

User's Guide of the Webmail

1. Introduction

Webmail is an Internet-based email service that allows you to send and receive emails from anywhere as long as you have an internet connection. Unlike traditional email clients, you can check and send emails using only a web browser (e.g., Microsoft Edge, Google Chrome, Safari), making it ideal for accessing your email while on the go or from multiple devices. This manual explains the basic usage of Webmail. For security reasons, please make sure to log out of Webmail after completing your email tasks.

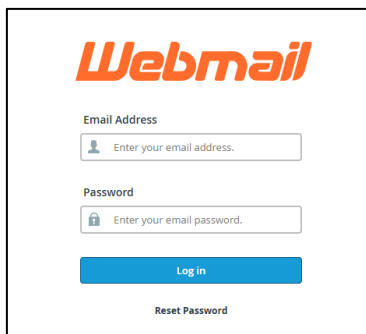
1.1 How to log in

Log in using the following URL.

<https://webmail.hosting7.cc.kyushu-u.ac.jp/>

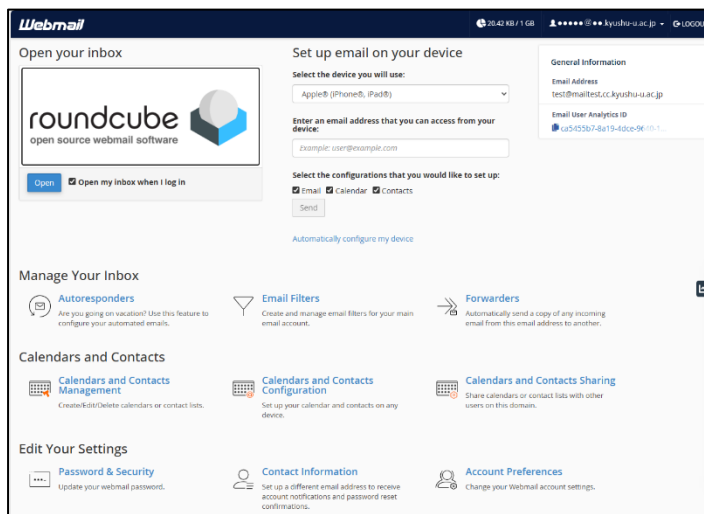
Use the provided email address and password to log in. After logging in, the Home screen will be displayed.

【Log in Screen】



The login screen features the 'Webmail' logo at the top. Below it are two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. A blue 'Log in' button is positioned below the password field, and a 'Reset Password' link is located at the bottom center.

【Home Screen】



The home screen displays the 'Webmail' interface with a dark blue header. The main content area is divided into several sections:

- Open your inbox:** Features the 'roundcube' logo and a button to 'Open my inbox when I log in'.
- Set up email on your device:** Includes a dropdown for device selection (Apple® iPhone®, iPad®), an email address input field, and checkboxes for 'Email', 'Calendar', and 'Contacts' to be set up.
- General Information:** Shows 'Email Address' (test@mailtest.cc.kyushu-u.ac.jp) and 'Email User Analytics ID'.
- Manage Your Inbox:** Contains links for 'Autoresponders', 'Email Filters', and 'Forwarders'.
- Calendars and Contacts:** Includes 'Calendars and Contacts Management', 'Calendars and Contacts Configuration', and 'Calendars and Contacts Sharing'.
- Edit Your Settings:** Contains 'Password & Security', 'Contact Information', and 'Account Preferences'.

1.2 How to Log out

After finishing your email task, click [LOGOUT] on the top right corner of the screen.

