



How To:

Change Your Computer's Default Email Program

This step by step How To article explains how to change your computer's default email program.

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How To: CHANGE YOUR 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.**

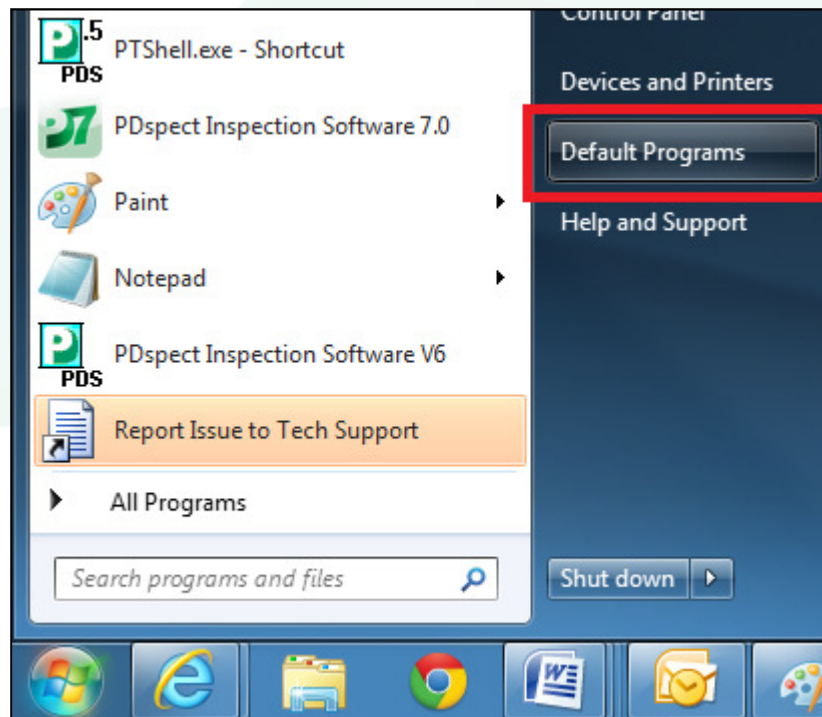
Windows Vista, Windows 7 and Windows 8

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.

