

Outlook Instructions

1. Creating an Outlook.com account
2. Forwarding your Zimbra mail to Outlook
3. Importing/Exporting your Contacts to Outlook

Switching to Outlook

To create an Outlook email account, go to: [Outlook](#)

Enter your new email address and select Next



Create account

New email

@outlook.com



Next

Create a password for your new account and select Next



← [redacted]@outlook.com

Create a password

Enter the password you would like to use with your account.

Create password

- Show password
- I would like information, tips, and offers about Microsoft products and services.

Choosing Next means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

Enter your name and select Next



← [redacted]@outlook.com

What's your name?

We need just a little more info to set up your account.

Person|

Person

Next

Enter your birthday, then select Next



← [redacted]@outlook.com

What's your birth date?

We need just a little more info to set up your account.

Country/region

United States

Birthdate

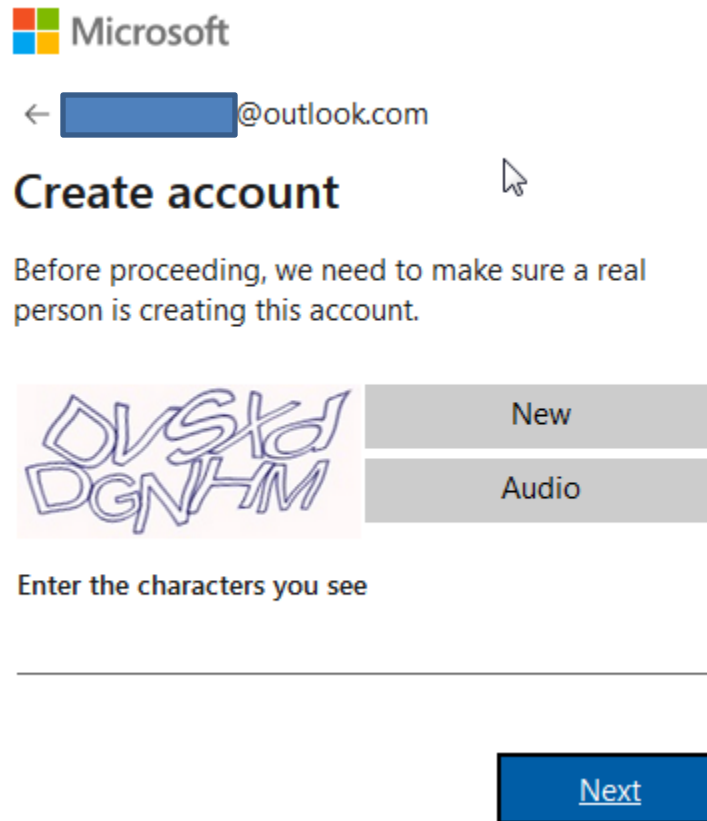
Month

Day

Year

Next

Enter the information seen on screen for verification, then select Next



The screenshot shows the Microsoft account creation process. At the top is the Microsoft logo. Below it is a back arrow and a text input field containing a redacted email address followed by "@outlook.com". The main heading is "Create account" with a mouse cursor pointing to it. Below the heading is a message: "Before proceeding, we need to make sure a real person is creating this account." This is followed by a CAPTCHA image showing the characters "OVSKJ" and "DGNHM" in a stylized font. To the right of the CAPTCHA are two buttons: "New" and "Audio". Below the CAPTCHA is the instruction "Enter the characters you see" and a horizontal line for the input field. At the bottom right is a blue "Next" button.

You'll then be taken to your new mail account.

To access the mail account from your web browser, enter <https://outlook.live.com> in the address bar at the top of the browser.

To set up Outlook to work with other mail clients, use the instructions on the following web pages.

