

EasiShare OLA User Guide

(for EasiShare Users Only)





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1 Introduction

1.1 Introduction to EasiShare

EasiShare is a file sharing tool that allows user to share their files across different devices securely and to other users. Documents are stored in a server and readily accessible to its owner and their recipients who have been shared the document. Shared documents have an expiry timer when after a certain period of time; the access rights are automatically revoked.

2 Getting Started

2.1 Supported Versions

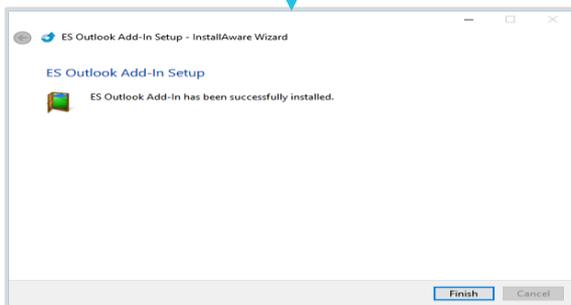
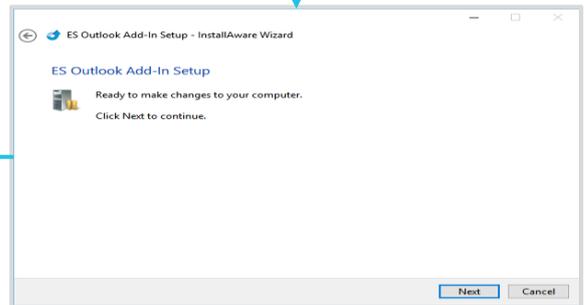
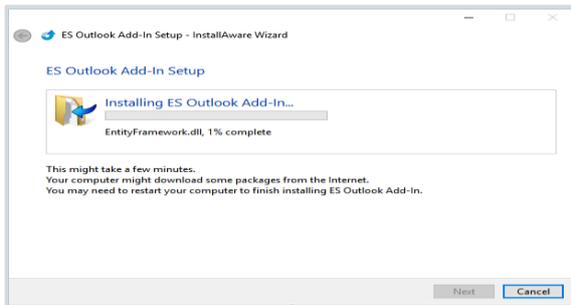
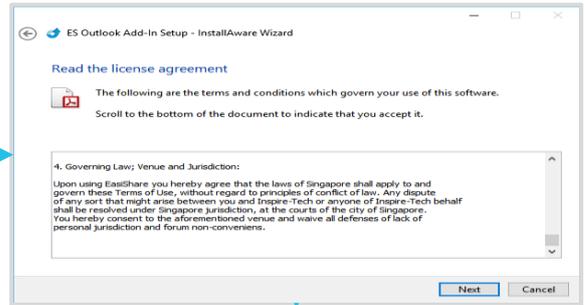
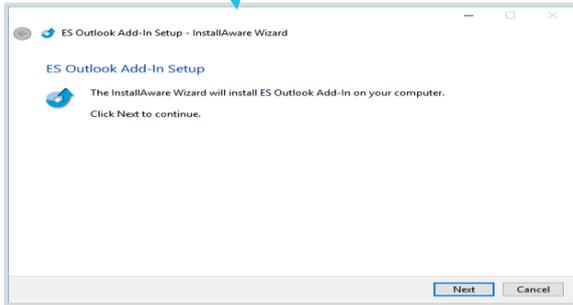
	2007 32bit Outlook	2010 32bit Outlook	2013 32bit Outlook	2010 64bit Outlook	2013 64bit Outlook	2016 64bit Outlook
32bit Operating System	✓	✓	✓	✓	✓	✓
64bit Operating System	×	✓	✓	✓	✓	✓

2.2 Installation

1. Before installing, close outlook browser to view the add-in feature after installation.
2. Double click on the installer.
3. Follow the installation wizard instructions as shown below



Read the license agreement. Scroll down to accept it.

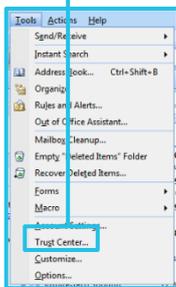


3 Overview

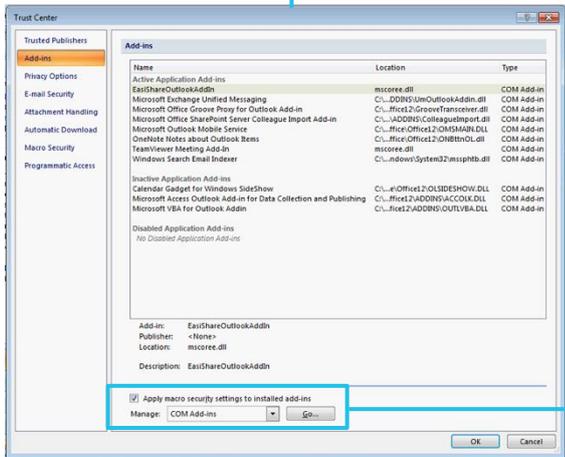
3.1 Enabling/Disabling EasiShare Outlook Add In

3.1.1 2007 Outlook

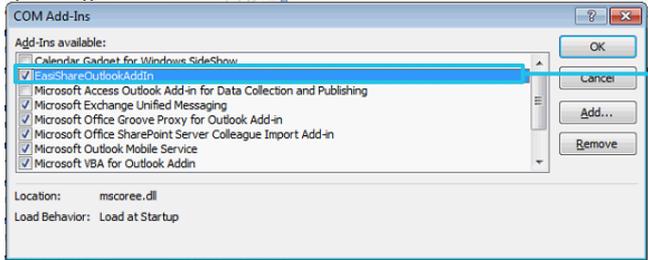
1. To be able to select the EasiShare Options, you will first be required to enable the add-in under 'Tools' under 'Trust Center'.



2. Trust Center screen will appear, select the 'Add-Ins' option.



3. Select on the COM Add-ins and click the 'Go' button.



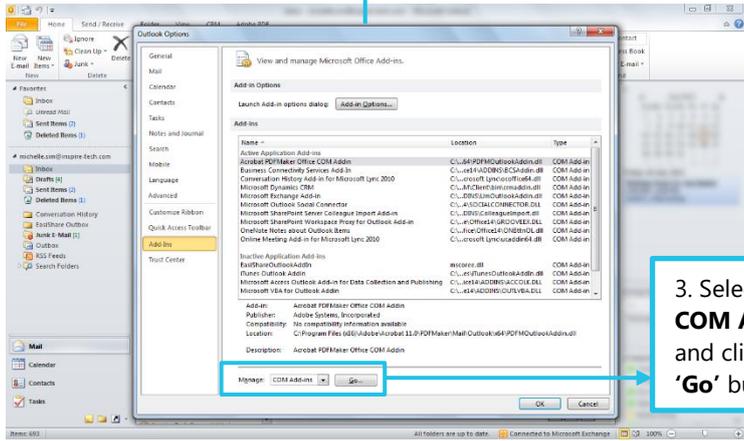
4. Check/Uncheck on the EasiShareOutlookAddin, and select 'Ok'. You can then proceed to configure your EasiShare Settings.
Note: If you are not able to send using EasiShare, please restart your Outlook.

3.1.2 2010 Outlook

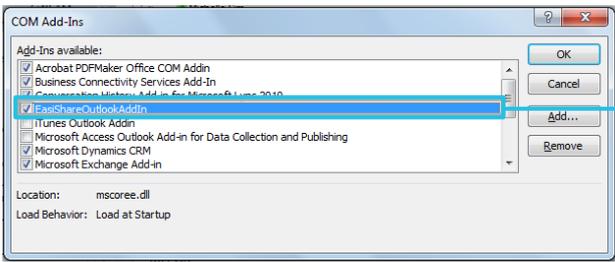
1. To be able to select the EasiShare Options, you will first be required to enable the add-in under 'Options'.



2. Option screen will appear, select the 'Add-Ins' option.



3. Select on the COM Add-ins and click the 'Go' button.



4. Check/Uncheck on the EasiShareOutlookAddin, and select 'OK'. You can then proceed to configure your EasiShare Settings.
Note: If you are not able to send using EasiShare, Please restart your Outlook.

3.1.3 2013 Outlook

1. To be able to select the EasiShare Options, you will first be required to enable the add-in under **'Options'**.

2. Option screen will appear, select the **'Add-Ins'** option.

3. Select on the **COM Add-Ins** and click the **'Go'** button.

4. Check/Uncheck on the EasiShareOutlookAddIn, and select **'Ok'**. You can then proceed to configure your EasiShare Settings.

