

**System and Email Settings / Outlook 2002**    Open Outlook 2002    Select "Tools" from the menu bar, then Select "E-mail Accounts".

Under the "E-mail" heading, be sure that "Add a new e-mail account" is selected by clicking on the appropriate circle. Then click "Next" button in the bottom right hand of the window.

The next screen will appear, asking you to choose the type of server.

Select "POP3" by clicking on the circle next to "POP3", and then click the "Next" button in the bottom right hand of the window.

On the next screen, you will be asked for your e-mail settings:

Under "User Information"

Your Name: John Doe

E-mail Address:

[johndoe@lvnworth.com](mailto:johndoe@lvnworth.com)

Under "Server Information":

Your incoming mail server is mail.lvnworth.com

Your outgoing mail server is smtp.lvnworth.com    Under "Logon Information": Enter in the User Name (full email address) and Password that was issued to you by Leavenworth Online

Click the "Next >" button in the bottom right hand of the window.

When the next window opens, click the "Finish" button in the bottom right hand of the window.

Now to retrieve your mail, in the Outlook 2002 window, choose "Tools" from the menu bar, then select "Send and Receive".