



# infoRouter Add-in for MS Outlook

Compatible with MS Office versions 2000 – 2010

# infoRouter Add-in for MS Outlook

Edward - Microsoft Outlook

File Edit View Go Tools Actions Outlook Connector Help infoRouter

Type a question for help

New Reply Reply to All Forward Send/Receive Search address books

Send emails to infoRouter Send attachments to infoRouter

Mail Edward Search Edward

Favorite Folders From Subject Received Size Categories

Documentation you requested Wed 2/9/2011... 649 KB

Simply select one or more emails from Outlook and click on the "Send emails to infoRouter" button.

**Documentation you requested**  
Edward Manning [edwardm@inforouter.com]  
Sent: Wed 2/9/2011 5:07 AM  
To: support@inforouter.com

Message Administrators-Getting-Started-Guide-V80.pdf (104 KB) Import\_Export\_Tool\_Installation\_Guide.pptx (540 KB)

Hello Support,

I have attached the documentation you requested.

Best regards,

Edward Manning  
Documentation Specialist  
Active Innovations, Inc.

Note that you can also choose to send only the attachments to infoRouter. The attachments then become ordinary documents in infoRouter.

1 Item

Edward - Microsoft Outlook

File Edit View Go Tools Actions Outlook Connector Help infoRouter

Type a question for help

New Reply Reply to All Forward Send/Receive Search address books

Send emails to infoRouter Send attachments to infoRouter

Mail

Favorite Folders

Drag Your Favorite Folders

Mail Folders

All Mail Items

Personal Folders

- Deleted Items (2)
- Drafts
- Inbox
  - Access
  - Activity Report
  - Citi
  - Dekontlar
  - Design
  - Edward
  - Expiration No
  - infoRouter Iss
  - infoRouter Liv
  - InfoRouter Ne
  - InfoRouter Ne
  - inforouter Ne

Mail

Calendar

Documentation Specialist

Connect to infoRouter - Office Add-in



**Connect to infoRouter**

URL :

infoRouter service url.  
Example : http://myserver/infoRouter

User name :

infoRouter user name.

Password :

infoRouter userpassword.

Remember my password.

OK Cancel

Enter your infoRouter credentials and click "ok" to login to infoRouter

### Email Properties

infoRouter folder:

Email name:

Description:

Keywords:

Do not publish this version

Submit to workflow:

Select a workflow

Retention

Sat, 09 February 2013

Set retention here

Attachments:

Name	Length	Type
<input checked="" type="checkbox"/> Administrators-Getting-Started-Guide-V80.pdf	104 KB	Attachmen
<input checked="" type="checkbox"/> Import_Export_Tool_Installation_Guide.pptx	539 KB	Attachmen

The e-mail attachments can be controlled here.

Document type

Select document type

### Custom Properties

Empty area for custom properties.

Select an infoRouter folder to upload your email

### Email Properties

infoRouter folder:

/XBR 900 Project 2/Scanned Documents



Email name:

Document

Description:

Document

Keywords:

Do not pub

Submit to work

Retention

Attachments:

Name

Admini

Import

Document type

Generic

### Custom Properties

Dropdown menu

Add

### infoRouter Folders

Folder Browser | Folder Search

Look in :

/XBR 900 Project 2

- Name
- ...
- Collateral
- Distributors
- Engineering
- Scanned Documents
- te
- XBR Warranty Specifications

Previous

Next

New folder

OK

Cancel

1 to 6 of 6

Submit

Close

**Email Properties**

infoRouter folder:

/XBR 900 Project 2

Email name:

Documentation you requested

Description:

Documentation you requested

Keywords:

Technical documentation, Tools

 Do not publish this version

Submit to workflow:

Retention

Forever

Sat, 09 February 2013

Attachments:

Name	Length	Type
<input checked="" type="checkbox"/> Administrators-Getting-Started-Guide-V80.pdf	104 KB	Attachment
<input checked="" type="checkbox"/> Import_Export_Tool_Installation_Guide.pptx	539 KB	Attachment

Document type

Generic

**Custom Properties**

Staff

Add

Incoming Fax  
Invoice  
Letter  
Staff  
Video

A system custom property (META) called "Email" is automatically filled in and stored. You may also wish to assign additional Custom Properties to emails.

Submit

Close

Status - Sending e-mails to infoRouter

The following email was successfully uploaded.

12473 [Documentation you requested](#)

The e-mail is now stored in infoRouter.

Copy to Clipboard

Close

- Document Libraries
  - Accounting
  - Accounting 3
  - Accounting4
  - Accounting6
  - ext-Market Research
  - Hebele
  - Incoming
  - XBR 900 Project 2**
    - Collateral
    - Distributors
    - Engineering
    - Scanned Documents
    - te
    - XBR Warranty Specifications

### XBR 900 Project 2

	Name	Size	Format	
<input type="checkbox"/>	te		Folder	
<input type="checkbox"/>	XBR Warranty Specifications		Folder	
<input type="checkbox"/>	Administrators-Getting-Started-Guide-V80.pdf	104 KB	Office Document	9 Feb
<input type="checkbox"/>	Documentation you requested.email	645 KB	email message	9 Feb
<input type="checkbox"/>	Import_Export_Tool_Installation_Guide.pptx	539 KB	Office Document	9 Feb
<input type="checkbox"/>	XBR 900.docx	10 KB	Office Document	14 Jan
<input type="checkbox"/>	XBR-Line of Products.docx	10 KB	Office Document	14 Jan
<input type="checkbox"/>	XBR900-Specifications.docx	13 KB	Office Document	7 Feb



This is how the e-mail will look like when clicked form within infoRouter.

http://192.168.1.26/docs/XBR%20900%20Project%202/Documentation%20you%20requested.email - Windows Internet Explorer

http://192.168.1.26/docs/XBR%20900%20Project%202/

Google

Snagit

Favorites

http://192.168.1.26/docs/XBR%20900%20Project...

[Show Header](#)

### Documentation you requested

**From :** Edward Manning 'edwardm@inforouter.com'

**To :** 'support@inforouter.com';

**Sent :** 9 February 2011 05:07:25

**Attachments :** [Administrators-Getting-Started-Guide-V80.pdf](#) (104KB) [Import Export Tool Installation Guide.pptx](#) (539KB)

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Hello Support,

I have attached the documentation you requested.

Best regards,

Edward Manning  
Documentation Specialist  
Active Innovations, Inc.

You may click on attachments and view them

Done

Internet | Protected Mode: On

100%

When an e-mail is stored in infoRouter, it becomes a permanent record that cannot be checked out or edited.

The default settings of infoRouter allow the uploads of emails into infoRouter in a form that is “as received”. You cannot selectively change the body text or upload selected attachments. This is to ensure that the infoRouter copy is identical to the one received. However, there is a system setting that will allow “partial uploads”.

The body of the e-mail, the subject and the attachments are fully indexed so it is very easy to search for and find e-mails in infoRouter.



# infoRouter Add-in for MS Outlook

Did you know about the infoRouter Forum site?  
24/7 Access to information about infoRouter

<http://forum.inforouter.com>