



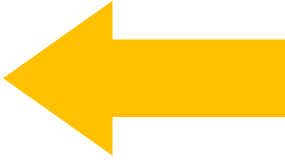
Mailloop Manual

@mailloop_app

November 2019

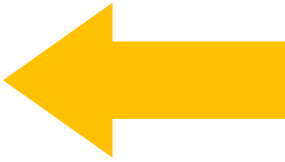
Mailoop Feedback

What is Mailoop Feedback for?



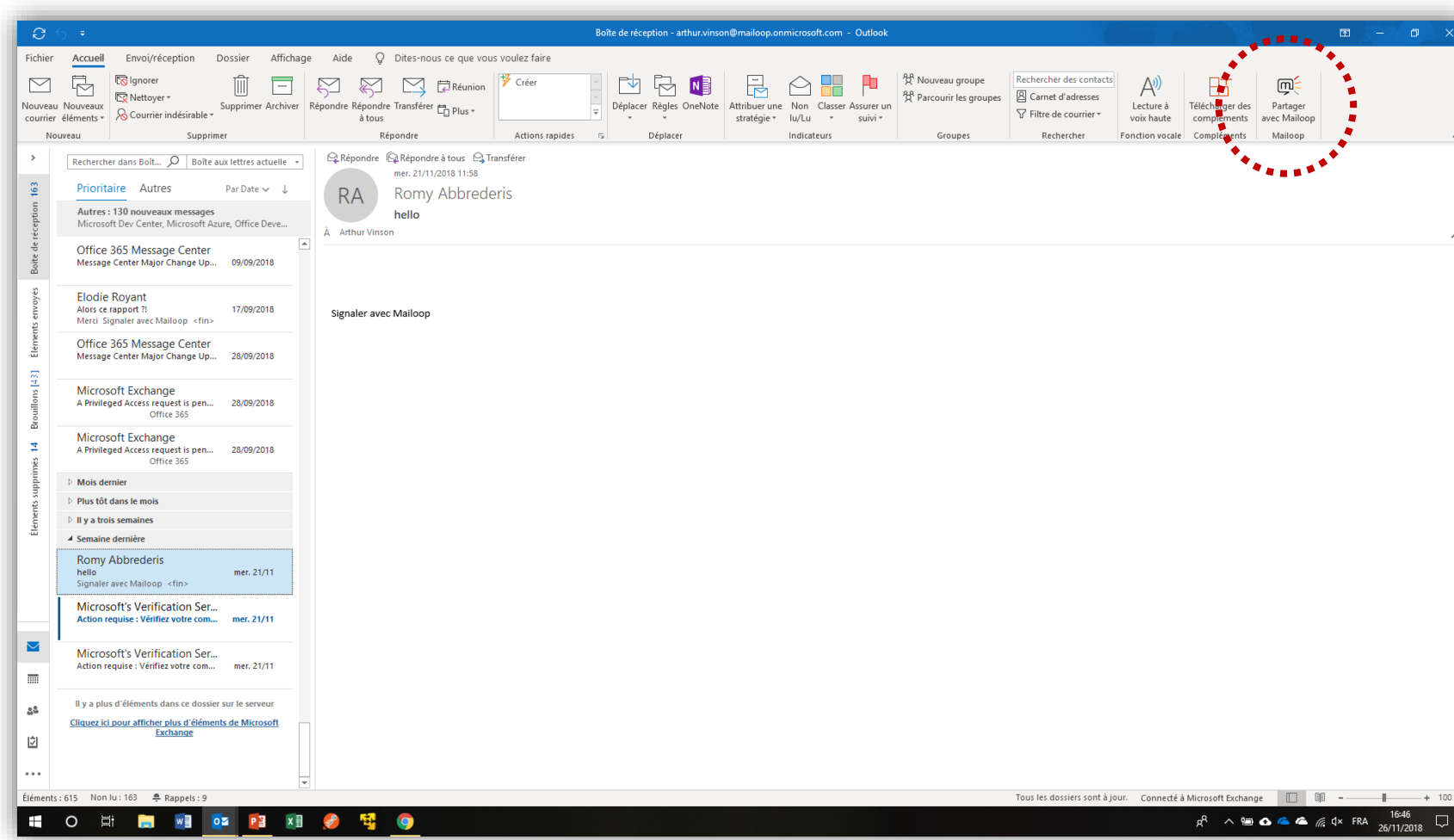
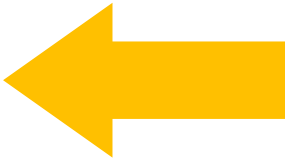
- Mailoop feedback is an « add-in », integrated to Outlook
- Express your feedback about an email or meeting in complete confidentiality
- Once a month Mailoop gives you access anonymously to agglomerated data
- **This feature is useful when Mailoop is deployed within a team or a company.**

