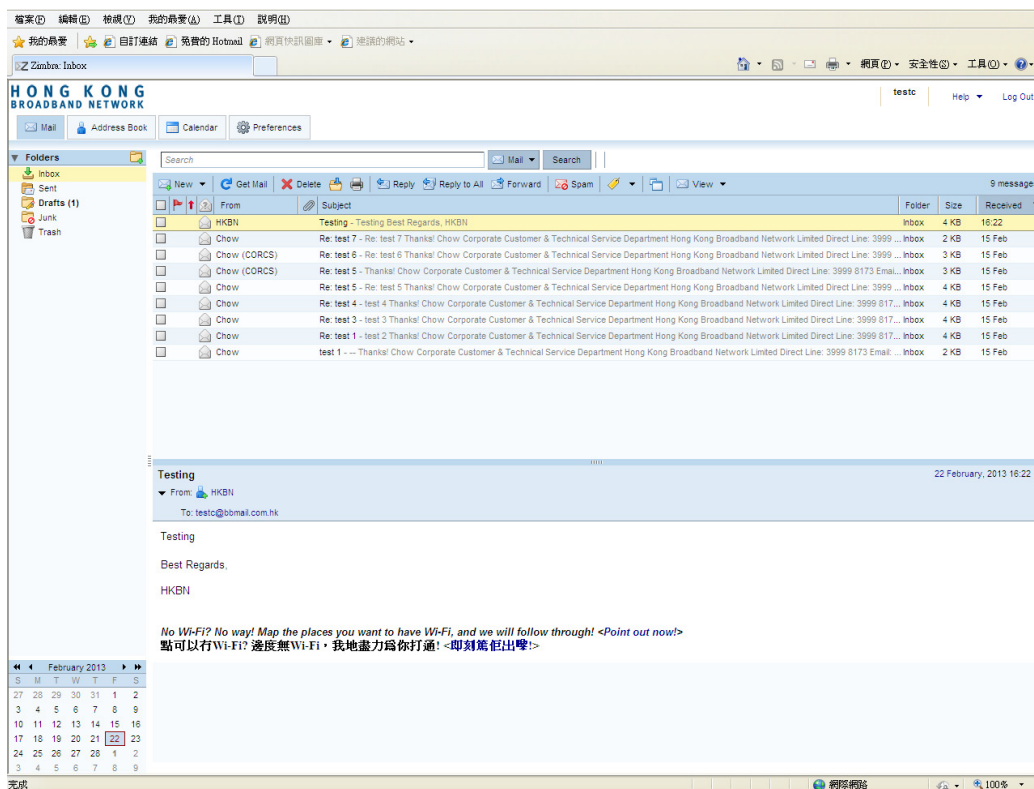


Webmail User Guide

- New Outlook
- Mail
- Calendar
- Preferences

New Outlook



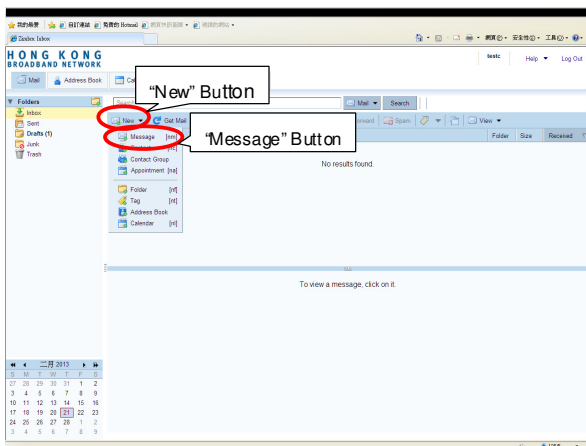
The screenshot displays the New Outlook webmail interface. At the top, there is a navigation bar with links for Mail, Address Book, Calendar, and Preferences. Below this, a left sidebar shows the folder structure: Inbox, Sent, Drafts (1), Junk, and Trash. The main area shows a list of emails in the inbox. The selected email is from HKBN with the subject "Testing - Testing Best Regards, HKBN". The email content includes a "Testing" header, a "From: HKBN" line, a "To: testc@bmail.com.hk" line, and a body of text that reads: "Testing", "Best Regards,", "HKBN", and a paragraph in English and Chinese: "No Wi-Fi? No way! Map the places you want to have Wi-Fi, and we will follow through! <Point out now!> 點可以有Wi-Fi? 邊度無Wi-Fi, 我地盡力為你打通! <即刻寫出嚟!>". At the bottom left, there is a calendar view for February 2013.

