شركة مجمع الفـارابي الطبي المحدودة Al-Faraby Medical Center Co. Ltd



WebMaiL Instruction



https://webmail.faraby.sa

Content

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Login to the Webmail

Open the URL in your web browser.

https://webmail.faraby.sa

The site shows the Login screen, which is used to authenticate a user. Type in your email account username and password into the according fields. Hit the Login button or press <Enter> on your keyboard to authenticate.

	Webmail	
	Email Address	「同志なな」同
	1 Enter your email address.	
	Password	Au-Lail (r) (-Lail Ausgusa Al Fanby Medical Group
	iii Enter your email password.	100423766
	Log in	2.226526101
	Reset Password	
čeština dansk Deutsch العربية	Ελληνικά español español latinoamericano	español de España 🛛

Security / change password

Once authenticated, you will see this screen. Go to password and security to change your password.

Webmail			
Open your inbox	Set up email on your device		
	Select the device you will use:		
	Apple® (iPhone®, iPad®) ~		
roundcube 🔛	Enter an email address that you can access from your device:		
open source webmail software	Example: user@example.com		
Open Open my inbox when I log in	Select the configurations that you would like to set up:		
	Send		
	Automatically configure my device		
Manage Your Inbox			
Autoresponders Are you going on vacation? Use this feature to configure your automated emails.	ge email filters for your main Hutomatically send a copy of any incoming email from this email address to another.		
Edit Your Settings			
Update your webmail password.	ermaliaddress to receive ons and password reset		



- 1- add in your new password and also confirm it
- 2- Or you can click the password generator button and it will create a strong password for you to copy and use
- 3-Once done click save

Webmail	
Password & Security	
Enter a new password for this account.	
New Password	
I	
Confirm New Password	
п	
Password Strength 🕄	
Very Weak (0/100)	Password Generator
Save	
CPanel 116.0.9	

Notice however that the new password might get rejected if it isn't strong enough. For example, it might notify you that the password should be longer or should include at least one numeral. Always take care of proper password hygiene.

That's it, you are all done and your email password has been changed.

Enter a new password for this account.			
0	Success: You successfully changed your password.		
New Password			
Confirm New Password			
Passw	ord Strength 🕄		
	Very Strong (85/100)		

Click on Webmail in the upper left corner to start using your email. and tick the option "Open my inbox when I log in." Then click the open button.

Webmail	
Password & Security	Webmail
Enter a new password for this account. New Password Confirm New Password II	Open your inbox
Password Strength Very Weak (0/100) Password Generator Save 116.9	Open V Open my inbox when I log in



General Overview of the yser interface

Once authenticated, the screen of Roundcube webmail is divided into functional parts which are explained here:

	ahmad.s@faraby.sa	► 🔍 幸 ∂ Select Threads Options Refresh	Reply Reply all Forward Delete Archive Junk Mark More
Ľ	Inbox	Q Search 💌 🗸	
Compose	Ø Drafts		
₩ Mail	A Sent		
<u>.</u>	O Junk		
Contacts	🛅 Trash		
🗰 Calendar	Archive		
¢ Settings			
Webmail Home Dark mode		The list is empty.	
(1)			
Logout	■ ○ 0%	K K Mailbox is empty 1 > >>	

Composing a New Message

Roundcube Webmail :: Compose				
and 1172.can1.myse	curecloudhost.com:2096/cpsess1243207529/3rdparty/roundcube/index.php?_task=mail&_action=comp	oose&_id=62659648165aafc7b94748&_extwin=1#		
	B & 22 P Save Attach Signature Responses	Options and attachments		
From	Ahmad Sami <ahmad.s@faraby.sa></ahmad.s@faraby.sa>	Maximum allowed file size is 512 MB		
То	· 2 • +	Attach a file		
Subject				
× B I U	\blacksquare \blacksquare \blacksquare \blacksquare Verdana \lor 10pt \lor \land \land \checkmark \checkmark \bullet \bullet			
		Ł		
		Return receipt		
		Delivery status notification		
		Keep formatting		
		Priority Normal		
		Save sent message in Sent		
A Send				

Click on the Compose toolbar icon opens the message compose screen. Depending on your settings it opens in the current browser tab or in a new window.

Enter at least one recipient address or select them from the address book, type in a subject and the message text and click the Send button in the toolbar when you're ready to send the message.

Save it as Draft (toolbar icon) if the message is not yet complete and you'd like to finish and send it at a later time. The email will be stored in the Drafts folder and can be double-clicked there in order to resume composition. Additional actions can be found by clicking the More button.



Change Display Name and Add Signature

Go to settings in the left menu, and Click identities on the left side. Then select your email account and Add in your display name.

Add your signature in the signature box, and select the small picture icon if you want to add formatting and an image to your signature.

Click save when you're finished.

	Settings			Create Delete
Ľ	# Preferences	💶 Ahmad Sami <ahmad.s@faraby.sa></ahmad.s@faraby.sa>	Settings	
Compose	Folders		Display Name	Your Name
Mail	Identities		Email	YourEmail@faraby.sa
***	Responses		Organization	
Contacts			Dh T-	
 Calendar			керіу-то	
٢			Bcc	
Settings			Set default	
CP Webmail			Signature	
потте				
C				
Dark mode			✓ save	

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Setup your email account on your phone

If you don't have Outlook installed, go to the IOS / Google Play Store on your device for the Microsoft Outlook app. Tap Install.



Follow these steps to add the Roundcube email on the Device:

1- Go to "Settings" ==> "Mail" ==> "Accounts"
2- Choose "Add Account," followed by "Other."
3- Choose "Add Mail Account."



4- Enter the account's name, email address, password, and a description.

After this porcess, the next steps to Add email to the iphone.

18:27	::!! ? 47	
Cancel	New Account	Next
Name	Your Name	
Email	YourEmail@faraby.sa	
Password		
Description	Faraby Email	

5- Choose "Next," and the iPhone will attempt to setup the email account automatically.

If it is unable to do so, we will have to configure the account manually.

Assign an account type of "IMAP".









18:30		::!! ? 47
	New Account	Next
INCOMING MAI	L SERVER	
Host Name	mail.faraby.sa	
User Name	YourEmail@faraby.s	sa
Password		
OUTGOING MA	IL SERVER	
Host Name	mail.faraby.sa	
User Name	YourEmail@faraby.s	sa
Password		

4- Enter the account's name, email address, password, and a description.

After this porcess, the next steps to Add email to the iphone.

5- Choose "Next," and the iPhone will attempt to setup the email account automatically.

If it is unable to do so, we will have to configure the account manually.

Assign an account type of "IMAP".

6- Provide the deta	uls for the	Email	account's	incoming	and
outgoing mail serve	rs.				

Host Name : mail.faraby.sa User Name : Your Email Password : Your Password

When we save the changes, the iPhone will attempt to validate the account details. If everything goes well, the Email account will be linked to the iPhone and accessible via the Mail app.

If you need any support, please contact Mr. Ahmad Sami by WhatsApp at 0590115616 or Zoom at Ext: 900.