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ABOUT SENDLATER (FOR MICROSOFT® OUTLOOK®)

Send delayed and recurrent letters easily!

SendLater is a convenient tool for delayed and recurrent letter sending for Microsoft Outlook. This software solution lets to adjust time and range of sending for your letters. One more convenient option is DocTrack option that lets to automatize sending of the often edited documents to the selected recipients.

Now it is not necessary to stay by the computer to send letter at the exact time and no need to remember all the time about letter that must be sent.



We would also like to extend a special "thank you" to our numerous customers in the USA, United Kingdom, Australia, Belgium, Germany, Switzerland, France, Singapore, and other countries who implemented our programs for their everyday business needs - from personal and family use to Medical and Law Offices, Religious Services, Technology and Software production companies.



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 [SendLater demo](#)

 [SendLater website](#)

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 [SendLater demo](#)

 [SendLater website](#)

HOW TO BUY

➔ To **buy the license**, please [click here](#).

- All of our customers who have purchased the program or who have added a new license are eligible to get free updates for a year from the purchase date.
- If you are looking for other 4Team products for Microsoft® Outlook®, you can get them at significantly reduced prices; just send us an email with your order number, product name, and the number of licenses that you wish to purchase.
- For more information please check out [SendLater website](#).

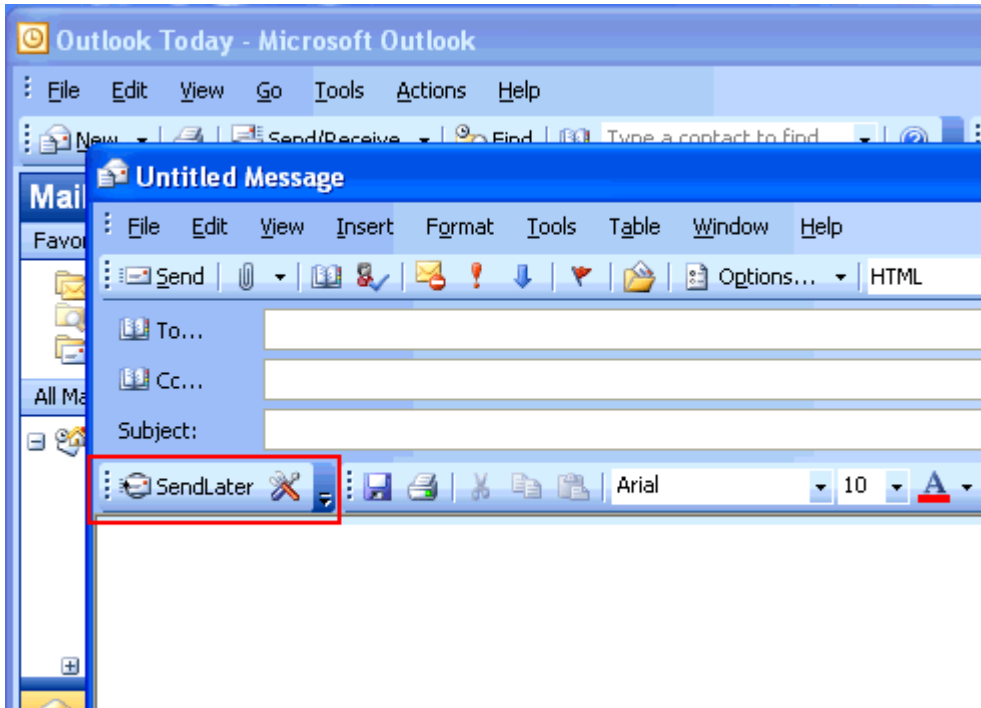
 [SendLater demo](#)

 [SendLater website](#)

HOW IT WORKS

Send Later button is added to the composed mails toolbar (New, Reply, Reply to All and Forward). When letter is ready **SendLater** button has to be pressed.

Opened form is used to set SendLater options for the email message. Then email message is stored in the SendLater folder, which is created after SendLater installation. All time until message is sent, all contents and SendLater options can be edited.



[SendLater demo](#)

[SendLater website](#)

FEATURES

✔ **SendLater now sends all e-mails without opening Outlook**

SendLater does not require to keep Outlook open when the time has come to send an e-mail. Even more - SendLater now has an option to send your unsent Outlook e-mails from Outbox without opening Outlook.

✔ **Avoid E-mail Server Sending Limitations**

Now it is possible to send emails to group of recipients in specified time intervals, so that large quantity of e-mails sent would not lead to your blocked email account because of server limitation violation.

✔ **Send E-mails on Custom Dates Specified**

Specify dates and times for e-mail to be sent without recurrence pattern.

✔ **Send E-mails on Specified Day Each N Hours**

Specify hourly interval to sent SendLater e-mails.

✔ **Send emails on the scheduled time**

Schedule date, time and recurrence for your e-mail message to be sent using time-and-date/recurrence selector. Send the message at daily, weekly, monthly or yearly intervals. Continue to send the messages until a certain date, 'x' number of times, or have no end date at all.

✔ **Address the reminder to one person or to multiple recipients**

Use SendLater as reminder. Address to one person or to the multiple recipients.

✔ **Resend letter with the file, which has been modified, automatically**

Using DocTrack mode of sending, files will be resent every time, when they are changed, automatically.

✔ **Manage SendLater emails in the SendLater folder**

Messages stored in "SendLater" folder can be edited, removed from the folder or sent manually.

✔ **Use Link to file/folder to send up to date file version/Attach a folder to the outgoing email**

Using link to the file/folder instead of the usual attachment let to send the newest version of the file on the scheduled time.

✔ **New ability to send letter to the group without showing all emails to all recipients/ Send Personally**

Select Personal mailing option to send emails to group as to separate recipients.

✔ **Schedule email and forget about its sending**

Scheduled messages are saved in the "SendLater" folder and sent automatically at the scheduled time.

✔ **Reach SendLater from the email message toolbar**

The "SendLater" icon will appear next to the "Send" icon on the opened message toolbar for your convenience.

✔ **Easy to use and manage**

In few clicks specify options for SendLater email, special skills are not required.

 [SendLater demo](#)

 [SendLater website](#)

SYSTEM REQUIREMENTS:

▶ **Software:**

- ✓ **Operating system:** Microsoft Windows® 2000/XP/2003/Vista/ Windows 7.
- ✓ Microsoft Outlook version 2002/XP, 2003, 2007, 2010
- ✓ Incompatible with Outlook Express®, or Outlook versions prior to 2000/XP (SP-2)

▶ **Hardware:**

- ✓ **CPU:** at least Pentium 400 MHz
- ✓ **Memory:** minimum requirement is 64MB (256MB recommended)

▶ **Minimum requirements** for optimum functioning of the program are:

- ✓ Microsoft Windows **Administrator rights** in order to install **SendLater** for Microsoft Outlook.

 [SendLater demo](#)

 [SendLater website](#)

DEMO

Before you start working with **SendLater**, in order to better understand its functionality, please check this [SendLater demo](#).

