

# Webmail User Guide

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## Welcome to the Webmail User Guide

This guide is designed to help you navigate the latest version of our Webmail Portal, offering clear instructions and access tips for the many features now available.

One of the most exciting updates is the expanded selection of user interface styles. We've introduced several new "skins" to personalize your experience—feel free to explore them and choose the one that best suits your workflow and preferences.

All illustrative images in this guide use the "Elastic" skin, our current default. Longtime users may be familiar with the "Larry" skin, which features a different layout for taskbars and viewing panes. However, support for "Larry" has officially ended, and it will be removed from the available options in **Settings > User Interface**.

We've also added a new information bar along the right side of the Inbox, featuring:

- **Last Login** pane for enhanced security, showing the origin of your most recent login
- **RSS News Ticker** with real-time headlines from your preferred news source
- **Daily Quote** from selected authors to inspire your day
- **Weather Panel** displaying current conditions and forecasts for your chosen location

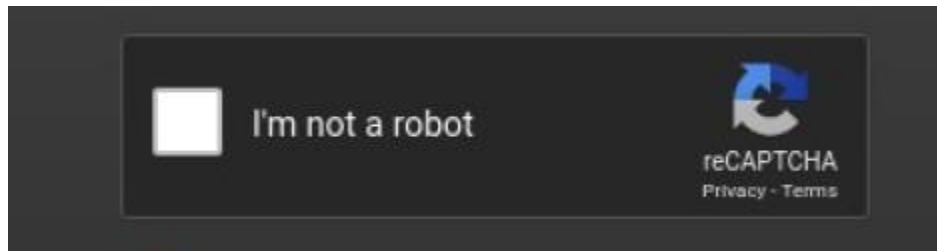
Additionally, the portal now includes a streamlined **Out of Office Reply** feature, making it easy to set up automatic responses when you're away.

You'll find further enhancements across the Calendar, Filters, Folders, and other key tools. Take a moment to explore everything your updated Webmail Portal has to offer—it's built to support your communication needs with flexibility and ease.

## Login Process

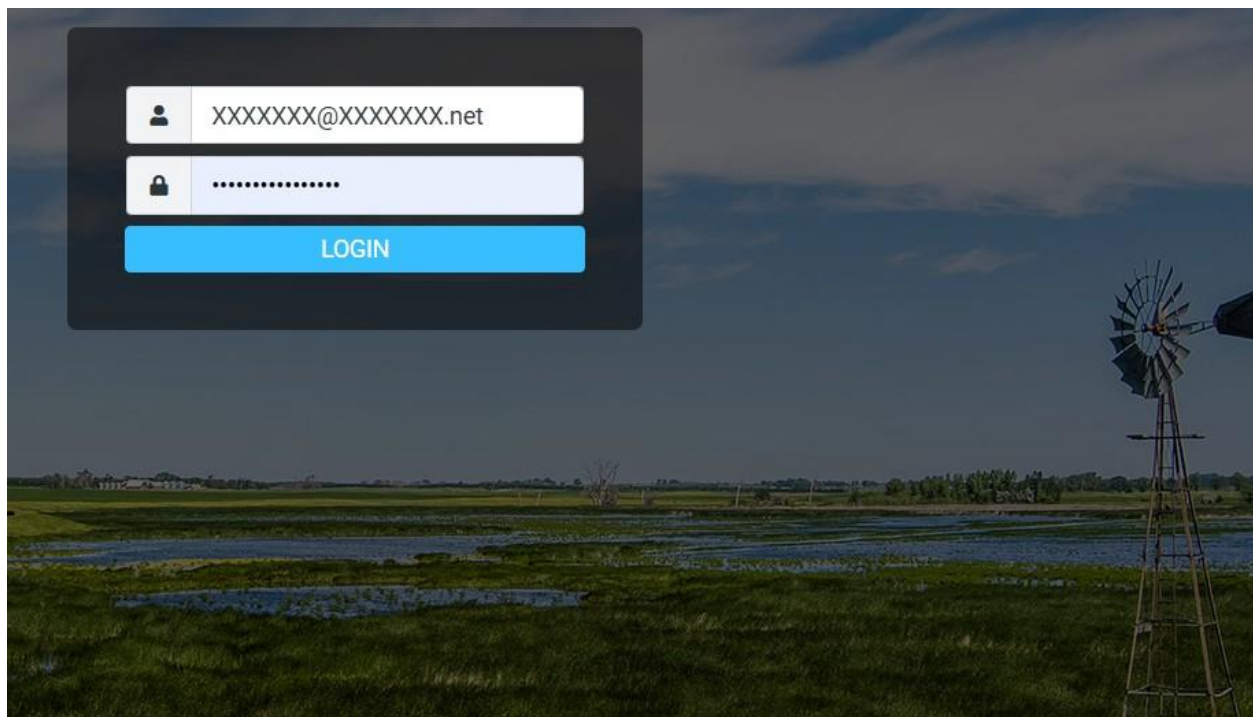
### Understanding reCAPTCHA

reCAPTCHA—short for “Completely Automated Public Turing test to tell Computers and Humans Apart”—is a security tool designed to prevent unauthorized access by bots and automated systems.



The updated Webmail Portal login page features a refreshed, modern design that supports customizable branding. Background images can be tailored to reflect your organization’s identity and updated seasonally if desired allowing for a dynamic and visually engaging login experience throughout the year.

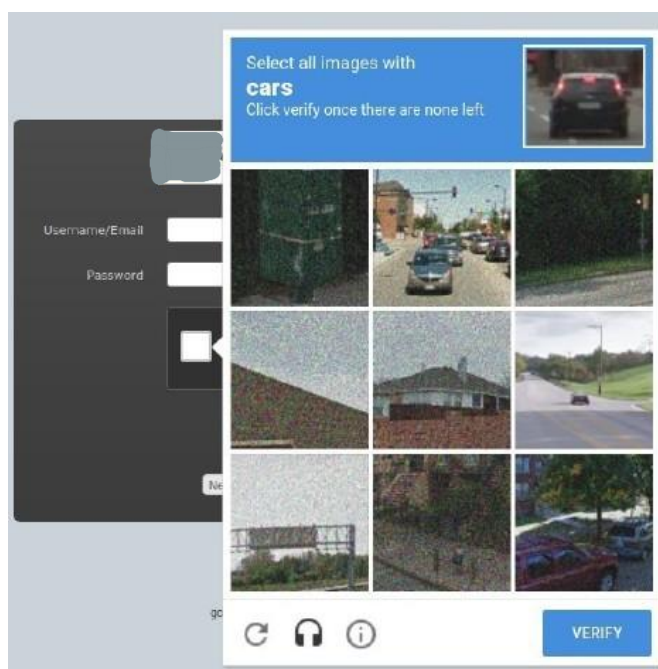
**Note:** The CAPTCHA form will only appear after multiple failed login attempts.



Once you check the reCAPTCHA box and successfully complete the verification, the **Login** button becomes active.

If you're unfamiliar with reCAPTCHA and encounter login issues, a **Need help logging in?** button will appear near the **Login** button. Clicking launches a brief tutorial explaining the login process in more detail.

After approximately five failed login attempts, you may be prompted to complete an image-based challenge (e.g., selecting pictures with specific items). This step confirms that the login attempt is human generated. Once validated, the checkbox will populate, and you'll be able to proceed.

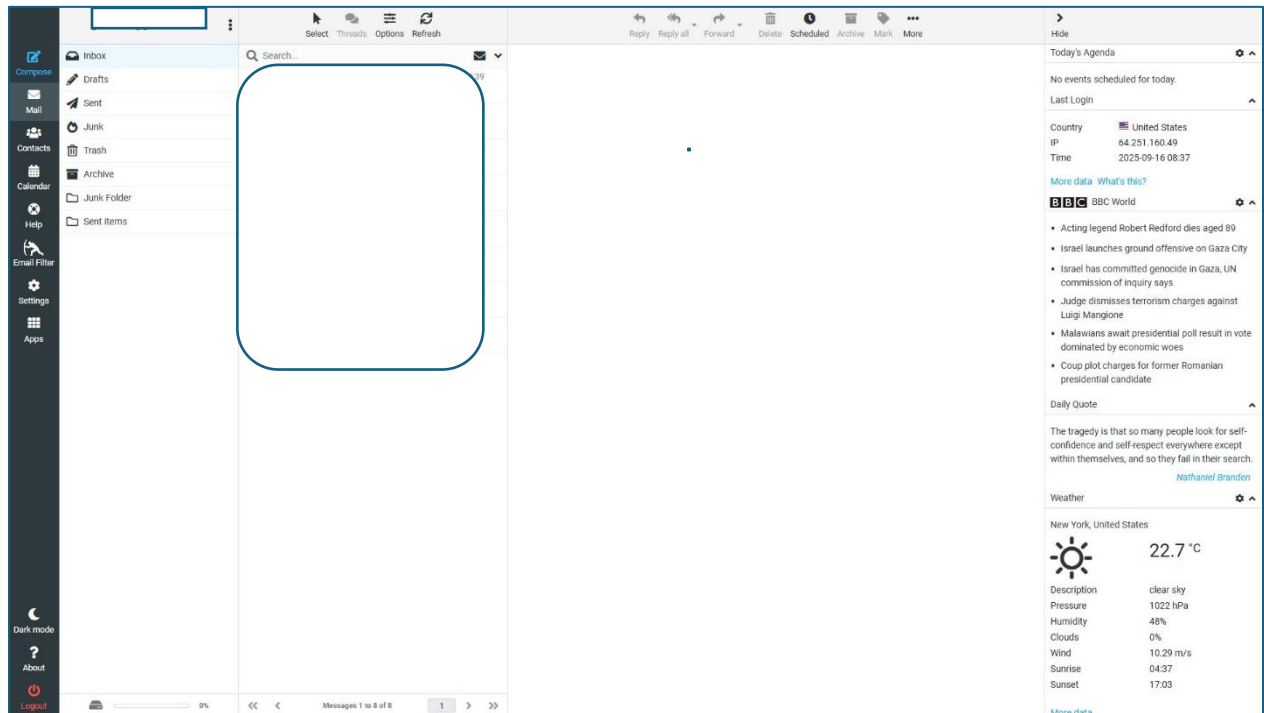


For added security, the **Last Login** panel—located in the upper right of the Sidebar—displays the time and originating IP address of your most recent login. This helps you monitor any unauthorized access.



