

Getting Started with ZixMail® for Outlook® 2007

If the ZixMail menu appears on your Microsoft Outlook toolbar, skip to **Creating a Zix Signature**. If the menu does not appear, begin with **Downloading ZixMail**.

DOWNLOADING ZIXMAIL

1. Point your Internet Browser to www.zixcorp.com/solutions/zixmail_dl_form.php
2. Temporarily disable any popup blockers.
3. Enter the required information.
4. Click **Download**.
5. On the **ZixMail Download** page, click the **ZixMail (Version 3.1) for Outlook 2007** link.

When the download process begins, you are prompted to run the file from the current location or save it to disk.

6. Choose **Save**.
7. Save the ZixMail download file to an easy-to-remember location (either the Desktop or C:\Temp). Click **Save**.

The download is complete when the progress bar reaches 100%.

INSTALLING ZIXMAIL

Note: Remove any previous version of ZixMail before continuing with the install.

1. Close any Windows based applications.
2. Browse to the location where you saved the file you just downloaded and double-click **ZMO2007_3.1.exe**.
3. Click **Yes** to accept the Software License Agreement.
4. After the **Microsoft Office Customization Installer** installs the program, click **Close**.

Note: If you had Outlook open while installing ZixMail, close and re-open the program.

CREATING A ZIX SIGNATURE

1. In Outlook, select **ZixMail > ZixSignature Manager** from the toolbar.
2. Click **Create New**.
3. Enter your existing email address, then enter it again to confirm. Click **Next**.
4. Reconfirm your email address and click **Next**.
5. Enter a **Signature Phrase**, then enter it again to confirm and click **Next**. The password is case sensitive.
6. Click **Next** again.
7. Select **Yes** to create a recovery file, then click **Next**.

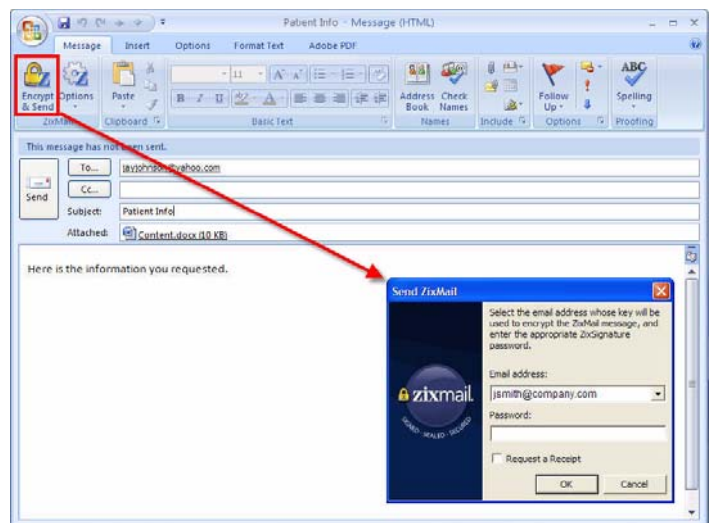
8. Select a file location for the recovery file, then click **Next**.
9. Click **Finished**, then close **ZixSignature Manager**.
10. Respond to the ZixMail confirmation email message by clicking the **ACCEPT** link.
11. You are taken to the **Activation Successful** page.
12. Open **ZixSignature Manager** and click **Update Status**.
13. Click **OK**; then close **ZixSignature Manager**.

After completing this one-time setup process, you are ready to start sending and receiving ZixMail messages.

Using ZixMail for Outlook 2007

COMPOSING AND SENDING A ZIXMAIL MESSAGE

1. Compose your message and attach files in Outlook as usual.
2. From the composed message, on the **Message** tab, click **Encrypt & Send**.



3. Select the **Request a Receipt** check box to receive an email message indicating when the recipient opens the message.
4. Enter your **Password** and click **OK**. A progress box shows ZixMail checking signature validity for you and the message recipients.

READING A ZIXMAIL MESSAGE

ZixMail messages arrive in your regular inbox.

1. To read a new message, open the message in your inbox, then click **Decrypt Message**.
2. Enter your **Password** and click **OK**. ZixMail opens and decrypts the message.