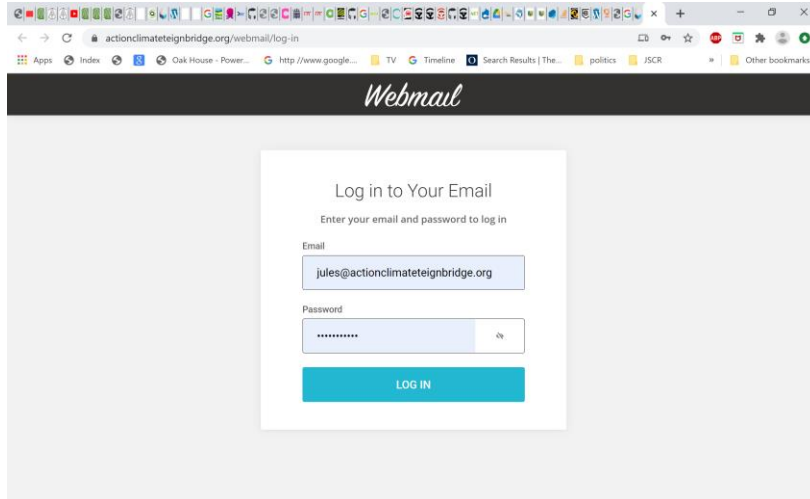


## Setting up ACT Webmail

If you have been given an ACT email and password you can use Webmail on the ACT website, by following this link:

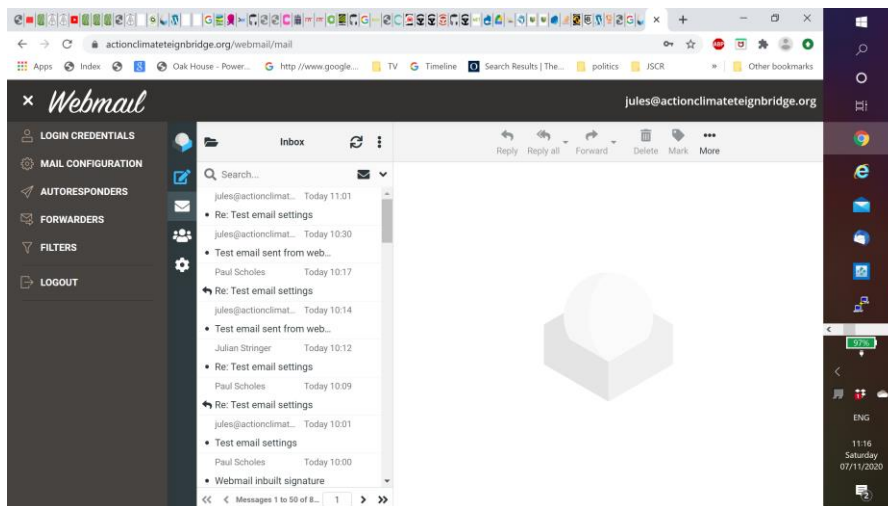
<https://actionclimateteignbridge.org/webmail/log-in>

You are then presented with:



Here you need to enter the email address you have been given and your email password. Note that your email password is not the same as the password you use to login to the member's website.

Once logged in you should see something like:

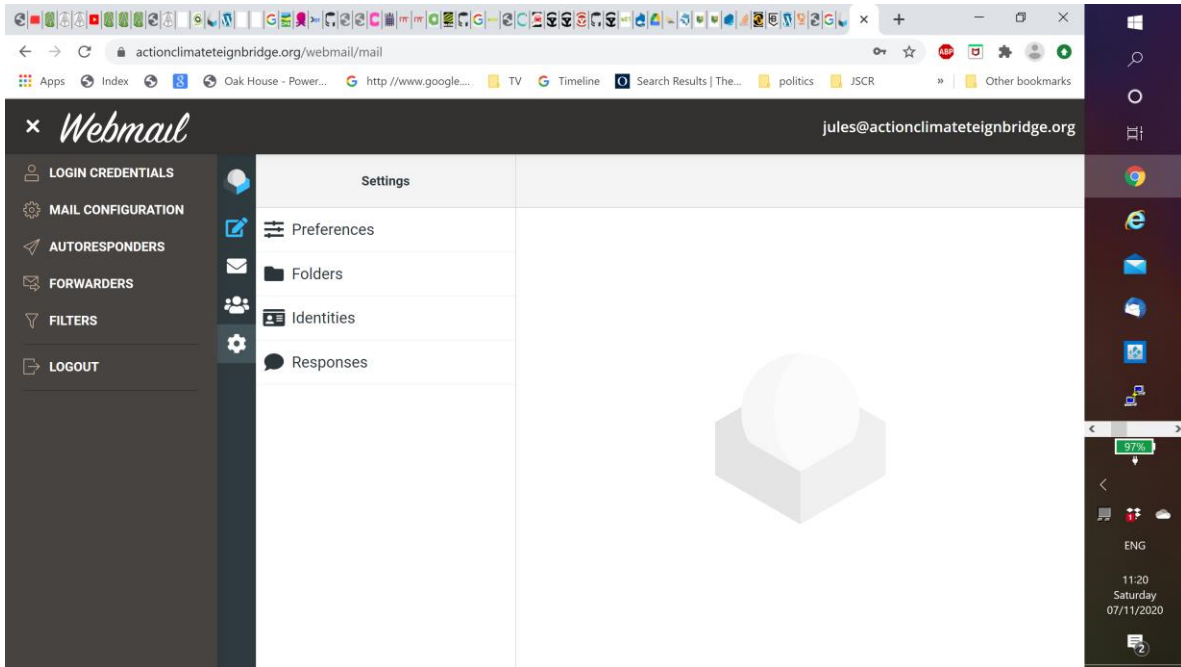


This will enable you to receive email, write emails and respond to them.

Unfortunately the default settings don't make your emails look very attractive. The appearance of your emails can be enhanced by making a few settings.

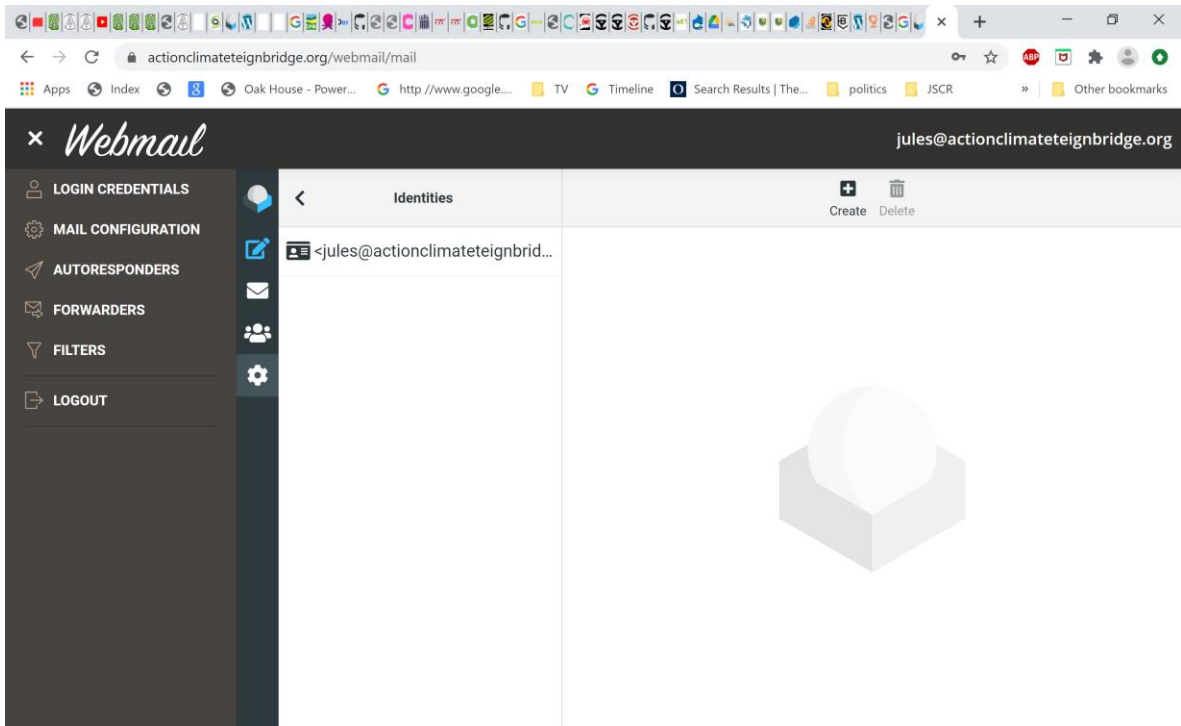
Settings are accessed via the settings icon at the bottom the tools on the right of the dark panel to the left of the screen.

