

Roundcube Email for Buckingham U3a

Roundcube is a web-based email program similar to Gmail.

Open your browser and go to the Buckingham U3a site which is at <http://buckinghamu3a.org.uk/>

You will see a screen like this with a link to U3a Email:



U3A E-mail

U3A E-mail

You'll need the email with your login details to hand

you can copy and paste the user name and password into the box that appears when you

[Click Here](#)

From that page follow the link that says "click here":

You should then see a log-in screen like this - which is where you can access the Roundcube email (note it is a Secure site with a green padlock against the address):

Webmail

Email Address

Password

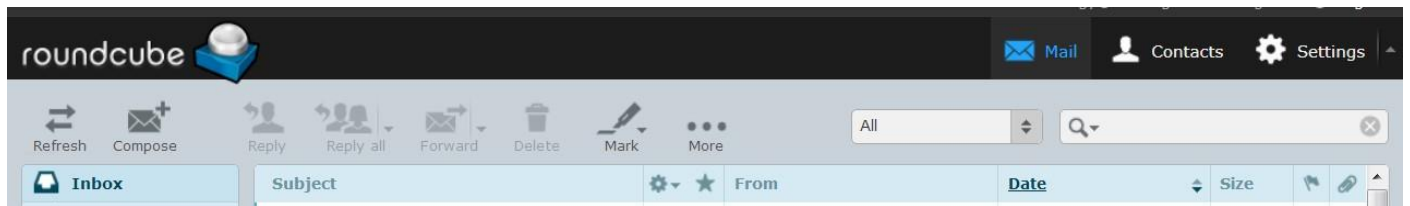
Log in

Enter your Username and Password where indicated – you will have been sent an email message with that information, which also contains the correct site address and if you prefer you can follow that link instead of via the U3a site as above. The important part is that you arrive at the right place to start.

Once on the correct page it is easiest to copy and paste the 2 items from the email message (username and password) into the relevant boxes.

Do that by opening the email, highlight the user-name using the mouse, then click right mouse button to select "copy". Click in the Roundcube username box, then with right mouse button click to select "paste". Repeat this same process for the password, then click Login.

The main screen will appear containing several icons at the top, and the Inbox will be on the left (see below).



Messages are on the right – double click on the message to open. Toolbar buttons are at the top and are self-explanatory, mail folders are listed at the left, Contacts at the top.

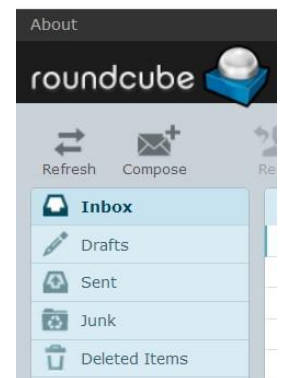
Getting Started – Summary

General Overview of the User Interface

Tasks

Roundcube webmail allows tasks such as Email, Contacts, Settings, etc. Use the list to switch from one task to another. That will reload the screen with a specific view for the selected task. Instead of switching back and forth, task screens can be opened in individual browser windows or tabs. Right-click on a task icon in the list and then choose "Open Link in New Tab/Window" from the browser's context menu to do so.

Beside the main tasks, the button to terminate the current session (*Logout*) is also located at the top right of the screen.



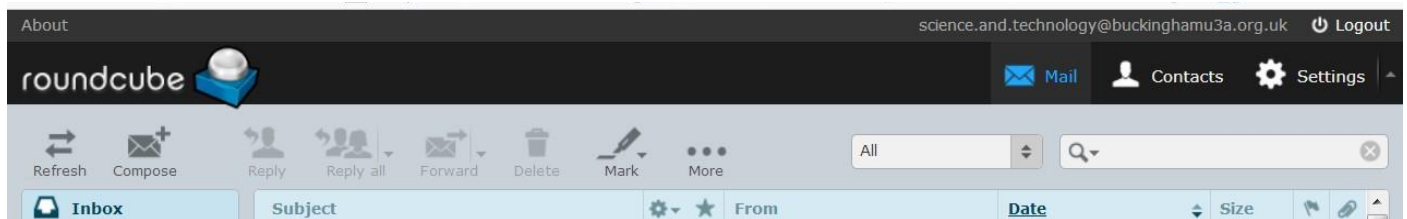
Folders

You will see some folders on the left for Inbox, Sent, etc. and can add more to these if you want to file specific messages. The process is the same as in other email programmes, click on the Inbox then select the gearwheel at the bottom left to select "Manage Folders" to bring up the menu and choose a name for the new folder, as well as it's location as a sub-folder or main folder. Once saved it will appear on the left in the Folders list – you may need to double click on the main folder if it's a sub-folder.

