

Setting Up Mail (Macintosh)

1. Launch Mail

2. If this is the first time you have opened Mail, you will see a screen similar to the one below. If you are not presented with this screen, please skip directly to step 4.

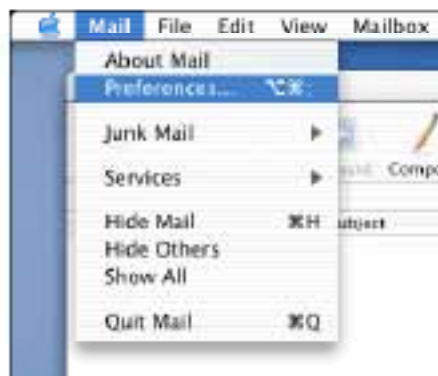
Enter the following information in the Mail Setup window:

- E-mail address: johnkoe@tcaexpress.net e-mail address
- Incoming Mail Server: pop3.tcaexpress.net
- Mail Server Type: select POP3
- User Account ID: The first part of your email address example: johnkoe
- Password: The password you used to create the email address with TCA.
- Outgoing (SMTP) Mail Server: smtp.tcaexpress.net



3. Click OK to begin using Mail

4. If you did not get the Mail Setup screen, you will have to manually configure your Mail. To begin, click Mail from the top menu and select Preferences from the dropdown list.



5. select the Add Account button, select the Add Account button



ii. On the Account Type dropdown menu, select POP3

Description: enter a descriptive title (example: TCA E-mail)

Enter e-mail address and full name

Incoming Mail Server should be set to: mail.comcast.net

User Name is your TCA.net user name: johndoe

After entering your password: The password you used to create the email address with TCA.

Make sure smtp.leadexpress.net is the selected Outgoing Mail Server

