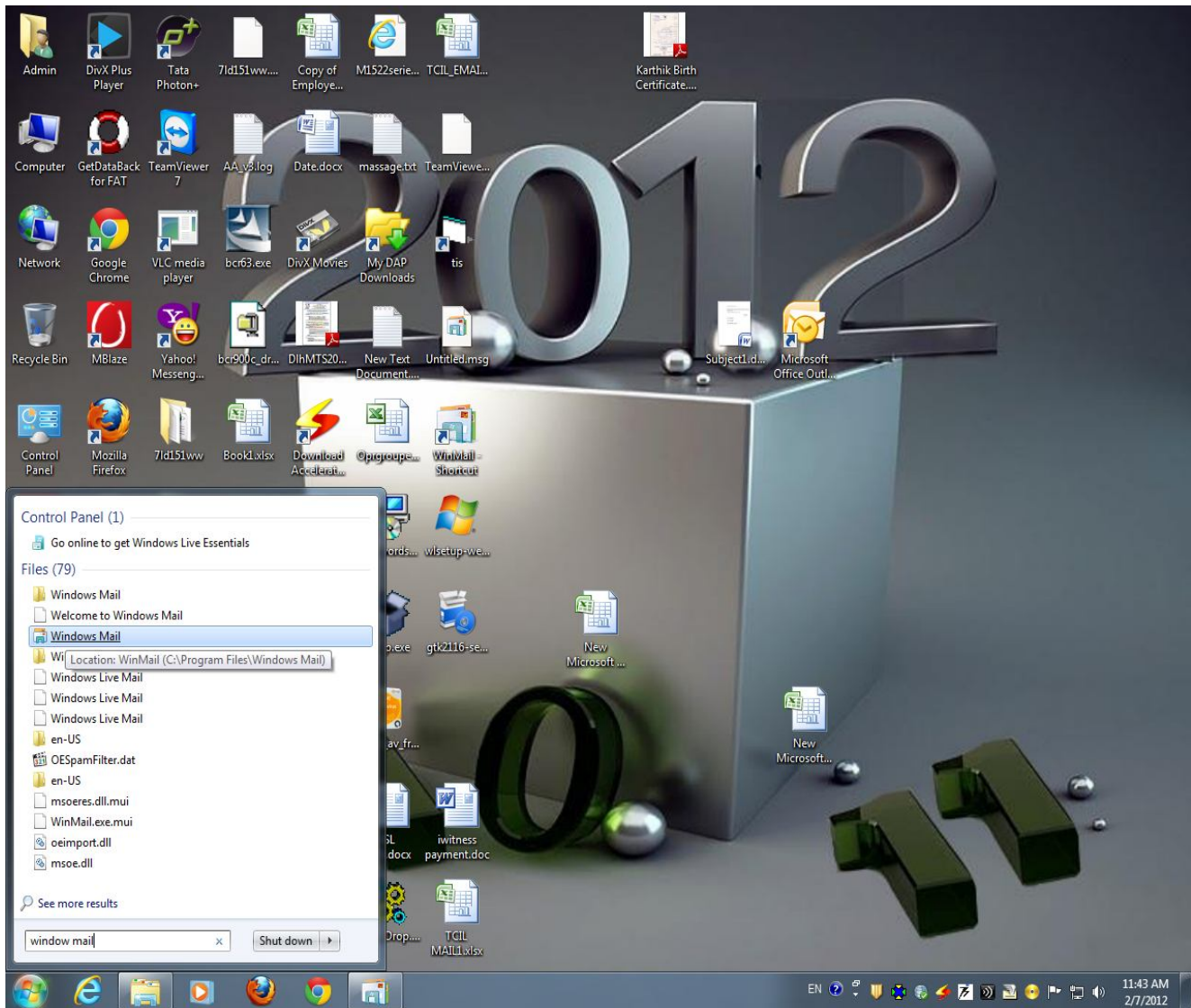


User Manual

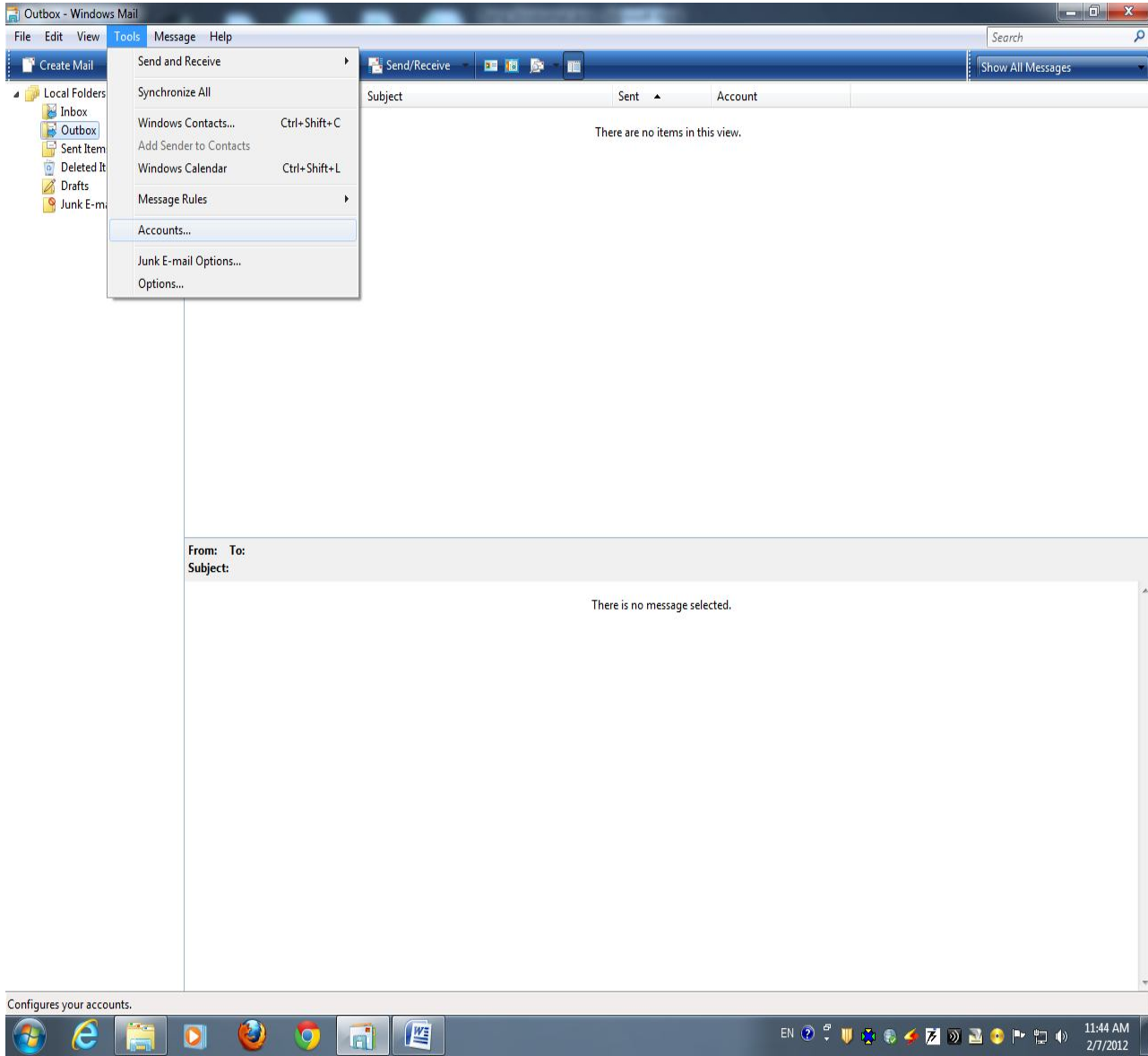
For

**Windows mail/ outlook Express Configuration
with TCIL Webmail**

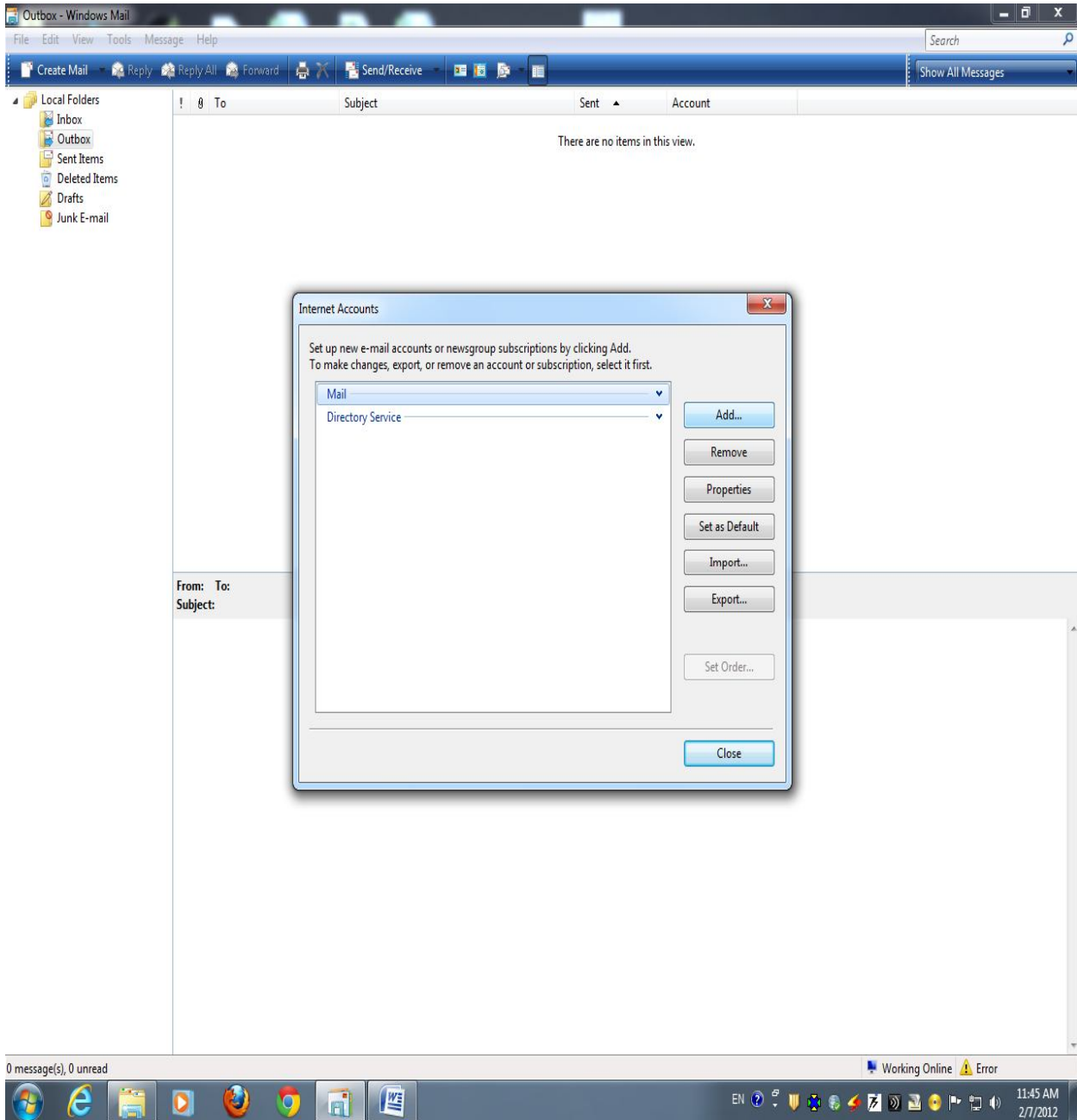
Step.1: Open the windows mail (Please insure the Windows mail is already installed in your Computer/Laptop) as below.



