HAWAII AREA 17

Website, Email, and Mailing List Instructions

Introduction

Aloha and congratulations on your new service position. In order to help you in your service position, Hawaii Area 17 provides an email account for all Area Officers, District Committee Members, and Standing Committee Chairs. In addition, in order to facilitate communication several different sorts of email based mailing lists are available. Beyond that, each District and Standing Committee has their own page on the website where it will be possible to have pertinent information posted for public use.

Hawaii Area 17 Website

The Hawaii Area 17 service website is located at http://www.area17aa.org. Currently the front page contains links to upcoming event information, links to Hawaii central office websites, and other official AA links. There is an event calendar for district and area events, as well as pages for each district and standing committee. The website is a work in progress and will be evolving over the course of this panel with your input and assistance.

District Committee Members

There is a page for your district available through the "Districts" tab at the top of each page. This will lead you to the "Districts" page where a link to each individual district can be found. This page also has links to allow folks to email you at your Area 17 address.

On each district page you will find a map showing all or part of your district with a marker for the location of your district meeting as well as a description of your district boundaries from the Structures and Guidelines document (also available on the website through the "General Service" tab).

It will be very important for you to let the Web Committee know what your district meeting schedule is as soon as possible so that we can edit the map and enter the information into the Events Calendar.

It is also possible to have your district events listed on this page. Important events may also be listed on the front page of the website if space is available.

Communication with the website committee is the key to keep your page up to date. The more information you send us, the more information will appear on your page.

Standing Committee Chairs

Just as there are district pages, there is a page for each Standing Committee containing information about the service work performed by your committee. Here information about the purpose and goals of each committee can be found, provided you, as Chair, have provided us with that information. It is really up to you how much information can go up on each page so please keep in touch with the webmaster and the web committee.

Hawaii Area 17 Email

Email accounts are provided for Area Officers, DCMS, and Standing Committee chairs. Your address will be displayed on the pages relevant to your service work and are addresses to be used primarily for service work. These addresses are not specific to you, as the current holder of the service position, but to the position itself. At the end of your term of service, the next member to hold the position will use the same address.

Standard Usage

The standard usage of this email system will be through the Web based interface available online through any Internet connected computer with a Web browser. It is possible to use a standard email client such as Outlook or Apple Mail to access email, but because of the number and variety of such programs available it will not be possible for the webmaster or web committee to provide support for accessing mail in this fashion. If we can help we will, but using something other than the Web mail interface will require that you understand we may not be able to help you.

Format

All Hawaii Area 17 email addresses are in the format:

<address>@area17aa.org

Current Active Addresses

A list of current active email addresses is provided at the end of this document.

Web mail Login

It is possible to login to the web mail interface through the website itself. Currently links are provided on the front page under the "Destinations" heading as well as on the sidebar found on most pages under the "Area 17 Tools" heading. Please be aware that while we will always provide a link to web mail, the exact location my change as the website evolves. Currently the links look similar to this:
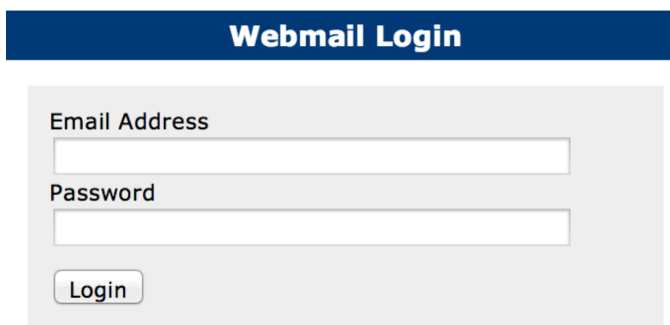
Area 17 Tools

Area 17 Email Login

You may also simply point your web browser at this address:
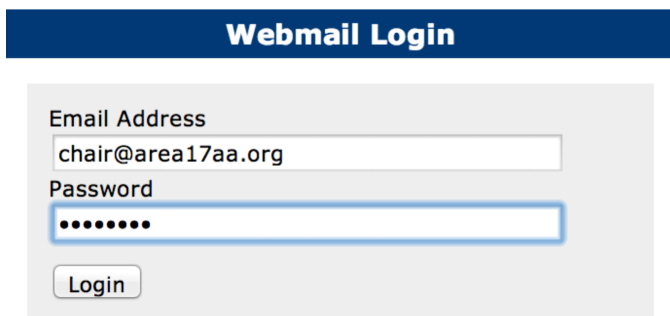
http://www.area17aa.org/webmail

