# Changing Your Apple Mail Connection from Zimbra to Exchange

Updated: 6/11/13

Following this configuration document will cause your Apple Mail client to resynchronize its folder list and all messages with your new Exchange mailbox. Large mailboxes may notice a delay before all folders and messages appear. Additionally, calendar synchronization to iCal and global address book synchronization to the contacts app must be configured separately.

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.

Locally stored filters, rules and settings should remain in place, however any rules, permissions, filters or other settings stored on the Zimbra server will need to be recreated manually on the Exchange mailbox.
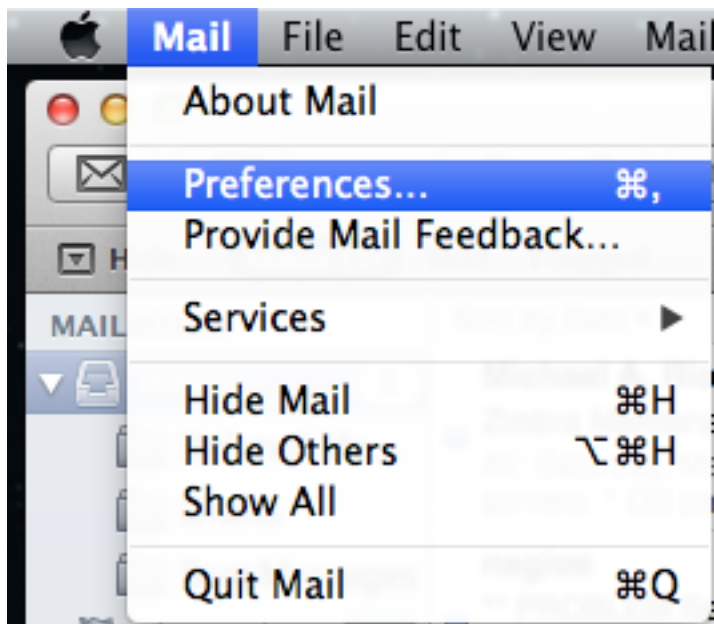
If you have any message rules or filters configured within Apple Mail, you may want to export them before you begin so they can be re-imported after you set up your new mailbox. Instructions for exporting and importing your Apple Mail message rules can be found in the Email Services How-to section, or 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
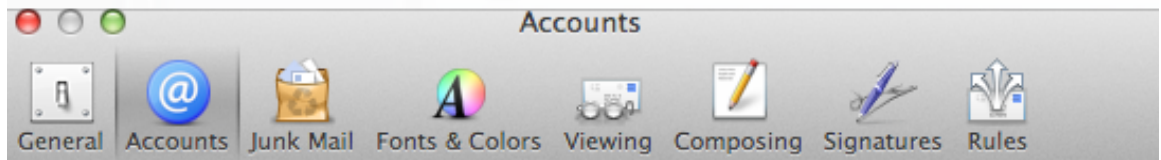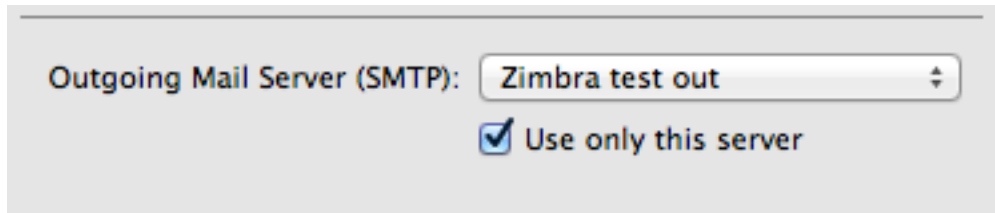
1. *Start Up* **"Apple Mail"**



