



Quick Start Guide For Outlook

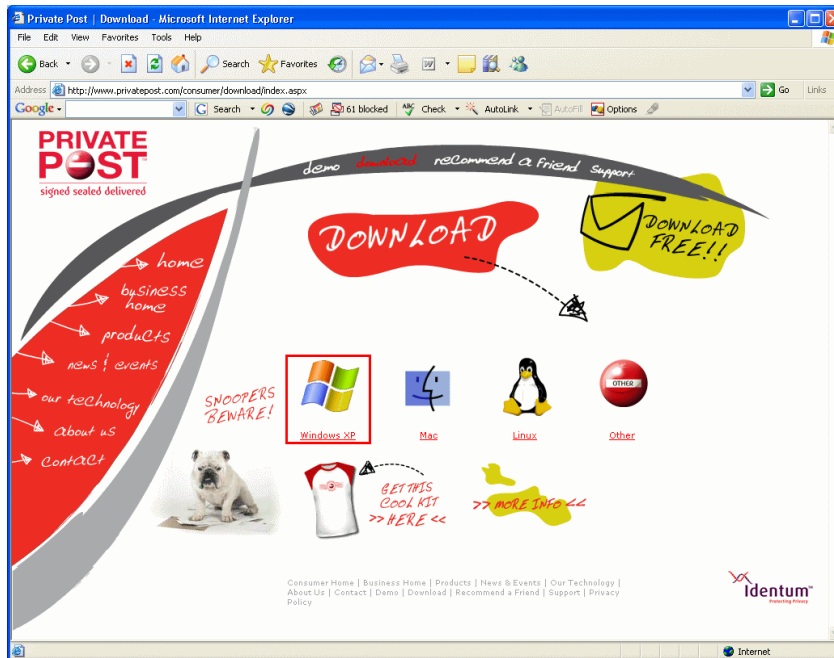
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Install Private Post

To install Private Post:

1. Go to <http://www.privatepost.com/consumer/download/index.aspx>.
2. Click on the **Windows XP** icon.



3. Click on the **Outlook 2003/XP** icon.



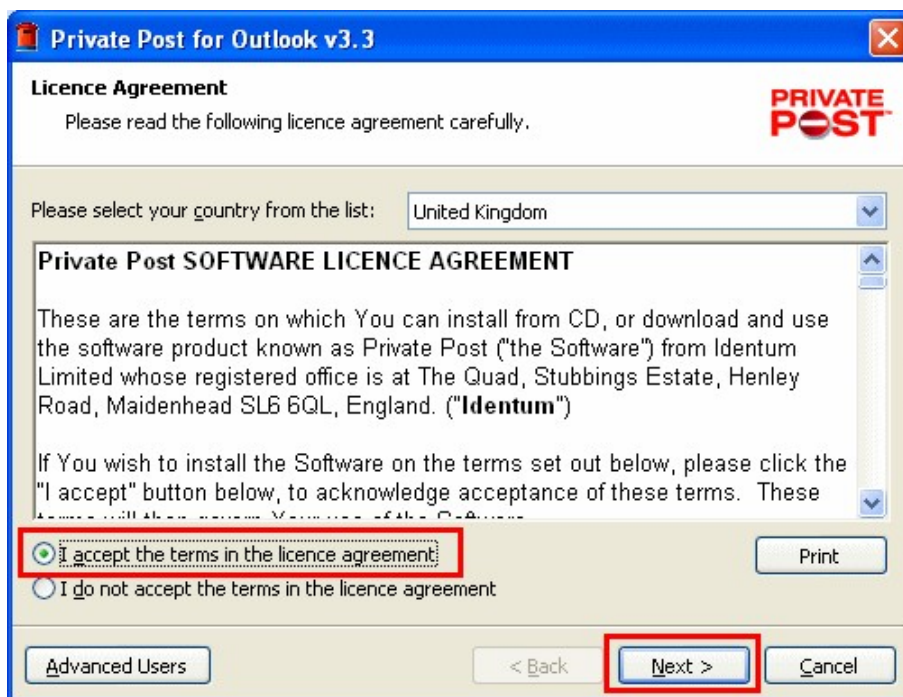
4. The download process starts automatically. Click on the **Run** button in the **Security** window. If you see another security window, click on the **Run** button again to start the Installer.



