

SP ATTACH USER MANUAL

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1 INTRODUCTION

SharePoint Document Libraries are a great way to store any kind of documents, and *SP Attach for Outlook* – or *SP Attach* – makes it easier to utilize those features. When you have *SP Attach* installed, the files you attach to your e-mails will be published to a document library on a SharePoint site, and instead of the attachment a link to the exact place on this site will be added to the e-mail. The receiver just has to click on the link to open the document.

SP Attach is easy to use and can be handled without many instructions, but this manual will help you to get the most out of your investment.

1.1 LANGUAGES

The language of *SP Attach* is automatically set to the same as for Outlook. *SP Attach* currently support Danish, Dutch, English, French, German, Italian, Norwegian, Portuguese, Spanish, and Swedish. If your Outlook has another language, *SP Attach* will be in English.

1.2 REQUIREMENTS

- Windows Vista and above
- Outlook 2007 and above
- SharePoint 2010 and above

All screenshots in the manual are taken from a PC with Windows 8 and Office 2013, English versions.

1.3 PERMISSIONS

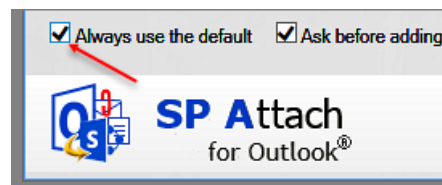
To use *SP Attach* you need to have at least contribute permission over the SharePoint site where you want *SP Attach* to send attachments.

2 USING SP ATTACH

SP Attach kicks in whenever you add an attachment to an e-mail – either by clicking the attachment button and browsing to the file, by dragging and dropping a file on your e-mail or by pasting a file.

2.1 USE DEFAULT LIBRARY

If you have selected a particular library to use as your default and checked “Always use default” in the settings form, the file gets uploaded to that library and a link to the file is added to the e-mail automatically.

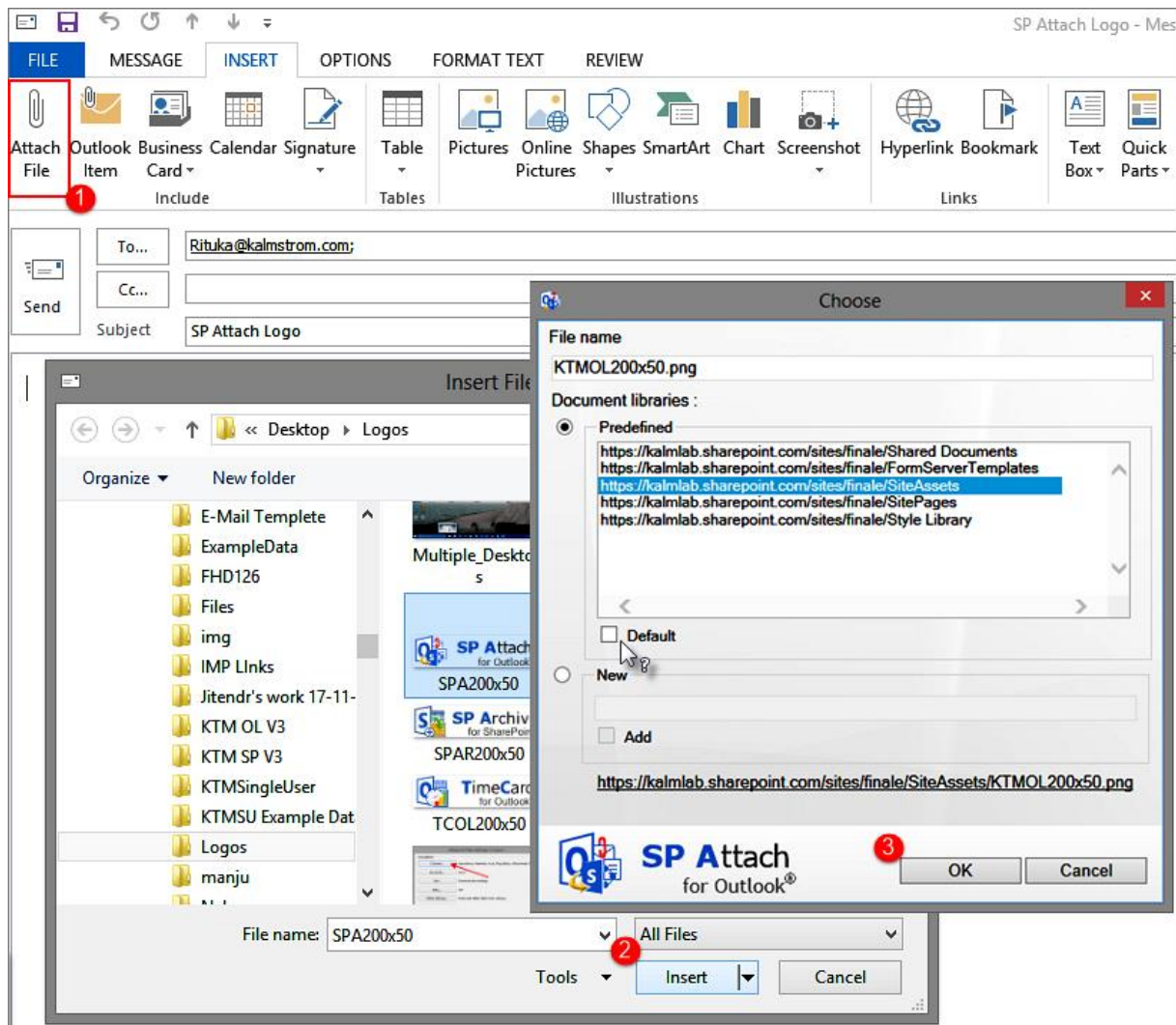


2.2 LIBRARY SELECTION

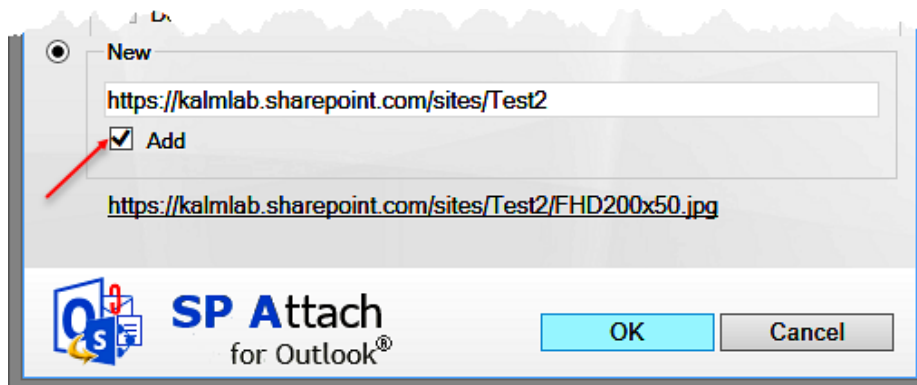
If you do *not* have a default library checked, you are presented with a screen where you can choose to which of your predefined libraries (refer to Configuration) you want to upload the attachment.

Select the library you want to upload the attachment to, and click OK. The attachment is then uploaded to this library.

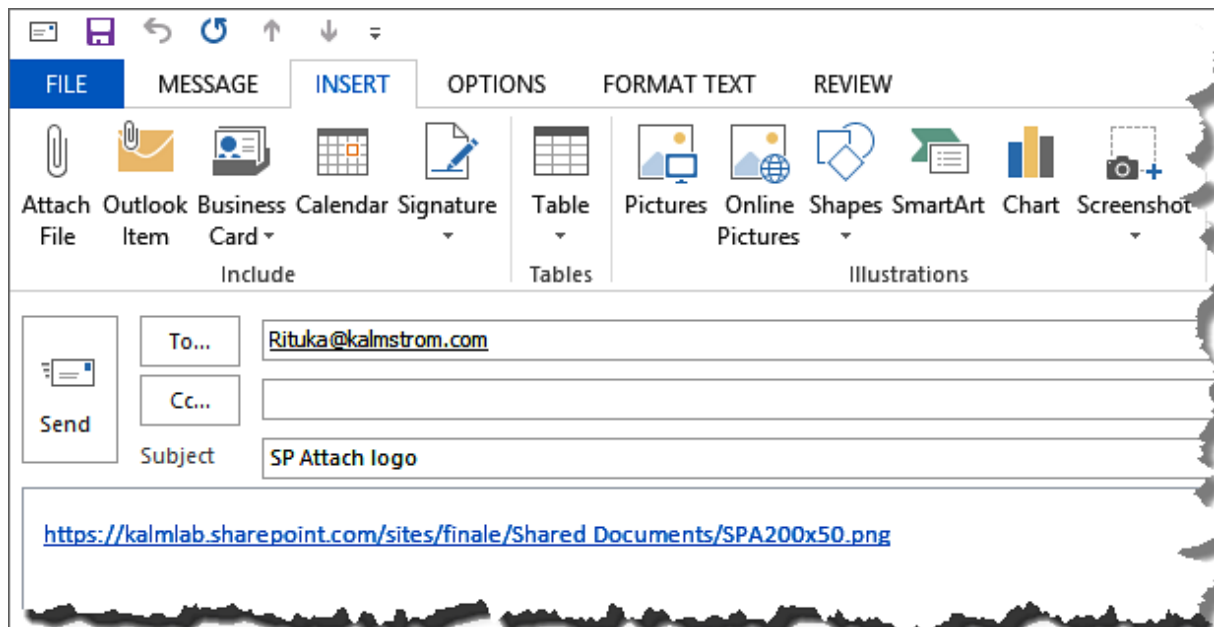
Here you also have an option to select that library as default by checking the check box “Default”.



You can also add a new library by entering the new library's URL. If you want to add the new library to your list, check the "Add" box.



When you have clicked OK, you might be prompted to enter your username and password for the SharePoint site. Then the file will be published to the site, and a link will be added on the top of the e-mail body.



If you do **not** want to upload the attachment to a library but send it as an attachment in your e-mail, click Cancel instead of OK.

2.3 DISABLE SP ATTACH FOR THIS E-MAIL

In the ribbon group that SP Attach creates in each e-mail, there is a box for disabling *SP Attach*. When you check the box, *SP Attach* will not work for this particular e-mail.



2.4 MULTIPLE FILES

SP Attach supports multiple attachment files (either through the attach button or drag-drop). All the resulting multiple URLs are embedded at the top with a line feed separating each URL.

2.5 FILE TYPES AND SIZES

SP Attach supports all file types that Outlook allows as e-mail attachments. We have tested *SP Attach* with files up to 37 MB, and files of that size does not give any problems. However, if you don't have a good connection speed, a 37 MB file will take some time to upload.

Outlook items (e-mails, tasks etc.) cannot be uploaded to SharePoint with *SP Attach*. Instead they will be added as a normal attachments.

3 INSTALLATION

SP Attach has to be installed on every computer where it should be used. Click the downloaded file **SPAttachSetup.msi** to start the installation.

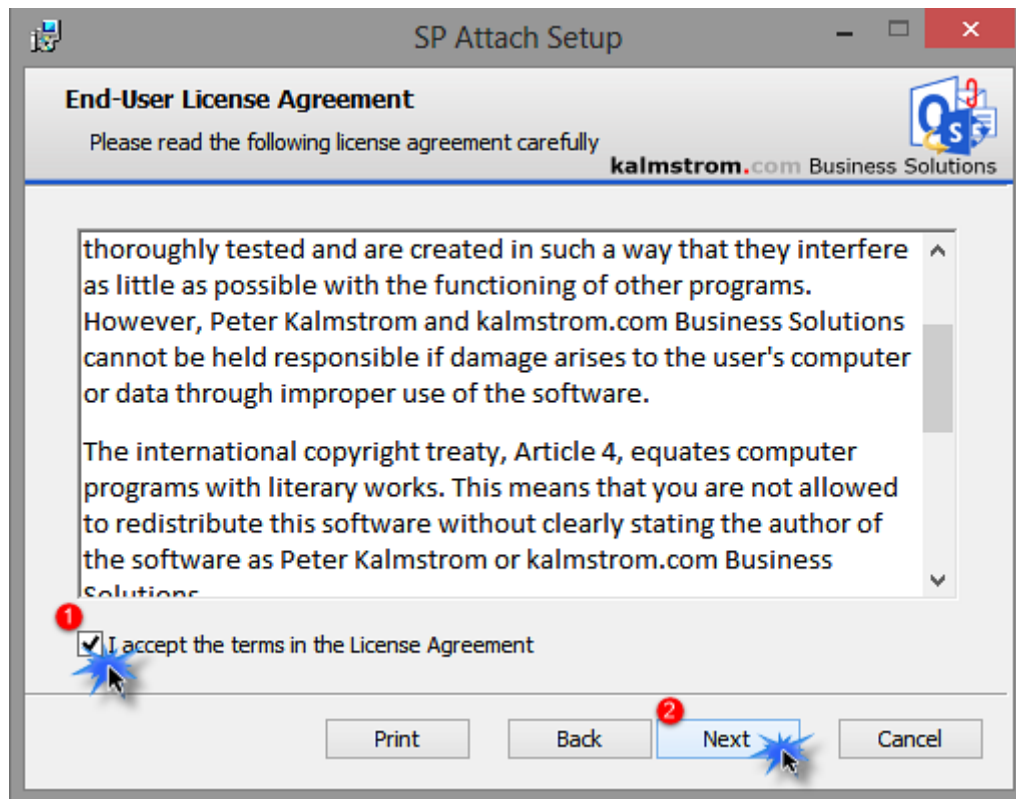
The installer suggests that you install *SP Attach* in a kalmstrom.com folder under Program Files, but you can select another folder by clicking Change.

3.1 START INSTALLATION

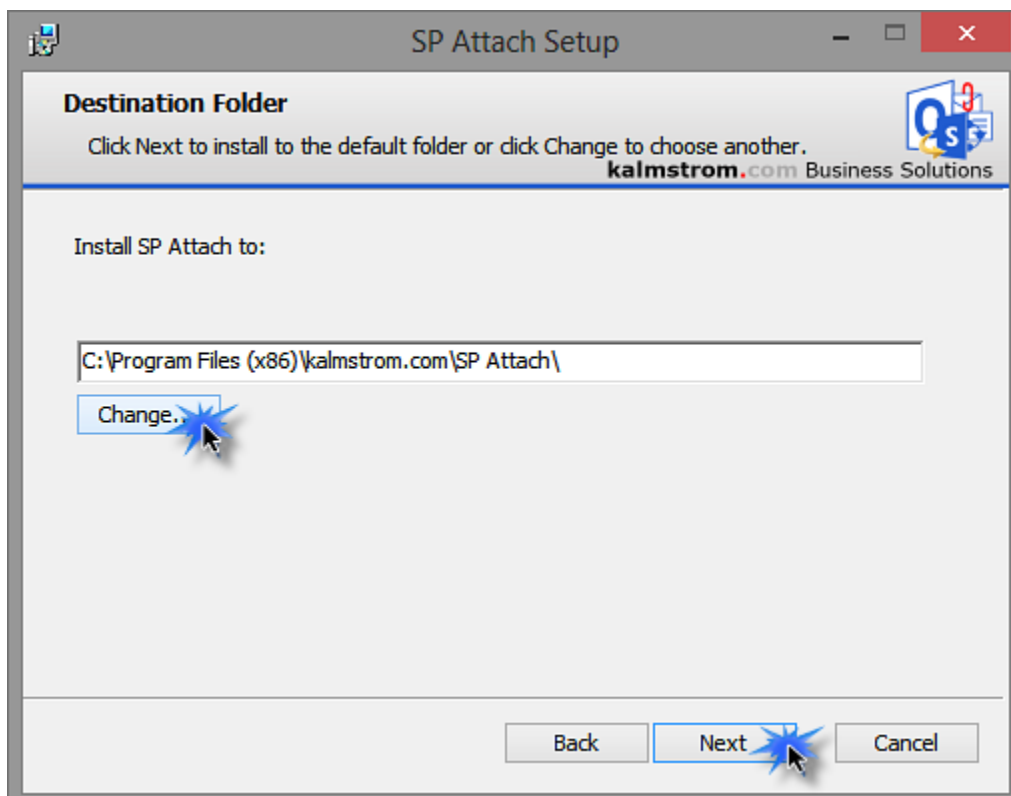
1. Click on the file **SPAttachSetup.msi** to start the installation. An installation wizard will be shown.
2. Click Next.



