

# Outlook Email Address Validator

From PersonalCRM, Inc.

## **User's Manual**

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# Outlook Email Address Validator Help

*by PersonalCRM Inc.*

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# Outlook Email Address Validator Help

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# 1 Introduction

Welcome to **Outlook Email Address Validator**, the easiest way to validate contacts and remove invalid addresses from your contacts folders.

With **Outlook Email Address Validator** you validate contact addresses at one of three levels (format, domain, address), record the validation status for each contact then edit or remove the contact as desired.

Features:

- Three levels of validation: format, domain name and address.
- Remove invalid addresses from contacts.
- Remove invalid contacts from contact folders.
- Edit invalid contacts.
- Control validation timeout periods.
- Control contact folders to validate and update.
- Saves validation status for each contact item.

See also:

- [Requirements](#)
- [Purchase and Installation](#)
- [License Agreement](#)
- [Support](#)
- [Contact PersonalCRM](#)

## 1.1 Requirements

Outlook Requirements:

- Outlook 2000 with service pack SR-1 or above
- Outlook 2002
- Outlook 2003

Operating System Requirements:

- Windows 98
- Windows 98 - SE
- Windows Me
- Windows 2000
- Windows XP
- Windows XP Professional

Additionally:

- 10 MB of hard disk space
- Administrator Privileges if running Windows XP, XP Pro or 2000

## 1.2 Purchase and Installation

The following describes how to obtain, install and register **Outlook Email Address Validator**.

1. [Download Software](#)
2. [Purchase License](#)
3. [Install Software](#)
4. [Register Software](#)

### Download Software

Use one of the following options to download **Outlook Email Address Validator**:

- Use the link provided in license purchase confirmation e-mail.
- Go to the **PersonalCRM** homepage: <http://www.personalcrm.com>
- Click here: [Download Outlook Email Address Validator](#)

You can download **Outlook Email Address Validator** without purchasing, as a limited time [evaluation version](#). The evaluation version can be upgraded to a registered version.

### Purchase License

**Outlook Email Address Validator** is made available through the Internet.

To purchase a license click here: [Purchase License](#)

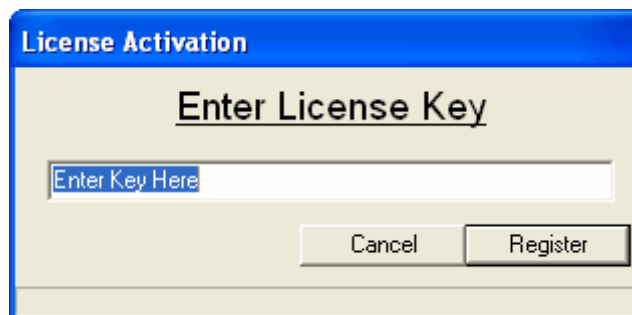
After purchasing, you will receive a confirmation e-mail containing a link to our download site and the license number. It is important to keep the license number as it is required to register the product.

### Install Software

Double-click the downloaded executable file, outlook-address-validator.exe, and follow the installation wizard instructions.

### Register Software

Use the *Register* option of the *Registration* item in the **Outlook Email Address Validator** menu. Enter the license number received in your email confirmation of your purchase. Make sure you are connected to the internet and press *Register*.



After registration **Outlook Email Address Validator** is now fully functional.

## 1.2.1 Evaluation Version

### Try Before You Buy

The demonstration version of **Outlook Email Address Validator** is 100% fully functional. All features are available but you are limited to validating 500 addresses and the Validation button will no longer function 15 days after installation.

### Upgrading Evaluation Versions

Evaluation versions of **Outlook Email Address Validator** can be upgraded to fully functional registered versions at any time.

To upgrade an evaluation version:

1. [Purchase a License](#)
2. [Register the evaluation version](#)

## 1.3 License Agreement

### Outlook Email Address Validator LICENSE AGREEMENT - PERSONALCRM Inc.

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## 1.4 Support

You can obtain help for [Outlook Email Address Validator](#) in the following ways:

- **Packaged help file.** The help file provided with [Outlook Email Address Validator](#) is the most recent help when this version of [Outlook Email Address Validator](#) was created. We also provide an online version of this help file which may be more up-to-date than the shipped version.
- **Online Help File.** Most updated help file. To access it, [click here](#).
- **PDF Help File.** Download the PDF version by [clicking here](#). To download the Adobe .pdf reader, [click here](#).
- **Outlook Email Address Validator Discussion Board.** Participate on PersonalCRM's discussion board free of charge and ask questions and exchange ideas with other users of [Outlook Email Address Validator](#) or other **PersonalCRM** products. All discussion threads are monitored by PersonalCRM's personnel and you will receive answers to questions that relate to product installation, setup, and use. To access the discussion board, [click here](#).
- **Send a [Support Request](#)** to our staff via the PersonalCRM web. Our staff will reply to the request.

within 48 hours

- **Free Email Support.** Send email to [support@personalcrm.com](mailto:support@personalcrm.com) or use the support form by [clicking here](#). Include as much detail as possible. Include versions of **Outlook Email Address Validator**, Outlook and Windows.
- **Phone Support.** Contact PersonalCRM at (408)773-9380. Extra charges may apply.
- **Suggestions.** PersonalCRM is driven to provide software solutions that will satisfy our customers. Your input is important to us and we want you to contact us if you have any suggestions on added features or even improvements we can make to our products in order to make them better. [Please click here to submit a suggestion](#).

## 1.5 Contact PersonalCRM

PersonalCRM is committed to providing the best in ACT! and Outlook add-on software packages.

### Home page

<http://www.personalcrm.com>

### Email support

[support@personalcrm.com](mailto:support@personalcrm.com)

### Mail

PersonalCRM Inc.  
891 Quetta Court  
Sunnyvale, CA 94087

### Fax

USA: (240)220-3244

## 2 Quick Start

This section will quick get you up and running with Outlook Email Address Validator. The example shows you how to validate and update your default contacts folder.

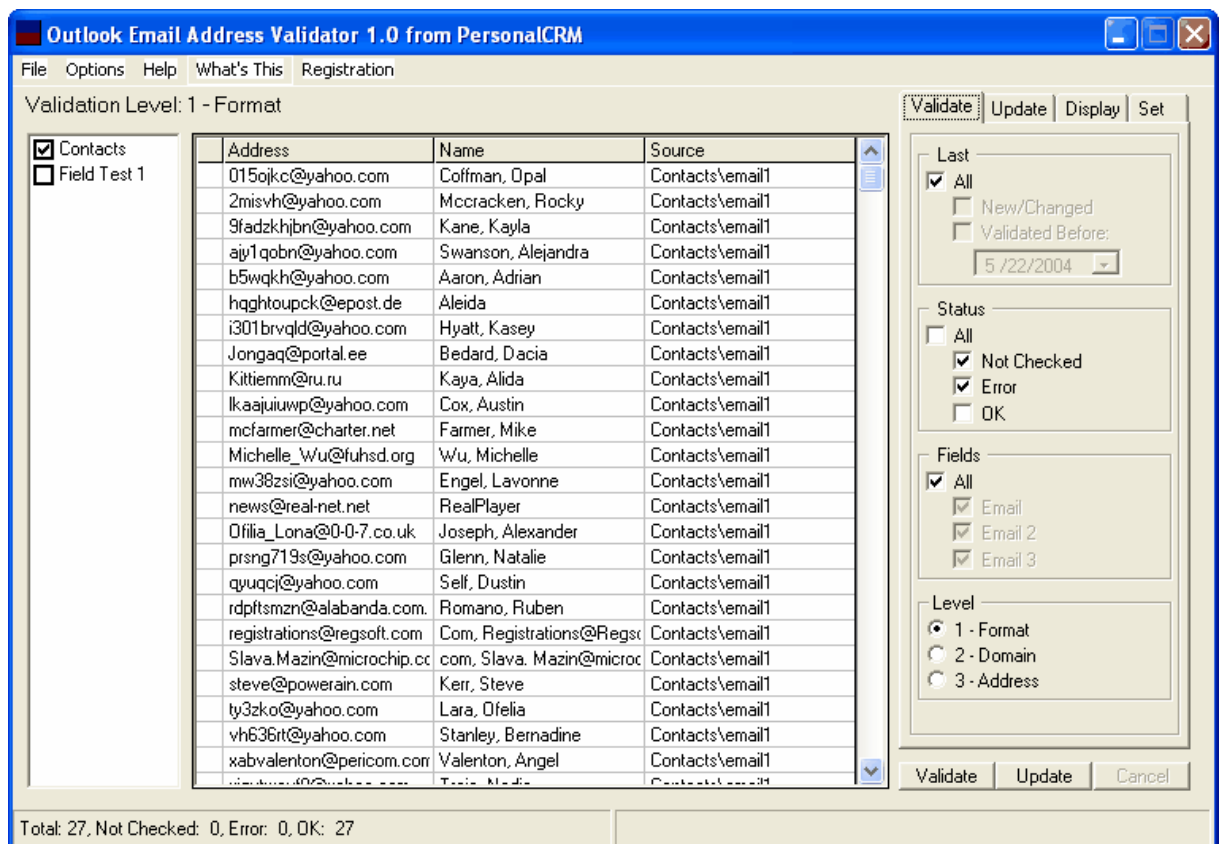
1. Start Outlook Email Address Validator.
2. Check the contact folders in the Folder Tree to validate. Note the default Contacts folder is pre-selected upon start up.
3. The first column in the address list is the status. Yellow indicates the address has not been validated.
4. Click the Validate Tab.
5. In the Select frame, mark the ALL checkbox.
6. In the Status frame, mark the ALL checkbox.
7. In the Fields frame, mark the ALL checkbox.
8. In the Validation Level frame, mark the ALL checkbox.
9. Click the Validate button.

