



File Fetch User's Manual

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Welcome

Thank you for choosing the File Fetch add-in, created by Sperry Software. This add-in automatically returns a file from your system as an attachment in an email when you send an email to the add-in from a remote location.

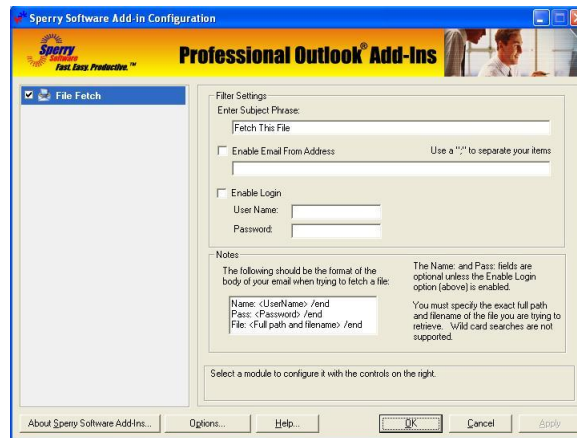
Configuring the Add-in

Once the installation is complete, you are ready to use File Fetch. 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.

File Fetch Settings



To setup File Fetch

In the “Filter Settings” area, choose a Subject Phrase. This is important because the add-in will be monitoring your Inbox looking for emails with this subject. If it finds one, it will read the body of the email for the file you want and return it.

For additional security, you can also specify the “Enable Email From Address” option. If you do this, only the email addresses that you specify are allowed to request files.

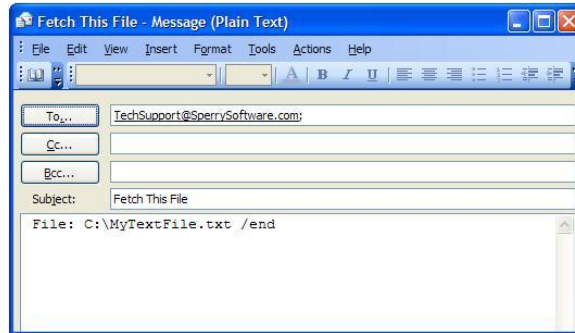
And for even more security, you can choose a user name and password. The user name and password should not be the same as any of your other user names and passwords because these will be sent over the internet without being encrypted. However, it does provide an added measure of security to prevent unauthorized access to File Fetch.

In the “Notes” area, you will see the exact specification for the body of the email. If you did not check the “Enable Login” box, then all you need is the “File: (path) /end” statement. You must know the exact file and it’s complete path in order to retrieve the file successfully because if it fails, it does not send back an error message. Furthermore, it does not support wildcards.

File Fetch Example

Generate a request email from a remote location with your Subject Phrase. Add the "Name: (user name) /end" and "Pass: (password) /end" if required. Then add the "File: (path and filename) /end". In a few moments (depending on the options in your Outlook Send/Receive settings) you will receive a new email that has the file you requested as an attachment.

For example, the image below shows a message that will retrieve the file at "C:\MyTestFile.txt":



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](#).