

Official Guide



E-mail Reminder

Document version 2.0

Revised on January 15, 2017

Product version 2.0

Table of contents

What is E-mail Reminder	3
How E-mail Reminder can help you	3
How does it work	4
Getting Started.....	5
Introduction.....	5
Send with one Click	5
Send with Customized Parameters	6
The Reminder.....	7
E-mail Reminder Configuration.....	9
Introduction.....	9
Default Settings	10
Templates.....	11
Preferences	13

What is E-mail Reminder

E-Mail Reminder is an add-in for Microsoft Outlook™ which allows having a follow-up of your E-Mails.

When you send an E-Mail with E-Mail Reminder, you will be reminded after a defined time about the messages that were not answered.

When you are reminded, you have the opportunity to send the message again.

How E-mail Reminder can help you

You send an E-Mail and forget about it to discover a long time after that you never got an answer.

Did this happen to you?

It won't happen again!

E-Mail Reminder will remind you about your unanswered E-Mails, it will allow you to re-send that E-Mail by creating a Task in Outlook with only one click.

When they send an E-Mail for which they expect an answer, most people add a Task manually in their Outlook Task List allowing them not to forget about it.

With E-Mail Reminder, you will save time because it allows you to

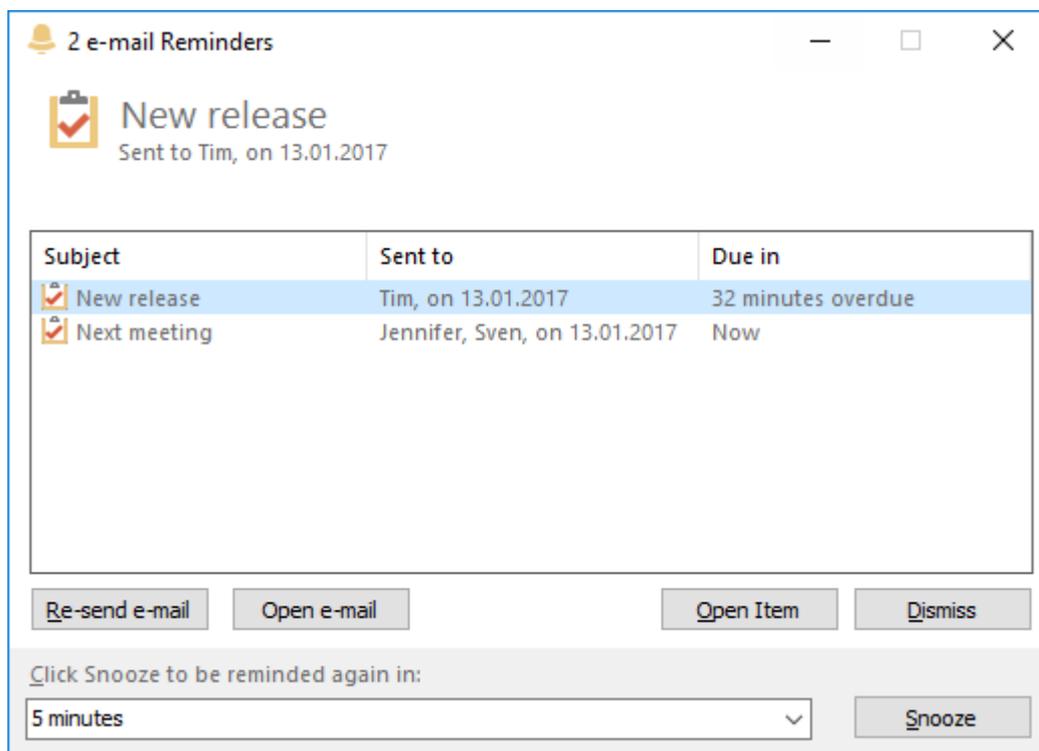
send the E-Mail AND create The Task with ONLY ONE CLICK.

How does it work

- 1) You prepare your E-Mail as usual.
- 2) You send your E-Mail using one of the new ribbon buttons *Remind me* or *Custom*.

The message is sent and a Task is created.

- 3) If the recipient of your mail did not answer within the specified period a reminder will pop-up which allows you to send the message again reminding him that you are still waiting for an answer.



Getting Started

Introduction

You can use E-Mail Reminder in two different ways:

Send the message by clicking on the *Remind me* button and use the default parameters you configured in the options menu.

Open a parameter window with *Custom* button and set the options for this specific email.

