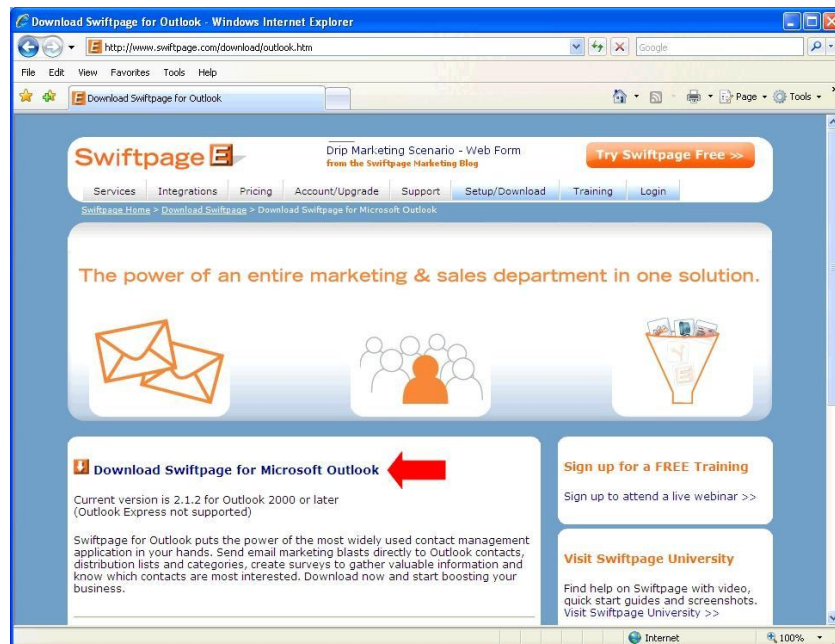


Simple Instructions for Downloading Swiftpage for Outlook

This Quick-Start Guide will give you step-by-step instructions for downloading Swiftpage for Outlook:

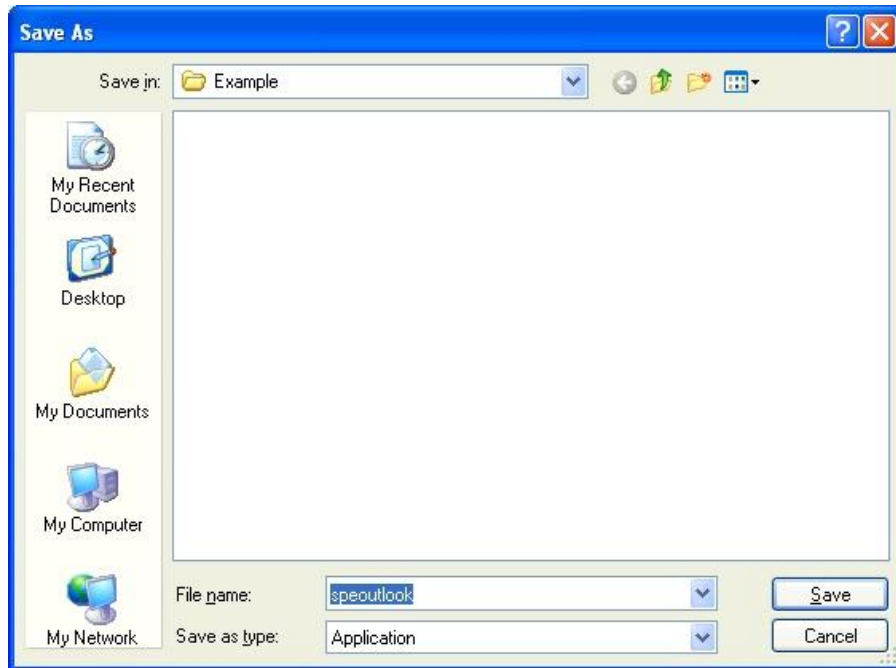
1. Make sure Microsoft Outlook is completely closed.
2. Go to <http://www.swiftpage.com/download/outlook.htm>. Click on the link to Download Swiftpage for Microsoft Outlook.



