



# **User Manual**

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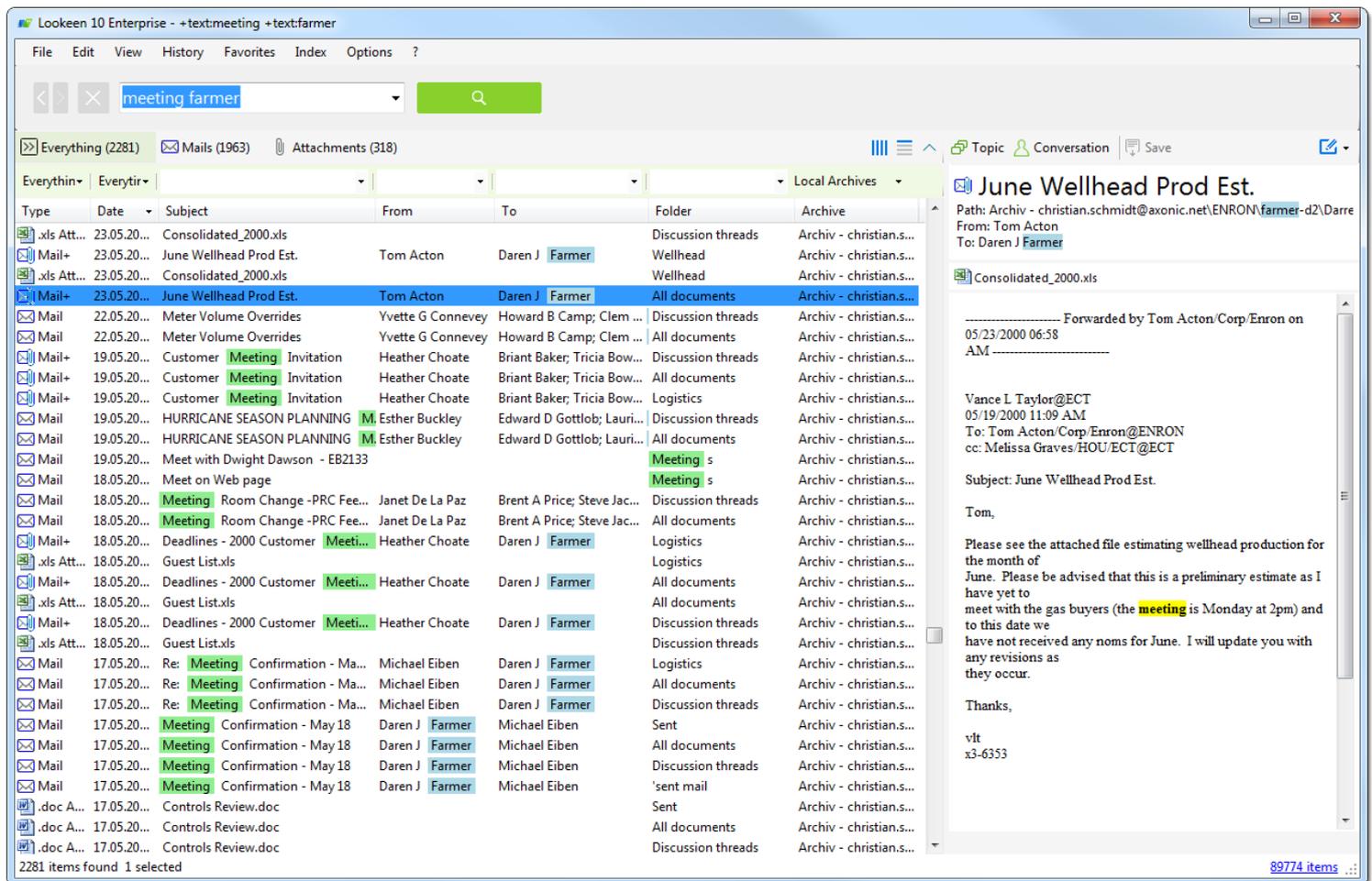
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# Lookeen – Your Complete Outlook and Desktop Search

Thank you for installing Lookeen. Lookeen enables you to search your Outlook data, as well as your file system. This includes emails, conversations, contacts and much more.

Lookeen helps you organize your daily work flow. You receive and write countless emails every day, which can quickly add up to a lot of time wasted sorting your Inbox or searching for important information in your archives.

- Searches PST archives, MS Exchange Server, local and network files
- Searches in e-mails, attachments, appointments, tasks, notes, contacts, and journals
- Complete desktop search, even when Outlook is closed or not installed
- Zeitersparnis bei der Organisation und beim Ablegen von Outlook Elementen
- Saves time when you organize your files or Outlook elements



The screenshot displays the Lookeen 10 Enterprise application window. The search bar at the top contains the query "meeting farmer". Below the search bar, there are filters for "Everything (2281)", "Mails (1963)", and "Attachments (318)". The main area shows a list of search results with columns for Type, Date, Subject, From, To, Folder, and Archive. The selected item is an email from Tom Acton to Daren J Farmer with the subject "June Wellhead Prod Est.". The right-hand pane shows the details of this email, including the subject, path, and a forwarded message from Tom Acton/Corp/Enron on 05/23/2000 06:58 AM. The forwarded message is from Vance L Taylor@ECT, dated 05/19/2000 11:09 AM, with the subject "June Wellhead Prod Est.". The body of the forwarded message contains text about a preliminary estimate for June production and a meeting on Monday at 2pm.

Type	Date	Subject	From	To	Folder	Archive
.xls Att...	23.05.20...	Consolidated_2000.xls			Discussion threads	Archiv - christian.s...
Mail+	23.05.20...	June Wellhead Prod Est.	Tom Acton	Daren J Farmer	Wellhead	Archiv - christian.s...
.xls Att...	23.05.20...	Consolidated_2000.xls			Wellhead	Archiv - christian.s...
Mail+	23.05.20...	June Wellhead Prod Est.	Tom Acton	Daren J Farmer	All documents	Archiv - christian.s...
Mail	22.05.20...	Meter Volume Overrides	Yvette G Connevey	Howard B Camp; Clem ...	Discussion threads	Archiv - christian.s...
Mail	22.05.20...	Meter Volume Overrides	Yvette G Connevey	Howard B Camp; Clem ...	All documents	Archiv - christian.s...
Mail+	19.05.20...	Customer Meeting Invitation	Heather Choate	Briant Baker; Tricia Bow...	Discussion threads	Archiv - christian.s...
Mail+	19.05.20...	Customer Meeting Invitation	Heather Choate	Briant Baker; Tricia Bow...	All documents	Archiv - christian.s...
Mail+	19.05.20...	Customer Meeting Invitation	Heather Choate	Briant Baker; Tricia Bow...	Logistics	Archiv - christian.s...
Mail	19.05.20...	HURRICANE SEASON PLANNING	Esther Buckley	Edward D Gottlob; Lauri...	Discussion threads	Archiv - christian.s...
Mail	19.05.20...	HURRICANE SEASON PLANNING	Esther Buckley	Edward D Gottlob; Lauri...	All documents	Archiv - christian.s...
Mail	19.05.20...	Meet with Dwight Dawson - EB2133			Meeting s	Archiv - christian.s...
Mail	18.05.20...	Meet on Web page			Meeting s	Archiv - christian.s...
Mail	18.05.20...	Meeting Room Change -PRC Fee...	Janet De La Paz	Brent A Price; Steve Jac...	Discussion threads	Archiv - christian.s...
Mail	18.05.20...	Meeting Room Change -PRC Fee...	Janet De La Paz	Brent A Price; Steve Jac...	All documents	Archiv - christian.s...
Mail+	18.05.20...	Deadlines - 2000 Customer Meeti...	Heather Choate	Daren J Farmer	Logistics	Archiv - christian.s...
.xls Att...	18.05.20...	Guest List.xls			Logistics	Archiv - christian.s...
Mail+	18.05.20...	Deadlines - 2000 Customer Meeti...	Heather Choate	Daren J Farmer	All documents	Archiv - christian.s...
.xls Att...	18.05.20...	Guest List.xls			All documents	Archiv - christian.s...
Mail+	18.05.20...	Deadlines - 2000 Customer Meeti...	Heather Choate	Daren J Farmer	Discussion threads	Archiv - christian.s...
.xls Att...	18.05.20...	Guest List.xls			Discussion threads	Archiv - christian.s...
Mail	17.05.20...	Re: Meeting Confirmation - Ma...	Michael Eiben	Daren J Farmer	Logistics	Archiv - christian.s...
Mail	17.05.20...	Re: Meeting Confirmation - Ma...	Michael Eiben	Daren J Farmer	All documents	Archiv - christian.s...
Mail	17.05.20...	Re: Meeting Confirmation - Ma...	Michael Eiben	Daren J Farmer	Discussion threads	Archiv - christian.s...
Mail	17.05.20...	Meeting Confirmation - May 18	Daren J Farmer	Michael Eiben	Sent	Archiv - christian.s...
Mail	17.05.20...	Meeting Confirmation - May 18	Daren J Farmer	Michael Eiben	All documents	Archiv - christian.s...
Mail	17.05.20...	Meeting Confirmation - May 18	Daren J Farmer	Michael Eiben	Discussion threads	Archiv - christian.s...
Mail	17.05.20...	Meeting Confirmation - May 18	Daren J Farmer	Michael Eiben	'sent mail	Archiv - christian.s...
.doc A...	17.05.20...	Controls Review.doc			Sent	Archiv - christian.s...
.doc A...	17.05.20...	Controls Review.doc			All documents	Archiv - christian.s...
.doc A...	17.05.20...	Controls Review.doc			Discussion threads	Archiv - christian.s...

2281 items found 1 selected

89774 items

## **NEW in Version 10...**

Lookeen is now a complete desktop search solution that can be independently operated without Outlook. By request Lookeen can also be installed as an integrated Outlook Plugin.

Documents can be edited and saved in the Lookeen preview window.

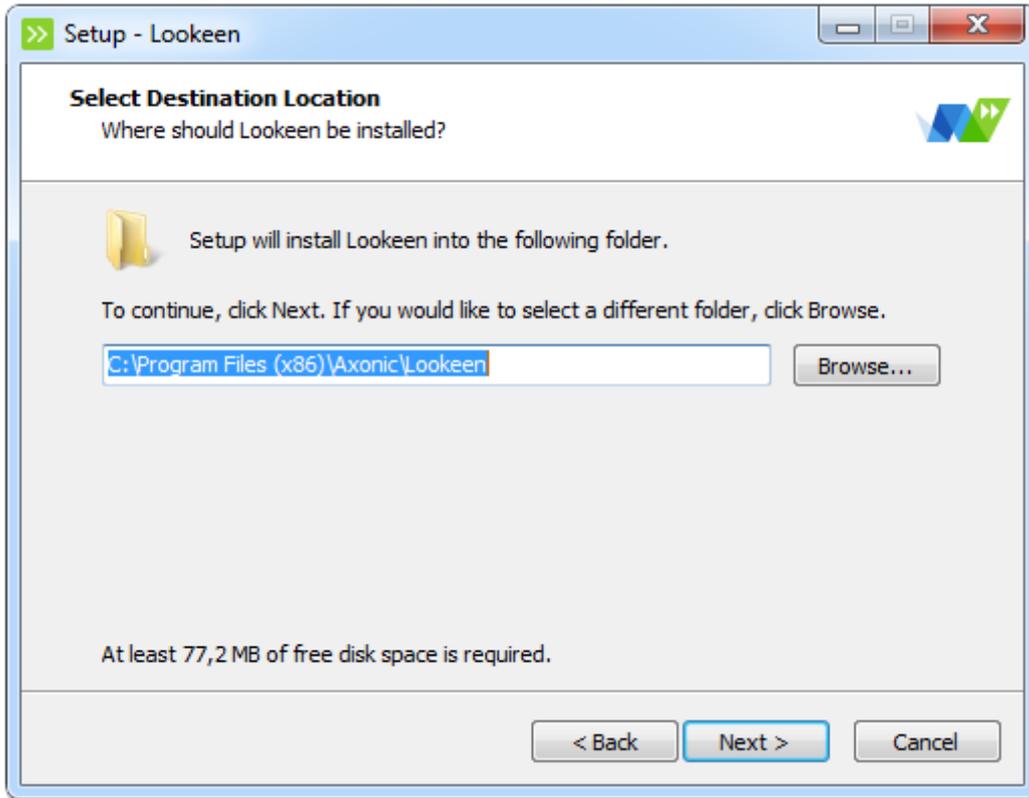
New wildcard functionality and filters to quickly reach better results.

Search-As-You-Type: Lookeen starts searching, while the search term is being typed.

Improved preview: documents like .pdf, .docx and .xlsx are displayed like in the corresponding application.

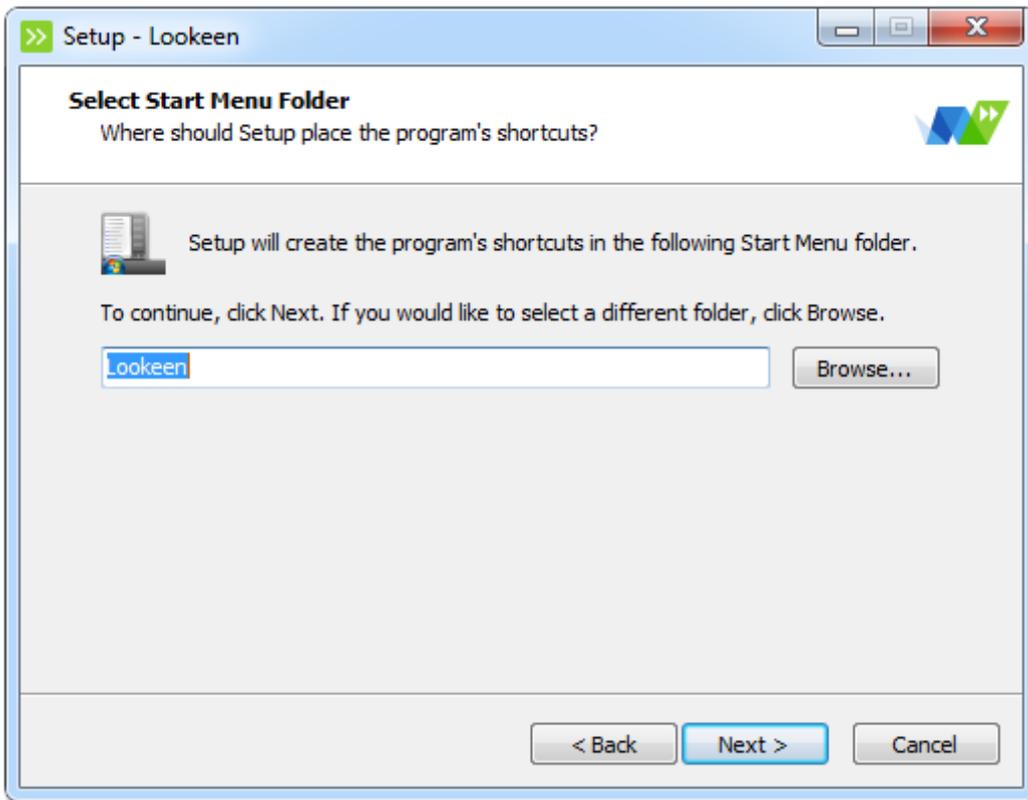
## Installation

After accepting the license agreement, you have the option to select the destination folder for the installation:

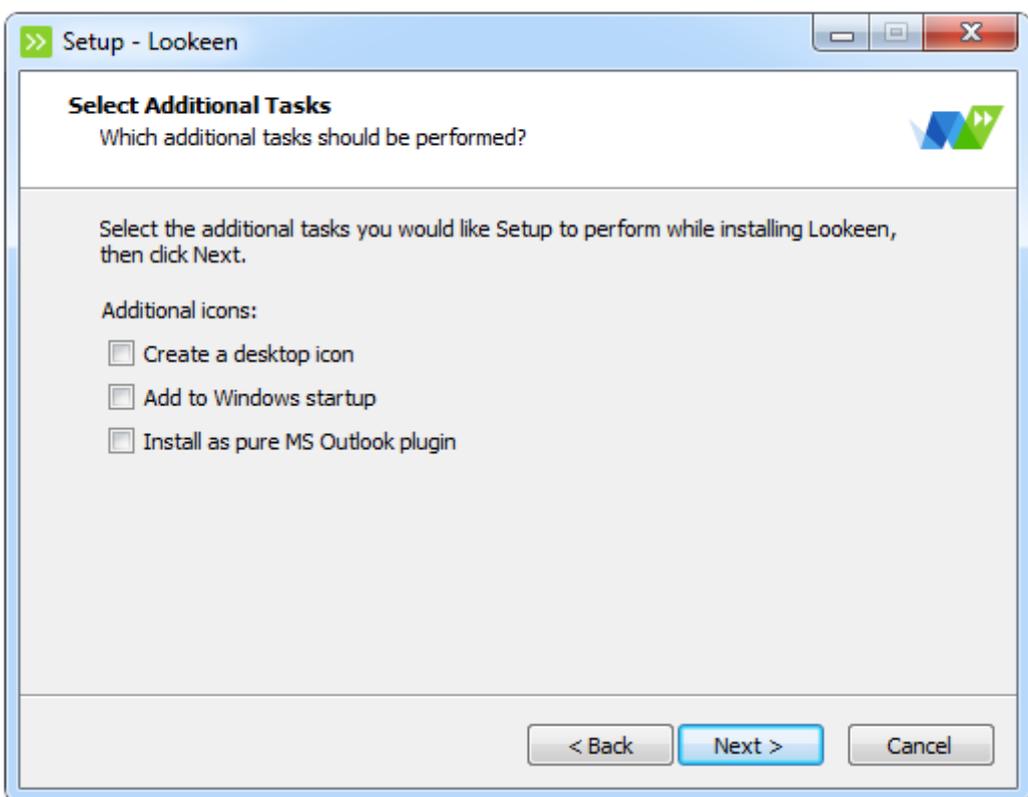


If you want something other than the default location for the installation, you can enter its path directly or use the "Browse" button to navigate.