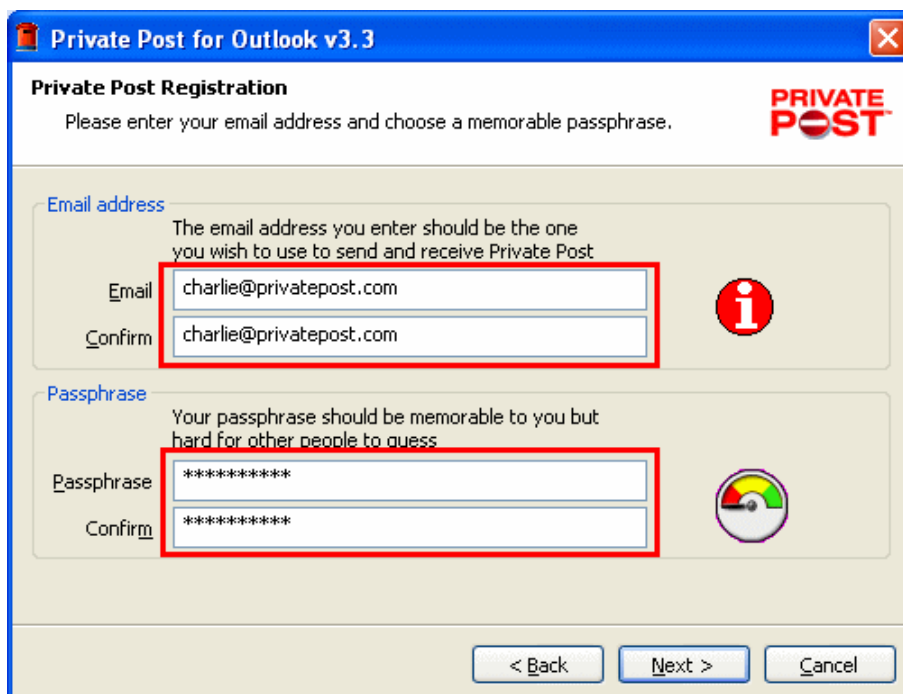
5. Wait for the Private Post splash screen to close. The Private Post Installer is displayed.



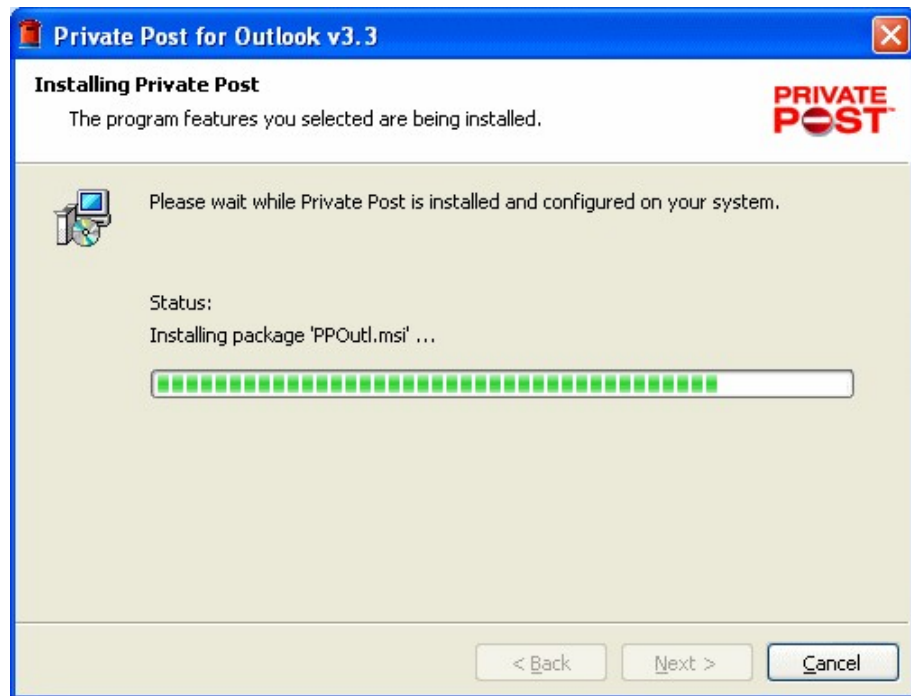
6. Click on the radio button accepting the terms of the licence agreement and click on the **Next** button.



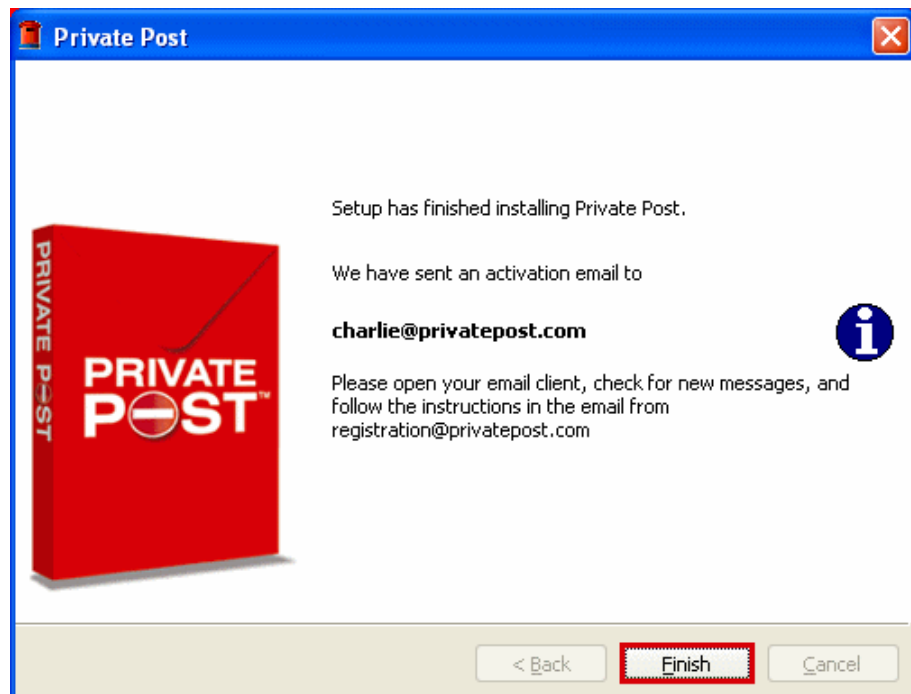
7. Type your email address in the **Email Address** and **Confirm Email Address** fields. Enter a secret passphrase in the **Passphrase** and **Confirm Passphrase** fields. Click on the **Next** button.



