

Outlook Mailbox Analyzer

From PersonalCRM, Inc.

User's Manual

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Outlook Mailbox Analyzer Help

by PersonalCRM Inc.

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PersonalCRM Inc.

891 Quetta Court
Sunnyvale, CA 94087
Phone: 408-773-9380
E-Mail: info@personalcrm.com
Web: www.personalcrm.com

Outlook Mailbox Analyzer Help

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1 Welcome

Welcome to [Outlook Mailbox Analyzer](#) from **PersonalCRM**, the smart way to look at your Outlook.

With [Outlook Mailbox Analyzer](#) you can:

- Rapidly find emails, regardless of how deeply they are buried in you folder structure.
- Quickly identify the number of Outlook items in each and every folder, simultaneously.
- Easily see the total number of items for each domain name or email address for the entire system or just selected folders.
- Quickly identify the locations for one, some or all sender domain names or email addresses.
- In one step, easily move all items of a selected domain name or email address into one centralized folder. Or simply remove them from your system.

[Requirements](#)

[Purchase and Installation](#)

[License Agreement](#)

[Help](#)

[Contact PersonalCRM](#)

1.1 Requirements

Outlook Requirements:

- Outlook 2000 with service pack SR-1 or above
- Outlook 2002 - All versions

Operating System Requirements:

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

Additionally:

- 6 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 Mailbox Analyzer](#).

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

Purchase License

[Outlook Mailbox Analyzer](#) is made available through the Internet.

To purchase a license click the Purchase option on the [Registration Menu](#).

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.

Download Software

Use one of the following options to download [Outlook Mailbox Analyzer](#):

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

You can also download [Outlook Mailbox Analyzer](#) without purchasing a license, as a limited time [evaluation version](#). The evaluation version can be upgraded to a registered version later.

Install Software

Double-click the downloaded executable file, OutlookMailboxAnalyzer10Setup.exe, and follow the installation wizard instructions.

Register Software

Make sure you are connected to the internet.

Press the *Register* main menu option.

Enter the license number included with your purchase confirmation email.

Upon registration confirmation registration, [Outlook Mailbox Analyzer](#) is now fully functional.

1.2.1 Evaluation Version

Try Before You Buy

The demonstration version of [Outlook Mailbox Analyzer](#) you download from the Internet is 100% fully functional. All features are available but the software will no longer function 15 days after you install the product.

Upgrading Evaluation Versions

Evaluation versions of [Outlook Mailbox Analyzer](#) can be upgraded to fully functional registered versions at any time.

To upgrade an evaluation version simply purchase a license then [register the evaluation version](#).

1.3 License Agreement

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1.4 Help

You can obtain help for [Outlook Mailbox Analyzer](#) in the following ways:

- **Packaged help file.** The help file provided with [Outlook Mailbox Analyzer](#) is the most recent help when this version of [Outlook Mailbox Analyzer](#) was created. We also provide an online version of this help file which may be more up-to-date than the shipped version
- **The online help file.** This is the most updated version of the help file. To access it, [click here](#).
- **Outlook Mailbox Analyzer Discussion Board.** Participate on PersonalCRM's discussion board free of charge and pose questions and exchange ideas with other users of [Outlook Mailbox Analyzer](#) 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](#).
- **Email Support.** You can obtain free email support from PersonalCRM. Make sure that you explain your problem/question with as much detail as possible. You can either send the email to support@personalcrm.com, or use the support form by [clicking here](#).
- **Personalized, one-on-one support.** **PersonalCRM** will provide personalized, one-on-one support to paying customers. Support is provided on an hourly basis.
- **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 improvements that would make our products better. [Please click here to submit a suggestion](#).

1.5 Contact PersonalCRM.COM

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

Snail mail

PersonalCRM Inc.
891 Quetta Court
Sunnyvale, CA 94087

Fax

USA: (240)220-3244

2 Quick Start

To use Outlook Mailbox Analyzer ...

Start [Outlook Mailbox Analyzer](#) by clicking the desktop icon or selecting it from the start menu.

