



Documentation For ReplyAll 3

For the latest visit also:

www.vboffice.net

Or contact:

team@vboffice.net

©Michael Bauer Software, Germany

Date: 2019-03-05

Content

Note	3
Purpose	3
New since version 2.....	3
Supported versions of Outlook.....	3
Customize the dialogs	3
More security	3
System requirements	4
Support	4
End User License Agreement.....	5
1 Grant of license	5
2 Description of other rights and limitations	6
3 Copyright	6
4 Restricted Rights	7
Start – Commands on the Ribbon	9
Settings.....	9
When to warn before replying to all?	10
Customize the dialogs	10
Simple Yes/No dialog.....	11
Editable address list	13
BCC warning	14
Address lists	15

Note

If an older version of the ReplyAll Addin is already installed, uninstall it via the control panel before you install the new version.

Purpose

If an email was sent to many recipients, often neither the sender nor the other recipients want that every reply will be sent to each recipient, too. But that is what happens if you, maybe accidentally, click on “Reply All”.

This could become critical if the sender has put you on BCC. Then you’re a hidden recipient, that is the sender doesn’t want the other recipients to know that you also received the email. If you now click on “Reply All”, not only the sender receives your reply but also every other recipient. Then they know that you received the sender’s message, too.

The ReplyAll Addin can display a message when you click “Reply All” on a received message. You could even configure it so you cannot reply all if you’re a hidden recipient.

Deploy the Addin in your organization. It helps that confidential information won’t be sent by accident.

New since version 2

Supported versions of Outlook

New is the support for Outlook 64bit. ReplyAll 3 supports Outlook 2007 (32bit), and Outlook 2010, 2013, 2016 (32bit and 64bit).

Customize the dialogs

With the previous version of the ReplyAll Addin the displayed message could be customized by manually editing the settings file.

With the new version you get a dialog to customize various messages. The buttons can be renamed or hidden. You can even change the order of the buttons.

There are more settings to disable controls so users cannot change your settings. Please send an email for more details.

More security

Now you can configure the Addin that you cannot reply all if you’re a hidden recipient.

System requirements

Microsoft Outlook 2016, 2013, 2010, 2007 (32bit and 64bit).

Microsoft Windows 10, 8, 7, Vista, XP (32bit und 64bit).

Microsoft .NET Framework 4.

Support

Please send your support requests via E-Mail. Click “Support” on the ribbon of ReplyAll. That will create an email with information about your system and an error log file. And then click on “Send” in order to send the e-mail.

End User License Agreement

Please read through the following license terms that are applicable to your use, and, if you are in agreement with those terms, indicate your acceptance as specified below.

By installing, copying or otherwise using Michael Bauer Software ReplyAll, you agree to be bound by the license terms which are applicable to you. If you do not agree to those terms, do not install or use Michael Bauer Software ReplyAll; you may, however, return it to your place of purchase for a full refund.

If you acquired Michael Bauer Software ReplyAll as a standalone product, the following terms apply to you:

Important - read carefully: This Michael Bauer Software End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Michael Bauer Software for the software product identified above, which includes computer software and may include associated media, printed materials, and "online" or electronic documentation ("software product"). By installing, copying, or otherwise using the software product, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install or use the software product; you may, however, return it to your place of purchase for a full refund.

The software product is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The software product is licensed, not sold.

1 Grant of license

Evaluation Copy

If you obtained ReplyAll as a 30-day evaluation copy, you may install and use one copy of ReplyAll on a single computer for a 30-day period. At the end of the 30-day period, you must either purchase a license for ReplyAll or uninstall ReplyAll. Continued use of ReplyAll beyond the 30-day evaluation period without purchase is prohibited and constitutes a violation of this EULA.

Applications Software

You may install and use one copy of ReplyAll on a single computer. The primary user of the computer on which ReplyAll is installed may make a second copy for his or her exclusive use on a portable computer.

