

# **SendLater Printed Documentation**

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# Startup & About SendLater

## ABOUT SENDLATER (FOR MICROSOFT® OUTLOOK®) Free/Pro Edition

Send delayed and recurrent\* e-mail letters easily!



**SendLater** is a software tool for delayed and recurrent\* e-mail sending for Microsoft Outlook.

The software has two editions: Free and Pro.

SendLater is conveniently located close to the "Send" button on the message dialog and helps you quickly set up a delayed e-mail in one click.

This software solution allows adjustment of time and range of sending for your letters.

### **Use cases include:**

- e-mail reminders setup at custom or predefined delayed time intervals in one click
- delayed recurrent\* e-mail
- sending e-mail even if Outlook is closed\*
- Send Personally\* for e-mails sent to a group
- DocTrack\* - automatic sending of the frequently edited documents to selected recipients.
- Customized\* SendLater Pro Add-in for Microsoft Outlook as an e-mail scheduling solution for your company.

Now it is not necessary to stay by the computer when sending e-mail messages at the exact time and no need to remember all the time about the e-mail 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.



\*These features are only available with Pro Edition.

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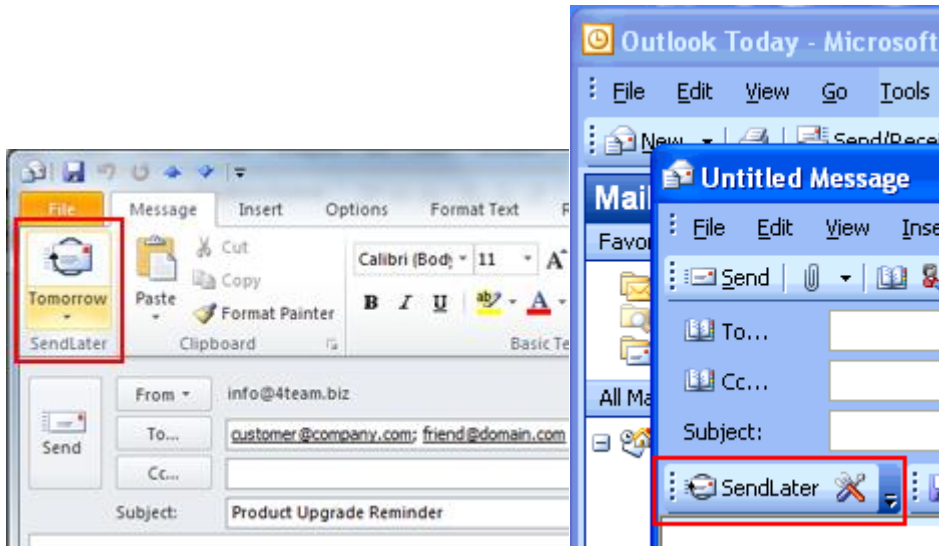
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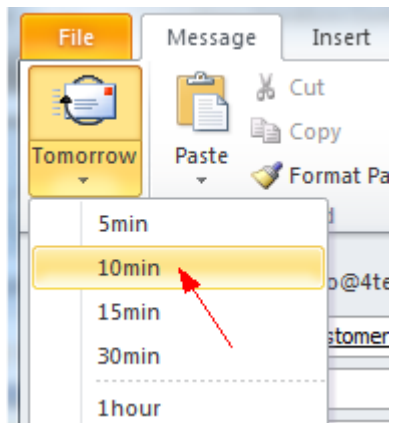
- ➔ To **buy the Pro Edition license**, please [click here](#).
- All of our customers who have purchased the program license or who have added a new license are eligible to get free updates for a year from the purchase date.
- You can purchase SendLater Pro Edition as part of discounted product bundles available at: [http://www.4team.biz/save\\_and\\_bundle/](http://www.4team.biz/save_and_bundle/)
- If you are looking for other 4Team products, 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](#).

## HOW IT WORKS

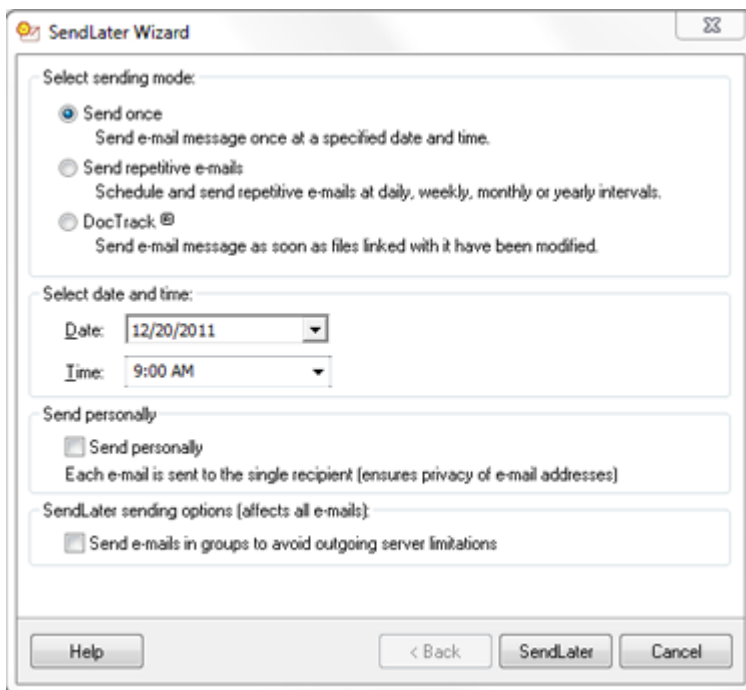
The SendLater button is available from the e-mail message toolbar. Click it when the e-mail is ready.



The immediate and quick method to set up an e-mail delay is to click the drop-down menu button and select a predefined delay time.



The SendLater Wizard will open a form where you can adjust the SendLater options for e-mail messages.



All delayed e-mail messages will be stored in the SendLater folder in default Microsoft Outlook Personal folder, which is created after SendLater installation. The time value until the message is sent, as well as all the contents and SendLater options can be edited.

The delayed messages will be sent automatically when the time comes regardless\* of whether Outlook is open or not (PC must be on).

\*These features are only available with Pro Edition.

## FEATURES

[Click on each feature to find out more.](#)

### FREE VERSION FEATURES:

✓ **Personal FREE tool for email scheduling**

The easy-to-use free tool SendLater allows you to send delayed messages at the specified time with Microsoft Outlook in a few clicks

✓ **Send e-mails once at a scheduled time automatically**

Schedule date and time for your e-mail message to be sent using the time-and-date selector.

