

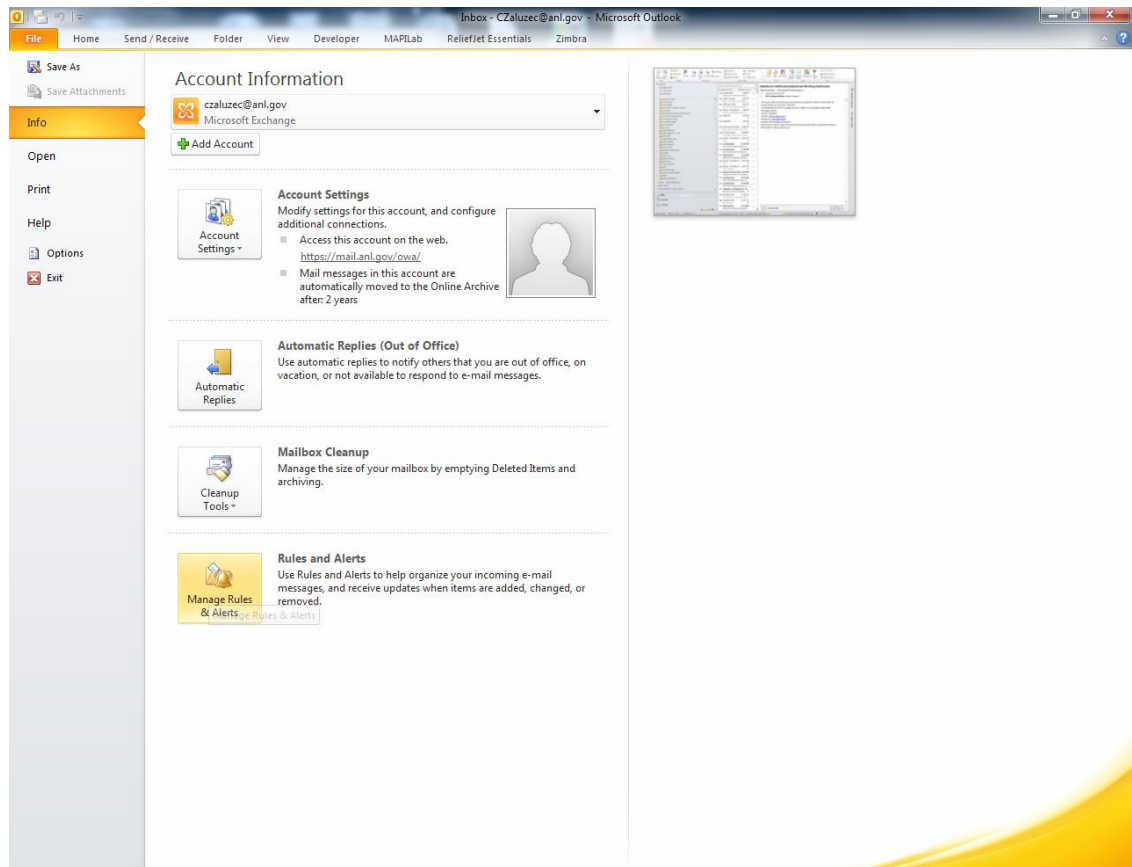
Transitioning Outlook 2010 for Windows from Zimbra to Exchange

Updated 6/12/2013

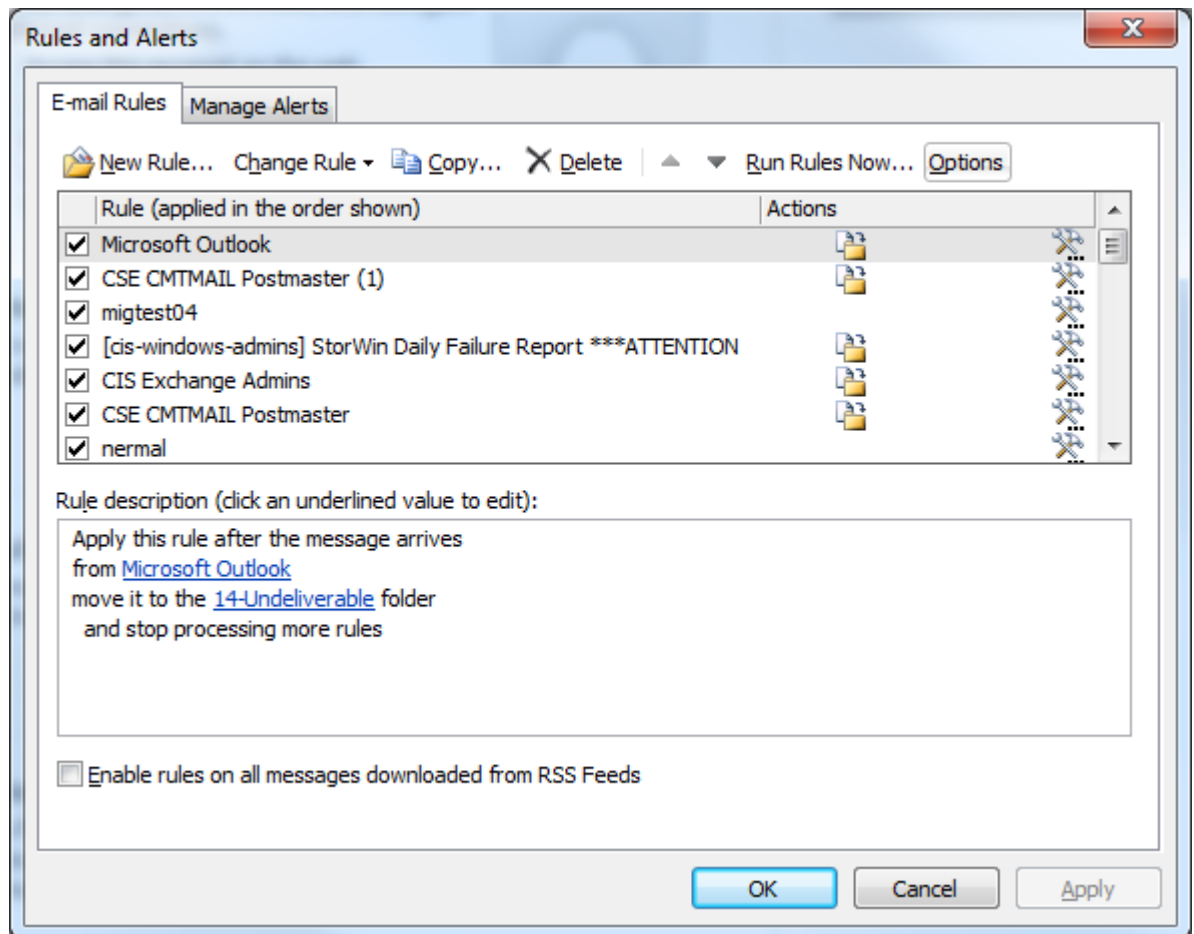
The information in this document describes how to reconfigure Outlook 2010 for Windows from a Zimbra mailbox connection to an Exchange mailbox connection.

