FewClix® for Outlook®

Quick Start Guide

FewClix (for Outlook)

FewClix (for Outlook) is a revolutionary Add-in for Microsoft Outlook that transforms your email experience by delivering **instant answers actionable insights** and **intelligent assistance**.

FewClix is seamlessly integrated into your email environment to ensure that your familiar Outlook experience is in no way altered.

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Ⓐ Email Search

To find emails, simply type in anything in the **Email, Subject, Content or Attachment** fields and hit "Enter".

To clear search results, simply click the ❌ button that appears at the bottom left OR the top right of the FewClix pane.

Current Folder ▼	All	Sender ▼ Email ▼	Subject ▼	Content ▼	Size ▼

1   2   3   4   5   6
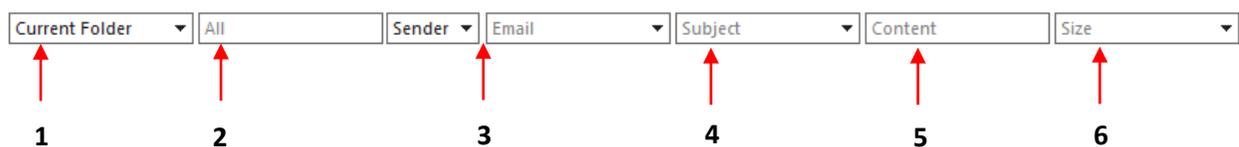
1) Current Folder ▼

To find emails in a location other than the "Current Folder", click on the drop-down menu under "**Where**" and select the desired location. The "All Mailboxes" will be listed only when multiple Stores are available.

2) All

To locate any word / phrase in any email field, type it in the "**All**" text box

3) Sender ▼ Email ▼

To locate email messages from a specific sender, type the name in the "**Sender**" text box and press Enter or select the name by clicking the ▼ icon for the drop-down menu. To locate email messages from multiple senders, enter multiple names separated by commas.

(i) To locate a message irrespective of whether the person is a Sender ("From") or a Recipient ("To" or "Cc"), click the ▼ icon next to "Sender" and select the "Who (Sender OR Recipient)" option from the drop-down list. Then either type the name of the person in the "Sender" text box and press Enter or select the name by clicking the ▼ icon for a drop-down list of names and email addresses.

Who... ▼ Email ▼
Sender
Who (Sender or Recipients)
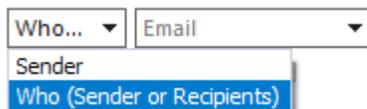
The search result will show you all email messages that have the concerned person in the "From", "To" and "Cc" lists

(ii) When using the ▼ icon filter option, you can also search by email domains using the 'Domain' option highlighted at the bottom left corner of the dialog box.

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For example: you can either type 'pinnacleelectronics.com' and press Enter or select 'pinnacleelectronics.com' from the Domain drop-down list to locate all email you have received from people whose email address has the 'pinnacleelectronics.com' domain

Search by Sender/Domain

a199.g.akamai.net
agsalesworks.com
amrresearch.com
awaionline.com
bitpipe.com
bounce.linkedin.com
btobonline.com
bulldogsolutions.net
collectivex.com
communications.ccsend.com
computereconomics.ccsend.com
constantcontact.com
cxolyris.cxomedia.com
dfmktg.ccsend.com
dnug.de
dominonews.com
e.mckinseyquarterly.com
emediawire.com
eproductalert.com

Based on the most recent 1000 messages

Sender   OK   Cancel

4) Subject ▼

To locate email messages using a word or phrase that you may remember from the email subject, type it into the "**Subject**" text box on the search bar and press Enter or select the subject by clicking the ▼ icon filter option.

5) Content

To locate email messages using a word or phrase that you may remember from the body of the email message, type it into the "**Content**" text box on the search bar and press Enter.

6)
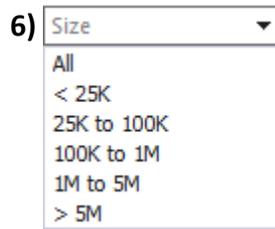
Select this option to view messages belonging to a specific size range

B **Prioritization**

To instantly isolate email messages that require immediate attention, select any combination of these options.
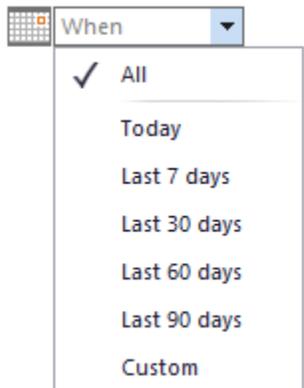

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

1)	Only To	Select this option to view messages that were sent "**Only To**" you
	To	Select this option to view messages "**To**" you and with others in either "To" or "Cc"
	Cc	Select this option to view email messages in which you were marked "**Cc**"

| **2)** | ! | Select this option to view messages marked **Important** |

| **3)** | ✉ | Select this option to view messages that have been **Read** |
| | ✉ | Select this option to view messages that are **Unread** (new) |

| **4)** | ↩ | Select this option to view messages that you have **Replied to or Forwarded** |
| | ↩ | Select this option to view messages that you have **Not yet Replied to or Forwarded** |

5)		Select this option to view messages flagged for **Follow-up**
	Status (of flagged messages)	
		Select this option to view messages that are **Overdue**
		Select this option to view messages that are **Due Today**
		Select this option to view messages that are **Due Tomorrow**
		Select this option to view messages that are **Due This Week**
		Select this option to view messages that are **Due Next Week**
		Select this option to view messages that have a "**Completed**" status
		Select this option to view all **Unflagged** email messages

6)	**Messages in the last "N" days**	
	When ✓ All Today Last 7 days Last 30 days Last 60 days Last 90 days Custom	Select this option to view messages that you have received in the last "N" number of days. Example: Selecting "30" will display email messages received in the last 30 days.

	Type	
7)	📎▾	Select this option to view email messages **with** or **without** attachements
	📕	Select this option to view messages with **PDF** attachments
	📄	Select this option to view messages with **Document** attachments
	📊	Select this option to view messages with **Spreadsheet** attachments
	📙	Select this option to view messages with **Presentation** attachments
	🖼	Select this option to view messages with **Image** (bmp, jpeg etc.) attachments
	📚	Select this option to view messages with **Compressed file** (ZIP, RAR, etc.) attachments

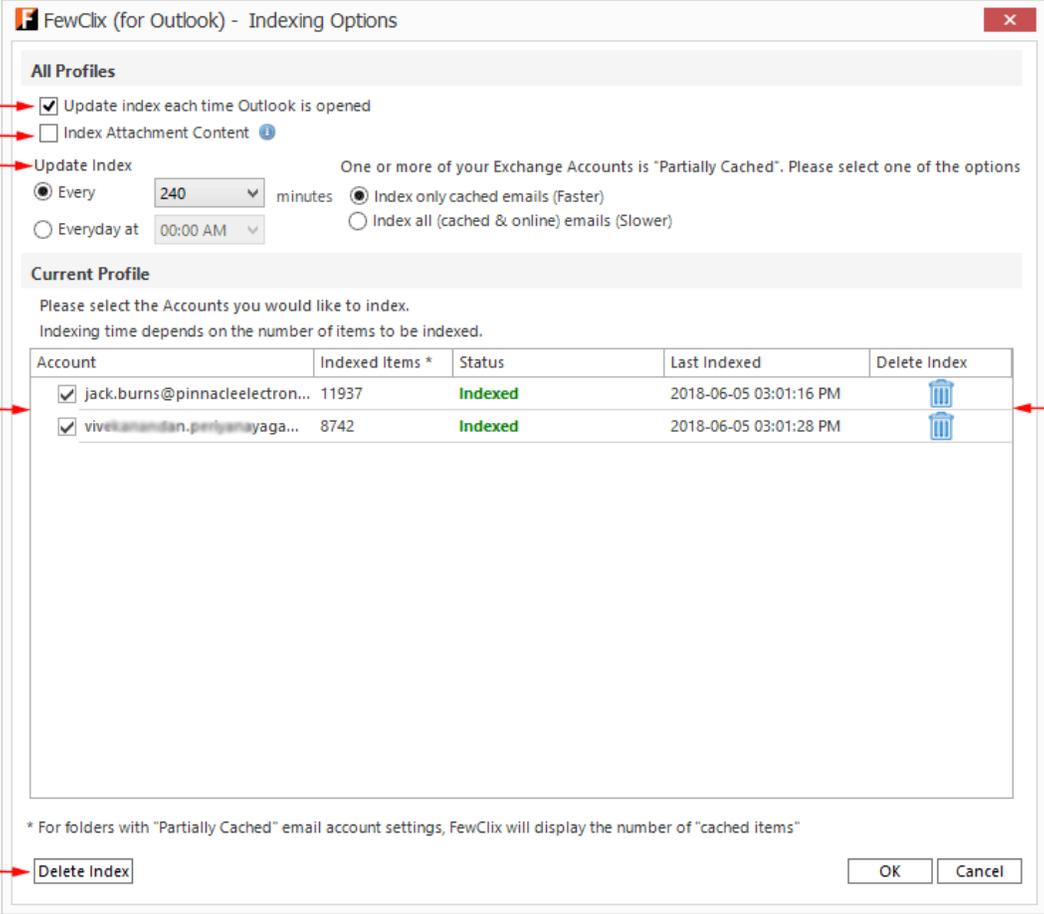|		
8)	Attachment Name ▾	To locate an attachment by its name or a separate word in the name, type the name or word in the "**Attachment Name**" text box on the search bar and press Enter or select the attachment name by clicking on the ▾ icon filter option.

9)	Attachment Content	To locate email messages by a word or phrase that you may remember from the body of the attachment, enter the word / phrase in the " **Attachment Content**" text box on the search bar and press Enter.

C Indexing Options

Updating the index - Click the refresh ↻ icon to update the index

Stop Indexing – During indexing, click the ▬ icon to stop indexing at any time. This icon is visible only during indexing.

Indexing options – Click the ✿ icon to change indexing options using the window below:

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1)	Option to update index each time Outlook is launched
2)	Option to exclude "Attachment Content" from being indexed
3)	Option to schedule of auto indexing at intervals of 5, 10, 15, 30, 60, 90, etc. up to 360 minutes, OR, option to schedule auto indexing once a day at a specified time
4)	Enables you to select the accounts you want to index
5)	Enables you to delete the index for selected accounts.
6)	Enables you to delete the entire index, after which FewClix (for Outlook) will create a new index.
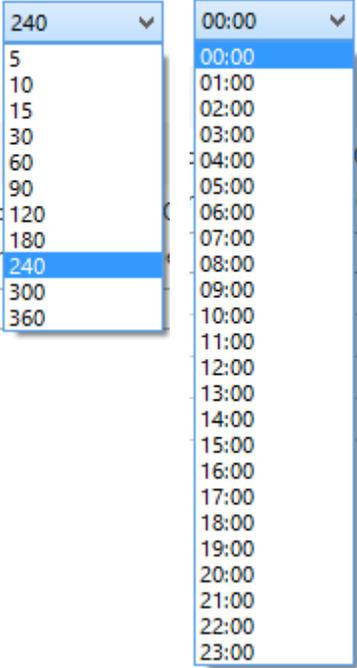
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D Attachment Search

The "Attachment View" is designed to help you quickly isolate attachments.

1)	Search by Type	To locate an attachment using the file type, enter the file type in the search field or else choose from the list of file types by clicking on
2)	Search by Sender (From)	To locate an attachment sent by a particular sender, enter the sender's name in the "FROM" field.
3)	Search by Attachment Name	To locate an attachment using its name, enter the attachment name in the "NAME" field.
4)	Search by Received Date	To locate an attachment based on when it was received, enter the date in the "RECEIVED" field.
5)	Search by Mail Folder	To locate an attachment based on which mail folder it resides in, enter the mail folder name in the "MAIL FOLDER" field.
6)	Search by Attachment Size	To locate an attachment based on the file size, enter the attachment size in the "SIZE".

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E Help

For Help, click on the ?▾ icon on the FewClix toolbar and avail the following options:

Quick Start Guide	Launches the FewClix (for Outlook) Quick Start Guide
Share your experience with us	Enables you to share your FewClix experience
Send Activity Log	Enables you to send FewClix usage information
Get Activation Key	Enables you to Upgrade / Renew your FewClix subscription
Activate Subscription	Enables you to Activate your FewClix subscription
Check for Updates	Enables you to Upgrade to the most recent version
Report Issue	Enables you to report issues by emailing an error log to the FewClix support desk
Options	Modify / update FewClix settings
About FewClix (for Outlook)	Displays License and Version information

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Options

Click the ⚙ Options icon in the help menu to modify FewClix settings.

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1)	The "**My Email Addresses**" section enables you to accurately identify messages addressed "Only To", or "To" or "Cc" to you using one or more Display Names or email addresses that are associated with you. (Example: Jack Burns, "jack.burns@pinnacleelectronics.com", "jack.b@pinnacleelectronics.com", j.burns@pinnacleelectronics.com" etc.).
2)	Message Limits option lets you specify different threshold values not exceeding 5000.
3)	Marks an item as read when it is viewed in the reading pane.
4)	Enables you to control whether or not you would like to be prompted when you closing FewClix.
5)	Enables you to the default Folder(s) / Mailboxes from which FewClix should display search results

F **ROI Dashboard**

Click on the 🕐 icon to view your real-time **ROI Dashboard** to see how much time FewClix has helped you save.