HKACC OFFICIAL EMAIL SETTING

1. **Please navigate to** http://wm.0101host.com
2. **Please change your password before login**

PASSWORD CHANGE

- You will be direct to another page for password change
- Fill in your assigned full email address ie. xxx@aircadets.org.hk
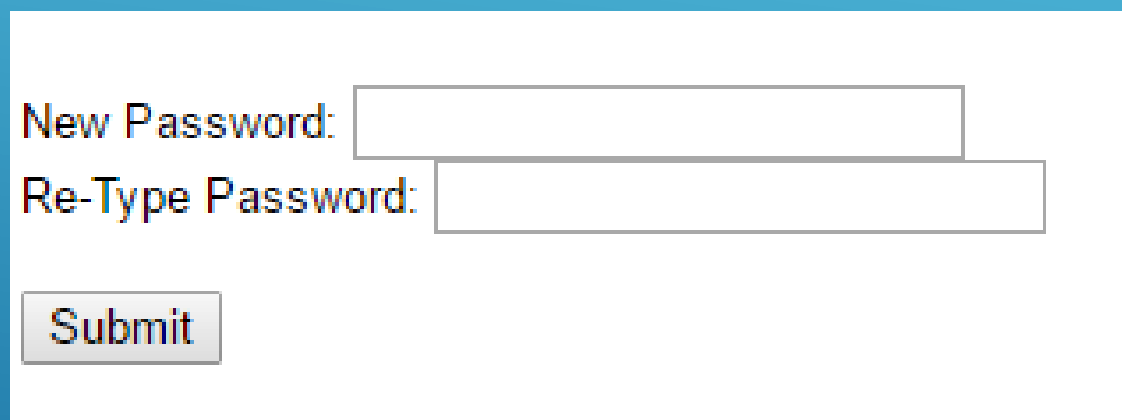- Type in you assigned password

User Admin Interface

E-mail Address: [   ] @ aircadets

Existing Password: ••••••••

[Submit]

PASSWORD CHANGE

- You will be direct to another page for you to type in your new password

- **因保安理由，所有新設密碼必須由8至14個字元組成，當中包括最少一個大草英文，一個細草英文，一個數字及一個符號。**
  For security reasons, all passwords must be set according to the generally-accepted strong password rule,
  i.e. with 8-14 characters, with at least 1 symbol, 1 numeric character, 1 upper-case character and 1 lower-case character.

New Password:

Re-Type Password:

Submit

PASSWORD CHANGE

- Step 1 – access webmail at http://wm.0101host.com and login with your email account and password

