



Attachment Forget-Me-Not User's Manual

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Welcome

Thank you for choosing the Attachment Forget-Me-Not add-in, created by Sperry Software. This add-in allows you to avoid embarrassing and time consuming re-sends of messages because you forgot to include the attachment.

You can choose to either be prompted about attachments when sending any Message or have the add-in search for keywords in the body of your message. You can use the keywords that come with the add-in, or add your own. The prompt that is generated will allow you to cancel the message send so that you can add the missing attachment, or you can choose to send the message anyway.

If you choose “Always prompt for a reminder about attachments”, a prompt is triggered any time a message is sent with no attachment. If you choose “Only prompt if any of these keywords are found:” a prompt will only be generated if no attachment is found AND one of the listed keywords or phrases are found in the body of your message.

Text in the message body must match your keywords exactly. For example, if one of your keywords is “included here” any occurrence of the word “included” would not trigger the missing attachment prompt. The prompt would be triggered only if the exact phrase “included here” was found (however, you could use wildcard characters, for example “included*” which would trigger the missing attachment prompt).

Configuring the Add-in

Once the installation is complete, you are ready to use Attachment Forget-Me-Not. 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.

Settings Tab



Simply choose one of the two Settings options, and verify that the add-in is enabled. As long as the add-in is enabled, Attachment Forget-Me-Not works invisibly in the background, alerting you as necessary.

“Prompt if a message with a blank subject is being sent” is useful if you also want to be alerted when you inadvertently send a message with nothing in the subject line.

“Number of files included in your signature” is used to indicate to Attachment Forget-Me-Not that you normally have one or more attachments to every email you send because of your signature. If you discover that the add-in is failing to prompt you, and you are using a signature, increase this count by one until it works again. To test it, simply send yourself an email with one of the trigger keywords in the subject or body of the message, being sure that your signature is in the test email. If it fails, increase the count to one and try the test it again.

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](#).