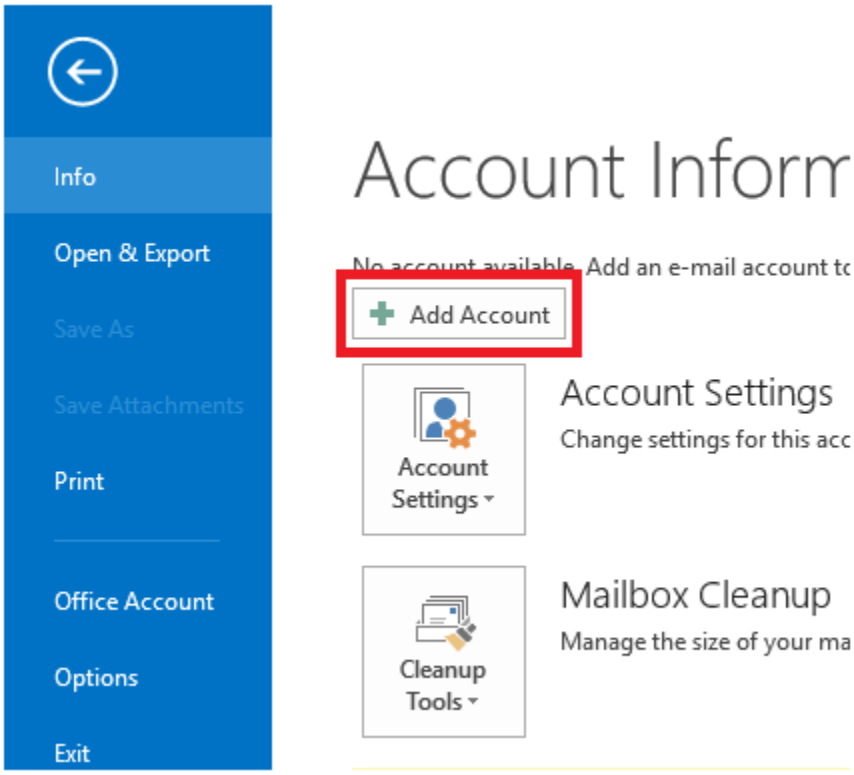
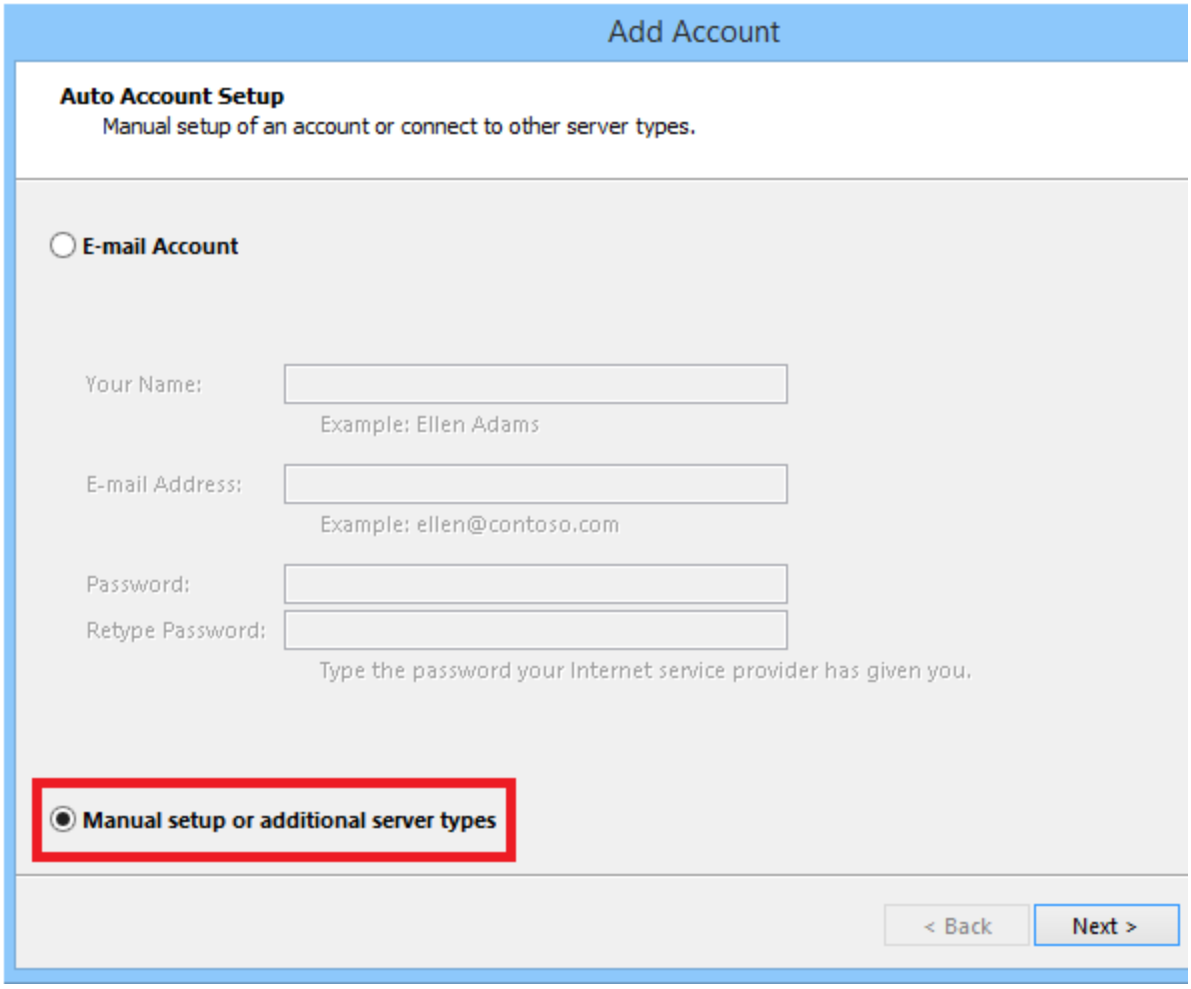
# ***Outlook Configuration***

## *I. POP Configuration*

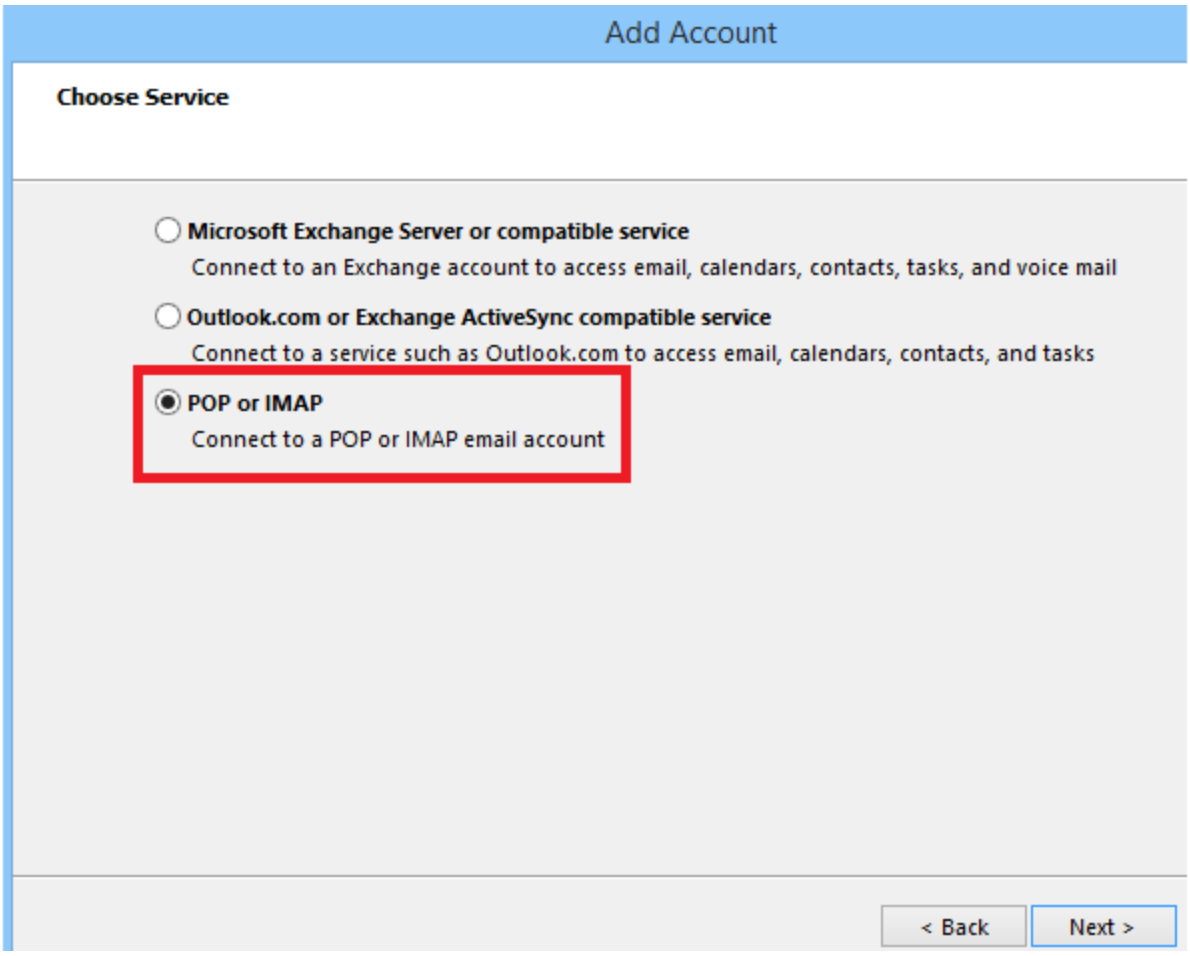
1) Open **Outlook**
2) Click on **File ➔ Account Settings ➔ Add Account**




3) Click on **New ➔ Manually Configure Server Settings ➔ Next**




4) As server, choose **POP or IMAP**




5) Fill the e-mail settings as below:

   Email Address ➔ **enter your email address**

   Incoming Mail Server:

   - Normal Hosting: **pop3.cyberia.net.lb**
   - Panel Hosting: **mail.domain.com**, example mail.xyz.com

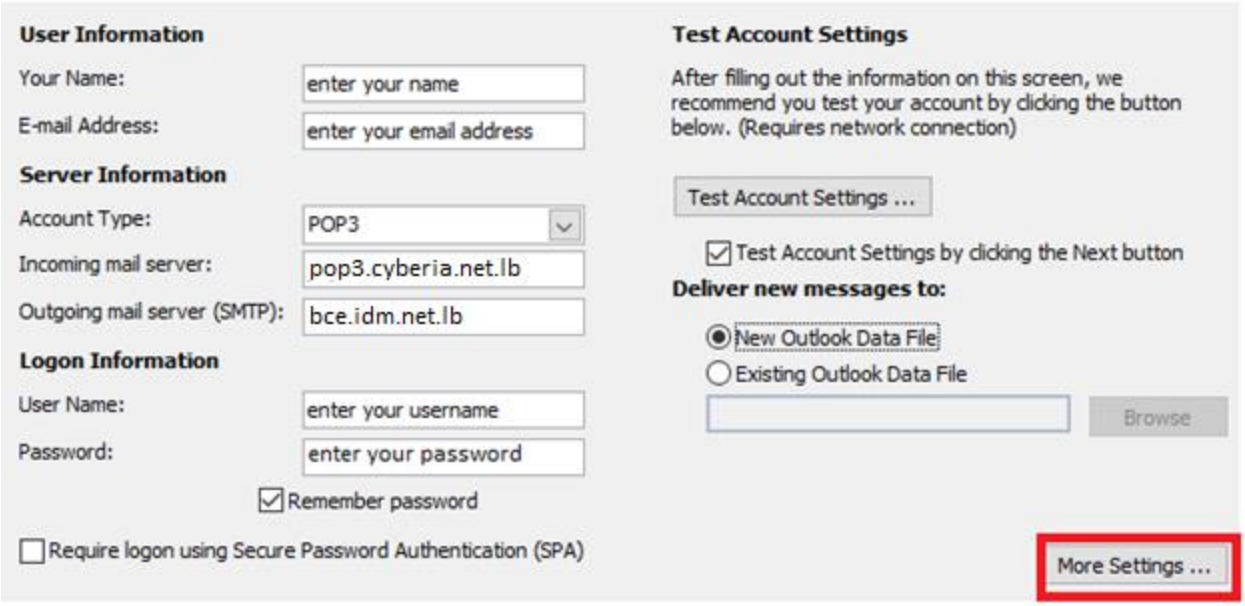
   Outgoing Mail Server:

   - Normal Hosting: **smtp.cyberia.net.lb or bce.idm.net.lb for non-Cyberia connection**
   - Panel Hosting: **mail.domain.com**, example mail.xyz.com

   Username ➔ **enter your email username**

   Password ➔ **enter your email password**

6) Click on **More Settings**

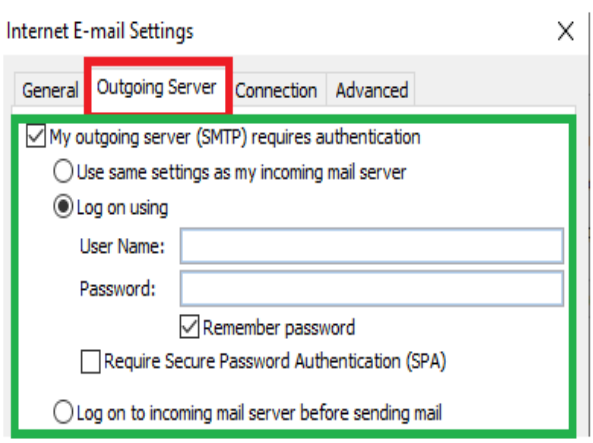


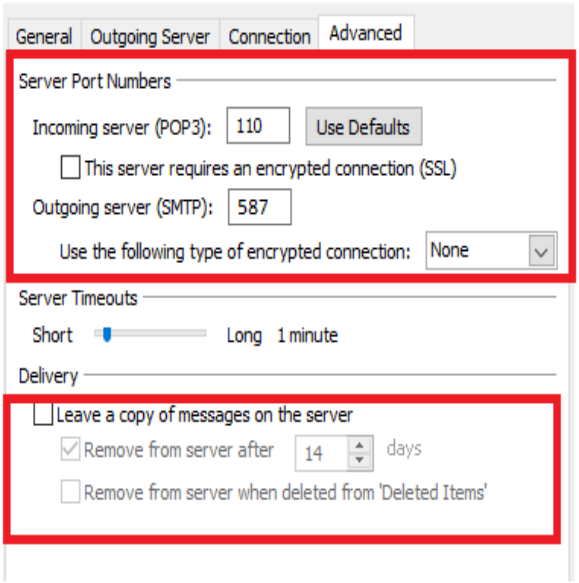

7) Click on **Outgoing Server**
8) Check the "**My outgoing server (SMTP) requires authentication**"
9) Choose "**logon using**"

   Username ➔ **username@cyberia.net.lb**

   Password ➔ **enter your email password**
10) Click on **Advanced**
11) Incoming Server (POP3) ➔ **110**

