

# Webmail User Guide

- New Outlook
- Mail
- Calendar
- Preferences

### New Outlook

	結 🖉 発音的 Hotmail 🙋 網頁快訊圖庫 🔸 🙋 建議的網站 -			
Z Zimbra: Inbox		網頁(P) * 安全	性③・	IĄ() • 🕜
ONG KONG ROADBAND NETWORK		testc	Help	👻 Log O
🖂 Mail 🔒 Address Book	Calendar 🏶 Preferences			
Folders 🗔	Search Mail 🕶 Search			
🛃 Inbox	🖂 New 👻 🙋 Get Mail 🗙 Delete 🖶 🚔 🧐 Reply 🐑 Reply to All 🗟 Forward 🛛 🐼 Spam 🧳 💌 🚰 🖂 View 👻			9 messag
📑 Sent Drafts (1)		Folder	Size	Received
Junk	KBN     Testing Best Regards, HKBN	Inbox	4 KB	16:22
Trash	Chow     Re: test 7 - Re: test 7 Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Li		2 KB	15 Feb
	Chow (CORCS) Re: test 6 - Re:		3 KB	15 Feb
	Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (CORCS)  Re: test 5 - Thanks! Chow (Corc Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (Corc Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (Corc Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (Corc Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (Corc Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (Corc Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 8  Chow (Corc Customer & Technical Service		3 KB	15 Feb
	Chow     Re: test 5 - Re: test 5 Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Li		4 KB	15 Feb
	Chow     Re: test 4 - test 4 Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line:		4 KB	15 Feb
	Chow     Re: test 3 - test 3 Thanks: Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line:		4 KB	15 Feb
	Chow     Re: test 1 - test 2 Thanks! Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line:		4 KB	15 Feb
	Chow     test 1 Thanks' Chow Corporate Customer & Technical Service Department Hong Kong Broadband Network Limited Direct Line: 3999 81		2 KB	15 Feb
	Testing		22 Febru	ary, 2013 16:2
			22 Febru	ary, 2013 16:2
	Testing		22 Febru	ary, 2013 16:2
	Testing ▼ Florm ♣ HKBN		22 Febru	ary, 2013 16:22
	Testing → From → HKBN To:testc@bbmai.com.hk		22 Febru	ary, 2013 16:2
1	Testing • From the HKBN To:testo@domai.com.hk Testing		22 Febru	ary, 2013 16-2
	Testing To:testc@bbmsi.com.hk Testing Best Regards. HKBN		22 Febru	ary, 2013 18:2
	Testing • From Sk HKBN To:testo@obmail.com.hk Testing Best Regards.		22 Febru	ary, 2013 16:2
<ul> <li>February 2013 ► ►</li> <li>M T W T F S</li> </ul>	Testing From testo@bomai.com.hk To: testo@bomai.com.hk Testing Best Regards, HKBN No Wi-Fi? No way! Map the places you want to have Wi-Fi, and we will follow through! <point now!="" out=""></point>		22 Febru	ary, 2013 16:2
February 2013      ▶      M     T W T F     S     28 29 30 31 2	Testing From testo@bomai.com.hk To: testo@bomai.com.hk Testing Best Regards, HKBN No Wi-Fi? No way! Map the places you want to have Wi-Fi, and we will follow through! <point now!="" out=""></point>		22 Febru	ary, 2013 16:2
<ul> <li>February 2013 → →</li> <li>M T W/T F 5</li> <li>28 29 30 31 1 2</li> <li>4 5 6 7 8</li> </ul>	Testing From testo@bomai.com.hk To: testo@bomai.com.hk Testing Best Regards, HKBN No Wi-Fi? No way! Map the places you want to have Wi-Fi, and we will follow through! <point now!="" out=""></point>		22 Febru	ery, 2013 18-2
February 2013 ► ₩ M T W T F 5 20 29 30 31 1 2 4 5 6 7 8 9 11 12 13 14 15 16	Testing From testo@bomai.com.hk To: testo@bomai.com.hk Testing Best Regards, HKBN No Wi-Fi? No way! Map the places you want to have Wi-Fi, and we will follow through! <point now!="" out=""></point>		22 Febru	ary, 2013 16:2
<ul> <li>February 2013 → →</li> <li>M T W T F 5</li> <li>28 29 30 31 1 2</li> <li>4 5 6 7 8</li> </ul>	Testing From testo@bomai.com.hk To: testo@bomai.com.hk Testing Best Regards, HKBN No Wi-Fi? No way! Map the places you want to have Wi-Fi, and we will follow through! <point now!="" out=""></point>		22 Febru	ery, 2013 16:2



