

# The Outlook® Add-In for Outlook® and OWA 2010/2013

## Quick Reference Guide

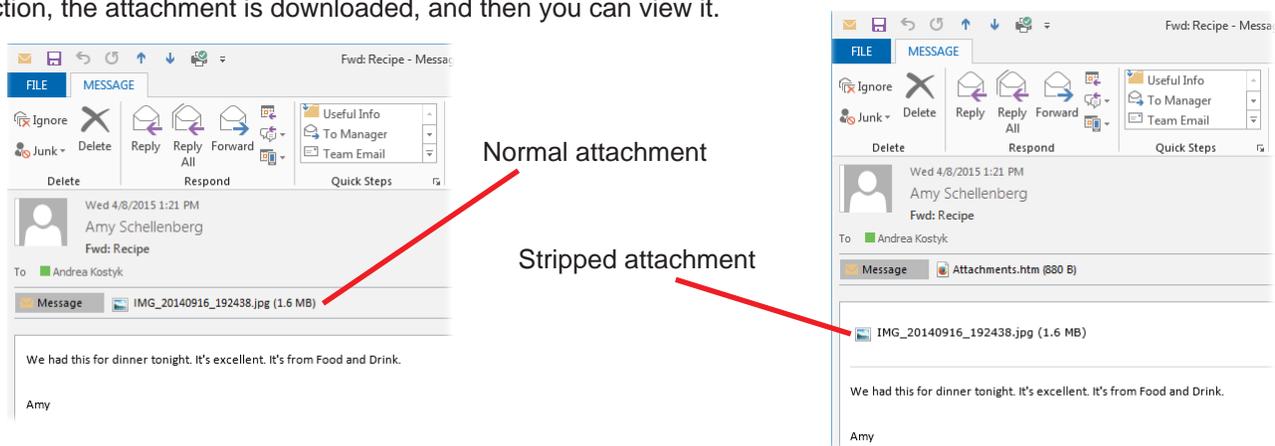
Netmail's Outlook Add-In enhances the way you send and receive email attachments in Outlook and OWA. Your day-to-day email workflow remains the same, except in a few cases: opening stripped attachments and sending large attachments.

### Opening Stripped Attachments

When you send an email message that contains an attachment to someone within your organization, the Outlook Add-In strips the attachment from the message, stores the attachment in a separate storage location, and replaces it with a link that points to the attachment. (Storing attachments in a secondary storage location helps free up space on the live email system.) The link text is the same as the attachment name, therefore visually, there is little indication of whether the file name is a link or the actual attachment itself. The difference is truly noticed when the recipient clicks the attachment.

### Using Outlook

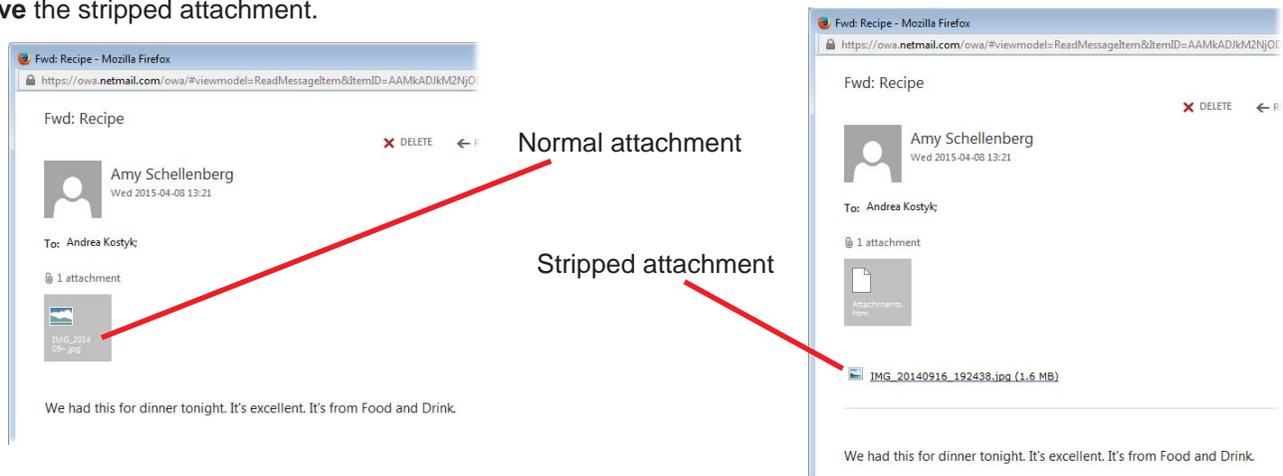
To access a stripped attachment in Outlook, click the attachment name in the email. The attachment does not open right away. Instead, a dialog box opens, prompting you to first **Open** or **Save** the attachment. Once you make your selection, the attachment is downloaded, and then you can view it.



