First time setting backup e-mail on zimbra mail server.

1 Go to Zimbra Webmail. (http://mail.expressdata.co.th)

2 Login by your username and password.

3 Go to menu **"Preference"**

4 Go to menu **"Account"**

5 Select Button **"Add External Account"** and enter your information at External Account Settings.

Your **Back up E-Mail** window should look something like this.

About Information

- Enter Address : Exp : it@expressdata.co.th

- Account Type : **POP3**

- User Name for Account : it@expressdata.co.th

- Email Server : **174.132.166.155 (Your IP old server)**

- Password : xxxxxx (You can login by own password)

- Download messages to : Folder _New **External Account 1** (If you don't leave messages on the server please select : Inbox)

Remark : เมื่อดูดเมลล์เรียบร้อยแล้ว ให้ทำการ Move เมลล์ใหม่ทั้งหมด ใน **Folder _New External Account 1** ไปไว้ใน Folder_Inbox

- Click "**Test Settings**" After than click OK (Status of account is **Success**)

- Click button **Save**

Your **Back up E-Mail** window should look something like this.

External Account Settings

Email address: it@expressdata.co.th

Account Name: New External Account 1

Account type: ⦿ POP3　◯ IMAP

Username of Account: it@expressdata.co.th

Email Server: 174.132.166.155　IP old server

Password: ●●●●●●●　☐ Show password

Advanced Settings: ☐ Change Pop port 110　(110 is the default)

☐ Use an encrypted connection (SSL) when accessing this server

Test Settings

Download messages to: ◯ Inbox
⦿ Folder: New External Account 1

☐ Delete messages on the server after downloading them

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vmware ZIMBRA

Mail　Address Book　Calendar　Tasks　**Preferences**

Save　Cancel　　Undo Changes

▼ Preferences
　⚙ General
　👥 Accounts
　✉ Mail
　🔽 Filters
　✍ Signatures
　📤 Out of Office
　🛡 Trusted Addresses
　📖 Address Book
　📅 Calendar
　👥 Sharing
　🔔 Notifications
　📥 Import / Export
　🅰 Shortcuts
　⦿Z Zimlets

Accounts

Account Name	Status	Email Address	Type
Primary Account	OK	it@expressdata.co.th	Primary
New External Account 1	OK	it@expressdata.co.th	POP

Add External Account　Add Persona　Delete

External Account Settings

Email address: it@expressdata.co.th

Account Name: New External Account 1

Account type: ⦿ POP3　◯ IMAP

Username of Account: it@expressdata.co.th

Email Server: 174.132.166.155　✕　IP old server

Password: ●●●●●●●　☐ Show password

Advanced Settings: ☐ Change Pop port 110　(110 is the default)

☐ Use an encrypted connection (SSL) when accessing this server

Test Settings

Test Settings

Account	Status
New External Account 1	Success

OK　Cancel

◀◀ ◀　May 2013　▶ ▶▶
S M T W T F S
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 **28** 29 30 31 1
2 3 4 5 6 7 8

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6 Click button "**Get Mail**" after system redirect to page mail box.

vmware Zimbra　　People Search　Kaywalin　Help ▼ Log Out

Mail　Address Book　Calendar　Tasks　Briefcase　Preferences　Social

▼ Folders
　📥 Inbox (1)
　📤 Sent
　📝 Drafts
　🗑 Junk
　🗑 Trash
　Find Shares...

Searches

Tags

▶ Zimlets

Search　Mail ▼　Search　Save　Advanced

New ▼　Get Mail　Delete　Reply　Reply to All　Forward　Spam　View ▼

From	Subject	Folder	Size	Received
Piyanan Vorsawaeng	**test from gmail** - test			
Kaywalin, Test	ทดสอบเมลล์จาก expressdata - test			

Account "New External Account 1" Loaded