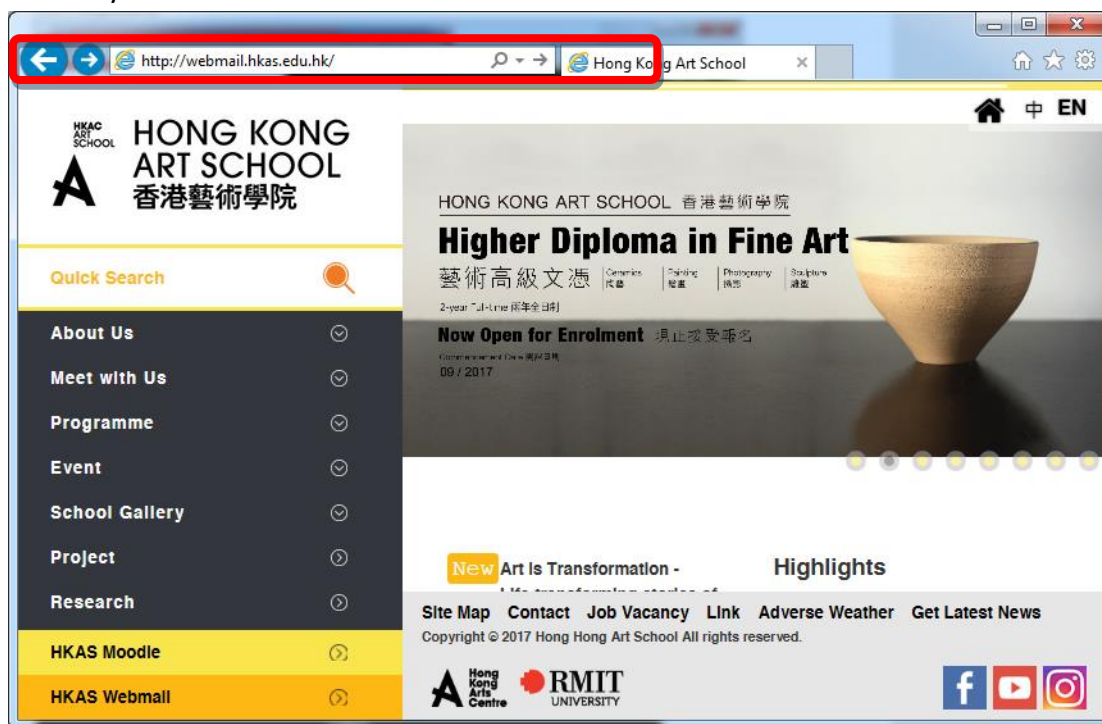


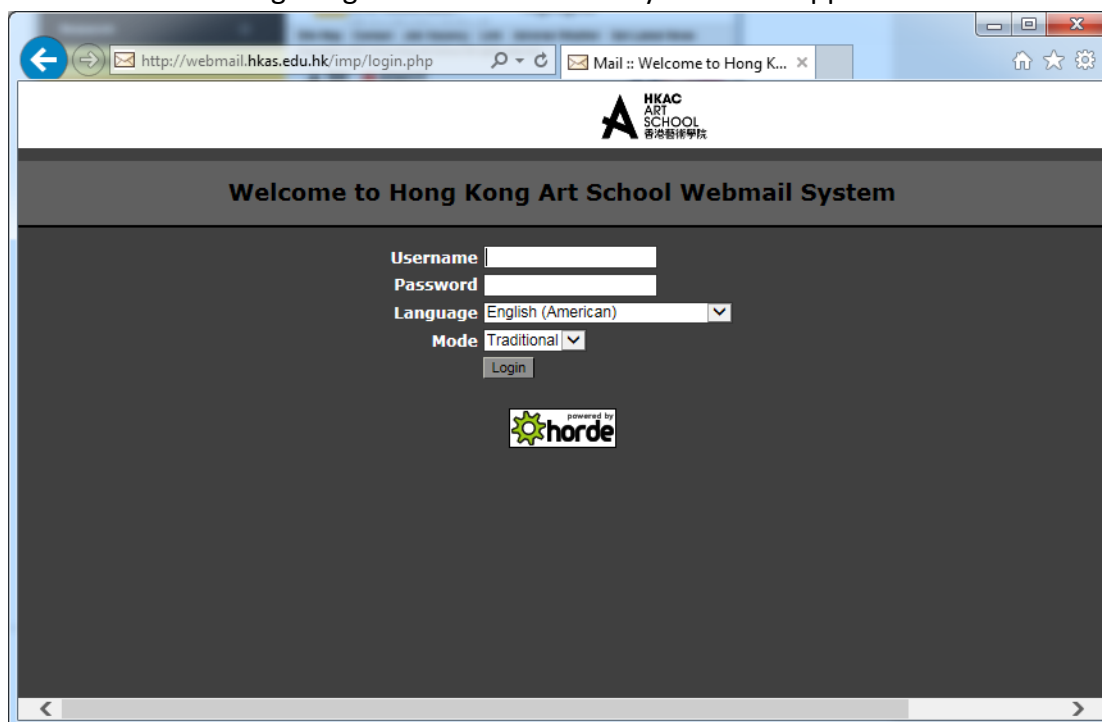
HKAS Webmail User Guide

How to enter HKAS webmail, please follow the steps below:

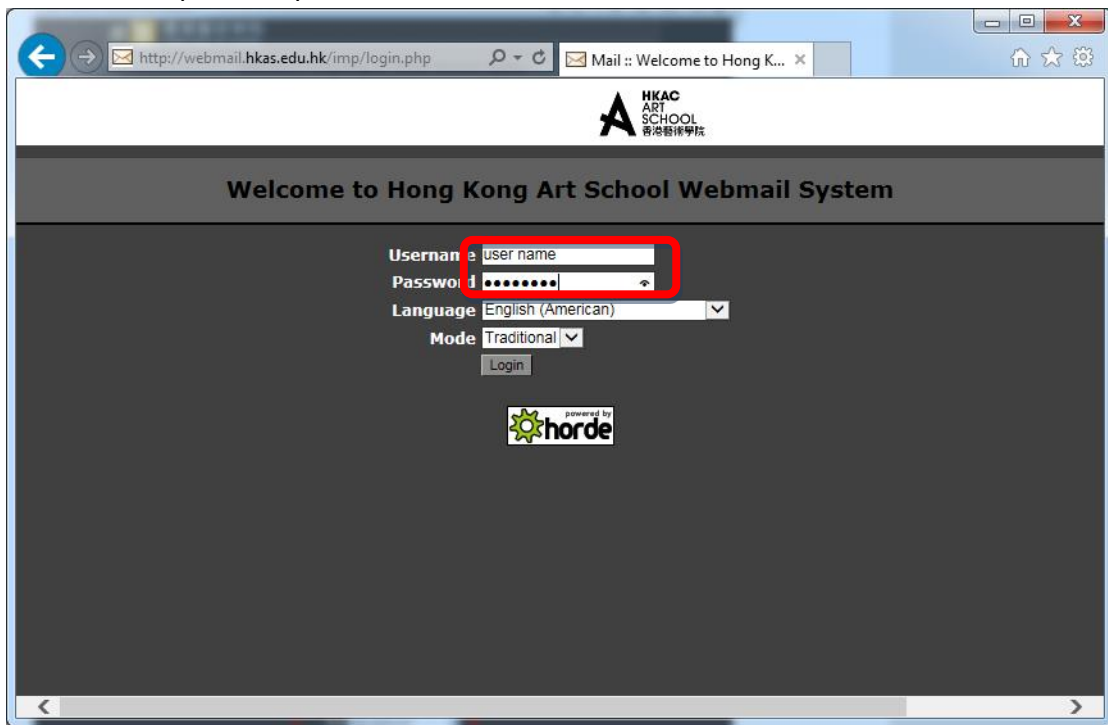
1. Firstly, double click the Internet Explorer  or Firefox  or Safari  to startup the website. Then input “<http://webmail.hkas.edu.hk>” and press “Enter” from keyboard.



