Setup Email Send To Boss Function

Please login to Wemail Control Panel.(https://mail.wemail.hk:2222)

Please click on "Advanced Email Setting" (near the bottom)

| 2/01 | Advanced Feature | Feature |
|------|----------------------------------|--|
| | Change Password Login History | DNS Management MX Records Advanced Email Setting |

-> At the bottom,

<u>Keep a copy of Incoming Email</u> Input the boss email address to receive all incoming email copies,

<u>Keep a copy of Outgoing Email</u> Input the boss email address to receive all send out email copies.

(For easy clarification, the two email addresses are suggested to be different.)

| Keep a copy of Incoming Email | | | |
|--|--|--|--|
| Send a copy of incoming email to bccincoming@wemaildemo.com Save * | | | |
| * This applies to all POP3 email(s) under your hosting account. | | | |
| Keep a copy of Outgoing Email | | | |
| Send a copy of outgoing email to bccoutgoing@wemaildemo.com | | | |
| Terms and Conditions | | | |
| NO WARRANTY - BECAUSE THESE UTILITIES ARE LICENSED FREE OF CHARGE, THERE IS NO WARRANTY FOR THE PROGRAM, TO THE EXTENT PERMITTED BY APPLICABLE LAW. EXCEPT WHEN OTHERWISE STATED IN WRITING THE COPYRIGHT HOLDERS AND/OR OTHER PARTIES PROVIDE THE PROGRAM 'AS IS' WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE PROGRAM IS WITH YOU. SHOULD THE PROGRAM PROVE DEFECTIVE, YOU ASSUME THE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION. | | | |

Click "Save" button to complete.