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## EMAIL - CONFIGURATION

Email configuration for accessing  
mailboxes for ( [www.olm.org.lb](http://www.olm.org.lb) )

If you use ( **MS Outlook** ) to manage your Emails

It is a good practice to access your mail using MS Outlook, for two reasons: to download the messages and be able to review them offline and to empty your mailbox on the server.

### THE FIRST TIME YOU USE YOUR EMAIL:

1. Create a new MS Outlook POP3 Account  
Tools...Email Accounts...Create a New Account...  
POP3 account (use manual configuration if asked)
2. Fill in the following information:

#### **User Information**

Your Name: **your full name**  
Email Address: **username@olm.org.lb**

#### **Server Information**

Incoming mail server (POP3): **mail.olm.org.lb**  
Outgoing mail server (SMTP): **mail.olm.org.lb**

#### **Logon Information**

username: **username@olm.org.lb**  
password: **yourpassword**

3. Click on **More Settings...**
4. In the **Advanced** tab:  
Change the Outgoing server PORT from 25 to 2525  
Select "**Leave a copy of messages on the server**" for  
a duration of **30** days.
5. In the **Outgoing** Server tab:  
select My outgoing server (SMTP) requires  
authentication.  
and select Use same settings as my incoming mail  
server
6. Press **OK**. Press **Next**, then press **Finish** to confirm  
your changes and return to Outlook.
7. Restart your computer.

### ONCE THE ACCOUNT IS CREATED :

You just need to click on Send/Receive to download the  
new messages to your computer.

If you want to access your emails  
directly on the server ( **Webmail** )

Use Webmail anytime you want to access  
your email from any public computer and  
make sure your log out after you are done.

### TO ACCESS YOUR E-MAIL THROUGH WEBMAIL:

1. Open MS Explorer and browse to:  
**http://mail.olm.org.lb**
2. Enter your username and  
password:

username:  
**username@olm.org.lb**  
password: **yourpassword**

Your mailbox on the server can hold a  
maximum of **500 MB** of messages. If  
you exceed this space, it will be  
automatically disabled. So make sure  
your frequently check your emails with  
MS Outlook.

### To change your password:

1. Access your **webmail** as  
described above
2. click on the **configuration** tab  
in the left menu
3. Select **Password** from the list  
and type your new password.
4. If you use MS Outlook, make  
sure you go back to Tools ...  
Email Accounts ... View or  
change existing account and  
enter the new password set  
for your account.