

TeleMessage Outlook 2000/XP Mail client plug-in

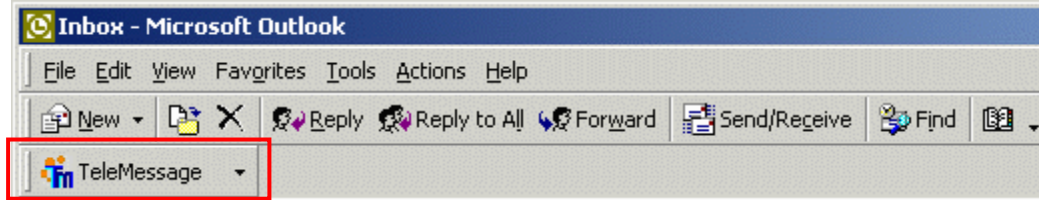
Quick Reference Guide

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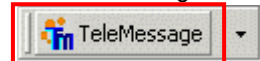
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1. How do I work with the Outlook Plug-in?

Open Outlook. You will see the TeleMessage button in the Outlook toolbar:



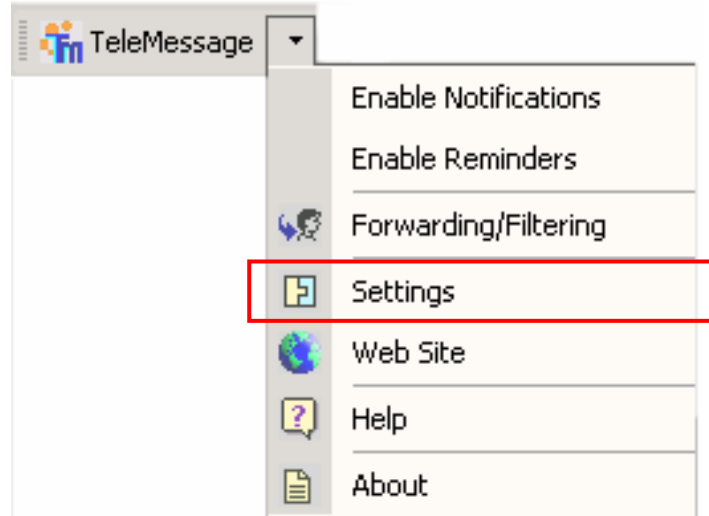
The TeleMessage toolbar consists of the message sending button:



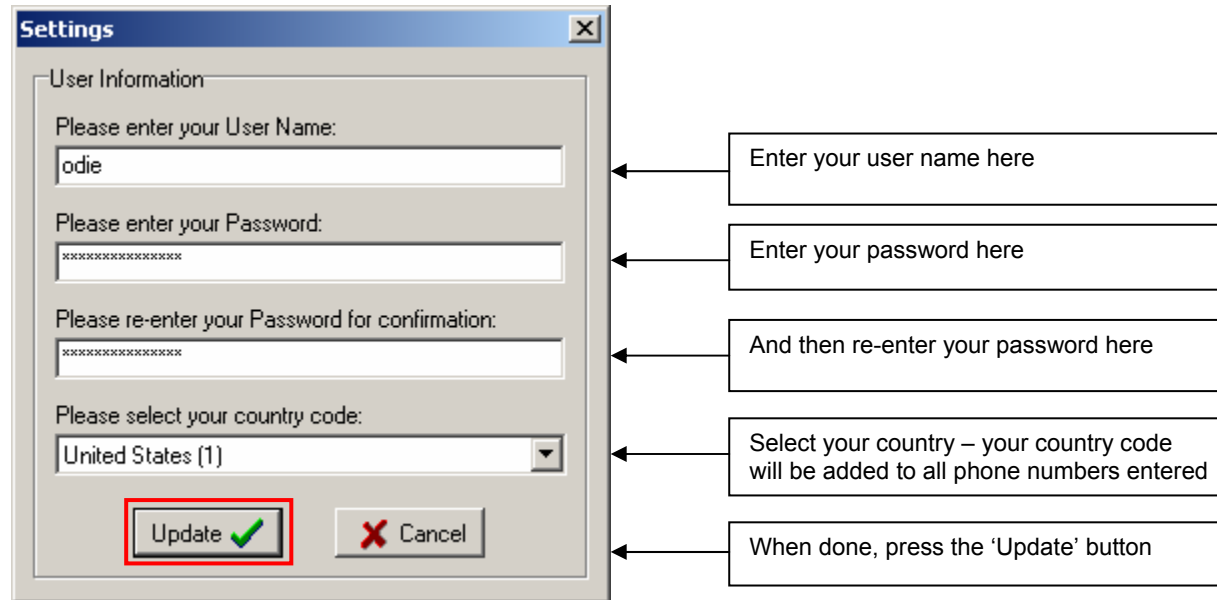
and the menu button:



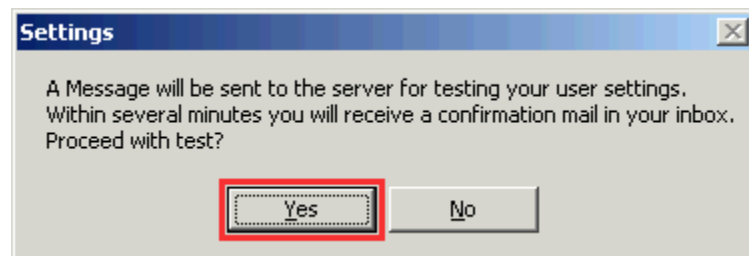
The first time you use the Plug-in, you will need to enter your TeleMessage user name and password. (Select 'Settings' from the toolbar menu if you need to change your user details):



The Settings screen opens allowing you to set your TeleMessage User Name, Password and default Country.



After entering your details you should press the 'Update' button. This will enable you to send a 'Test Message' to verify that your registration details are correct. The next image shows the 'Test Message' window – click the 'Yes' button when it appears.




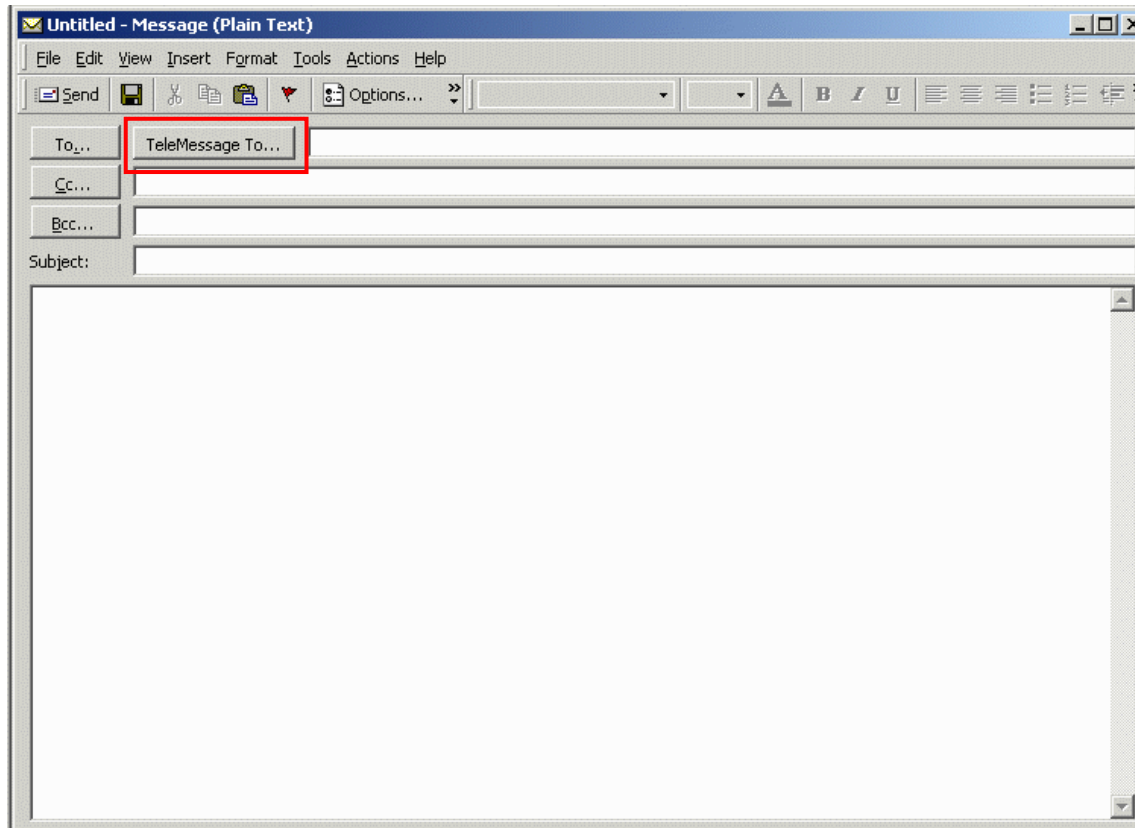
An Email will be sent to you verifying your account settings.

Note: If you forget your user name and/or password contact support@telemesssage.com, if you do not have not have a TeleMessage user account contact info@telemesssage.com.

2. How do I send messages through the Outlook plug in?

In order to send a message press the  button in your toolbar, which will open a new message window.

Press the  button in the message window:



A window opens with all your Outlook contacts and their devices (arranged alphabetically):

The screenshot shows the 'Message To' dialog box with the following components and callouts:

- Optional: select the folder or address book that contains the name you want**: Points to the 'Show Names from the:' dropdown menu, which is currently set to 'Contacts'.
- Optional: Find a contact by typing in his name in the text box**: Points to the 'Type Name or Select from List' text box, which contains the text 'bri'.
- Select a contact to see his devices in the Contact's Devices box below**: Points to the list of contacts, where 'Brian Cappello' is selected.
- Choose a device to which you would like to have your message delivered**: Points to the 'Contact's Devices' list, where the first device, '1-617-5311862 (Business phone)', is selected.
- After selecting the contacts and devices, press the 'OK' button**: Points to the 'OK' button at the bottom of the dialog.

The dialog box also features a 'Message Recipients' section on the right with three empty text boxes and buttons labeled 'To -->', 'Cc -->', and 'Bcc -->'.

Select a contact to see his devices in the Contact's Devices box. By marking a contact (for all the contact devices) or by choosing individual devices and pressing the 'To', 'Cc' or 'Bcc' buttons, you determine the To, Cc and Bcc message recipients. You can choose multiple contacts devices per message.

Note: telephone numbers must include the country and area code prefix.

The devices are moved to the To, Cc, and Bcc fields according to your selections.

Message To

Show Names from the: Contacts

Type Name or Select from List
bria

Message Recipients

To --> 1-781-6840999 (Fax)
Brian.Cappello@exodus.net (Email)

Cc --> Mark Carlin
1-617-5311862 (Business phone)
1-617-9018402 (SMS)

Bcc -->

Contact's Devices

1-617-5311862 (Business phone)
1-617-9018402 (Mobile phone)
1-617-9018402 (SMS)
1-781-6840999 (Fax)
Brian.Cappello@exodus.net (Email)
1-888-3707671 (Pager)

OK Cancel

Add individual devices by marking them & pressing the 'To', 'Cc' and 'Bcc' buttons

Or mark and add a contact to send a message to all his devices

After selecting the contacts and devices, press the 'OK' button

When you are done with selecting the contacts and devices, press the 'OK' button.

In some versions a security window will open, requesting you to confirm access to the Outlook address book.

Microsoft Outlook

A program is trying to access e-mail addresses you have stored in Outlook. Do you want to allow this?

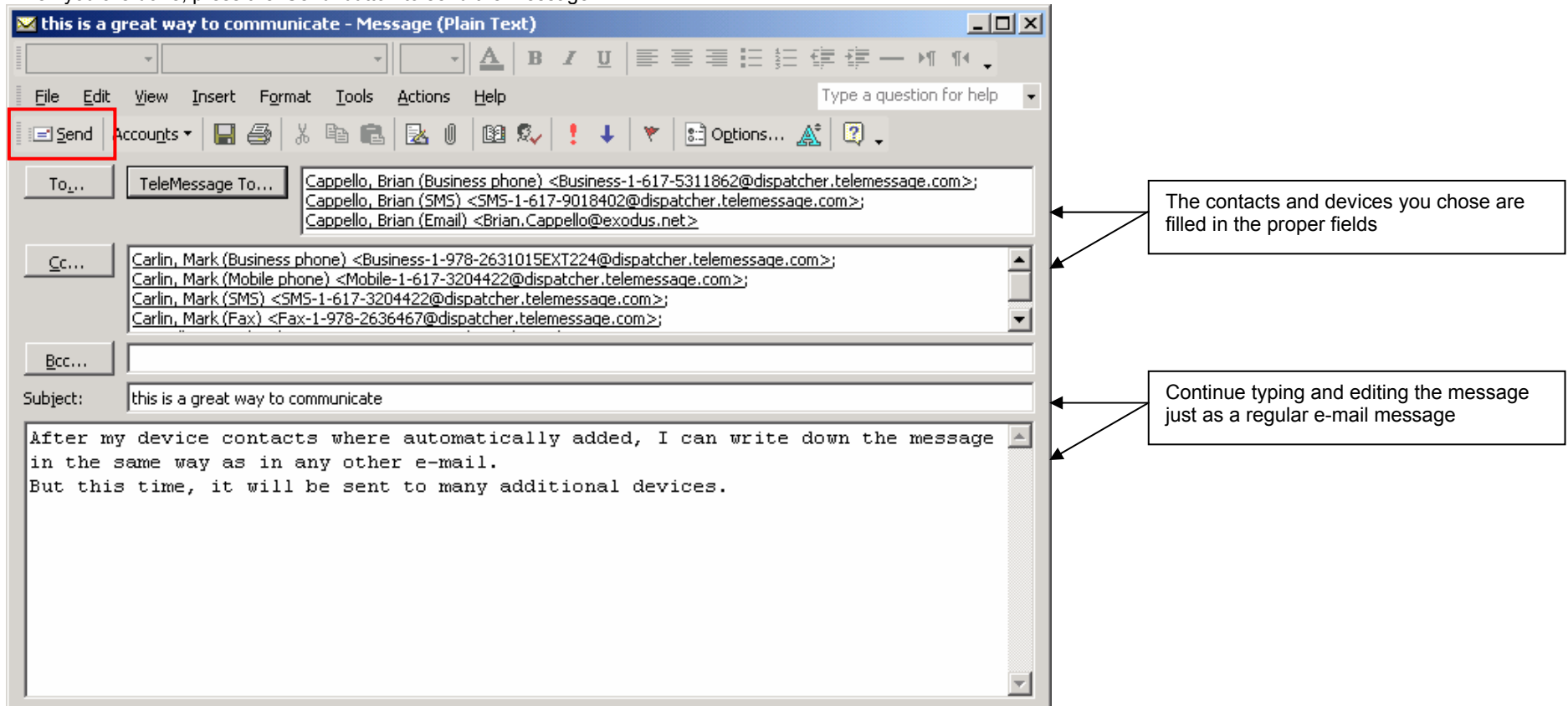
If this is unexpected, it may be a virus and you should choose "No".

Allow access for 1 minute

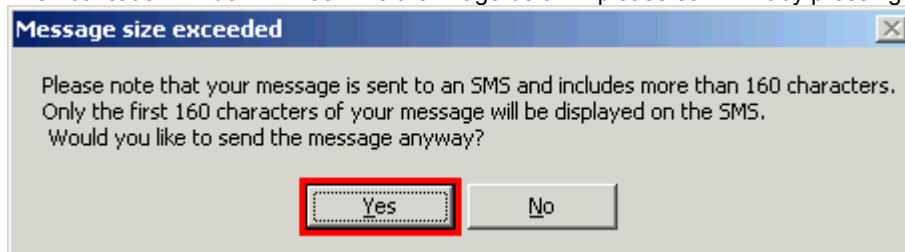
Yes No Help

In this security window, mark the checkbox to allow access and click the 'Yes' Button.

You will be returned to the message with your contacts and devices filled in.
Continue typing and editing the message and send it just as you would a regular outlook e-mail message.
When you are done, press the 'Send' button to send the message.



In some versions of the Mail Plug-in, you may be notified when sending a long SMS.
The notification window will look like the image below – please confirm it by pressing the 'Yes' button.

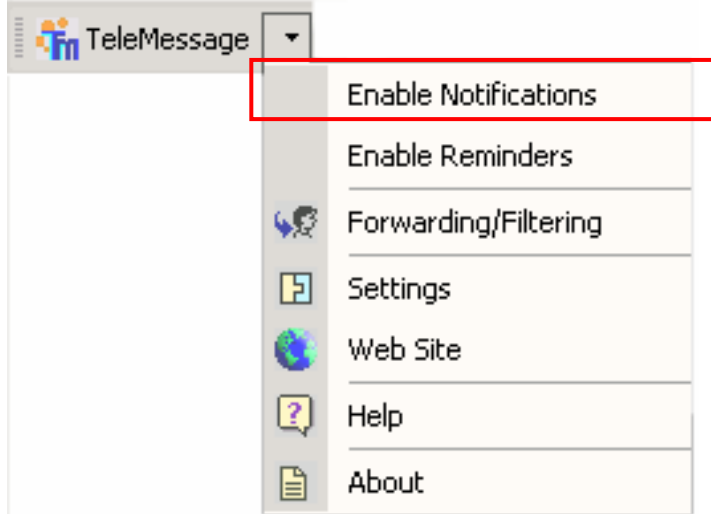


3. How do I receive my E-mails on my mobile phone?

In order to receive a SMS notification to your mobile phone, you need to set an appropriate forwarding/filtering rule. A notification will be sent every time you receive a new E-mail.

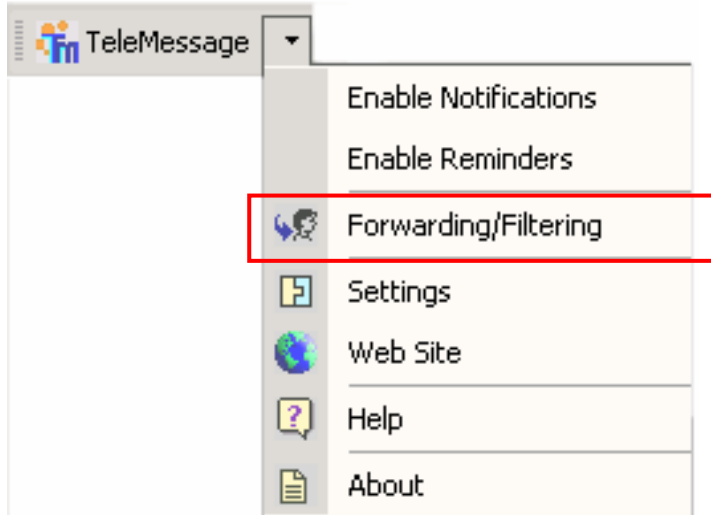
Simple settings:

If you are **an average user**, use the simple activation of the notifications, by clicking on the 'Enable Notifications' button from the toolbar menu.



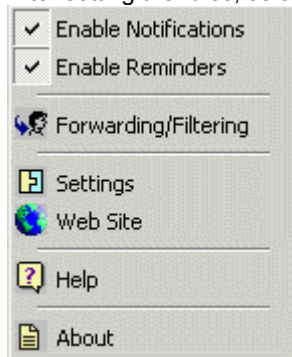
Advanced settings:

If you are **an advanced user**, you can select Forwarding/Filtering from the toolbar menu, and configure new rules for notification delivery:



A new window will open, where you can change your notification rules. In the Forwarding/Filtering window, you can also manually edit and add rules to fine tune which messages you wish to receive on your SMS (or other device). For explanation of how to create new rules refer to 'How do I create new Forwarding/Filtering rules?' section.

After setting the rules, select 'Enable Notifications' from the toolbar menu to toggle the notifications on and off:



Notes:

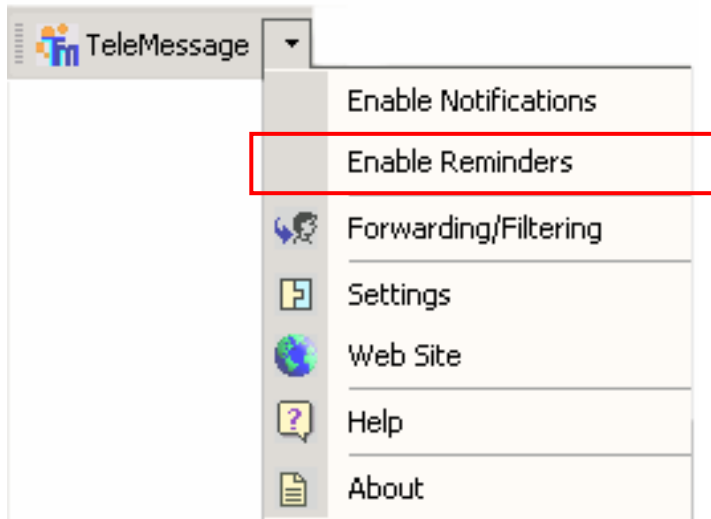
1. This E-mail notification functionality is possible only if you entered your mobile number while registering your TeleMessage account.
2. The e-mail notification will be delivered to your mobile phone, as stated in the user profile of your TeleMessage account. For more information, see the 'how do I change my mobile phone number' section

4. How do I receive my Meeting and Task reminders to my SMS?

This setting is needed in order to receive a meeting and task reminders to your mobile phone.

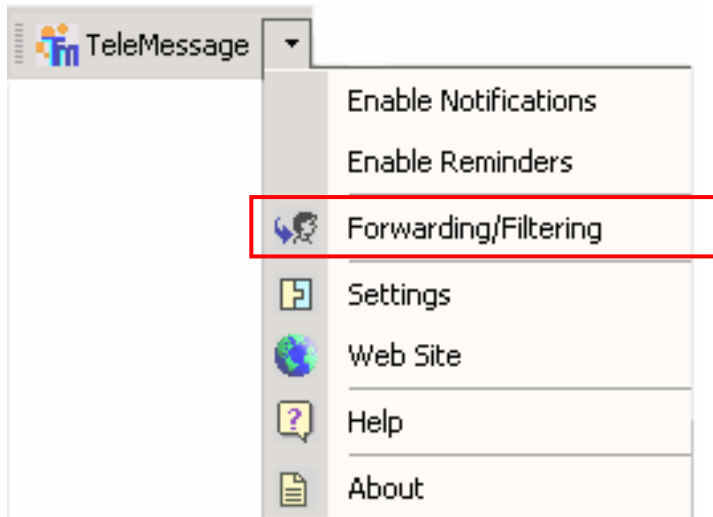
Simple settings:

If you are an **average user**, use the simple activation of the reminders, by clicking on the 'Enable Reminders' button from the toolbar menu.



Advanced settings:

If you are an **advanced user**, you can select Forwarding/Filtering from the toolbar menu, and configure new rules for reminders delivery: You'll need to set an appropriate forwarding/filtering rule. A notification will be sent for every meeting in your calendar or a task with a due date. Select Forwarding/Filtering from the toolbar menu.



And in the Forwarding/Filtering window, create a reminder Forwarding rule. You can also manually edit rules to fine tune which messages you wish to receive on your SMS (or other device).

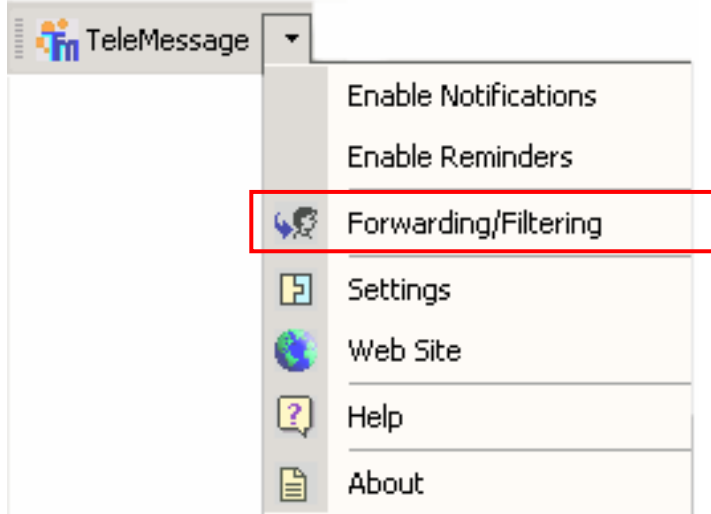
These rules work like any e-mail notification rule (see above). And make sure you select 'Enable Reminders' from the toolbar menu to toggle reminder notifications on and off.

5. How can I stop the e-mail and reminder notifications?

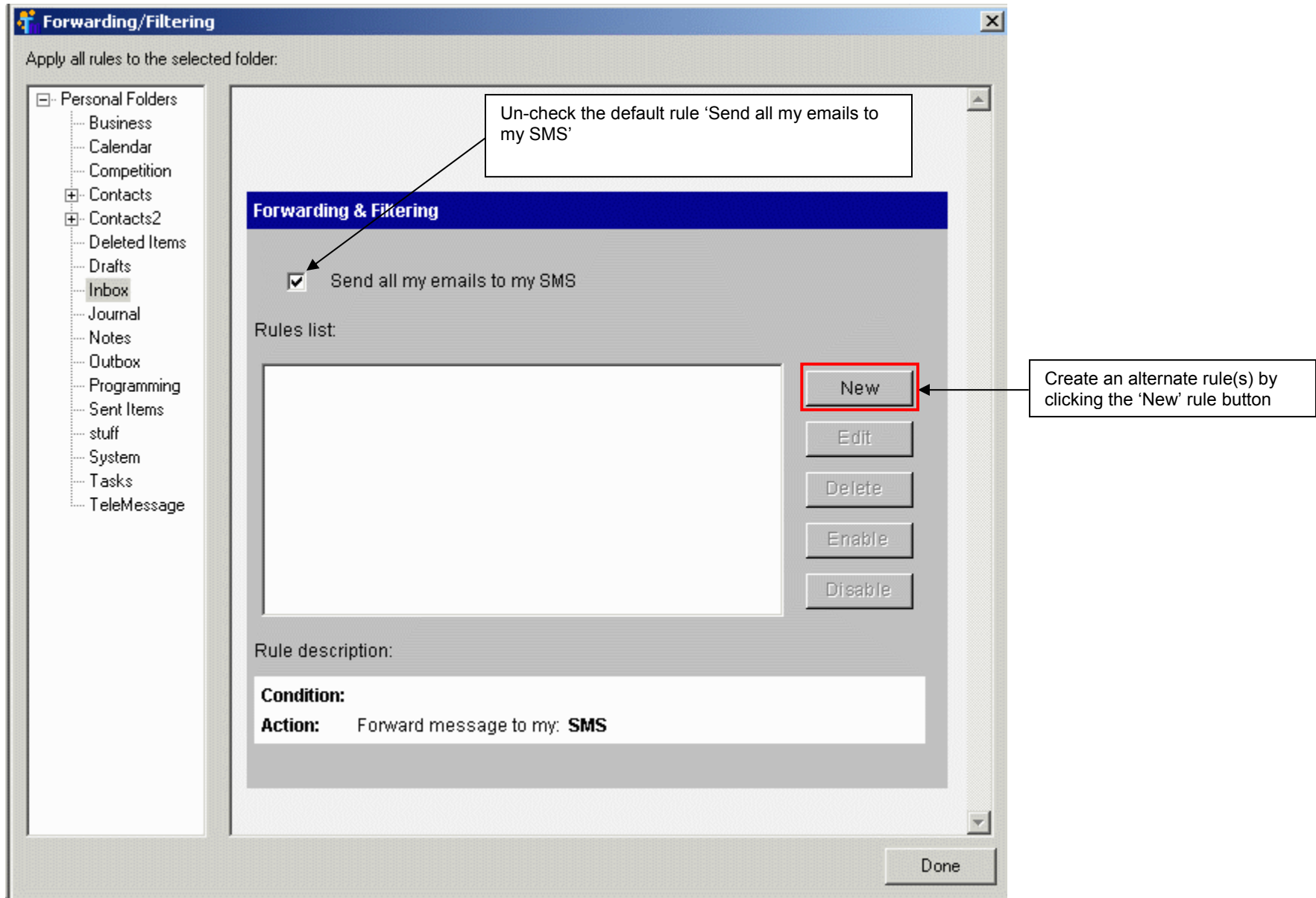
If you do not wish to receive the notifications, simply uncheck the 'Enable Notifications' or 'Enable Reminders' options in the toolbar menu. You can uncheck these options when you're at your office, and then quickly enable them when you leave for a long business trip or vacation. This will enable you receive the notifications to your SMS when your away from the office.

6. How do I create new Forwarding/Filtering rules?

In order to manage the way messages are forwarded to your SMS or change the your preferred devices you can add new Forwarding/Filtering rules. Select Forwarding/Filtering from the toolbar menu:



A new window opens with your Forwarding/Filtering rules:



In this window you will have to:

1. Un-check the default rule 'Send all my emails to my SMS'
2. Create an alternate rule(s) by clicking the 'New' rule button.

Once you click the 'New' rule button the window will change, and you will be able to define a new rule:

Forwarding/Filtering

Apply all rules to the selected folder:

- Personal Folders
 - Deleted Items
 - Drafts
 - Inbox**
 - Sent Items

New Forward/Filter Rule

Rule Name: Urgent Messages

If a message matches **ALL** of the conditions below, the action will be activated
Note: Empty phrases are ignore

Select Condition:

From: contains Brian case sensitive

To/Cc: contains case sensitive

Subject: contains Urgent case sensitive

Select one or more of the following actions:

1. Forward message to my:

<input type="checkbox"/> Mobile phone	<input type="checkbox"/> Business phone	<input type="checkbox"/> Fax
<input checked="" type="checkbox"/> SMS	<input type="checkbox"/> Email	<input type="checkbox"/> Pager
<input type="checkbox"/> ICQ	Other <input type="text"/> Type <input type="text" value="- Choose Type -"/>	

2. Save in my web mail Inbox

OK **Cancel**

Done

Annotations:

- Enter the name of the rule
- Select the conditions that message will match to apply the rule For example: From whom the message is, and/or Words that should appear in the Subject of the message
- Define where you want to forward the message by clicking the appropriate check-box
- When you are done defining the new rule, press the 'OK' button

In this window you will have to:

1. Enter the name of the rule (Use any text that will generally describe it)
2. Select the conditions that message will match to apply the rule (like from who the message is, and/or words that should appear in the Subject).
3. Define where you want to forward the message by clicking the appropriate check-box.
4. When you are done defining the new rule, press the 'OK' button.

Once you click the 'OK' button you will get back to the previous screen, but the newly created rule will appear. In this window you will be able to view the rules you created, enable, disable, delete or edit them.

