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.
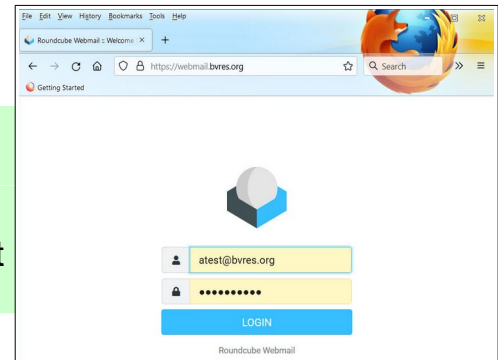
When you select the *LOGIN* button, your *Roundcube webmail* window will open. Observe the column of tools on the left side of the window.

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

✔ To create a new message, select the **New** option.
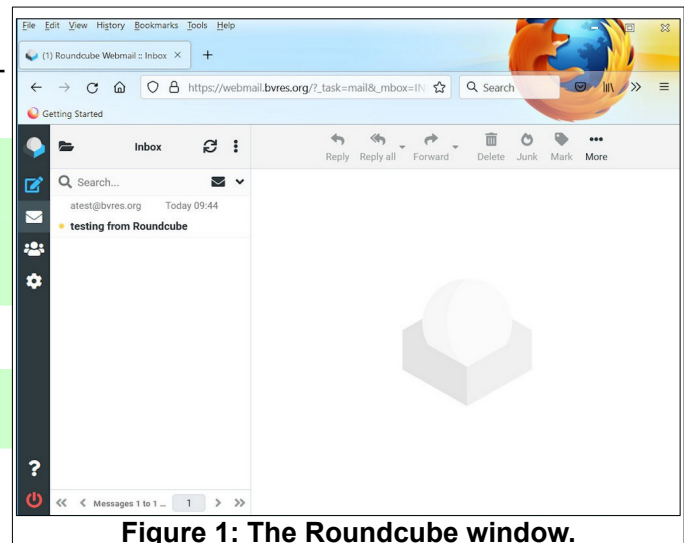
✔ Explore the other *Roundcube webmail* options.

Figure 1: The Roundcube window.

NOTE: The following pages include instructions for using *Roundcube webmail*.

Most users prefer a user interface different from the default interface. There are several user interfaces to choose from. In this example, we will use the *Classic* interface.

Changing the user interface.

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

✔ 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.

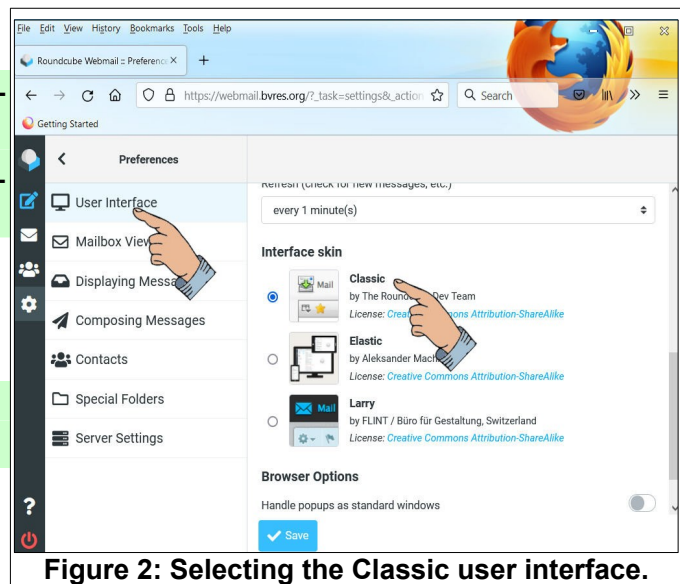✔ Scroll down and select **Save**.

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.
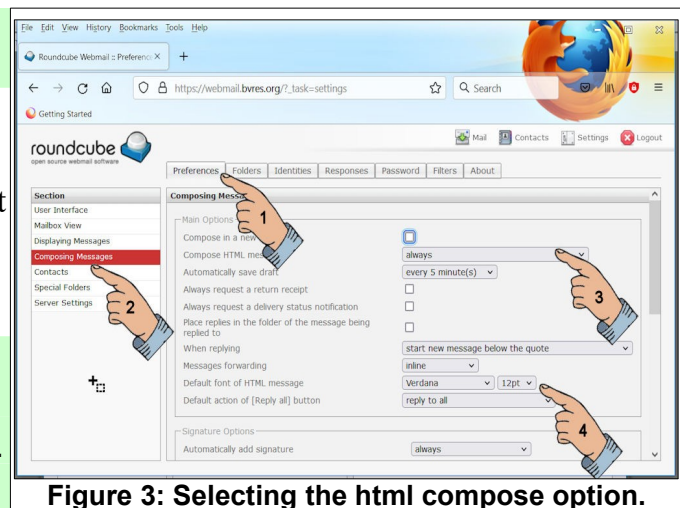
Figure 3: Selecting the html compose option.