Select the [Folder View](#) option to display all folders with the total number of items per folder or the [Sender View](#) option to display all senders with the total number of items per sender.

Use the mouse or keyboard to select multiple rows.

Select the [Folders](#) or [Sender](#) tabs to drill down into the next level of detail. You can also double click to drill down but only for one record at a time.

Delete, Remove or Move selected items using the:

- [Command Buttons](#)
- Main menu [Action](#) buttons.
- [Context Menu](#) by right clicking the table

Change display options using the Main menu [Options](#) button.

[Register](#) the software using the Main menu [Register](#) button.

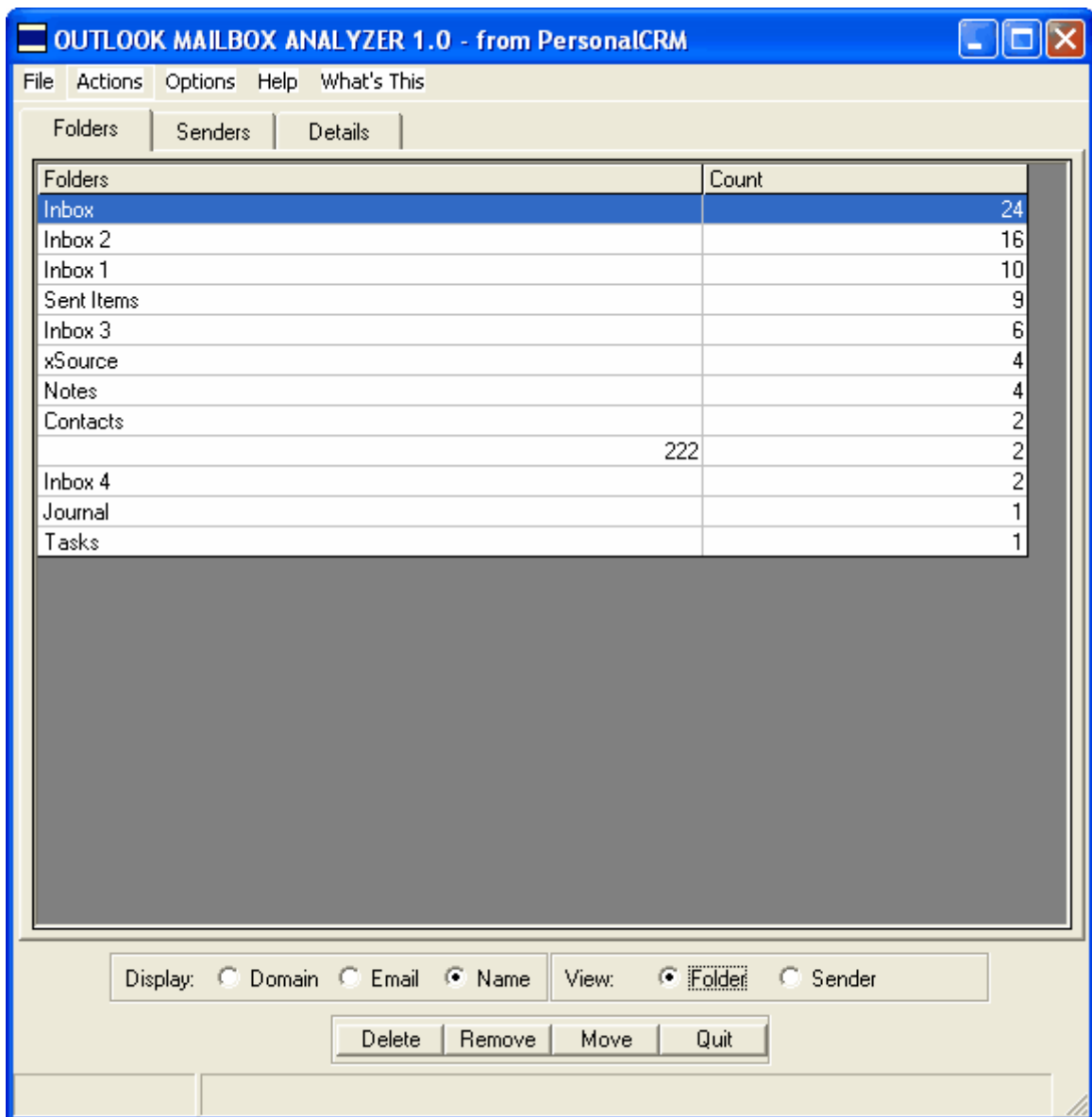
3 User Interface

[Outlook Mailbox Analyzer](#) features a single screen user interface from which all features are available.

