



Palm-Tech

HOME INSPECTION SOFTWARE

Step by Step

How To

Change Your Computer's Default Email Program

*This How To article will show you how to
change your computer's default email
program.*

For a complete list of available How To documents visit the
Support section of our website: www.palm-tech.com/support/

HOW TO: CHANGE YOUR COMPUTER'S DEFAULT EMAIL PROGRAM

This document will walk you through how to setup the default email program on your computer. Whatever program you have selected for this is the one that will open after creating a PDF in Palm-Tech if you click on 'Email' when the process is complete. It is important to note that you can only select a program that is installed locally on your device. **You cannot select an email that you have to log into from a website such as Gmail, Yahoo, etc.**

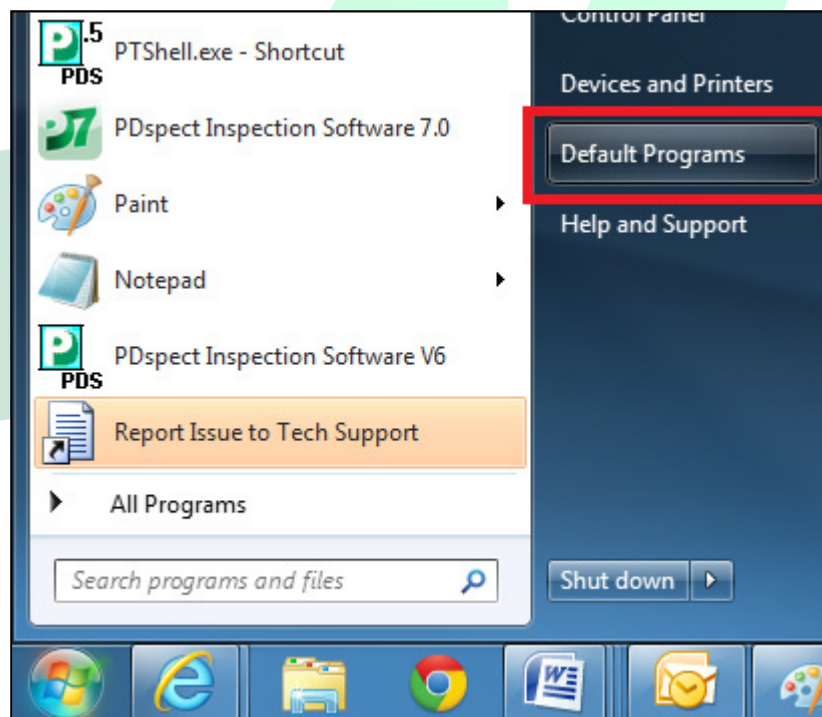
Windows Vista, Windows 7 and Windows 8

NOTE: If you are on Windows 8 you'll need to type 'Default Programs' into the Start screen and then hit the 'Enter' key on your keyboard. You can then skip to step 3.

