

OUTLOOK EXPRESS DUPLICATE KILLER HELP

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ABOUT OUTLOOK EXPRESS DUPLICATE KILLER

Outlook Express Duplicate Killer is a convenient tool for managing duplicate items in **Microsoft® Outlook Express®** and **Windows Address Book** (Windows Vista Mail and Contacts) folders. This software solution provides the possibility to detect duplicate Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) items and apply the preferred actions to them - move to a certain folder, mark with a flag or delete from your workstation.

Outlook Express Duplicate Killer allows users to select and specify the criteria from a wide range of properties, according to which items will be compared, as well as to create and save the profiles for the comparison of items. The Duplicate Killer merging items function allows comparing and selecting preferred fields in items from the group of found duplicates, and creating a single item consisting of those selected fields.

If you are looking for a handy solution to trace and kill your Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) duplicates, **Duplicate Killer** is just a tool for you.

Outlook Express Duplicate Killer is not compatible with Microsoft Outlook. For Outlook duplicates management please check out the [Duplicate Killer website](#).



We would like to extend a special "thank you" to our many customers in the USA, the United Kingdom, Australia, Belgium, Germany, Switzerland, France, Singapore, and other countries for using our programs.



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[➔ Outlook Express Duplicate Killer website](#)

Version 1.00.0141

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 [Outlook Express Duplicate Killer website](#)

HOW TO BUY

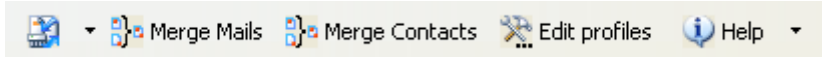
➔ To **buy the license**, please [click here](#).

- 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 product website.

🌐➔ [Outlook Express Duplicate Killer website](#)

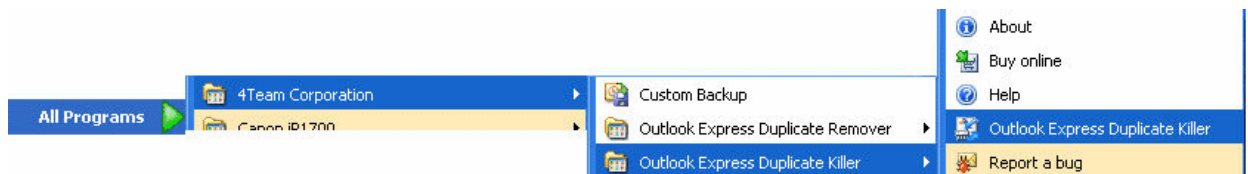
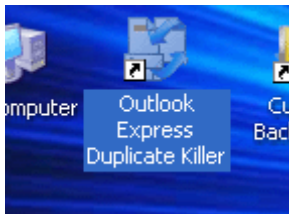
HOW IT WORKS

Outlook Express Duplicate Killer is designed to quickly detect your duplicate Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) emails and contacts. This software compares properties of items chosen by the user. Criteria according to which one of the duplicates is considered an original and actions that are applied to found duplicates are also set by the user. The program allows to review duplicates manually before it processes duplicate Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) items according to the specified options.



✓ With **Outlook Express Duplicate Killer**, you can create custom **profiles** for duplicate processing in order to manage and apply your defined Duplicate Killer Wizard options by simply selecting the preferred profile or "All Profiles" on the Duplicate Killer Toolbar menu.

✓ Outlook Express Duplicate Killer can easily be accessed by clicking the **Desktop icon**, from **Quicklaunch** or **All Programs** menu.



[Outlook Express Duplicate Killer website](#)

FEATURES

✓ Search duplicates (identical items) in Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) folders

The program scans the chosen folders according to selected duplicate search settings.

✓ Eliminate and manage Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) duplicate items

Search and manage (delete, move or mark) e-mail and contact duplicates.

✓ Choose between the two main Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) duplicate elimination ways:

- ▶ run **Duplicate Killer Quick Wizard**
- ▶ run **Duplicate Killer Advanced Wizard** with more detailed options.

✓ Manage Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) duplicates automatically and select from the actions:

- ▶ Delete/remove duplicates permanently
- ▶ Delete/clean duplicates (move to folder "Deleted Items")
- ▶ Move duplicates (with original items) to a folder of your choice
- ▶ Mark duplicates with the flag and mark "only duplicate"

✓ Choose between two duplicate search modes differentiating the originality of an item:

An item is considered original if:

- ▶ It contains more non-empty fields;
- ▶ It is the oldest;
- ▶ It contains longer values;
- ▶ It is last modified;

✓ Apply Actions to the items modified within the chosen period of time.

✓ Save the Search and Action settings to a profile for an easy one-click process

The saved profile will be available in the **Duplicate Killer** menu from the Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) toolbar

✓ Customize the way the program recognizes duplicates

Select all, default or custom item properties to compare the items. For example the comparison of email messages can be based on the subject, the body, the "from" and "to" address, the number of attachments, importance, the size, the "sent" time and "received" time, etc.

✓ Search and clean duplicates within all chosen folders or search in each folder separately

✓ Process all the saved search profiles in one click

✓ Edit the saved search profiles

✓ See the results of the process in a preview with the date of the last modification

✓ Use the "Only duplicates" folder filter

✓ **Duplicate Killer for Outlook is compatible with Microsoft® Exchange Server**

The program is able to process duplicate items on public folders.

✓ **Perform manual or automatic merging of items into a single item**

You can merge items* of found duplicates group into a single item consisting of the fields selected from those items. During manual items merging you can compare and select the fields to keep. Automatic merging will do it automatically.

🌐 [Outlook Express Duplicate Killer website](#)

SYSTEM REQUIREMENTS

▶ Software:

- ✓ **Operating system:** Microsoft Windows® 98/2000/XP/2003/Vista.
- ✓ Microsoft Outlook Express 6, Windows Vista Mail.

▶ 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 **Outlook Express Duplicate Killer**.

🌐 [Outlook Express Duplicate Killer website](#)

OUTLOOK EXPRESS DUPLICATE KILLER VERSIONS

- ▶ Trial - a fully functional 14-day trial version (trial version is limited to 10 duplicate processes).
- ▶ Full - a fully functional version.

 [Outlook Express Duplicate Killer website](#)

PRODUCT ACTIVATION

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

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

▶ Product Activation:

1. Connect to the Internet.
2. Go to Microsoft Outlook Express Help menu, point to **4Team About** and select **Outlook Express Duplicate Killer**.
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 Outlook Express Duplicate Killer** form to go directly to product website.

▶ Software Update

1. **Connect** to the Internet.
2. Go to Microsoft Outlook Express **Help** menu, point to **4Team About** and select **Outlook Express Duplicate Killer**.
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**.

▶ 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](#).

 [Outlook Express Duplicate Killer website](#)

INSTALLATION

▶ Prior to installation:

1. You need to have **Windows® Administrator rights** in order to install **Duplicate Killer for Microsoft® Outlook Express®**.
2. Please check that you are running Microsoft Outlook Express 6 and Windows Vista Address Book; check other System Requirements as well. You can update your Microsoft Outlook Express version [here](#). To check for updates in Windows Vista, go to Control Panel→ Security→ Check for Updates.
3. Download the latest version of **Outlook Express Duplicate Killer** setup file from the [Outlook Express Duplicate Killer website](#) and save it to an easy to find place.

▶ Installation steps:

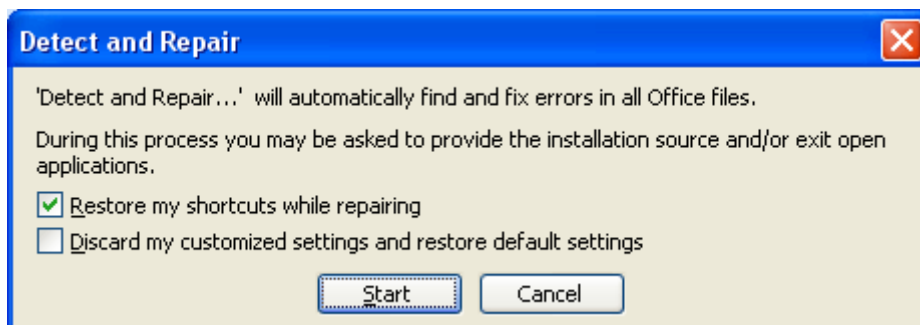
1. **Close** Microsoft® Outlook Express® and Windows Vista Address Book and all open programs.
2. **Install** the previously downloaded product by opening/clicking the "setup" file from the location where you saved it. Follow the instruction on the screen.
3. **Start** Microsoft Express and Windows Vista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

If installation was interrupted or incomplete,

...the problem might be related to Microsoft Microsoft Outlook Express and Windows Vista Address Book integrity. Prior to reinstalling **Outlook Express Duplicate Killer**, please perform the following:

1. Uninstall Product (Start→ Control Panel→ Add or Remove Programs).
2. Use the **Detect and Repair** feature in Microsoft Outlook Express and Windows Vista Address Book 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](#) or [IT Professionals](#). Installation of 4Team software will not be possible until Microsoft Outlook Express and Windows Vista Address Book integrity is restored.

Microsoft Outlook Express Help menu→ Detect and Repair:



- 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 Express and Windows Vista Address Book.
- 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 Express and Windows Vista Address Book (you may need the original Microsoft Office or Microsoft Outlook Express 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 Express and Windows Vista Address Book.

- 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 website at: <http://outlookexpress.duplicatekiller.com/>, over the phone at: (954) 796-8161.

 [Outlook Express Duplicate Killer website](#)

QUICK GUIDE

1. Check the **system requirements**.
2. Download the latest version at: <http://www.4team.biz/download.asp> and save the downloaded file to an easy-to-find location.
3. Install the product by clicking the downloaded setup file.
4. Follow the **installation** instructions.
5. Select the folder for duplicate search and click the Duplicate Killer Quick Wizard button on Duplicate Killer toolbar.



6. Then choose:
 - ▶ An **action** to be applied to found duplicates;
 - ▶ Which item will be considered the original one;
 - ▶ Properties for item comparison;
 - ▶ The "**Show duplicates before processing**" option to view duplicates manually before processing.
7. Click the "**Start**" button.

The **Duplicate Killer Report** will display the duplicate processing results.

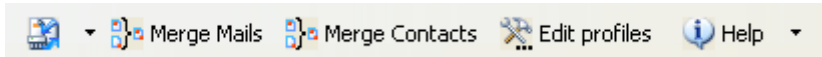
Instead of running Duplicate Killer **Quick Wizard**, you can also run Duplicate Killer **Advanced Wizard** for a detailed step-by-step selection of the preferred duplicates processing options in a step-by-step way.

In addition, in order to quickly manage and apply the defined Duplicate Killer Wizard options you can use **custom profiles** created for duplicate processing by selecting a created profile name or "All Profiles" from the Duplicate Killer menu.

 [Outlook Express Duplicate Killer website](#)

INTRODUCING OUTLOOK EXPRESS DUPLICATE KILLER

After Duplicate Killer is installed, a new **Duplicate Killer toolbar** is added to the Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) toolbar.



- ▶ The **Duplicate Killer button** starts the **Duplicate Killer Quick Wizard** for duplicate processing.



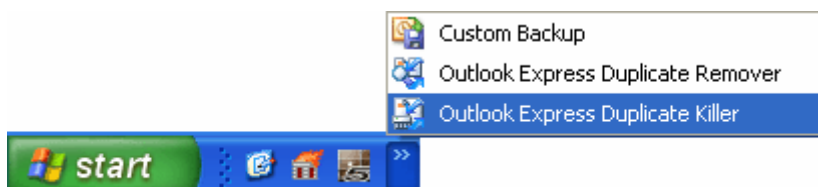
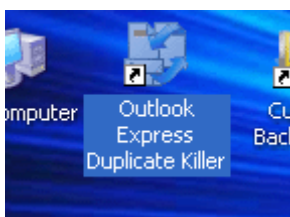
- ▶ In the Duplicate Killer menu you can choose to start Duplicate Killer Quick Wizard or Advanced Wizard, to run a profile or all profiles.

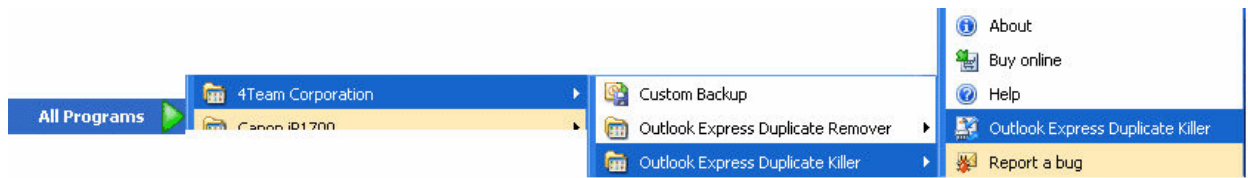


- ▶ You can also choose to:

- ✓ start email merging, click the **Merge Mails button**.
- ✓ start merging contacts, click the **Merge Contacts button**.
- ✓ edit profiles, click the **Edit profiles button**.

Note: Outlook Express Duplicate Killer can easily be accessed by clicking the **Desktop icon**, from **Quicklaunch** or **All Programs** menu.





With Duplicate Killer, duplicate Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) items can be processed in the following ways:

- ✓ **Run Duplicate Killer Quick Wizard.** This wizard will help you to quickly select the preferred options for duplicate processing.
- ✓ **Run Duplicate Killer Advanced Wizard.** This wizard provides a more detailed step-by-step selection of options to process duplicate items.
- ✓ Create and apply user-defined **profiles**.

Quick Wizard, Advanced Wizard and Profiles provide the following options:

- ▶ Select a folder for the search of duplicates;
- ▶ Specify **properties** for item comparison;
- ▶ Specify which item will be considered an original item;
- ▶ Choose **actions** to be applied to the found duplicate items;
- ▶ Specify a period of time of email sending/contact modification;
- ▶ Enable/Disable automatic **merging** of found duplicates;
- ▶ Choose the option to **review duplicates** before processing.

