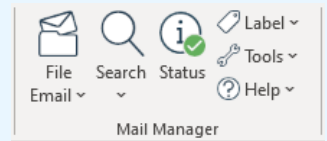


File, find, share, and archive emails quickly and easily.

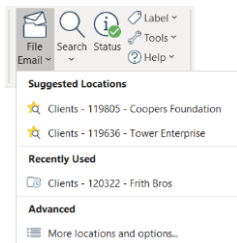
Mail Manager remembers where you save your messages and can suggest suitable locations. This is an automatic process, saving you a great deal of time and effort, and helps you save your messages in a consistent manner and reduces the size of your mailbox. Finding messages is just a click away via the Search button.



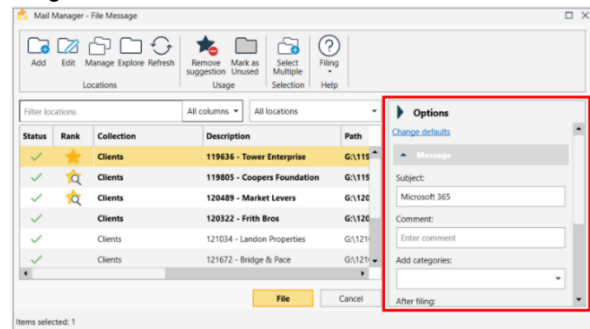
Different ways to file messages:

Quick file menu

1. Select a message or messages to be filed.
2. Select the **File Email** button.
3. Select a filing location from the drop-down menu.



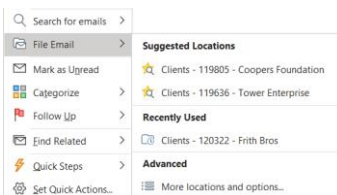
Expand the **Options** pane to change what happens when filing:



Select 'Change defaults' to remember your choice.

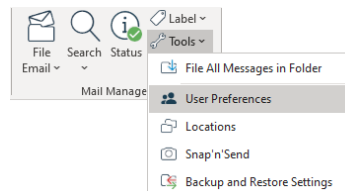
Right-click to file menu

1. Select a message or messages to be filed.
2. Right-click, select **File Email** in the menu.
3. Select a filing location from the sub-menu.

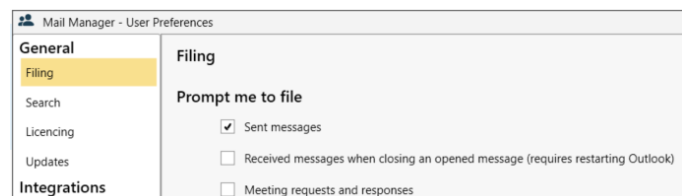


Prompted to file messages

By selecting the required options, you can be prompted to file various message types. To enable select **Tools > User Preferences...**

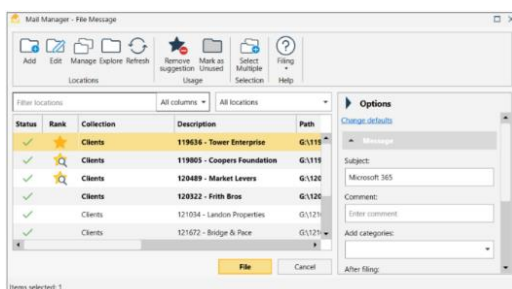


The 'User Preferences' window will appear:



Filing window

When you need to select a filing location not listed on the menu or change some options or create a new filing location select **More locations and options...** from the menu. The File message window will appear. Use the "Filter locations" and choose a filing location and then **File** button.



Sent messages: Each time a message is sent the filing window will appear with suggested filing locations.

Received messages: Each time an opened message window is closed the filing window will appear with suggested filing locations.

After filing...

By selecting the required default filing options, you can choose what happens after the message is filed.

