

# **INSTALLATION AND USER'S GUIDE**

## **Anti-Dupe for Microsoft® Outlook®**

*Remove unwanted duplicate records in your Microsoft® Outlook® folders*

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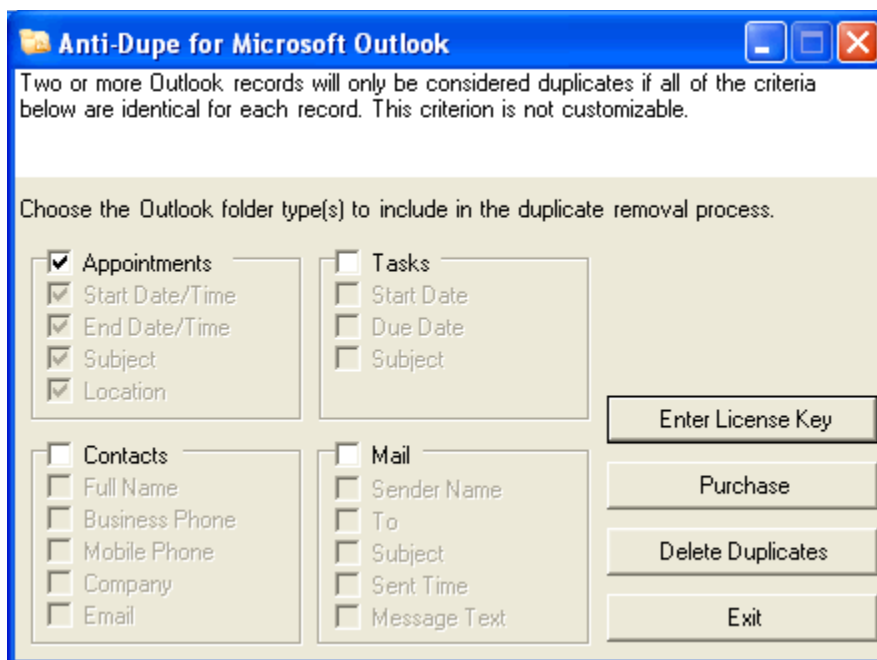


## What is Anti-Dupe for Microsoft Outlook?

Anti-Dupe for Microsoft Outlook is a simple software add-in utility that allows you to delete unwanted duplicate records in your Microsoft Outlook Mail, Calendar, Contacts and Tasks folders.

Each person wishing to remove duplicate Outlook appointments, contacts, tasks, and/or emails with Anti-Dupe for Outlook must have a copy of Microsoft Outlook 2000, 2002 (XP), 2003, or 2007. Anti-Dupe for Microsoft Outlook does not work with Microsoft Outlook Express, which is a different product from Microsoft Corporation.

Once Anti-Dupe for Microsoft Outlook is installed and registered, you will see that a new program has been added to your computer. The simple interface for Anti-Dupe for Outlook consists of one main dialog box, shown below.



The criteria settings that Anti-Dupe for Outlook uses to find duplicate records in Outlook folders are not customizable. However, you can specify in which Outlook folders and sub-folders that Anti-Dupe for Outlook will scan and delete duplicate records.

Nothing changes in the way you use Outlook after Anti-Dupe for Microsoft Outlook is installed. Writing, sending, and receiving emails; and entering appointments, contacts, and tasks, is accomplished in exactly the same way it was before Anti-Dupe for Outlook was installed. The only difference is you will now have the ability to delete duplicate records in the Outlook folders and sub-folders that you choose.

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<http://www.anti-dupe.com>



# Anti-Dupe for Microsoft Outlook Installation Overview

Anti-Dupe for Outlook is a Microsoft Outlook add-in that becomes part of your Microsoft Outlook program. The Anti-Dupe for Outlook dialog box allows you to specify in which Outlook folders and sub-folders you wish to delete duplicate records. During installation, you can either choose to trial Anti-Dupe for Microsoft Outlook (trial limitation: delete up to a total of 25 duplicate records) or purchase Anti-Dupe without trialing it.

**The three basic steps to setting up Anti-Dupe for Microsoft Outlook are:**

## **1. Download Anti-Dupe for Microsoft Outlook**

Download your copy of Anti-Dupe for Microsoft Outlook from our website at <http://www.anti-dupe.com/downloads/downloads.aspx>. The download is the same for users wishing to trial Anti-Dupe or users who have already purchased Anti-Dupe and need to license their full version.

## **2. Install the Anti-Dupe for Microsoft Outlook add-in software**

The second thing you'll need to do is install the Anti-Dupe for Outlook add-in software. You must already have Microsoft Outlook 2000, XP, 2003 or 2007 installed to run and install Anti-Dupe for Outlook.

## **3. Register your trial copy or license a full version of Anti-Dupe for Microsoft Outlook**

Once you've installed Anti-Dupe for Outlook you will need to either register your information if you are trialing the software, or enter your license key if you purchased Anti-Dupe for Microsoft Outlook in order for the application to function accordingly.



## Installing Anti-Dupe for Microsoft Outlook

1. If you have not done so already, download your copy of Anti-Dupe for Microsoft Outlook from our website at <http://www.anti-dupe.com/downloads/downloads.aspx>.
2. Double-click on the **anti-dupe.exe** file that you downloaded from [www.anti-dupe.com](http://www.anti-dupe.com).



anti-dupe.exe

3. Depending on your security settings, you may see a Security Warning dialog box. Click **Run** to continue.
4. Before continuing with the installation process, you must shut down Microsoft Outlook. Then from the Anti-Dupe for Microsoft Outlook installation **Welcome** screen, click **Next**.



