

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 has been set up by Peernet Company Limited ("Peernet") for the Law Society with the following domain name:

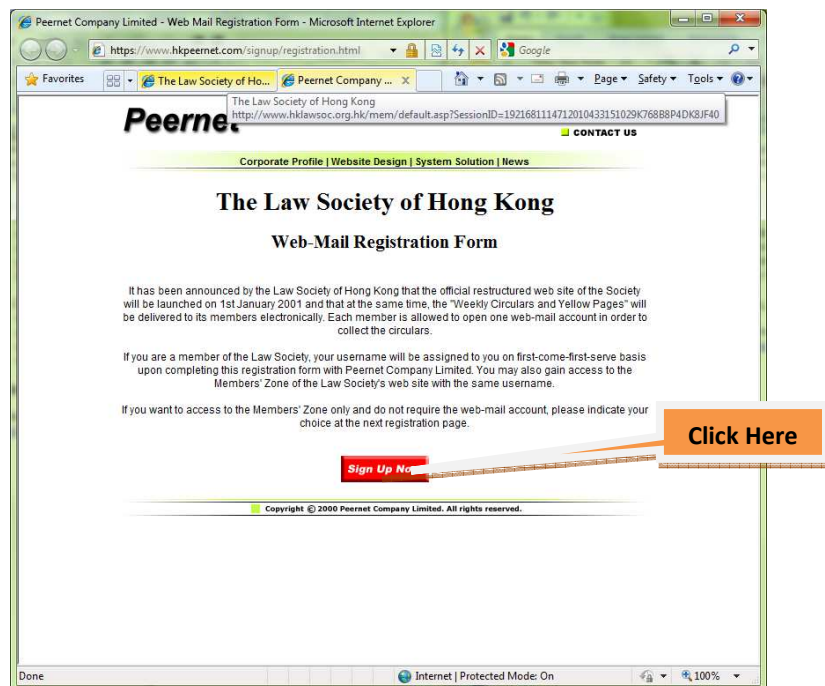
username@member.hklawsoc.org.hk

The policy of the web-mail account :

- all members will be entitled to open one e-mail account;
- each account will be allocated 70MB storage space;
- username will be assigned to members on first-come-first-serve basis;
- username and password for the Members' Zone of the web site will be used to gain access to web-mail
- members may change their password at any time in the Members' Zone of the web site.

1.2. Registration Procedure :

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



- b. A registration form has been built on the web site of Peernet 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;

Peernet Company Limited - Web Mail/Web Site Registration Form - Microsoft Internet Explorer

PLEASE READ THIS AGREEMENT CAREFULLY BEFORE SUBSCRIBING TO THE SERVICE. BY COMPLETING THE REGISTRATION PROCESS AND CLICKING THE "SUBMIT" BUTTON AT THE END OF THIS FORM, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS HEREIN BELOW.

The Law Society of Hong Kong
Terms of Service for Web-mail/Web Site System

1. ACCEPTANCE OF TERMS OF SERVICE
The Web Site and Web-based E-Mail Service (the "Service"), owned by the Law Society of Hong Kong ("the Law Society") and operated by Peernet Company Ltd. ("Peernet"), is provided to you (the "Member") under the terms and conditions

Personal Information

Surname	Chen
Other Name in Full (Same as HKID Card or Passport)	Tai Man
Firm / Company / School Name	Chen Tai Man & Co.
Member Type (Remark: This Web-Mail / Member's Zone Service is for members of the Law Society of Hong Kong Only)	<input checked="" type="radio"/> Member of the Law Society Practice Certificate No. : 123456 (Optional) <input type="radio"/> Registered Foreign Lawyer with the Law Society Registration No. : (Optional) <input type="radio"/> Associate Member of the Law Society <input type="radio"/> Trainee Solicitor registered with the Law Society <input type="radio"/> Student Member of the Law Society

Done Internet | Protected Mode: On

Fill your personal information.

- 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".

Peernet Company Limited - Web Mail/Web Site Registration Form - Microsoft Internet Explorer

for members of the Law Society of Hong Kong Only

Registration No. : (Optional)
☐ Associate Member of the Law Society
☐ Trainee Solicitor registered with the Law Society
☐ Student Member of the Law Society

Account Information

Your username is assigned to you on first-come-first-serve basis. Please enter your choice in descending order. If preference is not indicated, we will assign your username automatically.

Username	1st Choice: chantaiman @mail.hklawsoc.org.hk
	2nd Choice: chan.taiman @mail.hklawsoc.org.hk
	3rd Choice: taiman.chan @mail.hklawsoc.org.hk

User name should be between 3 to 15 characters in length and must start with a letter. Only letters (a-z), numbers (0-9).

☒ Please tick if you do not require the web-mail account and wish to access the Members' Zone only (if you later decided to have the web-mail account, an administrative charge will be required).

Privacy Policy: The personal data collected about you in this web-page will be kept confidential by us for the purpose of communication among you, the Law Society of Hong Kong and us. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of personal data held by us related to you. If you wish to make access to or correction of your personal data held by us, please contact us at 2540 2678 or helpdesk @ mail.hklawsoc.org.hk.

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Enter 3 perfected usernames.

- 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. Cathy Leung of the Law Society at 2846-0513.

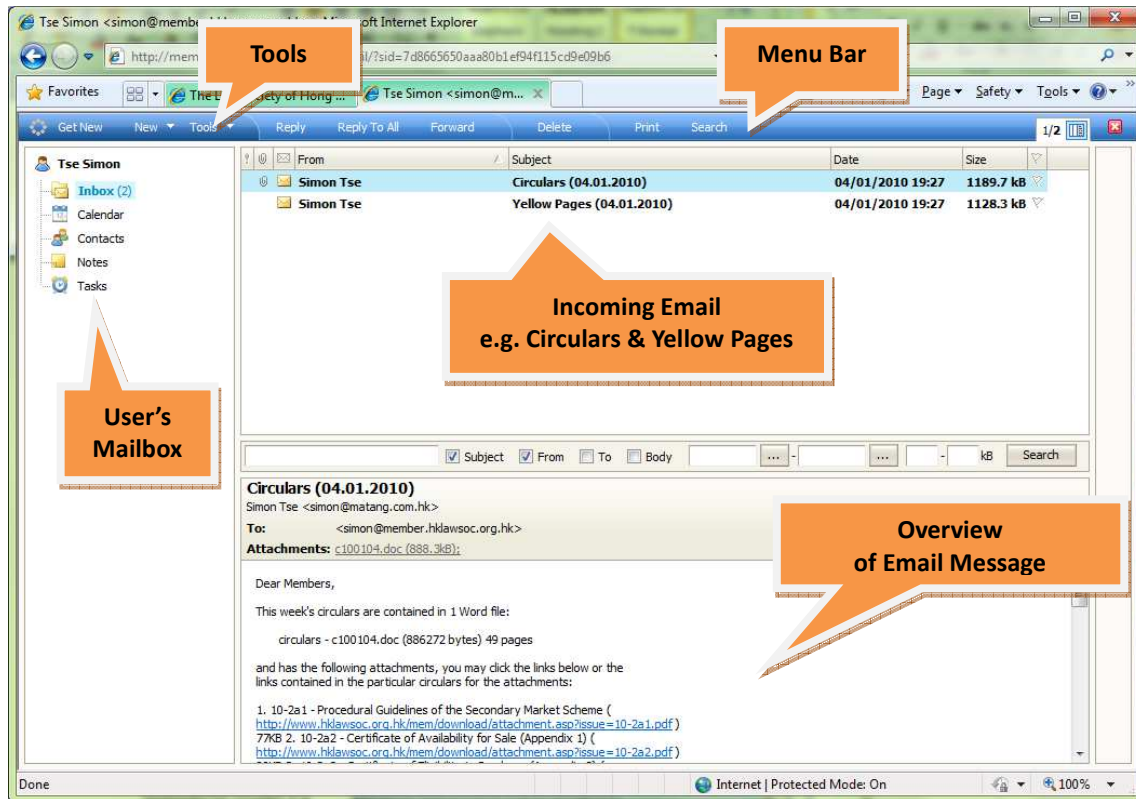
1.3. Retrieving Weekly Circulars:

a. **Login:** You may access web-mail system by the following steps:

1. Login from the members' zone
2. Click **[Single Login]**

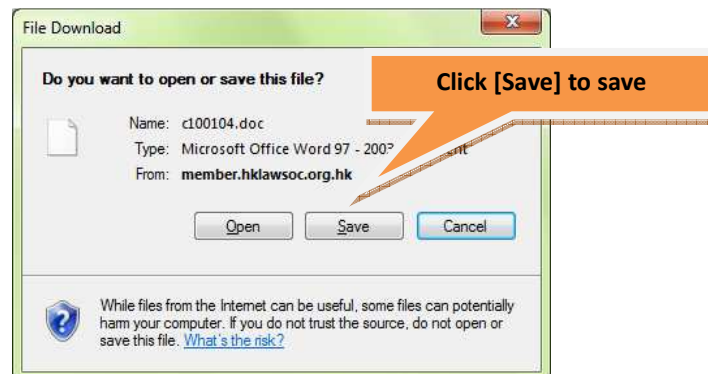
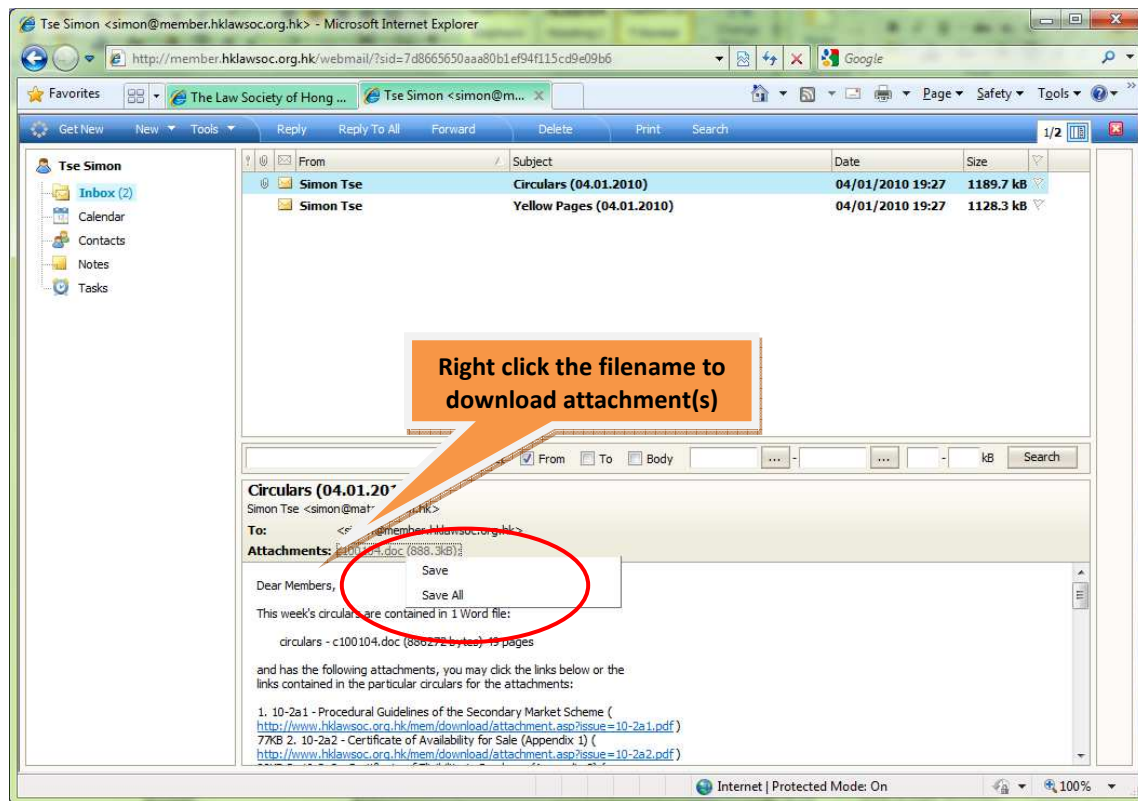


- You will find the menu on the left hand side which is divided into 3 sections: hklawsoc.org.hk Mailbox, Menu Bar and Tools.
- The centre part tells you whether you have any new e-mail from the Law Society



- b. **Check E-mail** : Click on the icon **[Get New]** on the top menu, the system will check your account and bring you to your Inbox where all your e-mails will be displayed.
- The email in **Bold** indicates an unopened e-mail and the message which is un-bold indicates an e-mail you have read it.
 - You may click on the heading (From, Subject & Date) to sort the e-mails as well.
- c. **View Weekly Circular** : same as reading other e-mail, simply click on e.g. "Circulars (04.01.2010)" of the [Subject] column, the content of the e-mail will be displayed:-
- Click or double click the circular or yellow pages
 - Right Click the File Name to download the circulars e.g. "c010910.doc".
 - You will also find a full set of circulars on the web site 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 in your e-mail account.

