

# LAW SOCIETY'S WEB-MAIL SYSTEM

## 1.1. Law Society Website and Web-mail System

Members' zone of the web site: <http://www.hklawsoc.org.hk>

- a. all members, associate members, student members, trainee solicitors and registered foreign lawyers are allowed to gain access to the Members' Zone;
- b. login ID and password will be needed to access the Members' Zone; and
- c. members may change to a different password for access to the Members' Zone.

Web-mail account : <http://mail.hklawsoc.org.hk>

- a. all members will be entitled to one Law Society web-mail account (*loginID@mail.hklawsoc.org.hk*);
- b. each account will be allocated 3MB storage space;
- c. login ID will be assigned to members on first-come-first-serve basis;
- d. the initial login ID and password will be the same as these for the Members' Zone (members are allowed to change their password).

## 1.2. Registration Procedure :

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



- b. A registration form has been built on the web site of Peernet, the Law Society website host, where you are required to enter your name, your firm's name and other necessary data so as to enable the Law Society to verify your membership;

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- c. You may enter 3 login ID's in the appropriate boxes. The Law Society will assign one login ID 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 login ID, for example, "ssmith" for "Sam Smith" or "tmchong" or "jason\_chong" for "Jason Chong Tai Man".
- d. If you do not wish to have a Law Society web-mail account, please check the box which says "Please tick if you wish to access the Members' Zone only and do not require the web-mail account (if you later decided to have the web-mail account, an administrative charge will be required)."
- e. Press the **[Submit]** button at the bottom of the registration page after entering all the data. The system will acknowledge your application and immediately forward your application to the Law Society.



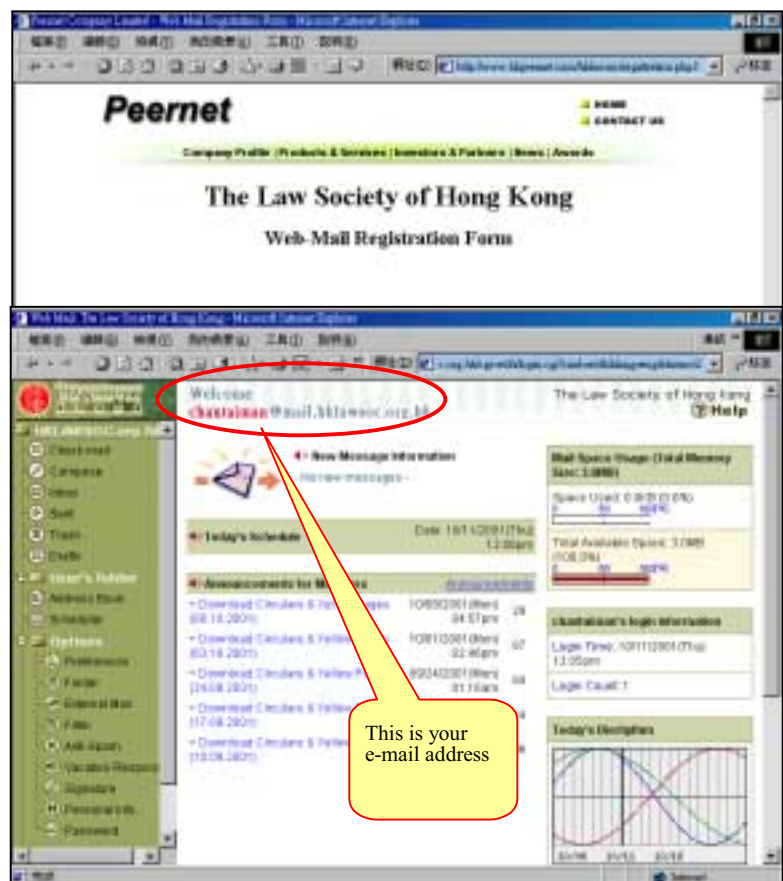
- f. After your membership is confirmed, the Law Society will send you a letter with your password. If you do not receive any response after 14 days, contact Ms. Winnie Leung of the Law Society at 2846-0520.