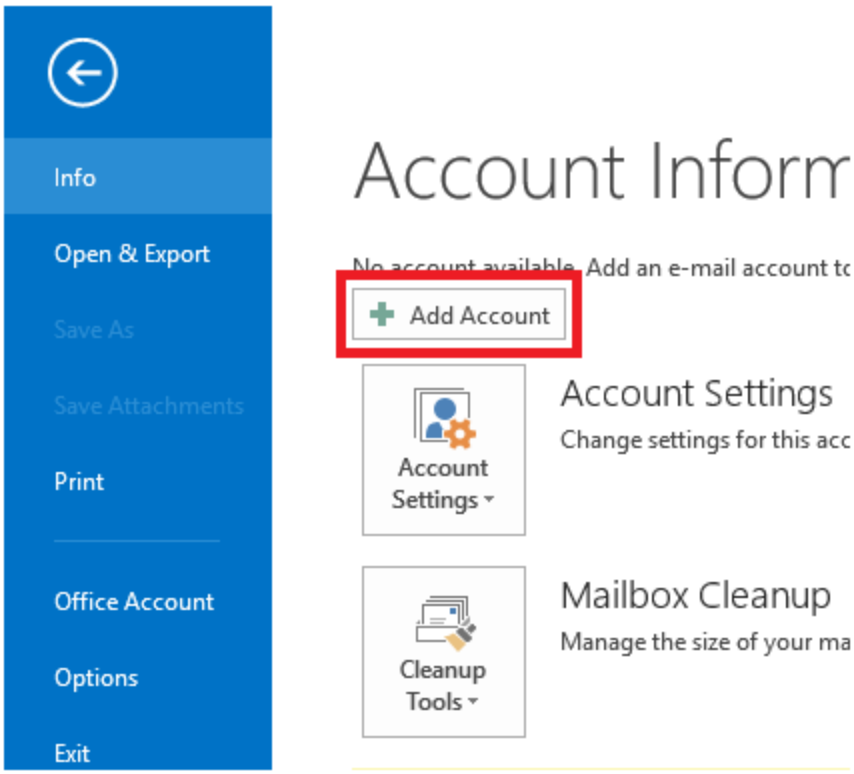
    Outgoing Server (SMTP) ➔ **25 or 587 for non-Cyberia connection**
12) Uncheck "**Leave a copy of messages on the server**"
13) Click on **OK ➔ Next ➔ Finish ➔ and your email will be configured**