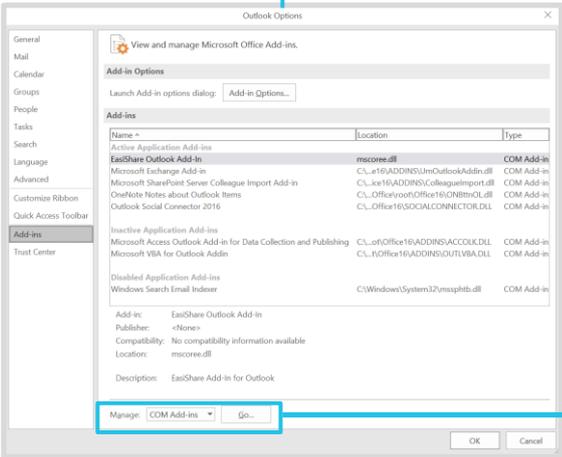
Note: If you are not able to send using EasiShare, Please restart your Outlook.

3.1.4 2016 Outlook

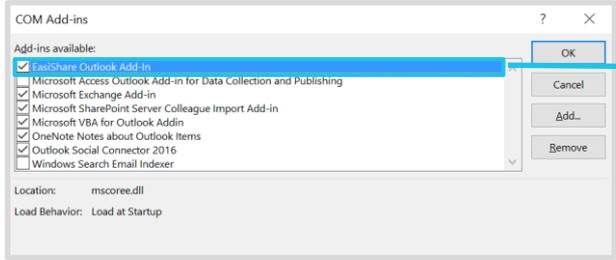
1. To be able to select the EasiShare Options, you will first be required to enable the add-in under 'Options'.



2. Option screen will appear, select the 'Add-Ins' option.



3. Select on the **COM Add-Ins** and click the 'Go' button.



4. Check/Uncheck on the EasiShare Outlook Add-In, and select 'Ok'. You can then proceed to configure your EasiShare Settings.
Note: If you are not able to send using EasiShare, Please restart your Outlook.



3.2 Settings

The screenshot shows the EasiShare Options dialog box with a blue sidebar on the left. The sidebar contains the following menu items: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Support, EasiShare Options (highlighted with a blue box and a circled '1'), Options, and Exit. The main area of the dialog box has tabs for Account, Options (selected), and About. Under the Options tab, there is a section titled 'EasiShare Credentials' containing three input fields: 'Connect to', 'Username', and 'Password'. Below these fields is a checkbox labeled 'Use Single Sign-On' and a 'Retrieve Storages' button. A circled '2' points to the 'Retrieve Storages' button. Below the credentials section, there is a text label 'Attachments sent via EasiShare will be saved to this storage' and a large empty rectangular box. A circled '3' points to the bottom of this box. At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. A circled '3' also points to the 'Save' button. Three callout boxes provide instructions: the first points to the 'EasiShare Options' menu item; the second points to the 'Retrieve Storages' button; the third points to the storage selection box and the 'Save' button.

Before using EasiShare, you need to configure your settings. Go to 'EasiShare Options'

Enter Connect To, Username & Password. Click Retrieve Storages.

Select Storage & Click Save button.



Step 1:

1. Enter the **EasiShare URL**.
2. Enter your credentials – **Username** and **Password**
3. or Check **Use Single Sign-On** checkbox.
4. Click **Retrieve Storages**.
5. Select the storage to be used.
6. Select **About** to check for version been used.

Step 2:

1. Click on **Options** tab
2. Select your **send using EasiShare** option.
3. Select '**Password Protect**' if you would like to enable it each time you send an attachment using EasiShare's Outlook Add-in.
4. Set Default expiry day for link to attachment(s).

