



Installation of Serienmail 2.00 for Microsoft Outlook

Serienmail Version 2.00 can only be run if the following system requirements are met on your PC:

- 32- or 64-bit-Version of Microsoft Outlook für Office 365 or Microsoft Outlook 2019 or Microsoft Outlook 2016 or Microsoft Outlook 2013 or Microsoft Outlook 2010
- .NET Framework 4.6.1 oder higher

By default, the Outlook Add-in **Serienmail** is installed in the program files folder so that all users of the PC can use the add-in.

Installation under Windows 10, Windows 8, Windows 7

If you install the tool under a user account that does not have administrative rights, you will be prompted to provide an administrator account and password.

Please follow these steps:

- Close the programm Microsoft Outlook.
- Unzip the file *Serienmail.zip* or *Serienmai_X64.zip* in any folder.
- Start the programm *Setup.exe*.
- After successful installation please start the program Microsoft Outlook.
- When you start Microsoft Outlook for the first time after installation, you may be prompted to allow Microsoft Outlook to load Serienmail. Confirm the message if the software *Serienmail* may be installed.
- Afterwards, when you enter a new e-mail message in the Microsoft Outlook Ribbon, you will find a new tab called *Serienmail*.

Hints

If after installing Serienmail and restarting Microsoft Outlook there is no tab named *Serienmail* in the ribbon for a new e-mail, please check if the add-in has been registered and activated:

1. In Microsoft Outlook, in the Ribbon, click the *File* tab.
2. In the Backstage view, click the *Options* button.
3. Click the button *Add-Ins* in the left navigation bar.
4. Check if *Serienmail* appears under one of the following headings:
 - a. Active Application Add-Ins
 - b. Inactive Application Add-Ins
 - c. Disabled Application Add-Ins

If Serienmail does not appear in any of the above 3 rubrics, Microsoft Outlook will not read a particular registry entry. In order to set the registry entry for *Serienmail* retroactively for the current user, please do the following:

1. Please close Microsoft Outlook.
2. In Windows Explorer, navigate to the folder where you extracted the setup file.
3. If you have changed the default folder *C: /Program Files (x86)/IT-Service Ruhr/Serienmail* or *C: /Program Files/IT-Service Ruhr/Serienmail* when installing *Serienmail*, please click with the right mouse button on the file *Serienmail_HKCU.reg* and then on the menu item *Edit*. In the editor, change the entry for the key manifest to the folder of your choice. Save and close the file.
4. Double click on the file *Serienmail_HKCU.reg*.
5. Confirm the two safety messages.



6. Restart Microsoft Outlook and see if the tab *Serienmail* appears when you enter a new e-mail in the Ribbon.