When you open the link (to the new system) you will be shown a login window. [This was done in Firefox, it may look different in different browsers. It should work the same way.]
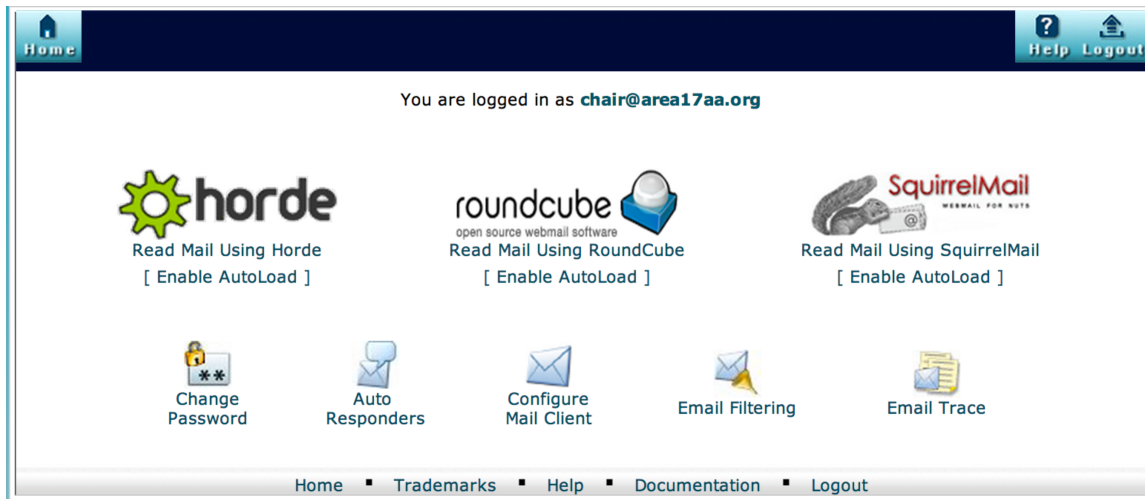

Enter your User Name which is your email address using either a "+" or the normal "@" symbol, and the Password which was given to you. While our host has recommended using the "+" symbol you should use the "@" symbol if you use Roundcube (see below).

You will then be taken to a screen that looks like this:

There are web mail interfaces available for your use:

- Horde
- **RoundCube**
- SquirrelMail

You are welcome to use any of them.

Horde is the most complex and we do not recommend it if you are unfamiliar with web mail systems. RoundCube is more modern interface that lets you drag and drop messages. SquirrelMail is a relatively simple, older style interface that is easy to use and understand

It is not the purpose of this document to explain the interface in detail. If you have trouble, please contact the webmaster for more direct assistance.

It is suggested that take a look at all the interfaces and choose the one appropriate for your comfort level. Most people seem to prefer RoundCube including the author of this document.

Passwords and Security

You will be provided with a simple password that you may use to enter the system for the first time. It is highly recommended that you change this password to something else immediately upon using the system for the first time. This will help prevent usage of our system by folks who would use our email systems to send spam.

Clicking on the "Change Password" link on the bottom row of icons (the first on the left) will bring up this screen:

You will be asked to provide a password and will be shown how strong that password is. You will also have to retype the password in the bottom box to insure that you have entered it correctly.

Keep in mind that English words are very bad passwords as they can be cracked using a dictionary lookup program. Better are password that incorporates letters, numbers, and even symbols. The initial password you have been given contains only letters and numbers and is not particularly strong.

In picking a new password you must pick one that has a strength, as seen below, of at least 50. You will not be allowed to change to a particularly weak password.

Using your name, DOB, SSN, or something else that is easily identifiable is also not recommended as it would be easy to break if someone has a little information about you.

