

XtreamLab email – using web mail to access your email

Web mail access is via our SSL-secured web site at <https://webmail.xtreamlab.net>

You'll need to configure it the first time you use it in order to set up your out-going email address and identity and a couple of options.

Go to **Settings** in the top right of the screen.



Under **Preferences -> User Interface**, set the language, time zone and time and date formats, and choose a theme as per your own preferences.

Under **Preferences -> Composing Messages**, there are two options you may like to set:

- **Compose HTML messages:** set whether you wish to always send messages in HTML, or if you'd prefer to send them in plain text (never). Nowadays most people choose the former.
- **When replying:** most people these days are used to starting their replies above the original message, but below is the default with Roundcube. So set this as you prefer.

Now choose the **Identities** tab along the top of the settings screen and select your default identity from the left-hand side. Set up your Display Name, Email, etc as you require. For example:

A screenshot of a webmail settings interface. At the top, there are two tabs: "Settings" and "Signature". The "Signature" tab is active. Below the tabs, there are several input fields: "Display Name" with the value "Mike Harris", "Email" with the value "mike@xtreamlab.net", "Organization" with the value "XtreamLab", "Reply-To" (empty), and "Bcc" (empty). There is a "Set default" checkbox which is checked. At the bottom left of the form, there is a "Save" button.

Note: you must do this, if you do not, you're email address will be incorrectly configured. Note you can also set up your email **Signature** there.

Having done the essentials, have a play with the rest of the settings. Note you can change your password using the **Password** tab, set-up mail **Filters**, your **Folders**, and general **Preferences**, such as how your messages are displayed and your **Address Book**.