

Hawaii OnLine -- Microsoft Outlook Express Walkthrough

For Outlook Express 6

Adding a new account

To configure a new Hawaii OnLine account in Microsoft Outlook Express, please use the following instructions as a guide. Substitute your own email address for "example@aloha.net" in the examples below. This applies to any domain offered by Wavecom Solutions.

1. Start by opening Outlook Express. You may be guided through creating a new account. If not, click the "Tools" menu and then select "Accounts...".
2. In the small window that pops up, select "Add" in the upper right corner, then "Mail...". You'll be presented with the new email account wizard, where you can go step-by-step to configure your email account. It starts with your full name. When you're done, click "Next".

Internet Connection Wizard

Your Name

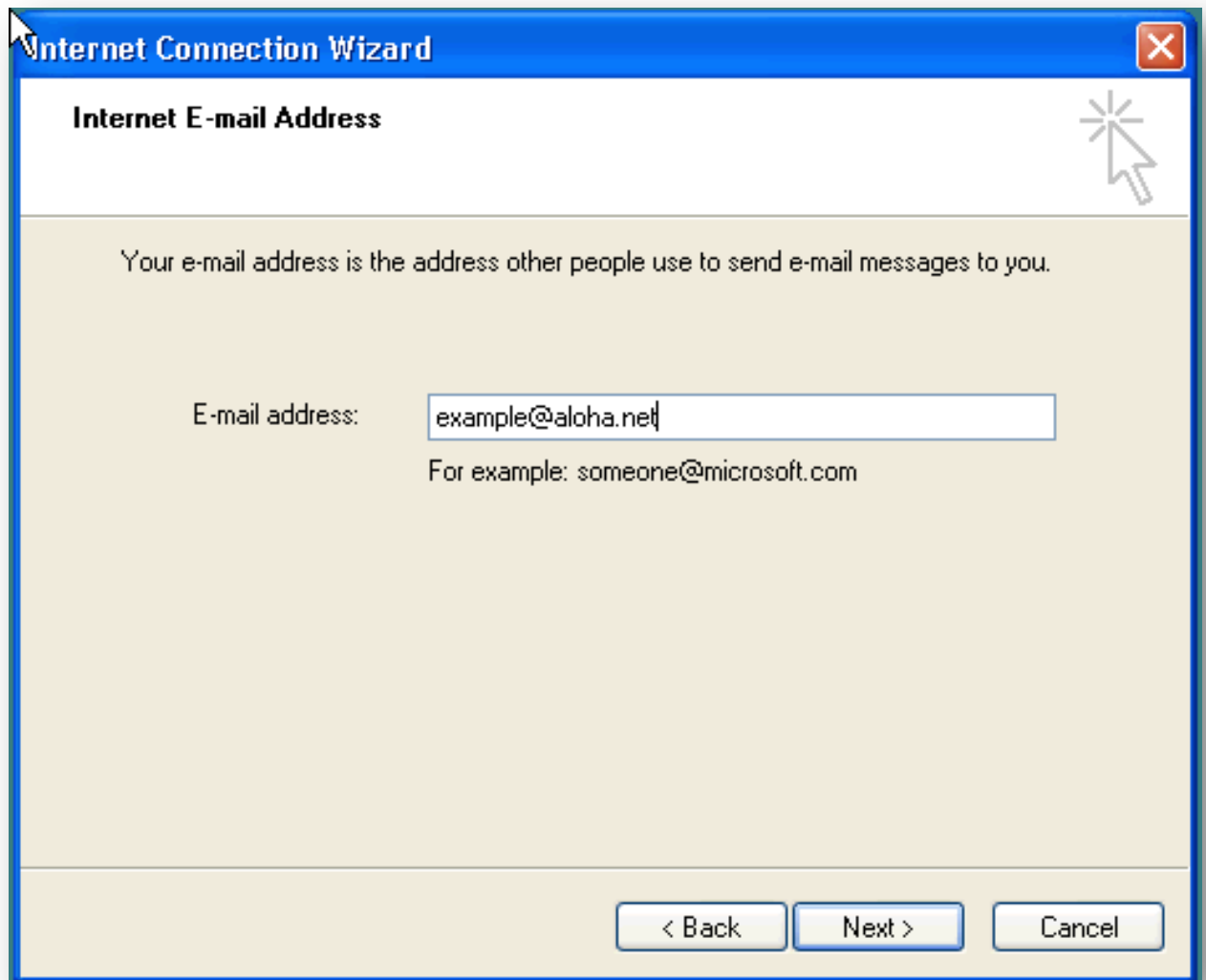
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

