

Getting Started Guide

Here we aim to get you acquainted with the whole procedure of converting Zimbra files. Those three steps below are crucial to the whole procedure. In this page, every step has been elaborated with the relevant details:



Step 1 - Export .TGZ File from Desktop



Step 2 - Unzip and Extract .Meta files from the .TGZ file

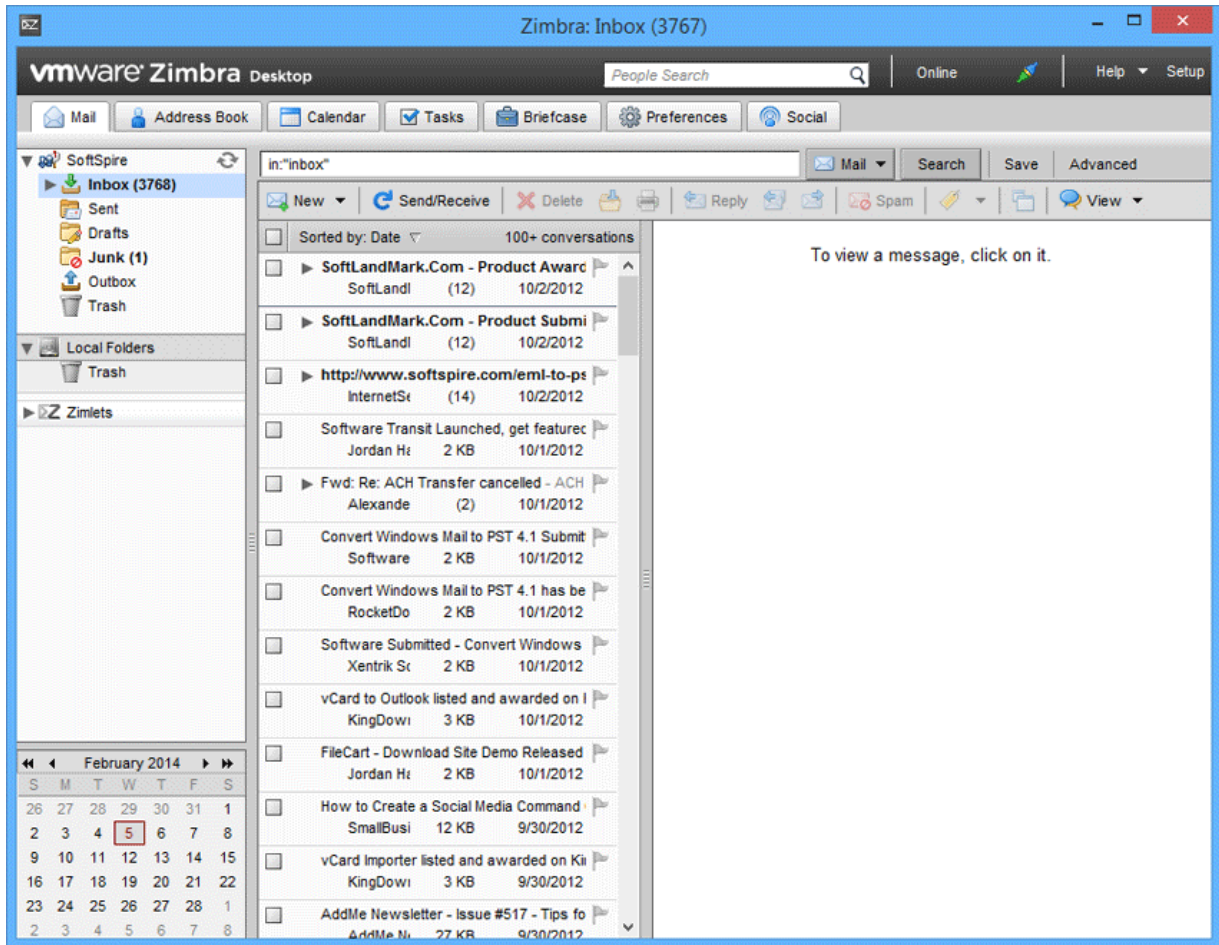


Step 3 - Run Zimbra Converter for further conversion

Steps to Export .TGZ file from Zimbra Desktop

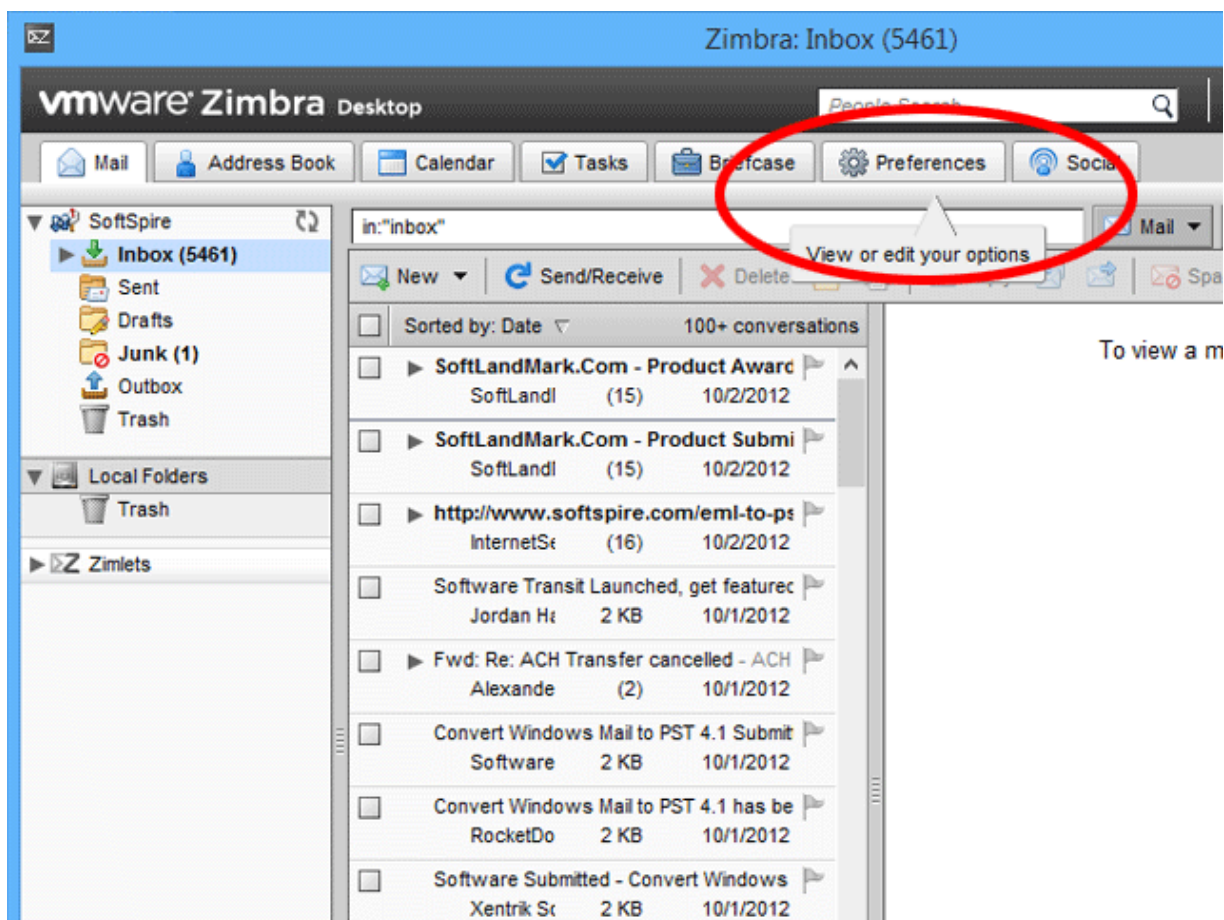
Step 1 - Open Zimbra Desktop

Start the Zimbra Desktop program either from Windows Start menu or from shortcut icon from Desktop. Go to **Start** menu » **Programs** » **Zimbra Desktop** » **Zimbra Desktop**. Then you will see a screen as shown here →



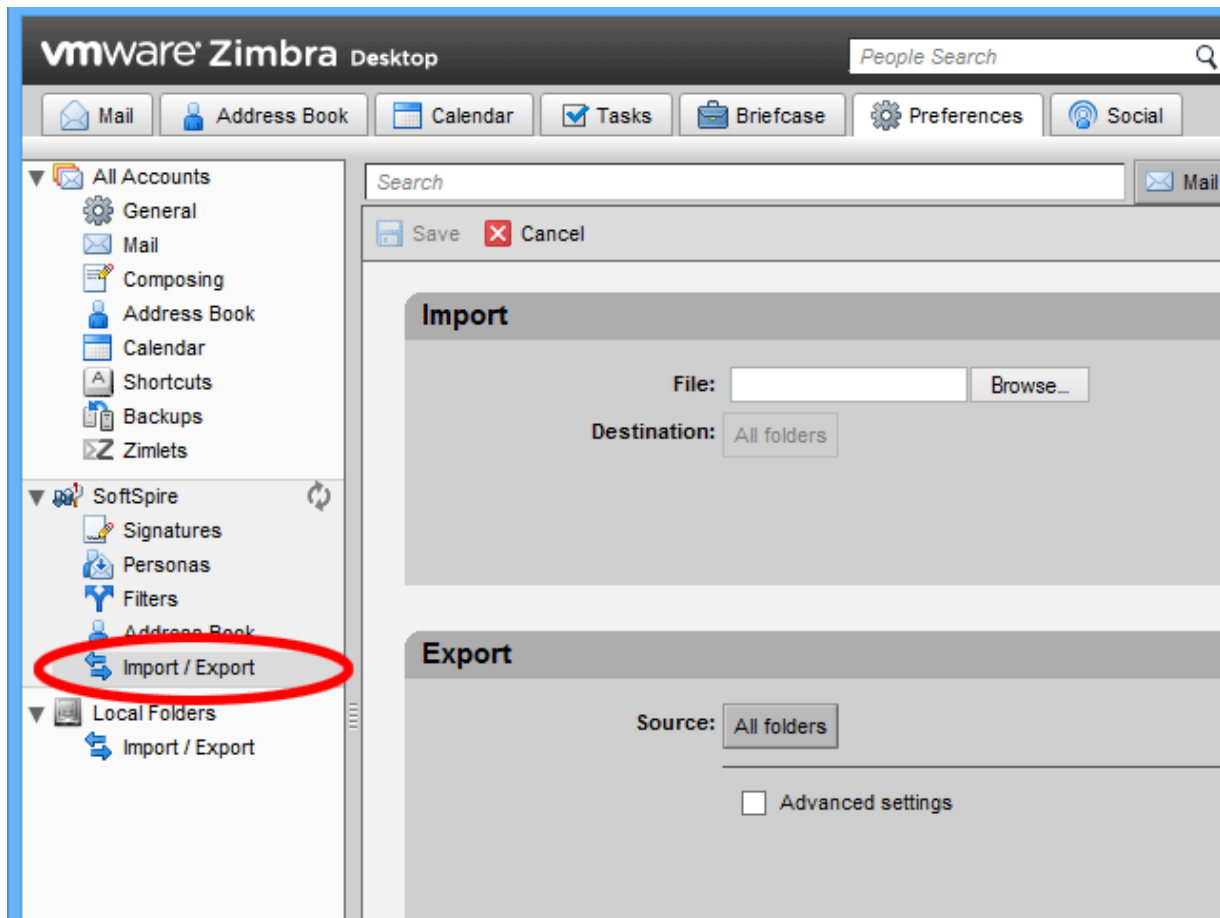
Step 2 - Locate and click on "Preferences" Tab on the Menu Bar.

