Colligo Email Manager 6.2

Offline Mode - User Guide



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COLLIGO EMAIL MANAGER

Welcome to Colligo Email Manager, the simple, powerful, and reliable solution to enterprise email management in Microsoft SharePoint. Featuring seamless integration with Microsoft Outlook, Colligo Email Manager makes it fast and easy to file, tag, find, view, sync and share email and attachments in SharePoint, all from within the familiar Outlook interface.

Colligo Email Manager streamlines SharePoint interaction by providing simple, intuitive ways to move or copy email and attachments to SharePoint from Outlook, including drag-and-drop or send-and-file. Email metadata is automatically captured for findability, and additional metadata can be easily added to classify content according to corporate guidelines or regulatory requirements. The integrated search functionality searches both SharePoint and Outlook to locate emails, or find documents to send as attachments. SharePoint sites can also be viewed from within Outlook, making finding content a breeze.

Colligo Email Manager also encourages users to file emails and attachments to SharePoint in the office or on the road, and allows mobile and remote workers to remain productive, regardless of network latency or unavailability.

Benefits

- Empower users to easily manage email & documents in SharePoint
- Increase the quantity of content captured & tagged in SharePoint
- Reduce risk, improve compliance & records retention
- Reduce uncontrolled content in personal archives and PSTs
- Make SharePoint accessible in the applications users use every day, everywhere
- Improve collaboration, document & project management
- Drives user adoption of SharePoint by improving ease of use
- Encourage users to file emails and attachments to SharePoint in the office or on the road
- Allow mobile and remote workers to remain productive, regardless of network latency or unavailability

Key Features

- File Drag-and-drop email and attachments to SharePoint within Outlook, using the familiar Outlook folder tree. Send & File button automatically files sent email to SharePoint.
- Tag Add automatic or customized metadata, including managed metadata.
- **Sync** download SharePoint content for offline viewing and editing. File emails even when disconnected from the network.
- Find Search Outlook and SharePoint together. Find your content no matter where it lives.
- View See SharePoint content right inside Outlook. No need to switch to the browser.
- Share Email attachments as links for easy collaboration.
- **Deploy** Deploy easily, client-only installation.

Platforms Supported

- Microsoft Outlook 2007, 2010 SP1, or 2013 (32-bit or 64-bit edition)
- Microsoft SharePoint 2007, 2010, or 2013
- Windows XP SP3, Windows Vista, Windows 7, or Windows 8
- Internet Explorer 7, 8, or 9 (optional)

NOTE: The screenshots in this document use Outlook 2010, SharePoint 2010, and Windows 7. Your user interface may differ depending on your specific configuration.

INSTALLING AND ACTIVATING COLLIGO EMAIL MANAGER

Email Manager can be installed in one of two modes. Before you install Email Manager, ensure that you have chosen the correct mode; if you want to change modes, you will need to uninstall and reinstall the program.

Connected: If you install Email Manager in Connected mode, you do not have the ability to synchronize content so it is available for viewing and editing offline; you can only access your Share-Point content when you are connected to your SharePoint server. *NOTE*: SharePoint 2007 is not supported in Connected mode.

NOTE: This user guide addresses Colligo Email Manager Offline mode only.

• **Offline**: If you install Email Manager in Offline mode, you have the ability to synchronize content so it is available for viewing and editing offline; your SharePoint content is available to you even if you are not connected to your SharePoint server.

To install and activate Colligo Email Manager:

- 1. Double-click to open the Colligo Email Manager XX.zip file and extract the contents.
- 2. In the folder, double-click the folder that corresponds with your operating system:
 - a. **x86**: choose this option if you have a 32-bit operating system
 - b. x64: choose this option if you have a 64-bit operating system
- 4. Double-click either Setup.exe or ColligoEmailManager_xNN.msi.
- 5. Follow the steps in the install wizard.
- 6. After installation is complete, enter your information to activate the software. If you do not activate Colligo Email Manager, it does not display.
- 7. If you are unable to connect to the activation server, the following error message displays:



NOTE: The inability to connect could be due to firewall settings in your corporate network or a dropped internet connection. If the connection issue is temporary, Colligo advises to attempt activating at a later time before trying activation by email.

- 8. Click Activate via Email.
- 9. On the following screen, click **Export Activation Request**.
- 10. Save the ActivationRequest.txt file in your preferred location.
- 11. Attach this file to your email and send to activation@colligo.com.

You will receive a response from Colligo Technical Support with instructions for manual activation.

After Colligo Email Manager is installed, a new group called **Colligo Email Manager** displays in the left-hand pane in Microsoft Outlook:

▲ Favorites	<
🔄 Inbox	
🔁 Sent Items	
Deleted Items (97)	
🚞 Accounting	
Colligo Email Manager	
Deleted Items	
Browser	
Favorites	
🚞 Folders	
Recovered Items	
🧔 Search Folders	
DMackay@colligo.com	
🗅 🚾 Inbox	
🔯 Drafts [9]	
🖻 📴 Sent Items	
Deleted Items (92)	

You can now add SharePoint sites and designate folder locations for your Favorites and Folders lists.

Checking for Updates

To check if you are using the most current version of Colligo Email Manager, click the **Colligo** drop-down arrow and select **Check for Updates**.

The www.colligo.com site launches in your web browser. If there is a newer version available, click the **Download the latest version now** link to install the newer build.

Updating Your License Key

To change your license key:

1. Click the **Colligo** drop-down arrow and select **Install License Key**.

The Enter License Key dialog displays:

Enter License Key	x
Please enter your 25-digit license	e key (include dashes):
	OK Cancel

2. Enter your license key and click **OK**.

MANAGING SHAREPOINT SITES

Colligo Email Manager lets you connect to SharePoint sites through Outlook. You can add, edit, and remove sites, as well as add folders to your Favorites and Folders lists.

Adding a SharePoint Site in Email Manager

You can add a SharePoint site to Colligo Email Manager in one of two ways:

- 1. By using the **SharePoint Sites** dialog in Outlook.
- 2. By using the Connect to Colligo Email Manager button in Internet Explorer.

Using the SharePoint Sites Dialog in Outlook

1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.

The **SharePoint Sites** dialog displays:

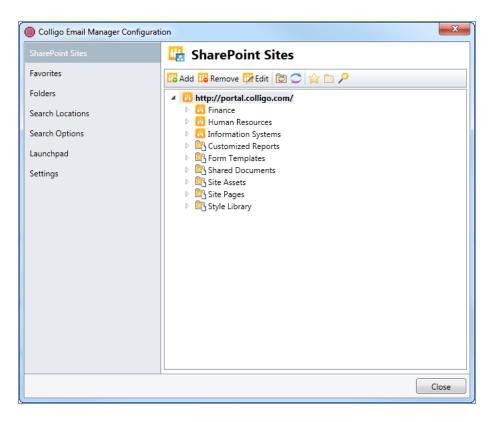
Colligo Email Manager Configurati	ion
SharePoint Sites	🔛 SharePoint Sites
Favorites	🔀 Add 🔀 Remove 📴 Edit 🔯 💭 😭 🗀 🔎
Folders	Add SharePoint Site
Search Locations	
Search Options	
Launchpad	
Settings	
	Close

2. Click the Add SharePoint Site link or the Add icon.

The Add SharePoint Site dialog displays:

Add SharePo	oint Site	
URL:		
Ex	amples:	http://server/workspace
		https://secureserver/workspace
Server Aut	hentication	
Auther	ntication Type:	Auto-detect 🔹
		Auto-detect
0	Use default cre	Windows Classic
0	Use the follow	Windows Claim-based
Ĭ	User name:	Form-Based
	User name:	ADFS 2.0
	Password:	Office365
		Office365 by Prompt
	Domain:	CORPORATE
		OK Cancel
		Calicel

- 3. Enter the following information in the dialog:
 - a. **URL**: enter the web address of the SharePoint site you want to add. You can type or copy-and-paste the address, or drag-and-drop an address from Internet Explorer into the field.
 - b. Server Authentication
 - Authentication Type: choose one of the following options
 - Auto-detect
 - Windows Classic
 - Windows Claim-based
 - Form-Based
 - ADFS 2.0
 - Office365
 - Office365 by Prompt
 - Use default credentials: select this option to choose default Windows credentials
 - Use the following credentials: select this option to enter user-specific credentials and enter the following information:
 - Username
 - Password
 - Domain
- 4. Click **OK**. The site displays in the list. You can expand the site to see the subfolders:



After adding your sites, you need to determine which libraries/folders are going to be upload-only or offline locations. For more information, see Setting Folders as Upload-only or Offline.

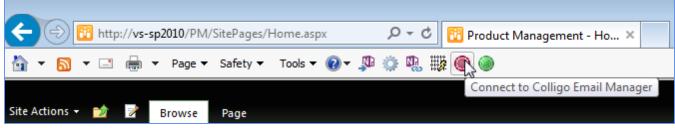
Using the Connect to Colligo Email Manager Button in Internet Explorer

You can add a SharePoint site or library to Colligo Email Manager directly from Internet Explorer using the **Connect to Colligo Email Manager** button.

To add a site with the Connect to Colligo Email Manager button:

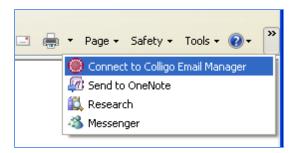
1. Navigate to the SharePoint site or library that you want to add to Colligo Email Manager and click the **Connect to Colligo Email Manager** button:





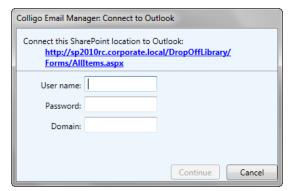
NOTE: If the **Connect to Colligo Email Manager** button is not visible, you need to enable the Command bar.

Internet Explorer 8:



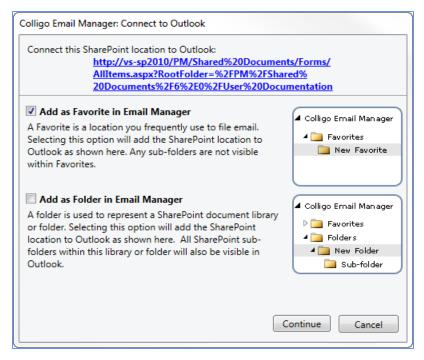
2. If you are logged in with your default credentials, you are not prompted for a username and password.

If not, you are prompted for your login credentials with the **Connect to Outlook** screen:



3. Enter your login information and click **Continue**.

The following screen displays.



4. Check the **Add as Favorite in Email Manager** box to add the location to your Favorites list. If you are adding a site-level location, the option to add it as a Favorite does not display.

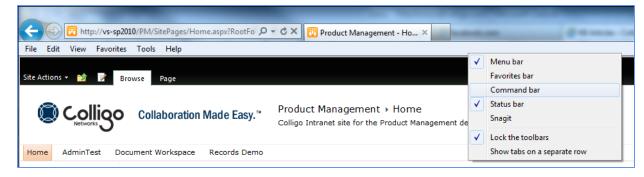
5. Check the Add as Folder in Email Manager box to add the location to your Folders list. When the connection is complete, the site or library now displays in your SharePoint Sites list and, depending on which boxes you checked, your Folders and/or Favorites list in Colligo Email Manager.

