

## Getting Started with ZixMail®

If the ZixMail and ZixSignature Manager icons appear on your desktop, skip to **Creating a ZixSignature**. If these icons do not appear, begin with **Downloading ZixMail**.

### DOWNLOADING ZIXMAIL

1. Point your Internet Browser to [www.zixcorp.com/solutions/zixmail\\_dl\\_form.php](http://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) Stand Alone Client** link.

When the download process begins, you are prompted to open 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).

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

### INSTALLING ZIXMAIL

1. Browse to the location where you saved the file you just downloaded and double-click **ZixMail\_3.1.msi**.
2. Click **Next** through the standard installation questions, choosing the **Typical** installation option.

### CREATING A ZIXSIGNATURE

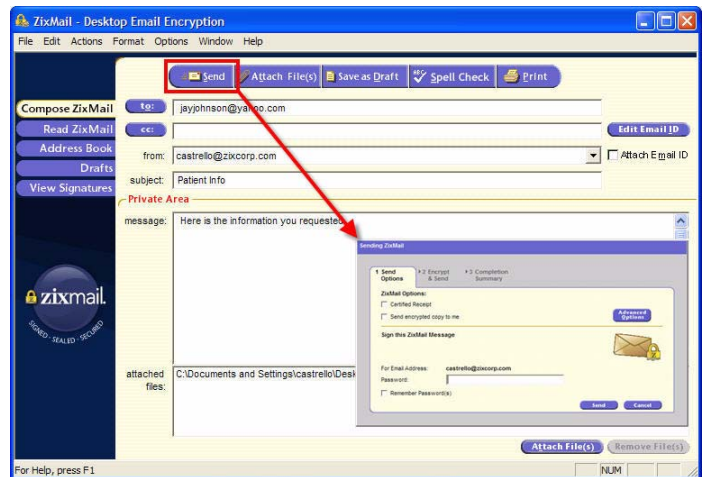
1. On your desktop, double-click **ZixSignature.exe**.
2. Click **Create New**.
3. Enter your existing email address, then enter it again to confirm. Click **Next**.
4. Reconfirm your email address and click **Next**.
5. Enter a **Signature Phrase**, then enter it again to confirm (it is case sensitive). Click **Next**. Click **Next** again.
6. Select **Yes** to create a recovery file, then click **Next**.
7. Select a file location for the recovery file, then click **Next**.
8. Click **Finished**, then close **ZixSignature Manager**.
9. Respond to the ZixMail confirmation email message by clicking the **ACCEPT** link.
10. You are taken to the "Activation Successful" page.
11. Open **ZixSignature Manager** and click **Update Status**.
12. Click **OK**; then close **ZixSignature Manager**.

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

## Using ZixMail

### COMPOSING AND SENDING A ZIXMAIL MESSAGE

1. Double-click the **ZixMail.exe** icon on your desktop.
2. On the **Compose ZixMail** tab, enter one or more recipients in the **to:** and/or **cc:** fields.
3. Enter a **Subject** for the email message.
4. Type a message in the **message** box.
5. Click the **Send** button.



6. Select the **Certified Receipt** check box to receive an email message indicating when the recipient opens the message.
7. Enter your **Password**, then click **Send**. A progress box shows ZixMail checking signature validity for you and the message recipients.

### READING A ZIXMAIL MESSAGE

ZixMail messages arrive in your regular email program's inbox.

1. To read a new message, follow the email program's usual procedure for opening attachments.
2. Enter your **Password (Signature Phrase)** and click **OK**. The message is decrypted and displayed.