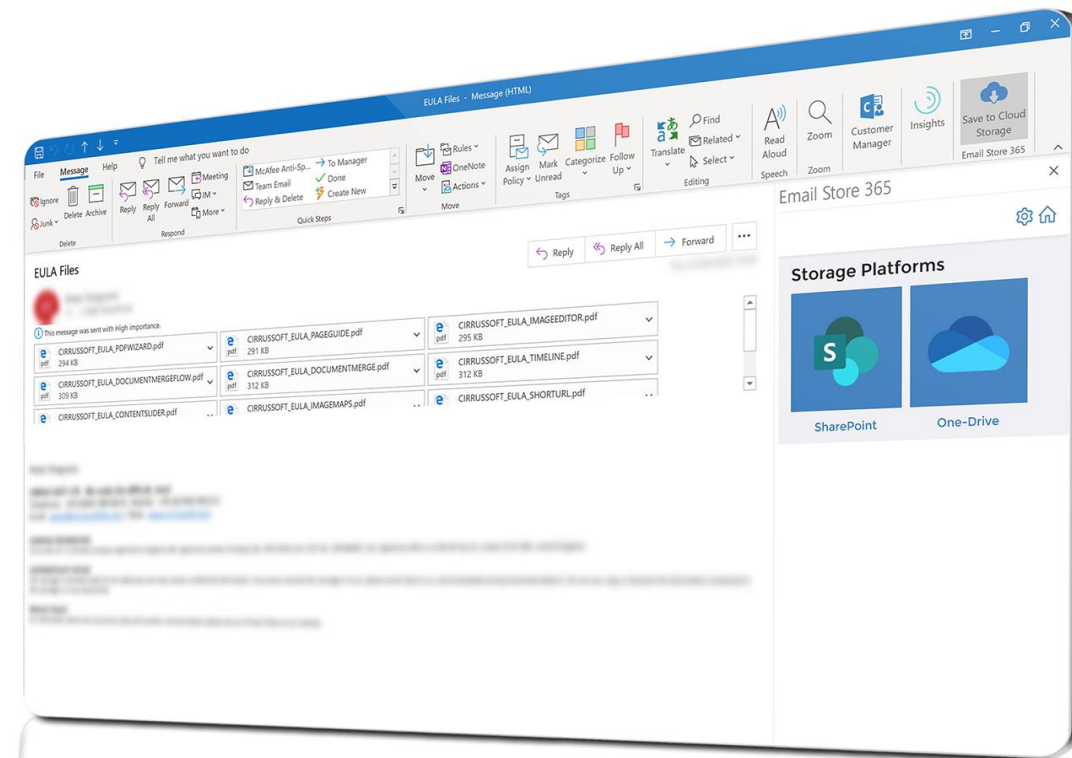


# EMAIL STORE 365

for Outlook

## INSTALLATION AND CONFIGURATION MANUAL



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## Version History Change Record

Date	Author	Version	Change reference
2020, May	Email Store 365	1.0.0.0	Initial Release.

## Current Version

Name	Version Approved	Compatibility	Date
Email Store 365	Email Store 365 Version 1.0.0.0	Outlook	2020, May

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## Introduction

Email Store 365 provides a simple, clean and user-friendly interface to save content from Microsoft Outlook to SharePoint and OneDrive locations. User can review all the attachments available for email thread and showcase all the attachment file(s) with search and filter functionality. Using filter user can select one or more items to save into SharePoint and/or OneDrive locations.








Email Store 365 Add-In is available for browser and On-premise outlook platform. User can save to any SharePoint and/or OneDrive location, they can make any location favorite for ease of access.

## How does Email Store 365 Work?

The Email Store 365 Add-in minimizes the effort of downloading an attachment prior to saving it in SharePoint Online or OneDrive. With Email Store 365 you can transfer all Emails and their attachments (of any size) to SharePoint Online or OneDrive!

## Email Store 365 Benefits and Features

Email Store 365 brings all the attachments from selected email thread which saves lots of time to find for correct documents. It also shows sender of the attachment and time of email received. It will save lots of time if you have email thread of multiple emails with lots of attachments.

