Option 1:

(Gmail User)						
Step 1: Press Setting	s on the top right	corner				
= M Gmail	Q Search mail		~		. 0	М
- Compose	Settings			1m	-	3
	General Labels Inbox A	ccounts and Import Filters and Blocked A	ddresses Forwarding and POP/IMA	P Add-ons Cha	at	0
tep 2: Select Filter a کار	and Blocked Add	resses				
Settings					• • 1	¢:
General Labels Inbox	Accounts and Import	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons	Chat	
step 3: See if <u>hg@air</u>	<mark>cadets.org.hk</mark> is l	listed in the blocked add	lresses. Simply unblo	ock it if it :	<mark>is liste</mark>	<mark>d.</mark>
General Labels Inbox	Accounts and Import	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons	Chat	
Advanced Offline Them	ies					
The following filters are app	lied to all incoming mail	:				
Select: All, None Export Delete						
		Create a new filter Import filters				
The following email address	es are blocked. Messag	es from these addresses will appe	ear in Spam:			
You currently have no blocke	ed addresses.					
Select: All, None						

Unblock selected addresses

(Yahoo User) Step 1: Press Settings Icon on the top right corner

Ф

Step 2: Select Settings

Themes

Settings

Get the App

New Features

Help

Keyboard Shortcuts

Privacy (Updated)

Terms (Updated)

About our Ads

Account Info

Step 3: Select Blocked Addresses (See if <u>hq@aircadets.org.hk</u> is listed in the blocked addresses. Simply remove it if it is listed and Press Save.

Settings			×
Viewing email Writing email Accounts Vacation Response Filters Security Blocked Addresses	Blocked addresses: (0 of 1000 used)	Add an address	Block Remove
1TB of storage 0.01% used Space for 54 million more emails			
Save Cancel			

(Hotmail User) Step 1: Press Settings Icon on the top right corner

0

Step 2: Select Options
Mail settings
Refresh
Automatic replies
Display settings
Manage add-ins
Connected accounts
Offline settings
Change theme
Upgrade to Premium
Get Outlook Mobile
Options

Step 3: Select Junk email – Blocked senders (See if <u>hq@aircadets.org.hk</u> is listed in the blocked addresses. Simply remove it if it is listed and Press Save.

Junk email

Blocked senders

Safe mailing lists

Safe senders

Filters and reporting

层 Save 💦 🗙 Discard

Blocked senders

If you don't want to receive email from a sender or domain, add the address to the box below, click the plus (+), then save. You can add a maximum of 1024 blocked senders and 1024 blocked domains.

+



Enter a sender or domain here

Option 2: Please kindly refer to the below memo dated on July 29, 2016 (Phase 1 for Senior Management). For all other unit heads, please contact ITSU (itsu@aircadets.org.hk) for account opening.

香港航空青年團 HONG KONG AIR CADET CORPS

Sung Wong Toi Road, Kowloon, Hong Kong Tel 852 2712 8900 Fax 852 2715 6944

From	: ITSU, IA Gp	To : CO, CSO, DCOs, OC Gps, OC HOCU	
Email	: mandel.leung@aircadets.org.hk	Cc : HQ	
Ref	: 201607001	Date : 29 July 2016	

Personal Official Email Address Launch (Phase 1 for Senior Management)

ITSU is pleased to announce the launch of the Corps official personal email address. Please kindly find the below assigned email address for your reference.

Please kindly change your password immediately.

POST	Name	Official Email Address	Mailbox Size (MB)
со	Gp Capt LEE Kwok Wing	wkwlee@aircadets.org.hk	1,000
CSO	Wg Cdr Wilson W S CHAN	wilsonchan@aircadets.org.hk	1,000
DCO Fg	Wg Cdr John K H Ll	johnli@aircadets.org.hk	1,000
DCO IA	Wg Cdr Roger K P KWONG	rogerkwong@aircadets.org.hk	1,000
DCO Trg	Wg Cdr Ivan P K CHAN	ivanchan@aircadets.org.hk	1,000
DCO Ops	Ag Wg Cdr Alex Y W LAW	alexlaw@aircadets.org.hk	1,000
OC IA Gp	Sqn Ldr Franky W C TSE	frankytse@aircadets.org.hk	1,000
OC Ops Gp	Sqn Ldr Peggy S L TAM	peggytam@aircadets.org.hk	1,000
OC Trg Gp	Sqn Ldr Kenneth P K LEUNG	kennethleung@aircadets.org.hk	1,000
OC HOCU	Ag Sqn Ldr Savio J Y WON	saviowon@aircadets.org.hk	1,000

Mandel Leung Flight Lieutenant ITSU

Encl. HKACC Official Email Setting.PDF