ClickDealer
YOUR PERFORMANCE PARTNER

Setting Up Emails
## Webmail

roundcube
open source webmail software

In this user guide, you will learn how to add your Click Dealer email accounts to Webmail.

Step 1

First, you need to open the internet. Once you have opened the internet, you need to search for Webmail.

The Webmail link is webmail.yourdomain.co.uk/.com (Example: if I were trying to log into Webmail for the email account harriet@clickdealertests.co.uk then the Webmail link would be webmail.clickdealertests.co.uk).
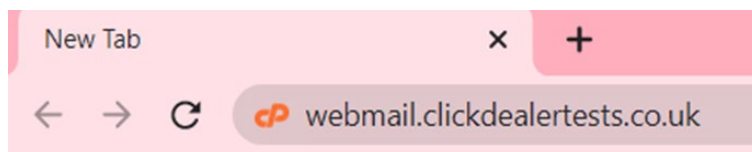
This is what your search bar should look like.
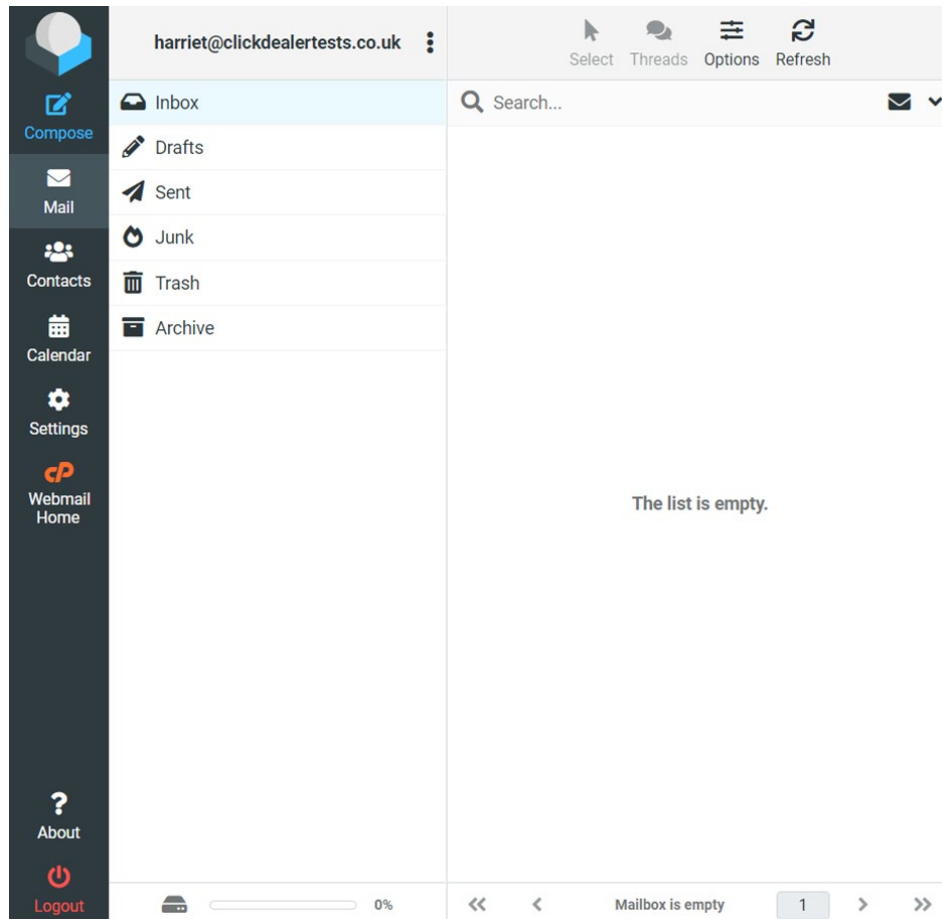
Step 2