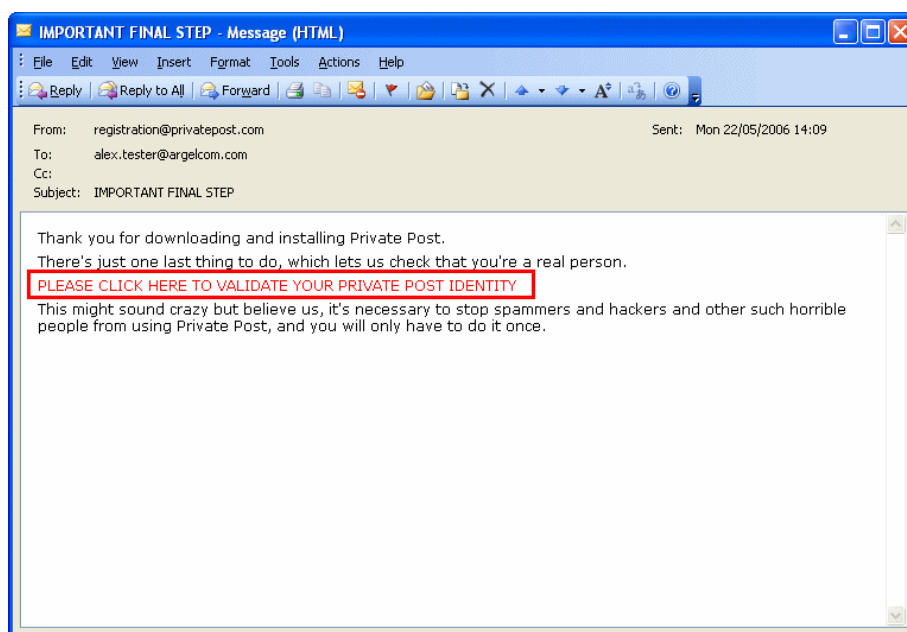
8. Private Post is downloaded and installed.



9. An activation email is sent to your email address. Click on the **Finish** button in the Install Wizard Complete window.



10. Open the email you have received from Private Post. Click on the hyperlink contained in the email.



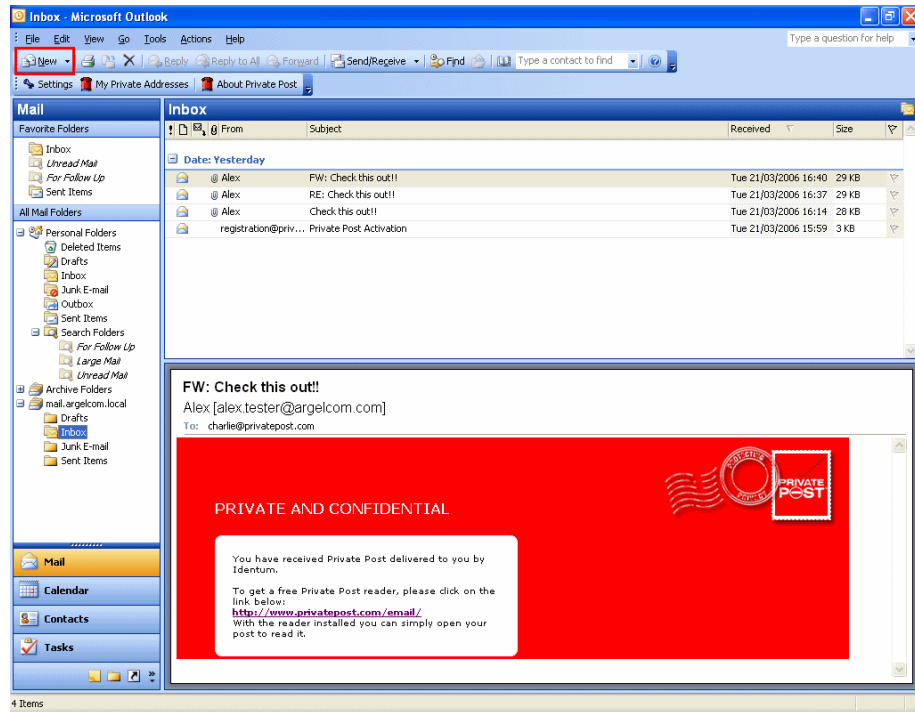
11. Click on the **Finish** button to complete the installation.



