Easy Organizer Suite™

How To Send your Data and Log Files
Using Outlook on Windows XP

To send your data and log files using Outlook on Windows XP, follow these instructions:
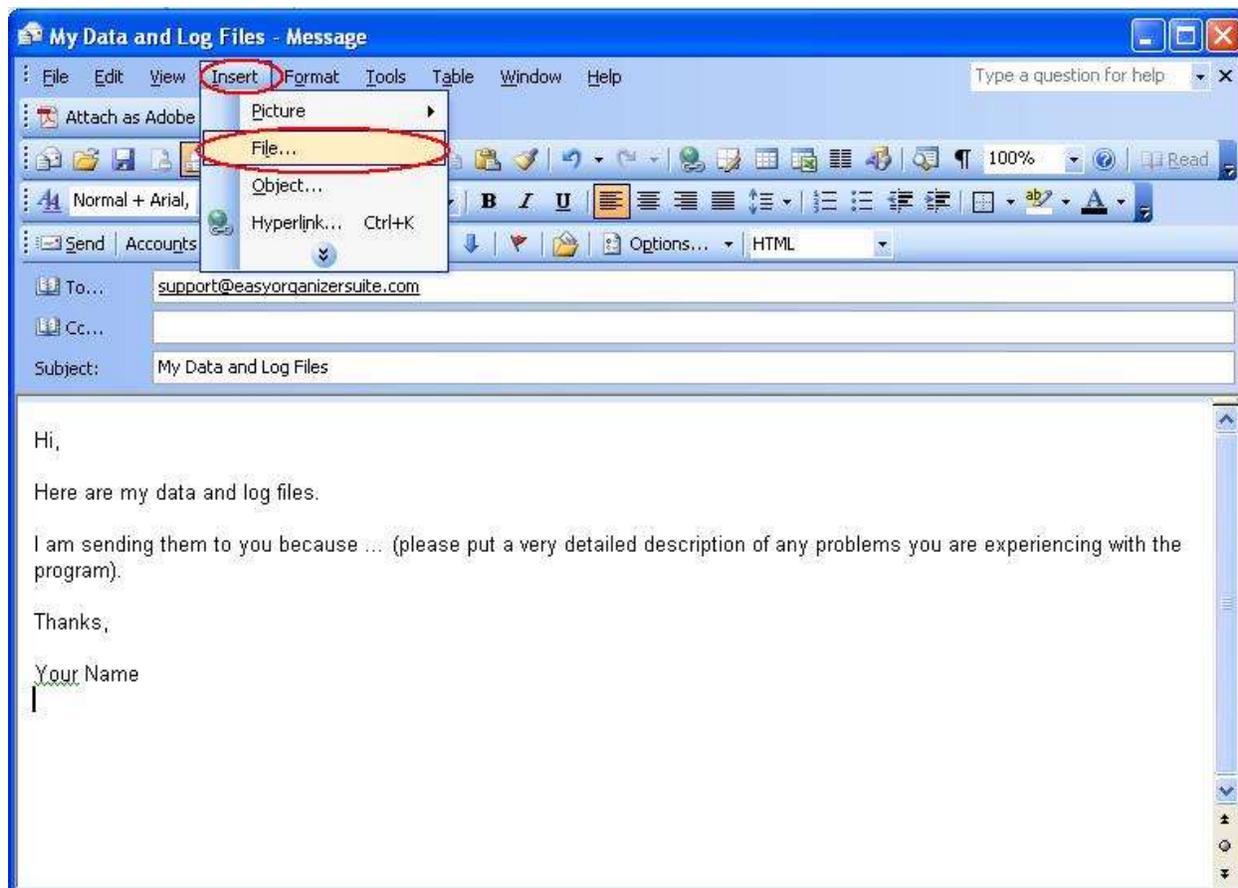
1. Open Outlook and click on the New button.

2. Enter "support@easyorganizersuite.com" (without the quotes) in the To box. Enter "My Data and Log Files" (without the quotes) or some other subject in the Subject box. Click on the Insert tab to view the Insert options. Then click on the Attach File option.

