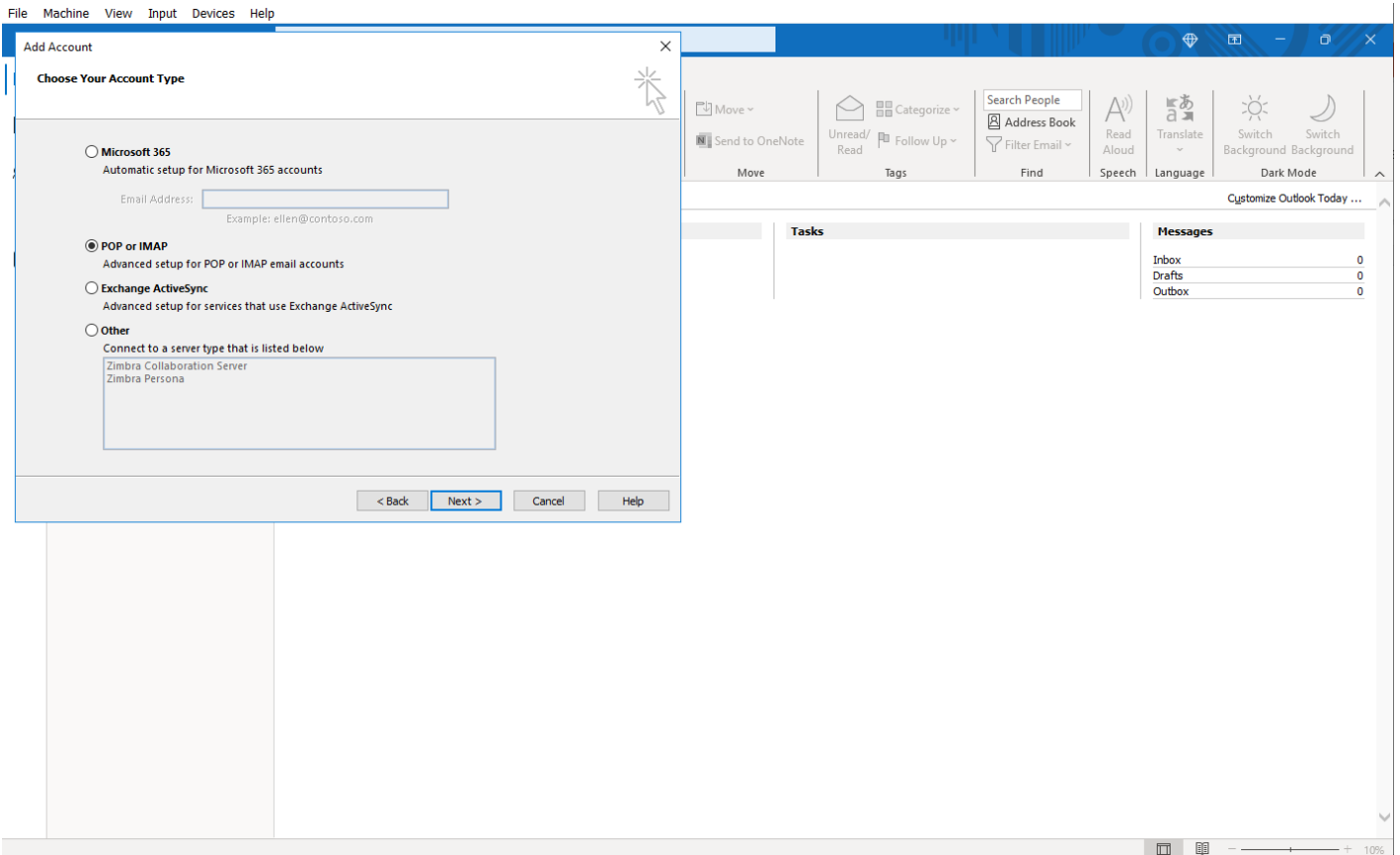
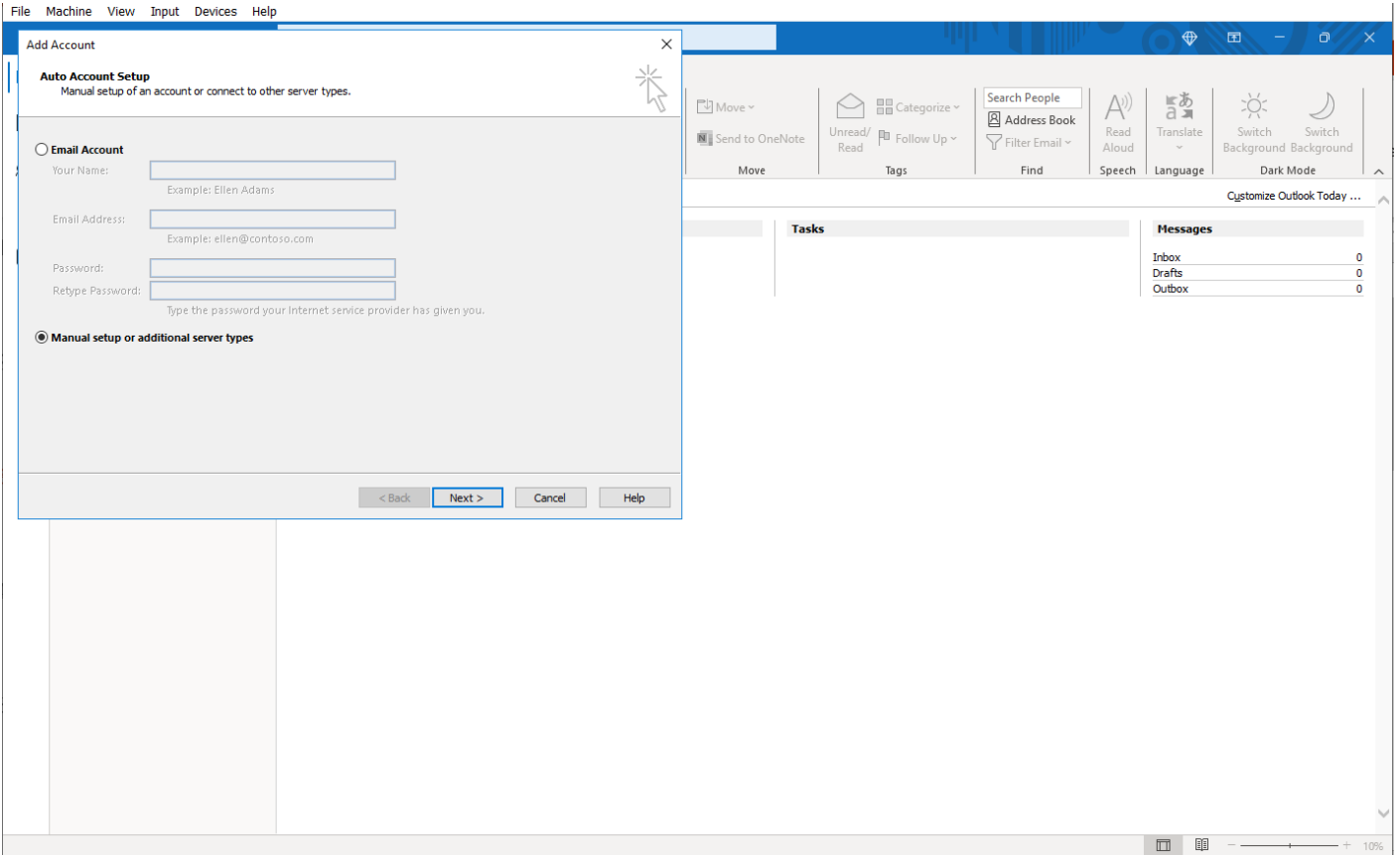
## SMTP Configuration