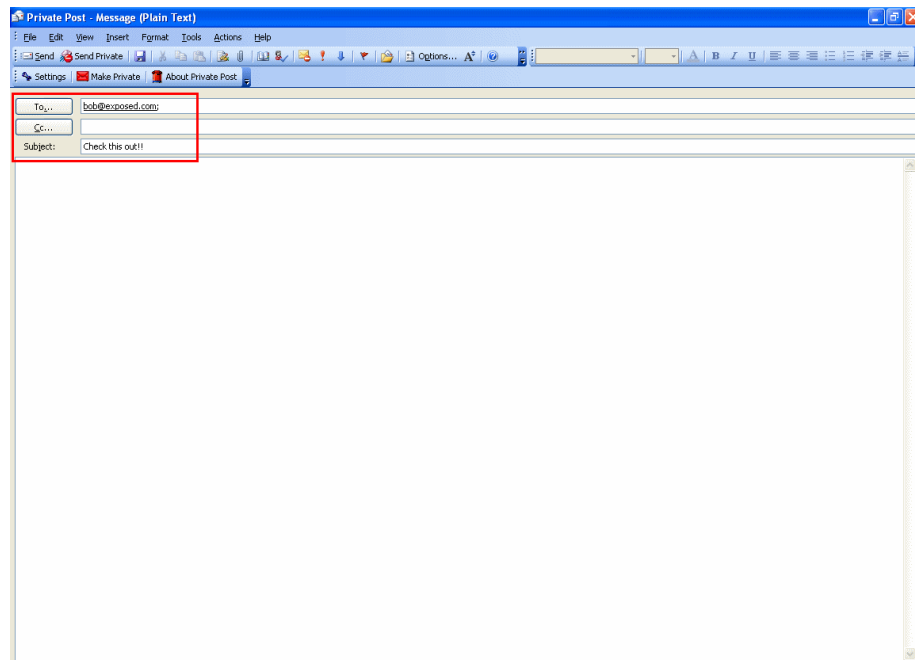
Send a Private Email

To send a private email:

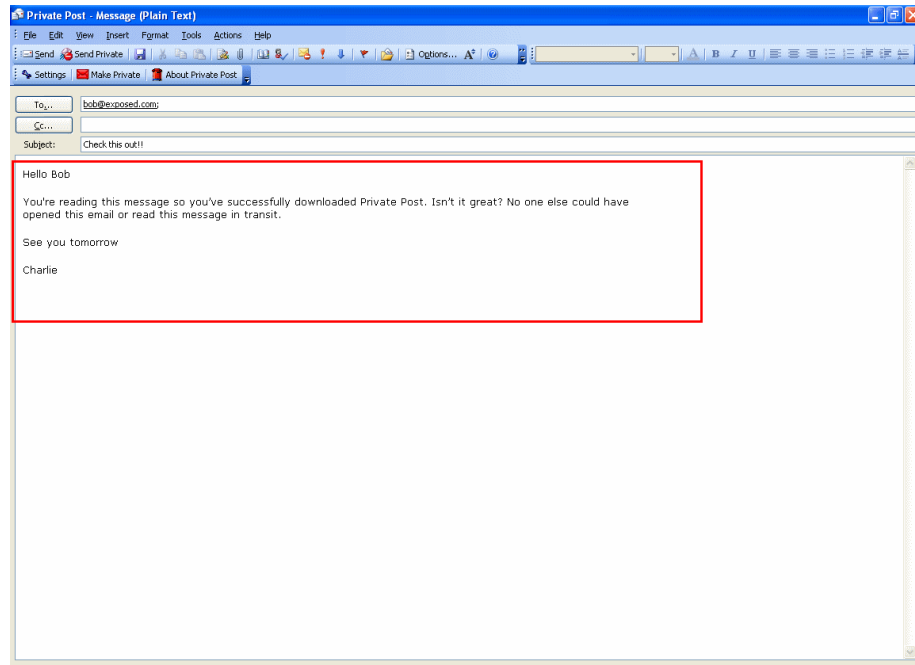
1. Click on the **New** button in the email view of your email client to open a new message window.



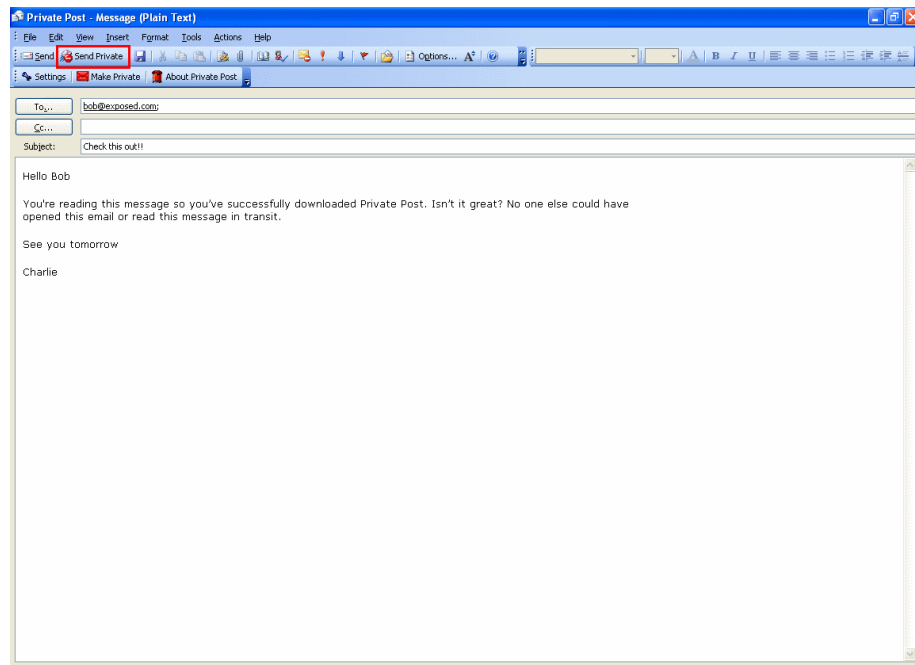
2. Add the recipient address and subject as you would when normally writing an email.



