

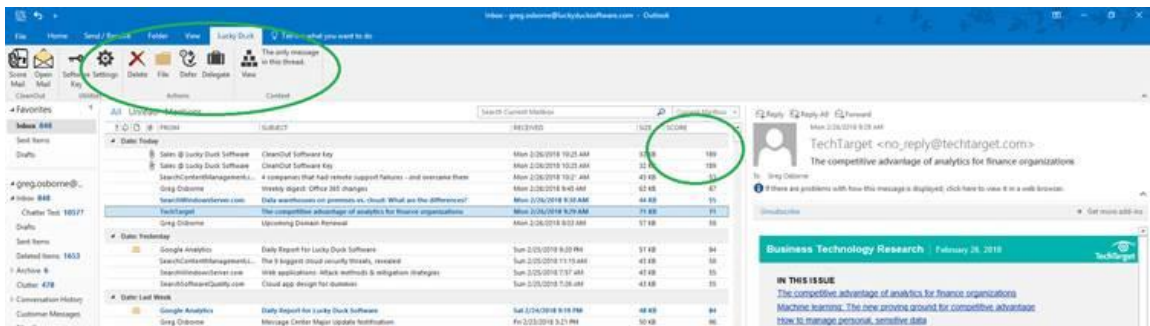
Thanks to generous feedback from CleanOut® for Outlook users, a new version with over 20 new features is now available for download.

Some of the key changes are:

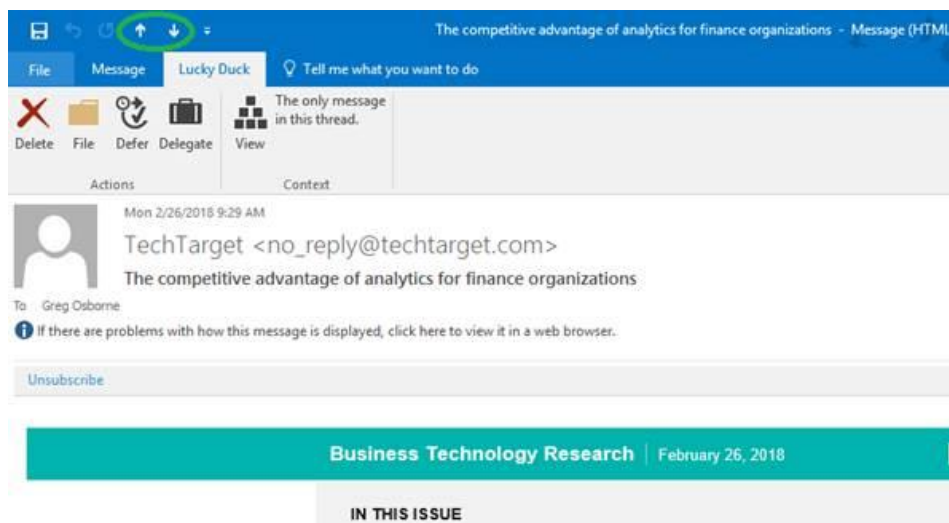
- **More ways to access CleanOut**

Do you like the idea of CleanOut but found the Open Mail console was too different from what you're used to in Outlook? If so, there are now two new ways to use CleanOut:

As shown below, the first way allows you to access CleanOut directly in your Inbox when you have the Reading Pane open. Use the values in the Score column of your Inbox to guide you to your most important messages and then use any of the Action or Context buttons in the ribbon to deal with them. Delete or File an entire conversation, Defer or Delegate a message with advanced workflows that Quick Steps can only dream of.



The second new way to access CleanOut is from the Lucky Duck tab when an email is open in Outlook, as shown below. Use the Context and Action buttons to process your email or the existing up and down arrows (circled) to advance through your Inbox.



