Cheatography

MS Outlook: While You Were Out Message Cheat Sheet by [deleted] via cheatography.com/2754/cs/12866/

Introduction While You Were Out (WYWO) Windows Outlook Addon that replaces the phone message pad with a template in our e-Mail message this Outlook. The WYWO templates provides a replacement to the paper forms, used by businesses for taking phone messages. The template includes fields for entering caller's contact information, selecting reasons for calls, and a text message. Once completed, press the Ok button to generate an email with corresponding selections made on the template. Copyright June 2017 Retour, Inc. **1. Name Field**

Enter the Caller's name.

The Most Recently Used (MRU) list of names displays if available.

Pro Version: If phone number is in your Contacts, the Caller Name, Job Title, eMail Address and Company fields are Auto-Filled.

2. Company Name

Enter the Caller's Company name.

Pro Version: If the Caller is in the Contacts, the Company Name will be auto-filled.

3. Phone Number

Enter the Caller's Call Back number

Pro Version: If the Phone number is in your Contacts, the Caller Name, Job Title, eMail Address and Company fields are Auto-Filled if blank.

4. Email

Enter Caller's email address.Must be a well formed email address.

Pro Version: If the Caller is in your Contacts, the Address auto-fills.

Generated Email Message

Subject Line: Includes "WYWO:" followed by the Contact Name, phone number & company name. It's easy to identify WYWO phone messages. Searching and sorting can group WYWO messages together.

Dialing Function: Touch the phone in generated email. WYWO message display to dial the phone number.

Pro Version WYWO checks your contact folders and auto-fills data to better identify the Contact and their information.

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5. Sceduling Request

Enter the data and time request to be scheduled. User can click on the attached vcf file to add the request to their Calendar.

WYWO Template While You Were Out Enter your phone message on this form • Recipient's email Caller Company Phone Numbe Caller's email Called Returned your call Urgent Please call back Personal Came to see you Sales call Wants information Will call again Left voice message Please schedule time for: Date Time Mosca OK Reset

Microsoft Store: https://store.office.com/en-us/app.aspx?assetid=-WA104381075

Resulting eMail Message

KD Kim Day	AM				
	r Lindenberg called (985	i) 555-5555 x201 CGI Gro	up		
Ounda					^
Contact.vcf 6 KB	-				
Action Items			+ Ge	t more add-in	6
one) ere reer voor vie dee	@cgi.co 11:33:44 AM				
 Returned your call Please call back 					
 Returned your call Please call back 	i4 on our website and is lo	oking for more information.			
Returned your call Please call back Wants information	i4 on our website and is lo	oking for more information.			
Returned your call Please call back Wants information	i4 on our website and is lo	oking for more information.			
Returned your call Please call back Wants information	i4 on our website and is lo	oking for more information.			

eMail message includes vcard and calendar attachments

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