[Setting up Outlook Mail in Outlook](#)

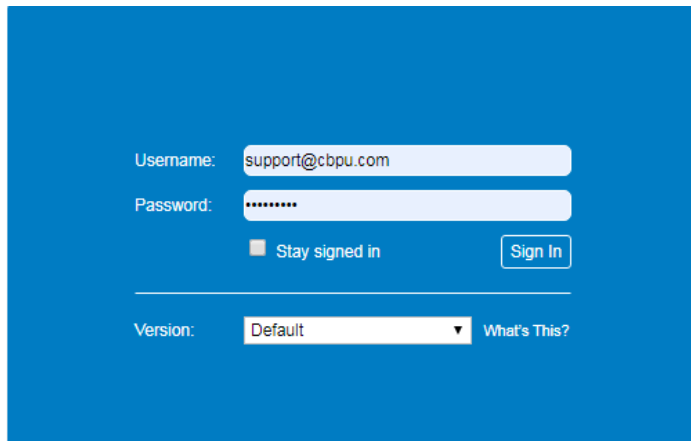
[Setting up Outlook Mail in Thunderbird](#)

[Setting up Outlook Mail in Apple Mail](#)

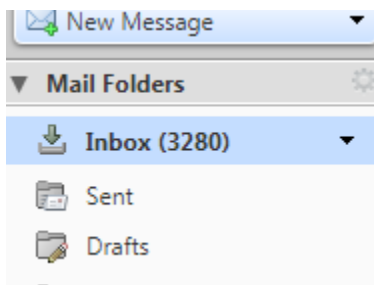
[Setting up Outlook Mail in Windows Mail](#)

Forwarding your mail from Zimbra

To Log into the Zimbra web client, go to mail.cbpu.com in your web browser.



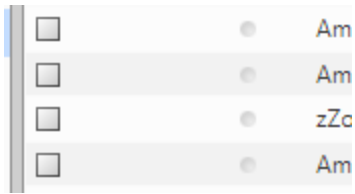
Once in the web mail, select inbox on the left.



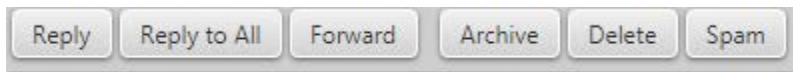
In your inbox, you can select any message you would like to forward to your new mail

Address (You can select more than one at a time, or individually), by selecting the check box

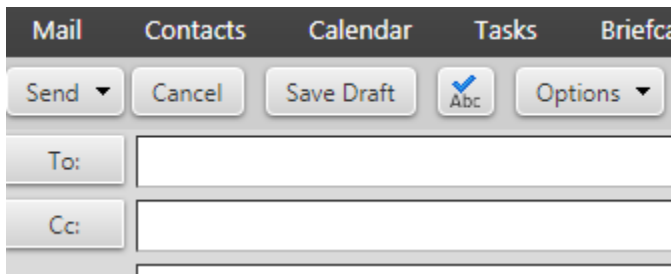
To the left of the message.



Once you've selected the message, or messages, you'd like to forward, select the forward option at the top of the window.



Once you've selected forward, the forwarding screen will open and you can enter your new email address in the To: field, and select send.



Note: You can send the messages individually, or multiple messages at once. If you send multiple messages, they will all be sent as attachments under one email. You can then select the attachment to open it from within the sent email.

You can also set your CBPU mail to forward, and delete the local copy, to your new email address in the meantime.

To do so, once logged into the Zimbra web mail, Select Preferences at the top, then select Mail on the left side.

Once there, under Receiving Messages, enter you new email address in the field beneath Forward A Copy To, then select Remove local copy of Storage beneath that.

Receiving Messages

Message Arrival: Forward a copy to:

helpdesk2@coldwater.org

Remove local copy of message

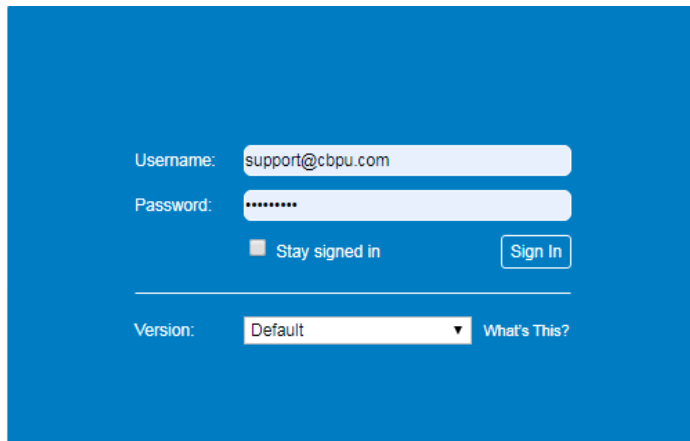
Send a notification message to:

Enter email address

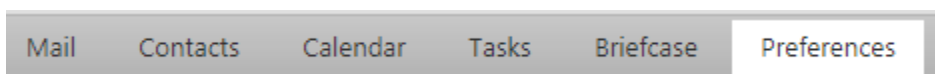
Note: Email forwarding will be discontinued on 1/1/2020

Exporting/Importing your contacts

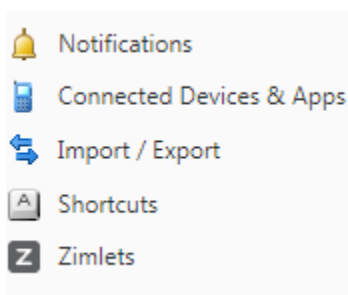
To Log into the Zimbra web client, go to mail.cbpu.com in your web browser.

A screenshot of the Zimbra login page. The background is a solid blue color. In the center, there is a white login form. It contains a 'Username:' label followed by a text input field containing 'support@cbpu.com'. Below that is a 'Password:' label followed by a password input field with masked characters. To the right of the password field is a checkbox labeled 'Stay signed in' and a blue 'Sign In' button. Below the password field is a horizontal line. Underneath the line, there is a 'Version:' label followed by a dropdown menu showing 'Default' and a 'What's This?' link.

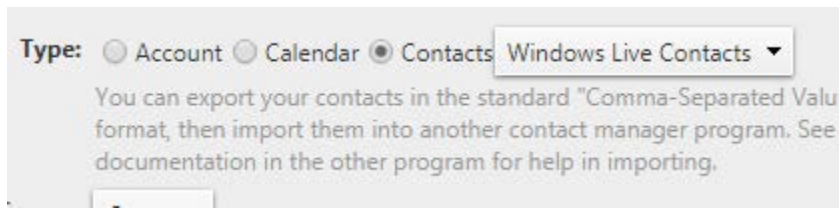
Once logged in, select Preferences at the top of the window.



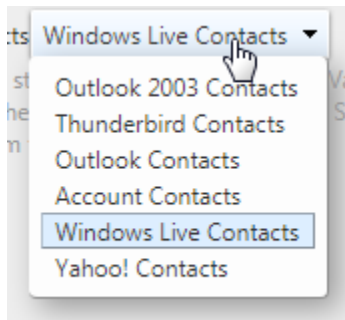
Once in Preferences, select Import / Export on the right side.



Under Export in the right pane, make sure that Contacts is selected.



Click on the drop down menu to the right of Contacts, and select the Mail program you intend to import the contacts into.



Once you've selected the your mail program, click export. The contacts will be saved as a .csv file.

[Importing contacts into Outlook](#)

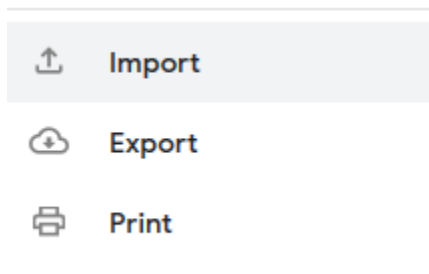
[Importing contacts into Yahoo](#)

Importing Contacts to your Gmail account

Import Contacts into Gmail

Log into your Gmail contacts by going to <https://contacts.google.com/>

Once logged in, select Import on the left side.



After selecting Import, click Select file and browse to the .csv file you exported from Zimbra.

Import contacts

To import contacts, select a CSV or vCard file. [Learn more](#)

Select file

Cancel Import

Once the file has been selected, click Import.

Select file

Bulk-Asset-Template-824.c...

Cancel

Import
