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# Introduction

Tzunami Outlook Templates Add-in for Outlook is designed to allow you to quickly compose your email messages in Microsoft Outlook 2010 through the use of pre-composed email templates. Tzunami Outlook Templates Add-in will help you with entering frequently repeated text fragments, save the time you spend on email writing and also helps in minimizing manual errors in your messages. Tzunami Outlook Template Add-in is a very useful addition for technical support officers, sales managers and anyone who uses e-mails extensively in daily work.

With Tzunami Outlook Templates Add-in you can create or save your emails in a template list and insert the text from these templates while composing an email with a single mouse click. You will have to write and format your templates only once and then you can insert its content into your emails whenever needed.

## Features

* Provides an efficient way to answer your emails
* Strengthens communication efforts
* Facilitates personalized professional communication
* Helps you retain a high level of quality and service in your email communications

## 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 Templates Add-In

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

1. Unzip the zip file and run setup.exe. The Welcome window of the setup wizard appears.
2. In the Select Installation Folder window, select an installation folder for Tzunami Outlook Templates Add-in. You will be asked to confirm the installation.

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

1. Click Next. Tzunami Outlook Templates Add-In is installed.
2. Start Microsoft Outlook and Microsoft Office Customization Installer pops up.
3. Click on Install to complete the setup process.

# Configuring Settings

Once Outlook Templates Add-in has been installed, you need to configure the templates settings in the mail message. This secti0n describes how to configure Tzunami Outlook Template Add-in before use.

Settings are divided into three sections:

1. Global Settings
2. Templates Managers Settings
3. About (License)

## Global Settings

Global Settings allows you to add Templates Managers. You can define the number of quick template to be displayed for each Template Manager. For more information about quick templates, see Selecting Quick Templates on page 7.

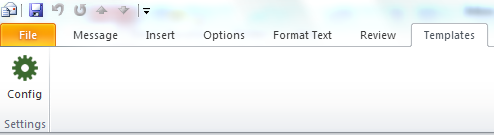
**To add Templates Manager**

1. In **Outlook**, click **New** **E-mail**.

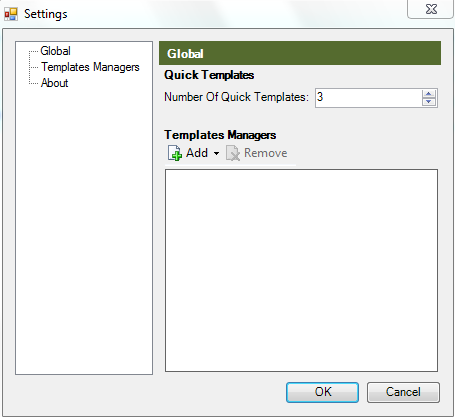


**Keyboard shortcut**: To create an e-mail message, press Ctrl+ N.

1. In the message window, on the **Templates** tab, click **Config**.



1. In the **Number of Quick Templates** box, you can select the number of quick templates you want to display in the Ribbon.
2. In the **Templates Managers**, click **Add > Files**.



*Figure 1: Setting tab window*

## Templates Managers Settings

Templates are word documents containing pre-composed email contents. The Templates Manager Settings allows you to configure the various Templates Managers. Tzunami Outlook Templates Add-in then displays the list of templates files when you open a new mail message window.