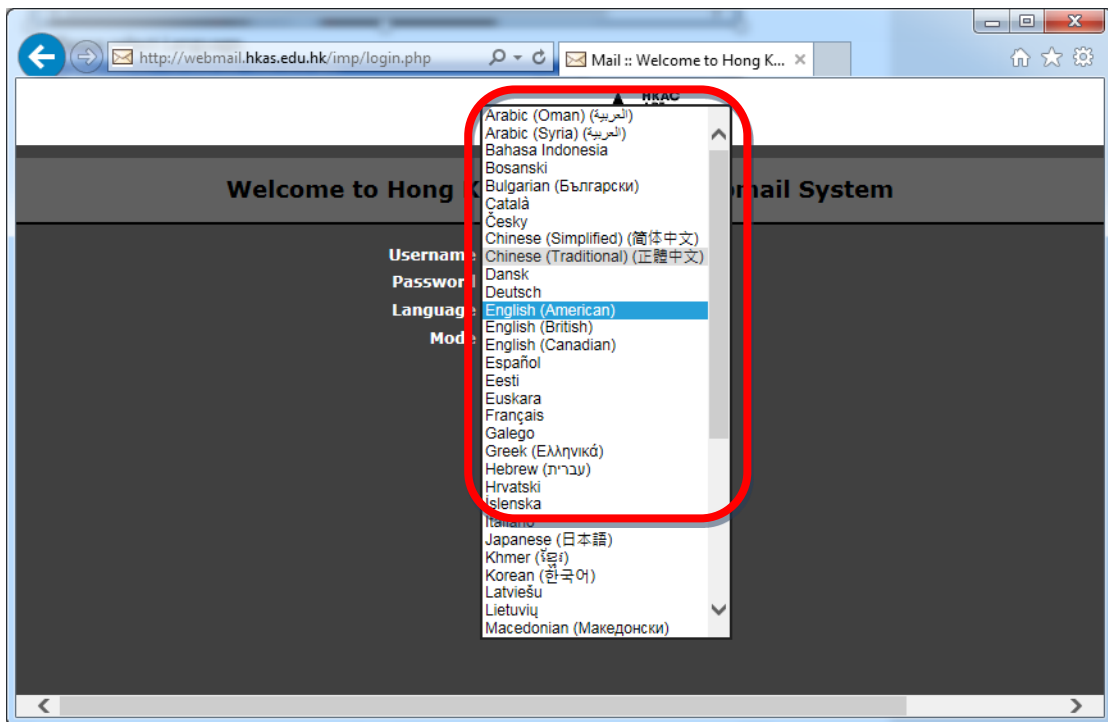
2. “Welcome to Hong Kong Art School Webmail System” will appear.



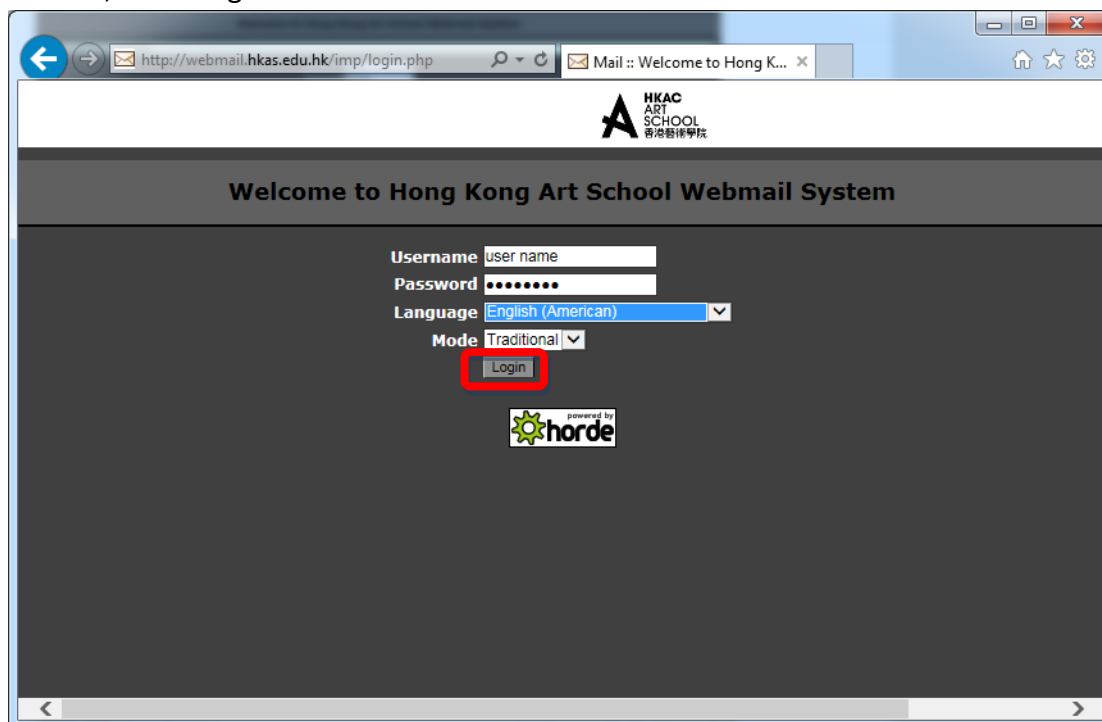
3. After that, please input "Username" and "Password".