Select **Tools > User Preferences...** and 'Default filing options'

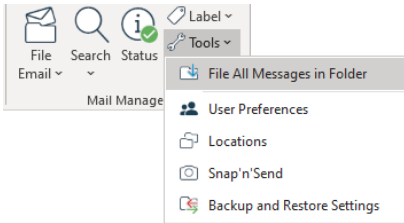
After the message is filed the original can either be moved to 'Filed Items', 'Deleted Items' or the filed date and time can be appended to the subject line.

After sending a reply to a message, the message you are replying to can also be filed into the same location.

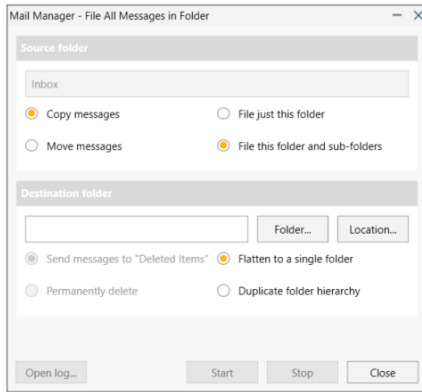
File All Message in Folder

This batch filing tool is used to file large numbers of messages and optionally include sub-folders and duplicate the folder hierarchy.

Select **Tools > File All Messages in Folder**



The 'File All Messages in Folder' window will appear:



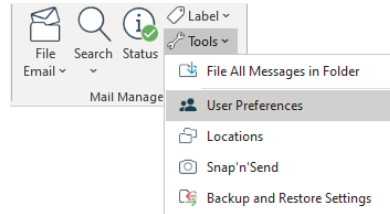
Choose whether to copy or move the messages and whether you want to include sub-folders or not. Then select **Location or Folder** button to select where you want to save the messages to.

Filed Folders (Previously known as Drop Folders)

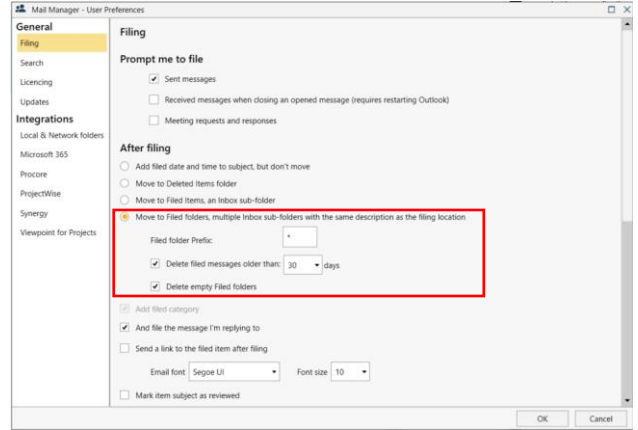
Mail Manager can dynamically create Outlook sub-folders associated to a filing location.

Filed folder management, such as the prefix, and after filing options available are controlled via User Preferences e.g.

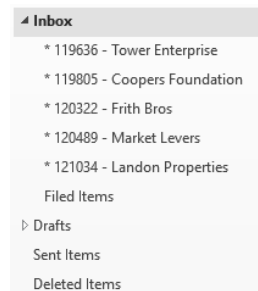
Select **Tools > User Preferences...**



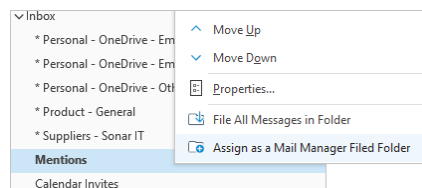
The 'User Preferences' window will appear:



Once enabled the 'Filed Folders' will appear below the Inbox:



Filed Folders are created when the user first files to the chosen location. The filed folders will retain the messages in the sub-folder. Users can drag and drop emails to file to the associated location.



Users can right click and assign current sub-folders of the Inbox to a filing location.

