

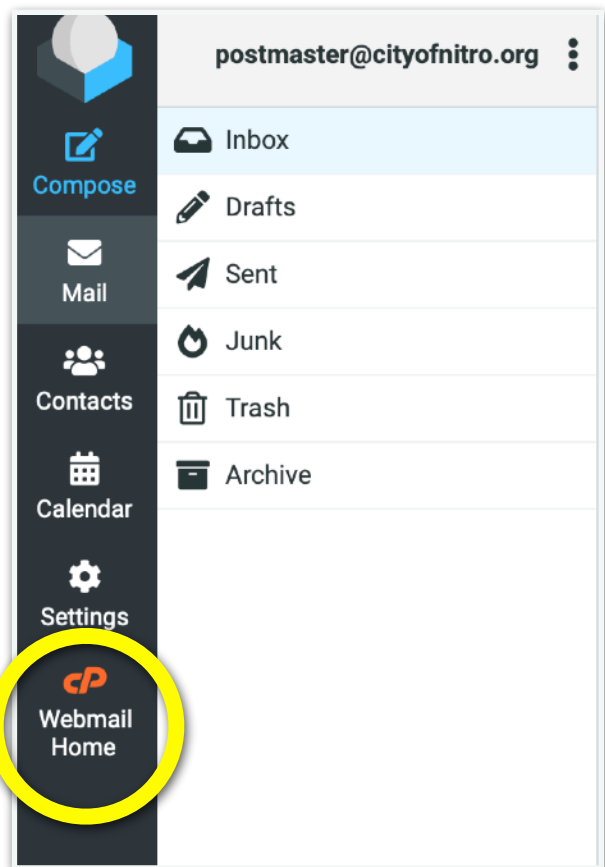
Part 1: Setting your password

1. Go to :
<https://webmail.cityofnitro.org>
2. Login user your email address
and the temporary password:
n1tr0TEMP#0106

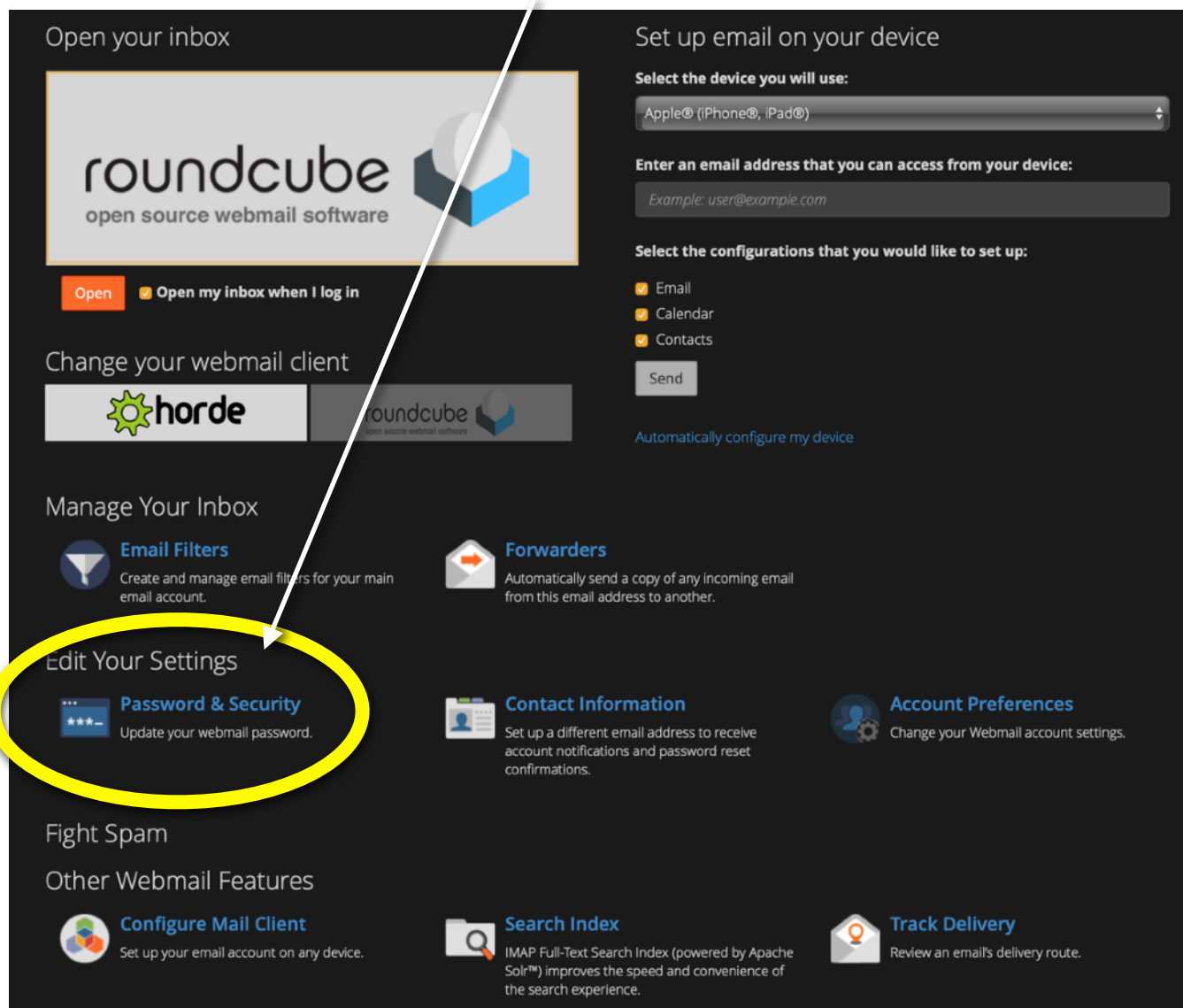


The image shows a webmail login interface. At the top is the 'Webmail' logo in orange. Below it are two input fields: 'Email Address' containing 'postmaster@cityofnitro.org' and 'Password' containing a masked password '.....'. A blue 'Log in' button is at the bottom.

3. In the left sidebar of the mail screen, click “**Webmail Home**”.



4. On this page, click “**Password & Security**”.

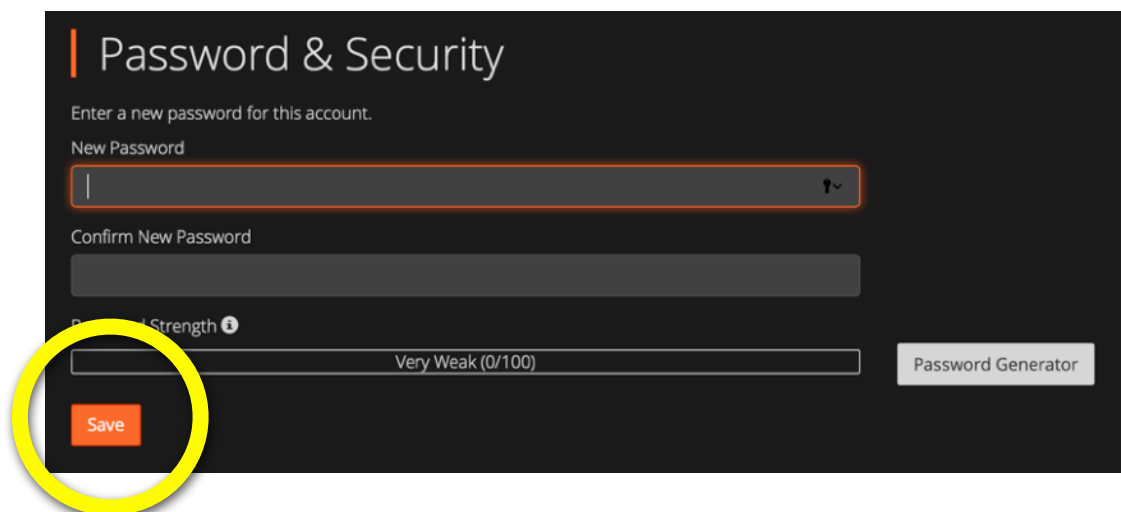


The screenshot shows the Roundcube webmail interface. At the top, there's a section "Open your inbox" with a large "roundcube" logo and the text "open source webmail software". Below this is a button "Open" and a link "Open my inbox when I log in". To the right, there's a section "Set up email on your device" with a dropdown menu for "Select the device you will use:" (currently showing "Apple® (iPhone®, iPad®)"), a text input for "Enter an email address that you can access from your device:" (with an example "user@example.com"), and a section "Select the configurations that you would like to set up:" with checkboxes for "Email", "Calendar", and "Contacts", and a "Send" button. Below these is a link "Automatically configure my device".

