



ROUNDCUBE WEBMAIL CLIENT – USER GUIDE



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1. Login

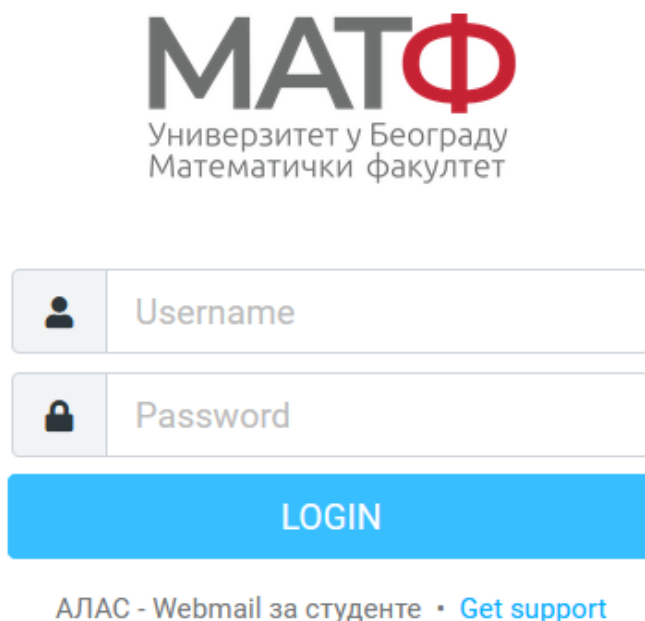
This tutorial and the images are adapted to the **Elastic** theme.

To log in to the Alas mail server, click on the link:

<https://webmail.alas.matf.bg.ac.rs/>

and log in with your credentials:

- In the **Username** field, enter your username (in the form xxyzzz, xx-module name, yy- the last two digits of enrollment year, zzz-three-digit record of index number)
- In the **Password** field, enter the password for your account on the Alas mail server (Fig. 1).



МАТФ
Универзитет у Београду
Математички факултет

Username

Password

LOGIN

ALAS - Webmail за студенте • [Get support](#)

Figure 1

2. Setting theme

Since the tutorial is adapted to the **Elastic** theme, here we describe how to set up the theme. You need to click on:

Settings -> **Preferences** -> **User Interface** (steps **1, 2, 3**, Fig. 2) and

select the **Elastic** theme if it is not selected, (step **4**, Fig. 2),

and then click **Save** to confirm your selection (step **5**, Fig. 2).

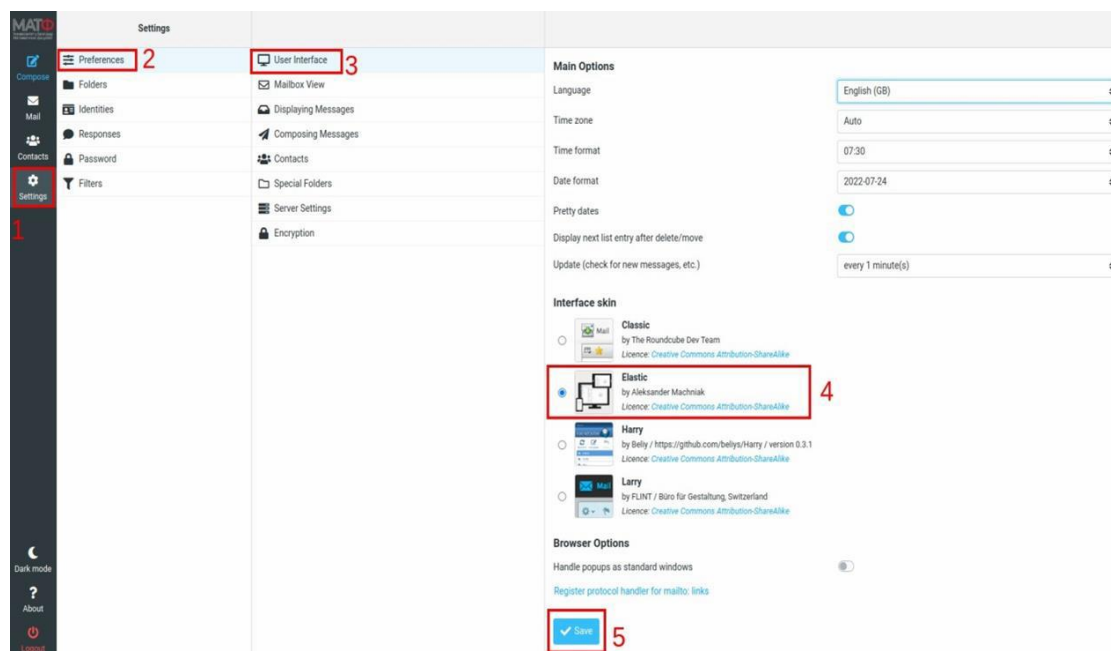


Figure 2

3. Language settings

To set the language to e.g. Serbian, you should click on a:

Settings -> Preferences -> User Interface (steps **1, 2, 3**, Fig. 3)

Then in the **Language** field (step **4**, Fig. 3)

select **Serbian (Srpski)** from the drop-down list **Serbian (Српски)**

(step **5**, Fig. 3) and click the **Save** button to confirm your choice.

