

Microsoft Office Outlook 2007

1. Open Outlook
2. Go to Tools and then Account Settings
3. On the Email Tab click New to create a new account
4. Select the first option and hit next
5. Type your info in the space provided
6. At the bottom check "Manually configure server settings"
7. Hit Next and choose Internet Email and Next again
8. The Next Page you will enter account info as follows

Your name:

Email address: (ex. support@xipline.com)

Account type: pop3

Incoming Mail Server: pop.xipline.com

Outgoing mail server: smtp.xipline.com

username: use the full email address (ex. support@xipline.com)

password:

9. Select the more settings button and the Outgoing server tab
10. Check the box that says "my outgoing server requires authentication"
11. Then hit Ok
12. Then Next and Finish