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.

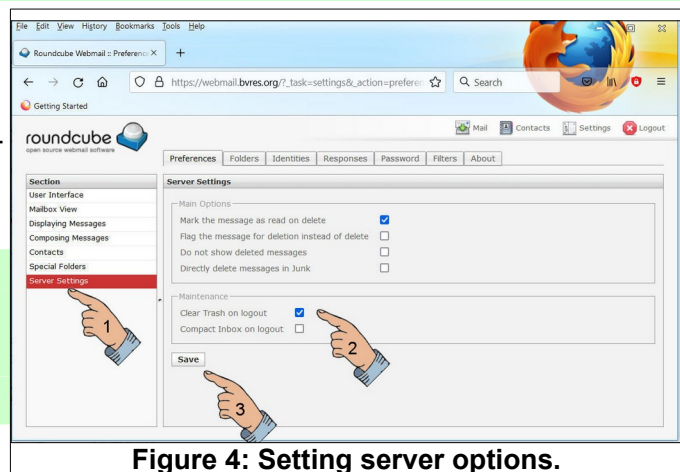✔ Toggle the *Clear Trash on logout* option **ON**.

✔ 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.

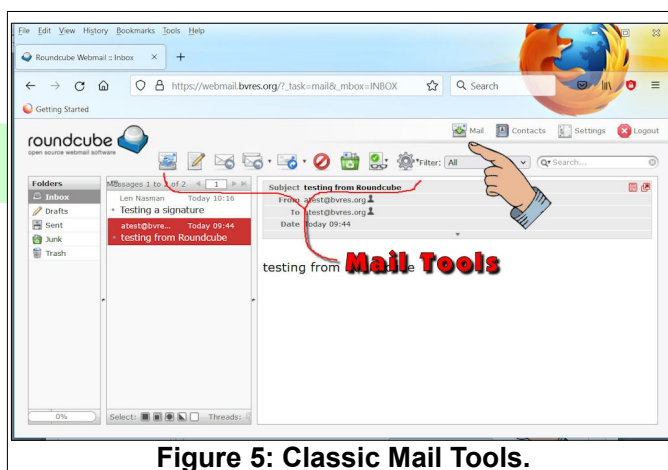✔ *Hover* over each of the *Mail Tools* and note what they do.

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.
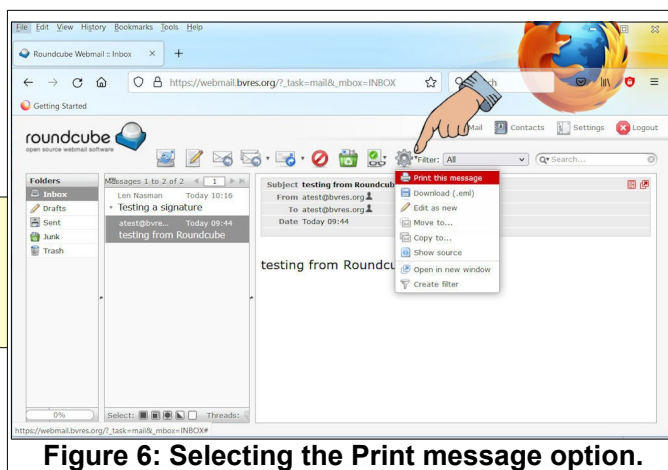

Figure 6: Selecting the Print message option.

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**.

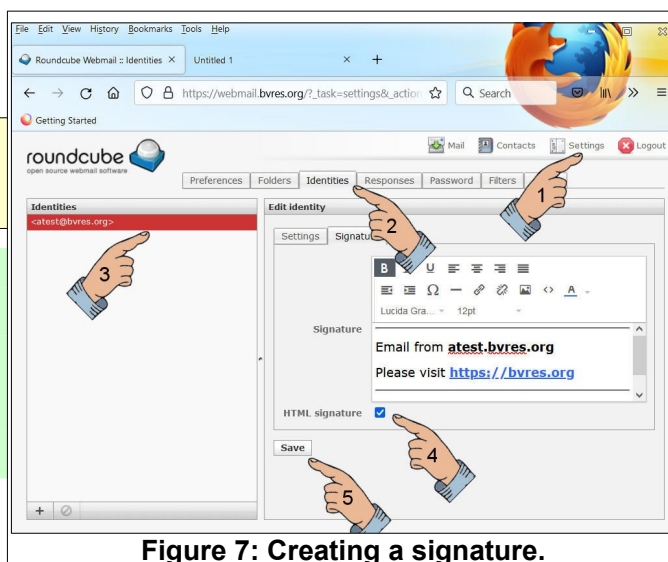You may also want to add a *display name* to the *Identities* options.

