

## How to install and use the File Sharing Outlook Plugin

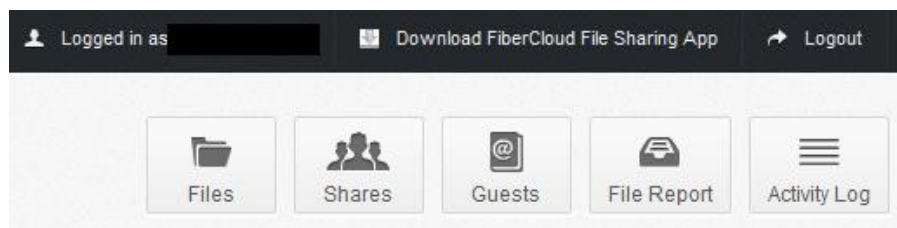
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Thank you for purchasing Green House Data File Sharing. This guide will show you how to install and configure the Outlook Plugin on your desktop.

Note:

- Microsoft Outlook 2007, 2010, and 2013 (both 32-bit and 64-bit) are supported.
- This feature is not supported for Microsoft Outlook installed on Mac operating systems.

- 1) Log into File Sharing from your web browser, click on the "Download Green House Data File Sharing App" in the black menu bar.

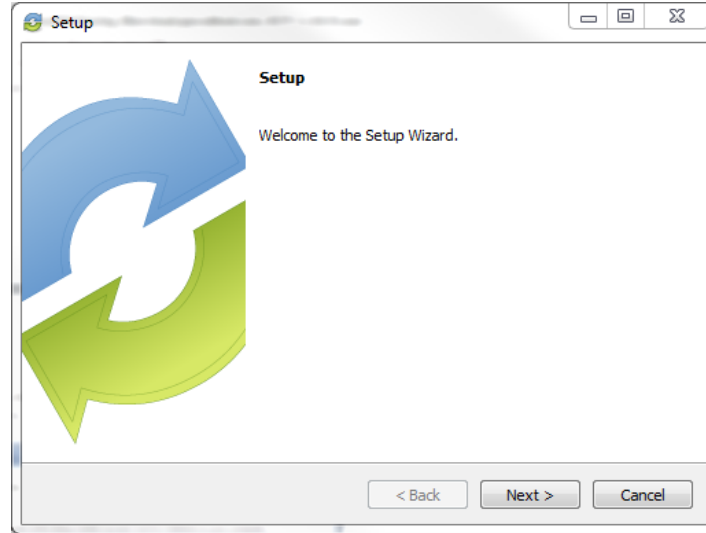


- 2) Select Outlook Plugin to download.

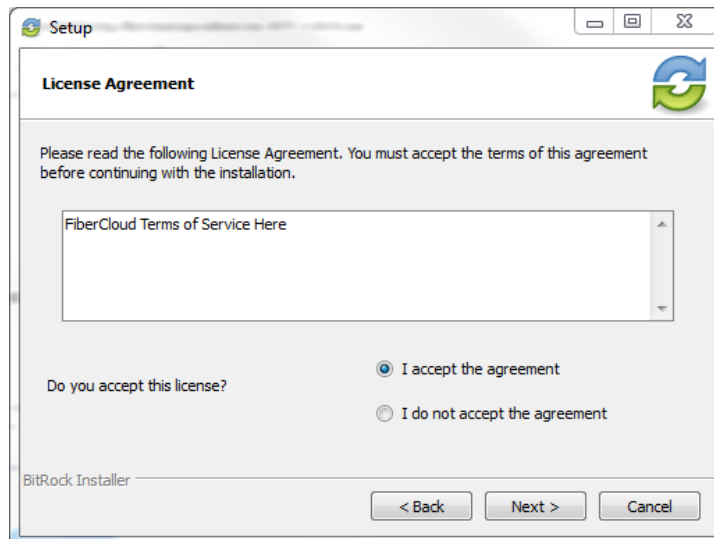


Note where you downloaded the plugin.

