



User Guide

OutlookPoint

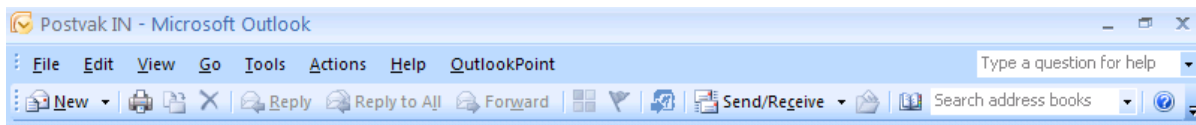
PresentationPoint

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1 Introduction to OutlookPoint

When OutlookPoint is installed on your computer you can start Microsoft Outlook and you will see a new item called OutlookPoint in your Outlook menu at the top. This means that OutlookPoint is completely installed in your environment and that you can now start configuring your OutlookPoint program.



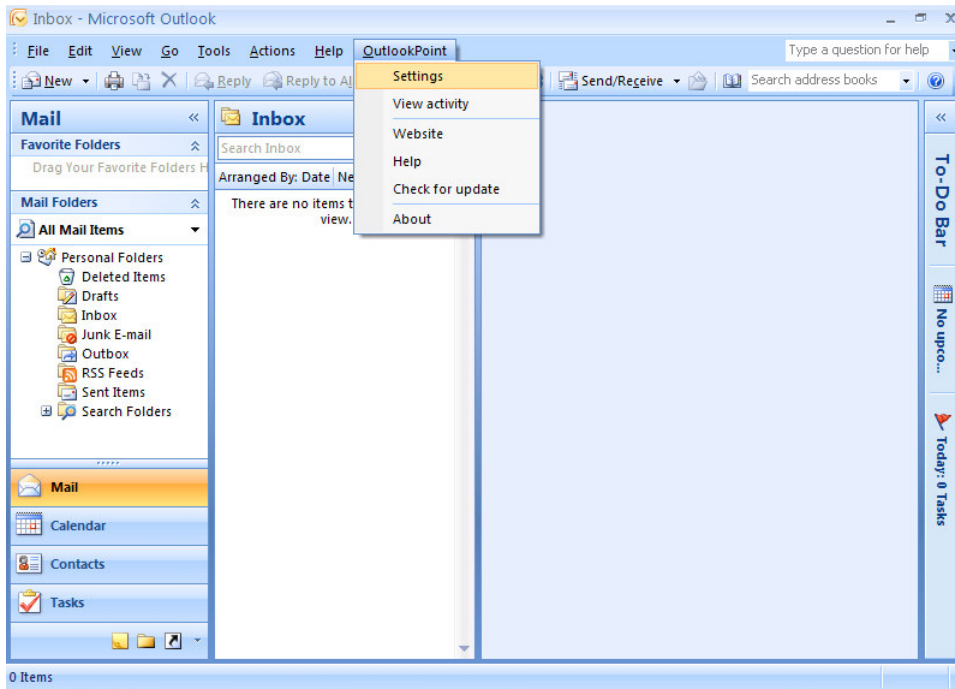
OutlookPoint allows you to select one or multiple folders that will be monitored for its content. This content will be written to a Microsoft Access database for querying.

The following Outlook folders are supported:

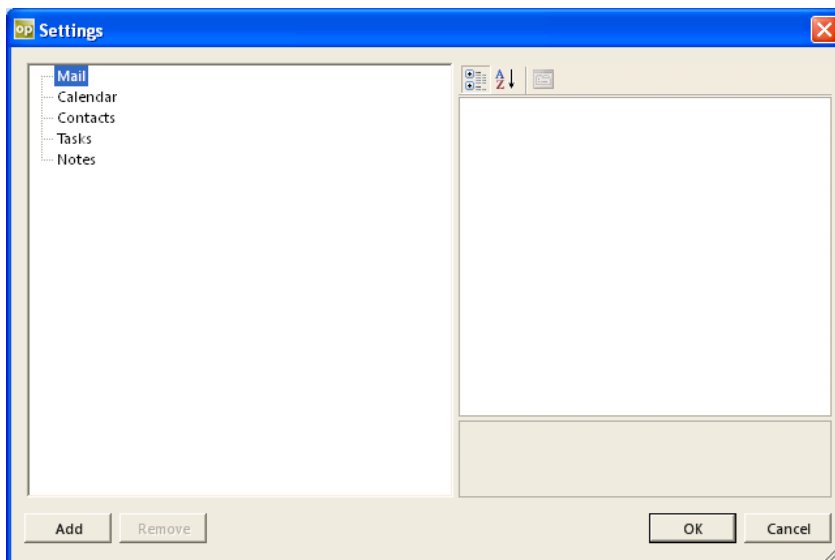
- Mail
- Calendar
- Contacts
- Notes
- Tasks

