contentACCESS Sharing

This application is an Office Add-in for Outlook and OWA to help sharing large resources between users.

ShareApp is activated in Compose form when we create a new message or appointment item. In a Compose form, if client supports add-in commands, a custom button appears on the ribbon. Otherwise we have to choose "Office add-ins" button and select contentACCESS Sharing add-in.

It's activated also in a Read form, when the Reading preview is displayed. The contentACCESS Sharing add-in only appears in Read mode if the item's body contains a "link to share file". It is able to recognize a normal „html link" and also when link is represented as text (on mobile and tablets we are not able to inject HTML into item's body).

> *Important:* If customers want to use shareApp or mailApp, contentACCESSLogin must be configured over SSL.

Compose form activation

In Compose mode the contentACCESS Sharing add-in is activated as a new custom task pane on the right side of the inspector window.
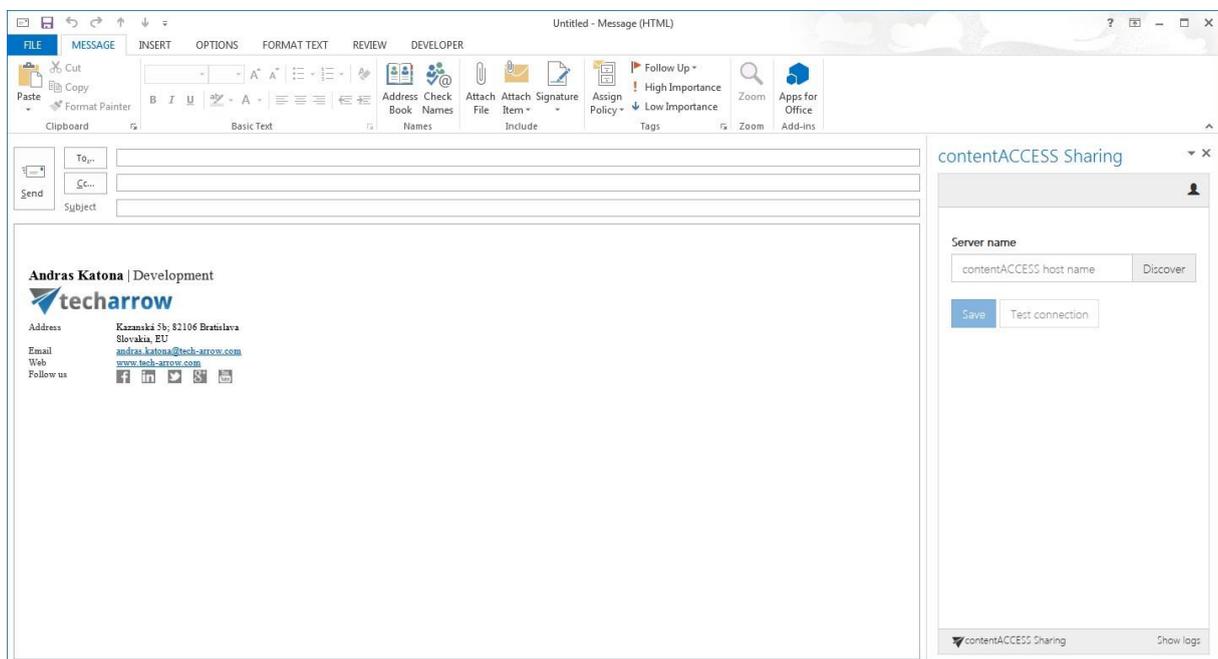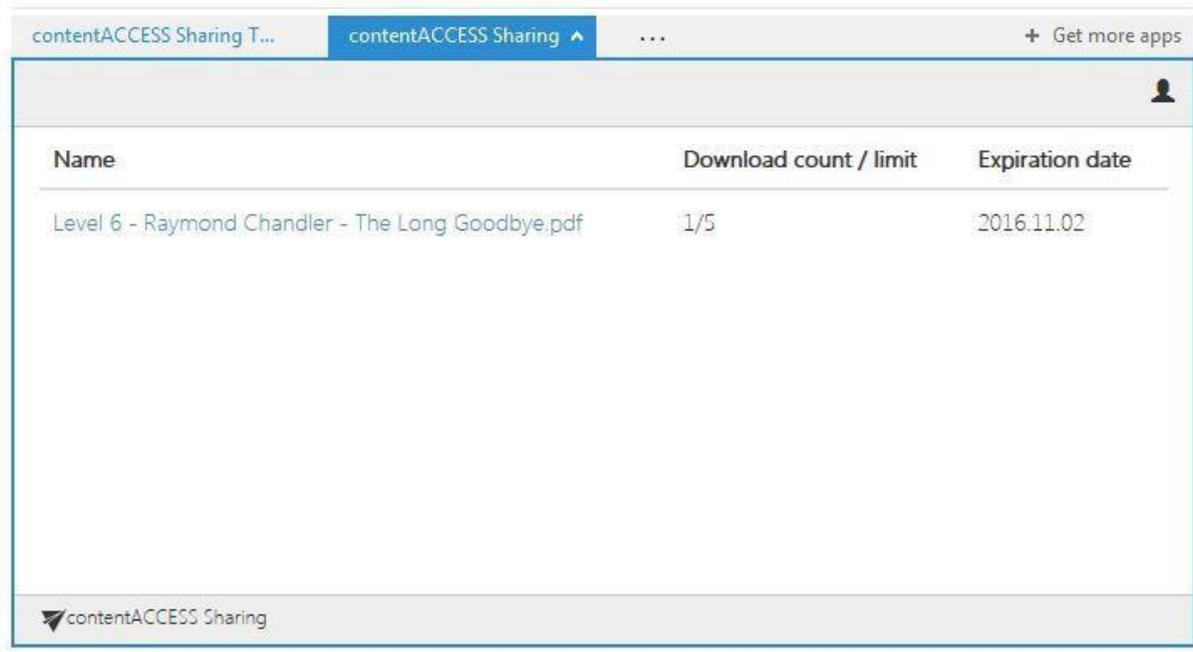

Figure 1. contentACCESS Sharing add-in activation in compose form

Read form activation

The add-in in Read form is activated only, if item's body contains "contentACCESS sharing link".

