

HKACC OFFICIAL EMAIL SETTING

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom-left towards the top-right, located in the lower right quadrant of the slide.

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

0101panel Webmail

Username :

Password :

Login

[Change E-mail Account Password](#)

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

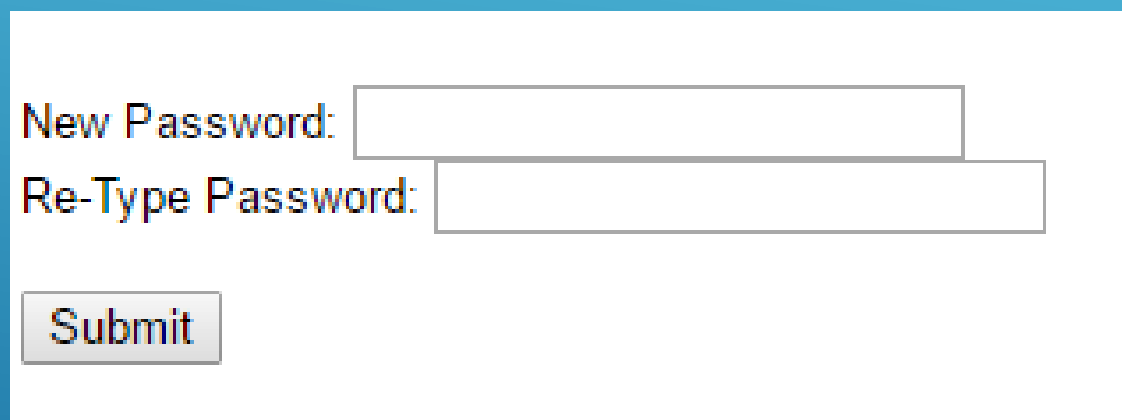
E-mail Address: @

Existing Password:

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.



The image shows a white rectangular form with a thin grey border. It contains two text input fields. The first field is labeled "New Password:" and the second is labeled "Re-Type Password:". Below the second field is a grey "Submit" button.

PASSWORD CHANGE

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

0101panel Webmail

Username :

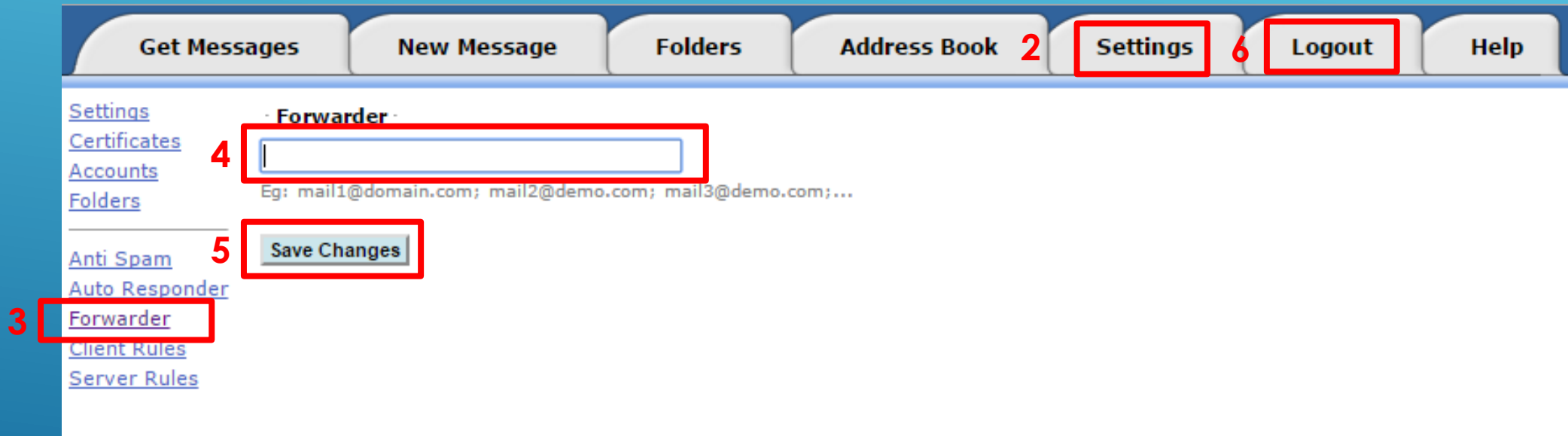
Password :