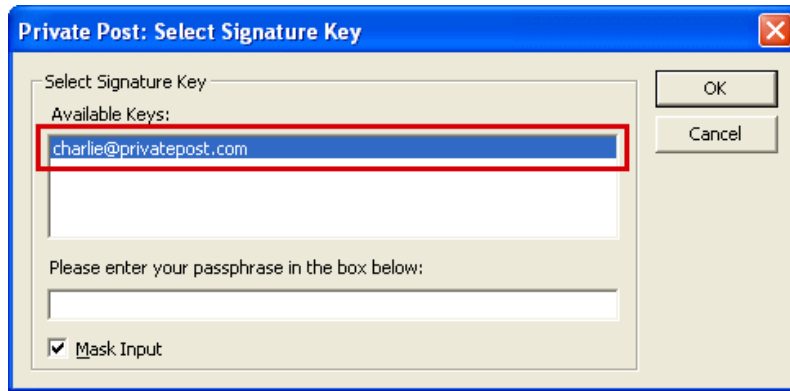
3. Type your message.



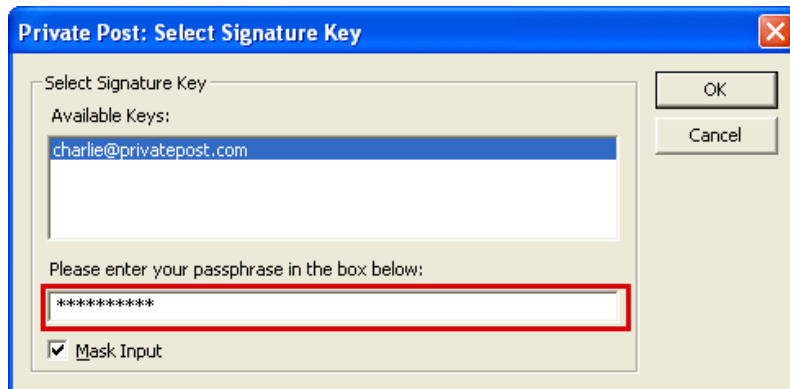
4. Click on the **Send Private** button in your email client. (If Microsoft Word is your email editor, click on the **Make Private** button and then the **Send** button)



5. Select your email address from the list of available email addresses in the Select Signature Key window.



6. Enter your passphrase in the passphrase field.



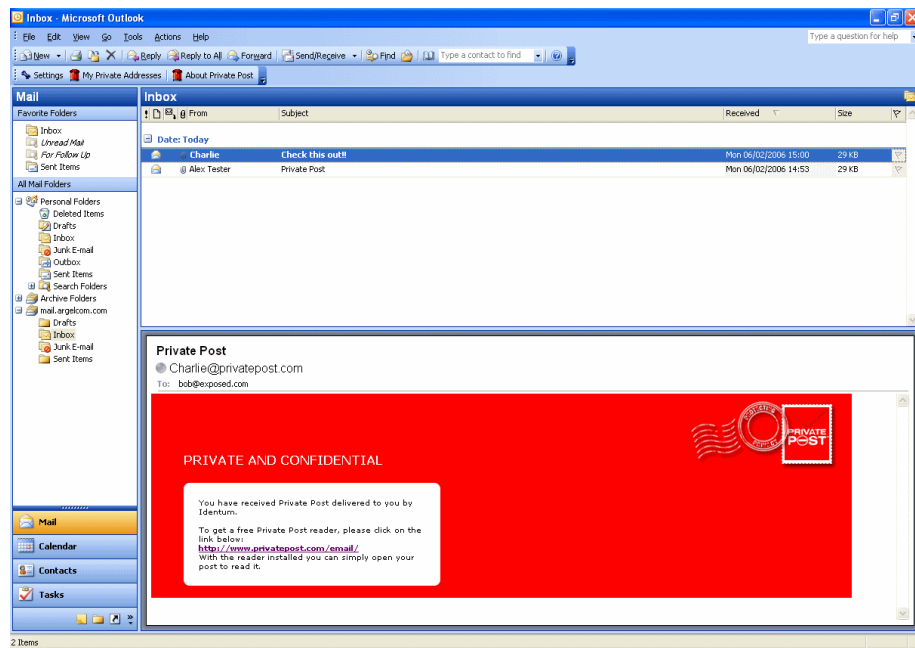
7. Click on the **OK** button and your email is sent.