File using 'Filed folders' on mobile devices

Filing from mobile devices and Outlook Web Access is supported using '**Filed Folders**'. It's like using your mobile device as a remote control to file messages.

'Filed Folders' are automatically synchronised between Outlook and the mobile device, no app required.

On the mobile device simply move messages into the required 'Filed Folder'. Once the folders have synchronised back to Outlook, the messages will be filed automatically.

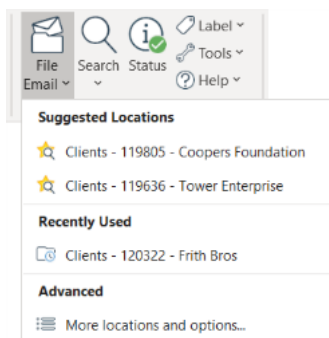
Add filing locations:

To aid the process of creating and sharing filing locations Mail Manager uses a 'Collection' file to store the locations. These collection files can be saved to a network location and shared with other users. User will be updated automatically when changes are made.

By default, a collection file called **Personal** will be available to add your filing locations to, but you can select another collection if required.

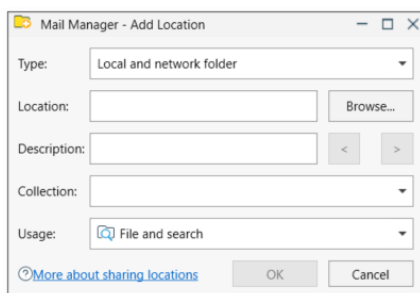
Add a location when filing

Select the **File Email** button and from the drop-down menu choose **More locations and options...**:



Select the Add Location... button:  from the filing window.

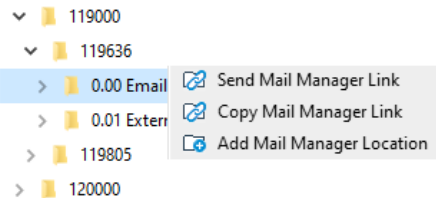
The 'Add Location' window will appear:



Select the type of location then browse to the required location. Enter a suitable description for and select an appropriate collection to add the location to.

Add a location directly from Windows Explorer

Select the folder to be added, right-click and choose **Add Mail Manager Location**

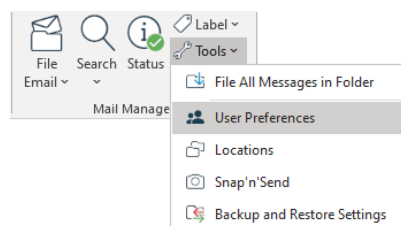


The 'Add Location' window will appear (see above).

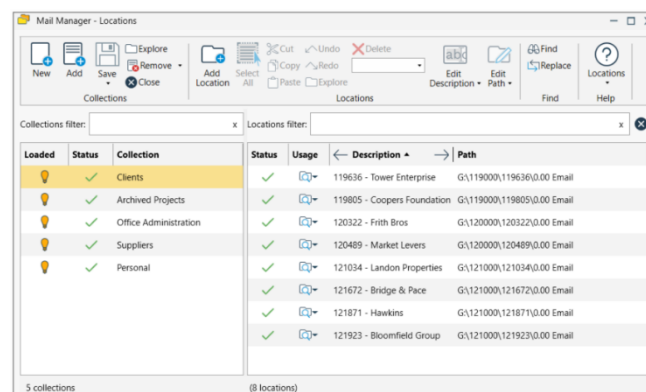
Browse to the required location. Enter a suitable description for and select an appropriate collection to add the location to.

Using the Locations tool

Select the **File Email** button and from the drop-down menu choose **Tools > Locations:**



The 'Locations' window will appear:



The locations tool provides several ways to add collections and filing locations e.g.

A Collection is a file containing filing locations

Create a **New** collection button 

Add an existing collection button 

Location are a combination of a description and path the destination folder.