3. You will see a window where you can enter your email address. When you're done, click "Next".



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a blue header bar. Below the header, the title "Internet E-mail Address" is displayed in bold. A mouse cursor is pointing at a starburst icon in the top right corner. The main area contains the text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field containing "example@aloha.net". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Internet Connection Wizard

Internet E-mail Address

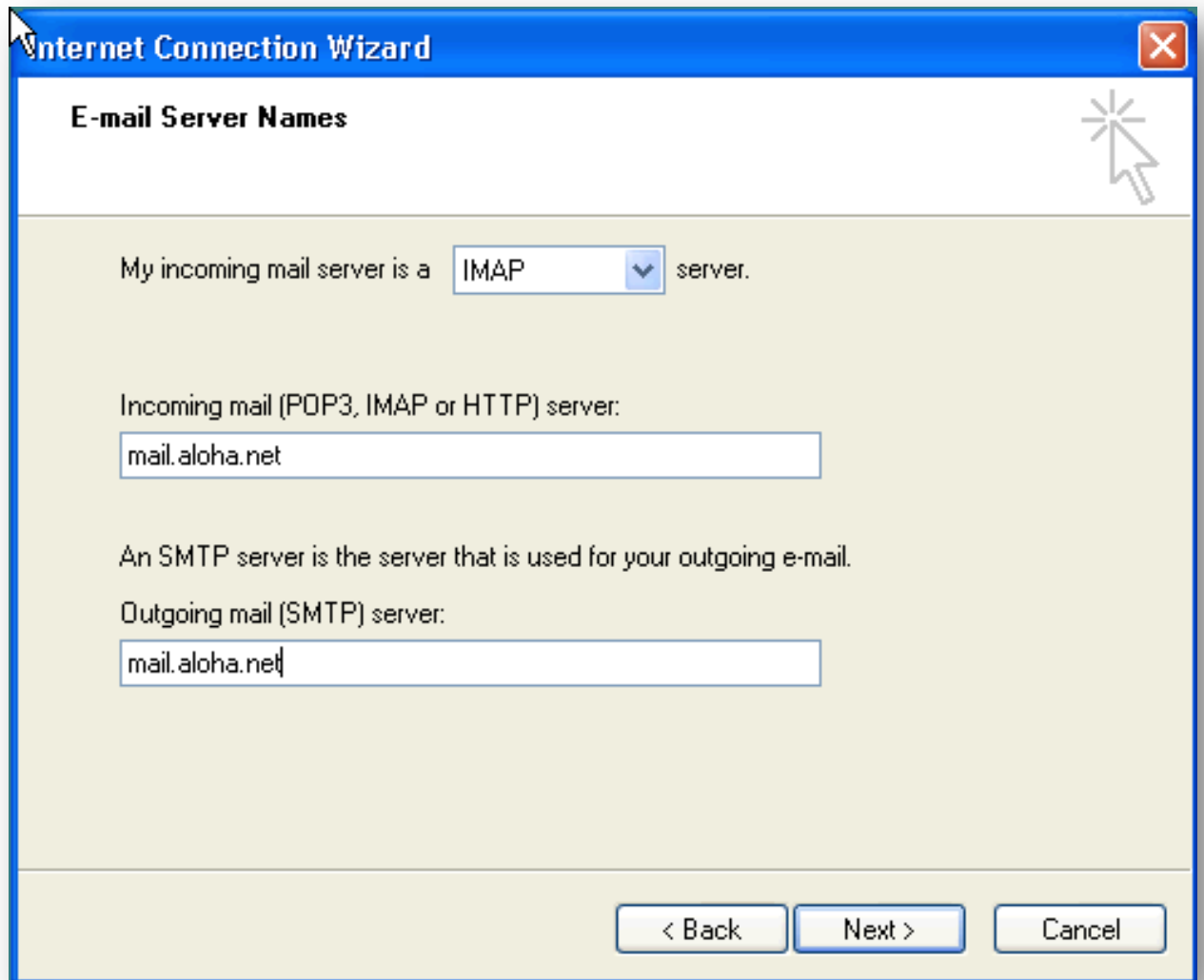
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

