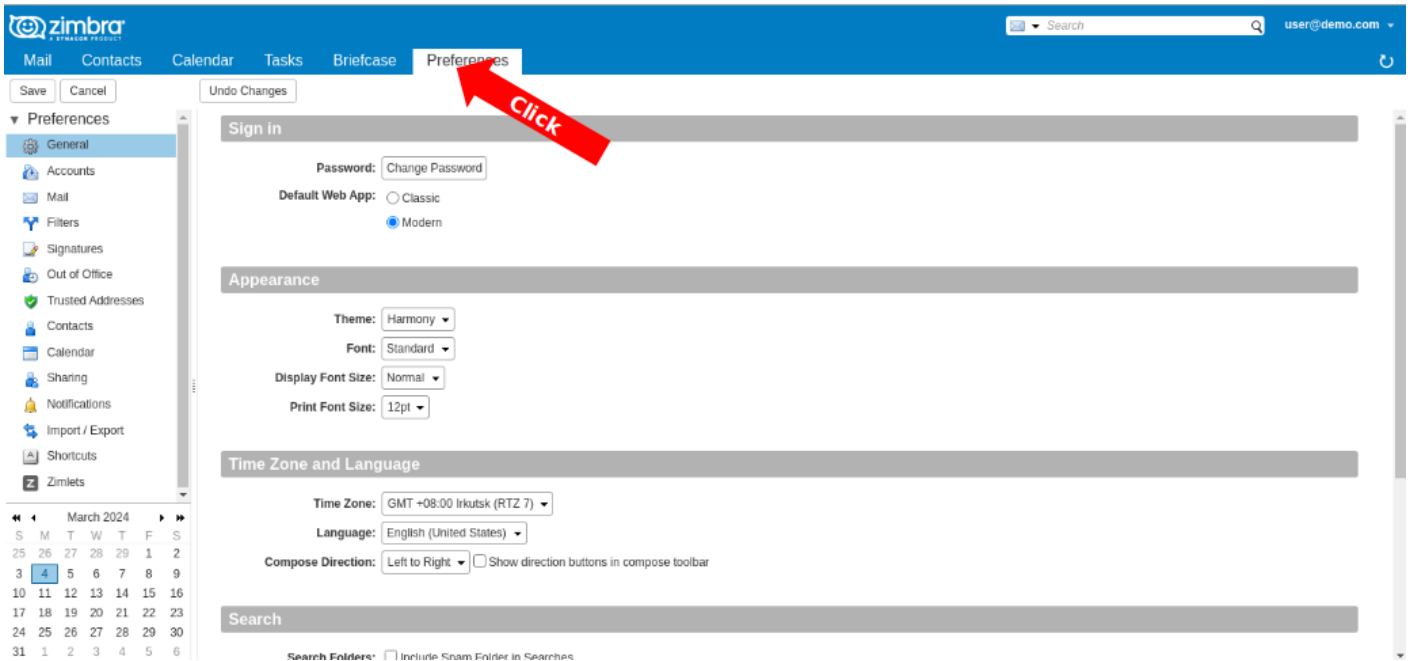


# Zimbra Multi Factor Authentication

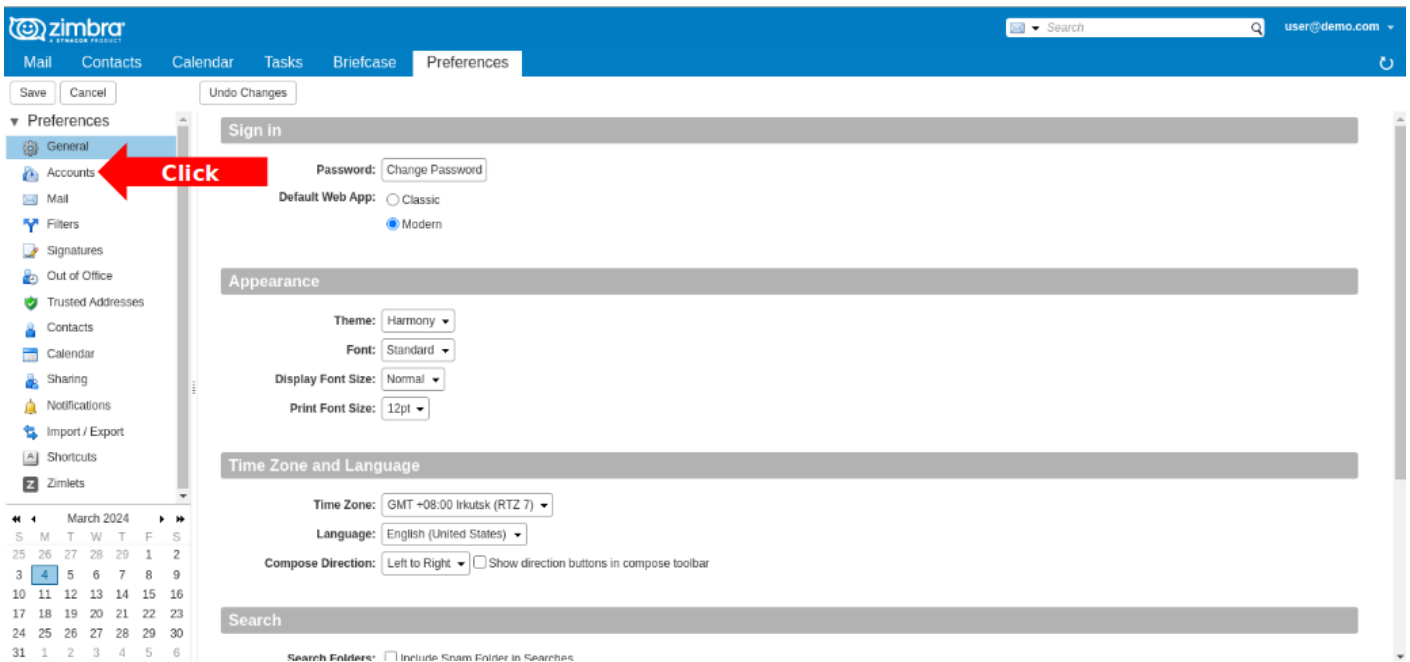
Step to enable 2FA in zimbra

- [How To Setup 2FA For PC](#)
- [How To Setup Appcode for Outlook/Mobile](#)

# How To Setup 2FA For PC



This screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The 'Preferences' tab is highlighted in blue. A red arrow points to the 'Preferences' tab with the word 'Click' written in white. The left sidebar shows a list of preference categories: General, Accounts, Mail, Filters, Signatures, Out of Office, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Import / Export, Shortcuts, and Zimlets. The main content area is divided into sections: 'Sign in' (with 'Change Password' and 'Default Web App' options), 'Appearance' (with 'Theme', 'Font', 'Display Font Size', and 'Print Font Size' options), 'Time Zone and Language' (with 'Time Zone', 'Language', and 'Compose Direction' options), and 'Search' (with a 'Search Folders' checkbox). The bottom left shows a calendar for March 2024.



This screenshot shows the Zimbra web interface with the 'General' preference category selected in the left sidebar. A red arrow points to the 'General' category with the word 'Click' written in white. The main content area displays the 'General' settings, including 'Sign in' (with 'Change Password' and 'Default Web App' options), 'Appearance' (with 'Theme', 'Font', 'Display Font Size', and 'Print Font Size' options), 'Time Zone and Language' (with 'Time Zone', 'Language', and 'Compose Direction' options), and 'Search' (with a 'Search Folders' checkbox). The bottom left shows a calendar for March 2024.

zimbra  
user@demo.com

Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

▼ Preferences

- General
- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Import / Export
- Shortcuts
- Zimlets

March 2024

S	M	T	W	T	F	S
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### Accounts

Account Name	Status	Email Address	Type
Primary Account	OK	user@demo.com	Primary

Add External Account Add Persona Delete

### Primary Account Settings

Email address: user@demo.com

Account Name: Primary Account

### Settings for Sent Messages

From: Choose what appears in the "From" field of email messages

e.g. Bob Smith user@demo.com

Reply-to:  Set the "Reply-to" field of email messages to:


e.g. Bob Smith

Signature: Manage your signatures ...

