



Delete Stale Emails

User's Manual

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Welcome

Thank you for choosing the Delete Stale Emails add-in, created by Sperry Software. This add-in automatically deletes emails after they reach a certain age. It's perfect for getting rid of emails that lose value over time, for instance notifications from social media sites, traffic reports, etc.

By default, once the add-in is loaded, the following stale email types are automatically deleted from your Inbox every thirty minutes:

1. Facebook® notifications (after they are 3 days old)
2. Linked In® notifications (after they are 7 days old)
3. Groupon® notifications (after they are 14 days old)

Groupon notifications are deleted after 14 days since that's when the offers expire. Linked In notifications are deleted after 7 days, and Facebook notifications after 3 days – but all of these can be changed to whatever days, hours, or minutes you need.

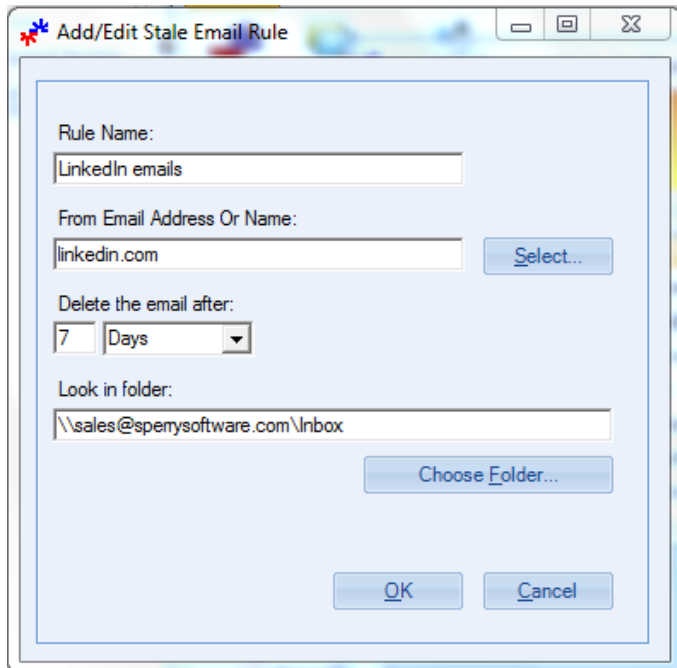
Going forward, we refer to each of the conditions above as a “rule”, not be confused with Outlook rules.

You may find it useful to setup your rules, and then use the “Run Now” facility to make sure everything is operating normally (i.e., not deleting too many or too few of the emails). If a problem arises, keep in mind that you can just go to the Deleted Items folder to view the emails that have been deleted, or to move them back if there's a problem.

Note that a new Sperry Software tab will now be visible. Clicking the red and blue gears icon will allow you bring up the main Configuration window. Clicking the “Delete Stale Emails” button will cause the add-in to add a new rule based on whatever emails are currently selected. The same goes when you are viewing an individual email, a Sperry Software tab with the “Delete Stale Emails” button will be available. Both of these buttons are a convenient way to add new rules so that you don't have to type in the sender's name or email address.

Changing What Gets Deleted

The easiest way to change these values is to double click on the row you'd like to edit. This brings up the following edit window:



As you can see, the number of days can be changed as can the units of time themselves. The choices are minutes, hours, or days. In this way, truly temporary information like say, traffic reports can be deleted within two or three hours of having received them.

Let's run through the other items you can modify from this window:

Rule name: Any name to help you recall it. Note that we call it a rule for convenience, but it shouldn't be confused with Outlook rules. With Outlook rules, they can sometimes run on the server and thus always be active. With the Delete Stale Emails add-in (as with all Sperry Software add-ins), Outlook needs to be running in order to have the add-in run.

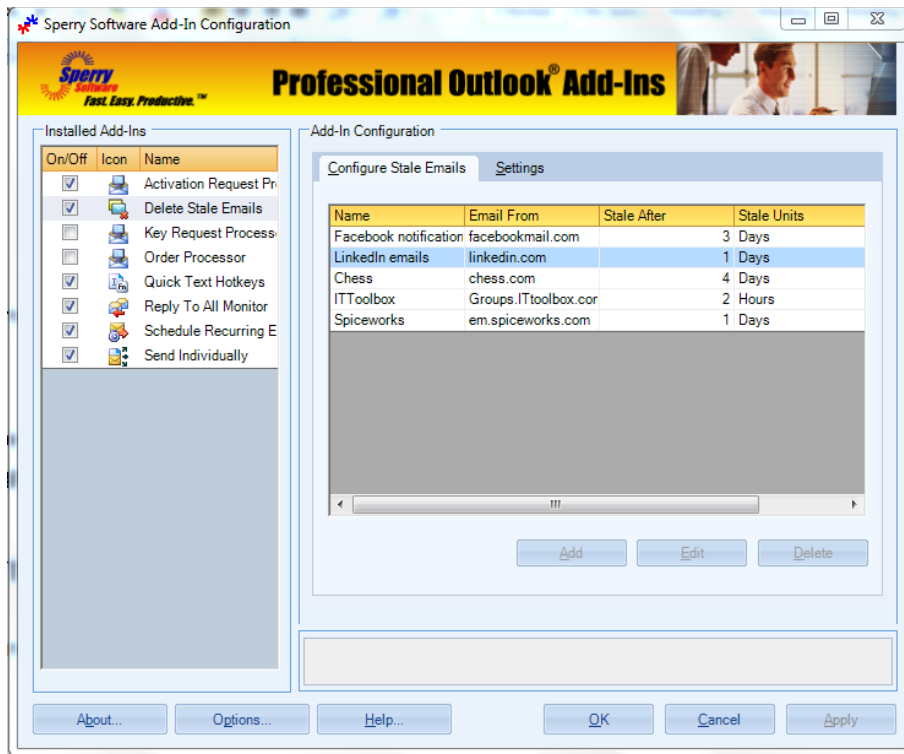
Email From: The email has to be from a specific address in order to have the add-in react to it, and this is where you specify that email address. You can select email addresses from co-workers or others in your address book via the Select button, or you can just type the email address in if you know it. This field can be a name or an email address, but there can only be one.

