

## Outlook Express Instructions – Create an Email Account

With Outlook Express open, left mouse click the “Tools” at the top of the Outlook window, it will be the fifth option from the top left.

Scroll down the new menu window and left mouse click on “Accounts...”

With this new window open select the “Mail” tab.

Now left mouse click the “Add” button to the right and select “Mail” by highlighting it with the cursor and left mouse click.

Display Name: Cooper Realty Main

Email Address: (Your Assigned Email Account)

Incoming Mail Server (POP3): mail.cooperealty.com

Outgoing Mail Server (SMTP): mail.cooperealty.com

Account Name: (Your Assigned Email Account)

Password: Your assigned password

Check Box for “Remember Password” – **Checked**

Left mouse “OK” or “Continue” until you are back to the Internet Accounts window.

Left mouse click on the account you just created, a new window will appear with four tabs, select “General” tab.

### **General tab:**

Mail Account - Name: Cooper Main

Name: Your Full Name as you want people to see it

Organization: Cooper Realty Associates

Email Address: (your complete email address should already be there)

Reply Address: (your complete email address needs to be here)

Check the box that says, include this account when receiving mail or synchronizing.

### **Servers Tab:**

#### **Server Information:**

Incoming Mail Server (POP3): mail.cooperealty.com

Outgoing Mail Server (SMTP): mail.cooperealty.com

Incoming Mail Server:

Account Name: (your complete email address needs to be here)

Password: (please make sure that this area has been completed)

#### **Outgoing Mail Server:**

Check the box for, “My out going server (SMTP) requires authentication”

Towards the bottom of this window please left mouse click Apply and then OK.