



Use QuickFile to file emails sent using OWA, BlackBerry Phones, iPhones etc

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Introduction

Thousands of Outlook users already use QuickFile to automatically file emails from Outlook. However many users also send out emails outside Outlook using BlackBerries, iPhones, Outlook Web Access (OWA) etc.

These emails are then synchronized to users' Outlook Sent Items folders using different software (depending on the device used to send the email).

QuickFile Version 4.1.37 (or later) has a new feature that identifies these emails and allows you to file them using your QuickFile folder shortcuts. This feature can be used for processing both the default Sent Items folder as well as other folders (to allow assistants to file emails).

NOTE:

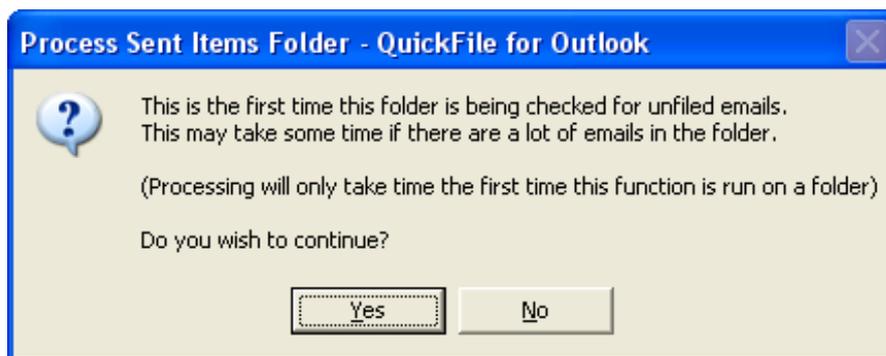
1) This feature is currently only available in QuickFile Version 4.1.37 which is not available directly from our website. You can use the following link to download QuickFile Version 4.1.37.

http://standss.fileburst.com/QuickFile/quickfilePRO_NetDocument_4_1_37.exe

2) Only emails sent after QuickFile Version 4.1.37 will be processed using this feature.

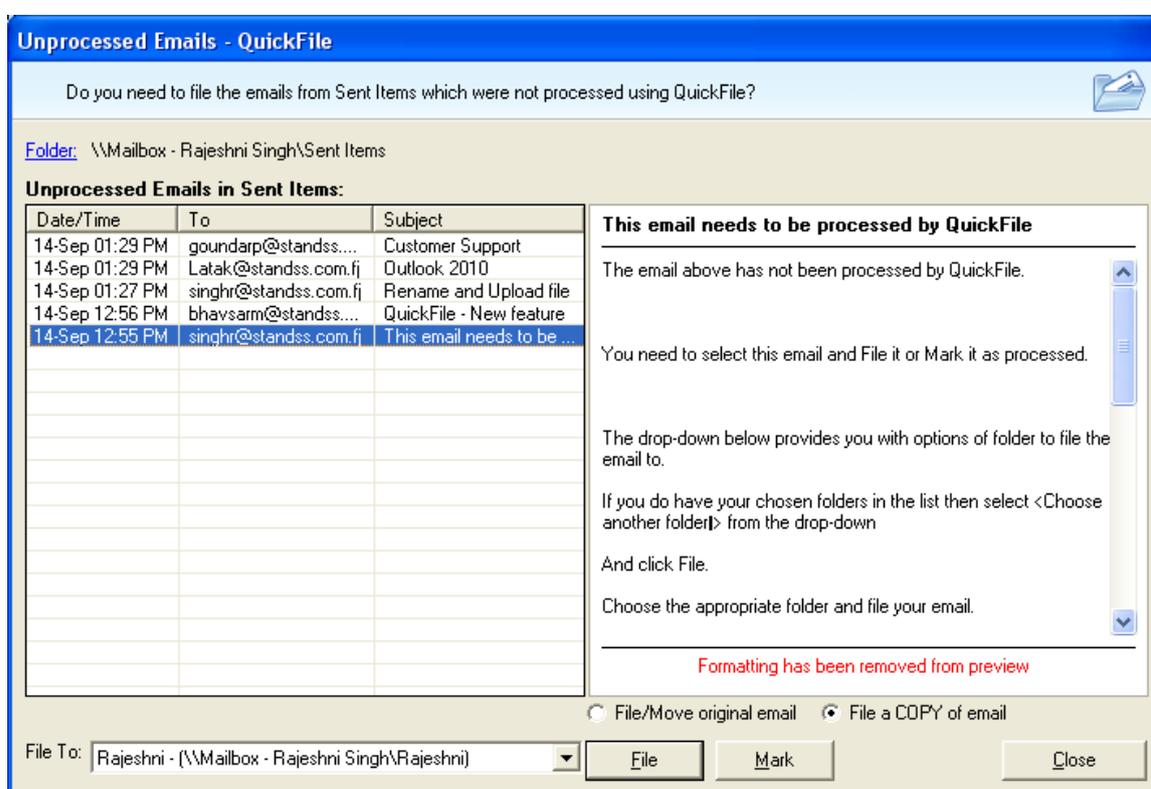
Step-by-Step

1. Go to your Inbox (or any Outlook Folder).
2. Click the *More* drop-down on the QuickFile toolbar -> Select *Sent Items – Unprocessed Emails*.
3. You will be prompted with the following message the very first time you process the Sent Items folder.