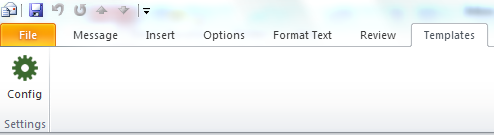
**To select the templates**

1. In **Outlook**, click **New** **E-mail.**

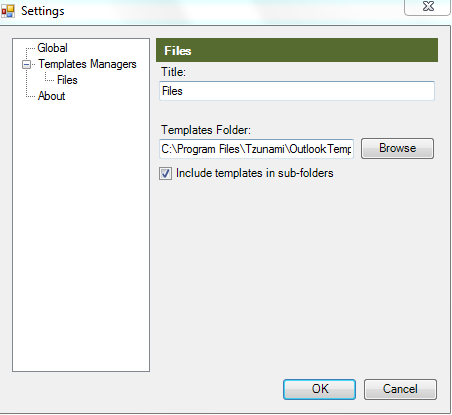


**Keyboard shortcut**: To create an e-mail message, press Ctrl+ N.

1. In the message window, on the **Templates** tab, click **Config**.



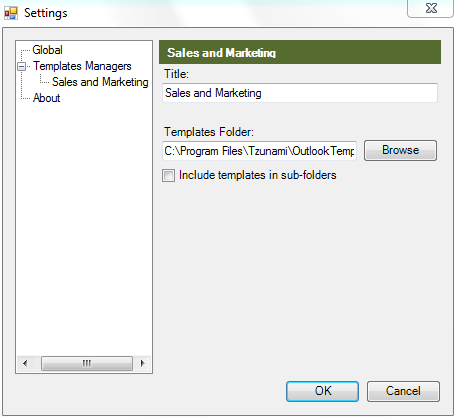
1. In the **left** **Navigation** **pane**, click **Templates Managers > Files**.
2. Click the **Browse** button to select the templates files location.
3. Tick the **Include templates in sub-folder** check box to display templates in sub‑folder.



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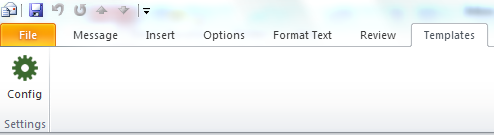
*Figure 2: Settings tab window*

1. You can edit the name of file according to your necessity as follows.

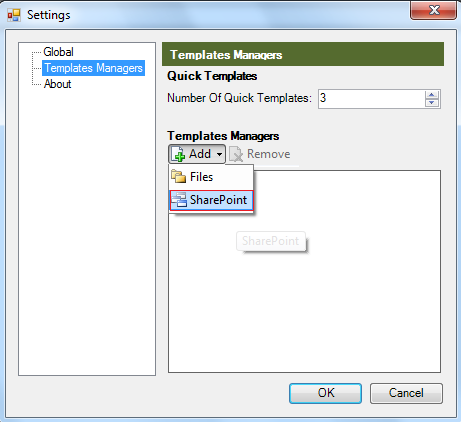
****

**To add templates from sharepoint**

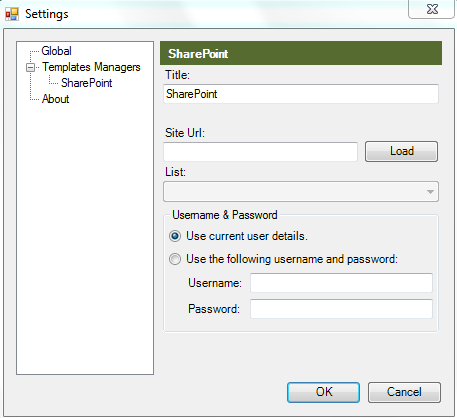
1. In the **Templates** tab, click **Config**.



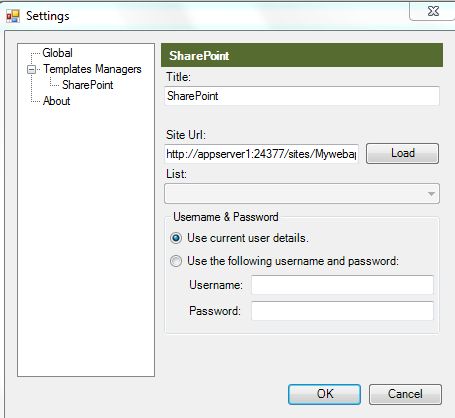
1. In the **left** **Navigation** **pane**, click **Templates Managers > Sharepoint**.



