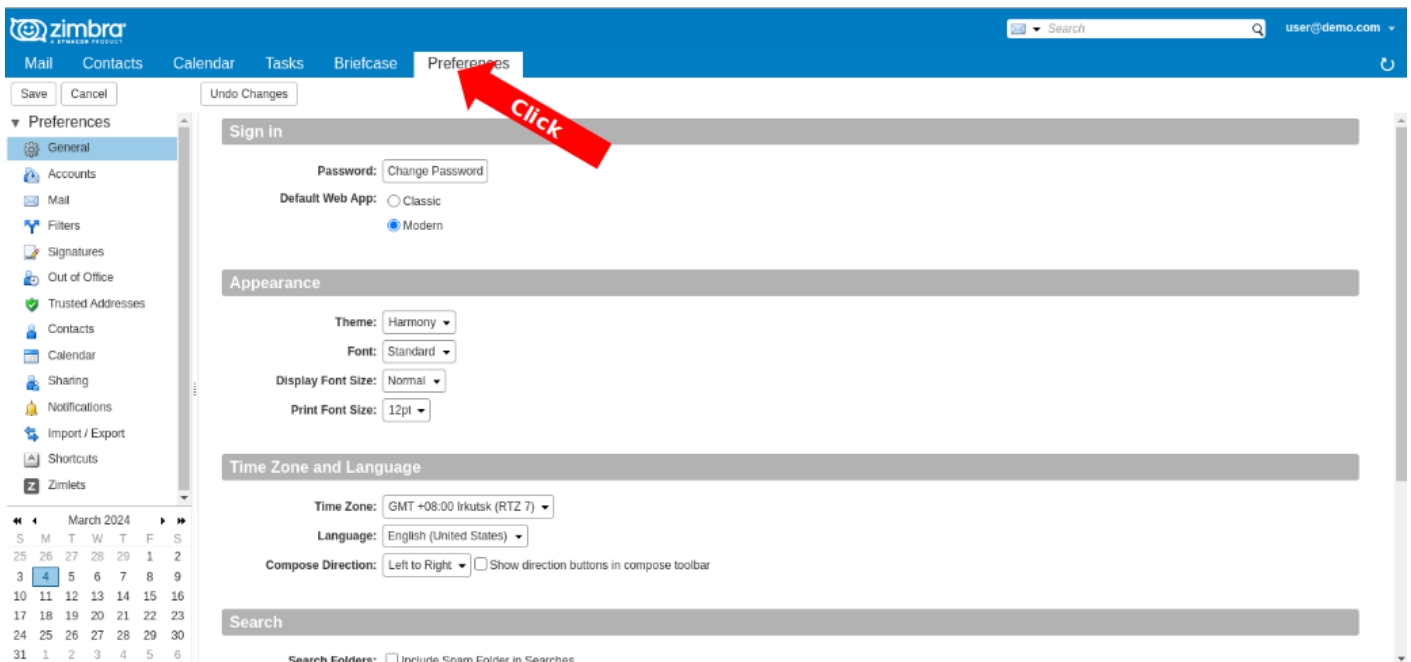


Zimbra Multi Factor Authentication

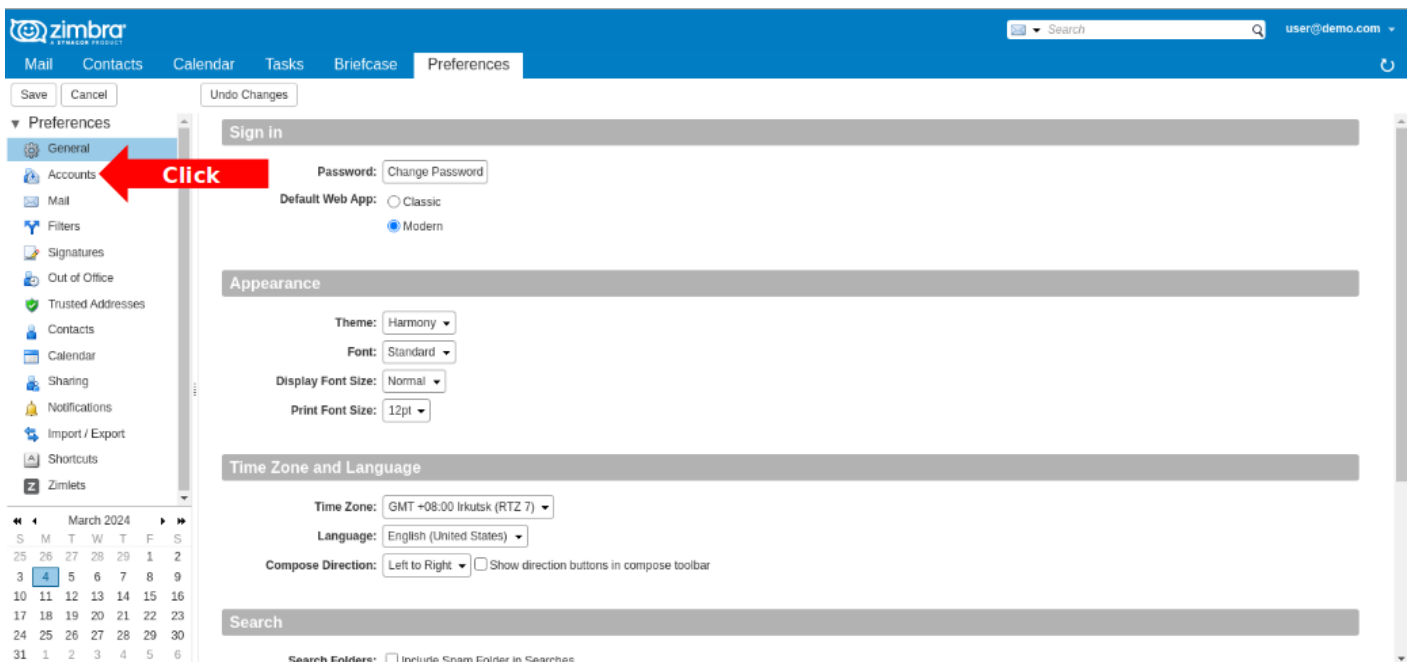
Step to enable 2FA in zimbra

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

How To Setup 2FA For PC



The screenshot shows the Zimbra web interface. The top navigation bar includes links for Mail, Contacts, Calendar, Tasks, Briefcase, and Preferences. The Preferences tab is highlighted. On the left sidebar, the 'Preferences' section is expanded, showing options like General, Accounts, Mail, Filters, Signatures, Out of Office, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Import / Export, Shortcuts, and Zimlets. A red arrow labeled 'Click' points to the 'Preferences' tab in the top navigation bar. The main content area displays the 'Sign in' section with a 'Change Password' button, 'Default Web App' options (Classic and Modern), and the 'Appearance' section with settings for Theme (Harmony), Font (Standard), Display Font Size (Normal), and Print Font Size (12pt). The 'Time Zone and Language' section shows Time Zone (GMT +08:00 Irkutsk (RTZ 7)) and Language (English (United States)). The 'Search' section includes a 'Search Folders' checkbox and an option to 'Include Spam Folder in Searches'.



The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. The left sidebar shows the 'Preferences' section expanded, with the 'General' sub-tab highlighted. A red arrow labeled 'Click' points to the 'General' sub-tab. The main content area displays the 'Sign in' section with a 'Change Password' button, 'Default Web App' options (Classic and Modern), and the 'Appearance' section with settings for Theme (Harmony), Font (Standard), Display Font Size (Normal), and Print Font Size (12pt). The 'Time Zone and Language' section shows Time Zone (GMT +08:00 Irkutsk (RTZ 7)) and Language (English (United States)). The 'Search' section includes a 'Search Folders' checkbox and an option to 'Include Spam Folder in Searches'.

