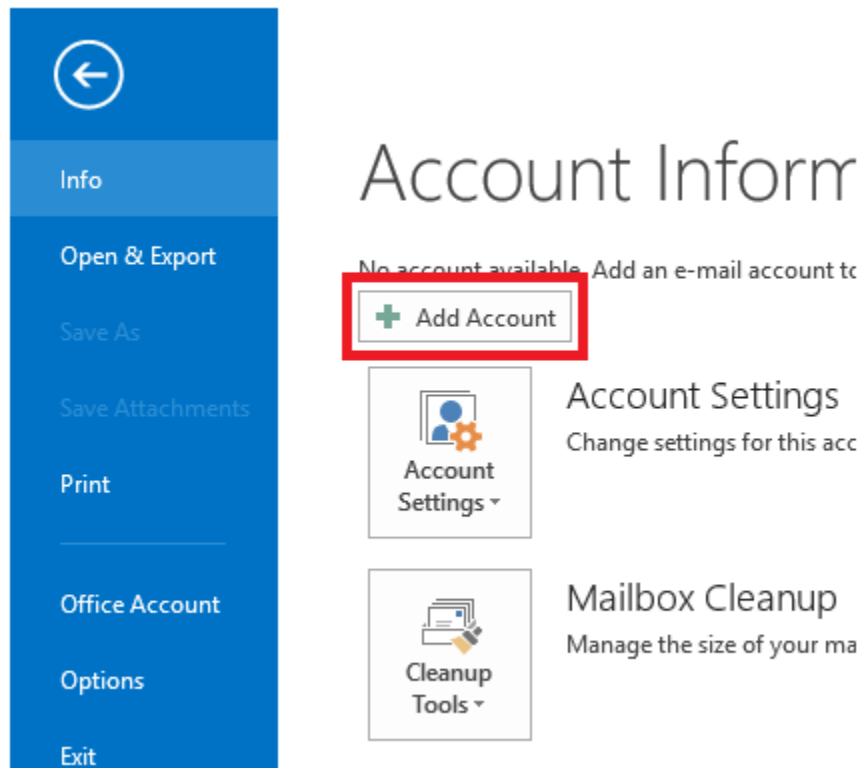


Outlook Configuration

I. POP Configuration

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



- 3) Click on **New** → **Manually Configure Server Settings** → **Next**

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

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

Add Account

Choose Service

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

[< Back](#) [Next >](#)

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**

User Information

Your Name:

E-mail Address:

Server Information

Account Type: ▼

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

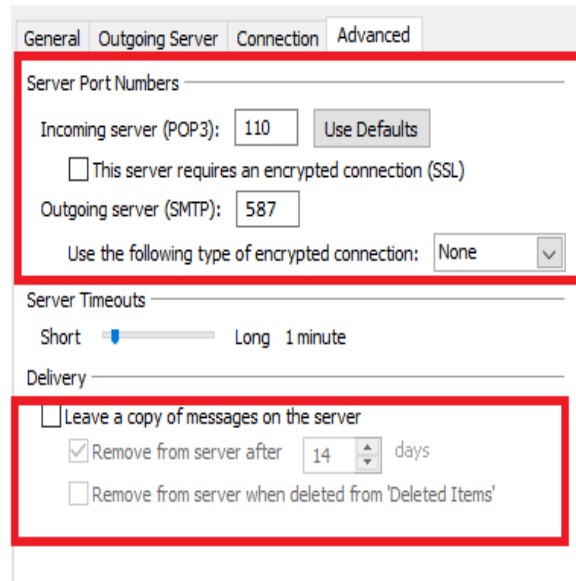
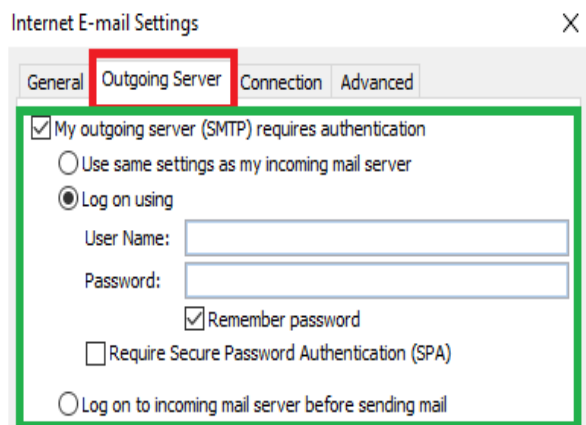
Test Account Settings by clicking the Next button

Deliver new messages to:

New Outlook Data File

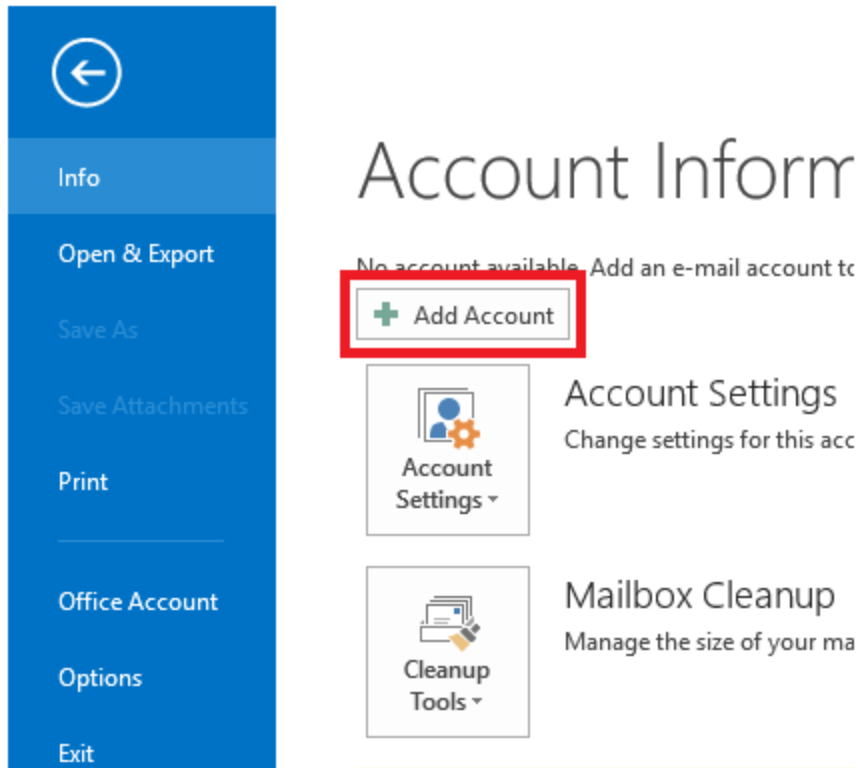
Existing Outlook Data File

- 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**

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

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

The screenshot shows a window titled "Add Account" with a "Choose Service" section. There are three radio button options:

- Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**
Connect to a POP or IMAP email account

At the bottom right, there are two buttons: "< Back" and "Next >".

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**

Add New Account

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

- 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):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from 'Deleted Items'