### 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 at 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

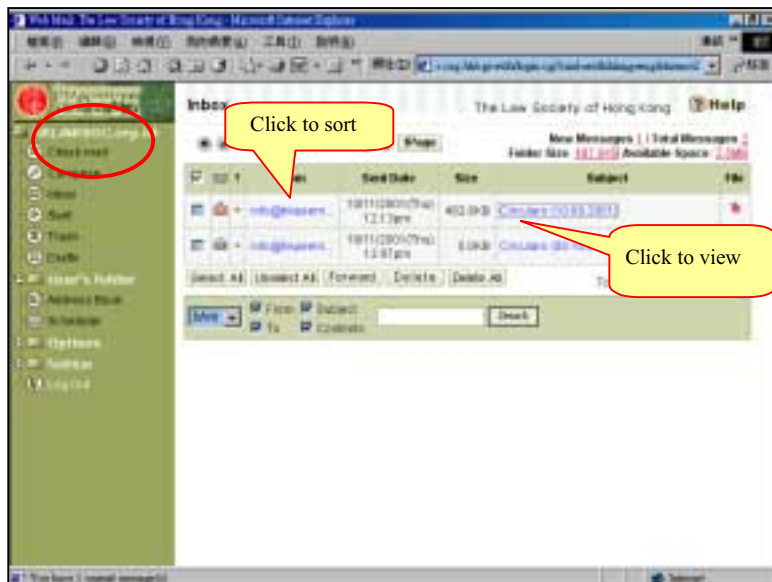


- On the right hand side, you can find the existing status of your account, such as the **[Space Used]** and **[Total Available Space]** and the login information. By checking it, you can see whether your account has been accessed by any unauthorized person(s).

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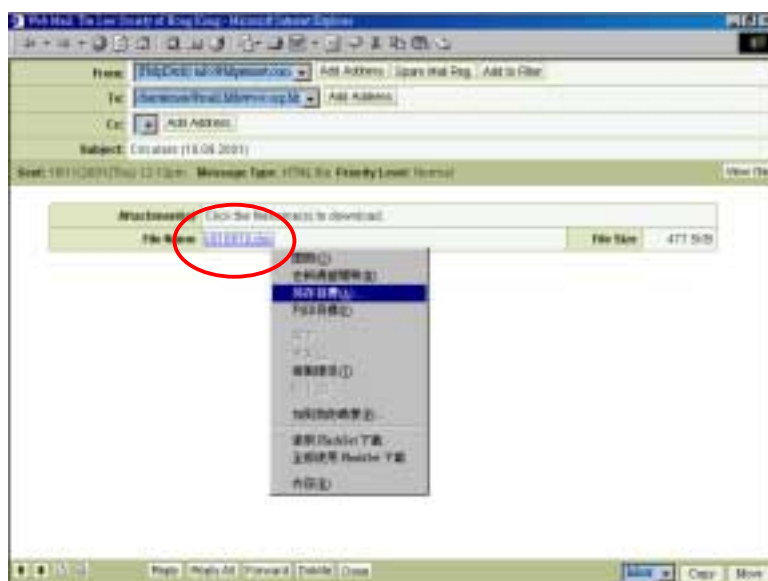
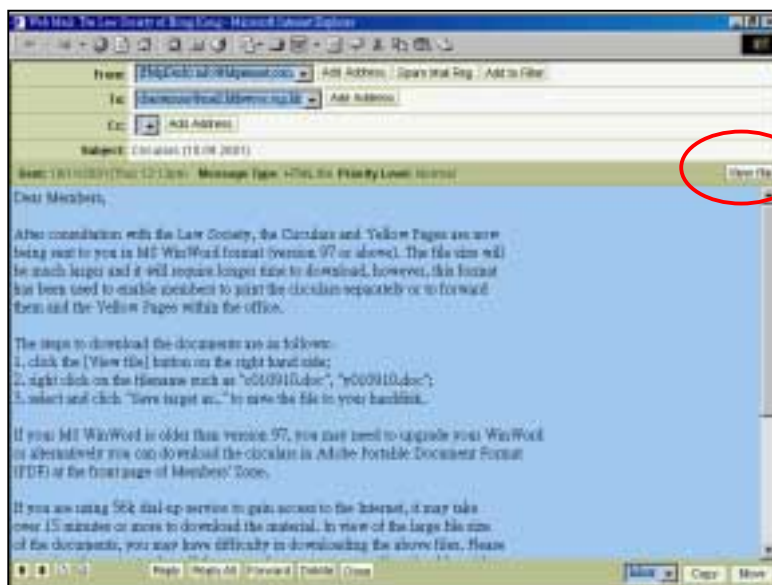
- b. **Check E-mail** : Click on the icon **[Check mail]** on the left menu, the system will check your account and bring you to your Inbox where all your e-mails will be displayed.

- 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.



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

- Click the **[View File]** button.
- Right Click the File Name to download the circulars e.g. "c010910.doc".
- You will also find a full set of circulars in the Members' Zone of the Law Society where you can search and browse as you wish. It is therefore not necessary for you to keep your own copy of circulars in your e-mail account.



- 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.