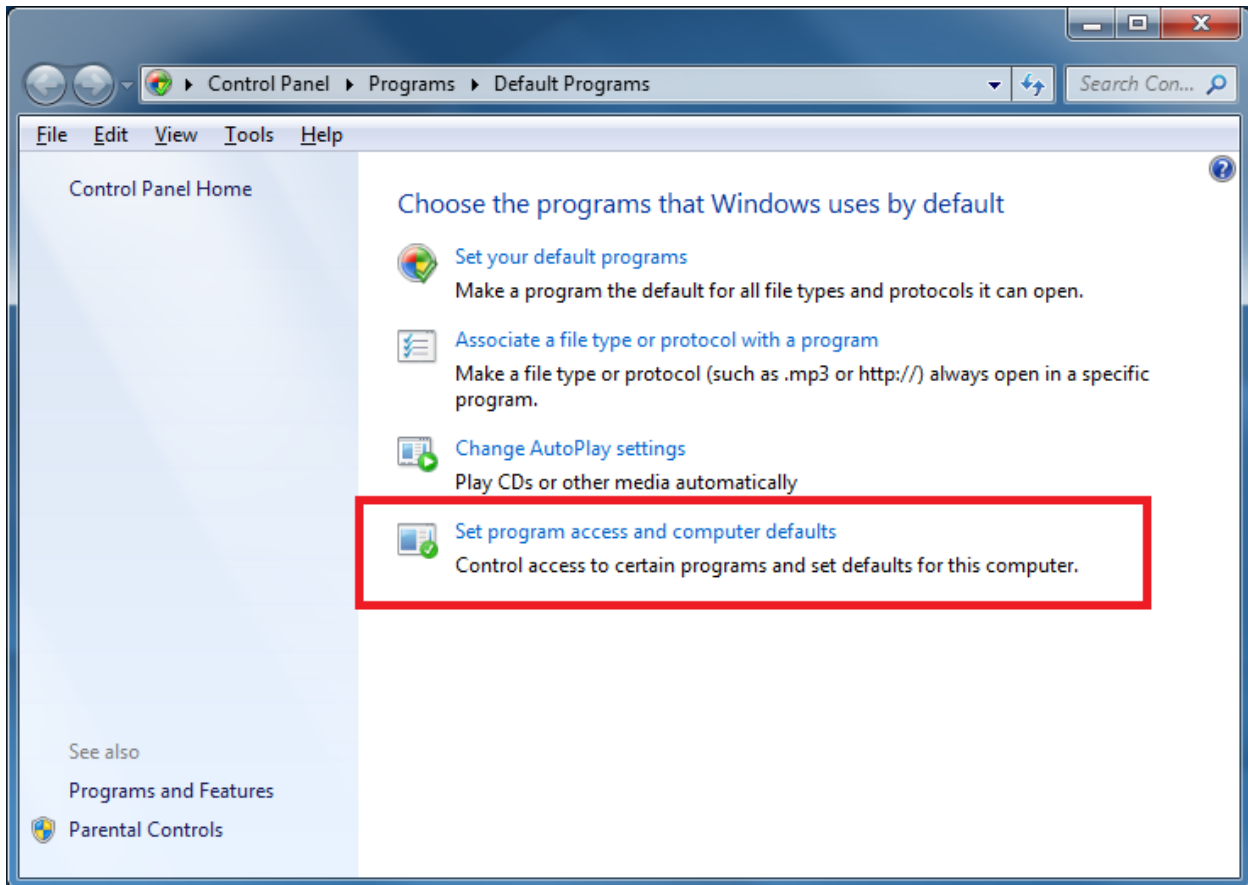


2. Next, click on the 'Default Programs' option on the right-hand side.

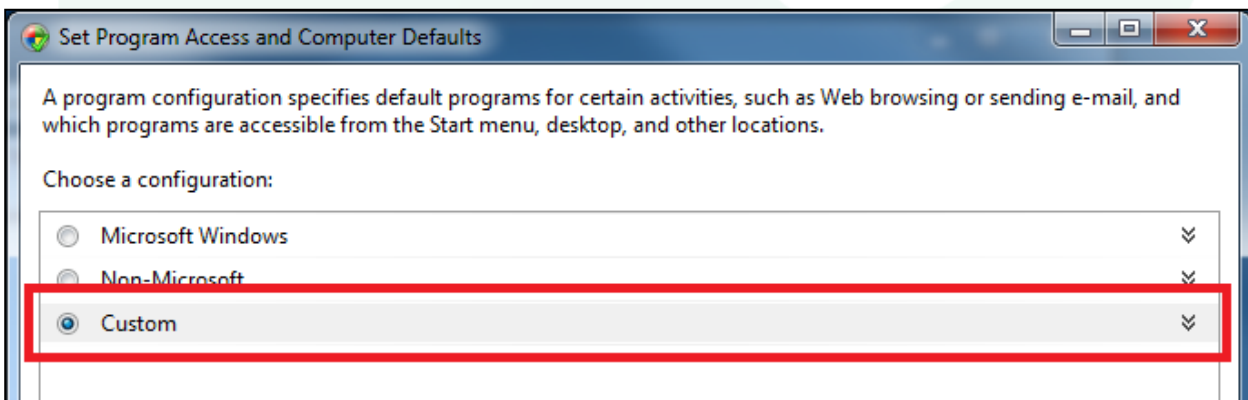


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3. On the window that appears, click on the option for 'Set Program access and computer defaults.'