10. After validation, the status field is either white for valid or red for invalid.
11. Click the Update Tab.
12. In the Action frame, mark the Remove Empty Contacts checkbox.
13. In the Field frame, mark the ALL checkbox.
14. In the Level frame, mark the ALL checkbox.
15. Click the Update button.

See also: [Interface](#), [Using](#)

### 3 Interface

**Outlook Email Address Validator** features a main screen from which all validation and update features are accessed.



The main features of the **Outlook Email Address Validator** screen are:

- [Folder List](#).
- [Address List](#).
- [Validate Tab](#)
- [Update Tab](#)
- [Display Tab](#)
- [Setup Tab](#)
- [Validate Button](#)
- [Update Button](#)
- [Cancel Button](#)

- [Validation Level Indicator](#)
- [Main Menu](#)
- [Status Bar](#)

See also: [Quick Start](#), [Using](#)

### 3.1 Folder List

List of Contact Folders within Outlook. Mark the check boxes to select folders for validation and update.

<input checked="" type="checkbox"/>	Contacts
<input type="checkbox"/>	Field Test 1
<input type="checkbox"/>	Kontakte

### 3.2 Address List

Lists all addresses in Outlook Contacts.

Address	Name	Source
015ojkc@yahoo.com	Coffman, Opal	Contacts\email1
2misvh@yahoo.com	Mccracken, Rocky	Contacts\email1
87nyfv@webmail.com.tw	Fish, St	Domain Not Checked
9fadzkjbn@yahoo.com	Kane, Kayla	Contacts\email1
ajy1qobn@yahoo.com	Swanson, Alejandra	Contacts\email1
AValenton@PERICOM.cor	Valenton, Angel	Contacts\email1
b5wqkh@yahoo.com	Aaron, Adrian	Contacts\email1
hqghtoupck@epost.de	Aleida	Contacts\email1
i301brvqld@yahoo.com	Hyatt, Kasey	Contacts\email1
Jongaq@portal.ee	Bedard, Dacia	Contacts\email1
Kittiem@ru.ru	Kaya, Alida	Contacts\email1
lkaajuiwup@yahoo.com	Cox, Austin	Contacts\email1
mcfarmer@charter.net	Farmer, Mike	Contacts\email1
Michelle_Wu@fuhisd.org	Wu, Michelle	Contacts\email1
mw38zsi@yahoo.com	Engel, Lavonne	Contacts\email1
news@real-net.net	RealPlayer	Contacts\email1
Ofilia_Lona@0-0-7.co.uk	Joseph, Alexander	Contacts\email1
prsnq719s@yahoo.com	Glenn, Natalie	Contacts\email1
qyuqcj@yahoo.com	Self, Dustin	Contacts\email1
rdpftsmzn@alabanda.com	Romano, Ruben	Contacts\email1
registrations@regsoft.com	Com, Registrations@Regso	Contacts\email1
Slava.Mazin@microchip.cc	com, Slava. Mazin@microc	Contacts\email1
steve@powerain.com	Kerr, Steve	Contacts\email1
ty3zko@yahoo.com	Lara, Ofelia	Contacts\email1
...	...	...

