LAW SOCIETY'S WEB-MAIL SYSTEM

1.1. Policy

Starting from 1st January 2001, the Law Society will distribute the weekly circulars by e-mail in place of hardcopy. A mail server will be set up by Peernet Company Limited ("Peernet") for the Law Society with the following domain name:

username@mail.hklawsoc.org.hk

The policy of the web-mail account :

- a. all members will be entitled to open one e-mail account;
- b. each account will be allocated 3MB storage space;
- c. username will be assigned to members on first-come-first-serve basis;
- d. username and password for web-mail account will be used to gain access to the Members' Zone of the restructured web site (members are allowed to change their password); and

Members' Zone of the web site:

- a. all members, associate members, student members and registered foreign lawyers are allowed to gain access to the Members' Zone;
- b. username and password will be the same as these of web-mail account; and
- c. members may change to a different password for access to the Members' Zone.

1.2. Registration Procedure :

a. Members may apply for e-mail accounts through the Internet at the following URL address:www.hkpeernet.com/hklawsoc/registration.html

		🚈 Peemet Company Limited - Web Mail F	egistration Form - Microsoft Intern	et Explorer
		檔案(E) 編輯(E) 檢視(∀) 我的	最愛(<u>A</u>) 工具(<u>T</u>) 説明(<u>H</u>)	
			3 B-3 - 9 9	網址 D @ http://www.hkpeemet.com/hklawsoc/registration.html 👤 ♂移至
		Peerne	et 🛛	HOME
		Com	oany Profile Products & Servio	ces Investors & Partners News Awards
		r -	The Law Socie	ety of Hong Kong
			Web-Mail R	egistration Form
		It has been announc will be launched on 1 be delivered to its me collect the circulars.	ed by the Law Society of Hong I st January 2001 and that at the mbers electronically. Each me	Kong that the official restructured web site of the Society e same time, the "Weekly Circulars and Yellow Pages" will mber is allowed to open one web-mail account in order to
		If you are a member (upon completing this Members' Zone of the	of the Law Society, your userna registration form with Peernet Law Society's web site with th	me will be assigned to you on first-come-first-serve basis Company Limited. You may also gain access to the re same username.
		If you want to access choice at the next reg	to the Members' Zone only and istration page.	do not require the web-mail account, please indicate your
			Sig	n Up Now
			Copyright © 2000 Peerne	t Company Limited. All rights reserved.
🖉 Peemet Company Li	imited - Web Mail Registration Form - Mi	crosoft Internet Explorer	_ & ×	Totomot
│ 檔案(E) 編輯(E)	檢視(型) 我的最愛(▲) 工具(工)	說明(出)	連結 > 🌆	S internet
← - → - ⊗ [1 A Q B 3 B - 3 🖬	▼ 三 》 網址 D ❷ http://www.hkpeemet.com/signup/signupnow	html 💌 🔗移至	
Per	rsonal Information		-	
	Surname	Chan	1	
			_	
	(Same as HKID Card or Passport)	Tai Man		b. A registration form has been
	Firm / Company / School Name	Chan Tai Man & Co.		built on the web site of Peernet
	Member Type	6 Mamhar	-	where you are required to enter
		Practice Certificate No. : S09999 (Optional)		your name your firm's name and
		Registered Foreign Lawyer		other popogoary data as as to
		Registration No. : (Optional)		
		C Associate Member		enable the Law Society to verify
		C Student Member		your membership;
		1		
Ac	count Information			
	Your usemame is assigned to you desending order. If preference is a	on first-come-first-serve basis. Please enter your choice in Int indicated, we will assign your username automatically		
	acconding order. If preference IS II	or more action and a sign your username action attraits.	_	
	Username 1st Choice : tm_c	han @mail.hklawsoc.org.hk		

- c. You may enter 3 usernames in the appropriate boxes. The Law Society will assign one username to you according to your choice so long as it is not registered by other members. It is recommended that you use your initial and surname to make up your username, for example, "ssmith" for "Sam Smith" or "tmchong" or "jason_chong" for "Jason Chong Tai Man".
- d. Press the **[Submit]** button after entering all the data. The system will acknowledge your application and immediately forward your application to the Law Society.
- e. After your membership is confirmed, the Law Society will send you a letter with your password. If you do not receive any response after 14 days, contact Ms. Winnie Leung of the Law Society at 2846-0520.
- f. Starting from 1st January 2001, all members may login to the web-mail system to activate their accounts and also to gain access to the Members' Zone of the restructured web site with the username and password.