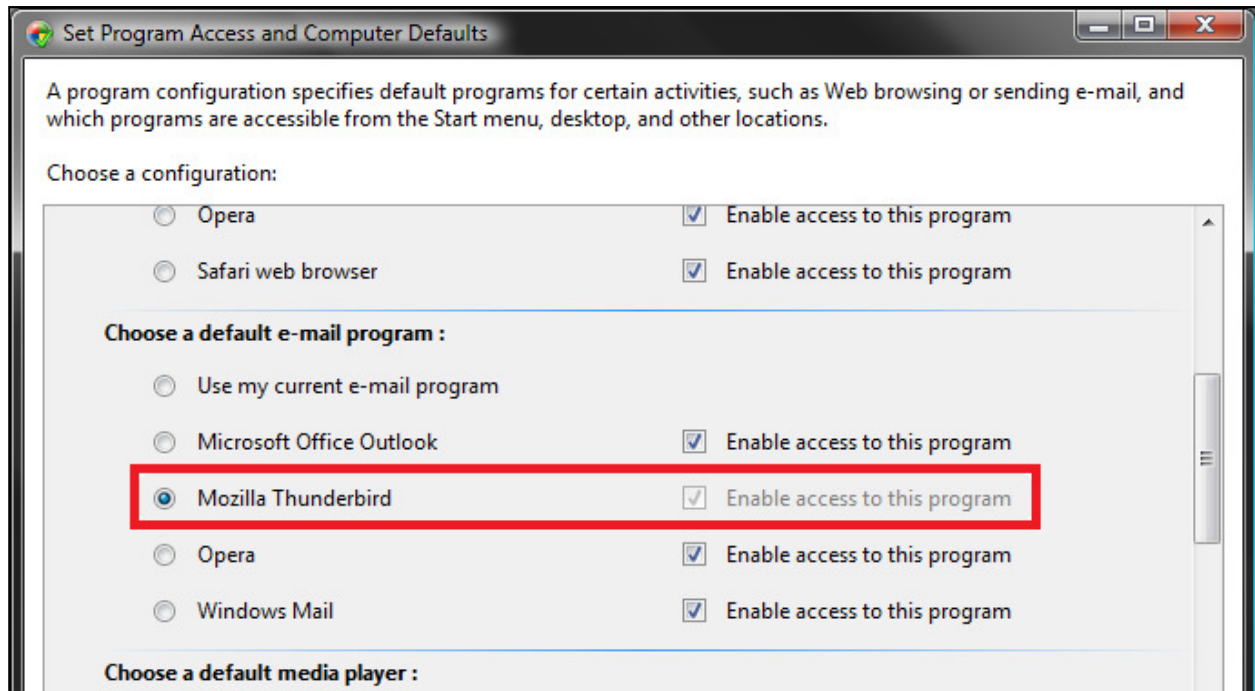


4. Next, click on 'custom' to see the available options.

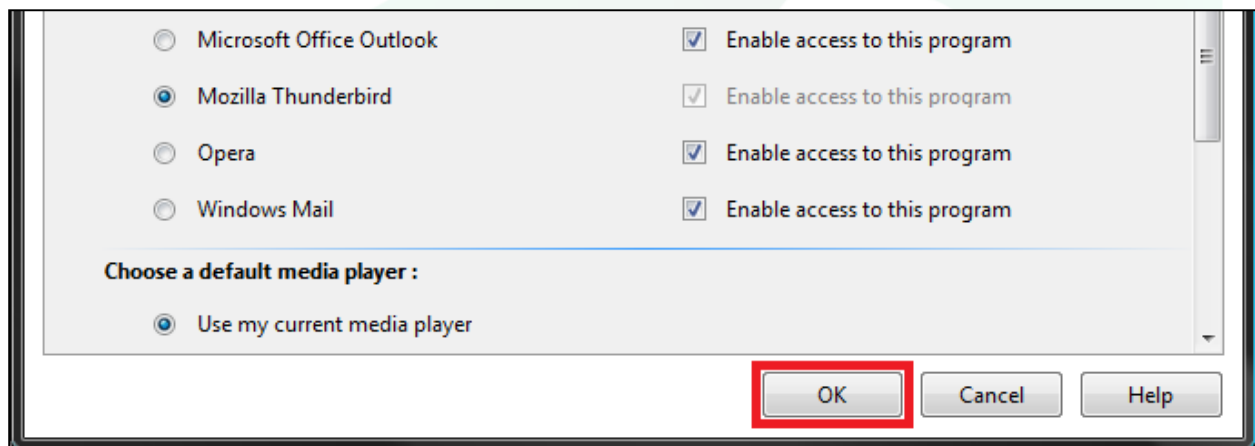


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5. Scroll down to where you see 'Choose a default e-mail program:' and click on the program you want to use.



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



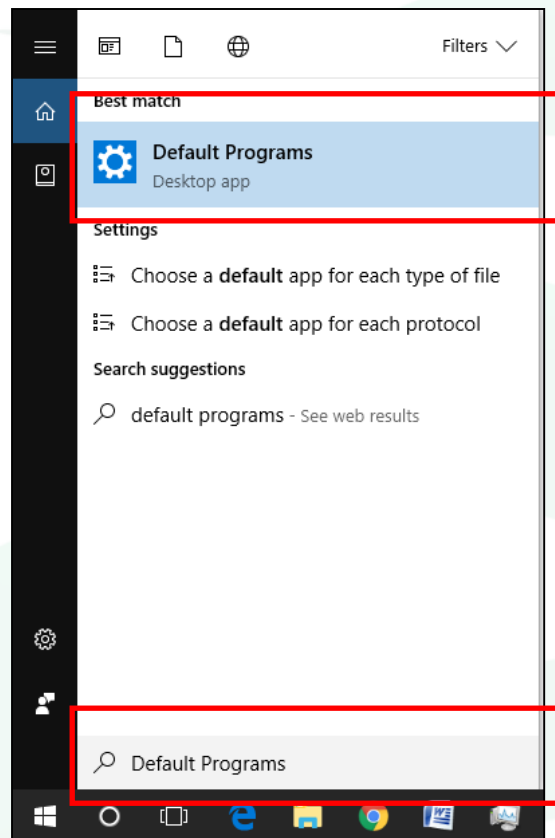
How To: CHANGE YOUR DEFAULT EMAIL PROGRAM