In the next window you can specify the folder in the start menu in which to add the Lookeen program shortcut:



You can then choose whether Lookeen should make a shortcut on the desktop, if Lookeen starts automatically each time Windows starts, and whether Lookeen should be installed as a pure Outlook plugin. If installed as a pure plugin, Lookeen can't operate independently, but is started and stopped with Outlook. The functionality of Lookeen is not affected; even as a pure Outlook plugin, Lookeen offers full desktop search capability.



## The Main Menu

In the main menu, you can add actions for selected items, customize the layout of the Lookeen window, or start the indexing process manually:



### File

In this menu you can completely stop Lookeen by selecting "Exit".

### Edit

Here you have the most popular Lookeen functions at hand: "Start Search", "See conversation with selected person", "Topic" and "Summarize".

You can also use popular Outlook features directly from Lookeen, such as: reply, categorize, delete, etc.

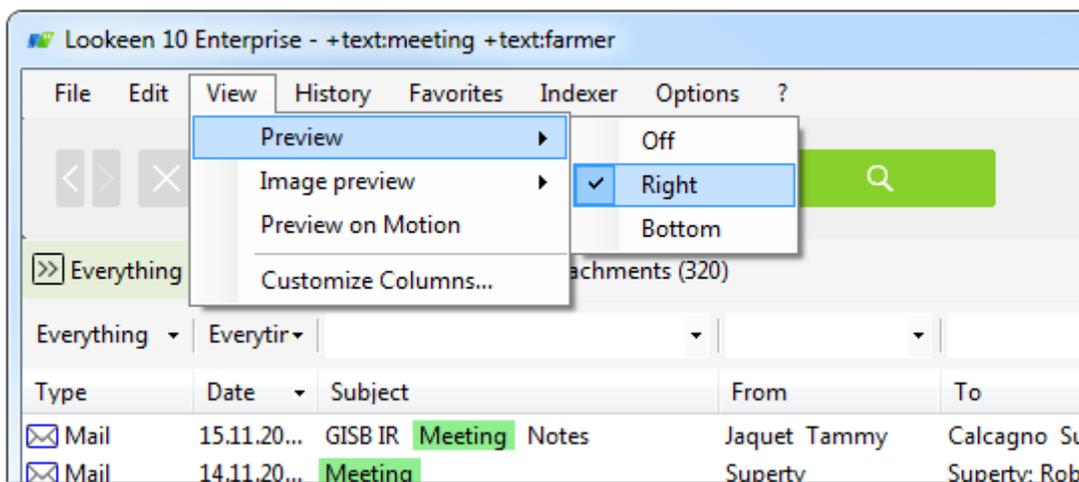
### View

This menu allows you to customize the way Lookeen search results are displayed.

#### Preview

With Lookeen you can display a preview of your search results, and enjoy the familiar look and feel of Outlook. You have the choice of displaying the preview to the right or below your search results.

Simply go to "View" -> "Preview"



#### Image Preview

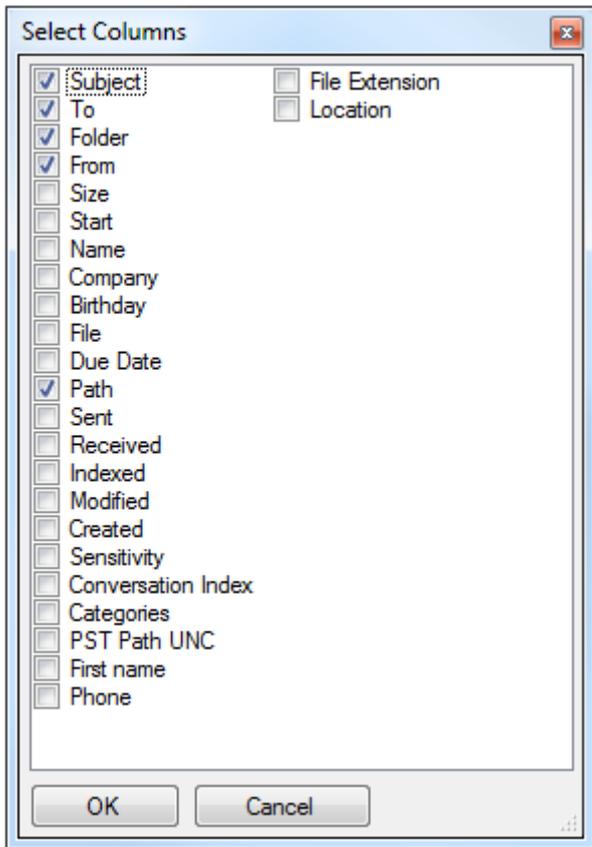
With Lookeen you can also display image files such as JPG, PNG, BMP (etc.). Use this menu to select how the images are displayed. You have the choice between "Zoom" (stretched to the size of the preview window), "Center" (centered in original size in the preview window), or "Off".

### Preview on Motion

With "Preview on Motion" you can choose whether the preview pops up when you hover the cursor over the item, or only when you click on it.

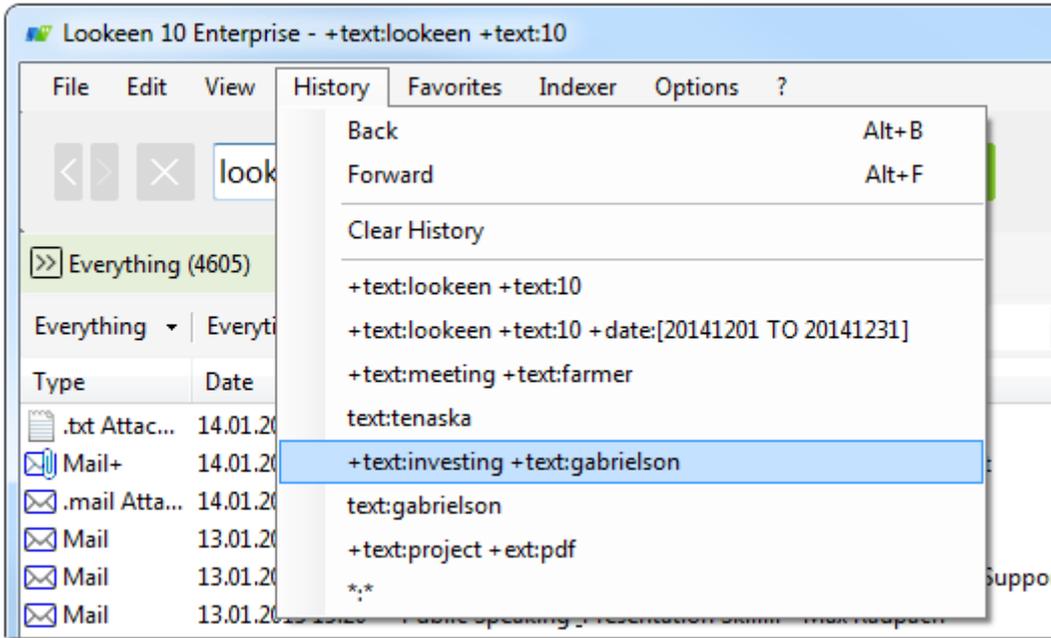
### Customize Columns

You can select the columns that appear in the results page. By clicking "Customize Columns" a window opens in which you can make your choice:

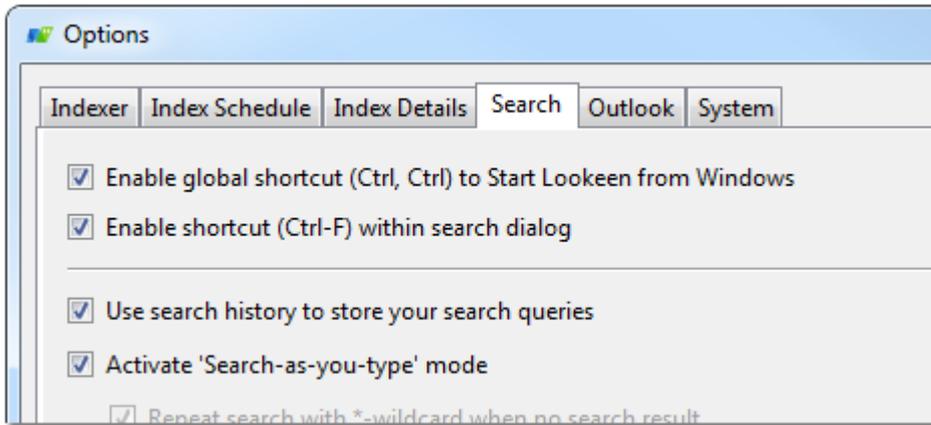


### History

Lookeen remembers your previous searches. Here, the last 21 searches will be saved regardless of search success. You can easily re-select previous searches by clicking on "History".



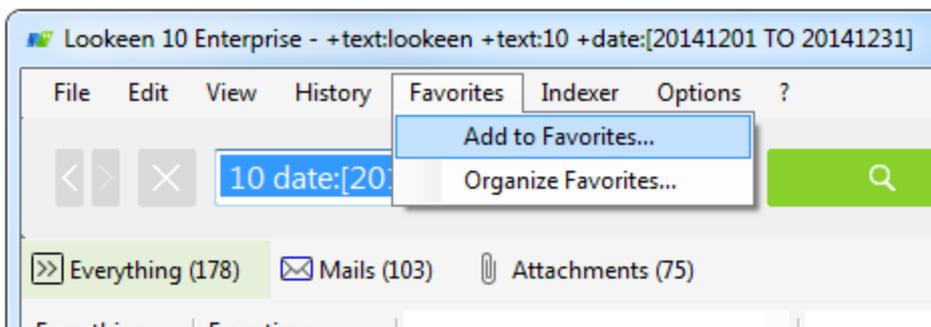
You can select "Clear History" to delete the search history and get a better overview. You can disable the history function in options:



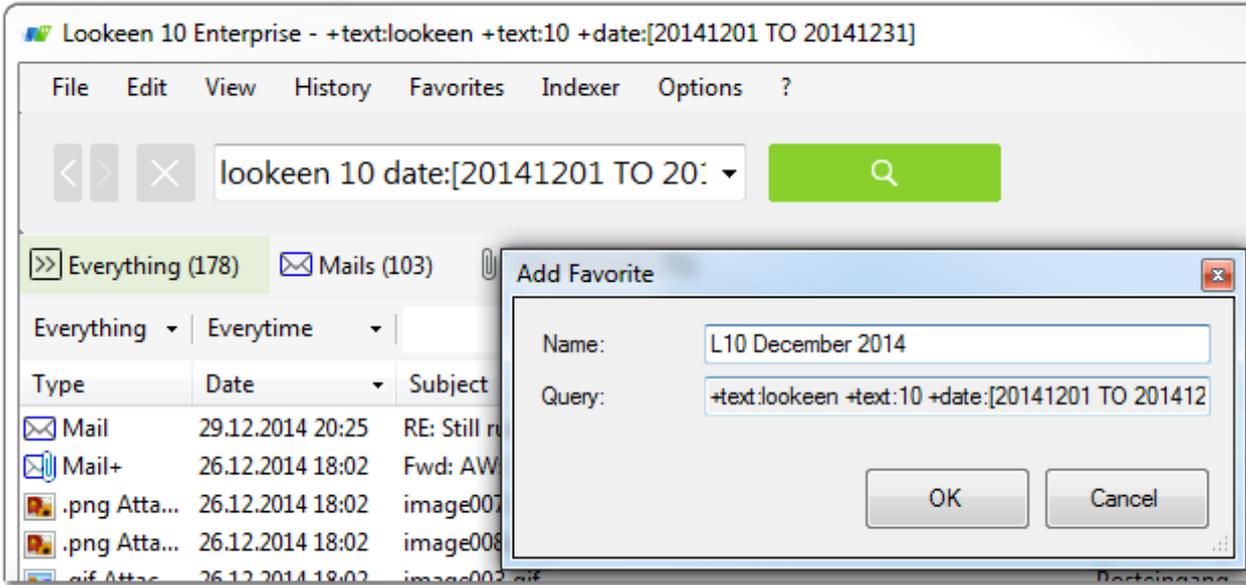
## Favorites

Search favorites were developed for instances where the database that is searched changes frequently, but the queries remain the same. You can save and organize your most frequently used search criteria.

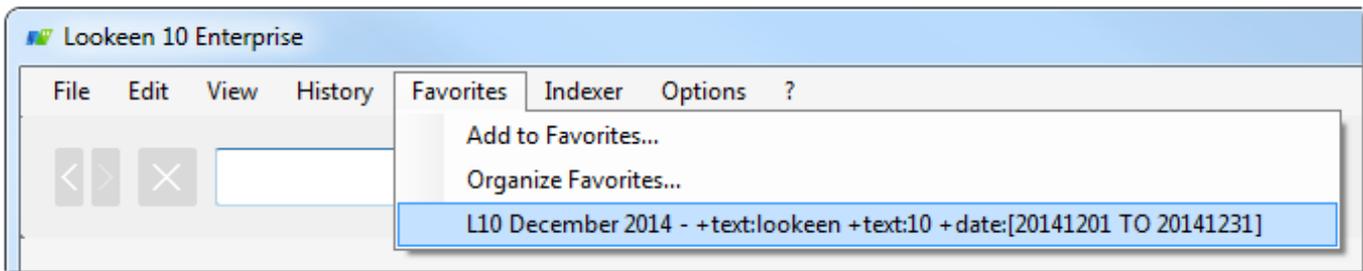
Enter your search term and then go to "Favorites" -> "Add to Favorites ..."