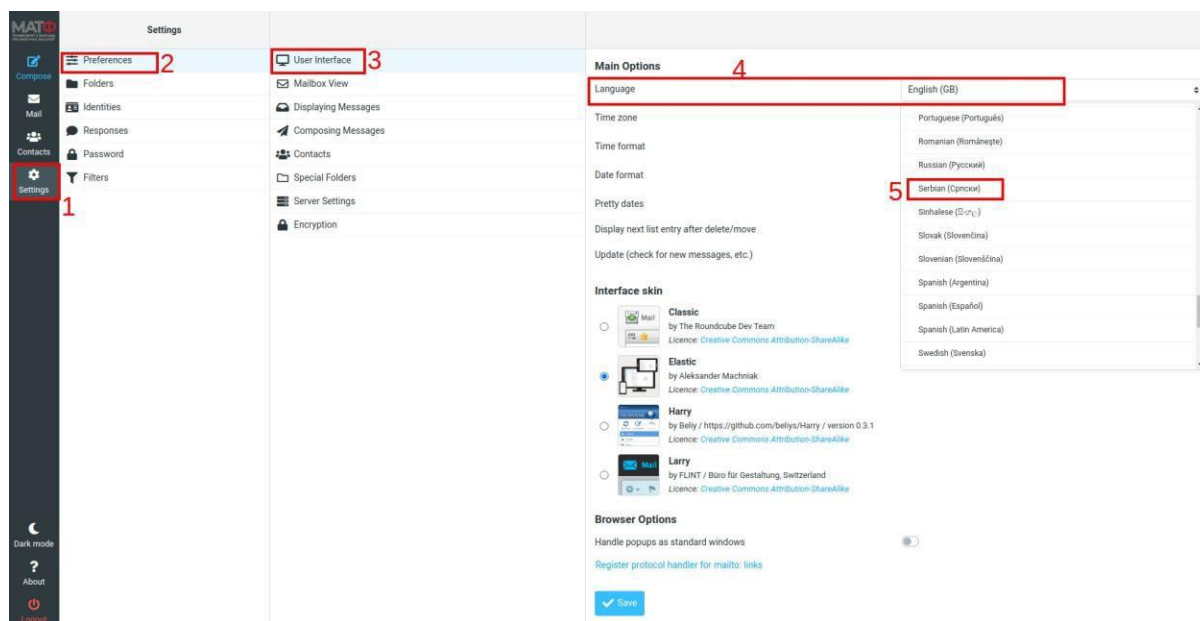


Figure 3

4. Folder settings

There are special folders and the ones we create.

- To create a new folder, you must click:

Settings -> **Folders** -> **Create** (steps **1, 2, 3**, Fig. 4)

Name this folder and eventually place it in one of the offered folders (steps **4, 5** in Fig. 4), and then click **Save** to confirm your selection (step **6** in Fig. 4).