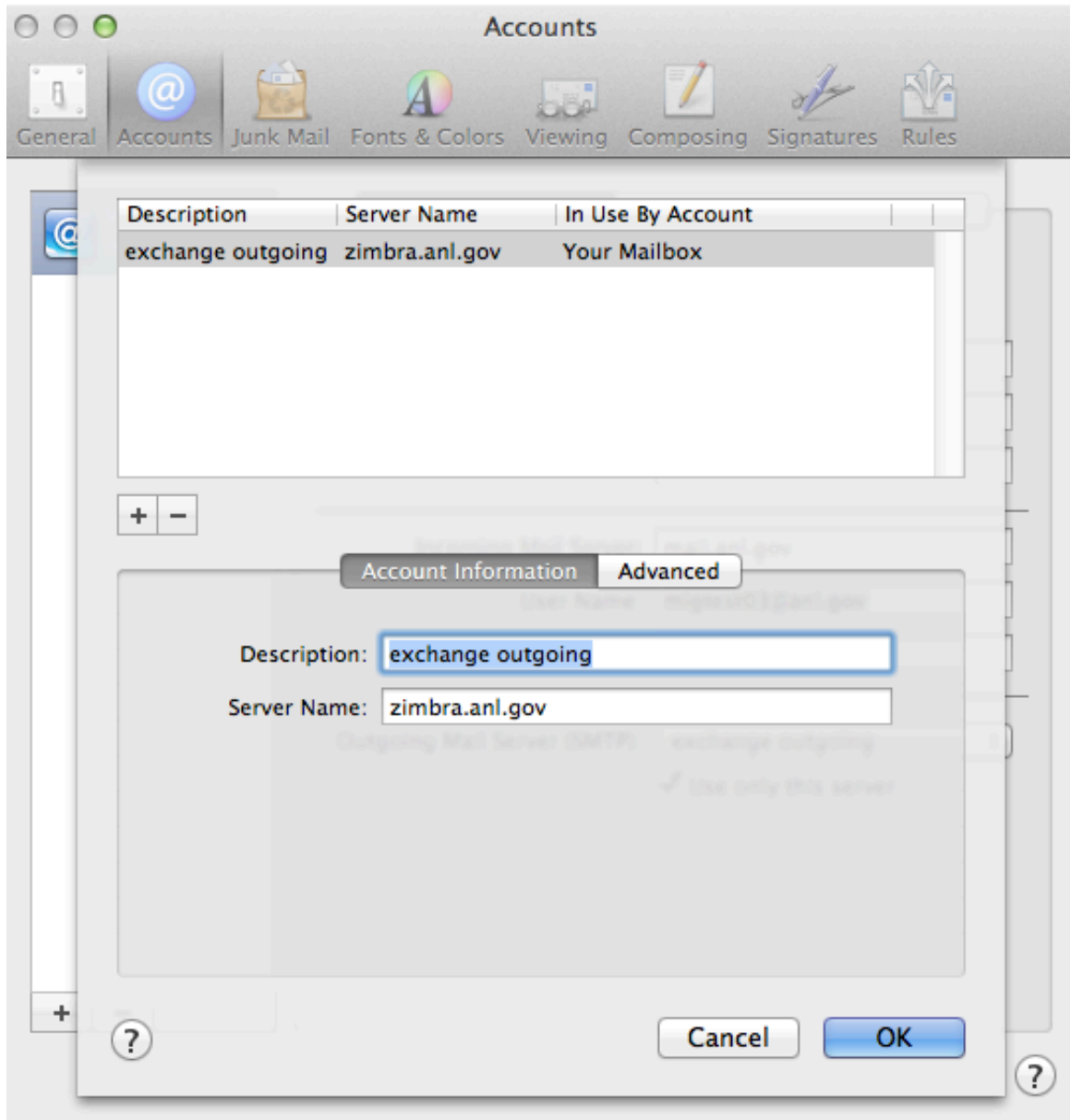2. *Click* on **"Preferences"**



3. *Click* on **"Accounts"**

4. *Click* on **"Outgoing Mail Server (SMTP)"** pull down menu at the bottom of the Screen (our example shows Zimbra test out)
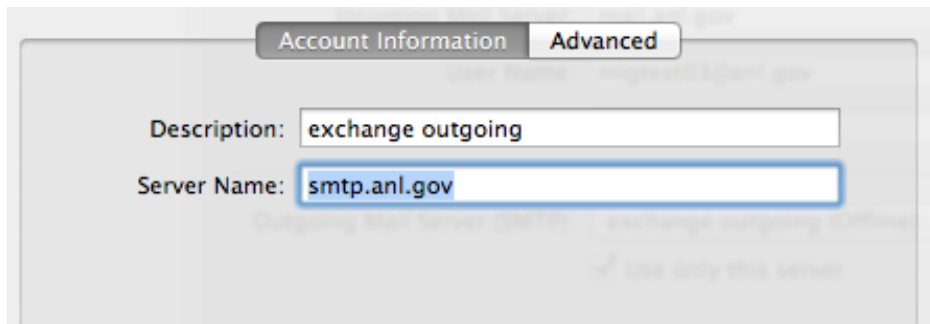