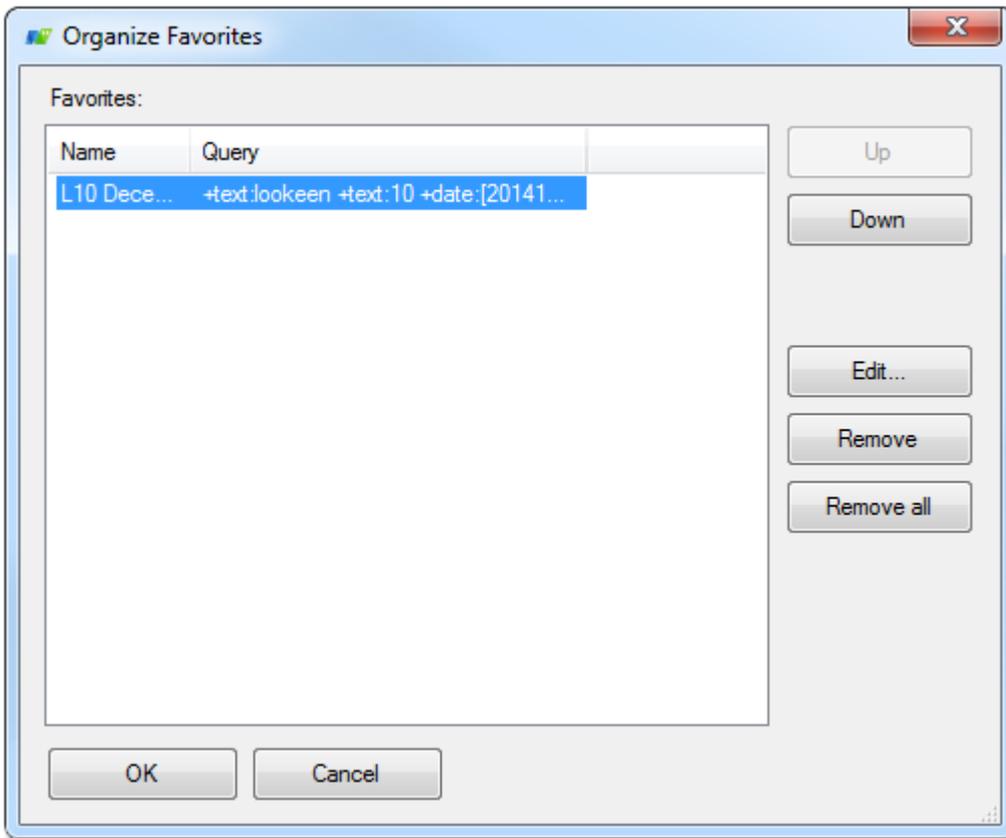
Your search parameters are set in the following field. Now you can assign a name under which the query should be saved.



Click the "Favorites" menu to see and select saved searches.

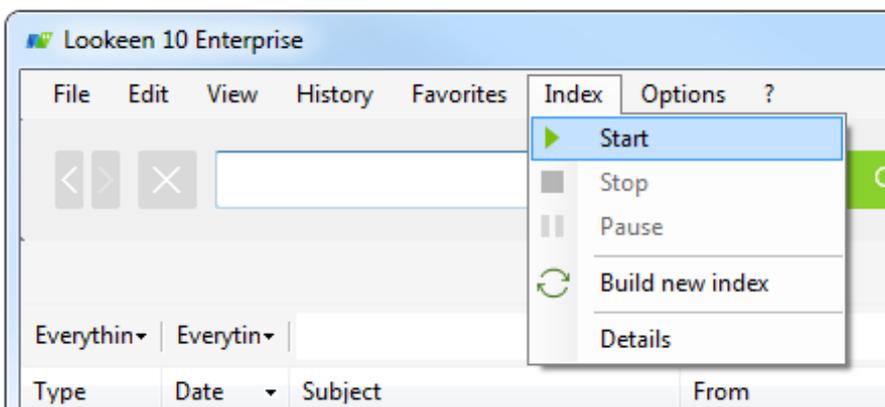


In the "Organize Favorites ..." menu, you can edit, rename, delete or change the order in which favorites appear in your list.



## Index

In order to search your data, Lookeen creates an index of your email messages, contacts, calendar entries, and your file system. Lookeen manages this index efficiently and unobtrusively in the background. During the indexing stage it uses a minimal amount of the computing capacity, so that you can continue to work unhindered while the index is created.



In the "Index" menu, you can start, stop or pause the indexing process. You can click the "Start" button to start the indexing process manually. Generally, you don't need to do this because the default settings will perform the indexing automatically.

When you click "Pause", indexing will be stopped for an hour. After one hour, the indexing will automatically resume or you can simply click "Next" to continue indexing.

If you don't want Lookeen to index now, you can click the "Stop" button. It may take a few seconds for the index operation to stop. The indexing process will stop and your index will remain in a usable state. When

you're ready to resume indexing, you can click the "Start" button or simply wait until the scheduled automatic indexing operation starts by itself. If you cancel or stop indexing, you do not have to start all over again the next time - Lookeen remembers the point where you left off and jumps to that position. You can also close Outlook during an indexing process – Items which were already indexed won't be lost!

You also have the ability to completely rebuild the index, i.e. to delete, and then start the full indexing from the beginning.

### **Options**

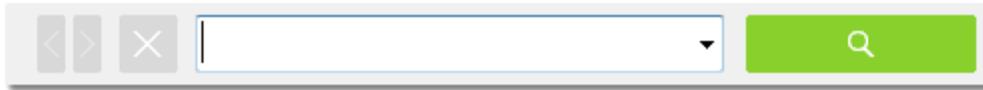
Open the options window by clicking on "Options". The options are described in detail in a separate section.

### **? (Help)**

This menu allows you to find help options, which are described in a separate section.

## The Search Bar

Enter your search term in the search bar. If the "Search-As-You-Type" option in Options -> Search is enabled, Lookeen will start searching as you type. Otherwise, enter the search term and press Enter or click the magnifying glass to start the search.



Lookeen remembers your search queries (see also Main Menu -> History). Click on the arrow icon in the box to open the list of search terms you have already entered. On the left side of the search bar you will find the arrow buttons that let you move back and forth through the list. Next to it is the delete button X, which lets you reset the search, i.e. you delete the entered search term and all other search criteria.

## The Results Area

In the results area you'll see all items that match your search criteria. The default number of results displayed is limited to 5000. You can increase the maximum number in Options -> Search.

Type	Date	Subject	From	To	Folder	Archive
Mail	07.02.2000 2...	*RESCHEDULED* Internal Pool	Heather Choate	Randall L Gay; Katherine L Kelly; ...	Discussion threads	Archiv - christian.s...
Mail	07.02.2000 2...	*RESCHEDULED* Internal Pool	Heather Choate	Randall L Gay; Katherine L Kelly; ...	All documents	Archiv - christian.s...
Mail	06.02.2000 0...	Some after thoughts to our	Mauldin Mike	Daren J Farmer	Discussion threads	Archiv - christian.s...
Mail	06.02.2000 0...	Some after thoughts to our	Mauldin Mike	Daren J Farmer	Personal	Archiv - christian.s...
Mail	06.02.2000 0...	Some after thoughts to our	Mauldin Mike	Daren J Farmer	All documents	Archiv - christian.s...
Mail	05.02.2000 0...	HPLC / ENA employees	Yvette G Connevey	Daren J Farmer ; Pat Clynes	Discussion threads	Archiv - christian.s...
Mail	05.02.2000 0...	HPLC / ENA employees	Yvette G Connevey	Daren J Farmer ; Pat Clynes	All documents	Archiv - christian.s...
.ppt At...	04.02.2000 2...	Three Rivers Allocations Mtg..ppt			Discussion threads	Archiv - christian.s...
.ppt At...	04.02.2000 2...	Three Rivers Allocations Mtg..ppt			All documents	Archiv - christian.s...
Mail+	04.02.2000 2...	Notes from initial ENom Use Case	Hal Elrod	Robert Superty; Daren J Farmer ;...	Discussion threads	Archiv - christian.s...
.doc A...	04.02.2000 2...	ENom initial pass use cases.doc			Discussion threads	Archiv - christian.s...
Mail+	04.02.2000 2...	Notes from initial ENom Use Case	Hal Elrod	Robert Superty; Daren J Farmer ;...	Enron news	Archiv - christian.s...
.doc A...	04.02.2000 2...	ENom initial pass use cases.doc			Enron news	Archiv - christian.s...
Mail+	04.02.2000 2...	Notes from initial ENom Use Case	Hal Elrod	Robert Superty; Daren J Farmer ;...	All documents	Archiv - christian.s...
.doc A...	04.02.2000 2...	ENom initial pass use cases.doc			All documents	Archiv - christian.s...
Mail	04.02.2000 2...	Meet with Mike Mulden in Cafete...			Meeting s	Archiv - christian.s...
Mail	04.02.2000 1...	MidTex Meeting	Thu Nguyen	Aimee Lannou; George Grant; Ro...	Discussion threads	Archiv - christian.s...
Mail	04.02.2000 1...	MidTex Meeting	Thu Nguyen	Aimee Lannou; George Grant; Ro...	All documents	Archiv - christian.s...
Mail	04.02.2000 1...	Brenda Herod's Management Off...	Yvette G Connevey	Steve Venturatos; Mary M Smith; ...	Discussion threads	Archiv - christian.s...
Mail	04.02.2000 1...	Brenda Herod's Management Off...	Yvette G Connevey	Steve Venturatos; Mary M Smith; ...	All documents	Archiv - christian.s...
Mail	04.02.2000 1...	Review Texas Budgets (3084)			Meeting s	Archiv - christian.s...
Mail	03.02.2000 2...	Re: MidTex meeting	Daren J Farmer	Thu Nguyen	Discussion threads	Archiv - christian.s...
Mail	03.02.2000 2...	Re: MidTex meeting	Daren J Farmer	Thu Nguyen	Sent	Archiv - christian.s...
Mail	03.02.2000 2...	Re: MidTex meeting	Daren J Farmer	Thu Nguyen	All documents	Archiv - christian.s...
Mail	03.02.2000 2...	Re: MidTex meeting	Daren J Farmer	Thu Nguyen	'sent mail	Archiv - christian.s...
Mail	03.02.2000 1...	MidTex meeting	Thu Nguyen	Aimee Lannou; George Grant; Ro...	Discussion threads	Archiv - christian.s...
Mail	03.02.2000 1...	MidTex meeting	Thu Nguyen	Aimee Lannou; George Grant; Ro...	All documents	Archiv - christian.s...
Mail	03.02.2000 0...	Usecase Analysis for Enom Meet...			Discussion threads	Archiv - christian.s...
Mail	03.02.2000 0...	Usecase Analysis for Enom Meet...			Meeting s	Archiv - christian.s...
Mail	03.02.2000 0...	Usecase Analysis for Enom Meet...			All documents	Archiv - christian.s...
Mail	02.02.2000 1...	KERR MCGEE meeting TODAY ...	Daren J Farmer	Ami Chokshi	Discussion threads	Archiv - christian.s...

### Result Type Selection

At the top of the results area there are tabs for the various category elements.

Everything (10000)	Mails (8316)	Contacts (60)	Tasks (1)	Appointments (303)	Notes (1)	Journal (6)	Attachments (1265)	Files (48)
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The results for each category are displayed by clicking on a tab. You can return to the complete results list by clicking on the "All" tab.

### Select Columns

To the right of the category tabs there are three buttons. Click the left one to select the columns to be displayed (see Main Menu -> View -> Customize Columns)

## Change preview details

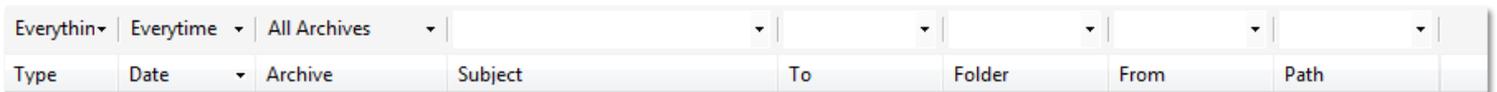
With the middle of the three buttons, you can select how many rows of the content of an element are displayed in the results area. By clicking this button, you can switch between none, 1, 2 or 3 lines.

## Advanced search fields – Hide or Unhide

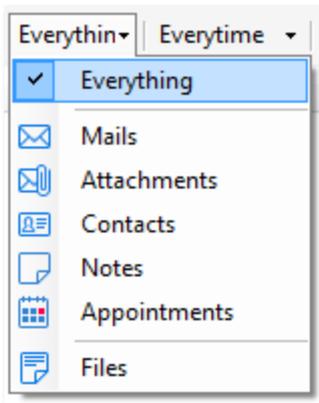
You can turn the advanced search fields on and off with the button on the right.

## Advanced search fields

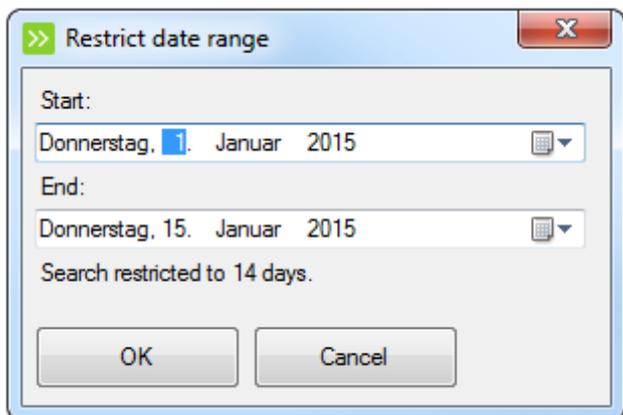
With the advanced search fields, you can refine your search in many ways.



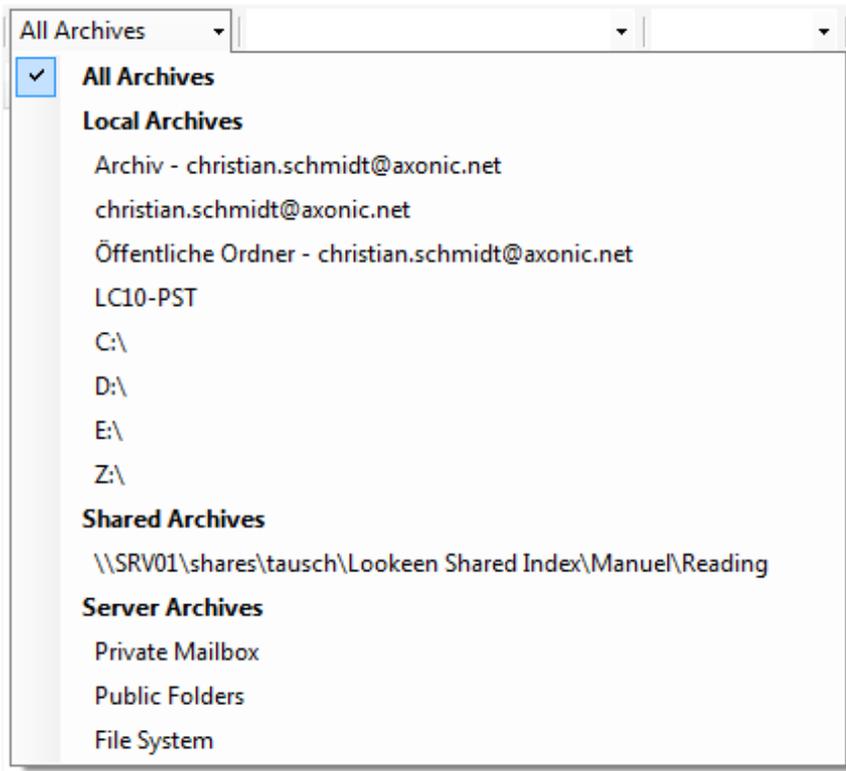
Above the “Type” column is a drop down menu for the type of result to which you’d like to restrict the search. You have a choice between “Everything”, “Mails”, “Attachments”, “Contacts”, “Notes”, “Appointments” and “Files”.