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

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
- Sharing
- Notifications
- Import / Export
- Shortcuts
- Zimlets

Accounts

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

Add External Account Add Persona

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

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

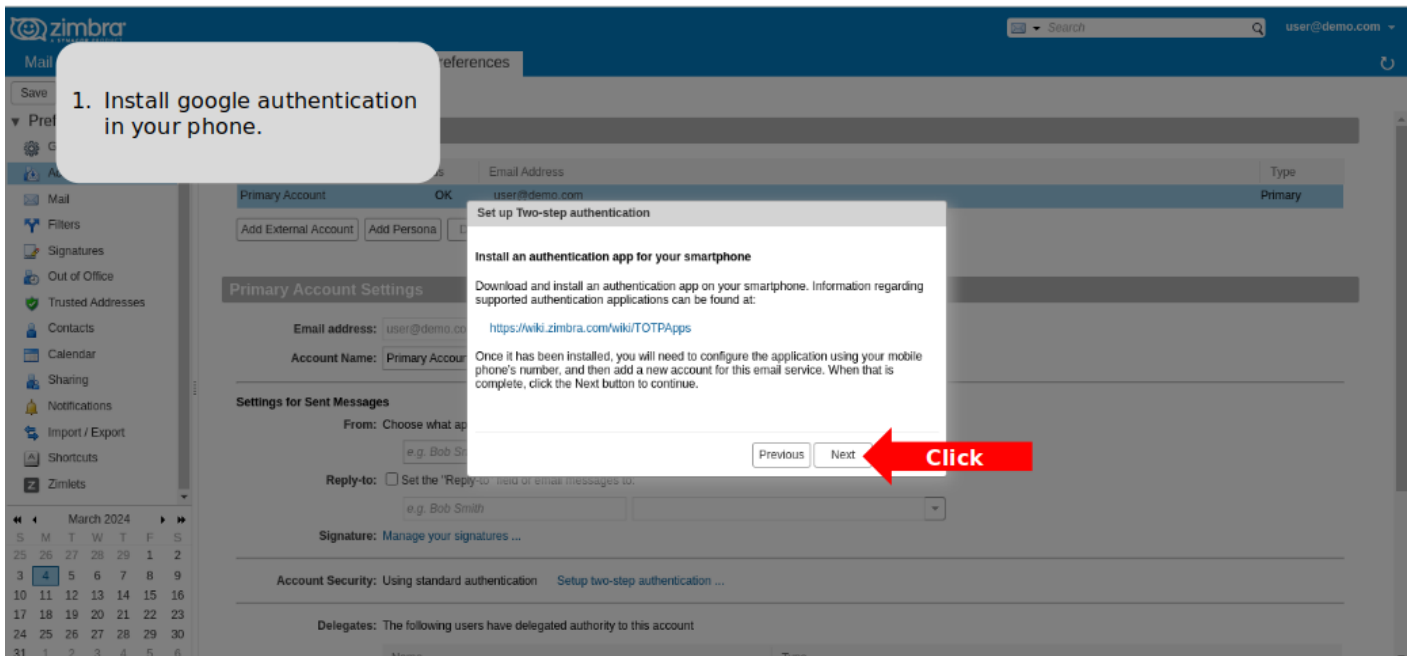
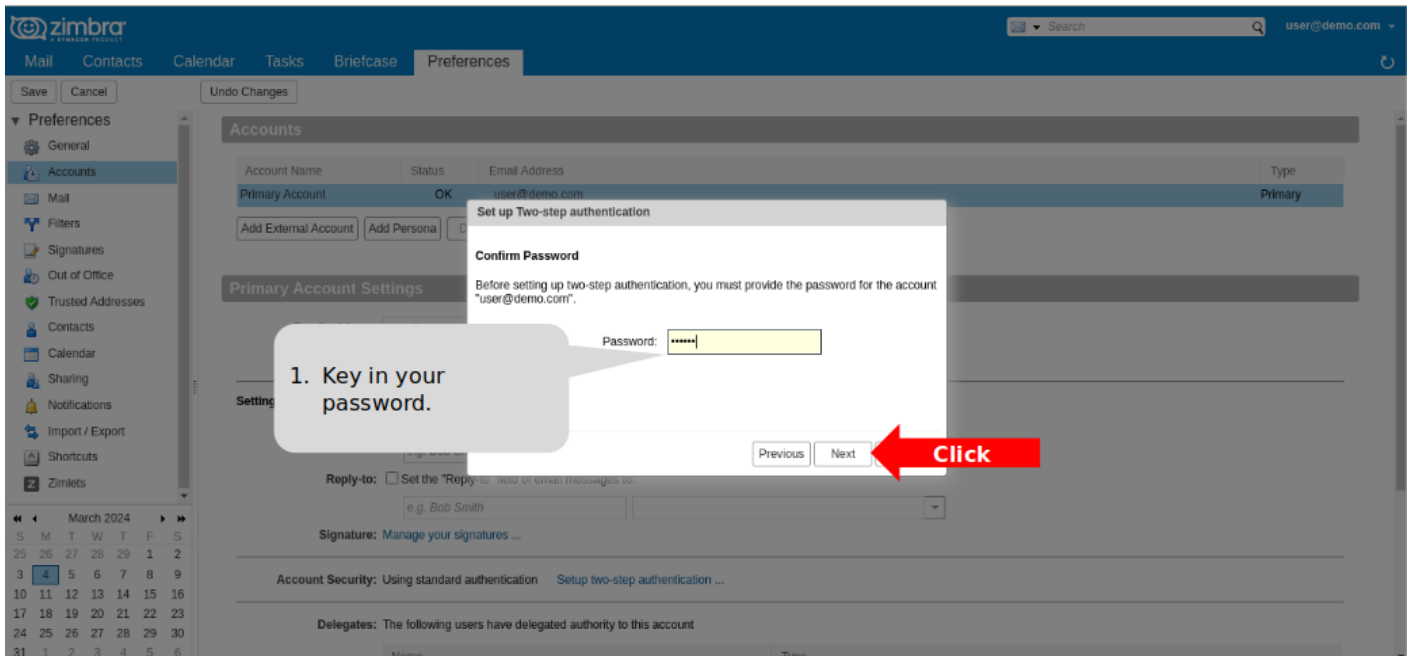
Name Type