3. Now you are asked to accept the License Agreement. If you don't do that the installation will be cancelled. When you check the box for the License Agreement it will be possible to click Next again.



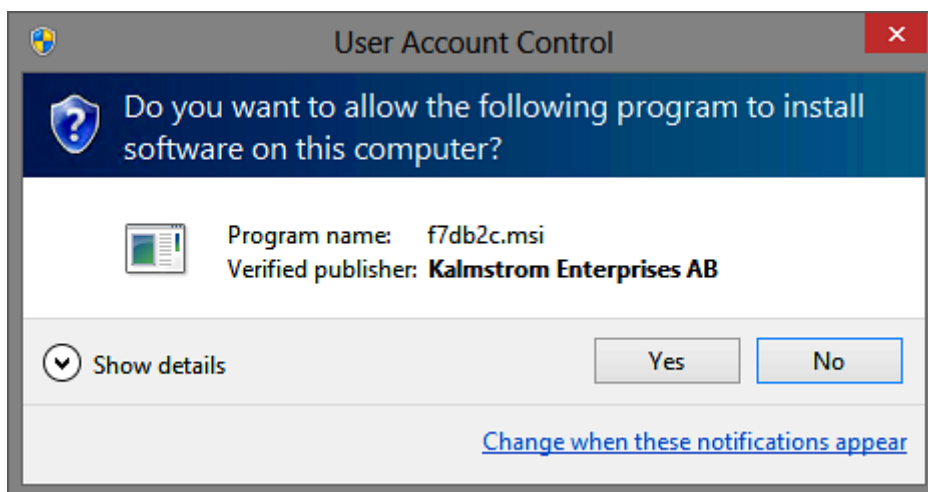
4. Select installation folder. The default installation folder is **Program files (x86)/kalmstrom.com/SP Attach**, but you can change it to another path if you so wish.



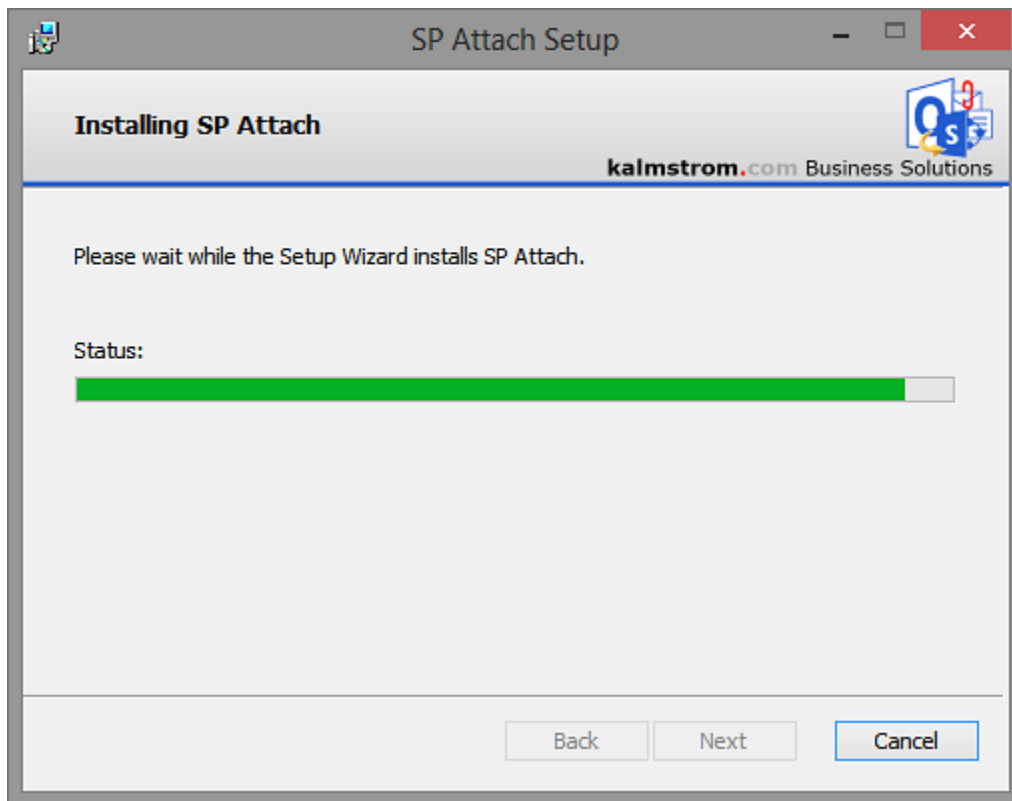
5. When you have chosen or accepted the installation folder, click **Next** and then **Install** to start the installation. Now the actual installation takes place.