Login

[Change E-mail Account Password](#)

WEBMAIL SETTING

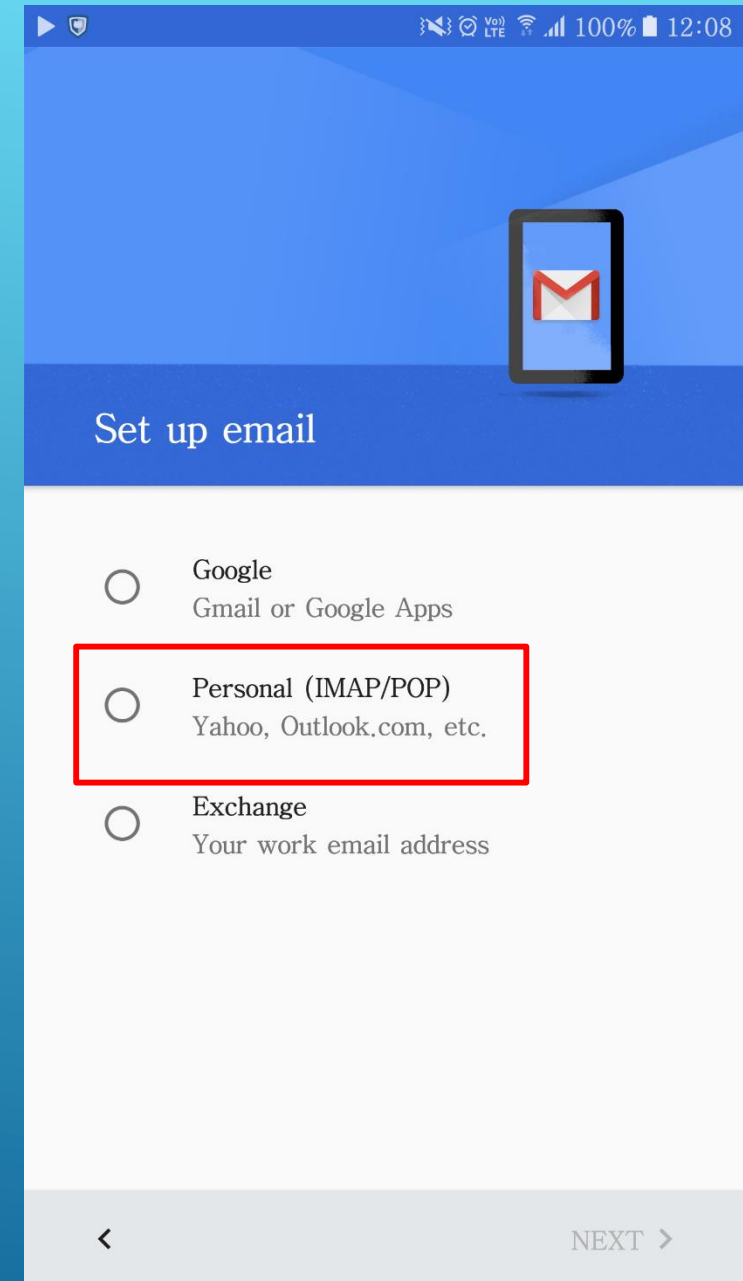
- ▶ Step 2 : Choose “Settings”
- ▶ Step 3 : Choose “Forwarder”
- ▶ Step 4 : Fill in your desire personal email account for email backup
- ▶ Step 5 : Press “Save Changes”
- ▶ Step 6 : Press “Logout”



