

Colligo Contributor 4.3

Administrator's Guide



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INTRODUCTION

This document provides guidance for your deployment of Colligo Contributor.

User documentation is provided on the Contributor support website: <http://support.colligo.com>, including a series of short screencasts introducing the product <http://support.colligo.com/lists/screencast>

A comprehensive list of features is available on the support site here: <http://support.colligo.com/lists/features>

For any further technical details please contact Colligo Technical Support at support@colligo.com, or for sales related question please contact sales@colligo.com.

Target Audience

- IT Administrator
- Technical Evaluator
- Deployment Manager

Overview

Colligo Contributor™ is an easy-to-deploy .NET client-only application - no server modifications are required. The installer package is just 5 MB in size. Installed, it consumes roughly 11 MB of disk space, not including content. Colligo Contributor for SharePoint is IT-department friendly. It supports customized installations and can be deployed using your choice of deployment tools.

Contributor supports SharePoint sites based on the 2010, 2007 and 2003 releases, and includes an add-in to integrate with Outlook 2010, 2007 and 2003.

Editions

Colligo issues a number of SKUs of the product. Along with the standard full product, a read-only version (Viewer) and an online-only version with no caching (Uploader) are available. Switching between editions is simply a case of registering a new license key.

Localization

Contributor is available in English, French, German, Spanish (Castilian) and Spanish (Mexican) languages. Contributor localizes to the base language of the running machine, defaulting to English.

TECHNICAL REQUIREMENTS

Software Requirements

Colligo Contributor requires the following software:

- Microsoft® Windows® XP Professional
- Windows® Vista®
- Windows® 7

Client Software Requirements

Colligo Contributor has the following client software requirements:

- Microsoft® .NET framework 3.5 Runtime
- Integration with Microsoft Office requires Office 2003 or later
- Microsoft® Office 2003 SP2, 2007 or 2010 required if you wish to make use of InfoPath forms libraries
- Microsoft® Office Primary Interop Assemblies (PIAs). Different versions of Office have different PIAs. PIA's must be deployed corresponding with the version of Office installed
- Microsoft Visual Studio 2005 Tools for Office Second Edition (VSTO 2005 SE) Runtime
- Microsoft Visual C++ 2008 SP1 Redistributable Package

Server Software Requirements

Colligo Contributor requires at least one of the following:

- Microsoft® SharePoint® Server 2010, MOSS 2007, or SharePoint® Portal Server (SPS) 2003
- SharePoint Foundation Microsoft® Windows® SharePoint® Services (WSS) 3.0, or 2.0.
- ShaerPoint 2010 Online (Office365) or BPOS

Hardware Requirements:

Colligo Contributor has the following hardware requirements:

- Windows-based PC (with Pentium® II 450 MHz minimum, 20MB of free disk space, 64MB RAM)
- Microsoft® SharePoint® Server 2010
- Microsoft SharePoint Foundation 2010
- SharePoint 2010 Online (Office 365®)
- (Optional) Microsoft FAST Search Server 2010 for SharePoint

INSTALLING COLLIGO CONTRIBUTOR

Colligo provides both an .exe installer and an .msi installer for Contributor.

There are different installer packages dependent on which version of Office you have installed:

- For 32-bit Office, use the x86 installer
- For 64-bit Office, use the x64 installer

EXE Installer

This installer package is an executable file with the following key features:

- Supports interactive install only (does not support silent install)
- Automatically installs software prerequisites (downloaded from www.colligo.com)
- Not customizable

Interactive EXE Install

NOTE: Microsoft Outlook must be closed for the installation to be successful.

1. Double-click the installation file.
2. Prerequisites are downloaded and installed.
3. Enter your license key.

Colligo Contributor can be set to launch at Windows Start Up. This enables the background synchronization to start automatically.

MSI Installer

The MSI installer package has the following key features:

- Supports silent and interactive installs
- Does not install prerequisites - these must be downloaded and pre-installed
- Customizable

Interactive MSI Install

NOTE: Microsoft Outlook must be closed for the installation to be successful.

1. Ensure prerequisites are installed.
2. Double-click the installation file.
3. Enter your license key.

Silent Install or Uninstall

You can use the `msiexec` utility to install or uninstall silently.

To perform a silent install, use the following command line:

```
msiexec /i <Installer.msi> /qn
```

For example:

```
msiexec /i ColligoContributor.msi /qn
```

To perform a silent uninstall, use the following command line:

```
msiexec /x <Installer.msi> /qn
```

You can install a customized version of Colligo Contributor using the msi installer. When using a batch file to install a customized msi package, it is important to ensure the prerequisites are installed before attempting to install Colligo Contributor. An example batch file is listed below:

```
msiexec /i \\server\ContributorInstall\PreReq\O2007PIA.MSI /qn
\\server\ContributorInstall\PreReq\vstor.exe /q
msiexec /i \\server\ContributorInstall\CustomColligoContributor.msi /qn
```

Terminal Server Installation Considerations

There are a number of specific issues which must be considered when installing Contributor in a terminal server environment. Each of these requires specific installation and configuration affects the product operation.

Activation and Licensing

Contributor is normally licensed on a per user / per machine basis and the activation system is used to enable and authorize client installation. Each Contributor client performs an activation request to the Colligo Activation servers to gain the necessary authorization for execution. The results of this activation are recorded in a special file that is stored in the installation area of Contributor.

In a terminal server environment, where the users profile and storage may be located on network storage or may be created on demand, this activation file may not be maintained between sessions leading to unnecessary and repeated activation requests.

There is special licensing and license keys available for use with a terminal server environment which eliminates this activation request traffic. For further information contact [Colligo Sales](#).

Cache Location

Contributor uses a local database and cache to hold SharePoint configuration and content. Normally this is stored in the local PC file system but in a terminal server environment this must be moved to a network accessible location.

When installing using a customized MSI the field to specify the cache location is STORAGE_ROOT

The registry setting to specify the cache location is General\Storage_Root

The cache should be on a commonly accessible network location which is available to all of the servers which a user could login and receive a terminal session.

Outlook Folder Storage

Contributor's default behavior is to create a set of Outlook storage folders based on the local machine name. This allows the user to have multiple machines and multiple instances of Colligo which are using different caches and configurations. Because Microsoft Exchange and Outlook reflect the Exchange folders to each Outlook client the various Colligo for SharePoint folders each are displayed in the users Mailbox and Colligo distinguishes between them by appending the machine name on which the cache and configuration is locally resident.

In a terminal server environment where multiple machines (servers) are used but the user has only one networked cache location and configuration this behavior should be suppressed and a single Colligo for SharePoint root folder displayed and used by all instances of Colligo.

When installing using a customized MSI, the field to suppress the machine name is DISABLE_OUTLOOK_MACHINE_ID

The registry setting to suppress the machine name is General\DisableMachineId should be set to 1 (Enabled).

Multi-Session Behaviors

Contributor uses a database and a cache to store the SharePoint configuration and content. Having multiple sessions simultaneously access this shared resource can lead to conflicts, unexpected database results and general user confusion. To help control this Contributor has a mechanism to suppress operations at all sessions except at the session where the user is currently located.

