

FileCloud Add-In for Microsoft Outlook

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FileCloud Outlook add-in brings the powerful features of filesharing to the Windows desktop and Outlook. The Outlook add-in enables the user to:-

1. Share a file or folder that resides on the FileCloud directly from outlook.
2. Upload a file to FileCloud and share directly from outlook.
3. Ability to share a file as an attachment or generate a link.

This seamless integration with MS Outlook will improve the efficiency and productivity of any outlook user when sharing files or folders within the organization or with 3rd party vendors. Therefore, the Outlook add-in brings the FileCloud to the email platform and integrates the cloud access in the user's workflow.

System Requirements

OS: Windows 7 and above

Outlook: 2007 and above

.NET Framework: 4.5 and above

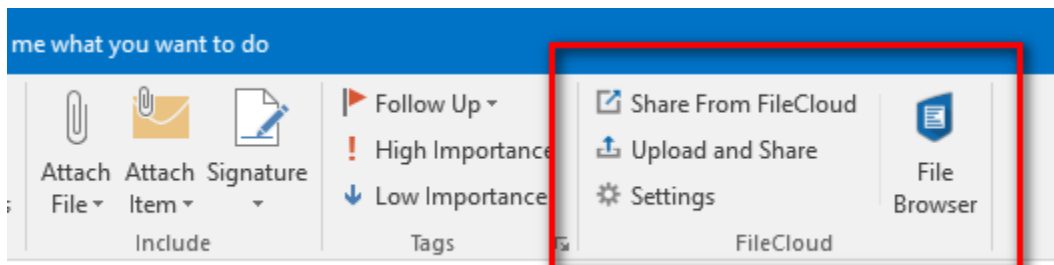
Admin Privileges are required to complete the installation

Installation

1. Download and install the FileCloud Outlook Add-In through this link [Outlook Add-In Download](#)
2. Accept any security warning and continue installation.
3. Admin Privileges are required to complete the installation.
4. Add-In will be installed under program files and will be installed for all users in that system.
5. Once installation is complete, please restart the outlook.

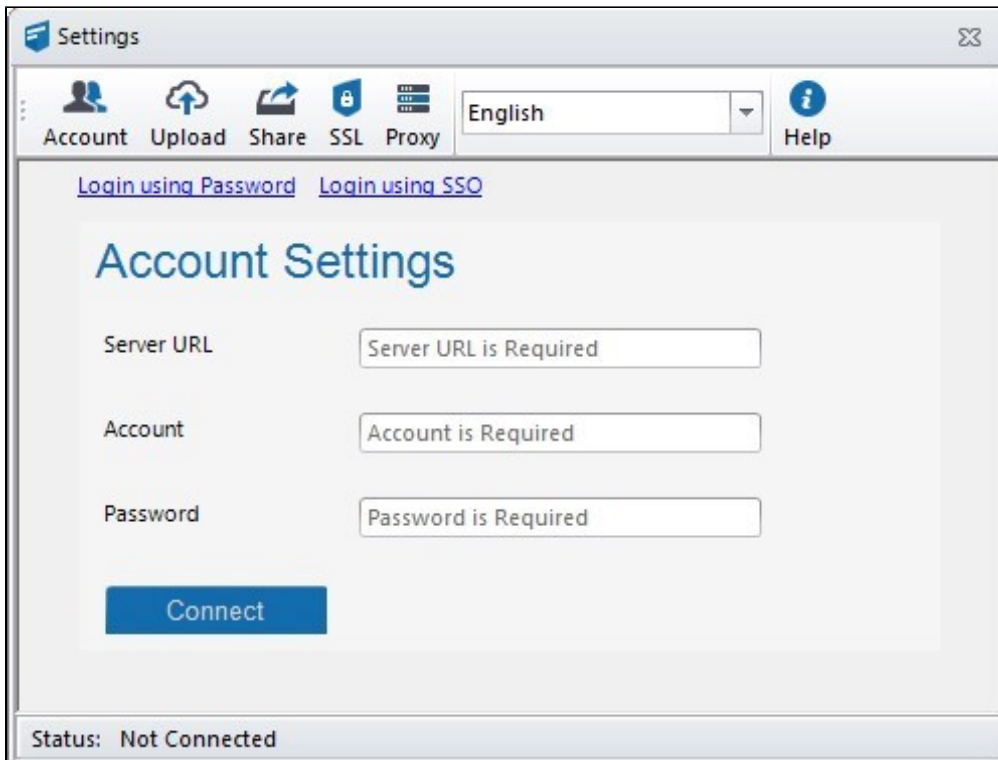
Once installed, FileCloud will appear as an Outlook Ribbon on the **New Mail Compose Window** with the following buttons:-