#### Features:

- **Status Column** - First column. Indicates address validation status:

Yellow - New or not validated

Red - Invalid address

White - Valid address.

A "+" indicates multiple contacts for the instance. Click the plus or double click the row to expand the row to see all contacts.

- **Address Column** - Addresses for the contacts.
- **Name Column** - Display name of the contact.
- **Source Column** - Folder and email where address is found. Email addresses may be stored in the Email, Email2 or Email3 fields.

**Mouse Over Status** - Moving then holding the mouse pointer over a record will cause the record status to display as a tool tip.

**Address Edit** - Double clicking an address or pressing enter will allow you to edit the address. Editing the address causes the status to change to "Not Checked" for the contact.

### 3.3 Validate Tab

Select options for validating addresses.

- Last - Options to select which addresses to validate, based on when they were last validated.
- All - Include all records, regardless of status, in validation.
  - New/Changed - Include new records and records that have never been validated before in the validation.
  - Validated Before - Include records that were last validated at or before the indicated date in the validation.
- Status - Select records for validation based on last validation status.
- All - Include all records, regardless of status, in validation.
  - Not Checked - Include records that are new or have not been validated in validation.
  - Error - Include records whose status indicates an invalid address in validation.
  - OK - Include records whose status indicates valid address in validation.

- Fields - Select email fields to be validated.
- All - Validate all email fields.
  - Email - Include the Email field in the validation.
  - Email 2 - Include the Email2 field in the validation.
  - Email 3 - Include the Email3 field in the validation.
- Level - Select the validation level.
- Format - Check address format only. Very fast.
  - Domain - Validate format and domain name. Fast.
  - Address - Validate format, domain name and address. Slow to very slow.

### 3.4 UpdateTab

Select options for updating invalid addresses.

The screenshot shows a dialog box with four tabs: 'Validate', 'Update' (selected), 'Display', and 'Set'. The 'Update' tab is active and contains three sections: 'Action', 'Fields', and 'Level'. Each section has a list of checkboxes, all of which are checked.

- Action:**
  - Blankout Address
  - Remove Empty Contacts
- Fields:**
  - All
  - Email
  - Email 2
  - Email 3
- Level:**
  - All
  - 1 - Format
  - 2 - Domain
  - 3 - Address

- |                       |   |
|-----------------------|---|
| Action                | - Select Update actions.  |
| Blankout Address      | - Remove the invalid address. This is always checked.   |
| Remove Empty Contacts | - If all three address fields (Email, Email2, Email3) are blank, delete the contact. (Not recovered from the deleted items folder). |
| Fields                | - Select email fields (Email, Email2, Email3) to be included in the update.   |
| All                   | - Update all fields (Email, Email2, Email3) for selected records.   |
| Email                 | - Update the Email fields for selected records.   |
| Email 2               | - Update the Email2 fields for selected records.  |
| Email 3               | - Update the Email3 fields for selected records.  |

- Level - Select update records based on validation level.
- All - Update all records with Error status.
- Format - Update records with format errors.
- Domain - Update records with domain name errors.
- Address - Update records with address errors.

### 3.5 Display Tab

Select options for displaying address records in the Address List.

The screenshot shows a dialog box with four tabs: 'Validate', 'Update', 'Display', and 'Set'. The 'Display' tab is active. It contains three sections:

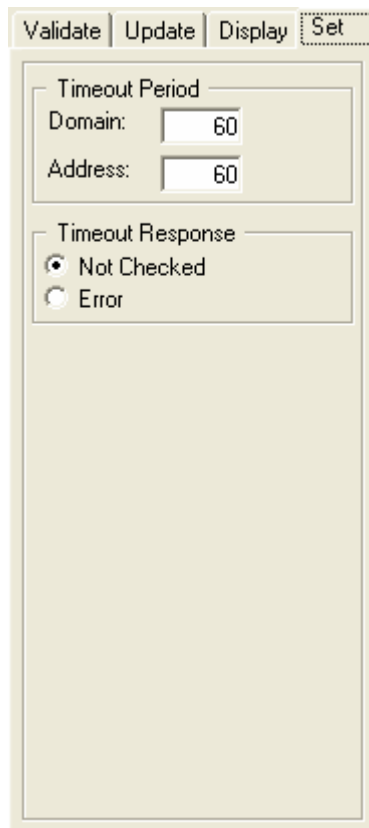
- Folder:** Two radio buttons. 'All' is unselected, and 'Selected' is selected.
- Status:** Four checkboxes. 'All' is unchecked. 'Not Checked', 'Error', and 'OK' are checked.
- Level:** Two radio buttons. 'All Levels' is selected, and 'Current Level' is unselected.