Objectives

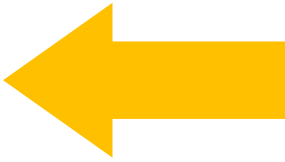


- **Express your feedback.s about:**
 - The emails you receive (except yours)
 - The meeting with at least 2 pers. (when meetings have started)
- **The feedbacks have been chosen by the project team under**
Mailoop vigilance:
 - They express a feeling, a perception and not a judgment
 - They are simple to understand
 - They are specific to match targeted actions to set up individually and collectively
- **One click is enough to make a feedback; another click to cancel it**

Open Mailloop on a Email (Outlook software)

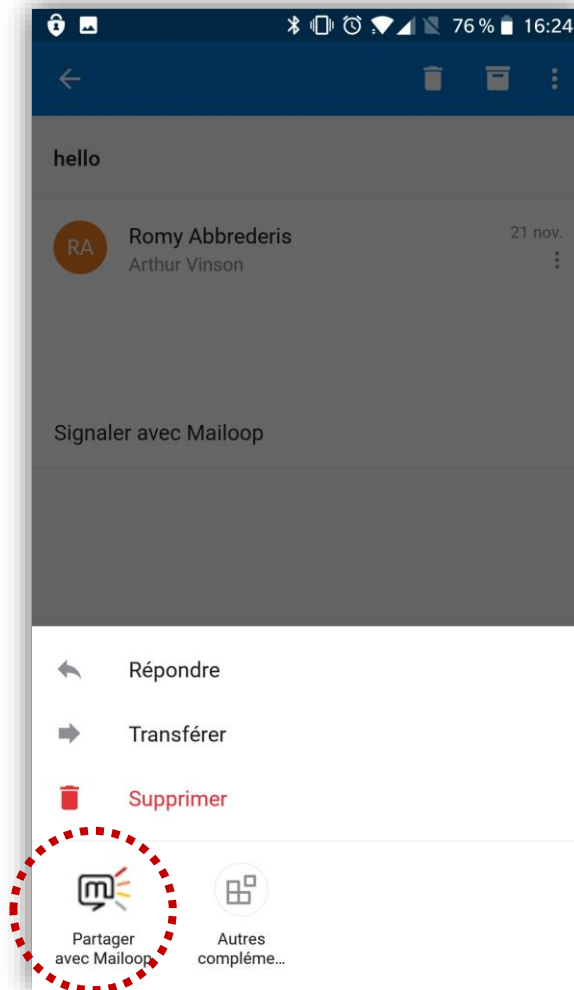
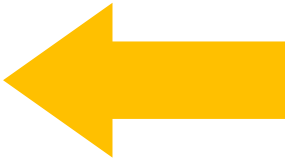


Open Mailloop on an email (on the Web- Outlook.com)

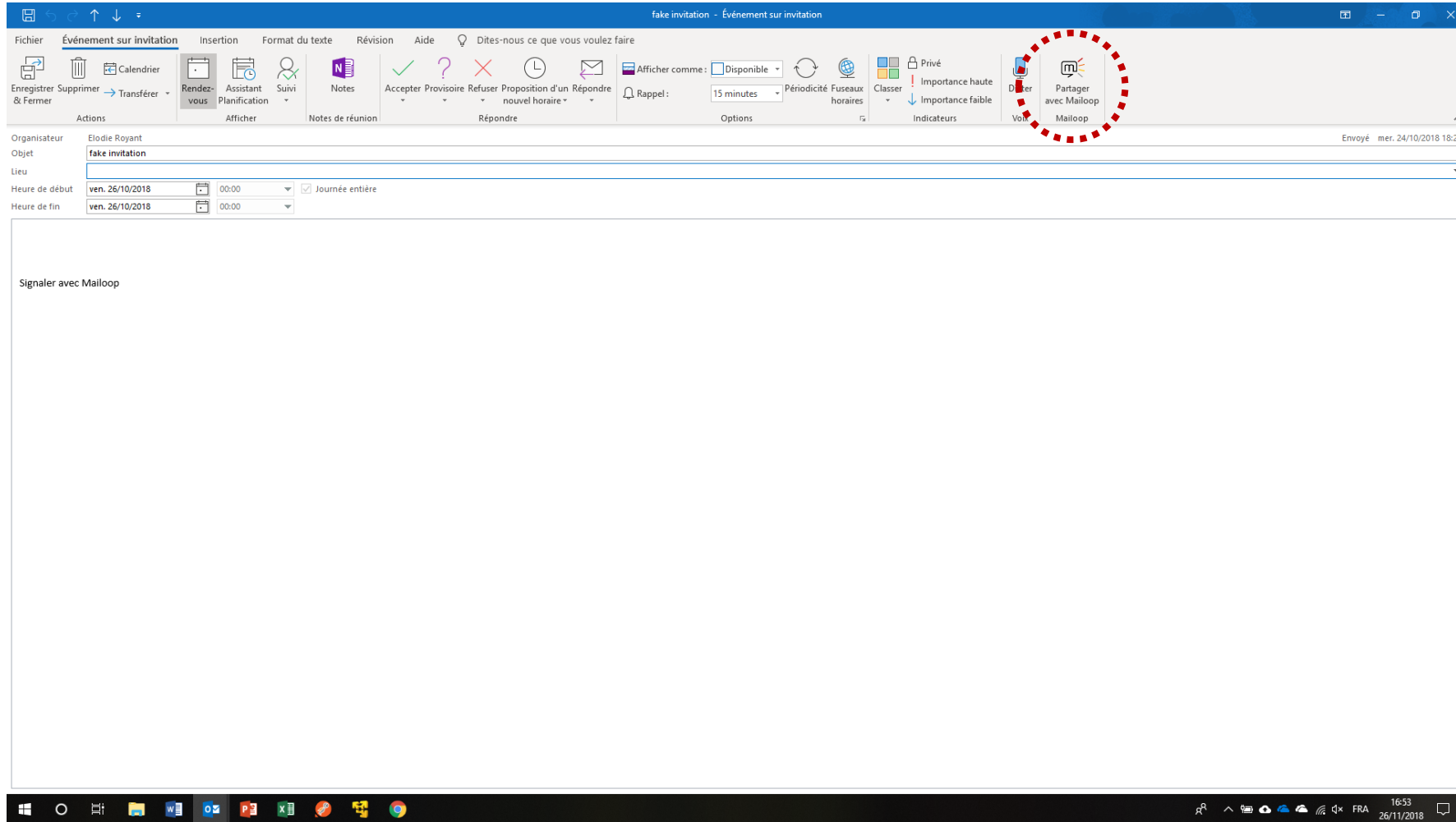
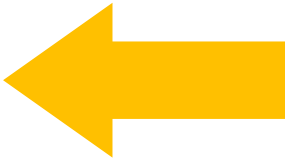


The screenshot shows the Outlook.com interface. The left sidebar displays the 'Boîte de réception' (Inbox) with 205 items. The main area shows a list of emails, with the selected email from Romy Abbrederis highlighted. The email content is visible, showing the text 'hello' and 'Signaler avec Mailloop'. A red dashed circle highlights the '@' icon in the email header, which is used to open the Mailloop interface. The top navigation bar includes options like 'New', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', and 'Categories'. The bottom status bar shows the URL 'En attente de webpoolam41e16.infra.lync.com...'.

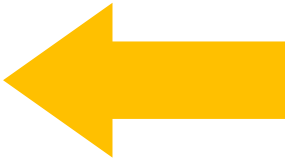
Open Mailoop on an email (on Outlook app)



Open Mailoop on a meeting (Outlook software)



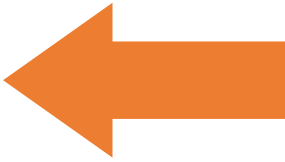
Open Mailoop on a meeting (on the Web- Outlook.com)



The screenshot shows the Outlook.com interface. At the top, the navigation bar includes 'Office 365 Outlook' and various utility icons. A red dashed circle highlights the Mailoop icon in the top right of the navigation bar. Below the navigation bar, the main content area displays a meeting invitation for 'fake invitation 2' on 'Fri 11/2/2018 (All day)'. The invitation details include 'When: Fri 11/2/2018 (All day)', 'Where: No location has been added', and a reminder set for '15 minutes'. The 'Attendees' list shows 'Elodie Royant' as the organizer and 'Arthur Vinson' as an attendee with 'No response'. The left sidebar shows a calendar view for November 2018 and a list of calendars including 'Paris&Co'. The bottom status bar indicates 'En attente de webpoolam41e16.infra.lync.com...'.

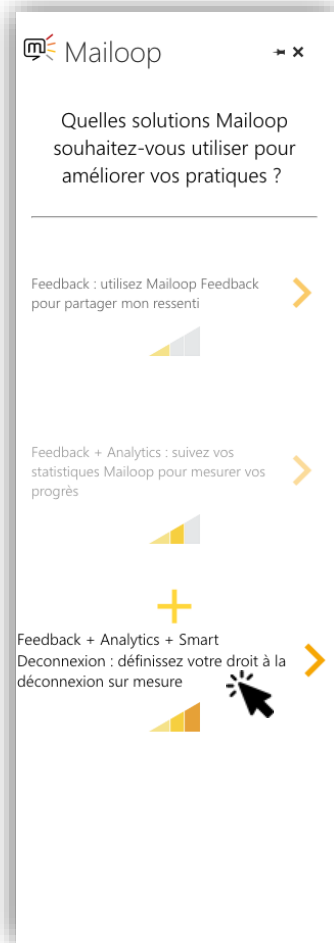
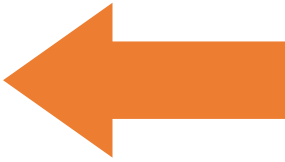
First use

Onboarding

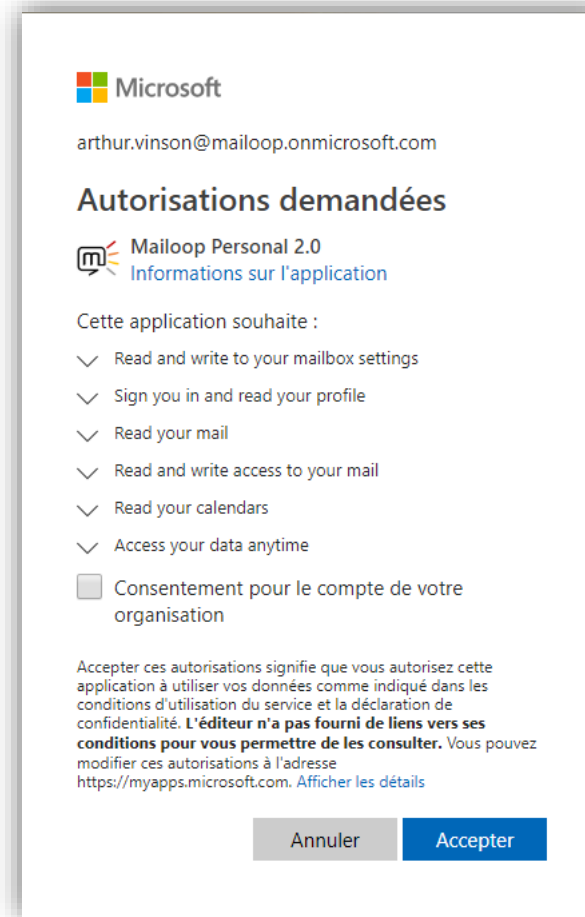


- Depending on the installation chosen, several scenarios can occur:
 - **Personnal installation via the Office store**
You have access to all the possible options
 - **Deployment by IT within your company:**
 1. IT has identified the features you have access to and limits any additional options (no choice)
 2. IT has identified some basic features and lets employees opt for additional options (Smart Deconnexion, Analytics)