Mail

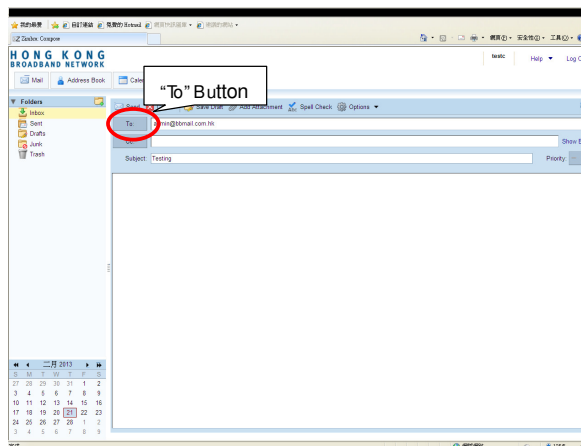
Create New Email

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

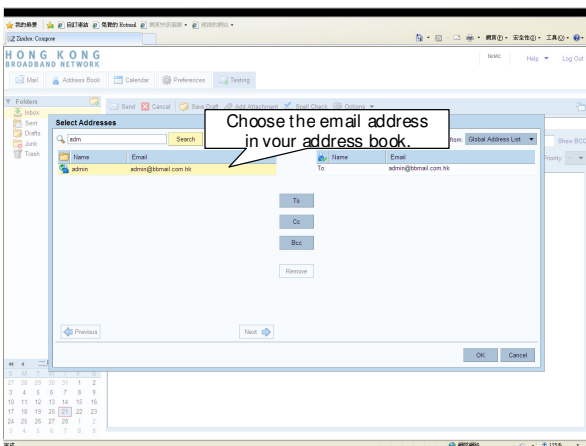
Step 1 & 2



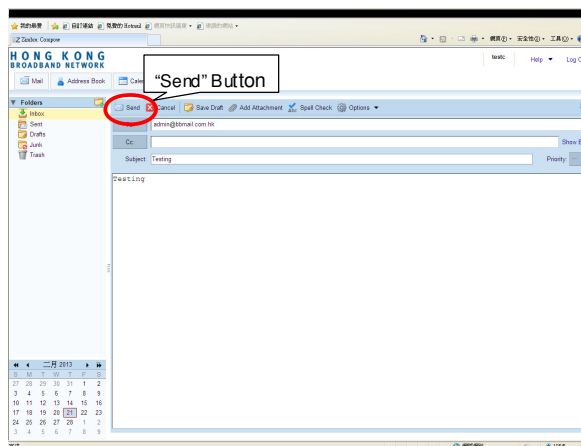
Step 3



Step 4



Step 5

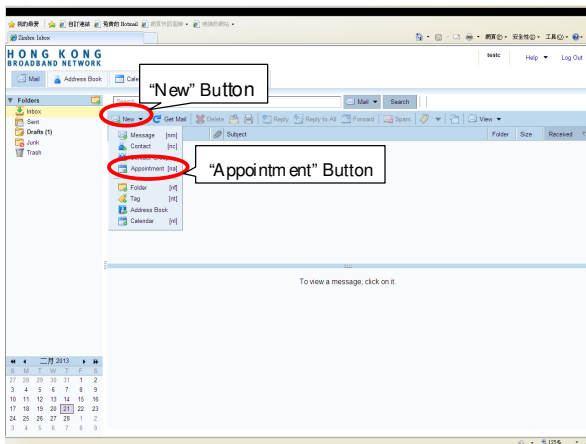


Calendar

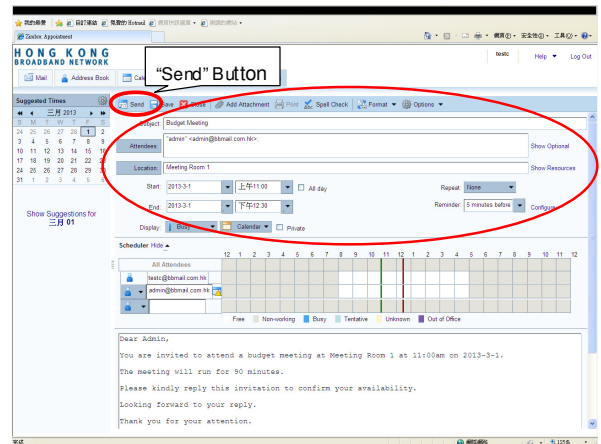
Create New Appointment

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

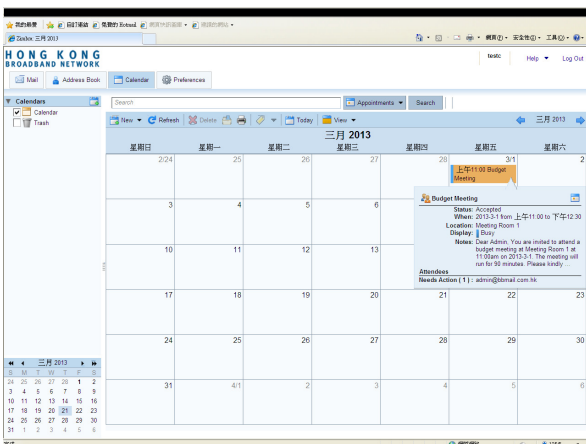
Step 1 & 2



Step 3 & 4