✓ **Send E-mails on Specified Dates**

Specify dates and time for an e-mail to be sent without a recurrence pattern.

✓ **One-click setup of delayed e-mail with predefined delay time.**

The immediate and quick method to set up e-mail delay is to click the SendLater drop-down menu button and select a predefined delay time. Next time you just need to click the SendLater button to set up your delayed e-mail.

✓ **Convenient Outlook e-mail personal reminders**

Set up your own e-mail address as a recipient, specify reminder sending time and never miss an important date or deadline again.

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

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

✓ **Manage SendLater e-mails in the SendLater folder**

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

✓ **Schedule e-mail and forget about its sending**

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

✓ **Integration with standard Outlook Message Options dialog**

The "Do not deliver before" option in the "Message Options" dialog will be applied for SendLater messages. Vice versa, if the SendLater "Send once" option is set for the message, it will also be shown in the standard "Message Options" dialog.

✓ **Very simple and intuitive user interface making it easy to get started**

Reach SendLater easily from the email message toolbar. The "SendLater" icon will appear next to the "Send" icon on the opened message toolbar for your convenience. In a few clicks specify options for your delayed e-mail, special skills are not required

### PRO EDITION VERSION FEATURES:

✓ **Features of Free version plus below**

✓ **Send repetitive e-mails at scheduled time intervals**

Schedule date, time and recurrence for your Microsoft Outlook e-mail message to be sent. Send the reminders or repetitive email messages at daily, weekly, monthly, yearly or custom intervals. Continue to send the messages until a certain date or without any end date set. Specify the number of times the repetitive e-mails should be sent.

✓ **Send E-mails on a Specified Day Each N Hours**

Specify hourly intervals to send the SendLater e-mails.

✓ **SendLater sends all e-mails even if Outlook is closed**

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

✓ **DocTrack. Attach documents to the scheduled delayed e-mail automatically.**

The DocTrack option allows you to send the linked documents automatically as soon as they are modified.

✓ **Re-send e-mail with a modified file automatically**

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

✓ **Use Link to file/folder to send an up to date file version/Attach a folder to the outgoing e-mail**

Using a link to the file/folder instead of a usual attachment allows sending the newest version of the file at a scheduled time.

✓ **Use Send Now feature to send e-mail messages from mailto links without opening Outlook**

Use the Ready2Send/Send Now feature to send email messages from mailto links on web pages, Microsoft Word and Excel or other programs without opening Outlook. No more unsent messages in your Outbox.

✓ **Send Personally. A group message sent personally to a single recipient.**

Use the Send personally feature to conceal any information about other recipients of the same group message. In this case the recipient will only see his/her name and address in the To, CC or BCC fields, as if the message has been sent to the recipient personally.

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

Split large recipient lists into smaller groups. Now it is possible to send e-mails to a group of recipients at specified time intervals, so that the large quantity of sent e-mails would not lead to blocking your e-mail account because of the server limitation violation.

✓ **Custom e-mail scheduling Add-in for Microsoft Outlook and Exchange for your company.**

4Team will develop an e-mail scheduling tool designed specifically for your needs.

You can request your solution here:

<http://www.sendlateremail.com/Questionnaire.aspx>

## **SYSTEM REQUIREMENTS:**

▶ **Software:**

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

▶ **Hardware:**

- ✓ **CPU:** at least Pentium 600 MHz (1GHz recommended)
- ✓ **Memory:** minimum requirement is 128MB (512MB recommended)

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

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

## Demo

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

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

## **SENLATER VERSIONS**

- ▶ Free - free version is feature limited SendLater. In the bottom of the message advertising text (tag) is displayed. The ad message will be removed after Pro features [activation](#).
- ▶ Pro Edition - a future rich version.

[Free and Pro Edition versions comparison table](#)

## SOFTWARE UPDATE & ACTIVATION

### Pro/Full/Enterprise Edition only.

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

Before you activate **SendLater Pro Edition** you may run it as Free version in **Reduced Functionality Mode**. In Reduced Functionality Mode, you will not be able use **SendLater Pro Edition** Features. No existing Outlook items or contacts will be harmed, and you can easily get **SendLater Pro** features 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**

In order to use Full/Enterprise/PRO version features you will need to activate your copy of the product in order to 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](#).

## SendLater Printed Documentation

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

## 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.

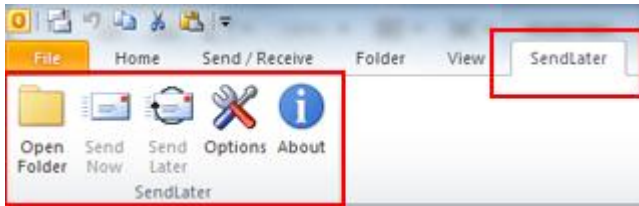
- 
- Please keep in mind that the "Detect and Repair" feature is not related to our software and recommended to be performed each time you experience functional problems with Microsoft Outlook.
- Please refer to our FAQ & Troubleshooting section of the HELP documentation.
- **For IT Professionals in 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://www.sendlateremail.com>, over the phone at: (954) 796-8161.