Server: my.mailhappen.com

Security: SSL/TLS

Port: 465





**POP and IMAP Account Settings**

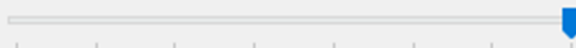
Enter the mail server settings for your account.

**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**

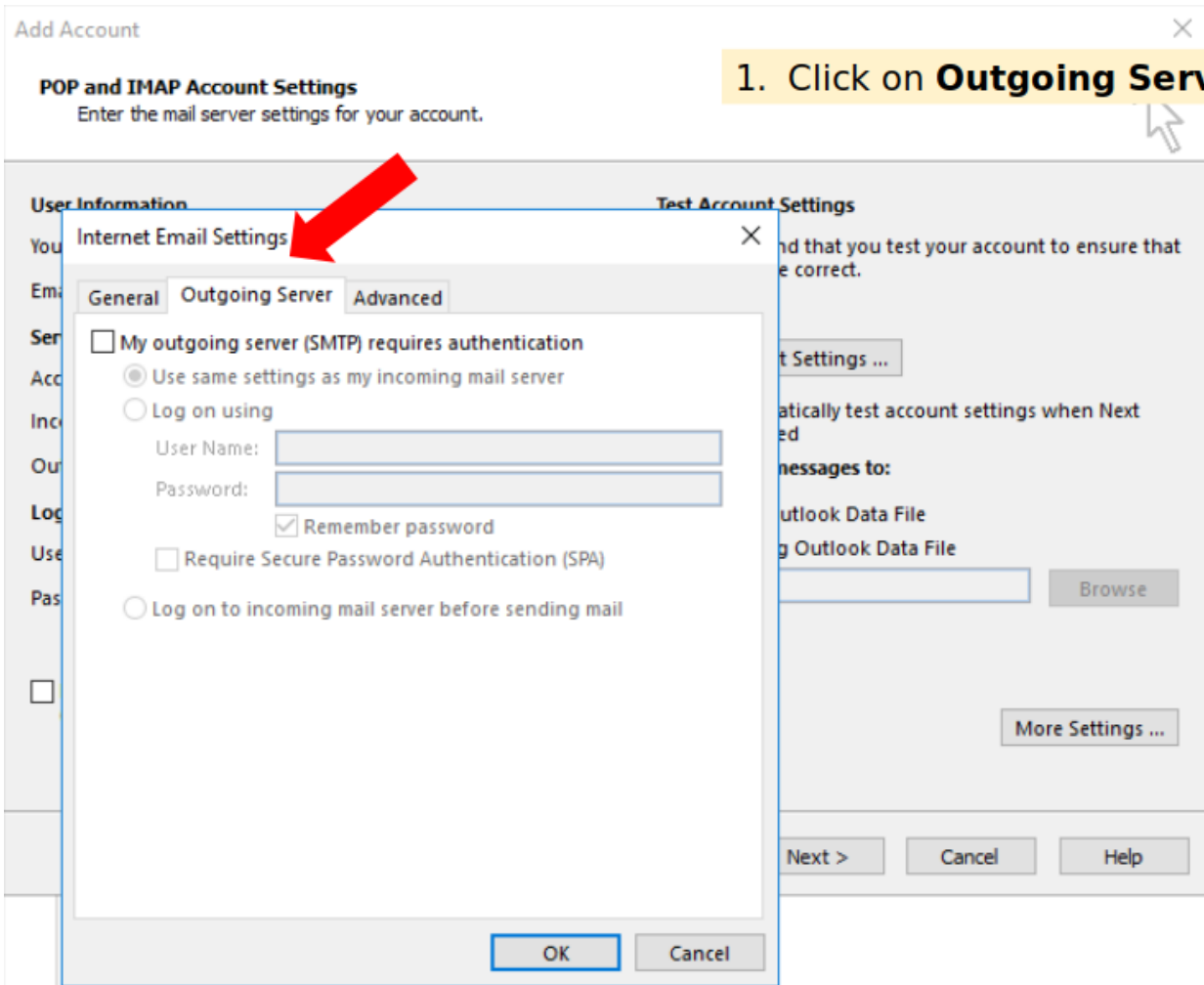
We recommend that you test your account to ensure that the entries are correct.

 Automatically test account settings when Next is clicked

Mail to keep offline: All



1. Click on **Outgoing Server**.





### POP and IMAP Account Settings

Enter the mail server settings for your account.

#### User Information

#### Test Account Settings

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#### 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)

OK

Cancel

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offline: All

More Settings ...

Next >

Cancel

Help



### POP and IMAP Account Settings

Enter the mail server settings for your account.

**User Information** | **Test Account Settings**

Internet Email Settings ✕

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:  ▾

Outgoing server (SMTP):

Use the following type of encrypted connection:  ▾

Server Timeouts

Short  Long 1 minute

Folders

Root folder path:

Sent Items

Do not save copies of sent items

Deleted Items

Mark items for deletion but do not move them automatically  
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

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...offline: All

### POP and IMAP Account Settings

Enter the mail server settings for your account.

1. Fill up required port number.
2. Choose **SSL/TLS**.
3. Click **OK**.

#### User Information

Test Ac

Internet Email Settings

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (IMAP):  Use Defaults

Use the following type of encrypted connection: **SSL/TLS**

Outgoing server (SMTP):  Use Defaults

Use the following type of encrypted connection: **SSL/TLS**

Server Timeouts

Short  Long 1 minute

Folders

Root folder path:

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e correct.

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ed

offline: All

**POP and IMAP Account Settings**

Enter the mail server settings for your account.

1. Click **Next**.



**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

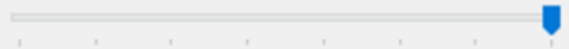
Require logon using Secure Password Authentication (SPA)

**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

Mail to keep offline: All



### Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

1. Wait for outlook test.
2. After completed, click **Close**.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

test your account to ensure that

account settings when Next

### Logon Information

User Name:

Password:

Mail to keep offline: All

Remember password

Require logon using Secure Password Authentication (SPA)

More Settings ...