Outgoing Mail Server (SMTP): Zimbra test out

☑ Use only this server

5. *Choose* **"Edit SMTP Server List"** from the pull down menu.

User Name: migtest03@anl.gov

Password: ••••••••

None

Outgoing Mail Server (SMTP ✓ Zimbra test out
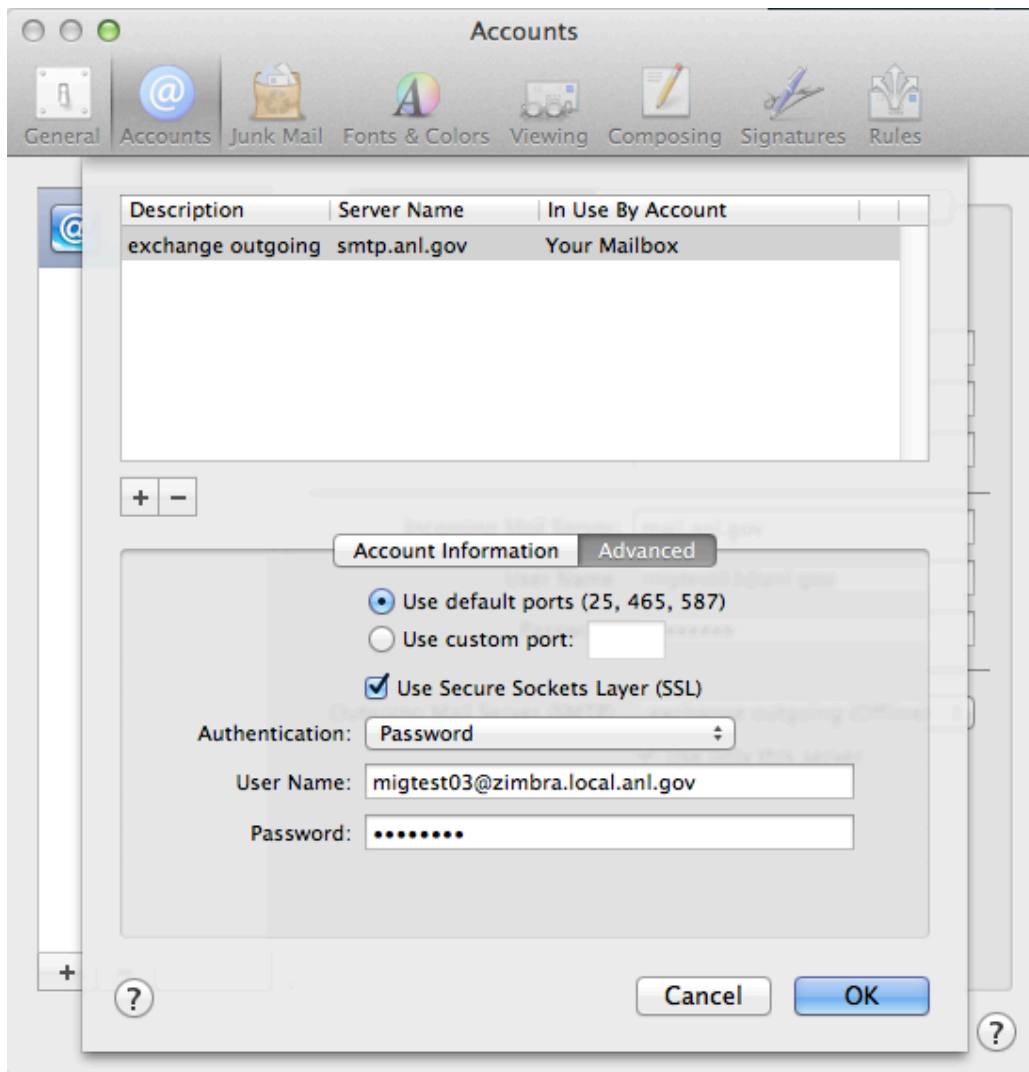
Edit SMTP Server List...

