



Outlook Instructions for New Users

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If you would like to use Outlook for email as opposed to Zimbra, please follow the below instructions for set-up:

In order to use Outlook 2016/2019 with Zimbra you need to first download the [Outlook Zimbra Connector](#) which is installed by default on managed departmental machines (including those Windows machines available via RAP).

- Open Outlook
- You will be presented with the Welcome screen.
- Click Next to continue to the Account setup Wizard.
- Select Yes to set up an email account and click Next
- Select "Manual setup or additional server types" and click "Next"
- Select "Other -> Zimbra Collaboration Server"
- In server name enter "zimbra.maths.ox.ac.uk"
- Type in your password in the bottom text box and click "OK"
- Click "OK" to restart Outlook

Once Outlook restarts it may take a very long time (up to a few hours) to sync all your email and shares, but you can start emailing straight away and emails should come in in a sensible order with newest ones coming in first, so you can interact with them.

Please bear in mind if you do this on a non-department based and managed computer then you are transferring data off department managed systems so need to carefully consider security and confidentiality. Most people would be better just using the [Zimbra web interface](#) to email when away from work (or running a mail client inside a remote session such as inside a RAP connection).

For further instructions on how to configure Outlook settings, please visit the dedicated page on the Maths website - <https://www.maths.ox.ac.uk/members/it/fags/communication/outlook-2016-and-zimbra> (accessible via your Maths account login).

If you experience technical difficulties with set-up, please contact it-support@maths.ox.ac.uk.