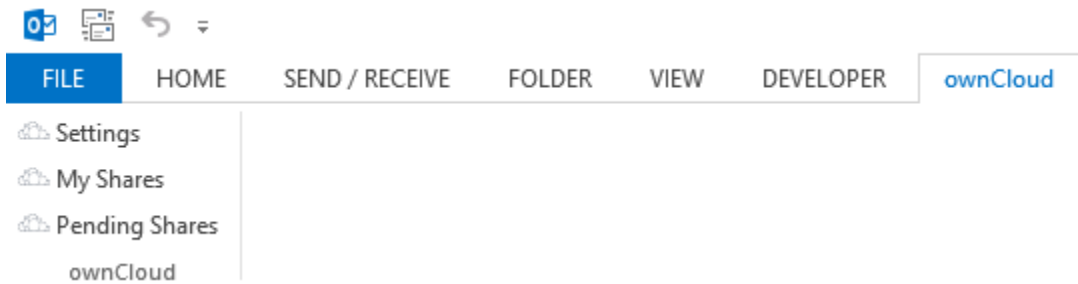


# Outlook Add-In - Setup/Configuration

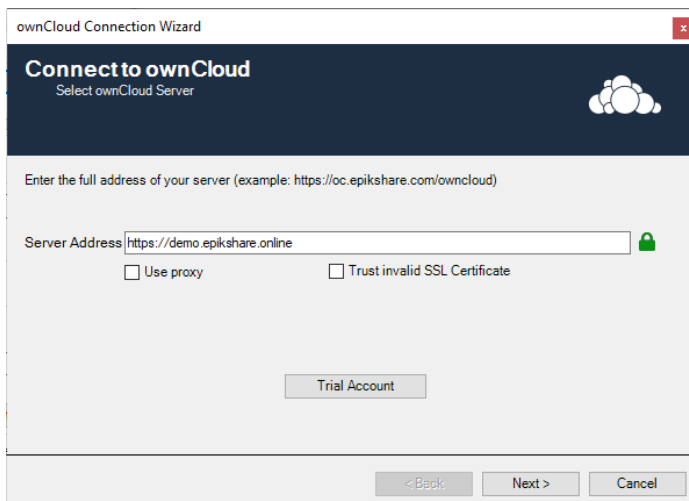
- Initial Setup
  - Connection Wizard
  - Authentication
- License Setup
- FAQ
  - I am receiving the Message "Connection Failed"
- Share Settings
- Template Settings

## Initial Setup



For the initial setup find the "Settings" button in the "ownCloud" tab. This will open the Connection Wizard

## Connection Wizard



Enter the address to your owncloud server. Make sure to put the whole url to the "login" page (except the login or index.php bit).

- User Proxy: Check this if you have a proxy to reach the internet. You will have to configure this at a later stage
- Trust Invalid SSL Certificate: If you run your owncloud using a self signed certificate, make sure this is checked


## Authentication

ownCloud Connection Wizard ✕

---

## Connect to ownCloud

Select ownCloud Server



Authentication

- ☒ Username and Password
- ☐ Windows authentication
- ☐ OAuth authentication
- ☐ Password with Cookie

☒ Compatibility Mode

< Back Next > Cancel

Make sure to select the right authentication method for your ownCloud server:

- Username/Password: default authentication using your owncloud username/password
- Windows authentication: Single sign on using your windows Account (Enterprise only)
- OAuth authentication: If OAuth is enabled on your ownCloud (this will open a oAuth Login window)
- Password with cookie: Same as Username/Password, but use the classical login flow

