

# IVE / HKDI / YC

## Student Network Services (Computer & Network Account, CNA) Services

### Services Available



#### E-mail Service

All IVE, HKDI & YC students will be provided with a CNA of 500MB\* storage capacity, together with an e-mail address, for communication by using Web-mail.  
<https://webmail.stu.vtc.edu.hk>

\*You should clear your mailbox regularly to ensure you could receive e-mails.



#### Use Smart Phone connect to mailbox

Student email system supports students checking their email through their smart phone (like Windows Mobile, iPhone, etc). Students need setup the phone as following:

User name : xxxxxxxx@stu.vtc.edu.hk

Password : Your CNA password

Domain : vtc.hk

Server : webmail.stu.vtc.edu.hk

SSL : ON

#### Reminder: Your network service provider may charge you for data transmission cost.



#### Outside Campus Access

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

<http://vpn.vtc.edu.hk>



#### Wireless Campus Access

Wireless accesses Intranet and Internet services in specific areas (e.g. hall, library, canteen ...) in campuses.

<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>



#### Y5ZONE Wireless LAN Service outside VTC premises

In collaboration with Y5ZONE, VTC Staff and Student can now enjoy free wireless service in public areas such as IFC, McDonald's, Starbucks etc. For details, please check with VTC wireless LAN webpage.

<http://wlan.vtc.edu.hk>

### Account Activation

**If you have completed the self-registration process through "New Student Registration System", you do NOT need to activate your CNA using this interface.**

*For students do not use NSRS to perform self-registration, please use the below link to activate your account:*

<http://cnatools.vtc.edu.hk>

### CNA and Email Service Utilities

<http://cnatools.vtc.edu.hk>



#### Change Password

For security reason, **you must change your personal password at least once every 180 days.** You can check VTC password policy.

[http://infosec.vtc.edu.hk/passwordpolicy\\_e.htm](http://infosec.vtc.edu.hk/passwordpolicy_e.htm)



#### Change Personal Information

Change the personal information of your CNA.



#### Forget Password

Reset your password when you forget it.



#### E-mail Alias

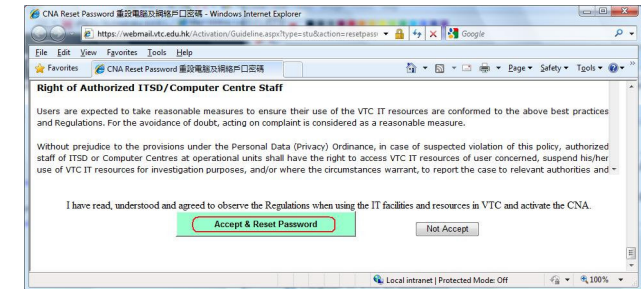
Allow you to select an additional e-mail address which is easier to remember.

### Forget Password

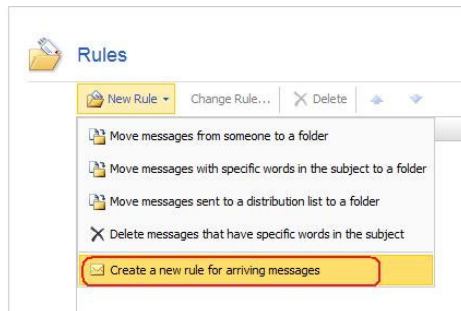
1. Go to the CNA and Email Service Utilities login page and click the "Forget Your Password" link by entering the following URL in your web browser:  
<http://cnatools.vtc.edu.hk>



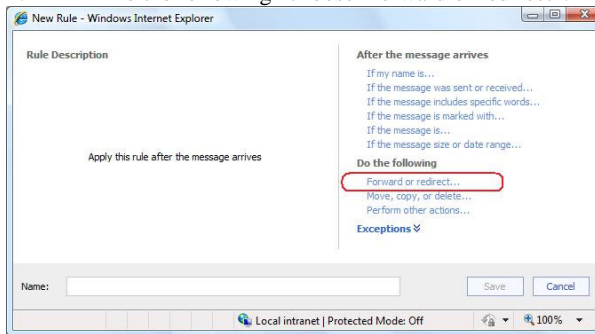
2. Read and accept the Undertaking & Acceptable Use Policy of VTC IT Resources.



