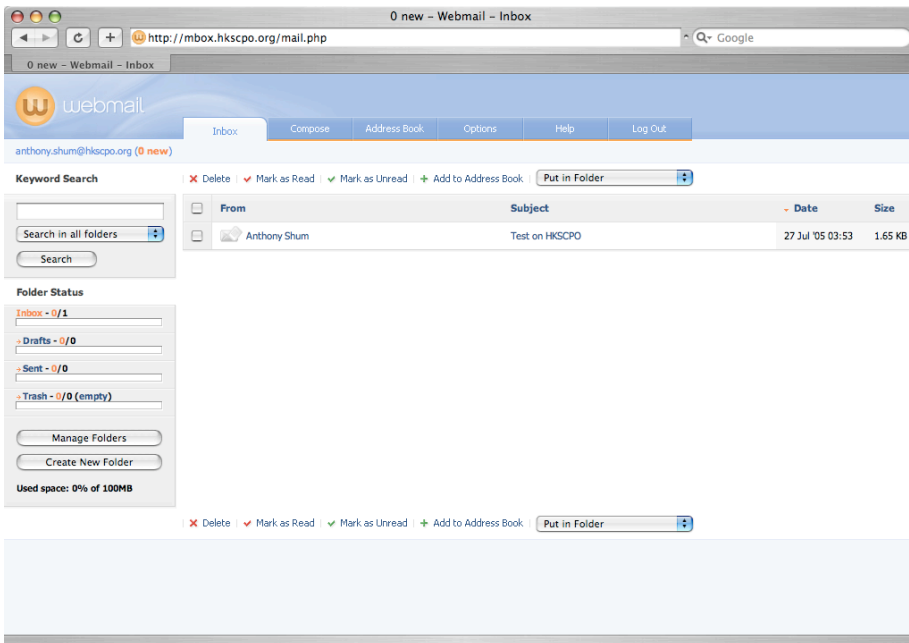
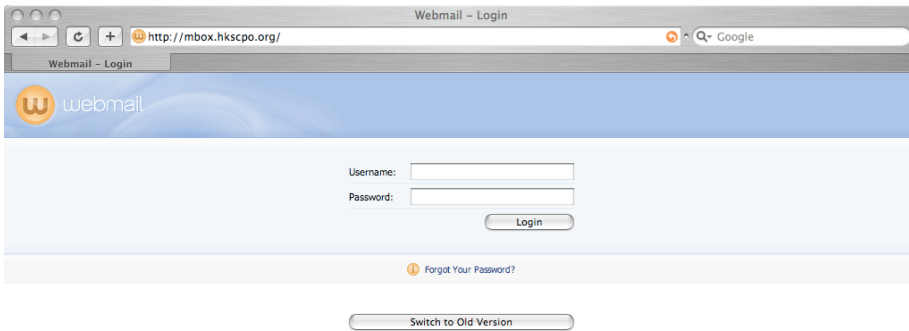




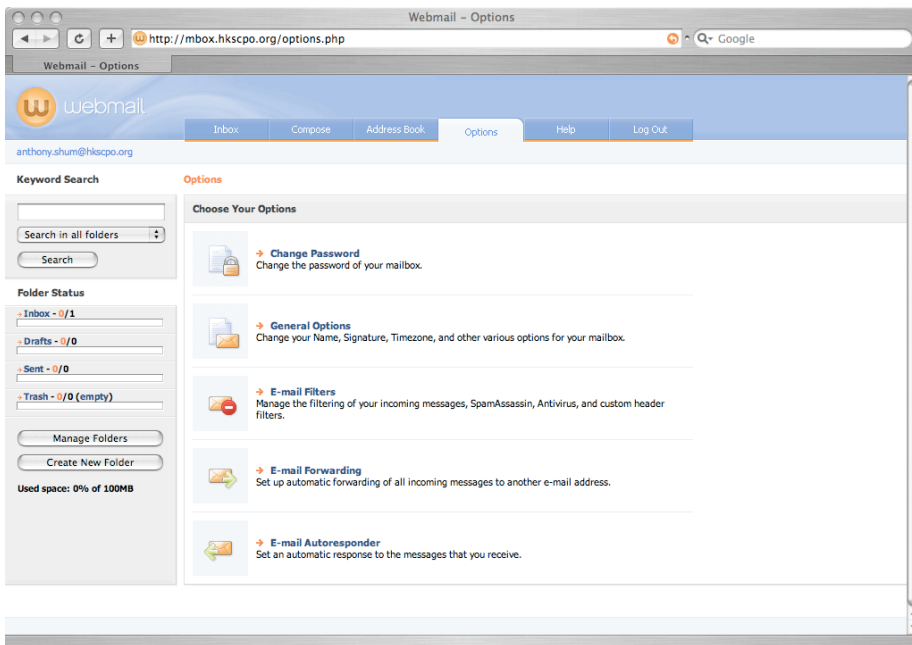
## Procedure for web mail login

1. Input <http://hkscpo.org/webmail> or click the link at our main page <http://www.hkscpo.org> and type in your user name / password.

