

SETTING UP & USING JOUAR COMMUNITY EMAIL

- 1- To access and check your emails , type <http://www.aljouar.com/email> in the address bar of your internet browser, OR from aljouar website, click on eMail menu above then eMail login.
- 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 <http://mail.aljouar.com> 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.

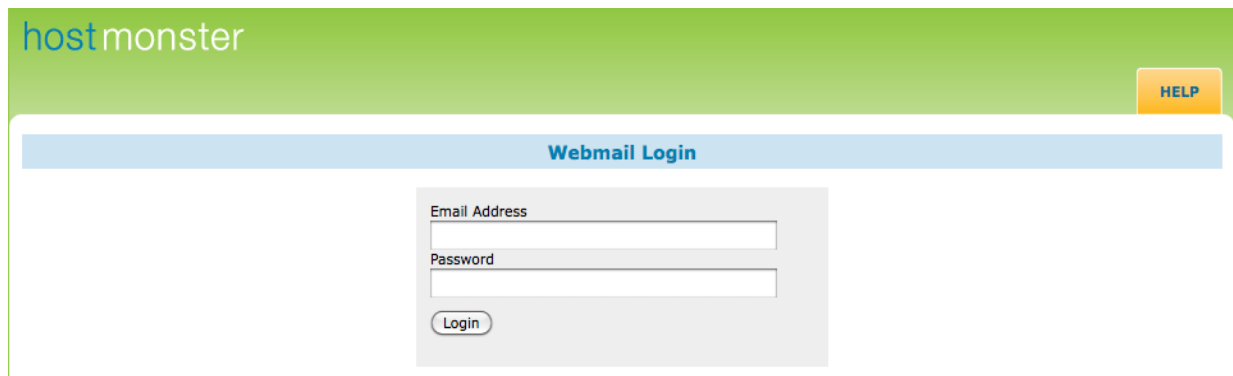


Fig. 1 (Login Screen)

- 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)

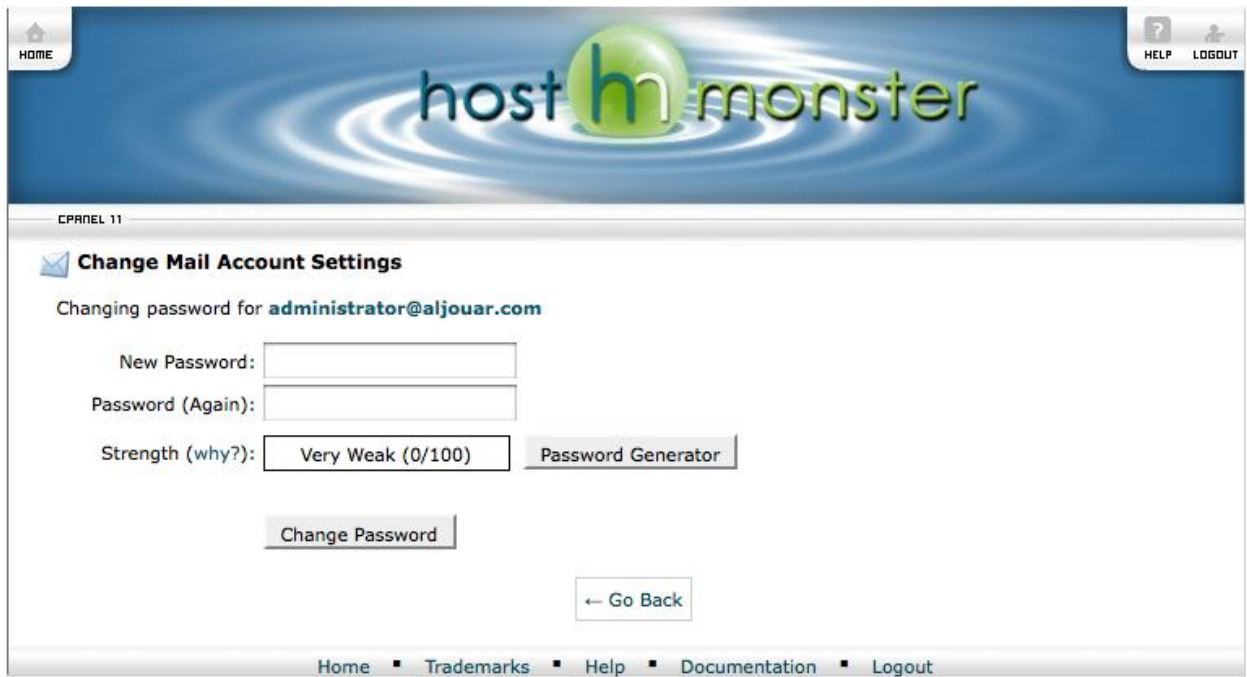


Fig. 3 (Changing Password)

