

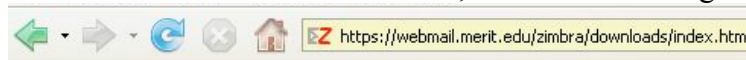
MERITMAIL Outlook Connector Configuration

This document contains the necessary configuration steps to download, install, and configure the MeritMail Outlook Connector. The MeritMail Outlook Connector is compatible with Outlook 2002/XP, 2003, and 2007.

Installation

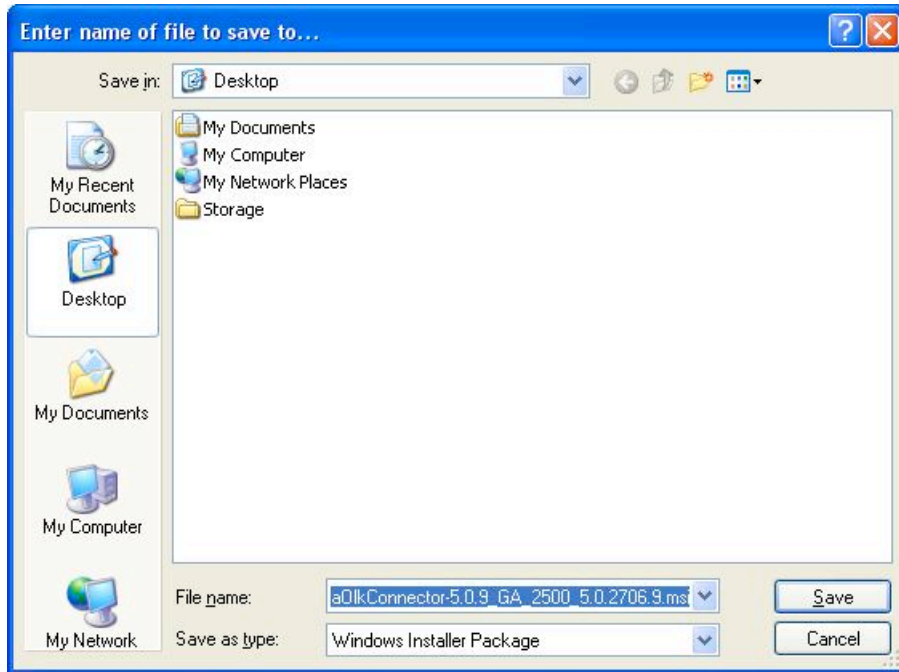
Step 1: Close Outlook, if it is open.

Step 2: Using your Web browser, navigate to <https://webmail.merit.edu/zimbra/downloads/index.html>. The website will have a list of files available to download, similar to the image below.



[ZCSDominoMigrationWizard-5.0.9_GA_2500.exe](#)
[ZCSEExchangeMigrationWizard-5.0.9_GA_2500.exe](#)
[ZCSPSTImportWizard-5.0.9_GA_2500.exe](#)
[ZimbraOlkConnector-5.0.9_GA_2500_5.0.2706.9.msi](#)
[ZimbraToast-5.0.9_GA_2500-5.0.2719.9.msi](#)
[ZmCustomizeMsi.js](#)
[zimbra-isync-5.0.9_GA_2533.MACOSX_UB.dmg](#)
[zimbra-toaster-5.0.3_GA_144.MACOSX_UB.dmg](#)

Step 3: Select the “ZimbraOlkConnector” from the list of files. Save the file to your Desktop.

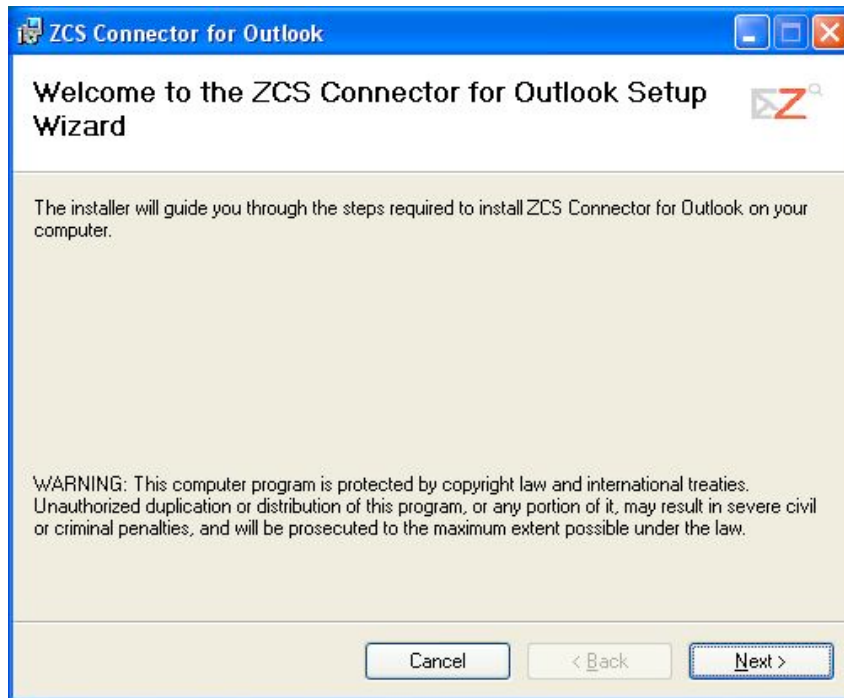


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Step 4: Double click the file you saved to your Desktop in Step 3.

