

contentACCESS MailApp vNext

Manual - version 7.0



FEBRUARY 03, 2025

TECH-ARROW a.s. KAZANSKÁ 5, 821 06 BRATISLAVA, SLOVAKIA All Rights Reserved



| Introduction | 3 |
|---------------------------------------|----|
| Configuration part for administrators | 4 |
| Starting the app and logging in | 9 |
| Home page | 11 |
| Active email | 14 |
| Search page | |
| Browse page | 24 |
| Subfolder view | 25 |
| Email archive | 26 |
| File system archive | |
| OneDrive archive | |
| SharePoint archive | |
| Teams archive | 47 |
| Teams chat archive | 52 |
| GDPR Application | 56 |
| GDPR Exchange | 61 |
| GDPR File system | 65 |
| Sharing | 68 |
| Share page | 72 |
| Settings page | 78 |
| Help | 80 |



Introduction

contentACCESS MailApp vNext is a simple end-user-friendly contentACCESS client application designed to manually archive/restore from/to mailboxes directly in the MS Outlook desktop version or OWA 2013 (or higher) without needing an email archive job.

It works similarly to the other contentACCESS MailApp, but it also provides access to the user's other models and the archived data in these models. You can check the other contentACCESS MailApp documentation <u>here</u>.

The contentACCESS MailApp is running on the following platforms:

- Desktop (Windows, Macintosh on Macintosh, MS Outlook 2015+ is required)
- OWA (desktop computer, android, iOS, phone, tablet)
- Native MS Outlook app on tablets
- Native Outlook app on mobiles

Important!!! contentACCESS MailApp prerequisites

- Exchange 2016 or later version. For more information, please read this <u>article</u>.
- MS Outlook M365, 2016 or later desktop version. Be aware that Office 2016 and 2019 have some limitations. For more information, please refer to this <u>article</u>.
- OWA (Outlook in Web) no Office limitation
- WebView2 needs to run correctly. It's supported on O365 Outlook and Office 2016,2019, and 2021. BUT Office 2016 and 2019 must fulfill some conditions to support WebView2. For more information, please read this article. You can find additional details about WebView2 here or download it directly from this link.
- **Proxy installed over HTTPS** connection.
- **Default shortcut** and a **default retention** must be set in contentACCESS Central Administration.
- On the System page (System tab => Services group => System button => External accessibility settings) a HTTPS alias must be configured.
- Roles Org Custom Apps, Org Marketplace Apps and User Options must be assigned for the EWS user on the Email archive System settings page in section EWS settings. These roles enable an administrator to install and manage custom apps for the organization (read more about the roles <u>here</u>).

If the user wants to use the contentACCESS MailApp in shared mailbox(es), the following is required:

Office 1.5 API minimum. Supported Exchange and Outlook versions are described <u>this</u> article (Supported API requirements sets column).



The following is **NOT** supported; therefore, you won't be able to user **contentACCESS MailApp** in these:

- Public folders
- Office365 group folders

Configuration part for administrators

The configuration of the **contentACCESS MailApp vNext** is similar to the other contentACCESS MailApp configuration (read more about the legacy MailApp configuration <u>here</u>). The only exception is that if the administrator wants to install the contentACCESS MailApp vNext, the **Deploy MailApp vNext** checkbox needs to be selected first in the **Email archive => System settings => General settings** section.



| 😿 cont | tentACCES | S Central Ad | ministrat | ion | | | | | | | | | | |
|--------|---------------|--------------------------|--------------|---------------|------------------|----------------|-----------------------------|--------------|------------------|-------------------|---------------|---------------|-------------|------------------------------|
| 5 | vetom | Eilo A | rchivo | | imail Archivo | | SharePoint Arr | bivo | CDPP | To | ame Archiv | | Custon | pluging |
| | ystem | | | - * ` | | | | T. T() | | | | * | Custon | |
| цĢ | | | 1 | * | — | | 30 | | 0 | | ~ , | * | 0 | <u>▼9</u> |
| Save | changes | Databases | Storages | settings | settings | Retention | s Shortcut configuratior | Schedules | experience | book | Jobs | agents | import | Legacy data configuration |
| | | | | | | | | | | | | | | |
| | Edit | | | | S | lettings | | | | Archi | ve | Remote | agents | Miscellaneous |
| | L S | vstem | cotti | nas | | | | | | | | | | |
| - 5 | | y Sterri nail Archive | > Settin | ngs syst | em settinas | | | | | | | | | |
| | 2.1 | | - Settin | .95 - 5)51 | en settings | | | | | | | | | |
| Data | abase settin | igs | | | | | | | | | | | | |
| Det | | | | | | | | • | | | | | | |
| Data | abase conne | ection: | Т | estTenant | | | * | v | | | | | | |
| Exch | nange conn | ection settin | gs | | | | | | | | | | | |
| Exch | hange serve | r type: | E | xchange Or | nline (O365) | | - | | | | | | | |
| Reg | ion: | | G | lobal | | | - | | | | | | | |
| Exch | hange serve | r interface ver | sion: E | xchange 20 | 16 or higher | | $\overline{\nabla}$ | | | | | | | |
| EW | C L Iele | | | | ok offic-265 - | | change | | | | | | | |
| LISO | importonat | ion: | | ttps://outic | юк.отпсезьз.с | | cnange.asmx | | | | | | | |
| FWG | S authentica | tion mode | N N | l Aodern | | | * | | | | | | | |
| OAu | uth applicati | on ID: | | loacin | | | | | | | | | | |
| OAu | uth tenant II |): | | | | | | | | | | | | |
| OAu | uth client se | cret: | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Pow | verShell Url: | | h | ttps://ps.ou | rtlook.com/Po | werShell-Liv | elD?BasicAutl | | | | | | | |
| Pow | verShell auth | ю | N | /lodern | | | ▼ | | | | | | | |
| Max | connection | i count: | | 2 | | | Ŧ | | | | | | | |
| Koo | n connectio | n aliwa: | | 1 | | | | | | | | | | |
| Ree | p connectio | n anve. | | 1 | | | | | | | | | | |
| Use | explicit crea | dentials: | \checkmark | 1 | | | | | | | | | | |
| Use | r name: | | | | | | | | | | | | | |
| Pass | sword: | | ac | Iministrator@ | pdomain.com o | r domain\adi | ministrator | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | Test co | nnection | | | | | | | | | |
| Gen | eral setting | s | | | | | | | | | | | | |
| Lise | forest wide | queries: | | | | | | | | | | | | |
| Allo | w to re-link | mailboxes: | | 1 | | | | | | | | | | |
| Allo | w to archive | public folder | | 1 | | | | | | | | | | |
| Pub | lic folder ao | cess: | | - | | | | | | | | | | |
| Rete | ention refere | ence date: | s | ent date | | | - | | | | | | | |
| Allo | w to archive | one-off ema | ils: |] | | | | | | | | | | |
| Dep | oloy MailApp | vNext: | v | 1 | | | | | | | | | | |
| Mes | sage class l | andling | | | | | | | | | | | | |
| | ange entre i | | | | | | | | | | | | | |
| Excl | ude messag | e classes: | | Mails | Posts | Document | s 🗌 Appointn | nents 🗌 G | ontacts 🗌 🛙 | Distribution list | Tasks | Report | s | |
| Excl | ude custom | message clas | ses: | add custo | m message cla | BSS | | | | | | | | |
| | | | | Custom r | nessage classes | 5 | | | | | | | | |
| | | | | | 2 | | | | | | | | | |
| | | | | | | | | | No da | ata to display | | | | |
| Sho | rtcuttina of | non-email tvr | oes: C | reate short | cut | | * | | | | | | | |
| | | | AI | low or disab | le shortcut crea | tion for non e | email items like ap | pointment, c | ontact, task, po | st. The exact sho | rtcut configu | ration is tak | en from job | settings. |
| Righ | hts protecte | d messages: | | Allow con | verting to sho | ortcut | | | | | | | | |

Important: The new contentACCESS MailApp **requires WebView2** to run correctly (Find more information about the WebView2 <u>here</u> or download it directly from <u>here</u>.). WebView2 is supported on M365 Outlook, and Office 2016, 2019, and 2021. **BUT** Office 2016 and 2019 must fulfill some conditions to support WebView2. For more information read this <u>article</u>.



Users who use Office 2016 or 2019 with volume license must download and install the previous contentACCESS MailApp. The new contentACCESS app works only with retail license in Office 2016 and 2019.

The administrator is required to do the following configurations for manual email archiving. He has to:

- configure a shortcut that the contentACCESS MailApp will use and set this shortcut as default (refer to section <u>Shortcuts in email archiving</u>);
- configure a retention that the contentACCESS MailApp will use and set this retention as default (refer to section <u>Retentions</u>);
- 3. install the Proxy server with HTTPS connection;
- configure HTTPS based alias In Central Administration under System => Services => System => External accessibility settings;
- allow contentACCESS MailApp activation for selected mailboxes/groups/servers from Central Administration => Address book;
- 6. run the <u>Email archive Provisioning job</u> to apply the changes.

To allow the contentACCESS MailApp activation, navigate to **Email Archive => Archive => View address book** on the ribbon.