Enabling the Command Bar in IE 9

In Internet Explorer 9, the Command bar is disabled by default. To see the **Connect to Colligo Email Manager** button, the Command bar must be enabled and visible.

To enable the Command bar:

1. Right-click in the white space at the top of your browser window:



2. Select the **Command bar** option.

The Command bar displays at the top of your browser.

Removing a Site

To remove a site from the Colligo Email Manager group:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the **SharePoint Sites** list, click the site you want to remove and click **Remove**.

A dialog asks for confirmation of the deletion.

NOTE: removing a site removes all search locations, favorites, folders, and history items referencing the site.

3. Click **OK** to continue with the removal, or **Cancel** to retain the site.

If you remove a site, any offline content that has not been synchronized is deleted. To recover any of this content, please contact your administrator.

Editing a Site

To edit a site in the Colligo Email Manager group:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the SharePoint Sites list, click the site you want to edit and click Edit.

The Edit SharePoint Site dialog displays.

- 3. Edit the fields as necessary. See Adding a SharePoint Site in Email Manager for a description of the fields.
- 4. Click **OK**.

Refreshing a Site

To refresh a site in the Colligo Email Manager list:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. Click on the site you want to refresh and click the **Refresh** icon:

NOTE: you can also refresh a folder by right-clicking on a folder under either your Folder list or Favorites list in Outlook and selecting **Refresh** from the contextual menu

	<u>N</u> ew Folder	
A↓	Sort Subfolders A to <u>Z</u>	
	Move <u>U</u> p	
•	Move D <u>o</u> wn	
	Remove this Favorite	
	Don't Prompt for Properties	
	Add as Folder	
	Refresh	
_		

CONFIGURING LOCATIONS FOR EMAIL FILING

After you have added your sites, you now need to determine which folder locations are upload-only or offline. You can also set them as Folders and Favorites.

Setting Folders as Upload-only or Offline

You have the option to set your libraries/folders as either upload-only or offline. If you set a library/folder as upload-only, the contents of those locations are only available to you when you are connected to your SharePoint server. If you are not connected, the content is not available to you for viewing or editing.

If you set a library/folder as offline, the folder structure and the content of the offline location is downloaded to your machine for offline viewing and editing purposes. The contents of those locations are downloaded to your local machine and you are able to access the content at any time, regardless of whether you are connected to your SharePoint server or not.

If you do not set a library/folder as either an upload-only location or offline location, you will not be able to file any emails, attachments, and other content from Email Manager to SharePoint.

These settings are applied at the folder level; you cannot apply this setting to an entire site or sub-site.

NOTE: your administrator may have disabled the option to set a folder as offline. If this is the case, the option is greyed out.

Setting a Location as Upload-only

Any location set as upload-only is marked with the following icon:

All subfolders within an upload-only location are also set as upload-only.

Use one of the following three methods to set a folder location as upload-only:

- 1. Select a site to display any sub-sites or document libraries.
- Double-click the library/folder you want to set as upload-only. The folder structure of the location downloads.

OR

- 1. Select a site to display any sub-sites or document libraries.
- 2. Right-click the library/folder you want to set as upload-only and select the **Set as upload-only** option from the menu.

The folder structure of the location downloads.

OR

- 1. Select a site to display any sub-sites or document libraries.
- 2. Select the library/folder you want to set as upload-only.
- 3. Click the Sync Settings icon and select **Set as upload-only**:

Colligo Email Manager Configurat	ion	×
SharePoint Sites	强 SharePoint Sites	
Favorites	🔀 Add 🖽 Remove 😳 Edit 📴 💭 😭 🖿 🔎	
Folders	Colligo Portal Set as upload-only	
Search Locations	✓ Inance ✓ It Set as offline ✓ Inance ✓ It Set as offline ✓ Inance	
Search Options	Site Assets	
Launchpad	 BDemo P Product Management 	
Settings		

Setting a Location as Offline

After you set a library/folder location as upload-only, you can choose to make it an offline location if you want the content in that location to be downloaded to your machine for offline editing and viewing purposes.

NOTE: your administrator may have disabled the option to set a folder as offline. If this is the case, the option is greyed out.

Any location set as offline is marked with the following icon: are also set as offline.

Use one of the following two methods to set a folder location as offline:

- 1. Select a site to display any sub-sites or document libraries.
- 2. Right-click the library/folder you want to set as offline and select the **Set as offline** option from the menu.

OR

- 1. Select a site to display any sub-sites or document libraries.
- 2. Select the library/folder you want to set as offline.
- 3. Click the Sync Settings icon and select **Set as offline**:

SharePoint Sites	强 SharePoint Sites
Favorites	🔀 Add 🖽 Remove 🖽 Edit 🔯 💭 😭 🖿 🔎
Folders	Colligo Portal Set as upload-only
Search Locations	▲ 100 Finance ▲ 100 Set as offline
	Shared Documents
Search Options	Site Assets
Laurahand	🕨 📴 JBDemo 🔎
Launchpad	Product Management
Settings	

Making a SharePoint Location a Folder or Favorite

After you have set your folder locations as upload-only or offline (see **Setting Folders as Upload-only or Offline**), you can then add your most frequently used SharePoint folder locations to either the Favorites or Folders group in your Colligo Email Manager group in your Outlook Folder Tree. If you have not set a folder location as either upload-only or offline, making it a Favorite or Folder automatically sets the location as upload-only .

The purpose of setting a location as a Folder or Favorite is to provide a shortcut in your Outlook Folder tree to that location. Then you can easily drag-and-drop emails, attachments, and other items into these locations from within Outlook.

When you mark a SharePoint location as a Favorite, it is a link to that location only; if there are any subfolders underneath that folder, you cannot navigate to them in the list. If you want to add a top-level folder and its subfolder, you need to add them separately.

When you mark a SharePoint location as a Folder, you are adding the folder and any subfolders it contains. If you want to move or copy an email to a folder in your Folders list, you can navigate through the subfolders to the location where you want to file your email. This differs from locations in your Favorites list, which do not include the folder hierarchy.

Adding a Location as a Favorite

You can add a SharePoint location to your Favorites list in one of two ways:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the **SharePoint Sites** list, select the site and the folder within the site that you want to add to your Favorites or Folders list and click the **Add Favorite** icon:
- 3. If the location is not already set as upload-only or offline, it automatically synchronizes and becomes an upload-only location.

The folder displays with the chosen icon beside it:

Colligo Email Manager Configuration			
SharePoint Sites	强 SharePoint Sites		
Favorites	🔀 Add 🔣 Remove 📴 Edit 🔯 💭 😭 🖿 🔎		
Folders	▲ 🔞 http://portal.colligo.com/		
Search Locations	Finance Human Resources		
Search Options	Information Systems		
Launchpad	 Image: Customized Reports Image: Form Templates 		
Settings	 Figure Shared Documents Figure Site Assets 		
	Image: Site Pages		
	▷ 📴 Style Library		

NOTE: if a sync is in progress, you can close the Configuration window without cancelling the sync.

OR

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the left-hand pane of the **Colligo Email Manager Configuration** dialog, select **Favorites**. The **Favorites** dialog displays:

🔘 Colligo Email Manager Configurati	on X
SharePoint Sites	🔶 Favorites
Favorites	📌 Add 🚖 Remove 🗏 Prompt
Folders	Add Favorite
Search Locations	
Search Options	
Launchpad	
Settings	
	Close

3. Click the **Add Favorite** link or the **Add** icon The **Add Favorite** dialog displays.

Add Favorite	x
0	
▶ 🛐 Home	
Selected location:	
	OK Cancel

Browse to the location of the folder you want to add to your Favorites list, and click OK.
 NOTE: if you right-click Favorites under the Colligo Email Manager list, you can select Add Favorite from the contextual menu and the above dialog displays.

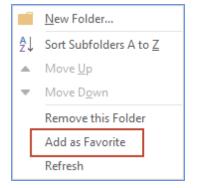
Any folders added display under Favorites in the Colligo Email Manager list:

Colligo Email Manager						
Deleted Items						
🕘 Browser						
🔺 🚖 Favorites						
Mac (vs-sp2010.corporate.local > PM > Shared Documents						
Shared Documents (portal.colligo.com)						
Shared Documents (vs-sp2010.corporate.local > PM)						
D 🛅 Folders						
D is Recovered Items						
😡 Search Folders						

You can now use the folders to view, upload, and download your SharePoint files. Click on a folder to view its contents:

▲ Favorites <	http://vs-dev-s		/JB Matters/Forms/AllItems.aspx					
🔁 Inbox			prary Tools					
🔁 Sent Items	Site Actions 👻 📷 Brow						Tessa MacKinnon 👻	
Deleted Items (222)	Site Actions - 🕎 Brow	/se Docum	ents Library					
Colligo Email Manager	18Demo NIB	Matters (All Documents -				i 🖓 🖓	Â
		, matters					I Like It Tags &	
Deleted Items							Notes	-
🕘 Browser 🗏	JBDemo					Search this site	P 😮	1
✓ ★ Favorites → JB Matters (vs-dev-sp2010 > JBDemo)	Libraries	🔲 Туре	Name	Modified	Modified By	People or Group	s Managed Metad	5
Mac (vs-sp2010.corporate.local > PM > 1	Matters		Hewitt v Anderson	14.12.2011 14:18	Tessa MacKinn	on		
🔯 Shared Documents (portal.colligo.com)	JB Matters		Hilton v Marriott	26.10.2011 12:20	Trevor Dyck			
🕞 Shared Documents (vs-dev-sp2010 > JBI	Order Forms							
🖙 Shared Documents (vs-sp2010.corporate			Jones v Morgan	14.12.2011 14:18	Tessa MacKinn	on		
4 🔁 Folders	Lists		Pepsi v Coke	26.10.2011 12:21	Trevor Dyck			
D P Product Management (vs-sp2010.corpor	Calendar		Smith v Brown	14.12.2011 14:17	Tessa MacKinn	on		
Briefings	New Orders		Andrew Block 23Jan09	17.05.2012 14:01	Tessa MacKinn	on		-
Photos	New Orders		17.55.13_RE MSGMigrate					
SPC 2011 Presentations			Utility 3.2.19					4
Recovered Items	Discussions		Colligo Marketing_06Jun12 06.58.29 Webinar	17.07.2012 10:59	Tessa MacKinn	on		
📮 Search Folders 👻	Team Discussion		tomorrow SharePoint BYOD Survey Results					
Mail					Tessa MacKinn			
	A Recycle Bin		Colligo Marketing_12Jun12 13.25.27_June 14 webinar	14.06.2012 11:58	Tessa Mackinn	on	777 Arncote Av	e
Calendar	All Site Content		SharePoint on the iPad					
S Contacts			Colligo Networks_11Dec12	08.01.2013 16:44	Tessa MacKinn	on		
a Contacts			01.20.48_Win a pass to the European SharePoint					
💙 Tasks			Conference					
			Dave Mackay 12Mar08	22.08.2012 10:28	Tessa MacKinn	nn		-
🔍 🖬 🖉 👻	•						•	

NOTE: you can also add a folder to your Favorites list by right-clicking on a folder under the Folders list and selecting **Add as Favorite** from the contextual menu:



Prompting for Properties

For locations that you have added as Favorites, you have the option to turn the prompt for the **Edit Properties** dialog on or off:

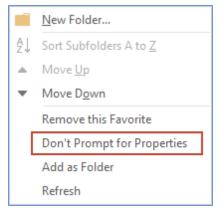
O Edit Properties		x		
Options				
Content Type: Document	Ŧ			
Properties				
Name	Value	*		
* Name	Colligo Networks_01Jun11 06.40.46_Webinar Tc .msg			
Title	Title Webinar Tomorrow: Unleashing SharePoint 2010 for R			
То	Dave Mackay			
From	Colligo Networks	_		
Subject	Webinar Tomorrow: Unleashing SharePoint 2010 for R	_		
Всс				
Cc				
EmIDate	Select a date	-		
	OK Car	icel		

This prompt is enabled by default. You can turn it on or off in one of two ways:

• In the Favorites tab, select the location you want to disable the property prompt for, and click the **Prompt** icon: .