The best sorts of passwords have numbers, special characters (punctuation), and mix of upper and lower case letters and can be remembered. For instance: OneI$2Many!
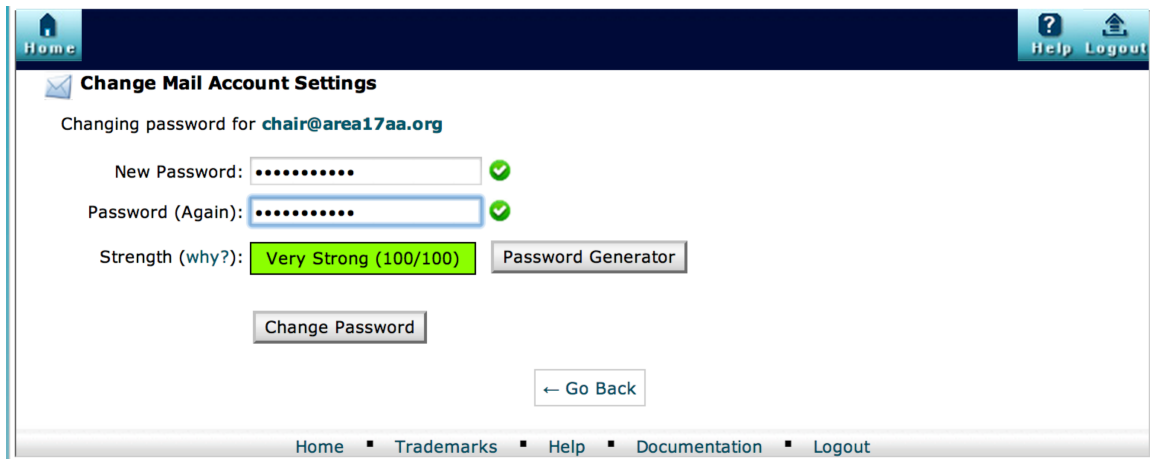
And finally, a random string of letters, numbers, and symbols is the strongest, "d2D*dhed7&^", though admittedly hard to remember

If you forget your password, please contact the webmaster for a password reset. The webmaster will not be able to access your password but will be able to change it to a new one (which you should then change).

Keep in mind that no system is 100% secure. Do not send anything you wouldn't want someone else to read, though if used only for your service position this should never be a problem.

A Word About Spam

It has been estimated that 95% of the email sent in the world today is spam. It is an unavoidable fact of life. Some of it is very nasty. You may even see you own address, or one like it being used. There is simply not much we can do about without spending a lot of money. Our email addresses have been made public on the website so that we can better carry the message of Alcoholics Anonymous. If we can't be reached, we can't be helpful. Unfortunately that level of access carries a price.

Not using your Area 17 email address for personal reasons will help as it will limit the number of times it is exposed outside of our email system. The web committee will look into solutions applicable to our situation and implement them, or inform you of them, when and if it becomes necessary.

There is a simple email filter link available in the bottom row of icons that may be of use to you however. It will allow you to filter some things out if you can identify them. Please be very careful should you choose to use this system. You can easily filter out good email by accident and miss important information. It may be better simply to live with some spam and delete when you see it.

Other Email Clients

If you wish to use Outlook or some other email client, again be aware that Area 17 will not be providing support. We will do what we can, but with no guarantees. An extensive help system is available through our host provider and we encourage you to use it. Simple configuration instructions can be found by using the link "Configuring Email Clients" in the bottom row of icons.

That will bring up a list of options and automatic links that may or may not work for your particular situation. If you are using a Windows machine this screen will look different.

Mail Client Configuration for chair@area17aa.org

Note: IMAP email access coordinates between the server and your mail application. Messages that have been read/deleted/replied-to will show as read/deleted/replied-to both on the server and in the mail application. POP3 does not coordinate with the server. Messages marked as read/deleted/replied-to in the mail application will not show as read/deleted/replied-to on the server. This means that future downloads of your inbox or other mailboxes with POP3 will show all messages as unread.

Please select an application:

Auto-Configure Mac® Mail.app® for IMAP Access
Auto-Configure Mac® Mail.app® for IMAP Access (SSL)
Auto-Configure Mac® Mail.app® for IMAP Access for Lion
Auto-Configure Mac® Mail.app® for IMAP Access for Lion (SSL)

* Mac Mail IMAP Note: The "IMAP Path Prefix" needs to be set to INBOX otherwise Mail.app will not be able to store deleted, draft or sent mail on the server. click for more info

Manual Settings

Mail Server Username: chair+area17aa.org
Incoming Mail Server: mail.area17aa.org
Incoming Mail Server: (SSL) box441.bluehost.com
Outgoing Mail Server: mail.area17aa.org *(server requires authentication)* **port 26**
Outgoing Mail Server: (SSL) box441.bluehost.com *(server requires authentication)* **port 465**
Supported Incoming Mail Protocols: POP3, POP3S (SSL/TLS), IMAP, IMAPS (SSL/TLS)
Supported Outgoing Mail Protocols: SMTP, SMTPS (SSL/TLS)

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Mailing Lists

Currently our mailing list system allows us to send mail to multiple contacts by sending the mail to only one address.