From Zimbra Desktop application, look for "preferences" option to export all items like emails, contacts, calendars etc to .tgz file. You will find the "Preferences" tab on the menu bar.



Step 3 - Select Import/Export option

Once you have selected Preferences tab within the Zimbra Desktop, select "import/export" option from the respective account which appears on the left side of the screen. When clicked, two sections would appear on the screen, one for "import" and the other for "export" on the right side.



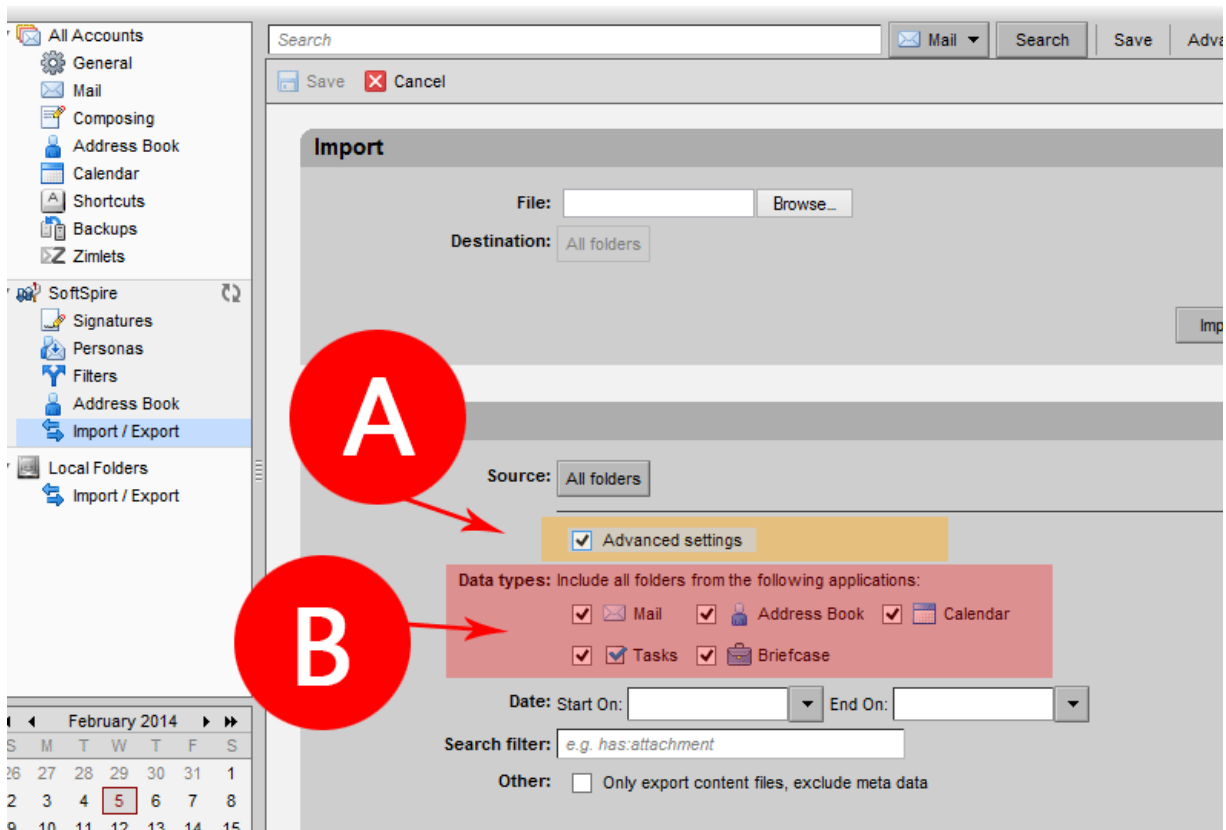
Step 4 - Select all information which you need to export into .TGZ file format

Under the export section -

- A** First you need to "check" (put tick mark) on "**Advanced Settings**".
- B** After selecting Advanced Setting, "Data Types" section will be displayed. There you have to select all information which you need in .TGZ file format and for that

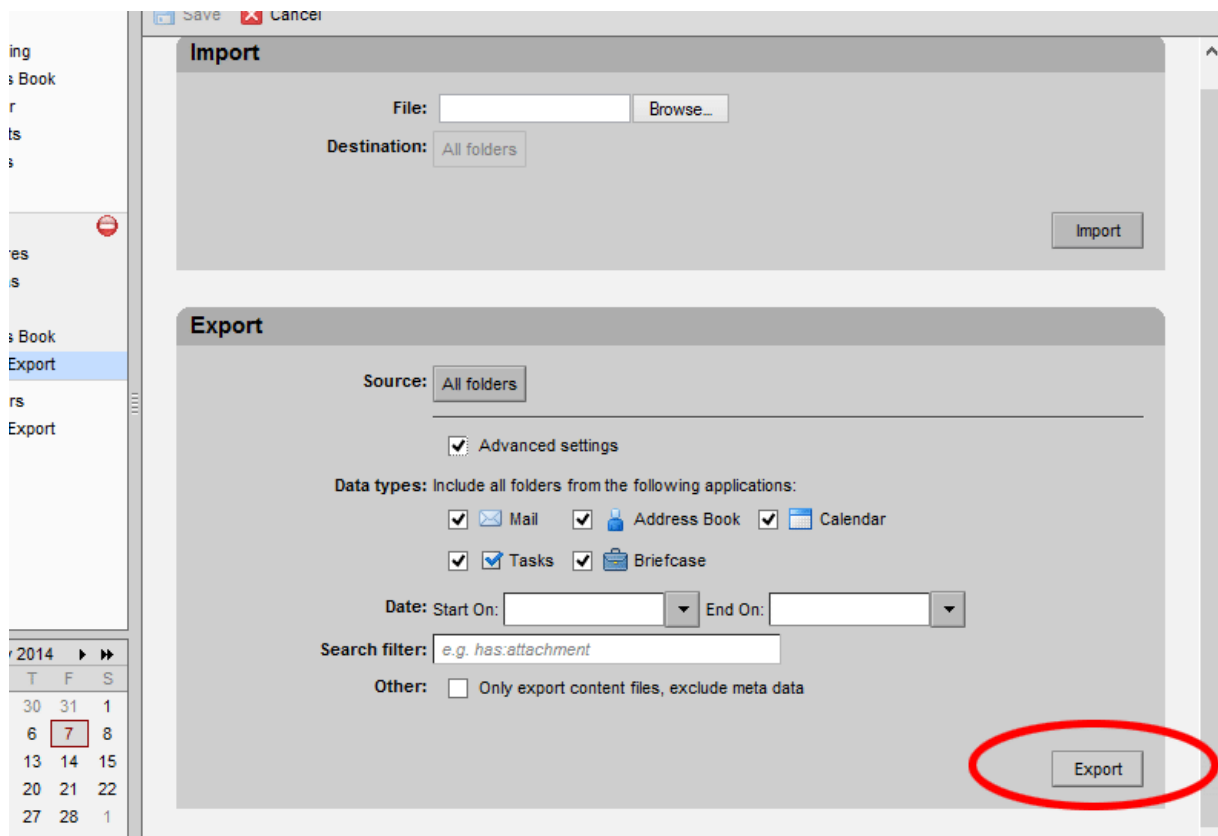
you need to "check" (put tick mark) on the options i.e - mail, address book, calendar, tasks, briefcase, etc.

Note: If you only want to convert mail and address book, then check on those two options only and uncheck (remove tick mark) the other options (calendar, tasks, briefcase, etc).



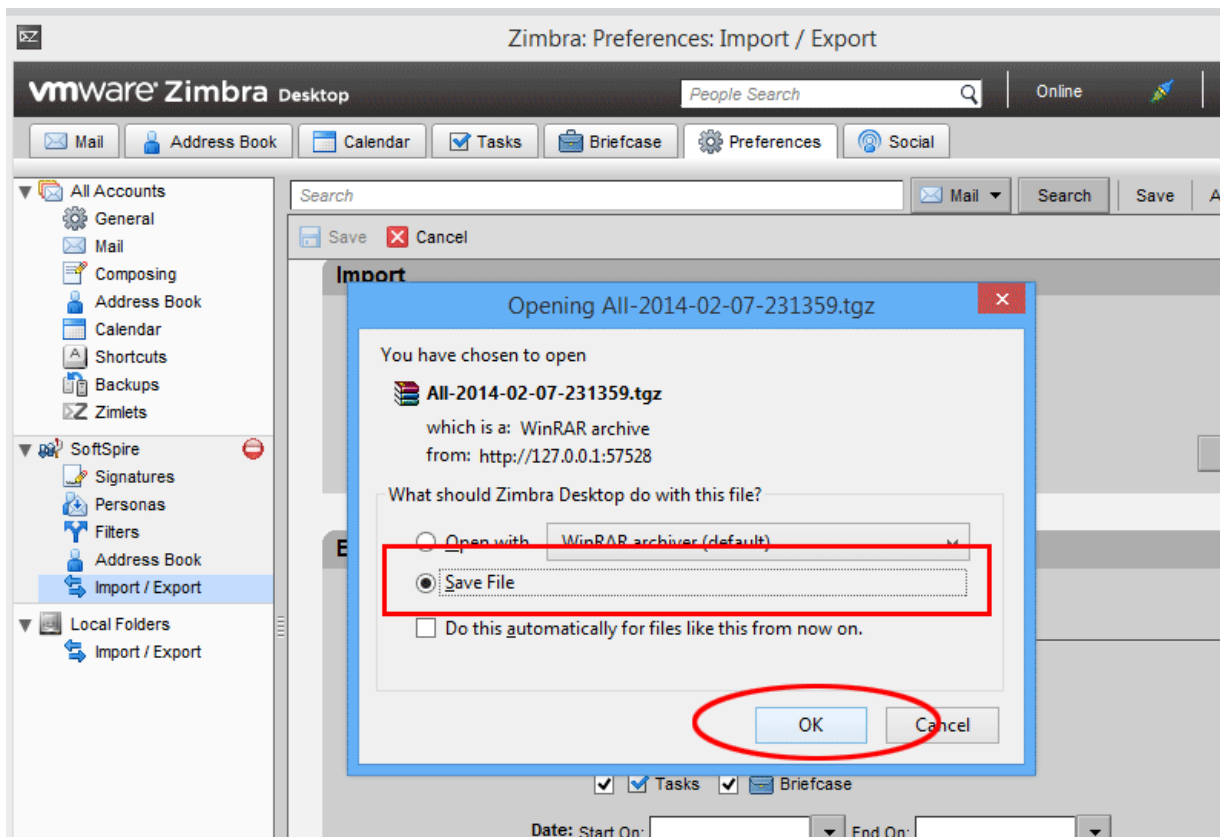
Step 5 - Finish Exporting .TGZ File

After selecting the options in the "Data Types" section, click on the **"Export"** button on the right hand side of the Export section.