Set up Mailoop

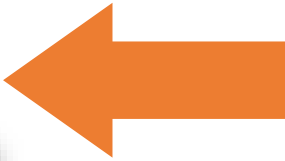


1. Choose the Mailoop functionalities

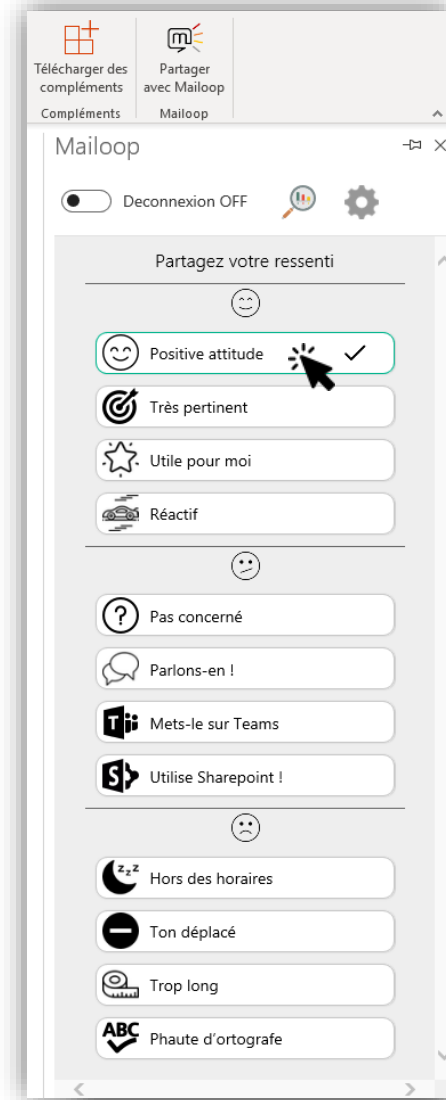


3. A Microsoft page opens to give the necessary access to Mailoop according to the chosen functionalities

Express a Feedback – Cancel a Feedback



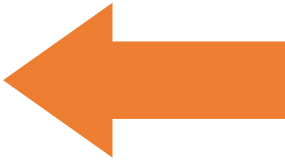
Click on the feeling you wish to express



Click again if you want to cancel

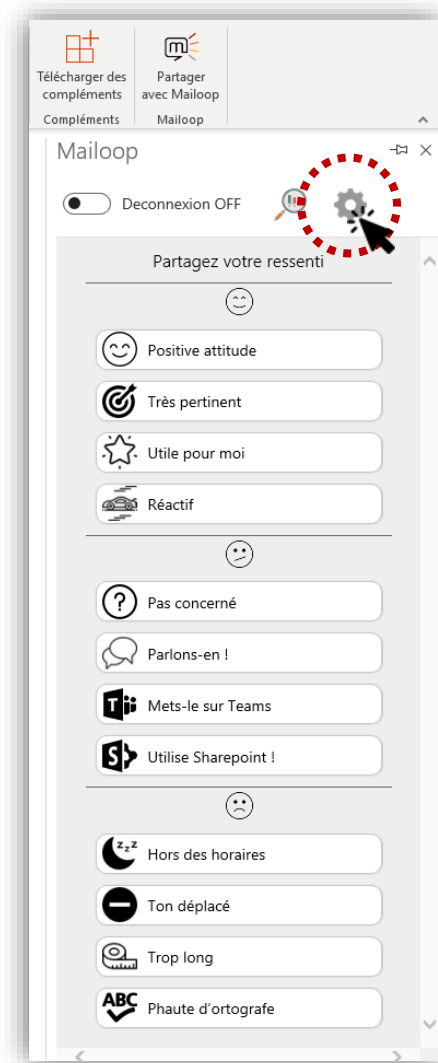
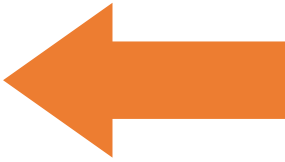


Keep the addin open to often use Mailoop



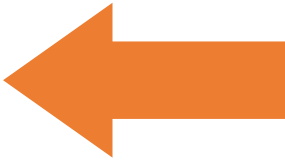
Pin the addin so that it stays open and updates by checking your emails.