When installing using a customized MSI the field to support single session operation is USE_SYNC_LOCK. The registry setting field to support single session operation is General\UseSyncLock should be set to 1 (Enabled).

CONFIGURATION OPTIONS

Contributor saves settings in the registry. Many settings can be configured post-install by pushing out settings to the registry. Contributor offers administrators the ability to configure a number of settings at install- or post-install-time. An overview of the settings is in the following table. A detailed list of settings is maintained on the Colligo website at <http://support.colligo.com/Lists/Contributor Settings>

Contributor Core Settings	
License Key	The license key can be embedded in the installer.
Silent Activation	Contributor may be configured to silently activate the product in startup allowing enterprises to ensure the product is activated with minimal user interaction.
Storage Root	Location of Contributor's cache.
Storage Encryption	Contributor can be configured to store its cache in encrypted form (using Windows Encrypting File system).
Web Proxy	You can configure Contributor to use no proxy, the IE default proxy, or another explicitly-defined proxy.
Use Synchronization Locking	A network database lock feature has been added that permits network users in Terminal Services environments to be logged-into Colligo For SharePoint in multiple locations. This facilitates the use of a common database file stored on the network by allowing all of the clients to negotiate which one has current control. This functionality can be found in the main toolbar of both the Contributor Client and the Outlook Add-In.
Disable SaveAs Prompting	Disable Prompt for Metadata using File Manager when using the Save As function in an application.
User-Interface Settings	
Language	Override Contributor's language setting [English, French, German, or Spanish (Castilian) or Spanish (Mexican)].
Metadata Prompt	When content is added to Contributor, users are prompted to enter metadata. This can be disabled.
Disable Options Window	Administrators can disable user access to the options panel.
Custom Metadata Editor	Contributor supports third-party developed metadata editors. (For details contact sales@colligo.com)
Use Windows appearance	Contributor can be configured to integrate with the current appearance. Default appearance is similar to SharePoint.

Synchronization Settings	
Start Contributor on Windows startup	A shortcut to Contributor is placed in the user's Start > Programs > Startup folder.
Sync-On-Startup	Contributor synchronizes its cache when it starts up. This may be disabled, e.g. in a large deployment to avoid a start-of-day peak in network traffic.
Sync-On-Change	Content is synchronized when it is changed.
Sync-On-Navigate	Contributor synchronizes the contents of a list when it is viewed
Background Sync	Can be disabled altogether.
Background Sync Interval	Default value is 30 minutes; minimum 15; maximum 1440 (1 day).
Download Lookup Lists	Content may use Site Columns to lookup data from another web within the Site Collection.
Create Documents in Single Transaction	Use a single transaction put to upload new content and set metadata. Default behaviour uploads content then separately sets metadata. The two-step approach may cause issues with event handlers, workflow or versioning. This setting affects only the initial upload of content, not content changes.
Office Integration Settings	
Require Framework 3.0	The .Net Framework 3.0 runtime is required to integrate with the Office 2007 OpenXML file-format (for metadata mapping). The installer can be configured to <i>*not*</i> require the 3.0 Framework. This will silently stop integration with the OpenXML documents.
Outlook Add-In Settings	
Enable Outlook Add-In	The Installer can be configured to not install the Outlook Add-in (install-time setting)
Enable Outlook Lists	By default Contributor does not allow connecting SharePoint lists to Outlook. This feature is disabled due to a bug in Outlook 2007. Customers using Outlook 2003 can choose to enable support for SharePoint lists.
Enable Outlook Timer	When a large number of items are added to an Outlook folder the ItemAdd event does not fire. This is a well-documented Outlook issue. To resolve this issue Contributor can be configured to poll the Contributor folders. Enabling this option will cause a small CPU spike every 10 seconds.
Enable stssync	Office 2007 integrates with SharePoint 2007 sites to offer a Connect to Outlook option in the Actions menu. This option overrides the

	<p>Outlook 2007 handler to connect to Contributor.</p> <p>NOTE: Office Updates may override the protocol handler. If the stssync handler is enabled, we recommend testing compatibility before deploying updates.</p>
Email Drag-and-Drop filename	Items added to a SharePoint document library must have a valid filename. When an email is drag-and-dropped in Outlook, Contributor must generate a filename. The format of this filename can be customized.
Force Send and File	The setting forces the use of the Outlook Send and File function and prevents the use of Outlook Send function.
Disable viewing of Outlook Attachment rules (new)	Removes access to the Contributor Attachment Manager Rules configuration dialog which is used to view or change the rules. This prevents a user from changing the value of the limits from within the user interface.
Total attachment size limit (new)	The Contributor Attachment Manager Rules prevent a user sending emails with a total attachment greater than a configurable limit. Default limit is 10MB a value well above most email systems.
Warning attachment size limit (new)	The Contributor Attachment Manager Rules warn a user sending emails with a total attachment greater than a configurable limit. Default limit is 10MB a value well above most email systems.
Outlook folder-name	It is possible to change the name and homepage of the Colligo for SharePoint folder in Outlook.
Outlook folder-url	

EDITING THE MSI

To edit the MSI installer package you need an MSI database editor. Colligo recommends the Orca database editor. Orca is a Microsoft utility for modifying and validating Windows Installer packages. It is intended to allow setup authors and administrators to manipulate databases compatible with the Windows Installer Service. This utility is a part of the Windows Installer SDK download, along with other MSI related tools.

An introduction to Orca can be found on the Microsoft site:
<http://support.microsoft.com/kb/255905/EN-US/>

Installing the Orca MSI editor

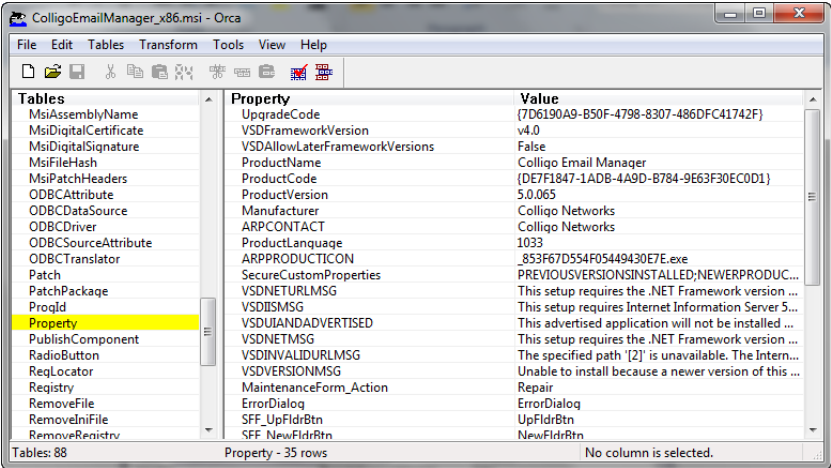
Instead of downloading the entire Windows Installer SDK, you can download Orca from Colligo’s web site: <http://support.colligo.com/Lists/Knowledge%20Base/DispForm.aspx?ID=4>

Using Orca to Edit the MSI

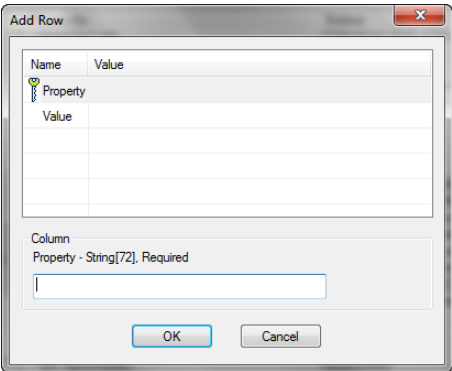
Once you have installed Orca, you can start editing the Colligo Contributor.msi file. Colligo recommends copying the MSI file and working on the copy (since **Save As** in Orca does not save the entire MSI package).