< Back

Next >

Cancel

Help

1. Click **Finish** and ready to used.

You're all set!

We have all the information we need to set up your account.

Set up Outlook Mobile on my phone, too

Add another account...

< Back

Finish

Help



# POP3

## POP3 Configuration

Server: my.mailhappen.com

Security: SSL/TLS

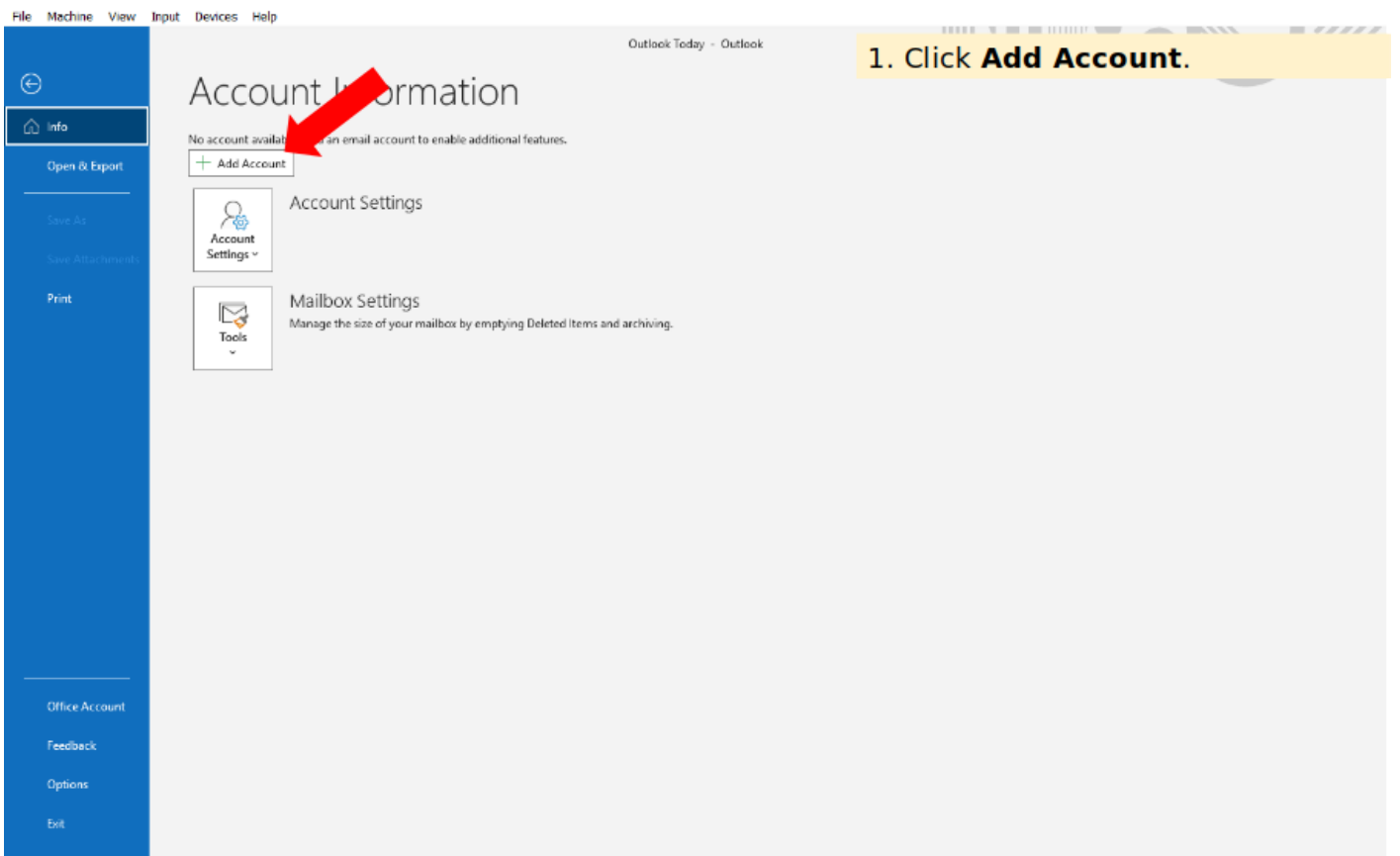
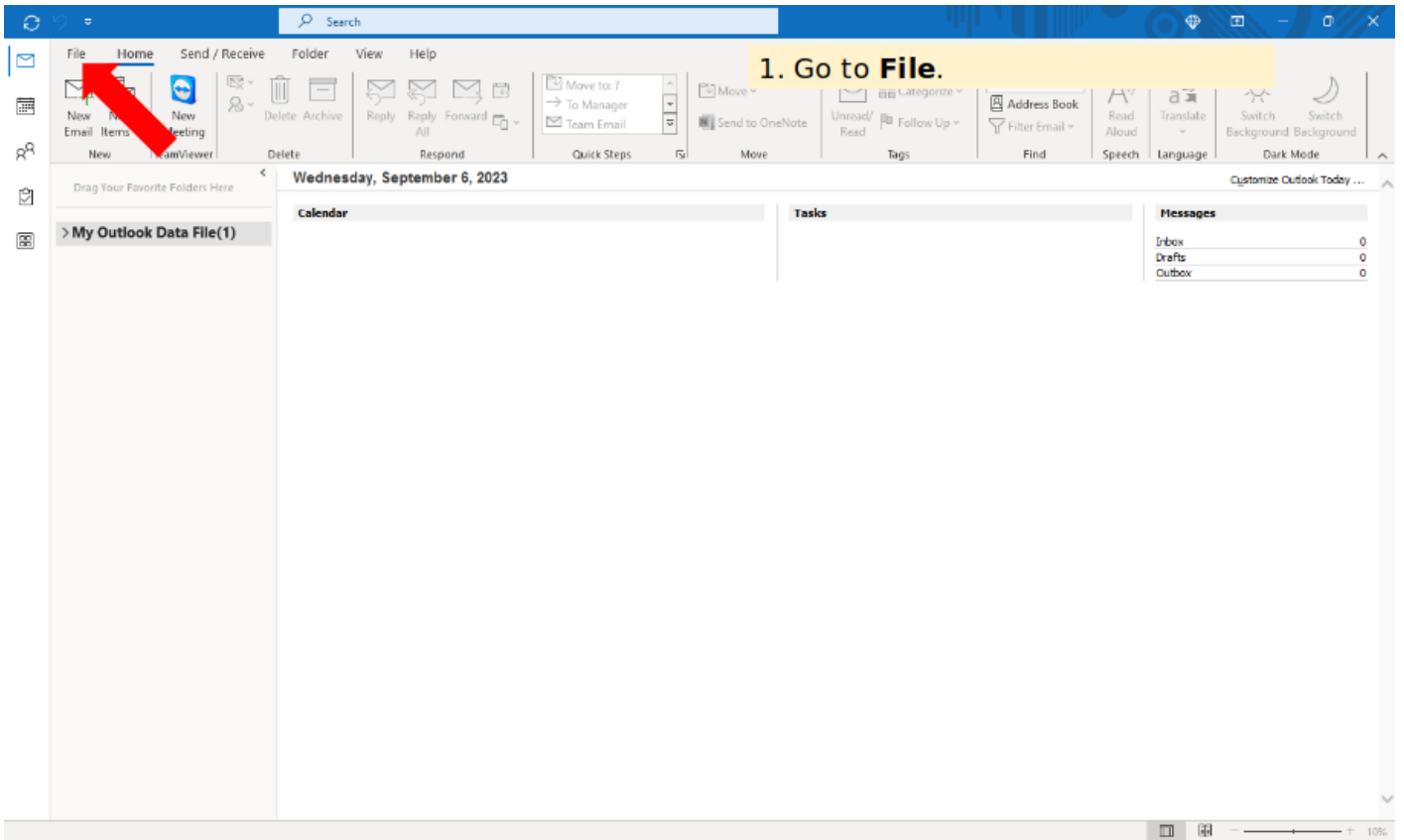
Port: 995