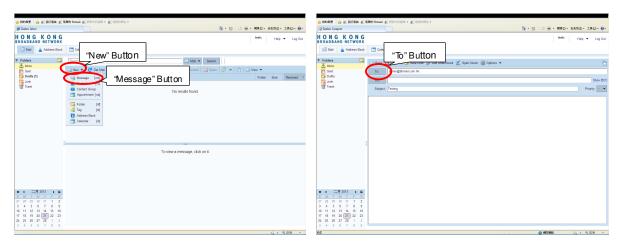
### Mail

### **Create New Email**

- 1. Press the down arrow beside "New" button
- 2. Choose "Message"
- 3. Input the name of Recipient.
- 4. Or choose the Recipient from Address Book by clicking "To" button
- 5. Press "Send" Button to send out the email



## Step 3



### Step 4

👷 #258#	🚖 🔊 Berneus 🔊 A	and Extend 🖉 MATARAM -	<ul> <li>HEREENER</li> </ul>					
SZ Zenber: Comp	ione .				<u>a</u> .	· 🗊 · 🖾 🏟 •	親耳(1)。 玉余性(1)	• IA©• 😣•
BROADBAN	K O N G						testc Hel	🔹 🔹 Log Out
🖂 Mail	👗 Address Book	Calendar 🛞 Prefe	rences 🔄 Testing					
V Folders	3			n 🕺 Scell Check 🐻 Option				
Sent Drafts	Select Address	ses	Choos	etheemail	address			
Drafts	🔾 adm	Sea	🔹 in v	our address	book.	from: Global	Address List 🔹	Show BC
Traah	tame Name	Email		av Name	Email			Priority: - +
	Sa admin	admin@bbmail.com.h	x	To:	admin@bbmail	com.hk		
				То				
				Co				
				Bcc				
				Remove				
	Previous		Next 🔿					
	Previous		THERE IN A					
						OK	Cancel	
44 4 二,/ S M T	WIFS	1						
27 28 29	30 31 1 2 5 7 8 9							
	13 14 15 16							
	20 21 22 23							
	6 7 8 9							
光矾						60 602.635	- G •	* 1256 *

Z Zaulos, Compose			💁 • 🖂 · 🖾 🏟 • MRQ •	#\$**@• I <b>A</b> ⊘• §
HONG KONG BROADBAND NETWORK	[		testc	Help 🔻 Log O
🔄 Mail 🔒 Address Book	Cale	"Send" Button		
Folders	Sand	🗙 Cancel 📴 Save Draft 🥒 Add Attachment 🐰 Spell Check 🎡 Options 👻		
Mittox Sent		admin@bbmail.com.hk		
Drafts	Cc:			Show B
Tranh		Testing		Priority: -
	Testing			
	1			
4 4 二月2013 ▶ ₩ S M T W T F S				
27 28 29 30 31 1 2				
3 4 5 6 7 8 9				
10 11 12 13 14 15 16 17 18 19 20 21 22 23				
24 25 26 27 28 1 2				
3 4 5 6 7 8 9				
cat.			🕰 @11@34	A . \$ 1256 ·



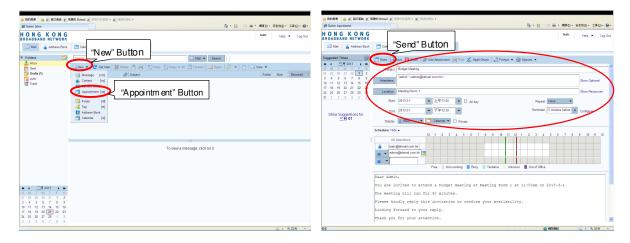
### Calendar

### **Create New Appointment**

- 1. Press the down arrow beside "New" button
- 2. Choose "Appointment"
- 3. Enter Subject, Attendees, Event Location, Start Date & Time and End Date & Time
- 4. Click "Send" button to record and send out invitation
- 5. Choose "Calendar" in the top tool bar
- 6. Click into the event for reference or amendment