Send with one Click

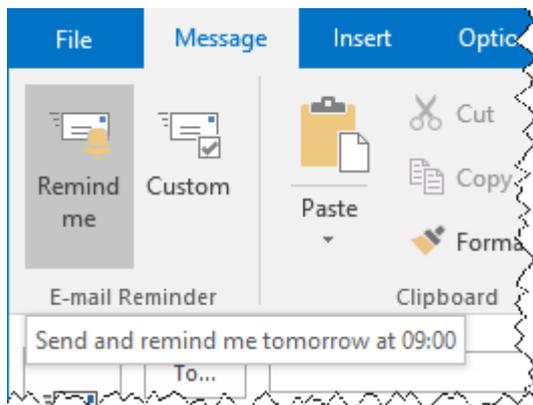
Most of the time, you will use the same options for your reminders. Let's say that you always want to be reminded on the following day or after 2 days at a specified time or at the time you sent the message.

To achieve this, E-Mail Reminder has a *Remind me* button in the new mail ribbon.

When your message is ready, instead of click on "Send" click on *Remind me*. Your email will be sent and the reminder created with the default options.

No further questions asked.

When you place your mouse cursor on *Remind me* a Tooltip appears to show the default options that will be used.



You can customize the default parameters by clicking on Default Settings on the E-mail Reminder Ribbon section in the Microsoft Outlook™ main window. For more information see [Default Settings](#)

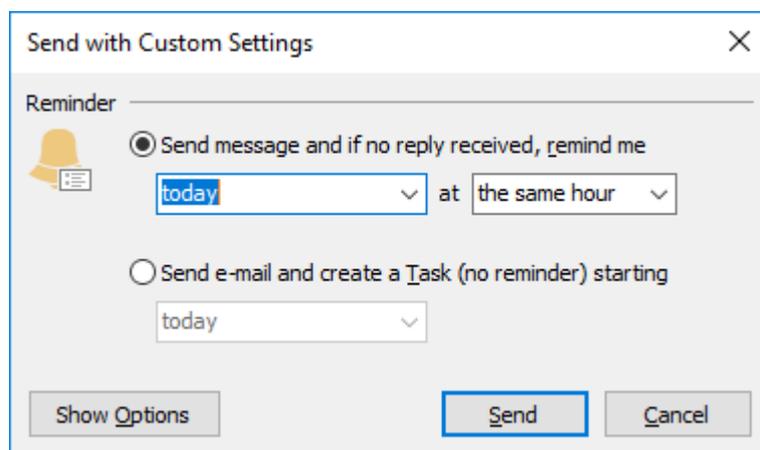
Send with Customized Parameters

In some cases, you might need to use different reminder options for a specific email.

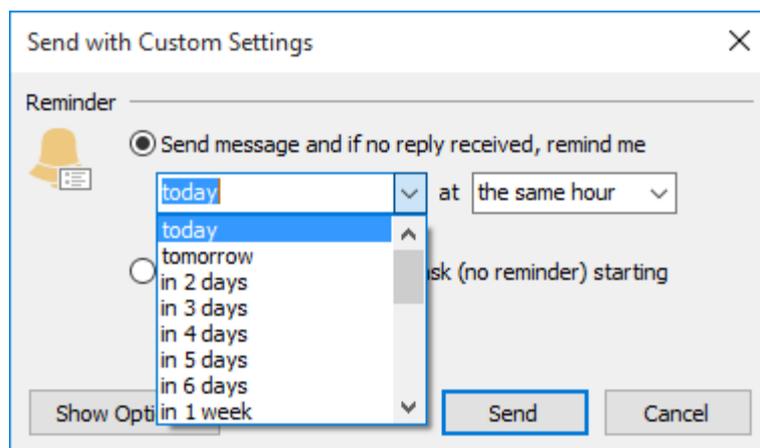
For example, your default options are set to remind you on the next day, but for this specific email you want to be reminded after a week.

When your message is ready, instead to use the standard *Send* button, you click on *Custom*.

E-Mail Reminder will open a window with the reminder options.

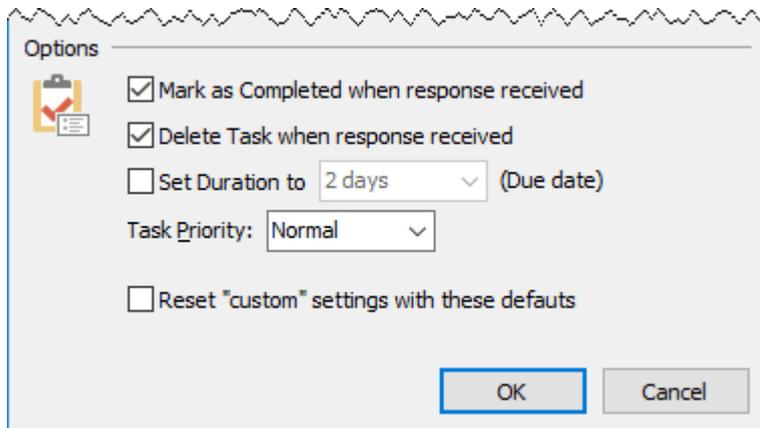


You will then be able to create a task and activate the reminder, or just create the task.