 [Outlook Express Duplicate Killer website](#)

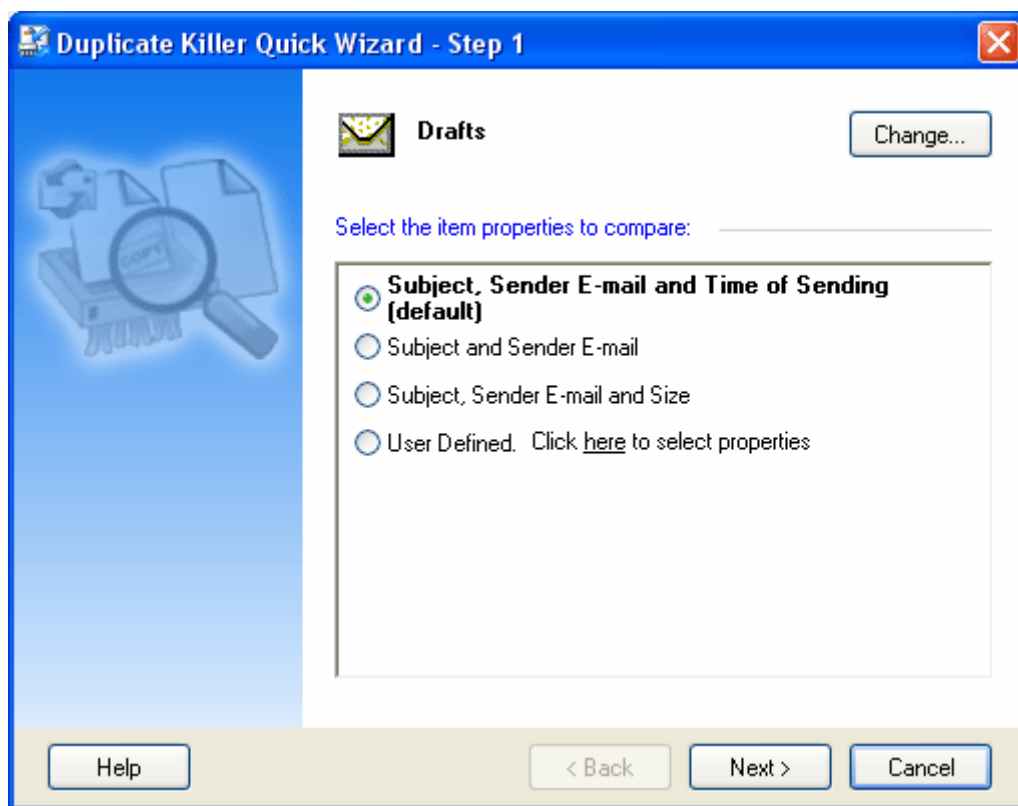
RUN DUPLICATE KILLER QUICK WIZARD

To start the duplicate item processing with **Duplicate Killer Quick Wizard**, you have to:

- ▶ Select a folder for the search of duplicates.
- ▶ Click the **Duplicate Killer button** to start **Duplicate Killer Quick Wizard**. The wizard will help you to quickly select the preferred options for duplicate processing.



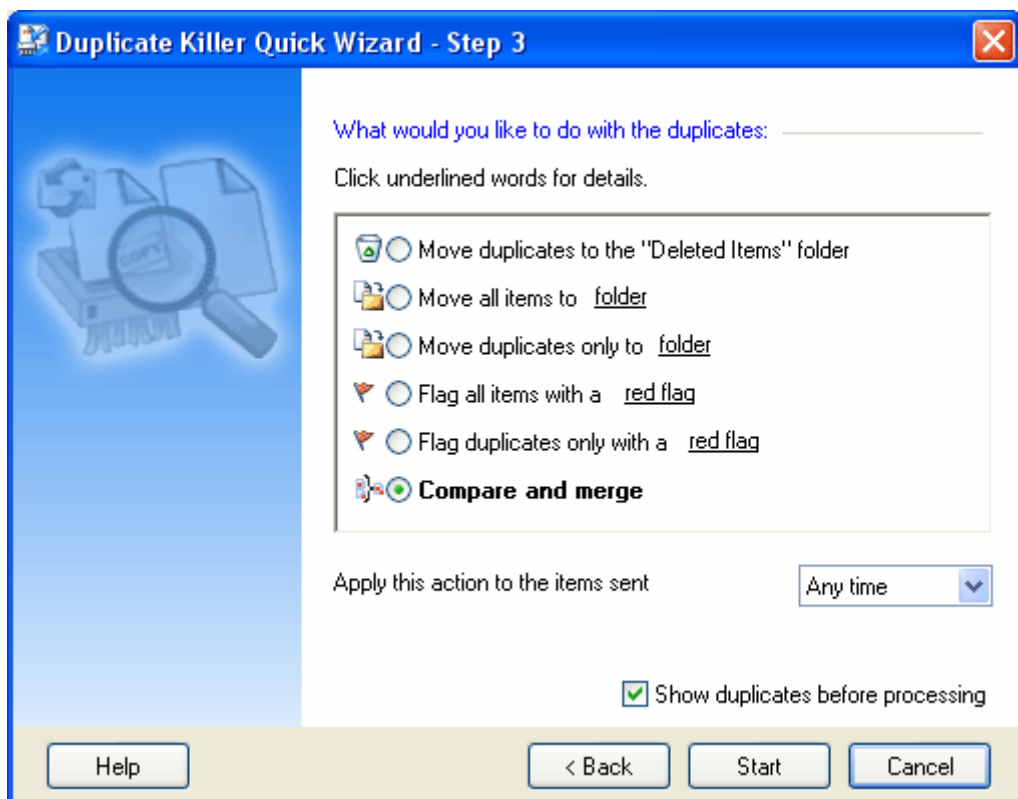
- ▶ **Step 1.** Choose properties to compare items in the selected folder. Click **Next** to continue.



- ▶ **Step 2.** Select which item will be considered an original item.



► **Step 3.** Specify **actions** that will be applied to found duplicates in the selected folder. You can also choose to:



- ✓ select the option "Compare and merge" to perform an automatic merging of found items during processing;
- ✓ select the option "**Show duplicates before processing**" to view duplicates before processing.

▶ After all wizard selections are made, click the “**Start**” button to initiate duplicate processing.

Then the **Duplicate Killer Report** form will appear.

Unlike the Duplicate Killer Quick Wizard, the **Duplicate Killer Advanced Wizard** provides a more detailed step-by-step selection of options for duplicate items processing.

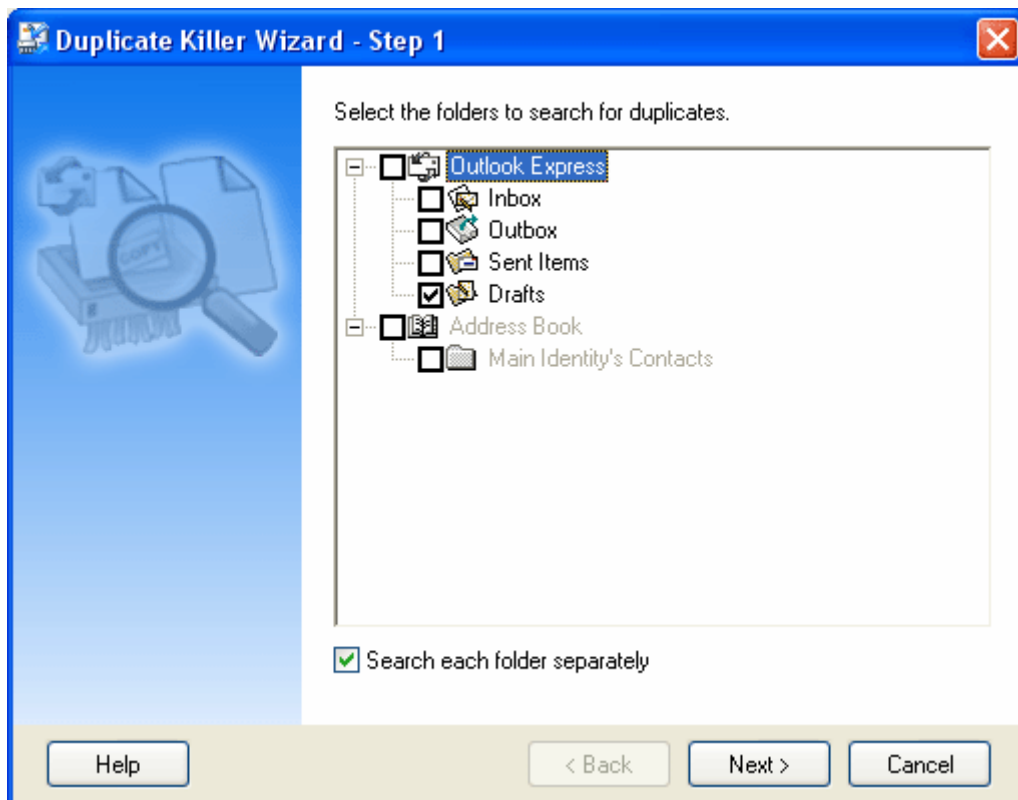
 [Outlook Express Duplicate Killer website](#)

RUN DUPLICATE KILLER ADVANCED WIZARD

To initiate the Duplicate Killer Advanced Wizard for duplicate items processing, select **Advanced Wizard...** in the **Duplicate Killer menu**. The wizard will help you to select detailed options for duplicate processing.

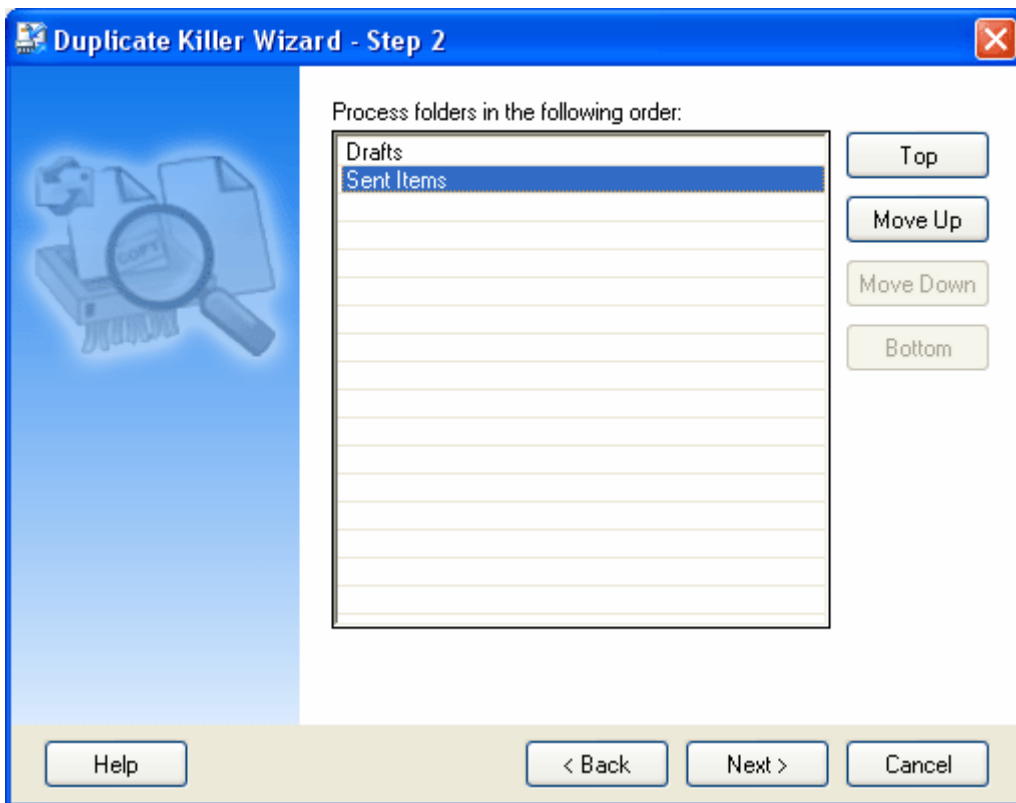


▶ **Step 1.** Choose Outlook folders for the search of duplicates. To search duplicates separately in each selected folder, select the **"Search each folder separately"** option.

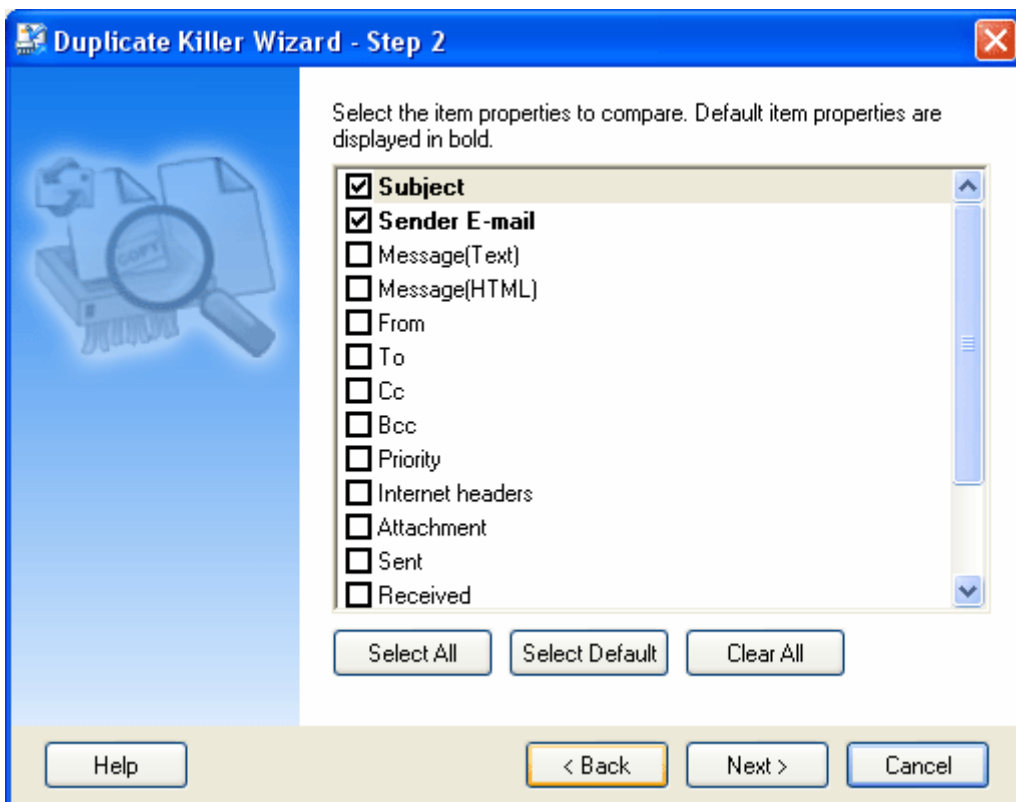


Note: Selected folders must be of the same type.

