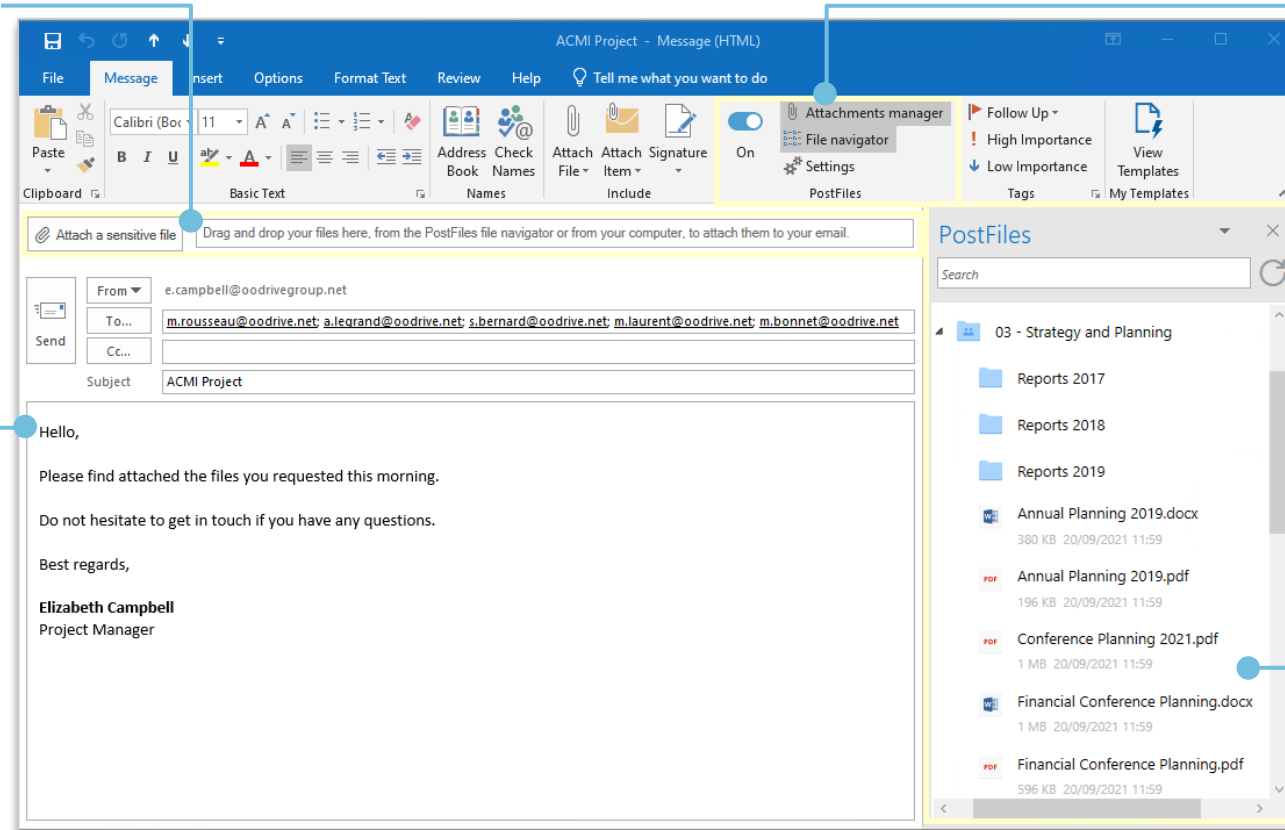


### Attach files

Drag and drop files into the Attachments Manager to share files from the plugin file navigator or your computer.

### Email as usual

Compose your emails and add attachments as per usual. Even if you don't attach files using the plugin, PostFiles will handle sending your files anytime the size variables defined by your Administrator have been met.



### Manage your PostFiles plugin

Enable or disable the plugin. Access the settings to configure advanced options. Activate the Attachments Manager and the File Navigator in the email window.