Accessing both the Zimbra mailbox and the Exchange Mailbox in the same Outlook profile is not a supported configuration. It is therefore recommended that you create a new Outlook profile to connect to Exchange. This document provides the instructions necessary to do so.

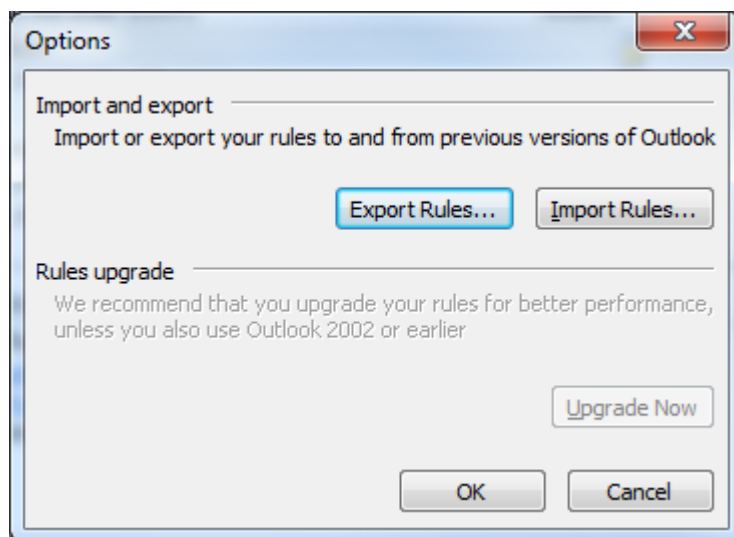
1. Open Outlook. If you have inbox rules to need to migrate to Exchange choose “Manage Rules and Alerts” from the Files Tab. If you do not, skip to step 5.