3. The Insert File window will open. Navigate to "/My Documents" directory, then find the "My Easy Organizer Suite Data" directory under that directory. Now find the "data" directory under that directory. Select "EOSUser.accdb" (without the quotes) and then click on the Insert button.
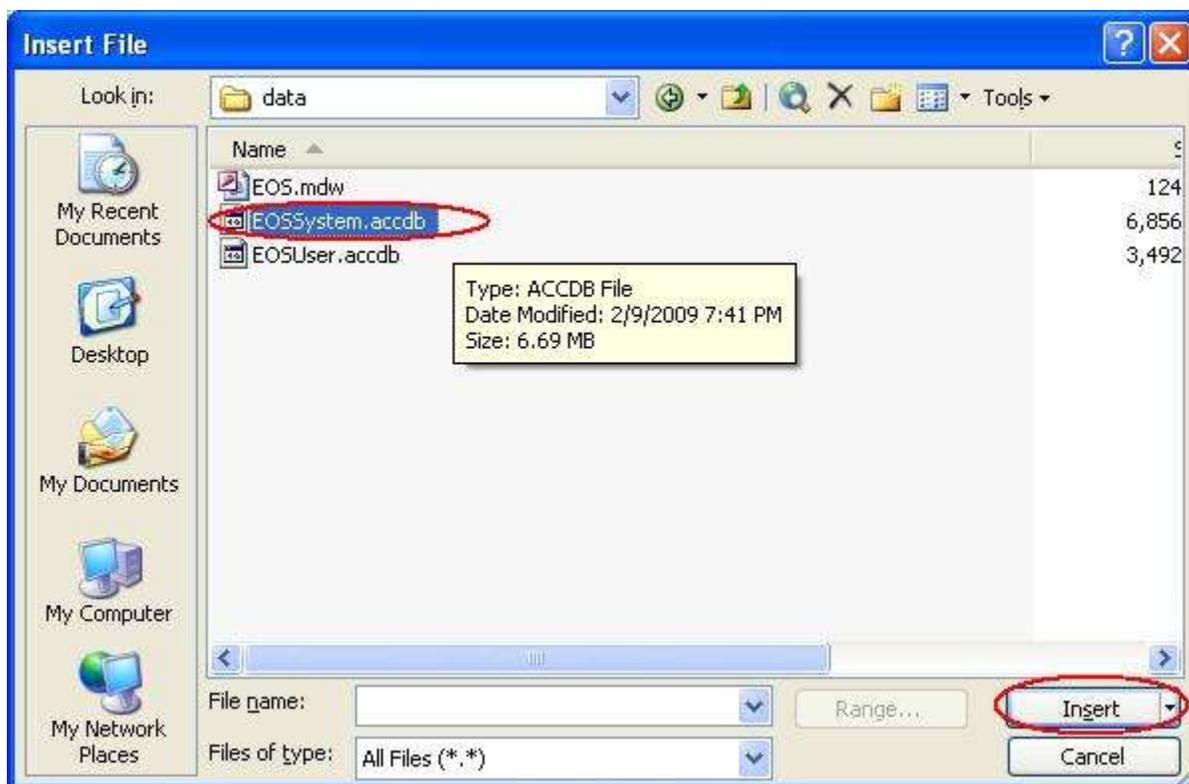
4. Click on the Attach File option again. The Insert File window will open. Navigate to "/My Documents" directory, then find the "My Easy Organizer Suite Data" directory under that directory. Now find the "logs" directory under that directory. Select one of the files in that directory and then click on the Insert button. Repeat this step for each file in that logs directory.
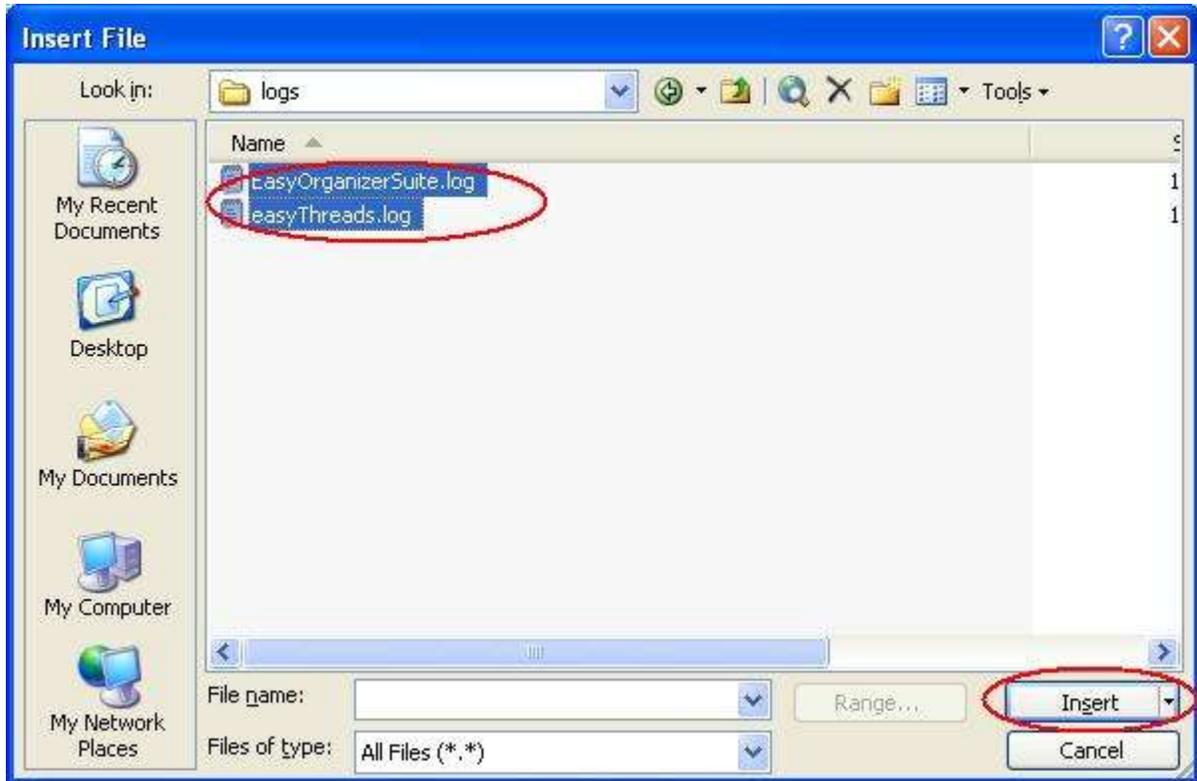
5.   Now click on the Send button to send your data and log files to the support department.