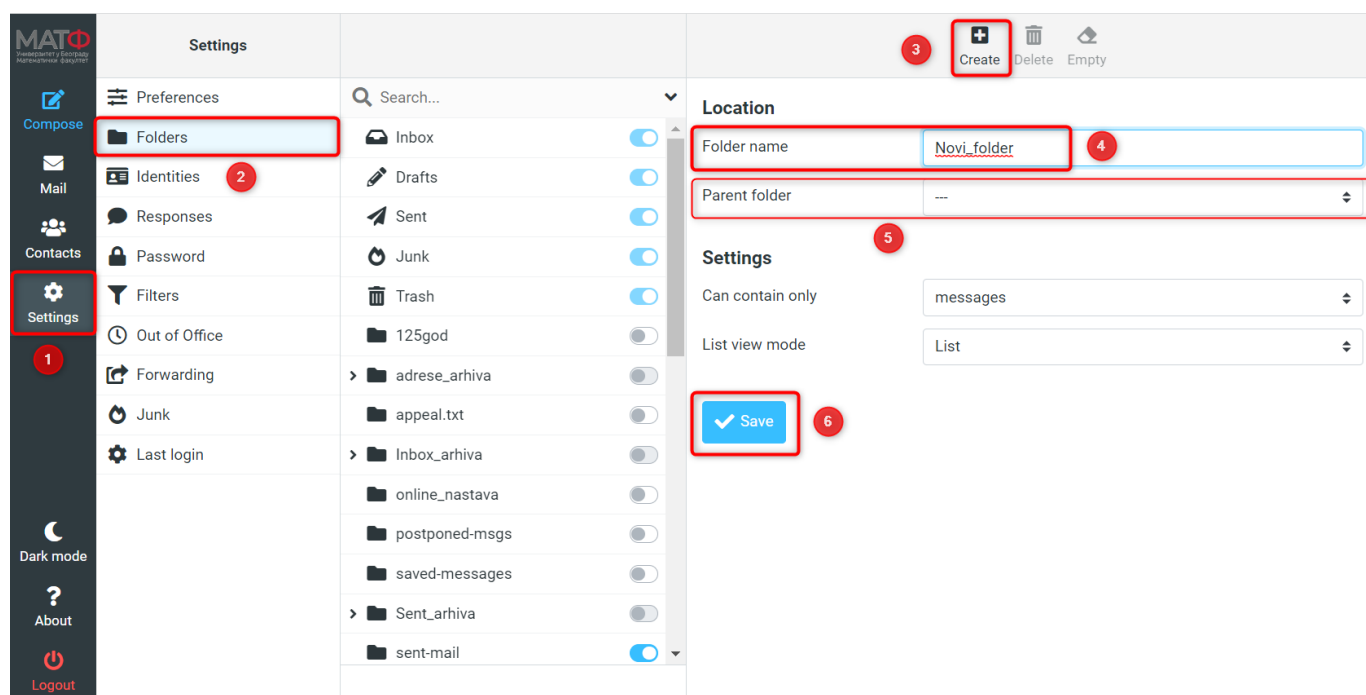


Figure 4

- To set the visibility of the created folders, you need to click:

Settings -> **Folders** (steps **1, 2** in Fig. 5)

and move the slider left/right to include/exclude the folder in the list visible in webmail (steps **3, 4** in Fig. 5).

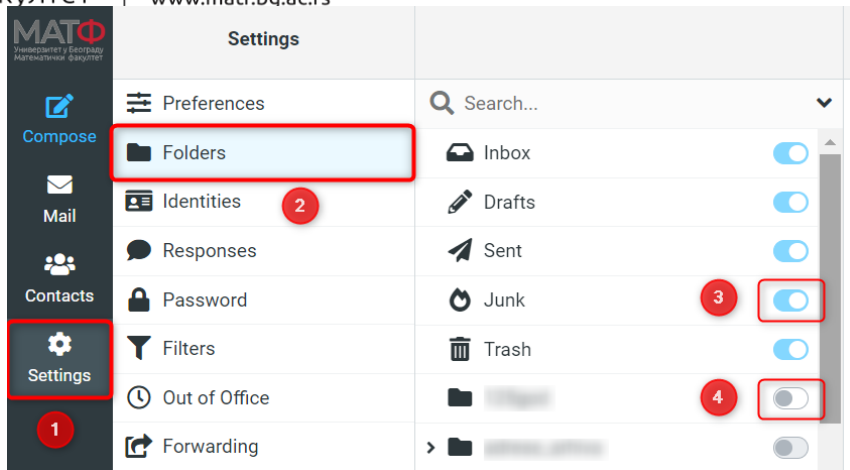


Figure 5

- To set up special folders, please click on:

Settings -> Preferences -> Special Folders (steps **1, 2, 3** in Fig. 6)

To create a special folder for junk mail, select the **Junk** folder if it is not selected (step 4 in Fig. 6), and then click **Save** to confirm your choice (step 5 in Fig. 6). Other special folders have already been selected.

