Using Roundcube webmail

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> **NOTE**: Email boxes and passwords are available to Bristol Village Computer Club members. Contact a club officer to set up a mail box and password.

Starting *Roundcube* webmail.

To access your bvres.org mailbox from any computer connected to the internet, do the following:

✔ Open a web browser and enter **https://webmail.bvres.org** in the address text box.

✔ In the Login to *roundcube webmail* dialog box, enter your email address, then enter your password and select login.
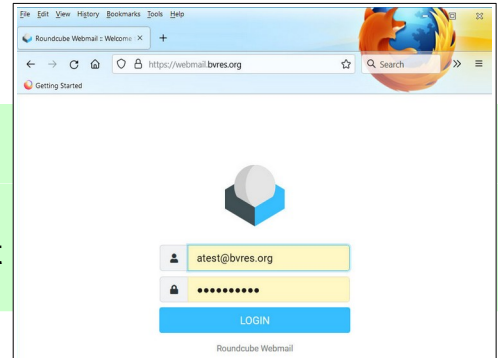
When you select the *LOGIN* button, your *Roundcube webmail* window will open. Observe the column of tools on the left side of the window.

✔ Select the **Inbox** option to see your messages.

✔ To create a new message, select the **Compose** option.

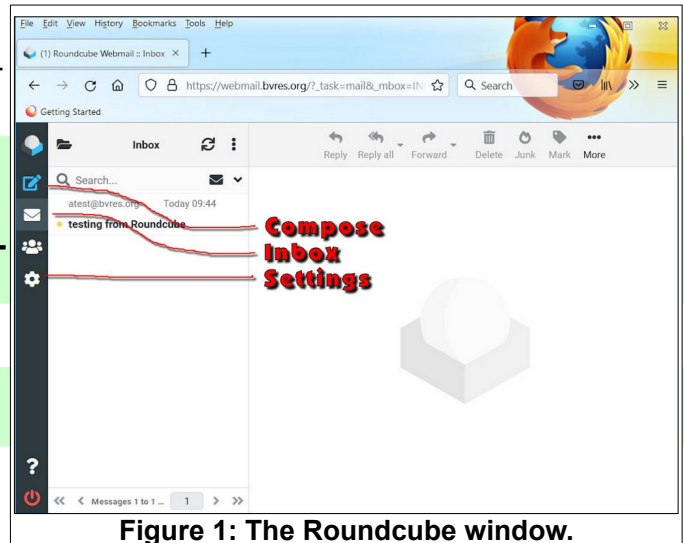✔ Explore the other *Roundcube webmail* options.

Figure 1: The Roundcube window.

Most users prefer a user interface different from the default interface. There are several user interfaces to choose from. In the following example, the *Classic* interface will be selected.

Changing the user interface.

✔ Select the **Settings** option to open the Settings window.

✔ Select **Preferences**.

✔ Select the **User Interface** option in the settings window.

This will open a list of *User Interface* options. Observe the different language and time zone options.

✔ Select the **Classic** *User Interface* option.

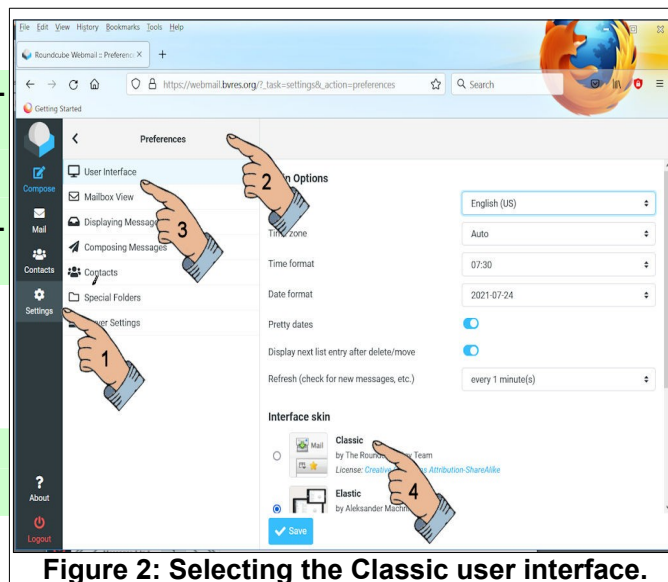✔ Scroll down and select **Save**.