1. The first step is to click on your 'Windows' button in the lower left corner of your screen.

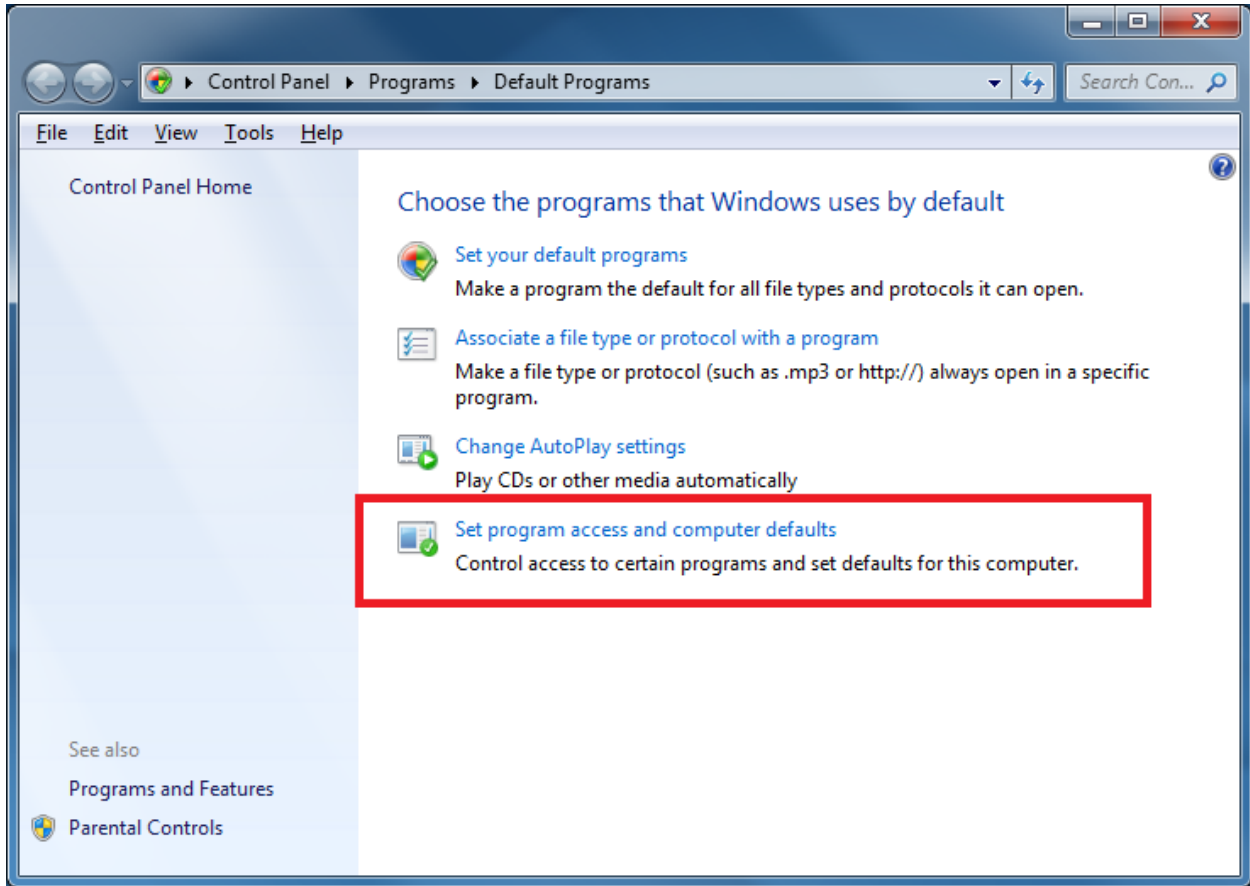


2. Next, click on the 'Default Programs' option on the right-hand side.

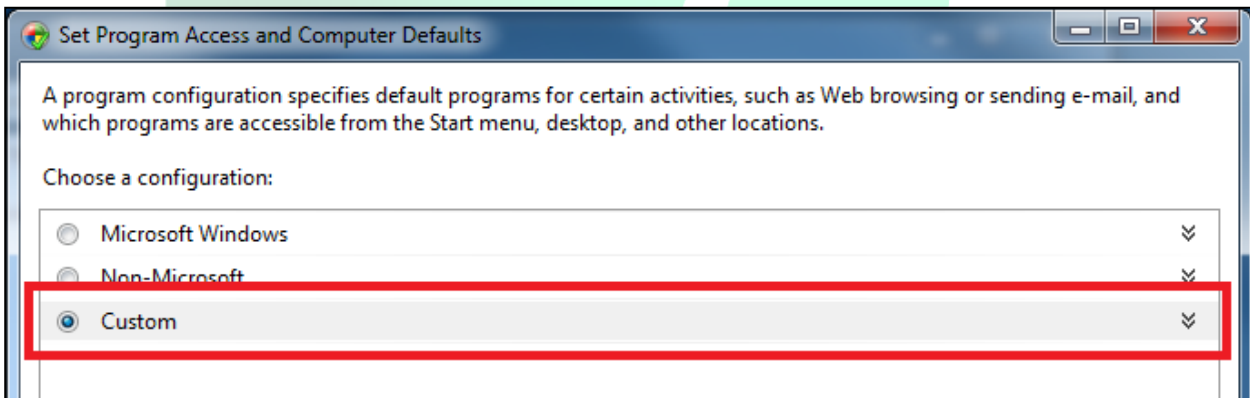


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3. On the window that appears, click on the option for 'Set Program access and computer defaults.'

