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# Introduction

Tzunami Outlook Reports Add-in is a product which gives users the ability to generate reports for their mailbox. Reporting features in Outlook are quite limited. Outlook does not gives visual and printed reports.

Scanning all the Outlook folders manually to group the mails according to senders, day, time, month, categories, etc. and create a report based on same is time consuming. Such reports provides us useful and interesting facts about incoming and outgoing mails from outlook. It also helps us pick and manage important mails.

Tzunami Outlook Reports Add-in is such a tool that helps user generate such reports from their mailbox. It is a time saving tool and helps user group, categorize mails and generate visual report. It also serves as mail analyzing tool for users.

## Features

* Help to generate reports for the mailbox.
* Saves time in generating facts from the mailbox
* Generates Visual report (Pie chart, Line chart) to have pictorial information.

## Requirements

**Supported Operating Systems**: Windows 2000, Windows XP, Windows 2003, Vista, Windows 7 and Windows 2008. Both x86 and x64 versions of all operating systems are supported.

**Required Software:**

* Microsoft Outlook 2010, Microsoft Outlook 2013
* Visual Studio Office Runtime 10. It can be downloaded from

<http://go.microsoft.com/fwlink/?LinkId=158917>

* Microsoft .NET Framework 4.0 or higher. It can be downloaded from Microsoft download link:

<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=9cfb2d51-5ff4-4491-b0e5-b386f32c0992>

# Installing Outlook Report Add-In

**To Install Tzunami Outlook Templates Add-In:**

|  |  |
| --- | --- |
|  | If your Microsoft Outlook is opened during installation, you must close it before installing **Tzunami Outlook Template Add‑in** on your machine. |

1. Unzip the zip file and run setup.exe. The Welcome window of the setup wizard appears.
2. You will be asked to confirm the installation.
3. Click Next. Tzunami Outlook Report Add-In is installed.
4. Start Microsoft Outlook and Microsoft Office Customization Installer pops up.
5. Click on Install to complete the setup process.

|  |  |
| --- | --- |
|  | If the system doesn’t have Microsoft .Net Framework 4.0 or higher and Microsoft Visual Studio Tools 2010 for Office Runtime, Setup downloads them and install them automatically. Make sure Internet connection is on. |

# Generate Report

Once Tzunami Outlook Report Add-in has been installed, you need to go through some steps to generate report from the Outlook. This section describes how to use Outlook Report to generate report.

After the product is installed, Reports add-in tab can be found in Microsoft Outlook Tab Menus as in figure below

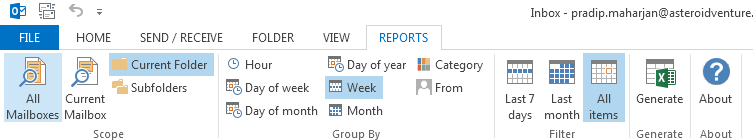


Figure : Outlook Report add-in tab

Report can be generated in four steps:

1. Select Scope
2. Select Grouping method
3. Filter
4. Generate

## Select Scope

Scope of the report can be defined by selecting the required mail folders.

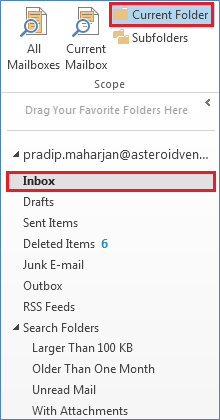
1. In Microsoft Outlook, Select Reports tab
2. Select the Mail folder, i.e. either **inbox**, **drafts**, **sent** **items**, etc
3. Then define the scope by selecting one of button on Scope Group in Reports tab as in figure below

Figure : Selecting Current Folder as Inbox

## Select Grouping method

After selecting scope, choose any of the grouping technique to generate report based on defined groups.

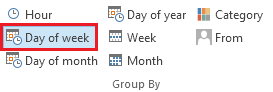


Figure : Select the grouping method “Day of Week”

## Filter

Filter the mails to defined selection.

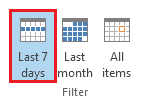


Figure : Filter mail to 7 days

## Generate

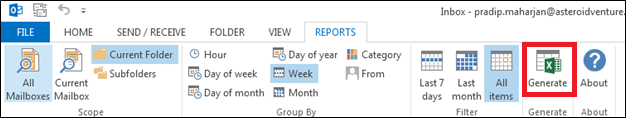
Click on Generate Button to generate report on Excel.

Figure 5: Generate

Then Excel document opens showing report generated in **Pie chart** and **Line chart** as in figure below

Figure 7: Line Chart report

Figure 6: Pie chart report

# Uninstalling the product

In case the Tzunami Outlook Report add-in needs to be uninstalled, follow following steps:

1. Go to **control panel.**
2. Click on **Program and Features.**
3. Select **Tzunami Outlook Report** and click uninstall.
4. Select **Outlook Report** andclick uninstall.

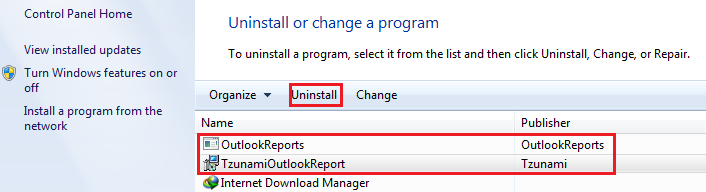
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Figure : Uninstalling Tzunami Outlook Reports