

**System and Email Settings / Outlook 2000** Open Outlook 2000 Click on TOOLS > ACCOUNTS > MAIL Tab  
Click on ADD > MAIL

If this is your first account added in Outlook Express, the Wizard may start automatically.  
See instructions below: Type your Display Name > Click Next Select "I already have an e-mail I'd like to use" and put in your lvnworth.com email

(i.e. myemail@lvnworth.com) > Click Next

My Incoming Mail Server is a POP3

Incoming Mail Server (POP2, IMAP, HTTP Server) Type: mail.lvnworth.com

Outgoing Mail Server (SMTP) Type: smtp.lvnworth.com

Click Next

Type Account Name - your email address

Type Password

You may have a check next to Remember Password

DO NOT have a check next to anyother option

Click Next

Click Finish

Click Close