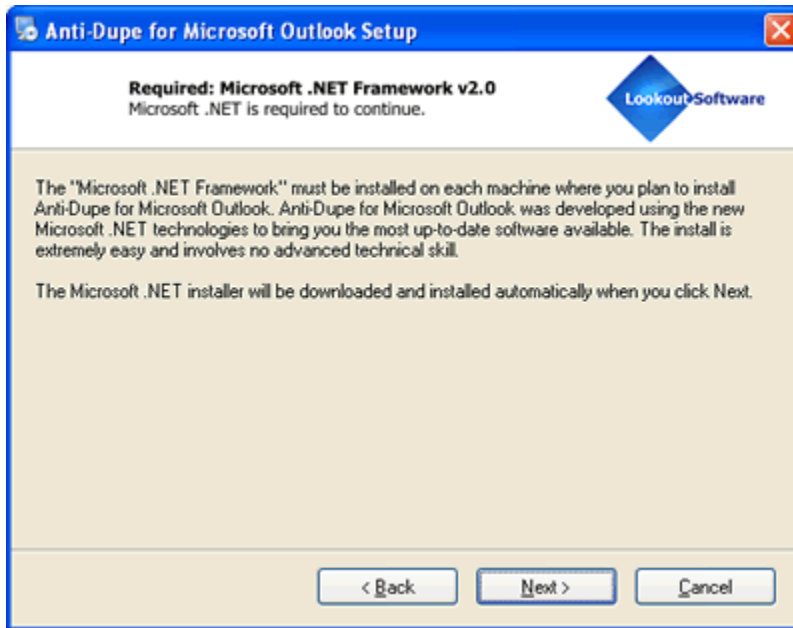
5. If you do not have Microsoft's .NET 2.0 Framework installed on your computer you will see the screen below – please proceed to *step 5a*. If you do have the Microsoft .NET 2.0 Framework installed on your computer you will not see the screen below -- please proceed to *step 6* (on *page 7*).

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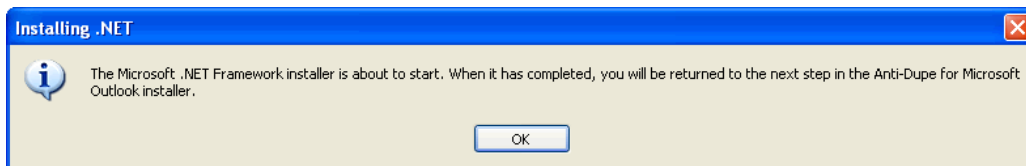
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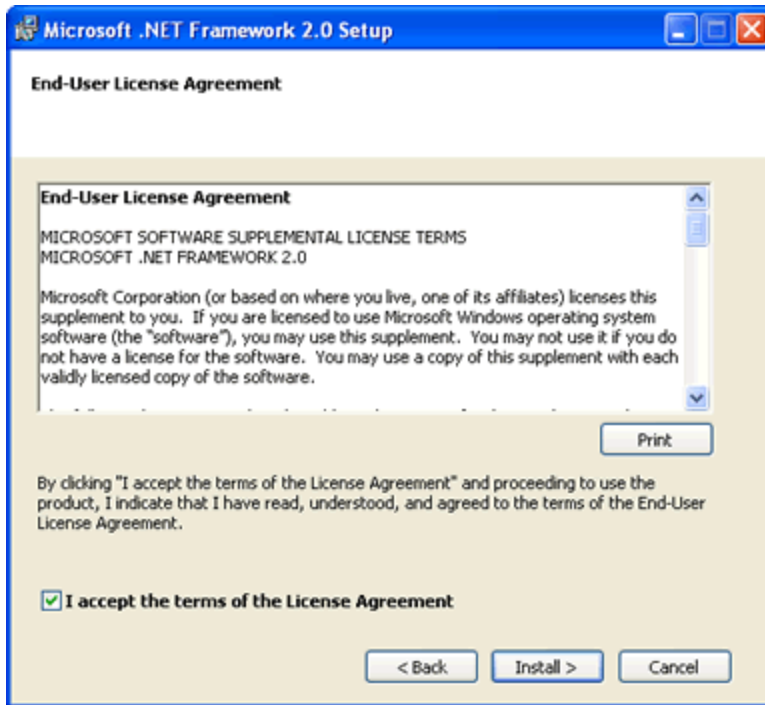
### To install the Microsoft .NET Framework:

- a. Click **Next** to proceed with the .NET Framework download.
- b. A series of Microsoft .NET Framework 2.0 installation screens will begin. Once the download has completed you will see the screen below; click **OK** to start the .NET Framework installer.

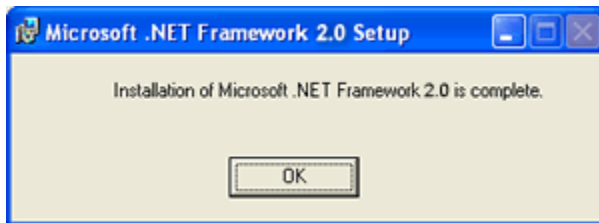


- c. Review the license agreement for the Microsoft .NET Framework, then click the **I agree** radio button; and click the **Install** button to proceed.



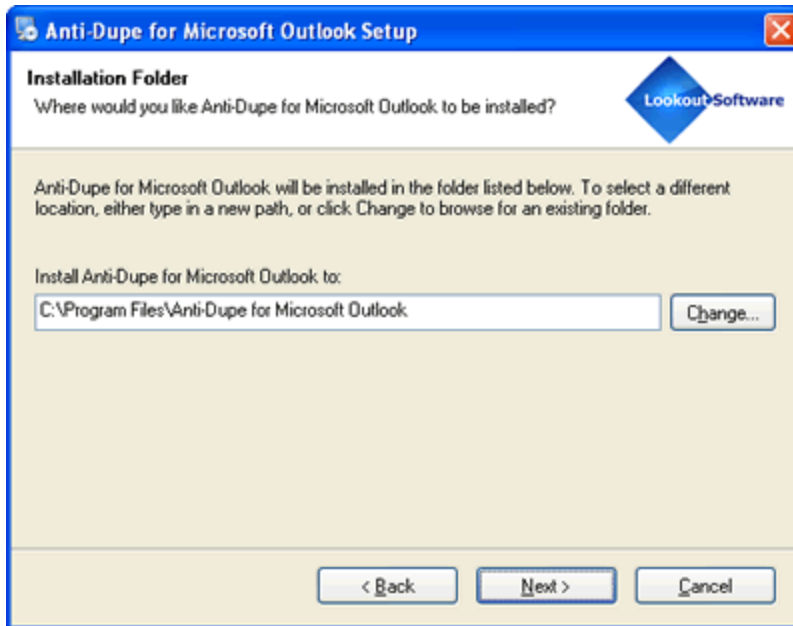


- d. When the .NET Framework installation is complete you'll see the dialog box below; click **OK** to return to the Anti-Dupe for Outlook installation.

