

# contentACCESS MailApp

## Manual - version 6.4



**JUNE 25, 2024**

TECH-ARROW a.s.

KAZANSKÁ 5, 821 06 BRATISLAVA, SLOVAKIA

All Rights Reserved



## Introduction

As we mentioned in contentACCESS documentation, MailApp is a contentACCESS feature that was designed to allow the user to manually archive/restore from/to mailboxes directly in Outlook, without any need to use an email archive job.

The following platforms support contentACCESS MailApp:

- 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 doesn't support contentACCESS MailApp .

## Configuration part for administrators

### **Important!! contentACCESS MailApp prerequisites:**

- **Exchange 2013 or later** version
- **MS Outlook 2013 or later** desktop version or **OWA**.
- **One of the following browser versions needed:** at least Windows Internet Explorer 9, Mozilla Firefox 12, Apple Safari 5 or Google Chrome 18.
- **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 [here](#)).

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

- Office 1.8 API minimum. Supported Exchange and Outlook versions are described in [this](#) article (**Supported API requirement sets** column)

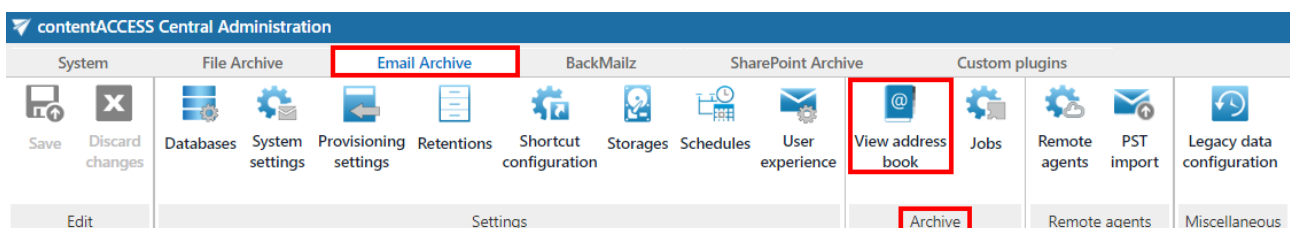
The following is **NOT** supported; therefore, you won't be able to use **contentACCESS MailApp** in these:

- Public folders
- Office365 group folders

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

- configure a shortcut that contentACCESS MailApp will use and set this shortcut as default (refer to section [Shortcuts in email archiving](#));
- configure a retention that contentACCESS MailApp will use and set this retention as default (refer to section [Retentions](#));
- install the Proxy server with HTTPS connection;
- configure HTTPS based alias In Central Administration under **System => Services => System => External accessibility settings**;
- allow Mail app activation for selected mailboxes/groups/servers from **Central Administration => Address book**
- run the [Email archive Provisioning job](#) 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 MailApp activation was allowed for the selected object (mailbox, group or server). By default, **the objects inherit the MailApp activation from their parent**, so if the parent has it set to allow/forbid, so will the child.

View address book  
Email Archive > Archive > View address book

Mailboxes	Public folders	Groups	Servers		
<a href="#">import groups manually</a> + <a href="#">add group manually</a>					
Name	Create contentWEB access	Enable mail app	Associate with role	Active	Group DN
<input checked="" type="checkbox"/>	Inherit	Inherit		Yes	CN=...,CN=Users,DC=ta,DC=internal
2	Enable	Enable	Inherit	Yes	CN=...,2,CN=Users,DC=ta,DC=internal
3	Enable	Forbid	Inherit	Yes	CN=...,3,CN=Users,DC=ta,DC=internal
TECH-ARROW	Inherit	Inherit		Yes	

Page 1 of 1 (4 items)    1

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

- Inherit
- Explicitly allow
- Explicitly forbid.

View address book  
Email Archive > Archive > View address book

Mailboxes	Public folders	Groups	Servers		
<a href="#">import groups manually</a> + <a href="#">add group manually</a>					
Name	Create Portal access	Enable mail app	Associate with role	Active	Group DN
<input checked="" type="checkbox"/>	Inherit	Inherit	Inherit	Yes	CN=DEMO_d761c7e6-9f1e-48de-b569-d3024175e520
InternalDemo	Show details		Default role	Yes	CN=InternalDemo,OU=TECHARROW.or
..._9443775a-2698-48f0-a194-9ffca99fd809	Automatically create Portal user		Default role	Yes	CN=..._9443775a-2698-48f0-

Page 1 of 1 (3 items)    1

**Mail app activation**

- Inherit
- Explicitly allow
- Explicitly forbid

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 Azure login provider.

- Use the role defined in the provisioning job  
 Select a custom role you want to assign to the created user(s)

### Archive settings

Role for mailbox owners:

Standard user


Initialize archive:



Save

Cancel

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](#). ×

**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:

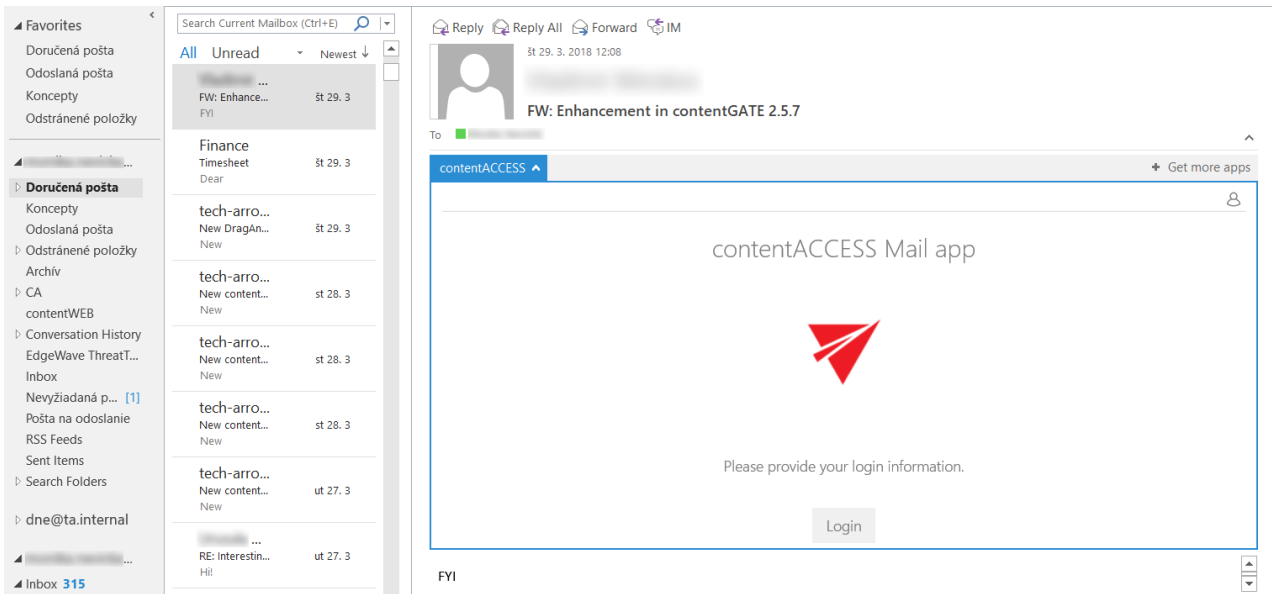
- [https://\[SERVERNAME\]/contentACCESSWS/Mailapp/Mailapp.xml](https://[SERVERNAME]/contentACCESSWS/Mailapp/Mailapp.xml)
- [https://\[SERVERNAME\]/contentACCESSWS/Mailapp/Mailapp\\_no\\_ribbon\\_button.xml](https://[SERVERNAME]/contentACCESSWS/Mailapp/Mailapp_no_ribbon_button.xml)

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

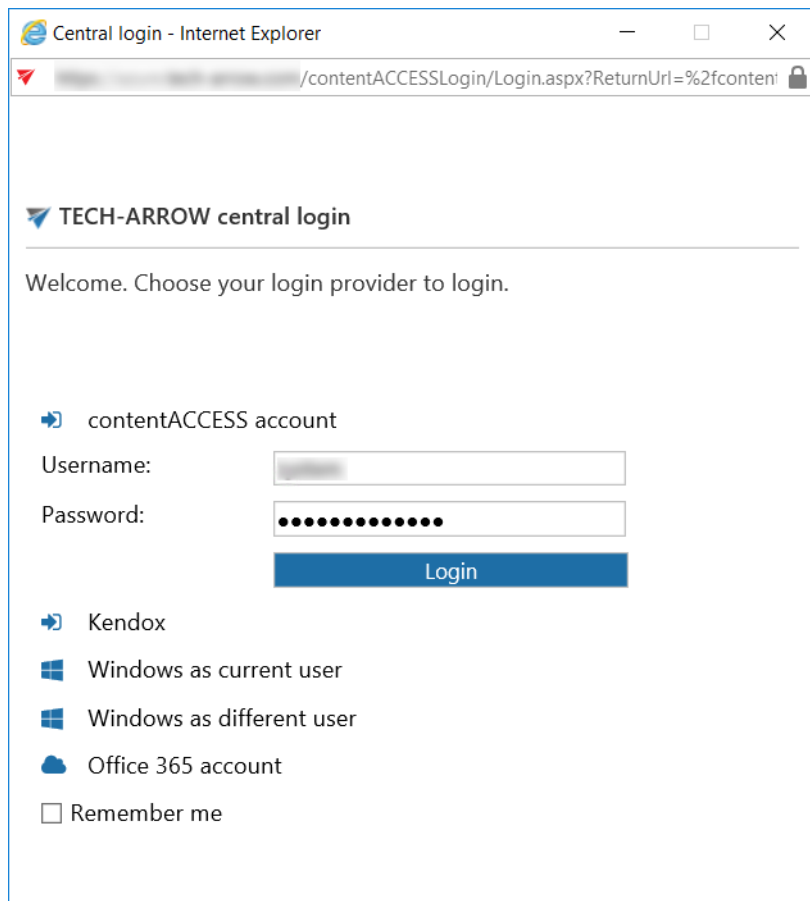
## How to use contentACCESS MailApp – part for the users

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

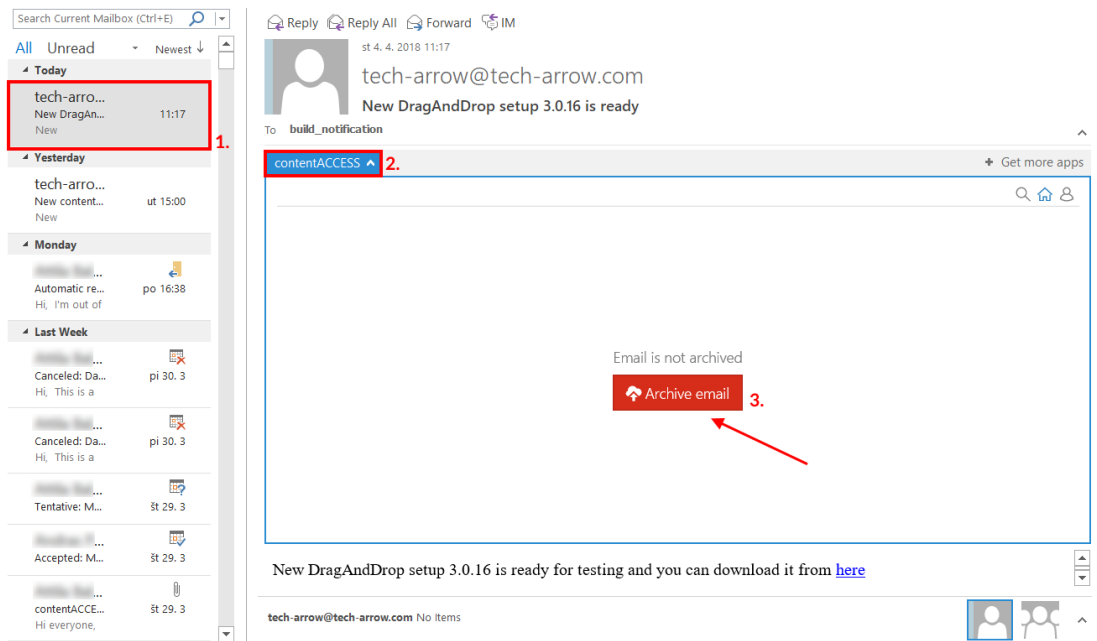
Open your Outlook desktop. If you checked the option to **enable link security** in [System](#), section External accessibility settings, you will first need to authenticate yourself.



When clicking on the **Login** button, a pop-up with the configured [Login providers](#) opens.



After successfully logging in, select a message (including an attachment) that you would like to archive manually (1). In the reading pane, click on **contentACCESS** (2) ... **Archive email** (3) buttons.



**Note:** If the email was already archived, you will get two options: **Show original email** or **Restore original email**. It cannot be archived again.

The manual archiving job will use the default shortcut and retention. If we set an HTML shortcut, where green category has been set as default, our archived email will be archived with this shortcut and will be signed with green category.

In the reading pane, click on contentACCESS MailApp again. To view the original email, click on **Show original email** option. To download the archived attachment, click on it in the message and it will be downloaded automatically.



Search Current Mailbox (Ctrl+E)

All Unread Newest

Today

Mail app test... 13:37

Mail app

Reply Reply All Forward IM

st 4. 4. 2018 13:37

Mail app testing

To [Redacted]

Green category

Message 960x0.jpg (219 KB) a-1024x768.jpg (67 KB)

contentACCESS Get more apps

10-crucial-security-tips-to-reduce-data-loss-in-microsoft-office-365-758x426.jpg	41.6 kB
960x0.jpg ← attachment can be downloaded from here	177.8 kB
256x256_png.png	6.9 kB
a-1024x768.jpg	68.1 kB

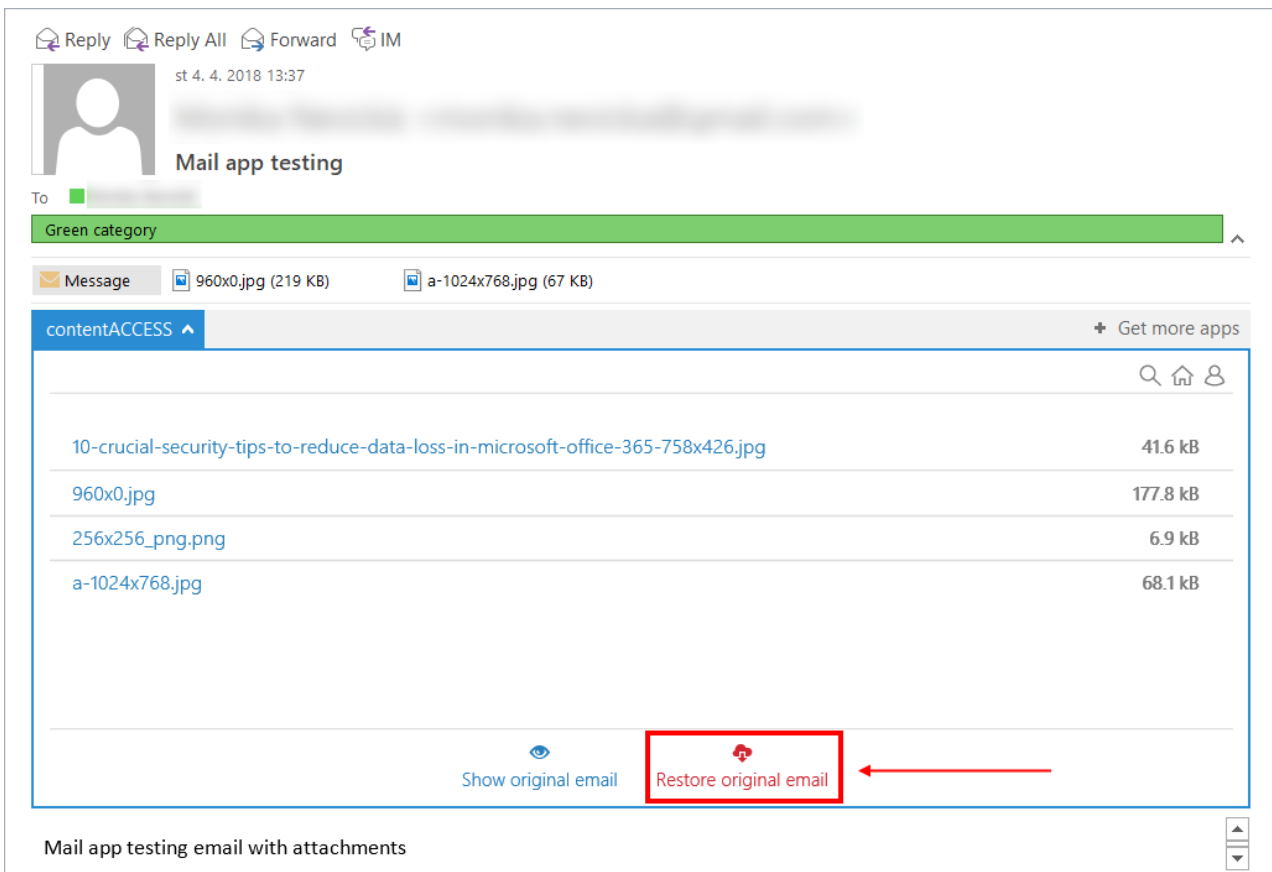
original email can be opened from here → Show original email Restore original email

Mail app testing email with attachments

## How to manually restore with contentACCESS MailApp?

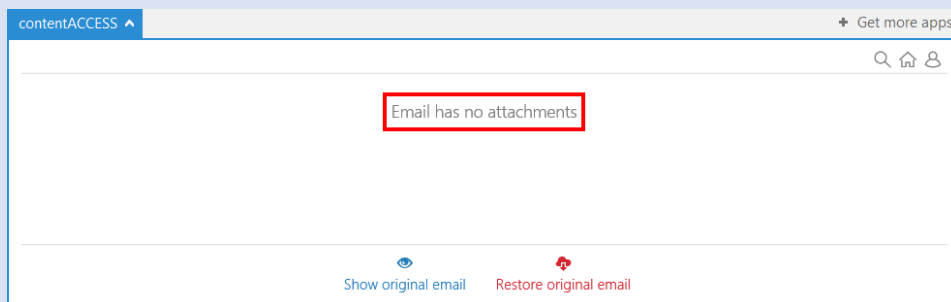
To restore already archived email manually, click on **Restore original email** in the app:





**Important!!!** Turning on the **Change message class** option in the HTML shortcut configuration is a must if the user would like to manually restore from shortcuts, otherwise this app will not be visible in MS Outlook when trying to restore the original email.

**Note:** In MailApp the “split attachments” function is active by default. That means that the body of the email and the attachment are stored separately. It is good to know: if the email message containing an attachment has been previously archived by a job, where attachments were not split, then the MailApp in MS Outlook will show 0 attachments.





To search in the available entities, click on the search icon and enter the term you are looking for. Select if you want to search only in your mailbox, all mailboxes or everywhere by clicking on the respective tab. It is also possible to sort search results by **date**, **title (subject)** or even by **“best match”** in case you selected the **Everywhere** tab.

contentACCESS ^ + Get more add-ins

Search

My mailbox All mailboxes Everywhere

19 email(s) found. sort by date ↓

<@tech-arrow.com> 9. 7. 2020  
Mail app test

noreply@tech-arrow.com 9. 7. 2020  
[Build succeeded] contentACCESS - contentACCESS:develop - contentAccess - 120355c7

noreply@tech-arrow.com 8. 7. 2020  
[Build succeeded] officeGATE Dev - officeGATE:develop - contentAccess - 43b0a9de

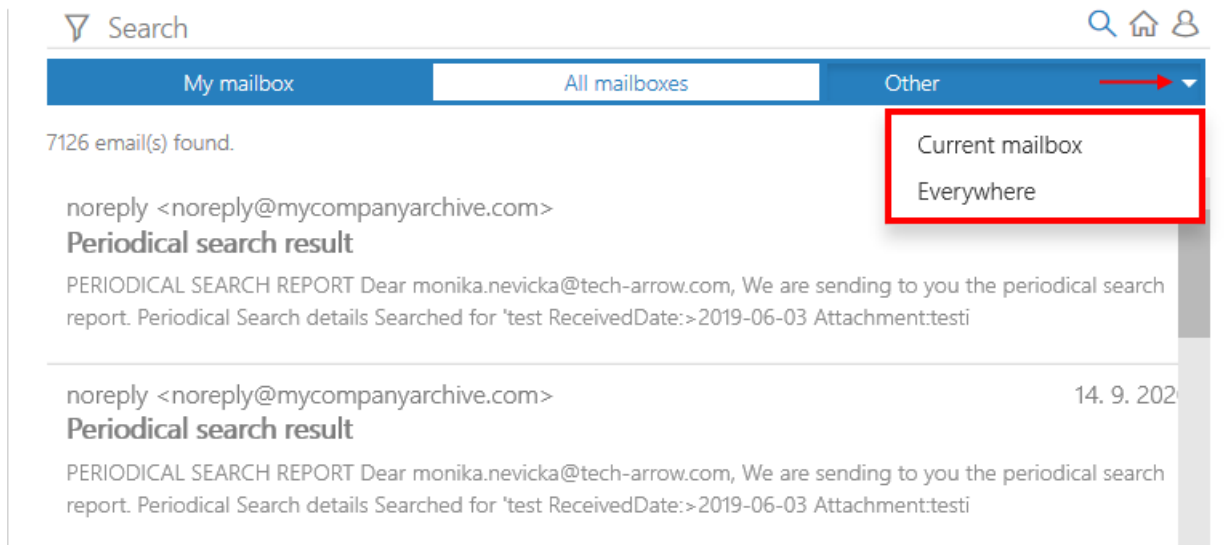
noreply@tech-arrow.com 8. 7. 2020  
[Build succeeded] contentACCESS - contentACCESS:develop - contentAccess - 85072ba7

noreply@tech-arrow.com 8. 7. 2020  
[Build failed] contentACCESS - contentACCESS:develop - contentAccess - 85072ba7

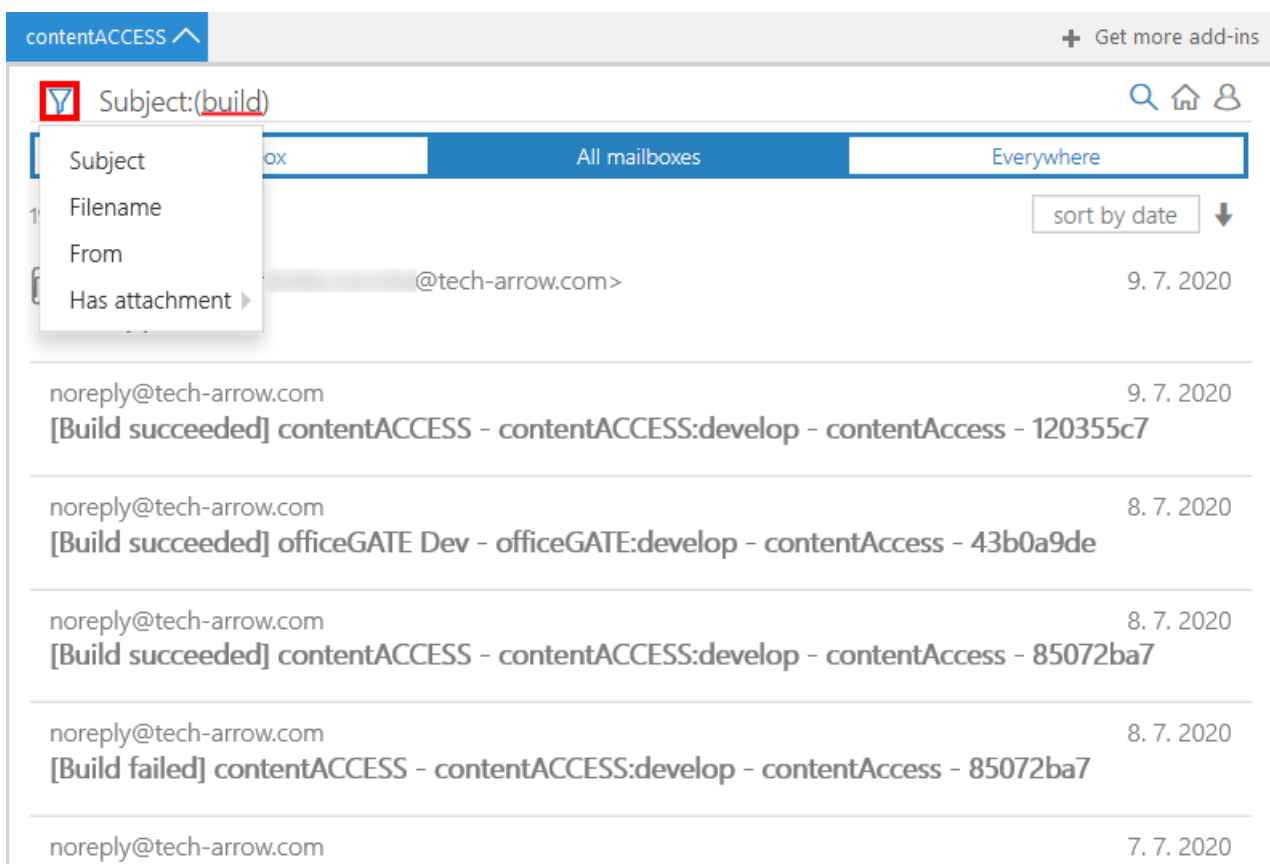
noreply@tech-arrow.com 7. 7. 2020

If you start contentACCESS MailApp on a shared mailbox, instead of **Everywhere** you will have an **Other** dropdown option with the following sub-options:

- **Current mailbox** – search in the email archive of the shared mailbox
- **Everywhere** – same as when not using a shared mailbox

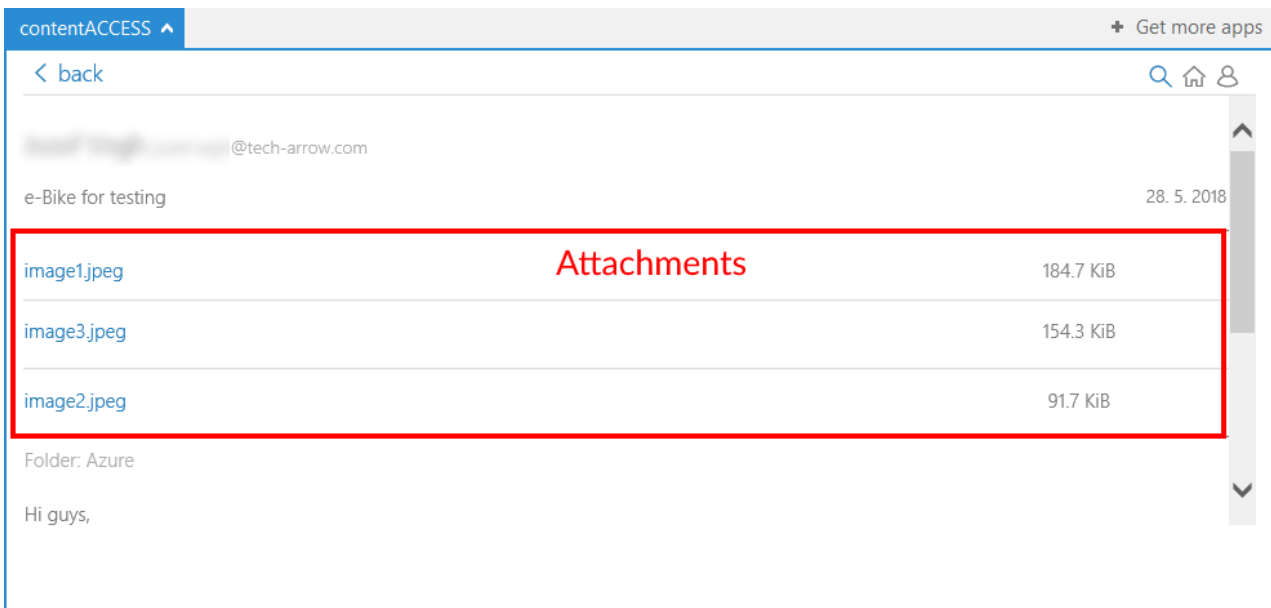


You can also add some filters to the search query by clicking on the **Filtering** icon in the upper left corner. Click on the property that you would like to add to the query. For subject, filename and from, you need to write the values manually afterwards (“build” on our screenshot).

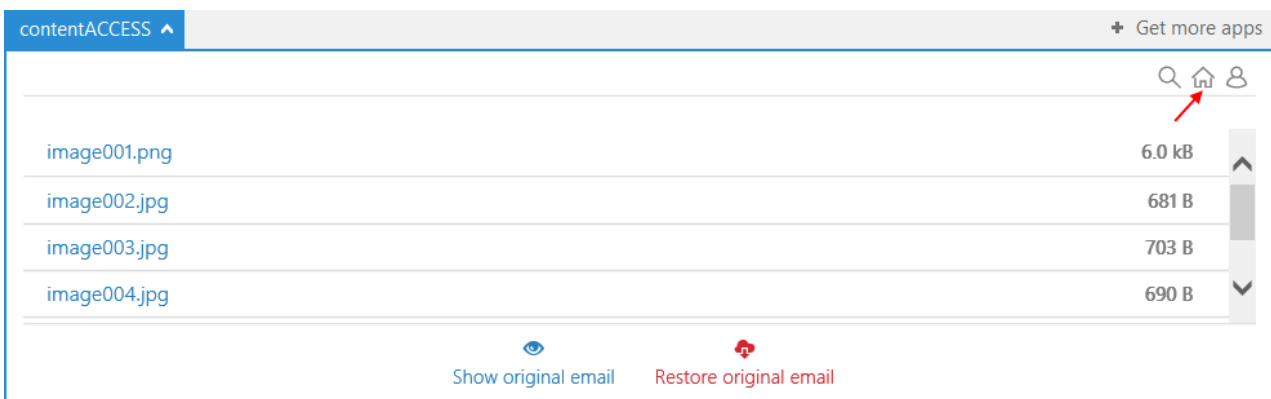




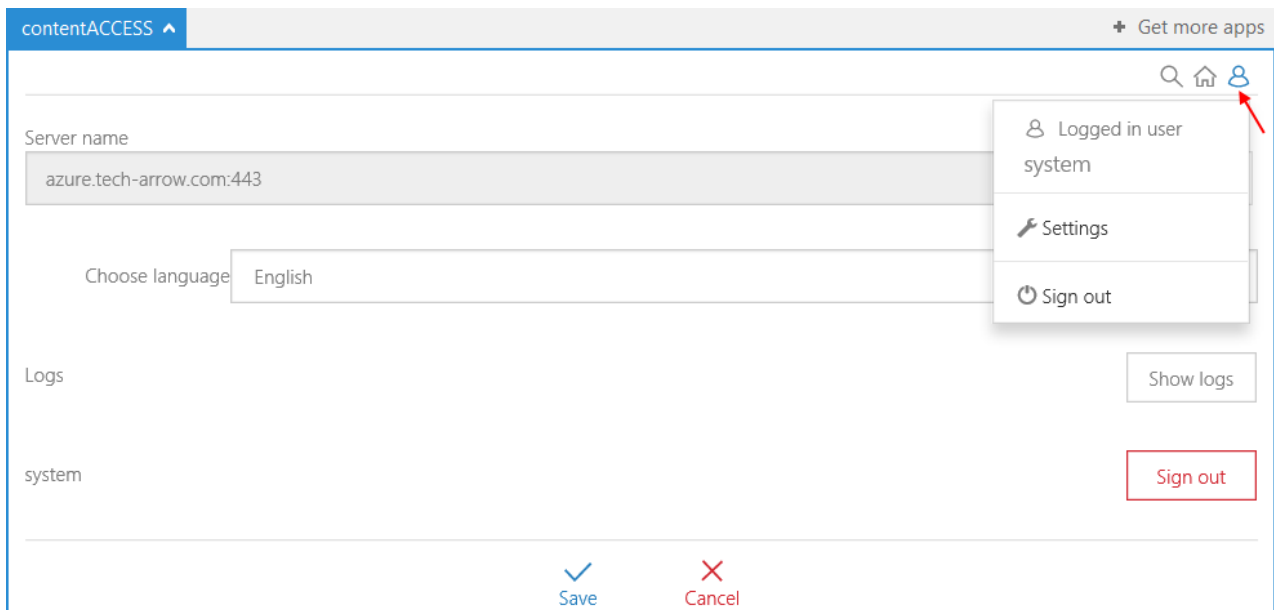
Open the selected email by clicking on it. If the mail has some attachments, the user will be able to open and download them from here.



The **home** button will return you to the home screen, from where it is possible to archive, restore, download attachments or view the original email.



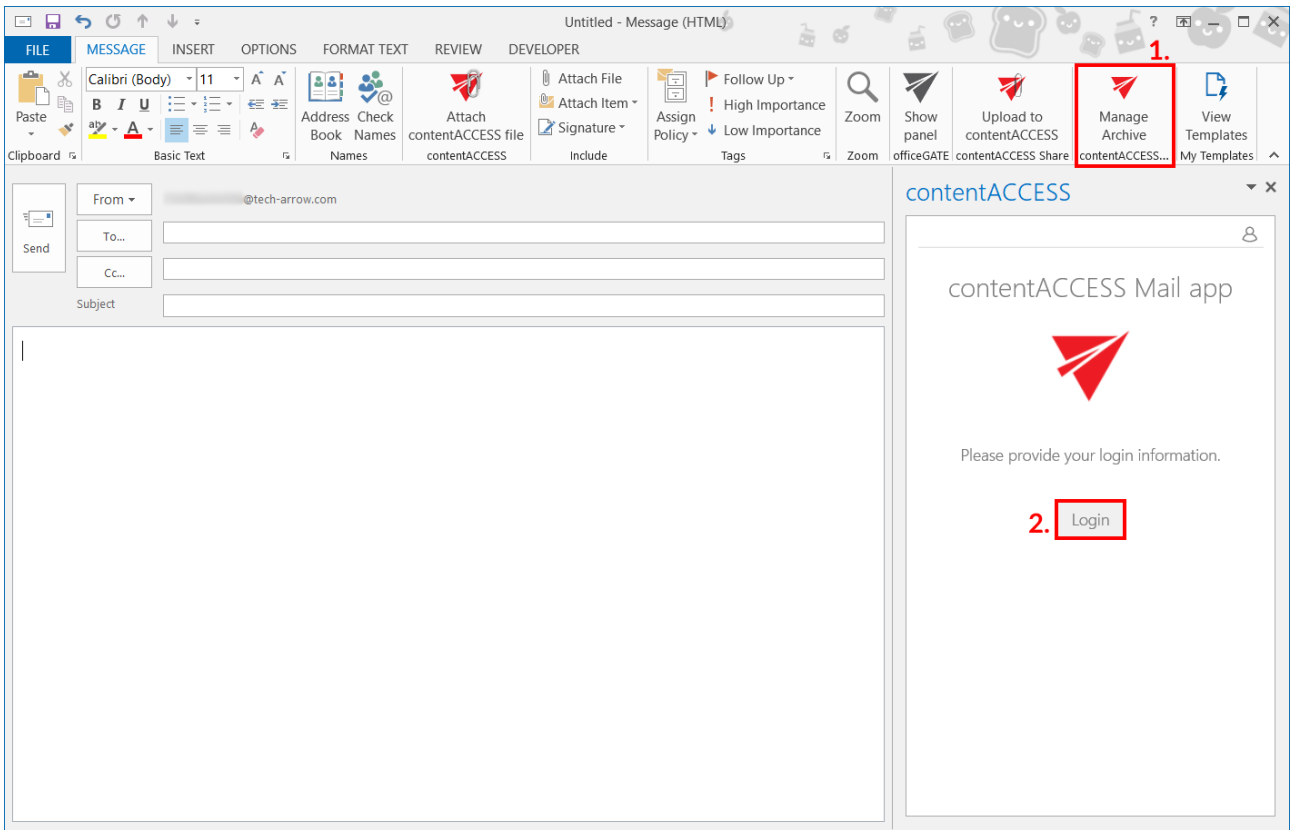
In the menu it is possible to view the current logged in user and to sign him out. After clicking on settings, you will be redirected to a section, where it is possible to view the **server name**, change the application **language**, view last **logs** (e.g. in case an error occurred) and also **view/sign out** the user. On the bottom are two buttons – **Save** (to save the changes) and **Cancel** (if you don't want to save the changes).



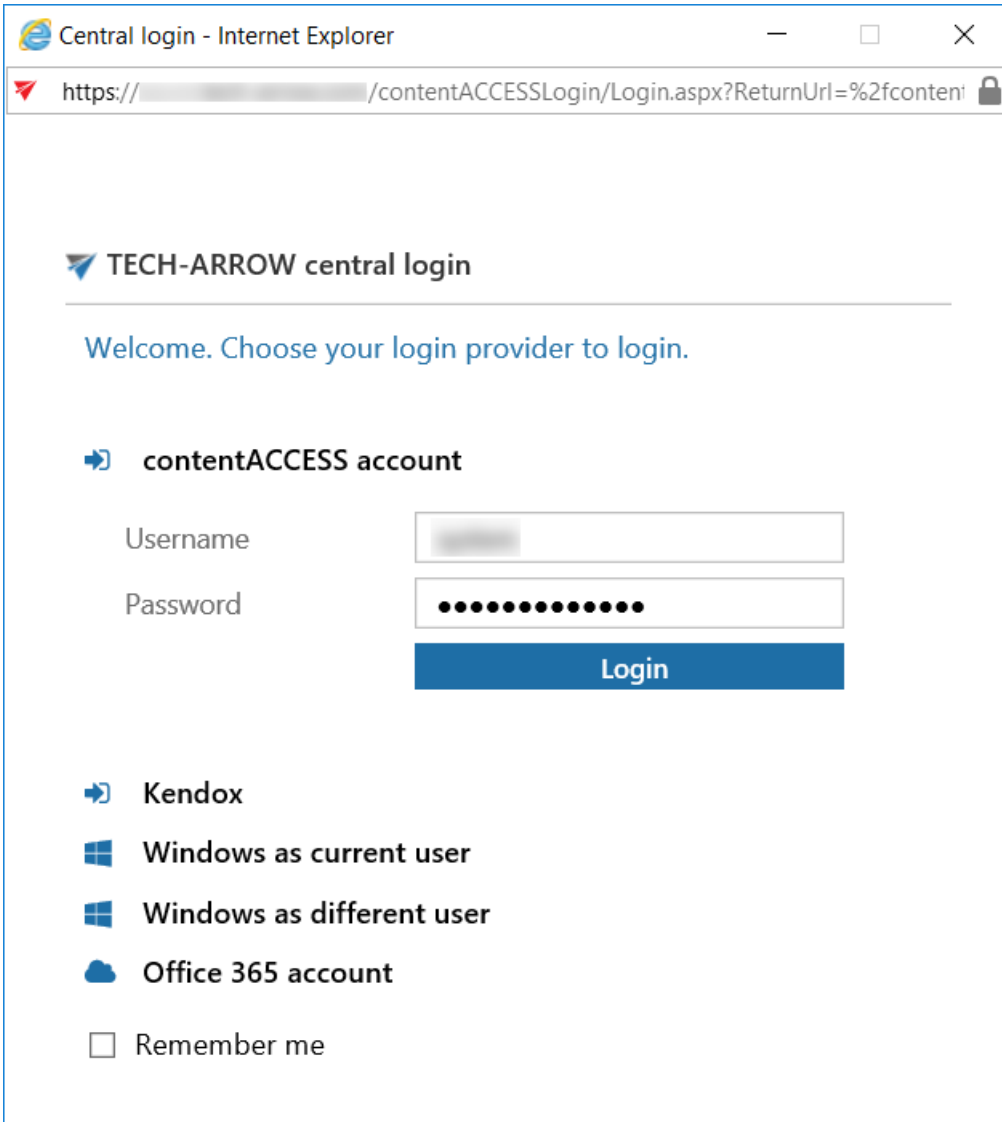
### contentACCESS MailApp in compose mode

MailApp works a bit differently in the compose mode. It is not possible to archive and restore emails here, but instead it is possible to search in already archived emails, open them, share them as **.eml** files or as a link pointing to them or share a link pointing to the performed search.

Open the compose mode (start writing a new email message). Click on **Manage Archive** in the upper right corner. You will first need to authenticate yourself. Click on the **Login** button.




Choose your login provider, enter the applicable user credentials and click **Login**.




Central login - Internet Explorer

https://.../contentACCESSLogin/Login.aspx?ReturnUrl=%2fconten

 **TECH-ARROW central login**


Welcome. Choose your login provider to login.


 **contentACCESS account**


Username


Password

**Login**

 **Kendox**

 **Windows as current user**

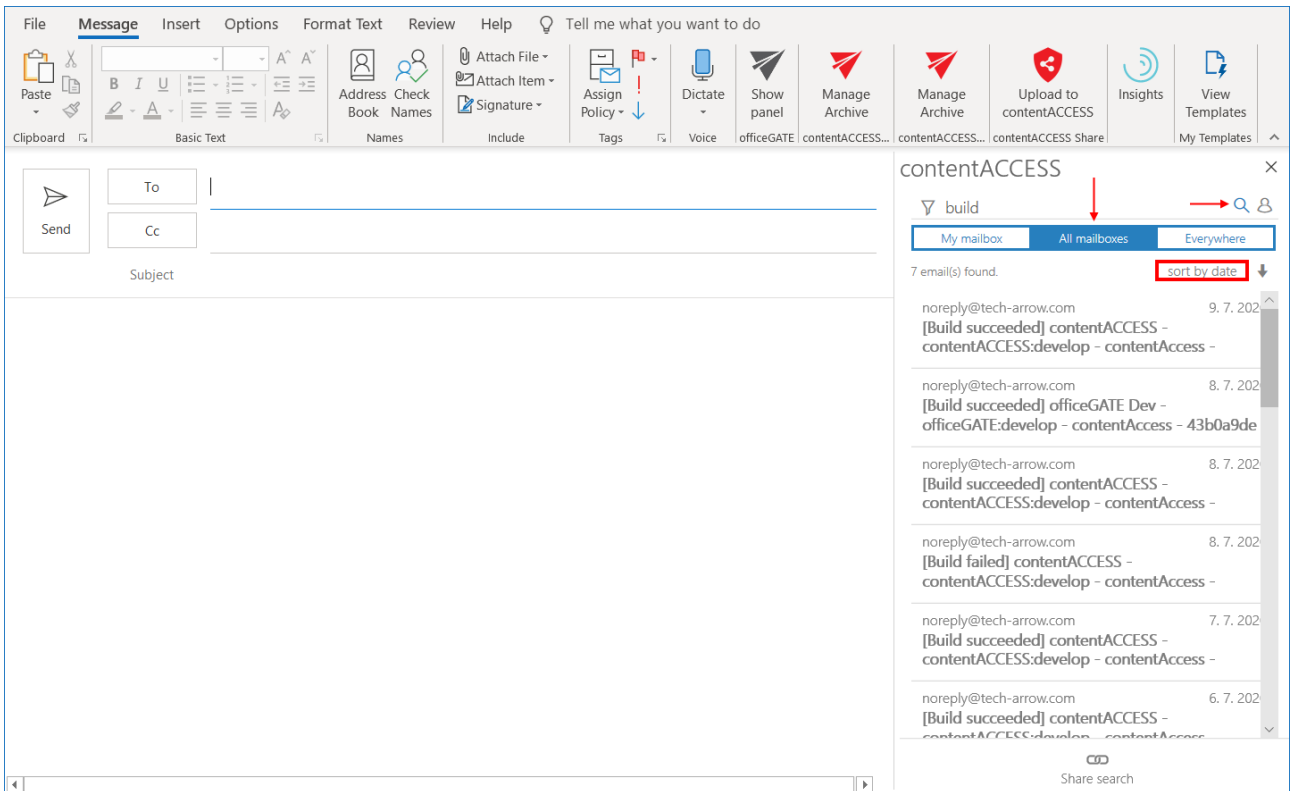
 **Windows as different user**

 **Office 365 account**

Remember me

Enter the term you want to search for and select where you want to search by clicking on the respective tab. Click on the search icon, or press enter. The search results will be displayed. It is possible to sort them by **date**, **title (subject)** or even by **“best match”** in case you selected the **Everywhere** tab.

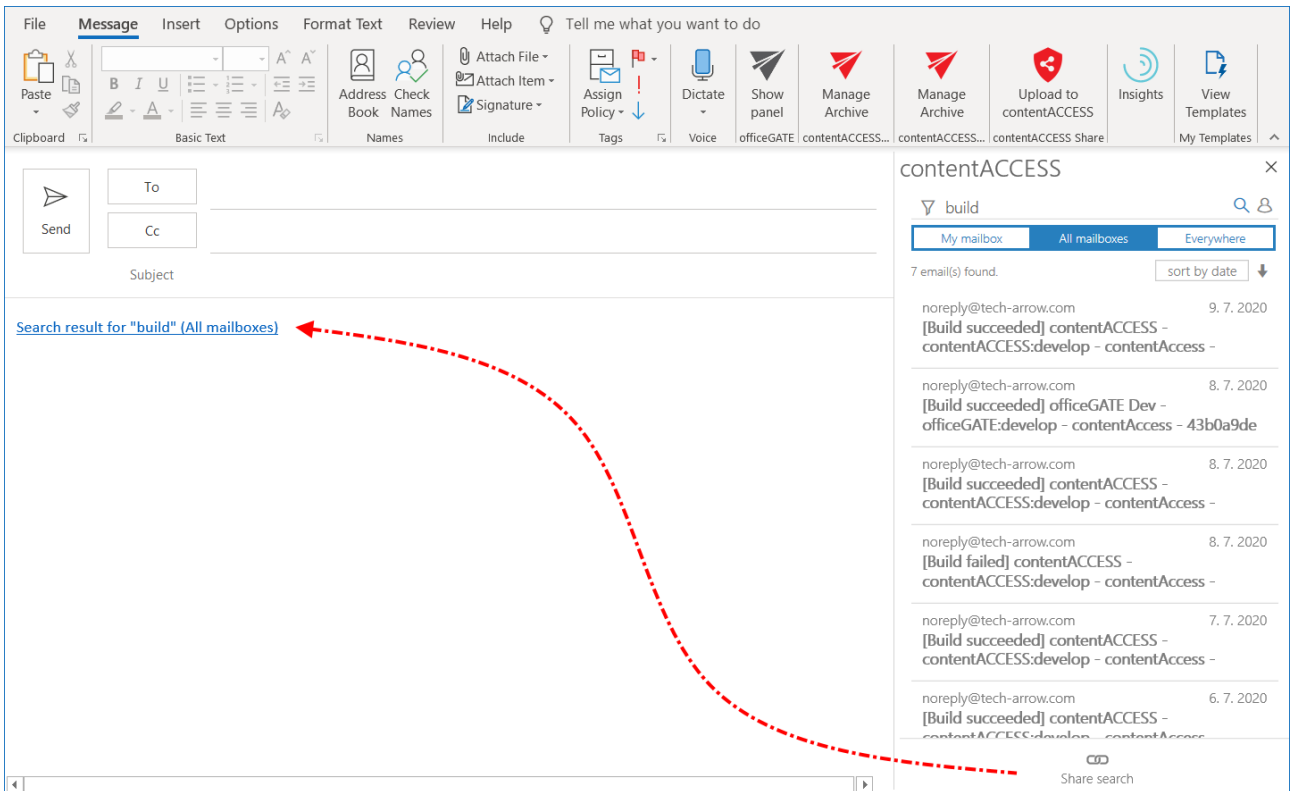
**Note:** The user will be allowed to search only in entities he has access to.



## Sharing a link to the whole search

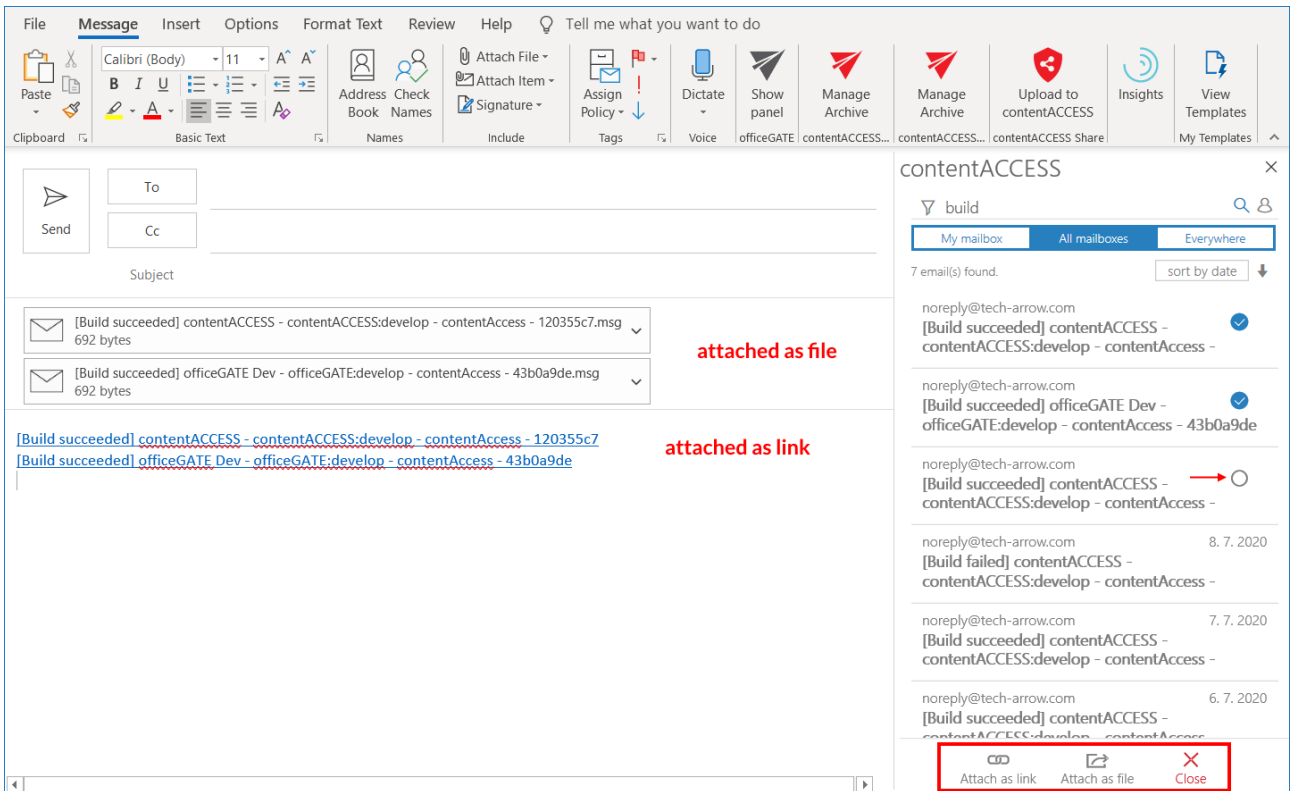
To share a link pointing to the performed search, simply click on the **Share search** button at the bottom of the contentACCESS MailApp pane. The link will be added to the body of the email.





### Sharing selected email(s)

To share selected emails, move your cursor over them and check their checkbox. Select if you want to attach them to the email as link or as a file (.eml).



## Opening selected email(s)

To open an email, simply click on it. First, a preview will be loaded. If you want to open the original email, click at the **Open** button at the bottom of the MailApp pane.



File Message Insert Options Format Text Review Help Tell me what you want to do

Paste Clipboard Basic Text Names Include Tags Voice officeGATE contentACCESS... contentACCESS... contentACCESS Share My Templates

Address Book Check Names Attach File Attach Item Assign Policy Dictate Show panel Manage Archive Manage Archive Upload to contentACCESS Insights View Templates

Send To Cc Subject

contentACCESS

< back

Noreply noreply@tech-arrow.com

[Build succeeded] contentACCESS - contentACCESS:develop - contentAccess - 120355c7 9. 7. 2020

Folder: Doručená pošta

Microsoft Azure DevOps Server

BUILD #CONTENTACCESS\_4.1.24\_20200709\_1 (DEVELOP) SUCCEEDED

**contentACCESS**

Ran for 38 minutes

View results

Open