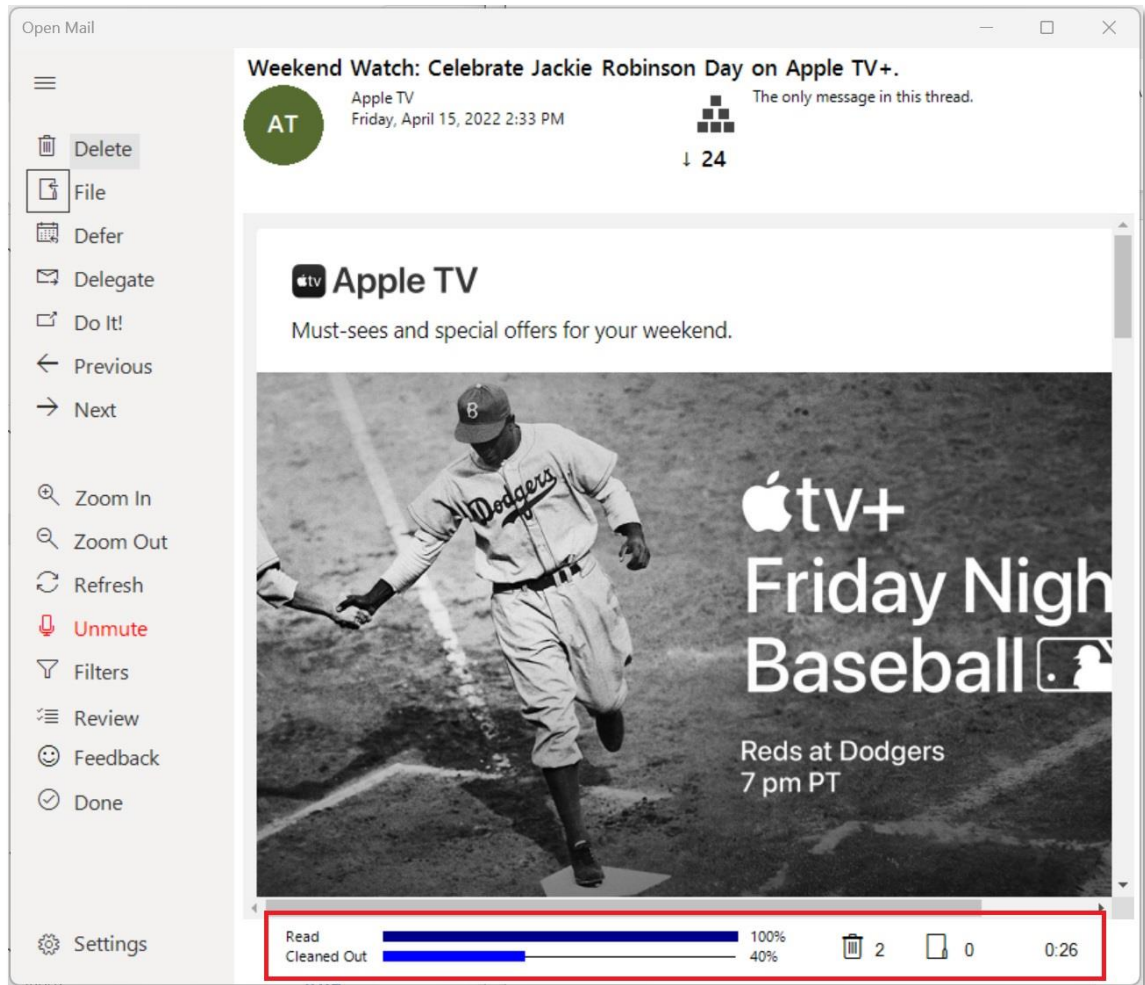


## CleanOut for Outlook 2022.1 Release Notes

The 2022.1 release of CleanOut® for Outlook is now available with many new features to make you more productive while checking your email:

- **Email scoreboard**

Stay focused on getting to Inbox Zero with this new “scoreboard” at the bottom of the Open Mail app. At a glance, you can quickly see how far you are through your messages (in the given date range), how you’re doing Cleaning Out your messages, how many messages you have put in the trash can / filing folder, and how long you have been using the app:



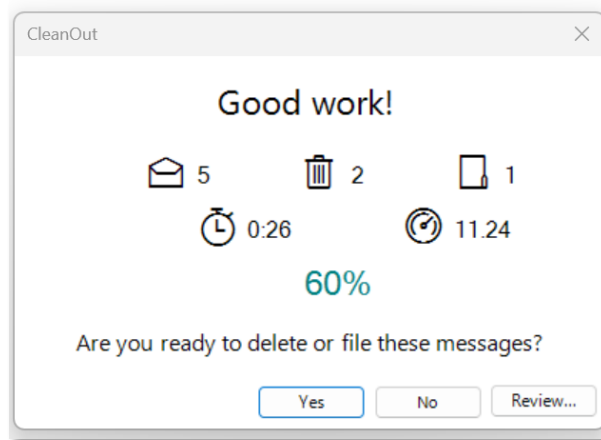
You can switch between the new scoreboard and the traditional CleanOut ticker using an option at the bottom of the General tab of Settings:



CleanOut for Outlook  
2022.1 Release Notes

- **New session summary**

In addition to the new scoreboard which shows your progress during your session, there is a new dialog that summarizes your achievements at the end of your session:



The summary shows you:

✉ – the number of emails you read

🗑 – the number of emails you put in the trashcan

📁 – the number of emails you put in the filing folder

🕒 – how long you spent checking your email

🕒 – how many emails you read per minute

% - the percentage of emails that you Cleaned Out of your inbox (by putting them in the trash can or filing folder)

- **Improved email viewer**

The viewer that displays your emails in the Open Mail app has been upgraded to use the latest Microsoft Edge web browser which gives a much better experience. For example, when zooming in and out, the message stays centered in the window and the setting applies between messages and is not forgotten.

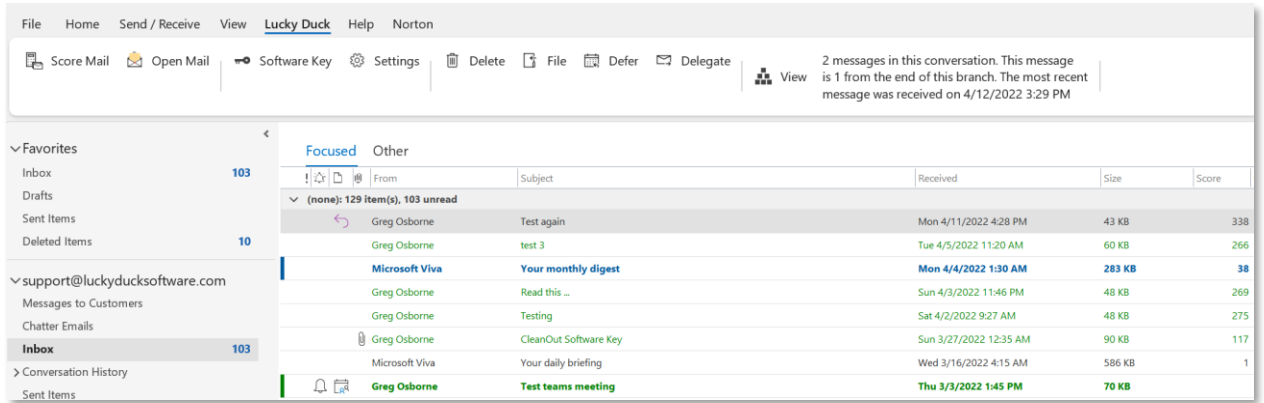
Speaking of Zoom In and Out, you can now use CTRL and + or – keyboard shortcut to zoom just like in your favorite browser.

There is also a new option in Settings to allow you to active hyperlinks in your messages. For security reasons, previous versions of CleanOut disabled all hyperlinks but if you feel comfortable with the risk, you can now activate them with a new option on the General tab of Settings. The default setting is that hyperlinks are disabled.

Note that you DO NOT need to have Microsoft Edge installed in order to use the new viewer.

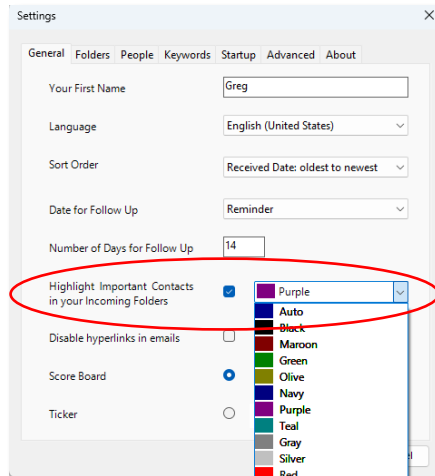
## CleanOut for Outlook 2022.1 Release Notes

- **Highlight messages from your Important Contacts**  
Never miss a message from an Important Contact by highlighting their emails in any Outlook folder:



Experienced Outlook users know that you could also do this using a Conditional Formatting rule but this feature automatically does it for all of your Important Contacts in all folders, which is much easier to manage if you have a lot of VIPs.

