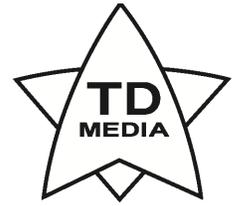


## TD Media E-Mail End User Guide



DESIGN • TECHNOLOGY • COMMUNICATION

This guide will provide basic configuration information for your email accounts to the TD Media E-mail server.

### Password Change

<https://mx1.tdmedia.com/cgi-bin/qmailadmin>

User Account: Everything before the @ in your email address

Domain Name: Everything after the @ in your email address

Password: Your current email password

Once logged in, enter your new password in the “New Password” field.

### Web Mail Access

<https://mx1.tdmedia.com>

Name: Your full email address (ie: rt@tdmedia.com)

Password: Whatever password you created in set up.

If you only use Webmail to check your e-mail you can skip the rest of this document.

### E-Mail Program Configuration

If you use a dedicated e-mail program such as Outlook, Outlook Express, Entourage, Apple Mail, etc., please use the following information:

#### INCOMING

POP3 Server: mx1.tdmedia.com

User ID: Your full email address (ie: rt@tdmedia.com)

Password: Whatever password you created in step one.

Use SSL: Yes Can be found in advanced settings. Requires port number to 995.

Use SPA: No

#### OUTGOING

SMTP Server: smtp.tdmedia.com

Require Authentication: yes

User ID: Your full email address (ie: rt@tdmedia.com)

Password: Whatever password you created in step one.

Use SSL: Can be found in advanced settings. Requires port number to 587. Alternatively you can use TLS with port number 465.

Use SPA: No

You should now be able to send and receive email from your new account.