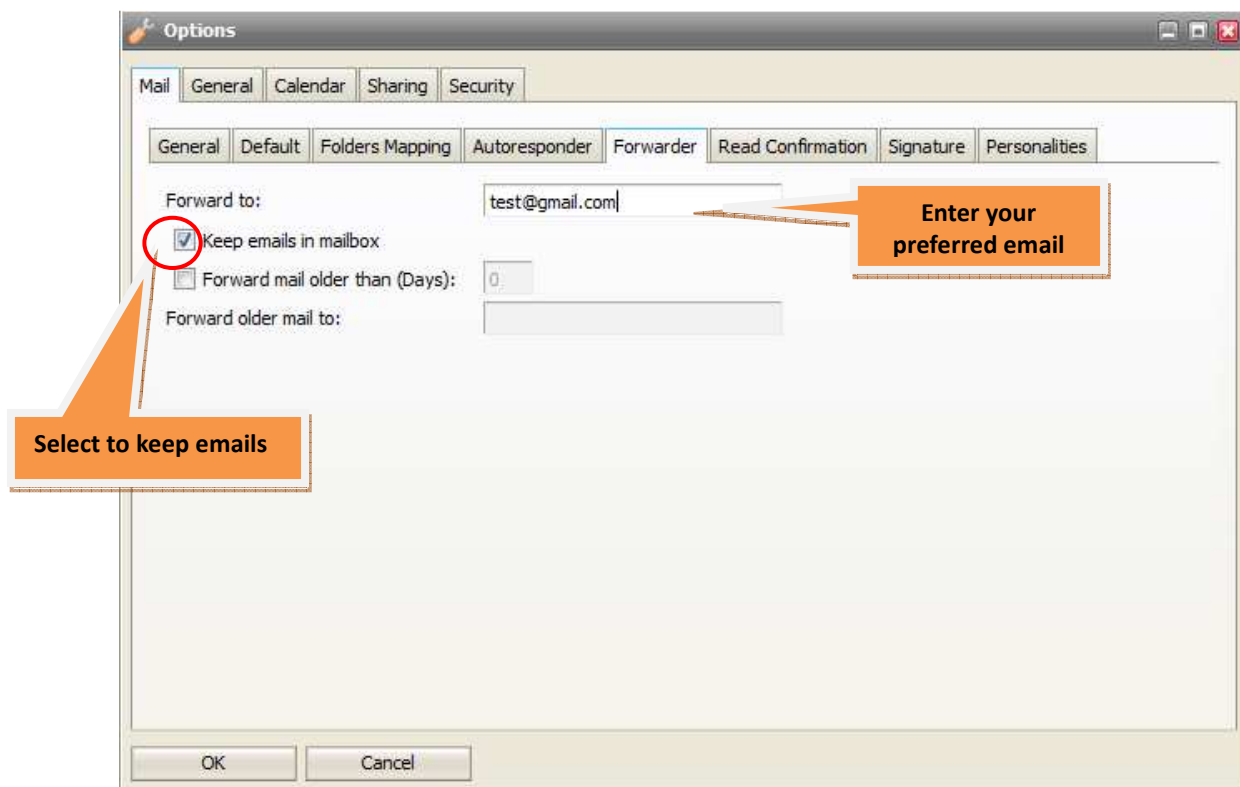
- Although each member is allocated a 70MB storage space only, you are required to delete your e-mails from time to time. If your account is full, a warning message will be shown when you login the system and the system will stop accepting further e-mails until there is available space.



- 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:

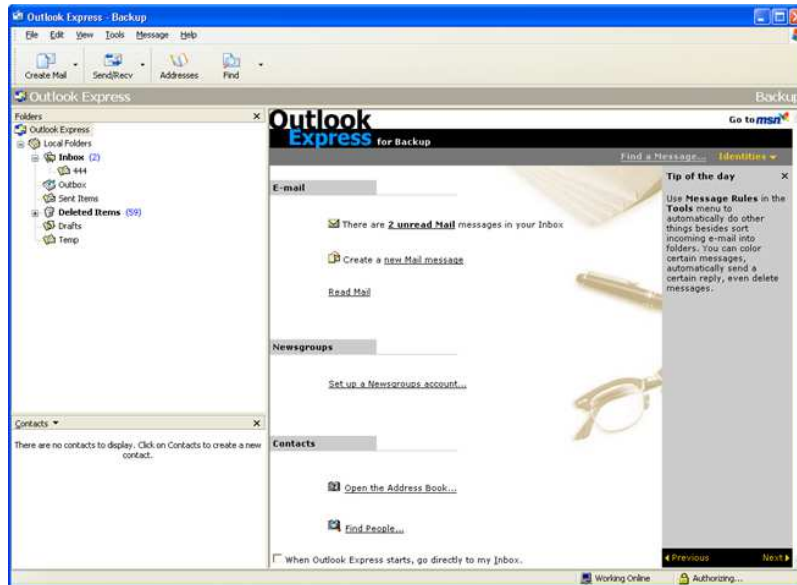
1. **Forwarding:** If you have another personal e-mail account, for example, an e-mail account provided by your ISP or a free web-mail provided by other well-known portal web-sites, such as Gmail, Yahoo or Hotmail, the system allows you to automatically forward your e-mail from the system to your personal e-mail account or directly to your computer.
2. **Forwarded e-mails using this "Forwarding" function will occupy storage space in your web-mail account unless you disable [Keep emails in mailbox]. Therefore you may need to delete your e-mails in your mailbox from time to time.**
 - **Forwarding to other e-mail system**
 - o Click **[Tools]** on menu bar
 - o Click **[Options]** on pull down menu
 - o Select **[Mail]** Tab
 - o Select **[Forwarder]** sub-Tab
 - o Enter your preferred email address on **[Forward to:]**
 - o If you want to keep emails on Law Society email server, select **[Keep emails in mailbox]**
 - o Click **[OK]** to complete the setting



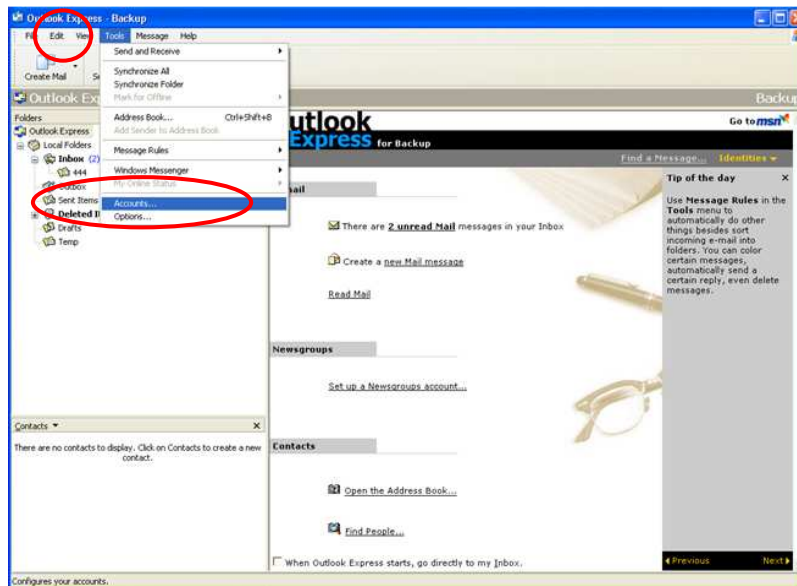
1.5. Download email with Microsoft Outlook Express (Windows XP)