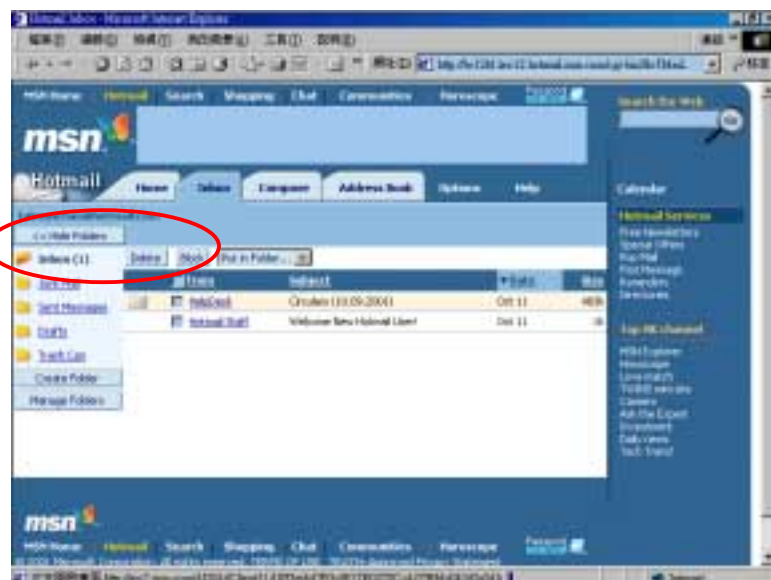
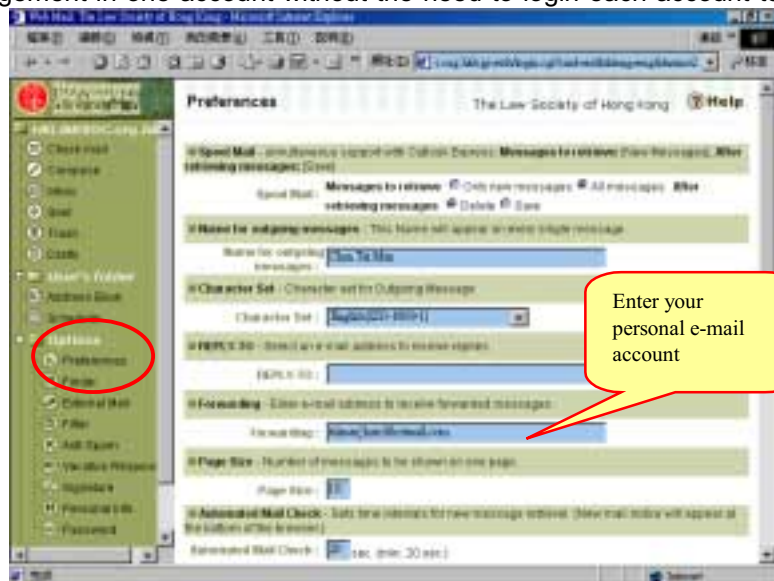
**1.4. Forwarding Your E-mail Messages:**

- 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 login each account to check and read your mail.

Forwarded e-mails using this "Forwarding" function will not occupy storage space in your web-mail account therefore you are not required to delete your e-mails from the web-mail account.

The system offers various methods of "Forwarding" :

**i) Forwarding to other e-mail system**



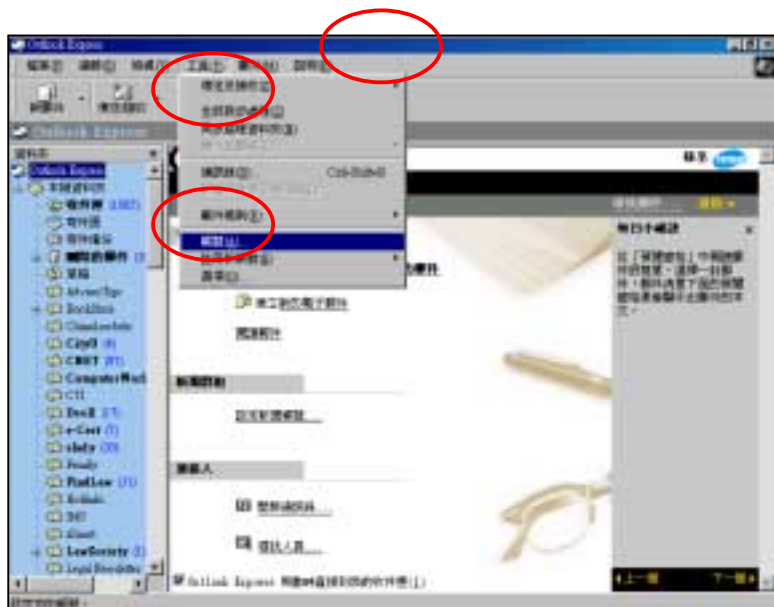
Suppose you have a personal e-mail account in MSN Hotmail : [taimanchan@hotmail.com](mailto:taimanchan@hotmail.com)

- a. Click [**Options**] > [**Preference**] on the left menu of the Law Society web-mail account
- b. Enter your personal e-mail address in the box [**Forwarding**] e.g. [taimanchan@hotmail.com](mailto:taimanchan@hotmail.com)
- c. Scroll down to the bottom and click the [**Save**] button.
- d. Then you will receive all your e-mail messages in your personal e-mail account.