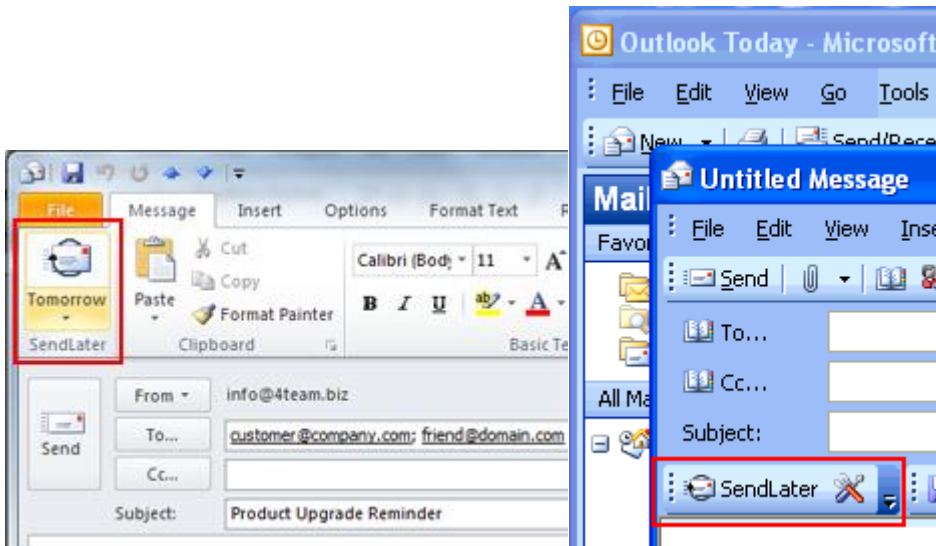
# Working with SendLater

## SENLATER IN MICROSOFT OUTLOOK

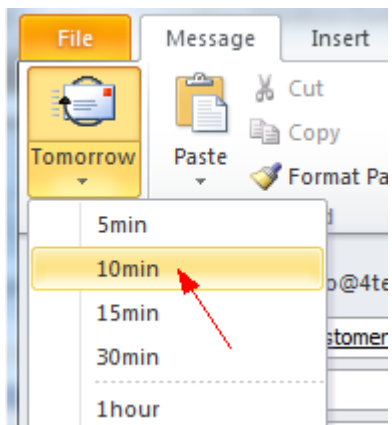
After SendLater is installed to Microsoft Outlook, the **SendLater menu** is added to the Outlook toolbar menu.



The **SendLater button** is available from the composed Message toolbar.

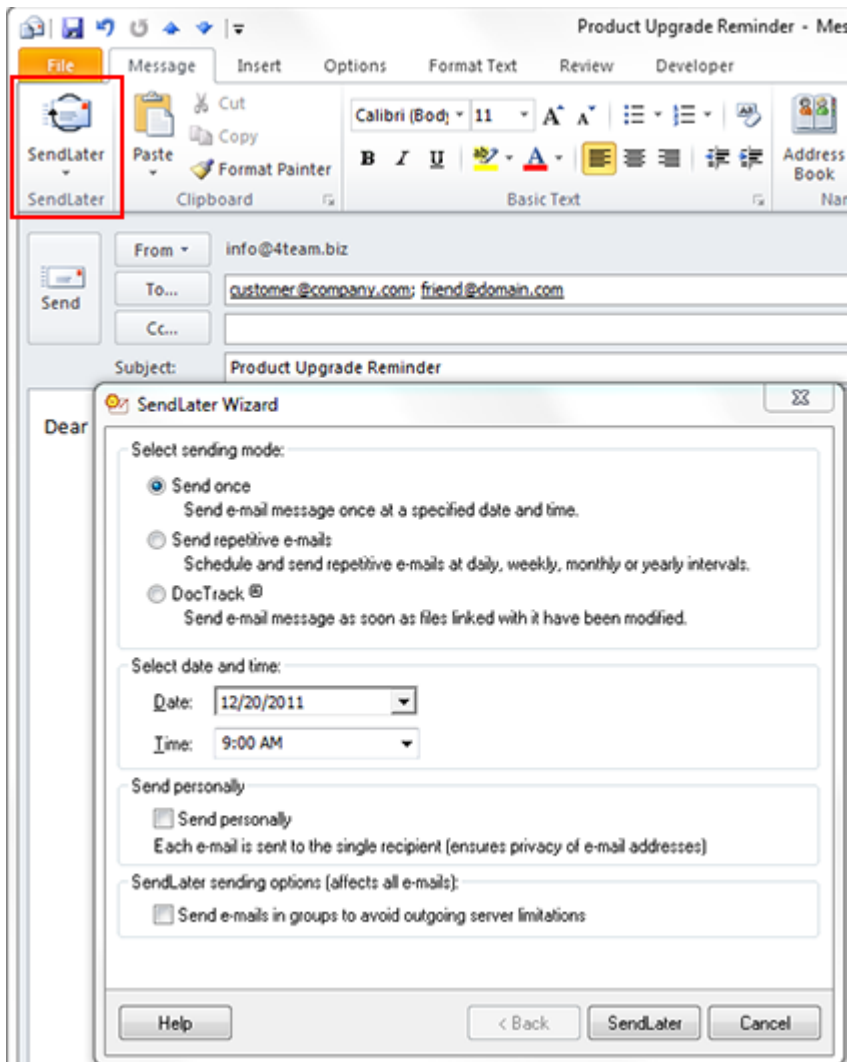


When an e-mail message is ready, the immediate and quick method to set up an e-mail delay is to click the drop-down menu button and select a predefined delay time.



For advanced e-mail delay options, click SendLater button (instead of "Send").

The SendLater Wizard will open a form where you can adjust SendLater options for the e-mail messages. The delayed e-mail message is stored in the SendLater folder, which is created after SendLater installation. All contents and SendLater options can be edited until the message is sent.



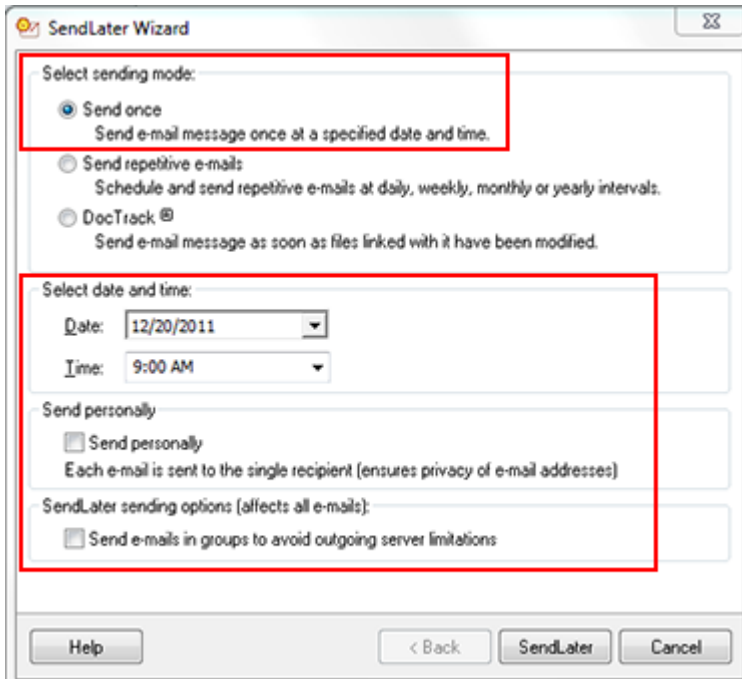
- ▶ All unsent SendLater e-mails are stored in the **SendLater folder** until it is time to send them. [See more...](#)
- ▶ The Sending once mode is used to send an e-mail later. Only date and time can be adjusted. [See more...](#)
- ▶ When the **Recurring\* mode** is selected, recurrence settings become available. [See more...](#)
- ▶ DocTrack\* is the e-mail sending mode when an e-mail is sent automatically every time changes to linked files or folders are made. See more...
- ▶ **Send personally\*** - Use the Send personally feature to conceal any information about other recipients of the same group message. In this case, the recipient will only see his/her name and address in the To, CC or BCC fields, as if the message has been sent to the recipient personally.
- ▶ **Send e-mails in groups to avoid outgoing server limitations\*** - it is possible to send e-mails to a group of recipients at specified time intervals, so that the large quantity of sent e-mails would not lead to blocking your e-mail account because of the server limitation violation (spam filters).

