



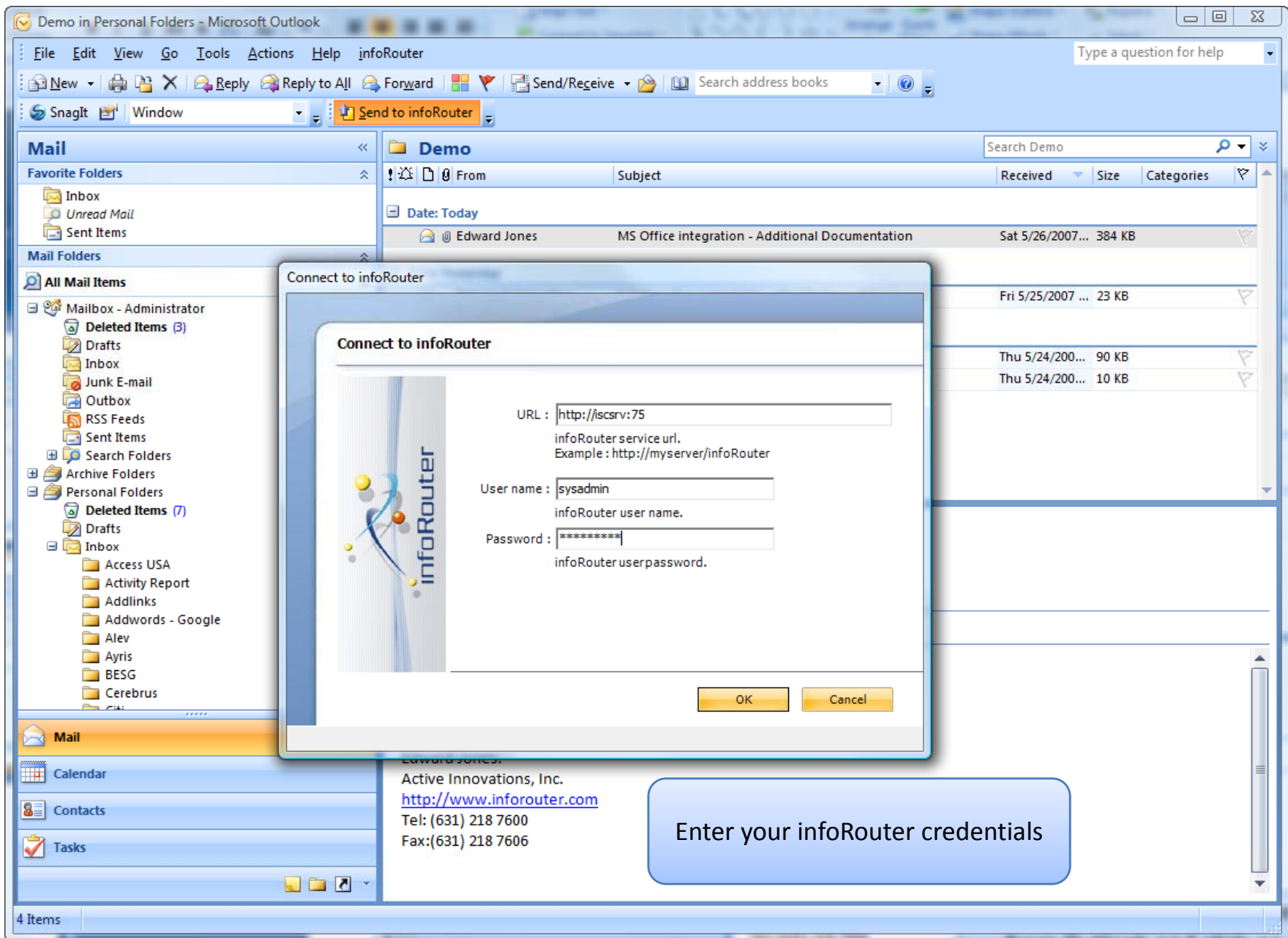
infoRouter

MS Outlook Versions 2000 – 2007
infoRouter integration

MS Outlook – infoRouter integration

The screenshot shows the Microsoft Outlook interface with the following elements:

- Menu Bar:** File, Edit, View, Go, Tools, Actions, Help. The **infoRouter** button is highlighted in red.
- Toolbar:** New, Reply, Reply to All, Forward, Send/Receive, Search address books. The **Send to infoRouter** button is highlighted in red.
- Mail Folders:** Favorite Folders (Inbox, Unread Mail, Sent Items), Mail Folders (All Mail Items, Mailbox - Administrator, Deleted Items, Drafts, etc.), Personal Folders (Deleted Items, Drafts, Inbox, etc.).
- Email List:** A table of emails with columns for Date, From, Subject, Received, Size, and Categories. The selected email is from Edward Jones, dated Sat 5/26/2007, with a size of 384 KB.
- Callout Box:** A blue box with white text stating: "Simply select one or more emails from Outlook and click on the infoRouter button."
- Email Content:** The selected email is titled "MS Office integration - Additional Documentation" and is from Edward Jones [reports@inforouter.com]. It includes attachments for "LDAP Manager.pptx (203 KB)" and "EmailScanner.pptx (175 KB)". The body text reads: "Dear Support, Here is the additional documentation you requested. Edward Jones. Active Innovations, Inc. <http://www.inforouter.com> Tel: (631) 218 7600 Fax:(631) 218 7606".



infoRouter Mail Upload Tool

Document properties

infoRouter folder: ...

Name:

Subject:

Keywords:

Submit to workflow: **Select a workflow**

Retention: **Set retention here**

Attachments:

Name	Length
<input checked="" type="checkbox"/> LDAP Manager.pptx	203 KB
<input checked="" type="checkbox"/> EmailScanner.pptx	175 KB

Document Type

properties

Custom properties: Add

Submit **Cancel**

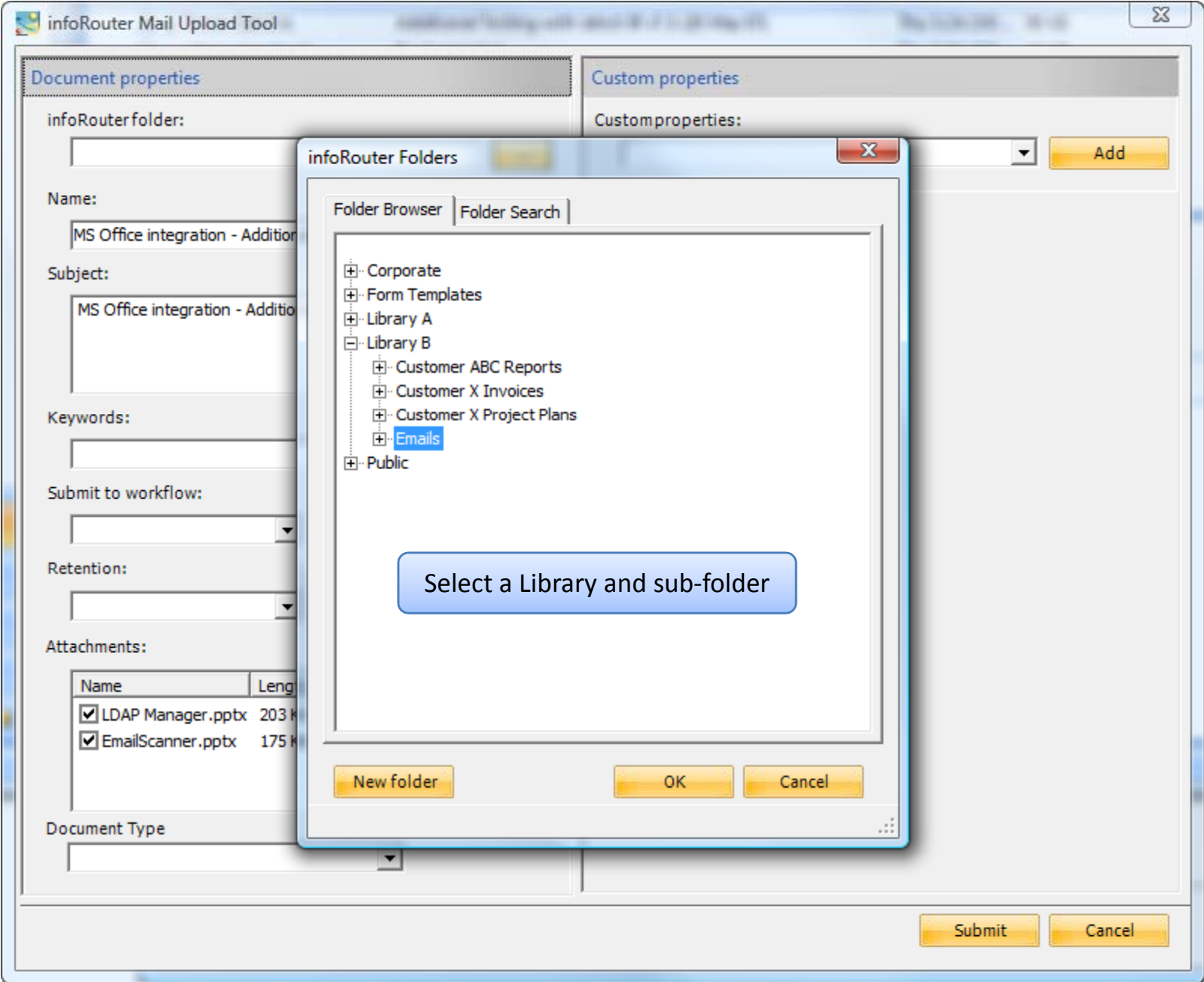
Select an infoRouter folder to upload your email

