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Instructions for loading Evolution v7.5

How to Load Evolution 7.5

This guide runs you through the basic steps of how to setup your new version of Evolution.

1. Important information prior to install

2. How to load Evolution 7.5

3. Running Evolution for the first time

4. Setting up Evolution 7.5 on all machines

How to Load Evolution 7.5

1. Important information prior to install

   Before attempting to install Evolution 7.5 please ensure you have completed the following tasks:

   ✓ Ensure a backup of the entire system has been made (programs and data) when people are off the system

   ✓ If this has already been done, you can leave people logged into Evolution during the initial stage of installation because it updates the Evolution Testing system first (you will need to log everyone out during the "Test to Live" process)

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2. How to download Evolution 7.5

Step One

✓ After linking on the link from the webpage provided (press F5 to Refresh if your screen doesn't have the same link as the one below).

Click on Evo75setup.exe

FTP directory /Evolution%207.5%20%28Irish

To view this FTP site in File Explorer: press Alt, click **View**, and then click
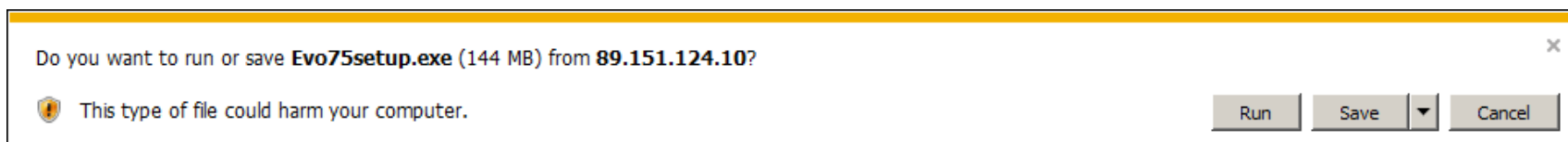
Up to higher level directory

| 12/18/2013 | 12:21PM | | Directory Documentation |
| 12/19/2013 | 12:14PM | 151,068,290 | Evo75setup.exe |

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How to Load Evolution 7.5

2. How to download Evolution 7.5

Step Three

✓ Download Evolution 7.5 from the webpage provided

✓ Click Evo75setup.exe

✓ Select Save to save the file to your desktop

Do you want to run or save **Evo75setup.exe** (144 MB) from **89.151.124.10**?

This type of file could harm your computer.
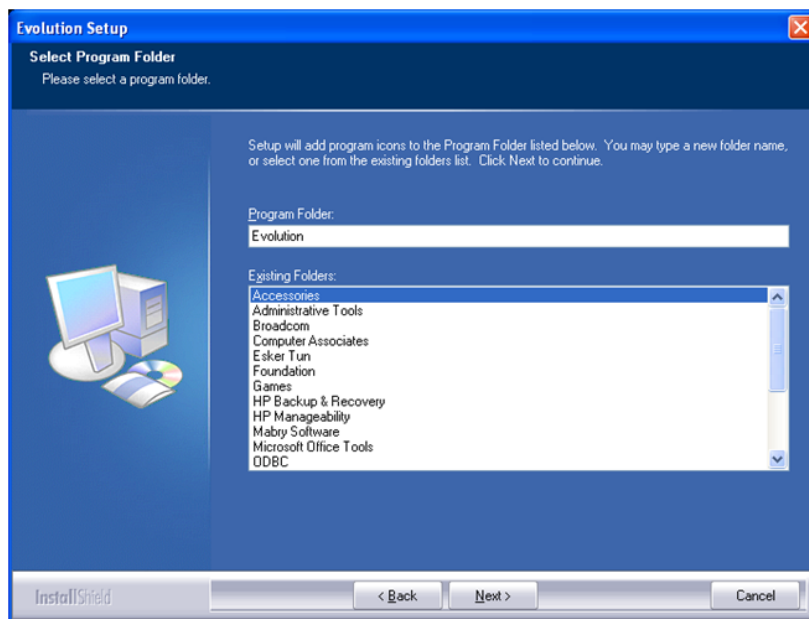
[Run] [Save] [▼] [Cancel]

- Some Internet Browsers may automatically download the file into your "Downloads" directory rather than asking you to select a location to save the file

- If you receive a message that the file may be malicious, please select the option to "Keep" rather than "Discard"

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How to Load Evolution 7.5

2. How to install Evolution 7.5

Step One

✓ Run the saved Evo75setup.exe file from your Desktop or your 'Downloads' folder and the following screen will be displayed
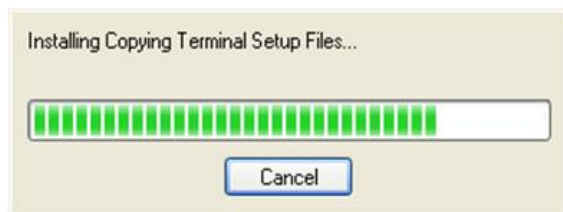
How to Load Evolution 7.5

2. How to install Evolution 7.5

Step Two

✓ Click Next to display the following screen


```
Installing Copying Terminal Setup Files...

[████████████████████████████        ]

        Cancel
```

✓ Once complete click the Finish button

This will load the new programs into your 'Test' system

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How to Load Evolution 7.5

3. Running Evolution for the first time

Step One

✓ Run your Evolution 'Test' system to check the system is running correctly

Step Two

✓ Once you are happy your 'Test' system is working correctly, double click the 'Test to Live' icon on your desktop

Step Three

✓ Login to Evolution in the normal way

Note: At this point a data conversion process may occur before displaying the login screen.

See the 'Test to Live Routine' document for extra notes and example screens.

How to Load Evolution 7.5

4. Setting up Evolution 7.5 on all machines

The next step is to update all computers running Evolution to the latest version.

✓ On each machine run the following steps:

1. Go to 'My Computer' and locate the Evolution Folder

2. Double click the 'TERMINAL' Folder

3. Double click the 'SETUP.exe' icon and follow the on screen instructions (Next and then Finish)

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How to Load Evolution 7.5

4. Setting up Evolution 7.5 on all machines

The Evolution Version will then read '7.5' when Evolution Setup is run: