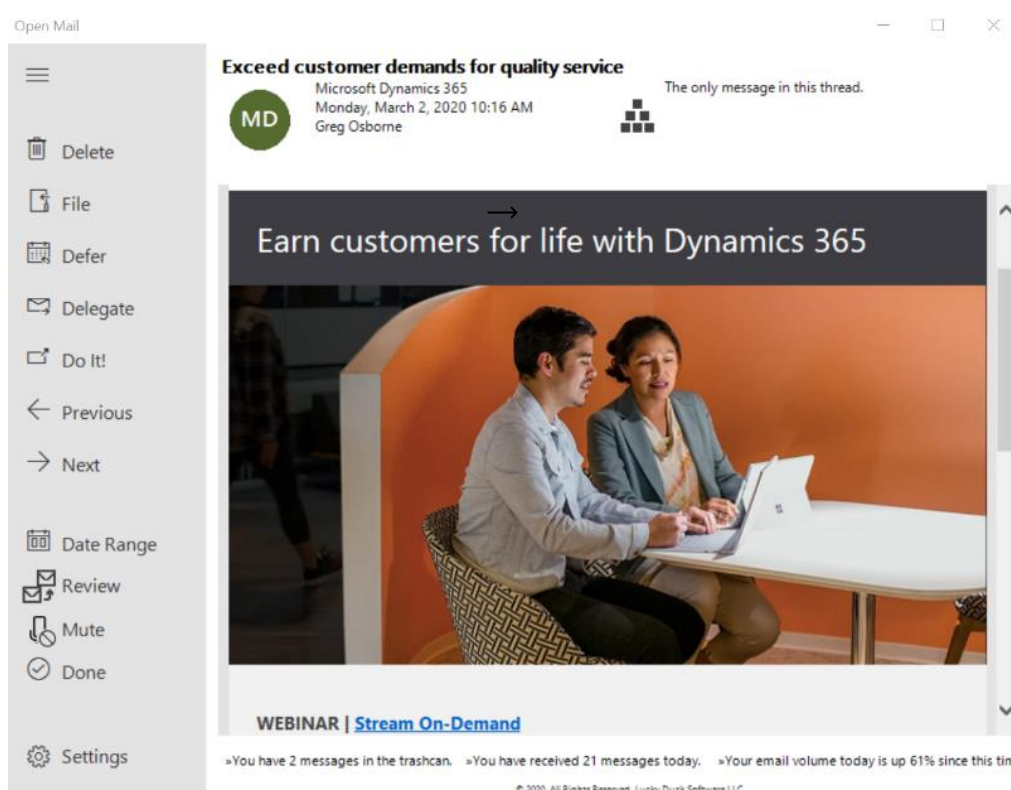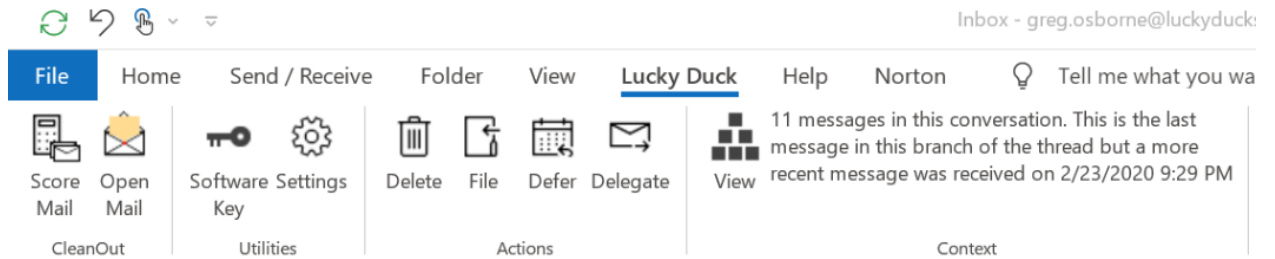The 2020.1 release of CleanOut® for Outlook is now available with many exciting new features:

- **Modern User Interface**
  The CleanOut for Outlook user interface has been completely refreshed in line with modern Windows 10 and Microsoft Office standards:

  The Outlook add-in user interface is now consistent with those of the CleanOut for Office 365 and Outlook.com Windows 10 apps which were updated in the middle of last year.

  Please note the ability to have CleanOut change colors to match the Outlook theme (including dark mode) is on the roadmap for a future release.

  Windows 7 and 8.1 users should contact Support if you have trouble rendering the new UI.

- **Handsfree Voice Commands**
  We've become used to working with personal assistants like Siri and Alexa with voice commands and you can now do the same with CleanOut.

  Click on the Mute button (🎤) to enable/disable voice commands and you will be presented with a list of available commands in English, German or Spanish. You can quickly check your email saying commands like:

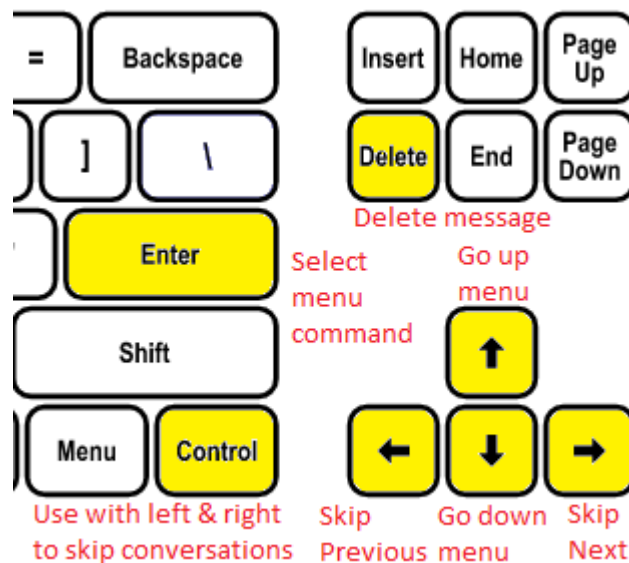 > Delete – Next – Next – Previous – Delete – File – Done

  CleanOut's ability to step through your emails, in order of priority, is perfectly suited to using voice commands (because you don't have to think about which message to look at next).

  This now makes <u>four</u> different ways you can use CleanOut (mouse, touch optimized for single hand usage, keyboard and now voice commands) based on where you are (on a plane, at your desk, in a hotel room etc.) and what works best for you at that time.

- **Delete with the Del key**
  Last year we introduced a simple, yet powerful, change allowing you to delete a single email (that does not belong to a larger conversation) with a single click which greatly increased the speed at which you could check your email.
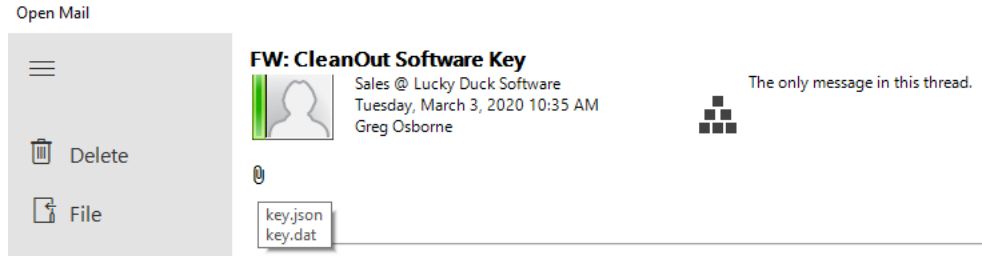
  This year we're adding the ability to replace that single click with a press of the Del key so that those who prefer to use the keyboard can plow through their email at an unbelievable speed, with almost no hand movement, using the keys in yellow:

  While it may sound quaint in a world of mobile app swipes and pinches to talk about optimizing for keyboard usage, we understand that CleanOut is for people who have work to do and often serious work is still done on their PC.

- **List of Attachments**

Another feature from last year that we have improved is the paperclip indicator that tells you that the message has attachments. Now you will see a list of the attached files when you hover over the paperclip:
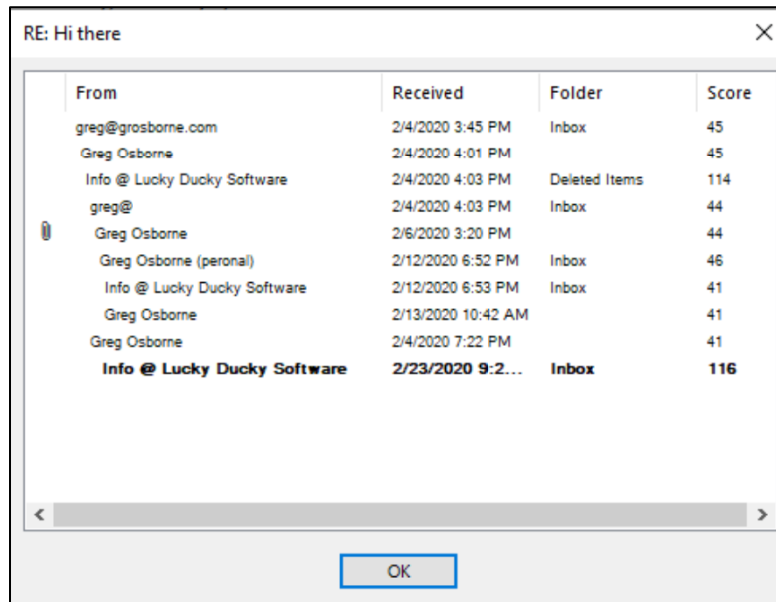

As before, click Do It to open the message and access the attachments.