OR

• In the Favorites group in the Outlook folder tree, right-click a location and select either **Don't Prompt for Properties** or **Prompt for Properties** from the contextual menu:

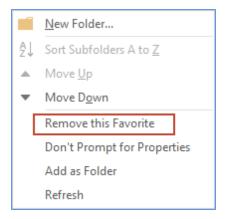


Removing a Location from the Favorites List

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the left-hand pane of the **Colligo Email Manager Configuration** dialog, select **Favorites**. The **Favorites** dialog displays.
- 3. Select the folder you want to remove and click **Remove.**

The folder is removed from your Favorites list and from the Colligo Email Manager section in your Outlook Task Pane. However, the SharePoint location itself still remains marked as an upload-only location.

NOTE: you can also remove a Folder from your Favorites list by right-clicking the Folder in your Favourites list in Outlook and selecting **Remove this Favorite** from the contextual menu:

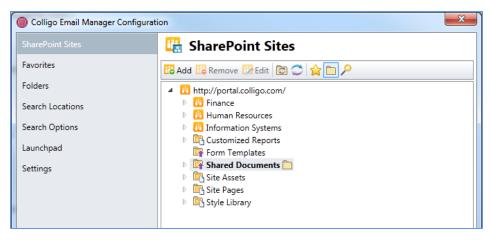


Adding a Location as a Folder

You can add a folder to your Folders list in one of two ways:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the **SharePoint Sites** list, select the site and the folder within the site that you want to add to your Folders list and click the **Add Folder** icon:
- 3. If the location is not already set as upload-only or offline, it automatically synchronizes and becomes an upload-only location.

The folder displays with the folder icon beside it:



NOTE: if a sync is in progress, you can close the Configuration window without cancelling the sync.

OR

1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.

2. In the left-hand pane of the **Colligo Email Manager Configuration** dialog, select **Folders**. The **Folders** dialog displays:

🔘 Colligo Email Manager Co	onfiguration
SharePoint Sites	E Folders
Favorites	SAdd 🚬 Remove
Folders	Add Folder
Search Locations	
Search Options	
Launchpad	
Settings	
	Close

3. Click the **Add Folder** link or the **Add** icon. The **Add Folder** dialog displays:

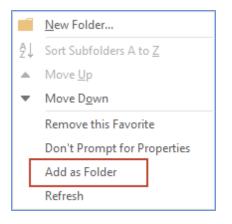
Add Folder	×
0	
🖻 🔯 Home	
Selected location: Home	
	OK Cancel

NOTE: if you right-click **Folders** under the Colligo Email Manager list in Outlook, you can select **Add Folder** from the contextual menu and the above **Add Folder** dialog displays.

4. Browse to the folder you want to add to your Folders list and click **OK**. Any folders added display under **Folders** in the Colligo Email Manager list:



NOTE: you can also add a Folder by right-clicking on a folder under your Favorites list and selecting **Add as Folder** from the contextual menu:



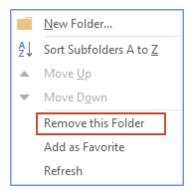
NOTE: as a best practice, it is recommended that you do not add folders with more than 50 subfolders to your Folders list, as they will take a long time to populate and refresh. If there is a top-level folder that has a number of subfolders to which you frequently file emails, it is recommended that you use the **Move** or **Copy** buttons and browse to the SharePoint location, rather than using the Folders list in your Outlook pane.

Removing a Location from Folders List

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the left-hand pane of the **Colligo Email Manager Configuration** dialog, select **Folders**.
- 3. Select the folder you want to remove and click Remove.

The folder is removed from your Folders list and from the Colligo Email Manager section in your Outlook Task Pane. However, the SharePoint location itself still remains marked as an upload-only location.

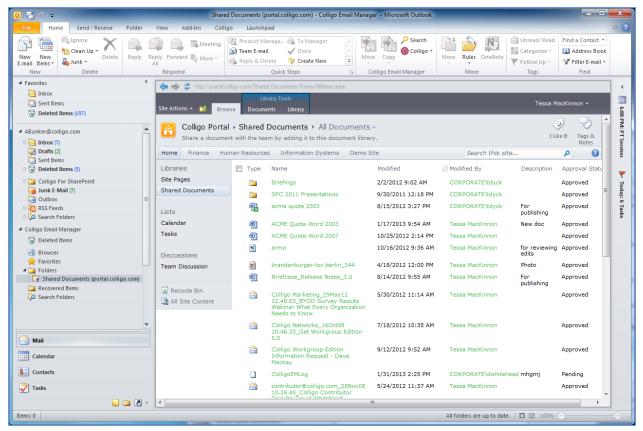
NOTE: you can also remove a folder by right-clicking on a folder under the Folder list in Outlook and selecting **Remove this Folder** from the contextual menu:



Viewing Upload-only Locations

Once your SharePoint locations have been set as either a Favorite or Folder, you can select the location in the folder tree to display the content.

If you have set a location as upload-only, the content of the SharePoint location displays in the Outlook interface as follows:



NOTE: for upload-only locations, you cannot view any content when you are offline.

If a location is set as upload-only, the SharePoint content that displays looks exactly like the content would in an Internet browser window. You can browse through the site and use typical SharePoint functionality like opening a document in a program, checking an item in or out, renaming, or deleting an

item. Any changes you make to an item are reflected immediately in the SharePoint site so other users can see them.

For more information, see Editing Content in Email Manager

Viewing Offline Locations

Once your SharePoint locations have been set as either a Favorite or Folder, you can select the location in the folder tree to display the content.

If you have set a location as offline, the content of the SharePoint location displays in the Outlook interface as follows:

Inters Part Port Number Part Por	File Ho	me Send / Receive F	older	View Add-Ins Collig	2	lligo Email Manager - Mio				a
✓ Parontes: Colligo Partal > Shared Documents: Sent Items: Sent Items: ③ Deleted Items (197) Modified By ✓ ABunker@colligo.com Modified By ○ Deleted Items (197) Modified By ○ Deleted Items (197) Nmme ○ Deleted Items (197) Modified By ○ Deleted Items (197) Nmme ○ Deleted Items (197) Nmme ○ Deleted Items (197) Modified By ○ Deleted Items (197) Nmme ○ Deleted Items (197) Modified By ○ Deleted Items (197) Nmme ○ Deleted Items (197) Modified By Description ○ Deleted Items (197) Modified By Description ○ Deleted Items (197) Modified By Description ○ Deleted Items (197) Modified Items (197) Modified By Description ○ Deleted Items (197) Modified Items (197) Modified Items (197) Approved ○ Deleted Items (197) Modified Items (197) Modified Items (197) Approved ○ Deleted Items (197) Modified Items (197) Modified Items (197) Approved ○ Deleted Items (197) <t< th=""><th>New New I-mail Items •</th><th>Gan Up ▼ Clean Up ▼ Delete</th><th>Reply Re</th><th>ply Forward B More -</th><th>Product Manage A</th><th>Move Copy Co</th><th>lligo ▼ 🍅 Rules ▼</th><th>Categorize 👻</th><th>🛍 Address Book 🍸 Filter E-mail 🔻</th><th></th></t<>	New New I-mail Items •	Gan Up ▼ Clean Up ▼ Delete	Reply Re	ply Forward B More -	Product Manage A	Move Copy Co	lligo ▼ 🍅 Rules ▼	Categorize 👻	🛍 Address Book 🍸 Filter E-mail 🔻	
Sent Items Image: Se	🔯 Inbox 📑 Sent Ite		<	Colligo Portal > Shared Docu Shared Docume Share a document with the t	ments nts		,		w: All Documents	
Impoto within a photo, tog 8/23/2012 3:38 PM Tessa MacKinnon Annroved	 Inbox (Drafts j Sent It: Deleted Goligo Jose (Goligo Jose (Goligo Search Colligo Emai Deleted Forosts Folders Share Recove Maii Calendar Contacts 	6) [2] ams 1 Ifor SharePoint Mail [7] c eds Folders I Manager d Items er es es ed Documents (portal.colligo.	=	Briefings SPC 2011 Presentations SPC 2011 Presentations SPC 2011 Presentations Acme quote 2003.docx M ACME Quote-Word 2003. ACME Quote-Word 2003. Armaneng brandenburger-tor-berlin. M BriefGase.Release Notes. Colligo Marketing_99May. Colligo Marketing_99May. Colligo Marketing_99May. Colligo Workgroup Edition Colligo Workgroup Edition Colligo Workgroup Edition Colligo Marketing_90May. Colligo Marketing_90May. Colligo Marketing_90May. Colligo Marketing_90May. Colligo Mong.csv Constributor @colligo.com_ Cossing the Chasm to Hi. desk.jpg Excel file.xisx keys.txt latopto image.jpg MOM -vhat you need to ke NAICS.csv New document_for revie. M Office 2010.doc Colligo Denefits.pdf Office2010QA.doc	2/2/2012 9:02 AM 9/30/2011 12:18 PM 8/15/2013 3:27 PM 1/17/2013 9:54 AM 1/17/2013 9:54 AM 1/17/2012 2:14 PM 10/16/2012 2:14 PM 8/14/2012 9:36 AM 9/12/2012 9:155 AM 9/12/2012 9:152 AM 1/31/2013 2:25 PM 8/22/2012 11:37 AM 8/22/2012 11:37 AM 8/22/2012 11:37 AM 8/22/2012 11:37 SPM 8/22/2012 11:37 SPM 8/22/2012 11:02 AM 8/13/2012 4:21 PM 8/13/2012 11:12 PM 8/13/2012 11:12 PM 8/20/2012 12:8 PM 8/20/2012 12:8 PM 8/20/2012 12:8 PM 8/20/2012 12:8 PM	CORPORATE\tdyck CORPORATE\tdyck CORPORATE\tdyck CORPORATE\tdyck Tessa Mackinnon Tessa Mackinnon	For publishing New doc for reviewing edits Photo For publishing mhgmj Helen's desk license keys For publishing Tessam Office 2010 for publishing	Approved App		н

If a location is set as offline, you can open, view, and edit the content as you would if the content was online. The difference is that any changes you make are not reflected in the SharePoint site itself until you are connected to the SharePoint server again, and you synchronize the site.

