

Getting Started with ZixMail® for Outlook 2010

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 downloaded file and double click **ZMO2010_4.0.exe**.
3. Click **Next** through the standard installation questions.
4. After the program is finished installing, click **Close**.

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

Creating a Zix Signature

1. In Outlook, on the **ZixMail** ribbon, select **ZixSignature Manager**.
2. Click **Create New**.
3. Enter your existing email address, then enter it again to confirm.
4. Click **Next**.
5. Reconfirm your email address and click **Next**.
6. Enter a **Signature Phrase**, then enter it again to confirm and click **Next**. The password is case sensitive.
7. Click **Next** again.
8. Select **Yes** to create a recovery file, then click **Next**.
9. Select a file location for the recovery file, then click **Next**.
10. Click **Finished**, then close ZixSignature Manager.
11. Respond to the ZixMail confirmation email message by clicking the **ACCEPT** link.

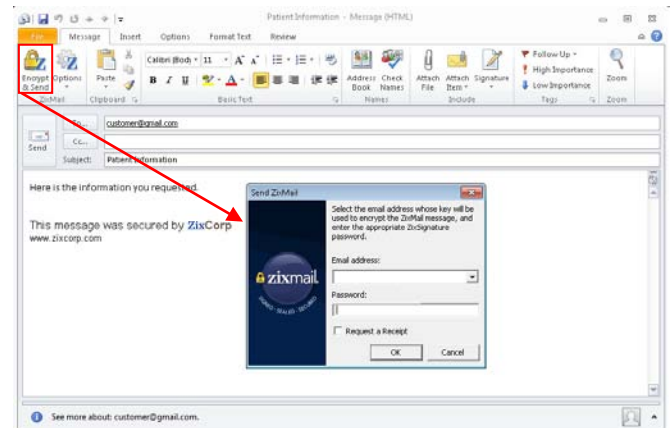
You are taken to the Activation Successful page.
12. Open ZixSignature Manager and click **Update Status**.
13. Click **OK**; then close ZixSignature Manager.

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

Using ZixMail® for Outlook 2010

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.
2. Click **Decrypt Message**.
3. Enter your **Password** and click **OK**.
4. ZixMail decrypts and displays the message.

ZixCorp Support

For additional support, please contact ZixCorp:

Email: support@zixcorp.com

Web Site: www.zixcorp.com