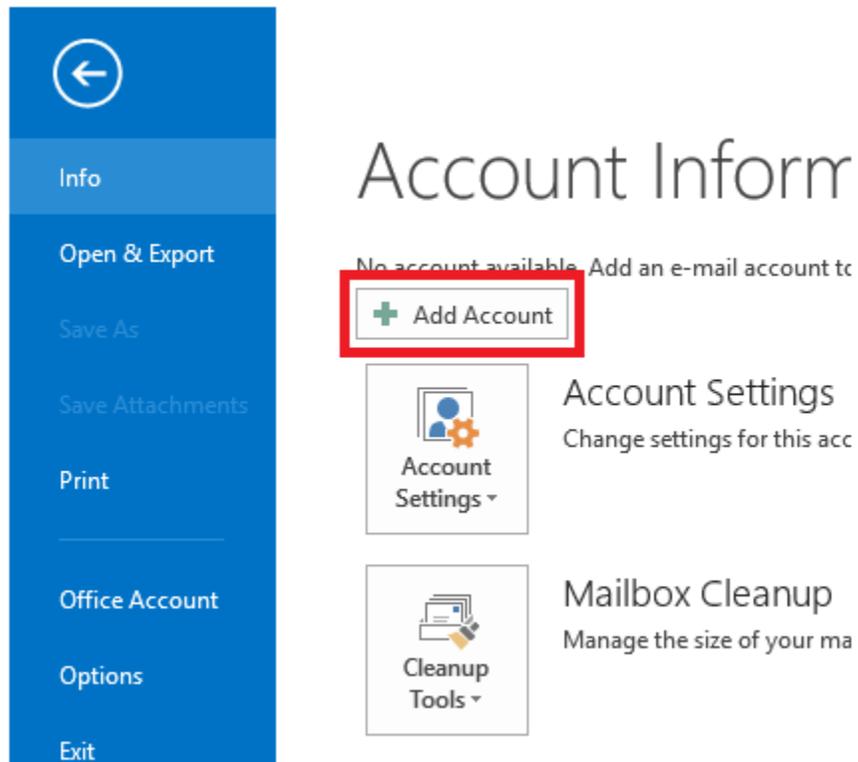


## Outlook Configuration

### 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: **pop.idm.net.lb**
- Panel Hosting: **mail.domain.com**, example mail.xyz.com

Outgoing Mail Server:

- Normal Hosting: **smtp.idm.net.lb** or **bce.idm.net.lb** for non-IDM 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 “**Use same settings as my incoming mail server**”
- 10) Click on **Advanced**
- 11) Incoming Server (POP3) → **110**  
     Outgoing Server (SMTP) → **25 or 587 for non-IDM connection**
- 12) Uncheck “**Leave a copy of messages on the server**”
- 13) Click on **OK** → **Next** → **Finish** → and your email will be configured

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

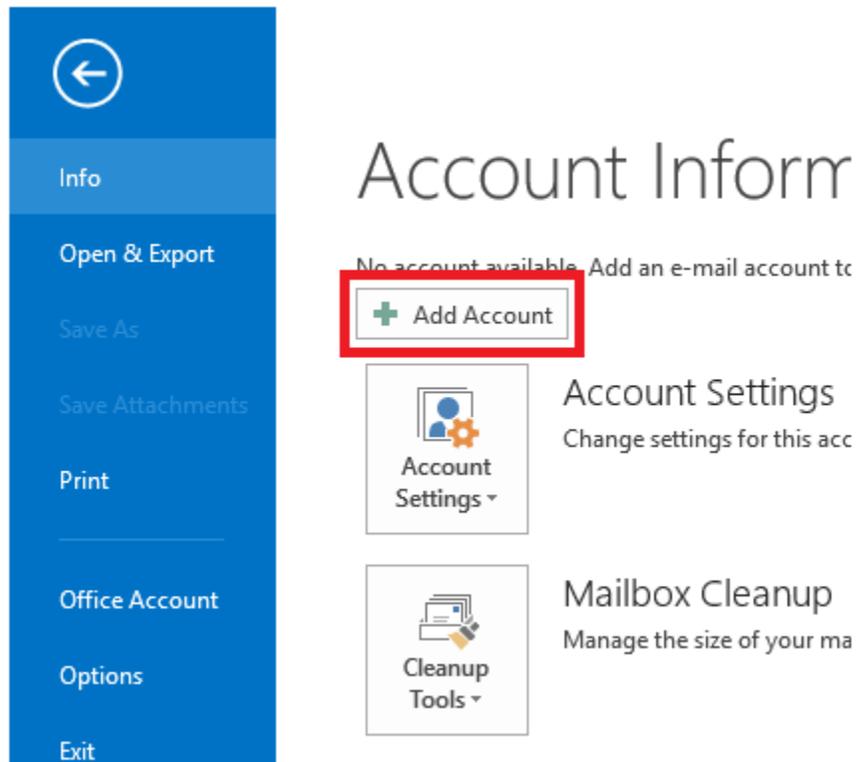
Short  Long 1 minute

Delivery

Leave a copy of messages on the server  
 Remove from server after   days  
 Remove from server when deleted from 'Deleted Items'

## 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 sub-header "Choose Service". 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.idm.net.lb or bce.idm.net.lb for non-IDM 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.

<b>User Information</b>		<b>Test Account Settings</b>
Your Name:	<input type="text" value="enter your name"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address:	<input type="text" value="enter your email address"/>	
<b>Server Information</b>		<input type="button" value="Test Account Settings ..."/>
Account Type:	<input type="text" value="POP3"/>	<input checked="" type="checkbox"/> Test Account Settings by clicking the Next button
Incoming mail server:	<input type="text" value="imap.idm.net.lb"/>	<b>Deliver new messages to:</b>
Outgoing mail server (SMTP):	<input type="text" value="bce.idm.net.lb"/>	<input checked="" type="radio"/> New Outlook Data File
<b>Logon Information</b>		<input type="radio"/> Existing Outlook Data File
User Name:	<input type="text" value="enter your username"/>	<input type="text" value=""/>
Password:	<input type="text" value="enter your password"/>	<input type="button" value="Browse"/>
<input checked="" type="checkbox"/> Remember password		
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)		<input type="button" value="More Settings ..."/>

- 7) Click on **Outgoing Server**
- 8) Check the **"My outgoing server (SMTP) requires authentication"**
- 9) Choose **"Use same settings as my incoming mail server"**
- 10) Click on **Advanced**
- 11) Incoming Server (POP3) → **993**  
Outgoing Server (SMTP) → **25 or 587 for non-IDM connection**
- 12) Uncheck **"Leave a copy of messages on the server"**
- 13) Click on **OK → Next → Finish →** and your email will be configured

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'