Above the “Date” results column is a drop down menu for the date range to which the search should be limited. You have a choice between “Everytime”, “Today”, “This week”, “This month”, “This year”, and “Custom Interval”. Your search word is searched only within the time limits specified by you. If you select “Custom Interval”, the following window will open and you can enter your desired period.



Above the “Archive” result column is a drop down menu for the archive in which the search should be performed. You can search all of the archives that you have added to your index. Multiple selections are also possible.



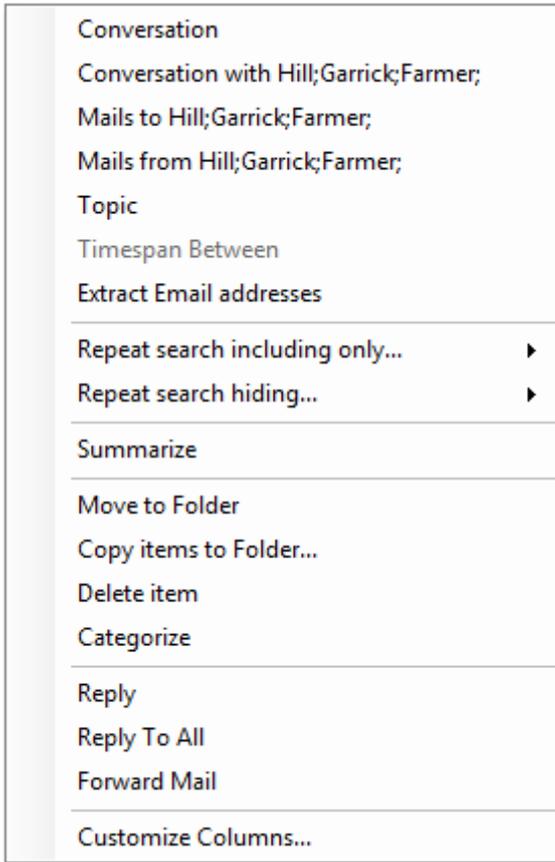
Lookeen offers even more search fields that can help you narrow down your search. These are:

- Subject, To (= recipient), From (= sender), Category: for the corresponding email properties
- Folder: Use to limit the search to a single folder. It can be an Outlook folder or a folder from the file system.
- Path: Similar to folder, only that here you must specify the path you want to search. In contrast to searching a folder, subfolders will also be considered in this search.
- Name, Company: For contacts
- File, File Extension: For Email attachments and files stored locally or on the network
- Location: For appointments and meetings

Enter your search term in the respective search field and press Enter or click the magnifying glass to start the search. The search fields can also be combined, of course.

## The Context Menu

Double-click on an item to open it. By right-clicking on an item, the context menu will open with options to refine and restrict your search queries, as well as edit the selected element.



### *Conversation*

To get an overview of all correspondence between you and another person, select an email from the person and then select "Conversation"

### *Conversation with*

If you want to get an overview of all correspondence between you and all persons who have been a part of an email thread (e.g. as the sender, CC, or BCC), please mark the e-mail and then select "Conversation with".

### *Mails to and Mails from*

With the "Mails to" and "Mails from" selection, you can find all the e-mails "to" or "from" the participants of the selected e-mail.

### *Topic*

To start a search for a specific subject, check the appropriate email in your search results and select "Topic".

### *Timespan Between*

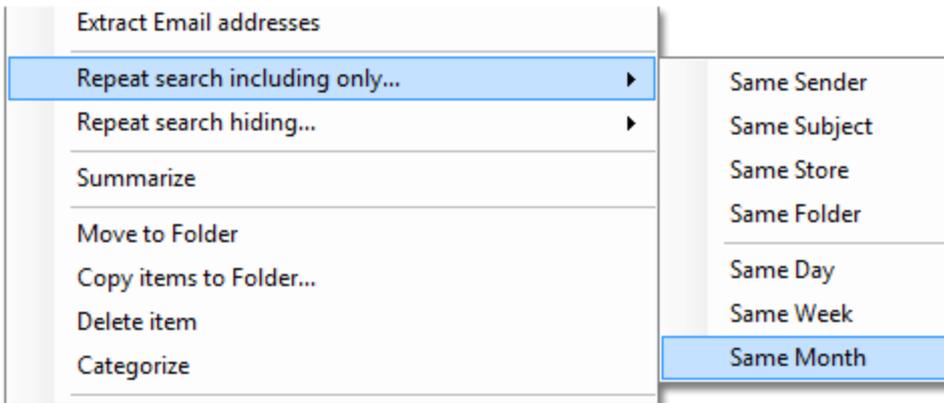
When you select two different emails in the Lookeen search result window, you can click on "Timespan Between" - to get an overview of the correspondence between the date of the first and second selected emails.

### Extract email addresses

This function lists all email addresses contained in an email in an editor window. Both the sender and receivers are detected, as well as addresses in the content of the email.

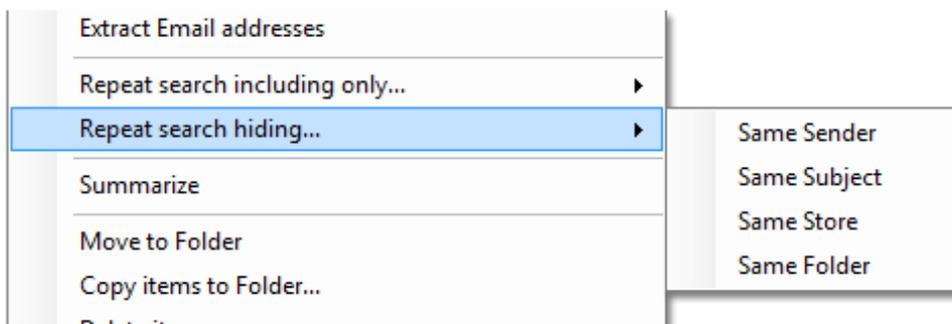
### Repeat search including only....

You can narrow down your search results by clicking "Repeat search including only ...". This allows your search query to be limited by only looking at emails with the same sender, subject, store, in the same folder, or those that are received on the same day, week or month. (The date refers to the selected email in your Lookeen search result window).



### Repeat search hiding...

You can refine your search results in a similar way using the "repeat search without ..." button. As a result, only elements without the same sender, subject, store or folder will be included in the new search results.



### Summarize

Click on "Summary" to create an email that summarizes the correspondence of all selected emails in list form.

### Move to folder, Copy items to folder

Do you want to move or copy an email to another Outlook folder? Simply select the relevant email in the Lookeen search result window and click "Move to Folder" or "Copy items to Folder" in the context menu, then select the destination folder.

### *Delete Item*

This allows you to delete the selected item.

### *Categorize*

If the selected item is an email you can set a category here.

### *Reply, Reply All, Forward*

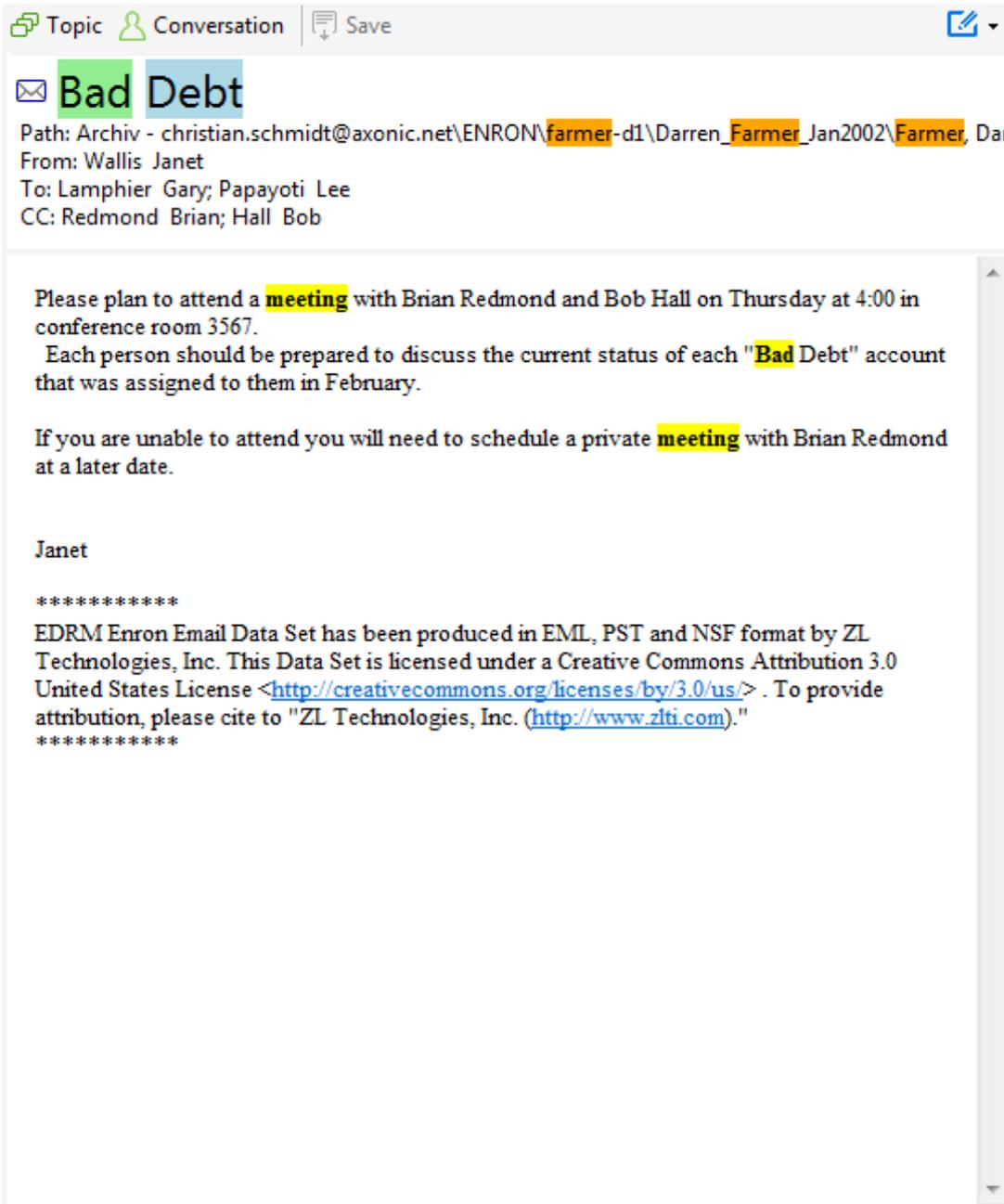
These are the same as the usual actions that you perform with emails.

### *Customize Columns*

This opens the “Select Columns” window where you can choose which columns are displayed in the results area.

## The Details Area

When you select an item by clicking on it in the results list, it will be displayed in the details area.



## Topic

If it is an email or an email attachment, you can display all further emails with the same or similar subject line using the "Topic" button.

## Conversation

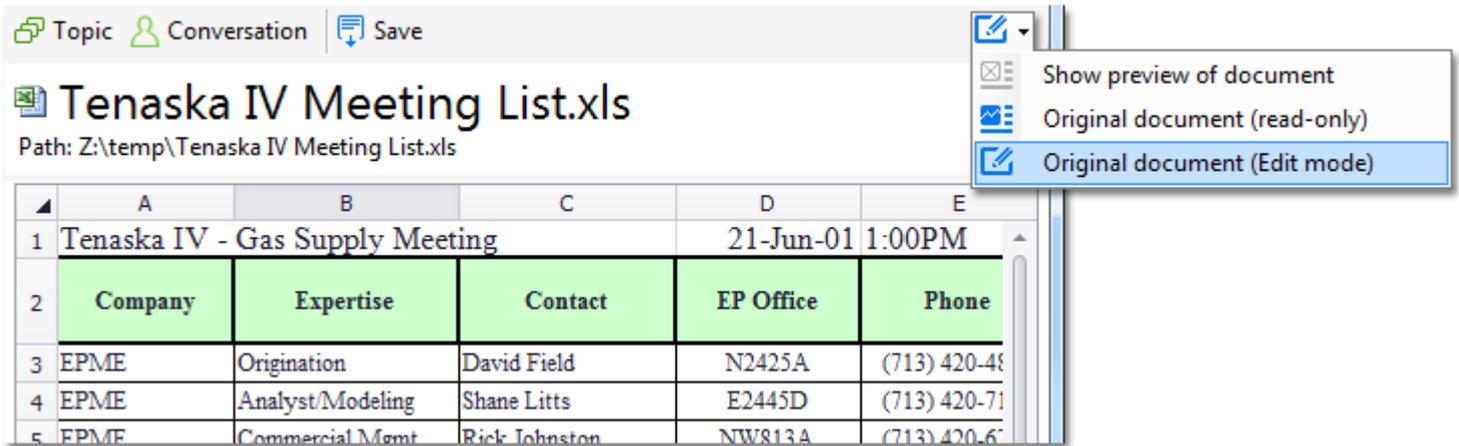
The "Conversation" button lists all correspondence involving the people included the selected email.

## Select preview mode

Using the "Select preview mode" button on the far right hand side, you can determine how elements are displayed in the preview: either "Show preview of document", "Original document (read-only)" or "Original document (Edit mode)". While the pure text preview offers the advantage of instantaneous preview, the original preview shows the document as it appears in the associated application after it has loaded.

## Edit documents

New in Lookeen 10 is the ability to edit local documents directly in Lookeen preview. To do this, select "Original document (Edit mode)". You can edit the document within the preview, then save the edited document by clicking on "Save".



The screenshot shows the Lookeen interface with a document titled "Tenaska IV Meeting List.xls" open. The document path is "Z:\temp\Tenaska IV Meeting List.xls". A context menu is open over the document, showing three options: "Show preview of document", "Original document (read-only)", and "Original document (Edit mode)". The "Original document (Edit mode)" option is highlighted in blue. Below the menu, an Excel spreadsheet is visible with the following data:

	A	B	C	D	E
1	Tenaska IV - Gas Supply Meeting			21-Jun-01	1:00PM
2	Company	Expertise	Contact	EP Office	Phone
3	EPME	Origination	David Field	N2425A	(713) 420-48
4	EPME	Analyst/Modeling	Shane Litts	E2445D	(713) 420-71
5	EPME	Commercial Mgmt	Rick Johnston	NW813A	(713) 420-6

## The Status Bar

The status bar shows you how many results your search returned, how many items are currently found in the index, and possibly also the online status of a connected Lookeen server. During indexing, you can also see which folder is being indexed.