Figure 7: Creating a signature.

✔ Test your signature by writing a new message to yourself.

Figure 8: Testing a signature.

The Classic display

Figure 9 shows the *Classic* user interface when the *Inbox* has been selected. Observe that the window is divided into 3 panes; *Folder List, Folder Contents*, and *Message Preview*.

If you position the cursor on a *vertical dividing line* between panes, you can click and drag to adjust the size of the pane.

Of course the relative size of things depends on the size of your browser window. The illustrations shown were captured from the Firefox web browser window set to less than maximum. This was done to keep things in the screen captures in this document larger and more readable. Your display will look a little different if you have the browser set to maximum.

Figure 10 shows a screen capture with the browser window set to maximum.

Observe the two options in the *upper right corner* of the *Message Preview* pane. One option displays the message using plain text (rather than HTML).

The other option opens a new window that displays the message in full screen mode.
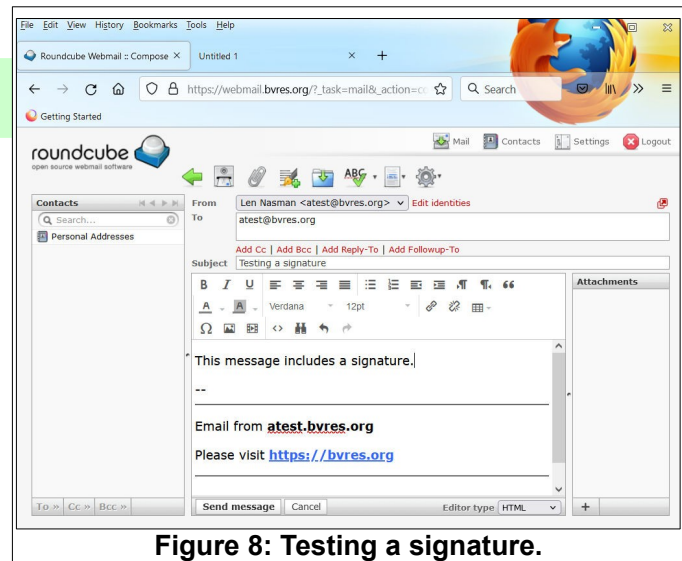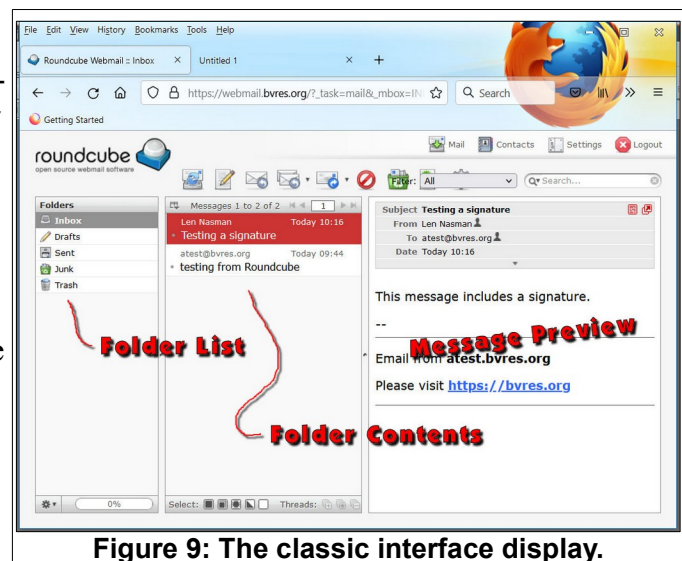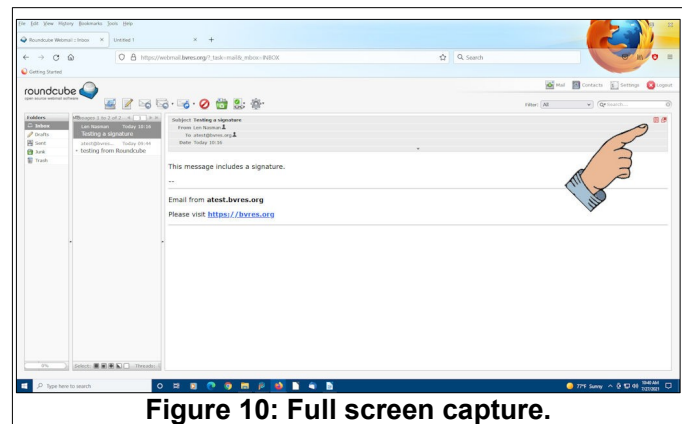

Figure 9: The classic interface display.