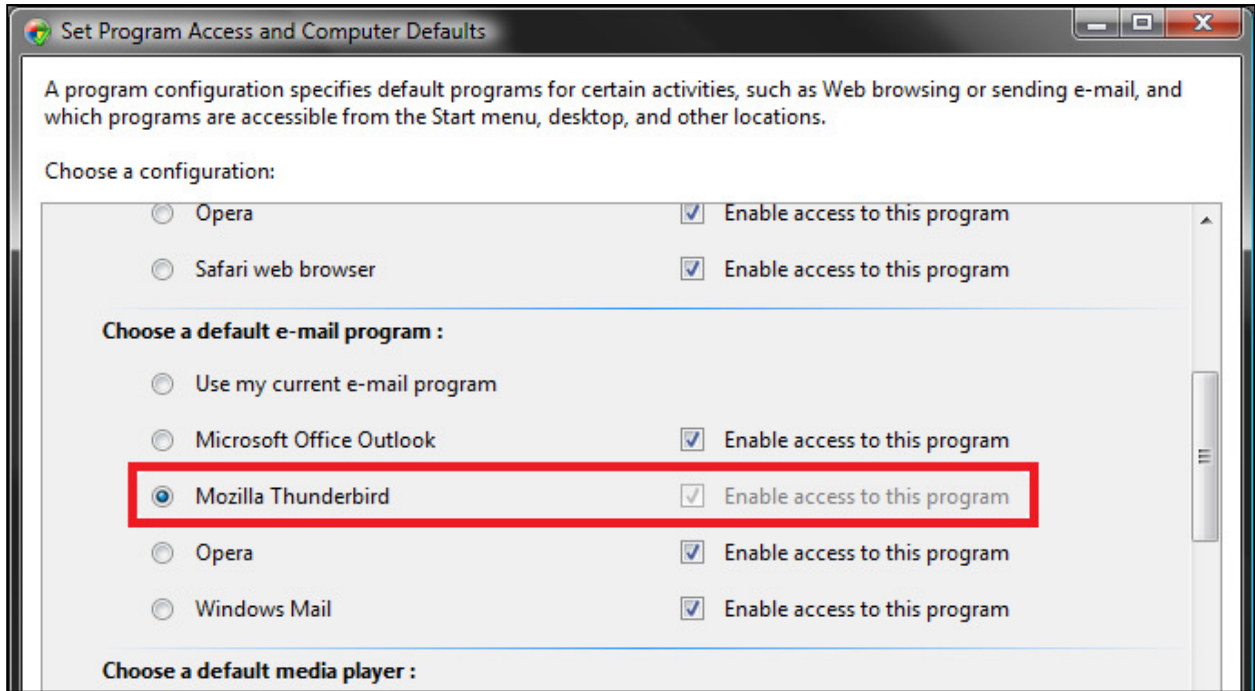


4. Next, click on 'custom' to see the available options.

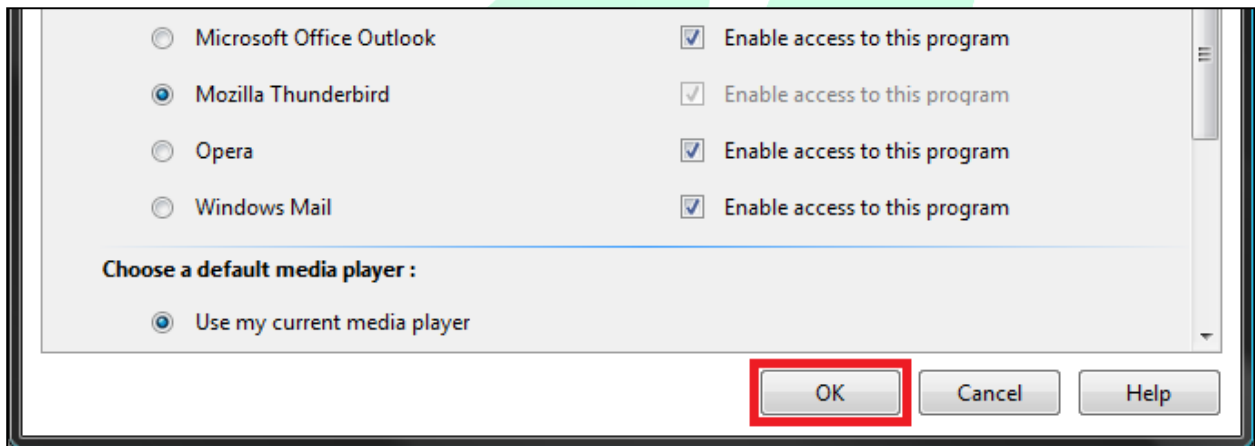


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5. Scroll down to where you see 'Choose a default e-mail program:' and click on the program you want to use.