-  **Simple and Easy to use:** Save emails and attachments to SharePoint and/or OneDrive location with simple steps. It's easy to find attachments from multiple email threads, you don't need to traverse through entire email thread(s) to find attachments.
-  **Familiar Interface:** Email Store 365 uses Office Fabric UI and Office theme to provide seamless User Interface for the office users.
-  **Productivity:** Users seamlessly allowed to save selected files to a powerful collaborative destination i.e. SharePoint Online/OneDrive.
-  View All attachments for email thread in Outlook.
-  Perform Search and filter on attachments.
-  Copy any number and size to any SharePoint or OneDrive location.
-  Get migrated attachment location which can be copied and past on new email item.

# Email Store 365 Installation

## Types of Licence

**Email Store 365** is made available from the Office Store (per user licence) and directly from Cirrus Soft (Trial, User, Tenant).

## Installing Email Store 365

To add an app from the Office Store

1. Verify that the user account that is performing this procedure has valid Office 365 access.
2. To Integrate Add-In to Outlook you can access Office Store from below locations.

Outlook on Web

-Click on Gear Icon



-Access Manage Add-In

On-Premise Outlook




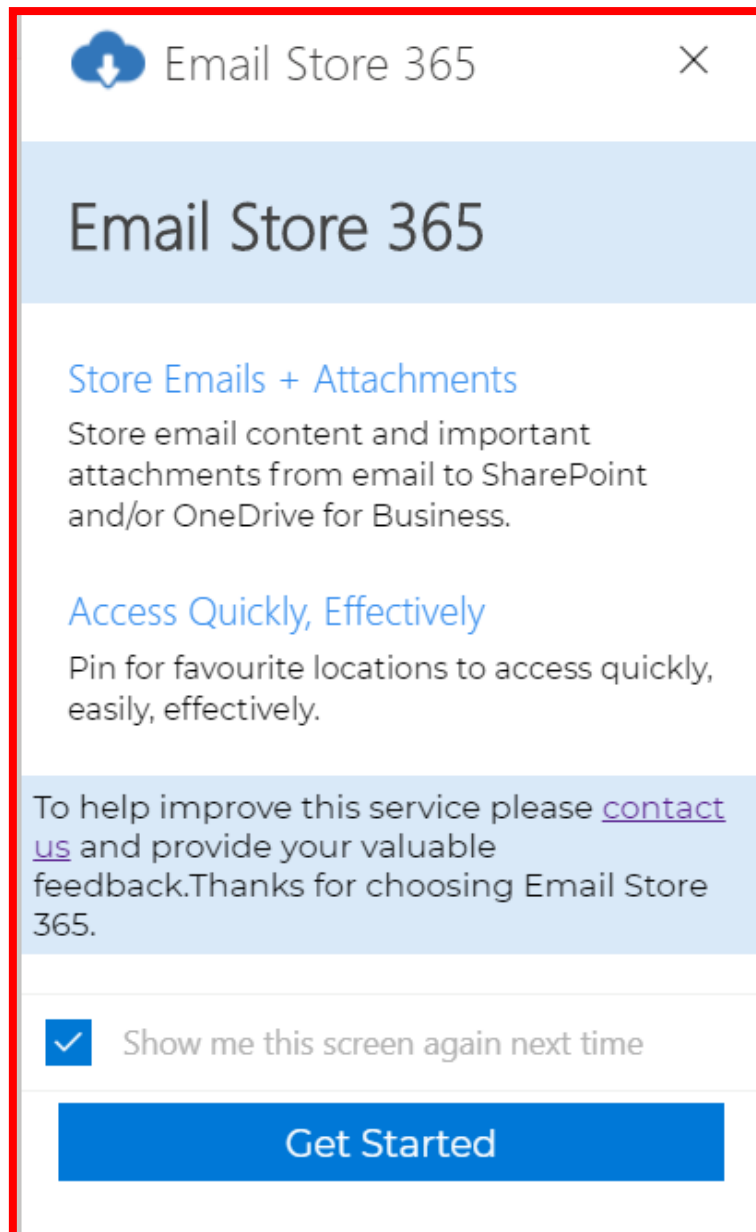
3. Browse the Office Store and Search for "**Email Store 365**".
5. Follow the steps to log in and purchase the App, if required.
6. In the Grant Permission to an App dialog box, if you trust the App, click Allow Access.
7. The **Email Store 365** Add-In is now added and appears in the Outlook email.

## How to Use Email Store 365?

Once Email Store 365 is installed, you can access from outlook email, If it is web add-in it will be display into email title section or/else it will be available on top of the ribbon control.

### Accessing Email Store 365

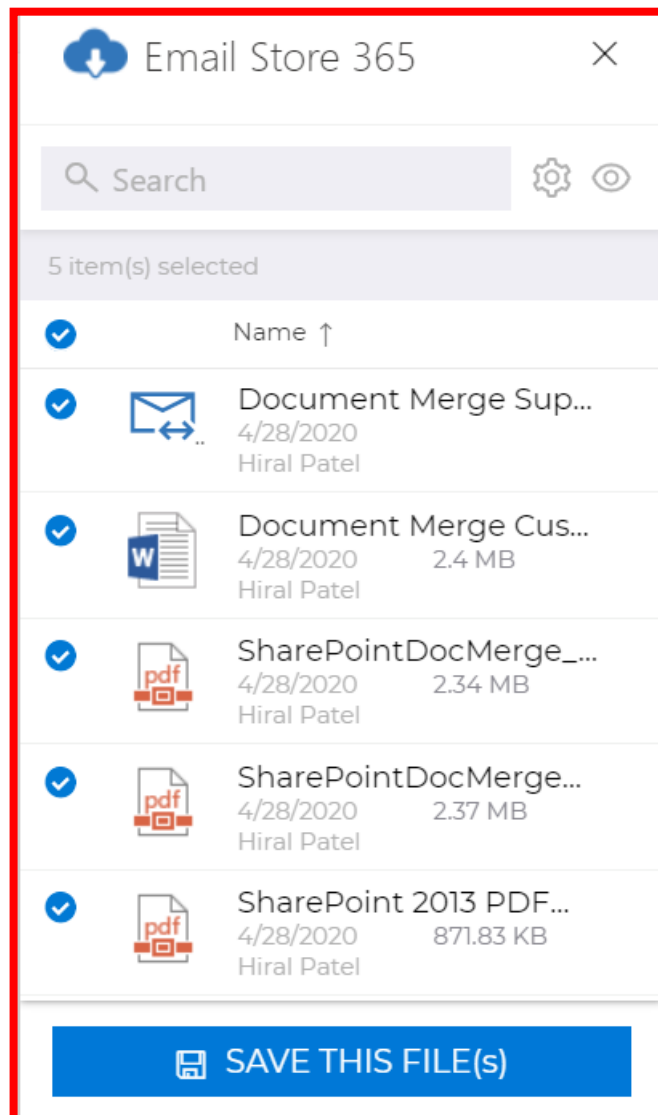
When Document we click on email store 365 icon (  ) it will display welcome screen.




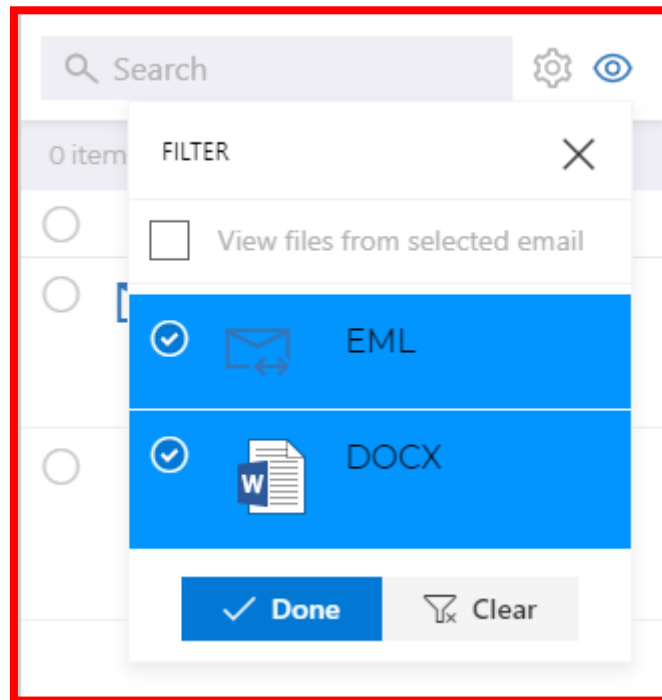
- Welcome page will have details regarding add-in functionality and clickable link to get started.
- User can check/uncheck welcome message from here to hide on next visit.