The main features of the [Outlook Mailbox Analyzer](#) screen are:

- [Folders Table](#)
- [Senders Table](#)

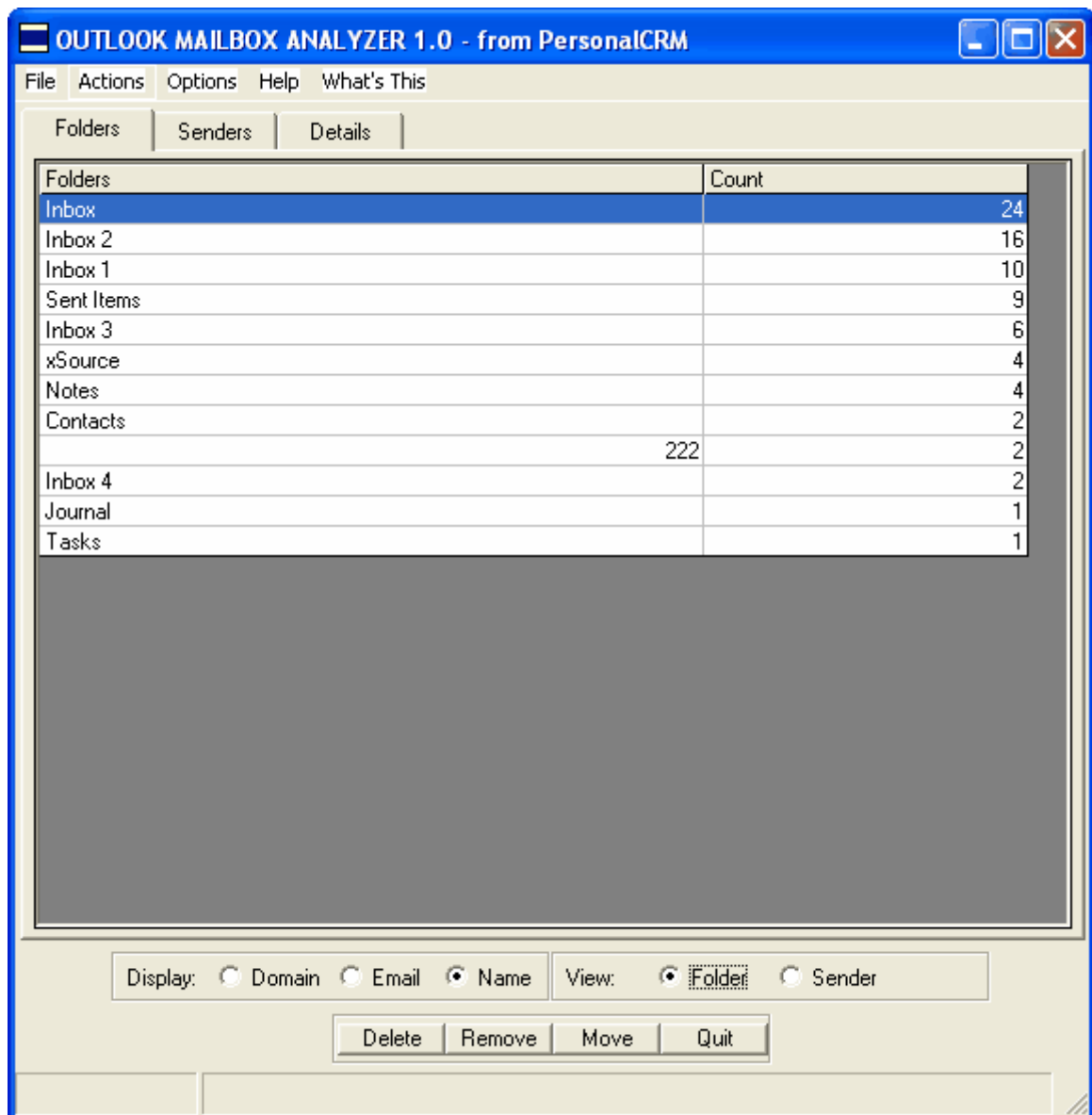
- [Folder/Senders Table](#)
- [Details Table](#)
- [Sender Display Options](#)
- [View Options](#)
- [Command Buttons](#)
- [Main Menu.](#)
- [Status Bar](#)