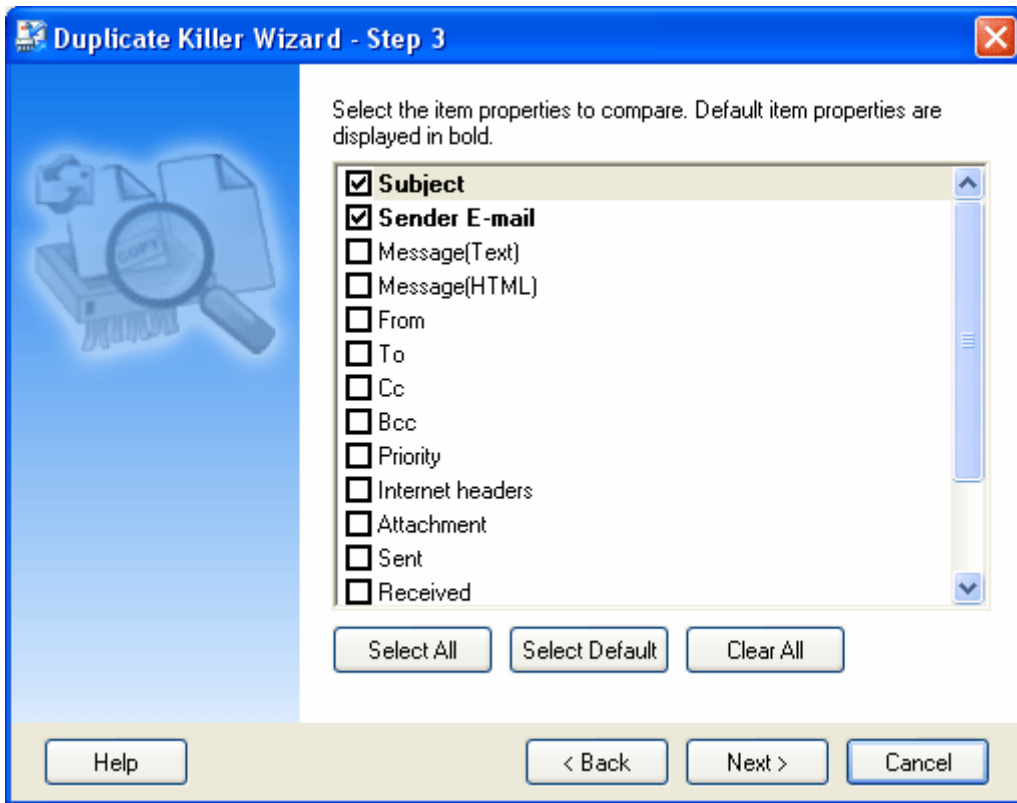
▶ If you don't select the **"Search each folder separately"** option, in **step 2** you will have to specify the order of processing of selected folders. Otherwise, this step will be skipped.



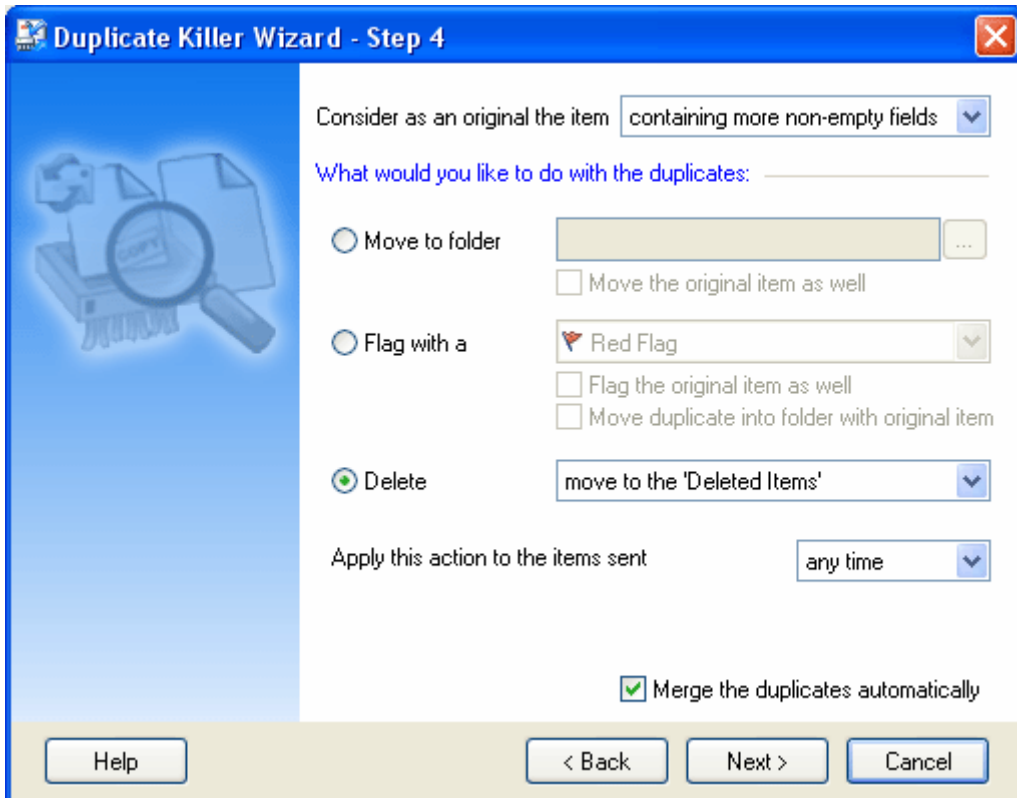
▶ **Step 2.** Specify properties for items comparison in the selected folder(s).



▶ **Step 3.** Specify properties for items comparison in the selected folder(s).

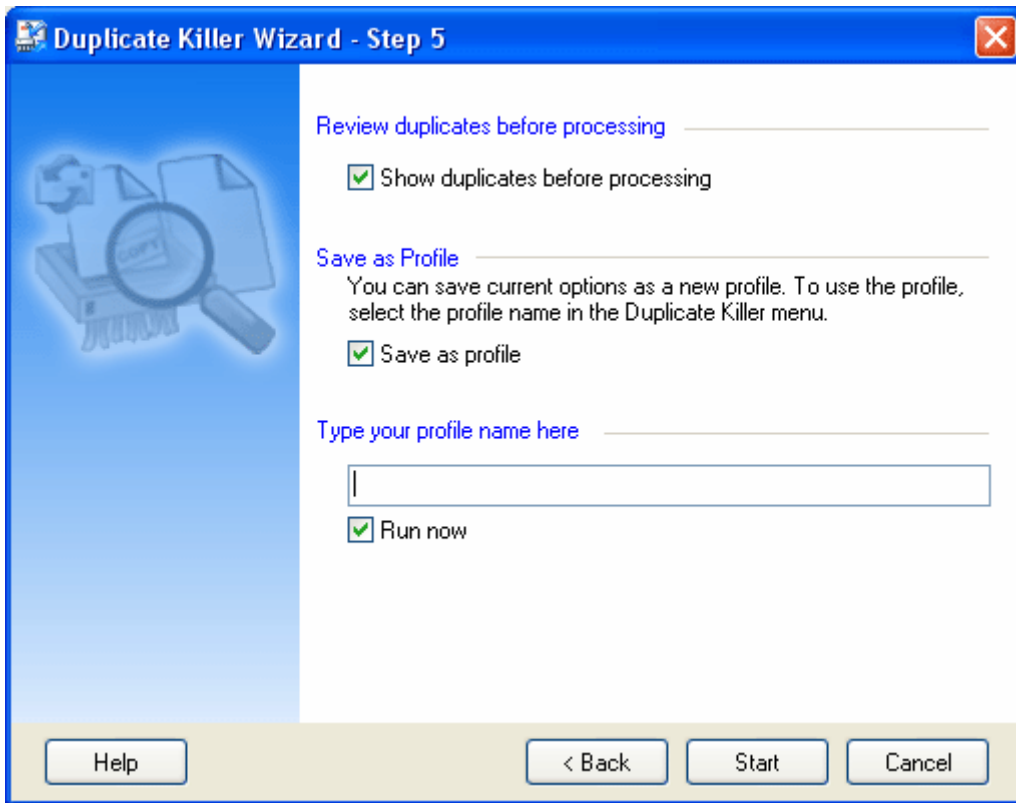


► **Step 4.** Specify **actions** that will be applied to found duplicates in the selected folder. You can also choose to:



- ✓ specify which item will be considered an original item;
- ✓ select the option "Merge the duplicates automatically" to perform an automatic merging of found items during processing;

▶ **Step 5.** Select the option "**Show duplicates before processing**", if you want to view duplicates before processing. In addition, you can save the current options as a new profile - choose the "**Save as profile**" option and type a name for your profile.



After all wizard selections are made, click the "**Start**" button to initiate duplicate processing. Then, the Duplicate Killer Report will appear.

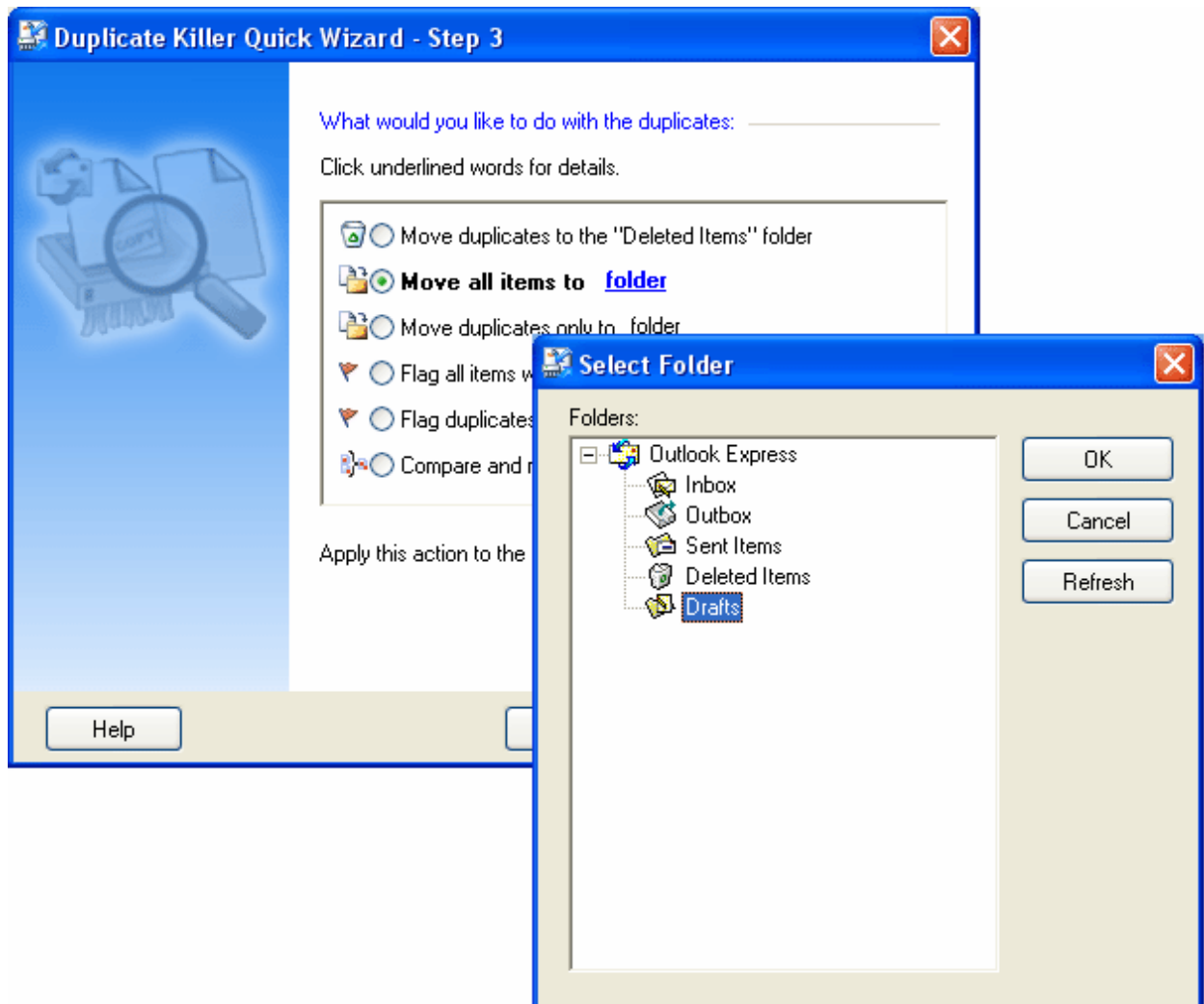
🌐 [Outlook Express Duplicate Killer website](#)

SELECT AN ACTION TO APPLY TO A DUPLICATE ITEM

After you have started the **Duplicate Killer Quick Wizard** or **Duplicate Killer Advanced Wizard** you will have to specify options for appropriate duplicate processing.

Select one of the following actions to be applied to found duplicates:

- ▶ Move duplicates to a specified folder. When you select the **Move to folder** radio button, click on the underlined word **folder** and select/create a folder to which found duplicate items will be moved in the Select Folder form.



- ▶ Mark found duplicates with a **flag** of a selected color.
- ▶ Move duplicates to the **Deleted Items** folder or delete them permanently.

You can also specify a time period of item modification. A selected action will be applied to items modified within a certain period of time - the last 24 hours, the last 7, 30, 90 days or any time.

Note: Most of the actions can be applied to duplicates only or to duplicates and the original item.

 [Outlook Express Duplicate Killer website](#)

CHOOSE PROPERTIES FOR ITEM COMPARISON

Before processing, a set of properties is needed for comparing Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) items and specifying which items can be considered duplicates.

You can compare items according to all or only selected properties. The table below displays the default properties for comparing email and contacts folder items:

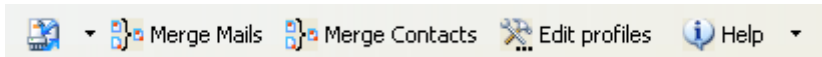
Folder Type	Original Default Properties
Mail Folders (Inbox, Outbox, Drafts, Send Items)	From, Time of Sending, Subject
Contacts Folders	E-mail, First and Last Names

 [Outlook Express Duplicate Killer website](#)

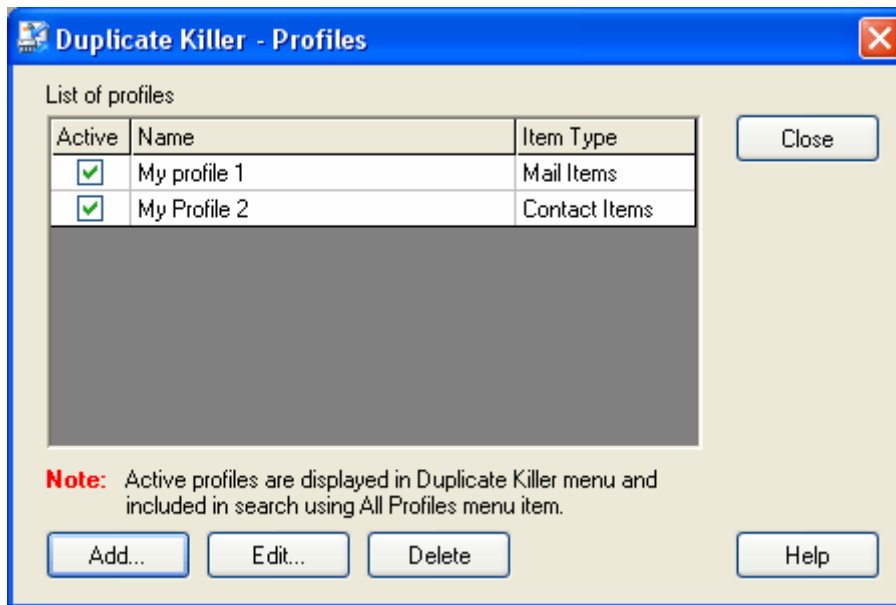
CREATE AND EDIT PROFILES

With **Outlook Express Duplicate Killer**, you can choose to create a new or edit an existing profile for duplicate search.

