

Avoid forgetting to send attachments in Outlook

Forgotten Attachment Detector (FAD) is a small utility for Outlook of Office Labs, this is a small group within the Office group, the group created some interesting add-ins for Office products.

Network Administration - Have you ever hit the email send button and soon realized that you forgot to attach the file as you say in the email content. Forgotten Attachment Detector is a great tool that will prevent you from encountering such unnecessary situations.

Forgotten Attachment Detector (FAD) is a small utility for Outlook of Office Labs, this is a small group within the Office group, the group created some interesting add-ins for Office products. Whenever you send an email containing terms such as attachment, attached, enclosed, . but there is no actual attachment, the program will warn you before you press the email button of me Thanks to this notification, you can go back and attach the attachment to the email as intended and then send an email.

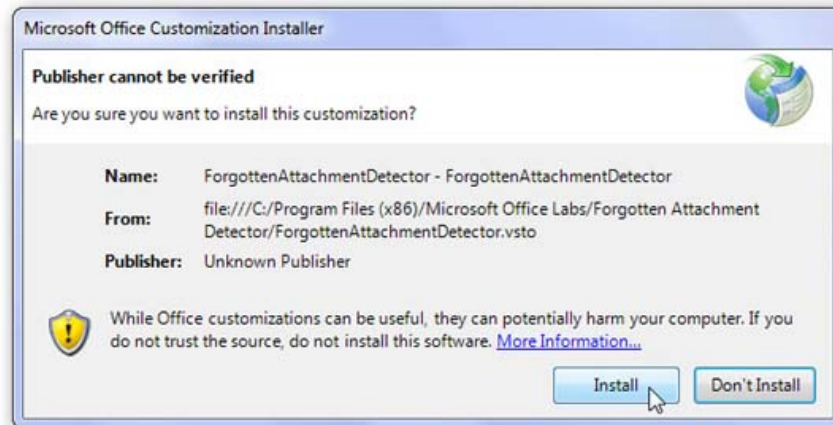
This add-in works on Outlook 2007 and 2010, including both 32 and 64 bit versions. In the experiment, they use it on Outlook 2010 x64.

Begin

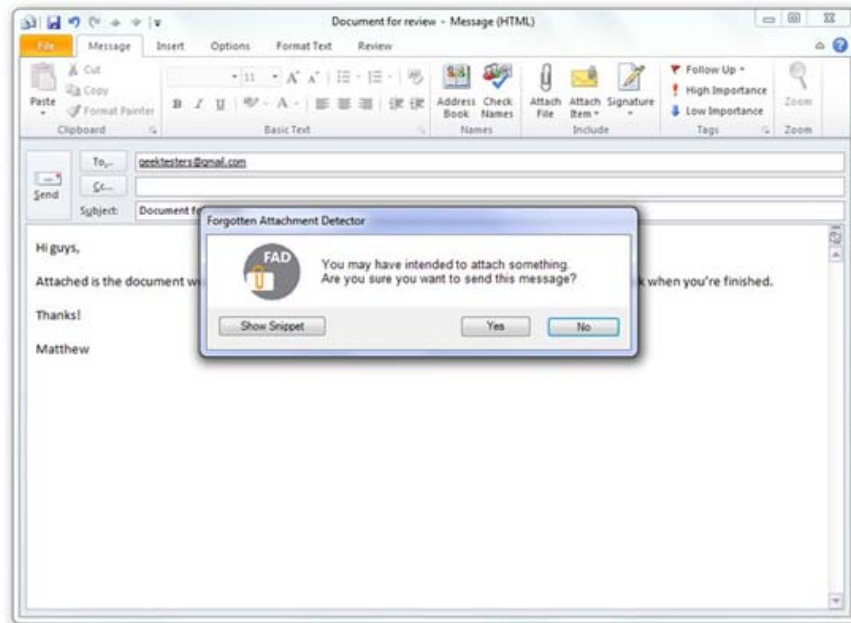
When downloading Forgotten Attachment Detector (link below), please proceed to install this program. Need to exit Outlook before installing it. You can cancel the check box shown in the picture below if desired.