Editing an MSI file:

1. Open the MSI file in Orca.
2. Navigate to the **Property** table in the **Tables** list.



3. From the **Tables** menu, select **Add Row**.
The **Add Row** dialog displays:



4. Enter the **Property** name and **Value**.
 5. Click **OK**.
- The new property displays in the Property Table.

NOTE: The property names are case sensitive.

NOTE: When editing an MSI database using Orca, there are extra steps required if you perform a **Save As....** As a best practice, it is advisable to edit an MSI database and **Save** the file being edited.

REGISTRY CONFIGURATION EDITOR

A Registry Configuration Editor is available with Contributor to easily change registry settings, create registry files for deployment, and to provide explanation and information on registry settings. This editor, described in the [Configuration Editor User Guide](#) is available in the Contributor Programs area in the Start toolbar.

Contributor saves settings in the Registry. Per-user settings are saved in the following key:

HKEY_CURRENT_USER\SOFTWARE\ColligoOfflineClient

All the settings keys can also be accessed from the equivalent location in the Local Machine Hive:

HKEY_LOCAL_MACHINE\SOFTWARE\ColligoOfflineClient

- Settings saved under the Local Machine hive are not editable by a standard user
- Settings in the Local Machine will take priority over settings in the Current User Hive
- Settings that are displayed in the Configuration Options and have a value specified in the Local Machine Hive are greyed-out (disabled) in the Configuration Options panel

Example: Disable the user's ability to edit the Storage Location

Save the General\StorageRoot registry setting into the HKEY_LOCAL_MACHINE hive:

Registry key settings file (storage.reg):

Windows Registry Editor Version 5.00

```
[HKEY_LOCAL_MACHINE\SOFTWARE\ColligoOfflineClient\General]
"StorageRoot"="%UserProfile%\Local Settings\Application Data\ >
ColligoOfflineClient\EncryptedStorage5"
```

Command:

```
RegEdit /s storage.reg
```

COMMUNICATIONS

Colligo Contributor communicates with SharePoint through the web services, the details of which are available on MSDN at: <http://msdn2.microsoft.com/en-us/library/aa979690.aspx>.

These web services calls are transmitted over HTTP (or HTTPS) using TCP. Colligo Contributor also uses FrontPage RPC methods to communicate with the SharePoint server. FrontPage RPCs are also transmitted over HTTP(S) and TCP.

Details of the FrontPage RPC protocols are available on MSDN at: <http://msdn2.microsoft.com/en-us/library/ms954084.aspx>.

The services described above are installed and enabled on SharePoint by default. Because they are layered on top of TCP/HTTP, communication works over most WAN/VPN and/or wireless connections, as well as a standard LAN.

Web Proxy Configuration

Contributor can be configured to use a web proxy. Proxy options are either:

- Direct connection (No Proxy)
- IE's default proxy
- Other proxy

The other proxy is defined in the CFS.exe.config file according to the specifications listed on msdn here:

[http://msdn2.microsoft.com/en-us/library/kd3cf2ex\(vs.80\).aspx](http://msdn2.microsoft.com/en-us/library/kd3cf2ex(vs.80).aspx)

SharePoint Security and Privileges

By using SharePoint's web services to access SharePoint data, Colligo Contributor respects all privileges defined on the site. A user needs at least read access to an item in order to cache it. Colligo Contributor supports most standard sign-on processes supported by SharePoint, including support for default credentials and other specified credentials. Passwords are stored in a secure manner using the Windows Cryptographic API.

The following standard Windows IIS authentication types are supported:

- Basic
- Digest
- Kerberos (Integrated Windows)
- NTLM (Integrated Windows)

SharePoint by default does not provide web service permissions to anonymous users, so this permission level cannot be used for taking sites offline. Client certificates, ASP.NET forms-based authentication, and single-sign-on (SSO) based on Active Directory Federation Services (ADFS) or similar identity management systems are not currently supported.

Cache location and Encryption

Contributor caches SharePoint content on the local machine. The default cache location is in the users local profile area located at the following location in Windows XP:

`%UserProfile%\Local Settings\Application Data\ColligoOfflineClient\Storage5`

You can change the location to any other valid path including: the local file-store; network location; or other (for example, USB drive). For performance and connectivity reasons the local file-system is the preferred location for the cache.

Contributor can be configured to secure data using the Windows Encrypting File System (EFS); a good introduction to Windows EFS can be found on Wikipedia:

http://en.wikipedia.org/wiki/Encrypting_File_System. EFS can be configured to be compliant with the Federal Information Processing Standard (FIPS 140-1 and FIPS 140-2).

Microsoft TechNet published an evaluation of EFS for FIPS compliance here:

<http://www.microsoft.com/technet/archive/security/topics/issues/fipseval.mspx>.

SERVER-SIDE EVENTS

SharePoint may have server-side event-handlers defined. Typically event handlers may be added to the ItemAdding or ItemAdded events. These events are triggered when Contributor performs content operations. The event-handlers may operate synchronously or asynchronously (typically ItemAdding would be synchronous, ItemAdded would be asynchronous). Event handlers that perform asynchronously and change the content must be sure to increment the internal item version to ensure Contributor is notified of the content updates.

WORKFLOW

Workflows are typically started or progressed by content changes. For example the **Get Approval** workflow starts when a document is changed and requires approval. Contributor works with workflow such that content changes will initialize workflows on the server. There is no support for local workflows on the client.

CONFIGURING SHAREPOINT FOR EMAIL METADATA

Colligo provides a sample list template file that can be used to create a sample testing document library. Download the template from the Colligo support site, install it to the List template gallery, and use it to create a new document library in your site.

Downloading the List Template

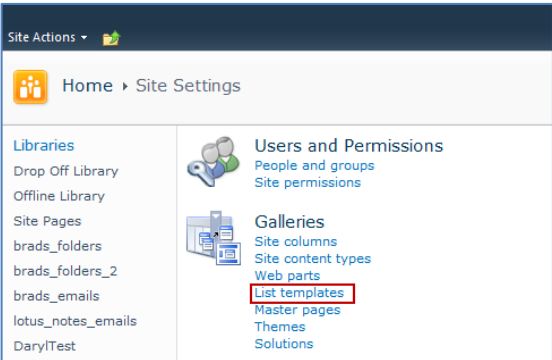
You can download the list template from the following location:
<http://support.colligo.com/Lists/Features/DispForm.aspx?ID=65>

Download the attachment *CfsEmailLibrary2010.zip*.