2. From the “Rules and Alerts” windows, Click “Options”

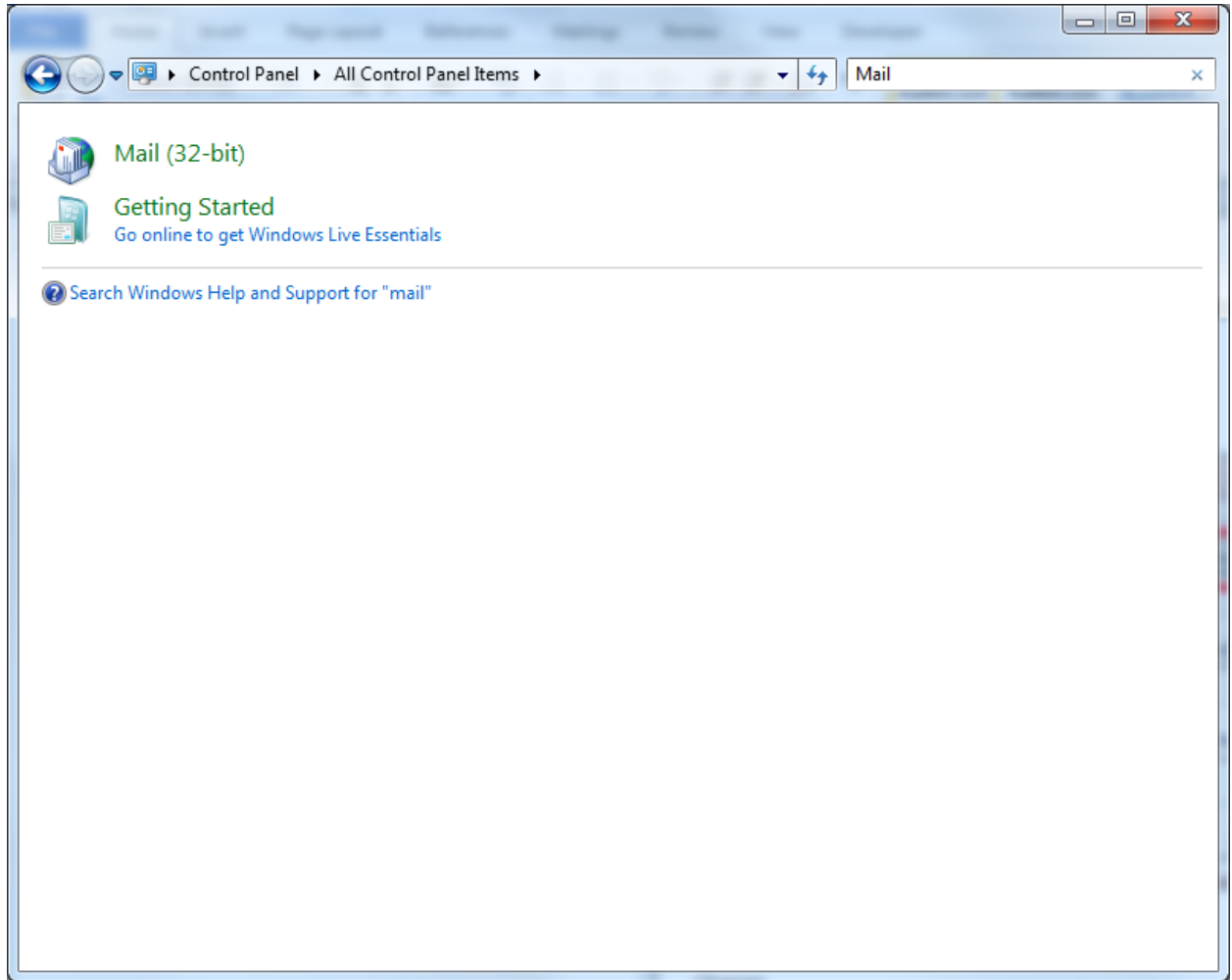


3. Click “Export Rules” then Save your rules file. Remember the location of this file

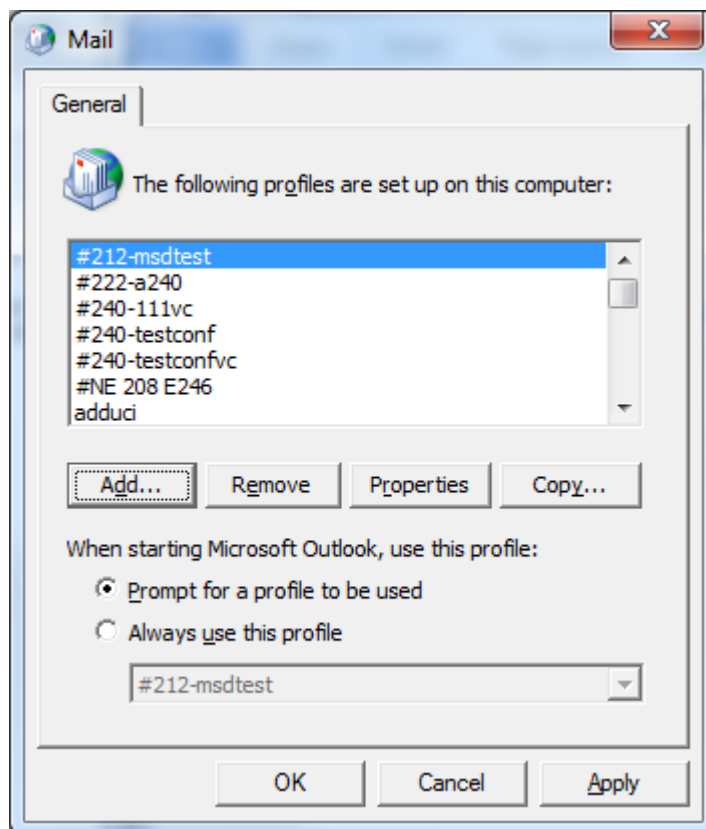
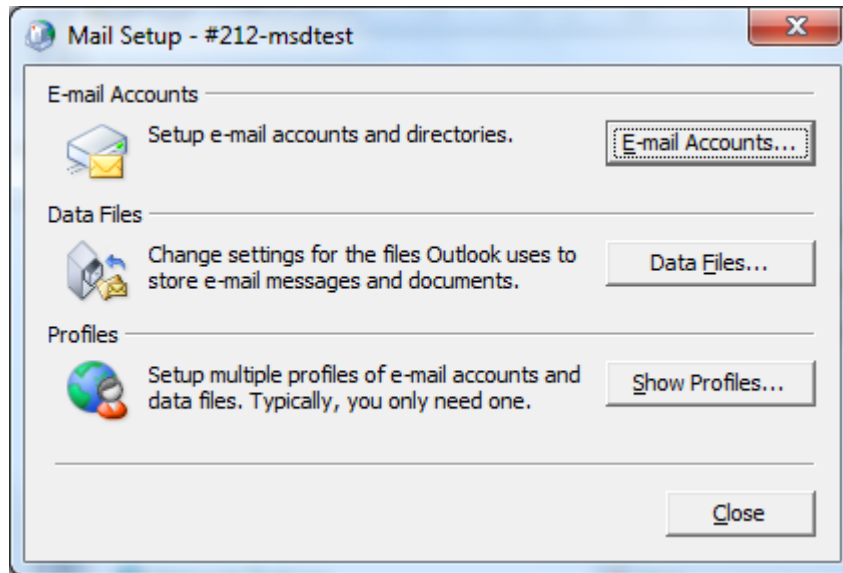


