


Reminder - Wed 21/05/03 8:41 AM



Dismiss

Snooze

Outlook Reminders by Email

Open Item

Click Snooze to be reminded again: 5 minutes

Email: ricardosilva@rsoutlook.com

Site: www.rsoutlook.com

Version: 2.0

OUTLOOK REMINDERS by EMAIL

Introduction

This is a Microsoft Outlook COM Add-in.

It gives Outlook a new feature, sending Outlook Reminders (for tasks, appointments and mail messages) to another email address.

Reminders are only valuable if you can see them if you're not near the computer you miss them and can even lose some important reunions, or even money.

Although if you have another email address you can make Outlook forward your reminders to that address.

You will never fail an appointment again.

This add-in is easy to work with, is inside Outlook, and has an extremely simple user interface

Reminders will follow you wherever you are.

If you use Rules Wizard you can even forward High importance messages to the email address you define (as an example among other).

System Requirements

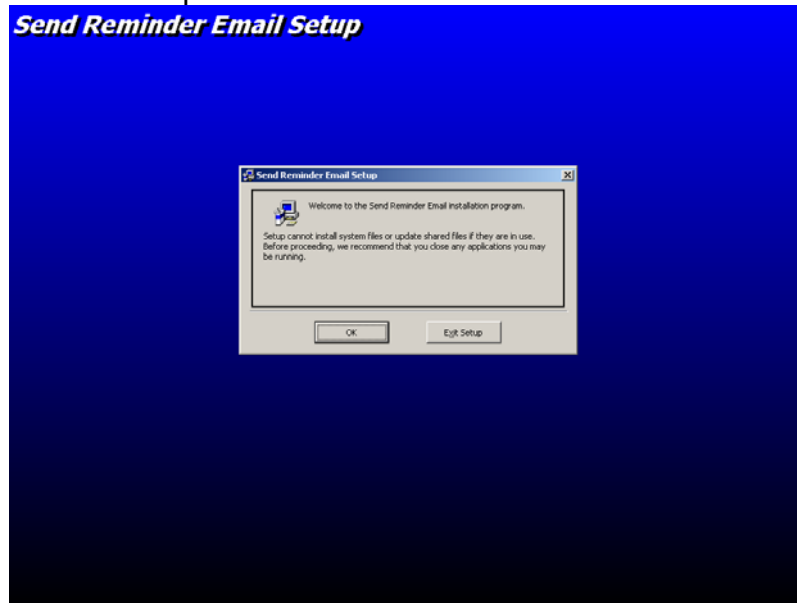
- Outlook 2000 ¹ to have access to a Calendar, Tasks and Mail.
- Another email address.

¹ This software has been tested with Outlook XP and Outlook 2003 (v. Beta 2) and it works correctly.

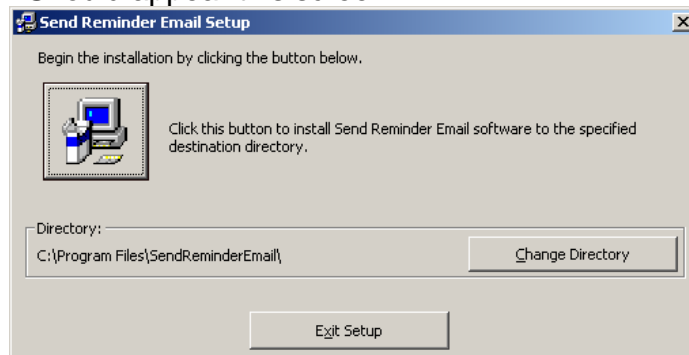
Installation manual

To install Outlook Reminders by SMS, follow these steps:

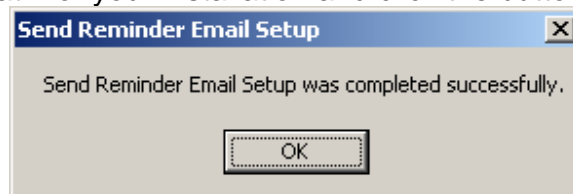
1. Double-click Setup.exe to install the feature.



2. Click OK. Should appear this screen.



3. Select the path for your installation and click the button.



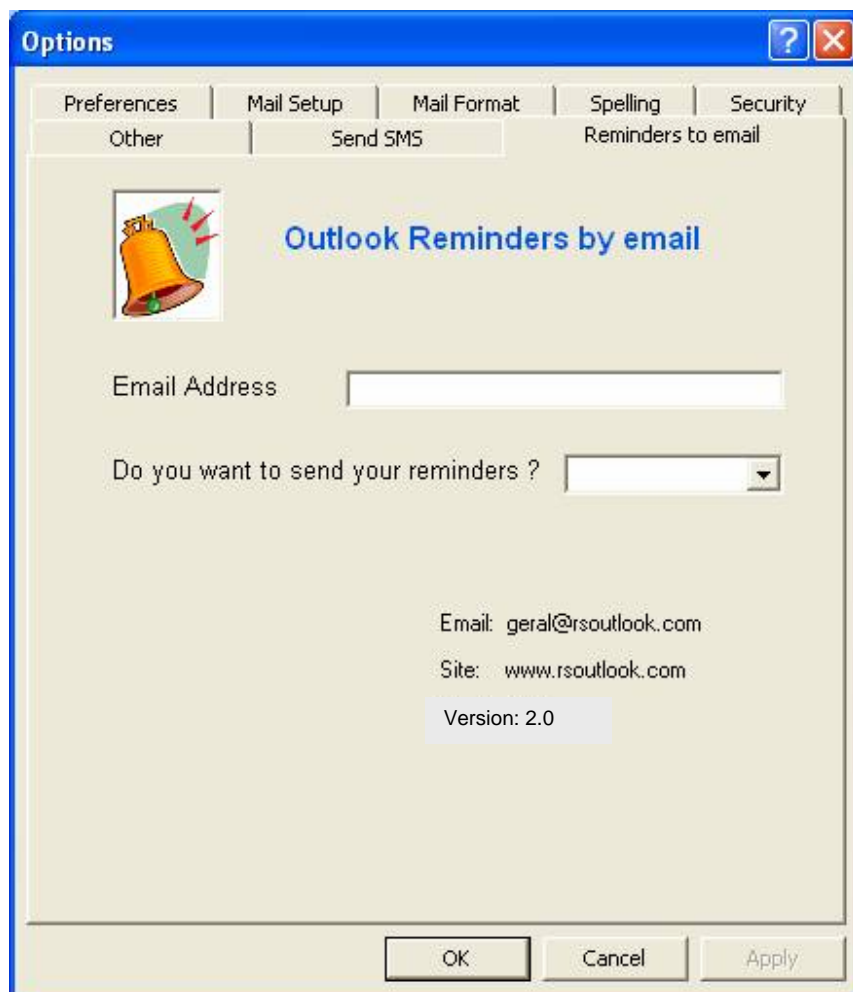
4. To verify that the installation was successfully, open your Outlook, and go to menu **Tools, Options** and you should have a new tab by the name of **Reminders to email**.

Utilization Manual

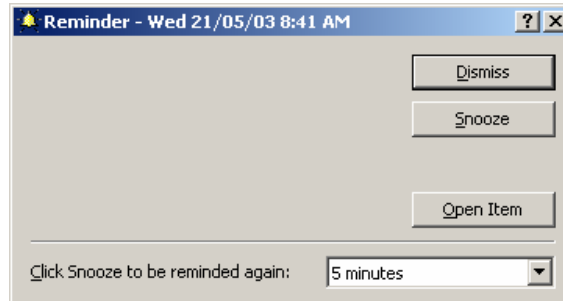
To use all of the program versatility, fill the email address to where your reminders should be forward define if you wish to send your reminders choose Yes or No.

When you activate Yes and Apply the changes all of your reminders will be sent by email to the address that you have defined.

The SMS message includes the subject, body, start date and end date of the task, appointment or mail.