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Figure 2. contentACCESS Sharing add-in activation in Read form when link is available in the body

contentACCESS Sharing add-in functionality

The add-in intends to easier change large resources via email communication. The large file is not assigned as attachment to the item, instead uploaded to contentACCESS server, and html link is generated to acces it. Then only the link, pointed to the resource, is injected into the item's body. The user can define the expiration date, until the resource is accessible for other users, and the count of allowed downloads (download limit).

Compose mode step by step

1. Create new mail item
2. Choose contenACCESS Sharing (ribbon or from list of add-ins, depends on the client application)
3. If Office loaded the add-in UI, and it is the first run, we should see connection page, where we can define server name (only the host name!) where contentACCESS server is running. It is enough to type the host name without protocol. If you don't know exactly the contentACCESS server host name, you can use discover funcionality, to check available contentACCESS servers for you.
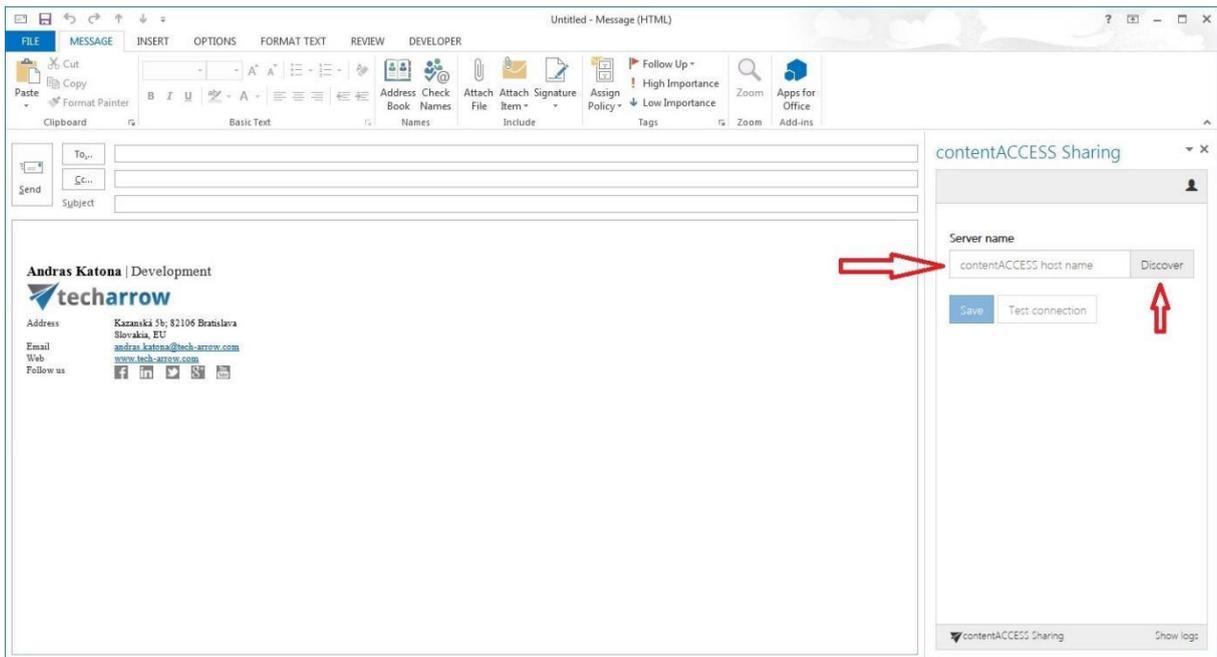
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Figure 3. Connection page on first run

4. After successful discovery, you should see the following message, where you can use found server name. If discovery didn't find any server, you can still set contentACCESS server name manually.
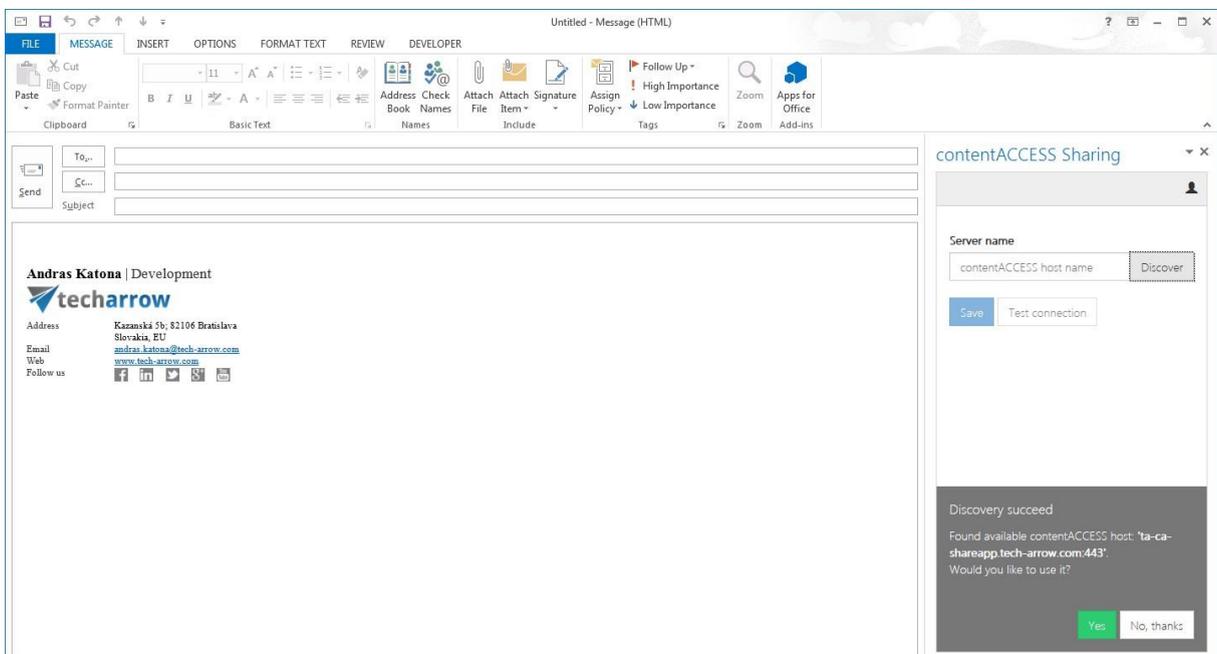

