

ROUNDCUBE WEBMAIL

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in ROUNDCUBE 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 Roundcube Webmail within minutes.

1

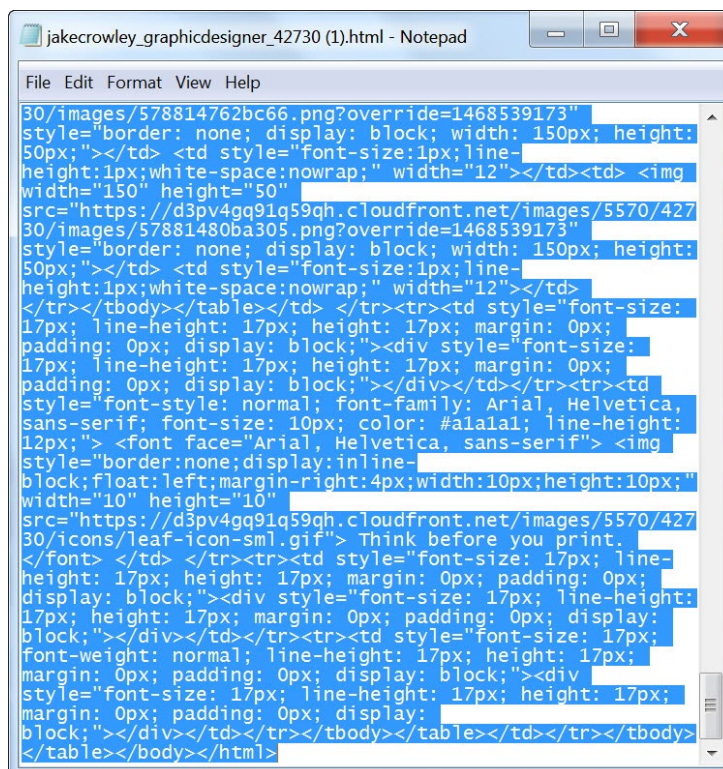
STEP ONE

Open your provided Email Signature HTML file in Notepad.

2

STEP TWO

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



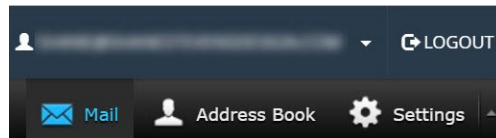
```
30/images/578814762bc66.png?override=1468539173" style="border: none; display: block; width: 150px; height: 50px;"></td> <td style="font-size:1px;line-height:1px;white-space:nowrap;" width="12"><td> </td> <td style="font-size:1px;line-height:1px;white-space:nowrap;" width="12"></td> </tr></tbody></table></td> </tr><tr><td style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"><div style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"></div></td></tr><tr><td style="font-style: normal; font-family: Arial, Helvetica, sans-serif; font-size: 10px; color: #a1a1a1; line-height: 12px;"> <font face="Arial, Helvetica, sans-serif">  Think before you print. </font> </td> </tr><tr><td style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"><div style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"></div></td></tr><tr><td style="font-size: 17px; font-weight: normal; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"><div style="font-size: 17px; line-height: 17px; height: 17px; margin: 0px; padding: 0px; display: block;"></div></td></tr></tbody></table></td></tr></tbody></table></body></html>
```



3

STEP THREE

Login to your Roundcube Webmail account and select **Settings** from the top right corner of your screen.



4

STEP FOUR

Select **Identities** on the left side beneath the **Settings** menu, then click the + icon at the bottom of the Identities window to create a new identity.



5

STEP FIVE

First, fill out your account details in the top half of the page. You then want to tick the checkbox at the bottom that says **HTML signature**, this will enable the above text field to allow HTML input and formatting. Once ticked, select the button with the < > icon.

Edit identity

Settings

Display Name: Jake Crowley

Email: support@emailsignaturerescue.com

Company: Email Signature Rescue

Reply-To:

Bcc:

Set default:

Signature

Signature: [Rich text editor with toolbar]

HTML signature:



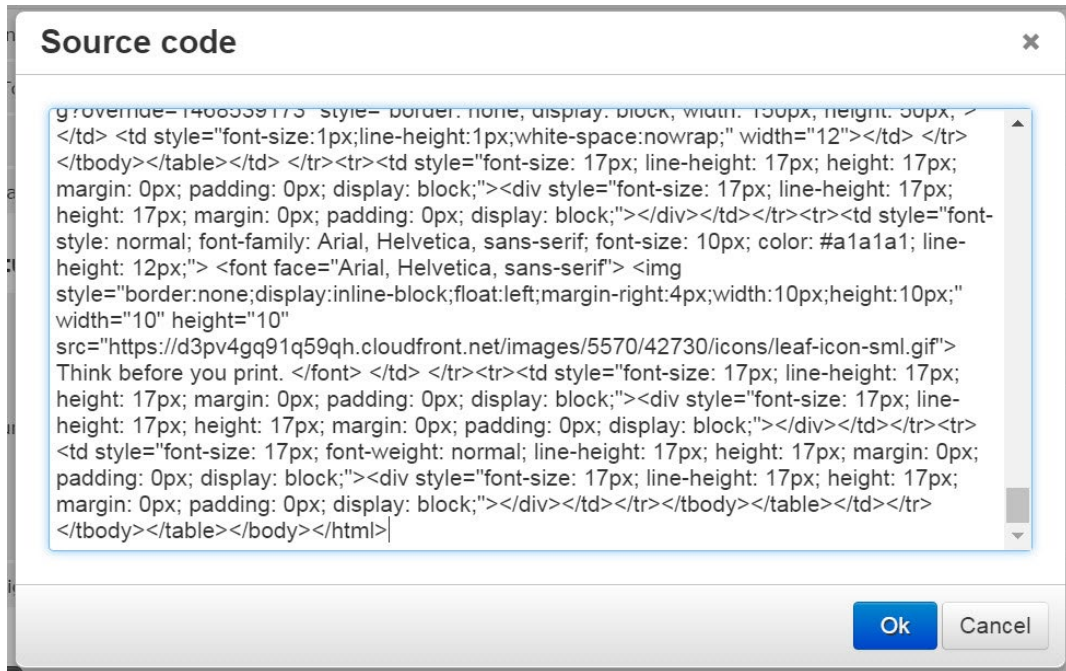
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ROUNDCUBE WEBMAIL