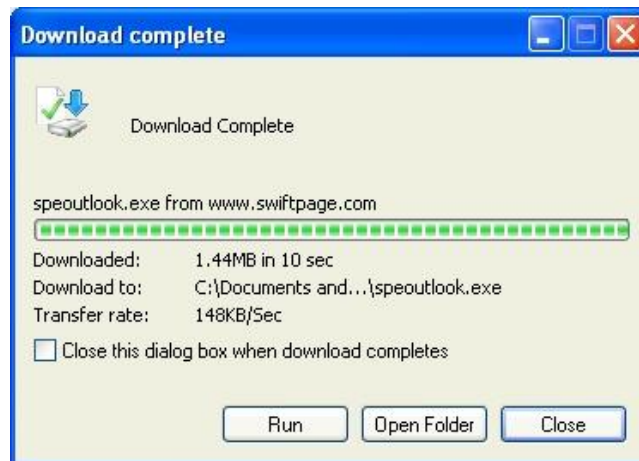
3. Your system will probably ask you if you want to run or save the file. Click on Save.



4. Select a location on your computer to save the installation file, and click Save.



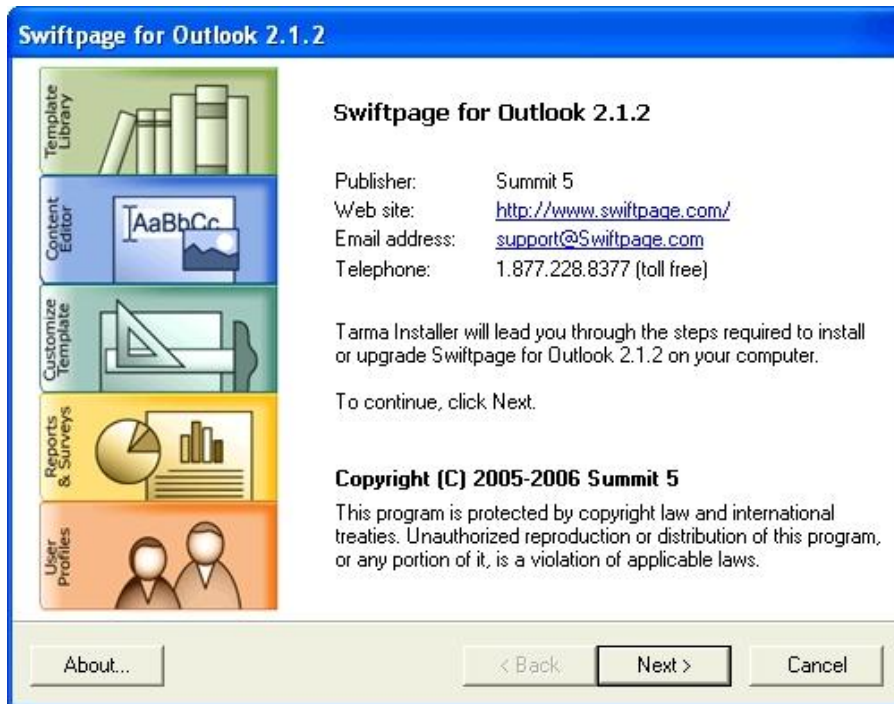
5. If you are given the option, go ahead and then click to Run the file. If you are not given that option, find the file on your computer and double click on it to open it.



6. It is possible your system will give you a message saying that “The publisher could not be verified.” Go ahead and click on Run.



7. The Swiftpage for Outlook installation window will open. Click Next, and go through the installation process. (You will click Next a few times and agree to the End User License Agreement.)



8. When the installation is complete, you will see the screen below. Click Finish.



9. Finally, reopen Outlook. Swiftpage will appear on the toolbar as a white E on an orange background, or as an E with "Swiftpage" next to it.