The main content area is titled "Manage Your Inbox" and contains several tiles: "Email Filters" (Create and manage email filters for your main email account.), "Forwarders" (Automatically send a copy of any incoming email from this email address to another.), "Contact Information" (Set up a different email address to receive account notifications and password reset confirmations.), and "Account Preferences" (Change your Webmail account settings.).

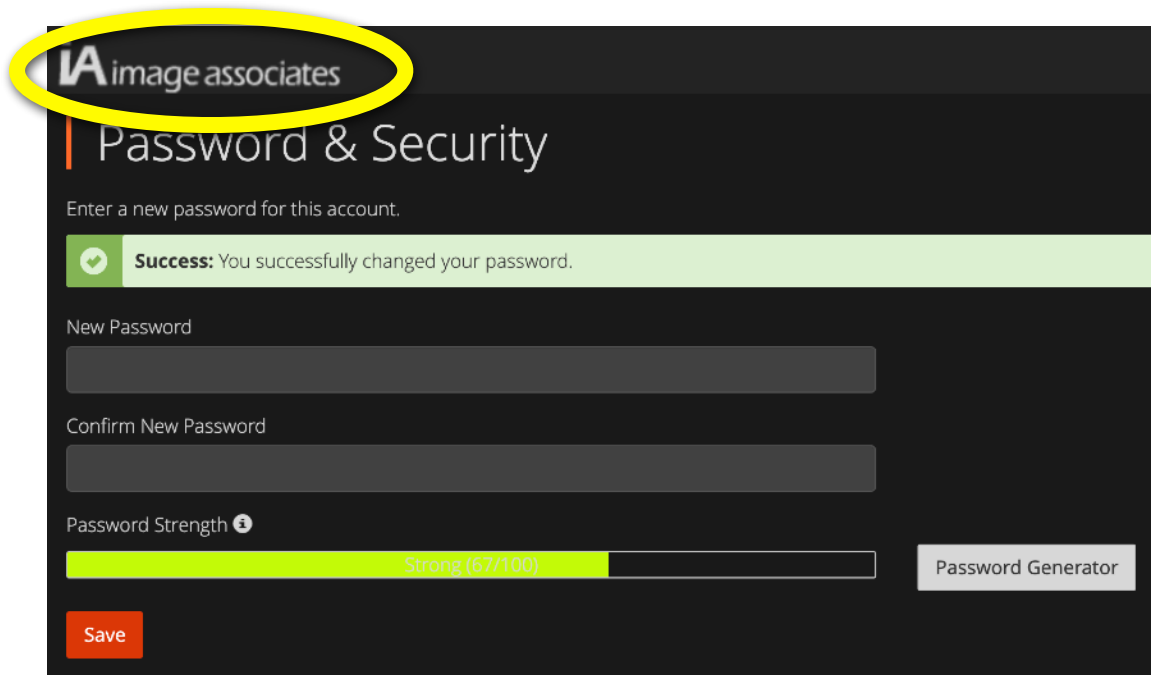
Below "Manage Your Inbox" is a section "Edit Your Settings" which contains a tile for "Password & Security" (Update your webmail password.). This tile is highlighted with a yellow circle, and a white arrow points from the text "4. On this page, click “Password & Security”." to it. Other tiles in this section include "Fight Spam" and "Other Webmail Features" (with sub-tiles "Configure Mail Client", "Search Index", and "Track Delivery").

5. Set and confirm your new password and click “**Save**”.



The screenshot shows the "Password & Security" settings page. It has a title "Password & Security" and a subtitle "Enter a new password for this account.". Below the subtitle are two text input fields: "New Password" and "Confirm New Password". Below these fields is a "Password Strength" indicator showing "Very Weak (0/100)". To the right of the strength indicator is a "Password Generator" button. At the bottom left, there is a red "Save" button, which is highlighted with a yellow circle.


6. After you successfully reset, click the **Image Associates** logo.



IA image associates

Password & Security

Enter a new password for this account.