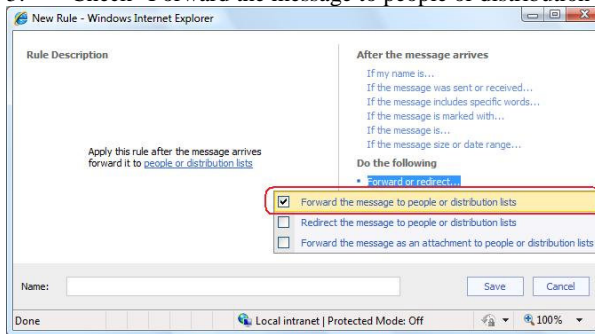
3. Fill in all the required information and provide a strong password with "OK" displayed and then click the "Activate" button.



4. In "Do the following" choose "forward or redirect".

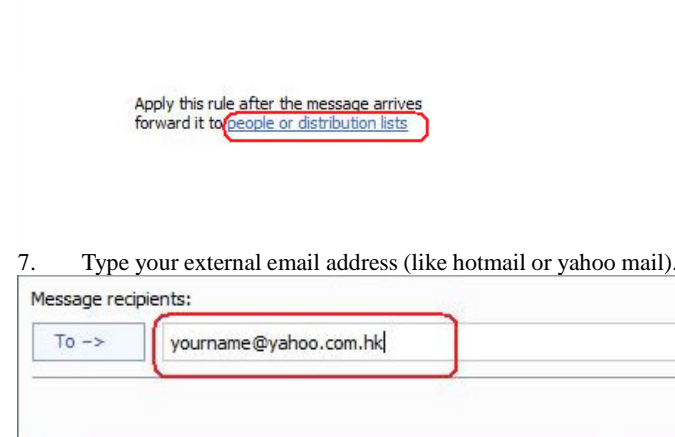


5. Check "Forward the message to people or distribution lists".

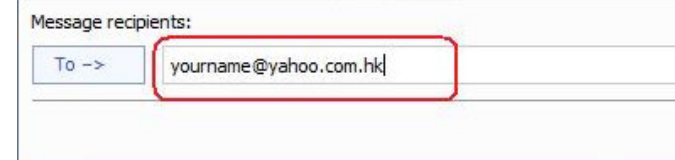


6. In Rule description, click "people or distribution lists".

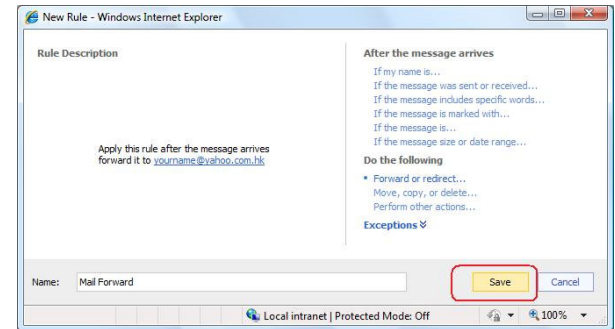
### Rule Description



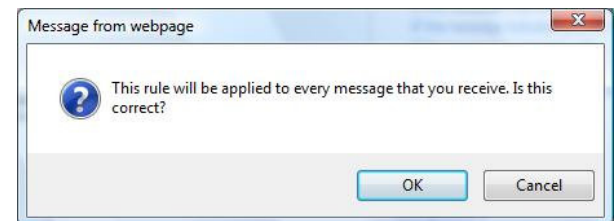
7. Type your external email address (like hotmail or yahoo mail).