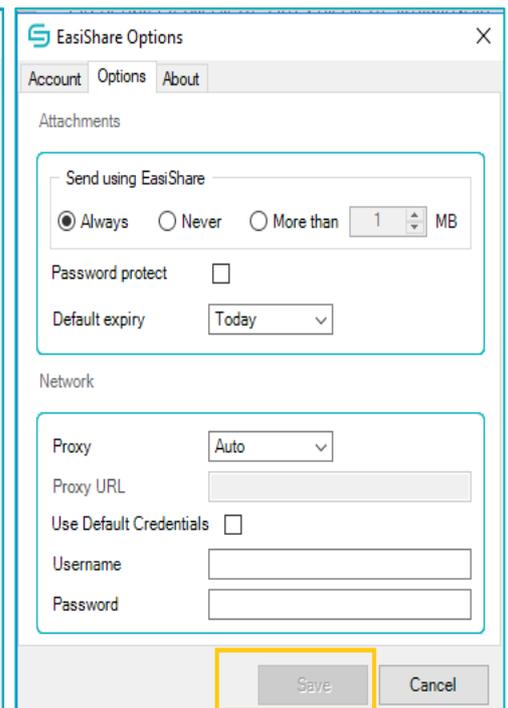
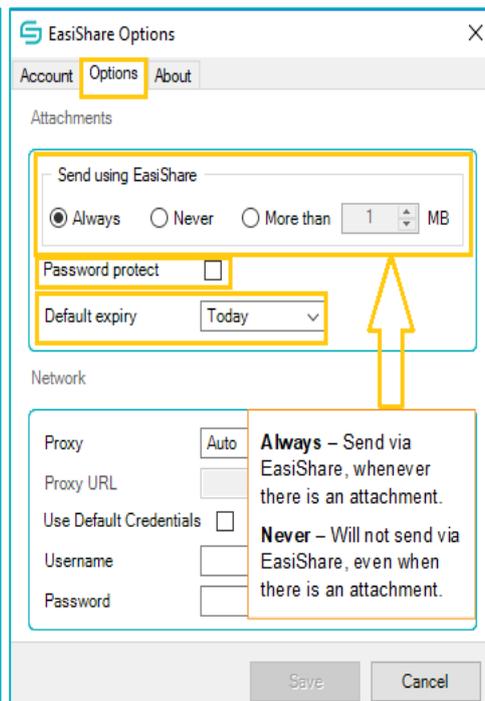
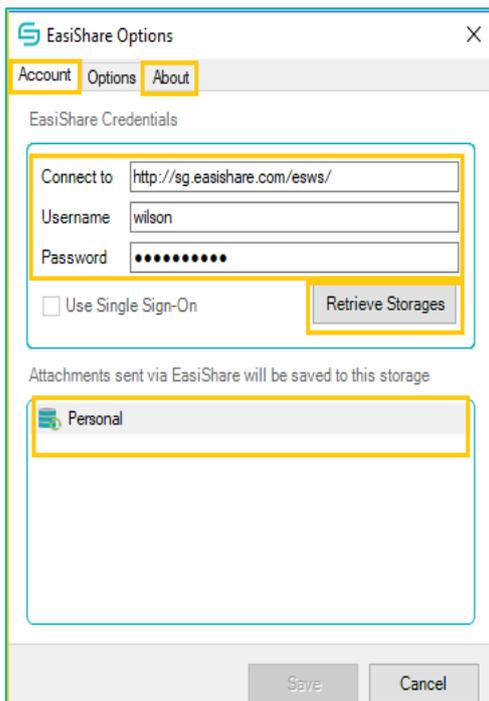
Step 3