3.1 Folders Table

The Folders Table displays the Outlook folders and the number of items in each folder:

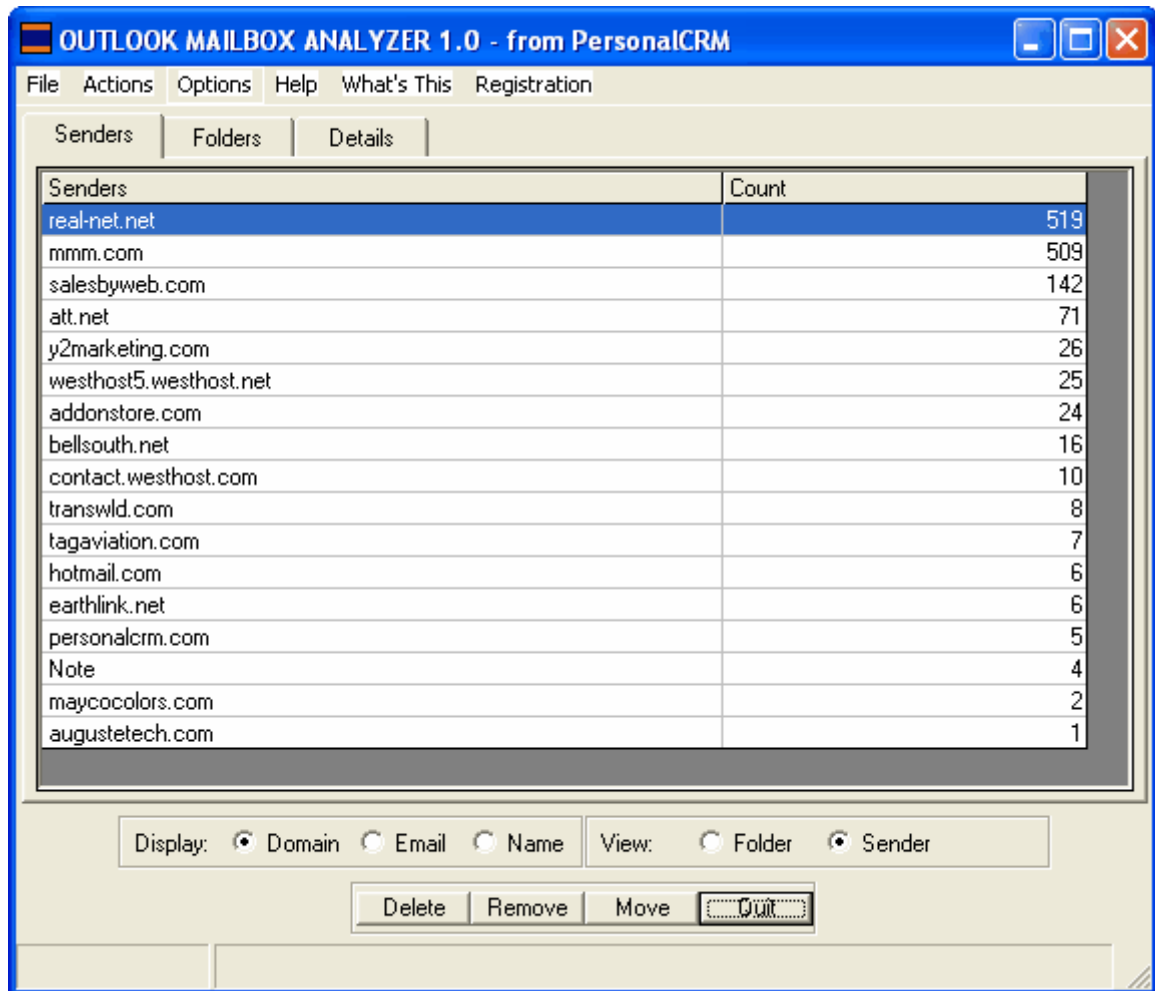
- View the Folders Table by selecting Folders View then the Folders Tab.
- Toggle the folder names full path using the Options->Full Path menu options or CTRL-P.
- Sort the Folders Table by clicking on the column headings.
- Toggle the sort between ascending and descending by clicking the column head a second time.
- Drill down into the Folder/Sender table by double clicking on a Folder Table row.



