Technology | TOOLS

E-MAIL'S LITTLE HELPERS
GETTING MORE OUT OF OUTLOOK

MICROSOFT OUTLOOK MAY be the most widely used e-mail tool on the planet, but it's hardly perfect, which is why enterprising programmers have created a cottage industry in the design of extra features for it. These Outlook add-ons come none too soon for a corporate world that is drowning in information overflow. Research firm IDC estimates that the amount of business e-mail is on track to reach more than six billion gigabytes this year, double the amount sent in 2005. Some of these powerful plug-ins help Outlook better manage these staggering amounts of data. Others help you send huge files, compose bulk e-mails, and even prevent possible humiliation.
—*Ryan Underwood*

BEST FOR

Avoiding reply-to-all gaffes

Reply-to-All Monitor
sperrysoftware.com

WHAT IT IS:
An add-on that keeps you from accidentally sending a group reply

WHAT'S COOL:
Ever tried to make a private remark over e-mail and mistakenly replied to the whole organization?

Be snarky without fear

This little plug-in could have saved you. When you click the Reply to All button and hit Send, it pops up an alert box that basically says, Hey, are you sure you want to do that? It can also give you a heads-up when you are about to lose your anonymity by replying to an e-mail on which you were bcc'd.

DRAWBACK:
You don't get many features. The maker of this program, Sperry Software, has created several helpful Outlook add-ons, but it sells them individually instead of in one bundled suite.

PRICE: $14.95