

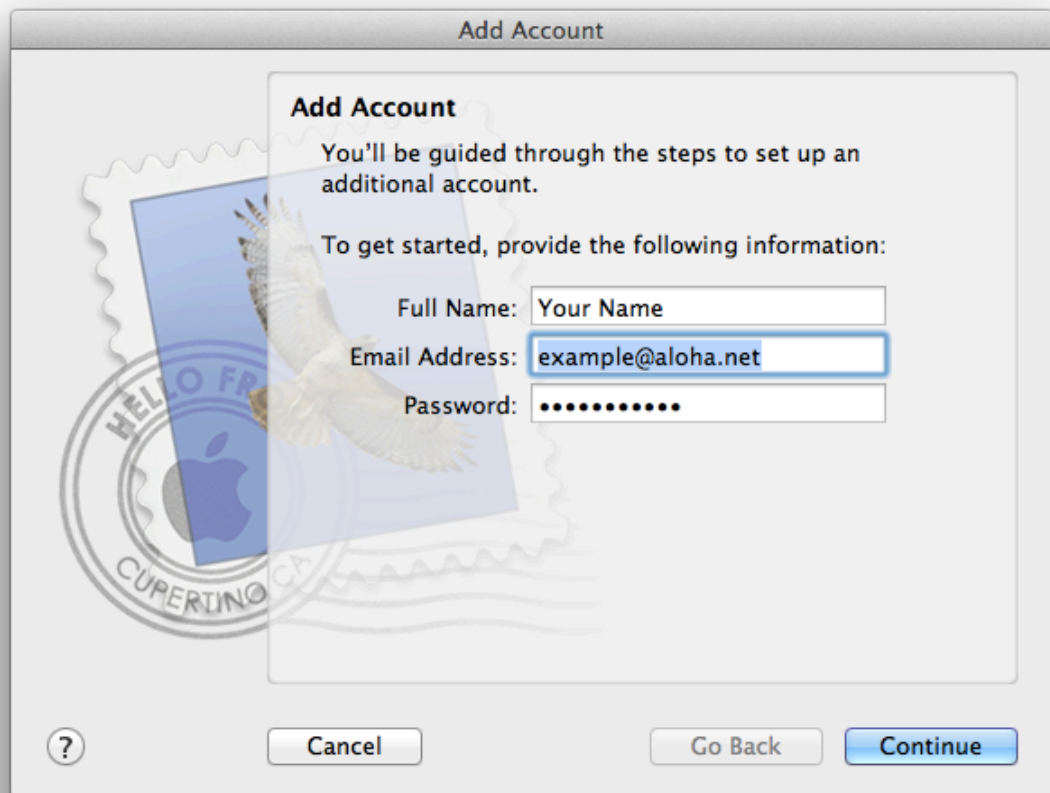
Hawaii OnLine -- Apple Mail 5.0 Walkthrough

For OS X Lion

Adding a new account

To configure a new Hawaii OnLine account in Apple's Mail application, please use the following instructions as a guide. Substitute your own aloha.net email address for "example@aloha.net" in the examples below.

1. Start by opening the Mail application. You may be guided through creating a new account. If not, click the "File" menu and then select "Add Account...".
2. Fill in the "Add Account" form with your new email address and password:



Add Account

You'll be guided through the steps to set up an additional account.

To get started, provide the following information:

Full Name:

Email Address:

Password:

? Cancel Go Back Continue

3. Click Continue, then fill in the Incoming Mail Server information as follows:

Add Account

Incoming Mail Server

Account Type:


Description:

Incoming Mail Server:

User Name:

Password:

4. Click Continue again, then fill in the Outgoing Mail Server information:



Add Account

Outgoing Mail Server

Description: Hawaii OnLine SMTP

Outgoing Mail Server: mail.aloha.net

Use only this server

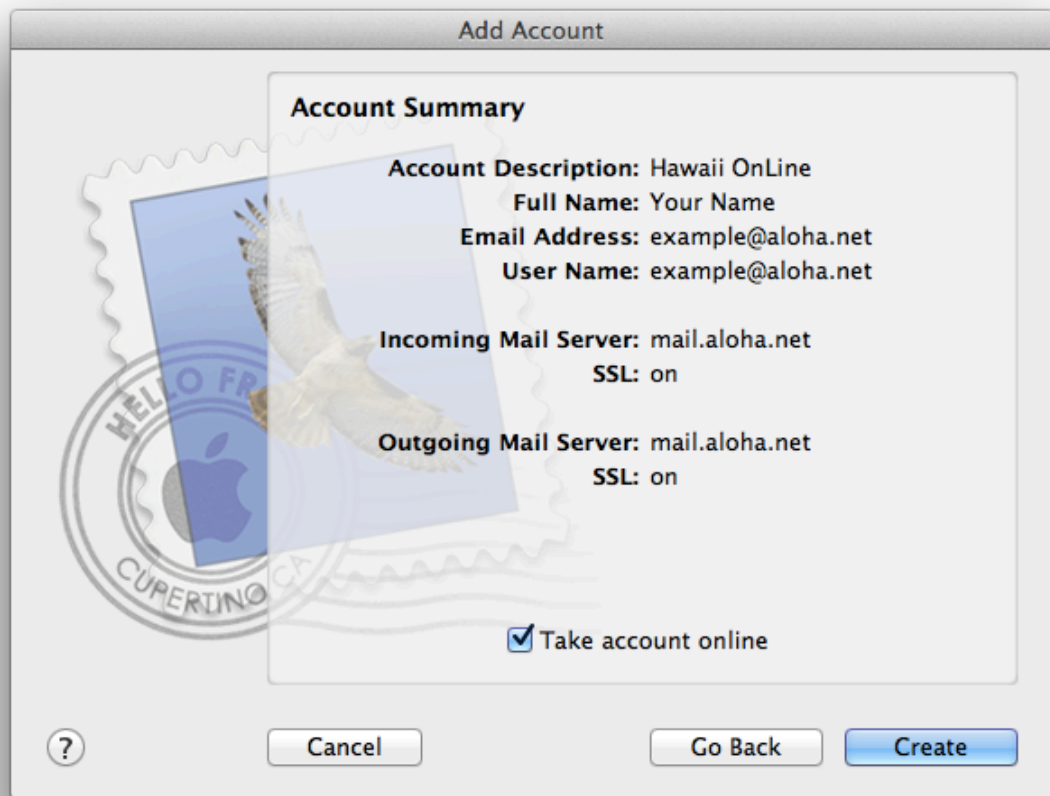
Use Authentication

User Name: example@aloha.net

Password:

? Cancel Go Back Continue

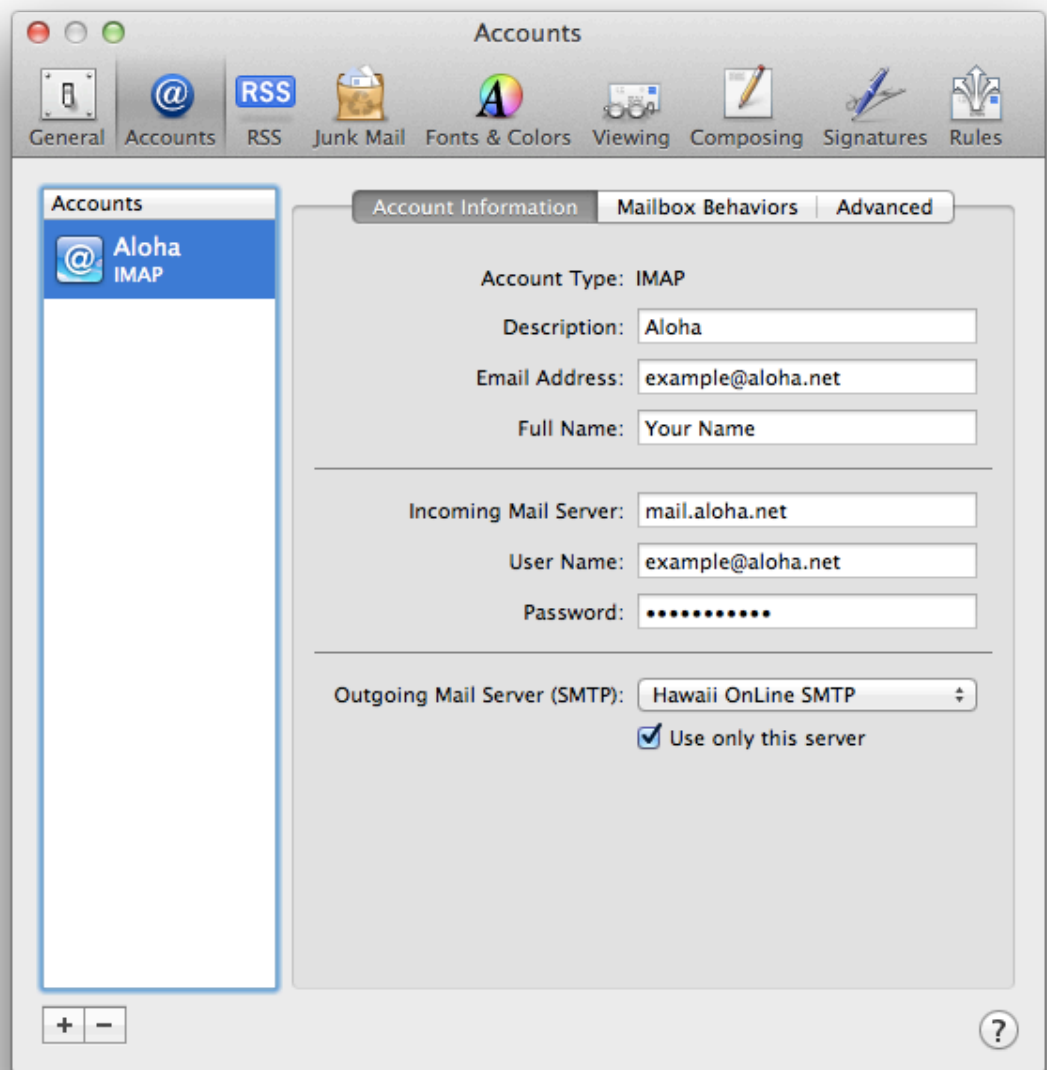
5. Click Continue one last time, and you should see an account summary like this, but with your own email address instead of “example@aloha.net”:



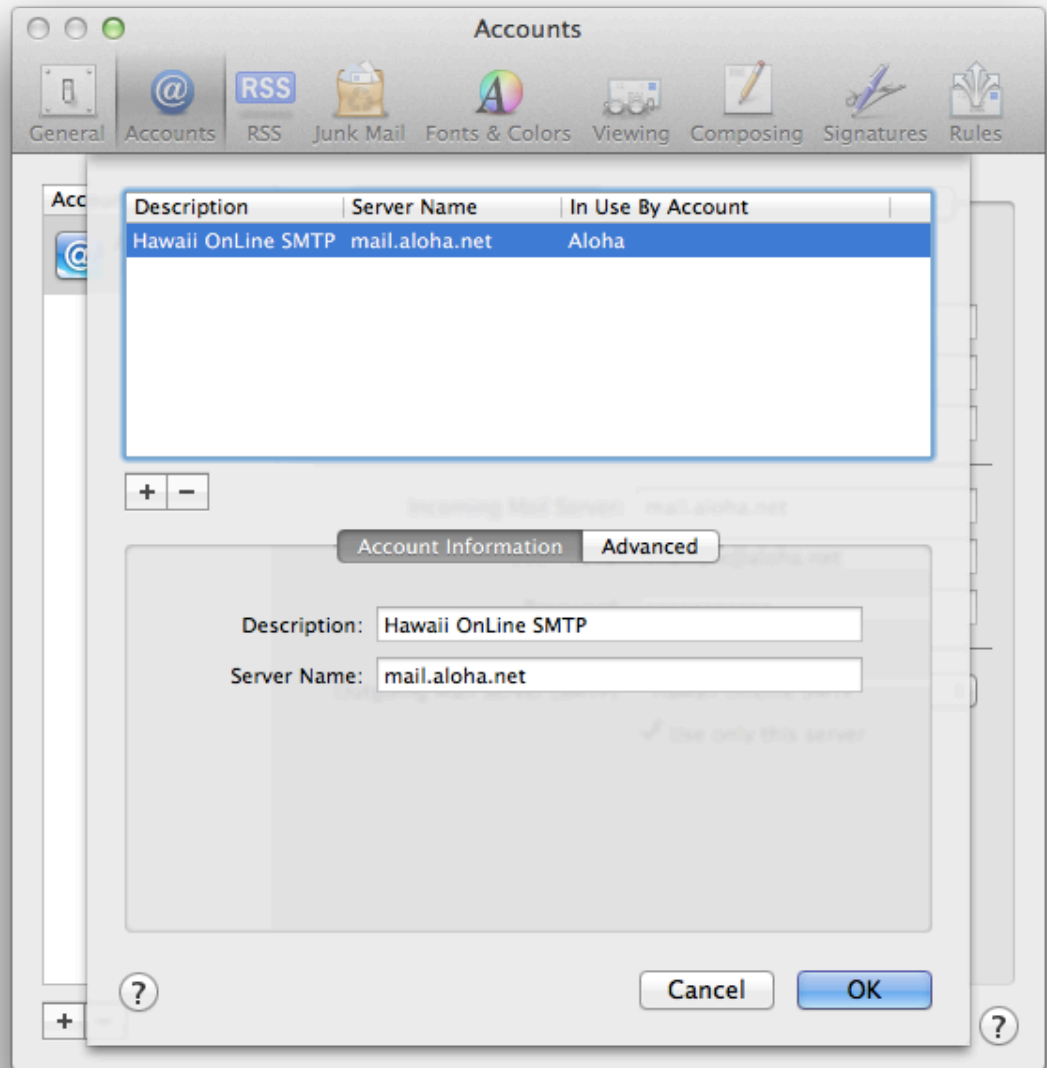
Modifying an existing account

If you already have your account configured in Mail and want to modify it to support Hawaii OnLine's latest configuration settings, please use the following guide.