6. Under **"Account Information"** *Change* the Description to **"exchange outgoing"**
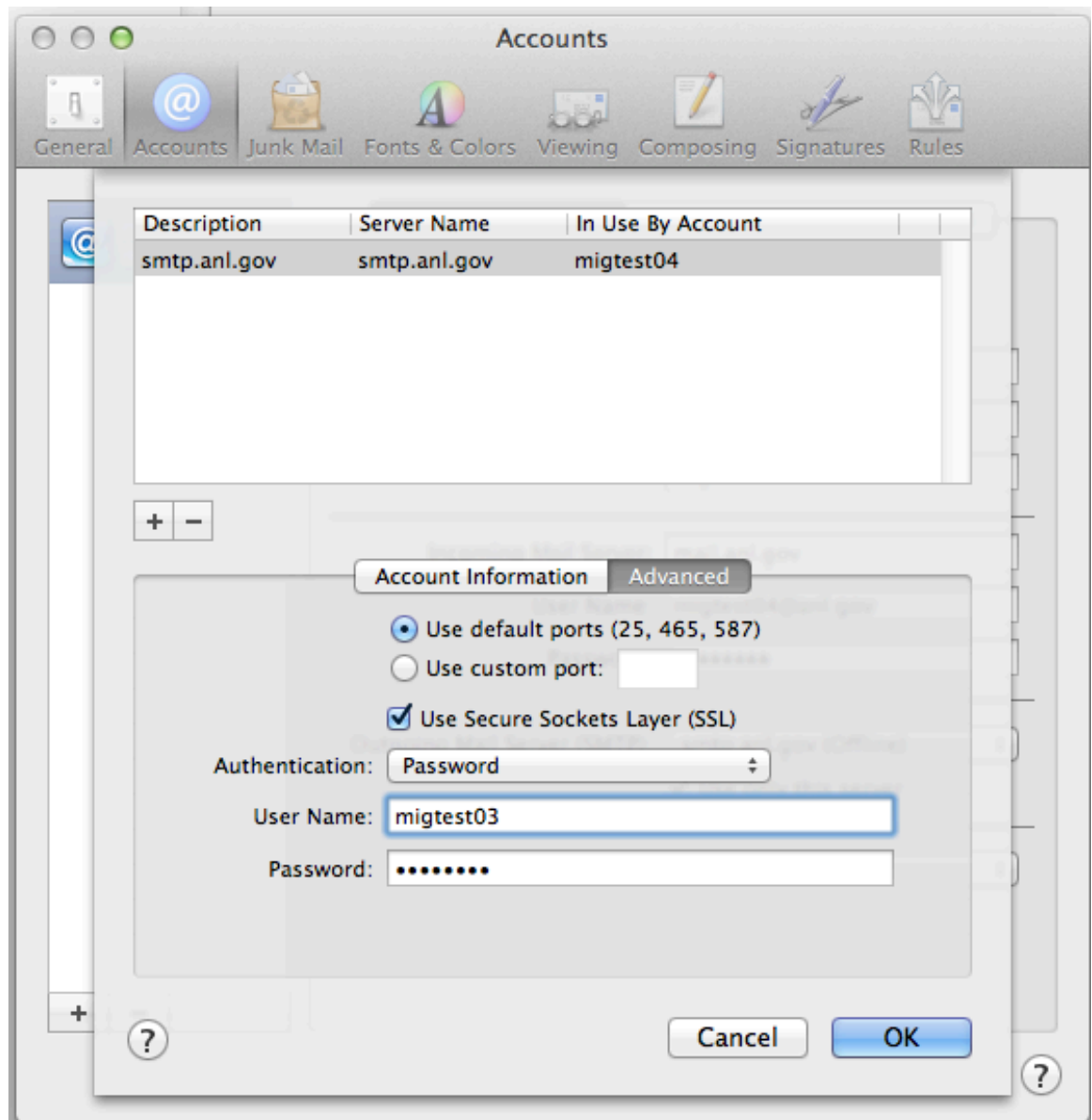