Figure 4. After successful discovery the user should see the message

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5. After connecting to contentACCESS server, you will need to authenticate yourself first.
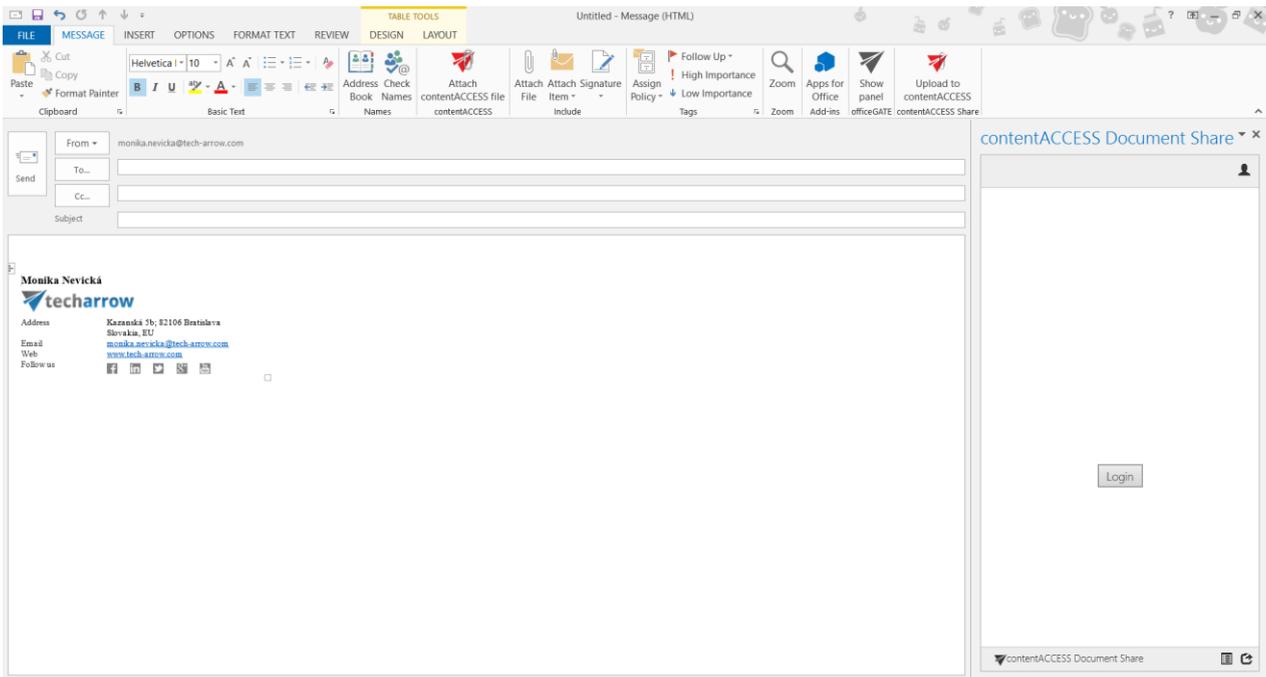

Figure 5. Login button

6. When clicking on the Login button, a pop-up with configured login providers will open. Choose one provider and log in.
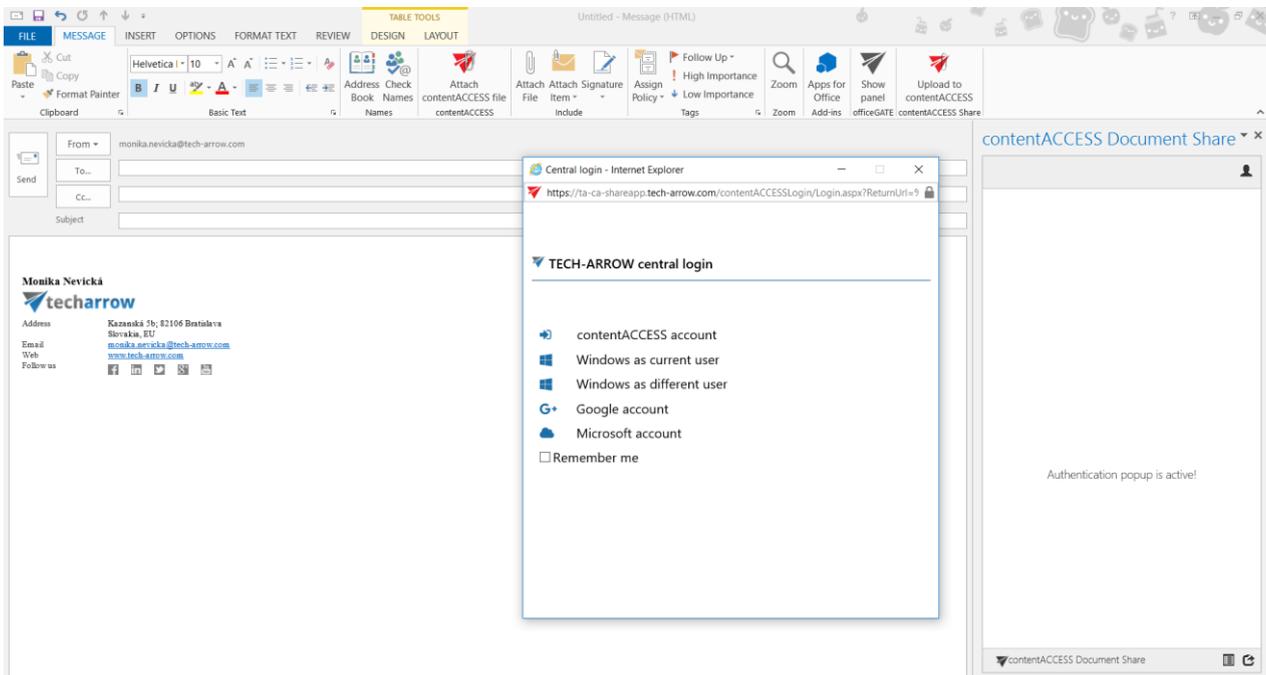

Figure 6. Login providers pop-up

7. After entering the credentials for selected login provider and successfully logging in, you should see the upload page. You can drag and drop files, and those will be uploaded, or click on the upload area and it will display a dialog when you can select file to upload.

