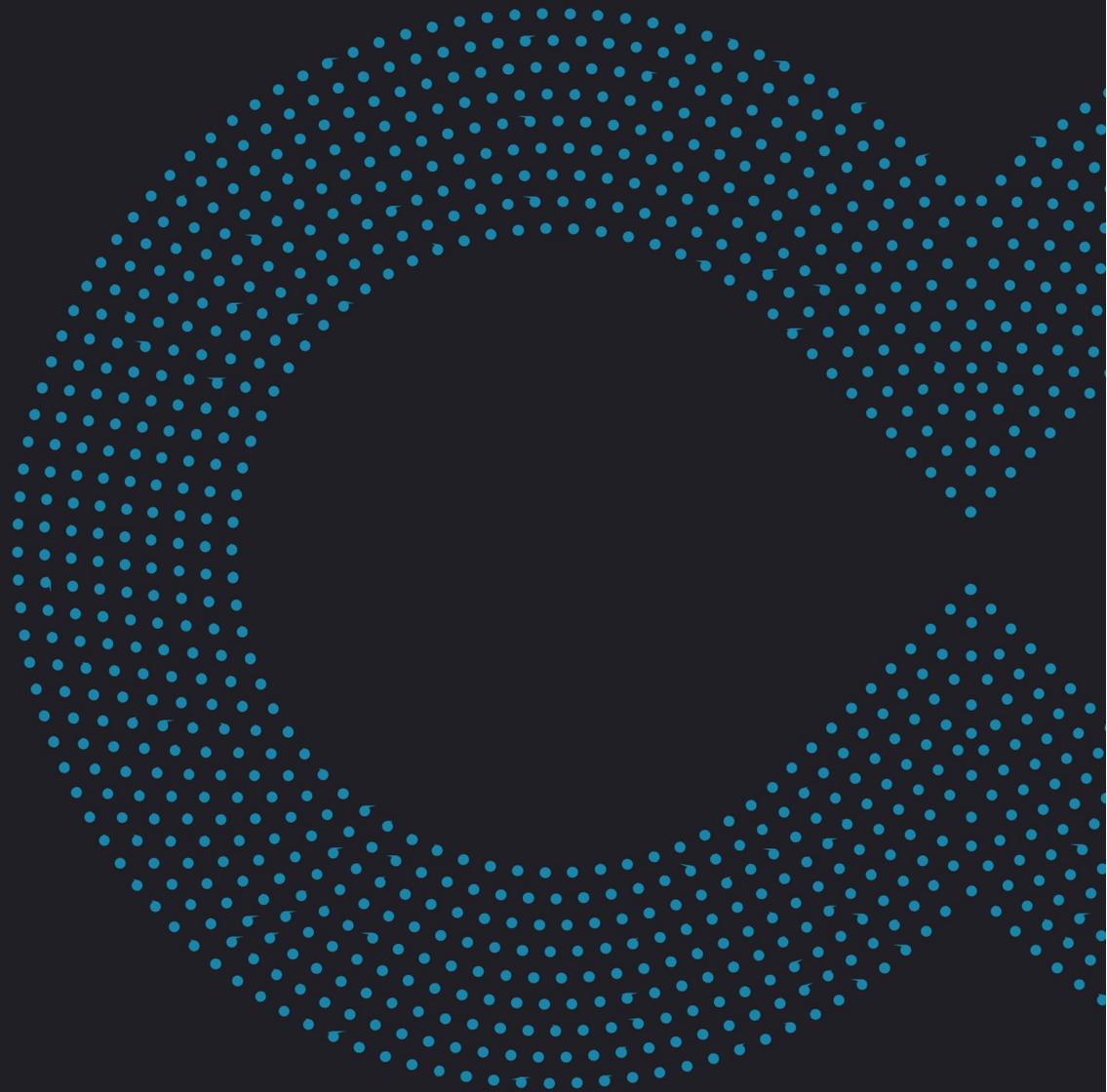


∞drive work

# Administrator Guide

PostFiles Outlook



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## 1. Introduction

### 1.1. The PostFiles Outlook desktop application

This document is for administrators who want to install the PostFiles Outlook plugin manually or via the command line on the computers of their Oodrive Work\_share or Oodrive Work users.

