

Email Filter Service in Outlook

Configuration Guide

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Using this Configuration Guide

This Guide is for administrators at companies using Global Relay services who are responsible for user management, as well as the day-to-day management of Global Relay Archive

This Guide provides step-by-step instructions for configuring the Email Filter Service in Outlook using an IMAP connection.

As a recommended setting, you can choose to save sent messages to the IMAP server, so you can view them on other computers or mobile devices.

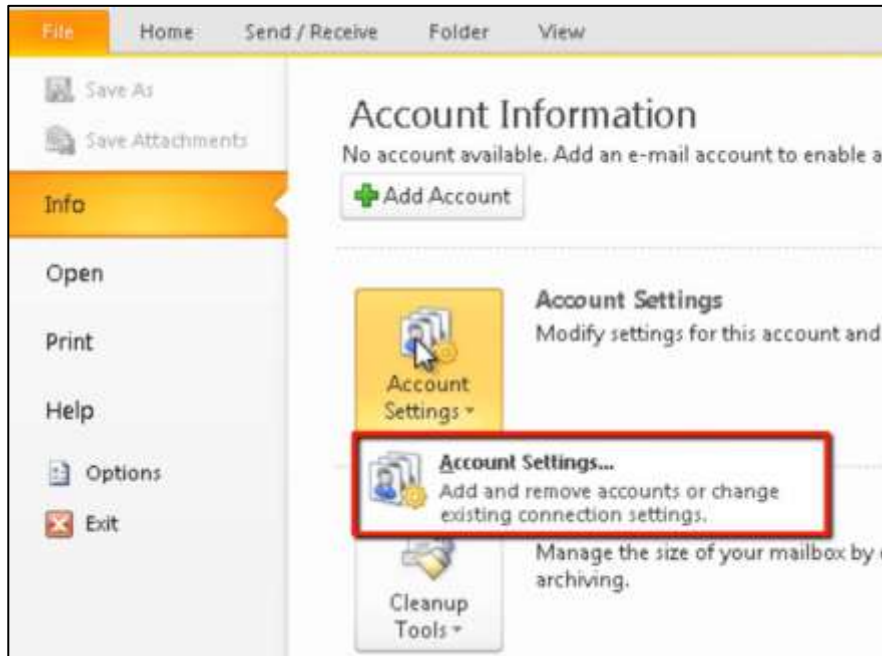
NOTE: We recommend you configure your account with an IMAP connection.

An IMAP connection syncs email data between devices, because all data is kept on the Zimbra server. When you read or delete an email, information is synced across all devices where you access your email account.

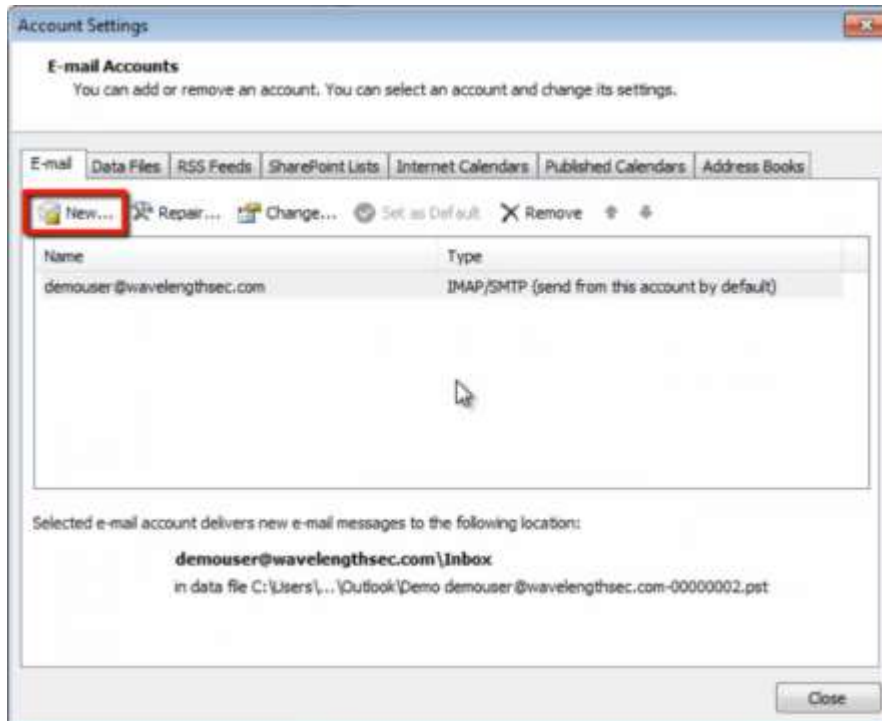
A POP connection downloads messages off the server, and multiple connections are not synced. When you read or delete an email, this action might not be reflected across other devices. For example, if all devices are set up to "leave a copy of messages on the server," multiple devices download and store the same data independently, so deleting a message on one device (e.g. a smartphone) will not be reflected on other devices (e.g. a computer).

