

Setting up Microsoft Office 2010 for Xipline E-mail

1. Open Microsoft Office.
2. Click file, then info.
3. Click Add Account.
4. Select manually configure server setting or additional server types.
5. Click Next.
6. Select Internet E-mail then select next.
7. Type your name.
8. Type your E-mail address.
9. Account Type (POP3).
10. Incoming mail server should be pop.xipline.com
11. Outgoing mail server (SMTP) should be smtp.xipline.com
12. User name needs to be your FULL E-mail address (ex. support@xipline.com).
13. Enter your password again.
14. At the bottom right click more settings.
15. Select the Outgoing Server Tab.
16. Check my server (SMTP) requires authentication.
17. Make sure Use same settings as my incoming mail server is selected.
18. Click OK.
19. Click next.
20. Click finish.