In the column **Enable Mail app** it is possible to see if the contentACCESS MailApp activation was allowed for the selected object (mailbox, group, or server). By default, **the objects inherit the contentACCESS MailApp activation from their parent**, so if the parent has it set to allow/forbid, so will the child.





| Maliboxes | P | ublic folders | Groups | | ers | | | | |
|---|---|--------------------------|-----------------|---------------------|--------|---------------------------------|--|--|--|
| 5 import groups manually + add group manually | | | | | | | | | |
| Name | • | Create contentWEB access | Enable mail app | Associate with role | Active | Group DN | | | |
| 100000 | | Inherit | Inherit | | Yes | CN= ,CN=Users,DC=ta,DC=inter | | | |
| 2 | | Enable | Enable | Inherit | Yes | CN= 2, CN=Users, DC=ta, DC=inte | | | |
| 2 | | Enable | Forbid | Inherit | Yes | CN= 3, CN=Users, DC=ta, DC=inte | | | |
| 3 | | choore | | | | | | | |

The contentACCESS MailApp activation can be set from the context menu of the selected object to:

- Inherit
- Explicitly allow
- Explicitly forbid

| O View address Email Archive > Archive | SS book ve > View address book | | | | |
|---|--|---|--|--------|--|
| Mailboxes | Public folders | Groups | Servers | | |
| import groups m Name Date group of a 2 sector data between the sector of a sector data between the sector of a sector data between the sector of a sector data between the sector data | anually + add g | Create Portal access Enable | e mail app Associate with role | Active | Group DN |
| InternalDemo | 4050 -104 055-005-000 | Show details | Default role | Yes | CN=InternalDemo,OU=TECHARROW.onmicrosoft.com |
| _9437/58-2098 | 1 ···································· | Mail app activation Assign database, storage and index zor Archive settings override Activate/Deactivate mailboxes Remove group | Inherit Explicitly allow Explicitly forbid | Yes | CN=9443//3a-2096-48tU-a 194-9ftca99ft |

If you selected **Explicitly allow**, the contentACCESS Portal user role pop-up will open. Here you need to specify the contentACCESS Portal user role (containing user permissions) to be assigned to the contentACCESS Portal user(s). It is possible to select a **custom role** from the dropdown list or you can use the role defined in the **Email archive Provisioning job**.

| Portal user role | | | |
|---|-------------------------------------|---|--|
| The user will be created with Az | ure login provider. | | |
| O Use the role defined in the p | provisioning job | | |
| Select a custom role you wa | nt to assign to the created user(s) | | |
| Archive settings | | | |
| Role for mailbox owners: | Standard user | • | |
| Initialize archive: | | | |

After the changes have been made, it is necessary to start the **Provisioning job** to apply them.

🛕 To apply the new settings, the provisioning job needs to be started. You can wait for the scheduled run or you can start it now.

When the Provisioning job finishes the run, the new contentACCESS MailApp vNext version should appear in the user's mailbox.

Note: After the contentACCESS MailApp was activated, it is recommended to restart your Outlook.

Important: To successfully install the contentACCESS MailApp, the Exchange server must have access to the contentACCESS server and to the MailApp's .xml manifest file. The manifest file can be accessed using the following links:

- https://[SERVERNAME]/contentACCESSWS/Mailapp/Mailapp.xml
- https://[SERVERNAME]/contentACCESSWS/Mailapp/Mailapp_no_ribbon_button.xml

The administrator should be able to browse the file using the links above without any issues.

If the user wants to configure the legacy contentACCESS MailApp, the check-in **Deply MailApp vNext** step should be skipped. It is also possible to switch back to the legacy contentACCESS MailApp from the contentACCESS MailApp vNext by the following steps:

- 1. go to Email archive => Archive => View address book => Groups section
- select the group to whom you want to restore the previous version => Mail app activation => Explicitly forbid
- 3. after the changes have been made, it is necessary to start the **Provisioning job** to apply them



- then go to the Email archive => System settings => General settings section, and disable the
 Deploy MailApp vNext option
- go back to the View address book Groups section, and select Mail app activation => Explicitly enable, then start the Provisioning job to apply the changes. After this, the legacy contentAC-CESS MailApp will be displayed in the users' mailboxes

Starting the app and logging in

Find the **contentACCESS** on the toolbar. Click on the icon and open it. If you pin the contentACCESS Mailapp add-in, the app will be opened automatically the next time you open Outlook. Also, it is highly recommended to pin the app, so it will not hide when a different email is opened.



When you open contentACCESS MailApp for the first time, the app pulls in the server to which the user who has contentACCESS MailApp activated belongs through Exchange. The server's name is automatically filled in on the Settings page, and the mailbox's owner is automatically authenticated via autologin (if the user has an M365 login).

| techarrow |
|--|
| V contentACCESS Cloud |
| Smart access to all your documents and emails directly from Microsoft Outlook. Browsing, finding and sharing your archived data was never so easy |
| For more information, please check our <u>product page</u> |
| Login to contentACCESS |
| Initializing Please wait |

your vision of technological evolution

If for some reason, the automatic authentication fails, the user can log in to the app through the **"Login to contentACCESS"** button. In this case, a login page will appear, where the user can either log in with a contentACCESS account, M365 account, or other external login providers (Forms, Windows, Microsoft account, etc.).





After the successful login, the <u>Home page</u> appears on the screen.

The login page also provides the following actions:



- 1. Visit the **product page** the link opens the <u>contentACCESS MailApp's page</u> on the TECH-AR-ROW website
- 2. **Change configuration** the link pens the <u>Settings page</u>, where the user can add a different server name or switch to another language

Home page

After the autologin is completed (or the user logs in manually), the Home page appears in the app. Here, the following pages are accessible to the user:





- 1. Active email archive emails directly from Outlook via this tab or check the properties of an already archived email. You can also restore the original email in the Active email tab.
- 2. Search search your archived data extensively from the Search tab in all available entities.
- 3. **Browse** via the Browse tab, you have access to your archived data. By default, the Email archive is opened when the user clicks on the tab on the "Home" page or the folder icon at the bottom of the page.
- 4. **Share** from the Share tab you can easily access the Share view to share items with internal and external users or your Sharing entity (by clicking on the My shares or Shared with me buttons). The Share view is also available from the Sharing icon at the bottom of the page.
- 5. **Settings** the Settings tab opens the settings page of the application. The page allows the user to configure the application, check the current version, change the language, server and sign out with the current user.
- 6. Help the Help tab opens the contentACCESS MailApp vNext manual in the browser.

It is also possible to set one of the tabs as default. Move the cursor over the desired tab and click on "**Set as default**". The next time you open the app, the set tab will open immediately. The default setting can easily be undone: simply click on the star, and the next time you open the app, the Home page will be opened.

techarrow

| | Set as default 🛱 | · | 1 |
|---|--|---|--|
| | Active email Quick archive options for active email in > Outlook. Archive, restore, download or share the current email by one click. | | Active email Quick archive options for active email in Outlook. Archive, restore, download or share the current email by one click. |
| Q | Search Full-text search your archived data. Use our smart filter options for the best results. | | C Search Full-text search your archived data. Use our smart filter options for the best results. |
| 8 | Browse Browse archived data and view it's relevant properties. Share or download directly from the archive. | | Browse Browse archived data and view it's relevant properties. Share or download directly from the archive. |
| ᠿ | Share Safest and smartest way to share important information and files with internal and external users. | | Share Safest and smartest way to share important information and files with internal and external users. |



You can return to the Home tab quickly from the other pages. Just click on the little house icon on the top of the page, and the Home page will be shown automatically.



| Active email Home | < Search | く Calendar 目前 elena.ferrante@tech-arrow.com 日本 |
|---|-----------------------|---|
| MailApp email 1 13.12.2022 | Q Search | Search |
| Emily Bronte Inbox | ➢ Search everywhere → | United Kingdom holidays |
| To: Elena 311.3 KB CC: Erik Categories: Purple Category | Aa Title | elena.ferrante@tech-arr 12/14/2020 |
| 10 film to watch this April_The Northman.t 908 B | 🔁 Folder | Discussion about Jane Austen's life & |
| 10 films to watch this April.xlsx 127 KB 10 films to watch this April_Downtown A 123.2 KB | 🗅 File name | CAEATestTeam@tech-arr 12/14/2020 Meeting for testing Test meeting |
| Her painting of the late Breonna Taylor was | Size > | let neerigin |
| hailed as groundbreaking, and artist Amy Sherald has blazed a trail with her portraits depicting black America. She talks to Precious | | |
| Adesina about history, storytelling and the | | |
| possibility of a new art canon. | SEARCH | |
| I In 2016, the Georgia-born artist Amy Sherald | | |
| Item is shared 1 times Show details > | | |
| | ⊻ Q ⊡ û | |

Active email

On the **Active email** page, you can archive emails directly from Outlook or check the properties of an already archived email. You can also restore the original email in the Active email tab.

If the selected email hasn't been archived, the user can see the email's subject, sender, recipient, and sent date on the top section and the **"Archive email"** button in the middle of the page. The full email address will appear in a pop-up window if the user clicks on the sender's or recipient's name.



| < Active email | < Active email の | | | | | | |
|---|---|--|--|--|--|--|--|
| Elena Ferrante has shared items 05.01.2023 with you Elena Ferrante To: Emily | 3 Elena Ferrante has shared items 05.01.20 with you Elena Ferrante Elena Ferrante elena.ferrante@tech-arrow.com | | | | | | |
| This email has not been archived yet. You can archive this email by clicking the Archive email button below. Archive email | This email has not been archived yet. You can archive this email by clicking the Archive email button below. Archive email | | | | | | |
| | ☑ Q 🗇 Û | | | | | | |

By clicking on the **"Archive email"** button, the selected email will be archived directly from Outlook. The contentACCESS MailApp will use the shortcut configured in the Central Administration previously (for more information, please read the <u>Configuration part for administrators</u> section in this manual).





The selected email's preview will be displayed in the app when the archive is done. Now the following properties can be seen:





- 1. The subject of the email (the title can also be found in the header)
- 2. The name of the sender
- 3. Recipients To, Cc, and Bcc if the user has rights to see that information (mostly the sender and the Bcc participant)
- 4. Sent date of the email
- 5. The folder where the email is located
- 6. The size of the email
- 7. Body of the email

Note: The list can be expanded depending on the email. Other emails may have categories, attachments, and other properties.

By clicking on the user's name, a tooltip appears with the participant's full name and email address. If you hover the cursor over the tooltip, the following two actions appear:

- **Copy email address and name to clipboard** the email address and name can be pasted wherever the user wants (for example, into a notepad, new email, etc.)
- Start composing an email a new email will be opened, and the selected user will be added automatically to the email as the recipient



| your vision | of tec | hnol | logical | evo | lutior |
|-------------|--------|------|---------|-----|--------|
| / | | | 0 | | |



The context menu of the email allows the following actions:



- Open email the original email is opened in a new popup window
- **Restore original email** if the emails are archived with a shortcutting type, this action can restore the original email in the user's mailbox
- Attach to email the selected email will be attached to a new email and sent as an attachment
- **Download** download the email to your local machine
- Share the email can be shared from the context menu. For more information about Sharing, please read <u>this</u> section of the manual.