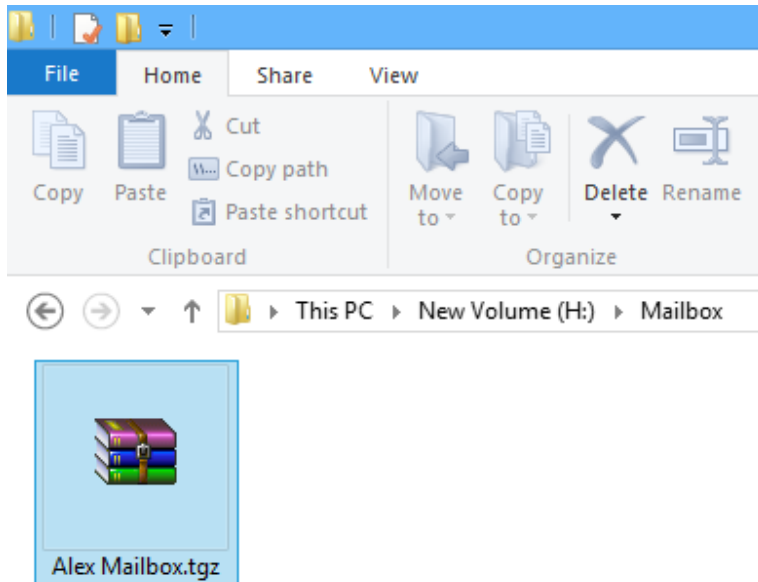


Step 6 - Save the .TGZ file in a desired location.

Once you click on the "Export" option, a "Dialogue Box" would pop-up. There you have to choose "Save file" option, click on "OK" and then select the location to save the file. Once the export procedure is completed, a zipped .tgz file (Tar G-zipped file format) will be created in the saving location.



Below is the exported TGZ file.



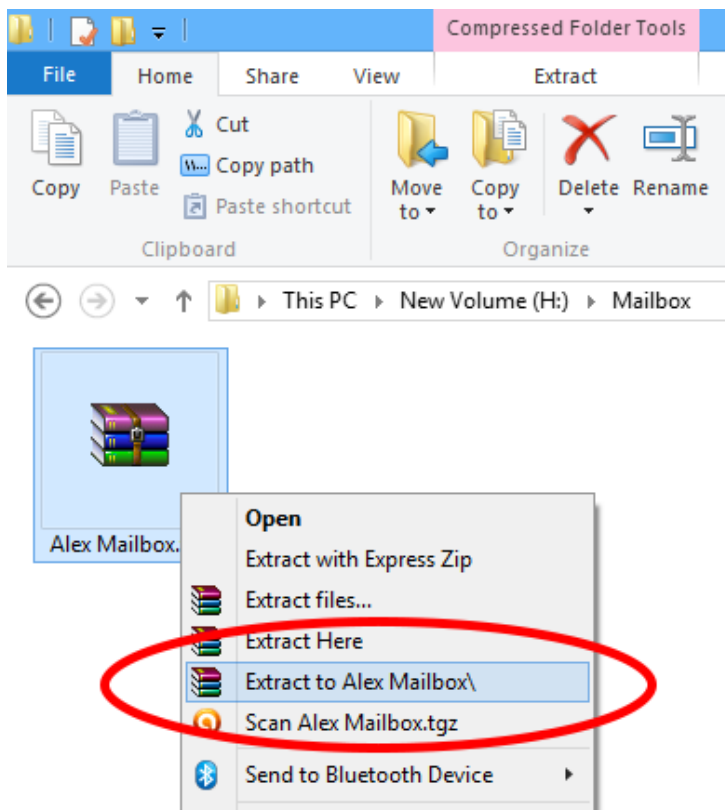
After exporting .TGZ file, next step is to extract .meta files from .TGZ file.

Unzip .TGZ File and Extract .META Files

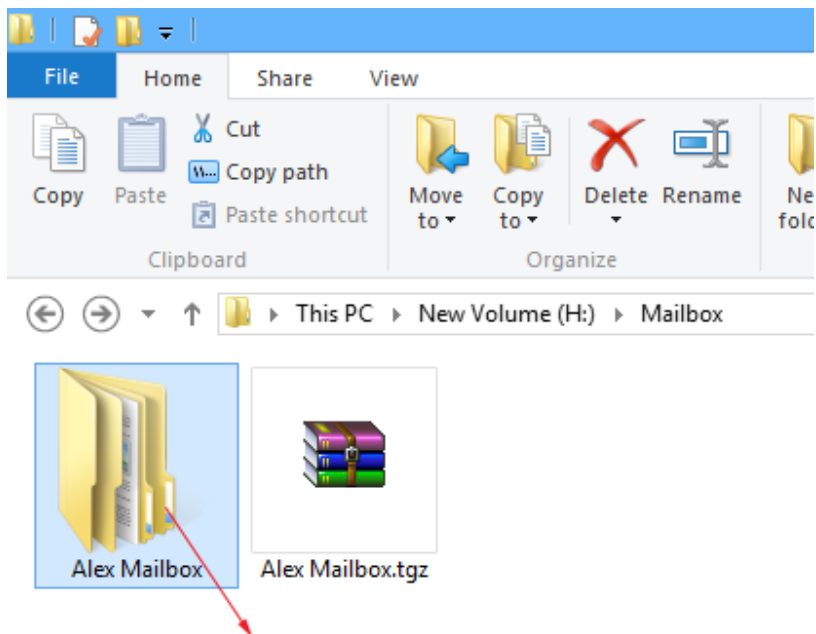
Unzip the .TGZ file for further migration from Zimbra to MS Outlook

To migrate from Zimbra to Outlook, first unzip the "zipped .tgz file" using the WinZip or WinRAR tool. And to unzip .TGZ file, you have to locate and select the zipped file in its saving location, then right click on that file and select "Extract Files" option. Then you will have the main folder containing .meta files from .TGZ.

To unzip TGZ file, **right-click on the TGZ file**, then select the **Extract** option as shown below -



Once you unzip the .tgz file you will have a folder with same filename as shown below –



**This is TGZ Folder
(extracted from zimbra tgz file)**

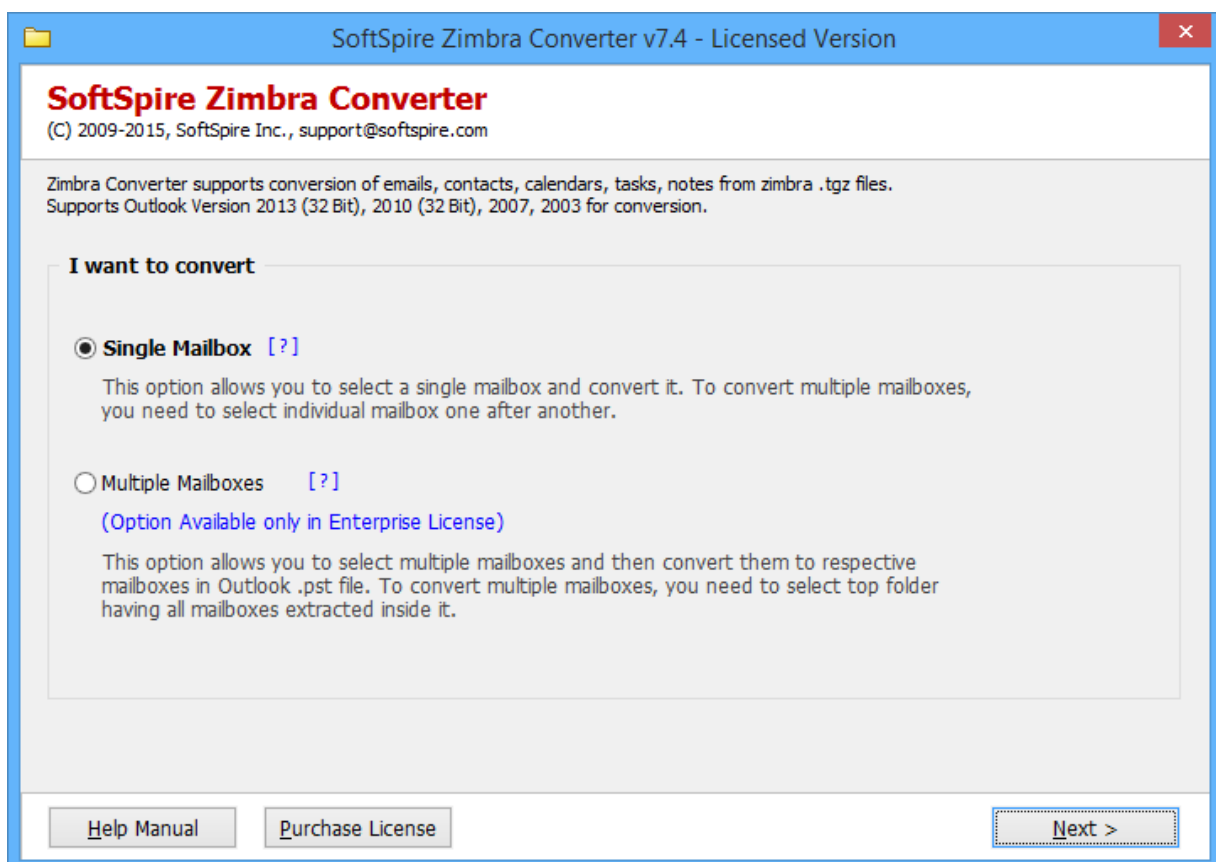
Once you unzipped .TGZ file, you can proceed to convert Zimbra to Outlook.

