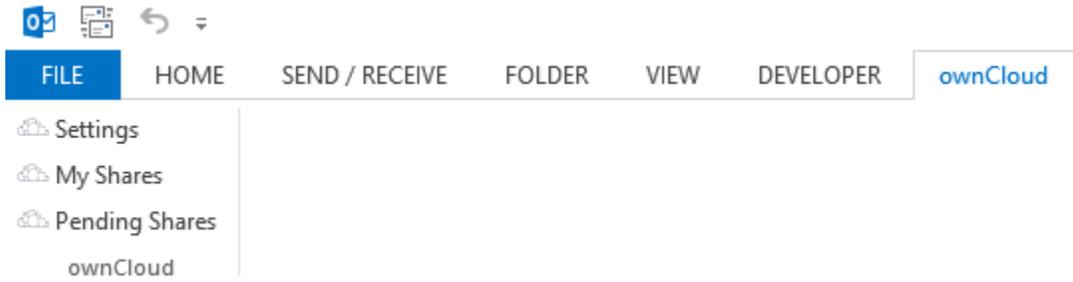


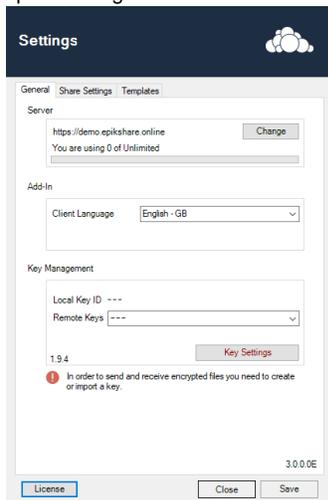
# Outlook Add-In - Setup/Configuration

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

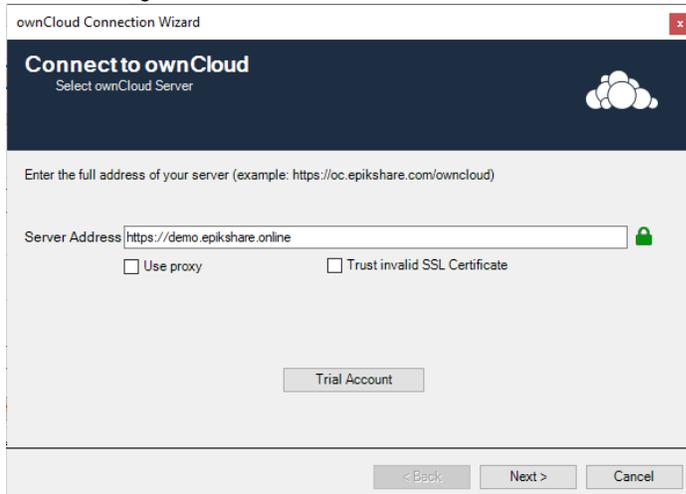
## Initial Setup



- Open Setting



- Click on "Change"



- Enter the address of your ownCloud/epiKshare Server
- Check "Use proxy" if you use a proxy
- Check "Trust invalid SSL Certificate" if you use a self signed certificate
- Click "Next"

ownCloud Connection Wizard

## Connect to ownCloud

Select ownCloud Server



Authentication

Username and Password  
 Windows authentication  
 OAuth authentication

< Back    Next >    Cancel

- Choose your Authentication
- Click "Next"