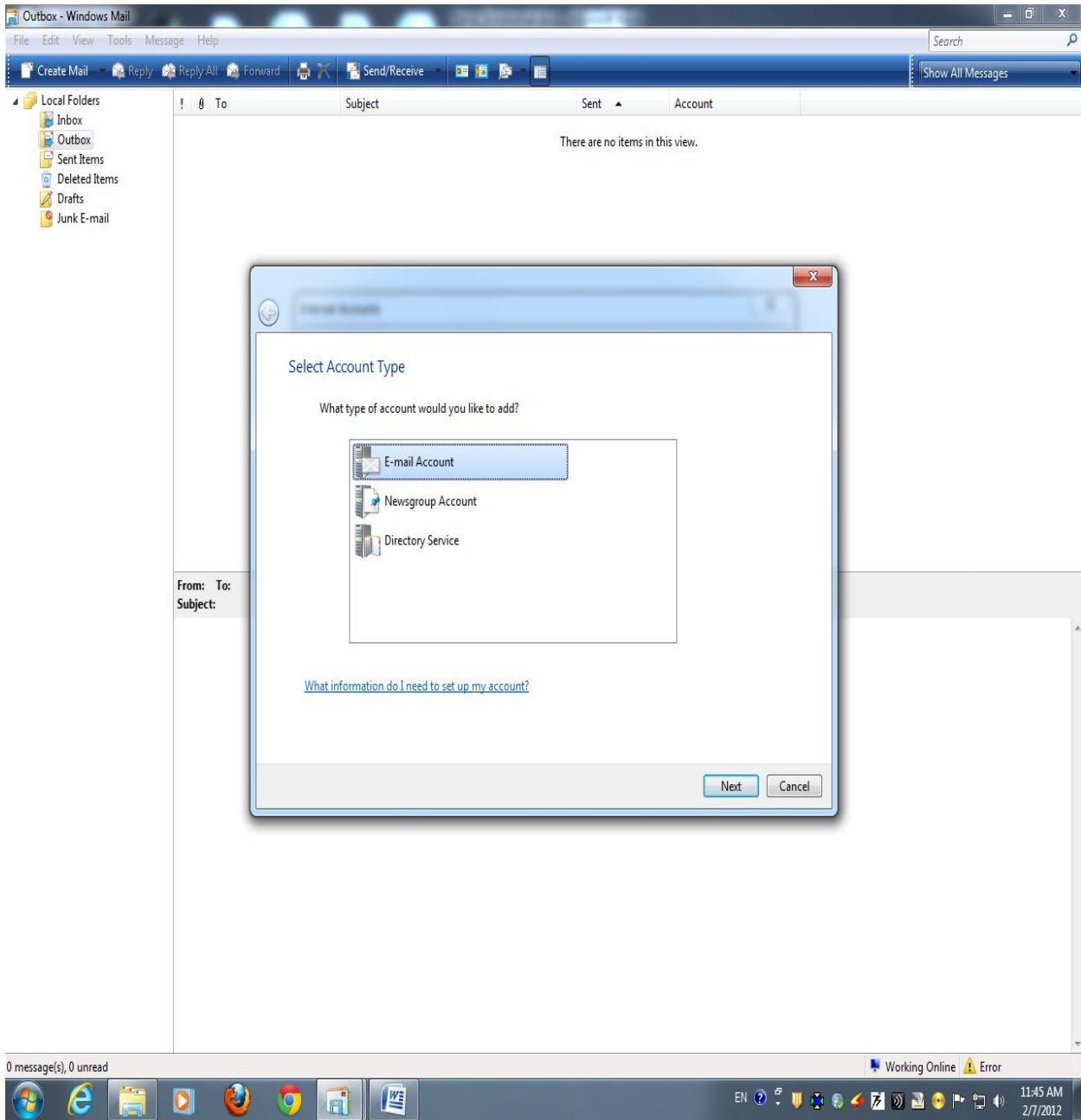
Step.2:Go into Microsoft Windows mail tool and account option and click on it..