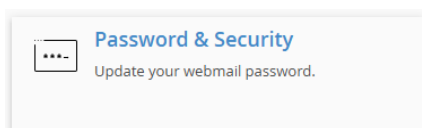


1.3 Changing the Password

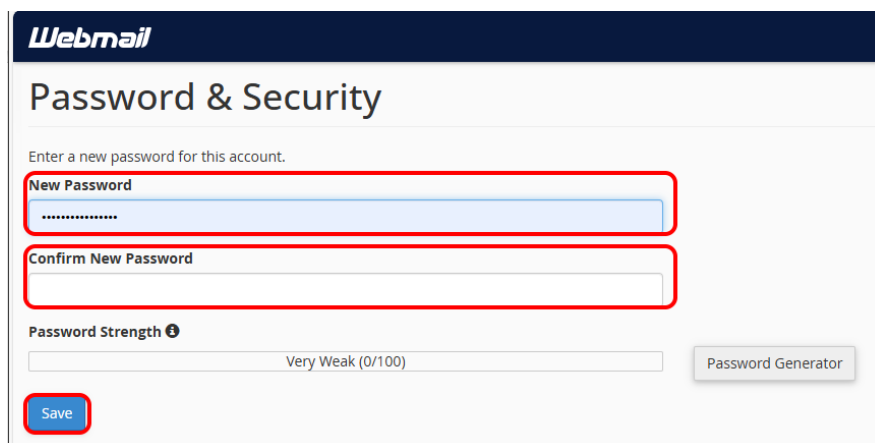
You can change your email account password. The new password must have a strength score of 80 or higher. Please set and manage your password appropriately in accordance with the Kyushu University **Basic Information Security Measures Guideline**.

https://www.sec.kyushu-u.ac.jp/media/gakunai/Security_Guideline.pdf

Click [Password & Security] under the [Edit Your Settings] section on the Home screen.



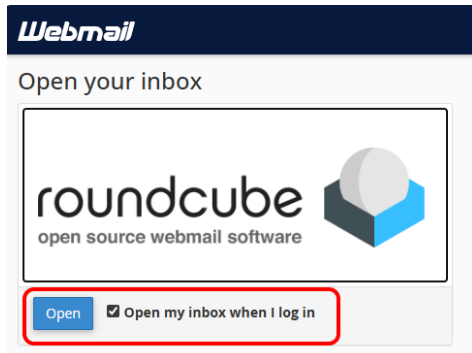
Enter [New Password] and [Confirm New Password] and then Click [Save].



2. How to use Webmail

To access the email screen, click [Open].

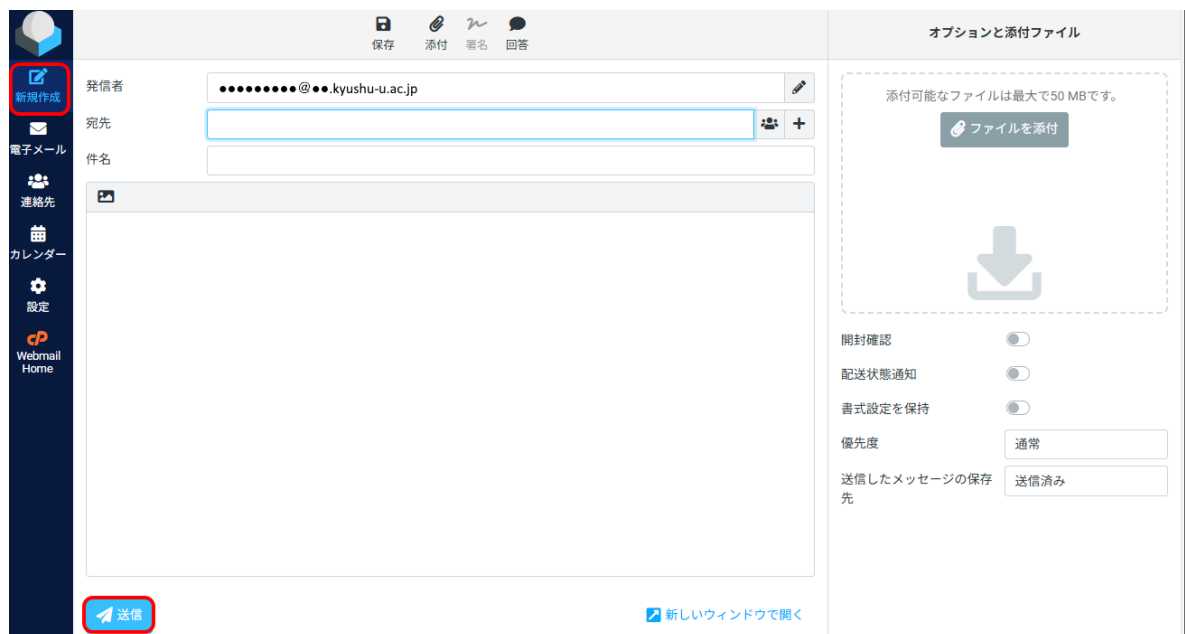
To display the email screen directly from the next login, check the box labeled “Open my inbox when I log in”.