- 4- Now you can configure the other settings (this is optional), for example, if you would like to send an AutoReply (automatically) to the sender as shown in **Fig. 5** once his email reached your inbox. Ex: you are on holiday & cannot respond.....

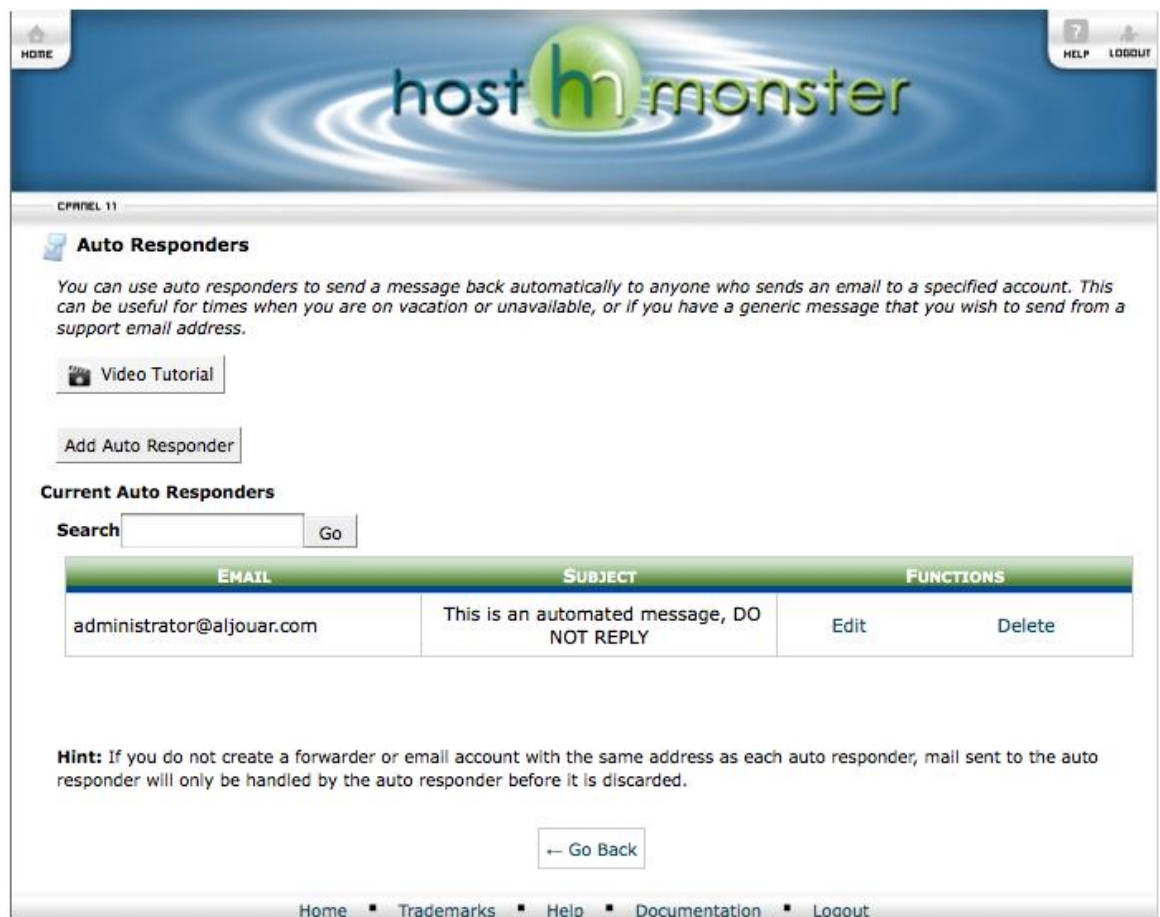


Fig. 5 (AutoResponder)

- 5- Now another optional setting is for reading aljouar emails from your Microsoft Outlook, Outlook Express or mail.app from MAC. See **Fig. 6** below.

