

Verifying Outlook Express settings

Start Outlook Express from the Quick Launch toolbar or by double clicking the icon on your desktop.

Desktop Icon Quick Launch Icon

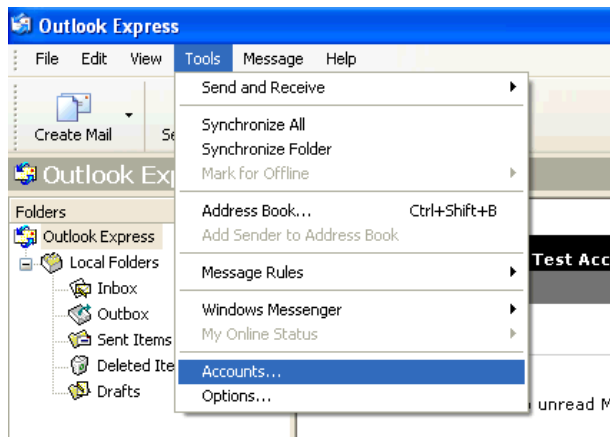


Desktop Icon

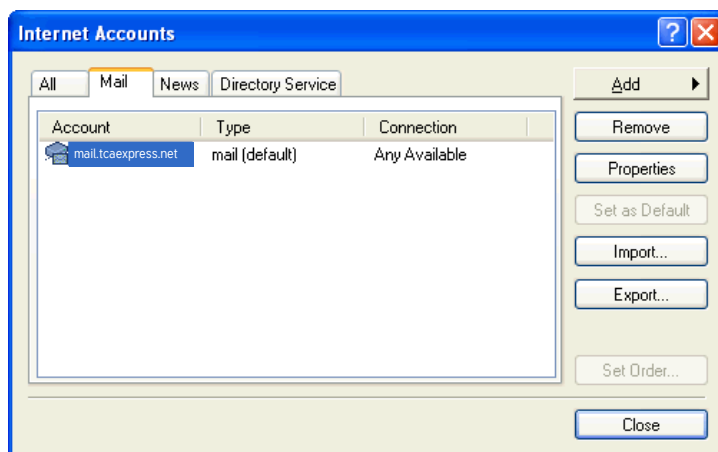


Quick Launch Icon

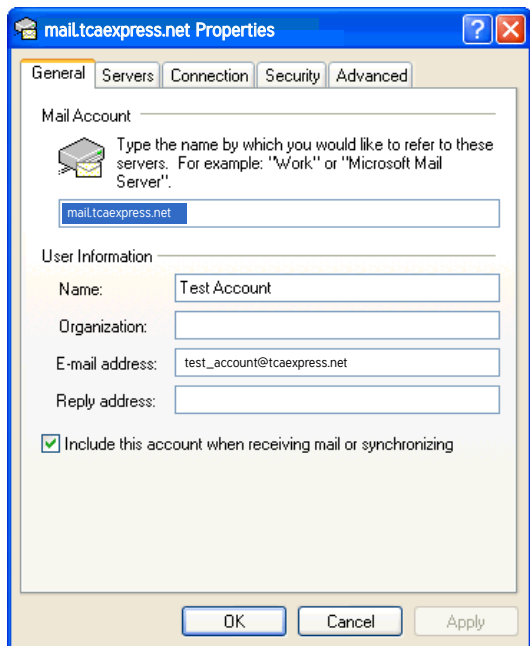
1. When Outlook Express has opened, select Tools from the top menu, and then Accounts... from the dropdown list.



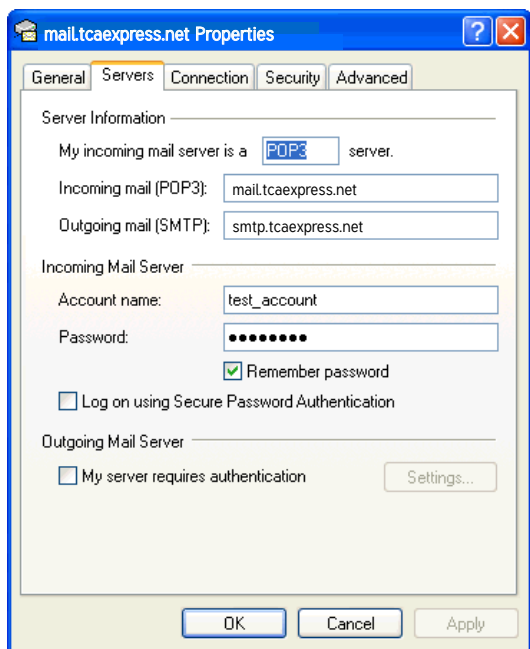
2. When the Internet Accounts window appears, select the Mail tab from the top list. You may have several accounts listed - select the one that represents your TCA account, and click the Properties button.



3. On the first tab, titled General, there are several items to configure. For Mail Account, enter in any name you wish. If you have several e-mail accounts, it's a good idea to name this one TCA Mail so you are able to quickly identify it in the future. In the User Information area, enter the name you would like displayed in your outgoing e-mail messages. This is usually your first and last name. The Organization: area does not require any information. In the E-mail address: field you must put in your full tcaexpress.net e-mail address. The Reply address: area can remain blank.



5. Select the Servers tab from the list at the top. In the Server Information section, make sure that it says My incoming mail server is a POP3 server. The Incoming mail (POP3): field should be mail.tcaexpress.net and the Outgoing mail (SMTP): field should be smtp.tcaexpress.net In the Incoming Mail Server section, you will need to enter your user name and password. In the Account name: field, enter your TCA user name. If you had an e-mail address of test_account@tcaexpress.net, you would enter test_account as your Account name. Your password goes in the Password: field. Here you may also opt to have Outlook Express remember your password, so you don't have to enter it every time you check your e-mail. If you wish to have your password saved, make sure to select Remember password



6. Select the Servers tab to verify that you have smtp.tcaexpress.net in the Outgoing mail (smtp) field. Click to put a check in the My server requires authentication option and then click the Settings button.



7. On the Outgoing Mail Server settings page, select Use same settings as my incoming mail server and then click the OK button. You will now be able to send and receive e-mail using Outlook Express