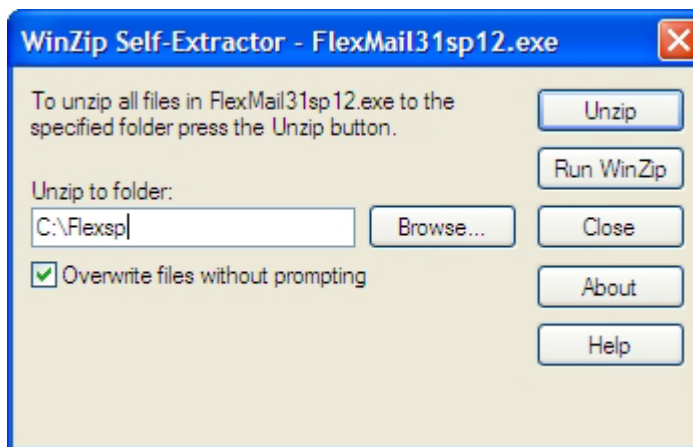
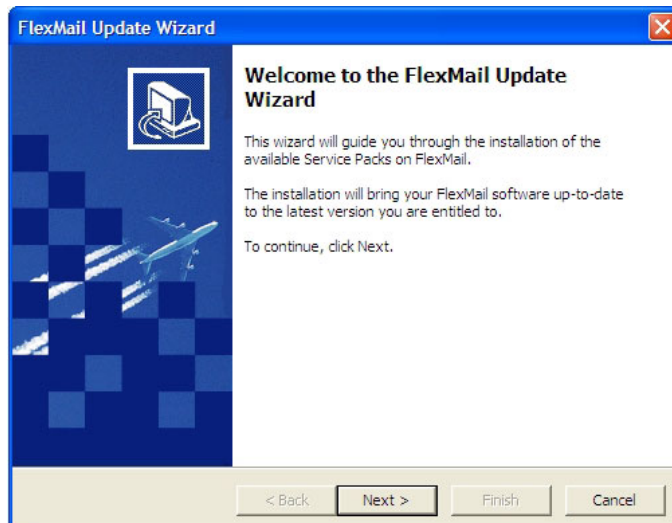


FlexMail 3 Service Pack Installation Guide

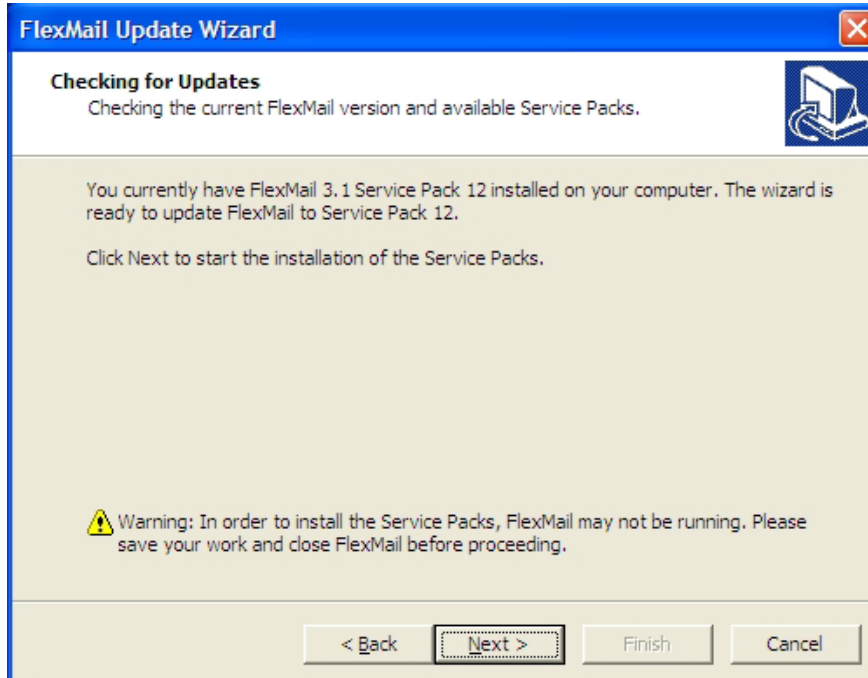
1. Download service pack from link supplied and save to a folder on your PC, i.e. C:\Flexsp
2. Close 'FlexMail 3' if already open.
3. Double click the downloaded service pack file, i.e. "FlexMail31spxx.exe" from the location it was saved to on your PC. If you get a Windows 'Open File – Security Warning' click 'Run'
4. Change the 'Unzip to folder' path to the same location where the file was saved to, i.e. C:\Flexsp