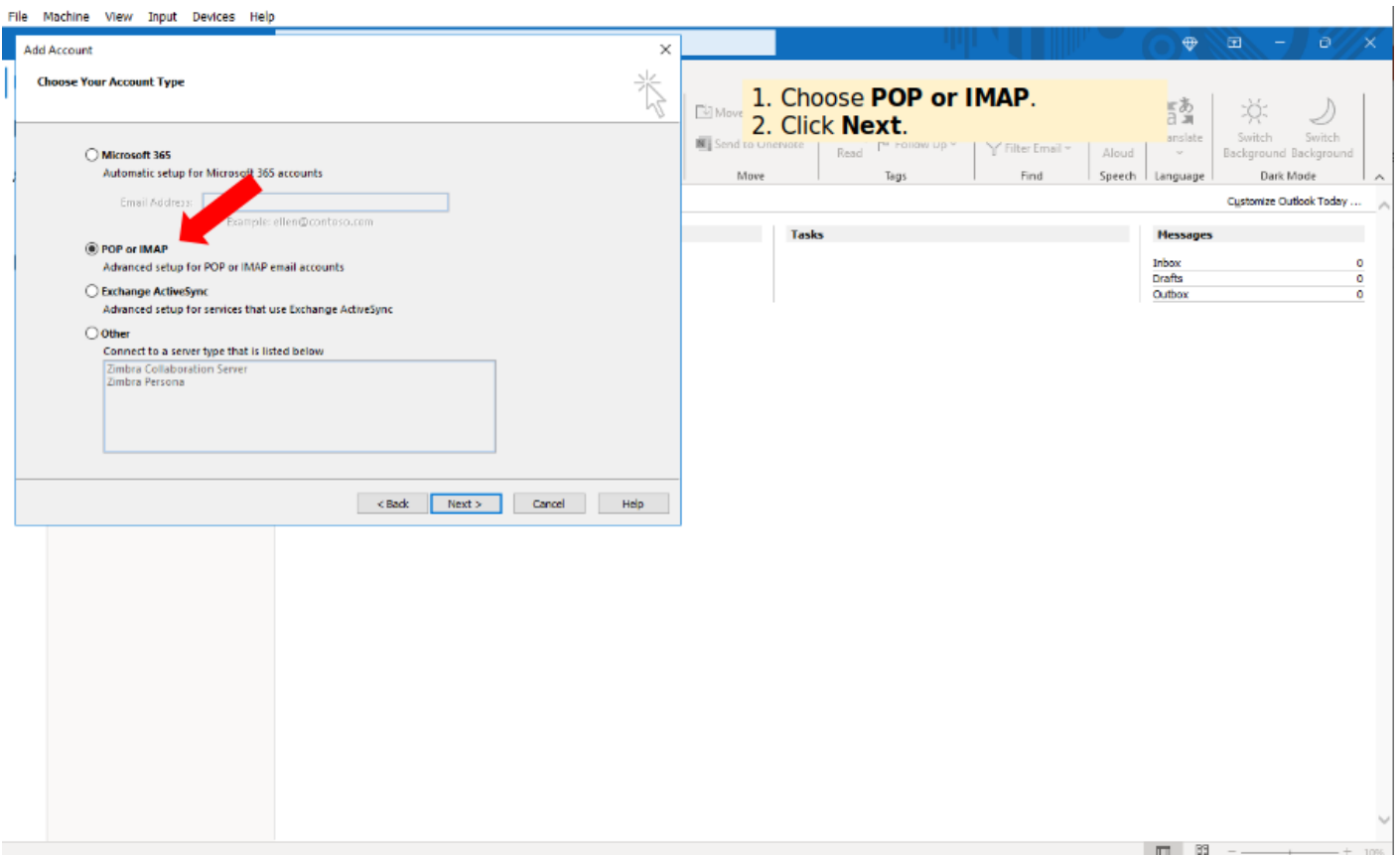
