



# **Roundcube Webmail User's Guide**

## TABLE OF CONTENTS

<b>Connect to Interface .....</b>	<b>4</b>
<b>Mail .....</b>	<b>4</b>
<b>Inbox .....</b>	<b>5</b>
<b>Display option and sorting .....</b>	<b>5</b>
<b>Email options .....</b>	<b>6</b>
<b>Mark Message .....</b>	<b>7</b>
<b>... More .....</b>	<b>7</b>
<b>Settings .....</b>	<b>8</b>
<b>Access Settings .....</b>	<b>8</b>
<b>User Interface .....</b>	<b>8</b>
<b>Mailbox View .....</b>	<b>9</b>
<b>Displaying Message .....</b>	<b>9</b>
<b>Composing Message .....</b>	<b>10</b>
<b>Address Book .....</b>	<b>10</b>
<b>Special Folders .....</b>	<b>11</b>
<b>Server Settings .....</b>	<b>11</b>
<b>Settings – Folders .....</b>	<b>12</b>
<b>Create Folders</b>	
<b>Edit – Delete Folders</b>	
<b>Settings – Identity .....</b>	<b>14</b>
<b>Create Signature .....</b>	<b>14</b>
<b>Develop a Signature with a picture .....</b>	<b>15</b>
<b>New Message .....</b>	<b>15</b>
<b>Going to create new message .....</b>	<b>15</b>


<b>Options .....</b>	<b>16</b>
<b>Send the message .....</b>	<b>17</b>
<b>Receive the message .....</b>	<b>17</b>
<b>Add an attachment .....</b>	<b>18</b>
<b>Using Address Book .....</b>	<b>19</b>
<b>    Organize your address book .....</b>	<b>19</b>
<b>    Operation on contact groups .....</b>	<b>20</b>
<b>    Add Contact, Part 1 – Properties .....</b>	<b>21</b>
<b>    Add Contact, Part 2 – Personal Information .....</b>	<b>22</b>
<b>    Add Contact, Part 3 – Notes .....</b>	<b>23</b>
<b>    Add Contact, Part 4 – Avatar .....</b>	<b>23</b>
<b>    Add Contact, Part 5 – Finalization .....</b>	<b>24</b>
<b>    Add Contact, Part 6 – Verification .....</b>	<b>25</b>
<b>    Modify Contact .....</b>	<b>25</b>
<b>    Do Search .....</b>	<b>26</b>
<b>    Export your address book .....</b>	<b>27</b>
<b>    Import an existing address book .....</b>	<b>27</b>

## Connect to the Interface

**Reminder to RC and Webmail Account Users:**

To keep the size of your email mailbox down and to help it work at its' optimum level, please do the following on regular basis:

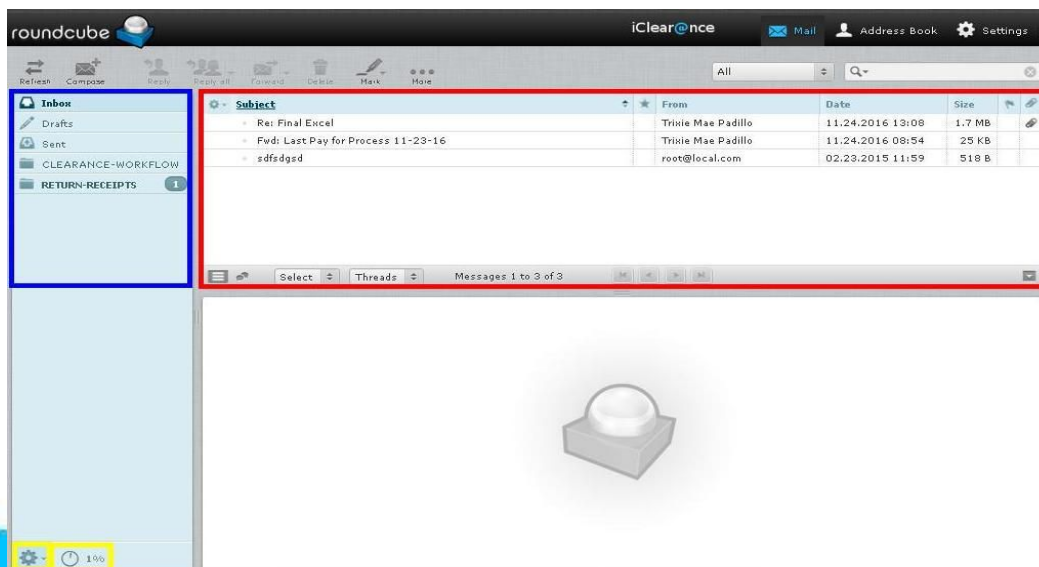
- >>> Save attachments to your local drive and then remove (delete) the attachment. The attachment can be removed from the email without deleting the email message
- >>> Review your Sent Items Folder and delete items which are not required.
- >>> Delete messages in your Spam/Junk Email folder. Move the email to Inbox folder if you think the email is not a spam.
- >>> Delete all items (empty folder) in your Trash folder regularly.



- Enter in your username and password and click on “Login”

## Mail

### Inbox

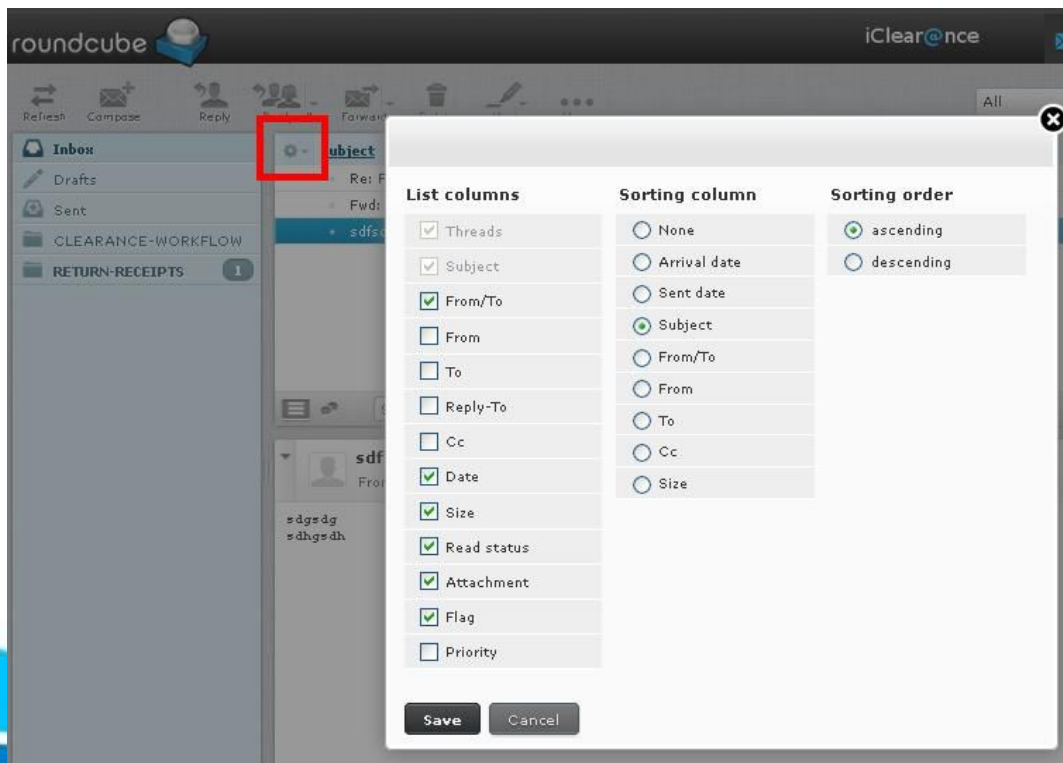


Subject	From	Date	Size
Re: Final Excel	Trixie Mae Padillo	11:24:2016 13:08	1.7 MB
Fwd: Last Pay for Process 11-23-16	Trixie Mae Padillo	11:24:2016 08:54	25 KB
sdfsdfsd	root@local.com	02:23:2015 11:59	518 B

- Once connected to your account, you have access to your inbox and sent messages. In the left column you can find the main folder of your account : **message sent and received**
- In the same column under footer , are access to **folder settings** and **Quota** of your account
- **In the right part**, you can easily view all the emails and see the following information
  - The subject
  - The mark
  - The read or unread message status
  - The date and time
  - The size of the email
  - The flag
  - The presence of attachments (column with paper clip far right)