Figure 10: Full screen capture.

> **NOTE**: *double clicking* on a message in the *Folder Contents* list will also open the message in full screen mode.

When a message is displayed in full screen mode, selecting the *left pointing arrow* will return to the *normal display* mode.

Figure 11: Message in full screen mode.

Creating new folders

There are times when you might like to have more folders for storing messages. For example, when the Inbox gets too crowded, but you want to save old messages. Here is how to create a new folder for archiving old messages.

✔ Select the **Settings** option.
✔ Select the **Folders** tab.]
✔ Select the **+** to open the new folder dialog box.
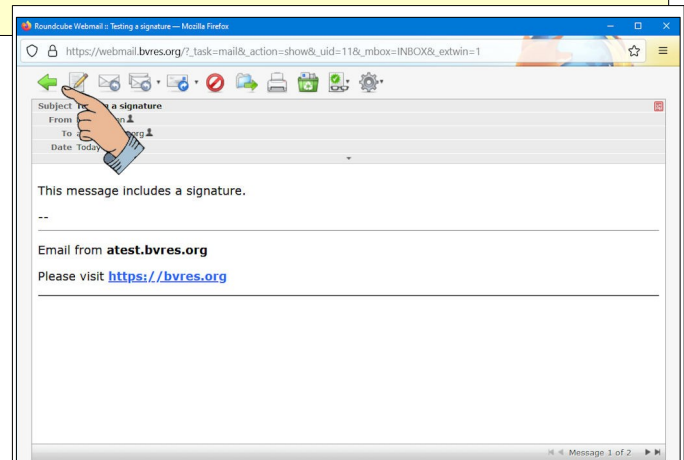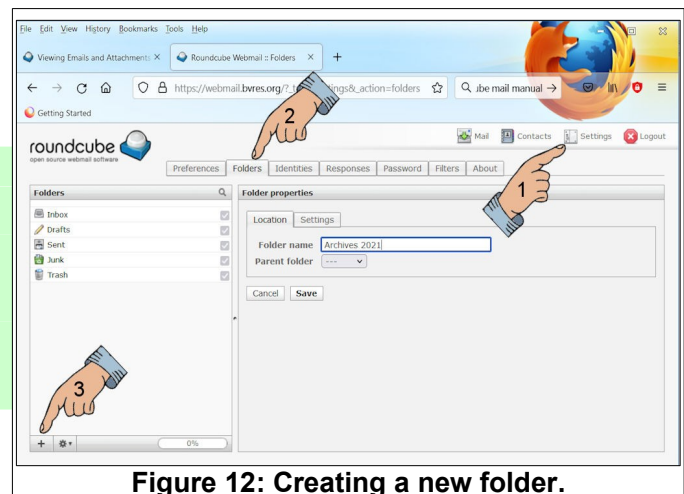✔ Enter a *name* for the new folder and then select **Save**.

Figure 12: Creating a new folder.

Now you have a new folder. Selected messages from the Inbox can be moved to this folder.

Here is how to move messages from the Inbox to the new folder.

✔ *Select* the messages to move.
✔ Select the small arrow on the right side of the *Take Action* tool.
✔ Select **Move to…**
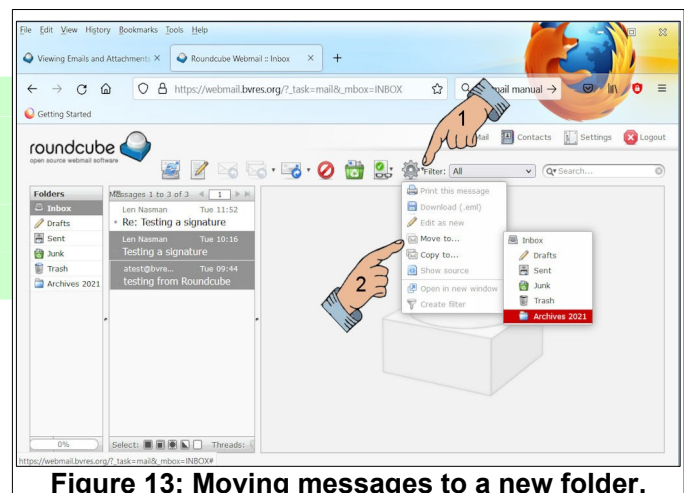✔ Select the desired folder.