1. Share from FileCloud
2. Upload and Share
3. Settings.
4. File Browser



Settings

The settings button opens a dialog box that enables you to configure settings and helps you to troubleshoot.



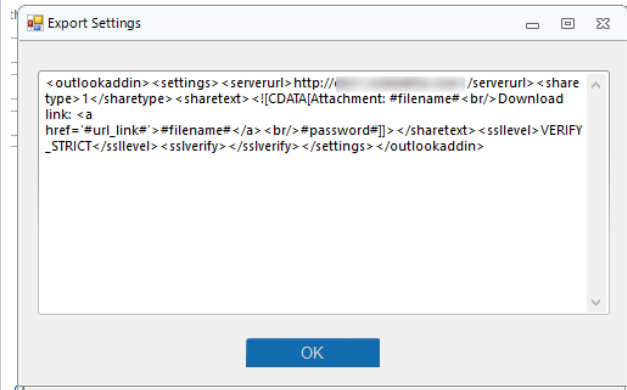
Settings	Description
Account Settings	Sign in to FileCloud by entering the FileCloud Server URL, username and password. The Outlook add-on also supports single sign-on (SSO).
Upload Settings	Set the default upload folder for all files that are uploaded Allow auto upload of attachments NOTE: To enable/disable auto upload of attachments, the outlook must be restarted after setting is changed.
Share Settings	Set the following settings:- <ol style="list-style-type: none"> 1. Send File Share as Link or attachment. 2. Insert share detail at end of email body or top of email body. 3. Default Share Type - Public Share or Password Protected Share. 4. Share Text in HTML - The text that added to the email body as part of their share when share is created.
SSL Settings	Ignore SSL Errors and Connect to Only TLS 1.2 Server (applicable when your FileCloud server is supporting only TLS 1.2)
Proxy Settings	Enter Settings for Proxy Server if any.
Language Support	English, Dutch, and Arabic are supported. To make the language change effective, you must completely restart the Outlook add-in.

Help

Display the FileCloud Version.

Troubleshooting - Open the Log Folder where the add-in stores the activity logs of the add-in

Export Settings - Will take all the relevant settings and create a well formatted XML Ideally, admins can create the setting, export it as XML and use that setting for Mass Deployment using Device Management.



For more detailed support on export settings, please see [Centralized Device Management](#)

Account Settings

On this tab, enter the FileCloud server URL, account and password and click **Connect** to sign in to FileCloud.

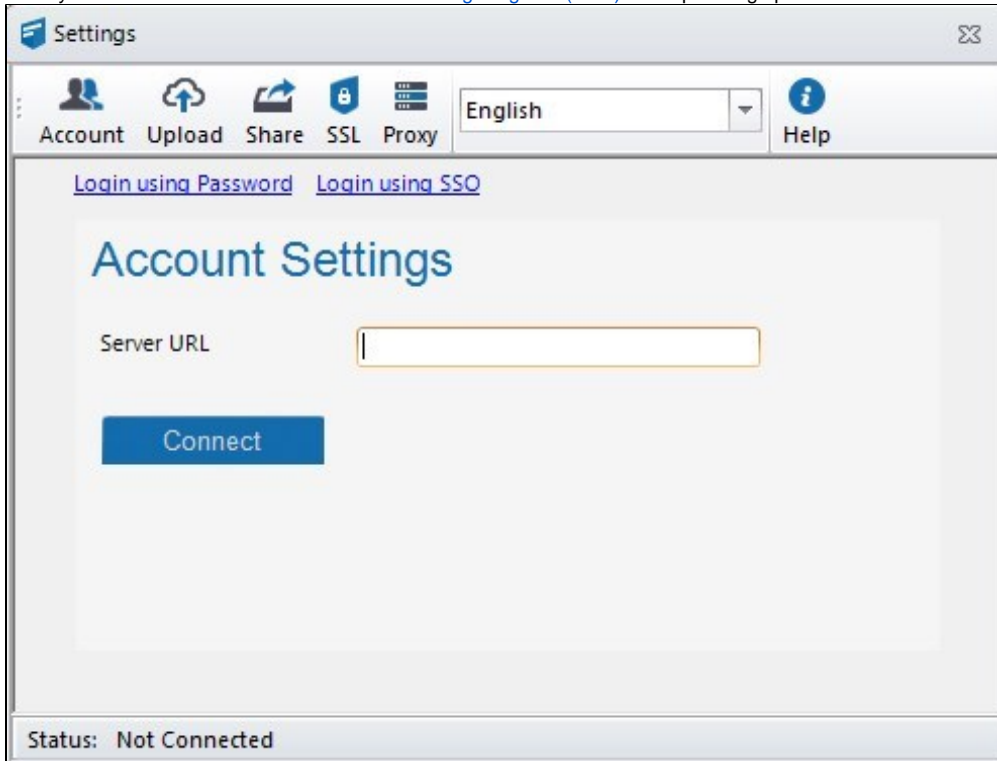
The screenshot shows the "Account Settings" dialog box. At the top, there are navigation icons for Account, Upload, Share, SSL, and Proxy, along with a language dropdown set to "English" and a "Help" button. Below these are links for "Login using Password" and "Login using SSO". The main section is titled "Account Settings" and contains three input fields:

- Server URL: Server URL is Required
- Account: Account is Required
- Password: Password is Required

A blue "Connect" button is positioned below the input fields. At the bottom of the dialog, a status bar indicates "Status: Not Connected".

To log in with SSO, click **Login using SSO**.

Enter your **Server URL** and click **Connect**. See [Single sign-on \(SSO\)](#) for help setting up SSO.



The screenshot shows the Outlook Settings window with the following elements:

- Settings** window title bar.
- Navigation icons: Account, Upload, Share, SSL, Proxy.
- Language dropdown menu set to **English**.
- Help** icon.
- Links: [Login using Password](#) and [Login using SSO](#).
- Account Settings** section header.
- Server URL** label and an empty text input field.
- Connect** button.
- Status: Not Connected** indicator at the bottom.

Upload Settings

You can set the Default Upload Folder and allow auto upload of file attachments that are greater than a certain size. Please note that auto upload of attachment will require a restart of outlook.

The default upload folder designates the FileCloud folder to which the file is uploaded. When the default folder is not designated, you will be prompted for an upload folder path when uploading a file.

Settings
⌵

Account
Upload
Share
SSL
Proxy
English
Help

Upload Settings

Default Upload Folder

Auto Upload Attachments (Outlook must be Restarted)

Auto Upload Attachments Greater than Size (MB)

Status: Not Connected

Share Settings

Share settings must be used to set the settings when share is created and sent through Outlook.

Setting	Description
Send File Share As	Send As Link: Share created will be sent as link. Send As Attachment: Shared created will be sent as an attachment.
Insert Share Detail At	Allows you to set the default position of the share detail in the email body. Top of email body or End of email body
Share Type	Set the default share type when shares are created Public Share (Default) Password Protected Share

Share Text (In HTML)

The text that added to the email body as part of their share when share is created. HTML is allowed to set formatting on this text

Default: Attachment: #filename#
Download link: #url#
#password#

The following place holders are available.

