

MVA Procedure

Using Webmail for all official MVA business

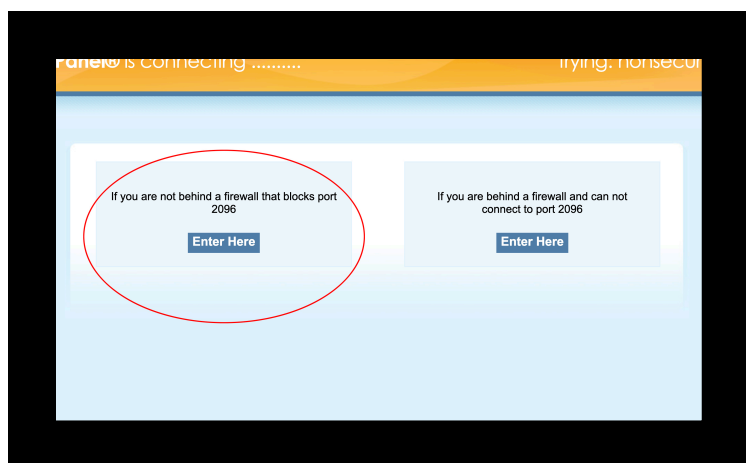
Preparation:

- Must have computer with browser to login
- Must use MVA Webmail for all official MVA business

Procedure:

Launch your favorite browser on your computer, tablet or smart phone. Enter “minnregs.com/webmail” in the address window.

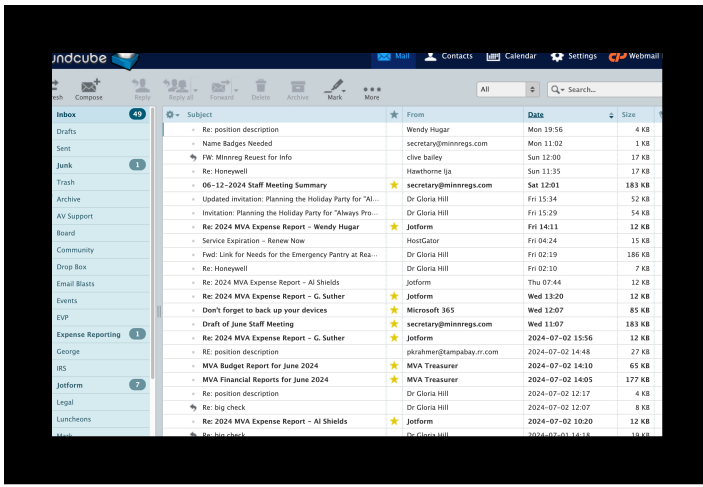
You will see this login screen. Most individuals are not behind a firewall, so choose the option on the left of the screen, “If you are not behind a firewall that blocks port 2096.” If you are behind a firewall, choose the option on the right.



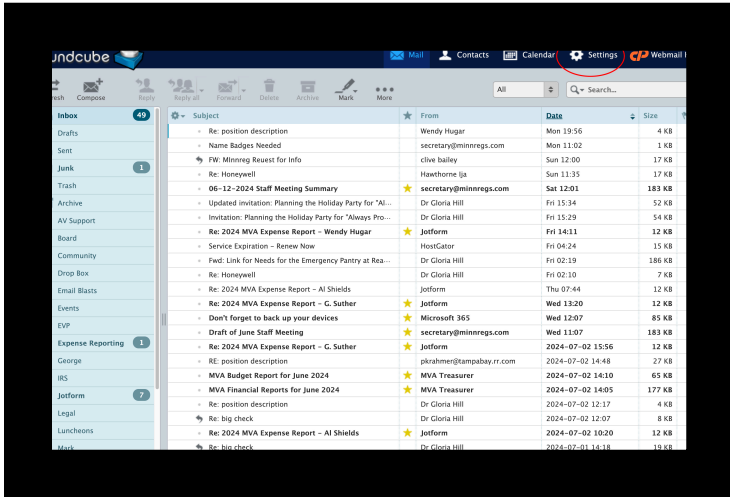
On the login window, enter your MVA email address and password and click “Log in”



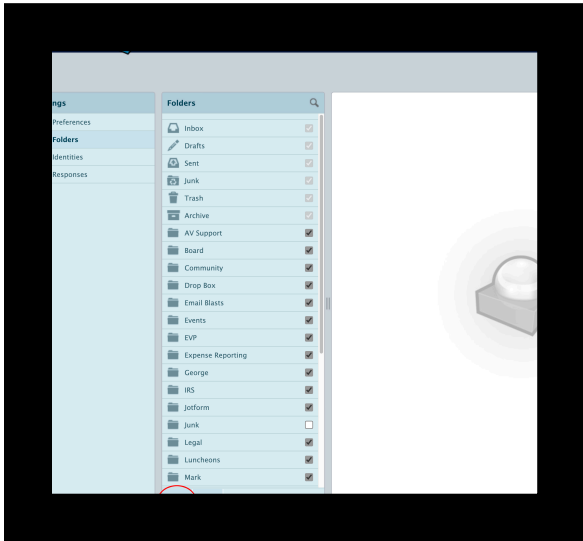
You will see your email home with your inbox displayed. All your email folders are displayed at the left side of the page in the light blue.