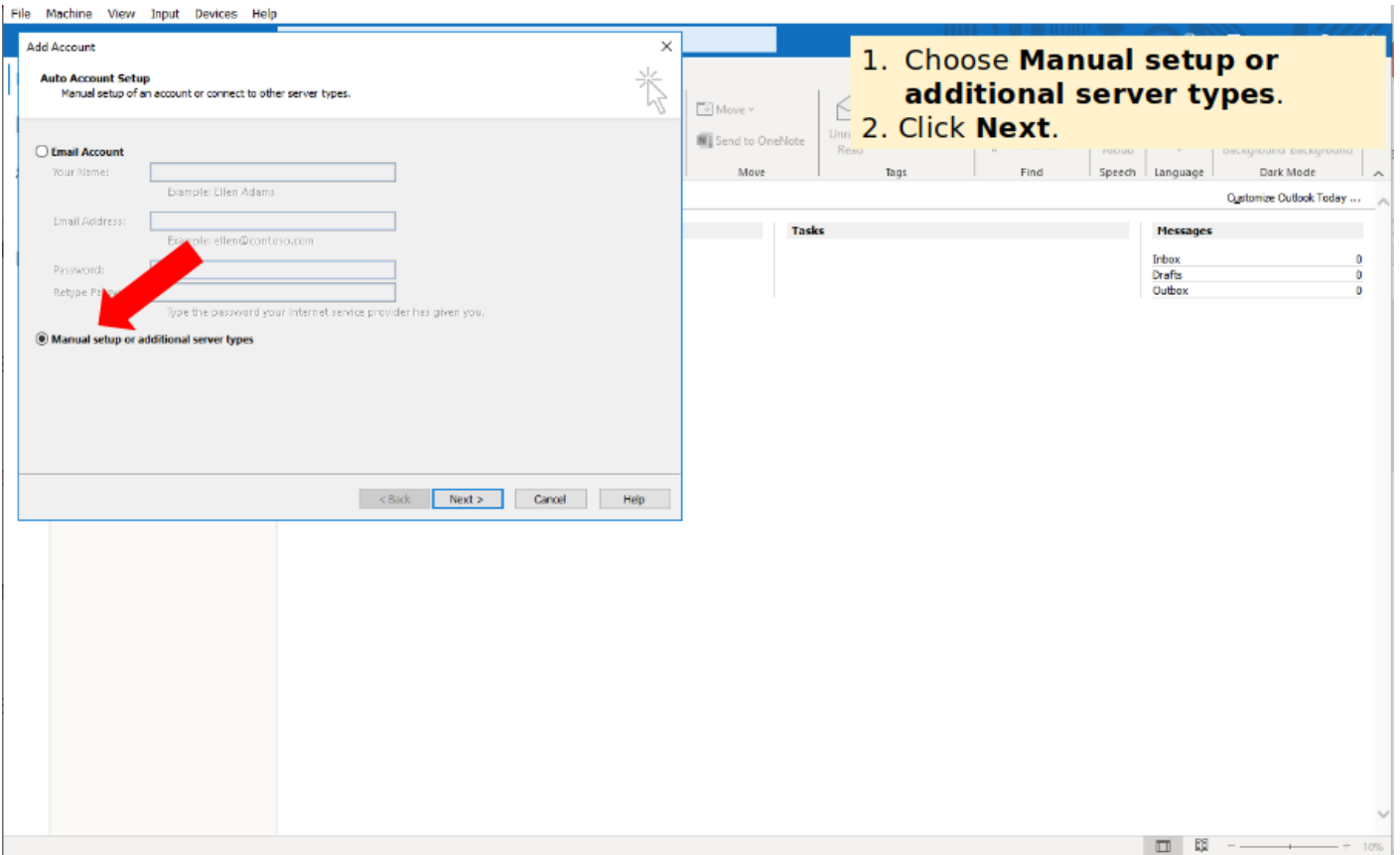
## SMTP Configuration