WEBMAIL SETTING
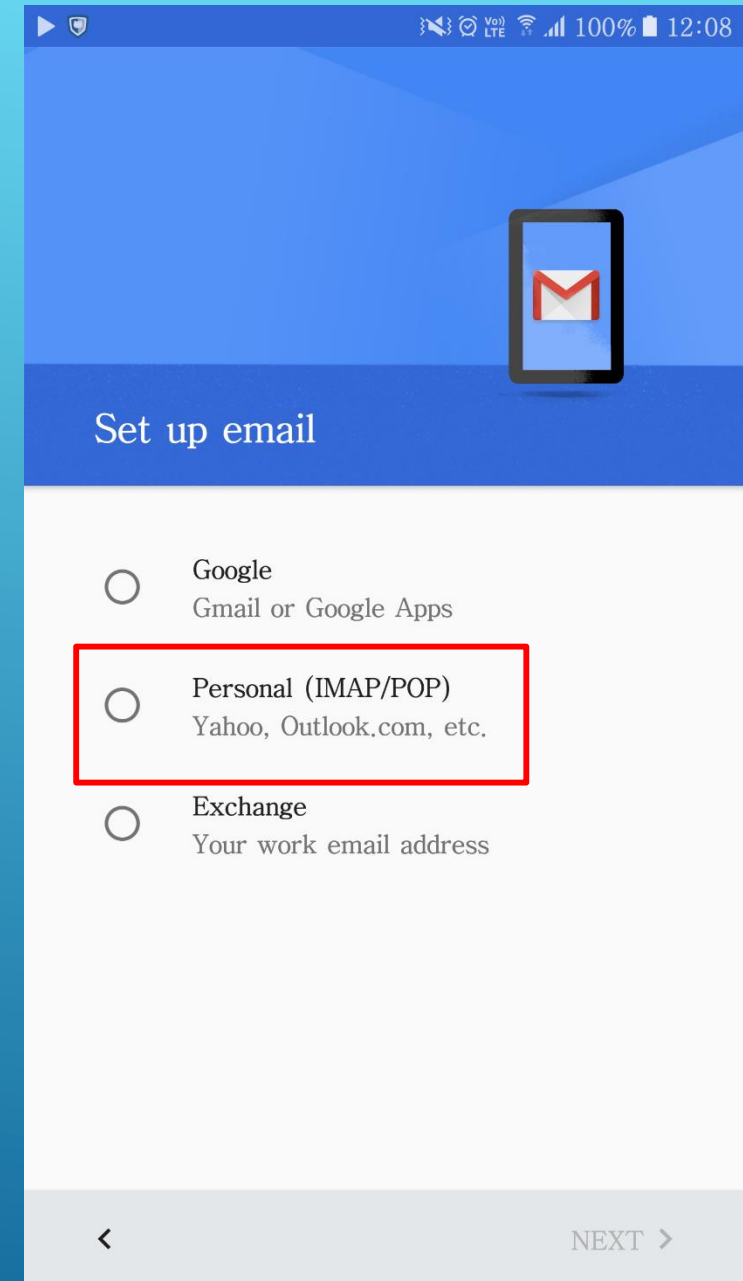
- Step 2 : Choose "Settings"
- Step 3 : Choose "Forwarder"
- Step 4 : Fill in your desire personal email account for email backup