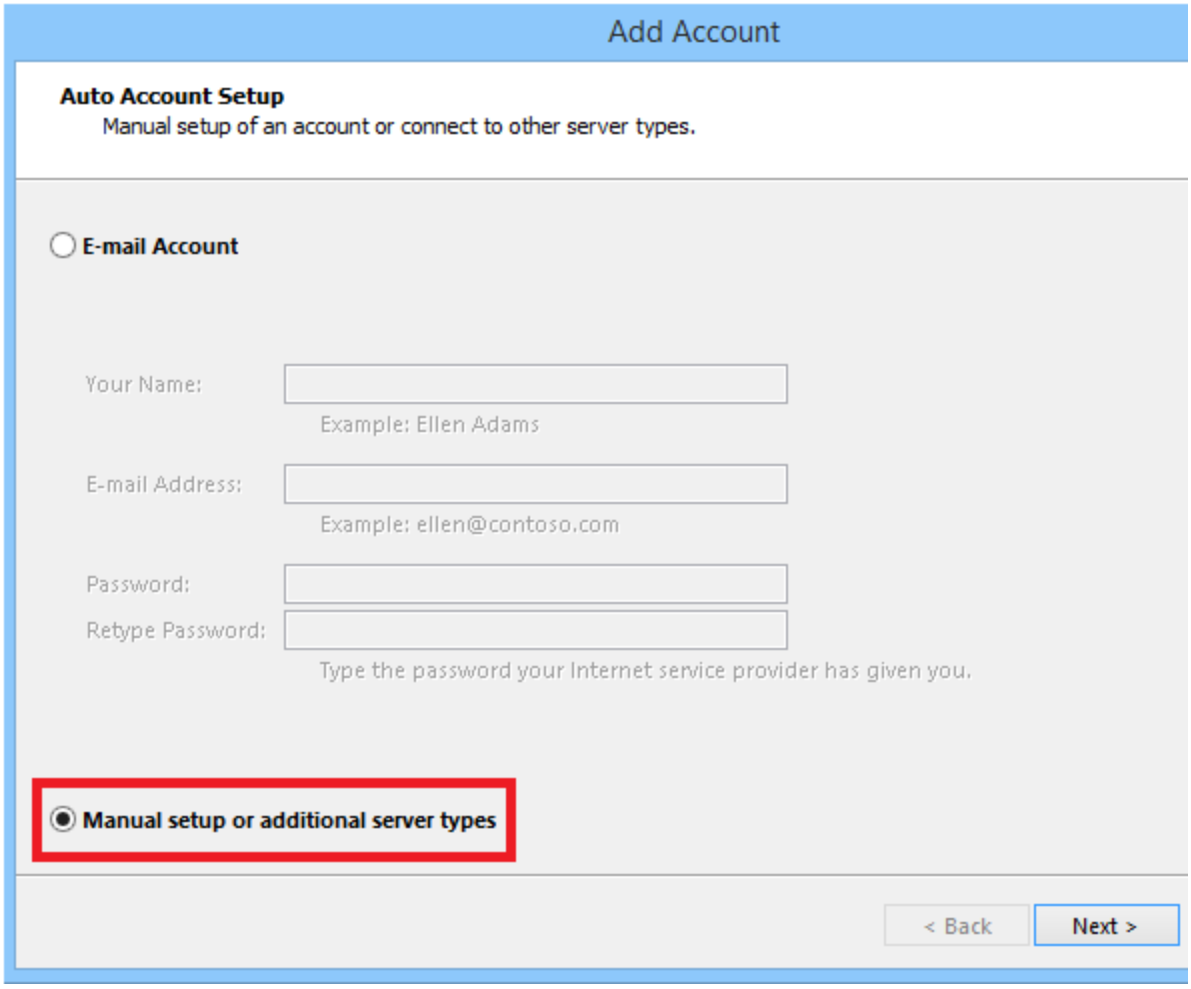




## *II. IMAP Configuration:*

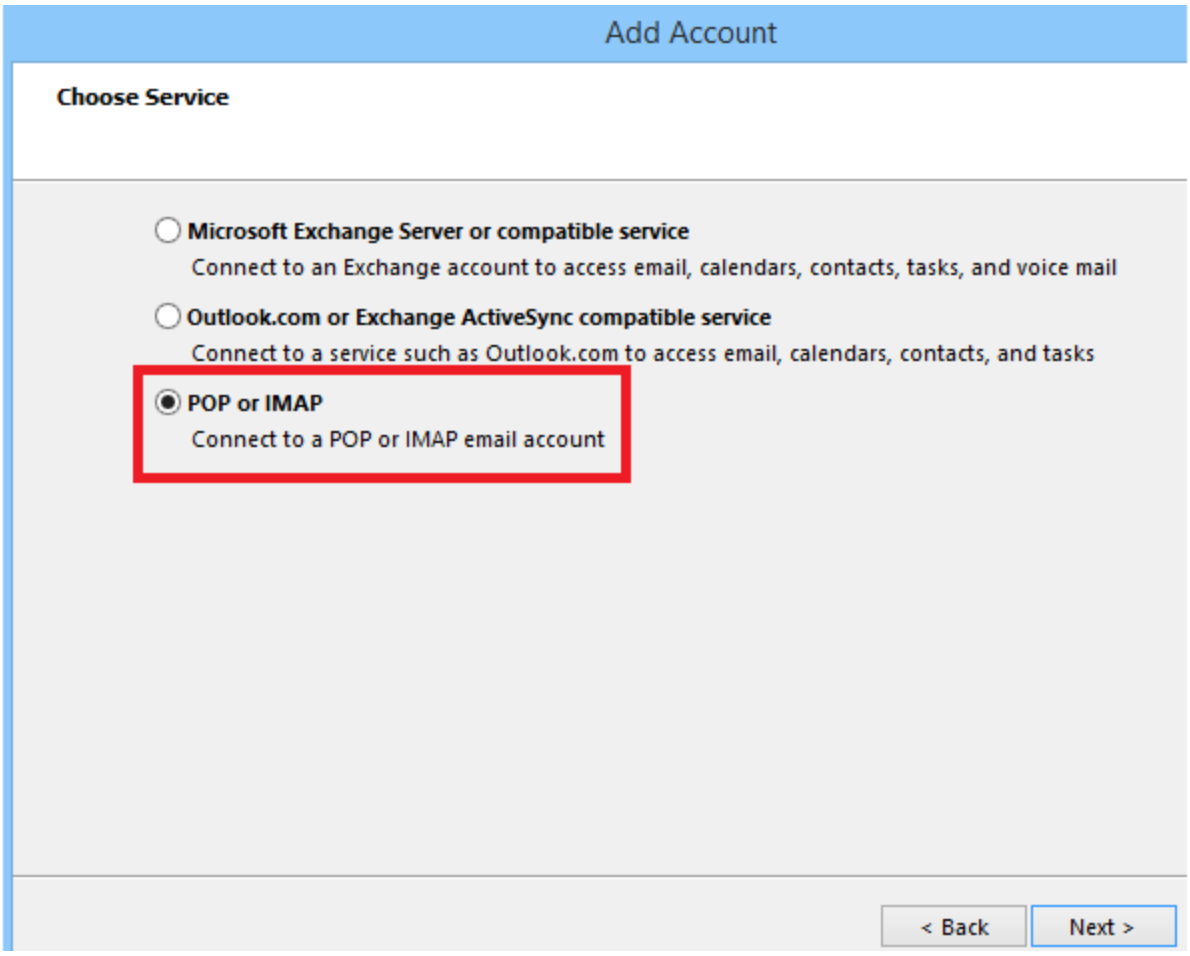
1) Open **Outlook**
2) Click on **File ➔ Account Settings ➔ Add Account**