2.1 Sending emails

Click [新規作成](New) to display editing screen.

Enter 「宛先」(Send to), 「件名」(Subject), and 「本文」(Context), and then click 「送信」(Send).

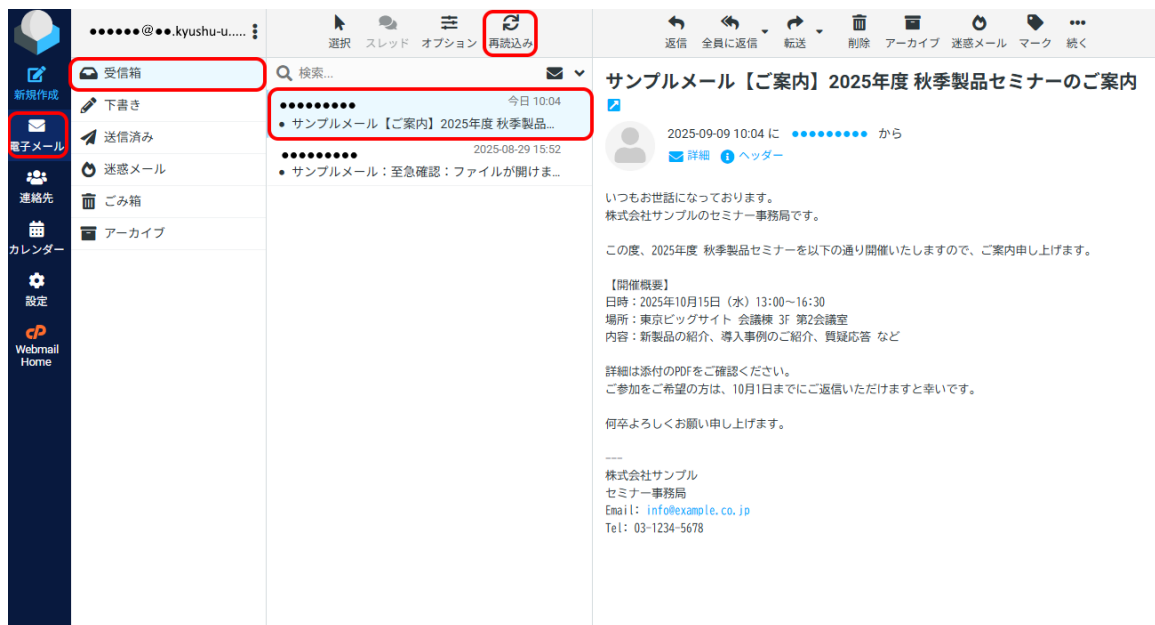


2.2 Receiving, replying, forwarding and deleting an email

Click 「電子メール」(email) → 「受信箱」(Inbox) to display a list of received emails.

To view the contents of an email, click on its subject line.

After a certain period, the inbox will refresh automatically if new emails have arrived. If you want to receive emails immediately, click 「再読み込み」(Reload) at the top of the screen.



To reply, forward, or delete emails, select the relevant email on inbox list and then click 「返信」(reply), 「全員に返信」(reply all), 「転送」(forward), or 「削除」(delete).



Note:

Deleted emails are initially moved to the 「ゴミ箱」(Trash) folder and are not permanently deleted. To completely remove them, click [Delete] again from within the 「ゴミ箱」(Trash) folder. Please make sure to permanently delete unnecessary emails to free up pool space.

2.3 Adding Contacts to the Address Book

Click 「連絡先」(Contacts) → 「+作成」(New).

Enter the required fields: 「姓」(Last Name), 「名」(First Name), and 「電子メール」(Email address), then click 「保存」(Save). If you have multiple contacts to add, repeat this process for each one.