**ii) Forwarding to your Outlook Express**

Suppose you are assigned with a Law Society web-mail address "simon@mail.hklawsoc.org.hk"

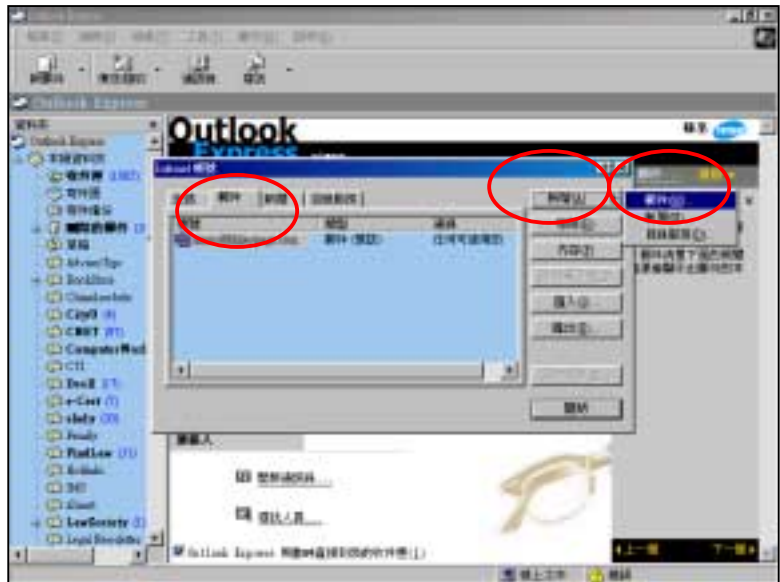
- a. Launch your Outlook Express
- b. Click [**Tools**] (工具) > [**Accounts**] (帳號)



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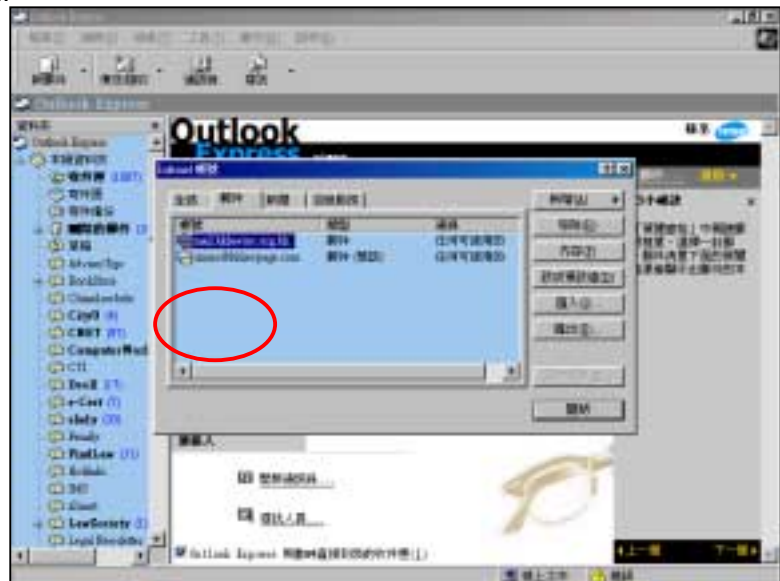
c. Select **[Mails]** (郵件) and **[Add]** (新增)

d. Click **[Mails]** (郵件)



- e. The Internet Connection Wizard (連線精靈) will appear. Enter the following information :
- Your name (顯示名稱) : e.g. "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 "Finish" (完成) at the end.

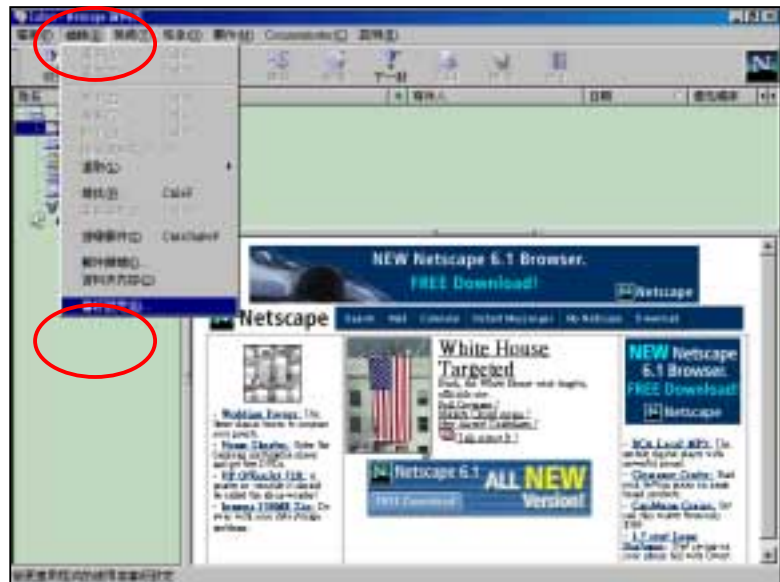
You will now have a new account in your Outlook Express and may download your e-mail to your computer directly.



