



# eMailGanizer

## Reviewer's Guide

### What is eMailGanizer?



eMailGanizer is an intelligent email assistant that learns your email filing behaviors and provides the most logical filing choices right on your iPhone!

#### **eMailGanizer is ideal for:**

- Sales professionals
- Small business owners
- Managers
- GTD (“Getting Things Done”) practitioners
- Power email users
- Executives
- Money managers
- IT professionals / Software developers
- Meticulous organizers
- Anybody with dozens, if not hundreds, of email folders

### **Benefits of using eMailGanizer:**

- File emails in seconds instead of minutes
- Quick-file mode files multiple emails at once
- Add emails and events directly to iPhone Calendar
- Offline full-text email search
- Search folder names when browsing or filing
- Much more!

# Installation and Set-up



Installation and set-up of eMailGanizer is simplified with a wizard that guides you through the process of setting up your email accounts and synchronizing them with the app. The amount of time it will take to set up eMailGanizer on your iPhone primarily depends on how many folders and emails you have.

During the set-up process, eMailGanizer will not only set-up your email accounts, but will learn about your email filing system. In order to properly categorize emails, eMailGanizer will examine up to 64 emails in each of your folders. While other apps may only look at the message headers, eMailGanizer uses the entire message for learning.

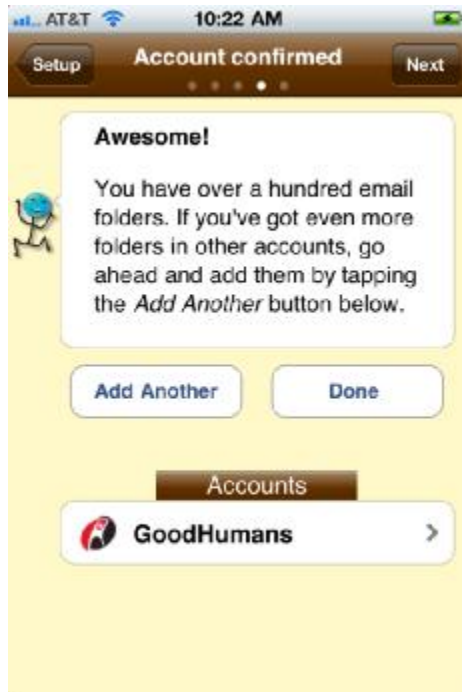
After the initial screen tells you about the process, you can start to enter your accounts. This screen provides some preset accounts for popular email providers. If your account is on one of these providers, you can tap on the appropriate row and you won't have to enter the server information.

Next is the account entry screen where you enter your user name and password. The line at the top of the screen is for the account name. This is the name that will be displayed when eMailGanizer refers to the account. Tap Save at the top right to validate and save the information, which will retrieve the list of folders in the account and provide you with some feedback at the top of the screen while it occurs.

Once completed, you'll be directed to a new screen where you can enter another account or proceed to the synchronization phase. If you tap on 'Add another account', you will be returned to the screen where you can select your pre-set account type. This time, though, tap on 'imap'. This is suitable for most corporate and exchange servers that people might be using.



On that page, you can enter the user info and server, then tap Save. Almost all installations will have the port and encryption set correctly.



Once again, eMailGanizer will retrieve the list of accounts from this server and present you with the opportunity to add another account.

This time, tap 'Done' (or Next at top right) and you'll be brought to the final setup screen. This screen double-checks to make sure you have a WiFi connection before proceeding with the download. If you don't, eMailGanizer will still let you proceed but it will confirm this one more time. If you do, you can tap 'Next' at the top right to start downloading your emails.

Now, eMailGanizer will present you with its standard operating interface and bring you to the Status tab where you can watch eMailGanizer's activity. Until eMailGanizer has completed its initial synchronization, it will warn you if you switch from the Status tab. If you proceed, eMailGanizer will slow down its synchronization

work in order to enable you to explore the other parts of the app.

Once the message at the top of the Status screen reads 'Up to date', the initial synchronization process has been completed and you are ready to...*Get eMailGanized!*

## Getting eMailGanized

To get started with using eMailGanizer, click on the '**Inboxes**' tab which is where most of the eMailGanizer control will be performed.

A tap on the Edit button will put you into Edit mode and you'll be able to reorder the inboxes using the standard iPhone controls.

Tap to open an Inbox and you are presented a screen that shows the list of emails in that inbox. Tapping on an email will bring you to the email viewing screen. Here you can view and reply to your emails like you can with your standard email program.



Check out how easy it is to file an email with eMailGanizer. While viewing an email, tap the 'Organize' button (second from the right on top). While this looks the same as the iPhone mail reader button, it's much more powerful. Here you'll see the two most-likely folders for this email. Tapping on either of those choices files the email and will take you back to the email list. That's it! Your email is filed in two quick taps with no scrolling around looking for the right folder.