4. Please select Language.



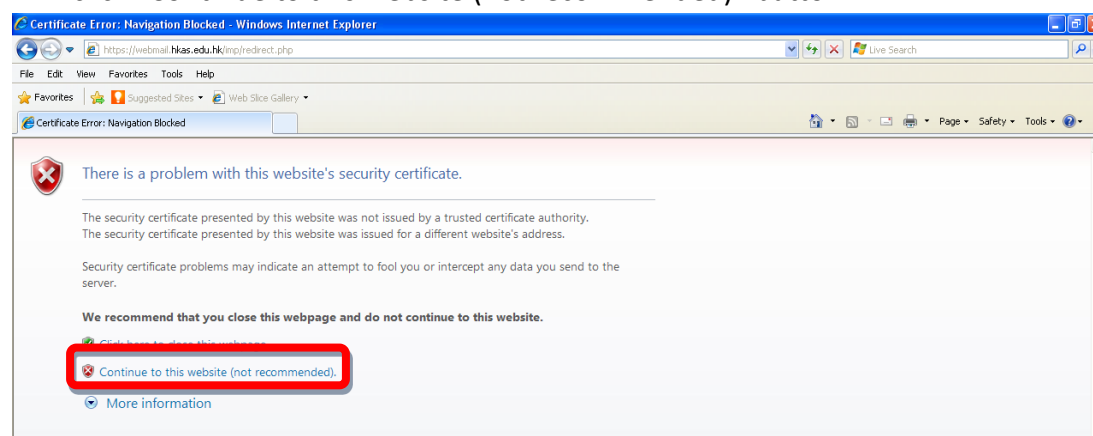
5. Then, click “Login” button.



6. If you click the “Internet Explorer browser”, please follow the 6.1 step below.
If you click the “Firefox” browser, please follow the 6.2 step below.

6.1 Internet Explorer browser

“There is a problem with this website’s security certificate.” will appear. Please click “Continue to this website (not recommended)” button.



6.2 Firefox browser

step 1 . click “I Understand the Risks”

step 2 . click “ Add Exception”

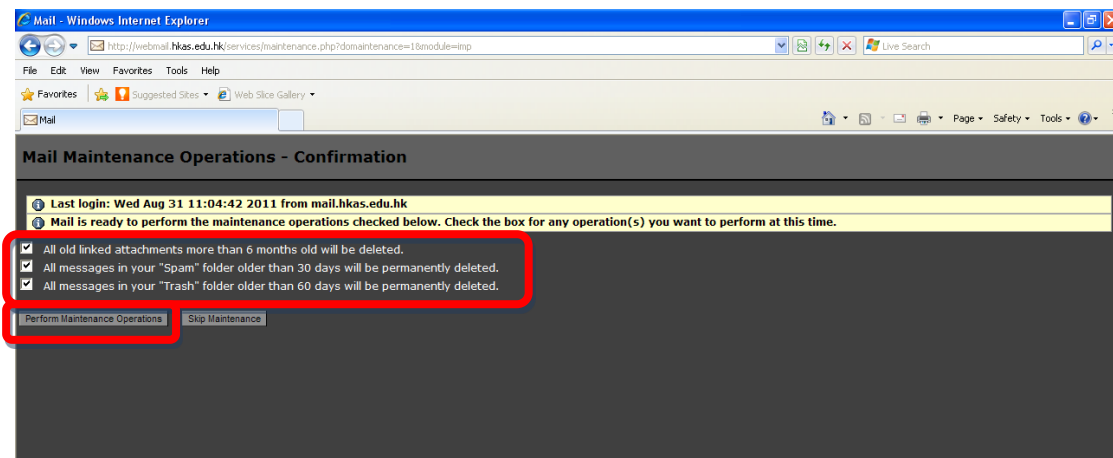
step 3 . click “ Get Certificate”

if store this ssl license , please click on “ permanently store the exception”

