## Easy Organizer Suite™

## How To Send your Data and Log Files Using Outlook on Windows XP

To send your data and log files using Outlook on Windows XP, follow these instructions:

1. Open Outlook and click on the New button.

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Post in This Folder Ctrl+Shift+S	Look for:
Fold <u>e</u> r Ctrl+Shift+E	Inhox
Search Folder Ctrl+Shift+P	Pla From Subject
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2. Enter "support@easyorganizersuite.com" (without the quotes) in the To box. Enter "My Data and Log Files" (without the quotes) or some other subject in the Subject box. Click on the Insert tab to view the Insert options. Then click on the Attach File option.

😰 My Data and Log Files - Message	×
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E Send Accounts Normalizersuite.com	-
LL Cc	
Subject: My Data and Log Files	
Hi, Here are my data and log files. I am sending them to you because (please put a very detailed description of any problems you are experiencing with the program). Thanks, Your, Name I	
	* ± • *

3. The Insert File window will open. Navigate to "/My Documents" directory, then find the "My Easy Organizer Suite Data" directory under that directory. Now find the "data" directory under that directory. Select "EOSUser.accdb" (without the quotes) and then click on the Insert button.

Insert File			? 🔀
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My Computer	<		>
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4. Click on the Attach File option again. The Insert File window will open. Navigate to "/My Documents" directory, then find the "My Easy Organizer Suite Data" directory under that directory. Now find the "logs" directory under that directory. Select one of the files in that directory and then click on the Insert button. Repeat this step for each file in that logs directory.

Insert File					? 🛛
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5. Now click on the Send button to send your data and log files to the support department.

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Attach as Adobe PDF					
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UT Tresend support@easyorganizersuite.com					
Subject: My Data and Log Files	-				
Attach E EOSSystem.accdb (7 MB); e easyThreads.log (9 B); E EasyOrganizerSuite.log (9 B)	5				
Hì,					
Here are my data and log files					
There are my data and log mes.					
I am sending them to you because (please put a very detailed description of any problems you are experiencing with the program).					
Thanks	1				
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