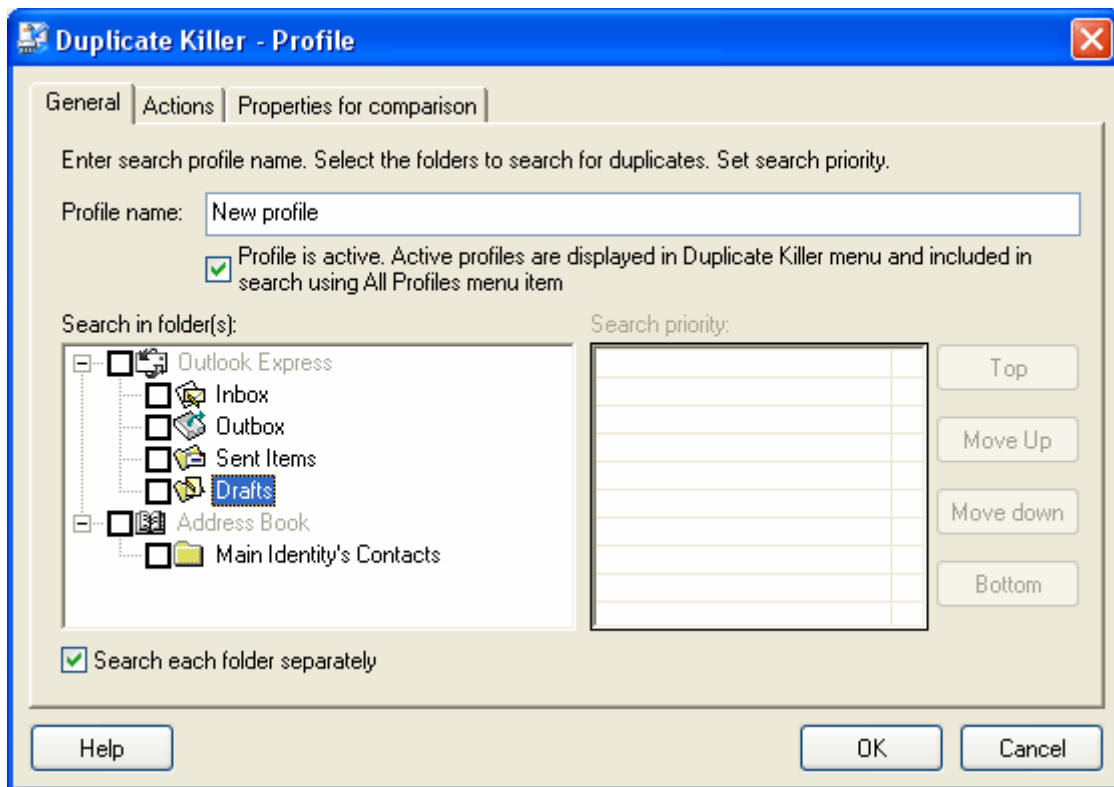
- ▶ Open the **Profiles** form by clicking the **Edit Profiles...** command on the **Duplicate Killer toolbar**. Predefined and your created profiles.



- ▶ After clicking the **Add...** or **Edit...** button on the Profiles form, the **Profile** form will appear.



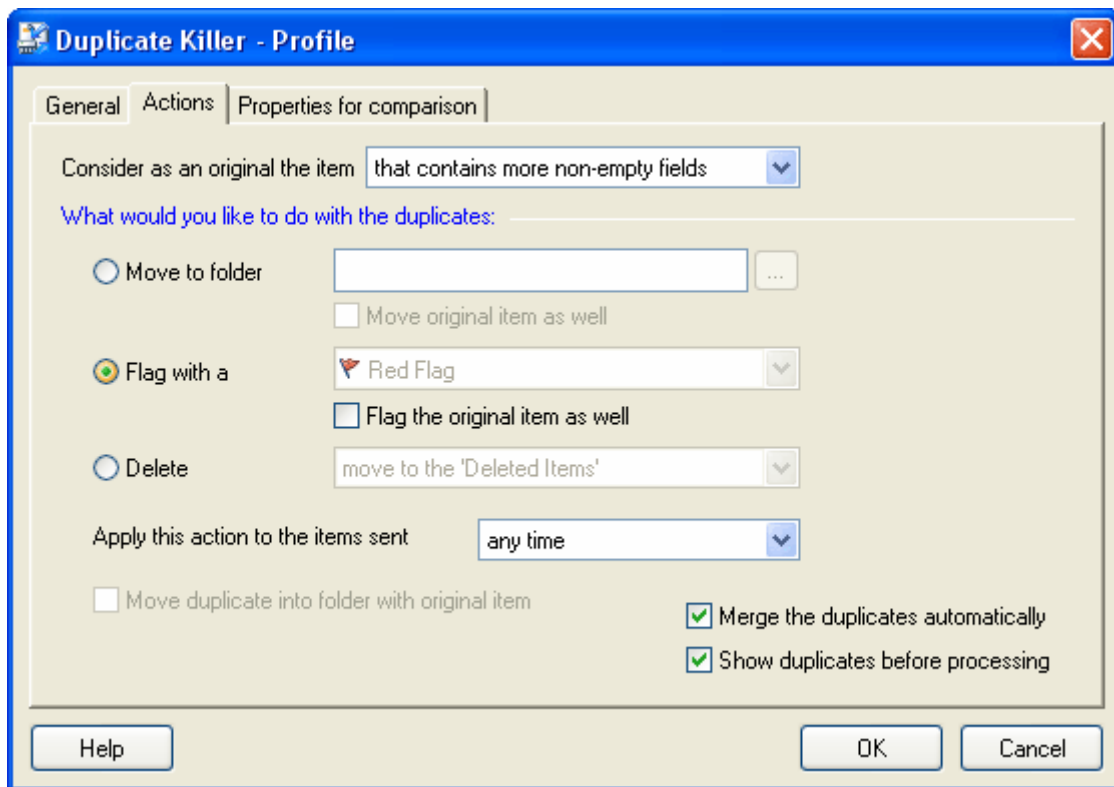
In the **General options** tab you can specify general attributes of the profile for duplicate search.



Control element index

Tab name	Control Element	Description
<i>General Options</i>	Profile name edit box	A profile name
	Profile is active... check box	You may deactivate the profile by unselecting this option.
	Search in folder(s)	One or more folders are specified for the search of duplicates.
	Folders priority	Select the priority of search for the chosen folders.
	Search each folder separately check box	If selected, the search will be performed in each selected folder separately.

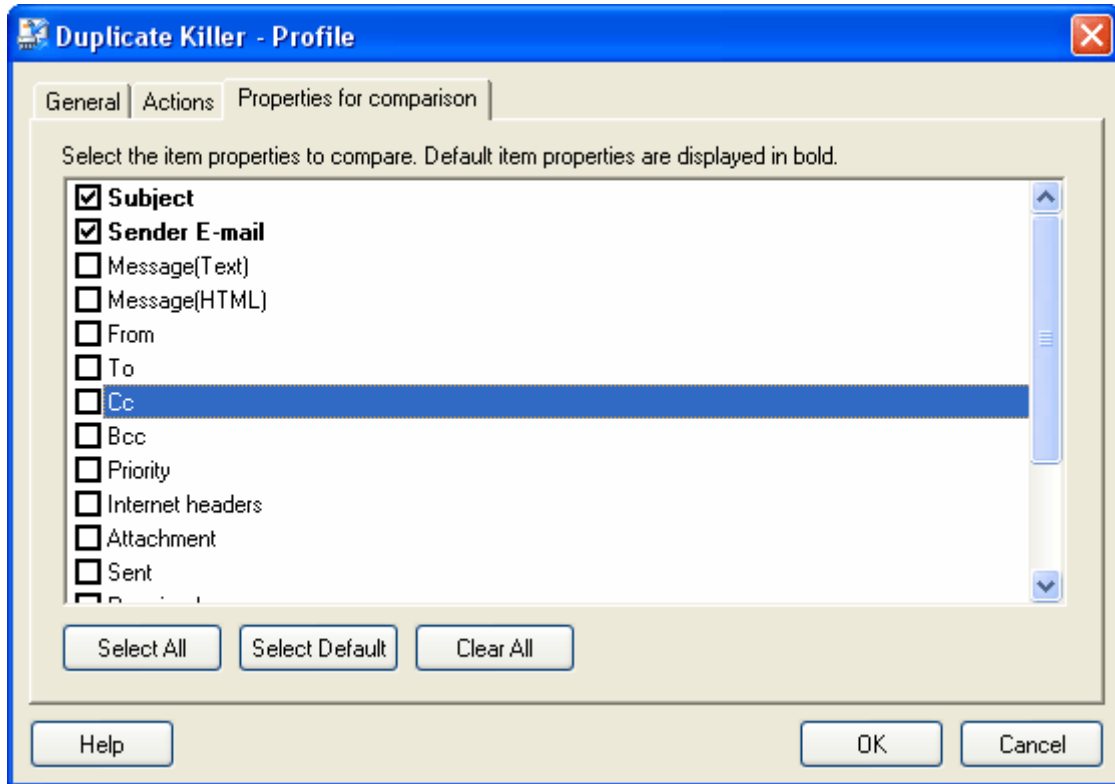
In the **Actions** tab you can specify the actions to apply to found duplicates.



Control element index

Tab name	Control Element	Description
Actions	Original item is combo box	You can specify which item will be considered the original item during duplicate processing.
	Move to folder radio button	If this action is selected, duplicates will be moved to the selected folder. If the " Move original item as well " option is selected, the original item will be moved to the specified folder as well.
	Mark with a flag radio button	If this action is selected, duplicates will be marked with a flag of a specified color. If the " Mark only duplicate " option is selected, only the found duplicate will be marked with a flag.
	Delete radio button	If this action is selected, you can specify the deletion of found duplicates: delete permanently or move to " Deleted items ".
	Apply this action to the items sent combo box	You can also choose to apply the specified actions and properties to items sent/modified within a specified period of time chosen from the list.
	Merge items check box	If this option is selected, Duplicate Killer will merge duplicates automatically during processing.
	Show duplicates before processing check box	This option allows to review the found duplicates before processing.

In the **Properties for comparison** tab you can select the properties for items comparison for selected items. The default properties are shown in bold.

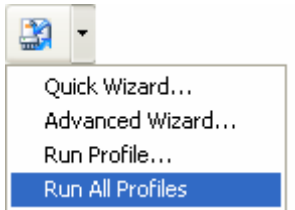


Control element index

Tab name	Control Element	Description
Properties for Comparison	Select All button	You can select all properties: all properties will be compared in the selected items.
	Select Default button	You can select only default properties. The default properties are shown in bold.
	Clear All button	You can clear all selections made previously.

Created profiles can be very useful to quickly manage and apply the predefined Duplicate Killer Wizard options for duplicate processing. To apply profile(s) you only have to click **Run Profile...** in the Duplicate Killer menu and select a profile you would like to apply or click **Run All Profiles** from the Duplicate Killer menu.

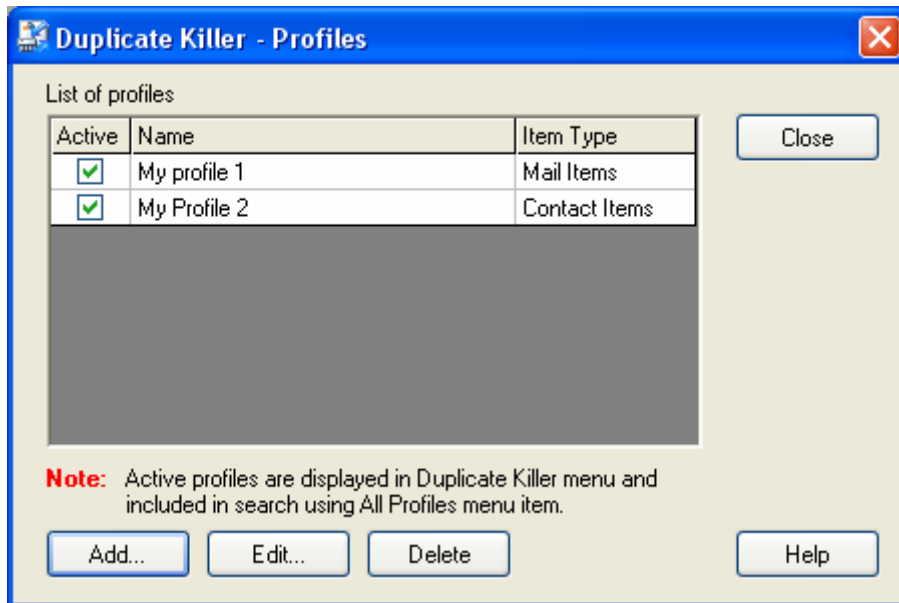
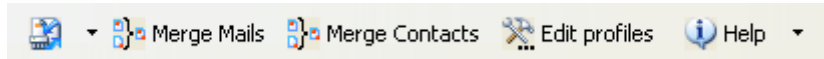




 [Outlook Express Duplicate Killer website](#)

VIEW PROFILES

To view, modify or delete an existing profile for duplicate processing, click the **Edit Profiles...** command on the **Duplicate Killer toolbar**. The Profiles form will appear:



The following information is displayed in the list of all existing profiles:

- ▶ **Active** – you can deactivate the profile by unselecting this option. Deactivated profiles are not included in the <All Profiles> processing.
- ▶ **Name** – displays the name of a selected profile.
- ▶ **Item Type** – shows the type of items of a selected profile.

The following actions can be performed in the profile list:

- ▶ **Add...** button opens a new Profile form.
- ▶ **Edit...** button opens an existing profile for editing;
- ▶ **Delete** button deletes a selected profile from the list.