Note: Be sure that your computer is online (connected to the Internet) if you want to use this link.

 [SendLater demo](#)

 [SendLater website](#)

SENDLATER VERSIONS

- ▶ Trial - 14-day trial version contain all major functionality of the regular version. But in the bottom of the message advertising text (tag) is displayed. The ad message will be removed after activation.
- ▶ Full - a fully functional version.

 [SendLater demo](#)

 [SendLater website](#)

SOFTWARE UPDATE & ACTIVATION

▶ **What happens if you don't activate your copy of the product?**

Before you activate **SendLater** you may run it for a limited amount of time (trial version). **SendLater** will go into **Reduced Functionality Mode** when this trial period expires. In Reduced Functionality Mode, you will not be able use **SendLater**. No existing Outlook items or contacts will be harmed, and you can easily get **SendLater** out of this mode after activation.

▶ **Product Activation:**

1. Connect to the Internet.
2. Go to Microsoft Outlook **Help** menu, point to **4Team About** and select **SendLater**.
3. In the opened Form click the **Activate...** button.
4. Enter your* Activation Code in the Activation Code field.**
5. Click **Next**.

The program will continue functioning as a full version.

If you receive the **Activation failed** dialog, click "< Back" and reenter your Activation Code. If this does not help go to [Support](#) by phone or LiveChat.

*An Activation Code will be sent to you by e-mail after you purchase the product. You can purchase the product by clicking [here](#).

In order to activate the product, you need to purchase it and obtain the activation code. Click the **Buy online button in the About **SendLater** form to go directly to product website.

▶ **Software Update**

1. **Connect** to the Internet.
2. Go to Microsoft Outlook **Help** menu, point to **4Team About** and select **SendLater**.
3. In the opened Form Click the **Check for Update** button.
4. If a new version of the product has been released, **remove the old version** (Control Panel→ Add/Remove Programs) and **download and install the new one**.

Note: All your data will be saved and securely translated into a new version. Your Activation Code (your order number) will be required. Please click "**Activate**" in the product menu and enter the Code. You may purchase a group license or separate licenses for each group member from the product website. For program activation, the Code has to be entered on each group member's computer.

▶ **About product activation**

After the trial version period is over, you will need to activate your copy of the product in order to continue using it. This wizard will guide you, step-by-step, through the process of activating via the Internet or over the telephone. 4Team Product Activation is an anti-piracy technology designed to verify that software products have been legitimately licensed. It is quick, simple, and helps protect customer privacy. Product Activation works by verifying that a software activation code, which you must use in order to activate the product, has not been used on more personal computers than intended by the software's license.

Note: Please be aware that your Activation (License) Code is linked to your computer(s), and the program can be installed only on as many computers as licenses you have purchased. If you need to move the program to another computer, please contact our customer support.

An Activation Code will be sent to you by e-mail after you purchase the product. You can purchase it by clicking [here](#).

 [SendLater demo](#)

 [SendLater website](#)

INSTALLATION

▶ **Prior to installation:**

1. You need to have **Windows® Administrator rights** in order to install **SendLater for Microsoft® Outlook®**.
2. Please check that you are running Microsoft Outlook 2002 (SP-2), 2003 or 2007 or 2010 as **SendLater is incompatible** with any **Outlook** version **prior to 2002/XP (SP-2)**; check other System Requirements as well. You can update your Microsoft Outlook version [here](#).
3. Download the latest version of **SendLater** setup file from the [SendLater website](#) and save it to an easy to find place.

▶ **Installation steps:**

1. **Close** Microsoft® Outlook® and all open programs.
2. **Install** the previously downloaded product by opening/clicking the "setup" file from the location where you saved it. Follow the instruction on the screen.
3. **Start** Microsoft Outlook.
4. You are now ready to start using the program!

▶ **If installation was interrupted or incomplete,**

...the problem might be related to Microsoft Outlook integrity. Prior to reinstalling **SendLater**, please perform the following:

1. Uninstall Product (Start→ Control Panel→ Add or Remove Programs).
 2. Use the Detect and Repair feature in Microsoft Outlook Help menu to make sure it is operating properly. You may need the original Microsoft Office® or Microsoft Outlook CD-Rom. If Detect and Repair was unsuccessful, please address the issue to [Microsoft support team](#). Installation of 4Team software will not be possible until Microsoft Outlook integrity is restored.
- Please keep in mind that the "Detect and Repair" feature is not related to our software and recommended to be performed each time you experience functional problems with Microsoft Outlook.
 - Please refer to our FAQ & Troubleshooting section of the HELP documentation.
 - **For IT Professionals in order to restore Microsoft Outlook integrity:**
 - Use the "Detect and Repair " feature in your Microsoft Outlook (you may need the original Microsoft Office or Microsoft Outlook CD-Rom). If this feature is successfully fulfilled, you may proceed to the next step. If not, we recommend that you save your *.pst file and repeat the procedure, but this time with "Discard my..." checked. Use the SCANPST feature, which will check the integrity of your *.pst file. Find this file in your computer and remember the name. Close Microsoft Outlook.
 - Find the SCANPST.EXE file on your hard disk. Launch the program by clicking on SCANPST.EXE.
 - In the dialogue box click "Browse..." and choose the path for your *.pst file. Click "Open". Then click "Start". If the program finds any problems, click "Repair". Click "Close". If the problems persist, address them to [Microsoft support team](#).

Our **customer support** will be happy to answer all your questions regarding product installation and functionality, by [e-mail](#) or through [Live Help](#) Chat/Feedback on our Web site at: <http://sendlater.4team.biz>, over the phone at: (954) 796-8161.