WEBMAIL SETTING

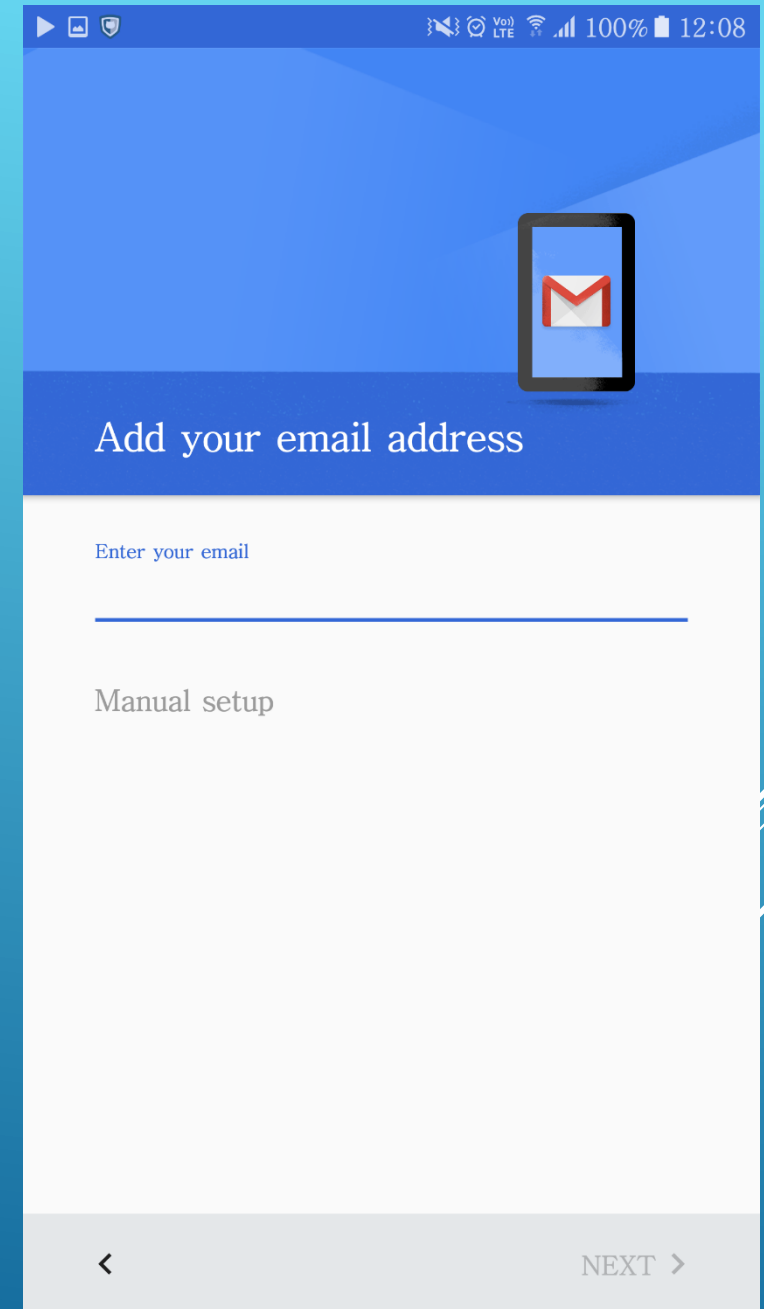
- ▶ Step 1 : Add account in setting
- ▶ Step 2 : Select Personal