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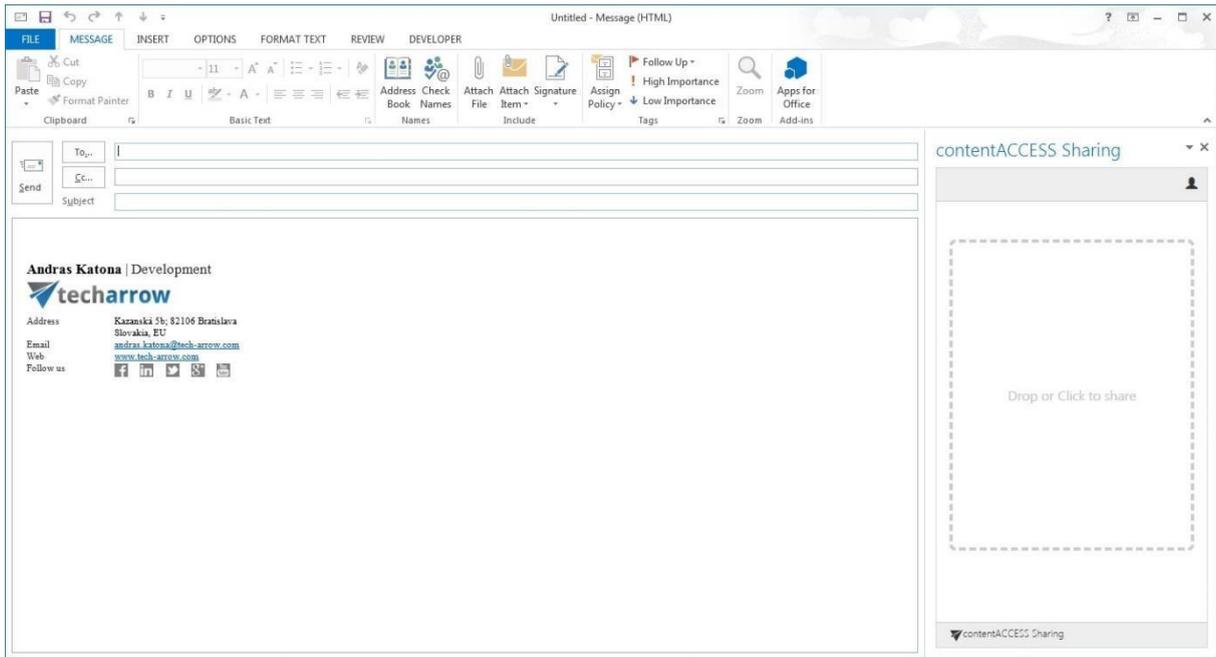
Figure 7. Upload page

8. Before upload is displaying a dialog to set limits for the shared resource as expiration date and download limits. We can check defined values as default (the next time dialog will fill out with these values) and also set to use always these values without prompting. To switch back to display dialog is possible on the configuration page
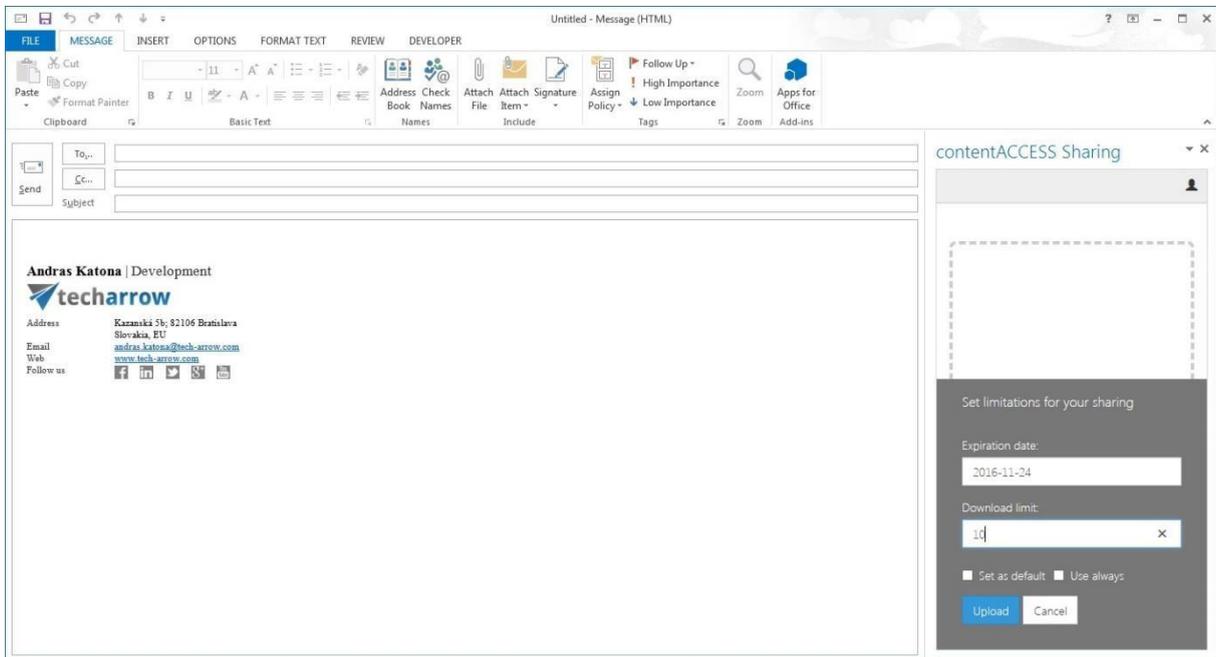

Figure 8. Set limits for shared resource

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9. After successful upload the link should be injected into the body. There is a known issue, that on mobile devices is not possible to inject html into body. The link (html formatted) is displayed as text in the body.
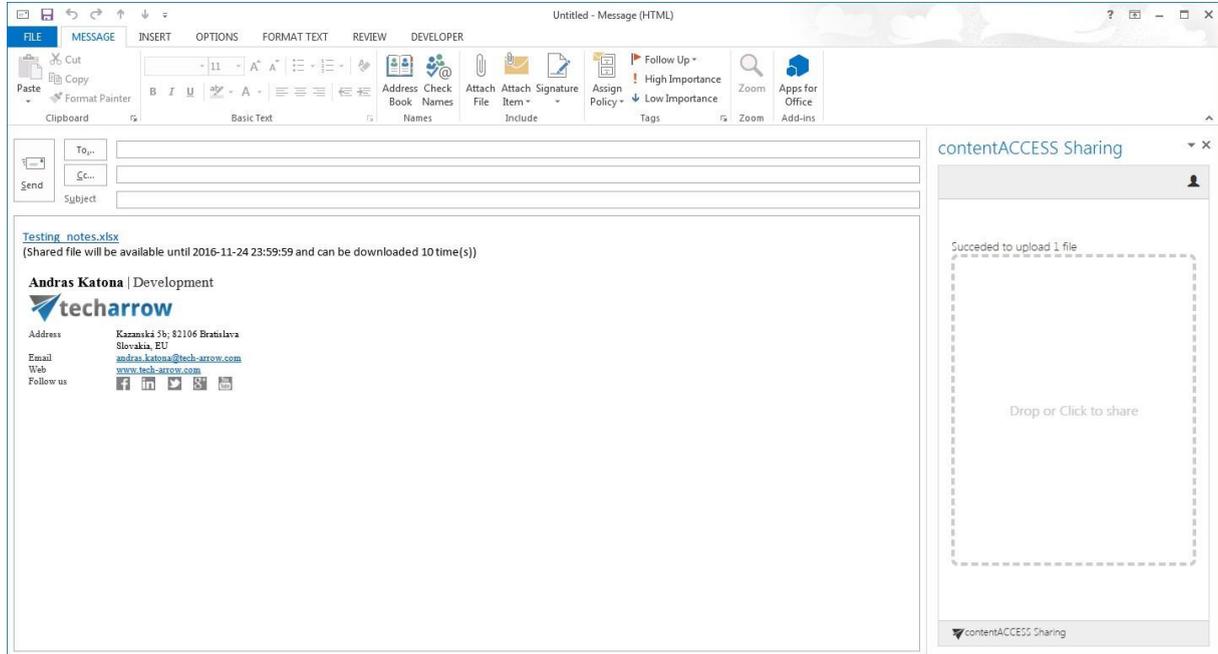

Figure 9. Successful upload

In the Compose mode we can configure advanced settings as Expiration date and max download count for the uploaded resource. We can set „use always defined settings", then before uploading the dialog asking for limits won't appear, it will take automatically from the settings. To display Configuration page you have to click the „user" icon on the top right corner. It will shows the drop-down menu and select „Settings". There is also a „Sign out" menu, to logout. Current user is displayed on the top of drop-down menu. In that case cached values are deleted and you have to configure and login once again.

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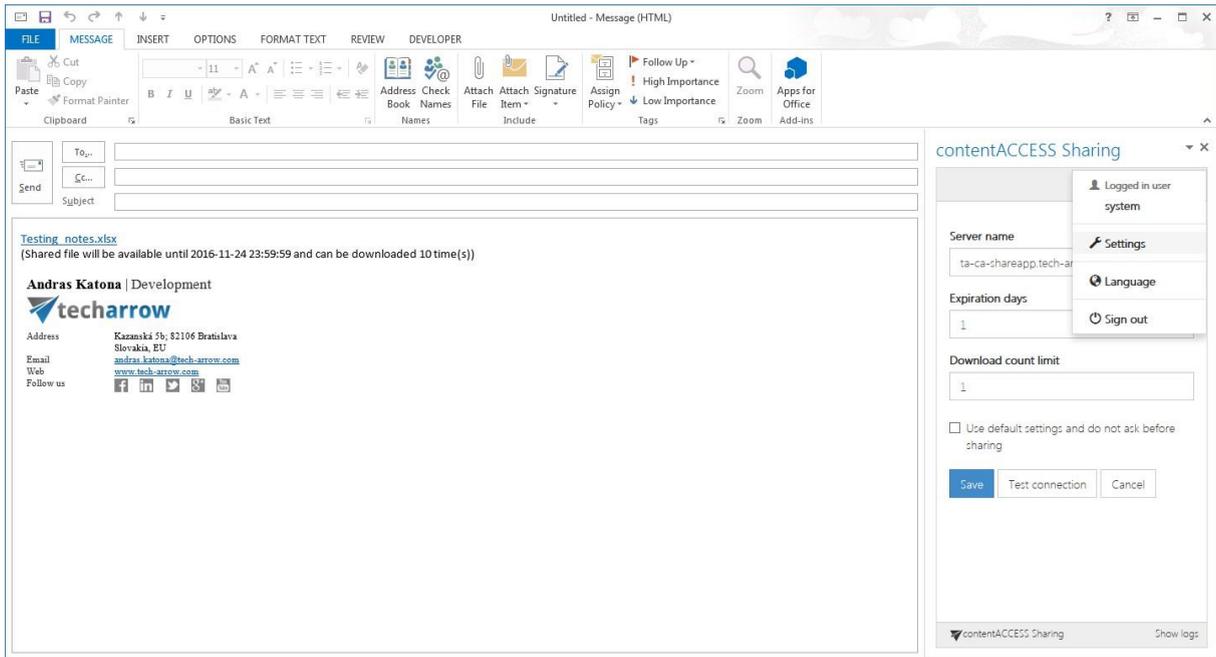
Figure 10. Configuration page and the drop-down menu

