

# Add Email Accounts to Outlook Express

Beginners' Kaffee Klatch  
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If you have several email accounts, you can work with all of them within one Outlook Express window.

The Internet Connection Wizard helps you connect to one or more email servers. You will need the following information from your Internet service provider (ISP). Cox, AOL, Embarq are examples of Internet service providers.

To add an email account, you need your account name and password, and the names of your incoming and outgoing e-mail servers.

For Cox:

Account Name: *Youraccountname@cox.net*  
Incoming Mail: pop.west.cox.net  
Outgoing Mail: smtp.west.cox.net

For Embarq

Account Name: *Youraccountname@embarqmail.com*  
Incoming Mail: pop.embarqmail.com  
Outgoing Mail: smtp.embarqmail.com

For AOL

Account Name: *Youraccountname@aol.com*  
Incoming Mail: pop.aol.com  
Outgoing Mail: smtp.aol.com  
check the box: outgoing mail requires authentication

To add an email account

1. Open Outlook Express.
2. On the **Tools** menu, click **Accounts**.
3. In the **Internet Accounts** dialog box, click **Add**.
4. Select **Mail** to open the Internet Connection Wizard, and then follow the instructions to establish a connection with an email server.

**POP:** Short for Post Office Protocol, a protocol used to retrieve email from a mail server. Most email applications (sometimes called an email client) use the POP protocol, although some can use the newer IMAP (Internet Message Access Protocol). There are two versions of POP. The first became a standard in the mid-80's and requires SMTP to send messages. The newer version can be used with or without SMTP.

**SMTP:** Short for Simple Mail Transfer Protocol, a protocol for sending email messages between servers. Most email systems that send mail over the Internet use SMTP to send messages from one server to another; the messages can then be retrieved with an email client using either POP or IMAP. In addition, SMTP is generally used to send messages from a mail client to a mail server. This is why you need to specify both the POP or IMAP server and the SMTP server when you configure your e-mail application.

## **Step-by-Step: Adding a Cox Email Account to Your Outlook Express Client**

1. Open Outlook Express.
2. From the Menu Bar, select Tools.
3. Select Accounts.
4. In the Internet Accounts dialogue box, click Add, then Mail.
5. The Internet Connection will start and will ask you to create a “display name”. This is the name that will appear in the From field of the outgoing message. Then click Next.
6. Enter the email address for the new account. Click Next.
7. In the Incoming mail server box, type *pop.west.cox.net*.
8. In the Outgoing mail server box, type *smtp.west.cox.net*. Upon completion, click Next.
9. Type your new account name and password that you set up with your server (ISP). Also check the Remember password box before proceeding. Click Next.
10. Click Finish.
11. You will be taken back to the Internet Accounts dialogue box. Your new account will be highlighted and listed as *pop.west.cox.net*.
12. Click on Properties and change the name to be the same as your “display name”. (see step 5 above).

How when you create an email message in Outlook Express, your “From” box will contain all your email accounts, from which you will choose one.