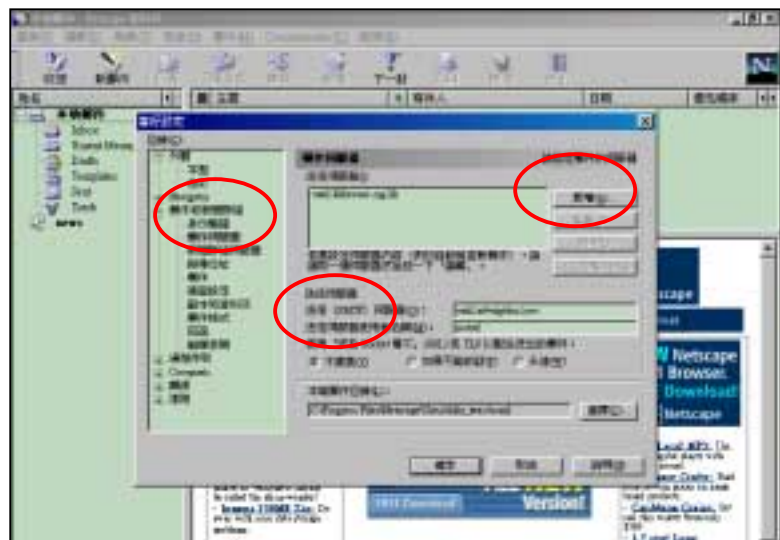
iii) **Forwarding to your Netscape Messenger**

Suppose you are assigned with a Law Society web-mail address  
 "simon@mail.hklawsoc.org.hk"

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

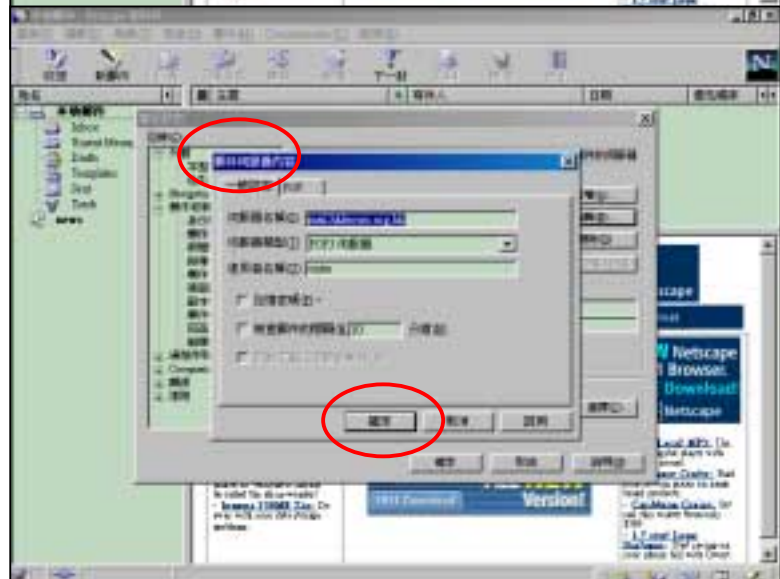


- c. Select **[Mail Servers]** (郵件伺服器) from Mail & Newsgroup category (郵件和新聞群組) and enter Outgoing SMTP server (送信 (SMTP) 伺服器) : as provided by your ISP  
 e.g. if your ISP is Netvigator (網上行), it will be "mail.netvigator.com"



- d. Click **[Add]** (新增) to display the **[Mail Server Properties]** dialog box (郵件伺服器內容)

- e. Click **[General]** (一般設定) and
  - enter or change **Server Name** (伺服器名稱) to "mail.hklawsoc.org.hk"
  - select "POP Server" (POP 伺服器) for **Server Type** (伺服器類型)
  - enter "simon" for **User Name** (使用者名稱) :
  - click "OK" (確定) at the end.



