

# Colligo Contributor 4.6

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Administrator's Guide



**DOCUMENT REVISION HISTORY**

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## Introduction

This document provides guidance for your deployment of Colligo Contributor.

User documentation is provided on the Colligo Contributor support website:

<http://www.colligo.com/support/> including a series of short screencasts introducing the product  
<http://www.colligo.com/resources/screencasts/>

For any further technical details please contact Colligo Technical Support at [support@colligo.com](mailto:support@colligo.com), or for sales related question please contact [sales@colligo.com](mailto: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.

Colligo 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 and an online-only version with no caching are available. Switching between editions is simply a case of registering a new license key.

### Colligo Contributor Pro

Easily file, tag, view, and share documents, emails, and attachments in SharePoint when working offline. Colligo Contributor Pro includes Colligo Contributor Add-in for Outlook, Colligo Contributor File Manager, and Colligo Contributor Client in a single, value-priced bundle.

### Colligo Contributor Add-in for Outlook

Drive SharePoint adoption for email and content management with easy access directly from Outlook. Choose Send & File, or simply drag-and-drop emails and attachments into document libraries and folders, instantly capturing critical metadata. The built-in Attachment Manager easily stores email attachments in SharePoint, replacing them with links.

### Colligo Contributor File Manager

Increase SharePoint adoption by seamlessly linking folders on your file system with SharePoint document libraries. Local folders become "SharePoint aware", providing easy access to SharePoint features such as metadata, content types, and document templates. Folders can also be easily accessed from any application that uses the standard Windows File Open/Save dialog. SharePoint files can be added and edited using familiar desktop operations.

### Colligo Contributor Client

Extend the power of SharePoint to mobile and remote workers. Instantly and securely access, modify, and create SharePoint documents, list items, and metadata while offline. Sync changes to libraries and

lists automatically when connected. Keep team members productive, regardless of network latency or unavailability, in the field or on the road.

### Localization

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

## System Requirements

### Software Requirements

Colligo Contributor requires the following software:

- Windows 8
- Windows 7
- Windows XP Professional
- Windows Vista

### Client Software Requirements

Colligo Contributor has the following client software requirements:

- Microsoft .NET framework 3.5 Runtime
- Microsoft .NET framework 4.0. Runtime
- Integration with Microsoft Office requires Office 2003 or later
- Microsoft Office 2003 SP2, 2007, 2010, 2013
- 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++ 2010 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
- SharePoint 2010 Online (Office365)
- SharePoint 2013

## Installing Colligo Contributor

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

There are different installer packages dependent on which Operating System you have:

- For a 32-bit Operating System, use the x86 installer
- For a 64-bit Operating System, 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](http://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 Colligo Contributor in a terminal server environment. Each of these requires specific installation and configuration affects the product operation.

#### Activation and Licensing

Colligo Contributor is normally licensed on a per user / per machine basis and the activation system is used to enable and authorize client installation. Each Colligo 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 Colligo 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

Colligo 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

Colligo 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, Outlook\DisableMachineld, should be set to 1 (Enabled).

#### Multi-Session Behaviors

Colligo 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, Colligo 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

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

## 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

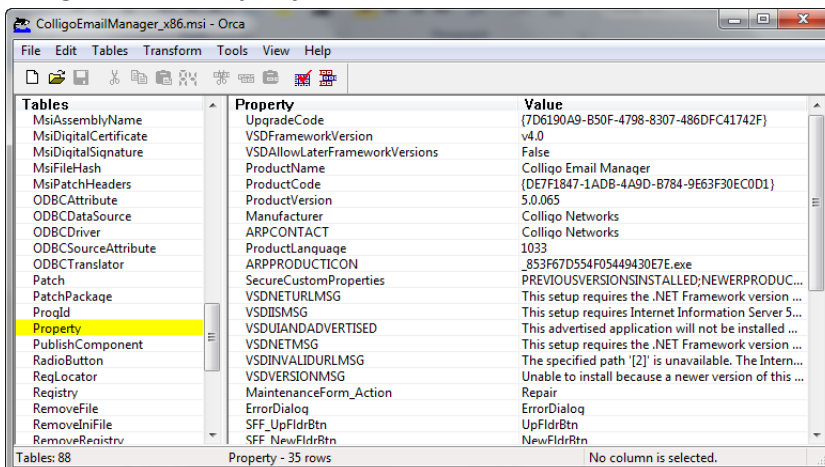
Instead of downloading the entire Windows Installer SDK, you can download Orca from Colligo's web site: <http://www.colligo.com/support/kb/orca-msi-editor/>

## Using Orca to Edit the MSI

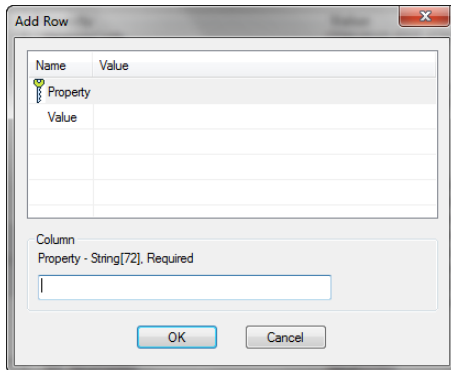
Once you have installed Orca, you can start editing the Colligo Contributor.msi file. Colligo recommends copying the MSI file and working on the copy (since **Save As** in Orca does not save the entire MSI package).