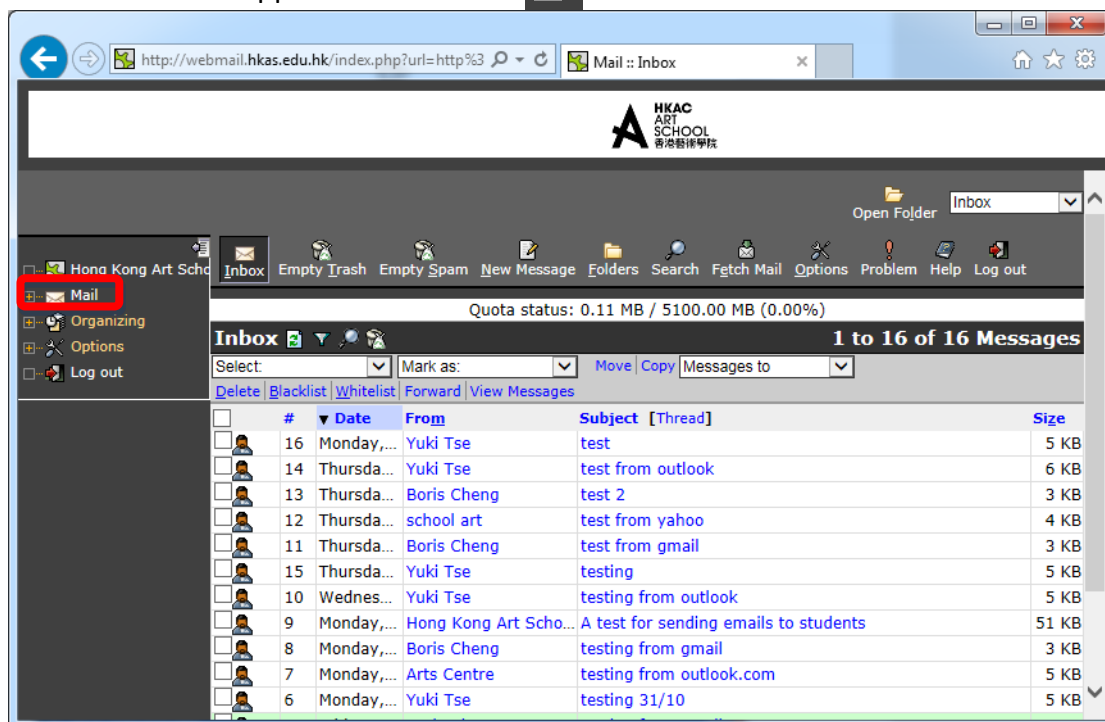
step 4 . click “Confirm Security Exception”



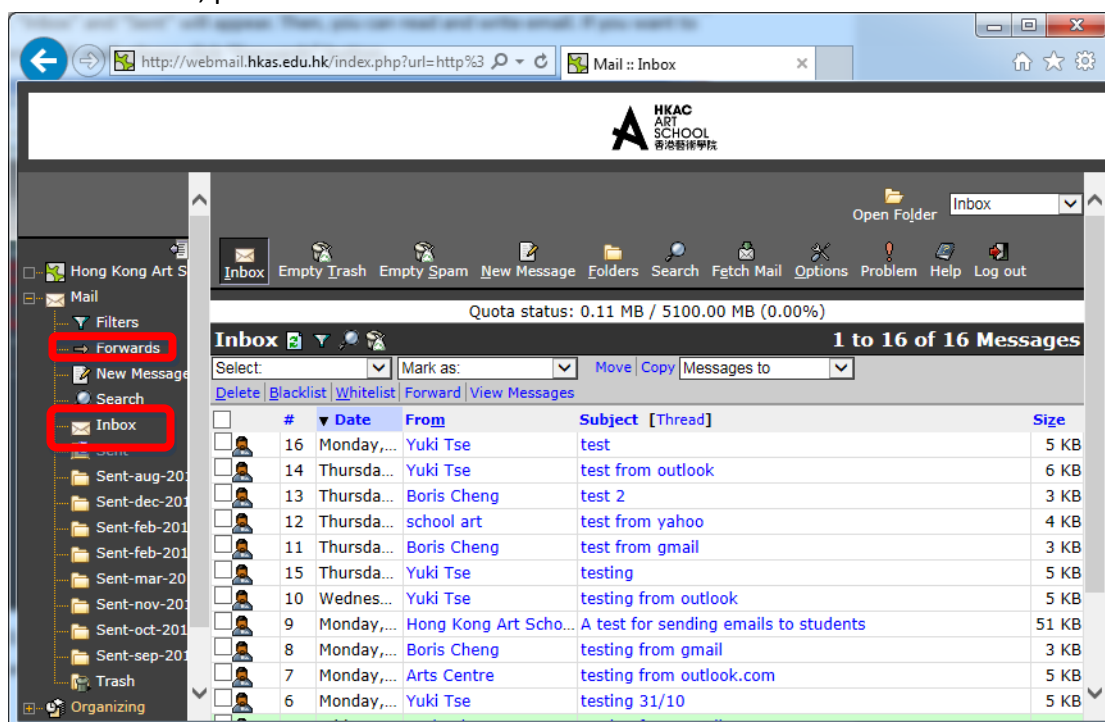
7. “Mail Maintenance Operations – Confirmation” will appear. Please read this agreement carefully. Then press “Perform Maintenance Operations”.