Select the required collection in the left-hand pane and then use:

Add Single Location button 

Drag and drop multiple folders from Windows Explorer to the right-hand pane of a collection. Use the left and right arrow buttons on the description column header to change the description using the folder names.

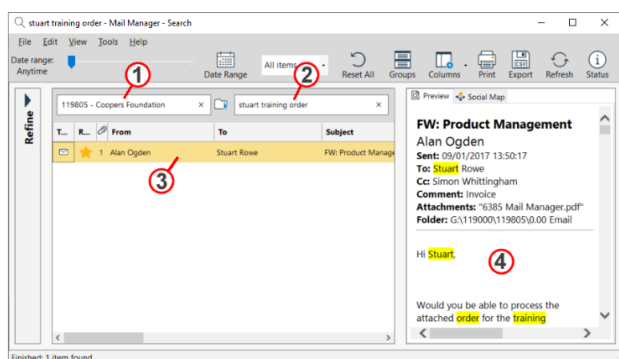


Locations can be copied or moved (cut) from one collection to another via the ribbon buttons or right-click options.

Search

Mail Manager includes a powerful search tool to quickly find messages in particular locations or across all locations. By default it will search across all locations.

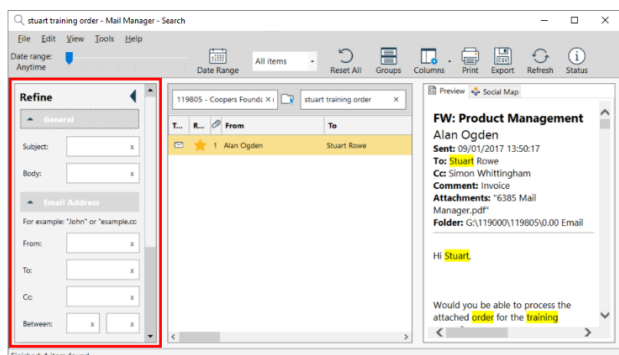
Select a location **(1)** and refine your search further by entering text in the 'Enter search terms' field **(2)**. The words that you typed are searched anywhere in the message. The more words found the higher the ranking.



Select a message in the results list **(3)** to preview the message. The text that you typed will be highlighted yellow in the preview tab **(4)**.

Refine

The options pane provides multiple query fields to quickly refine your search. Double-click on the Refine bar to reveal the query fields.



Click into the 'Enter a location' field and select a location from the drop-down list and enter text in any of the query fields to refine your search.

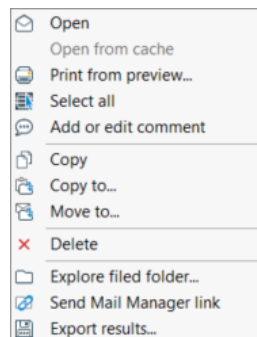
Find messages sent and received between two email addresses using the **Between** filter e.g. all emails between John and Emma, or arup.com and microsoft.com

Results list

Sort the results by selecting the column headers.

Toggle the Group button  on or off to group the results based on the selected column header


Right-click on a message to view the various options:

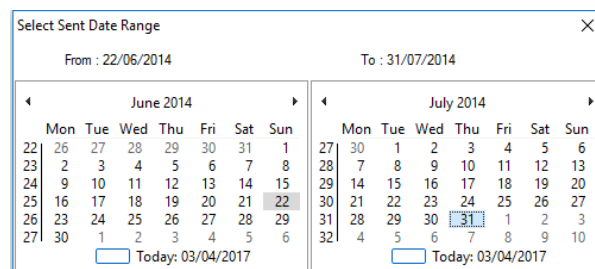


Date Range


Use the Date Range slider to quickly reduce or increase the number of messages in the results list based on when they were sent.



Select the **Date Range** button  and choose the required dates to show messages sent between the two dates



Social Map

As an alternative to viewing the results in a list view the Social Map will display the results graphically showing the different relationships. Select the Social Map tab  **(1)**.