Access to your settings



Click on the settings: a **secure and authenticated** session automatically opens in a browser

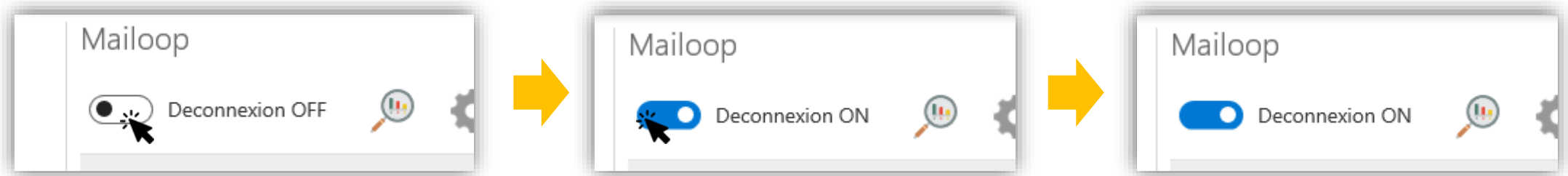
Access to your personal dashboard



Click on the "Dashboard" icon: a **secure and authenticated** session automatically opens in a browser

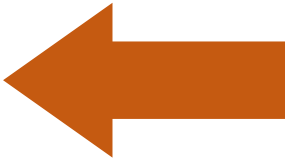
Enable / Disable Smart Déconnexion (if selected by the company)

- At the first use, you will be able to define your parameters. They can be changed at any time in your settings.
- When Smart Disconnect is turned on, your **emails are marked as read** and no longer generate notifications on your devices on the tracks you have set.
- At the end of a disconnection range (night, weekend, holidays), **the e-mails switch back to unread** for processing.
- At any time, you **can interrupt this cycle** by disabling the Smart Déconnexion



