

Removing Zimbra and Adding Exchange to Apple Mail

UPDATED 06/12/13

The instructions outlined in this document will remove your existing Zimbra mailbox connection from Apple Mail and add your Exchange mailbox connection to it.

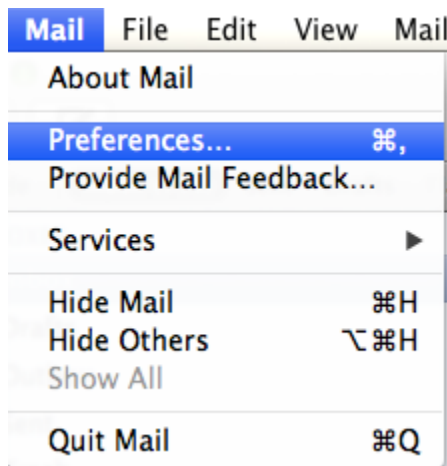
Additionally, if you have your Zimbra calendar configured in iCal, you'll want to remove it, or you may see duplicate calendar entries.

Please note that most settings such as message rules, mailbox permissions, and other customizations do not migrate between Zimbra and Exchange and may have to be recreated once you connect to your new mailbox. It is advised that you record any settings that you would like to retain before proceeding so they can be replicated.

If you have any message rules or filters configured within Apple Mail, you may want to export them before you begin so they can be re-imported after you set up your new mailbox. Instructions for exporting and importing your Apple Mail message rules can be found in the Email Services How-to section, or by referencing the following link.

https://wiki.inside.anl.gov/wiki_inside/images/3/3a/Exporting_and_Importing_Message_Rules_in_Apple_Mail_on_Mac_OS_10.pdf

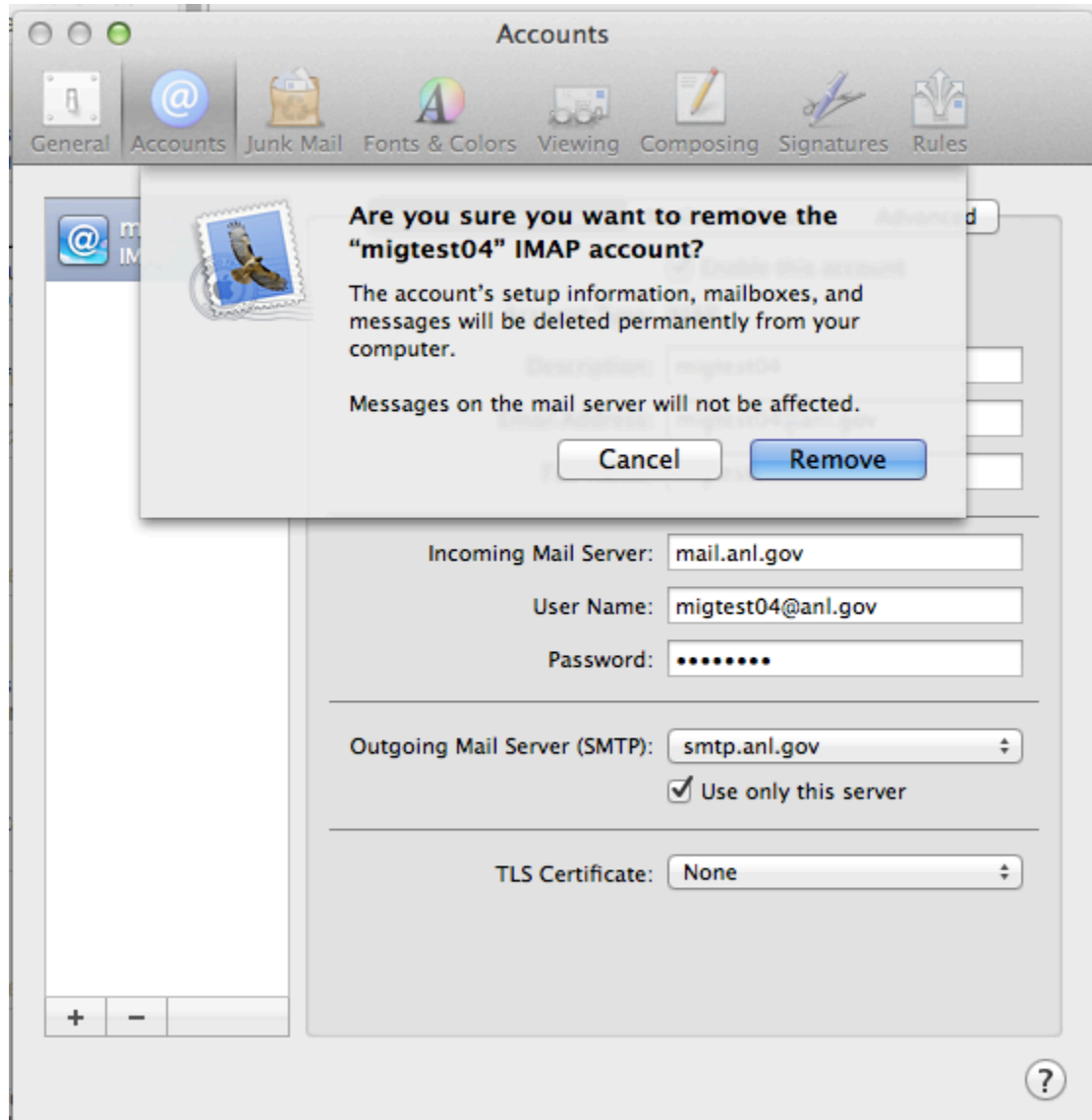
1. Open Mac OSX Mail, from the "Mail" menu, choose "Preferences".