Press this and you get:



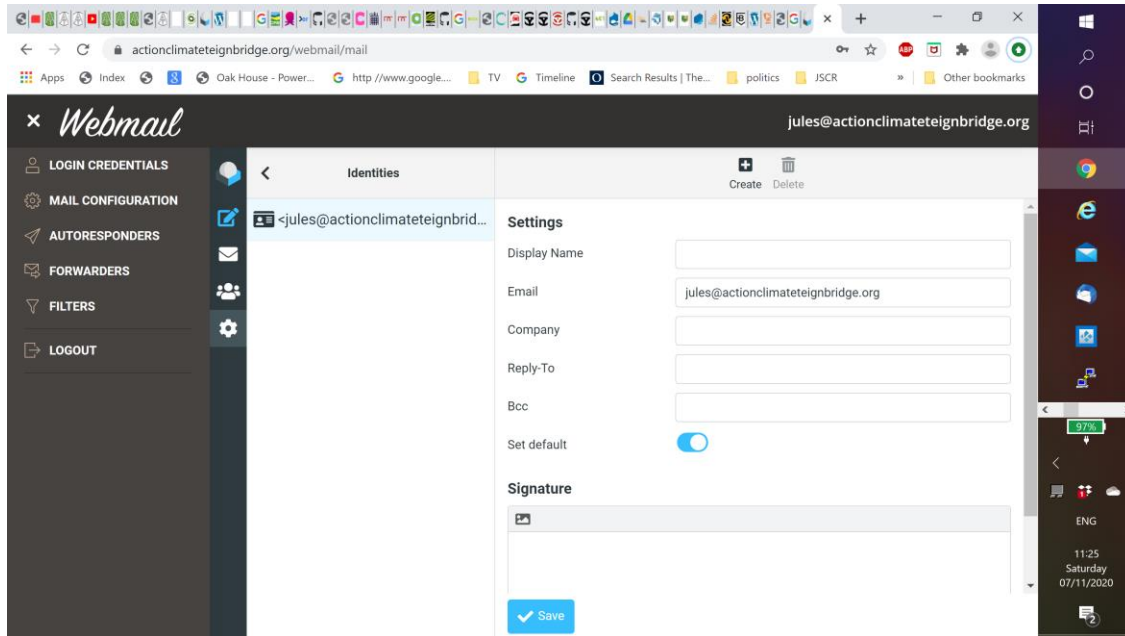
## Setting up a signature

Signatures are set up under **settings** -> **identities** , press this and you get:



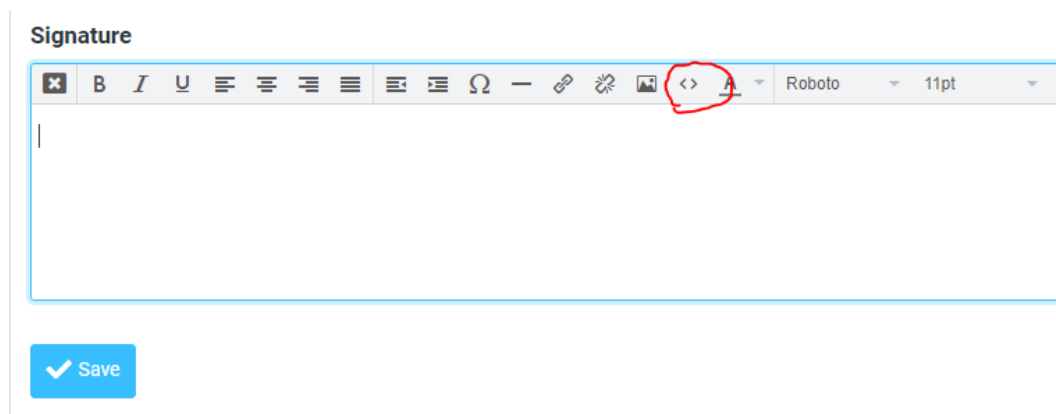
You will see your email address in the list, select it and you get:

At the bottom you see a signature box



Press the picture icon just below the signature:

This puts the editor into html mode, and gives you some tools to input formatted text, and insert links and images. You can use these to write your own signature.



The <> button allows you to input html code, the html code for the signature is given below:

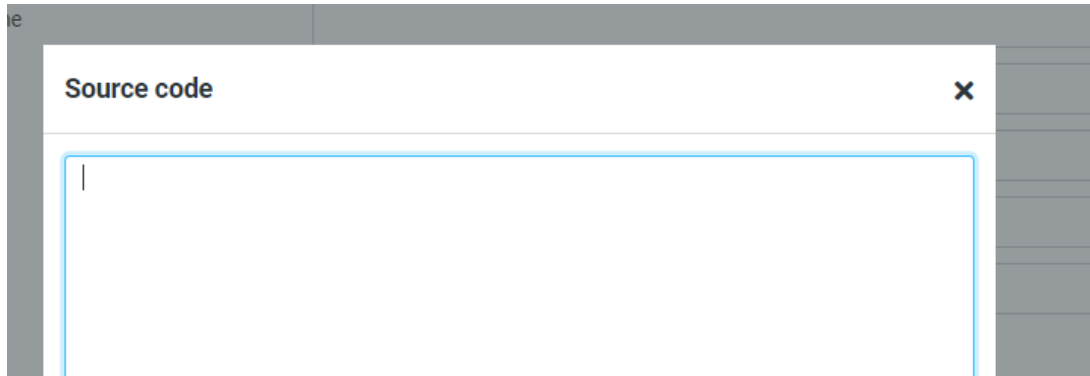
```
<table>
<tbody>
<tr>
<td></td>
<td>Your Name, ACTion on Climate in Teignbridge<br /><span>Website:&nbsp;<a
href="https://actionclimateteignbridge.org/">https://actionclimateteignbridge.org/</
a><br />ACTion on Climate in Teignbridge is a CIC, registered in England, with
registration number 12278894. Its registered address is Wessenden, Thornley Drive,
Teignmouth TQ14 9JH.<br />ACT supports Teignbridge District Council, and town and
parish councils, community groups and residents to make the district carbon
neutral, sustainable, resilient and healthy.</span></td>
</tr>
</tbody>
</table>
```

Alternatively you can download the html signature using this link:

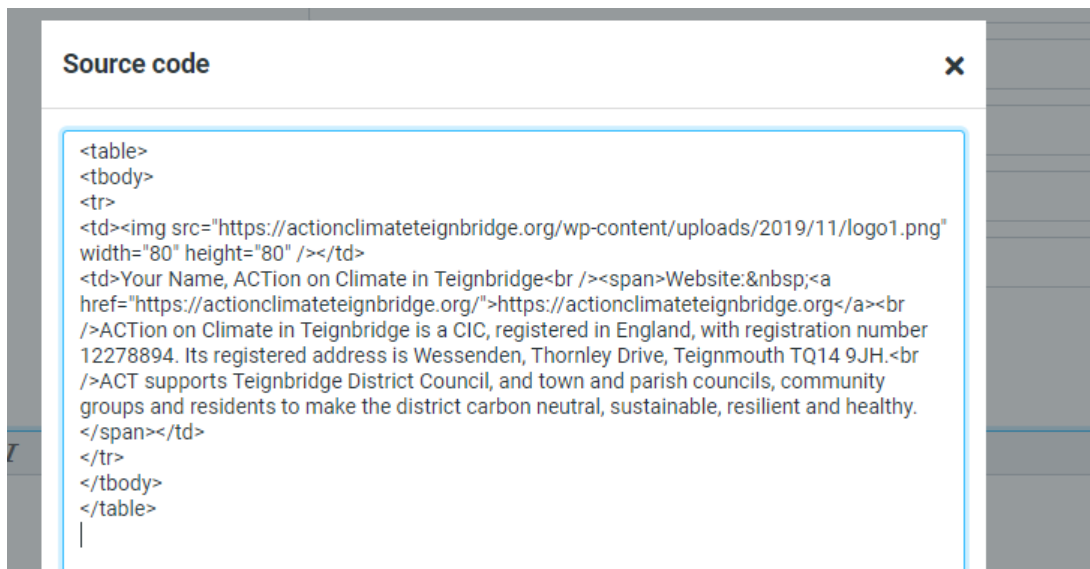
<https://actionclimateteignbridge.org/wp-content/uploads/2020/11/htmlsignature.txt>

This will display the source code of the signature as above in a window in your browser, you can copy it from there.

Select the code above and copy it, then press the <> button, to get the source code window.

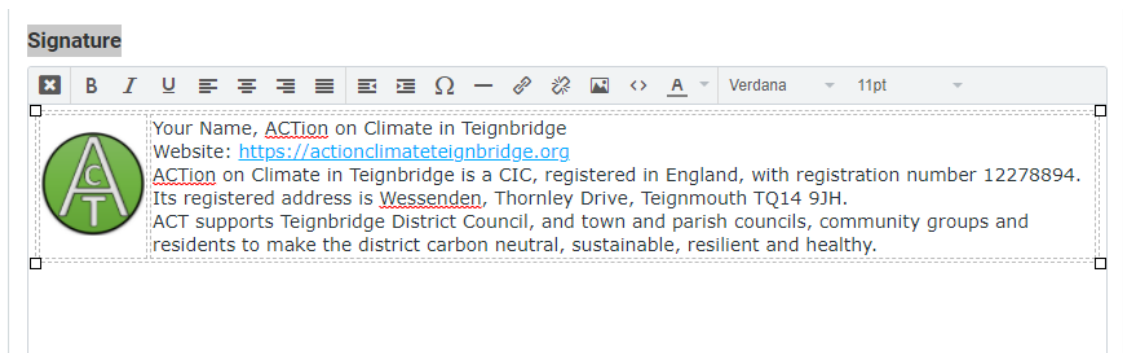


Then press ctrl V to paste the code into this window.



Press OK at the bottom of the window to insert the signature.

Your signature should now appear as follows:



Remember to replace **Your Name** with your actual name.

Then save your signature.

**BEWARE** – If you press the cross at the top left of your signature it will be translated to plain text and any formatting will be lost. Also if you paste the signature into the plain text window it will not be formatted.