Storage/Network Use

You may also store or install a copy of ReplyAll on a storage device, such as a network server, used only to install ReplyAll on your other computers over an internal network; however, you must acquire and dedicate a license for each separate computer on which ReplyAll is installed from the storage device. A license for ReplyAll may not be shared or used concurrently on different computers.

Site License Pak

If you have acquired this EULA in a Michael Bauer Software ReplyAll Site License Pak, you may make an unlimited number of additional copies of the computer software portion of the software product for use within your organization, and you may use each copy in the manner specified above. You are

also entitled to make a corresponding number of secondary copies for portable computer use as specified above.

2 Description of other rights and limitations

Not for Resale Software

If ReplyAll is labeled "Not for Resale" or "NFR," then, notwithstanding other sections of this EULA, you may not resell, or otherwise transfer for value, ReplyAll.

Limitations on Reverse Engineering, Decompilation, and Disassembly

You may not reverse engineer, decompile, or disassemble ReplyAll, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.

Separation of Components

ReplyAll is licensed as a single product. Its component parts may not be separated for use on more than one computer.

Rental

You may not rent, lease, or lend ReplyAll.

Support Services

Michael Bauer Software may provide you with support services related to ReplyAll ("Support Services"). Use of Support Services is governed by the Michael Bauer Software policies and programs described in "online" documentation, and/or in other Michael Bauer Software-provided materials. Any supplemental software code provided to you as part of the Support Services shall be considered part of ReplyAll and subject to the terms and conditions of this EULA. With respect to technical information you provide to Michael Bauer Software as part of the Support Services, Michael Bauer Software may use such information for its business purposes, including for product support and development. Michael Bauer Software will not utilize such technical information in a form that personally identifies you.

Software Transfer

You may permanently transfer all of your rights under this EULA, provided you retain no copies, you transfer all of ReplyAll (including all component parts, associated media, any upgrades, and this EULA), and the recipient agrees to the terms of this EULA. If ReplyAll is an upgrade, any transfer must include all prior versions of ReplyAll.

Termination

Without prejudice to any other rights, Michael Bauer Software may terminate this EULA if you fail to comply with the terms and conditions of this EULA. In such event, you must destroy all copies of ReplyAll and all of its component parts

3 Copyright

All title and copyrights in and to ReplyAll (including but not limited to any images, photographs, animations, text, and "applets" incorporated into ReplyAll), and any copies of ReplyAll are owned by Michael Bauer Software. ReplyAll is protected by copyright laws and international treaty provisions. Therefore, you must treat ReplyAll like any other copyrighted material except that you may install ReplyAll on a single computer provided you keep the original solely for backup or archival purposes.

4 Restricted Rights

ReplyAll and documentation are provided with RESTRICTED RIGHTS. Manufacturer is Michael Bauer Software, Kluester 1, 27729 Vollersode, Germany.

Miscellaneous

If you acquired this product in the European Community, this EULA is governed by the laws of Germany and the following statement applies: each of the parties hereto irrevocably agrees to the jurisdiction of the courts of Germany and further agrees to commence any litigation which may arise hereunder in the courts located in Bremen, Germany. If this product was acquired outside the European Community, then local law may apply. Should you have any questions concerning this EULA, or if you desire to contact Michael Bauer Software for any reason, please e-mail support@vboffice.net.

Limited Warranty

Michael Bauer Software warrants that (a) ReplyAll will perform substantially in accordance with the accompanying materials for a period of ninety (90) days from the date of receipt, and (b) any Support Services provided by Michael Bauer Software shall be substantially as described in applicable materials provided to you by Michael Bauer Software, and Michael Bauer Software support engineers will make commercially reasonable efforts to solve any problem issues. Some states and jurisdictions do not allow limitations on duration of an implied warranty, so the above limitation may not apply to you. To the extent allowed by applicable law, implied warranties on ReplyAll, if any, are limited to ninety (90) days.

