

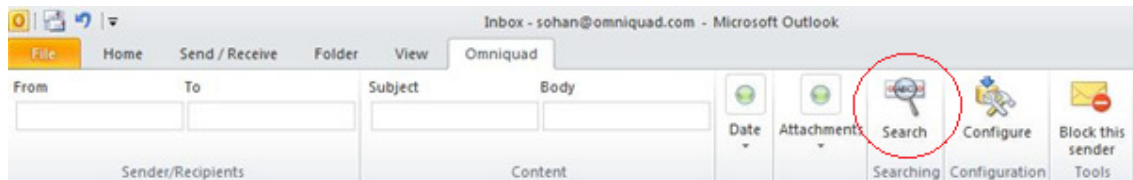


Omniquad Outlook Plug-in Quick Guide

This quick guide will show you how to get the most of your Omniquad Outlook Plug-in

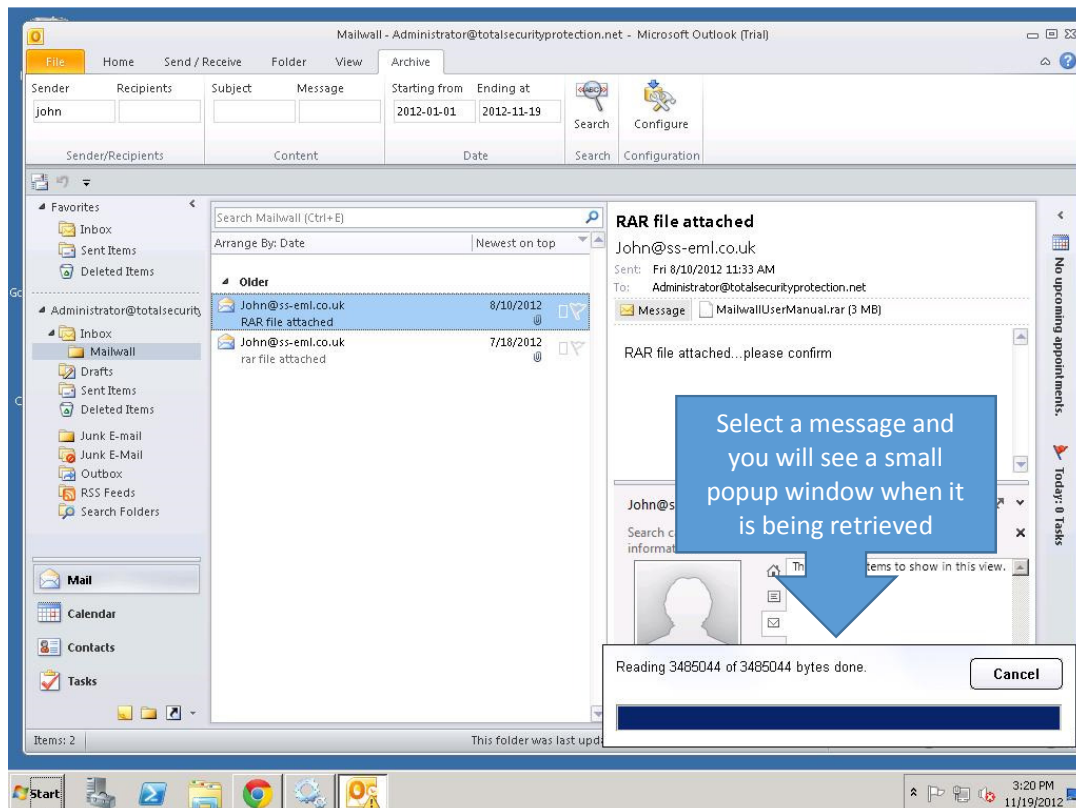
Searching for archived messages

- 1) Go to your Omniquad ribbon in Outlook (you will need Outlook 2010 or higher)



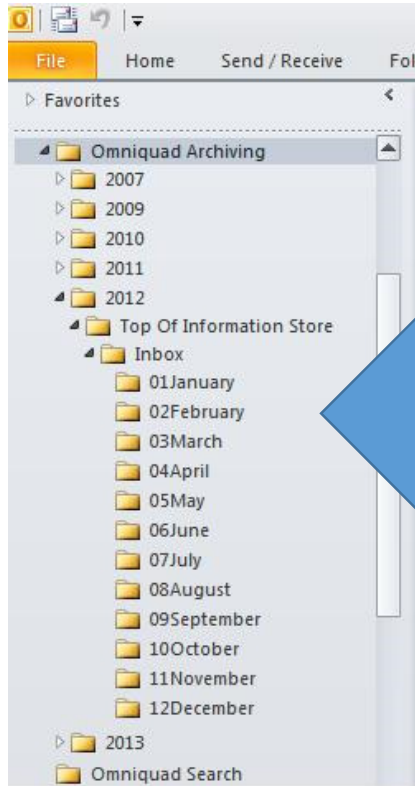
- 2) Enter what you wish to search for – sender or recipient email address, subject and so on. Choose what date range would you like to cover in your search – it can be this year, this month or any other date range you wish
- 3) Click on the Search button

Outlook will now begin searching inside your mail archive, and will start displaying messages – it will show you a small popup window informing you of the progress. Simply select any of them as they are displayed in your search results, and the message will be automatically retrieved from the archive.



Using archive folders

The Outlook plug-in will also show your previously archived folders if they are available. They will appear just as your original folders.



If you can see Omniquad Archiving folder inside your Outlook folder list, expand it and navigate to individual folders organised by year. Outlook will now retrieve messages from that archived folder.

Blocking unwanted Senders

If you see any unsolicited/spam mails in your inbox you can use **Block This Sender** button to block future messages from a given sender