## The Mail View

Upon logging in, your Inbox page will display several key sections:

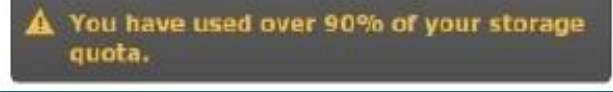


### Navigation Bar (Far Left)

- **Compose** – Start a new email
- **Mail** – Return to the Inbox
- **Contacts** – Access your contact list
- **Calendar** – Open the calendar feature
- **Help** – Access support for Mail Filters and Webmail topics
- **Email Filter** – Launch the Spam Titan filter to manage blocked emails
- **Settings** – Customize the portal's appearance and functionality
- **Apps** – Open a menu of additional webmail features
- **Dark Mode** – Toggle between light and dark themes
- **About** – View details about the Roundcube Webmail Dev Team and plugin bundle
- **Logout** – Exit the Webmail Portal

To the right of the **Logout** button (lower left corner), you'll find the **Mail Quota Storage Bar**, which shows how much of your 8GB email storage is in use.

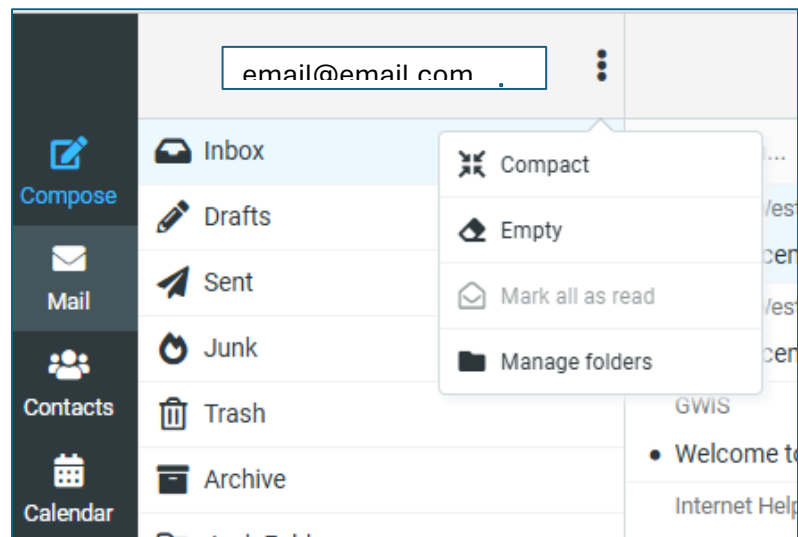
- At 85% usage, you'll receive warnings.
- At 100%, sending and receiving mail will be disabled until space is freed by deleting emails or attachments.



## Account Folders (Second Column)

When you click **Mail** on the main navigation bar, you'll return to your Inbox. The column immediately to the right of the navigation bar displays your **Account Folders**, including links to Inbox, Drafts, Sent, Junk, Trash, Archive, Sent Items, Junk Folder, and any custom folders you've created for your email account.

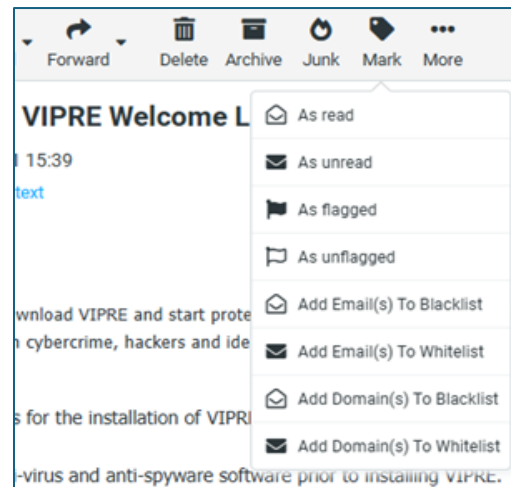
The next column is the **Email Inbox list**, displaying your incoming messages. At the top is the **task bar**, which includes the **Select** menu—a powerful tool for managing messages. You can choose to select all emails, just the current page, or apply filters to view only Unread or Flagged messages. You can also change message status or deselect items as needed.



To the right of the inbox list is the **View Pane**. When you select an email, the view pane task bar activates, giving you access to functions like **Reply**, **Reply All**, **Forward**, **Delete**, and **Archive**. You'll also see **Scheduled**, which shows any emails set for delayed sending—allowing you to retrieve and continue editing them before they're sent.

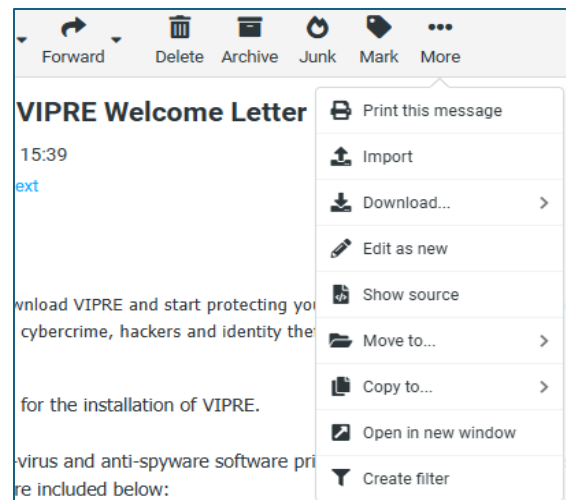
The next set of tools appears above the email view pane:

- **Mark** opens a menu that lets you flag or unflag emails, mark messages as read or unread, and manage sender permissions using whitelist or blacklist options within the Mail Security filter.
- **More** opens a drop-down menu with advanced actions. You can print, import, download, edit, view source code, move or copy emails between folders, open messages in a new window, or create a custom filter.



To the far right of the Inbox page is the **Sidebar Data Center**, which includes several dynamic panels:

- **Today's Agenda** displays upcoming calendar items scheduled for the current day.
- **Last Login** shows the country, IP address, and timestamp of your most recent login.
- **News Ticker** allows you to select a preset RSS feed or enter a custom RSS URL to display current headlines.
- **Daily Quote** features rotating inspirational or humorous quotes.
- **Weather** provides current conditions and forecasts based on your selected location.

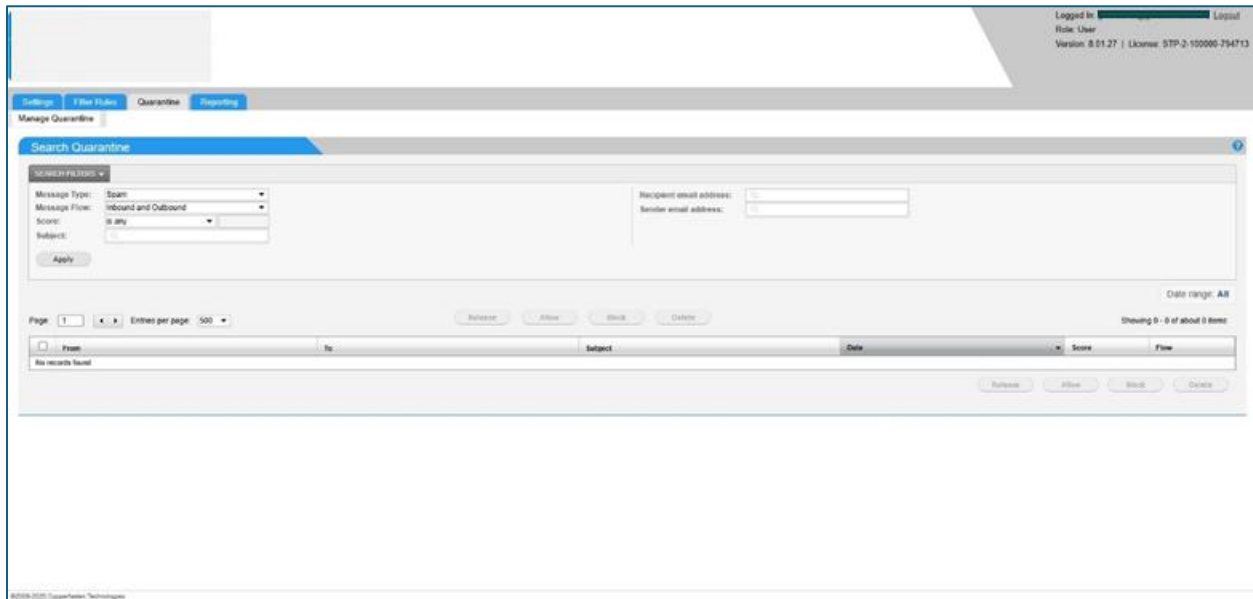


You can customize the Sidebar layout by going to **Settings > Preferences > Sidebar**, where you can show, hide, or reorder the panels to suit your needs.



## The Mail Security Filter

When you select an email from the inbox and view it in the **View Pane**, you can manage the sender's status using the **Mark** menu on the task bar. This menu allows you to **Whitelist** (permit through the filter) or **Blacklist** (block from delivery) the sender. Any changes made here will update your account's Mail Security filter settings.



To access the full email filter settings, click **Email Filter** from the main navigation bar. This opens the filter portal, where you can:

- Review junk emails blocked from your inbox
- Add specific senders to your blocked list
- Block entire domains
- Ensure important senders are allowed through the system

Use the **Filter Rules** tab to customize these settings.

When you first open the Email Filter, it defaults to the **Quarantine** page, displaying a list of recently quarantined emails. From here, you can **Release**, **Allow**, **Block**, or **Delete** any message.

To receive regular updates, go to the **Settings** tab at the top of the filter page. You can enable quarantine reports to be sent to your inbox on a **daily**, **weekday**, or **weekly** basis. These reports include direct links that let you manage quarantined emails—Release, Allow, Block, or Delete—right from the report itself.