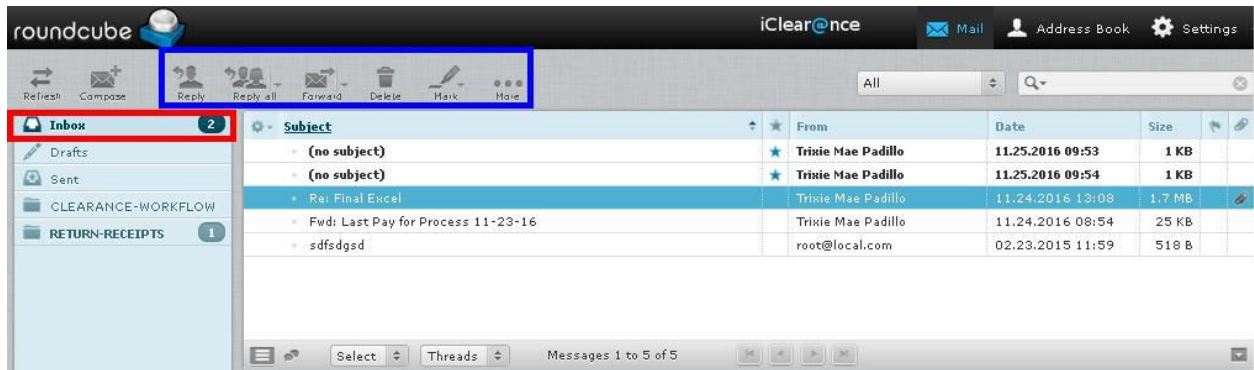
**Note: By default, some columns do not appear. This is the case of the priorities assign to e-mails. To change this, you must change the display with the option shown below**

### Display option and sorting



- To access this option, click on the gear icon on the top left side of the main frame of your e-mails, to the left of subject
- In this option, you'll be able to :
  - Add Columns to display (priority mails, etc.).
  - Select the columns on which the sort will be done by default.
  - Select the sort order (ascending or descending).
- Once you have made your selections, confirm by clicking "Save"

## Email Options



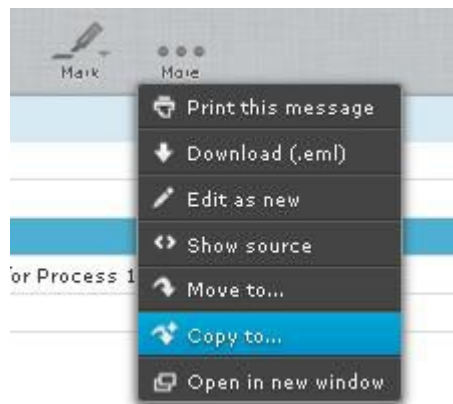
- **The number of unread emails** appears in the left column to the right box of inbox
- An unread email appears **bold** on the right side
- For each message you can:
  - **Reply**: allows you to reply directly to
  - **Reply all**: allows you to directly response to all emails on the "To" and "Copy"
  - **Forward**: allows you to transfer the selected corresponding emails of your choice.
  - **Delete**: allows you to send the selected to the "Trash"
  - **Mark**: for this option see the next paragraph
  - **... More**: for this option see the next paragraph

## Mark Message



- When you click the "**Mark**", you get this pop-up menu. So you can mark a message, remove a mark as unread and declare a message has been read. This option also works (and especially) to select multiple emails.
- These options are useful to highlight some of your emails

## ... More



- When you click the "... **More**" you get this pop-up menu
- You can the:
  - **Print this message:** open the message in a new window and offers printing.
  - **Download:** allows you to download your computer e-mail format.eml
  - **Edit as new:** allows you to edit an email preserving its original layout.
  - **Show source:** displays the full source of the message. Very useful when you are asked for headers!

- **Open in new window:** allows you to open the message in a new window (useful for viewing/ open multiple message at time)

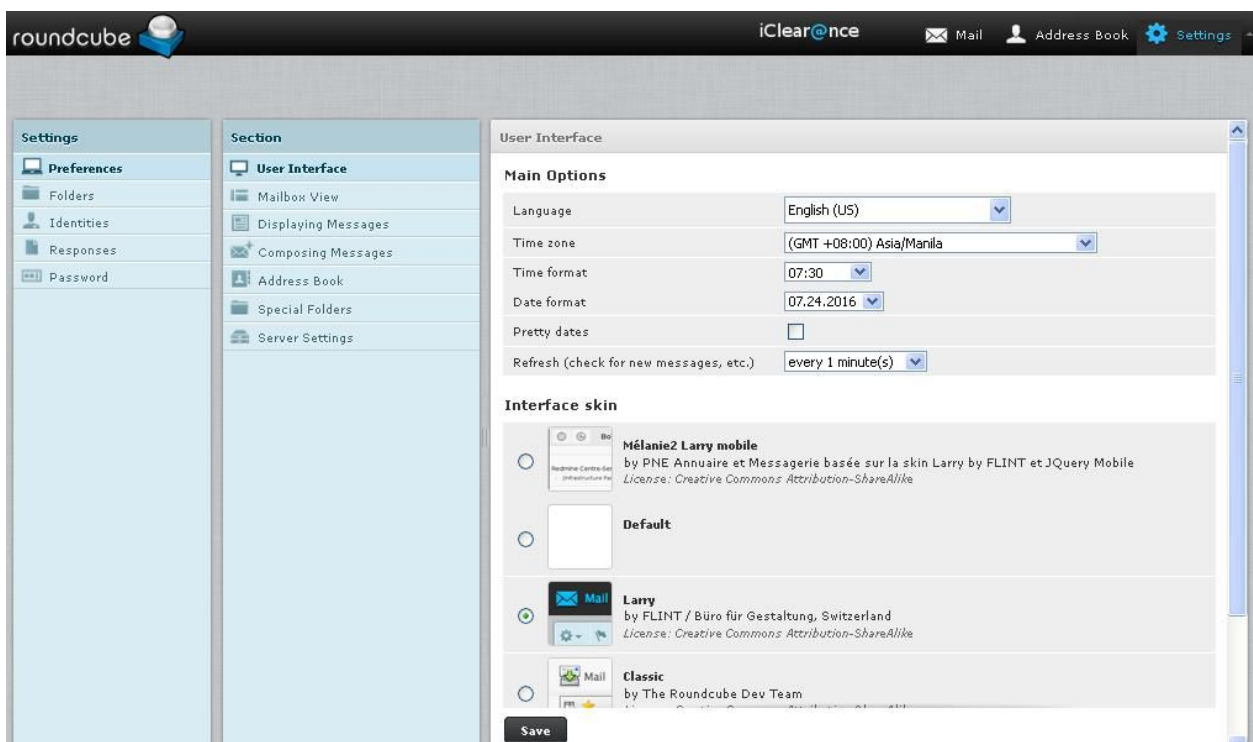
## Settings

### Access Settings



- You must be logged in to your account to access this feature.
- To access the settings of your email account, click the gear at the top right.

### User Interface



- After clicking on the gear you will land directly on the User **Interface**
- In this interface, you can change various elements such as language, date and time formats and the theme of the interface



## Mailbox View

Mailbox View

**Main Options**

Show preview pane	<input checked="" type="checkbox"/>
Mark previewed messages as read	immediately <input type="button" value="v"/>
On request for return receipt	send receipt <input type="button" value="v"/>
Expand message threads	never <input type="button" value="v"/>
Rows per page	50 <input type="text"/>

**New Message**

Check all folders for new messages

**Save**

- In **Mailbox View**, you can change the number of emails displayed in the interface to generate fewer pages for example if you have a large number of e-mails. You can also choose not to display the preview email interface and display only when double click or in a new window.

## Displaying Message

Displaying Messages

**Main Options**

Open message in a new window	<input type="checkbox"/>
Show email address with display name	<input type="checkbox"/>
Display HTML	<input checked="" type="checkbox"/>
Display remote inline images	never <input type="button" value="v"/>
Display attached images below the message	<input checked="" type="checkbox"/>
After message delete/move display the next message	<input checked="" type="checkbox"/>

**Advanced options**

**Save**

- In **Displaying messages**, you can choose to display (HTML or not, remote images, the character encoding) in your emails.

## Composing Message

**Composing Messages**

**Main Options**

Compose in a new window	<input type="checkbox"/>
Compose HTML messages	always <span style="float: right;">▼</span>
Automatically save draft	every 5 minute(s) <span style="float: right;">▼</span>
Always request a return receipt	<input checked="" type="checkbox"/>
Always request a delivery status notification	<input type="checkbox"/>
Place replies in the folder of the message being replied to	<input type="checkbox"/>
When replying	start new message below the quote <span style="float: right;">▼</span>
Messages forwarding	inline <span style="float: right;">▼</span>
Default font of HTML message	Verdana <span style="float: right;">▼</span> 12pt <span style="float: right;">▼</span>
Default action of [Reply all] button	reply to all <span style="float: right;">▼</span>

**Signature Options**

Automatically add signature	always <span style="float: right;">▼</span>
When replying remove original signature from message	<input checked="" type="checkbox"/>

**Spellcheck Options**

Check spelling before sending a message	<input type="checkbox"/>
Ignore words with symbols	<input type="checkbox"/>
Ignore words with numbers	<input type="checkbox"/>

**Save**

- In **Composing messages**, you can choose different items related to writing your e-mails, as the format of writing, receipt, distribution, the font, etc. .