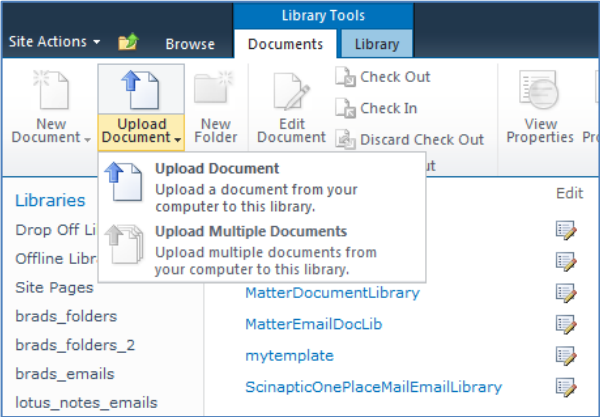
The zip file contains a site template named *CfsEmailLibrary2010.stp*.

Installing the Sample List Template

1. Extract the list templates to the preferred location.
2. Navigate to the site collection you want to add the list template to.
3. In your SharePoint site, navigate to **Site Actions** -> **Site Settings**.
4. On the **Site Settings** screen, in the **Galleries** section, select **List Templates**:

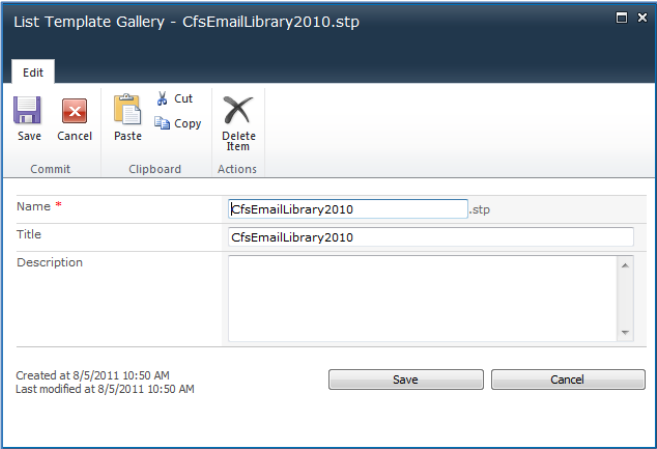


5. In the List Template Gallery, in the **Library Tools > Documents** ribbon, click **Upload Document**:



The **Upload Document** dialog displays.

- 6. Browse to the list template file (**CfsEmailLibrary2010.stp**) and click **OK**.
The **List Template Gallery** dialog displays:

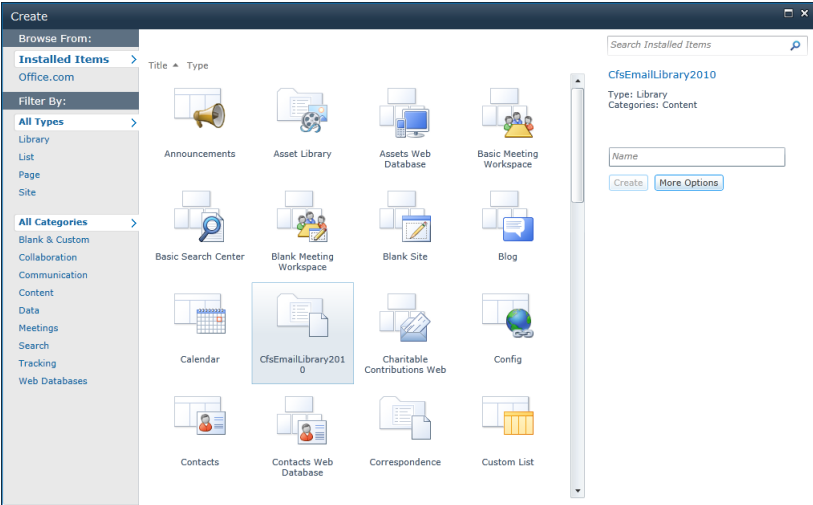


- 7. Enter the following information:
 - a. **Name:** enter a name for the template gallery
 - b. **Title:** enter a title that reflects the use of the template gallery
 - c. **Description:** enter a description for the template gallery
- 8. Click **Save**.
The new list template displays in the **List Template Gallery**.

Creating a Site

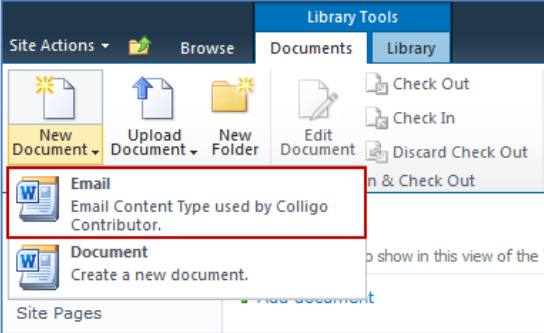
After you have installed the list template, you can create a new library based on the template.

- 1. Navigate to the site collection you want to add the list template to.
- 2. Select **Site Actions > More Options**.
The **Create** dialog displays.



- 3. Select the name of the list template you added.
NOTE: the name of the list template displays with the title you entered in step 7.b of Installing the Sample List Template.
- 4. In the right pane, enter a name for the library, and click **Create**.

- 5. Under the **Library Tools > Documents** ribbon, click the **New Document** drop-down arrow. The new Document Library displays as an option:



Manually Creating Content Types

Colligo Contributor fully supports Content Types, and when working with Email documents Colligo recommends you create a content type for your email documents.

Enabling Metadata Extraction

To enable metadata extraction to a document library, you need to create a document library with columns that are defined to have metadata extracted into them. Columns can be created either directly, or by adding an existing content type to the library.

Colligo Contributor extracts the following metadata properties from emails:

Email Metadata	Default Column Name	Type
Attachment	Attachment	Yes/No
Bcc	Bcc	Text
Bcc-Address	Bcc-Address	Text
Bcc-Type	Bcc-Type	Text
Categories	Categories	Text
Cc	Cc	Text
Cc-Address	Cc-Address	Text
Cc-Type	Cc-Type	Text
Conversation	Conversation	Text
From	From	Text
From-Address	From-Address	Text
From-Type	From-Type	Text
Importance	Importance	Number
Received	Received	Date/Time
Received-UTC	Received-UTC	Date/Time
Sensitivity	Sensitivity	Number
Sent	Sent	Date/Time
Sent-UTC	Sent-UTC	Date/Time
Subject	Subject	Text
To	To	Text
To-Address	To-Address	Text
To-Type	To-Type	Text

NOTE: Text fields can be Single Line of Text, or, Multiple Line of Text.

