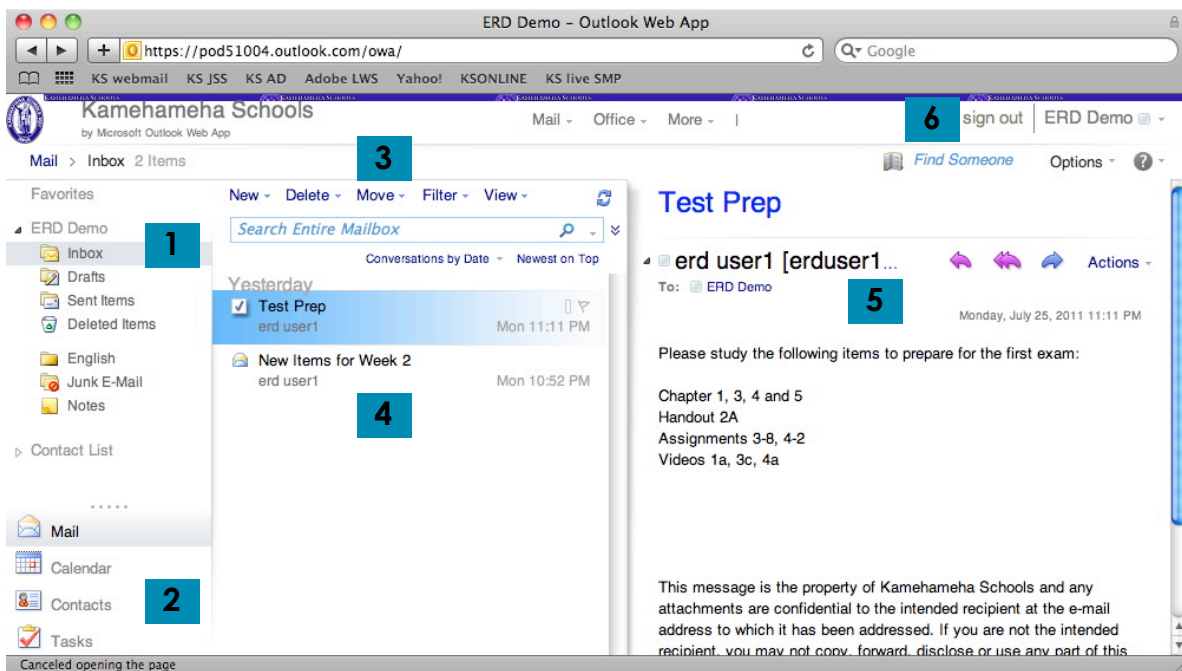
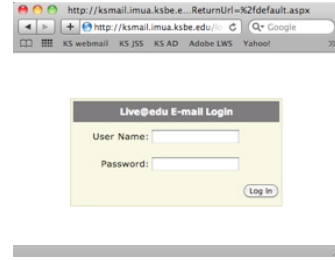


# Student e-mail access → ksmail.imua.ksbe.edu

All Kamehameha Schools students will now access their email via <http://ksmail.imua.ksbe.edu>.  
New student email address convention will be [firstname.lastname@imua.ksbe.edu](mailto:firstname.lastname@imua.ksbe.edu)  
email address example: [nainoa.chun@imua.ksbe.edu](mailto:nainoa.chun@imua.ksbe.edu)

## Logging In:

1. Go to [ksmail.imua.ksbe.edu](http://ksmail.imua.ksbe.edu)
2. Log in with your current Active Directory User name (example: k12nialoha) and password. **\*\*This is the same user name and password that you use to login to the computer.\*\***
3. The first login will take a few minutes. Subsequent log ins will be faster.
4. The main mail window appears:



- 1=Folder Navigation** links to view Inbox, Drafts, Sent Items, Deleted items.
- 2=SideBar Navigation** links to Calendar, Contacts, Tasks.
- 3=Message Tasks** links to create a NEW, DELETE, or MOVE a message.
- 4=Message list area** - All mail messages appear here
- 5=Reading Pane** - selected message contents appear here. Go to the View > Reading pane to select the pane to appear as Right, Bottom, or None.
- 6=Sign Out link**

## Creating New Messages:

Click on "New" (or press command N) and the 'Untitled Message' window will appear.

