System and Email Settings / **Outlook 97** Open Outlook 97 Click on TOOLS > SERVICES > INTERNET E-MAIL

(If you do not have an Internet email option > Click ADD > INTERNET EMAIL > OK)

"Enter the name you would like to refer to these server by":

Type mail.lvnworth.com

User Information:

Name: Type your Name

E-mail Address: Type your lvnworth email (i.e. myemail@lvnworth.com) You May Leave Organization and Reply Address Blank

Type your Display Name (IE John Doe) > Click Next

Go To SERVERS Tab:

Outgoing Mail (SMTP): mail.lvnworth.com

Incoming Mail (POP3): smtp.lvnworth.com

LOGON Information:

Account Name: lvnworth email

Enter Password

DO NOT check "Logon using Secure Password Authentication"

If you are a dial-up Customer otherwise skip to last line:

Go to CONNECTION Tab

Check "I use a modem to access my email"

Use the following Dial-Up Networking Connection: lvnworth

Go to ADVANCED Tab

Please DO NOT have any boxes checked

Click APPLY

Click OK

On the SERVICES Window > Click APPLY (if possible) > Click OK