2. Click "Accounts", then highlight your Zimbra account and click the "-" sign at the bottom of the resulting window.



3. Click "Remove"



4. Click the "+" sign to create a new account



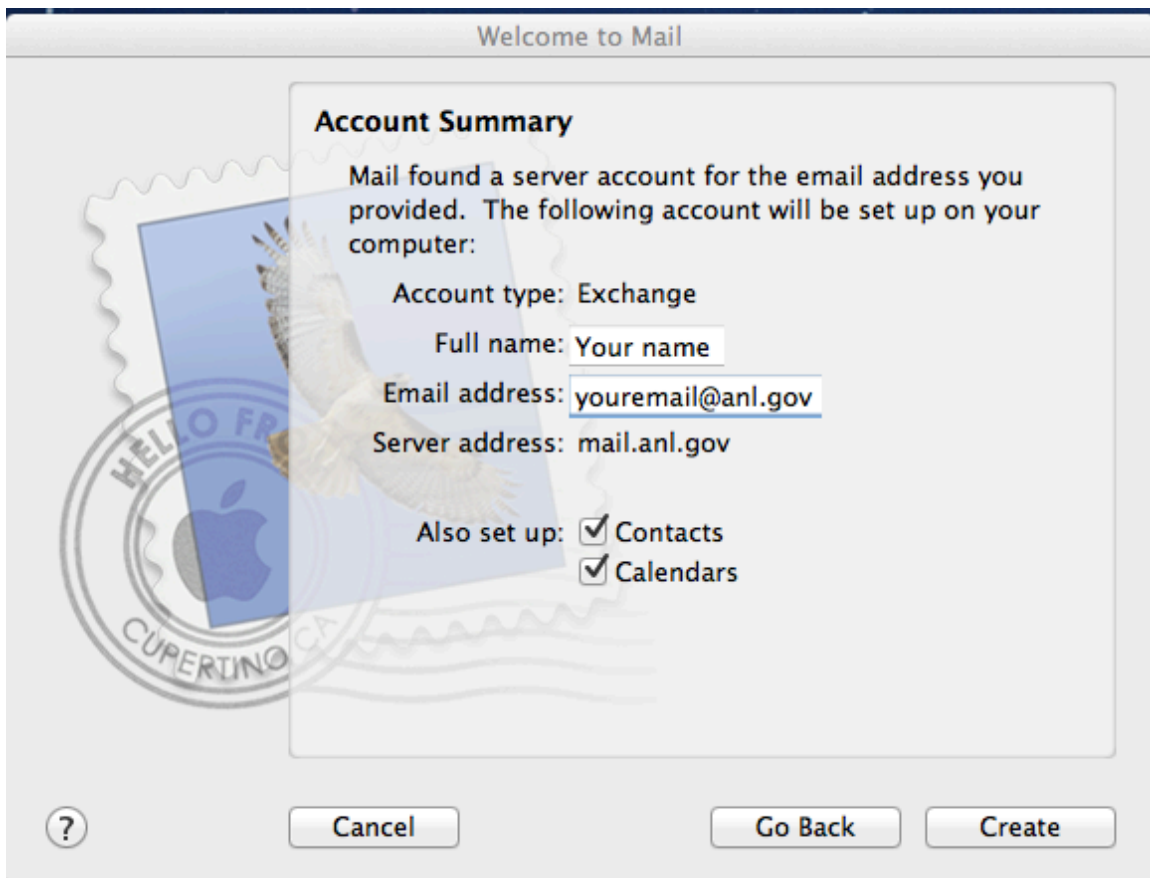
5. Enter your personal information, and click “Continue”



