

25 February 2002

To: All members

Re: CILTHK Members' Email Account

I am pleased to inform you that you can now access your personal free e-mail account at the Institute's new website at www.cilt.org.hk.

CILTHK will make extensive use of email with immediate effect as an alternative to ordinary mail for fast and effective communication with members. To bring your early attention, few professional activities will be launched in March 2002. Their details are uploaded to the new website. More interactive functions will be introduced to members in late March 2002.

A copy of user instructions to set up your email account is enclosed. For security reason, you are highly recommended to change your initial password. Should you have any questions about your email account and need technical support, please contact CILTHK Office at (Tel) 2866 6336 or info@cilt.org.hk.

Yours sincerely,



Joseph Tsui
Hon. Secretary
CILT in Hong Kong

CILTHK WebMail Instructions

To access your account, please visit the Institute's new website at www.cilt.org.hk and find below the steps to set up your account.

A. Procedures in “Login” and “Change of Password”

1. Double click to “**Member’s Corner**” icon in the start-up page
2. In “**Member’s Corner**” menu, fill in your “**Username**” and “**Password**”
3. For the 1st time login, we have assigned a Login ID and password for each member.
The default Login ID & password are as follows:
Login ID : First character of your first name + Last Name
Password : First character of your first name + Last Name
Example : CHAN Tai-man, Login ID >tmchan; Password >tmchan
(Christian name will not be counted and duplicated accounts will be identified by adding a number behind, e.g. tmchan1, tmchan2)
4. Double click the “**Login**” icon

B. Procedures in Setting up WebMail Account

For security reason, you are advised to change your password and the procedures are as follows:

1. Double click “**Personal Profile**” icon on the right top corner of the page
2. Double click “**Change Password**” button on the top of the page
3. Insert new password twice (8 digits either all numbers or characters or a combination of both)
4. Click “**OK**” to confirm the change
5. Double click the “**Webmail**” icon on the left-hand side of the page
6. Enter your default username and changed password. Double click “**Login**” icon when complete the procedure
7. Set your user preferences by clicking “**Preferences**” icon on the left-hand side of the page and insert the following information to be appeared on all outgoing email messages
Name : Your Name / Nickname
Email Address : Your Email Address
(Your Login ID@cilt.org.hk, e.g. tmchan@cilt.org.hk)
Signature : Any message/contact information (optional)
8. Click “**OK**” when complete procedure (B). The “**Inbox**” screen will then appear.