OUTLOOK DATE STAMPER HELP

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ABOUT OUTLOOK DATE STAMPER

Outlook Date Stamper is a simple utility for personal use designed as an add-on solution for Microsoft Outlook. It allows you to add the date and time to the body of an email message or to any Outlook item that contains text field as well as to customize the configuration of date and time.

We would also like to extend a special "thank you" to our numerous customers in the USA, United Kingdom, Australia, Belgium, Germany, Switzerland, France, Singapore, and other countries who implemented our programs for their everyday business needs - from personal and family use to Medical and Law Offices, Religious Services, Technology and Software production companies.

 Outlook Date Stamper website

Version 1.00.0035

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Outlook Date Stamper website

HOW TO BUY

➜ To **buy the license**, please click here.

• All of our customers who have purchased the program or who have added a new license are eligible to get free updates for a year from the purchase date.

• If you are looking for other 4Team products for Microsoft® Outlook®, you can get them at significantly reduced prices; just send us an email with your order number, product name, and the number of licenses that you wish to purchase.

• For more information please check out product website.

Outlook Date Stamper website

HOW IT WORKS

Outlook Date Stamper is a simple utility that allows you to add the date and time to the body of an email message or to any Outlook item that contains text field.

- To add the date and time you only have to open an email or any Outlook item containing text field, place the cursor on the text field where you want the date and time to appear, and click the **Insert date and time** button on your Microsoft Outlook toolbar.
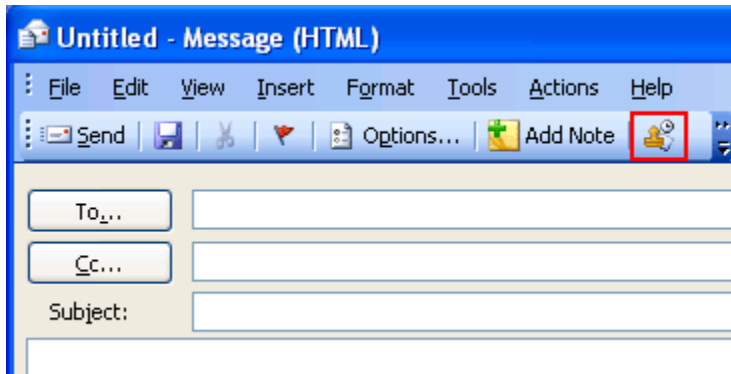
- With **Outlook Date Stamper** you can also customize the sequence of date and time, customize the time appearance and date appearance.

- **Outlook Date Stamper** is also available in Microsoft Outlook 2007.
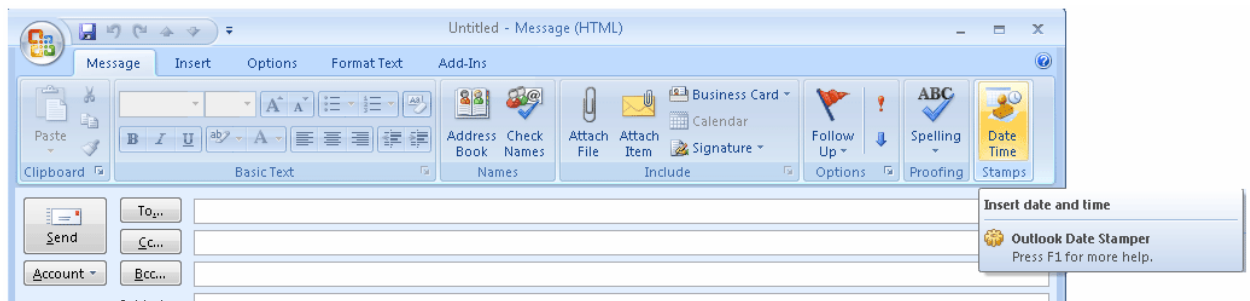
 Outlook Date Stamper website

FEATURES

✔ **Insert date and time in any Microsoft Outlook item**
The program allows you to easily insert the date and time into any Microsoft Outlook item containing text field.

✔ **Customize the sequence of date and time**
 You can choose the order in which the time and the date appear.

✔ Customize the time appearance

✔ Customize the date appearance

Outlook Date Stamper website

SYSTEM REQUIREMENTS

▶ **Software:**

✔ **Operating system**: Microsoft Windows® 98/2000/XP/2003/Vista.

