



WebMail Instruction



<https://webmail.faraby.sa>

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Login to the Webmail

Open the URL in your web browser.

https://webmail.faraby.sa

The site shows the Login screen, which is used to authenticate a user. Type in your email account username and password into the according fields. Hit the Login button or press <Enter> on your keyboard to authenticate.

Security / change password

Once authenticated, you will see this screen. Go to password and security to change your password.

In the next screen



- 1- add in your new password and also confirm it
- 2- Or you can click the password generator button and it will create a strong password for you to copy and use
- 3- Once done click save

Notice however that the new password might get rejected if it isn't strong enough. For example, it might notify you that the password should be longer or should include at least one numeral. Always take care of proper password hygiene.

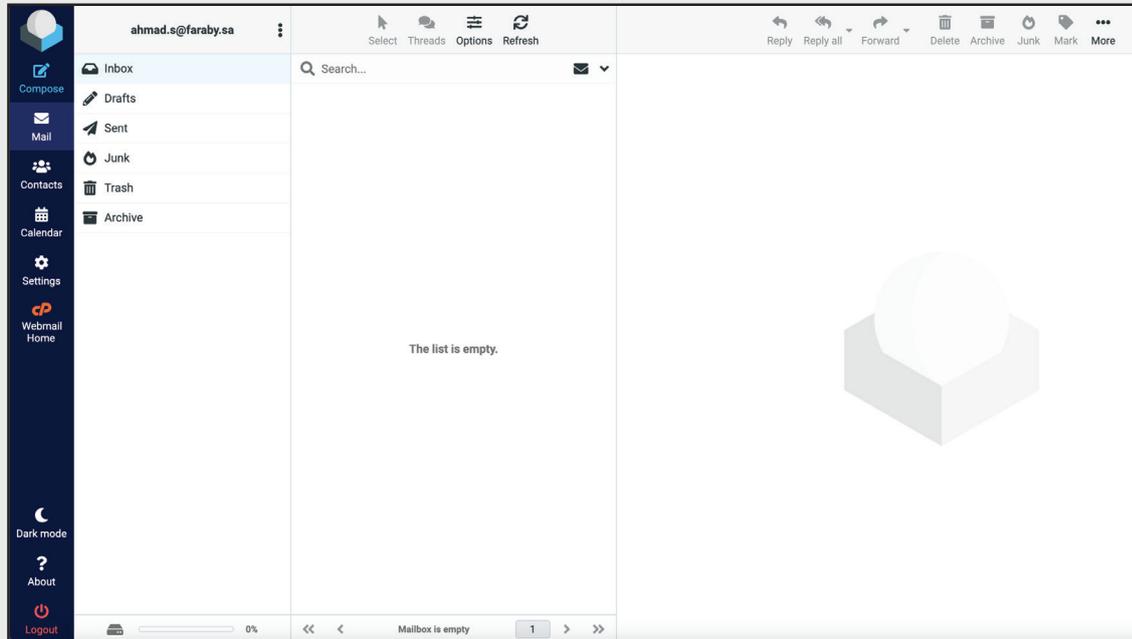
That's it, you are all done and your email password has been changed.

Click on Webmail in the upper left corner to start using your email. and tick the option "Open my inbox when I log in." Then click the open button.

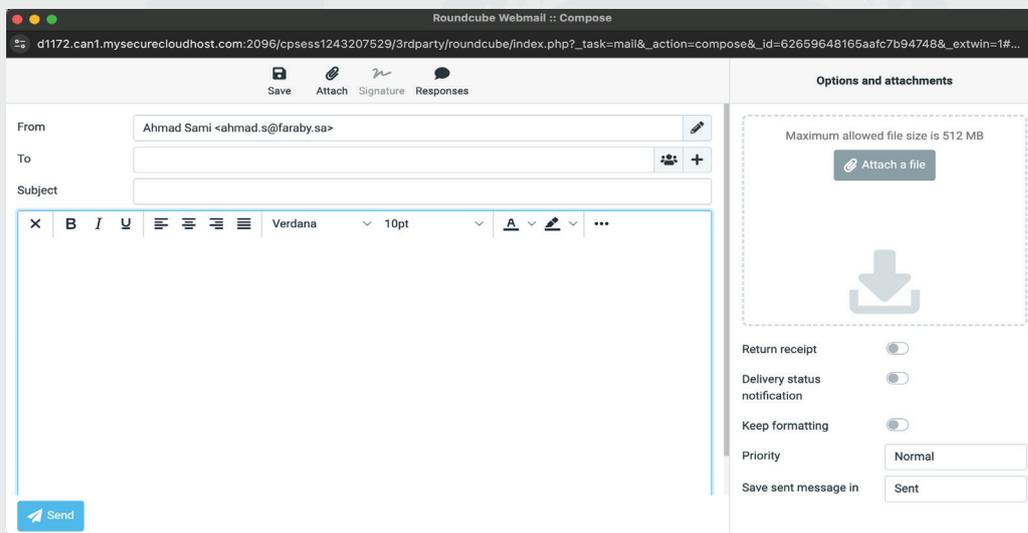


General Overview of the user interface

Once authenticated, the screen of Roundcube webmail is divided into functional parts which are explained here:



Composing a New Message



Click on the Compose toolbar icon opens the message compose screen. Depending on your settings it opens in the current browser tab or in a new window.

Enter at least one recipient address or select them from the address book, type in a subject and the message text and click the Send button in the toolbar when you're ready to send the message.

Save it as Draft (toolbar icon) if the message is not yet complete and you'd like to finish and send it at a later time. The email will be stored in the Drafts folder and can be double-clicked there in order to resume composition. Additional actions can be found by clicking the More button.



Change Display Name and Add Signature

Go to settings in the left menu, and Click identities on the left side. Then select your email account and Add in your display name.

Add your signature in the signature box, and select the small picture icon if you want to add formatting and an image to your signature.

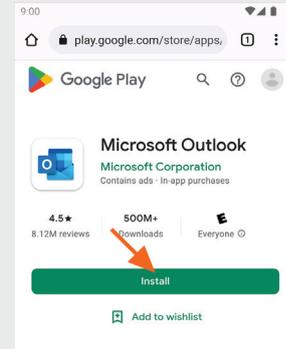
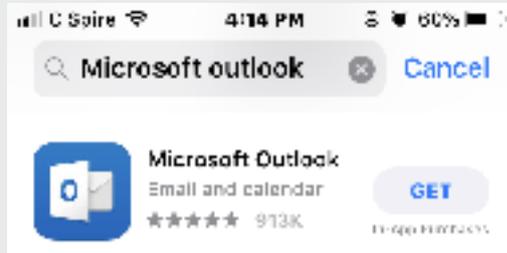
Click save when you're finished.

The screenshot displays the 'Settings' page for an email account. The left sidebar contains navigation options: Compose, Mail, Identities (highlighted with an orange oval), Responses, Contacts, Calendar, Settings, Webmail Home, and Dark mode. The main content area shows the 'Identities' section for the account 'Ahmad Sami <ahmad.s@faraby.sa>'. The 'Settings' panel on the right includes fields for Display Name (Your Name), Email (YourEmail@faraby.sa), Organization, Reply-To, Bcc, and Set default (checked). The 'Signature' section is highlighted with an orange oval, showing a small icon and a large text area for the signature. A 'Save' button is located at the bottom right of the settings panel.



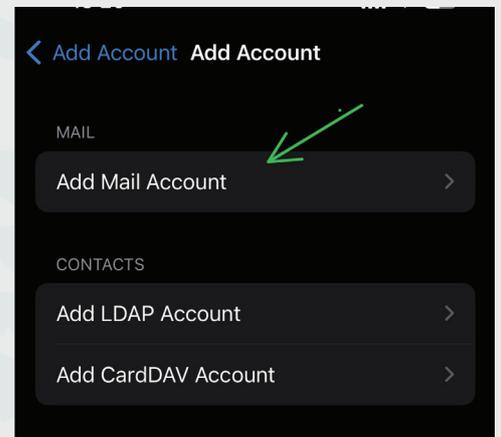
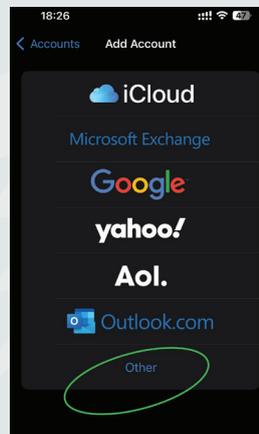
Setup your email account on your phone

If you don't have Outlook installed, go to the IOS / Google Play Store on your device for the Microsoft Outlook app. Tap Install.