3.2 Senders Table

The Senders Table displays all the items senders and the number of items for each sender.

- View the Senders Table by selecting [Sender View Option](#) then the Senders Tab.
- Sort the Senders Table by clicking on the column headings.
- Toggle the sort between ascending and descending by clicking the column head a second time.
- Drill down into the Folder/Sender table by double clicking on a Senders Table row.

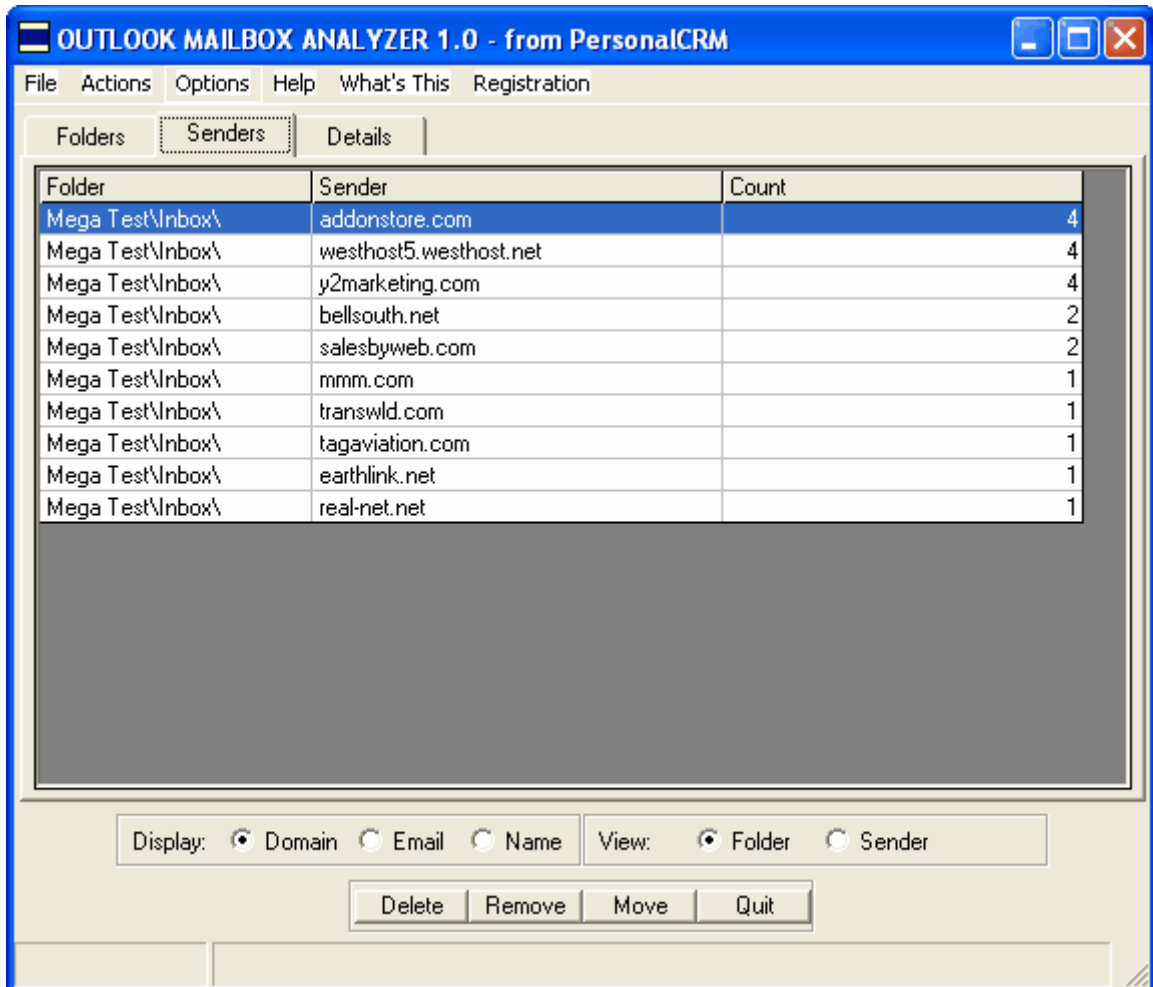


3.3 Folder/Senders Table

The Folder/Sender Table displays folders sub grouped by sender or senders sub grouped by folder.

