Efficient Elements
for communications

Getting Started
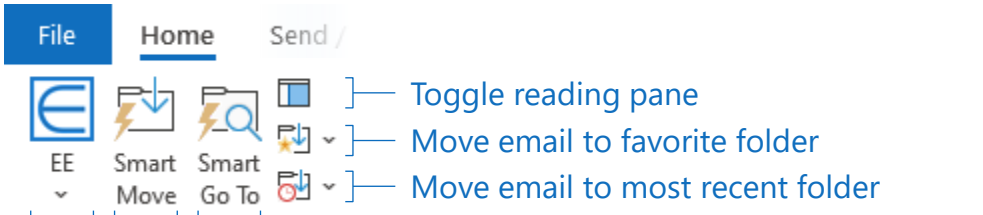
What is Efficient Elements for communications?

Efficient Elements for communications is an add-in for *Microsoft Outlook* that helps you managing your inbox more efficiently:

- ✓ Move emails to folders quickly
- ✓ Create folder structure while moving
- ✓ Save emails and attachments to disk
- ✓ Navigate to folders easily

Efficient Elements is located on your "Home" and "Message" tab

Overview

Home Tab (Outlook Main Window)

Toggle reading pane

Move email to favorite folder

Move email to most recent folder

Go to a folder by picking from a recent folder or searching a folder by starting to type

Move email to a folder by picking from a suggested folder or searching a folder by starting to type

Efficient Elements Menu
- Set user interface language
- Define keyboard shortcuts
- Edit options
- Activate license
- Get help and support

Message Tab (New Email / Inline Response)

Set spell checking language for current email. Available language can be configured in EE Menu / Options.

Sort recipients alphabetically to avoid order of recipients being interpreted as importance or preference

Mark an email draft as "VIP Draft" to avoid important emails being sent inadvertently

Mark an email draft to be moved upon sending to a folder using "Smart Move"

Efficient Elements for communications

This email has been flagged as 'VIP Draft'. Please remove the 'VIP Draft' flag before sending.

OK

Customize Efficient Elements to fit your personal needs

Efficient Elements Menu

Set user interface language

Activate license (manually)

Open this document

Visit the EE website

Send feedback to EE

Open or email error log

Show EE version

Define keyboard shortcuts for all Efficient Elements
and most Outlook features (see next page)

Define keyboard shortcuts for all Efficient Elements and most Outlook features for maximum speed and efficiency

Keyboard Shortcuts
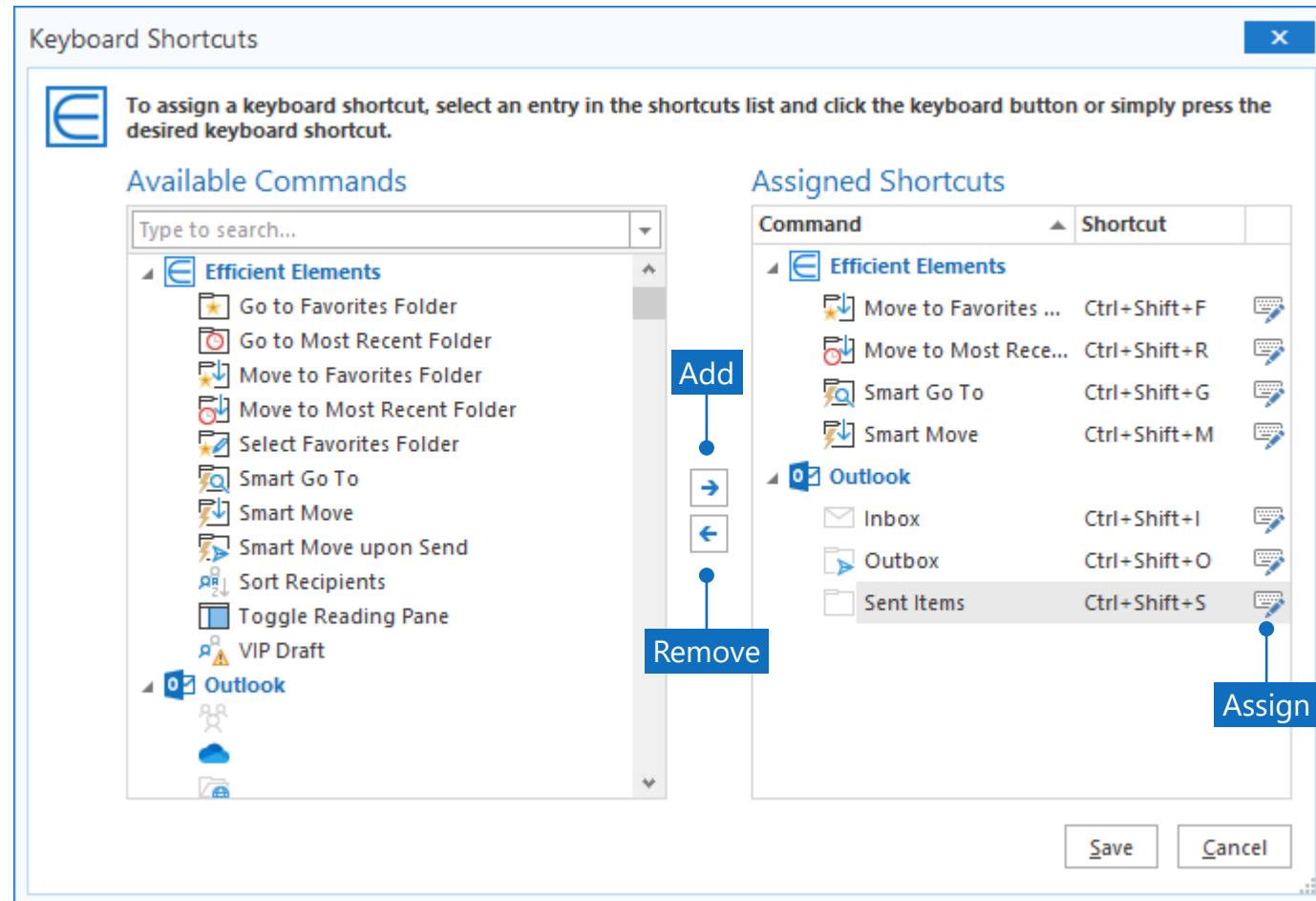
Efficient Elements

- Predefined shortcuts for most important Efficient Elements features

Outlook

- Predefined shortcuts for going to Inbox, Outbox and Sent Items
- Many other Outlook features available as shortcuts (will only work in their original context, i.e. if the corresponding button is enabled on the ribbon)

Move email to a folder by picking from a suggested folder or searching a folder by starting to type
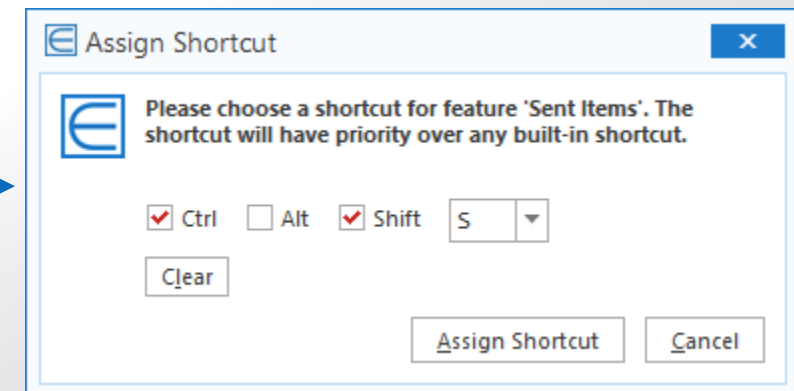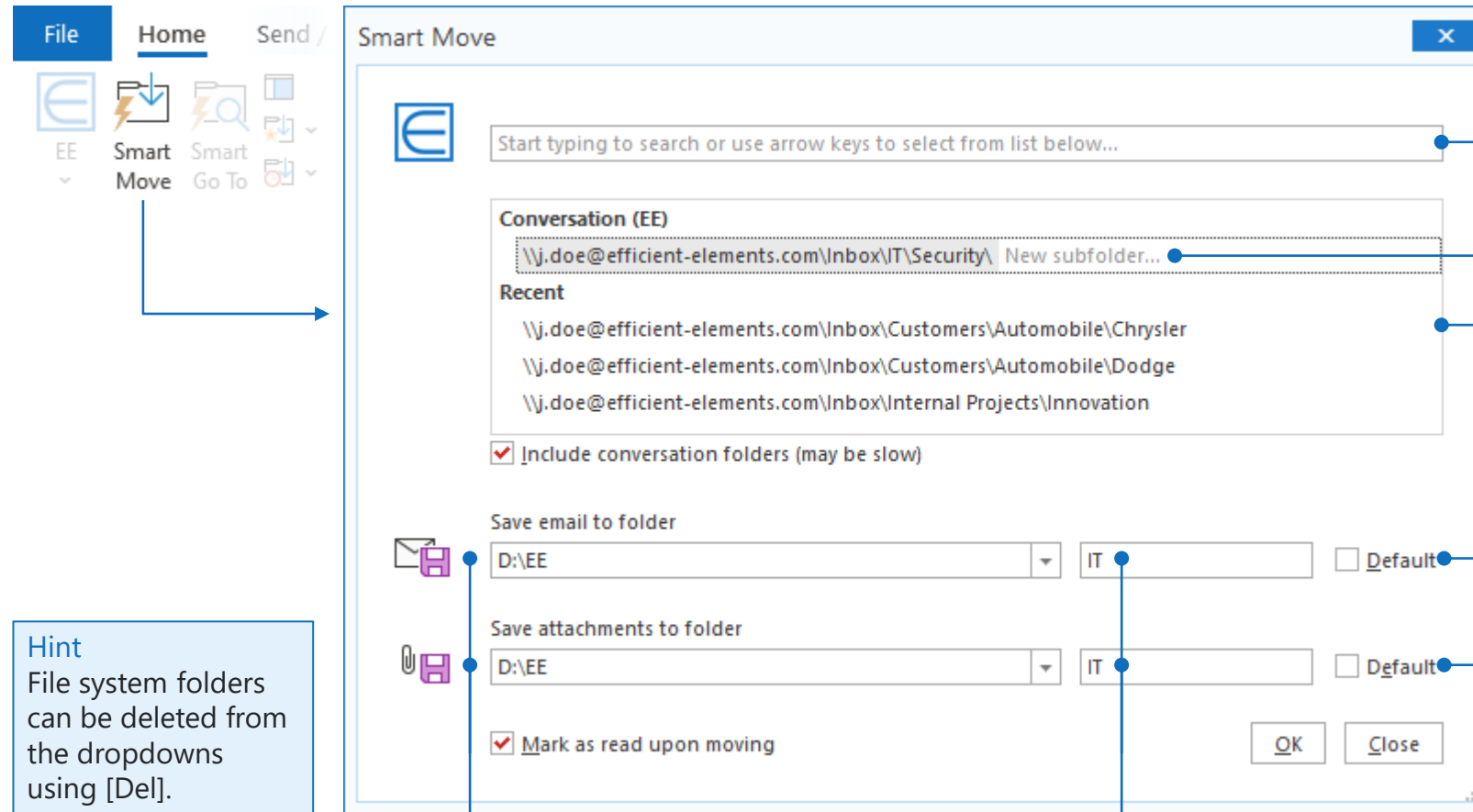
Smart Move

Start typing to search
- Full folder path is searched
- Multiple search terms are combined with AND
- Lower-case terms are interpreted case-insensitive, terms with at least one upper-case character case-sensitive

Create new Outlook subfolder on-the-fly

Use [↑] [↓] to select a folder
Results are grouped in
- Conversation (EE)
- Conversation (Outlook): may be slow, see check box
- Sender Email Address
- Sender Email Domain
- Recent
- Global

Make this file system folder the default for the selected Outlook folder (will be saved upon OK)

Hint
File system folders can be deleted from the dropdowns using [Del].

Select file system folder

Create new file system subfolder on-the-fly

Go to a folder by picking from a recent folder or searching a folder by starting to type

Smart Go To

Start typing to search
- Full folder path is searched
- Multiple search terms are combined with AND
- Lower-case terms are interpreted case-insensitive, terms with at least one upper-case character case-sensitive

Use [↑] [↓] to select a folder
Results are grouped in
- Recent:
  Folders used recently with "Smart Move" or "Smart Go To"
- Global:
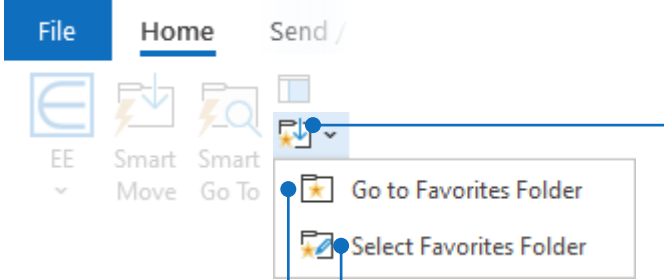 Any Outlook folder matching the search terms

Press [Enter] or click OK to go to selected folder

Hint
The same dialog will pop up when you use the "Move to Favorites Folder" or "Go to Favorites Folder" feature for the first time or if you choose "Select Favorites Folder" from the dropdown, see next page.

Dialog contents:

Smart Go To

auto ch

Recent
\\j.doe@efficient-elements.com\Inbox\Customers\Automobile\Chrysler

Global
\\j.doe@efficient-elements.com\Inbox\Customers\Automobile\Chevrolet
\\j.doe@efficient-elements.com\Inbox\Customers\Automobile\Porsche

OK   Close

Move emails to a favorites folder with a single click or keyboard shortcut

Move/Go to Favorites Folder

Move selected email(s) to favorites folder (with no further questions being asked)
If no favorites folder has been selected yet the "Select Folder" dialog will pop up
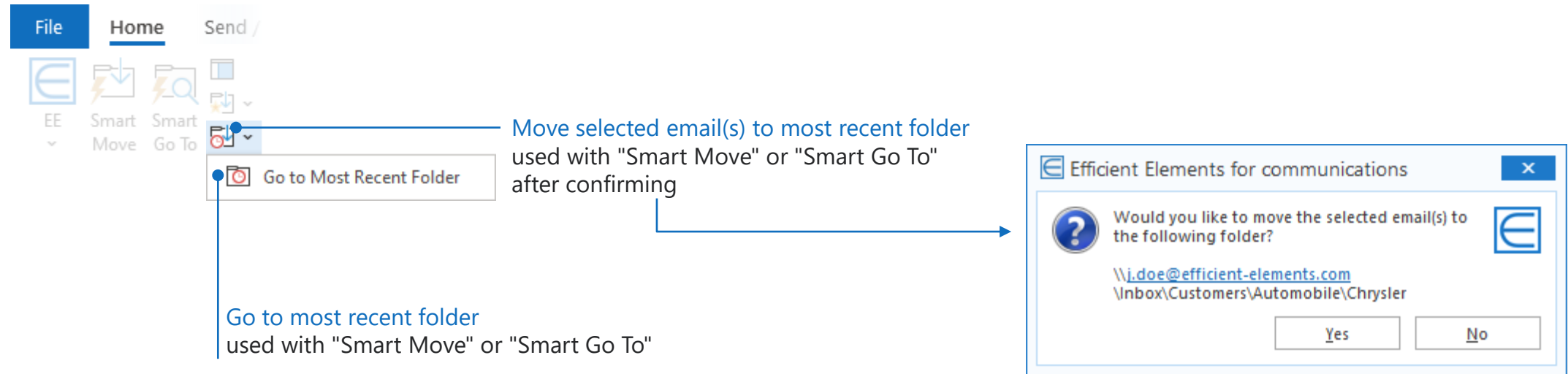
Select favorites folder

