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 \rightarrow



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.

vmware [,] Zimbra	Desktop			People Search	Q
🖂 Mail 🔒 Address Book	Calendar	🗹 Tasks 🗎	Briefcase	Preferences	Social
 All Accounts General Mail Composing Address Book Calendar Shortcuts Backups Z zimlets 	Search Save 🗙 C	ancel File: Destination:	All folders	Browse	<u>→</u> Mail
 ▼ SoftSpire ✓ Signatures ✓ Personas ✓ Filters ▲ Address Book 					
import / Export	Export				
 Local Folders Import / Export 		Source:	All folders	ced settings	

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.

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ing	Import	^
s Book		
r	File: Browse	
ts	Destination: All folders	
\$		
9	Import	
es		
.5		
Book	Export	
Export		
rs	Source: All folders	
Export		
	Advanced settings	
	Data types: Include all folders from the following applications:	
	🗹 🖂 Mail 🛛 🎽 Address Book 🗹 🛅 Calendar	
	🗸 🗹 Tasks 🔽 🚔 Briefcase	
	Date: Start On: Find On:	
2014	Search filter: e.g. has:attachment	
TFS	Other: Only avant contact files availate mate data	
30 31 1	Only export content nies, exclude nieta data	
6 7 8		
13 14 15	Export	
20 21 22		
27 28 1		м

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 -



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:

🗀 Sc	oftSpire Zimbra Converter v7.4 - Licensed Version	×
SoftSpire Zimbra Co (C) 2009-2015, SoftSpire Inc., suppor	onverter t@softspire.com	
Zimbra Converter supports conversion Supports Outlook Version 2013 (32 Bit	of emails, contacts, calendars, tasks, notes from zimbra .tgz files.), 2010 (32 Bit), 2007, 2003 for conversion.	
I want to convert		
• Single Mailbox [?]		
This option allows you to se you need to select individua	elect a single mailbox and convert it. To convert multiple mailboxes, al mailbox one after another.	
O Multiple Mailboxes [?]		
(Option Available only in En	terprise License)	
This option allows you to se mailboxes in Outlook .pst fil having all mailboxes extracte	elect multiple mailboxes and then convert them to respective e. To convert multiple mailboxes, you need to select top folder ed inside it.	
Help Manual Purchase	e License	<u>N</u> ext >

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.
O 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:

	SoftSpire	Zimbra Converter v7.4 - Licensed Version	×
SoftS (C) 2009-7 Zimbra Cor Supports (pire Zimbra Conver Choose this option for single mailbox migration	.com ontacts, calendars, tasks, notes from zimbra .tgz files. Bit), 2007, 2003 for conversion.	
I want Sing This you O Mult	gle Mailbox [?] option allows you to select a sing need to select individual mailbox	gle mailbox and convert it. To convert multiple mailboxes, one after another.	
(Op This mail havi	tion Available only in Enterprise Li option allows you to select multi poxes in Outlook .pst file. To con ng all mailboxes extracted inside i	cense) ple mailboxes and then convert them to respective vert multiple mailboxes, you need to select top folder t.	
Help I	Manual Purchase License		Next >

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

SoftSpire Zimbra Converter v7.4 - Licensed Version				
SoftSpire Zimbra Converter (C) 2009-2015, SoftSpire Inc., support@softspire.com				
Zimbra Converter supports conversion of emails, contacts, calendars, tasks, notes from zimbra .tgz files. Support Single Mailbox Migration Mode	×			
I wa Single Mailbox Migration Onvert single Zimbra mailbox to respective Outlook .pst file Click here to browse for TGZ folder Image: Transmission of the second of the				
Help Manual Purchase License N	ext >			

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:

SoftSpire Zimbr	SoftSpire Zimbra Converter v7.4 - Licensed Versio	n ×
(C) 2009-2015, SoftSpire Inc.,	Browse for Folder	
Zimbra Converter supports con Support:	Choose Source Folder	×
I wa Single Ma Convert single Zin First extract Select folder C T m h	All Local Disk (C:) RECOVERY (D:) DVD RW Drive (E:) Transcend (F:) New Volume (H:) Camera Backup Downloads Alex Mailbox Mailbox OK Cancel	om .tgz file Select Next >
Help Manual	rchase License	<u>N</u> ext >

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**

	SoftSpire Zimbra Converter v7.4 - Licensed Version	X
SoftSpire Zimbra (C) 2009-2015, SoftSpire Inc., su	a Converter upport@softspire.com	
Zi Si	Migration Status	
Migration Not Starter	d Yet x	-
Det Mig Source files	this option ant to remove after migration e(s), during conversion [?]	
	Start Migration	
Help Manual Pure	chase License Next >	

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

	Save As		×
🔄 🏵 🗉 🕇 🚺	≪ New Volume (H:) → Migration	✓ C Search Migration	Q
Organize 🔻 Ne	w folder	8== ▼	0
Desktop Documents Downloads Music Difference Videos Local Disk (C: RECOVERY (D	Name No items	Date modified Type	
🗣 Network	v «		>
File <u>n</u> ame:	Alex Mailbox22.5.15 17.31.45.pst		~
Save as <u>t</u> ype:	Outlook Data File(s) (*.pst)		~
Alide Folders		Save	el:

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

I	SoftSpire Zimbra Converter v7.4 - Licensed Version				
C) 2009-2015, Softs	imbra Converter pire Inc., support@softspire.com				
Zi Si	Migration Status	×			
Migrating 25	00 items from H:\Mailbox\Alex Mailbox\	:			
Reading Mes Converting d'emploi au	Reading Messages & Metadata (Pass I) - (257 of 2500) Zimbra Mailbox File(s) Converting Messages from (H:\Mailbox\Alex Mailbox\181728\CV Recrutement\1073784283-demande d'emploi au poste d' Ingénieur d'Affaires Débutant (DGIA02ANT).eml)				
📆 🗹 Delete	Source file(s), during conversion [?]				
	Stop Migration				
Help Manual	Purchase License Next >				

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

	SoftSpire Zimbra Converter v7.4 - Licensed Version	
C) 2009-2015, SoftSp	imbra Converter pire Inc., support@softspire.com	
	Migration Status	×
Migrating 12 100% Comp	70 items from H:\Mailbox\Alex Mailbox\ lete	x
Checking & V Converting M (H:\Mailbox	'alidating (Pass II) - (1270 of 1270) file(s) Messages from (\Alex Mailbox\181728\zimbra-Tous-2014-05-21-181728\Sent\message-1073788269.eml) Source file(s), during conversion [?]	
	Stop Migration	
Help Manual	Purchase License Ne	xt >

Steps for Single Mailbox Option

STEP 1: Choose Multiple Mailboxes option & click on Next

SoftSpire Zimbra Converter v7.4 - Licensed Version	×
SoftSpire Zimbra Converter (C) 2009-2015, SoftSpire Inc., support@softspire.com	
Zimbra Converter supports conversion of emails, contacts, calendars, tasks, notes from zimbra .tgz files. Supports Outlook Version 2013 (32 Bit), 2010 (32 Bit), 2007, 2003 for conversion.	
I wa Choose this option for multiple mailboxes migration The oper anows you to select a single mailbox and convert it. To convert multiple mailboxes, you not 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.	
Help Manual Purchase License	Next >

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

CoffCo	A - Licensed Version -		
Multiple Mailbo Convert one by one all mailbox	folder containing bra Mailboxes		
Select folder having all mailboxes e	xtracted from Zimbra .tgz files Select [?]		
Select User Mailboxes			
Check All			
User	Mailbox Folder		
Output Folder: C:\Users\windows8\Desktop Change			
	<back next=""></back>		

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.

