

# HORDE WEBMAIL

YOUR EMAIL INSTALLATION GUIDE

# Installing your email signature in HORDE WEBMAIL

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Horde Webmail within minutes.

**IMPORTANT:** Rich Text is not officially supported by Google Inbox so your email signature may not work correctly. If your email address uses a google domain (@gmail.com) then it will work, if you are using a personal domain (@yourwebsite.com) then it may not work.

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## STEP ONE

Open your provided Email Signature HTML file in your web browser.

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## STEP TWO

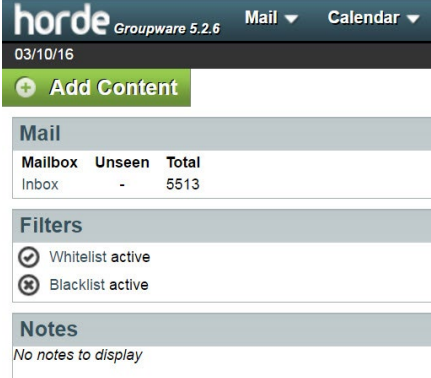
Now that your email signature is open in a new window, press **Ctrl + A** to highlight the signature, then press **Ctrl + C** to copy the signature.



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## STEP THREE

Login to your email account with **Horde Webmail**.

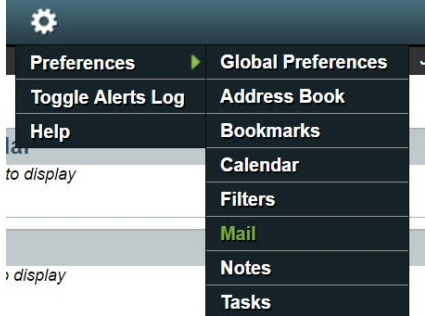


The screenshot shows the Horde Webmail interface. At the top, there is a header with the 'horde' logo, 'Groupware 5.2.6', and navigation links for 'Mail' and 'Calendar'. Below the header, the date '03/10/16' is displayed. A green button labeled 'Add Content' is visible. The main content area is divided into sections: 'Mail' with a table showing mailbox statistics (Inbox: 5513), 'Filters' with 'Whitelist active' and 'Blacklist active', and 'Notes' with the message 'No notes to display'.

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## STEP FOUR

Once logged in, navigate to the **Settings Cog icon** > **Preferences** > **Mail**.

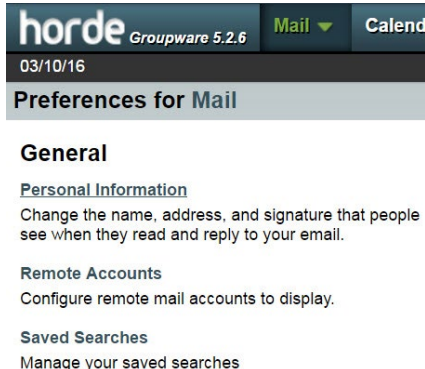


The screenshot shows the Settings Cog icon menu. The menu is open, displaying a list of options: 'Preferences', 'Toggle Alerts Log', 'Help', 'Global Preferences', 'Address Book', 'Bookmarks', 'Calendar', 'Filters', 'Mail', 'Notes', and 'Tasks'. The 'Mail' option is highlighted in green.

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## STEP FIVE

Underneath **General**, click on the **Personal Information** link.



The screenshot shows the 'Preferences for Mail' page. The page has a header with the 'horde' logo, 'Groupware 5.2.6', and navigation links for 'Mail' and 'Calendar'. Below the header, the date '03/10/16' is displayed. The main content area is titled 'Preferences for Mail' and is divided into sections: 'General', 'Personal Information', 'Remote Accounts', and 'Saved Searches'. The 'Personal Information' section is expanded, showing the text: 'Change the name, address, and signature that people see when they read and reply to your email.' The 'Remote Accounts' section shows the text: 'Configure remote mail accounts to display.' The 'Saved Searches' section shows the text: 'Manage your saved searches'.



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## STEP SIX

Click the dropdown just below **Select the identity you want to change:** and select **Create New Identity**. Enter your personal information in the corresponding text fields.

Scroll down and ignore the top text field that says **Your signature:** as that is for Plain Text only. We want to enter our signature in the one below that for HTML. Click into the bottom field and press **Ctrl + V** to paste your email signature in

Your signature:

Precede your text signature with dashes ('- ')?

Your signature to use when composing with the HTML editor (if empty, the text signature will be used) (maximum total image size is 30 KB):

**B** **I** **U** Arial 1... **A** **A**

Save sent mail?

Sent mail mailbox:  
Use Default Value

**Save** Undo Changes Show All Preferences Groups

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## STEP SEVEN

Once pasted, click the **Save** button below. Once the page refreshes, select your signature from the **Your default identity** list and click **Save** again.

### Personal Information

Your default identity:

JC Creations ▼

Select the identity you want to change:

Default Identity ▼

Delete

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## STEP EIGHT

Select the **Settings** icon and go to **Preferences > Mail** again.



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## STEP NINE

Under the **Compose** heading, select **Composition**.

### Preferences for Mail

#### General

##### Personal Information

Change the name, address, and signature that people see when they read and reply to your email.

##### Remote Accounts

Configure remote mail accounts to display.

##### Saved Searches

Manage your saved searches

#### Compose

##### Composition

Configure how you send mail.

##### Compose Templates

Edit compose templates.

##### Replies

Configure how you reply to mail.

##### Drafts

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## STEP TEN

In the Composition settings, select **Rich Text (HTML)** from the Default method to compose messages.

Then tick the check box for Show the signature on the compose screen if you wish.

Save your changes.

### Composition

Click here to open all mailto: links using Mail.

Check spelling before sending a message?

Default method to compose messages:

Rich Text (HTML) ▼

Where should the cursor be located in the compose text area by default?

Top ▼

Show the signature on the compose screen?

Your default encryption method for sending messages:

▼

Compose messages in a separate window? *(Basic view only)*

Display confirmation in popup window after sending a message? *(Basic view only)*

Save

Undo Changes

Show All Preferences Groups

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## STEP ELEVEN

Select Mail > New Message to compose a new email. You will see at the bottom there's another field that can be expanded where your email signature is located.

Send yourself a test email to check that your email signature is working correctly.

All done! Your email signature is now installed within Horde Webmail!