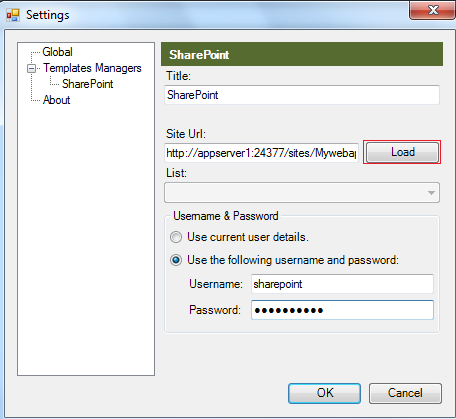
1. **Title** of Template Manager can be changed as required.(By default, title is set to **Sharepoint**)



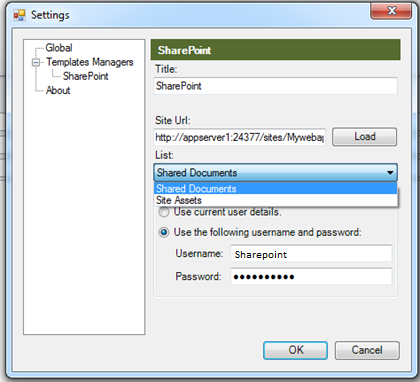
1. Enter the Sharepoint site URL on **Site Url** box.



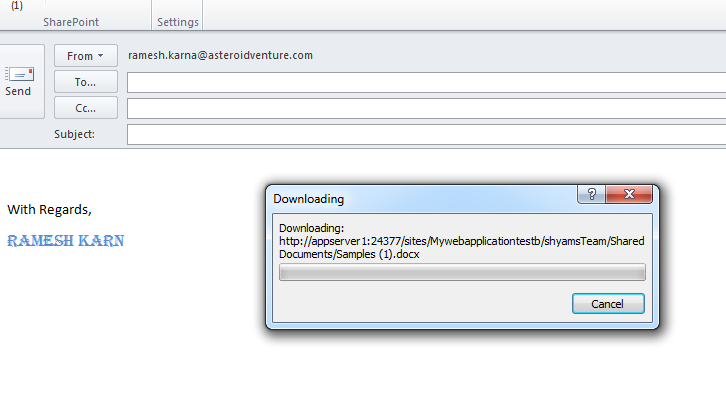
1. Enter the Sharepoint **Username** and **Password** and click **Load** button. Make sure that Use the following username and password is selected.

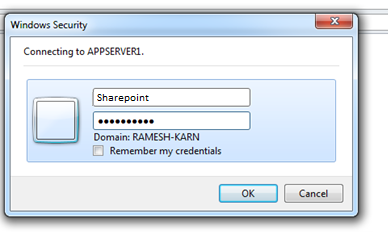


1. The list of documents appears on List. Select from the list as required and Click OK button.



1. Now template will be download from the site as follows:



1. Next time when you try to download another template it will ask for connection to the server again follows:

# Using Templates

## Create New Message Using Templates

You can create a new/reply/forward mail message using templates displayed in Templates tab or from the template lists.

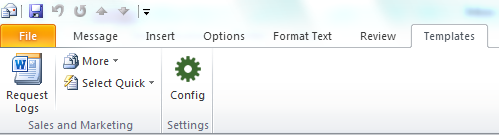
**To create a new message using templates:**

1. In **Outlook**, click **New** **E-mail.**

Or

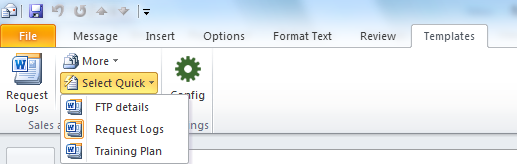
Press Ctrl+ N.

