

## Webmail Access Through Roundcube

Included are the instructions for accessing email on any computer via web browser (Chrome, Safari, Firefox, Opera, Edge, etc.) while away from your workstation.

Webmail offers convenient access from anywhere - fully synchronized with all of your devices.

### LOG ON TO ROUND\_CUBE

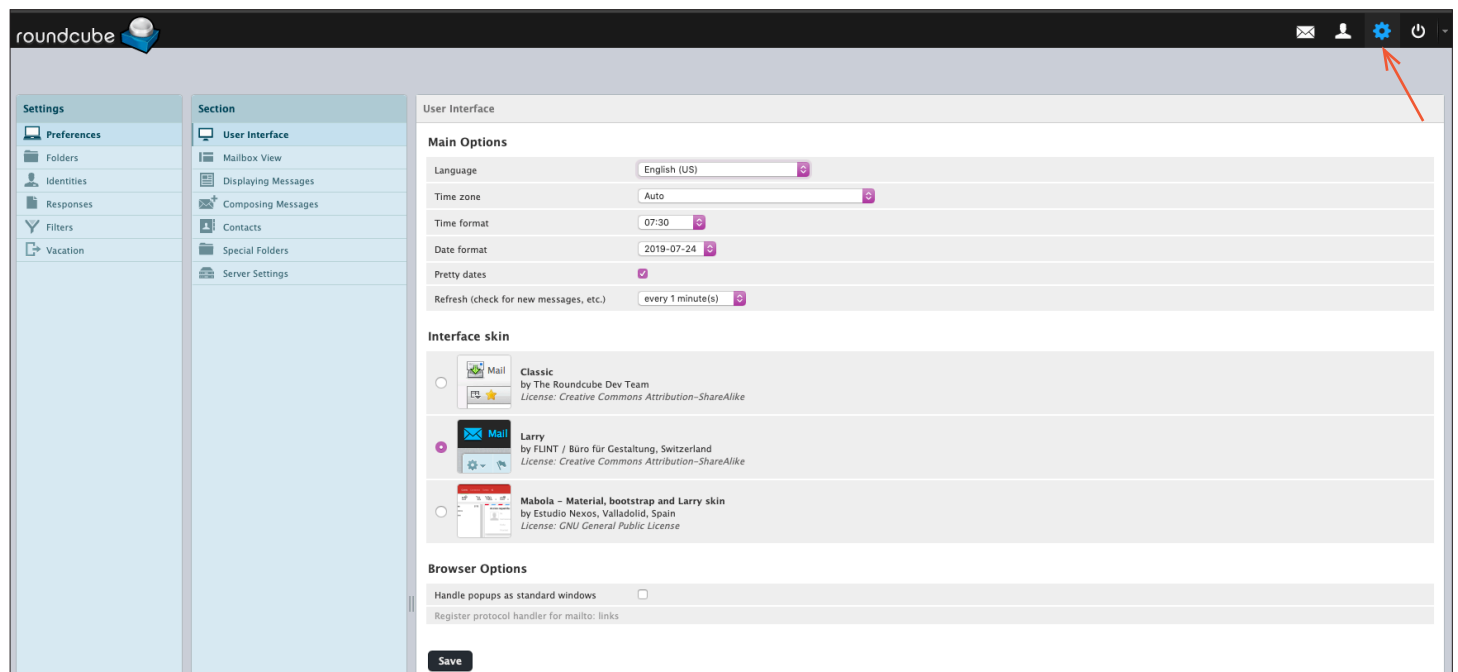
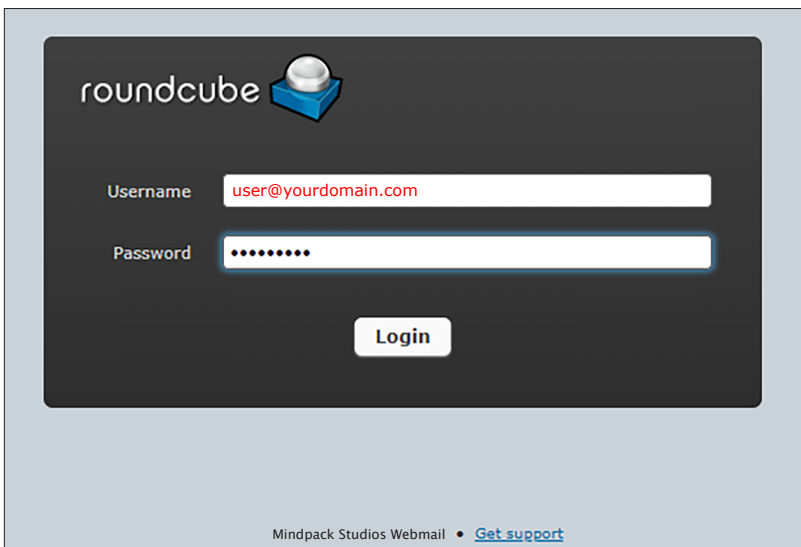
On your device:

Go to the following website address (URL):

[webmail.mindpackstudios.com](http://webmail.mindpackstudios.com)

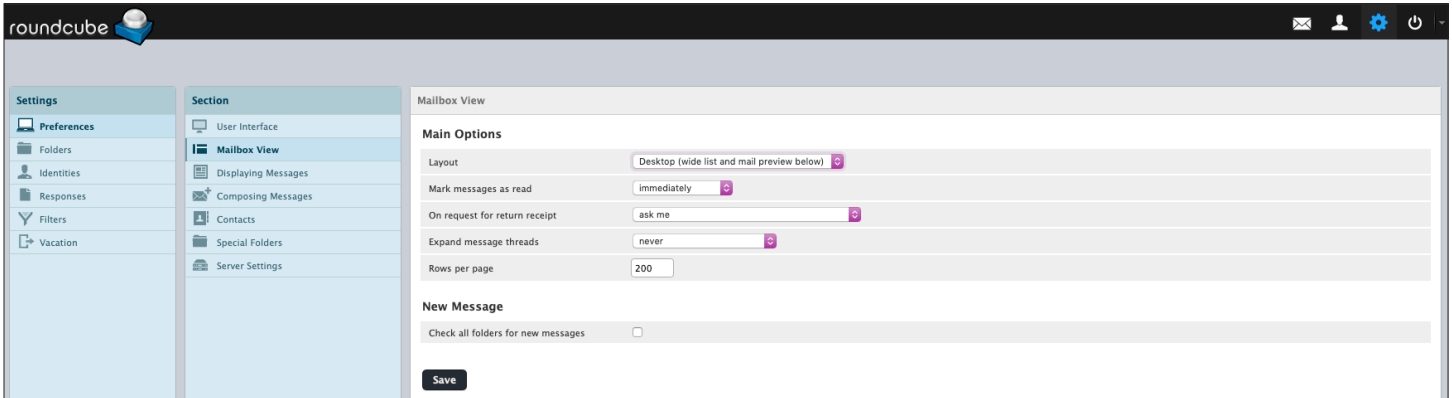
and log in with your credentials found at the top of this document.

Roundcube can be personalized by clicking Settings (the gear icon in the upper right).



One commonly changed item is how roundcube appears: go to Preferences > User Interface > Interface skin.

Another common change is under Preferences > Mailbox View > Layout to alter the reading pane position.



Feel free to explore other Preference options. Remember to click Save to record any changes.

For best security practice, logout and exit the browser fully when finished.