PostFiles Outlook is a plugin for sharing sensitive files from the Microsoft Outlook email client. It takes over from Microsoft Outlook's existing attachment system, enabling users to share sensitive files via a secure link from the file manager of their Oodrive Work\_share or Oodrive Work account. It also allows them to attach sensitive files and folders to emails directly from their computer's file explorer.

From the main interface of PostFiles Outlook, users can:

- Enable / disable the PostFiles plugin
- Manage attachments
- Configure the plugin
- Track the sending status of attachments
- Access the PostFiles Outlook file navigator

The PostFiles Outlook application can be used by any individual with a User account on the Oodrive Work\_share or Oodrive Work application.

### 1.2. Required configurations and compatibility

#### Required components

PostFiles Outlook requires the following components to run:

- Microsoft .NET: v4.7.2 or higher
- WebView 2: v90.0.818.66 or higher
- Microsoft Visual C++ 2015 Redistributable Update or higher.

If the installer is unable to detect these components on the user's computer, it will download and install them during the process. This action may require escalated "Administrator" permissions and a restart of the computer.

Please note that if the computer is not connected to the Internet when these components are downloaded, the installation will fail.

If you want to deploy PostFiles Outlook using a centralized deployment tool, please ensure that the required components listed above have already been deployed.

## Compatibility

PostFiles Outlook is only supported by versions of Windows covered by Microsoft Standard Support.

## 2. Installing and configuring PostFiles Outlook manually

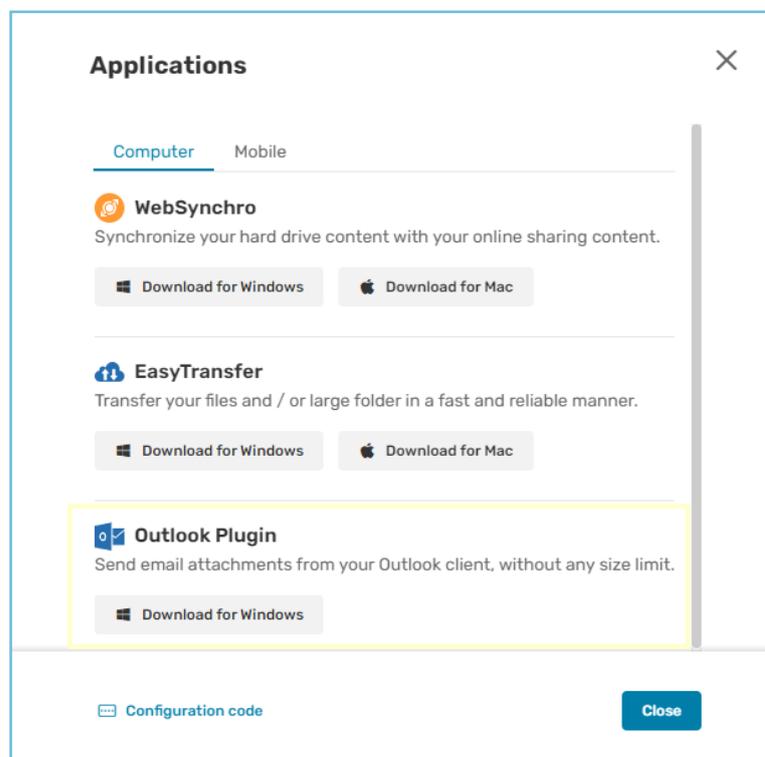
### 2.1. Install PostFiles Outlook

To install the PostFiles Outlook plugin, download its executable file from the Oodrive Work\_share or Oodrive Work web application. Escalated “Administrator” permissions may be required for installation.

Please note that you can run a silent installation to avoid manual intervention on each user's computer (see [3 Installing PostFiles Outlook via command line](#)).

### Download and install PostFiles Outlook

1. Go to your collaborative application.
2. Click your profile in the upper-right corner of the screen and select **Applications**.
3. Go to the **Outlook Plugin** section, then download the application for Windows.
4. In the window that appears, copy the **Configuration code** to fill in during installation.
5. Go to your Downloads folder and double-click the **PostFiles Outlook-xxx.exe** installer.



