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1. Welcome

To access the RMail track, prove, sign and encrypt platform through Microsoft Outlook (desktop), users may download the RMail App either locally on their machine or through terminal services. A new button is added to the email compose page allowing the sender the option to "Send" as they currently do or "Send Registered" on demand.

This document outlines the software installation and deployment options for both single and multiple computers running Microsoft Office (desktop). See the RMail Apps Marketplace for Office 365 Online and additional Apps.





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2. System Requirements

System Area	Details		
Windows version	Vista, 7 (32/64 bit), 8 (32/64 bit), 10 (32/64 bit)		
Office Version	2007 (32-bit) and 2010, 2013, 2016 (32/64-bit)		
Function model	Outlook client runs locally or through terminal services		
Program size	5MB		
Operating System	Windows		
Program type	Outlook COM Add-In using IDTExtensibility for a shared Add-In. Shimmed to provide an isolated, unique AppDomain.		
Program language	Written in C# in Visual Studio 2010		
.NET	Framework 4.0 or greater.		
Install package	Windows Installer MSI. Installs using Visual Studio Installer technology for Windows Installer.		
Additional applications needed to run or start-up	None		
Specific application conflicts	None		
Uninstall	Control Panel, Programs (clean uninstall)		
Deployment	Single, group or company-wide deployment		
Updates	Manual upgrades only.		
Paquiromento	Valid inbound and outbound email account.		
Requirements	Administrative rights required for installation only.		
Recommended email format	HTML or plain text (Rich Text not recommended)		
Licensing	User or usage-based		
Maintenance	None required after installation.		
Account Authorization	Service plan dependent		
Username/Passwords	RMail account required for sending.		
Feature customization	Outlook 'Options' panel or Configuration file (XML)		
"Send Registered" Button location	Above the native Outlook "Send" button.		
Download link	See RMail Apps https://www.globalmicro.co.za/software-downloads		





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3. Outlook Desktop App Installation

To install the RMail App for Outlook Desktop onto a Windows computer please follow these steps:

- 1. Ensure you have Administrative Rights with your computer
- 2. Close Outlook
- 3. Uninstall any previous versions of the RMail App for Outlook from Add or Remove Programs
- 4. Open the RMail Apps Marketplace: <u>https://www.globalmicro.co.za/software-downloads</u>
- 5. Select RMail for Outlook Desktop



- 6. Confirm the bit version of Microsoft Office
 - a. Open Outlook
 - b. Press File
 - c. Press Office Account
 - d. Press About Outlook



7. Select the bit version of your Microsoft Office program





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8. Click Download Now

The All New RMail for Outlook Download Now

- 9. Save and Run the installation file
- 10. Follow the installation instructions









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4. Installation Wizard

The below steps will walk you through the installation for x64 bit machine would be different.

₩ RMail – D	₩ RMail – 🗆 🗙
Welcome to the RMail Setup Wizard	License Agreement
The installer will guide you through the steps required to install RMail on your computer. This RPost software adds Registered Email® services for email proof, privacy and e-signatures.	Please take a moment to read the license agreement now. If you accept the terms below, click "I Agree", then "Next". Otherwise click "Cancel".
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civi or criminal penalties, and will be prosecuted to the maximum extent possible under the law.	General Terms, Conditions, Legal and Privacy Notice GENERAL TERMS AND CONDITIONS OF END USER LICENSE AGREEMENT IMPORTANT-READ CAREFULLY: RPost software and technology have been granted patents and holds registered and unregistered trademarks worldwide. For a list of specific patents or trademarks by country jurisdiction, visit www.rpost.com and in the About section, select the intellectual property area. RPost software and technology O I Do Not Agree
Cancel < Back Next >	Cancel < Back Next >
BrMail − □ >	ː ji BrMail − □ ×
Select Installation Folder	Confirm Installation
The installer will install RMail to the following folder.	The installer is ready to install RMail on your computer.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".	Click "Next" to start the installation.
Eolder: C:\Program Files (x86)\RMail\ Disk Cost	
Install RMail for yourself, or for anyone who uses this computer:	
● Everyone ○ Just me	
Cancel < <u>B</u> ack <u>N</u> ext >	Cancel < <u>B</u> ack <u>Next</u> >