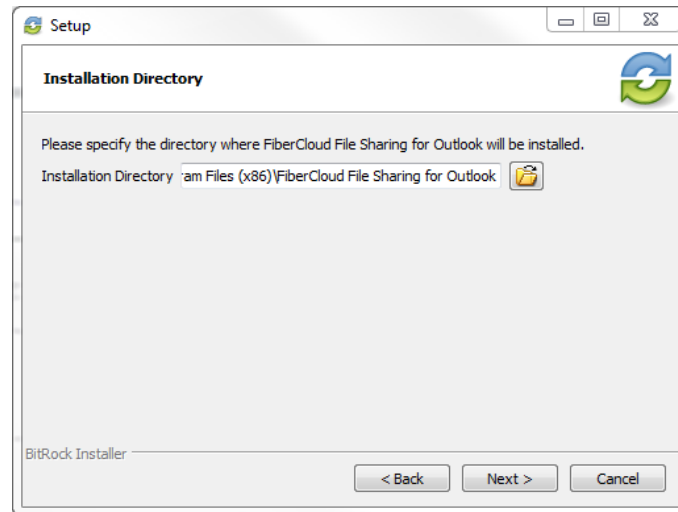
- 3) Launch the File Sharing installation client from where you downloaded the client app. Note Outlook must be closed before you install the plugin.



- 4) Review the "Terms of Use" for Green House Data Business Class File Sharing and check "I agree to the above terms." to continue when clicking "Next".



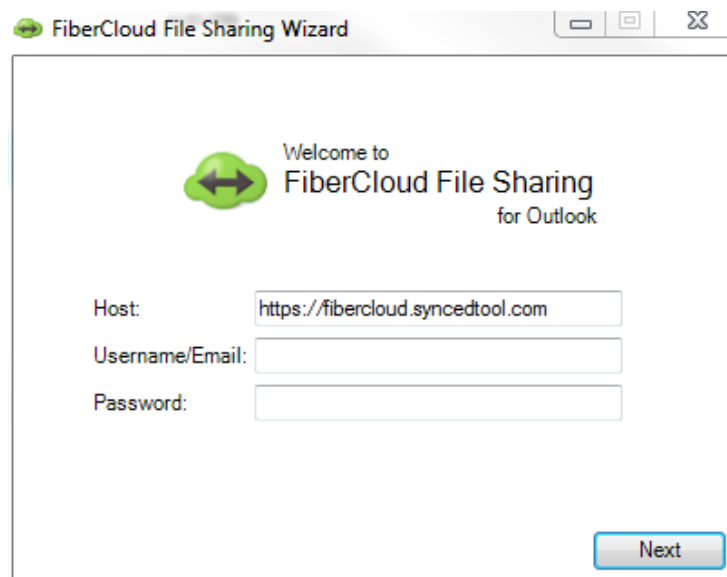
- 5) Specify the directory in which you would like to install the Outlook plugin.



- 6) Click "Next" to complete the installation.

### Configure the Outlook Plugin

- 1) Open Outlook, you will be prompted for the username and password provided by your company administrator.

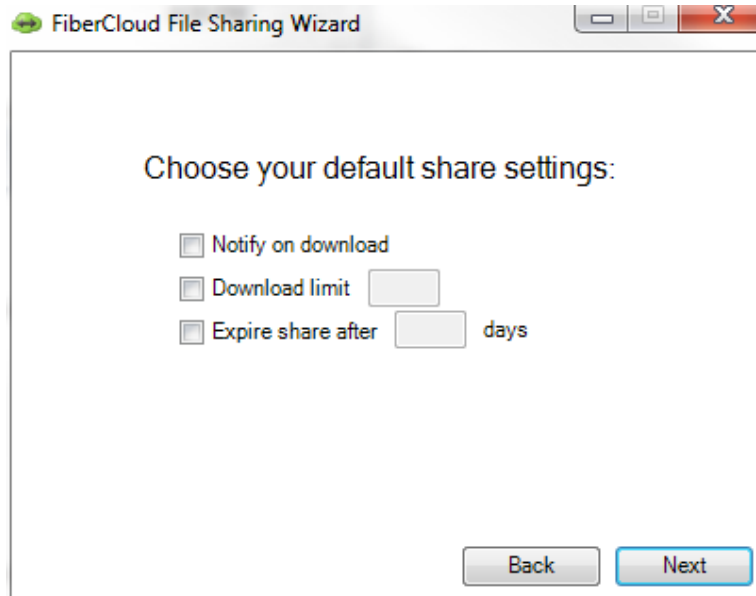


- 2) Select the default sharing settings:

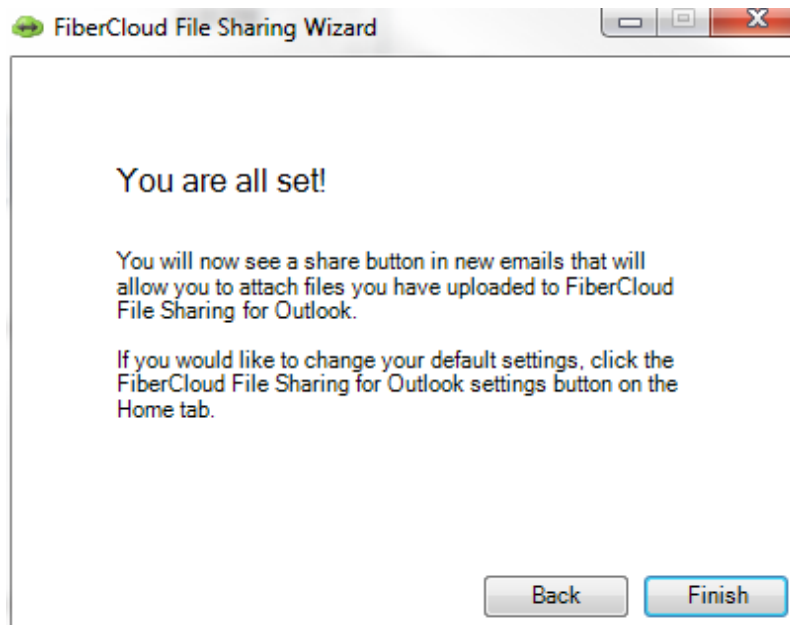
**Notify on Download?** This sends an email notification to the sender that the file has been downloaded. (Note: this is only available for sharing files, not folders)

**Download Limit:** This sets the number of times a file may be downloaded. The share will expire once the download limit is reached. (Note: this is only available for sharing files, not folders)

**Expiration Date:** This sets the number of days the download is available. Expiration Date: The date which this file will no longer be available.

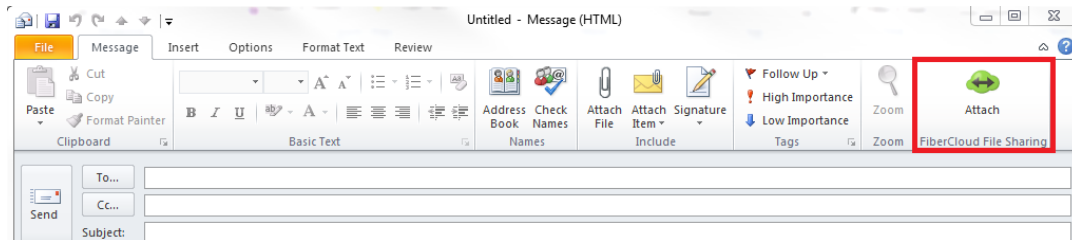


3) Click finish to complete the setup and start using the plugin.

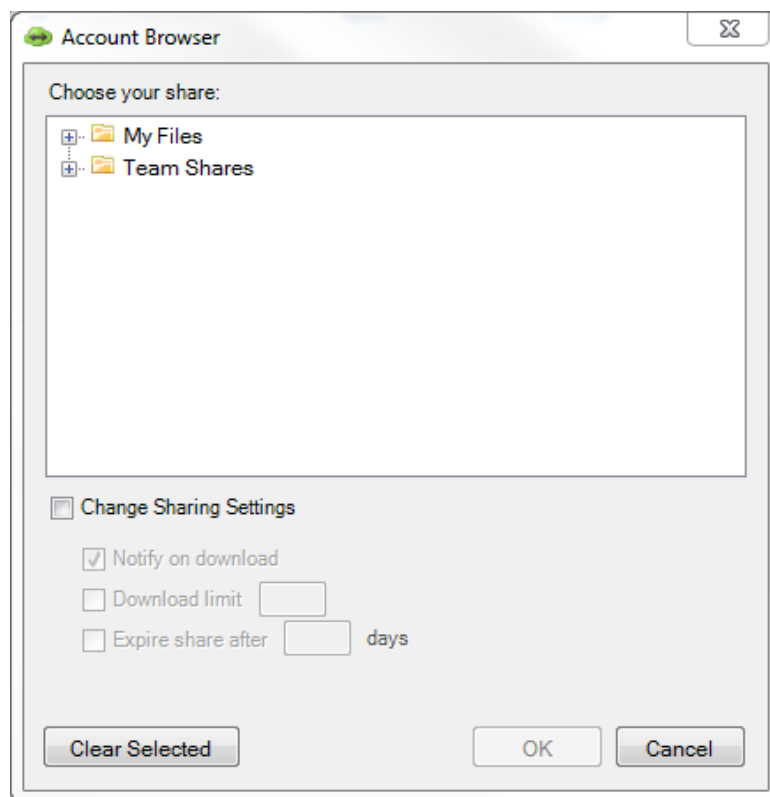


## Using the Outlook Plugin

- 1) Create a new message; press the Synced Tool button, on the pop-up window.