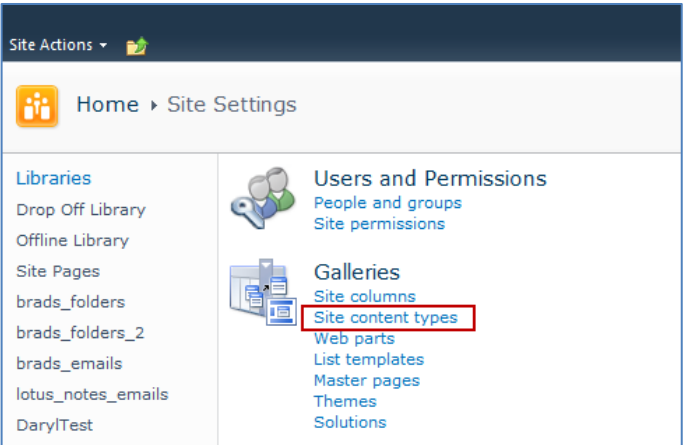
The **Default Column Name** refers to the display name of the SharePoint column

Metadata can be extracted into alternatively named columns. To extract metadata into non-default column names, see **Changing Column Mappings**.

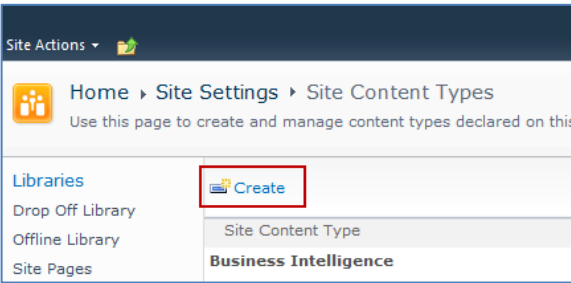
Adding a New Content Type to a Library

When creating an email content type, suitable SharePoint permissions are required. Typically, the email content type is created in the top level site within a site collection, allowing inheritance and customization in sub-sites.

- 1. In your document library, select **Site Actions > Site Settings**.
- 2. In the **Galleries** section, select **Site content types**:



- 3. In the **Site Content Types** page, click **Create**:



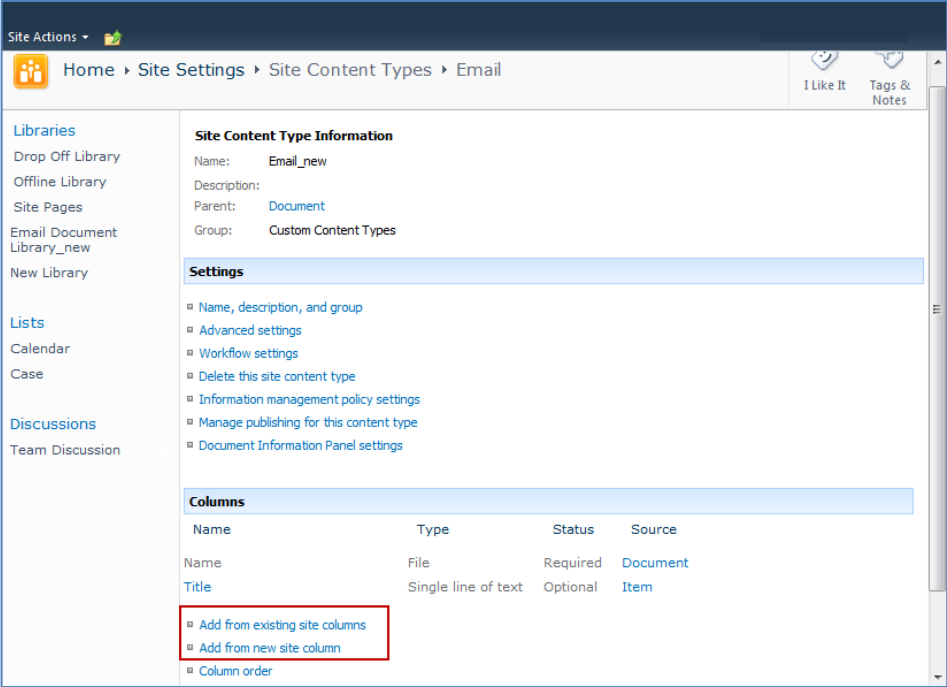
The **New Site Content Type** screen displays:

4. Enter the following information:
 - a. **Name and Description**
 - i. **Name:** enter a name for the content type
 - ii. **Description:** enter a description for the content type
 - iii. **Parent Content Type:** from the first drop-down list, select the parent content type group; in the second drop-down list, select the parent content type.
 - b. **Group:** choose if the content type is put into either:
 - i. **Existing group:** choose an existing content group from the drop-down menu
 - ii. **New group:** enter a name for a new content group
5. Click **OK**.
The content type is added.

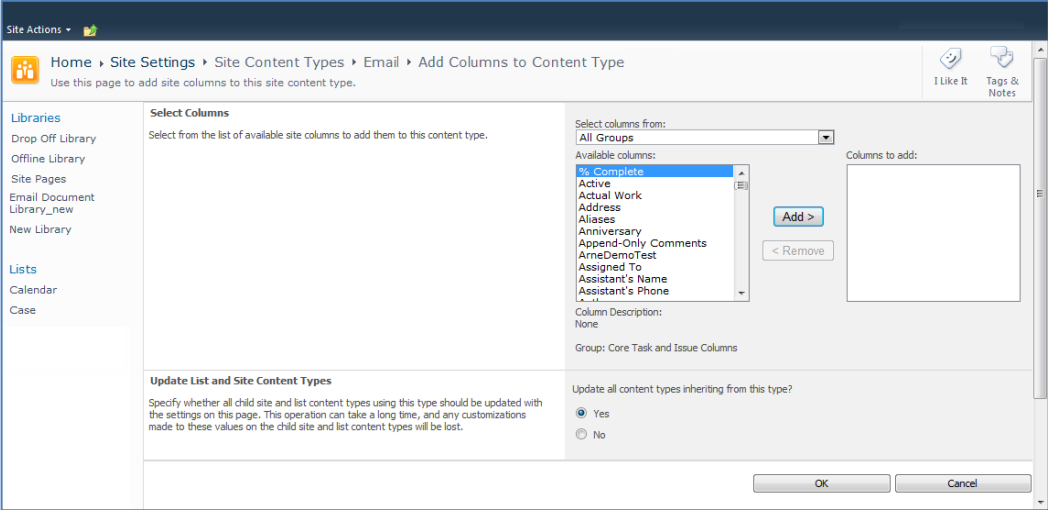
Configuring a Content Types

After adding a content type, you can add existing site columns as well as create new site columns.

