

# HONG KONG COLLEGE OF RADIOLOGISTS

## APPLICATION FOR WEBMAIL SERVICES (FOR HKCR MEMBERS ONLY)

*Please read the following notes before completing this form.*

1. This form is applicable to mailing forwarding function, alias function and additional disk space allocation.
2. Complete this form in **BLOCK LETTERS** and **TICK** where appropriate.
3. Please send the completed form by fax (No. 2554 0739) or by post to reach the Secretariat, Hong Kong College of Radiologists, Room 909, 9/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong. If you wish to receive acknowledgement of your application, please state clearly of your current contact email in Part I of this form.
4. Processing this application may need at least 2 weeks' time. The result will be notified via email, therefore please kindly provide your email address accurately.
5. For enquiries: (Tel) 2871 8788 (Fax) 2554 0739 (Email) [admin@hkcr.org](mailto:admin@hkcr.org)

### **Part I) Information of Applicant**

Name of Applicant : \_\_\_\_\_

Contact Tel No. : \_\_\_\_\_

Contact Fax No. : \_\_\_\_\_

Contact Email : \_\_\_\_\_

Request for acknowledgement of your application

Contact Address : \_\_\_\_\_  
\_\_\_\_\_

### **Part II) Details of Application**

#### ***A) Mail Forwarding Function without leaving a copy in the Inbox***

- ✦ All incoming emails can be forwarded **without** leaving a copy in the inbox of webmail i.e. one does not need to login to College webmail in order to clear the inbox content to avoid exceeding storage limit. This specific forwarding function has to be performed by our web hosting company. {Please note that you do *not* need to notify the Secretariat if you want to *leave* a copy of incoming mail in the webmail inbox. You can set the forwarding address yourself under "Settings"} Please kindly notify the Secretariat for any changes in the future.

Email Account : \_\_\_\_\_

@ hkcr.org

will be forwarded to the following

Email Account : \_\_\_\_\_

@ \_\_\_\_\_