Customer Remedies

Michael Bauer Software's and its suppliers' entire liability and your exclusive remedy shall be, at Michael Bauer Software's option, either (a) return of the price paid, if any, or (b) repair or replacement of ReplyAll that does not meet Michael Bauer Software's Limited Warranty and which is returned to Michael Bauer Software with a copy of your receipt. This Limited Warranty is void if failure of ReplyAll has resulted from accident, abuse, or misapplication. Any replacement of ReplyAll will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is longer. Outside Germany, neither these remedies nor any product support services offered by Michael Bauer Software are available without proof of purchase from an authorized international source.

No other warranties

To the maximum extent permitted by applicable law, Michael Bauer Software and its suppliers disclaim all other warranties and conditions, either express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement, with regard to ReplyAll, and the provision of or failure to provide Support Services. This limited warranty gives you specific legal rights. You may have others, which vary from state/jurisdiction to state/jurisdiction.

Limitation of liability

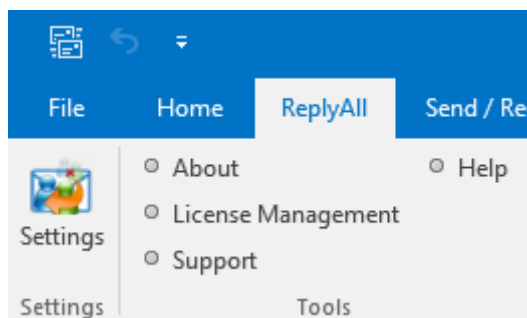
To the maximum extent permitted by applicable law, in no event shall Michael Bauer Software or its suppliers be liable for any special, incidental, indirect, or consequential damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of the use of or inability to use ReplyAll or the provision of or failure to provide Support Services, even if Michael Bauer Software has been

advised of the possibility of such damages. In any case, Michael Bauer Software's entire liability under any provision of this EULA shall be limited to the greater of the amount actually paid by you for ReplyAll or US\$ 5.00; provided, however, if you have entered into a Michael Bauer Software Support Services Agreement, Michael Bauer Software's entire liability regarding Support Services shall be governed by the terms of that agreement. Because some states and jurisdictions do not allow the exclusion or limitation of liability, the above limitation may not apply to you.

Should you have any questions concerning this EULA, or if you desire to contact Michael Bauer Software for any reason, please e-mail team@vboffice.net

Start – Commands on the Ribbon

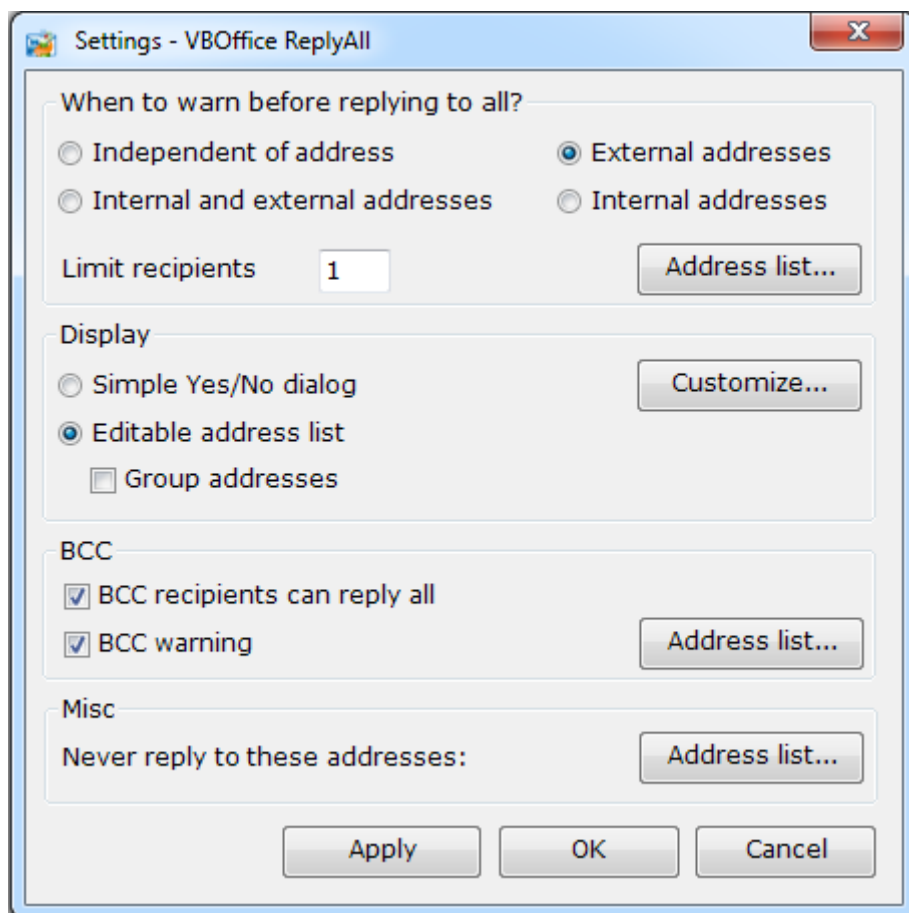
If you start Outlook after the installation of the Addin, you'll see the new tab "ReplyAll" on the Ribbon.