- Step 5 : Press "Save Changes"
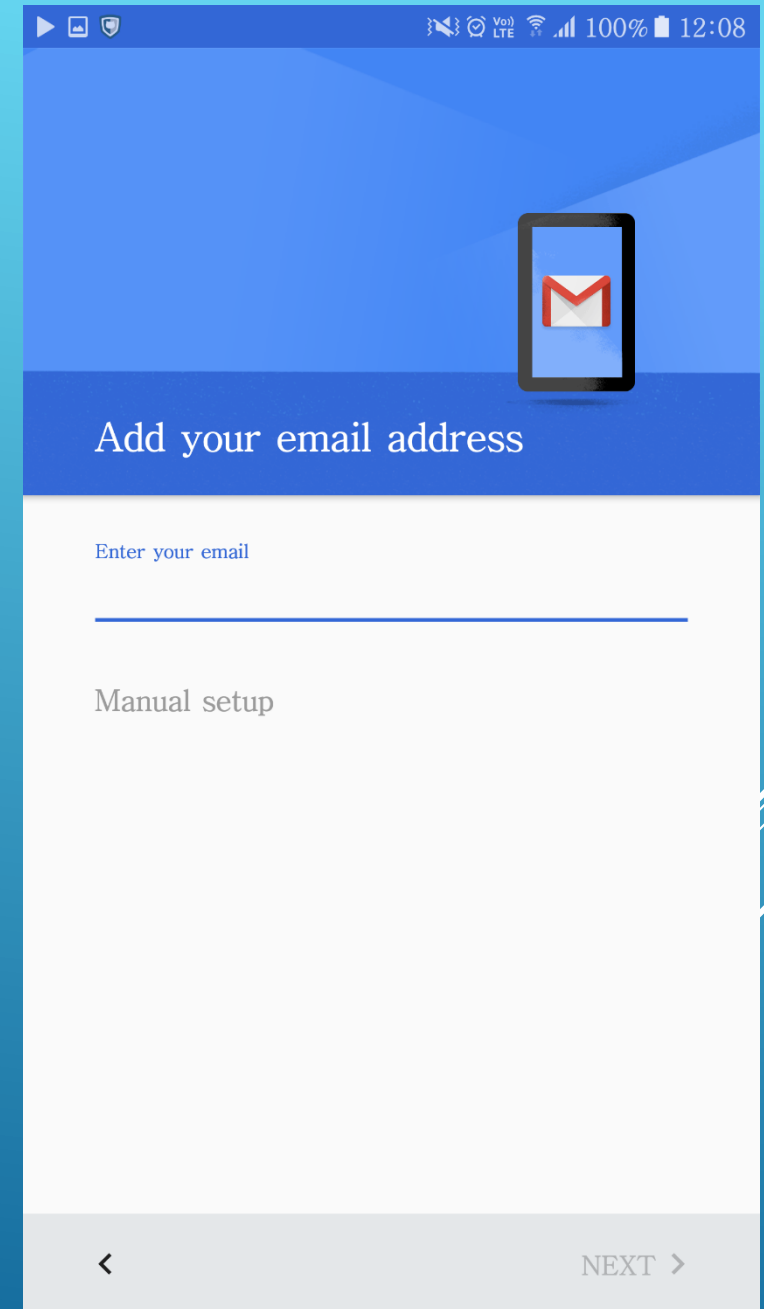- Step 6 : Press "Logout"
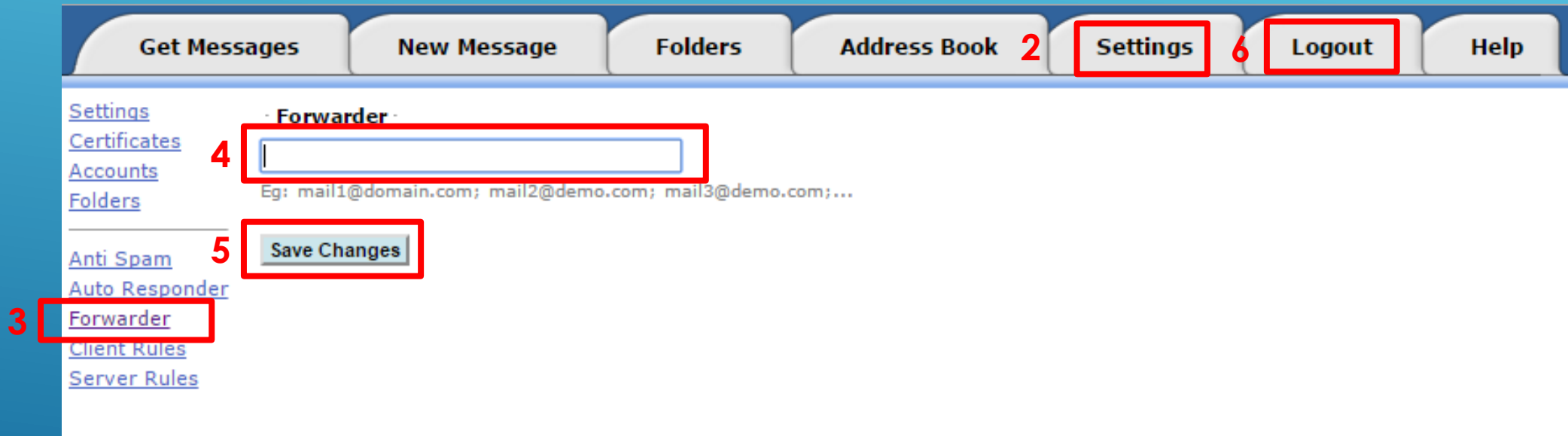
WEBMAIL SETTING