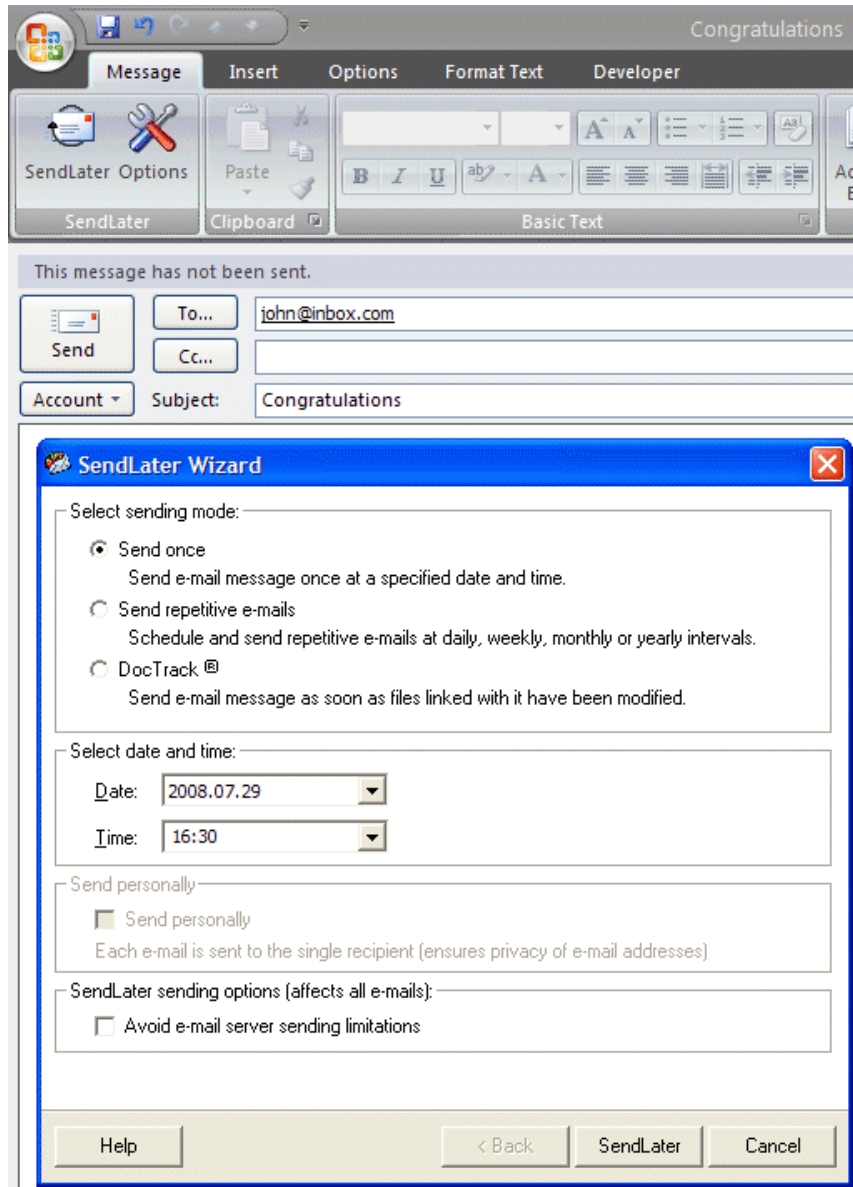
 [SendLater demo](#)

 [SendLater website](#)

SENDLATER IN MICROSOFT OUTLOOK 2007

After SendLater is installed to Microsoft Outlook 2007 version, **Send Later button** is added to the composed mails toolbar (New, Reply, Reply to All and Forward) in the **Add-Ins** menu. When letter is ready SendLater button has to be pressed.

Opened form is used to set SendLater options for the email message. Then email message is stored in the SendLater folder, which is created after SendLater installation. All contents and SendLater options can be edited until a message is sent.



► All unsent SendLater emails are stored in the **SendLater folder** until it is time to send them. See more...

- ▶ Sending once mode is used to send an email later. Only date and time can be adjusted. See more...
- ▶ When **Recurring mode** is selected, recurrence settings become available. See more...
- ▶ DocTack is email sending mode when email is sent automatically every time changes to linked files or folders are made. See more...
- ▶ In the **Attachments Tab** attachments for the email are specified. See more...
- ▶ Selecting **Advanced Tab** allows to specify some more option for SendLater emails. See more...

 [SendLater demo](#)

 [SendLater website](#)

SENDING ONCE

Sending once mode is used to send email later. Only date and time can be adjusted.

Select sending mode:

- Send once
Send e-mail message once at a specified date and time.
- Send repetitive e-mails
Schedule and send repetitive e-mails at daily, weekly, monthly or yearly intervals.
- DocTrack ®
Send e-mail message as soon as files linked with it have been modified.

Select date and time:

Date: 2008.07.29

Time: 16:30

Send personally:

Send personally
Each e-mail is sent to the single recipient (ensures privacy of e-mail addresses)

SendLater sending options (affects all e-mails):

Avoid e-mail server sending limitations

Help < Back SendLater Cancel

- ▶ Using calendar any **date** of sending can be selected.
- ▶ Time can be selected from the list or entered manually.

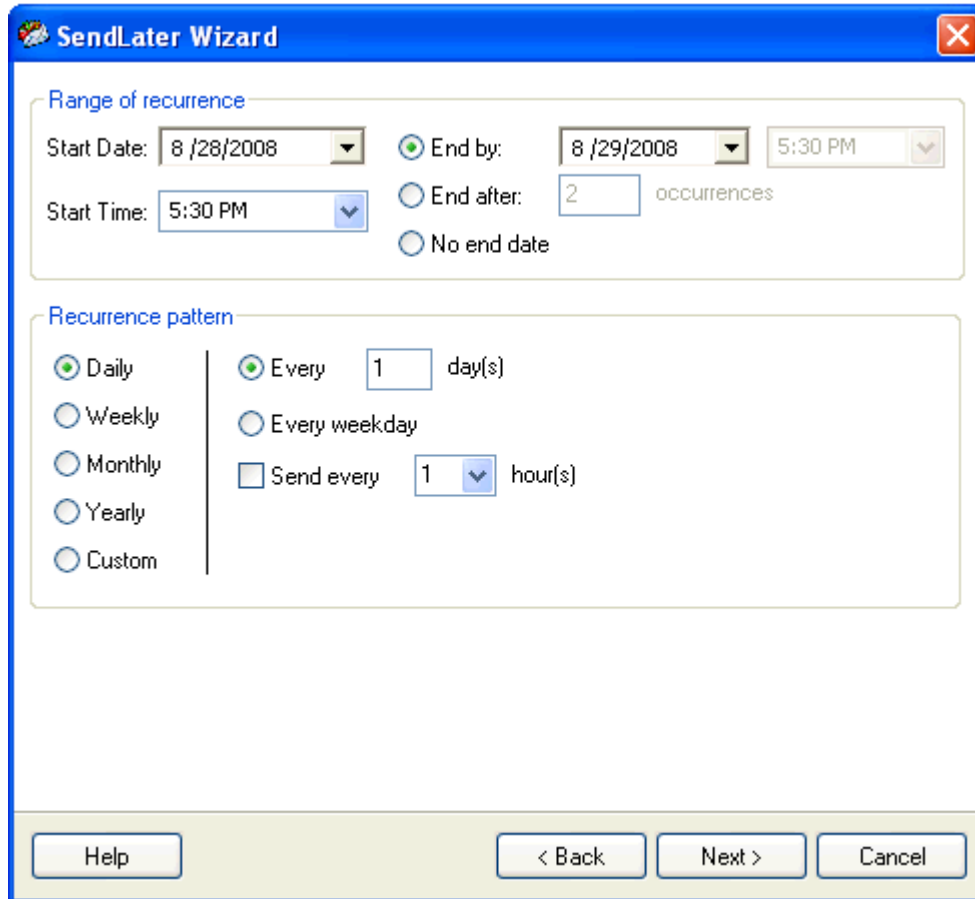
When date and time are adjusted button SendLater is used to save options and close the email, Apply Changes button is used to save changes, but allows to go back to the letter, Cancel button can be used to cancel all changes.