Stale After and Stale Units: This is the aforementioned area where you specify how old an email should be before the add-in deletes it.

Folder: The add-in will only look in the folders you specify. By default, the Inbox is always selected (as a convenience). It is not currently possible to specify more than one folder.

Viewing your List Of Rules

Once you click Ok, the add-in will load the grid showing the rules that are in effect (including your changes):

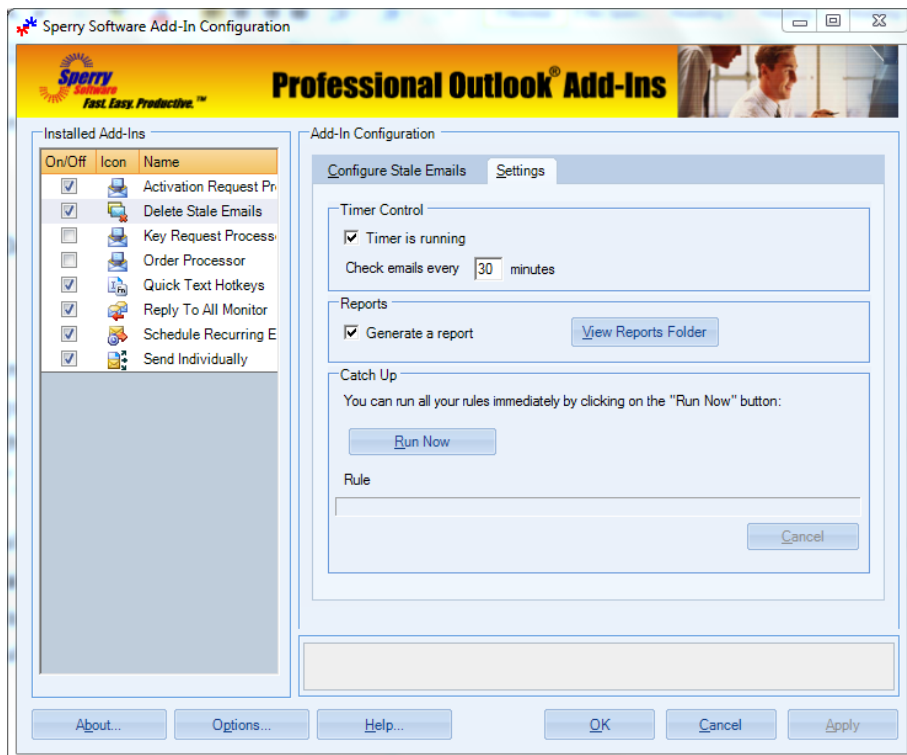


Note: Many add-ins are shown on the left hand side – be sure to highlight “Delete Stale Emails”

From here you can choose to add, edit or delete your rules as necessary. As mentioned, double clicking a rule brings it up in edit mode.

Settings Tab

Clicking on the “Settings” tab will show you the options available for controlling the add-in as a whole:



Timer is running: This checkbox controls the most basic functionality – whether the add-in is waking up and culling out the old emails. This option is available in case you don't want to have the add-in deleting emails on the fly, but would prefer to have them dealt with all at once by using the batch mode (called "Run Now", see below).

Check emails every [30] minutes: The add-in wakes up every 30 minutes to see if any emails have become stale. Here, you can control how often the add-in wakes up to check the email. For some people, this might be too often and so once every 60 minutes or even once every 120 minutes (i.e. two hours) would suffice. This field must be specified in minutes.

Generate a report: This checkbox determines if the add-in should write a report about the emails that it found and moved into the Deleted Items folder. This can be useful if you find that it is deleting emails that should not have been deleted, as the report lists the name of the rule then all the emails that it found that complied with the rule and were subsequently deleted. This checkbox is available because the report that is generated is always appended to, and does not wrap or otherwise control the size of the report. It is safe to occasionally delete it.

View Report Folder: this button opens a window where you can find the report. It is always called "Deleted Emails Report.txt". Double clicking on the report file will bring it up in Notepad (by default, you can use any text editor including Word if you prefer).

Run Now: This button is used to kick off the add-in immediately processing each rule in turn. This can be used to catch up quickly after you've made changes to the rules. It's useful to run this the first time you

install the add-in so that you can be sure that the rules are operating as intended. After you start the process, the add-in displays the name of the rule it's working on and the progress through that folder. You can Cancel the operation at any time, but the emails that have already been deleted will be found in the Deleted Items folder (that is, they are not moved back). You can of course move any emails out of the Deleted Items folder that you find that should not have been...then you can edit the rule that moved them there, and re-run the add-in.

Troubleshooting

Q. I'm having trouble, and need to start over with installing. What can I do?

A. Follow these instructions:

<http://www.sperrysoftware.com/kb/questions/98/I%27m+having+problems%2C+and+I+need+to+reinstall+my+add-ins+from+a+clean+start.+How+do+I+do+this%3F+>

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

A. Run the add-in Reset tool.

The add-in reset tool (among others) 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](#).