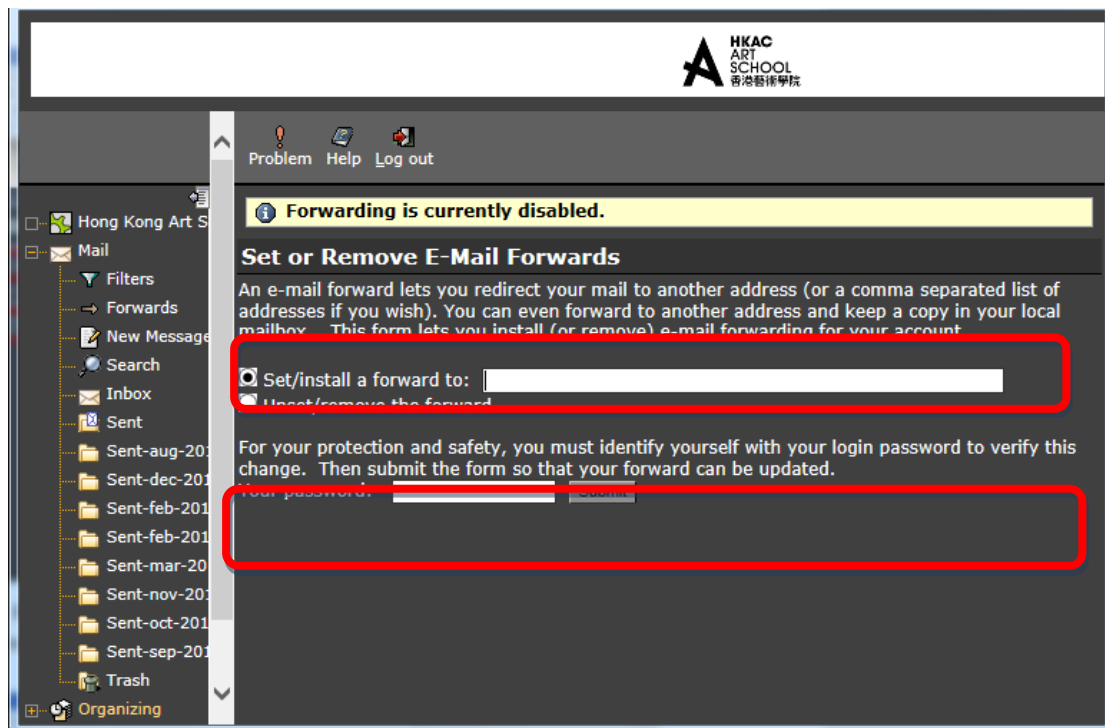
8. "Webmail" will appear. Please click "+..." button.



9. "Inbox" and "Sent" will appear. Then, you can read and write email. If you want to forward E-mail, please click "Forwards" button.



10. "Set or Remove E-Mail Forwards" will appear. Please read this agreement carefully.



11. Finally, please input your "private email A/C". (For example: Kary2000@hotmail.com) Then, please input your password and press "Submit" button.