The add-in also supports localization. Currently we are supporting English and German languages. The user can set up application's language in Language settings page. If the „Use as default for the application" checkbox is checked, the current language will be cached after saving and set as default for the application.
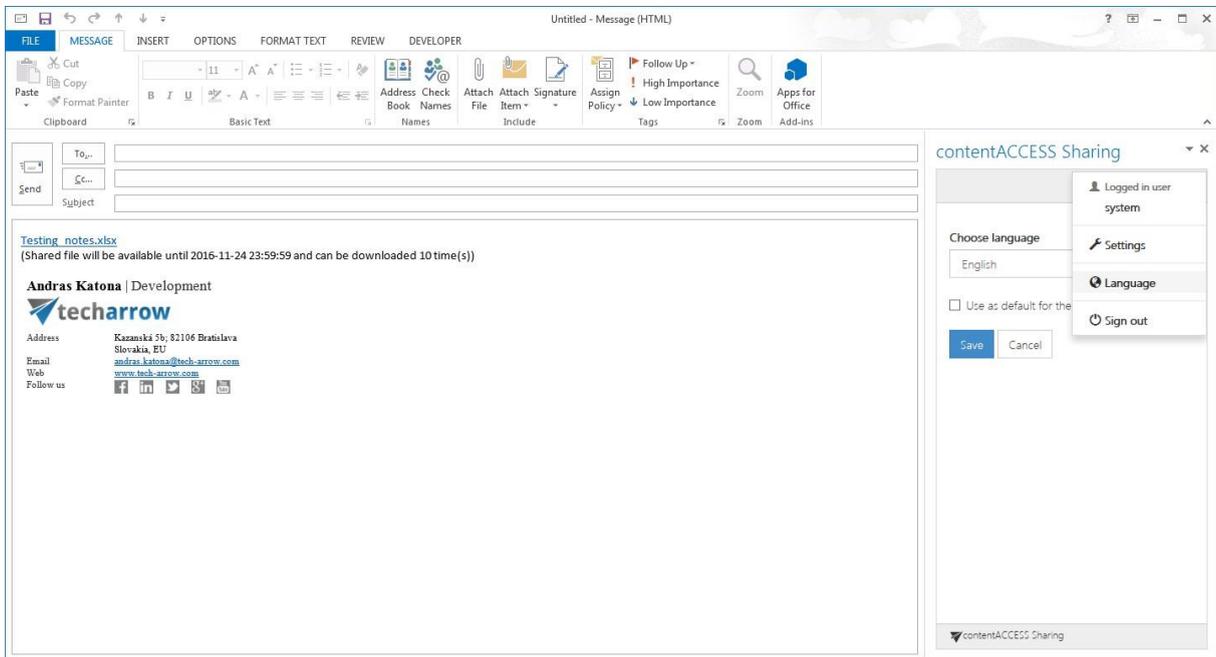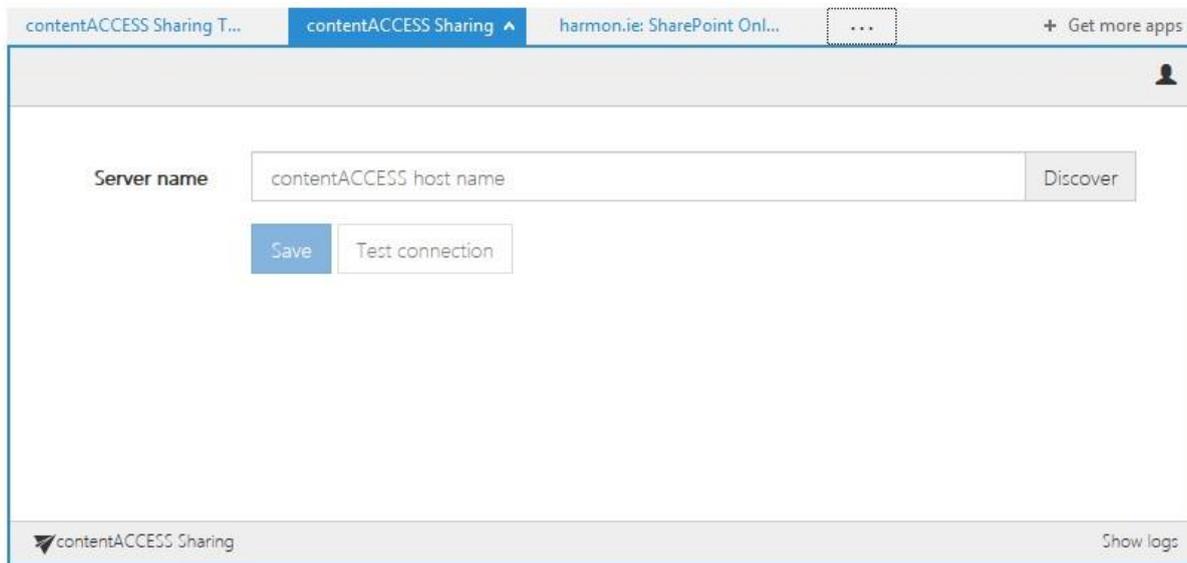

Figure 11. Language settings page in the drop-down menu

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The „Sign-out" menu item is used for signing out the currently logged-in user. The connection to the contentACCESS server will be broken, and the user has to configure the connection once again.
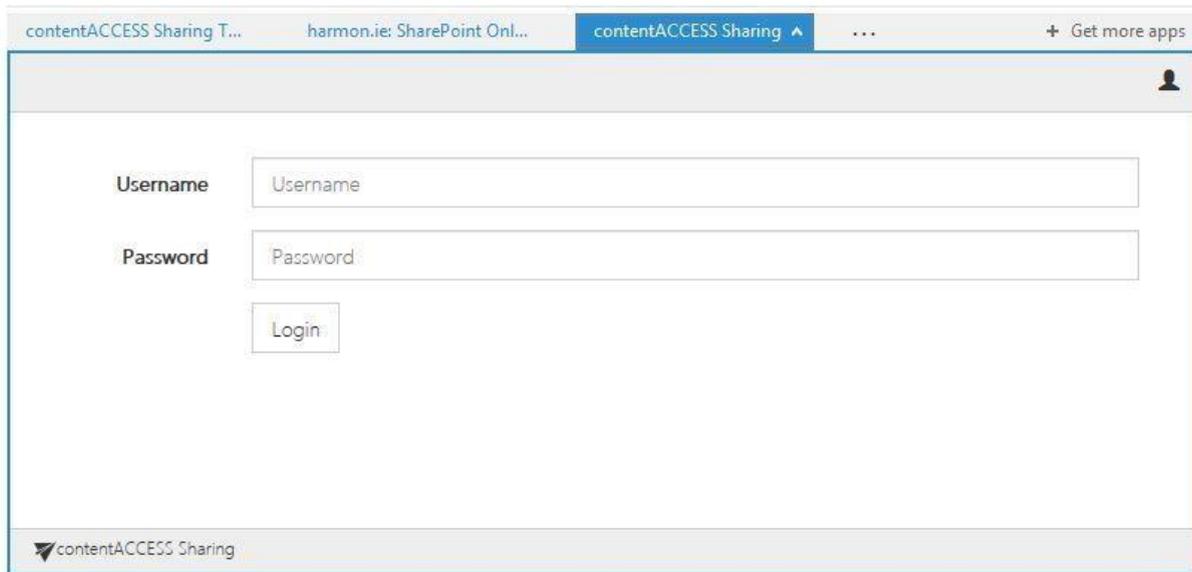
Read mode step by step