- View Folder sub groupings by selecting rows in the Folders Table with the mouse then clicking on the Senders tab.
- View Sender sub groupings by selecting rows in the Senders Table with the mouse then click on the Folders tab.
- Toggle the folder names full path using the Options->Full Path menu options or CTRL-P.
- Sort the Folder/Sender Table by clicking on the column headings.

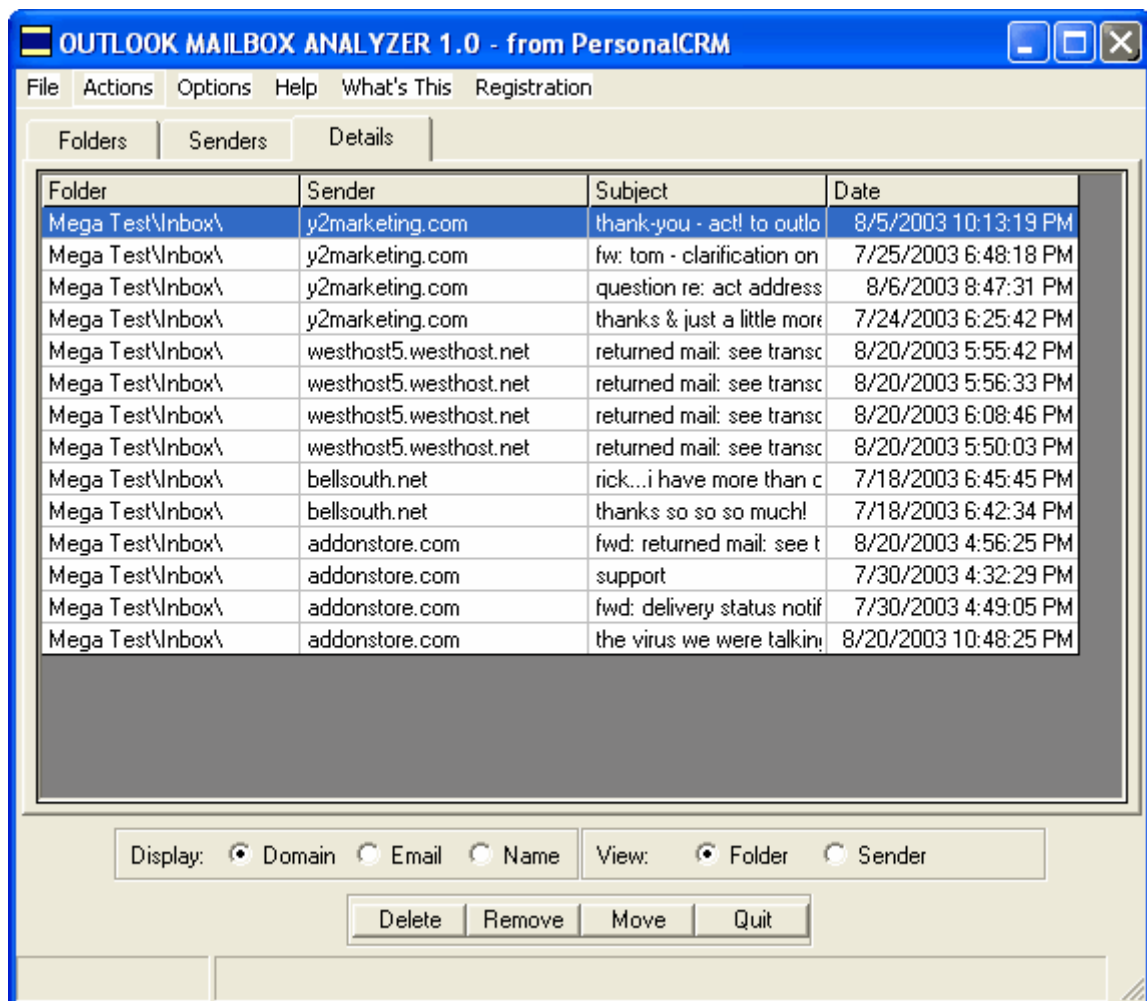
- Toggle the sort between ascending and descending orders by clicking the column head a second time.
- Drill down into the details table by double clicking on a row in the Folder/Sender Table row.
- Change the sender display using the Display option button.