Editing an MSI file:

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



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



- Enter the **Property** name and **Value**.
- 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.

## Editing the Registry

Registry settings may be stored under HKEY\_LOCAL\_MACHINE or HKEY\_CURRENT\_USER. Values under HKEY\_LOCAL\_MACHINE take precedence. Values are stored in:

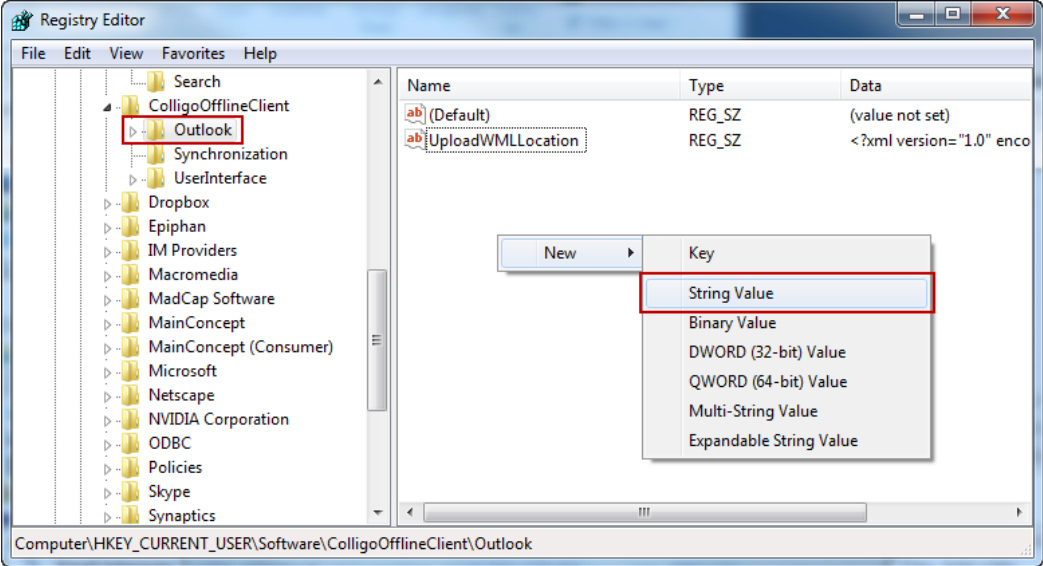
- HKEY\_LOCAL\_MACHINE\Software\ColligoOfflineClient
- HKEY\_LOCAL\_MACHINE\Software\Wow6432Node\ColligoOfflineClient (x64 machines)
- HKEY\_CURRENT\_USER\Software\ColligoOfflineClient

Registry keys must be in the form of Key/String Value. To add a string value to a registry key:

- Open the Registry Editor.
- Navigate to the Key you want to add a new String Value to. For example, if the key is **Outlook/DisableAddInStartupSync**, Outlook is the key and DisableAddInStartupSync is the string value within the Outlook Key.

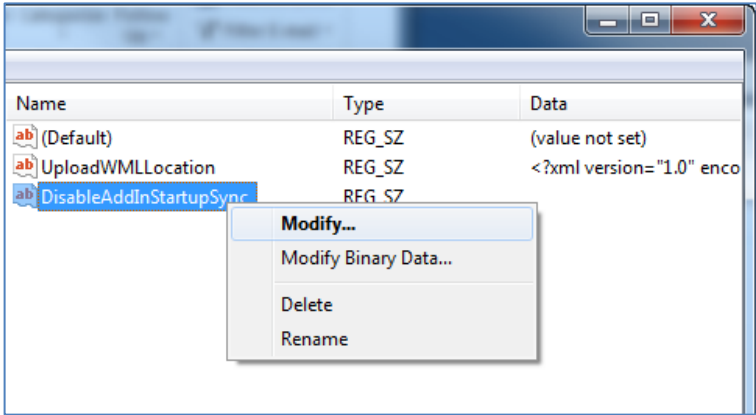
**NOTE:** If the key doesn't exist, you can create it by right clicking on the parent key and select **New Key** from the contextual menu.

- Right-click on the right side and select **New > String Value** from the contextual menu:

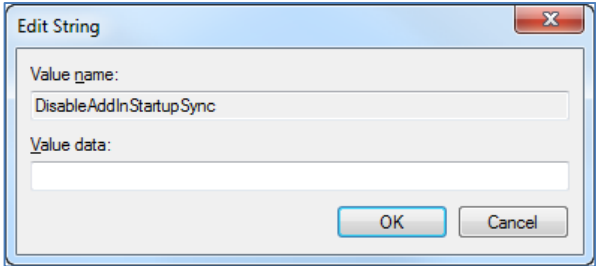


A new String Value appears in the **Name** list.

- 4. Enter the name of the String Value; in this example, it would be DisableAddInStartupSync. To edit the name of the String Value, right click it and select **Rename** from the contextual menu:



- 5. Press **Enter** or right-click and select **Modify** from the contextual menu to display the **Edit String** dialog:



- 6. Enter the **Value data** and click **OK**.

## Registry Configuration Editor

A Registry Configuration Editor is available with Colligo 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 Colligo Contributor Programs area in the Start toolbar.

Colligo 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:** To disable a 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

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

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

For more information about configuring this setting, see <http://www.colligo.com/support/settings/web-proxy-settings/>

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

Colligo 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.

Colligo 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](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.mspix>.