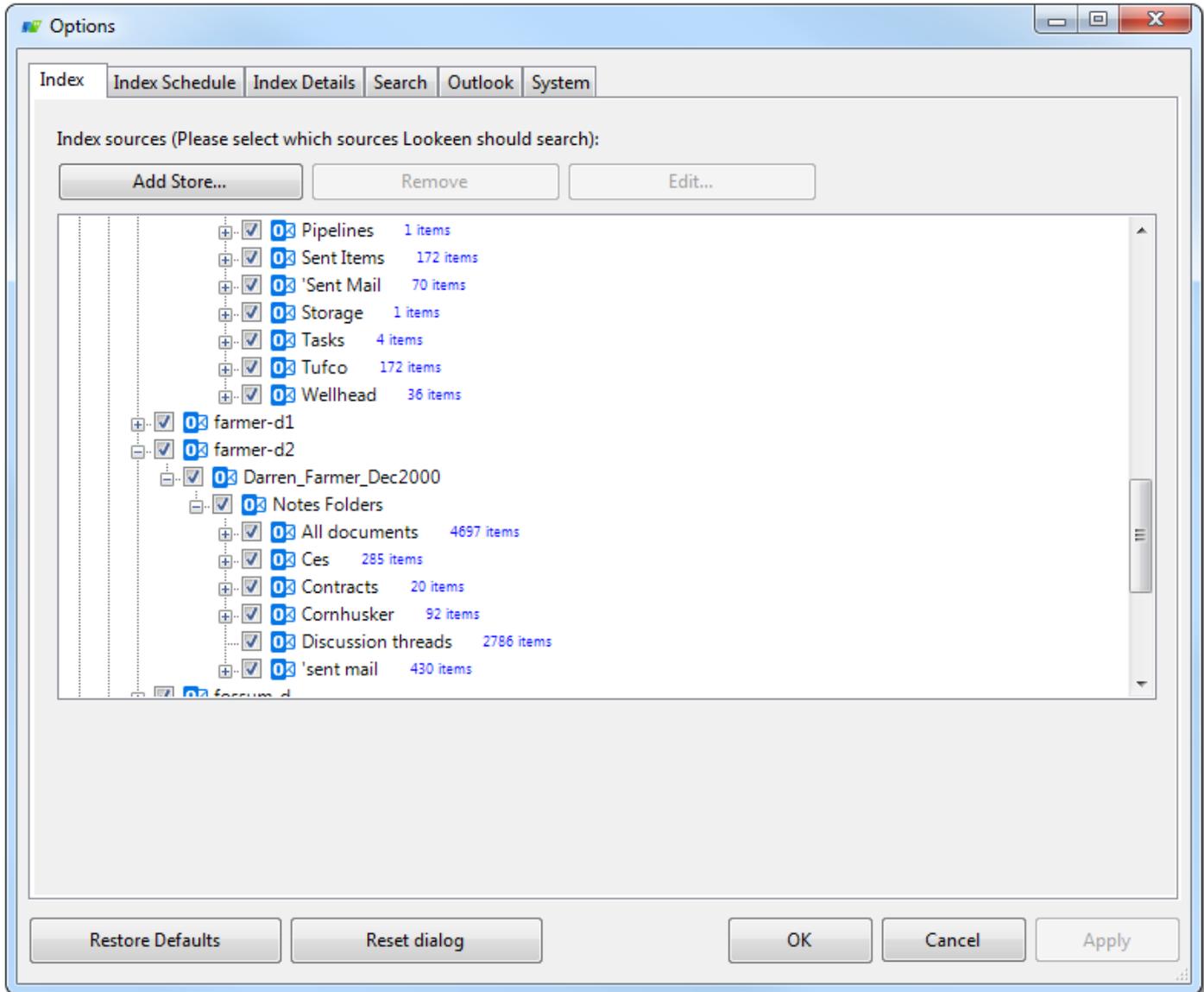
9993 items found

[89839 items](#) Online ...

By clicking on the number of items in the index at the right-side of the status bar, you'll open the file `lookeen_detailed_index_log.txt` from the Lookeen user directory. This file includes detailed data on the index, such as start and end times of indexing and the number of indexed items in each folder.

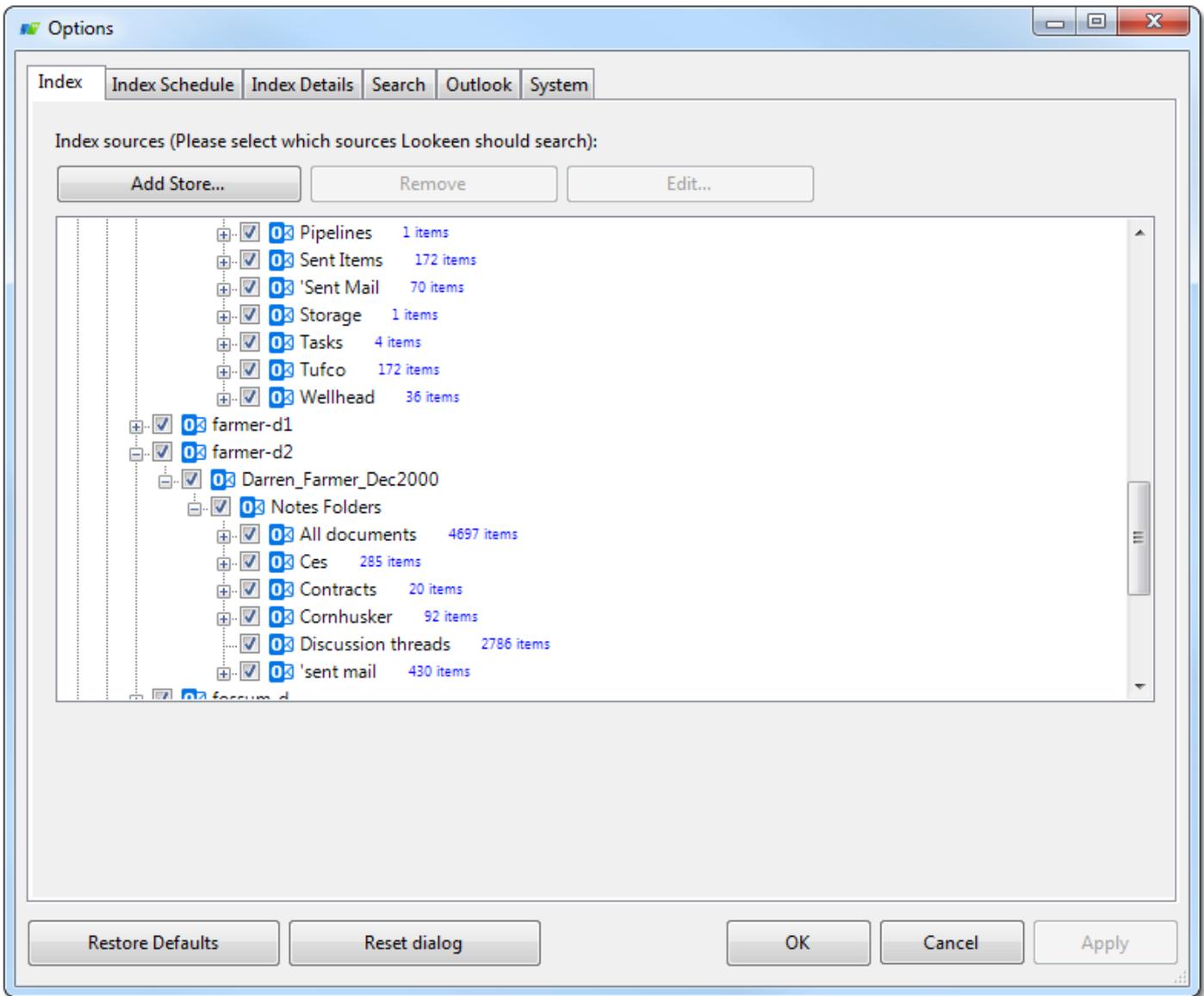
# Options

Here you can see the options window. Use this window to define how emails and files are indexed on your computer, how search queries are processed and how Lookeen is integrated into Windows.



## Index

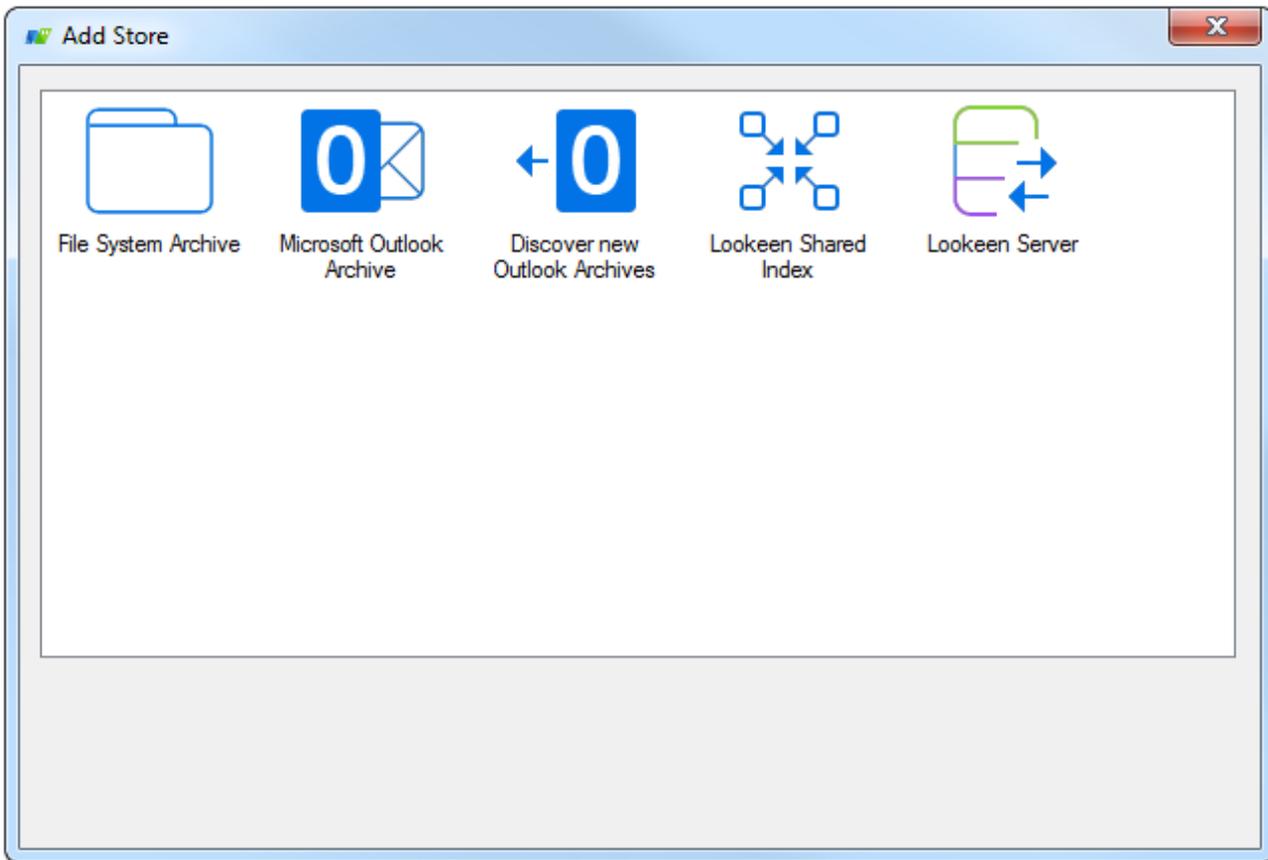
Here you can specify which folders should be indexed and searched by Lookeen. If you click the plus sign next to a folder, you can display the subdirectories and activate each one of them by checking the box, or disable them by un-checking the box.



**Tip:** The first indexing may take some time to complete. This depends on type and size of your data. After your data has been initially indexed, the subsequent indexing operations go much more quickly. This short indexing process only adds all newly obtained, moved, deleted, or changed items (e.g. newly created tasks, appointments or new e-mails).

### Add Store

Use the "Add Store" button to open a new window in which you can add your local directories, Outlook folder, external indices (Shared Index) or Lookeen Server to the list of archives to be indexed and searched by Lookeen. The new file or Outlook archives will be included in future indexing, the external index source(s) and/or the Lookeen Server(s) are immediately available.



File System Archive

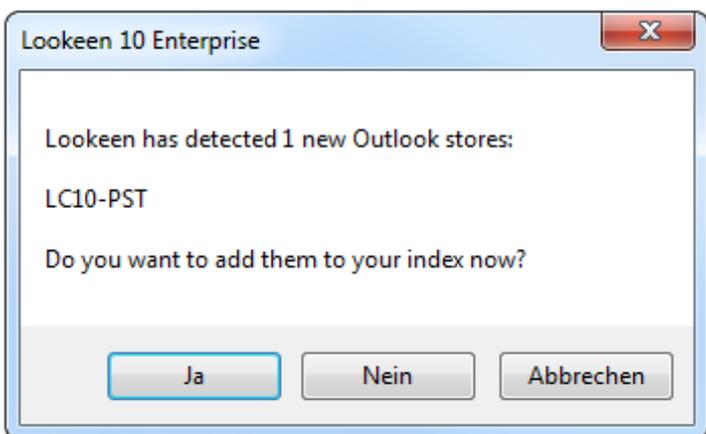
Specify a path to a local data directory or click on the "Browse" button to navigate in a selection window.

Microsoft Outlook Archive

Select an existing Outlook folder or create a new one.

Discover new Outlook Archives

With this button you can have Lookeen manually search for newly added Outlook archives. In the case of a find, you will be asked if you want to add the archive(s) to the index.



**Tip:** "Detect new Outlook archives when Outlook starts"

With this option (tab "Outlook"), you can have Lookeen check on each Outlook start whether new Outlook archives have been created and haven't been added to the index yet.

### Lookeen Shared Index

Here you can specify the path to an external index source (Shared Index). More information about shared index sources can be found in a separate section.

### Lookeen Server

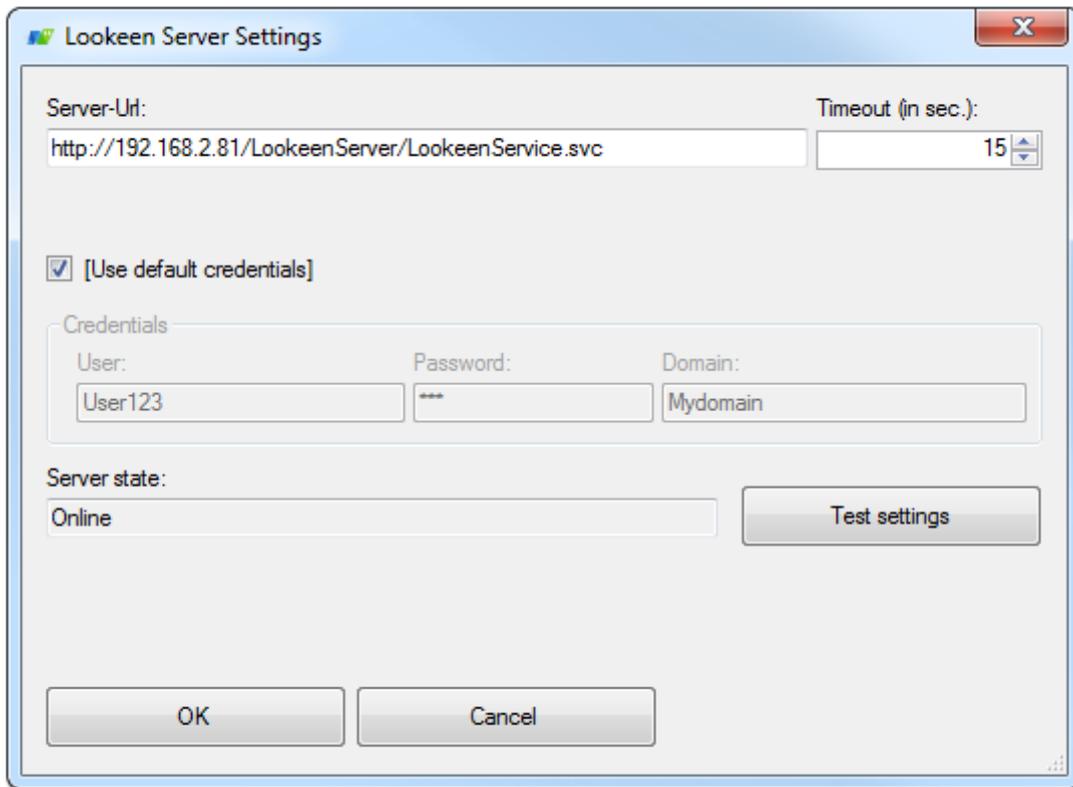
Enter the address (URL) and other options for the use of a Lookeen server (see below).

#### *Remove*

You can delete existing directories by selecting them and clicking "Remove".

#### *Edit*

If you are using one or more Lookeen Servers, select the desired one in the list and click on the "Edit" button to configure it.



In this window you can enter or change the URL of the Lookeen server. Additionally, you can change the timeout interval, after which a server request is canceled. The default time is 15 seconds.

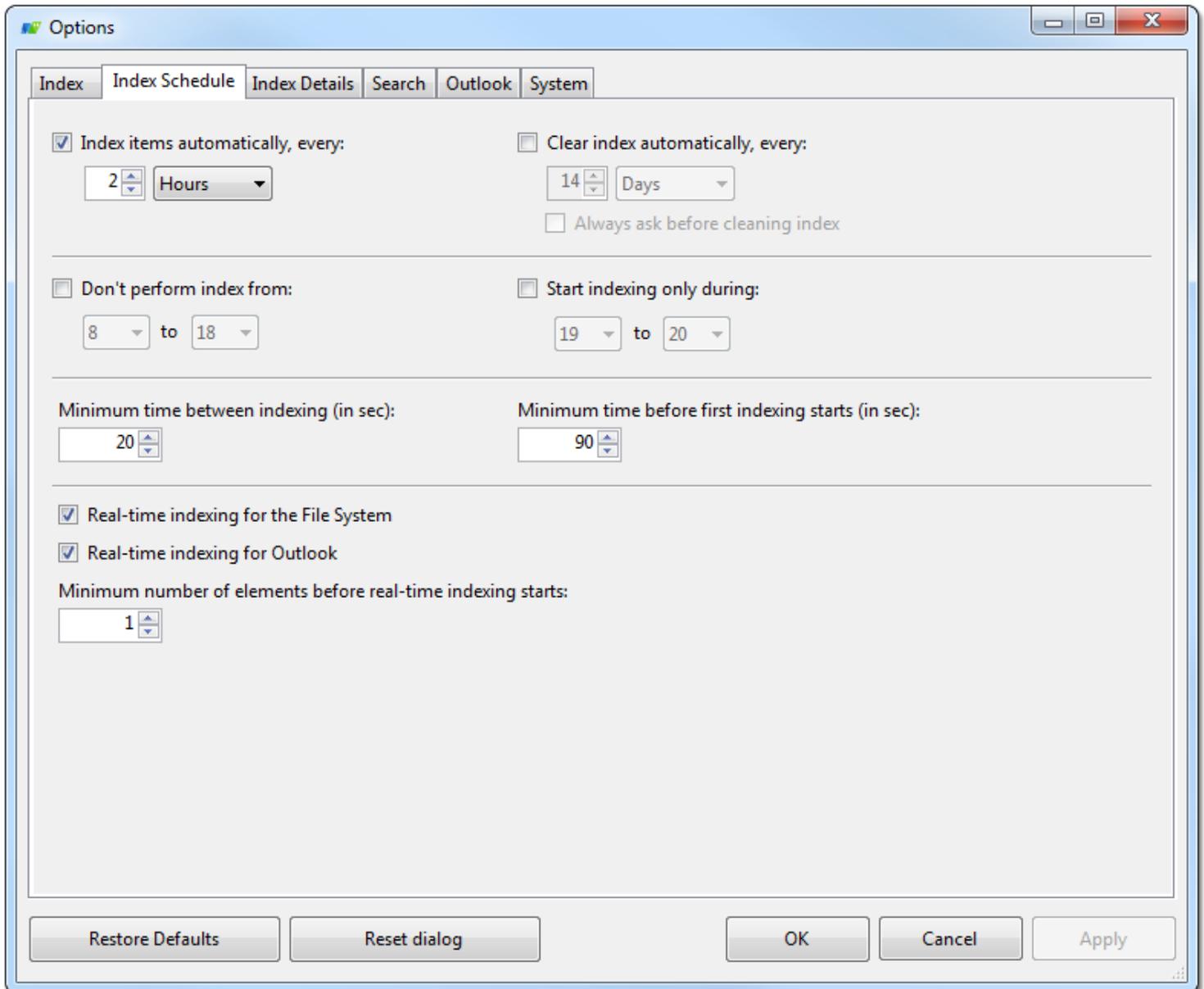
The "Use default credentials" option is enabled by default. This means that the user's login information is used for authorization on the Lookeen server. You can disable this option and specify login information of another user to use the Lookeen Server with these permissions.

With the "Test Settings" button, you can check the availability of the Lookeen server.

More information about the Lookeen Server can be found at: <http://www.lookeen-server.com>

## Indexing Schedule

The indexing schedule allows you to specify how often and at what times Lookeen should perform an update or re-indexing of your data.



### *Index items automatically, every and Clear index automatically, every*

You can specify a time interval in which Lookeen should regularly execute an indexing of your data. It is advisable to periodically delete your index and completely rebuild it to safely update old, moved, or deleted entries in your index. You can also enable this option here. You can also choose whether you will be asked for confirmation before a rebuild starts.

### Don't perform index from and 'Start indexing only during

Here you can select the time periods in which re-indexing of new, moved, deleted, and modified elements will not take place. If you want to set, for example, that Lookeen will not perform indexing between 8:00 to 18:00, you can check the check box "Don't perform index from" and then set the appropriate times.

**Note:** The "Don't index during the period from" prevents your index from starting during this time. However, an index process that has already been started before that time will continue until completed.

*Minimum time between indexing and Minimum time before first indexing starts*

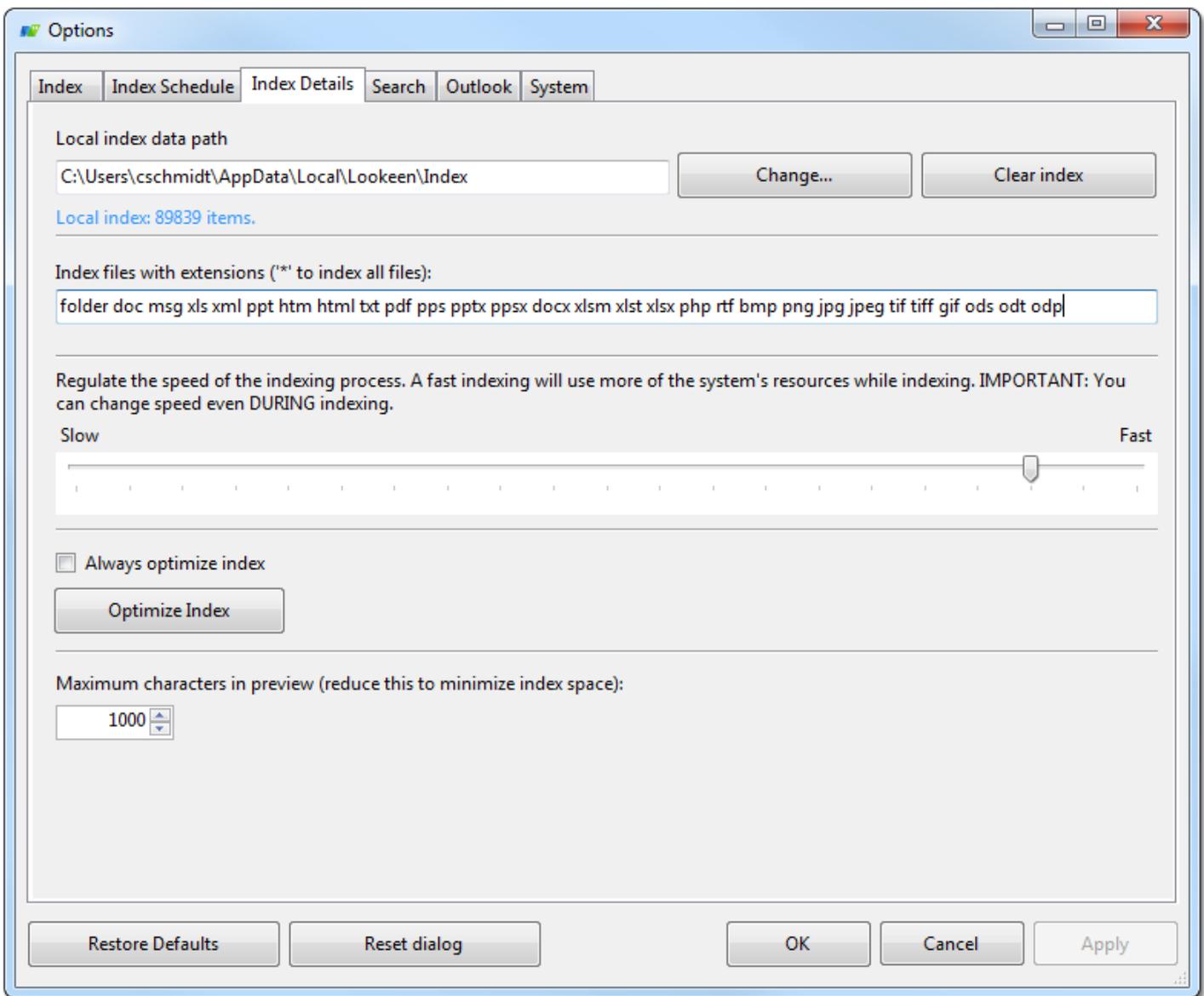
To reduce the load on system resources, you can specify a minimum time that should pass between two indexing processes. Also you can set the time to wait after starting Lookeen until the first indexing takes place. The minimum time for this is 90 seconds.

*Real-time indexing*

Thanks to the real-time indexing Lookeen finds all emails and other data in real time. The real-time indexing will provide the latest data to all Lookeen users - whether on Exchange servers, in public folders, Citrix, Terminal Server environments or on the network. You can also select how many items must be changed before indexing starts.

**Index Details**

Here you can specify, among other things, where your index file is saved and which file types should be indexed.



*Local index data path*

Here you can define where the Lookeen index is stored. In addition, you can also see how many items are currently in your index. By clicking "Delete Index", you can delete it completely.

### *Index files with extensions*

You can also add additional file formats so that they can also be found. Just add additional file formats and see if they've been indexed! The file extensions that are supported and tested by us have already been added. If you want to index all kind of files (not recommended) you can simply specify that with a '\*' wildcard.

### *Regulate the speed of the indexing process*

Here you can specify how much computing capacity is available for indexing. If you set the indexing speed to "Fast" more computing capacity will be used by Lookeen than when you put it on "Slow". If you run resource-intensive applications that are slowed by the indexing, you should set the indexing speed to "Slow".

If Lookeen indexing runs slower, it requires less computing capacity and other programs can use the spare capacity.

### *Always optimize index*

Lookeen starts a defragmentation of the index data after indexing if this option is selected. This makes the indexing take a bit longer than running it without this option selected.

Query results arrive even faster since this process compresses the size of the index folder.

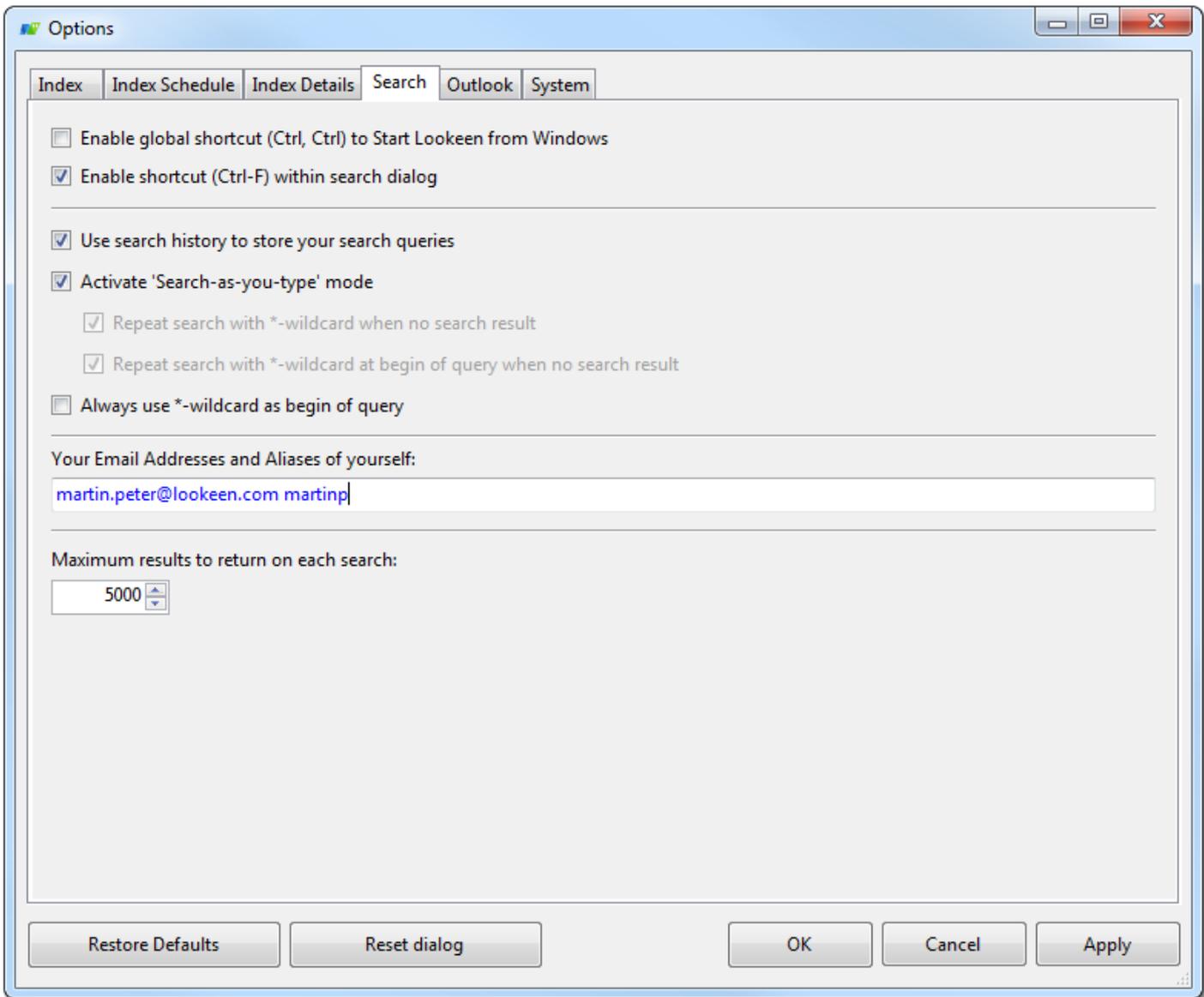
Click the "Optimize Index" button to start the optimization of the index immediately. Please note: This may take some time to complete.

### *Maximum characters in preview*

If you use the Lookeen preview, you can set how many characters of each element are provided in preview. Since Lookeen indexes your file contents anyway, a larger number only minimally affects indexing speed, but it increases the amount of hard disk space needed for the index.

## **Search**

In this sub-menu, you can set specific search parameters of your search.



*Enable global shortcut (Ctrl, Ctrl) to start Lookeen from Windows*

By pressing the Ctrl key twice, you can open the Lookeen search window.

*Enable shortcut (Ctrl-F) within search dialog*

This allows you to search using the key combination Ctrl-F.

*Use search history to store your search queries*

Lookeen remembers the search queries that you've made with Lookeen previously.

*Activate 'Search-as-you-type' mode*

If this mode is enabled, Lookeen starts searching while the search term is being typed. Otherwise, enter the complete search phrase and then press Enter to start the search.

*Repeat search with \*-wildcard, when no search result*

If there are no results for your search, Lookeen will automatically re-search for your keyword and append a wildcard to find all possible results.

*Repeat search with \*-wildcard at begin of query when no search result*

As in the previous case, except that this time the wildcard will be inserted before the search term.

*Always use \*-wildcard at begin of query*

When enabled, Lookeen will automatically add a wildcard before every search term.

