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 avaliable on right side.

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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.

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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:Incomming mail "webmail.tcil-india.com"
3:Outgoing mail "webmail.tcil-india.com"
4: Tick mark "Outgoing Server requires authentication" as below in snap.

 ➢ Inbox ➢ Outbox ➢ Sent Items ➢ Deleted Items ➢ Drafts ⑨ Junk E-mail 	rom: To: Jubject:	Set up e-mail servers Incoming e-mail server type: POP3 Incoming mail (POP3 or IMAP) server: webmail.tcil-india.com Outgoing e-mail server (SMTP) name: webmail.tcil-india.com	There are no items in th	his view.	
Fi	rom: To: ubject:	Set up e-mail servers Incoming e-mail server type: POP3 Incoming mail (POP3 or IMAP) server: webmail.tcil-india.com Outgoing e-mail server (SMTP) name: webmail.tcil-india.com		X	
		Outgoing server requires authentication Where can I find my e-mail server information?			
			_	Next Cancel	

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)

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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 removel date it may be set/unset as per your wish.

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0 message(s), 0 unread			Sending Break apart messages larger than 60 KB Delivery V Leave a copy of messages on server Remove from server after 30 day(s) Remove from server when deleted from 'Deleted Items' OK Cancel Apply N 20 C W C Cancel Apply	yrking Online 🛕 Error 27/1/2012 №

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.