## Address Book

**Address Book**

**Main Options**

Default address book	Personal Addresses <span style="float: right;">▼</span>
List contacts as	Display Name <span style="float: right;">▼</span>
Sorting column	Last Name <span style="float: right;">▼</span>
Rows per page	50
Skip alternative email addresses in autocompletion	<input type="checkbox"/>

**Save**

- In the **Address Book**, you can choose the address book to use by default (if several address books were created) as well as options sort and display the contacts.

## Special Folders

### Special Folders

**Main Options**

Show real names for special folders	<input type="checkbox"/>
Drafts	<input type="text" value="Drafts"/>
Sent	<input type="text" value="Sent"/>
Junk	<input type="text" value="---"/>
Trash	<input type="text" value="---"/>

- In Special Folders, you can set where to place emails to be considered **Drafts**, **Sent Items**, **Junk** and emails that go to **Trash**.

## Server Settings

### Server Settings

**Main Options**

Mark the message as read on delete	<input checked="" type="checkbox"/>
Flag the message for deletion instead of delete	<input type="checkbox"/>
Do not show deleted messages	<input type="checkbox"/>
If moving messages to Trash fails, delete them	<input type="checkbox"/>
Directly delete messages in Junk	<input type="checkbox"/>

**Maintenance**

Clear Trash on logout	<input type="checkbox"/>
Compact Inbox on logout	<input type="checkbox"/>

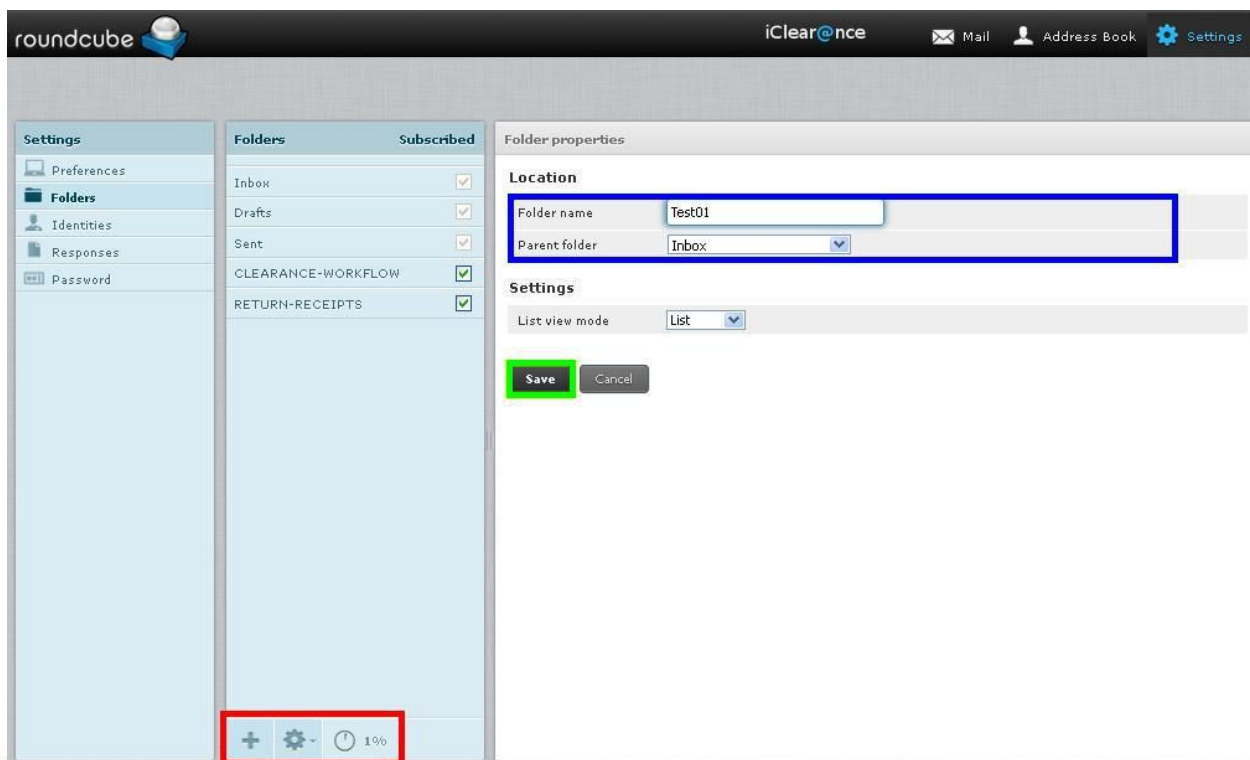
- In **Server Settings**, you can set the deletion of emails on the server (from the Webmail).

➤ For other options, see below.

- **Example of deleting:** You no longer receive e-mails. Your mail box is almost full or over quota. You want to delete emails to “do maintenance” and receive your emails again. However, you encounter an error message that prevents you from deleting the desired messages
- **What’s going on? :** When deleting an e-mail, it is first copied into the trash before being deleted from the inbox (invisibly to the user). However the box is already full, the copy is not possible, hence the error message!
- **How to fix it? :** In this interface **Server Settings**, select “When moving message to trash fails, delete them. “You can now delete emails without any problems.

## Settings – Folders

### Create Folder

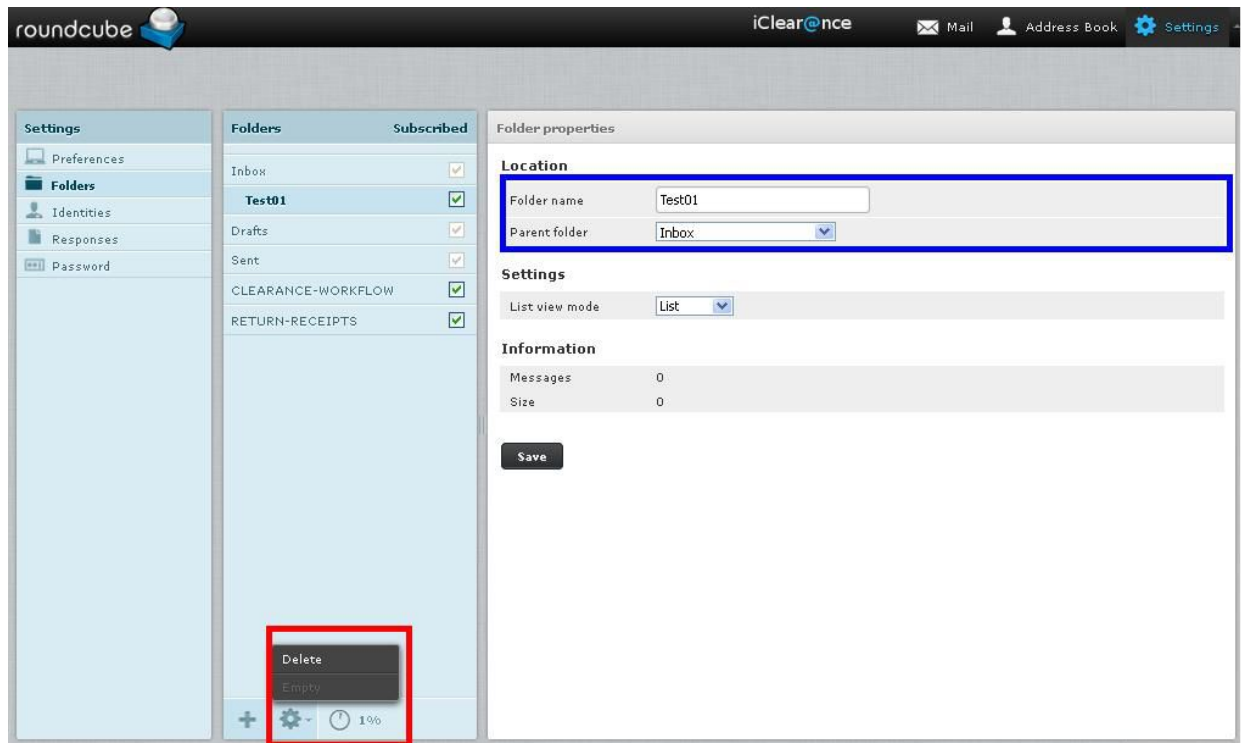


The screenshot shows the RoundCube Webmail interface. On the left, there is a sidebar with 'Settings' and 'Folders' sections. The 'Folders' section lists 'Inbox', 'Drafts', 'Sent', 'CLEARANCE-WORKFLOW', and 'RETURN-RECEIPTS', each with a 'Subscribed' checkbox. The 'Folder properties' dialog is open, showing 'Folder name' as 'Test01' and 'Parent folder' as 'Inbox'. The 'Settings' section shows 'List view mode' set to 'List'. A 'Save' button is highlighted in green. At the bottom of the 'Folders' list, a red box highlights the '+', 'Settings', and '1%' icons.

- To create a custom folder and keep messages separate, click the “+”
- It will be placed in the **Inbox** and viewing will be emails in **list** mode

- Click **Save** to validate the creation.