- Step 1 : Add account in setting
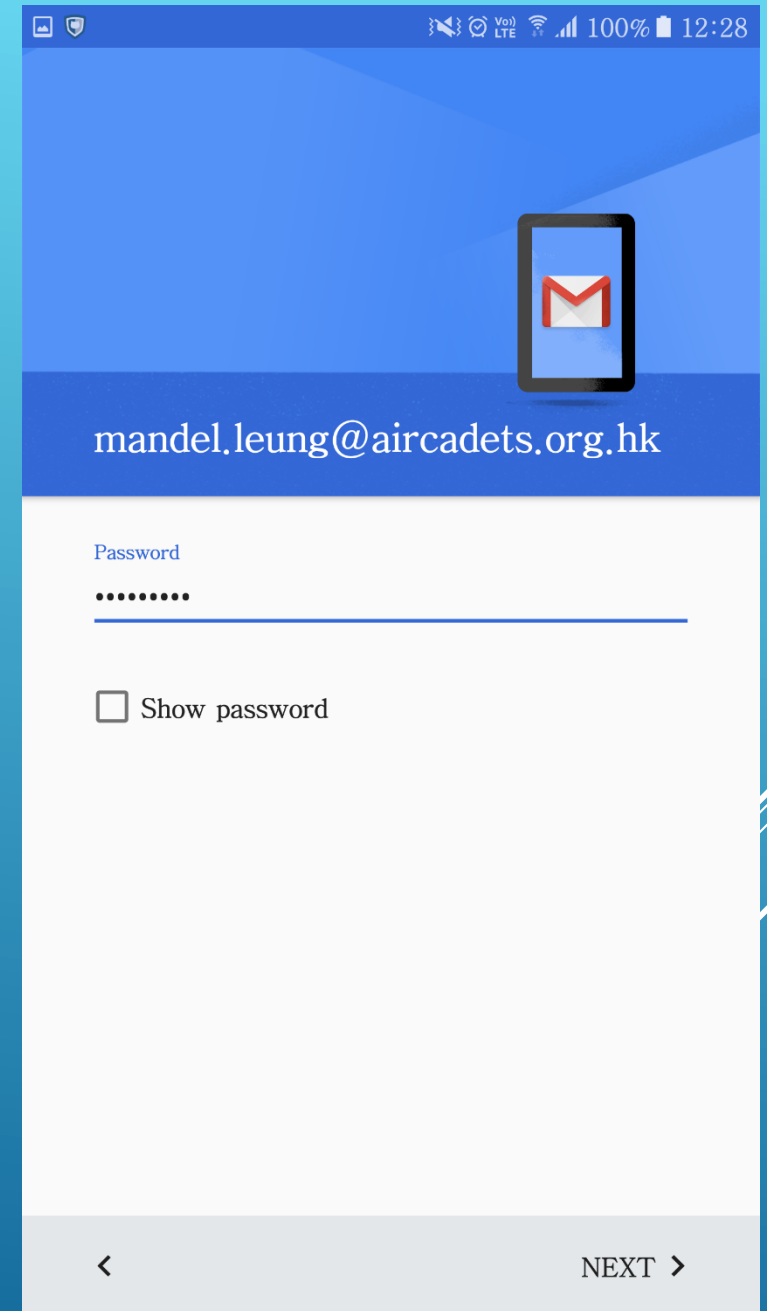- Step 2 : Select Personal

