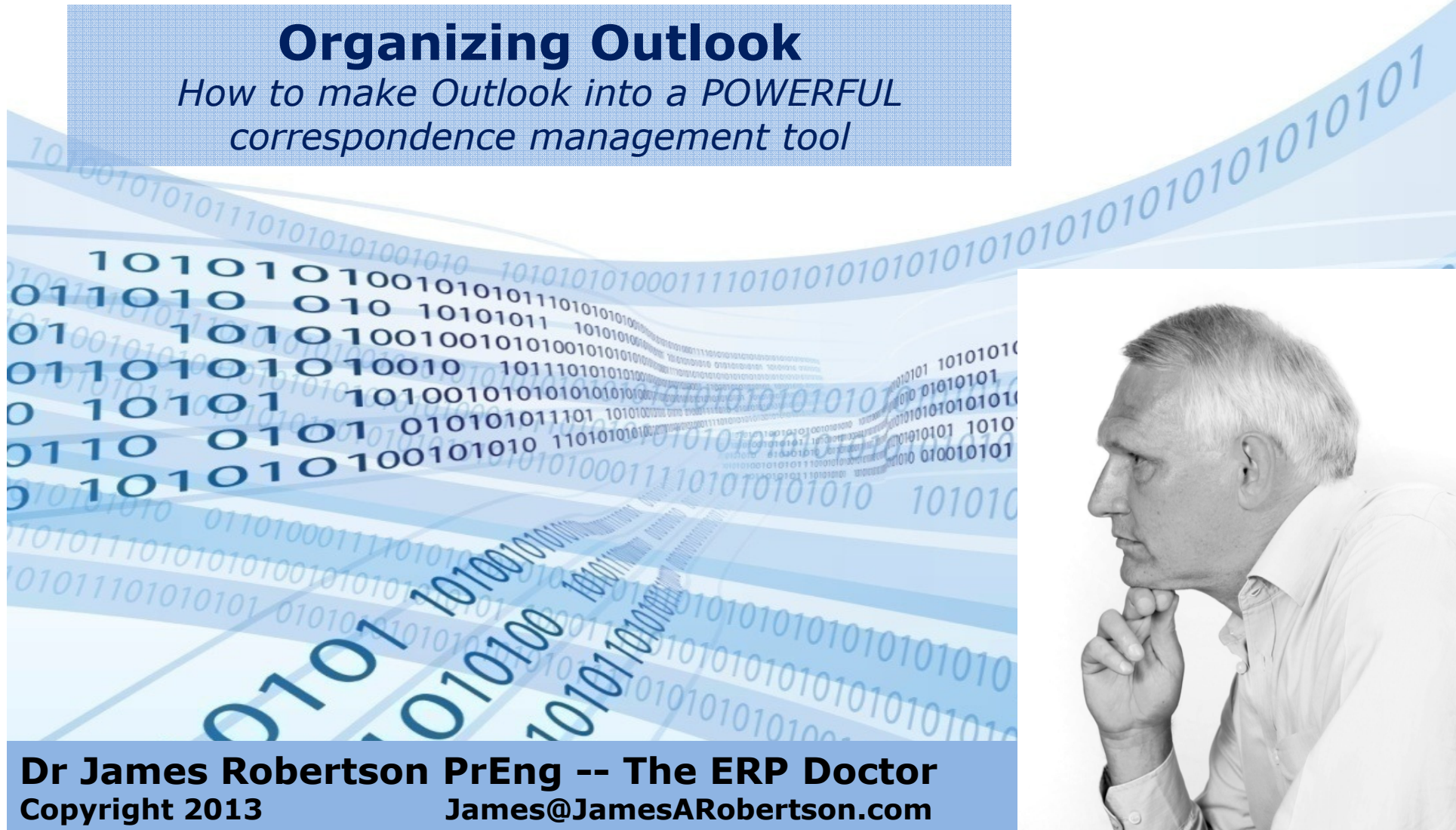


James A Robertson and Associates Effective Strategic Business Solutions



Organizing Outlook

*How to make Outlook into a POWERFUL
correspondence management tool*



Dr James Robertson PrEng -- The ERP Doctor
Copyright 2013 James@JamesARobertson.com

Agenda

Organizing Outlook



1. Basic Principles and Techniques
2. What these Techniques enable
3. More Advanced Techniques
4. Greater Sophistication – when you have a LOT on the go

Agenda

Organizing Outlook



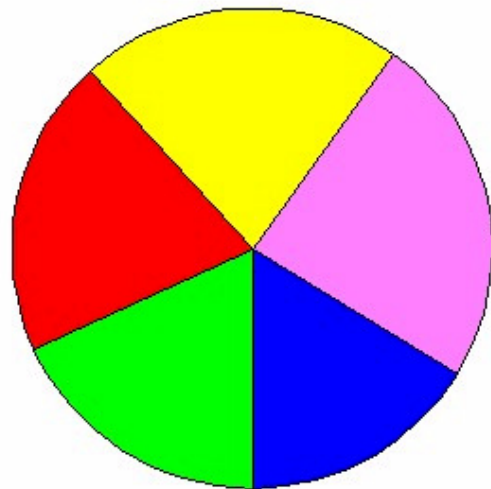
1. Basic Principles and Techniques

Organizing information – Cognitive Span – 7 plus or minus 2

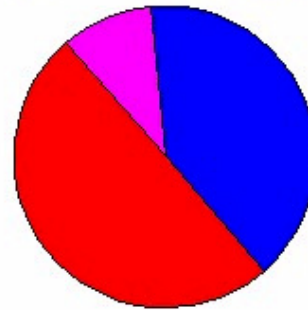


1. Must be easy to grasp
2. Average person can instantly scan and engage with a list of about 5, few can manage more than 9 items
3. If work with a list every day CAN learn a much more complex list but it is significantly sub-optimal, particularly when others have to use your list
4. The cognitive span fundamentally drives hierarchy – it is easier to navigate a logically structured hierarchy of 7 +/- 2 than a long list

Critical principle – constraint and opportunity -- cognitive span



<5 = too few



> 10 = too many



5 TO 10 SLICES OPTIMUM

ABSTRACT THINKING / MANAGEMENT

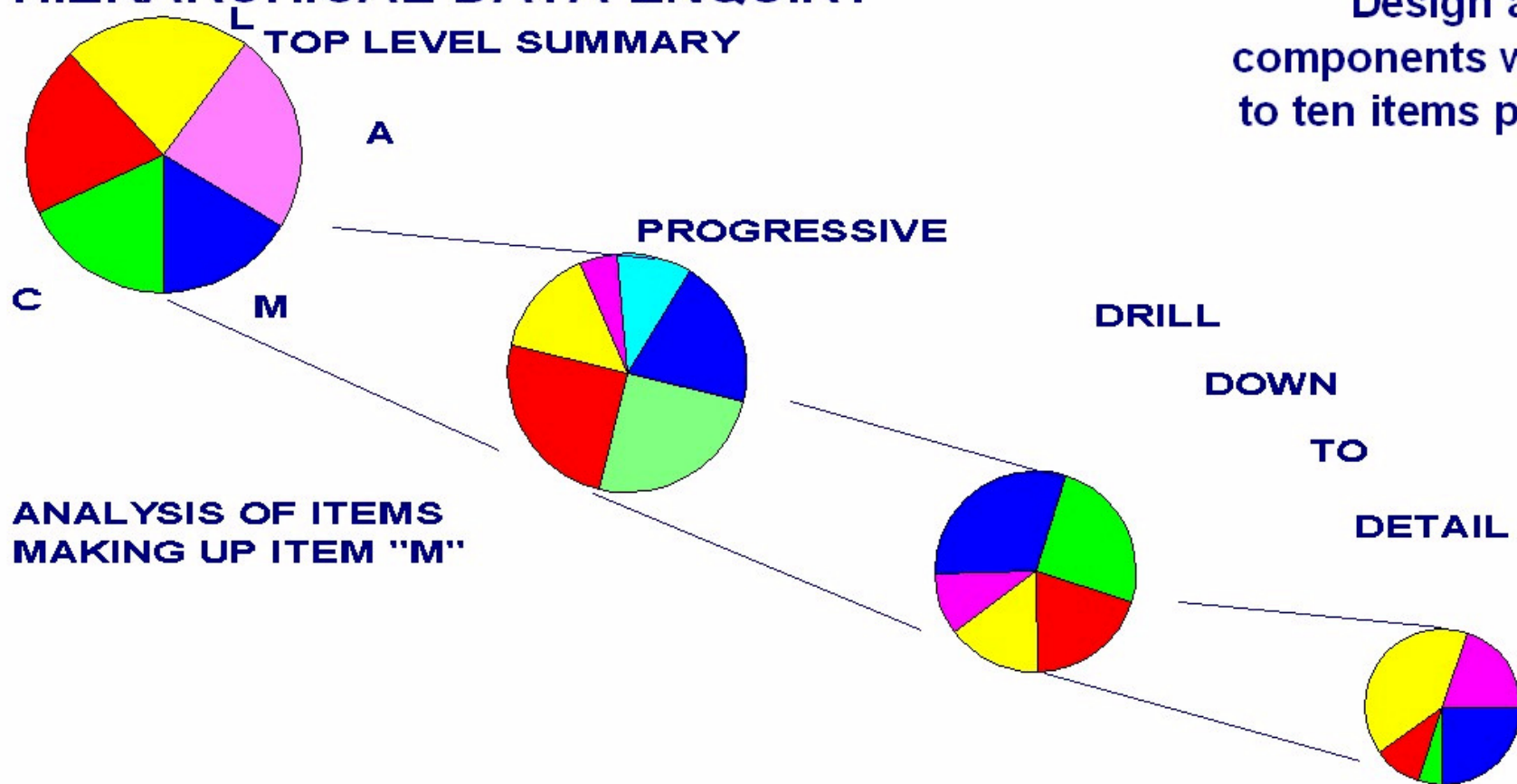
The average person can manage 7 plus or minus 2 distinct areas or concepts

Design the information structure accordingly at every level

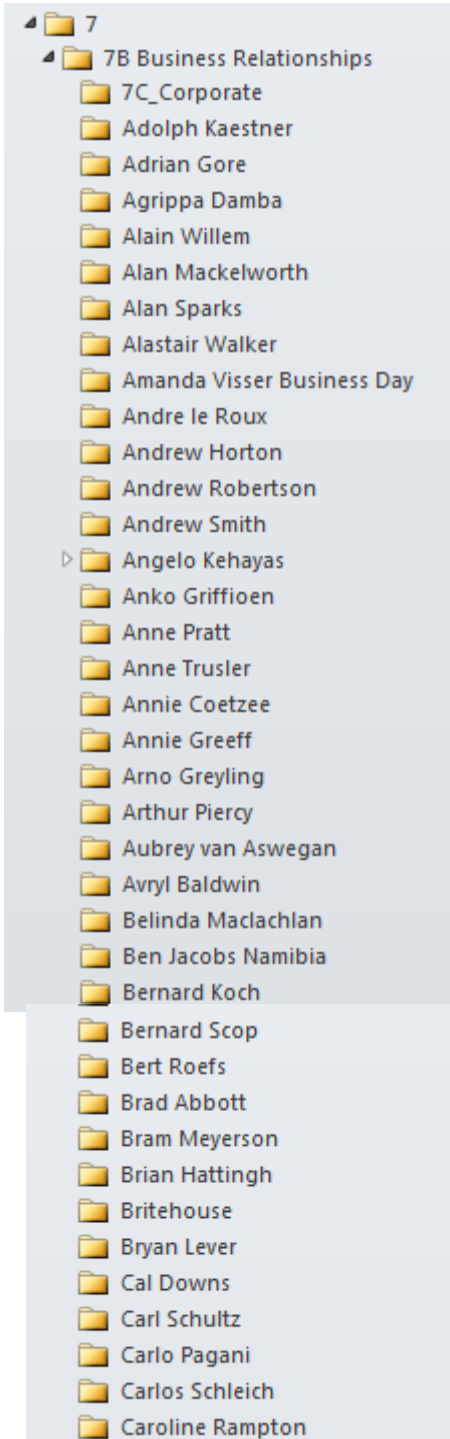
Drill down A function of the content



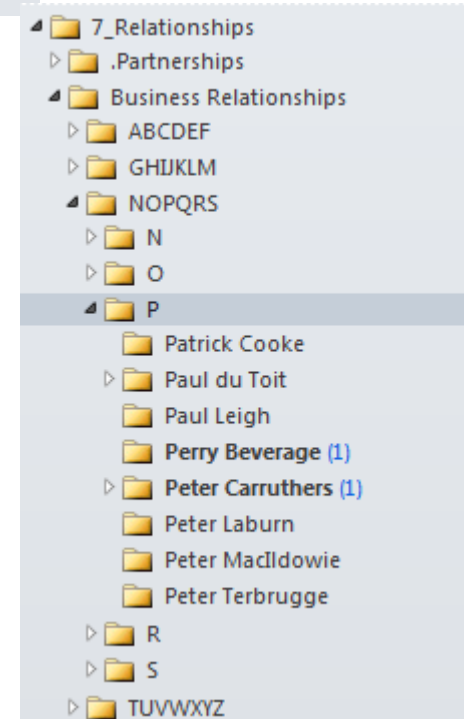
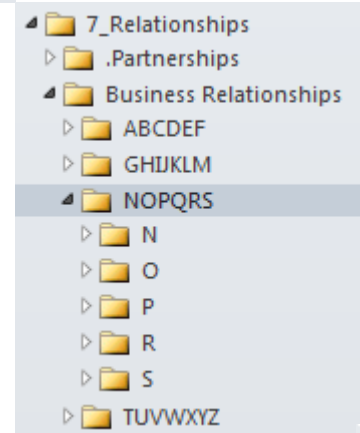
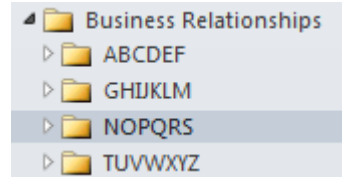
HIERARCHICAL DATA ENQUIRY



Design all components with five to ten items per level



versus



Organizing information – List prioritization



-
1. We naturally engage the top of a list first
 2. Attention dilutes as we work down the list
 3. Put the MOST important categories at the top of the list – different for different organizations and people

Organizing information – List prioritization



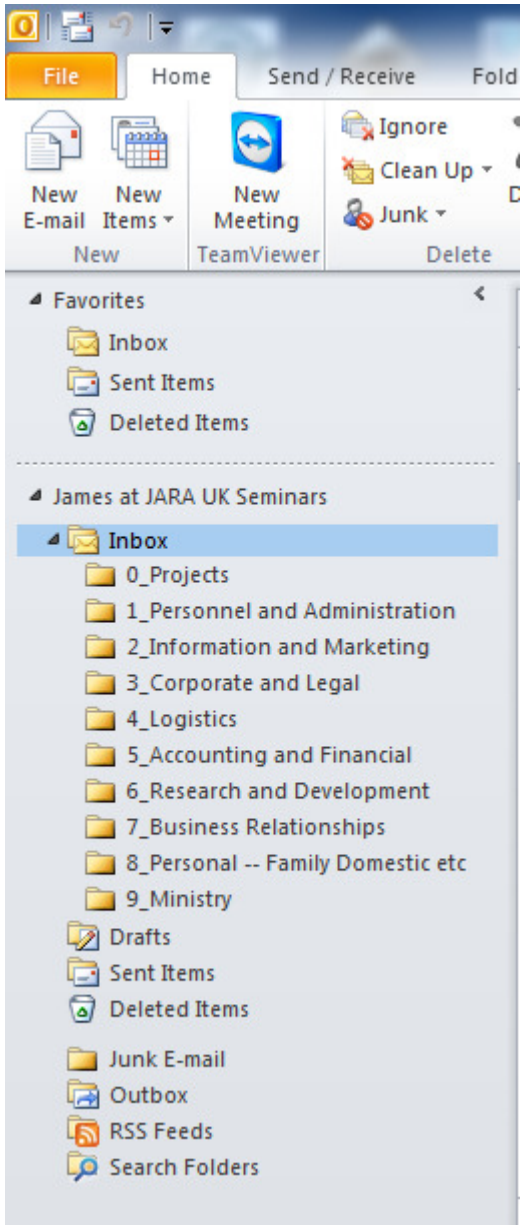
1. Example of Inbox Headline Logic and structure – covers everything – in use for 23 years

1_Personnel and Administration
2_Information and Marketing
3_Corporate and Legal
4_Logistics
5_Accounting and Financial
6_Research and Development
7_Business Relationships
8_Personal -- Family Domestic etc
9_Ministry

Organizing information – Creating the headlines (and the child items)



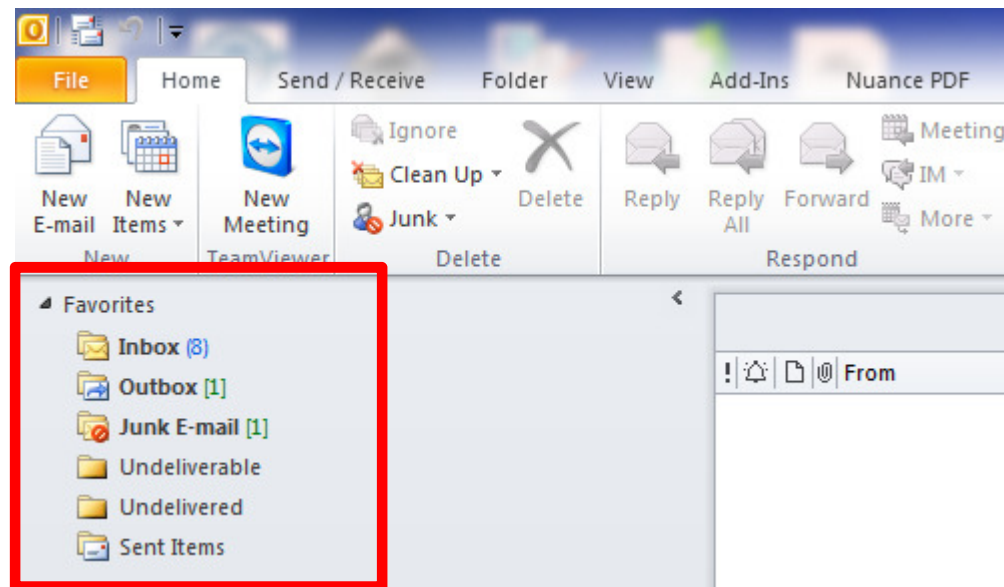
1. Brainstorm a list
2. Write 1 to 9 in the left hand margin of an A4 sheet
3. Write down the major categories in YOUR situation or for your organization if you want to develop a broader standard
4. A set of categories that cover EVERYTHING possible
5. The things that are most important at the top



Organizing information – Organizing your favorites



1. Inbox, Outbox and selected other folders at the top



Organizing information – Adding folders



-
1. Splitting the Inbox up into folders for different topics
 2. The beginnings of a potentially highly sophisticated and powerful filing system

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting Move to: ? To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Send/Receive All Folders

Favorites

- Inbox (1)
- Sent Items
- Deleted Items

James at JARA UK Seminars

- Inbox (1)
- Drafts
- Sent Items
- Deleted Items
- Junk E-mail
- Outbox
- RSS Feeds
- Search Folders

Mail

- Calendar
- Contacts
- Tasks

Search Inbox (Ctrl+E)

From Subject Received Size Categories

Date: Today

- Microsoft Outlook Test Message Mon 9/9/2013 6:02 PM 4 KB

Microsoft Outlook Test Message
Microsoft Outlook <James@UK-Seminars-at-JARA.com>
Sent: None
To: James at JARA UK Seminars

This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.

Microsoft Outlook

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

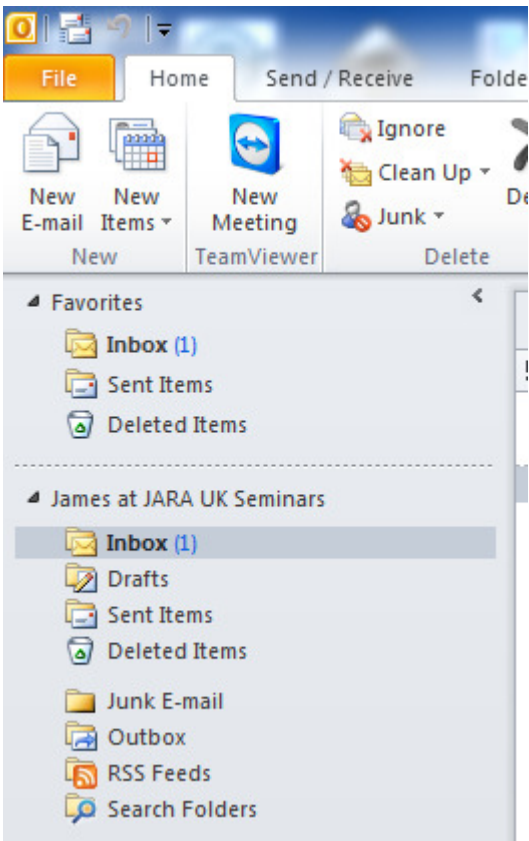
No upcoming appointments.

Arrange By: Flag: Due Date

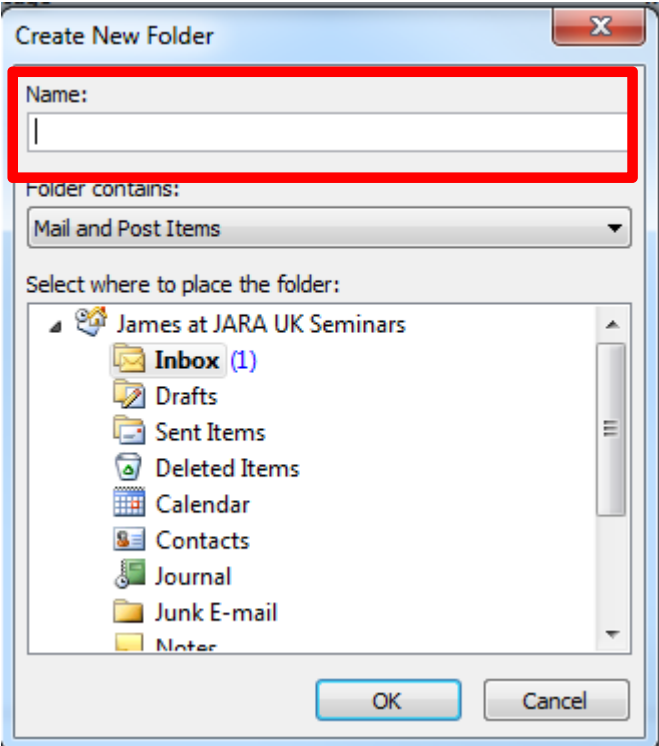
Type a new task

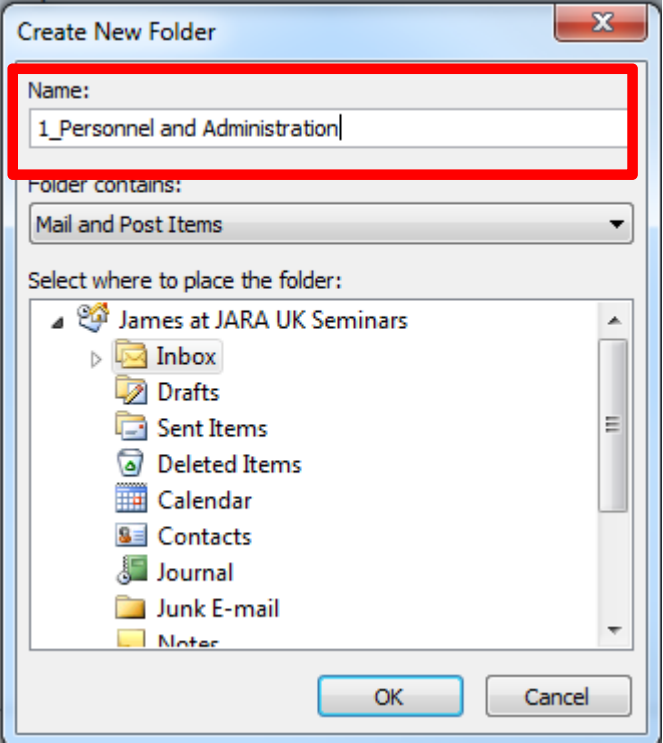
There are no items to show in this view.

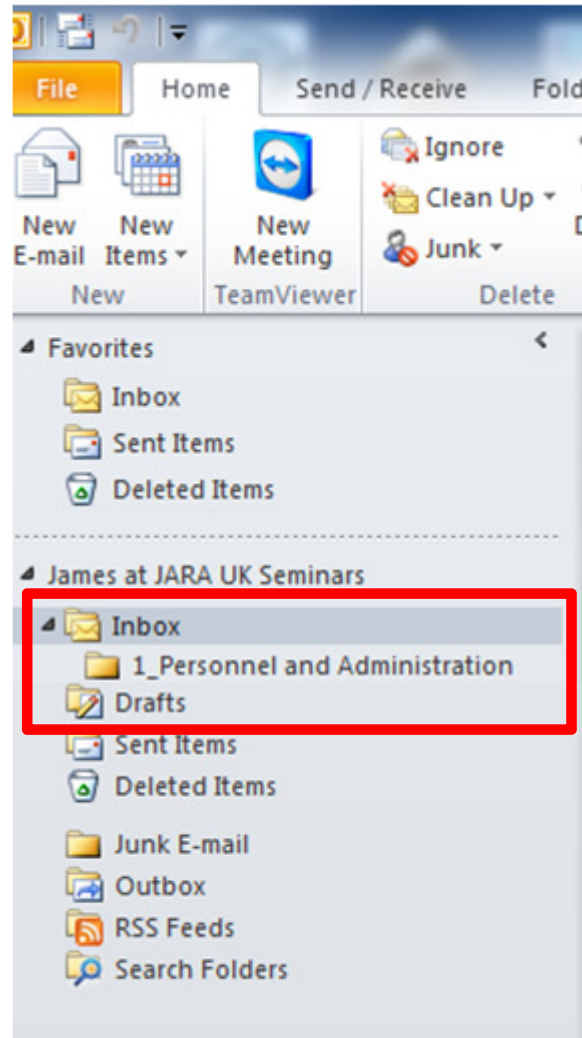
Items: 1 Unread: 1 100%

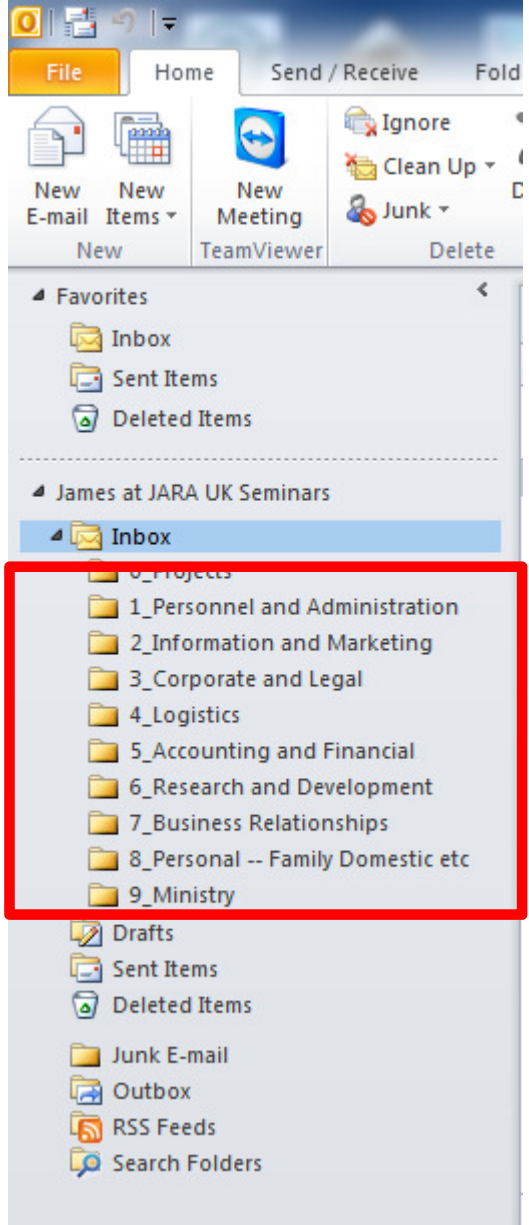


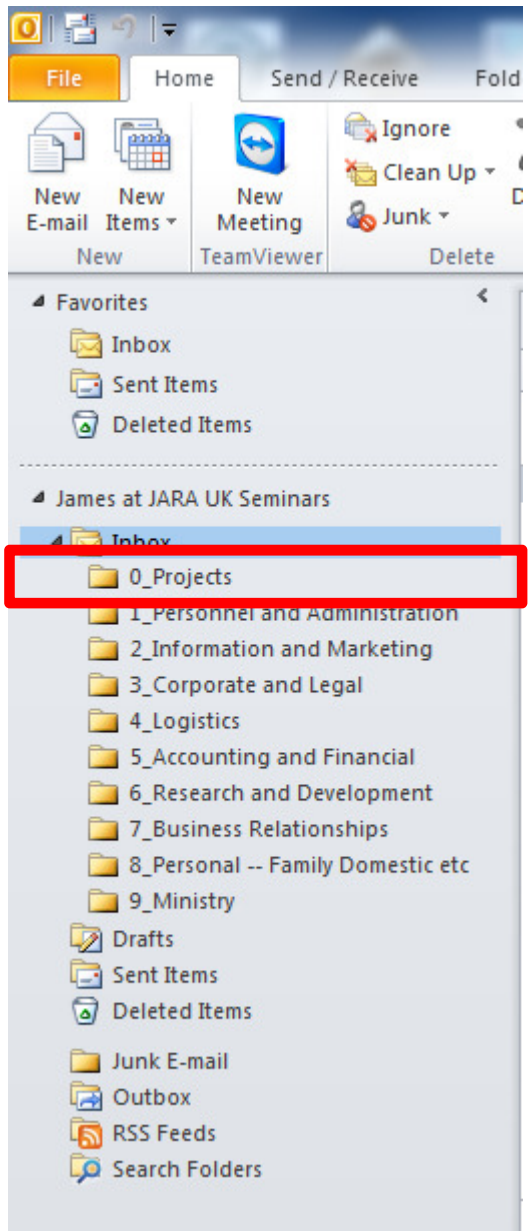
- Right Click
 - New Folder



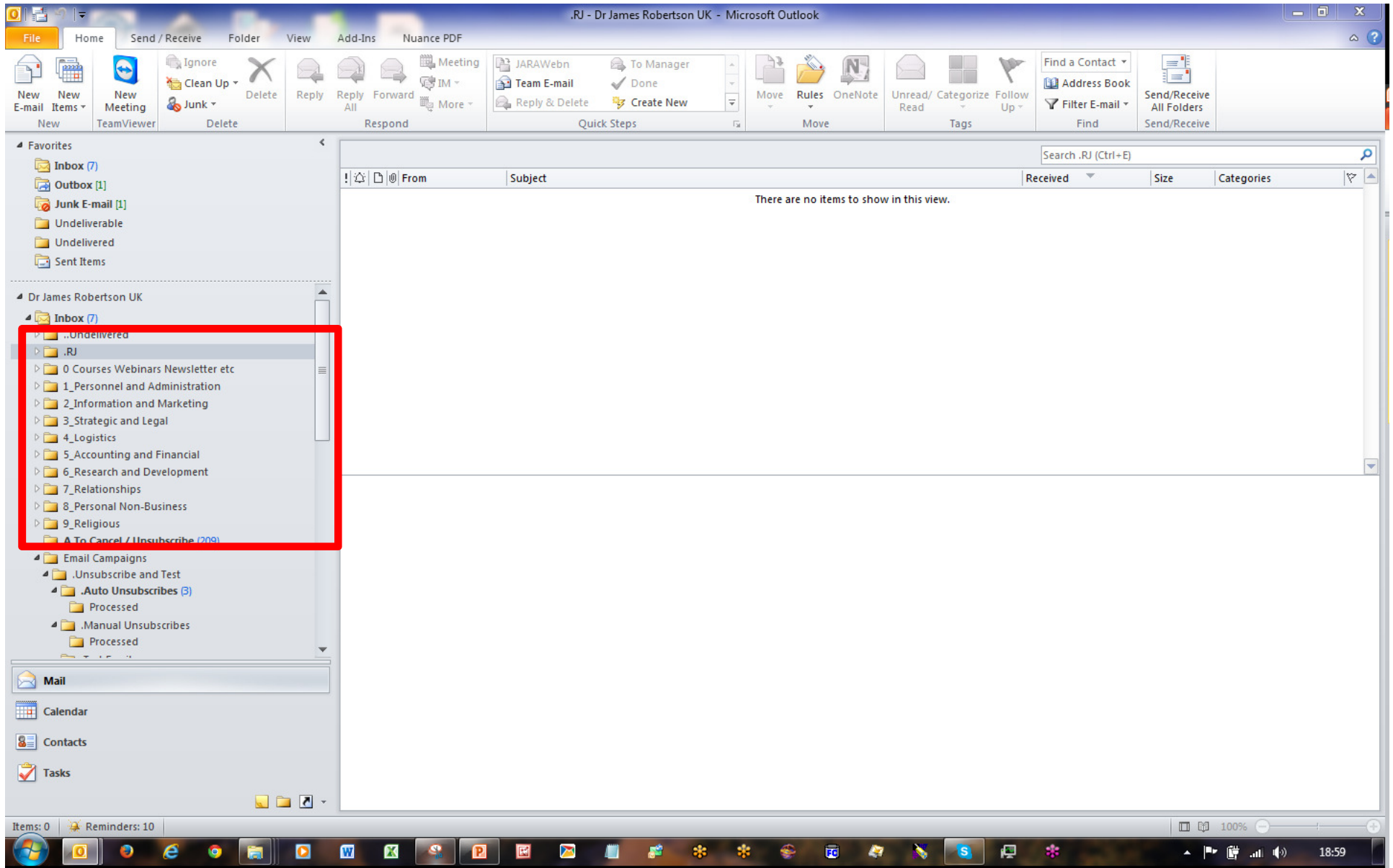








Another example – my actual Inbox – level 1



Organizing information – Basic Inbox Rules



1. File automatically based on the origin of the email – sender email address or words in subject line
2. A simple example
3. Do this for EVERY email in your top level inbox that you want to keep
4. Once you have done it once the rule is applied automatically from then on
5. After a while you will get to the point where your top level inbox contains only new correspondence and junk which you can easily delete

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Junk Delete Reply Reply All Forward More Move to? Team E-mail Reply & Delete To Manager Done Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Send/Receive All Folders Send/Receive

- Favorites
 - Inbox (1)
 - Sent Items
 - Deleted Items
- James at JARA UK Seminars
 - Inbox (1)
 - 0_Projects
 - 1_Personnel and Administration
 - 2_Information and Marketing
 - 3_Corporate and Legal
 - 4_Logistics
 - 5_Accounting and Financial
 - 6_Research and Development
 - 7_Business Relationships
 - 8_Personal -- Family Domestic etc
 - 9_Ministry
 - Drafts
 - Sent Items
 - Deleted Items
 - Junk E-mail
 - Outbox
 - RSS Feeds
 - Search Folders

Search Inbox (Ctrl+E)

From	Subject	Received	Size	Categories
James at JARA ...	Demonstration Message relating to Projects	Mon 9/9/2013 6:37 ...	7 KB	

Microsoft Outlook Test Message
Microsoft Outlook <James@UK-Seminars-at-JARA.com>
You forwarded this message on 9/9/2013 6:36 PM.
Sent: None
To: James at JARA UK Seminars

This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.

