

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 new **roundcube** webmail system:

webmail.usalocalbiz.com/roundcube

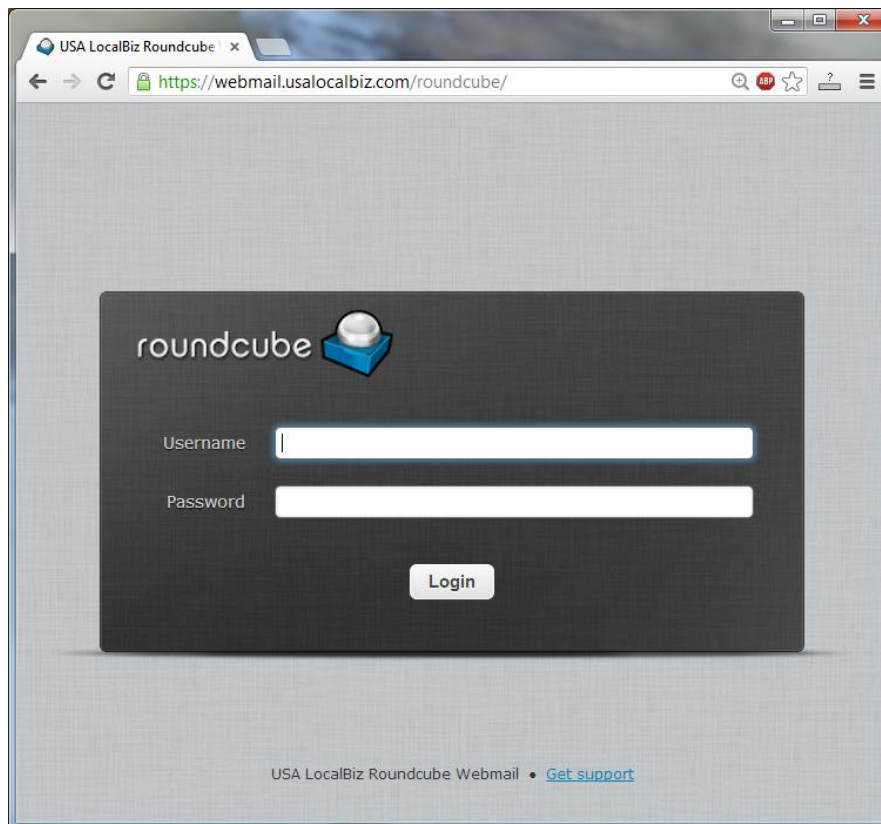
From there, you can login with your full email and password.

How to Change the Account Password

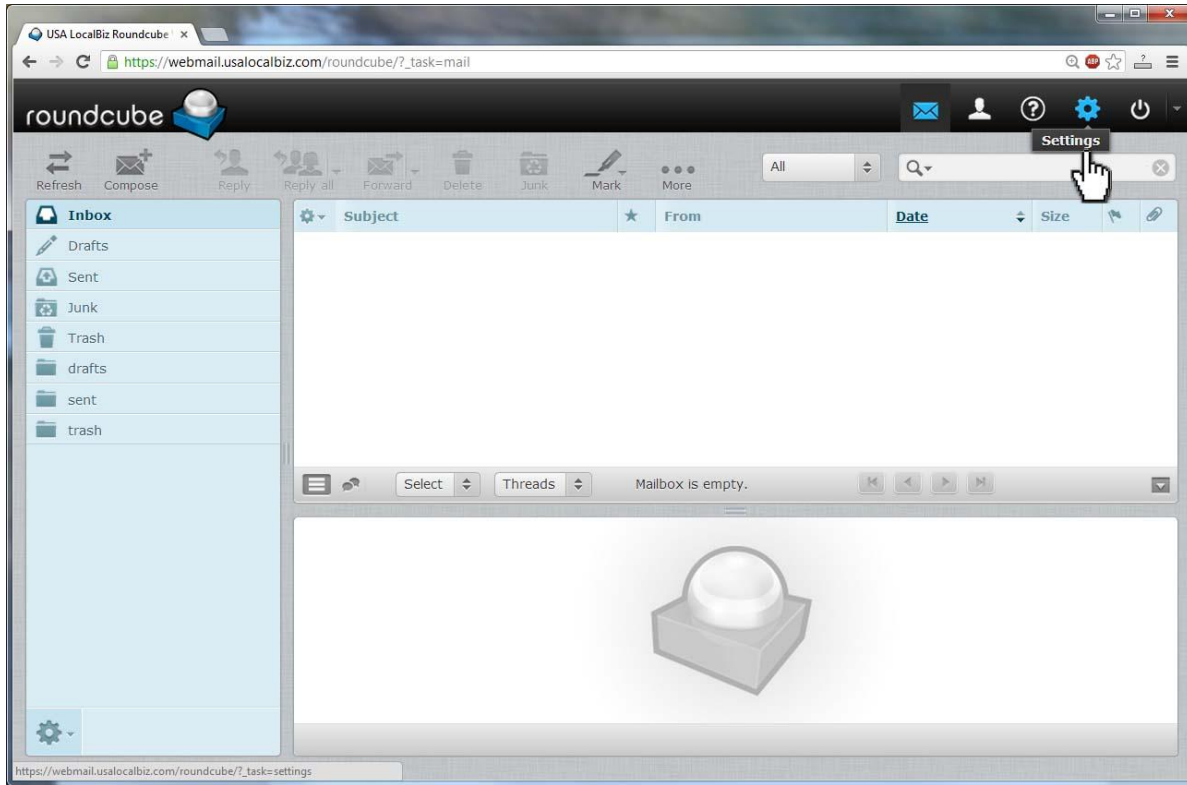
Changing the password using **roundcube**