*Your Email addresses and Aliases of yourself*

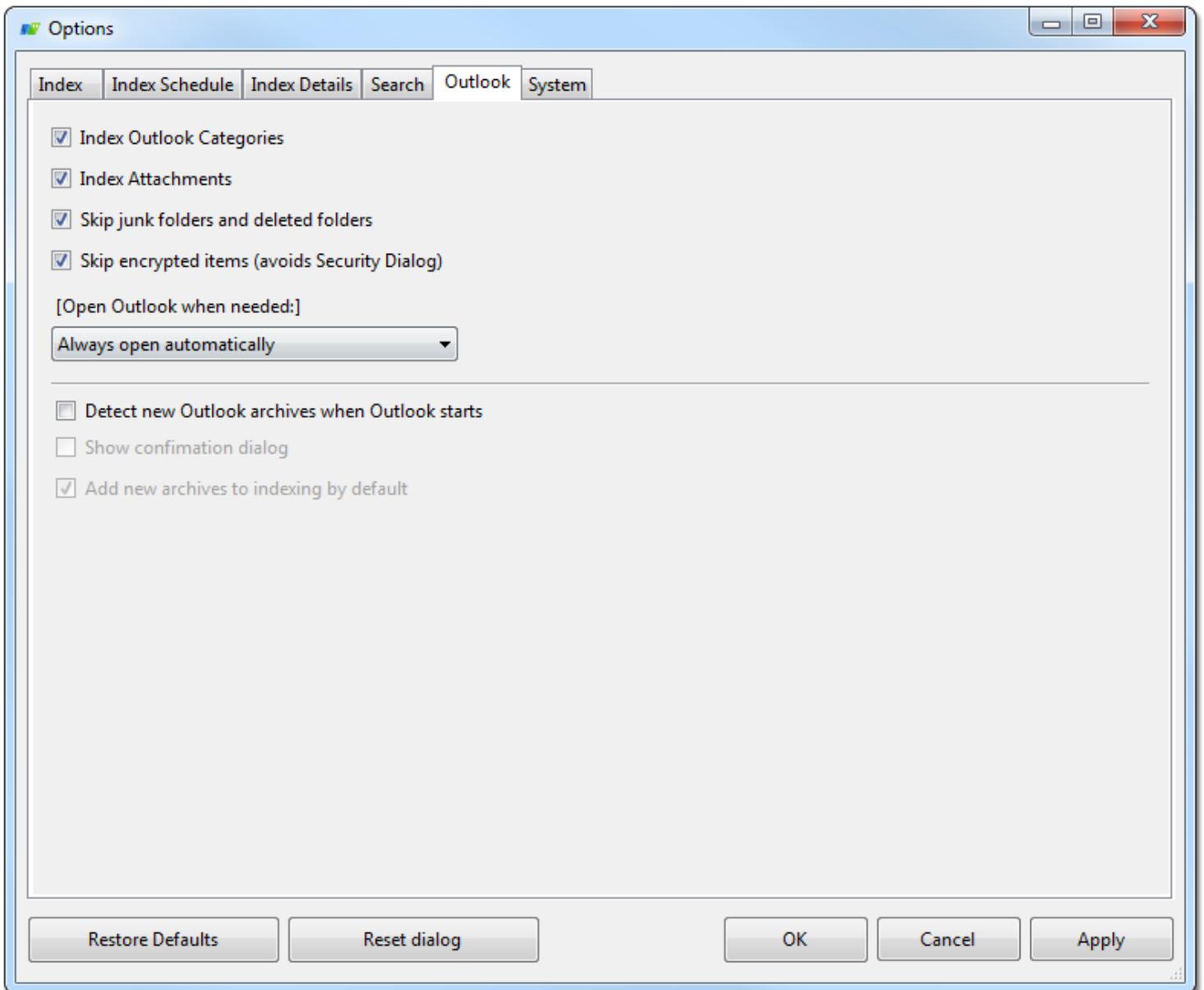
Here you may include your name, as defined in Outlook, and enter your email address. Lookeen highlights all emails of which you are the sender.

*Maximum results to return on each search*

This is the maximum number of items that can be displayed in the search results. Increase this number if you do not see the results you're looking for in the first 5000 returns.

## **Outlook**

With this tab you can set Outlook-specific settings. For example if you want to index attachments to emails or not.



### *Index Outlook Categories*

Select this option to index Outlook categories. The indexing speed may drop under certain circumstances.

**Tip:** Please note that categories are only searchable after re-indexing. In order to see the categories in the search window, you have to add the column "Categories" to your search results window, using 'Customize Columns' in view settings as detailed in an earlier section.

### *Index Attachments*

Attachments are indexed by default. If you do not want to index attachments, uncheck the box. Although the indexing will be faster, you might not find what you are looking for.

### *Skip junk folders and 'Deleted Items' folders*

If this option is enabled, these two Outlook folders will not be included in the index.

### *Skip encrypted items*

PST files often have encrypted items. The security protocol of Outlook normally requires authentication to allow access to these elements. If you want to index encrypted elements you will be prompted during indexing to confirm file access.

The default setting of Lookeen therefore is set to skip encrypted items. This ensures that indexing can be done without you being present.

### *Open Outlook when needed*

Outlook needs to be open when Lookeen wants access to Outlook data for searches or indexing. You can specify how Lookeen opens Outlook when required: with confirmation, without confirmation or never.

### *Detect new Outlook archives when Outlook starts*

By request, Lookeen can check at startup if new Outlook archives are available that are not yet included in the list of ready to index archives.

### *Show confirmation dialog*

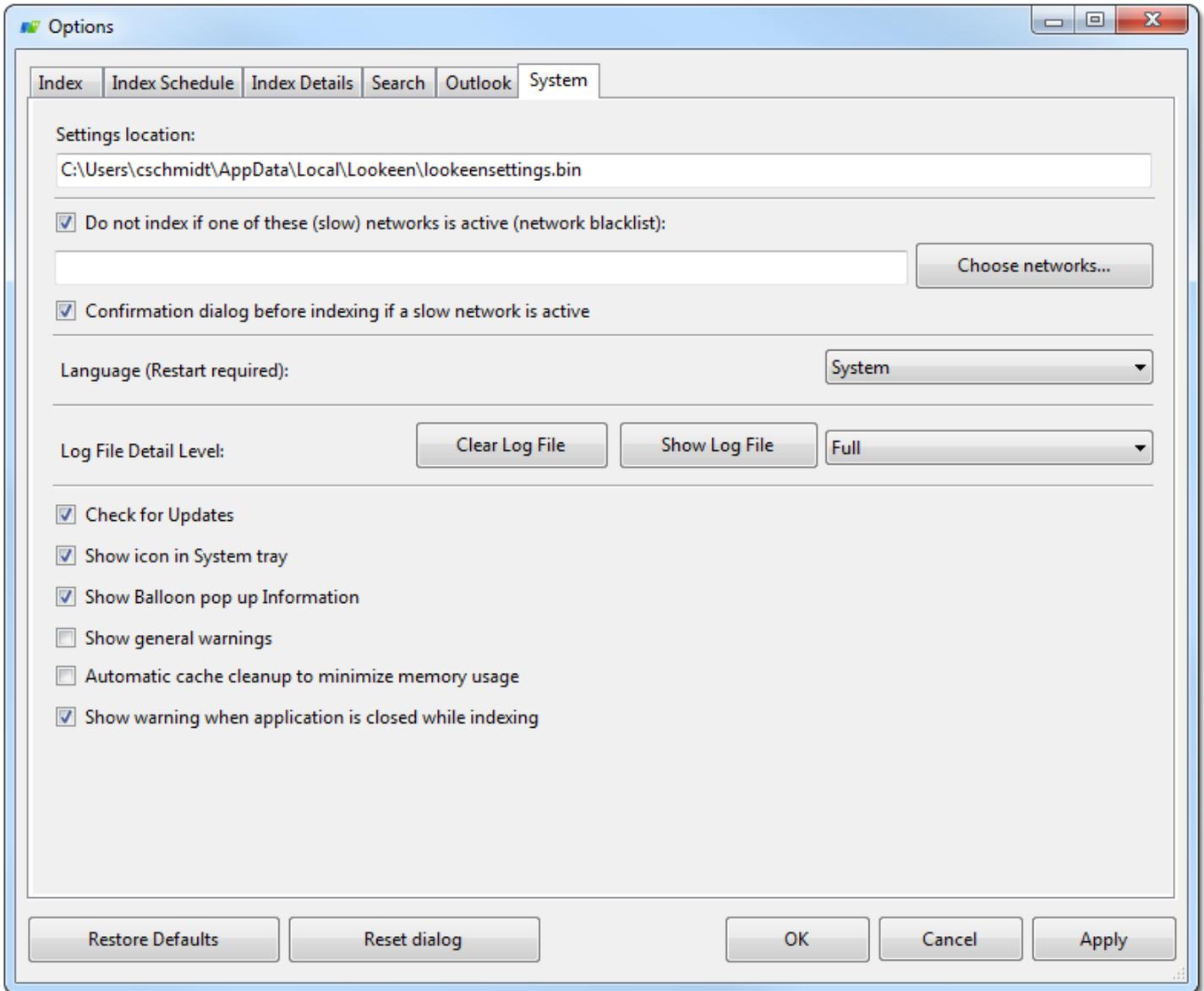
If the archive search option is enabled and new archives are encountered, this option lets you select whether you will be prompted for confirmation before the archives are added to the index or not.

### *Add new archives to indexing by default*

If this option is selected, new archives that are found will automatically be added without confirmation.

## **System**

Here you can specify, among other things, what language to use within Lookeen, or whether the Lookeen icon appears in the taskbar.



### *Settings location*

Here you can see the path where Lookeen saves the settings.

### *Do not index if one of these (slow) networks is active (network blacklist)*

With Corporate networks in particular, it is often the case that a particular network connection is very busy and / or slow. Lookeen has network settings for this reason. With this feature, you can create a blacklist. The indexing doesn't start when networks included on the blacklist are active.

With the "Choose Networks" button, you can display all the available networks. You can then add all networks and manually delete unwanted ones off the list, or enter the desired networks in the list manually.

### *Confirmation dialog before indexing if a slow network is active*

Here you are warned again if the indexing starts and the blacklist is active. This allows you to check again if you want to index with the given settings.

### *Language*

You can choose between German, English and Spanish. Lookeen uses the language of your operating system by default.

### *Log File Detail Level*

You can choose between different levels of detail for the log file. By default, Lookeen uses "Full" detail level. You can also view or delete the log [here](#).

### *Check for updates*

Lookeen will automatically check to see if a new version of Lookeen is available when you start Outlook.

### *Show icon in system tray*

This option adds the Lookeen icon to the taskbar. If you click the icon in the taskbar with the right mouse button, you can use the basic functions of Lookeen. See also the "Windows Integration" section.

### *Show balloon popup information*

Lookeen will inform you with a popup notification when the indexing starts in the background and when it's finished.

### *Show general warnings*

Lookeen lets you know when warnings occur.

### *Automatic cache cleanup to minimize memory usage*

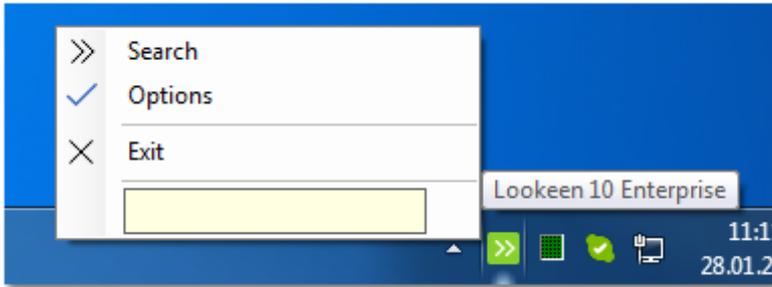
On older systems or with special settings, it's possible that your system's cache is not flushed properly. Please check this to save your memory space and to ensure that the cache is emptied regularly.

### *Show warning when application is closed while indexing*

Lookeen will warn you if it's indexing isn't completed and you want to stop Lookeen.

## Windows Integration

Lookeen offers a quick way to search by using the Lookeen icon in the system tray:



By right-clicking on the icon to open the menu, you can enter your search terms directly into the textbox. Pressing the Enter key or clicking on “Search” opens the Lookeen window and the search is performed for the term you entered. By double clicking on the icon, the window opens without Lookeen search term.

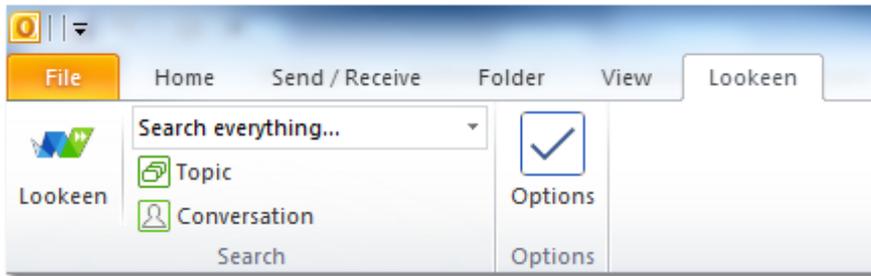
You also have the option to open the Options window directly or to close Lookeen.

If you don't want to use the Lookeen icon in the taskbar, you can disable it in Options\System.

## Outlook Integration

Lookeen integrates itself in two ways into Outlook: with the Outlook ribbon and as a search bar.

### Lookeen in the Outlook Ribbon



You can view the Lookeen tab by clicking on "Lookeen" in the Outlook ribbon.

One click on the "Lookeen" logo opens the Lookeen window, if it is not already open. In the text box, you can enter your search term(s) and then start searching by pressing the Enter key.

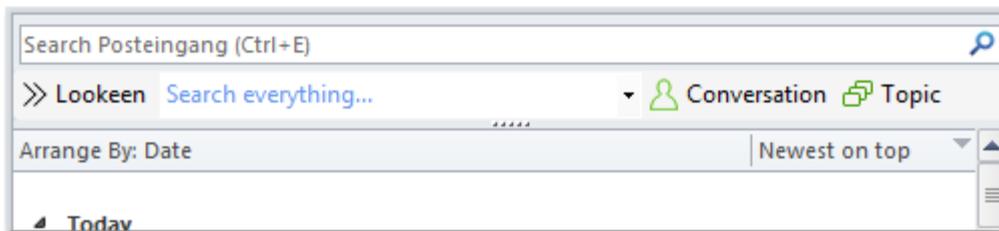
When an email is selected and you click on the "Topic" button, Lookeen will display all of the emails with the same subject of this email.

A click on "Conversation" lists all the emails that were sent between you and the sender or receiver of the selected email.

A click on "Options" opens the Lookeen options window.

### The Lookeen search bar

The Lookeen search bar is normally displayed above the Inbox and can be found in the same place in all other folders of the Outlook mailbox.



Except for the button to open the options window, the Lookeen search bar contains the same functionality as the Lookeen tab in the Ribbon.

To open the Lookeen window, click on "Lookeen".

The "Conversation" and "Topic" buttons correspond to the Lookeen tab buttons.