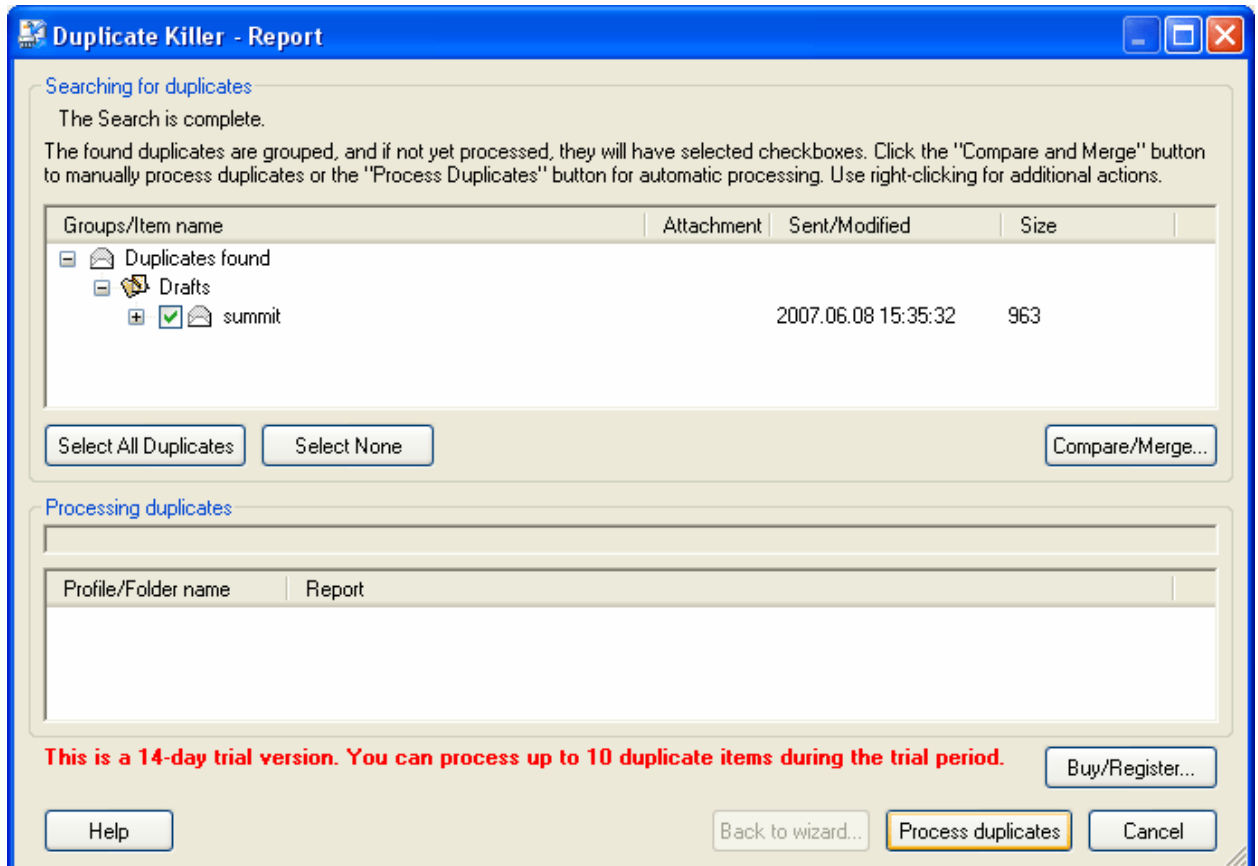
 [Outlook Express Duplicate Killer website](#)

MERGE ITEMS FROM DUPLICATE KILLER REPORT FORM

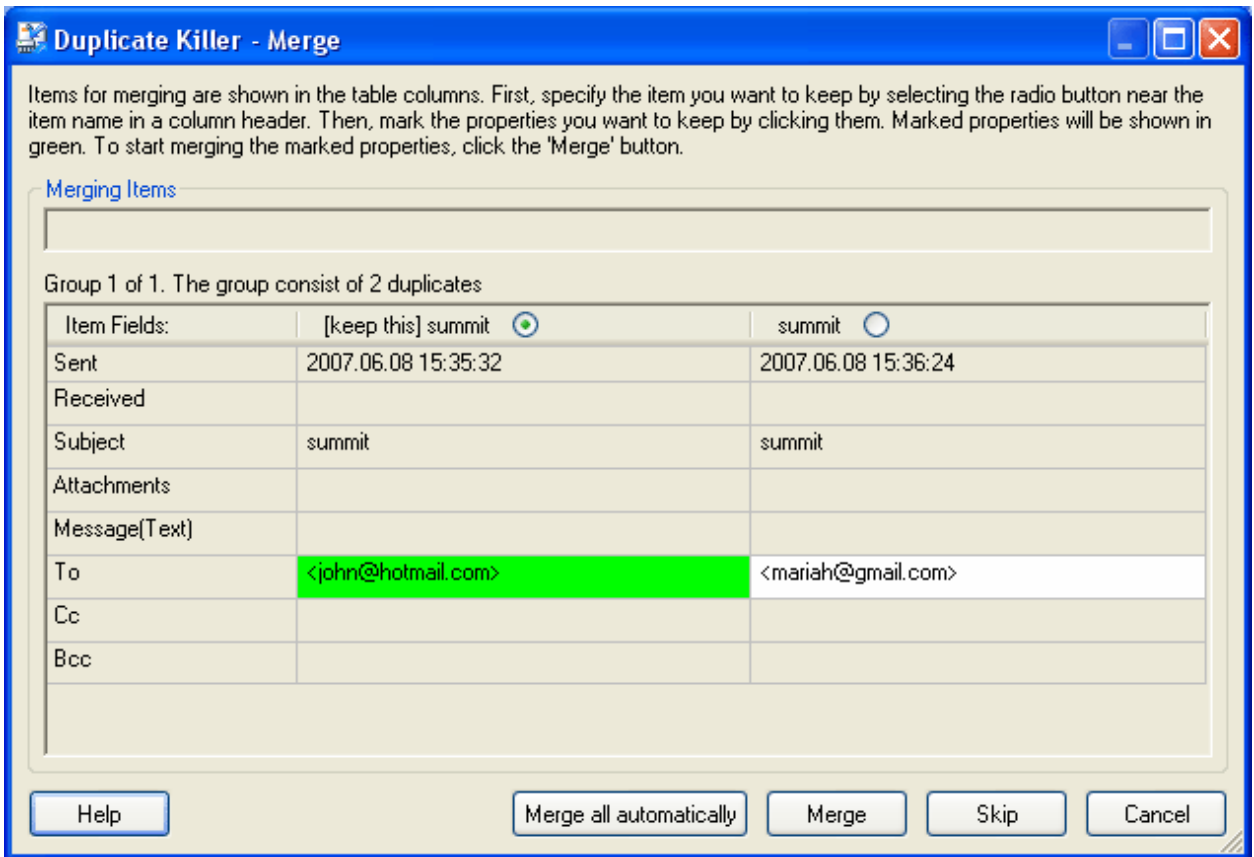
With **Outlook Express Duplicate Killer**, you can *manually* or *automatically* merge two or more items into a single item. The process of items merging process allows you to compare and select preferred fields from every selected item or from every item of the group of found duplicates, and make a single item containing those selected fields.

To start **merging items from the Duplicate Killer Report** form:

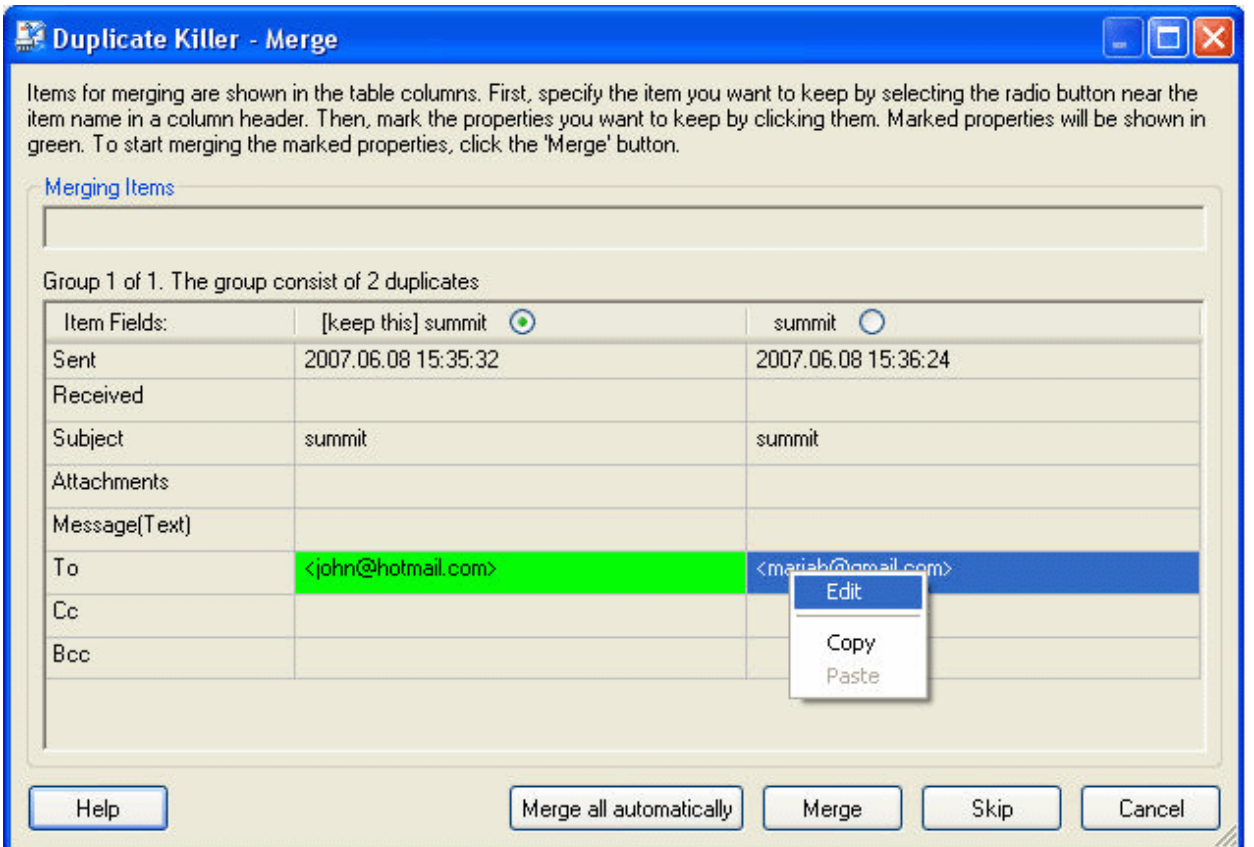
- ✓ Open the **Merge** dialog, click the "**Compare/Merge...**" button in the **Duplicate Killer Report** form.



- ✓ In the **Merge** grid each item/duplicate occupies one column. To keep an item, click on its name. You can compare and highlight in green the required fields.



Using **right click menu** on a selected field you may Edit the property value, Copy a value of the property and Paste it. The modified values are marked in **red**.



The following actions can be performed in the **Merge** dialog:

- ▶ The **Merge** button starts merging of item fields selected by the user. After the merging process is complete the **Merge Process Result** form will appear.



- ▶ The **Merge all automatically** button starts automatic merging. This button is visible only during duplicates processing.
- ▶ The **Skip** button skips (stops) merging for a current group of items (or duplicates).
- ▶ The **Cancel** button closes the merging dialog.
- ▶ The **Help** button opens the Duplicate Killer Help.

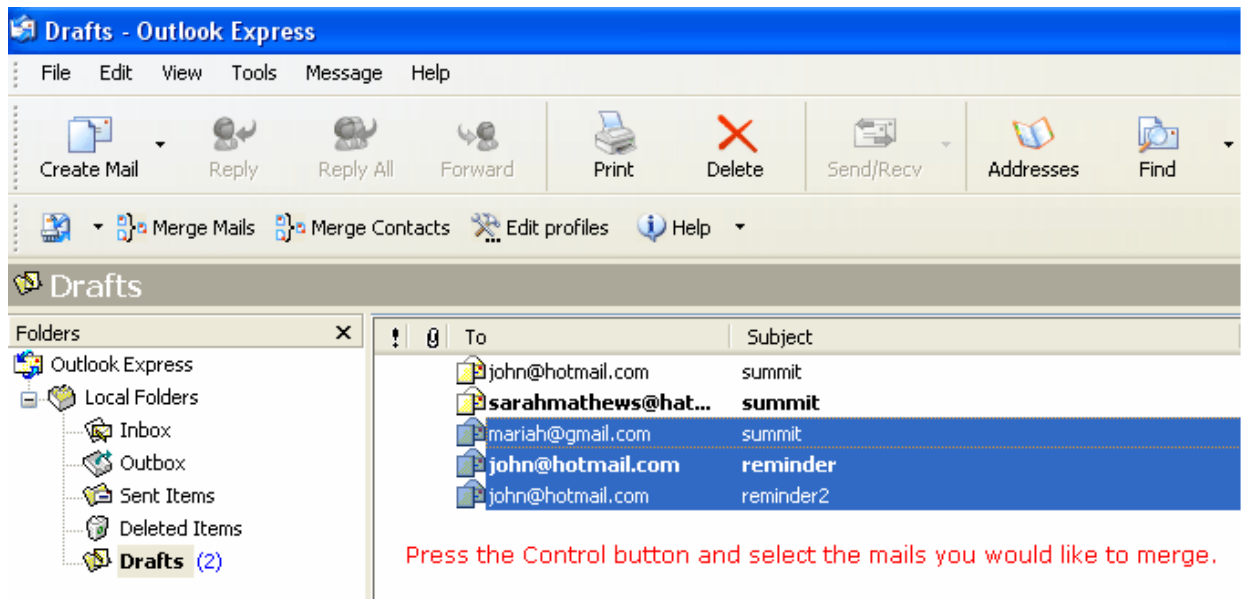
 [Outlook Express Duplicate Killer website](#)

MERGE EMAIL MESSAGES FROM TOOLBAR

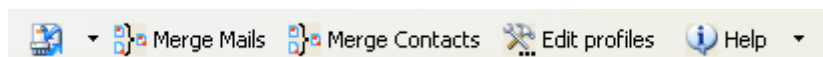
With **Outlook Express Duplicate Killer**, you can merge two or more email messages into a single item. The process of merging allows you to compare and select preferred fields from every selected email item or from every item of the group of found duplicates, and make a single email containing those selected fields.

▶ To merge email messages:

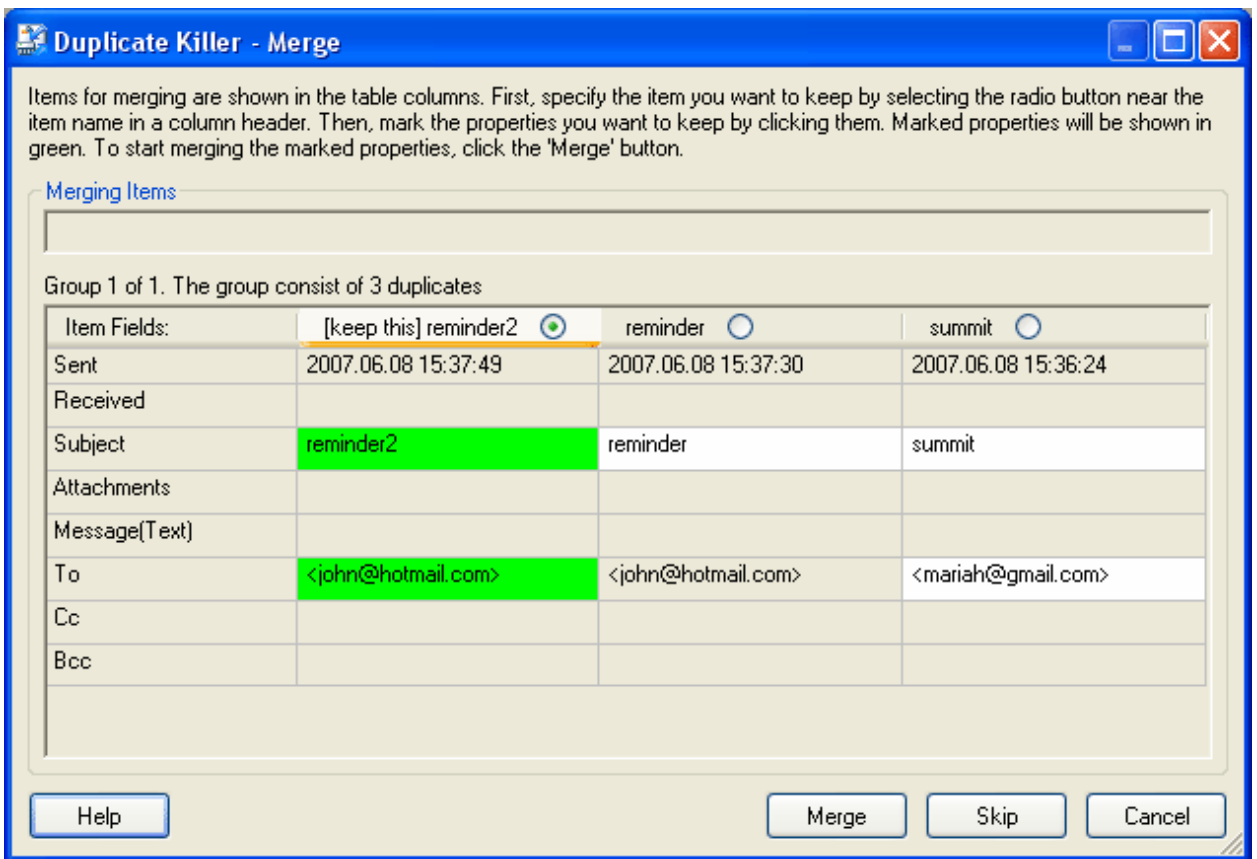
✓ Select mails that you want to merge in any Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) mail folder.