1. Click on **Save** button after adding the details.

1

2

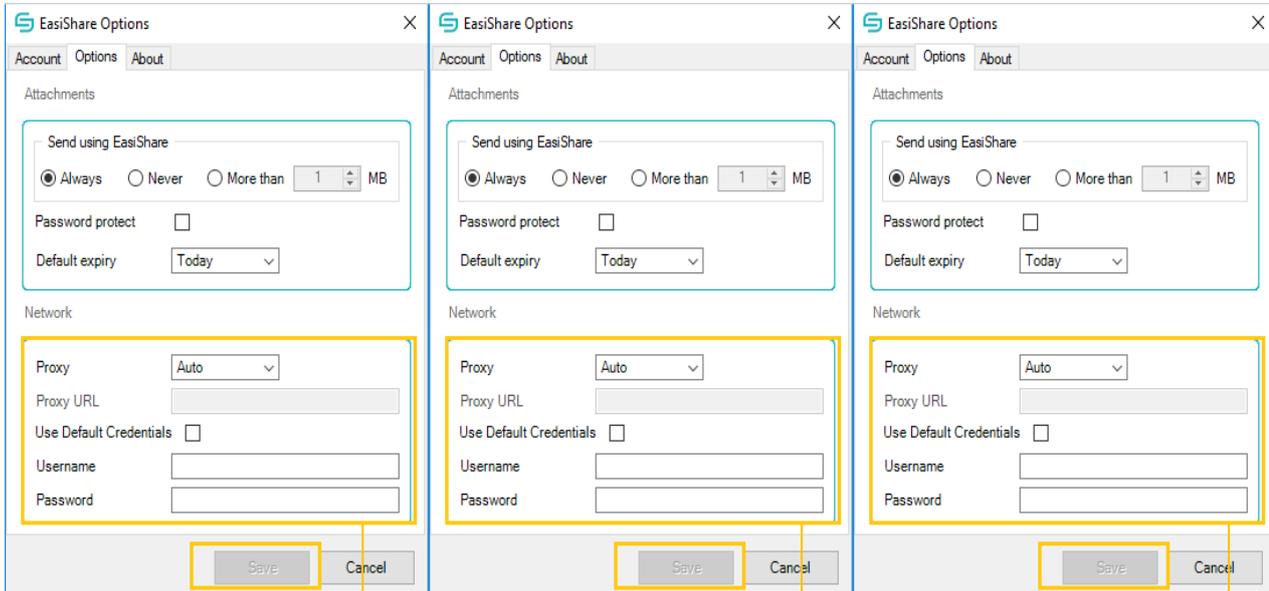
3



4

5

6



Proxy – Select Auto when you don't use proxy server or you use system proxy settings.

Use Default Credentials:
 Turn on if your proxy server uses windows authentication.
 Turn off if your proxy server uses authentication with username and password.

Username – Your proxy username.
Password – Your proxy password.

Proxy – Use Direct when you need to enforce EasiShare to not use any proxy.

Proxy – Switch Custom to using other proxy settings.

Proxy URL – URL to proxy server e.g. <http://192.168.1.1:80/>
<https://proxyserver:8081/>

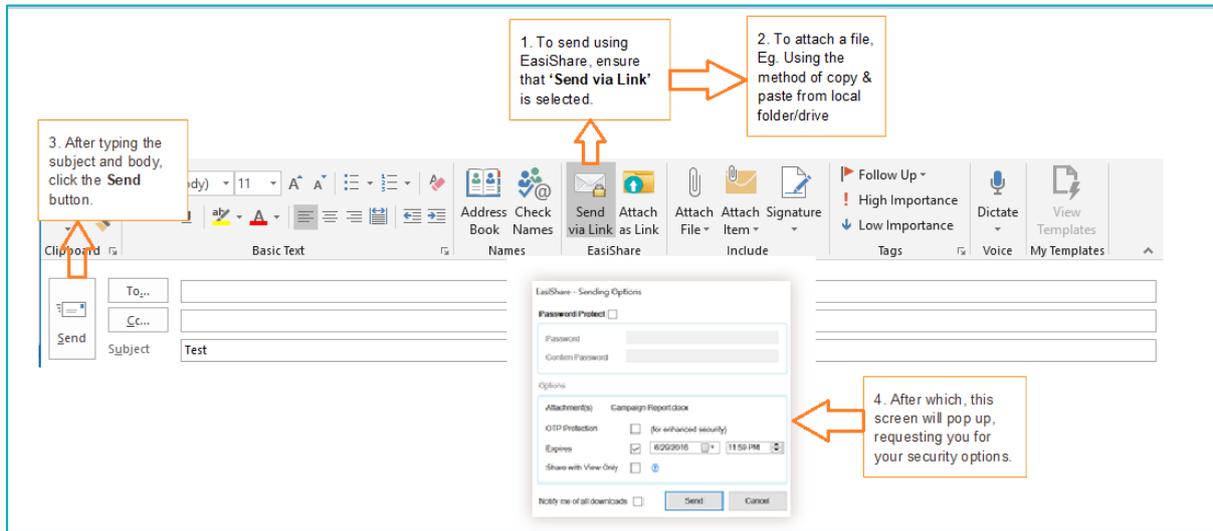
Use Default Credentials:

- Turn on if your proxy server uses windows authentication.
- Turn off if your proxy server uses authentication with username and password.