Configuring the Email Filter Service in Outlook

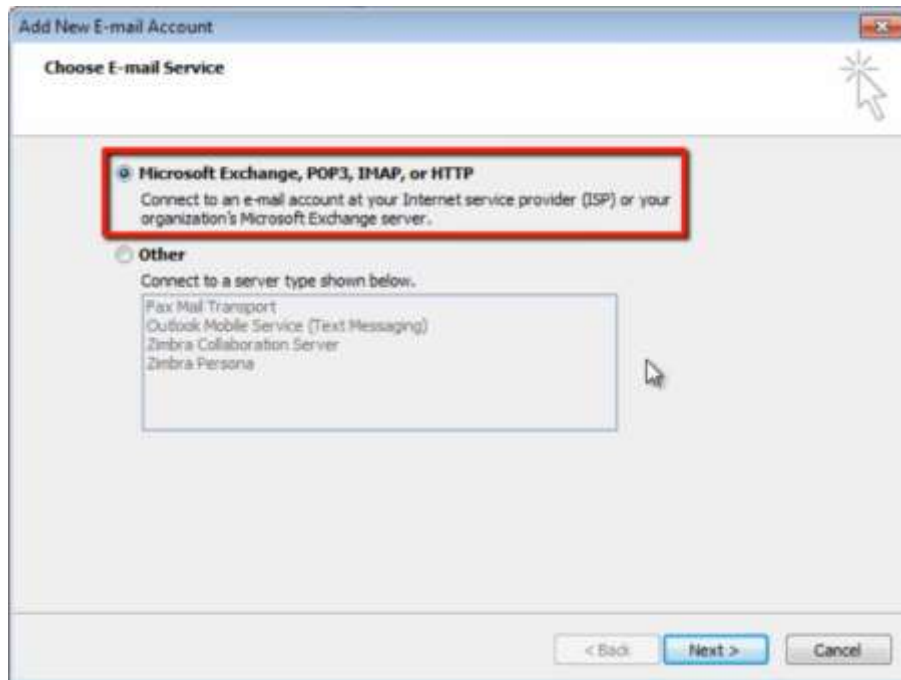
1. From the File menu, click **Account Settings** and select **Account Settings**.
The Account Settings dialog box displays.