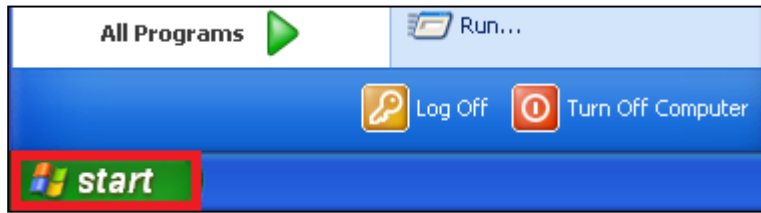
6. When you have the proper program selected, click on 'OK' and you will now have a different default email program selected.



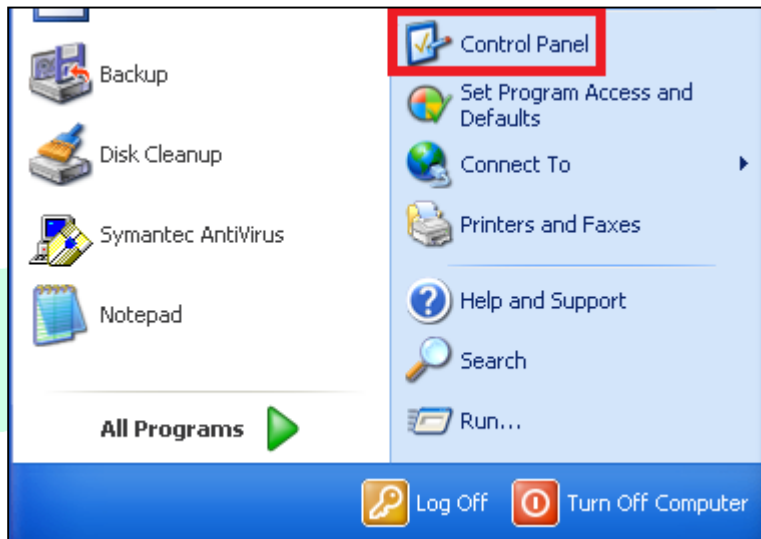
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Windows XP

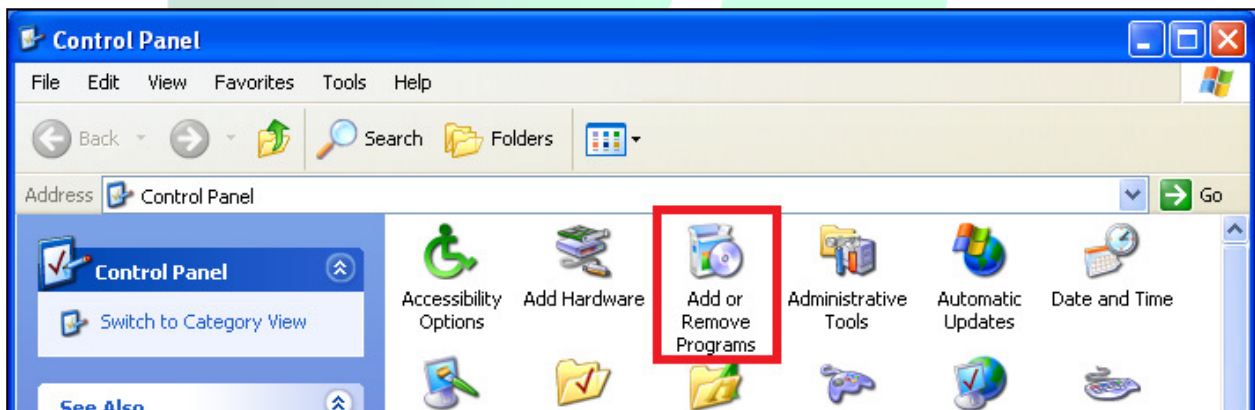
1. The first step is to click on the 'Start' button in the lower left corner.