6. If you receive an error indicating “autodiscover.anl.gov failed”, enter your username as well. This usually occurs when your username and email address are different. Click “continue” when complete.



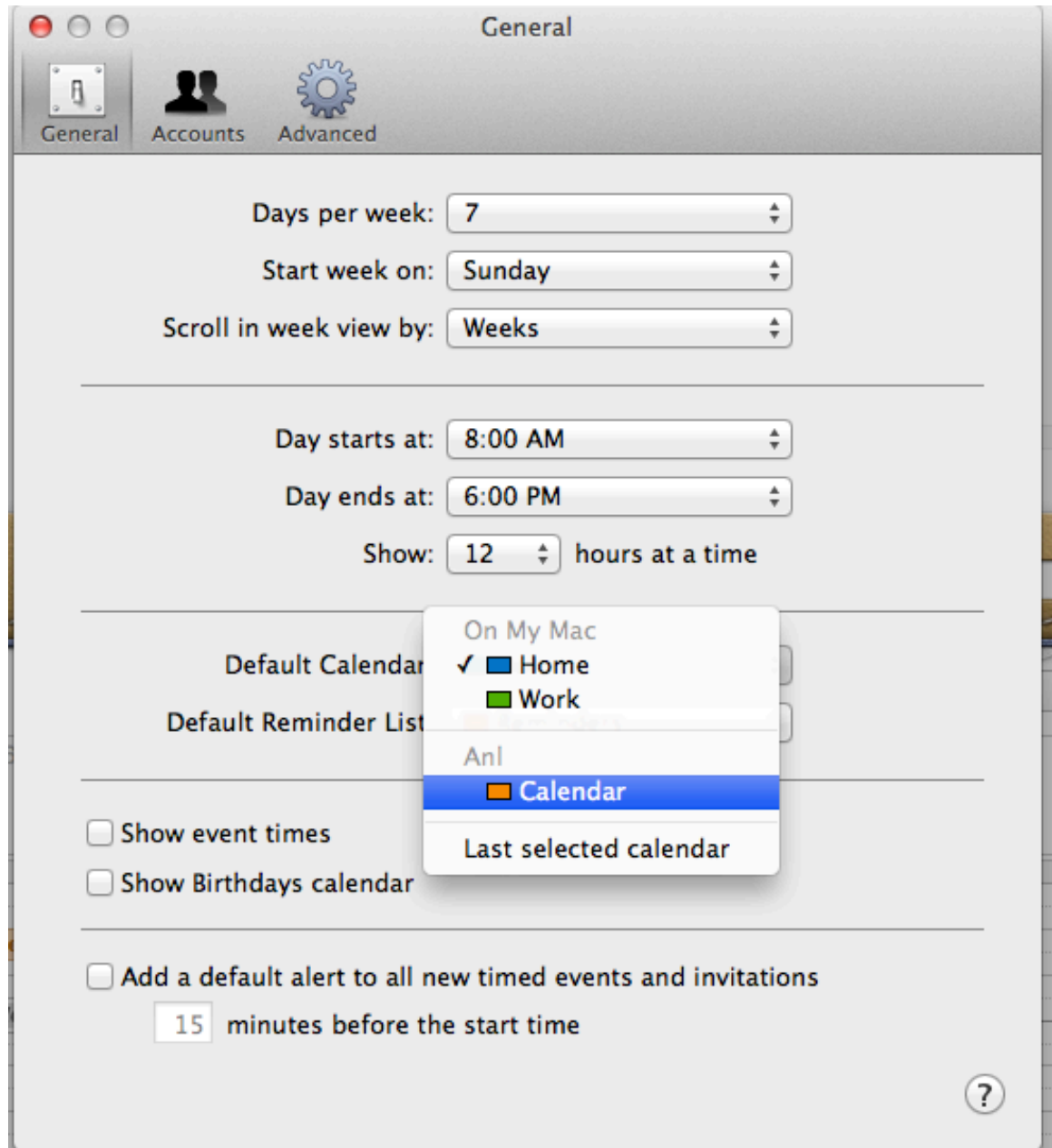
7. Verify the information is correct, and choose whether or not you would like to synchronize your contacts and calendar with exchange as well. Click "Create" when finished.



