



1<sup>st</sup> Feb. 2012

Dear Parents and Teachers,

### **The eClass email Auto-forward function is back!**

The eClass system has been upgraded and the auto-forward function is back. If you have disabled the function from your eClass, you can enable it now. But if you have never set up this function, we suggest you try this out if you do not visit eClass frequently.

Below is a quick reference to provide you with steps to set up an auto-forward mechanism from eClass to your private email account so that you will not miss any eNotices / iMails and enjoy a more effective communication with the School, other Parents and Students. ☺

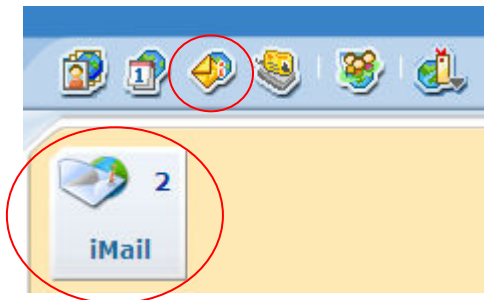
Yours sincerely,

The Promotion Group



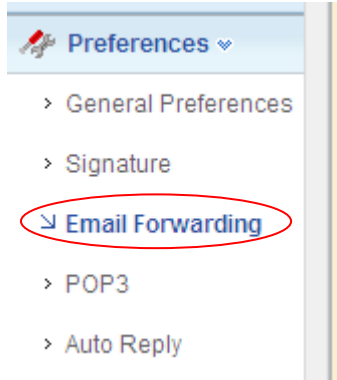
### ***Setting up the auto-forward for incoming email and eNotice alerts***

1. Sign on to eClass at <http://eclass.hkugac.edu.hk> using the Login ID and Password provided by the School.
2. Click on either **iMail** button as shown below

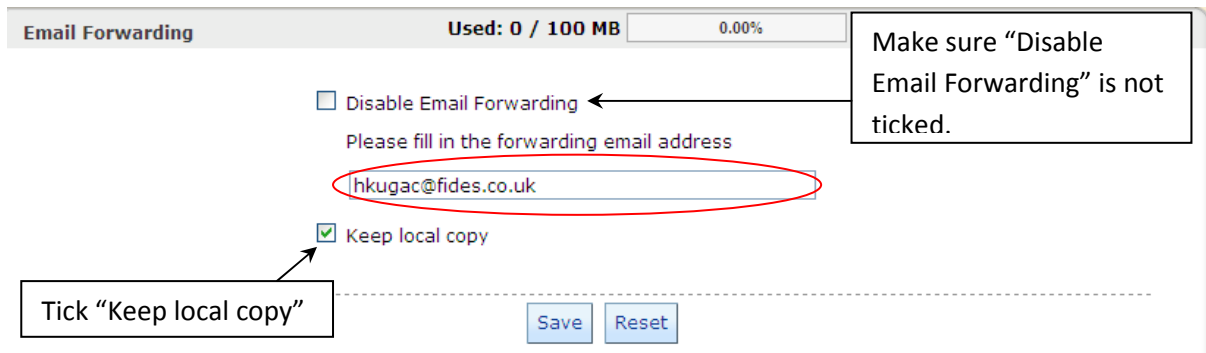


.../more

3. At the Bottom-left hand side of the screen, Click on **Email Forwarding**



4. Enter your private email address in the Textbox.



A screenshot of the 'Email Forwarding' configuration page. At the top, it shows 'Used: 0 / 100 MB' and '0.00%'. Below this, there is a checkbox for 'Disable Email Forwarding' which is unchecked. A callout box points to this checkbox with the text 'Make sure "Disable Email Forwarding" is not ticked.' Below the checkbox is a text input field with the placeholder 'Please fill in the forwarding email address' and the value 'hkugac@fides.co.uk' entered. This input field is circled in red. Below the input field is a checkbox for 'Keep local copy' which is checked. A callout box points to this checkbox with the text 'Tick "Keep local copy"'. At the bottom of the form are 'Save' and 'Reset' buttons.

5. Click "Save" and you are all set to receive incoming email and iNotice alert in your private mailbox.
6. Unlike incoming email, you will need to Sign On to eClass to read the eNotice as you will be expected to "sign" for the receipt of the notice. On some occasions, you will be expected to provide further reply via eClass for which instructions will be provided in the eNotice.

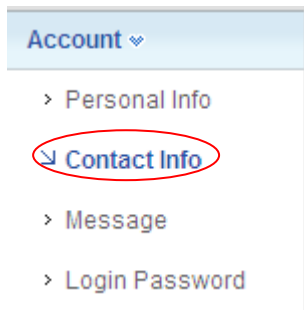
.../more

### Setting up to receive alerts when eClass encounters system problems

1. Sign on to eClass at <http://eclass.hkugac.edu.hk> using the Login ID and Password provided by the School.
2. Click on the **iAccount** button on the top-right hand corner of the screen.



3. On the Left-hand pane, select **Contact** Info under **Account**



4. Enter your private email address in the textbox next to **Email**. Make sure you only enter ONE email address in this textbox.

Email \*

(This is used for receiving system mail. Therefore, please enter ONE valid email only.  
Any invalid email may lead to problems when using the system.)