If you wish to continue processing then click Yes.

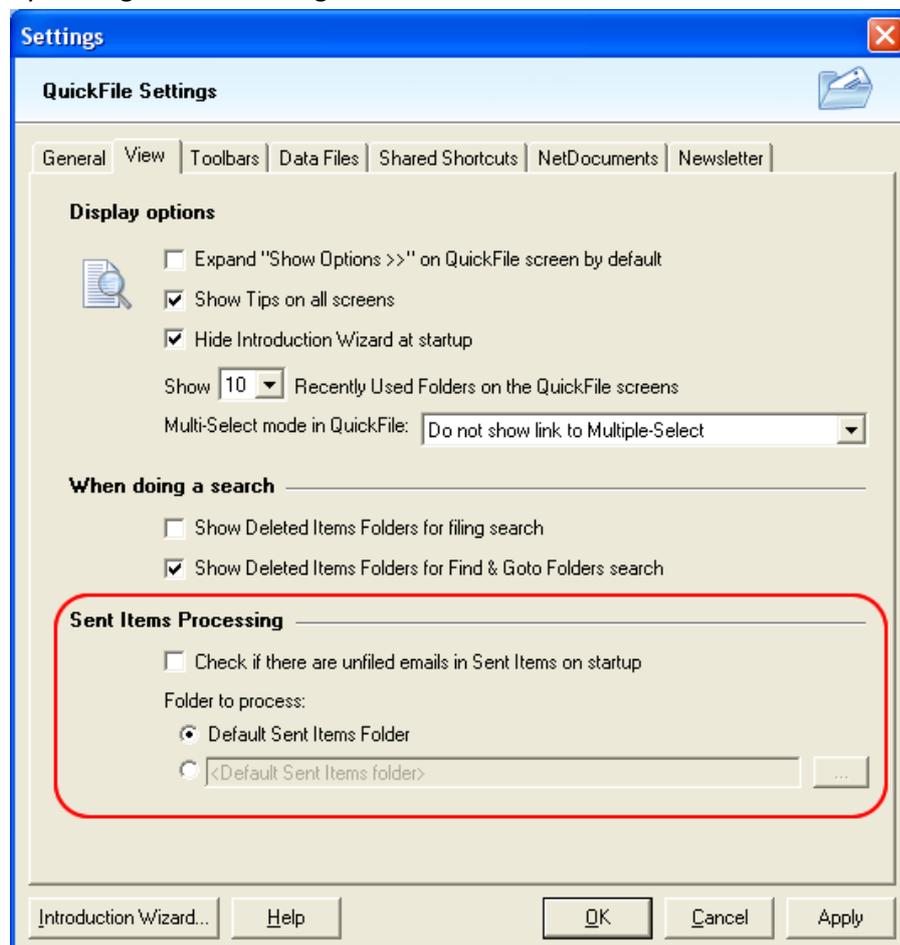
- A list of emails in your Sent Items folder that were not processed by QuickFile will be displayed. Generally these will be emails that were sent from outside of Outlook. If you need to display emails in a different folder you can click on the Folder hyperlink on the screen.



- Select the email that you wish to file on the *Unprocessed Emails* screen above. The *File To:* drop-down will display the last folder where an email to that contact was filed.
- Click *File* to file the email to the selected folder. (You can choose a different folder using the drop-down if you need to). The email will be filed and removed from the above list of unprocessed emails.
- If a selected email does not need to be filed then click *Mark*. The email will be left in the Sent Items folder but will be removed from the list of unprocessed emails.

Other Settings

New Settings have been added to the settings screen for this function. The settings can be accessed by clicking in More-Settings on the QuickFile toolbar. Select the View tab on the Settings screen.



1. *Check if there are unfiled emails in Sent Items on startup:* Tick this checkbox if want QuickFile to check your Sent Items anytime you start Outlook for emails that need filing. A message will be displayed if any emails needing your attention are found.
2. You can also change the folder that you want to process to identify your unfiled emails. By default, QuickFile will process your default Sent Items folder. You can select a different folder if you are processing another user's Sent Items folder.

For Further Information

If you have any questions about this, please email your contact person at Standss. If you do not have a contact person then please email at support@standss.com.

We also frequently update our Knowledge Base and Frequently Asked Questions (FAQ) pages on our websites.

www.Standss.com | www.Addins4Outlook.com
www.Outlook4Lawyers.com | www.Addins4Office.com