6

STEP SIX

In the Source Code box, press **Ctrl + V** to paste your copied HTML email signature code. Click **OK** once pasted.

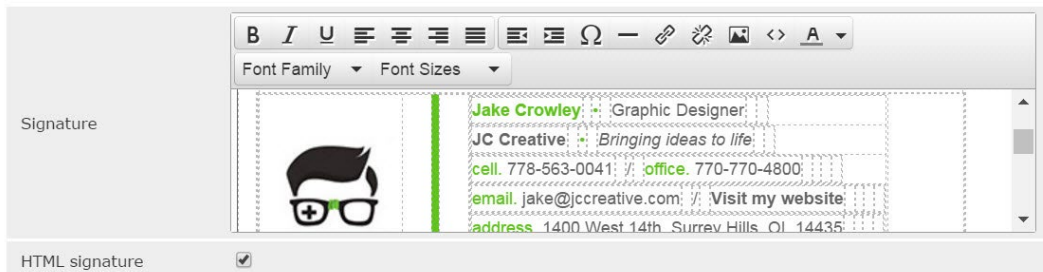


7

STEP SEVEN

Once you've closed out of the source code window, you should see your email signature displaying in the Signature field. Press **Save** below.

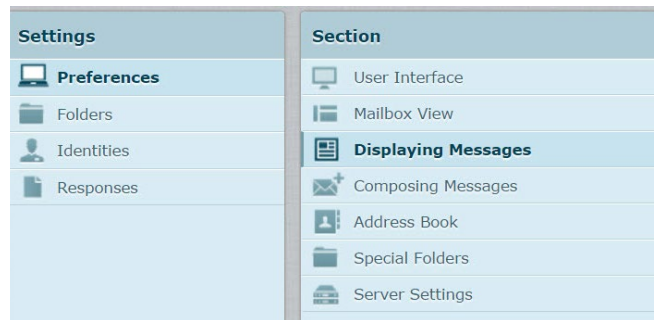
Signature



8

STEP EIGHT

From the Settings menu on the left side, select **Preferences**, then **Displaying Messages**.



9

STEP NINE

Under the Main Options settings, enable **Display HTML** by ticking the checkbox. Save your changes below.

Main Options

Open message in a new window	<input type="checkbox"/>
Show email address with display name	<input type="checkbox"/>
Display HTML	<input checked="" type="checkbox"/>
Display remote inline images	never ▾
Display attached images below the message	<input checked="" type="checkbox"/>
After message delete/move display the next message	<input checked="" type="checkbox"/>



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10

STEP TEN

Now select **Composing Messages** from the left section. You will see a setting which says **Compose HTML messages**, change this to **always**. Scroll down to **Signature Options** and ensure **Automatically add signature** is set to **always**.

Main Options

Compose in a new window	<input type="checkbox"/>
Compose HTML messages	always
Automatically save draft	every 5 minute(s)
Always request a return receipt	<input type="checkbox"/>
Always request a delivery status notification	<input type="checkbox"/>
Place replies in the folder of the message being replied to	<input type="checkbox"/>
When replying	start new message below original
Messages forwarding	inline
Default font of HTML message	Verdana 10pt
Default action of [Reply all] button	reply to all

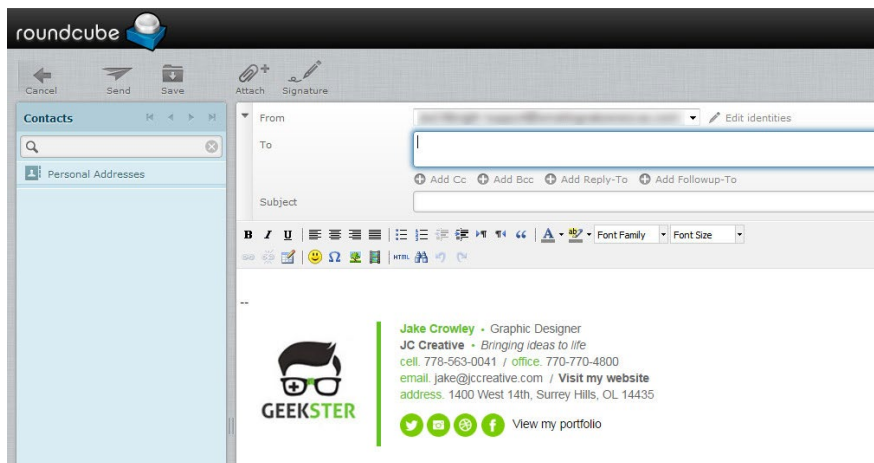
Signature Options

Automatically add signature	always
Place signature below the quoted message	<input type="checkbox"/>
When replying remove original signature from message	<input checked="" type="checkbox"/>

11

STEP ELEVEN

Go back to your Mail and compose a new email. You will see your email signature is automatically inserted at the bottom of your email.



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

