



ASIA HOST – 你的亞洲寄存

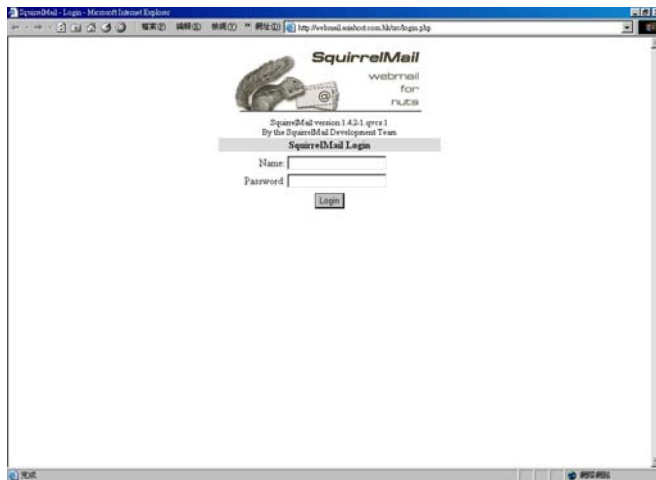
Webmail Users Guide

User Webmail page : <http://webmail.<your.domain>>

1. LoggingIn

Enter your username in the name field: <username>@<your.domain>

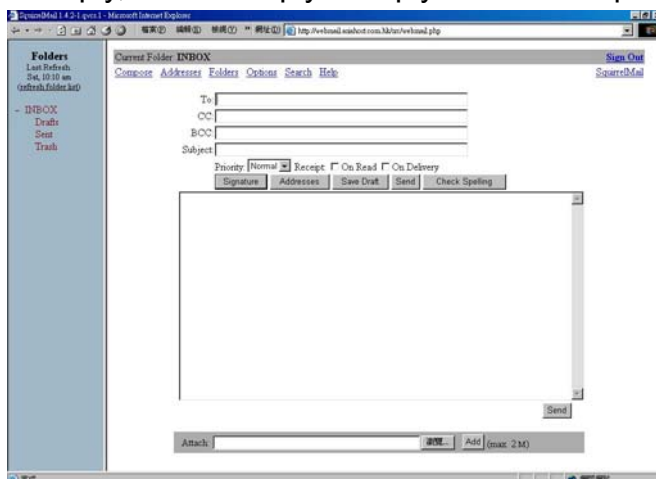
Enter your password in the password field. Press the "Login" button.



2. SendingEmail

To send a new message, click on the compose link on the top of the screen.

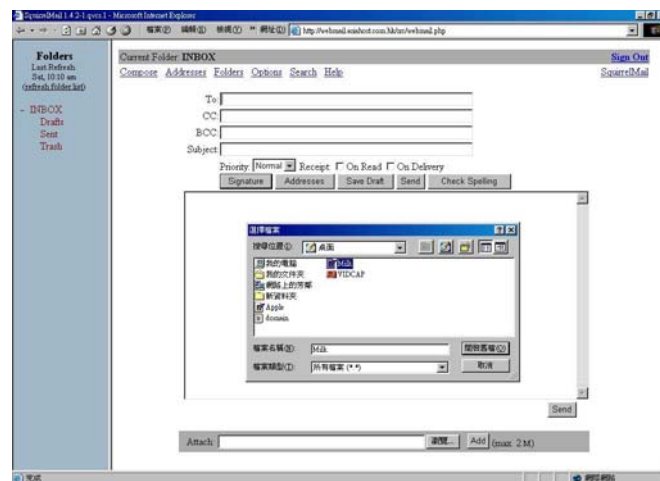
To reply, click on reply or reply All on the top right of the message.



