Instant Intelligence

IIArchiving Outlook Integration User Guide

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1.0 How to install Instant Intelligence Archiving Outlook Integration

Click on the link provided. The Install window as shown below will open up. At this stage **before** clicking on Install you need to close down Microsoft Outlook.



When Outlook is closed down you can click on Install.

After a few seconds a new window will confirm successful registration.

Instant Intelligence Archiving		X
(i)	The Instant Intelligence Archiving' registration succeeded.	
	Ok	

Open Outlook and you will see the IIArchiving folder.



IIArchiving has been installed successfully.

2.0 Logging in to IIArchiving

Click on the IIArchiving folder and you will be prompted to put in your website address and email details. Then click on validate.



You will then be asked to input your password and 2 digits of your security code which are the same ones that you use to log into the website. Then click on Login.

iiArc 1.5.0	.30099	
URL Email Password	https://www.iiarc.net support@instantintelligence.com validate validate	
All Mail Fold	ers	
	test	~
🗟 Mail		

You are now logged in. You can now expand the IIArchiving folder and the subfolders. To do this you need to click on a folder and the expand node '+' will appear. Then expand the tree as required.

Note: The IIArchiving Outlook Integration displays your cabinets as folders. As on the website, you are unable to drag and drop your emails into the cabinets and a warning message will appear if you try to do so. In the picture above all of the folders immediately below IIArchiving are cabinets. The level below the cabinets contains the proper folders in the same structure as on the website.

3.0 Using IIArchiving

From your inbox you are able to drag and drop emails, including emails with attachments, in to a folder within the tree. You can also add new cabinets and folders to the tree in the same way as you would add a new mail folder as shown below.



Folders placed in the tree directly beneath the IIArchiving folder will become cabinets, while those added a level below that will remain as folders.

O Instant Intelligence Archiving - Microsoft Outlook Elle Edit View Go Tools Actions CM Help Image: Second Secon				Type a quest	ion for help 🔹
New + 3 Send/Receive + 2 Find 1 Type a cor					
🔆 🌑 One-Click Meeting 🔢 Schedule Meeting WebEx 👻 📮 🗄 Email To Download Print Logout 📮					
Mail	as	test - Instant Intelligence Archi	ving		
Favorite Folders		Name	Date	Pages	Size
	-	Туре:			
🔯 Unread Mail 🔯 For Follow Up		a3 test Aug 12 2009 2:17PM	8/12/2009 2:17:00 PM	5	213 kb
E Sent Items		a3 test Aug 12 2009 2:23PM	8/12/2009 2:23:00 PM	1	80 kb
All Mail Folders		a3 test Aug 12 2009 2:27PM	8/12/2009 2:27:00 PM	1	2 kb
Section 2007 - Oliver Lach		a3 test Aug 12 2009 2:29PM	8/12/2009 2:29:00 PM	1	69 kb
Deleted Items (3502)		a3 test Aug 12 2009 2:30PM	8/12/2009 2:30:00 PM	1	68 kb
🔯 Drafts 📃		a3 test Aug 12 2009 2:40PM	8/12/2009 2:40:00 PM	1	51 kb
IIArchiving a3 test		a3 test Aug 12 2009 2:40PM	8/12/2009 2:40:00 PM	3	154 kb
a a test		a3 test Aug 12 2009 2:41PM	8/12/2009 2:41:00 PM	1	51 kb
i rotated		Type: MSG (Outlook Message)			
Accounts		test from hotmail to scanning at datalib.msg	8/21/2009 10:29:00 AM	1	20 kb
🗄 🧰 Archive 🗄 🛅 Client Services		test from hotmail to scanning at datalib.msg	8/21/2009 10:34:00 AM	1	20 kb
Client Services DL Internal Documents		RE Brazil Survey.msg	8/21/2009 12:10:00 PM	1	42 kb
HR		Document Attached.msg	8/21/2009 12:12:00 PM	2	409 kb
Mail Calendar					
Done					🕒 Online 💡

If you click on a folder you can see the documents inside it in the Outlook viewing pane. Here I have selected the folder called a3 test. All of the documents within that folder are displayed.

To view the contents of a document, simply click on the document name in the right hand viewing pane.

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Stew - S SendRegeive - S Find D Type o				
🔮 One-Click Meeting 📷 Schedule Meeting WebEx 👻 🧝 🗄 Em	il To Download Print Logout 💼			
Mail	a3 test - Instant Intelligence Archiving			
Feverite Folders	Name a) test Rug 12 2009 2.29M a) test Rug 12 2009 2.39M a) test Aug 12 2009 2.40M a) test Aug 12 2009 2.40M b) Type: MSC (Outlook Message) test from hotmal to scanning at datalb msg Example email msg test from hotmal to scanning at datalb msg Example email msg Example email msg Example email msg Example email msg Example email msg a) From: Oliver Lach Sent: Turesday, August 25, 2009 11:37:07 AM Subject: Example email This is an example email that I have dragged and dropped into a folder	Date B12/2009 2.21 VO PH B12/2009 2.29 00 PM B12/2009 2.40 00 PM B12/2009 2.40 00 PM B12/2009 2.40 00 PM B12/2009 2.41 00 PM B25/2009 11.23 00 AM B25/2009 11.33 00 AM B25/2009 10.34 00 AM B25/2009 11.34 00 AM B25/2009 11.34 00 AM B25/2009 12.10 00 PM	2 1 1 2 2	Size 2 NU 69 kb 66 kb 51 kb 51 kb 154 kb 51 kb 20 kb 20 kb 20 kb 20 kb 59 kb 59 kb
Calendar	The actual email remains in its place in Outlook.	6		

The document is displayed in the same way as in iiArc and you can use the toolbar to select the next / previous pages, adjust the zoom, rotate the image and pan around the image.

4.0 The IIArchiving Toolbar

Instant Intelligence Archiving - Microsoft Outlook	
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🗄 🚱 Back 🐵 🖄 🖆 🚰 😋 outlook:IIArchiving\Archive\Shows\2007\VMS 🛛 🚽 💂	
🗄 🎦 New 👻 🥞 🛛 📑 Send/Receive 👻 🍃 Find 🔝 Type a contact to find 🛛 🕞 🞯 🎦 😒 🥊	
🗄 🕒 One-Click Meeting 🚟 Schedule Meeting WebEx 🕶 🥃 🗄 Email To Download Print Logout 🍃 🦟	

The IIArchiving Toolbar will be added to your other toolbars. This enables you to email the document, download and print it, and logout.