- **Improved Message Hierarchy**

The message context hierarchy, which you now access with the ⬛ button has been reformatted to make it easier to follow large conversations.
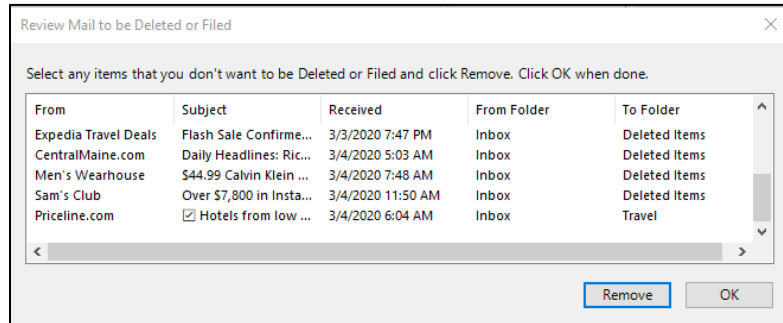
There is also a paperclip icon indicating messages that have attachments and if a message has already been Deleted in this session the Folder name will be *Trashcan* or if it has been Filed the Folder name will be in italics:

- **Review Deleted or Filed Messages at any time**

  One of the concerns that prospective customers have shared about CleanOut's ability to Delete or File entire conversations is that some messages may be accidentally Deleted or Filed that they didn't want. To avoid this, CleanOut has offered the ability to Review Mail to be Deleted or Filed at the end of each session.
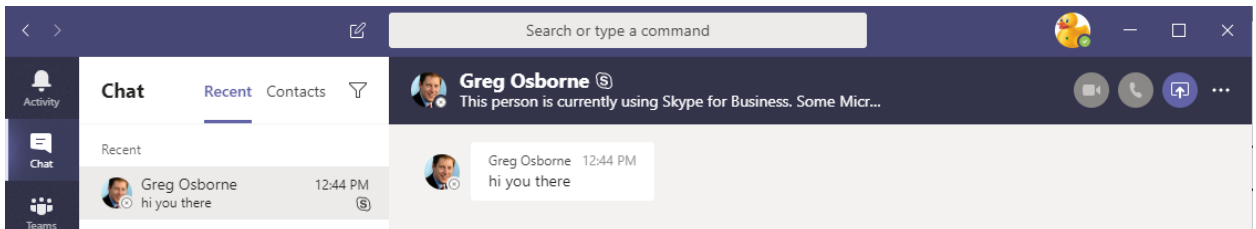
  You can now do this any time by clicking on the Review ( ) button. Note that you can also click on the column headings in the table to resort the list to make it easier to find a particular message that you want to Remove:

- **Chat with contacts on Microsoft Teams**

  Many times, when you read an important message you want to chat with the sender immediately rather than respond by email.

  You can now click on the picture of the person ( ) and the chat icon, and the message will be sent to their Chat channel in Teams (or to Skype for Business if they have not migrated yet):
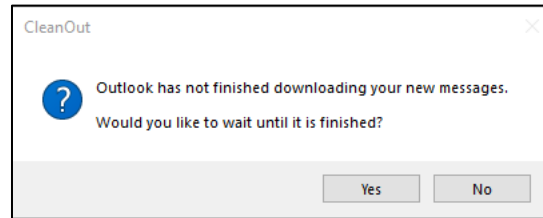

  Please note that you still need to have the Skype for Business Client running in the background, even if you are on Teams, in order for this functionality to work. Typically, the Skype Client will display a message saying "Your Organization is now Using Teams" which you can minimize and ignore as you go about your business on Teams.

Mar 4th, 2020   CleanOut for Outlook
                                       2020.1 Release Notes

- **Downloading messages warning**
  Last year we introduced an option in Settings to have CleanOut wait until all messages are downloaded before Scoring when you startup Outlook (as messages are download in no particular order and will be scored incorrectly if you don't have the full conversation).

  Related to this, CleanOut will now display the following message:

  if you launch Open Mail while Outlook is still downloading messages. Its recommended that you wait of course but you can select 'No' and run the risk that you won't have the most recent message(s) in a conversation.

- **And much more:**
  - **Simpler installation**
    The installation and setup process continues to be simplified by removing unnecessary steps. For example, you no longer have to visit the Settings before you can use CleanOut for the first time as CleanOut will guess your default Inbox / Archive folders and use defaults for common settings.

  - **Improved display**
    The display has been tested on extremely high-resolution displays such as the Surface Book.

  - **Log to a File instead of the Windows Event Log**
    In the unfortunate event that you are having issues with CleanOut for Outlook you can now log errors and events to a plain text file rather than the Windows Event Log, which many corporate environments do not allow. See the Advanced tab in Settings.

  - **Improved stability**
    This release contains numerous bug fixes so you should find the overall experience to be more robust and stable.

Lucky Duck Software
web: www.luckyducksoftware.com
email: support@luckyducksoftware.com
mail: PO Box 323, Ballentine SC 29002, USA