Step 1 & 2

## Step 3 & 4



### Step 5 & 6

🔆 212360 🙀 🏚 🗑 6833632 🙆 5	ARD Ectual a SURVERSE	e • 🔊 Herecordis •					
Contex EFR 2013					🖞 * 🖸 · 🖾	· ● ・ 郵頁① ・ 示な?	@• I <b>A</b> @• <b>@</b> •
HONG KONG BROADBAND NETWORK						testc	lelp 👻 Log Out
🖂 Mail 🛔 Address Book	🛅 Calendar 🚳 P	references					
▼ Calendars 🛗	Search			Appointme	nta 👻 Search		
Calendar	🔚 New 👻 😋 Refrest	🛛 💥 Delete 📇 🖶	🥏 👻 🛗 Today	🚞 View 👻			三月 2013 📫
				三月 2013			
	星期日	星期一	星期二	星期三	星期四	星期五	星期六
	2/24	25	26	27		3/1 _4711.00 Budget reting	2
	3	4	5	6	28 Budget Me		<b></b>
					W Locar Disp	atus: Accepted hen: 2013-3-1 from 上午 tion: Meeting Room 1 blay: Busy btes: Dear Admin. You a	
	10	11	12	13	Attendees	budget meeting at 8 11:00am on 2013-3 run for 90 minutea. 1) : admin@bbmail.com	feeting Room 1 at 1. The meeting will Please kindly
	17	18	19	20	21	22	23
44 4 二月 2013 b Hb	24	25	26	27	28	29	30
SMTWTFS							
24         25         26         27         28         1         2           3         4         5         6         7         8         9           10         11         12         13         14         15         16           17         18         19         20         21         22         23           24         25         26         27         28         23         30	31	4/1	2	3	4	5	6
31 1 2 3 4 5 6							
光纸					😜 <del>(</del>	814H G	• \$1255 ·



## Preferences

## **Change Password**

- 1. Click "Change Password"
- 2. Enter the Old Password, New Password and Confirm New Password, and then Click "Confirm".

## Step 1

## Step 2

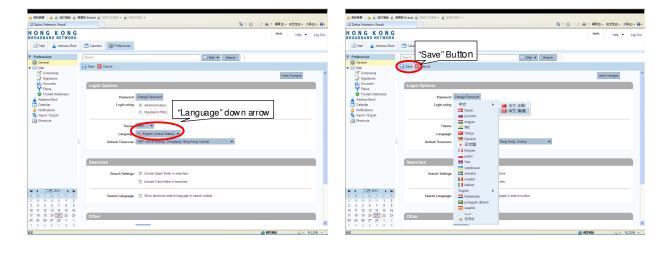
☆ 約0時表 ☆ 創日1連結 創発 SZ Zazhes Infrances General			<u>6</u> • ⊠	· 二 ※ ・ 朝天① · 天主社曰 · エ具〇 · @ ·	
HONG KONG BROADBAND NETWORK				Nestc Help 🔻 Log Out	Change Pas
🖾 Mail 🔒 Address Book	🛅 Calendar	Preferences			J
V Preferences	Search		😂 Mail 🕶 Search		
General     Wail     Composing	📑 Save 🔀 Car	rcel	"Change Password"	A	Old Password 簧密碼*
Gratures Contemporatures Conte	Login Op	tions	Button	Undo Changes	and the Pro-
Address Book		Login using:	Pasweed		New Password 新密碼 <b>*</b>
Shotcuts			gish (United States) 💌 08 60 Beijing, Changing, Hang Kang, Usumgi 💌		Confirm New Password 確認新密碼
	Searches				CONFIRM 確認
		-	clude Spam folder in searches clude Trash folder in searches		
		Search Language: 🔲 S	how advanced search language in search toolbar		
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	Other	_			
24 25 26 27 28 1 2 3 4 5 6 7 8 9	Outer		-	~	

Change	Password 更改密碼	
Old Password 舊密碼*		
New Password 新密碼+		
Confirm New Password	認新咨碼*	
CONFIRM 確認		

# Change Language

- 1. Click "Language" down arrow.
- 2. Choose the Language you wish and Press "Save".