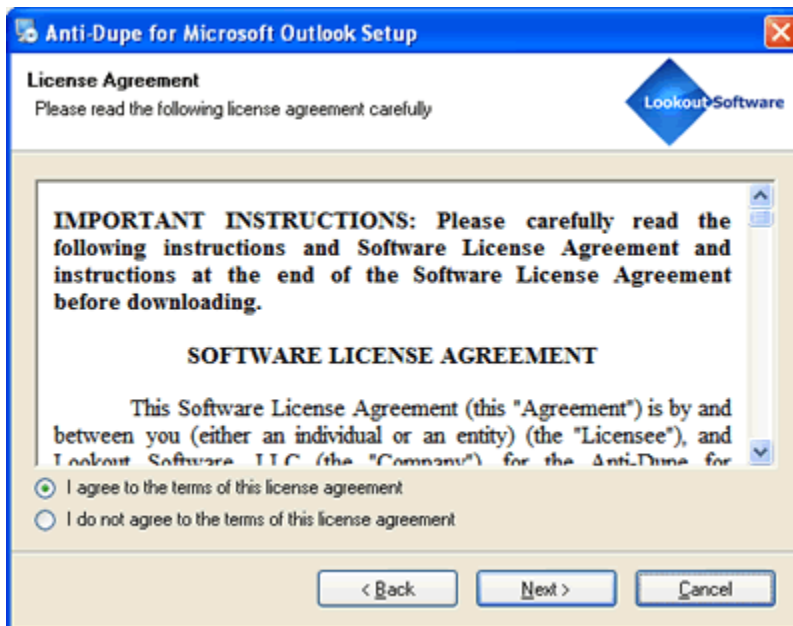


6. Select an installation folder for Anti-Dupe for Outlook (we recommend that you choose the default location of **C:\Program Files\Anti-Dupe for Microsoft Outlook**); and click **Next**.





7. Please read the Anti-Dupe for Outlook license agreement; click the **I agree to the terms of this license agreement** radio button; and click **Next**.



8. From the **Ready to Install** dialog box; click **Next**.

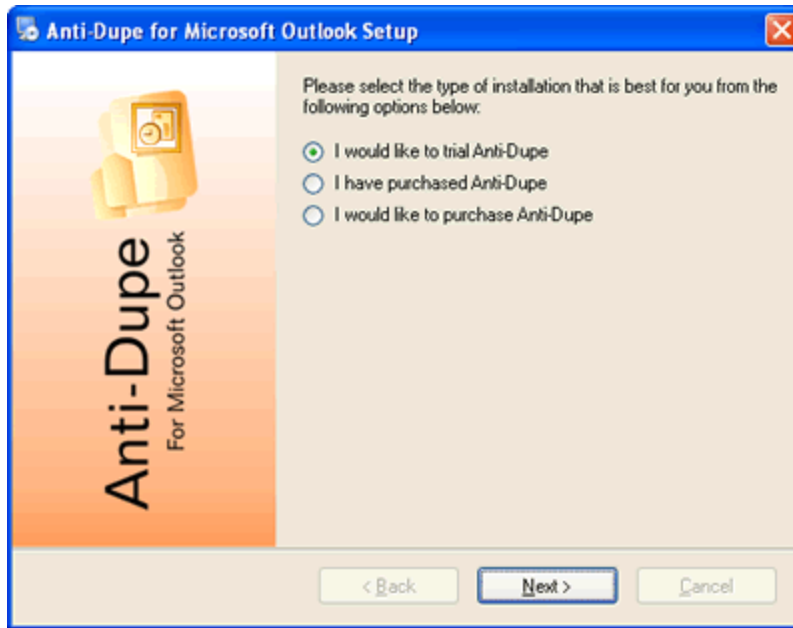






9. From the installation type dialog, choose the installation option best for you. If you are trialing Anti-Dupe for Microsoft Outlook, please continue to **step 10**. If you have purchased Anti-Dupe for Microsoft Outlook and need to enter your license keycode to license your full version of Anti-Dupe, skip to **step 11**. If you would like to purchase Anti-Dupe for Microsoft Outlook without trialing it first, skip to **step 12**.
10. If you would like to trial Anti-Dupe for Microsoft Outlook...
  - a) Select the radio button **I would like to trial Anti-Dupe** and click **Next**.





- b) Next, you will see the final screen of installation indicating that your trial version of Anti-Dupe for Microsoft Outlook has been successfully installed. Please continue to the section **Registering your trial version of Anti-Dupe for Microsoft Outlook** for instructions on registering your trial copy of Anti-Dupe.



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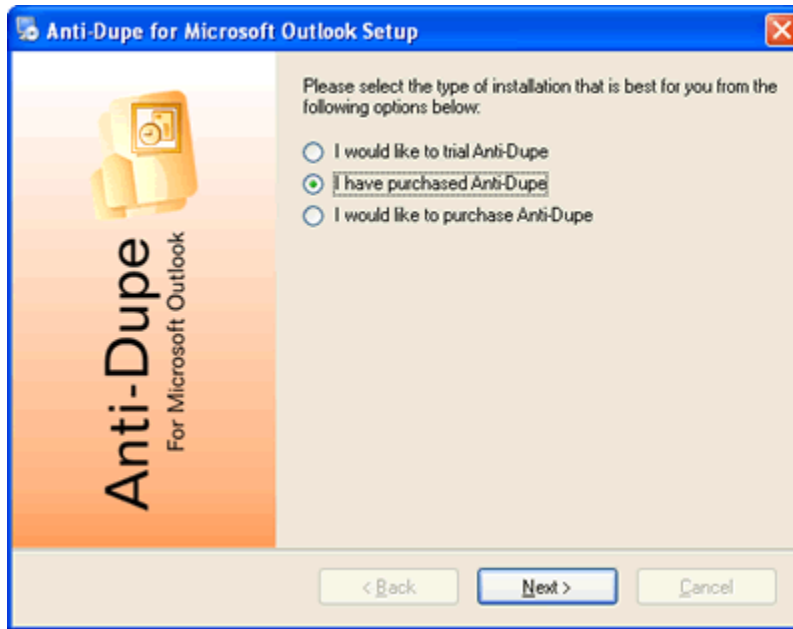
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11. If you have purchased Anti-Dupe for Microsoft Outlook prior to installation and need to enter your license keycode to license your full version...

a) Select the radio button **I have purchased Anti-Dupe** and click **Next**.