7. *Change* the **"Server Name"** from **"zimbra.anl.gov"** to **"smtp.anl.gov"**
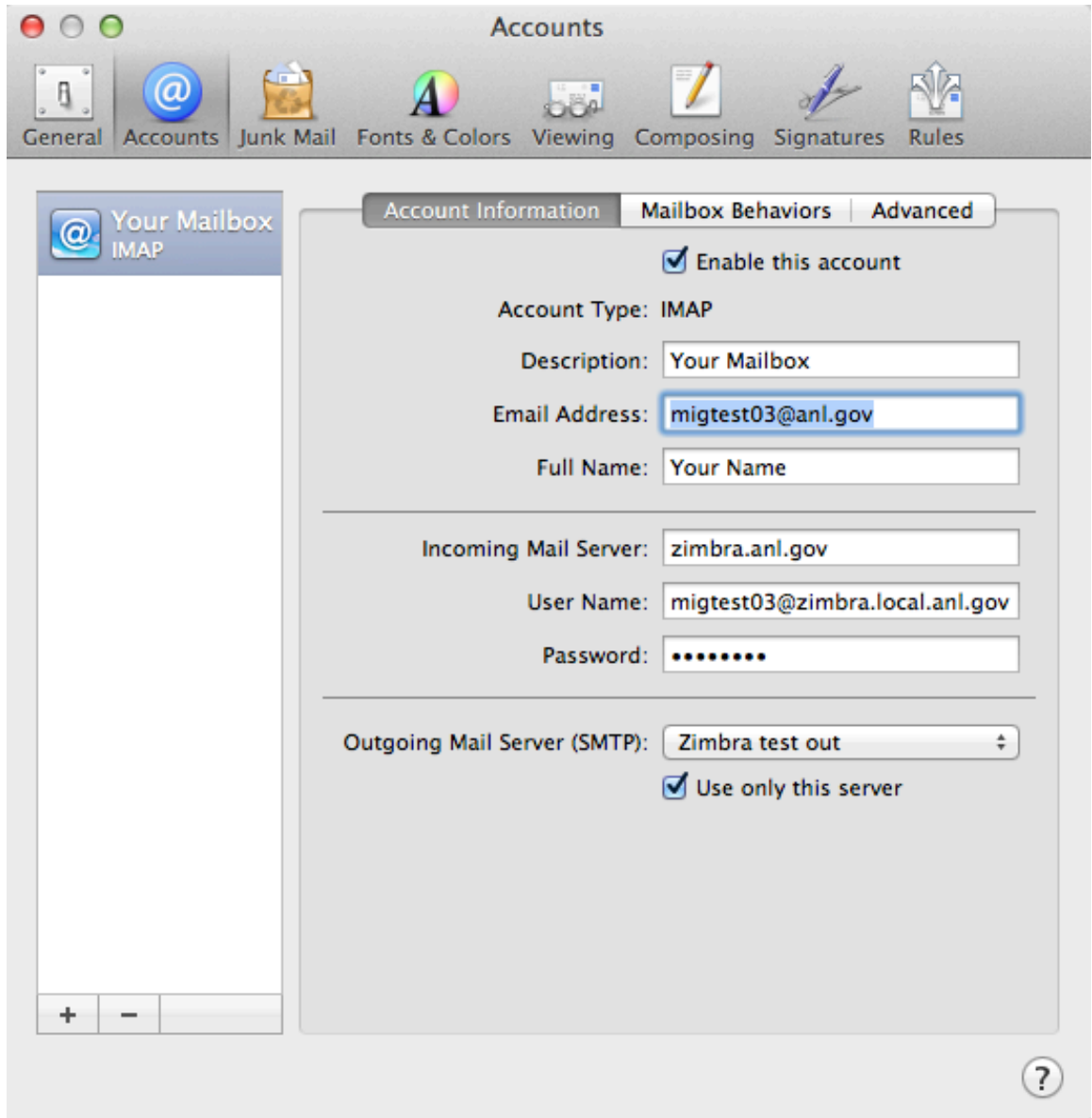