Step 5 & 6

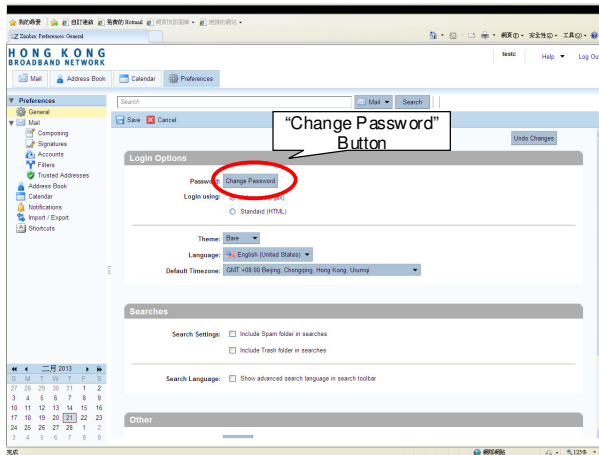


Preferences

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

Change Password 更改密碼

Old Password 舊密碼*

New Password 新密碼*

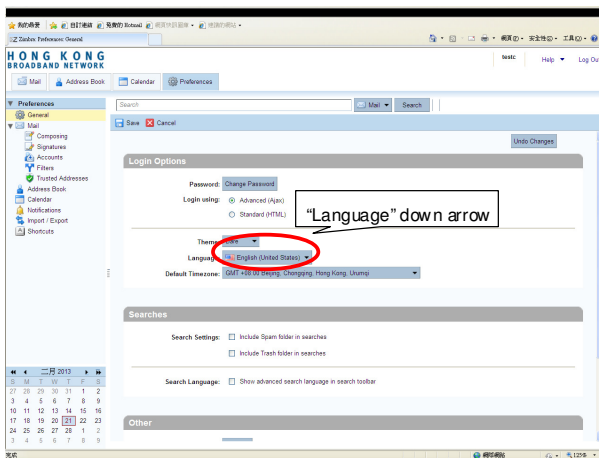
Confirm New Password 確認新密碼*

CONFIRM 確認

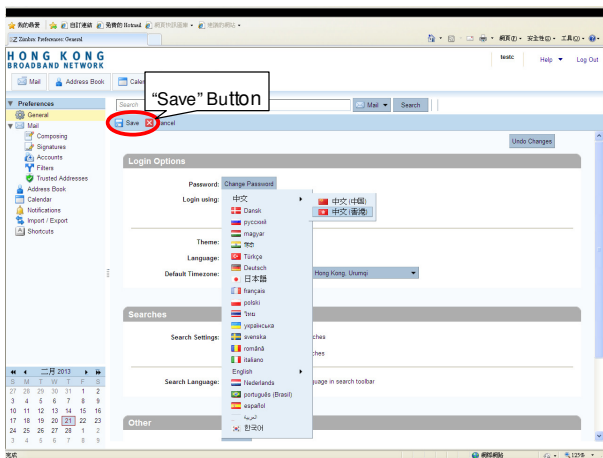
Change Language

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

Step 1



Step 2

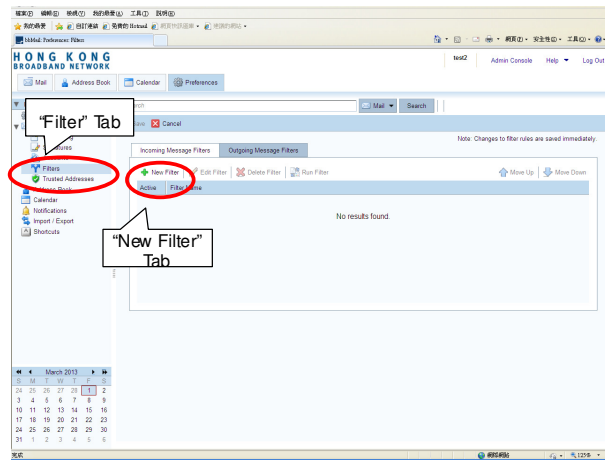


Set Filters

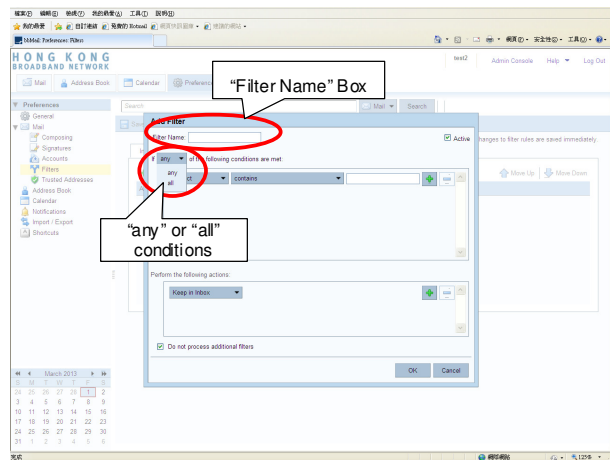
1. Choose Incoming Messages / Outgoing Messages
2. Click New Filter Tab
3. Add Filter Name and choose either “any” or “all” of the conditions met
4. Choose the “Conditions”. You can choose “Subject”, “From”, “To”, “CC”, “To or CC”, “Header Name”, “Size”, “Date”, “Body”, “Attachment”, “Read Receipt”, “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 wildcard/does not match wildcard condition.** The wildcard * 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