Click the "Settings" icon to configure the Addin.

Settings

ReplyAll can display a message if you click on "Reply All" on a received email. You can determine yourself when the message should come up and how it should look like.



When to warn before replying to all?

There's four options:

Independent of address: This is the default setting. The warning will be displayed if you click on "Reply All" on an email that has more recipients than is set in the **Limit recipients** field.

Internal and external addresses: Internal addresses are all non-SMTP addresses, for instance, x400 or x500. You can additionally manage an address list with domains that should be treated as internal addresses. Any other SMTP address will be treated as an external address.

If you choose this option, the warning will be displayed if you reply all and the list of recipients contains internal as well as external addresses. The number of recipients, set under **Limit recipients**, will be ignored then.

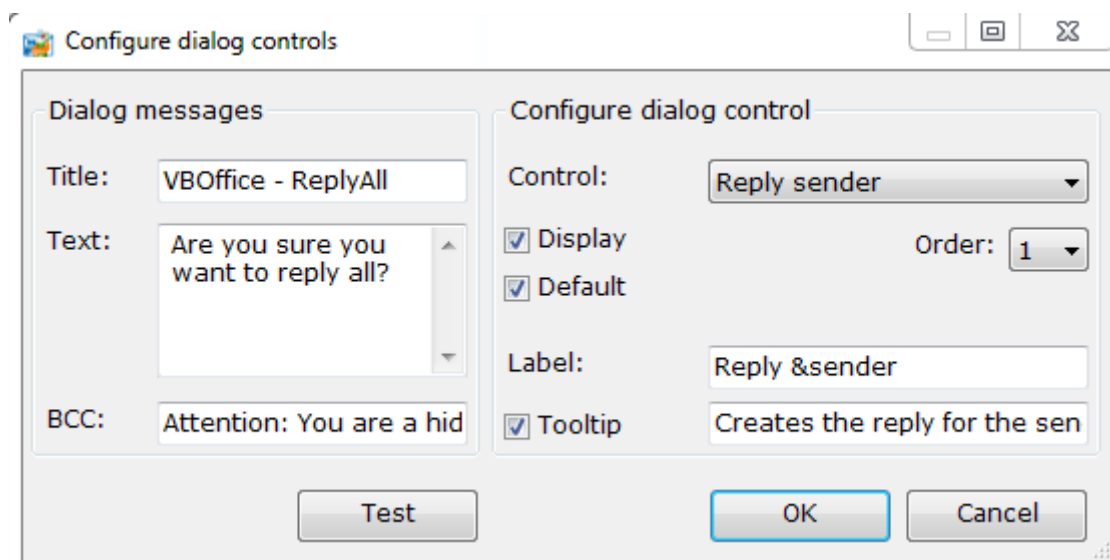
External addresses: If this option is chosen, the warning will be displayed if the number of external recipients exceeds the set threshold under **Limit recipients**.