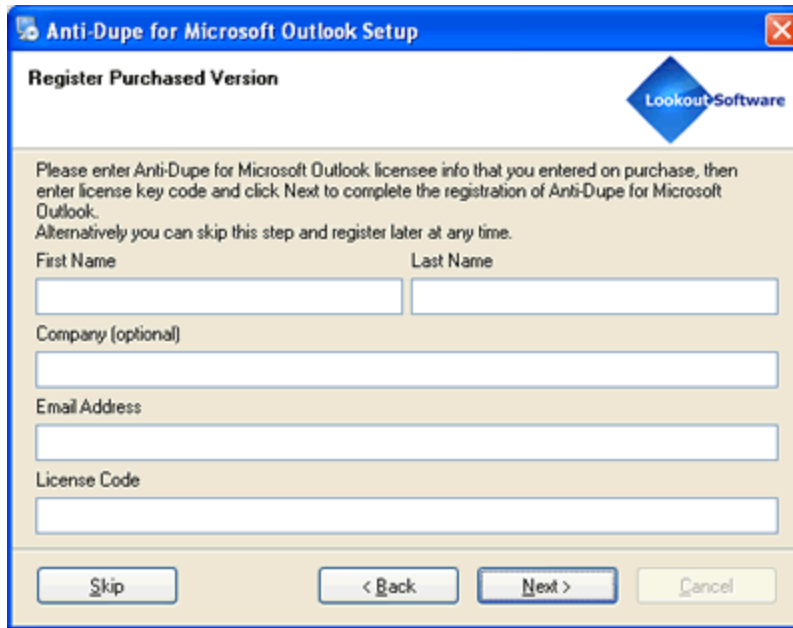


b) Register your purchased version of Anti-Dupe for Microsoft Outlook using the exact information you provided during the purchase process, and enter the unique license keycode provided to you at the end of the purchase process. Then click **Next**.

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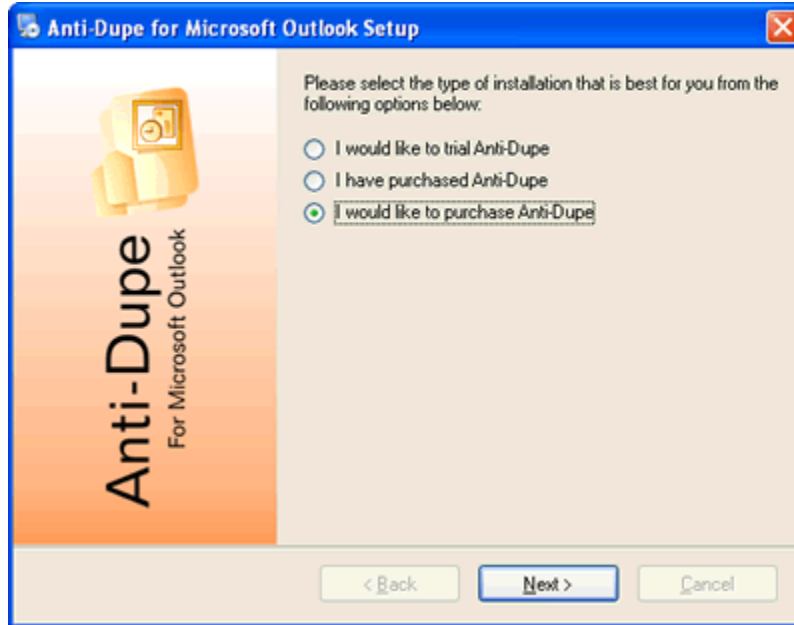


- c) You will see the installation complete dialog indicating that you have successfully registered your purchased version of Anti-Dupe for Microsoft Outlook. Click **Finish** to close the installation process. Continue to section "Using Anti-Dupe for Microsoft Outlook" on page 23.



12. If you would like to purchase Anti-Dupe for Microsoft Outlook without trialing the software...

- a) Select the radio button **I would like to purchase Anti-Dupe** and click **Next**.

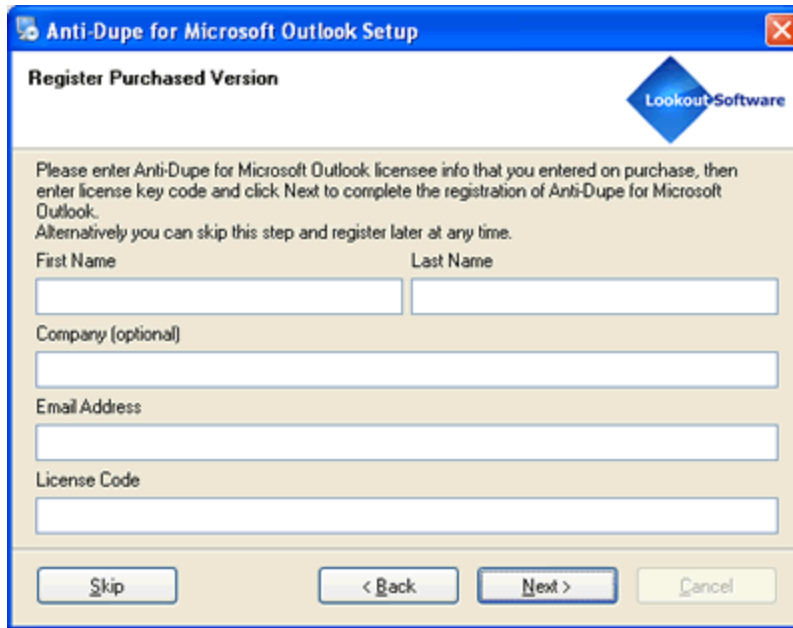


- b) Your web browser will open to the Anti-Dupe for Microsoft Outlook purchase page. Follow the purchase process to receive your full version license code for Anti-Dupe.
- c) Register your purchased version of Anti-Dupe for Microsoft Outlook using the exact information you provided during the purchase process, and enter the unique license keycode provided to you at the end of the purchase process. Then click **Next**.

