

## Webmail

Any domain hosted by our servers can access the webmail feature, as well as pop mail to an external program like Outlook, IOS, Android or Thunderbird. Since we have a new server, the webmail has been upgraded as well. The new features include faster indexing of messages, the ability to change the account password, the ability to add a vacation message, and a few other things.

We encourage you to take advantage of the **webmail** system:

[webmail.usalocalbiz.com/](http://webmail.usalocalbiz.com/)

From there, you can login with your full email and password.

## How to Change the Account Password

### Changing the password using webmail

In order to change your password using the **webmail** system, first login at:

[webmail.usalocalbiz.com/](http://webmail.usalocalbiz.com/)

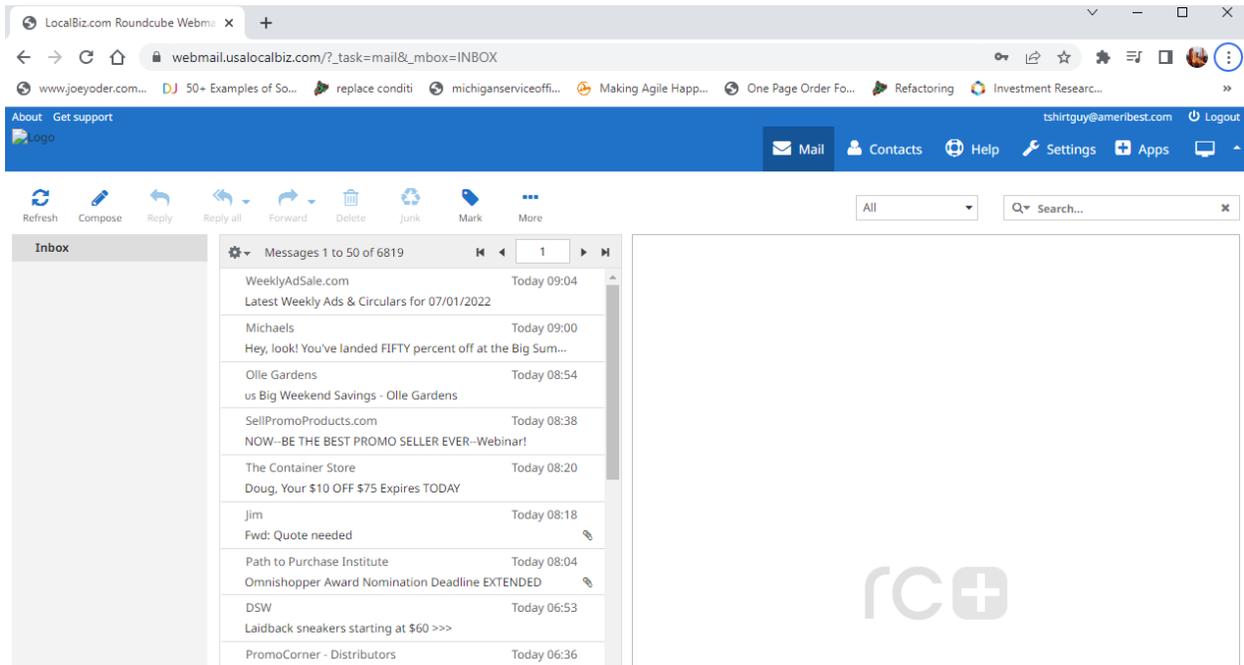


Username

Password

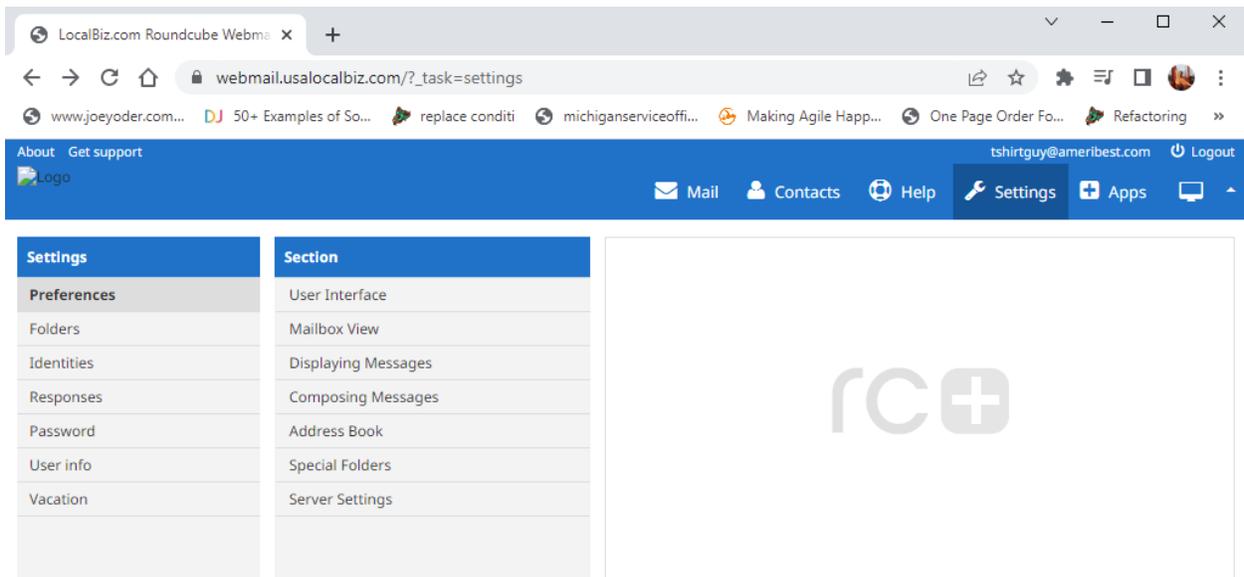
Login

Depending upon the look and feel you select, the next screen you see will look something like this:



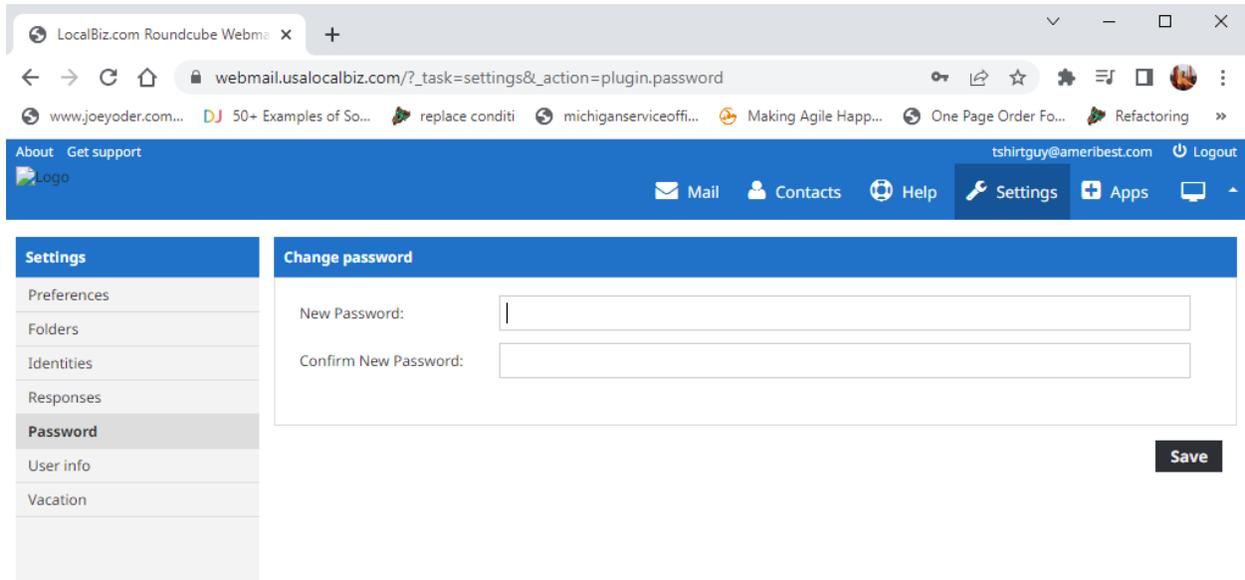
Find the “Settings” option and then **Click on the Settings.**