\*These features are only available with Pro Edition.

# SendLater Wizard

## SENDING ONCE

In the "**Sending once**" mode only date and time can be adjusted for delayed e-mail messages.



- ▶ Select date using calendar or enter it manually.
- ▶ Select time from the list or enter it manually.

When date and time are adjusted, click SendLater button to finalize delay options and save the message to the [SendLater Folder](#).

## SENDING RECURRENTLY\*

In the **Recurring mode** the SendLater Wizard offers two options steps: Scheduling and Sending.

### Scheduling includes recurrence settings:

The screenshot shows the 'SendLater Wizard' dialog box. It has a title bar with a close button. The main area is divided into two sections: 'Range of recurrence' and 'Recurrence pattern'.  
 In the 'Range of recurrence' section, there are three radio buttons: 'End by:' (selected), 'End after:', and 'No end date'. The 'End by:' option is set to '4/20/2012' at '9:00 AM'. The 'End after:' option is set to '2' occurrences. The 'Start Date' is '4/19/2012' and the 'Start Time' is '9:00 AM'.  
 In the 'Recurrence pattern' section, there are several radio buttons: 'Daily' (selected), 'Weekly', 'Monthly', 'Yearly', and 'Custom'. To the right of these are options for 'Every 1 day(s)', 'Every 1 weekday(s)', 'Send every 1 hour(s)', and 'Exclude weekends'.  
 At the bottom of the dialog are buttons for 'Help', '< Back', 'Next >', and 'Cancel'.

The following recurrent patterns can be selected:

- **Daily** - the message will be sent every day at the adjusted time.
- **Weekly** - the message will be sent every selected number of weeks on the adjusted day and at specified hour of the week.

This screenshot shows the 'Recurrence pattern' section of the wizard with 'Weekly' selected. It features a 'Regur every 1 week(s) on:' section with checkboxes for 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. The 'Thursday' checkbox is checked. Below this is a 'Send every 1 hour(s)' option.

- **Monthly** - the message will be sent every selected number of months on the adjusted day of the month.

This screenshot shows the 'Recurrence pattern' section of the wizard with 'Monthly' selected. It features a 'Day 19 of every 1 month(s)' option and a 'The Third Thursday of every 1 month(s)' option.

- **Yearly** - the message will be sent every year on the adjusted day of the year.

## SendLater Printed Documentation

Recurrence pattern

Daily

Every

Weekly

Monthly

Yearly

Custom

The   of

- **Custom** - the message will be sent on the selected day(s) and at the selected time.

Recurrence pattern

Daily

Weekly

Monthly

Yearly

Custom

Select date:

Select time:

Add >

Remove

Selected days:

- 4/19/2012 at 9:00 AM
- 6/8/2012 at 12:30 PM
- 6/27/2012 at 7:30 PM

The following **Range of sending** can be selected:

- **Start on** - the starting date of sending a recurrent e-mail.
- **No end day** - the message will be sent recurrently, without the ending date.
- **End after <n> occurrences** - the message will be sent until the adjusted number of recurrences is exceeded.
- **End by <date>** - the message will be sent until a specified date.

**Time** - the time for e-mail sending is adjusted.

### Sending options:

You can here adjust [Send Personally](#), Avoid the e-mail server limitations, and [manage attachments](#).

SendLater Wizard

Send personally

Send personally

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

SendLater sending options (affects all e-mails):

Send e-mails in groups to avoid outgoing server limitations

Manage attachments...

[See online demo...](#)

Help < Back SendLater Cancel

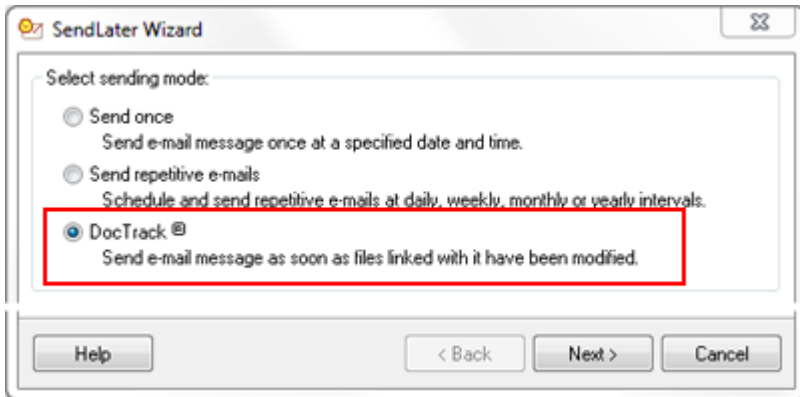
When settings are adjusted, click the **SendLater** button to finalize the delay options and save the prepared message to the [SendLater Folder](#).

\*This feature is only available with Pro Edition.

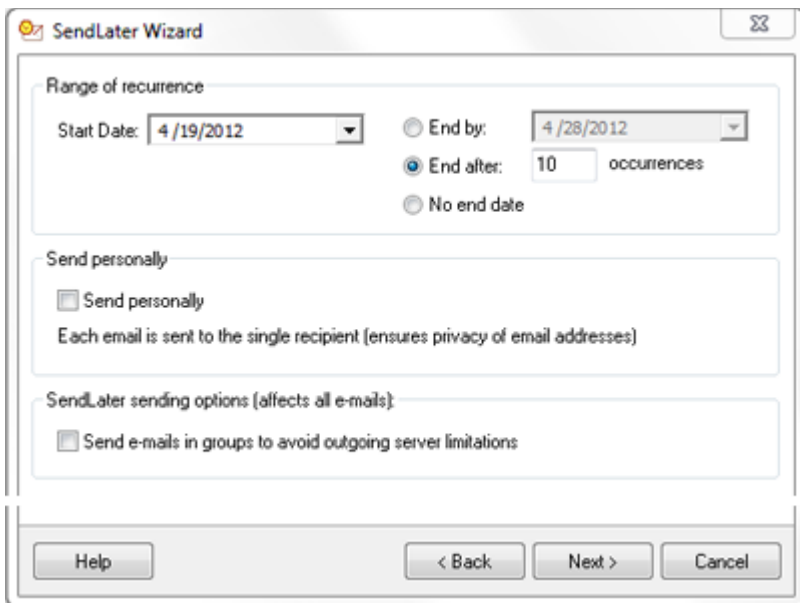
## DOCKTRACK SENDING\*

DocTrack is an e-mail sending mode when email is sent automatically every time some changes to linked files or folders are made.

