E-mail Service
All IVE(LWL) students will be provided with a CNA of 10MB storage capacity, together with an e-mail address, for communication by using the e-mail clients (e.g. Netscape and Outlook Express) or Web-mail. To access via e-mail clients at home, you need to use Virtual Private Network. You can use the CNA's Utilities to manage your CNA by going to the following URL:
http://www.vtc.edu.hk/mailutl

You should clear your mailbox regularly to ensure you could receive e-mails. If your mailbox is full, you will not be able to receive new e-mails.

Outside Campus Access
With Virtual Private Network (VPN), you can access VTC's Network (e.g. POP3 Mail, Library, Student Intranet ...) through any Internet Service Provider (ISP) at home.

Wireless Campus Access
Wireless accesses Intranet and Internet services in specific areas (e.g. hall, library, canteen ...) of IVE(LWL) campus.
http://wlan.vtc.edu.hk

Online Notes/Learning
An Online Teaching Facility in which your lecturers could put notes or extra materials on the WebCT for the courses.
http://webct.vtc.edu.hk

IVE Student Web-based System
A web site provides online information and student services. Students can check their examination results online.
http://www3.vtc.edu.hk

Account Activation Procedure

1. First, you should know your e-mail address is <your-student-number>@stu.vtc.edu.hk
   For example,
   Student number: 031234567
   E-mail address: 031234567@stu.vtc.edu.hk

2. Go to the CNA's Utilities login page by entering the following URL in your web browser:
   http://www.vtc.edu.hk/mailutl

3. Click the “Account Activation” link.

4. Fill in all the required information and press the “Activate” button.

5. The Account Activation Procedure is completed. You can login to use other CNA’s Utilities (e.g. Mail Forward). Login page: http://www.vtc.edu.hk/mailutl

6. You can check, send and receive e-mail by using Web-mail or e-mail clients. Below are the server names for POP3 Mail and SMTP:
   POP3: pop.vtc.edu.hk
   SMTP: smtp.vtc.edu.hk

CNA’s Utilities

- Web-mail
  http://webmail.stu.vtc.edu.hk
  You could check, send and receive your e-mail at home or anywhere with your web browser.

- Mail Forward
  http://www.vtc.edu.hk/mailutl
  Forward your e-mail to another e-mail account.

- Change Password
  http://www.vtc.edu.hk/mailutl
  For security reason, you should change your personal password regularly.

- Change Personal Information
  http://www.vtc.edu.hk/mailutl
  Change the personal information of your CNA.

- Reset Password
  http://www.vtc.edu.hk/mailutl
  Reset your password when you forget it.

- Help
  http://www.vtc.edu.hk/mailutl/help/index_stu.htm
  You could find all information about the CNA’s Utilities in the help page.

- E-mail Alias
  http://www.vtc.edu.hk/mailutl
  Allow you to select an additional e-mail address which is easier to remember.
**Reset Password**

1. Go to the CNA's Utilities login page and click the “Reset Password” link by entering the following URL in your web browser:
   http://www.vtc.edu.hk/mailutl

2. Fill in all the required information and press the “Reset Password” button.

**Mail Forward**

1. After login the CNA's Utilities, click the “Mail Forward” link in the menu.

2. In the “Forward to:” box, type the e-mail addresses you want to forward to, then choose whether you want to keep the incoming emails in your VTC mailbox (this occupies the account storage). Finally, press the “Submit Form” button to finish.

**E-mail Alias**

1. After login the CNA's Utilities, click the “Create E-mail Alias” link.

2. Check the information display on the screen, and press the “Next Step >>” button if it is correct. Otherwise, please contact IVE(LWL)'s campus support.

3. Select an E-mail Alias and press the “Next Step >>” button.

4. If the E-mail Alias displayed in the confirmation page is correct, press the “Next Step >>” button.

5. Your student ID, E-mail Address and E-mail Alias will be displayed, which indicates your E-mail Alias is created successfully.

   a. You can only choose ONE E-mail Alias, and you are not able to change it once it is created.

   b. The E-mail Alias is for sending / receiving e-mail only. You still need to use your student number for CNA login.

**Help**

- There is a help page, which you could get more information about the CNA's Utilities.
  http://www.vtc.edu.hk/mailutl/help/index_stu.htm

- If you have further questions and could not find the answers on the above help page, you could e-mail IVE(LWL)'s staff: lwlitadm@vtc.edu.hk

- Before you use our services, please read our guidelines and regulations carefully on the following webpage:

- The URL of IVE(LWL) student Intranet homepage:
  http://lwsua.vtc.edu.hk

~ END ~

Vocational Training Council