### Search and synchronize

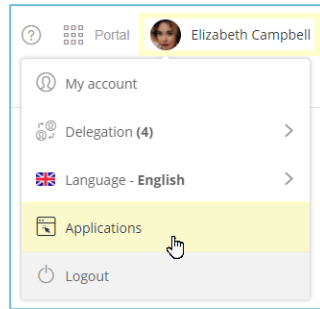
Search for a file or folder by name. Synchronize your files after making changes to your folders from your workspace online.

### Browse your documents

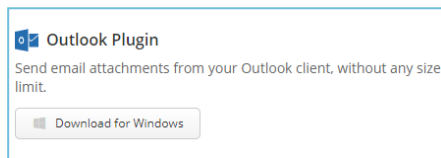
View your files and drag and drop files and folders into the Attachments Manager.

# 1 Install the PostFiles plugin for Outlook

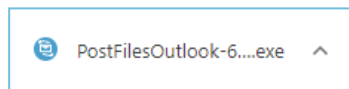
1. From your Oodrive collaborative workspace, click on your name in the top right corner of the page, then on **Applications** in the drop-down menu.



2. Download the PostFiles plugin for Outlook by clicking **Download**.



3. In the window that appears, copy the **Configuration code** to fill in during installation.
4. Once the plugin has downloaded, double-click on the executable file to launch the PostFiles plugin installation wizard and proceed with the installation.



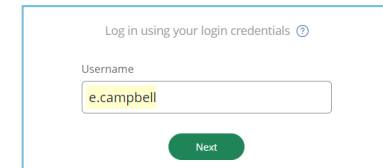
If you encounter installation issues, please contact your IT department.

Once the installation is complete, an Oodrive authentication page is displayed.

# 2 Log in to your workspace

## With your Oodrive login credentials

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

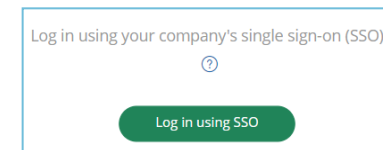


**Please note:** If the Oodrive login field is not displayed, click **Log in using your login credentials**.

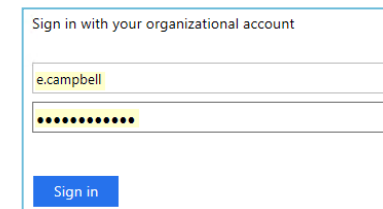
2. Enter your password.
3. Click **Log in**.

## With your company login credentials

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



2. Enter your login credentials.



3. Click **Sign in**.

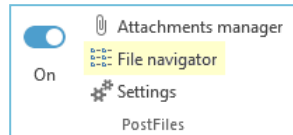
If you can't remember your password, click **Forgot your password?**

## 3 Manage your files and folders

**Requirements:** You must have an Oodrive Work\_share account allowing you to manage your own files and folders to access this feature.

If this is not the case, please contact your User Provisioning Manager to request a change of account.

1. In a new Outlook message, click the **File navigator** option in the **Message** ribbon.



2. In the side panel on the right, make changes to your files and folders by right-clicking on the item you want to modify.

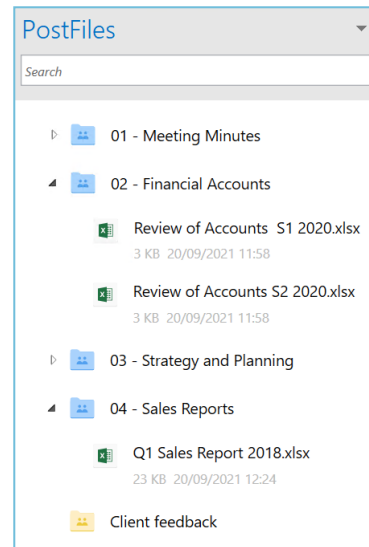
You can perform the following actions:

### Folders

- Create, rename, delete folders
- Drag and drop folders from your local file manager

### Files

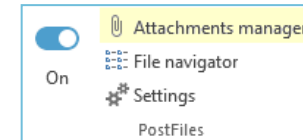
- Open, download, rename, delete files
- Drag and drop files from your local file manager



**Note:** You cannot edit files / folders in a collaborative share that does not belong to you.

## 4 Send files securely

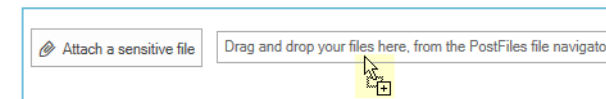
1. In a new Outlook message, click the **Attachments manager** option found in the **Message** ribbon.



2. **To attach files available on your computer locally**, browse the file explorer on your computer and select the files you want to attach.

**To attach files from your workspace**, click **File navigator** in the **PostFiles** options section of the **Message** ribbon. In the side panel on the right, browse your files and select a file.

3. Drag and drop your files from your file manager (local or web).



4. Once the email is ready to send, click **Send**.

5. Define the sharing options:

End of sharing (when attachments will stop being available)

Max download limit

Language to use for this email

Password

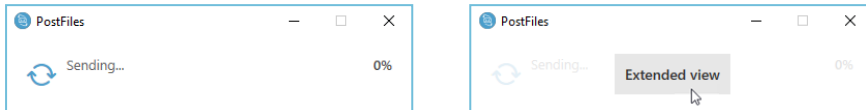
Send me an activity report

6. Click **OK** to send the email.

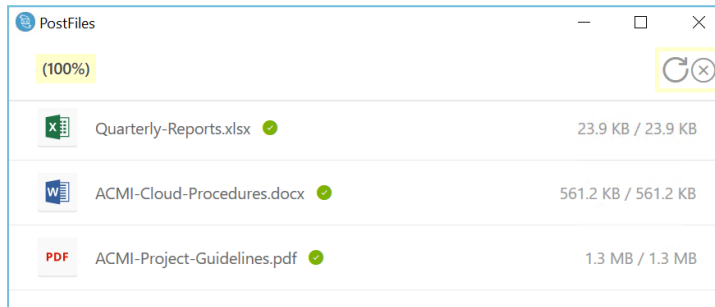
**Tip:** You can manage shares sent via the Outlook plugin from your Oodrive Work\_share web interface. To do this, go to the **Share > Manage sent shares** section and select the share type **Multi-link via outlook plugin** among the filters along the top of the page.

## 5 Stop or cancel a file transfer

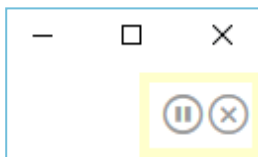
1. Place your mouse over the window displayed in the lower-right of your screen, then click **Extended view**.



2. The file transfer manager is displayed, showing the progress status of the files being sent.



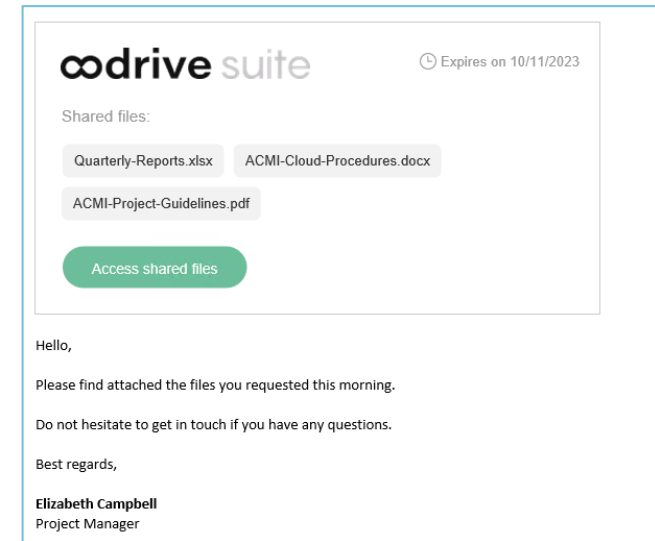
3. To pause the email transfer or cancel sending the attachments, click the corresponding icon in the upper-right corner of the window.



