



Horde WebMail A simple **Visual** How To Use Guide

Webmail

Email Address

Password

[Reset Password](#)

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Welcome. Horde is a simple yet powerful online “email client” (or email program) similar to “hotmail” or “gmail”. Webmail is convenient as you may log into your email from any computer with your username/password.

Interesting aside: Horde also includes a simple to use “calendar” for planning your life events around or for other use.

Section 1: The Horde Log in

First you will need to log into your account.

a) From our Bass Valley Community Web site, select “Check my email” or the “envelope” icon to launch the webmail login screen. You will be transported to our mail login screen [see fig. 1].



The image shows a webmail login interface. At the top, the word "Webmail" is written in a large, orange, italicized font. Below this, there are two input fields. The first is labeled "Email Address" and contains the text "mary@bvcg.or". The second is labeled "Password" and contains ten asterisks. Below the password field is a blue button with the text "Log in". At the bottom of the form is a link labeled "Reset Password". Red rectangular boxes are drawn around the "Email Address" label, the "Password" label, the "Log in" button, and the "Reset Password" link.

fig. 1

b) Next, enter your username/password combination. **Your username is your email address.** You should have received an additional pass code at the time your email address was assigned. This other code is your password. Please contact centre manager if you do not have both assigned user/pass requirements. You will **not** be able to continue without having your username and a password.

c) Select the “Log in” button to login.

Note: Once you have received your password, you may change this at any time by selecting “Reset Password” from this login screen.

If you are presented with other options, simply select HORDE to enter this online webmail program. Please be patient as this may take a few moments.

Section 2: How to check for incoming email

First we will learn to check for incoming email or to reply or create a new email. After our email basics, we will discuss some setup enhancements.

Horde is intuitive in that the steps you think should work, probably do. Mail functions are located under the **Mail** heading in the **top menu bar**. Incoming mail is automatically placed into the "inbox" folder located and accessed via Horde's **left menu** [see fig. 2].

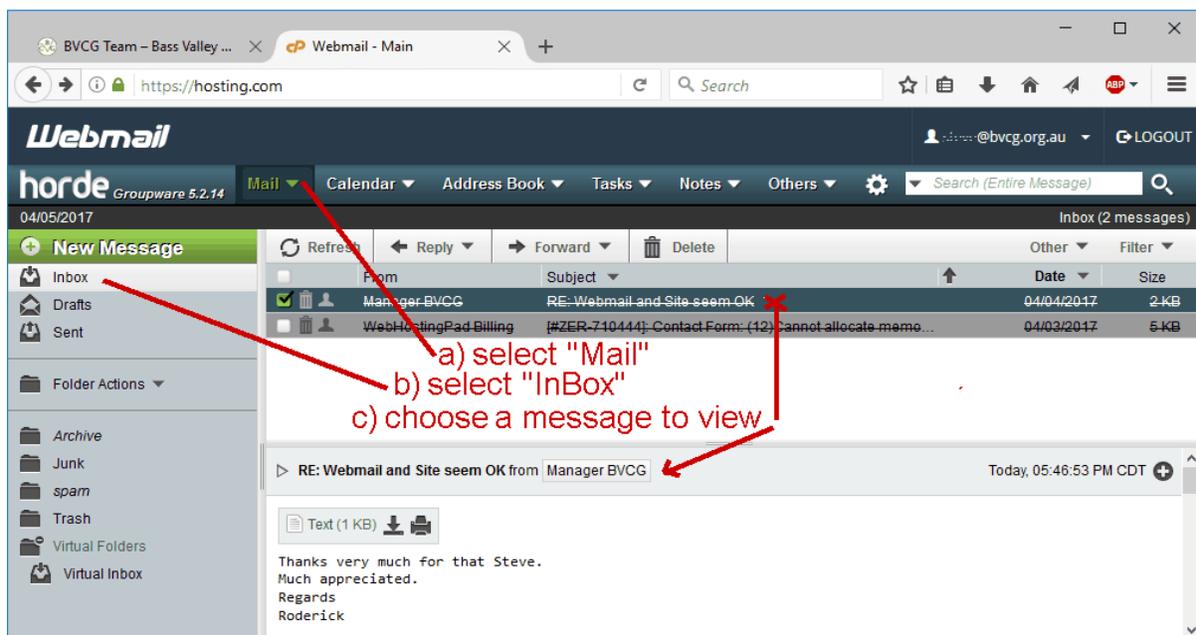


fig. 2

a) Select "**Inbox**".

