



# Quick Start Guide

[www.fewclix.com](http://www.fewclix.com)

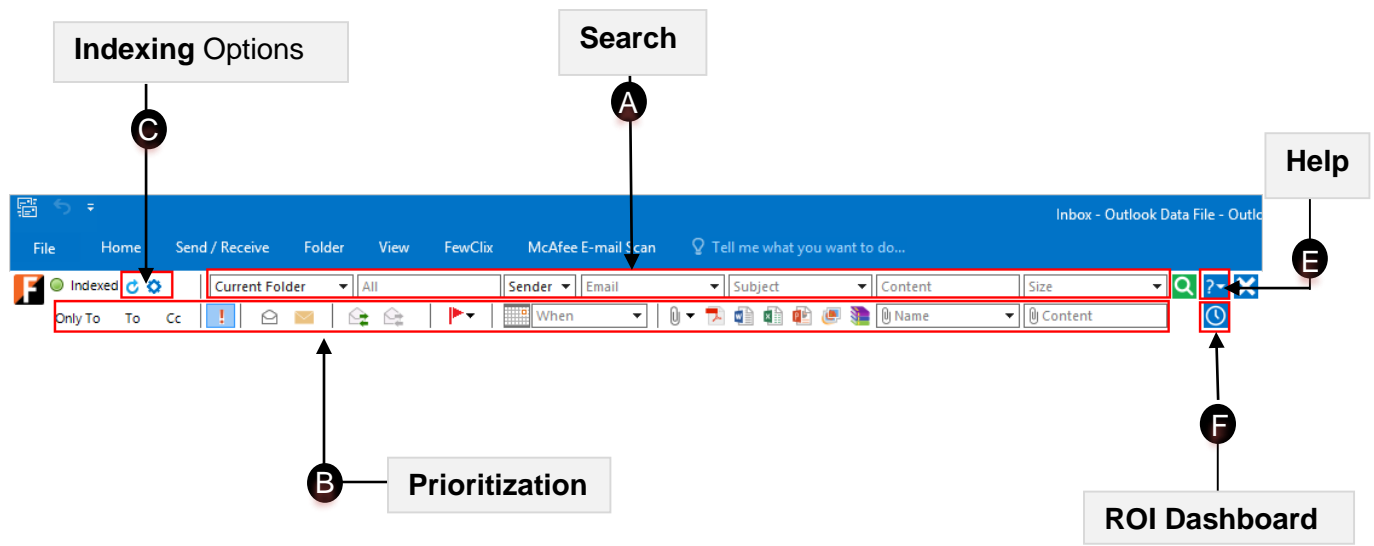
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## FewClix (for Outlook)


FewClix (for Outlook) is a revolutionary email productivity tool for Microsoft Outlook that completely transforms your email experience by delivering the following capabilities:

- Lightning fast **Email Search**
- Industry-first **Prioritization**
- Effortless **Attachment Search**

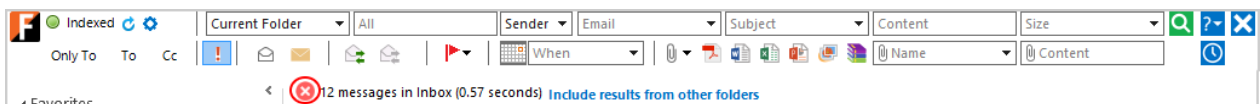
FewClix helps you save up to 30 minutes (on average) every day, by enabling you to perform these key tasks faster and more effectively. Additionally, FewClix is seamlessly integrated into the Microsoft Outlook environment and displays search results in Outlook's native view.



### A Search

Using the “Search” options in FewClix, any email message can be located by clicking on the  icon.

To clear search results, simply click the  button that appears on the top left.



The following are the options available in the Quick Search bar:



1)

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.

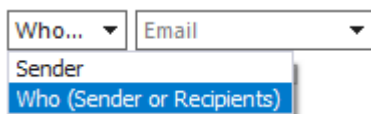
2)

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

3)

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.

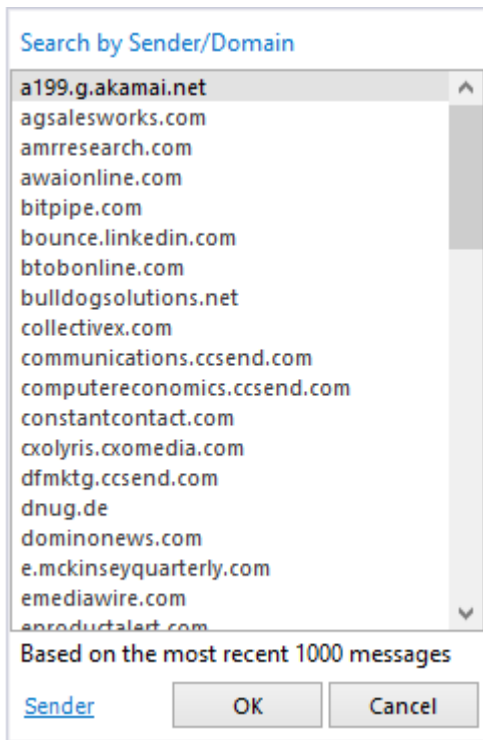
(i) To locate a message irrespective of whether the person is a Sender (“From”) or a Recipient (“To” or “Cc”), click the  icon next to “Sender” and select the “Who (Sender OR Recipients)” option from the drop-down list. Then either type the name of the person in the “Sender” text box and press Enter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



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.

**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



4)

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)

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)

- All
- < 25K
- 25K to 100K
- 100K to 1M
- 1M to 5M
- > 5M

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 the options available below the Search bar.





1)	Only To	Select this option to view messages that were sent “ <b>Only To</b> ” you
	To	Select this option to view messages “ <b>To</b> ” you and with others in either “ <b>To</b> ” or “ <b>Cc</b> ”
	Cc	Select this option to view email messages in which you were marked “ <b>Cc</b> ”

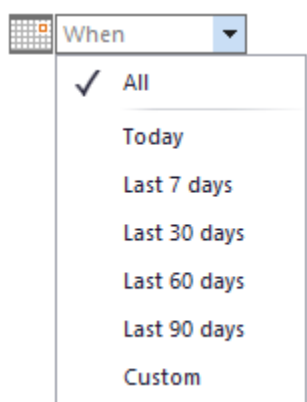
2)	!	Select this option to view messages marked <b>Important</b>
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3)		Select this option to view messages that have been <b>Read</b>
		Select this option to view messages that are <b>Unread</b> (new)



4)		Select this option to view messages that you have <b>Replied to or Forwarded</b>
		Select this option to view messages that you have <b>Not yet Replied to or Forwarded</b>

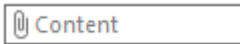
5)		Select this option to view messages flagged for <b>Follow-up</b>
	<b>Status (of flagged messages)</b>	
		Select this option to view messages that are <b>Overdue</b>
		Select this option to view messages that are <b>Due Today</b>
		Select this option to view messages that are <b>Due Tomorrow</b>
		Select this option to view messages that are <b>Due This Week</b>
		Select this option to view messages that are <b>Due Next Week</b>

		Select this option to view messages that have a “ <b>Completed</b> ” status
		Select this option to view all <b>Unflagged</b> email messages


	<b>Messages in the last “N” days</b>	
6)		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.


	<b>Type</b>	
7)		Select this option to view email messages <b>with</b> or <b>without</b> attachments
		Select this option to view messages with <b>PDF</b> attachments
		Select this option to view messages with <b>Document</b> attachments
		Select this option to view messages with <b>Spreadsheet</b> attachments
		Select this option to view messages with <b>Presentation</b> attachments
		Select this option to view messages with <b>Image</b> (bmp, jpeg etc.) attachments
		Select this option to view messages with <b>Compressed file</b> (ZIP, RAR, etc.) attachments