You can choose one of the defined periods or type one yourself. For example, you can type "3" for 3 days or type "4 weeks," etc.

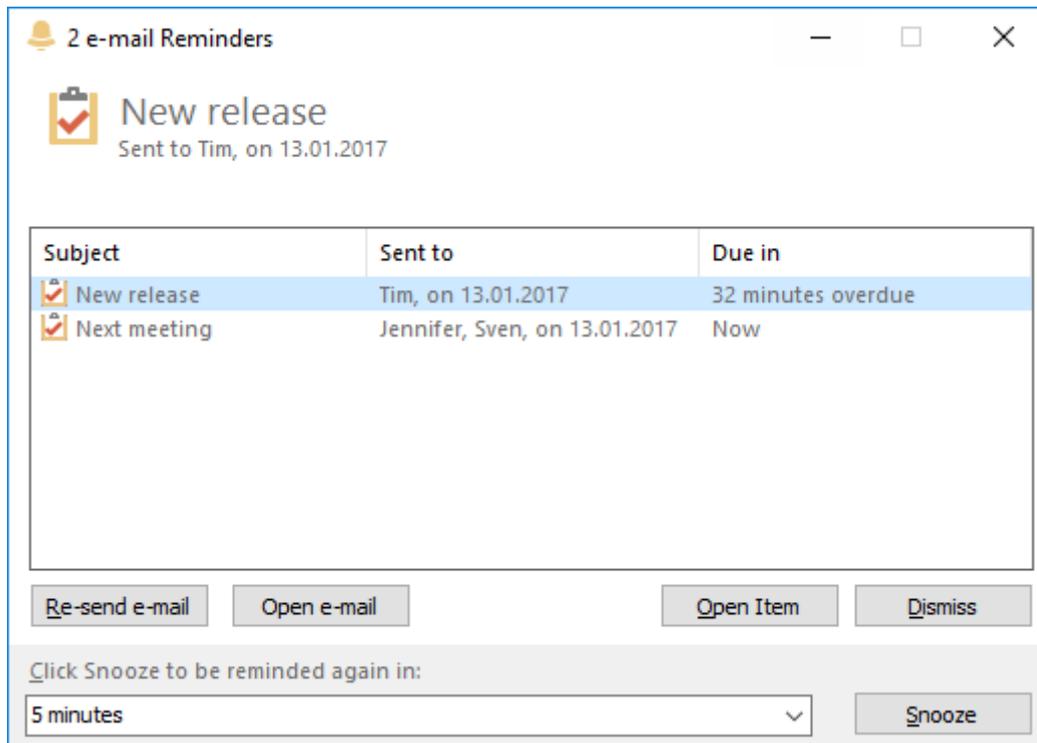
The [Show Options](#) button allows you to access advanced settings, like the actions to take when the email has been replied to, or the task duration and priority.



For more information about each one of those options, please refer to chapter [Default Settings](#).

The Reminder

If the recipient answers within the defined time, no reminder will appear. In case there was no answer and if you requested a reminder (not only the creation of a task), a pop-up will remind you that you did not get an answer to your email yet.



In this window, you can:

Re-send the email with [Re-send e-mail](#).

Opens the e-mail that was unanswered with [Open e-mail](#).

Open the task (reminder) with [Open Item](#) or by double-clicking on the reminder line.

If you click on [Dismiss](#) you won't be reminded any more about this email.

Be reminded later by clicking on [Snooze](#) after defining the snoozing time.