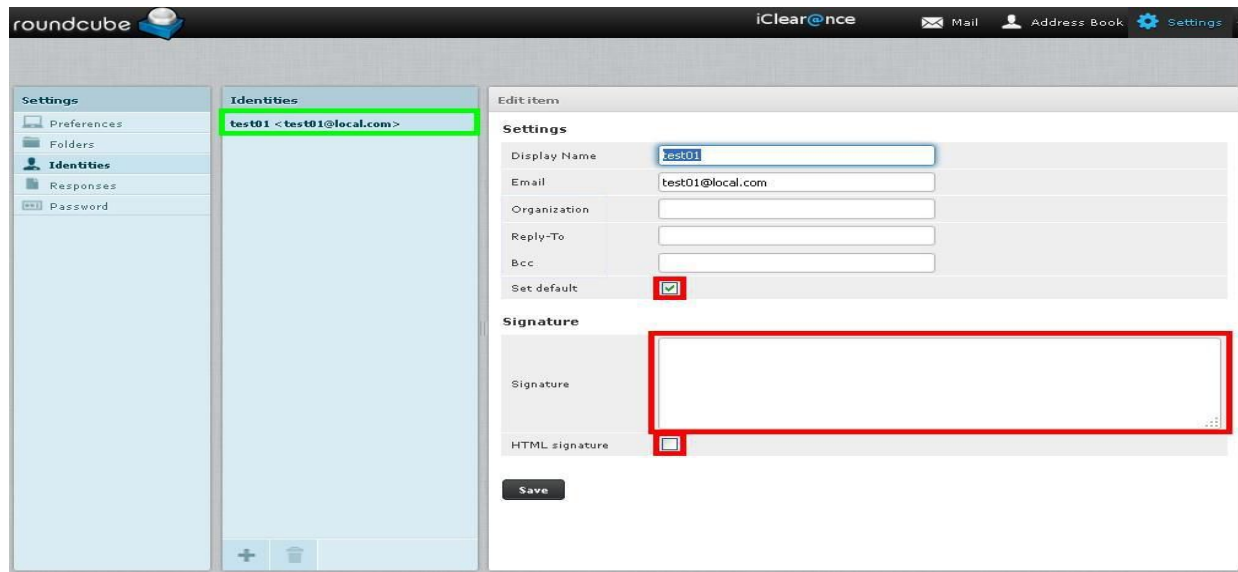
## Edit – Delete Folder



- To proceed with the **removal**, select your folder and click the gear at the bottom of page. You can either: **delete** the folder or **empty** the folder. You can also see **storage space** usage (in percentage).
- To **change** the folder, simply click on the relevant folder. You can then change the **folder name**, the **parent folder**, the **display type** and can see the number of messages and the present size by the emails in the selected folder. Link "**Click for file size**" allows for the calculation of the size of these e-mails (when the number is greater than 0).

## Setting – Identity

### Create Signature



- To set up a signature that will appear systematically in each of your mails, go to **Settings** and **Identities**. **E-mail Address** From which you are connected to Webmail.
- Click it and then enter the items you consider essential to your signature. By default **Display Name** and **Email** are already filled
- Others can serve you if:
  - **Organization:** you want to register your company, association, or other entity of your choice
  - **Reply-To:** you want the caller to respond to another email address that you wrote with him
  - **BCC:** you want to copy a hidden e-mail all your items
  - **Set Default:** you have created one or more identities (signatures) and wish it the default for your emails
  - **Signature:** you want to customize the footer of your emails (name, position held, phrases, images)
  - **HTML signature:** what has been specified in Signature contains HTML and / or you want it to be compatible with the mail client of your correspondent.
- Click **Save** to confirm the changes of the main identity

## Develop a signature with a picture



- This step requires that the image is hosted on a server
- To Place an image on your test01, please follow the guide
  - By checking **Signature HTML**
  - Click on the square **HTML** to open window that allows you to insert HTML code.
  - To add an image you can add the following code
  - Click **Update** to accept the changes and different additions.

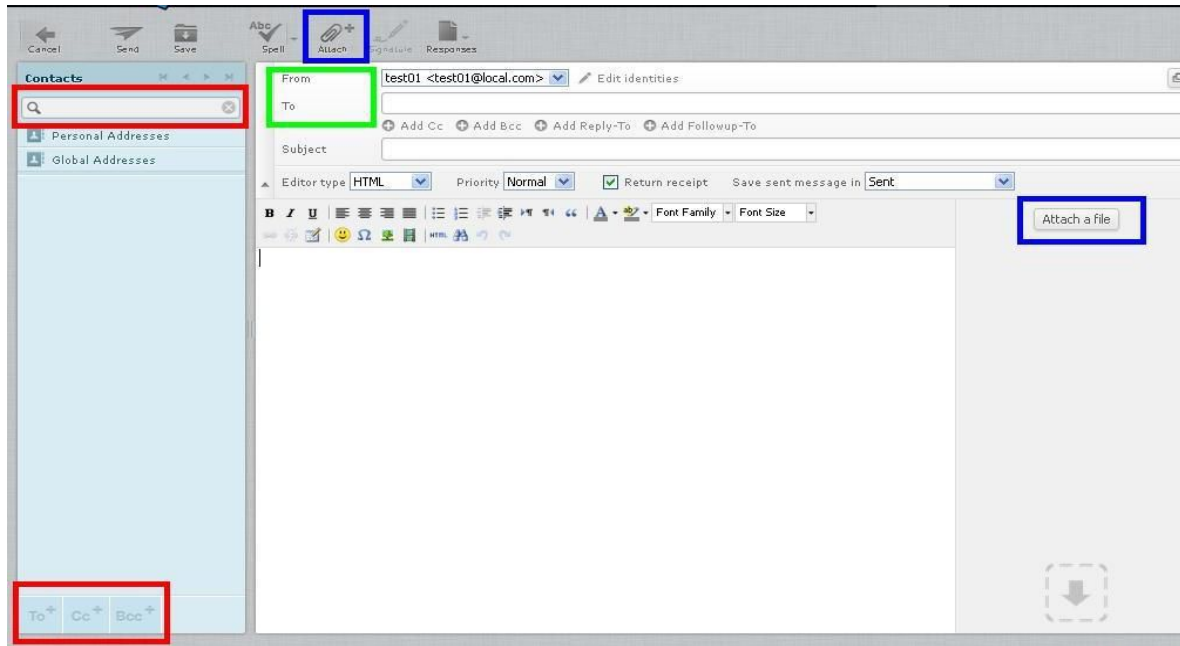
## New Message

### Going to create new message



- To write a new message, click **Compose** If you do not see this button (you are in the settings or address book), click the white envelope (email) on the top right. Then you will find this button.

## Options



- You clicked on “**Compose ...**”
- You enter details to write your e-mail such as adding contacts from the **Address Book**, **Attachments** and **Signature** to the message.
- So you can find your saved contacts by clicking on the types of copies that you want to assign their address
  - **To +** : add your contact as direct recipient;
  - **Cc +** : add your contact as corresponding single copy
  - **Bcc +** : add your contact as hidden corresponding copy.Other recipients of the e-mail will not see those in Bcc