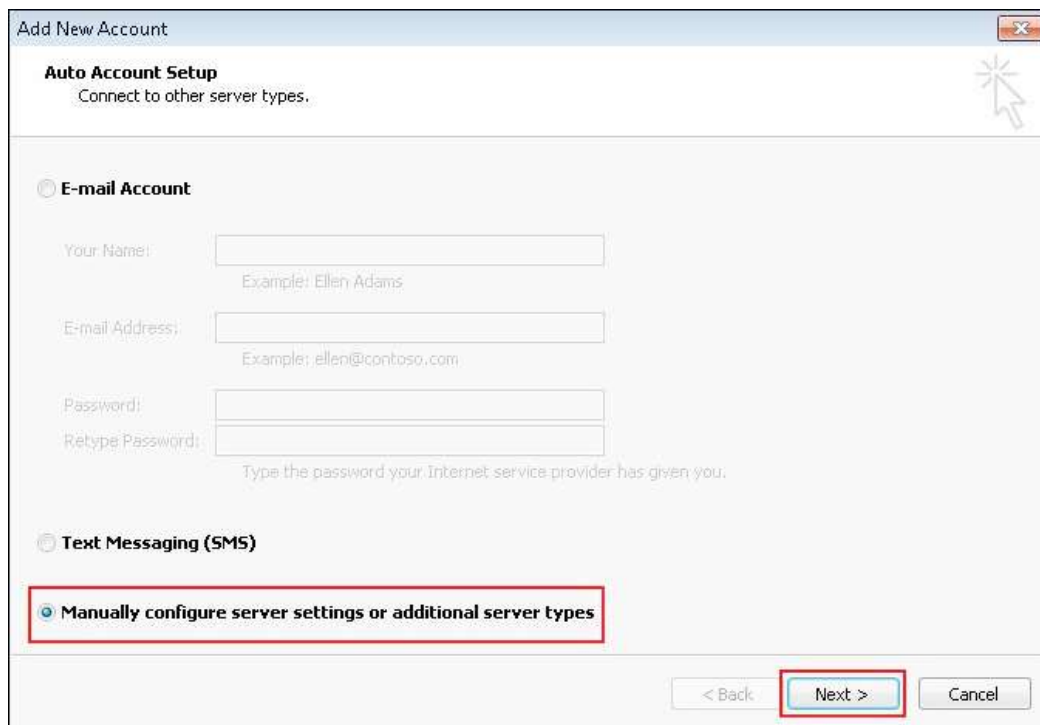
2. Click **New**.
The Add New E-mail Account dialog box displays.



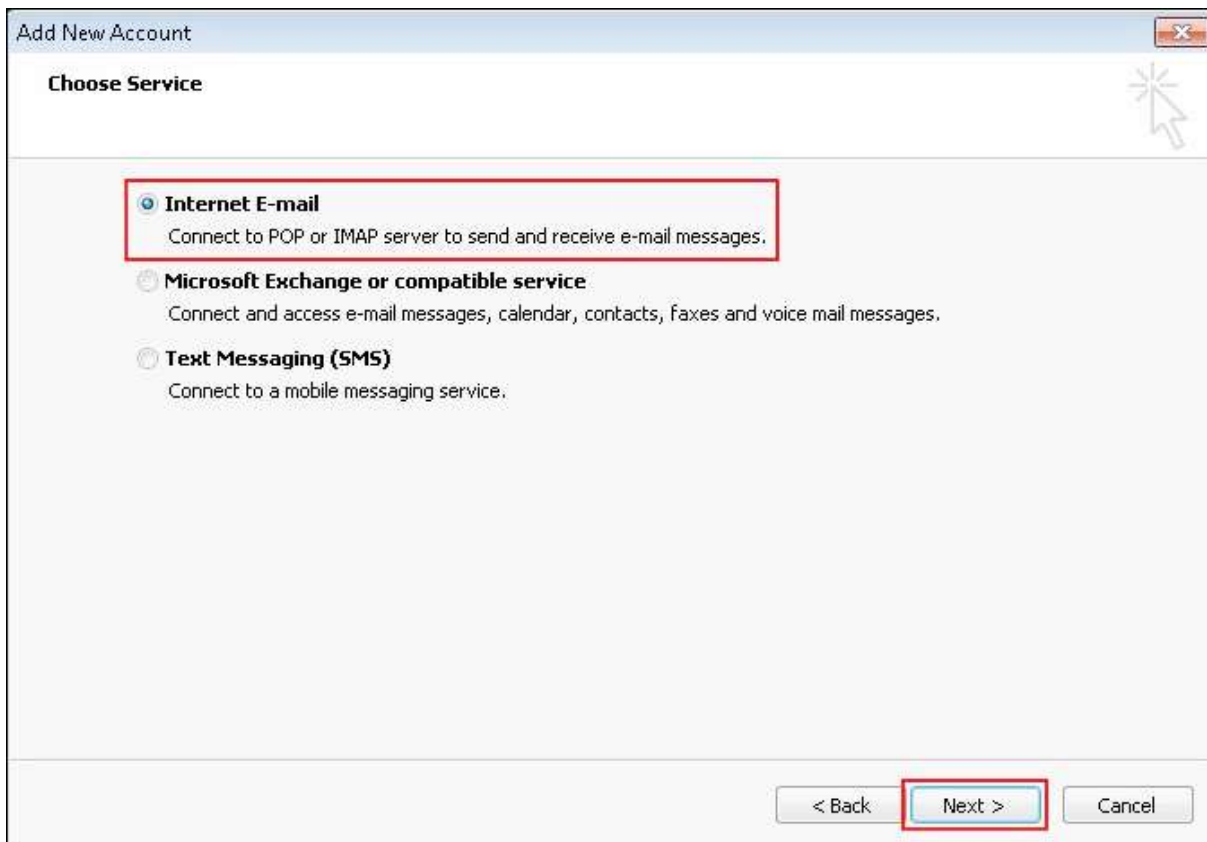
3. Select **Microsoft Exchange, POP3, IMAP, or HTTP** and click **Next**.



