

How to setup Microsoft Outlook 2010

1. Select the file/office button and go to account settings. Select “New” to configure a new email account.

Fill in the necessary information such as your account information and the server settings.

Change Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Incoming server: mail.aloha.net (for aloha.net customers) or mail.ilhawaii.net

Outgoing server: mail.aloha.net or mail.ilhawaii.net

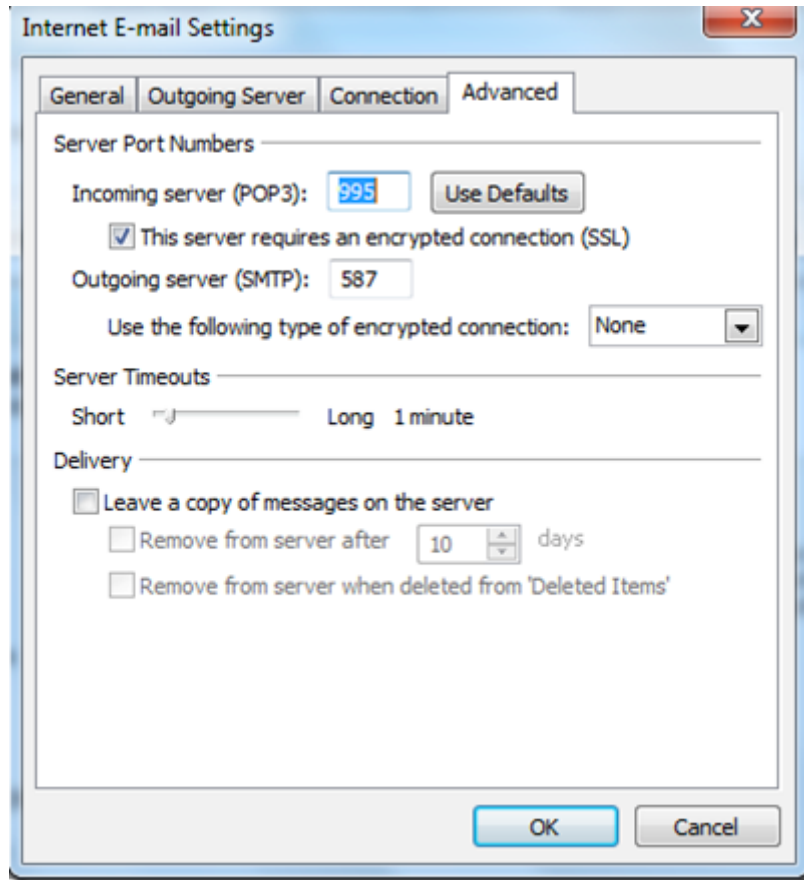
Username: full email address for ilhawaii customers. Same for Hawaii Online customers effective October 4, 2011

Require logon using Secure Password Authentication (SPA) is not required.

* *If Wavecom Solutions is **NOT** your ISP (internet service provider), the outgoing mail server needs to be set to your ISP's outgoing mail server. Please contact your ISP for that information.

2. Click more settings if you'd like to configure additional settings.
3. Select the advanced tab and make sure “leave a copy of messages on the server” is not checked if you do not want to keep a copy of the email on our server once you download

it from Outlook. Checking this option will keep copies on the server and when your disk quota reaches the limit, you will not be able to receive any new emails. Checking this option will also force you to check email in two locations (Outlook and Webmail) as you will have to login to webmail to delete the emails off of our server manually.



The default server ports for either protocol IMAP/POP are fine to use.