 **Success:** You successfully changed your password.

New Password

Confirm New Password

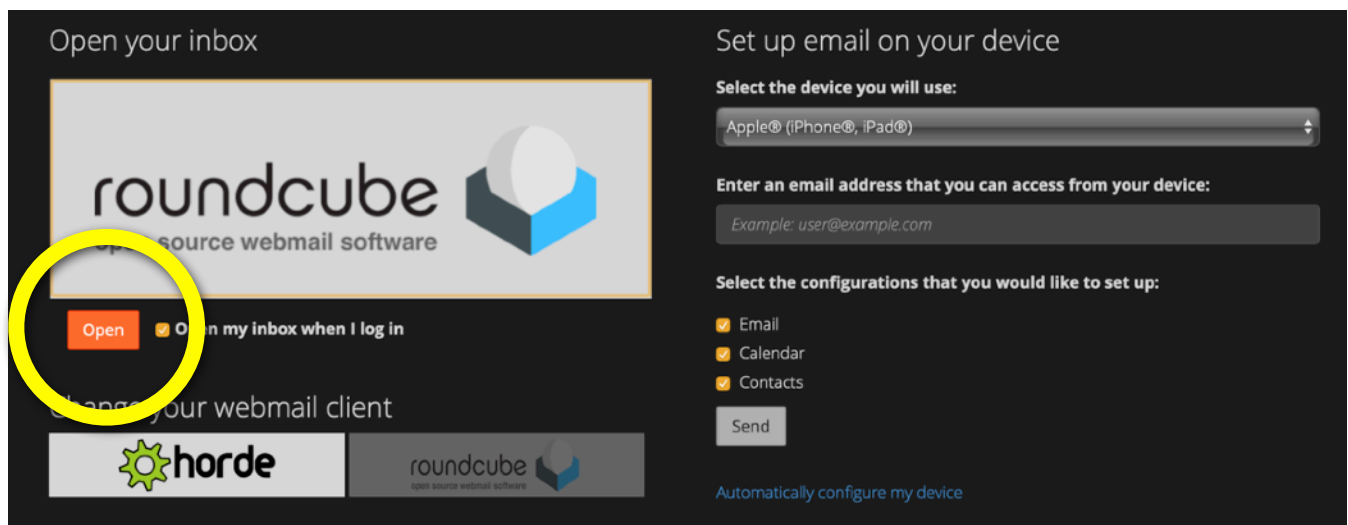
Password Strength ⓘ

Strong (67/100)

Save

Password Generator

7. To return to Webmail, click the “**Open**” button
OR remain on this screen for **Part 2: Settings for your Email Client App.**



Open your inbox

roundcube
open source webmail software

Open

Open my inbox when I log in

Set up email on your device

Select the device you will use:

Apple® (iPhone®, iPad®)

Enter an email address that you can access from your device:

Example: user@example.com

Select the configurations that you would like to set up:

☒ Email
☒ Calendar
☒ Contacts

Send

Automatically configure my device

horde

roundcube
open source webmail software

Part 2: Settings for your Email Client App

Automatic configuration profiles are available for MacOS Mail, iOS/iPadOS Mail, Android, and Windows Live Mail.

1. On this screen, click **“Configure Mail Client”**.

The screenshot shows the Roundcube webmail interface. At the top left, there's a section "Open your inbox" with the Roundcube logo and a button "Open". Below it, a section "Change your webmail client" shows "horde" and "roundcube" options. The main area is titled "Manage Your Inbox" and includes links for "Email Filters", "Forwarders", "Edit Your Settings", "Contact Information", "Account Preferences", "Fight Spam", "Search Index", and "Track Delivery". At the bottom, under "Other Webmail Features", the "Configure Mail Client" link is highlighted with a yellow circle. A white arrow points from the instruction above to this link.

Open your inbox

roundcube
open source webmail software

Open Open my inbox when I log in

Change your webmail client

horde roundcube

Manage Your Inbox

Email Filters
Create and manage email filters for your main email account.

Forwarders
Automatically send a copy of any incoming email from this email address to another.

Edit Your Settings

Password & Security
Update your webmail password.

Contact Information
Set up a different email address to receive account notifications and password reset confirmations.

Account Preferences
Change your Webmail account settings.

Fight Spam

Search Index
IMAP Full-Text Search Index (powered by Apache Solr™) improves the speed and convenience of the search experience.

Track Delivery
Review an email's delivery route.

Other Webmail Features

Configure Mail Client
Set up your email account on any device.