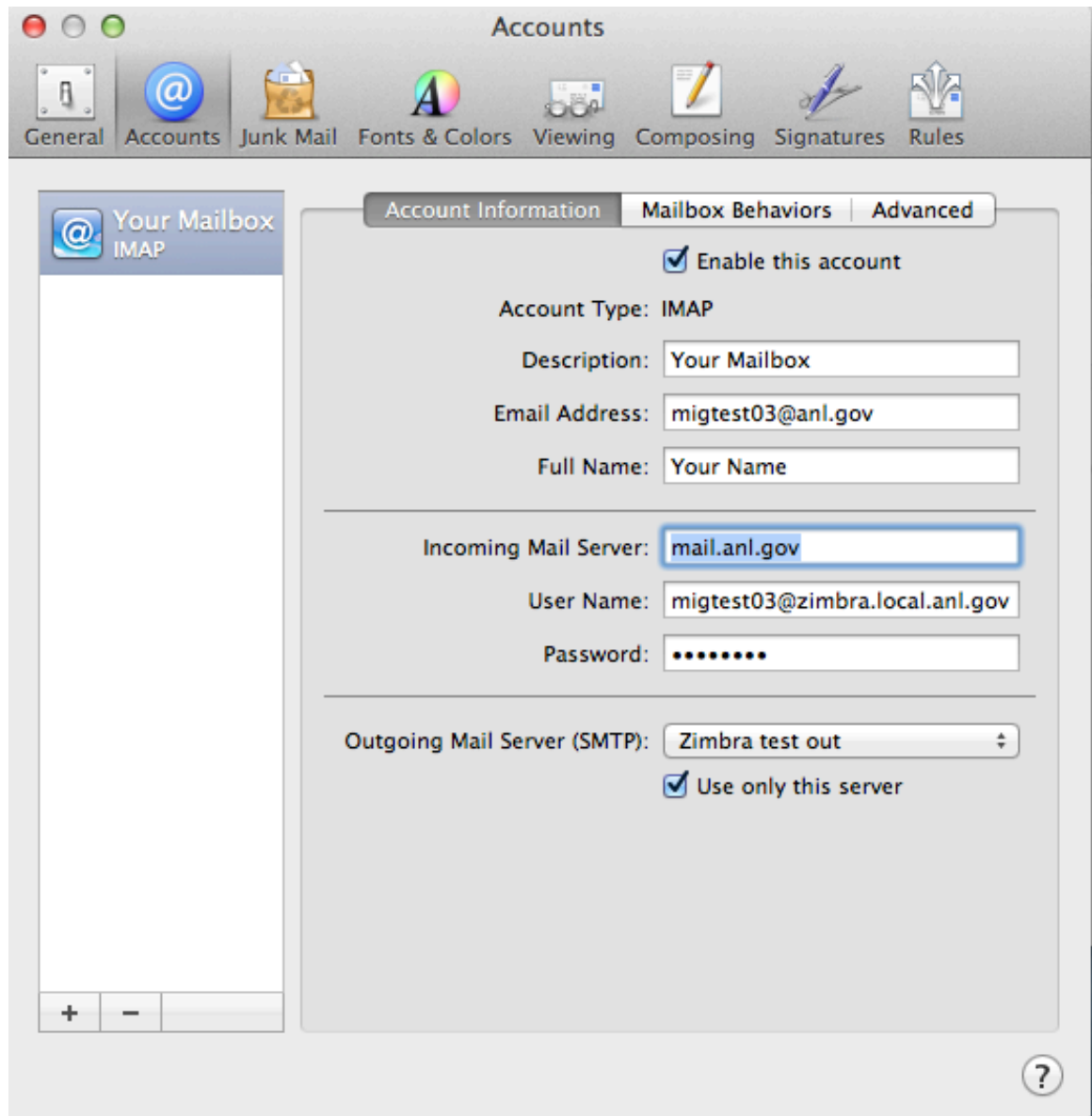8. *Click* on **"Advanced"** next to **"Account Information"**