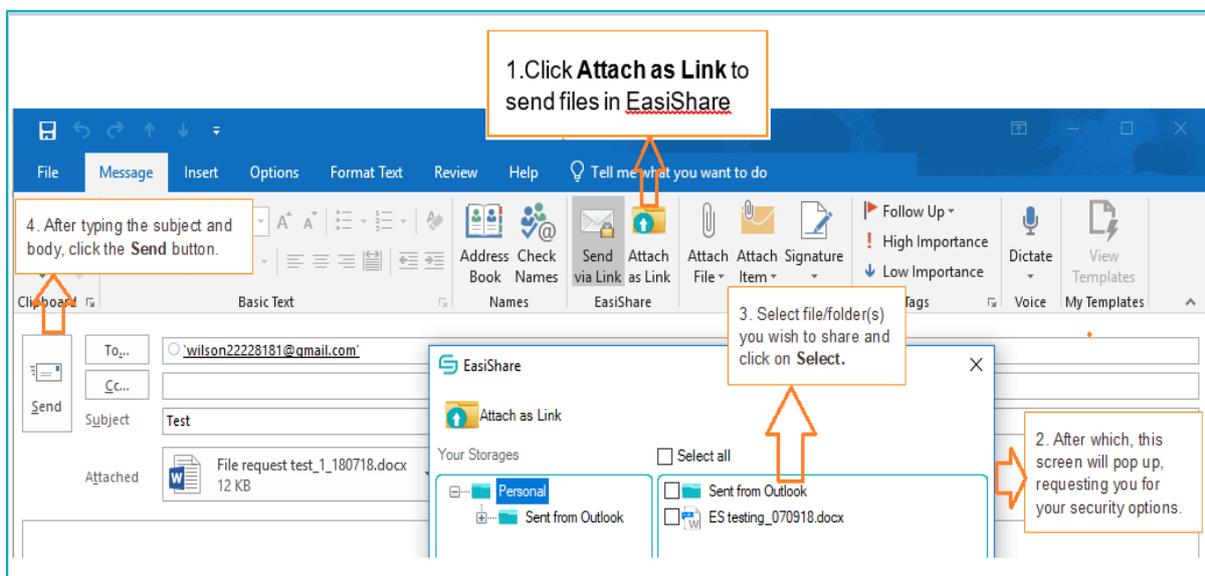
Username – Your proxy username.