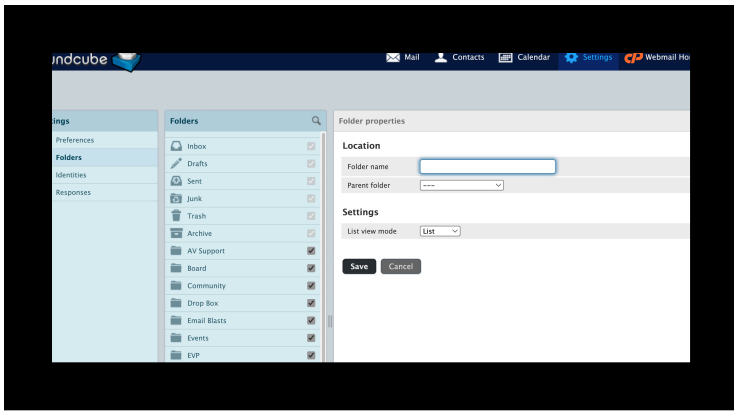
You are able to create new folders depending upon your preferences. Click on "Settings" in the header menu.



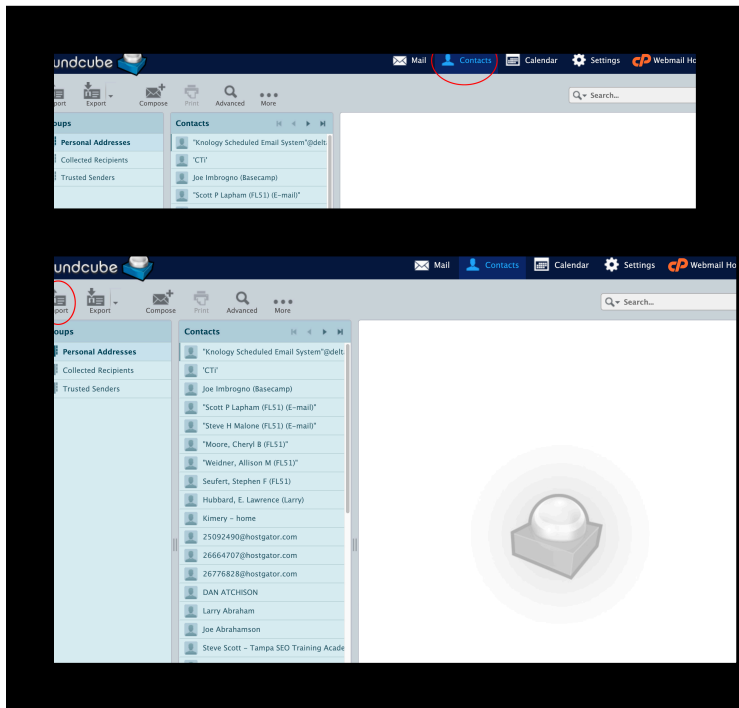
Click on the + at the bottom of the "Folders" column



Choose a name for your new folder.

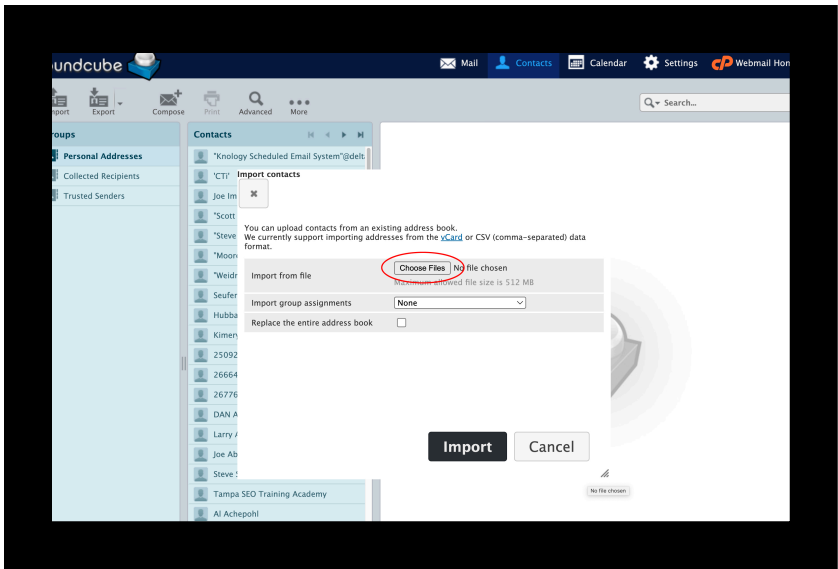


You are also able to add to your contact list. Click on “Contacts” in the top menu.