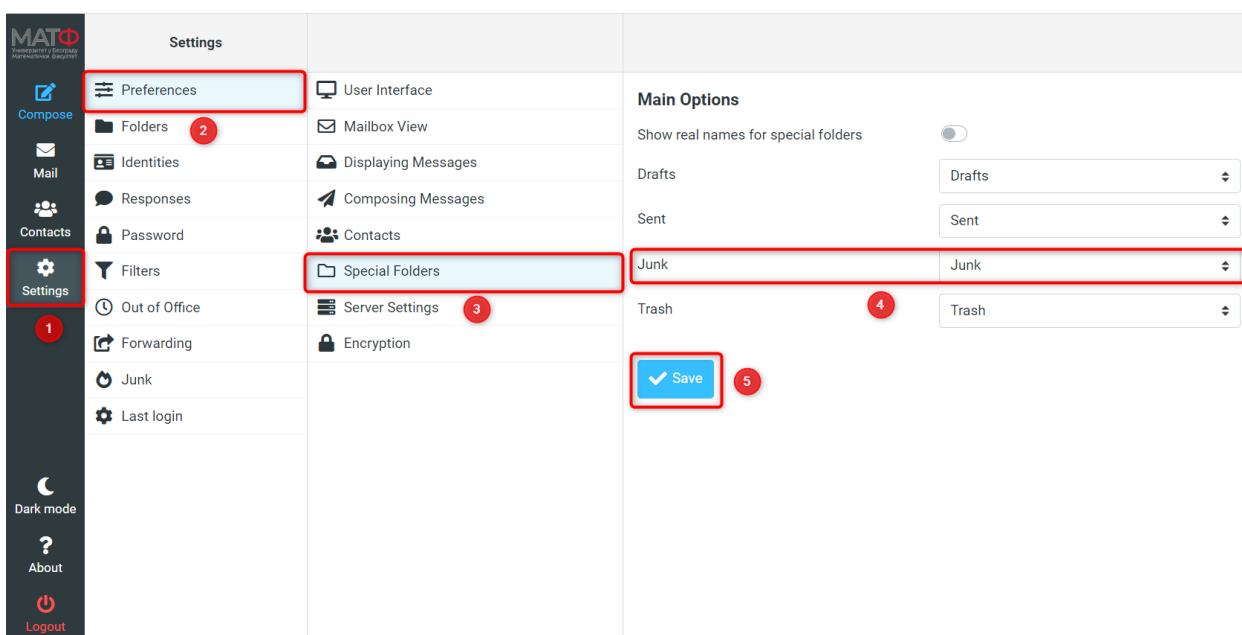


Figure 6

5. Setting the display of the sender's email address

If you do not see the sender's email address in the "From" field, as in Figure 7.1, you need to go to

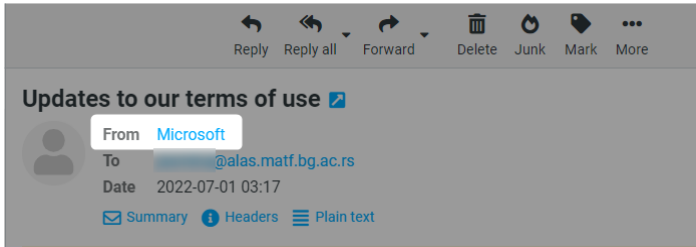


Figure 7.1

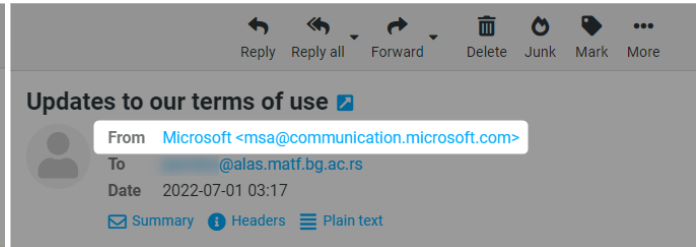


Figure 7.2

Settings -> Preferences -> Displaying Messages (steps **1, 2, 3** in Fig. 8)

activate **Show email address with display name** (step **4** in Fig. 8)

and then click **Save** to confirm your choice (step **5** in Fig. 8).

