**Login**

* Create a domain user account named EmailImport.service (only one account required per domain)
* Set password to never expire
* Assign appropriate permissions for network file share access
* Add user to local Administrators group
* Login as EmailImport.service for installation and configuration

**Installation**

* Deactivate UAC and restart
* Install Tiff Image Printer 9.0 and activate
* Install Microsoft Office 2010, deselect OneNote and Outlook
* Install .NET Framework 3.5
  + Go to Server Manager
  + Click Features
  + If .NET Framework 3.5.1 is not listed, click Add Feature
  + Expand .NET Framework 3.5.1 Features and select .NET Framework 3.5.1
  + Click Next followed by Install

**Configuration**

* Create base path used for Email Import, suggest C:\EmailImport. Note, all configurations must use this base path.
* Microsoft Word 2010
  + On first start up, select Don’t Make Changes (will only show once for the Office suite)
  + Go to File->Options
  + Go to Save
    - Deselect Save AutoRecover information (**not currently disabled**)
  + Go to Advanced (**not currently disabled**)
    - Disable Provide feedback with animation
    - Disable Update automatic links at open
    - Disable Show customer submitted Office.com content
  + Go to Trust Center and click Trust Center Settings
    - Go to Trusted Locations and add the base path (above) and select Subfolders of this location are also trusted and click OK
    - Go to Macro Settings and select Disable all macros without notification (**not currently set**)
    - Go to Protected View and deselect Enable Data Execution Prevention mode
* Microsoft Excel 2010
  + On first start up, select Don’t Make Changes (will only show once for the Office suite)
  + Go to File->Options
  + Go to Save
    - Deselect Save AutoRecover information (**not currently disabled**)
  + Go to Advanced
    - Disable Provide feedback with animation
    - Disable Ask to update automatic links (**not currently disabled**)
    - Disable Show customer submitted Office.com content (**not currently disabled**)
  + Go to Trust Center and click Trust Center Settings
    - Go to Trusted Locations and add the base path (above) and select Subfolders of this location are also trusted and click OK
    - Go to Macro Settings and select Disable all macros without notification (**not currently set**)
    - Go to Protected View and deselect Enable Data Execution Prevention mode
    - Go to External Content and select Disable all Data Connections and Disable automatic update of Workbook Links
* Microsoft Powerpoint 2010
  + On first start up, select Don’t Make Changes (will only show once for the Office suite)
  + Go to File->Options
  + Go to Save
    - Deselect Save AutoRecover information (**not currently disabled**)
  + Go to Trust Center and click Trust Center Settings
    - Go to Trusted Locations and add the base path (above) and select Subfolders of this location are also trusted and click OK
    - Go to Macro Settings and select Disable all macros without notification (**not currently set**)
    - Go to Protected View and deselect Enable Data Execution Prevention mode