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.
6. Select IMAP

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

Internet Connection Wizard

Congratulations

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

10. Select the Servers tab > Place a check in the box next to My server requires authentication by clicking it.
11. 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 (IMAP).

Click OK
12. Click on the close button

13. Click Yes in the Outlook Express box.

14. Put your password in the password box then click OK
15. Select Deleted Items folder > Click the Show Button > Click OK