The screenshot shows the 'New Contact' form in Webmail Home. The left sidebar has '連絡先' (Contacts) highlighted. The main area is divided into a list on the left and a form on the right. The form fields are:

- グループ: 個人の住所
- 検索: 太郎 九大
- 作成 (highlighted)
- 印刷
- 削除
- 検索
- インポート
- エクスポート
- 続く

The form fields are:

- アドレス帳: cPanel CardDAV
- 名: (empty, highlighted)
- 姓: (empty, highlighted)
- 項目を追加.
- 属性: 個人 (selected), 注釈
- 電子メール: 自宅 | 電子メール (highlighted)
- 電話番号: 自宅 | 電話番号
- 住所: 自宅 | 住所 | 都市 | 郵便番号 | 国 | 都道府県
- 項目を追加.
- 保存 (highlighted)

Contacts registered in the address book can be used to compose emails by clicking the email address in the contact list screen. This will open the email composition screen, where you can enter the subject and message body.

The screenshot shows the contact list screen in Webmail Home. The left sidebar has '連絡先' (Contacts) highlighted. The main area is divided into a list on the left and a contact details panel on the right. The contact details panel shows:

- グループ: 個人の住所
- 検索: 太郎 九大
- 作成
- 印刷
- 削除
- 検索
- インポート
- エクスポート
- 続く

The contact details panel shows:

- アドレス帳: cPanel CardDAV
- 太郎 九大
- 太郎 九大
- 属性: (empty)
- 電子メール: 自宅 | test@mailtest.cc.kyushu-u.ac.jp (highlighted)
- 住所: 自宅 | 日本
- 編集

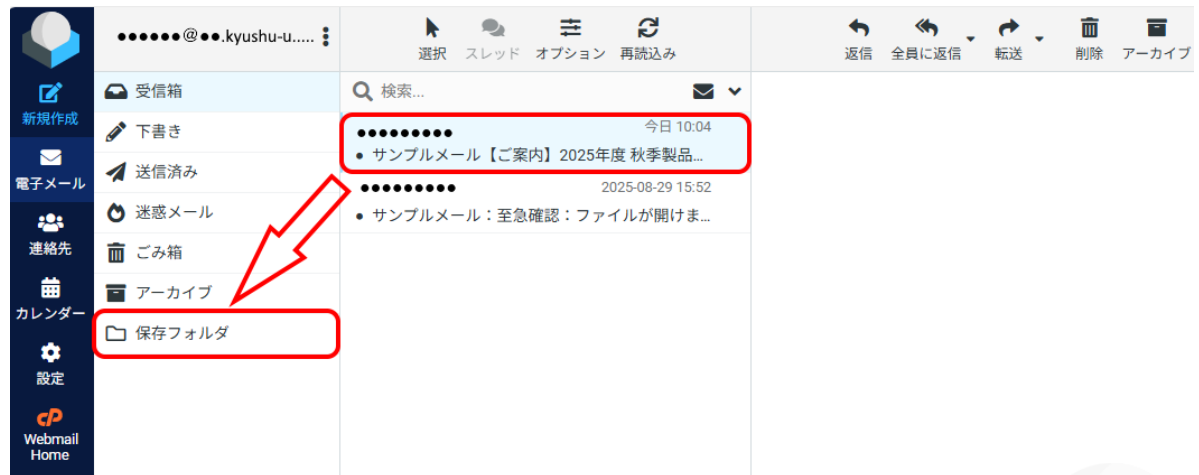
2.4 Creating folders

Click 「設定」(Setting) → 「フォルダー」(Folder).

Click 「+作成」(Create), enter folder name, set the parent folder, and then click 「保存」(Save).



To move an email to a folder you created, drag the subject line of the email with your mouse and drop it onto the desired folder.