Set up email on your device

Select the device you will use:
Apple® (iPhone®, iPad®)

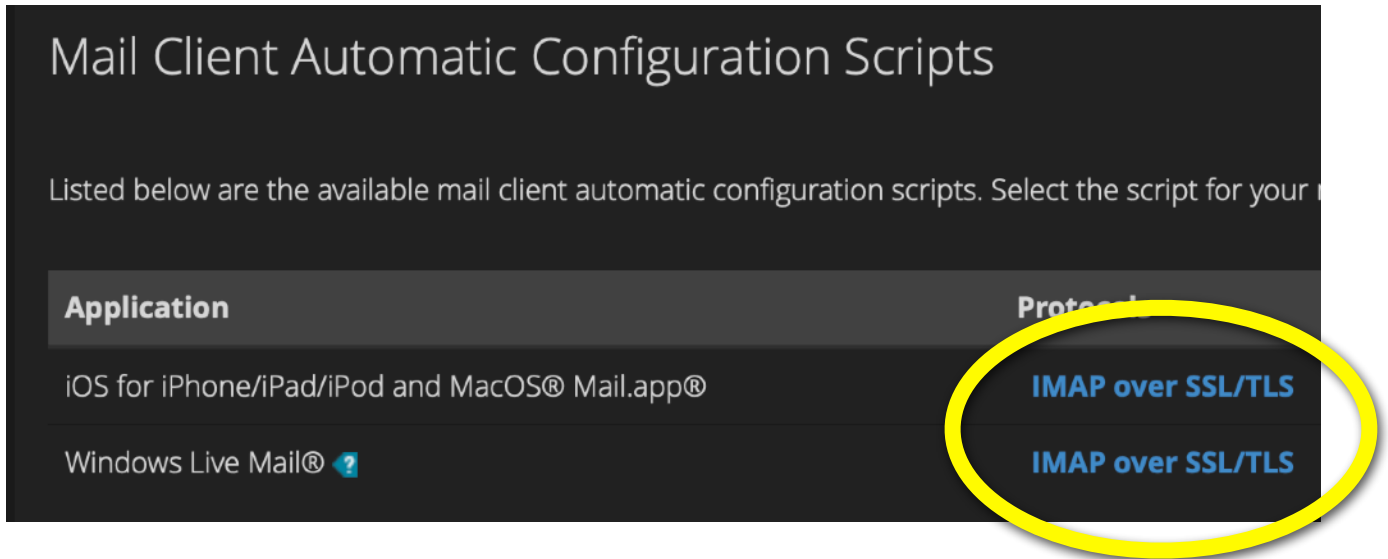
Enter an email address that you can access from your device:
Example: user@example.com

Select the configurations that you would like to set up:
☒ Email
☒ Calendar
☒ Contacts

Send

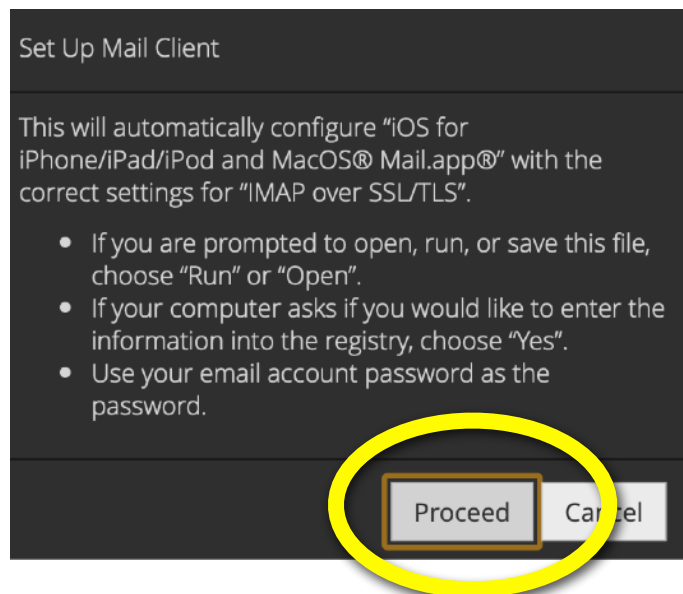
Automatically configure my device

2. If your device or email client is listed under “Mail Client Automatic Configuration Scripts”, download the appropriate “**IMAP over SSL/TLS**” link to download the configuration.
(Note: you must download the configuration ON the appropriate device.)



