

The screenshot shows the Roundcube Webmail interface. At the top, there's a browser window with the URL `https://mail.virtualtech.com/mail/?_task=mail&refresh=1&mbox=INBOX`. The interface includes a navigation bar with 'Mail', 'Address Book', and 'Settings'. Below this is a toolbar with icons for Refresh, Compose, Reply, Reply all, Forward, Delete, Mark, and More. A left sidebar shows folders: Inbox, Drafts, Sent, Junk, and Trash. The main area displays a message titled 'Test Message' from Michael Schultz. At the bottom, there are navigation controls for 'Select', 'Threads', and 'Messages 1 to 1 of 1'. A row of nine numbered boxes (1-9) is overlaid on the interface, with lines connecting them to specific actions: 1 points to the Refresh icon, 2 to Compose, 3 to Reply, 4 to Reply all, 5 to Forward, 6 to Delete, 7 to Mark, 8 to More, and 9 to the Settings gear icon. A separate box on the left lists actions: 'Compact folder', 'Empty folder', 'Import messages', and 'Manage folders'. A larger box on the right contains a numbered list of tasks.

Subject	From	Date	Size
Test Message	Michael Schultz	Today 12:37	1 KB

Compact folder  
Empty folder  
Import messages  
Manage folders

1. Check for new messages
2. Create new message
3. Reply to sender
4. Reply to sender and all recipients
5. Forward message
6. Delete (move message to Trash folder)
7. Mark as read/unread/etc.
8. More (print, move to folder, etc.)
9. Settings (preferences, folders, vacation message, change password)

Roundcube Webmail :: Folders

Secure | https://mail.virtualtech.com/mail/?\_task=settings&\_action=folders

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roundcube Mail Address Book Settings

Settings	Folders	Subscribed
Preferences	Inbox	<input checked="" type="checkbox"/>
<b>Folders</b>	Drafts	<input checked="" type="checkbox"/>
Identities	Sent	<input checked="" type="checkbox"/>
Responses	Junk	<input checked="" type="checkbox"/>
Filters	Trash	<input checked="" type="checkbox"/>
Password		

+

Click "+" to create a new folder

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Mail Address Book Settings

**Settings**

- Preferences
- Folders**
- Identities
- Responses
- Filters
- Password

**Folders** **Subscribed**

Inbox	<input checked="" type="checkbox"/>
Drafts	<input checked="" type="checkbox"/>
Sent	<input checked="" type="checkbox"/>
Junk	<input checked="" type="checkbox"/>
Trash	<input checked="" type="checkbox"/>

+ ⚙️ 0%

**Folder properties**

**Location**

Folder name:

Parent folder: ---

**Settings**

List view mode: List

Save Cancel

New folder named "Clients"

Roundcube Webmail :: id X

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roundcube Mail Address Book Settings

**Settings**

- Preferences
- Folders
- Identities**
- Responses
- Filters
- Password

**Identities**

<bogus@virtualtech.com>

**Edit item**

**Settings**

Display Name	Test Account
Email	bogus@virtualtech.com
Organization	
Reply-To	
Bcc	
Set default	<input checked="" type="checkbox"/>

**Signature**

Signature

```
Test Account  
Virtualtech Website Design and Promotion, Inc.  
(800) 474-7001
```

HTML signature

**Save**

To create a signature, first click on "Identities"

Then, click on your email address

Then, enter the text for your signature. When finished, click "Save".

Roundcube Webmail :: Fil X

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roundcube Mail Address Book Settings

**Settings**

- Preferences
- Folders
- Identities
- Responses
- Filters**
- Password

**Filter sets**

managesieve

**Filters**

Vacation

Move Spam to Junk Folder

**Filter definition**

Filter name:

For incoming mail:

matching all of the following rules  matching any of the following rules  all messages

...execute the following actions:

Message body (vacation reason):

Monday, January 1. Please call the office with any questions. Thank you!

Message subject:

My additional e-mail address(es):

How often send messages (in days):

Filter disabled

Save

**Callout boxes:**

- To create a "Vacation" or "Out of Office" message, click "Filters"
- Then, click "Vacation". Or, to create another filter, click the "+" button below.
- Enter your filter name (i.e. "Vacation" or "Out of Office")
- Select "all messages"
- Enter your reply text here.
- Enter the subject line you would like to appear on your reply.
- Select "Reply with message"
- Leave this set at "1" so people don't get multiple autoreplies per day.
- To make your vacation message active, UNCHECK "Filter disabled" and click the "Save" button.