See more about: Microsoft Outlook.

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

No upcoming appointments.

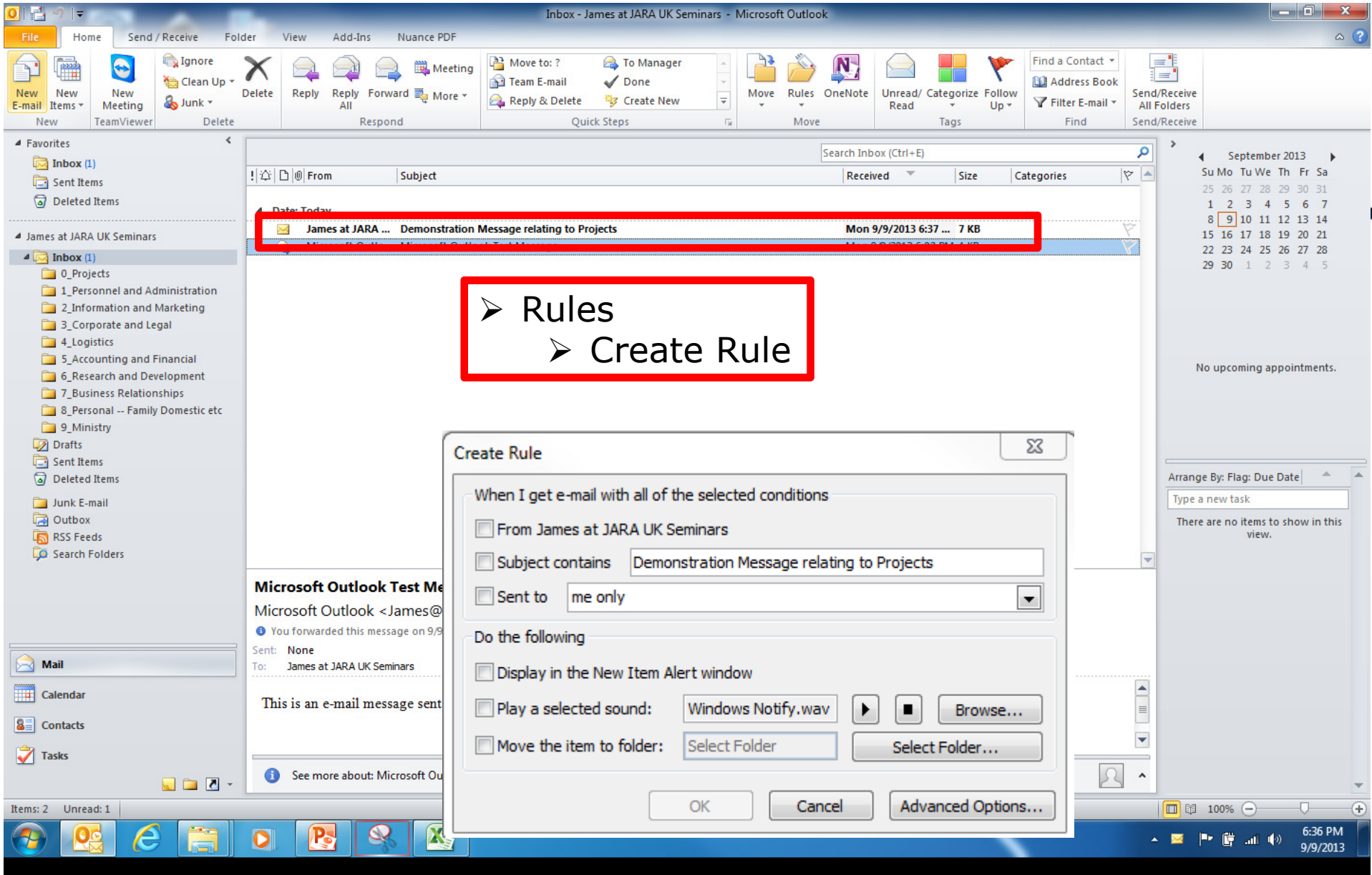
Arrange By: Flag: Due Date

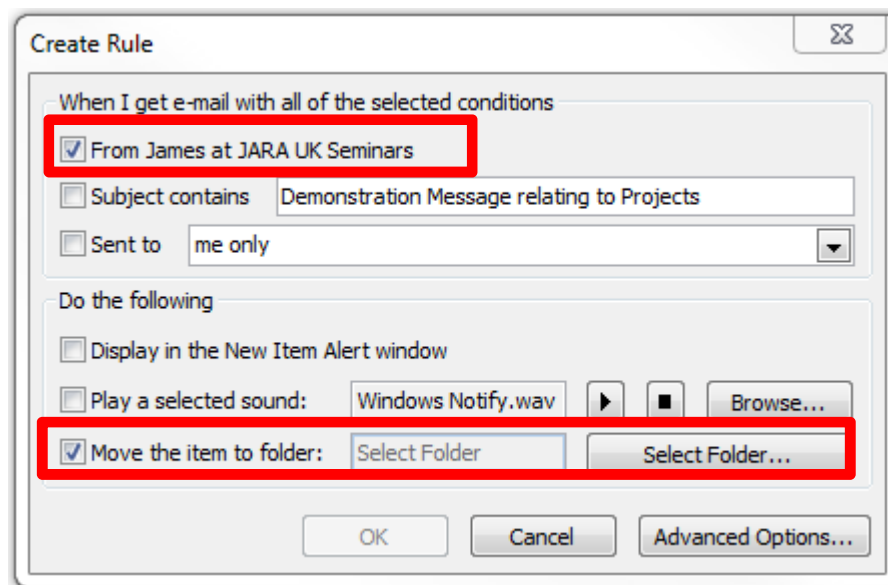
Type a new task

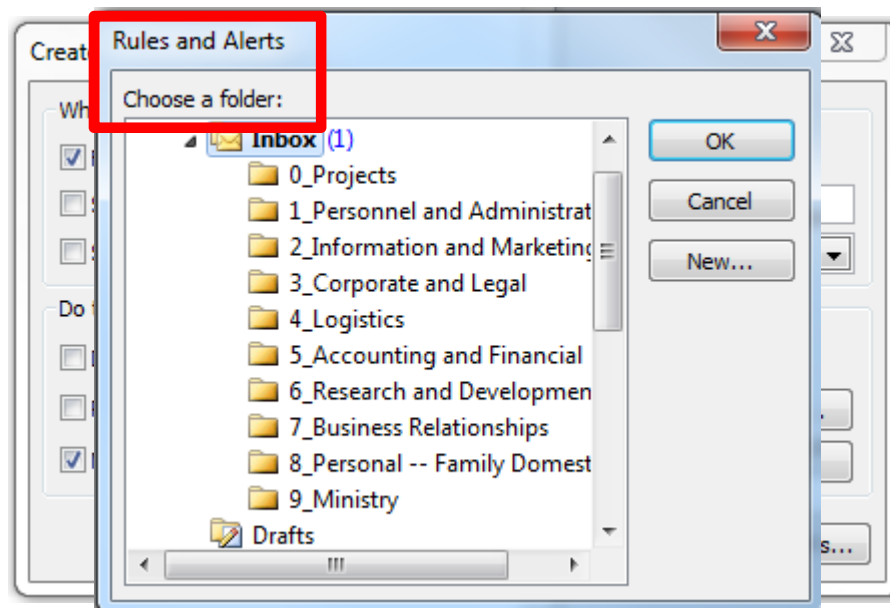
There are no items to show in this view.

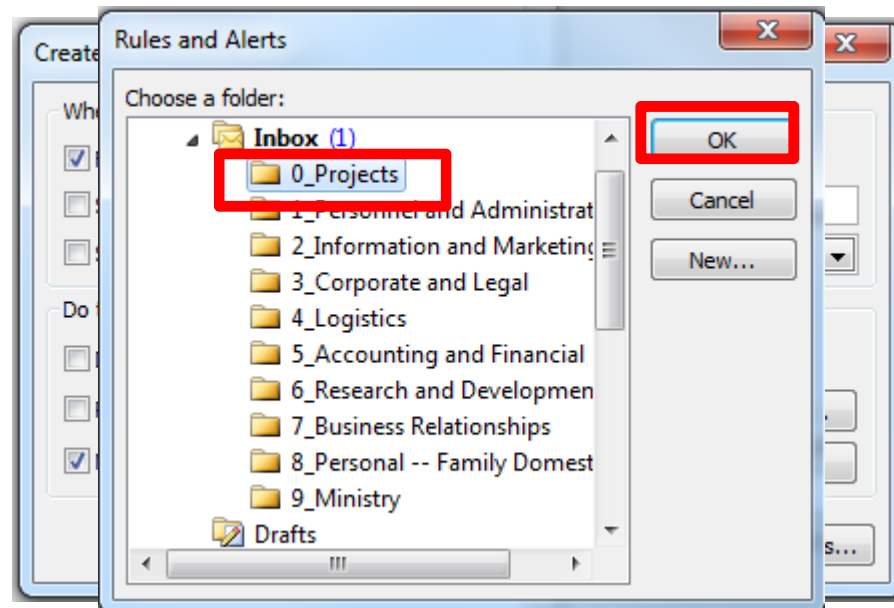
Items: 2 Unread: 1

Windows taskbar with icons for Internet Explorer, Outlook, and other applications. System tray shows 6:36 PM 9/9/2013.











Inbox - James at JARA UK Seminars - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

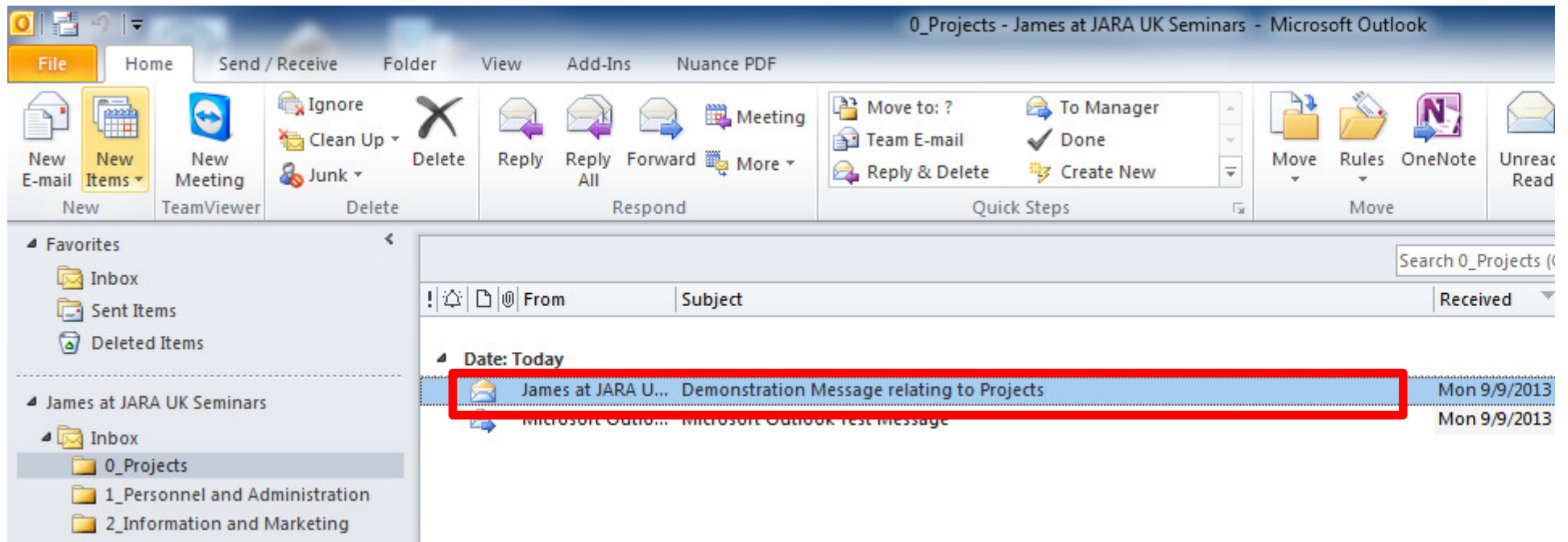
New E-mail New Items New Meeting Clean Up Delete Reply Reply All Forward More Meeting Team E-mail Done Create New Move Rules OneNote Unreacted

Search Inbox (Ctrl+)

From	Subject	Received
There are no items to show in this view.		

Navigation pane: Favorites (Inbox, Sent Items, Deleted Items), James at JARA UK Seminars (Inbox, 0_Projects, 1_Personnel and Administration, 2_Information and Marketing)

Organizing information – Associating emails out with emails in Set-up



Organizing information – Associating emails out with emails in



1. Adopt conventions to ensure that outgoing emails are always stored with incoming emails
2. Putting new outgoing emails in the same folder – always reply to an existing email and delete the contents – that way the new email is in the same folder
3. Create one complete picture

0_Projects - James at JARA UK Seminars - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting More Quick Steps Move Rules OneNote Unreacted

- ▲ Favorites
 - Inbox
 - Sent Items
 - Deleted Items
- ▲ James at JARA UK Seminars
 - ▲ Inbox
 - 0_Projects
 - 1_Personnel and Administration
 - 2_Information and Marketing

Search 0_Projects (

From	Subject	Received
▲ Date: Today		
James at JARA U...	Demonstration Message relating to Projects	Mon 9/9/2013
Microsoft Outlo...	Microsoft Outlook Test Message	Mon 9/9/2013

0_Projects - James at JARA UK

File Home Send / Receive Folder View Add-Ins Nuance PDF

Save As
Save Attachments


Info

Open
Print
Help
Options
Exit


Account Information

James at JARA UK Seminars
POP/SMTP


+ Add Account

 **Account Settings**
Modify settings for this account and configure additional connections.

Account Settings ▾

 **Mailbox Cleanup**
Manage the size of your mailbox by emptying Deleted Items and archiving.

Cleanup Tools ▾

 **Rules and Alerts**
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Manage Rules & Alerts

Outlook Options

General

Mail

Calendar

Contacts

Tasks

Notes and Journal

Search

Mobile

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center



General options for working with Outlook.

User Interface options

Show Mini Toolbar on selection ⓘ

Enable Live Preview ⓘ

Color scheme: Silver ▾

ScreenTip style: Show feature descriptions in ScreenTips ▾

Personalize your copy of Microsoft Office

User name: JARA UK Seminars 2

Initials: JUS2

Start up options

Make Outlook the default program for E-mail, Contacts, and Calendar

Default Programs...

OK

Cancel

Outlook Options

General

Mail

Calendar

Contacts

Tasks

Notes and Journal

Search

Mobile

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

Close original message window when replying or forwarding

Preface comments with: James at JARA UK Seminars

When replying to a message: Include original message text

When forwarding a message: Include original message text

Preface each line in a plain-text message with: >

Save messages

Automatically save items that have not been sent after this many minutes: 3

Save to this folder: Drafts

When replying to a message that is not in the Inbox, save the reply in the same folder

Save forwarded messages

Save copies of messages in the Sent Items folder

Use Unicode format

Send messages

Default Importance level: Normal

Default Sensitivity level: Normal

Mark messages as expired after this many days: 0

Commas can be used to separate multiple message recipients

Automatic name checking

Delete meeting requests and notifications from Inbox after responding

CTRL + ENTER sends a message

Use Auto-Complete List to suggest names when typing in the To, Cc, and Bcc lines

Empty Auto-Complete List

Tracking

Delivery and read receipts help provide confirmation that messages were successfully received. Not all e-mail servers and applications support sending receipts.

OK

Cancel

Outlook Options

General

Mail

Calendar

Contacts

Tasks

Notes and Journal

Search

Mobile

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

Close original message window when replying or forwarding

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When replying to a message that is not in the Inbox, save the reply in the same folder

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Save copies of messages in the Sent Items folder

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Default Importance level: Normal

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Automatic name checking

Delete meeting requests and notifications from Inbox after responding

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Use Auto-Complete List to suggest names when typing in the To, Cc, and Bcc lines

Empty Auto-Complete List

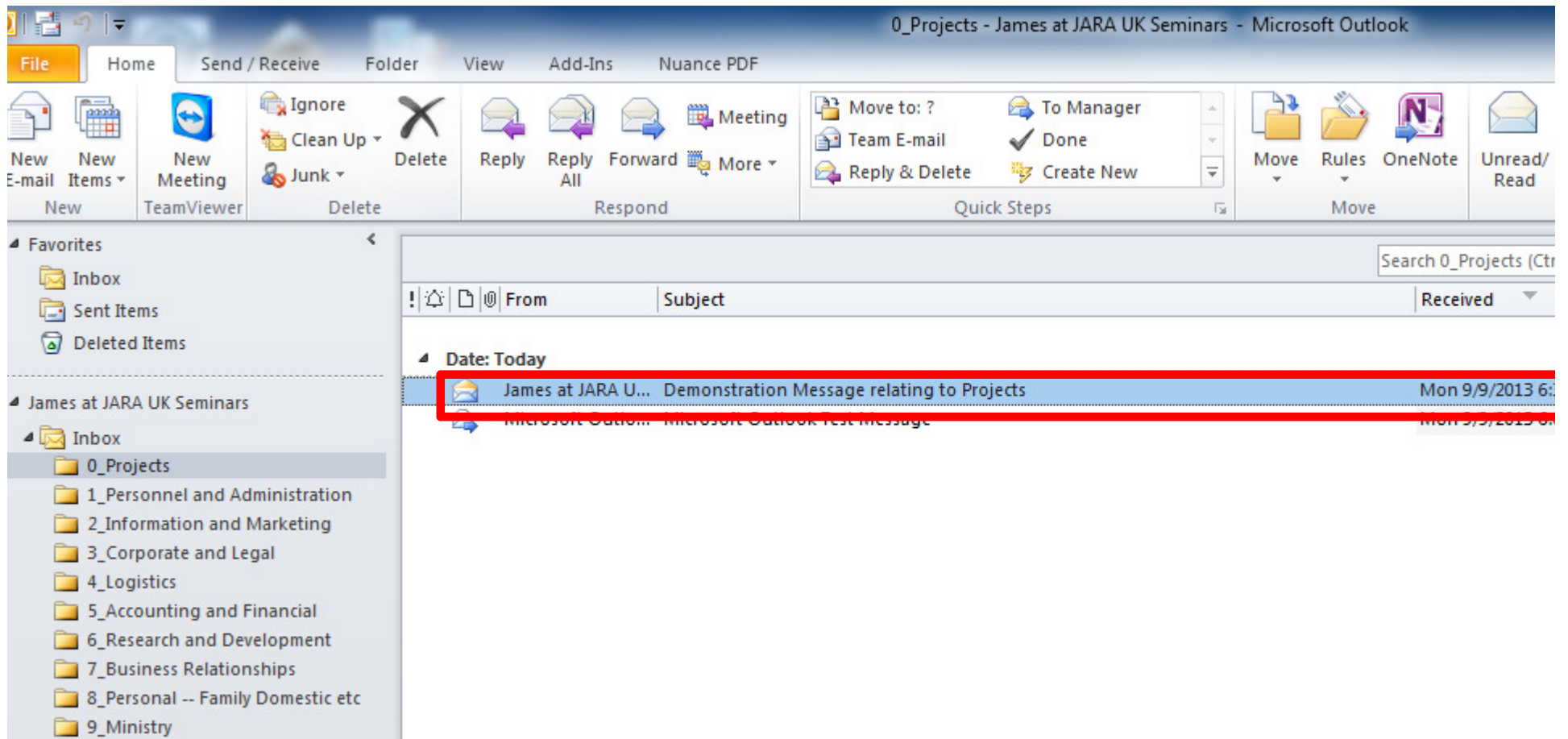
Tracking

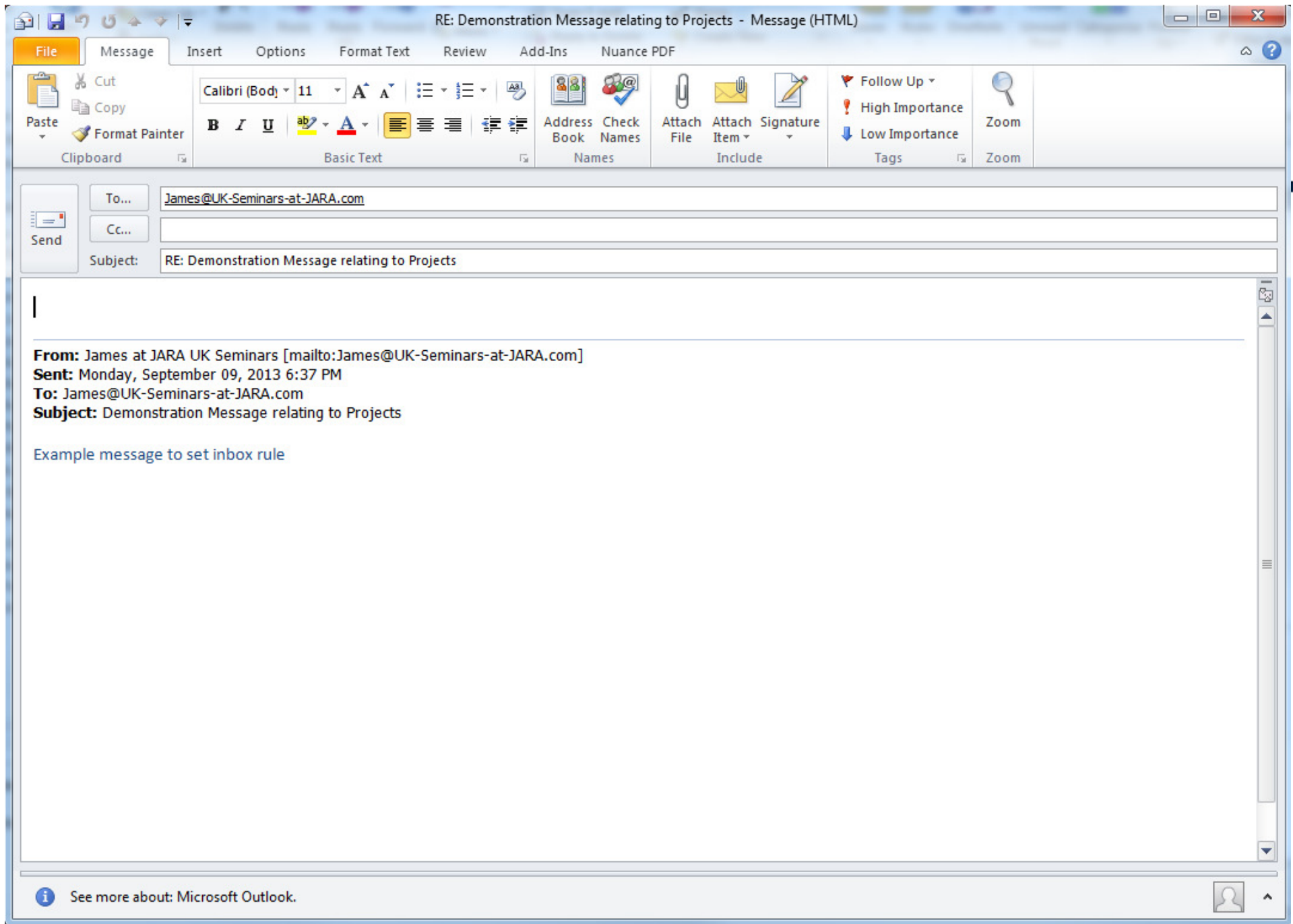
Delivery and read receipts help provide confirmation that messages were successfully received. Not all e-mail servers and applications support sending receipts.

OK

Cancel

Organizing information – Associating emails out with emails in How it works – routine way of working





RE: Demonstration Message relating to Projects - Message (HTML)

File Message Insert Options Format Text Review Add-Ins Nuance PDF

Clipboard: Cut, Copy, Paste, Format Painter

Basic Text: Calibri (Bod) 11, Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Paragraph, Text Color, Background Color, Font Color, Font Size, Font Style, Font Weight, Font Color, Font Size, Font Style, Font Weight

Names: Address Book, Check Names

Include: Attach File, Attach Item, Signature

Tags: Follow Up, High Importance, Low Importance

Zoom: Zoom

To... James@UK-Seminars-at-JARA.com

Cc...

Subject: RE: Demonstration Message relating to Projects

From: James at JARA UK Seminars [mailto:James@UK-Seminars-at-JARA.com]
Sent: Monday, September 09, 2013 6:37 PM
To: James@UK-Seminars-at-JARA.com
Subject: Demonstration Message relating to Projects

Example message to set inbox rule

File Message Insert Options Format Text Review Add-Ins Nuance PDF

Cut Copy Paste Format Painter Clipboard

11 A A Basic Text

Address Book Check Names Names

Attach File Attach Item Include

Signature

Follow Up High Importance Low Importance Tags

Zoom Zoom

Send To... James@UK-Seminars-at-JARA.com

Cc...

Subject: **RE: Demonstration Save in Sending Folder**

From: James at JARA UK Seminars [mailto:James@UK-Seminars-at-JARA.com]
Sent: Monday, September 09, 2013 6:37 PM
To: James@UK-Seminars-at-JARA.com
Subject: Demonstration Message relating to Projects

[Example message to set inbox rule](#)

Send

The screenshot shows the Microsoft Outlook interface. The ribbon at the top is set to 'Task Tools' with the 'Task List' tab selected. The 'File' tab is also visible. The 'Send' button in the ribbon is highlighted with a red box. The left sidebar shows the folder structure, with '0_Projects' selected under the 'Inbox' of 'James at JARA UK Seminars'. The main pane displays a list of messages, with the first message, 'James at JARA U... RE: Demonstration Save in Sending Folder', highlighted with a red box. The date 'Mon 9/9/2013' is visible for this message.

From	Subject	Received
James at JARA U...	RE: Demonstration Save in Sending Folder	Mon 9/9/2013
James at JARA U...	Demonstration Message relating to Projects	Mon 9/9/2013
Microsoft Outlo...	Microsoft Outlook Test Message	Mon 9/9/2013

Receive

The screenshot shows the Microsoft Outlook interface. The title bar reads "0_Projects - James at JARA UK Seminars - Microsoft Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "Add-Ins", and "Nuance PDF". The "Task Tools" tab is active, showing "Task List" and "Arrangement" groups. The "Arrangement" group includes "Categories", "Start Date", "Due Date", "Folder", "Type", and "Importance". The "Task List" group includes "Today", "Next Week", "Tomorrow", "No Date", "This Week", and "Custom". The "Actions" group includes "Move" and "OneNote".

The left sidebar shows the "Favorites" section with "Inbox", "Sent Items", and "Deleted Items". Below it, the "James at JARA UK Seminars" account is expanded to show an "Inbox" folder containing "0_Projects (1)", "1_Personnel and Administration", "2_Information and Marketing", "3_Corporate and Legal", "4_Logistics", "5_Accounting and Financial", "6_Research and Development", and "7_Business Relationships".

The main pane shows an email list with columns for "From", "Subject", and "Received". The list is filtered by "Date: Today". A red box highlights the first two messages:

From	Subject	Received
James at JARA ...	RE: Demonstration Save in Sending Folder	Mon 9/9/2013
James at JARA U...	RE: Demonstration Save in Sending Folder	Mon 9/9/2013
James at JARA U...	Demonstration Message relating to Projects	Mon 9/9/2013
Microsoft Outlo...	Microsoft Outlook Test Message	Mon 9/9/2013

Agenda

Organizing Outlook



1. Basic Principles and Techniques
- 2. What these Techniques enable**

What these techniques enable -- Ease of navigation – go directly to the appropriate folder



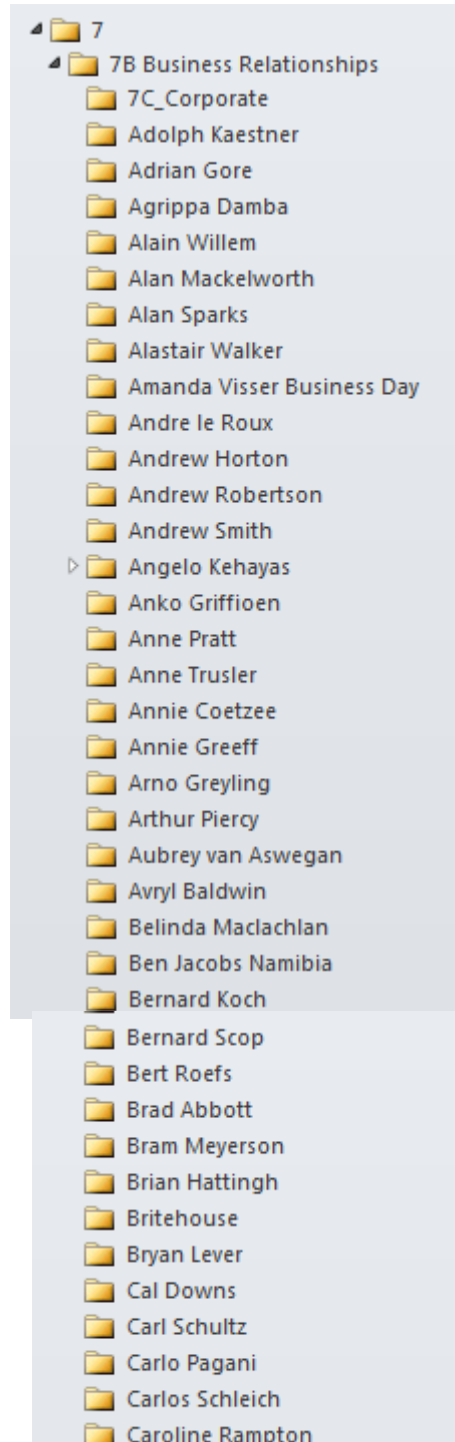
- i. Ease of navigation
- ii. Know exactly where to find things
- iii. Over time you build the hierarchy that works for you
- iv. OR you set a corporate standard and invest time in setting up standards for the whole enterprise

- Business Relationships
 - ABCDEF
 - GHIJKL
 - NOPQRS**
 - TUVWXYZ

- 7_Relationships
 - .Partnerships
 - Business Relationships
 - ABCDEF
 - GHIJKL
 - NOPQRS**
 - N
 - O
 - P
 - R
 - S
 - TUVWXYZ

- 7_Relationships
 - .Partnerships
 - Business Relationships
 - ABCDEF
 - GHIJKL
 - NOPQRS
 - N
 - O
 - P**
 - Patrick Cooke
 - Paul du Toit
 - Paul Leigh
 - Perry Beverage (1)**
 - Peter Carruthers (1)
 - Peter Laburn
 - Peter MacIldowie
 - Peter Terbrugge
 - R
 - S
 - TUVWXYZ

Long alphabetic lists -- NOT the right way

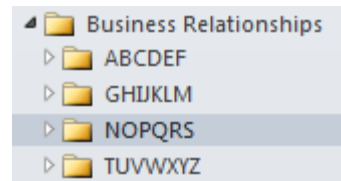














- Chrisin matroos
- Chris Boshoff
- Chris Edeling
- Chris Holden
- Chris Job
- Chris Kehayas
- Chris Reay
- Chris Williams
- Chris Yelland
- Claudius van Wyk
- Clem Sunter
- Clive Kangisser
- Clive Kaplan
- Cobus Valentine
- Colette Symanowitz
- Colleen Larsen
- Cynthia Schoeman
- Dale Rosenburg
- Dan Poynter
- Dan Remenyi
- Daniel Yar Hamidi
- Dave Campbell
- Dave Evans
- Dave Harraway
- David Graham
- David Jordaan
- Dawie Botha
- Dean McClelland
- Debbie Dickson ABSA
- Dennis Mansfield
- Dennis S
- Denton van Niekerk
- Deon Govender
- Deon van Zyl
- Diane Norton
- Dolf Kaestner
- Doug Leather

Page down 8 x to find the right folder

- Duncan McLeod
- Eric Meyers

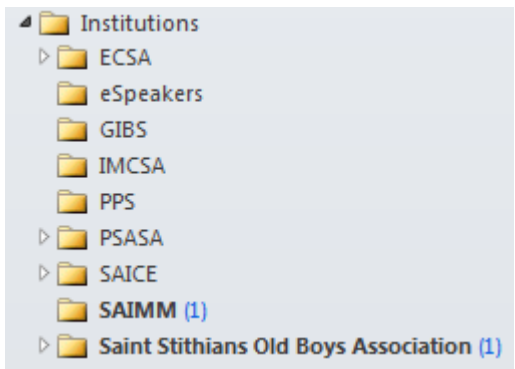
What these techniques enable -- Ease of navigation



























- 4  7_Relationships
 - ▷  .Partnerships
 - 4  Business Relationships
 - ▷  ABCDEF
 - ▷  GHIJKL
 - 4  NOPQRS
 - ▷  N
 - ▷  O
 - ▷  P
 - ▷  R
 - ▷  S
 - ▷  TUVWXYZ

- ▲ 7_Relationships
 - ▷ .Partnerships
 - ▲ Business Relationships
 - ▷ ABCDEF
 - ▷ GHIJKLM
 - ▲ NOPQRS
 - ▷ N
 - ▷ O
 - ▲ P
 - ▷ Patrick Cooke
 - ▷ Paul du Toit
 - ▷ Paul Leigh
 - ▷ Perry Beverage (1)
 - ▷ Peter Carruthers (1)
 - ▷ Peter Laburn
 - ▷ Peter MacIldowie
 - ▷ Peter Terbrugge
 - ▷ R
 - ▷ S
 - ▷ TUVWXYZ

- ▲ 7_Relationships
 - ▷ .Partnerships
 - ▲ Business Relationships
 - ▷ ABCDEF
 - ▷ GHIJKLM
 - ▲ NOPQRS
 - ▷ N
 - ▷ O
 - ▲ P
 - ▷ Patrick Cooke
 - ▷ Paul du Toit
 - ▷ Paul Leigh
 - ▷ Perry Beverage (1)
 - ▲ Peter Carruthers (1)
 - ▷ Petes Weekly
 - ▷ Peter Laburn
 - ▷ Peter MacIldowie
 - ▷ Peter Terbrugge
 - ▷ R
 - ▷ S
 - ▷ TUVWXYZ



- ▲  4_Logistics
 - ▷  Event Services
 - ▷  Hardware
 - ▷  Services
 - ▷  Software
 - ▷  Suppliers
 - ▷  Telecommunications
 -  Transport
 - ▷  Travel
 - ▷  Venues
- ▲  5_Accounting and Financial
 - ▷  Accounting
 - ▷  Banks
 - ▷  Book keeping
 - ▷  Creditors
 - ▷  Insurance
 - ▷  Payment Portals
 - ▷  Tax
 - ▷  Venture Capital

- ▲  RJ
- ▷  RJ114
- ▷  RJ116
- ▷  RJ117
- ▷  RJ118

What these techniques enable -- Complete record of ALL correspondence in ONE folder



1. All emails sent out in designated folder – your discipline
2. All emails received in same folder – inbox rules
3. All replies in same folder – automatic
4. The complete record in ONE place ALWAYS

RJ117763_Transport Holdings - Dr James Robertson UK - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Clean Up Delete Reply Reply All Forward Meeting IM More JARAWebn To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Unread

Favorites

- Inbox (8)
- Outbox (1)
- Junk E-mail (2)
- Undeliverable
- Undelivered
- Sent Items

Dr James Robertson UK

- Inbox (8)
 - ..Undelivered
 - .RJ
 - RJ116
 - RJ117
 - RJ1172
 - RJ1176
 - RJ1177
 - Cape Union Mart
 - Forge Group
 - RJ117763_Transport Holdings (2)**
 - Pending
 - Value Add
 - RJ117781_Umgeni Water
 - Sasol Gordon Johnstone
 - Wits Business School
 - RJ118
 - 0 Courses Webinars Newsletter etc
 - Pulse Measurement
 - RSA Seminars

	From	Subject
	Sherman	Read: Next steps with regard to the definition of customization to fit Transport Hold
	Dr James	SMS Solution
	Dr James	Concerns with regard to Project Management
	Dr James	Next steps with regard to the definition of customization to fit Transport Holdings
	Dr James	FW: The Power of an Executive with a Blank Sheet of Paper
	Dr James	FW: Case Studies regarding Strategic Value
	Dr James	Sessions with further third parties
	Dr James	The Power of an Executive with a Blank Sheet of Paper
	Dr James	Case Studies regarding Strategic Value
	Sherman	Read: Chart of Accounts export fro transport Holdings
	James @ J	RE: Tyre Management Systems
	James @ J	FW: Tyre Management Systems
	Dr James	RE: SPAR Sundry Charges (Transport Holdings)
	Dr James	RE: SPAR Sundry Charges (Transport Holdings)
	Leo Gover	RE: SPAR Sundry Charges (Transport Holdings)
	Sherman	Accepted: Weekly project meeting Anthony, Shem, Reggie, Tersia and Wilhelm -- by C
	Anne Cur	SPAR Sundry Charges (Transport Holdings)
	jacques_v	Tyre Management Systems
	Anthony L	Accepted: Weekly project meeting Anthony, Shem, Reggie, Tersia and Wilhelm -- by C
Date: Two Weeks		
	Wilhelm C	Accepted: Weekly project meeting Anthony, Shem, Reggie, Tersia and Wilhelm -- by C
	Dr James	Weekly project meeting Anthony, Shem, Reggie, Tersia and Wilhelm -- by GoToMeeti
	Dr James	Feedback on debrief with Leo and Michael
	Dr James	FW: SMS Tracking
	Dr James	FW: Driver Status Reporting using cell phones as the information delivery platform
	Dr James	Feedback on debrief with Reggie

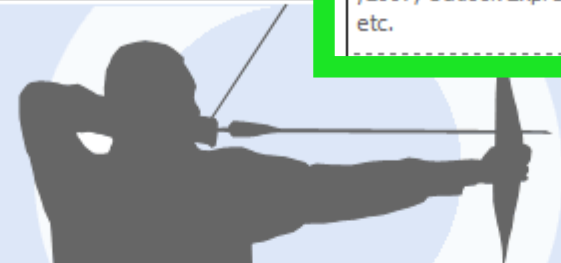
What these techniques enable -- Extracting focused mailing lists



1. Email addresses in a particular folder relate to a particular topic
2. Once the hierarchy is right the email addresses in a particular leg of the hierarchy relate to a broader topic or interest and therefore group of people
3. Tweak Marketing Outlook Address Extractor
 - i. Select exactly the folders you want
 - ii. Extract into Excel, clean as necessary
 - iii. Separate out first and last name if required
 - iv. Be aware of cc's – may be some surprises – may be a bonus in some cases, negative in others
 - v. Use with Group Mail or similar for targeted mailings



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- Support
- Price & Ordering
- Partners
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Solutions that work for you and your business

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10:00 - 18:00 (business days)

Mailbox Processing Solutions 2009

Email Addresses Processor 2009
Non-exclusive license to use this program on one computer (i.e. a single CPU), for any legal purpose, at a time.