Account Security: Using standard authentication [Setup two-step authentication ...](#)

Delegates: The following users have delegated authority to this account

Name	Type
------	------



zimbra  
user@demo.com

Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

▼ Preferences

- General
- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
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- Import / Export
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- Zimlets

March 2024

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Account Security: Using standard authentication [Setup two-step authentication ...](#)

Delegates: The following users have delegated authority to this account


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------	------

#### Set up Two-step authentication

Two-step authentication adds additional security to your account by requiring not only your username and password, but also a code from your smart phone. This added level of security makes it much more difficult for your account to be compromised by an intruder.

Choose "Begin Setup" to configure your smart phone to generate a secure code. Once your phone is configured, you may choose to be prompted for a code each time you sign in, or you may choose to remember a device you trust.

Begin Setup



The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. A modal window titled 'Set up Two-step authentication' is open, displaying the 'Confirm Password' step. The text reads: 'Before setting up two-step authentication, you must provide the password for the account "user@demo.com".' Below this is a password input field with a yellow background and a masked password '\*\*\*\*\*'. A red arrow points to the 'Next' button with the text 'Click'. A callout box on the left contains the text '1. Key in your password.'

1. Key in your password.

The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. A modal window titled 'Set up Two-step authentication' is open, displaying the 'Install an authentication app for your smartphone' step. The text reads: 'Download and install an authentication app on your smartphone. Information regarding supported authentication applications can be found at: <https://wiki.zimbra.com/wiki/TOTPApPs> Once it has been installed, you will need to configure the application using your mobile phone's number, and then add a new account for this email service. When that is complete, click the Next button to continue.' Below this is a 'Next' button. A red arrow points to the 'Next' button with the text 'Click'. A callout box on the left contains the text '1. Install google authentication in your phone.'

1. Install google authentication in your phone.

1. Copy the setup key.

**Set up Two-step authentication**

Connect your email account

When prompted, enter the following key:

**PFVF6WL0CMQFCZQP**

Previous Next Cancel

Copy Setup Key

March 2024

S	M	T	W	T	F	S
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Primary Account Settings

Email address: user@demo.com

Account Name: Primary Account

Settings for Sent Messages

From: Choose what appears in the From field of outgoing messages to:

Reply-to:  Set the "Reply-to" field of outgoing messages to:

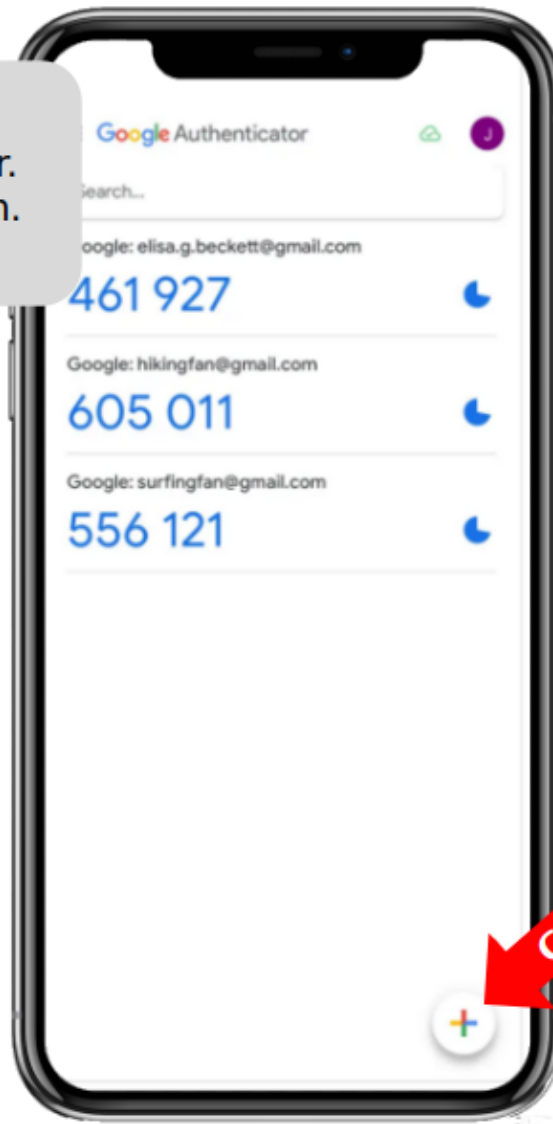
Signature: Manage your signatures ...