	SoftSpire	Zimbra Converter v7.4 - Licensed Version – 🗆 🗙	
Mu Conve	Check this option to select all mailboxes	p n Itlook .pst files	
🗀 s	for migration	ted from Zimbra .tgz files Select [?]	
- Sele	ser Mailboxes		
1	Incheck All		
Use	r M	ailbox Folder	
	🕻 caseywalls-2014-08-13-212 🚞	F:\mailboxes\caseywalls-2014-08-13-212875	
	javihennet-2015-01-11-365 🚞	F:\mailboxes\javihennet-2015-01-11-365215	
	zimbra-PDW-2015-04-22-1	F:\mailboxes\zimbra-PDW-2015-04-22-125478	
	zimbra-Tous-2014-05-21-1	F:\mailboxes\zimbra-Tous-2014-05-21-181728	
Output	C:\Users\windows8\Des	change (hange	
		<back next=""></back>	

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

	SoftSpi	ire Zimbra Converter	v7.4 - Licensed Ve	rsion	- 🗆 🗙
Multiple Mailbox Migration Convert one by one all mailboxes to respective Outlook .pst files					
Select folde	r having all mailboxes ex 1ailboxes	ktracted from Zimbra .tgz	z files Select	[?]	
Uncheck	All				
User		Mailbox Folder			
Caseyv	valls-2014-08-13-212	F:\mailboxes\caseyw	alls-2014-08-13-21287	5	
🗹 🚨 javihen	net-2015-01-11-365	F:\mailboxes\javihen	net-2015-01-11-36521	15	
🗹 🤽 zimbra-	-PDW-2015-04-22-1	F:\mailboxes\zimbra-I	PDW-2015-04-22-1254	478	
Zimbra-	-Tous-2014-05-21-1	F:\mailboxes\zimbra-	Tous-2014-05-21-1817	728	
	Click on Change				
			button to	shaasa	
			button, to	choose	
			location to sa	ve PST files	
		1		۸	
					\geq
Output Folder: C:\Users\windows8\D		esktop			Change
				< Back	Next >

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**

È	SoftSpire Zimbra Converter v7.4 - Licensed Version			
SoftSpire Zimbra (C) 2009-2015, SoftSpire Inc., su	Converter pport@softspire.com			
Zi Si	Migration Status ×			
Migration Not Starter 0% Complete Det If you wa Mig Source files	d Yet x this option int to remove after migration			
	Start Migration			
Help Manual Pure	hase License Next >			

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

	SoftSpire Zimbra Converter v7.4 - Licensed Version – 🗆 🗙				
Multiple Mailbox Migration Convert one by one all mailboxes to respective Outlook .pst files					
Migrating 4 of 4 Mailboxes ×					
Migrating 127	70 items from F:\mailboxes\zimbra-Tous-2014-05-21-181728	x			
100 % Com	Zimbra Converter	_			
Checking & \ Converting I (F:\mailboxe	All Zimbra Mailboxes Converted Successfully. Open Converted PST file(s) in Outlook to View Individual Mailboxes. 7378	38269.			
🗍 🗹 Delete	ОК				
	Stop Migration				
Output Folder: F:	\migration	Change			
	< Back N	lext >			

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

Open Outlook Data File				×		
📀 🌛 👻 🕈 퉬 « Local D	lisk (F:) → migration	~ C	Search migration		,p	
Organize 🔻 New folder				III 🔹 🔲	0	
🖳 This PC 🔷 Name	e ^	Date r	nodified	Туре		Si
Desktop	mbra-Tous-2014-05-21-18172819	0.5.15 1 5/19/2	2015 5:12 PM	Outlook Data F	ile	
🗼 Downloads						
(in						
Music						
Local Disk (
👝 Local Disk (
👝 Local Disk (
端 Local Disk (
🔮 DVD RW Dr 🗸 <					;	>
File name:	zimbra-Tous-2014-05-21-18172	819.5.15 17.12 🗸	Outlook Dat	a File (*.pst)	~	
		Tools 🔻	ОК	Cance	2l	

STEP 3<mark>: Click on All folder</mark> option, there you will see the Zimbra Mailbox