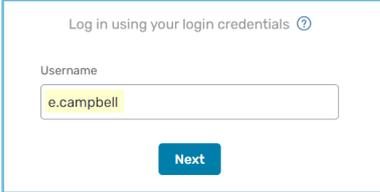
6. Follow the steps in the installation wizard.

7. Once the application has been installed, ask the user to log in using their login and password.

## 2.2. Log in to PostFiles Outlook

### With your Oodrive login credentials

1. Enter your username and click **Next**.

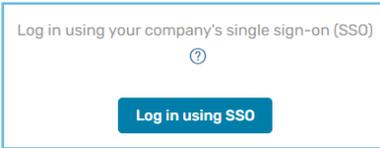


**Please note:** If the Oodrive login field is not displayed, click **Log in using your login credentials**.

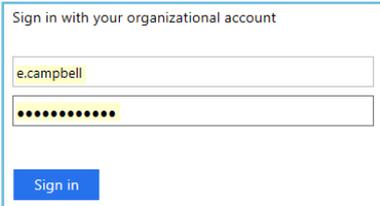
2. Enter your password.
3. Click **Log in**.

### With your company login credentials

1. Click **Log in using SSO**.



2. Enter your login credentials.



3. Click **Sign in**.

If you can't remember your password, click **Forgot your password?**

## 2.3. Configure PostFiles Outlook

Users can configure and manage PostFiles Outlook manually on their computer. To do this, they need to go to the **PostFiles** tab of their Outlook client and select **Settings**.

From the plugin settings, users can:

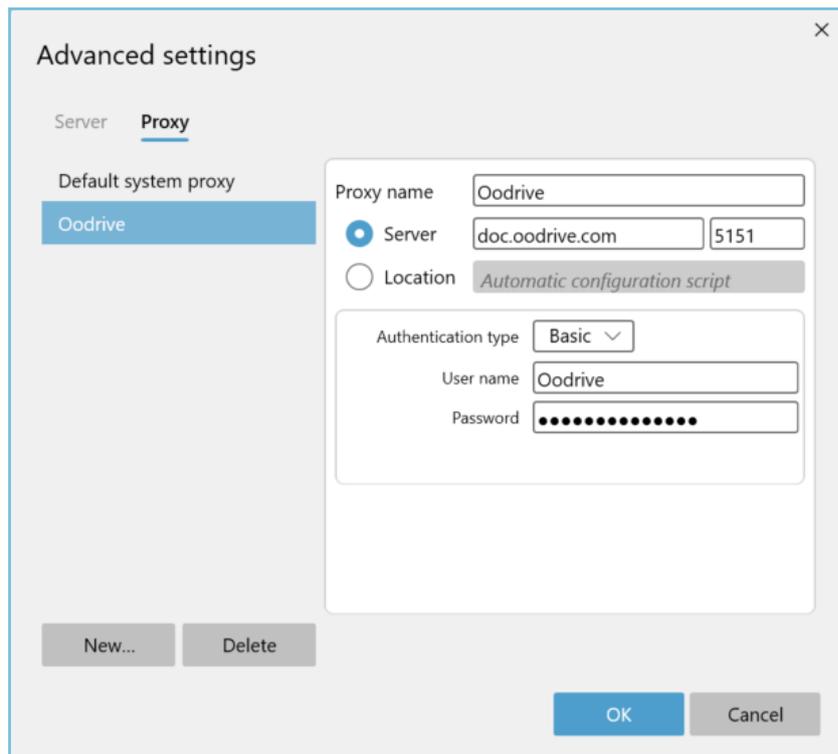
- Configure and manage connection via proxy
- Configure plugin activation settings
- Manage sharing options
- Set a default synchronization folder for shared attachments
- Access help
- Export logs
- Check and update the plugin

### Configure and manage connection via proxy

#### Configure a proxy

If a specific proxy server is set up for the company, users must configure it in the application.

1. Go to the Outlook desktop application.
2. Select the **PostFiles** tab, then click **Settings**.
3. In the **My Account** tab, click the **Advanced settings** button and go to the **Proxy** tab.
4. Click **New...** and enter the proxy information for the company.



5. Once you have entered the information, click **OK** to save the settings and initiate connection.

## Connection via proxy

Users can connect via the system's default proxy or via a pre-configured proxy.

To connect to a pre-configured proxy:

1. Go to the Outlook desktop application.
2. Select the **PostFiles** tab, then click **Settings**.
3. In the **Connection through proxy** section of the **Settings** tab, select **Use the following proxy to connect to the internet** to bring up the proxy management window.
4. Select a pre-configured proxy then click **OK** to initiate connection.

## **General settings**

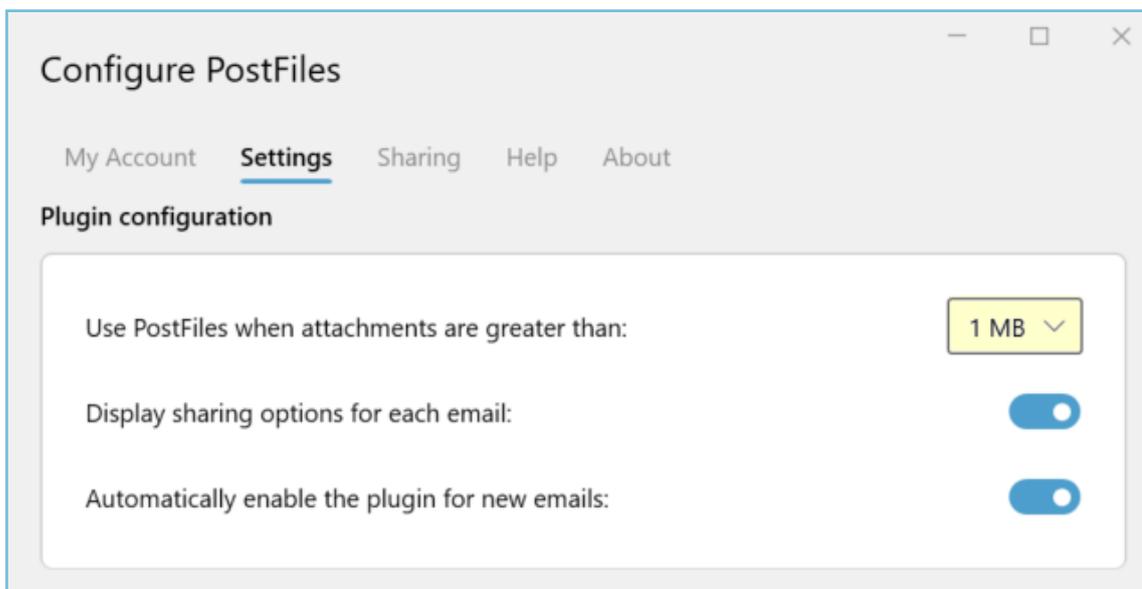
### Plugin configuration

Users can configure the PostFiles Outlook plugin according to their preferences. To do so, they need to access the **PostFiles** tab of their Outlook client and select **Settings**.

In the **Plugin configuration** section of the **Settings** tab, users can:

- Set the file size above which the plugin should send attachments
- Choose whether to display sharing options for each email
- Automatically enable the plugin for new emails

1. Go to the Outlook desktop application.
2. Select the **PostFiles** tab, then click **Settings**.
3. Go to the **Plugin configuration** section of the **Settings** tab to configure the plugin according to your preferences. You can configure the following options:



### Use PostFiles when attachments are greater than:

From the drop-down menu, select the file size above which you want to use PostFiles Outlook to share your files (1, 5, 10 or 20 MB). You can also choose to use PostFiles Outlook regardless of file size by selecting **Always** from the drop-down menu.

### Display sharing options for each email:

When this option is enabled, a window appears just before sending your email, allowing you to set the following sharing options:

- End of sharing date
- Max download limit
- Language to use for the email in question
- Set password to access shared files
- Frequency of activity summary

Once the sharing options have been set and approved, the email will be sent to the recipient(s).

### Automatically enable the plugin for new emails:

When this option is enabled, the PostFiles Outlook plugin is activated by default for new emails and will manage all attachments until you disable it.

4. Once you've finished, close the window.

## View AIP labels

Azure Information Protection (AIP) is a Microsoft security service integrated into the Office suite, enabling its users to set sensitivity levels for documents by applying a label.