4. Click Ok twice to return to the File Tab, then close Outlook.

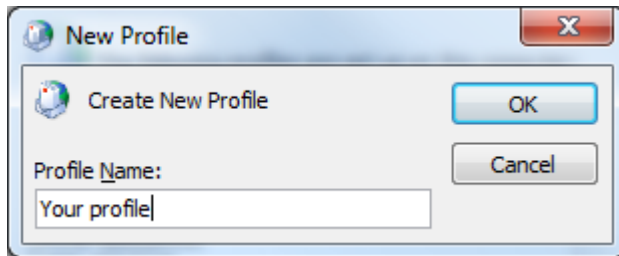
5. From your desktop Click Start→Control Panel . Find and open “Mail (32bit)”. You may have to enter “mail” in the search field at the top right corner of the window to find it



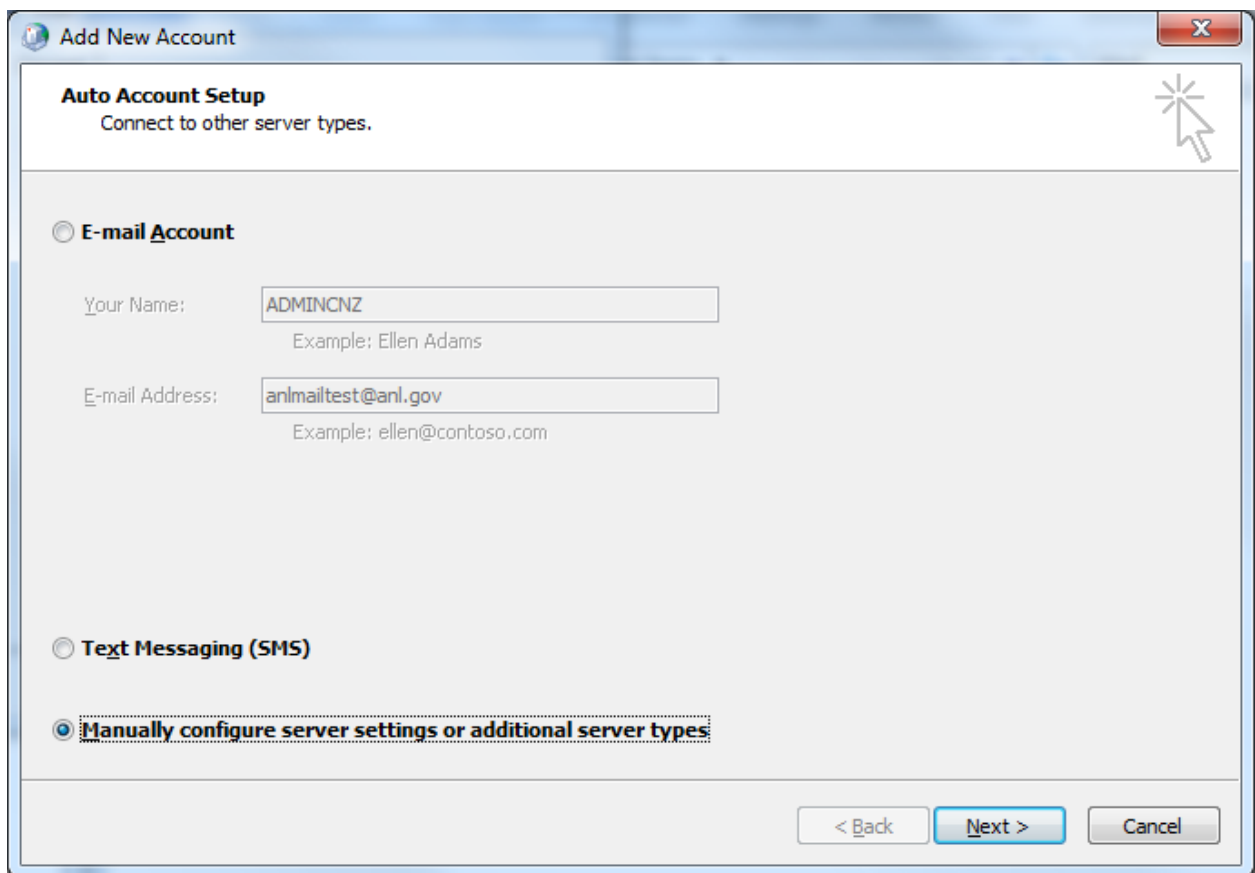
6. Click the “Show Profiles” button, then click “Add..”