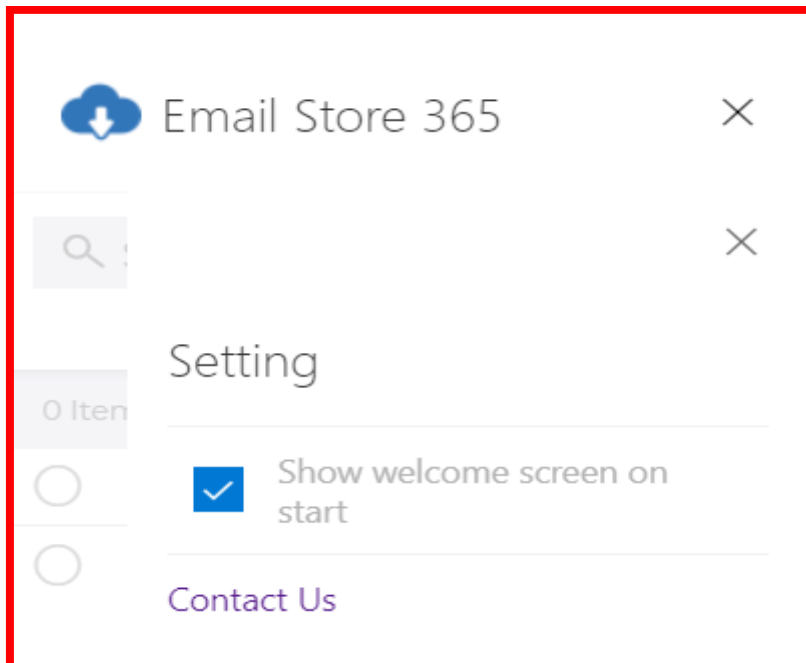
- Listing of email attachments This screen will show all the attachments available for current email thread with office fabric UI and search/filter functionality.



- You can click on  Icon to open filter panel from where you can filter current email's attachments by file type.

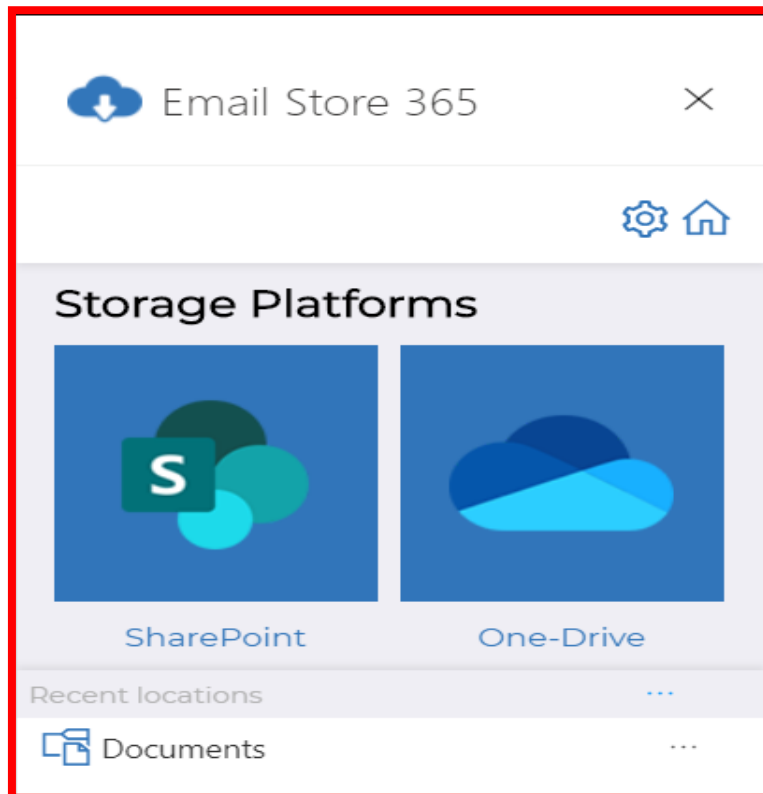


- Click on gear  Icon will open setting page from where you can manage to show/hide welcome.