This will bring up the following window, where you will select **Password.**





This will bring up the following screen

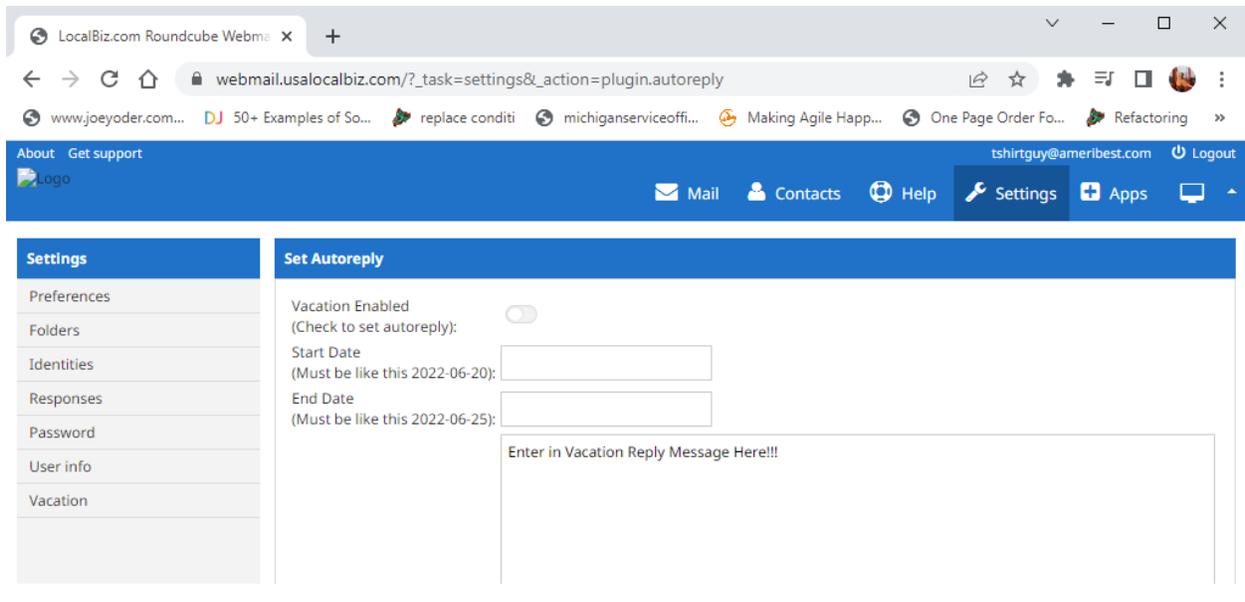


Here you will enter your desired **New Password** and then type it again in **Confirm New Password**. Then click **Save** and your password is changed. You can then logout or click the envelope in the top bar to read your email.

## How to Add an Auto Response Vacation Message

### Adding a vacation or out of office message using webmail

To set an auto response for vacation or out of the office, select **Vacation** as pictured. This will open the following window, where you can enter the text you would like sent to anyone who emails you while you are away. Be sure to enter the beginning and ending dates in the exact format described and check the box to activate the message. Click Save and you're done. To turn it off before the ending date, come back, uncheck the box and save again.



The screenshot shows a web browser window with the URL `webmail.usalocalbiz.com/?_task=settings&_action=plugin.autoreply`. The page title is "LocalBiz.com Roundcube Webma". The browser's address bar shows the URL and navigation icons. The page has a blue header with navigation links: "About", "Get support", "Logo", "Mail", "Contacts", "Help", "Settings", "Apps", and "Logout". The "Settings" menu is active, showing a sidebar with "Vacation" selected. The main content area is titled "Set Autoreply" and contains the following form elements:

- Vacation Enabled**: A toggle switch that is currently turned off. Below it, the text "(Check to set autoreply):" is displayed.
- Start Date**: A text input field with the placeholder text "(Must be like this 2022-06-20):".
- End Date**: A text input field with the placeholder text "(Must be like this 2022-06-25):".
- Message Text**: A large text area with the placeholder text "Enter in Vacation Reply Message Here!!!".