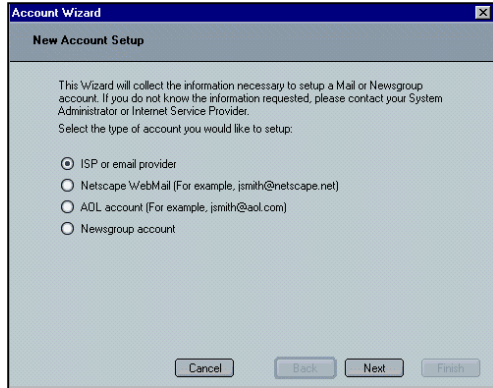
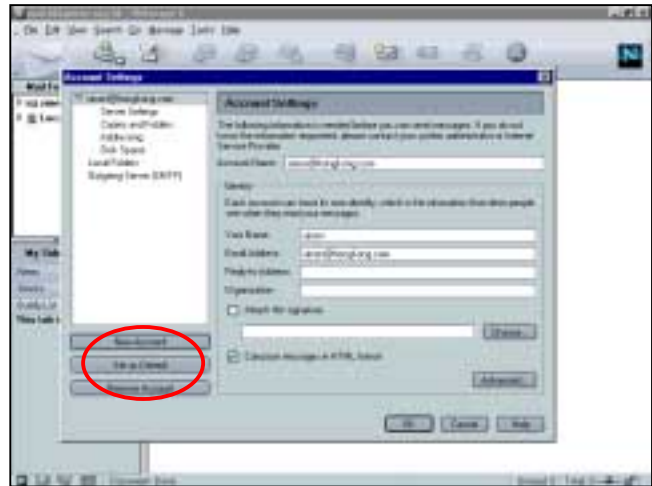
You will now have a new account in your Netscape Messenger. When you are asked for the Password (密碼), you may enter the password provided by the Law Society and then download your e-mail to your computer directly.

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 a Law Society web-mail address "simon@mail.hklawsoc.org.hk"

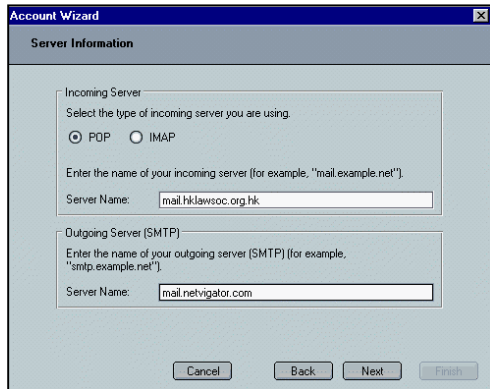
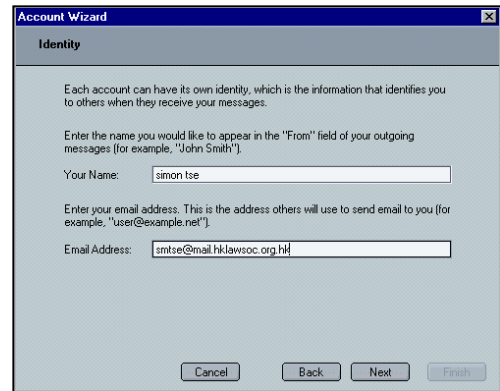
- a. Launch your Netscape Messenger 6
- b. Activate the Account Settings. Click **[New Account]** to add new account.



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

- enter your **Identity**

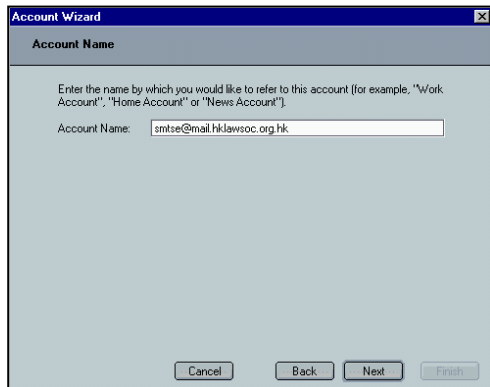
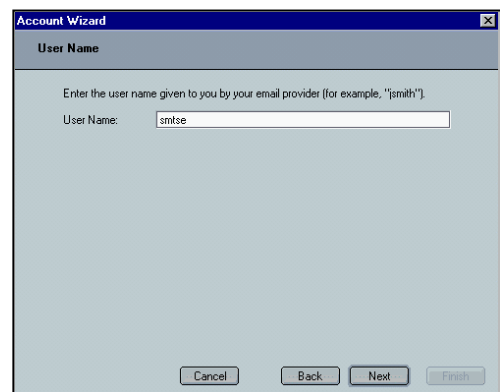
- i. Your name (顯示名稱) : "Simon Tse" or the name which you want to display in your e-mail
- ii. E-mail Address (電子郵件地址) : "simon@mail.hklawsoc.org.hk"



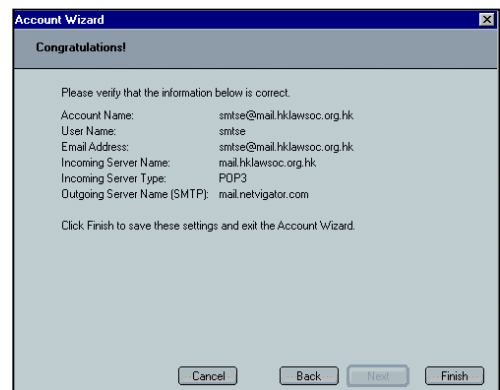
- enter the **Server Information**

- 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"

- enter **User Name** : "simon"



- enter **Account Name** : "simon@mail.hklawsoc.org.hk" and click "Next" at the end



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

**1.5. Tips on Using e-mail :**

- a. **External mail:** You may forward your e-mail messages in the Law Society web-mail account to another e-mail account. Similarly, 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 **[Options] > [External mail]**

- then click the **[POP Reg.]** 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 and decide whether to save the e-mail from the external mailbox(s).