## 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 Colligo 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 Colligo 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. Colligo 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:

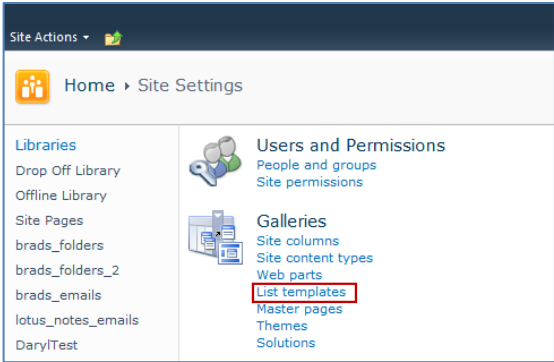
<http://www.colligo.com/support/kb/default-column-names-for-email-metadata-mapping/>

Download the attachment *CfsEmailLibrary2010.zip*.

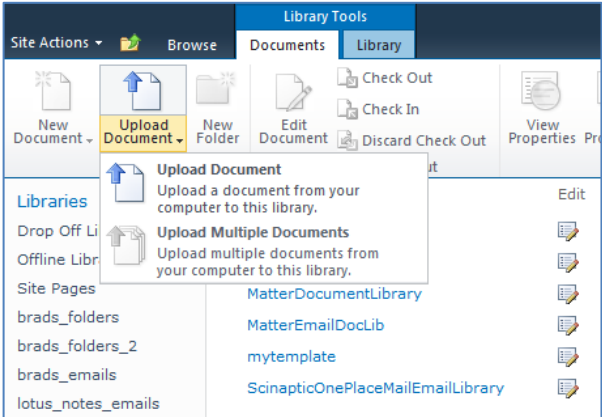
The zip file contains a site template named *CfsEmailLibrary2010.stp*.

### 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**:

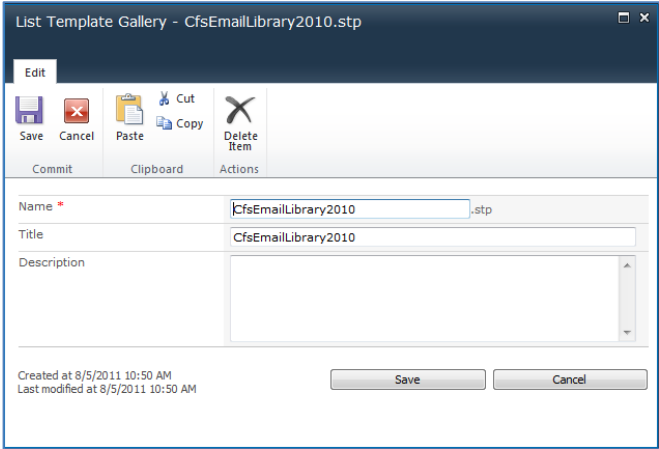


5. In the List Template Gallery, in the **Library Tools > Documents** ribbon, click **Upload Document**:



The **Upload Document** dialog displays.

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



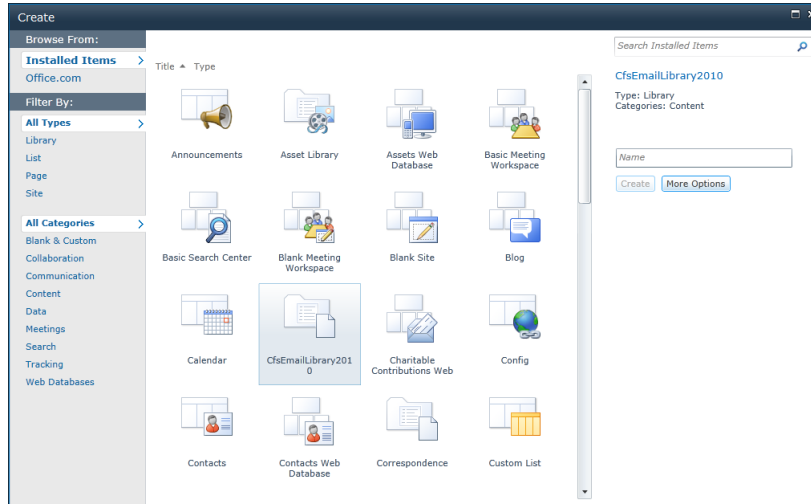
- 7. Enter the following information:
  - a. **Name**: enter a name for the template gallery
  - b. **Title**: enter a title that reflects the use of the template gallery
  - c. **Description**: enter a description for the template gallery
- 8. Click **Save**.  
The new list template displays in the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

## Creating a Site

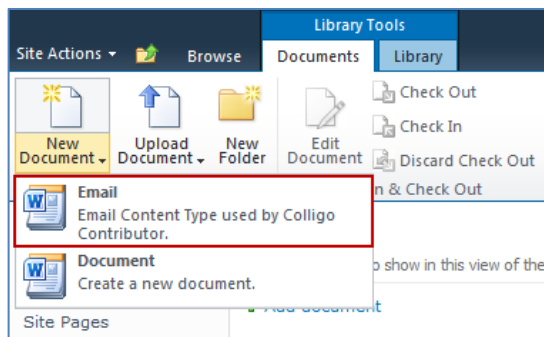
After you have installed the list template, you can create a new library based on the template.

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.