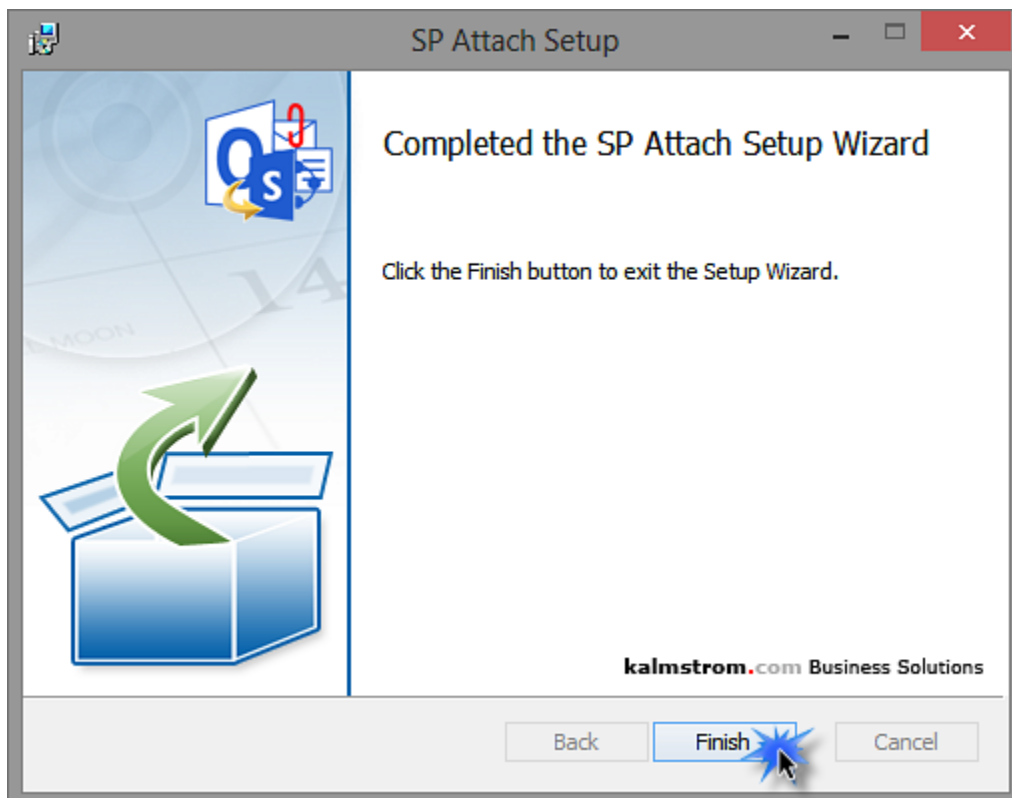
6. When you have clicked Install you will probably be asked by your computer's User Account Control to allow the installer to make changes to your computer. Make sure that the Publisher name is Kalmstrom Enterprises AB, the company behind the brand kalmstrom.com Business Solutions.



7. When you have allowed it, the actual installation will start.



8. When the installation is finished, click Finish to exit.



3.2 FILES

When the installation is finished, you will have the following files in the folder where *SP Attach* is installed: **(Program files (x86)/kalmstrom.com/SP Attach).**

Name	Date modified	Type	Size
SPAHTML	4/23/2015 8:15 PM	File folder	
AddinExpress.MSO.2005.dll	8/12/2013 7:57 PM	Application extens...	2,287 KB
adxloader.dll	4/2/2015 3:51 PM	Application extens...	508 KB
adxloader.dll.manifest	4/2/2015 3:51 PM	MANIFEST File	1 KB
adxloader64.dll	4/2/2015 3:51 PM	Application extens...	717 KB
Interop.SHDocVw.dll	6/24/2013 2:51 PM	Application extens...	136 KB
kalmstrom.dll	4/23/2015 7:43 PM	Application extens...	1,679 KB
kalmstrom.pdb	4/23/2015 6:56 PM	Program Debug D...	1,178 KB
Microsoft.IdentityModel.dll	2/3/2010 4:33 AM	Application extens...	1,078 KB
Microsoft.Office.Interop.Outlook.dll	12/12/2011 6:54 AM	Application extens...	950 KB
Microsoft.Office.Interop.Outlook.xml	4/22/2012 10:23 PM	XML File	4,092 KB
Microsoft.SharePoint.Client.dll	7/16/2012 5:45 PM	Application extens...	282 KB
Microsoft.SharePoint.Client.Runtime.dll	7/16/2012 5:45 PM	Application extens...	146 KB
Microsoft.Vbe.Interop.dll	12/12/2011 6:54 AM	Application extens...	62 KB
Office.dll	12/12/2011 6:54 AM	Application extens...	438 KB
Office.xml	12/12/2011 11:53 ...	XML File	1,076 KB
SafeKalmstrom.dll	5/28/2013 1:05 PM	Application extens...	6,460 KB
SafeKalmstrom64.dll	5/28/2013 1:05 PM	Application extens...	10,273 KB
SecurityManager.2005.dll	8/13/2013 11:48 AM	Application extens...	47 KB
SPACommonCode.dll	4/23/2015 7:43 PM	Application extens...	250 KB
SPACommonCode.pdb	4/23/2015 6:56 PM	Program Debug D...	38 KB
SPAttachments.dll	4/23/2015 7:43 PM	Application extens...	565 KB
SPAttachments.pdb	4/23/2015 6:56 PM	Program Debug D...	102 KB
System.Net.Http.dll	7/9/2013 11:04 AM	Application extens...	177 KB
System.Web.Extensions.dll	9/11/2012 5:01 PM	Application extens...	1,248 KB