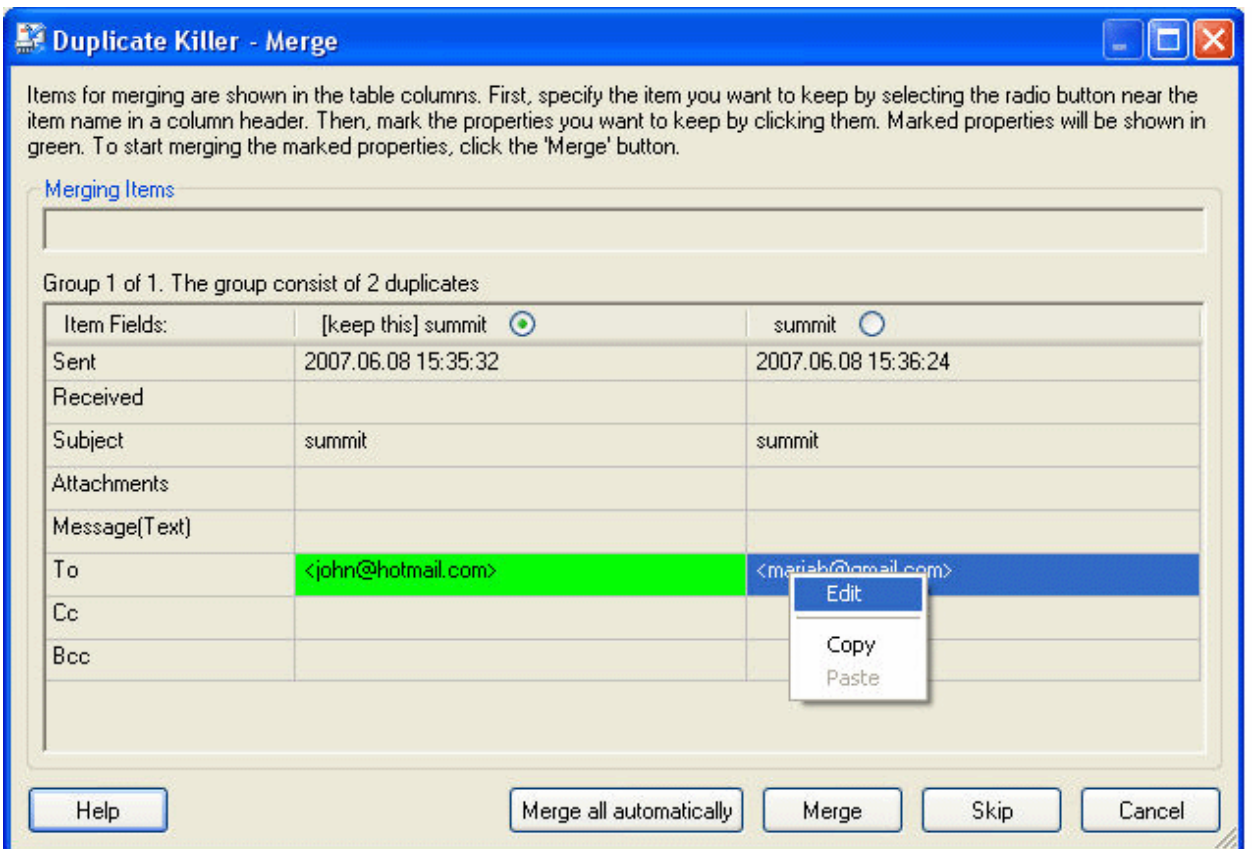
✓ Click **Merge Mails** button on the **Duplicate Killer** toolbar.



✓ In the **Merge** grid each item/duplicate occupies one column. To keep an item, click on its name. You can compare and highlight in green the required fields.

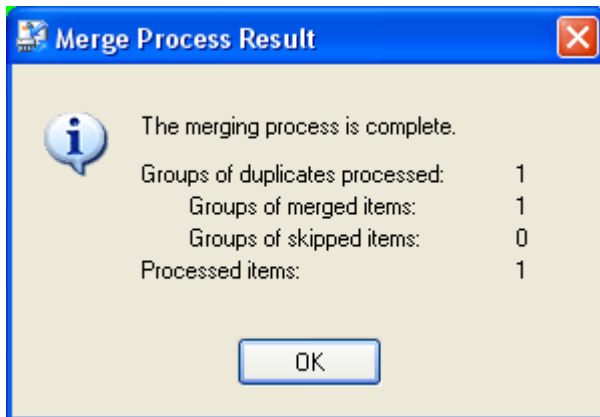


Using **right click menu** on a selected field you may Edit the property value, Copy a value of the property and Paste it. The modified values are marked in **red**.



The following actions can be performed in the **Merge** dialog:

- ▶ The **Merge** button starts merging of item fields selected by the user. After the merging process is complete the **Merge Process Result** form will appear.



- ▶ The **Merge all automatically** button starts automatic merging. This button is visible only during duplicates processing.
- ▶ The **Skip** button skips (stops) merging for a current group of items (or duplicates).
- ▶ The **Cancel** button closes the merging dialog.
- ▶ The **Help** button opens the Duplicate Killer Help.

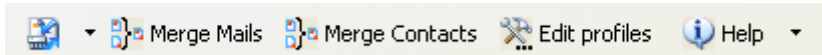
 [Outlook Express Duplicate Killer website](#)

MERGE CONTACTS FROM TOOLBAR

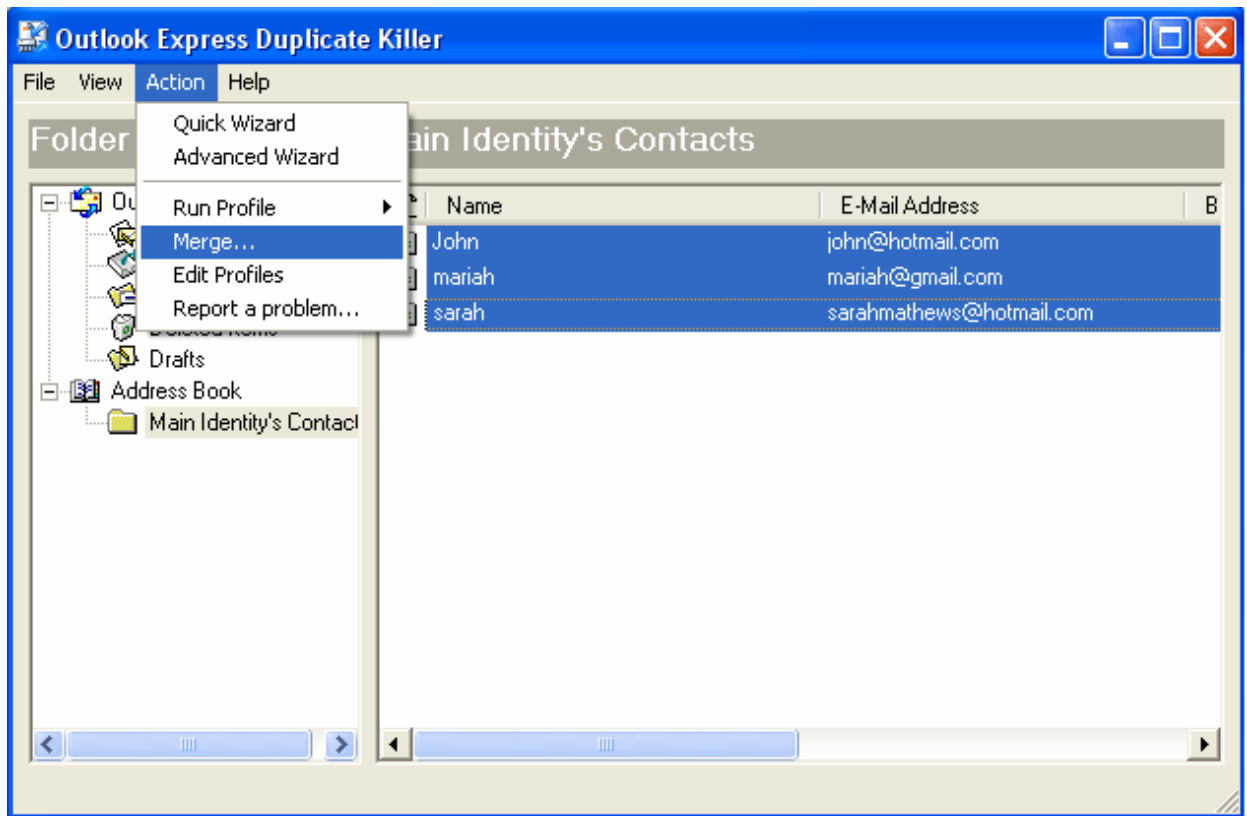
With **Outlook Express Duplicate Killer**, you can merge two or more contacts into a single item. The process of merging allows you to compare and select preferred fields from every selected contact or from every item of the group of found duplicates, and make a single contact containing those selected fields.

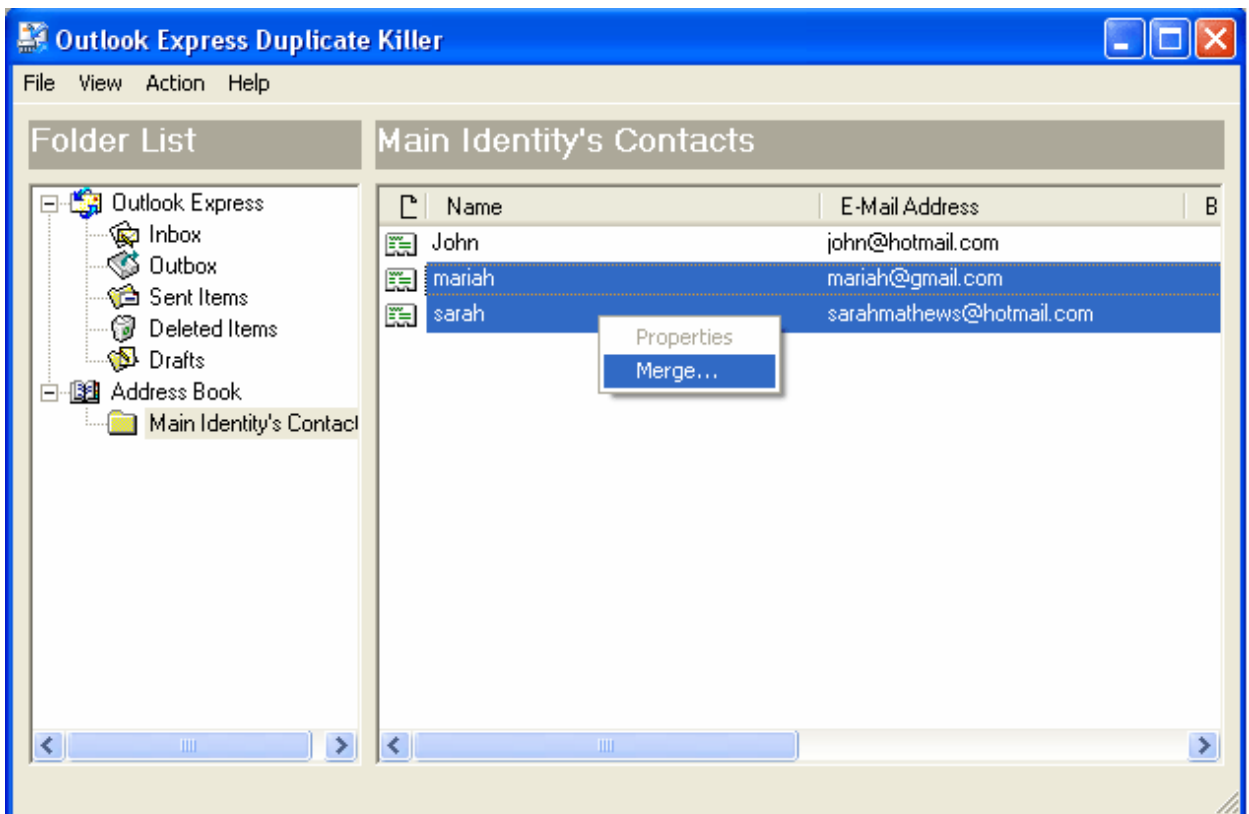
▶ To merge contacts:

- ✓ Click **Merge Contacts** button on the **Duplicate Killer** toolbar.