MOBILE SETTING



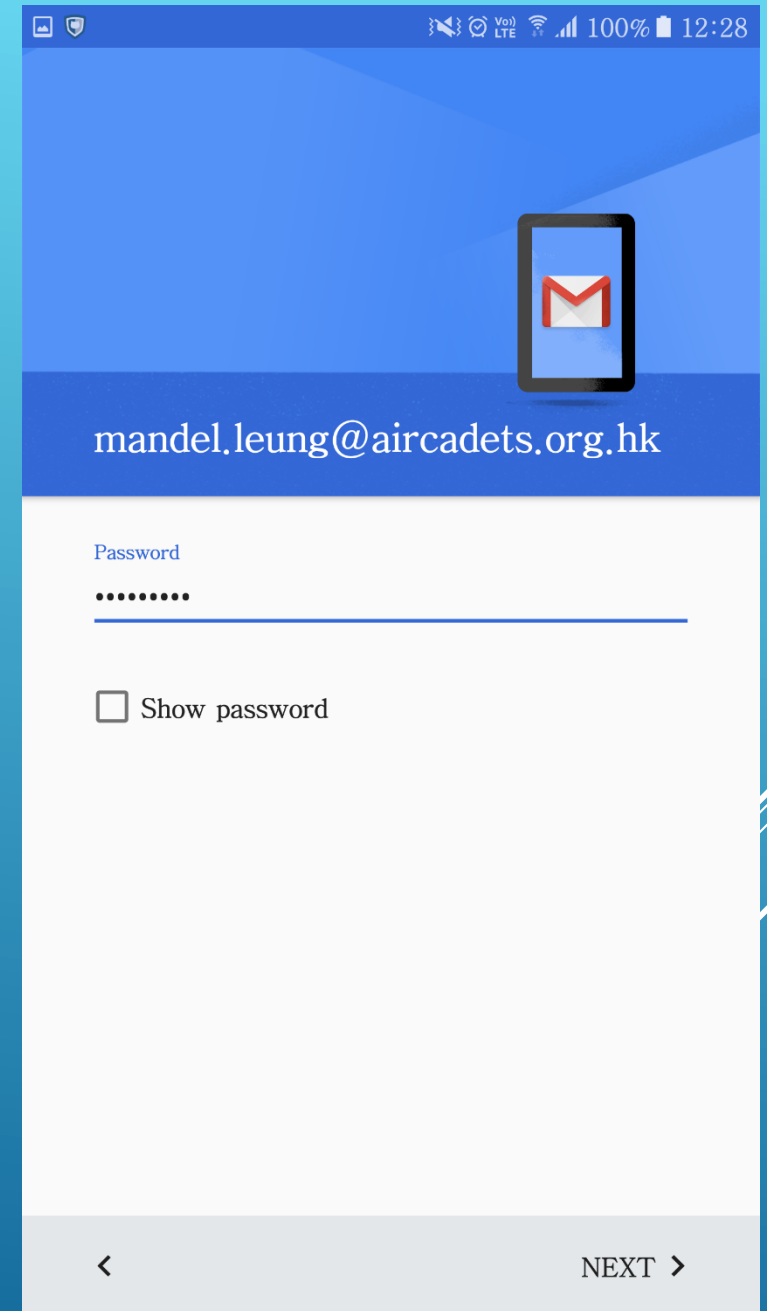
- ▶ Step 3 : fill in your assigned email account
(ie. xxx@aircadets.org.hk)