What if the correct folder wasn't displayed in the action sheet? In that case, simply tap on the 'More' choice and you'll be taken to a screen that is much more helpful to getting the email filed quickly than you get with the iPhone email app. What makes it more powerful is that the five most likely folders for this email are displayed at the top of the screen. Tapping on them gets the email filed and lets you move on to the next one.

If the correct folder is still not displayed, you can tap on the refresh button at the top right and eMailGanizer will show you even more choices. This time, though, eMailGanizer will also highlight the terms and let you know why it chose the folders it did.

If the desired folder is still not in the list of Suggestions, scroll down and you'll see where to file the email into one of your 'Favorites'. Scroll below that, and you'll see the folders you have used recently. One way or the other, eMailGanizer will almost always have the folder you are trying to file the email into.

## Folders

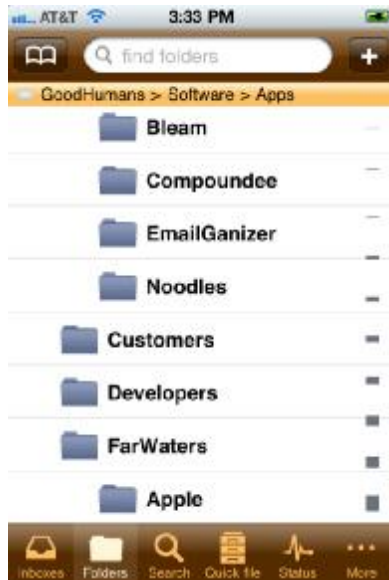
Take a look inside the 'Folders' tab at the bottom where you'll be able to see all of your email folders. Most email readers are not built to support a large number of these types of folders – but for those who need to keep emails organized in a substantial number of folders, eMailGanizer is the long-awaited solution.

To that end, eMailGanizer tries to make it as easy as possible to get to the folder you're looking for. By tapping on the Bookmarks button, you'll be presented with your list of Favorite folders. These can be any folder that you've marked as a Favorite.

The next way eMailGanizer lets you quickly get to the folder you are looking for is through the search box at the top of the



screen. Notice that as you enter text, folders matching the text are displayed with the matching letters highlighted. When you see the folder you are searching for, tap on it and it will open to show you the emails within.



Return to the Folders screen and beneath the navigation bar you'll find a yellow bar that shows you where you are in the folder hierarchy as you scroll through the folders. For those with lots of folders, this is a great feature because it's easy to forget where you are as higher level folders scroll off the screen.

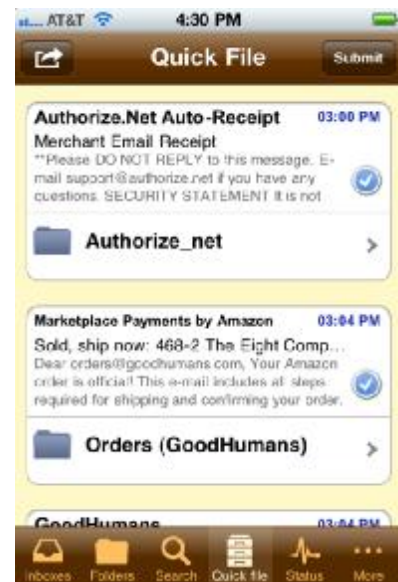
eMailGanizer also makes it easy to get to your folders by providing quick scrolling buttons on the right of the screen. If you were to manually scroll to the bottom of a list of a few hundred folders, this would take considerable time, but with eMailGanizer a quick tap of a button will immediately take you to the bottom of the list.

Those features make eMailGanizer a very effective way to access and find emails when you're dealing with upwards of dozens of folders, but now *experience the true magic of eMailGanizer.*

Tap on the QuickFile tab. This is the screen where you will be able to quickly batch-file your emails. You see here all of the emails in your inbox for which there are folder suggestions.

Each email and folder suggestion are displayed with a check circle next to them. All you have to do is tap the circle for one or more folders that are correct, then tap Submit at the top right to file them.

But what if the folder displayed is not the right one? Tap on the folder and you will be brought to the 'Move Folders' screen where you can move the email independent of the others on the Quick File screen.



## About GoodHumans



GoodHumans, founded in 2000, is based in Santa Cruz, California with a pioneering social networking site dedicated to the concept of being a good human being. The company still pursues this ideal through the online retailing of eco-friendly products at GoodHumans.com. In 2008, the leadership team turned its attention toward its core professional passions of software and design for the iPhone.

## Our Mission

Our mission is to provide high quality, functionally complete software that people use and enjoy. Our approach is to make apps that we like and use, rather than trying to guess what the next fad will be or what other people might want. It is our hope that by sharing the apps that help us in our daily lives we will help other people in their daily lives and help to make the world an ever-better place.