Reply To All Monitor

User's Manual

Welcome

Thank you for choosing the Reply To All Monitor Add-in, created by Sperry Software. This Add-in offers two functions. First, it can help ensure that you haven't accidentally opted to send your reply to all recipients, and second, it allows you to remove your own address from "Reply to All" messages. You can specify which names you want removed from "Reply to All" messages to ensure that the correct addresses are handled.

To receive a warning dialog each time you send a message as "Reply to All":
In the Settings area of the Reply to All Monitor add-in, check the box labeled "Confirm all emails are sent with Reply to All Confirmation message". You can specify the text that you want to be prompted with by entering it in the confirmation text field.

To automatically remove your own email address from "Reply to All" messages:
In the Settings area of the Reply to All Monitor add-in, check the box labeled "Automatically remove yourself when Replying to All". The Add-in will populate the email address to be removed field with your default email name and address. If you want to remove a different address from Reply to All messages, or include more addresses, add them in the addresses text field, separating each entry with a semicolon.

Configuring the Add-in

Once the installation is complete, you are ready to use Reply to All Monitor. When you open Outlook you will notice that a new tab "Sperry Software" displays on the Ribbon.
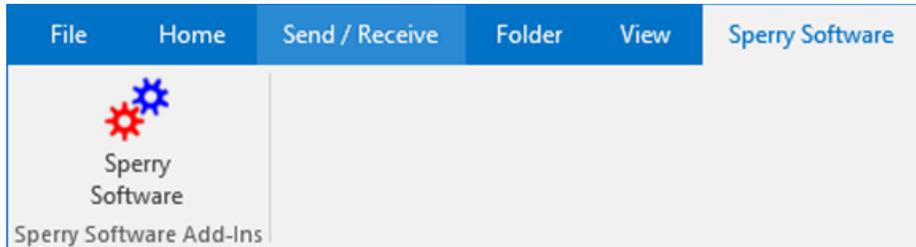
Figure 1 (Sperry Software tab - Outlook 2016)

Clicking the Sperry Software button displays the Sperry Software Add-in Configuration screen. It is on this screen that settings are made to control the functionality of the Add-in.

Configuration Page
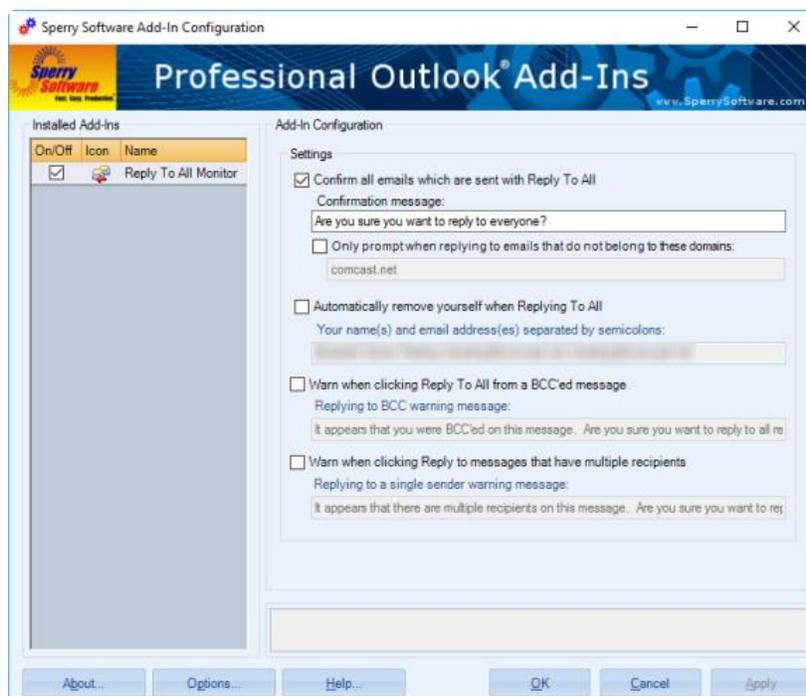
Figure 2 (Sperry Software Add-in Configuration dialog box)

The "Confirm all emails are sent with Reply to All Confirmation message" option enables or disables the self explanatory feature and provides an opportunity to specify what the confirmation text will be. Type in the Confirmation message text box to modify the confirmation text.

The "Automatically remove yourself when Replying to All" option allows you to remove specified email address(es) from messages sent out as "Reply to All." Generally, you would enter your own email address(es) here, to refrain from getting your own message back when you reply to all.

The "Warn when clicking Reply To All from a BCC'ed message" option verifies that you are replying to all in an email in which you were BCC'ed.

The 'Warn when clicking Reply to messages that have multiple recipients" option reminds you that you are replying to the sender of a message that has multiple recipients.

Troubleshooting

Q. The "Sperry Software Add-ins" button is not visible.

A. There could be several reasons for this. See this article to figure out how to resolve this problem: https://sperrysoftware.freshdesk.com/solution/articles/5000626926-i-installed-the-add-in-but-i-can-t-see-it-in-outlook-

Q. The "Sperry Software Add-ins" button does not pull up the Configuration window.

A. Run the add-in Reset tool.

> The add-in reset tool can be downloaded from
> http://www.sperrysoftware.com/outlook/tools.asp

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our Knowledge Base especially the FAQ about how to enter a bug report.