

ETES Groupware (Zimbra Cloud) – English

The following setup guide summarizes how to access your Zimbra Cloud.

Credentials

Your credentials consist of your full e-mail address and password.

In case you cannot recall your credentials, please contact your internal administrator.

The administrator can reset your password through the [customer login](#) or contact us.

Web browser

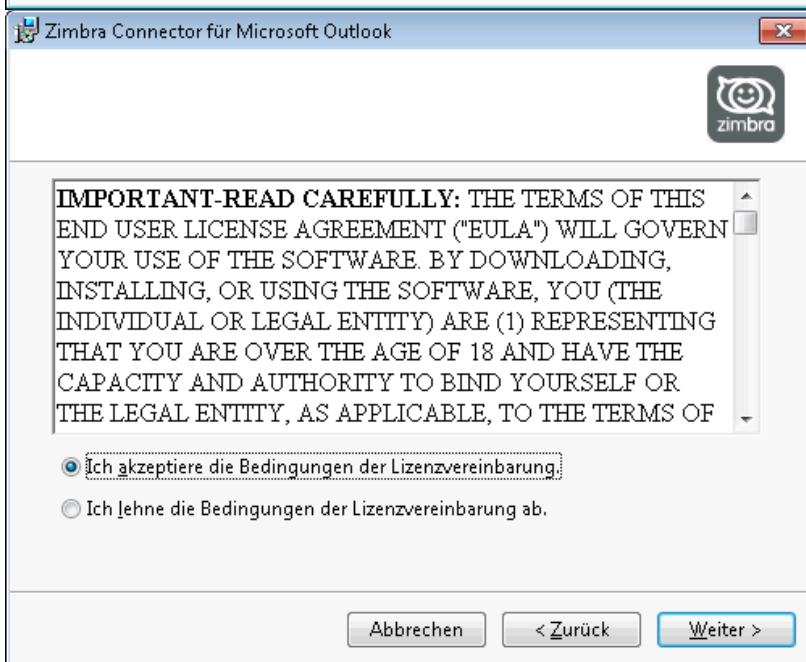
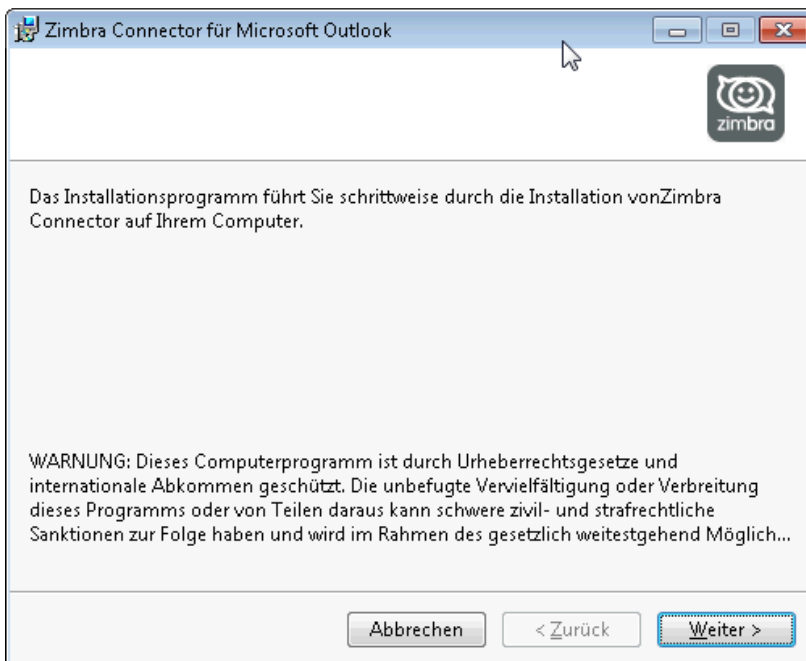
Your Zimbra Cloud can be accessed via the internet address <https://mail.etes.de/>.