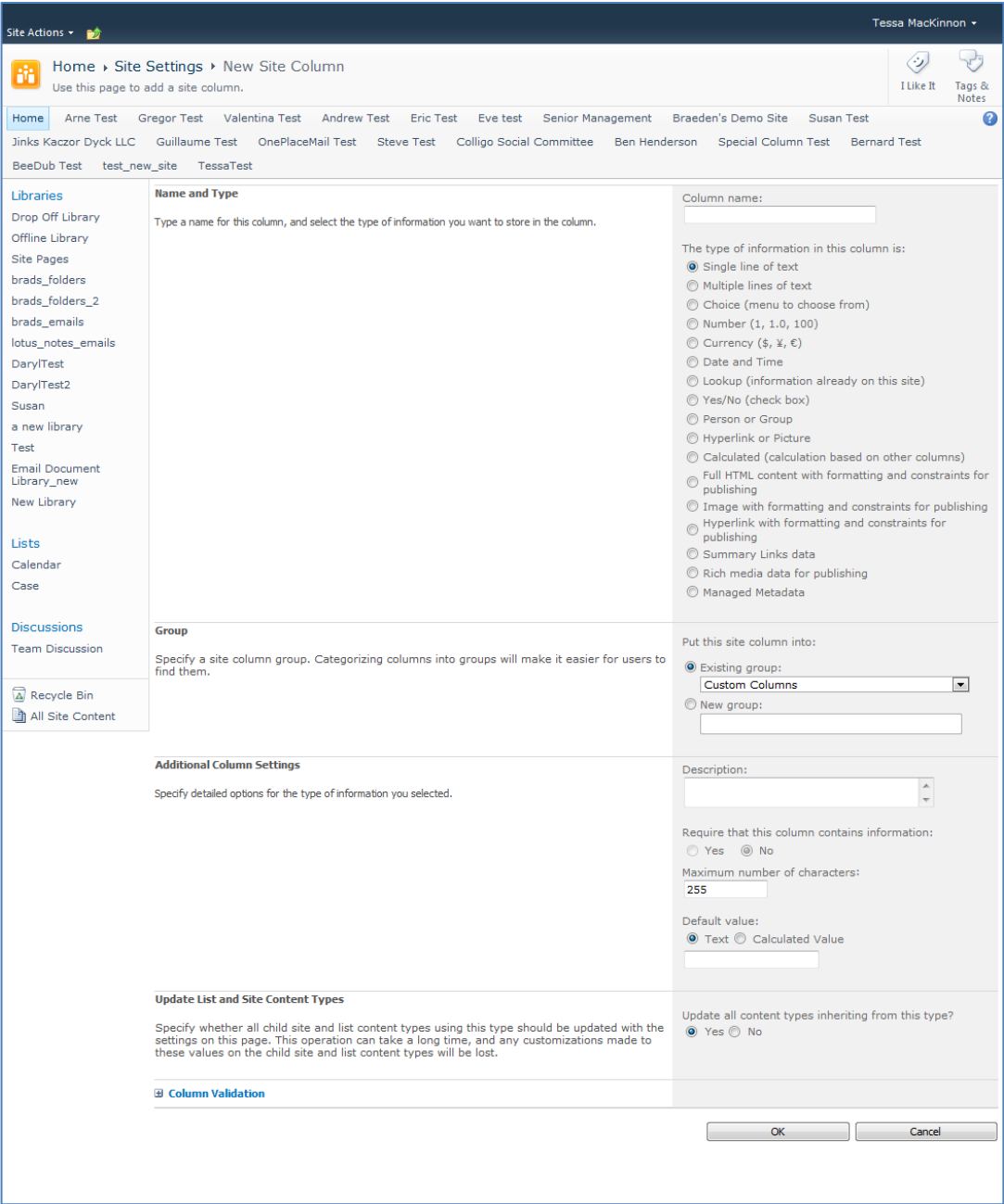
- 1. On the new content type page, click either:
 - a. **Add from existing site columns**
 - b. **Add from new site column**



Add Columns to Content Type:



- 2. Enter the following information:
 - a. **Select Columns:** choose a group from the **Select Columns from** drop-down menu
 - b. **Update List and Site Content Types:** choose if you want to update all content types inheriting from this type
- 3. Click **OK** to display the **New Site Column** screen:



- 4. Enter the following information:
 - a. **Name and Type**
 - i. **Column name:** enter the column name
 - ii. Choose a type of information contained in the column
 - b. **Group:** choose if the column will belong to an existing group or a new one
 - c. **Additional Column Settings**
 - i. **Description:** enter a description for the column
 - ii. **Require that this column contains information:** choose **Yes** if you require this column to be a mandatory field the user must fill out
 - iii. **Maximum number of characters:** enter the maximum number of characters you want to have in this column

- iv. **Default Value:** choose **Text** or **Calculated Value**
- d. **Update List and Site Content Types:** choose if you want to update all content types inheriting from this type

After adding the columns to the Email Content Type you may choose to re-order the columns and/or make the columns hidden.

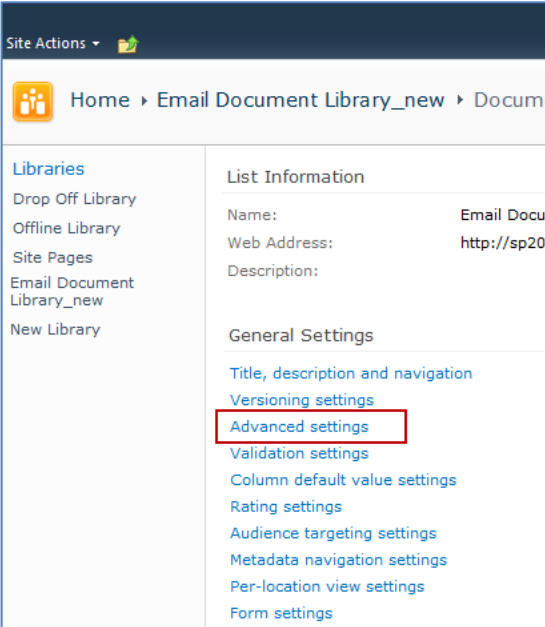
Hiding Columns

If you choose to make a column Hidden, the column is **not** displayed in the properties page of SharePoint, or Colligo Contributor’s default metadata editor dialog box.

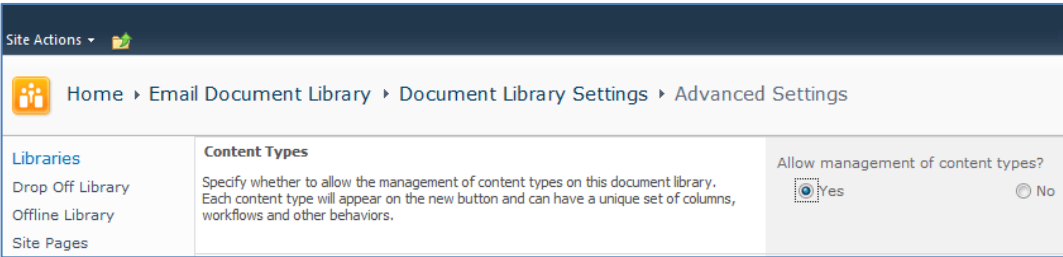
However, Colligo Contributor still extracts metadata into any hidden columns, and they can still be displayed in views, or used for filters.