As we mentioned above, the add-in in Read mode is activating only when body contains a valid "shared link". If add-in is available, it is displaying the configuration page where you should define the host, then the login page where you could fill your credentials, the same process as in Compose mode. After successful login you should see the list of links extracted from the body with additional information as expiration date and "download count/limit" state. In the list are also valid links, so you can click on the name and it will be downloaded. On different platforms the downloading works differently. In the desktop Outlook and in OWA on browsers the new pop-up should appear where you even download or save the file.

Figure 12. Set connection from Read mode

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Testing_notes.xlsx
(Shared file will be available until 2016-11-24 23:59:59 and can be downloaded 10 time(s))

Figure 13. Authentication from Read form
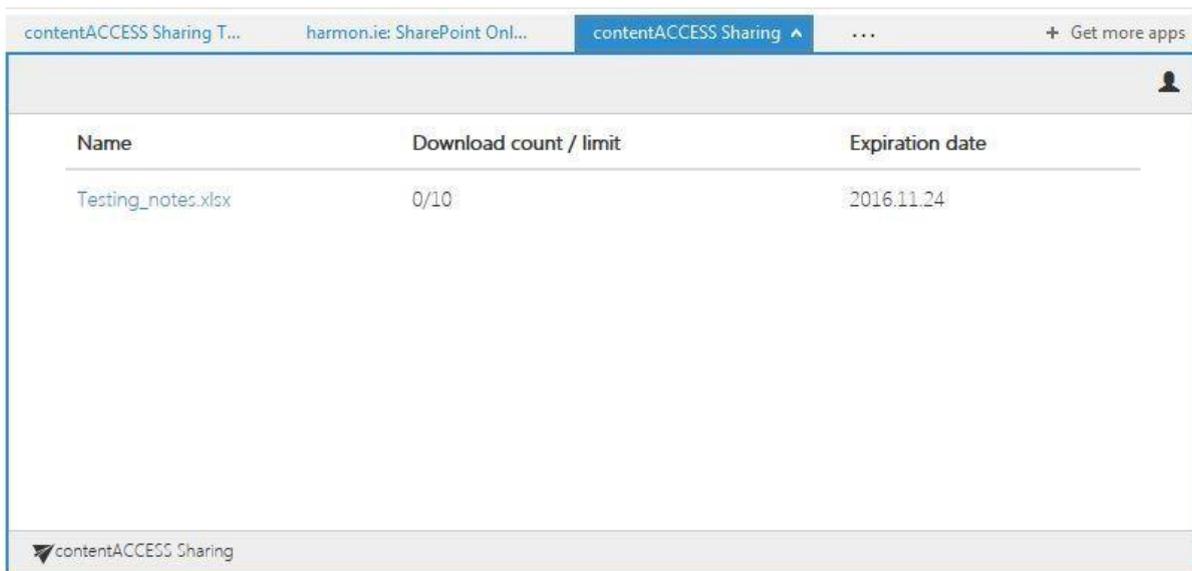

Testing_notes.xlsx
(Shared file will be available until 2016-11-24 23:59:59 and can be downloaded 10 time(s))

Figure 14. List of extracted links from body

If the user clicks on the shared link in the body or in the add-in's list, the dialog should appear asking the user whether he wants to open or save the dialog.
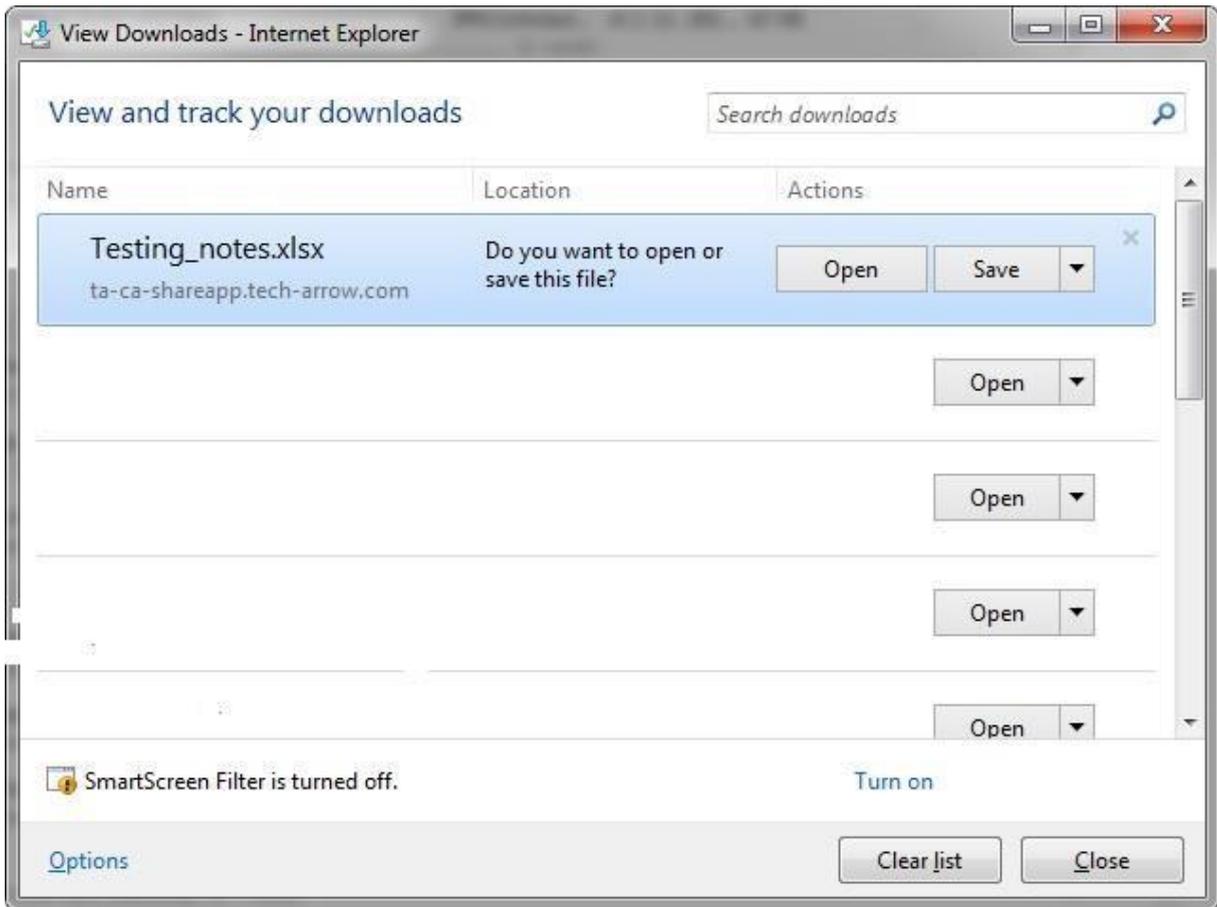
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Figure 15. Open or Save Shared document