4 Usage

4.1 Attach File

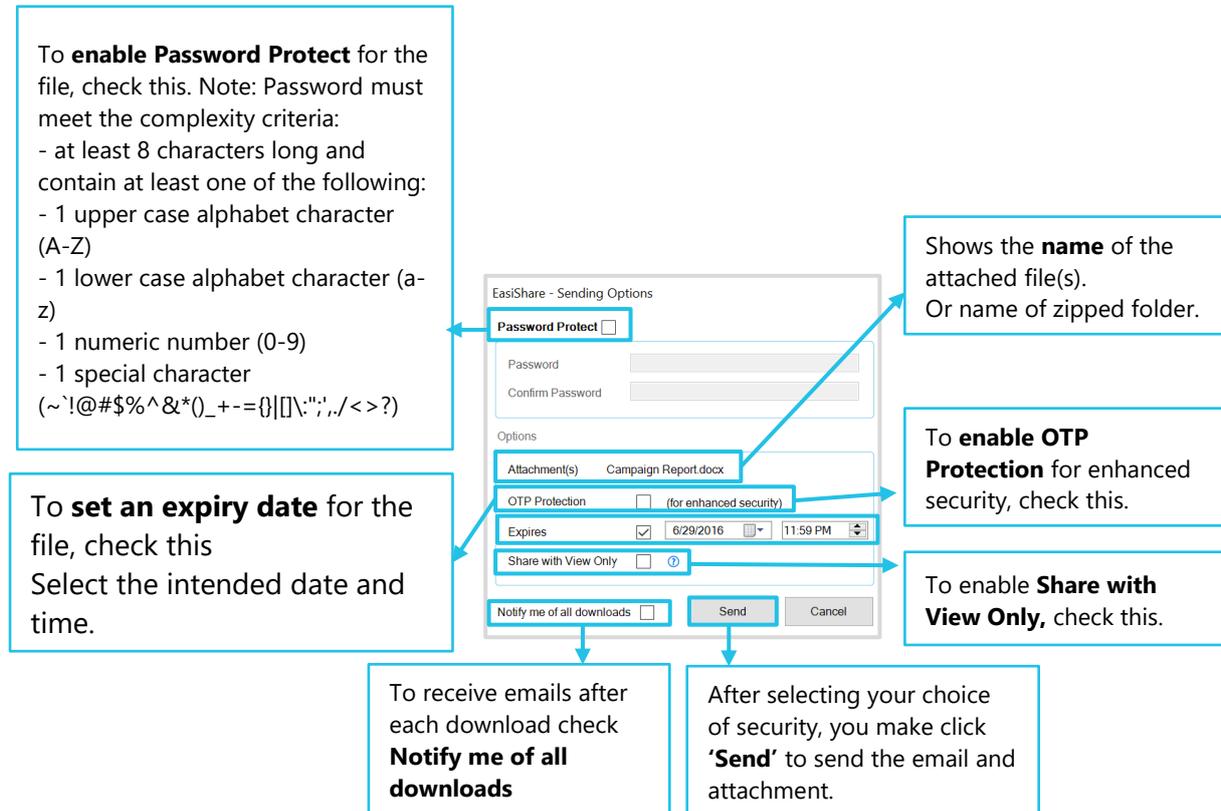


4.2 Attach as Link



4.3 Email Settings

When user sends email, a dialogue box named '**EasiShare – Sending Options**' will be prompted before the email is being send out.



The screenshot shows the 'EasiShare - Sending Options' dialog box with the following settings and callouts:

- Password Protect** : To enable Password Protect for the file, check this. Note: Password must meet the complexity criteria:
 - at least 8 characters long and contain at least one of the following:
 - 1 upper case alphabet character (A-Z)
 - 1 lower case alphabet character (a-z)
 - 1 numeric number (0-9)
 - 1 special character (~!@#%\$%^&*()_+ -= {}|[]\:";'./<>?)
- Attachment(s)**: Campaign Report.docx. Shows the **name** of the attached file(s). Or name of zipped folder.
- OTP Protection** (for enhanced security): To enable **OTP Protection** for enhanced security, check this.
- Expires** : 6/29/2016 11:59 PM. To set an **expiry date** for the file, check this. Select the intended date and time.
- Share with View Only** : To enable **Share with View Only**, check this.
- Notify me of all downloads** : To receive emails after each download check **Notify me of all downloads**.
- Send** button: After selecting your choice of security, you make click '**Send**' to send the email and attachment.

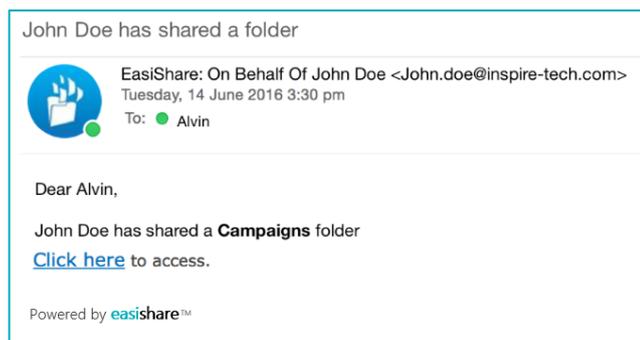
4.4 Upload Status



Status will change from **'No email'** to **'Preparing'** then **'Uploading'** before changing back to **'No email'**.

4.5 Receiving Email

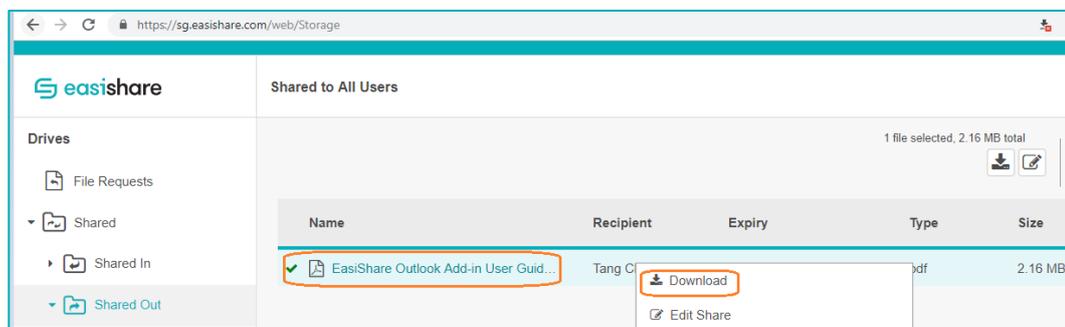
1. Recipient will receive an email with a link to download the file.
2. Click on the link provided in the Email to download the file.
3. If multiple files are sent, the files will be sent together as a zip file.