- Folder - Select which folders to display records for.
- All - Display records from all contact folders.
- Selected - Display records only from contact folder marked in the folder list.

- Status - Select which status to display.
- All - Display all records, regardless of status.
  - Not Checked - Display records with status "Not Checked".
  - Error - Display records with status "Error".
  - OK - Display records with status "OK".
- Level - Select which status to display with respect to the selected Validation Level.
- All Levels - Show any error level regardless of the selected validation level.
  - Current Level - Show status for currently selected validation level.

### 3.6 Setup Tab

Set validation setup options.



The screenshot shows a dialog box with four tabs: "Validate", "Update", "Display", and "Set". The "Set" tab is active. It contains two sections:

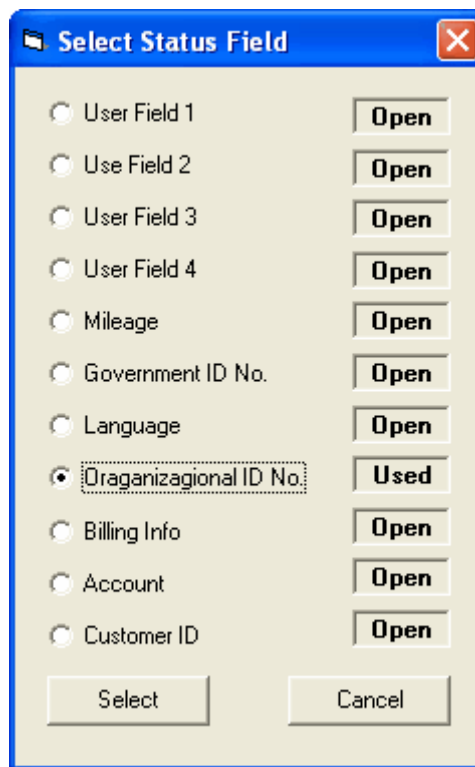
- Timeout Period:** Two input fields. "Domain:" is set to 60, and "Address:" is set to 60.
- Timeout Response:** Two radio buttons. "Not Checked" is selected, and "Error" is unselected.

Below these sections is a large empty rectangular area.

- Timeout Period - Set the maximum amount of time for Outlook Email Address Validator will try to validate each record before giving up (timing out).
- Domain - Timeout Period in seconds for Domain level validations.
- Address - Timeout Period in seconds for Address level validations.
- Timeout Response - Select how validation timeouts are handled.
- Not Checked - Set status to "Not Checked" if record times out.
- Error - Set status to "Error" if record times out.

### 3.7 Status Field

Results of validation operations are kept within each Outlook record. Outlook records usually contain many unused fields. You must choose one field to hold the validation status. The Validation Status Field Selection screen displays the first time you run Outlook Email Address Validator and you may also redisplay it using the Status Field option from the main menu.



Field Options - List the fields available to use as validation status field. The first time it is activated, the first open field is selected by default. Subsequent times, the currently selected status field is selected.

Field Status - Displays "**Open**" if no data found in any record in the field. Displays "**Used**" if data is found in any record for that field.

## 3.8 Hot Keys

Hot keys are keyboard combinations that allow you to access screen controls without using a mouse. Hot keys are identified by the underlined letter on the control.

Hold down the ALT key and press the keyboard key corresponding to the underlined letter to activate the hot key.

## 3.9 Menu Options

Activate the **Outlook Email Address Validator** menu by pressing the <ALT> key or clicking on a menu item. Additionally, menu items can be accessed via menu hot keys as indicated on the right of the menu item.

### ■ File

- Status Field: Activate the Select Status Field Screen
- Quit: Quit **Outlook Email Address Validator**.

### ■ Help

- Help: Activate the **Outlook Email Address Validator** help system.
- Problem Report: Opens the PersonalCRM Problem Report web page.
- Product Survey: Opens the PersonalCRM Product Survey web page.
- On-line help: Most current version of the help manual. Available via the Internet.
- About: Display the **Outlook Email Address Validator** About Screen.