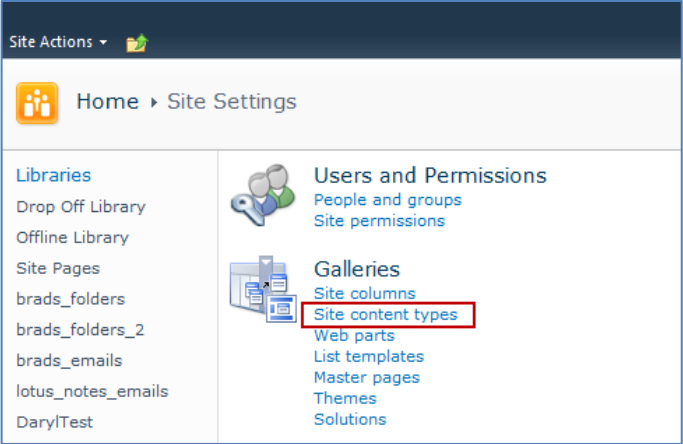
The **Default Column Name** refers to the display name of the SharePoint column

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

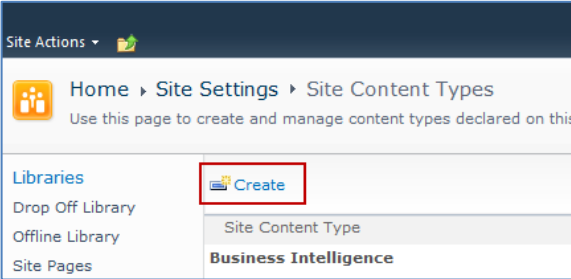
**Adding a New Content Type to a Library**

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.

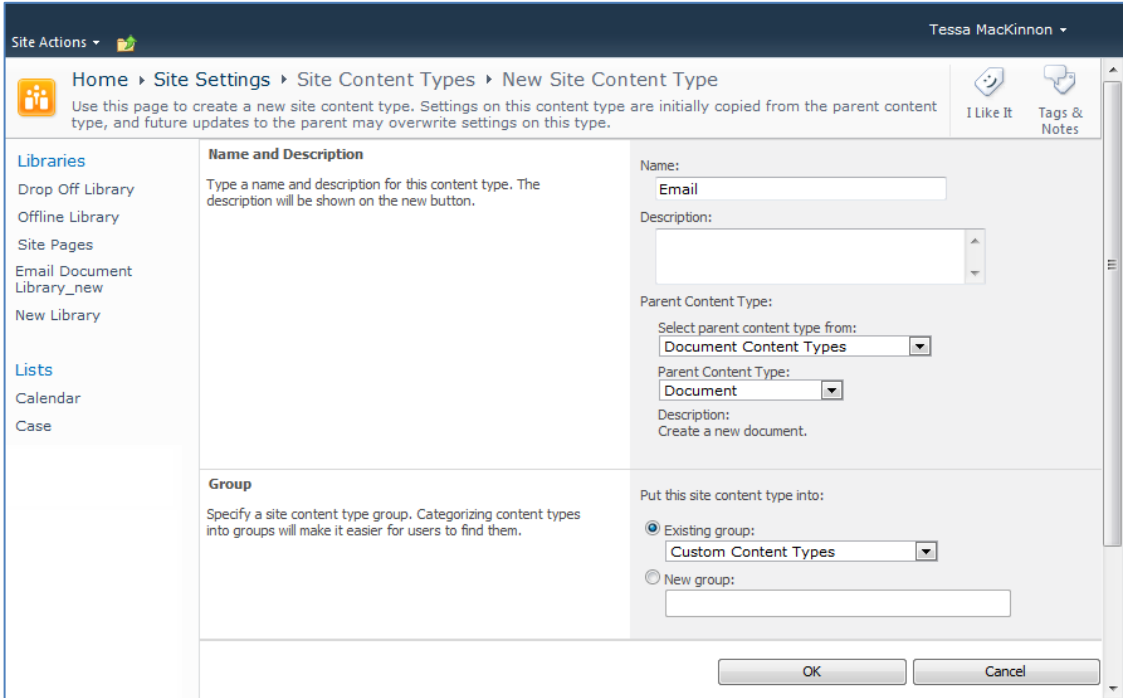
1. In your document library, select **Site Actions > Site Settings**.
2. In the **Galleries** section, select **Site content types**:



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



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

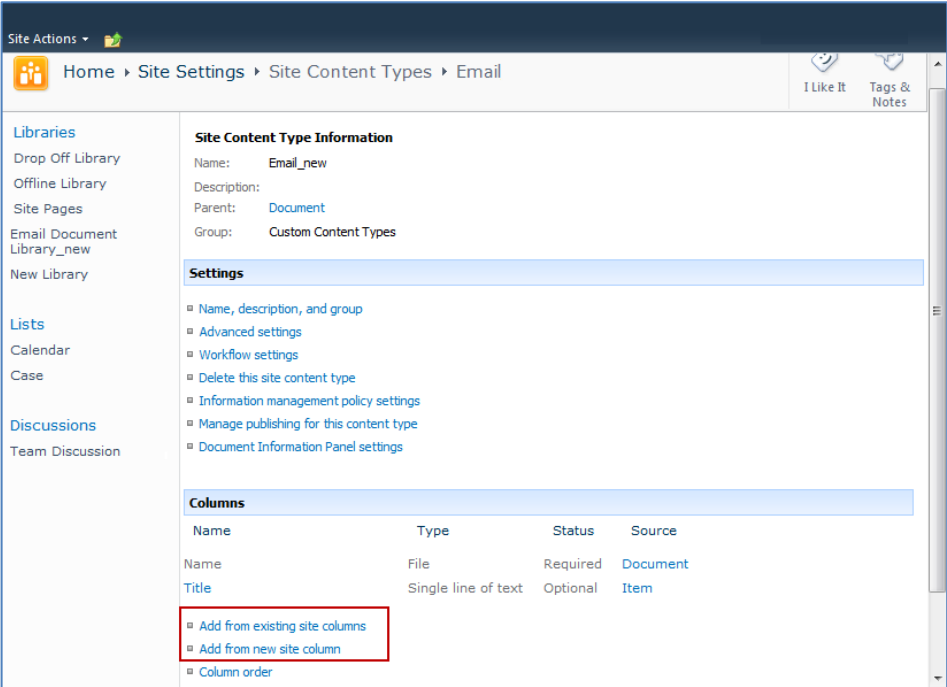


- 4. Enter the following information:
  - a. **Name and Description**
    - i. **Name:** enter a name for the content type
    - ii. **Description:** enter a description for the content type
    - iii. **Parent Content Type:** from the first drop-down list, select the parent content type group; in the 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.

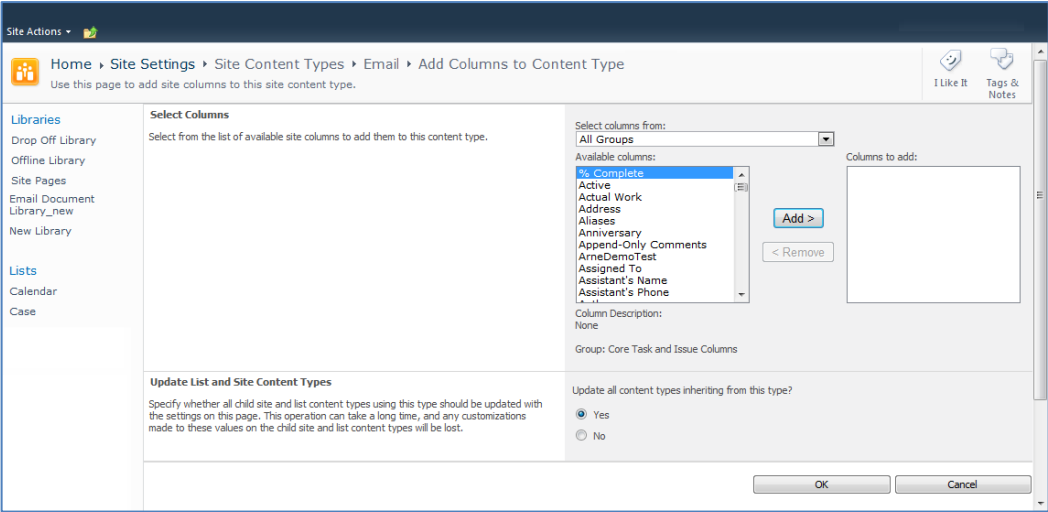
### Configuring Content Types

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

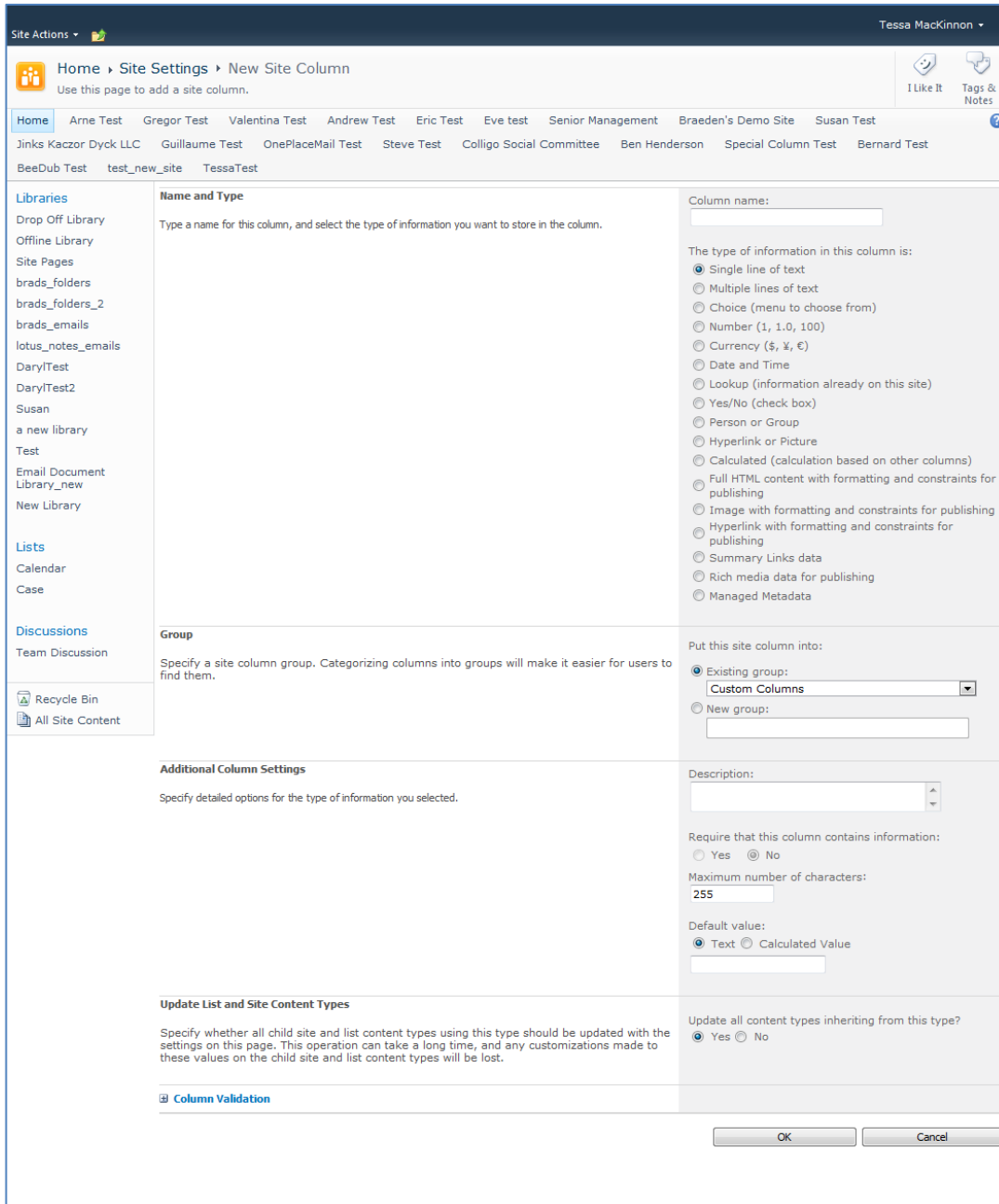
- 1. On the new content type page, click either:
  - a. **Add from existing site columns**
  - b. **Add from new site column**



