Webmail Instructions

1. If from home open Internet Explorer or any web browser type https://email.tcmc.com/owa
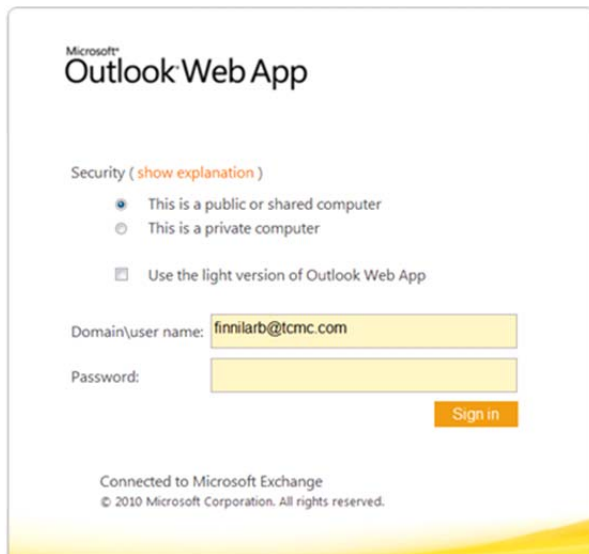
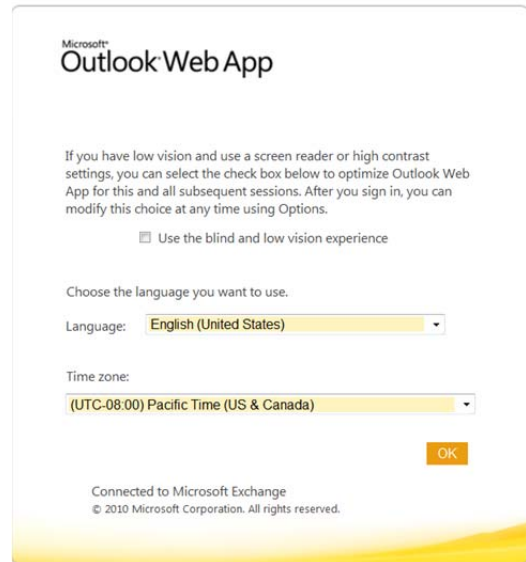2. Or from the Intranet by:

   - Double clicking on **eTCMC**
   - Then click on Webmail

3. Login to webmail using your network username and password. (see below)

 Result

4. Click OK to proceed.

5. If your password is set to expire soon or has expired you will be prompted to change your password.(see step 6 to 10)

6. In order to change your password you will need to enter the correct information into the fields seen in the image above.

7. In the account field, enter your username@tcmc.com (see example below). The word Username is used in the illustration to represent your own username.

8. In the old password field, enter the old password you used last.

9. In the new password field you must enter a new password that is at least 7 characters long and cannot be the same as any password you have used before.

10. Enter the new password again in the "confirm new password field." Now for the most important part, click on the OK button and not the reset button to change your password to the new one.