1.3. Retrieving Weekly Circulars:

a. Login: You may login to the web-mail system using one of the following two ways:
1. Login from the members' zone
2. Login from the website :

http:/mail.hklawsoc.org.hk

- You will find the menu on the left hand side which is divided into 3 sections: hklawsoc.org.hk Mailbox, User's folder and Options.

- The centre part tells you whether you have any new e-mail and whether there are any announcements from the Law Society





- On the right hand side, you can find the existing status of your account, such as the **[Space Used]** and **[Total Available Space]** and the login information. By checking it, you can see whether your account has been accessed by any unauthorized person(s).

Check E-mail : Click on the b. icon [Check mail] on the left menu, the system will check your account and bring you to your Inbox where all your e-mails will be displayed.

> - The icon " 🖂 " indicates an unopened e-mail and the icon "
> "
> indicates an e-mail you have read - You may click on the heading to sort the e-mails as well.

Web Mail: The Law Society of Ho: 檔案(P) 編輯(E) 檢視(V)	ng Ko 我的	ong - Mi 日最愛(<u>A</u>	crosoft Internet Explo) 工具(T) 説明	over (H)			_ @ ×
KLAWSOC.org.ht Check mail	inb (*		Click to so	」" 網址() @ a	org.hk/cgi- The	auth/login cgi7cmd=auth⟨=an a Law Society of Hong Ko New Messages 1 / Folder Size: 487.8KB Avail	g&hum=2 _ で移主 ong ② Help Total Messages 2 able Space: 2.5MB
@ Comnose	1	!	m	Sent Date	Size	Subject	File
- 🖾 Inbox - 🗇 Sent		*	info@hkpeern	10/11/2001(Thu) 12:13pm	482.8KB	Circulars (10.09.2001)	۲
- 🗊 Trash - 🕒 Drafts			info@hkpeern	10/11/2001(Thu) 12:07pm	5.0KB	Circulars (08.10 Cli	ick to view
User's folder	hb		From V Sub	Ject tents		Search	
🔊 You have 1 unread message(s)							🌍 Internet

View Weekly Circular : same as reading other e-mail, simply click on e.g. "Circulars c. (10.9.2001)" of the [Subject] column, the content of the

	web Walt. The Law society of Hong Kong - Wichson Internet Explorer	
column, the content of the	│← · → · ◎ ◙ ♂ ◎ @ ● · ∋ ₩ · ∃ ♀ ≵ ₽ @ ₽	E
e-mail will be displayed:-	Image: Second	
	To: chantaiman@mail.hklawsoc.org.hk 🔪 Add Address	
Click the [View File] button	Cc: Add Address	
	Subject: Circulars (10.09.2001)	
	Sent: 10/11/2001(Thu) 12:13pm Message Type: HTML file Priority Level: Normal	View file
 Right Click the File Name to 	Dear Members,	
download the circulars e.g.	After consultation with the Law Society, the Circulars and Yellow Pages are now	
"c010910.doc".	being sent to you in MS Win Word format (version 97 or above). The file size will be much larger and it will require longer time to download, however, this format	
	has been used to enable members to print the circulars separately or to forward	
You will also find a full act of	them and the Yellow Pages within the office.	
	The steps to download the documents are as follows:-	
circulars on the web site of the	 click the [View file] button on the right hand side; right click on the filename such as "c010910.doc", "v010910.doc"; 	
Law Society where you can	3. select and click "Save target as" to save the file to your harddisk.	
search and browse as you	If your MS WinWord is older than version 97, you may need to upgrade your WinWord	
wish. It is therefore not	or alternatively you can download the circulars in Adobe Portable Document Format	
necessary for you to keep your	(PDF) at the front page of Members' Zone.	
	If you are using 56k dial-up service to gain access to the Internet, it may take	
own copy in your e-mail	over 15 minutes or more to download the material. In view of the large file size of the documents, you may have difficulty in downloading the above files. Please	
account.	Reply All Forward Delete Close	Inbox - Conv. Move



- Since each member is allocated a 3MB storage space only, you are therefore required to delete your e-mails from time to time. If your account is full, a warning message will be shown when you login the system and the system will stop accepting further e-mails until there is available space.