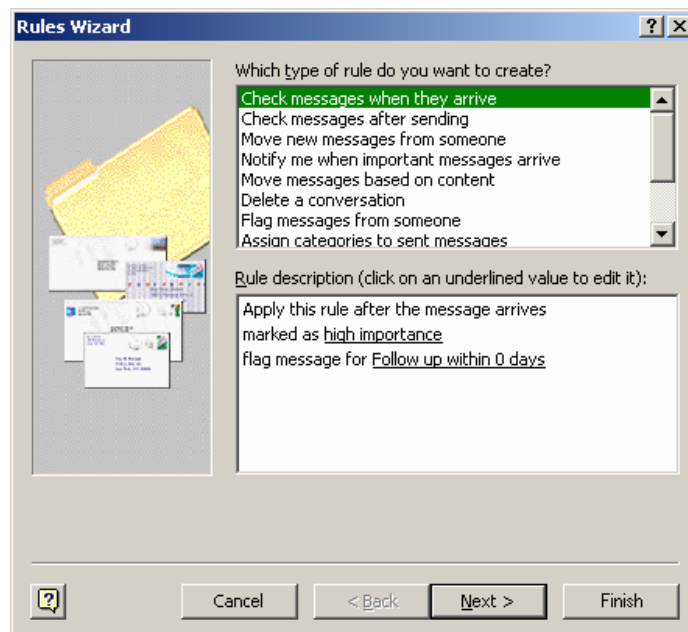
Reminder example:



Use all of the potential that this software can give you:

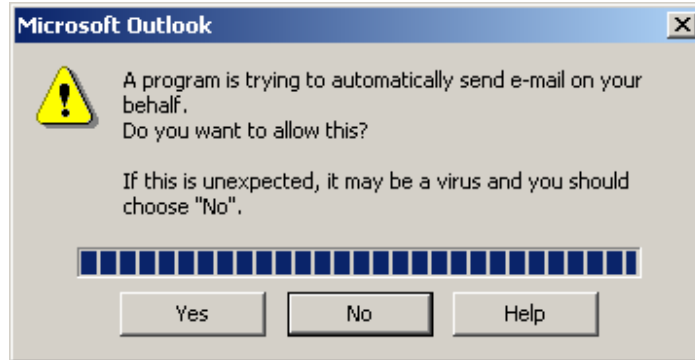
If you want all of your messages marked as high importance forwarded to your email, you should use your Rules Wizard and create a rule with these characteristics:

- Check messages when they arrive.
- Marked as high importance.
- Flag message for Follow up within 0 days.



Troubleshooting:

- If, after installing E-mail Security Update, Outlook attempts to send an e-mail, without your approval the dialog box below will appear. Then you have to press "Yes" in order for the message to actually be sent.

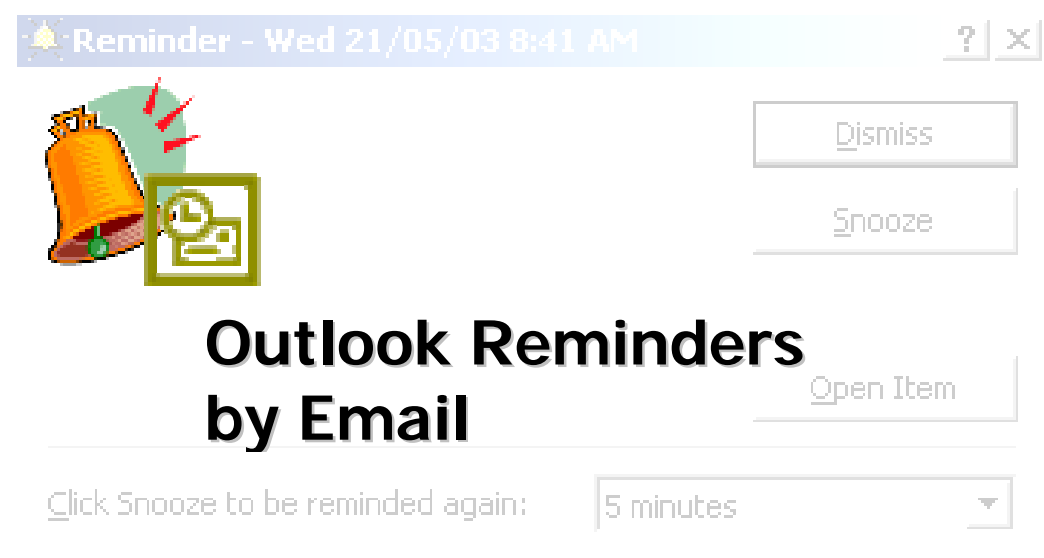


This wouldn't be a problem but if you are not near the computer you can imagine that our application doesn't work correctly.

We have created a file to answer to the security dialogs. This script, it sleeps for 15 seconds (since the "Yes" button is disable for the first five seconds) then sends the key "y" to check the "Yes" button. This time can be changed by you.

Troubleshooting:

- Traffic problems with your ISP's.
- Mailboxes full.
- Capacity limits of your sending and receiving emails.



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