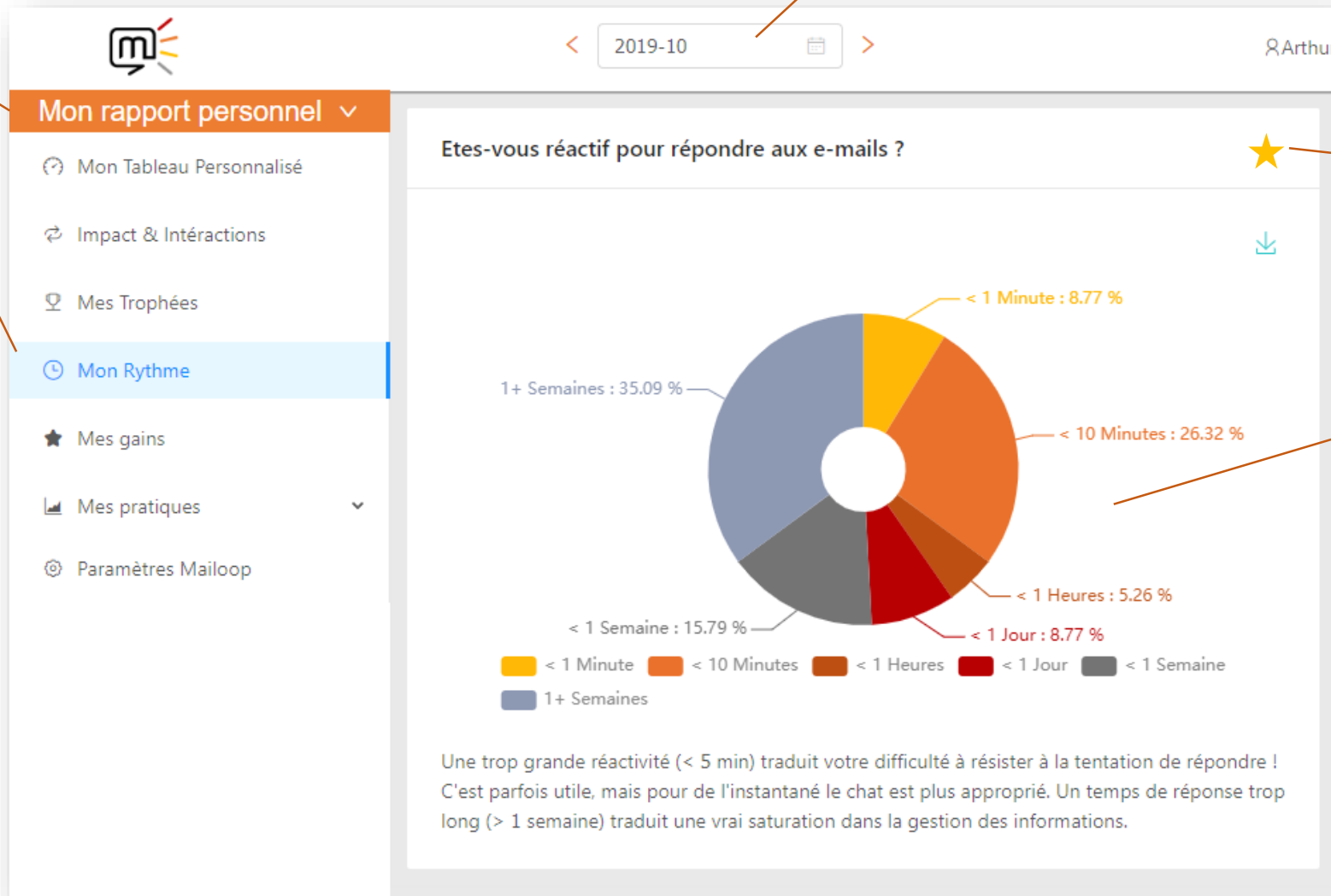
Mailoop Dashboard

Objectives



- The dashboard **summarizes** all the analyzes made by Mailoop.
- It is **personal and confidential** - only you can access it.
- The data are **updated weekly** or monthly (according to information system).
- A "Settings" tab allows you to **customize** some features of Mailoop, or to exercise your right of opposition.

Dashboard example



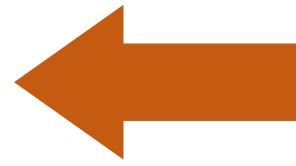
Access collective dashboard as an admin

Menu

Month picker

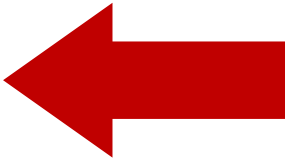
Set your favorite analytics

Statistics



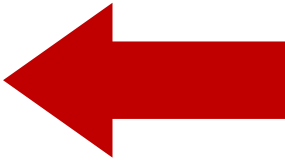
The Smart Déconnexion

Objectives



- La Smart Déconnexion is a smart notification shield: it activates itself automatically (according to your preferences) in the evening, on weekends and during your holidays to **protect you from email notifications**.
- At any time it is possible to **voluntarily consult your emails** : they are simply in your inbox, marked as "read", and with the category "Smart Déconnexion".
- You can **stop the automatic Smart Déconnexion cycle** by setting it to "OFF". About 50% of people prefer to manage solicitations in real time : this is your choice.
- At the end of the disconnection session, **the emails switch to "Not Read"** in order to be processed in the office.

Smart Déconnexion : setting page on your dashboard



Réglez vos préférences de déconnexion

Mailoop coupe vos notifications automatiquement en dehors des horaires définis ici pour réduire le réflexe de reconnexion. Vous gardez accès à vos e-mails si besoin et pouvez désactiver la Smart Déconnexion à tout moment.

Mes jours connectés

L M M J V S D

Mes horaires de connexion

Début Fin

Déconnecter pendant les vacances

Pas de notifications pendant mes vacances ⓘ

Mettre à jour et activer !



Mailloop empowers people for
better **emails** and **meetings**

support@mailloop.com