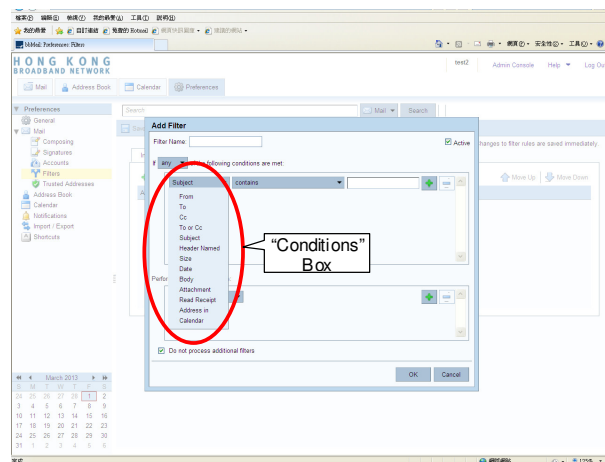
Step 1 & 2



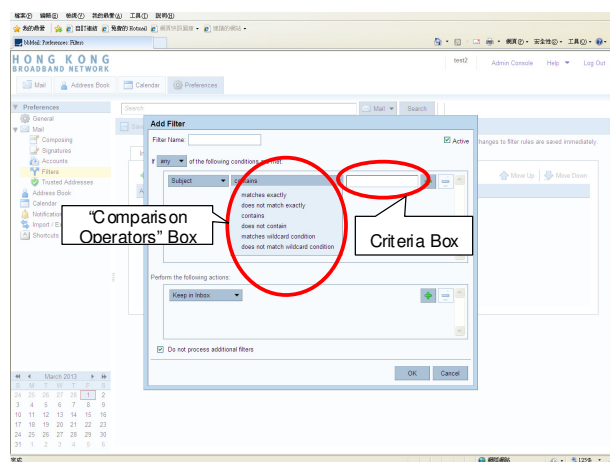
Step 3



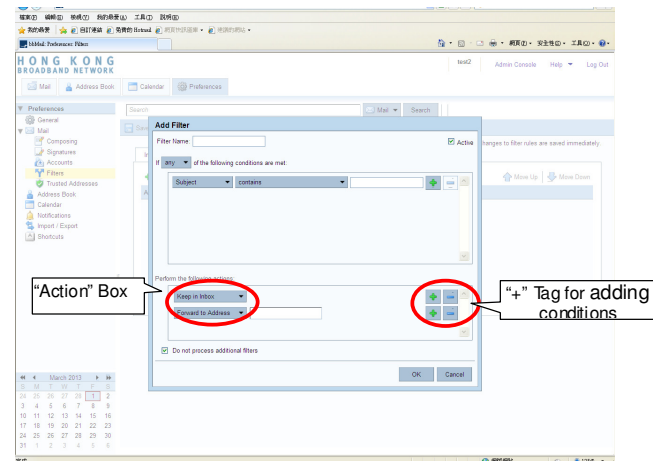
Step 4



Step 5



Step 6



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 existing user
5. The Last Update time on Email Usage
6. The Email Usage of the specific email account.

The screenshot shows the 'Domain User Settings' page in the bbMAIL web interface. The page has a blue header with the 'bbMAIL' logo and navigation links for '主頁/Home' and '登出/Logout'. A 'CREATE NEW USER 创建新用户' button is visible. The main content area is titled 'Domain User Settings 網域用戶設定'. Below the title, there is a summary bar with the following information: '網域用戶上限/Domain User Limit: 30', '當前用戶數目/User Limit Used: 5', '總郵箱儲存容量/Total Email Storage Quota: 1GB', and '已使用之郵箱儲存量/Email Storage Quota Used: 826MB'. Below this, there is a table listing user accounts and their email usage. The table has columns for 'Account', 'Usage', and a delete icon. The first row is for 'alextesting2@testdm1.com' with a usage of '0B of 238MB used'. The other rows are for 'testadmin@testdm1.com', 'testcreate@testdm1.com', 'testtesttest@testdm1.com', and 'williamc@testdm1.com' with usages of '0B of 160MB used', '0B of 33MB used', '0B of 232MB used', and '0B of 163MB used' respectively. Numbered callouts point to specific elements: 1 points to the 'Domain User Limit' (30), 2 points to the 'Current Number of Users' (5), 3 points to the 'Total Email Storage Quota' (1GB), 4 points to the 'Used Email Storage Quota' (826MB), 5 points to the 'Last Update Time' (2013-04-15 07:03:15), and 6 points to the 'Usage' column of the first user account.

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

Domain User Settings 網域用戶設定

總用戶數 Domain User Limit: 30 當前用戶數 Current User Limit: 5 總剩餘儲存容量 Total Email Storage Quota: 1GB 已使用之剩餘儲存容量 Email Storage Quota Used: 826MB

電郵所有權者姓名和地址 Email Owner Last Update Time: 2013-04-18 07:03:17

Account	Email	Space	Action
alextesting@testdm1.com	alex.08.01.2009.alex	3K	X
testadm@testdm1.com	testadm.08.01.2009.alex	3K	X
testadm@testdm1.com	testadm.08.01.2009.alex	3K	X
testadm@testdm1.com	testadm.08.01.2009.alex	3K	X
testadm@testdm1.com	testadm.08.01.2009.alex	3K	X

Step 2-4

Create New User 創建用戶

Account Name 用戶名稱: testdm1.com

Name 名稱: testdm1.com

New Password 新密碼: [Input field]

Confirm New Password 確認新密碼: [Input field]

Space 容量: [Slider from 100MB to 1GB]

CONFIRM 確定 **CANCEL 取消**

密碼安全提示: Tip for a strong password

- Your password must be at least 8 characters long. Maximum is 20 characters.
- Use a combination of capital and lowercase letters, numbers, and special characters (such as @, %, and ~) in your password. (Passwords are case sensitive.)
- 密碼長度至少為8個字元，最多為20個字元。
- 密碼中可包含大寫英文字母、數字、特殊字元（如 @、%、~ 和 % 符號）。