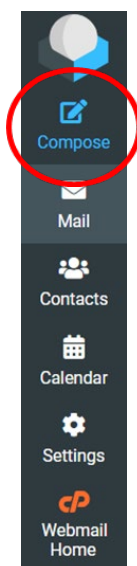Once you have searched the link, it will take you to this login page.
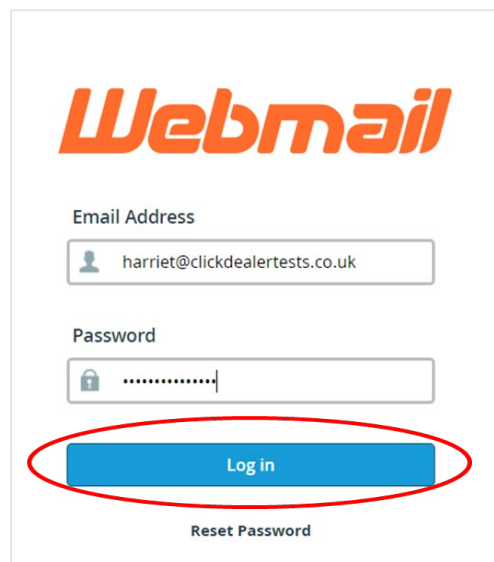
This is where you need to enter your email address and password. Once you have done that, please click Log in (please see red circle on screenshot above).

Step 3

Once you have logged in, it will take you to your emails (please see screenshot below).
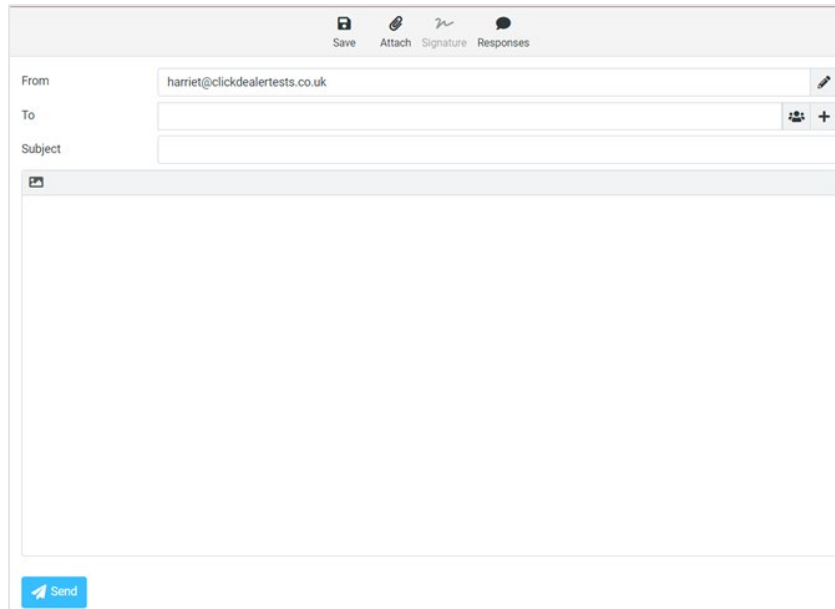


How to compose an email:

To compose an email, you need to click on Compose (please see red circle on screenshot to the left).

Once you have clicked on Compose, it will then bring you up a box where you can write your emails (please see screenshot below). This is where you can type the email address you want to send the email too, the subject for the email and the email content.


At the top of the page, you have this row of icons (please see screenshot below). This is where you can save the email as a draft and attach a file to the email you are sending.
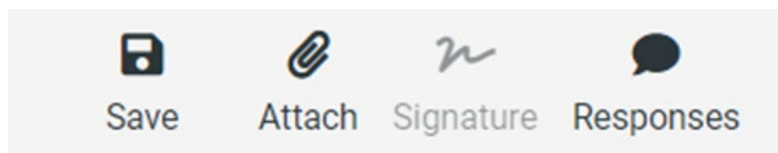
## Attaching a file to your email:

When you want to attach a file to the email you are sending, you need to click on Attach. This is located at the top of the box where you compose your email (please see red circle on screenshot below).
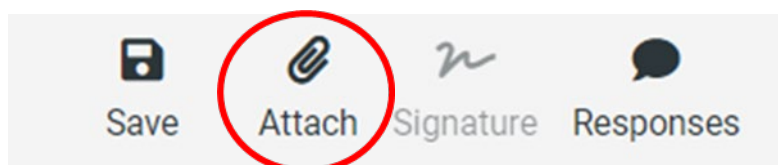

Once you have clicked on attach, it will bring up your file explorer. Just select the file you want to attach and click open. This will then attach the file to your email.