After the configuration is finished, there will also be a settings file called **SPAttachSettings.txt** file under C:\Users\[UserName]\AppData\Roaming\kalmstrom.com\SPA\.

Users > designer > AppData > Roaming > kalmstrom.com > SPA			
Name	Date modified	Type	Size
SPAttachSettings.txt	18-Feb-15 8:30 PM	Text Document	1 KB

4 CONFIGURATION

4.1 LAUNCHING THE SETTINGS SCREEN

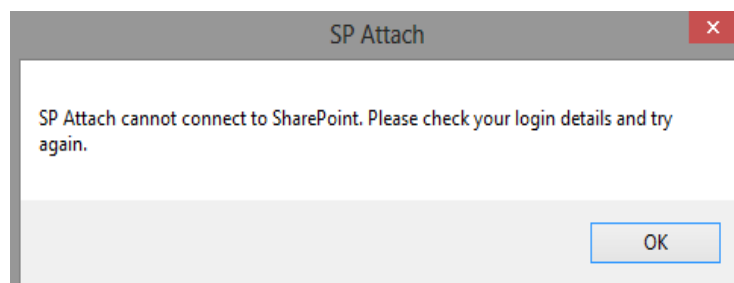
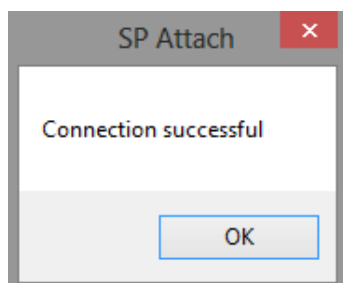
To launch the settings screen, open a new e-mail. In this e-mail *SP Attach* creates a new ribbon group with a Configure button. Use this button to launch the settings form.



4.2 SP ATTACH SETTINGS

When you open *SP Attach* for the **first** time, you will be presented with a Login dialog for selection of SharePoint site. Enter the path to the SharePoint site which has the document libraries you want to use and your login details for that site.

When you have entered your login details, you can click on the Test button to check whether the connection is successful or not.






When the connection was successful, click OK, and *SP Attach* will connect to the SharePoint site and then show **Error! Reference source not found.**, where the document libraries under the site you logged into will be imported. *SP Attach* filters some default libraries (Customized Reports, Form Templates, Site Assets, Site Pages, and Style Library) that should not be used for file sharing.

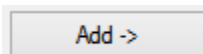
SP Attach filters some default document libraries: Customized Reports, Form Templates, Site Assets, Site Pages, and Style Library. These libraries are normally not used for file sharing and should not burden *SP Attach*.

The left panel of the Settings dialog shows all the document libraries in the site you logged in to, and the right panel shows the document libraries you have added to *SP Attach*. The dialog has buttons through which you can add or remove SharePoint libraries.

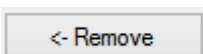
The Settings dialog has three buttons for **site** management:

-  The Plus button will open an empty Login dialog, so that you can add more sites.
-  When you click the Edit button you will be shown the Login dialog with the credentials for the selected SharePoint site, so that you can edit them.
-  Use the Delete button in the Settings dialog to delete sites from *SP Attach*.

The Settings dialog also has two buttons for **library** management:

-  Select the libraries you want to add and click on the Add button to move them to the right panel. You can also add library by double click on it.

When you have several SharePoint sites, select the next site and move libraries from that site also to the right column. All the libraries in the right column will show up in the dropdown where you select default library in the settings screen. They will also be displayed in the dialog where you select library for the attachments upload, *refer to* Library Selection.

-  To remove libraries from *SP Attach*, select them in the right column and click on the "Remove" button. You can also remove library by double click on it.

You can also add or remove one single library by double clicking. For multiple libraries, use Shift or Ctrl + double click. When you click on libraries in the left panel they will be added to *SP Attach*, and when you click on libraries in the right panel, they will be removed from *SP Attach*.

The three checkboxes in the settings dialog have the following functionalities:

- One SharePoint library can be set as default. If you check the box **"Always use the default"**, you will not be asked where to publish the files you attach to your e-mails.

Do *not* check this box if you sometimes want to send attached files and not links, because with the "Always use the default" checkbox checked, *SP Attach* will automatically publish all files you attach to e-mails to the default library.