Search page

The **search page** is accessible in two ways: you can either select the **Search tab** from the list on the Home page or by clicking on the **magnifying glass** at the bottom of the page:



The search function on this tab is more extensive than the one on the Browse page since it can search for **all available entities.** After clicking on the search textbox, the list of the most common search properties will appear:



Vtecharrow

The entities can be selected by clicking on the little arrow next to **Search everywhere.** It is possible to select all models and entities at once or to select them individually. With this, you can define which entities will be the search proceeds. If you check in the checkbox next to the model's name (for example, next to the Email archive), all entities from the chosen model will be included in the search. But it is also possible to exclude entities from the search simply by clicking on the checkbox next to the entity name. After the selection, the entity list can be closed by clicking on the same little arrow as previously, and the search properties will be displayed again.

| < Search 价 | < Search 命 | < Search |
|-------------------|-------------------------------|-------------------------------|
| Q Search | Q Search | Q Search |
| Search everywhere | Search everywhere | E Search in selected |
| Aa Title | Select all entities | Select entities individually |
| 🔁 Folder | Email archive | Email archive |
| 🗅 File name | elena.ferrante@tech-arrow.com | elena.ferrante@tech-arrow.com |
| | File system archive | File system archive |
| Size > | C:\EATest_FSA test | C:\EATest_FSA test |
| 🛱 Date > | GDPR Application | GDPR Application |
| | GDPRApplicationTest | GDPRApplicationTest |
| SEARCH | GDPR Exchange | GDPR Exchange |
| | elena.ferrante@tech-arrow.com | elena.ferrante@tech-arrow.com |
| | emily.bronte@tech-arrow.com | emily.bronte@tech-arrow.com |
| ⊻ Q ⊡ û | ✓ Q < D | ☑ Q ➡ ① |

On the Search page, you can specify the **search query.** Pick single or multiple properties, add the keyword, and click on the **"Plus"** icon. The keyword(s) will be added to the search by this. After defining the search criteria, click on the **"Search"** button.



| < Search | ធ | < Sear | rch | ភ | < ! | Search | | ₹ ₹ | Search | | ሴ |
|--------------------|-----|--------------------|----------------|---|-----------|--------------------|-----|--------|-------------------|-----------------------|-----|
| Q Search | | Q Sear | ch | | Q | Search | | Q | Search | | |
| Search in selected | > | 🗎 Searc | ch in selected | > | | Search in selected | | › 🖻 | Search in selecte | d | > |
| Ad population | × 🕀 | Title: popu | ulation 🗙 | A | Title | : population 🗶 | | Fol | der: Sub* 🗙 🔤 | Title: population 🛛 🗶 | Î |
| Folder | | Aa Title | 2 | | Aa | Title | | Aa | Title | | . 1 |
| 🗋 File name | | E Fold | ler | | | Sub* | | | Folder | | - 1 |
| 😂 Size | > | | | | _ | Sub | | | | | - 1 |
| | | L' File | name | | Ľ | File name | | | File name | | - 1 |
| Date | > | 😂 Size | 2 | > | \otimes | Size | > | 8 | Size | | > |
| SEARCH | | 🗎 Date | e | > | ⊞ | Date | > | | Date | | > |
| | | | SEARCH | | | SEARCH | | | Se <i>i</i> | ARCH | |
| ⊠ Q ⊡ | Û | \bigtriangledown | Q | | \leq | Q | ث ث | | a d | | Û |

Example: we searched with the title:population AND size:<150MB – the search finds all files and items, where the title contains the word "population" (or as in the case of the Teams archive, the message contains the file), and the size is smaller than 150MB. If no option is specified, the search field uses the fulltext method. For more information about the search queries, read <u>this</u> section of the contentACCESS Portal manual.





If the user enters a phrase, which isn't part of any item, the following error occurs. In this case, the user needs to redefine the search criteria.

| < Search | | ណ៍ |
|--------------------|---------------|----------------|
| Q Search | | |
| Folder: Sub* | Title: popula | tion |
| Sorry, we | couldn't find | any results :(|
| \bigtriangledown | Q | Ξ Δ |

From the search results page, the user can go back to the **Search page**, where the **search history** can be checked. The previous search either can be deleted or searched again by clicking on it. If you want to specify the search with other queries, click on the "Search" textbox, and the search properties appear again. Also, you can go back to the **Home page** from the Search page by clicking on the little house icon at the top of the page.



| く Search (分 Back | < Search ណិ | < Search ណ៍ | < Search |
|--|---|---|-----------------------|
| Q Search | Q Search | Q Search | Q Search |
| Size: <149 MB Title: population | Search history delete a previous search | Search history | E Search everywhere → |
| 15 result found | Search again by clicking somewhere here | | Aa Title |
| Szilvia Kelemen 2/9/2021 | Result count: 15 | Size: <149 MB Title: population Result count: 15 | 🔁 Folder |
| 3rd sharing via share icon Population by | Searched on : 12/9/2022, 1:06:05 PM | Searched on : 12/9/2022, 1:10:37 PM | 🗋 File name |
| USA Population_2020.xlsx 10/2/2020 21.2 KB https://techarrow.sharepoint.com/sites/EATe | Search "No fulltext" | Search "No fulltext" | Size > |
| X India Population_2020.xlsx 10/2/2020 17.6 KB | Title: population Result count: 0 | Title: population Result count: 0 | Date > |
| https://techarrow.sharepoint.com/sites/EAIe | Searched on : 12/9/2022, 1:05:50 PM | Searched on : 12/9/2022, 1:05:50 PM | CEADCU |
| South Korea Population 10/2/020 20.6 KB https://techarrow.sharepoint.com/sites/EATe | Search "No fulltext" X Result count: 7353 Searched on : 12/9/2022. 1:04:37 PM | Search "No fulltext" × Result count: 7353 Searched on : 12/9/2022; 1:04:37 PM | SEARCH |
| ♥ Q Ĥ Û | ☑ Q Ē Î | | ☑ Q ☐ û |

The results can be selected from the list – multiple selections are available. In this case, a toolbar appears with the following actions:

- Share the selected item(s) can be shared from the archive
- Attach to email the selected email(s) will be attached to a new email and sent to the recipients
- Cancel the operation can be canceled with this button, and the selection will be removed from the email(s)

Note: Please be aware that **item selection** is not available for items from the **Sharing entity**. It is not possible to share or attach shared items to an email.

your vision of technological evolution **V**techarrow Search < ഹ് 3 selected Q best regards × Date: Yesterday 11 results found **Email Archive** Szilvia Kelemen Yesterday mse CAEA basic test (Version_ 2023.10.6.1 + ... **Email Archive Gyula Fekete** Yesterday Re: CAEA basic test (Version: 2023.10.6.... Hello Lívi, Thank you girls! Nothing critical left,... Livia Bartova Yesterday \bigcirc CAEA basic test (Version: 2023.10.6.1 + ... Hello, The contentACCESS EarlyAccess basic ... ↑ Share ← Attach to email × Cancel

Browse page

In the **Browse page**, you can browse the archived content of the selected entities (Email, File, OneDrive, SharePoint, Teams, Teams chat archive, Sharing, and GDPR) to which you have permission. By default, the Email archive is opened when the user clicks on the **Browse** tab on the Home page. The other models can be selected from the **"Connect to"** menu.



| < | Inbox elena.ferrante@tech-arrow.com 国 | < Connect to 分 | | | |
|-----------|--|--|--|--|--|
| | Search | Search | | | |
| | MailApp > | Email archive | | | |
| \bowtie | Emily Bronte 12/13/2022 MailApp email 3 "During the summer of 1947," Camille | elena.ferrante@tech-arrow.com File system archive | | | |
| \bowtie | Emily Bronte 12/13/2022 MailApp email 2 In 1938, a Ukrainian-born grandmoth | C:\EATest_FSA test GDPR Application GDPRApplicationTest | | | |
| \bowtie | Emily Bronte 12/13/2022 MailApp email 1 Her painting of the late Breonna Taylo | GDPR Exchange | | | |
| 0 | Möbelix 12/10/2022 Már csak két napig! Karácsonyi Már csak két napig! Karácsonyi JOY | emily.bronte@tech-arrow.com erik.larson@tech-arrow.com GDPR File system | | | |
| \bowtie | Möbelix 12/8/2022 Karácsonyi JOY-napok a Möbel | C:\EATest_GDPRFile test | | | |
| | 2 Q 🗀 û | | | | |

Subfolder view

The subfolder view can be enabled or disabled by clicking on the icon.



- subfolder view is enabled



- subfolder view is disabled

techarrow



Email archive

When viewing an Email archive entity, the following properties can be seen:





- 1. Email preview
- 2. Email sender's name or email address
- 3. The subject of the email
- 4. Snippet from the email the first row of the message
- 5. Sent date of the email
- 6. Flag it shows that the email has an attachment, category, or the item is inactive (deleted)

The emails can be selected from the list – multiple selections are available. In this case, a toolbar appears with the following actions:

- Share the selected item(s) can be shared from the archive
- Attach to email the selected email(s) will be attached to a new email and sent to the recipients
- Cancel the operation can be canceled with this button, and the selection will be removed from the email(s)



After clicking on an email, a more detailed view opens:

Vtecharrow ഹ് MailApp email 1 1.MailApp email 1 5. 13.12.2022 6.Inbox 2.Emily Bronte 3. To: Elena 7.311.3 KB CC: Erik 4.Categories: Purple Category 8.10 film to watch this April_The Northm 908 B 10 films to watch this April.xlsx 12.7 KB 10 films to watch this April_Downtow 123.2 KB 9. Her painting of the late Breonna Taylor was hailed as groundbreaking, and artist Amy Sherald has blazed a trail with her portraits depicting black America. She talks to Precious Adesina about history, storytelling and the possibility of a new art canon. 10. I ••• In 2016 the Coordia h Q ŕĥ \sim

your vision of technological evolution

- 1. The subject of the email (the title can also be found in the header)
- 2. The name of the sender
- 3. Recipients To, Cc, and Bcc if the user has rights to see that information (mostly the sender and the Bcc participant)
- 4. Categories if the email was archived with categories, this information is also displayed in the app
- 5. Sent date of the email
- 6. The folder where the email is located
- 7. The size of the email
- 8. Attachment list
- 9. Body of the email
- 10. Context menu
- 11. Home icon the user can return to the Home page via this button

By clicking on the user's name, a tooltip appears with the participant's full name and email address. If you hover the cursor over the tooltip, the following two actions appear:



| < MailApp email 1 | < MailApp email 1 | | | | |
|---|---|--|--|--|--|
| MailApp email 1 13.12.2022 | MailApp email 1 13.12.2022 | | | | |
| Emily Bronte Inbox | Emily Bronte Inbox | | | | |
| To: Elena 311.3 KB | То: Elena 311.3 КВ | | | | |
| C Elena Ferrante elena.ferrante@tech-arrow.com | C Elena Ferrante elena.ferrante@tech-arrow.com | | | | |
| 10 films to watch this April.xlsx 12.7 KB | 10 films to watch this April.xlsx 12.7 KB | | | | |
| 10 films to watch this April_Downtow 123.2 KB | 10 films to watch this April_Downtow 123.2 KB | | | | |
| Her painting of the late Breonna Taylor was hailed as groundbreaking, and artist Amy Sherald has blazed a trail with her portraits depicting black America. She talks to Precious Adesina about history, storytelling and the possibility of a new art canon. | Her painting of the late Breonna Taylor was hailed as groundbreaking, and artist Amy Sherald has blazed a trail with her portraits depicting black America. She talks to Precious Adesina about history, storytelling and the possibility of a new art canon. | | | | |
| I | | | | | |
| ⊻ Q 🛅 û | ⊠ Q 🛅 û | | | | |

• Copy email address and name to clipboard – the email address and name can be pasted wherever the user wants (for example, into a notepad, new email, etc.)

| <i>[</i>] * | New | Text Docu | iment - | Notepad |
|--------------|------|-----------|---|------------------------------|
| File | Edit | Format | View | Help |
| Eler | na F | errant | e <el< td=""><td>ena.ferrante@tech-arrow.com></td></el<> | ena.ferrante@tech-arrow.com> |

• Start composing an email – a new email will be opened, and the selected user will be added automatically to the email as the recipient

| | 2 1 1 | ↓ ≂ | Untitled - Message (HTML) | | | | 9 | Search | | | |
|------------------|------------|--------|---------------------------|----------|--------------|-------------|--------|-------------|------------|-------------------|---------------|
| File Me | essage | Insert | Options | Form | at Text | Review | Help | | | | |
| Paste | A Basic | Names | 0 Include | Tags | U Dictate | Sensitivity | Edito | r Immersive | Show | contentACCESS | contentACCESS |
| Clipboard 🗔 | TEXT | | | | Voice | Sensitivity | Editor | Immersive | officeGATE | contentACCESS Dev | contentACCESS |
| \triangleright | То | e | elena.ferrant | e@tech-a | irrow.com | | | | | | |
| Send | Cc | | | | | - | | | | | |
| | Bco | c . | | | | | | | | | |
| | Subje | ect | | | | | | | | | |



In the **Attachment(s)** section, the user can download the files by simply clicking on them. It is also possible to select the items when the cursor is moved over the files. In this case, a menu appears at the bottom of the page, and the user can share the attachments, attach them to an email, or cancel the selection.



The **search** is available in the entities too, but it is more limited here than on the <u>Search page</u>. After clicking on the search textbox, the user can filter out the requested emails from the folder. Both fulltext and property search work, but all queries need to be added manually.





The context menu of the email allows the following actions:





• Open email - the original email is opened in a new popup window

Note: The **"Open email"** function is supported only in case the mailbox user (who is currently logged in to Outlook) is registered in the archive's mailbox (the mailbox in the contentACCESS archive, which owns the currently opened email) tenant. Otherwise, the app won't be able to open the original email.

- **Restore original email** if the emails are archived with a shortcutting type, this action can restore the original email in the user's mailbox
- Attach to email the selected email will be attached to a new email and sent as an attachment
- **Download** download the email to your local machine
- Share the email can be shared from the context menu. For more information about Sharing, please read <u>this</u> section of the manual.

If the email has been shared, a **Sharing ribbon** appears at the bottom of the page (more information in the <u>Share page</u> section).



File system archive

When viewing a File system archive entity, the following properties can be seen:



- 1. Flag (primary icon) indicates the inactive items
- 2. Item preview
- 3. File's name/title
- 4. File's size
- 5. Location/folder of the file
- 6. Date of the last modification of the file
- 7. If the file has versions, this icon will appear next to the primary icon

The files can be selected from the list – multiple selections are also available. In this case, a toolbar appears with the following actions:



- Share the selected item(s) can be shared from the archive
- Attach to email the selected file(s) will be attached to a new email and sent to the recipients
- Cancel the operation can be canceled with this button, and the selection will be removed from the item(s)

The **search** is available in the entities too, but it is more limited here than on the **Search page**. After clicking on the search textbox, the user can filter out the requested files from the folder. Both fulltext and property search works, but all queries need to be added manually. If the search suggestion and hit highlighting are enabled in the Central Administration, the keywords will be highlighted, and the search suggestion will offer options upon typing. For more information, refer to <u>this</u> chapter in the contentAC-CESS manual.





After clicking on a file, a more detailed view opens.

The properties differ regarding the file format and modification. You can also see the previous versions here and download them from the Version list (by clicking the version's title). The list can be expanded or closed by the **Show more/Show less** buttons.

If the **Preview service** is enabled in the Central Administration (more information can be found <u>here</u>), the file's preview can be opened via the document icon. In this case, when the user clicks on the icon or selects the **Open** action from the context menu, the item's preview is opened in a new window in the browser (if the user opens the preview for the first time after the login session was expired, the login page appears first). From here, the user can **download** the document as the **original file** or as a **pdf**, **print** the item, or get limited **file information** (name and size).

If the email has been shared, a **Sharing ribbon** appears at the bottom of the page (more information in the **Share page** section).



The context menu of the file allows the following actions:

| < 1001 movie you should watc 介 | | | | | | |
|---|---|--|--|--|--|--|
| Creation date 2 14/12/2020, 16:53:49 | | | | | | |
| Last modified 09/02/2022, 13:00:11 | | | | | | |
| Size Select action | | | | | | |
| | | | | | | |
| Open | | | | | | |
| Attach to email | | | | | | |
| Download | | | | | | |
| 🗅 Share | | | | | | |
| | • | | | | | |
| Item is shared 3 times Show details > | | | | | | |


- **Open** opens the document in the browser via the preview service
- Attach to email the file whose preview is opened will be attached to a new email and sent as an attachment
- Download download the item to your local machine
- Share the file whose preview is opened can be shared from the context menu. For more information about Sharing, read <u>this</u> section of the manual.

| 🗧 🔿 🕐 👔 🐽 caea.tech-arrow.com/.contentACCESSWebRendering?mobileid=NAvNZXInZWR8NHxGaWxU3lzdGV10XIjaGI2ZXwwDDM5fDMyOWQxNDcwLTIIYTMINDRKYS1hNGZILTG3ZDU0 🍳 🖻 🛧 😨 🖪 🔹 🗄 |
|--|
| 🕹 Download 👻 🗇 Print 🔘 |
| Original file As PDF |
| The List VIPE SOURCE |
| COPHINTS (636) |
| SHARE This is the current edition of the List, updated to include all films in all editions of the 1001 Book, including films culled to make way for newer releases. Some foreign films are listed with multiple titles, in English with the original language title in parent |
| A viewable and downloadable version of the list, complete with tracking columns for which films have been reviewed by the 1,001 Movies You Must See Before You Die Blog Club, and which films are available via Metflix, can be found here: http://www.listsfromchip.blog |
| The List and Arry to the Mone (Le Wage Bas La Lune) (1920) The Great Train Babber, (1981) The Great Train Babber, (1981) The Great Train Babber, (1981) The Use Wage Train (1981) The Great Train Babber, (1982) The Satling Maske Babdet (1890) The Great Train Babber, (1982) The Satling Maske Babdet (1890) The Satling Maske Babdet (1990) The Satling Maske Babdet (1890) The Satling Maske Babdet (1990) The Satling Maske Babdet (1990) The Satling Maske Babdet (1990) The Satling Maske Babdet (1890) The Satling Maske Babdet (1990) The Satling Maske Babdet Babdet (1990) The Satling Maske Babdet (1990) The Satling Maske Babdet (1990) The Satling Maske Babdet Babdet (1990) The Satling Maske Babdet (1990) The S |
| 4 |

OneDrive archive

When viewing a OneDrive archive entity, the following properties can be seen:



- 1. Flag (primary icon) indicates the inactive items
- 2. Item preview
- 3. File's name/title
- 4. File's size
- 5. Folder/path of the file
- 6. Date of the last modification of the file
- 7. If the file has versions, the icon will appear next to the primary icon

The items can be selected from the list (multiple selections are available). In this case, a toolbar appears with the following actions:

| . , | techarro | w | |
|-----------------|---|------------|---|
| < | Dokumenty\Microsoft Elena Ferrante | = ය | |
| | Search | | |
| L _{tt} | 10 film to watch this 935 B https://techarrow | 24 min ago | • |
| | 10 films to watch this 12.7 KB https://techarrow | 6/6/2022 | |
| 0 | 10 films to watch this 123.2 KB https://techarrow | 6/6/2022 | |
| W | A Memoir of Jane Aus 108.2 KB https://techarrow | 12/14/2020 | |
| W | Bad.docx 107.8 KB | 12/14/2020 | |
| ₫s | hare 🕒 Attach to email | × Cancel | |
| | | ſ | |

vision of technological evolution

- Share the selected file(s) can be shared from the archive
- Attach to email the items will be attached to a new email and sent to the recipients as attachments
- Cancel the operation can be canceled, and the selection will be removed from the item(s)

The **search** is also available in the entities, but it's more limited here than on the **Search page**. After clicking on the search textbox, the user can filter out the requested files from the folder. Both fulltext and property search works, but all queries need to be added manually. If the search suggestion and hit highlighting are enabled in the Central Administration, the keywords will be highlighted, and the search suggestion will offer options upon typing. For more information, refer to <u>this</u> chapter in the contentAC-CESS manual.



| く Dokumenty\Microsoft 三 心 Elena Ferrante | く Dokumenty\Microsoft 三 |
|--|--|
| 🖿 title:b 🗙 🗙 | \blacksquare title:"Best books inspired by Jane , $	imes$ |
| B ad_Michael Jackson.docx Books inspired b y Jane Austen.xlsx | Best books inspired by 12/14/2020 1 MB https://techarrow |
| Billie Jean.docx | |
| B ad.docx | |
| Best b ooks inspired by Jane Austen.docx | |
| | |
| | |
| | |



After clicking on a file, a more detailed view opens. The properties differ regarding the file format and modification. You can also see the previous versions here and download them from the Version list (by clicking on the item's title.