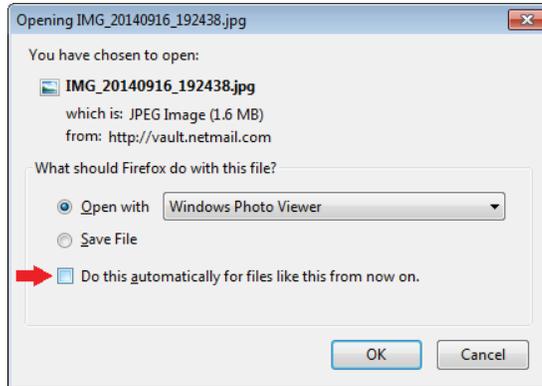
### Using OWA (Outlook Web App)

To access a stripped attachment in OWA, click the attachment name in the email. Just as with Outlook, the attachment does not open automatically. However, from here, you may encounter one of two scenarios (depending on how your network administrator set up email access in OWA):

1. If you are accessing OWA from within your organization's network, you will most likely be prompted to simply **Open** or **Save** the stripped attachment. You will then be able to download and view the attachment.
2. If you are accessing OWA from outside your organization's network (e.g., from home), you will first be prompted for your Outlook user name and password. Only once you successfully enter your credentials will you be allowed to **Open** or **Save** the stripped attachment.

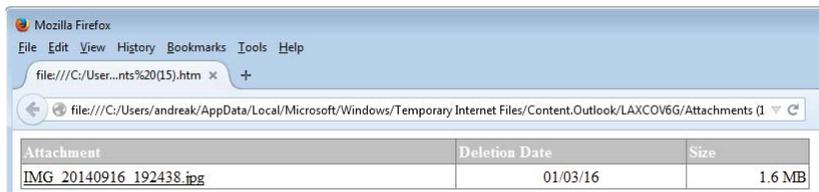


If you want to avoid seeing the Open/Save prompt each time you click a stripped attachment, you can set your web browser to automatically always open the attachment.



**Note:** The screenshot shown here was taken in Firefox. Other web browsers may behave differently.

Email messages with stripped attachments also contain an *Attachments.htm* file, through which you can also access your stripped attachments. To do so, double-click the file, and opt to open the file. A new tab or window in your web browser opens, displaying a table with all the stripped attachments for that email message. From here, you can access the attachments as described previously. If a **Deletion Date** has been assigned to your attachments, this means that the attachments will be accessible to you only up until the specified date.



## Sending Large Attachments

The Outlook Add-In allows you to send large email attachments. Normally this is not possible, as there is a size limit for email attachments. If your system administrator has installed the Add-In, this feature be available to you in your Outlook client (it is currently not supported in OWA).

To send an email with a large attachment, follow these steps:

1. In your Outlook client, click **New E-Mail** to compose a new email message.
2. Click **Insert Large Attachment** on the **Message** tab, and select the file you want to attach.
3. Compose your message, and click **Send**.