✔ Microsoft Outlook version 2000, XP, 2003, 2007.

✔ Incompatible with Outlook Express®, or Outlook versions prior to 2000/XP (SP-2)

▶ **Hardware:**

✔ **CPU:** at least Pentium 400 MHz

✔ **Memory:** minimum requirement is 64MB (256MB recommended)

▶ **Minimum requirements** for optimum functioning of the program are:
✔ Microsoft Windows **Administrator rights** in order to install **Outlook Date Stamper** for Microsoft Outlook.

Outlook Date Stamper website

OUTLOOK DATE STAMPER VERSIONS

▶ Trial - a fully functional 14-day trial version

▶ Full - a fully functional version.

Outlook Date Stamper website

PRODUCT ACTIVATION

▶ What happens if you don't activate your copy of the product?

Before you activate **Outlook Date Stamper** you may run it for a limited amount of time (trial version). **Outlook Date Stamper** will go into **Reduced Functionality Mode** when this trial period expires. In Reduced Functionality Mode, you will not be able use **Outlook Date Stamper**. No existing Outlook items or contacts will be harmed, and you can easily get **Outlook Date Stamper** out of this mode after activation.

▶ **Product Activation:**

1.   Connect to the Internet.
2.   Go to Microsoft Outlook Help menu, point to **4Team About** and select **Outlook Date Stamper**.
3.   In the opened Form click the **Activate...** button.
4.   Enter your* Activation Code in the Activation Code field.**
5.   Click **Next**.

The program will continue functioning as a full version.

If you receive the **Activation failed** dialog, click "< Back" and reenter your Activation Code. If this does not help go to Support by phone or LiveChat.

*An Activation Code will be sent to you by e-mail after you purchase the product. You can purchase the product by clicking here.

In order to activate the product, you need to purchase it and obtain the activation code. Click the **Buy online button in the **About Outlook Date Stamper** form to go directly to product website.

▶ **Software Update**

1. **Connect** to the Internet.
2. Go to Microsoft Outlook **Help** menu, point to **4Team About** and select **Outlook Date Stamper**.
3. In the opened Form Click the **Check for Update** button.
4. If a new version of the product has been released, **remove the old version** (Control
5. Panel⟶ Add/Remove Programs) and **download and install the new one**.

▶ About product activation

After the trial version period is over, you will need to activate your copy of the product in order to continue using it. This wizard will guide you, step-by-step, through the process of activating via the Internet or over the telephone. 4Team Product Activation is an anti-piracy technology designed to verify that software products have been legitimately licensed. It is quick, simple, and helps protect customer privacy. Product Activation works by verifying that a software activation code, which you must use in order to activate the product, has not been used on more personal computers than intended by the software's license.

 Note: Please be aware that your Activation (License) Code is linked to your computer(s), and the program can be installed only on as many computers as licenses you have purchased. If you need to move the program to another computer, please contact our customer support.

An Activation Code will be sent to you by e-mail after you purchase the product. You can purchase it by clicking here.

Outlook Date Stamper website

INSTALLATION

▸ **Prior to installation:**

1. You need to have **Windows® Administrator rights** in order to install **Outlook Date Stamper** *for Microsoft® Outlook®*.

2. Please check that you are running Microsoft Outlook 2002 (SP-2) or 2003 as **Outlook Date Stamper** is **incompatible** with any **Outlook** version **prior to 2002/XP (SP-2)**; check other System Requirements as well. You can update your Microsoft Outlook version here.

3. Download the latest version of **Outlook Date Stamper** setup file from the Outlook Date Stamper website and save it to an easy to find place.

▸ **Installation steps:**

1. **Close** Microsoft® Outlook® and all open programs.
2. **Install** the previously downloaded product by opening/clicking the "setup" file from the location where you saved it. Follow the instruction on the screen.
3. **Start** Microsoft Outlook.
4. You are now ready to start using the program!

If installation was interrupted or incomplete,

…the problem might be related to Microsoft Outlook integrity. Prior to reinstalling **Outlook Date Stamper**, please perform the following:

1. Uninstall Product (Start⟶ Control Panel⟶ Add or Remove Programs).

2. Use the **Detect and Repair** feature in Microsoft Outlook Help menu to make sure it is operating properly. You may need the original Microsoft Office® or Microsoft Outlook CD-Rom. If **Detect and Repair** was unsuccessful, please address the issue to Microsoft support team or IT Professionals. Installation of 4Team software will not be possible until Microsoft Outlook integrity is restored.