£ 49,95
£ 34,97

Extract email addresses from various email client/server databases such as **MS Exchange**, MS Outlook XP/2003 /2007, Outlook Express, Windows Mail, Thunderbird, TheBat etc.

Add To Cart

Email Address Processor 2009

Email Address Processor 2009 v.1.62 has been released. Update it now.

download >>

- ### Overview
- Outlook Extraction Suite
 - **Address Extractor**
 - Messages Extractor
 - Attachments Extractor
 - Screenshots
 - Download
 - Price & Ordering

Home / Products / Outlook Extraction Suite 2007

Outlook Address Extractor 2007



With Outlook Address Extractor 2007 you can **extract email addresses and names from the Microsoft Outlook and Microsoft Outlook Express folders** to organize your address book.

Outlook Address Extractor is very effective and convenient decision for e-commerce companies which want to have the lists of actual e-mail addresses. This program will help you to make lists of your clients based on your correspondence data and export its to text files or Microsoft Excel worksheet.

Outlook Address Extractor is a very effective and reliable tool. Using Outlook Address Extractor considerably reduces time for processing the postal bases of in comparison with manual or semi-automatic processing and it completely excludes the mistakes.

Outlook Address Extractor 2007 has the friendly graphic interface and the easy to use wizard will help you to extract emails from the Microsoft Outlook folders by several mouse clicks

Features:

- Supports Microsoft Outlook and Microsoft Outlook Express

First time here?

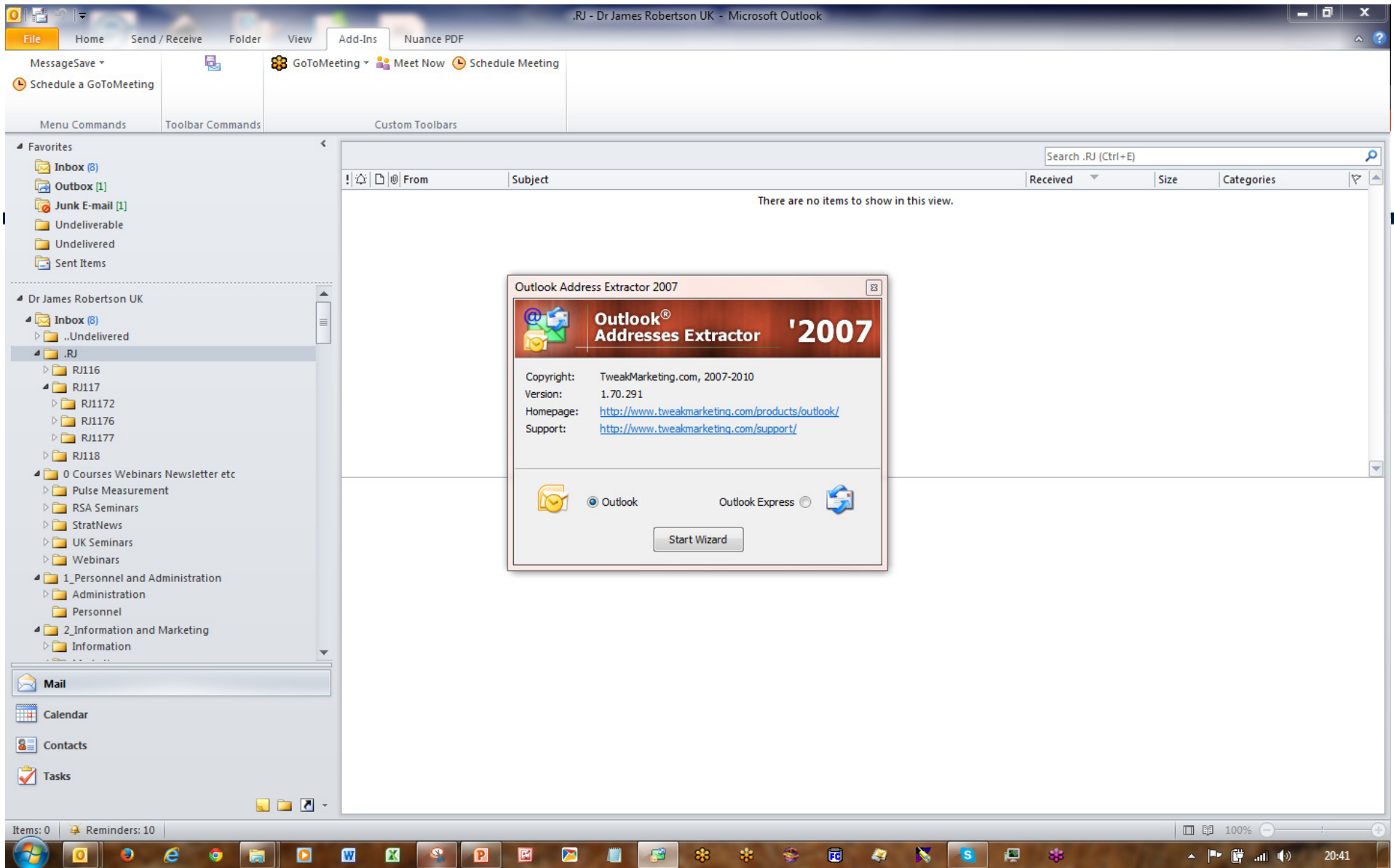
These links can be useful for you

- F.A.Q. section
- Online documentation
- Looking for local integrator/reseller?
- Want to be our partner?

Current version: **1.83**
Date: **30 May 2013**

Download trial

Ordering page



http://www.tweakmarketing.com/products/outlook/address_extractor.php

File Home Send / Receive Folder View Add-Ins Nuance PDF

MessageSave ▾
Schedule a GoToMeeting

GoToMeeting ▾ Meet Now Schedule Meeting

Menu Commands Toolbar Commands Custom Toolbars

- Favorites
 - Inbox (8)
 - Outbox (1)
 - Junk E-mail (1)
 - Undeliverable
 - Undelivered
 - Sent Items
- Dr James Robertson UK
 - Inbox (8)
 - ..Undelivered
 - .RJ
 - RJ116
 - RJ117
 - RJ1172
 - RJ1176
 - RJ1177
 - RJ118
 - 0 Courses Webinars Newsletter etc
 - Pulse Measurement
 - RSA Seminars
 - StratNews
 - UK Seminars
 - Webinars
 - 1_Personnel and Administration
 - Administration
 - Personnel

! | ☆ | 📄 | @ | From Subject

There are no items to show in this

Outlook Address Extractor 2007

Select the Outlook Folder Name

Page 2 of 6

To extract e-mail addresses from Outlook messages, you should specify a "Messages Folder Name" where the messages are stored. If you would like to extract the emails addresses from the subfolders too, select "checked" an option "Process Subfolders".

Messages Folder Name: **Select ...**

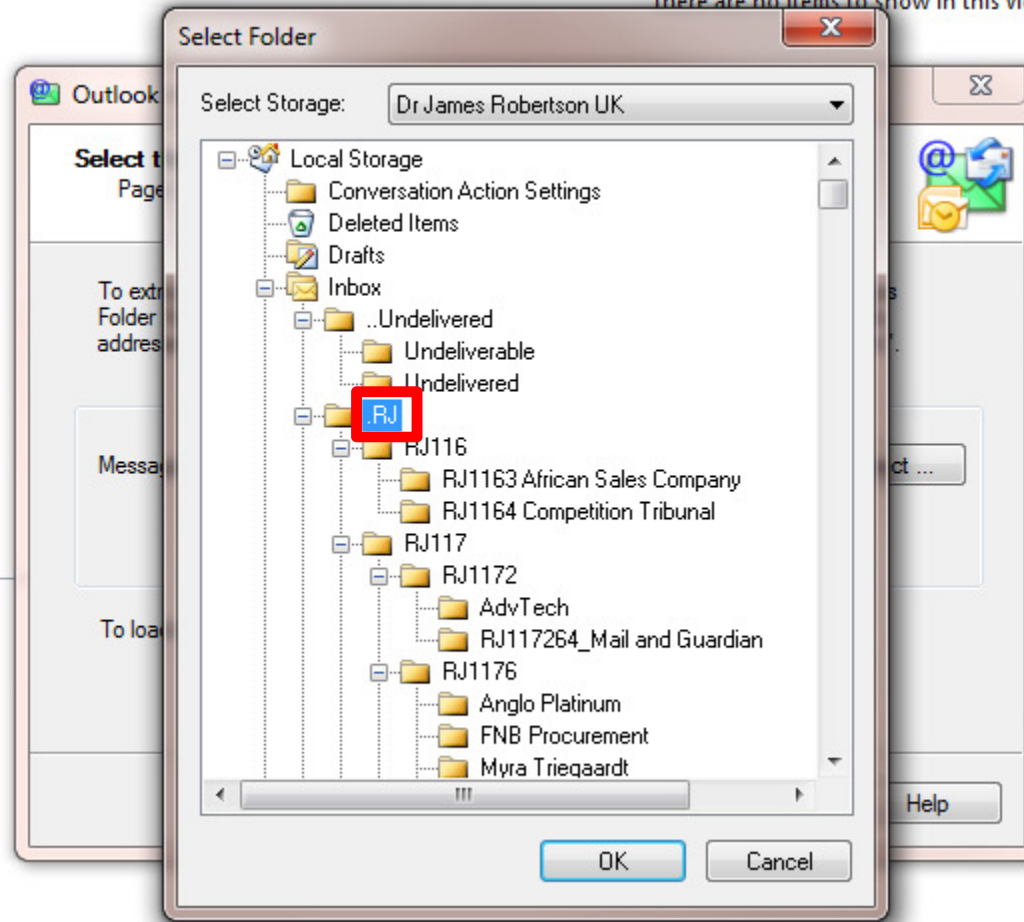
Process Subfolders
 Process Only New Messages

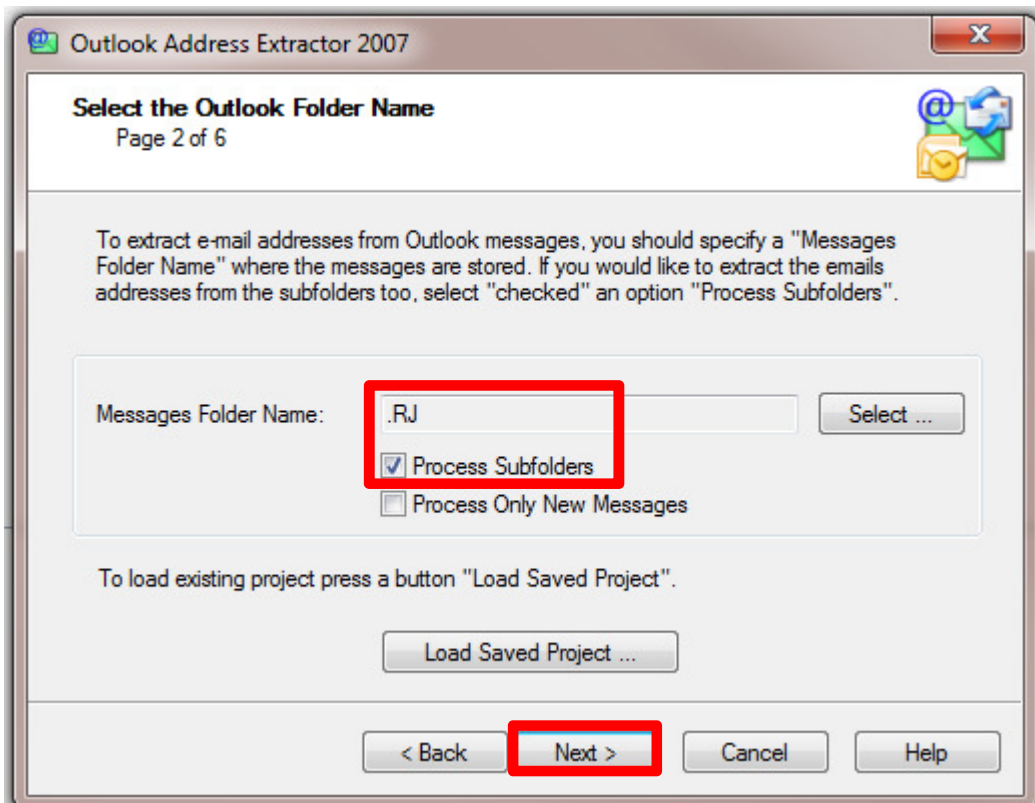
To load existing project press a button "Load Saved Project".

Load Saved Project ...

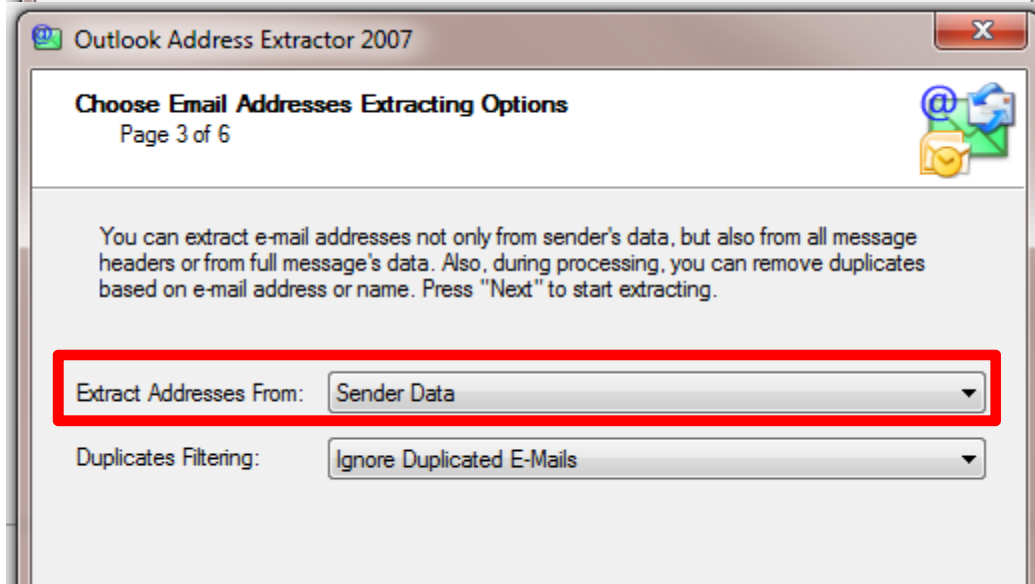
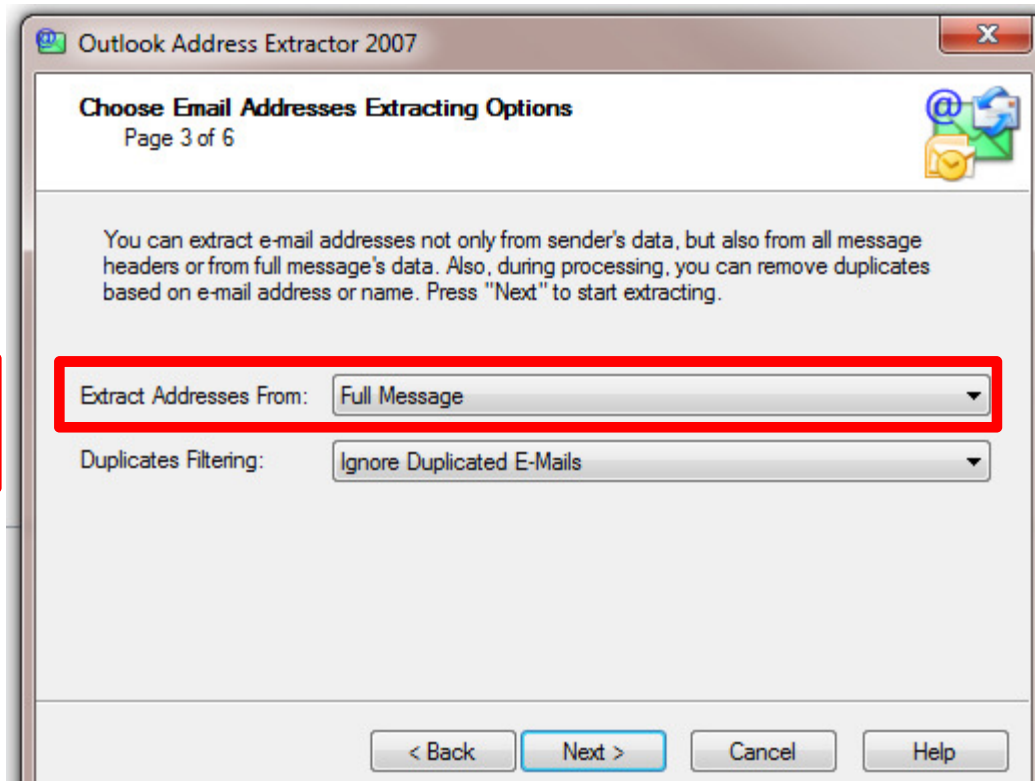
< Back Next > Cancel Help

There are no items to show in this view.





Various
Criteria



Outlook Address Extractor 2007

Choose Email Addresses Extracting Options

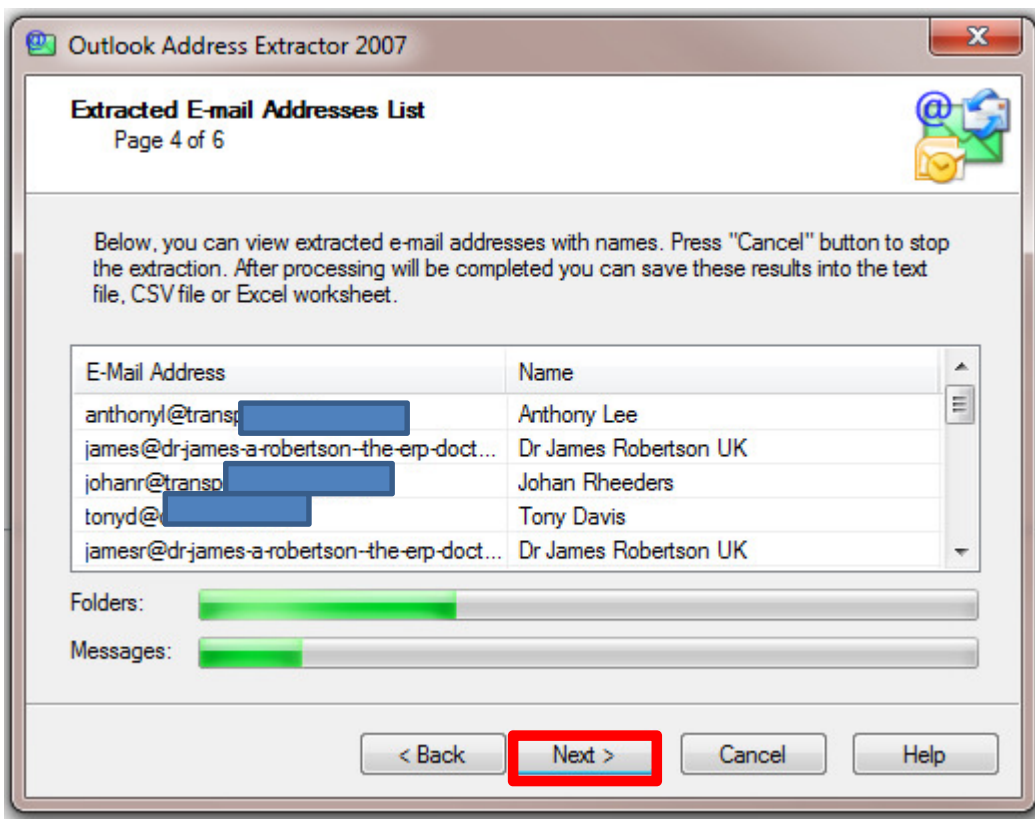
Page 3 of 6

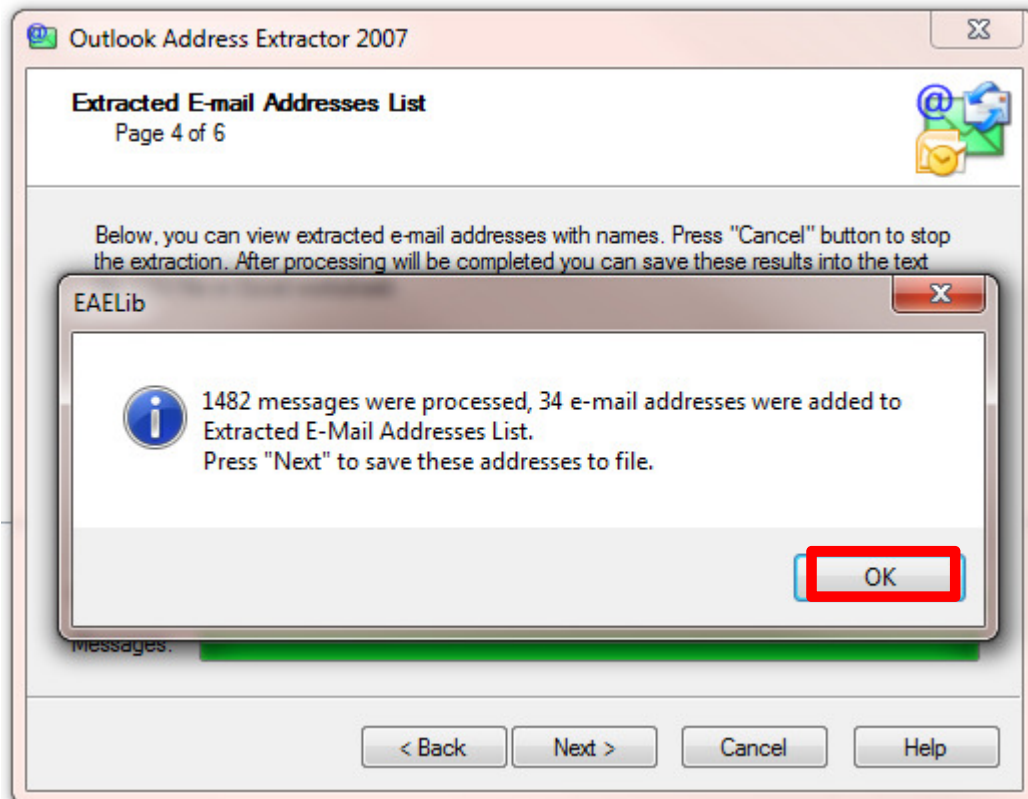
You can extract e-mail addresses not only from sender's data, but also from all message headers or from full message's data. Also, during processing, you can remove duplicates based on e-mail address or name. Press "Next" to start extracting.

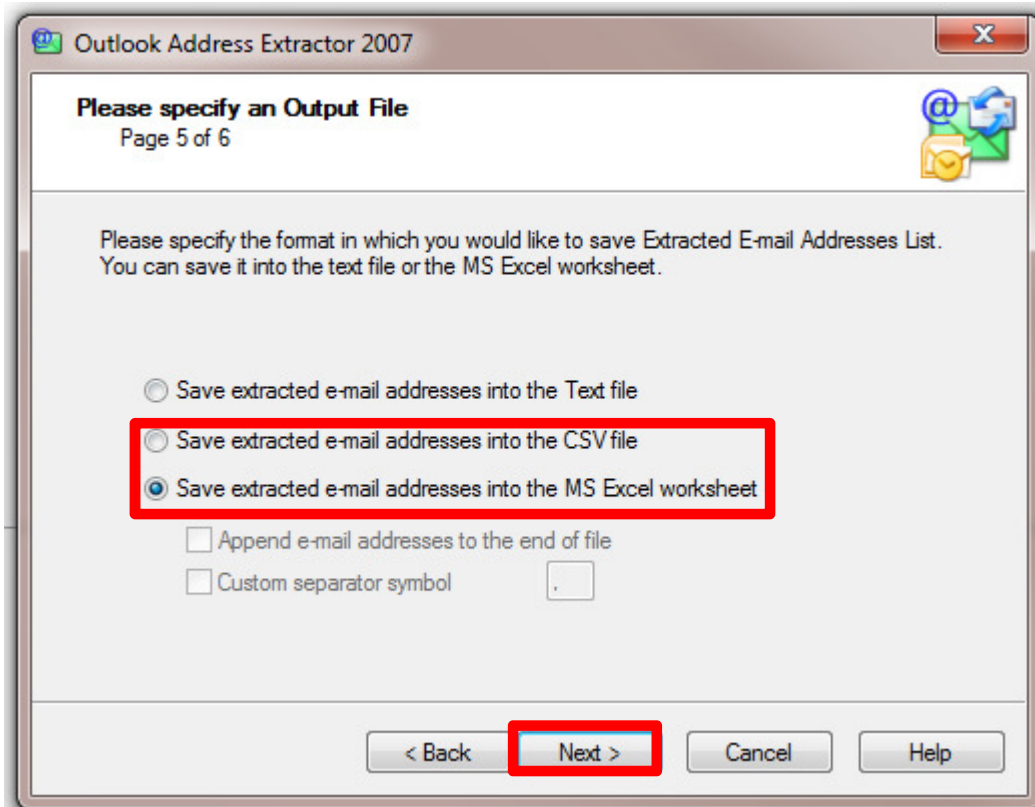
Extract Addresses From:

Duplicates Filtering:

< Back **Next >** Cancel Help







Please specify an Output File

Page 5 of 6

Please specify the format in which you would like to save Extracted E-mail Addresses List. You can save it into the text file or the MS Excel worksheet.

- Save extracted e-mail addresses into the Text file
- Save extracted e-mail addresses into the CSV file
- Save extracted e-mail addresses into the MS Excel worksheet

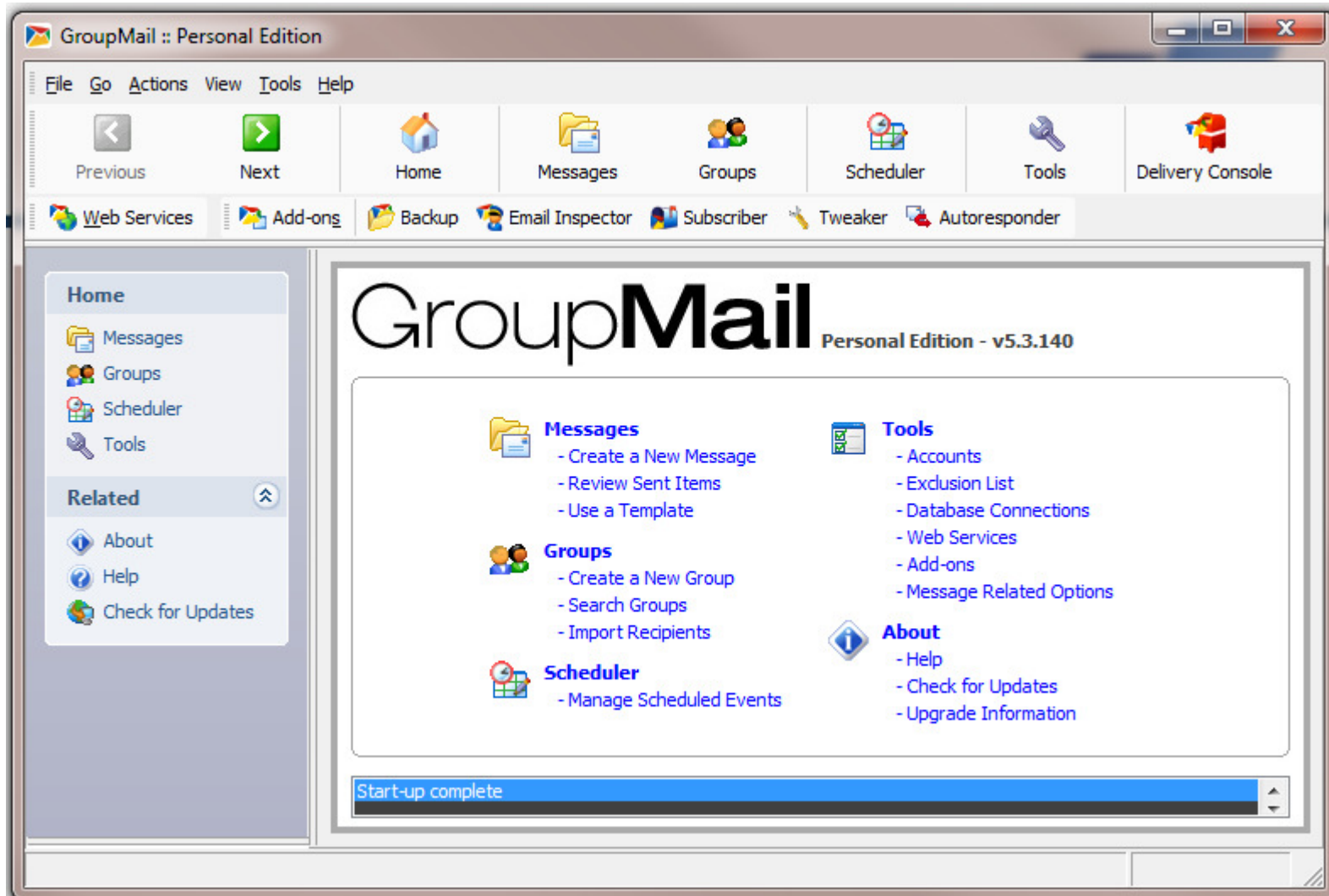
- Append e-mail addresses to the end of file
- Custom separator symbol

< Back **Next >** Cancel Help

**Excel MUST be open
Clean up, delete
header and Save As
CSV**

E-Mail Address	Name
antho...holdings.com	Anth...
james@...robertson--the-erp-doctor.com	Dr Ja...ertson UK
johanr...oldings.com	Johan...rs
tonyd@...za	Tony...
jamesr...-robertson--the-erp-doctor.com	Dr Ja...ertson UK
ram@t...ings.com	Nara...my Ramaseshan
leo@tr...ngs.com	Leo C...
sherma...etail.co.za	Sherm...ingh
rudi@t...ings.com	Rudi...
v-mpm...ft.com	Mphi...asinga (Intl Vendor)
james@...rtson.com	Jame...son
firdaus...oldings.com	Firda...a
tersiam...o.za	Tersi...h
grant@...a	Gran...
lou@si...	Lou v...
anthon...com	Anth...
wilhelr...tholdings.com	Wilh...ndaal
ithelpo...ortholdings.com	IT He...
michae...tholdings.com	Mich...s
rubinao...oldings.com	Rubin...
martia...o.za	Mart...

Import into GroupMail or similar



Agenda

Organizing Outlook



1. Basic Principles and Techniques
2. What these Techniques enable
- 3. More Advanced Techniques**

More advanced techniques

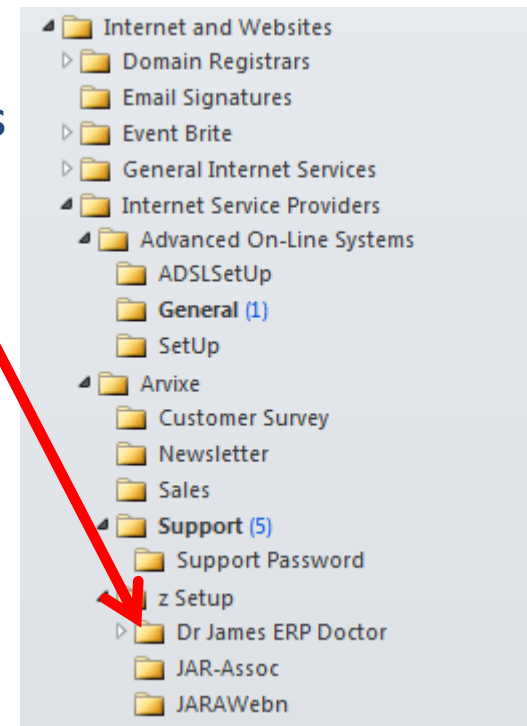
Deeper hierarchies – one topic



1. 7 +/- 2 cascading as required
2. The more consistent the structure the easier to navigate
3. Narrow down the scope of any folder – the screws in the hardware store analogy
4. Separate folders for enduring reference emails



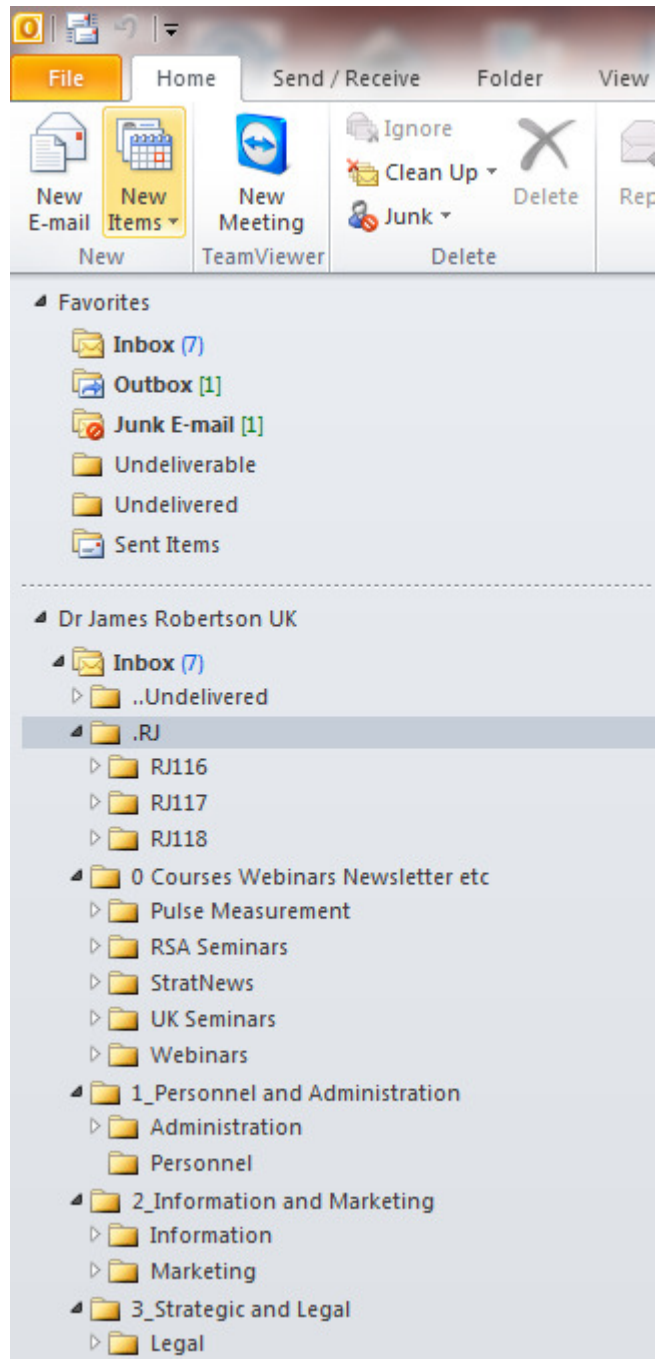
Neatly stored information in large numbers of small well ordered bins











































More advanced techniques – A more complex example



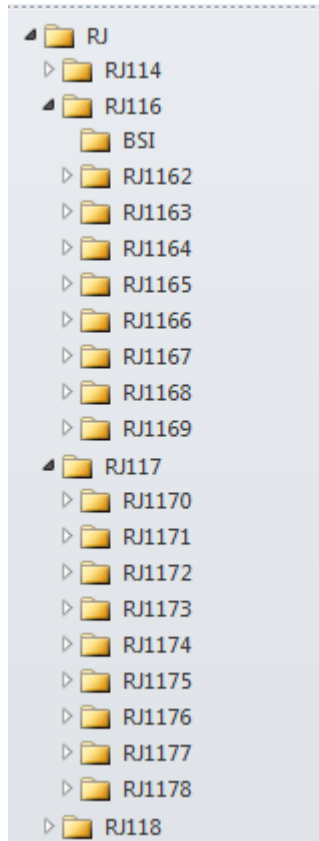
-
1. As you add folders the structure becomes more complex AND more useful
 2. Next level of detail of my own primary Inbox































- ▲  3_Strategic and Legal
 - ▷  Legal
 - ▷  National Insurance Number
- ▲  4_Logistics
 - ▷  Event Services
 - ▷  Hardware
 - ▷  Services
 - ▷  Software
 - ▷  Suppliers
 - ▷  Telecommunications
 - ▷  Transport
 - ▷  Travel
 - ▷  Venues
- ▲  5_Accounting and Financial
 - ▷  Accounting
 - ▷  Banks
 - ▷  Book keeping
 - ▷  Creditors
 - ▷  Insurance
 - ▷  Payment Portals
 - ▷  Tax
 - ▷  Venture Capital

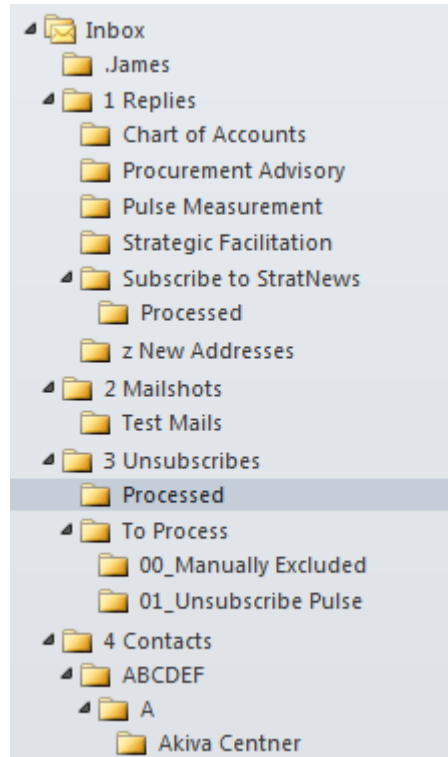
- ▷  6_Research and Development
- ▲  7_Relationships
 - ▷  .Partnerships
 - ▷  Business Relationships
 - ▷  Corporate Relationships
 - ▷  Institutions
 - ▷  Vendors and Implementers
- ▲  8_Personal Non-Business
 - ▷  .Erba Robertson
 - ▷  .Move to the UK
 - ▷  Accommodation
 - ▷  Council and Utilities
 - ▷  Domestic
 - ▷  Family
 - ▷  Friends
 - ▷  Health and Wellness
 - ▷  Holiday
 - ▷  Loyalty etc

Project or other numerical sequence information

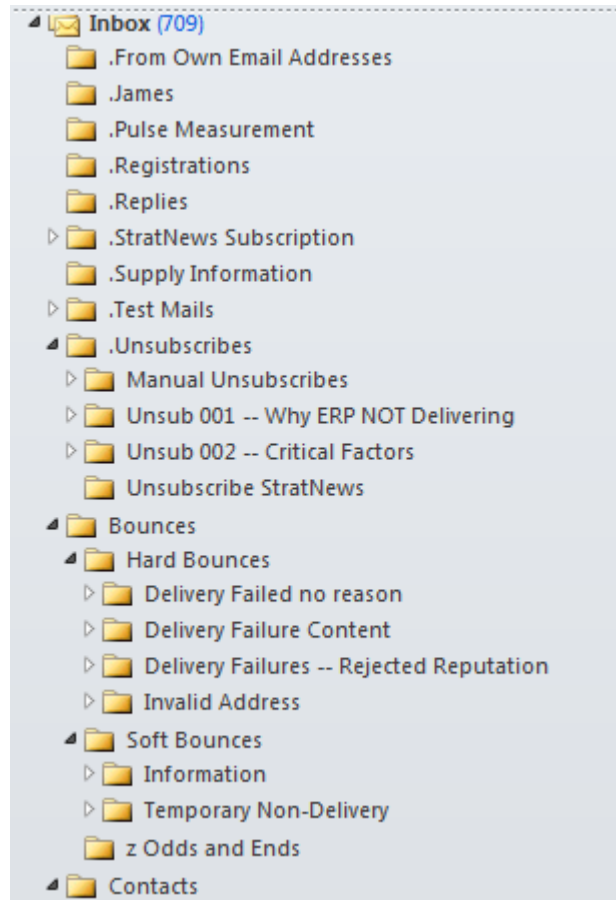


- ▲  RJ
 - ▷  RJ114
 - ▷  RJ116
 - ▲  RJ117
 - ▷  RJ1170
 - ▷  RJ1171
 - ▷  RJ1172
 - ▷  RJ1173
 - ▲  RJ1174
 - ▷  RJ117409_Kangra Coal / EOH
 -  RJ117418_Safcor Panalpina
 -  RJ117427_Babcock Engineering
 -  RJ117436_Nedbank
 -  RJ117445_Unlocking ERP
 -  RJ117454_Sasol Wax
 - ▷  RJ117464_Insure Group
 -  RJ117482_Easigas
 -  RJ117891_Global Inst Applied Human and
 - ▲  RJ1175
 -  RJ117519_AdvTech
 -  RJ117528_Spier Wine Estate
 -  RJ117537_Sage Pastel
 - ▷  RJ117546_Eqstra
 -  RJ117555_HWSETA
 -  RJ117564_Virtech
 - ▷  RJ117573_Autocast
 - ▷  RJ117582_Australian Banks
 -  RJ117591_Kathea

Completely different structure for email marketing



Another different example – analyzing bounces



More advanced techniques – More Advanced Inbox Rules



-
1. How to have Outlook automatically move an incoming email to the required folder – an automated filing assistant
 2. Based on the origin of the email or words in the subject line or other more sophisticated criteria
 3. A more complex example

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Clean Up Delete Reply Reply All Forward Meeting JARAWebn To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Send/Receive All Folders Send/Receive

- ▼ Favorites
- Inbox (7)
- Outbox (1)
- Junk E-mail (1)
- Undeliverable
- Undelivered
- Sent Items
- ▼ Venture Capital
- ▼ 6 Research and Development
- ▼ 7 Relationships
- . Partnerships
- Business Relationships
- Corporate Relationships
- Institutions
- Vendors and Implementers
- .
- .Move to the UK
- Accommodation
- Council and Utilities
- Domestic
- Family
- Friends
- Health and Wellness
- Holiday
- Loyalty etc
- Medical
- Other
- South Africa


Search Inbox (Ctrl+E)

From	Subject	Received	Size	Categories
IMCSA	IMC Communication	Fri 06/09/2013 14:59	54 KB	
McAfee	McAfee Labs Researchers at FOCUS 13	Thu 05/09/2013 12:04	19 KB	
Nikki Bush	Newsletter September 2013: Speak for a Change	Thu 05/09/2013 10:48	104 KB	
claudine@innoven...	HDSA / BEE VERIFICATION - ANGLO AMERICAN	Thu 05/09/2013 10:38	298 KB	
GoDaddy	A message from GoDaddy CEO Blake Irving	Thu 05/09/2013 09:14	19 KB	
Peter Carruthers	PetesWeekly: a 12 Week Year?	Thu 05/09/2013 06:38	23 KB	
Eventbrite	Extra, extra, read all about it: The Eventbrite family is growing	Wed 04/09/2013 17:18	54 KB	
Director of Learning	What CEOs Need to Know About Establishing an ESOP - Webinar Friday	Wed 04/09/2013 16:00	31 KB	
ConnectWise	Keep Your Techs Booked Up, Busy and Billable	Wed 04/09/2013 14:14	16 KB	
Dr James Robertson	http://www.xldata.co.uk/ceo.htm	Wed 04/09/2013 12:19	184 KB	
Nokia	More than your eyes can see	Wed 04/09/2013 04:16	34 KB	
TEC Live Events	Attend largest IT Summit: "You Ain't Seen Nothing Yet" -- Sept. 24-26, 2013, Istanbul	Tue 03/09/2013 08:15	26 KB	
SAS Forum 2013	Have you registered for the SAS User Forum 2013?	Mon 02/09/2013 14:40	33 KB	
Robert Gates	[SPAM] james@jar-a.com, Notification Order Item - Cucustore Inc	Mon 02/09/2013 13:31	34 KB	
Thomas Wetzel - W...	James Robertson - Last Chance: Outlook Tools with 26% Discount	Sun 01/09/2013 13:00	16 KB	

Date: Two Weeks Ago

IMC Communication

IMCSA <info@imcsa.org.za>
Sent: Fri 06/09/2013 14:54
To: James@JamesARobertson.com



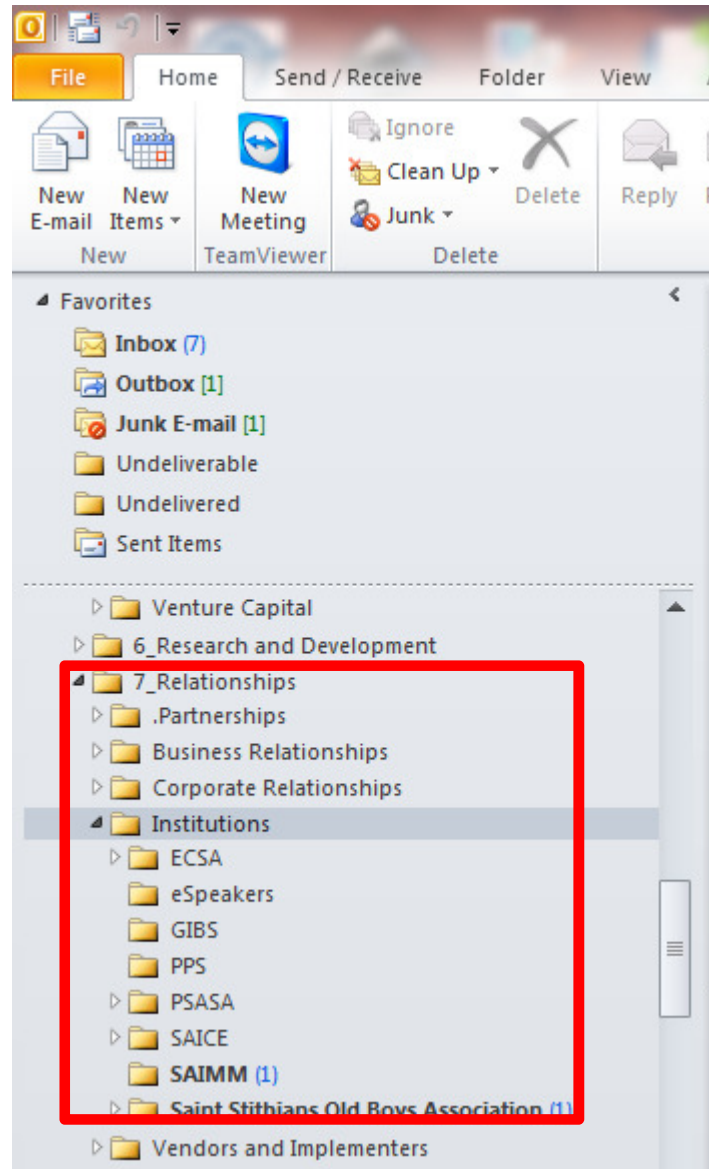
**INSTITUTE OF MANAGEMENT
CONSULTANTS OF SOUTH
AFRICA & MASTER COACHES**

P. O BOX 798
Hurlingham Manor
2070
Tel No. (011) 789 9996
Fax No. 086 542 2294

To: James

Click on a photo to see social network updates and email messages from this person.

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.



File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting JARAWebn To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Send/Receive All Folders Send/Receive Filter E-mail

Favorites

- Inbox (7)
- Outbox (1)
- Junk E-mail (1)
- Undeliverable
- Undelivered
- Sent Items

Venture Capital

6_Research and Development

7_Relationships

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- Domestic
- Family
- Friends
- Health and Wellness
- Holiday
- Loyalty etc
- Medical
- Other
- South Africa

Mail

Calendar

Contacts

Tasks

➤ Right Click
➤ Rules
➤ Create Rule

Search Inbox (Ctrl+E)

From	Received	Size	Categories
IMCSA	Fri 06/09/2013 14:59	54 KB	
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Eventbrite	Wed 04/09/2013 17:18	54 KB	
Director of Learning	Wed 04/09/2013 16:00	31 KB	
ConnectWise	Wed 04/09/2013 14:14	16 KB	
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Thomas Wetzel - W...	Sun 01/09/2013 13:00	16 KB	


Date: Two Weeks Ago

IMC Communication

IMCSA <info@imcsa.org.za>

Sent: Fri 06/09/2013 14:54

To: James@JamesARobertson.com



INSTITUTE OF MANAGEMENT CONSULTANTS OF SOUTH AFRICA & MASTER COACHES

P.O BOX 798
Hurlingham Manor
2070
Tel No. (011) 789 9996
Fax No. 086 542 2294

To: James

Click on a photo to see social network updates and email messages from this person.

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

Inbox - Dr James Robertson UK - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting TeamViewer Ignore Clean Up Junk Delete Reply Reply All Forward IM More Meeting To Manager Done Reply & Delete Create New Move Rules OneNote Unreacted

Favorites

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- Undeliverable
- Undelivered
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- Venture Capital
- 6_ Research and Development
- 7_Relationships
 - .Partnerships
 - Business Relationships
 - Corporate Relationships
- Institutions
 - ECSA
 - eSpeakers
 - GIBS
 - PPS
- PSASA
- SAICE
- SAIMM (1)
- Saint Stithians Old Boys Association (1)
- Vendors and Implementers

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IMCSA	IMC Communication
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Nikki Bush	Newsletter September 2013: Speak for a Change
claudine@innoven...	HDSA / BEE VERIFICATION - ANGLO AMERICAN
GoDaddy	A message from GoDaddy CEO Blake Irving
Peter Carruthers	PeterWeekby - 13 Week Year?
Eventbrite	
Director of Learn	
ConnectWise	
Dr James Robert	
Nokia	
TEC Live Events	
SAS Forum 2013	
Robert Gates	
Thomas Wetzel	

Date: Two Weeks Ago

IMC Communication

IMCSA <info@imcsa.com>

Sent: Fri 06/09/2013 14:54

To: James@JamesARobertson.com

Create Rule

When I get e-mail with all of the selected conditions

- From IMCSA
- Subject contains IMC Communication
- Sent to me only

Do the following

- Display in the New Item Alert window
- Play a selected sound: Windows Notify.wav
- Move the item to folder: Invitations

OK Cancel Advanced Options...

Inbox - Dr James Robertson UK - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting TeamViewer Ignore Clean Up Junk Delete Reply Reply All Forward Respond Meeting IM More Quick Steps Move Rules OneNote Unread

Favorites

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- Junk E-mail [1]
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- 6_ Research and Development
- 7_Relationships
 - .Partnerships
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 - ECSA
 - eSpeakers
 - GIBS
 - PPS
 - PSASA
 - SAICE
 - SAIMM (1)
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Eventbrite	
Director of Learn	
ConnectWise	
Dr James Robert	
Nokia	
TEC Live Events	
SAS Forum 2013	
Robert Gates	
Thomas Wetzel	

Date: Two Weeks Ago

IMC Communicati

IMCSA <info@imcsa.com>

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Select Folder...

OK Cancel Advanced Options...

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New E-mail New Items New Meeting Ignore Clean Up Junk Delete Reply Reply All Forward Meeting IM More Quick Steps Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail

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- ▼ .Partnerships
- ▼ Business Relationships
- ▼ Corporate Relationships
- ▼ Institutions
- ▼ ECSA
 - eSpeakers
 - GIBS
 - PPS
- ▼ PSASA
- ▼ SAICE
- ▼ SAIMM (1)
- ▼ Saint Stithians Old Boys Association (1)
- ▼ Vendors and Implementers
- ▼ 8_Personal Non-Business

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Nokia		Wed 04/09/2013 04:16
TEC Live Events		Tue 03/09/2013 08:15
SAS Forum 2013		Mon 02/09/2013 14:40
Robert Gates		Mon 02/09/2013 13:31
Thomas Wetzl		Sun 01/09/2013 13:00

Rules and Alerts

Choose a folder:

- Purchase Video (1)
- 1_Personnel and Administrat
- 2_Information and Marketin
- 3_Strategic and Legal
- 4_Logistics
- 5_Accounting and Financial
- 6_Research and Developmen
- 7_Relationships
- 8_Personal Non-Business
- 9_Religious
- A To Cancel / Unsubscribe
- Email Campaigns

OK Cancel New...

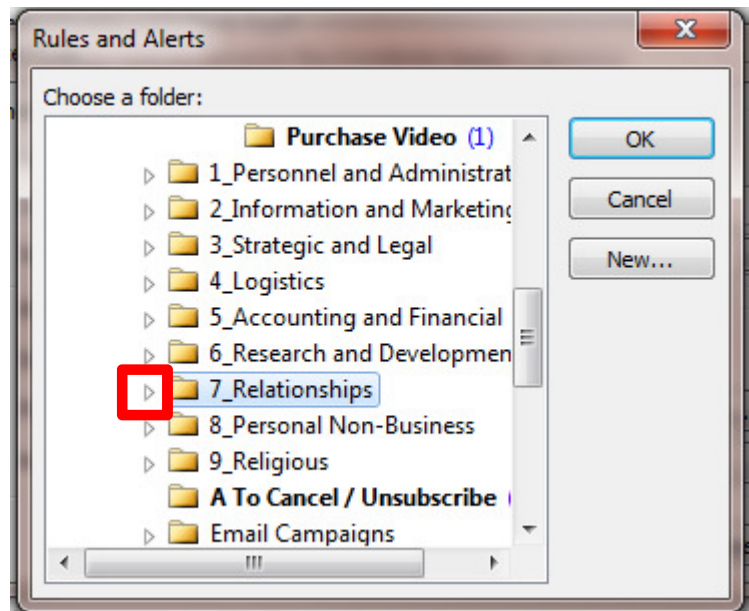
Date: Two Weeks Ago

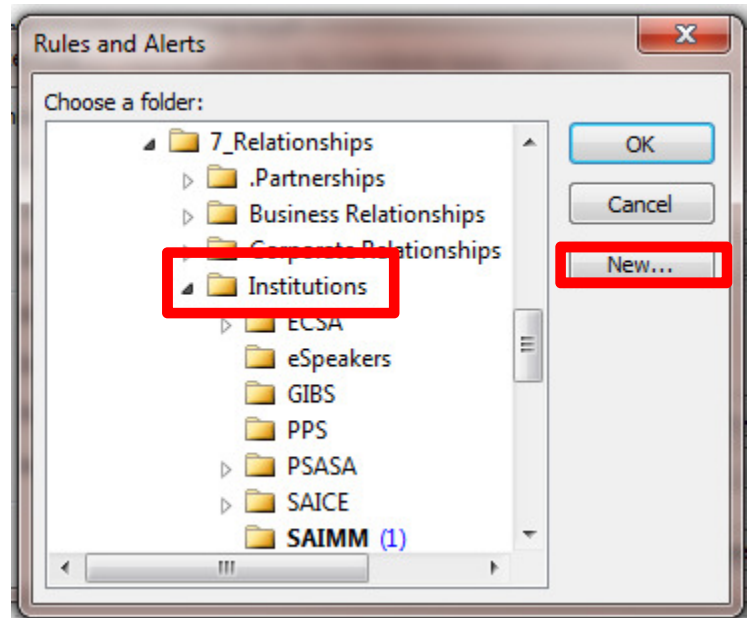
IMC Communicati

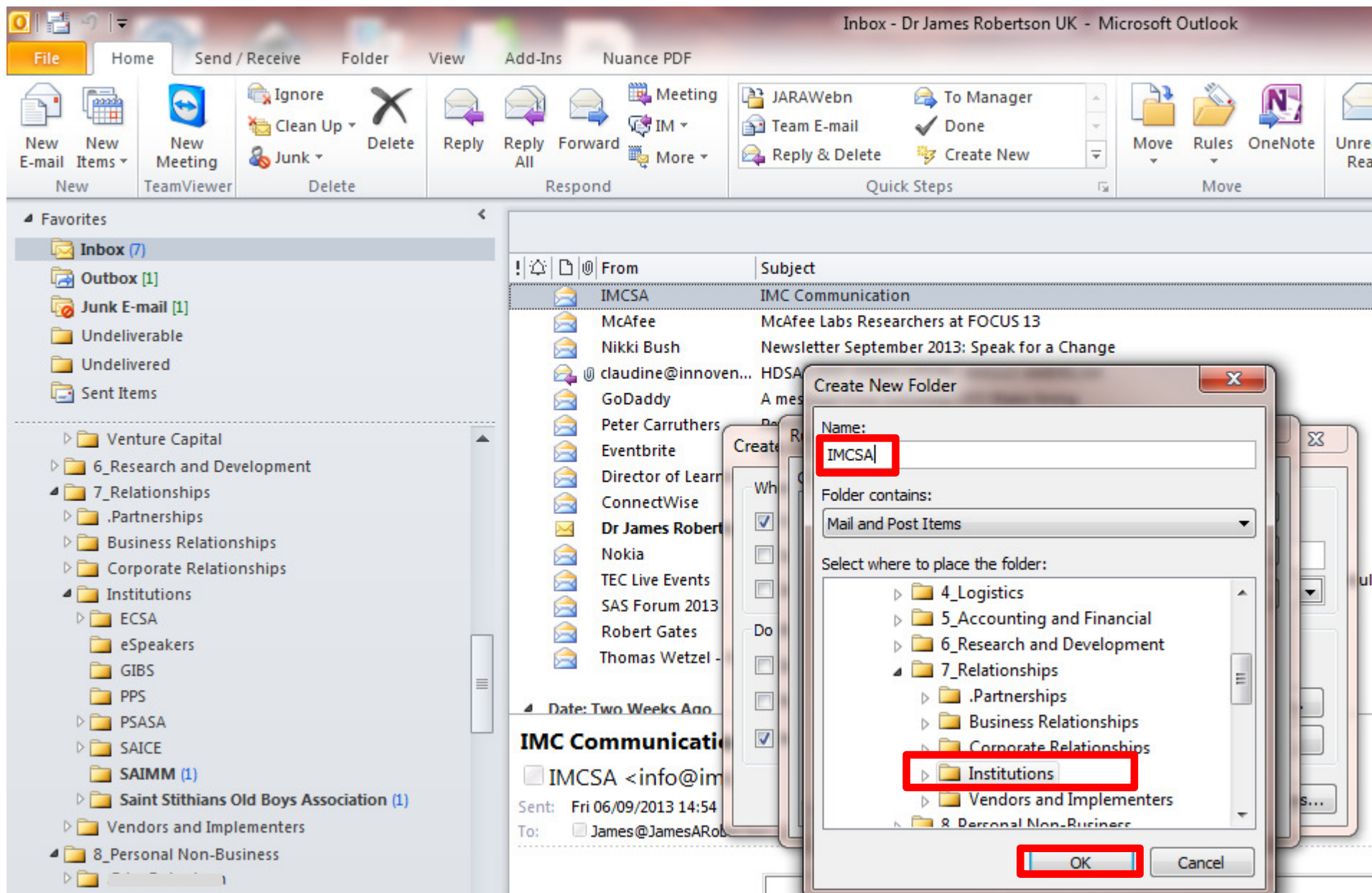
IMCSA <info@imcsa.com>

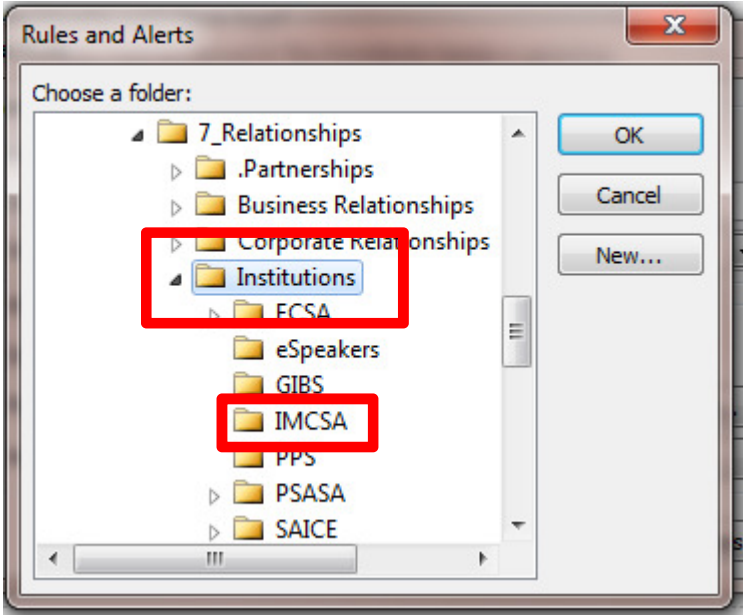
Sent: Fri 06/09/2013 14:54

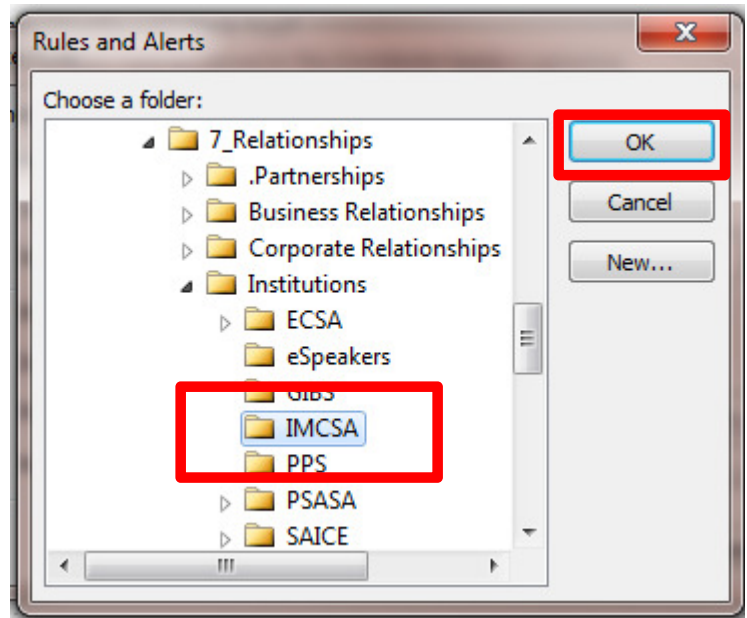
To: James@JamesARobertson.com

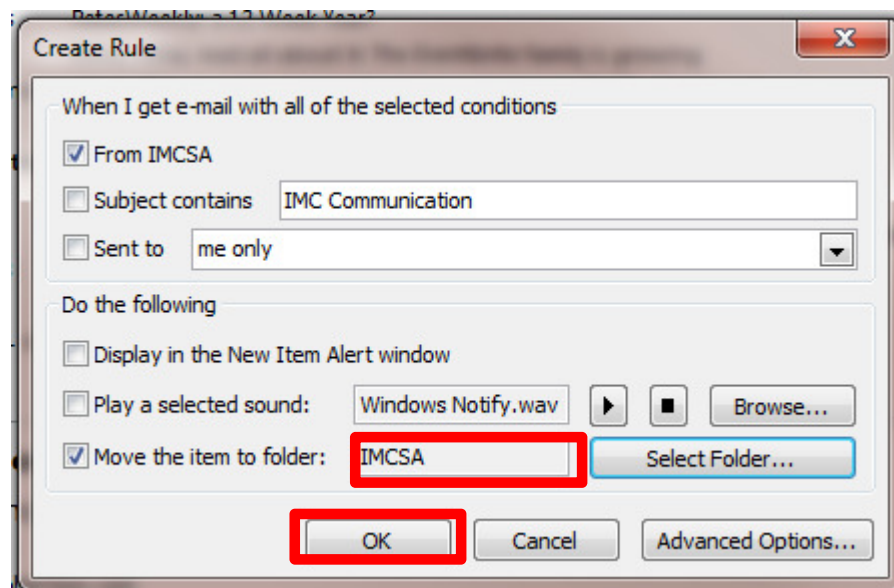












Inbox - Dr James Robertson UK - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Clean Up Ignore Delete Reply Reply All Forward IM Meeting JARAWebn To Manager Team E-mail Done Move Rules OneNote Unrea Reac Reply & Delete Create New

Home

Ignore Clean Up Delete Reply Reply All Forward IM Meeting JARAWebn To Manager Team E-mail Done Move Rules OneNote Unrea Reac Reply & Delete Create New

Quick Steps

Move Rules OneNote Unrea Reac

▲ Favorites

- Inbox (7)
- Outbox [1]
- Junk E-mail [1]
- Undeliverable
- Undelivered
- Sent Items

Venture Capital

6_Research and Development

7_Relationships

- .Partnerships
- Business Relationships
- Corporate Relationships
- Institutions
 - ECSA
 - eSpeakers
 - GIBS
 - IMCSA
 - PPS
 - PSASA
 - SAICE
 - SAIMM (1)
 - Saint Stithians Old Boys Association (1)
 - Vendors and Implementers

From	Subject
IMCSA	IMC Communication
McAfee	McAfee Labs Researchers at FOCUS 13
Nikki Bush	Newsletter September 2013: Speak for a Change
@ claudine@innoven...	HDSA / BEE VERIFICATION - ANGLO AMERICAN
GoDaddy	A message from GoDaddy CEO Blake Irving
Peter Carruthers	Rated Weekly - 12 Week Year?
Eventbrite	
Director of Learn	
ConnectWise	
Dr James Robert	
Nokia	
TEC Live Events	
SAS Forum 2013	
Robert Gates	
Thomas Wetzel	

Date: Two Weeks Ago

IMC Communication

IMCSA <info@imcsa.org>

Sent: Fri 06/09/2013 14:54

To: James@JamesARob...

Create Rule

When I get e-mail with all of the selected conditions

- From IMCSA

Success

The rule "IMCSA" has been created.

Run this rule now on messages already in the current folder

OK

OK Cancel Advanced Options...

More advanced techniques

Export to your local hard drive



1. TechHit Message Save – store as Outlook “.msg” on your local drive
2. Careful selection and testing of settings
3. Hierarchy is maintained on your hard drive
4. Can find emails years later, even if no longer have them in Outlook
5. Write to DVD if required



Outlook utilities that save you time

OUR CLIENTS | ABOUT US | CONTACT US

TIPS AND TRICKS | TESTIMONIALS | SUPPORT

SimplyFile | EZDetach | **MessageSave** | QuickJump | JumpToWindow | SimplyTag | PURCHASE

MessageSave

MESSAGESAVE FOR MICROSOFT OUTLOOK

- » Overview
- » Download
- » Screenshots
- » Quick Start
- » User Guide
- » FAQ
- » Purchase



Easily save email messages outside of Outlook.

Use MessageSave for email archiving, backup, document management, sharing, legal compliance, and much more.

Download 30 DAY FREE TRIAL!

BUY NOW

Order MessageSave **RISK-FREE** today
Questions? Call us at 1.415.354.9711

DOWNLOAD

Download 30 DAY **RISK-FREE TRIAL.**

We just released a new major version - MessageSave 5. [Read about new features.](#) License customers of MessageSave 4 are eligible for an **upgrade discount.**

New! Try our latest product - **QuickJump.** It's like SimplyFile for file system folders.

MessageSave benefits

- Backup, save and archive Outlook e-mail messages on hard disk, network drive, CD-R, etc.
- Save Outlook email messages, including attachments, as individual files.
- Organize messages in file system folders for easy access, sharing and filing.
- Institute consistent email archiving policy in your organization.
- Keep email message along with other related documents.
- Store messages for legal compliance.
- Keep audit trail of email messages.

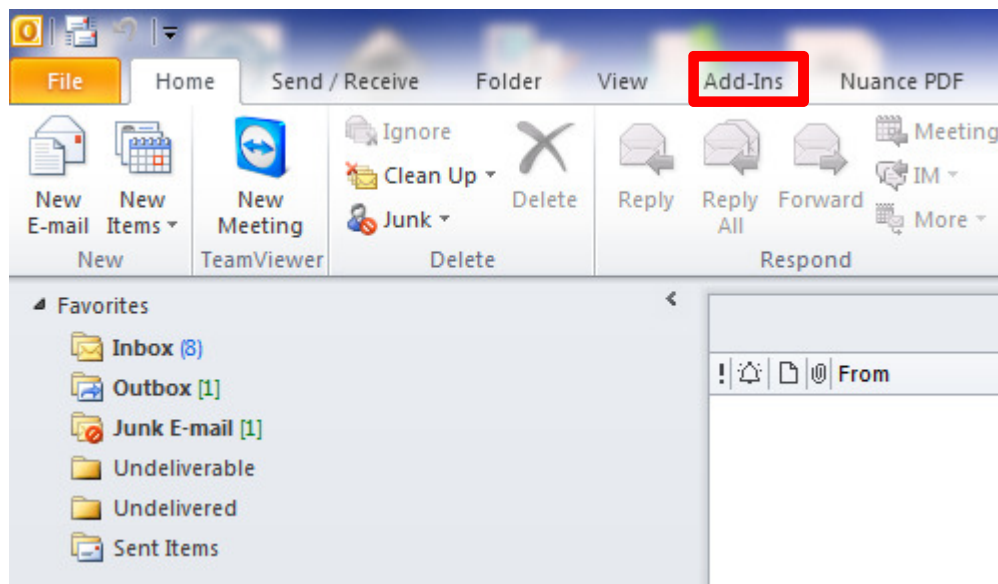
"It's a great product! It will help us archive our e-mail with each project, and keep it together with all that project's drawings, documents and other electronic files."
- Rich M.
[MORE USER TESTIMONIALS](#)

FEEDBACK
Do you have any questions, comments, suggestions, praises, rants? **We'd like to hear from you!**

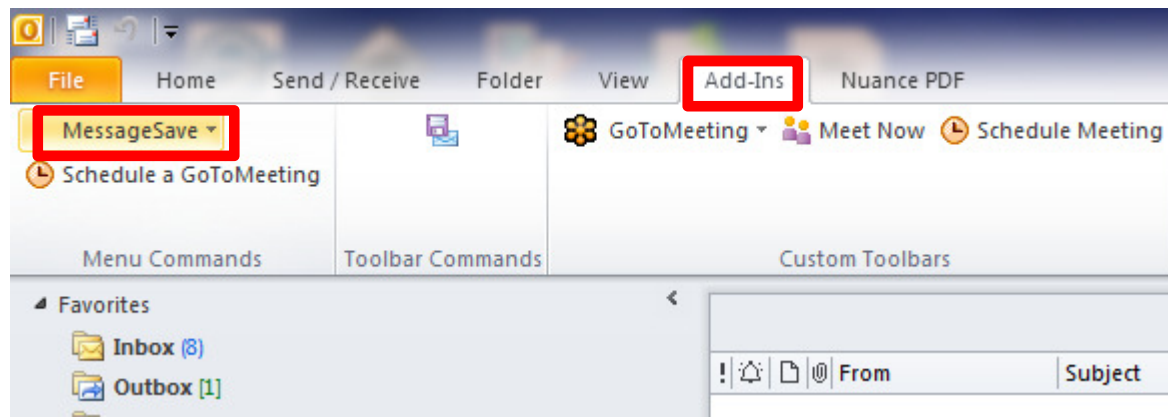
Product	Price per license
MessageSave 5.1	\$49.95

...e your organization's email storage policy.
...ailbox/PST size. Offload Exchange storage.
...ally save messages with Outlook rules.
... Outlook messages with custom scripts.
...more ...

...ieve all of the above benefits without having to maintain a complex,
...-based solution. MessageSave integrates directly with

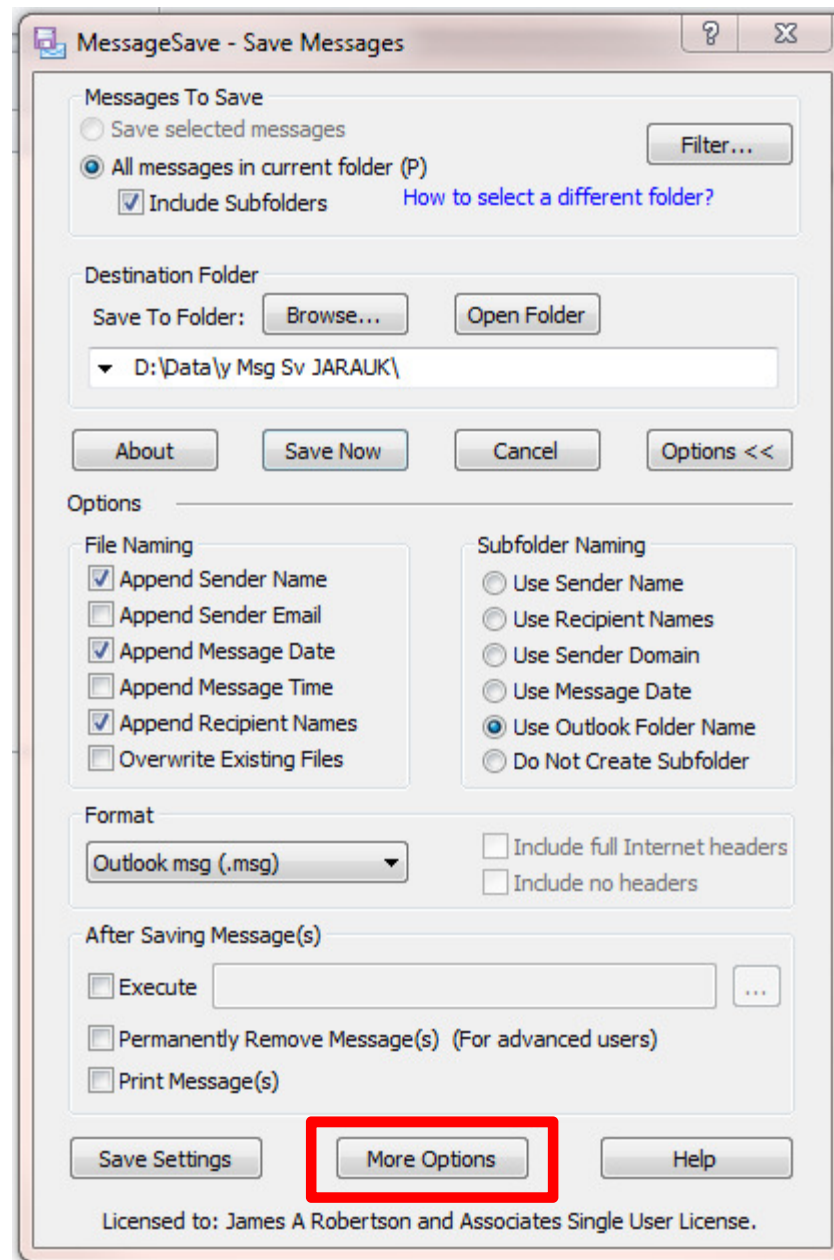


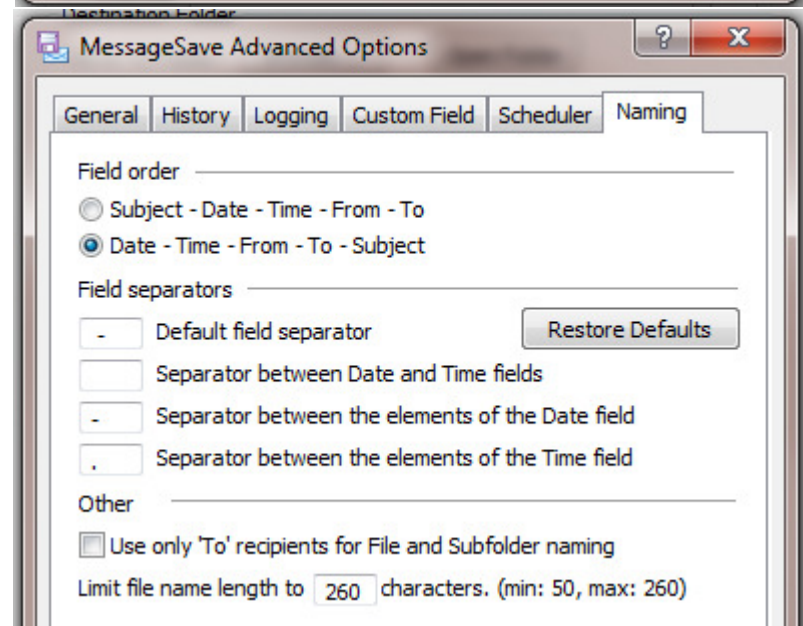
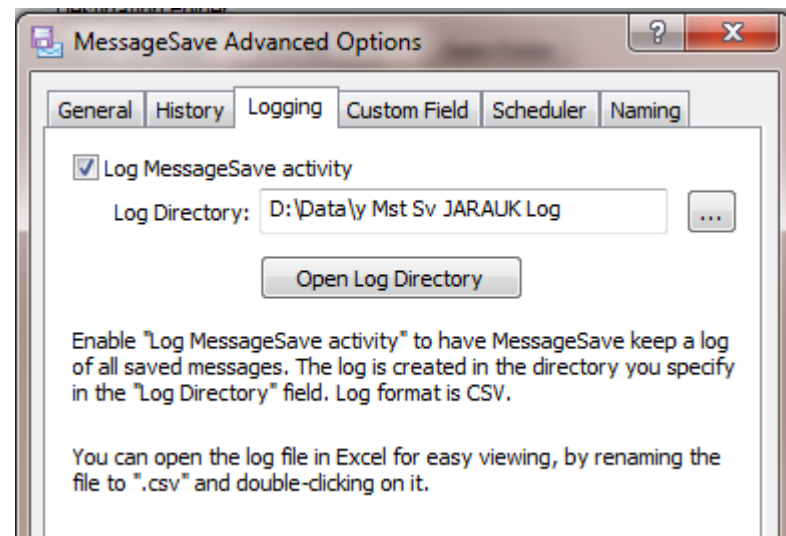
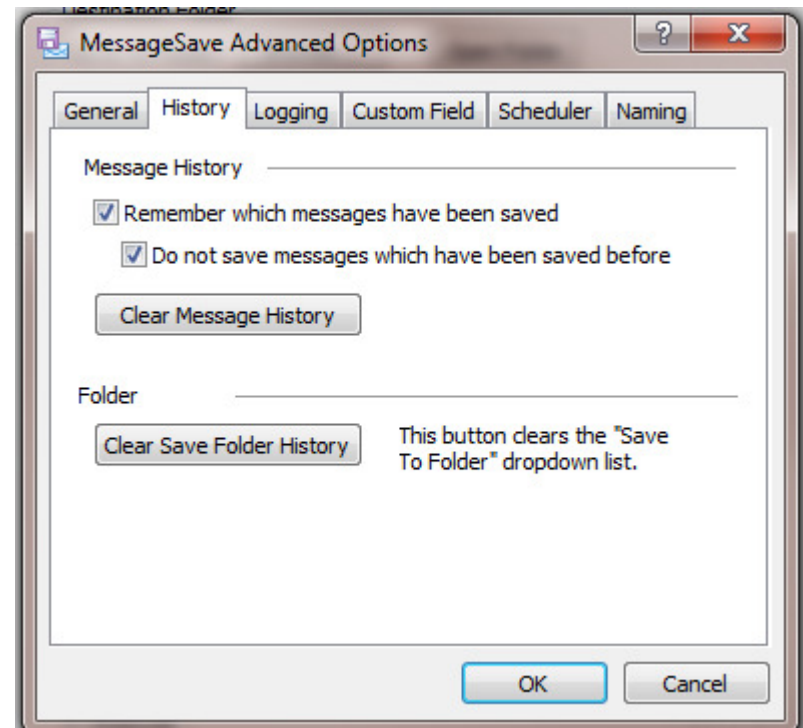
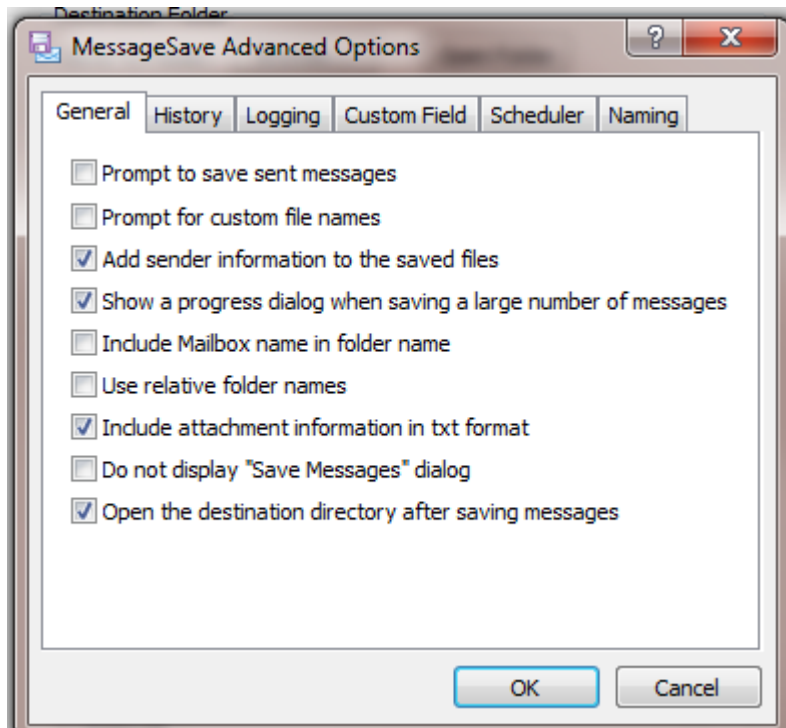
<http://www.techhit.com/messagesave/>



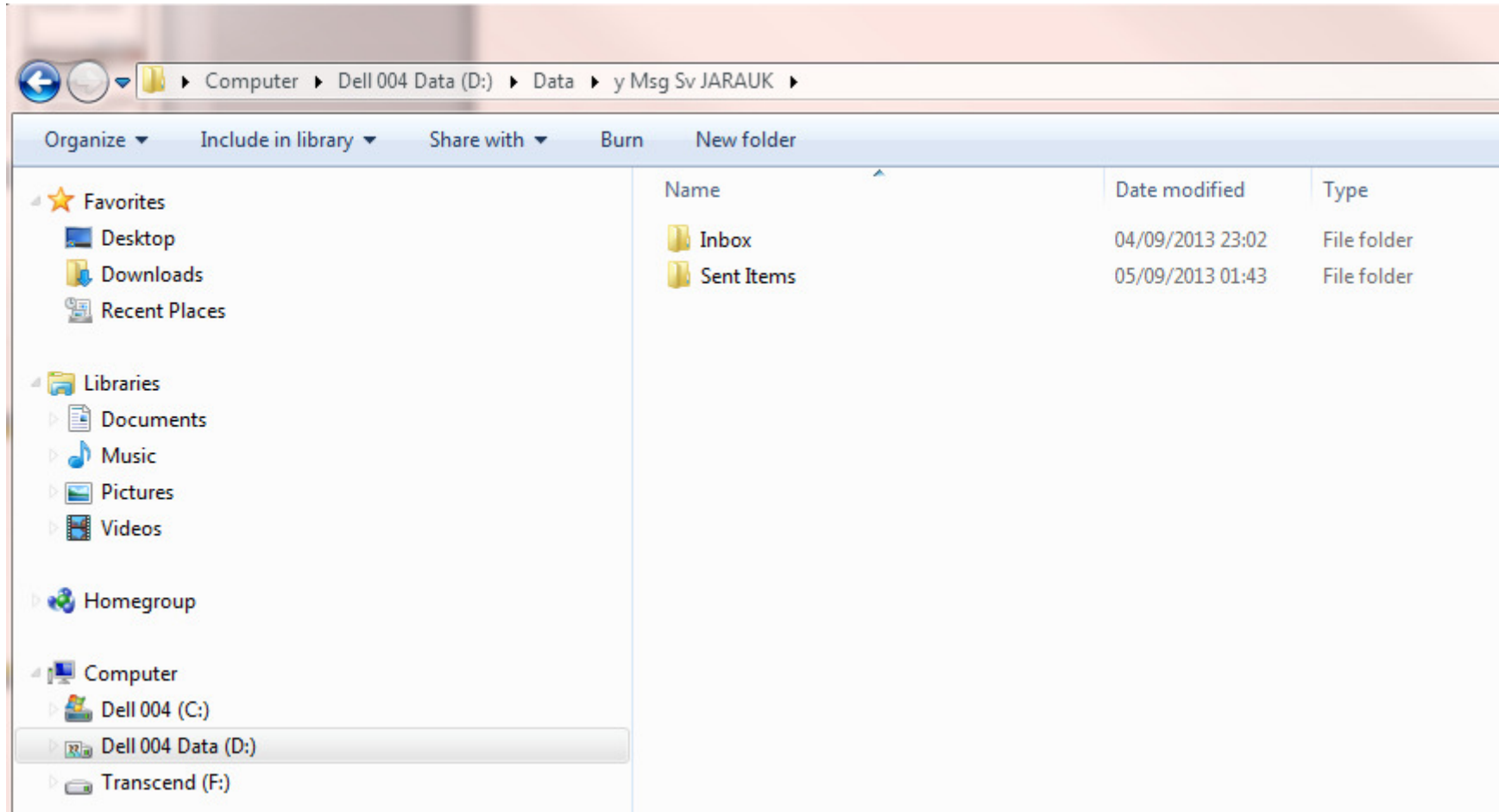
On Inbox, Sent Folder or other selected folder
➤ Save Messages

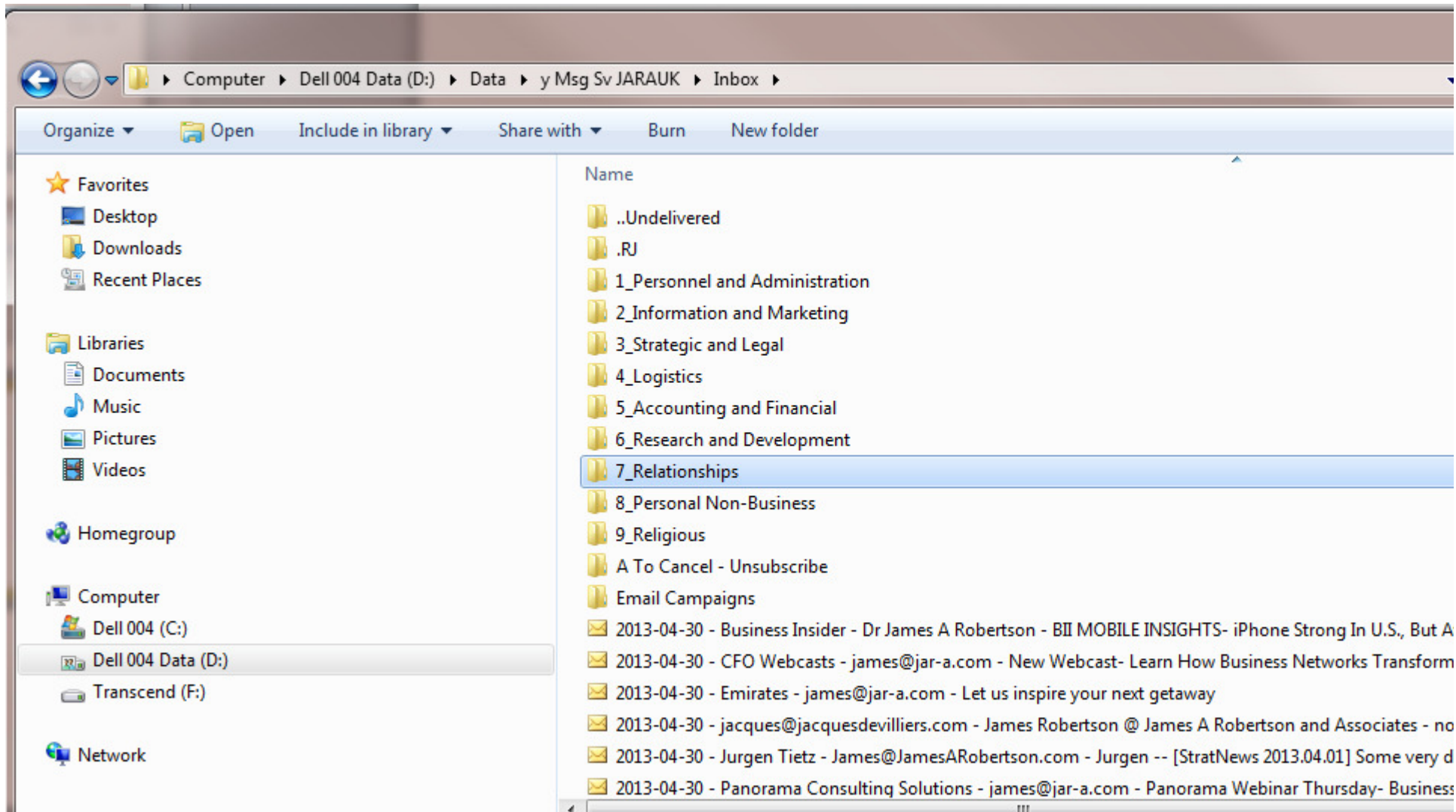
Settings are important

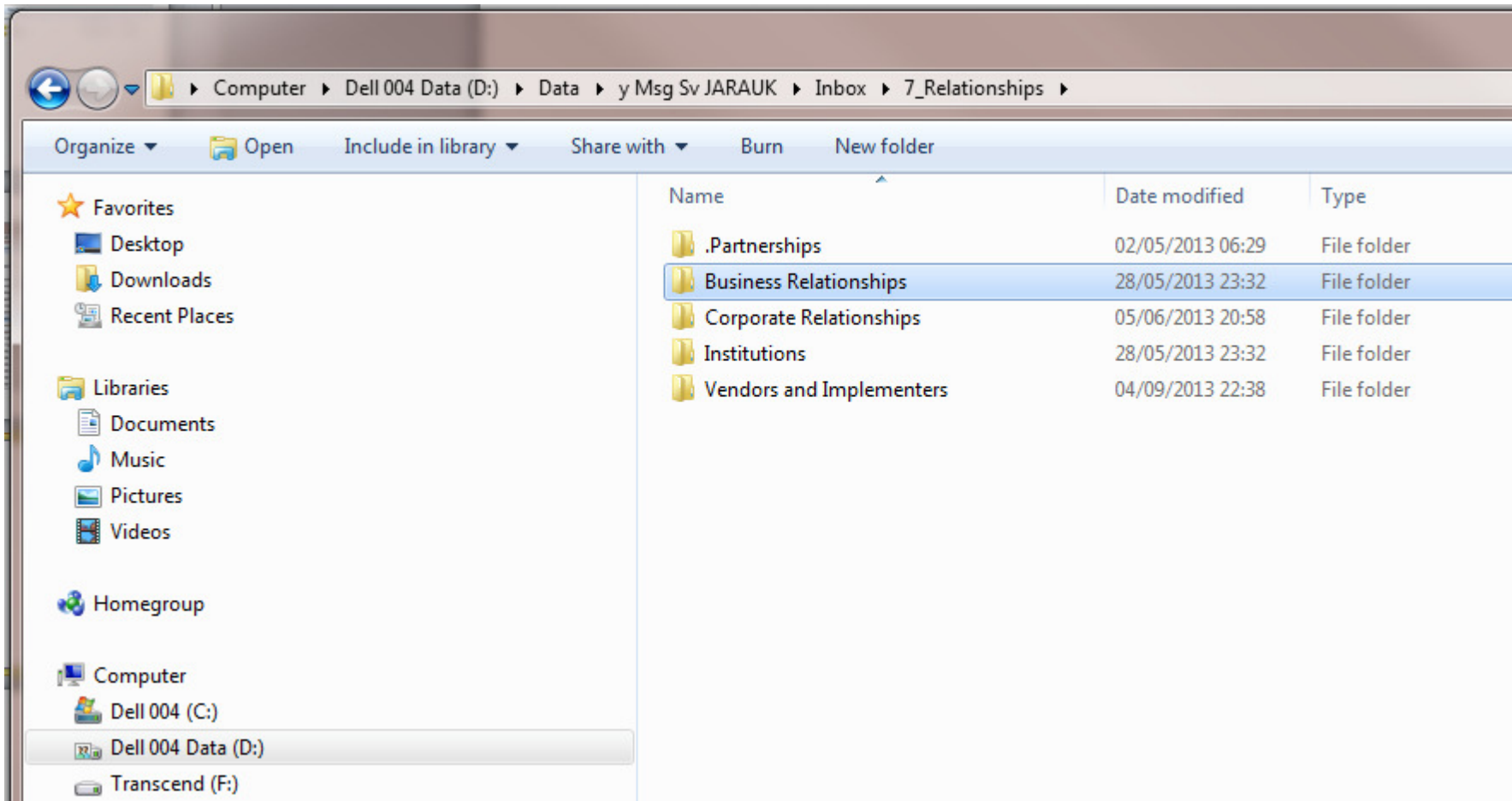




The resulting folders on my local hard drive







Computer > Dell 004 Data (D:) > Data > y Msg Sv JARAUK > Inbox > 7_Relationships > Business Relationships

Organize Open Include in library Share with Burn New folder

★ Favorites

- Desktop
- Downloads
- Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos

Homegroup

Computer

- Dell 004 (C:)
- Dell 004 Data (D:)
- Transcend (F:)

Name	Date modified	Type	Size
ABCDEF	04/09/2013 22:36	File folder	
GHIJKLM	28/05/2013 23:31	File folder	
NOPQRS	04/09/2013 22:38	File folder	
TUVWXYZ	04/09/2013 22:38	File folder	

Computer > Dell 004 Data (D:) > Data > y Msg Sv JARAUK > Inbox > 7_Relationships > Business Relationships > NOPQRS

Organize Open Include in library Share with Burn New folder

★ Favorites

- Desktop
- Downloads
- Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos

Homegroup

Computer

- Dell 004 (C:)
- Dell 004 Data (D:)
- Transcend (F:)

Name	Date modified	Type	Size
N	04/09/2013 22:38	File folder	
O	04/09/2013 22:38	File folder	
P	04/09/2013 22:37	File folder	
R	04/09/2013 22:37	File folder	
S	04/09/2013 22:37	File folder	

Computer > Dell 004 Data (D:) > Data > y Msg Sv JARAUK > Inbox > 7_Relationships > Business Relationships > NOPQRS > P >

Organize Open Include in library Share with Burn New folder

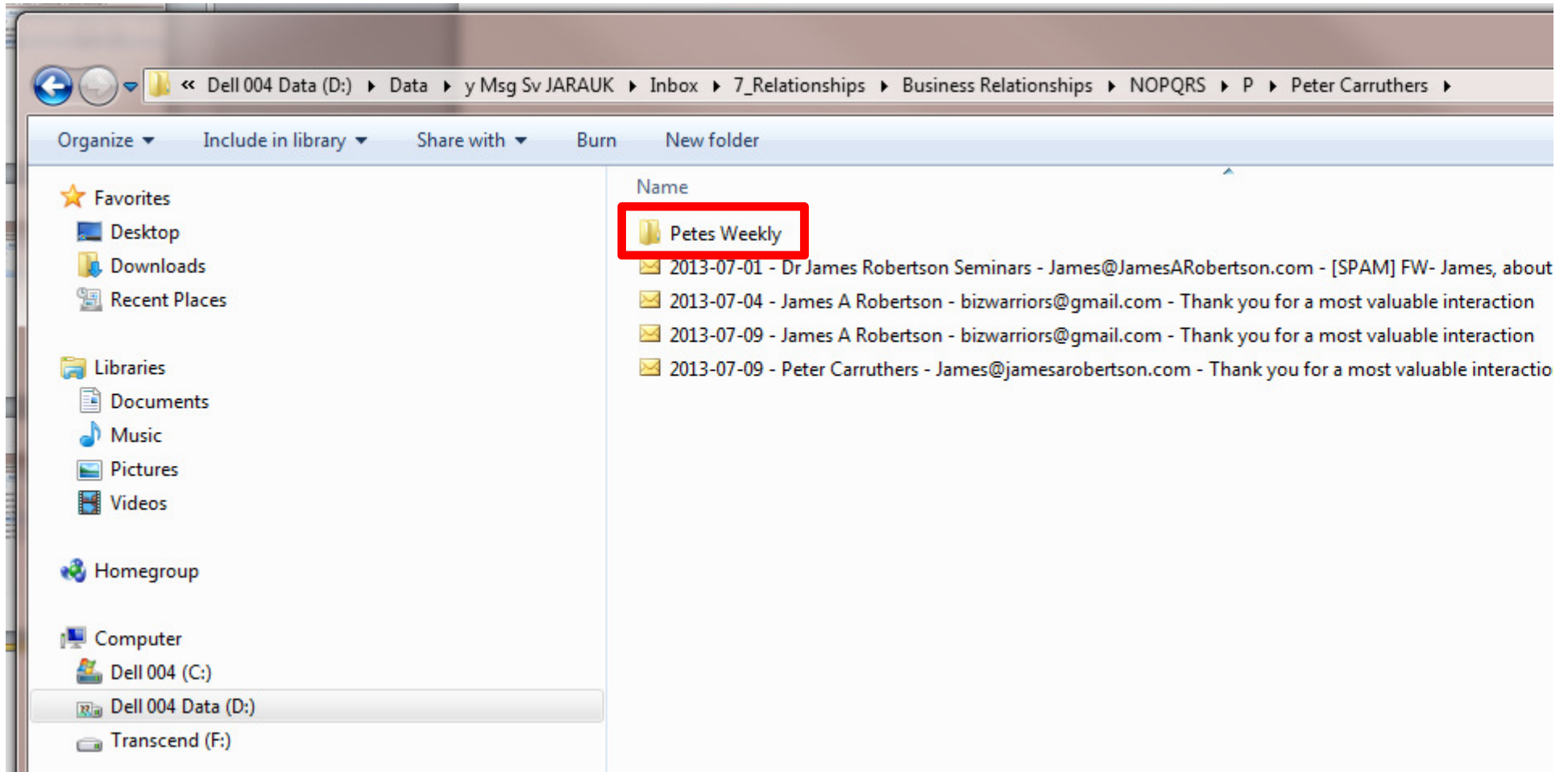
- ★ Favorites
 - Desktop
 - Downloads
 - Recent Places

- Libraries
 - Documents
 - Music
 - Pictures
 - Videos

Homegroup

- Computer
 - Dell 004 (C:)
 - Dell 004 Data (D:)
 - Transcend (F:)

Name	Date modified	Type	Size
Patrick Cooke	04/09/2013 22:37	File folder	
Paul du Toit	28/05/2013 23:31	File folder	
Paul Leigh	04/09/2013 22:37	File folder	
Perry Beverage	02/05/2013 06:29	File folder	
Peter Carruthers	12/07/2013 00:57	File folder	
Peter Laburn	04/09/2013 22:37	File folder	
Peter MacIldowie	04/09/2013 22:37	File folder	
Peter Terbrugge	04/09/2013 22:37	File folder	



More advanced techniques

More sophisticated inbox rules



1. Extremely wide range of parameters that can be used
2. As sophisticated as you can imagine
3. Need to test carefully, can produce unexpected results and does NOT always work right first time
4. The creation of inbox rules in Outlook is extremely flexible and extremely powerful
5. The management of a large number of inbox rules in Outlook IS primitive so think them out carefully and be disciplined when you create them
6. In my experience the vast majority of inbox rules are based on the email address of the person sending the email to you

Inbox - Dr James Robertson UK - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting JARAWebn To Manager Done Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Send/Receive All Folders Send/Receive

Search Inbox (Ctrl+E)

From	Subject	Received	Size
Microsoft Outlook	Microsoft Outlook Test Message	Sun 08/09/2013 18:12	6 KB
Dr James Robertson	Email Reputation, Email Reputation Reports - SenderScore.org	Sun 08/09/2013 11:42	7 KB
Date: Last Week			
Invitations at JARA ...	James-- Organizing Outlook -- and other Online Seminars	Fri 06/09/2013 15:45	121 KB
McAfee	McAfee Labs Researchers at FOCUS 13	Thu 05/09/2013 12:04	19 KB
Nikki Bush	Newsletter September 2013: Speak for a Change	Thu 05/09/2013 10:48	104 KB
claudine@innoven...	HDSA / BEE VERIFICATION - ANGLO AMERICAN	Thu 05/09/2013 10:38	298 KB
GoDaddy	A message from GoDaddy CEO Blake Irving	Thu 05/09/2013 09:14	19 KB
Peter Carruthers	PetesWeekly: a 12 Week Year?	Thu 05/09/2013 06:38	23 KB
Eventbrite	Extra, extra, read all about it: The Eventbrite family is growing	Wed 04/09/2013 17:18	54 KB
Director of Learning	What CEOs Need to Know About Establishing an ESOP - Webinar Friday	Wed 04/09/2013 16:00	31 KB
ConnectWise	Keep Your Techs Booked Up, Busy and Billable	Wed 04/09/2013 14:14	16 KB
Dr James Robertson	http://www.xldata.co.uk/ceo.htm	Wed 04/09/2013 12:19	184 KB
Nokia	More than your eyes can see	Wed 04/09/2013 04:16	34 KB
TEC Live Events	Attend largest IT Summit: "You Ain't Seen Nothing Yet" -- Sept. 24-26, 2013, Istanbul	Tue 03/09/2013 08:15	26 KB
SAS Forum 2013	Have you registered for the SAS User Forum 2013?	Mon 02/09/2013 14:40	33 KB

PetesWeekly: a 12 Week Year?

Peter Carruthers <editor=petesweekly.com@central-hub.net> on behalf of Peter Carruthers <editor@petesweekly.com>

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Thu 05/09/2013 06:30
To: James@jamesarobertson.com

- Highlight
- Right Click
- Copy

OR

- Highlight
- Ctrl C – to copy

Peter Carruthers <editor@petesweekly.com>

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting JARAWebn To Manager Team E-mail Done Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Send/Receive All Folders Send/Receive

Favorites

- Inbox (7)
- Outbox (1)
- Junk E-mail (1)
- Undeliverable
- Undelivered
- Sent Items

Dr James Robertson UK

- Inbox (7)
 - ..Undelivered
 - .RJ
 - RJ116
 - RJ117
 - RJ118
 - 0 Courses Webinars Newsletter etc
 - Pulse Measurement
 - RSA Seminars
 - StratNews
 - UK Seminars
 - Webinars
 - 1_Personnel and Administration
 - Administration
 - Personnel
 - 2_Information and Marketing

Search Inbox (Ctrl+E)

	From	Subject	Received	Size
	Microsoft Outlook	Microsoft Outlook Test Message	Sun 08/09/2013 18:12	6 KB
	Dr James Robertson	Email Reputation, Email Reputation Reports - SenderScore.org	Sun 08/09/2013 11:42	7 KB
Date: Last Week				
	Invitations at JARA ...	James-- Organizing Outlook -- and other Online Seminars	Fri 06/09/2013 15:45	121 KB
	McAfee	McAfee Labs Researchers at FOCUS 13	Thu 05/09/2013 12:04	19 KB
	Nikki Bush	Newsletter Septem		104 KB
	@ claudine@innoven...	HDSA / BEE VERIFI		298 KB
	GoDaddy	A message from G		19 KB
	Peter Carruthers	PetesWeekly: a 12		23 KB
	Eventbrite	Extra, extra, read a		54 KB
	Director of Learning	What CEOs Need t		31 KB
	ConnectWise	Keep Your Techs B		16 KB
	Dr James Robertson	http://www.xldata		184 KB
	Nokia	More than your ey		34 KB
	TEC Live Events	Attend largest IT S		26 KB
	SAS Forum 2013	Have you registered for the SAS User Forum 2013?	Mon 02/09/2013 14:40	33 KB

➤ Click
➤ Right Click
➤ Rules
➤ Create Rule

PetesWeekly: a 12 Week Year?

Peter Carruthers <editor=petesweekly.com@central-hub.net> on behalf of Peter Carruthers <editor@petesweekly.com>

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Thu 05/09/2013 06:30

To: James@jamesarobertson.com

Inbox - Dr James Robertson UK - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting IM More JARAWebn To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Unreacted

Favorites

- Inbox (8)
- Outbox (1)
- Junk E-mail (1)
- Undeliverable
- Undelivered
- Sent Items

Dr James Robertson UK

- Inbox (8)**
 - ..Undelivered
 - .RJ
 - RJ116
 - RJ117
 - RJ118
 - 0 Courses Webinars Newsletter etc
 - Pulse Measurement
 - RSA Seminars
 - StratNews
 - UK Seminars
 - Webinars
 - 1_Personnel and Administration
 - Administration
 - Personnel
 - 2_Information and Marketing
 - Information
 - Marketing

From	Subject
Microsoft Outlook	Microsoft Outlook Test Message
Dr James Robertson	Email Reputation, Email Reputation Reports - SenderScore.org

Date: Last Week

- Invitations at JARA ... James-- Organizing Outlook -- and other Online Seminars
- McAfee
- Nikki Bush
- claudine@innov
- GoDaddy
- Peter Carruthers**
- Eventbrite
- Director of Learn
- ConnectWise
- Dr James Robert**
- Nokia
- TEC Live Events
- SAS Forum 2013

PetesWeekly: a 12

Peter Carruthers

[Click here to download](#)

Sent: Thu 05/09/2013 06:30

To: James@jamesarobertson.com

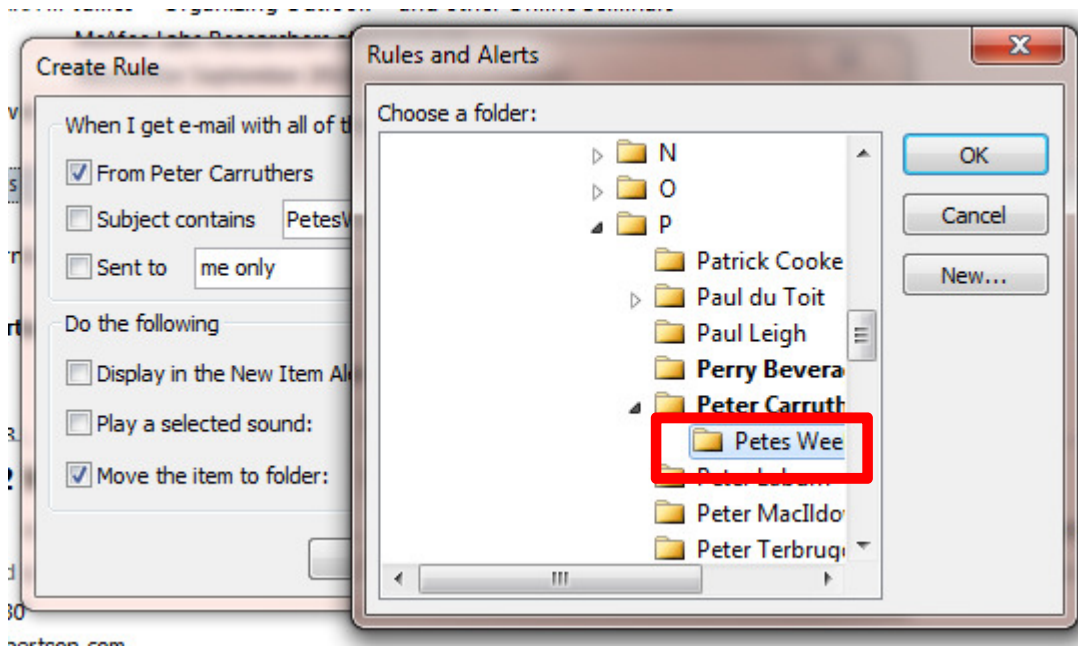
Create Rule

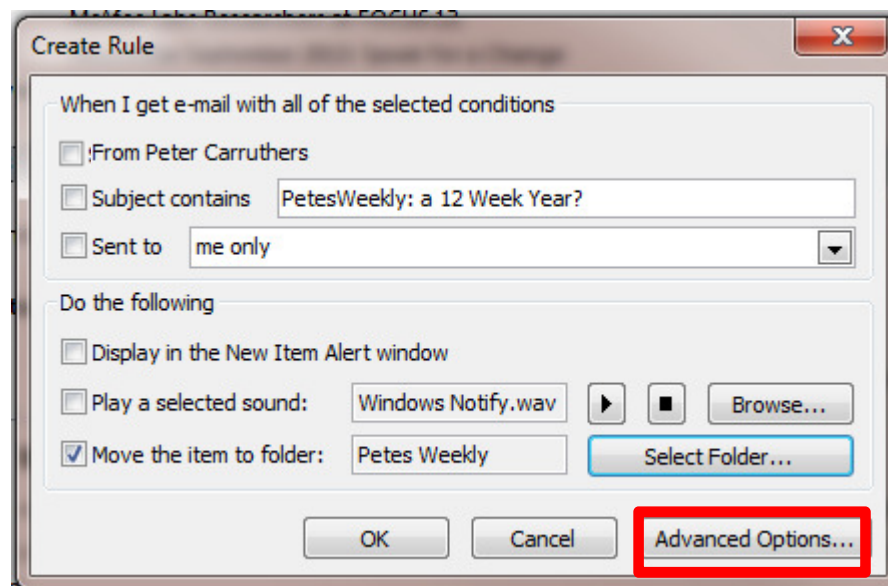
When I get e-mail with all of the selected conditions

- From Peter Carruthers
- Subject contains PetesWeekly: a 12 Week Year?
- Sent to me only

Do the following

- Display in the New Item Alert window
- Play a selected sound: Windows Notify.wav
- Move the item to folder: IMCSA





Rules Wizard

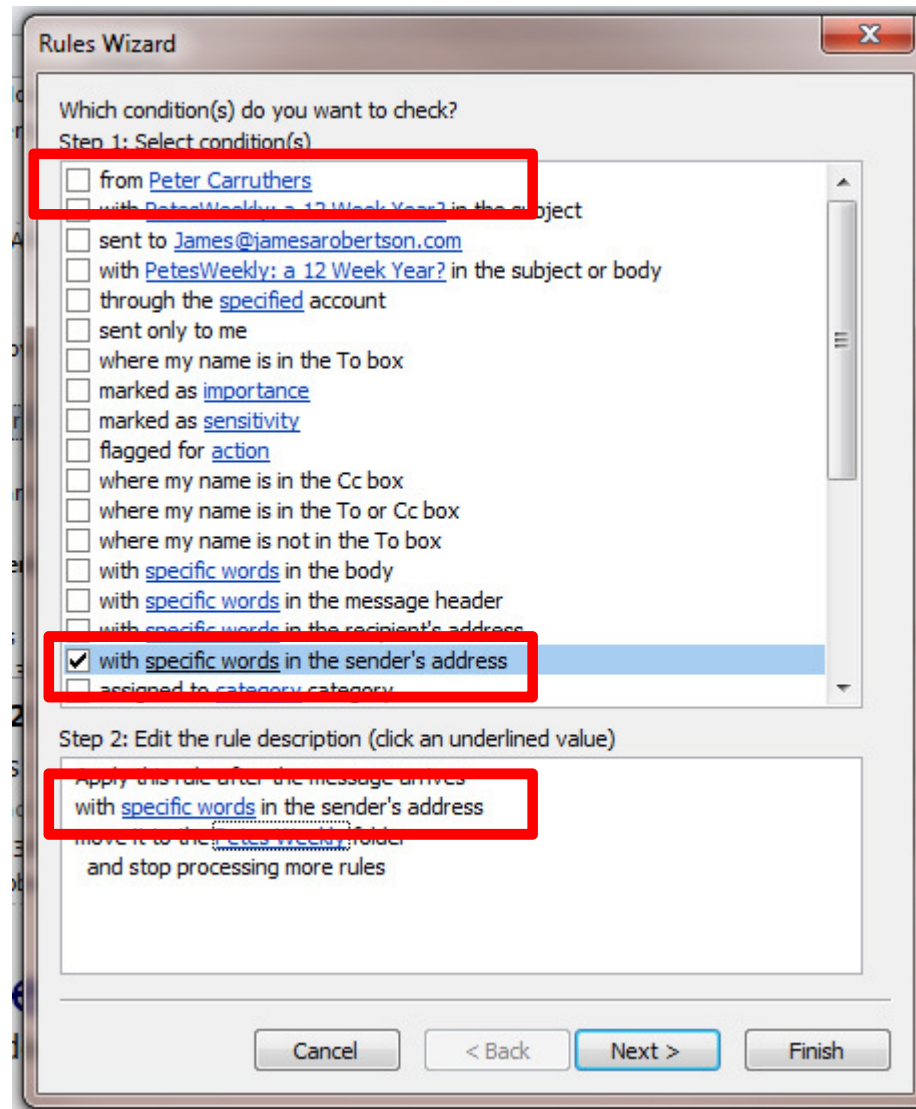
Which condition(s) do you want to check?
Step 1: Select condition(s)

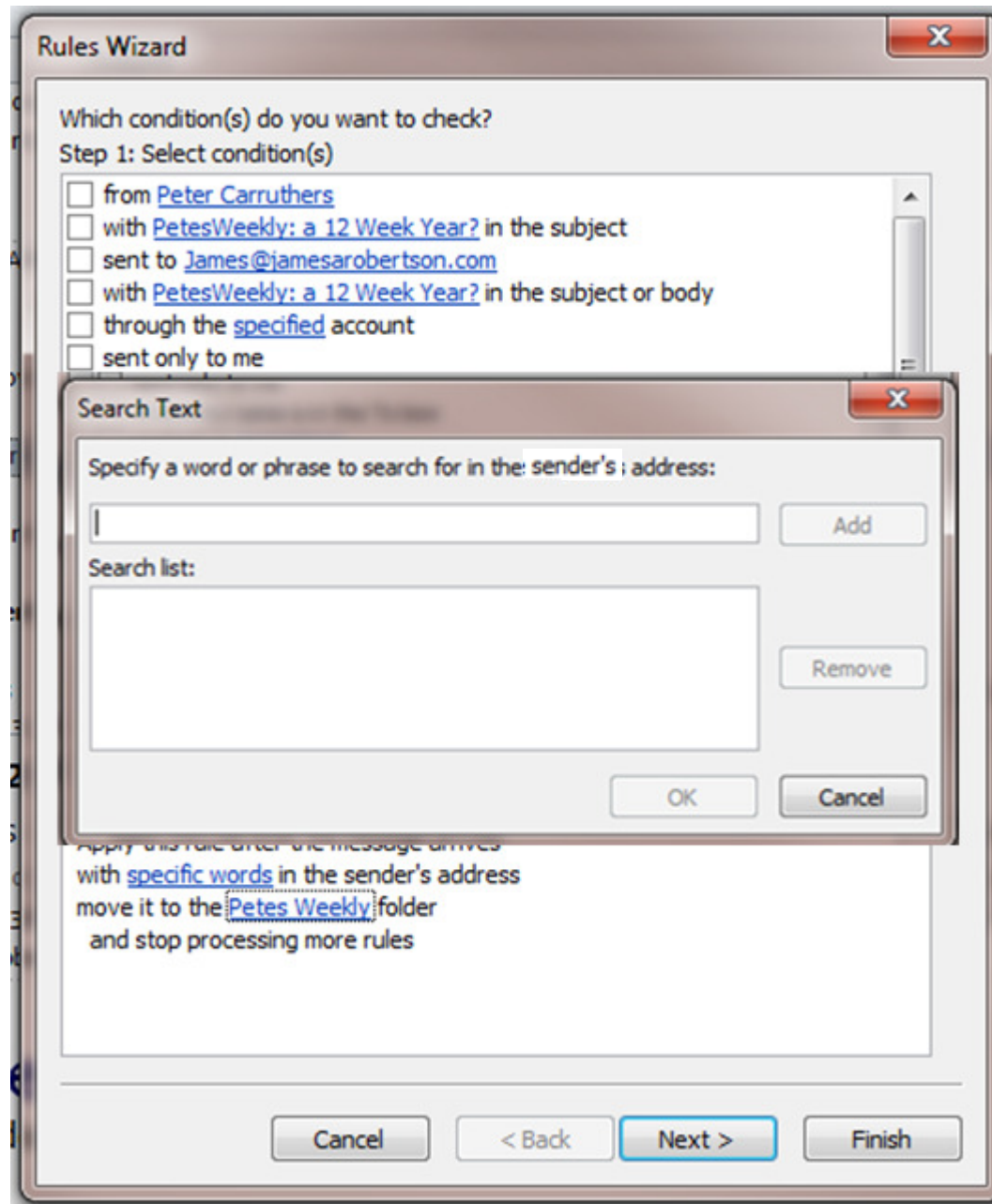
- from Peter Carruthers
- with PetesWeekly: a 12 Week Year? in the subject
- sent to James@jamesarobertson.com
- with PetesWeekly: a 12 Week Year? in the subject or body
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- with specific words in the body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

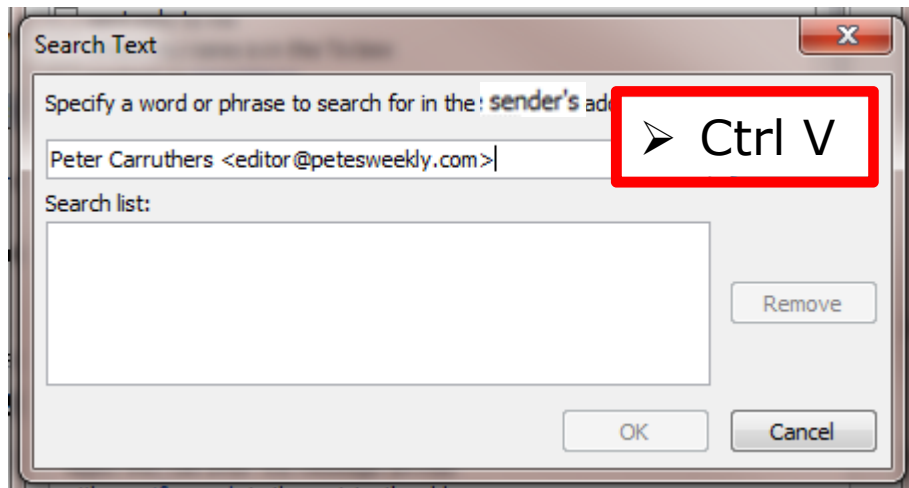
Step 2: Edit the rule description (click an underlined value)

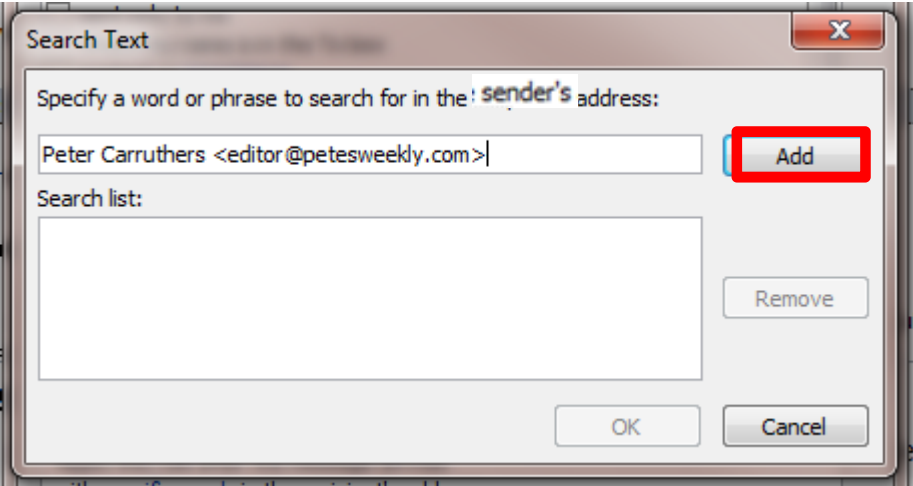
Apply this rule after the message arrives
with specific words in the sender's address
move it to the Petes Weekly folder
and stop processing more rules

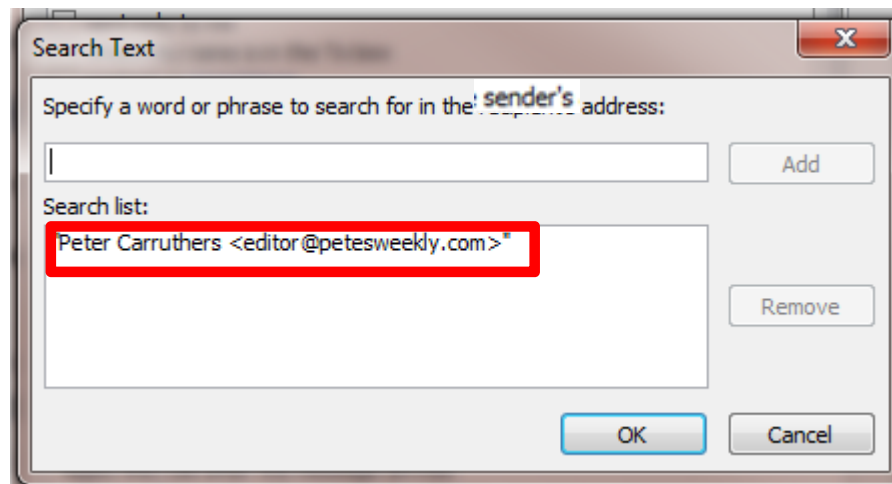
Cancel < Back Next > Finish

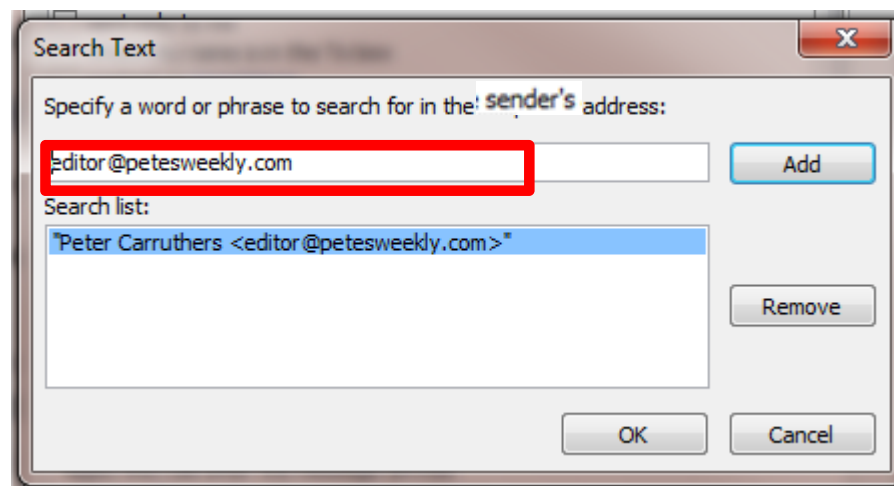


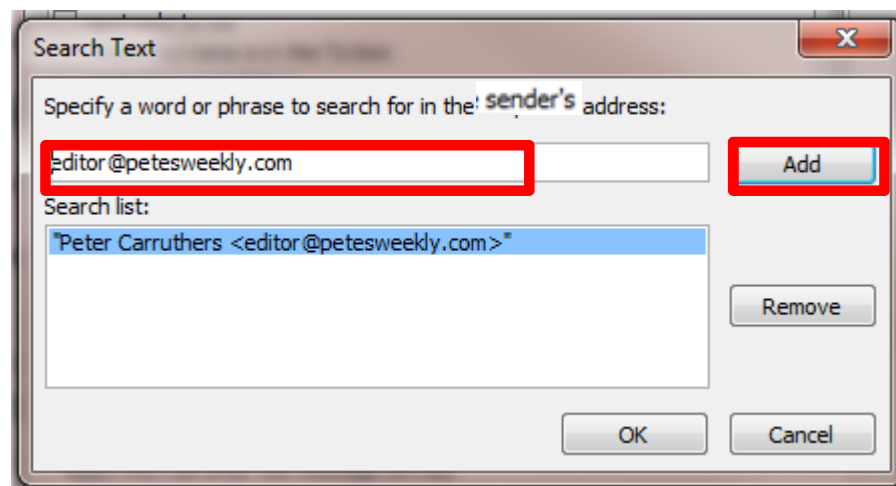




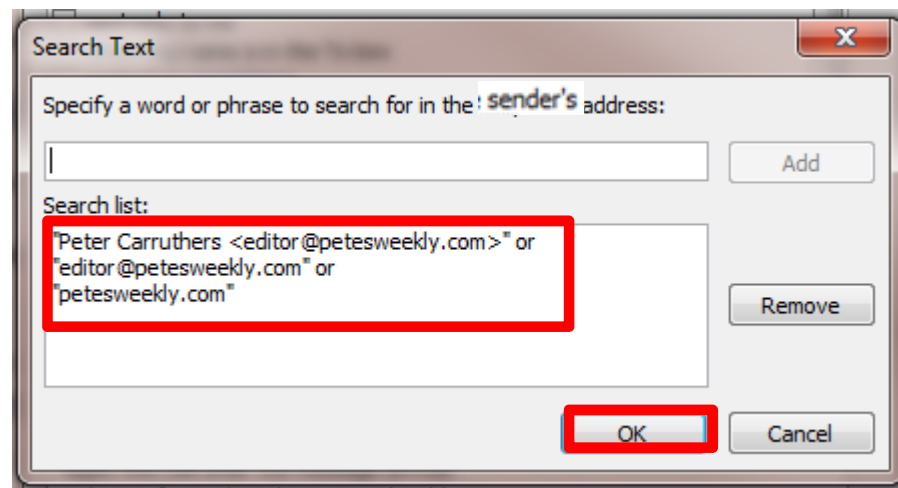












Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from [Peter Carruthers](#)
- with [PetesWeekly: a 12 Week Year?](#) in the subject
- sent to James@jamesarobertson.com
- with [PetesWeekly: a 12 Week Year?](#) in the subject or body
- through the [specified](#) account
- sent only to me
- where my name is in the To box
- marked as [importance](#)
- marked as [sensitivity](#)
- flagged for [action](#)
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- with [specific words](#) in the body
- with [specific words](#) in the message header
- with [specific words](#) in the recipient's address
- with [specific words](#) in the sender's address
- assigned to [category](#) category

Step 2: Edit the rule description (click an underlined value)

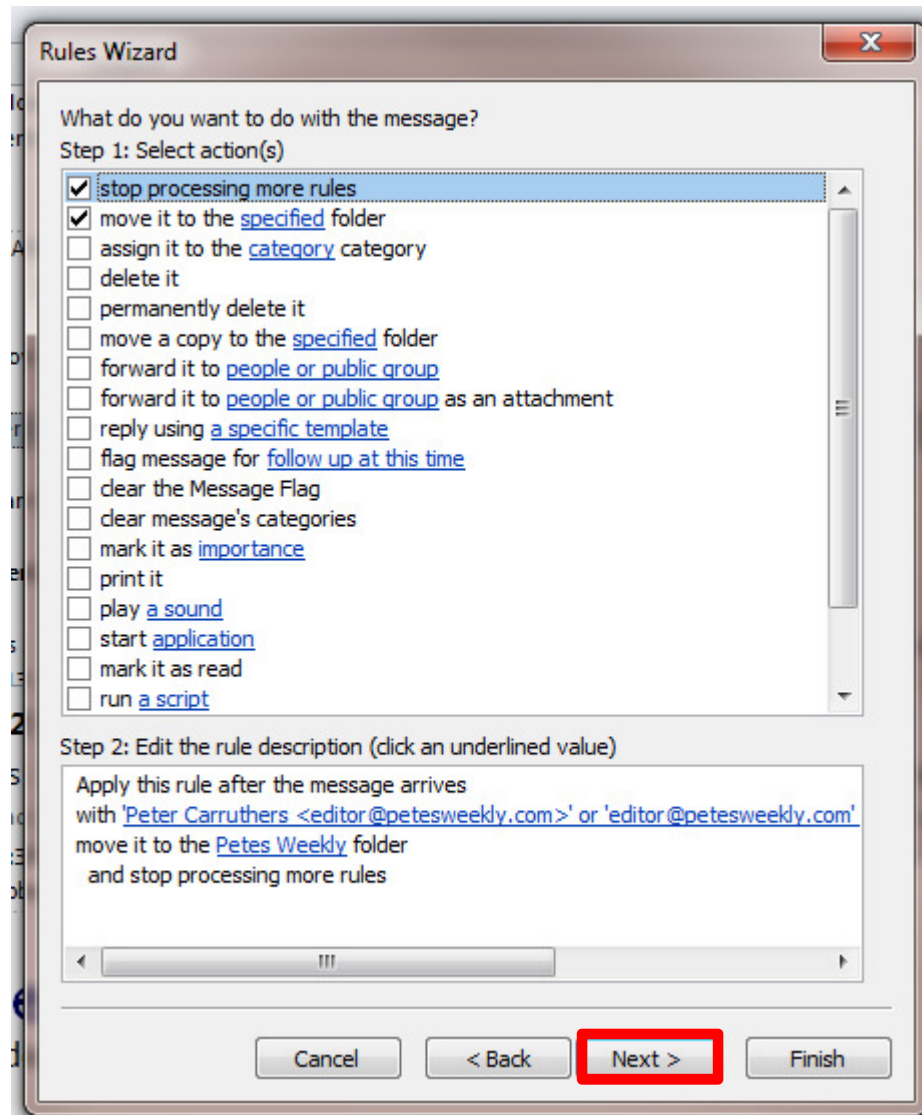
Apply this rule after the message arrives

with [specific words](#) in the sender's address

move it to the [Petes Weekly](#) folder

and stop processing more rules

Cancel < Back **Next >** Finish



Rules Wizard

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- except if from people or public group
- except if the subject contains specific words
- except through the specified account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as importance
- except if it is marked as sensitivity
- except if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to people or public group
- except if the body contains specific words
- except if the subject or body contains specific words
- except if the message header contains specific words
- except with specific words in the recipient's address
- except with specific words in the sender's address
- except if assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
with 'Peter Carruthers <editor@petesweekly.com>' or 'editor@petesweekly.com'
move it to the Petes Weekly folder
and stop processing more rules

Cancel < Back **Next >** Finish

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

rs <editor@petesweekly.com>' or 'editor@petesweekly.com' or 'petesweekly.com'

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
with Peter Carruthers <editor@petesweekly.com>' or 'editor@petesweekly.com'
move it to the Petes Weekly folder
and stop processing more rules

Cancel < Back Next > Finish

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

rs <editor@petesweekly.com> or 'editor@petesweekly.com' or 'petesweekly.com'

Step 2: Setup rule options

- Run this rule now on messages already in "Inbox"
- Turn on this rule
- Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
with Peter Carruthers <editor@petesweekly.com> or 'editor@petesweekly.com'
move it to the Petes Weekly folder
and stop processing more rules

Cancel < Back Next > Finish

Petes Weekly - Dr James Robertson UK - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting IM More Quick Steps Move Rules OneNote Unread

Favorites

- Inbox (8)
- Outbox (1)
- Junk E-mail (1)
- Undeliverable
- Undelivered
- Sent Items

P

- Patrick Cooke
- Paul du Toit
- Paul Leigh
- Perry Beverage (1)
- Peter Carruthers (1)**
 - Petes Weekly**
 - Peter Laburn
 - Peter MacIldowie
 - Peter Terbrugge
- R
- S
- TUVWXYZ
- Corporate Relationships
- Institutions
 - ECSA
 - eSpeakers
 - GIBS
 - IMCSA
 - PPS
 - PSASA
 - SAICE

Date: Last Week

- Peter Carruthers** PetesWeekly: a 12 Week Year?

Date: Two Weeks Ago

- Peter Carruthers PetesWeekly: Better Sales in September
- Peter Carruthers PetesWeekly: How to Not Sign Sureties

Date: Three Weeks Ago

- Peter Carruthers PetesWeekly: What is the cost of signing a surety?

Date: Last Month

- James A Robertson RE: PetesWeekly: Life is Not a subset of Business
- Peter Carruthers PetesWeekly: Life is Not a subset of Business

Date: Older

PetesWeekly: a 12 Week Year?

Peter Carruthers <editor=petesweekly.com@central-hub.net> on behalf of Peter

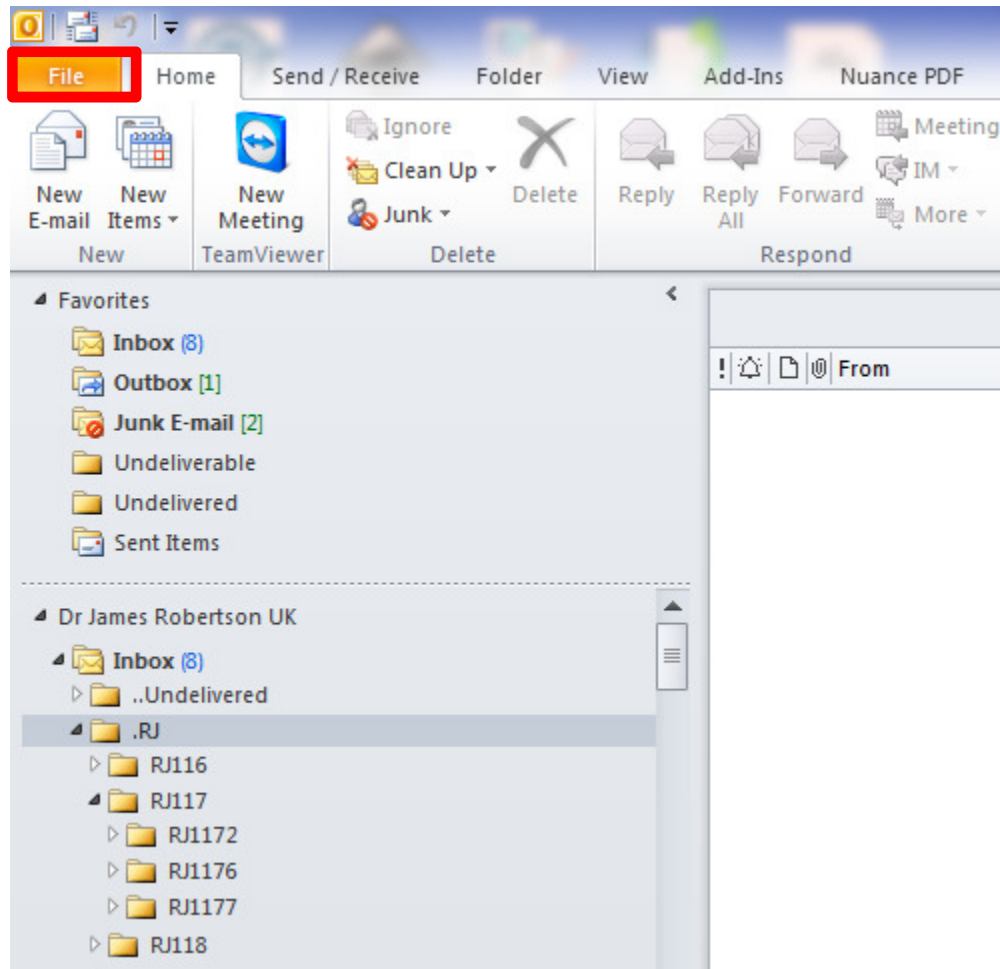
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures.

Sent: Thu 05/09/2013 06:30

To: James@jamesarobertson.com

PetesWeekly.com
Small Business Ideas
September 5, 2013

Maintaining Inbox Rules



File Home Send / Receive Folder View Add-Ins Nuance PDF .RJ - Dr James Roberts

Save As
Save Attachments


Info

Open
Print
Help
Options
Exit


Account Information

Dr James A Robertson
POP/SMTP


+ Add Account

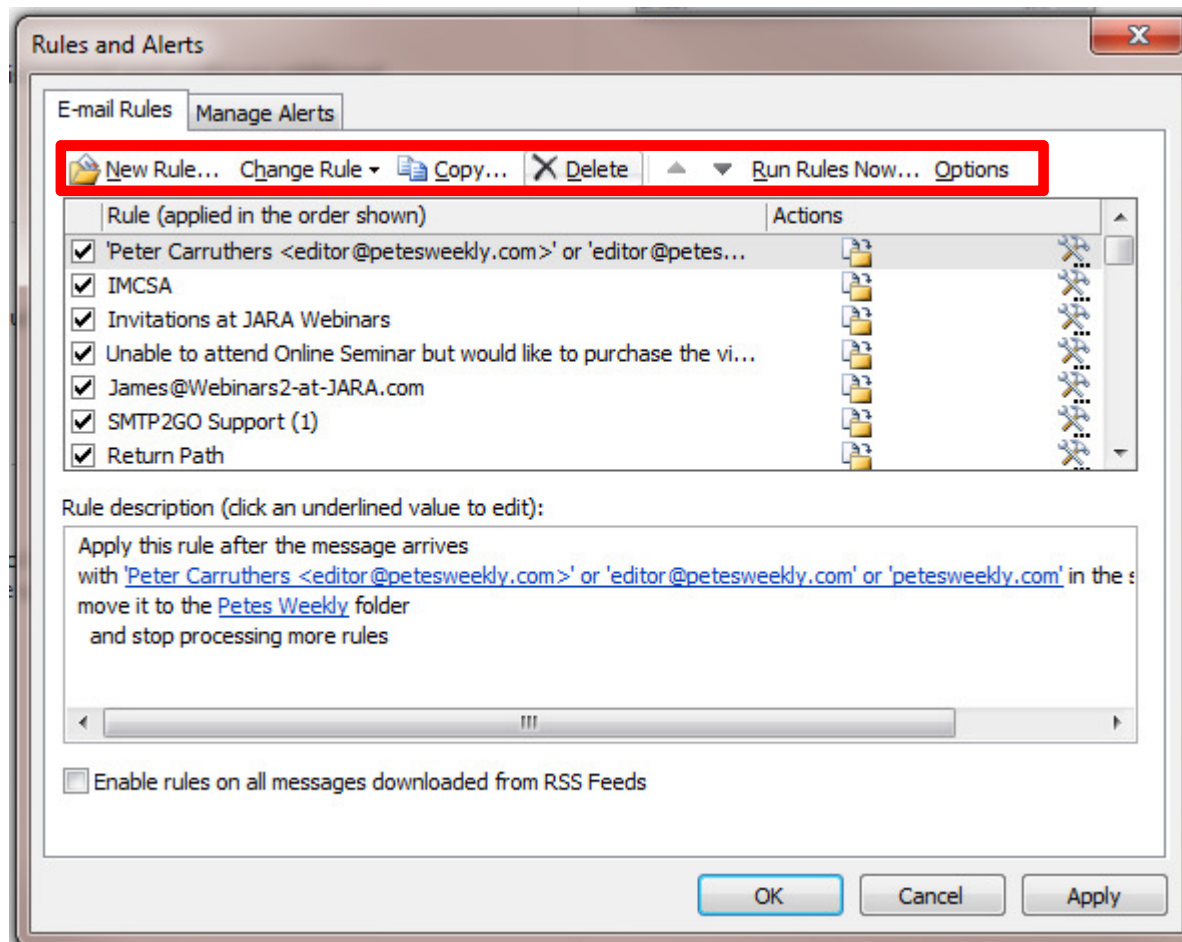
 **Account Settings**
Modify settings for this account and configure additional connections.

Account Settings ▾

 **Mailbox Cleanup**
Manage the size of your mailbox by emptying Deleted Items and archiving.

Cleanup Tools ▾

 **Manage Rules & Alerts**
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

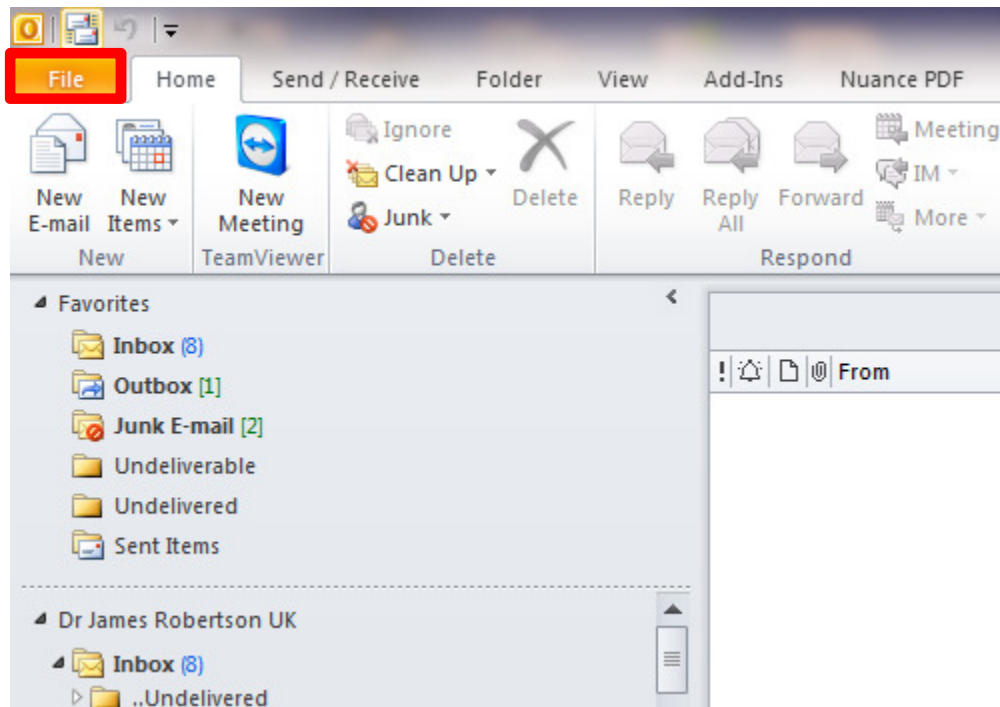


More advanced techniques

Multiple email addresses



1. Separate email addresses for different major activities
2. Allows rules based on the email address to which the email is directed
3. Projects
4. Personal / outside interests
5. Etc
6. Work through your corporate IT or use a third party service provider like www.Arvice.com – may need help with set-up
7. Or a free service like GMail – set-up a little more challenging



File Home Send / Receive Folder View Add-Ins Nuance PDF .RJ - Dr James Robert

Save As
Save Attachments

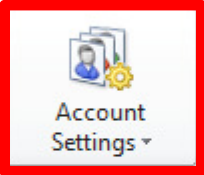
Info

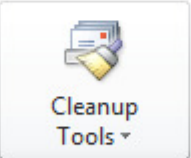
Open
Print
Help
Options
Exit

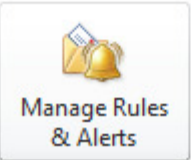
Account Information

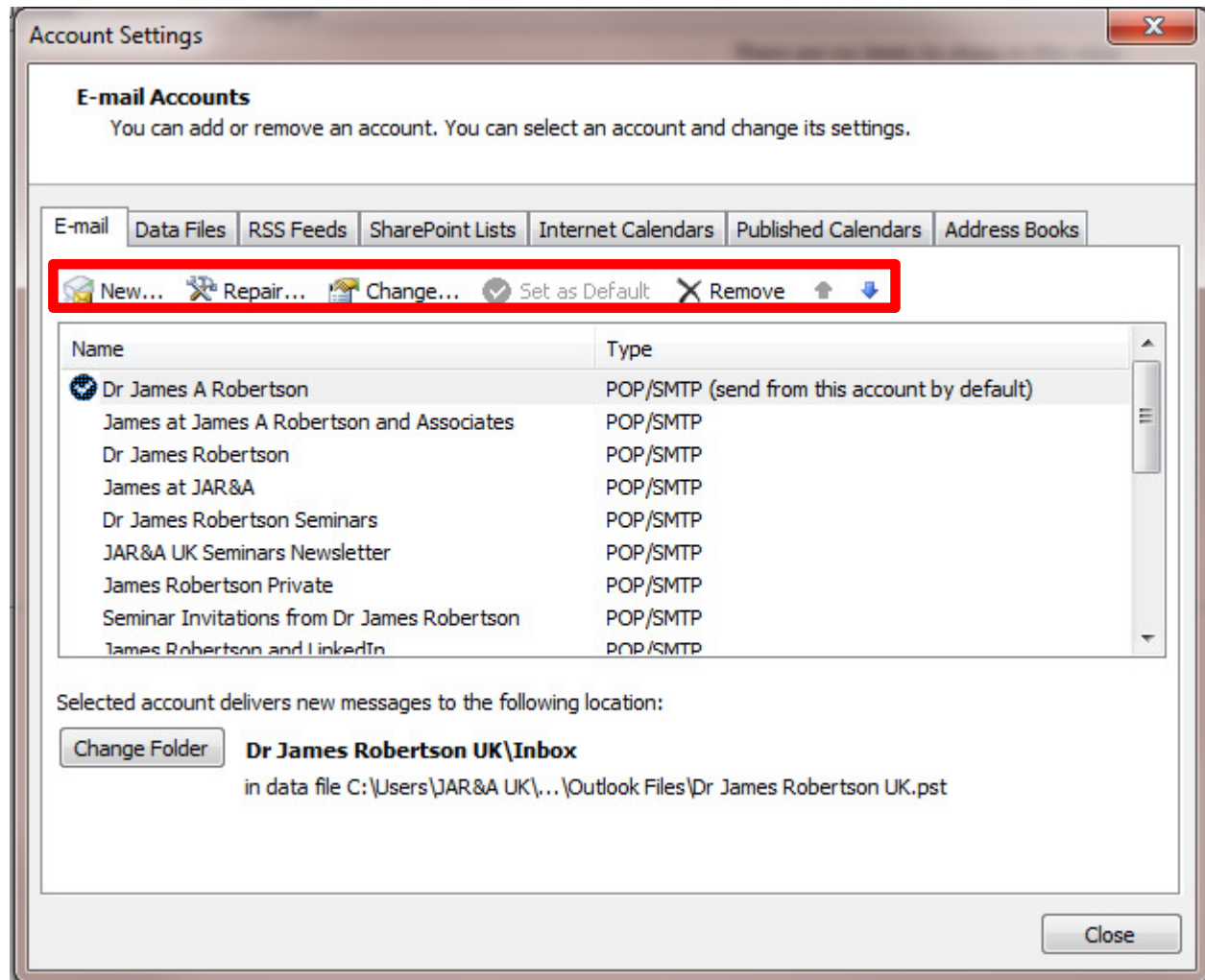
Dr James A Robertson
POP/SMTP

+ Add Account


 **Account Settings**
Modify settings for this account and configure additional connections.

 **Cleanup Tools**

 **Manage Rules & Alerts**
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.



Change Account X

Internet E-mail Settings
Each of these settings are required to get your e-mail account working. 

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

Agenda

Organizing Outlook



1. Basic Principles and Techniques
2. What these Techniques enable
3. More Advanced Techniques
- 4. Greater Sophistication – when you have a LOT on the go**

Greater sophistication

Creating a new Windows User

In order to Archive OR for a new purpose



1. Keeps your old data and Outlook profile and allows you to start afresh OR start ANOTHER profile
2. Allows you to have a completely separate Windows set-up for different purposes e.g. one for general business and one for that major project, or personal, or outside interest, etc – all your Microsoft Office settings, most recent files, etc are ALL unique per user
3. Some limited inconvenience but major advantages if you do it for the right reasons
4. I prefer to multiple Outlook profiles for one Windows User



Recycle Bin e-Sword Inkscape PIXELA Product R... CoffeeCup Free FTP VINERTC

Adobe Reader XI Google Chrome IRIScan Anywhere... Readiris Pro 12 for IRISc... GoToMeet...

AVG 2013 Google Desktop Launch DocToHt... Skype GoToTrain...

Belarc Advisor Google Earth Music Transfer ... TeamViewer 8 kompozer - Shortcut

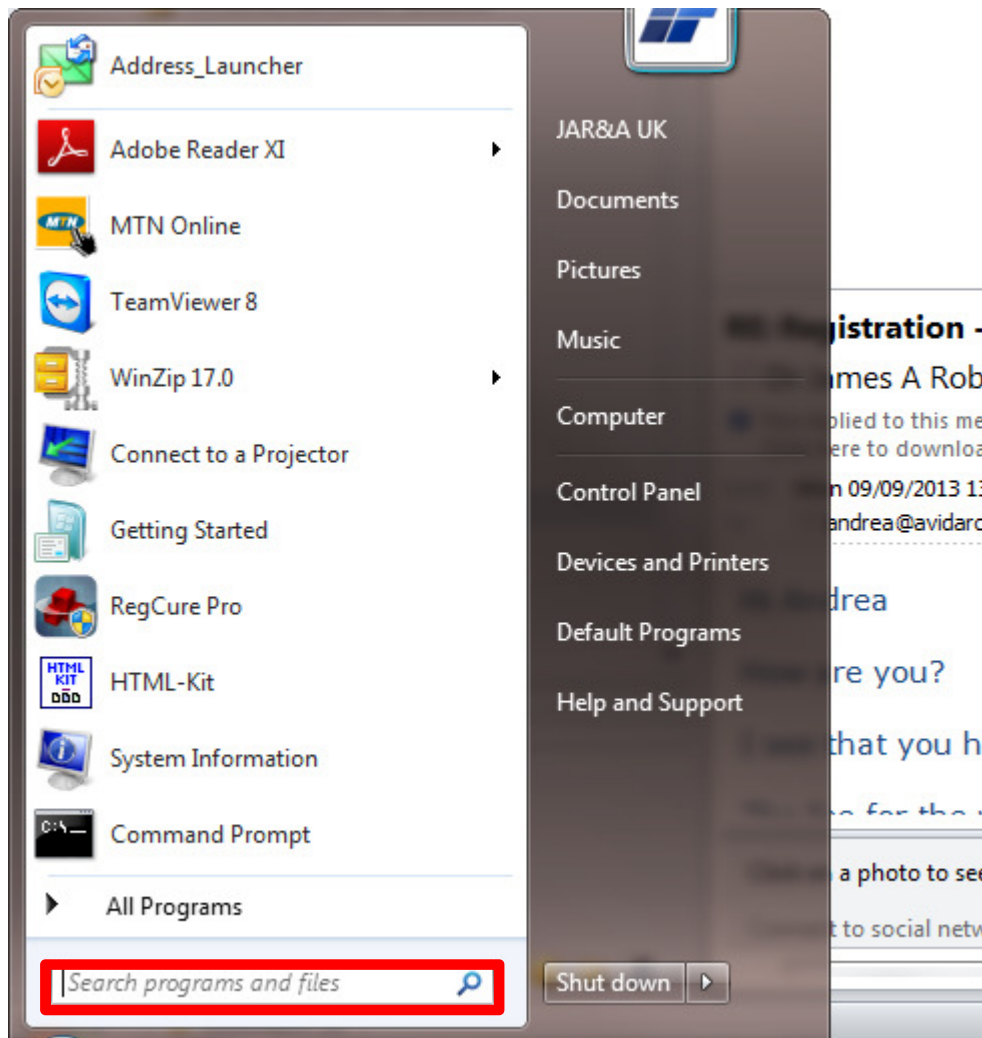
Canon MX430 seri... GroupMail 5 Nokia Suite Total Commander MTN Online

Canon Solutio... Hex Editor Neo Online Bible UpdateMy... MWSnap 3

Cardiris Pro 5 ImageMixer 3 SE Ver.4 PC Study Bible 5 WinZip RegCure Pro

Dell Display Manager ImageMixer Homepage PDF Converter ... ZoomBrow... EX SAPEXport3

Windows Start button, Internet Explorer, Google Chrome, File Explorer, VLC media player, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access, Microsoft OneNote, Microsoft Publisher, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access, Microsoft OneNote, Microsoft Publisher, EN, 12:44



Programs (5)

- User Guide
- User Guide
- User Registration

Control Panel (14)


- User Accounts
- Change User Account Control settings
- Configure advanced user profile properties

Documents (148)

- User
- Corel User Files
- All Users

Music (4)

- Maid with the Flaxen Hair
- Sample Music
- Kalimba

 See more results

user x Shut down

Registration --
comes A Robe
plied to this mes
ere to downloa
n 09/09/2013 13
andrea@avidarch
drea
re you?
that you ha
se for the u
a photo to see
t to social netw

Control Panel Home

Manage your credentials

Create a password reset disk


Link online IDs

Manage your file encryption certificates

Configure advanced user profile properties

Change my environment variables





See also


 Parental Controls

Control Panel > User Accounts and Family Safety > User Accounts

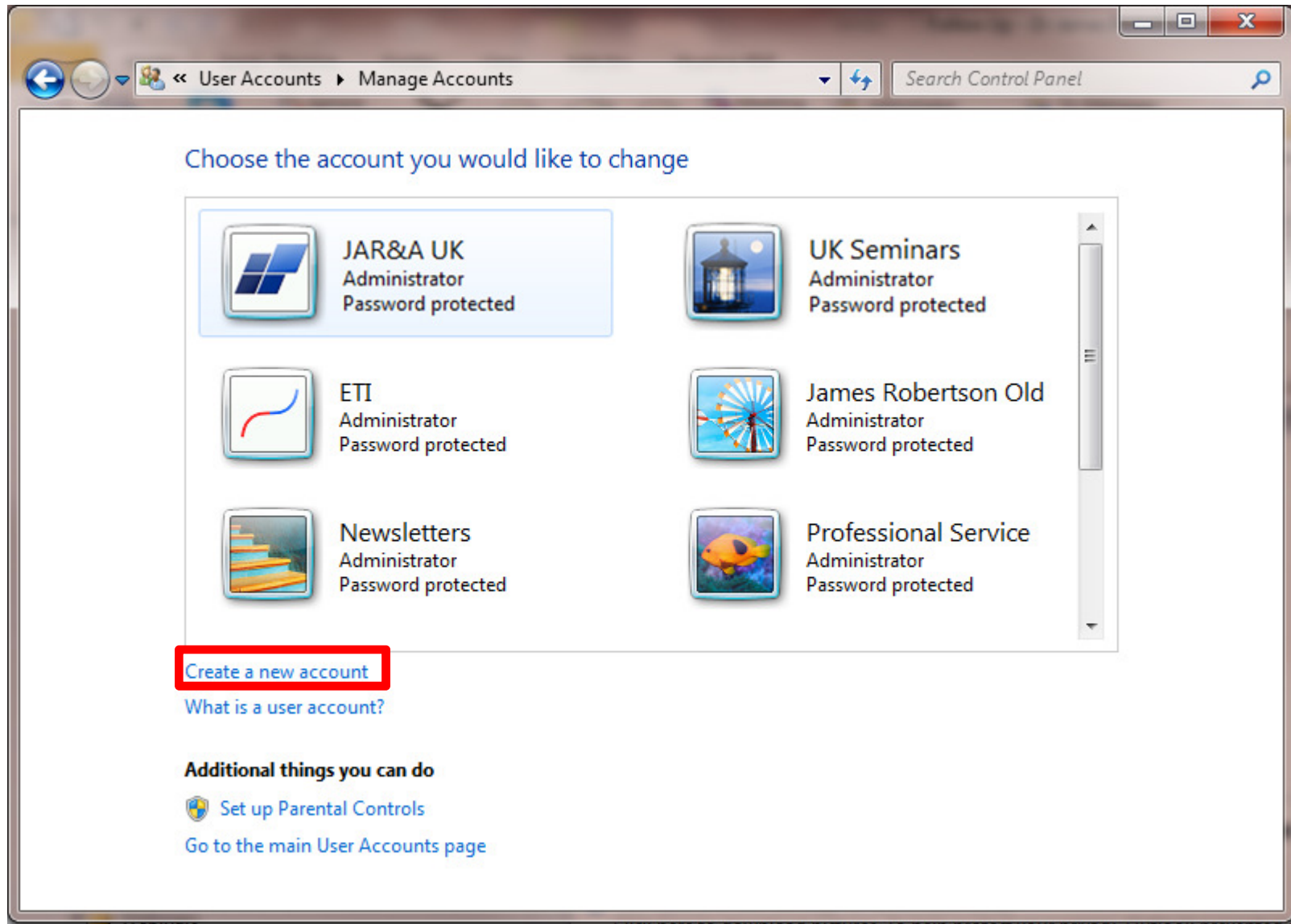
Search Control Panel

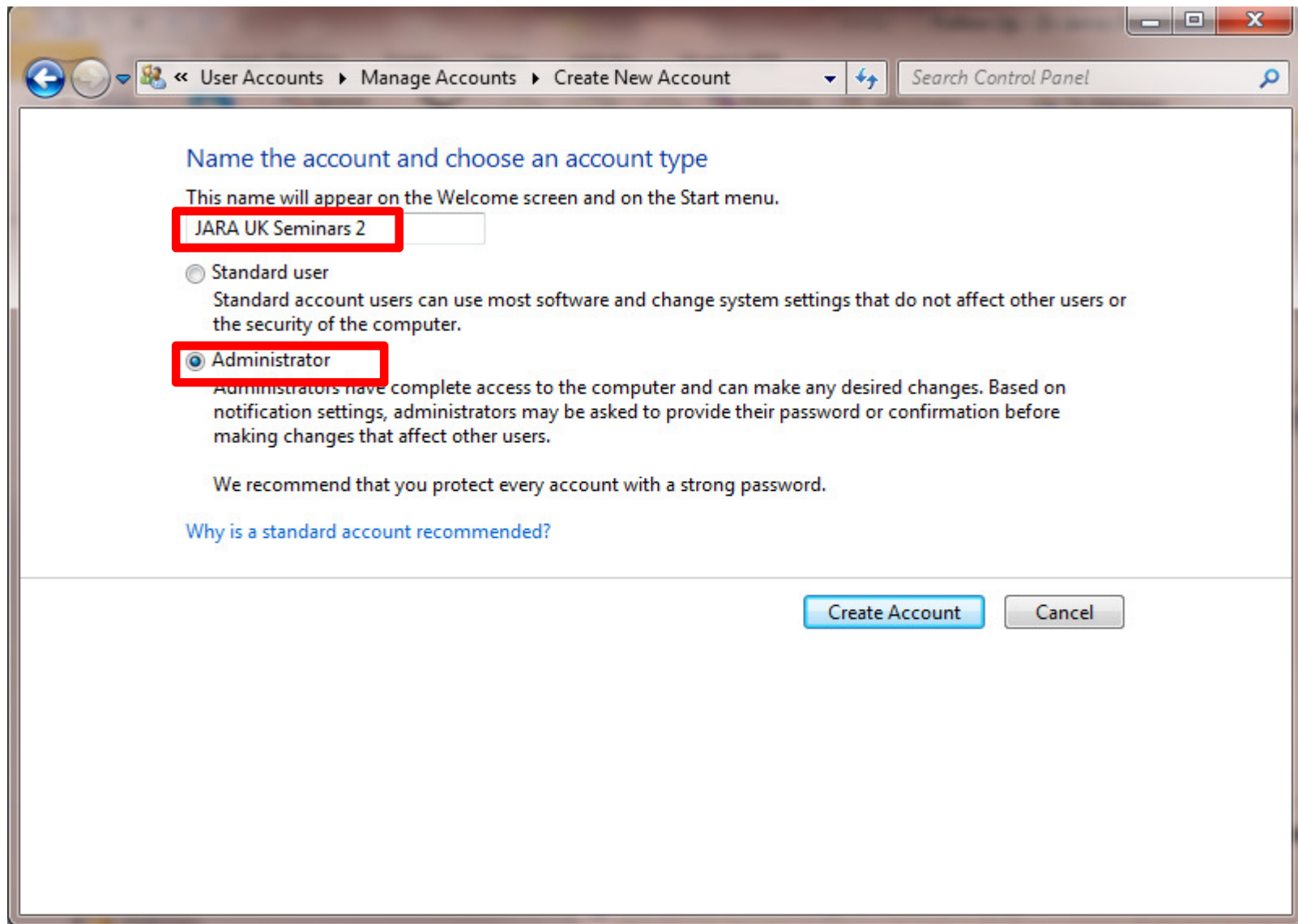
Make changes to your user account

- [Change your password](#)
- [Remove your password](#)
- [Change your picture](#)
-  [Change your account name](#)
-  [Change your account type](#)
-  **[Manage another account](#)**
-  [Change User Account Control settings](#)



JAR&A UK
Administrator
Password protected





Name the account and choose an account type

This name will appear on the Welcome screen and on the Start menu.

JARA UK Seminars 2

Standard user

Standard account users can use most software and change system settings that do not affect other users or the security of the computer.

Administrator

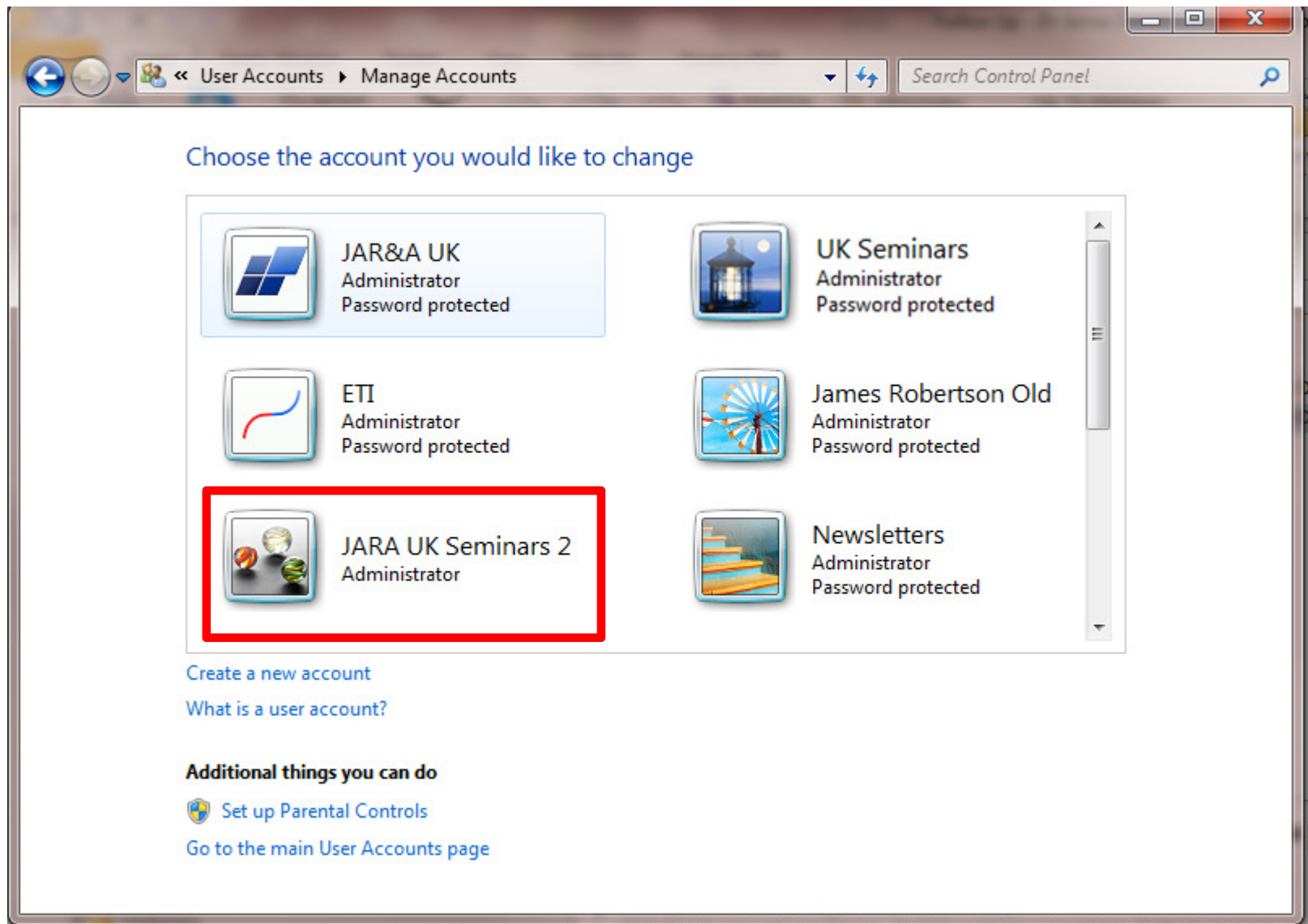
Administrators have complete access to the computer and can make any desired changes. Based on notification settings, administrators may be asked to provide their password or confirmation before making changes that affect other users.

We recommend that you protect every account with a strong password.

[Why is a standard account recommended?](#)

Create Account

Cancel




Control Panel > User Accounts > Manage Accounts > Change an Account

Search Control Panel

Make changes to JARA UK Seminars 2's account

- [Change the account name](#)
- [Create a password](#)
- [Change the picture](#)
- [Set up Parental Controls](#)
- [Change the account type](#)
- [Delete the account](#)
- [Manage another account](#)




JARA UK Seminars 2
Administrator

Control Panel > Manage Accounts > Change an Account > Create Password

Search Control Panel

Create a password for JARA UK Seminars 2's account



JARA UK Seminars 2
Administrator

You are creating a password for JARA UK Seminars 2.

If you do this, JARA UK Seminars 2 will lose all EFS-encrypted files, personal certificates and stored passwords for Web sites or network resources.

To avoid losing data in the future, ask JARA UK Seminars 2 to make a password reset floppy disk.

If the password contains capital letters, they must be typed the same way every time.

[How to create a strong password](#)

The password hint will be visible to everyone who uses this computer.

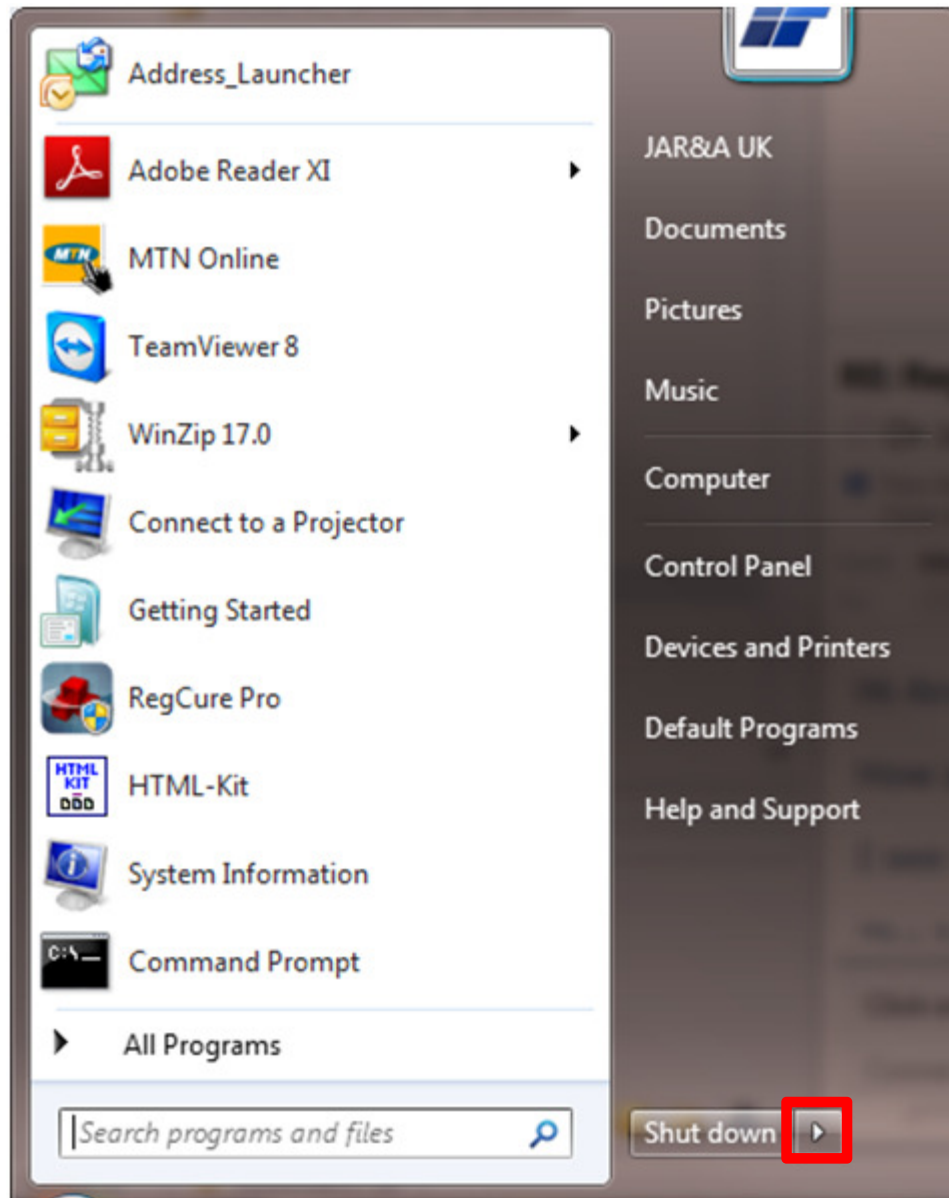
[What is a password hint?](#)

The image shows a Windows Control Panel window titled "Change an Account". The breadcrumb navigation at the top reads: < < User Accounts > Manage Accounts > Change an Account. A search bar on the right contains the text "Search Control Panel". The main content area is titled "Make changes to JARA UK Seminars 2's account". On the left, there is a list of options: "Change the account name", "Change the password", "Remove the password", "Change the picture", "Set up Parental Controls", "Change the account type", "Delete the account", and "Manage another account". On the right, there is a card for the account "JARA UK Seminars 2", which is an Administrator and is password protected. The card includes a small icon of a computer monitor with three colored spheres (red, yellow, green) on it. The text "Administrator" and "Password protected" is displayed below the name. The window's title bar shows standard Windows window controls: minimize, maximize, and close (X). The close button is highlighted with a red box. The account name "JARA UK Seminars 2" and the text "Administrator" and "Password protected" are also highlighted with red boxes.

Make changes to JARA UK Seminars 2's account

- Change the account name
- Change the password
- Remove the password
- Change the picture
- Set up Parental Controls
- Change the account type
- Delete the account
- Manage another account

JARA UK Seminars 2
Administrator
Password protected



Switch User
Logoff



JARA UK Seminars 2

Switch User

Windows 7 Professional





Recycle Bin
e-Sword
Inkscape
PIXELA
Product R...

Adobe
Reader XI
Google
Chrome
IRIScan
Anywhere...
Readiris Pro
12 for IRISC...

AVG 2013
Google
Desktop
Launch
DocToHT...
Skype

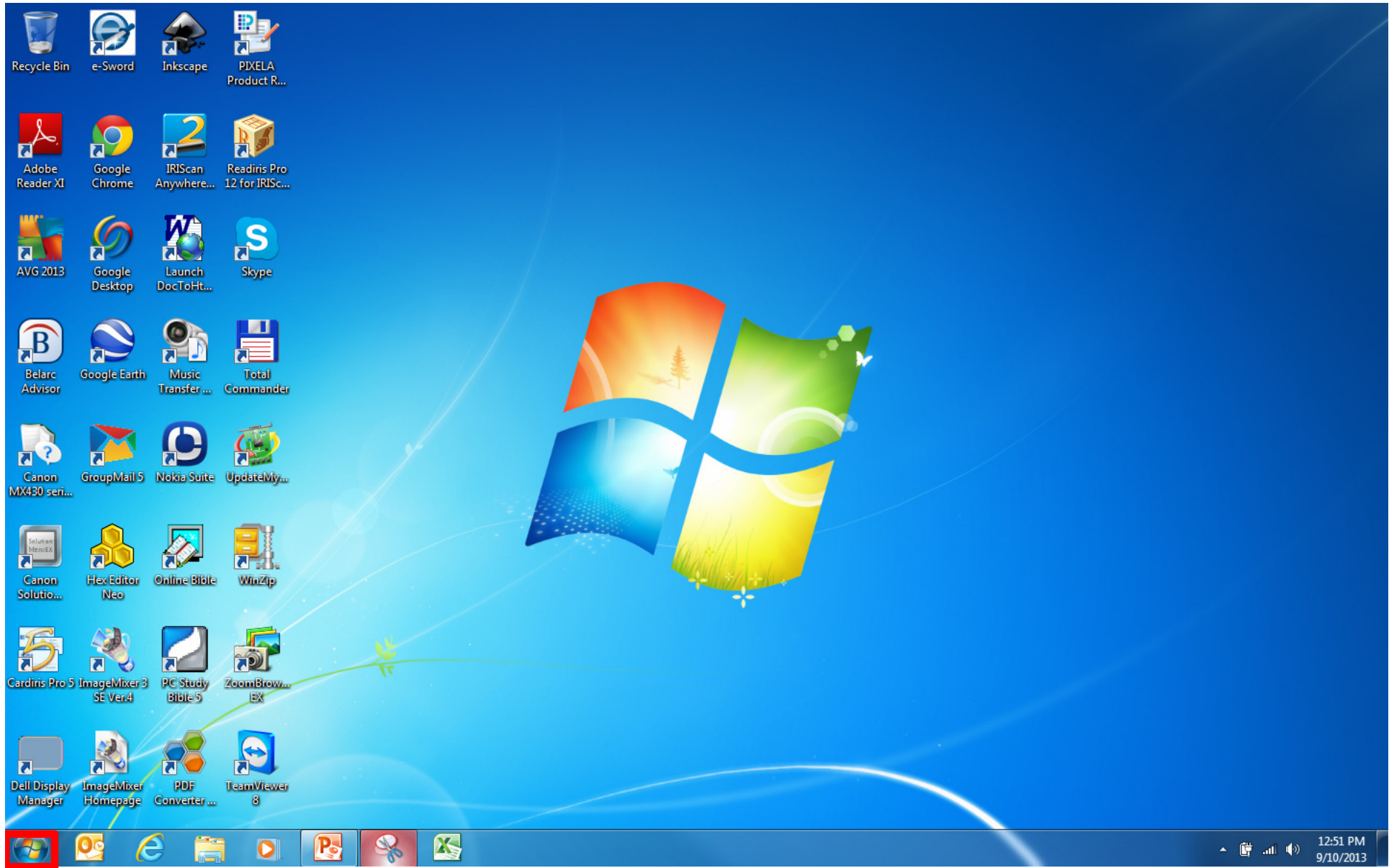
Belarc
Advisor
Google Earth
Music
Transfer ...
TeamViewer
8

Canon
MX430 seri...
GroupMail 5
Nokia Suite
Total
Commander

Canon
Solutio...
Hex Editor
Neo
Online Bible
UpdateMy...

Cardiris Pro 5
ImageMixer 3
SE Ver.4
PC Study
Bible 5
WinZip

Dell Display
Manager
ImageMixer
Homepage
PDF
Converter ...
ZoomBrow...
EX



Recycle Bin
e-Sword
Inkscape
PIXELA Product R...

Adobe Reader XI
Google Chrome
IRIScan Anywhere...
Readiris Pro 12 for IRISC...

AVG 2013
Google Desktop
Launch DocToHT...
Skype

Belarc Advisor
Google Earth
Music Transfer ...
Total Commander

Canon MX430 seri...
GroupMail 5
Nokia Suite
UpdateMy...

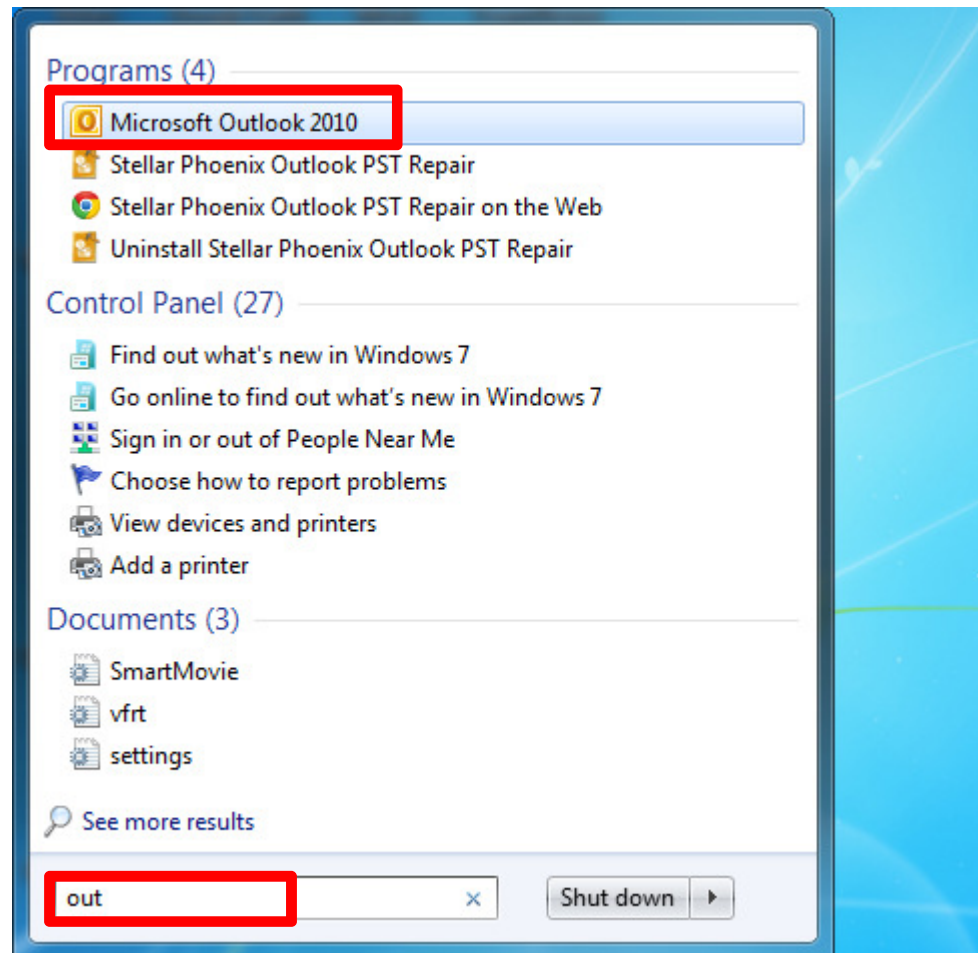
Canon Solution...
Hex Editor Neo
Online Bible
WinZip

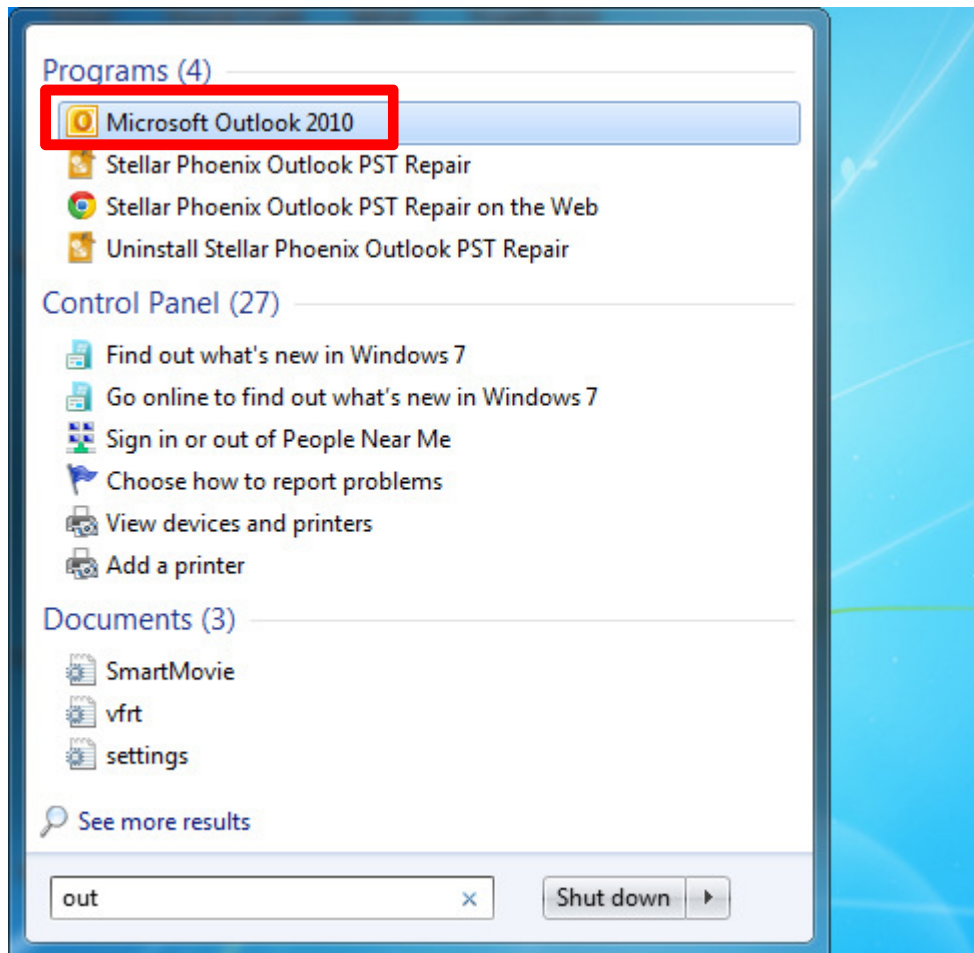
Cardins Pro 5
ImageMixer 3 SE Ver.4
PC Study Bible 5
ZoomBrow... BX

Dell Display Manager
ImageMixer Homepage
PDF Converter ...
TeamViewer 8

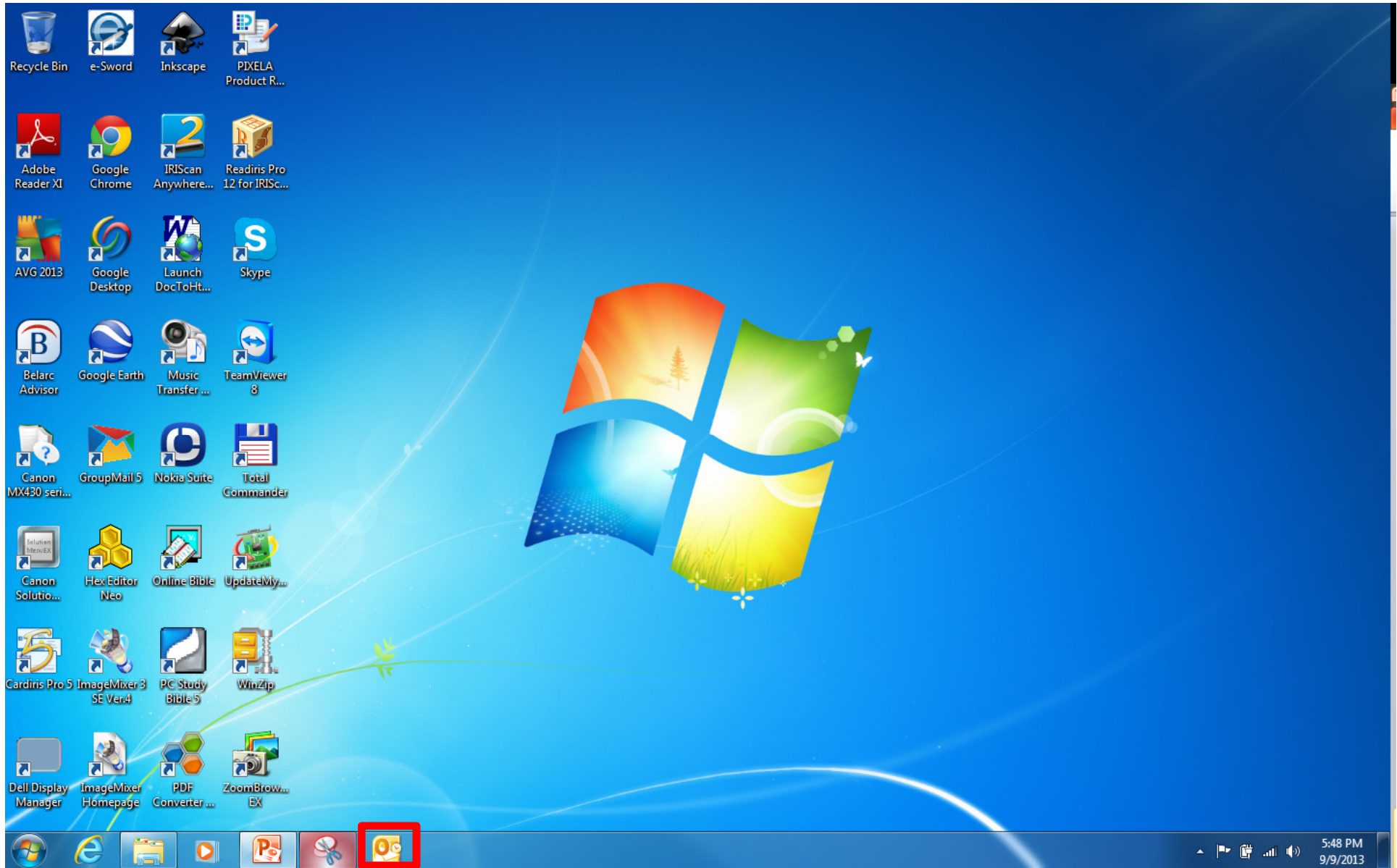


12:51 PM
9/10/2013





Pin to Taskbar





Microsoft Outlook 2010 Startup

Welcome to the Microsoft Outlook 2010 Startup Wizard, which will guide you through the process of configuring Microsoft Outlook 2010.

< Back

Next >

Cancel

Account Configuration

E-mail Accounts


You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?

Yes

No

< Back **Next >** Cancel

Add New Account X

Auto Account Setup 
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams


E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

Add New Account X

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings. 

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: James at JARA UK Seminars
E-mail Address: James@UK-Seminars-at-JARA

Server Information
Account Type: POP3
Incoming mail server: mail. com
Outgoing mail server (SMTP): mail. com

Logon Information
User Name: s@UK-Seminars-at-JARA.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back Next > Cancel

File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward More Move to: ? To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Send/Receive All Folders

Favorites

- Inbox (1)
- Sent Items
- Deleted Items

James at JARA UK Seminars

- Inbox (1)
- Drafts
- Sent Items
- Deleted Items
- Junk E-mail
- Outbox
- RSS Feeds
- Search Folders

Mail

- Calendar
- Contacts
- Tasks

Search Inbox (Ctrl+E)

Arrange By: Date Newest on top

Today

- Microsoft Outlook 6:02 PM
- Microsoft Outlook Test Message

Microsoft Outlook Test Message

Microsoft Outlook <James@UK-Seminars-at-JARA.com>

Sent: None
To: James at JARA UK Seminars

This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.

Microsoft Outlook

September 2013

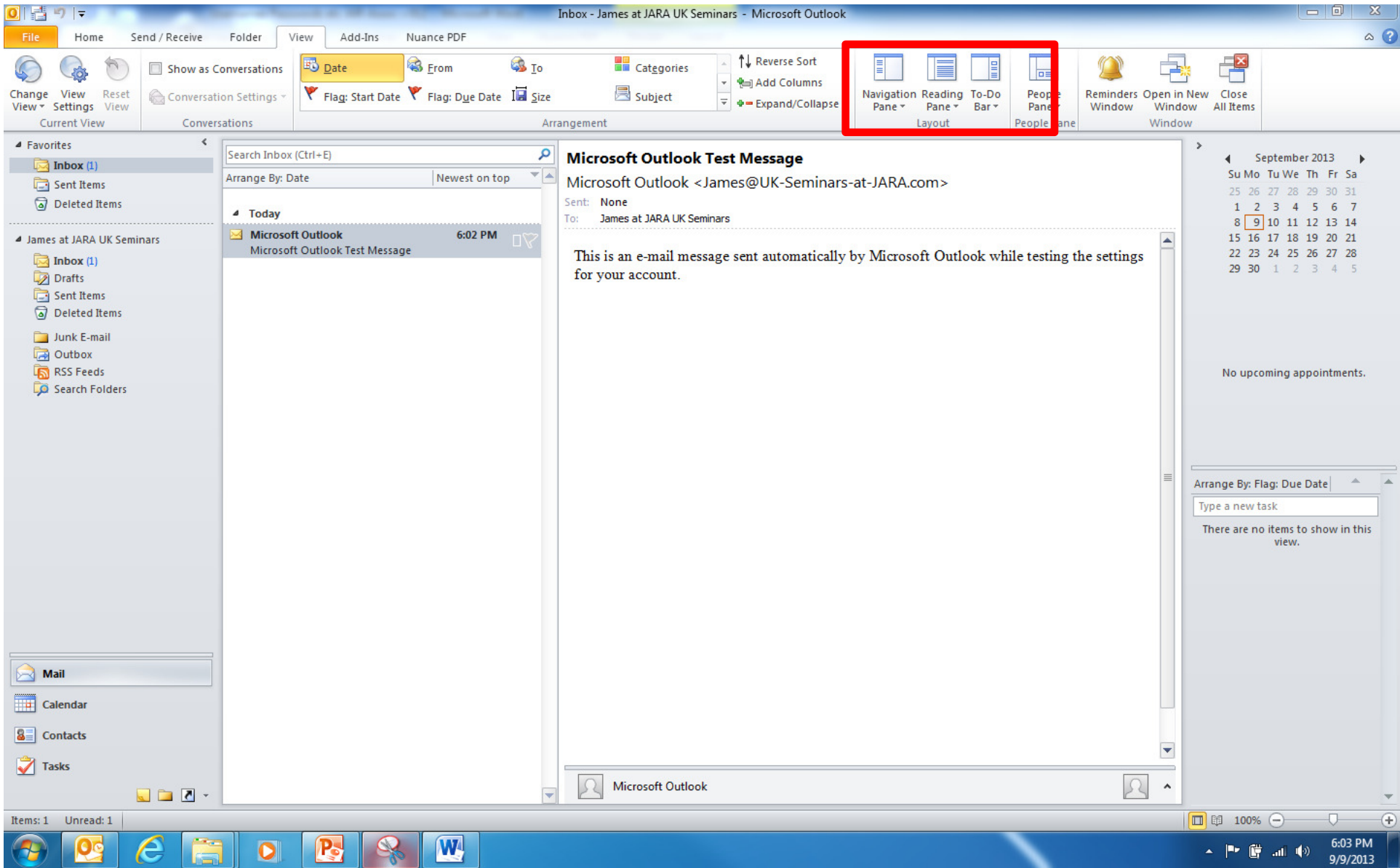
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

No upcoming appointments.

Arrange By: Flag: Due Date

Type a new task

There are no items to show in this view.



File Home Send / Receive Folder View Add-Ins Nuance PDF

New E-mail New Items New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting Move to: ? To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Send/Receive All Folders

Favorites

- Inbox (1)
- Sent Items
- Deleted Items

James at JARA UK Seminars

- Inbox (1)
- Drafts
- Sent Items
- Deleted Items
- Junk E-mail
- Outbox
- RSS Feeds
- Search Folders

Mail

- Calendar
- Contacts
- Tasks

Search Inbox (Ctrl+E)

From	Subject	Received	Size	Categories
Date: Today				
Microsoft Outlook	Microsoft Outlook Test Message	Mon 9/9/2013 6:02 PM	4 KB	

Microsoft Outlook Test Message
Microsoft Outlook <James@UK-Seminars-at-JARA.com>
Sent: None
To: James at JARA UK Seminars

This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.

Microsoft Outlook

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

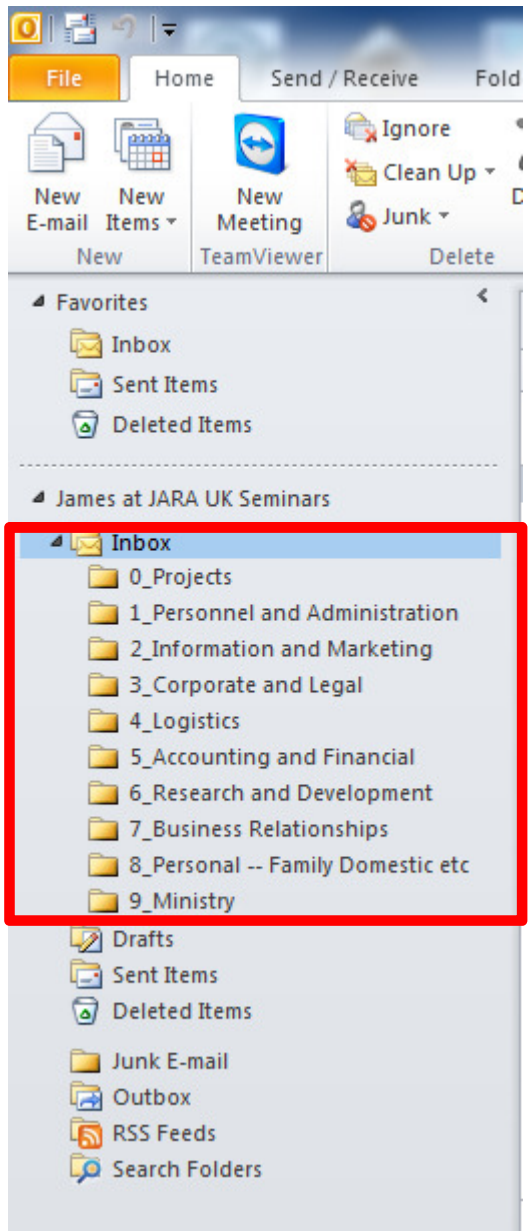
No upcoming appointments.

Arrange By: Flag: Due Date

Type a new task

There are no items to show in this view.

Items: 1 Unread: 1 100%



Greater sophistication

Backing up Outlook locally



1. Backup Outlook



Safeguard Your Outlook Data

Home

Product

Testimonials

Download

Buy now

Support

Contact Us

Protect Your Most Valuable Outlook Data!



Backup **all your Outlook data and settings** including Emails, Contacts, Tasks, your Calendar, Notes, Journal entries, Email accounts, Outlook rules, Signatures and many more.

And if you need to, **restore** your Outlook data with only a few clicks!



BUY NOW



Download Now

Better safe than sorry

Sooner or later your hard drive will die. Or a system crash will delete your Outlook data. Have you ever asked yourself if your business is protected from the loss of your important Outlook data?

Start **automatically** backing up your Outlook data to protect against these risks.

WINDOWS 8

'Backup Outlook' is fully compatible with Windows 8 and Outlook 2013.



108

TESTIMONIALS

"I recently purchased a new computer. Moving my Outlook data from my old computer to my new computer was extremely easy because of BackupOutlook. I made a backup of Outlook on my old computer and restored it on my new computer. All email, appointments, contacts and various settings were transferred."



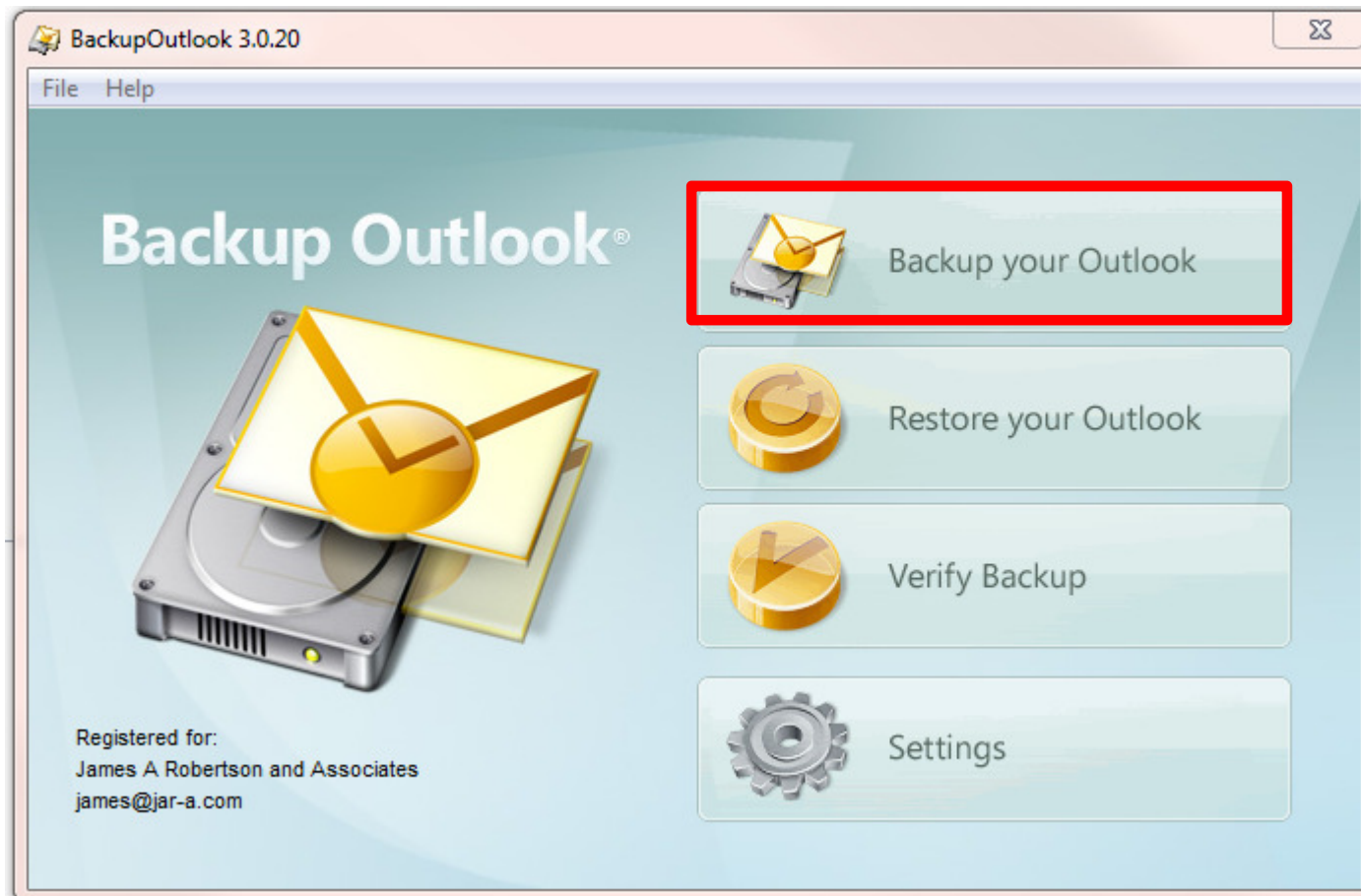
Secure Checkout

GBP

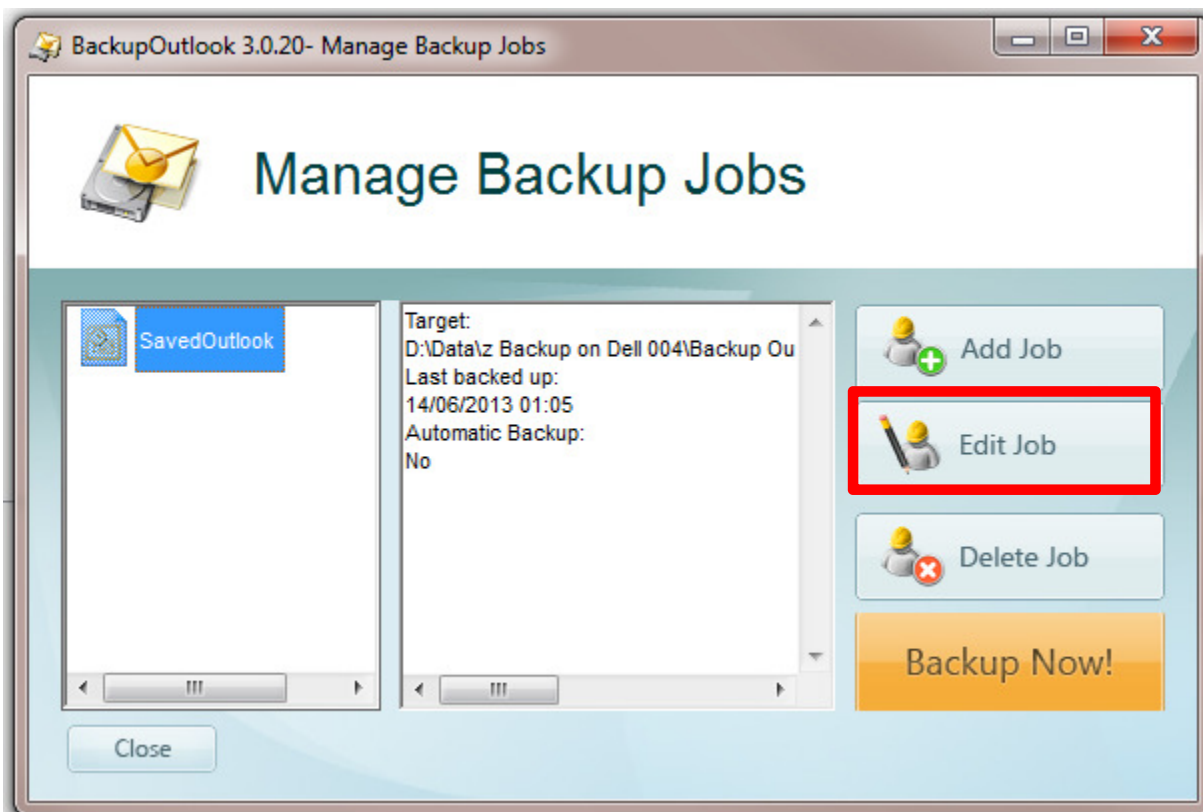
Products	Quantity	Value	
BackupOutlook (Volume discount prices)	1	27.68 GBP	x



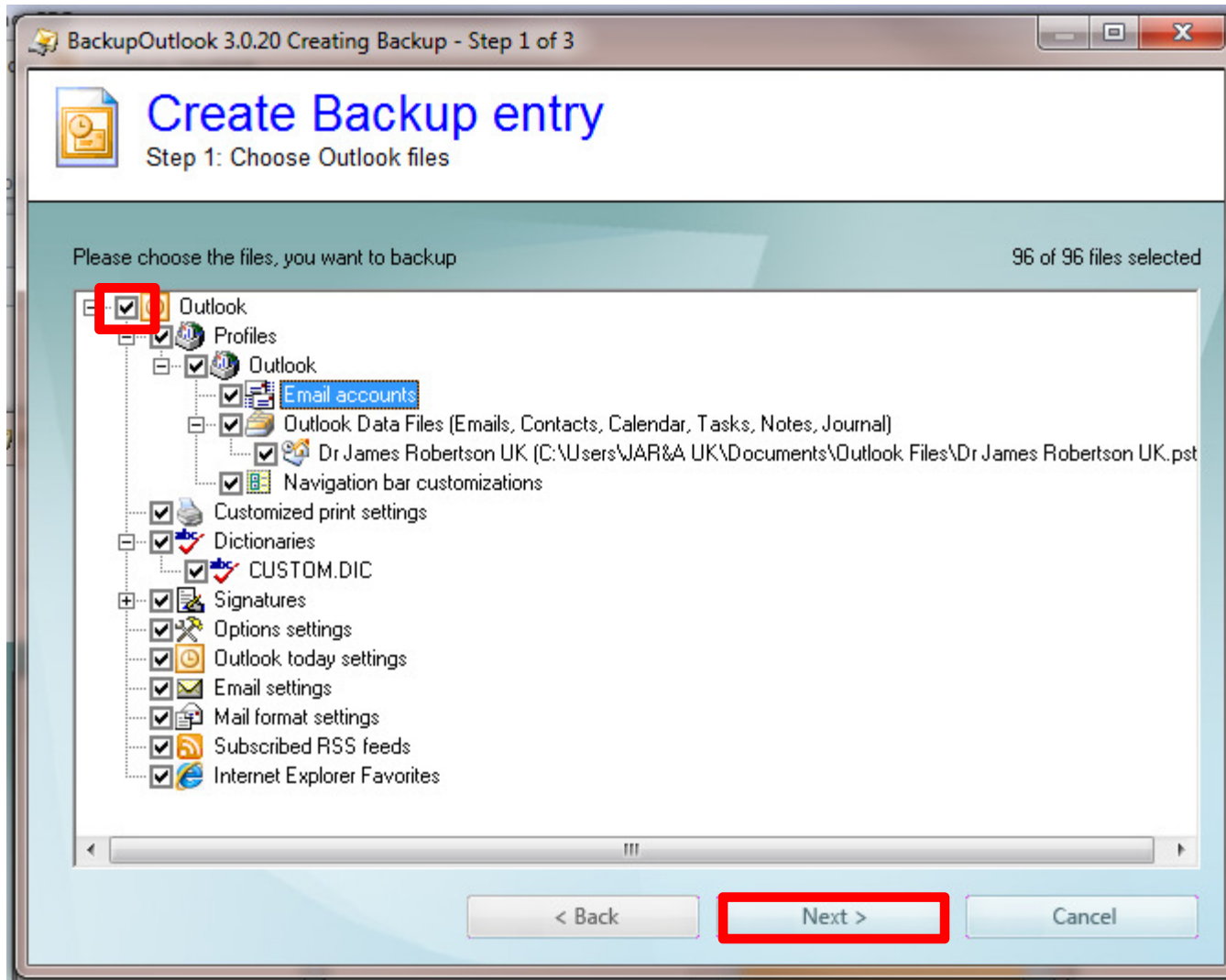
Add Wisco Backup CD to my order for only 6.37 GBP (Details)



<http://www.backupoutlook.com/>



Uncheck and recheck the Outlook checkbox





Create Backup entry

Step 2: Backup file settings

Please select, where you want to save the Backup

D:\Data\z Backup on Dell 004\Backup Outlook\JAR&A UK\2013\06_June\14

Name of Backup File

SavedOutlook_2013-05-07

Compression rate

Compress Backup

Minimal (fast)

Maximum (slow)

Secure file with password

Password

Retype password

< Back

Next >

Cancel

BackupOutlook 3.0.20 Creating Backup - Step 3 of 3

Create Backup entry

Step 3: Miscellaneous

Name for this Backup

Here you can make notes for this backup

Keep the last Backup Files:

Keep up to old Backup Files

Use AutoBackup for this entry

Every at o'clock

Greater sophistication

Other suggestions



-
1. Backup your entire "Documents" or "Data" folder to an external hard drive as a direct copy using "Fast Copy" or similar

If you want to cheer FastCopy up, [Donate](#)

[Top Page](#)
[FastCopy Japanese Page](#)

FastCopy

The Fastest Copy/Delete Software on Windows.

FastCopy v2.11 download	
Executable (32bit)	from Vector
Executable (64bit)	from Vector
Source code	from Local

[Email Blast SMTP Service](#)
www.imailunlimited.com/Free-Trial
Get Unlimited SMTP Plans for Only \$499/Month. Be... AdChoices

2004/09/28 Create
2012/06/19 Update



Version 1.60/61 has a problem. (see [history](#))

[BBS\(English\)](#) [BBS\(Japanese\)](#)

Warning : [Original document is written in Japanese.](#)

1. About

FastCopy is **the Fastest Copy/Delete Software on Windows.**

It supports UNICODE and over MAX_PATH (260 characters) file pathnames.

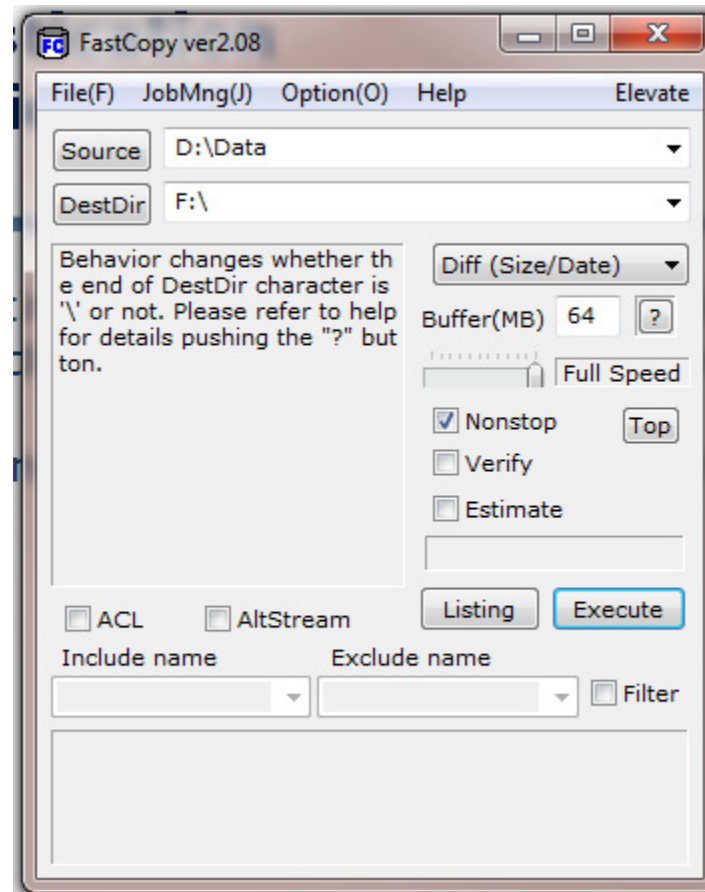
It automatically selects different methods according to whether Source and DestDir are in the same or different HDD.

Diff HDD	Reading and writing are processed respectively in parallel by separate threads.
Same HDD	Reading is processed until the big buffer fills. When the big buffer filled, writing is started and processed in bulk.

Because Reading/Writing are processed with no OS cache at all, other applications don't easily become slow.

Eliminate the IT Bottleneck

Greater sophistication Fast Copy and further Online Seminar



1. Attend "organizing your documents" for more hints

Summing Up



1. Most of these techniques are fairly easy to apply
2. Require discipline
3. Out of a clear decision to organize one's information out of clear understanding that it will add value
4. A challenge to do at first – learning a new approach
5. Very substantial long term sustainable benefits if you make the effort

James A Robertson and Associates can assist you to design and implement enterprise solutions incorporating all these principles and techniques

If you do not act within 48 hours you probably never will
Act TODAY! 😊



What is your single most important insight from this presentation?

What is the single most practical action that you can take tomorrow to utilize Outlook more effectively?



Questions?

We will email you a Drop Box link to the hand-outs and recording of this presentation



"To Him who by wisdom made the heavens, for His mercy endures forever;"

Dr James Robertson PrEng – The ERP Doctor -- Mobile: +44-(0)-776-862-2875 or +27-(0)83-251-6644

www.JamesARobertsonandAssociates.com

James@JamesARobertson.com

LinkedIn: <http://uk.Linkedin.com/in/DrJamesARobertsonERPDoctor>

0

***Assisting clients to thrive through the effective application of IT and ERP
– high value, high reliability solutions***