



Secure Email Forward User's Manual

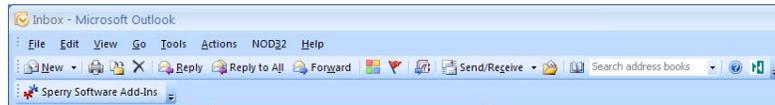
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Welcome

Thank you for choosing the Secure Email Forward add-in, created by Sperry Software. This add-in automatically forwards selected parts of an incoming email message. You can decide which parts of the email get forwarded.

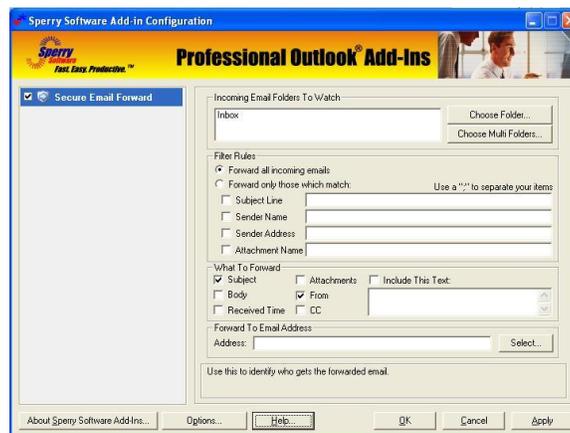
Configuring the Add-in

Once the installation is complete, you are ready to use Secure Email Forward. 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.

Secure Email Forward Set-Up



- 1) In the “Incoming Email Folders To Watch” area choose the Outlook folders that the add-in should monitor.
- 2) In the “Filter Rules” section, decide whether to forward all email messages or just certain ones. If you decide to forward just certain ones, you must specify which ones by checking at least one of the filter criteria (i.e., Subject line, Sender Name, Sender Address, or Attachment Name). You can use a semicolon “;” to separate multiple filter criteria.
- 3) Next decide what to forward. By default, the subject and who it’s from are included in the secure email. Note that you can optionally always include specific text (in the “Include this text” area) to say, identify which machine sent the message.

4) Finally, choose where to forward the email. Again, you can specify multiple email addresses by using a semicolon.

To see it work

Generate a new email that should make it through the filters. In a few moments (depending on the options in your Outlook Send/Receive settings) you will receive a new email that has the items you requested earlier.

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](#).