Toolbar

The main toolbar is always located above the content area and allows you to perform different actions, depending on what is being shown or selected in the content part of the window. If buttons are greyed out, that action is not available for the current selection. If a toolbar icon shows a small arrow on its right side, clicking that arrow will present you variations of the action.

See below:



Search Box

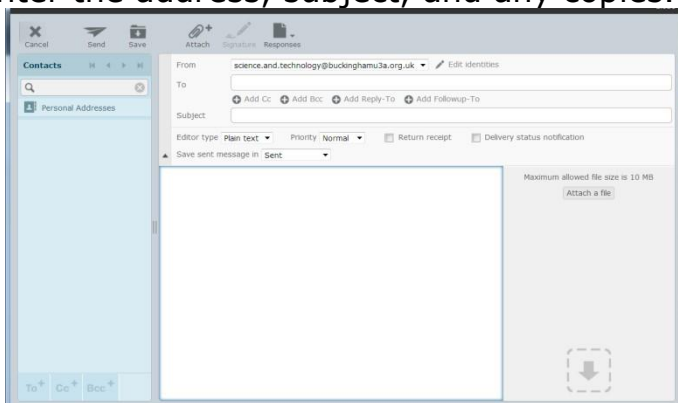
You can use the search box at the top right (with the spyglass on it) to search for messages or contact names. Enter a search term and press <Enter> on the keyboard to start searching. To reset the search, click the clear icon on the right border of the search box.

Resizing content boxes

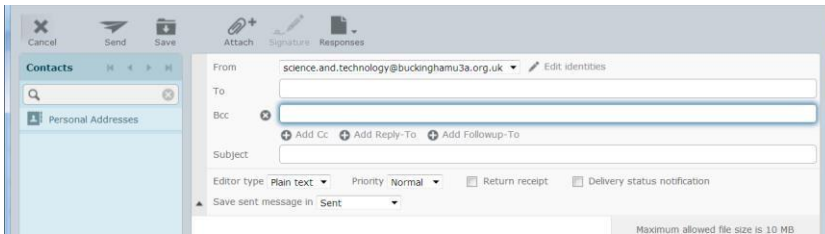
Some boxes filling the main content area of the screen can be resized. Find the resize handle **==** between two boxes and drag it with the mouse, making it easier to see the whole title, for example.

Sending Messages

To send a message, click on the "Compose" icon to open a new message window. Enter the address, subject, and any copies.



Here you can also add a "BCC" which hides email addresses from others – see next screenshot.

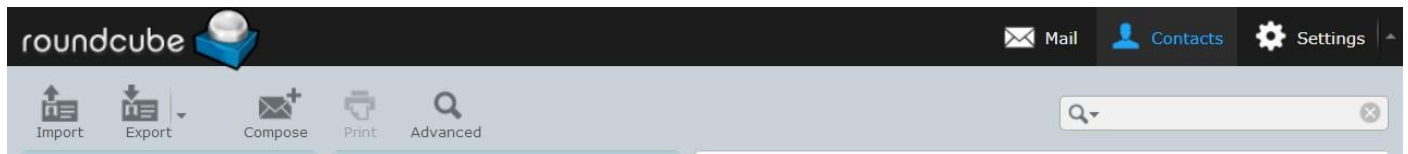


Once you are familiar with the interface, sending and receiving messages and reading replies, you can add Contacts to the address book.

Once people are added then they will appear in the Contacts list when you click on the icon; you will also find that someone you have already messaged may come up in an "autocomplete" list as you type their name. You can create groups of contacts for easy usage.