Folders/how to create them:

To create folders, you need to go to Settings (please see red circle on screenshot below).
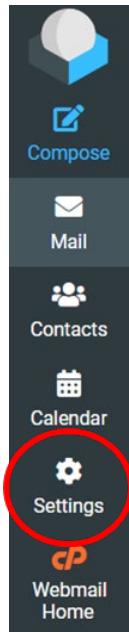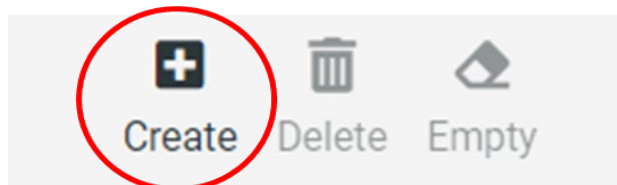
Once you have opened settings, you need to select Folders (please see section highlighted in blue on screenshot below).
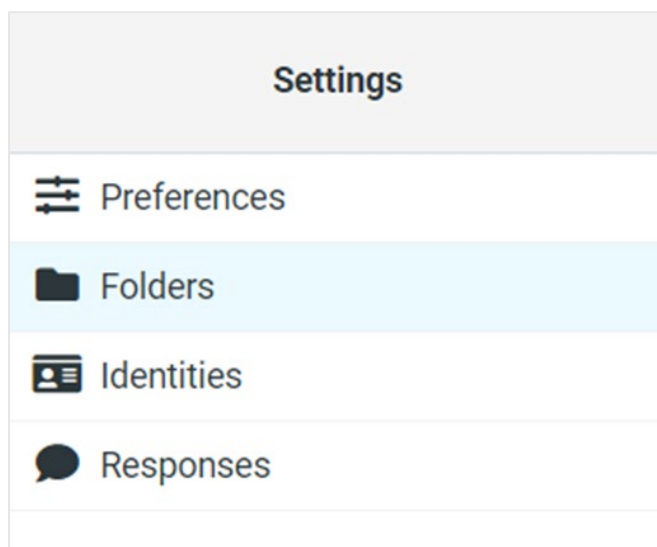
Once you have clicked on folders, to the right, it will show you all the folders you currently have (please see screenshot below).
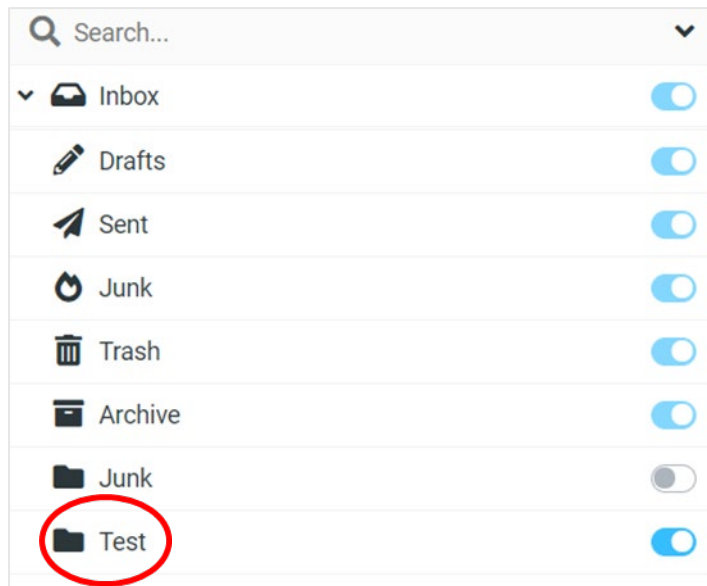
To create a folder, you need to click on the create button which will look like this (please see red circle on screenshot).

Then all you need to do is enter the name of what you would like the folder to be called in the Folder name section (please see red circle on screenshot) and click save.

Your new folder will now appear (please see red circle on screenshot below).