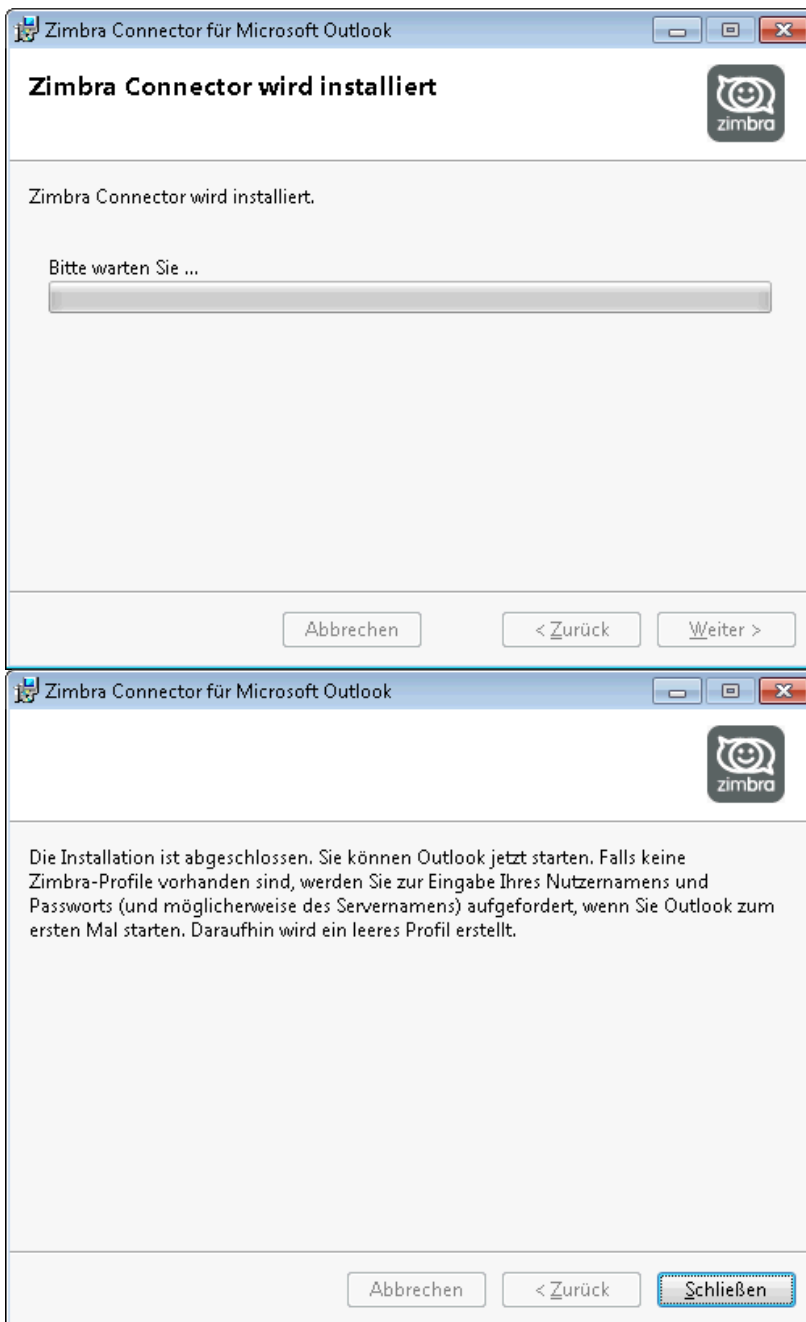
It is possible to use the web browser of your choice – including the one on your smart phone or tablet.

Microsoft Outlook

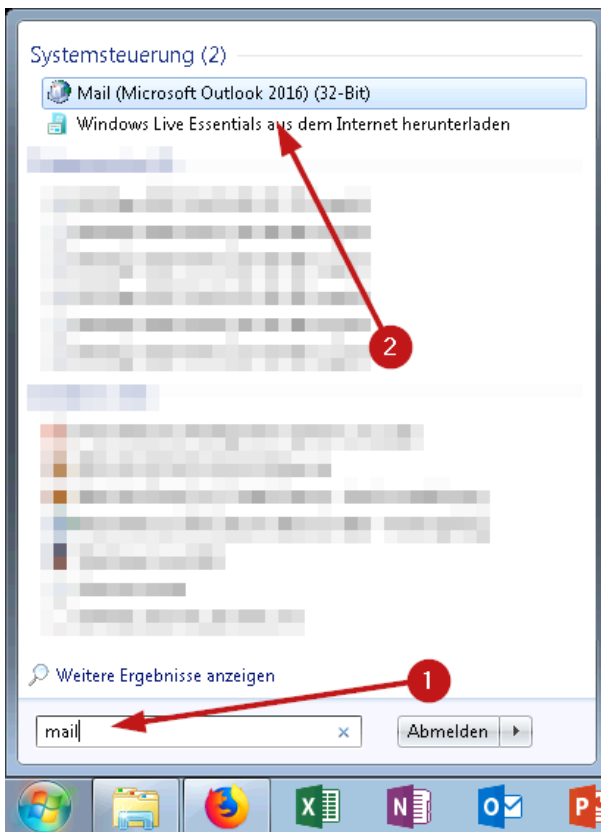
To configure Zimbra Cloud in Microsoft Outlook, carry out the following instructions:

- Install Microsoft Outlook on your PC. (The “Click to Run” edition is supported starting with Microsoft Outlook 2016)
- Download the Zimbra Connector für Outlook (ZCO) from our homepage.
 - For the **32 bit** version of Microsoft Outlook, please download the [Zimbra Connector for Outlook 32 Bit](#)
 - For the **64 bit** version of Microsoft Outlook, please download the [Zimbra Connector for Outlook 64 Bit](#)
- Please run the installation by following the instructions of the installation wizard.