2 Setting up a mail folder

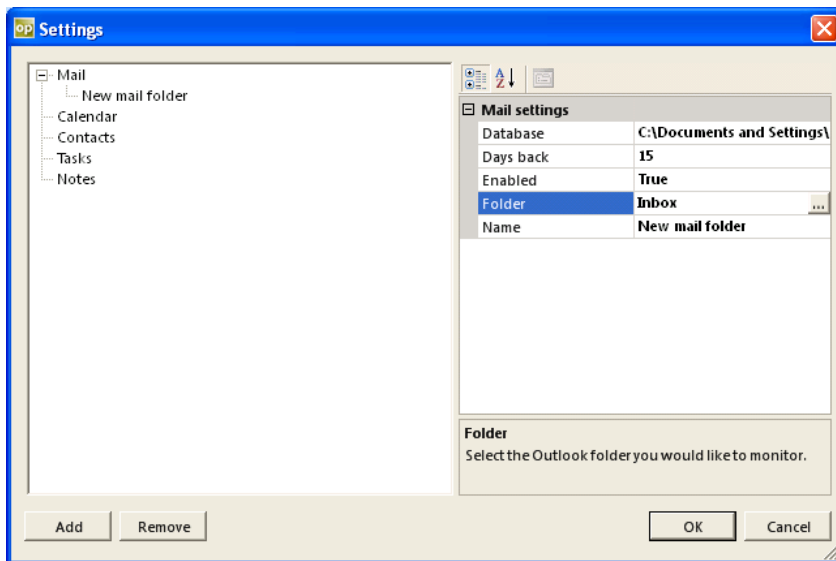
Choose to synchronize a mail folder when you want to save mail messages to your OutlookPoint database.



Click OutlookPoint from the menu bar and select Settings.



Click on the first entry (Mail) in the tree at the left to select the mail configuration. Click Add to add a new mail setup.



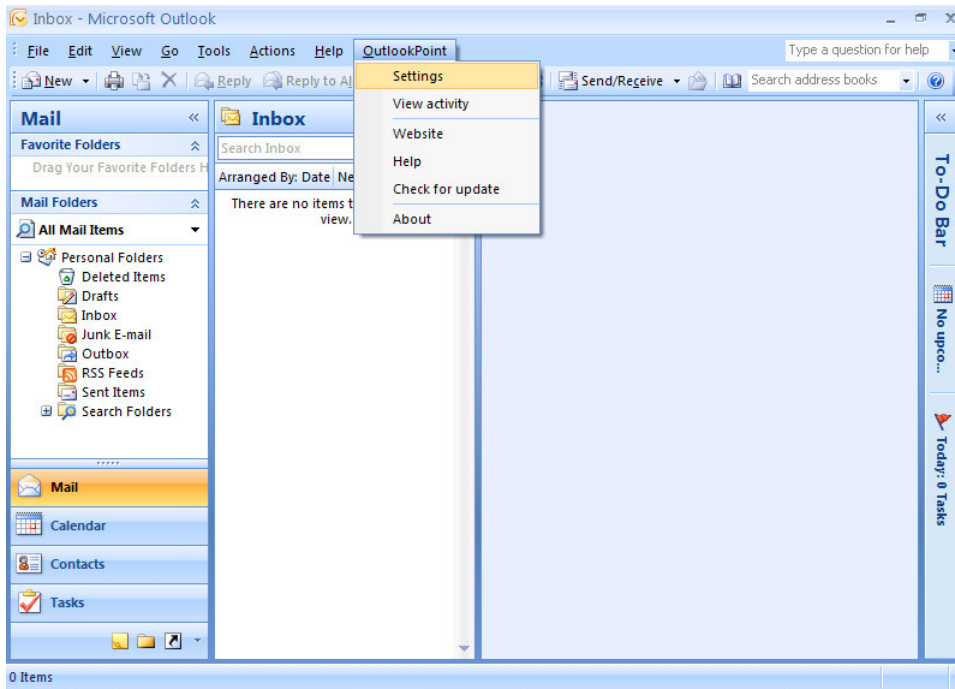
The properties of a mail folder you can set are:

Type	Description
Database	Set the database where OutlookPoint should save the information.
Days back	Specify how many days in the past you want to go back when selecting mail messages. All mail messages within this specified range are processed.
Enabled	Include or exclude processing of this folder.
Folder	Select the folder you want to monitor.
Name	Set a name or description for this folder synchronization.

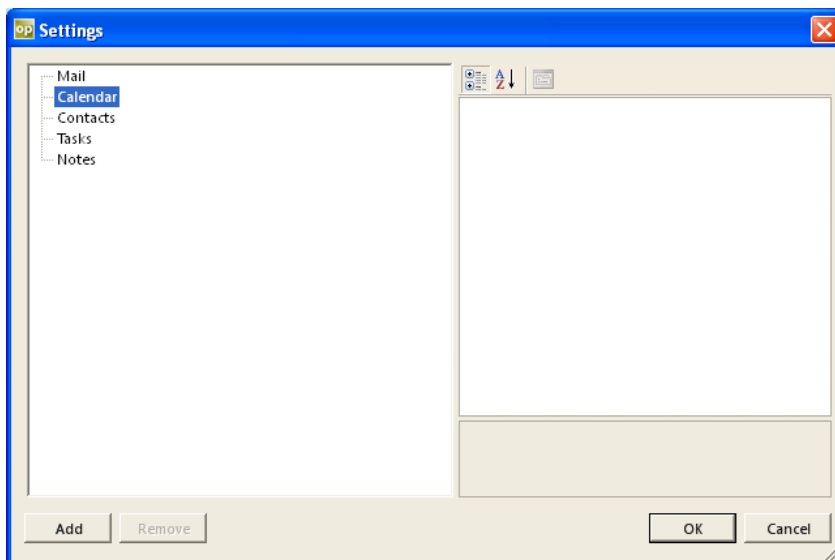
An empty OutlookPoint database can be found at
 C:\Users\[username]\AppData\Roaming\PresentationPoint\OutlookPoint (Vista) or
 C:\Users\[username]\Application data\PresentationPoint\OutlookPoint (XP). You can make copies of this database or move it elsewhere.

3 Setting up a calendar folder

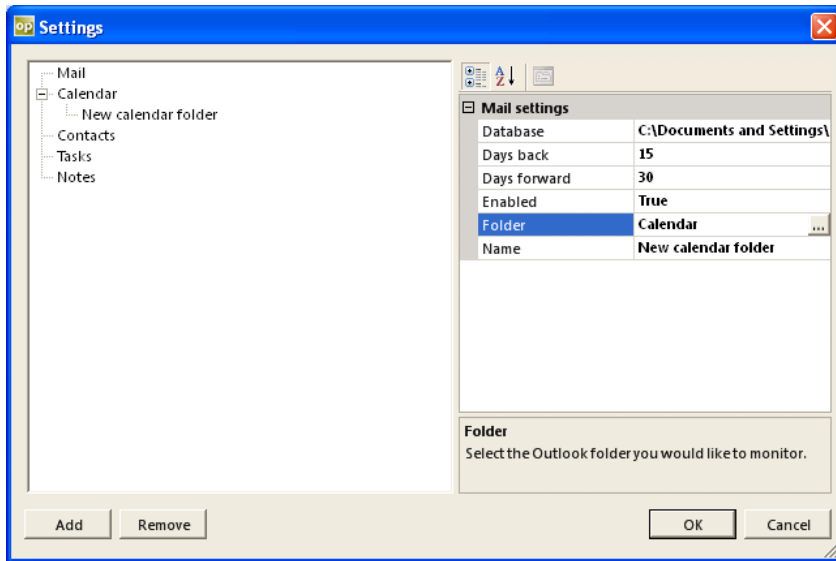
Choose to synchronize a calendar folder when you want to save appointments to your OutlookPoint database.