Server: my.mailhappen.com

Security: SSL/TLS

Port: 465





**POP and IMAP Account Settings**

Enter the mail server settings for your account.

1. Input required information.
2. Account type choose **POP**.
3. Tick **Remember password**.
4. Click **More Settings**

**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 /**

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

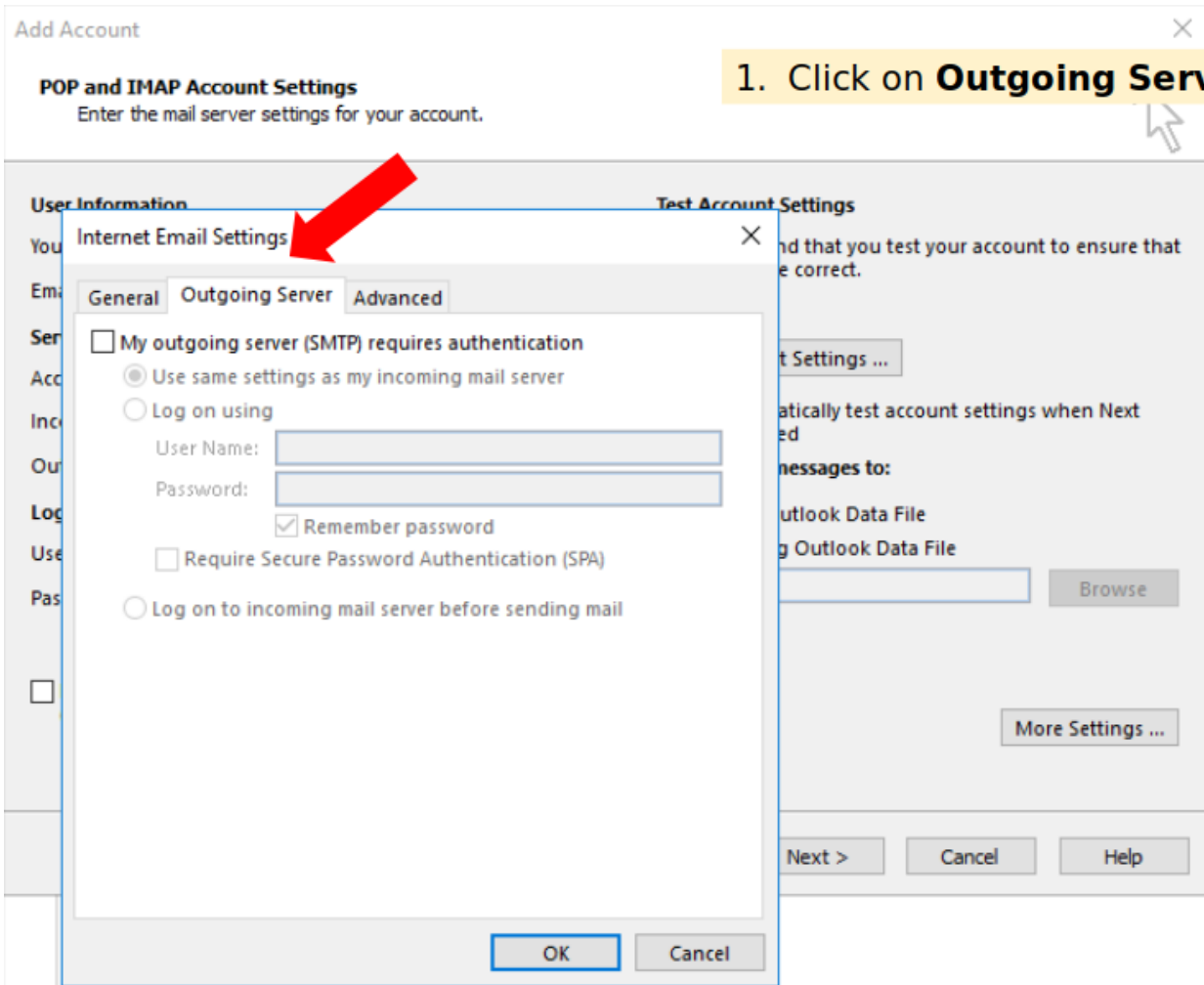
Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