3.4 Details Table

The Details Table displays individual items by sender, subject and received date.

- View the Details Table by selecting the Details Tab.
- Toggle the folder names full path using the Options->Full Path menu options or CTRL-P.
- Sort the Details Table by clicking on the column headings.
- Toggle the sort between ascending and descending orders by clicking the column head a second time.
- Double click an item to display its content.
- The Sender field for non-mail items displays the item type.



3.5 Sender Display Options

Use the Sender Display Option button to select how the Sender field is displayed and how the items are grouped.

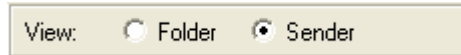
Display: Domain Email Name

The options are:

- Domain - Display and group items by the senders domain name (e.g., yahoo.com, ci.sunnyvale.ca.gov, att.net etc.).
- Email - Display and group items by the senders email address.
- Name - Display and group items by the senders name. This may be the same as the email address, depending on how the email was sent.

3.6 View Options

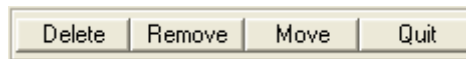
Use the View Options to control the Folders and Senders Tables.



- Folder - Activates the Folders Table, deactivates the Senders Table
- Sender - Activates the Senders Table, deactivates the Folders Table

3.7 Command Buttons

Use the Command Buttons to organize and clean up your mailbox. Command buttons can be used in conjunction with any table: Folders, Senders, Folder/Senders and Details. Use the mouse or keyboard to select records to use with the command buttons.