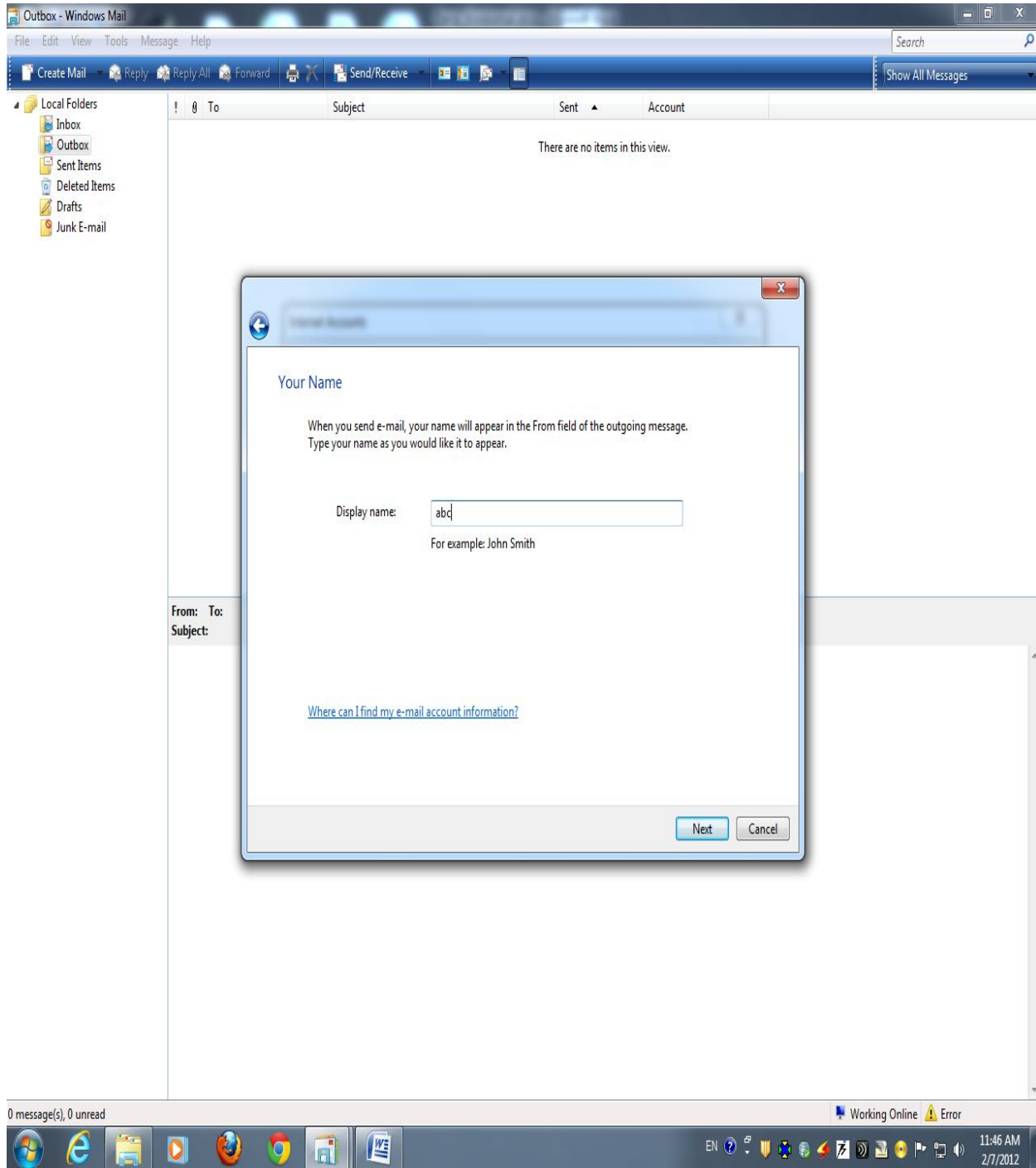
Step.3: Click on the “Add” tab which is available on right side.



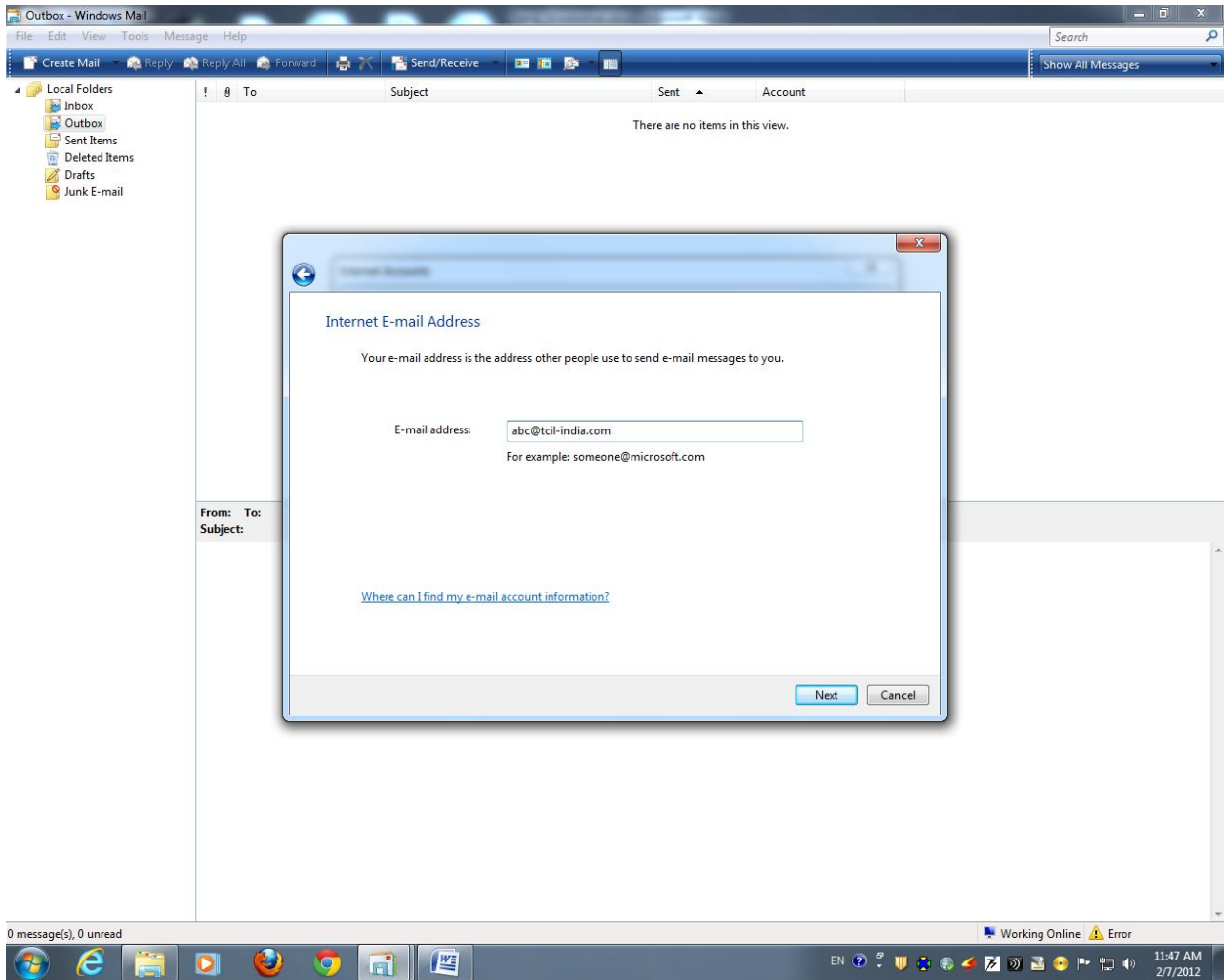
Step.4: Click on the “E-mail Account” Option.



Step.5:Set the name as you want to see , it may as per your wish.



Step.6:Set the TCIL Officil email ID, please insure that the email ID is avlaiable with Mail Server.

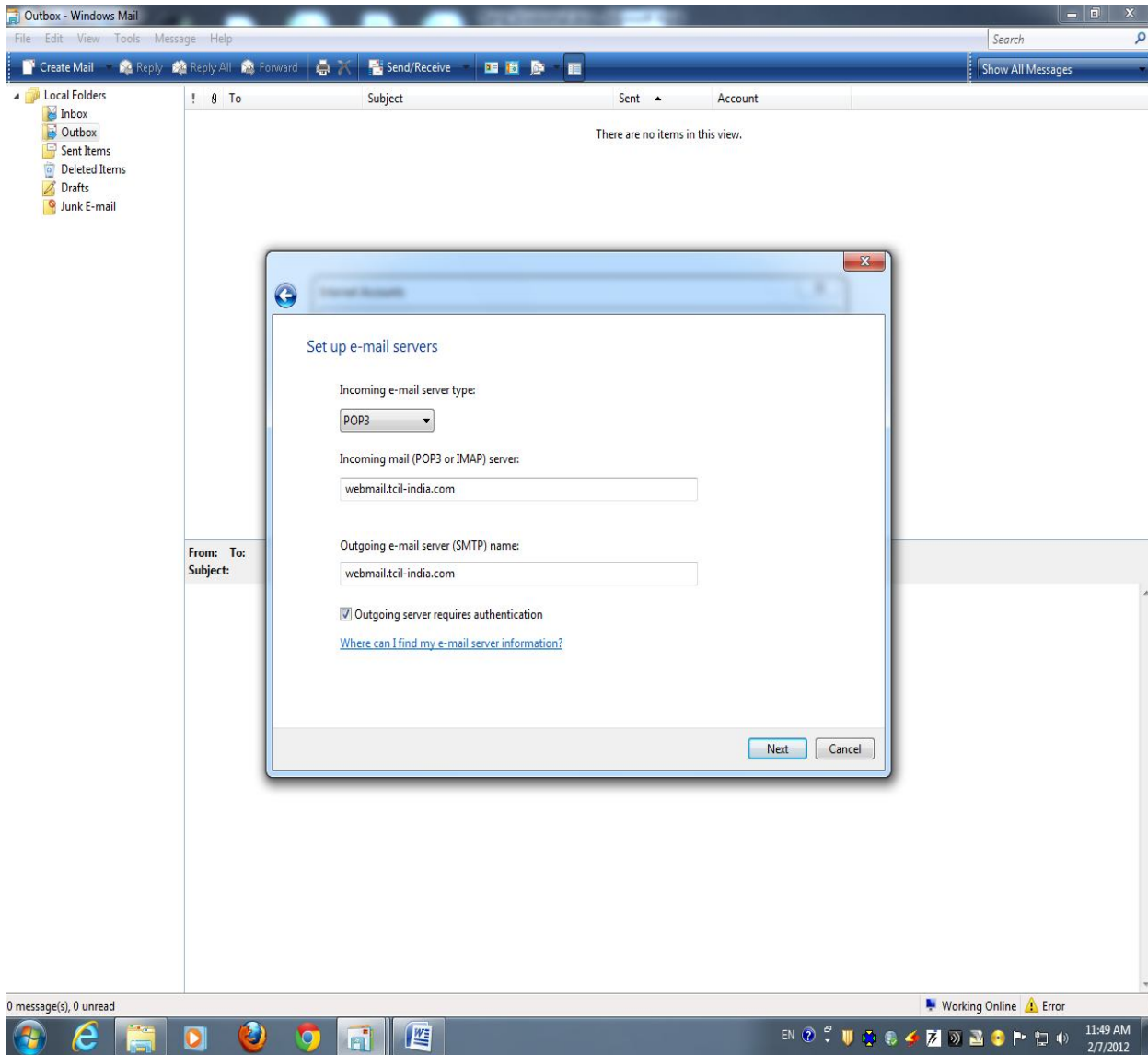


Step.7: 1: Set the POP3 Option

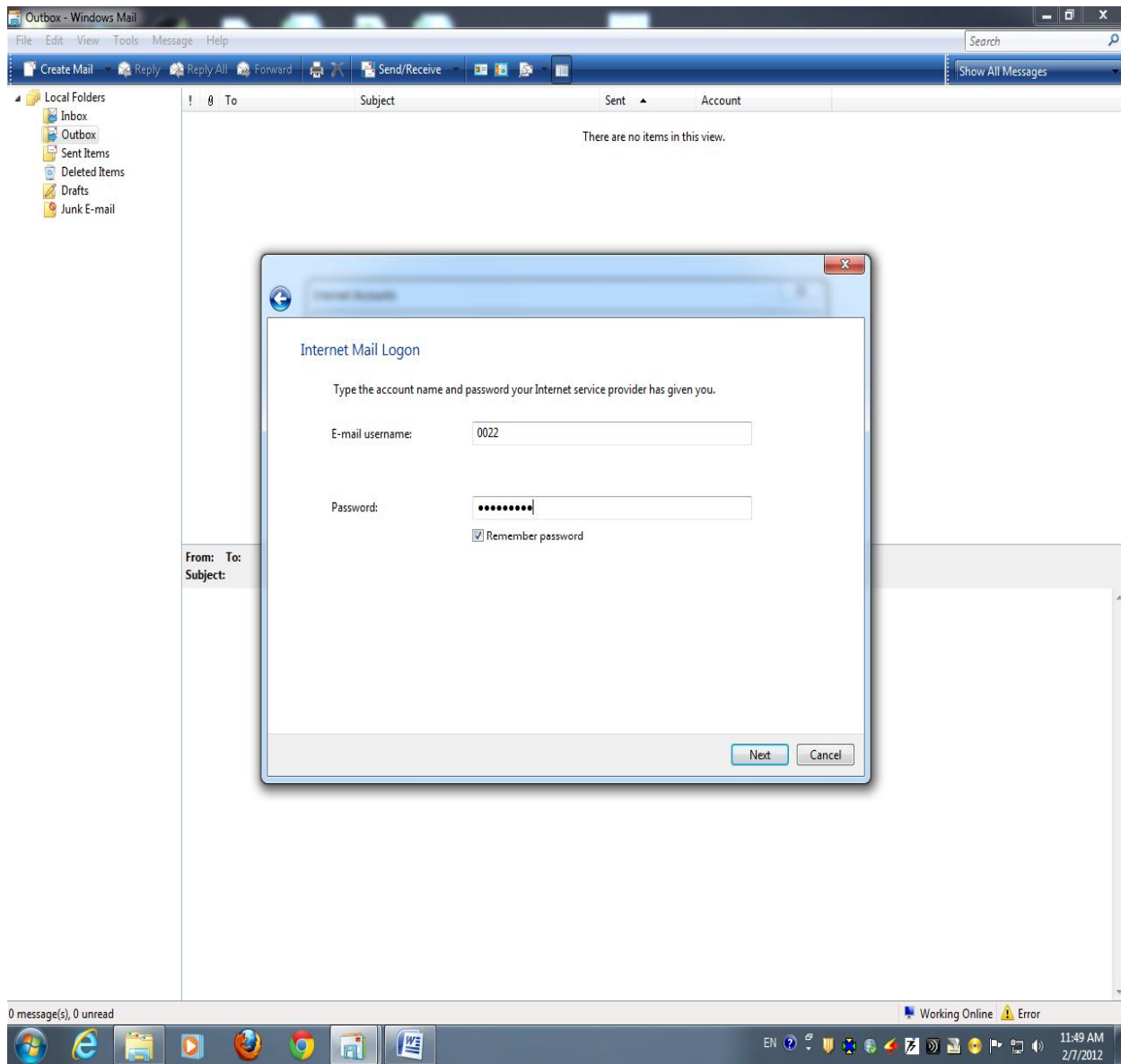
2: Incoming mail “webmail.tcil-india.com”

3: Outgoing mail “webmail.tcil-india.com”

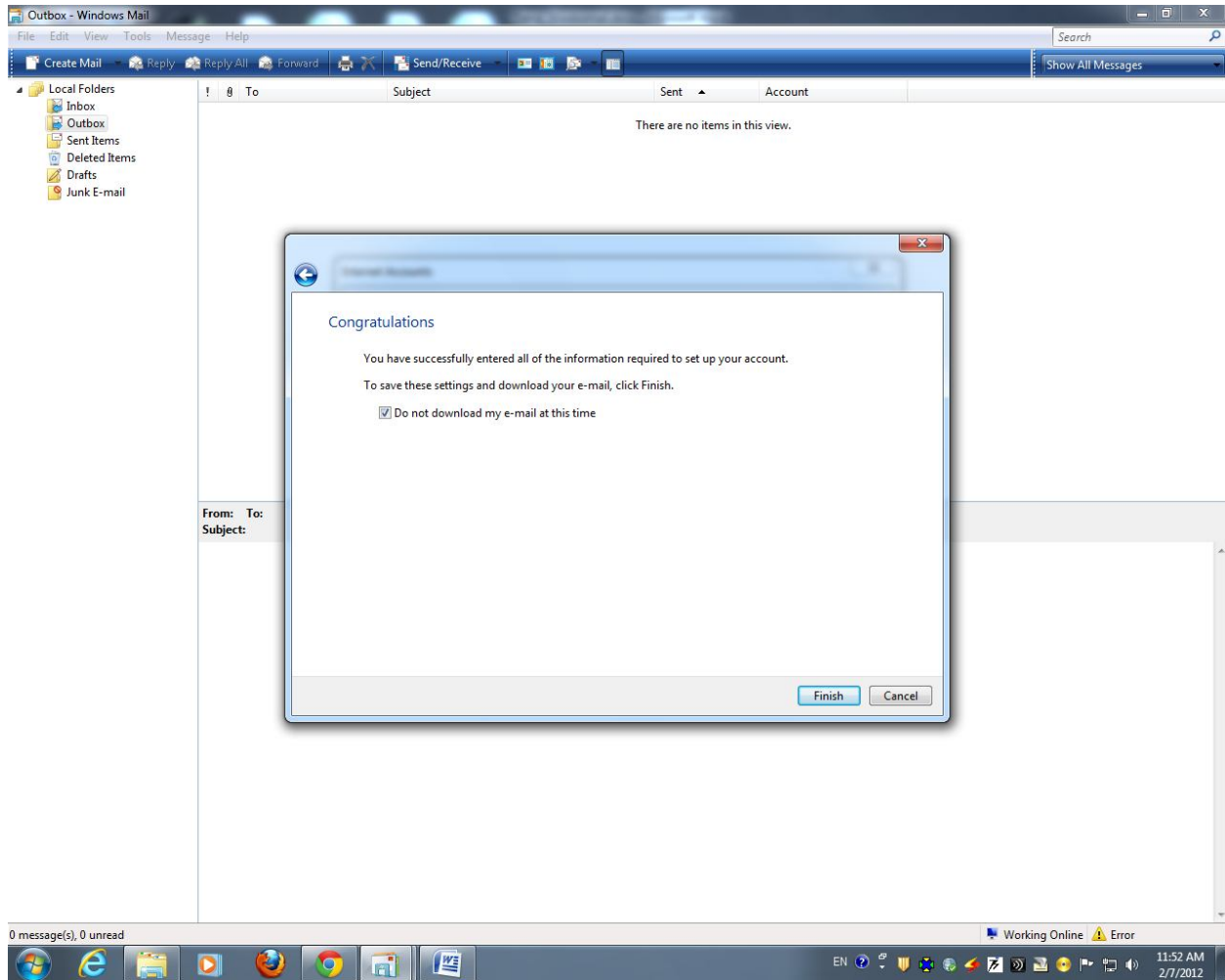
4: Tick mark “Outgoing Server requires authentication” as below in snap.



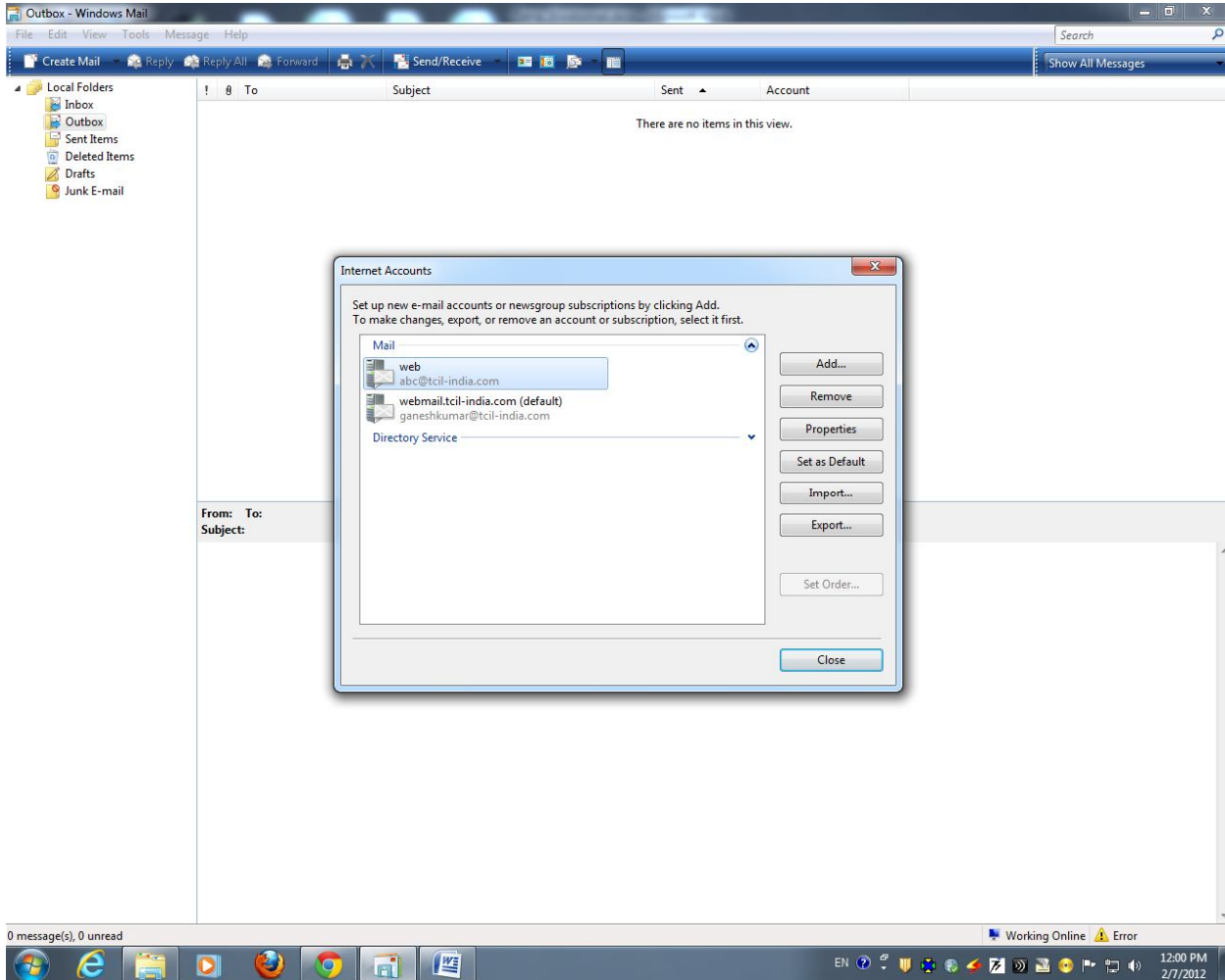
- Step.8:** 1: Set the email user Name Which is EMP ID of user like (0022)
2: Set the password (Please discuss with Data Center for Password)