Adding a New Content Type to Library

1. In your document library, go to **Library Tools > Library** ribbon and click the **Library Settings** icon.
2. In the **General Settings** section, click the **Advanced settings** link:



3. In the **Advanced Settings** screen, ensure the **Allow management of content types** option is set to **Yes**:

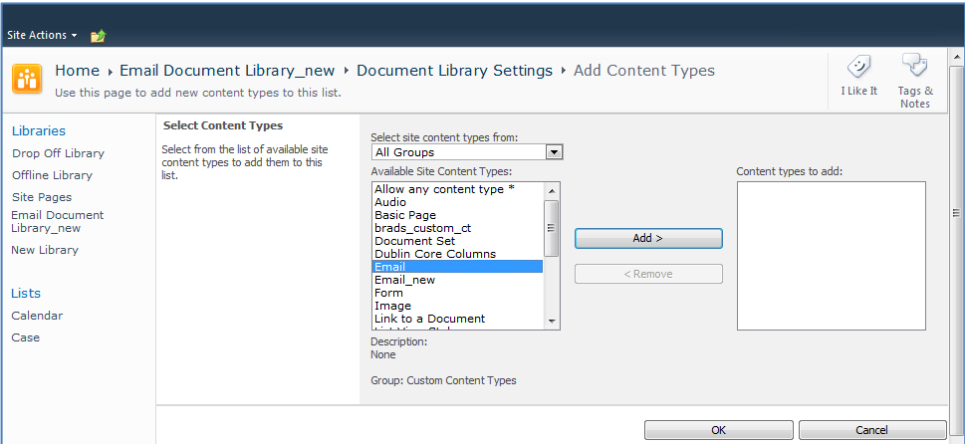


4. Click **OK** to save the changes and return to the Library Settings screen.
5. On the **Document Library Settings** screen, scroll down to the **Content Types** section:

Content Type	Visible on New Button	Default Content Type
Document	✓	

[Add from existing site content types](#)
[Change new button order and default content type](#)

- Click the **Add from existing site content types** link.
- In the **Add Content Types** screen, select a content type from the **Available Site Content Types** list, and click **Add**:



- Click **OK** to return to the **Document Library Settings** screen. The new content type displays in the **Content Types** section:

Content Type	Visible on New Button	Default Content Type
Email	✓	✓
Document	✓	

[Add from existing site content types](#)
[Change new button order and default content type](#)

Creating a Library Without Content Types

If you do not wish to use content types in your SharePoint library, you can add columns directly to the library to enable email metadata mapping. See **Enabling Metadata Extraction** for the metadata fields and default column names.

- 1. In your document library, go to **Library Tools > Library** ribbon and click the **Library Settings** icon.
- 2. In the **Document Library Settings** screen, scroll down to the **Columns** section and click **Create Column**:

Column (click to edit)	Type	Required
Title	Single line of text	
Attachment	Yes/No	
Checked Out To	Person or Group	

[Create column](#)
[Add from existing site columns](#)
[Column ordering](#)
[Indexed columns](#)

The **Create Column** screen displays:

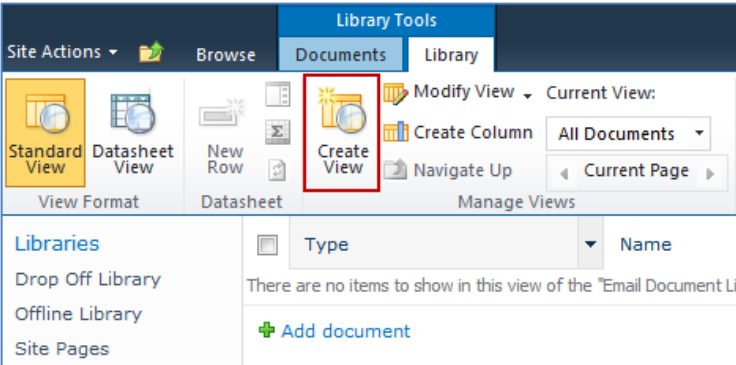
- 3. Enter the following information:
 - a. **Name and Type**
 - i. **Column name:** enter the column name

- ii. Choose a type of information contained in the column
 - b. **Additional Column Settings**
 - i. **Description:** enter a description for the column
 - ii. **Require that this column contains information:** choose **Yes** if you require this column to be a mandatory field the user must fill out
 - iii. **Enforce unique values:** choose Yes if you want this column to have a unique value
 - iv. **Maximum number of characters:** enter the maximum number of characters you want to have in this column
 - v. **Default Value:** choose **Text** or **Calculated Value**
 - vi. **Add to default view:** check this box if you want this column to display in the default view
4. Click **OK**.
The new column displays in the **Columns** section in your **Document Library Settings** list.

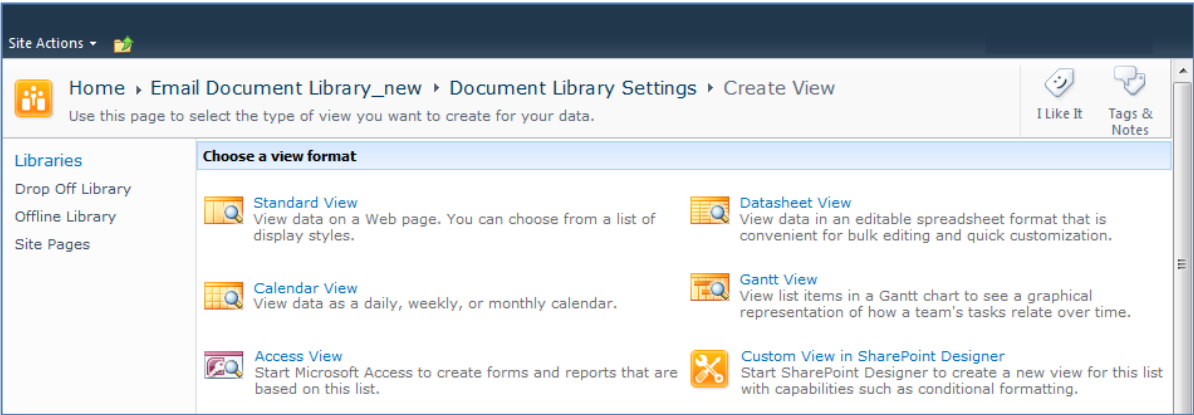
Creating An Email View

After you have defined your content type and added it to your library, it is recommended that you create an email view.

- 1. In your document library, go to **Library Tools > Library** ribbon and click the **Create View** icon:



The **Create View** screen displays:



- 2. Click the **Standard View** link.
The configuration options for the standard view display:

Site Actions ▾

Home ▸ Email Document Library_new ▸ Document Library Settings ▸ Create View

Use this page to create a view of this document library.

I Like It Tags & Notes

OK Cancel

Libraries

- Drop Off Library
- Offline Library
- Site Pages
- Email Document Library_new
- New Library

Lists

- Calendar
- Case

Name

Type a name for this view of the document library. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.

View Name:

Make this the default view (Applies to public views only)

Audience

Select the option that represents the intended audience for this view.

View Audience:

Create a Personal View
Personal views are intended for your use only.

Create a Public View
Public views can be visited by anyone using the site.