NOTE: If your Mail app is NOT listed here, jump to step

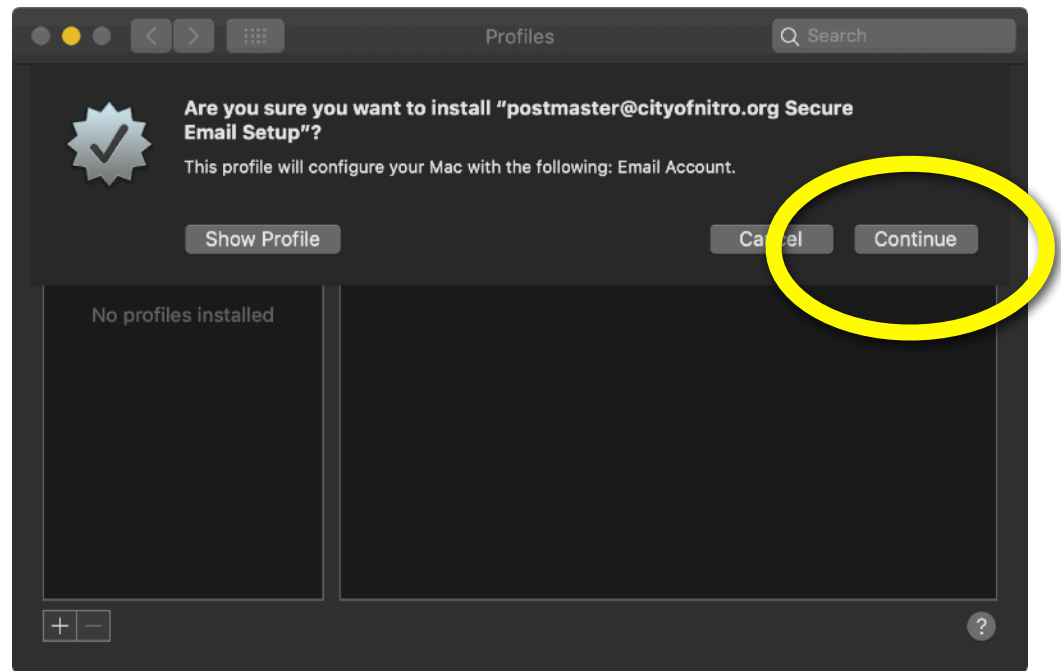
3. Confirm the download by clicking “**Proceed**” in the popup.



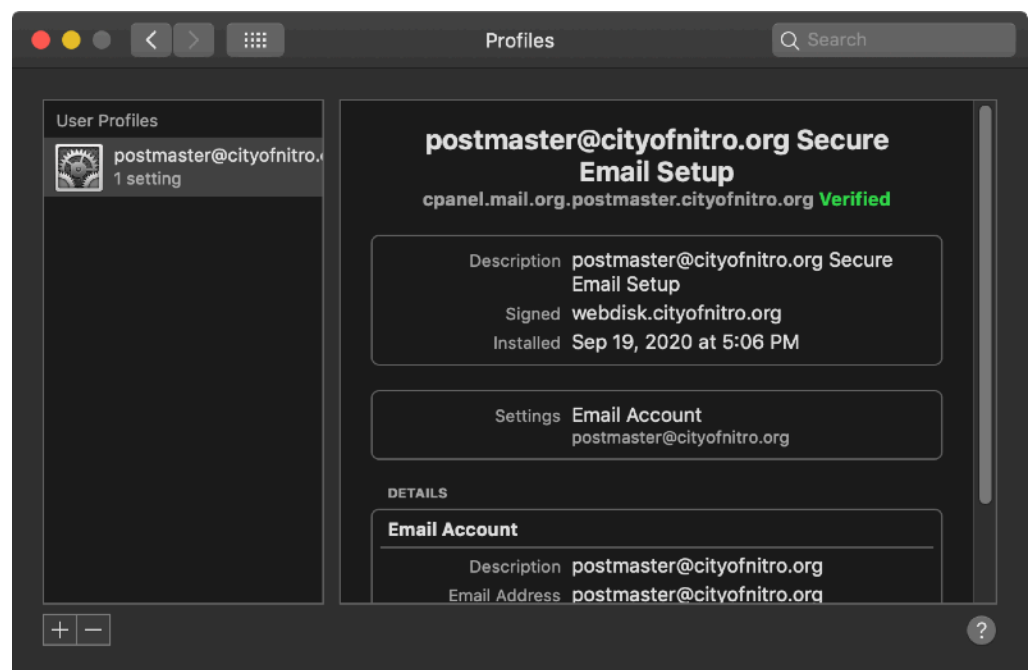
4. In most cases, the configuration will begin automatically after the download completes. If not, find it in your downloads folder and run it from there.