Run Zimbra Converter for Zimbra to Outlook Conversion

Now, it's the software's turn to work out the rest of the procedure of converting Zimbra Mail to Outlook. After extracting .TGZ files, download and install the SoftSpire Zimbra Converter software. After installing the software you can further perform Zimbra to Outlook migration by using extracted TGZ files by following the simple steps given below -

Launch SoftSpire Zimbra Converter

Go to **Start** menu » **Programs** » **SoftSpire Zimbra Converter** » **SoftSpire Zimbra Converter**. Software will display the following screen:



Two Conversion Option - Single Mailbox & Multiple Mailboxes

Zimbra Converter has the option for single mailbox as well as multiple mailboxes conversion. In the initial screen you will see following options

I want to convert

Single Mailbox [\[?\]](#)

This option allows you to select a single mailbox and convert it. To convert multiple mailboxes, you need to select individual mailbox one after another.

Multiple Mailboxes [\[?\]](#)

(Option Available only in Enterprise License)

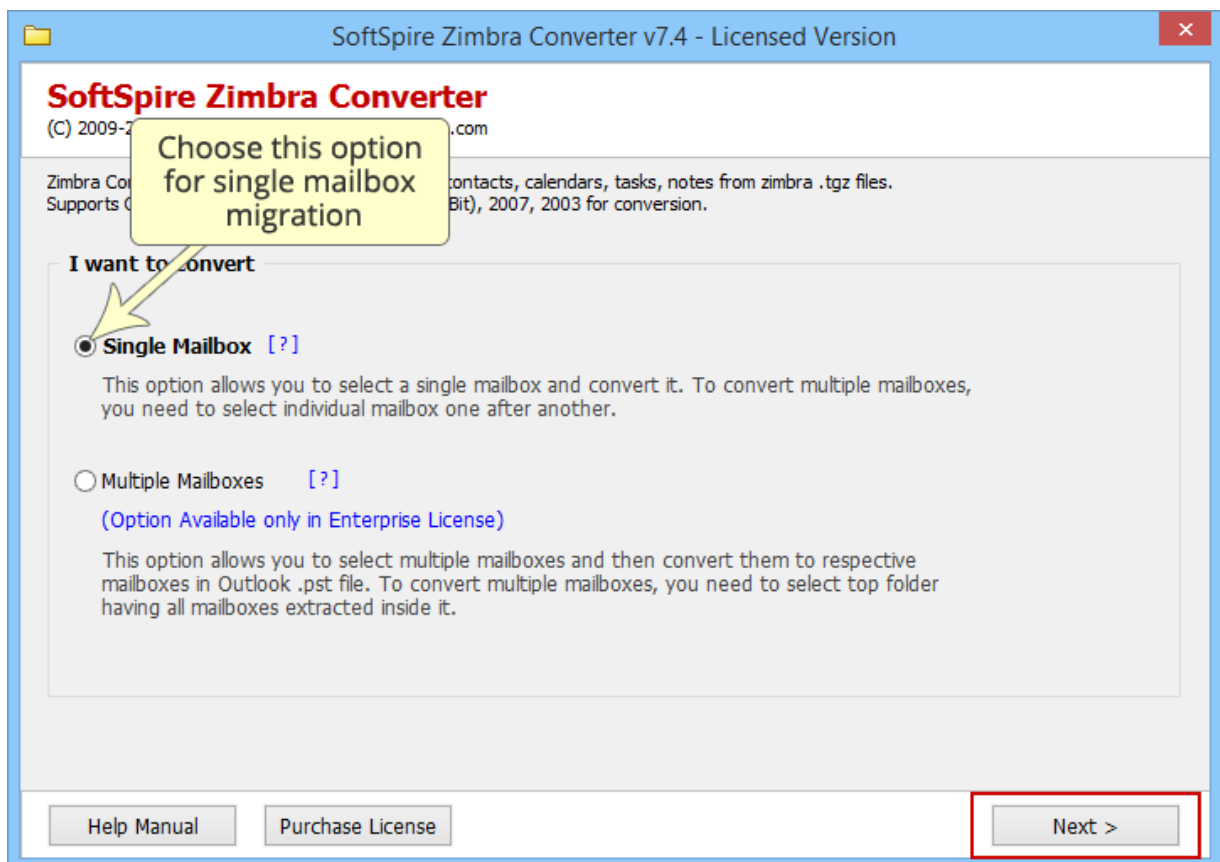
This option allows you to select multiple mailboxes and then convert them to respective mailboxes in Outlook .pst file. To convert multiple mailboxes, you need to select top folder having all mailboxes extracted inside it.

Steps for Single Mailbox Option

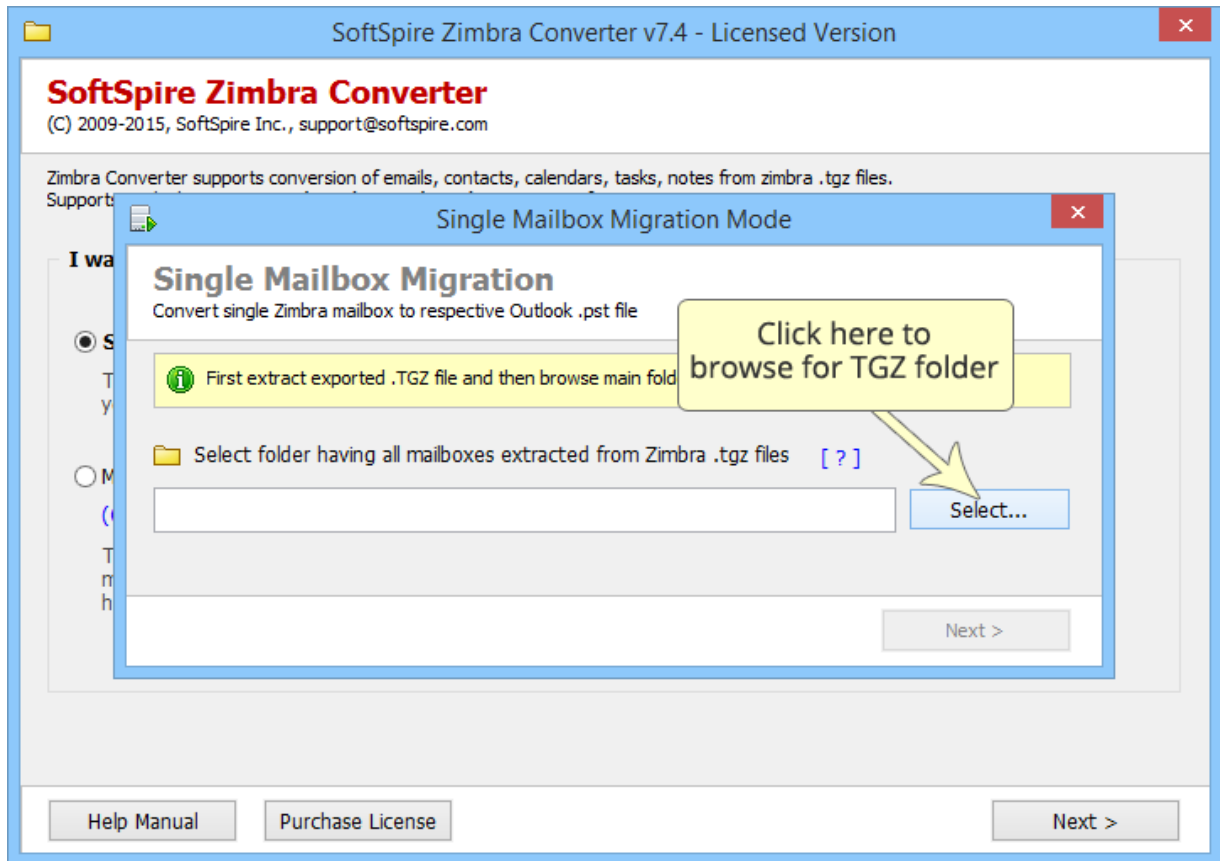
Single Mailbox option supports conversion of **one mailbox at a time** or **single mailbox one by one**. This option is suitable for users, who are having one and only few mailboxes.

For example - Suppose, you are having 5 mailboxes for conversion, then you will be able to select only one mailbox and after completing the conversion of the selected mailbox, you need to repeat the whole procedure again for next 4 mailboxes.

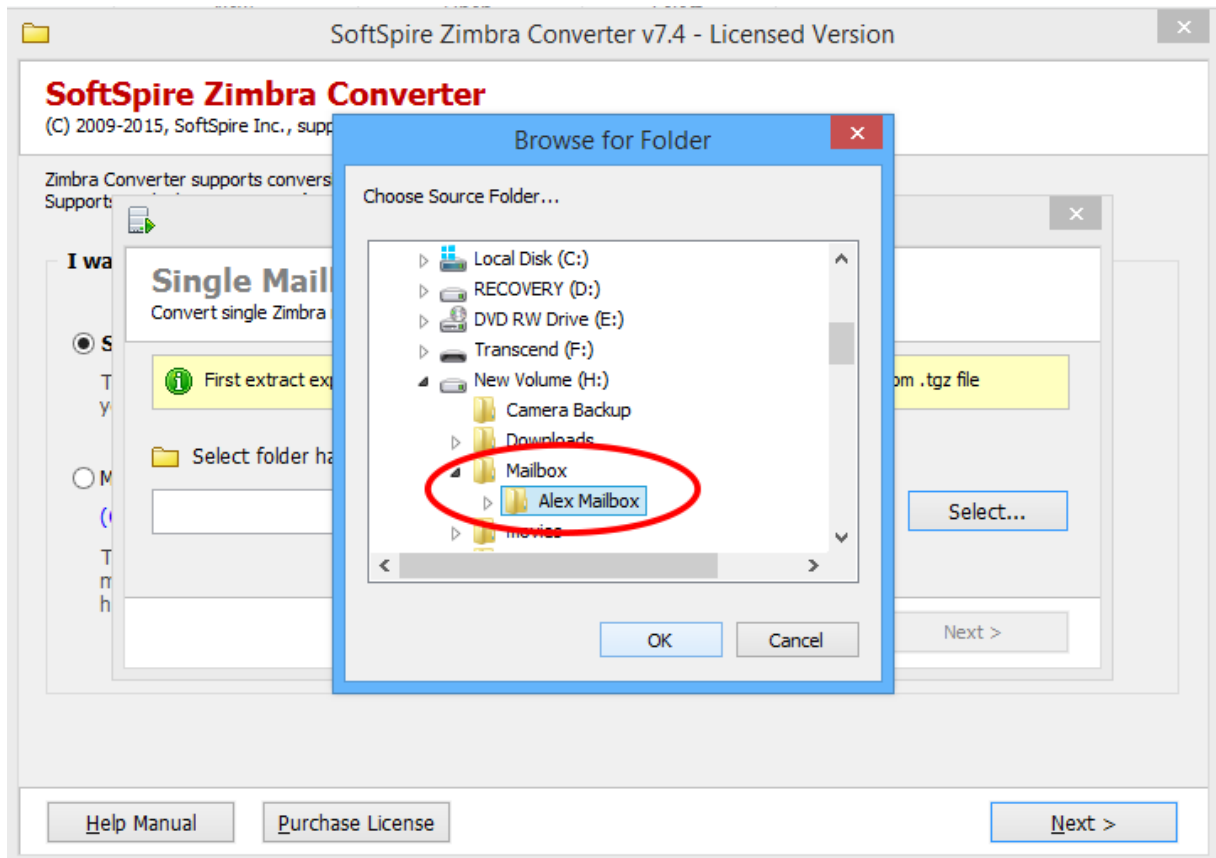
STEP 1: To convert Single mailboxes at a time, choose the Single mailbox option and click Next button as shown below:



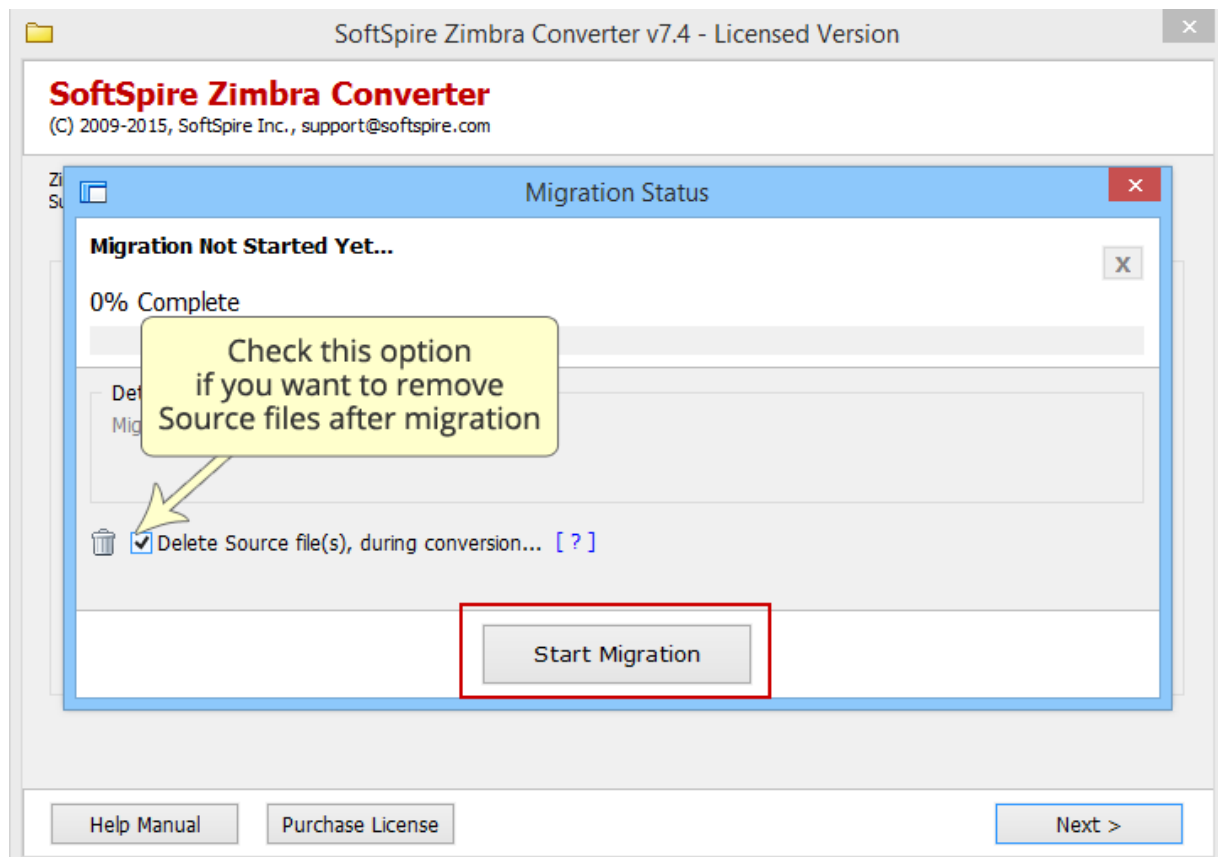
STEP 2: As you click on Next button, software will display following screen:



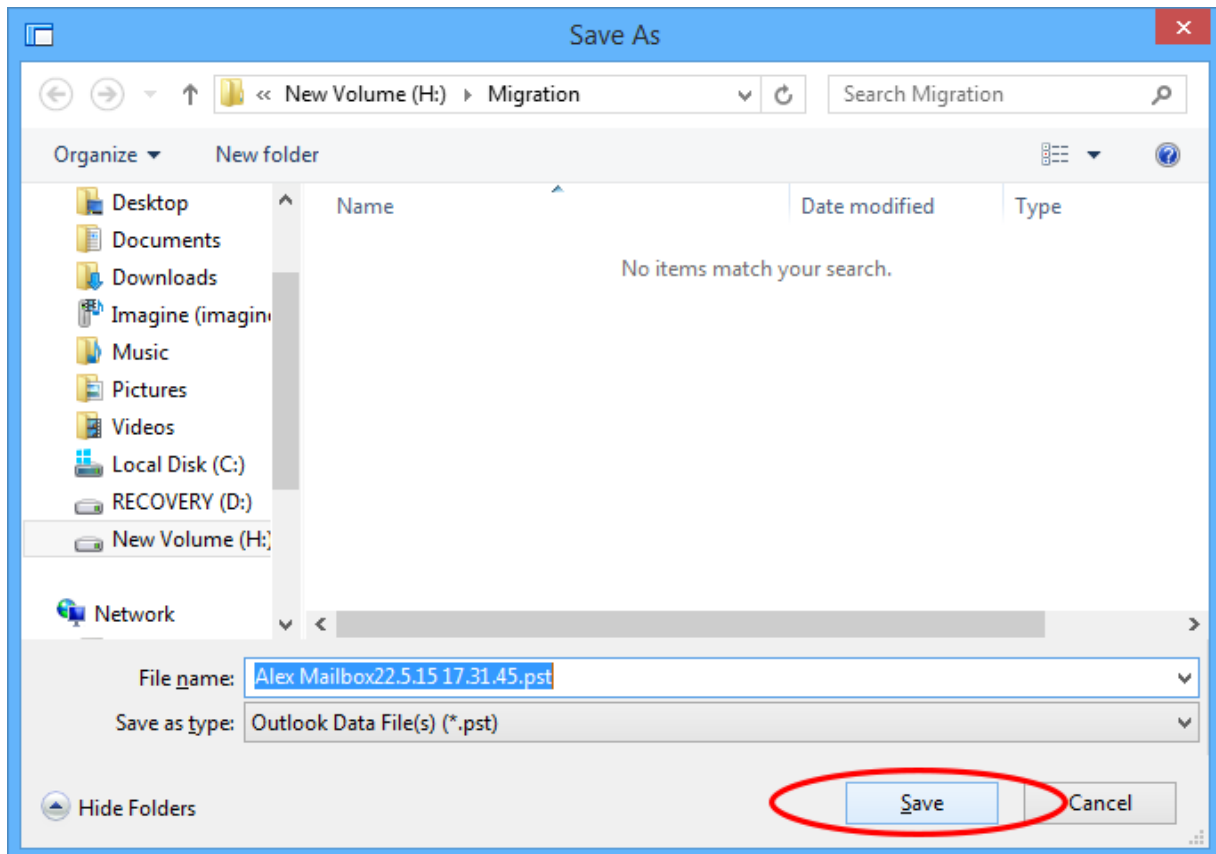
STEP 3: Now you will see a Browse for Folder box, from the box browse and select the Mailbox folder and click OK to continue:



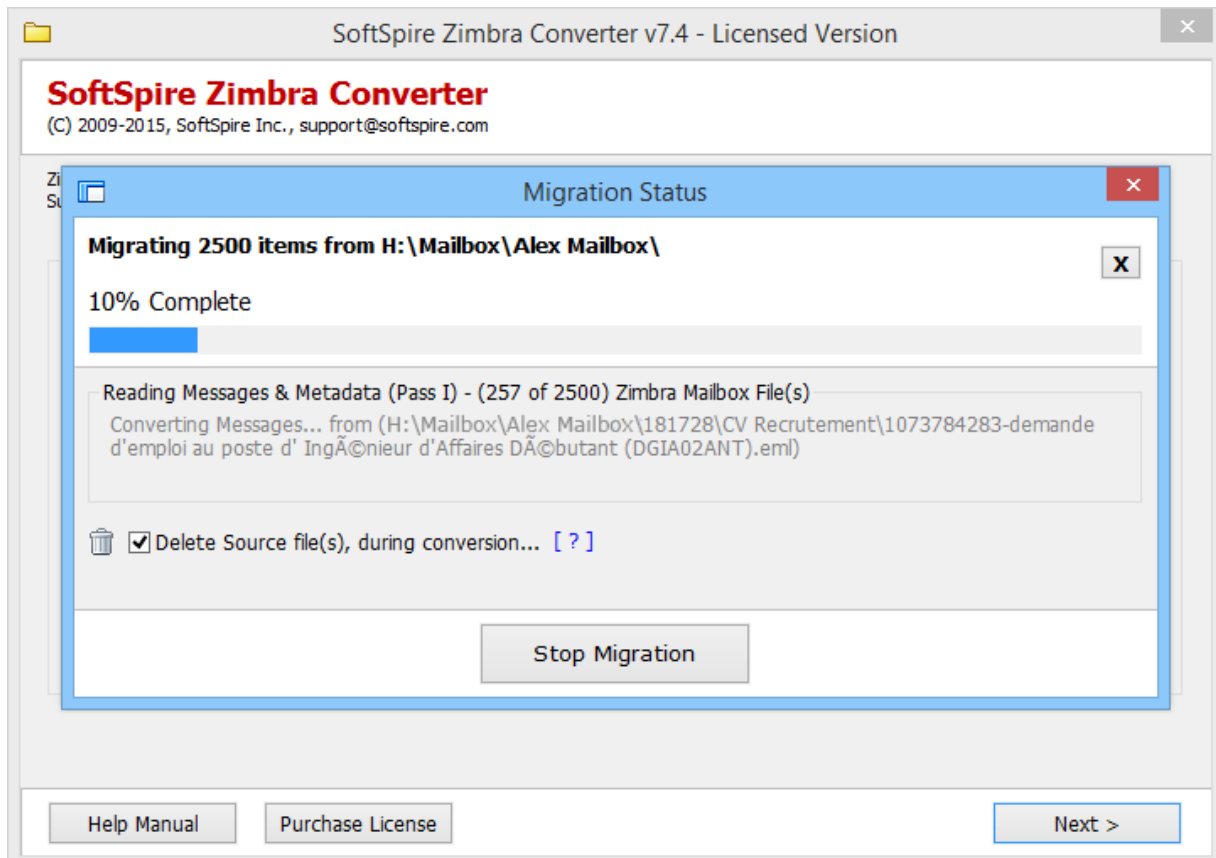
STEP 4: As next Window appear, you are given the option to delete data from source file location after conversion, for that check on **“Delete Source Files, during conversion...”** or leave it blank to keep the files & click on **Start Migration**