Columns

Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of the columns, select a number in the **Position from left** box.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Type (icon linked to document)	1 ▾
<input checked="" type="checkbox"/>	Name (linked to document with edit menu)	2 ▾
<input checked="" type="checkbox"/>	Modified	3 ▾
<input checked="" type="checkbox"/>	Modified By	4 ▾

Sort

Select up to two columns to determine the order in which the items in the view are displayed. [Learn about sorting items.](#)

First sort by the column:

None ▾

Show items in ascending order (A, B, C, or 1, 2, 3)

Show items in descending order (C, B, A, or 3, 2, 1)

Then sort by the column:

None ▾

Show items in ascending order (A, B, C, or 1, 2, 3)

Show items in descending order (C, B, A, or 3, 2, 1)

Sort only by specified criteria (folders may not appear before items).

Filter

Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type **[Today]** or **[Me]** as the column value. Use indexed columns in the first clause in order to speed up your view. Filters are particularly important for lists containing 5,000 or more items because they allow you to work with large lists more efficiently. [Learn about filtering items.](#)

Show all items in this view

Show items only when the following is true:

Show the items when column

None ▾

is equal to ▾

And Or

When column

None ▾

is equal to ▾

[Show More Columns...](#)

Inline Editing

Tabular View

Group By

Totals

Style

Folders

Item Limit

Mobile

Adjust mobile settings for this view.

Enable this view for mobile access (Applies to public views only)

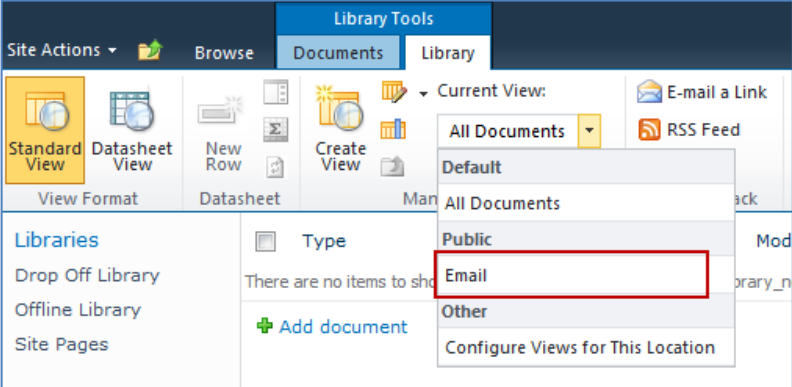
Make this view the default view for mobile access (Applies to public views only)

Number of items to display in list view web part for this view: 3

Field to display in mobile list simple view: [Name (linked to document with edit menu)] ▾

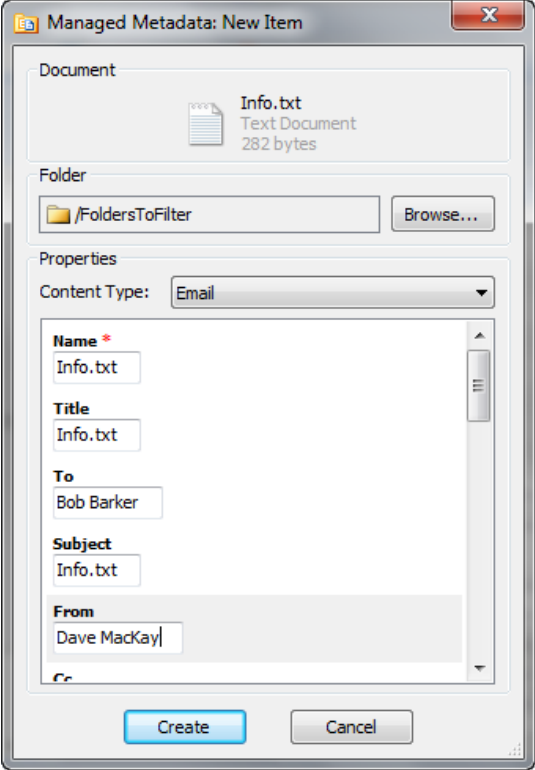
OK Cancel

- 3. Enter the **Name** and **Audience** for your view.
- 4. Click **OK**. You can now select this view from your **Current View** list in your **Library** ribbon:



Validating Metadata Extraction

To validate that your metadata is being extracted correctly, drag-and-drop an email into a Colligo for SharePoint Folder, and check that the correct metadata is being displayed and extracted:



Changing Column Mappings

By default, the required SharePoint column display name matches the Outlook message field name shown in the table in **Manually Creating Content Types**.

The email configuration file allows you to override the default mapping of the Outlook message field name to the SharePoint column display name.

Name the file `ColligoMappingConfig.xml` and store it in the following location:

`<%UserProfile%>\Application Data\Local\Colligo Offline Client\Config\Email`

NOTE: the Colligo folder must be manually created.

To adjust the SharePoint metadata column name for a particular Outlook message field, the **SPColumn** attribute of the appropriate Mapping element is changed. It is also possible to specify multiple mappings for the same message field. That is, the same field can be mapped to multiple SharePoint metadata columns.

The format of the `ColligoMappingConfig.xml` file is shown below:

```
<?xml version="1.0" encoding="utf-8"?>
<ColligoMappingConfig>
  <Mappings>
    <Mapping Field="Attachment" SPColumn="Attachment"/>
    <Mapping Field="Bcc" SPColumn="Bcc"/>
    <Mapping Field="Bcc-Address" SPColumn="Bcc-Address"/>
    <Mapping Field="Bcc-Type" SPColumn="Bcc-Type"/>
    <Mapping Field="Categories" SPColumn="Categories"/>
    <Mapping Field="Cc" SPColumn="Cc"/>
    <Mapping Field="Cc-Address" SPColumn="Cc-Address"/>
    <Mapping Field="Cc-Type" SPColumn="Cc-Type"/>
    <Mapping Field="Conversation" SPColumn="Conversation"/>
    <Mapping Field="From" SPColumn="From"/>
    <Mapping Field="From-Address" SPColumn="From-Address"/>
    <Mapping Field="From-Type" SPColumn="From-Type"/>
    <Mapping Field="Importance" SPColumn="Importance"/>
    <Mapping Field="Message Body" SPColumn="Message Body"/>
    <Mapping Field="Received" SPColumn="Received"/>
    <Mapping Field="Received-UTC" SPColumn="Received-UTC"/>
    <Mapping Field="Sensitivity" SPColumn="Sensitivity"/>
    <Mapping Field="Sent" SPColumn="Sent"/>
    <Mapping Field="Sent-UTC" SPColumn="Sent-UTC"/>
    <Mapping Field="Subject" SPColumn="subject"/>
    <Mapping Field="To" SPColumn="To"/>
    <Mapping Field="To-Address" SPColumn="To-Address"/>
    <Mapping Field="To-Type" SPColumn="To-Type"/>
  </Mappings>
</ColligoMappingConfig>
```

UNINSTALLING COLLIGO CONTRIBUTOR

To uninstall, Colligo Contributor, complete the following steps:

- 1) In your Control Panel, choose **Uninstall a Program** from the **Programs** group.
- 2) Select Colligo Contributor in the program list and click **Uninstall**.