

On Monday or Tuesday, the new e-mail will start working (I'll let you know when). I couldn't get dachis.net so I got dachis.org. Here are the new e-mail addresses:

adam@dachis.org goes to me, but adachis@lina-x.com is the exact same mailbox so either works.

ali@dachis.org goes to Ali.

toni@dachis.org goes to Mom.

bruce@dachis.org OR buzz@dachis.org goes to Dad.

Anything sent to those e-mail addresses will be on the new e-mail server, but currently, they'll also be forwarded to your AOL accounts. Basically what this means is while you'll continue checking your e-mail on AOL, when you make the switch to the new address, all that e-mail that was forwarded will be in your mailbox. Basically, you just delete it if you don't want it or save it if you do.

Below are instructions for setting up e-mail in the "Mail" program (it's in your applications folder). Unlike AOL, Mail downloads your e-mail to the computer so it won't get deleted until you delete it. When you hit the delete key to delete a message, Mail moves the message into the Trash bin. If you want your Trash to be emptied, you go to the Mailbox menu and choose "Erase Deleted Messages". Because Mail saves e-mail to one program, you all probably don't want your e-mail downloading into the same window where everyone can read it. Since everyone has their own computer, I suggest using WebMail (which I'll explain how to use once dachis.org is fully up and running--I can't do anything with it until it is) when using mom's computer and using Mail on your own. WebMail can be accessed through any web browser (Safari, Internet Explorer, Netscape, etc.) just like you access your e-mail with aol.com when on vacation or at someone else's house. If you'd rather have all your e-mail downloaded to mom's machine, I can show you how to set up multiple users. It's much easier to do that than what I'm about to explain, which is pretty easy itself. Switching between users is even easier, because your name will be in the top menu bar and all you have to do is select it. Let me know what you decide to do. In the mean time, here are instructions (with pictures) for everyone:

- 1) Open up the "Mail" program in your Applications folder (if you can't find it, open up your hard drive, double-click Applications, and then double-click "Mail"--it should also be in the Dock, and if it's not, you should add it by dragging it into the Dock).
- 2) When Mail has launched, it might ask you set up questions. Try to get out of this so we can do it the normal way. From the "Mail" menu, choose "Preferences".
- 3) Under "Preferences" you'll see a bunch of pictures at the top. The second from

the left (after "General") is "Accounts". Click that.

4) Under accounts you probably will see nothing, but you might see a .Mac account. We'll delete that later. In the meantime, click the plus sign at the bottom left corner of the window.

5) "Account Information" should be highlighted to the right. You'll need the following information:

Account usernames:

Mom - **m6913393**

Dad - **m1642917**

Ali - **m3503956**

Passwords:

Mom - 4444

Dad - buzz2000

Ali - saturn

If you want your password changed to something else, let me know so I can change them or you can wait for WebMail and I think you can change them yourself.

Everything else in the picture stays the same (although under "Description:" you can enter whatever you want to call your mailbox, like it says--you're the only one who sees this).

Below is a picture of Mom's setup:

Account Information Special Mailboxes Advanced

Account Type: POP

Description: Enter whatever you want here

Email Address: toni@dachis.org

Full Name: Toni Dachis

Incoming Mail Server: mail.dachis.org

User Name: m6913393

Password: ●●●●

Outgoing Mail Server (SMTP): mail.dachis.org:m6913393

Server Settings...

Where it says "Outgoing Mail Server (SMTP)", you've probably noticed yours looks different than the picture. That's because you need to add a server. To do so, click server settings and you'll see this window:

SMTP Server Options

Outgoing Mail Server:

Check with your system administrator before changing any of the advanced options below:


Server port:

Use Secure Sockets Layer (SSL)

Authentication:

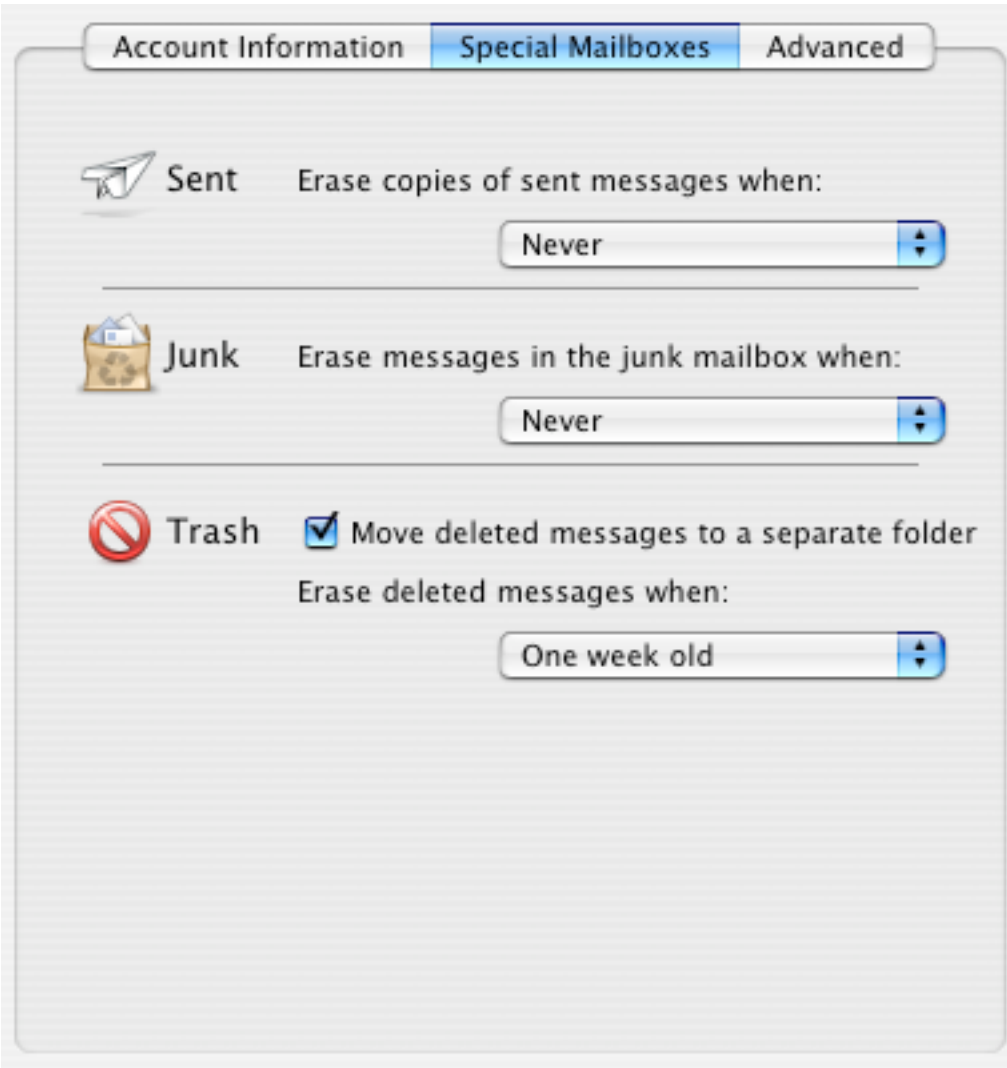
User Name:

Password:



Fill it out like you see above and hit "OK".

7) Now click the "Special Mailboxes" tab as shown below:



I'd leave the "Sent" and "Junk" sections alone, but under "Trash", decide how long you want messages to sit there before the computer deletes them for you. If you don't want them to be deleted, then you can specify that. If you want them to be deleted quickly, choose "Quitting Mail".

8) Now click the "Advanced" tab as shown below:



Make sure all of the three check boxes are checked. Below "Remove copy from server..." you will want to choose "Right away". That way any downloaded mail won't show up in your WebMail later or accidentally be downloaded a second time. Everything else can be left alone.

9) When you're done with that, you can delete any mailboxes you didn't make by clicking on their name where all the accounts are listed (they're listed by the "Description:" name) and hitting the "-" (negative sign) in the bottom left corner of the window.

10) Now that you're all done, hit the red circle at the top of the "Preferences" window (which will be labeled "Accounts" because you're in the accounts section) to close it. Now "Mail" has been set up. To ensure it doesn't forget what you did, quit the program and open it back up again. That'll make sure your information has been saved. From now on, whenever you open Mail, your e-mail will be downloaded in the main window. It may be helpful to see your mailboxes at all

times, so if they're not showing, go to the "View" menu and choose "Show Mailboxes".

Mail should now work without you having to do more than open the program. Your new e-mail will be checked automatically every five minutes (unless you specified otherwise). You can also check your e-mail by clicking "Get Mail" in the main window. To write a message, you click "New", etc. It's pretty self explanatory and if you have any questions, just ask.

I'll explain web mail when I've got it all set up. Keep in mind, Mail won't work with your dachis.org accounts until dachis.org has propagated. That'll happen by Tuesday, so you can set it up now but it won't work right away. I'll let you know when it's working along with instructions on how to use WebMail, which is much easier because it requires no set up. The instructions will mainly explain where to log-in (and you won't have to use those weird m2345346 usernames--you'll login as toni, ali, bruce, or buzz), how to create an auto-responder (for when you're on vacation), and other special features.

Let me know if you have trouble setting up.

-Adam