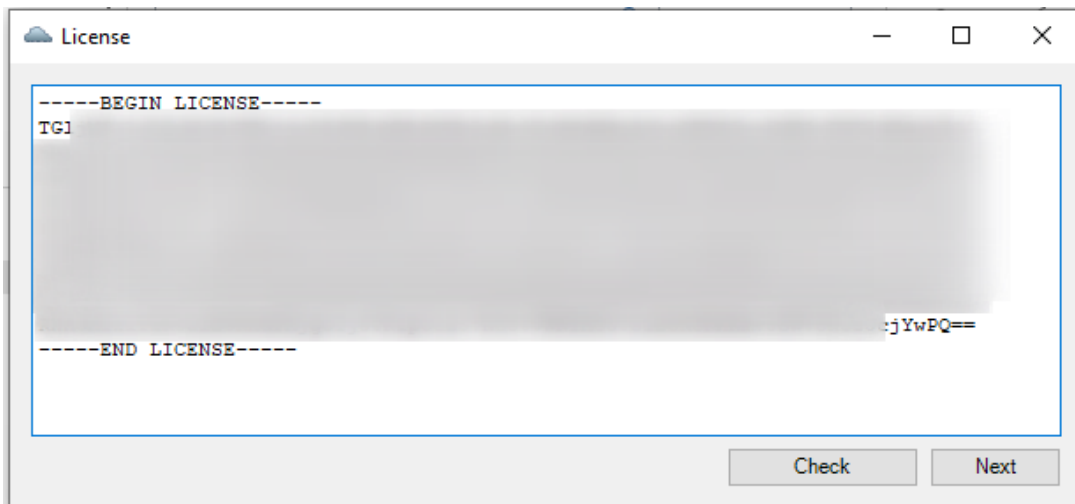
You can use compatibility mode if you have problems using login because. This adds some workarounds for older or non-standard ownCloud installations.

- Enter your User Name and your Password
- Click "Done"
- After the message "Connection Successful" click "Cancel" and restart your Outlook

If you use a proxy with username and password, select Proxy -> Custom

- After a successful connection test, your license is being verified and if it fails you will be sent to the License Dialog
- To install a valid license or activate a demo license click OK

## License Setup



- Insert a valid license key or activate a "Demo Key"

- Request your free 30Days Trial License
- Click "Get Trial License"

## FAQ

### I am receiving the Message "Connection Failed"


This means that we cannot connect to the cloud server.

- Check your internet connection (try connecting to the cloud server using your web browser)
- Test your credentials
- Make sure you entered the correct proxy settings

ownCloud Connection Wizard

## Connect to ownCloud

Select ownCloud Server

Server URL  

Authentifizierung **Proxy**

User Name

Password

- When the initial connection was successful you should see the green message "Connection Successful"
- Restart your Microsoft Outlook

## Share Settings

## Settings

General **Share Settings** Templates

☒ Use Password for shared file or folder

☐ Use End-To-End Encryption

☐ No password required for access (not recommended)

Generate Password ☐ No ☒ Yes

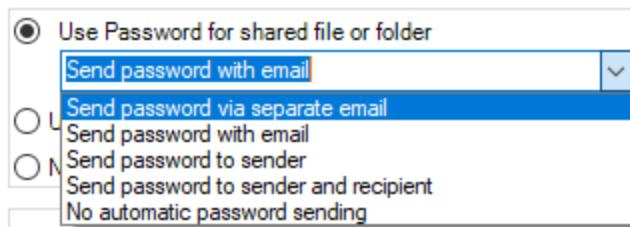
Shared Until +  Days

Delete expired shares ☒ No ☐ Yes

Mail Language

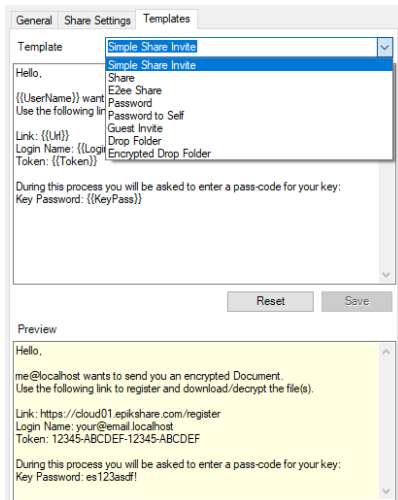
Send all attachments as a link ☒ No ☐ Yes

- Use Password for shared file/Folder



- Send password via separate email: When you share a file or folder, a separate E-Mail with a Password will be created in the background and sent automatically after creation
- Send password with email: This option will send the file or folders password within the same email
- Send password to sender: Send the password to the sender (=you)
- Send password to sender and recipient: Creates 2 E-Mails containing the password. One for the sender (=you) and the recipient
- No automatic Password sending: This Option use a password, but it doesn't send the password by mail, you will have to manually notify the recipient of the password
- Generate Password: When this option is enabled, a password will be created automatically for a new share
- Shared Until: The Share will be available for this number of days by default
- Delete expired Shares: if enabled, expired shares will be deleted from the owncloud server
- Mail Language: A pre-written text is inserted into the email in the selected language (also used for the password mail)
- Send all attachments as link: If enabled any attachment will be uploaded automatically on send

## Template Settings



You can adjust all Templates that are used when sending a mail. A preview will be generated to show how the placeholders are used.