

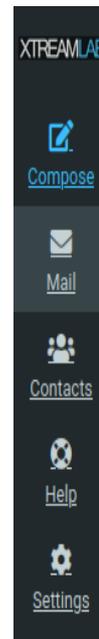
XtreamLab XISLMail email – using web mail to access your email

Web mail access is via our SSL-secured web site at <https://webmail.xisllmail.net> – we use software called Roundcube to provide our webmail service. For more information about Roundcube, please visit <https://roundcube.net/about/>

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**.

Note, depending on the skin you're using the Settings and other icons may be on the left-hand side of the screen (shown to the right), or the top-right of the screen (shown below).

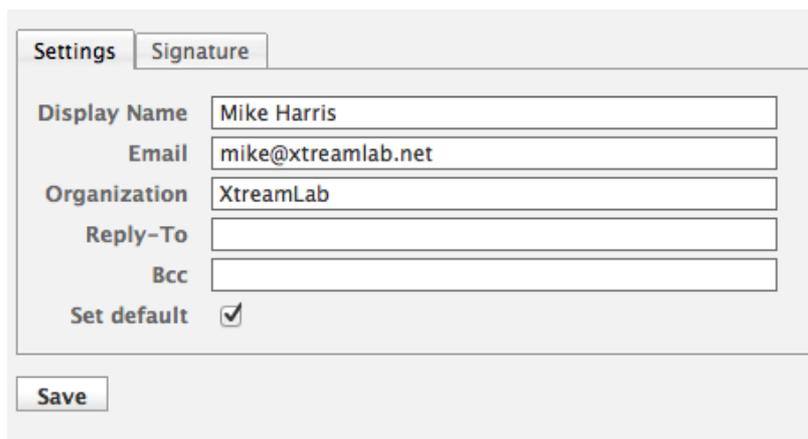


Under **Preferences** -> **User Interface**, set the language, time zone and time and date formats, and choose a theme as per your own preferences. *Note: changing the theme is likely to change the position of where icons are.*

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 the 'Settings' window with the 'Signature' tab selected. It contains several text input fields: 'Display Name' (Mike Harris), 'Email' (mike@xtreamlab.net), 'Organization' (XtreamLab), 'Reply-To', and 'Bcc'. There is a 'Set default' checkbox which is checked. A 'Save' button is at the bottom.

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**.