For more information, see Editing Content in Email Manager

Viewing Item Version History

If a library has versioning enabled, you can view an item's version history by choosing the **Version History** option in the right-click contextual menu:

Name	Modified	Modified By	Author	Related Company	Person/Group	Prod
🔁 FireStarter Pro Range data	ashee 3/5/2014 4:02 PM	David Jackson				Pro
🔁 FireStarter Racer Rar	Edit Properties	id Jackson			Jerry McKenzie	Extr
لحر	Open with Adobe Reader					
	Сору					
	Paste					
La la	Check Ou <u>t</u>					
N	Version History					
	Send As Link					
	Send As Attachment					
<u>ی</u>	Copy SharePoint URL					
<u>ی</u>	Copy SharePoint Doc ID UR	L				
	<u>R</u> ename					
×	Delete					
	Create Shortcut					
•						•

NOTE: this feature is enabled only when you are connected to your SharePoint server. If you are offline, the option is greyed out.

The **Version History** window displays:

No	Modified	Modified By	Size	Comments	-
8.10	6/19/2013 9:34:00 AM	Bernard Cheng	160		
8.9	6/19/2013 9:33:00 AM	Bernard Cheng	153		
8.8	6/19/2013 9:30:00 AM	Bernard Cheng	157		- 0
8.7	6/19/2013 9:30:00 AM	Bernard Cheng	145		
8.6	6/19/2013 9:30:00 AM	Bernard Cheng	188		
8.5	6/19/2013 9:25:00 AM	Bernard Cheng	176		1
8.4	2/12/2013 11:36:00 AM	Bernard Cheng	145		
8.3	2/12/2013 9:35:00 AM	Bernard Cheng	138		
8.2	2/12/2013 9:27:00 AM	Bernard Cheng	124		
8.1	2/12/2013 9:26:00 AM	Bernard Cheng	123		
8.0	2/8/2013 3:23:00 PM	Steve Beishuizen	103		
7.0	2/8/2013 3:20:00 PM	Steve Beishuizen	69		-

Click on a version number to open the SharePoint version of the item.

SYNCHRONIZING CONTENT IN EMAIL MANAGER

If you are using Email Manager in Offline mode, you may need to synchronize your content from time to time.

If you have set a folder location as offline and made changes to items while you are disconnected from your network and SharePoint server, you need to synchronize those changes when you are once again connected to your network and server. You can synchronize your content using the **Colligo Email Manager Sync Panel**, which is a separate, stand-alone part of the Email Manager interface:

Colligo Email Manager Sync Panel								
<u>Eile Site Vi</u> ew <u>H</u> elp								
Sync Issues								
Issue	Item	Site	List					
•			Þ					
			No Sundhranization Activity					
			No Synchronization Activity					

From this dialog you can view any Sync Issues, set your synchronization settings, set default metadata for folders, and view any pending changes.

Setting Synchronization Options

1. From the View menu, select Options.

The Colligo Email Manager Options dialog displays:

Colligo Email Manager Options
Synchronization
Synchronize on startup
Synchronize when list is viewed
✓ Enable combined check-in and sync
✓ Enable background synchronization
Background synchronization interval: 30 minutes
Automatically download lists to resolve Site Column values
OK Cancel Apply

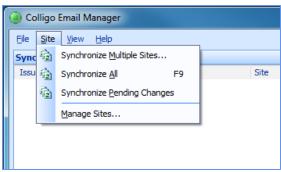
- 2. In the **Synchronization** section, choose your preferred options:
 - **Synchronize on startup**: choose this option if you want your lists and libraries to synchronize every time Email Manager starts
 - Synchronize when list is viewed: choose this option if you want your lists and libraries to synchronize every time you view a list or library
 - Enable Combined check-in and sync: choose this option if you want to both check an item in and sync it at the same time. If this option is not checked, the item remains checked out after the sync.
 - Enable background synchronization: choose this option if you want to set the synchronization to happen in the background on a time-specific basis, and enter your preferred time interval
 - Automatically download lists to resolve Site Column values: if you have lists that reference other lists (look-ups), checking this option ensures the related referenced lists are also downloaded

NOTE: Depending on how your IT Administrator has configured the installation, this dialog may not be accessible to you, or the synchronization options may be greyed out.

Synchronizing Sites Manually

After you have added your sites, you may want to synchronize them manually, outside of the settings you set in the **Colligo Email Manager Options** dialog:

1. Click the **Site** menu to display the options:



- 2. Choose one of the following options:
 - Synchronize Multiple Sites: select this option to display all sites and choose which ones you want to synchronize
 - Synchronize All: select this option to synchronize all sites
 - Synchronize Pending Changes: select this option to synchronize any lists or libraries containing changed content

Viewing Pending Changes

When you are not connected to your SharePoint server, any changes and edits you make to any items are listed in the **Pending Synchronization Changes** dialog.

From the **View** menu, select **View Pending Changes**. The **Pending Synchronization Changes** dialog displays any items that will be synchronized the next time you are connected to the network. You have the option in this dialog to right-click an item and select discard if you want to revert the change.

Resolving Sync Issues

If you are editing an item offline and another user has made changes to the item on the SharePoint server since your last synchronization, a Sync Issue is created during your next sync. The item is listed in the **Colligo Email Manager Sync Panel** dialog:

Colligo Email I	Colligo Email Manager Sync Panel							
<u>File Site Vi</u> ew	<u>H</u> elp							
Sync Issues								
Issue	Item	Site	List					
_			}					
			No Synchronization Activity					

To resolve the synchronization issue, double-click the line item. The **Resolve Synchronization Conflict** dialog displays:

Resolve Synchronization Conflict	-X
Local Version	Server Version
Local Version Document StratMLFAQ20091027.doc Microsoft Word 97 - 2003 Document 74.0 KB (75,776 bytes) Open W Microsoft Word Folder Folder Folder Forperties Content Type: Demo Document Name* StratMLFAQ20091027.doc Title StratMLFAQ20091027.doc Correspondence List Audio Visual	Server Version Document Image: StratMLFAQ20091027.doc Microsoft Word 97 - 2003 Document 74.0 KB (75,776 bytes) Open Image: Microsoft Word Folder Image: StratMLFAQ20091027.doc Name * StratMLFAQ20091027.doc Title StratMLFAQ20091027.doc Correspondence List Audio Visual Arket Sector
Defence + Justice + Custodial Image: Choose Local Version Apply Revert Last Update Editor: Tessa MacKinnon Modified: 07/09/2011 5:12:31 PM Merge Version	Defence + Justice + Custodial Image: Choose Server Version Apply Revert Last Update Editor: Tessa MacKinnon Modified: 07/09/2011 5: 13:25 PM

This dialog allows you to choose either the local version that you have edited or the server version that another user has changed. You can also click **Merge Versions** to see the changes in each document and choose which changes you want to keep.

EDITING CONTENT IN EMAIL MANAGER

The actions available to you for editing content in Email Manager depend on if the SharePoint location has been set to upload-only or offline.

Editing Content in Upload-only Locations

The actions available for items that are in upload-only locations are displayed in the drop-down menu for each item:

Site Actions - 🐋 Brow	se Docume	nary Tools ents Library Documents ► All Documents ~		_	_	
		im by adding it to this document library.				
Home Finance Hun	nan Resource	s Information Systems Demo Site				
Libraries	🔲 Туре	Name			Modified	Mod
Site Pages		Briefings	2/2/2012 9:02 AM	COR		
Shared Documents		SPC 2011 Presentations	9/30/2011 12:18 PM	COR		
	acme quote 2003				8/15/2012 3:27 PM	COR
Lists Calendar	ACME Quote-Word 2003				Tess	
Tasks	1	ACME Quote-Word 2007		View Properties	L0/25/2012 2:14 PM	Tess
Tasks	•	arma	Ð	Edit Properties	10/16/2012 9:36 AM	Tess
Discussions	1	brandenburger-tor-berlin_344		View in Browser	4/18/2012 12:00 PM	Tess
Team Discussion	W	Briefcase_Release Notes_3.0	1	Edit in Microsoft Word	3/14/2012 9:55 AM	Tess
A		Colligo Marketing_29May12 12.48.03_BYOD Survey Results V Organization Needs to Know		Check Out Unpublish this version	5/30/2012 11:14 AM	Tess
Recycle Bin		Colligo Networks_16Oct08 10.46.33_Get Workgroup Edition 5	N	Version History	7/18/2012 10:35 AM	Tess
🖄 All Site Content		Colligo Workgroup Edition Information Request - Dave Macka		Compliance Details	9/12/2012 9:52 AM	Tess
		ColligoEMLog		Alert Me	L/31/2013 2:25 PM	COR
		contributor@colligo.com_28Nov08 10.39.45_Colligo Contribut		Send To	5/24/2012 11:37 AM	Tess
	W	Crossing the Chasm to High User Engagement	<i>🖗</i>	Manage Permissions	9/26/2012 12:16 PM	Tess
	F	desk	X	Delete	8/22/2012 10:58 AM	Tess

Editing Content in Offline Locations

In offline locations, the actions available are more limited than upload-only locations. These actions are displayed in the right-click menu for each item:

Name		Modified	Modified By	Author	Related Company	Person/Group	Prod
🔁 FireStarter Pr	ro Range datashee	3/5/2014 4:02 PM	David Jackson				Pro
FireStarter D	seer Donao dotoch	1/5/2014 10:44 AM	David Jackson			Jerry McKenzie	Extr
	Edit Properties						
یک	Open with Adobe R	eader					
	Сору						
	Paste						
ு	Check Ou <u>t</u>						
•	Version History						
	Send As Link						
	Send As Attachmen	t					
<u>ی</u>	Copy SharePoint UF	યા					
9.	Copy SharePoint Do	oc ID URL					
	<u>R</u> ename						
×	<u>D</u> elete						
	Create Shortcut						

MOVING OR COPYING EMAILS

You can move or copy email to a SharePoint location in four ways:

- 1. Dragging-and-dropping emails.
- 2. Using the Move and Copy buttons in the Colligo Email Manager group.
- 3. Using contextual menu options.
- 4. Using Send-and-File.

If you choose to move an email, there is no longer a copy of it in your Outlook account. If you choose to copy an email, a copy is retained in your Outlook account. This behavior is determined in your settings dialog; see Managing Settings.

The experience of filing items to SharePoint in Email Manager is the same regardless of whether you are connected to your SharePoint server.

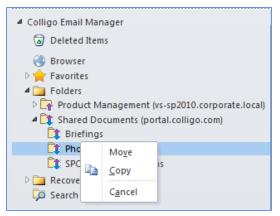
When you are connected to the network, any items are uploaded to SharePoint immediately, unless you have modified the sync options. When you are offline, new or modified items are uploaded to SharePoint according to your Sync Options settings. See **Synchronizing Content in Email Manager**.

NOTE: Uploading items to SharePoint will not block you from using other Outlook functions.

Dragging and Dropping Email

When you drag-and-drop an email to a SharePoint folder, the default behavior is to create a copy of the email in that location while retaining the original in your Outlook account. You can change this behavior in the **Settings** dialog. See <u>Managing Settings</u>.

If your default behavior is set to **Move**, you have the option of doing a right-click drag-and-drop that displays the following dialog, giving you the option to **Copy**:



NOTE: if you have a folder in your Folders list that has numerous subfolders that you have to scroll through to find the folder to drag-and-drop your email into, it is easier to use the **Move/Copy** buttons and use the filter feature to isolate the folder; see **Using the Move and Copy Buttons**.

To drag-and-drop an email to a SharePoint folder:

- 1. Select the email you want to move to a SharePoint location.
- 2. Click and drag the selected email to a folder in your Favorites or Folders list.

The Edit Properties dialog displays:

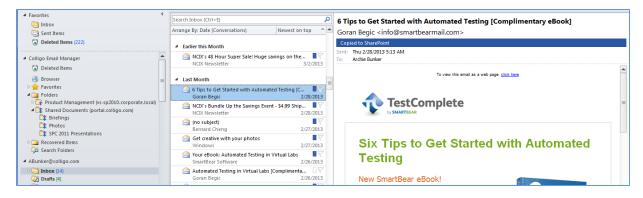
O Edit Properties		×				
Options						
Content Type: Document	*					
Properties						
Name	Value					
± Name	Colligo Networks_01Jun11 06.40.46_Webinar Tc .msg					
Title	Webinar Tomorrow: Unleashing SharePoint 2010 for R					
То	Dave Mackay					
From	Colligo Networks					
Subject	Webinar Tomorrow: Unleashing SharePoint 2010 for R					
Всс						
Cc						
EmIDate	Select a date	-				
	OK	cel				

- 3. In the **Options** section, choose the **Content Type** from the drop-down menu.
- 4. In the **Properties** section, modify the fields as preferred.

The property fields are inherited from the SharePoint library you are moving your email into. Most SharePoint 2010 metadata is supported, including Enterprise Managed Metadata (taxonomies, keywords). Email properties such as To, From, and Subject are automatically extracted. The **Title** field auto-populates with the **Subject** of the email.

5. Click **OK** to complete the process.

NOTE: If you have enabled the **Copied to SharePoint** setting, the marker displays in the header of the email and in the list view:

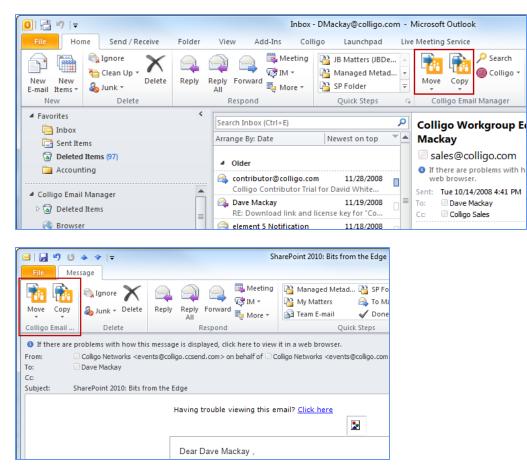


To enable or disable this setting, see Managing Settings.

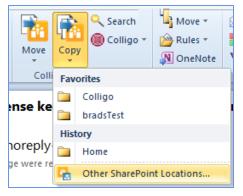
Using the Move and Copy Buttons

To move or copy an email to a SharePoint folder:

1. In Outlook, select the email you want to move or copy, or double-click it to display it in its own window. The **Move** and **Copy** buttons display in both views:



2. From the drop-down menu, choose the folder you want to move your email to:



3. If the folder you want is not in your **Favorites** or **History** list, select **Other SharePoint Locations**. The **Select Move/Copy Destination** dialog displays:

	Select Move Destination	x
	🗒 Add 📖 Remove 🖾 Edit 🚖 🚞 🔎 💭	
	Home	
l		
	Selected location:	
	OK Can	cel

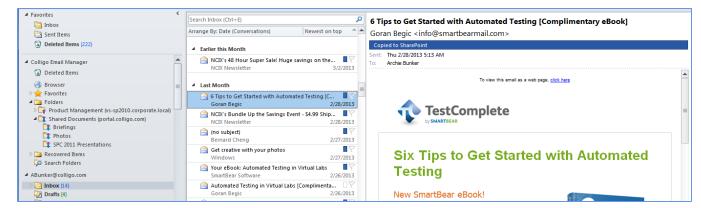
NOTE: When you are offline, locations that are not set to upload-only are greyed out. If you want to be able to file items to specific locations when offline, ensure that you set them as upload-only prior to going offline.

4. Browse to the location of the folder or list you want to copy the email to.

NOTE: If you are filing to a location that has not been set as upload-only, you can set it by double clicking it. You cannot do this when you are offline.

- 5. Click OK. The Edit Properties dialog displays.
- 6. Choose your **Content Type** and enter the **Properties** as needed.
- 7. Click **OK** to complete the process.

NOTE: If you have enabled the Copied to SharePoint setting, the marker displays in the header of the email and in the list view:



To enable or disable this setting, see Managing Settings.

Using Contextual Menu Options

To file emails to SharePoint using the contextual menu options:

1. Right-click an email and select **Copy to SharePoint** or **Move to SharePoint** from the contextual menu:

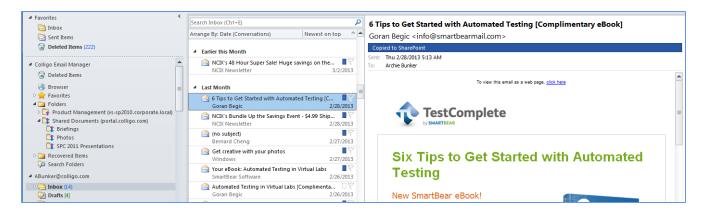
0 📑 🄊 I =		Inbox	- DMackay@colligo.com - Microsoft Out
File Home Send / Receive Folder	View Add-Ins Colli	igo Launchpad Liv	e Meeting Service
New New Delete	Reply Forward All Respond	B Matters (JBDe SP Folder To Manager Ouick Ste	Move to: ?
Favorites		Quick Ste	
[] Inbox	Search Inbox (Ctrl+E)	٩	BYOD Survey Results Webin
🔄 Sent Items	Arrange By: Date	Newest on top	Colligo Marketing
Deleted Items (222)	▲ Yesterday		Sent: Tue 5/29/2012 12:48 PM To: Dave Mackay
▲ Colligo Email Manager	🗟 Colligo Marketing	Tue 1:40 PM	۱
Deleted Items	BYOD Survey Results 1		
Browser	⊿ Older	Quick Print	
A Pravorites		<u>R</u> eply	
🕞 Mac (vs-sp2010.corporate.local > PM > 1		Reply <u>A</u> ll	
Shared Documents (portal.colligo.com)	🙈 Dave Mackay	👌 For <u>w</u> ard	
🖙 Shared Documents (vs-sp2010.corporate	RE: Download link an	Mark as Unread	BYOD and
▲ □ Folders ▷ □ Product Management (vs-sp2010.corpor =	📄 📄 element 5 Notification 🍟	Cotogoriza b	What
 Product Management (vs-sp2010.corport) Shared Documents (portal.colligo.com) 	Download link and li	Follow Up	
Briefings	Download link and lie		
Photos	🚔 dotfuscator-registrati		BYOD and SharePoint Survey
SPC 2011 Presentations	Dotfuscator Professio	Quick Steps	Needs to Know
Recovered Items	🚖 Colligo Networks 🛛 🛽	Rule <u>s</u>	
🧔 Search Folders	Get Workgroup Editio	≧ <u>M</u> ove ▶	Thursday, June 7
ABunker@colligo.com	📄 🚖 contributor@colligo.	👌 Copy to SharePoint 🔸	Favorites
▷ 🔂 Inbox (14)	Colligo Contributor T	Move to SharePoint →	🛅 Colligo
Drafts [4]		M One <u>N</u> ote	History
Sent Items	A salas@salling.com		🗀 Home
Deleted Items (63)	Colligo Workgroup E	Ignore	Other SharePoint Locations
Colligo For SharePoint	🚖 sales@colligo.com	🧞 Junk 🕨 🕨	-
Conversation History	Colligo Workgroup E	K <u>D</u> elete	Today's mobile devices are indispen
Drafts	Dave Mackay	3/12/2008	(BYOD) trend has also created challe
Junk E-mail [3271]	RE: Screenshots		

2. Choose a location from your **Favorites** or **History**, or choose **Other SharePoint Locations** to browse to any location in any of your sites.

The **Edit Properties** dialog displays.

- 3. Choose your **Content Type** and enter the **Properties** as needed.
- $\label{eq:click} \textbf{4.} \quad \textbf{Click } \textbf{OK} \text{ to complete the process.}$

NOTE: If you have enabled the **Copied to SharePoint** setting, the marker displays in the header of the email and in the list view:



Moving or Copying Multiple Emails

To move or copy multiple emails:

- 1. Select your emails in Outlook (use **Ctrl + click** to select more than one email).
- 2. In Outlook 2010 or 2013, click either the **Move** or **Copy** button in the **Colligo Email Manager** group on the **Home** tab; in Outlook 2007, click the **Move to SharePoint** or **Copy to SharePoint** button in the **Colligo Email Manager** toolbar.
- 3. Select the folder location that you are moving or copying the emails to.

The Edit Properties dialog displays:

Edit Properties		
FW: Get More for Less	Options	
🖼 SharePoint 2010 Webii	Content Type: Documer	nt v
	Properties	
	Name	Value
	* Name	Bob Barker_01Feb11 14.20.15_FW Get More for .msg
	Title	FW: Get More for Less with Patch Plus Antivirus
1		
· · ·		OK Cancel

4. In the left pane, select the email and edit the **Content Type** and **Properties** as needed.

See Using Managed Metadata for information about metadata fields.

See <u>Applying Metadata to Multiple Emails</u> for information about applying metadata to multiple items.

5. When metadata for all emails is complete, click **OK**.

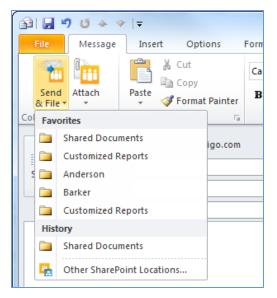
The emails are moved or copied to the selected folder.

Sending and Filing Emails

When you are sending an email, you can choose the send-and-file option so the email is saved to a SharePoint site at the same time as being sent to the recipient.

1. When your email is complete and ready to send, click the **Send & File** button that displays in the **Message** ribbon of a new email message.

A list of your SharePoint Favorites and your most recently used SharePoint folders (History) displays:



2. Choose a location in your **Favorites** or **History** list, or choose **Other SharePoint locations** to see all your SharePoint sites.

The Edit Properties dialog displays.

3. Edit the **Content Type** and any **Metadata** fields as preferred.

See Using Managed Metadata for information about metadata fields.

4. Click **OK** to both send the email and file it to SharePoint.

NOTE: You can determine whether or not this action means that the email is copied or moved to the SharePoint site by changing the Colligo Email Manager settings. See <u>Managing Settings</u>.

Applying Metadata to Multiple Emails

You can apply the same metadata properties to multiple emails. However, the properties that are available for group edit are the ones that are common to all selected upload items. Therefore, items that are based on the same content type will have more common properties available for group edit than a group of items that are based on different content types.

To apply the same metadata to multiple emails:

- 1. Select your emails in Outlook (use **Ctrl + click** to select more than one email).
- In Outlook 2010, click either the Move or Copy button in the Colligo Email Manager group on the Home tab; in Outlook 2007, click the Move to SharePoint or Copy to SharePoint button in the Colligo Email Manager toolbar.
- 3. Select the folder location that you are moving or copying the emails to.