8)		To locate an attachment by its name or a separate word in the name, type the name or word in the “ <b>@Name</b> ” text box on the search bar and press Enter or select the attachment name by clicking on the  icon filter option.
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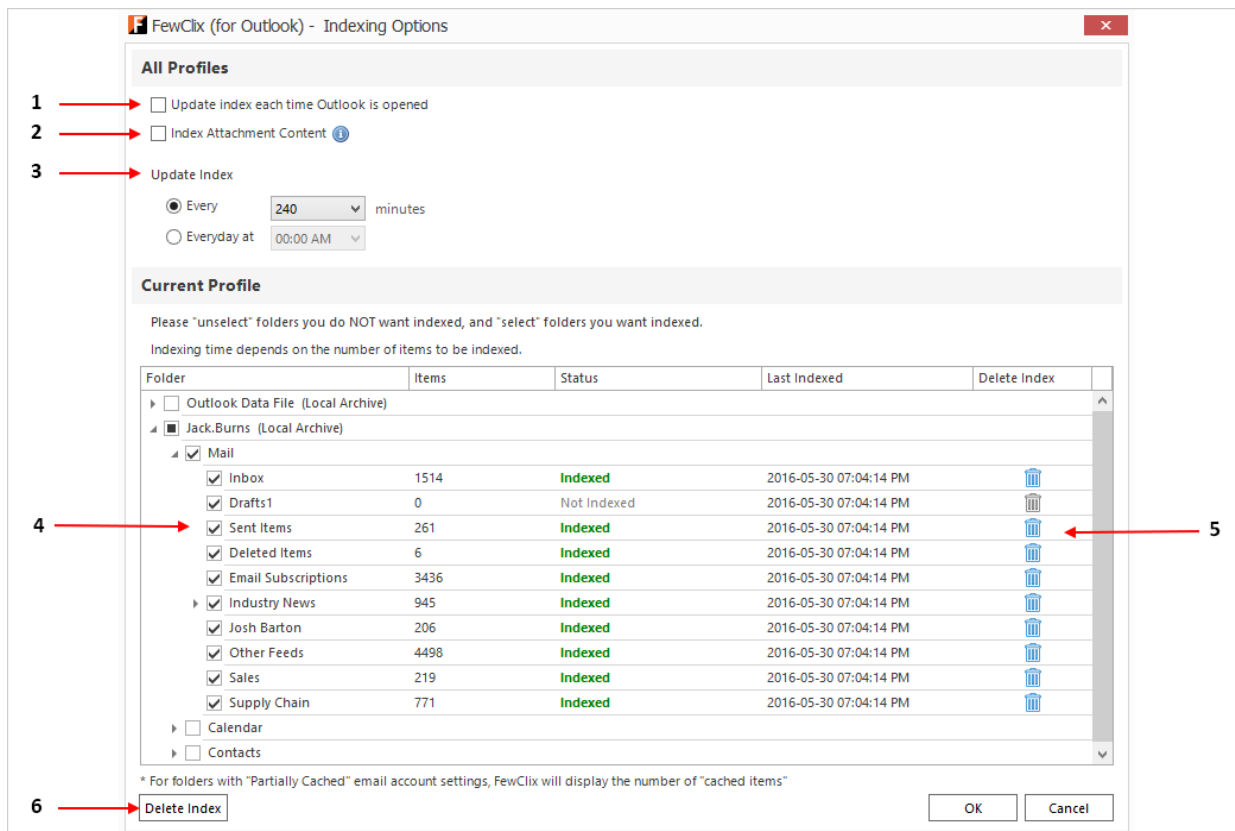
9)		<p>To locate email messages by a word or phrase that you may remember from the body of the attachment, enter the word / phrase in the “<b>Content</b>” text box on the search bar and press Enter.</p>
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## © Indexing Options

**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:



**1** →  Update index each time Outlook is opened











**2** →  Index Attachment Content ⓘ


**3** → Update Index

Every 240 minutes

Everyday at 00:00 AM

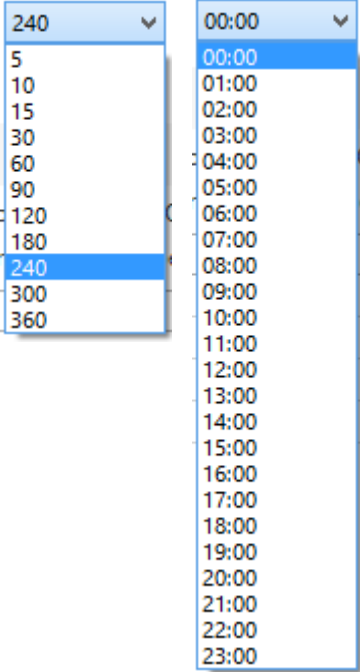
**4** →  Mail

Folder	Items	Status	Last Indexed	Delete Index
Outlook Data File (Local Archive)				
Jack.Burns (Local Archive)				
<input checked="" type="checkbox"/> Mail				
<input checked="" type="checkbox"/> Inbox	1514	Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Drafts1	0	Not Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Sent Items	261	Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Deleted Items	6	Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Email Subscriptions	3436	Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Industry News	945	Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Josh Barton	206	Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Other Feeds	4498	Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Sales	219	Indexed	2016-05-30 07:04:14 PM	
<input checked="" type="checkbox"/> Supply Chain	771	Indexed	2016-05-30 07:04:14 PM	
<input type="checkbox"/> Calendar				
<input type="checkbox"/> Contacts				

**5** → 

**6** →

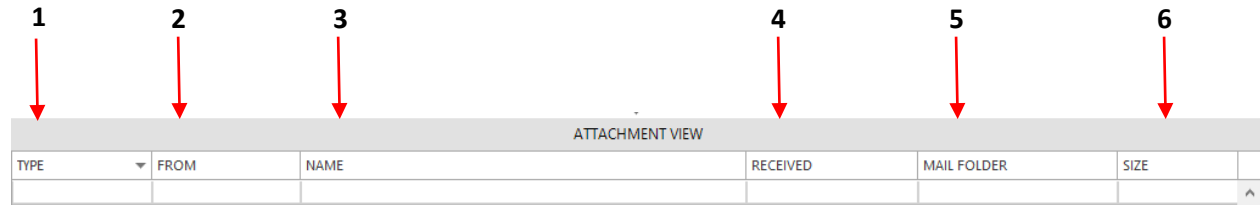
OK Cancel


1)	Option to update index each time Outlook is launched
2)	Option to exclude “Attachment Content” from being indexed
3)	<p>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</p> 
4)	Enables you to select the folders you want to index
5)	Enables you to delete the index for selected folders.
6)	Enables you to delete the entire index, after which FewClix (for Outlook) will create a new index.