The screenshot shows a window titled "Forwarding/Filtering" with a close button in the top right corner. Below the title bar, it says "Apply all rules to the selected folder:". On the left, there is a tree view of "Personal Folders" including "Deleted Items", "Drafts", "Inbox", and "Sent Items". The main area is titled "Forwarding & Filtering" and contains a checkbox for "Send all my emails to my SMS". Below this is a "Rules list:" section with a table containing one rule: "1. Urgent Messages" which is "Enabled". To the right of the rule list are buttons for "New", "Edit", "Delete", "Enable", and "Disable". Below the rule list is a "Rule description:" section with fields for "Name: Urgent Messages", "Condition: If 'From' contains: Brian, If 'Subject' contains: Urgent", and "Action: Forward message to my: SMS, Save in my web mail Inbox". At the bottom right, there is a "Done" button highlighted with a red box. A red banner at the top of the main area says "Rule added successfully".

Check that the new rule defined was added

View rule names and if they are enabled or disabled

View the description of the chosen rule.

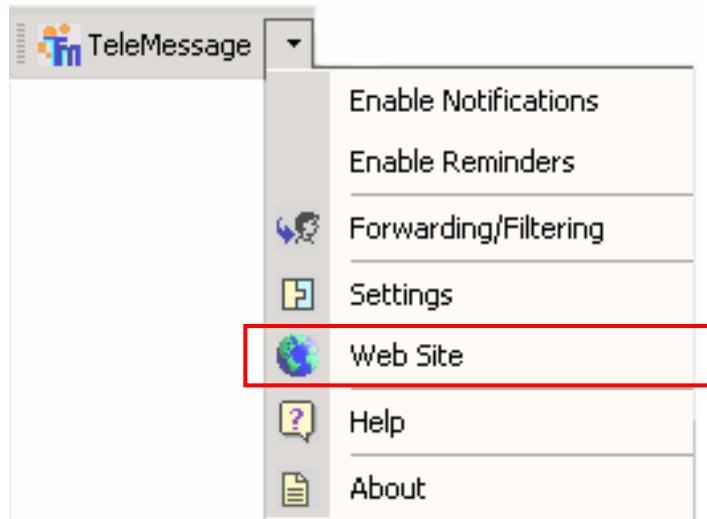
When you are finished with adding and editing rules, press the 'Done' button

You can repeat these steps and add additional new rules. When you are finished with adding and editing rules press the 'Done' button.

Note: in case you didn't enter your mobile number while registering your TeleMessage account, the "Send all my E-mails to my SMS" line will not appear in the rules page.

7. How do I change my mobile phone number?

To change your mobile phone number where you receive SMS notification and reminders, you can access your TeleMessage account by clicking the website button in the toolbar menu.



a new browser will open and bring you to your TeleMessage account.

Now, you will have to choose the 'user profile' from the 'options' page.

Welcome
Compose
SMS Message
TeleGreeting
Folders
Inbox
Outbox
Sent Items
Address Book
Options
User Profile
Preferences
External Email
Forwarding & Filtering
Blocking
Help
Support
Sign Off

In your user profile page, update your mobile phone and store the new user profile, by pressing the 'update' button:

Please enter at least one phone number:

	Country	Area	Telephone	Ext
Home phone #	+1 - United States			
Mobile phone #	+1 - United States	718	4433333	
Business phone #	+1 - United States			
Fax #	+1 - United States			
Email	user@domain.com			

UPDATE **CANCEL**

Appendix

TeleMessage Outlook 2000/XP Mail Client Plug-in Installation Procedure

1. Before installation:

To avoid problems in the installation and operation of the mail client plug-in, check the following:

- Make sure Outlook 2000/XP is appropriately installed on the computer (regular mail messages can be sent normally).
- Make sure you have a valid TeleMessage username and password registered (If you do forgot your user name and/or password contact support@telemessage.com. If you do not have not have a TeleMessage user account contact info@telemessage.com).
- Close your Outlook program (Select 'Exit and logoff' from the Outlook 'File' menu).
- If you have a previous version of the TeleMessage Outlook Plug-in installed, see "Uninstalling the Outlook Plug-in. You MUST uninstall your current version of the TeleMessage Outlook Plug-in before reinstalling the newest version.

2. Installation:

To install, simply run the installation wizard or double click on the 'setup.exe' file, and follow the onscreen instructions.

3. After installation:

The first time you run Outlook after installing the plug-in, you will be prompted to enter your username and password. This must be done before you can start sending messages and receiving notifications. Refer to the mail client plug-in user manual for explanation of how to activate it.

4. Uninstalling the Outlook Plug-in:

To remove and un-install the current or previous version of the TeleMessage outlook plug-in, follow these simple steps:

- Close your Outlook program (Select 'Exit and logoff' from the Outlook 'File' menu).
- Go to Start -> Settings -> Control Panel
- Open "Add/Remove Programs"
- Select TeleMessage Outlook Plug-in and press the "Change/Remove" button.
- Follow the uninstall wizard