Microsoft Outlook Help menu⟶ Detect and Repair:
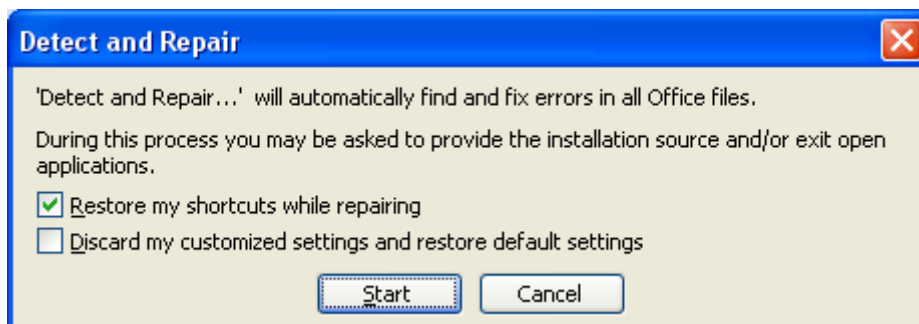
- Please keep in mind that the "Detect and Repair" feature is not related to our software and recommended to be performed each time you experience functional problems with Microsoft Outlook.

- Please refer to our FAQ & Troubleshooting section of the HELP documentation.

- For IT Professionals in order to restore Microsoft Outlook integrity:

o Use the "Detect and Repair" feature in your Microsoft Outlook (you may need the original Microsoft Office or Microsoft Outlook CD-Rom). If this feature is successfully fulfilled, you may proceed to the next step. If not, we recommend that you save your *.pst file and repeat the procedure, but this time with "Discard my…" checked. Use the SCANPST feature, which will check the integrity of your *.pst file. Find this file in your computer and remember the name. Close Microsoft Outlook.

- o Find the SCANPST.EXE file on your hard disk. Launch the program by clicking on SCANPST.EXE.
- o In the dialogue box click "Browse…" and choose the path for your *.pst file. Click "Open". Then click "Start". If the program finds any problems, click "Repair". Click "Close". If the problems persist, address them to Microsoft support team.

Our **customer support** will be happy to answer all your questions regarding product installation and functionality, by e-mail or through **Live Help** Chat/Feedback on our website at: http://www.outlookdatestamper.com, over the phone at: (954) 796-8161.

Outlook Date Stamper website

QUICK GUIDE

1. Check the **system requirements**.

2. Download the latest version at: http://www.4team.biz/download.asp and save the downloaded file to an easy-to-find location.

3. Install the product by clicking the downloaded setup file.

4. Follow the **installation** instructions.

5. Open an email or any Outlook item containing text field, place the cursor on the text field where you want the date and time to appear, and click the **Insert date and time** button on your Microsoft Outlook toolbar.

With **Outlook Date Stamper** you can also customize the sequence of date and time, customize the time appearance and date appearance.
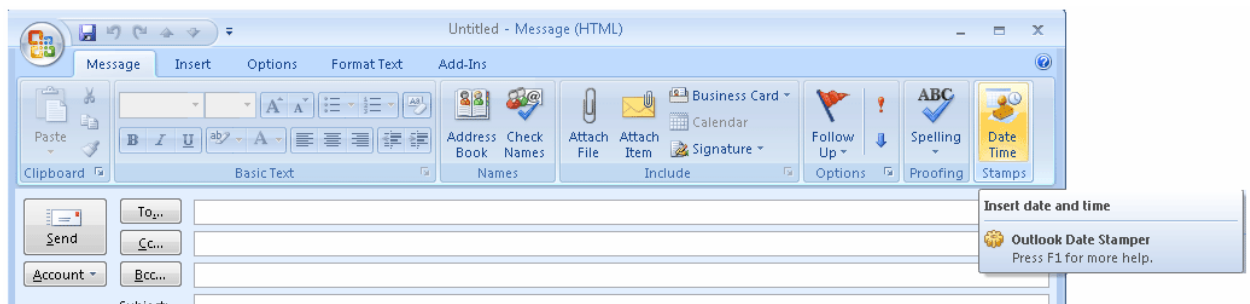
Outlook Date Stamper website

INSERT THE DATE AND TIME IN AN EMAIL

1. Open an email or any Outlook item containing text field.

2. Place the cursor on the text field where you want the date and time to appear.

3. Click the **Insert date and time** button on your Microsoft Outlook toolbar.
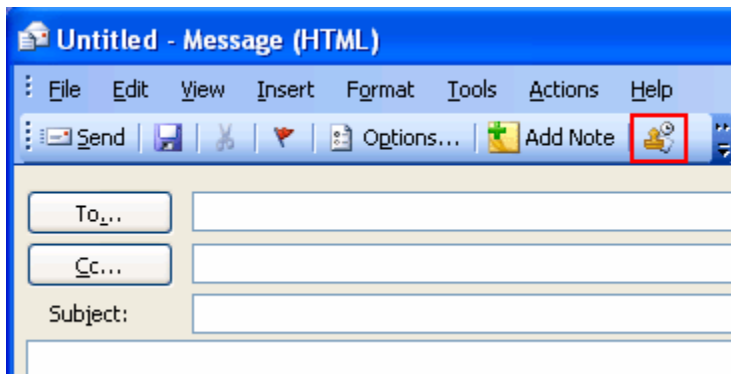
- The Outlook Date Stamper button is also available in the Microsoft Outlook 2007.
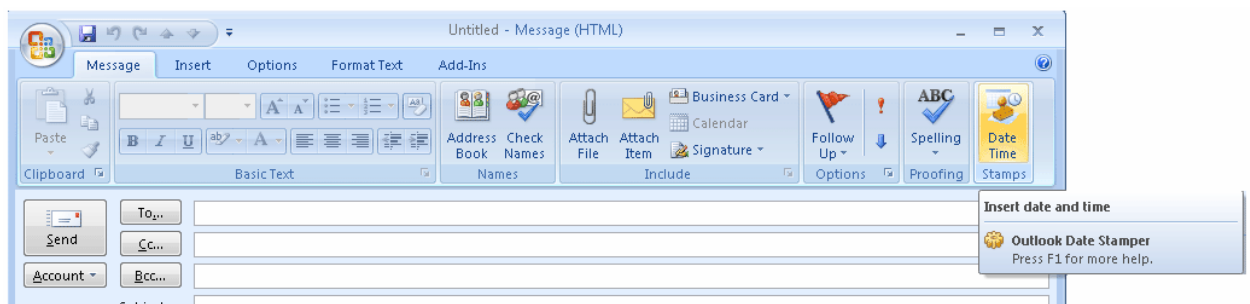

Outlook Date Stamper website

CUSTOMIZE THE SEQUENCE OF DATE & TIME

1. Open the **OutlookDateStamper.ini** file (Local Disc (C:)⟶ Program Files⟶ 4Team Corporation⟶ Outlook Date Stamper ⟶ OutlookDateStamper.ini).

2. Customize the sequence of date and time by entering "DateTime" or "TimeDate" in the **Format=** string.

Note: If you want only the date to appear in the text field, enter "**Date**" in the **Format=** string. Similarly, if you want only the time to appear in the text field, enter "**Time**" in the **Format=** string.
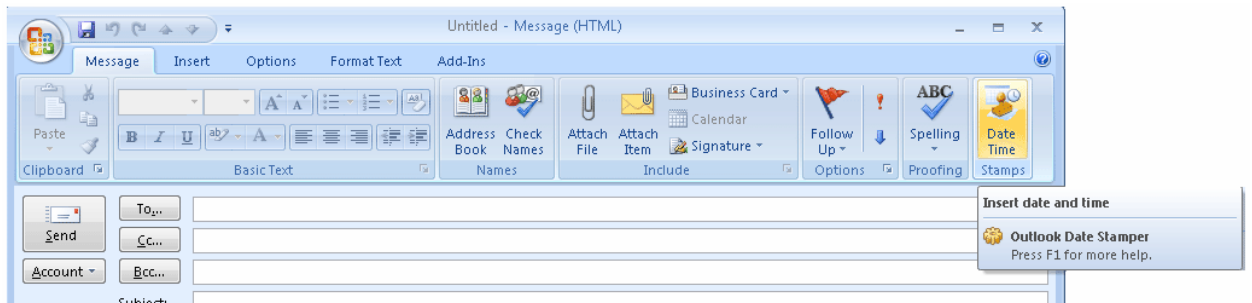
- The Outlook Date Stamper button is also available in the Microsoft Outlook 2007.