1. Click on **Outgoing Server**.





### POP and IMAP Account Settings

Enter the mail server settings for your account.

1. Click on **Advanced**.

#### User Information

You  
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Pas

#### Internet Email Settings

✕

General   Outgoing Server   **Advanced**

#### Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL/TLS)

Outgoing server (SMTP):

Use the following type of encrypted connection:  ▾

#### Server Timeouts

Short  Long 1 minute

#### Delivery

- Leave a copy of messages on the server
- Remove from server after  days
- Remove from server when deleted from 'Deleted Items'

#### Test Account Settings

and that you test your account to ensure that  
e correct.

Test Settings ...

Automatically test account settings when Next  
ed

Messages to:

Outlook Data File

Outlook Data File

1. Fill up required port number.
2. Tick checkbox **This server requires an encrypted connection (SSL/TLS)**.
3. Choose **SSL/TLS**.
4. Click **OK**.

Add Account ×

### POP and IMAP Account Settings

Enter the mail server settings for your account.

User Information Test Account

Internet Email Settings

General **Outgoing Server** Advanced

Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL/TLS)

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Use the following type of encrypted connection:  ▼

Server Timeouts

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Delivery

Leave a copy of messages on the server

Remove from server after  days

Remove from server when deleted from 'Deleted Items'

Automatically test account settings when Next

Messages to:

Outlook Data File

Outlook Data File

**POP and IMAP Account Settings**

Enter the mail server settings for your account.

1. Click **Next**.

<b>User Information</b>		<b>Test Account Settings</b>
Your Name:	<input type="text" value="User"/>	We recommend that you test your account to ensure that the entries are correct.
Email Address:	<input type="text" value="user@mailhappen.com"/>	<input type="button" value="Test Account Settings ..."/>
<b>Server Information</b>		<input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Account Type:	<input type="text" value="POP3"/>	<b>Deliver new messages to:</b>
Incoming mail server:	<input type="text" value="mail.mailhappen.com"/>	<input checked="" type="radio"/> New Outlook Data File
Outgoing mail server (SMTP):	<input type="text" value="mail.mailhappen.com"/>	<input type="radio"/> Existing Outlook Data File
<b>Logon Information</b>		<input type="text" value=""/> <input type="button" value="Browse"/>
User Name:	<input type="text" value="user@mailhappen.com"/>	<input type="button" value="More Settings ..."/>
Password:	<input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password		
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)		
		<input type="button" value="Next &gt;"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>

### Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

1. Wait for outlook test.
2. After completed, click **Close**.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
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account settings when Next

### Logon Information

User Name:

Password:

Mail to keep offline: All

Remember password

Require logon using Secure Password Authentication (SPA)

More Settings ...

< Back

Next >

Cancel

Help

1. Click **Finish** and ready to used.

You're all set!

We have all the information we need to set up your account.

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Add another account...

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Finish

Help