4. Here you'll be able to enter your incoming and outgoing mail servers, as well as the account type. Most customers should select "IMAP" here, but our service also supports "POP3". When you're done, click "Next" again.

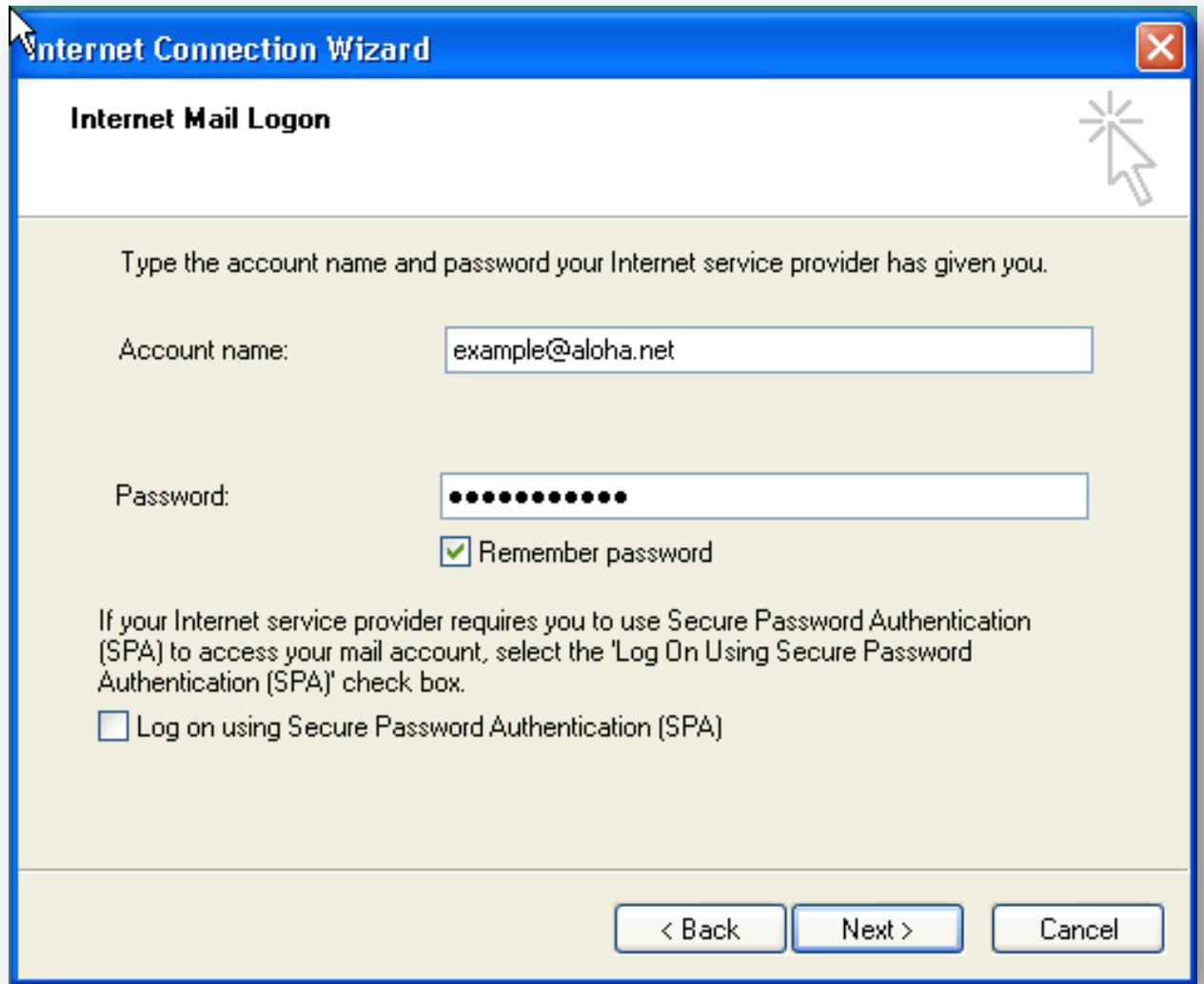


The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The dialog is set against a light beige background. At the top right, there is a close button (an 'X' in a red square) and a help icon (a starburst with a mouse cursor pointing at it). The main content area contains the following text and controls:

- The text "My incoming mail server is a" is followed by a dropdown menu showing "IMAP" and a downward arrow, and then the word "server".
- Below this is the text "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.aloha.net".
- Next is the text "An SMTP server is the server that is used for your outgoing e-mail." followed by the text "Outgoing mail (SMTP) server:" and another text input field containing "mail.aloha.net".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

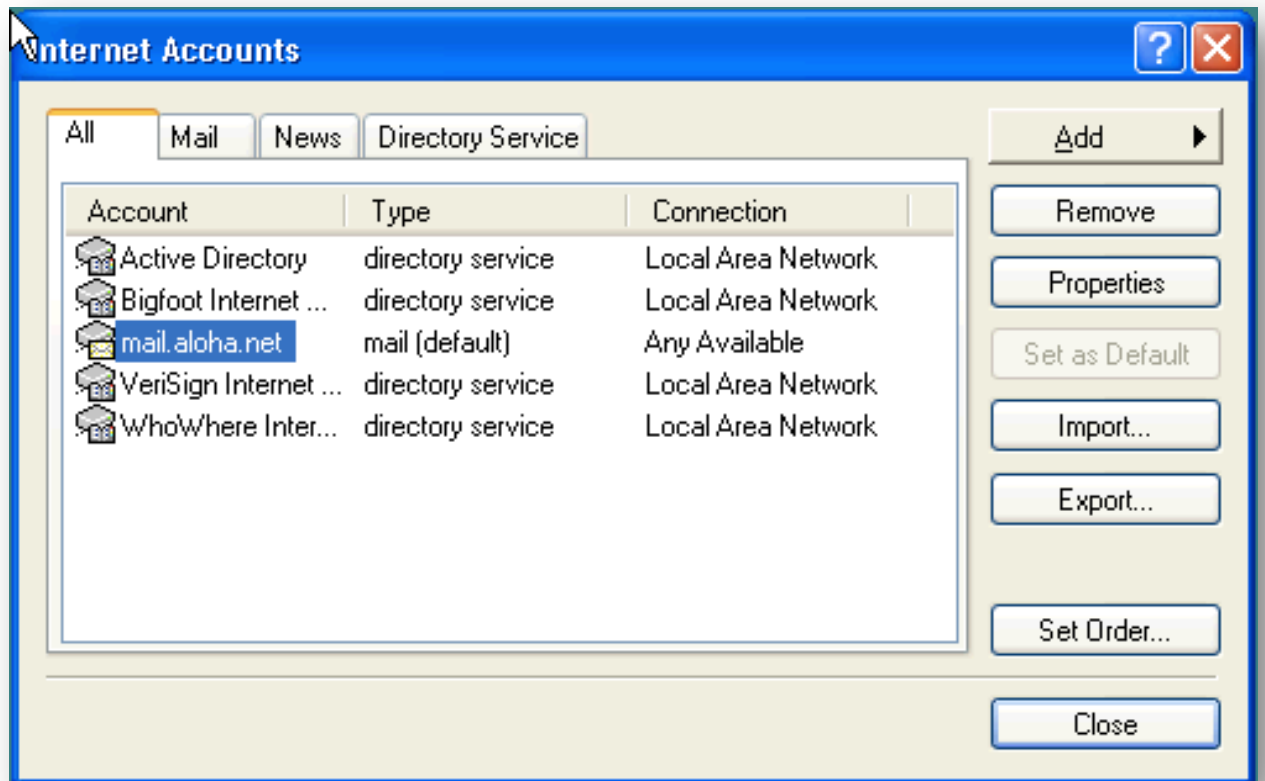
5. Now you can enter your account name, which is just Outlook's way of asking how it should log in to download your mail. Enter your email address and your password here, then click "Next".