Outlook Date Stamper website

CUSTOMIZE THE TIME APPEARANCE

1. Open the OutlookDateStamper.ini file (Local Disc (C:)⟶ Program Files⟶ 4Team Corporation⟶ Outlook Date Stamper ⟶ OutlookDateStamper.ini).
2. In the **TimeFormat**= string, enter the time configuration that you want to appear in the textfield. For time format notation please refer to the Regional Options (Control Panel⟶ Regional and Language Options⟶ Customize... ⟶ 'Time' tab).

- The Outlook Date Stamper button is also available in the Microsoft Outlook 2007.

[Outlook Date Stamper website](#)

CUSTOMIZE THE DATE APPEARANCE

1. Open the **OutlookDateStamper.ini** file (Local Disc (C:)⟶ Program Files⟶ 4Team Corporation⟶ Outlook Date Stamper ⟶ OutlookDateStamper.ini).
2. In the **DateFormat=** string, enter the date configuration that you want to appear in the textfield. For date format notation please refer to the Regional Options (Control Panel⟶ Regional and Language Options⟶ Customize… ⟶ 'Date' tab).

- The Outlook Date Stamper button is also available in the Microsoft Outlook 2007.
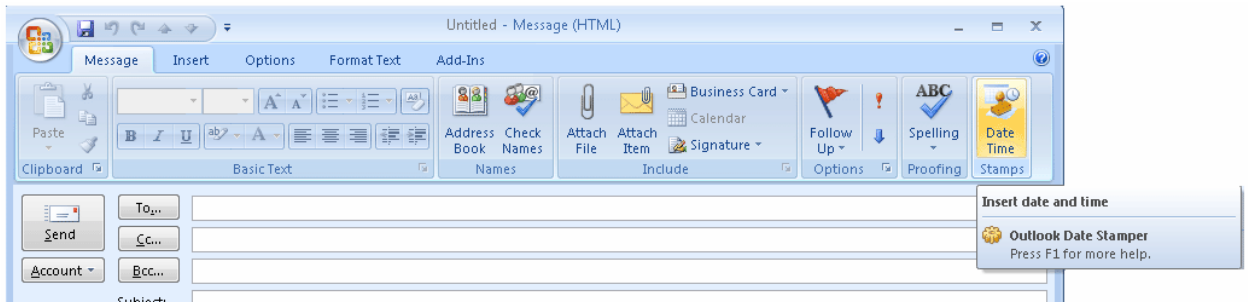
 Outlook Date Stamper website

FREQUENTLY ASKED QUESTIONS (FAQ)

▸ **Purchase**

1.   How do I purchase your software? What delivery options do I have?

You can use your a credit card, PayPal, wire transfer, or check (for US only). All these options are available when you order a product from our website. All software from our website is downloadable, but you can also order the 4Team BCD, which contains installation files and documentation and is sent by regular mail.

2.   Do you provide a discount for non-profit organizations?

Yes, we do. Send us your NPO statement of exemption by fax and indicate the name of the actual purchaser and his/her email address where we can send the Promo Code that will generate a 15% discount.

3.   I've just purchased the program but still don't have the Activation Code.

We email Activation Codes within 24 hours after the purchase. But on workdays we usually send Activation Codes within 1 hour. Please send us an email or call us if you don't receive it within this period.

4.   I have purchased additional licenses, but my new activation code activates the wrong number of licenses now. What should I do?

Please send us an email or call us after the purchase, and we will send you a new Activation Code.

▸ **Installation**

1.   I'm not a PC professional. Can I get help to install and tune-up the trial?

Yes, you can get a free email and LiveChat Help support in order to install and tune-up the program properly. Please check the Support part of our Online Help.

2.   Must I have administrator's privileges in my computer's Windows user account if I want to install Product?

Yes, you need to have Administrator rights to install **Outlook Date Stamper**.

3.   Will I loose all Product data if I reinstall it?

No.

▸ **Trying out Outlook Date Stamper**

1.   The Demo that we have downloaded has now expired and we didn't get the chance to test it properly. Is there any way that we can download and try it again for another 14 days?