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



zimbra

Corporate Edition

Search

user@demo.com

Mail

References

Save

Preferences

Primary Account

OK

user@demo.com

Primary

Add External Account

Add Personal

Primary Account Settings

When prompted, enter the following key:

PFVF6WLOCMQFCZQP

Copy Setup Key

Previous

Next

Cancel

Settings for Sent Messages

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

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

Signature: Manage your signatures ...

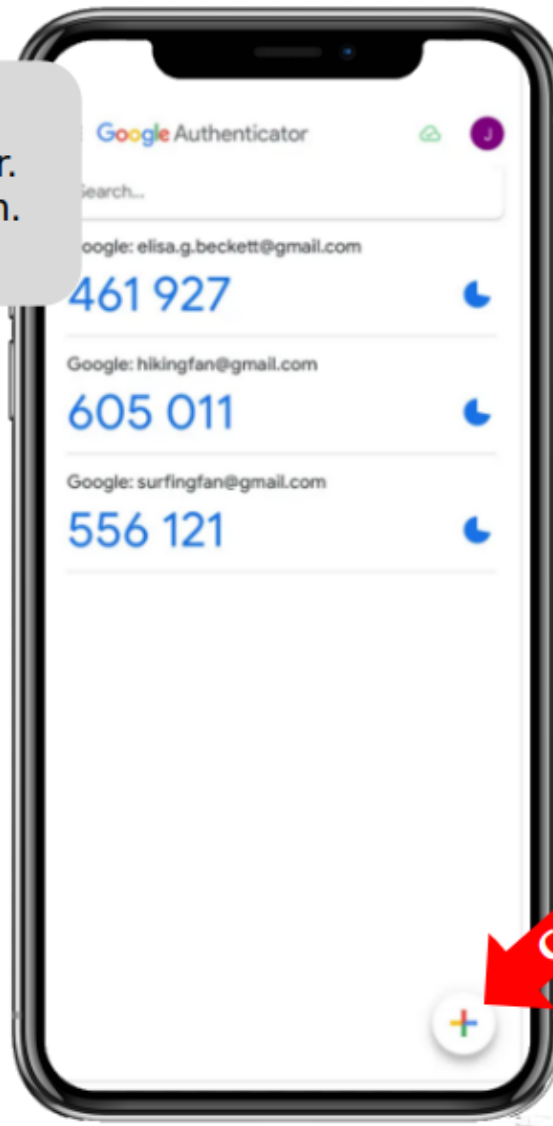
Account Security: Using standard authentication Setup two-step authentication ...