The Edit Properties dialog displays:

Edit Properties	Cart Star	
FW: Get More for Less	Group Edit: Enter property va	lues to apply to the 2 selected upload items.
	Options	
	Content Type: Document	*
	Properties	
	Name	Value
	Title	<click a="" all="" for="" here="" items="" selected="" set="" to="" value=""></click>
	column	(2)
		Value specified here will apply to all selected items.
	customprop	<click a="" all="" for="" here="" items="" selected="" set="" to="" value=""></click>
	Enterprise Keywords	
		Value specified here will apply to all selected items.
·		OK Cancel

4. Press the **Ctrl** key and click to select the emails in the left column that you want to apply the same metadata to.

The metadata properties that are common to all selected items display. All metadata you enter is applied to all selected emails:

NOTE: See Using Managed Metadata for information about metadata fields.

- 5. Edit the **Content Type** and **Properties** as needed.
- 6. When metadata for all emails is complete, click **OK**.

The emails are moved or copied to the selected folder.

Using Managed Metadata

Managed metadata is a set of hierarchical terms that you can use to classify items in SharePoint. The terms are defined in the SharePoint site, and are available to you when you are filing emails.

To read more about managed metadata in SharePoint, please see:

http://technet.microsoft.com/en-us/library/ee424402.aspx

When you are entering metadata, you can use typeahead or select from the entire list of terms to make the process more efficient, and you can add your own terms to a set of metadata.

Using Typeahead

If you are typing in a field that has managed metadata, a drop-down list of options displays when you start typing the first few letters. You can then select from the list of options rather than typing in the rest

of the term.

O Edit Properties		x		
Options				
Content Type: Document				
Properties				
Name	Value	A		
Attachment				
Message Body	A V			
To-Address	/O=FIRST ORGANIZATION/OU=EXCHANGE ADMINIS			
From-Address	/O=FIRST ORGANIZATION/OU=EXCHANGE ADMINIS			
Cc-Address				
Bcc-Address		E		
Tags	p 🗘	•		
	Public Relations [Keywords] OK Cance	:		

Selecting from a List of Metadata

1. To see the entire list of metadata available for a given field, click the silon to display a list of available terms to choose from.

The **Select term(s)** dialog displays:

O Select term(s)		x
 ▲ AssetID ▷ ▷ ○ Parks ○ Search using features ▷ ○ SWMP 		
Select		
ОК	Ca	ncel

2. You can double-click a term to add it to the list of selected terms, or you can select the term and click **Select**.

The terms you selected are now added to the related field.

3. Click **OK**.

Using Person or Group Metadata

You can assign person or group metadata when filing emails.

Depending on how your SharePoint document library was configured, you may have the following options to:

- enter multiple people and/or groups
- choose people only or people and groups
- choose from all users or a group

Validating a Person or Group Name

To validate a person or group name:

1. If you only know part of the name of a person or group, you can enter one or more letters in the

field and click the validation icon

The following error message displays:

Person Single	g	8./ 🗓
	No exact match was found. Click the item(s) that did not resolve for more	e options.

2. Click the item to display a drop-down menu of suggestions based on the letter(s) you entered:

Edit Properties			x		
Options					
Content Type: Document					
Properties					
Name	Value				
∗ Name	Bob Barker_01Feb11 14.20.15_FW Get More for Less with Patch .msg				
Title	FW: Get More for Less with Patch Plus Antivirus				
Person Single	e;	S- 10			
		he item(s) that did not resolve for more options.			
Person and Group Si	B <mark>e</mark> n H <mark>e</mark> nd <mark>e</mark> rson	8./ D	Ξ		
Person Multi	Bill <mark>E</mark> ngland Brad Wilde	8,/ D1			
Barron and Group Mi	Bra <mark>e</mark> den Calyniuk		-11		
Person and Group M	Br <mark>e</mark> nt Boll <mark>e</mark> man	\$ √ ₩			
Person Home Membe	CORPORAT <mark>E</mark> \ablock	S./ 🗓			
* Person Required	CORPORATE\abunker	& D			
Group Within Group	 CORPORATE\ahoogensen CORPORATE\barryj 	s./ 🗈	+		
	CORPORAT <mark>E</mark> \bbark <mark>e</mark> r				
	None of the above	OK Can	cel		
	Remove				
	More Names	29	25		

3. Select an item from the list to enter in the field, or enter new search letters.

Searching for a Person or Group Name

To search for a person or group name:

1. Click the address book icon is to view the directory of your SharePoint people and groups. The **Search People** dialog displays:

0) Searcl	n People				x
	Find					2
		Display Name	Email	Account N	Vame	
		Type into t	the search box above then p start your search.	ress "Enter" to		
				OK	Can	icel

- 2. Click the search icon *P* to display a complete list of all people and groups, or enter a name in the **Find** field and press **Enter** to search.
- 3. Select the person or group you want to add to the field and click **OK**.

Using BCS Metadata

Email Manager supports a type of column field in SharePoint called External Field, which is connected to a technology called BCS, or Business Connectivity Services. This means you can add metadata from alternate databases and taxonomies.

These fields display in the Edit Properties dialog in a similar way to Managed Metadata fields:

Edit Properties						
Options	Options					
Content Type: Document						
Properties						
Name	Value					
∗ Name	Bob Barker_31May12 16.03.53_RE BCS screensh .msg					
Title	RE: order form					
Medical Supplies	7					
<u></u>	OK Cancel					

You can add an external item in one of two ways:

• Type an external item in the field and click the first icon 😼 to check if it exists.

NOTE: you must type it exactly for it to be validated. For example, if you enter "tong" and the external item name is "tongs," you will receive an error message saying there is no match.

OR

• Click the second icon icon to display the **Choose List Item** dialog. Use the **Find** field to search for a term, or select an item and click **OK** to add it to the field:

earch Resu	.14-			
ProductID		Description	 	
1	Bandage	30 pieces		
2	Syringes	50mL, 50 units		
3	Gauze	1000 pieces		
4	Latex Gloves	100 pairs		
5	Foreceps	1 set		
6	Tongs	1 set		
7	Plastic Scissors	1 pair		
8	Catheter	1 unit		
9	Kidney Bowl	1 piece		

Filing Emails to a Drop-Off Library

You can drag-and-drop, send-and-file, move, or copy an email to a drop-off Library destination.

When you file an email to a drop-off library location, the following message displays in the **Edit Properties** screen:

Edit Properties Content Organizer: Documents uploaded here are automatically moved to the correct library and folder after document properties are collected.						
Options	Options					
Content Type: Email	•					
Properties						
Name	Value	*				
* Name	Bob Barker_03Oct11 14.45.29_Terminal Services .msg					
Title	Terminal Services	Ξ				
То	Bob Barker					
Subject	Terminal Services					
From	Dave MacKay					
сс	CC					
OK Cancel						

This message indicates that after the email is filed to the drop-off library, the related routing rules will route the email to the appropriate location.

The upload dialog confirms that you have filed the email to the drop-off library:

Upload Progress	×
Copying files to:	
http://sp2010rc/> DropOffLibrary	
Bob Barker_03Oct11 14.45.29_Terminal Services.msg 🖋	
Close dialog when uploads are complete	Done

NOTE: If you file an email to a location that is a destination point of the drop-off library, Email Manager overrides the action and re-routes the email to the drop-off library itself, rather than the destination. The reason for this is to ensure that the content is routed according to how the Content Organizer has been configured to move content to the desired libraries.

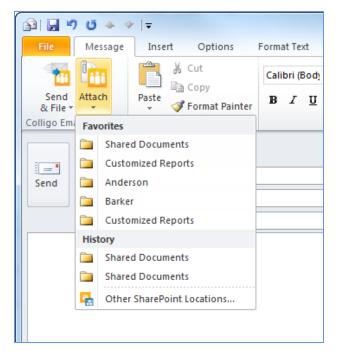
Managing Attachments in Emails

When you are sending an email, you have the option of inserting a link to a document location in SharePoint, or inserting a SharePoint item as an attachment.

NOTE: this feature is currently available only when you are connected to your SharePoint server.

1. When you want to attach a document or insert a link, click the **Attach** button that displays in the **Message** ribbon of a new email message.

A list of your SharePoint Favorites and your most recently used SharePoint folders (History) displays:



2. Choose a location in your **Favorites** or **History** list, or choose **Other SharePoint locations** to see all your SharePoint sites.

The Insert Attachment From SharePoint dialog displays:

Insert Attachment From SharePoint	
History Favorites Folders Sites	٩
D IB Matters	Arrange By: Date Newest on top
A Shared Documents	▲ 2/14/2013
	Dave Mackay Dave Mackay_14Feb13 14.55.09.msg
	▲ 12/11/2012
	Colligo Networks Colligo Networks_11Dec12 01.20.48_Win a pass to the European SharePoint Conference.msg
	· · · · · · · · · · · · · · · · · · ·
	Insert Item Insert Link Cancel

3. You can find an item by accessing your **History**, **Favorite**, or **Folder** locations by clicking on the appropriate tab, or see all of your SharePoint locations on the **Sites** tab. You can also use the Search field to narrow the list.

NOTE: The number of items that display in the results pane when you select a folder location or when you use the search feature, are set in the **SharePoint Query Options** field in the **Search Options** tab (see Managing Search Options).

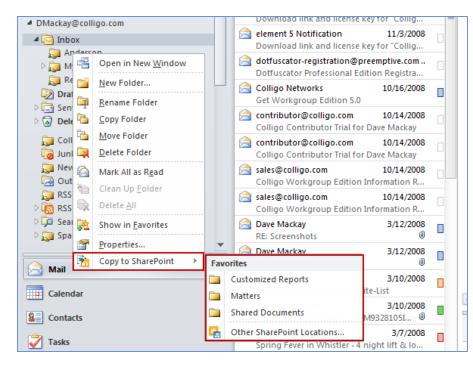
- 4. Browse through either the search results or your folders and subfolders until you find the item you are looking for. You can use the **Arrange By** toggle to arrange items by the **Date** the item was created or by who created the item (**From**).
- 5. Choose one of the following options:
 - a. Insert Item: choose this option if you want to insert the item as an attachment
 - b. **Insert Link**: choose this option if you want to insert a link to the item's location in Share-Point
- 6. Click Send or Send & File.

Copying an Outlook Folder to SharePoint

You can copy a folder from Outlook to a SharePoint location using Email Manager.

NOTE: you can only copy folders to SharePoint; moving a folder is not available.

1. Right-click on the folder you want to copy to SharePoint and select **Copy to SharePoint** from the contextual menu:



2. Choose a location in your **Favorites** or **History** list, or choose **Other SharePoint locations** to see all your SharePoint sites.