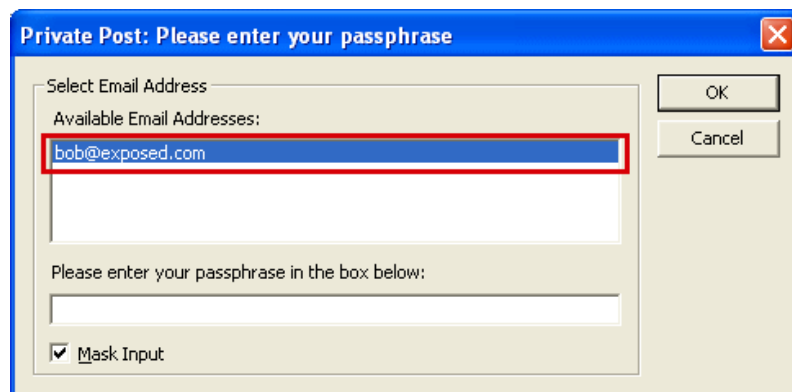
Read Your Private Post

To read your private email:

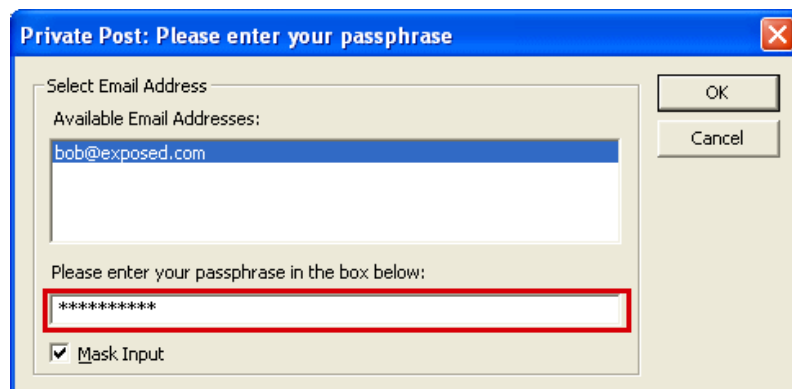
1. Open the email you want to read.



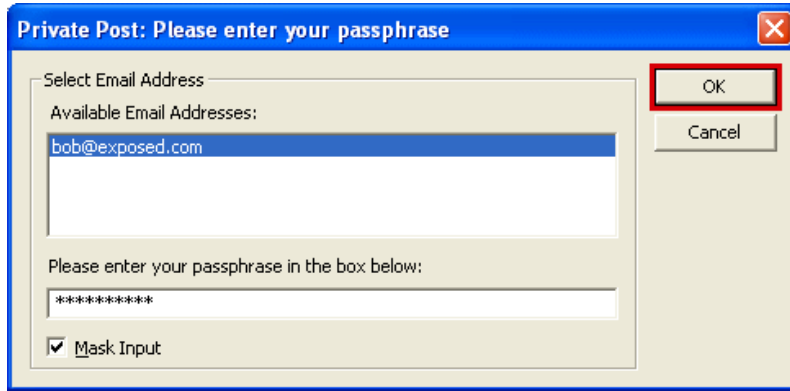
2. Select your email address from the list of available email addresses.



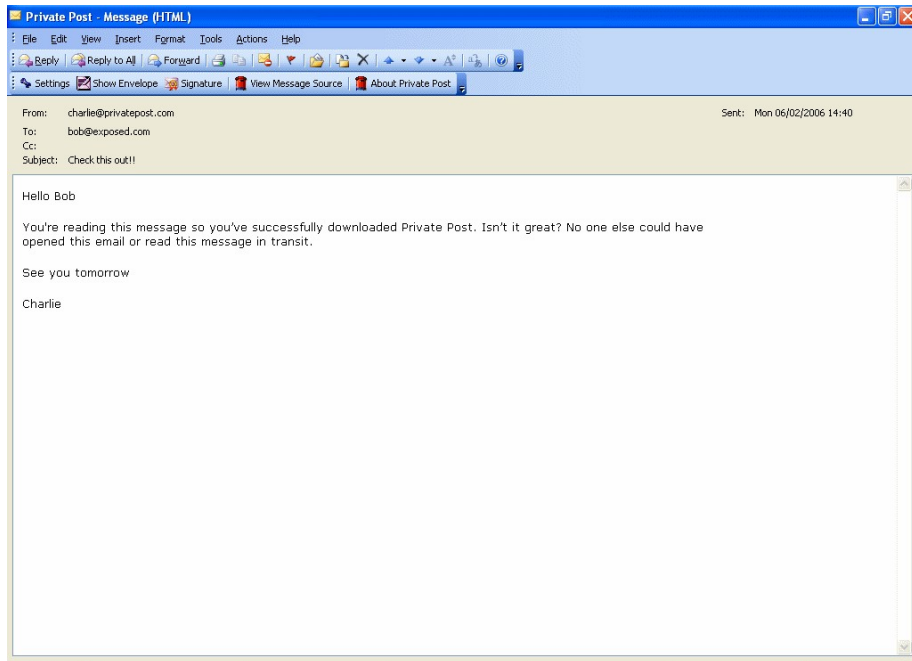
3. Enter your passphrase in the passphrase field.