MOBILE SETTING



MOBILE SETTING

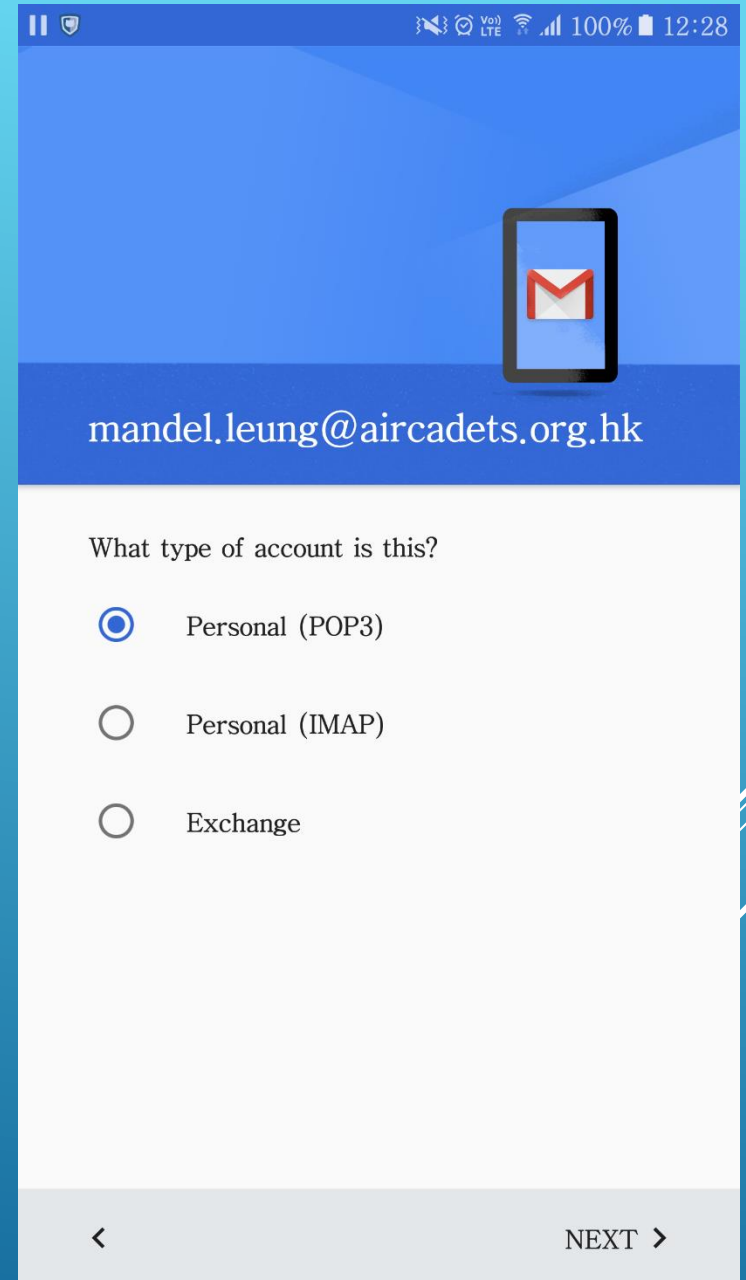
- ▶ Step 4 : type in your password



The screenshot shows a mobile interface for entering a password. At the top, there is a status bar with icons for signal, VoLTE, Wi-Fi, and battery (100%), and the time 12:28. Below the status bar is a blue header with a Gmail icon on a smartphone. Underneath the header, the email address "mandel.leung@aircadets.org.hk" is displayed. The main area is white and contains a "Password" label, a field of ten dots, and a "Show password" checkbox. At the bottom, there is a grey bar with a left arrow and the text "NEXT" with a right arrow.

- ▶ 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

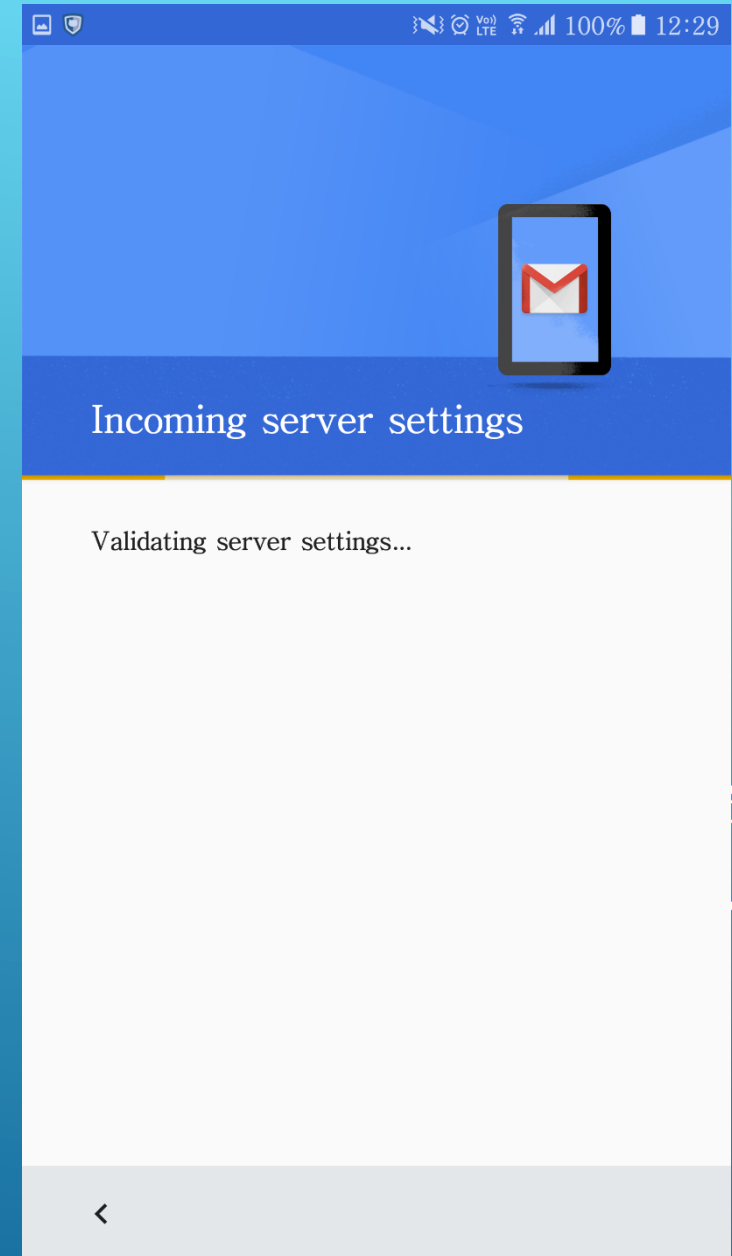
The screenshot shows the 'Incoming server settings' screen on an Android phone. At the top, there is a blue header with the title 'Incoming server settings'. Below the header, the settings are as follows:

- USERNAME:** mandel.leung@aircadets.org.hk
- PASSWORD:** masked with eight dots. There is a checkbox labeled 'Show password' which is currently unchecked.
- SERVER:** mail.aircadets.org.hk
- PORT:** 110
- SECURITY TYPE:** None (indicated by a downward arrow)
- Delete email from server:** When I delete from Inbox (indicated by a downward arrow)

At the bottom of the screen, there is a grey bar with a back arrow on the left and 'NEXT >' on the right.

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

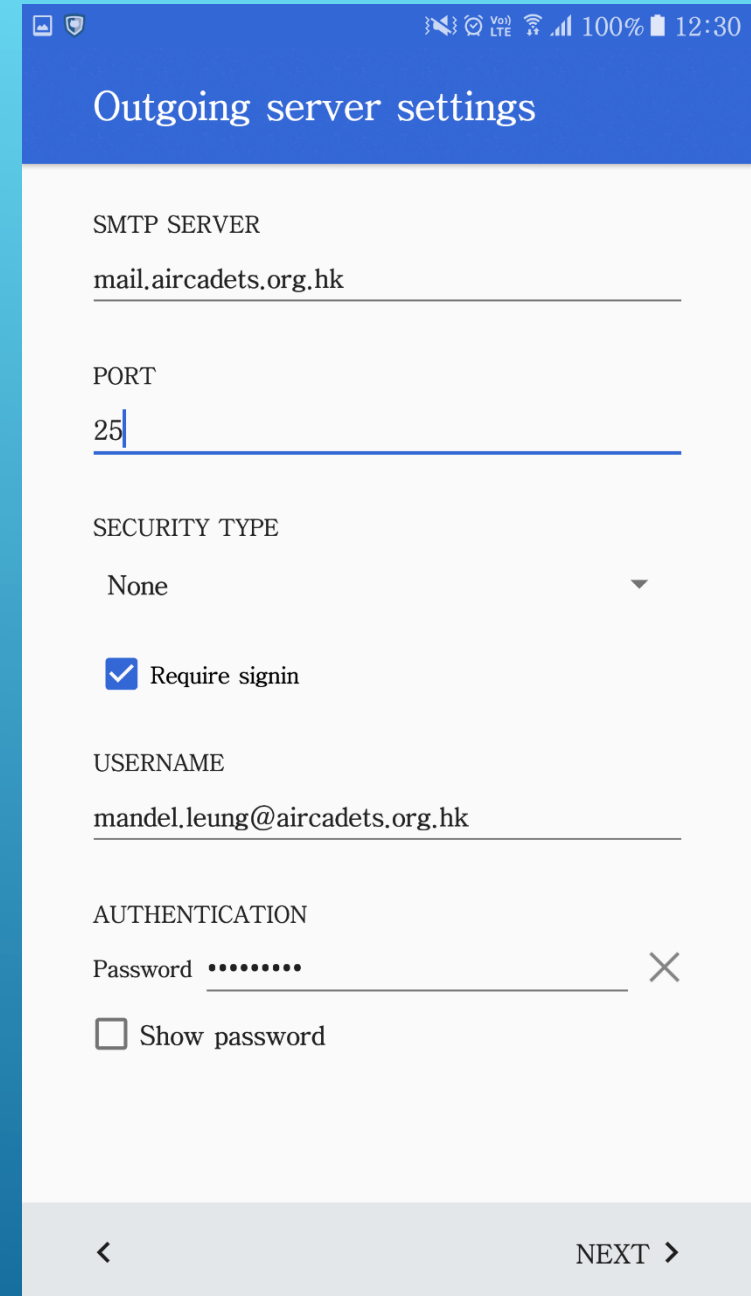
MOBILE SETTING



