<u>ඉතැපැල්.ලංකා - User Manual</u>



1. Go to the website and enter the login credentials. https://කැපැල්.ඉතැපැල්.ලංකා

kanchana kanchana LOGIN
LOGIN
Devendente Mehren i
Roundcube webmaii

- 2. Welcome to the main interface. We have completed your main profile
- Setting up the interface. language change go to settings → Preferences → user interface

Bookmarks	Settings				
Ľ		Luser Interface	Main Options		
Compose	Folders	Mailbox View	Language	English (US)	ך
Mail	Identities	Displaying Messages		Auto	
:2:	🗩 Responses	Composing Messages			ש רר
Contacts		🐣 Contacts	Time format	07:30 ÷	
(S)		C Special Folders	Date format	2023-07-24 🖨	
		Server Settings	Pretty dates		
Settings			Display next list entry after delete/move	•	
			Refresh (check for new messages, etc.)	every 1 minute(s)	ך.
نچ Light mode ک About Logout			Browser Options Handle popups as standard windows Register protocol handler for mailto: links		

4. Setting up the interface. – check user profile

	Settings			+ 💼 Create Delete		
ß		💶 කාංචන <කාංචන@ඉතැපැල්.ලංකා>	Settings			
Compose	Folders		Display Name	කාංචන		
Mail	Identities		Email	ສາຍອອດໃຈສະເສດ.ດະສາ		
	Responses		Orrestor			
Contacts			Organization	Theekshan R & D		
(S)			Reply-To			
1 1012			Bcc			
Settings			Set default			
			Signature			
			2			
礅						
Light mode			✓ Save			
? About						
(h)						
Logout					Successfully saved.	

5. Sending email to another Sinhala account.

	Groups		🖬 🖶 🛅 🔍 🏂 🏝 *** Create Print Delete Search Import Export More					
Ø	Personal Addresses	Q Search ~						
Compose	Collected Recipients							
Mail								
2	✓ ▲ Static List							
Contacts	😂 Testgroup							
O	📽 Sample Group							
Heip		The list is empty. Use the Create button to add a new record.						
रू Light mode ? About Logout		چ چ No contacts found. ک						

- first go to contacts \rightarrow Create

(This procedure is only applicable when sending to a Sinhala email address. Other email services such as Gmail, Yahoo, Outlook can send email normally, without creating a contact.)

	Groups	N Select	F 🖨 面 🔍 🏂 🐭 Create Print Delete Search Import Export More			
Ľ	Personal Addresses	Q Search V	Address Book Personal Addresses			
	Collected Recipients					
:2:	✓ ▲ Static List		Last Name	<u> </u>		
Contacts	📇 Testgroup		Add field 🗢			
🚫 Help	🐣 Sample Group		Properties Personal Notes			
\$			Email			
Settings		The list is empty. Use the Create button to add a new record.	Home 💠 ව්ජයවර්ධන@ඉතැපැල්.ලංකා			
			Phone			
			Home Phone			
			Address			
			Street			
*			Home City ZIP Code	Ē		
¥r Light mode			Country State/Province			
? About			Add field 🗢			
ن Logout		No contacts found.	Save			

- fill the fields according to the above picture. (minimum)
- click the save button.
- Now go to the Compose section.

			B Ø 20- Save Attach Signature	esponses			Options and	l attachments
Compose	From	කාංචන <කාංචන@ඉතැපැල්.ලංක	ŋ>		\$		Maximum allowe	d file size is 2.0 MB
Mail					<u>ت</u>	• +	🟉 Atta	ach a file
*2:	Subject							
Contacts								
Help								.
Settings								
							Return receipt	
							Delivery status notification	
							Keep formatting	
							Priority	Normal \$
							Save sent message in	Sent 🗢
نې Light mode								
? About	Send				🔀 Open in new wir	ndow		
ل Logout								

- enter "හර්ෂ" in the To field.
- It will popup the contact from address book.

		G Save	🕑 🎶 🗩		Options and atta	chments	
	Compose	From ສາະປະກ <ສາະປະກ@ඉතැපැල්.ලංකා>		÷ 🖋	Maximum allowed file	size is 2.0 MB	
	Mail	To <u>ຍຽສ</u>		# +	🔗 Attach a	ı file	
	Contacto	Subject					
	terb					J	
	Settings				Return receipt	•	
					Delivery status notification)	
					Keep formatting	ormal 🔶	
					Save sent message in Save Save Save Save Save Save Save Save	ent ¢	
	⊕						
	Light mode						
	About	Send		Open in new window			
	Logout						
		ि 🔗 Save Attach Sig	mature Responses		Options and	l attachments	
Compose	From	කාංචන <කාංචන@ඉතැපැල්.ලංකා>		÷ 🖋	Maximum allowe	d file size is 2.0 MB	
	То	විජයවර්ධන හර්ෂ 🗙		* +	🔗 Att	ach a file	
	Subject	සුහ නව වසරක් වේවා.					
Contacts	Dear Mr. 2402000						
😧 Help	ආදරණීය ඔබට සහ මැ	ගේ පවුලේ සියලුම දෙනාට,					
Settings	විඩාව කාංසිය දුක වේද සැප සතුට සොමනස න	තාව වෙනුවට තාඅඩුව ලැබෙන, පාට පා පට ටා රත් පටට !			Ľ		
	Thank you.				Return receipt		
					Delivery status notification		
					Keep formatting	Normal	
					Save sent message in	Sent	÷
🔅 ight mode							
?							
لل ال	Send			Open in new window			
Logout						\neg	
	Dear M	.විජයවර්ධන,					
	ආදරණී	ා ඔබට සහ ඔබගේ පවුලේ සිය	ලුම දෙනාට,				
	විඩාව ක	ාංසිය දුක වේදනාව වෙනුවට					
	සැප සතු	ට සොම්නස නොඅඩුව ලැබෙෂ	ົກ,				
	ජයගුාහී	වාසනාවන්ත, සුහම සුහ නව ව	සරක් වේවා! 🙏				

Thank you.

-press send button.

- 6. You can have other options too,
- Draft mail



- Attach files

Options and attachments						
Maximum allowed file size is 2.0 MB Attach a file						
Return receipt						
Delivery status notification	Delivery status notification					
Keep formatting						
Priority	Normal	;				
Save sent message in	Sent 🗧	;				

Should you encounter any technical difficulties, please do not hesitate to contact us. Our technical support team is available to assist you with any issues that you may have. You can reach us through our website, email.lk, or by calling our hotline.

Thank you for trusting us with your email needs. We hope you have a great experience using our service.



For more details please contact us

Email : - rathnayakawkj.theekshana@gmail.com