\* Mandatory field(s)

5. Click "Save" and you are all set to receive alerts in your private mailbox when eClass encounters system problems.

.../more

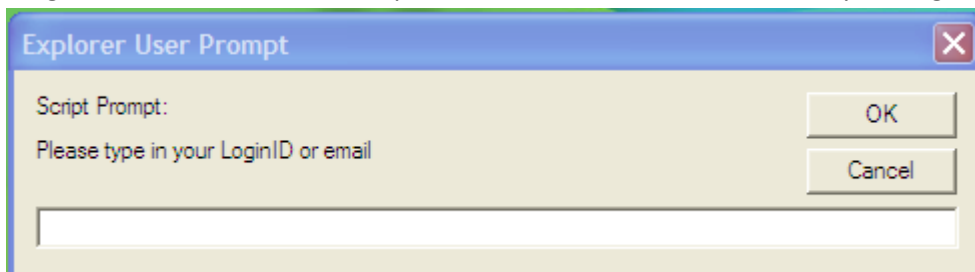
### ***Forgot your eClass password? Get it reset!***

In case you forget your eClass password. No worries! Just get it reset with the following steps.

1. Go to eClass at <http://eclass.hkugac.edu.hk>
2. Click on **forgot password?**



3. Type in your LoginID. For students and parents, your LoginID starts with an alphabet followed by 6 digits. For teachers and staffs, please contact the school IT team for your LoginID.



4. eClass will send you your password to the email address you have registered with the school previously in a few minutes.

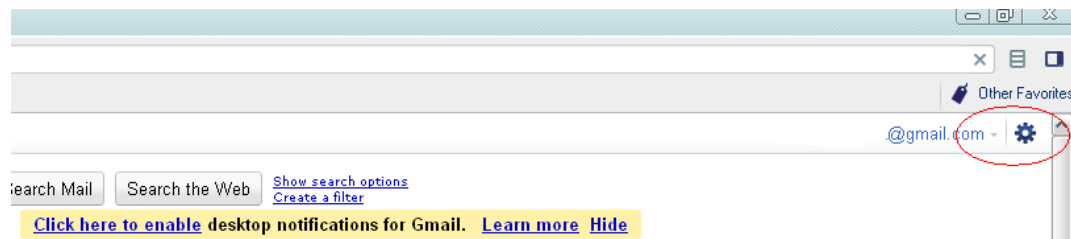
### ***[Optional] Setting up your email system to send messages with eClass email address***

For parents who want to continue using your usual email system but reply as if it is sent from your eClass email address, you can follow this section as a reference. Once set up, you will no longer need to sign into eClass to reply to emails.

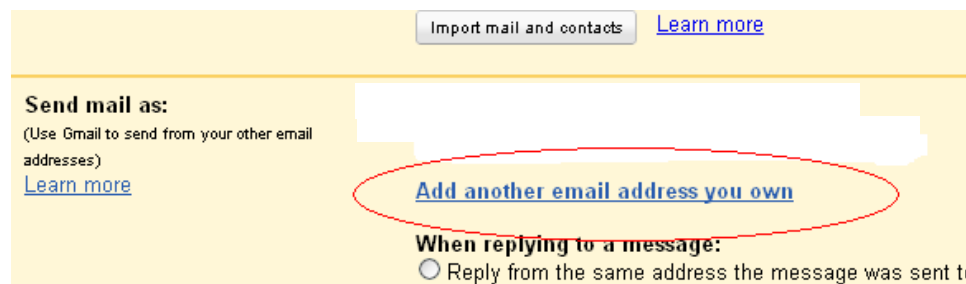
Many email systems allow you to send emails with another email address listed as the sender. Each email system has a different approach in enabling such set up, thus you are recommended to refer to your email system's user guide or online help for more instructions.

Below are the steps as adopted from Gmail's online help <sup>1</sup> in setting up your Gmail account to send emails with the eClass email address.

1. Sign in to Gmail.
2. Click the gear icon  in the upper-right



3. select **Mail settings** and select the [Accounts and Import](#) tab.
4. Under Send mail as, click **Add another email address**.



5. In the 'Email address' field, enter your name and the **eClass email address**.
6. Choose **Use Gmail's servers to send your mail (this is easier to set up)** option.

<sup>1</sup> <https://mail.google.com/support/bin/answer.py?hl=en-GB&ctx=mail&answer=22370>



**Add another email address you own**

**Send mail through your SMTP server?**

When you send mail as \_\_\_\_\_ the mail  
or through hotmail.com SMTP servers.

- Send through Gmail (easier to set up)
- Send through hotmail.com SMTP servers [Learn more](#)

7. Click **Next Step >>** and then click **Send Verification**. Gmail will send a verification message to your other email address to confirm that you own it.
8. Open your eClass email account and either click the link in the message Gmail sent or enter the confirmation code in the Accounts section of your Gmail settings.

If Gmail sends a verification email that you have not received, the message has probably been caught by a spam or bulk mail filter in your recovery email system. Try checking your Spam or Bulk Mail folders for a message from **account-verification-noreply@google.com** to see if the email has ended up in there.

*\*\* We would like to hear from you on any comments and suggestions. Please write to us at [info@hkugacpta.org.hk](mailto:info@hkugacpta.org.hk) or visit our web site at <http://www.hkugacpta.org.hk/>*

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