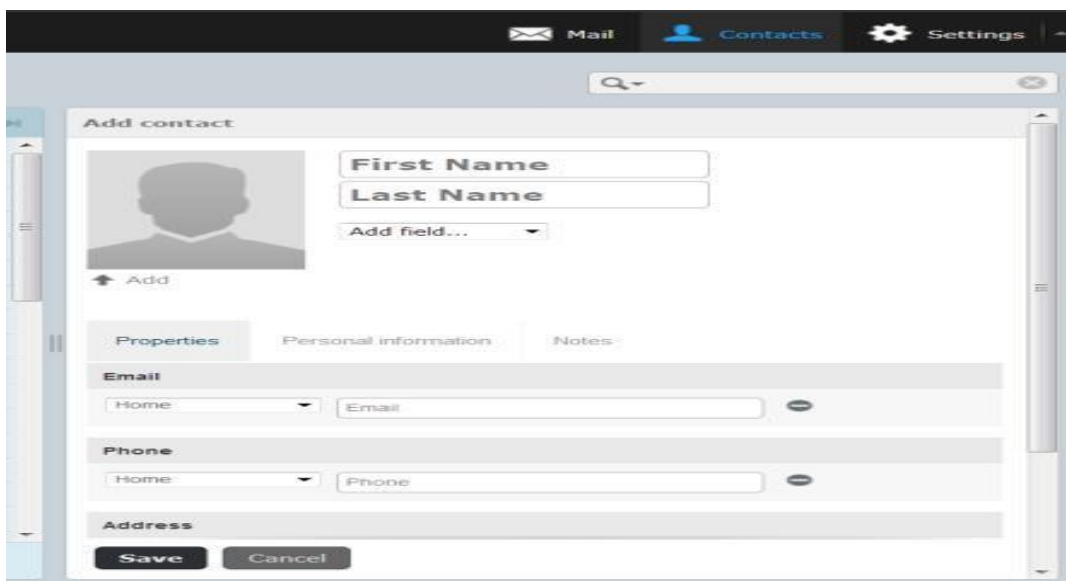
How to add a new Contact

View your contacts by clicking on the "Contacts" tab at the top which will bring up a new window with 2 panels at the bottom left-hand side as shown below.



Click on the Plus (+) button on the right of the bottom left-hand side panel to open the Contacts window and enter details to "create new contact".

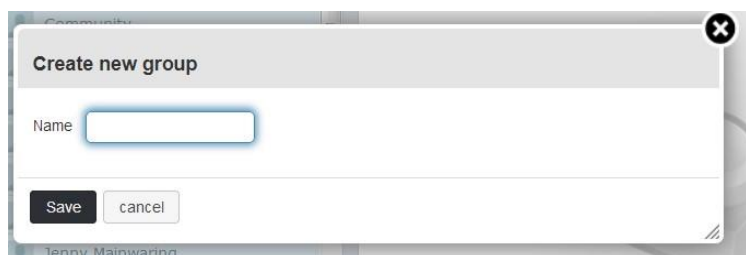
The form appears for you to fill in the details.



Click on Save once the details have been entered, and this contact should now appear in the list of Contacts; see below for Groups.

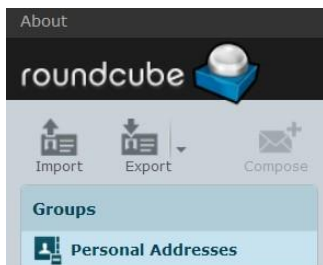
Creating Mailing Groups

Click on the Plus sign at the left side of the bottom left-hand panel to bring up the window allowing you to “create new group”.



Name and Save the Group. It will then appear on the left in the list of groups (under Personal Addresses column).

To add people to that group, click and drag then drop the names that you want to include into the group – from Contacts on the right-hand side in this window to Group (name) on the left (which will be seen in the list of Personal Addresses).



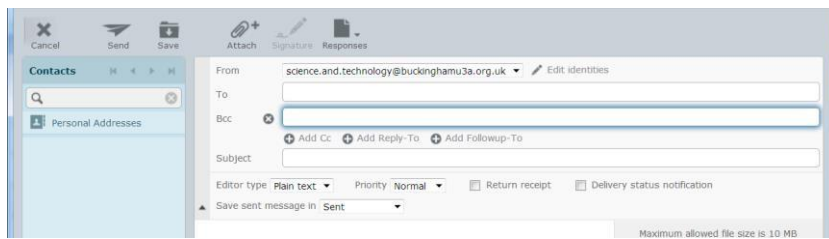
It is possible to import names and addresses from other mail packages such as Gmail but this process will be covered on a case-by-case basis to suit individual needs.

In addition, you can select and copy addresses from your PC (e.g. from an Excel spreadsheet or Word document) to add their name to Contacts by pasting the information into the appropriate section, opening these in different Windows and switching between them.

Once names and groups are set up, you can add them to a new message in the Compose window (as usual) where they will be in the list of Personal Addresses – click on the header to open it up and see the individual names and Group names.

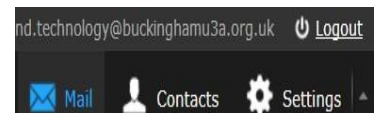
It is easiest to go into the new message window, then open the BCC box and click in it, (shown below) then double click the group name to add it to that box.

You can also drag the Group name (which will include all the addresses in the group) to the BCC box in the new message.



Terminating the Session

Once your work is done in the webmail, it's important that you properly terminate the current session by clicking the *Logout* icon at top right (see below). This will make sure that no other person accessing your computer can read or delete your emails or send them on your behalf. Simply closing the browser window is not enough to log-out.



If you are a GC then you can use Simple Membership to email your group with automatic BCC, and replies will come into your Roundcube inbox. This saves a lot of work as compared to adding contacts manually.

See next page for a diagram of how email works – any questions just ask for guidance and individual help sessions can be set up if you request one, this includes help with using Simple Membership for groups.

