S4BB Limited
mobile software experts

Quick Guide

NextAction! Desktop Add-In for Microsoft Outlook

About

The NextAction! Desktop Add-In for Microsoft Outlook extends the Microsoft Outlook® Tasks function with GTD® (Getting Things Done®) features as known from NextAction!.

Installation

Microsoft Outlook has to be installed on your System before you can install the NextAction! Desktop Add-In. To install the Add-In download and double-click the file "NextAction_Outlook_Addin.exe". A wizard will guide you through the installation.

Filtering tasks by Project or Context

To view tasks by project or by context just select a project or context from the drop down menu and you will get a list of all tasks in that project/context.

Managing Projects/Contexts

To add/edit/delete a project or context you have to click "Add" on the NextAction! Desktop Add-In toolbar in the main view. After that a dialog will show up to manage your projects and contexts:

Who should use the Add-In

If you are using NextAction! on your BlackBerry or Windows Mobile device and Microsoft Outlook on your desktop system, you will have a seamless GTD system using the NextAction! Desktop Add-In.

What the Add-In does

The Add-In extends the standard Outlook Tasks functions and views for a seamless GTD integration. The first thing you will notice, is a new toolbar to access the new GTD functions in the main view:
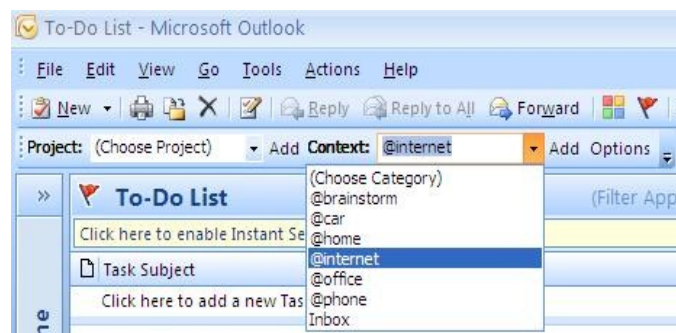
Add or edit a next action (task)

To add or edit a task, just double click on a task to see the new window with the task details. An extended GTD toolbar will be visible that lets you select a context and project for the task:
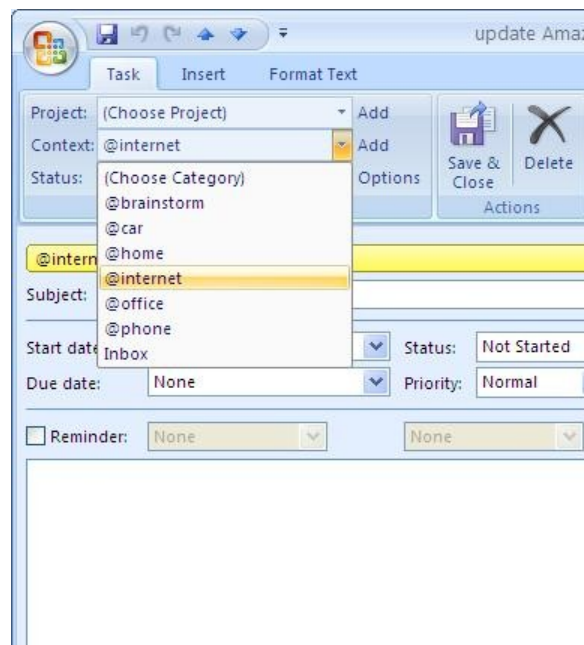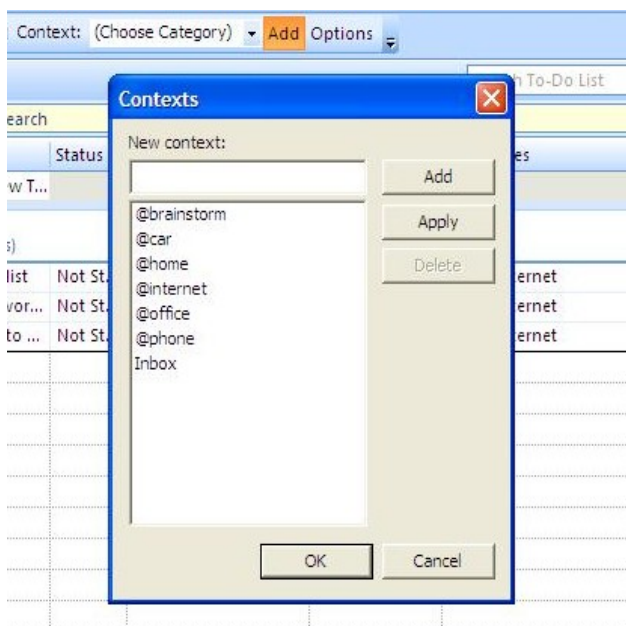
Requirements: Microsoft Outlook 2002(XP), Outlook 2003 or Outlook 207