Please send an extension request to support@4team.biz. Please provide your name, phone number, and your team size and describe the purpose of the extension.

2.   I have downloaded the product trial a month ago and now I am trying to install it. But I get message that "Your trial is over". What should I do?

Please refer to 4Team support by e-mail or via live chat.

3.   How do I update from the previous product version to a new one?

You must uninstall the previous version (go to Control Panel⟶ Add or Remove Programs) and download and install the new one.

[Outlook Date Stamper website](#)

TRIAL VERSION EXPIRED

Your trial version will expire in 14 days.

If you do not renew (activate) the trial version that is about to expire, you will not be able to use **Outlook Date Stamper**. It is necessary to purchase the license to make the program work.

Click here to buy.

🔵 Outlook Date Stamper website

PRODUCT UPDATE

To update **Outlook Date Stamper** to a newer version, please do as follows:

1.	**Check** your current version (Outlook Help menu→ 4Team About→ About Outlook Date Stamper…).
2.	**Connect** to the Internet.
3.	**Refer** to the following link http://www.4team.biz/purchase_stamper.asp and check for available version.
4.	**Click Try Now** and **download** the latest version of software.
5.	**Remove the old version** (Control Panel→ Add or Remove Programs).
6.	**Install** the new one. All your product data will be saved and securely translated into a new version. Your Activation Code (your order number) is not required.

 Outlook Date Stamper website

UNINSTALL

1. Close Microsoft Outlook.
2. Go to Start→ Control Panel→ Add or Remove Programs.
3. Find **Outlook Date Stamper** and click **Remove**.

Outlook Date Stamper website

OTHER 4TEAM SOFTWARE

You can get acquainted with the entire 4Team Product line at www.4team.biz.

✔ **Groupware** and **Sharing tools** for Microsoft® Outlook®:

ShareO Groupware, sharing any Microsoft Outlook Personal folders without server.

ShareCalendar Share and synchronize Calendar folders in Microsoft Outlook without a server.

ShareContacts Share and synchronize Contacts folders in Microsoft Outlook without a server.

4Team for Microsoft Outlook Manage your teams, create and share projects workspaces in MS Outlook with this powerful groupware without a server.

Schedules4Team Utilize a Microsoft Outlook workgroup calendar and Free/Busy time without a server.

Sync2 Synchronize Microsoft Outlook on multiple PCs without a server.

✔ **Internet/Intranet Groupware & Services**:

4Team Online Service Web-based project management, group calendaring & collaborative solutions.

4Team Online Server Your "in-house" server based on 4Team Online Service.

4Team Server Server-based collaboration among the users of 4Team for Microsoft Outlook.

✔ **Fax Tools**:

Fax4Outlook Send and receive fax messages like regular Outlook letters.

✔ **Mail tools for Microsoft Outlook**:

TabView Organizer Search, filter and sort out e-mails, contacts, tasks, appointments in Microsoft Outlook.
Send2 Send bulk e-mail to recipients from selected folders, e-mails, contacts, meetings, or tasks in one click.

SendLater Set a schedule for sending your e-mail messages.

FreeBusy Autoresponse to incoming e-mails, based on your Free/Busy (Out of Office) Status.

CannedResponses Canned text, templates, emoticons, documents integrated in the Outlook e-mail toolbar.

ReplyWith Simplify the process of replying repetitive email messages with predefined email templates.

Duplicate Killer Management of duplicate items in the Contacts, E-mails, Notes, Tasks, Calendar Folders of Microsoft Outlook.

Notes2 Create and stick notes to Outlook e-mails, tasks, contacts, and appointments.

Voice2Mail Make voice memos and send voice messages with your Microsoft Outlook.

✔ **Contacts tools for Microsoft Outlook**:

Alphabet4Contacts Alphabet Tabs with Smart filters for your Microsoft Outlook Contacts folder.

TabView Organizer Search, filter and sort out e-mails, contacts, tasks, appointments in Microsoft Outlook.

vCard4Outlook Import vCard format files to the chosen Outlook Contact Folder. Export any Outlook Contacts Folder to the vCard format.

Send2 Send bulk e-mail to recipients from selected folders, e-mails, contacts, meetings, or tasks in one click.

Actual Contacts Keep your Microsoft Outlook address book up-to-date easy and secure.

ShareContacts Share and synchronize Contacts folders in Microsoft Outlook without a server.