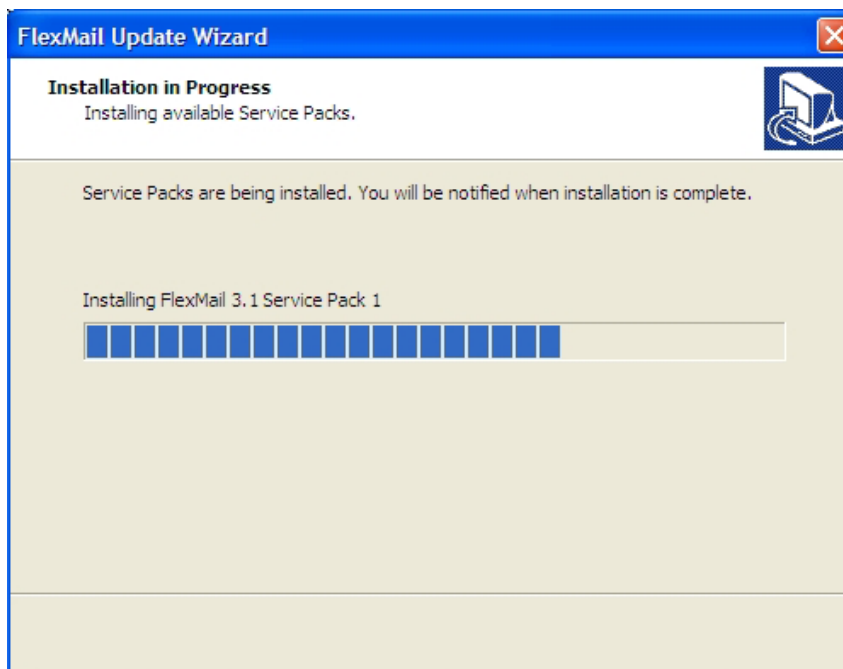
5. Once all the files have been extracted double click the 'Setup.exe file from that location to install.
6. Click 'Next' to begin the installation wizard.



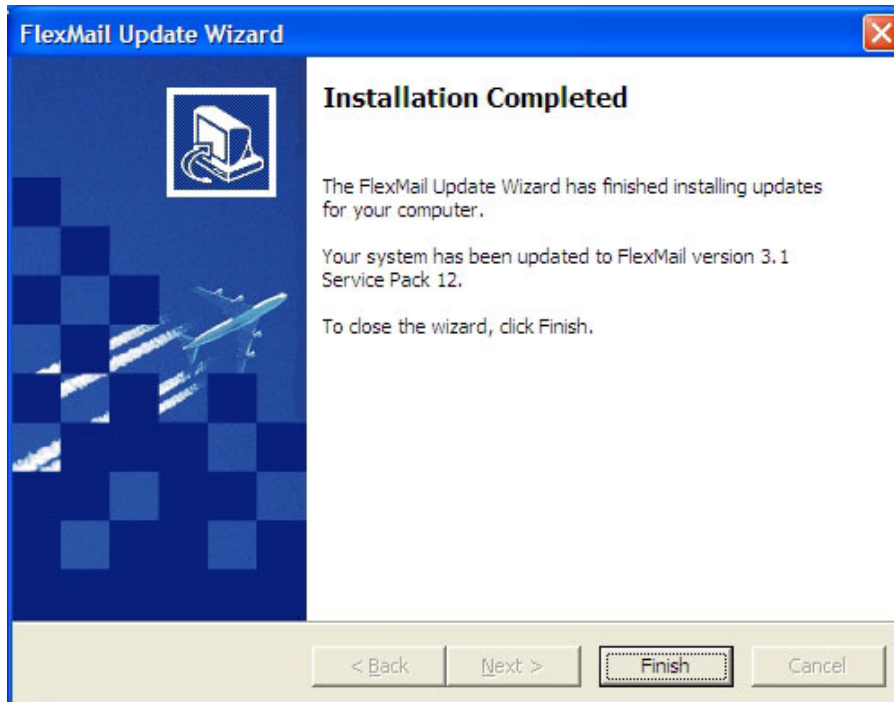
7. You will then see a screen showing which Service Pack you currently have installed and which one it will be updated to. Click 'Next' to continue.



8. You will then see the status of the installation.



9. Once completed you will see a confirmation screen.



Once installation is complete please make sure the update has been successful. To check this, run Flexmail then click on 'Help' then 'About Flexmail'. The version number should be 3.1 SPXX, for Mailsort/Walksort users it is also recommended that you check the 'Royal Mail Mailsort' module is showing 3.1.00XX.

XX would be the current service pack release, i.e. SP12