## Set Filters

- 1. Choose Incoming Messages / Outgoing Messages
- 2. Click New Filter Tab
- 3. Add Filter Name and choose either "any" or "all" of the conditions met
- 4. Choose the "Conditions". You can choose "Subject", "From", "To", "CC", "To or CC", "Header Name", "Size", "Date", "Body", "Attachment", "Read Receipt", "Address in', "Calendar"
- 5. Choose the "Comparison Operators" and insert the "Criteria"
  - Matches exactly/does not match exactly. Specifies an exact match. For example, specifying
     Subject matches exactly Banana would only match "Banana" and not "Bananas" or "A truck full of banana leaves"
  - Contains/does not contain. Specifies that the subject line must contain the specified substring. For example, specifying Subject contains Banana would match "I'm going bananas"
  - Matches wild card/does not match wild card condition. The wild card \* is a character used in the mail filter comparison field to represent one or more characters in the filter. For example, specifying Subject matches " banana\*" would match "bananas" or "banana-leaf casserole" but not "my banana-leaf casserole."
- 6. Choose your "Action"
  - Keep in Inbox. Saves mail to Inbox. If none of the filter rules match an email message, this action takes place by default
  - File into folder. Moves the mail to a specified folder
  - **Discard.** Deletes the mail message without delivering it. The message is not in any of your folders, not even Trash
  - Forward. Forwards mail to the address you specify
  - Mark. Select as Read or as Flagged
  - Tag with. You can tag matching messages with a selected tag

You can also choose multiple action by clicking "+" tag



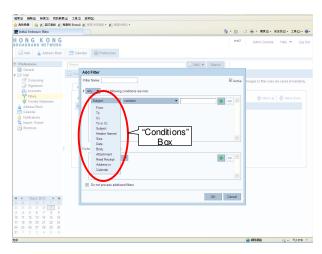
## Step 1 & 2

☆ ANDAR   ☆ 2 817944 2 現代的 Manual 2 月179518日 - 2 月17978日 - ■ MANA Trademone Nam   0 - □ ⊕ - 月17078日 - 2 月17978日 - ● MANA Trademone Nam   0 - □ ⊕ - 月17078日 - 2 月17978日 - 2	
1144 Seture Star	
	±#©• €•
H O N G K O N G BROADBAND NETWORK Help	- Log Out
🔄 Mail 🛓 Address Book 📑 Calendar 🍘 Preferences	
V moh	
+ <sup>3</sup> "Filter" Tab w ⊠ cancel	
Note: Charges to filter rules are saved in Charg	nmediately.
🔶 Tratel Advesses 🕹 More Titler 🔰 Edit Filter 🔡 Edit Filter 🔛 Edit Filter 🔛 Edit Filter 🔛 Edit Filter 🔛 Edit Filter	e Down
Coleman	
No results found.	
Shotouts	
"New Filter"	
Tab	
et ( March 2013 ) III S M T W T F S	
24 25 26 27 28 1 2 3 4 5 6 7 8 9	
10 11 12 13 14 15 16	
17 18 19 20 21 22 23 24 25 26 27 28 29 30	
31 1 2 3 4 5 6	