The Edit Properties dialog displays:

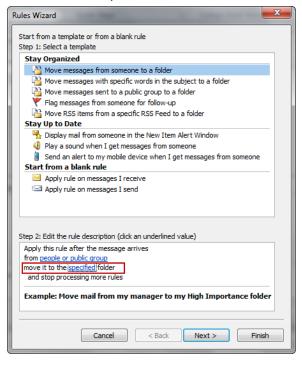
Edit Properties		
FW: Get More for Less SharePoint 2010 Webi	Group Edit: Enter property va	alues to apply to the 2 selected upload items.
	Options	
	Content Type: Document	*
	Properties	
	Name	Value
	Title	<click a="" all="" for="" here="" items="" selected="" set="" to="" value=""></click>
	column	\$2
		Value specified here will apply to all selected items.
	customprop	<click a="" all="" for="" here="" items="" selected="" set="" to="" value=""></click>
	Enterprise Keywords	
		Value specified here will apply to all selected items.
]
+		OK Cancel

For information about applying metadata to multiple emails, see **Applying Metadata to Multiple Emails**.

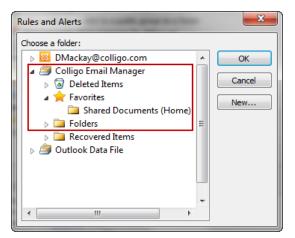
Using Outlook Rules to File Emails

To use an Outlook rule to file an email:

- 1. In Outlook, you can use the Rules Wizard to define the properties of the email that will be filed by the rule.
- 2. To choose the SharePoint folder you want to file the email in, click the **move it to the specified folder** link in Step 2 of the Rules Wizard:



The Rules and Alerts dialog displays:



- 3. Browse to your preferred SharePoint folder in the Colligo Email Manager group.
- 4. Click **OK**.
- 5. Edit the remaining elements of the rule description in the wizard and click Finish.

All emails that meet the criteria of the rule are filed to the SharePoint location you selected; however, the **Edit Properties** dialog displays so you can edit the metadata for each email.

Using Outlook Quick Steps to File Emails

To use Quick Steps to file emails:

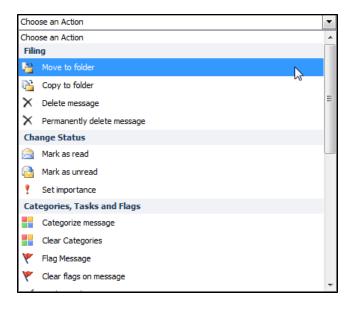
1. In the Quick Steps group on the Home ribbon, click **Create New**:

🗎 Shantel	🙈 To Manager	•
🚰 Team E-mail	🗹 Done	*
🙈 Reply & Delete	💱 Create New	-
Quick Steps		G.

The **Edit Quick Step** dialog displays:

Edit Quick Step	? 💌
	e: Quick Step
Add actions bel	ow that will be performed when this quick step is clicked on.
Choose an Ac	tion 💌 🗙
Add Action	
Optional	Choose a shortcut 🔻
Tooltip text:	This text will show up when the mouse hovers over the quick step.
	Finish Cancel

- 2. In the **Name** field, enter a name for the Quick Step.
- 3. Under the **Choose an Action** drop-down menu, in the **Filing** group, choose **Move to folder** or **Copy to folder** as preferred:



After you have chosen the Filing action, the **Choose folder** menu displays on the **Edit Quick Step** dialog.

4. Choose Other Folder from the drop-down menu.

The Select Folder dialog displays:

Select Folder	×
Folders:	OK Cancel New
4 III >	

5. Choose a folder from the **Colligo Email Manager** group and click **OK**.

6. Click Finish.

You can file emails to the SharePoint location you chose by selecting an email in Outlook and clicking the Quick Step you created in the Quick Steps group.

The Edit Properties dialog displays so you can edit the metadata for each email.

MANAGING SETTINGS

To manage your settings:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the left-hand pane of the Colligo Email Manager Configuration dialog, select Settings.

The **Settings** dialog displays:

Colligo Email Manager Configuration		
SharePoint Sites	🛄 Settings	
Favorites	History and Favorite Limits	
Folders	Number of History items:	10
Search Locations		
Search Options	Number of Favorite items:	10
Launchpad		
Settings	Drag-and-Drop Behavior	Send-and-File Behavior
······	Copy to SharePoint	Copy to SharePoint
	O Move to SharePoint	Move to SharePoint
	Mark Copied Emails with Label and Color	
	Enabled Label: Copied to SharePo	pint 🔳 🗸
	Disabled	
	Logging	
	Log level: Normal 🔹	
	Log file: Open log file location	
	L	
	1	Close
L		

- 3. In the **History and Favorites Limits** section, enter the maximum number of items you want to display in the following lists:
 - Number of History items
 - Number of Favorite items
 - **NOTE:** the History and Favourite items numbers must be between five and 50
- 4. In the **Drag-and-Drop Behavior** and the **Send-and-File Behavior** sections, choose one of the following options:
 - **Copy to SharePoint**: choose this option if you want to retain a copy of the email in Outlook as well as filing a copy in SharePoint
 - Move to SharePoint: choose this option if you want to move the email to SharePoint without retaining a copy in Outlook

NOTE: If you choose the **Move to SharePoint** option as the default behavior, you have the option to right-click and drag one or more items into a destination folder, and a contextual menu displays, giving you the option to **Copy** OR **Move** the item.

- 5. In the Mark Copied Emails with Label and Color section, choose from the following options:
 - **Enabled**: if this setting is enabled, the text in the **Label** field displays in the header of any email that has been copied to SharePoint
 - **Disabled**: if this setting is disabled, there is no indication in the header of an email header that has been copied to SharePoint
 - Label: The default text in the label field is Copied to SharePoint; enter a new label if preferred
 - **Color**: Choose an Outlook color category from the drop-down menu for the label to display in

NOTE: this label is automatically applied to any items filed when offline.

- 6. In the **Logging** section, select the preferred option from the **Log level** drop-down menu:
 - Off: select this option if you don't want to log any information about any activity errors or warnings
 - Normal: select this option to log information about activity, errors, and warnings NOTE: this is the default logging level
 - Verbose: select this option to include more detail about activity, errors, and warnings
 - Verbose with Web Services: select this option to include the most detailed level of information about activity, errors, and warnings

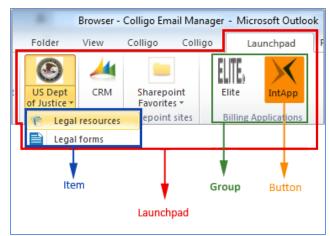
NOTE: choosing this option creates a very large log file and may slow the performance of your system

7. The Logging section allows you to set the level of detail you want to have in your error log files. These log files assist Colligo technical staff in solving any issues that may arise while using Colligo Email Manager. Click Open log file location to access the log files.

CONFIGURING LAUNCHPAD

NOTE: The Launchpad feature only functions when you are connected to your network.

Launchpad is a ribbon in Outlook where you can create groups that contain buttons linking to your most frequently used web pages and web applications for quick access from within Outlook. Once you have buttons you can choose to add related items underneath it, as shown in the below image:

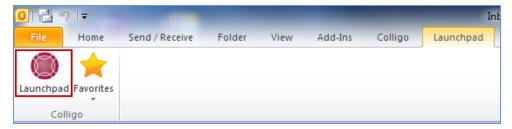


NOTE: Launchpad is not available in Outlook 2007.

To configure the Launchpad ribbon:

- 1. In the **Colligo Email Manager** group on the **Home** tab, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the left-hand pane of the **Colligo Email Manager Configuration** dialog, select **Launchpad**. OR

From the Launchpad ribbon, click the Launchpad icon to display the configuration dialog:



The Launchpad dialog displays:

Colligo Email Manager Configurati	ion 💦
SharePoint Sites	🔽 Launchpad
Favorites	🖽 Add 🛄 Remove 📴 Edit 🚖 Display Favorites 🐻 Import 🕋 Export
Folders	▲ Launchpad
Search Locations	🚖 Email Manager Favorites
Search Options	4 🔛 Links
Launchpad	Colligo
Settings	
	Close

Editing the Launchpad Tab

To edit the name of the Launchpad tab:

1. Select Launchpad and click Edit.

The **Edit Launchpad** dialog displays:

Bdit Launcl	hpad X
Title:	Launchpad
Screen Tip:	
Description:	
	OK Cancel

- 2. Edit the **Title** field.
- 3. Enter Screen Tip text and a Description if needed.
- 4. Click **OK**.
- 5. Restart Outlook for the change to take effect.

Adding a Group

To create a group in Launchpad:

- 1. Select Launchpad and click Add.
 - The Add Group dialog displays:

Add Group	, x
Title:	New Group
Screen Tip:	
Description:	
	OK Cancel

- 2. In the **Title** field, enter the name of the group.
- 3. Enter Screen Tip text and a Description if needed.
- 4. Click **OK**.
- 5. Restart Outlook for the change to take effect.

Adding a Button to a Group

Once you have added a group, you can add a button to it:

1. Select the group that you want to add the button to and click **Add**.

The Add Button dialog displays:

Add Butto	n
Title:	New Button
URL:	
Icon:	Browse
Screen Tip:	
Description:	
	OK Cancel

- 2. In the **Title** field, enter the name of the button.
- 3. In the **URL** field, enter the address of the web page or web application. After you enter the URL and click away from the field, the icon associated with the URL displays in the **Icon** space. If you want to change the icon, click **Browse** to choose your preferred icon. If you click **Clear**, the default icon above is used.
- 4. Enter Screen Tip text and a Description if needed.
- 5. Click **OK**.
- 6. Restart Outlook for the change to take effect.

Adding an Item to a Button

Once you have added a button, you can add one or more items to it:

- 1. Select the button that you want to add the item to and click Add.
 - The Add Item dialog displays:

Add Item	x
Title:	New Item
URL:	
	This field is required.
Icon:	Browse
Screen Tip:	
Description:	
	OK Cancel

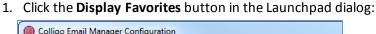
- 2. In the **Title** field, enter the name of the item.
- 3. In the **URL** field, enter the address of the web page or web application. After you enter the URL and click away from the field, the icon associated with the URL displays in the **Icon** space. If you want to change the icon, click **Browse** to choose your preferred icon. If you click **Clear**, the default icon above is used.

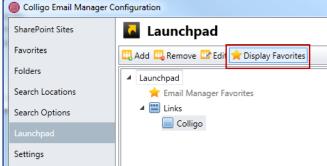
NOTE: this is a required field. You cannot create an item without a URL.

- 1. Enter Screen Tip text and a Description if needed.
- 2. Click **OK**.
- 3. Restart Outlook for the change to take effect.

Displaying Email Manager Favorites

If you have added SharePoint locations to your Email Manager Favorites list, you can also choose to display them in the Launchpad ribbon.





2. Restart Outlook for the change to take effect.

NOTE: This button is a toggle. To remove the Favorites group from the Launchpad ribbon, click the button again and restart Outlook.

