1. Start Outlook Express
2. Select Tools > Accounts
3. Click Add and select Mail
4. Type in your name as you want it to appear in the Display name field then click Next.
5. Type in your email address: username@exchange.tc.columbia.edu then click Next.

Internet Connection Wizard

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name: 

For example: John Smith
6. Select POP3

7. In the incoming and outgoing mail server field type: tcmail1.tc.columbia.edu
then click next.
8. Enter your TC username in the Account Name field use format ‘tc\username’. Do not type in your password. Remove the check mark from Remember password. Click Next.
9. Click Finish

You have successfully entered all of the information required to set up your account.
To save these settings, click Finish.
10. Select Properties.

11. Select the Servers tab > Place a check in the box next to My server requires authentication by clicking it. Remove the check mark next to Remember password.
12. Select the Advanced Tab.

Place a check in the box next to This server requires a secure connection (SSL) underneath Outgoing mail (SMTP).

Place a check in the box next to This server requires a secure connection (SSL) underneath Incoming mail (POP3).

Place a check in the box next to Leave a copy of messages on server.

Place a check in the box next to Remove from server when deleted from ‘Deleted Items’.

Click OK.
13. Click on the close button

14. Click on the Send/Recv button and enter password and click OK. Put your password in the Password box then click OK