The subject of the email will be used as the document name

The subject of the email will be used as the document description

System settings determine if you can choose to exclude attachments

Select document type



Document properties

infoRouter folder:

Name:

MS Office integration - Addition

Subject:

MS Office integration - Addition

Keywords:

Submit to workflow:

Retention:

Attachments:

Name	Length
<input checked="" type="checkbox"/> LDAP Manager.pptx	203 K
<input checked="" type="checkbox"/> EmailScanner.pptx	175 K

Document Type

Custom properties

Customproperties:

Add

infoRouter Folders

Folder Browser | Folder Search

- [-] Corporate
- [-] Form Templates
- [-] Library A
- [-] Library B
 - [-] Customer ABC Reports
 - [-] Customer X Invoices
 - [-] Customer X Project Plans
 - [-] Emails
- [-] Public

Select a Library and sub-folder

New folder

OK

Cancel

Submit

Cancel

infoRouter Mail Upload Tool

Document properties

infoRouter folder:
/Library B/Emails

Name:
MS Office integration - Additional Documentation

Subject:
MS Office integration - Additional Documentation

Keywords:

Submit to workflow:
None

Retention:
3 years

Attachments:

Name	Length
<input checked="" type="checkbox"/> LDAP Manager.pptx	203 KB
<input checked="" type="checkbox"/> EmailScanner.pptx	175 KB

Document Type:
Generic

Custom properties

Custom properties:
Project Properties

Project Properties

Project Name:
Very secret project X

Project Code:
X9100-9387

Project Deadline:
Sat, 26 May 2007

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 Cancel

Status

Status

Email uploaded successfully.

Document id : 10856;

URL : <http://iscsrv:75/DocumentProperties.aspx?DocumentID=10856>

The email is now stored in infoRouter.

OK

infoRouter Demo Portal - Windows Internet Explorer

http://iscsrv:75/doclib/default

File Edit View Favorites Tools Help

Google G

Go Bookmarks PageRank 0 blocked Check AutoFill Settings Snagit

infoRouter Demo Portal

infoRouter Demo Portal

Home Document Library Categories Search System Administrator Control Panel Help

Libraries

- Corporate
- Form Templates
- Library A
- Library B
- Customer ABC Reports
- Customer X Invoices
- Customer X Project Plans
- Emails
- Public

New Edit Tools View Link To Modules

Emails

Open Web Folder

Name	Action	Size	Document Format	Modified	Owner
MS Office integration - Additional Documentation .email		382 KB	email message	26 May 2007 07:53:27	System Administrator

Previous 1 to 1

http://iscsrv:75/docs/Library%20B/Emails/MS%20Office%20integration%20-%20Additional%20Documenta - Windows Internet ...

http://iscsrv:75/docs/Library%20B/Emails/MS%20Office%20integration?

File Edit View Favorites Tools Help

Google G

Go Settings Snagit

http://iscsrv:75/docs/Library%20B/Emails/MS%2...

[Show Header](#)

Subject : MS Office integration - Additional Documentation

From : Edward Jones 'reports@inforouter.com'

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

Sent : 2007-05-26 11:53:27

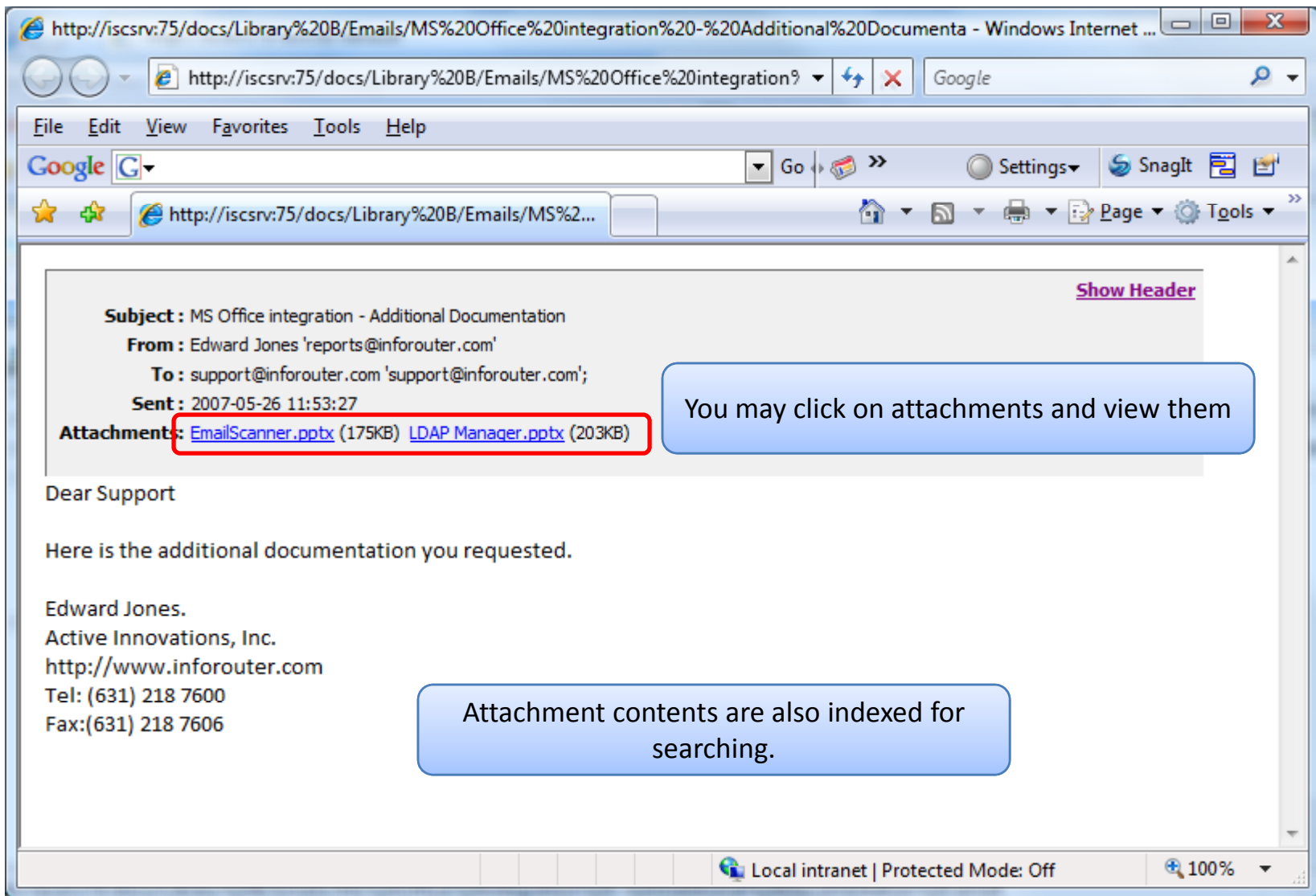
Attachments: [EmailScanner.pptx](#) (175KB) [LDAP Manager.pptx](#) (203KB)

Dear Support

Here is the additional documentation you requested.

Edward Jones.
 Active Innovations, Inc.
<http://www.inforouter.com>
 Tel: (631) 218 7600
 Fax:(631) 218 7606

Local intranet | Protected Mode: Off 100%



Subject : MS Office integration - Additional Documentation
From : Edward Jones 'reports@inforouter.com'
To : support@inforouter.com 'support@inforouter.com';
Sent : 2007-05-26 11:53:27
Attachments: [EmailScanner.pptx \(175KB\)](#) [LDAP Manager.pptx \(203KB\)](#)

[Show Header](#)

You may click on attachments and view them

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Attachment contents are also indexed for searching.