- 2) Select a folder or file you wish to share, send to recipient from your account.

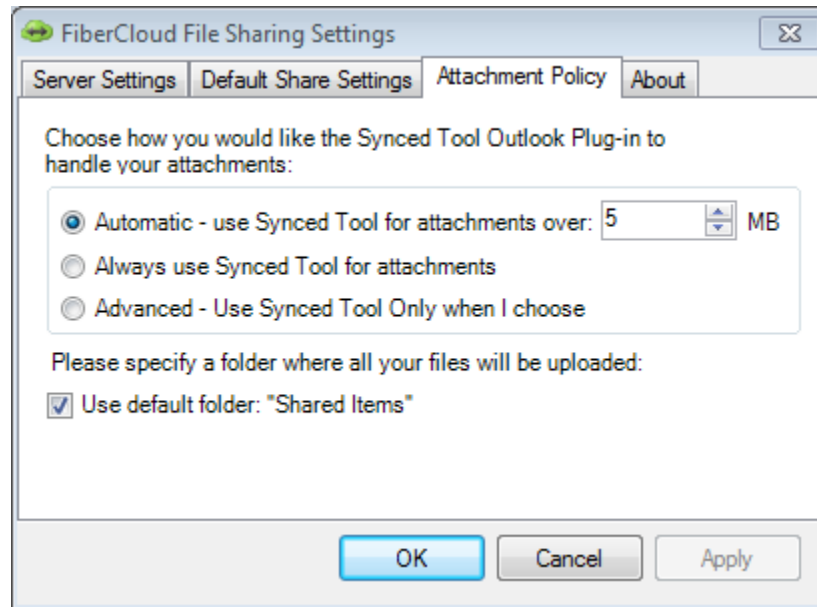


## Attachment Policy

- 1) Click the Attachment Policy tab. The Attachment Policy tab displays.
- 2) In the Attachment Policy screen, you will configure how you would like Synced Tool to handle attachments, including:

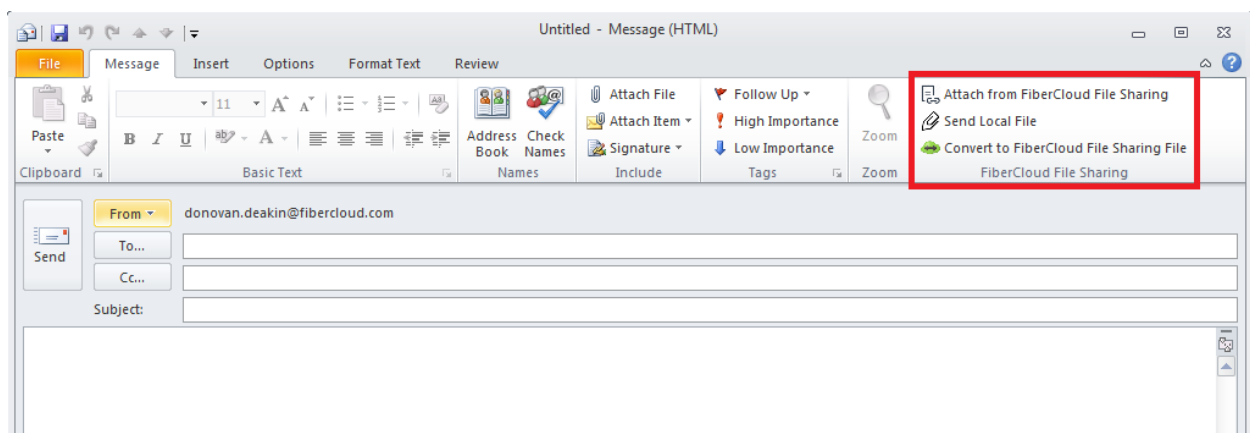
- Automatically using Synced Tool for attachments over a certain size;
- Automatically using Synced Tool for all attachments;

- Only using Synced Tool when selected; and
- Setting the default location for storing shares configured from Outlook.