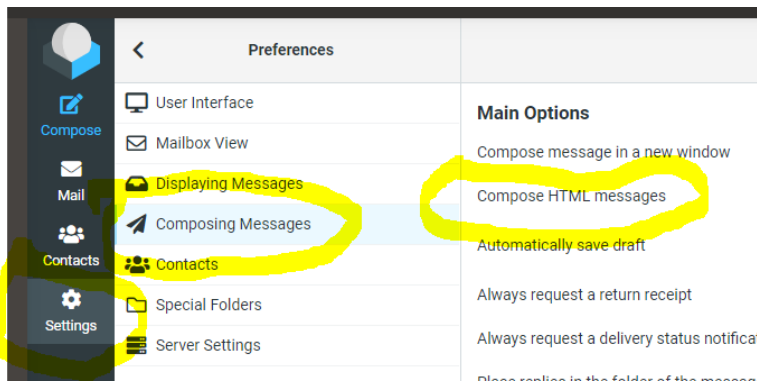
Also pasting html into the signature window doesn't work. By this I mean open an html file in notepad and paste that in.

Then press the back arrow at the top left of the identities window to get back to settings.

In order for the signature to appear correctly on emails, so some settings need to be changed:

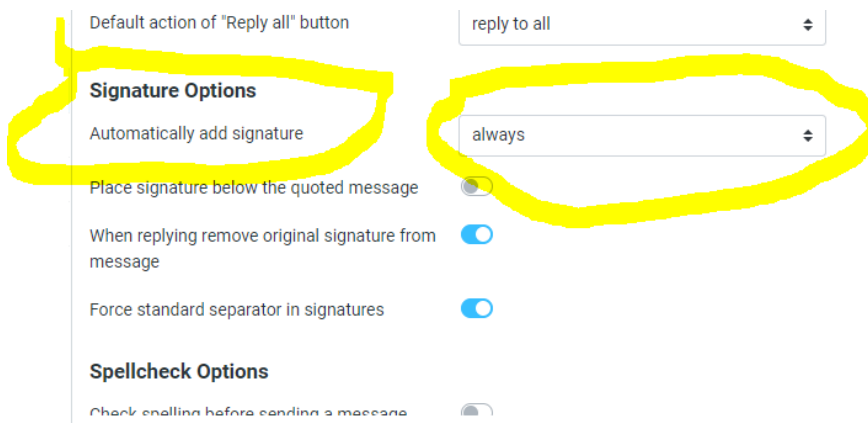
- Always Compose HTML messages
- Automatically add signature

From **settings** select **preferences** and **composing messages**:



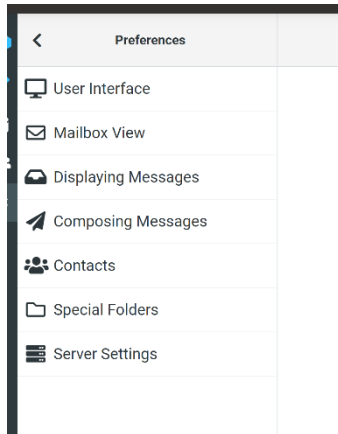
Select **Compose HTML messages** and set this to **Always**

Scroll down and under **Signature Options** set **Automatically add signature** to **always**



## Other Settings

Some further settings need to be made to get a good result. Back at the settings window:



Changes need to be made under the following menu items:

- User Interface – set:
  - Language to **English (GB)**
  - Timezone to **(GMT+0:00) London/Europe**
- Mailbox View – set:
  - Expand message threads to **all threads**
- Displaying Messages – set:
  - Display HTML to **ON**
  - Allow remote resources (images, styles) to **From Known Senders**
  - Display attached images below the message: **ON**
- Composing messages - set:
  - Compose new message in a new window: **ON** *particularly relevant if you want to do other things in webmail whilst composing a message.*
  - Compose HTML messages: **Always**
  - When replying: **start new messages above original**
  - Forward messages: **inline**
  - Automatically add signature: **always**
  - Place signature below quoted message: **OFF**
  - When replying remove original signature: **ON**
  - Force standard separator in signature: **ON**