Go to favorites folder
If no favorites folder has been selected yet the "Select Folder" dialog will pop up

File   Home   Send

EE   Smart Move   Smart Go To

Go to Favorites Folder
Select Favorites Folder

Select Favorites Folder

Recent
\\j.doe@efficient-elements.com\Inbox\Customers\Automobile\Chrysler
\\j.doe@efficient-elements.com\Inbox\Customers\Automobile\Dodge
\\j.doe@efficient-elements.com\Inbox\Internal Projects\Innovation

OK   Close
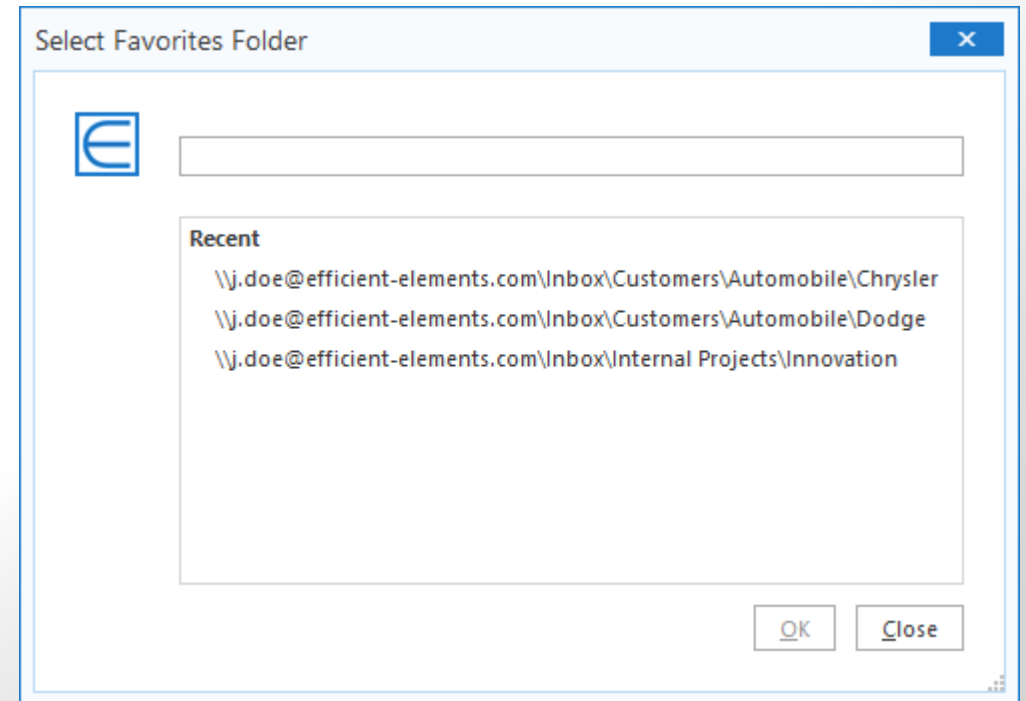
Move emails to most recently used folder with a single click or keyboard shortcut

Move/Go to Most Recent Folder

Move selected email(s) to most recent folder
used with "Smart Move" or "Smart Go To" after confirming

Go to most recent folder
used with "Smart Move" or "Smart Go To"

Thank you!

Any questions, feedback
or feature ideas? Get in touch!

Contact

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