- If you want to keep your own copy of the circulars on your hard-disk, the following section about the "forwarding" function is your solution.

1.4. Forwarding your E-mail:

a. **Forwarding:** If you have another personal e-mail account, for example, an e-mail account provided by your ISP or a free web-mail provided by other well-known portal web-sites, such as hongkong.com, Yahoo or Hotmail, the system allows you to automatically download your e-mail from the system to your personal e-mail account or directly to your computer. In other words, you can have total mail management in one account without the need to log into each account to aback and road your mail.





Suppose you have a personal e-mail account in MSN Hotmail : taimanchan@hotmail.com

a. Click on **[Options]** > **[Preference]** from left menu

b. Enter your personal e-mail account in the box [Forwarding] and type taimanchan@hotmail.com

c. Scroll down to the bottom and click on the **[Save]** button.

d. Then you will receive all your e-mail in your personal e-mail account.

ii) <u>Forwarding to your</u> <u>Outlook Express</u>

Suppose you are assigned with an e-mail address "simon @mail.hklawsoc.org.hk"

- a. Launch your Outlook Express
- b. Click on **[Tools]** (工具) > **[Accounts]** (帳號)



- c. Select [Mails] (郵件) and [Add] (新增)
- d. Click on [Mails] (郵件)



- e. The Internet Connection Wizard (連線精靈) will appear. Enter the following information:
 - Your name (顯示名稱): "Simon Tse" or the name which you want to display in your e-mail
 - E-mail Address (電子郵件地址): "simon@mail.hklawsoc.org.hk"
 - Incoming mail server (內收郵件伺服器) (POP3): "mail.hklawsoc.org.hk"
 - Outgoing mail server (外寄郵件伺服器) (SMTP): as provided by your ISP

e.g. if your ISP is Netvigator (網上行), it will be "mail.netvigator.com"

- Accounts (帳號): "simon"
- Password (密碼): as provided by the Law Society
- Click on "Finish" (完成) at the end.

You will now have a new account in your Express Outlook

to your computer directly.



0412241116 PDF created with FinePrint pdfFactory trial version http://www.fineprint.com

iii) Forwarding to your Netscape Messenger

Suppose you are assigned with an e-mail address "simon @mail.hklawsoc.org.hk"

- a. Launch your Netscape Messenger
- b. Click on [Edit] (編輯) > [Preference] (喜好設定)





account in your Netscape Messenger. When you are asked for the Password (密碼), you may enter the password provided by the Law Society and then download your e-mail to your computer directly.

Note: Netscape Messenger only support one pop3 account. You have to upgrade to Netscape Messenger 6 to enjoy the function of multiple email accounts.

iv) Forwarding to your Netscape Messenger 6

- Suppose you are assigned with an e-mail address "simon @mail.hklawsoc.org.hk"
- a. Launch your Netscape Messenger 6
- b. Activiate the Account Settings. Click on [New Account] to add new account.





b. Follow the Wizard and enter your information: - select "ISP or email provider"

- enter your Identity
- i. Your name (顯示名稱): "Simon Tse" or the name which you want to display in your e-mail
- ii. E-mail Address (電子郵件地址): "simon@mail.hklawsoc.org.hk"

our	nt Wizard
Ser	ver Information
	Calast the two of increasing services with a
	Select the type of incoming server you are using.
	POP O IMAP
	Enter the name of your incoming course (for outstallo, "and outstallo not")
	Enter the name of your incoming server (for example, imail.example.net).
	Server Name: mail.hklawsoc.org.hk
	C Outaging Server (SMTP)
	Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").
	Server Name: mail netvigator.com
	Cancel Back Next Finish

- enter User Name : "simon"



- The Wizard will display a **Congratulations** message to confirm your setting. You will now have a new account.

ount Wizard		×
Identity		
Each account ca to others when th	n have its own identity, which is the information that identifies you ey receive your messages.	
Enter the name yo messages (for exa	ou would like to appear in the "From" field of your outgoing ample, "John Smith").	
Your Name:	simon tse	
Enter your email a example, ''user@	address. This is the address others will use to send email to you (for example.net").	
Email Address:	smtse@mail.hklawsoc.org.hk	

- enter the Server Information
- i. Incoming server : select "POP3" and enter "mail.hklawsoc. org.hk"
- ii. Outgoing server : as provided by your ISP e.g. if your ISP is Netvigator (網上行), it will be
 - "mail.netvigator.com"

User Name Enter the user name given to you User Name: <u>ante</u> <u>other Sec</u>	u by your email provider (for example, "jsmith"). cel Back Next
Enter the user name given to you User Name: smite Conc unit Wizard	u by your email provider (for example, "jsmith"). cel Back Next
User Name: <u>amtse</u> Canc	cel Back Next
Canc	cel Back Next
Care	cel Back Next
Canc	cel Back Next
Cane	cel Back Next
Canc	cel Back Next
Canc	cel Back Next
unt Wizard	cel Back Next
unt Wizard	
ount Wizard	
juni wizaru	
ongratulations!	
Please verify that the information	below is correct.
Account Name:	smtse@mail.hklawsoc.org.hk
User Name:	smtse
Email Address:	smtse@mail.hklawsoc.org.hk
Incoming Server Name:	mail.nkiawsoc.org.nk
Rutaging Server Name (SMTP):	mail netvicator.com
outgoing server mane (smrr).	mainterrigator.com
Click Finish to save these settings	is and exit the Account Wizard.

1.5. Tips on Using e-mail :

External mail: You may forward your e-mail in your account to another e-mail account. Similarly, а you can also bring e-mail from other e-mail accounts into your account provided that the mail server of those e-mail accounts support the POP3 service.

To register and modify External Mailbox:-

- click on [Options] > [External mail]

- then click on the () button to register the external mailbox, a form for the external mailbox registration will appear as shown in the Figure below. In this form, you will be required to enter a name of the external POP3 server, ID and password to be used for the server.

- in [Messages in Server] , you must set the retrieval option	POP3 Server	mail.3rsoft.com		
the retrieval option and decide whether to	ID	testid	Password ****	
save the e-mail from the external mailbox(s). - For example, if you use Netvigator as the POP server, if you	Messages in Server	Messages to Retrieve © Only New Messages C All Messages		
		After retrieving messa	iges 🖸 Delete 🔿 Save	
	Folder to Save Messages	Inbox 💌		
need to input "pop.netvigator.com"	Save Car	ncel		

in POP3 server field, enter the ID and password, and store this value. You can bring an unread mail by choosing the [Only New Messages] option. The final step is to log in POP3 server by clicking the [Check New Mail] button. All incoming mail from external accounts will be brought mail and saved to the [Inbox].

b. Changing Password: This function is used to change the login password. If the password is disclosed to others, your important personal information and mail may be at risk therefore, the management and security of this information is important.

- A password is generally recommended to be longer than 6 digits with a combination of letters and numbers. You should not use a word that can be guessed or easily

Current Password	****	
New Password	*****	Must be four or more letters + numbers
Password Confirmation	*****	
Modify Res	et	

detected. It is possible to guess passwords shorter than 4 digits or which can be seen upon entering the password at log

- in.
- Click [Options] > [Password]
- Enter your current password
- Enter your new password twice
- Click the [Modify] button at the bottom.

C.	Signature : The Signature is	
	an individual profile, which	e
	may includes name, company	
	name, home page URL,	
	phone number, and e-mail	
	address as shown.	F
	The Signature function is a	
	feature that will allow you to	E
	attach your own signature to	
	the end of each out-going	
	message. When you	
	[Compose] a message, the	
	pre-inputted signature will be	
	included at the end of each	
	sent message when you click	E
	the [Attach Signature] box.	
	- To pre-input your signature.	



click [Options] > [Signature]

- Type the signature
- Click the [Save] button to save the signature.