Click OutlookPoint from the menu bar and select Settings.



Click the Calendar item in the tree at the left to select the calendar configuration. Click Add to add a new calendar setup.

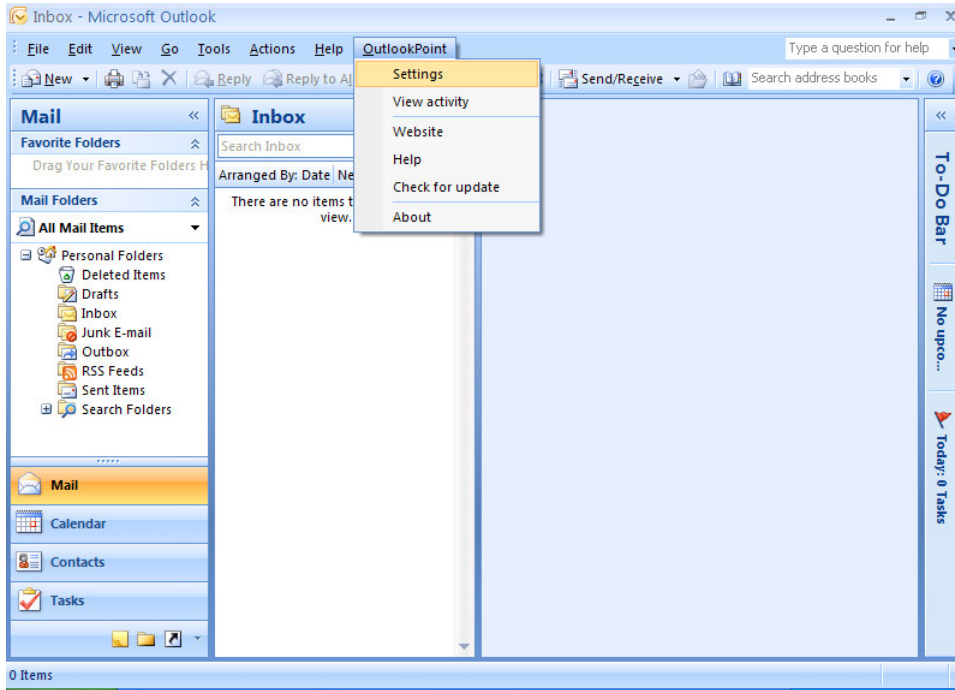


The properties of a calendar folder you can set are:

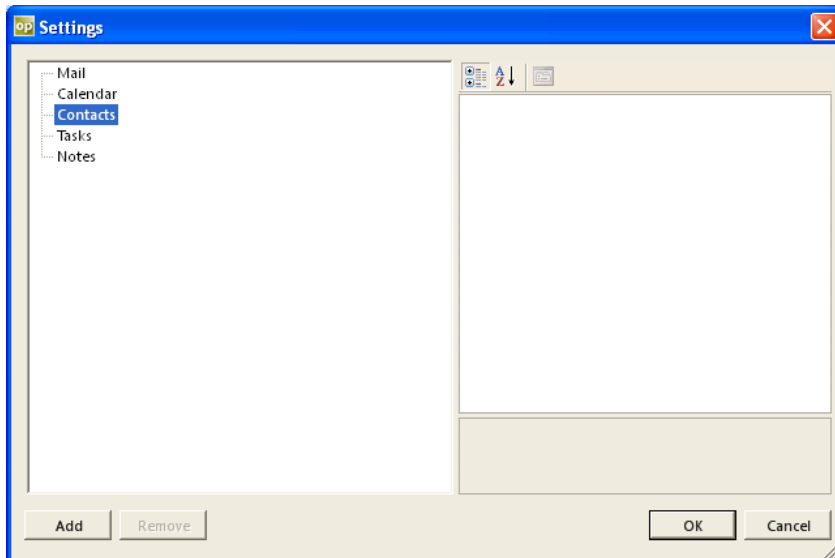
Type	Description
Database	Set the database where OutlookPoint should save the information.
Days back	Specify how many days in the past you want to go back when selecting appointments. All appointments between the Days back and Days forward setting will be included in the processing
Days forward	Specify how many days in the future you want to go forward when selecting appointments. All appointments between the Days back and Days forward setting will be included in the processing.
Enabled	Include or exclude processing of this folder.
Folder	Select the folder you want to monitor.
Name	Set a name or description for this folder synchronization.