## D Attachment View






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”.


## E Help

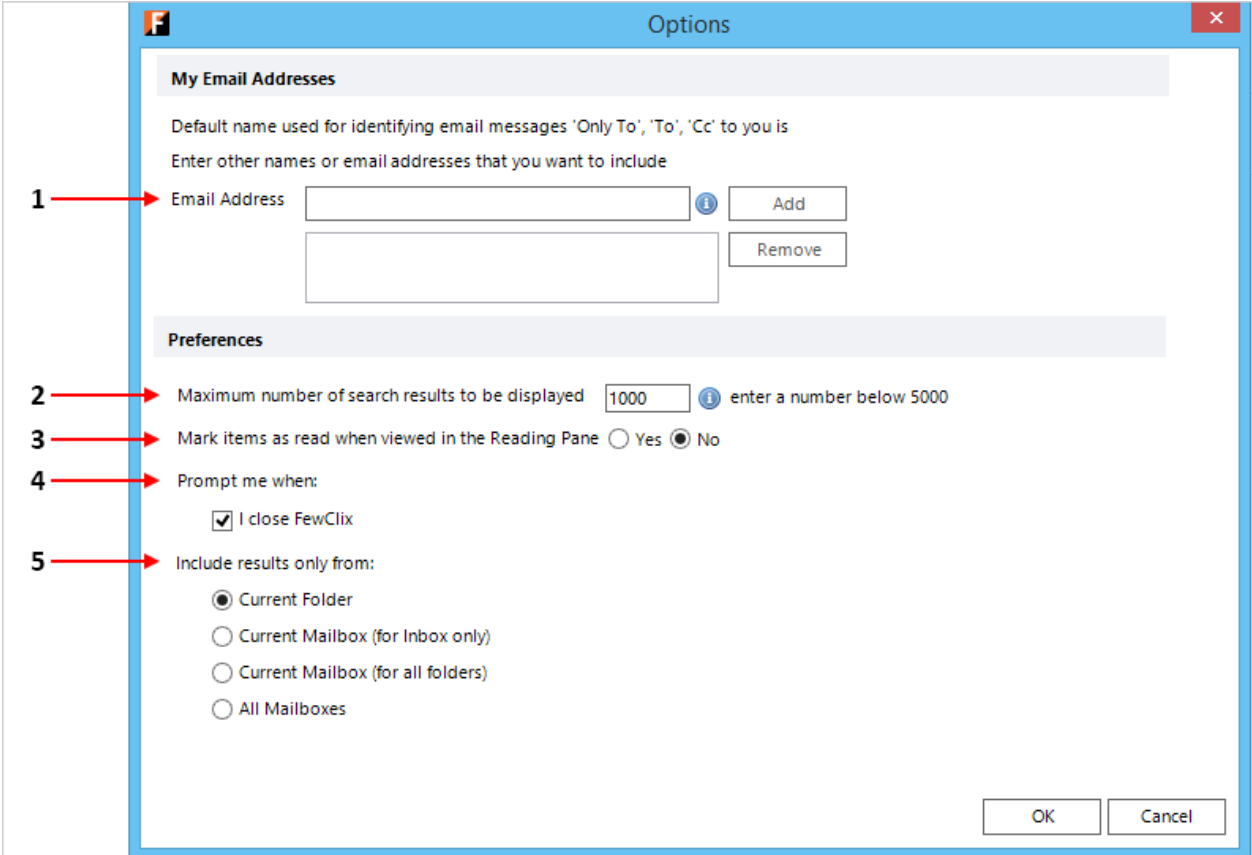
For Help, click on the  icon on the FewClix toolbar and avail the following options:

 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

## Options

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




**Options**


**My Email Addresses**

Default name used for identifying email messages 'Only To', 'To', 'Cc' to you is

Enter other names or email addresses that you want to include

1 → Email Address  

**Preferences**

2 → Maximum number of search results to be displayed   enter a number below 5000

3 → Mark items as read when viewed in the Reading Pane  Yes  No

4 → Prompt me when:

I close FewClix

5 → Include results only from:

Current Folder


Current Mailbox (for Inbox only)

Current Mailbox (for all folders)

All Mailboxes

1)	The <b>“My Email Addresses”</b> 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 the **FewClix ROI Dashboard** and get a snapshot of how you have used FewClix and the time FewClix has helped you save.