

IMPORTANT!

Before You Install Postream

Make sure Outlook is shut down before you begin the installation. Once you download Postream, simply double-click on the program, or right-mouse click over it and click “Install” to begin the installation. You may get a message box that says, “The publisher could not be verified. Are you sure you want to run this software?” Click “Run” to continue the installation. It’s easiest to use the default settings in the Install program and click the “Next” button on each screen until you click “Close” on the final screen.

Now, open Outlook. It might take a few moments longer to open with Postream installed but you shouldn’t notice any difference in performance—except your own. You’re about to get a lot more done and feel more relaxed while you do it.

Important! You must set your email editor to HTML to use Postream.

HTML offers all the formatting features you use in email including choice of font and font size, bold, italic, underline, bulleted and numbered lists, Spellchecker and much more. To make this designation once you have opened Outlook, click Tools/Options on Outlooks menu bar. In the “Options” box click the Mail Format tab. Make sure “Use Microsoft Office Word...” to edit or read email messages is not checked. Then, select HTML in the “Compose in this message format” menu. Click “OK” to close the Options box. To make sure all your formatting options are available to you, click “View/Toolbars” on the menu bar of any email, and make sure the “Formatting” toolbar is checked.

If you have a problem...

Check the Troubleshooting section at the end of the Getting Started Guide included with Postream. There’s probably an easy explanation that will that will enable you to enjoy the considerable benefits of Postream.