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- d) You will see the installation complete dialog indicating that you have successfully registered your purchased version of Anti-Dupe for Microsoft Outlook. Click **Finish** to close the installation process. Continue to section "Using Anti-Dupe for Microsoft Outlook" on page 23.



## Registering a trial version of Anti-Dupe for Microsoft Outlook

If you would like to trial Anti-Dupe for Microsoft Outlook before purchasing and have installed the trial version of Anti-Dupe, you will need to fully register your trial copy of Anti-Dupe for Outlook. Your trial version of Anti-Dupe will allow you to delete up to a total of 25 duplicate records from any folder/s of your choice.

1. The first time you open a trial version Anti-Dupe for Microsoft Outlook after installation, you will see the registration screen to register your trial copy with Lookout Software. This information will be used to generate your unique trial version keycode to activate the trial version of Anti-Dupe.
2. Enter your name, company name (optional) and email address, and click **Submit**. Your registration code will be emailed to you momentarily. (If you do not wish to register at this time, you can click **Cancel**; however until you register your information and a valid registration code, Anti-Dupe for Microsoft Outlook will not function.)

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**Anti-Dupe for Microsoft Outlook**

Please register your free trial version of Anti-Dupe for Microsoft Outlook now. Registration of your trial version is required, but is free of charge. You can register at any time. If you do not register your free trial version of Anti-Dupe for Microsoft Outlook now, you will see this screen each time Anti-Dupe for Microsoft Outlook is opened and the program's functions will be disabled.

First Name

Last Name

Company Name (optional)

Email Address

After your registration information is sent, you will receive an email at the email address you entered above that will contain your registration code and instructions on how to enter it into Anti-Dupe for Microsoft Outlook. This will unlock your trial version of Anti-Dupe for Microsoft Outlook. You must purchase Anti-Dupe for Microsoft Outlook to receive the full version.

Registration Code

3. Once you have registered your information and received your registration email from Anti-Dupe for Microsoft Outlook, enter the registration code provided to you. Please make sure at this time that your personal information is the exact same information you originally registered. Then click **Save Code**. (If you close the Anti-Dupe for Outlook dialog box before or after submitting your information, you can access the registration page again by opening Anti-Dupe for Microsoft Outlook and clicking **Register Free Trial**.)

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**Anti-Dupe for Microsoft Outlook**

Please register your free trial version of Anti-Dupe for Microsoft Outlook now. Registration of your trial version is required, but is free of charge. You can register at any time. If you do not register your free trial version of Anti-Dupe for Microsoft Outlook now, you will see this screen each time Anti-Dupe for Microsoft Outlook is opened and the program's functions will be disabled.

First Name

Last Name

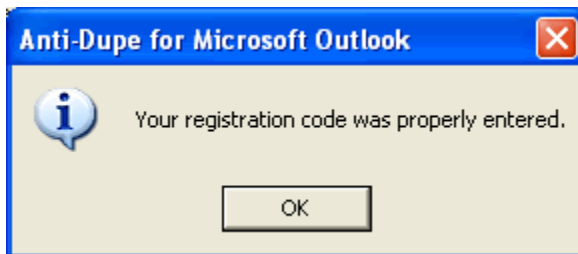
Company Name (optional)

Email Address

After your registration information is sent, you will receive an email at the email address you entered above that will contain your registration code and instructions on how to enter it into Anti-Dupe for Microsoft Outlook. This will unlock your trial version of Anti-Dupe for Microsoft Outlook. You must purchase Anti-Dupe for Microsoft Outlook to receive the full version.

Registration Code

4. A message box will appear notifying you that the registration is complete; click **OK**.



### Quick Tip

If you choose to not fully register your trial copy of Anti-Dupe for Microsoft Outlook, you will continue to see the Anti-Dupe for Outlook trial registration dialog every time the application is opened and its functions will not be available.

However, you may register and enter in the trial registration code at any time. Once your trial version of Anti-Dupe for Microsoft Outlook is registered, you will no longer see the trial registration dialog and your trial version of Anti-Dupe will be activated.

## Purchasing or licensing a full version of Anti-Dupe for Microsoft Outlook after trial installation

If you installed the trial version of Anti-Dupe for Microsoft Outlook and later decided to purchase Anti-Dupe, you can easily convert your trial copy to a fully licensed version. If you have not yet but would like to purchase Anti-Dupe for Microsoft Outlook, continue to **step 1**. If you have already purchased Anti-Dupe (via the Anti-Dupe website, etc.) and need to enter your license keycode, skip to **step 2**.

1. If you would like to purchase Anti-Dupe for Microsoft Outlook...
  - a) Click the **Purchase** button in the application dialog box.