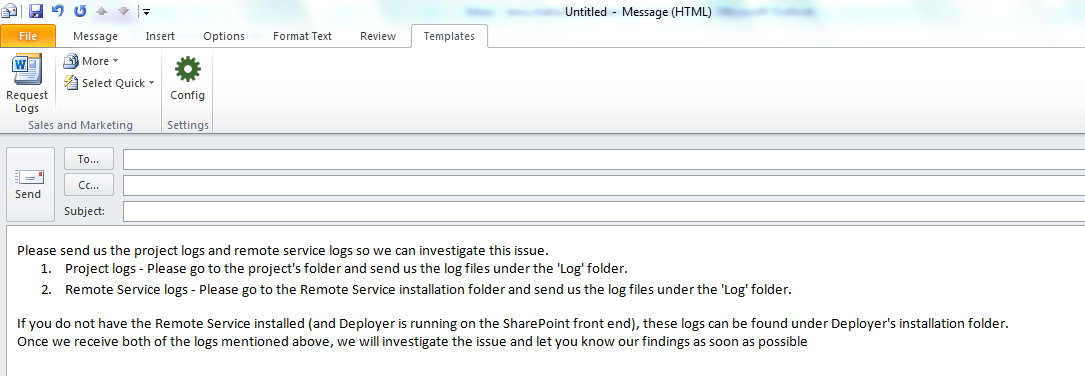
1. In the message window, click one of the **Quick Templates**.



Or

Click **More** and select a templates from the list.



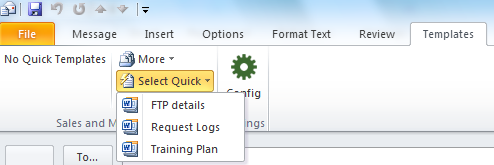
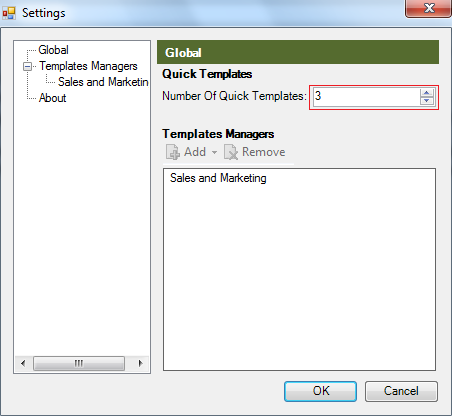


*Figure 3: New mail message window*

## Selecting Quick Templates

Quick Templates section in the Templates Ribbon displays oft used templates or those templates which you choose to put in the Quick list. These Quick templates are displayed as a buttons in the Templates Ribbon and can be inserted in the email messages with single click allowing you a quick access to common templates.

**To select Quick templates**

1. In **Outlook**, click **New** **E-mail** Or Press Ctrl + N.
2. In the message window, on the **Templates** tab, click **Select** **Quick**.
3. You can select the number of quick templates to be displayed in the Global Setting. In the **Number of Quick Templates** box, you can select the number of quick templates you want to display in the Ribbon.

# License

Tzunami Outlook Templates Add-in installs with a default license that can be used for evaluation purposes. This license is limited in time (30 Days) and functionality (up to 1 Templates Managers, and up to 3 quick templates). When the license expires, contact [support@tzunami.com](mailto:support@tzunami.com) for an extended license.

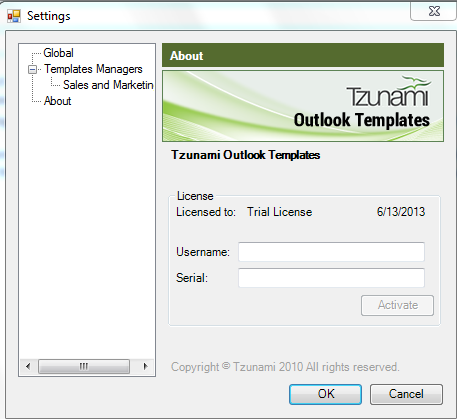
**To extend Tzunami Outlook Templates Add-in License**

1. In **Outlook**, click **New** **E-mail.**

Or

Press Ctrl + N.

1. In the message window, on the **Templates** tab, click **Config**.
2. In the **left Navigation** **pane**, click **About**.



*Figure 4: Settings tab window*

|  |  |
| --- | --- |
|  | If an error message appears, contact the Tzunami Support Team at [support@tzunami.com](mailto:support@tzunami.com) |