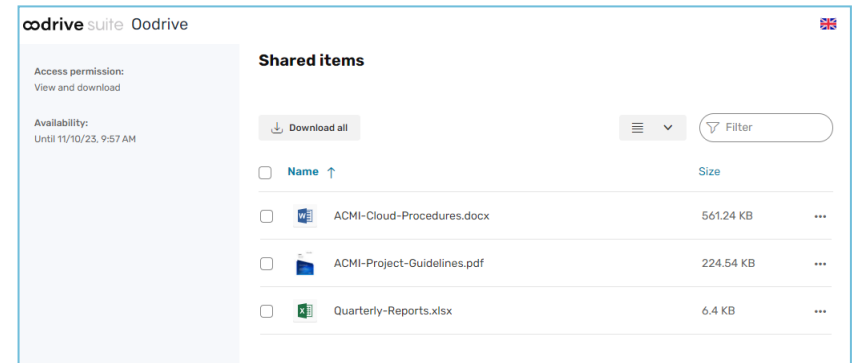
## 6 Access PostFiles attachments

You can view and download files shared with you via PostFiles.

1. Once you have received an email sent by PostFiles, click **Access shared files**.

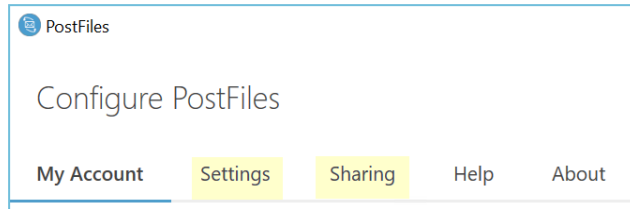


2. The PostFiles page containing the shared files will open in your browser.
3. To view the file, double-click on the item. To download it, click the item once, then click **Download**.



## 7 Configure use settings

1. In Outlook, click the **PostFiles** tab.
2. Click **Settings**.




3. Click the **Settings** tab, then customize the plugin configuration:

- Use PostFiles when attachments are greater than
- Display sharing options for each email
- Activate the plugin automatically for new emails

**Note:** Please contact your IT Department to benefit from the AIP (Azure Information Protection) feature as well as the configuration of your connection via proxy.

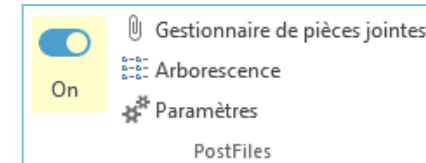
4. Click the **Sharing** tab to customize the behavior configured by default when you send files via the PostFiles plugin:

- Sharing duration
- Max download limit
- Language used in emails
- Send me an activity report
- Delete files after sharing
- Apply watermark to shared files

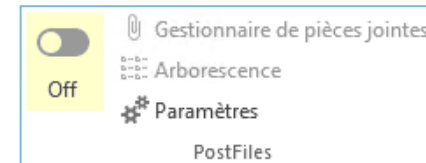
**Tip:** To save your attachments in another destination folder on the platform, click the icon  and then select another folder from the list.

## 8 Disable the PostFiles plugin

1. In a new email message, disable the **On** setting.



2. The setting toggles to **Off** status and its button is grayed out.



The PostFiles plugin is then disabled for the email you are currently preparing.

### Log out of the PostFiles plugin

If you no longer want to send attachments via PostFiles, you can log out of the plugin and log back in at any time.

1. Click on the **PostFiles** tab in Outlook.
2. Click **Settings**.
3. Select the **My Account** tab.
4. Click **Change Account**.

Log back in at any time by accessing your account settings.