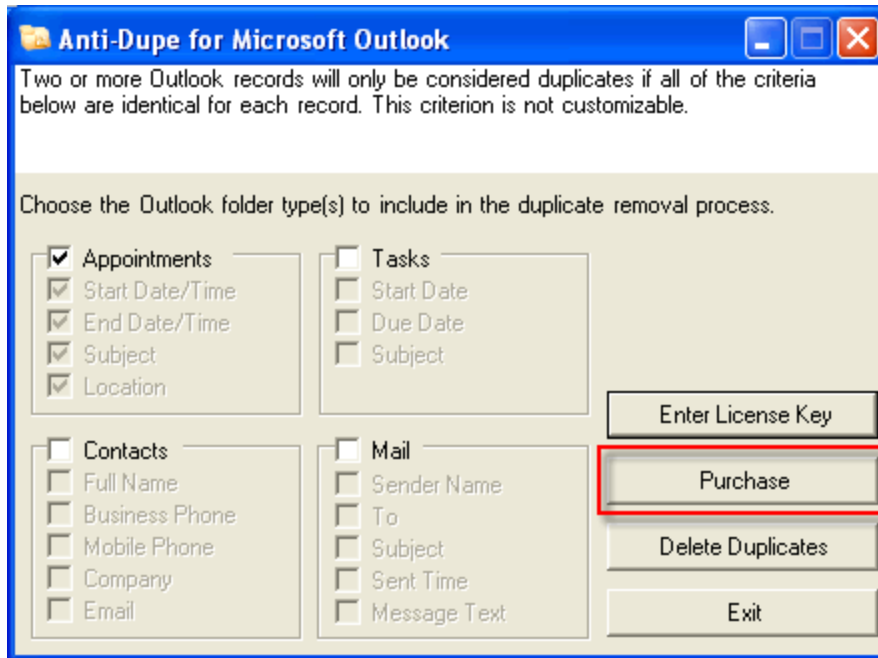
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- b) Your trial registration information should be pre-filled in the fields for you. If it is not, please do so. Next, click the link **Click here to go to purchase order page**. You will be directed to the Anti-Dupe purchase page via the RegNow website to purchase your copy of Anti-Dupe for Microsoft Outlook.

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**Anti-Dupe for Microsoft Outlook**

To purchase Anti-Dupe for Microsoft Outlook, please enter your registration info and click on the link below:

First Name

Last Name

Company Name (optional)

Email Address

[Click here to go to purchase order page](#)

After your purchase is complete, you will receive a permanent license code.  
Please enter this code below to activate Anti-Dupe for Microsoft Outlook to a full version and click Save Code.

License Code

- c) After you purchase your licensed version of Anti-Dupe, enter the license keycode provided to you at the end of the purchase process. Then click **Save Code**. Your copy of Anti-Dupe for Microsoft Outlook is now licensed as a full version.



**Anti-Dupe for Microsoft Outlook**

To purchase Anti-Dupe for Microsoft Outlook, please enter your registration info and click on the link below:

First Name

Last Name

Company Name (optional)

Email Address

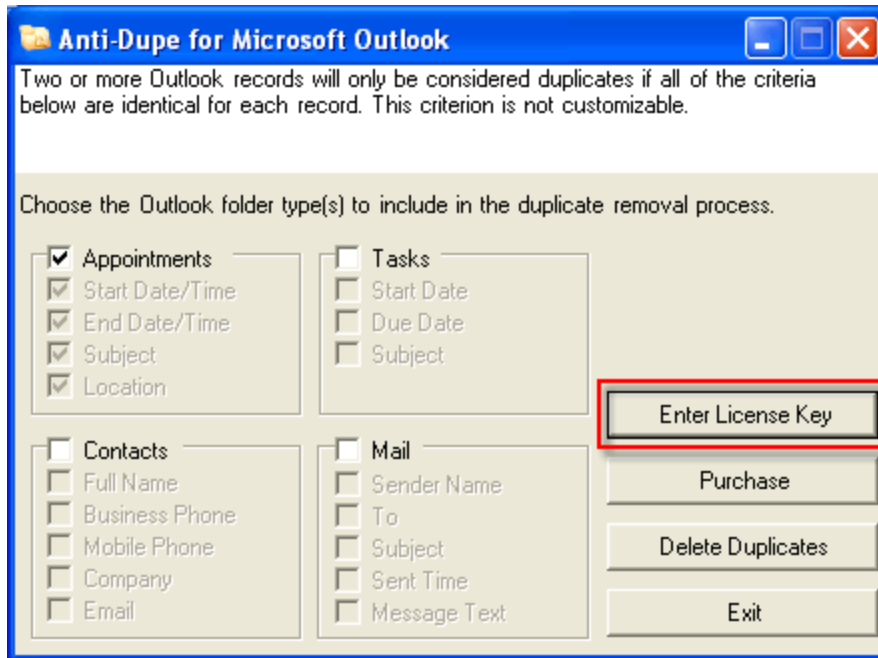
[Click here to go to purchase order page](#)

After your purchase is complete, you will receive a permanent license code. Please enter this code below to activate Anti-Dupe for Microsoft Outlook to a full version and click Save Code.

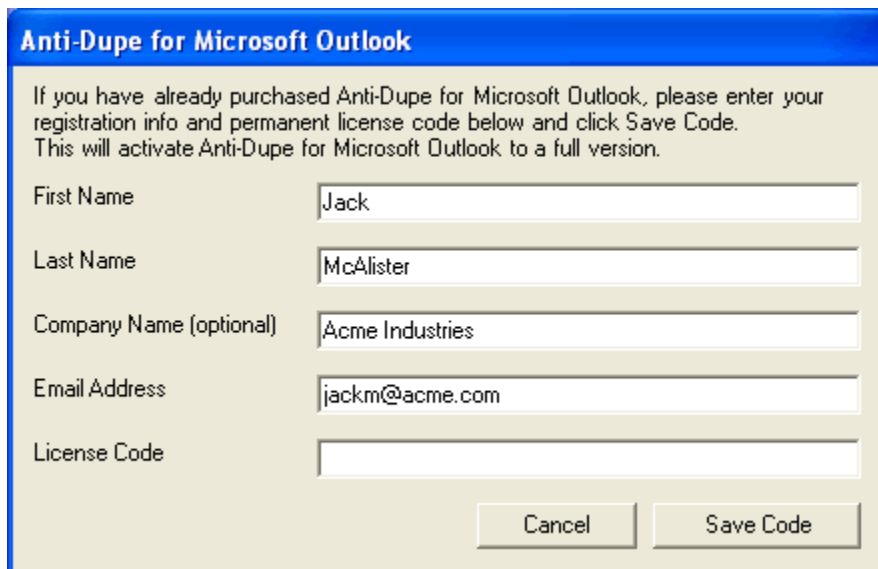
License Code

2. If you have already purchased Anti-Dupe (via the Anti-Dupe website, etc.) and need to enter your license keycode...
  - a) Click the **Enter License Key** button in the application dialog box.