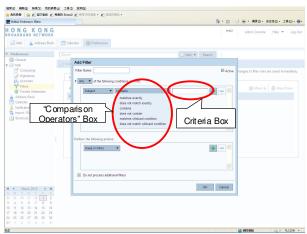
## Step 3

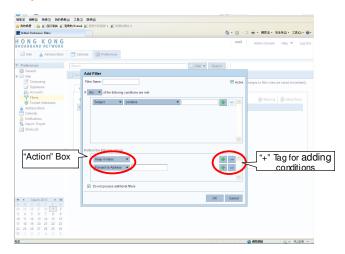
		] #10079646 •	💁 • 🔝 • 🖬	: 🖶 · MAO·FINO·IAO· 😣
HONG KONG BROADBAND NETWORK			test2	Admin Console Help 👻 Log Ou
🖾 Mail 🔒 Address Book	Calendar 🛞 Preferens	"Filter Name" E	Box	
Preferences		$\neg$ $$	🖂 Mail 🔻 Search	
💮 General 🐨 🖂 Mail	All Filter			
Composing	Eiter Name:	)	Active	hanges to filter rules are saved immediately.
🚽 Signatures				
Accounts		ollowing conditions are met:		
Trusted Addresses	any et	<ul> <li>contains</li> </ul>	🔶 🚊 🍝	🟫 Move Up 🛛 🖶 Move Down
Address Back	Y			
Calendar Motifications				
🔹 Import / Export				
Shortcute	"any" or "a			
	conditions	;		
	Perform the following	actions:		
	Keep in Inbox	· ·	🔶 🛁 📥	
	Do not process	1		
	<ul> <li>Do not process</li> </ul>	additional motio		
44 4 March 2013 ▶ ₩			OK Cancel	
			OK Cancel	
			OK Cancel	
S         M         T         W         T         F         S           24         25         26         27         28         1         2           3         4         5         6         7         8         9           10         11         12         13         14         15         16			OK Cancel	
S         M         T         W         T         F         S           24         25         26         27         28         1         2           3         4         5         6         7         8         9			CK Cancel	

### Step 4



## Step 5







# Web Administration User Guide

**General Information** 

Create Account

Remove Existing User Accounts

Reset Password, Update Existing User Accounts

Alias Settings

Auto Forward

**Out-of-Office Notification** 

### General Information

- 1. The maximum number of user can be created
- 2. The existing number of user created
- 3. The total Email Storage Quota
- 4. The total Email Storage Quota assigned to exising user
- 5. The Last Update time on Email Usage
- 6. The Email Usage of the specific email account.

			主頁/Home 登出/Logout
	2 ttings 網域用戶設定	3	◆ CREATE NEW USER 創建新用戶
④ 網域用戶上限/Domain User Limit 30 當	前用戶數目/User Limit Used 5 總郵箱儲存用量/Te	otal Email Storage Quot (1GB) 已使用之郵箱儲存	≣/Email Storage Quota Used: 826MB
電郵使用量最後更新時間/Email Usage Last Upda	te Time 2013-04-15 07:03:15 5		
Account: alextesting2@testdm1.com	Usage:0B of 238MB used	6	×
» Account: testadmin@testdm1.com	Usage:0B of 160MB used		
Account: testcreate@testdm1.com	Usage:0B of 33MB used		×
Account: testtest@testdm1.com	Usage:0B of 232MB used		×
Account: williamc@testdm1.com	Usage:0B of 163MB used I	D	×

### **Create Account**

- 1. Click "CREATE NEW USER"
- 2. Enter new "Account Name", "Name", then fill in "New Password" and "Confirm New Password"
- 3. Choose the "Space", i.e. the size of the mailbox of this Account. The maximum space for the new account should be the remaining Email storage quota
- 4. Click Confirm



## Step 1

		主頭/Home 登出/Logout	
omain User	Settings 網域用戶設定		Create New User 創建
<ul> <li>病蚊用P 上版/Domain User Limit: 3</li> <li>転放用量数化更新時間/Limit User Limit: 3</li> </ul>	第約用户載品/User Limit Used: 5 調整物動物用量/Total Email Storage : Update Time: 2013-04-15 07:03:15	Quota: 16B 已使用之都有能作量/Email Storage Quota Used: 826MB	Account Name 删户名编*
locunt alextesting2@testdm1.com	Usage (08 of 238HB used	×	@ testdm1.com
testadmin@testdm1.com	Usage dB of 100MB used		Name 名稱•
lccount testcreate@testdm1.com	Usage (B) of 33HB used	×	New Password 新會調*
esttesttest@testdm1.com	Usage dB of 222HB used	×	
williamc@testdm1.com	Usage dB of 163HB used	×	Confirm New Password 確認將書碼*
			Space 容量*
			100 MB
			CONFIRM 48200 CANCEL 1(13)

### **Remove Existing User Accounts**

- 1. Move your cursor to the Account you wish to remove and click the "X" button
- 2. Click "Confirm"