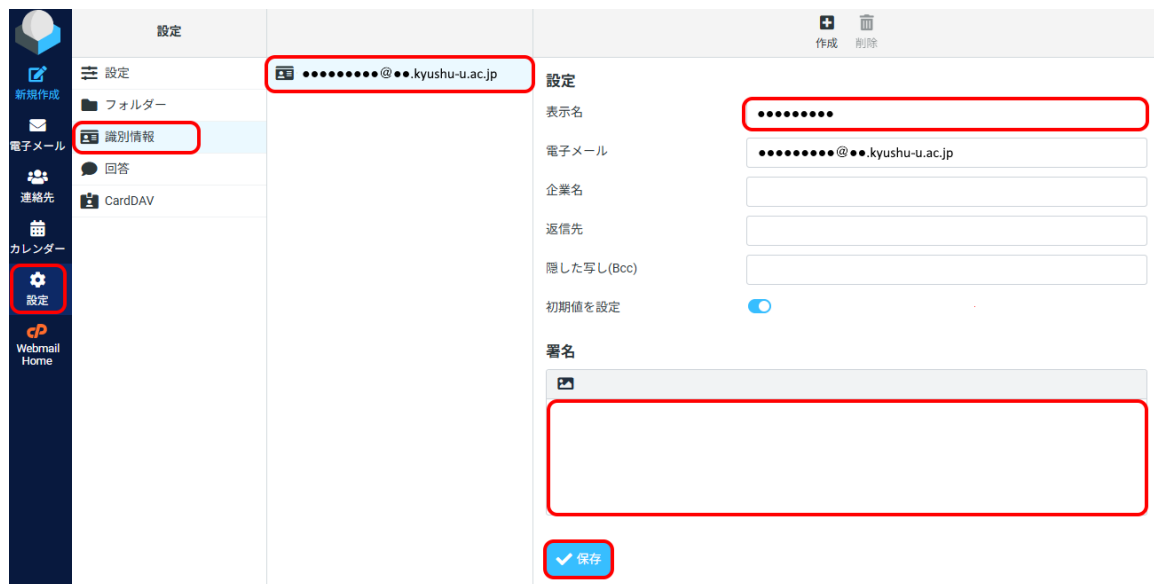


2.5 Option settings

Set your display name, signature, and other preferences.

Click 「設定」(Settings) → 「識別情報」(Identities) → your email address.

Fill in the required fields such as 「表示名」(Display name), 「署名」(Signature), etc., then click 「保存」(Save).



2.6 Mail forwarding setting

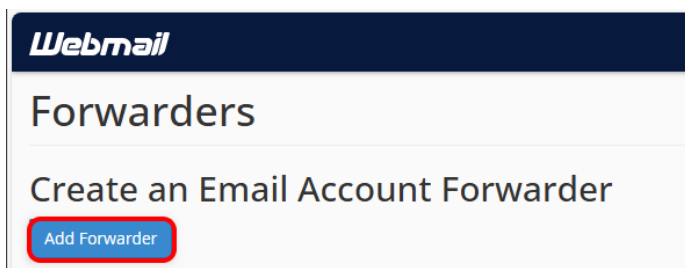
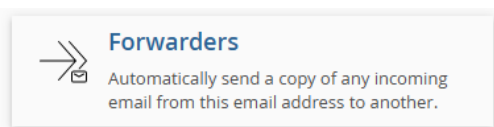
You can automatically forward received emails to another email address.

There are two methods for setting this up.

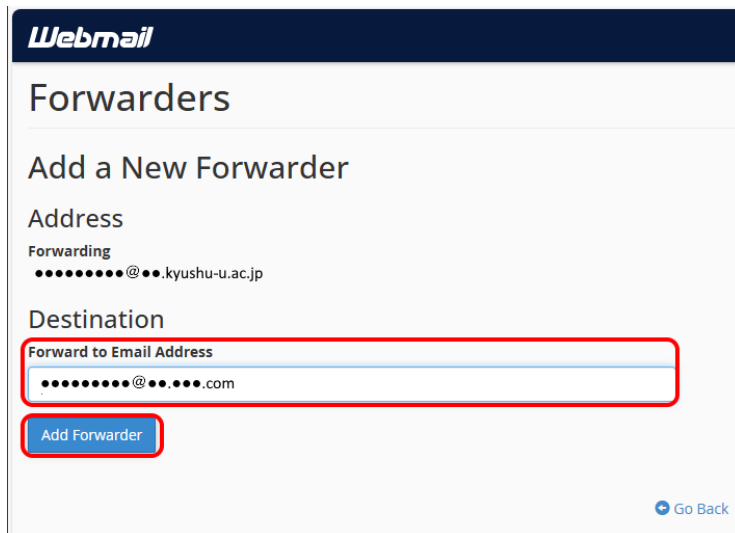
●Forwarding while keeping a copy on the Email hosting server

From the Home screen, click [Forwarders] in [Manage Your Inbox] section.

And then, click [Add Forwarder].

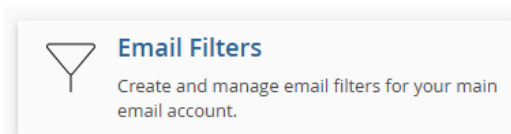


Enter the forwarding email address, then click [Add Forwarder].

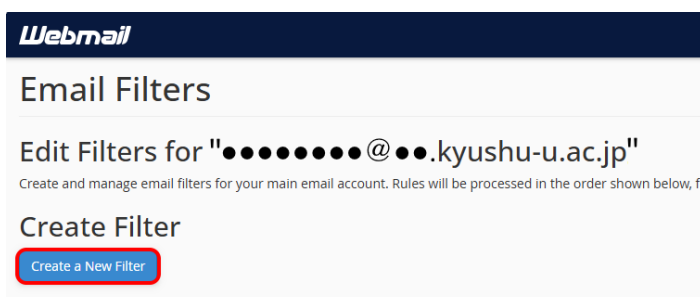


•**Forwarding without keeping a copy on the Email hosting server**

From the Home screen click [Email Filters] in [Manage Your Inbox] section.



Click [Create a New Filter].



Configure the following settings, then click [Create]:

Filter Name: Any name of your choice

Rule: Has Not Been Previously Delivered

Action: Redirect to Email — enter the forwarding email address in the field below

Webmail

Email Filters

Create a New Filter

Please create a filter below. You can add multiple rules to match subjects, addresses, or other parts of the message to a different address and then discard it.

Filter Name

The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten.

Rules

Has Not Been Previously Delivered

Actions

Redirect to Email

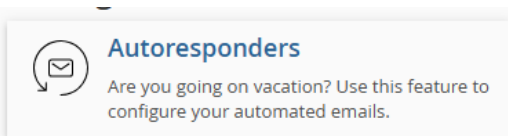
Create

To go back to Home screen, click [Webmail] on the top left corner.

2.7 Setting Up an Auto-Reply Email

From the Home screen, click [Autoresponders] in [Manage Your Inbox] section.

And then click [Add Autoresponder].



Webmail

Autoresponders

Configure an email account to send automated emails. This can be useful if you have a different email address. For more information, read the [documentation](#).

Add Autoresponder

Add Autoresponder

Enter the information as needed, then click [Create].

Add Autoresponder

Hint: If you do not create a forwarder or email account with the same address as this autoresponder, mail will be sent to the address you specify in the response email.

When configuring an autoresponder, you can use the following tags to insert information into the response email:

- %subject%**
The subject of the message sent to the autoresponder.
- %from%**
The name of the sender of the message received by the autoresponder, if available.
- %email%**
The incoming email sender's address.

Character Set:
utf-8

Interval:
 hours
The number of hours to wait between responses to the same email address, or zero to always respond.

Email:
●●●●●●●●@●●.kyushu-u.ac.jp

From:

Subject:

This message contains HTML.


Body:

Start:
 Immediately
 Custom

Stop:
 Never
 Custom

2.8 Checking Email Disk Usage

From the Home screen, click [Manage Disk Usage] in [Other Webmail Features] section and then confirm the details.



Manage Disk Usage

Delete old messages from your mailbox.
Recover disk space. It's that simple.

Webmail 20.42 KB / 1 GB test@mailtest.cc.kyushu-u.ac.jp

Manage Disk Usage

This utility allows you to recover disk space by deleting old messages from your mailbox.

Search:

Mailbox Name	# of Messages	Disk Usage ▼	Actions
Trash	3	60.01 KB	Manage
INBOX	2	20.42 KB	Manage
保存フォルダ	0	0 bytes	
spam	0	0 bytes	
Drafts	0	0 bytes	
Junk	0	0 bytes	
Archive	0	0 bytes	
Sent	0	0 bytes	