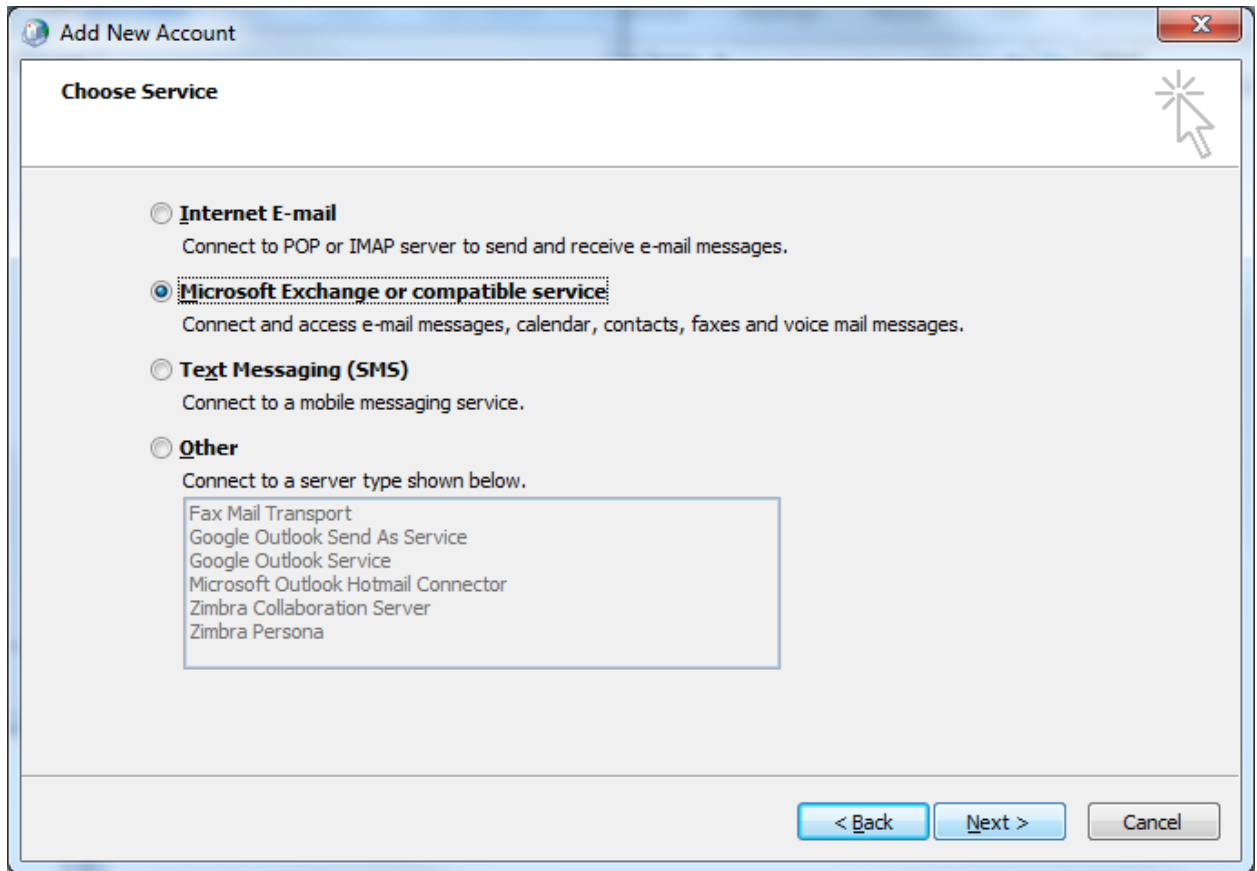
7. Enter a name for your profile and Click "OK"



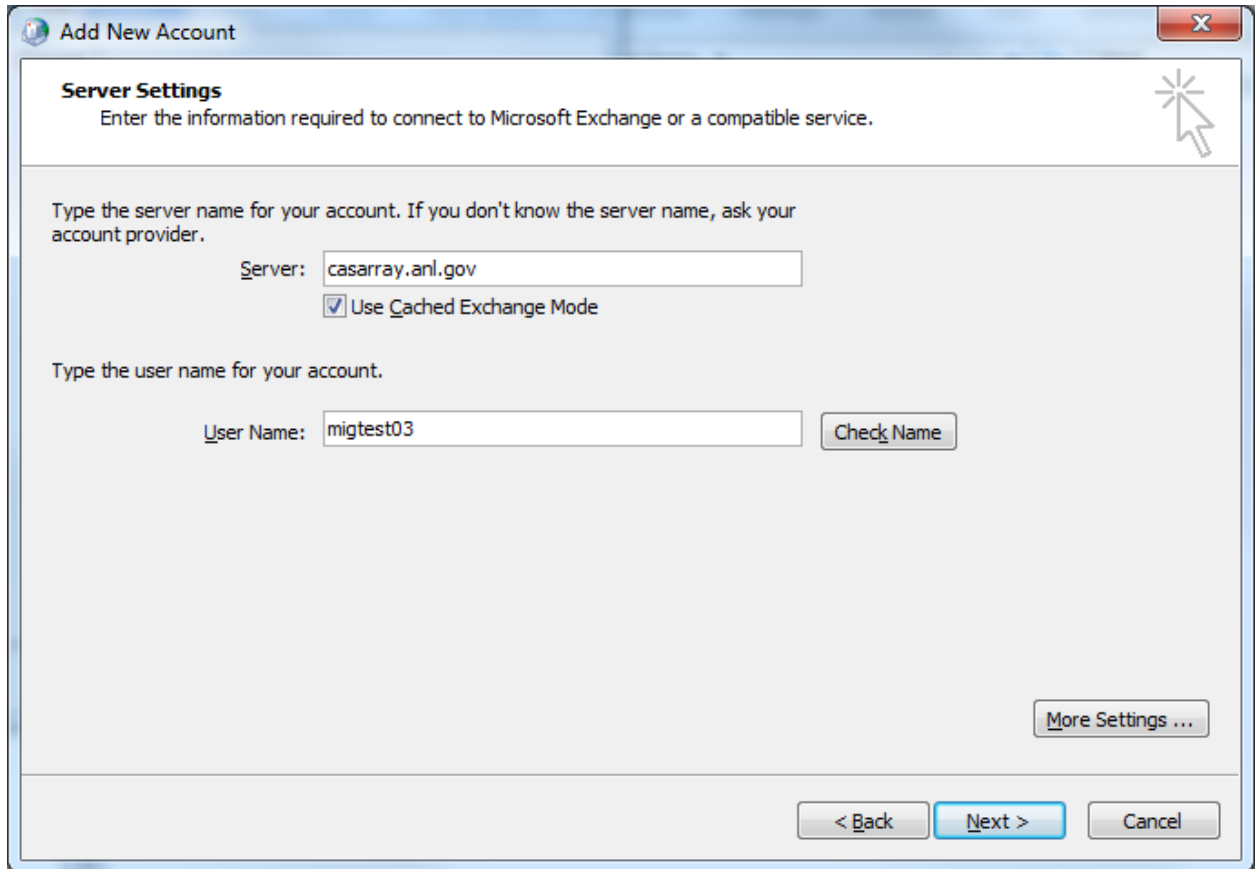
8. On the "Add a new account screen" select "Manually configure server settings or additional server types" and Click "Next".