## Step 1

<b>J</b> EMAIL	主页ifore	bbMAIL (1990)
Domain User Settings 網域用戶設定	CREATE MEN USER ANALYSIS	Domain User Settings 網城用戶設定
<ul> <li>         · 病が同生活のContain User Limit 10         · 血が行き型にUser Limit Used: 5         · 地域協会な用品(Total Englishing)         · 電が見き型の使用性ななのであった。         · 電が見き型の使用性ななどの         · 電が見まれ         · での         · ・         · での         · での</li></ul>	Note: 1GB 已想形之前地貌作量 Kinail Storage Quant Used #26HB	
Account     Account     Account     Account     Lease ID of 2009 cont     Lease     Lease ID of 2009 cont     Lease     Lease ID of 2009 cont     Lease	X [the line Hall [15]]	According direction Loon     According to the state Loop
Kotowi Usaya Bilar Tahinaka     Kotowi     Kotowi Usaya Bilar Tahinaka	×	Addust     textorade (Fe stdm Loom
Acoust     testfestestijf festion 1.com     voge: 60 ef 100	×	testerstestigtessdar Loon     year die Loon     year die Loon     year die Loon     year die Loon     xee die Loon     x

### Reset Password & Update Existing User Accounts

- 1. Click the Account that you wish to Reset Password & Update
- 2. Choose "Reset Password & Update Exisitng User Accounts"
- 3. Rename the "Account Name" and "Name" if necessary
- 4. Fill in "New Password" and "Confirm New Password" if necessary
- 5. Choose the "Space", i.e. the size of the mailbox of this Account if necessary. The maximum space for the new account should be the remaining Email storage quota
- 6. Click Confirm

## Step 2-4

<b>BMAIL</b>		主派/Hone 包出/Logar
		CREATE NEW USER DEEK HUT
Domain User	Settings 網域用戶設定	
		tonge Quota 168 世紀代之前國際行動行動的 Stonge Quota Used 826998
電解使用量用分泌料時間/inal/ling/La Account alextesting2@testdm1.com	Update Time: 2003/84/05/87/02/05	×
Accessing2 (intestion 1.com bestadmingNestion 1.com	Tage Med (1998) ESS www.blocks.bloc.ord.9000.03800.8	188 T
Account bestcreate@testdml.com	Carden DelevinedDeller showingDelevin	×
testtestøtestøtestøn Loom	These Mint 2020 a	×
Argguet	tage Stot 15248 and	×



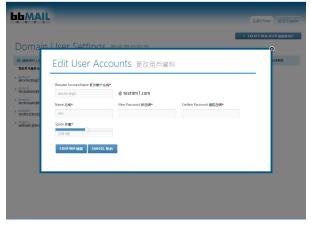
## Step 1

<b>ΡΡ</b> ₩ΥΪΓ			主用/Home 空出少Logout
Domain User Se	ettings 網域用戶設定		CREATE NEW USER BSB/H/H/*
④ 納税用户上用/Domain User Limit: 30 食	前用戸敷目/UserLimitUsed:5 接発報像存用量/Tor	al Email Storage Quota: 1GB	巴使用之郵箱鄉存量/Email Storage Quota Used: 826MB
電影使用量量使更新時間Tanai Usage Last Upd	ate Time: 2013-04-15 07:03:15		
Account: alextesting2@testdm1.com	Usage: 08 of 238MB used		ж
> Account: testadmin@testdm1.com	mm 水能設置 160MB used		
<ul> <li>Account: testcreate@testdm1.com</li> </ul>	Usage: 08 of 33MB used		×
<ul> <li>Account: testtestest@testdm1.com</li> </ul>	Usage: 08 of 232M8 used		×
<ul> <li>Account: williamc@testdm1.com</li> </ul>	Usage:08 of 163MB used		×

## Step 2



## Step 3-6



### Alias Settings

- 1. Click the Account that you wish to set Email Alias
- 2. Choose "Alias Setting"
- 3. Fill in the Email Alias that you wish to add. You can add up to 3 Email Alias and minimum fill in 1 Email Alias
- 4. Click "Confirm"