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

Domain User Settings 網域用戶設定

總用戶數 Domain User Limit: 30 當前用戶數 Current User Limit: 5 總剩餘儲存容量 Total Email Storage Quota: 1GB 已使用之剩餘儲存容量 Email Storage Quota Used: 826MB

電郵所有權者姓名和地址 Email Owner Last Update Time: 2013-04-18 07:03:17

Account	Email	Space	Action
alextesting@testdm1.com	alex.08.01.2009.alex	3K	X
testadm@testdm1.com	testadm.08.01.2009.alex	3K	X
testadm@testdm1.com	testadm.08.01.2009.alex	3K	X
testadm@testdm1.com	testadm.08.01.2009.alex	3K	X
testadm@testdm1.com	testadm.08.01.2009.alex	3K	X

Step 2

Domain User Settings 網域用戶設定

總用戶數 Domain User Limit: 30 當前用戶數 Current User Limit: 5 總剩餘儲存容量 Total Email Storage Quota: 1GB 已使用之剩餘儲存容量 Email Storage Quota Used: 826MB

電郵所有權者姓名和地址 Email Owner Last Update Time: 2013-04-18 07:03:17

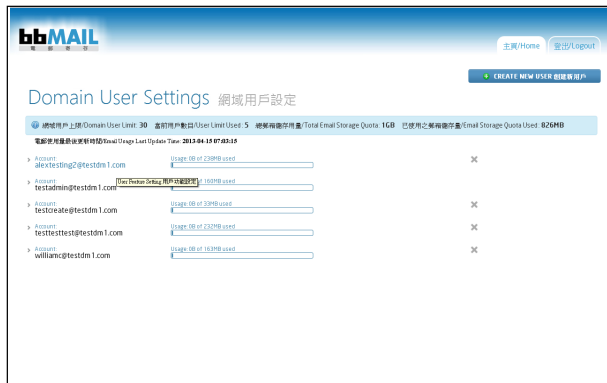
Are you sure you want to delete this user?

Yes **No**

Reset Password & Update Existing User Accounts

1. Click the Account that you wish to Reset Password & Update
2. Choose “Reset Password & Update Existing 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

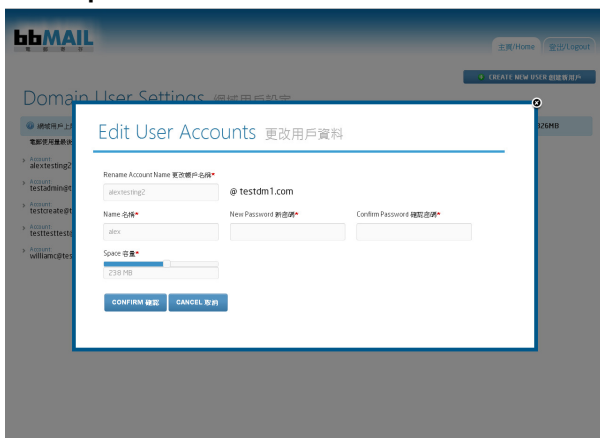
Step 1



Step 2



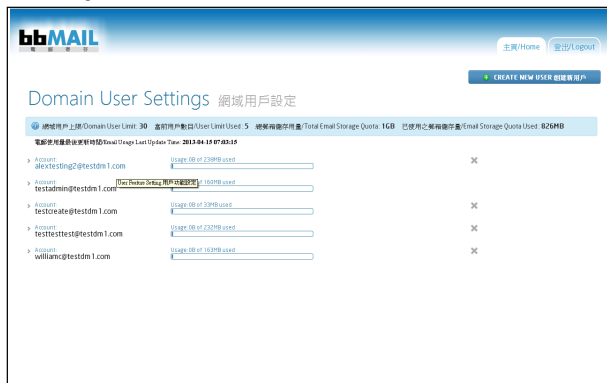
Step 3-6



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"