2. Next, click on 'Control Panel' on the right-hand side.

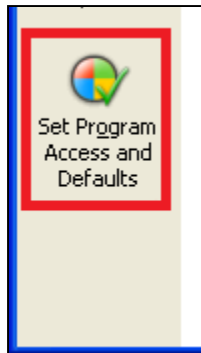


3. Click on 'Add or Remove Programs'.

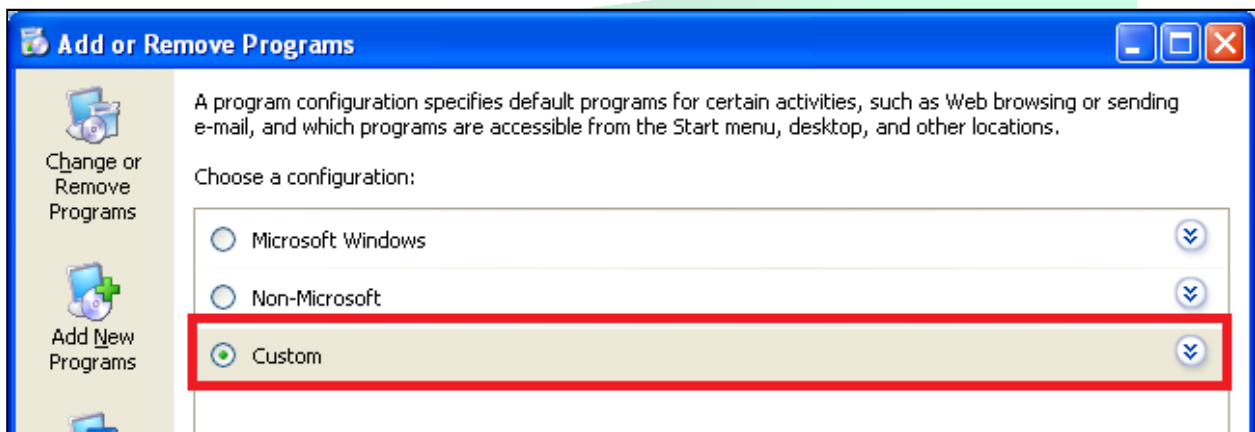


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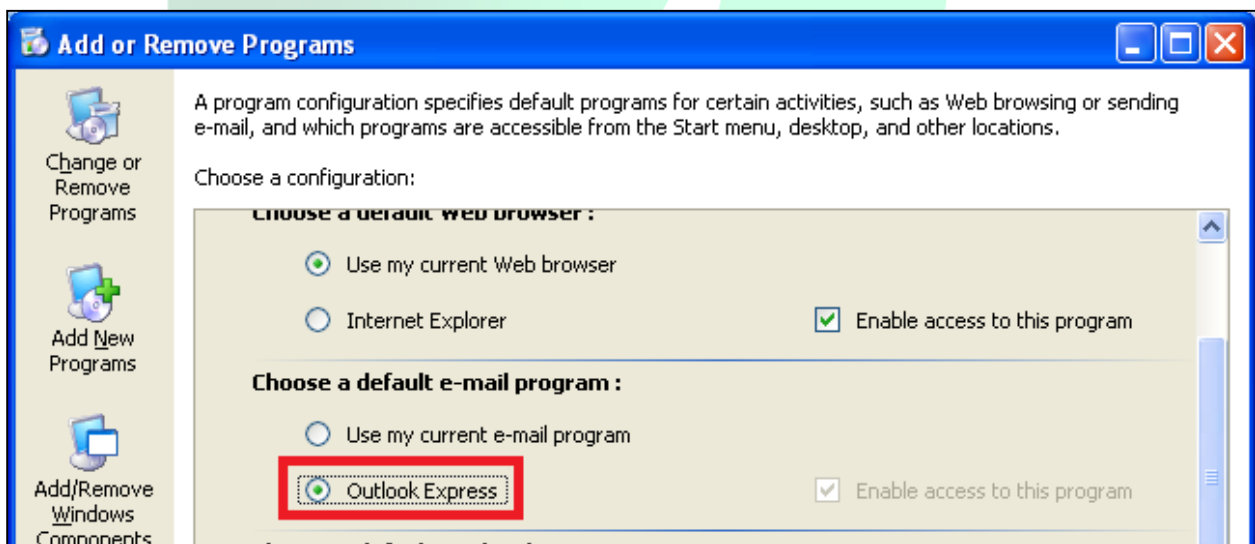
- On the left side you'll see an option for 'Set Program Access and Defaults'. Click this button.



- Next, click on 'Custom' to see the available options.



- Scroll down to where you see 'Choose a default e-mail program :' and click on the program you want to use.



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- When you have the proper program selected, click on 'OK' and you will now have a different default email program selected.