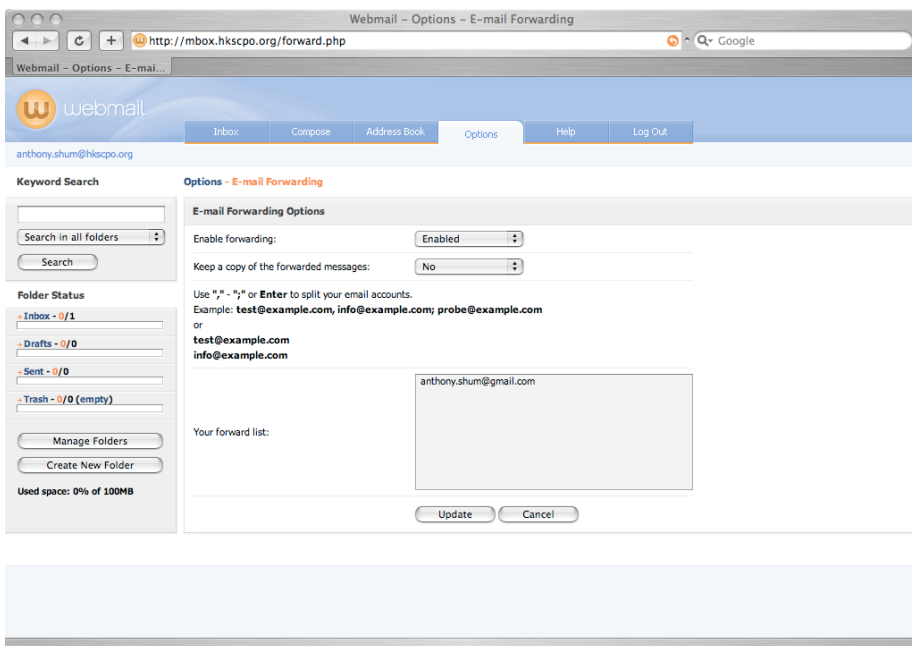


2. Main page



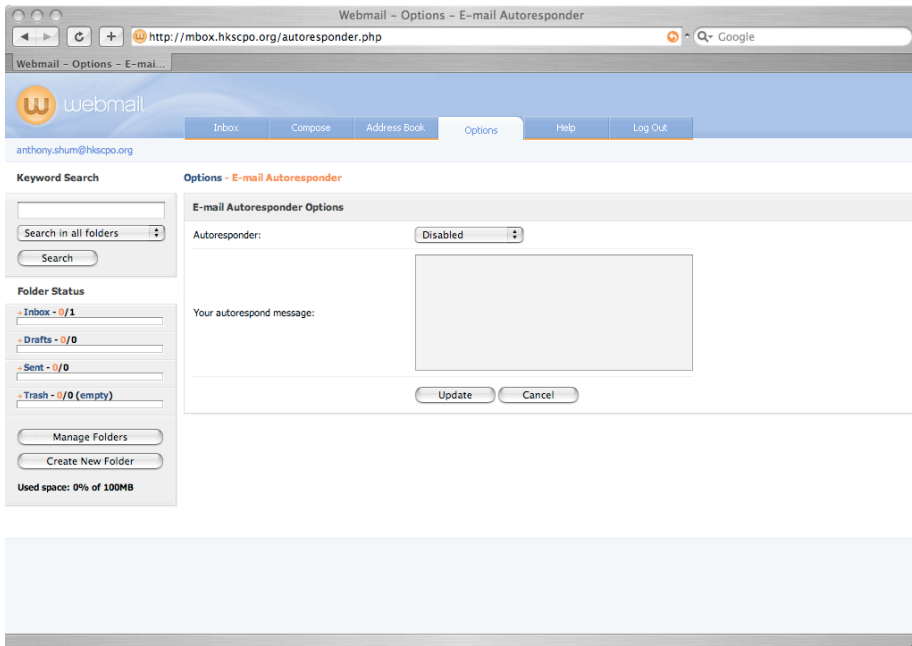


3. You can change your password, set email forward, auto respond at the **option** tab

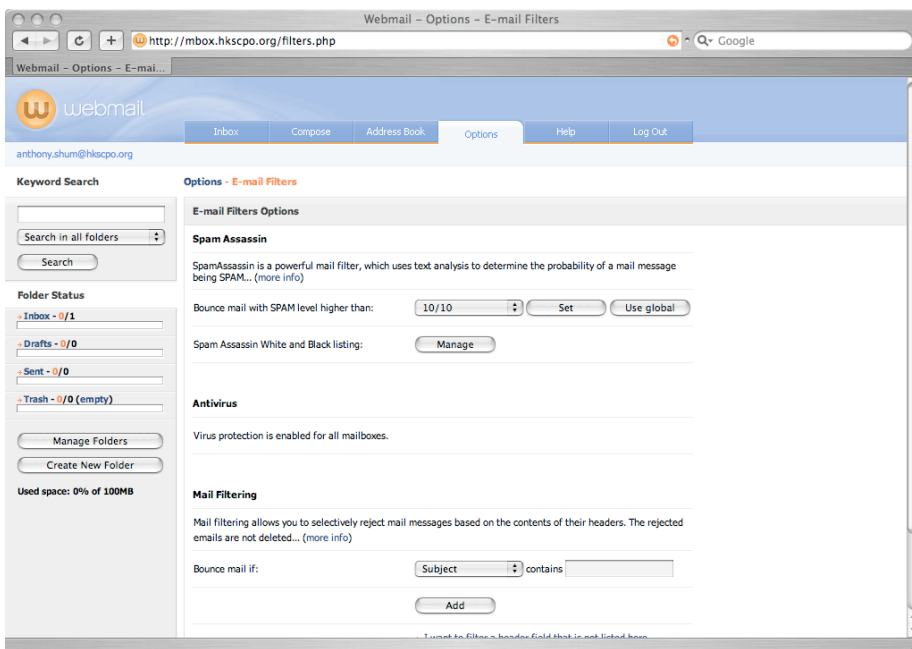


4. You can forward incoming email to any email account you commonly used. Please click **“Keep a copy of the forwarded messages”** to no because 2Mb is allocated for each account. Your email account will block incoming mail when it is full.





5. User can set auto respond message when needed. (e.g. on Vacation)



6. Our email system has mail filter and anti-virus function, which can block most of the spam/ virus. But users are advised to install anti-virus software and update their virus program regularly.

