

## SETTING UP & USING JOUAR COMMUNITY EMAIL

- 1- To access and check your emails , type <https://www.aljouar.com/webmail> in the address bar of your internet browser, OR from aljouar website, click on Contact Us menu then Click on Check Your Email.
- 2- To change the settings of your email, changing the password or create an auto-responder to automatically respond to your email by a preset message,

log in to the Control panel **Fig. 1** (Login Screen) by typing <https://www.aljouar.com:2096/> in your browser, Enter your aljouar email address in the email field, then enter your temporary or permanent password in the second field then click Login.

**Fig. 1 (Login Screen)**

- 3- The following screen **Fig. 2** (Main Screen) will open, click on Change Password, Enter your new password as shown in **Fig. 3** (Changing Password), enter your password again and click “Change Password”, you will see a notification that your password has been changed, you can change your password at any time by following the same procedure. Now click [\[Go Back\]](#) to return to the main screen.

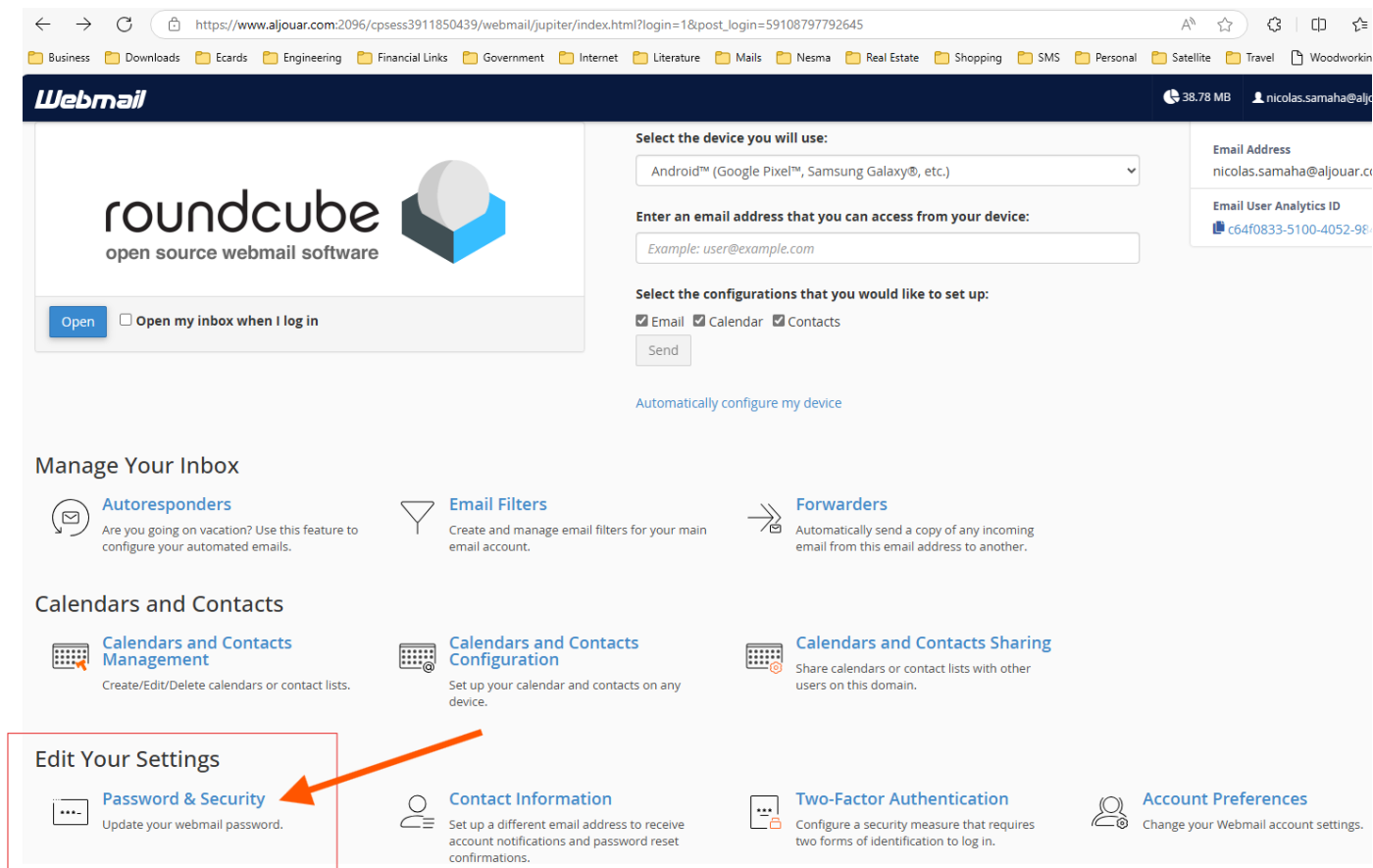


Fig. 2 (Main Screen)

The screenshot shows the 'Password & Security' settings page in Roundcube Webmail. The page has a dark blue header with the 'Webmail' logo. The main heading is 'Password & Security'. Below the heading, there's a section for entering a new password, with fields for 'New Password' and 'Confirm New Password'. A 'Password Strength' indicator shows 'Very Weak (0/100)'. A 'Save' button is at the bottom left, and a 'Password Generator' button is at the bottom right.

Fig. 3 (Changing Password)

- 5- Now another optional setting is for reading aljouar emails from your Microsoft Outlook, Outlook Express or Mobile phone See **Fig. 4** below.

**Webmail**

## Mail Client Automatic Configuration Scripts

Listed below are the available mail client automatic configuration scripts. Select the script for your mail client and operating system.

Application	Protocols
Mail for Windows® 10	<a href="#">Auto Discovery</a>
Microsoft Outlook 2010® for Windows®	<a href="#">Auto Discovery</a>
Windows Live Mail®	<a href="#">IMAP over SSL/TLS</a> <a href="#">POP3 over SSL/TLS</a> <a href="#">IMAP</a> <a href="#">POP3 (Post Office Protocol v3)</a>
Microsoft Outlook 2007® for Windows®	<a href="#">Auto Discovery</a>
iOS for iPhone/iPad/iPod and MacOS® Mail.app®	<a href="#">IMAP over SSL/TLS</a> <a href="#">IMAP</a>
Mozilla Thunderbird®	<a href="#">Auto Config</a>
KDE Kmail	<a href="#">Auto Config</a>

## Mail Client Manual Settings

If you do not see an auto-configuration script for your client in the list above, you can manually configure your mail client using the settings below. We recommend that you use [IMAP](#) and [SMTP](#) you are on Android and need calendar and contacts support or push updates.

Secure <a href="#">SSL/TLS</a> Settings (Recommended)	
Username:	nicolas.samaha@aljouar.com
Password:	Use the email account's password.
Incoming Server:	mail.aljouar.com <a href="#">IMAP</a> Port: 993 <a href="#">POP3</a> Port: 995
Outgoing Server:	mail.aljouar.com <a href="#">SMTP</a> Port: 465
IMAP, POP3, and SMTP require authentication.	

[Show Non SSL/TLS Settings](#) ▼

**Fig. 4 (Accessing your emails from another platform)**

If you faced any problem or need assistance in the above configuration procedure, please contact us on the following email: [nicolas.samaha@aljouar.com](mailto:nicolas.samaha@aljouar.com)

Jouar Community webmaster - 2010

N.B. if you would like to forward your email to another personal email like hotmail or gmail, you have to send us an email requesting this so that we can configure the forwarder to you.