Internal addresses: If this option is chosen, the warning will be displayed if the number of internal recipients exceeds the set threshold under **Limit recipients**.

Customize the dialogs

You can choose one of two dialogs. The chosen dialog will be displayed if you click on "Reply All".

Click the "Customize" button in order to customize the chosen dialog.



Title: This is the title of the dialog.

Text: This will be the displayed message. If you need a line-break, press CTRL+Enter.

BCC: This message will be displayed additionally if you're a hidden recipient.

Control: The simple dialog comes with three buttons; the editable one comes with five buttons. Select a button from this list to configure that button.

Display: If this option is set, the button will be displayed else it will be hidden. (The Cancel button cannot be hidden.)

Default: The default button will be lightly emphasized; this button will be executed automatically if you press Enter on the dialog. You could also choose to have no default button at all.

Order: This value determines the order of the displayed buttons. By default the Cancel button will be displayed rightmost; it has the highest order value. By placing the Cancel button more left from a Send button, you'll suggest that Cancel is the preferred action.

Label: Name the button the way you want it. By prepending the & character you'll be able to execute the button by pressing ALT and the character that follows the &.

Tooltip: If this option is checked, the tooltip text will be displayed if you move the cursor over the button. The tooltip can be used to explain the meaning of a button in detail.

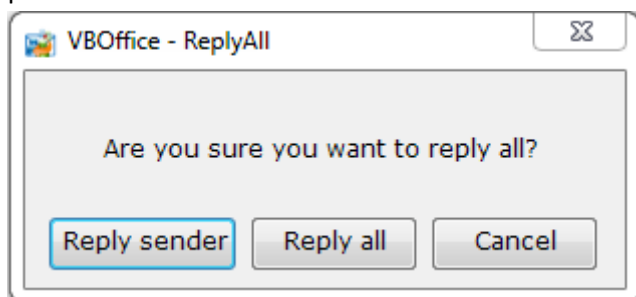
Test: Click this button in order to test your settings. The dialog will be displayed the same way you'll see it if you click on "Reply All".

Simple Yes/No dialog

With the simple dialog you can either send your reply only to the sender or to the sender and all recipients.

Samples:

1. The first sample shows the default dialog. The preferred action, reply only to the sender, is placed leftmost and it's the default button:

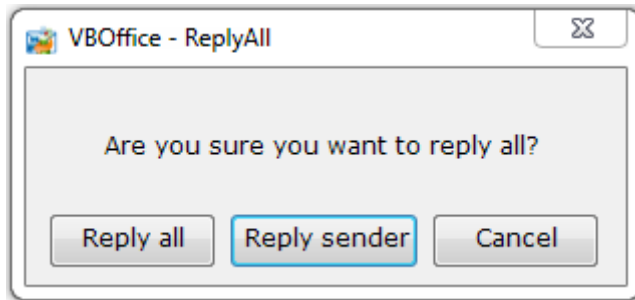


Reply sender: Outlook creates the reply email, and the ReplyAll Addin will then remove all addresses except the sender.

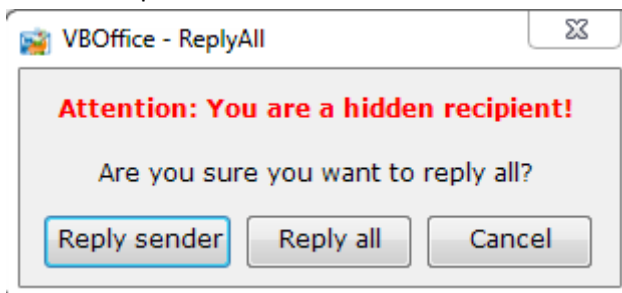
Reply all: Outlook creates the reply email, and the ReplyAll Addin will then remove only those addresses that are on the "never reply" list, if any.