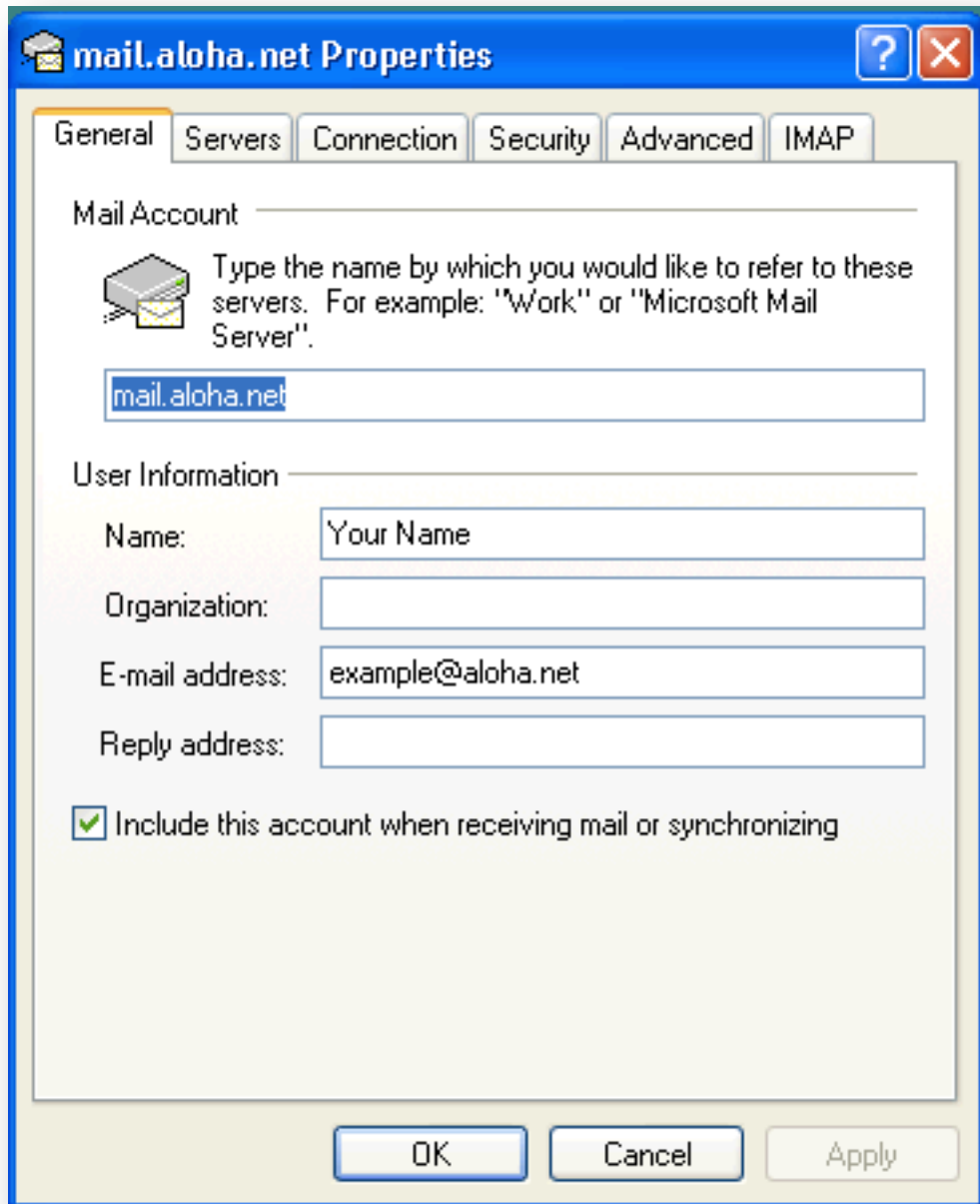
The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog is light beige with a blue title bar. It contains the following elements:

- A title bar with "Internet Connection Wizard" and a close button (X).
- A sub-header "Internet Mail Logon" with a help icon (hand with star) on the right.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- "Account name:" label followed by a text box containing "example@aloha.net".
- "Password:" label followed by a password box containing 12 dots.
- A checked checkbox labeled "Remember password".
- Text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Three buttons at the bottom: "< Back", "Next >", and "Cancel".