In the **DocTrack mode**, the SendLater Wizard offers two options: **Sending** and **Attachment**.



### Sending:



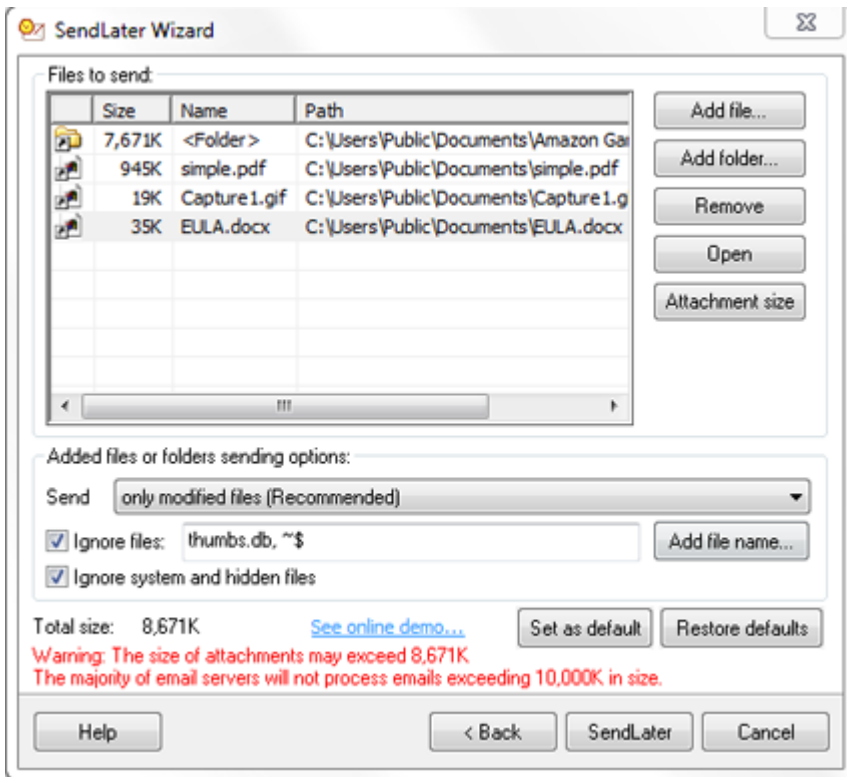
The DocTrack mode requires the **Range of recurrence** to be specified:

- **Start on** - the starting date of DocTrack sending.
- **No end day** - the DocTrack mode will not have the ending date.
- **End after <n> occurrences** - the e-mail with DocTrack will be sent until the adjusted number of recurrences is exceeded.
- **End by <date>** - the e-mails with DocTrack will be sent until the specified date.

### Attachments options:

Here you can add/remove files and folders, open attached documents and adjust filters.

## SendLater Printed Documentation



The DocTrack option can-not send files with changes, until at least one of the linked files is opened.

Learn more about working with Attachments in the [Attachments and Attachment Options](#).

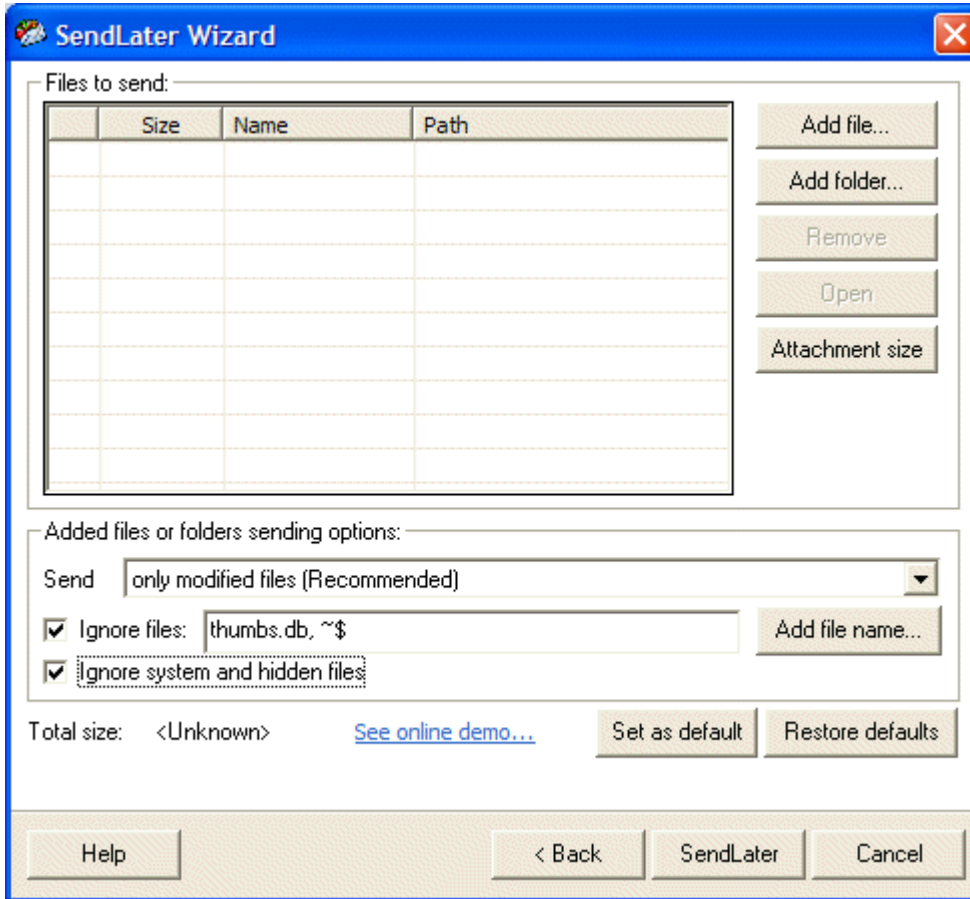
When the Range of sending is adjusted and Attachments options are set, click the **SendLater** button to finalize the e-mail delay options and save the prepared messages to the [SendLater Folder](#).