Cancel: No reply email will be created.

2. The second sample shows a different order of the buttons:



3. If the **BCC warning** option is checked, an additional reminder will be displayed if you're a hidden recipient:



4. The fourth sample allows only to cancel the reply all; independent of whether you're a hidden recipient or not. You achieve that by hiding all buttons except the Cancel button; and the Cancel button is renamed to "OK":

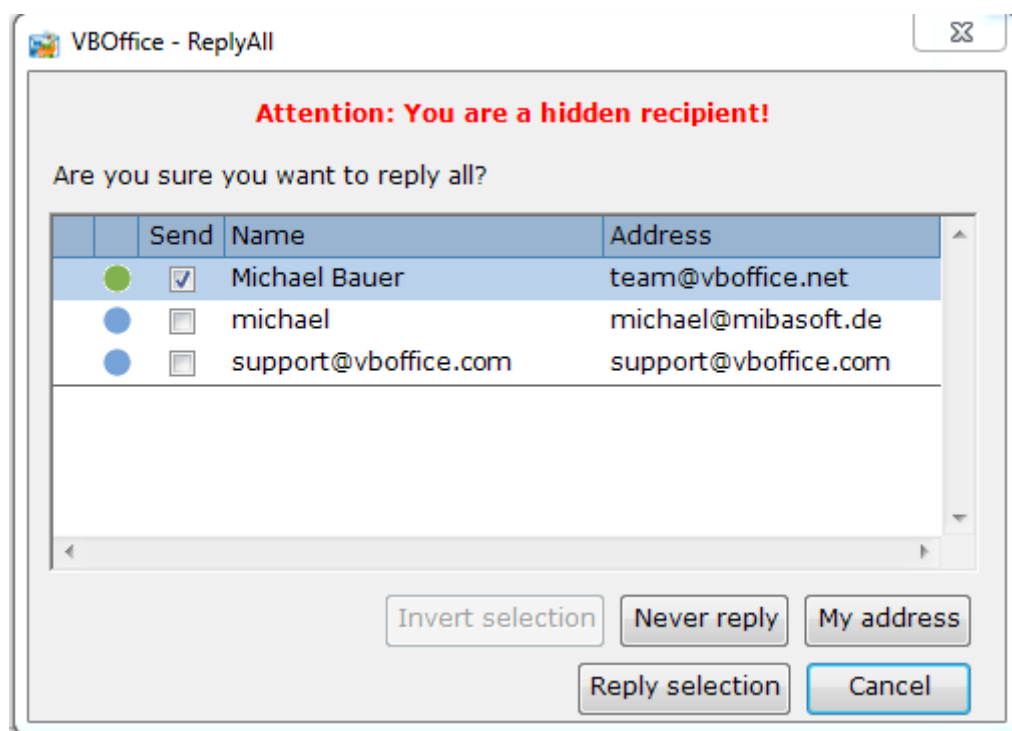


Editable address list

This dialog lists all addresses from the email: The address of the sender, a different reply-to-address if applicable, and all addresses from the TO and CC fields. You then have the opportunity to remove certain addresses from the reply email.

In this sample the **BCC warning** is enabled, and it is also set that you cannot reply all if you're a hidden recipient. Due to that only the address of the sender (with the green bullet) is selected, and the button "Invert selection" is disabled. Additionally the address list is disabled, so you cannot check any of the other addresses. However, you can select a row and store the address as being your address. By doing so you're no longer a hidden recipient of that email and will be able to reply all.

*Note: If you want to prevent your colleagues to misuse the "My address" button and send replies to all although they're a hidden recipient, then select the "My address" button on the Customize dialog and uncheck the **Display** option.*



Send: If you uncheck an entry in this column, the ReplyAll Addin will remove that address from your reply.