 [SendLater demo](#)

 [SendLater website](#)

SENDING RECURRENTLY

When **Recurring mode** is selected, recurrence settings become available in the form:



The screenshot shows the "SendLater Wizard" dialog box with the following settings:

- Range of recurrence:**
 - Start Date: 8 /28/2008
 - Start Time: 5:30 PM
 - End by: 8 /29/2008 5:30 PM (selected)
 - End after: 2 occurrences (unselected)
 - No end date (unselected)
- Recurrence pattern:**
 - Daily (selected)
 - Weekly (unselected)
 - Monthly (unselected)
 - Yearly (unselected)
 - Custom (unselected)
 - Every 1 day(s) (selected)
 - Every weekday (unselected)
 - Send every 1 hour(s) (checkbox unselected)

Buttons at the bottom: Help, < Back, Next >, Cancel.

▶ One from the **Recurrent patterns** can be selected:

- **Daily**
- **Weekly**
- **Monthly**
- **Yearly**

▶ One from the **Range of sending** can be selected:

- **Start on**
- **No end day**
- **End after <n> occurrences**
- **End by <date>**
 - ▶ **Time**

Time for email sending is adjusted.

When settings are adjusted, button **SendLater** is used to save options and close the email, **Apply Changes** button is used to save changes, but allows to go back to the letter, **Cancel** button can be used to cancel all changes.

 [SendLater demo](#)

 [SendLater website](#)

DOCKTRACK SENDING

DocTrack is email sending mode when email is sent automatically every time changes to linked files or folders are made.

SendLater Wizard

Range of recurrence

Start Date: 2008.07.29

End by: 2008.07.30

End after: 2 occurrences

No end date

Send personally

Send personally

Each email is sent to the single recipient (ensures privacy of email addresses)

SendLater sending options (affects all e-mails):

Avoid e-mail server sending limitations

Help < Back Next > Cancel

▶ DocTrack mode needs **Range of sending** to be specified:

- **Start on**
- **No end day**
- **End after <n> occurrences**
- **End by <date>**

DocTrack option can not send files with changes, until at list one of linked files is opened.

Read about other DocTrack sending options in the Advanced topic.

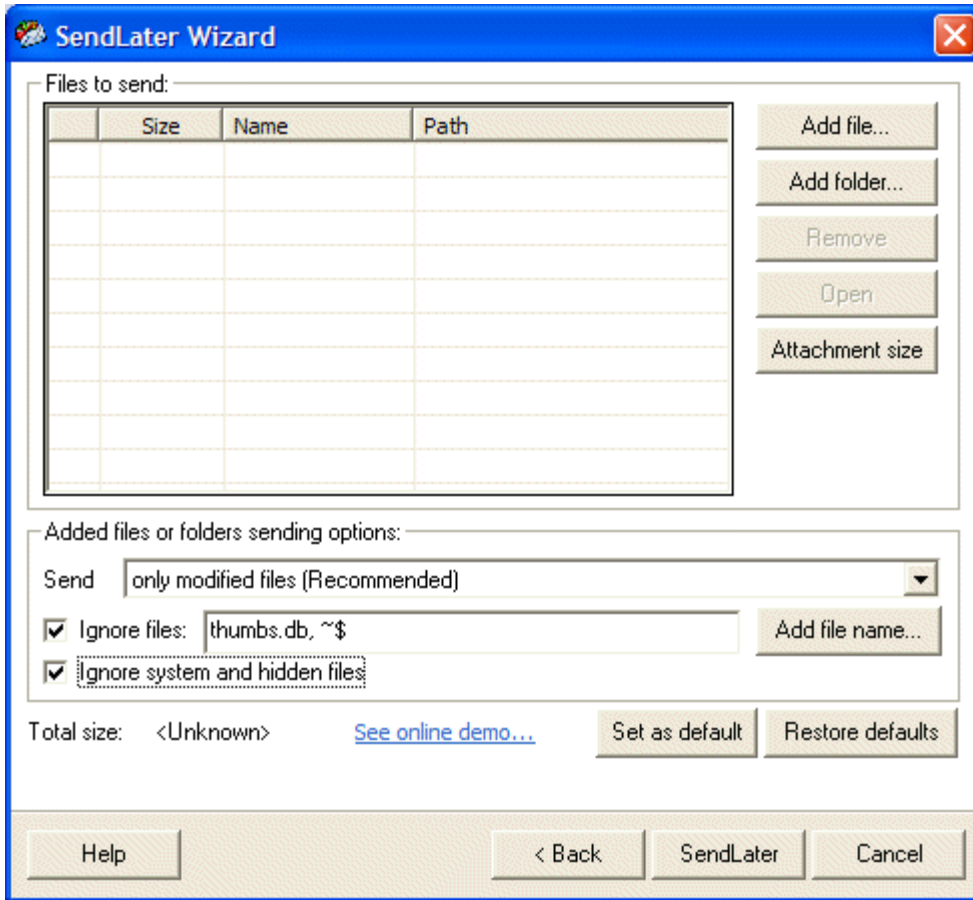
When range of sending is adjusted, button **SendLater** is used to save options and close the email, **Apply Changes** button is used to save changes, but let to go back to the letter, **Cancel** button can be used to cancel all changes.

 [SendLater demo](#)

 [SendLater website](#)

ATTACHMENTS AND ATTACHMENT OPTIONS

In the **Attachments Tab** attachments for the email are specified.



Two **types of attachments** are available for the SendLater emails:

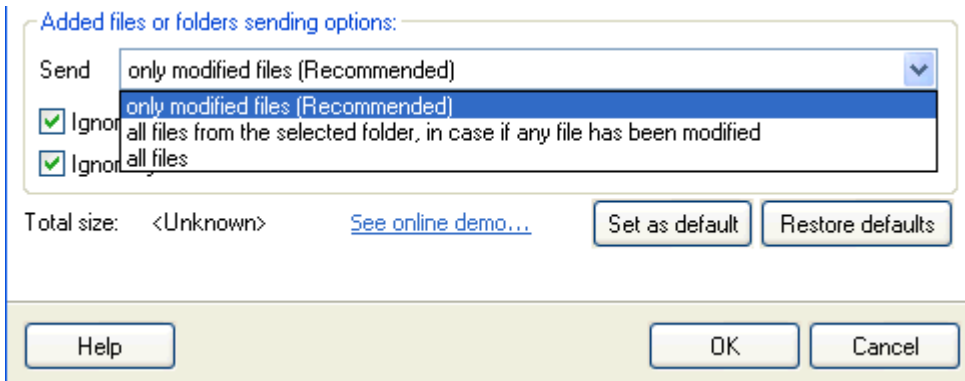
- **File Link**
- **Folder Link**

Icon, Name, Path and Size of attached files are displayed to the user.