- **What's This**: Activates the **What's This?** help cursor.

### ■ Registration

- **Purchase**: Opens the **Outlook Email Address Validator** purchase web page.
- **Register**: Displays the registration screen.

## 3.10 Miscellaneous

### Validate Button

Press to validate selected contacts at the level determined by Validation Level.

A rectangular button with the text "Validate" inside.

### Update Button

Press to update contacts with validation status "Error", at the level set by Update Level.

Update

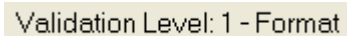
### Cancel Button

Press to cancel the current validation or update operation.

Cancel

### Validation Level Indicator

Indicates the current validation level setting.

Validation Level: 1 - Format

### Status Bar

Left half displays number and status of addresses or the results of a validation or update operation. Right half

Total: 28, Not Checked: 28, Error: 0, OK: 0

## 4 Using

There are three main functions in Outlook Email Address Validator: validating addresses within contacts, updating contacts to remove invalid addresses and display addresses and their validation status. Each function is controlled via options under their corresponding tabs.

### Validate

Set timeout options using controls in the [Setup Tab](#).

- Set the [timeout period](#).
- Set the [timeout response](#).

Select contact folders to validate from the [Folder List](#).

Select records to validate using options within the [Validate Tab](#).

- Select the records based on the last validation date of each record using the [Last Options](#).
- Select the records based on the current validation status of each record using the [Status Options](#).
- Select email fields to validate using [Field Options](#).

Validate the selected records using the [Validate Button](#).

## Update

Select contact folder to update using the Folder List.

Control Updating using option in the [Update Tab](#).

- Email fields containing invalid address will be [blanked out](#).
- Opt to delete empty contacts using the [Action Options](#).
- Select the Email Fields to update using the [Fields Options](#).
- Select which type of validation errors to update using the [Level Options](#).

Update selected records using the [Update Button](#).

## Display

Control display of contact records using options in the [Display Tab](#).

- Display all contact folders or only selected contact folders using the [Folders Option](#).
- Select display records base on validation status using [Status Options](#).
- Select status level to display using [Level Options](#). Each record has as status (Error, Not Checked, OK) for each level (Format, Domain, Address). If Current Level is selected, each record will display its status for the selected validation level. If All Levels is selected, each record will display the its lowest status (in order of Error, Not Checked, OK) regardless of status. You can move the mouse pointer over each record to display the status as a tool tip.

Display Level Example:

A record status is Format OK, Domain Error and Address Not Checked.

If Display Level is set to All Levels, the status will display Domain Error, regardless of the selected Validation Level.

If Display Level is set to Current Level then

status will display Format OK if Validation Level set to Format,

status will display Domain Error if Validation Level set to Domain and

status will display Address Not Checked if Validation Level set to Address.

See also: [Quick Start](#), [Interface](#)

## 5 Miscellaneous

### 5.1 Using Help

#### Outlook Email Address Validator Help

Activate the Help system by pressing the F1 key or selecting [Outlook Email Address Validator Help](#) from the menu.

#### What's This? Help

Additionally, "What's This?" help provides control level help:

- Click the "What's This" menu option.
- The cursor changes to a question mark, indicating What's This? is active.

- Move the cursor over a control and click.
- The help for the control will display as a pop up.
- Click again to remove the pop up.

## 5.2 Uninstall

Use the Windows Add/Remove programs feature to uninstall **Outlook Email Address Validator**.

1. Select Control Panel from the start menu (or Start then Settings for Win98 users).
2. Select Add or Remove Programs.
3. Find and select **Outlook Email Address Validator** from the list.
4. Press the remove button.

Alternately, run the **Outlook Email Address Validator** installation executable and choose the Remove Application option.

## 5.3 FAQ

### 1. Why can't I find Outlook Email Address Validator on my Outlook menu?

**Outlook Email Address Validator does not run from the Outlook interface. Start Outlook Email Address Validator from the Start Menu or the desk top icon.**

### 2. Why doesn't the registration work on my notebook? It worked fine on my desktop

**Your license is good for only one computer. To run Outlook Email Address Validator on a second computer, you must purchase another license and obtain another unlock key.**

### 3. How do I register my evaluation copy of Outlook Email Address Validator?

See [Evaluation Version](#).

### 4. How do I get my serial number?

**Select the About option from the Help menu item.**

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