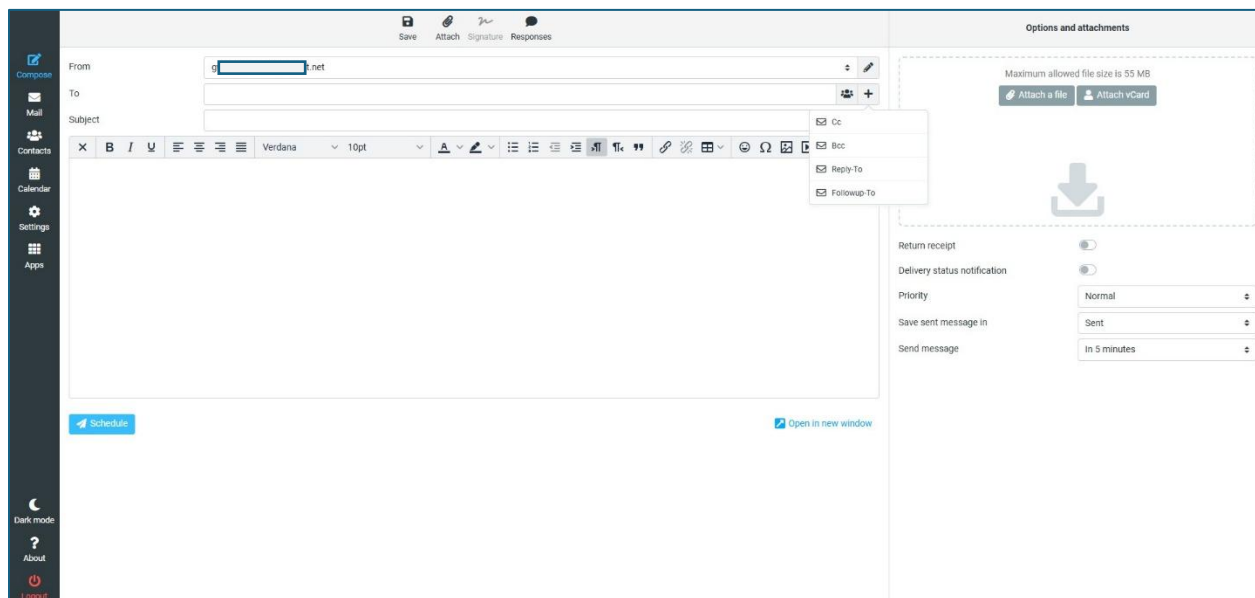
## Compose & Send

When you click **Compose** on the navigation bar, the email creation page opens. This page features a robust word processor with formatting tools and options to insert images and graphics directly into your message.

To the right, you'll find the **Options & Attachments** panel, where you can:

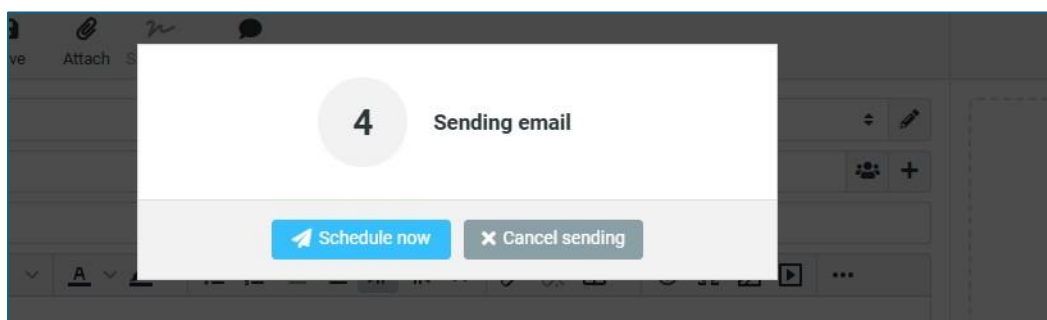
- Attach PDFs, documents, photos, audio, or video files
- Request a return receipt
- Enable delivery status notifications

The **To** field includes a drop-down menu for adding **CC**, **BCC**, or **Reply-To** recipients.



Once your message is complete—attachments added, subject entered, and recipients selected—clicking **Send** triggers a five-second countdown. During this brief window, you can cancel the send action to revise your message or update attachments.

You can adjust the length of this countdown in **Settings > Preferences > Email Scheduler**.

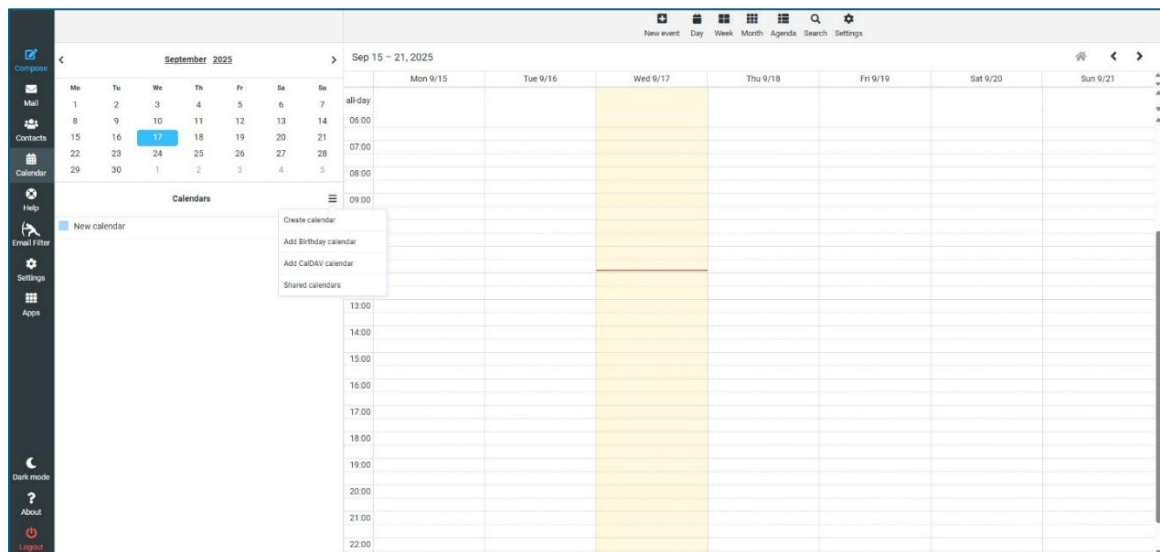


## Calendar View

The Calendar in the updated Webmail Portal includes several key improvements over previous versions. One of the most powerful new features is support for **CalDAV connections**, which allow you to sync your Webmail calendar with external providers—such as Microsoft Outlook or other CalDAV-compatible services. This enables seamless sharing and synchronization of calendar data across platforms.

To set up a CalDAV connection:

- Go to the **Calendar** section.
- In the **Calendars** pane located beneath the month view, click the **hamburger menu** (three horizontal lines).
- Select **Add CalDAV Calendar** and follow the prompts to complete setup.



Click

**Add CalDAV Calendar** from the menu, then follow the steps in the calendar setup wizard. Once completed, your synced calendar will appear in the list.

**Add CalDAV calendar**

To subscribe to a CalDAV calendar, specify the CalDAV server information and click Find calendars.

CalDAV URL

Username

Password

## Creating Events in Webmail Calendar

You can create a new calendar event in two ways:

- Click or double-click directly on the **main calendar view**
- Click the **New Event** button in the top taskbar

This opens the **New Event** window, where you'll enter details under the **Summary** tab:

### Summary Tab Fields

Field	Description
<b>Title</b>	The name of the event, shown on your calendar once saved
<b>Start/End</b>	Set the beginning and ending time of the event
<b>Location</b>	Optional field to specify where the event takes place
<b>Description</b>	A brief overview of the event's purpose or agenda
<b>URL</b>	Link to a relevant website or resource
<b>Calendar</b>	Choose which calendar this event belongs to
<b>Category</b>	Select the type of event (e.g., meeting, personal, reminder)
<b>Show Me As</b>	Set your status during the event (Available or Busy)
<b>Visibility</b>	Choose visibility: calendar default, public, or private
<b>Priority</b>	Assign a priority level from 1 (highest) to 9 (lowest)

Once all fields are completed, save the event to add it to your calendar.

Create event

Summary

Recurrence

Notifications

Attendees

Attachments

Title

New event

Start

2025-09-17

12:13

End

2025-09-17

13:13

Show timezones

All day

☐

Location

Description

URL

Calendar

New calendar

Use calendar colors

☒

Category

No category

Show me as

Busy

Visibility

Calendar default

Priority

Not specified

## The “Recurrence” Tab

- **Repeat:** Allows you to schedule recurring events using common patterns like daily, weekly, monthly, or yearly.
- **Every:** Sets the interval for the selected pattern. For example, if “Weekly” is chosen, you can specify “every 2 weeks” or “every 3 weeks.”

## The “Notifications” Tab

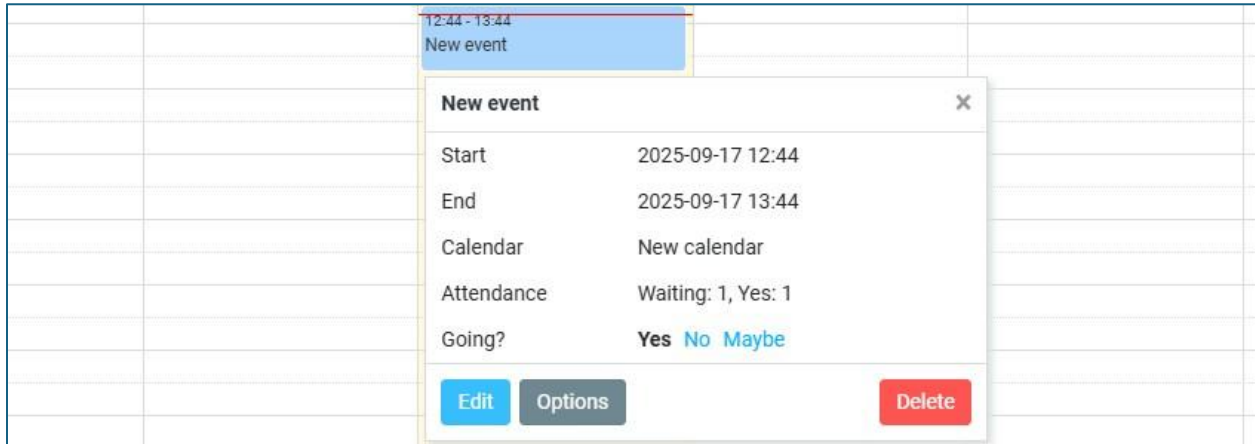
- **Add Notification:** Lets you create reminders that will appear as messages in your webmail before the event begins.

## The “Attendees” Tab

- **Add Attendees:** Enter participant email addresses, assign roles (such as Required or Optional), and track attendance status.
- Invitations will be automatically sent to the email addresses listed in the “Participant” column.