Texture         [Submark State (JPP 2002)]         State (State (S	ίΡŴΫĬΓ		主東/Home 聖世/Logout
Start S	Domain User	Settings 網域用戶設定	♦ CREATE NEW USER @JJR
Answer         Date (III of 2008 and )         X           Testing and presention 1.com         Testing and the 2008 and )         X           Testing and the 2008 and (III of 2008 and )         X         X           Testing and the 2008 and (III of 2008 and )         X         X           Testing and the 2008 and (III of 2008 and )         X         X           Testing and the 2008 and (III of 2008 and )         X         X           Testing and the 2008 and (III of 2008 and )         X         X			e Quota: 1GB 世徳市之祭兩御序量/Email Storage Quota Used: 826MB
testada ingestada Loar testoda electada Loar testoda electada Loar testoda electada Loar testoda electada electada electada electada electad electada electada	Acount: alextesting2@testdm1.com		×
testorate/jestofil.com "" testorate/jestofil.com " testorate/jestofil.com " testorate/jestofil.com testorate/jesto	> Account: testadmin@testdm1.com	Setting RUP XHEEPE of 160MB used	
testestiestestightestdm1.com	Account testcreate@testdm1.com	Usage: 06 of 33HB used	×
Accent: Ucage (6 of 153HB ucad X	Account: testtesttest@testdm1.com	Usage: 08 of 232M8 used	×
	> Account: williamc@testdm1.com	Usage: 08 of 163MB used	×





## Step 3



#### **Auto Forward**

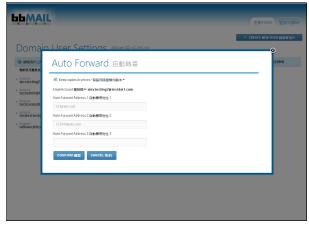
- 1. Click the Account that you wish to set Auto Forward
- 2. Choose "Auto Forward"
- 3. Choose to keep copies in server or not
- 4. Enter email address under "Auto Forward Address" which emails are forwarded to.
- 5. Click Confirm

#### Step 1

CONTRICT OF CONTRACT OF	Exp 25 Cham Unite Unit 30 프레이슈 REL Unit Unit Unit 5 - 분류 유용 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가	<b>ÞÞ</b> MAIL			主則/Home 空出/
SERVED:SERVED         Units Unit / Del Line /	BBSERENCTION_Lost type Three 3013 44: LB F 82.014           Imp2 28 F 82.014 / LB F 82.014	Domain User S	Settings 網域用戶設定		● CREATE NEW USER 在自然的
* Jerris ting (Version 1 com 2017) 1997 col 301 2017 1997 col 301 2017 2017 1997 col 301 2017 2017 2017 2017 2017 2017 2017 20	Ing_Offestion 1.com Intel of 2799 and X Inglestion 1.com Intel of 2799 and X Registration 1.com Intel of 279 based Testspection 1.com Intel of 279 based Intel offer 179 based Intel offer 179 based Intel offer 179 based Intel of 179 based			Email Storage Quota: 1GB	已使用之祭箱總存量/Email Storage Quota Used: 826MB
testadministestad 1.cm  testadesdestde1.cm  testadesdesdestde1.cm  testadesdestde1.cm  testadesdestde1.cm	Aregiestan Loop X	- Arrient			×
testoreate@testdml.com	Redefestion Loom Testing States	> Account: testadmin@testdm1.com	Rear HUP STREET 1 160MB used		
> Accessiti testtestigtestdm1.com	ttestijtestdm1.com	<ul> <li>Account testcreate@testdm1.com</li> </ul>	Usage: (B of 33HB used		×
	spenden Loon X	<ul> <li>Accumt testtest@testdm1.com</li> </ul>	Usage: OII of 232MB used		×
Account.     Williamc@testdm1.com     Usage (8 of 163H8 used     X		<ul> <li>Account williamc@testdm1.com</li> </ul>	Usage: 08 of 163M8 used		×









### **Out-of-Office Notification**

- 1. Click the Account that you wish to set Out-of-Office Notification
- 2. Choose "Out-of-Office Notification Settings"
- 3. Check the box next to "Enable out-of-office notification" to enable this function
- 4. Enter your contents for the notification
- 5. Enter the "Starts on" and "Ends on" Date and Time
- 6. Click "Confirm"

## Step 1





### • Step 3

