Web Mail

You can access the Webmail from anywhere in the Internet.

1) LOGIN Procedure

1.1 In Internet Explore (IE), type in the path
http://www.hkbts.edu.hk/webmail

1.2 Input Name and Password, Click Login

1.3 You will see the main screen as below.
2) Read Mail

2.1 Click Subject (主旨)

2.2 Email Description
- From – 寄信人
- Date – 寄出時間
- To – 收信人
- CC – Carbon Copy 副本
- Priority – High, Normal, Low
- Email Content
- Singature

2.3 Action
- Message List – Return to Inbox Message List(收件夾)
- Delete – put this mail into INBOX.Trash
- Previous – Read previous email
- Next – Read Next Email
- Forward – forward this email to others
- Reply – reply the email to the Sender
- Reply all – reply the email to the Sender and all CC
- 顯示完整標頭 – not
- View Printable Version – Press this if you want to print the email out. (choose “檔案”, choose “列印”)
- Sometimes, “View as HTML” or “View as plain text” appear so that you can view the email in different view

2.3 Move to other folder
You can move to the folder which is created in (4)
3) **Send Mail**

3.1 Click New Email (編寫郵件)

![Image of email interface](image.png)

3.2 Input field

- **To –** 收信人
- **CC –** Carbon Copy 副本
- **BCC –** Carbon Copy 副本

(For email address in the Seminary, do not have to input the full address)

- **Priority –** High, Normal, Low
- **主旨 –** Subject
- **Email Content**

3.3 Selection / Action

- **Send –** Send this email
- **Signature –** Add signature (defined in 個人化設定 in (5))
- **Address –** select the address in the address book
- **Save Draft –** Save the draft email and send it out later
- **Check Spelling –** spell checking before sending mail

3.4 Other option

- **Receipt on read –** get receipt on read
- **Receipt on delivery –** get receipt on delivery

(This function depend on other email server. It may not work sometimes)

3.4 After the mail was sent out successfully, you will see the mail in INBOX.Sent.
3) **Address Book**

3.1 Add address
3.2 Edit Address
3.3 Remove address

4) **Folder**

4.1 Create Folder
4.2 Rename a Folder
4.3 Delete Folder – Folder and all email in that folder will be removed!
4.4 Unsubscribe / Subscribes – hidden or show a folder on the left hand side.
5) **Personal Setting** (個人化設定)
   5.1 *** Change password – change your email system password
   5.2 Index Order – Order the email list in different order

6) **Search**
   6.1 First column – select search folder(s)
   6.2 Second column – input the search words
   6.3 Third column – select search field(s)

7) **Logout**
   Before you leave the email system, you MUST sign out by click the “Sign Out” link on the top right corner

8) **Remove email from INBOX.Trash**
   You must remove the email in INBOX.Trash periodically. Otherwise, your email will be full. Each staff will have 200MB of email space.
   Steps
   8.1 Click INBOX.Trash
   8.2 Click Show All
   8.3 Click Select All
   8.4 Click Delete

9) **Other useful button**
   In the Internet Explore, there are some useful button help you read the email.
   - Previous button
   - Next button
   - Refresh button