ownCloud Connection Wizard

## Connect to ownCloud

Select ownCloud Server



User Name    msiebenhair

Password    ●●●●●●●●

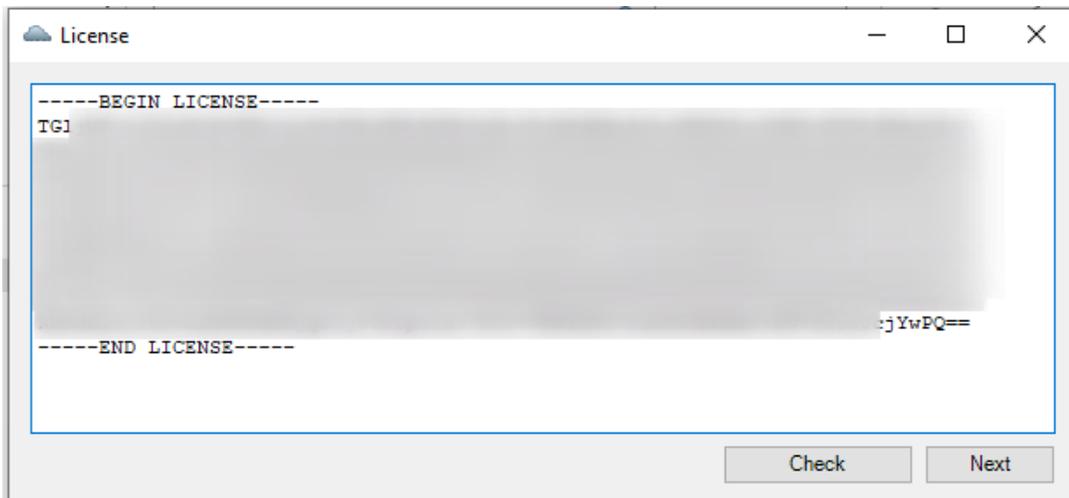
< Back    Done    Cancel

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

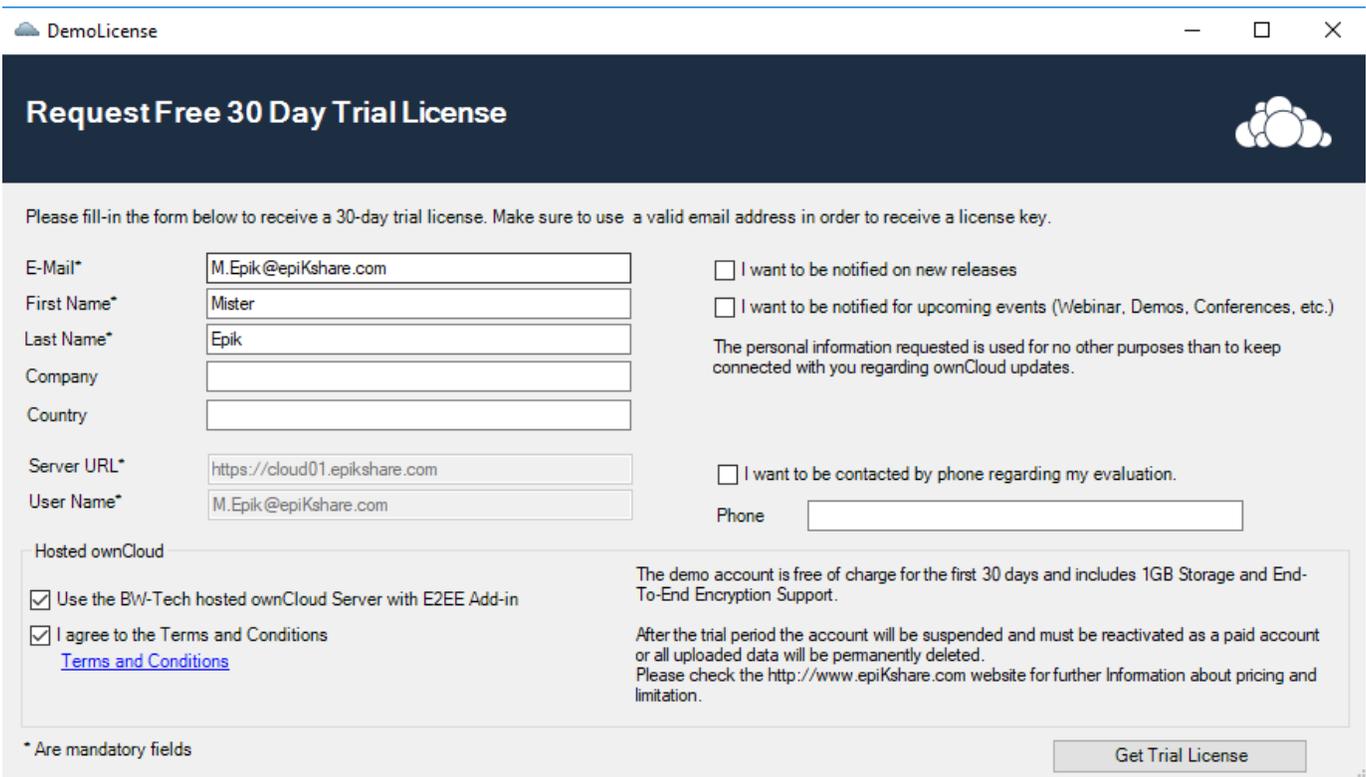
If you use a proxy with username and password, select Proxy -> Custom

- 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

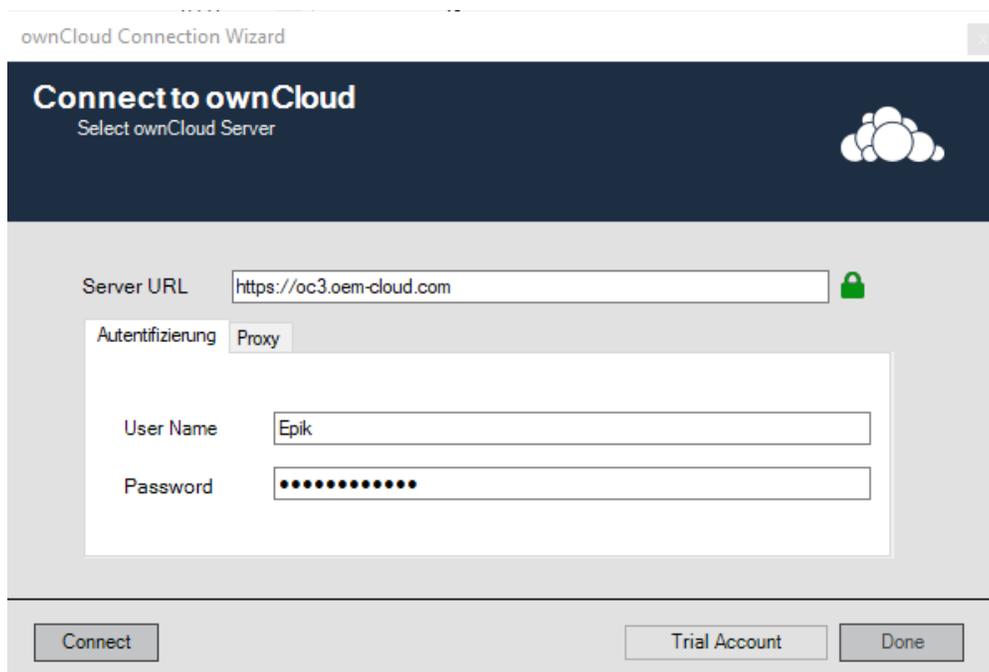
- Click "Get Trial License"

