



E-mail

user reference guide



This book contains necessary instructions to setup your e-mail service.

Clearly **different.**

CONFIGURING YOUR E-MAIL

Recently a welcome letter was sent to you indicating your temporary e-mail address and password. This section shows you how to change your temporary e-mail address and password to one of your own choosing. Refer to Manage Your Account below where you can establish your free e-mail accounts.

It is highly recommended that you establish your permanent e-mail address before proceeding to configure your e-mail client software.

If you have not received the welcome letter or do not know your temporary e-mail address and password, please call TDS Metrocom Technical Support at 1.877.410.5971.

manage your account

1. Open your Web Browser.
(example: Internet Explorer)
2. Type **www.tds.net** in the address or location text box and click *Enter*.
3. Select the *Manage Acct* tab. (figure 1)
4. Type in your temporary e-mail address and password and click *Login*. (figure 2)
5. Select *My Mailbox*.
6. Select *Change E-mail Address*. (figure 3)
7. From the *E-mail Address to Change* drop box, select the e-mail address to change. In the *New E-mail Address* field, type the e-mail address desired. Confirm the address and click *Change E-mail*. (figure 4)
8. Under Account Services, click *Log Out* to exit Manage Your Account.



figure 1



figure 2



figure 3



figure 4

CONFIGURING OUTLOOK EXPRESS 5.0/6.0

1. Open Outlook Express.
2. Select *Tools*, then *Accounts*. (figure 5)
3. Select the *Mail* tab. (figure 6)
4. Select *Add* then *Mail*. (figure 7)
5. Type the name you would like the recipients of your e-mail messages to see in the *Display Name* text box and click *Next*. (figure 8)
6. Type your full TDS Internet Services e-mail address in the *E-mail address* text box and click *Next*. (figure 9)
7. Click *POP3* from *My incoming mail server is a ___ server*. Type *pop.tds.net* for the *Incoming mail server*. Type *smtp.tds.net* for the *Outgoing mail server* and click *Next*. (figure 10)
8. Type your full e-mail address for *Account Name*. Type your password and click *Next*. (figure 11)
9. Click *Finish* to return to Outlook Express.



figure 5



figure 6



figure 7



figure 8



figure 9



figure 10



figure 11

ACCESSING YOUR WEBMAIL

accessing your e-mail on the web

WebMail allows you to check your e-mail account from any computer in the world with Internet access.

1. Open your Web Browser.
(example: Internet Explorer.)
2. Type **www.tds.net** in the address or location text box and press *Enter*.
3. Select *TDSMAIL*. (figure 12)
4. Type your full TDS Internet Services e-mail address in the *Email Address* text box. (figure 13)
5. Type your TDS Internet Services e-mail password in the *Password* text box and click *Enter*.



figure 12

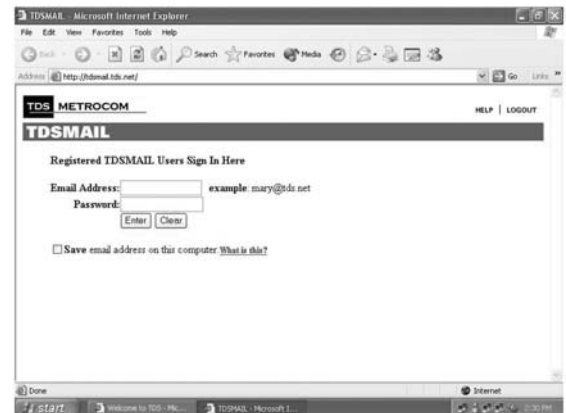


figure 13

SUPPORT SERVICES

help contacts

Need more help? Please contact the appropriate number listed below to insure prompt assistance with your problem.

**Contact TDS Metrocom Technical Support 1.877.410.5971
Available 24 hours a day, seven days a week, 365 days a year.**

- Cannot connect to Internet
- Need help configuring your e-mail on your computer
- Cannot send or receive e-mail

billing issues

Contact TDS Metrocom Customer Care 1.877.208.5111

Mon.-Fri. 6 a.m.-10 p.m. CST

Sat. 8 a.m.-5 p.m. CST

Sun. Closed

- Telephone issues (call waiting, forwarding, line noise)
- Inquire about or change your account

If you have other questions or concerns, please feel free to contact one of the numbers above and your call will be directed to the appropriate person.