System and Email Settings / **Outlook XP** Open Outlook XP Click on TOOLS > EMAIL ACCOUNTS Under Email Accounts > Select "ADD A NEW EMAIL ACCOUNT" > Click NEXT

Under Server Type > Select "POP3" or "IMAP" > Click NEXT

Under Internet E-mail Settings complete the following:

USER Information: Your Name: i.e. John Doe Email Address: i.e. johndoe@lvnworth.com SERVER Information:

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

Outgoing Mail Server (POP3): smtp.lvnworth.com

LOGON Information:

User Name: i.e. johndoe@lvnworth.com

Password: ******** (Your Assigned Password, Passwords are case sensitive.)

You may check: Remember Password.

DO NOT CHECK: Log on using Secure Password Authentication (SPA)

Put a check next to "My Server Requires Authentication" in reference to the Outgoing Mail Server

Click NEXT > Click FINISH