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

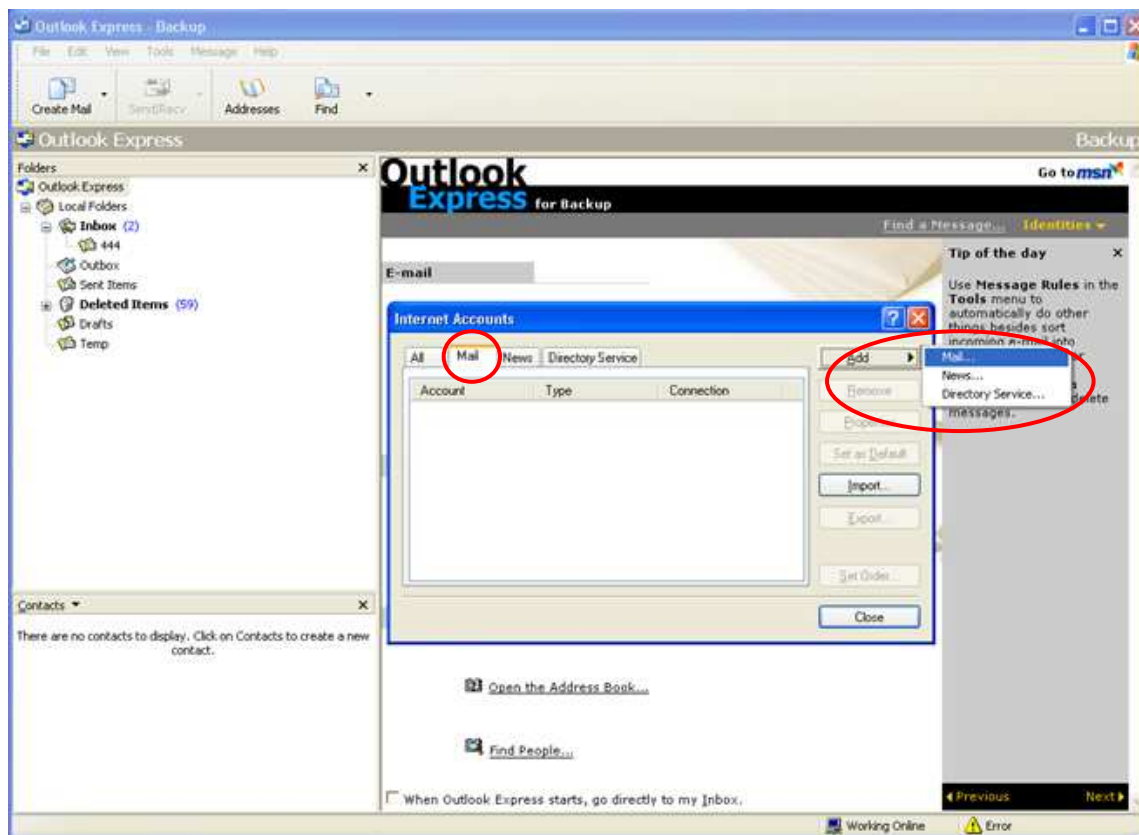
- a. Launch your Outlook Express



- 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@member.hklawsoc.org.hk"
 - Incoming mail server (內收郵件伺服器) (POP3) : "member.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 "smtp.netvigator.com"
 - the SMTP Servers of various ISP providers can be found below for reference
 - Accounts (帳號) : "simon "
 - Password (密碼) : as provided by the Law Society (same as member's zone login password)
 - Click on "Finish" (完成) at the end.

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

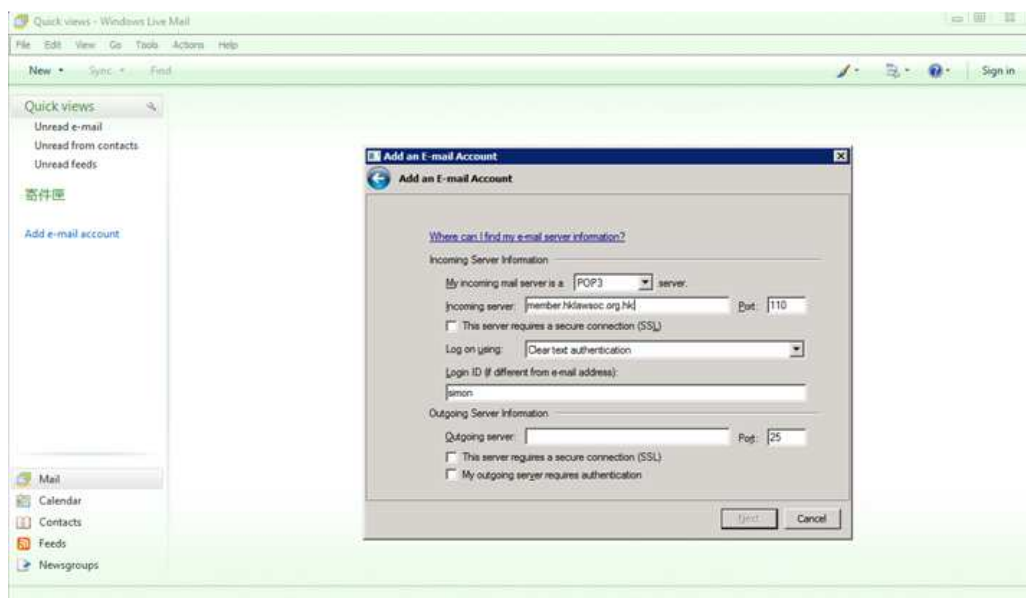
1.6. Download Email with Microsoft Mail (Windows 7)

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

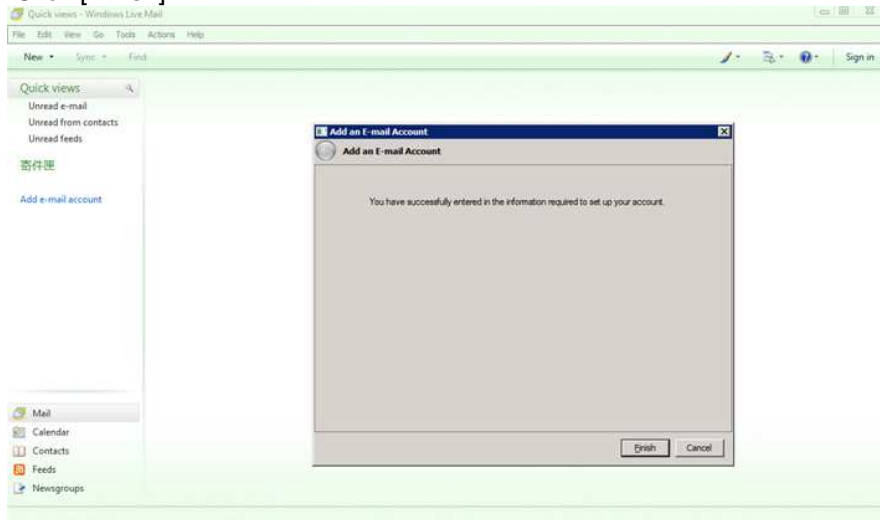
- a. Launch your Windows Live Mail
- b. Click [Add e-mail account]