### Add Columns to a 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.

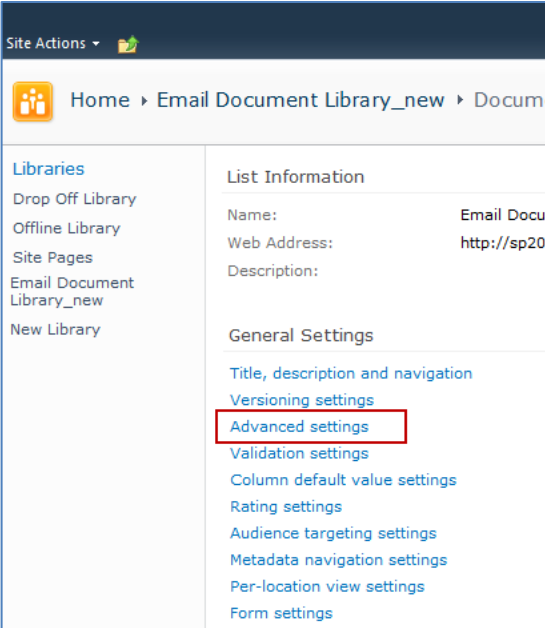
**Hiding Columns**

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.

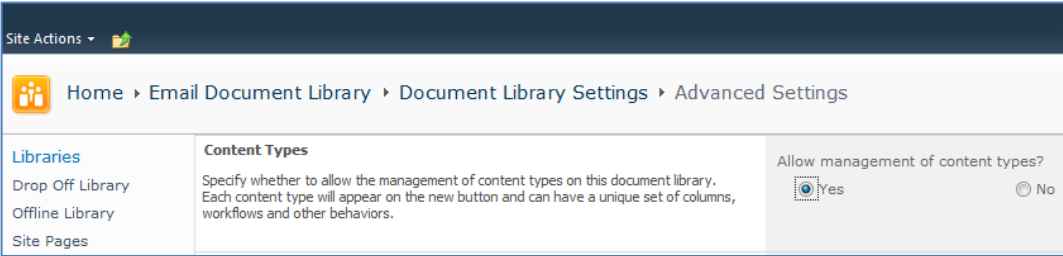
However, Colligo Contributor still extracts metadata into any hidden columns, and they can still be displayed in views, or used for filters.

**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**:

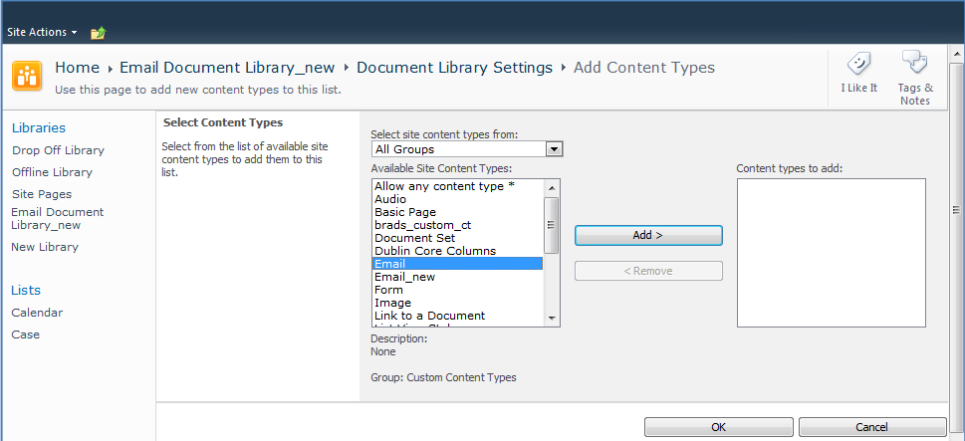


4. Click **OK** to save the changes and return to the Library Settings screen.
5. On the **Document Library Settings** screen, scroll down to the **Content Types** section:

Content Type	Visible on New Button	Default Content Type
Document	✓	

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

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



- 8. 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**:

**Columns**

A column stores information about each document in the document library. The following columns are currently available in this document library:

Column (click to edit)	Type	Required
<a href="#">Title</a>	Single line of text	
<a href="#">Attachment</a>	Yes/No	
<a href="#">Checked Out To</a>	Person or Group	

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

The **Create Column** screen displays:

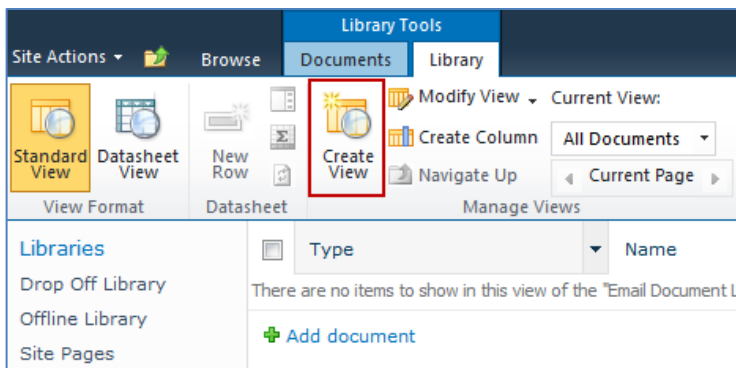
3. Enter the following information:
  - a. **Name and Type**
    - i. **Column name:** enter the column name

- 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.

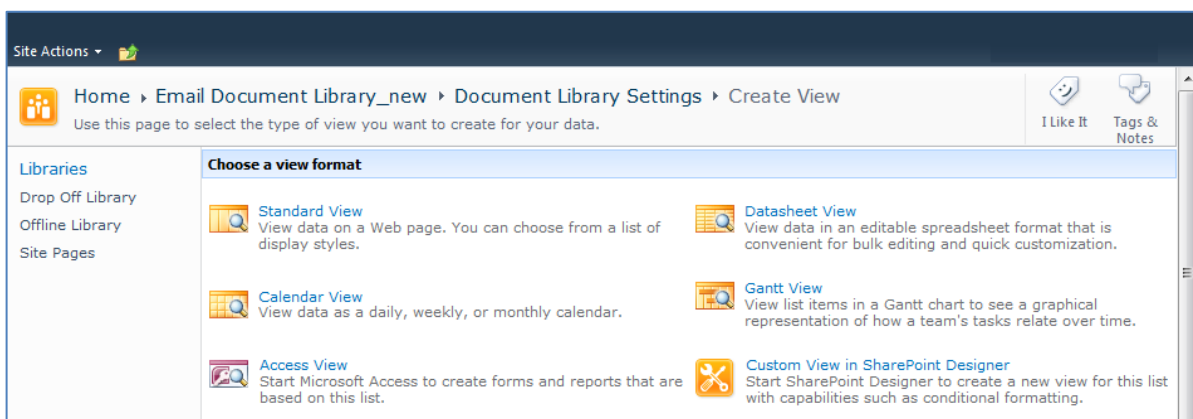
### Creating An Email View

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:

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:

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  is equal to

And  Or

When column  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)

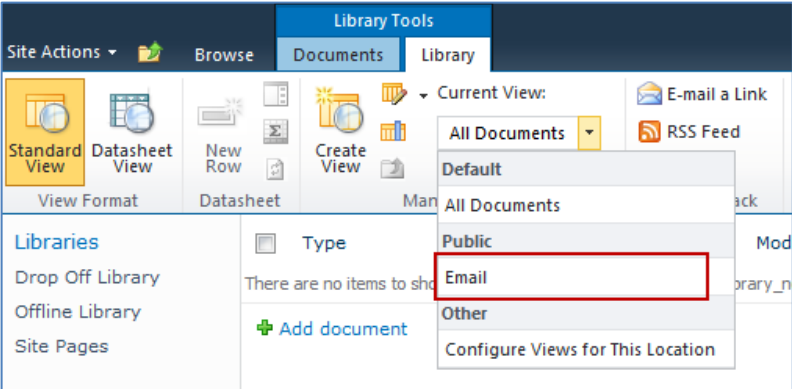
Make this view the default view for mobile access (Applies to public views only)

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

Field to display in mobile list simple view:

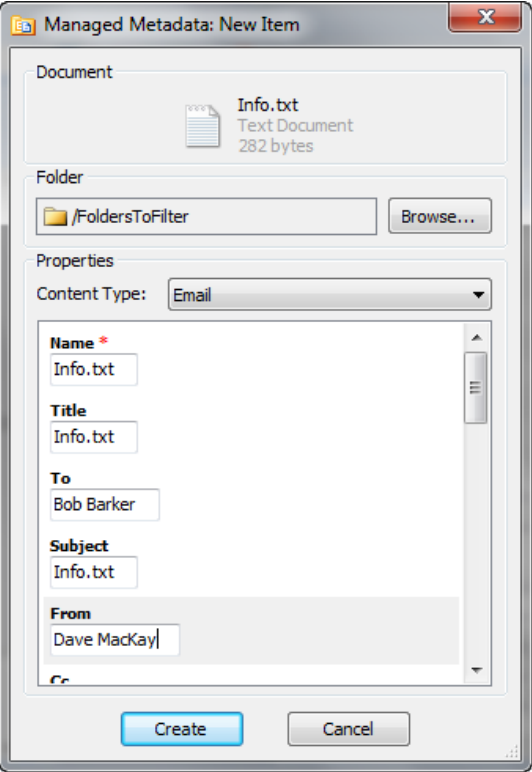
OK Cancel

- 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 `EmailConfig.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 `EmailConfig.xml` file is shown below:

```
<?xml version="1.0" encoding="utf-8"?>
<cfsEmail>
  <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="Signed By" SPColumn="Signed By"/>
    <Mapping Field="Subject" SPColumn="Subject"/>
    <Mapping Field="Subject" SPColumn="Title"/>
    <Mapping Field="Subject" SPColumn="Email Subject"/>
    <Mapping Field="Categories" SPColumn="Email Categories"/>
    <Mapping Field="To" SPColumn="To"/>
    <Mapping Field="To-Address" SPColumn="To-Address"/>
    <Mapping Field="To-Type" SPColumn="To-Type"/>
    <Mapping Field="Original Filename" SPColumn="Original Filename" />
    <Mapping Field="Original Bytes" SPColumn="Original Bytes" />
    <Mapping Field="Original Created" SPColumn="Original Created" />
    <Mapping Field="Original Modified" SPColumn="Original Modified" />
    <Mapping Field="Original Created UTC" SPColumn="Original Created UTC" />
    <Mapping Field="Original Modified UTC" SPColumn="Original Modified UTC" />
  </Mappings>
</cfsEmail>
```

## Centrally Configuring Content

The Colligo for SharePoint Site Config File allows IT administrators to define a minimal set of sites, lists, libraries, and folders to be synchronized to a user's computer.

To generate a site config file, you need to first set up your Contributor workspace as preferred. Download your desired sites, and select the entire site or the desired lists and libraries for synchronization. You can also select individual folders or views for synchronization (rather than synchronizing an entire document library). All these settings are specified using the standard Contributor user interface.

Once the synchronization settings are set up as desired, export the site config file using the **File > Export Site Configuration File** menu option within Contributor. The only file name requirement is that it must have a .xml extension.

### Outlook Folders

Contributor Version 4.0 and later applications support creating folders in Outlook based on the site config file. To enable automatic Outlook folder creation, you must edit a Site Config file to include an <Outlook> node (see **Defining Outlook Folders** for details).

### Reading the Site Config File

By default, Contributor synchronizes all sites on startup, and periodically every 30 minutes thereafter. You can configure the timing of these background synchronizations.

Prior to each background sync, Contributor searches for site config files in the specified locations. All sites, lists, libraries, and folders specified in the site config files that are found are downloaded and synchronized as part of the background sync.

If a user deletes a site, or deselects a list, library, or folder that is included in a site config file, the content is re-enabled for synchronization at the time of the next background sync.

### Site Config File Location

To apply the site config settings on a particular user's machine, the file must be copied to one of the following locations:

- <%UserProfile%>\Application Data\ColligoOfflineClient\Config\Sites
- <%UserProfile%>\Local Settings\Application Data\ColligoOfflineClient\Config\Sites
- <%AllUsersProfile%>\Application Data\ColligoOfflineClient\Config\Sites

### Defining Outlook Folders

To enable automatic Outlook folder creation, you must edit a Site Config file to include an <Outlook> node. Colligo recommends that you validate the customized Site Config file with the XML Schema File.

### Node Format

Each site defined in the Site Config File may contain zero or one <Outlook> nodes. The <Outlook> node may contain one or more <Folder> nodes. The <Folder> node provides details to Contributor to create the folder. A sample <Outlook> node is shown below:

```

<Outlook>
  <Folder>
    <ListID>{2B8A5A19-E4C9-4FBB-A941-A2AC14BB69B4}</ListID>
    <Name> Documents (Offline)</Name>
    <ParentName>Project 44-12</ParentName>
    <Offline>>true</Offline>
  </Folder>
  <Folder>
    <ListID>{2B8A5A19-E4C9-4FBB-A941-A2AC14BB69B4}</ListID>
    <Name>Documents (Online)</Name>
    <ParentName>Project 44-12</ParentName>
    <Offline>>false</Offline>
    <OnlineUrl>http://server/Documents</OnlineUrl>
  </Folder>
</Outlook>

```

### <Folder Node> Children

Name	Required	Values	Description
ListID	Yes	Any valid GUID	SharePoint’s ListID for the specified list
Name	Yes	String	Name of folder to create in Outlook
ParentName	No	String	If specified, Contributor creates a parent folder for this list
Offline	No	true   false	true: Contributor displays the Contributor Add-In offline view false: Contributor sets the home page to a specified url
OnlineUrl	No	Any valid url	If <Offline> is false the folder-home page is set to this url (ignored if <Offline> is true)

### Errors

If the format of a site config file is invalid, an error message is logged each time the file is read. The error message is logged to the Contributor log file, found under the **Help > Open Log File Folder** menu option.

**NOTE:** XML is a case-sensitive language. Ensure any manually created nodes use the correct case.

If the user’s default credentials are not sufficient to gain access to a site contained in the site config file, an access error displays in the **Errors and Conflicts** pane. When users double-click on this error, they are given the option to change their credentials for the site. On the next background sync cycle, Contributor attempts to download the site using the new credentials.

## 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**.