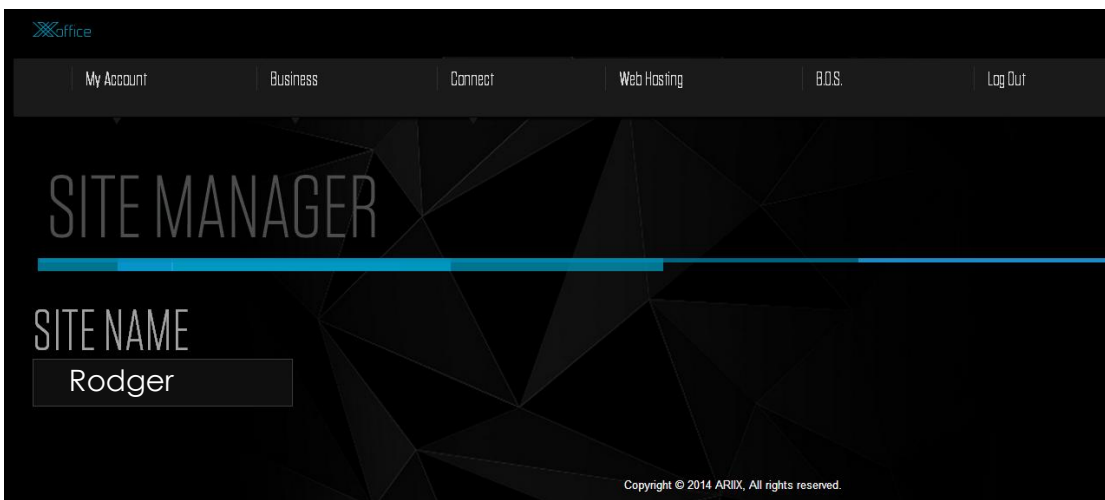


1. We are now on the new Xoffice Landing page.



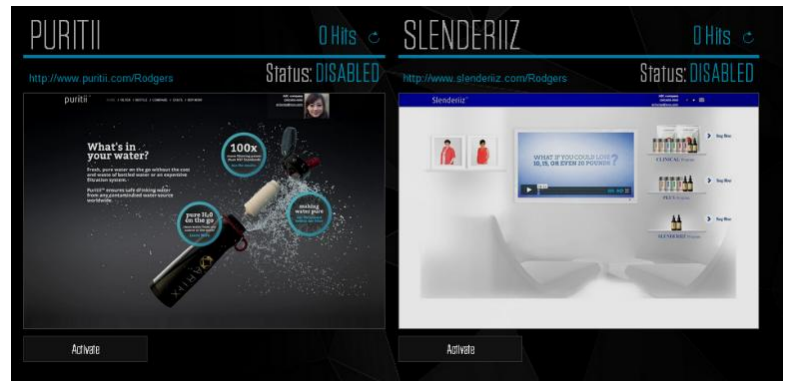
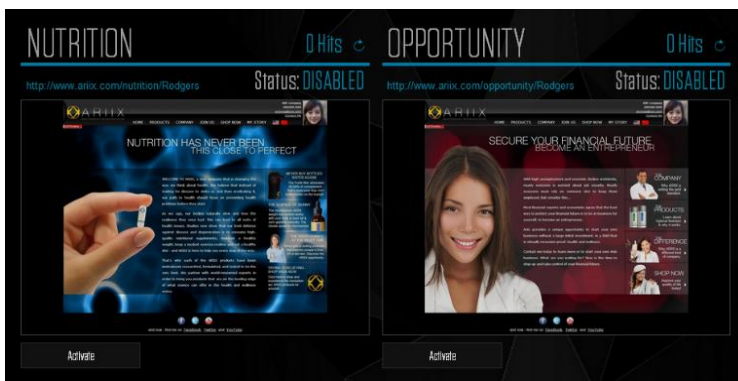
2. We will go to Web Hosting, this is for your replicated websites