The SharePoint locations from your Favorites list do not display in the Launchpad dialog; they display in the Launchpad ribbon in a group called Favorites:

File	Home	Send / Receive	Folder	View	Add-Ins	Colligo	Launchpad	
Launchpa	d Favorites	Colligo						
Co Favori I		stomized Reports ared Documents	<	Search Ir	nbox (Ctrl+E)			

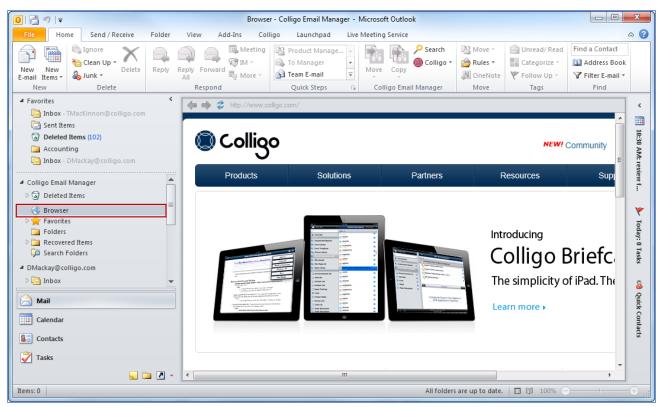
Viewing Launchpad URLs

After you have configured your groups, buttons, and items, they display on the Launchpad tab in Outlook:



Click on any button or item to display its associated URL. If you move to another tab in Outlook, you can click the **Browser** icon in the folder tree to go back to the last page you viewed.

You can use the refresh icon and the browser buttons in the navigation bar to navigate through the web page.



Importing and Exporting Launchpad Settings

You can export your Launchpad settings and save it as a .ribbon file on your computer. You can then import this file to another installation of Email Manager.

NOTE: The Email Manager Favorites list is not exported.

To export a Launchpad configuration file:

1. In the Launchpad configuration dialog, click the **Export** button.

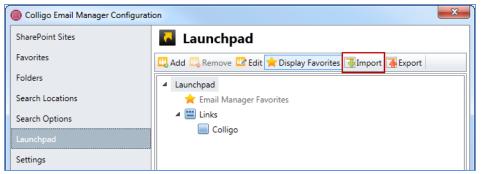
Colligo Email Manager Configuration		
SharePoint Sites	💶 Launchpad	
Favorites	🛄 Add 🛄 Remove 📴 Edit 🚖 Display Favorites 💽 Import 💽 Export	
Folders	A Launchpad	
Search Locations	🚖 Email Manager Favorites	
Search Options Launchpad Settings	▲ Iinks Colligo	

A Windows Save As dialog displays.

- 2. Enter a name for the file and browse to the location where you want to save it.
- 3. Click Save.

To import a Launchpad configuration file:

1. In the Launchpad configuration dialog, click the **Import** button.



A Windows **Open** dialog displays.

- 2. Browse to the location of the saved .ribbon file.
- 3. Click Open. The Launchpad groups, buttons, and items display in the dialog.

SEARCHING SHAREPOINT AND OUTLOOK

NOTE: This feature requires a network connection.

Colligo Email Manager provides advanced search functionality, allowing you to search within specific SharePoint sites and your Outlook account. You can use this to search for email or documents that you or others have uploaded to SharePoint, or for items in your Outlook mailbox.

NOTE: When you upload an item to SharePoint, it is available immediately within the SharePoint site. However, the item will not be returned in a search until the item has been indexed by a SharePoint crawler. The timing and frequency of the crawls are set by your administrator.

Enabling Search Capability

To enable search functionality in Outlook 2010, click the **Search** button in the **Colligo Email Manager** group on the **Home** tab; in Outlook 2007, click the **Show/Hide Search Pane** button in the **Colligo Email Manager** toolbar:



A search pane displays along the right side of your Outlook main window. You can move the search pane to any location in your Outlook window and it stays in that location the next time you start Outlook.

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Search SharePoint 🔎 🔻		

Searching

You can perform both basic and advanced searches using Colligo Email Manager's search function.

A *basic search* means you type a keyword and the search returns anything that matches that word, regardless of the occurrence of that word.

An *advanced search* means you are searching specific metadata fields, using the same syntax you would use in an Outlook search. You type the name of the metadata field you want to search, followed by a colon, followed by the term you are searching for. You can enter multiple search terms in this format.

For example, a search with the parameters *to:John subject:manual* means you are searching the metadata fields *to* and *subject* for the terms *John* and *manual*. Any results returned from the search will meet both of these search criteria. The searchable metadata fields are configured by your systems administrator. Custom metadata is also supported.

After you have entered a search term and started the search, you can look at the progress of the search by clicking the arrow at the bottom of the search pane:

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Items: 8 Locations: 3 in progress, 1 completed			

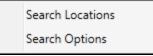
The search locations display. You can click **Cancel** to remove results from a particular site from the search.

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Arrange By: Date	Newest on top
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Items: 8 Locatio	ons: 3 in progress, 1
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Colligo Team Performing se item(s) found)	

Defining Search Locations and Terms

To define your search locations and parameters:

- 1. Enter your search term in the search field.
- 2. Click the drop-down arrow to manage your search locations and options:



- 3. Select **Search Locations** to select the location(s) you want to search in. For more information, see Managing Search Locations.
- 4. Select **Search Options** to define your search options. For more information, see Managing Search Options.
- 5. Click the search icon to begin the search.

Any results display under the search field:

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Arrange By: Date	Newest on top	p
▲ 28/06/2011		*
Corporate\Bcheng New Microsoft Office Word Document.docx	10:17 PM	1
Gorporate\Bcheng Bernard Cheng_28Jun11 08.44.01_test.msg	7:57 PM	1
Gorporate\Bcheng Bernard Cheng_28Jun11 08.44.01_test.msg	3:46 PM	í
Corporate\Bcheng random_test_doc.txt	3:39 PM	1
Corporate\Bcheng	3:39 PM	.
▷ Items: 202 Locations: 1 completed, 1 complete with warning		

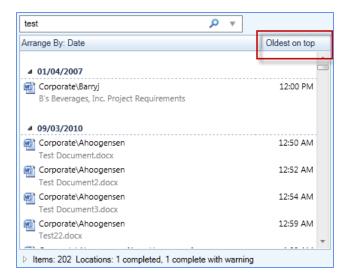
NOTE: If you are not getting any search results it is likely because the search capability for the SharePoint site has not been configured. Please contact your systems administrator.

Viewing Search Results

You can arrange your search results by item Date or Author (**From**). To toggle between these views, click on the **Arrange By** field in the results pane and select **Date** or **From**:

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\checkmark	Date	
	From	3
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You can also sort the results by viewing the newest item on top or the oldest item on top. To toggle between these views, click the top-right corner of the search results to get the view you want:



Additionally, if an email with an attachment is returned in your search results, the paperclip icon displays to indicate the attachment:

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invoice	P [•
Arrange By: Date	Newest on top
▲ Today	
Today Dave MacKay	ال 9:51 AM

Managing Search Results

You can open and view items that display in your search results, as well as create a new email with a link to the SharePoint item.

Use the x icon to clear the search term and search results:

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Viewing an Item

To view an item in your search results, either double-click it to open and view, or right-click and select **Open** from the contextual menu:



Emailing a Link to an Item

To email a link to an item in your search results, right-click the item and select **Send As Link** from the contextual menu. This opens up a new email with a link to the item's location in SharePoint.

You can also drag-and-drop the item into your Inbox for the same result.

If you have an item in your search results that is an email with an attachment, you can open the email, then drag-and-drop the attachment into your inbox; this opens up a new email with the attachment attached. The subject line of the email defaults to the name of the attached file.

Sending Item as an Attachment

To send the item as an attachment, right-click the item and select **Send As Attachment** from the contextual menu. This launches a new email with the search result item in the **Attached** field.

Creating a Link to an Item

To copy the link to the item's location in SharePoint, right-click the item and select **Copy SharePoint Link** from the contextual menu. You can then paste the link into an email or document as needed.

Managing Search Locations

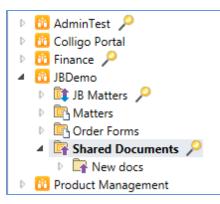
Any SharePoint site that you add to Colligo Email Manager is added to your search locations list by default. You can remove a site from the list to reduce the scope of a search, but then add it back at a later time for another search.

Adding a Search Location

You can add a site to your search locations list in one of two ways:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the site list, click the site you want to add to your search locations and click the Add Search Location icon:

A small magnifying glass icon appears at the end of the site name, indicating it is included in your search locations list.



OR

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- In the left-hand pane of the Colligo Email Manager Configuration dialog, select Search Locations. The Search Locations dialog displays:

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SharePoint Sites	Search Locations
Favorites	Add ARemove
Folders	Add Search Location
Search Locations	
Search Options	
Launchpad	
Settings	
	Close

Click the Add Search Location link or the Add icon.
 The Add Search Location dialog displays:

Add Search Location	×
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Selected location: Home	
	OK Cancel

4. Select the site you want to add to the search list and click **OK**.

The site is now included in your search locations list.

Removing a Search Location

To remove a site from your search locations list:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- 2. In the left-hand pane of the **Colligo Email Manager Configuration** dialog, select **Search Locations**.
- 3. In the site list, click the site you want to remove and click **Remove**. The site no longer displays in the list.

Managing Search Options

The **Search Options** area of Email Manager lets you define your search parameters. To define the search options:

- 1. In the **Colligo Email Manager** group on the **Home** tab in Outlook 2010 or 2013, or, in the **Colligo** Toolbar in Outlook 2007, click the **Colligo** drop-down arrow and select **Configure**.
- In the left-hand pane of the Colligo Email Manager Configuration dialog, select Search Options. The Search Options dialog displays.

🔘 Colligo Email Manager Configurati	ion	J			
SharePoint Sites	℅ Search Options				
Favorites	Outlook	1			
Folders	Search all mail items				
Search Locations	Search Outlook Inbox				
Search Options	Limit results to: 200				
Launchpad	SharePoint Query Options				
Settings	Limit results to: 200				
	Search On				
	Files and Folders I Files Only Folders Only				
	O All Files 🖲 Filter Files				
	Type Extension				
	Microsoft Word Document docx				
	Microsoft Excel Worksheet xlsx				
	Microsoft PowerPoint Prest pptx				
	Microsoft Word 97 - 2003 I doc				
	Microsoft Excel 97-2003 W xls				
	Microsoft PowerPoint 97-2 ppt				
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- 3. In the **Outlook** section of the dialog, choose your parameters:
 - a. Check the Search all mail items box if you want to search your Inbox as well as all other folders in your default mailbox. The following folders are not included in the search: Junk E-Mail, Deleted Items, Public Folders, and RSS Feeds. If you have more than one email address linked to Outlook, Email Manager searches only the default account.
 - b. Check the **Search Outlook Inbox** box if you want to limit the search to your inbox content.
 - c. In the **Limit results to** field, enter the number of results you want returned per folder.
- 4. In the SharePoint Query Options section, enter the results number in the Limit Results to field.
- 5. In the Search On section, choose your parameters:
 - a. Choose from one of the following:
 - a. Files and Folders
 - b. Files Only
 - c. Folders Only
 - b. If you choose either the **Files and Folders** or **Files Only** option, you can further determine the file types you want to search by choosing one of the following:
 - a. All Files
 - b. Filter Files
 - c. If you choose **Filter Files** you can further define the type of files you are searching by checking the boxes of the file types in the list.

Custom Search Folders

Custom search folders are functionality native to Outlook and are separate from Colligo's search capability. A custom search only searches within Outlook, whereas an Email Manager search includes both your Outlook account as well as your SharePoint sites.

UNINSTALLING COLLIGO EMAIL MANAGER

To uninstall Colligo Email Manager:

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