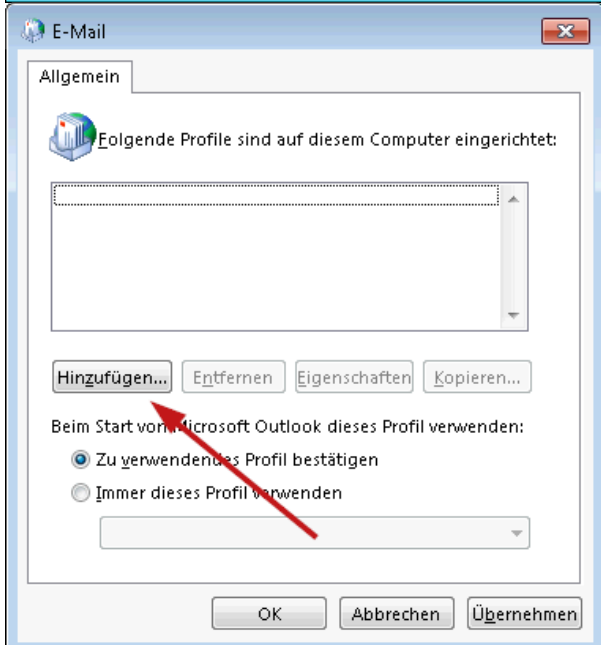




- Subsequently, enter the mail configuration through one of the following options:
 - start menu search: Enter “mail” into the search box. Then click on *Mail (Microsoft Outlook...)*



- control panel: Open the Windows control panel. Then click on *Mail (Microsoft Outlook...)*
- Follow the setup steps as described below:



Neues Profil

Neues Profil erstellen

OK

Abbrechen

Profilname:

Zimbra

Konto hinzufügen

Konto automatisch einrichten
Manuelle Einrichtung eines Kontos oder Herstellen einer Verbindung mit anderen Servertypen.

☐ **E-Mail-Konto**

Ihr Name:
Beispiel: Heike Molnar

E-Mail-Adresse:
Beispiel: heike@contoso.com

Kennwort:
Kennwort erneut eingeben:
Geben Sie das Kennwort ein, das Sie vom Internetdienstanbieter erhalten haben.

☒ **Manuelle Konfiguration oder zusätzliche Servertypen**

< Zurück Weiter > Abbrechen Hilfe

Konto hinzufügen

Wählen Sie Ihren Kontotyp aus.

☐ **Office 365**
Automatische Einrichtung für Office 365-Konten
E-Mail-Adresse:
Beispiel: heike@contoso.com

☐ **POP oder IMAP**
Erweiterte Einrichtung für POP- oder IMAP-E-Mail-Konten

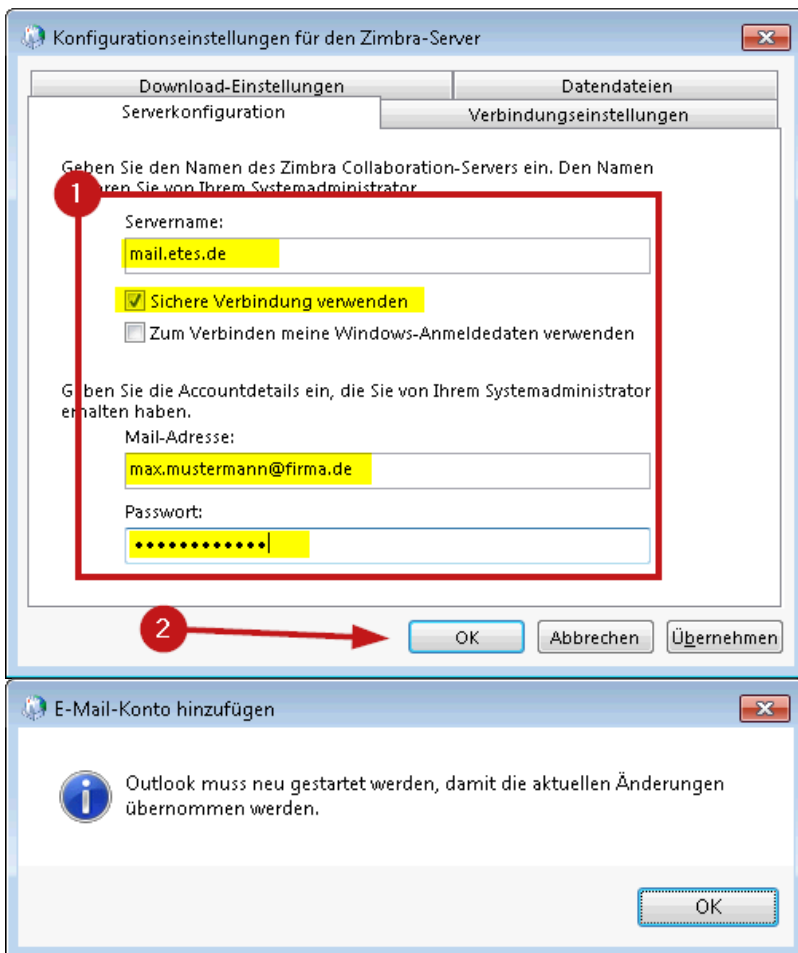
☐ **Exchange ActiveSync**
Erweiterte Einrichtung für Dienste, die Exchange ActiveSync verwenden