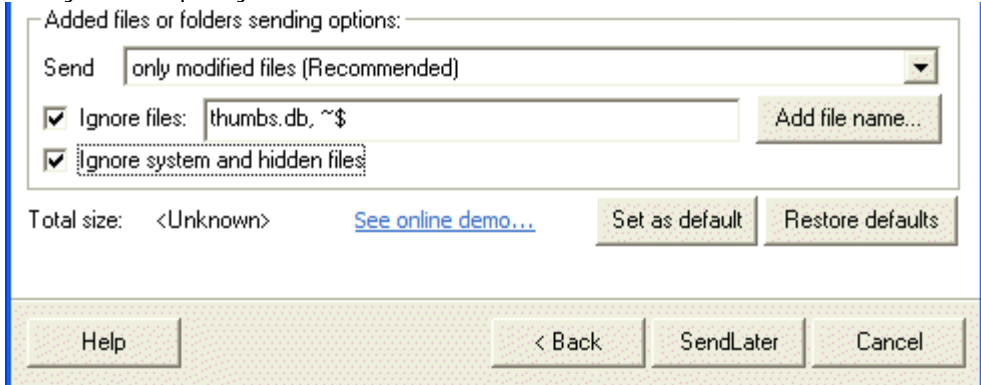
To **manage** attachments 5 buttons are used:

- **Add File...** button is used to add link of file.
- **Add Folder...** button is used to add link of folder
- **Open** button let to open attached file from the SendLater form.
- **Remove** button remove selected attachment from the list.
- button calculates total size of attached files/folders

You can choose one of attachment options:



Also you can specify which files not to send:



When all links are attached, button **SendLater** is used to save options and close the email.

 [SendLater demo](#)

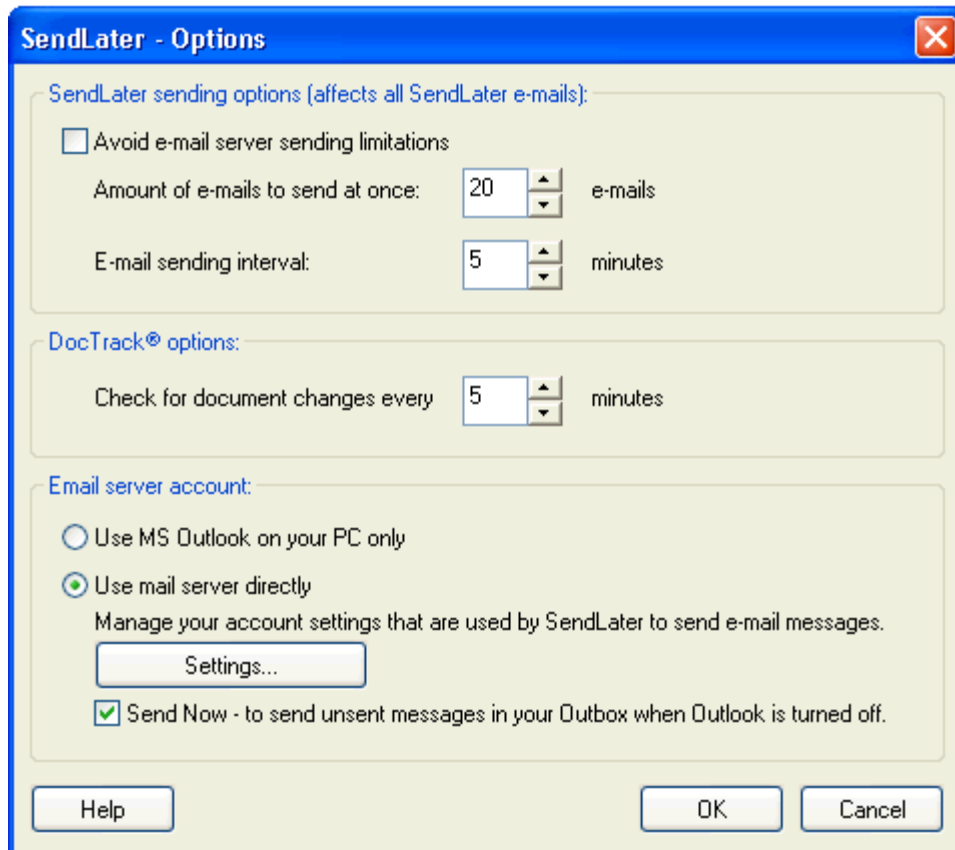
 [SendLater website](#)

SENDLATER OPTIONS

Specify **SendLater Options** from SendLater "Options" available from **Outlook>"Tools"** or via **SendLater toolbar** in "New" message window by clicking **SendLater Options button**.



You can change "**Avoid e-mail server sending limitations**" option from SendLater Wizard also.



The image shows a screenshot of the "SendLater - Options" dialog box. The dialog has a blue title bar with the text "SendLater - Options" and a close button (X) on the right. The main content area is divided into three sections:

- SendLater sending options (affects all SendLater e-mails):**
 - Avoid e-mail server sending limitations
 - Amount of e-mails to send at once: 20 e-mails (spin box)
 - E-mail sending interval: 5 minutes (spin box)
- DocTrack® options:**
 - Check for document changes every 5 minutes (spin box)
- Email server account:**
 - Use MS Outlook on your PC only
 - Use mail server directly
 - Manage your account settings that are used by SendLater to send e-mail messages.
 - Settings... (button)
 - Send Now - to send unsent messages in your Outbox when Outlook is turned off.

At the bottom of the dialog are three buttons: "Help", "OK", and "Cancel".

These **SendLater Options** are available:

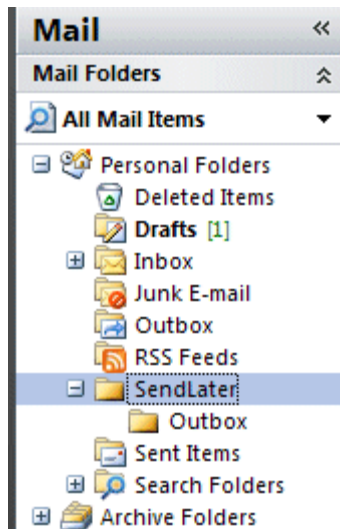
- ▶ **Avoid e-mail server sending limitations** - it is possible to send emails to group of recipients in specified time intervals, so that large quantity of e-mails sent would not lead to your blocked email account because of server limitation violation.
- ▶ **Check for document changes every X minutes - DocTrack** option, specify how often you want DocTrack to check for changed documents to send with SendLater.
- ▶ **"Email server account"** - specify if you want to sent your unsent messages via SendLater (use SMTP sserver directly) or via Outlook when Outlook is turned on. Specify SMTP account that will be used to send e-mail messages.
- ▶ **"Send Now - to send unsent messages in your Outbox when Outlook is turned off."** - specify if you want to sent your unsent messages via SendLater.

 [SendLater demo](#)

 [SendLater website](#)

SENDLATER FOLDER

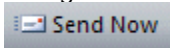
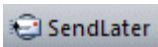
All unsent SendLater emails are stored in the **SendLater folder**, until it is time to send them.



Any changes to emails can be made in the SendLater folder.

Letters of Send once mode are sent from the SendLater Folder. Letters of the Recurrent and DocTrack mode are kept in the SendLater folder until their sending is proceeded. After sending date of the recurrent latter is set to the next date of sending.

