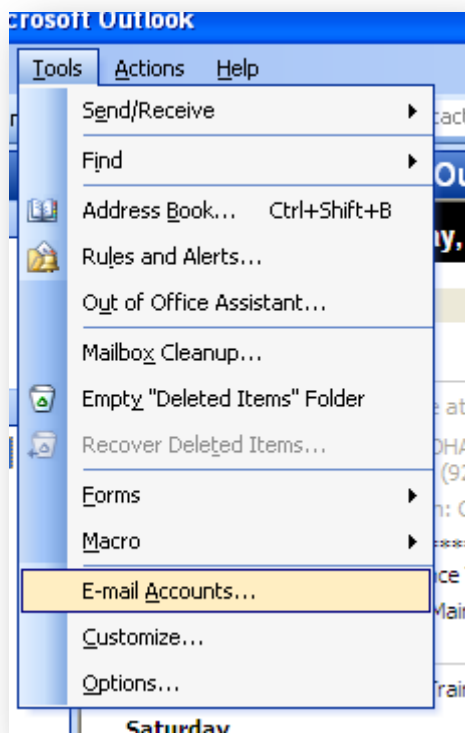


# Hawaii OnLine -- Microsoft Outlook 2003 Walkthrough

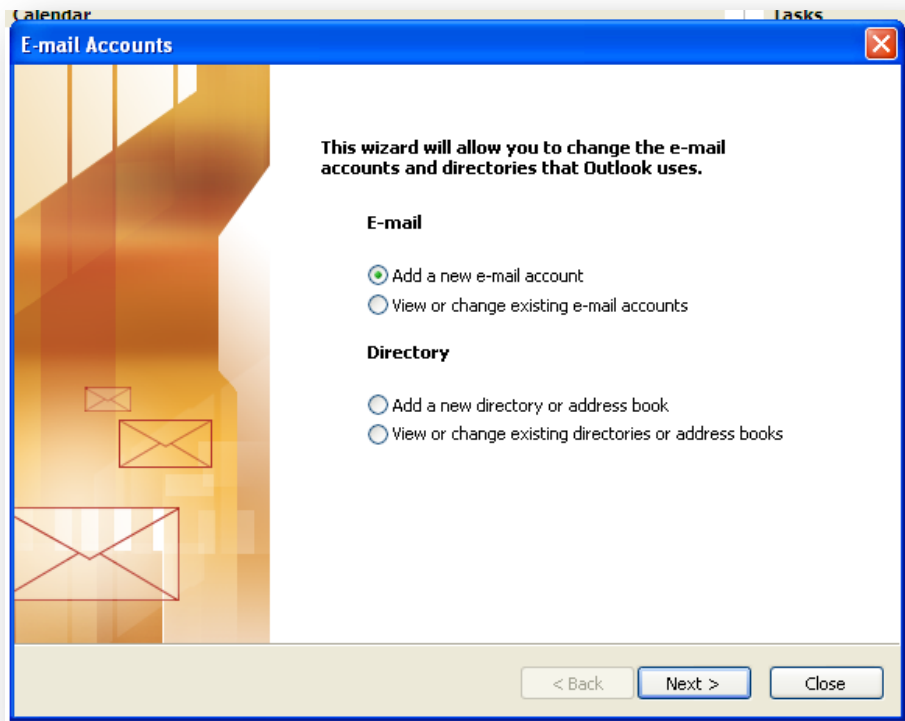
## Adding a new account

To configure a new Hawaii OnLine account in Microsoft Outlook 2003, please use the following instructions as a guide. Substitute your own aloha.net email address for “example@aloha.net” in the examples below.