If the **Preview service** is enabled in the Central Administration (more information can be found <u>here</u>), the file's preview can be opened via the document icon. In this case, when the user clicks on the icon or selects the **Open** action from the context menu, the item's preview is opened in a new window in the browser (if the user opens the preview for the first time after the login session was expired, the login page appears first). From here, the user can **download** the document as the **original file** or as a **pdf**, **print** the item, or get limited **file information** (name and size).

If the email has been shared, a Sharing ribbon appears at the bottom of the page (more information in the <u>Share page</u> section).

| techarrow | |
|--|--------|
| < 10 film to watch this April_The N | lort 份 |
| File name 10 film to watch this April_The Northman. | txt |
| Creation date 06/06/2022, 09:22:20 | |
| Last modified 04/01/2023, 09:26:48 | |
| Size 935 B | |
| Version Y1 2022-06-06 07:22:21.txt | 908 B |
| txt | • |

your vision of technological evolution 📕

The context menu of the file allows the following actions:

| < 10 film | to watch this April_The 亻 | 3 |
|----------------------------------|---|---|
| File name 10 film to wa xt | tch this April_The Northman.t | ^ |
| Creation date 06/06/2022, | Ŋ9·22·20 | |
| Last modified 04/01/2023, | C Open | |
| Size 935 B | Attach to email Download | |
| Url https://techa | ⊥ Share | |
| onal/elena_te ments/Micro | soft Teams Chat Files/10 fi | ÷ |
| Item is shared | 4 times Show details | > |



- **Open** opens the document in the browser via the preview service
- Attach to email the file whose preview is opened will be attached to a new email and sent as an attachment
- Download download the item to your local machine
- Share the file whose preview is opened can be shared from the context menu. For more information about Sharing, read <u>this</u> section of the manual.

| | 🕹 Download 🔻 | 중 Print | () |
|---|---|---|----|
| T a l thr Ale con Abs | Original file As PDF iller that boasts i xander Skarsgird i firmed to IGN that olutely." | o films, The Witch and The Lighthouse, were horror-dramas that balanced meticulously researched period ut hallucinatory freakiness. His third film, The Northman, is in the same vein, but on a far bigger scale. Il Scandinavian story of Amelth – also the model for Shakespare's Hamlet – The Morthman is a brutal revenge volcances, see crossings, huge battles, and an A-list cast, including Nicole Kidman, Anya Taylor-Joy and Björk. S its Conan-like hero, a Viking prince whose father (Ethan Make) is murdered by his uncle (Clasma), Eggers The Northman is "a big epic adventure story that is for mass audiences. Is it still a Robert Eggers movie.? | |
| Rel | eased on 15 April | in the UK and Ireland, and 22 April in the US and Canada | |
| Tes | t 1 for versions | | |
| | | | |

SharePoint archive

When viewing a SharePoint archive entity, the following properties can be seen:



- 1. Flag (primary icon) indicates the inactive items
- 2. Item preview
- 3. File's name/title
- 4. File size
- 5. Folder/path of the file
- 6. Date of the last modification of the file
- 7. If the file has versions, the icon will appear next to the primary icon

The items can be selected from the list (multiple selections are available). In this case, a toolbar appears with the following actions:



- Share the selected file(s) can be shared from the archive
- Attach to email the items will be attached to a new email and sent to the recipients as attachments
- **Cancel** the operation can be canceled, and the selection will be removed from the item(s)

The **search** is also available in the entities, but it's more limited here than on the **Search page**. After clicking on the search textbox, the user can filter out the requested files from the folder. Both fulltext and property search works, but all queries need to be added manually. If the search suggestion and hit highlighting are enabled in the Central Administration, the keywords will be highlighted, and the search suggestion will offer options upon typing. For more information, refer to <u>this</u> chapter in the contentAC-CESS manual.



After clicking on a file, a more detailed view opens. The properties differ regarding the file format and modification. You can also see the previous versions here and download them from the Version list (by clicking on the item's title).

If the **Preview service** is enabled in the Central Administration (more information can be found <u>here</u>), the file's preview can be opened via the document icon. In this case, when the user clicks on the icon or selects the **Open** action from the context menu, the item's preview is opened in a new window in the browser (if the user opens the preview for the first time after the login session was expired, the login page appears first). From here, the user can **download** the document as the **original file** or as a **pdf**, **print** the item, or get limited **file information** (name and size).

If the email has been shared, a Sharing ribbon appears at the bottom of the page (more information in the <u>Share page</u> section).

your vision of technological evolution



The context menu of the file allows the following actions:

| < BBC_Ne | ews_ Cu | lture_Theather 🦟 | } | |
|---------------------------------------|-------------------------------------|-----------------------|---|--|
| | | | • | |
| File name | | | | |
| BBC_News_(| Culture_ | Theather_Why_sisters_ | | |
| have_the_gre | eatest_lo | ve_of_all.pdf | | |
| | | | | |
| Creation date | | | | |
| 16/08/2022, | 16:38:02 | , | | |
| | Seleo | ct action | | |
| Last modified | <u>ر</u> ۲ | | | |
| 16/08/2022, | | Open | | |
| | Ð | Attach to email | | |
| Size | | | | |
| 498.1 KB | $ \stackrel{\square}{\rightarrow} $ | Download | | |
| Url | ~ | | | |
| https://tech | (Ť) | Share | | |
| TratCite (Cl | | | | |
| restSite/Sha | eu Doci | | | |
| ulture_Theather_Why_sisters_have_the | | | | |
| Item is shared 2 times Show details > | | | | |



- Open opens the document in the browser via the preview service
- Attach to email the file whose preview is opened will be attached to a new email and sent as an attachment
- Download download the item to your local machine
- Share the file whose preview is opened can be shared from the context menu. For more information about Sharing, read <u>this</u> section of the manual.



Teams archive

When viewing a Teams archive entity, the following properties can be seen:



| < | General CAEATest Team | = ₼ | < General\Files = ሰ |
|---------|---|-----------|---|
| | Search | | Search |
| | Files | > | 2. A 70 year old photograp 5. |
| | Posts | > | https://techarrow.sharepoint.com/s 1. 4. |
| | Wiki | > | A 70 year old photograp 3/10/2021 |
| 0 | Emily Bronte | 8/16/2022 | https://techarrow.sharepoint.com/s |
| | from Emily | 1. | Aborigianl culture_Sydne 8/6/2021 |
| 2. T | Emily Bronte 3. General 4. | 8/16/2022 | ttps://techarrow.sharepoint.com/s |
| | | | agnes-grey.pdf 10/2/2020 |
| IJ | Szilvia Kelemen General | 6/22/2022 | https://techarrow.sharepoint.com/s |
| | Access shared files 6. | | AIHR-HR-analyst-job-co 8/9/2021 |
| ij | Erik Larson General Teams team | 5/17/2022 | https://techarrow.sharepoint.com/s |
| | 2 Q | ſ | 2 Q 🗅 Û |

- 1. Flag (primary icon) indicates the inactive items
- 2. Item preview (either a file or a Teams message)
- 3. File name/title (in the Files, SharePoint data folders) or the name of the message sender
- 4. Folder/Channel/Path of the file
- 5. Date of the last modification of the file
- 6. Message snippet from the first row of the message

The items can be selected from the list (multiple selections are available). In this case, a toolbar appears with the following actions:

| y y | our vision of t | echno | logical ev | olution | |
|--------|--|--------------------|------------|---------|-------|
| | te | cha | arro | W | |
| < | General CAEATest Team | | | = | ស៊ |
| | Search | | | | |
| | Files | | | | > |
| \Box | Posts | | | | > |
| \Box | Wiki | | | | > |
| | Emily Bronte General from Emily | 9 | | 8/16/2 | 2022 |
| ij | Emily Bronte General | 9 | | 8/16/2 | 2022 |
| ٢ | Szilvia Kelen General Access shared fi | n en les | | 6/22/2 | 2022 |
| ₾ | Share 🕒 | Attach | to email | ×c | ancel |
| 5 | 7 C | 2 | | | ſħ |

- Share the selected message(s) can be shared from the archive
- Attach to email the messages will be attached (as zip files) to a new email and sent to the recipients
- Cancel the operation can be canceled, and the selection will be removed from the item(s)

The **search** is also available in the entities, but it's more limited here than on the **Search page**. After clicking on the search textbox, the user can filter out the requested messages and files from the folder. Both fulltext and property search works, but all queries need to be added manually. If the search suggestion and hit highlighting are enabled in the Central Administration, the keywords will be highlighted, and the search suggestion will offer options upon typing. For more information, refer to <u>this</u> chapter in the contentACCESS manual.

| , | | tech | arrow | | |
|----|--|-----------------------|-------|-----------|---|
| < | Genera CAEATes | al t Team | | ≡ ଜ | ን |
| | elena | ferrante | | ; | × |
| 0 | Erik La General, Teams te | rson /Posts eam | | 5/17/2022 | • |
| ij | Elena General, Hello! | Ferrante Posts | | 3/22/2022 | |
| ij | Elena General, Hello! | Ferrante Posts | | 3/22/2022 | ļ |
| ij | <mark>Elena</mark> General/ | Ferrante Posts | | 3/19/2021 | |
| ij | Elena General/ | Ferrante /Posts | | 3/19/2021 | • |
| Ĉ | ~ | Q | 6 | ſ | |

choological evolution

After clicking on a message or file, a more detailed view opens. The properties include the sender, the attachment(s) (if the message has one), and the post itself. The files can be downloaded from the list (by clicking on the item's title). The list can be expanded or closed by the **Show more/Show less** buttons.

