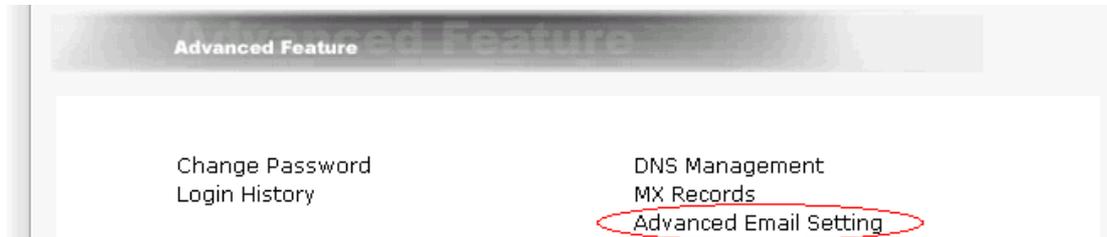


Setup Email Send To Boss Function

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

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

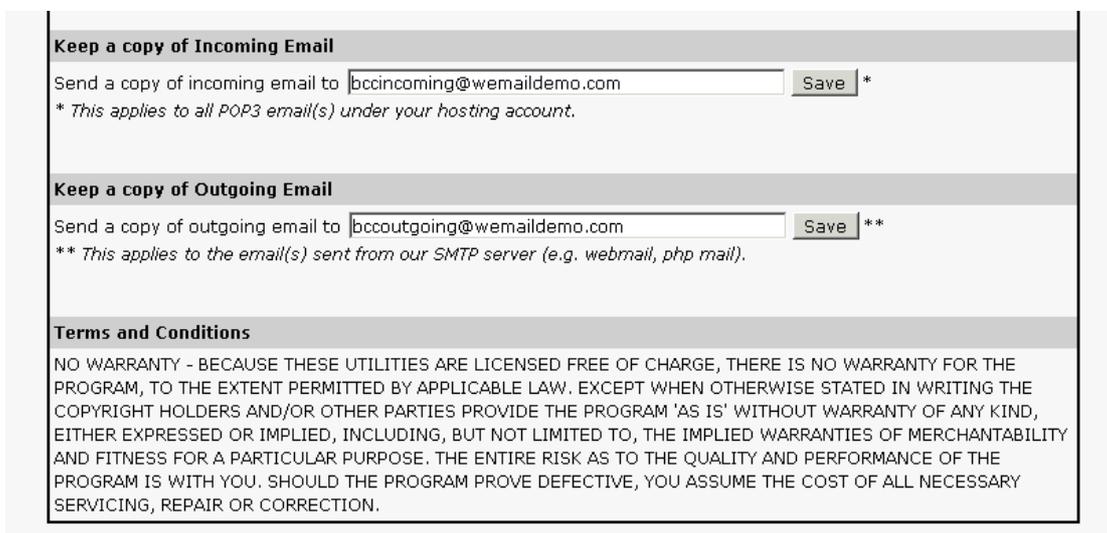


-> At the bottom,

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

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

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

A screenshot of the Wemail Control Panel settings page. It shows two sections: "Keep a copy of Incoming Email" and "Keep a copy of Outgoing Email". Each section has a text input field for an email address and a "Save" button. The "Incoming Email" section has a note: "* This applies to all POP3 email(s) under your hosting account." The "Outgoing Email" section has a note: "** This applies to the email(s) sent from our SMTP server (e.g. webmail, php mail)." Below these sections is a "Terms and Conditions" section with a block of text.

Click "Save" button to complete.