

Outlook Instructions – View or Change an Email Account

With Outlook 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 “Email Accounts...”

A new window opens up that will allow you to work with “Email Accounts” or “Directories”, please select the option that is appropriate for you as it pertains to “Email Accounts”.

Click the Radio Button for, “View or Change Email Account”, the left mouse click “Next”.

A window appears with a list of your existing email accounts, sorted by Mail Account – Name. Select the account that you want to manage by left clicking on the name. Once you have selected the account you want to work with, left click on the appropriate option, i.e. Change, Remove, Setup as Default,.

If you are going to modify the account please use the following as a guide to ensure that your email account at cooperrealty.com

User Information:

User Name: (Your Complete Name)

Email Address: (Your Assigned Email Account)

Logon Information:

User Name: (Your Assigned Email Account)

Server Information:

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

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

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

Please left mouse click on “More Settings”

Within the new window you will see four tabs that run across the top, We will be working within “General” and “Servers”.

General tab:

Mail Account - Name: Cooper Main

Organization: Cooper Realty Associates

Outgoing Server:

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

Left mouse click “OK”.

That window will close, leaving the final window open, left mouse click on “Next”.

A congratulations window appears, left mouse click “Finish”.