Generally any member of the list can send mail to the list. Mail from non-members will not be passed on to the list, thus cutting down on spam. This means that to send mail to the list, you must always use your official email address. Sending mail to the list from myservicepostion@area17aa.org will work, but if you try to send something from mypersonaladdress@gmail.com, even if it is your address and you are a member of the list, will not work. If you have multiple email addresses only one should be chosen, generally your area17aa address if you have one.

Current Mailing Lists

Currently you may have seen:

- area17standard@area17aa.org – list of all Area17 addresses.
- area17all@area17aa.org– list of all Area 17 addresses plus other GSR addresses. This is used to send email to everyone we know about who has a standard address or who has asked to receive information.
- area17committees@area17aa.org – list of all Standing Committee Chair addresses.
- area17dcms@area17aa.org – list of all District Committee Member addresses.

So far these addresses have been very useful and a big time saver in disseminating information to the Area as a whole.

District Mailing Lists

During the past year one district was chosen to test the system at the district level and this test proved successful. Therefore in this coming panel, DCMS will be offered the opportunity to create mailing lists for their districts - generally themselves and the GSRS from each participating group.

The format for these list addresses will be:

districtXX@area17aa.org

To have such list created the DCM, or a designee, will submit the email addresses of the persons who should be considered list members. Again, only mail from "official" list members will be passed on.

In addition it will be your responsibility to make sure that the list is accurate and updated as folks come and go.

If you have someone technically proficient in your district it may be possible for us to designate them the rights to change the list membership without having to contact us. However that will not be a requirement to have a list.

Standing Committee Lists

As with the Districts, mailing lists will be available to Standing Committee Chairs with the same rules and instructions.

The Future

This is only the beginning for us technologically. As we learn more about how best to support the Area we will add services when we are able. We will not be able to implement every good idea, but we will not be able to implement any good ideas unless you suggest them to us. Help us by making suggestions, asking for help when you don't understand something, and using the systems to see if they work and how they can be improved.

Current Official Area 17 Email Addresses

Area Officers

delegate@area17aa.org - Delegate
altdelegate@area17aa.org – Alternate Delegate
chair@area17aa.org - Chair
altchair@area17aa.org – Alternate Chair
registrar@area17aa.org - Registrar
secretary@area17aa.org - Secretary
treasurer@area17aa.org – Treasurer

Standing Committee Addresses

archives@area17aa.org – Archives Committee
archivist@area17aa.org – Permanent Archivist
cec@area17aa.org – Cooperation with the Elder Community
corrections@area17aa.org - Corrections
cpc@area17aa.org – Cooperation with the Professional Community
grapevine@area17aa.org - Grapevine
*hospitals@area17aa.org - Hospitals
mynahbird@area17aa.org – Mynah Bird
pi@area17aa.org – Public Information
steering@area17aa.org – Conference Steering Committee
*treatment@area17aa.org – Treatment Facilities
webmaster@area17aa.org – Webmaster

District Committee Members

dcm1@area17aa.org – Diamond Head
dcm2@area17aa.org – Honolulu
dcm3@area17aa.org – Leeward
dcm4@area17aa.org – Windward
dcm5@area17aa.org – No Ka Oi
dcm6@area17aa.org – Kauai
dcm7@area17aa.org – East Hawaii
dcm8@area17aa.org – West Hawaii
dcm9@area17aa.org – Central North Shore
dcm10@area17aa.org – Waikiki
dcm11@area17aa.org – Kihei
dcm12@area17aa.org – Puna
dcm13@area17aa.org – Tri-Island
dcm17@area17aa.org – Waianae

*In panel 61 the Hospitals and Treatment Committees were combined but a new email address has not been defined at the time this document was amended. The information will be available shortly after the first Assembly in Panel 63.

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