Figure 2: Selecting the Classic user interface.

✔ Review the different options in the Section list and adjust settings as desired.

I prefer to set *Compose HTML* messages to **Always** in the *Composing Messages* section. This allows for changing font weight and other text options when creating email messages.

Setting Composing Message options

✔ Select each of the tabs in the settings window and review the options.

✔ Select the **Composing Messages** section.

✔ Toggle the *HTML* option to **Always**.

✔ Adjust the *font style* and *size*.

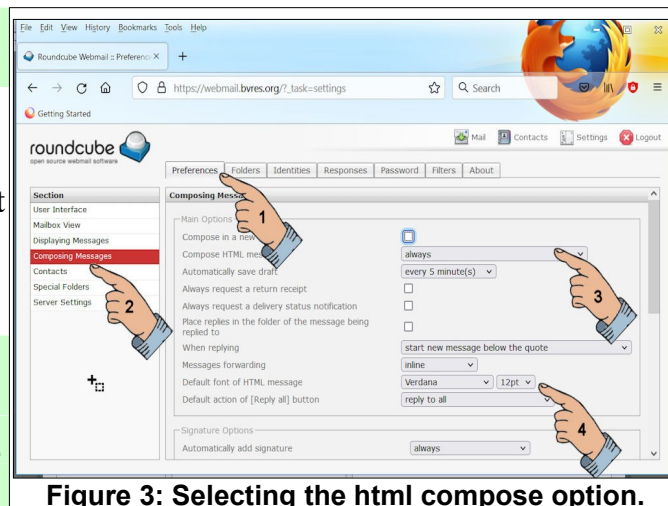✔ Be sure to scroll down and select **Save** before leaving the *Settings, Preferences* window.

Figure 3: Selecting the html compose option.

Setting Server Settings.

To avoid filling your server space with trash, it is a good idea to set the *Server Settings* to automatically delete trash each time you exit an email session.

✔ Select the **Server Settings** section.

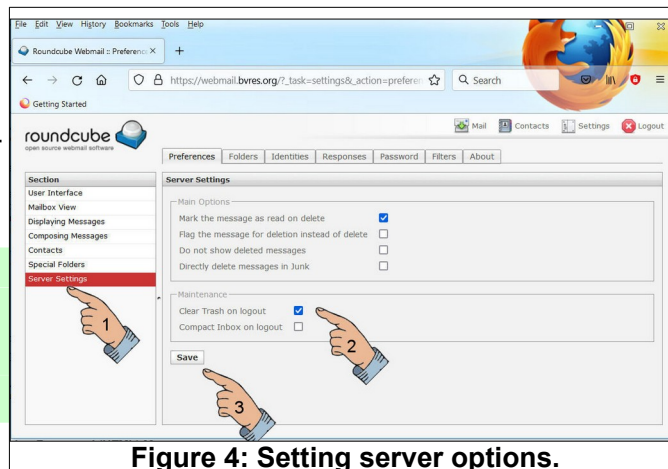✔ Toggle the *Clear Trash on logout* option **ON**.

✔ Select **Save**.

Figure 4: Setting server options.

When the *Mail* option is selected, and a message is selected in the *Inbox* folder, The *Mail Tools* will appear.