- **Improved navigation in Open Mail**

The Open Mail console still remains the most productive environment for heads-down processing of large amounts of complex email. To make it more user friendly, there are now navigation buttons (just like on your remote control) that allow you to skip to the next/prev message or conversation without having to take action with one of the 4 D's:

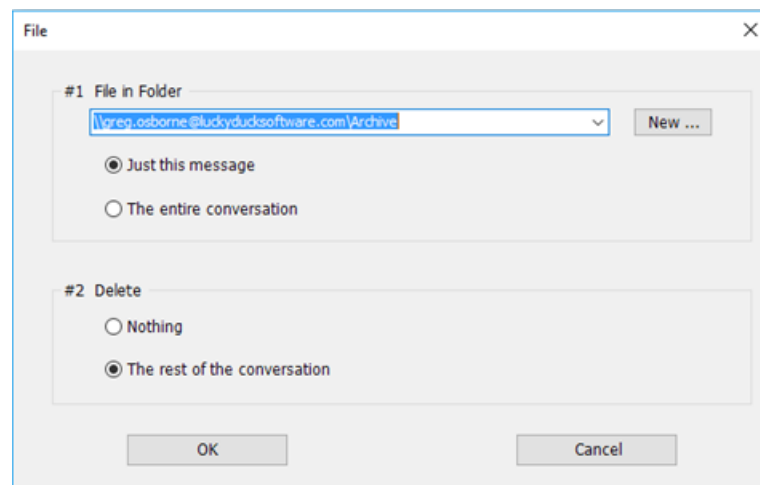


And most importantly for Power Users, you can use the left and right arrow keys on your keyboard (or CTRL-left and CTRL-right for the next/prev conversation) to go back and forth.

- **Intelligent filing**

The filing features are now much smarter and will suggest which folder you might want to save a message in based on who it is from and any keywords in the message. This will save you time if you tend to file messages from the same person or on certain subjects in the same folders.

You now also have the ability to File all messages in the conversation (including those in Sent Items) with one click.



- **Don't do today what you can do tomorrow!**

The Defer and Delegate options now offer a checkbox at the bottom which allow you to "snooze" a message by moving it back to your Inbox on your selected follow up date, so you don't have to go looking for it. But in the event you do want to look at the message before the due date, there is now a hyperlink in either the Task or Calendar entry which allows you to open the email directly without having to go to the folder.

Defer

#1 File in Folder

Vigen, Osborne@luckydude.com\Archive New ...

Just this message

The entire conversation

#2 Delete

Nothing

The rest of the conversation

#3 Schedule your follow up

Wednesday, March 14, 2018

Task

Calendar Entry

Both

Put this message back in my Inbox on this date

OK Cancel

It also turns out that many more people are using alternative Task Management (or To Do) apps than we thought, or don't use any Task systems at all. For those users, you now have the option of creating either a Task or Calendar Entry or both.

- **And much more:**

- **Simpler installation**

The install process automatically populates default information such as your Incoming and Filing Folders to make it much easier to get CleanOut up and running.

- **Reminder to use CleanOut**

Because CleanOut is "hidden" on the Lucky Duck tab in Outlook, some users reported that they forgot it was there when they first started. For this reason, there is now an option in Settings to give you a gentle reminder to use CleanOut if you have received more than a specified number of messages each day. Like any new activity, it will take a few weeks before it becomes a habit so this feature will help it stick.

- **More robust trashcan and file handling**

Some user's like CleanOut so much they never exit the Open Mail console! As a result, if they accidentally close Outlook or it crashes all the messages they had queued up in memory to be deleted or filed will be forgotten and they have to start again. To fix this, the list of messages in the trashcan and to be filed are now written to a database so if you do exit abruptly they will still be there the next time you come back.

There is also a new feature in this version that allows you to remove messages from the trashcan or list of messages to be filed, in case you change your mind. You can access it from the Review button which is displayed in the Summary when you exit Open Mail.

- **Using Gmail, G-Suite or Pop3 with Outlook?**

It is surprising how many people are using Outlook as an email client with email systems other than Microsoft Exchange. CleanOut has now been fully tested with Gmail (via IMAP), G-Suite (via MAPI) and good old Pop3 email accounts.

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