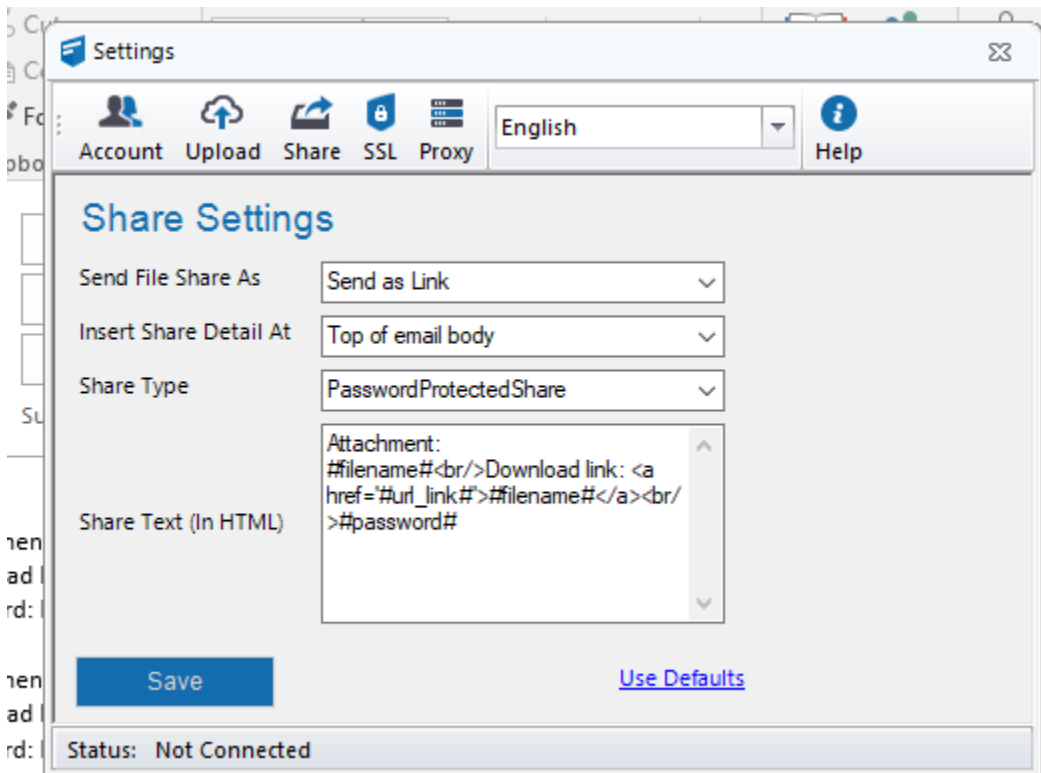
1. #filename# refers to the File/Folder name of the shared item.
2. #url# refers to the full url with HTML tags for example http://xyz.codelathe.com/url/ererror
3. #url_link# refers to full url with no HTML tags, for example http://xyz.codelathe.com/url/ererror
4. #password# refers to the share password for a password protected share.

The default Share Text "Attachment: #filename#
Download link: #url#
#password#" will result in the following text

Attachment: winter.docx
Download link: <https://xyz.codelathe.com/url/42wfc8ertwqs>
Password: lkre431sq