9. Choose "Microsoft Exchange or Compatible Service" and click Next



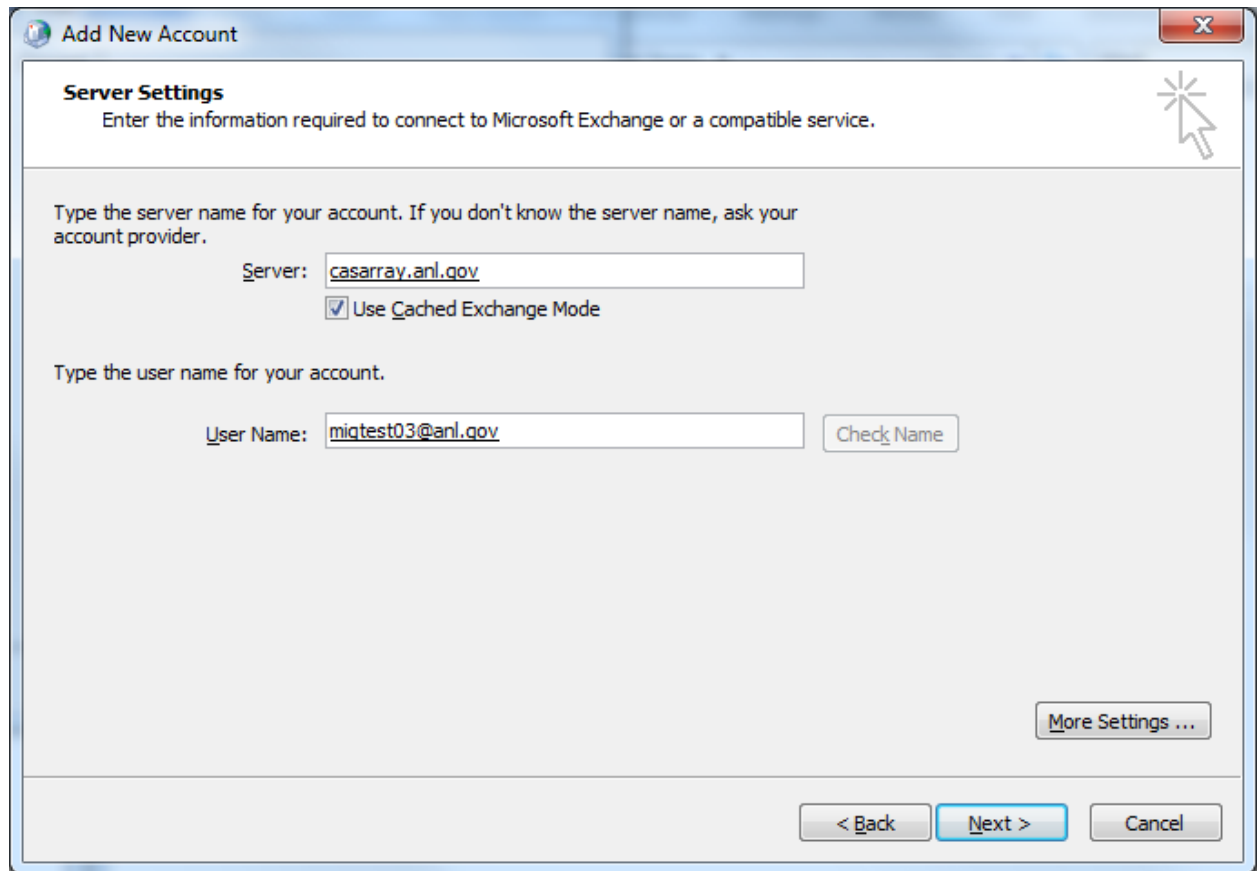
10. Enter casarray.anl.gov in the Server field and you ANL domain account in the User name field, then click "Check Name". You may be prompted to enter your username and password. This will be your ANL domain username and password (i.e the same account you use to access the Inside Argonne web portal).



The screenshot shows a Windows-style dialog box titled "Add New Account". The main section is titled "Server Settings" and contains the following elements:

- A sub-header: "Server Settings" with a sub-instruction: "Enter the information required to connect to Microsoft Exchange or a compatible service."
- A text prompt: "Type the server name for your account. If you don't know the server name, ask your account provider."
- A text input field labeled "Server:" containing the text "casarray.anl.gov".
- A checked checkbox labeled "Use Cached Exchange Mode".
- A text prompt: "Type the user name for your account."
- A text input field labeled "User Name:" containing the text "migtest03".
- A "Check Name" button located to the right of the "User Name" field.
- A "More Settings ..." button located at the bottom right of the main content area.
- Navigation buttons at the bottom: "< Back", "Next >" (highlighted in blue), and "Cancel".