4. Click on the **OK** button.



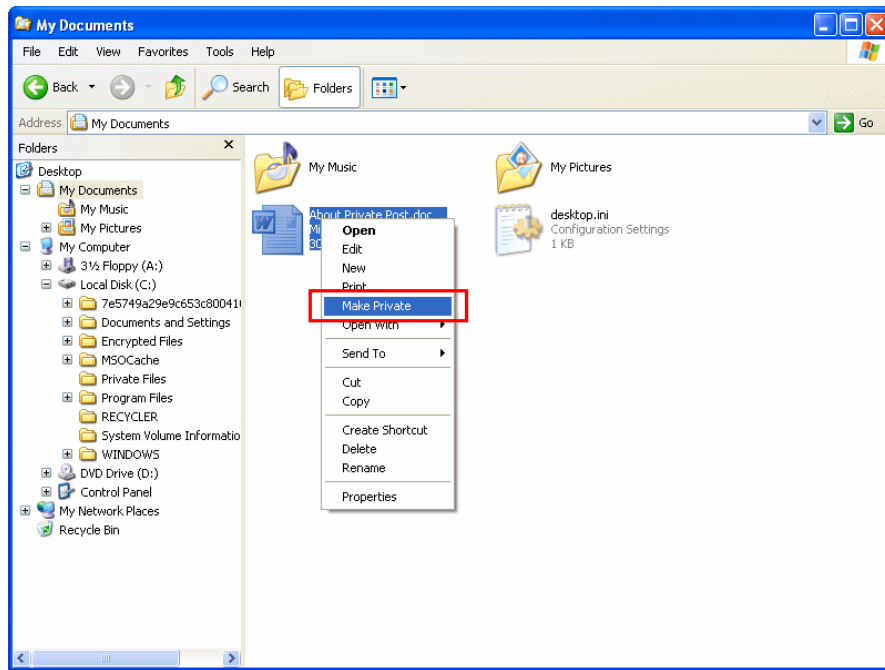
5. The private email is opened.



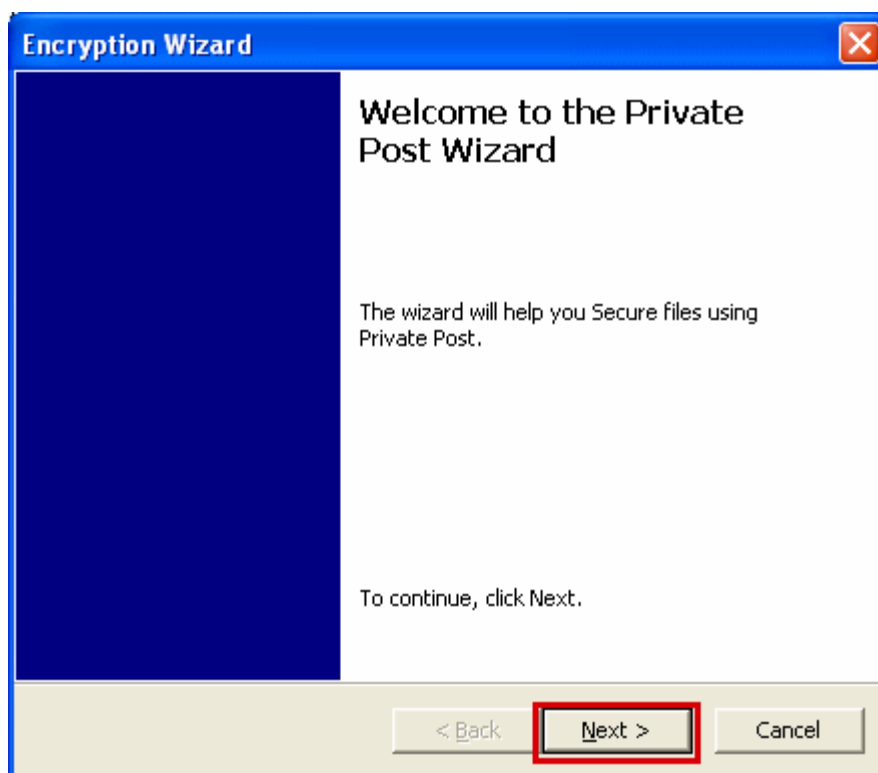
Encrypt Files on your Computer

To make files on your computer private:

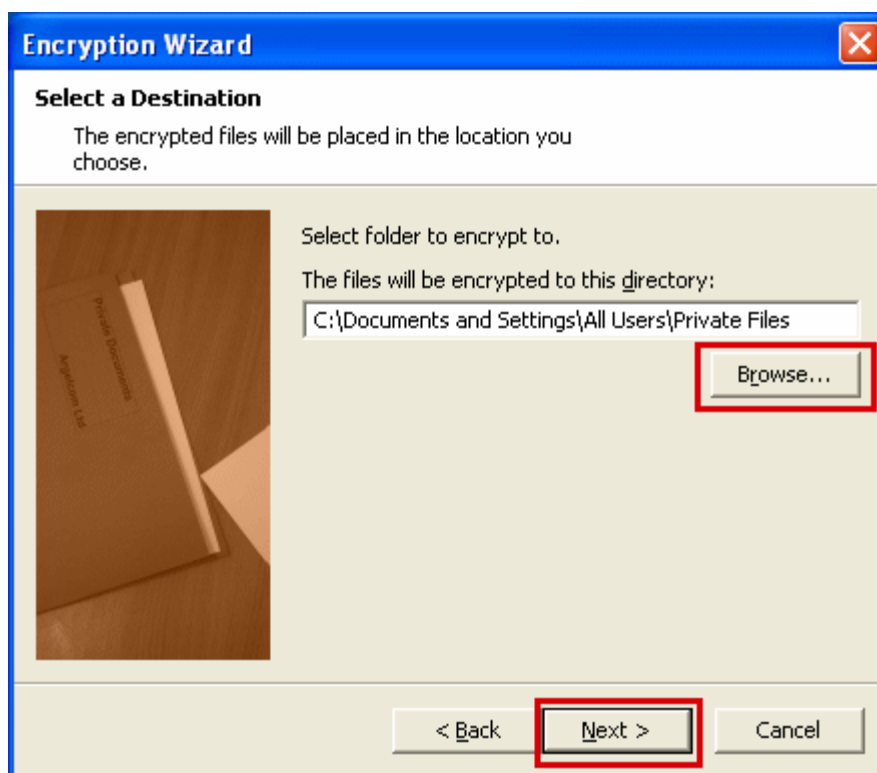
1. Right click on the file(s) you want encrypt and select **Make Private** from the menu.