☒ **Andere**
Verbindung mit einem der unten aufgeführten Servertypen herstellen

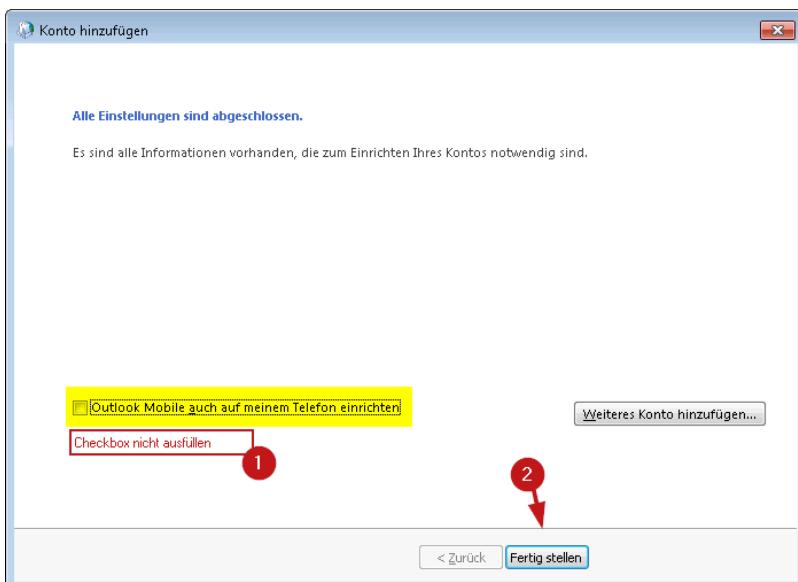
Fax Mail Transport
Zarafa Server
Zimbra Collaboration Server
Zimbra Persona

< Zurück Weiter > Abbrechen Hilfe

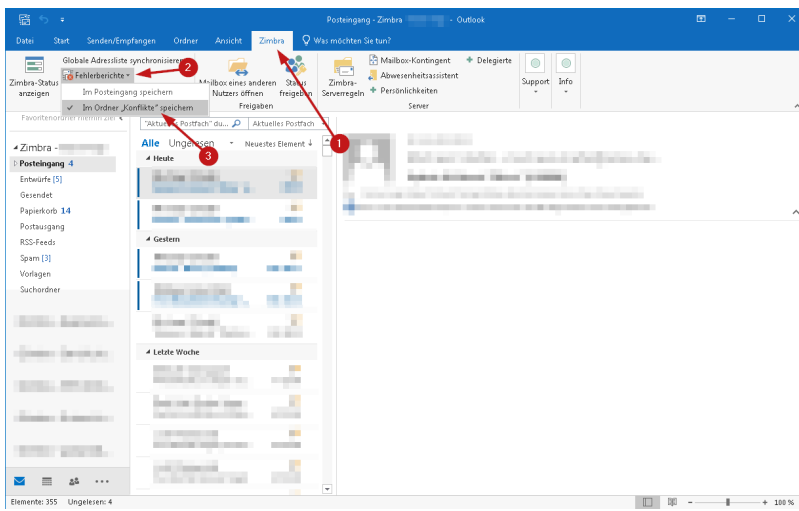
- Server Name: mail.etes.de
- Please select the checkbox “use secure connection”
- Enter your e-mail address and password



- Please leave the checkbox to setup “Outlook Mobile” unselected



- Following this, please open Outlook, select the tab *Zimbra* and select to save error reports in the „conflicts“ folder.



- Now the setup process is completed and Outlook can be used.

Revision #2

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