- b) Your trial registration information should be pre-filled in the fields. If it is not, please enter your information to match your trial registration information. Then enter the license keycode provided to you after purchasing Anti-Dupe for Microsoft Outlook and press **Save Code**. Your copy of Anti-Dupe is now licensed as a full version.



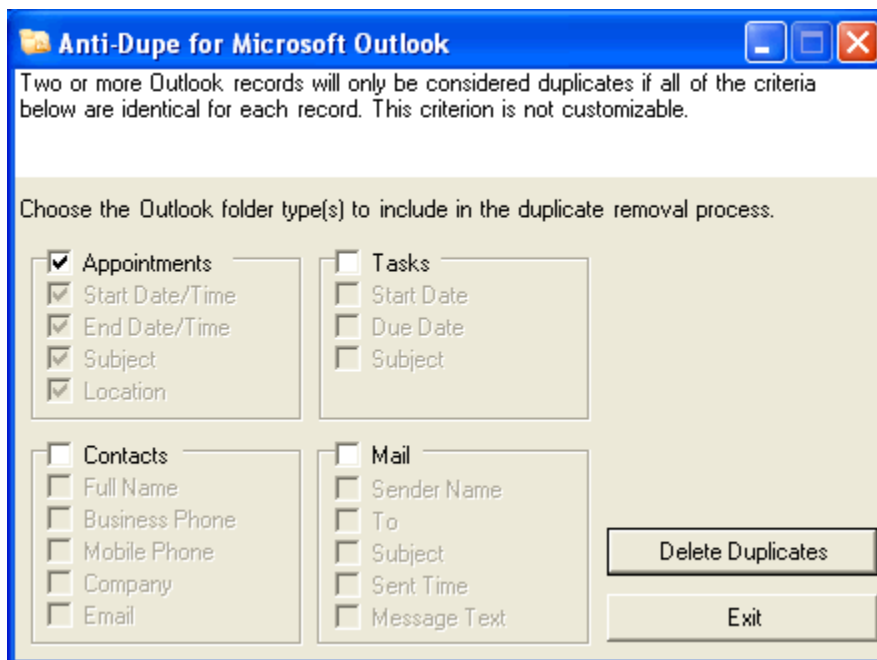
## Using Anti-Dupe for Microsoft Outlook

Once you have installed, and either registered your trial version or purchased a full license of Anti-Dupe for Microsoft Outlook, you can begin removing unwanted duplicate records from your Microsoft Outlook Calendar, Contacts, Tasks, and Mail folders.

\*If you are trialing Anti-Dupe, you can delete up to a maximum of 25 duplicate records from any folder/s you choose.

The first time you open Microsoft Outlook after installing and registering/licensing Anti-Dupe for Outlook:

1. Nothing in your copy of Microsoft Outlook will appear to be changed. To activate Anti-Dupe for Microsoft Outlook, you must open the program manually; click **Start**, then select **All Programs**. You should see a new program folder called **Anti-Dupe for Microsoft Outlook**. Open the program.
2. The **Anti-Dupe for Microsoft Outlook** dialog box will appear. Click the checkbox next to the Outlook folder you wish to scan and delete duplicate records in. You cannot remove duplicates from multiple Outlook folders simultaneously; only one Outlook folder can be chosen at a time. Notice that the criteria listed below each Outlook folder is grayed out and cannot be customized.

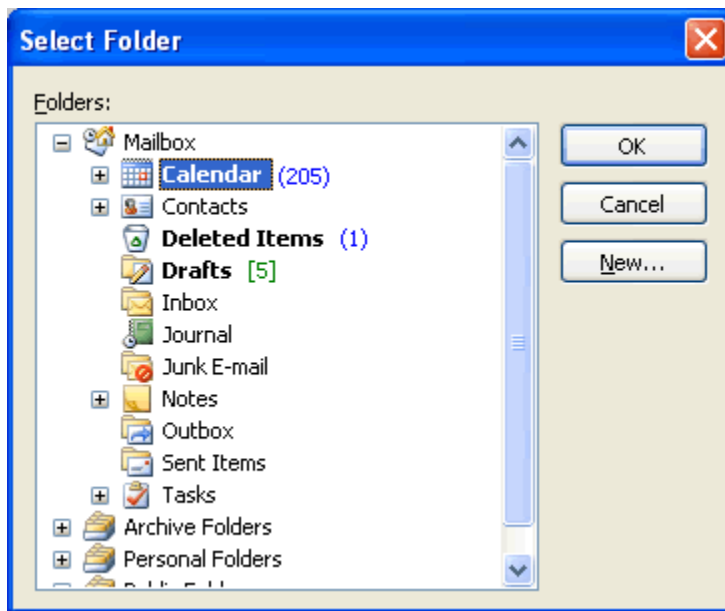


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3. After you have checked the Outlook folder you wish to remove duplicate records from, click **Delete Duplicates**.
4. The **Select Folder** dialog box will appear. From this dialog box, choose which Outlook folder or sub-folder you wish to remove duplicate records. The selected folder or sub-folder must match the appropriate Outlook folder chosen in the previous dialog box. For example, if you want to remove duplicate records in your entire Calendar (including all sub-folders), you would check **Appointments** in the first Anti-Dupe for Microsoft Outlook dialog box; then you would highlight **Calendar** in the **Select Folder** dialog box. However, you may only choose one folder or sub-folder in the **Select Folder** dialog box.



5. Once you have selected the Outlook folder or sub-folder to remove duplicate records from, click **OK**.
6. Repeat *steps 3 through 6* to remove duplicate Outlook records from any other Outlook folder or sub-folder.