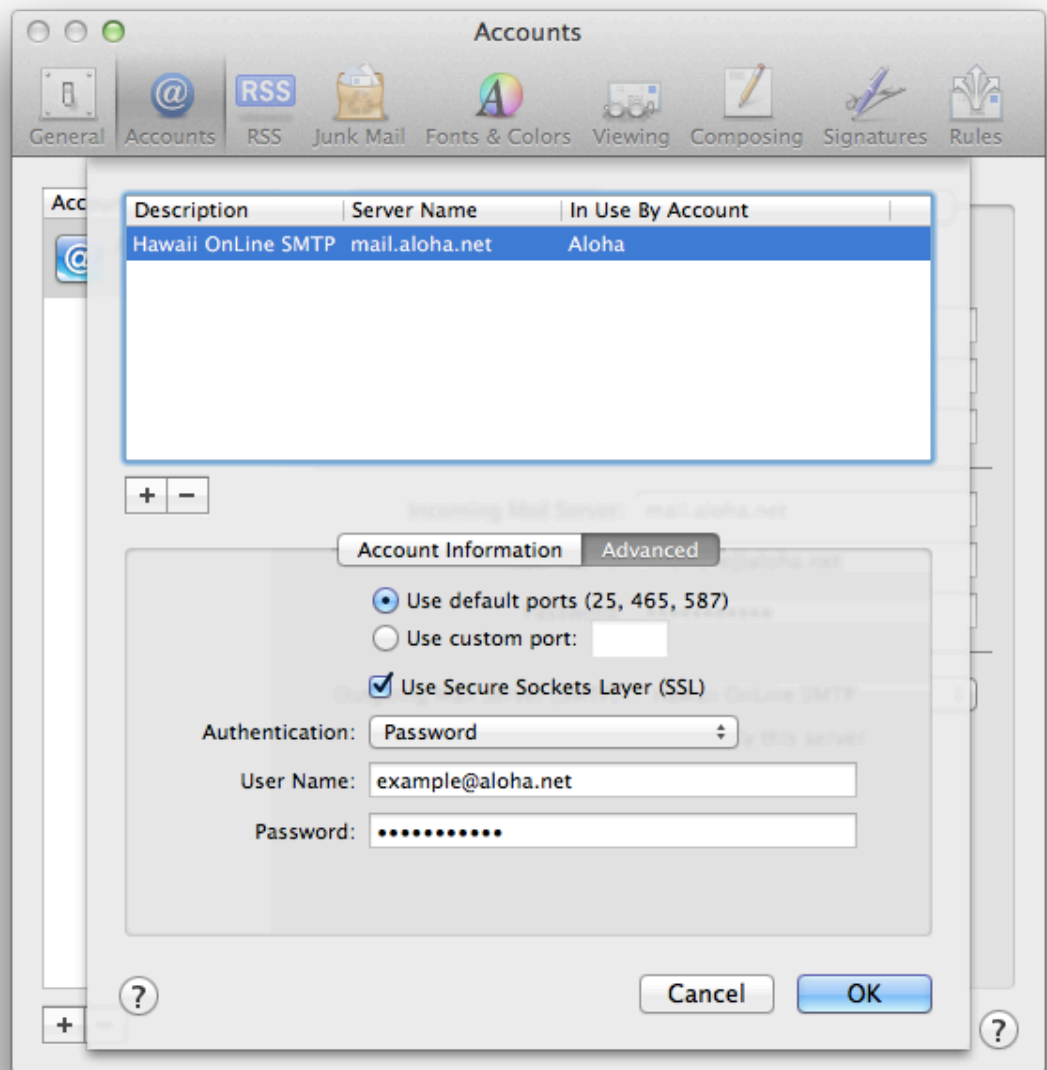
1. To start, open up Mail and then navigate to the Preferences window by selecting the "Mail" menu, then "Preferences...".
2. In the Preferences window, select the "Accounts" tab icon at the top. Then select your Hawaii OnLine account in the white pane on the left.
3. Make sure your that your "Email Address" and "Incoming Mail Server" settings look like those shown below. Change the email address to your own name, but make sure you include "@aloha.net" as illustrated:



4. Select the “Outgoing Mail Server (SMTP)” setting at the bottom of the window and click on “Edit SMTP Server List...”. You’ll see a window such as the one below. Under “Account Information”, make sure that you have the “Server Name” set to “mail.aloha.net”:



5. Then click the “Advanced” tab and make sure your settings match those below. Substitute your own email address for “example@aloha.net” and enter your own email password:



6. Click OK, then click the red dot in the upper left corner of the “Accounts” window to close it. You should now be able to read your email and send new messages.