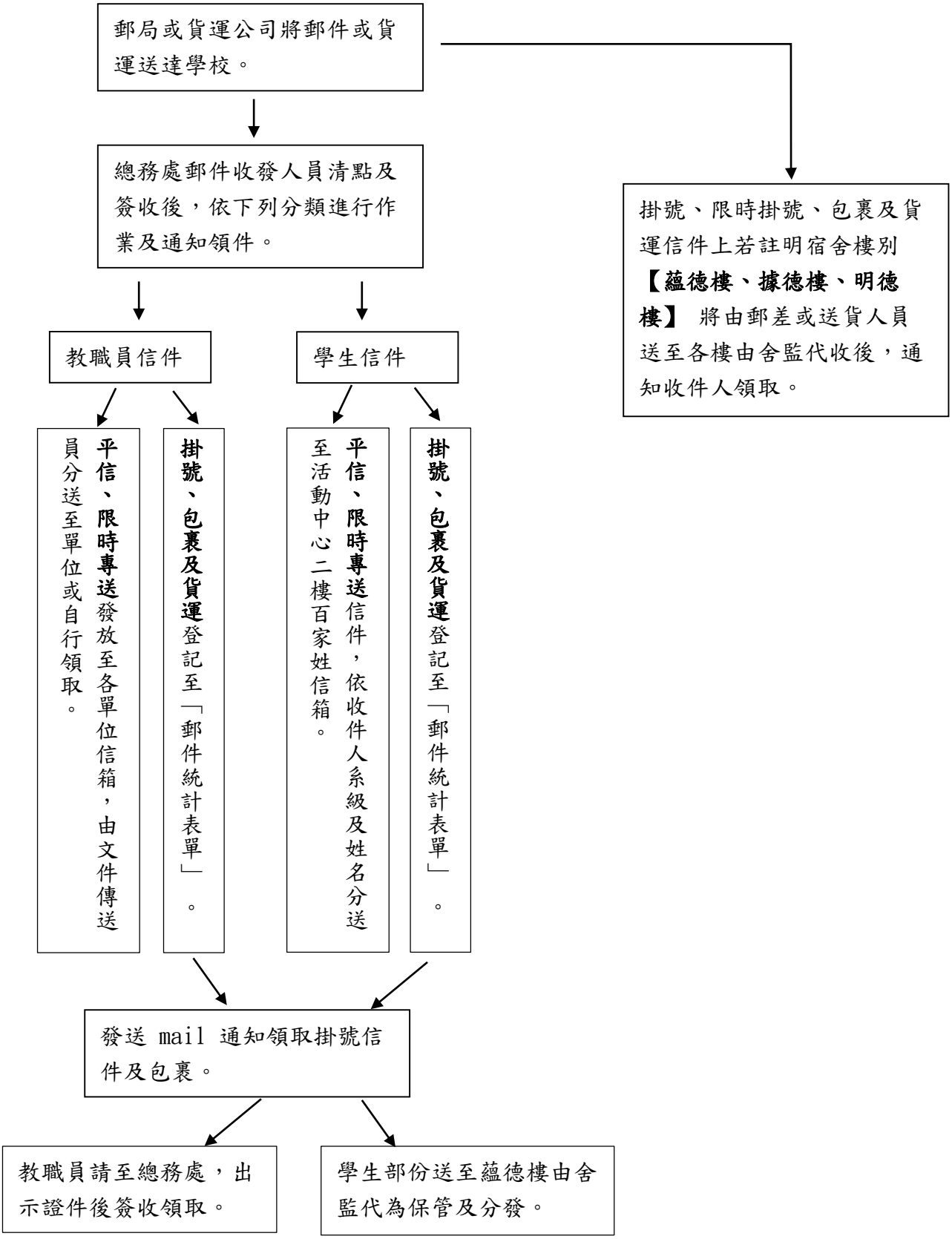◎郵件通知及領取作業流程：