## Edit An Event

To modify an existing event, click directly on the event in the main calendar view, then select **Edit**.

































This opens a summary window showing the current event details. From here, you can:

- **Edit** the event, which reopens the original event creation window. Be sure to **save** your changes before exiting.
- **Delete** the event if it's no longer needed.
- Access additional options, including:
  - **Download** the event
  - **Send** the event to a participant
  - **Copy** the event to duplicate its details for reuse

## Settings

Clicking the **Settings** icon on the main navigation bar opens the main configuration menu. From here, you can access the following options:

	Settings	
 Compose	 Preferences	 User Interface
 Mail	 Folders	 Mailbox View
 Contacts	 Identities	 Displaying Messages
 Calendar	 Responses	 Composing Messages
 Help	 Two-factor Authentication	 Contacts
 Email Filter	 Mail Rules	 Special Folders
 Settings	 Out of Office	 Server Settings
 Apps	 User info	 Sidebar
	 Password	 Background
		 Calendar
		 News Feed
		 Weather
		 Email Scheduler

- **Preferences** – Customize layout, behavior, and interface settings
- **Folders** – Manage your email folders and storage settings
- **Identities** – Set up multiple sender profiles with different names and reply addresses
- **Responses** – Create and manage reusable message templates
- **Two-Factor Authentication** – Add an extra layer of login security
- **Mail Rules** – Set up filters to automatically sort or manage incoming messages
- **Out of Office Reply** – Enable automatic replies when you're away (new feature)
- **User Info** – View and update your account details
- **Password** – Change your login password securely

# Preferences

## User Interface

This section includes key user interface settings such as **date and time formats**, **refresh intervals**, and **interface themes or skins**—allowing you to tailor the portal’s appearance and behavior to your preferences.

Main Options

Language

Time zone

Time format

Date format

Pretty dates

Display next list entry after delete/move

Refresh (check for new messages, etc.)

English (US)

Auto

07:30

2025-07-24


☒

☒

every 1 minute(s)

Interface skin

☐




Alpha

by Roundcube Plus (<https://roundcubeplus.com>)

License: Commercial

☐




Droid

by Roundcube Plus (<https://roundcubeplus.com>)

License: Commercial

☐



Droid+

by Roundcube Plus (<https://roundcubeplus.com>)

License: Commercial

☒

Elastic

by Aleksander Machniak

License: [Creative Commons Attribution-ShareAlike](#)☐

GMail+

by Roundcube Plus (<https://roundcubeplus.com>)

License: Commercial

☐

iCloud

by Roundcube Plus (<https://roundcubeplus.com>)

License: Commercial

☐

Larry

by FLINT / Büro für Gestaltung, Switzerland

License: [Creative Commons Attribution-ShareAlike](#)☐

Litecube

by Roundcube Plus (<https://roundcubeplus.com>)

License: Commercial

☐

Outlook

by Roundcube Plus (<https://roundcubeplus.com>)

License: Commercial

☐

Outlook+

by Roundcube Plus (<https://roundcubeplus.com>)

License: Commercial

☐

w21

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License: Commercial

Browser Options

Handle popups as standard windows

☐

[Register protocol handler for mailto: links](#)

✓ Save



- **Language** – Select from a wide range of supported languages. Note: Some features may not function fully in all language options.
- **Time Zone** – Automatically detected but can be manually set if needed.
- **Time Format** – Choose how time is displayed (e.g., 12-hour or 24-hour format).
- **Date Format** – Customize how dates appear (e.g., MM/DD/YYYY or DD/MM/YYYY).
- **Pretty Dates** – When enabled, dates near today are shown as “Today,” “Yesterday,” etc., for easier reading.
- **Refresh Interval** – Set how often webmail checks the server for new messages.
- **Interface Skin** – Choose from available visual themes. “Elastic” is the current default; note that “Larry” is being deprecated.
- **Handle Popups as Standard Windows** – Configure how new message or compose windows behave—either as lightweight popups or full browser windows/tabs, depending on your browser settings.
- **Register Protocol Handler** – Enable this option to make your webmail the default app for handling email links clicked on websites.

## Mailbox View

These settings control how your webmail interface behaves while viewing messages and handling notifications.

User Interface	
Mailbox View	
Displaying Messages	
Composing Messages	
Contacts	
Special Folders	
Server Settings	
Sidebar	
Background	
Calendar	
News Feed	
Weather	
Email Scheduler	

### Main Options

Mark messages as read

Expand message threads

Rows per page

### New Message

Check all folders for new messages ☐

Display browser notifications on new message ☐ Test

Display desktop notifications on new message ☐ Test

Play the sound on new message ☐ Test

Close desktop notification

### General Mailbox View Options

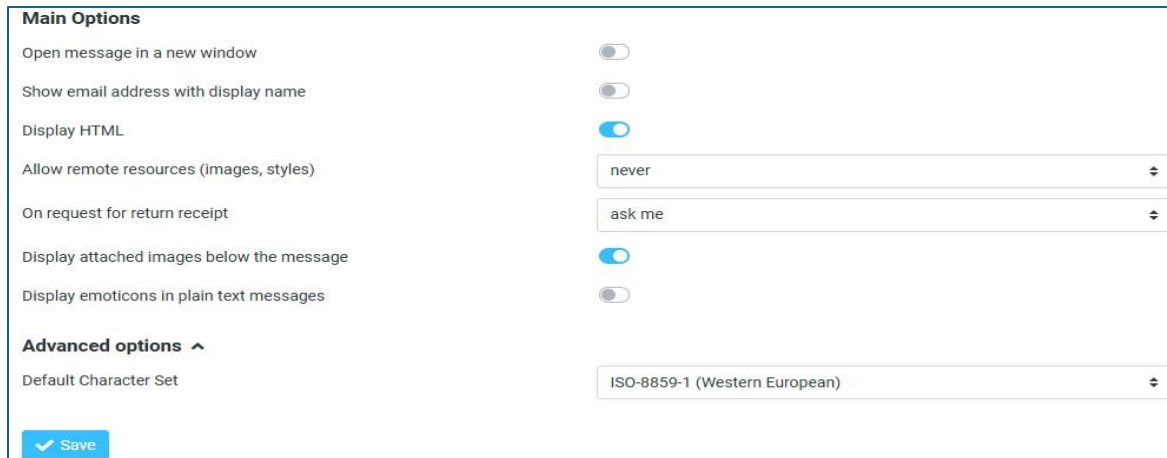
- **Mark Messages as Read** – Set a delay before a message is marked as read after being opened.
- **Expand Message Threads** – Choose how threaded conversations are displayed and expanded in the message list.
- **Rows per Page** – Define how many messages appear per page. Higher numbers may slow down folder loading times.

### New Message Notification Options

- **Check All Folders for New Messages** – By default, only the Inbox is checked. Enable this to monitor all folders.
- **Display Browser Notifications on New Message** – Changes your browser's favicon to indicate new mail.
- **Display Desktop Notifications on New Message (SSL Only)** – Shows desktop alerts when new mail arrives. This option is only available over secure SSL connections.
- **Play Sound on New Message** – Enables an audible alert when a new message is received.
- **Close Desktop Notification (SSL Only)** – Controls how long desktop notifications remain visible. Hidden if SSL is not active.

## Displaying Messages

These options control how email messages appear within the mail view.



The screenshot shows a settings panel with two sections: 'Main Options' and 'Advanced options'. 'Main Options' includes seven settings: 'Open message in a new window' (disabled), 'Show email address with display name' (disabled), 'Display HTML' (enabled), 'Allow remote resources (images, styles)' (set to 'never'), 'On request for return receipt' (set to 'ask me'), 'Display attached images below the message' (enabled), and 'Display emoticons in plain text messages' (disabled). 'Advanced options' includes 'Default Character Set' (set to 'ISO-8859-1 (Western European)'). A 'Save' button is at the bottom left.

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"/>
Allow remote resources (images, styles)	never
On request for return receipt	ask me
Display attached images below the message	<input checked="" type="checkbox"/>
Display emoticons in plain text messages	<input type="checkbox"/>

**Advanced options** ^

Default Character Set	ISO-8859-1 (Western European)
-----------------------	-------------------------------

✓ Save

- **Open Message in a New Window** – When enabled, double-clicking a message opens it in a separate browser window or tab instead of within the current view.
- **Show Email Address with Display Name** – Displays both the sender’s name and their email address. If disabled, only the display name is shown.
- **Display HTML** – Shows messages with original formatting (colors, fonts, layout). If unchecked, messages are converted to plain text.
- **Allow Remote Resources (Images, Styles)** – Controls whether external content (like images) is loaded from remote servers. Options include:
  - **Never**
  - **From My Contacts**
  - **From Trusted Senders**
  - **Always** *Note: Loading remote resources may compromise privacy by notifying the sender that the message was opened.*
- **Display Attached Images Below the Message** – Shows image attachments directly beneath the message content.
- **Display Emoticons in Plain Text Messages** – Converts character patterns like :) or :( into visual emoticons.
- **Advanced – Default Character Set** – Choose from a list of international character sets to control how message text is interpreted and displayed.

## Composing Messages

These options control how messages are composed, formatted, saved, and sent.