Read about other DocTrack sending options in [SendLater Options](#).

\*This feature is only available with Pro Edition.

## ATTACHMENTS AND ATTACHMENT OPTIONS

Open **Attachments Tab** to specify attachments for an e-mail message.



Two **types of attachments** are available for the SendLater e-mails:

- **File Link**  
Adds a file link to the e-mail attachment. The file is attached to the e-mail just before sending. This option allows to send the up to date version of a file, if it was changed.
- **Folder Link**  
Adds a link of a folder to the letter. Files from the folder are attached to the email just before sending. This option allows to send the up to date versions of files, if they were changed.

**Icon, Name, Path and Size** of attached files are displayed.

To **manage** attachments, the following 5 buttons are used:

- **Add File...** is used to add a file link.
- **Add Folder...** is used to add a folder link.
- **Open** opens attached file from the SendLater form.
- **Remove** removes the selected attachment from the list.
- **Attachment size** calculates the total size of attached files/folders.

**You can choose one of the following attachment options:**

## SendLater Printed Documentation

Added files or folders sending options:

Send  ▼

Ignore   
all files from the selected folder, in case if any file has been modified

Ignore   
all files

Total size: <Unknown> [See online demo...](#)

You can also specify which files should not be sent:

Added files or folders sending options:

Send  ▼


Ignore files:

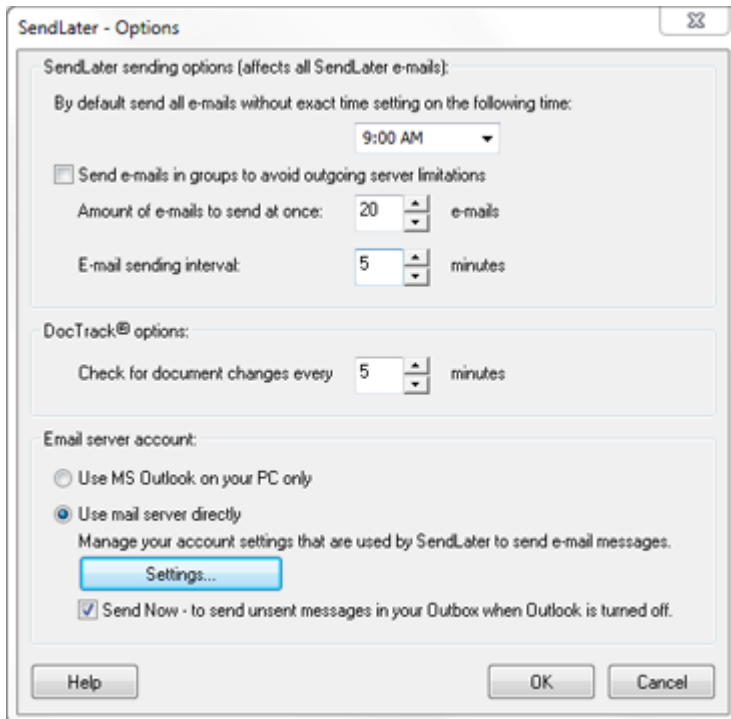
Ignore system and hidden files

Total size: <Unknown> [See online demo...](#)

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

## SENDLATER OPTIONS

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



### SendLater Options:

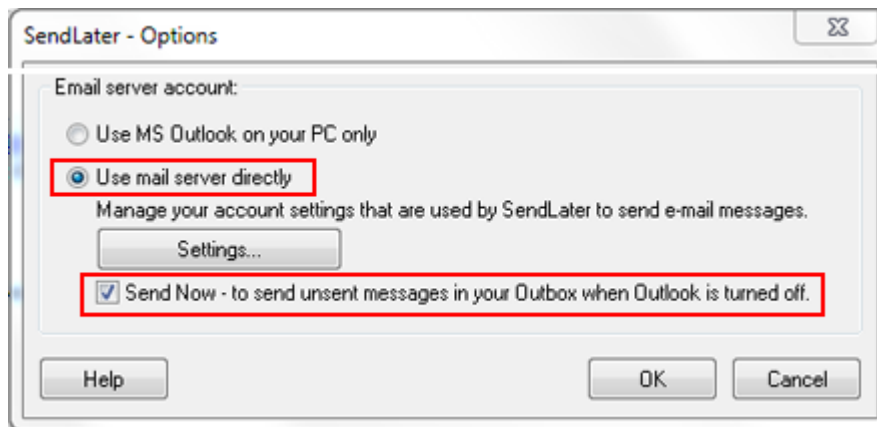
- ▶ **Default time:** by default, send e-mails without exact time settings at a specified time.
- ▶ **Avoid e-mail server sending limitations** - it is possible to send e-mails to a group of recipients at specified time intervals, so that the large quantity of sent e-mails would not lead to blocking your email account because of the server limitation violation (spam filters).
- ▶ **Check for document changes every X minutes** - with the [DocTrack](#) option, you can specify how often you want DocTrack to check for modified documents to send with SendLater delayed messages.
- ▶ **"Email server account"** - specify if you want to send your unsent messages via [Ready2Send](#) (**use mail server directly**) or via Outlook when Microsoft Outlook is launched. Specify the SMTP account that will be used to send e-mail messages. By enabling the [Ready2Send](#) option you'll avoid failures to send your delayed e-mail when Outlook is closed. Please keep in mind that in order to send your delayed e-mail your PC must be up and running.
- ▶ **"Send Now - to send unsent messages in your Outbox when Outlook is turned off."** - specify if you want to send your unsent messages using the [Ready2Send](#) option. This option is handy when you create messages from the Web mailto e-mail links without opening Microsoft Outlook. With this option on you can be sure that all e-mails your created are sent immediately after you click "Send" in the message dialog.

## Ready2Send\* - Send e-mail when Outlook is closed

The Ready2Send/Send Now SendLater features helps sending delayed e-mail messages that are ready to be sent from the [SendLater folder](#) and e-mails from mailto links on Web pages, Microsoft Word and other programs without opening Outlook. No more unsent messages in your Outbox.