b) Select "**Mail**". This top menu bar link is also what we use to refresh our page. We also use this link or "Refresh" as a "button" to instruct Horde to check for any email. By default, checking for new email is done manually. If you would like automatic "poll" intervals then select **Settings=>Preferences=>Mail**. Then **Message=>New Mail**.

c) Any received messages will accumulate and appear in the top viewing "pane". Select your message to read in the lower pane.

Sometimes, and usually because of various settings, emails may be automatically placed into the **Junk**, **Spam** or **Trash** folders.

Hint: Check these other folders if expected emails seem belated. Spam filters may **trash** or **junk** unsolicited emails when filtering known negative keywords. **Mailchimp** is an example of a popular program people use to create to send bulk promo and spam emails.

Section 3: Reply to and Create new message window.

All methods of replying to or creating an email will bring up the compose email window (see fig. 4 on next page). **To reply to a message in your inbox**, select the message from whom you would like to respond. A ✓ check mark will appear next to that sender's name. Select **reply** from the new top "sub" menu. **Alternatively, you can use your mouse "right click menu" here.**

Create new email

To call the screen canvas we use to craft a brand new email takes only two steps as shown in the diagram below [see fig. 3]. Also see fig. 4 for more detail on important components of our "compose email message" popup window.

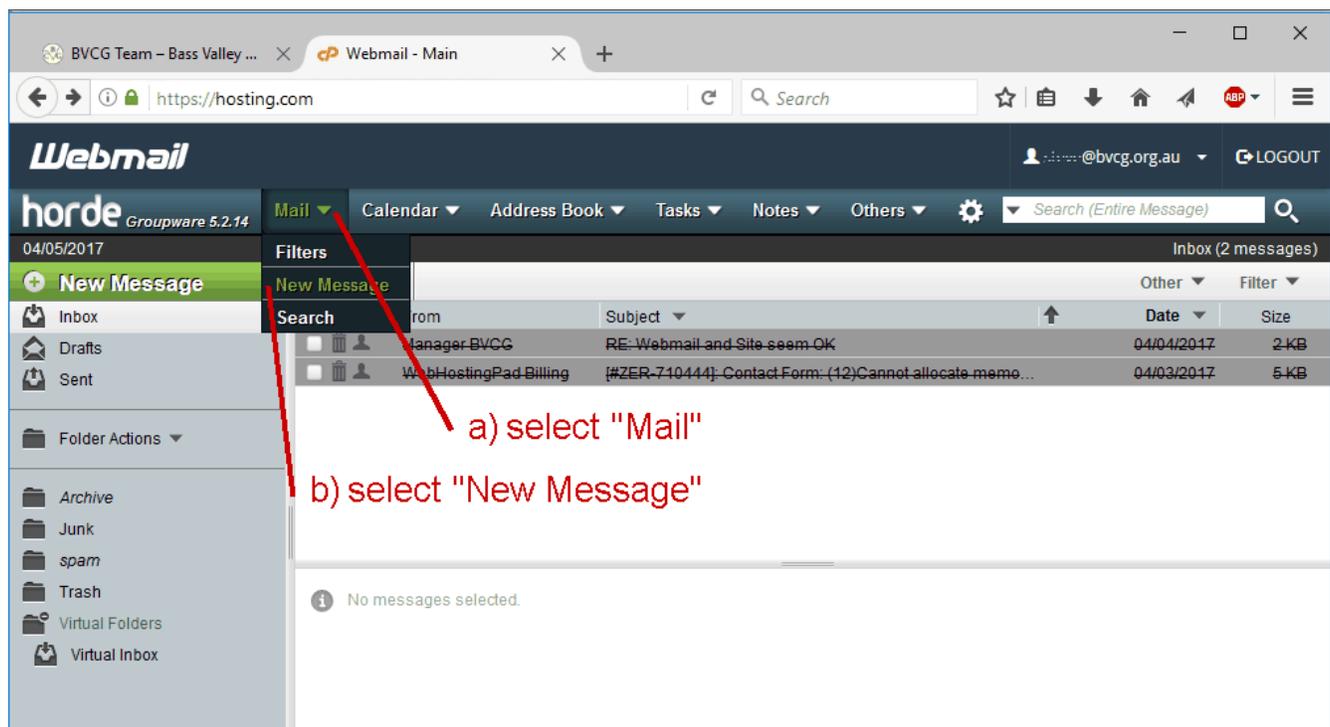