6. Now you're done with the initial setup, so you can click Finish. There is still a little bit of configuration to do. Select the "mail.aloa.net" account you just created, then click the "Properties" button:



7. Make sure the settings in the "General" tab look like those below, substituting your own email address.



The image shows a Windows-style dialog box titled "mail.aloha.net Properties". It has a blue title bar with a question mark icon and a close button. Below the title bar are five tabs: "General", "Servers", "Connection", "Security", and "IMAP". The "General" tab is selected and highlighted in orange. The dialog is divided into two main sections: "Mail Account" and "User Information".

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

mail.aloha.net

User Information

Name: Your Name

Organization:

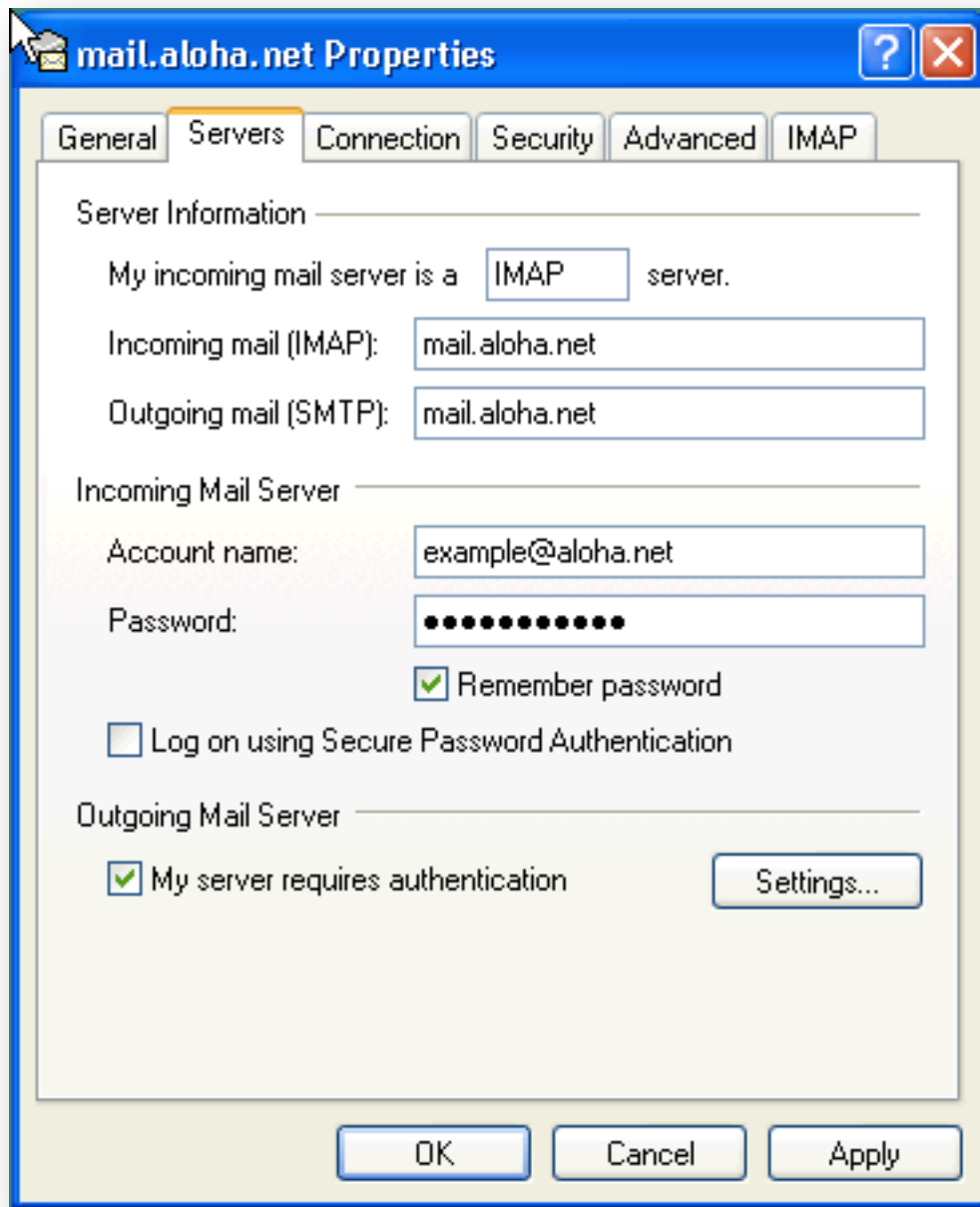
E-mail address: example@aloha.net

Reply address:

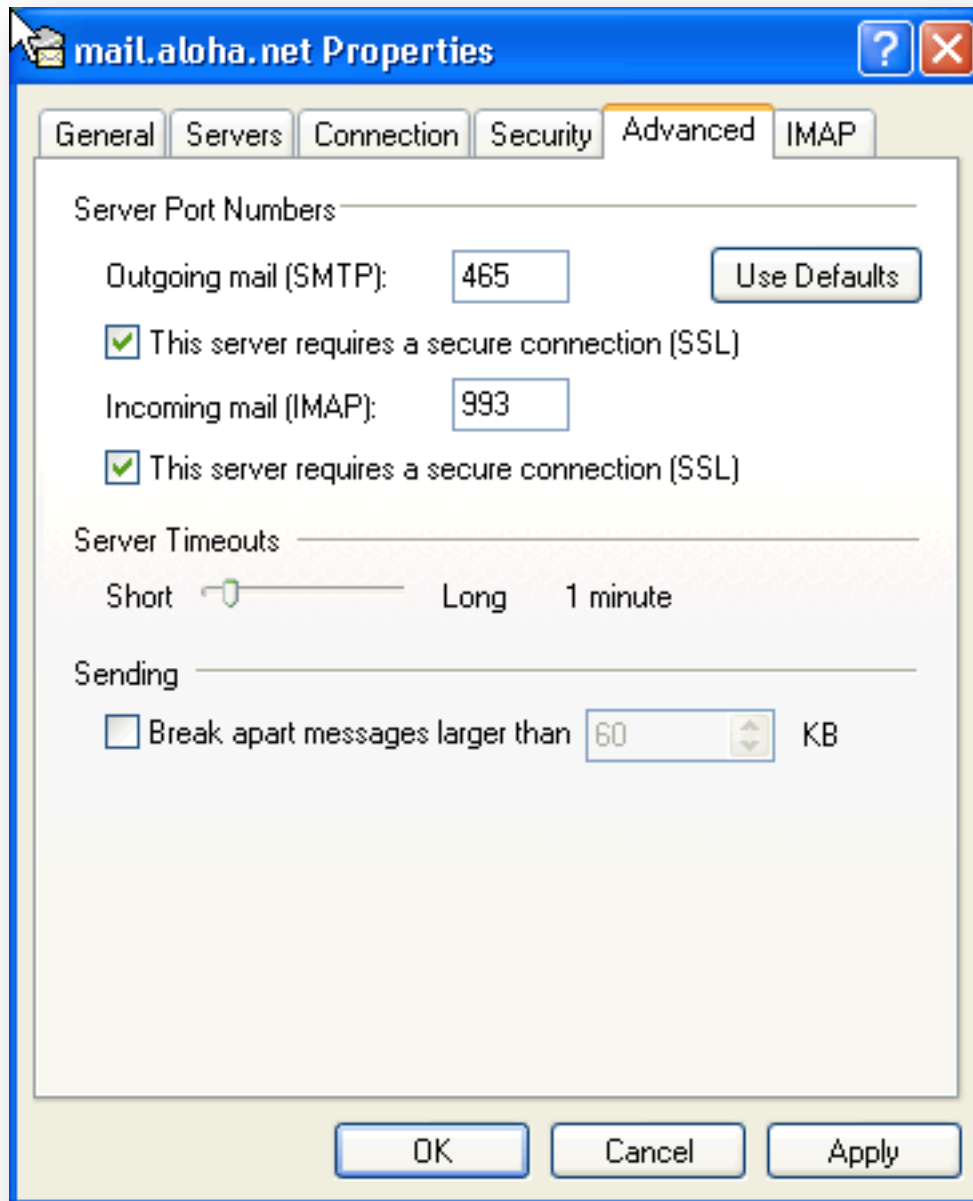
Include this account when receiving mail or synchronizing