MOBILE SETTING

▶ Step 3 : fill in your assigned email account
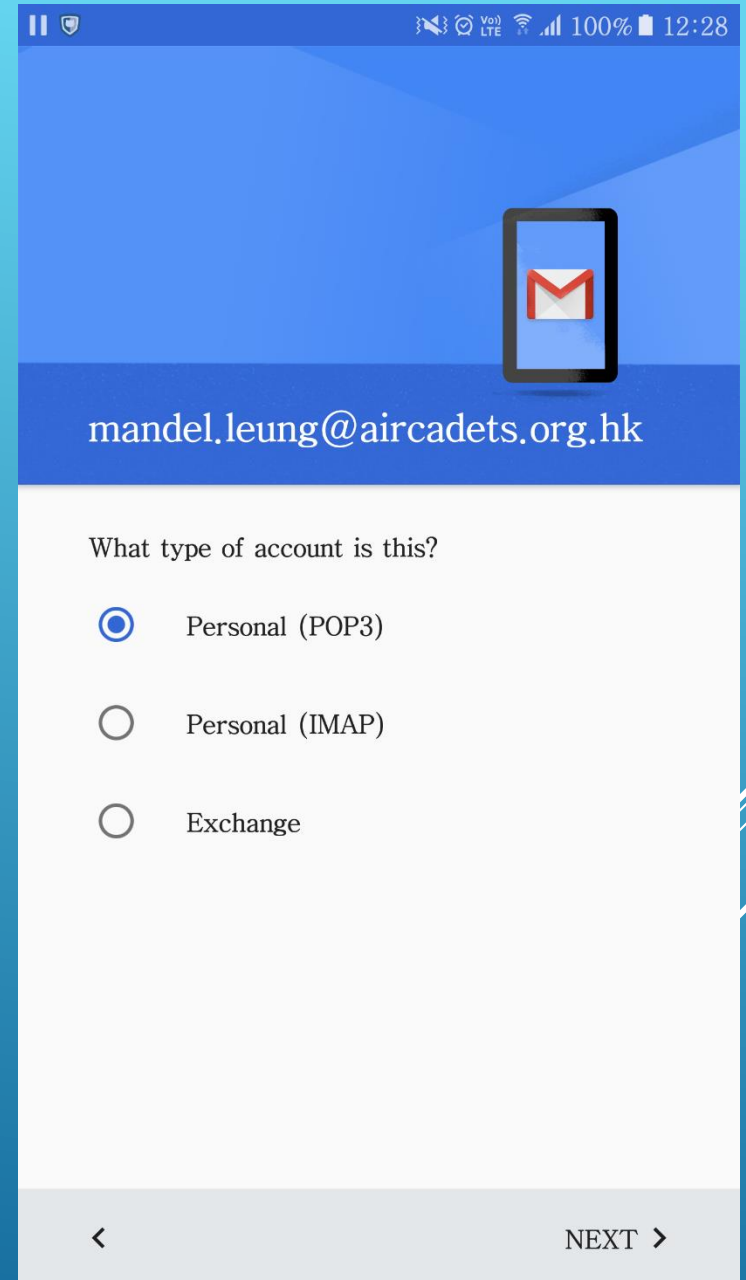(ie. xxx@aircadets.org.hk)

MOBILE SETTING

100% 12:08

Add your email address

Enter your email

Manual setup

NEXT >

▶ Step 4 : type in your password

MOBILE SETTING

- Step 5 : Choose Personal (POP3)

MOBILE SETTING

► Step 6 :

1. Make sure the incoming server is set to "mail.aircadets.org.hk"

2. Make sure security type is set to "None"

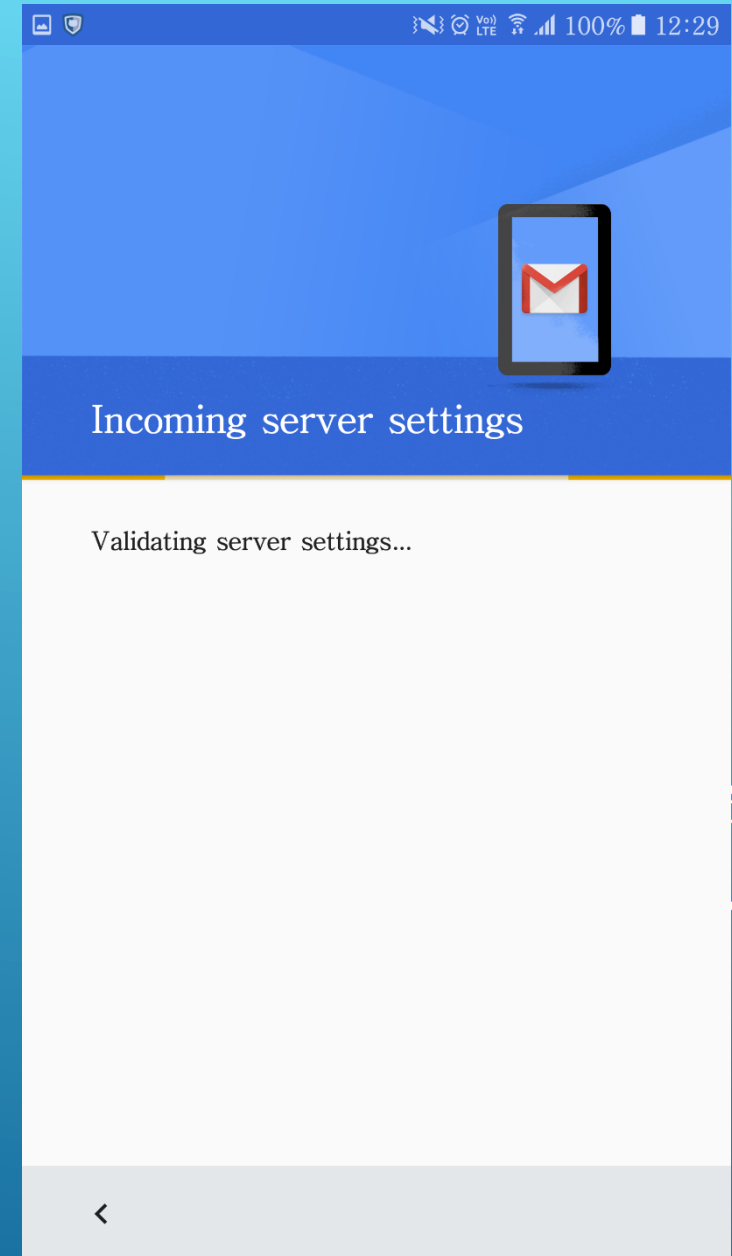3. Make sure "When I delete from Inbox" is activate