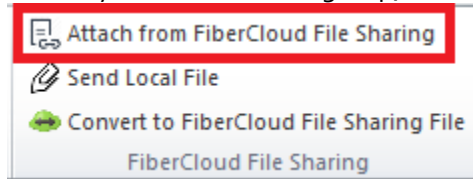


### To use the Microsoft Outlook Plugin:

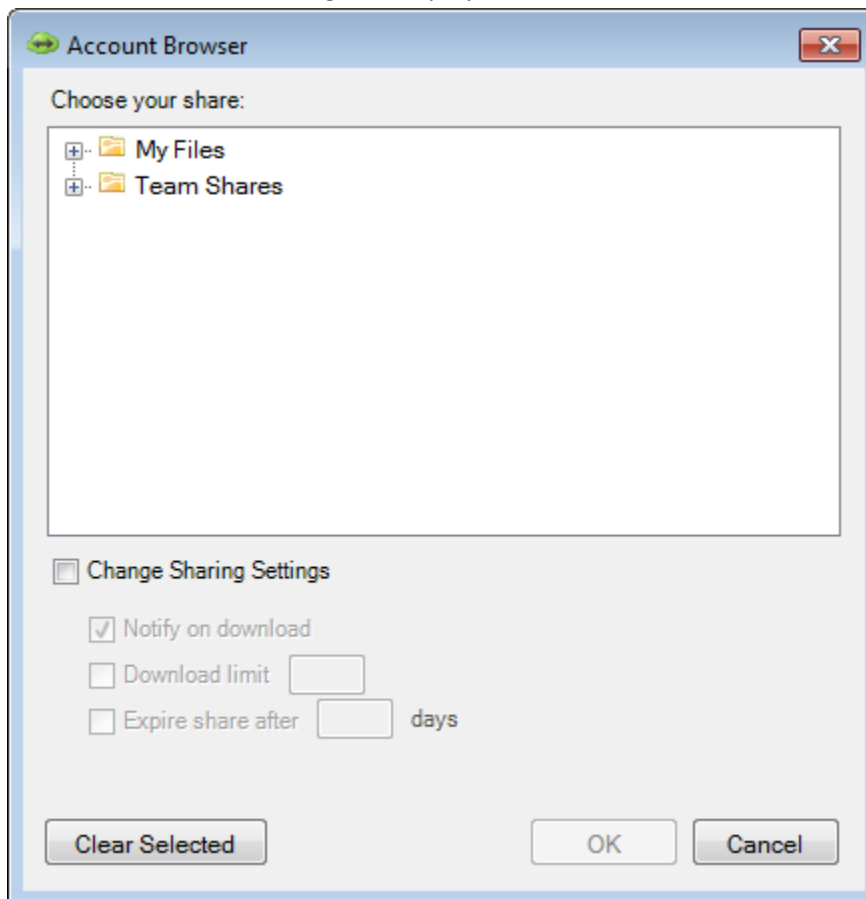
- 1) In Microsoft Outlook, create a new email message. A new email message displays, including the Synced Tool ribbon group.



- 2) In the email message, use the Synced Tool ribbon group to attach shares from Synced Tool, send local files, or convert local files to Synced Tool shares.
  - To attach a Synced Tool share:
    - In the Synced Tool ribbon group, click the Attach from Synced Tool button.



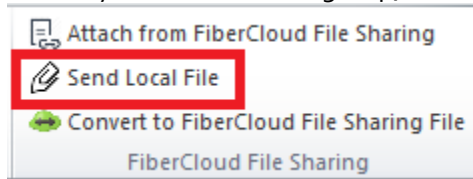
The *Account Browser* dialog box displays.



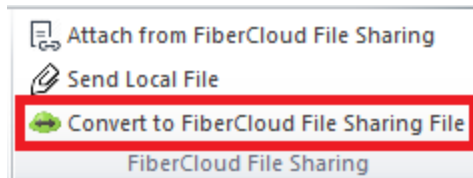
- In the Account Browser dialog box, select the share you want to attach.
- While still in the Account Browser dialog box, optionally click the Change Sharing Settings checkbox to change the default share settings that were configured during installation.
- Click the OK button when you are finished.

- To attach a local file:

- In the Synced Tool ribbon group, click the Send Local File button.



- An Open dialog box displays, allowing you to select the local file you want to attach.
- Click the Open button when you are finished.
- To convert a local file to a Synced Tool share:
  - In the ribbon, click Microsoft's Attach File button to attach a local file.
  - In the Synced Tool ribbon group, click the Convert to Synced Tool File button.



The attachment will now appear as a share link. After your message is sent, the share will be stored inside the default SyncedFolder share location, as determined by your settings.