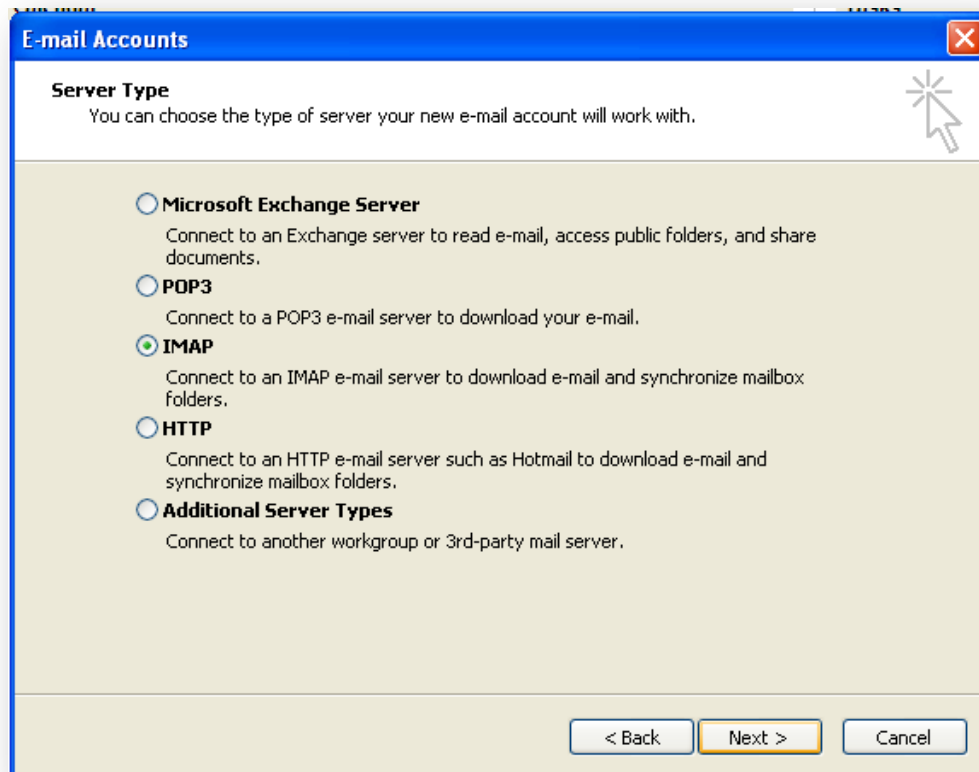
1. Start by opening Outlook 2003. You may be guided through creating a new account. If not, click the “Tools” menu and then select “E-Mail Accounts...”.



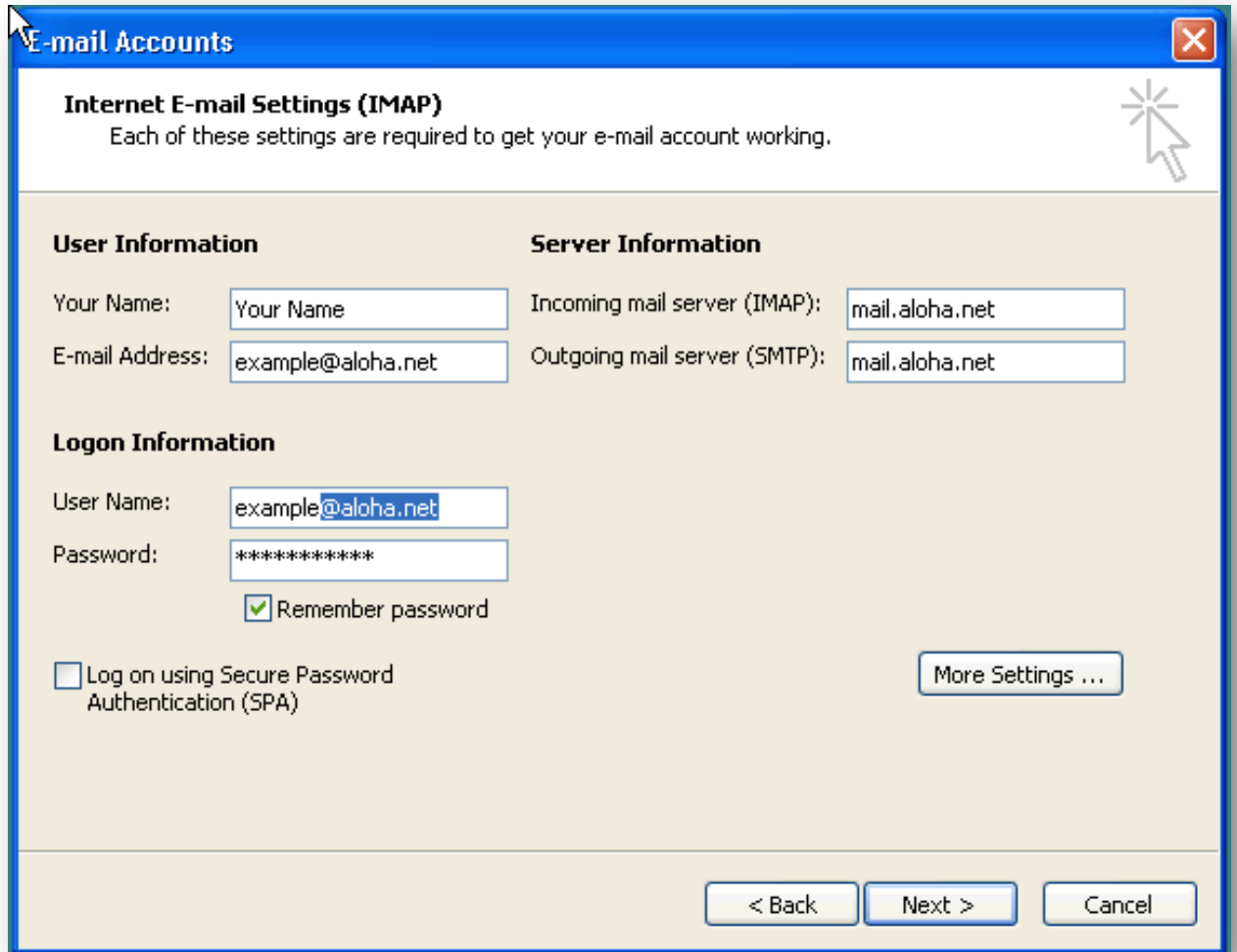
2. Select "Add a new e-mail account":



3. Click the "Next" button and you will see a window like that below. Most customers should select "IMAP" here, but our service also supports "POP3". Then click "Next" again.



