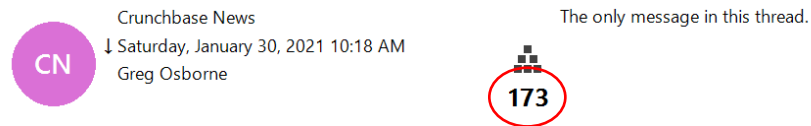


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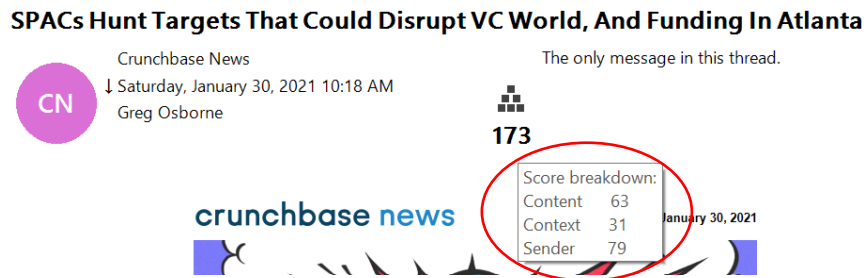
The 2021.1 release of CleanOut® for Outlook is now available with some fundamental changes to make it quicker and easier to check your email:

- **Explainable AI**

A big trend in technology at the moment is *Explainable AI* or artificial intelligence that helps users to understand how a particular answer or decision was made. CleanOut's powerful AI algorithm has always been in the background *scoring* messages, based on their predicted importance to the user. In 2021.1 the Score is no longer hidden and is now displayed just below the Hierarchy button so the user can easily get a feel for the relative importance of the message:



If the user hovers over it, a breakdown of the score is shown:



to help explain **why** it is important and how the score was calculated. The three categories represent:

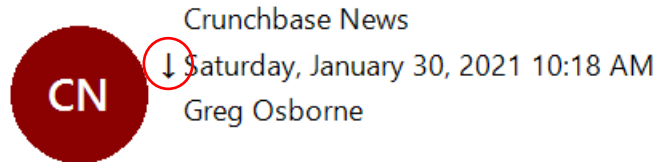
- **Content:** key words in the message, how old/new it is, if it has previously been read, time of day and day of week that it was sent etc.
- **Context:** position of the message in the thread, is it in response to a thread the user started or a message the user sent etc.
- **Sender:** who the message is from, who else it was sent to, who was cc'ed etc.

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- **Sort Order**

Up to this version, CleanOut has displayed emails in priority order so users could deal with their most important messages first. While this is still recommended for those with limited time, CleanOut now allows users to review messages in date order (newest first or oldest first) to assure users they have reviewed every message. Look for the new arrow indicator next to the email *received date* or the *score* to see how messages are being sorted:

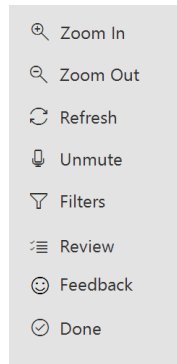
SPACs Hunt Targets That Could Disrupt



A down arrow means descending order and an up arrow means ascending order. The Sort Order can be changed in the Settings.

- **Five New Menu Commands**

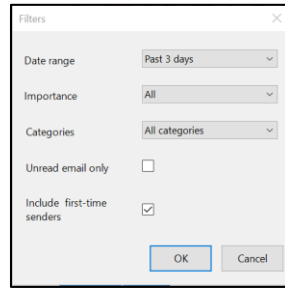
There are five new menu commands in the 2021.1 release of CleanOut for Outlook (Zoom In, Zoom Out, Refresh, Filters and Feedback). All except Filters have been in the CleanOut Windows 10 apps for a while and are now available for Outlook desktop users:



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- **Filters**

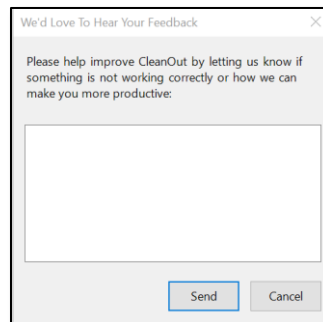
The new Filters menu option replaces the Date Range found in earlier version and offers additional ways to focus on certain messages:



The Include First Time Senders is particularly useful for allowing users to save time by filtering out messages from people they don't have an existing relationship with.

- **Feedback**

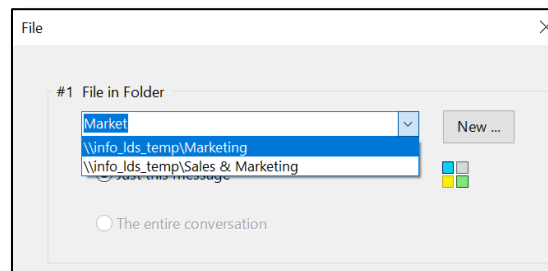
Provide Feedback at any time with this new menu command:



We want to hear from you!

- **Folders are easier to select**

Finding the best folder to file a message in, when Filing, Deferring or Delegating a message, is much easier as you can just type the first few letters and the list is filtered as shown below (just like in Gmail!):



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- **And much more:**

- **Sunset Versions**

Outlook 2010 and Windows 7 are no longer supported in line with their retirement by Microsoft.

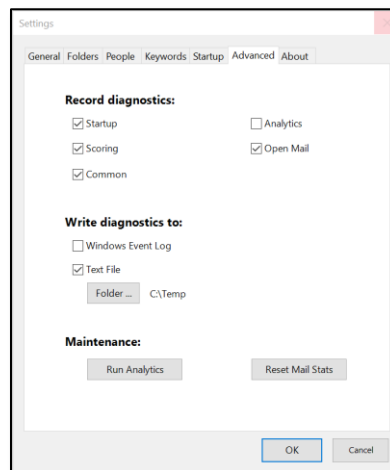
Integration with Skype for Business Online will continue to be supported in this version although it is due to be sunset on July 31st, 2021. Remember that Teams integration was introduced last year.

- **Improved display**

There have been further improvements to support 4K and other high-resolution displays.

- **More help options**

In the unfortunate event that you are having issues with CleanOut for Outlook there are even more options to provide diagnostics that will help fix the problem:

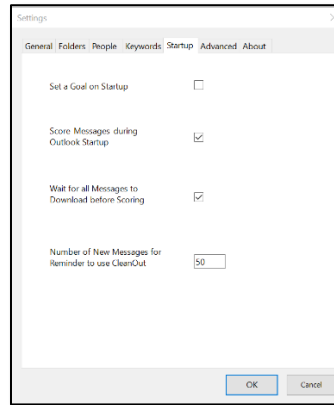


available on the Advanced tab in the Settings.

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- **Startup options**

Various features related to what happens when Outlook and CleanOut starts have been put on their own Startup tab in Settings:



The 'Score Messages during Outlook Startup' is designed for users who receive hundreds or thousands of emails between Outlook sessions and don't want to wait until CleanOut has scored all of their messages. Unchecking this option will mean that emails will have to be Scored manually (using the Score Mail option from the Lucky Duck ribbon) but gives the user more control over when it happens.

- Note that unchecking this option will disable the 'Wait for all Messages to Download before Scoring' option as it means NO messages will be scored at startup.
 - Users who receive hundreds or thousands of messages are encouraged to leave Outlook turned on overnight (with the appropriate Power Settings), as an alternative to having to use this option.
- **Improved stability**
Once again, this release contains numerous bug fixes so you should find the overall experience to be more robust and stable.

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