## FAQ

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

This means that we cannot connect to the cloud server.

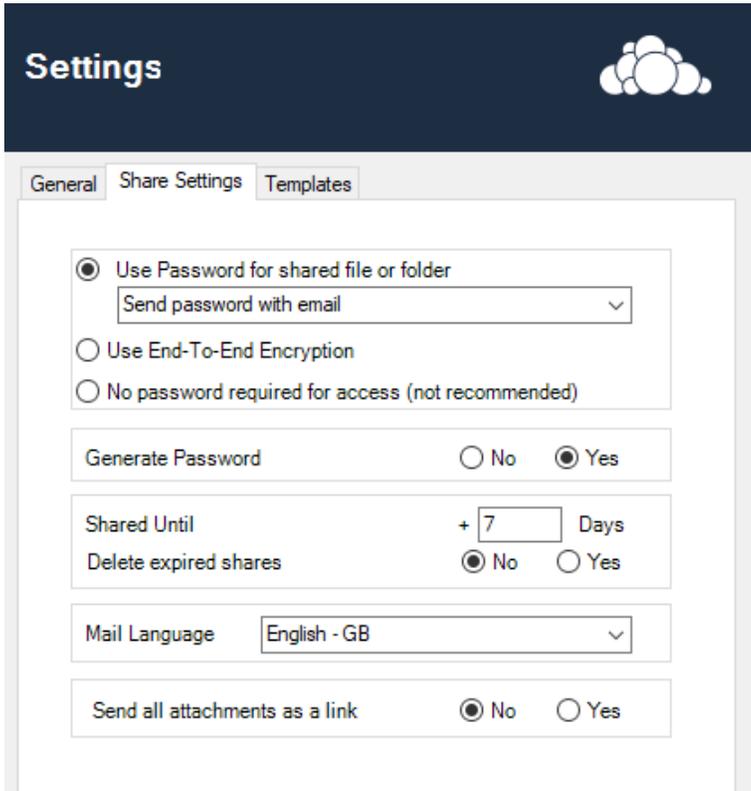
- Check your internet connection (try connecting to the cloud server using your web browser)
- Test your credentials
- Make sure you entered the correct proxy settings



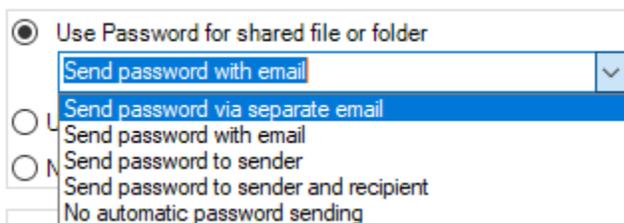
The screenshot shows a window titled "ownCloud Connection Wizard". The main heading is "Connect to ownCloud" with the subtitle "Select ownCloud Server" and a cloud icon. Below this, there is a "Server URL" field containing "https://oc3.oem-cloud.com" with a green lock icon to its right. Underneath, there are two tabs: "Authentifizierung" (selected) and "Proxy". The "Authentifizierung" tab contains a "User Name" field with "Epik" and a "Password" field with masked characters. At the bottom of the window, there are three buttons: "Connect", "Trial Account", and "Done".

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

## Share Settings

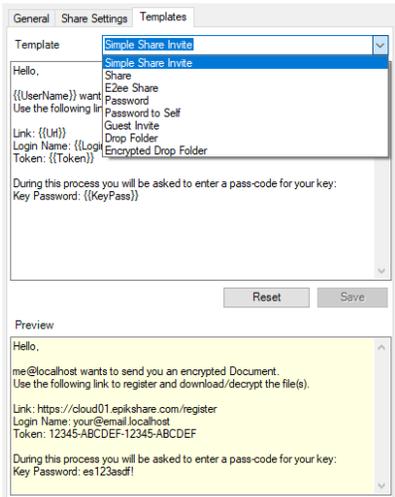


- Use Password for shared file/Folder



- 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.