3) Click on **New ➔ Manually Configure Server Settings ➔ Next**




4) As server, choose **POP or IMAP**




5) Fill the e-mail settings as below:

   Email Address ➔ **enter your email address**

   Incoming Mail Server:

   - Normal Hosting: **imap.idm.net.lb**
   - Panel Hosting: **mail.domain.com**, example mail.xyz.com

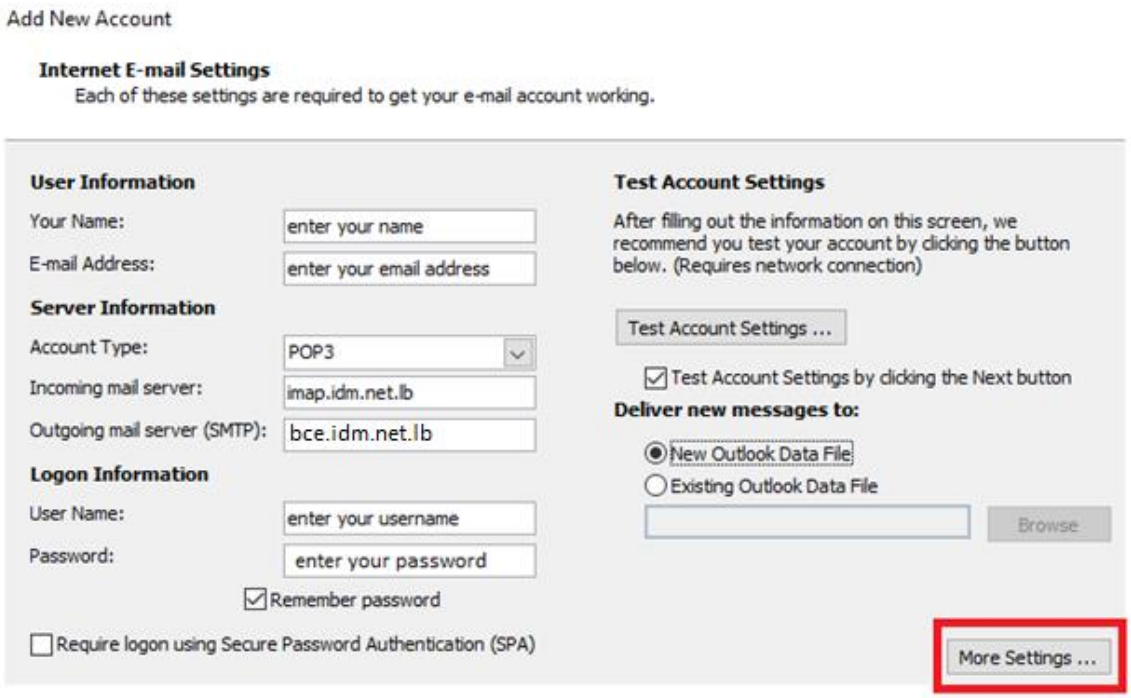
   Outgoing Mail Server:

   - Normal Hosting: **smtp.cyberia.net.lb or bce.idm.net.lb for non-Cyberia connection**
   - Panel Hosting: **mail.domain.com**, example mail.xyz.com

   Username ➔ **enter your email username**

   Password ➔ **enter your email password**

6) Click on **More Settings**

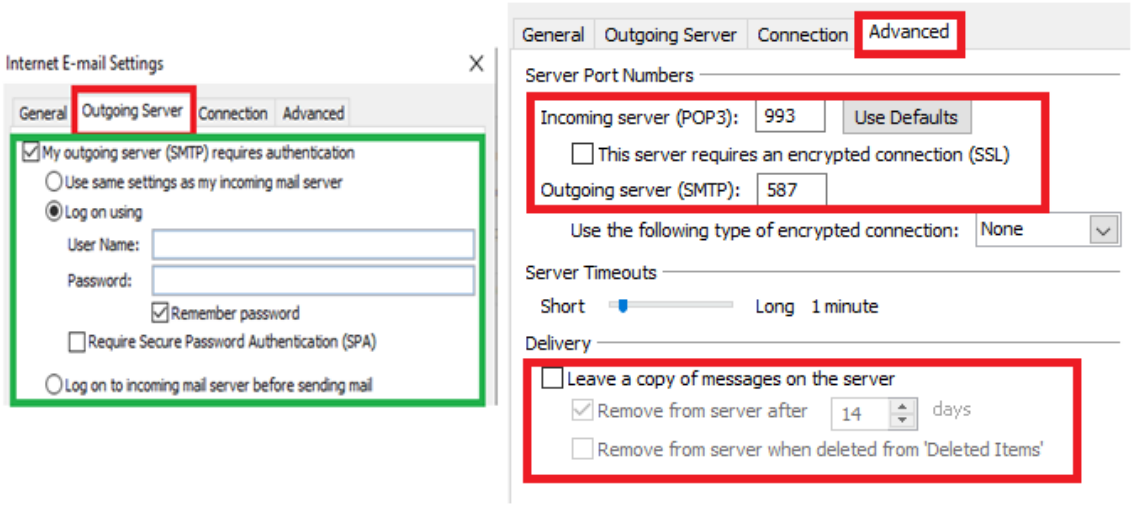



7) Click on **Outgoing Server**
8) Check the "**My outgoing server (SMTP) requires authentication**"
9) Choose "**logon using**"

   Username ➔ **username@cyberia.net.lb**

   Password ➔ **enter your email password**
10) Click on **Advanced**
11) Incoming Server (POP3) ➔ **110**

    Outgoing Server (SMTP) ➔ **25 or 587 for non-Cyberia connection**
12) Uncheck "**Leave a copy of messages on the server**"
13) Click on **OK ➔ Next ➔ Finish ➔ and your email will be configured**


Internet E-mail Settings
General
Outgoing Server
Connection
Advanced
My outgoing server (SMTP) requires authentication
Use same settings as my incoming mail server
Log on using
User Name:
Password:
Remember password
Require Secure Password Authentication (SPA)
Log on to incoming mail server before sending mail
General
Outgoing Server
Connection
Advanced
Server Port Numbers
Incoming server (POP3):
993
Use Defaults
This server requires an encrypted connection (SSL)
Outgoing server (SMTP):
587
Use the following type of encrypted connection:
None
Server Timeouts
Short
Long
1 minute
Delivery
Leave a copy of messages on the server
Remove from server after
14
days
Remove from server when deleted from 'Deleted Items'