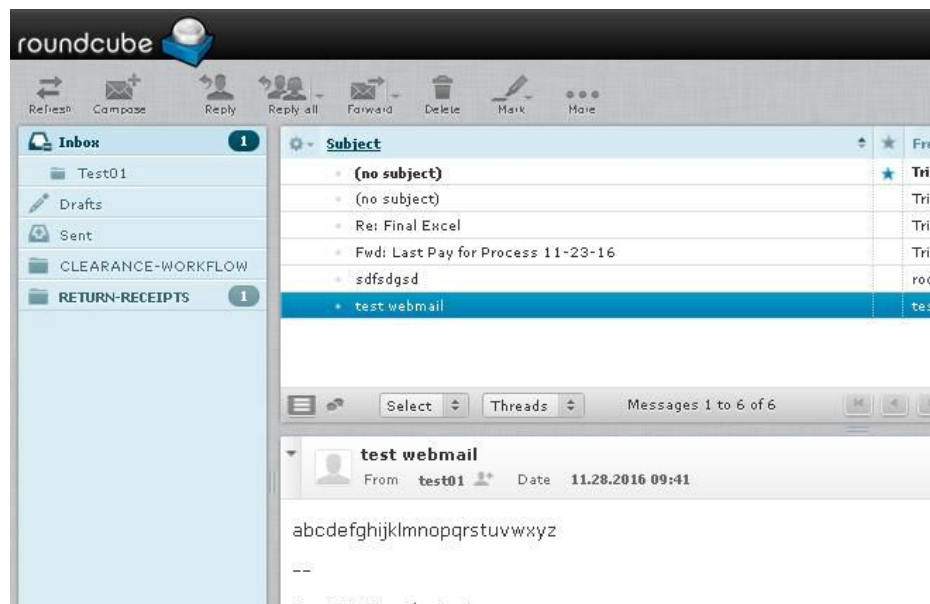


## Send the message



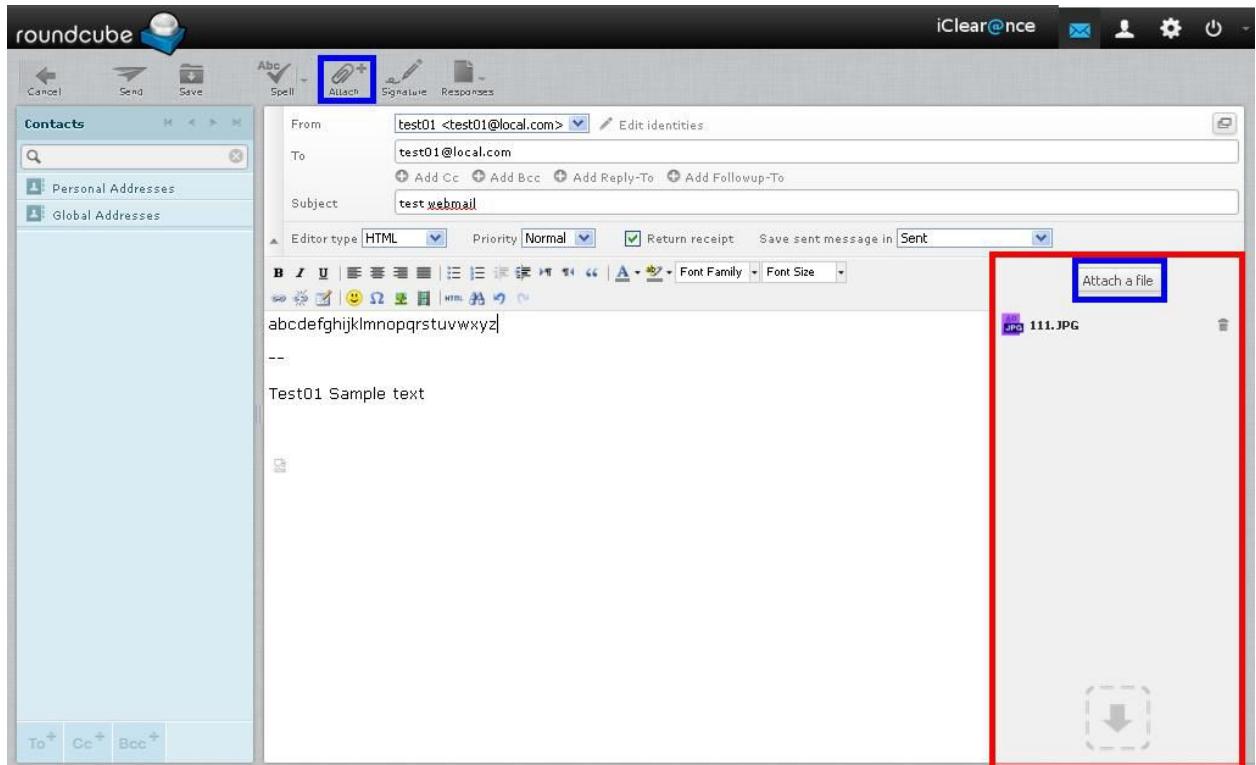
- To send your message, Click the **Send** button (shape like paper plane)

## Receive the message



- Here is how the received email that it was therefore sent.
- If the email is not received automatically, you can click on “**Refresh**” at the top left (opposite horizontal arrows)

## Add an attachment



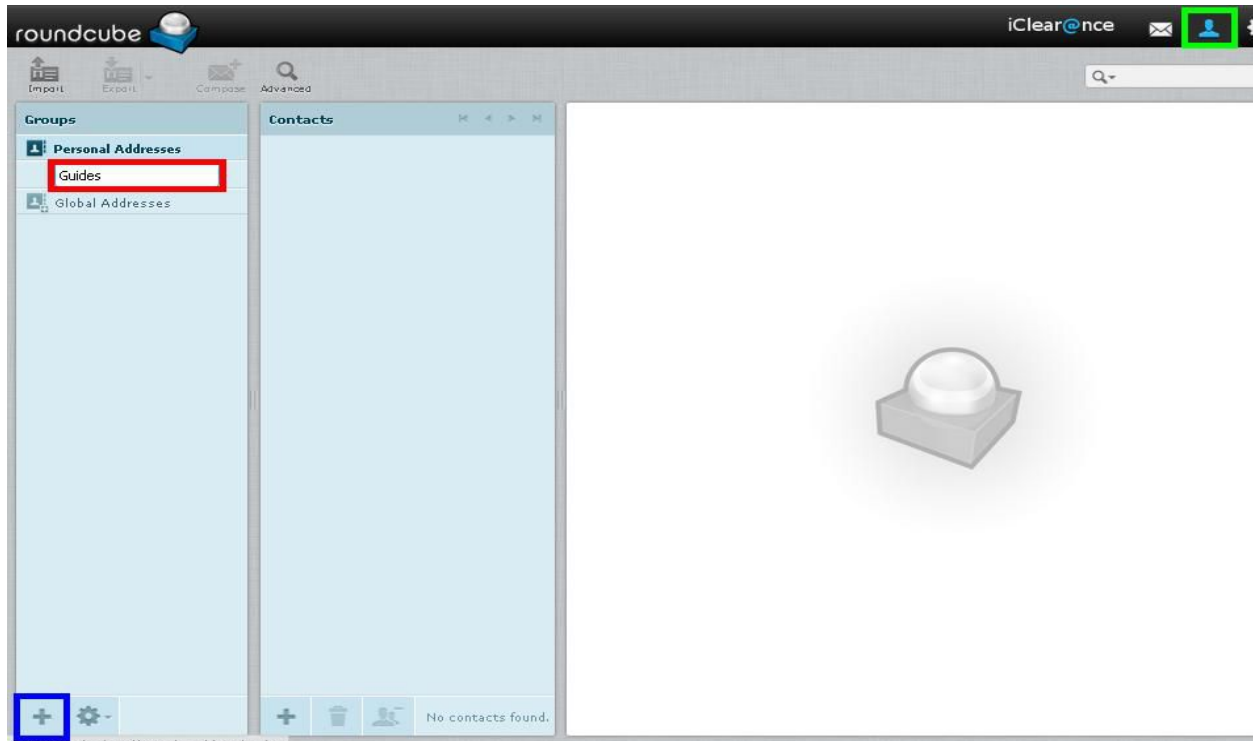
- To attach/document(s) (PDF,Office,picture...) from writing your message, you simply click on “**Attach**” top in the banner (the button with **clip**)

**Note:** that the button “**Attach a file**” is available to the right of writing your message.

- The last possibility is to simply drag and drop from your file explorer on your computer **the area provided this purpose** at the “**Attach a file**”

## Using the Address Book

### Organize your Address Book

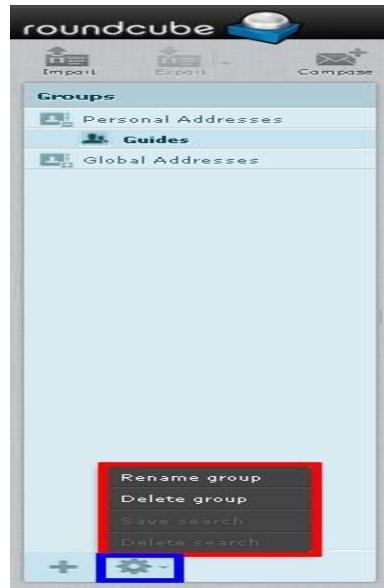


- Depending on your needs, your company and your life, it can be very useful to organize their book with folders (group of contacts).
- To begin, click on the icon **Roundcube Address Book** (figure at top right)
- To put all contacts , we decided to create a group called “Guides”
- To do this, click the “+” at the bottom left to create a group of contacts.
- The cursor automatically moves to **name input** area.

**Note: It is possible to create contacts in the “group” created by default (personal addresses) without having to create a new contact group.**