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

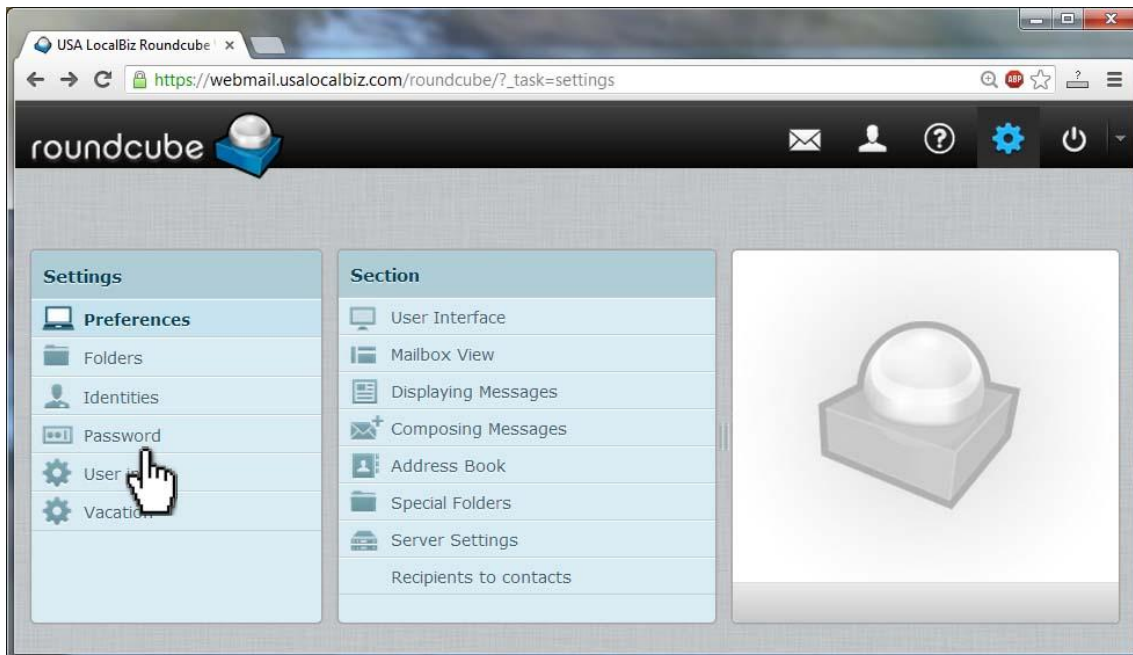
webmail.usalocalbiz.com/roundcube



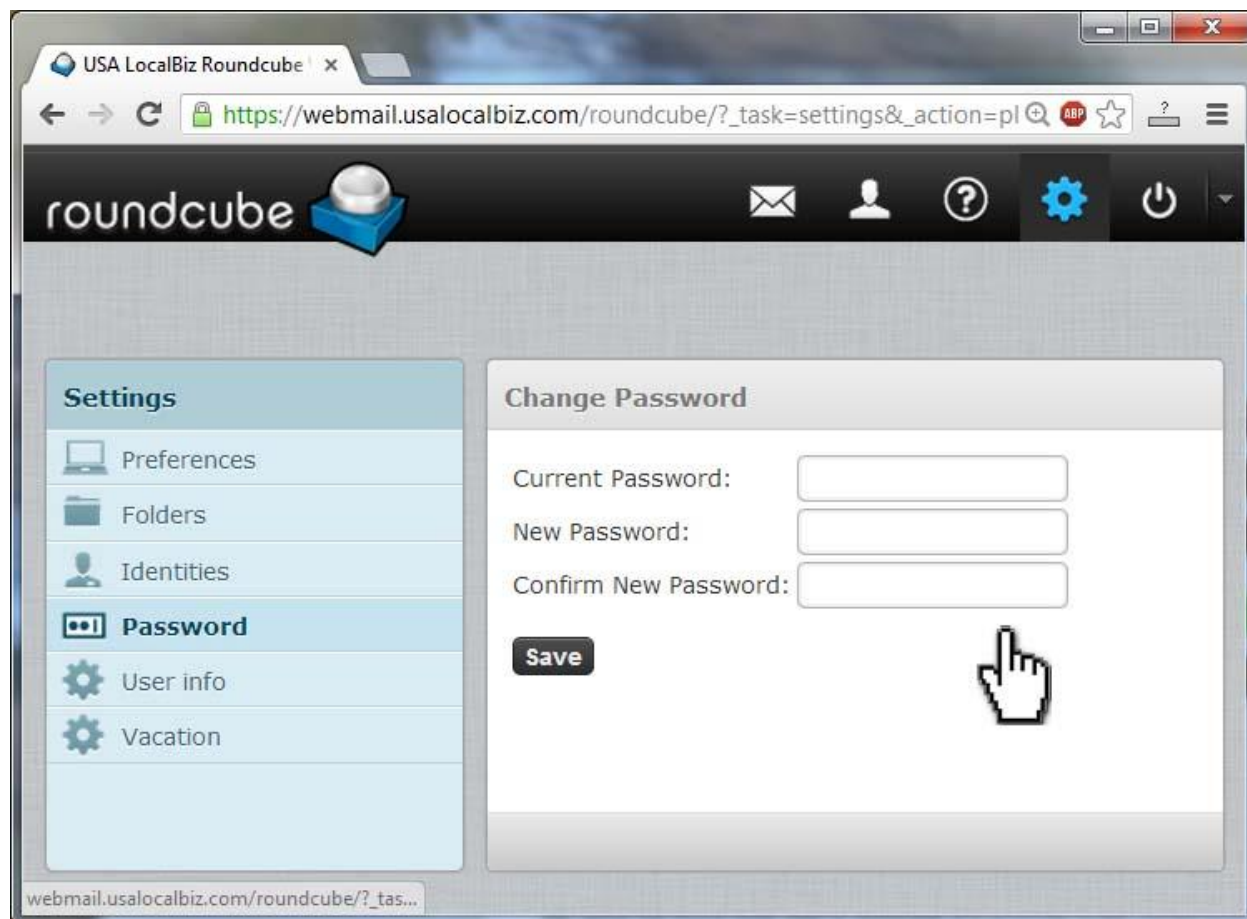
The next screen you see will look like this:



Click on the gear in the upper right hand corner for **Settings**.
This will bring up the following window, where you will select **Password**.



This will bring up the following screen

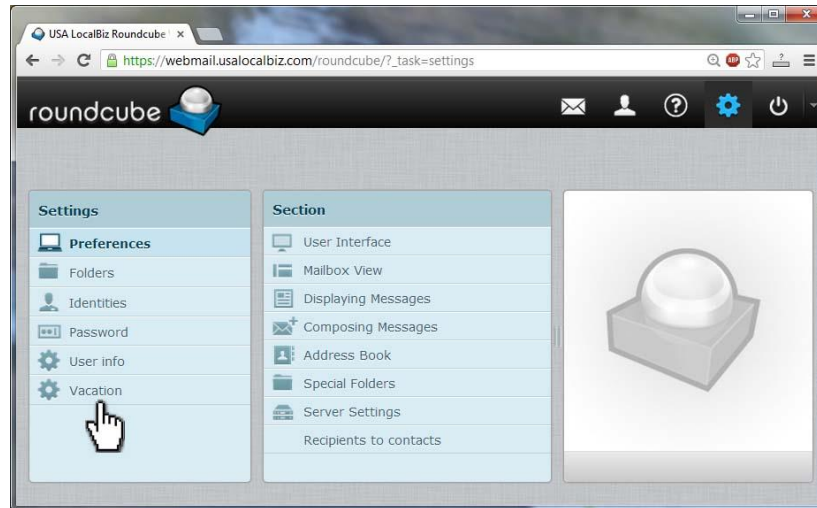


Here you will enter your **Current Password** followed by your desired **New Password** and then type it again in **Confirm New Password**. Then click **Save** and your password is changed. You can then logout or click the envelope in the top bar to read your email.

How to Add an Auto Response Vacation Message

Adding a vacation message using roundcube

In order to create a vacation auto response message, follow the instructions above until you reach the settings page which will look like this:



This time, 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.

