

6Channel6 Reminder Add-In for Outlook

Version 1.0

Outlook's reminder only pops up a window on the computer running it. 6Channel6's Reminder Service reminds you by phone, Email, text message (SMS), instant message (IM), and Fax. The 6Channel6 Reminder Add-In for Outlook is an effortless way to create reminders. Once the Add-In is installed, the 6Channel6 Reminder Service will be integrated with Microsoft Outlook. You will be able to set up phone/SMS/Email/IM/Fax reminders directly from Outlook, while at the same time keeping a single calendar and avoiding the trouble of synchronizing calendars.

System Requirements

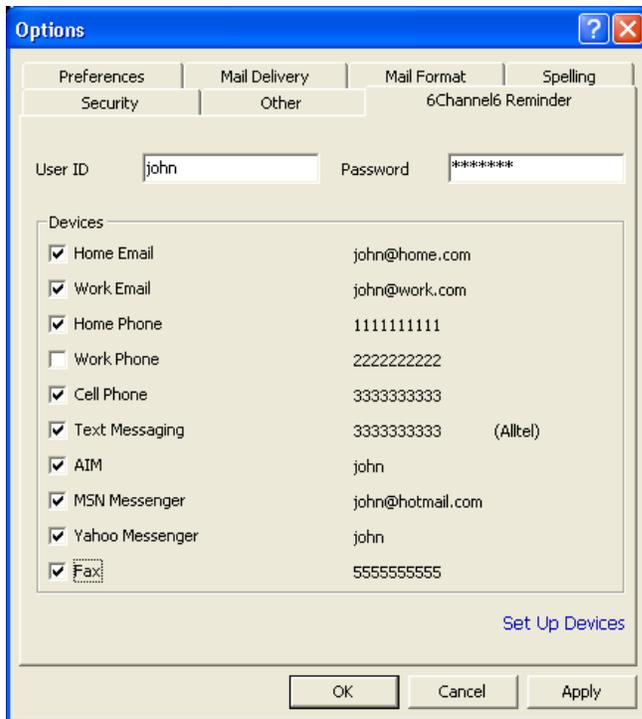
- Microsoft Windows Operation System
- Microsoft Outlook 2000, XP, or 2003

Getting Started

Run Setup.exe to install the Add-In on your computer.

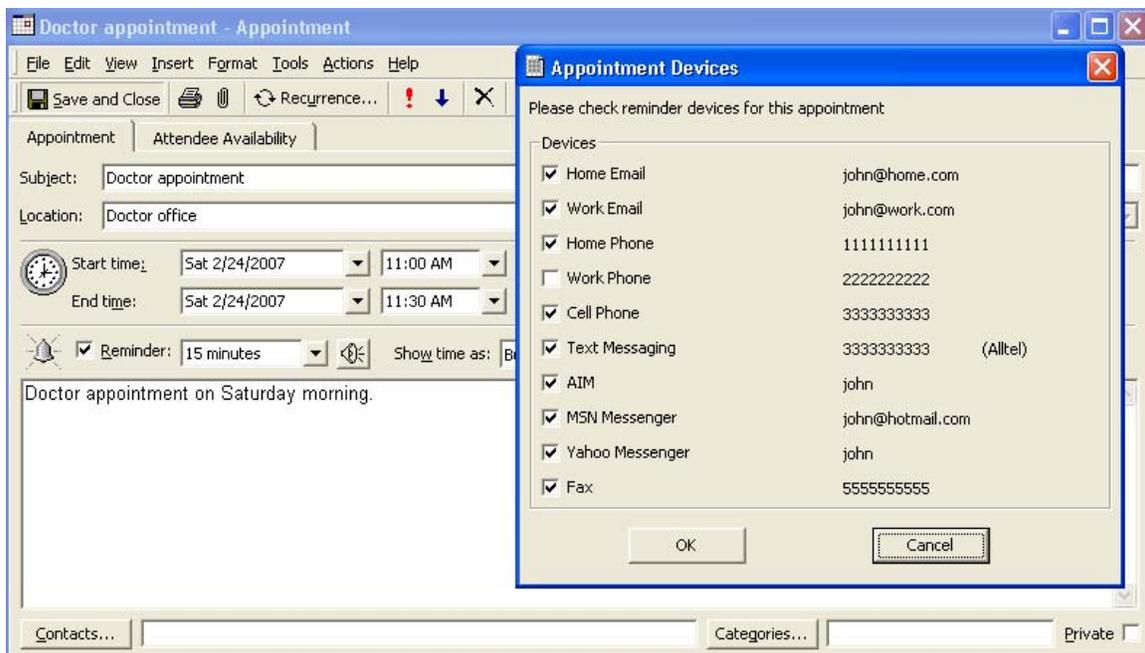
Configuring the Reminder Add-In

1. Start Microsoft Outlook
2. Go to Tools → Options
3. Click on the "6Channel6 Reminder" tab
4. Enter 6Channel6 ID and Password
5. Click OK to save and close Options
6. Reopen Options
7. Select any available devices as default devices
8. Click OK to save and close



Using the Reminder Add-In

1. Go to the Calendar section of Outlook
2. Enter a new appointment
3. Click Save to save the appointment
4. A window will pop up asking you to select appointment devices
5. Select your device(s)
6. Click OK to save the reminder



Uninstall

Go to Control Panel → Add or Remove Program. Select the “6Channel6 Reminder Add-In for Outlook” and click the Remove button.

More Help

For more information about the 6Channel6 Reminder Add-In, please write to CustomerServices@6channel6.com.