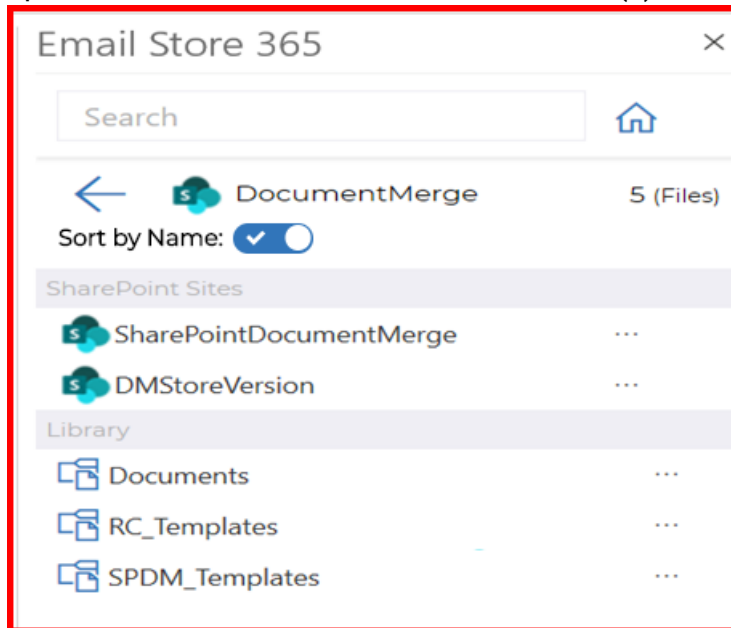
## Save selected attachments to SharePoint/OneDrive locations

- Save this file(s) button will redirect you to login dialogue where first time you need to allow consent permissions. Once authenticated user will be redirect to Storage platform screen, he/she can select any from these locations. SharePoint and/or OneDrive.

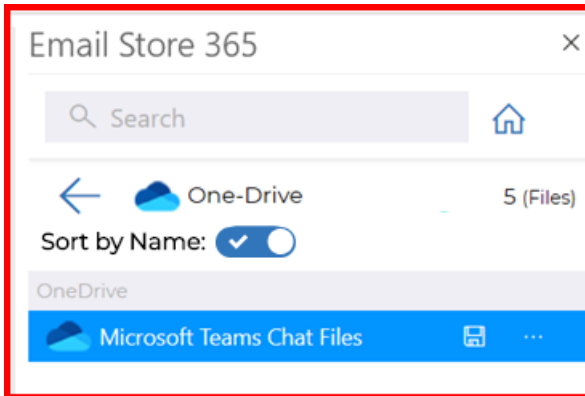



- By click on **SharePoint** it will show SharePoint tree structure where user need to select site collection which will show all the subsites and document libraries from selected site. You can go through nested site and subsite level to reach to correct location.

- Click on icon (...) and it will open panel with options to save current location as favorite and open location in browser and save document(s) to that location.