If the **Preview service** is enabled in the Central Administration (more information can be found <u>here</u>), the file's preview (from the Files folder) can be opened via the document icon. In this case, when the user clicks on the icon or selects the **Open** action from the context menu, the item's preview is opened in a new window in the browser (if the user opens the preview for the first time after the login session was expired, the login page appears first). From here, the user can **download** the document as the **orig-inal file** or as a **pdf**, **print** the item, or get limited **file information** (name and size).

If the message has been shared, a Sharing ribbon appears at the bottom of the page (more information in the <u>Share page</u> section).

| techarrow | | |
|--|---|---|
| < The Peak of the Balkans Trail: Europ | ሴ | |
| Sender | 4 | |
| Szilvia Kelemen | 1 | |
| Attachments | | |
| 8 attachments | | |
| Show more 🗸 | | |
| Szilvia Kelemen 04/01/2023 14:35:47 | | |
| The Peak of the Balkans Trail: Europe's la | | |
| st true wilderness | | |
| Stretching 192km, th | | |
| e Peak of the Balkans | | |
| Trail bridges three pr | | |
| aviously war torn nati | | , |

your vision of technological evolution 🖉

The context menu of the message allows the following actions:

| | < The Pe | ak of the | e Balkans Trail: E 🖞 | ង |
|----|---------------------------------|-----------|----------------------|----------|
| Se | ender | | | ^ |
| Sz | zilvia Kelen | nen | | |
| At | ttachments | | | |
| 8 | attachmer | nts | | |
| | | Selec | t action | |
| | Szilvia Kel 04/01/202 | ß | Open | |
| | The Peal | Ð | Attach to email | |
| | pe's last | Þ | Download | |
| | Stret | Û | Share | |
| | he P | | | |
| | ans 1 | Frail k | oridges thr | <u>'</u> |



- Open opens the item in the browser via the preview service
- Attach to email the message (or file) whose preview is opened will be attached to a new email and sent as an attachment
- Download download the item to your local machine
- Share the message (or file) whose preview is opened can be shared from the context menu.
 For more information about Sharing, read <u>this</u> section of the manual.



Teams chat archive

When viewing a Teams chat archive entity, the following properties can be seen:

| your vision of | of technol | ogical evo | lution |
|----------------|------------|------------|--------|
|----------------|------------|------------|--------|



| < Root folder 三 () Elena Ferrante | く Chats Elena Ferrante () 三の合 |
|---------------------------------------|----------------------------------|
| Search | Search |
| Chats > | 1. Tina Turner 2. 4. 5/31/2022 |
| C Meetings > | Damon Williams 4/7/2022 |
| | Erno Rubik 3/14/2022 |
| | MarieCurie 3/11/2022 Chats |
| | Elvis Presley 2/25/2022 |
| | M Q 🛅 Û |

- 1. Message preview
- 2. Participant with whom the user has a chat in the Teams
- 3. Location/folder of the chat
- 4. Date of the last modification of the message

The items can be selected from the list (multiple selections are available). In this case, a toolbar appears with the following actions:

| | | tech | arro | w |
|----|-------------------------------------|----------|------------|-----------|
| < | Chats Elena Ferra | ante | | = ₼ |
| | Search | | | |
| ij | Tina Tur _{Chats} | ner | | 5/31/2022 |
| ٢ | Damon Chats | Williams | | 4/7/2022 |
| | Erno Ru Chats | bik | | 3/14/2022 |
| ij | MarieCu Chats | urie | | 3/11/2022 |
| ij | Elvis Pre _{Chats} | esley | | 2/25/2022 |
| ₫ | Share | 🕒 Attac | h to email | × Cancel |
| [| \searrow | Q | | Û |

- Share the selected message(s) can be shared from the archive
- Attach to email the messages will be attached (as zip files) to a new email and sent to the recipients
- **Cancel** the operation can be canceled, and the selection will be removed from the item(s)

The **search** is also available in the entities, but it's more limited here than on the **Search page**. After clicking on the search textbox, the user can filter out the requested messages from the folder. Both fulltext and property search works, but all queries need to be added manually. If the search suggestion and hit highlighting are enabled in the Central Administration, the keywords will be highlighted, and the search suggestion will offer options upon typing. For more information, refer to <u>this</u> chapter in the contentACCESS manual.

| _ / | teo | charro | w |
|-----|--------------------------------|--------|----------|
| < | Chats Elena Ferrante | | = ₼ |
| | body:(hello) | | × |
| ij | Emily Bronte Chats | | 6/6/2022 |
| ij | Elena Ferrant Chats | te | 6/6/2022 |
| ij | Elena Ferrant Chats | te | 6/6/2022 |
| ij | Elena Ferrant Chats | te | 6/6/2022 |
| 0 | Tina Turner Chats | | 6/1/2022 |
| S | | 6 | (Ť) |

After clicking on a message, a more detailed view opens. If the chat/group chat/meeting has been shared, a Sharing ribbon appears at the bottom of the page (more information in the <u>Share page</u> section).

| < Emily Bro | onte, contentACCESS Dev | ណ៍ |
|--|--|----------|
| | | A |
| Emily Bronte 06/06/2022 12: hello | :26:27 | |
| Message v | 06/06/2022 12:23:36 vas deleted. | |
| | 06/06/2022 9:22:32 | |
| 10 film to 10 films to 10 films to | watch this April_The Northman.txt watch this April.xlsx watch this April_Downtown Abbe | |
| y.docx | | |
| Hello! Can | 06/06/2022 9:21:50 you send me the files from the p | • |
| Item is shared 1 | times Show deta | ils > |

techarrow

If the **Preview service** is enabled in the Central Administration (more information can be found <u>here</u>), the message's preview can be opened via the **Open** action from the context menu. In this case, when the user clicks on the **Open**, the item's preview is opened in a new window in the browser (if the user opens the preview for the first time after the login session was expired, the login page appears first). From here, the user can **download** the message (or attachments) as the **original file** or as a **pdf**, **print** the item, or get limited **file information** (name and size).

The context menu of the item allows the following actions:



- **Open** opens the item in the browser via the preview service
- Attach to email the message whose preview is opened will be attached to a new email and sent as an attachment
- **Download** download the item to your local machine
- Share the message whose preview is opened can be shared from the context menu. For more
 information about Sharing, read <u>this</u> section of the manual.

GDPR Application

When viewing a GDPR Application entity, the following properties can be seen:

| your v | vision of techn | ological evolu | tion |
|-------------------|------------------------------|----------------|------|
| | tech | arrow | 1 |
| < FSI EA te | Γ EMS st | | ≡ ゐ |
| 🖿 Sea | arch | | |
| 1. Irela | ind.pdf 2. | | Î |
| Mat ttt FSITE | anzas.docx | | |
| Ett FSITE | eting with Hita MS | achi.png | |
| John Ett FSITE | n Adams.pdf ^{MS} | | |
| Misl tet FSITE | kooo.png MS | | |
| \searrow | Q | | Û |

- 1. Item preview
- 2. Item name
- 3. Location/folder of the file

The items can be selected from the list (multiple selections are available). In this case, a toolbar appears with the following actions:

| | tech | arrov | v |
|----------------------|-------------|------------|----------|
| < FSITEM EA test | IS | | ≡ ₼ |
| Search | | | |
| Ireland. FSITEMS | pdf | | Â |
| Matanz FSITEMS | as.docx | | |
| K FSITEMS | g with Hita | ichi.png | |
| O FSITEMS | dams.pdf | | |
| Kiskoo FSITEMS | o.png | | |
| ሰ Share | 🕒 Attac | h to email | × Cancel |
| \searrow | Q | | ſ |

- Share the selected item(s) can be shared from the archive
- Attach to email the items will be attached to a new email and sent to the recipients as attachments
- Cancel the operation can be canceled, and the selection will be removed from the item(s)

The **search** is also available in the entities, but it's more limited here than on the **Search page**. After clicking on the search textbox, the user can filter out the requested files from the folder. Both fulltext and property search works, but all queries need to be added manually.

| your vio | tech | arrow | |
|---------------------|---------------|------------------|----------|
| K FSITEN EA test | IS | | = ₼ |
| * <u>docx</u> | OR title:(aca | demic transfer*) | × |
| Vivaldi. | docx | | • |
| 5 stage | s of the hon | ne buyin | |
| A Charge | ge to Keep b | y Georg | |
| Advent FSITEMS | ure and spo | rt_Sydne | |
| FSITEMS | nic Transfer | .docx | |
| \searrow | Q | | <u>ث</u> |

After clicking on a file, a more detailed view opens. The properties differ regarding the file format and modification. You can also see the previous versions here and download them from the Version list (by clicking on the item's title). If the email has been shared, a Sharing ribbon appears at the bottom of the page (more information in the <u>Share page</u> section).



Item is shared 1 times Show details >

The context menu of the file allows the following actions:





- Open opens the item in the browser via the preview service (read more about the Preview service here)
- Attach to email the item whose preview is opened will be attached to a new email and sent as an attachment
- **Download** download the item to your local machine
- Share the file whose preview is opened can be shared from the context menu. For more information about Sharing, read <u>this</u> section of the manual.