Main Options	
Compose in a new window	<input type="checkbox"/>
Compose HTML messages	always
Automatically save draft	every 5 minute(s)
Always request a return receipt	<input 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
Messages forwarding	inline
Default font of HTML message	Verdana 10pt
Default action of [Reply all] button	reply to all
Default font size of plain text message	9pt
Remind about forgotten attachments	<input type="checkbox"/>
Enable emoticons	<input checked="" type="checkbox"/>
Signature Options	
Automatically add signature	always
Place signature below the quoted message	<input type="checkbox"/>
When replying remove original signature from message	<input checked="" type="checkbox"/>
Force standard separator in signatures	<input checked="" type="checkbox"/>

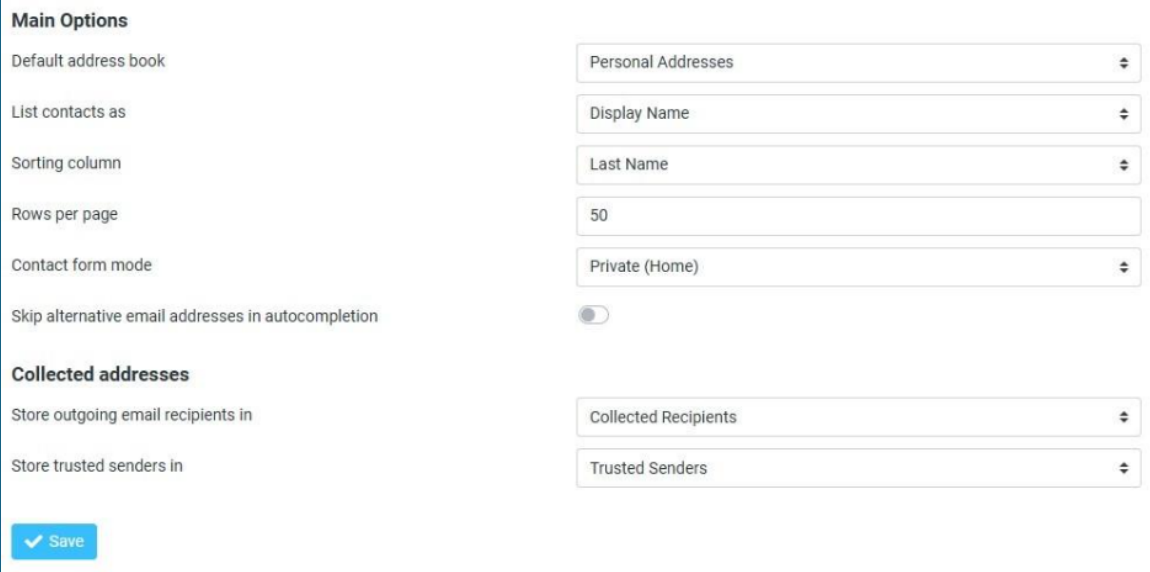
✓ Save

- **Compose in a New Window** – Opens the message editor in a separate browser window or tab.
- **Compose HTML Messages** – Enables the rich text editor by default when starting a new message. This can be toggled while composing.
- **Automatically Save Draft** – Saves a draft copy at regular intervals while composing. You can adjust the interval or disable auto-save.
- **Always Request a Return Receipt** – Automatically enables the return receipt option for new messages.
- **Always Request a Delivery Status Notification** – Enables delivery status tracking by default.

- **Place Replies in the Folder of the Original Message** – Saves replies in the same folder as the original message instead of the Sent folder.
- **When Replying** – Controls whether and where the quoted original message appears in your reply.
- **Message Forwarding** – Sets the default forwarding mode when using the Forward button.
- **Default Font for HTML Messages** – Specifies the font face and size used in formatted (HTML) messages.
- **Default Action of Reply All Button** – Determines how replies are handled for mailing list messages.
- **Default Font Size for Plain Text Messages** – Set via a dropdown menu.
- **Remind About Forgotten Attachments** – Toggles alerts for missing attachments when keywords like “attached” are detected.
- **Enable Emoticons** – Converts character patterns like :) into visual emoticons in sent messages.
- **Automatically Add Signature** – Controls when your sender identity’s signature is added to new messages.
- **Place Signature Below Quoted Message** – Adds your signature beneath the quoted reply chain.
- **Remove Original Signature When Replying** – Strips detected signatures from the original message in replies.
- **Force Standard Separator in Signatures** – Adds two dashes (--) before your signature for consistency.

## Contact

These options control how contacts are stored, displayed, and used during message composition.



The screenshot shows a settings panel for contacts, divided into two main sections: "Main Options" and "Collected addresses".

**Main Options**

- Default address book: Personal Addresses (dropdown)
- List contacts as: Display Name (dropdown)
- Sorting column: Last Name (dropdown)
- Rows per page: 50 (text input)
- Contact form mode: Private (Home) (dropdown)
- Skip alternative email addresses in autocompletion: ☐ (toggle)

**Collected addresses**

- Store outgoing email recipients in: Collected Recipients (dropdown)
- Store trusted senders in: Trusted Senders (dropdown)

At the bottom of the panel is a blue button with a checkmark icon and the text "Save".

- **Default Address Book** – Choose the address book where new contacts are saved when added from the mail view.
- **List Contacts As** – Set how names appear in the contacts list (e.g., First Last or Last, First).
- **Sorting Column** – Select which contact attribute (e.g., name, email) is used to sort the list.
- **Rows per Page** – Define how many contacts are shown at once in the contacts' view.
- **Contact Form Mode** – Choose between **Private** or **Business** layout when adding or editing a contact.
- **Skip Alternative Email Addresses in Autocompletion** – Prevents duplicate entries in the recipient field by showing each contact only once.

### Collected Addresses

- **Store Outgoing Email Recipients In** – Choose whether to save recipients to **Collected Recipients** or **Personal Addresses**.
- **Store Trusted Senders In** – Decide whether trusted senders are saved to **Trusted Senders** or **Personal Addresses**.

## Special Folders

Certain folders serve system-level functions and are required for storing specific types of messages. This section allows you to assign folders for:

- **Drafts** – Where unsent messages are saved
- **Sent** – Where sent messages are stored
- **Junk** – Where suspected spam is filtered
- **Trash** – Where deleted messages are moved
- **Archive** – Where older messages can be stored for long-term reference

**Main Options (gwisdemo@goldenwest.net)**

Show real names for special folders

☐

Drafts

Drafts

↕

Sent

Sent

↕

Junk

Junk

↕

Trash

Trash

↕

Archive

Archive

↕

**Archive**

Divide archive by

None

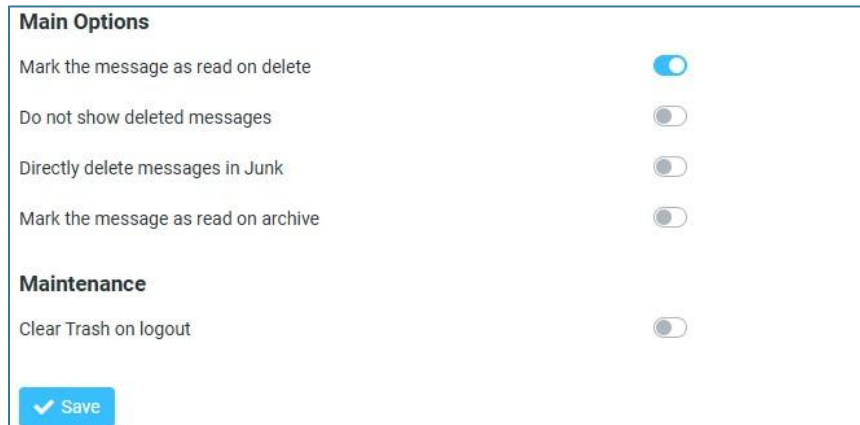
↕

✓ Save

These folder assignments are essential for proper message handling. For details on creating and customizing folders, see the next section: **Settings / Folders**.

## Server Settings

These advanced options control how messages are handled by the email server. Use the sliders to enable or disable each setting and be sure to click **Save** to apply changes.



The screenshot shows a settings panel with two sections: 'Main Options' and 'Maintenance'. Each section contains several toggle switches. In the 'Main Options' section, the first toggle 'Mark the message as read on delete' is turned on (blue), while the others are turned off (grey). The 'Maintenance' section has one toggle 'Clear Trash on logout' which is also turned off. A blue 'Save' button with a checkmark is at the bottom left of the panel.

Section	Setting	Status
Main Options	Mark the message as read on delete	On
	Do not show deleted messages	Off
	Directly delete messages in Junk	Off
	Mark the message as read on archive	Off
Maintenance	Clear Trash on logout	Off

### Main Options

- **Mark the Message as Read on Delete** – Automatically marks unread messages as read when they are deleted.
- **Do Not Show Deleted Messages** – Hides messages that have been flagged for deletion from the message list.
- **Directly Delete Messages in Junk** – Moves messages from the Junk folder directly to Trash.
- **Mark the Message as Read on Archive** – Flags archived messages as read during the archiving process.

### Maintenance

- **Clear Trash on Logout** – Automatically empties the Trash folder when you log out of your session.









## Sidebar


The main Mail View now includes a customizable Sidebar that displays at-a-glance panels for quick access to useful features.

- You can **enable or disable individual panels** based on your preferences.
- You can also **reorder the panels** to prioritize the information most relevant to you.

**Sidebar items**

 Show Calendar Agenda	<input checked="" type="checkbox"/>
 Show Last Login	<input checked="" type="checkbox"/>
 Show News Feed	<input checked="" type="checkbox"/>
 Show Daily Quote	<input checked="" type="checkbox"/>
 Show Weather	<input checked="" type="checkbox"/>

 Drag and drop sidebar items to change their order.

 Save

Some panels include a small **Settings gear icon**, allowing you to configure specific options or access additional data through external links.

## Background

The **Settings / Background** page lets you personalize the appearance of your webmail portal by selecting a background color. You can also control how the background interacts visually with different pages and pop-up windows throughout the interface.

**Main Options**

Background image


A grid of 14 background image thumbnails. The first row contains 8 thumbnails: 4 solid colors (light beige, light gray, medium gray, dark gray) and 4 patterns (vertical stripes, horizontal stripes, diagonal stripes, and a floral pattern). The second row contains 6 thumbnails: 5 nature/scenery images (a lake, a tree, a sunset, a forest, and a field) and 1 'X' icon for removing the background image.

Image blur

10%

Convert to gray

20%

Image opacity

80%

Content box opacity

80%

✓ Save

## Calendar

Customize your calendar experience with a range of display and behavior options.

### General Display & Behavior

- **Initial Calendar View** – Choose which view (Day, Week, Month, etc.) appears first when opening the calendar tab.
- **Week Starts On** – Set the first day of the week to match your preference.
- **Agenda Time Span (Weeks)** – Define how many weeks are shown in the agenda view.
- **Day Time Slot (Minutes)** – Adjust the time interval used to divide each day (e.g., 15, 30, or 60 minutes).
- **Scroll to Time** – Set the default time the calendar scrolls to when opened.
- **Default Calendar for Events** – Choose which calendar is selected by default when creating a new event.
- **Refresh Calendars** – Set how often calendars update: options range from “Never” to every hour.
- **Week Numbers in Small Calendar** – Toggle to show or hide week numbers in the mini calendar view.
- **Category Colors as Event Borders** – Toggle to display category colors as borders around events.
- **Show Sunrise in Month View** – Toggle to display sunrise times in the monthly calendar.
- **Show Sunset in Month View** – Toggle to display sunset times in the monthly calendar.

