



# Email Reminders

## User's Manual

|                                |   |
|--------------------------------|---|
| Welcome.....                   | 2 |
| Configuring the Add-in .....   | 3 |
| Email Reminders Settings ..... | 3 |
| Troubleshooting .....          | 4 |

## Welcome

Thank you for choosing the Email Reminders add-in, created by Sperry Software. This add-in allows you to have an email message sent to specified address(es) when a popup alarm is generated by your default Outlook Calendar. The reminder message will contain all pertinent information contained in the popup alarm. This is helpful, for example, when you're away from your desk but still wish to receive your reminders. You might have the reminder messages sent to your email capable cell phone, pager, or PDA, or to an associate or assistant so that the appropriate action can be taken in your absence.

### **To forward reminders:**

In the configuration area for the Email Reminders add-in, enter the email address where the reminders are to be sent, or click "Choose Address..." and select the desired address from your contact list.

Under "Options" check the box labeled "Send email reminders for all popup alarms". Also verify that the Email Reminders add-in is enabled. As long as the add-in is enabled, popup reminders will be forwarded to the designated address.

### **To stop forwarding reminders**

Simply disable the Email Reminders add-in.

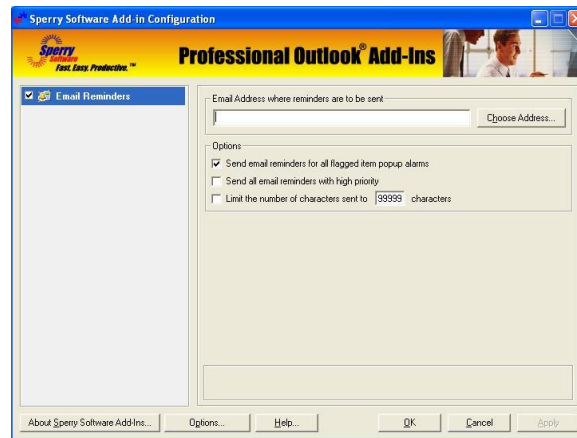
## Configuring the Add-in

Once the installation is complete, you are ready to use Email Reminders. When you open Outlook you will notice a new button “Sperry Software Add-ins” added to the toolbar.



Clicking this button displays the Sperry Software Add-ins configuration screen. It is on this screen that settings are made to control the add-in’s functionality.

## Email Reminders Settings



The “Email Address where reminders are to be sent” allows you to choose the address(es) where you want the reminder email to be sent, such as to an email capable cell phone, pager, or PDA.

When the “Send Email reminders for all popup alarms” option is enabled, an email message is created for all popup alarms (which includes reminders from your default Outlook calendar and flagged items that cause a popup from your Inbox, Tasks, Sent Items and Contacts Outlook folders but not from sub folders of those folders). When this option is disabled (no checkmark), only calendar reminders will generate an email reminder.

## Troubleshooting

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

A. The add-in may have become disabled.

**For Outlook 2002, 2003 users:**

On the Outlook Menu, click Help...About Microsoft Outlook

Click the “Disabled Items” button

If “Sperry Software” is listed, enable it and restart Outlook

**For Outlook 2007 users:**

On the Outlook Menu, click Help...Disabled Items

If “Sperry Software” is listed, enable it and restart Outlook

The Sperry Software toolbar may not be set to “Visible”

On the Outlook Menu, click View...Toolbars and make sure that Sperry Software is checked.

Q. The “Sperry Software Add-ins” button does not respond.

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](#).