3. SendingAttachments

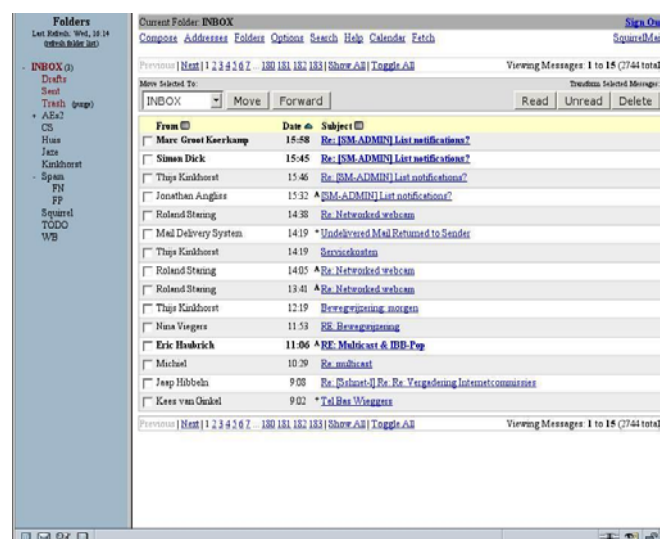
At the bottom of the compose screen, there should be a form field labeled

Attach, with a Browse and an Add button next to it. Click the Browse button. Locate the file on your computer that you wish to send. Select it, and click OK or Open.



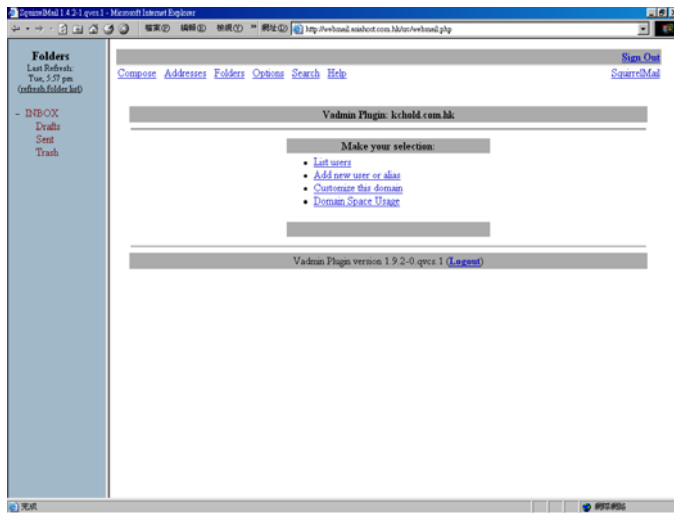
4. ReadingEmail

Click on Inbox to display a list of messages. Unread messages cause the folder name to be bold. Click on the subject to read the message.

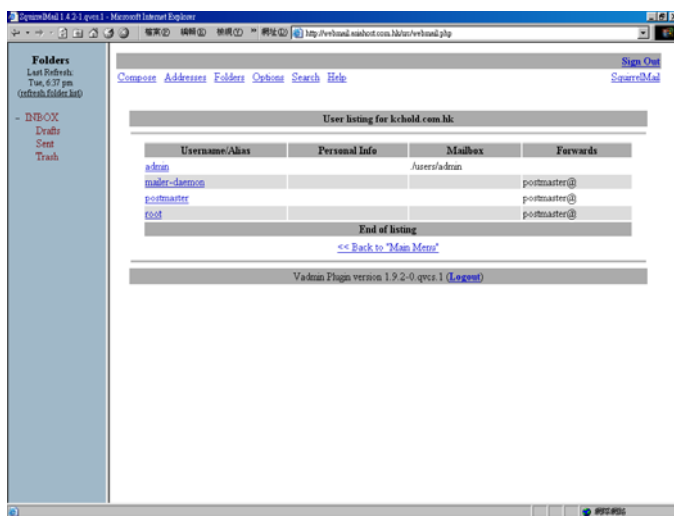


- Access the administrator interface to set up and configure users, mailboxes, and other settings.