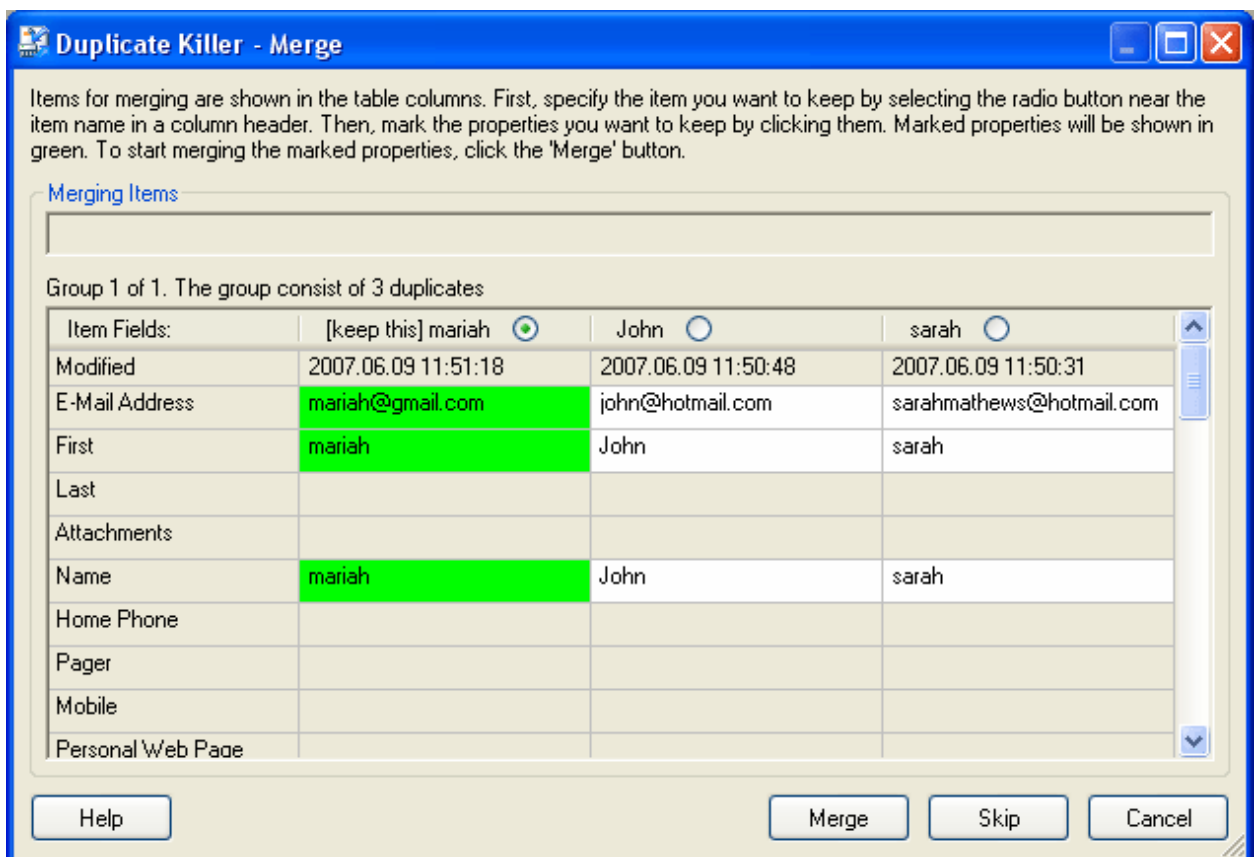


- ✓ In the **Outlook Express Duplicate Killer form**, select the contacts you want to merge (press Control button and click on the contacts) and click **Merge...** under the **Action** menu or in the right-click menu.

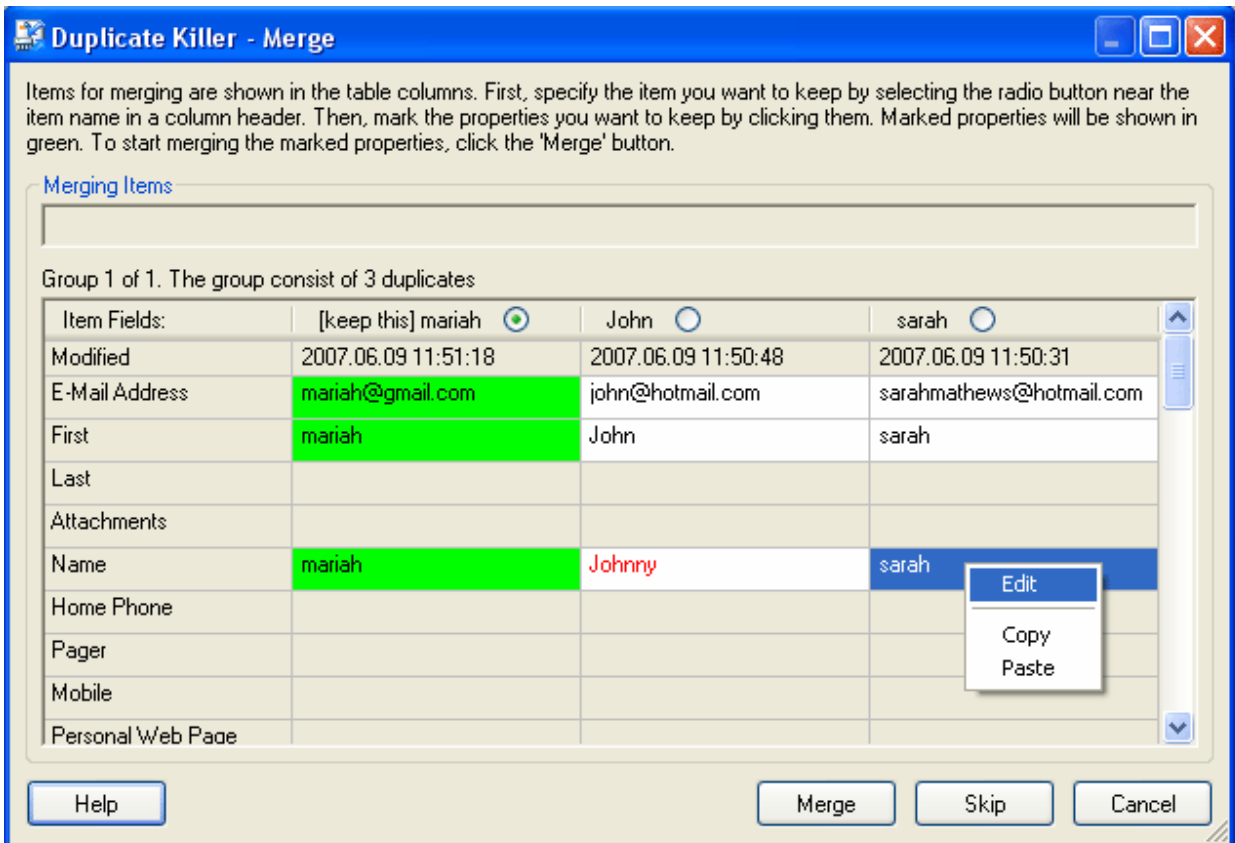




- ✓ The **Merge** dialog will appear. In the **Merge** grid each item occupies one column. To keep an item, click on its name. You can compare and highlight in green the required fields.

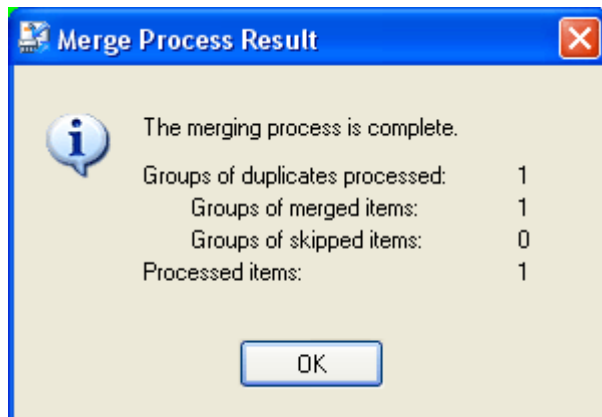


Using **right click menu** on a selected field you may Edit the property value, Copy a value of the property and Paste it. The modified values are marked in **red**.



The following actions can be performed in the **Merge** dialog:

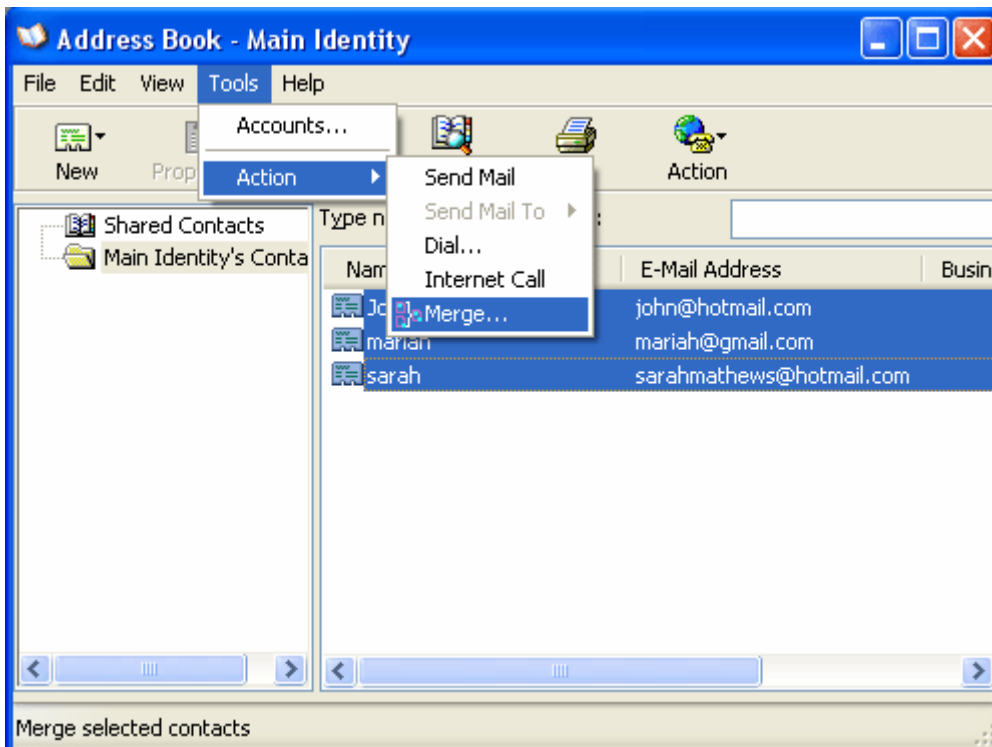
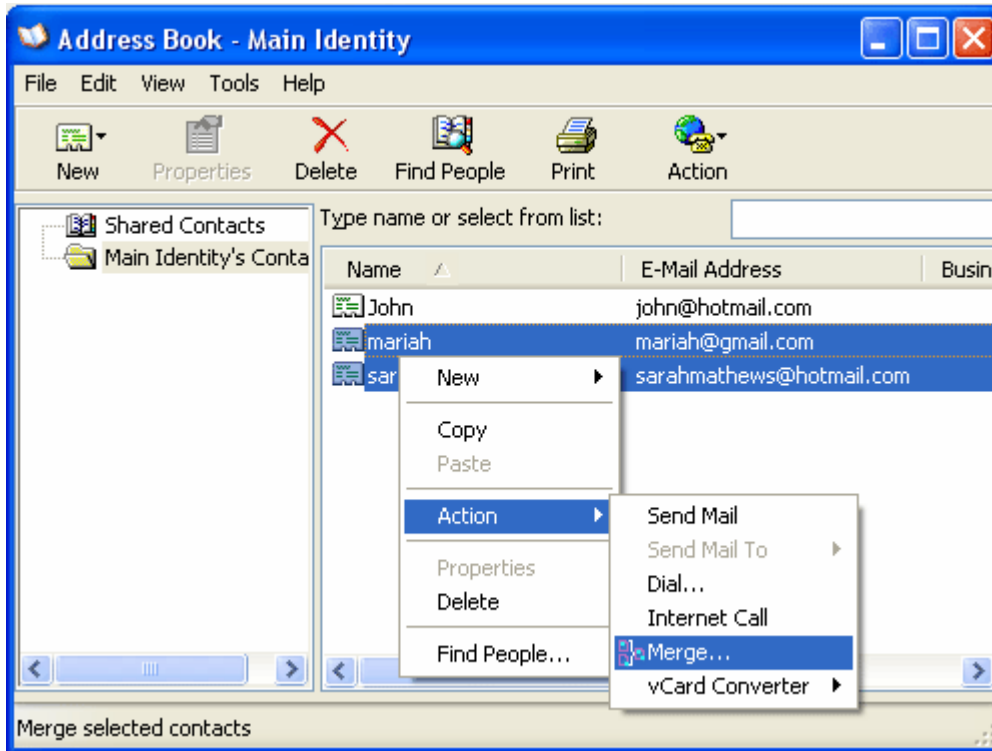
- ▶ The **Merge** button starts merging of item fields selected by the user. After the merging process is complete the **Merge Process Result** form will appear.



- ▶ The **Merge all automatically** button starts automatic merging. This button is visible only during duplicates processing.
- ➔ The **Skip** button skips (stops) merging for a current group of items (or duplicates).
- ➔ The **Cancel** button closes the merging dialog.
- ➔ The **Help** button opens the Duplicate Killer Help.

▶ You can also merge contacts in the **Address Book**.

- ✓ Click "**Addresses**" on the Outlook Express toolbar.
- ✓ In the Address Book select contacts you would like to merge and click "**Merge...**" in the **right-click menu** or under the **Tools menu**.



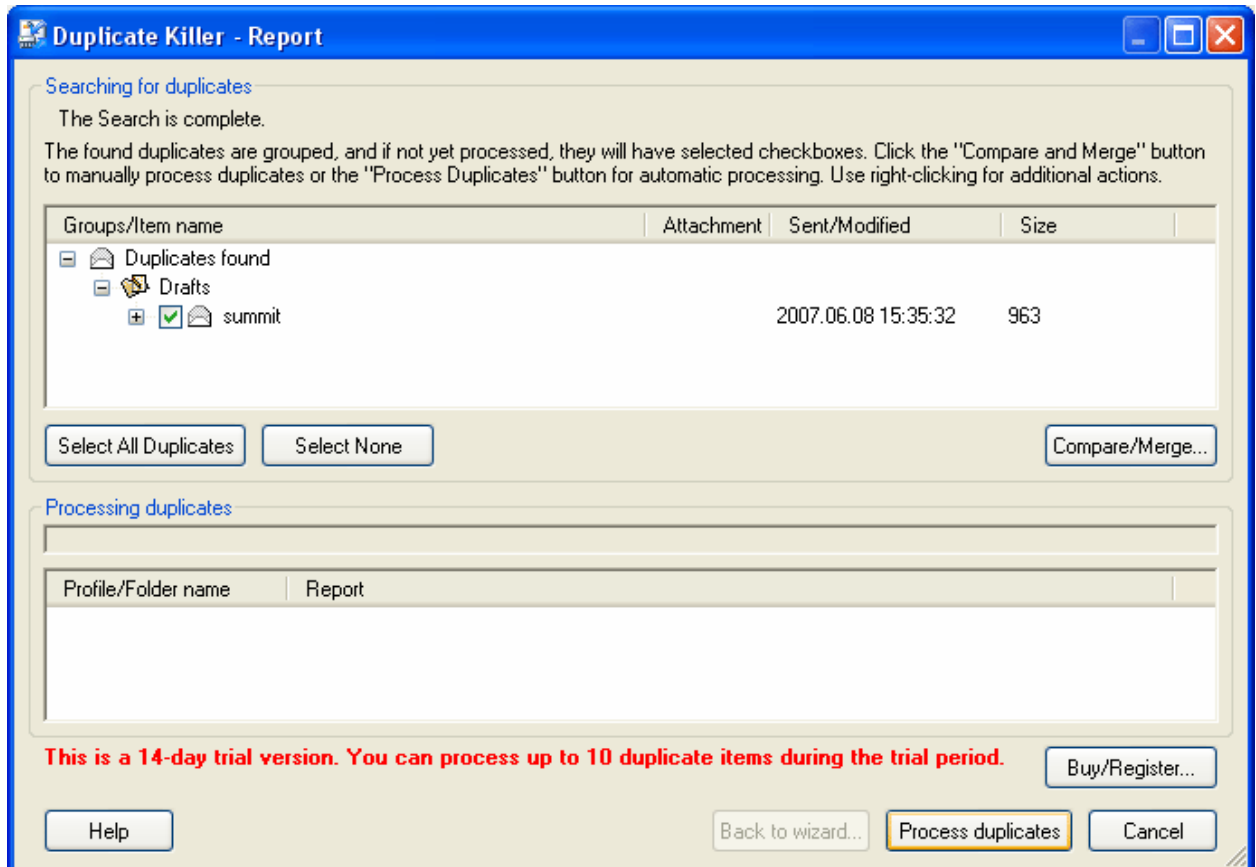
- ✓ The **Merge** dialog will appear (see above).

