

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

Options

Preferences | Mail Delivery | Mail Format | Spelling
Security | Other | 6Channel6 Reminder

User ID: john Password: *****

Devices

<input checked="" type="checkbox"/> Home Email	john@home.com
<input checked="" type="checkbox"/> Work Email	john@work.com
<input checked="" type="checkbox"/> Home Phone	1111111111
<input type="checkbox"/> Work Phone	2222222222
<input checked="" type="checkbox"/> Cell Phone	3333333333
<input checked="" type="checkbox"/> Text Messaging	3333333333 (Alltel)
<input checked="" type="checkbox"/> AIM	john
<input checked="" type="checkbox"/> MSN Messenger	john@hotmail.com
<input checked="" type="checkbox"/> Yahoo Messenger	john
<input checked="" type="checkbox"/> Fax	5555555555

[Set Up Devices](#)

OK Cancel Apply

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

Doctor appointment - Appointment

File Edit View Insert Format Tools Actions Help

Save and Close | Recurrence... | ! | ↓ | ×

Appointment | Attendee Availability

Subject: Doctor appointment

Location: Doctor office

Start time: Sat 2/24/2007 11:00 AM

End time: Sat 2/24/2007 11:30 AM

Reminder: 15 minutes Show time as: B

Doctor appointment on Saturday morning.

Appointment Devices

Please check reminder devices for this appointment

Devices

<input checked="" type="checkbox"/> Home Email	john@home.com
<input checked="" type="checkbox"/> Work Email	john@work.com
<input checked="" type="checkbox"/> Home Phone	1111111111
<input type="checkbox"/> Work Phone	2222222222
<input checked="" type="checkbox"/> Cell Phone	3333333333
<input checked="" type="checkbox"/> Text Messaging	3333333333 (Alltel)
<input checked="" type="checkbox"/> AIM	john
<input checked="" type="checkbox"/> MSN Messenger	john@hotmail.com
<input checked="" type="checkbox"/> Yahoo Messenger	john
<input checked="" type="checkbox"/> Fax	5555555555

OK Cancel

Contacts... Categories... Private

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.