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闄 RMail		-		×
Installation Complete				ail
RMail has been successfully installed.				
Click "Close" to exit.				
Please use Windows Update to check fo	r any critical update:	s to the .NET Frame	work.	
	Cancel	< <u>B</u> ack	<u>C</u> los	e





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5. One-time Registration

- 1. Open Outlook
- 2. Complete the required one-time registration process for the RMail service necessary for these processes:
 - a. The RMail App for Outlook uses a token to verify the identity of the sender for added security.
 - b. The LargeMail, Large File Transfer service, uses an asynchronous web services connection to securely upload the to the RMail Cloud. The one-time log-in is required to confirm the identity of the sender using this feature.
- 3. The registry is written when the MSI is run during installation. If the App is pushed out to multiple users, the registration wizard appears when the user starts Outlook with the Add-in running if the user is not already registered.

RMail		×	RMail		X
Account Activ	vation	Mail	Account Activ	vation	RMail
Thank you for selectin	ng the RMail service!		Thank you for selectin	ng the RMail service!	
All current and new us receive a confirmation required.	sers must complete the required registration form belon nemail with an activation link in your Inbox for your s	ow to get started. You will ecurity. Note: all fields are	All current and new us receive a confirmation required.	sers must complete the required registration form bel- nemail with an activation link in your Inbox for your s	ow to get started. You will ecurity. Note: all fields are
Your Name:			Your Name:	Alex Khan	
	Example: Jane Smith			Example: Jane Smith	
Email Address:	akhan@most.com		Email Address:	akhan@rpost.com	
	RMail always sends from your default email accou	int.		RMail always sends from your default email accou	nt.
Password:		(6 character minimum, no spaces,	Password:	•••••	(6 character minimum, no spaces,
Confirm Password:		at least 1 number)	Confirm Password:	•••••	at least 1 number)
Show password			Show password		
Show me this aga RMail Almost D	in)one!	Cancel Verto	Show me this aga	in	Cancel <u>N</u> ext>
Your account is a Please restart yo activation link fro Click on the activ enjoying the RMa	almost ready! our Outlook and look for a confirmation om RMail Support. vation link to complete the registration ail service.	n email containing an process and begin			
		Close			

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 Open Outlook and click the activation link in the RMail Activation Email sent from support@rpost.com. If you do not see the activation email in your inbox, please check your junk mailbox

🗐 5 0 🕈 V 🗳 =	RMail Activation Email - Message (HTML)	쿄 – □	×	
File Message Q Tell me what	t you want to do			
Image: Specific system Image: Speci	Image: The second s	Translate		
Delete Respond	Quick Steps 🖓 Move Tags 🖓	Editing Zoom	^	
support@rpost.com				
RMail Activation Email				
To akhan@rpost.com				
If there are problems with how this me	sage is displayed, click here to view it in a web browser.		~	
RPost: Welcome to the Registered Email Service This is the confirmation email that contains the activation link. Click on the link below to activate your registration: http://password.mail.com/Account/Confirm?code=39f2bc55-2b81-4b25-8dc3-e331f3826768 If the link above is not active, please copy and paste it into your browser. If you believe you received this message in error, or if you have any questions, please send an email to support@rpost.com. Note: The link will expire in 24 hours. They know				
Thank you, RMail		www.rmail.com		
An Krost Service		www.rman.com	Ŧ	

- 2. Your account should now be active to use the RMail plugin
- 3. Press New Email and make sure you have the new, Send Registered RMail button



Note: The registration wizard will appear on Outlook startup. It will continue to appear on startup until the user registers. If they press Cancel the wizard won't reappear until they either restart Outlook or try to use some RMail functionality.

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