8. Click the "Save" button.

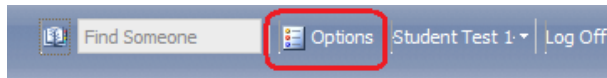


9. Click "OK".

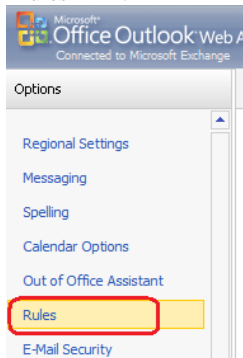


## Mail Forward

1. After login the Webmail, click the "Options" button in the top menu.



2. Then click the "Rules" link.



3. Select "Create a new rule for arriving messages".

## 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 campus support.

3

Please select your E-mail Alias:

cw-mcyie  (Numbers only)

cw-yiemc  (Numbers only)

cw-yiemc  (Numbers only)

cw-ymc  (Numbers only)

cw-mcy  (Numbers only)

cw-yiemingchun

cw-mingchunye

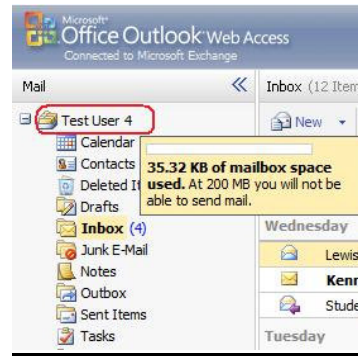
Select an E-mail Alias and press the "Save Changes" button.

- 4 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.



## Check Mailbox Size

- 1 In the navigation pane, click Mail.
- 2 Point to your name at the top of the Mail folder list. A window appears that shows the current size of your mailbox and your mailbox size limit.



## Proper Use of VTC Email Service

VTC Email is an official communication channel among staff and students. It should be used for learning and teaching purpose only. VTC Email accounts shall **not** be used for other purposes such as:

- o Register public websites, such as forum/discussion group, chat rooms or eBay
- o Conduct commercial activities, such as marketing or business transactions
- o Send irrelevant or chain mails to a large number of recipients
- o Broadcast messages which are likely to harass or offend others

## Help



There is a help page, which you could get more information about the CNA's Utilities.  
<http://cnatools.vtc.edu.hk>



If you have further questions and could not find the answers on the above help page, you could e-mail IVE/YC's staff:

Chai Wan	<a href="mailto:cwitadm@vtc.edu.hk">cwitadm@vtc.edu.hk</a>
Lee Wai Lee	<a href="mailto:lwlitadm@vtc.edu.hk">lwlitadm@vtc.edu.hk</a>
Haking Wong / Billion Plaza Centre	<a href="mailto:hwitadm@vtc.edu.hk">hwitadm@vtc.edu.hk</a>
Tsing Yi	<a href="mailto:tyitadm@vtc.edu.hk">tyitadm@vtc.edu.hk</a>
Morrison Hill	<a href="mailto:mhitadm@vtc.edu.hk">mhitadm@vtc.edu.hk</a>
Tuen Mun	<a href="mailto:tmitadm@vtc.edu.hk">tmitadm@vtc.edu.hk</a>
Sha Tin	<a href="mailto:stitadm@vtc.edu.hk">stitadm@vtc.edu.hk</a>
Kwai Chung	<a href="mailto:kcitadm@vtc.edu.hk">kcitadm@vtc.edu.hk</a>
Kwun Tong	<a href="mailto:kitadm@vtc.edu.hk">kitadm@vtc.edu.hk</a>
Design Institute	<a href="mailto:diitadm@vtc.edu.hk">diitadm@vtc.edu.hk</a>
VTC Youth College	<a href="mailto:ycitadm@vtc.edu.hk">ycitadm@vtc.edu.hk</a>
SBI	<a href="mailto:sbitadm@vtc.edu.hk">sbitadm@vtc.edu.hk</a>
YCM Senior Secondary School	<a href="mailto:sssitadm@vtc.edu.hk">sssitadm@vtc.edu.hk</a>
Others	<a href="mailto:ecs-enquiry@vtc.edu.hk">ecs-enquiry@vtc.edu.hk</a>



Before you use our services, please read our guidelines and regulations carefully on the following webpage:  
<http://www.vtc.edu.hk/infosec/>

~ END ~