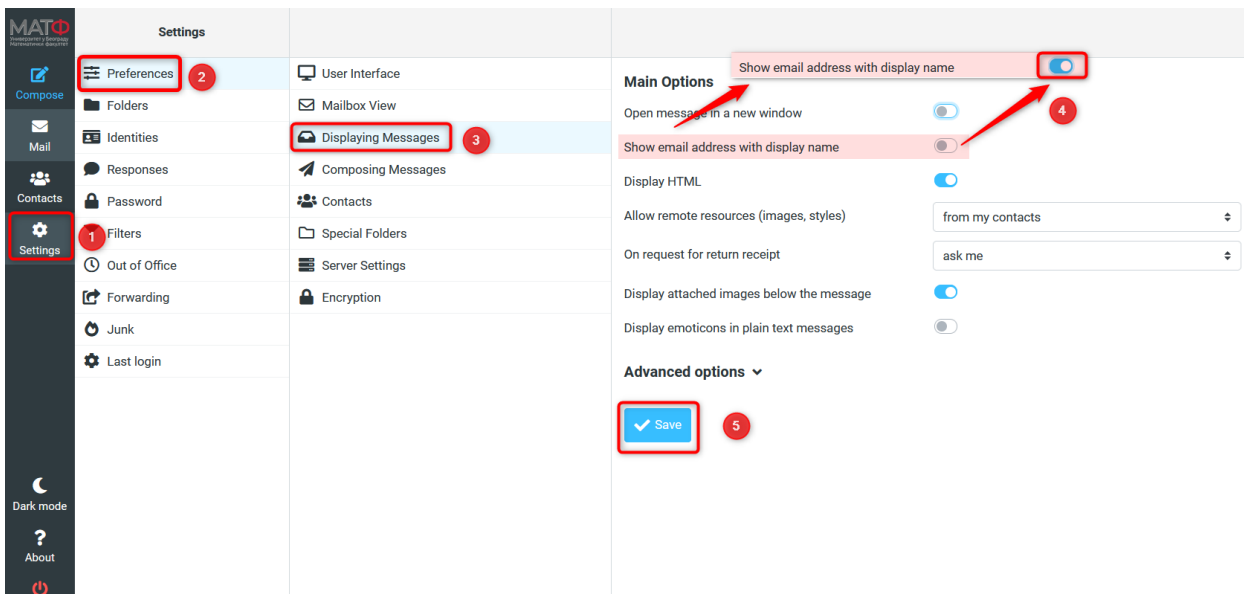


Figure 8

Then the name of the sender and the email address from which the message was sent are displayed in the "From" field (Fig. 7.2).

6. Identity definition

If you want the sender to see another address drugaadresa@alas.matf.bg.ac.rs instead of your e-mail address, which has the form when sending an e-mail, you have to define a new identity. When sending an e-mail, you have to define a new identity.

To define a new identity, you have to click on:

Settings -> Identities -> Create (steps **1, 2, 3** in Fig. 9)

In the **Display name** field, enter the name that should be displayed to the sender.

In the **Email** field, type another email address that you want to display to the recipient of your email - drugaadresa@alas.matf.bg.ac.rs. To specify the email address to which the reply should be sent, you must enter your e-mail address xyzzz@alas.matf.bg.ac.rs in the **Reply-To** field. If you want to add a signature for the new identity, fill in the **Signature** field (this step is described in more detail in the next section).

To save the new identity, click the **Save** button (see Figure 9).

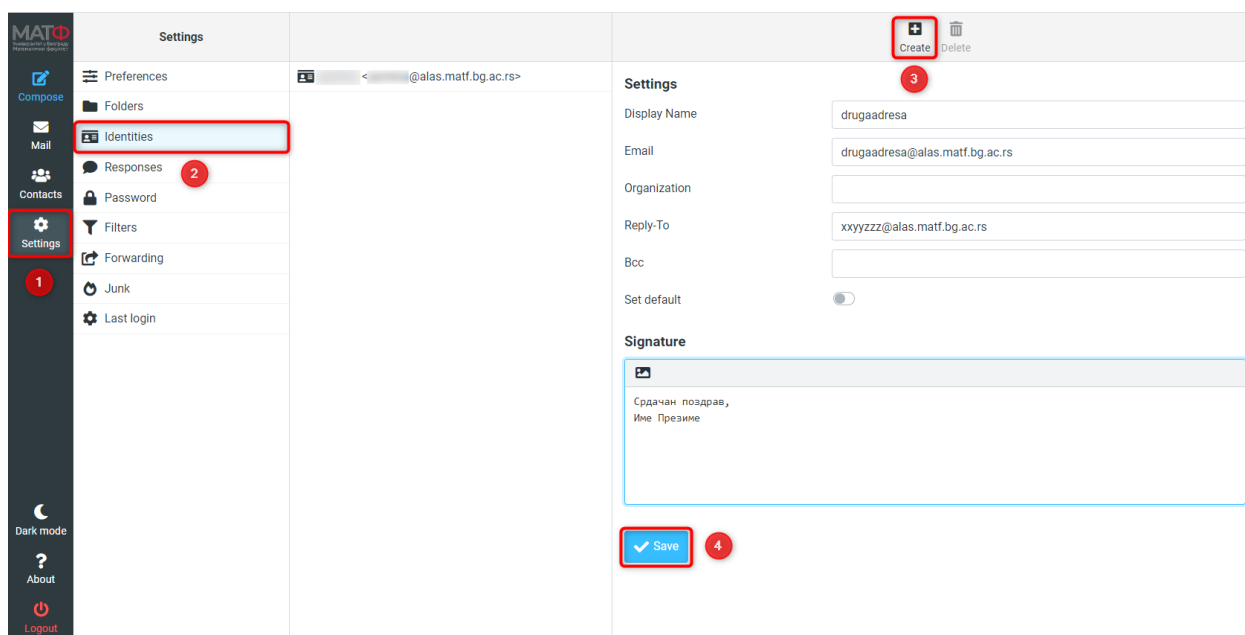


Figure 9

7. Defining a signature

To define a signature, you must click on:

Settings -> **Identities** (steps **1, 2** in Fig. 10)

then select the identity for which you want to define a signature (step **3** in Fig. 10) and enter the desired signature and/or image in the **Signature** field.