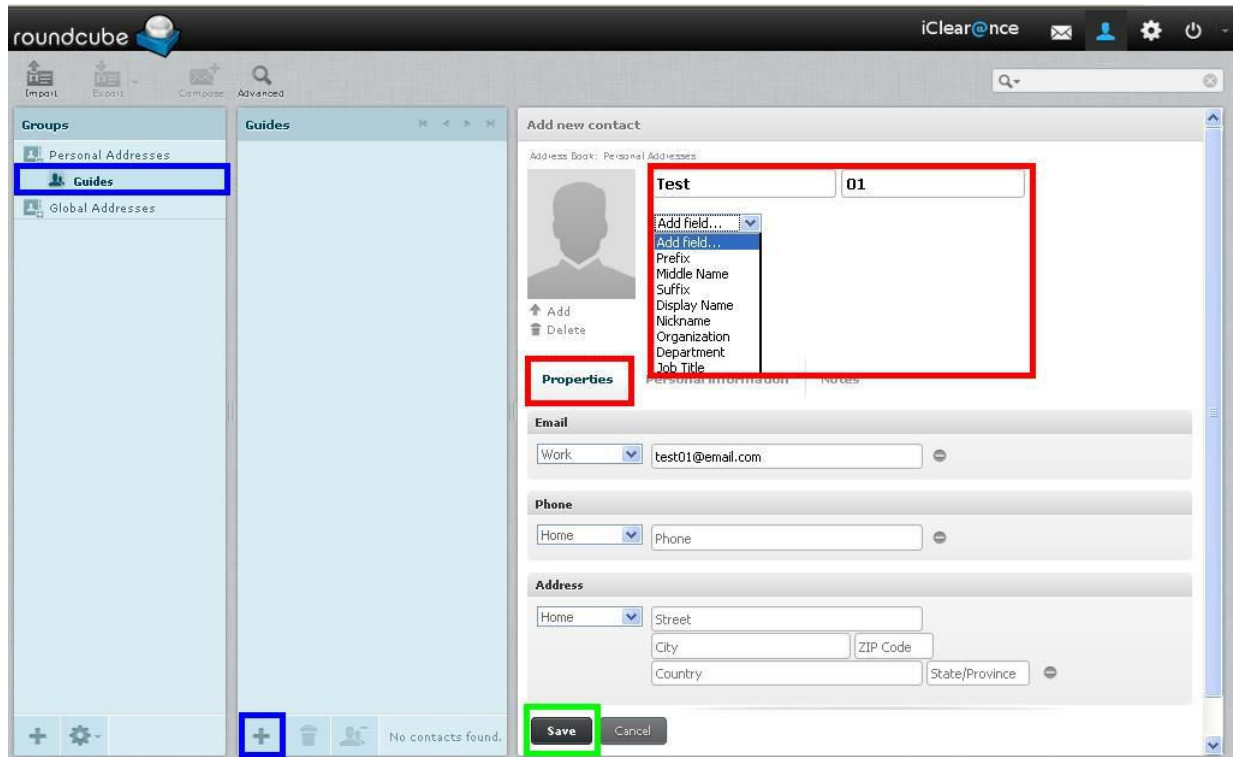
- To do this, simply click “+” at the bottom of the second column (Create a new contact).

## Operation on contact groups



- Once your group is created, you have access to features related groups
- So you will find:
  - **Rename Group**
  - **Delete Group**
  - Save Search (active when you do a search group)
  - Clear Search (active when you do a search group)

## Add a contact, Part 1 – Properties

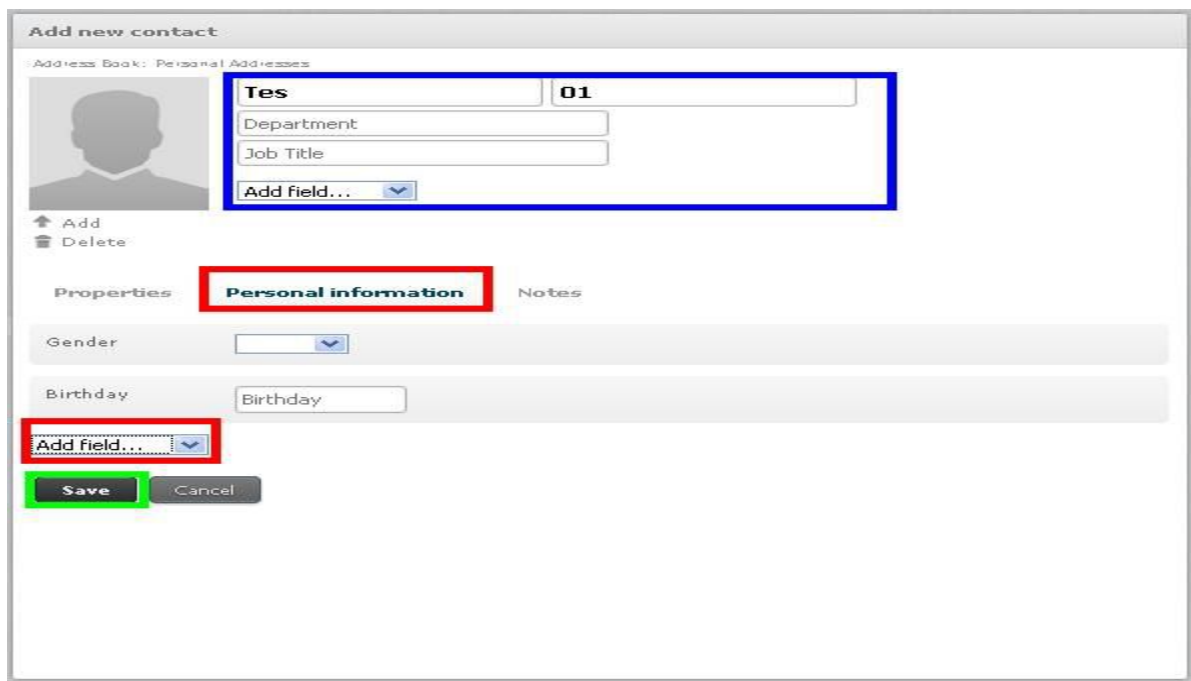


- To add a contact the group “**Guides**” it is first necessary to click “+” the second column contacts (column contacts) ensuring you have selected the first group (must be highlighted compared to other groups). You can see at the same time we added a group “**Support**”
- Click **Add** to inform your contact information in four different areas:
  - General Part: you will be able to add name, company, etc..
  - **Properties**: where you will add different email addresses, phones, etc.. (a dropdown with “**Add Field**” is available under **Address**) .
  - Personal Information: where you will be able to enter the date of birth, Sex, Maiden name, etc..
  - Notes: where you will be able to enter the information about your contact.
- For **General Part**, you can see below the possibilities
  - Prefix
  - Middle Name

- Suffix
- Display Name
- Nickname
- Organization
- Department
- Job Titled

➤ Once you have entered the information, click “**Save**”.

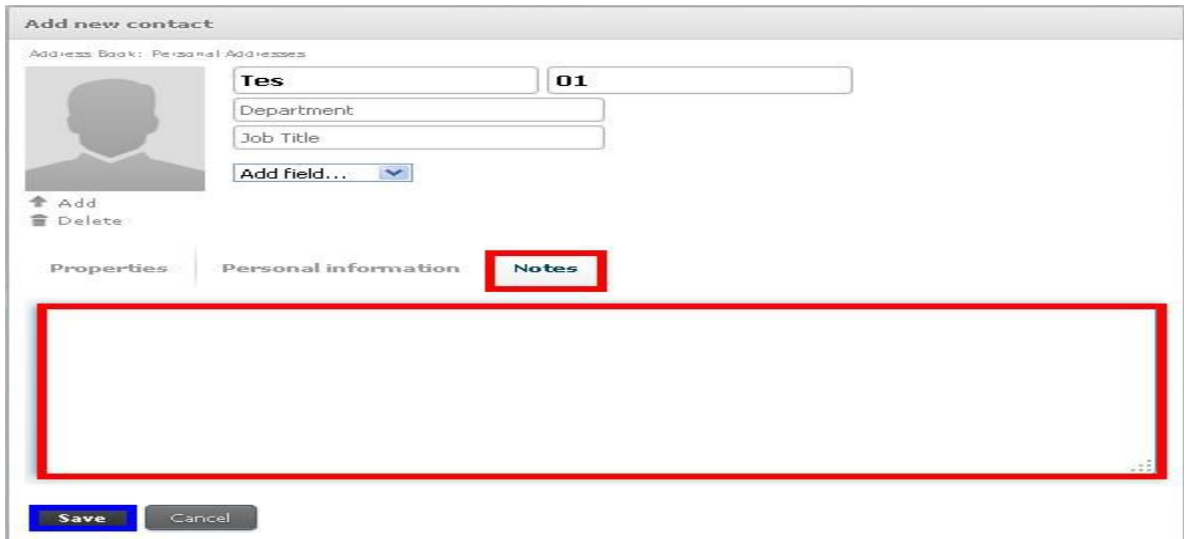
### Add a contact, Part 2 – Personal Information



The screenshot shows the 'Add new contact' form in RoundCube Webmail. The form is titled 'Add new contact' and shows the 'Personal information' section. The 'Name' field is filled with 'Tes' and the 'Suffix' field with '01'. The 'Department' and 'Job Title' fields are empty. The 'Add field...' dropdown menu is highlighted with a red box. The 'Save' button is highlighted with a green box.

- You can see below the few additions **to General Information** (Prefix, Middle Name, Suffix, Display Name, Nickname and Organization) using the drop down menu "Add a field...".
- Notice here the "**Personal Information**" section presented in the above paragraph, as well as the drop down menu allowing to add additional fields.
- If you have entered the information, click "**Save**".