11. If the check name succeeds, the server and username will be underlined. Click “Next” and “Finish” complete account setup



The screenshot shows a Windows-style dialog box titled "Add New Account". The main heading is "Server Settings" with a sub-instruction: "Enter the information required to connect to Microsoft Exchange or a compatible service." Below this, there are two sections of input fields. The first section is for the server name, with the label "Type the server name for your account. If you don't know the server name, ask your account provider." and a text box containing "casarray.anl.gov". A checkbox labeled "Use Cached Exchange Mode" is checked. The second section is for the user name, with the label "Type the user name for your account." and a text box containing "migtest03@anl.gov". To the right of this text box is a "Check Name" button. At the bottom right of the dialog is a "More Settings ..." button. At the very bottom are three buttons: "< Back", "Next >" (which is highlighted in blue), and "Cancel".

Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

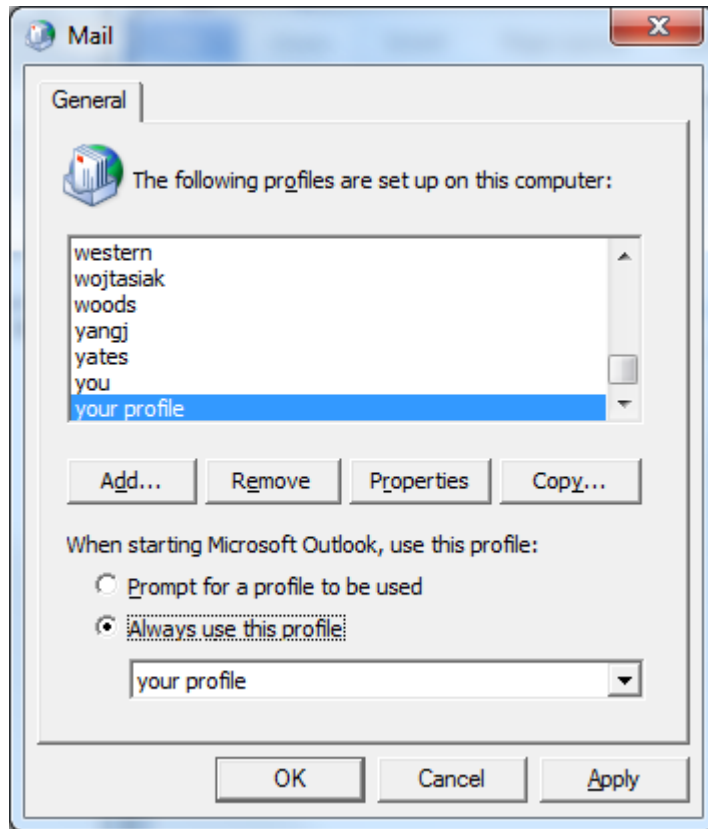
Server:

Use Cached Exchange Mode

Type the user name for your account.

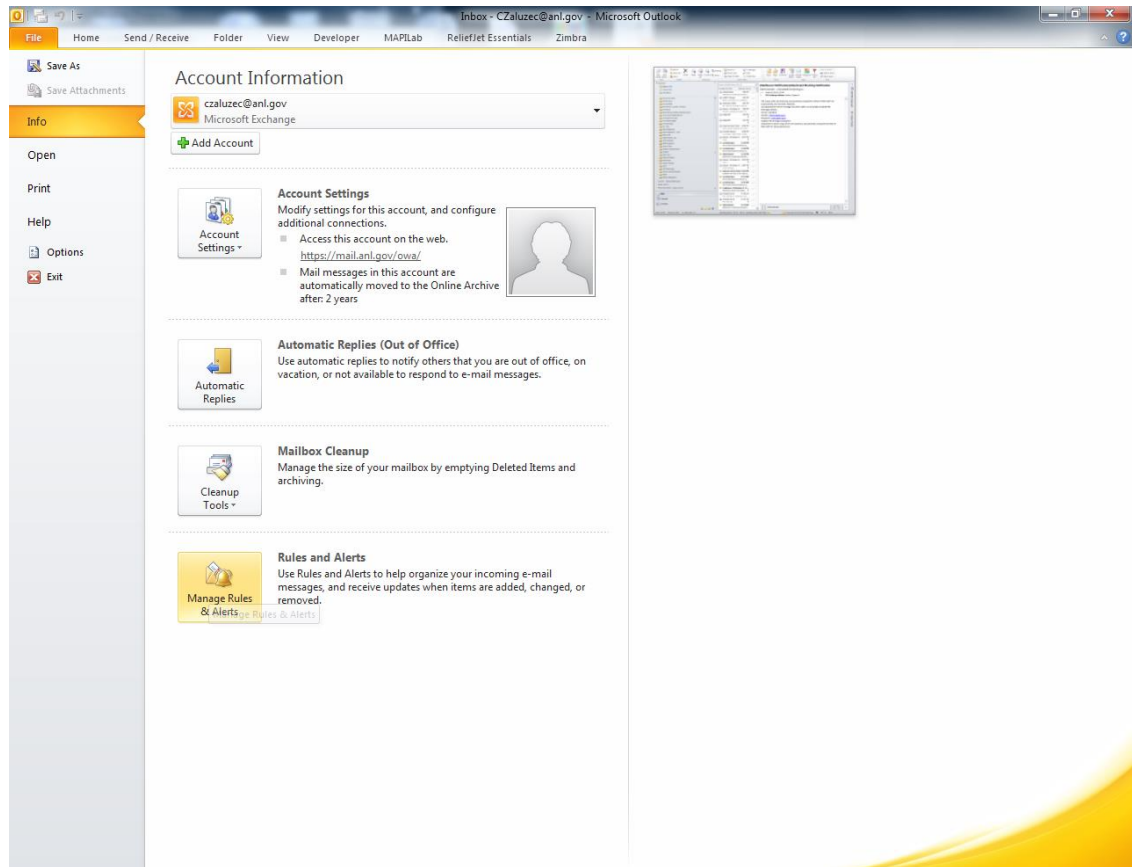
User Name:

- At the Mail configuration screen, select the “Always use this profile” option, and choose the profile you just created from the drop down menu. Click “OK” to finish.