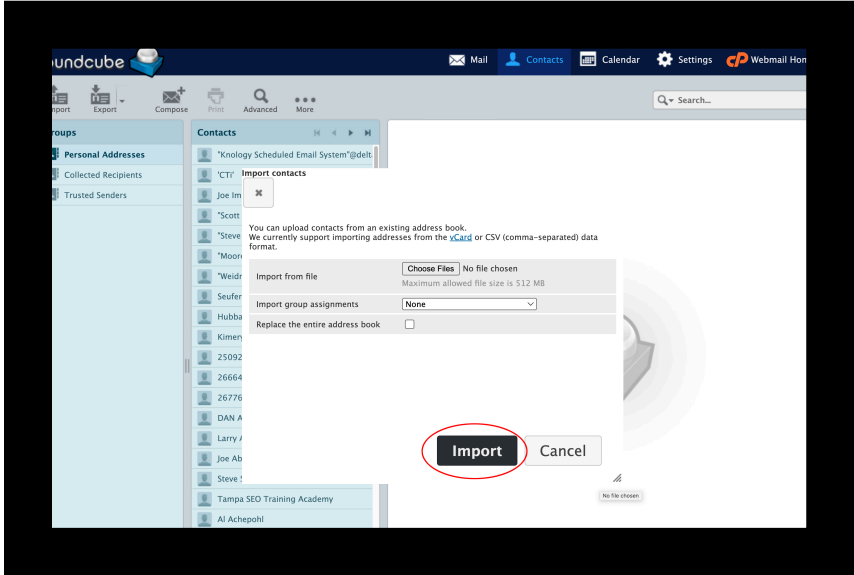


Click on “Import” beneath the “roundcube” logo at the top of the page.

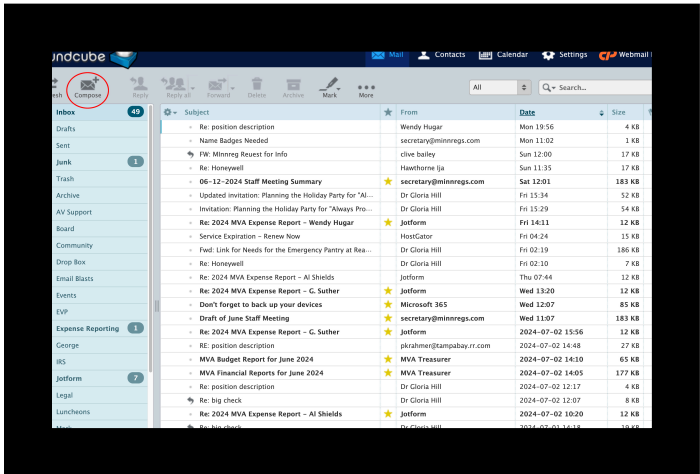
Select “Choose File” in the popup window. You should be able to export all your email contacts from you personal email account that can be used to populate your roundcube account.



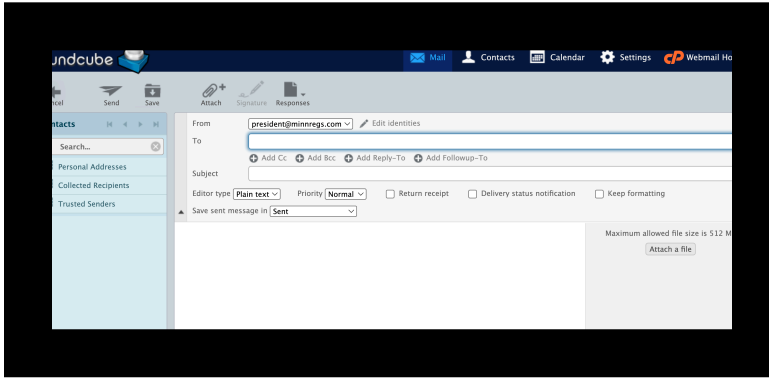
Click on the "Import" button at the bottom of the window once the file has been selected.



To send an email, click on the "Compose" icon located under the "roundcube" logo on the top left portion of the page.



The roundcube composition area is very similar to any standard email client. Once completed, click on the “Send” icon beneath the “roundcube” logo.



Emails can be moved from the inbox to any folder by simply clicking and dragging them. Emails can also be deleted from the inbox by using your keyboard delete key.

