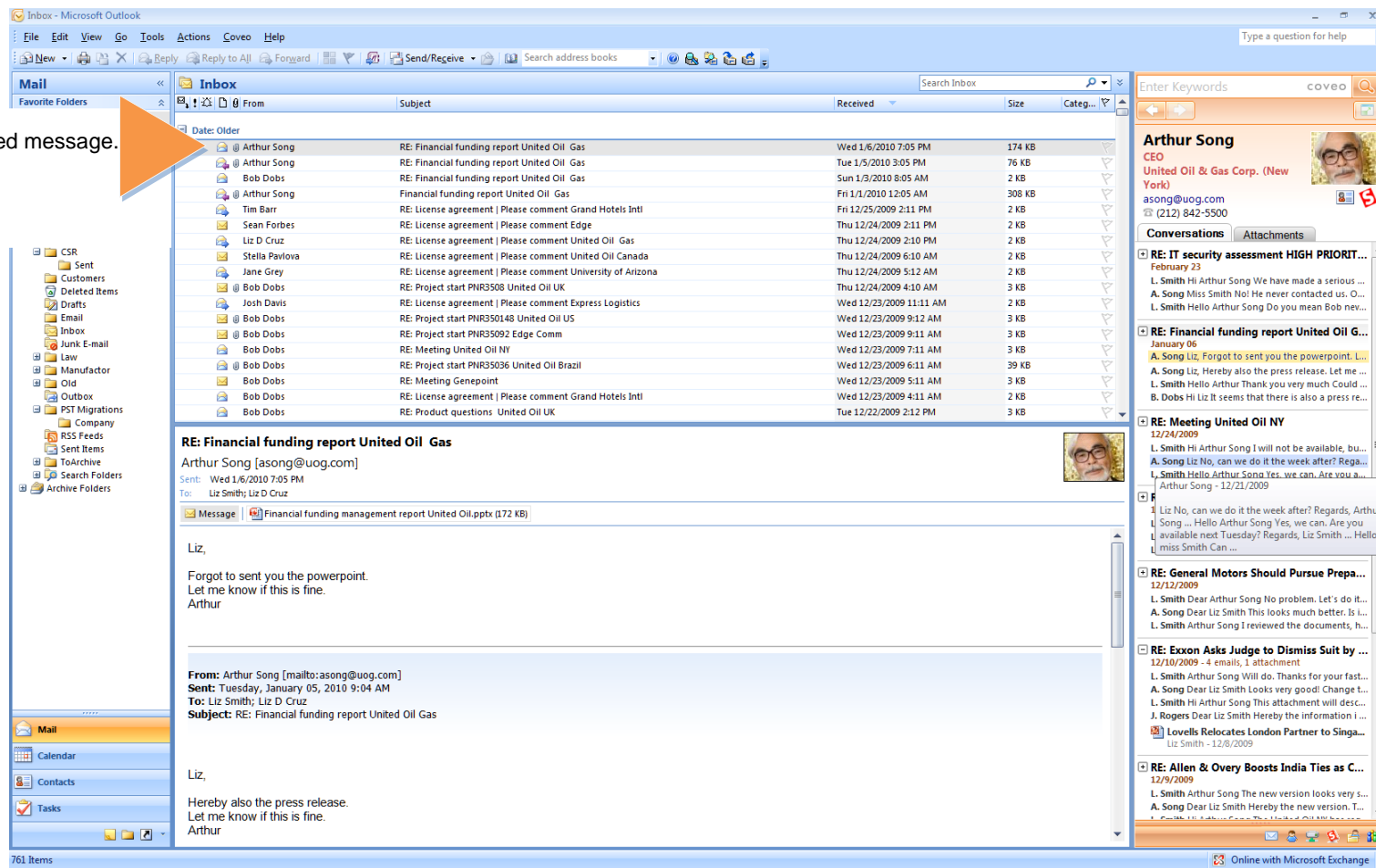


Outlook Sidebar – Quick Reference Guide

For more information on how to use the Outlook Sidebar, please refer to the user manual also available on our Web site at www.coveo.com/go?dest=outlooksidebarintro.

Searching Information Related to a Specific E-mail Message

Click the desired message.



The screenshot shows the Microsoft Outlook interface with the Coveo sidebar. The main window displays an email inbox with columns for Date, From, Subject, Received, Size, and Category. An orange arrow points to a message in the inbox. The selected message is expanded, showing the sender's name and email address, the subject, and the body text. The Coveo sidebar on the right displays search results for the selected message, including a list of related messages and a search bar.