Set up the Ready2Send and Send Now features from [SendLater Options](#) by selecting Ready2Send "Use mail server directly" and checking the "Send Now" check box.

With Ready2Send turned on, you must provide the outgoing e-mail SMTP server information that can be found by clicking the "Settings" button.



All e-mails sent using the Ready2Send feature will be saved to your default "Sent items" folder.

\*This feature is only available with SendLater Pro Edition or by installing [Ready2Send Application](#).

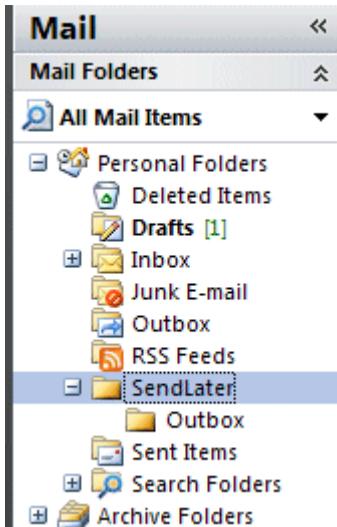
You can download the trial or buy Ready2Send as a separate application from <http://www.ready2send.com/>.

[SendLater Options](#)

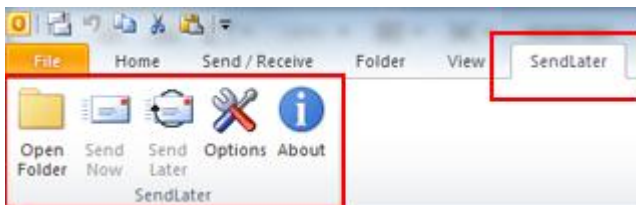
## SendLater Folder

### SENLATER FOLDER

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



Quick access to SendLater Folder is available from the SendLater menu on the Outlook toolbar.



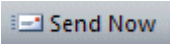
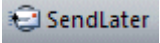
The SendLater folder will allow you to:

- quickly review your last and next delayed recurrent e-mails.

!	To	Subject	Received	S...	Mode	Next Occurrence	Last Sent
Date: Yesterday							
	custom...	Product Upgrade Rem...	Tue 12/20/2...	2...	Once	Thu 4/19/2012 9:00 AM	None

- Make any changes to e-mails
- Send the "Send once" mode messages.
- Keep Recurrent and DocTrack mode e-mails until they are sent.
- After sending, the date of the recurrence is set to the next sending date.

The following two buttons are used to manage e-mails in the folder:

- ➔ The **Send** button  sends e-mail from the SendLater Folder immediately.
- ➔ The **SendLater** button  opens the SendLater form for editing of options (time, range, attachments, etc.)

## SEND SEVERAL E-MAILS FORM

If several e-mails for editing are selected, you can choose one of the options in the displayed **SendLater-Several E-mails Form**.



1. Open settings for every selected e-mail separately - SendLater will open the SendLater form for each e-mail to make changes.
2. Change the SendLater e-mailing time for all selected e-mails - all e-mails will have the same settings.

Only time can be changed for several e-mails together. The e-mail sending mode is changed to Send once in this case.

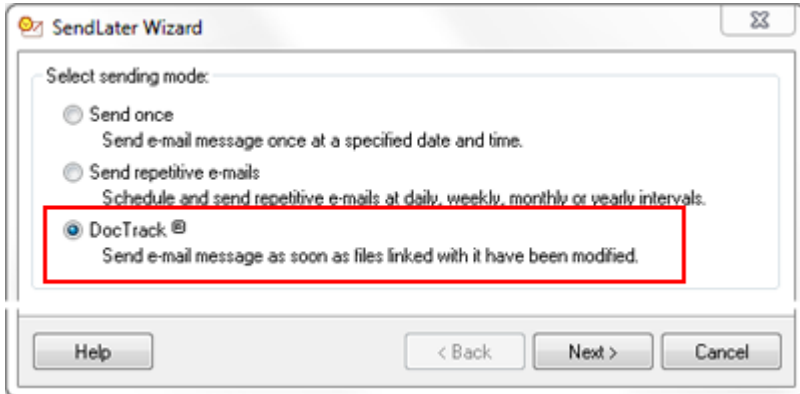
## How to...

### REMOVE ADVERTISING TEXT (TAG) AT BOTTOM OF E-MAIL

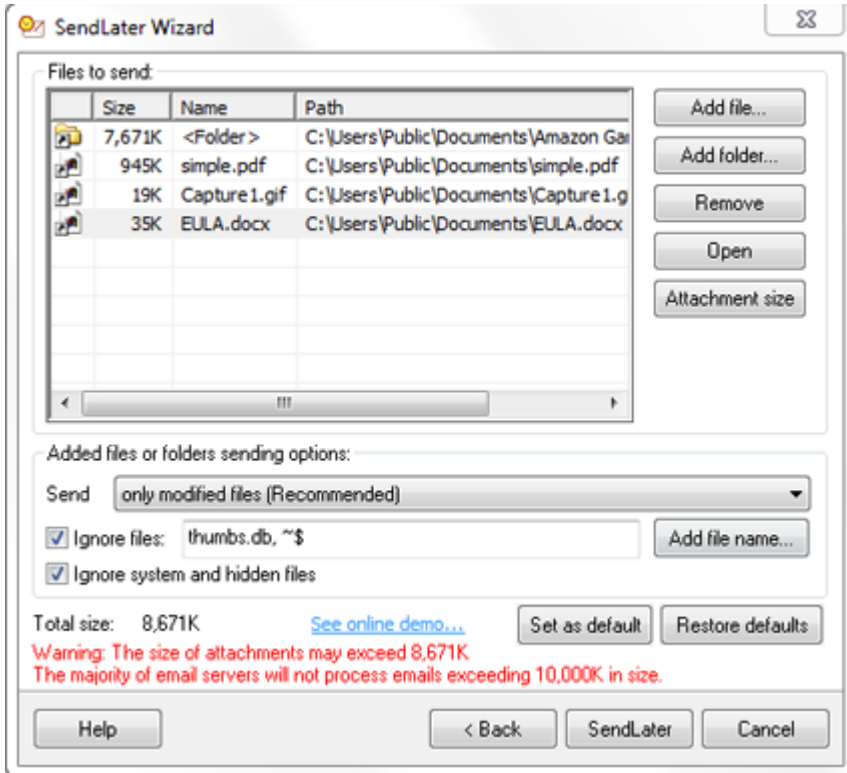
1. **Purchase** the license of the SendLater Pro Edition ([http://www.4team.biz/purchase\\_sendlater.asp](http://www.4team.biz/purchase_sendlater.asp))
2. Get the Activation Code and use it in the [Activation form](#).
3. The ad message will be removed automatically after activation.