4. Select **Manually configure server settings or additional server types** and click **Next**.

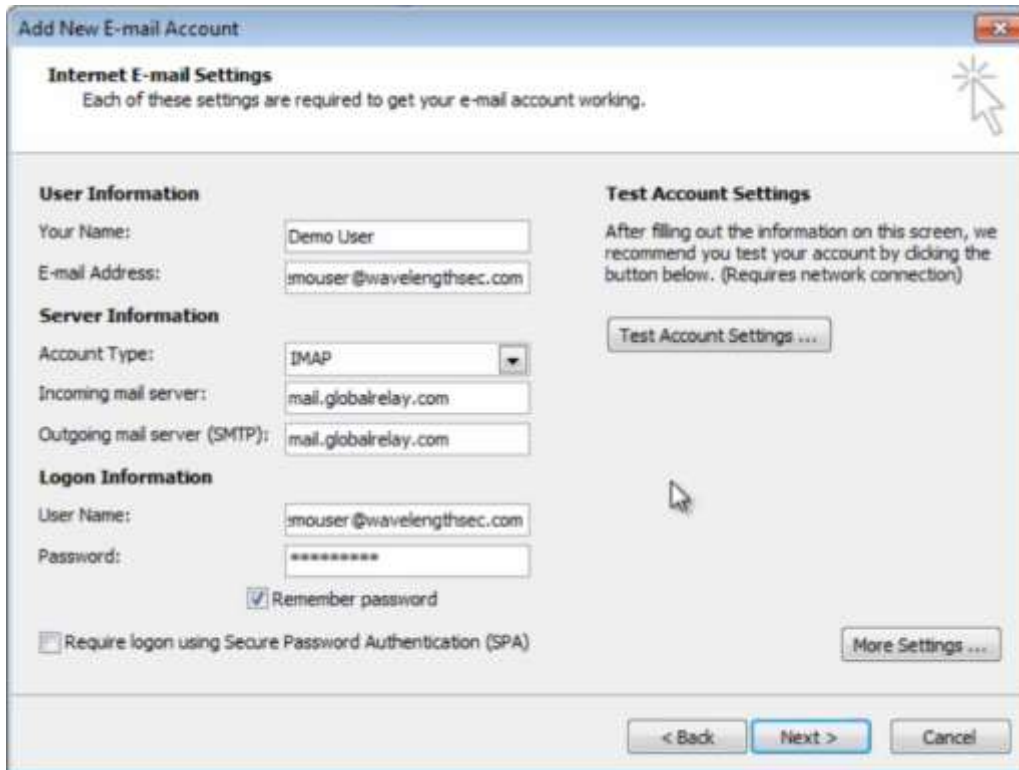


5. Select **Internet E-mail** and then click **Next**.

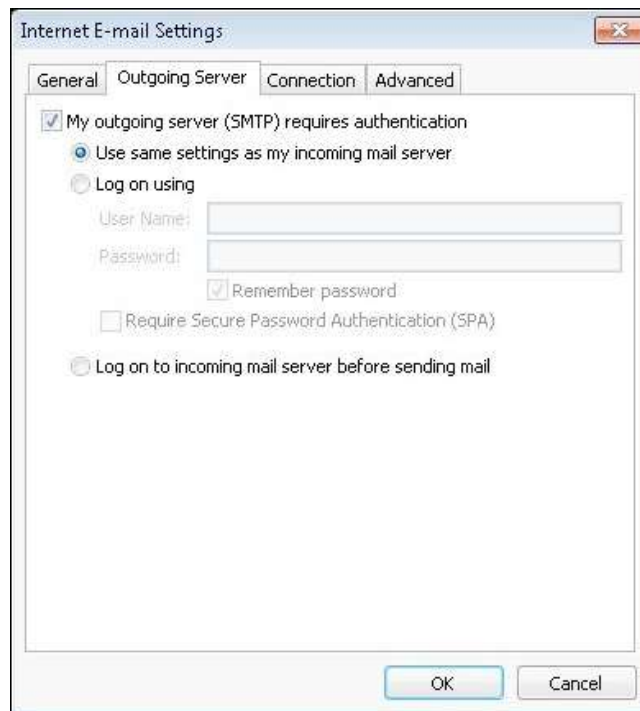


6. Set up the following information:

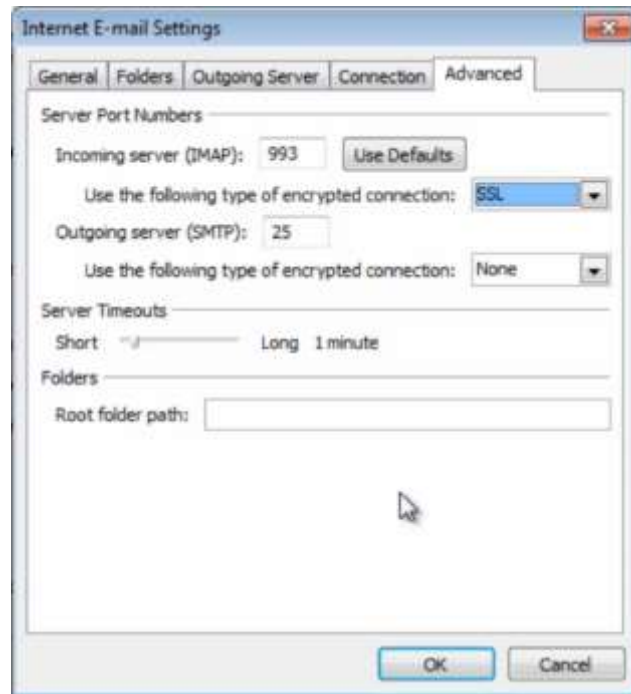
- **Your Name:** This is the name that recipients will see.
- **Email Address:** This is the email address you are currently configuring.
- **Account Type:** Select **IMAP** from the drop-down menu.
- **Incoming mail server:** Enter **mail.globalrelay.com**.
- **Outgoing mail server SMTP:** Enter **mail.globalrelay.com**.
- **User Name:** Enter your email address.
- **Password:** Enter your Zimbra mailbox password.



7. Click **More Settings**.
8. On the Outgoing Server tab, select **My outgoing server (SMTP) requires authentication** and then select **Use same settings as my incoming mail server**.



9. On the Advanced tab, set up the following information:
- **Incoming server (IMAP):** Enter **993**
 - **Use the following type of encrypted connection:** Select **SSL** from the drop-down menu.
 - **Outgoing server (SMTP):** Enter **465**
 - **Use the following type of encrypted connection:** Select **None** or **TLS** from the drop-down menu.