Date	From	Subject	Received	Size	Categ...
Wed 1/6/2010 7:05 PM	Arthur Song	RE: Financial funding report United Oil Gas	Wed 1/6/2010 7:05 PM	174 KB	
Tue 1/5/2010 3:05 PM	Arthur Song	RE: Financial funding report United Oil Gas	Tue 1/5/2010 3:05 PM	76 KB	
Sun 1/3/2010 8:05 AM	Bob Dobs	RE: Financial funding report United Oil Gas	Sun 1/3/2010 8:05 AM	2 KB	
Fri 1/1/2010 12:05 AM	Arthur Song	Financial funding report United Oil Gas	Fri 1/1/2010 12:05 AM	308 KB	
Fri 12/25/2009 2:11 PM	Tim Barr	RE: License agreement Please comment Grand Hotels Intl	Fri 12/25/2009 2:11 PM	2 KB	
Thu 12/24/2009 2:11 PM	Sean Forbes	RE: License agreement Please comment Edge	Thu 12/24/2009 2:11 PM	2 KB	
Thu 12/24/2009 2:10 PM	Liz D Cruz	RE: License agreement Please comment United Oil Gas	Thu 12/24/2009 2:10 PM	2 KB	
Thu 12/24/2009 6:10 AM	Stella Pavlova	RE: License agreement Please comment United Oil Canada	Thu 12/24/2009 6:10 AM	2 KB	
Thu 12/24/2009 5:12 AM	Jane Grey	RE: License agreement Please comment University of Arizona	Thu 12/24/2009 5:12 AM	2 KB	
Thu 12/24/2009 4:10 AM	Bob Dobs	RE: Project start PNR3508 United Oil UK	Thu 12/24/2009 4:10 AM	3 KB	
Wed 12/23/2009 11:11 AM	Josh Davis	RE: License agreement Please comment Express Logistics	Wed 12/23/2009 11:11 AM	2 KB	
Wed 12/23/2009 9:12 AM	Bob Dobs	RE: Project start PNR350148 United Oil US	Wed 12/23/2009 9:12 AM	3 KB	
Wed 12/23/2009 9:11 AM	Bob Dobs	RE: Project start PNR35092 Edge Comm	Wed 12/23/2009 9:11 AM	3 KB	
Wed 12/23/2009 7:11 AM	Bob Dobs	RE: Meeting United Oil NY	Wed 12/23/2009 7:11 AM	3 KB	
Wed 12/23/2009 6:11 AM	Bob Dobs	RE: Project start PNR35036 United Oil Brazil	Wed 12/23/2009 6:11 AM	39 KB	
Wed 12/23/2009 5:11 AM	Bob Dobs	RE: Meeting Genepoint	Wed 12/23/2009 5:11 AM	3 KB	
Wed 12/23/2009 4:11 AM	Bob Dobs	RE: License agreement Please comment Grand Hotels Intl	Wed 12/23/2009 4:11 AM	2 KB	
Tue 12/22/2009 2:12 PM	Bob Dobs	RE: Product questions United Oil UK	Tue 12/22/2009 2:12 PM	3 KB	

RE: Financial funding report United Oil Gas
 Arthur Song [asong@uog.com]
 Sent: Wed 1/6/2010 7:05 PM
 To: Liz Smith; Liz D Cruz

Message: Financial funding management report United Oil.pptx (172 KB)

Liz,

Forgot to sent you the powerpoint.
 Let me know if this is fine.
 Arthur

From: Arthur Song [mailto:asong@uog.com]
 Sent: Tuesday, January 05, 2010 9:04 AM
 To: Liz Smith; Liz D Cruz
 Subject: RE: Financial funding report United Oil Gas

Liz,

Hereby also the press release.
 Let me know if this is fine.
 Arthur


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The Outlook Sidebar automatically displays all the available information.



The screenshot shows the Outlook sidebar interface with several callout boxes explaining its features:

- Information on the sender:** Points to the sender's name, title, company, email, and phone number.
- To retrieve more information on the sender (when available):** Points to the profile picture and social media icons.
- Yellow highlight identifies both the sender and the selected message:** Points to a message where both the sender's name and the message text are highlighted in yellow.
- Blue highlight identifies both the sender and the message for which an overview is displayed:** Points to a message where both the sender's name and the message text are highlighted in blue.
- Overview:** Points to the expanded view of a message.
- Date at which the more recent message of the thread (series) has been sent:** Points to the date of the most recent message in a thread.
- All messages that have been exchanged with the sender. Messages are sorted from the more recent to the less recent.** Points to the list of messages in the thread.
- Number of messages and number of shared documents in the thread (series) of messages:** Points to the summary statistics at the bottom of a thread.

 To display an overview of the contents of any message that has been found, simply point on the line corresponding to that message.

 If you want to view all the related messages (original message and all the replies) click the **+** button preceding the title of the message. When you expand one of the results, the attachments that are related to this thread (series) of messages are also displayed.

 If you want to view all the documents that have been shared with the sender of the message, click the **Attachments** tab.

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Searching Information Using Criteria

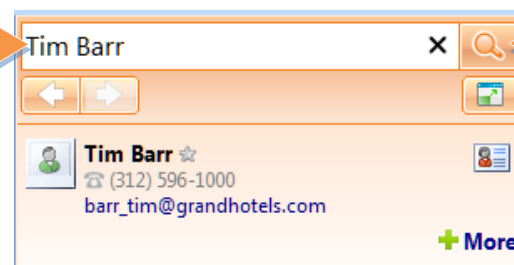


1

Click to select the interface on which you want to base your search.

Enter the desired expression.

