



Efficient Elements. Click. Done.

Efficient Elements for communications

Getting Started

What is Efficient Elements for communications?

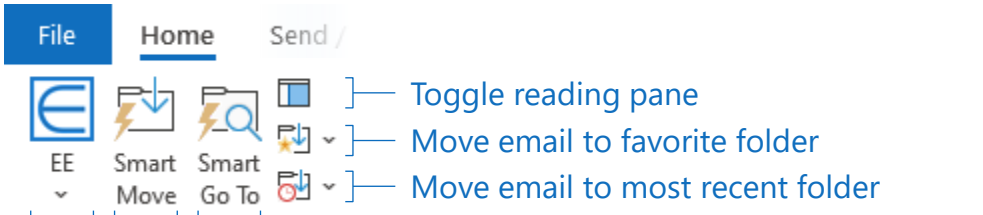
Efficient Elements for communications is an add-in for *Microsoft Outlook* that helps you managing your inbox more efficiently:

- ✓ 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)



The screenshot shows the Outlook Home tab ribbon with the following features annotated:

- EE**: Efficient Elements menu icon.
- Smart Move**: Move email to favorite folder.
- Smart Go To**: Move email to most recent folder.

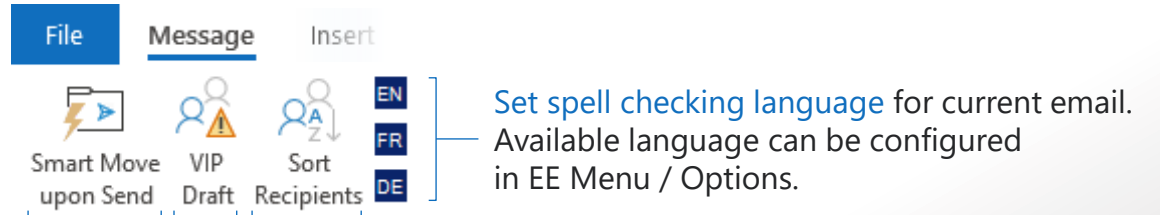
Annotations:

- Toggle reading pane**: Points to the reading pane icon.
- Move email to favorite folder**: Points to the Smart Move icon.
- Move email to most recent folder**: Points to the Smart Go To icon.
- Go to a folder by picking from a recent folder or searching a folder by starting to type**: Points to the Smart Go To icon.
- Move email to a folder by picking from a suggested folder or searching a folder by starting to type**: Points to the Smart Move icon.

Efficient Elements Menu

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

Message Tab (New Email / Inline Response)



The screenshot shows the Outlook Message tab ribbon with the following features annotated:

- Smart Move upon Send**: Move email to favorite folder upon sending.
- VIP Draft**: Mark an email draft as "VIP Draft".
- Sort Recipients**: Sort recipients alphabetically.
- EN, FR, DE**: Spell checking language options.

Annotations:

- Set spell checking language for current email. Available language can be configured in EE Menu / Options.**: Points to the language options (EN, FR, DE).
- Sort recipients alphabetically to avoid order of recipients being interpreted as importance or preference**: Points to the Sort Recipients icon.
- Mark an email draft as "VIP Draft" to avoid important emails being sent inadvertently**: Points to the VIP Draft icon.
- Mark an email draft to be moved upon sending to a folder using "Smart Move"**: Points to the Smart Move upon Send icon.

Warning Dialog:

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

The image shows the Outlook Efficient Elements (EE) menu and the Options dialog box. The menu is open, showing options like Language, Keyboard Shortcuts, Options, Activate License, Getting Started, Efficient Elements Website, Send Feedback, Support, and Info. The Options dialog box is open to the General tab, showing settings for Behavior, Spell Checking Languages, and Save email filename format. A tooltip is visible over the filename format field, listing variables that can be used in the format string.

Language

- English
- Deutsch

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

Options

General

Behavior

'Smart Move upon Send' by default

Spell Checking Languages

English (United State) French (France) German (Germany)

Save email filename format

{subject}

The following variables can be used:

- {subject[:n]}
- {sender[:n]}
- {firstname[:n]}
- {lastname[:n]}
- {now[:format]}
- {rcv[:format]}

where

[n] can optionally be used to specify the maximum number of characters for this variable

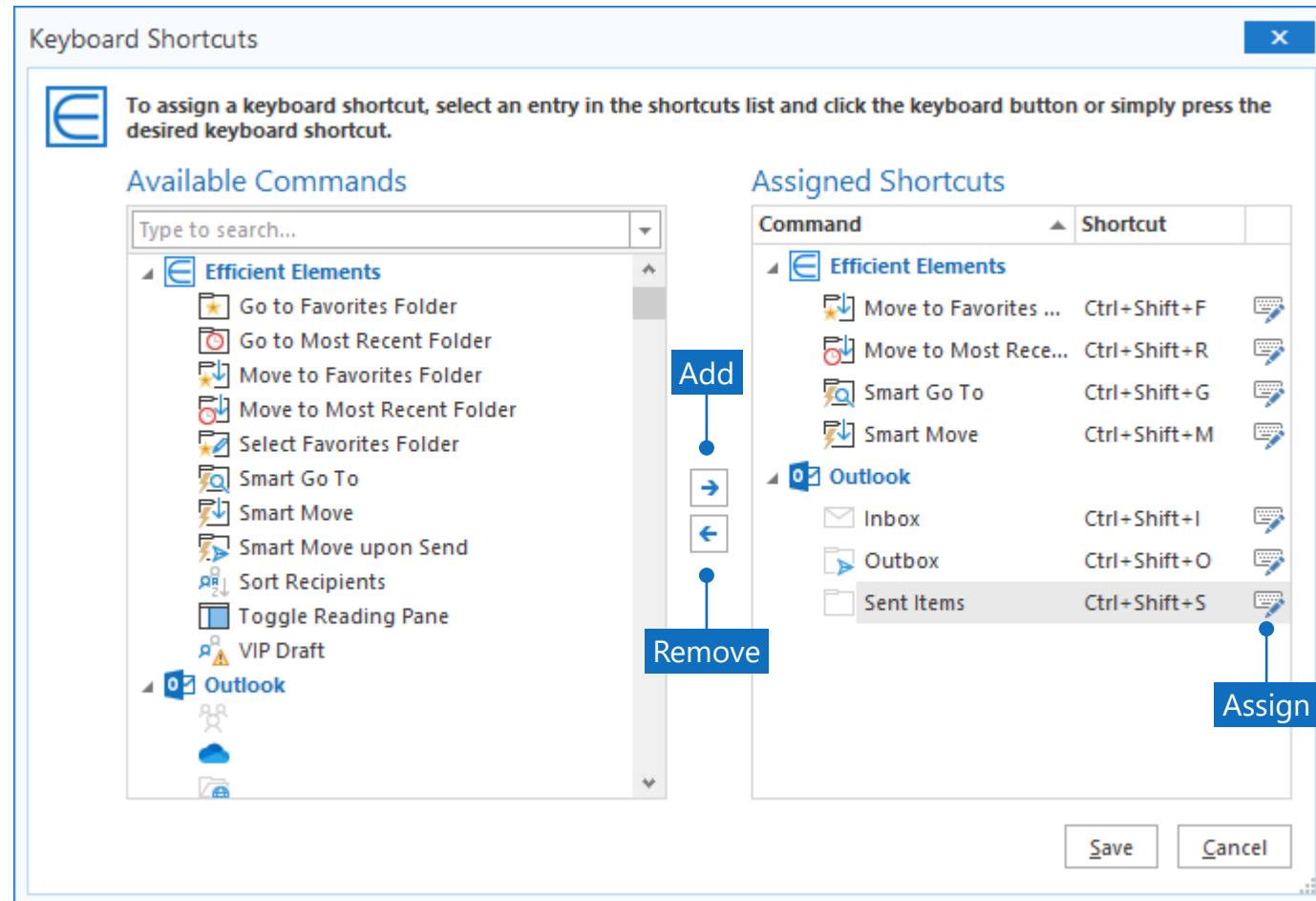
[format] can optionally be used to specify the date/time format (default is yyyy-MM-dd_HH-mm-ss) (without the square brackets)

Save Cancel

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

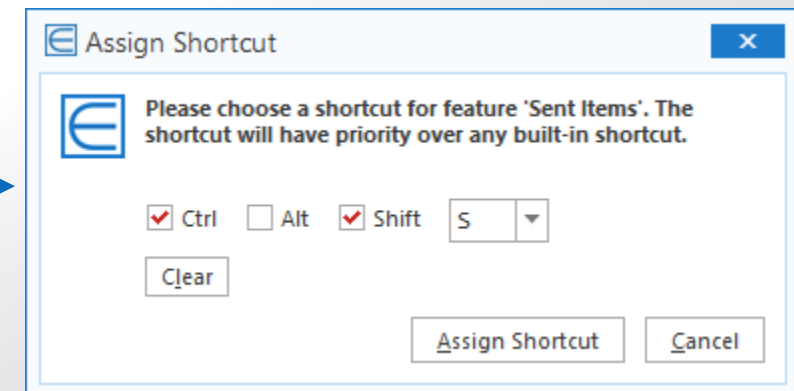


Efficient Elements

- Predefined shortcuts for most important Efficient Elements features

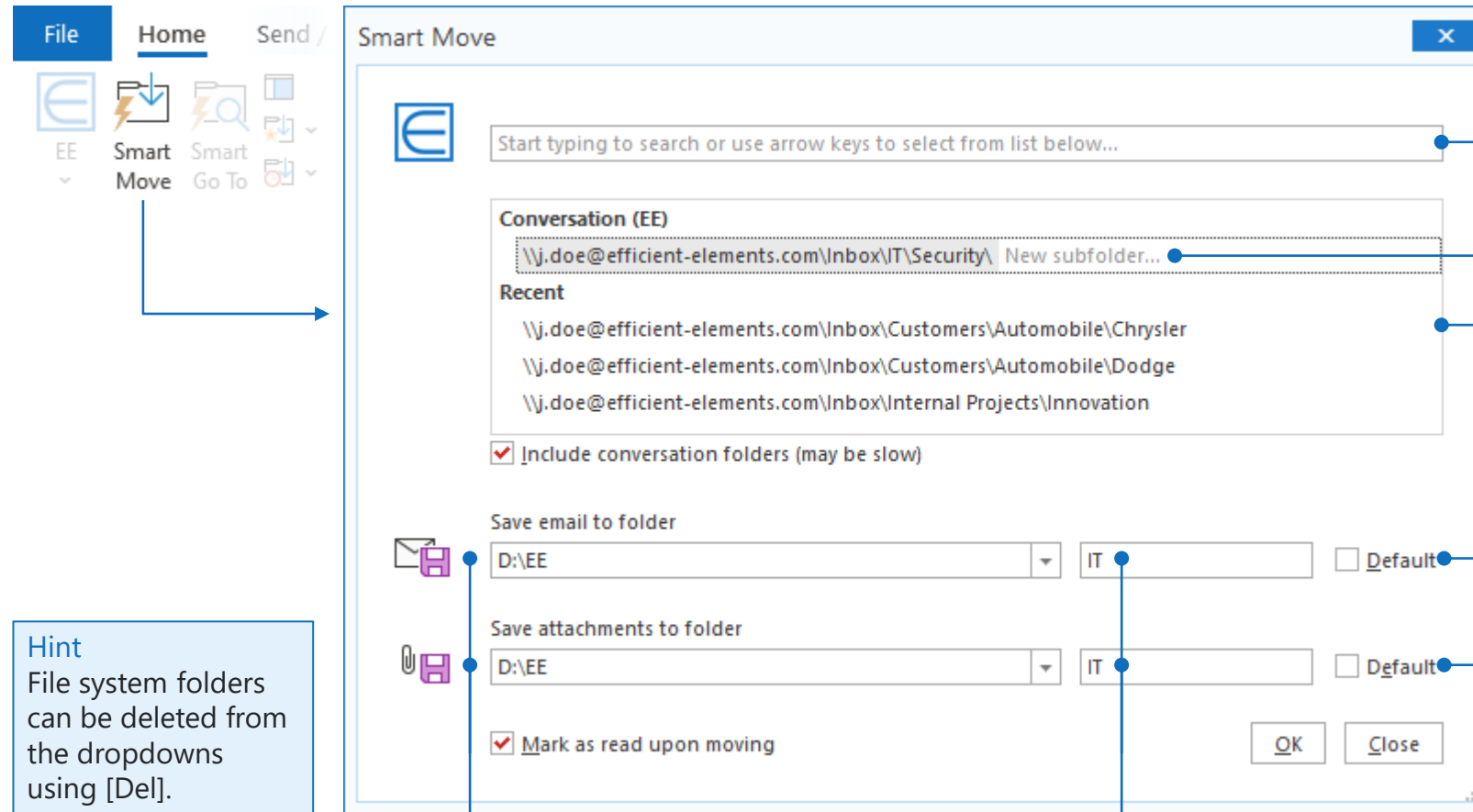
Outlook

- 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



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

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)

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

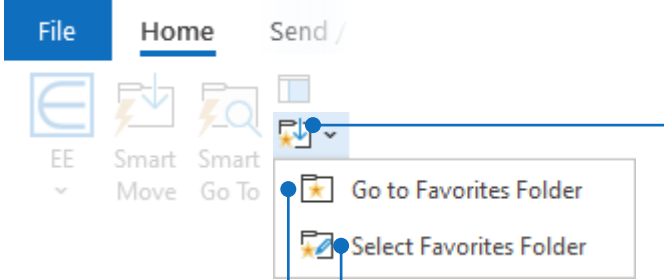
Press [Enter] or click OK to go to selected folder

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.

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

Move/Go to Favorites Folder



File Home Send /

EE Smart Move Smart Go To

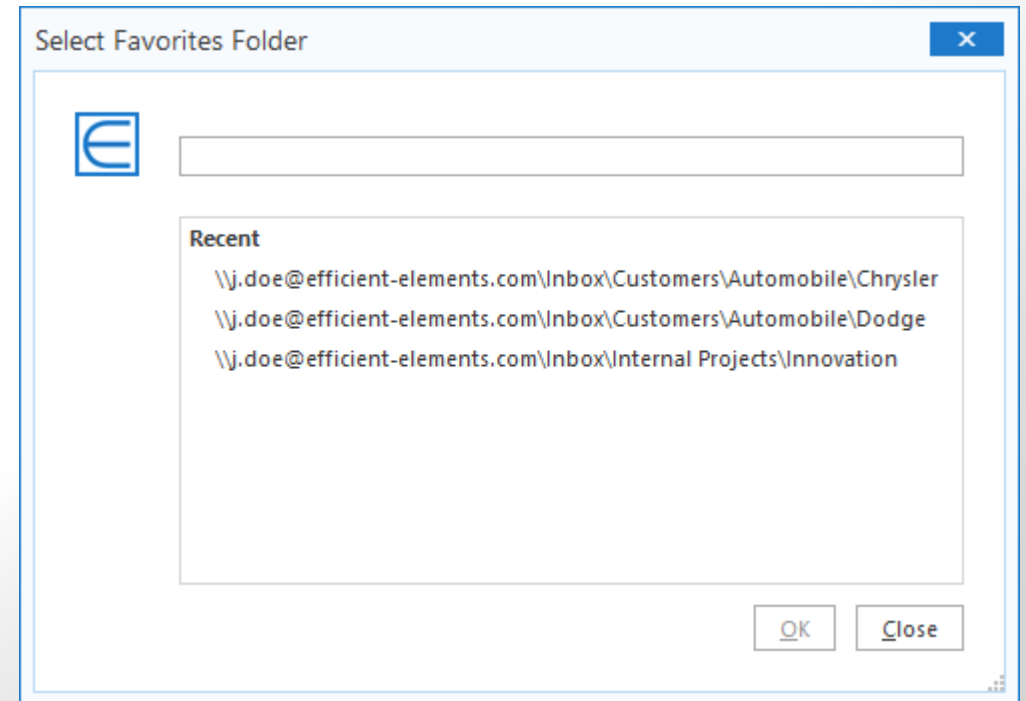
Go to Favorites Folder

Select Favorites Folder

Select favorites folder

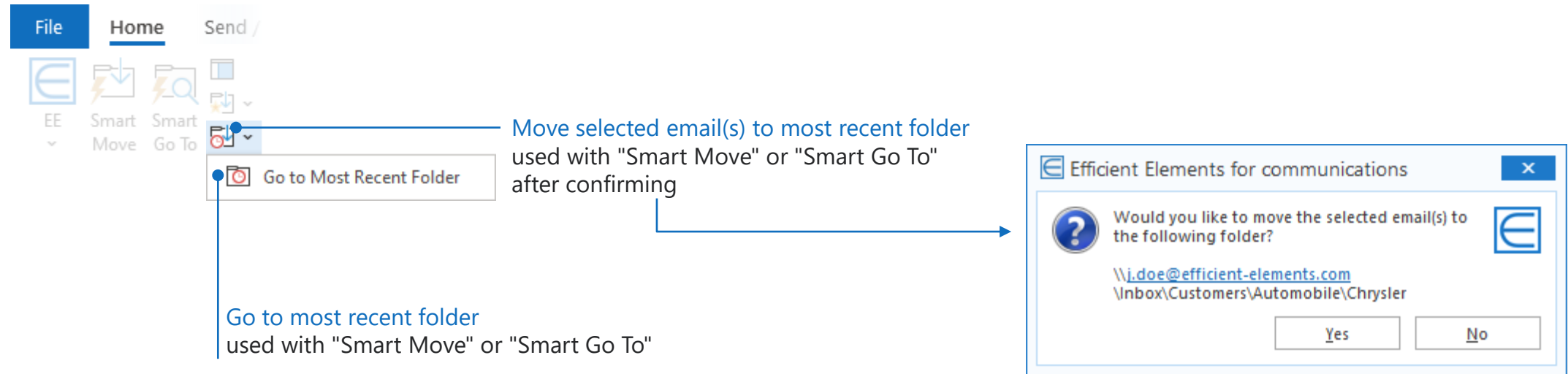
Go to favorites folder
If no favorites folder has been selected yet the "Select Folder" dialog will pop up

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



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

Move/Go to Most Recent Folder



The image shows a screenshot of the Efficient Elements software interface. The top navigation bar includes 'File', 'Home', and 'Send /'. Below this, there are several icons: 'EE', 'Smart Move', 'Smart Go To', and a folder icon. A blue arrow points from the 'Smart Move' and 'Smart Go To' icons to a text box that reads: "Move selected email(s) to most recent folder used with 'Smart Move' or 'Smart Go To' after confirming". Another blue arrow points from the folder icon to a text box that reads: "Go to most recent folder used with 'Smart Move' or 'Smart Go To'". A third blue arrow points from the folder icon to a confirmation dialog box on the right. The dialog box has a title bar that says "Efficient Elements for communications" and a question mark icon. The text inside the dialog box asks: "Would you like to move the selected email(s) to the following folder?". Below the question, the folder path is displayed: "\\j.doe@efficient-elements.com\nInbox\Customers\Automobile\Chrysler". At the bottom of the dialog box, there are two buttons: "Yes" and "No".

Thank you!

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

Contact

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