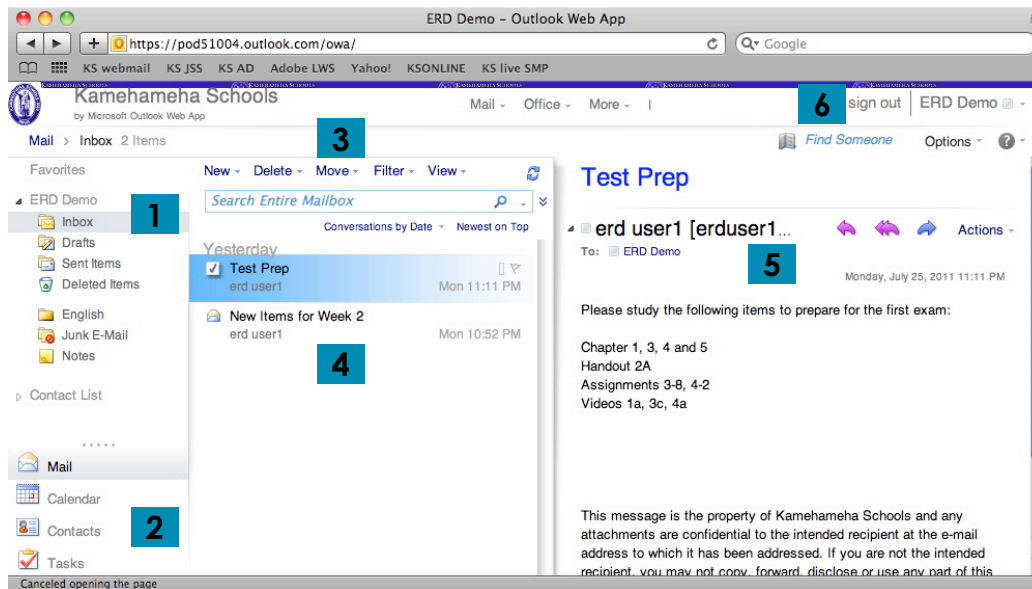
## Reading Messages:

Select the message in the message list area (4). The message content will appear in the reading pane (5). You can use the keyboard ↑ and ↓ keys to navigate through the message list.

## Reply, Reply All Forward:

Use the Reply, Reply All, Forward buttons from the reading pane.





### Deleting Messages:

Select the message in the message list area (4). Press the 'Delete' key on the keyboard or click on the Delete button in the message task area (3)

### Emptying Trash:

Click on 'Deleted Items' from the Folder Navigation (1) area, notice that the Message task area (3) commands have changed. Click on 'Empty' button in the Message Tasks (3) area.

### Creating Folders:

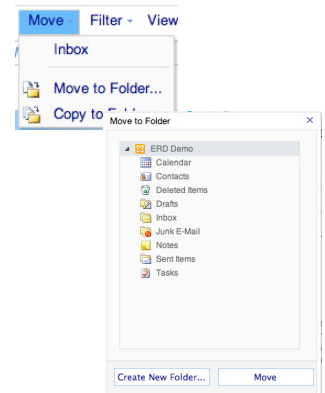
Click on the ↓ next to 'Move' in the message task area (3) to see the Move menu. Select 'Move to Folder....'

The 'Move to Folder' window appears. Click once on your name at the top of the folder list to activate the 'Create New Folder...'

Click the 'Create New Folder...' button

A folder appears with a blank name. Type in a name for the folder and then press the 'RETURN' key on the keyboard.

Click on the "x" in the top right to close the window without moving any messages.



### Moving Messages:

Select the message to move and then click on the 'Move' button in the message task area (3). Select the new folder location from the list that appears.

-OR-

Click and drag messages from the message list area (4) to the desired folder in the folder list area (1).

\*\*\* For access to old emails, please go to <http://kswebmail.ksbe.edu> \*\*\*  
 Log in with your current AD username and password (same as computer login)