Account Security: Using standard authentication [Setup two-step authentication ...](#)

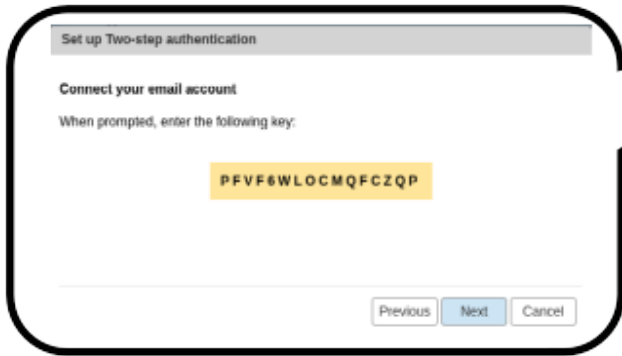
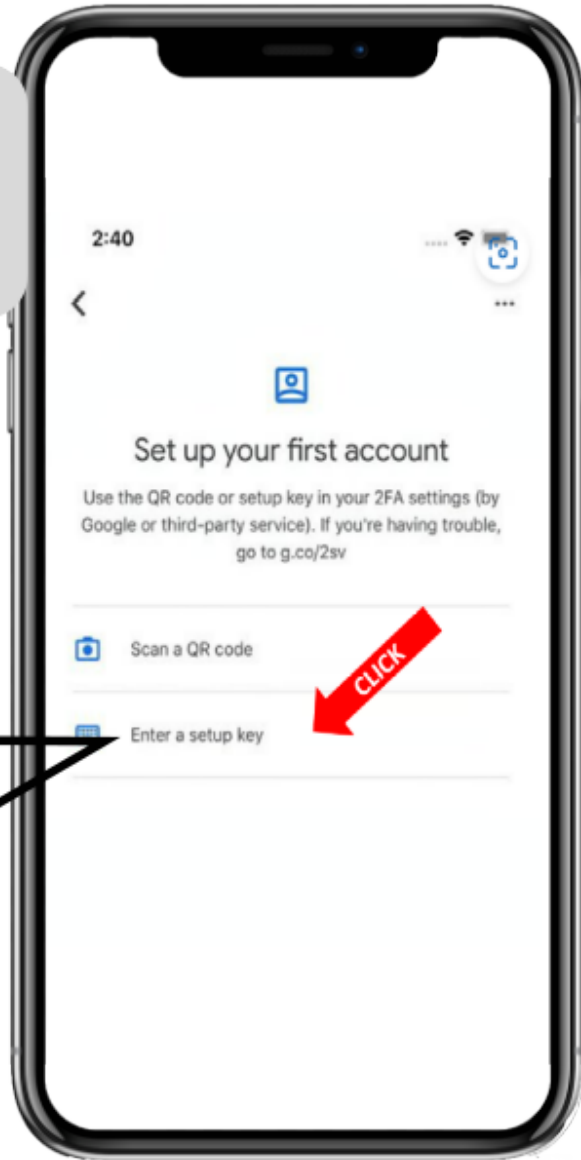
Delegates: The following users have delegated authority to this account

Name	Type
------	------

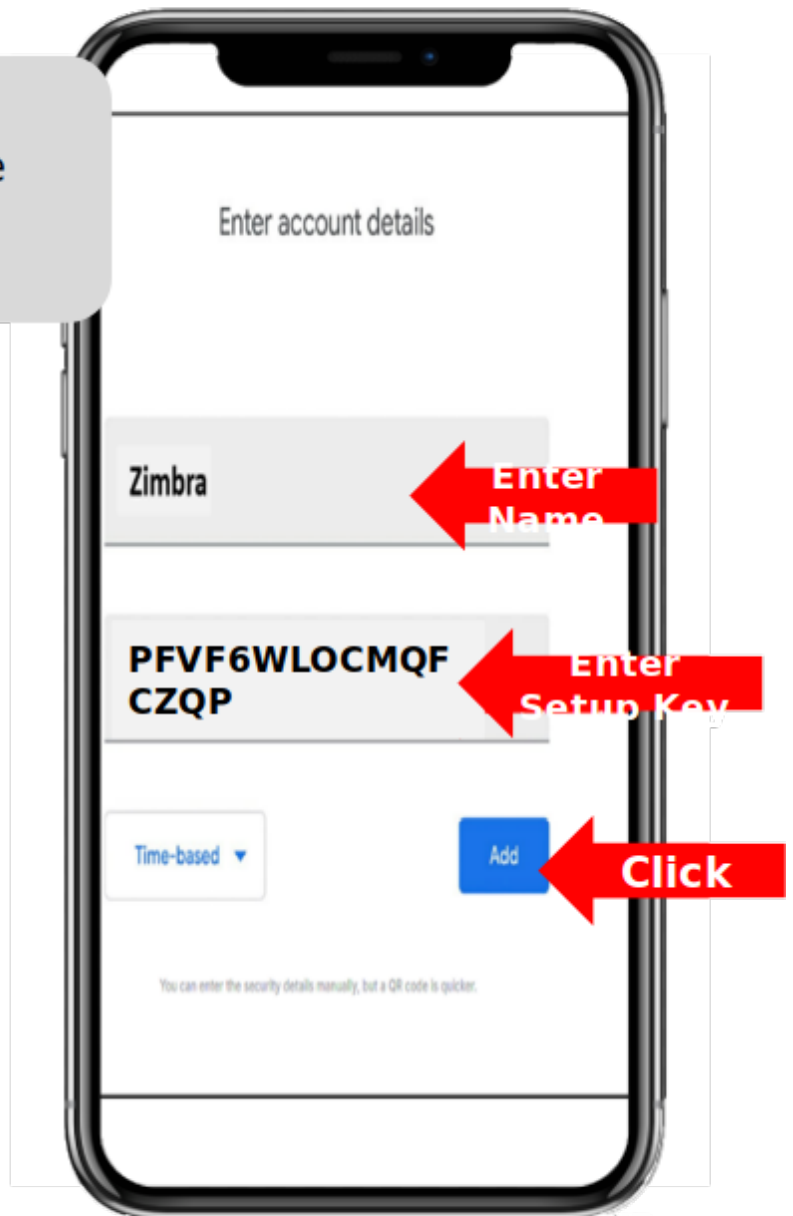
1. Open google authenticator.
2. Click add button at bottom.



1. Click and enter setup key



1. Enter name
2. Enter setup key in google authenticator
3. Click Add button



1. Enter Zimbra 2FA code in google authenticator to the setup wizard.  
2. Click Next button.

The screenshot shows the Zimbra web interface with the 'Set up Two-step authentication' dialog box. The dialog prompts the user to enter a 6-digit verification code from an authentication app. A red arrow points from the 'Next' button to a smartphone displaying a Google Authenticator app with a code of 624102 and a Zimbra-specific code of 998605. Another red arrow points from the 'Next' button to the 'Click' label.