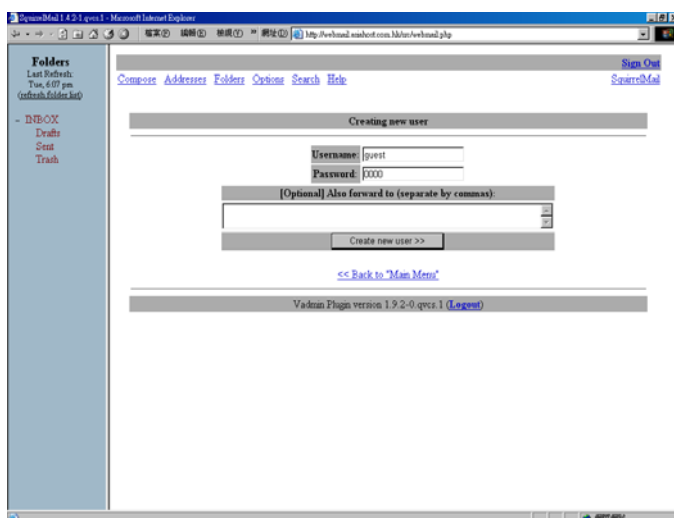
Click on the button ' Options ' on the top of the screen and click "Administrator Interface"



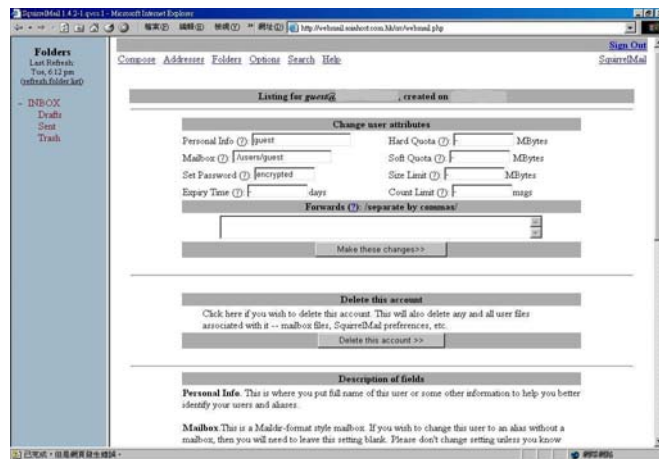
Click “List Users” to show all user information.



1. Click “Add new user or alias” -> “Create a new user” and type “Username” and “Password”



2. *Change User Attributes and click “Make these changes>>”*



Description of fields :

Personal Info. This is where you put full name of this user or some other information to help you better identify your users and aliases.

Hard Quota. The absolute limit of how many kilobytes this user may have in his or her mailbox. If this limit is ever reached, the system will not accept any more messages for this user.

A '-' means unlimited storage space.

Soft Quota. This sets the size of user's mailbox in kilobytes. If this level is reached, the user is notified that his or her mailbox is at its limits and should be cleaned. The system will still accept messages until Hard Quota limit is reached. Soft Quota should be less than Hard Quota.

A '-' means no limits are set on this user's mailbox.

Size Limit. This limits the maximum size of any one message that this user is trying to receive in kilobytes. If a message arrives which is larger than the limit specified here, then it will be discarded.

A '-' means no limits on message sizes.

● **Delete Account**

Delete this account

Click here if you wish to delete this account. This will also delete any and all user files associated with it.

Click **“Delete this account >>”**



Microsoft Outlook Express 5 & 6 設定指南

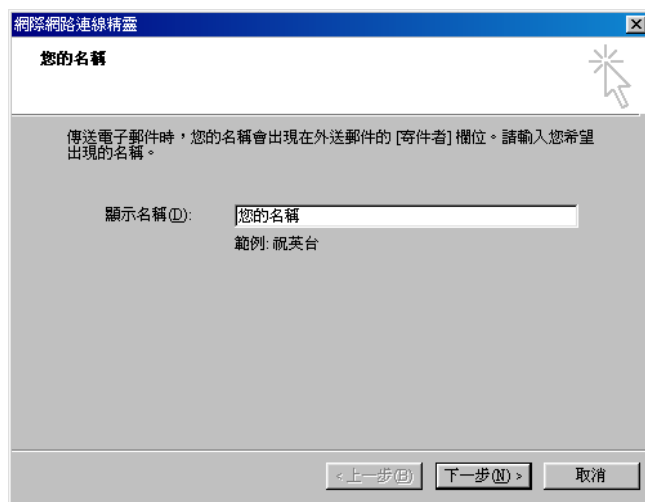
第一次啟動 Outlook Express

用戶可以直接按下「開始」鈕，然後指向「程式集」→「Outlook Express」命令，開啓 Outlook Express 視窗，另外，用戶亦可以在桌面雙響  圖示，也可以啓動 Outlook Express。