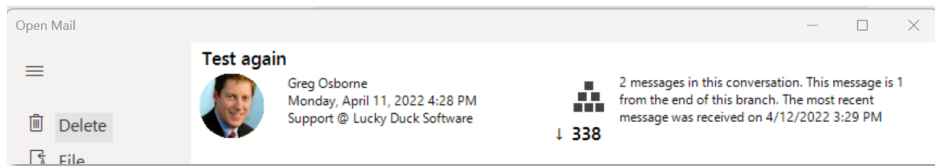
You can access this feature using a new setting in the General tab of Settings where you can turn it on or off and select the highlight color:



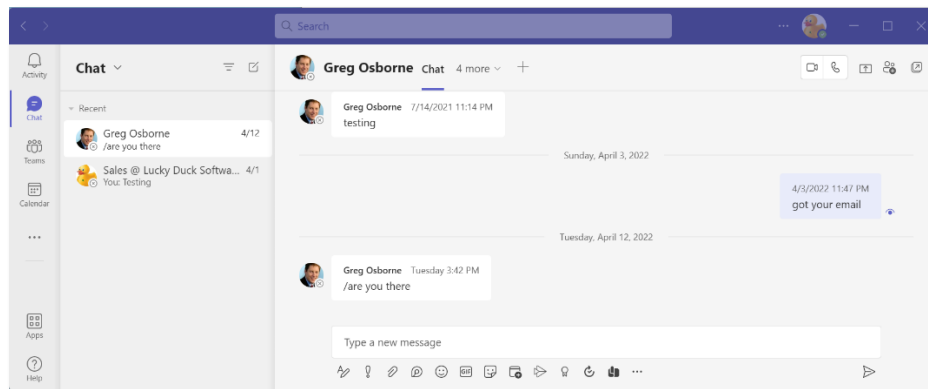
## CleanOut for Outlook 2022.1 Release Notes

- **Improved Microsoft Teams Integration**

Until this version of CleanOut for Outlook, you had to have Skype for Business installed in order to view the sender's picture, view their online availability and to send them a chat in response to their email. Given that most organizations have transitioned to Microsoft Teams and the download for the Skype for Business app is getting harder to find, the integration with Teams has been modified to no longer requires Skype for Business to be installed, to see the sender's picture:



or to start a chat by clicking on their picture:



As a result of the change, you can no longer send chat messages with Skype for Business and there is currently no availability (aka presence) indicator for Microsoft Teams in this version. A presence indicator for Teams will be added in a future release.

Note that this only applies to CleanOut for Outlook (on Windows desktop) and that the CleanOut for Office 365 app has full integration with Teams including the presence indicator.

## CleanOut for Outlook 2022.1 Release Notes

- **And much more:**

- **Prerequisites**

.Net Framework 4.6.1 will be sunset on April 26, 2022 so the minimum version of .Net required to run CleanOut for Outlook is now 4.7.2 (which was released in 2018).

CleanOut for Outlook has been thoroughly tested on Windows 11 to be ready for when you upgrade.

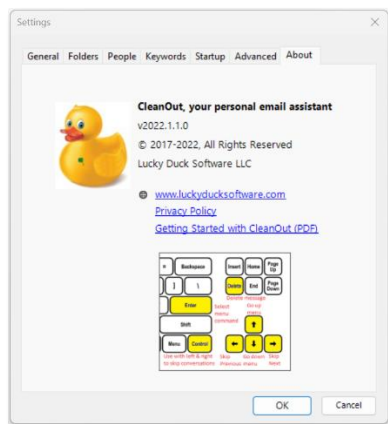
- **Installation**

The initial setup continues to be improved with some steps being automated or eliminated completely.

- **Keyboard shortcuts reference on the About screen**

Power users who receive hundreds or thousands of emails per week know that keyboard shortcuts are essential to keeping your Inbox under control.

A handy reference to the keyboard shortcuts can now be found on the About screen in Settings:



- **Improved stability**

This is the best release of CleanOut for Outlook so far and should give you a much more pleasurable experience as you check your email.

Please do not hesitate to reach out if you have any questions or suggestions for new features.

Lucky Duck Software

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