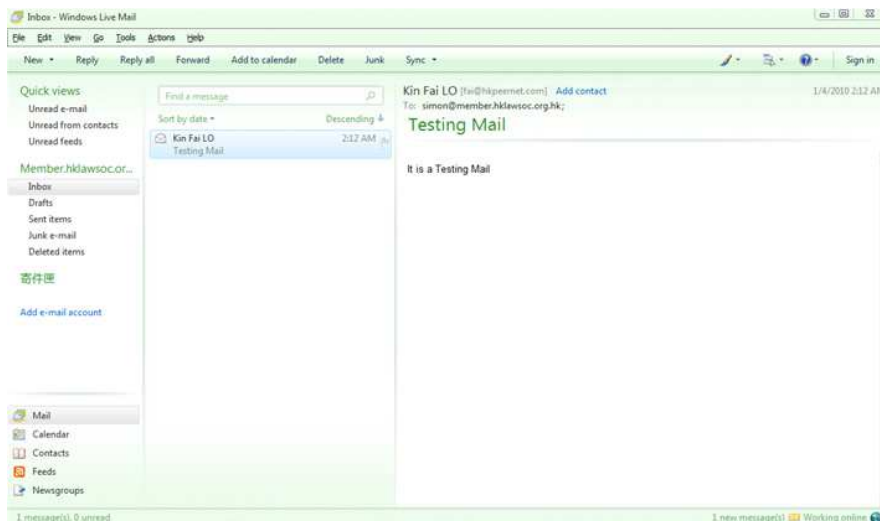
- c. Enter the following information :
 - My Incoming mail server is a: POP3 Server
 - Incoming Server: member.hklawsoc.org.hk
 - Port: 110
 - Log on using: Clear text authorization
 - Login ID: simon
 - Outgoing serve: as provided by your ISP
 - e.g. if your ISP is Netvigator (網上行), it will be "smtp.netvigator.com"
 - the SMTP Servers of various ISP providers can be found below for reference
 - Port: 25
 - Click on [Next] at the end.



d. Click [Finish]



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



For Reference only, the SMTP Servers of various ISP providers :

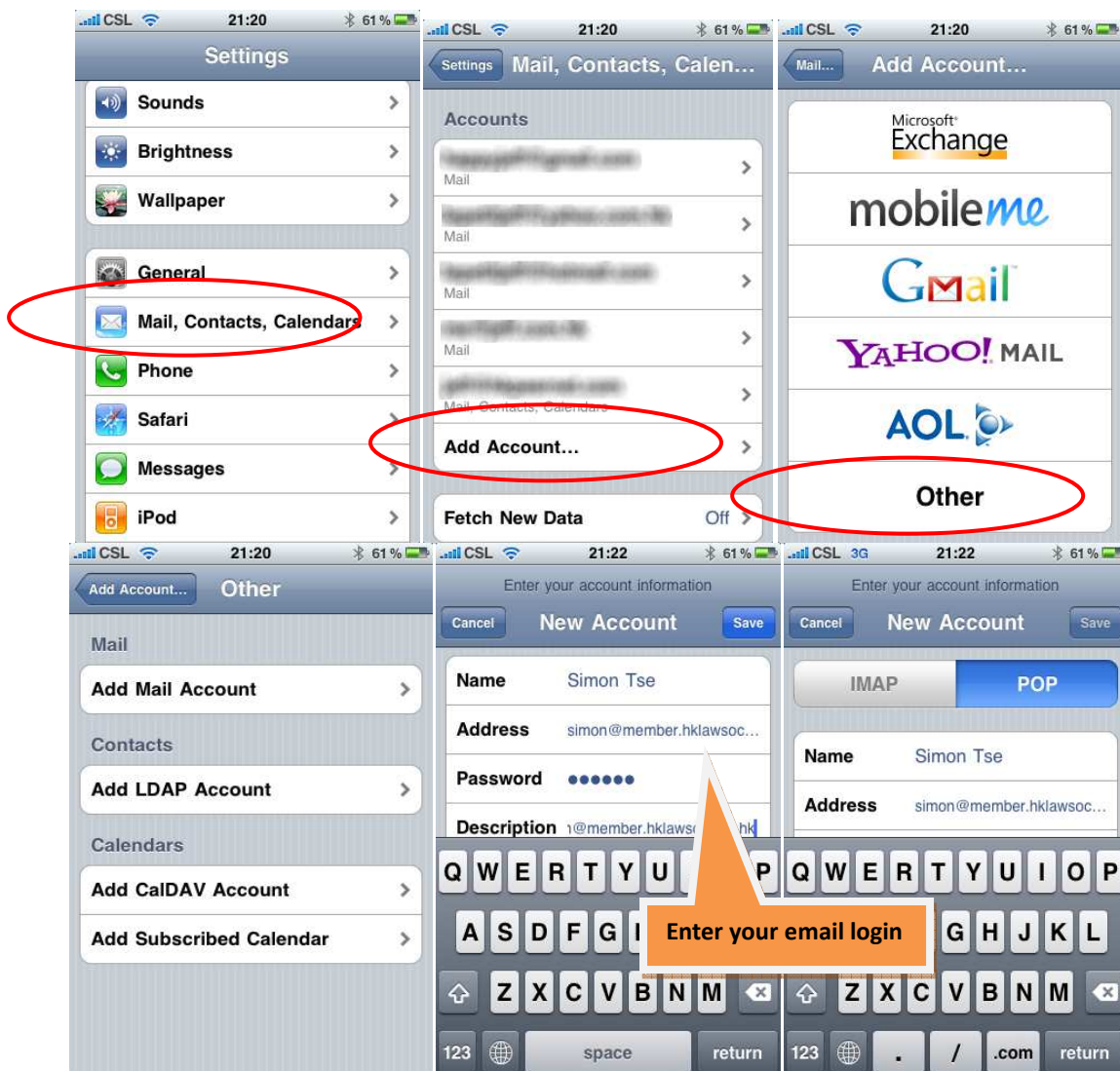
ISP Providers 上網服務提供商	SMTP Servers 伺服器
家用網上行 Netvigator:	smtp.netvigator.com
商業網上行 @Work:	corpmail1.netvigator.com
有線寬頻 i-cable:	smtp.i-cable.com
香港寬頻 HKBN:	smtp3.ctimail3.com / smtpo.hkbn.net
So-net 寬頻上網:	smtp.so-net.com.hk
和記環球電訊商用寬頻:	mail.on-nets.com
和記環球電訊家用寬頻:	mail02.hgcbroadband.com
NWT 新世界寬頻:	smtp.nwtbb.com
九倉:	smtp.newtthk.com