Attachment: #filename#
Download link: #filename#
#password# will result in

Attachment: spring.docx
Download link: spring.docx
Password: by1rgCx31



Proxy Settings

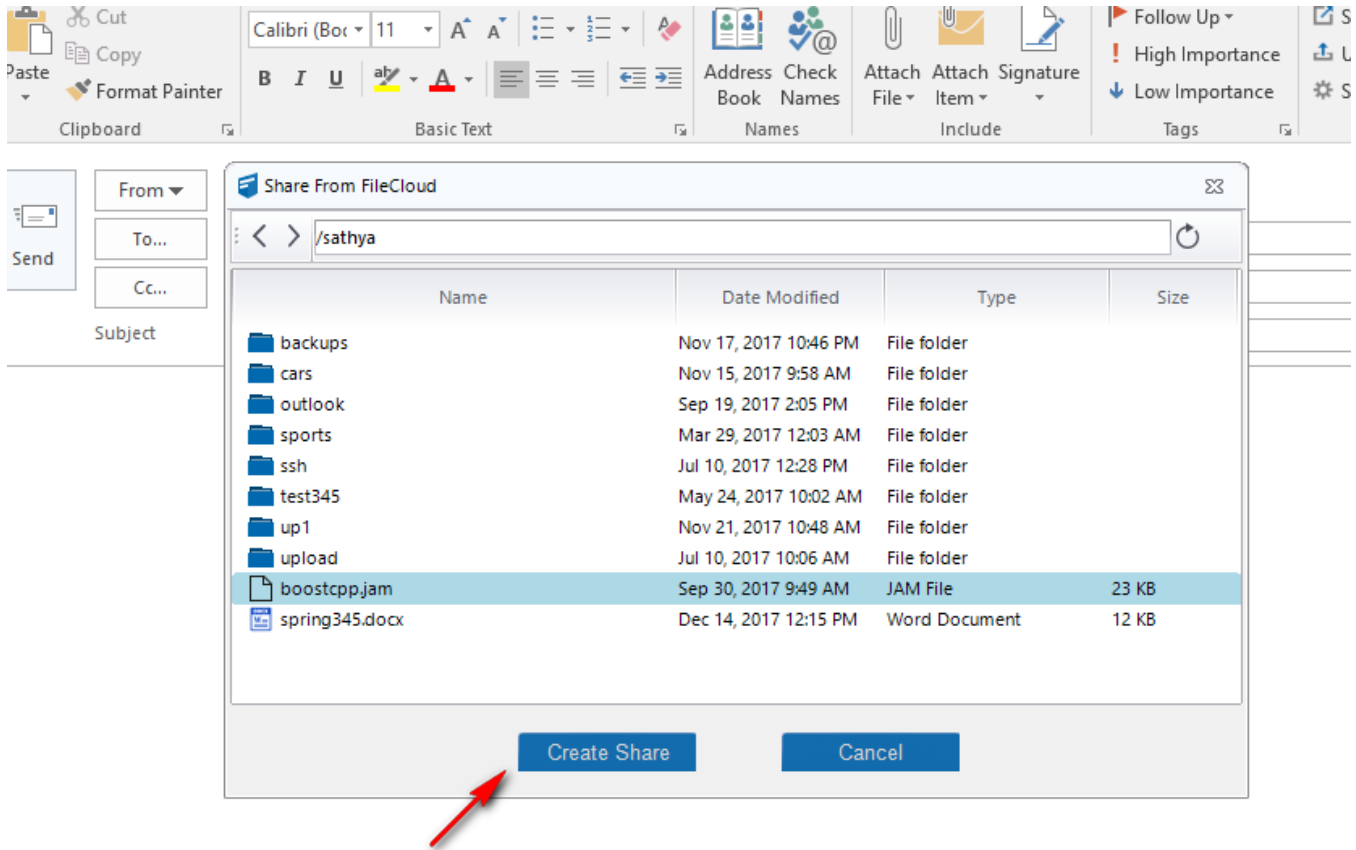
The Proxy Settings must be set, when your network uses proxy server or you would like FileCloud Outlook Plugin to use a proxy server. You must contact your network administrator to get the Proxy Server Address, Port, Username and Password to connect to your proxy server.

Share from FileCloud

You can browse any file or folder that resides on the FileCloud and share.

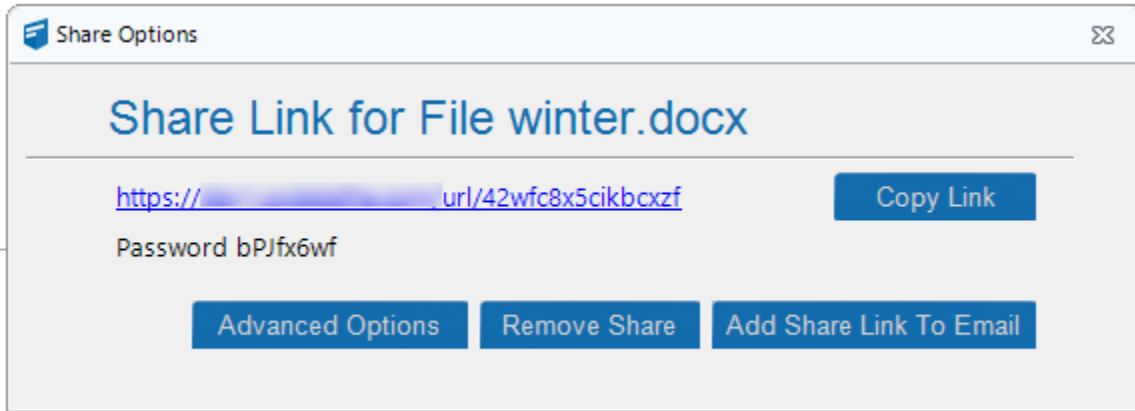
When a Folder is shared, FileCloud creates a public/private or password-protected share as per the default settings of the administrator in admin UI. Share link is generated and written back to the email body.