Note: The ReplyAll Addin takes care only that an email is not sent to unchecked addresses. If Outlook recognizes one of the checked addresses as being yours, Outlook itself should remove that address from the reply, too. That is, even if you keep an address checked, it could be that Outlook will remove it from the reply if it is your address.

Invert selection: If all addresses are checked, a click on this button will uncheck all, and vice versa.

Never reply: Select one or more rows from the list, then click this button to store the selected addresses. The ReplyAll Addin will automatically remove these addresses from every reply if you click on "Reply all".

You can edit this address list anytime by clicking on “Address list” on the settings dialog.

My address: Select one or more rows from the list, and then click this button to add the selected addresses to the list of your own addresses. This address list is key to identify whether or not you’re a hidden recipient.

You can edit this address list anytime by clicking on “Address list” on the settings dialog.

Reply selection: Outlook creates the reply email, and the ReplyAll Addin will then remove the addresses you have unchecked as well as those that are on the “never reply” list.

Cancel: No reply email will be created.

BCC warning

If the sender of an email has put you on the BCC list, then you are a hidden recipient. All other recipients cannot see that you’ve also received the email.

The problem is you yourself also cannot simply see whether or not you are a hidden recipient. If you click on “Reply all”, then not only the sender will get your response but all other recipients, too. And that means not only that everybody will know that you also had received the message but will also see your, probably, confidential response.

If the **BCC warning** option is checked, the ReplyAll Addin will display a message if you click as a hidden recipient on “Reply all”. If you clicked the button accidentally, you can cancel.

And if the **BCC recipients can reply all** option is not checked, then the ReplyAll Addin will prevent you from sending a reply to all. In this case you can only reply to the sender.

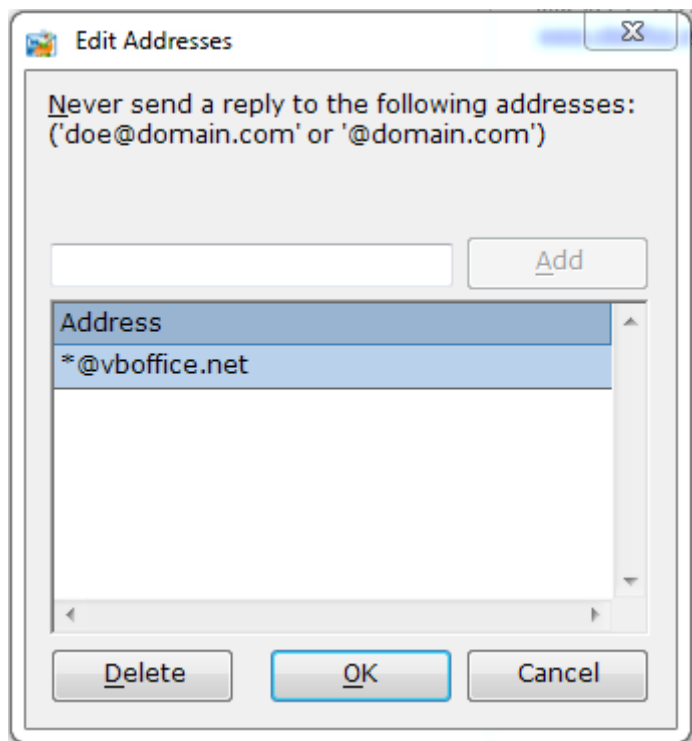
Note: Identifying you as a hidden recipient requires storing your addresses on the address list.

Address lists

You can manage on list for [internal addresses](#).

There is two more lists of addresses. The one list stores the addresses you never want to reply to if you click on “Reply all”. The other one is necessary for the BCC warning.

After the installation the ReplyAll Addin usually recognizes your set up addresses and automatically adds them to both lists. You can edit the lists anytime via the “Address list” buttons on the settings dialog.



To add an address either enter the exact address into the text field, for instance, 'doe@domain.com'; or enter the domain only, for instance, '@domain.com'.