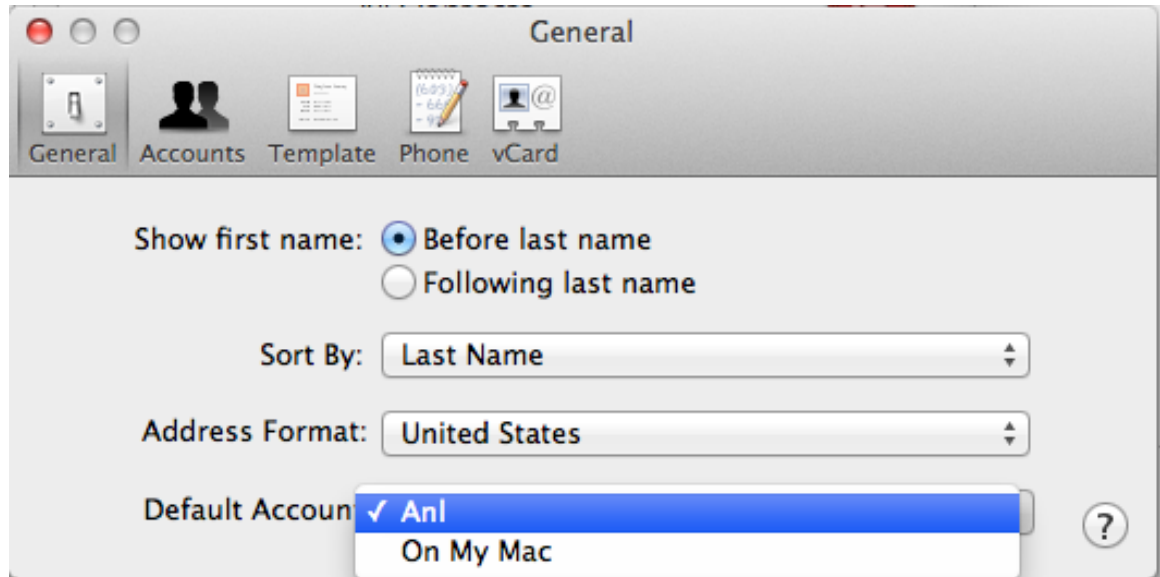
- Mac Mail will then synchronize with your mailbox. If you chose to synchronize calendar events, those will be downloaded to iCal under the heading "ANL ". The default name for your Exchange calendar is "CALENDAR"



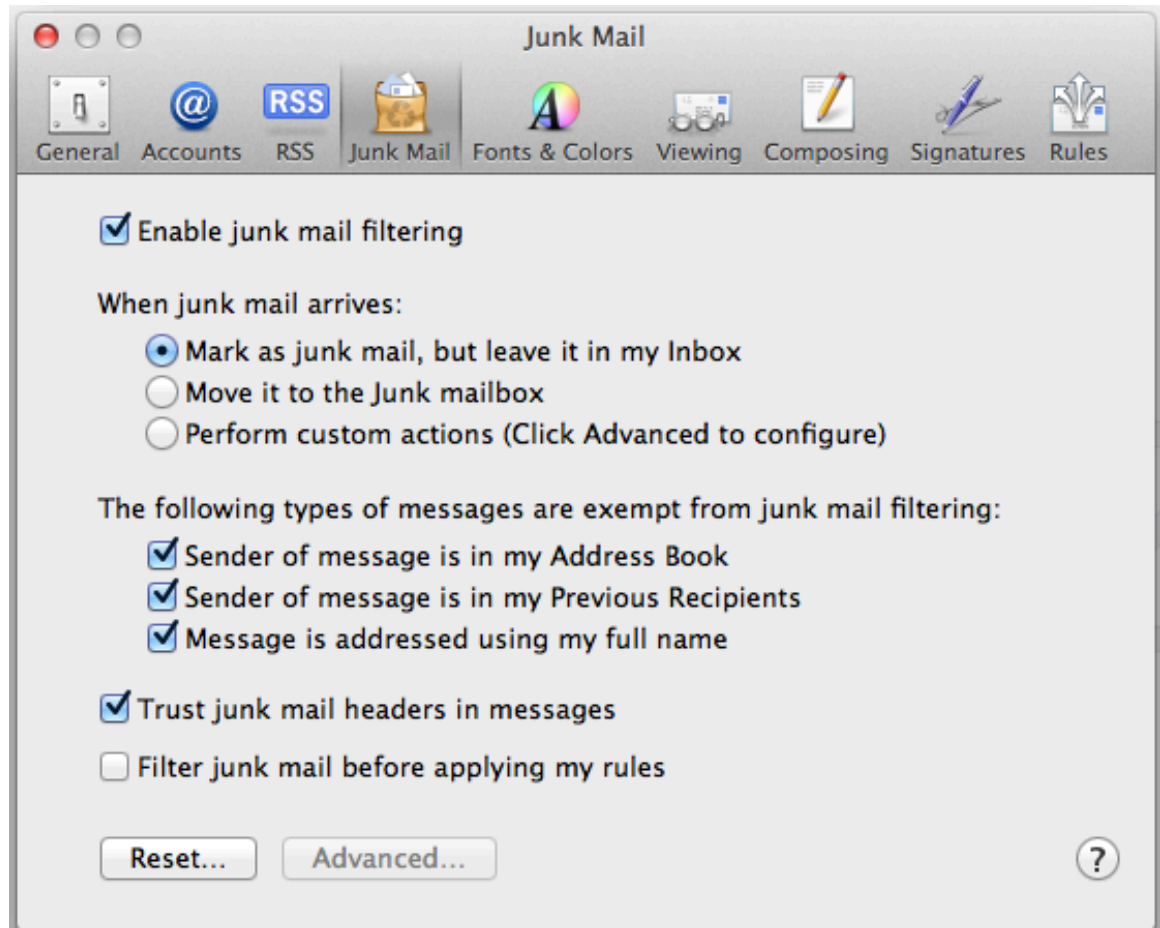
9. If you are synchronizing your Exchange calendar, we recommend that you make it your default iCal calendar. To do so, open iCal, choose “Preferences” from the iCal menu, and change your default calendar to ANL→CALENDAR. You may also want to change your Default Reminder List to ANL→TASKS, which you can do here as well.



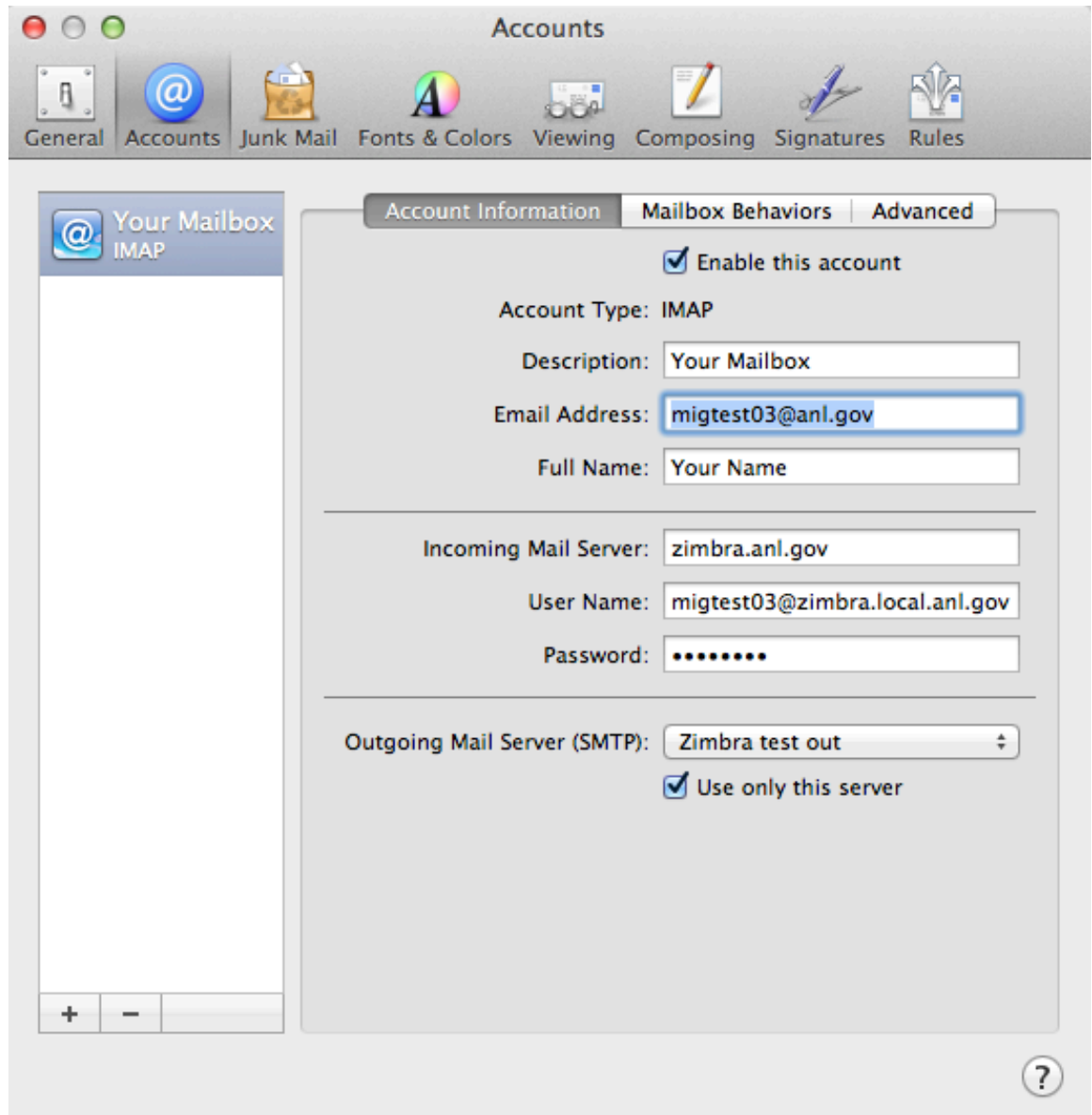
10. If you chose to synchronize your Exchange contacts, they will synchronize with the Mac Address Book application. In this case, we recommend that you make your Exchange Contacts the default contact account. To do so, open Address Book, choose “Preferences” from the iCal menu, and in the “General” Tab, make “ANL” your default account



11. By default, Junk Mail filtering is enabled in Mac OSX Mail. If you would prefer to disable it, from the “Mail” menu, choose “Preferences”. Click the “Junk Mail” icon and modify settings as you see fit.



12. Optional: If you have an @aps.anl.gov or @mcs.anl.gov address that you use as a default address, you can modify the “Email Address” field to reflect that. This can be accessed by clicking on “Accounts”, and changing the “Email Address” field. @zimbra.anl.gov or external email addresses should not be used here.



13. This will complete your Apple Mail Setup