# Search words & Query Syntax

## Basic query syntax

<b>Dog</b>	Documents mentioning dog
<b>Dog Cat</b>	Documents mentioning dog and cat
<b>Dog Photos - Cat</b>	Mentioning both dog and photos, but not cat
<b>"Dog Breed"</b>	Documents where the term "dog breed" is mentioned

## Advanced queries

<b>D?g*</b>	dogs, digger, dagger. The parameter <b>?</b> stands for any single character, the parameter <b>*</b> stands for any number of characters.
<b>"Dog Breed"~10</b>	dog and breed within 10 words of each other

## Additional search help

<b>subject:dog*</b>	dog, dogs, dogcatcher etc. in the subject line
<b>to:Martin (or from:, cc:, bcc:)</b>	To (including from, CC, BCC) Martin
<b>body:dog</b>	dog in the message body
<b>Store:Archive</b>	searches the search term only in the "Archive" store
<b>folder:Inbox</b>	the search term is only searched for in the "Inbox" folder
<b>date: [YYYYMMDD TO YYYYMMDD]</b>	the search term is only searched for within the specified time frame

<b>from:</b> “Martin Welker”	Searches only emails from this sender
<b>-from:</b> “Martin Welker” (or <b>-folder:</b> , <b>-store:</b> )	Excludes this person/folder/archive from the search query.
<b>from:</b> sales@lookeen.net	Searches only for emails from sales@lookeen.net
<b>from:</b> sales	Searches only for emails from senders that contain “sales” e.g. sales@lookeen.net
<b>cat:</b> Private	searches the search term only in elements with category “Private”

The following table contains all of the search help that you can add to a search term in the search box:

<b>cc:</b> Name	Searches for the specified name in the cc field
<b>bcc:</b> Name	Searches for the specified name in the bcc field
<b>subject:</b> subject	Searches for the specified term in the subject field
<b>date:</b> [YYYYMMDD TO YYYYMMDD]	Restricts the search to the specified period. date: [20150101 TO 20150115] for example, searches for the period 01/01/2015 to 15/01/2015
<b>from:</b> Name	Searches for the sender “name”
<b>atts:</b> file name	Searches for emails that have attachments with the specified file name.
<b>to:</b> Name	Searches for the recipients “name”
<b>fn:</b> file name	Searches for attachments or files with the specified file name
<b>folder:</b> folder name	Searches only in the given folder
<b>type:</b> file type	Searches for the specified data type: mail, attachment, contact, note, calendar, journal, file
<b>company:</b> company	Searches for the specified company name in contacts
<b>start:</b> Date	Searches the dates after the specified date for the beginning. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
<b>name:</b> Name	Searches for the specified name in contacts
<b>due:</b> Date	Searches in tasks by the specified due date. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
<b>received:</b> Date	Searches for emails that have been received on the specified date. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
<b>sent:</b> Date	Searches for emails that have been sent on the specified date. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
<b>cd:</b> Date	Searches for all kinds of data (files, emails, contacts, etc.) that were created on the specified date. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
<b>md:</b> Date	Searches for all kinds of data (files, emails, contacts, etc.) that have been changed on the date indicated. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
<b>idat:</b> Date	Searches for all kinds of data (files, emails, contacts, etc.) that have

	been indexed on the specified date. The date must be specified in the format YYYYMMDD, for example 20150114 for 14/01/2015
<b>cat:</b> Category	Searches for e-mails that match the specified category. Note: The indexing of categories needs to be enabled in the options menu, and indexing has already been done with this option enabled.
<b>fname:</b> First Name	Searches the contacts for the specified first name
<b>phone:</b> Number	Searches the contacts for the specified telephone number
<b>location:</b> Location	Searches the calendar for the specified location
<b>body:</b> Text	Searches emails or files that contain the specified text as content
<b>att:</b> file extension	Searches for messages with attachments of the specified type. Shown are both the email and its attachments.
<b>ext:</b> file extension	Searches for the specified type files and attachments. Related emails with attachments are not displayed, but can be opened ("Open underlying item") via the context menu.

## Help Options

You can click on "?" in the Lookeen menu bar for the following functions:

### **Lookeen User Guide**

If you click on "Lookeen User Guide", it will open in your browser.

### **Online Support**

Contact us with our online support form at [www.lookeen.net](http://www.lookeen.net)

### **Send Report...**

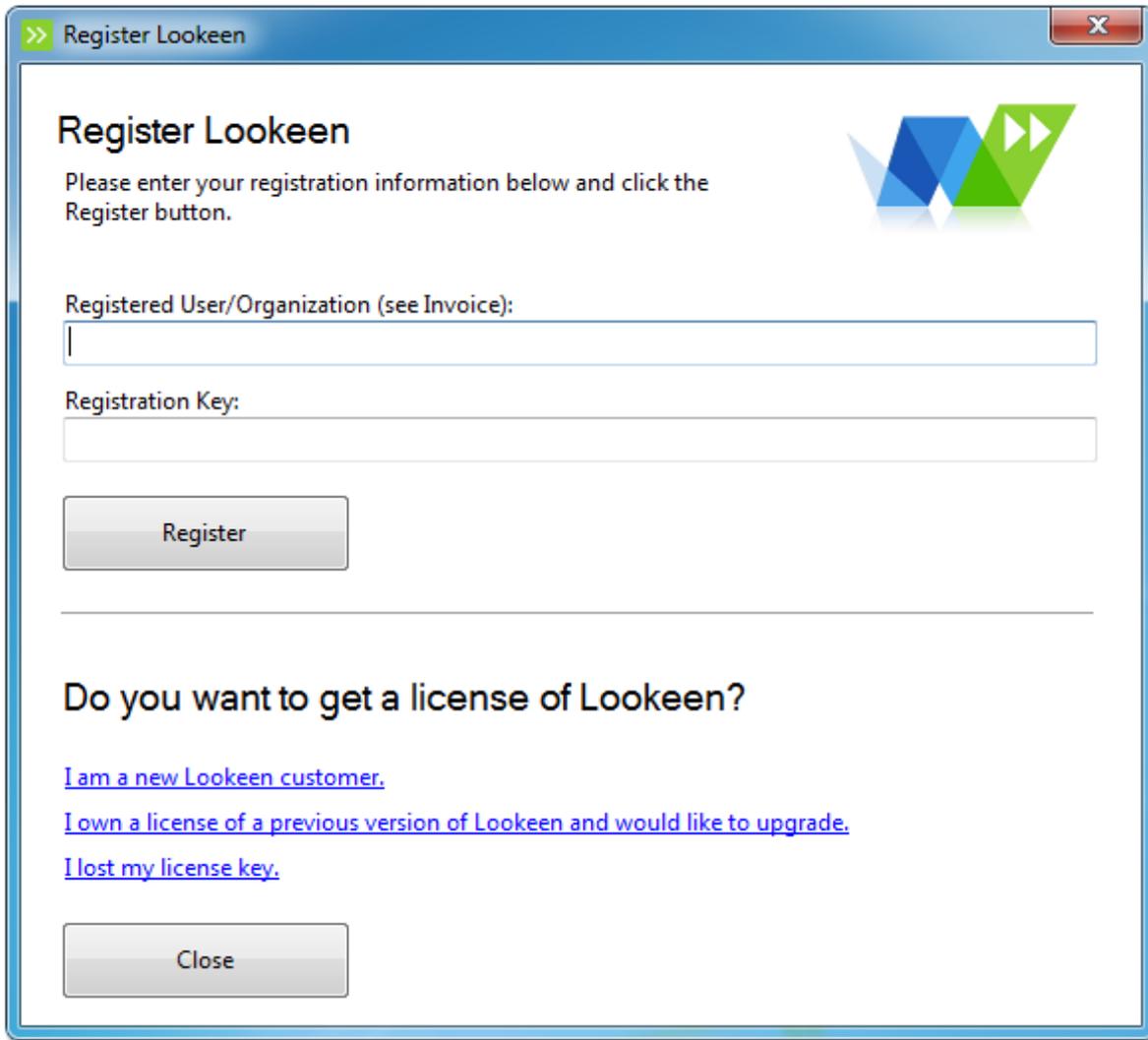
If you have any suggestions for us, or if problems in the use of Lookeen occur, please use this menu to contact us. This function contains some information about your installed Lookeen (such as the version number, your log files and your Lookeen configuration file, etc.) and will create an email for our Lookeen Support Team. You can change or delete the contents of this email in whole or in part before it is sent from your computer.

### **Check for Updates**

If you click this button, Lookeen will check if a new version is available - but you need to be online to do so. If Lookeen has a problem with your proxy settings, your firewall, your router or some other problems, the update search does not work. However, this is not a problem: in this case you will be sent to a website, where you will receive instructions.

### **Buy and register**

When you buy Lookeen you will receive license data from us or one of our authorized agents, which will allow you to use the full version of Lookeen. Add the Registered User license from the data sent in the field "Registered User/Organization" and the license key into the field "Registration Key". Afterwards, please click on "Register".



### Tell a friend

Do you like this program so much that you want to recommend it to others? This menu makes it easy for you to do so.

### About Lookeen

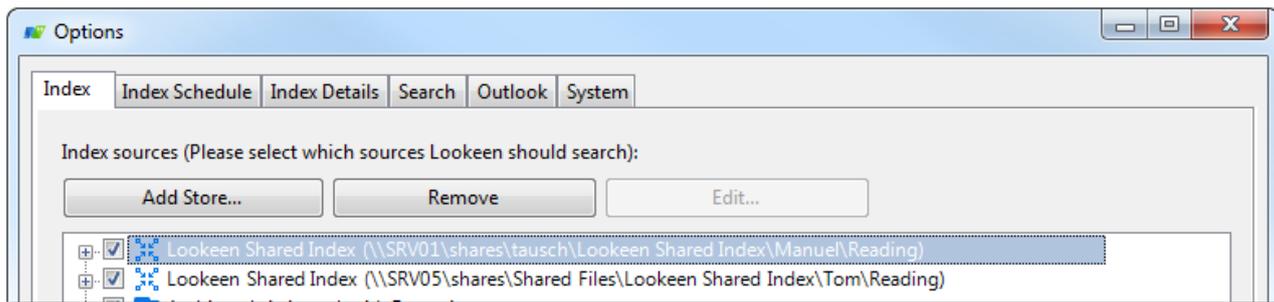
This menu displays the program name, the EULA (End User License Agreement), some registered copyrights for this version and the current version number.

## External Index Sources (Shared Index)

### Overview

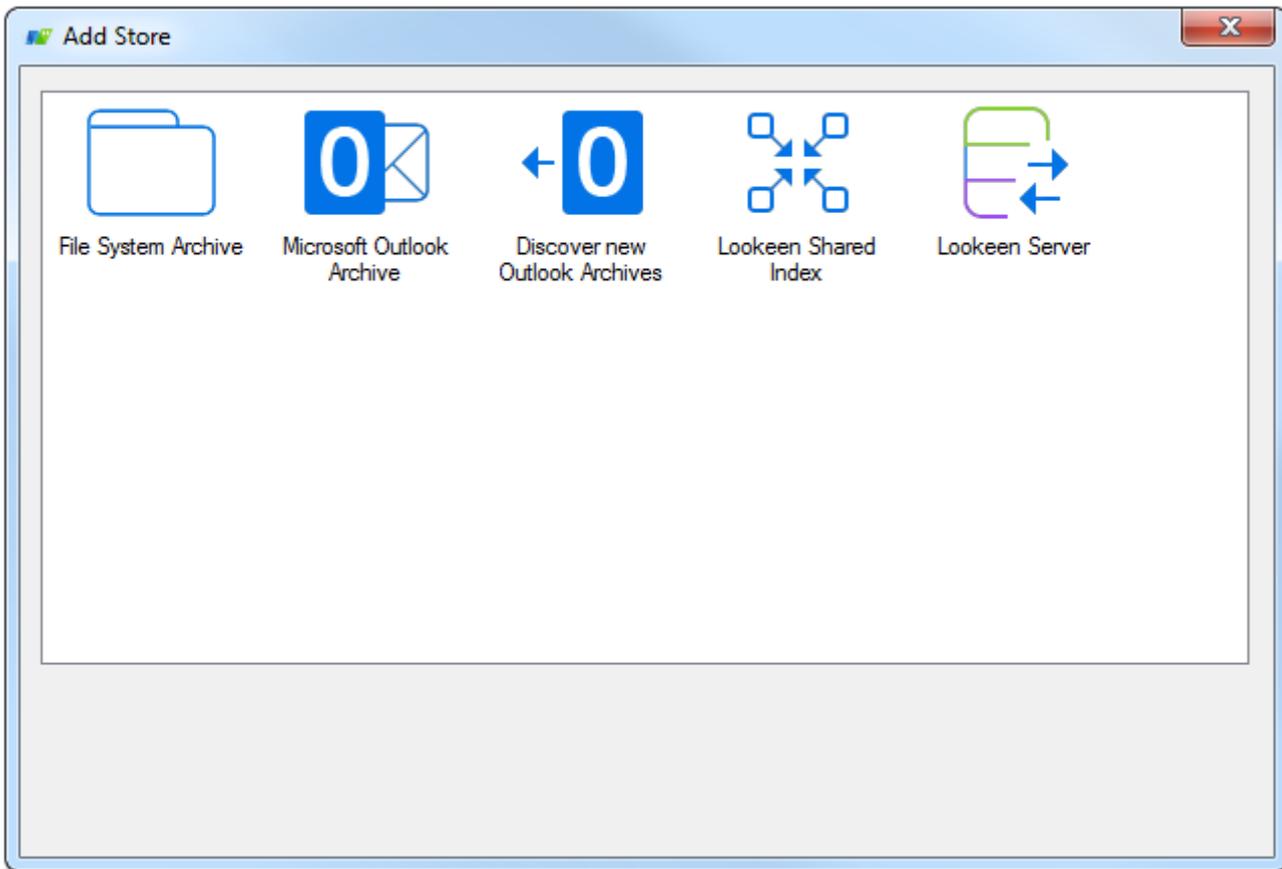
Normally each user has their own personal index for their data. However, it can be very useful, not only to have a personal index, but also to search in several Lookeen indexes. Suppose that in a corporate network, there are many public documents or large public folders are stored on an Exchange server that need to be used by many users. Normally, each user would have to bear the personal responsibility to indexing this data. This, however, relies upon each user to remember and take the time to index, which changes the way they work, while also increasing network traffic.

With the "Shared Index" feature, a user creates a central index and makes this accessible to all users. This is simply done by passing-on the index path. Individual users can now simultaneously browse through personal and external indexes.



### Using the "Shared Index" function

In the options under "Index" you have the option to "Add New Archive" and then by double clicking on "Lookeen Shared Index" you can integrate new index sources. Please note: The path to the index source is always the "Reading" directory of the index!



**Important Security Note:** The Lookeen index will not have Active Directory access rights or other rights structures built in - when a user adds an external source index he has full access to search this data. This means: If the user who created the external index has more rights than the user who adds the index, this user may get access to data via the external index for which he has no authorization. Please take care of to whom you make the external index sources available and which location you select for the index path.

### Generate an external index source

An external source index doesn't differ in structure from a conventional personal index.

**Tip:** If you want to use local or network folders, please make sure that you include these folders with their UNC path. Simply share the folder first for network access and add it via "Network". Any user who wants to search or open the data, must have access to this network resource.

### Searching with external index sources

You can exclude external indexes from your search on request, for example, when you know that the desired data can be found in your local index. To remove indexes from a search, simply go to the 'Index' tab in Options and uncheck the box next to the index source.

Note that a search of the external index will always take more time to complete than a search of the local index. If you only occasionally need data from external sources, it is advisable to keep it turned off. You can re-enable it for individual searches.

### Possible Application Scenarios

- Access to all PST files, even if this is not integrated into your Outlook
- In the corporate network: your public folder can be indexed centrally!

- In the corporate network: centrally index your network documents!

### **Browse PST files that are not included in the work profile**

You know when you need to access important data stored in a PST file that is not currently bound to your work profile? Lookeen helps you access it!

How To:

1. Create and open a new archiving profile in Outlook. This can be done in the Control Panel under the menu item 'Email'.
2. Embed the desired PST files into the archiving profile.
3. Set the index path (archive index). In Options under the "Index Details" tab, you can define and see where the index is created.
4. Start the archive index of all PST files.
5. Close the archiving profile and open your personal Outlook work profile.
6. Add the archive index path to your work profile as an external index.
7. Now all PST files can be searched in every search without being included in the work profile.

Of course, more than one user can add this archive index, which saves time indexing overall.

**Tip:** If you find an email within a PST archive that is currently not included in your work profile, you can include it by simply right-clicking on the found item and selecting "Open PST File" in the context menu.

**Tip:** Interested in an automated, server-based index solution of your enterprise-wide data that won't burden your network? Send an email to: [sales@lookeen-server.com](mailto:sales@lookeen-server.com).