2



3

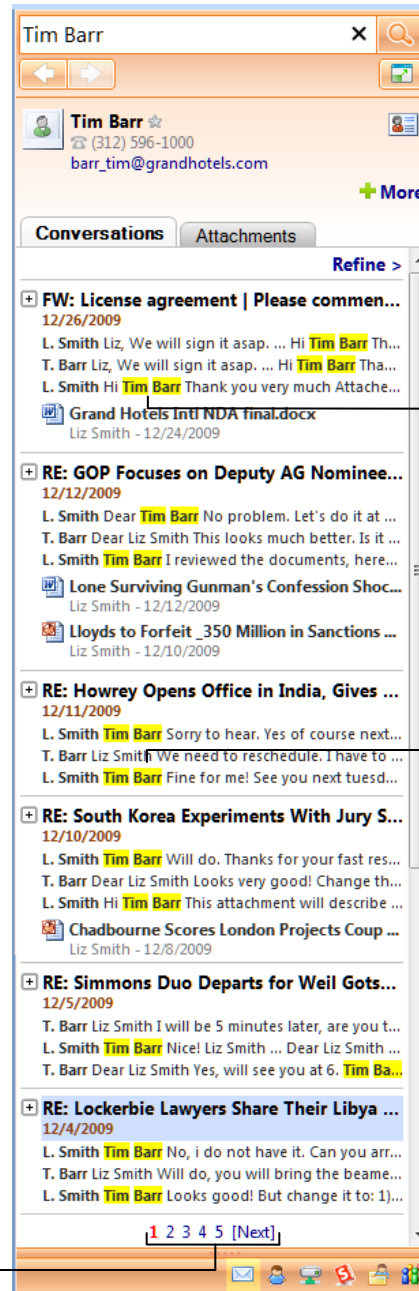
Click to launch the search.

OR

Press ENTER on your keyboard.

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The results corresponding to the search criteria are displayed.



The screenshot shows the Outlook sidebar for a search of 'Tim Barr'. At the top, there is a contact card for Tim Barr with his phone number and email address. Below this are tabs for 'Conversations' and 'Attachments'. A 'Refine >' link is visible. The main area displays a list of email conversations, each with a subject line, date, and a preview of the message content. The name 'Tim Barr' is highlighted in yellow in several instances within the message previews. At the bottom of the list, there is a pagination control showing '1 2 3 4 5 [Next]'.

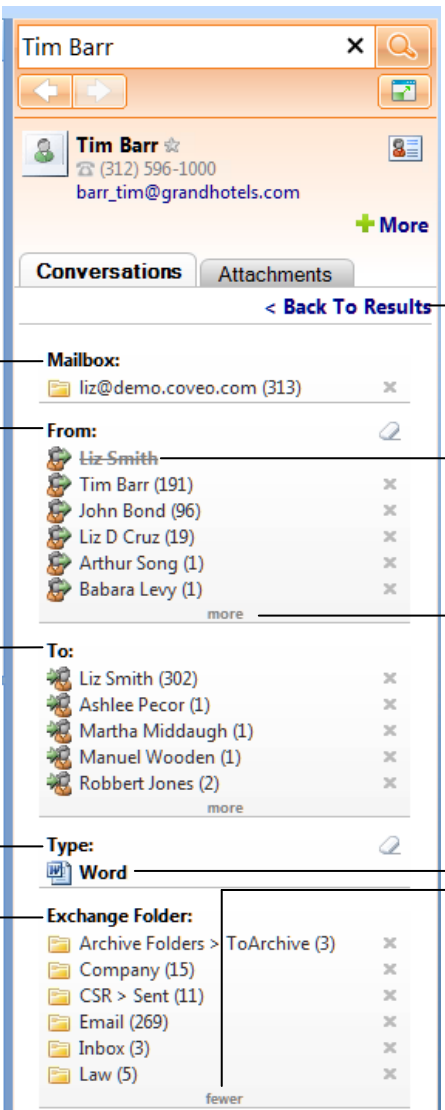
To view more contacts entries
(Email and People interfaces only)

Keywords are highlighted in yellow.

To navigate through pages of
results (when applicable).


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Refining the Results



The screenshot shows the Outlook sidebar for a search result by Tim Barr. The sidebar is divided into several sections: Mailbox, From, To, Type, and Exchange Folder. Each section has a list of items with an 'x' icon for exclusion. The 'From' section has a 'more' link, and the 'To' section has a 'more' link. The 'Type' section has a 'Word' item selected. The 'Exchange Folder' section has a 'ToArchive (3)' item selected. A 'Facets' label is positioned to the left of the sidebar, with lines connecting it to the various sections. Annotations on the right side of the image explain the function of various icons and links.

Facets

- To return to the original results without applying any filter
- Excluded items appear as strikethrough
- To display a more complete list of items for the corresponding facet
- Currently selected item appears in bold
- To shorten the list of items of the corresponding facet
- To display only the results associated with a particular item from one of the facets, click the item (not the **x**).
- If you want to exclude an item from the search results, click the corresponding **x**.
- If you want to clear the selection or exclusions that have been made to a specific facet, click the  icon. Clearing selections or exclusions will not delete any document or item.