

Setting up Windows Mail for Xipline E-mail

1. Open Windows Mail.
2. Click Tools on the Menu bar.
3. Select Accounts from the submenu.
4. The Internet Accounts window will display.
5. If you have any unused E-mail Accounts you can delete them at this time
 - A. Select the E-mail Account so that it is highlighted in blue.
 - B. Click the Remove button.
 - C. Click the Yes button.
6. Click the Add button and Select E-mail Account.
7. Type your first and last name in the box as you would like it to appear.
8. Click Next.
9. Type in your E-mail address.
10. Click Next.
11. Make sure 'My Incoming mail server is a POP3 server.'
12. The Incoming mail server is: pop.xipline.com
13. The Outgoing mail server is: smtp.xipline.com
14. Under Outgoing mail server, check the box for 'My Server requires Authentication'
15. Click Next.
16. When it asks for your Account Name make sure you type your FULL E-mail address in the box. (ex. Account Name: support@xipline.com)
17. Type your password (It is optional to check Remember Password. If it is selected, you will be logged into your E-mail address the entire time Windows Mail is open)
18. Click Next.
19. Then Click finish.