

## Whitepaper

# MindReader for Outlook

Communicating in the fast lane

*“Writing is easy.  
All you have to do is cross out the wrong words.”*  
– Mark Twain –

## 1. E-mails: A time factor

For both managers and employees at all levels of the company, e-mail communication is an integral part of daily business and is growing in importance: Forecasts suggest that the number of business e-mails sent every day will increase by a further 28% by 2018.<sup>1</sup>

The most time-consuming task when composing e-mails is trying to decide how best to formulate your e-mail: The question is not usually “what” you want to communicate, but rather “how”. Most e-mails are in reference to topics and content that have already been communicated, either by e-mail or by similar means. If you can quickly and easily use and reuse existing information, you do not have to start from scratch with the formulation every day.

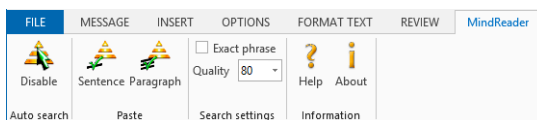
This advantage is helping people to save a great deal of time. They are therefore able to free up time that can be spent dealing with important issues that go beyond the daily routine.

## 2. Save time with MindReader

MindReader is an add-in for Microsoft Outlook, which provides you with direct support when you write e-mails by offering text suggestions from sent e-mails. This helps you to formulate e-mails much quicker and more consistently – for communication in the fast lane.

### Simple to start

MindReader for Outlook can be installed quickly and is incredibly easy to use. You can get going right away without having to familiarize yourself with the add-in and without the need for any



training period, while continuing to work in the same way you always have with Outlook.

MindReader for Outlook automatically “learns” your formulations from your e-mails, without you having to create, organize or manage standard sentences or text modules.

Users report that they are able to formulate their e-mails 15 – 30% quicker after installing the add-in and, in the end, they can “write as quickly as they can speak”.

### Concise consistency

With MindReader for Outlook, you can not only compose your e-mails quickly, but they will be to the point: If you reuse established formulations, your communication remains consistent and there is no longer a need for you to mull over the same sentences time and again.

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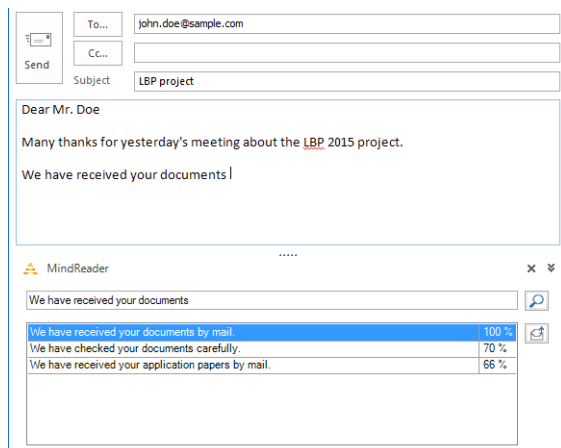
1. The Radicati Group: “Email Statistics Report, 2014-2018”

### Concentrate on what's important

To help you to concentrate on the content, MindReader does not disrupt your writing flow: It displays the suggestions right where you need them. Whether you accept a suggestion by double-clicking, using a key combination, context menu or toolbar, your preferences and personal working methods remain untouched.

### Finding the perfect match

MindReader for Outlook shows you the paragraph from which the suggestion originates. It displays this as a tooltip. You can therefore decide whether you want only the individual sentence or whether you want to take the whole paragraph. If you want to see more context, simply click to open the source e-mail.



## 3. The most important functions at a glance

- ▲ Simple installation and full integration into Microsoft Outlook
- ▲ Available as a single user or company license
- ▲ Self-learning suggestion memory
- ▲ No need to define or manage standard formulations
- ▲ Option to accept individual sentences or whole paragraphs
- ▲ Suggestions can be selected by double-clicking or using a key combination, context menu or toolbar
- ▲ Context for the suggestion is displayed (paragraph or entire source e-mail)
- ▲ Users can define the minimum quality for text suggestions
- ▲ Search for exact phrases or individual words (phrase or single-word search)

## 4. System requirements

- ▲ Supported versions: Microsoft Outlook 2010 / 2013 / 2016
- ▲ Supported operating systems: Windows Vista SP2, Windows 7 / 8 / 8.1 / 10
- ▲ Supported protocols / mail servers: IMAP / POP3 / Microsoft Exchange / Zarafa
- ▲ Recommended main storage: At least 2 GB
- ▲ Hard disk capacity used: 2.5 – 12.5 GB (depending on the volume of e-mails)



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