4.6 Download File

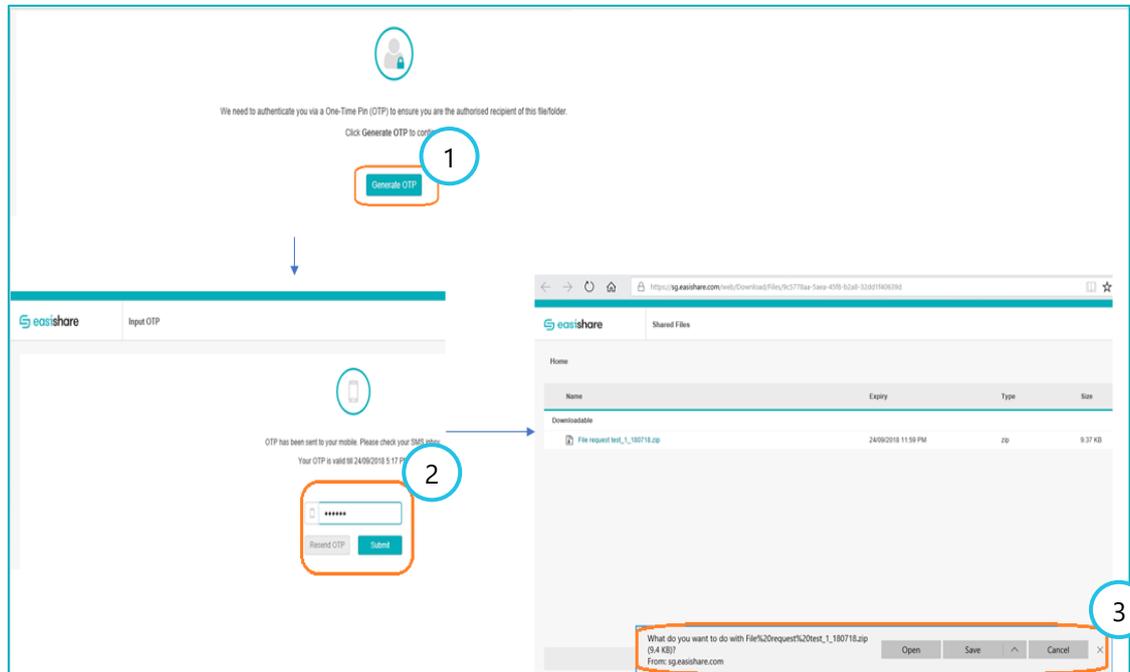
4.6.1 No OTP

1. Click on **Filename** to download the file. Alternatively, you may select the file and click **Download**



4.6.2 OTP

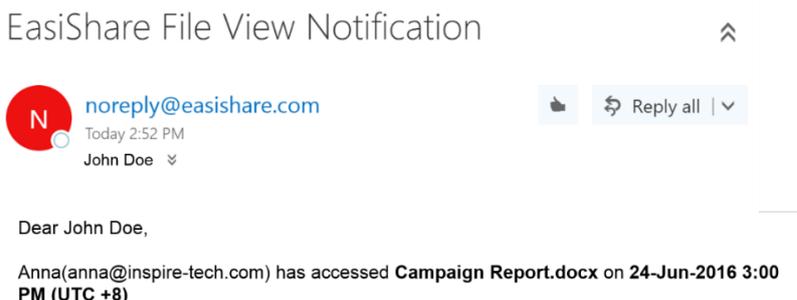
1. Click **Generate OTP** to obtain your OTP.
2. Enter the **OTP** that was sent to your mobile number and click **Submit**.



4.6.2 Password Protect

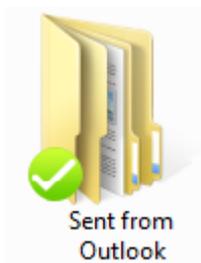
Note: Windows zip application may not support opening of files with password protect. To unzip file, you may require other archive application such as 7zip or WinRAR.

4.7 Email Notification



4.8 EasiShare on Desktop

If the sender has EasiShare installed on the desktop.



A folder named **'Sent from Outlook'** will be created on the sender's EasiShare.

Name	Date modified	Type
Marketing Projects	11/25/2015 10:29 ...	File folder
Marketing Events	11/25/2015 1:10 PM	File folder

Shows the list of folders sent from Outlook using EasiShare.