If "AIP for PostFiles Outlook" is enabled for your Workspace, you can configure the labels that should trigger the sending of attachments via PostFiles Outlook.

Sensitive attachments stamped with any of these confidentiality label will automatically be sent by the PostFiles Outlook plugin, even if the attachment's size is smaller than the threshold you might have set in the plugin settings.

Users can view the AIP confidentiality labels that will trigger the sending of attachments via PostFiles Outlook in the plugin settings.

1. Go to the Outlook desktop application.
2. Select the **PostFiles** tab, then click **Settings**.

If you are not logged in, click **Log in** and log in to your workspace.

3. Go to the **Settings** tab.

In the **Azure Information Protection** section, you will now see which labels will trigger the sending of attachments via PostFiles Outlook:



If you want to configure or modify the labels that should trigger the sending of attachments via PostFiles Outlook, go to the **Sharing Administration** module.

## Configure sharing options

Users can configure sharing options from the application settings.

1. Go to the Outlook desktop application.
2. Select the **PostFiles** tab, then click **Settings**.
3. In the **Sharing options** section of the **Sharing** tab, you can:
  - modify the default sharing duration
  - modify download limit
  - select the language used in emails
  - set the frequency of activity summary
  - enable deletion of files at the end of the sharing
  - enable watermarking of shared files

Users can also configure the location of the default synchronization folder for shared attachments on their Oodrive Work\_share or Oodrive Work account.

### 3. Installing PostFiles Outlook via command line

As an administrator, you can install and configure PostFiles Outlook directly via the command line. You'll be able to perform silent installations, prevent updates, and set up a proxy.

To install or configure the PostFiles Outlook plugin from the command line, launch the command prompt and use the settings in the table below.

**Please note:** You don't need to run the command prompt as an administrator. If administrator rights are required, you will be prompted for them.

Key	Explanation
<b>PostFilesOutlook-X.X.X.X.exe</b>	The installer file previously downloaded from your Oodrive workspace. Be sure to enter the correct version number.
<b>ServerHostName</b>	Name of the server that hosts your Oodrive Work workspace. Example: sharing.oodrive.com  If no specific instructions are given, PostFiles Outlook will use the domain name of the server from which you downloaded the installer.
<b>Workspace</b>	Workspace name.  If no specific instructions are given, PostFiles Outlook will use the workspace from which you downloaded the installer.
<b>ProxyName</b>	Proxy Name.
<b>ProxyAddress</b>	Proxy domain name (address without http://).
<b>ProxyPort</b>	Proxy port.

Key	Explanation
<b>ProxyAuthType</b>	<p>Proxy authentication type:</p> <ul style="list-style-type: none"> <li>• Basic</li> <li>• Kerberos</li> <li>• Ntlm</li> <li>• Anonymous (default value)</li> <li>• Saml</li> </ul> <p><b>Warning:</b> When entering the proxy authentication type, make sure to match the case as indicated in the list above. If the case is not respected, the command will not execute.</p>
<b>ProxyUserName</b>	User name used to log in to the proxy.
<b>ProxyPassword</b>	Password used to log in to the proxy.
<b>ProxyDomain</b>	Proxy domain (NTLM proxy only).
<b>ProxyScript</b>	Address of the automatic proxy configuration script (.pac).
<b>SysProxyInfo</b>	<p>Authentication information for the system proxy, in URL link format: http://user:password@host:port/</p>
<b>IsPostFilesActiveDefaultValue</b>	<p>This setting controls whether the plugin is enabled by default when opening the email client. Users are free to alter this behavior according to their preferences.</p> <p>If no specific instructions are given, IsPostFilesActiveDefaultValue=true</p>
<b>DisplaySharingOptionsBeforeSending</b>	<p>This setting controls the default display of sharing options when an e-mail is sent.</p> <p>Users are free to alter this behavior according to their preferences.</p> <p>If no specific instructions are given, DisplaySharingOptionsBeforeSending=true</p>

