

## New FocusMe Feature - Auto-file on Reply

Tue, 03/15/2016 - 14:09 — Chris



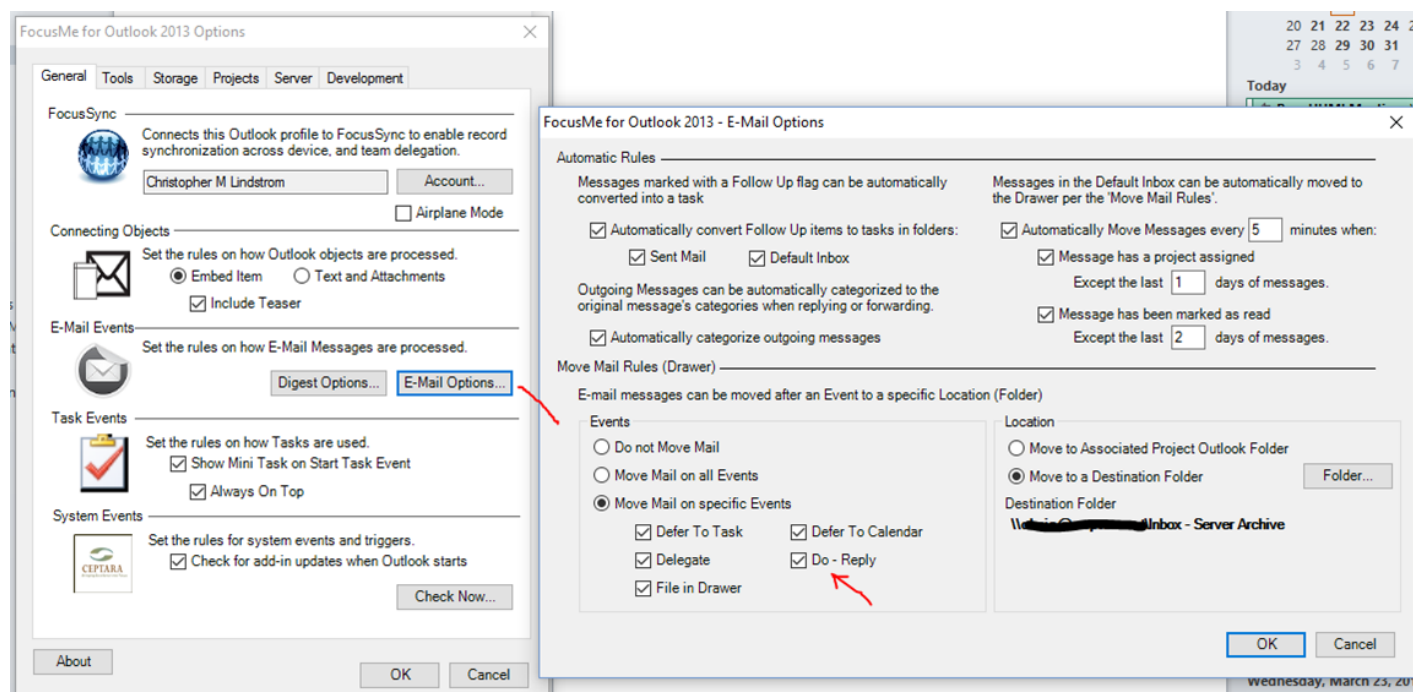
### Problem

One cool feature in our Outlook add-in [\[FocusMe for Outlook\]](#) [1] is the 5Ds processing ability, ie. when an email is processed, the originating email is moved to the Drawer (an archive or project folder).

However, until recently, when a message is forwarded or replied to, it took another click to file the originating email. Often, this doesn't get done, and many 'read' messages pile up in the Inbox.

### Feature

The latest release of FocusMe has the ability to auto-file emails when a reply is written. To ensure it is enabled, check the Email Options to turn it on.



[2]

Then when you open an email in your Inbox for a reply, reply all, or forward, while you're typing your reply, in the background the tool will move the originating email to your drawer. How cool is that?

I love it because it helps me keep my Inbox clear and I don't have to go back and do additional filing.

## Quick Video demonstrating the feature:

- [Quality Excellence](#) [3]

**Source URL:** <http://ceptara.com/blog/FocusMe-OnReply>

### Links:

[1] <http://ceptara.com/products/focusme>

[2] [http://ceptara.com/sites/default/files/images/FocusMe\\_OnReply\\_Option.png](http://ceptara.com/sites/default/files/images/FocusMe_OnReply_Option.png)

[3] <http://ceptara.com/taxonomy/term/3>