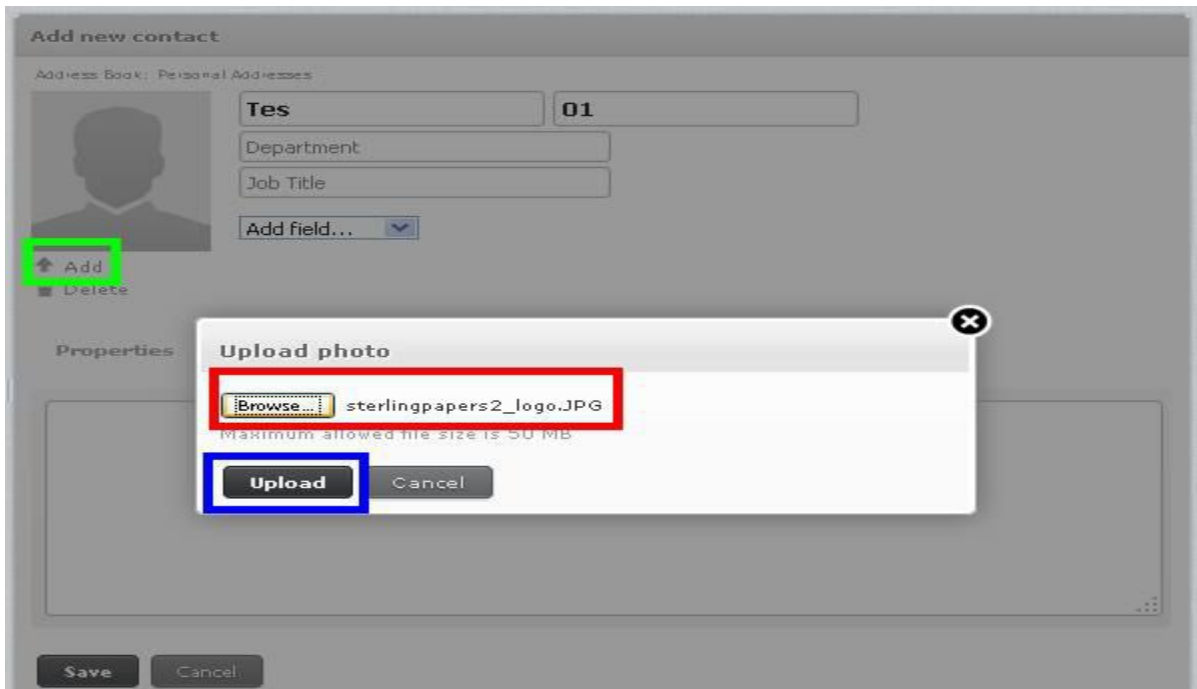
### Add a contact, Part 3 – Notes



The screenshot shows the 'Add new contact' form. The 'Notes' tab is selected and highlighted with a red box. Below the tab is a large, empty text input area, also outlined in red. The form includes fields for name, phone number, department, and job title, along with 'Add' and 'Delete' buttons for the contact's profile picture.

- The **"Notes"** section is a simple input box where you can add all kinds of annotations related to the contact.
- If you have entered the information, click **"Save"**.

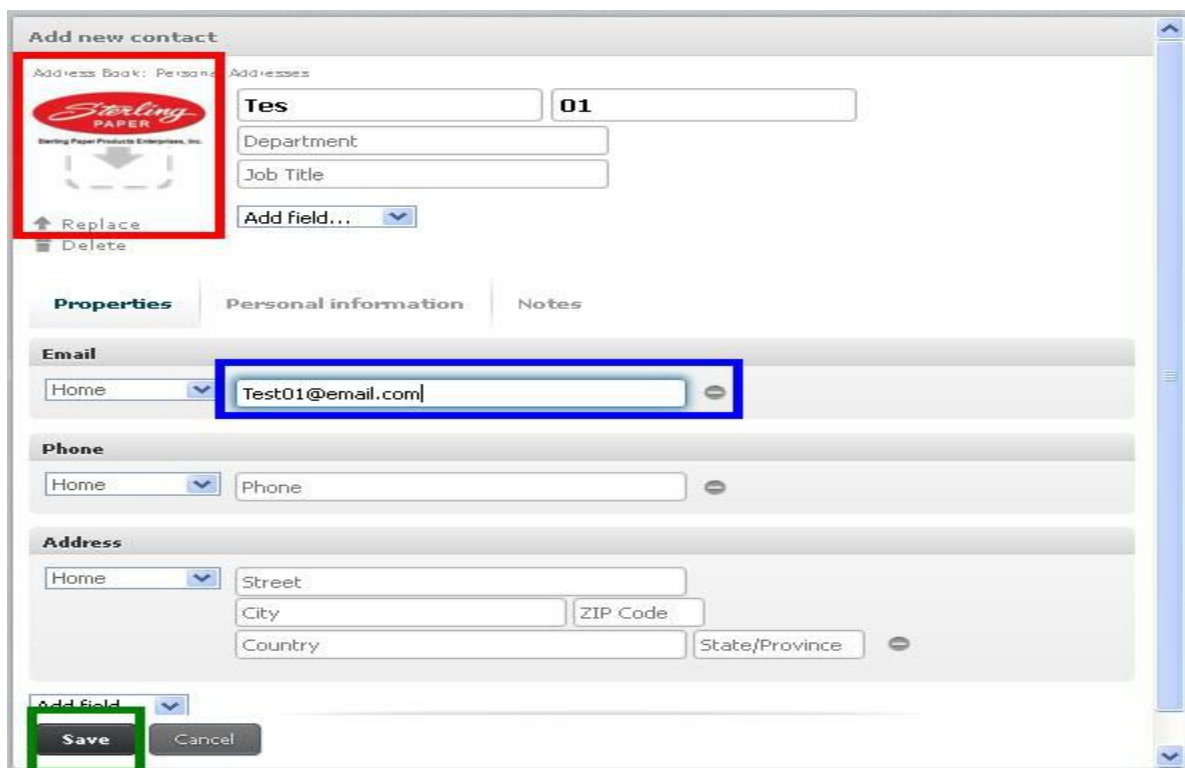
### Add a contact, Part 4 – Avatar



The screenshot shows the 'Add new contact' form with an 'Upload photo' dialog box open. The 'Add' button in the contact's profile picture area is highlighted with a green box. The dialog box shows a file named 'sterlingpapers2\_logo.JPG' selected, with the 'Upload' button highlighted in blue. The dialog also includes a 'Browse...' button and a 'Cancel' button.

- If you want to add/associate a picture/photo to your correspondent (avatar), know that you can very simply as follows and as shown in the screenshot below.
- Click "**Add**", then the window that opens, click "**Choose a file**". Load the file you want from your computer, confirm your choice.
- Once back on the interface below, click "**Upload**" to validate the adding of the image.

### Add a contact, Part 5 – Finalization

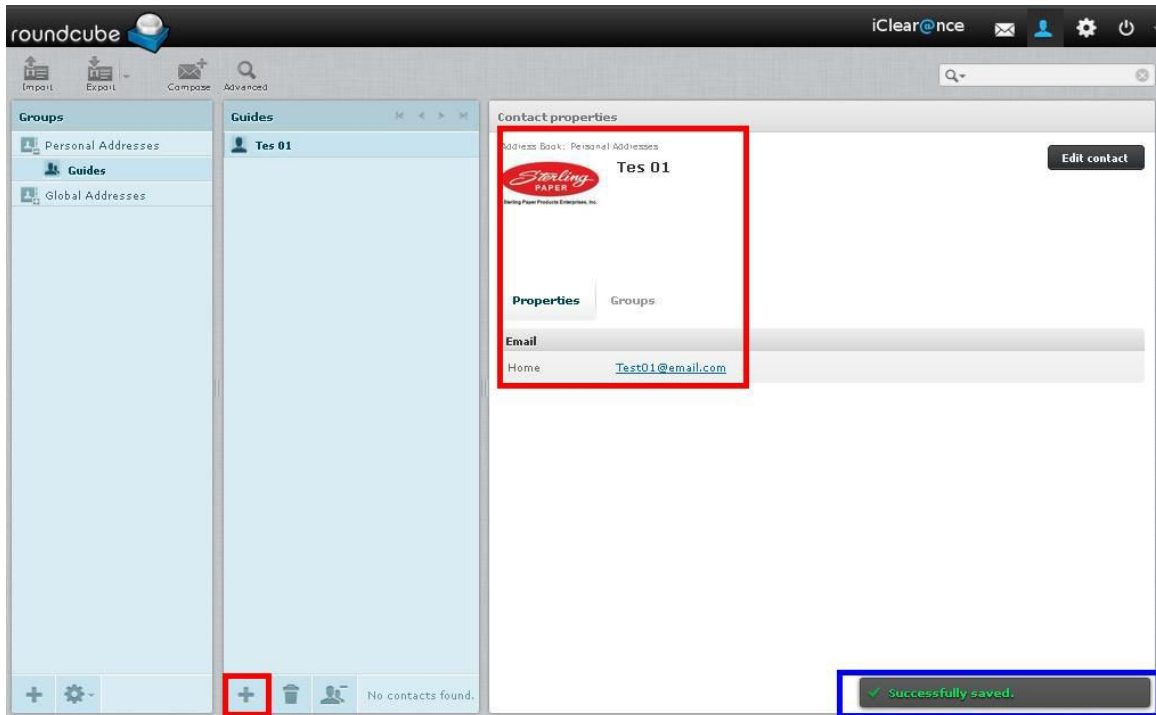


The screenshot shows the 'Add new contact' window. At the top left, there is a red-bordered box containing the Sterling Paper logo and a 'Replace' button. Below this, there are fields for 'Yes' (with '01' next to it), 'Department', and 'Job Title'. The 'Email' section has a dropdown set to 'Home' and a text field containing 'Test01@email.com', which is highlighted with a blue border. The 'Phone' section has a dropdown set to 'Home' and a text field. The 'Address' section has a dropdown set to 'Home' and fields for 'Street', 'City', 'ZIP Code', 'Country', and 'State/Province'. At the bottom, there is an 'Add field...' dropdown and two buttons: 'Save' (highlighted with a green border) and 'Cancel'.

