# eClass iMail Manual

#### <u>www.csklcs.edu.hk</u> $\rightarrow$ Intranet $\rightarrow$ eClass IP $\rightarrow$ Student & Teacher Login



Enter your username and password





Mail icon



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### Click Choose Recipient(s) -select which people or group(s) you want to send mail

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### Click Teaching Staff for send a mail to teacher

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Click **Send** after complete the email, then the email will send out.

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# Check Mail (inbox)

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Click the **E-mail Subject Title** to view the email content.

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Click **Reply / Reply All / Forward/ Remove** for further processing the email.

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