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### **PAYNEGROUP INTRODUCES OUTLOOK SEND ASSISTANT**

*“Behind the scenes” technology tool provides more e-mail security options for Outlook*

**Seattle, WA – August 3, 2009** – PayneGroup, a long time and leading provider in security software and automation tools, today announced the release of Outlook Send Assistant, one in a series of workflow productivity and protection tools. Outlook Send Assistant verifies recipient e-mail addresses and warns the user if the message is being sent under a variety of different and potentially-damaging circumstances such as to a distribution list, or using Reply To All.

When used in conjunction with Outlook 2000 or higher and on HTML formatted e-mails, Outlook Send Assistant can be configured to fit many different “gotcha” scenarios that your users may experience. In addition, optional notification prompts can be established to remind users to add specific snippets of language such as marketing information, attorney-client communication footer or the IRS Circular 230 Disclosure.

Says Eugene P. Stein, Executive Director of Richards Kibbe & Orbe LLP, "Outlook Send Assistant is a life-saver. It helps remind the sender they are replying to all, or, possibly more damaging if they didn't know, that they are replying to an e-mail in which they were bcc'd. Such a simple tool prevents such complex situations. Now that we have it, we can't live without it."

With many customization options, Outlook Send Assistant can also:

- Determine if there is an external e-mail address contained in the *TO*, *CC* or *BCC* recipient list; and confirm if the user would like to edit the e-mail or continue sending;
- Detect *Reply To All* usage and prompt the user by asking if they would actually like to reply to all recipients (customizable with any specific language your firm desires);
- Notify recipient of BCC status and prevent related disclosure.

- Check for the use of Firm Distribution Lists and verify that the user intended to use them as recipients;
- Designate Global Address List (GAL) Distribution Lists as automatically trusted;
- Allow you to specify a GAL Distribution to prompt the user to take a specific action: *e.g.*, for a Firm-Wide Distribution List, users can be prompted to verify that the e-mail should in fact be sent to the entire firm; and
- Prompt the user to include a variety of configured disclaimers or marketing messages, and place the appropriate language at the bottom of the e-mail message.

“Outlook Send Assistant will not only help cure your users of *common e-mail “gotchas,”* but should be an important part of any firm’s program to apply risk management policies preventatively and pro-actively,” added Donna Payne, CEO of PayneGroup. “We are very excited to be offering such a useful, but simple tool that could save firms from possible malpractice situations or embarrassing client confidentiality breaches.”

Contact PayneGroup at 1-888-GOPAYNE (1-888-467-2963) for demo and purchase information for Outlook Send Assistant or any of Payne’s many desktop solution products.

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#### **About PayneGroup**

PayneGroup is a software training and development company headquartered in Seattle, WA. Donna Payne and PayneGroup have authored twelve books on Microsoft products including: *Word 2003 for Law Firms*, and *Excel for Law Firms*. The company specializes in developing "Assistants" software including Metadata Assistant, Numbering, Style, Forms and Pleading Assistants. Payne also offers training, courseware, project management, and custom development. Payne is an original member of the Microsoft Legal Advisory Council, the American Bar Association, and the American Society of Journalists and Authors. Donna Payne is the recipient of IT Consultant of the Year from Law Technology News and IncisiveMedia.

#### **About Outlook Send Assistant**

One in a line of many widely recognized “assistants,” Outlook Send Assistant is easy to use and offers features that you won’t find in Microsoft Outlook. With a myriad of customization options, Outlook Send Assistant requires Outlook 2000 or higher and works best with HTML-formatted messages. [Note: The *Reply To All* function will work with any message format (including plain text, rich text format and HTML).

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