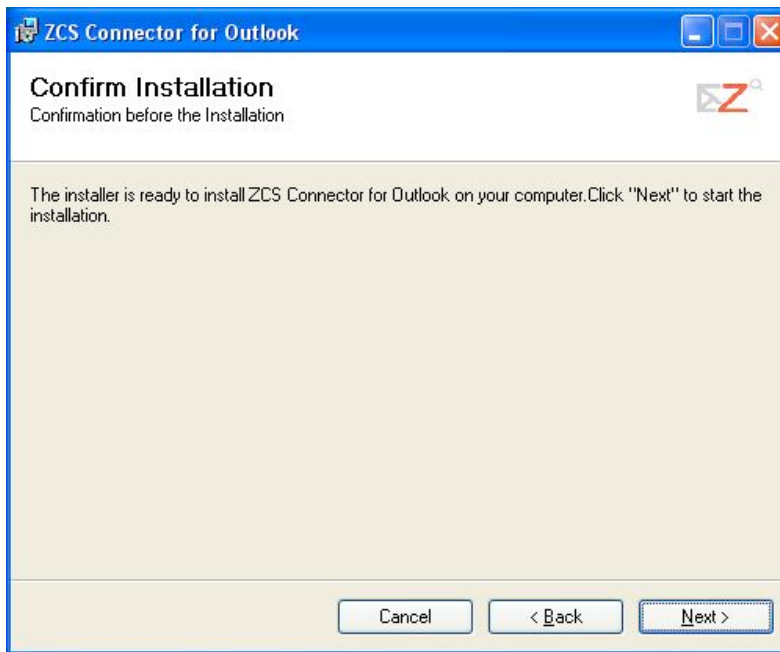
Step 5: The setup window below will appear. Click the **Next** button in to proceed.



Step 6: Select the “I accept the terms in the License Agreement” button and select **Next** to proceed.

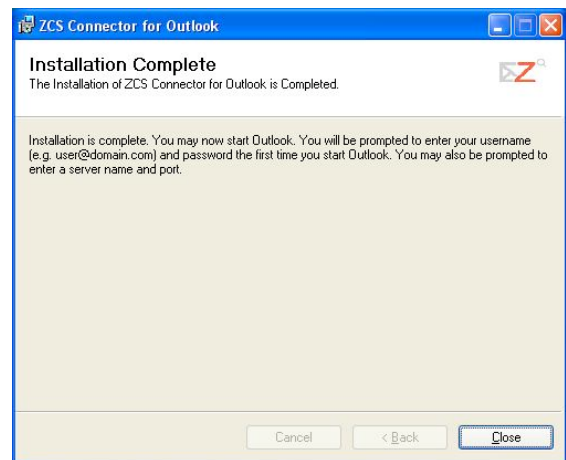
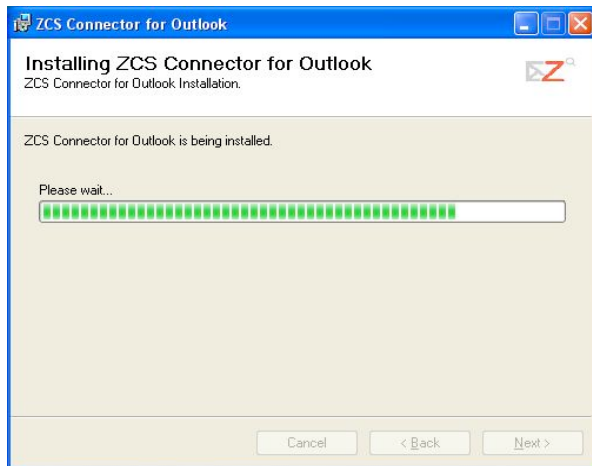


Step 7: You will be prompted to confirm the installation. Select the **Next** button to proceed.



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Step 8: Wait for the progress indicator to complete. After it has completed, you will be presented with an **Installation Complete** window. Select the **Close** button to finish the installation.



Configuration

Step 9: Open Outlook. You will be presented with four configuration options, as shown in the image below. Fill in the values, below, and enter your e-mail address and password in the appropriate fields.

Server Name: webmail.merit.edu
Use Secure Connection: select the box
Email Address: enter your e-mail address
Password: enter your password

The screenshot shows the 'Zimbra Server Configuration Settings' dialog box. It has three tabs: 'Server Configuration', 'Connection Settings', and 'ZDB Configuration'. The 'Server Configuration' tab is selected. The dialog contains the following fields and options:

- Server Name:** webmail.merit.edu
- Use Secure Connection
- Email Address:** olmsnj@merit.edu
- Password:** [masked with 10 dots]

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

Step 10: Outlook is ready for use. After the configuration in Step 9 is completed, it may take several minutes for Outlook to obtain a current copy of your e-mail data from the e-mail server. The progress is displayed on screen.