MOBILE SETTING

Incoming server settings

USERNAME

mandel.leung@aircadets.org.hk

PASSWORD

••••••••

☐ Show password

SERVER

mail.aircadets.org.hk

PORT

110

SECURITY TYPE

None ▾

Delete email from server

When I delete from Inbox ▾

‹   NEXT ›

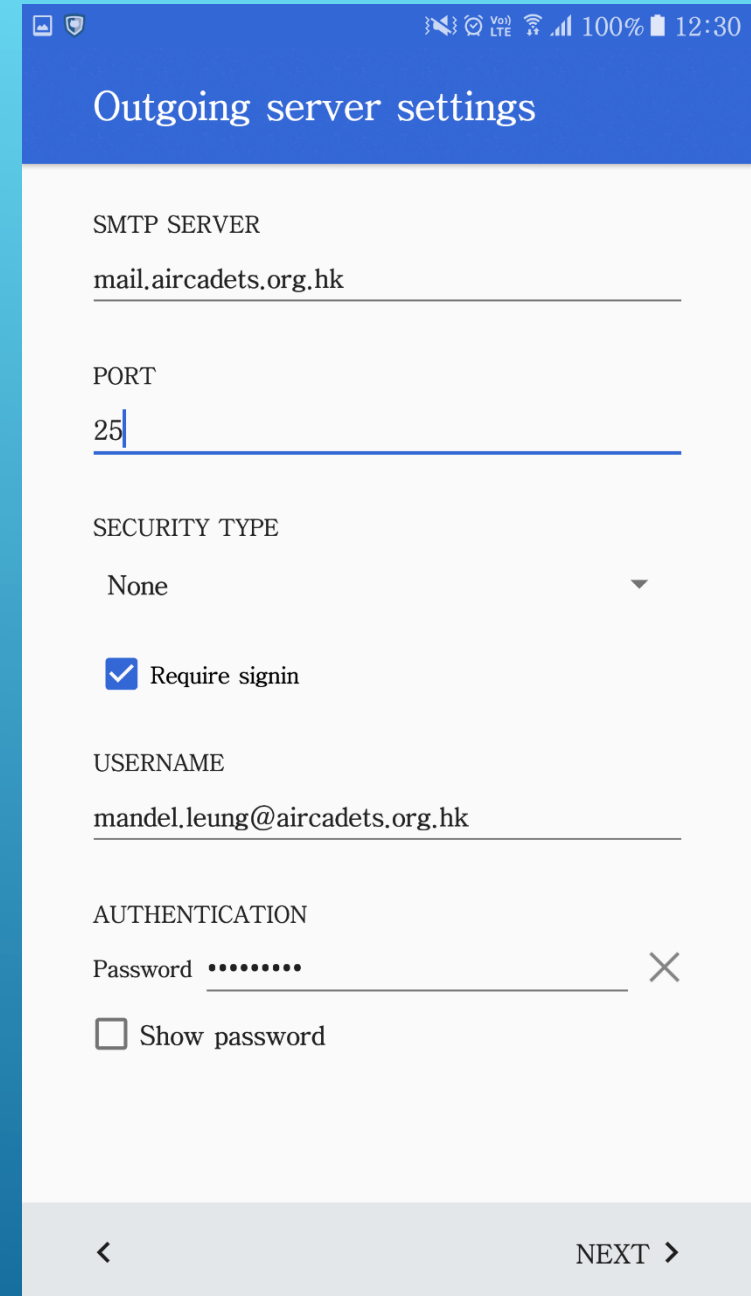Step 7 : Validating progress will be in action (it may take up to 5 mins)