GDPR Exchange

When viewing a GDPR Exchange, the following properties can be seen:



- 1. Flag (primary icon) indicates the inactive items, flags, attachments, etc.
- 2. Email preview
- 3. Sender's email address (or the sender's name)
- 4. Email subject
- 5. Sent date of the email



The items can be selected from the list (multiple selections are available). In this case, a toolbar appears with the following actions:

| < | MailApp elena.ferrante | e@tech-arro | w.com | ≡ 🏠 |
|------------|-----------------------------------|----------------|--------------|----------------|
| | Search | | | |
| 0 | Ex16.Liza Flag / Izrael | betiltja az ál | lati szőrmék | 9/2/2021 |
| \bigcirc | Ex16.Liza B. Gröhling: | K štvrtku | | 9/2/2021 |
| ٢ | Ex16.Liza Tom Cruise | | | 9/2/2021 [] |
| \bigcirc | Ex16.Liza Veštec | | | 9/2/2021 |
| \bigcirc | Ex16.Liza | | | 9/2/2021 |
| ₫ | Share | 🕒 Attac | h to email | × Cancel |
| [| \checkmark | Q | | ₾ |

- Share the selected email(s) can be shared from the archive
- Attach to email the items will be attached to a new email and sent to the recipients as attachments
- Cancel the operation can be canceled, and the selection will be removed from the item(s)

The **search** is also available in the entities, but it's more limited here than on the **Search page**. After clicking on the search textbox, the user can filter out the requested files from the folder. Both fulltext and property search works, but all queries need to be added manually. If the search suggestion and hit highlighting are enabled in the Central Administration, the keywords will be highlighted, and the search suggestion will offer options upon typing. For more information, refer to <u>this</u> chapter in the contentAC-CESS manual.

| | your vision o | f technolog | ical evolutio | n 🦯 | |
|--------------|---|--------------------|---------------|----------|---|
| | V te | echar | row | | |
| < | MailApp elena.ferrante@ | tech-arrow.cor | n | = 6 | } |
| | from:ex16.l | iza | | > | < |
| \bigotimes | Ex16.Liza High importanc | e | | 9/2/2021 | • |
| \bigcirc | Ex16.Liza Low Import | | | 9/2/2021 | |
| \bigcirc | Ex16.Liza BCC | | | 9/2/2021 | |
| \bigcirc | Ex16.Liza CC - Admin Az | éghajlatváltoza | ás | 9/2/2021 | |
| \bigcirc | <mark>Ex16.Liza</mark> Flag / Izrael bet | iltja az állati sz | zőrmék | 9/2/2021 | • |
| (| | Q | | (Ť) | |

After clicking on a file, a more detailed view opens. By clicking on **Show more**, the user may look at more information about the participants (sender/recipient) and the attachments (if there are multiple attachments). The attachments can be opened from the attachment list by clicking on the title.

| く High importance | く High importance |
|--------------------------------|-----------------------------------|
| Participants | Participants |
| Ex16.Liza, Administrator, EX16 | From Ex16.Liza |
| Subject High importance | To Administrator@qa01.internal |
| Date 02/09/2021, 21:54:20 | EX16.Mailbox@qa01.internal |
| | Subject High importance |
| | Date 02/09/2021, 21:54:20 |
| • | • |

| your vision | of te | chno | logica | levo | lutio |
|-------------|-------|------|--------|------|-------|
| / | | | | | |



If the email has been shared, a **Sharing ribbon** appears at the bottom of the page (more information in the <u>Share page</u> section).





The context menu of the email allows the following actions:





- Open email the original email is opened in a new popup window
- **Restore original email** if the emails are archived with a shortcutting type, this action can restore the original email in the user's mailbox
- Attach to email the selected email will be attached to a new email and sent as an attachment
- Download download the email to your local machine
- Share the email can be shared from the context menu. For more information about Sharing, please read <u>this</u> section of the manual.

GDPR File system

When viewing a GDPR File system, the following properties can be seen:



- 1. Item preview
- 2. Item name
- 3. Item size
- 4. Location/folder of the file
- 5. Date of the last modification of the file



The files can be selected from the list – multiple selections are also available. In this case, a toolbar appears with the following actions:

| < | Root folder C:\EATest_GDPRFile test | = ₼ |
|-----|---|--------------|
| | Search | |
| Ρ | Titanic.pptx 5.2 MB C:\EATest_GDPRFile test\Titanic.pptx | 9/28/2020 |
| 0 | Vivaldi.docx 140.2 KB C:\EATest_GDPRFile test\Vivaldi.docx | 2/17/2022 |
| x | World population_2020.x 44.1 KB C:\EATest_GDPRFile test\World | 12/14/2020 |
| pdf | Wuthering_Heights.pdf 494.2 KB C:\EATest_GDPRFile | 12/14/2020 |
| W | Yellowstone National Par | 9/28/2020 |
| ₾ | Share 🕒 Attach to email | × Cancel |
| [| 2 Q 🗗 | (\uparrow) |

- Share the selected item(s) can be shared from the entity
- Attach to email the selected file(s) will be attached to a new email and sent to the recipients
- Cancel the operation can be canceled with this button, and the selection will be removed from the item(s)

After clicking on a file, a more detailed view opens. The properties differ regarding the file format and modification.

If the **Preview service** is enabled in the Central Administration (more information can be found <u>here</u>), the file's preview can be opened via the document icon. In this case, when the user clicks on the icon or selects the **Open** action from the context menu, the item's preview is opened in a new window in the browser (if the user opens the preview for the first time after the login session was expired, the login page appears first). From here, the user can **download** the document as the **original file** or as a **pdf**, **print** the item, or get limited **file information** (name and size).

If the file has been shared, a **Sharing ribbon** appears at the bottom of the page (more information in the <u>Share page</u> section).

your vision of technological evolution





The context menu of the item allows the following actions:

| < Titanic | c.pptx (| ጎ |
|---|--|---|
| File name Titanic.pptx Folder C:\EATest_GI | DPRFile test | Â |
| Creation date 05/10/2020, Last modified | Select action | |
| 28/09/2020, Size 5.2 MB | Attach to email Download Share | |
| | | |



- Open opens the document in the browser via the preview service
- Attach to email the file whose preview is opened will be attached to a new email and sent as an attachment
- **Download** download the item to your local machine
- Share the file whose preview is opened can be shared from the context menu. For more information about Sharing, read <u>this</u> section of the manual.

Sharing

When viewing a Sharing entity, the following properties can be seen (first, a folder needs to be selected from the entity):



- 1. Items from the folder sharing
- 2. Item preview
- 3. Sender's email address the owner of the sharing
- 4. Item name
- 5. Origin of the shared item from which entity has it been shared
- 6. Date of the sharing



The files can be selected from the list – multiple selections are also available. In this case, a toolbar appears with the following actions:

| < | Shared with me elena.ferrante@tech-arrow.com [| _{EA} ≡ ₼ |
|---|--|-------------------|
| | Search | |
| | Přílohy | > |
| | Subl | > |
| | Tech-Arrow | > |
| ۲ | emily.bronte@tech-arr A 70 year old photographic Teams Archive | 10/3/2022 |
| | emily.bronte@tech-arr Elena Ferrante, contentACCESS Teams Chat Archive Model | 10/3/2022 |
| 0 | emily.bronte@tech-arr RE_ CA Cloud release - CA 4.2 Email Archive | 10/3/2022 |
| [| ↔ Attach to email | × Cancel |
| | 2 Q 🖻 | Ĥ |

- Attach to email the selected file(s) will be attached to a new email and sent to the recipients
- **Cancel** the operation can be canceled with this button, and the selection will be removed from the item(s)

The **search** is available in the Sharing entity, but it is more limited here than on the **Search page**. After clicking on the search textbox, the user can filter out the requested files from the folder. Both fulltext and property search works, but all queries need to be added manually. If the search suggestion and hit highlighting are enabled in the Central Administration, the keywords will be highlighted, and the search suggestion will offer options upon typing. For more information, refer to <u>this</u> chapter in the contentAC-CESS manual.



After clicking on a file, a more detailed view opens. The preview changes depending on which folder the user is viewing.

1) If the user is viewing an item's preview in the **Shared with me** folder, the preview contains the following properties:





- 1. Title in the header the shared item's name
- 2. Status status of the sharing (active, suspended, expired, or unavailable)
- 3. Shared by the owner of the sharing (who shared the item)
- 4. Shared on date of the sharing
- 5. Expires on expiration date of the sharing
- 6. Download limit how many times the user is allowed to download the shared item(s)
- 7. Shared with the audience of the sharing (recipients only, organization, public)
- 8. **Recipients** if the sharing has recipients, their email addresses are listed here
- 9. **Shared item(s)** if the sharing is still active, the download icon is available for the user. With the arrow, the Download history list can be expanded to check who downloaded the item

2) If the user is viewing an item's preview in the **My shares** folder, the preview contains the following properties:



- 1. Title in the header the shared item's name
- 2. Status status of the sharing (active, suspended, expired, or unavailable)
- 3. Shared by the owner of the sharing (who shared the item)
- 4. Shared on date of the sharing



- 5. Expires on expiration date of the sharing
- 6. Download limit how many times the user is allowed to download the shared item(s)
- 7. Shared with the audience of the sharing (recipients only, organization, public)
- 8. **Suspend/activate all** if the sharing contains multiple items, the whole sharing can be suspended with this button
- 9. Shared item(s) the download icon is available for the owner all the time, even if the sharing is suspended, expired, or no longer available. With the arrow, the Download history list can be expanded to check who downloaded the item
- 10. **Suspend/activate sharing** the status will be changed only on the selected item(s), not on all sharing (for example, three elements have been shared, but the owner decides that two will be suspended, and only one file will be available for the recipients).
- 11. **Modify sharing** the owner can modify the sharing from the preview. When he clicks on the button, the Modify sharing tab will be opened. For more information about the sharing modification, please refer to the <u>Share page</u> section in the manual.

| Modify sharing BBC_News_Culture_Theather_Why_sisters | | |
|---|--|--|
| Recipients | | |
| Add recipient | | |
| Share with | | |
| O Recipients only | | |
| O My organization | | |
| Public | | |
| Sharing options | | |
| | | |
| | | |
| Notify me about the downloadsRemember these settings | | |
| SAVE 🗸 CANCEL | | |

Share page

The Sharing option is enabled in contentACCESS MailApp. You can access it in three ways:
Vtecharrow

- open the Sharing from the Home page by either selecting the Share tab or clicking on the Sharing icon at the bottom of the page. It is also possible to open the My shares and Shared with me folders in the Sharing entity directly by clicking on the buttons on the Home page.
- 2. share from the **Browse page** (from the models/entities)- select item(s) from the list and click on the **Share** function or open an item's preview and select **Share** from the context menu. Multiple items can be selected and shared from the item list in the entity.
- 3. share from the **Search page** choose item(s) from the search results list and click on the **Share** function or open the preview of an item and select **Share** from the context menu. Multiple items can be selected and shared from the list.



