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

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 or IMAP (POP3 downloads messages to your computer, IMAP leaves them on the server)

Incoming Mail Server (POP3, IMAP, HTTP Server) Type: mail.lvnworth.com

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

Type Account Name - your full email address

Type Password (passwords are case sensitive)

You may have a check next to Remember Password

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

Click Next > Finish > Close