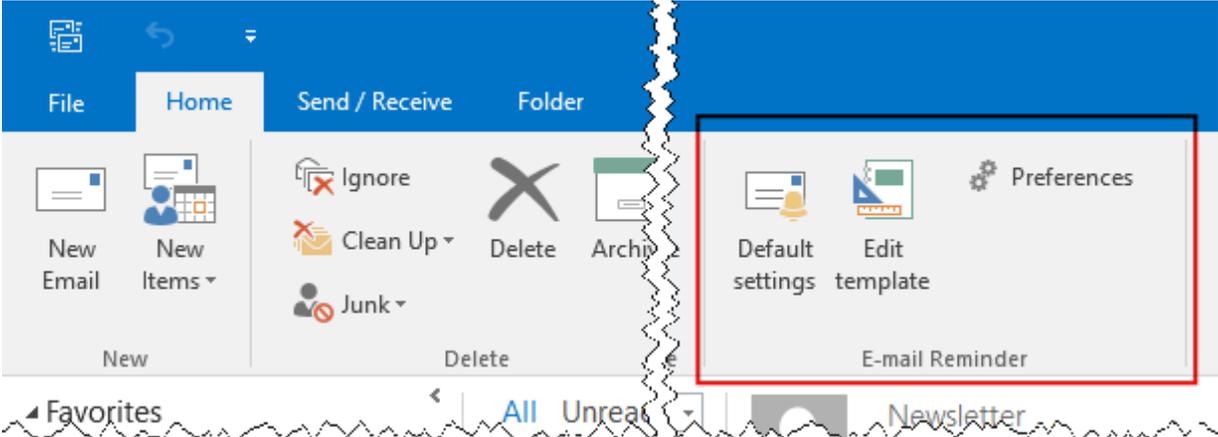
If you decide to send the mail again, the reminder will be canceled and you will have the opportunity to create a new one using the [Remind me](#) or [Custom](#) buttons.

If you chose the option to use a template, this template will be used to send the email. See [Templates](#) for more information.

E-mail Reminder Configuration

Introduction

All the options of E-Mail Reminder are located on the home ribbon in the main window of Outlook™.



Default Settings

Here, you can choose the options used when you send an email using the *Remind me* button.

E-mail Reminder - Default Settings

Reminder

Send message and if no reply received, remind me
tomorrow at the same hour

Send e-mail and create a Task (no reminder) starting
today

Options

Mark as Completed when response received

Delete Task when response received

Set Duration to 2 days (Due date)

Task Priority: Normal

Reset "custom" settings with these defaults

OK Cancel

You can create a task with a reminder; If you did not receive an answer to your email, a pop-up will appear on the given day and time to remind you about the unanswered email.

Or you can create a task without a reminder. In that case, it will appear in Outlook but no pop-up will show up.

You can choose one of the defined periods or type one yourself. For example, you can type "3" for 3 days or type "4 weeks," etc.

Options:

Mark as Completed when response received

As soon as the response is received, the Task is marked as Completed.

Delete Task when response received

As soon as the response is received the Task is deleted (Sent to the Deleted Items folder).

Set Duration to (Due date)

You can choose the duration for your Tasks. Microsoft Outlook™ defines a Starting date and an Ending Date. By default, no ending Date is defined.

With this option, you can define an Ending Date by selecting the duration for your Task

Task Priority:

To help you organize your Tasks, you can choose here the priority that will be applied to your Tasks (Low, Normal, High).

Templates

When the recipient of your E-Mail did not answer, you have the option to re-send your E-Mail. You can, of course, modify your message as usual but, to save time, E-Mail Reminder provides you with a template that will be added to your original message.

If you choose the option Do not use templates , no text will be added to the message.

If you choose Use the following template the text below will be added to the message.

E-mail Reminder - Template

Use a template to define the text that will be inserted in the email to re-send

Do not use templates

Use the following template

Restore default template

Dear &[NAME],

I'm still waiting for a reply of the e-mail that I have sent to you on &[DATE].

Please reply.

P.S.: Be aware of your unanswered messages; Use E-mail Reminder! For more information, go to www.sven-solutions.com/emailreminder.

OK Cancel

You can use the following fields to customize your Message:



&[NAME] Recipient's Name



&[E-Mail] Recipient's E-mail Address



&[DATE] Sending date of the original message



&[TIME] Sending time of the original message



Inserts a small advertisement for E-Mail Reminder

Preferences

E-mail Reminder - Preferences

Reminders Subjects

Include Recipient Display Name

Include Recipient E-mail

Include Date

Include Time

Include this text: [E-mail Reminder]

Sample Subject:
[E-mail Reminder] Tim(tim@demo.com): Email subject - 16.01.2017

Categories

Set Task Category to E-mail Reminder

License and Startup

Show quick introduction at startup

About...

Help.. OK Cancel

Reminders Subjects:

Define what will appear in the description field of the task generated by E-Mail Reminder. Name, email address, send date, and a custom text can be combined.

Categories:

Assign a category to the tasks generated by E-Mail Reminder. This will help you to keep your E-Mail Reminder tasks separated from your other tasks.

License and Start up:

You can enter your license if not already done, and you can reactivate the quick introduction on Outlook™ startups.