企业微信绑定 **BNBU** 邮箱指南
BNBU Mailbox to bind with WeCom

1. 说明 Instructions

(1) 电脑端或手机（移动端）安装企业微信(4.0.2版以上)可绑定 BNBU 邮箱。

Wecom (4.0.2 version or Up to date) installed on the computer or mobile phone can be bound to the BNBU mailbox.

(2) 通过企业微信进入 BNBU 邮箱后，收发邮件和对邮件的处理自动同步网页版邮箱。

After entering the BNBU mailbox through the Wecom, sending and receiving emails and the processing of emails will be automatically synchronized Web version Email.

2. 绑定邮箱操作 Bind the mailbox

(1) 登录企业微信 Login Wecom

(2) 点击工具栏- 电邮 – 输入 BNBU 邮箱地址，点击添加按钮

Click Toolbar – Email – Enter BNBU email address and click Add button
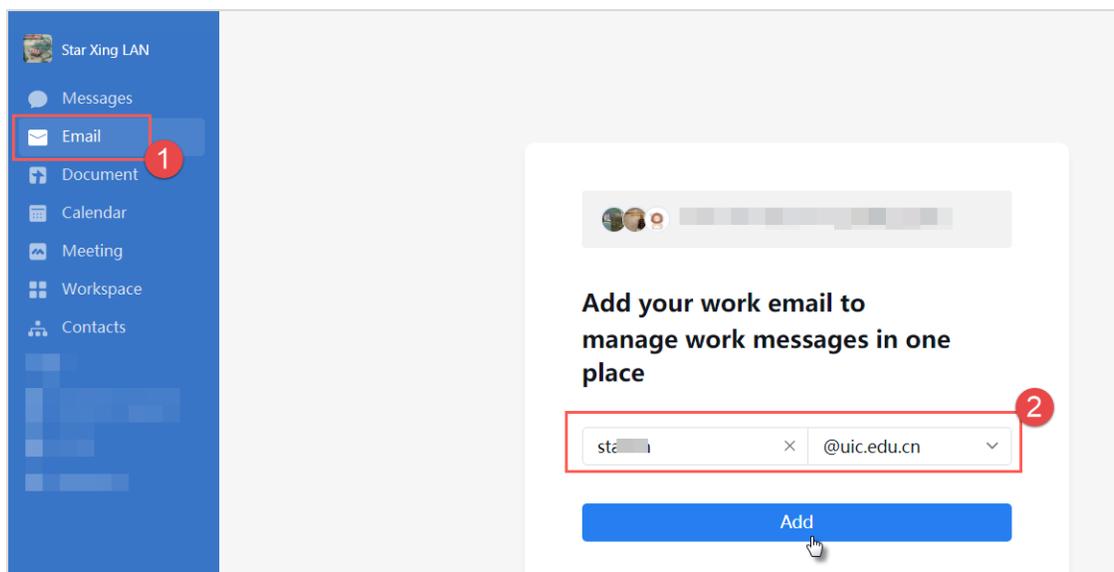
备注：职员邮箱是 @uic.edu.cn，学生邮箱是@mail.uic.edu.cn，可下拉选择

Note: The email address for staff is @uic.edu.cn, and the email address for

students is @mail.uic.edu.cn, which can be selected from the drop-down list
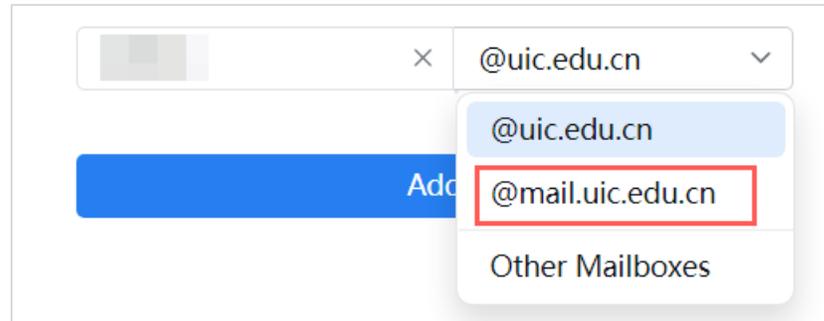
(3)接受应用协议 Acceptance of Agreement
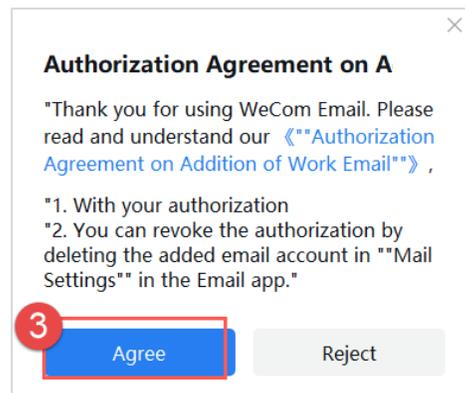
(4)添加成功后， 即可查看收件箱