## Categories

Default categories include **Personal**, **Work**, and **Family**, each with customizable color settings. You can also create additional categories to organize your calendar visually and functionally.

## Notifications

Choose a notification sound and assign it to specific event types. You can also leave the **Default Notification** set to “none” if you prefer not to receive alerts.

### Main Options

Initial calendar view

Week

Week starts on

Monday

Agenda time span (weeks)

1

Day time slot (minutes)

30

Scroll to time

06:00

Default calendar for events

New calendar

Refresh calendars

Every 30 minutes

Week numbers in small calendar

☐

Category colors as event borders

☐

Show sunrise in month view

☐

Show sunset in month view

☐

### Categories

Personal

X

Work

X

Family

X

Add category

### Notifications

Notification sound

Maramba

Play sound

Default notifications for new events

None

Save

## News Feed

Located under **Settings / Preferences**, this section allows you to configure the Sidebar's News Ticker by selecting or entering an RSS feed.

**Main Options**

Predefined feeds

None

Title

BBC World

URL

http://feeds.bbc.co.uk/news/world/rss.xml

Items to show

5

Test news feed settings

**Preview**

- ABC takes Jimmy Kimmel off air over Charlie Kirk comments
- Macrons to offer 'scientific evidence' to US court to prove Brigitte is a woman, lawyer says
- US judge orders deportation of Palestinian activist Mahmoud Khalil
- 'Cataclysmic' situation in Gaza City, UN official says, as Israeli tanks advance
- Workers across France strike over budget cut plans
- Israel threatens national film awards after Palestinian story wins top prize

✓ Save.

### Main Options

- **Predefined Feeds** – Choose from 18 built-in RSS feeds featuring major U.S. and international news sources.
- **Title** – Displays the name of the selected feed. If using a custom feed, enter the title manually.
- **URL** – Shows the web address of the selected RSS feed. For custom feeds, paste the URL here.
  - You can **TEST** the feed to preview headlines before saving.
- **Items to Show** – Set the number of headlines to display in the ticker.
- **Preview** – Displays a sample of current headlines from the selected feed.

Preview: The example here shows the BBC headlines for 11AM MT, 9/18/2025

## Weather

Located under **Settings / Preferences / Weather**, this section allows you to configure the Sidebar Weather Update to match your location and display preferences.

**Location**

Find location by

Country and city

Country

United States

City

New York

Check location

**Options**

Units

Metric

Icons

Monochrome

Icon preview

**Display**

Show description

Show pressure

Show humidity

Show clouds

Show wind

Show sunrise

Show sunset

Save

### Location Setup

- **Find Location** – Choose how to set your location:
  - **By Country and City** – Select from dropdown menus.
  - **By Coordinates** – Enter latitude and longitude manually. A link is provided to help you find your coordinates.

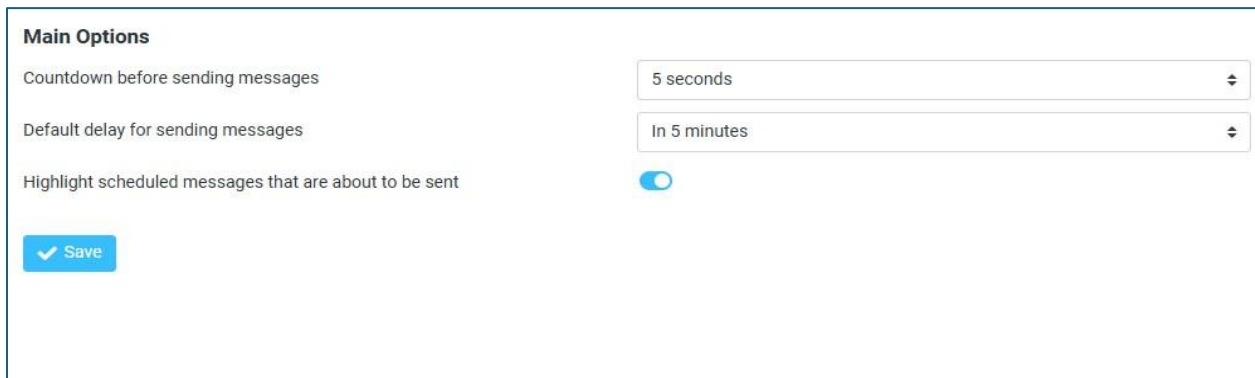
### Display Options

- **Measurement Units** – Choose between **Metric** or **Imperial**.
- **Weather Icons** – Use the default **Monochrome** set or select from four colorful icon styles to personalize the look.
- **Conditions Data** – Toggle individual weather details on or off based on your preferences.

Be sure to click **Save** after making any changes to apply your settings.

## Email Scheduler

When you click **Send** while composing a message, a countdown pane appears—giving you a short delay and a **Cancel** button in case you need to stop the email before it's sent.



The screenshot shows a settings panel titled "Main Options". It contains three configuration items: "Countdown before sending messages" set to "5 seconds", "Default delay for sending messages" set to "In 5 minutes", and a toggle switch for "Highlight scheduled messages that are about to be sent" which is currently turned on. A blue "Save" button with a checkmark icon is located at the bottom left of the panel.

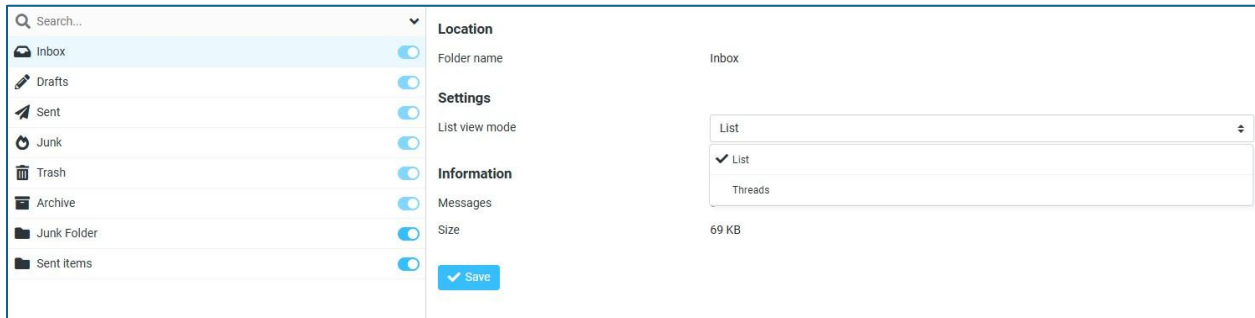
You can configure this delay in **Settings / Preferences / Email Scheduler**:

- Set a custom delay time for outgoing messages (e.g., 1 to 5 minutes).
- After sending it, the email enters a **buffer** where it waits before final delivery.
- To manage buffered messages, click **Scheduled** in the Mail View Inbox. From there, you can:
  - **Edit** the message
  - **Delete** it
  - Or allow it to **send automatically** once the countdown completes

This feature adds a layer of control and flexibility to your email workflow.

## Folders

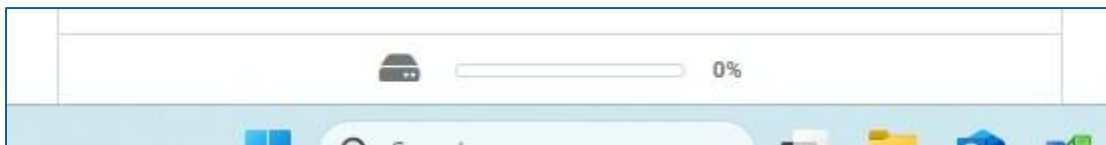
The **Settings / Folders** page displays all folders currently visible in your Mail View Inbox. From here, you can monitor folder status, check storage usage, and make adjustments as needed.



The screenshot shows the 'Settings / Folders' interface. On the left is a list of folders: Inbox, Drafts, Sent, Junk, Trash, Archive, Junk Folder, and Sent Items, each with a toggle switch. The 'Inbox' folder is selected. To the right of the folder list are three sections: 'Location' (Folder name: Inbox), 'Settings' (List view mode: List), and 'Information' (Messages: 69 KB). A 'Save' button is at the bottom left of the settings area.

### Folder Display & Storage

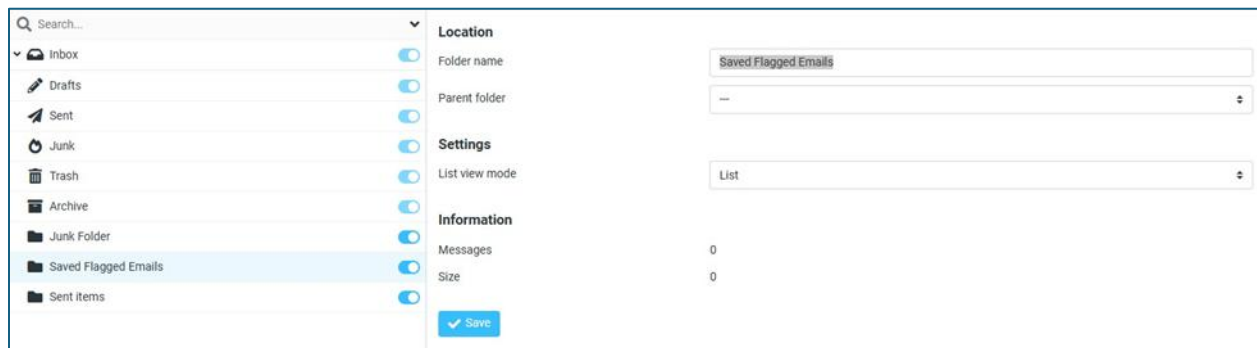
- **List View Mode** – Choose between **List** or **Threaded** views to control how messages are displayed within each folder.
- **Mailbox Quota Indicator** – Located at the bottom of the folder column, this shows your remaining storage capacity.
- **Folder Details** – Click any folder to view its name, message count, and total size.





## System & Custom Folders

- **System Folders** – Inbox, Drafts, Sent, Junk, Trash, and Archive have unique icons and are also managed under **Settings / Preferences / Special Folders**.
- **Custom Folders** – Folders like “Junk Folder” and “Sent Items” use standard icons and can be renamed. Any folders you create will appear in alphabetical order and re-sort automatically when new folders are added. This same list is reflected in the Mail View Inbox.

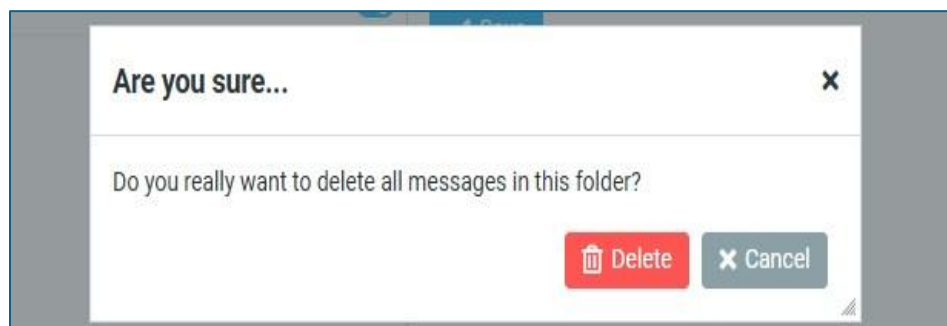


The screenshot shows the 'Folder Settings' interface for a folder named 'Saved Flagged Emails'. On the left, a list of folders includes 'Inbox', 'Drafts', 'Sent', 'Junk', 'Trash', 'Archive', 'Junk Folder', 'Saved Flagged Emails' (selected), and 'Sent Items'. Each folder has a toggle switch to its right. The main area is divided into sections: 'Location' with fields for 'Folder name' (containing 'Saved Flagged Emails') and 'Parent folder' (set to '-'); 'Settings' with a 'List view mode' dropdown set to 'List'; and 'Information' showing 'Messages' and 'Size' both at 0. A blue 'Save' button is at the bottom.

## Folder Actions

At the top of the Folder Contents pane, you'll find:

- **Create** – Add a new folder (e.g., “Sent Flagged Items”).
- **Delete** – Remove a folder entirely.
- **Empty** – Permanently delete all contents within a folder.



⚠ When using **Empty**, a warning will appear. This is especially useful if you're nearing or exceeding your account quota—clearing large personal folders can quickly free up space.

## Identities

The **Settings / Identities** page controls how your name and email address appear to recipients when you send messages. You can manage existing identities or create new ones to suit different roles, organizations, or accounts.

**Settings**

Display Name

Email

g...@...net

Organization

Reply-To

Bcc

Set default

☒


Use custom mail servers

☐

**Signature**

Enable Signature Builder

☐



HTML signature

☐

✓ Save

## Identity Setup

To begin, click an existing email address or select **Create** to add a new identity.

## Identity Settings

- **Display Name** – The full name shown to recipients in their email client.
- **Email** – The sender address used when sending messages. Must be valid and associated with your account to avoid delivery issues.
- **Organization** – Optional field that may appear in some email clients alongside your name.
- **Reply-To** – Specify a different address for replies if you want responses sent somewhere other than the sender address.
- **Bcc** – Enter an address to receive blind copies of every message sent from this identity.
- **Set Default** – Make this identity the default for new messages. You can still switch identities while composing.

- **Signature** – Add signature text here.

- Click the **HTML** button to enable rich formatting.

- Use the **Enable Signature Builder** switch to launch the image editor, where you can upload logos and design your signature layout.

- Drag and drop text and image elements into the signature box, then use templates to arrange them.

Enable Signature Builder

Close design editor

Drag and drop the elements in the table below to rearrange their positions. Click the gear icons to adjust cell properties.

Sample name  
Sample position, Sample organization

rc+ Email: sample@email-address.com  
Website: http://sample-url.com  
Phone: 123-456-789  
Mobile: 987-654-321  
Address: This is a sample address

in f % @

Templates User Logo Details Social Disclaimer Style Export

Applying a template will overwrite all the modifications you've made using the design editor.

Save

- Click **Export** to generate HTML code you can copy to your clipboard.

## Adding Additional Accounts

You can also link other webmail accounts to your Inbox from this page.

- Click **Create**, then toggle **Use Custom Mail Servers**.
- This opens fields to enter **Incoming** and **Outgoing** server details for the additional account.

Use custom mail servers

**Incoming Server (IMAP)**

Server

Port

Connection security

Username

Password

Test connection

993

TLS

.....

Test connection

**Outgoing Server (SMTP)**

Server

Port

Connection security

Authentication

Test connection

465

TLS

Use IMAP username and password

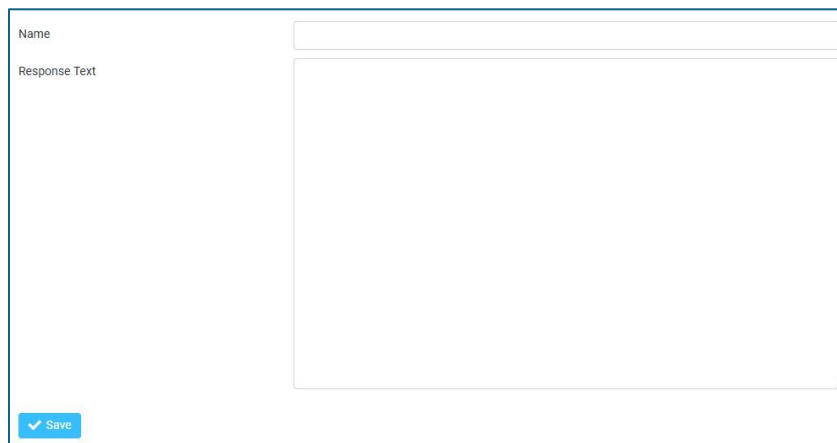
Test connection

## Responses

The **Settings / Response** page allows you to create and manage reusable message responses.

- Click **Create** in the task bar to begin.
- Enter a **name** for your response and type the **response text** in the editor.
- Click **Save** to store it for future use.

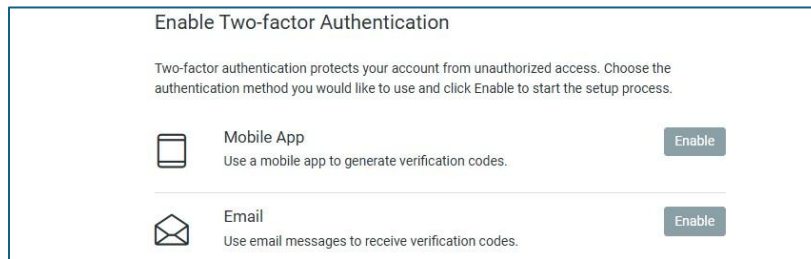
These saved responses can be quickly inserted when composing messages, helping streamline repetitive communication.



The screenshot shows a form with two main input areas. The first is a text field labeled 'Name'. The second is a larger text area labeled 'Response Text'. At the bottom left of the form is a blue button with a checkmark icon and the text 'Save'.


## Two-Factor Authentication


Two-Factor Authentication (2FA) adds an extra layer of security to your account and is widely used across online platforms.



Enable Two-factor Authentication

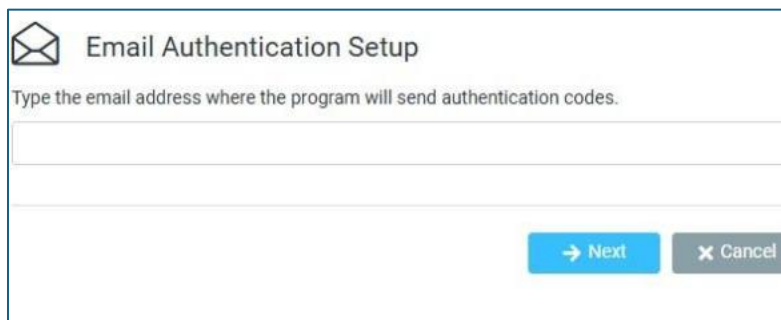
Two-factor authentication protects your account from unauthorized access. Choose the authentication method you would like to use and click Enable to start the setup process.


 **Mobile App**  
Use a mobile app to generate verification codes. Enable

 **Email**  
Use email messages to receive verification codes. Enable

On the **Settings / Two-Factor Authentication** page, you can choose your preferred method for receiving verification codes:

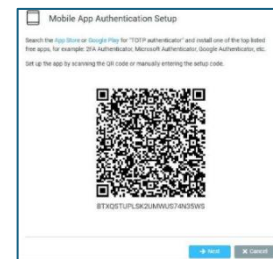
- **Mobile App** – Scan a QR code to link your account with an authenticator app.
- **Email** – Enter an alternate email address to receive 2FA codes.



 **Email Authentication Setup**


Type the email address where the program will send authentication codes.

→ Next ✕ Cancel



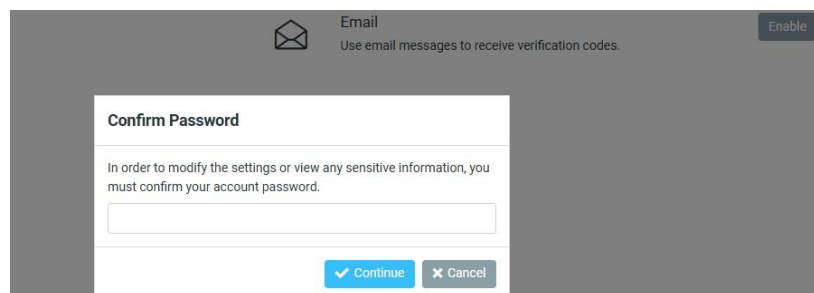
**Mobile App Authentication Setup**


Search the App Store or Google Play for "TOTP authentication" and install one of the top listed free apps, for example: 2FA Authentication, Microsoft Authenticator, Google Authenticator, etc. Set up the app by scanning the QR code or manually entering the setup code.



→ Next ✕ Cancel

After selecting your method, you'll be prompted to **re-enter your account password** to confirm the setup.



