

# Setting up Zimbra Desktop

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The web-based version of Zimbra has reminders that don't pop to the front of the screen, which makes them less than useful for many people. If you want in-your-face reminders from Zimbra we suggest using the desktop version of Zimbra. Mac users need to install the utility Growl as well.

## Install Zimbra

1. Log into your Zimbra calendar in your browser by going to <https://zimbra.hampshire.edu>.
2. Once you're logged in, click on the "Offline version" link in the upper right corner.
3. When the download has completed, run the installer, accepting the licensing agreement and all default options.
4. When the download has completed, run the installer, accepting all default options.
5. Start up Zimbra Desktop, and select "Add a New Account."
6. Select "Zimbra" from the "Account Type" list, and the window will expand.
  - **Account Name** is purely cosmetic, I've chosen "My Zimbra Calendar."
  - **Email Address** is your Zimbra email, such as [kmmLO@connect.hampshire.edu](mailto:kmmLO@connect.hampshire.edu). Don't forget "connect"!
  - **Password** is your HampNet (email, intranet, etc.) password.
  - **Incoming Server** is "connect.hampshire.edu"
  - **Port** is 443.
  - **Security** is SSL.
  - **Check Messages** can be set to whatever option you like.
  - When you've entered all the values, select "Validate and Save."

Account Type: Zimbra

Zimbra Collaboration Suite Network Edition and Open Source Edition servers release 5.0 and later are supported. Verify server compatibility with your system administrator. To learn more about Zimbra Collaboration Suite, visit [www.zimbra.com](http://www.zimbra.com)

Account Name: My Zimbra Calendar

Email Address: kmmLO@connect.hampshire.edu

Password: .....

Incoming Server: connect.hampshire.edu Port: 443

Security:  None  SSL

Synchronization Settings

Check Messages: as new mail arrives

Validate and Save Cancel

7. You should now be able to go to your calendar. If there's an error in validation, double check that you've entered everything correctly. The most common error we see is leaving "connect" off of the email address.

### Mac Users: Install & Set up Growl

1. If you're using a Mac go to <http://growl.info/index.php> and download Growl (not Growl SDK).
2. Run the installer, accepting the license agreement & default options. If you are prompted for a password enter the one that you use when logging into your computer.
3. At the end of the install, Growl will open up its settings window.
4. To have Growl start up automatically when you start your computer, check the "Start Growl at Login" box. If Growl isn't start it, click the "Start Growl" button to get it going.

### Mac Users: Set up Zimbra to use Growl

1. In Zimbra Desktop click on "Preferences."
2. From the panel on the left select "Calendar."
3. In the "Show Reminders" section set the options you would like and then click "Show a Popup Notification (requires Growl)."
4. To actually get reminders going you will have to quit Zimbra and restart it.

### PC Users: Set up Reminders

1. In Zimbra Desktop click on "Preferences."
2. From the panel on the left select "Calendar."
3. In the "Show Reminders" section set the options you would like and then click "Show a Popup Notification."