



## Getting Started with ZixMail® for Outlook® 2003

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](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 2.8) for Outlook 2003** 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).
8. 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 **ZMO2003\_2.8.msi**.
3. Click **Next** through the standard installation questions, choosing the **Typical** installation option.

**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**.

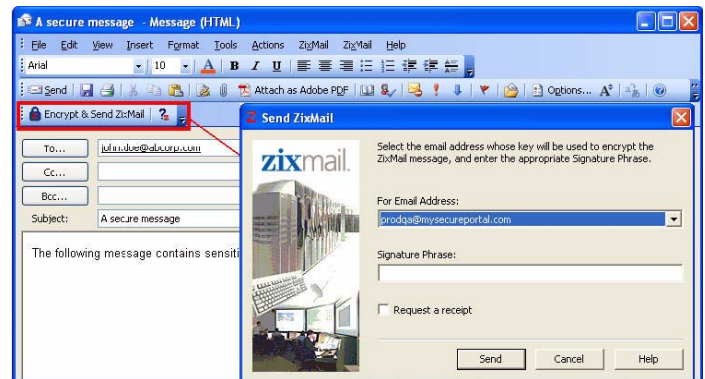
9. Click **Finished**, then close **ZixSignature Manager**.
10. Respond to the ZixMail confirmation email message by clicking the **ACCEPT** link.
11. You are taken to the **Activation Successful** page.
12. Open **ZixSignature Manager** and click **Update Status**.
13. Click **OK**; then close **ZixSignature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

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

## Using ZixMail for Outlook 2003

### COMPOSING AND SENDING A ZIXMAIL MESSAGE

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



3. Select the **Request a Receipt** check box to receive an email message indicating when the recipient opens the message.
4. Enter your **Signature Phrase** and 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 inbox as attachments to an email message.

1. To read a new message, do one of the following:
  - Open the message in your inbox and click **Decrypt ZixMail**.
  - Select the message in your inbox and click **Decrypt ZixMail**.
  - Select the message in your inbox; then go to **ZixMail > Decrypt the Selected ZixMail Message** on the Outlook Toolbar.
  - Open the message in your inbox and double-click the ZixMail attachment.
2. Enter your **Signature Phrase** and click **OK**. ZixMail opens and decrypts the message.