Two buttons are used to manage emails in the folder:

- The **Send** button  is used to send email from SendLater Folder immediately.
- The **SendLater** button  is used to open SendLater form for editing of options (time, range, attachments, etc.)

 [SendLater demo](#)

 [SendLater website](#)

SEND SEVERAL EMAILS FORM

If several emails for editing are selected, then **SendLater-Several Emails Form** is opened to give the ability for user to select the right behavior.



1. Open setting for every selected email separately- SendLater will open SendLater form for each email, and changes can be applied to all selected emails.
2. Change SendLater emails time for All selected mails together - all emails will have the same settings.

Only time can be changed for several emails together. Email sending mode is changed to Send once.

 [SendLater demo](#)

 [SendLater website](#)

REMOVE ADVERTISING TEXT (TAG) AT EMAIL BOTTOM

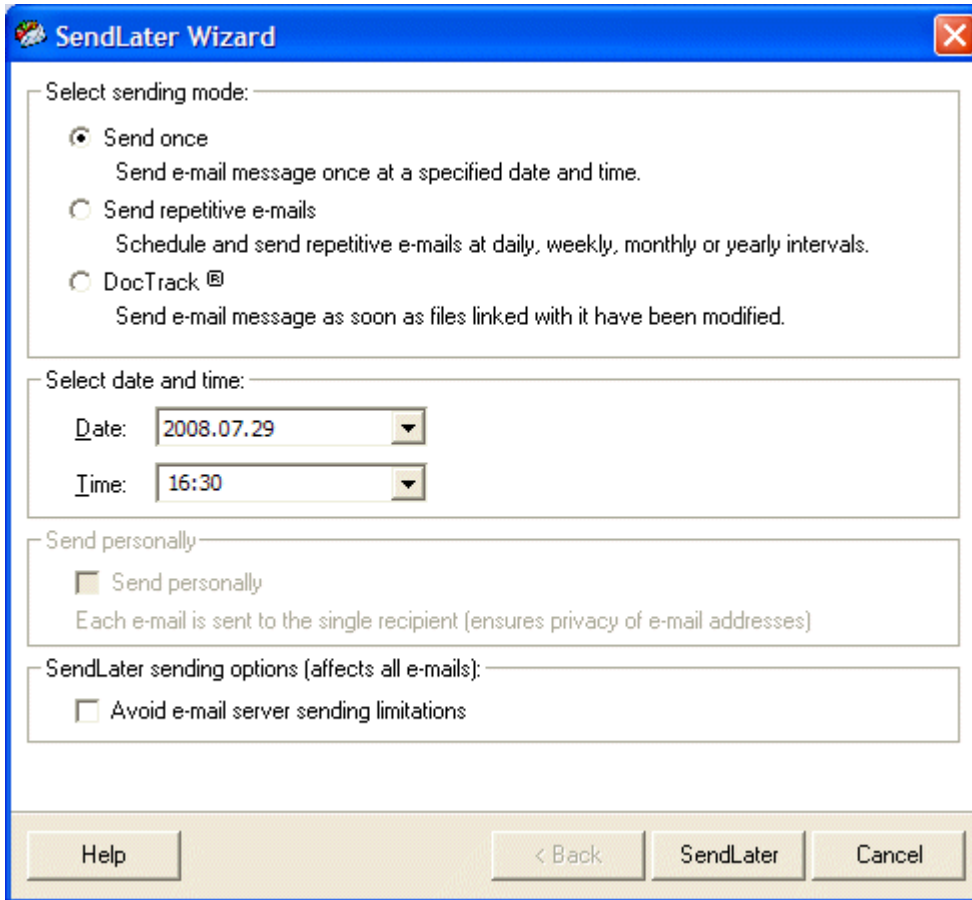
1. **Purchase** the license of the SendLater (http://www.4team.biz/purchase_sendlater.asp)
2. Get activation code and Insert it in the **Activation form**.
3. The ad message will be removed automatically after activation.

 [SendLater demo](#)

 [SendLater website](#)

ADJUST DOCTRACK OPTION

1. Select DocTrack sending mode in the SendLater Wizard.

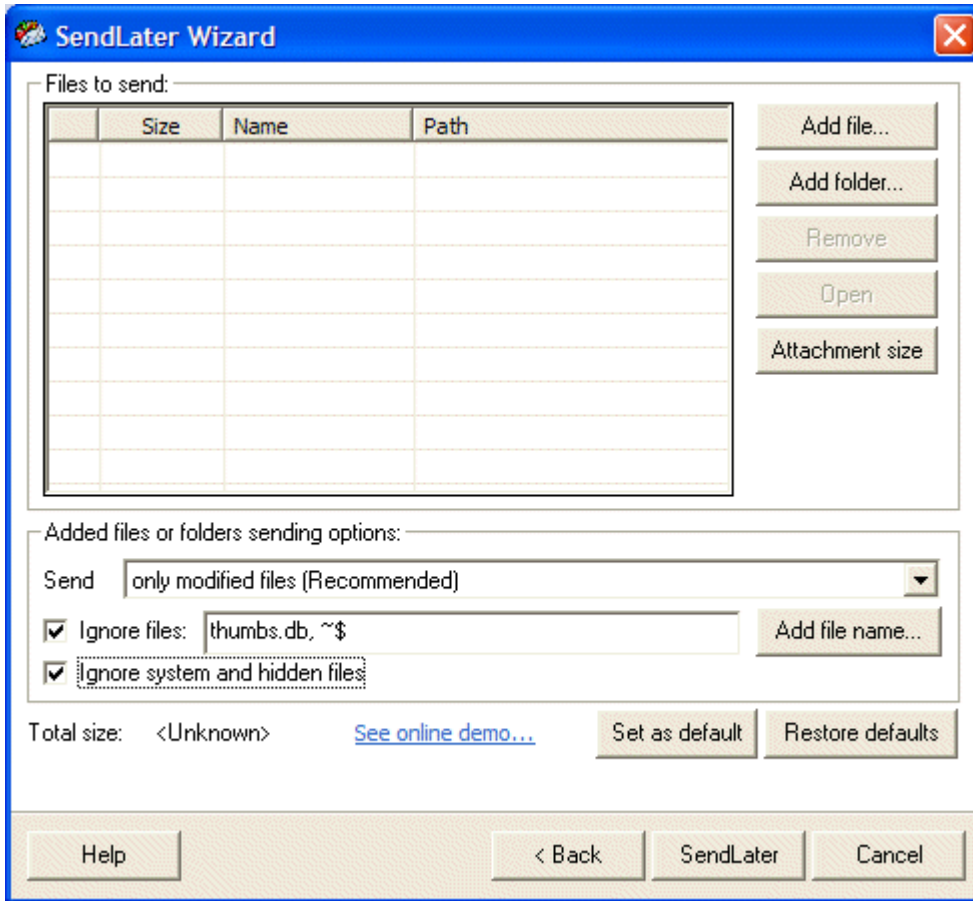


The screenshot shows the 'SendLater Wizard' dialog box with the following settings:

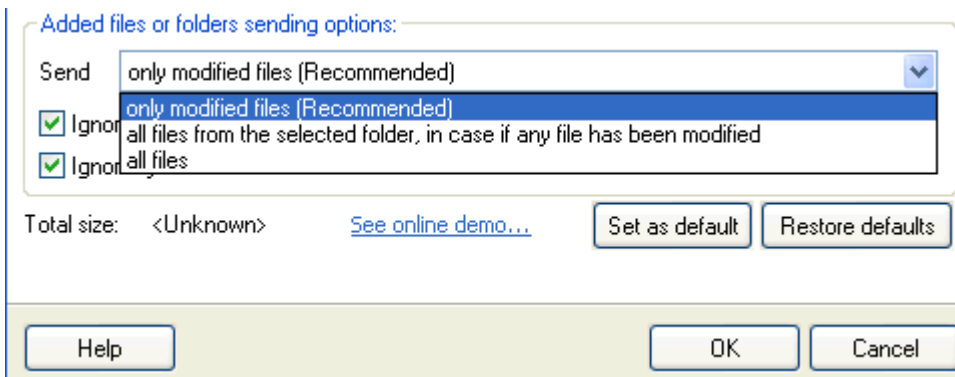
- Select sending mode:**
 - Send once
Send e-mail message once at a specified date and time.
 - Send repetitive e-mails
Schedule and send repetitive e-mails at daily, weekly, monthly or yearly intervals.
 - DocTrack @
Send e-mail message as soon as files linked with it have been modified.
- Select date and time:**
 - Date: 2008.07.29
 - Time: 16:30
- Send personally:**
 - Send personally
Each e-mail is sent to the single recipient (ensures privacy of e-mail addresses)
- SendLater sending options (affects all e-mails):**
 - Avoid e-mail server sending limitations

Buttons at the bottom: Help, < Back, SendLater, Cancel

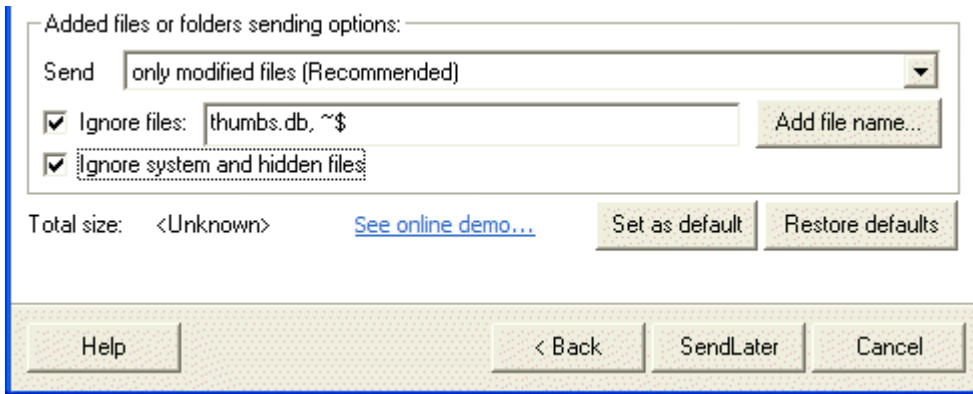
2. Attach links to file or folders in the Attachments step, where changes should be tracked.



3. If you use Folder link, additionally **specify** Options which files should be sent within this folder in the Attachments step (Note that all files from the folder are sent for the first time).



4. If you use Folder link you can also specify which files should not be sent within this folder.



5. Save applied options.

 [SendLater demo](#)

 [SendLater website](#)

SEND GROUP EMAIL PERSONALLY TO EACH RECIPIENT

1. Specify several recipients of the email.
2. Open SendLater form by clicking the **SendLater button**.
3. In the Personal mailing select Send Separately option.



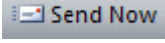
4. **Save** applied changes.

You can also send e-mails to a group of recipients in specified time intervals by selecting "**Avoid e-mail server sending limitations**" option.

 [SendLater demo](#)

 [SendLater website](#)

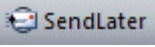
SEND SENTLATER EMAIL IMMEDIATELY

1. Open the SendLater folder.
2. **Select** email, that should be sent immediately.
3. Click the **Send button**  in the toolbar.

 [SendLater demo](#)

 [SendLater website](#)

CHANGE SETTINGS OF THE UNSENT MAIL

1. Open the SendLater folder.
2. **Select** email, that settings should be changed.
3. Click **SendLater button**  in the toolbar.
4. Make changes and click **SendLater button**.

 [SendLater demo](#)

 [SendLater website](#)

FREQUENTLY ASKED QUESTIONS (FAQ)

We suggest that you use "**Search**" to quickly find your answers.

▶ Purchase

1. **How do I purchase your software? What delivery options do I have?**
You can use your a credit card, PayPal, wire transfer, or check (for US only). All these options are available when you order a product from our website. All software from our website is downloadable, but you can also order the 4Team BCD, which contains installation files and documentation and is sent by regular mail.
2. **Do you provide a discount for non-profit organizations?**
Yes, we do. Send us your NPO statement of exemption by fax and indicate the name of the actual purchaser and his/her email address where we can send the Promo Code that will generate a 15% discount.
3. **I've just purchased the program but still don't have the Activation Code.**
We email Activation Codes within 24 hours after the purchase. But on workdays we usually send Activation Codes within 1 hour. Please send us an email or call us if you don't receive it within this period.
4. **I have purchased additional licenses, but my new activation code activates the wrong number of licenses now. What should I do?**
Please send us an email or call us after the purchase, and we will send you a new Activation Code.

▶ Installation

1. **I'm not a PC professional. Can I get help to install and tune-up the trial?**
Yes, you can get a free email and LiveChat Help support in order to install and tune-up the program properly. Please check the Support part of our Online Help.
2. **Must I have administrator's privileges in my computer's Windows user account if I want to install Product?**
Yes, you need to have Administrator rights to install **SendLater**.
3. **Will I loose all Product data if I reinstall it?**
No.

▶ Trying out SendLater

1. **The Demo that we have downloaded has now expired and we didn't get the chance to test it properly. Is there any way that we can download and try it again for another 14 days?**
Please send an extension request to support@4team.biz. Please provide your name, phone number, and your team size and describe the purpose of the extension.
2. **I have downloaded the product trial a month ago and now I am trying to install it. But I get message that "Your trial is over". What should I do?**
Please refer to 4Team support by e-mail or via live chat.
3. **How do I update from the previous product version to a new one?**
You must uninstall the previous version (go to Control Panel→ Add or Remove Programs) and download and install the new one.

 [SendLater demo](#)

 [SendLater website](#)

TRIAL (LICENSE) VERSION EXPIRED

Your trial version will expire in 14 days.

If you do not renew (activate) the trial version that is about to expire, you will not be able to use **SendLater**. It is necessary to purchase the license to make the program work.

[Click here](#) to buy.