After adding your signature, you may [**Compose**] an e-mail with or without the signature by checking or un-checking the [**Attach Signature**] box below the "Contents" space.



Your signature will be included in your e-mail automatically if you have checked the [Attach Signature] box.



d. Address Book : The [Addresss Book] provides the function to manage addresses in the web-based interface. You can register people who you will send e-mails frequently by clicking on the [Address Reg] button.



@MESSAGE

Check mail

- 🖉 Compose - 🖾 Inbox

Sent

Trash

Drafts

💼 User's folde 🔟 Address Book

Scheduler Dptions

@MESSAGE

01 🗸 🖸 🛋

Name

📕 🥔 hklawpage E-mail Group

Select All Unselect All Delete Compose

Organization Contact Point

Address Book Group Registration / Modification

Modify

🔽 Name 🔽 E-mail

This feature can also be used to send e-mail to many people at the same time by clicking the group menu [Group List] after the addresses are added into registered groups.

You can select/unselect the people into the registered group as you like. When you want to send e-mails to all of them, simply click on the [Compose] button.

Scheduler: When using the e. scheduler, the user's schedules can be entered, modified or browsed by day, week or month easily.

You may add any appointment/To Do Items by clicking the time on [Daily] or the Add icon () of [Weekly] or [Monthly].



Addresses The Law Society of Hong Kong (?) Help

Dept./Team

Search Coun

Phone Num

Search

Total Search Co

Address Reg. Group Reg.

The Law Society of Hong Kong

Group List

nt: <mark>5</mark>

-1

TO CC BCC

🗨 🗣 1Page

E-mail

AII A BCDEFG HIJKLMNO PQ RSTUVW XYZ 0-9

You may click on the appointment to edit and modify it

@MESSAGE	Edit Schedule	The Law Society of Hong Kong 🔞 Help
HKLAWSOC.org.hk		
- 🖾 Check mail		
🖉 Compose	Subject Conference ABC Co.	
-🖾 Inbox	Date 2000 Year 11 - Month 14 - Day	
-🗇 Sent	Starting Long	
💼 Trash	Time Hour 10 am V Minute V	
- Drafts	Duration: 1 - Hours 0 - Minutes	
💵 💼 User's folder	Conference with ABC	
- 🔟 Address Book	Director Mr. A	
Scheduler	Agenda : Action against CDE Co.	
🗉 🖻 Options		
🗉 🛅 Notice Board	Contents	
Dog Out		
		_
	Save Reset Delete Compose Cancel	

You may also view schedule in 3 different ways, such as Daily, Weekly or Monthly

There are many other functions provided by the system. You may click the **[Help]** icon on the right top corner any time to find out what it can do for you.

@MESSAGE	Daily Sche	dule	The Law Society of	Hong Ko	ng 🕐 Help)
HKLAWSOC.org.hk Check mail	= 11/ 30/ 200	10 (Thursday) 🔿		Daily	Weekly Monthly	
Compose	12:00 am			-	11/2000 🗭	
Inbox	1:00 am			Su Mo	Tu We Th Fr Sa	
) Sent	2:00 am				1 2 3 4	
) Trash	3:00 am			12 12	7 8 9 10 11	
) Drafts	4:00 am			19 20 3	21 22 23 24 25	
User's folder	5:00 am			26 27	28 29 30	
Address Book	6:00 am			_		
) Scheduler	7:00 am			11/30.	2000 Move	
Options	7.00 am					
Notice Board	8.00 am			Oranth	Ortheadala	
) Log Out	9:00 am			Search	Schedule	
	10:00 am				Search	
	11:00 am					
	12:00 pm	Until <u>~ 11/30/2000(Thu)</u> <u>12:00pm</u>	Contents: ToDo - ST123/00 Defence	Previous	Schedule	
	1:00 pm			11/30/	2000 Delete	
	2:00 pm					
	3:00 pm					
	4:00 pm	Until <u>~ 11/30/2000(Thu)</u> <u>07:00pm</u>	Contents: Duty Lawyer Meeting			
	5:00 pm					
	6:00 pm					

Members may contact Peernet at 2540-2878 if you have any problem in the web-mail registration process or the retrieval of the weekly circulars or the Law Society at 2846-0500.