- For example, if you use Netvigator as the POP server, if you need to input "pop.netvigator.com"

<b>POP3 Server</b>	<input type="text" value="mail.3rsoft.com"/>	
<b>ID</b>	<input type="text" value="testid"/>	<b>Password</b> <input type="text" value="****"/>
<b>Messages in Server</b>	Messages to Retrieve <input checked="" type="radio"/> Only New Messages <input type="radio"/> All Messages	
	After retrieving messages <input checked="" type="radio"/> Delete <input type="radio"/> Save	
<b>Folder to Save Messages</b>	<input type="text" value="Inbox"/> ▼	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

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

<b>Current Password</b>	<input type="text" value="*****"/>	
<b>New Password</b>	<input type="text" value="*****"/>	<b>Must be four or more letters + numbers</b>
<b>Password Confirmation</b>	<input type="text" value="*****"/>	
<input type="button" value="Modify"/> <input type="button" value="Reset"/>		

- 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 may include name, company name, home page URL, phone number, and e-mail address as shown.

The Signature function is a feature that will allow you to 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 the **[Attach Signature]** box.

- To pre-input your signature, click **[Options] > [Signature]**

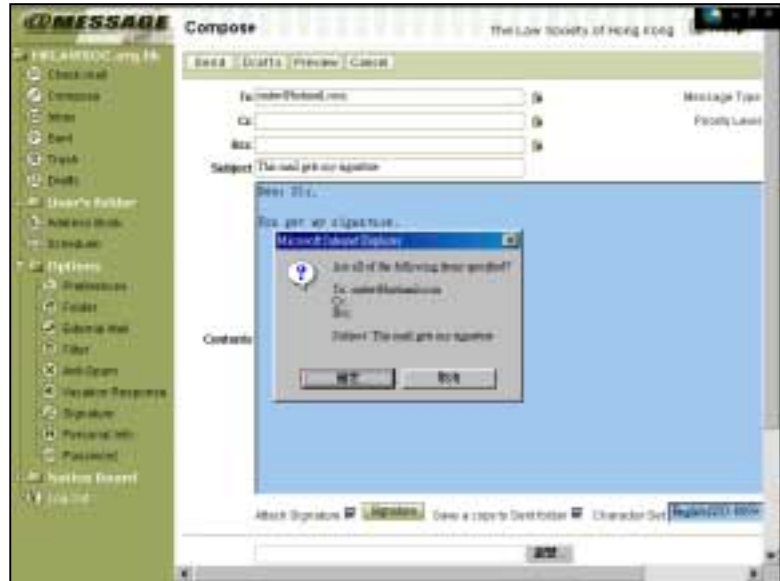




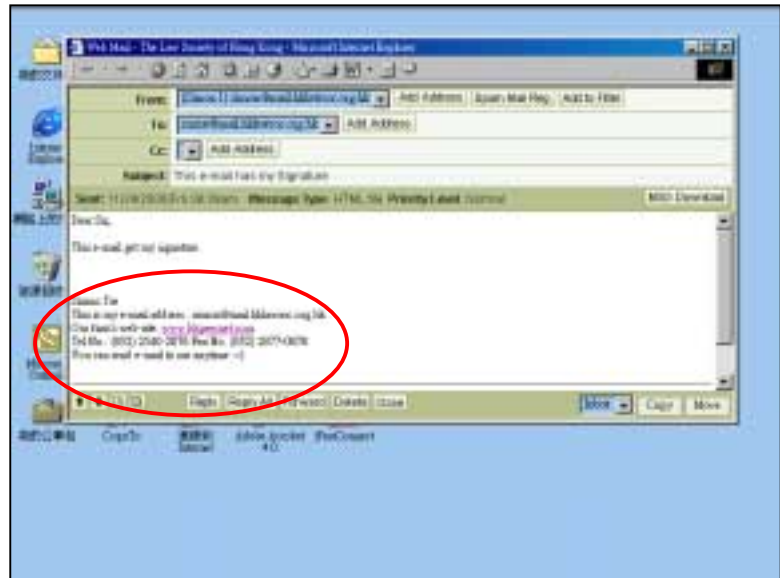
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- Enter the signature
- Click the **[Save]** button to save the signature.

