

### 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.

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### 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.

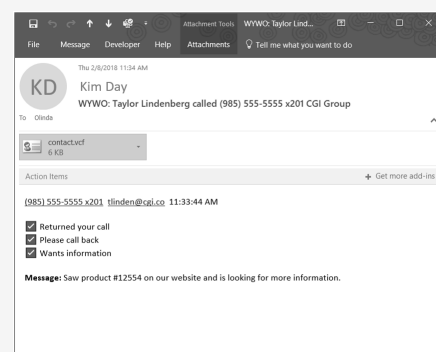
### 5. Sceduling Request

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

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

### Resulting eMail Message



eMail message includes vcard and calendar attachments