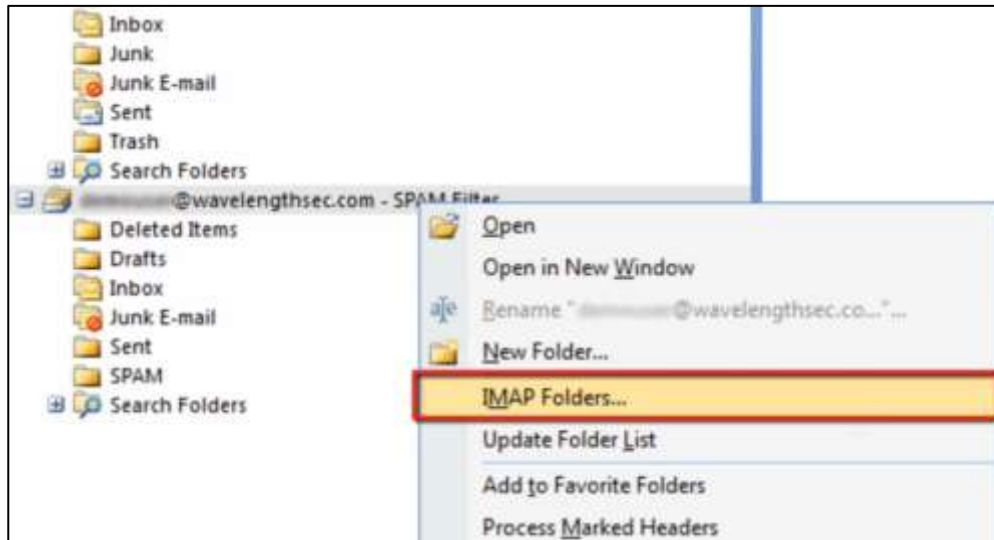


10. Click **OK**.

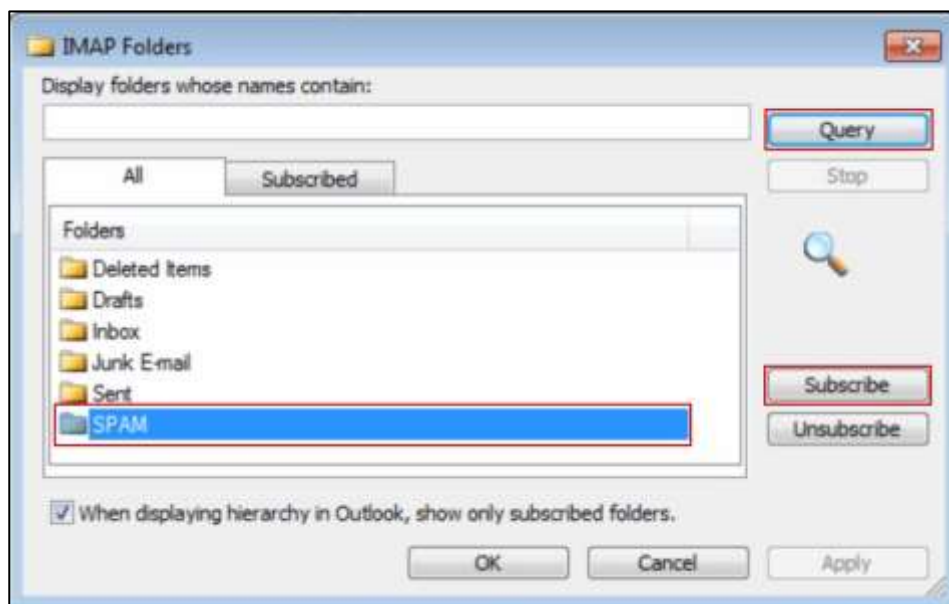
11. Click **Next** and then click **Finish**.

Subscribing to the SPAM Folder

1. In the left navigation pane, right-click the account you just added and select **IMAP Folders**. The IMAP Folders dialog box displays.



2. Click **Query**.
A list of folders associated with your email account displays.
NOTE: You are subscribed to any items with a folder icon.
3. If you are not subscribed to the SPAM folder, select the folder and click **Subscribe**.



4. Click **OK**.

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