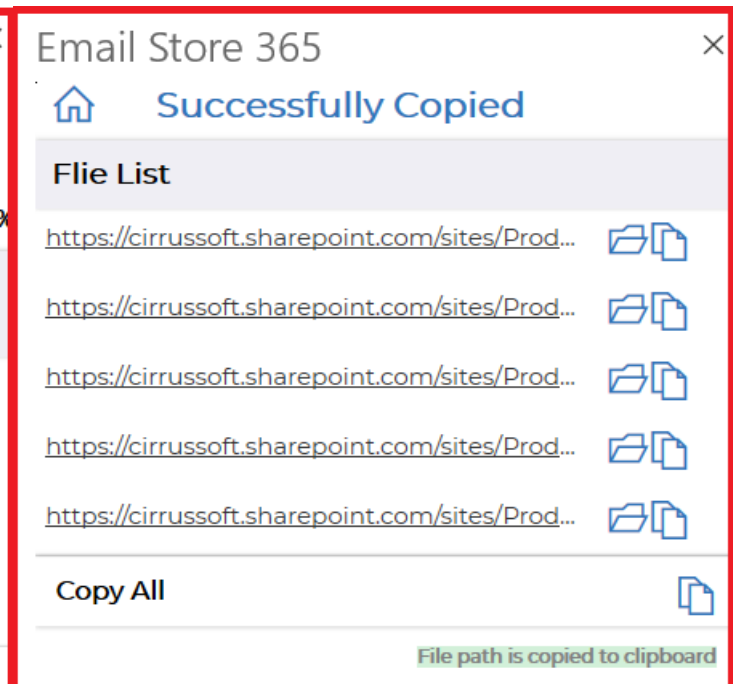
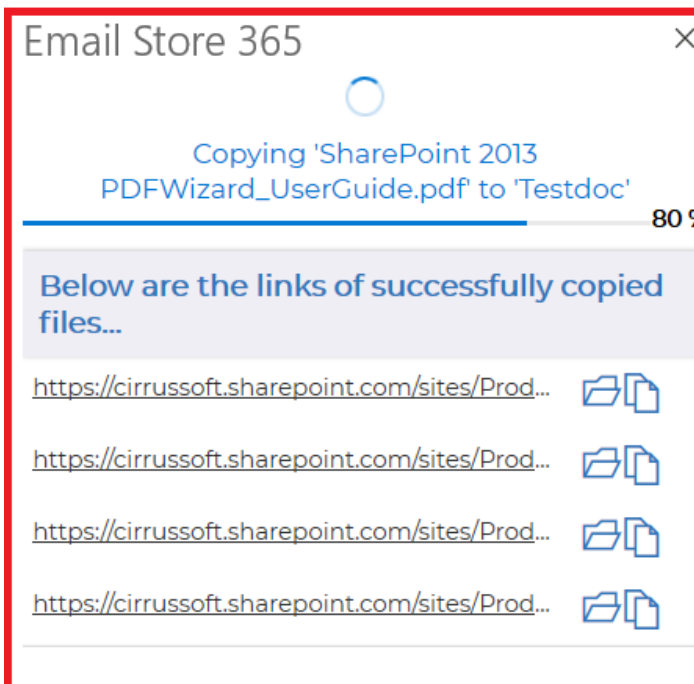
- By Selecting **OneDrive** Location, it will show all the folders available from personal one-drive location.



- To save selected files to any drive/folder location you can click on save icon  to start save operation.
- Progress indicator will show the status of copy. Once copy operation completed it will show successfully copied files with copy to clipboard functionality.

**File copy operation in progress**

**All files are moved successfully**



## Notes for Internet Explorer and Microsoft Edge

If you are facing issues with authentication in IE and Microsoft Edge, you need to follow below steps:

As a first step to get around these issues, please ensure that the application domain, login.microsoftonline.com and any other sites involved in the redirects of the authentication flow are added as trusted sites in the security settings of the browser, so that they belong to the same security zone.

List of sites to add as trusted sites:

- 1) <https://login.windows.net>
- 2) <https://login.microsoftonline.com>
- 3) <https://email365webapp.azurewebsites.net>
- 4) <https://outlook.office.com>
- 5) <https://outlook.office365.com>

**To do so, please follow these steps:**

- Open Internet Explorer and click on the settings (gear icon) in the top right corner
- Select Internet Options
- Select the Security tab
- Under the Trusted Sites option, click on the sites button and add the URLs in the dialog box that opens.

## Email Store 365 Manager Support

Thank you for choosing **Email Store 365**.

If you require any further assistance, please visit our online Support Centre or Contact Us.

<http://cirrussoft.support>

# INSTALLATION AND CONFIGURATION MANUAL

**CONTACT US**

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