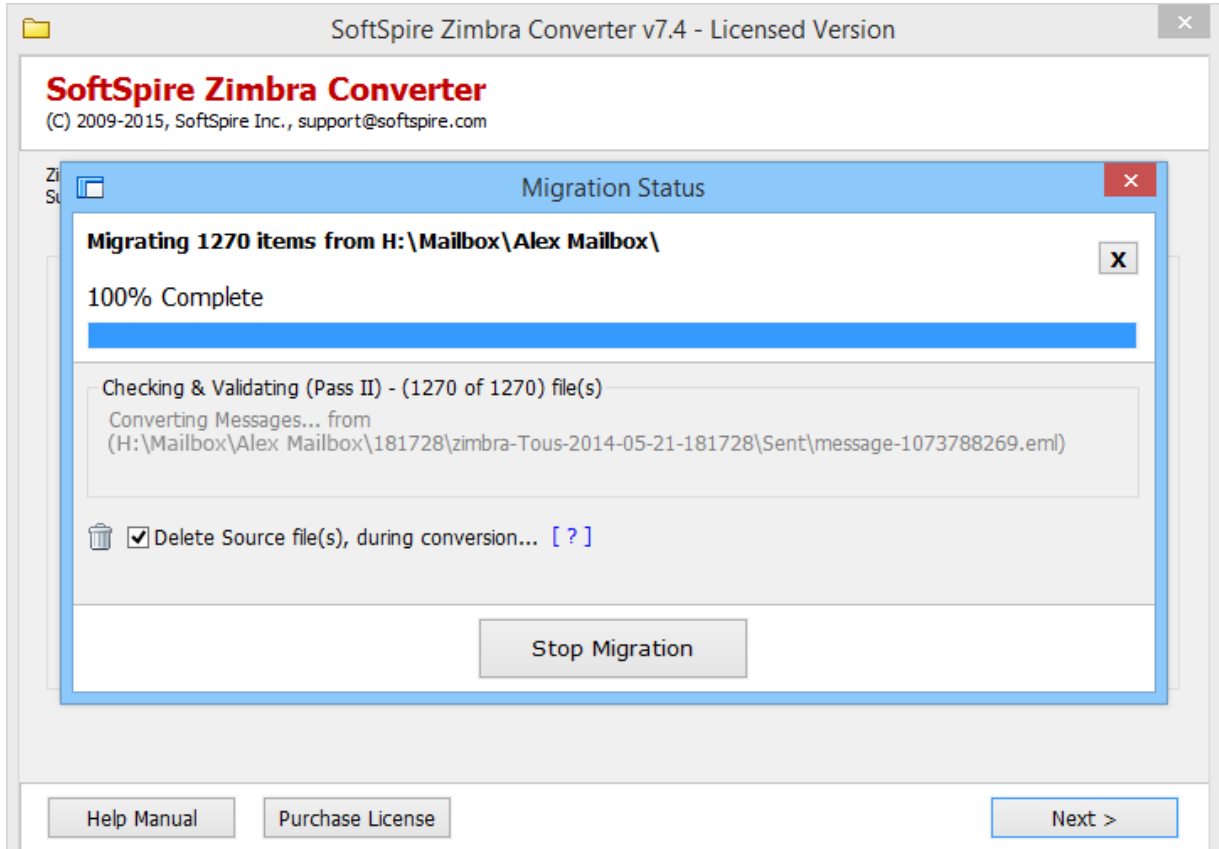
STEP 5: Next is to choose the saving location of the Outlook PST file. *From the Save As box, navigate to the desired saving location and click on **Save** button as shown below*



STEP 6: Soon after selecting the saving location software will begin its conversion process as shown below:

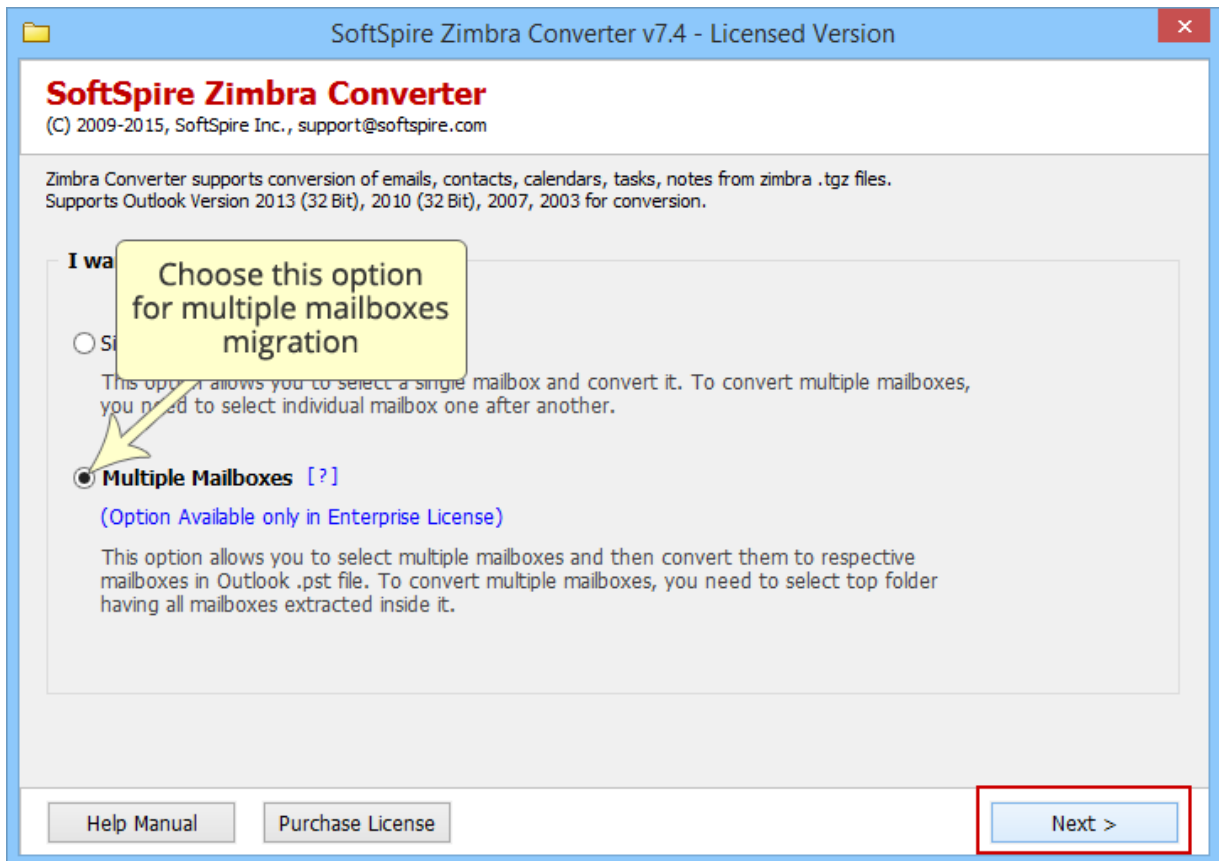


STEP 7: Migration Done! Software shows "100% Complete" when its done with the conversion as shown below:

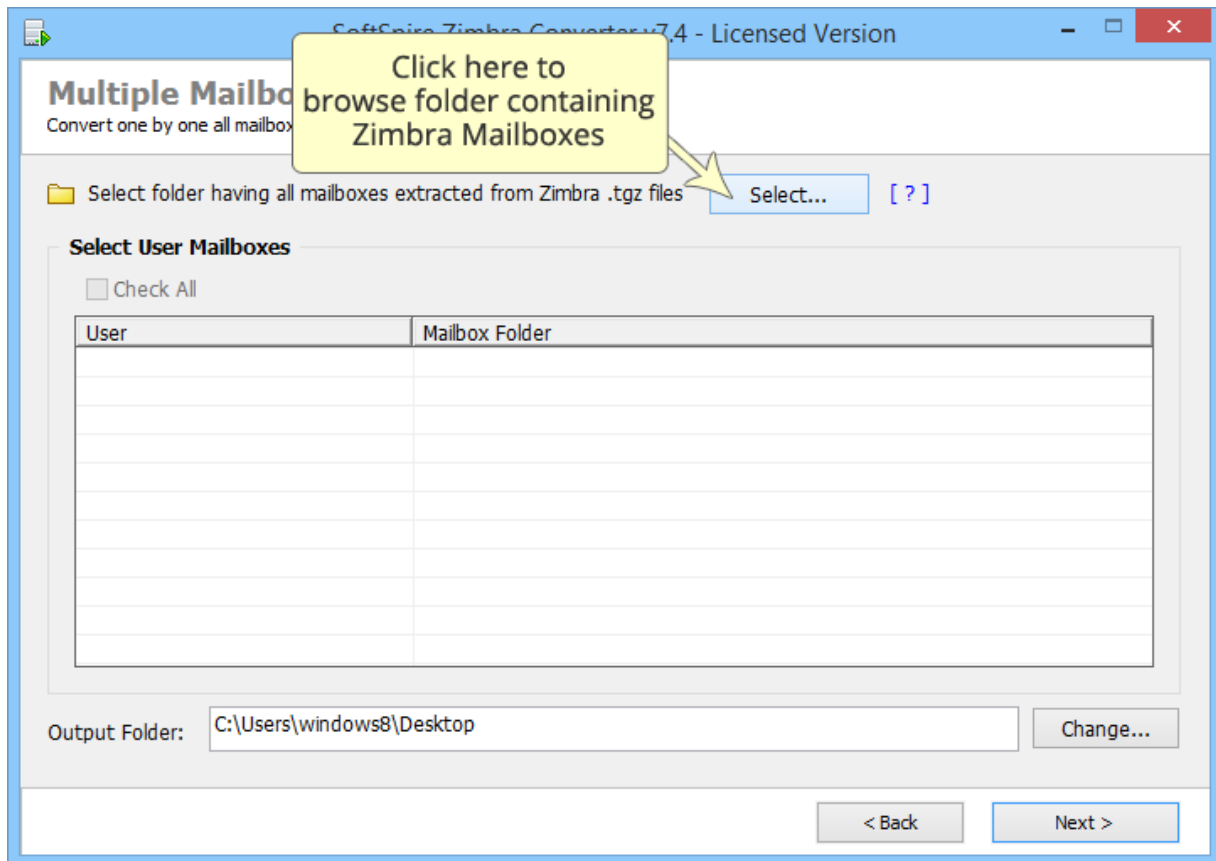


Steps for Single Mailbox Option

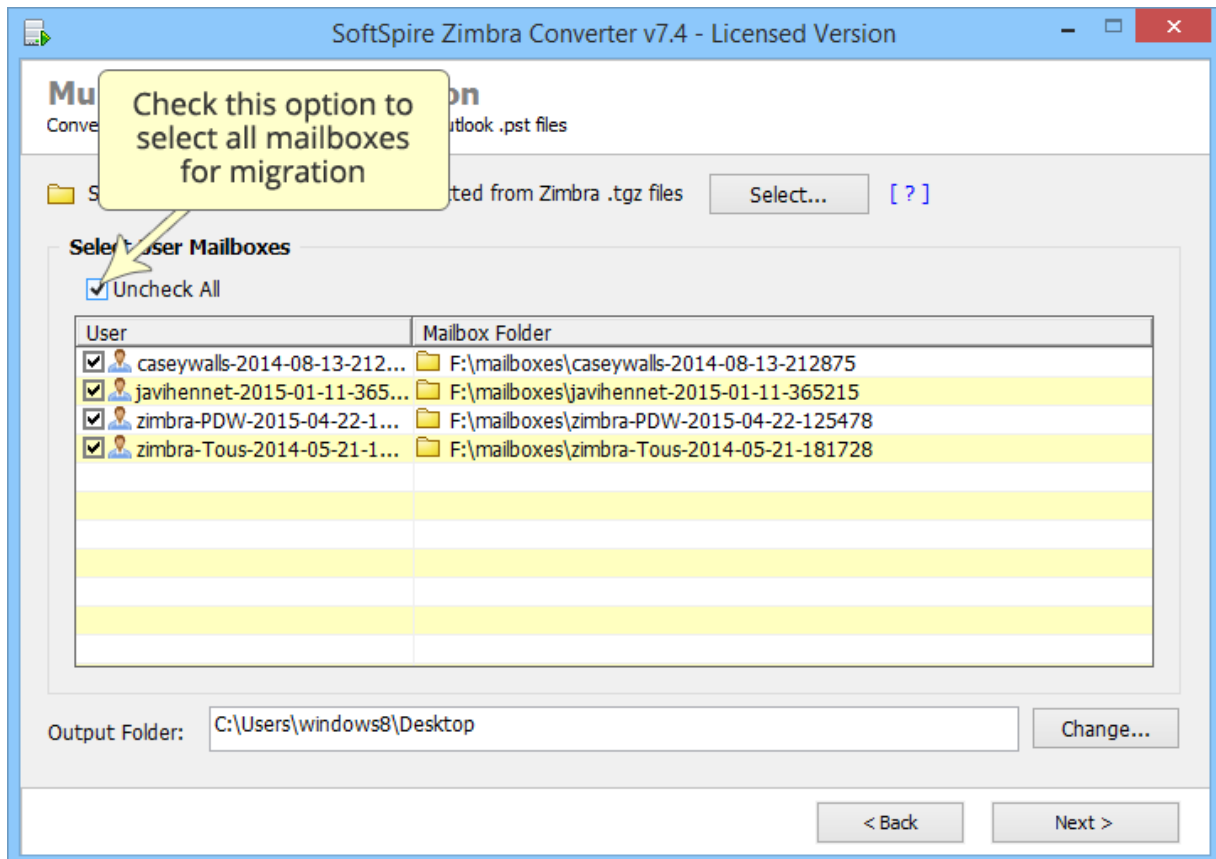
STEP 1: Choose **Multiple Mailboxes** option & click on **Next**



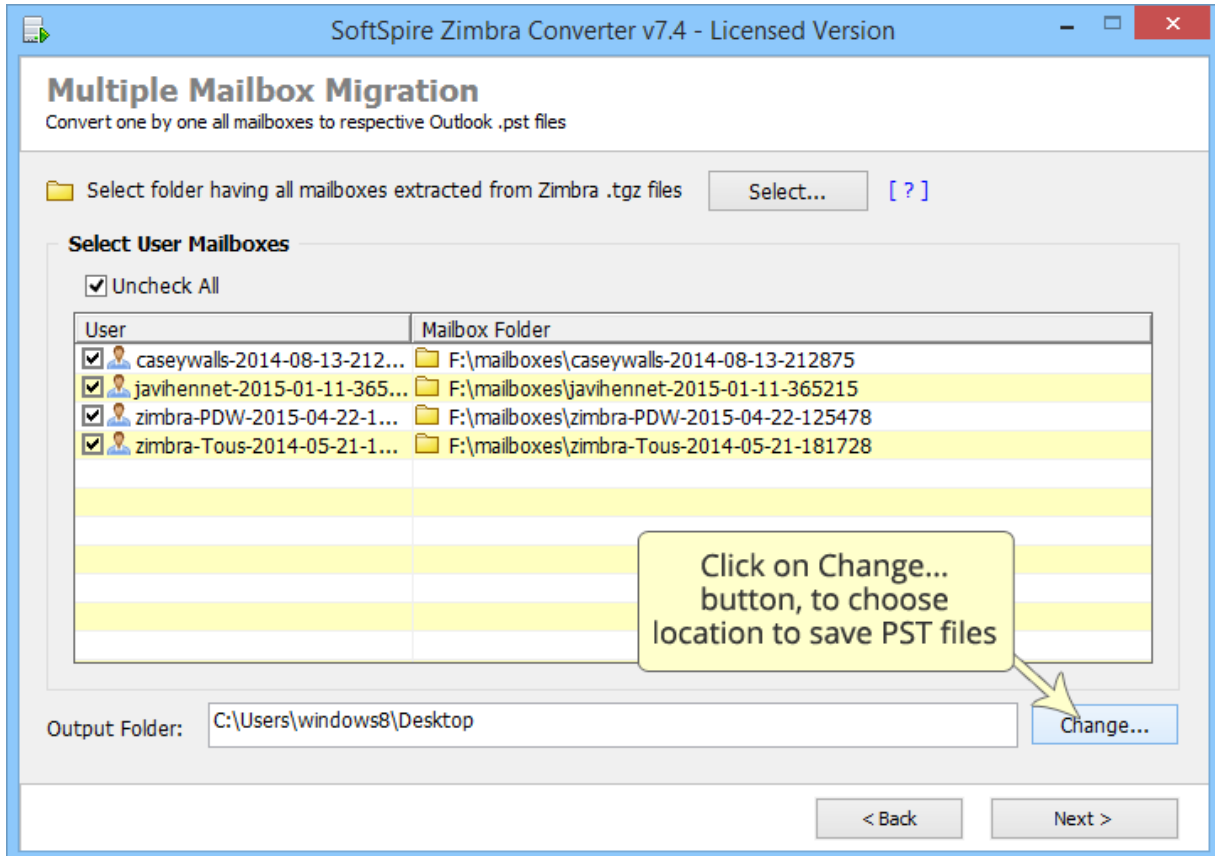
STEP 2: Click on **Select button** to choose the folder having all mailboxes, extracted from Zimbra TGZ files



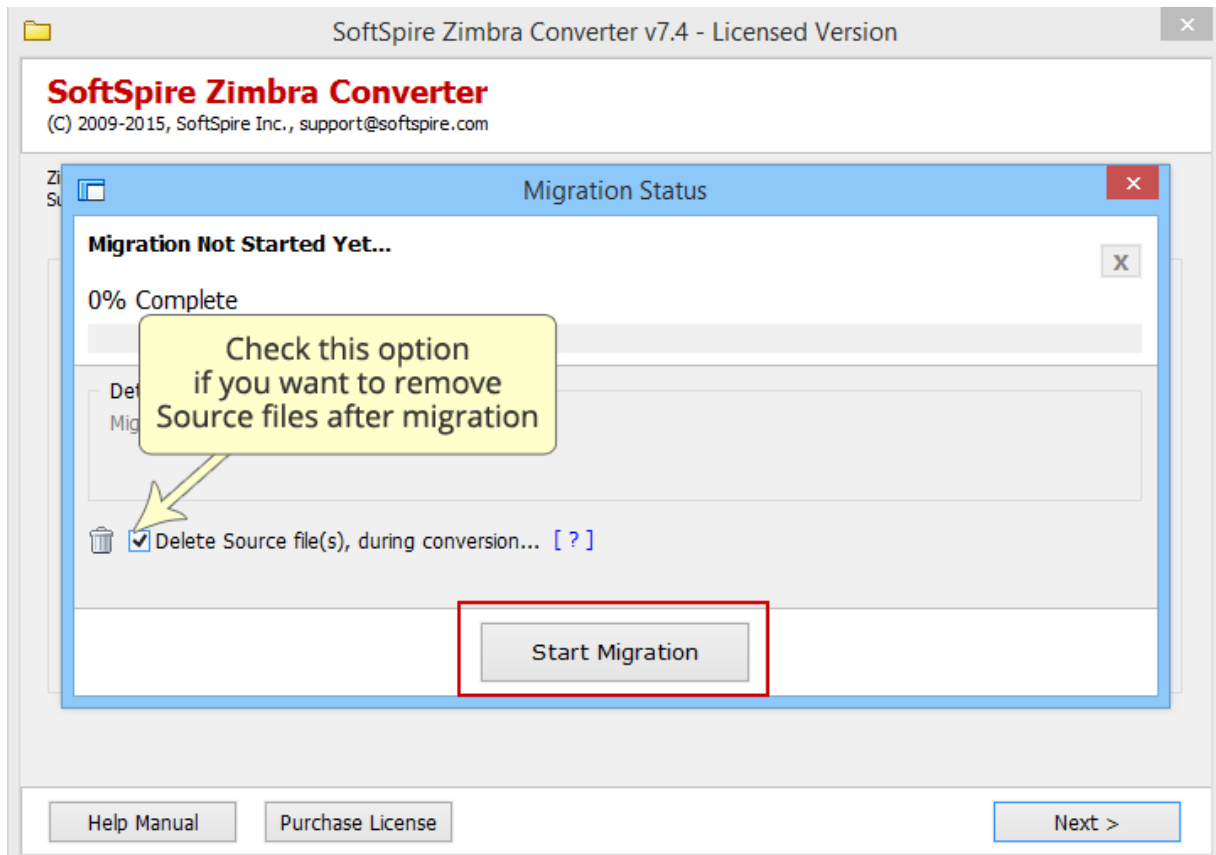
STEP 3: As the software show you the list of all selected mailboxes, click on **Check All** option to choose all the mailboxes for conversion at once. Uncheck those folders, you don't want to convert.