9. In the **"User Name"** section enter your ANL Domain username and password (i.e. The account information you use to access the Inside Argonne Portal). This may be different than the current login information you have configured. Click OK once you have verified the correct account information is in place.
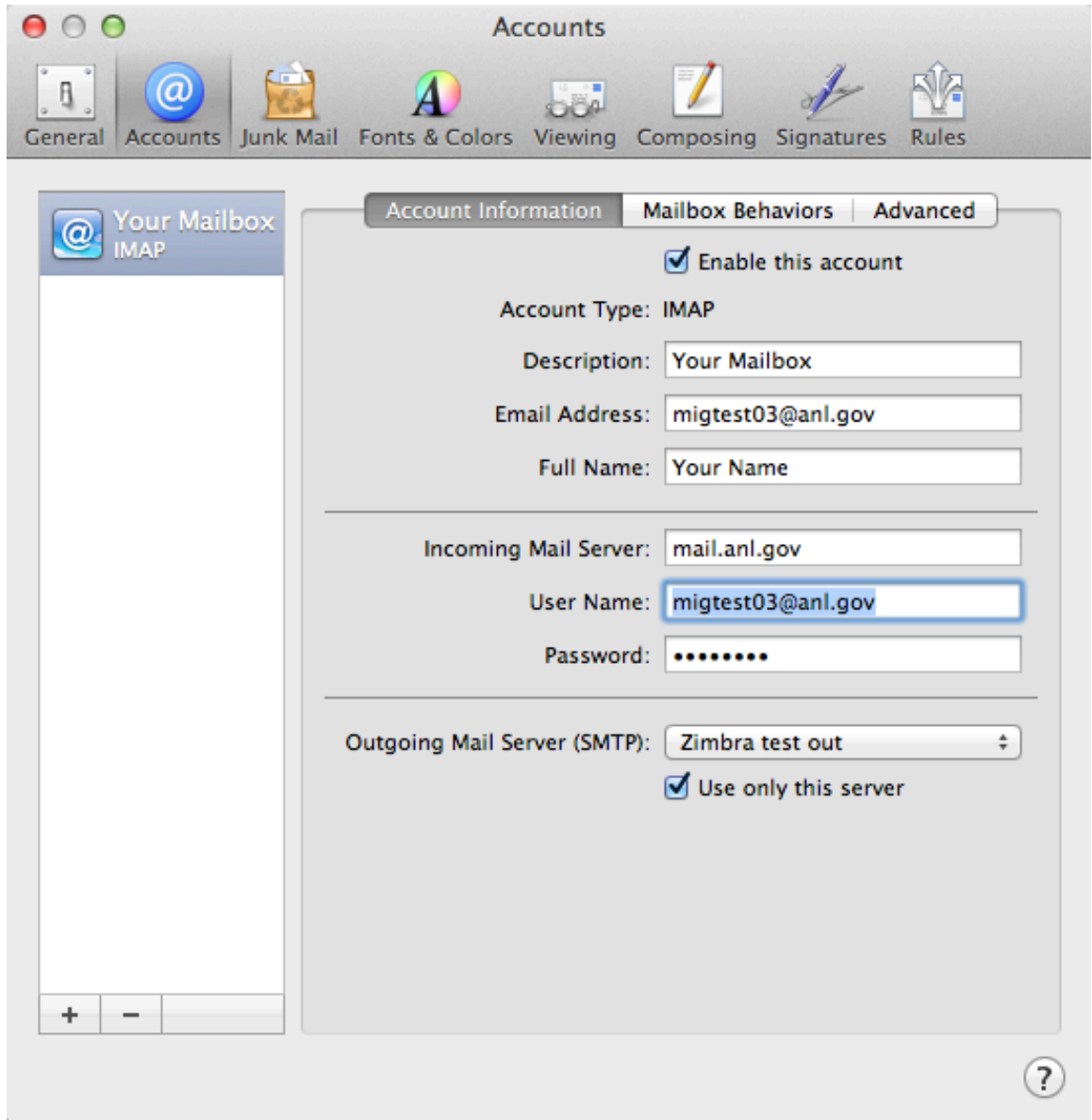
10.    If necessary, change your email address to your @anl.gov address. Child domain addresses @aps.anl.gov, and @mcs.anl.gov are acceptable, but others such @zimbra.anl.gov or external addresses should be changed.
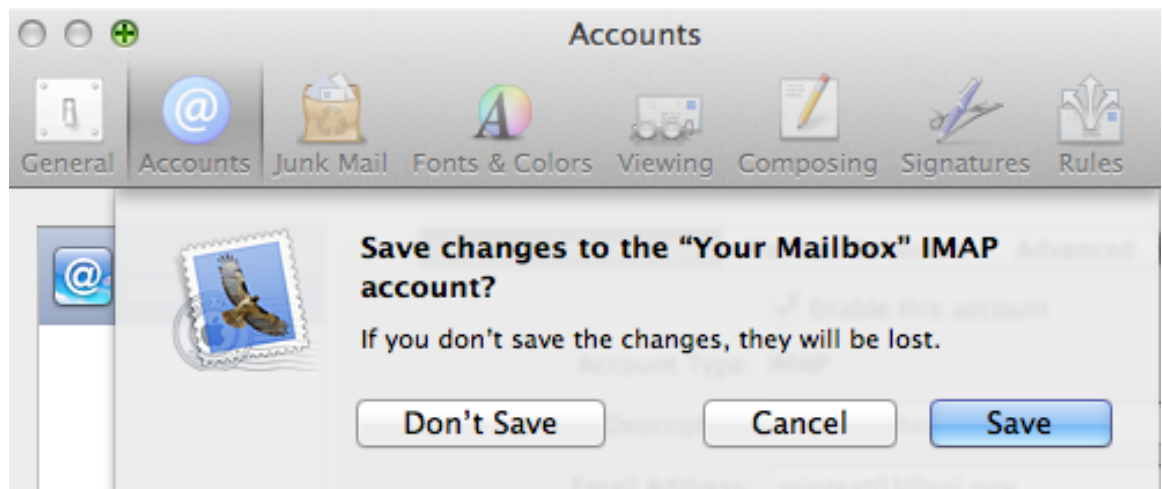
11. *Change* **"Incoming Mail Server"** from **"zimbra.anl.gov"** to **"mail.anl.gov"**

12.    In the **"User Name"** section enter your ANL Domain username and password (i.e. The account information you use to access the Inside Argonne Portal). This may be different than the current login information you have configured. Click OK once you have verified the correct account information is in place.

13.      *Click* on **"General"** which should *prompt* you to **"Save your settings."**





14.      After *Clicking* on **"Save"**. You can double check your settings by *Clicking* back on **"Accounts".**

15.      *Close* **"Apple Mail"** and **"Restart the application"** for the new settings to take hold.

16.      Apple Mail will now resynchronize with your Exchange Mailbox. It may take some time for all your messages and folders to appear. In the meantime, you can access all your Mail using the Outlook Web App at http://mail.anl.gov

17.    If after a short time you do not notice any messages synchronizing to Apple mail, you may need to issue a rebuild command. To do this, select "Rebuild" form the "mailbox menu