To save the data entered, you must click the **Save** button (**Fig. 10**).

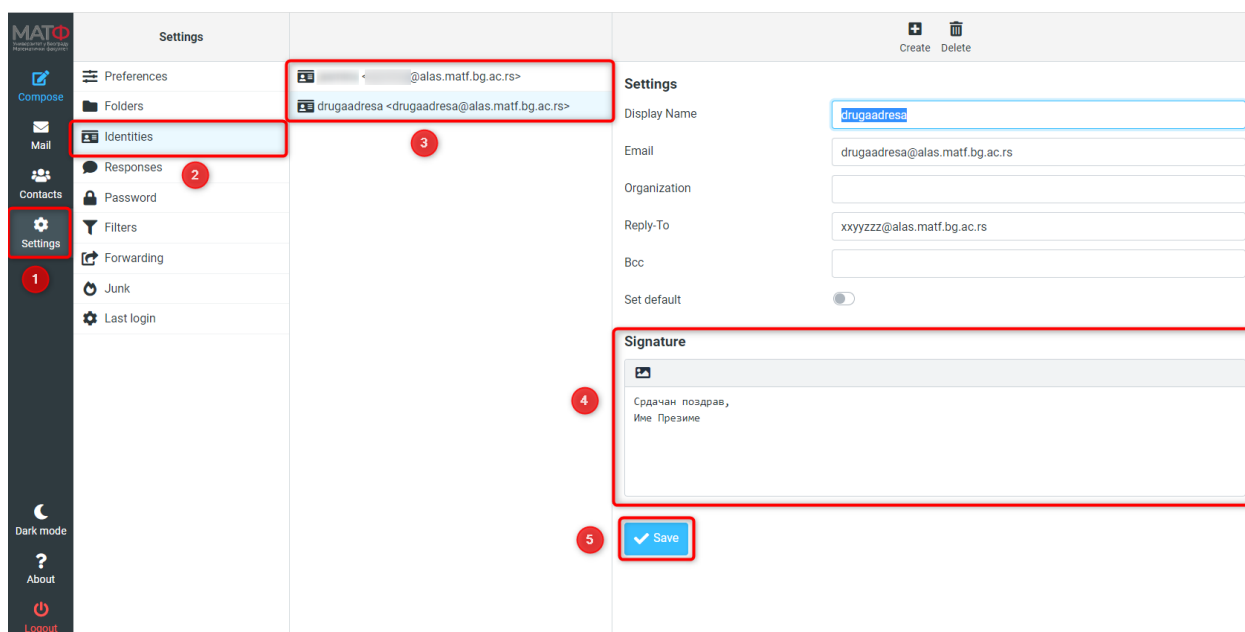


Figure 10

8. Setting the filter

To set a filter, you need to click on

Settings -> Filters -> Create (steps **1, 2, 3** in Fig. 11).

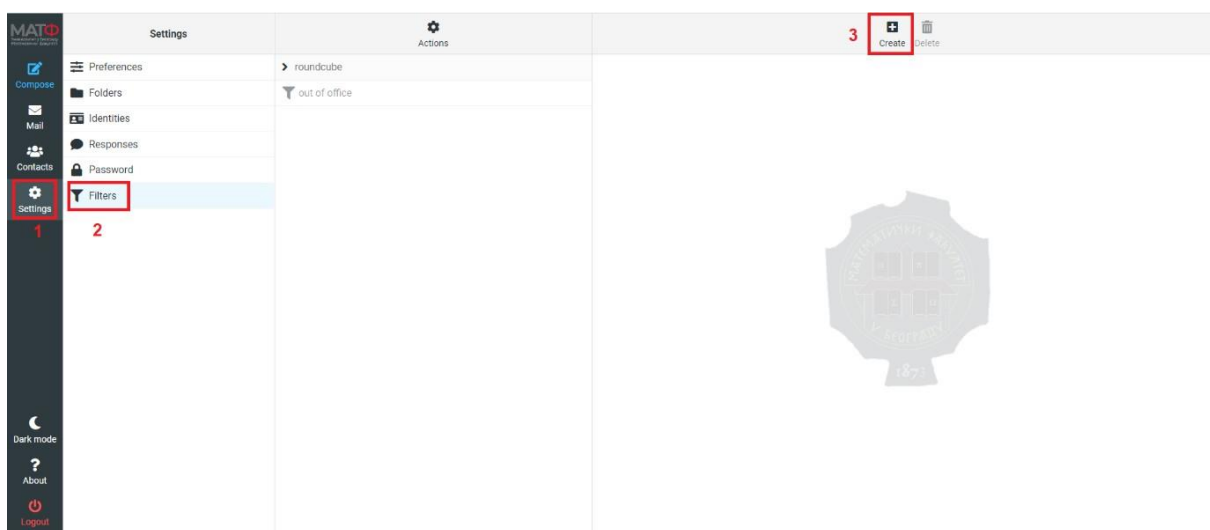


Figure 11

Below you can find examples of setting up some filters.