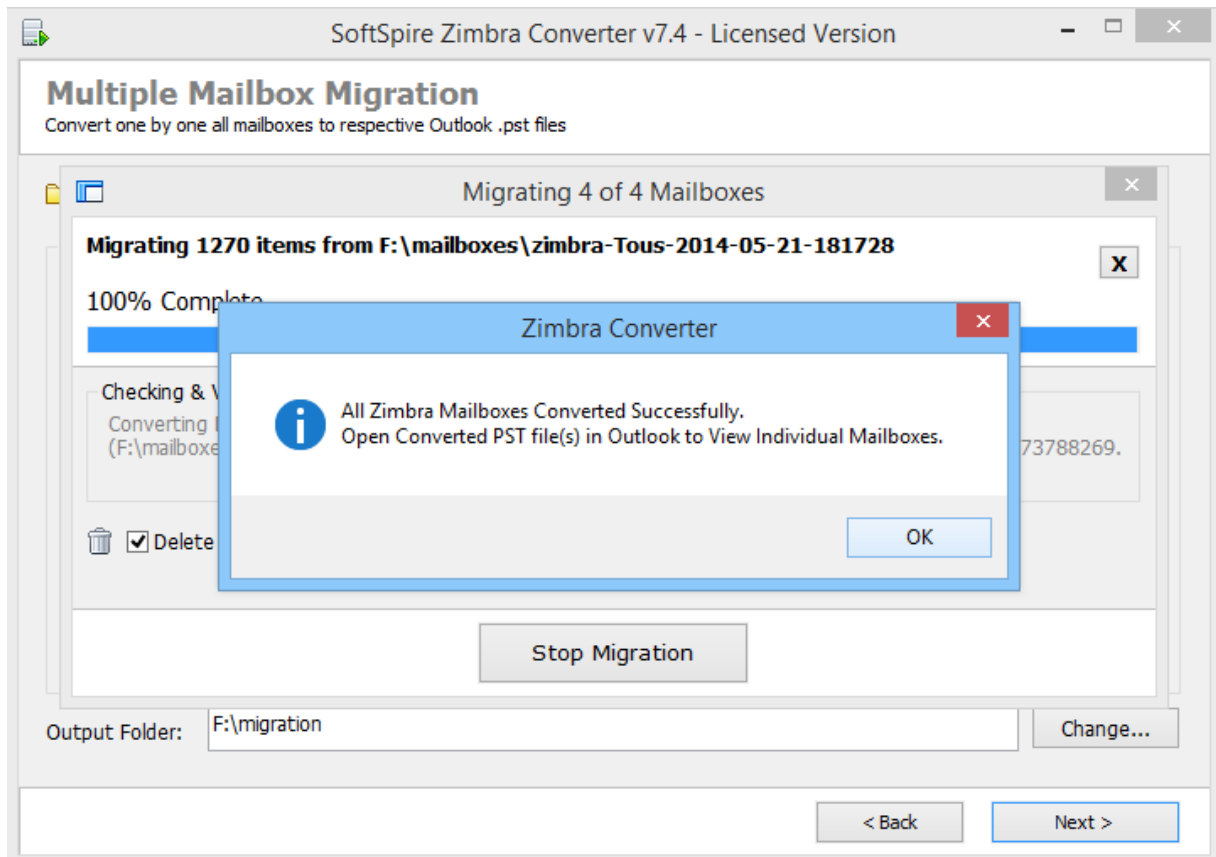
STEP 4: Click on **Change button** to choose location to save the converted files



STEP 5: As next Window appear, you are given the option to deleted data from source file location after conversion, for that check on **“Delete Source Files, during conversion...”** or leave it blank to keep the files & click on **Start Migration**

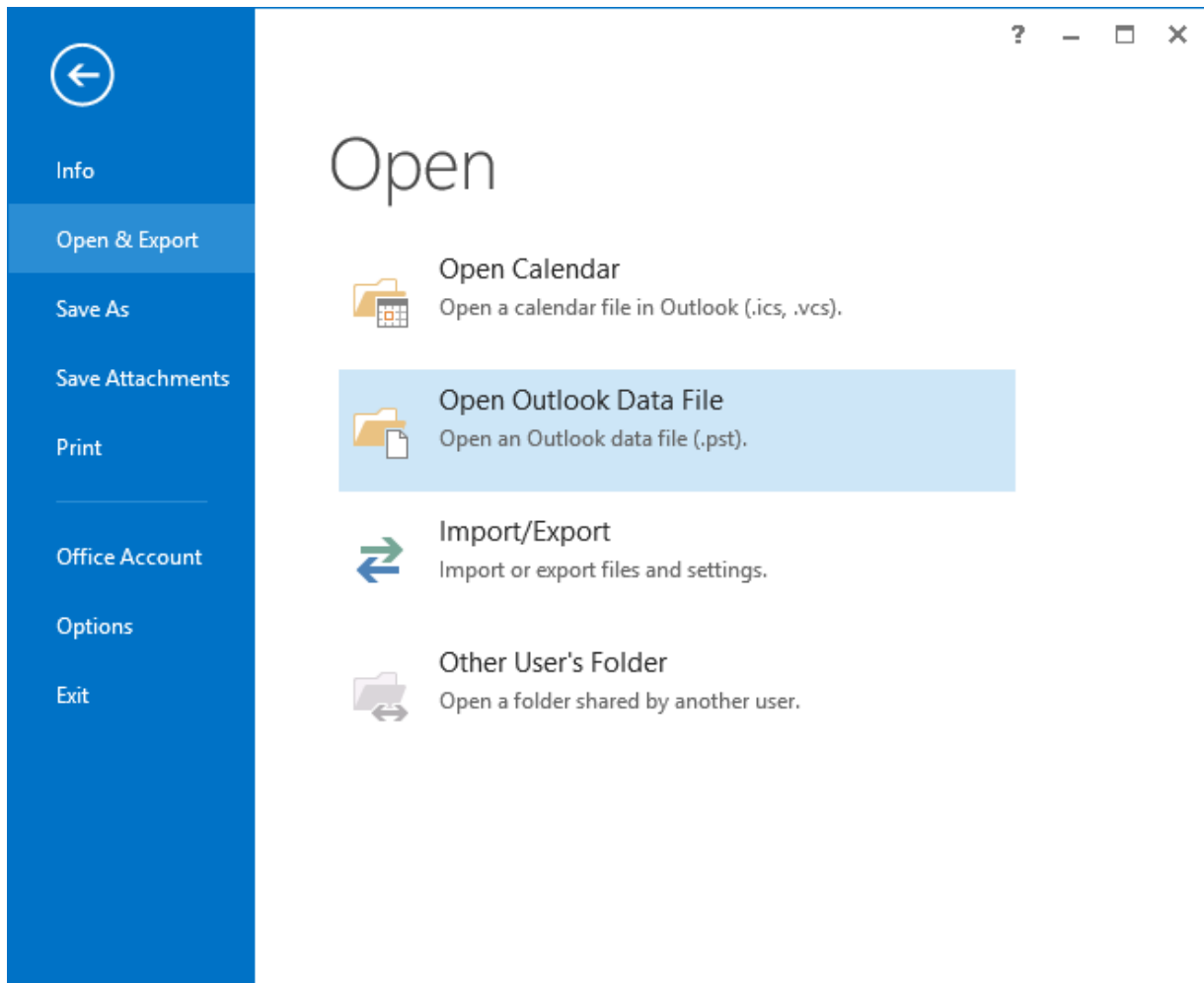


STEP 6: Once conversion is done, you get this message

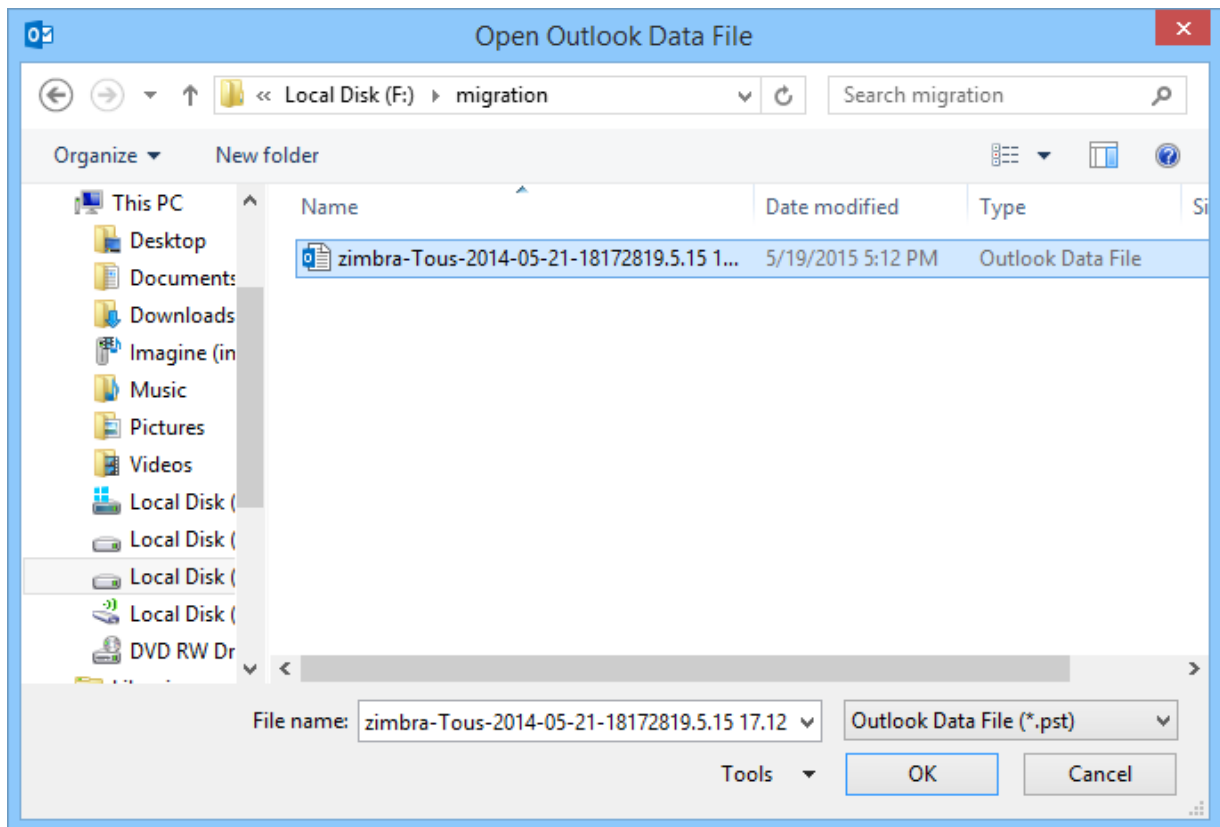


Open New PST File

STEP 1: Next is to view the converted PST file. **Open MS Outlook** (2013, 2011, 2010, 2007 & 2003) go to **File » Open » Open Data file**



STEP 2: Now **browse** for the converted PST file saved in a selected location in your machine



STEP 3: Click on **All folder** option, there you will see the Zimbra Mailbox

