



WINDOWS SETUP GUIDE

A smoother start for Letterly.

Install the Letterly email workspace with its own local database, then open it securely from this computer.

INSTALLER	DATABASE	LOCAL ADDRESS
LetterlySetup.exe	SQL Server Express	localhost:5187
Windows x64	Dedicated LETTERLY instance	This computer only

BEFORE YOU BEGIN

Check these essentials

- A supported 64-bit Windows computer (Windows 10 22H2 or Windows 11).
- Administrator permission to install Windows services and SQL Server.
- An internet connection if the dedicated LETTERLY SQL Server instance is not already installed.
- A few minutes for SQL Server setup and the first database migration.

Database note The setup EXE does not bundle SQL Server. When needed, it downloads the SQL Server Express installer from Microsoft, checks the download hash, and asks you to accept Microsoft's license terms.

01 / INSTALL

Follow the setup wizard

The installer configures the local database before it starts Letterly. Leave the setup window open while SQL Server is being installed.

- 1

Launch LetterlySetup.exe
Open the setup file and approve the Windows administrator prompt. The default destination is the Program Files folder.
- 2

Review the SQL Server license
If SQL Server Express is not already installed as the LETTERLY instance, review Microsoft's terms and check the acceptance box to continue.
- 3

Allow the database setup to finish
Setup downloads Microsoft's SQL Server Express bootstrapper, verifies it, then downloads and installs the database engine. This step needs internet access and may take several minutes.
- 4

Wait for Letterly to start
The Letterly Windows service starts automatically. On its first start it connects to the local LETTERLY SQL instance and creates or updates the AIEmailDB schema using application migrations.
- 5

Open your workspace
Choose the optional "Open Letterly in your browser" checkbox at the end of setup, or open <http://localhost:5187> on the computer where Letterly is installed.

APP SERVICE	LOCAL DATABASE	BROWSER
LetterlyEmailAssistant Automatic startup	AIEmailDB SQL Server Express	localhost:5187 Loopback only

Private by design
The installed app listens on the local computer only. The configured URL uses **HTTP on localhost**; do not expose this local installation to a network or use it as a public-facing website.

02 / FIRST RUN

Accounts & getting started

Once the sign-in page opens, register an account to start using the workspace. The installer does not create a default administrator account or set a password.

Create your account

Choose **Register** from the sign-in page and complete the form. New registrations receive the **Sales User** role. Sign in at **localhost:5187** after registration.

Administrator access

No default admin username or password is included. Admin access must be provisioned separately by an authorized operator using the app's bootstrap-admin configuration or an existing administrator account. Do not share admin credentials or put them in the installer or this guide.

WHAT THE INSTALLER CONFIGURES

Application	Self-contained x64 app installed as the automatic Windows service LetterlyEmailAssistant.
Database	Dedicated SQL Server Express instance LETTERLY; application database AIEmailDB.
Schema	EF Core migrations run when the app starts; the installer does not import existing data.
Address	http://localhost:5187, bound to the local computer.
Existing SQL	Other SQL Server instances are not changed. The installer checks specifically for the LETTERLY instance.

Email and password reset: SMTP is not configured by the installer. Password-reset and email-confirmation messages require an administrator to configure an SMTP provider for the running Windows service.

03 / SUPPORT

Troubleshooting & removal

Use these checks for common setup issues. Installation and SQL Server logs can help an administrator diagnose failures.

Setup cannot download SQL Server

Confirm the computer has internet access and that your organization allows downloads from Microsoft. Retry setup after network access is restored.

SQL Server installation fails

Check the Letterly SQL install log in the Windows temporary folder and the SQL Server Setup Bootstrap logs. A required Windows restart may need to be completed before retrying.

The browser page does not open

Confirm the LetterlyEmailAssistant service is running in Windows Services, then retry <http://localhost:5187> on the installed computer. Review Windows Application event logs for startup or database errors.

Database connection or migration error

Confirm the SQL Server (LETTERLY) service is running and check the Windows Application event log for the specific error. Do not delete the database as a troubleshooting step.

UNINSTALLING LETTERLY

Your database is intentionally preserved

Uninstall Letterly from Windows Installed apps or its Start menu shortcut. Uninstall removes the Letterly Windows service and application files, but intentionally keeps SQL Server Express and **AIEmailDB** so your saved drafts, templates, and accounts are not removed. Back up important data before making changes to SQL Server.

Installer build: from the project root, run `.\Installer\Build-Installer.ps1`. The generated setup executable is `Installer\Output\LetterlySetup.exe`.

Letterly is an email-writing workspace. Configure an AI provider separately if model-powered generation is required.