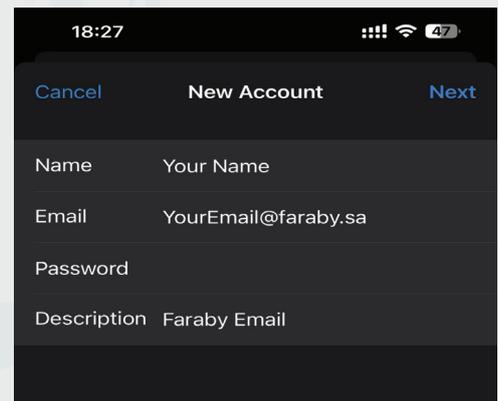
Follow these steps to add the Roundcube email on the Device:

- 1- Go to "Settings" ==> "Mail" ==> "Accounts"
- 2- Choose "Add Account," followed by "Other."
- 3- Choose "Add Mail Account."



- 4- Enter the account's name, email address, password, and a description.

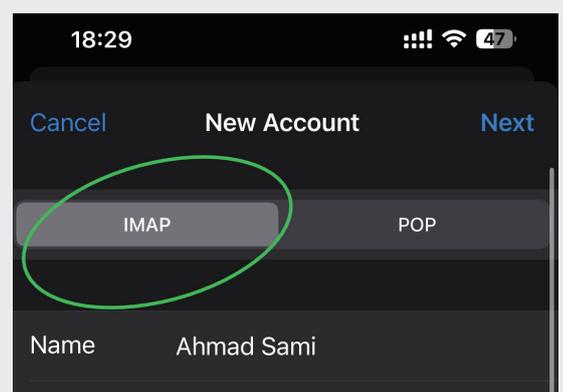
After this process, the next steps to Add email to the iPhone.



- 5- Choose "Next," and the iPhone will attempt to setup the email account automatically.

If it is unable to do so, we will have to configure the account manually.

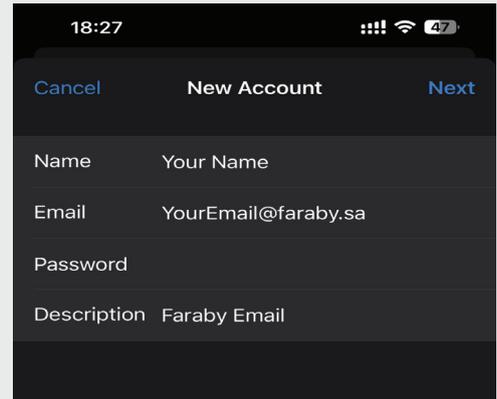
Assign an account type of "IMAP".





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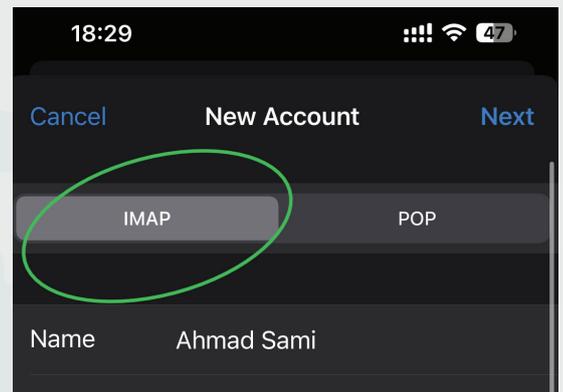
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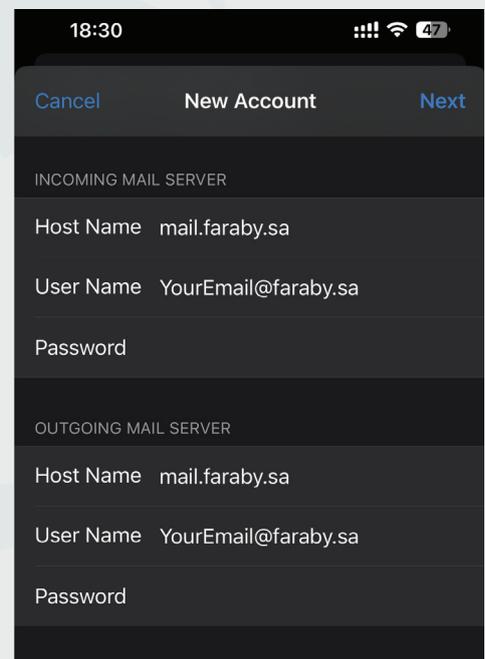


6- Provide the details for the Email account's incoming and outgoing mail servers.

Host Name : mail.faraby.sa

User Name : [Your Email](#)

Password : [Your Password](#)



When we save the changes, the iPhone will attempt to validate the account details. If everything goes well, the Email account will be linked to the iPhone and accessible via the Mail app.

**If you need any support, please contact Mr. Ahmad Sami by
WhatsApp at 0590115616 or Zoom at Ext: 900.**