fig. 3

a) From the top menu select **Mail**=>**New Message**

This then opens our window for for composing, editing and sending our message.

See next section on composing your email message for instructions on creating your email.

Section 4: Composing your eMail message

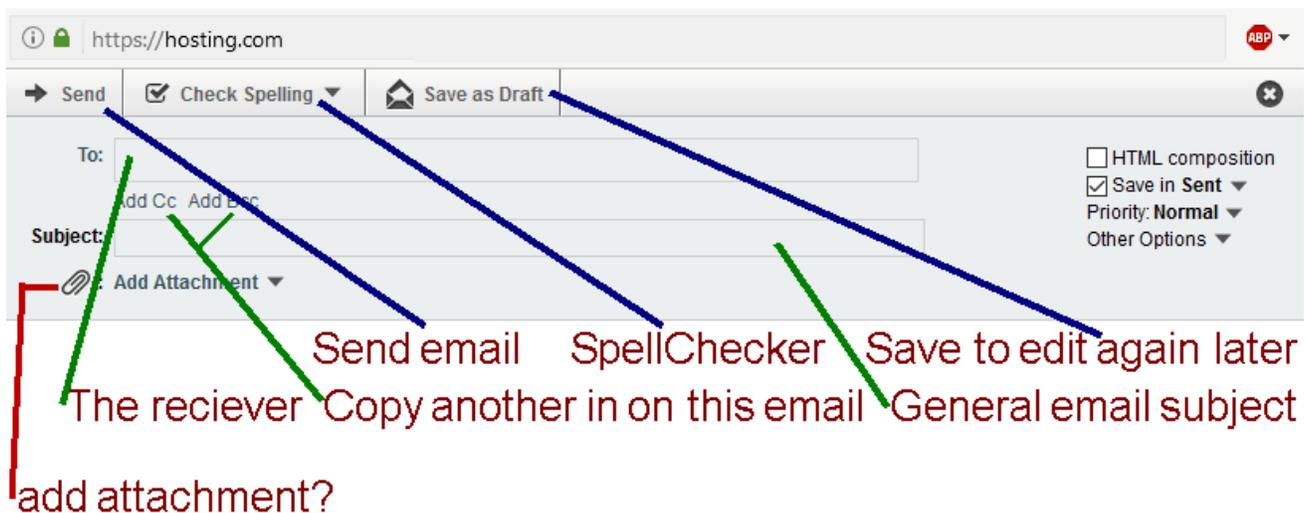
The email message editor [fig. 4] has many features including a spell checking function as well as “**Save as Draft**” for editing your email again at a later time before sending.

In the “**To:**” field, we add the email address of the recipient. You can also add additional addresses as Carbon Copies or Blind Carbon Copy which hide all listed email addresses from all listed email recipients.

Use the “**add attachment**” link next to the paperclip icon to add attachments from your computer by browsing to the file and selecting “open” from the dialog box which will then upload the file to the web server.

Include a “subject” to indicate the contents of your email.

Then have at it in the following white space. When done, select send from the top menu.



Compose email in this blank space

when done, choose => Send

fig. 4

Section 4: Auto-save incoming addies to address book

You can also add email recipients by using your powerful address book. Usually typing in 2 or 3 characters will start the search function and display a list of potential addresses from your list. You can quickly build your list of most common recipients by automatically adding the addresses of those that email you.

To turn this feature on, follow the instructions below in fig. 5 and fig. 6.