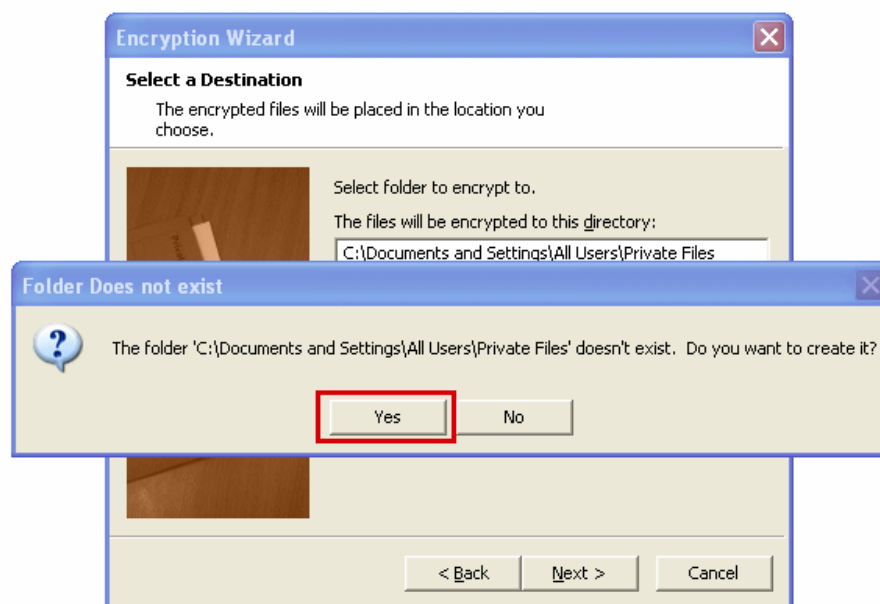
2. Click on the **Next** button in the Private Post Encryption Wizard.



3. Select where you want to save the encrypted files and click on the **Next** button.



4. Click on the **Yes** button to create a new folder if required.



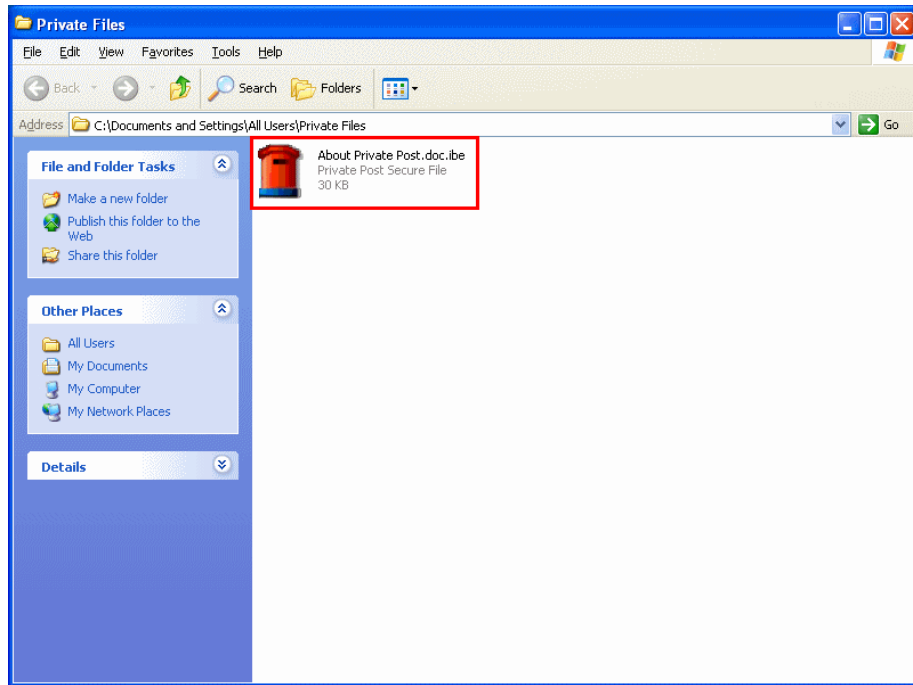
5. Select the email address you want to encrypt with and click on the **Next** button.



6. Click on the Finish button to complete the Encryption Wizard.



7. Your Private File is identified by the Private Post icon.



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