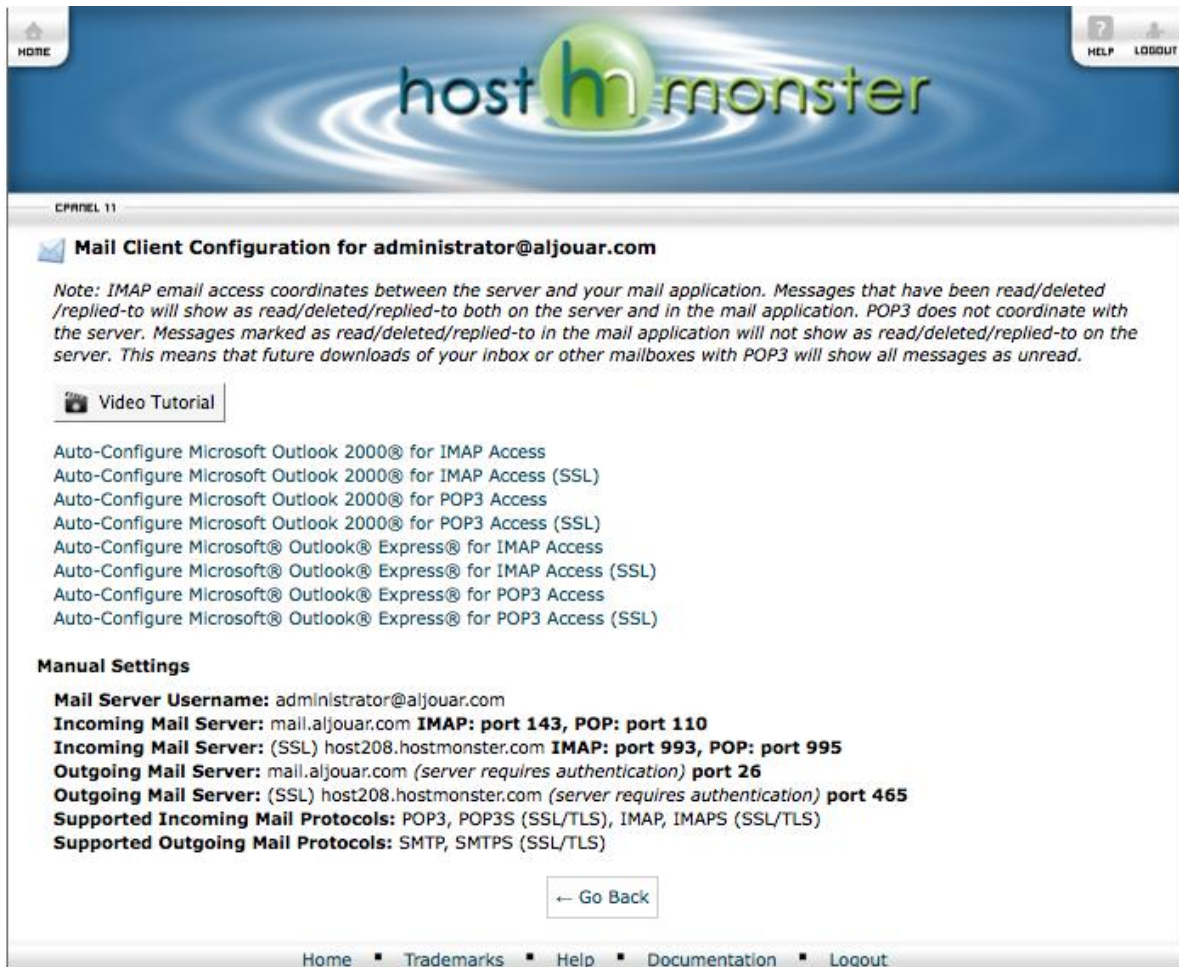


Fig. 6 (Accessing your emails from another platform)

If you faced any problem or need assistance in the above configuration procedure, please contact us on the following email: nicolas.samaha@aljouar.com OR nicolas@jouar.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.