Installing Email Management on the Workstations (if using Document Drive)

1. If an older version of Email Management is installed, go to Start > Control Panel > Add/Remove Programs (or Programs and Features if using Vista) and remove it
2. Close Microsoft Outlook if it is open
3. Extract the zip file "Email Management 3.8.1.zip" to a location on the workstation
4. If installing on a 32 bit workstation, open "EM 3.8 - x86." If installing on a 64 bit workstation, open "EM 3.8 - x64"
5. Double click on Setup.exe
6. The installer will prompt you to install any prerequisites that are not already installed
7. You may have to reboot your computer after installing some of the prerequisites. Run Setup.exe again after rebooting your computer if the installation does not continue after installing the prerequisites
8. Click Next
9. Click on Browse to change the install location if you would like to install to a location other than the default, then click Next
10. Click on Next, then Next again to start the installation
11. After the installation completes, click on Close and then reboot the workstation
12. Verify you are logged into the Document Drive (right click on the Document Drive icon on the desktop and select Login)
13. Open Microsoft Outlook
14. The plug-in may take several minutes to load depending on the number of clients you have in the system. Do not work inside of Outlook until this process is finished
15. After it is finished loading, you should see the Email Management panel in the lower-left section of Outlook