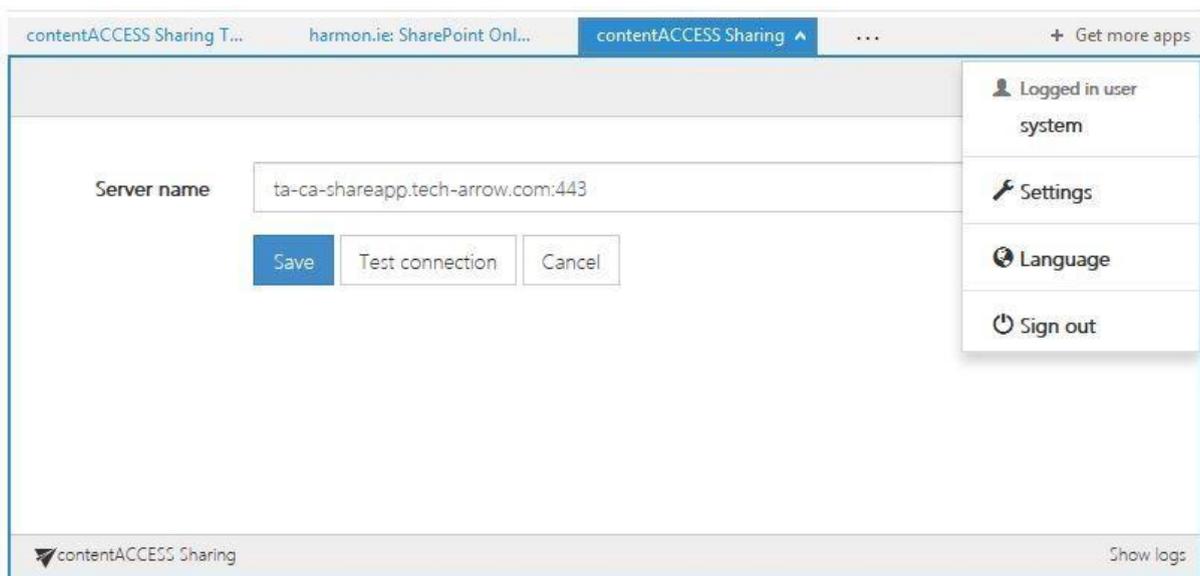The Read form also displays the Settings drop-down menu on the right-top corner.

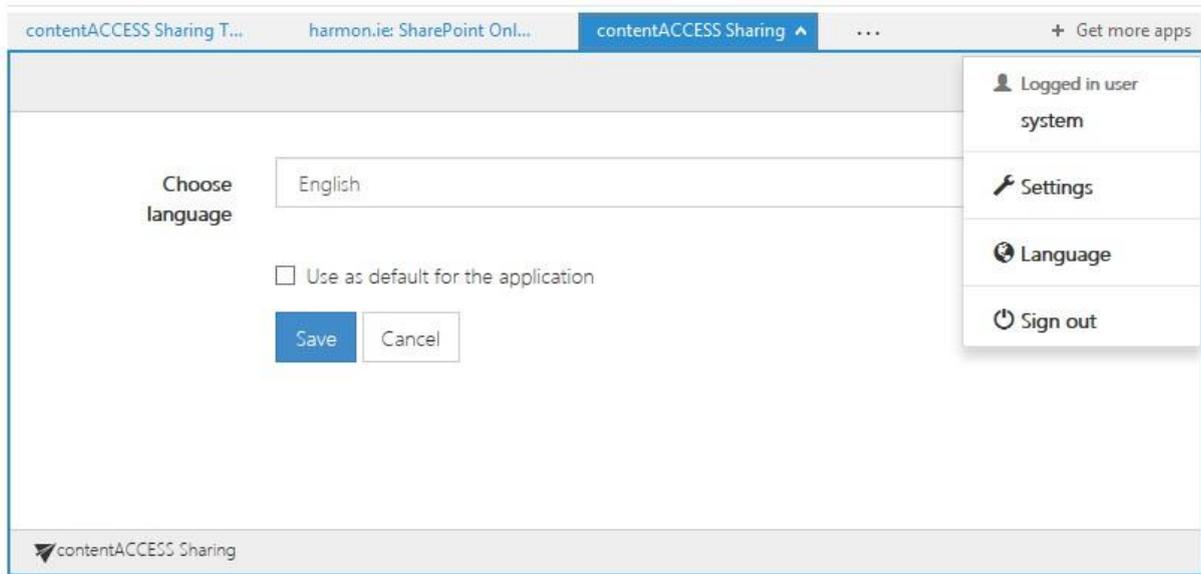Figure 16. In Read form the user can configure contentACCESS server name

Figure 17. In Read form user can set the language of the add-in

The „Sign-out" menu item is used for signing out the currently logged-in user. The connection to the contentACCESS server will be broken, and the user has to configure the connection once again.