



Sending from an
Application
Manual 2018

RMail Sending from an Application

Installation Manual 2018



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1. **Welcome**

RMail provides various sending interfaces for users to send messages. The sending method(s) available to users varies by account service plan, set-up, and availability.

Sending emails by adding an RMail domain extension which allows users to use service with simple email address and content adjustments, to route messages to the RMail Cloud platform for processing. Adding a special domain extension and optional feature indicators is all one needs to do once they are enabled for this sending capability. This feature is only available with Enterprise and Shared service plans.

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2. RMail Domain Extension Sending Instructions

Sending RMail messages using a domain extension adds flexibility to allow messages to be sent from any mail client or email platform by simply changing the message subject line and recipient email address.

Note: The sending organization must pre-authenticate their sending system and service plan to use this function.

3. Compose

Compose the message by adding the subject, email body and any attachments to the email.

4. Route Messages to RMail

Append the suffix **.rpost.biz** to the end of the recipient address(es). The suffix **.rpost.biz** is removed by the RMail system in transit and is not visible to the recipient.

Example:

1. Normal recipient address: [name@company.com](#)
2. RMail recipient address with RMail suffix: [name@company.com.rpost.biz](#)

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5. Add Feature Indicator(s)

Users may add assign one or more of the many additional services and features built on the RMail platform for the message. These services and features are available by adding either (a) subject line indicators, or (b) X-Headers to the message to indicate the type of RMail message that arrives into the recipient's inbox.

Subject Line Indicators (additional features available upon request)

1. The indicator must be inserted at the **beginning** of the subject line.
2. The indicator is not case sensitive.
3. A space may or may not be added after the indicator and before the subject text
4. Encryption requires at secure connection from the sending application to RMail via TLS or other.

Service/Feature	Subject Indicator	Example Subject: Important Email
Track & Prove		
Marked Registered Email (default)	None	Important Email
Unmarked Registered Email	(C), ©, or (c)	(C) Important Email
Encryption		
Automatic: System password generated, always sent by email	RPSX()	RPSX() Important Email
Custom: Password sent according to RPortal settings	RPSX(<i>password</i>)	RPSX(sharkbait) Important Email
Custom: Always send password by email	RPSX(<i>password</i>)	RPSY(sharkbait) Important Email
Custom: Never send password by email	RPSX(<i>password</i>)	RPSZ(sharkbait) Important Email
E-Sign		
Hand Sign	(RPX)	(RPX) Important Email
Sequential Hand Si	(RPXS)	(RPXS) Important Email
Email Sign	(RPY)	(RPY) Important Email
Sequential Email Sign	(RPY)	(RPY) Important Email
Additional Features		
Client Code	(Rclientcode)	RJohn-12345) Important Email
Register Reply or Send Unmarked and Register Reply	(R+) or (C+)	(R+) or (C+) Important Email
Convert to PDF	(2PDF)	(2PDF) Important Email
Clean hidden metadata	(RPMD)	(RPMD) Important Email
Zip compress file attachments	(ZIP)	(ZIP) Important Email

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6. Combining Subject Line Indicators

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

The subject line indicators may be combined to send a message using multiple RMail services and features.

Note: (ZIP) or (C) are not available with the Encrypt or E-Sign services.

- Subject indicator format: <indicator> Email Subject Line
- Subject indicator format (with Client Code): <indicator><client code data><added feature> Email Subject Line

7. Sample Subject Indicators

Track and Prove

- Registered Email

The screenshot shows an Outlook email composition window. The 'From' field is 'tom@northendassoc.com', 'To' is 'lucasrusssel@outlook.com.rpost.biz', and 'Subject' is 'Important Email'. There is a 'Send' button on the left.

Encryption

- Custom: Password sent according to RPortal settings

The screenshot shows an Outlook email composition window. The 'From' field is 'tom@northendassoc.com', 'To' is 'lucasrusssel@outlook.com.rpost.biz', and 'Subject' is 'RPSX(sharkbait) Important Email'. There is a 'Send' button on the left.

Additional Features

- Client Code

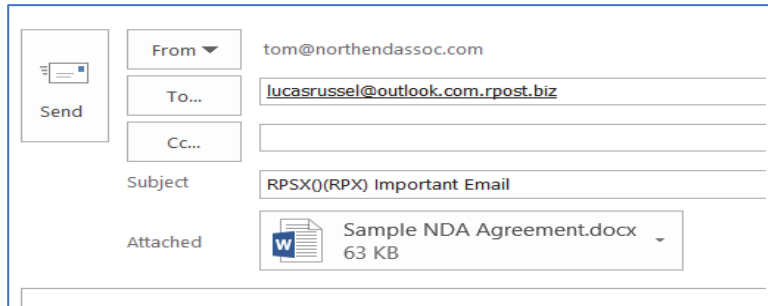
The screenshot shows an Outlook email composition window. The 'From' field is 'tom@northendassoc.com', 'To' is 'lucasrusssel@outlook.com.rpost.biz', and 'Subject' is '(RJohn-12345) Important Email'. There is a 'Send' button on the left.

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Multiple Indicators

- Encryption:
 - o Automatic: Password generated and always sent by email
- E-Sign
 - o Hand Sign



The screenshot shows an email composition interface. On the left is a 'Send' button with an envelope icon. The 'From' field is set to 'tom@northendassoc.com'. The 'To...' field contains 'lucasrusse@outlook.com.rpost.biz'. The 'Cc...' field is empty. The 'Subject' field contains 'RPSX() Important Email'. The 'Attached' section shows a document icon and the file 'Sample NDA Agreement.docx' with a size of 63 KB.

Note: This function is not available if the sender email address is not a corporate email address (i.e. it cannot be free webmail addresses; @gmail.com, @yahoo.com, @outlook.com, etc.) and the sender must be able to identify a unique set of sender IP addresses (i.e. it cannot be the Gmail sending IP address range).