On the other hand, when a File is shared the file can either be shared as a link or as an attachment based on your settings. When the file is shared as a link, FileCloud creates a public share, generates a link and writes the link details back to the email body. When the file is shared as an attachment, the FileCloud downloads the file and adds an attachment to the email body and no public share is created.



When share is created, a dialog box is displayed with the default share detail and share link with following options.

Button Actions	Description
Advanced Options	Display the advanced options of the share to control all aspects of share. For example: Set share type, set share password etc.
Remove Share	Remove Share will remove the share and share will no longer be valid.
Add Share Link to Email	Adds the share link to the outlook email body.
Copy Link	Copy the link URL to the clipboard.



Advanced Share Options

Advanced Share options allows to set all properties of the share that include share options, public share settings and private share settings.

Share Options

Advanced Share Options

Share Url <https://dev1.codelathe.com/url/c3qkkir9cq85jihq>

Share Path /SHARED/fcteamfolder12/Sales/Design Rep System.pdf

Share Permissions Allow Everyone Allow Specific Users/Groups

Share Options Public Share Settings

Share Name

Expires (Optional) Never Expires Expires

Upload Size Limit (MB) Not Applicable

Email File Change Notifications Yes No

Remove Share
Update Share
Add Share Link to Email

Share Options	Description
Share URL	Share URL with which the share can be accessed
Share Path	The path location of the file.
Share Permissions	Set the share as public share (Allow Everyone) or private share (Allow Specific users/groups)
Share Name	Name of the share
Expires	Set an expiration date for the share after which share is no longer accessible.
Upload Size Limit	Maximum Size of files that can be uploaded to this folder.

Email File Change Notification

Allow or Disallow email file change notifications when there are any activity on files or folders on this share

Public Share Settings

The share permissions must be set to allow everyone and Select the public share settings to set the public share properties on the share.

Advanced Share Options

Share Url <https://dev1.codelathe.com/url/f8wy5uy6x45w9y8r>

Share Path /SHARED/fcteamfolder12/Sales

Share Permissions Allow Everyone Allow Specific Users/Groups

Share Options Public Share Settings

File/Folder Permissions View + Download

Set Share Password Yes No



Remove Share

Update Share

Add Share Link to Email

Share Options	Description
File Folder Permissions	<p>Set the permissions for the File/Folder</p> <p>Following are the permissions allowed for a folder share</p> <ol style="list-style-type: none">1. View + Download2. View + Download + Upload3. View + Upload4. View Only5. Upload Only <p>For File Share, the only applicable permission is View + Download</p>
Set Share Password	<p>Set a password for the share. Enabling share password will require a password to access the share. The share password can be entered on the text box shown by the red arrow on the screen above.</p>

Private Share Settings

The share permissions must be set to allow specific users/group and Select the private share settings to set the private share properties on the share.

Advanced Share Options

Share Url <https://dev1.codelathe.com/url/f8wy5uy6x45w9y8r>

Share Path </SHARED/fcteamfolder12/Sales>

Share Permissions Allow Everyone Allow Specific Users/Groups

Share Options Private Share Settings

Guest Group

Add Guest

	Guest	Allow View	Allow Download	Allow Upload	Allow Share	Allow Sync
	fc@codelathe.c...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remove Share Update Share Add Share Link to Email