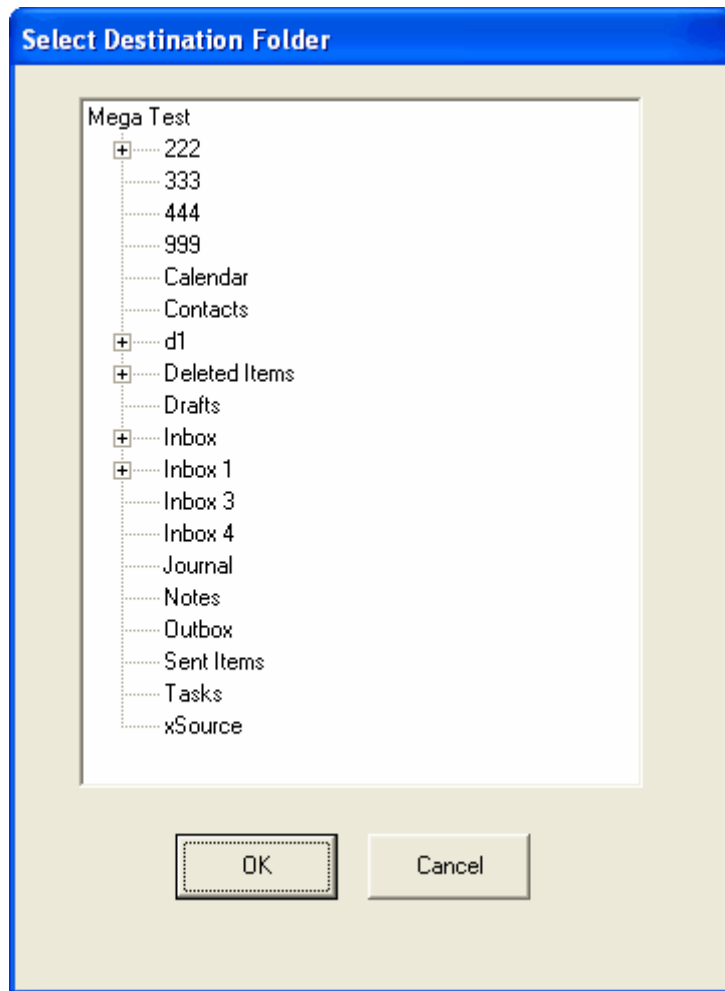
Delete - Place selected items into the Deleted Items Folder.

Remove - Permanently remove items from the mailbox.

Move - Move selected items to an Outlook folder that you specify.

Command button actions are also available from the Action menu option or by right clicking the table.

Warning: Items deleted using the Remove command cannot be retrieved.



Folder picker screen used with Move command.

3.8 Menu Options

Activate the [Outlook Mailbox Analyzer](#) menu by pressing the <ALT> key, clicking on a menu item, or using the hot keys as indicated on the menu items.

■ File

- Refresh - Reloaded Outlook item data into [Outlook Mailbox Analyzer](#).
- Quit: Quit [Outlook Mailbox Analyzer](#).

Note: [Outlook Mailbox Analyzer](#) does not maintain real-time synchronization with Outlook. Making changes to Outlook data using the Outlook interface may cause you to be required to refresh Outlook Mailbox Analyzer.

■ Actions

Same options as found in the [Sender Display](#), [View](#) and [Command Button](#) controls:

■ Options

Full Path - Toggles full folder path display on and off.
Full Subject - Toggles full subject display on and off. Full subject display FWD: and RE: prefixes for Forwards and Replies.
Auto resize - Toggles auto resize for the table column widths.

■ Help

- Help: Activate the [Outlook Mailbox Analyzer](#) help system.
- Problem Report: Submit a trouble/bug report to **PersonalCRM**.
- Product Survey: Submit product feedback to **PersonalCRM**.
- On-line Help: Most current version of the help manual. Available via the Internet.
- About: Display the [Outlook Mailbox Analyzer](#) About Screen.

■ **What's This**: Activates the [What's This?](#) help cursor.

■ Registration

- [Purchase](#): Links to the [Outlook Mailbox Analyzer](#) purchase page.
- [Register Outlook Mailbox Analyzer](#): Displays the registration page.

3.9 Context Menu

Right click the Folders, Summary or Details tables to activate the context pop up menu, which has the same options as the [Command Buttons](#).

3.10 Status Bar

The [Outlook Mailbox Analyzer](#) Status Bar indicates the progress of lengthy operations such as loading items, cleaning and redrawing the items list.

3.11 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.

4 Miscellaneous

4.1 Using Help

Outlook Mailbox Analyzer Help

14 Activate the Help system by pressing the F1 key or selecting Outlook Mailbox Analyzer 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.

4.2 Uninstall

Use the Windows Add/Remove programs feature to uninstall [Outlook Mailbox Analyzer](#).

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 Mailbox Analyzer](#) from the list.
4. Press the remove button.

Alternately, run the Outlook Mailbox Analyzer installation executable and choose the Remove Application option.

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