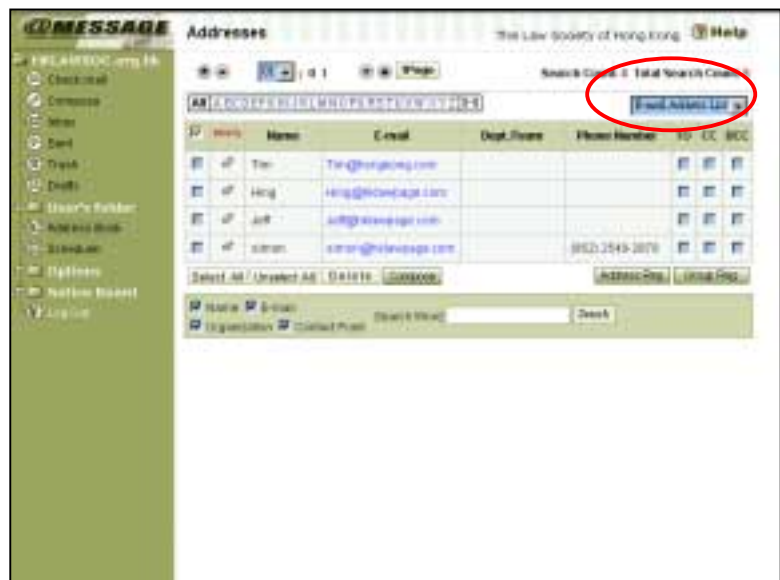
After adding your signature, you may **[Compose]** an e-mail with or without the signature by checking or un-checking the **[Attach Signature]** box below the "Contents" space.



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



d. **Address Book** : The **[Address 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.



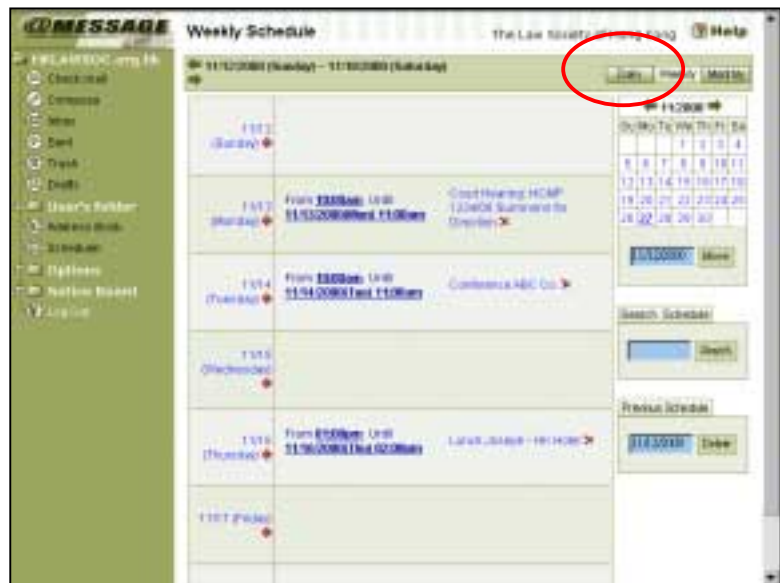
This feature can also be used to send e-mail to many people at the same time by clicking the group menu [Group List] after the addresses are added into registered groups.



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 the [Compose] button.



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

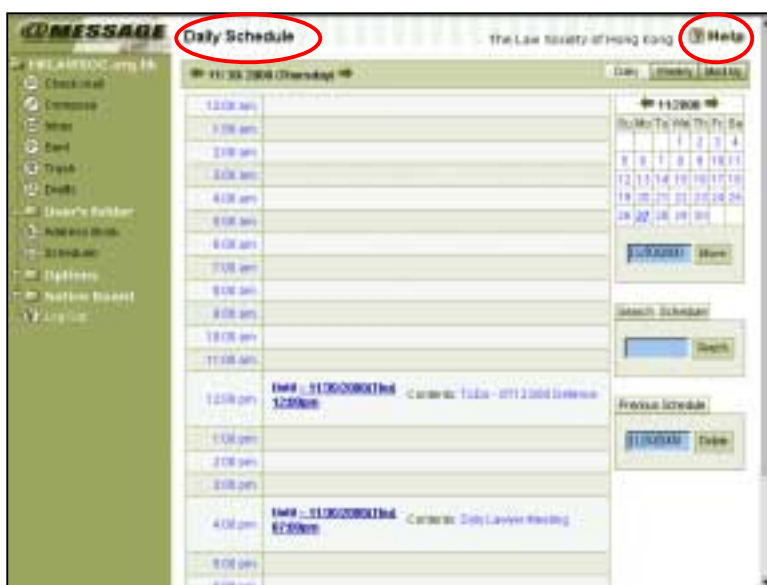


You may add any appointment / To Do Items by clicking the time in [Daily] Schedule or the Plus Sign (+) in [Weekly] or [Monthly] Schedule.

You may click on the appointment to edit and modify it



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



There are many other functions provided by the web-mail system. You may click the **[Help]** icon on the top right hand corner any time to find out more details.

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.