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

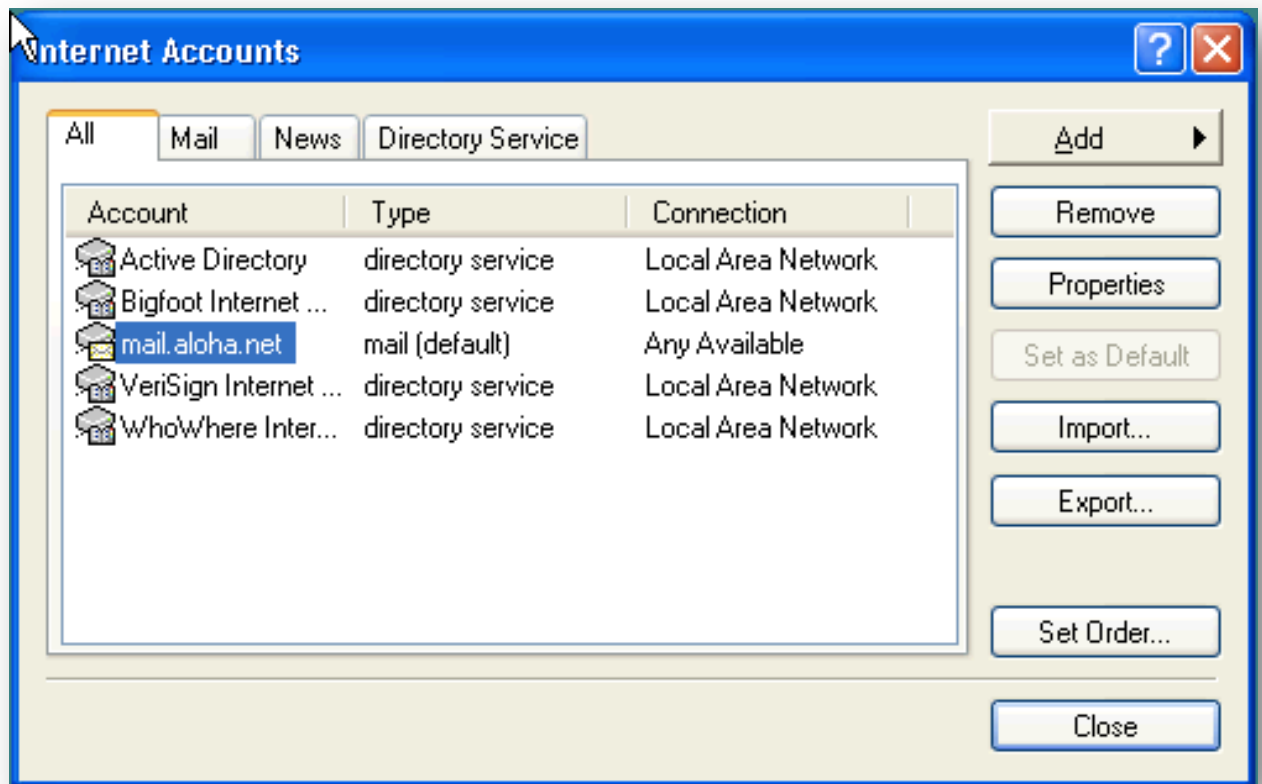
8. Select the "Servers" tab and click the "My server requires authentication" option at the bottom.



9. Select the "Advanced" tab. Enable the SSL options for both "Outgoing mail" and "Incoming mail", where it says, "This server requires a secure connection (SSL)". Then change the Outgoing mail (SMTP) port to "465".



10. Now you can click “OK”, and then “Close” in the Internet Accounts window.



11. You're finished! If you have any questions, please contact Hawaii OnLine's support.