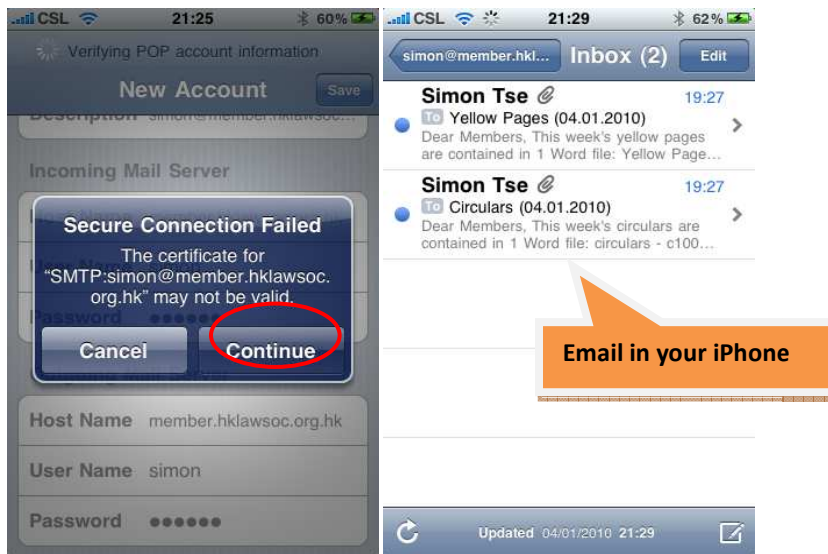
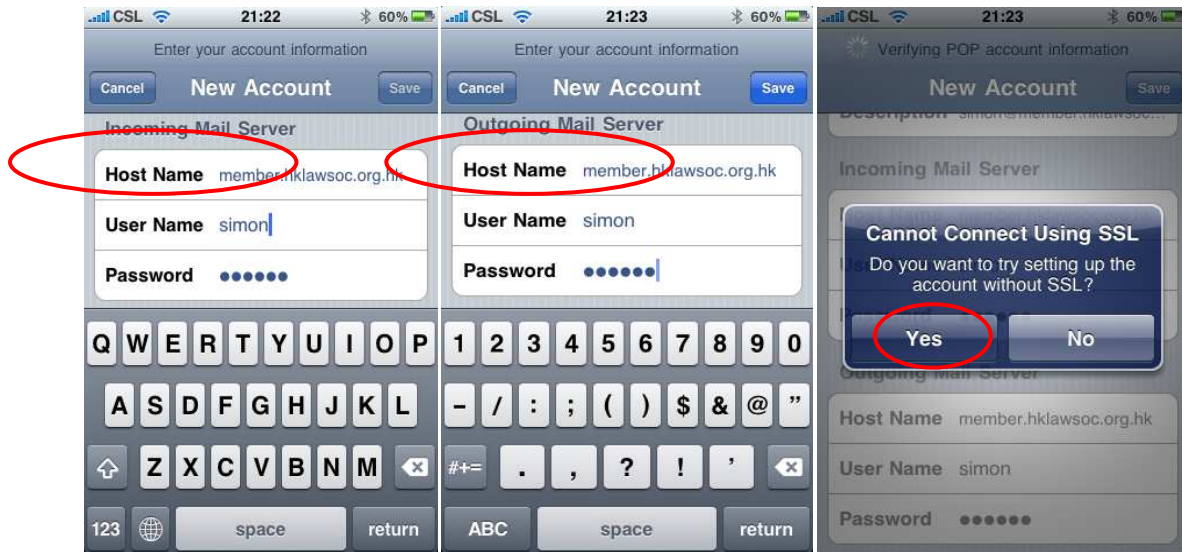
1.7. Download Email with Smartphone

You could also download email to your smartphone. E.g. iPhone, Android or Windows Mobile. The setting of different Smartphone is similar, please enter the following information for setting:

(We use iPhone as example.)

- Name : "Simon Tse" or the name which you want to display in your e-mail
- Address (電子郵件地址) : "simon@member.hklawsoc.org.hk"
- Password (密碼) : as provided by the Law Society (same as member's zone login password)
- Email Using: POP3
- Incoming mail server (內收郵件伺服器) (POP3) : "member.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 "
- Click on "Finish" (完成) at the end.

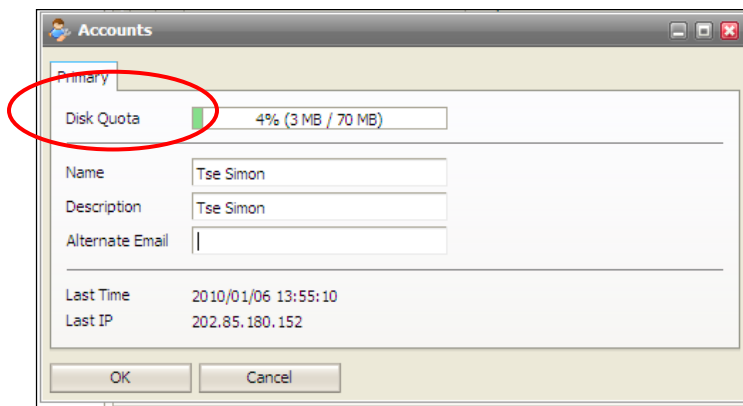
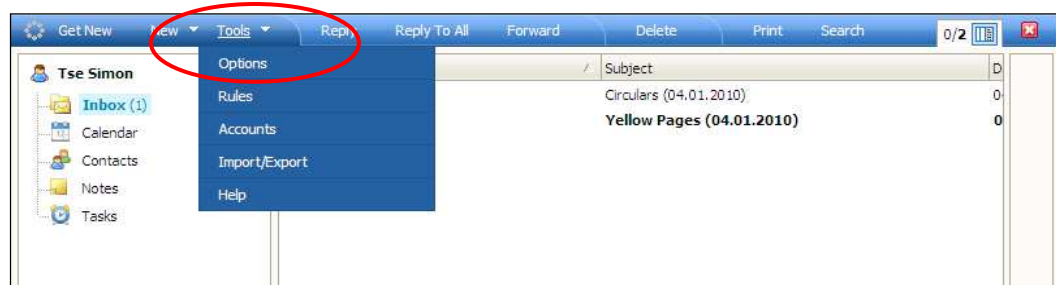




1.8. Tips on Using e-mail

a. Check email quota:

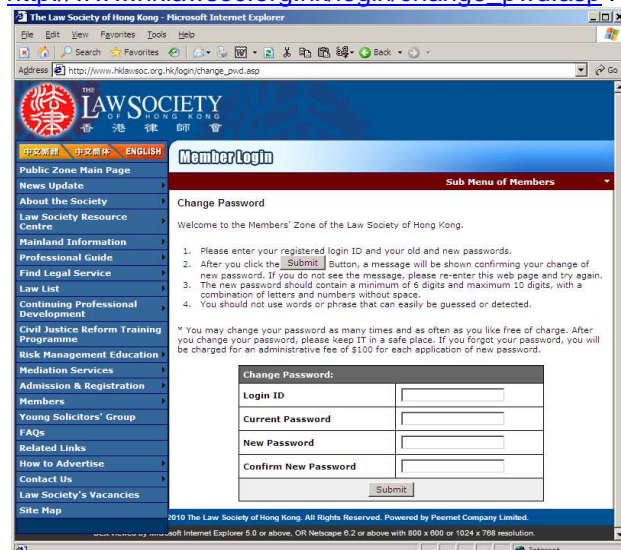
On "Tools" of Menu Bar, you can find the existing status of your account by clicking "Accounts", such as the [Disk Quota] and the login information. By checking the "Last Time" and "Last IP", you may see whether your account has been accessed by any unauthorized person(s).



b. Changing Password:

You email password is same as your password of login Member's Zone, you can change the password in the Law Society's web site only through the web page

http://www.hklawsoc.org.hk/login/change_pwd.asp.

