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HOW TO MIGRATE
YOUR MAILBOX TO ZIMBRA

Prerequisites: This migration procedure can only be carried out by having previously subscribed to a Zimbra account. Find all the details about Zimbra and our offers on our website.

This tool is designed to help you get started with Zimbra more serenely, without losing your emails and attachments. Unfortunately, the synchronization of contacts **cannot** be taken into account via this procedure. So please remember to export them beforehand and save them to be able to use them once the synchronization is complete.

INSTRUCTIONS

1.   Log in to your Extranet.

2.   In the **"Account and Billing management"** section, click on **"Mailbox to Zimbra migration"**.
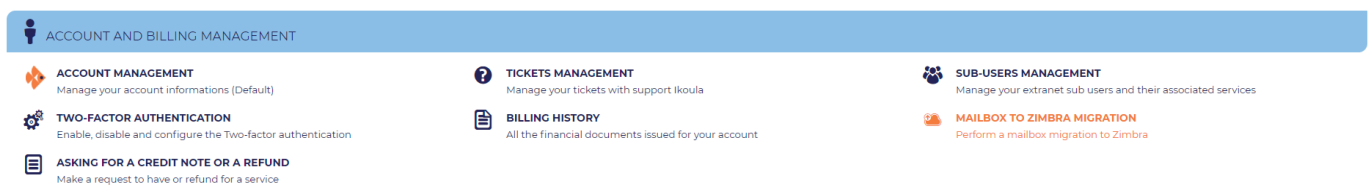
3.   On the left, in the **"Source mailbox"** section, insert your server address (Exchange, Gmail, Office 365, etc.), then your email address and the corresponding password.
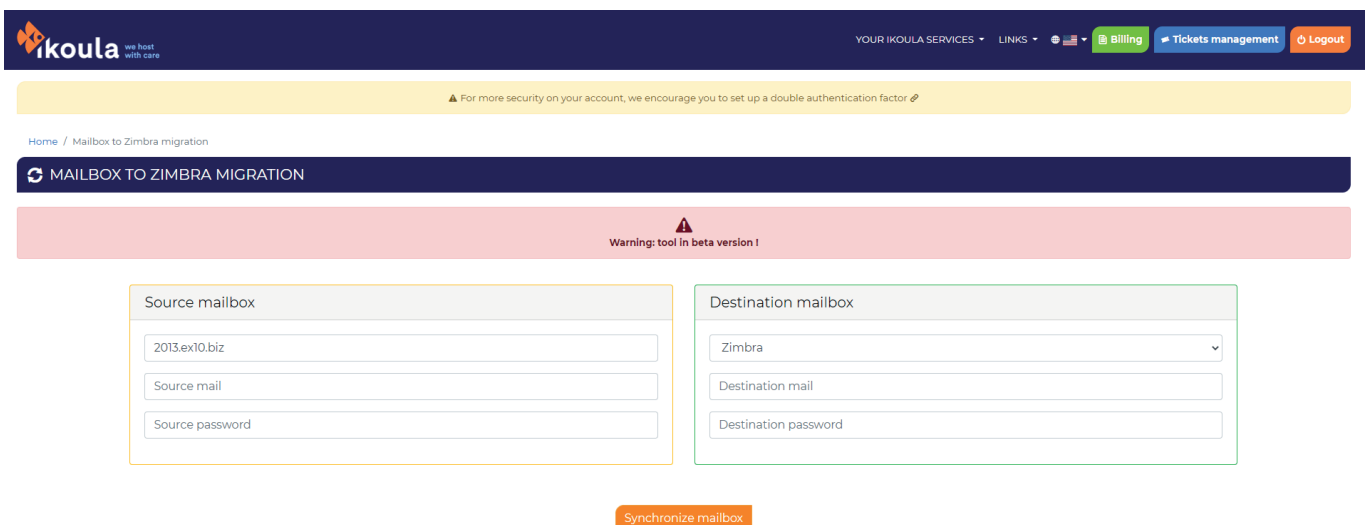
4. On the right, in the **"Destination mailbox"** section, enter your Zimbra email address and the corresponding password.

5. Click on **"Synchronize mailbox"** to start the procedure. The page will then reload automatically once the synchronization is complete. You can then connect to your Zimbra mailbox and find all of your emails and attachments.

TO GO FURTHER

• To learn more about how to use Zimbra, consult our wiki articles:
  https://en-wiki.ikoula.com/en/Category:Zimbra

• Please keep in mind that this tool only allows simple synchronization and will not delete your outgoing mailbox in any way. The termination procedures for your mailbox will therefore remain to be carried out on your side.

• To synchronize several mailboxes simultaneously, please contact our teams via **sales@ikoula.com**

MORE INFORMATION ON

www.ikoula.com/en

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