- The **Image** is added, the **email** as well as the information needed to create the contact are also indicated. It is possible to save the addition of the contact by clicking "**Save**".
- You change the image by clicking "**Replace**" button.

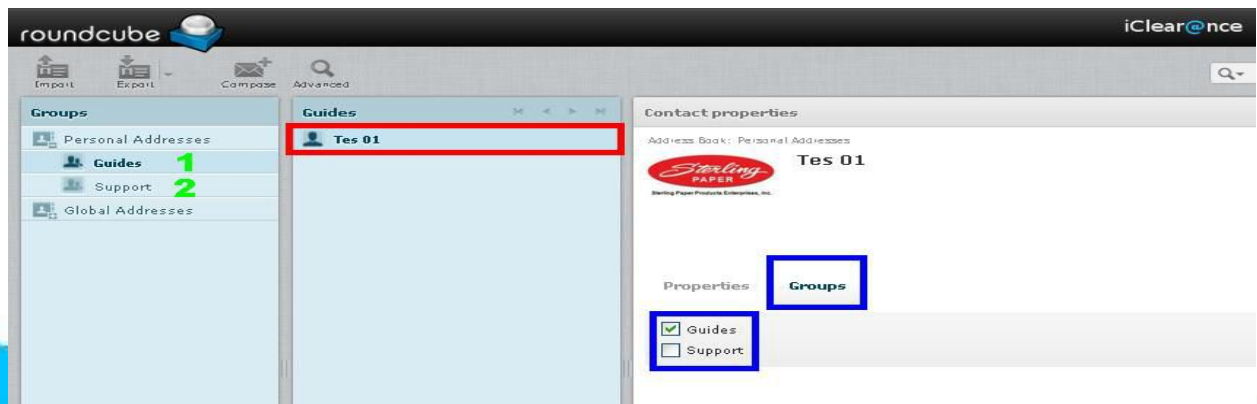


## Add a contact, Part 6 – Verification



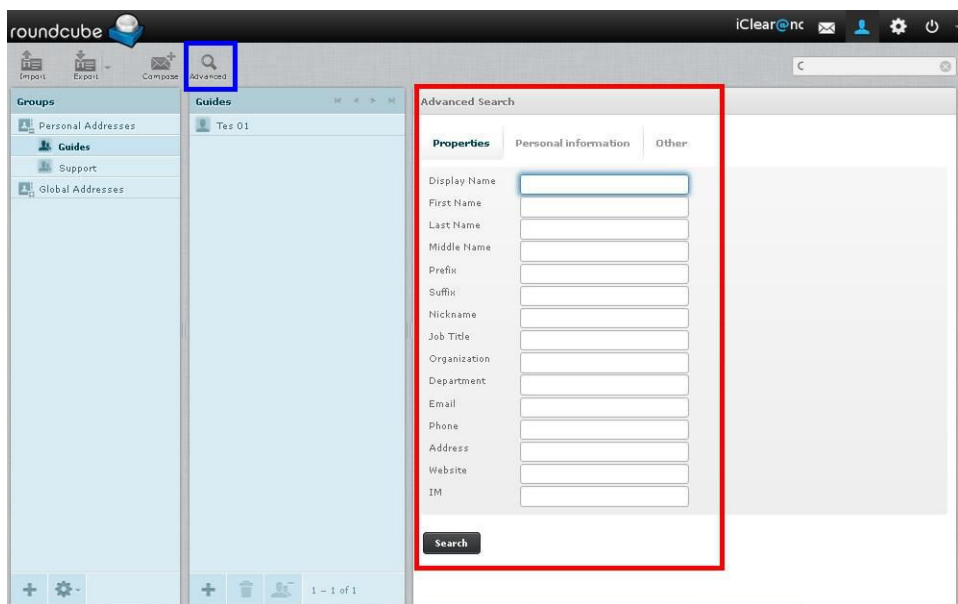
- When the contact is saved, the message "successful saved" will confirm this. You can then **check the record of your contact** by clicking on this name in the contact list (having selected the right group in advance or having searched). By default, the property tab is active and displays the information entered in this section (see Part 1).
- Once a contact is created in a group, it is possible to remove the clicking the icon at the bottom of the column of contacts (**characters with "-"**).

## Modify a Contact



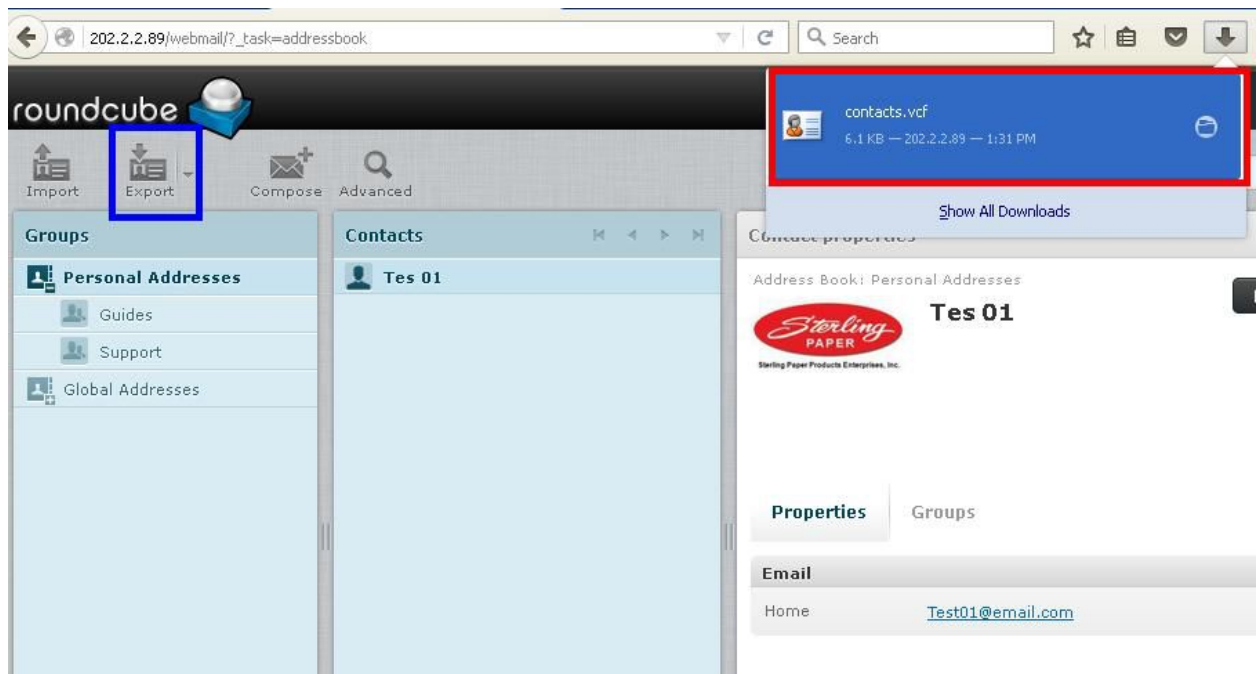
- You are of course possible to edit a contact. To do this, select **contact concerned**, and then click "**Edit contact**" at the top right. You will have access to all information into editable mode.
- In the capture below, we clicked on the "**Groups**" tab to display the groups to which the contact belongs.
- In this tab, you can add a contact to a group by checking the corresponding box.
- You can also drag and drop your contacts to move them into the right groups. The tab "Groups" will be updated.

## Do Search



- You want to search through all your contacts. Click "**Advance**" in the banner above. Then all possible fields will appear to allow you to perform a search.
- Enter your **search fields** and click "**Search**".

## Export your address book



- You want to recover all your existing contacts from your RoundCube webmail through a file export your address book.
- To do this, click the "**Export**" in the upper part.
- Clicking on a **contacts.vcf** is generated and is available for download.

## Import an existing address book



- You used to work, manage your contacts with another email program and have managed to export your contacts. It is possible, to import your contacts by clicking "**Import**" to the left of "**Export**".
- The only format allowed the extension is **Vcf** . However, the import addresses from data formats **vCard** or **CSV** (fields separated by a comma) is supported.
- The interface appears below. Click "**Browse ...**" to load the file vCard or CSV that contains your address book to import.
- You have the choice of **replace the entire address** or not book.
- Once this is entered, click "**Import**" and importing your book begins.