4 Setting up a contacts folder

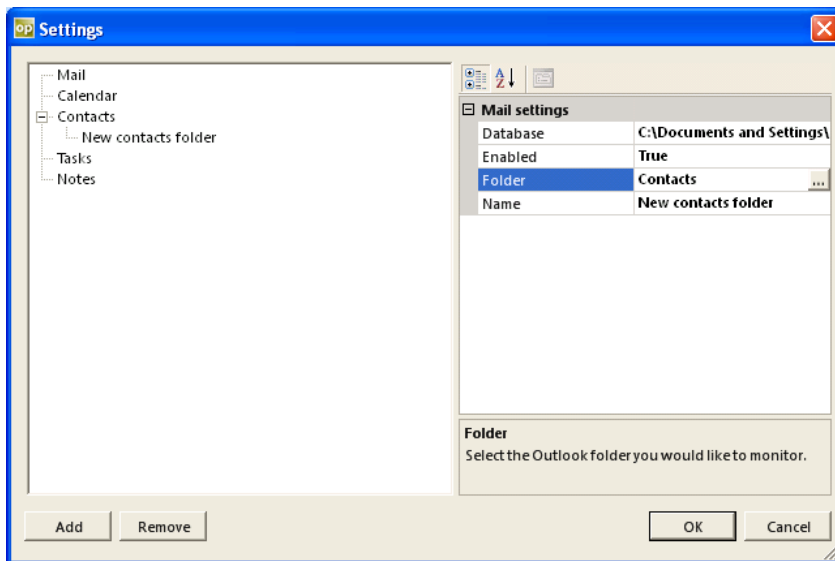
Choose to synchronize a contacts folder when you want to save contacts to your OutlookPoint database.



Click OutlookPoint from the menu bar and select Settings.



Click the Contacts item in the tree at the left to select the contacts configuration. Click Add to add a new contacts setup.

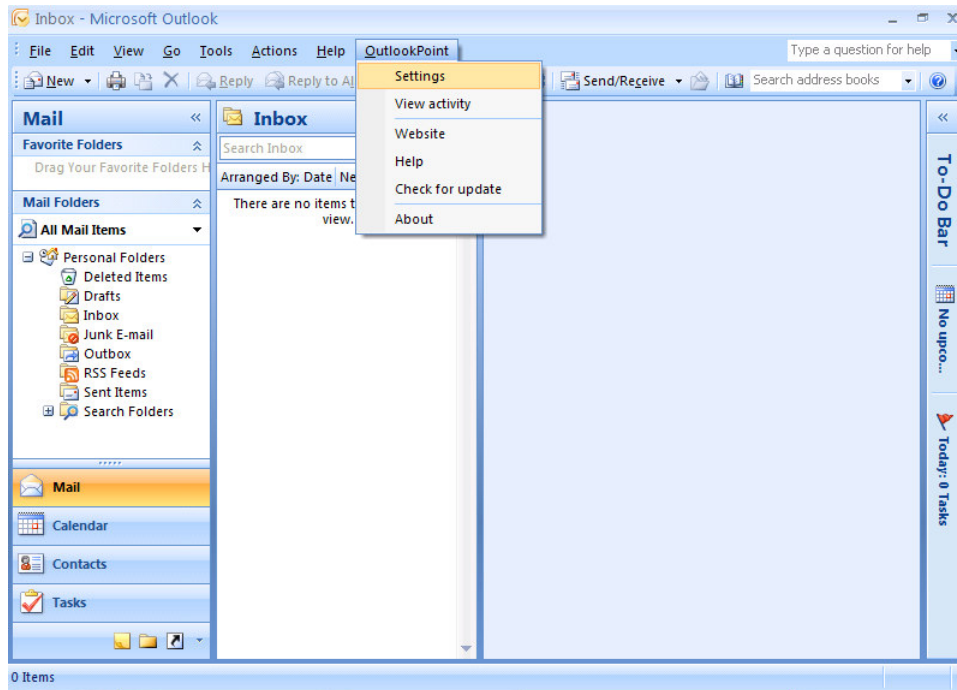


The properties of a contacts folder you can set are:

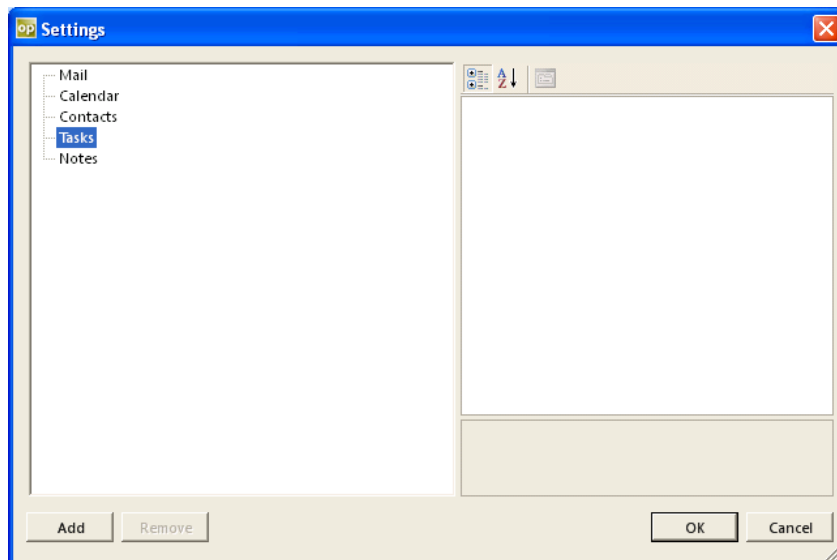
Type	Description
Database	Set the database where OutlookPoint should save the information.
Enabled	Include or exclude processing of this folder.
Folder	Select the folder you want to monitor.
Name	Set a name or description for this folder synchronization.

5 Setting up a tasks folder

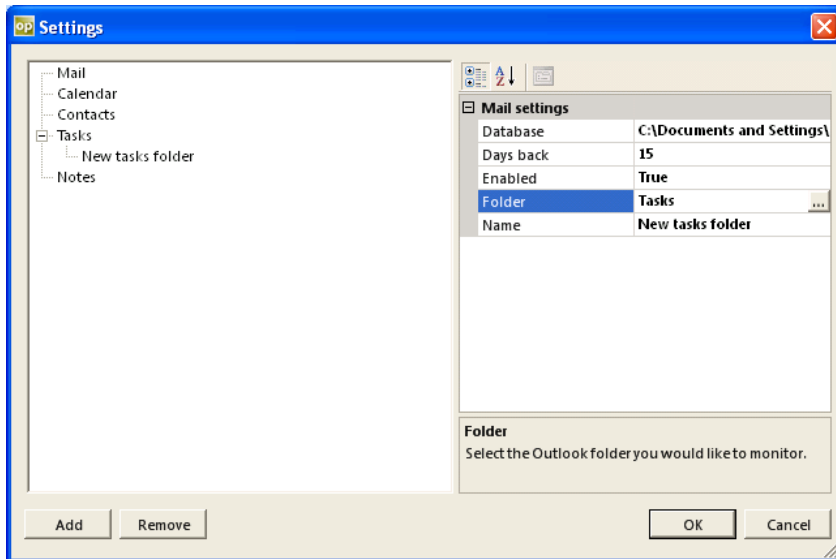
Choose to synchronize a tasks folder when you want to save tasks to your OutlookPoint database.



Click OutlookPoint from the menu bar and select Settings.



Click the Tasks item in the tree at the left to select the tasks configuration. Click Add to add a new tasks setup.

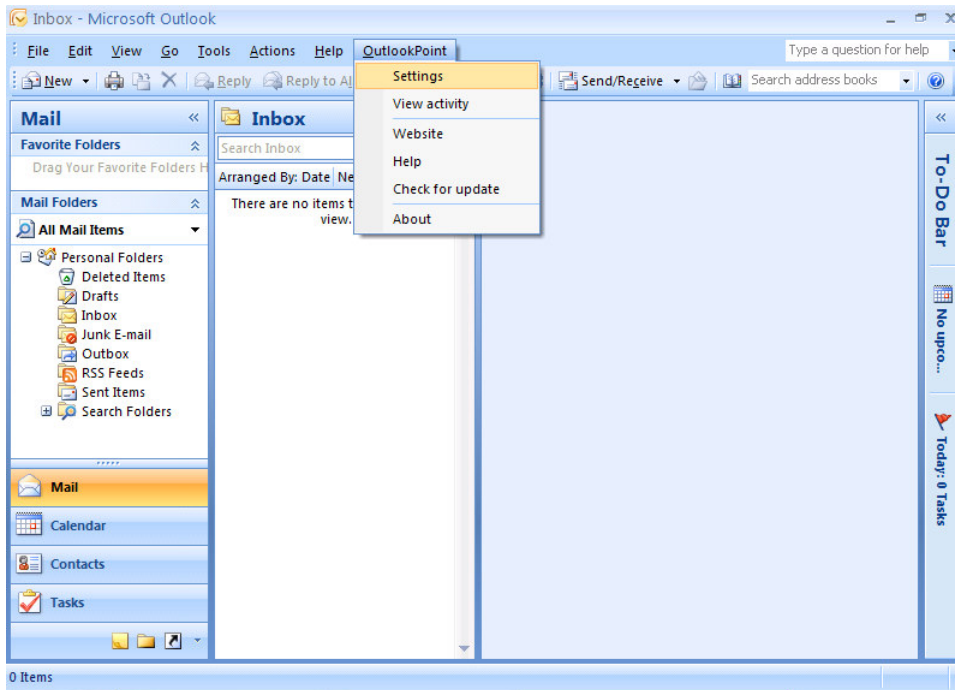


The properties of a tasks folder you can set are:

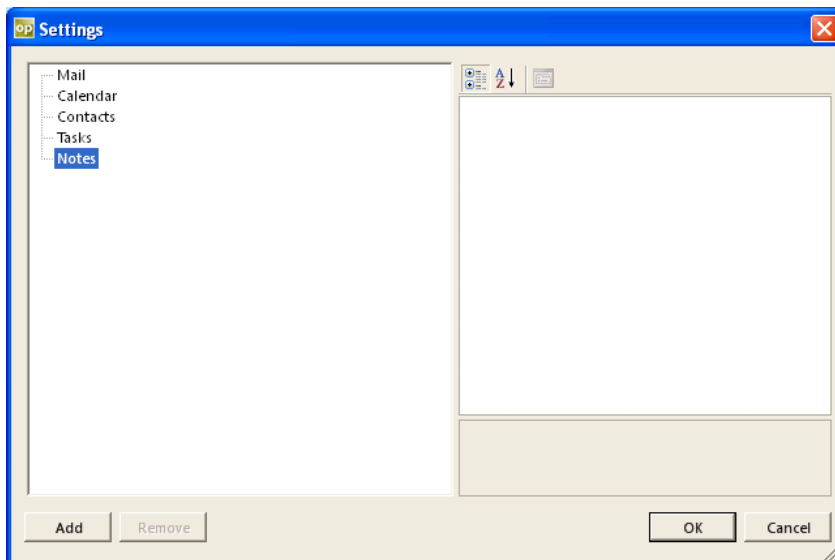
Type	Description
Database	Set the database where OutlookPoint should save the information.
Days back	Specify how many days in the past you want to go back when selecting task entries. All tasks within this specified range are processed.
Enabled	Include or exclude processing of this folder.
Folder	Select the folder you want to monitor.
Name	Set a name or description for this folder synchronization.