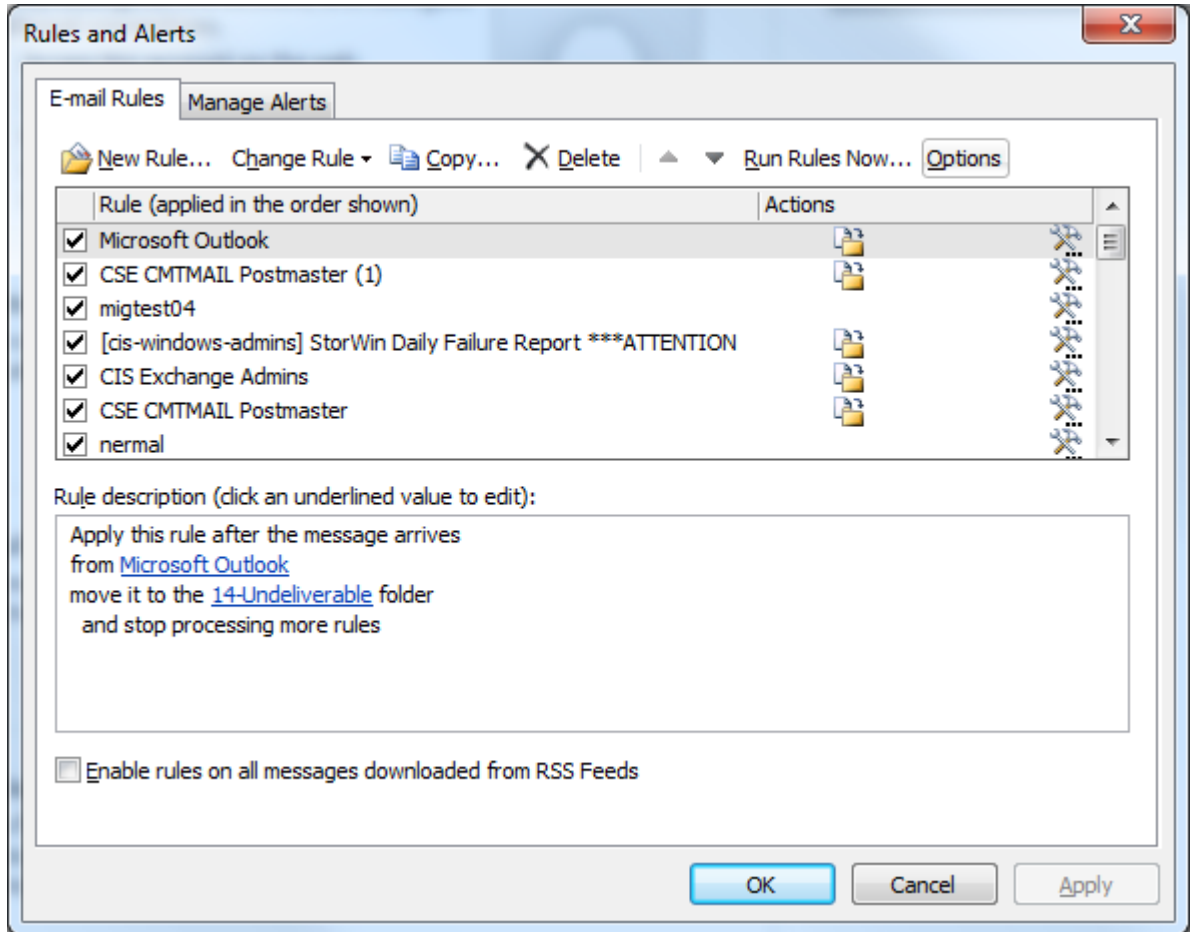


- Open Outlook to begin using your Exchange mailbox. If you did not Export any rules in the beginning of this document, you are done. If you need to re-import your rules, continue to step 15.

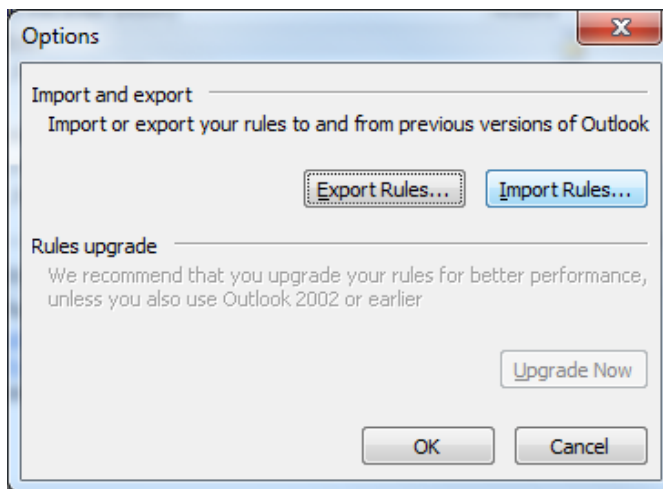
14. Click “Manage Rules and Alerts” from the “File” Tab



15. From the “Rules and Alerts” windows, Click “Options”



16. Click “Import Rules” then browse to and select the rules file you exported in step 3.



17. Click OK to import your rules