

# Horde Webmail

## Changing the Mail Identity

### Content

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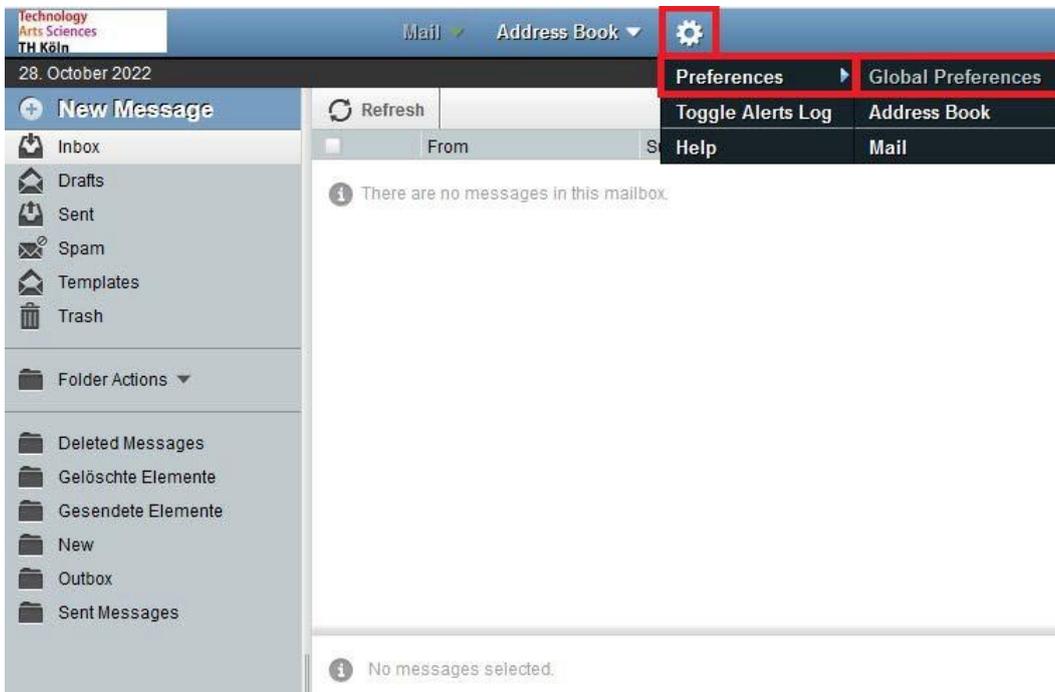
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# 1. Changing language settings

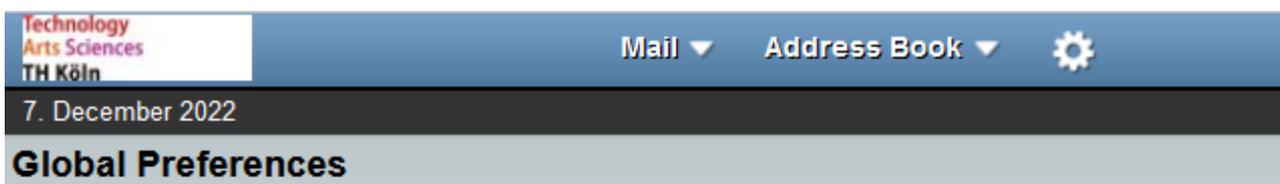
If you have not yet activated English as the preferred language in Webmail, you will find the procedure below.

After login to Webmail move the mouse pointer over the cogwheel icon.

Then move the mouse pointer over **Preferences** and select **Global Preferences**.



On the following page, click on **Locale and Time**. There you can select your preferred language and save it by clicking on **Save**.



## Your Information

### Personal Information

Change your personal information.

### Locale and Time

Set your preferred language, timezone and date preferences.

### Categories and Labels

Manage the list of categories you have to label items with, and colors associated with those categories.



7. December 2022

## Global Preferences

### Locale and Time

Select your preferred language:

English (British) ▾

Your current time zone:

Europe/Berlin ▾

Display 24-hour times?

Choose how to display dates (full format):

7. December 2022 ▾

Choose how to display dates (abbreviated format):

07/12/22 ▾

Choose how to display times:

10:00:35 (Default) ▾

Which day would you like to be displayed as the first day of the week?