6 Setting up a notes folder

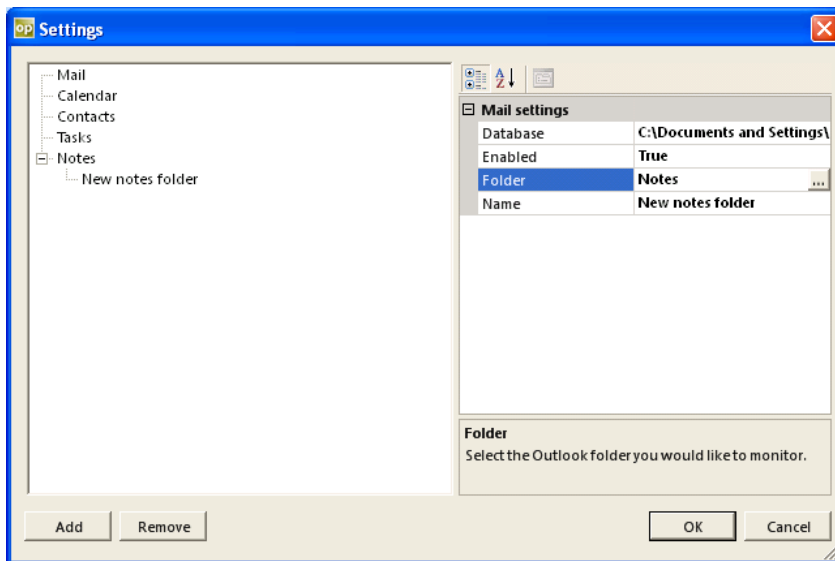
Choose to synchronize a notes folder when you want to save notes to your OutlookPoint database.



Click OutlookPoint from the menu bar and select Settings.



Click the Notes item in the tree at the left to select the notes configuration. Click Add to add a new notes setup.



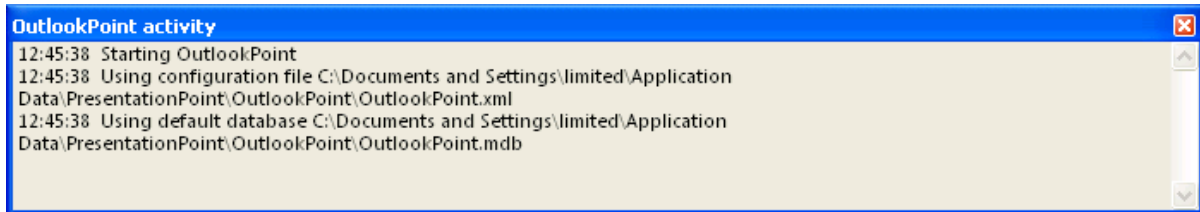
The properties of a notes folder you can set are:

Type	Description
Database	Set the database where OutlookPoint should save the information.
Enabled	Include or exclude processing of this folder.
Folder	Select the folder you want to monitor.
Name	Set a name or description for this folder synchronization.

7 Running OutlookPoint

When you have selected the folder(s) you would like to monitor, OutlookPoint will start processing all items of the selected folder(s) and write the information into the selected OutlookPoint database(s).

You can click OutlookPoint > View activity to monitor the OutlookPoint process and events.



8 Logging

A detailed logfile about the activity of the OutlookPoint add-on is written to your file system. In that given folder, you will find a logfile for each day with a maximum of 15 days. The location of this folder is C:\Users\[username]\AppData\Roaming\PresentationPoint\OutlookPoint.

Note: For older XP systems this folder location corresponds to C:\Documents and Settings\[username]\Application Data\PresentationPoint\OutlookPoint.