 [SendLater demo](#)

 [SendLater website](#)

PRODUCT UPDATE

To update **SendLater** to a newer version, please do as follows:

1. **Connect** to the Internet.
2. Go to Microsoft Outlook **Help** menu, point to **4Team About** and select **SendLater**.
3. In the opened Form Click the **Check for Update** button.
4. If a new version of the product has been released, **remove the old version** (Control Panel > Add/Remove Programs) and **download and install the new one**.

Note: All your data will be saved and securely translated into a new version. Your Activation Code (your order number) will be required. Please click "**Activate**" in the product menu and enter the Code. You may purchase a group license or separate licenses for each group member from the product website. For program activation, the Code has to be entered on each group member's computer.

 [SendLater demo](#)

 [SendLater website](#)

TO UNINSTALL:

1. Close Microsoft Outlook.
2. Go to Start → Control Panel → Add or Remove Programs.
3. Find **SendLater** and click **Remove**.

 [SendLater demo](#)

 [SendLater website](#)

OTHER 4TEAM SOFTWARE

✔ **Groupware and Sharing tools for Microsoft® Outlook®:**

[ShareO](#) Groupware, sharing any personal Outlook folders without server.

[ShareCalendar](#) Share and synchronize Microsoft Outlook Calendar folders without a server.

[ShareContacts](#) Share and synchronize Microsoft Outlook Contacts folders without a server.

[Schedules4Team](#) Utilize a Microsoft Outlook workgroup calendar and Free/Busy time without a server with special "Grid view".

[Sync2PST](#) Synchronize Microsoft Outlook PST files. Sync Outlook folders between multiple PCs without a server using an external USB device or shared network folder (LAN), and a shared PST file.

[Sync2](#) Synchronize Microsoft Outlook data between multiple PCs using external USB device, shared network folder or FTP.

✔ **Fax Tools:**

[Fax4Office](#) Internet and regular fax solutions integrated with Microsoft Outlook and other Microsoft Office products.

✔ **Mail tools for Microsoft Outlook:**

[Send2](#) Send bulk e-mail to recipients from selected folders, e-mails, contacts, meetings, or tasks in one click.

[SendLater](#) Set a schedule for sending your e-mail messages.

[EmailResponder](#) Autorespond to incoming e-mail, based on your status (Away, Out of Office, Vacation, etc.)

[ReplyWith](#) MS Outlook tools simplifies the process of replying repetitive email messages using predefined email templates.

[Duplicate Killer](#) Management of duplicates items in the Contacts, e-mails, Notes, Tasks, Calendar Folders of Microsoft Outlook

[Voice2Mail](#) Make voice memos and send voice messages with your Microsoft Outlook. Record Skype and MSN. It is quick, easy and personal.

[Attachment2Zip](#) Automatically zip and encrypt (protect) sensitive e-mail attachments when sending Outlook messages.

[Ready2Send](#) Send e-mail messages from Outlook even it is not running.

✔ **Time saving tools:**

[Workgroup Calendar](#) Merge and synchronize Calendar folders within your Microsoft Outlook. View all of your appointments and events in one calendar.

[Easy2Add](#) Quickly create new events or tasks from plain English in your Outlook Calendar (appointments, meetings, all day events) and Outlook Tasks folders.

[Notes2](#) Create and stick notes to Outlook e-mails, tasks, contacts, and appointments.

[Outlook Date Stamper](#) Insert date and time into Outlook Contacts, Tasks, Emails, Appointments and other MS Outlook items with a click of a button

✔ **Contacts Tools:**

[Signature2Contacts](#) Capture name and address into Microsoft Outlook address book automatically.

[Contacts2Distribute](#) Add Contacts from selected categories to Distribution lists in a few clicks.

✔ **Outlook Express / Windows Mail plugins:**

[Outlook Express Duplicate Remover](#) Remove duplicates in the Inbox, and other e-mail Folders of Microsoft Outlook Express or Windows Vista Mail.

[Outlook Express Duplicate Killer](#) Remove e-mail duplicates from Outlook Express and Windows Vista Mail. Delete duplicated contacts from Address Book and Windows Vista Contacts.

[vCard Converter for Outlook Express](#) Import vCard format files to the chosen Outlook Express or Address Book Contact Folder.

✔ **Import-Export Utilities for Microsoft Outlook:**

[vCard4Outlook](#) allows its users to easily convert (import-export) all their Outlook Contacts information from/to vCard format.

[SyncWiz](#) Convert (import-export) Outlook Calendar and Contacts from/to vCard, vCalendar, iCalendar file format

✔ **Developers Tools:**

[Sync2DB](#) Connect any SQL database with Microsoft Outlook

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 [SendLater website](#)

REPORT PROBLEM, SUGGESTIONS

- By Online Support Form: http://www.4team.biz/support_form.asp
- By "Live Help" at <http://sendlater.4team.biz> or <http://www.4team.biz>.
- By e-mail at: support@4team.com.
- By telephone at: +1 (954) 796-8161.

 [SendLater demo](#)

 [SendLater website](#)

SUPPORT, CONTACT US

➔ Troubleshooting and Support procedure (Get Support):

1. Make sure that you are running the **latest version** of **SendLater** on your workstation. You can download the latest product release from the 4Team Corporation [SendLater website](#) using the **Try Now** link.
2. **Update your Office/Outlook** with the latest updates that improve the stability and security of Microsoft Office. [Click here](#) to go to the Microsoft Office website.
3. Check System Requirements.
4. Refer to Installation procedure.
5. Search the product FAQ.
6. **Contacting Support:** If you cannot solve your problem by any of the previous steps, please send a Bug Report e-mail (**SendLater** toolbar→ About button→ Report a Problem...) to support@4team.com, or submit the [Online Support Form](#), or use [Live Help](#) with the following information:
 - A **detailed description** of the problem. Include the steps you have already taken to fix the problem, and where appropriate, the steps to take in order to repeat the problem.
 - The **Product version** that you are running (**SendLater** toolbar→ **About** button).
 - The **operating system and Office/Outlook version** of the computer running the product.
 - **Screenshots** if available (press PrintScr on the keyboard and paste (Ctrl + V) to Word® or any available picture editor).

Note: Please remember to keep all conversation history when you reply to our e-mails. [Click here](#) to submit the **Online Support Form**.

➔ We provide full support for product trial and full versions:

- By e-mail at: support@4team.com and [Online Support Form](#).
 - By telephone at: +1 (954) 796-8161 (**pre-sale questions, activations, billing**)
 - By "Live Help" at <http://sendlater.4team.biz> or www.4team.biz.
- ➔ To **buy the license**, please [click here](#).*
- All our customers who purchase the program or add a new license are eligible to get free updates for one year from the purchase date.
 - If you are looking for other 4Team products for Microsoft Outlook, you can get them at significantly discounted prices; just send us an e-mail with your order number, product name, and number of licenses that you wish to purchase.

!!! Note: We do not provide support for Microsoft Outlook; please refer to the resources at [Microsoft website](#).

* Make sure that your computer is connected to the Internet if you want to use this page for orders and support.

 [SendLater demo](#)

 [SendLater website](#)