 **Email**  
Use email messages to receive verification codes. Enable

**Confirm Password**

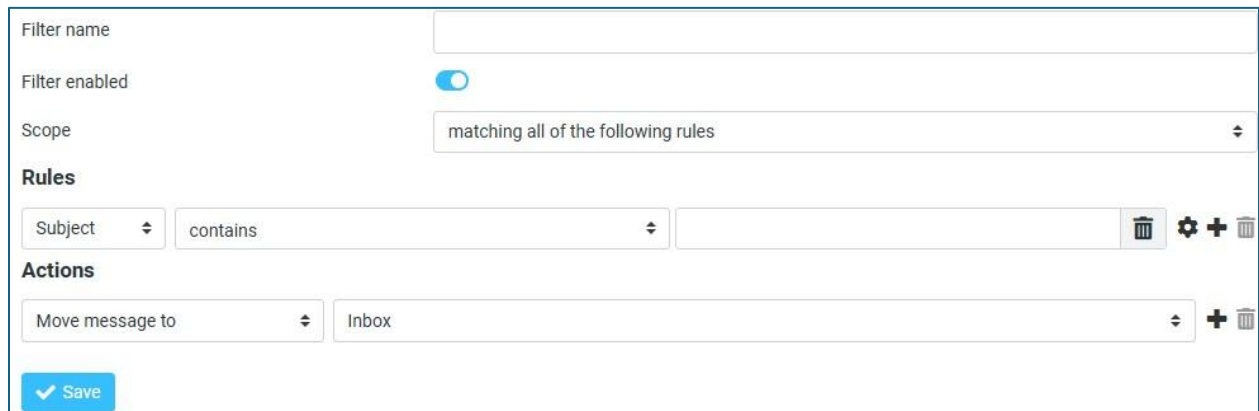
In order to modify the settings or view any sensitive information, you must confirm your account password.

✓ Continue ✕ Cancel

This feature helps protect your account from unauthorized access and ensures secure login activity.

## Mail Rules

The **Settings / Mail Rules** feature in the updated Webmail Portal allows you to automate how incoming messages are handled. You can create filters that sort emails into specific folders (created in the **Folders** section) and apply edits or header changes based on rule conditions.

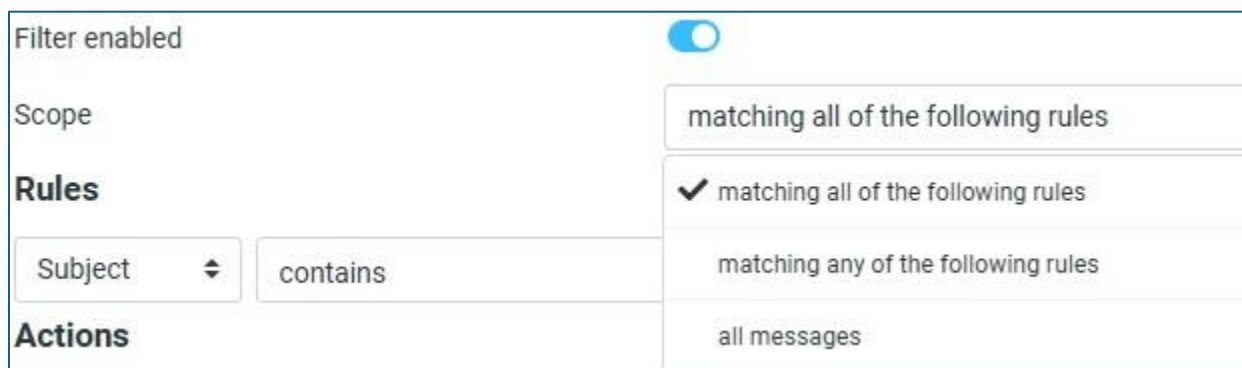


The screenshot shows a form for creating a mail rule. It includes fields for 'Filter name', a 'Filter enabled' toggle switch (which is turned on), and a 'Scope' dropdown menu set to 'matching all of the following rules'. Under the 'Rules' section, there is a single rule defined: 'Subject' contains a specific value. Under the 'Actions' section, the action is 'Move message to' followed by a dropdown menu set to 'Inbox'. At the bottom left of the form is a blue 'Save' button with a checkmark icon.

### Creating a Mail Rule

Click **Create** to open the rule setup screen. You'll begin by configuring the following:

- **Filter Name** – Assign a unique name to identify the rule.
- **Filter Enabled** – Toggle the rule on or off as needed.
- **Scope** – Choose whether the rule applies to **All Messages** or only to messages that match specific filter conditions.

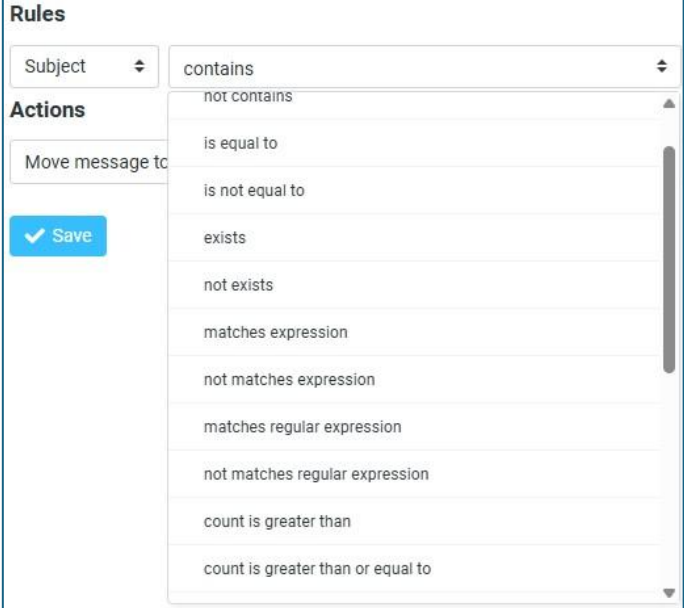


This screenshot shows the same form as above, but with the 'Scope' dropdown menu open. The menu lists three options: 'matching all of the following rules' (which is selected and has a checkmark), 'matching any of the following rules', and 'all messages'.

## Rules & Actions

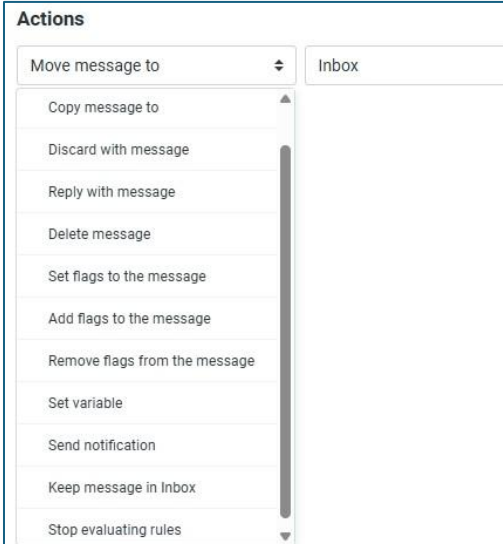
### Rules

- Scan fields such as **Subject**, **From**, or **To**.
- Select a condition from the dropdown menu (e.g., “contains,” “starts with,” “is exactly”) and enter the term to match.
- Use the **Settings gear** for advanced options.
- Click the **plus (+)** icon to add additional rule lines.
- Use the **trash icon** to remove a rule line.



### Actions

- Choose from a wide list of actions to apply when rule conditions are met:
  - **Move** or **Copy** the message to a folder
  - **Edit flags** (e.g., mark as read, starred)
  - **Send a notification**
  - And more
- Use the plus (+) icon to assign multiple actions to a single rule.



Be sure to click **Save** to activate your rule and apply it to incoming messages.

## Out Of Office

- The **Out of Office Reply** feature—found under **Settings / Out of Office**—lets you create a detailed auto-response for times when you're away, such as vacations, conferences, or business travel.
- **Basic Setup**



- **Subject** – Enter a subject line for your auto-reply (e.g., *Out of Office at Annual Meeting*).
- **Body** – Compose the message content, including alternate contact information and your expected return date/time.
- **Start Time / End Time** – Schedule the reply to activate and deactivate automatically.
- **Status** – Manually toggle the reply on or off as needed.
- **Advanced Settings**
  - **Reply Sender Address** – Specify a custom “Reply-To” address for recipients.
  - **My Email Addresses** – Choose from a list of your email identities. Use the **Fill with all my addresses** button to auto-populate from your saved identities.
  - **Reply Interval** – Set a delay (in days) before sending another auto-reply to the same sender.
  - **Incoming Message Action** – Choose whether to **keep** or **discard** incoming messages while the auto-reply is active.
- Reply Interval: set a number of days to delay any replies sent back to you
- Incoming Message Action: choose to keep or discard the incoming message.

Reply message

Subject

Body

Start time

End time

Status

Advanced settings

Reply sender address

My e-mail addresses

Reply interval

Incoming message action

Save

YYYY-MM-DD

YYYY-MM-DD

off

Fill with all my addresses

days

Keep

## User Info

The **Settings / User Info** page provides a snapshot of your account details, including:

- **Username and Email Address**
- **Account Type or Role**
- **Last Login Timestamp**

Info for gwisdemo@goldenwest.net	
ID	95
Username	g[REDACTED]t.net
Server	imap.g[REDACTED].net
Created	2025-07-23 15:37:56
Last Login	2025-09-19 08:19:29
Default Identity	<g[REDACTED].net>

This section offers a quick reference for verifying your credentials and monitoring recent access activity

## Password

The **Settings / Password** tab allows you to update the password for your currently logged-in account—if permitted by you as the Internet Service Provider.

Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

*Password must not contain your username (forward or backward)*

*Password must not contain the word "password"*

*Password must contain letters and numbers (at least one of each)*

*Password may contain upper and/or lower case letters*

*All letters, numbers and symbols are allowed as well as spaces*

### How to Change Your Password

1. Enter your **current password**.
2. Type your **new password** into the **New Password** field.
3. Re-enter the new password in the **Confirm New Password** field.
4. Click **Save** to apply the change.

### Password Requirements

- Must not include your username or the word “password.”
- Must contain at least **one letter** and **one number**.
- May include **uppercase**, **lowercase**, **symbols**, and **spaces**.
- Can be all uppercase or all lowercase.

### Security Tip

For stronger protection, use a password with **at least 8 characters**, ideally **12, 16, or more**. Longer passwords are significantly harder to crack.

⚠ If your ISP does not support password changes through the portal, this feature will be disabled. In that case, please contact **Customer Support** for assistance.

## Mailbox Quota

To check your current storage usage, go to the **Mail View Inbox** and locate the **Mailbox Quota graph** in the lower-left corner. This visual indicator shows the percentage of your total quota currently in use.



For detailed folder-by-folder storage information, visit **Settings / Folders**, where you can view message counts and sizes for each folder.