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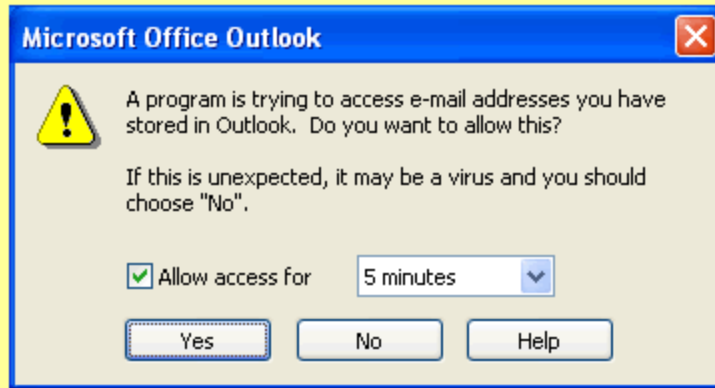
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## Quick Tip

The following pop-up warning message may appear if you choose to delete duplicates in your Microsoft Outlook Contacts folder.



If you see this warning message, simply check the box next to **Allow access for** and selecting an allotted amount of time from the drop-down menu.

Then click **Yes** to allow Anti-dupe for Microsoft Outlook to access to your Contacts folder to delete duplicate records.

## Getting Help with Anti-Dupe for Microsoft Outlook

Thank you for downloading and trying Anti-Dupe for Microsoft Outlook. You have joined the over 20,000 satisfied users who have enjoyed the benefits of this simple, yet effective, tool for dealing with duplicate records in Microsoft Outlook.

While we expect that the overwhelming majority of users will experience no issues using the software, never needing any help, some of you may have a question or need some technical assistance at some point during your use of the product. In that case, please submit your question, with as much detail as possible, to our technical support staff. All emails will be handled within one business day, and in most cases the same day. To report an issue to Anti-Dupe support, visit <http://www.anti-dupe.com/support/reportissue.aspx>.

You may also visit our Frequently Asked Questions section on the Anti-Dupe for Microsoft Outlook website at <http://www.anti-dupe.com/support/faq.aspx>.

## Removing Anti-Dupe for Microsoft Outlook

1. Click **Start; Control Panel**.
2. From the **Control Panel** dialog click **Add or Remove Programs**.
3. Select **Anti-Dupe for Microsoft Outlook** from the list of **Currently Installed Programs**; and click **Remove**.
4. Follow the on-screen instructions.

## Other Products by Lookout Software

### *OfficeCalendar for Microsoft Outlook*

OfficeCalendar is an easy-to-use software program designed as an inexpensive solution for sharing Microsoft Outlook information. OfficeCalendar users can share Outlook calendars, contacts and tasks with co-workers, all from within their own copy of Microsoft Outlook. As an alternative to Microsoft Exchange Server, OfficeCalendar also provides unique comprehensive sharing security. OfficeCalendar for Microsoft Outlook also offers the ability to create interactive customized group calendars for extensive scheduling capabilities. For those who travel often and don't always have access to their Microsoft Outlook, OfficeCalendar Online allows users to access their personal and shared calendars online using a web browser from anywhere or at anytime. Whether you have a dedicated server computer or a basic peer-to-peer network, OfficeCalendar can be installed on practically any Microsoft Windows® based network.

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### **OfficeCalendar for Microsoft Outlook features and benefits:**

- Share Microsoft Outlook Calendars
- Create interactive Outlook group calendars for easy group scheduling
- Share Microsoft Outlook Contacts
- Share Microsoft Outlook Tasks
- Use OfficeCalendar offline and/or synchronize over the Internet
- Define individual Outlook sharing security for each user
- Synchronize PDAs with your personal Outlook Calendar, Contacts and Tasks
- Outlook web access to your personal and shared Outlook calendars
- Inexpensive alternative to Microsoft Exchange Server
- Easy installation on practically any Windows-based network (even without a dedicated server)

Visit [www.officecalendar.com](http://www.officecalendar.com) for more information or to download a free 14-day trial version of OfficeCalendar.

### **Office Timesheets**

Office Timesheets is a web-based commercial timesheet that is a highly configurable timesheet tracking and management software application designed to adapt to the specialized needs of project-driven organizations that require employee time capture and time reporting for accurate job costing/accounting and/or billing of professional services. Office Timesheets also provides extensive functionality for tracking expenses.

### **Office Timesheets features and benefits snapshot:**

- Configurable timesheet for project costing, client billing, & time and attendance

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- Easy to use, 100% web-based timesheets with Windows application-like functionality via AJAX
- Real time graphical reports provide insight into productivity
- Email notifications encourage prompt submission of timesheets
- Configurable approval process to fit your business
- Easy expense tracking in multi-currency; auto tax calculations
- Flexible, multi-client billing/invoicing options
- DCAA-compliant timesheets follow regulatory guidelines
- Integrates with Microsoft Project and QuickBooks
- Easy import/export of data files from/to common databases and spreadsheets

Visit [www.officetimesheets.com](http://www.officetimesheets.com) for more information or for your free 30 day trial of Office Timesheets.

## ***RSSCalendar***

RSSCalendar is an innovative online event and calendaring syndication solution that allows individuals and organizations to share their calendars with family, friends, and co-workers - utilizing the latest in "Really Simple Syndication" (RSS) technology, including RSS channel creation and aggregation. Not only is RSSCalendar easy to use but it is also easy to administer, and setup is a snap.

Visit [www.rsscalendar.com](http://www.rsscalendar.com) for more information or to set up your free RSSCalendar online account.

## ***AttachmentSecurity for Microsoft Outlook***

AttachmentSecurity for Microsoft Outlook is a free software add-in utility that allows you to select which file attachment types to block and unblock in your Outlook emails. By default, Microsoft Outlook automatically blocks many popular file attachments, commonly classified as "Level 1" file types, preventing you from receiving them in your Outlook emails. AttachmentSecurity solves this problem by presenting a simple interface in which you can select which of these "Level 1" file types that you would like to block and unblock.

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To download your free copy of AttachmentSecurity for Microsoft Outlook, or for more information about the product, visit [www.attachmentsecurity.com](http://www.attachmentsecurity.com).