- **"Ask before adding attachment to SharePoint"**. If you check this box you will always be asked to confirm if you want to add the attachment to SharePoint. For example, if you have checked the first check box, to always use the default library, you might want to have a chance to confirm before you send the attachment to SharePoint.



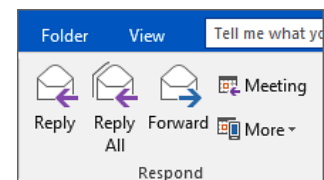
If you answer No to the confirmation message, the file will be sent as a normal e-mail attachment.

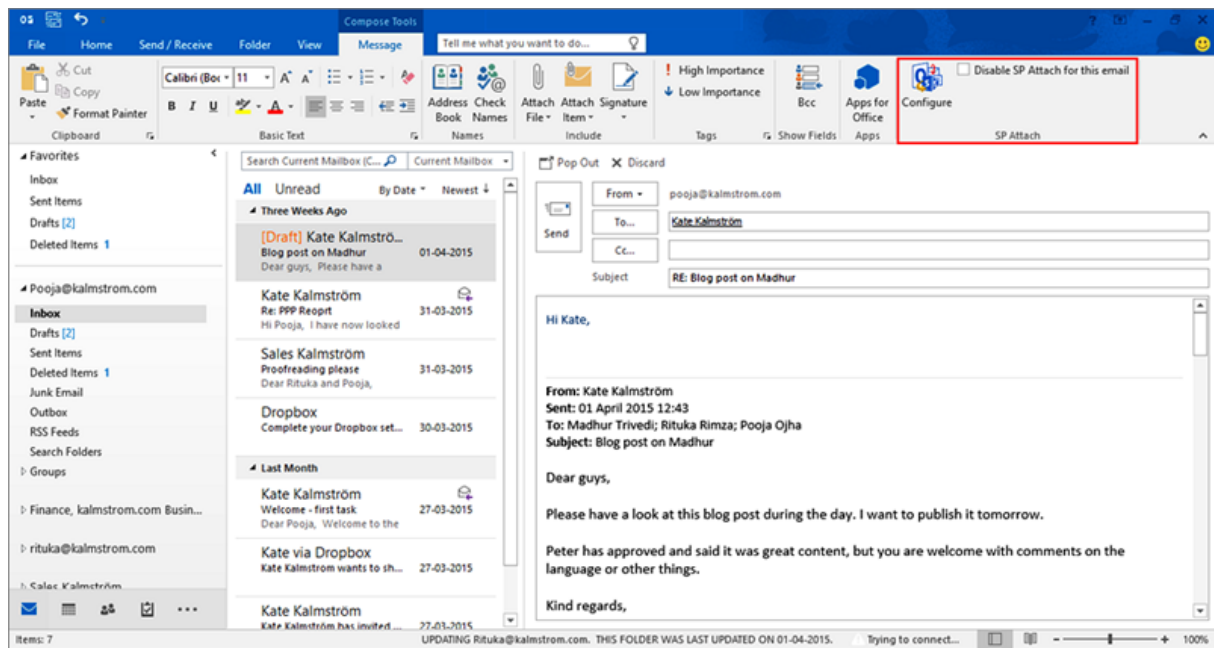
- If you don't want to use *SP Attach* for some time, you can check the box **"Disable SP Attach"**. Then you will be able to add attachments in Outlook as before you installed *SP Attach*.

Once all your settings have been configured, click OK to save the changes.

4.2.1 INLINE RESPONSE

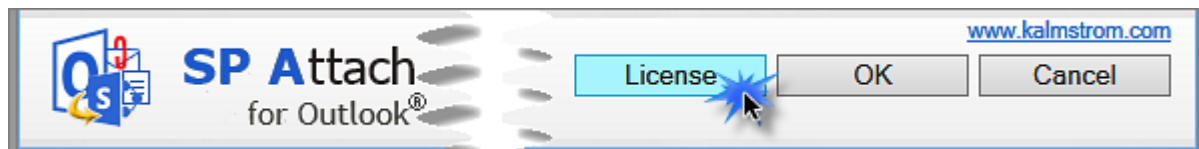
When you select an e-mail in the Inbox of Outlook 2013 and use one of the buttons in the Respond ribbon group to answer or forward it, the *SP Attach* ribbon group will be shown in the ribbon of your message.