4. You'll see a form where you can fill out details about your account. Use the settings below, replacing your own email address for "example@aloha.net". Please note that Outlook won't add the "@aloha.net" to your User Name automatically, so you have to add it yourself, as highlighted below.



**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings are required to get your e-mail account working.

<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (IMAP): <input type="text" value="mail.aloha.net"/>
E-mail Address: <input type="text" value="example@aloha.net"/>	Outgoing mail server (SMTP): <input type="text" value="mail.aloha.net"/>

**Logon Information**

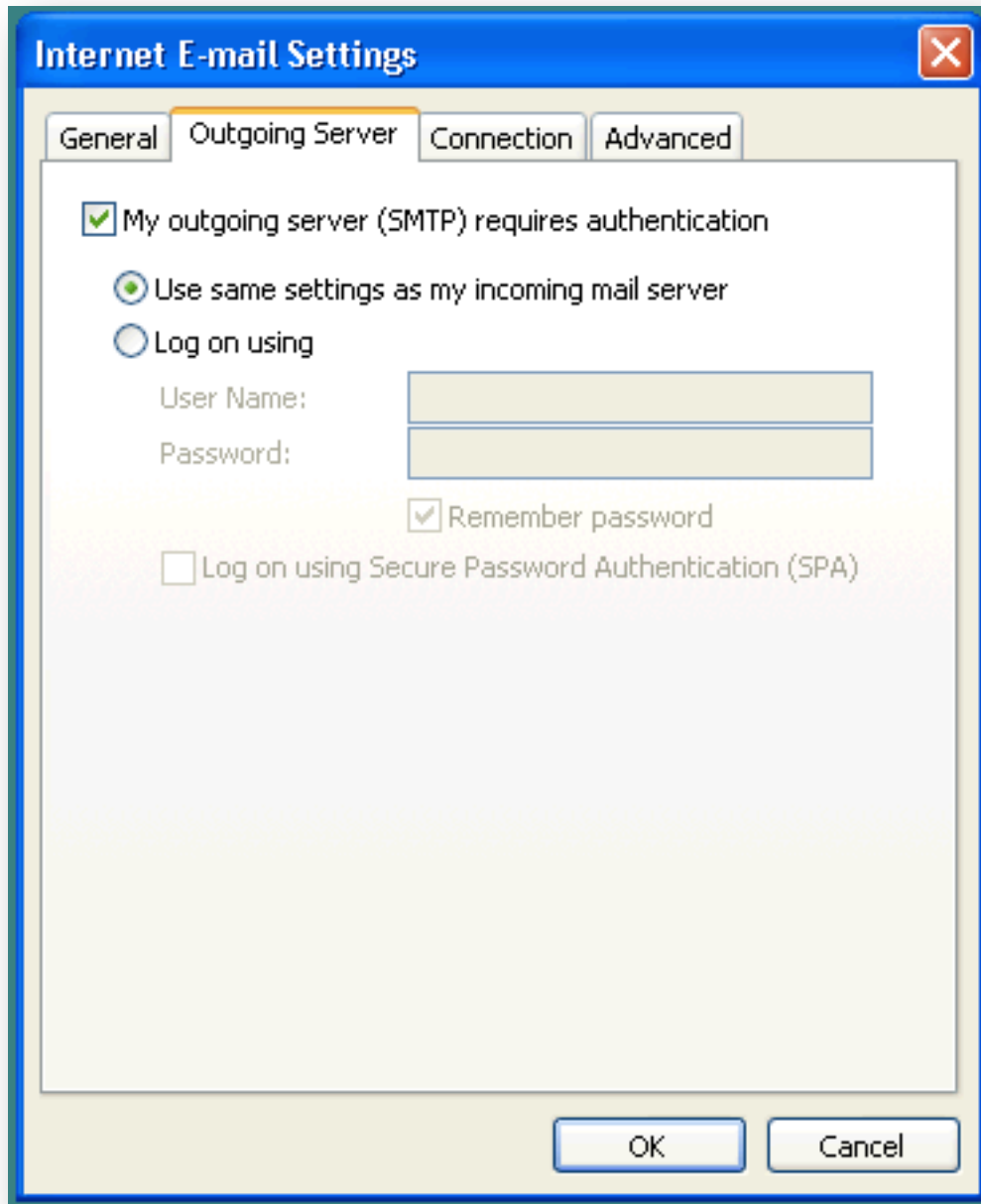
User Name:

Password:

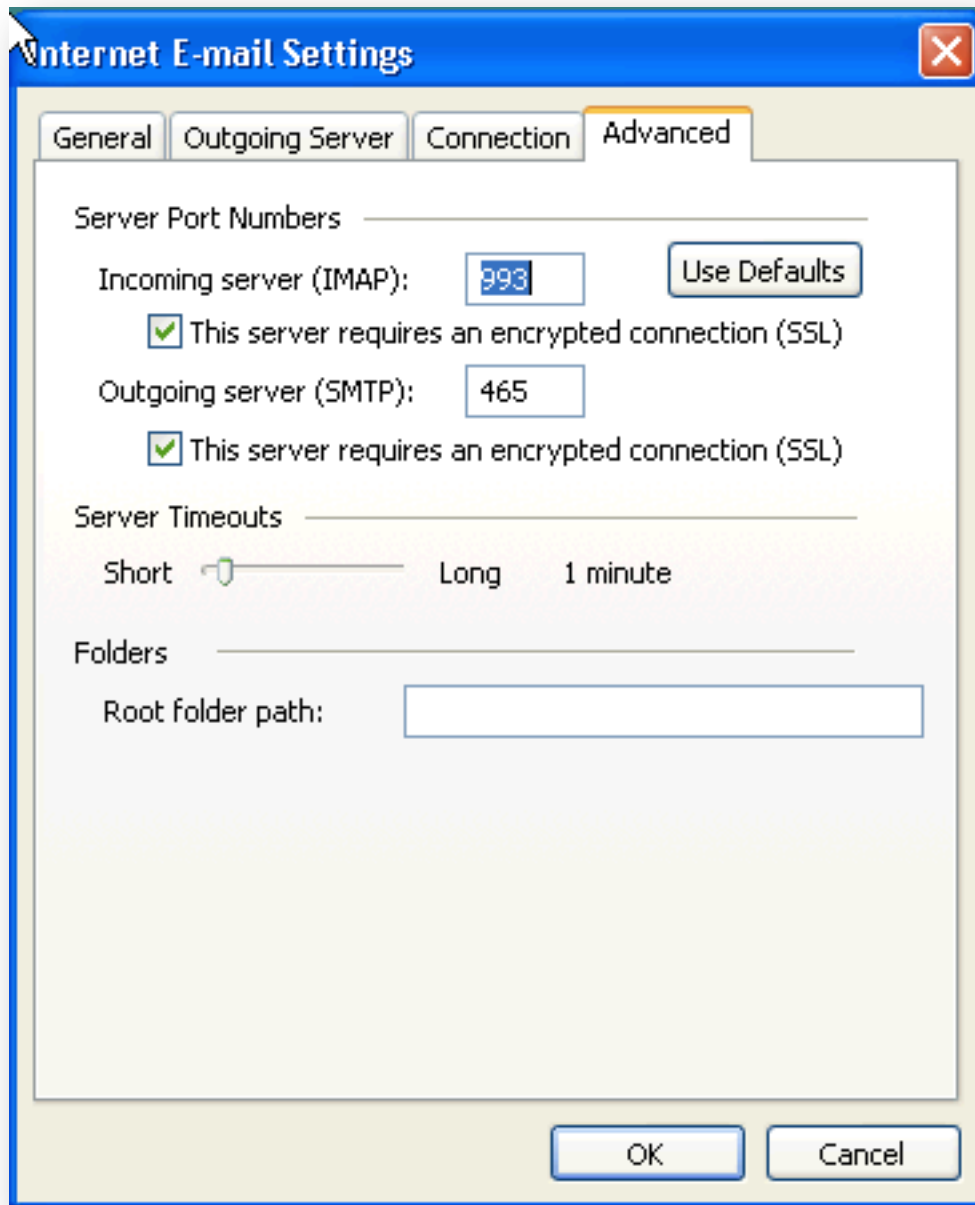
Remember password

Log on using Secure Password Authentication (SPA)

5. Click “More Settings ...” and you’ll see a new window like the one below. Navigate to “Outgoing Server” and make sure that you enable SMTP authentication, as shown:



6. Click the "Advanced" tab in the same window and turn on encryption for your incoming and outgoing connections. You'll also need to change the outgoing port to 465 in order for SSL to work over SMTP.



7. Click “OK”, then Next” back in the “E-mail Accounts” window. Outlook should verify that your account has been correctly configured. When it’s done, you should see your Inbox and other folders displayed along the left side of the main Outlook window:

