

Give your Outlook a boost using smart add-on tools

Because HR professionals work on a computer much of the day, Outlook is the workhorse that typically keeps their wheels moving. But what if you could add some power to those wheels?

PC World recently published a list of downloads that can help “power up” your Outlook. Here are a few—for yourself or all your employees—to help integrate social networking, control spam, slow the email overload, track and sync email, zip attachments, alert you to incoming email and forward URLs:

1. **Microsoft Outlook Social Connector**, www.microsoft.com/download/en/details.aspx?id=7985, allows you to synchronize the latest updates on Facebook and LinkedIn right in Outlook. *Free.*
2. **Xobni**, www.xobni.com, also integrates Facebook and LinkedIn updates, plus it includes Twitter. You view tweets only when you’re in contact with that person in Outlook. *Free.*
3. **Twinbox**, www.techhit.com/TwInbox, integrates Twitter into Outlook and manages multiple accounts. *Free.*
4. **Spamfighter Pro**, www.spamfighter.com, moves that junk mail to a spam folder before it ever reaches your inbox. *Cost: \$29.*
5. **Mailwasher Free**, www.mailwasher.net, also checks for spam and kills it. *Free.*
6. **Xiant Filer**, www.xiant.com, analyzes how you file email and then recommends the folders where you should store your messages. Instantly send email to a folder with a single click. *Cost: \$20; 30-day free trial.*
7. **Single Click Filing**, www.singleclickfiling.com, makes filing as easy as pressing the backspace key. You put shortcuts to Outlook folders in a toolbar across the top of Outlook. *Cost: \$10.*
8. **Zendio**, www.zendio.com, automatically notifies you when your email has been read and whether people click the links you send in email. *Cost: \$10 per month; 30-day free trial.*
9. **Companion Link**, www.companionlink.com, syncs contacts, calendars, with Gmail or Google Calendar. *Cost: \$50; 14-day free trial.*
10. **Email This**, www.emailthis.clickability.com, allows you to share website links. *Free.*