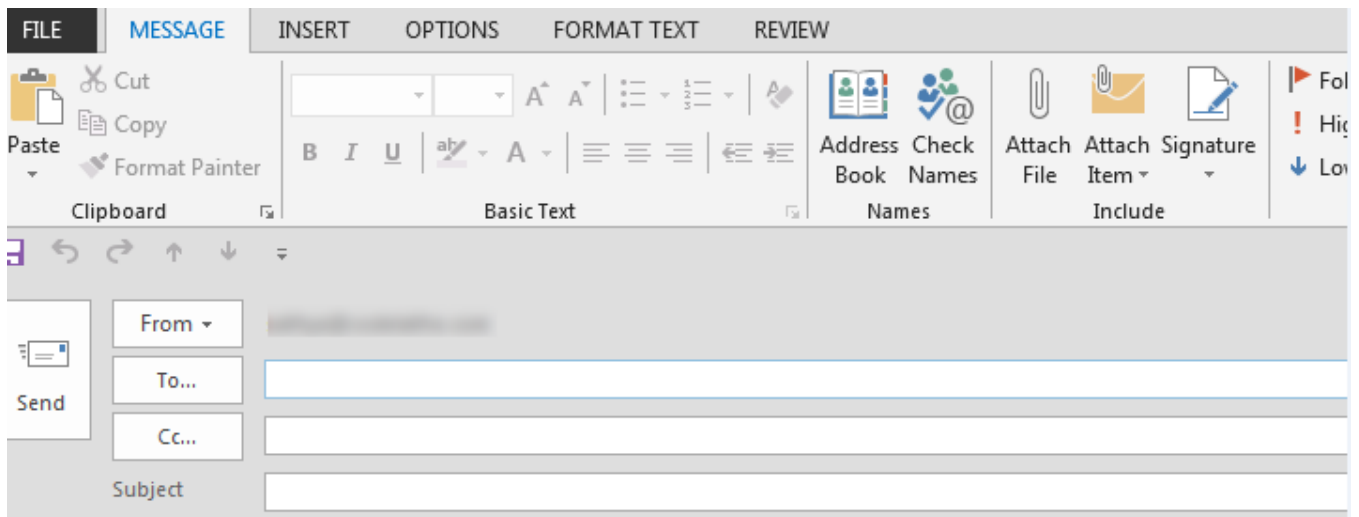
The private share settings will have the following 2 tabs.

Private Share Setting	Description
Guest	Allow a user to access the share and set the access permissions (View, Download, Upload, Share and Sync) for that specific user. Removing the Allow View permissions will delete the user access to the share. Click on Add Guest to add a new user to the share.
Group	Allow a group to access the share and set the access permissions for that specific group. Removing the Allow View permissions will delete the group access to the share. Click on Add Group to add a new group to the share.

Upload and Share

You can upload any file from your local drives to FileCloud and share the file. Once the file is uploaded to the FileCloud server, the file can either be shared as a link or as an attachment based on your settings.

When the file is shared as a link, FileCloud creates a public share, generates a link and writes the link details back to the email body. When the file is shared as an attachment, the FileCloud does not create a public share but directly attaches the file to the email body after it is uploaded to the FileCloud server.

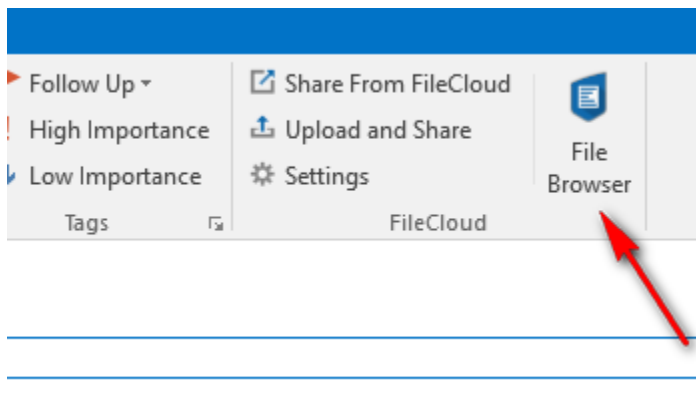


Attachment: IsMoreBetter.pdf
Download link: <https://www.itonido.com/url042cwi>

File Browser

Starting with FileCloud 17.0, the outlook add-in app contains a remote file browser function to access, edit and view all files on the server. This is an alternative to the web browser to access FileCloud. To open the File Browser, you will need to click the File Browser from the add-in.

For more details support, refer to the [File Browser for Outlook addin](#) support page.



Troubleshooting

I am not able to see the FileCloud Outlook add-in inside Outlook.

At times, MS Outlook may disable an add-in if there is a 0.234 second delay in starting the outlook for any reason. Go to File=>Options=>Add-Ins. Find the FileCloud Outlook Add-In from the disabled add-ins list and enable the add-in. You can set the outlook to always enable FileCloud Outlook add-in so that it does not get disabled.

Where is the log file stored?

The log files for Outlook add-in are automatically stored under %APPDATA%\filecloudoutlookaddin\data folder addin.log file. You can go to settings - Troubleshooting to go to the log folder. The log file does not store any secure data. In case, you run into problems, you may have to send us the log file to ensure proper troubleshooting.