- **Automatic redirection of messages sent from a certain domain to the corresponding folder**
- **Automatic redirection of the message sent to the created identity to the corresponding folder**

8.1 Automatic redirection of messages sent from a specific domain to the appropriate folder

To define a filter that allows messages sent from a certain domain to be automatically redirected to the desired folder, you must first click on:

Settings -> **Filters** -> **Create** (steps **1, 2, 3** in Fig. 11).

And then:

- **Filter name** - enter the desired filter name (e.g. *Webex*) (step **1** in Fig. 12)
- **Filter enabled** - if you want to activate the filter, you must move the slider from left to right. (step **2** in Fig. 12)
- **Scope** - select in the drop-down list **matching all of the following rules** (step **3** in Fig. 12)

Now you need to set the **Rules**. It is necessary to define a set of rules on the basis of which emails will be automatically redirected to the desired folder when the filter is activated.

- in the first field (drop-down list) you need to define the criteria according to which the messages should be filtered - in this case **From** (step **4** in Fig. 12)
- in the second field (drop-down list), you must select **contains** (step **5** in Fig. 12)
- in the third field (text field), enter the full name of the domain from which the messages are to be redirected, e.g. *webex.com* (step **6** in Fig. 12)

In the "**Actions**" section, you must specify the action to be performed when the filter is activated.

- in this case, we select **Move message to** from the drop-down list (step **7** in Fig. 12)
- and put it into the previously created *Webex* folder (step **8** in Fig. 12) (the *Webex* the was created via the option **Settings** -> **Folders** -> **Create**)

Finally, click on **Save** to save the filter defined in this way (step **9** in Fig. 12).

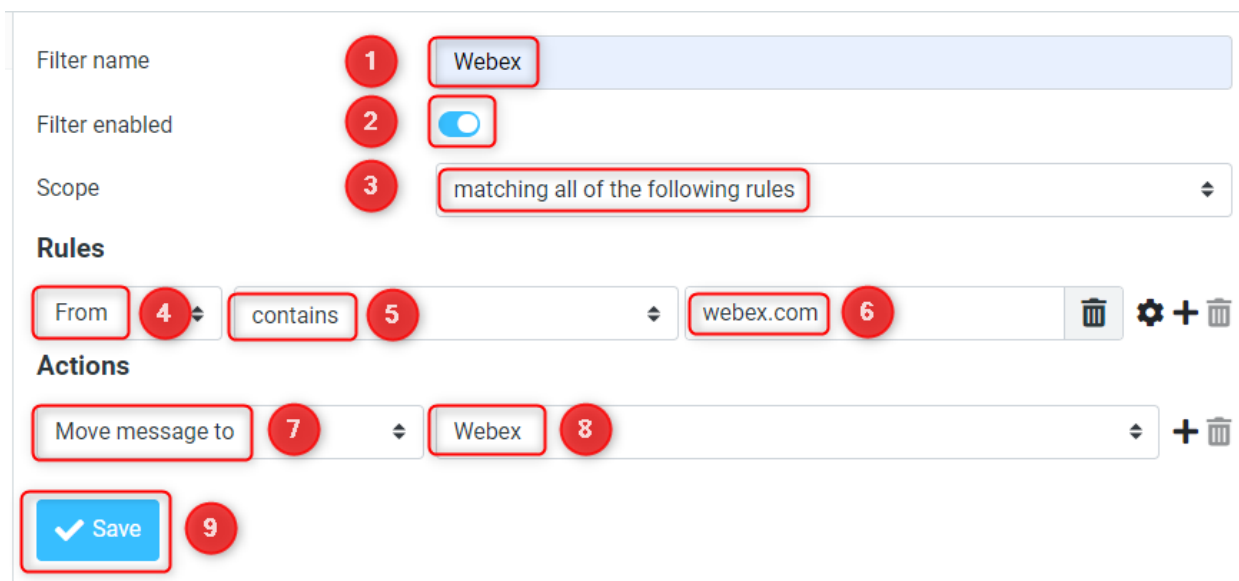


Figure 12

8.2 Automatic forwarding of the message sent to the created identity to the corresponding folder

To define a filter that allows messages sent to the created identity to be automatically forwarded to the desired folder, you must first click on:

Settings -> **Filters** -> **Create** (steps **1, 2, 3** in Fig. 11).