Set up Two-step authentication

Enter code to confirm setup

Code: 998605

Previous Next **Click**

The screenshot shows the Zimbra web interface with the 'Set up Two-step authentication' dialog box displaying a success message. A red arrow points from the 'Finish' button to the 'Click' label.

Set up Two-step authentication

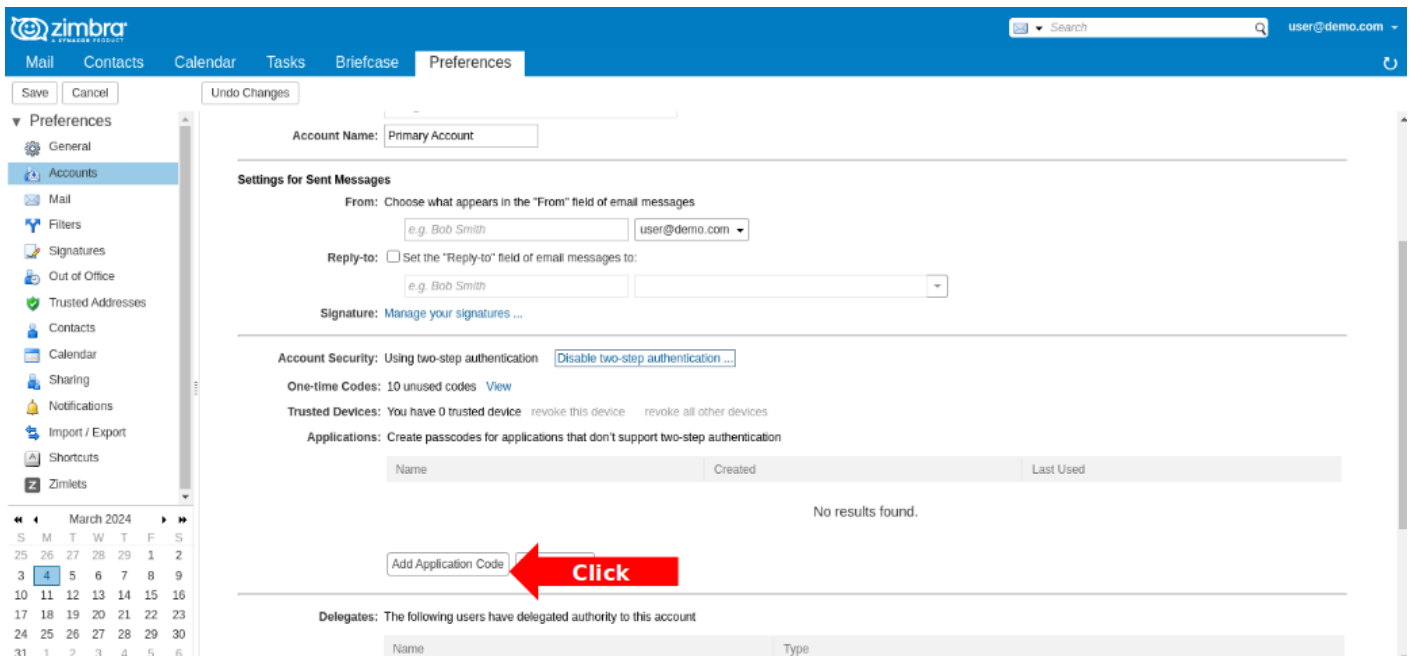
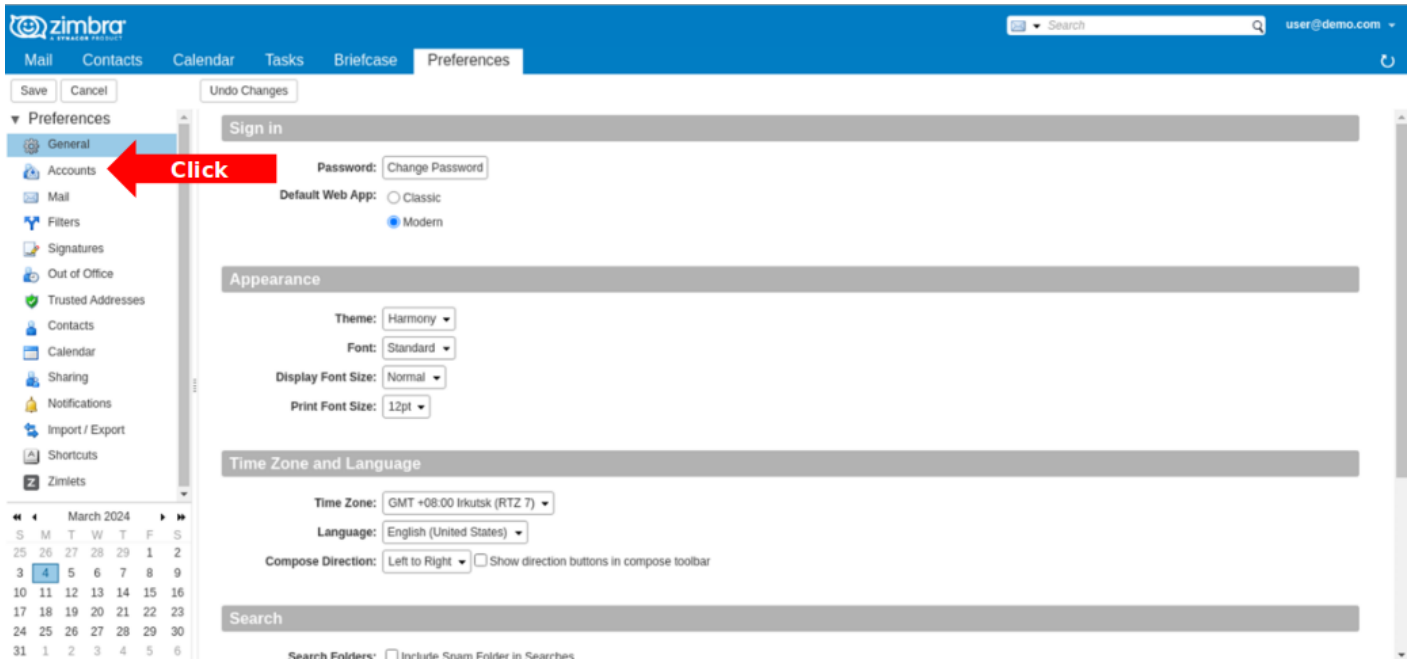
**Success!**

You have successfully configured your authentication app to provide security codes for this email service. You will be prompted for a code each time you sign in. In the event you don't have access to your phone, you may also print out a set of one-time codes that can be used to sign in.

Click "Finish" to complete setup and activate two-step authentication for your account.

Finish **Click**

# How To Setup Appcode for Outlook/Mobile



zimbra

Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

One application code only can use for one device/app.  
Example: You need to generate 1 x application code for Outlook.  
1 x application code for Mobile.

! Add Application Code

If your application does not support two-step authentication, generate a passcode to authorize the application the first time you use it to sign in to your account.

Application Name: Outlook

Next Click

1. Enter your application name. (Example: Outlook, mobile..etc)

March 2024

Delegates: The following users have delegated authority to this account

zimbra

Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

Account Name: Primary Account

Settings for Sent Messages

From: Choose what appears in the "From" field of email messages

Reply-to: Set the "Reply-to" field of email messages

Signature: Manage your signature

Account Security: Using two-step authentication

One-time Codes: 10 unused codes

Add Application Code

Application Password: HNZVCXGHWMOEJNL Copy

Close

1. Use this code as password to setup email account in Outlook/Mobile.

Note: Existing account just update the password when it prompts.

March 2024

Delegates: The following users have delegated authority to this account