

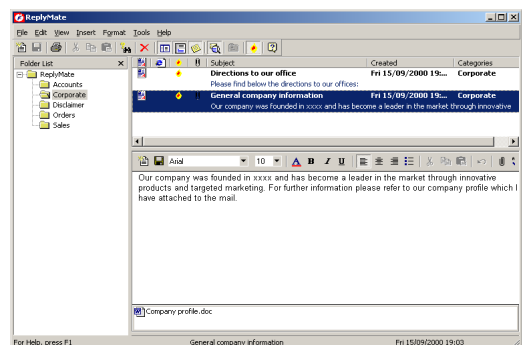
ReplyMate for Outlook 2000

Store and retrieve your standard responses

Responding to email is a repetitive task. How often do you find yourself sending a similar answer, or retyping the same text? Just imagine how much time you would save if you could paste a standard text into an email, or reply to an email by clicking on a button in Outlook and selecting the appropriate response? Not only would this save you a lot of time, it would also eliminate spelling mistakes, and ensure complete and consistent responses to your incoming emails.

What is ReplyMate?

With ReplyMate you can store frequently used texts (including attachments) in a Windows Explorer type storage system, enabling you to easily retrieve the text when you need it. By simply double-clicking on the text, it will automatically be pasted into your email message. Furthermore, ReplyMate adds Reply, Forward, and New buttons to your Outlook toolbar. After clicking on one of these buttons, ReplyMate will perform the appropriate function using the text you selected.



Using ReplyMate involves two steps:

1 Store your frequently used texts in ReplyMate

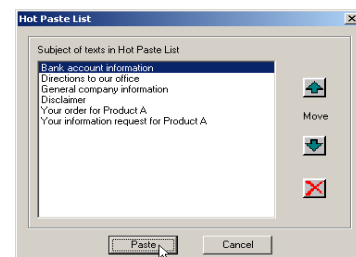
You can either enter texts directly into ReplyMate, or copy them from other applications such as emails, word processor documents or HTML files. By selecting a text and hitting the 'copy' hot key (standard F9), the text is automatically saved in ReplyMate.

2 Paste the stored texts into your emails

You can paste texts into your email message by hitting the 'paste' hot key (standard F10) and double-clicking on the text you wish to paste. You can also click on one of the ReplyMate buttons in Outlook, after which ReplyMate will create a reply, new or forward message with the text you selected.

Benefits

- o Speed up the email reply process.
- o Improve customer service.
- o Minimize spelling mistakes.
- o Lighten email workload.
- o Improve the effectiveness of emails.
- o Maintain a corporate knowledge base.



Text storage system

Never again retype addresses, URLs, general sales information and answers to frequently asked questions! ReplyMate stores all your texts in folders and subfolders for easy access. You can drag and drop, sort and search texts. By double-clicking on a text, it is pasted into your email message. The program also includes an Auto preview pane that shows the first line of text.

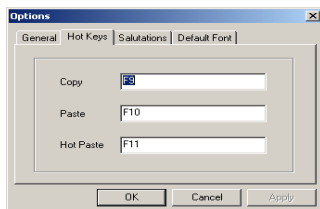


Attachments

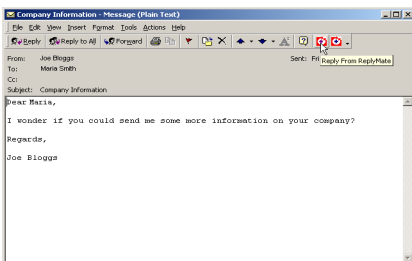
ReplyMate also stores attachments. When you paste a text with an attachment, the file will automatically be attached to the email.

Hot Keys

ReplyMate can be activated by customizable hot keys. By hitting the 'copy' hot key you can store a selected text or reply for later use. If you wish to paste a text, simply hit the 'paste' hot key and double-click on the text you wish to be pasted.



Outlook integration



ReplyMate adds New, Reply and Forward buttons to the Outlook toolbar that not only paste your text into the email, but also create

the appropriate reply, forward or new mail message. If you select an Outlook contact and click the ReplyMate New button, a new email will be created with the selected text, including the contact's email address and name.

Rich text and HTML

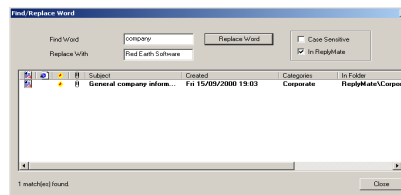
ReplyMate supports plain & rich text and HTML message formats, enabling you to make use of all lay-out options available.

Personal and shared folders

ReplyMate includes the possibility to use personal and shared folders.

Find and replace

This facility enables you to update words or attachments in one or more texts. For instance if a price list changes, you can use this function to update all ReplyMate texts that include the price list attachment.



Hot Paste

ReplyMate can store your frequently used texts in a 'Hot Paste' list. This saves you browsing to the appropriate directory each time you want to select the text. Simply hit the Hot Paste hot key or click on the Hot Paste button in Outlook and select your text from the drop-down list.

Salutations

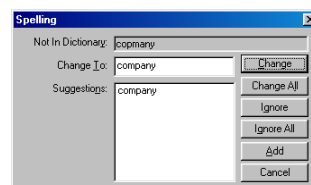
Users can specify salutations such as 'Dear' or 'Hi', that get added at the top of the mail. If the email is a reply email or a new email to an Outlook contact, the recipient's name is also included.

Direct Send

If you press the SHIFT key while you click on one of the ReplyMate Outlook buttons, the message will get sent straight after you select your text, without you having to press the 'Send' button.

Notes

In the Notes pane users can enter instructions for the use of the text.



Spelling checker

Use the spell checker to avoid spelling mistakes in your emails.

System requirements:

- Microsoft Windows 95/98/NT/2000/ME
- Microsoft Outlook 2000
- Microsoft Word 2000
- Microsoft Office Tools

Try it out for free

Download your free version from www.replymate.com!