Monday ▾

Save

Undo Changes

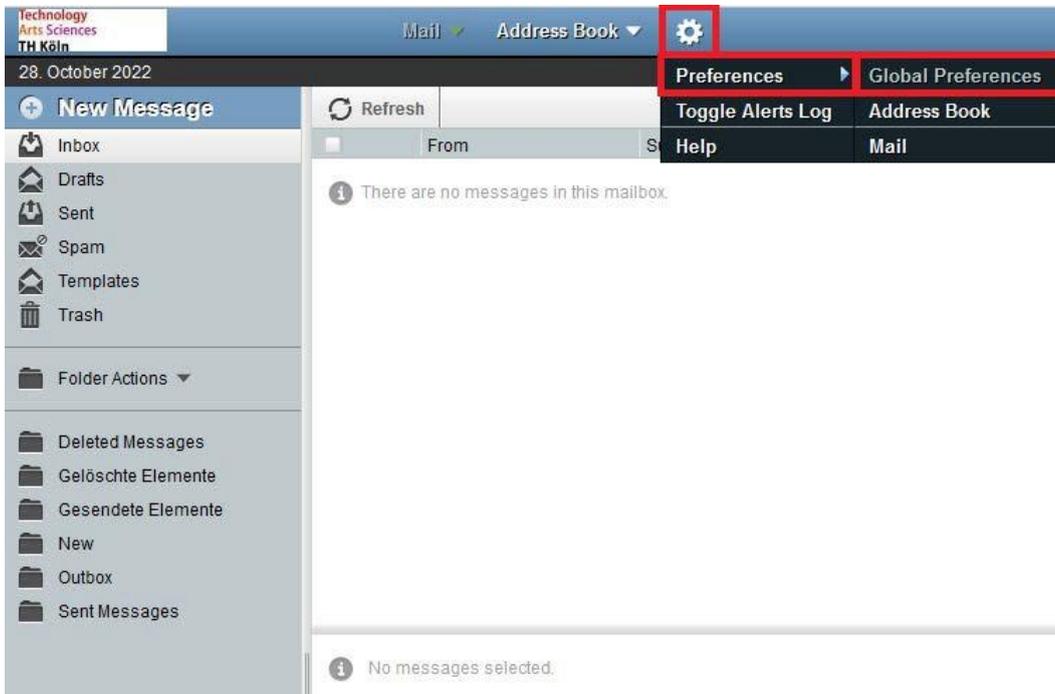
Show All Preferences Groups

## 2. Access to the default email address

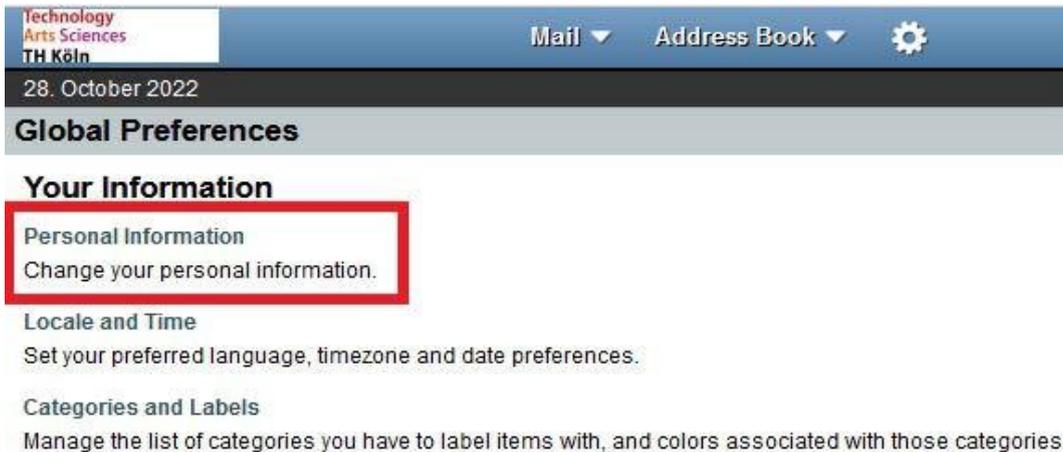
Login to Webmail with your campusID.

Move the mouse pointer over the cogwheel icon.

Then move the mouse pointer over **Preferences** and select **Global Preferences**.



Now select the **Personal Information** entry.



Now you will see your current default identity.

Technology  
Arts Sciences  
TH Köln

Mail ▾ Address Book ▾

28. October 2022

## Global Preferences

### Personal Information

Your default identity:  
Standardidentität ▾

Select the identity you want to change:  
Standardidentität ▾

Identity's name:  
Standardidentität

Your full name:  
Max Mustermann

The default e-mail address to use with this identity:

Default location to use for location-aware features:

### 3. Identity adjustment

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To correct your default identity, you have to enter the assigned mail alias in the field "The default e-mail address to use with this identity:".

This is usually composed as follows: **firstname.lastname@smail.th-koeln.de**.

Technology  
Arts Sciences  
TH Köln

Mail ▾ Address Book ▾ ⚙

28. October 2022

**Global Preferences**

**Personal Information**

Your default identity:  
Standardidentität ▾

Select the identity you want to change:  
Standardidentität ▾

Delete

Identity's name:  
Standardidentität

Your full name:  
Max Mustermann

The default e-mail address to use with this identity:  
max.mustermann1@smail.th-koeln.de

Default location to use for location-aware features.