Share items from the Share page:

After clicking on the Share option, the Share view opens.



| Home | < Share |
|---|--|
| Active email Quick archive options for active email in Outlook. Archive, restore, download or share the current email by one click. | Files to share DROP OR CLICK TO ADD FILES Recipients |
| Q Search Full-text search your archived data. Use our > smart filter options for the best results. | Add recipient Share with Recipients only |
| Browse Browse archived data and view it's relevant properties. Share or download directly from the archive. | My organization Public Sharing options Expires in 15 days on Dec 24, 2022 |
| Safest and smartest way to share important information and files with internal and external users. | Allowed to download 10 times Notify me about the downloads Remember these settings |
| | SHARE V CANCEL |

In the section **Files to share**, you can see items selected for sharing. In the case of using the **Share** from the Home page, you will need to browse and add items by clicking on the **Drop or click to add files** button or by **Drag and Dropping** an item into the field. Multiple selections are possible. In that case, a **Show more shared files** button appears to extend the list of the selected items.

Also, the user can remove items from the Files to share list by clicking on the delete icon. In the section **Recipients**, specify the recipient(s) you wish to share the items. Start to type the email address in the Recipients field, then select the user from the search suggestion list with whom you would like to share item(s). You can also delete previously added recipients from the list by clicking on the "X" next to the email address. The following section is the **Share with**. Here you can specify to whom you would like to make the item(s) accessible:

- 1. **Recipients only** even if the email with the link is forwarded, only the recipients will be to access the shared item(s)
- 2. My organization only people from your organization (specified in Central Administration =>
 System => Services => Sharing settings) will be able to access the shared item(s)
- 3. Public anyone with the link will be able to access the shared item(s)

techarrow

In the section **Sharing options**, specify the expiration date of the sharing (by selecting the date from the calendar or adding the number of days). It is also possible to limit the number of downloads (or set it as unlimited) based on the option selected in Share with:

- 1. Recipients only number of downloads per recipient
- 2. My organization number of downloads per user
- 3. Public number of downloads together

Also, the sharing settings include the following checkboxes:

- Notify me about the downloads the owner can get information about the downloads from the recipient's side. As soon as the users download the shared item, a notification email will be sent to the owner with the following information: user, who downloaded the item, downloaded file, downloaded time, and downloaded remaining.
- 2. **Remember these settings** you can save the sharing settings for future use by checking this checkbox. This way, you won't need to fill in the Sharing options next time.

| < Share | |
|--|---------------------------------------|
| Files to share 1. Chicago Landscape.jpg 10 thing you should know about Sicily.do 1001book you should read.xlsx Show more shared files | Delete from the list ⊙ ∝ ⊙ ∽ |
| Recipients 2. | FILES |
| Share with 3. Recipients only My organization | |
| Sharing options 4. | 2 > |
| Notify me about the downloads Remember these settings6. | 5. |
| SHARE 🗸 | CANCEL |

Finish the sharing by clicking on the **Share** button or **Cancel** it anytime. If you click on the Share button, 3 options will appear:

1. **Share via Outlook** – links to the shared files are inserted into the body of a new email. The from and to sections will be automatically filled with the owner's and recipient's email addresses.

Techarrow

- 2. **Share and send email** lets you write a message in the Share with contentACCESS window, then click on Send and send the email (links are also inserted into the body). First, at least one recipient must be specified to use this option since the notification email is sent via contentACCESS.
- 3. **Share and get link** opens a pop-up window with the link of the shared item(s) that you can copy and send to the recipients (via Teams, pasted into a notepad, etc.).

| < Share | | | |
|---|--------------|--|--|
| Recipients | | | |
| Add recipient | | | |
| Share with | | | |
| O Recipients only | | | |
| O My organization | | | |
| Public | | | |
| Sharing options | | | |
| Expires in 15 days2022 | on Dec 27, 💙 | | |
| 1. Share via Outlook | d 10 > | | |
| 2. Share and send email | he downloads | | |
| 3. Share and get link | settings | | |
| SHARE 🗸 | CANCEL | | |

Share from the entities and context menu

As it was mentioned before, the sharing is also accessible from the entities (Browse page), search results (Search page), and context menu. The only difference from the sharing on the Share page is that the item(s) are shared from the archive models. In this case, you can select a single file (or multiple items) from the list and click on the Share button, or you can open an item's preview and share it from the context menu. In both cases, the Share view opens, where you can specify the sharing.



| < | Root folder C:\EATest_FSA test | ≡ 🏠 | く 1001 movie you should watch.txt 价 |
|-------------|---|-----------|--|
| | Search | | |
| | RestoreTest | > | 1001 movie you should watch.txt |
| | Shortcut DeletionTest | > | |
| | Test for recovery | > | Folder C:\EATest_FSA test |
| | Wikipedia | > | |
| ۲ | 1001 movie you should 37 KB C:\EATest_FSA test\1001 movie you | Feb 9 | Creation date 14/12/2020, 16:53:49 Select action |
| ۲ | 2016-18-college-catalo 1011.9 KB C:\EATest_FSA test\2016-18-college | 9/28/2020 | 09/02/2022, 1 Attach to email |
| W | Academic Transfer.docx 16.5 KB C:\EATest_FSA test\Academic | 7/1/2021 | 37 KB |
| <u> 1</u> 9 | Share GO Attach to email | × Cancel | 2 versions |
| | 2 Q 🖻 | \frown | Item is shared 2 times Show details > |

If the item was shared previously, a **Sharing ribbon** appears at the bottom of the page. By clicking on the **Show details**, the ribbon can be expanded.

| く 1001 movie you should watch.txt 价 | く 1001 movie you should watch.txt 价 |
|---------------------------------------|--|
| | <u> </u> |
| File name | File name |
| 1001 movie you should watch.txt | 1001 movie you should watch.txt |
| | |
| Folder | Folder |
| C:\EATest_FSA test | C:\EATest_FSA test |
| | |
| Creation date | Creation date |
| 14/12/2020, 16:53:49 | 14/12/2020, 16:53:49 |
| | |
| Last modified | Last modified |
| 09/02/2022, 13:00:11 | 09/02/2022, 13:00:11 |
| | |
| Size | Size Shared on Shared with Status |
| 37 KB | Shared on Shared with Status |
| Variana | Feb 17, 2022 Recipients only Expired (i) 🗹 |
| Versions | Aug 16, 2021 Recipients only Expired |
| 2 versions | |
| Item is shared 2 times Show details > | Item is shared 2 times Hide details > |

techarrow

You can modify the sharing settings if you have applicable rights and permissions. It works by the same logic as the Modify sharing options window in the Sharing entity.

When you click on the **Status** option, the Sharing status window opens. Here, you can check the status of the sharing. From here, it is also possible to **Activate**, **Suspend**, or **modify the sharing** and resend the sharing notification by clicking on the **Resend sharing notification** button.

t is also possible to download the shared items on the Status page, but it depends on the user's role. The owner can download all items regardless of their status (expired, unavailable, suspended, active). The recipients can download only the active items. If the shared files are inactive/suspended/expired, the download icon is not available for the logged-in user.

| Modify sharing 1001 movie you should watch.txt | Sharing status < 1001 movi | e you should watch.txt | Sharing status < 1001 movi | e you should watch.txt |
|---|-------------------------------|----------------------------------|-------------------------------|--|
| Recipients | Status | Expired (1) | Status | Active (2) |
| emily.bronte@tech-arrow.com × Add recipient | Shared by Shared on | Elena Ferrante Aug 16, 2021 | Shared by | Unavailable (3) Elena Ferrante |
| Share with | Expires on Download limit | Mar 14, 2022 10 per recipient | Expires on | Peb 17, 2022 Dec 24, 2022 |
| Recipients only My organization | Shared with | Recipients only | Download limit Shared with | 3 per recipient Recipients only |
| O Public Sharing options | 1 item shared | | emily.bronte@tec | h-arrow.com |
| ⊞ Expires in 298 days on Feb 18, 2022 > ▲ Allowed to download 3 times > | 년 1001 movie you | should watch.txt Expired V | (1) 1001 movie you | should watch.txt Active |
| Notify me about the downloads | | | 신 Disability Service | ************************************** |
| SAVE V CANCEL | | | RESENC | SHARING NOTIFICATION |

Settings page

The **Settings** tab opens the settings page of the application. This page allows the user to configure the application and displays the logged-in user.

| techarrow | | | |
|--------------|---------------------------------------|-----------------|--|
| < 3 | Settings | ស | |
| 1. | Elena Ferrante elena.ferrante@tech | -arrow.com | |
| 2. 🖯 | Server name | | |
| | caea.tech-arrow.com | | |
| | Discover | Use default URL | |
| 3. ⊕ | Language | English 🔻 | |
| 4. ะ | Version | 2022.12.09.1 | |
| 5. ? | Help | | |
| 6. [→ | Sign out | | |

The Settings page provides the following actions:

- 1. Logged-in user displays the name and email address of the logged-in user
- 2. Server name shows the currently used server or allows the user to switch to another server. When a user is not logged in, the Discover and Use default URL buttons become active. The Discover button tries to locate your contentACCESS URL based on your email address. If you press the Use default URL button, it will automatically set the system default URL. Test connection is available when you click in the server name textbox and press Enter (but only when nobody is signed in). If the connection is successful, then a green checkmark appears.
- 3. Language allows the user to select the language in the application. Currently, only the English language is supported
- 4. Version displays the current version of the app
- 5. Help opens the contentACCESS MailApp documentation in the browser
- 6. **Sign out** Sign out the user from the application. After the user is signed out, the Server name section can be edited: change the server, locate the user's contentACCESS URL or set the system default URL. When the user clicks on the Sign in button, the application will redirect them to the Login page.





Help

The **Help** tab opens the contentACCESS MailApp vNext manual in the browser. The links points to the Introduction section in the documentation. You can access the online documentation <u>here</u>.