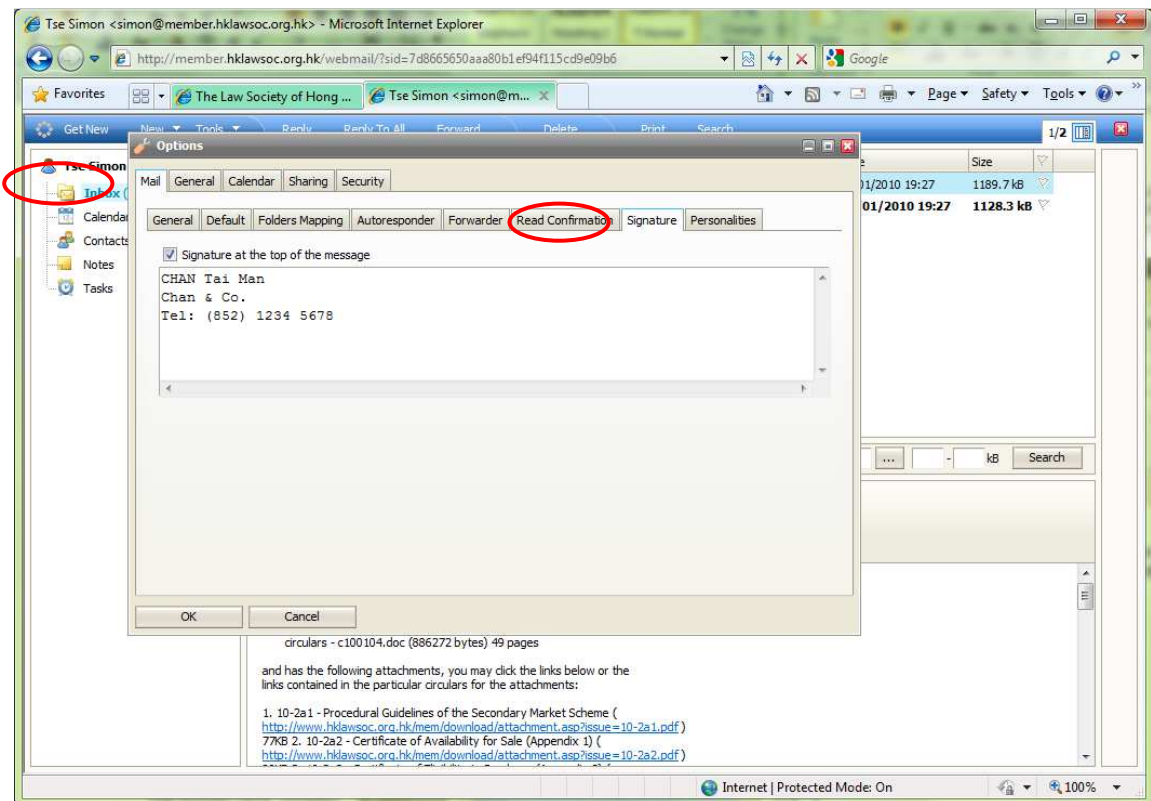


c. Signature:

The Signature is an individual profile, which may includes name, company name, home page URL, phone number, and e-mail address as shown.

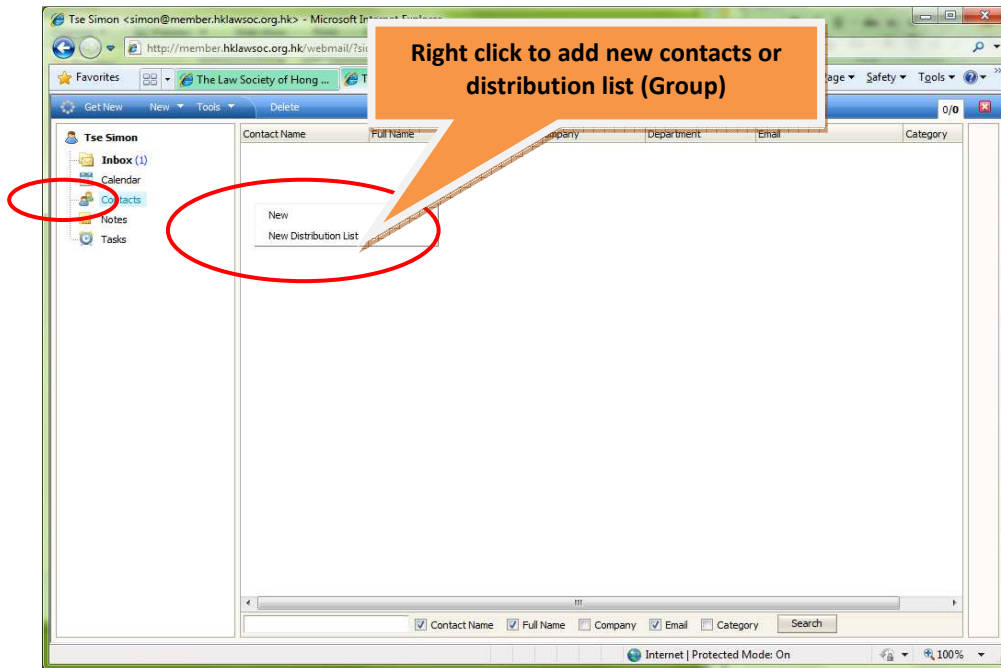
The Signature function is a feature that will allow you to attach your own signature to the end of each out-going message. When you write a new email, the pre-inputted signature will be included at the end of each sent message when you click [Options] from the [Tools] on menu bar.

- To pre-input your signature, click [Mail] tab > [Signature] sub-tab
- Type the signature
- Click the [OK] button to save the signature.

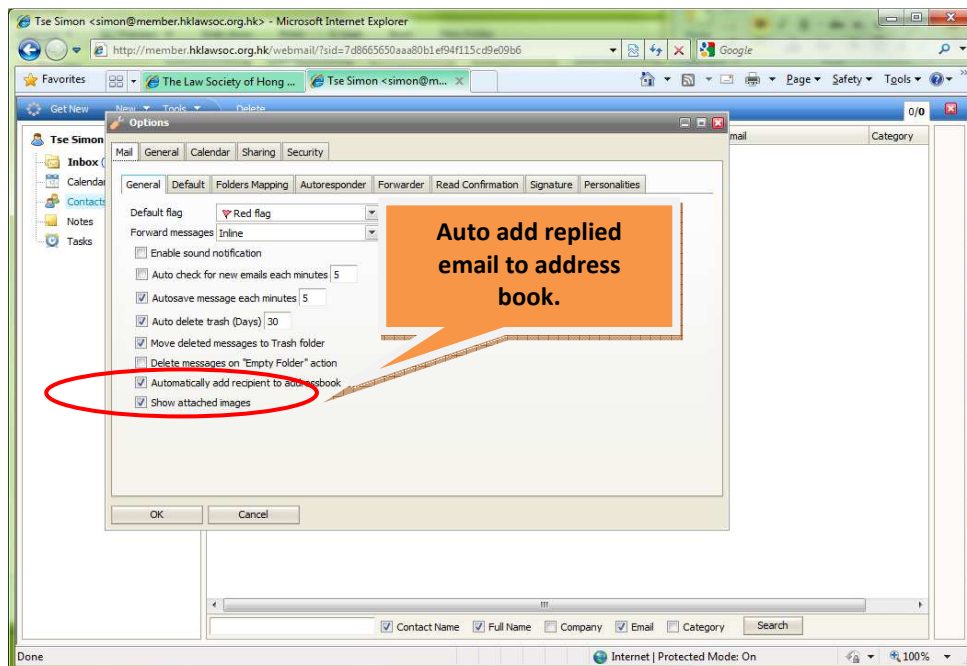


d. Address Book

The [Contacts] 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 [Contacts] button.