► 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



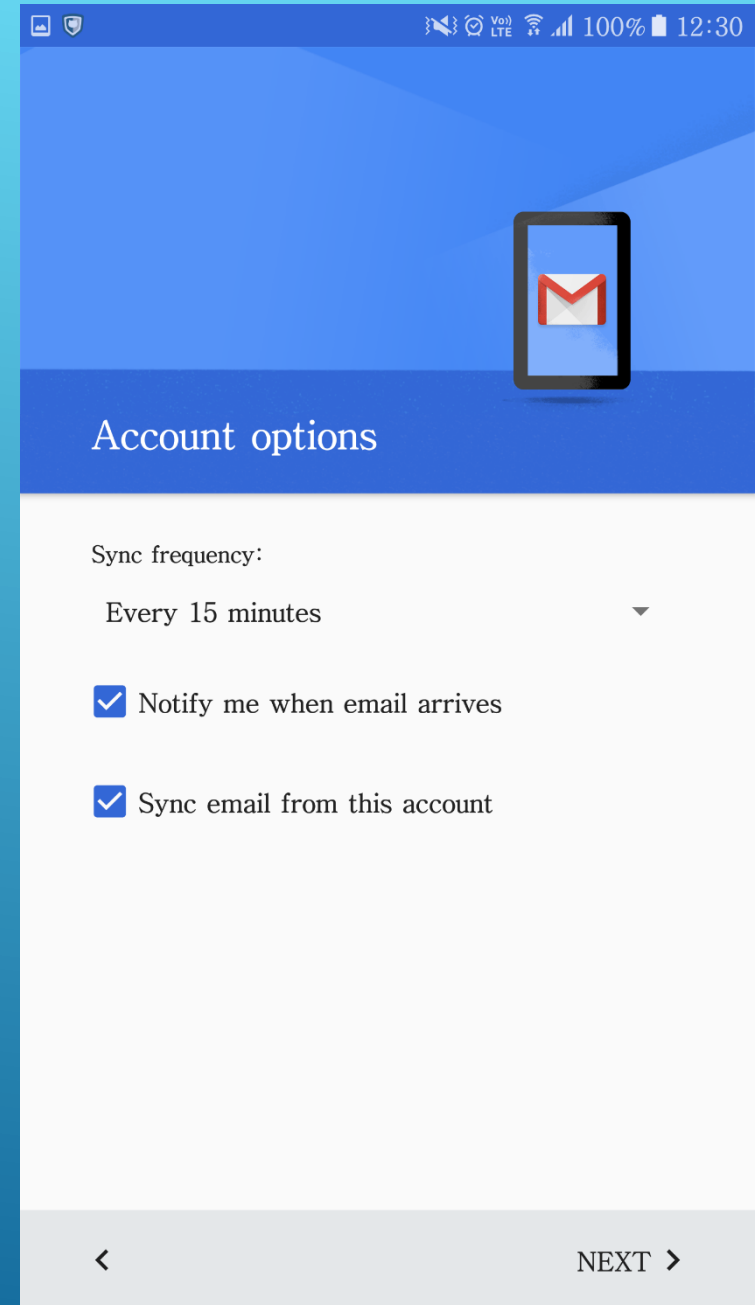
The screenshot shows the 'Outgoing server settings' screen on an Android device. The status bar at the top indicates VoLTE, signal strength, 100% battery, and the time 12:30. The settings are as follows:

- SMTP SERVER:** mail.aircadets.org.hk
- PORT:** 25
- SECURITY TYPE:** None
- Require signin:**
- USERNAME:** mandel.leung@aircadets.org.hk
- AUTHENTICATION:** Password (masked with dots) with a close button (X)
- Show password:**

Navigation buttons at the bottom: a back arrow on the left and 'NEXT >' on the right.