And then:

- **Filter name** - enter the desired filter name in this field (e.g. *DrugaAdresa*) (step **1** in Fig. 13)
- **Filter enabled** - if you want to activate the filter, you must move the slider from left to right. (step **2** in Fig. 13)
- **Scope** - select in the drop-down list **matching all of the following rules** (step **3** in Fig. 13)

Now you need to define the **Rules** section ie. It is necessary to define a set of rules on the basis of which emails will be automatically redirected to the desired folder when the filter is activated.

- in the first field (drop-down list) you need to define the criteria according to which the messages should be filtered - in this case, **To** (step **4** in Fig. 13)
- in the second field (drop-down list) you must select **contains** (step **5** in Fig. 13)
- in the third field (text field), enter the e-mail address *drugaadresa@alas.matf.bg.ac.rs* (step **6** in Fig. 13)

In the **Actions** section, you need to define the action that will occur when the filter is turned on.

- in this case, we select **Move message to** from the drop-down list (step **7** in Fig. 13)
- and move it to the folder *drugaadresa* that we have previously created (step **8** in Fig. 13) (the folder *drugaadresa* was created via the option **Settings** -> **Folders** -> **Create**)

To save the filter defined in this way, click on **Save** (step **9** in Fig. 13).

The screenshot shows the configuration interface for a filter. It includes the following elements:

- Filter name:** A text input field containing "DrugaAdresa" (callout 1).
- Filter enabled:** A toggle switch that is turned on (callout 2).
- Scope:** A dropdown menu set to "matching all of the following rules" (callout 3).
- Rules section:**
 - A dropdown menu set to "To" (callout 4).
 - A dropdown menu set to "contains" (callout 5).
 - A text input field containing "drugaadresa@alas.matf.bg.ac.rs" (callout 6).
- Actions section:**
 - A dropdown menu set to "Move message to" (callout 7).
 - A dropdown menu set to "drugaadresa" (callout 8).
- Save button:** A blue button with a checkmark and the text "Save" (callout 9).

Figure 13

9. Change your password

To change your password, click on:

Settings -> **Password** (steps **1, 2**, in Fig. 14)

In the field **Current Password** enter the current password (step **3** in Fig. 14), but in the field

New Password и **Confirm New Password** enter the new password (steps **4, 5** in Fig. 14) .

The password must fulfil the following conditions:

- It must contain at least 11 characters
- Contains at least 1 number, 1 lower case letter, 1 upper case letter
- Does not contain a username
- It does not match the last 3 passwords

Click on the **Save** button to save the new password (step **6** in Fig.14).

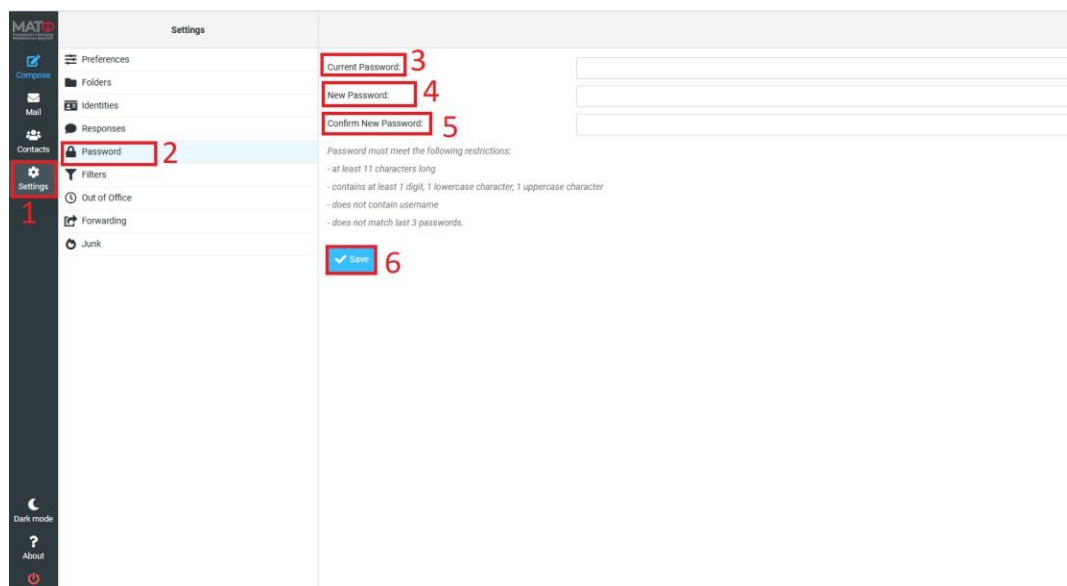


Figure 14