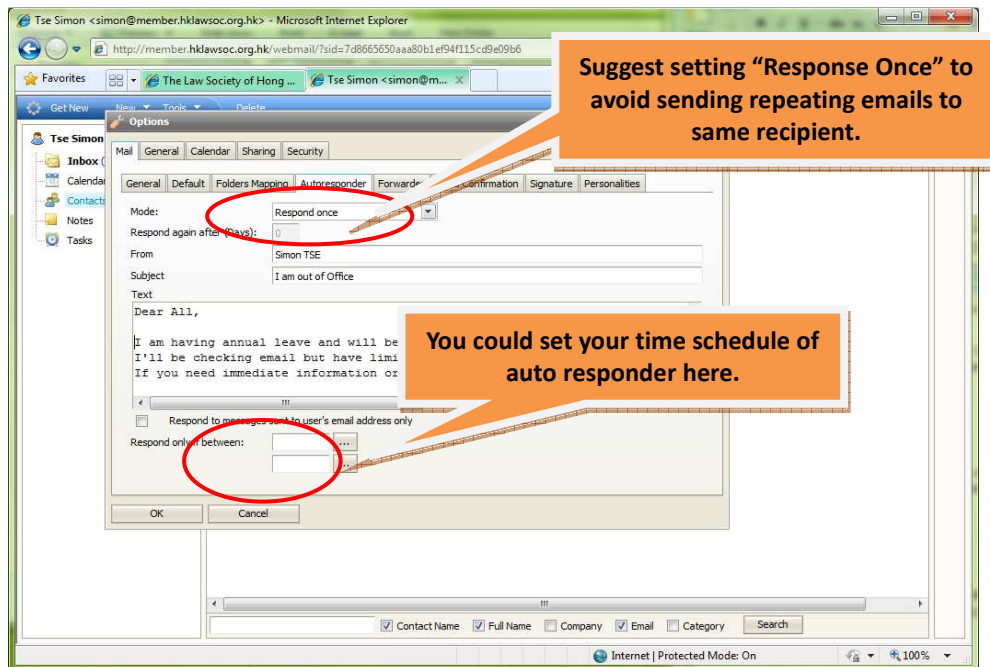


You could also add the recipients automatically without adding people's contact one by one.



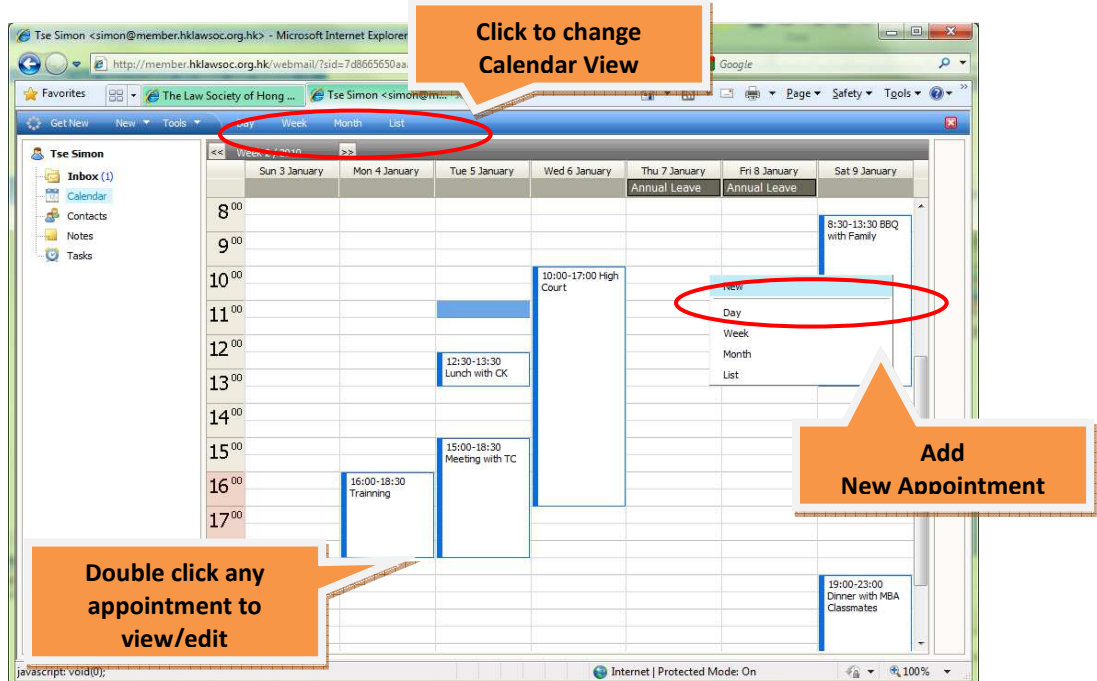
e. Out of Office (Auto Responder)

You could setup auto responder when you are not in the office for long holiday by clicking [Tools] > [Mail] tab > [Autoresponder] sub-tab



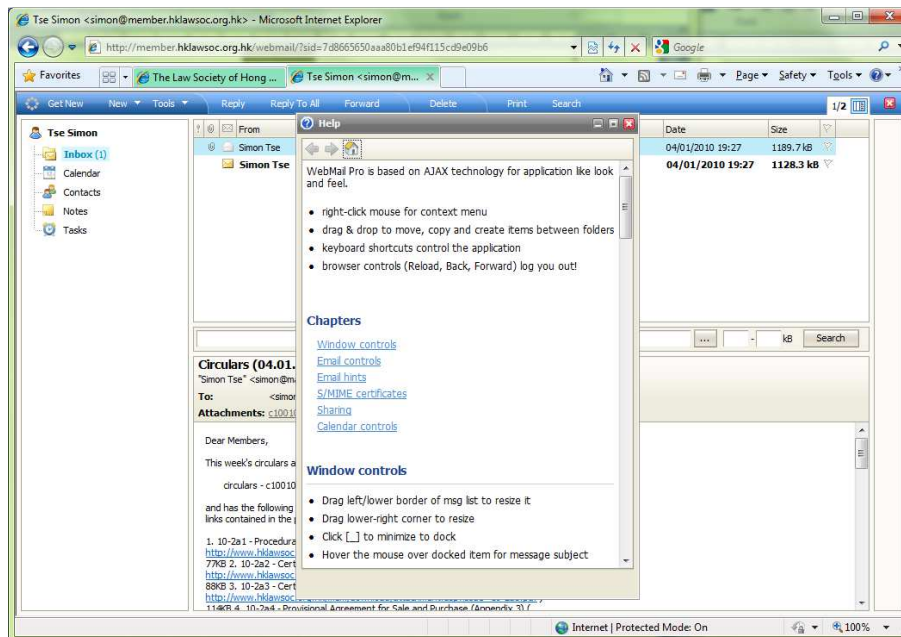
f. Calendar

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 by right clicking the time and click [New]. You may also click on the appointment to edit and modify it.



g. Help Menu

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



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.