Save Undo Changes Show All Preferences Groups

Then click on **Save**.

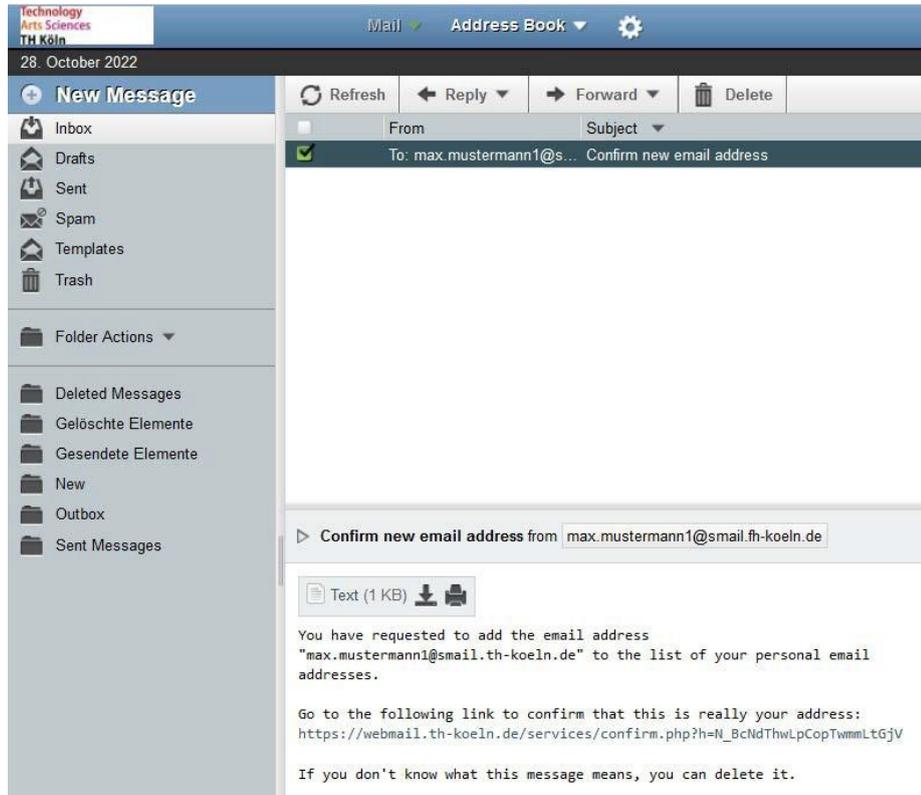
After successfully adjusting your data, you have to confirm your identity. To do this, an e-mail is sent to the e-mail address entered before.



## 4. Confirm and activate identity

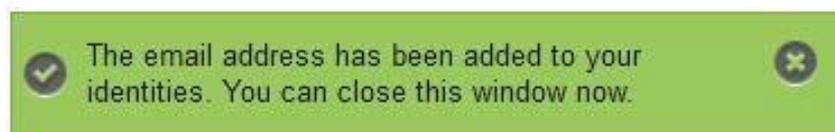
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Now click on the new e-mail in your Webmail-inbox with the subject **Confirm new email address** and click on the link in the email.



You will then be redirected to your **Personal Information**.

A message will then appear in the bottom right corner of your web browser stating that the e-mail address has now been added to your identities.



Check the entered data and then confirm it by pressing the **Save** button.

The screenshot shows the Horde Webmail interface. At the top, there is a header with the logo for Technology, Arts Sciences, and TH Köln. To the right of the logo are links for Mail, Address Book, and a settings gear icon. Below the header, the date 28. October 2022 is displayed. The main content area is titled "Global Preferences" and "Personal Information". Under "Personal Information", there are several fields: "Your default identity:" with a dropdown menu set to "Standardidentität"; "Select the identity you want to change:" with a dropdown menu also set to "Standardidentität"; a "Delete" button; "Identity's name:" with a text input field containing "Standardidentität" and a small profile icon; "Your full name:" with a text input field containing "Max Mustermann" and a small profile icon; "The default e-mail address to use with this identity:" with a text input field containing "max.mustermann1@smail.th-koeln.de"; and "Default location to use for location-aware features." with an empty text input field. At the bottom of the form, there are three buttons: "Save" (highlighted with a red border), "Undo Changes", and "Show All Preferences Groups".

Now your default identity in Horde Webmail is corrected.

If you have any further questions, please do not hesitate to contact us.  
You can reach us via  
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*e-mail:* [support@campus-it.th-koeln.de](mailto:support@campus-it.th-koeln.de)  
*Campus IT Self-Service Portal:* <https://selfservice.th-koeln.de>