 [Outlook Express Duplicate Killer website](#)

VIEW DUPLICATE KILLER REPORT

Each time after the button is clicked in the last step of the **Duplicate Killer wizard** (quick and advanced) or after the Duplicate Killer profile is run to start duplicate processing, the **Duplicate Killer Report** appears.

✓ When you specify the duplicates processing options and select the "**Show duplicates before processing**" option in the Duplicate Killer **quick/advanced** wizard or **profile**, you can view the grouped duplicates before processing in the **Duplicate Killer Report** form:



"Duplicate Killer Report" - before duplicate processing

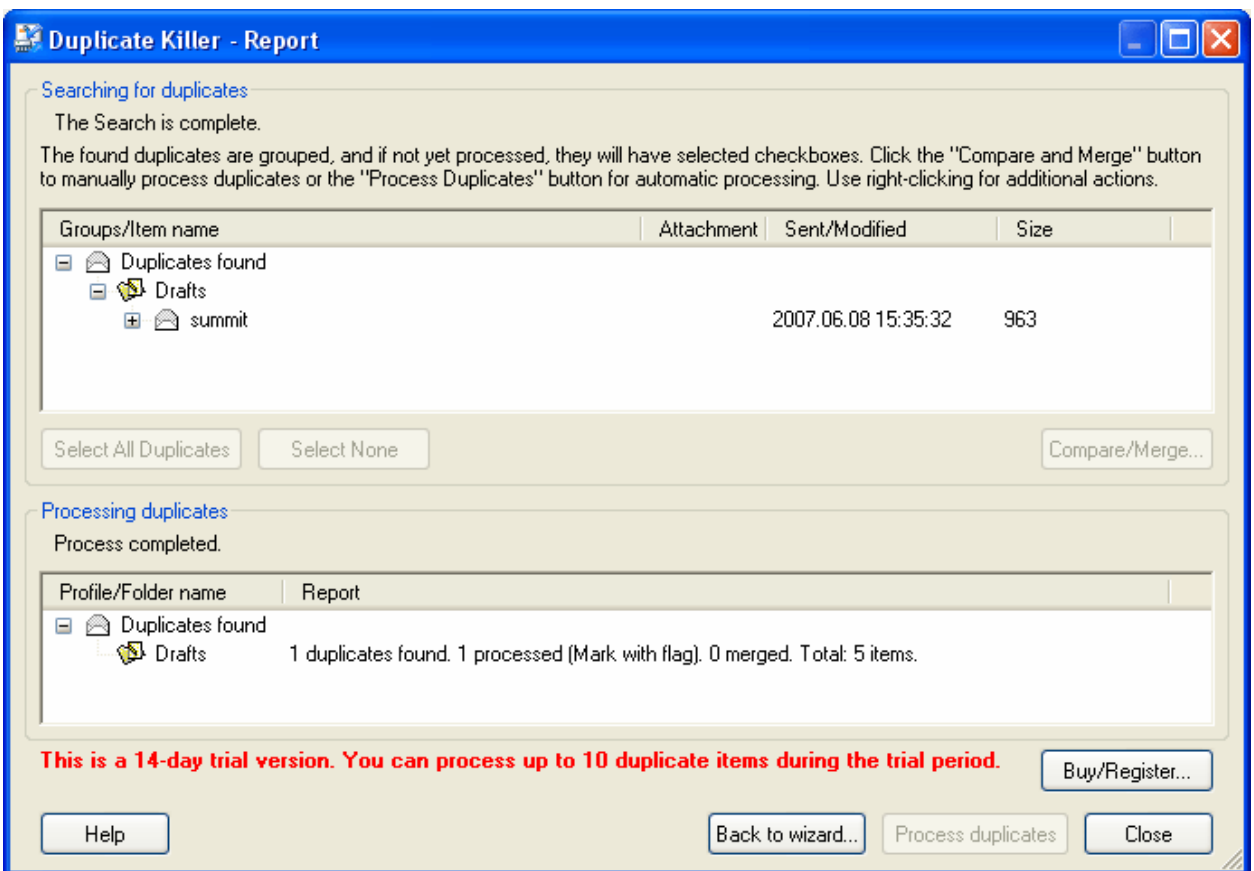
The following actions can be performed in the **Duplicate Killer Report form** (shown above):

- ▶ To open any duplicate item, right click on it and select "Open Item" from the right-click menu.
- ▶ To select/unselect duplicates for processing, check/uncheck the checkboxes in the duplicates groups.
- ▶ To open the "**Merge**" dialog to specify the options for **merging**, click the "**Merge**" button.
- ▶ To start duplicate processing, click the "**Process Duplicates**" button.

Note: If no duplicate items are found during the search process, you will be able to return to **Step 1** of the **Duplicate Killer Wizard** by clicking the "**Back to Wizard...**" button or to exit **Duplicate Killer** by clicking the "**Close**" button.



✓ If the "Show duplicates before processing" option has not been selected during specification of the duplicates searching options and after duplicates processing is complete, the **Duplicate Killer Report** form will show the results:



"Duplicate Killer Report" - duplicates processing is complete

This form provides the following result information:

- ▶ Profile/Folder name;
- ▶ The number of found duplicates;
- ▶ The number of processed duplicates and the action applied to them;
- ▶ The number of merged items.

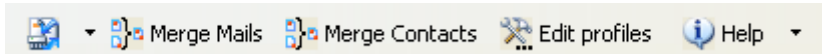
 [Outlook Express Duplicate Killer website](#)

START THE SEARCH FOR DUPLICATES

Duplicate Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) items searching can be started using one of the following ways:

▶ Run Duplicate Killer Quick Wizard:

1. Select an Outlook Express and Windows Vista Address Book (Windows Mail and Contacts) folder for the search.
2. Click the **Duplicate Killer Quick Wizard** button on the **Duplicate Killer toolbar**.



3. Select the properties for comparison, the actions to be applied to found duplicates and the date of modification filter for items.

4. Click the **Start**  button to start the search for duplicates.

▶ Run Duplicate Killer Advanced Wizard:

1. Select the **Advanced Wizard...** in the Duplicate Killer menu.

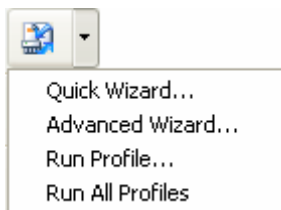


2. Select the folders, the properties for comparison, the actions to be applied to found duplicates, the date of modification filter for items; you can also choose to save all these current settings as a new profile.

3. Click the **Start**  button to start the search for duplicates.

▶ Apply a predefined profile or all profiles:

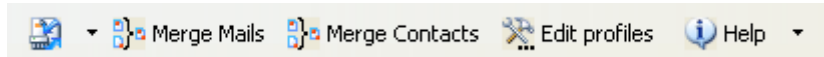
Click **Run Profile...** and select a created profile or click **Run All Profiles** in the Duplicate Killer menu.



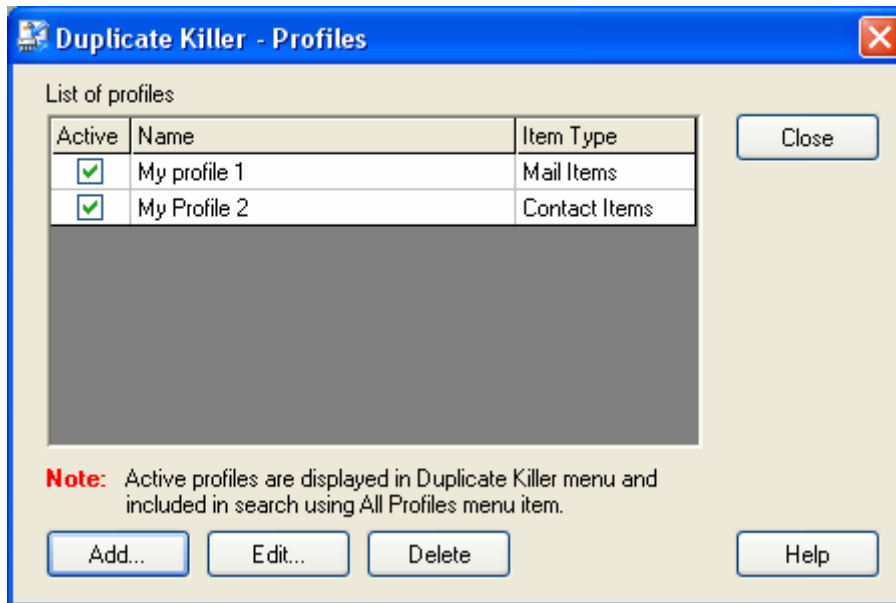
 [Outlook Express Duplicate Killer website](#)

CREATE A NEW PROFILE

1. Select the **Edit Profiles...** command in the Duplicate Killer toolbar.



2. Click the **Add...** button in the Profiles form.



3. Enter a new profile name and specify options in the **Profile form**.
4. Click **OK** to save the new profile.

 [Outlook Express Duplicate Killer website](#)

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 **Outlook Express Duplicate Killer**.

3. Will I loose all Product data if I reinstall it?

No.

▶ Trying out Outlook Express Duplicate Killer

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.


 [Outlook Express Duplicate Killer website](#)

TRIAL 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 **Outlook Express Duplicate Killer**. It is necessary to purchase the license to make the program work.

[Click here](#) to buy.

 [Outlook Express Duplicate Killer website](#)

PRODUCT UPDATE

To update **Outlook Express Duplicate Killer** to a newer version, please do as follows:

1. **Check** your current version (Outlook Express Help menu → 4Team About → About Outlook Express Duplicate Killer...).
2. **Connect** to the Internet.
3. **Refer** to the following link http://www.4team.biz/purchase_outlookexpress_duplicatekiller.asp and check for available version.
4. **Click Try Now** and **download** the latest version of software.
5. **Remove the old version** (Control Panel → Add or Remove Programs).
6. **Install** the new one. All your product data will be saved and securely translated into a new version. Your Activation Code (your order number) is not required.

 [Outlook Express Duplicate Killer website](http://www.4team.biz/purchase_outlookexpress_duplicatekiller.asp)

UNINSTALL

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

 [Outlook Express Duplicate Killer website](#)

OTHER 4TEAM SOFTWARE

You can get acquainted with the entire 4Team Product line at www.4team.biz.

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

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

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

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

[4Team for Microsoft Outlook](#) Manage your teams, create and share projects workspaces in MS Outlook with this powerful groupware without a server.

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

[Sync2](#) Synchronize Microsoft Outlook on multiple PCs without a server.

✔ **Internet/Intranet Groupware & Services:**

[4Team Online Service](#) Web-based project management, group calendaring & collaborative solutions.

[4Team Online Server](#) Your "in-house" server based on 4Team Online Service.

[4Team Server](#) Server-based collaboration among the users of 4Team for Microsoft Outlook.

✔ **Fax Tools:**

[Fax4Outlook](#) Send and receive fax messages like regular Outlook letters.

✔ **Mail tools for Microsoft Outlook:**

[TabView Organizer](#) Search, filter and sort out e-mails, contacts, tasks, appointments in 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.

[FreeBusy](#) Autoresponse to incoming e-mails, based on your Free/Busy (Out of Office) Status.

[CannedResponses](#) Canned text, templates, emoticons, documents integrated in the Outlook e-mail toolbar.

[ReplyWith](#) Simplify the process of replying repetitive email messages with predefined email templates.

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

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

[Voice2Mail](#) Make voice memos and send voice messages with your Microsoft Outlook.

✓ **Contacts tools for Microsoft Outlook:**

[Alphabet4Contacts](#) Alphabet Tabs with Smart filters for your Microsoft Outlook Contacts folder.

[TabView](#) Organizer Search, filter and sort out e-mails, contacts, tasks, appointments in Microsoft Outlook.

[vCard4Outlook](#) Import vCard format files to the chosen Outlook Contact Folder. Export any Outlook Contacts Folder to the vCard format.

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

[Actual Contacts](#) Keep your Microsoft Outlook address book up-to-date easy and secure.

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

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

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

[vSync](#) Outlook to vCard, vCalendar, or iCal converter.

✓ **Time saving tools:**

[TabView](#) Organizer Search, filter and sort out e-mails, contacts, tasks, appointments in Microsoft Outlook.

[Alphabet4Contacts](#) Alphabet Tabs with Smart filters for your Microsoft Outlook Contacts folder.

[ActualContacts](#) Keep your Microsoft Outlook address book up-to-date, easy and secure.

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

[Memory Dialer](#) Communicate with your Contacts via MSN Messenger™, Skype™, and regular phone line in one click from one dialer interface.

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

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

[vCard4Outlook](#) Import vCard format files to the chosen Outlook Contact Folder. Export any Outlook Contacts Folder to the vCard format.

[vSync](#) Outlook to vCard, vCalendar, or iCal converter.

✓ **Dashboards for Microsoft Outlook and 4Team:**

[Dashboard4Team](#) All Outlook and Project information in one place.

[Personal Folders Dashboard](#) All your Outlook Personal Folders information in one easy-to-navigate window.

✓ **Other tools:**

[DVD Labeler](#) DVD Labeler automatically captures the first frame image out of each DVD chapter and creates scene-indexing labels for your DVD movie.

[ActualContacts](#) Keep your Microsoft Outlook address book up-to-date, easy and secure.

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

 [Outlook Express Duplicate Killer website](#)

REPORT PROBLEM, SUGGESTIONS

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

 [Outlook Express Duplicate Killer website](#)

SUPPORT, CONTACT US

➔ Troubleshooting and Support procedure (Get Support):

1. Make sure you are running the **latest version** of Outlook Express Duplicate Killer on your workstation(s). You can download the latest product release from the 4Team Corporation [Outlook Express Duplicate Killer website](#) using **Try Now** link.
2. **Update your Office/Outlook** with the latest updates that improve the stability and security of Microsoft Outlook Express. [Click here](#) to go to Microsoft Office website. To check for updates in Windows Vista, go to Control Panel→ Security→ Check for Updates.
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 email (**Outlook Express Duplicate Killer** toolbar→ About button→ Report a Problem...) to support@4team.biz, 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 (**Outlook Express Duplicate Killer** toolbar→ **About** button).
 - The **operating system and Outlook Express** 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 of 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 version:

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

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

- All our customers who purchased the program or added a new license are eligible to get free updates for one year from the last 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 email with your order number, product name, and number of licenses that you wish to purchase.

!!! Note: We do not provide support for Microsoft Outlook Express and Windows Mail; please refer to the resources at [Microsoft web site](#).

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 [Outlook Express Duplicate Killer website](#)