設定郵件帳號

第一次啟動 Outlook Express 時，會自動啟動 Internet 連線精靈，幫助您進行電子郵件帳號的設定工作 或按「工具」→「帳戶」→「新增」→「郵件」：

1. 輸入你的名稱，對方收到信時，可以經由這個名稱知道是誰寄出這封郵件，輸入後按「下一步」。



2. 輸入你自己的電子郵件位址，方便人回信給您，輸入後按「下一步」。

網際網路連線精靈

網際網路電子郵件地址

電子郵件地址是供其他人傳送電子郵件給您。

電子郵件地址(E):

例如: someone@microsoft.com

< 上一步(B) 下一步(N) > 取消

- 選擇你收信的郵件伺服器類型，目前先選擇 POP3。
設定內送郵件伺服器位址為「pop.<your.domain>」。
設定外寄郵件伺服器位址為「mail.<your.domain>」，輸入後按「下一步」。

網際網路連線精靈

電子郵件伺服器名稱

我的內送郵件伺服器是(S) 伺服器。

內收郵件 (POP3、IMAP 或 HTTP) 伺服器(I):

SMTP 伺服器是處理外送郵件的伺服器。
外寄郵件伺服器 - SMTP(O):

< 上一步(B) 下一步(N) > 取消

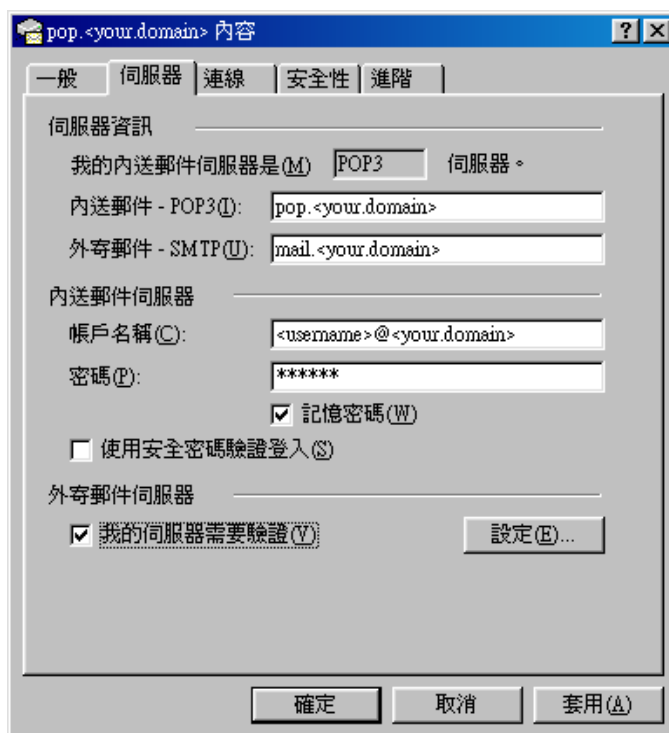
4. 輸入您的帳號 `<username>@<your.domain>` 和密碼，輸入後按「下一步」。

5. 按「完成」按鈕完成 Internet 連線精靈。

6. 返回 Outlook Express 視窗，選擇「工具」→「帳戶」→「新增」→「郵件」頁，及按「內容」。



7. 選擇「伺服器」頁，及「我的伺服器需要驗證」，再按「設定」。



8. 選擇「登入方式」，輸入您的帳號 `<username>@<your.domain>` 和密碼，輸入後按「確定」返回 **Outlook Express** 視窗。

外寄郵件伺服器

登入資訊

☐ 使用與內送郵件伺服器相同的設定(U)

☒ 登入方式(O)

帳戶名稱(C):

密碼(P):

☒ 記憶密碼(W)

☐ 使用安全密碼驗證登入(S)

確定 取消