EXAMPLE A: MacOS

You will get this window when the configuration runs. Click **“Continue”**. You will be prompted to enter your mail password that you set in Part 1.

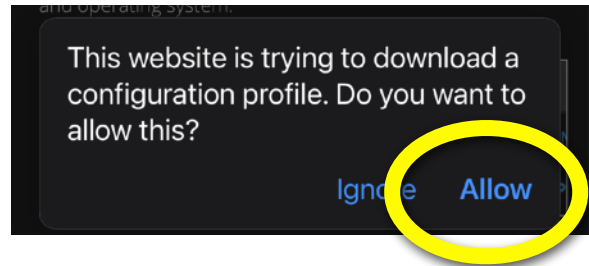


This is the window that shows a successful configuration process.

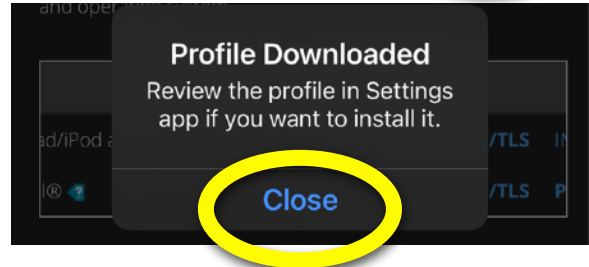


EXAMPLE B: iOS (also iPadOS)

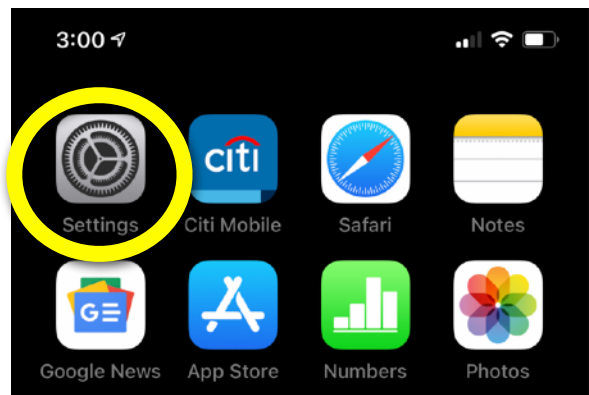
When you click the “Proceed” button in step 3, iOS will ask if you will allow it to download. Tap **“Allow”**.



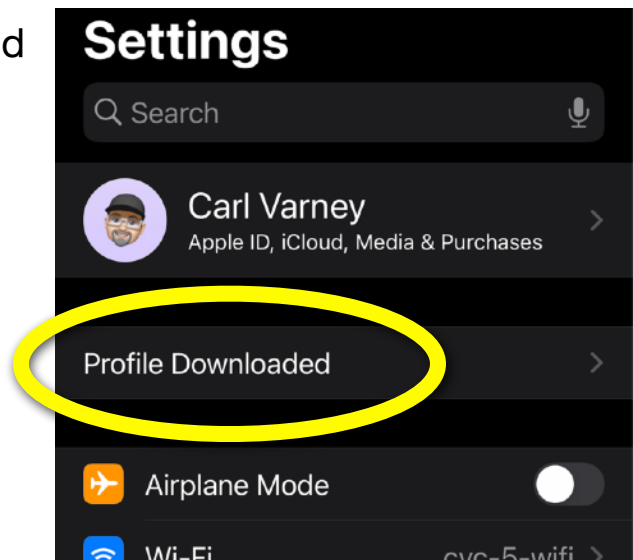
On this dialog, tap **“Close”**.



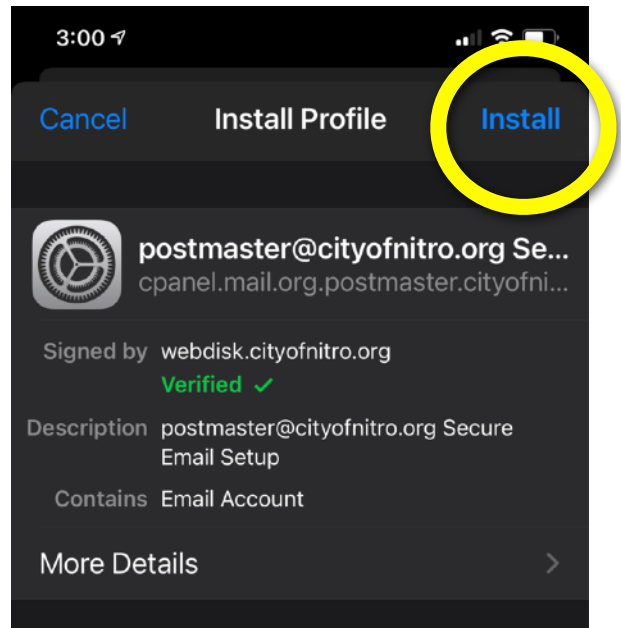
Find and Launch the **“Settings”** App.