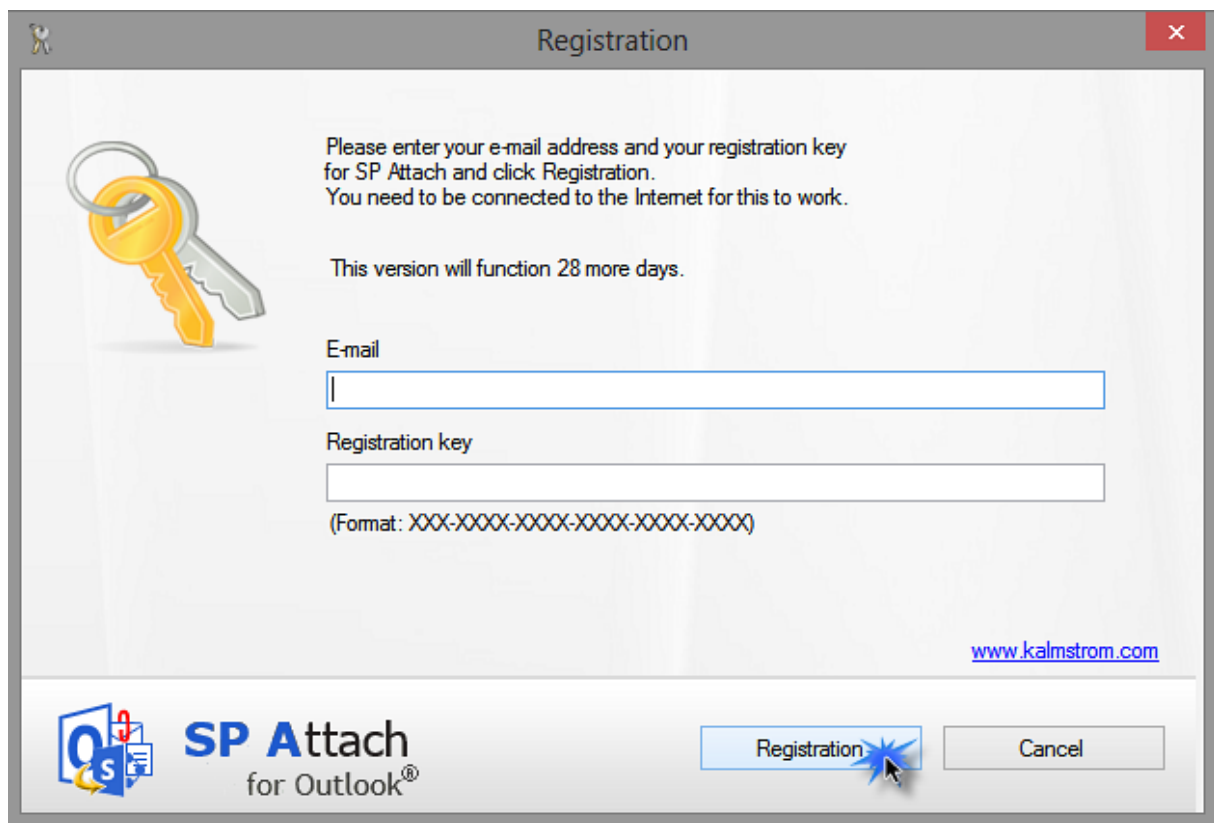
5 REGISTRATION AND TRIAL

When the 30 days evaluation period has expired, *SP Attach* must be registered to continue working. You can reach the registration dialog via the License button in the Settings form. The registration dialog will also be shown automatically when the trial has expired.



Register *SP Attach* with the registration key you have received from kalmstrom.com and an e-mail address with your company domain. Some organizations prefer to use a separate e-mail address for this registration, to not be dependent on an individual staff member.

Each user within the organization has to register *SP Attach*, using the same e-mail address and registration key.



The image shows a 'Registration' dialog box for 'SP Attach for Outlook'. It features a key icon on the left. The text inside says: 'Please enter your e-mail address and your registration key for SP Attach and click Registration. You need to be connected to the Internet for this to work.' Below this, it states 'This version will function 28 more days.' There are two input fields: 'E-mail' and 'Registration key'. The 'Registration key' field has a format hint: '(Format: XXX-XXXX-XXXX-XXXX-XXXX-XXXX)'. At the bottom right, there is a 'Registration' button with a mouse cursor clicking it, and a 'Cancel' button. The Kalmstrom logo and 'SP Attach for Outlook' text are at the bottom left, and the website 'www.kalmstrom.com' is at the bottom right.

After registration the License button in the settings form will be hidden.

6 UPGRADE

To upgrade *SP Attach*, close Outlook, download the latest version from the kalmstrom.com website and run the .msi file.

When you run the *SP Attach* setup file, the installation wizard will know if there is an existing installation. When there is, that installation will be upgraded and no new installation will take place. Therefore the upgrade looks just like the new installation.

7 SUBSCRIPTION

If your organization is a Premium Subscriber, or a Medium subscriber who uses a kalmstrom.com SharePoint Solution, you may use *SP Attach* without any extra costs.

You may also subscribe to *SP Archive* separately, refer to please refer to <http://www.kalmstrom.com/products/SPAttach/Purchase.htm>

8 SUPPORT

When you subscribe to *SP Attach*, the kalmstrom.com Support Services are included in the subscription.

The kalmstrom.com Support Services give the following assistance:

- Free upgrades
- Your e-mails answered within 24 hours*
- Remote connection services
- Influence on future versions and features

*during Western Europe working days

9 CONTACT

The solutions of kalmstrom.com Business Solutions are supposed to be very easy to deploy, use and manage. However, if you have any kind of problem or questions about our software, there are several ways of contacting us:

E-mail	support@kalmstrom.com	Technical issues
	sales@kalmstrom.com	General and sales issues
Telephone	+46 739 206 106	Within USA: (800) 518-4155
Chat online	www.kalmstrom.com	

10 UNINSTALLATION

Uninstall *SP Attach* via the Control Panel, Programs and Features. Select "SP Attach" from the list of installed applications and click on Uninstall. You will be asked to confirm the action. Click Yes to complete the uninstallation.