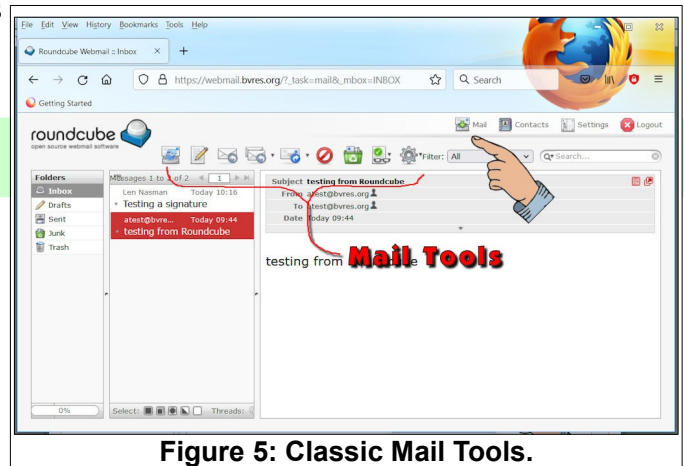✔ *Hover* over each of the *Mail Tools* and note what they do.

Figure 5: Classic Mail Tools.

Printing messages

If you want to print a message, select the *small arrow* on the right side of the *Take Action* tool, then select *Print this message* from the drop down option.

NOTE: if you use *File, Print* in the *browser menu*, you will get something different from the *Print this message* option.
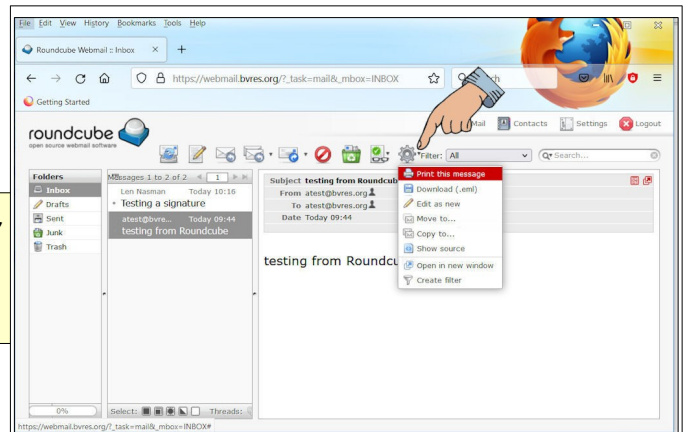

Figure 6: Selecting the Print message option.

Adding a signature

It is easy to add a signature to each message you compose.

NOTE: the following instructions apply to the *Classic* user interface.

✔ Select **Settings**.
✔ Select the **Identities** tab.
✔ Select the *mail account*.
✔ Toggle the *HTML* option **ON**.
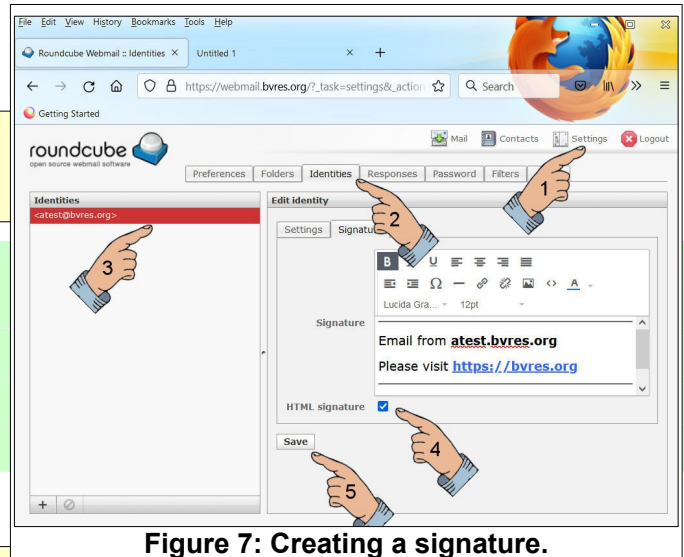✔ Create your *signature* and select **Save**.

Figure 7: Creating a signature.

Be sure to **logout** at the end of a session.

For more information please see the ***Using Roundcube webmail*** tutorial in the ***Schoolhouse***.