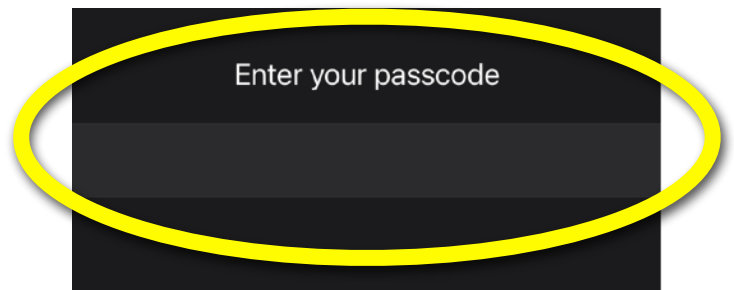
At the top of the settings screen, find and tap **“Profile Downloaded”**.



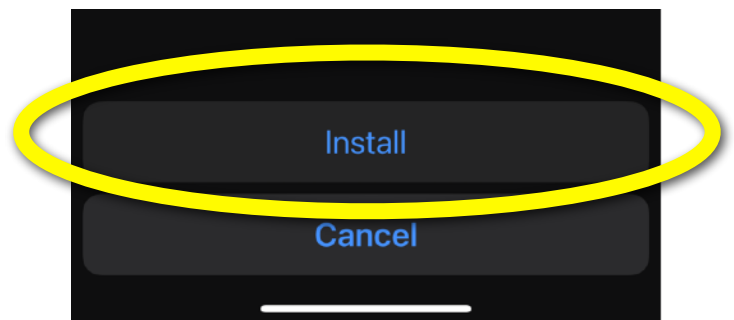
On this screen, tap “**Install**”.



Enter your device passcode.

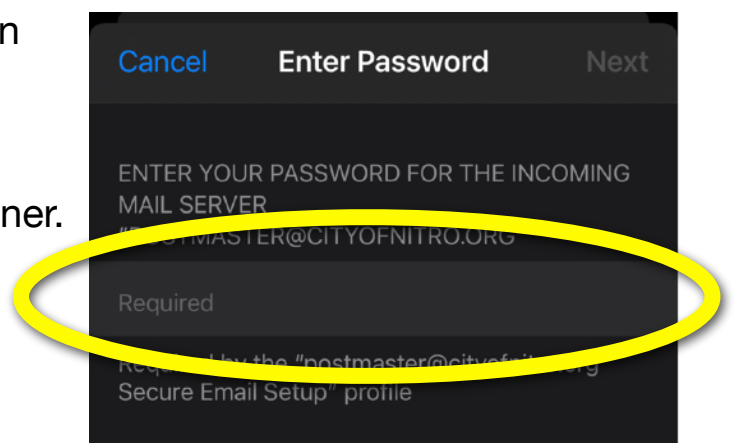


At the bottom of your screen, tap “**Install**”.



Enter the mail password you set in Part 1.

Tap “**Done**” in the upper right corner.
Exit “Settings”.



5. If your device or email client is NOT listed under “Mail Client Automatic Configuration Scripts”, scroll down to “Mail Client Manual Settings” and use the settings under “Secure SSL/TLS Settings” to configure your mail client app.

Note: Your email address will be the Username.

IMAP Port = mail remains on the server and your app reads it off the server in real time. **RECOMMENDED**

POP3 Port = mail gets periodically downloaded to your computer/device.

Mail Client Manual Settings

If you do not see an auto-configuration script for your client in

Secure SSL/TLS Settings (Recommended)

Username: postmaster@cityofnitro.org

Password: *Use the email account's password.*

Incoming Server: mail.cityofnitro.org
IMAP Port: 993 POP3 Port: 995

Outgoing Server: mail.cityofnitro.org
SMTP Port: 465

Use this link for instructions on applying the settings in Outlook:

<https://support.microsoft.com/en-us/office/change-or-update-email-account-settings-in-outlook-for-windows-560a9065-3c3a-4ec5-a24f-cdb9a8d622a2>