Delegates: The following users have delegated authority to this account

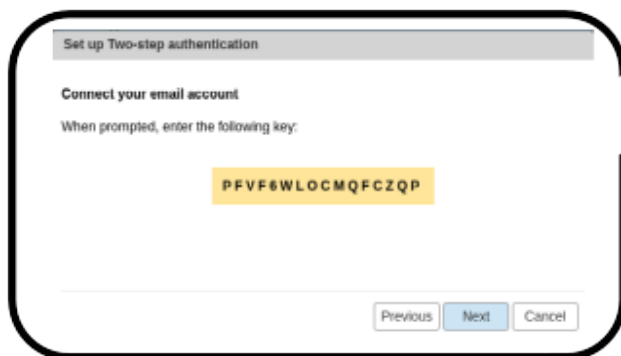
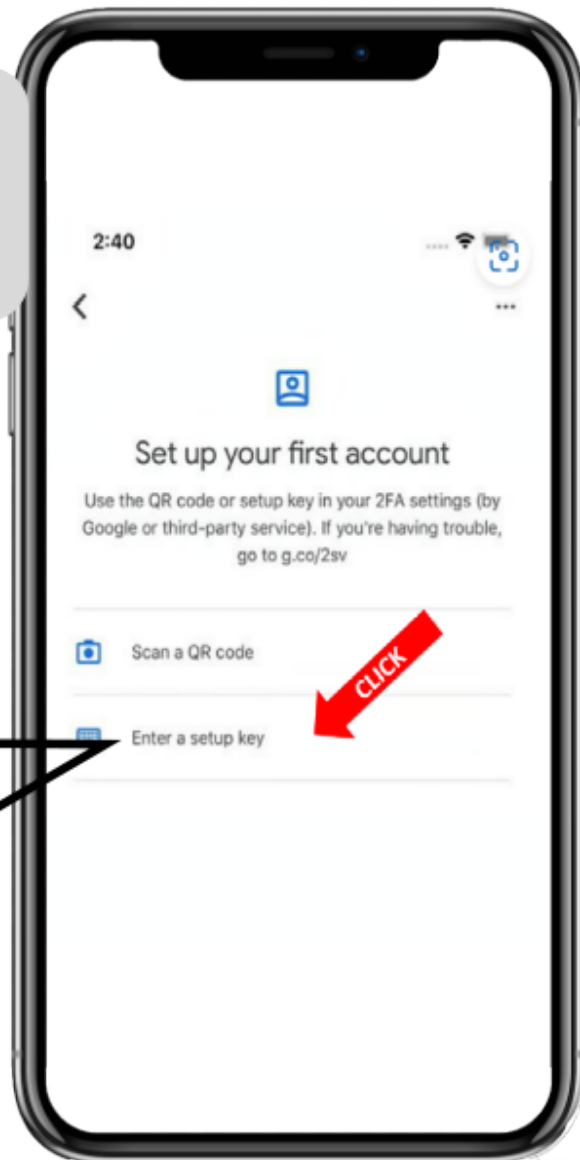
1. Copy the setup key.