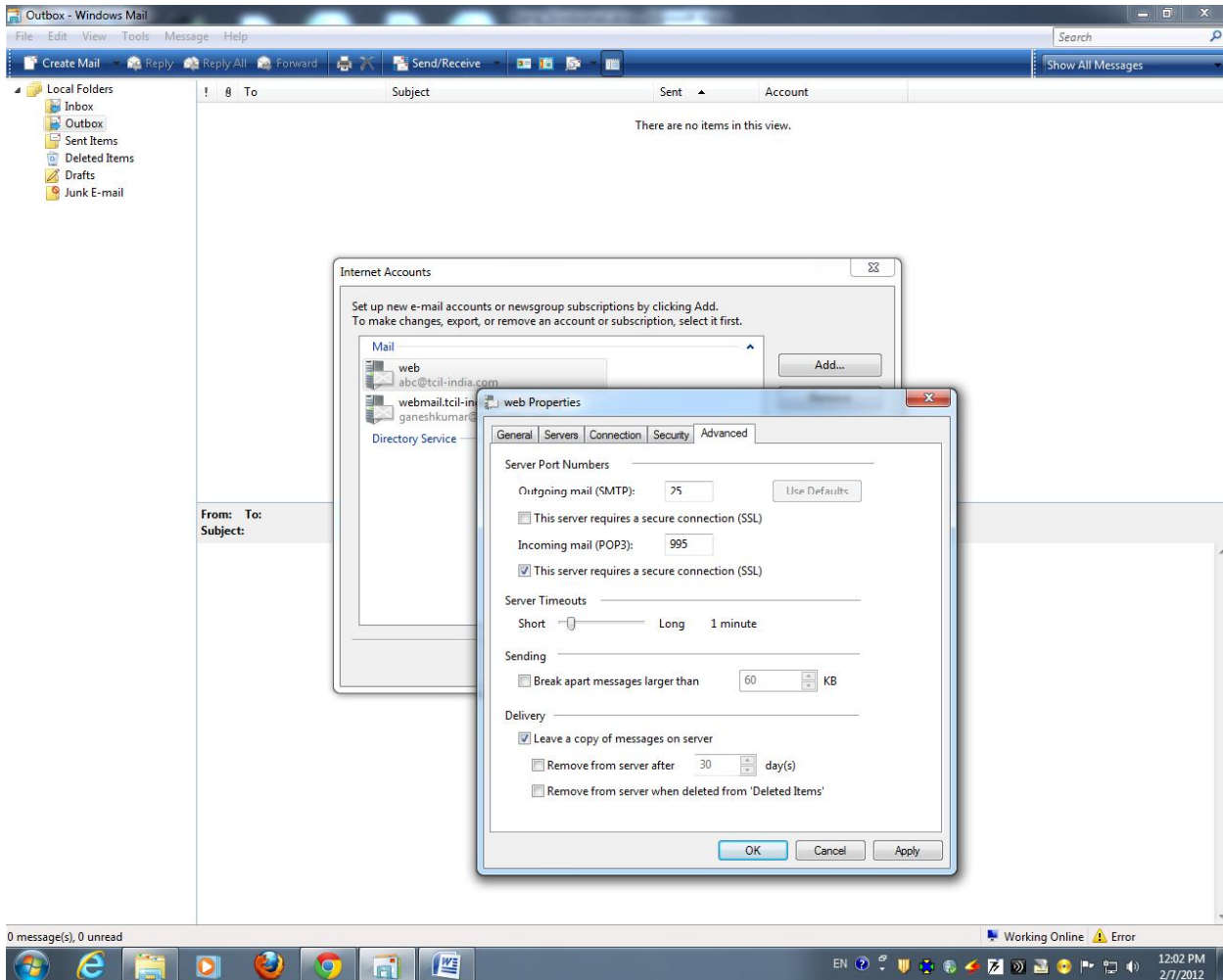
Step.9: Select the Option do tick mark "Do not download my e-mail at this time" as below
And then click on finish.



Step.10: Again come on the location step2 (Select tool and then account).



- Step.11:** Click on “Web” and then click on on “Advance” option then set.
- 1: Tick mark on SSL “This Server requires a secure connection(SSL)”
 - 2: Tick mark on “Leave a copy of message on server” as below.
 - 3: If required the removal date it may be set/unset as per your wish.



After this configuration The Windows mail/Outlook Express will work, if facing any issue , please discuss with TCIL Data Center of TCIL @011-26202605/26202606.