

Email Logger Description

This Workbook is used with the **Email Logger Microsoft Outlook Functions** for Managing Emails

Worksheets (Tabs) in this Excel workbook

Settings

This worksheet (tab) contains the configurable settings for the Email Logger

Keyword

Enter keywords in this column, which are to be searched for in email Subjects and Email Body text (detail)

Enter one word (or phrase) per column

FolderTo

The Outlook folder where emails which match the keyword in the same row, will be moved to when the Email Logger is run in Outlook (not enable)

Count

The total number of times the keyword (in the same row) has been found in all emails (Subject lines and Body text) of the selected folder

Subject

The total number of times the keyword (in the same row) has been found in all email Subject lines of the selected folder

BodyText

The total number of times the keyword (in the same row) has been found in all email Body Text of the selected folder

Up to 100 Keywords can be entered in column A. Keywords must start from row 2 and there should be no empty rows between keywords.

Emails

This is the detail of all emails which have been searched in the selected folder. when the Email Logger in Outlook is run.

EmailSummary

This is the summary detail of all emails which have been searched in the selected folder. when the Email Logger in Outlook is run.

How to use Email Logger

1. Install the **Outlook Modules** (Developer tab-->VBA - Technical assistance may be required) on the PC where this is to be run (this should have access to the email account)
2. Add the keywords to search for in column A of the "Settings" worksheet in this workbook.
3. Make sure this workbook is available from the PC where this is to be run. Do not change any worksheet (tab) names. Then **CLOSE THIS WORKBOOK.**
4. Run the Macro "**ExportToExcel()**" or click the "**Email Logger**" button set-up in the Outlook ribbon (custom installed) image 1. This will open the parameters dialog box.
5. Select the Date Range - **Date From** AND **Date To** (in the dialogue open in step 4. above - image 2.) to check emails during (no prompt if invalid dates are entered)
6. Select the **Number of Emails** to stop at (select a small number to test or ALL to check all emails in the date range selected in Step 5. above) - image 2.
7. Click the "**Start Check**" button (image 2.) to start checking emails. This will run without displaying any progress or detail until complete.
8. Select this workbook (or any saved copy of this workbook) when prompted (image 3.)
9. Select the mailbox **Folder** to run this export on (image 4.) - all sub folders will be checked within the dates and Number of Emails selections
10. Once the export has completed (Message box will pop up to confirm) , open this workbook up to view the results in each worksheet (tab)

Notes:

This workbook can be saved with a different name for each time the macro is run, otherwise (if selected in Step 5. above) previous results will be overwritten.
Any number of these workbooks can exist, they will not be impacted by the macro, unless selected in Step 5. above.
When the Outlook folder is selected, all subfolders will be searched until the date or number limit is reached.

The Outlook modules (Step 1. above) are not included in this workbook. They are separate VBA Modules:

frmEmailLogger.frm

frmEmailLogger.frx

mdlEmailLogger.bas

These modules above must be installed for any operator who would like to use this Email Logger. There are separate instructions for this process. Please contact Mic

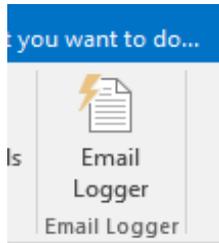


image 1.

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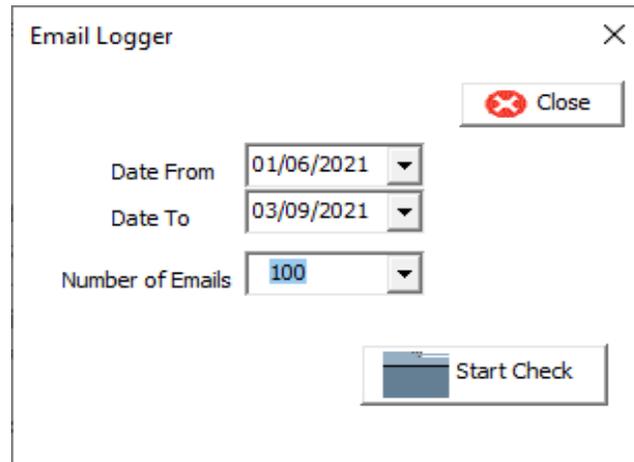


image 2.

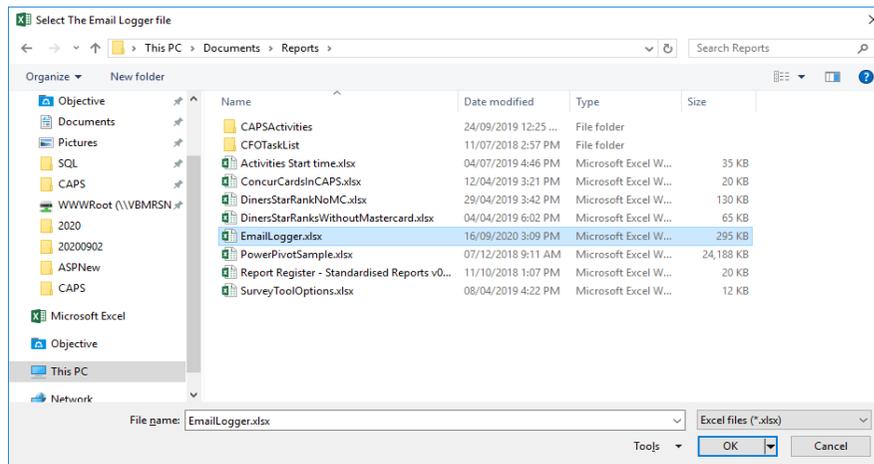


image 3.

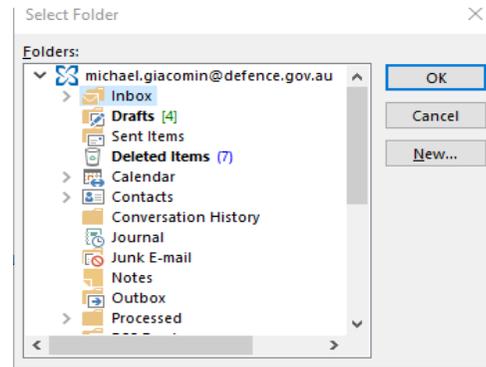


image 4.