

Email for Group Leaders – using Simple Membership (Sending) and Roundcube Webmail (Receiving)

Simple:

Log in with your username and password at <https://u3a.simplmembership.co.uk/Buckingham/Login>

The username will be a personal one using your last name with first initial e.g. BloggsA - you can ask the Membership Secretary if you don't know your user name.

Go to the Groups Menu at the top to get to this page where you can look in the list for the one you want to access:

<https://u3a.simplmembership.co.uk/Buckingham/Groups>

The screen below is just an example group:

Outings Group

Time

- 09:00 to 15:00

Week

- Various

Day

- Various

Group Leader(s)

- Mark Owen and Katerina Owen, email: outings@buckinghamu3a.org.uk

Venue

- Ask leader

Vacancies

- Waiting List

Group Leaders

FIRST NAME	SURNAME	EMAIL
Mark	Owen	outings@buckinghamu3a.org.uk
Katerina	Owen	outings@buckinghamu3a.org.uk

Events

NAME	DATE	TIME
Please see group details above for times, dates, and locations of meetings. Special events may be added from time to time.		

Once in the group, you should see a toolbar at top right including an Email Icon; click on that Envelope to email your group members (see screenshot above).

In the message form, the first action to take is to select from the dropdown arrow at the top left who the message is being sent from – see screenshot below.

Outings Group

Email Group Members

Send Email

From: Search for people... X

Override Sender Name:

To: Group Members

Search Members... X

Search Members... X

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In the membership list (shows up in a list on the left hand side) you can select all of them by clicking the double arrow in the middle to move them to the right-hand side as recipients, or can just select a few, one at a time, by clicking on the name then the right single arrow to move them over. Once they are all in that column and you are happy with the list, you can go to the next step.

Add a subject – it automatically goes from the group email address (default as shown Outings Group Message but topic or subject can be changed as required).

Compose your message, and then press send. It will go automatically as BCC so nobody will see anyone else's email address.

Any replies to the message will automatically go to the groups email address on Roundcube aka webmail, where you can check them. You can choose to link Roundcube to an email app such as Gmail or Outlook or just log in via a browser.

Example given for Outings above but the same process applies for any other group – start from the group screen then click on the Envelope to open the message form – as above. Same process with both, following the steps set out.

Roundcube (aka Webmail):

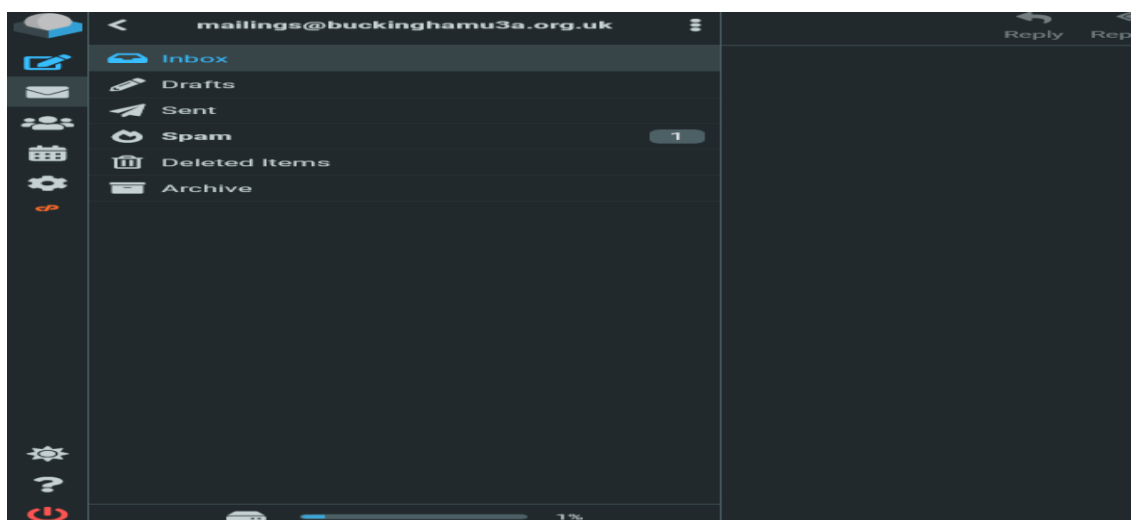
To see these messages (replies to group messages or new enquiries sent) log in to the account from the link on the website: the group email address goes in the top box (it's a bit cut off here but needs the full one in there), the password goes in the lower one.

<https://buckinghamu3a.org.uk:2096>



The image shows the Webmail login interface. At the top, the word "Webmail" is written in a large, orange, stylized font. Below it, there are two input fields. The first is labeled "Email Address" and contains a placeholder text "Enter your email address." with a person icon. The second is labeled "Password" and contains a placeholder text "Enter your email password." with a lock icon. Below these fields is a blue button labeled "Log in".

This is the Roundcube interface – click on Inbox to open and see the messages:



If you have any further questions you can go through the documents on the GCs resources page which include a guide to managing your group on Simple.

It can be accessed here:

<https://buckinghamu3a.org.uk/gcs-handbook-resources/>