MOBILE SETTING

► Step 8 : Outgoing Server setting

1. Make sure the outgoing server is set to "mail.aircadets.org.hk"

2. Port is set to 25 (set to 366 if error)

3. Security Type is set to "None"
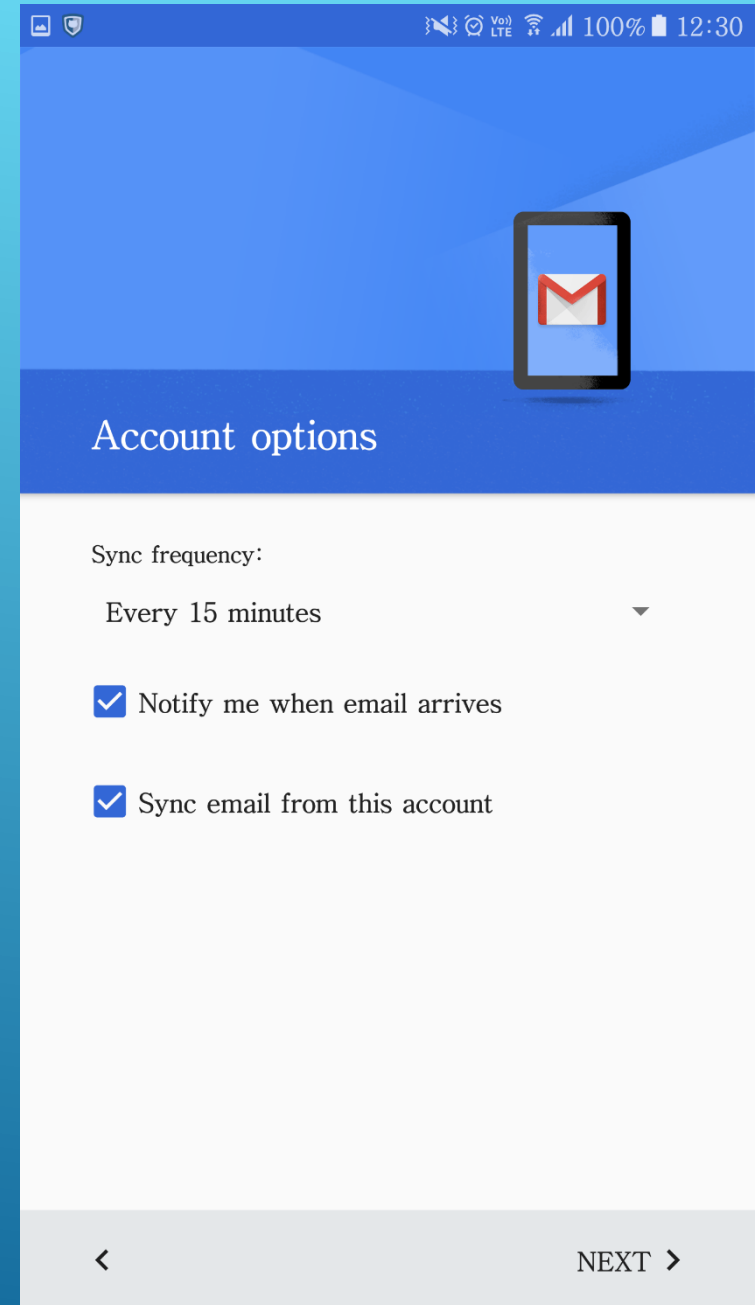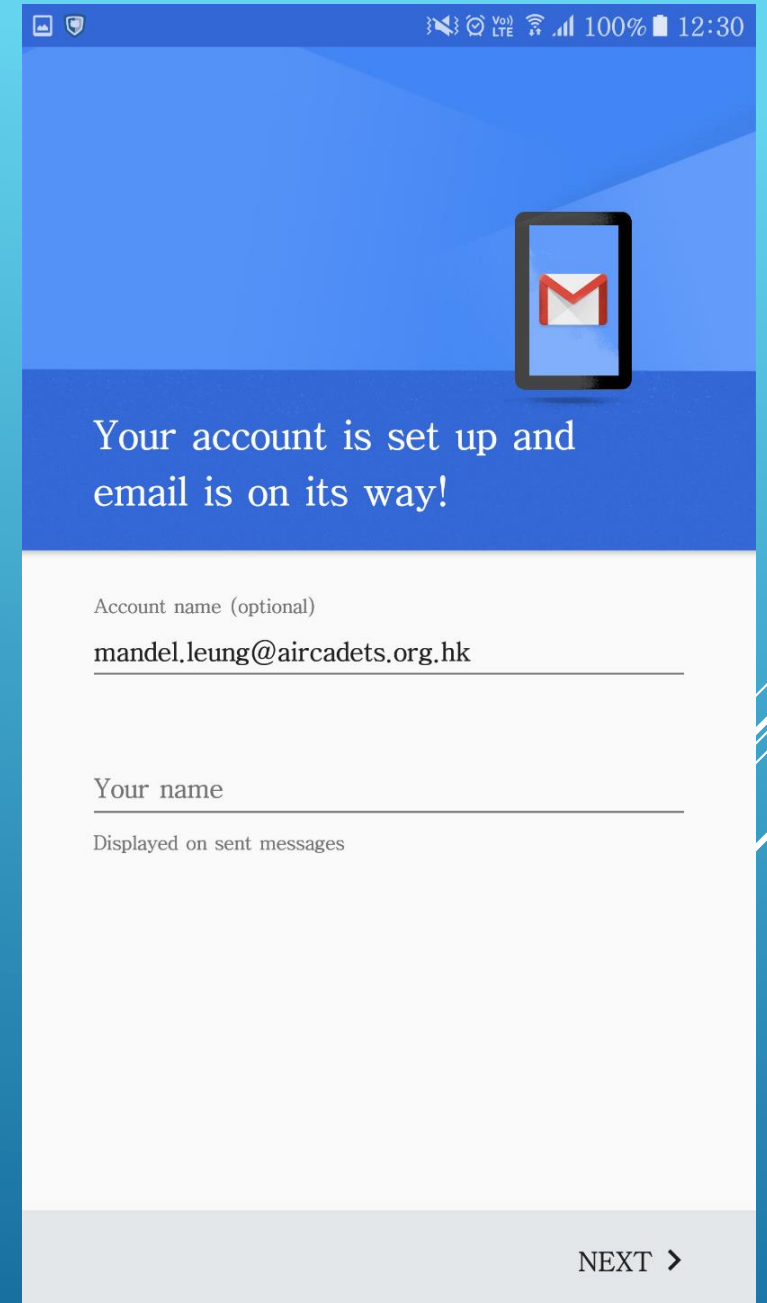
4. Require signin is "checked"

MOBILE SETTING

- Step 9 : You may now set your desire email synchronize frequency. Default is set to every 15 minutes
  - You may also change to every 30 mins or 1 hr

MOBILE SETTING

- Step 10 : Your account setup is now completed

  - You may type in your desire name to be display in your sent messages

MOBILE SETTING