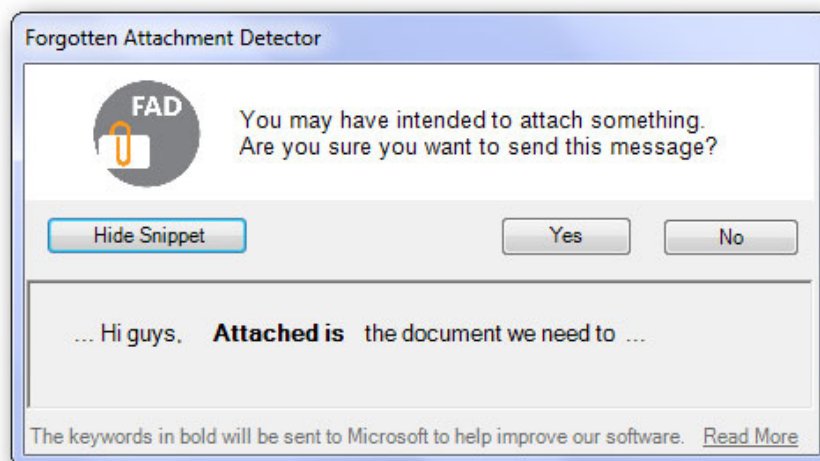
After installation is complete, you can open Outlook. When starting Outlook after installing Forgotten Attachment Detector, the program will ask you to verify that you want to install the add-in. Click Install, the program is now ready for you to use.



Now, when you press the button to send an email, the add-on will scan all the keywords in your message. If it detects that you intend to send an attachment but forgot to attach it, the program will display a window instead of allowing you to send an email without your attachment.

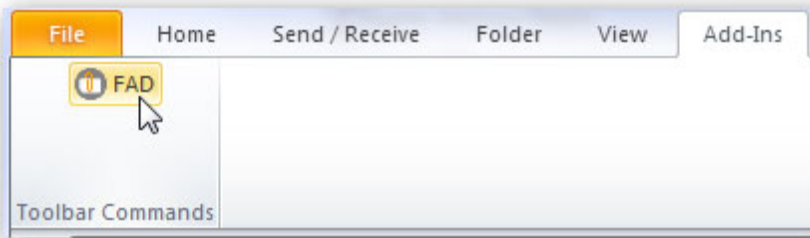


You can click 'Show Snippet' to see exactly what in your email triggers reminders. If you want to return to the email to attach the file, click No; otherwise, you can click Yes to send the file reluctantly.

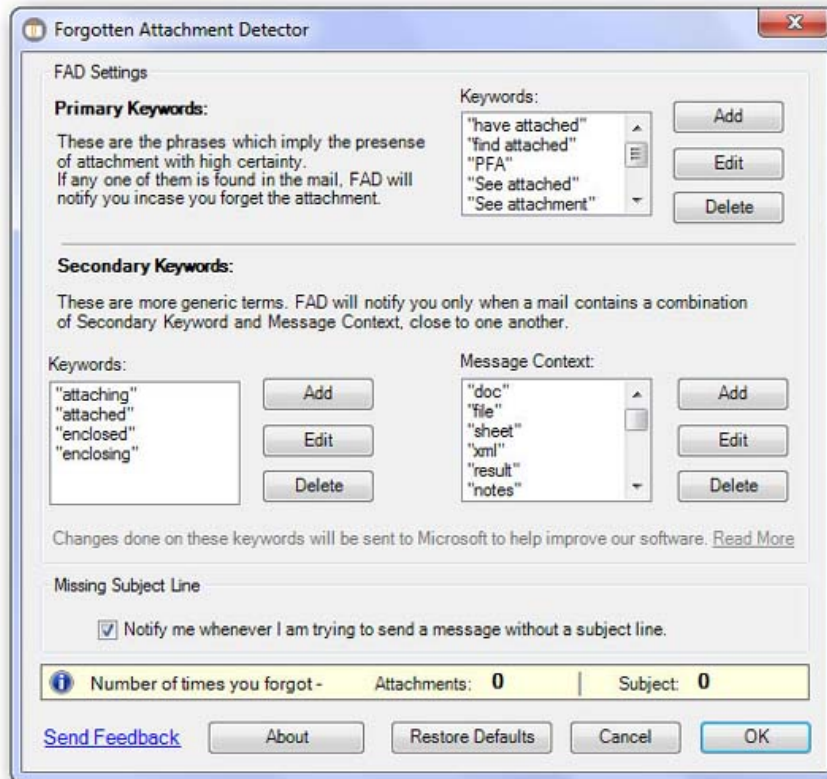


Settings

In Outlook 2010, you will see a button for Forgotten Attachment Detector on the Add-ins tab of the ribbon. In Outlook 2007, this button is added to your toolbar.



This button will help you open the setup page of Forgotten Attachment Detector. Here you can add or remove keywords to enable file attachment reminders. FAD uses both phrases to recognize when you intend to add attachments as well as keywords that appear in the content with another word. You can add or remove entries from these items. The default FAD also reminds you whenever you send an email without a title; You can cancel this check box if you don't want it. Finally, this dialog will show the number of times you forgot to attach a file or add a title to the email.



Conclude

Can say Add-in Forgotten Attachment Detector is really a great utility to help you avoid unnecessary 'silly' emails.

Download link

Forgotten Attachment Detector

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