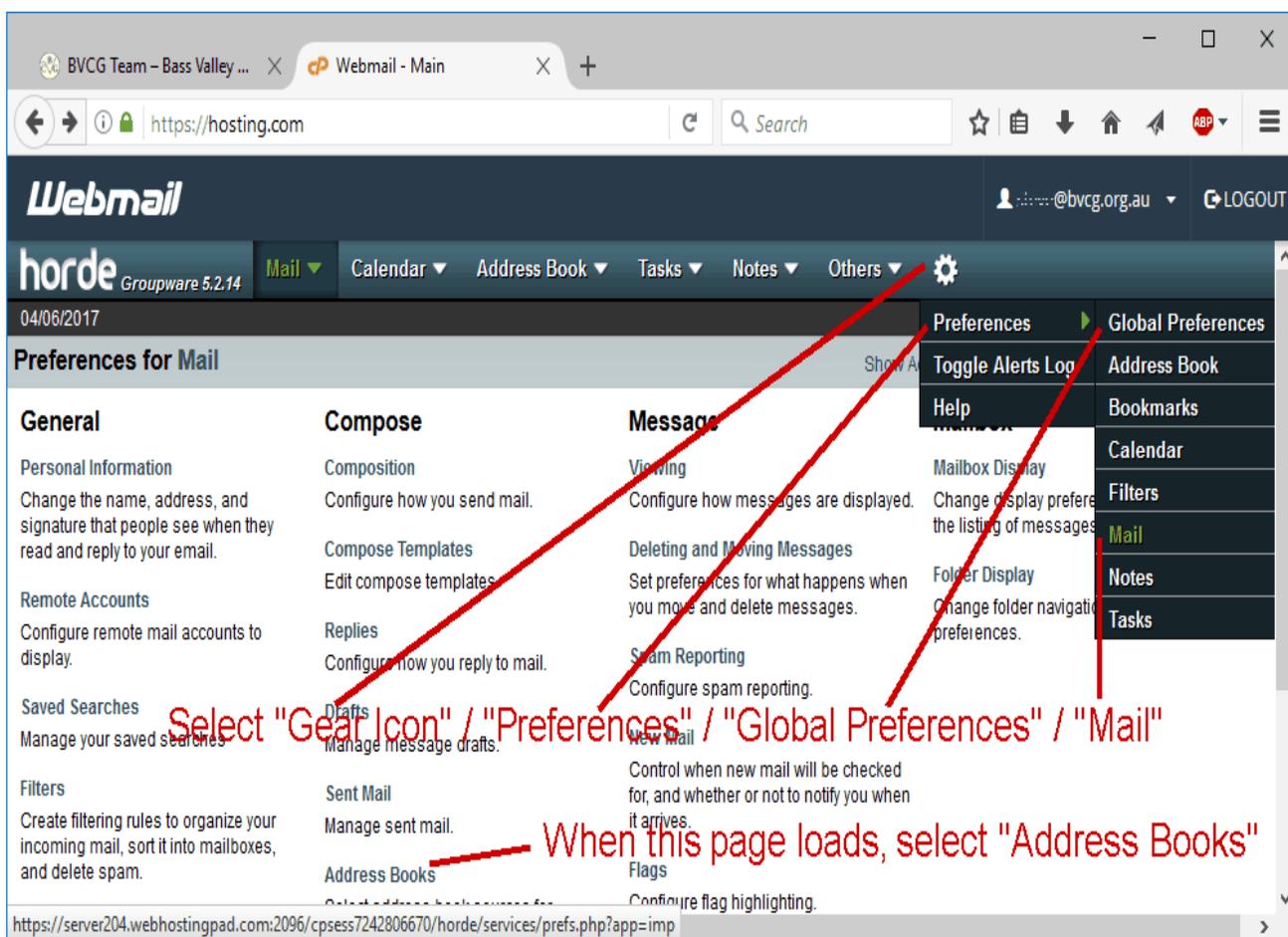


fig. 5

First, Select the **gear icon** from the top menu bar.

From this drop down menu, we select "**Preferences**" => then "**Global Preferences**" and lastly "**mail**".

This will bring up a new options window [fig. 6] with many various settings you may choose from to customize areas of your horde mail tool. However,

from this new settings page, we currently only want to locate the **“compose”** column and select **“address books”** from the column's bottom.

