

RPost® - Legal, Privacy & eSignatures

Send Registered Email® message



Options

- Standard - send with official banner markings
- Unmarked - send message without banner
- eContract - request recipient signature to record agreement

Hand Sign       Email Sign

- Encrypt - send end-to-end encrypted for extra privacy

Password - Required for Encryption

SideNote®

- Cc Recipients
- Bcc Recipients

Send a private note:  
 <---- Select Recipient

Attachments

- Convert to PDF     Word     Excel     PowerPoint
- Encrypt PDF    PDF Password (optional encryption)
- Clean hidden Metadata from Office files
- Zip compress attachments

Sender Signature & Authentication

- Sign & time-stamp with Digital Seal® mark

Register Reply

- Receive proof of content & time of replies to this email

Client/Reference Code

[Dropdown menu]

Send

Cancel

<< Less

Options



Version # 8.3.0.0

# Registered Email® Service Installation - Outlook

## RPost Office Installation Guide - Outlook 2000, 2002/XP, 2003, 2007, 2010

Installing the RPost Office software adds a "Send Registered™" button to the mail compose window in Outlook. This button allows the user to send a Registered Email message plus additional features like encryption, electronic contracting, electronic signatures, metadata cleansing, PDF conversion, and registered replies. The button will appear on the compose window above or next to the traditional "Send" button as depicted below.

- ▶ Outlook
- ▶ Outlook Express
- ▶ Lotus
- ▶ Novell
- ▶ Troubleshooting
- ▶ Quickguide - Zimbra
- ▶ Other Email System

### Services

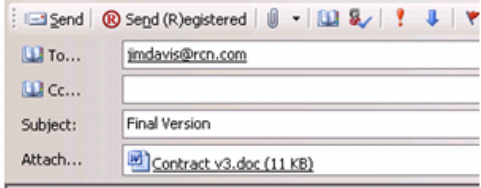
- ▶ Legal Proof®
- ▶ Electronic Signatures
- ▶ Email Encryption
- ▶ Proof Archive
- ▶ Email Efficiency
- ▶ Services Summary

### Get Started

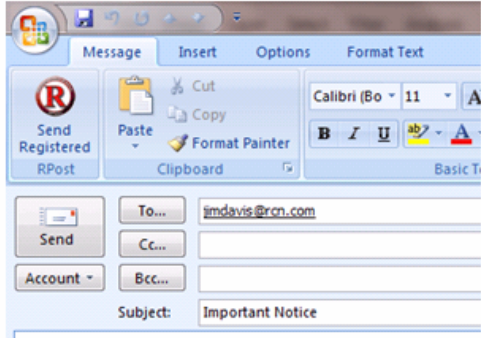
- ▶ View Quick Guide
- ▶ Take 3-minute Tour
- ▶ Request a Call Back
- ▶ View IT Guidelines
- ▶ Video Case Study

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Outlook 2003



Outlook 2007/10

## DOWNLOAD INSTRUCTIONS

1. Close Microsoft Outlook and Microsoft Word. Make sure this software is not running in the background or if unsure, re-boot.
2. Install and run the RPost software.