Signature2Contacts Capture name and address into Microsoft Outlook address book automatically.

Duplicate Killer Management of duplicate items in the Contacts, E-mails, Notes, Tasks, Calendar Folders of Microsoft Outlook.

vSync Outlook to vCard, vCalendar, or iCal converter.

✔ **Time saving tools**:

TabView Organizer Search, filter and sort out e-mails, contacts, tasks, appointments in Microsoft Outlook.

Alphabet4Contacts Alphabet Tabs with Smart filters for your Microsoft Outlook Contacts folder.

ActualContacts Keep your Microsoft Outlook address book up-to-date, easy and secure.

Signature2Contacts Capture name and address into Microsoft Outlook address book automatically.

Memory Dialer Communicate with your Contacts via MSN Messenger™, Skype™, and regular phone line in one click from one dialer interface.

Notes2 Create and stick notes to Outlook e-mails, tasks, contacts, and appointments.

✔ **Import-Export Utilities for Microsoft Outlook:**

vCard4Outlook Import vCard format files to the chosen Outlook Contact Folder. Export any Outlook Contacts Folder to the vCard format.

vSync Outlook to vCard, vCalendar, or iCal converter.

✔ **Dashboards for Microsoft Outlook and 4Team:**

Dashboard4Team All Outlook and Project information in one place.

Personal Folders Dashboard All your Outlook Personal Folders information in one easy-to-navigate window.

✔ **Other tools**:

DVD Labeler DVD Labeler automatically captures the first frame image out of each DVD chapter and creates scene-indexing labels for your DVD movie.

ActualContacts Keep your Microsoft Outlook address book up-to-date, easy and secure.

Duplicate Killer Management of duplicate items in the Contacts, E-mails, Notes, Tasks, Calendar Folders of Microsoft Outlook.

 Outlook Date Stamper website

REPORT PROBLEM, SUGGESTIONS

- By Online Support Form: http://www.4team.biz/support_form.asp
- By "**Live Help**" at http://www.outlookdatestamper.com/ or www.4team.biz.
- By e-mail at: support@4team.biz.
- By telephone at: +1 (954) 796-8161.

Outlook Date Stamper website

SUPPORT, CONTACT US

> ✦ **Troubleshooting and Support procedure (Get Support):**

1. Make sure you are running the latest version of Outlook Date Stamper on your workstation(s). You can download the latest product release from the 4Team Corporation Outlook Date Stamper website using **Try Now** link.
2. **Update your Office/Outlook** with the latest updates that improve the stability and security of Microsoft Office. Click here to go to Microsoft Office website.
3. Check System Requirements.
4. Refer to Installation procedure.
5. Search the product FAQ.
6. **Contacting Support:** If you cannot solve your problem by any of the previous steps, please send a Bug Report email (Outlook Help→ 4Team About→ Outlook Date Stamper→ Report a Problem…) to support@4team.biz, submit the Online Support Form, or use Live Help with the following information:
   - A **detailed description** of the problem. Include the steps you have already taken to fix the problem, and, where appropriate, the steps to take in order to repeat the problem.
   - The **Product version** that you are running (Outlook Help→ 4Team About→ Outlook Date Stamper).
   - The **operating system and Office/Outlook** version of the computer running the product.
   - **Screenshots** if available (press PrintScrn on the keyboard and paste (Ctrl + V) to Word® or any available picture editor).

Note: Please remember to keep all of conversation history when you reply to our e-mails.
Click here to submit the **Online Support Form**.

> ✦ **We provide full support for product trial and full version:**
   - By email at: support@4team.biz and Online Support Form.
   - By telephone at: **+1 (954) 796-8161 (pre-sale questions, activations, billing)**.
   - By **Live Help** at http://www.outlookdatestamper.com/ or www.4team.biz.

✦ To **buy the license** please click here.*

- All our customers who purchased the program or added a new license are eligible to get free updates for one year from the last purchase date.
- If you are looking for other 4Team products for Microsoft Outlook, you can get them at significantly discounted prices; just send us an email with your order number, product name, and number of licenses that you wish to purchase.

!!! Note: We do not provide support for Microsoft Outlook; please refer to the resources at Microsoft web site.

* Make sure that your computer is connected to the Internet if you want to use this page for orders and support.

Outlook Date Stamper website