Order Ref. No: _____

Fax To: _____

Attention: _____

HGC Broadband Internet Services Application: Email Service Registration Form (CABD-F2)

Account No.: _____ VCN: _____ Order No.: _____

Contract Ref.: _____ Requested Service Date: _____

For School only, Please fill the form in English and return by fax at **3167 1460.**

School Information		
School Name		
Contact Person (in English / 中文)		Title / Position
Contact No.	*Fax No.	E-mail Address (necessary)

Create Customer Email Admin Account (For School Only)	
Customer email domain name eg. schoolname.edu.hk	**Create Login-Customer email Admin Account** eg. teacheradmin
Email Service account (HGC Use Only)	
Number of email accounts (Total)	**Email storage size (MB) (Total)**

Service Request

A. [ ] Create Customer email admin account

	Qty	Unit charge
B. [ ] Add email accounts: (feature code: SCEHLF)	No. of a/cs to add: _____ From _____ To _____ (qty)	$10/mth/account

C. [ ] Termination (all the customer email accounts will be deleted)

D. [ ] Reset password

E. [ ] Others/Remarks(Please specify) : _____

School Authorized Signature:	School Chop:	Date:
×		

For HGC Use Only

Email price plan code	Account owner	Salesman code:	Fax date	
☐ SCHHLF0 ☐ SCHHLF10 ($10/mth/ac)				

Notes:

1. Software requirement: email client software supporting POP3/SMTP protocol, e.g. Outlook Express, Communicator, etc.
2. Login ID should be made up of 3-8 characters with lower case alpha-numeric only.
3. Please select a-z for the first character.
4. Please configure your email client setting to pop.on-nets.com and mail.on-nets.com for POP3/SMTP connection respectively.
5. Through the customer admin account, customer can create, delete and allocate resource of email according to their need, within the given number of email accounts and email storage size via the management page (URL http://admin.hgc-school.net).
6. The School should change the given password immediately via URL : http://admin.hgc-school.net .
7. The Service Reply Slip will fax to the *customer fax no. given above.