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

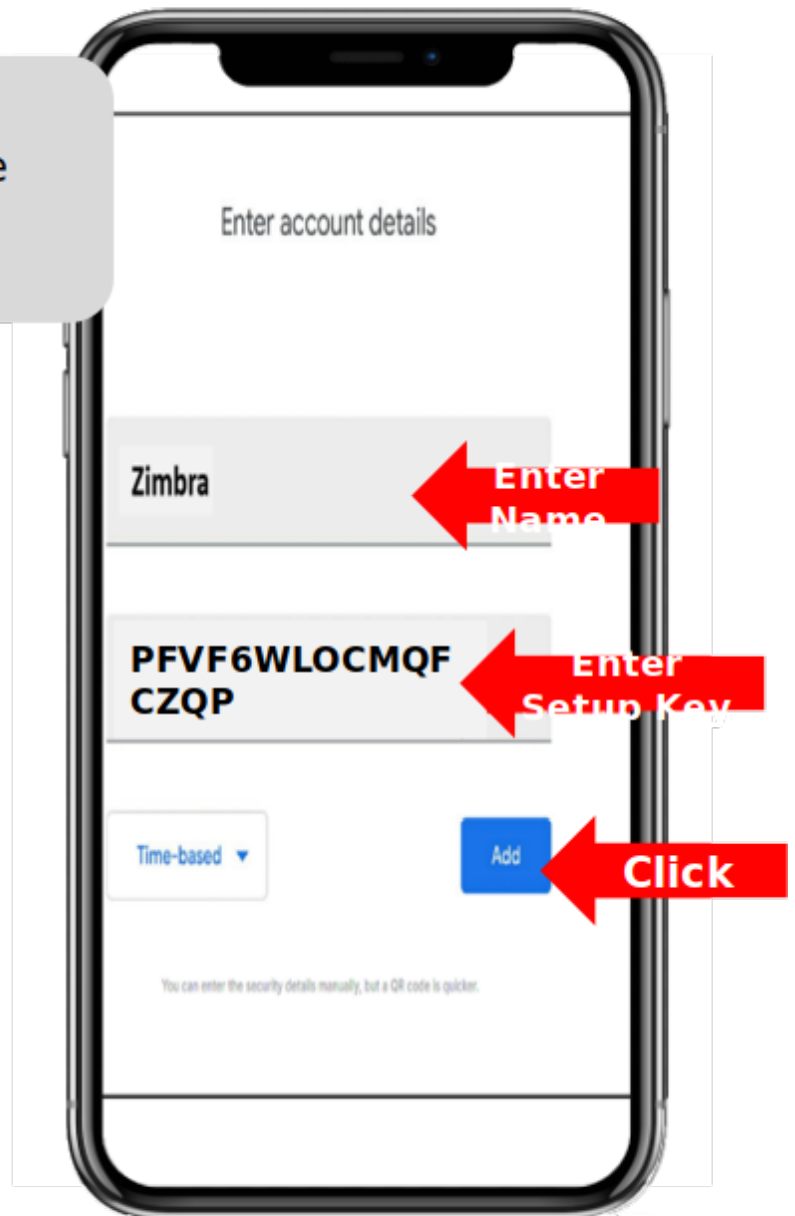
1. Open google authenticator.
2. Click add button at bottom.



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 webmail interface with the 'Set up Two-step authentication' dialog box open. The dialog box has a 'Code' field containing '998605' and 'Next' and 'Previous' buttons. A red arrow points from the 'Next' button to a smartphone displaying a Google Authenticator app with a Zimbra 2FA code (998605) highlighted. Another red arrow points from the 'Next' button to the 'Click' label.

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

The screenshot shows the Zimbra webmail interface with the 'Set up Two-step authentication' dialog box open. The dialog box displays a 'Success!' message and a 'Finish' button. A red arrow points from the 'Finish' button to the 'Click' label.

How To Setup Appcode for Outlook/Mobile

Zimbra user@demo.com

Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

Preferences

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

Sign in

Password: [Change Password](#)

Default Web App: ☐ Classic ☒ Modern

Appearance

Theme: Harmony
Font: Standard
Display Font Size: Normal
Print Font Size: 12pt

Time Zone and Language

Time Zone: GMT +08:00 Irkutsk (RTZ 7)
Language: English (United States)
Compose Direction: Left to Right ☐ Show direction buttons in compose toolbar

Search

Search Folders: ☐ Include Spam Folder in Searches

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

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 two-step authentication [Disable two-step authentication ...](#)

One-time Codes: 10 unused codes [View](#)

Trusted Devices: You have 0 trusted device [revoke this device](#) [revoke all other devices](#)

Applications: Create passcodes for applications that don't support two-step authentication

Name	Created	Last Used
No results found.		

Add Application Code **Click**

Delegates: The following users have delegated authority to this account

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

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

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

Add Application Code

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

Application Name: Outlook

Next

Click

Delegates: The following users have delegated authority to this account

No results found.

zimbra

Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

Preferences

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

Enter this password when using the application for the first time to sign in to your account. This password gives your application permission to access your account.

Application Password: HNZVCXGHWMOEJNL

Close

Copy

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

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

Delegates: The following users have delegated authority to this account

No results found.