Key	Explanation
<b>RunOutlook</b>	<p>This setting allows Outlook to be launched when installation is complete.</p> <p>If no specific instructions are given, RunOutlook=true</p>
<b>AllUsers</b>	<p>If this setting is used, the installation will be performed for all users.</p> <p>Installation folder:</p> <ul style="list-style-type: none"> <li>Without /AllUsers C:\Users\*username*\AppData\Local\Oodrive\PostFiles Outlook</li> <li>With /AllUsers C:\Program Files (x86)\Oodrive\PostFiles Outlook</li> </ul>
<b>LOG</b>	<p>Name of the installation log file</p> <p>Example: "LOG=example.txt"</p>
<b>SILENT</b>	<p>If this setting is used, the installation will be silent but visible (a loading screen will be displayed, with the option to cancel the installation).</p>
<b>VERYSILENT</b>	<p>If this setting is used, the installation will be silent and invisible.</p>
<b>SUPPRESSMSGBOXES</b>	<p>This setting removes all dialog boxes that may appear during installation (e.g. theme download error during offline installation).</p>
<b>NeverUpdate</b>	<p>If NeverUpdate=true, PostFiles Outlook will not be updated automatically even if updates are enabled on the supervision console.</p> <p>If no specific instructions are given, NeverUpdate=false</p>

Key	Explanation
<code>/CustomMessage "[Message]"</code>	<p>This setting allows you to define a personalized message that will be displayed in the e-mail window when the plugin is enabled.</p> <p>There is no limit to the length of the message, which is left to your appreciation.</p>
<code>/CustomColor "[code hexadecimal couleur]"</code>	<p>This setting lets you customize the color of the banner that appears in the e-mail editor window when the plugin is enabled.</p> <p>All colors from a color picker are supported (for exemple:  <a href="https://www.w3schools.com/colors/colors_picker.asp">https://www.w3schools.com/colors/colors_picker.asp</a>).</p> <p><b>Please note:</b> the color code is not case-sensitive.</p> <p>For example: <code>/CustomColor "#ff1aff"</code> or <code>/CustomColor "#FFA500"</code> are both valid formats.</p>

**Examples:** Here are some examples of command-line configuration:

- **Basic Configuration**

```
PostFilesOutlook-X.X.X.X.exe /ServerHostName
easysharepp.oodrive.com /Workspace postfilesv5 /SILENT
```

- **Configuration with "your proxy"**

```
PostFilesOutlook-X.X.X.X.exe /ProxyName yourproxy /ProxyAddress
123.456.7.89 /ProxyAuthType Anonymous /ProxyPort 1234 /SILENT
```

- **Installation for all users**

```
PostFilesOutlook-X.X.X.X.exe /AllUsers /RunOutlook false
/SILENT
```

- **Blocking updates**

```
PostFilesOutlook-X.X.X.X.exe /NeverUpdate true
```

**Please note:** If after a silent installation the application takes a long time to launch and does not appear as connected, check the Proxy configuration. If it is an NTLM system proxy, it does not need to be specified.

## 4. Advanced options and troubleshooting

### 4.1. Accessing help

Users can access plugin documentation, including PostFiles Outlook user guides and release notes. To do so, users need to go to the **PostFiles** tab of their Outlook client and select **Settings**.

In the **Help** tab, users must click **Access documentation** to browse the user guides and release notes available for the plugin.

### 4.2. Export logs

PostFiles Outlook generates activity logs, which you can export in .zip format to your computer. This is especially useful for communicating with Oodrive Support and makes it easier to diagnose any issues you may encounter.

1. Go to the Outlook desktop application.
2. Select the **PostFiles** tab, then click **Settings**.
3. Go to the **Help** tab and click **Export Logs**.
4. In the file explorer, select the folder where you want to save the logs.
5. A zipped folder containing the most recent logs and the application configuration is saved to the selected location.

### 4.3. Plugin update

You or the user can check whether a plugin update is available. To do so, access the **PostFiles** tab of the Outlook client and select **Settings**.

In the **Help** tab, click **Check for updates** to check whether your plugin is up to date.

**Note:** By default, PostFiles Outlook notifies the user of updates as soon as they are available. Manual installations of a new version of PostFiles Outlook may require escalated “Administrator” permissions.

As an administrator performing a silent installation, you can use the command line to block automatic updates (see [3 Installing PostFiles Outlook via command line](#)).

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