This will bring up the screen we need to use to edit the setting we want.

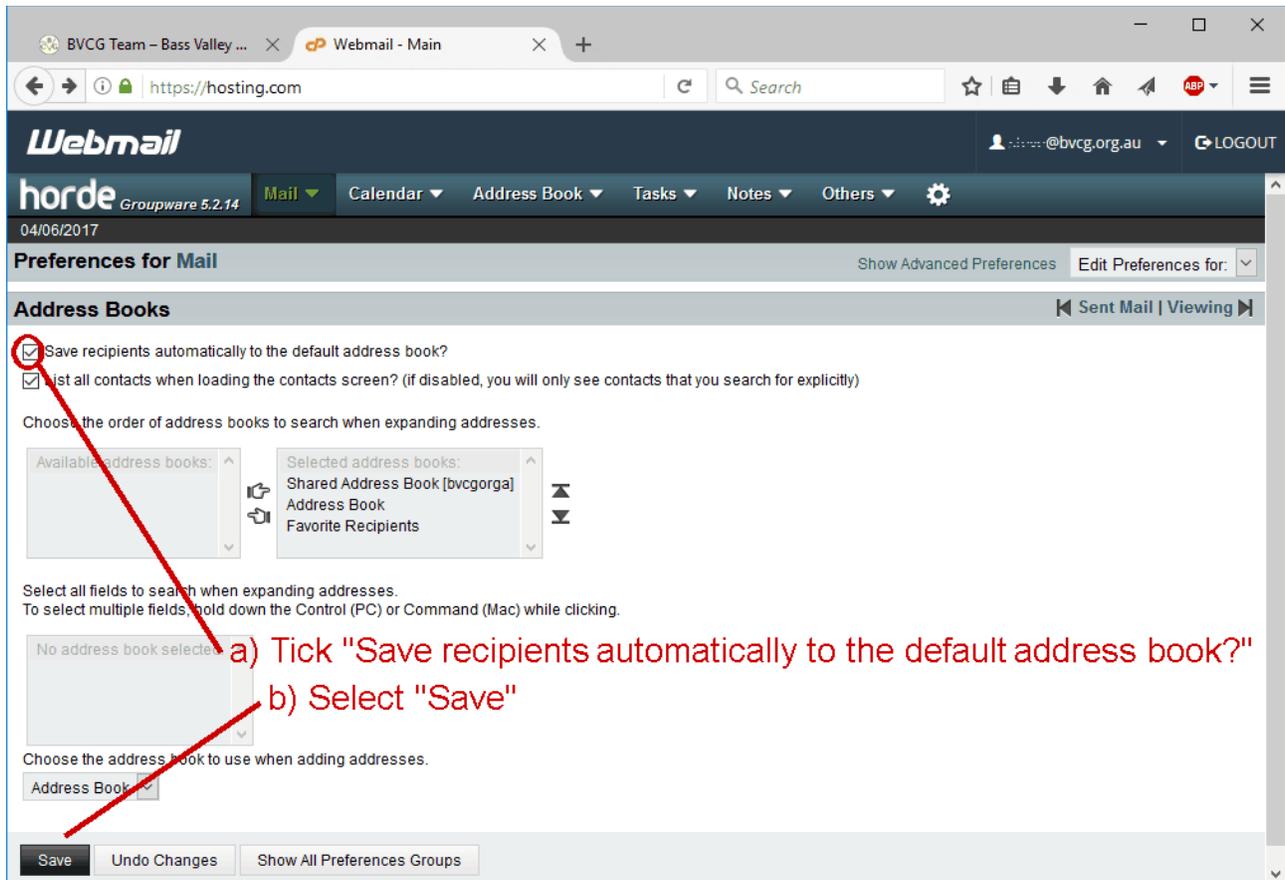


fig. 6

If the first box labeled **“save recipients automatically to the default address book?”** is not checked, we add a check mark to it by selecting the small box.

Finally, we save this option through selecting the **“save”** button.

Nice. All done. All new senders of email to you will now be automatically added to your address book.

That's it for this simple tutorial/guide!

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