## ADJUST DOCTRACK OPTION

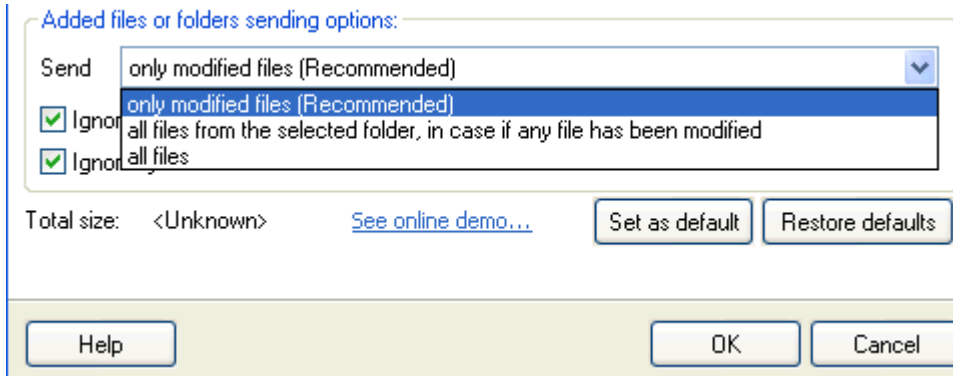
1. Select the DocTrack sending mode in the SendLater Wizard.



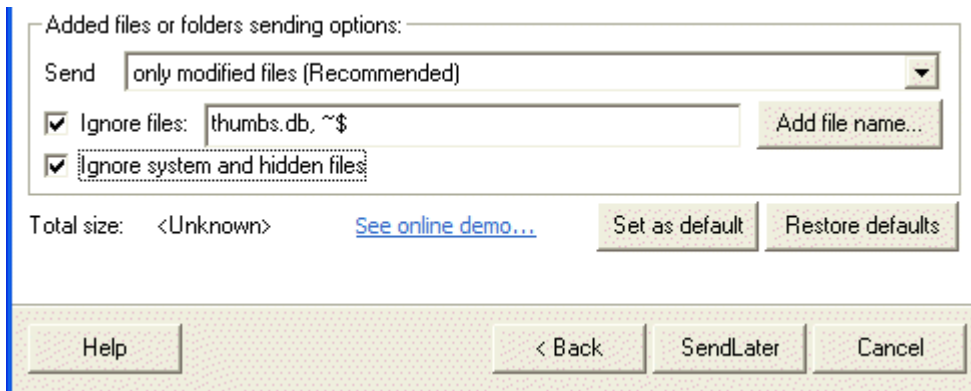
2. Attach links to files or folders in the Attachments options, and make all necessary changes.



3. If you use a Folder link, **specify** which additional files should be sent within this folder in the Attachments options (Note that all files from the folder will be sent when it is done for the first time).



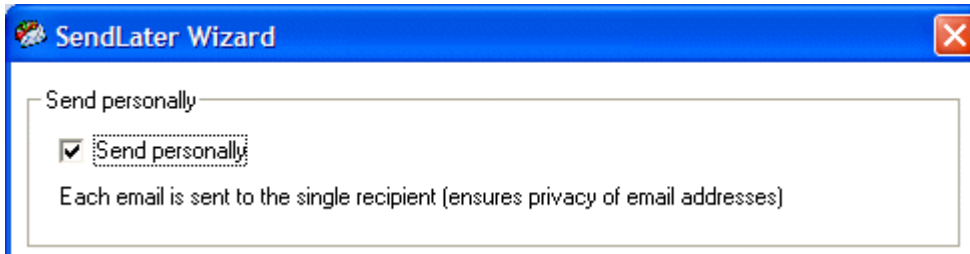
4. If you use a Folder link, you can also specify which files should not be sent within this folder.



5. Click "SendLater" to save the applied options.

## SEND GROUP EMAIL PERSONALLY TO EACH RECIPIENT

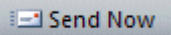
1. Select several recipients of the e-mail.
2. Open the SendLater form by clicking the **SendLater button**.
3. In the Personal mailing select the Send personally option.



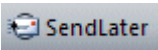
4. **The SendLater** button is used to finally apply the changes and save the prepared message to the [SendLater Folder](#).

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

## SEND SENTLATER EMAIL IMMEDIATELY

1. Open the [SendLater folder](#).
2. **Select** an e-mail that should be sent immediately.
3. Click the **Send button**  on the toolbar.

## CHANGE SETTINGS OF THE UNSENT MAIL

1. Open the [SendLater folder](#).
2. **Select** an e-mail, the settings of which should be changed.
3. Click **SendLater button**  **on the toolbar.**
4. Make changes and click the **SendLater button**.

# FAQ, Tips & Troubleshooting

## Frequently asked questions (FAQ)

### ▶ 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 lose 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.com](mailto:support@4team.com). 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.

## Trial (License) Version Expired

If you have a special/customized build of SendLater Pro/Enterprise, the program will work in trial mode with full functionality, without license [activation](#)

Your trial version will expire in 14 or 30 days.

If you do not renew (activate) the trial version that is about to expire, you will not be able to use your custom **SendLater Pro/Enterprise build**. It is required to purchase the license to make the program work after the trial is expired.

[Click here](#) to buy SendLater Pro Edition.

## 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 (for SendLater Pro/Enterprise). 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.

## **To Uninstall:**

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

## Other 4Team software

You can get acquainted with the entire 4Team Product line at [www.4team.biz](http://www.4team.biz).

Request your custom solution for Microsoft Outlook at <http://custom.solutions-outlook.com/Default.asp>

### ✔ **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.

[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.

### ✔ **Backup Tools:**

[Safe PST Backup](#) – a free tool to auto backup Microsoft Outlook PST files.

### ✔ **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.

[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.

SendLater Printed Documentation

[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

## Report Problem, Suggestions

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

## 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](mailto: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 PrintScrn 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](mailto:support@4team.com) and [Online Support Form](#).
- By telephone at: +1 (954) 796-8161 (**pre-sale questions, activations, billing**)
- By "Live Help" at <http://www.sendlateremail.com> or [www.4team.biz/](http://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.