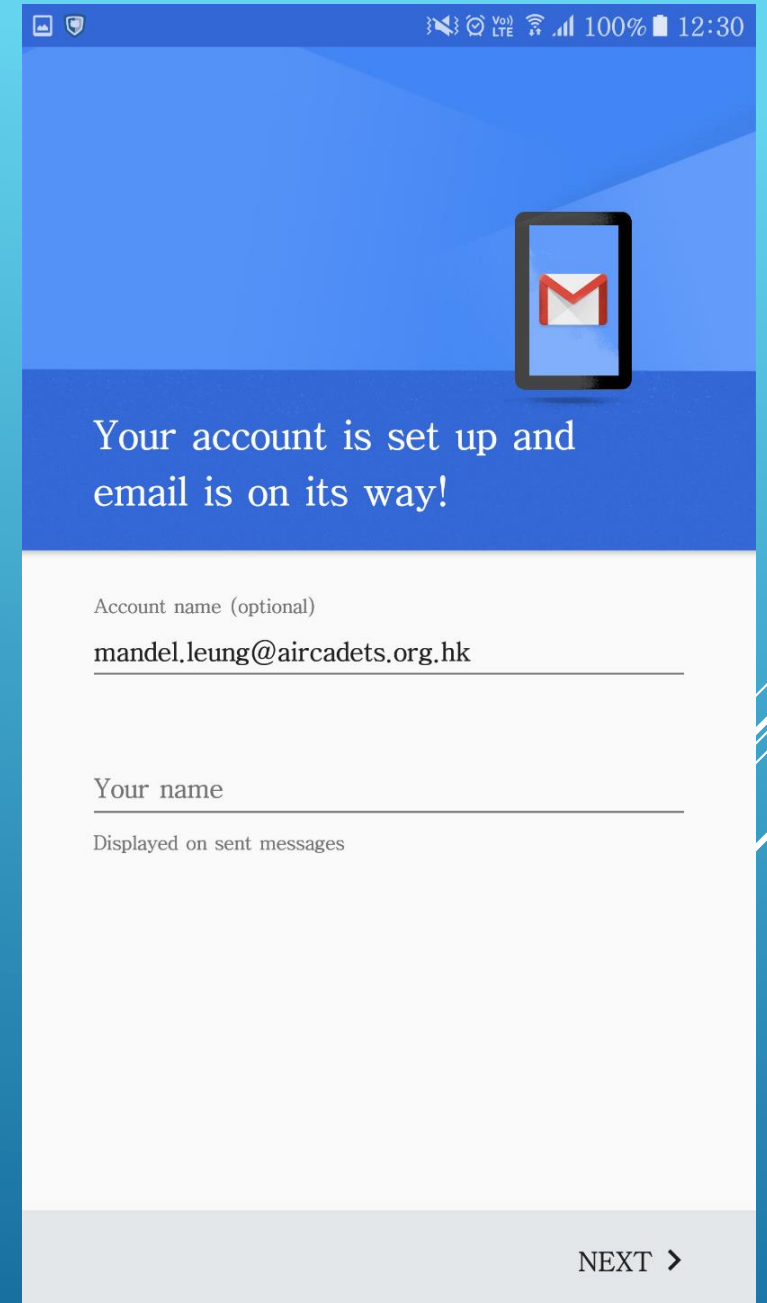
- ▶ Step 9 : You may now set your desire email synchronize frequency. Default is set to every 15 minutes
 - ▶ You may also change to every 30 mins or 1 hr

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



Account name (optional)
mandel.leung@aircadets.org.hk

Your name
Displayed on sent messages

NEXT >