After successful addition, you can view your inbox
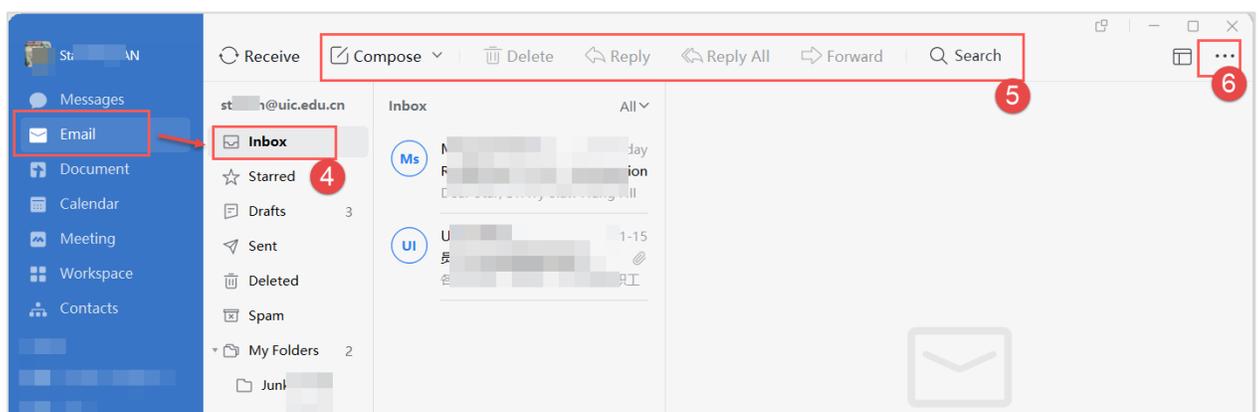
(5)可编写邮件及其他操作

can Compose emails and other operations

(6)更多设置，例如账号(删除，重新添加)，邮件签名，提醒，收件规则，黑名单等

More Settings, such as account Settings (delete, add again), email signature,

Notification, receiving rules, blacklist, etc

3. 应用支持 Support

(1)企业微信升级：登录后点击账号- 设置

Wecom Update: Log in - click Account - Settings
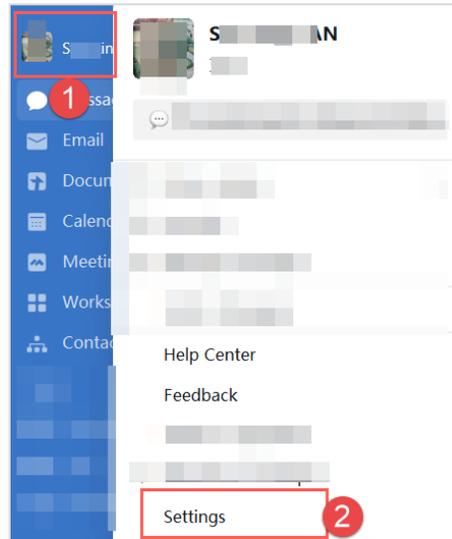
关于- 自动升级

About- Updates
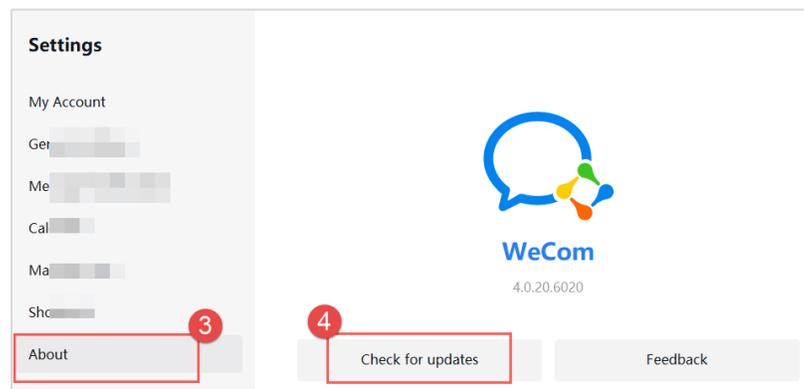
(2)ITSC Hotline：(86-756) 3620315 ext.:8315

(3)E-mail: itsc_support@uic.edu.cn

The End.

Prepared by ITSC