Windows 10

1. The first step is to do a search for 'Default Programs'. You can do this by clicking on the search icon.

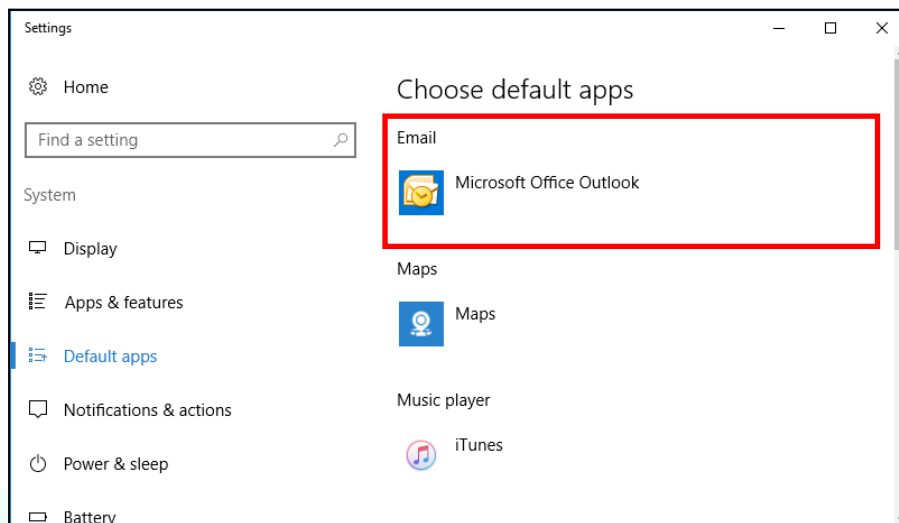


2. Next, type in 'Default Programs' into the search bar. 'Default Programs' will be one of the search results. Click on this to open it.

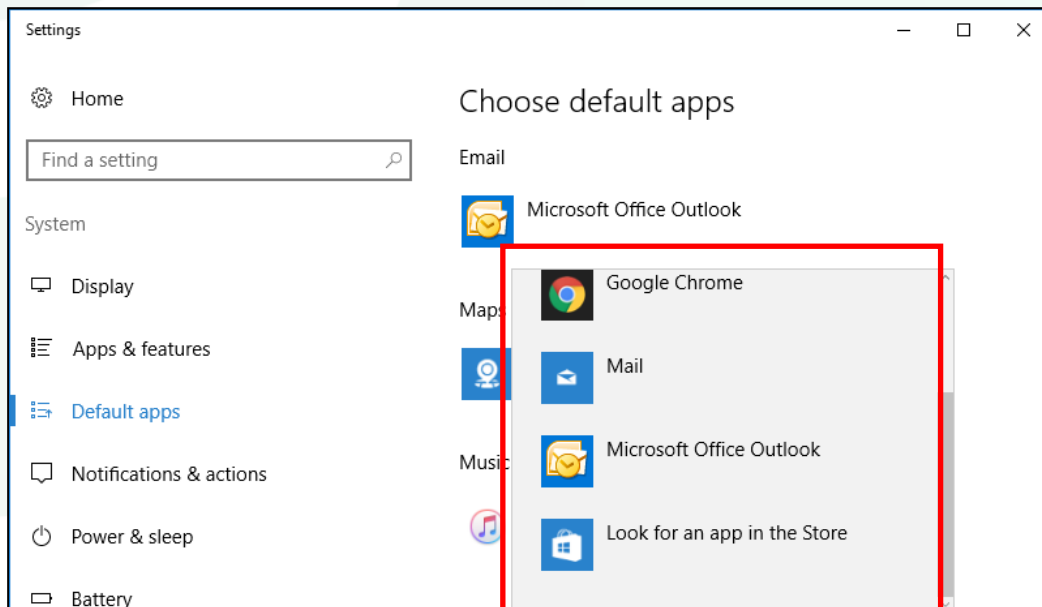


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- This will bring up where you can pick the default program/app for various functions on your computer. Find email in the list and click on the program currently selected.



- You will now see a list of other programs on your computer that can be set as your default email program. Select the program that you would like to use.



- You have now changed your default email program.