Figure 13: Moving messages to a new folder.

Attachments

Here is a message with an attached graphic. Observe that the graphic appears below the message body.

If you select the *Download* option for an attachment, a dialog box will open that provides options for dealing with the image. The image can be opened with the default App, or a different App can be selected.

Or, the image can be saved to a file.

Figure 14: Message with attachment.

Uploading Contacts

Contact lists, also called *Address Books*, can be uploaded from files. Of course the Contacts list file must first be created by exporting it from another email program. Roundcube can import either *Vcard* or *CSV* files. Here is how to import Contacts.

✔ Select **Contacts**.
✔ Select the **Import Contacts** tool.
✔ *Browse* to locate the desired Address Book file.
✔ Select **Import**.

It is possible to add *Groups* to your Contacts list and then move (select and drag) contacts to the different groups.

Figure 15: Importing Contacts.

When you Write a new message after Contact list groups have been created, you can select a group and then select the address option. The illustration shows the **Cc:** option in use.
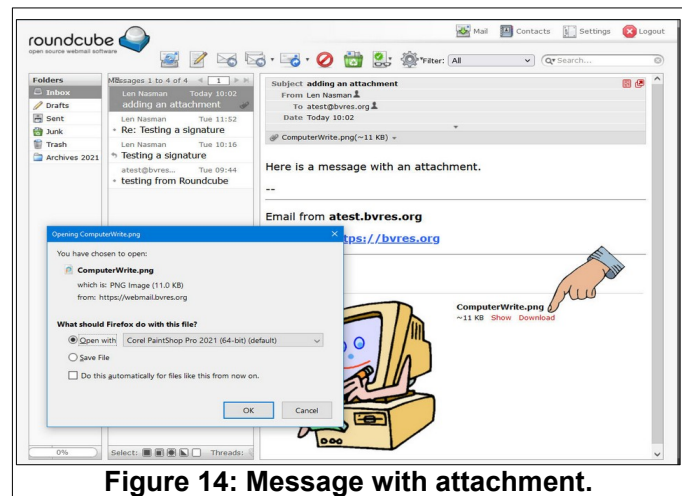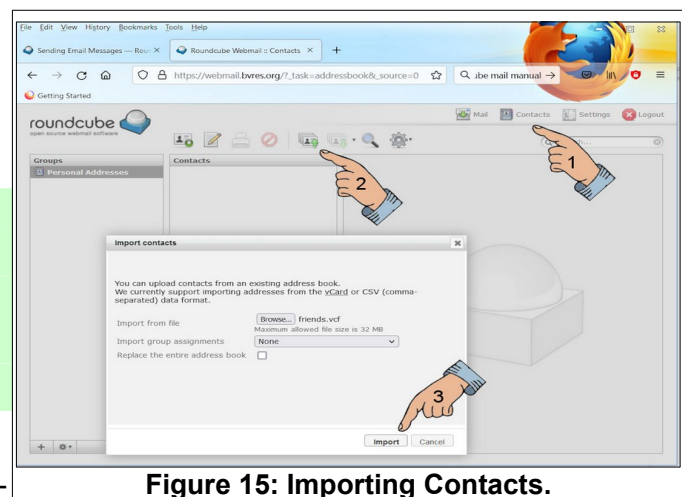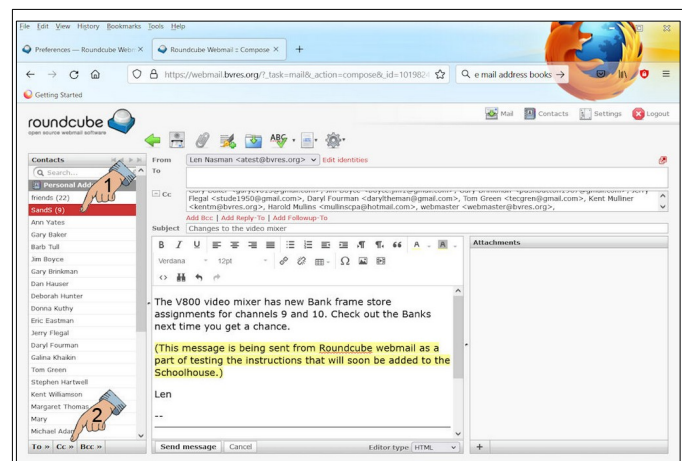

Figure 16: Sending mail to a Contacts group.

As you can see, **Roundcube webmail** has many options for making your email sending easier.

Be sure to logout at the end of a session.

This document was edited Wednesday, July 28, 2021