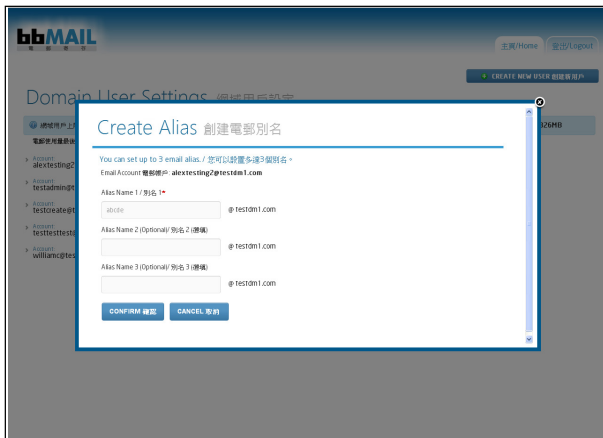
Step 1



Step 2



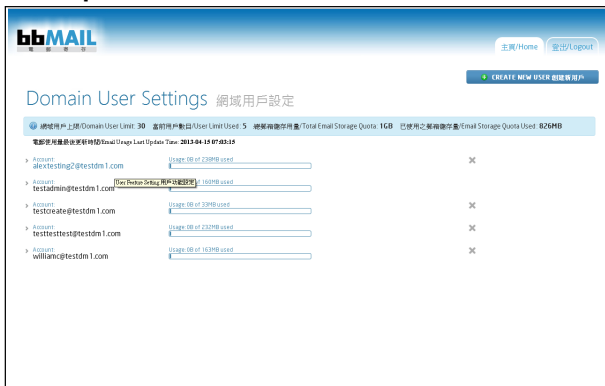
Step 3



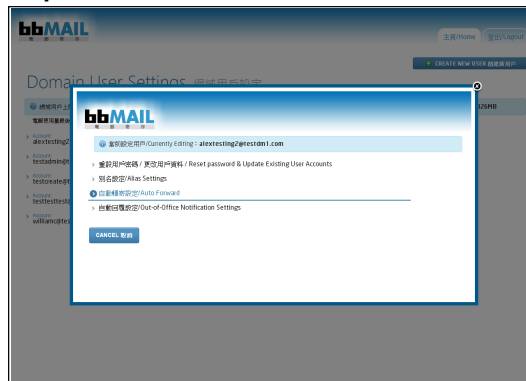
Auto Forward

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

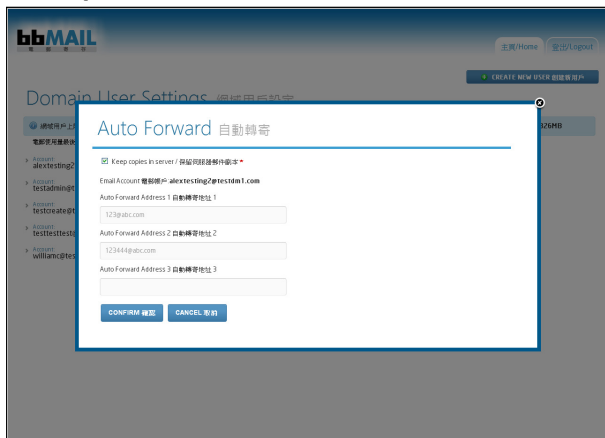
Step 1



Step 2



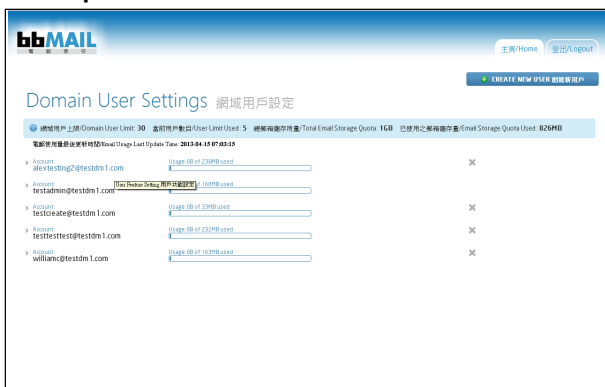
Step 3-5



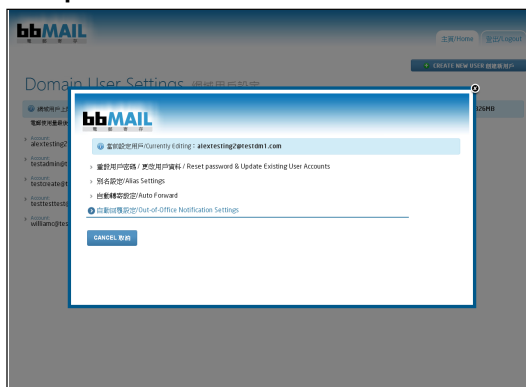
Out-of-Office Notification

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 2



Step 3