3. Once there you will need to choose a name for your website

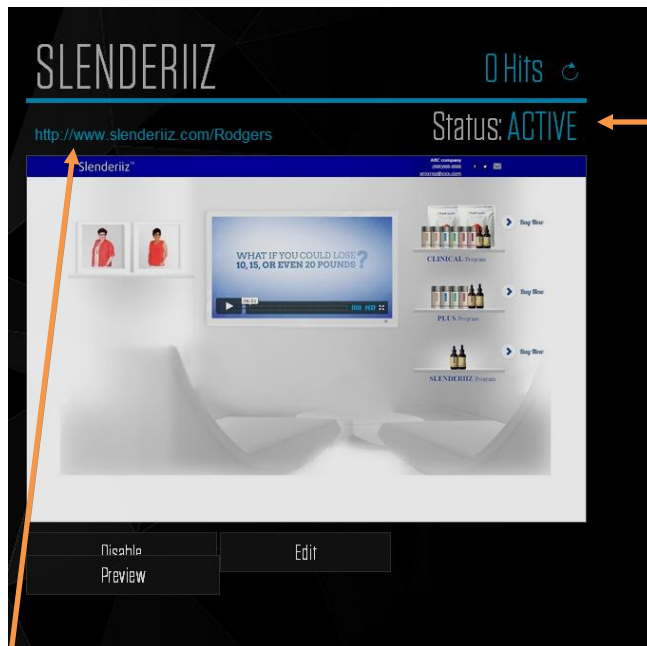


4. Hit the enter button on your keyboard

5. You will see the following 4 options to choose from:



6. Once you click the activate you website will look like below:

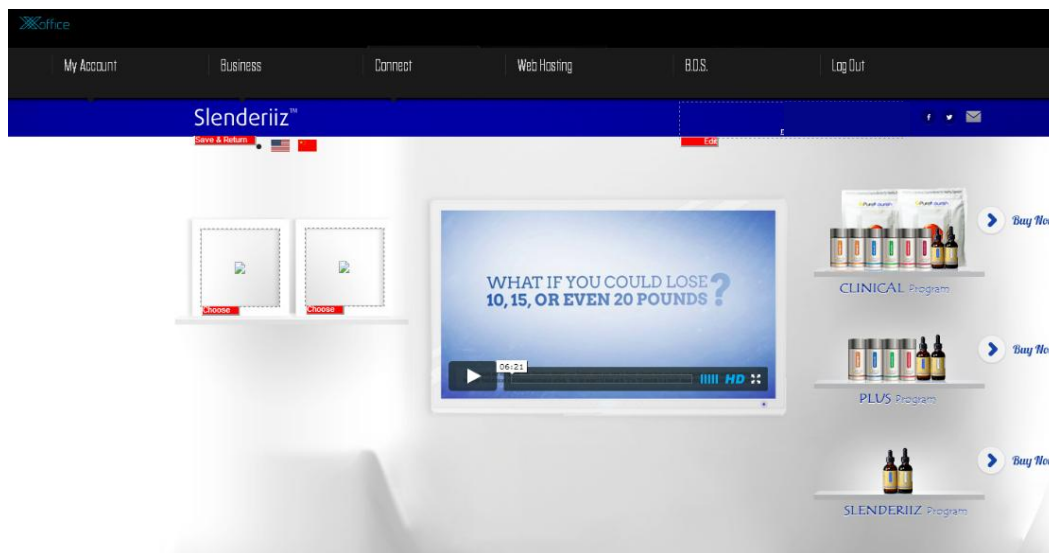


7. Few things to keep in mind...the URL that you can give for your website is found here, there is no need to do the http://, just use the www.slenderiiz.com/Rodgers

8. On the top right hand corner you can see if your status is **ACTIVE**

9. On the bottom left you will see 3 buttons with the following
- a. **Disable** (meaning cancelling that website)
 - b. **Preview** lets you see what other see when they go to your website.
 - c. **Edit**, this allows you to make specific changes to the website

10. When you enter the **Edit** function you will see the following:



11. Everywhere you see a red box is where you can go in and edit.