



Mail2Share

Installation Guide

Version 5.4



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- Edition number or publication date (from the title page)
- Your name
- Your company's name

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1. ABOUT THIS DOCUMENT

This document provides information about the installation and activation of the **Techtra Mail2Share** software.

1.1. HOW TO INTERPRET ICONS IN THIS DOCUMENT



The information in the message boxes displaying this icon, are highlighted to attract your attention so you don't miss an important detail.



This warning icon indicates that the message contained in this message box is critical information that must be applied.



The message boxes provided with this icon gives you a tip or redirects you to a more detailed documentation.



This icon indicates that the following table contains descriptions on setting parameters or options to configure the software.

1.2. INTENDED AUDIENCE

The procedures in this guide are intended to be performed by a person who is qualified in the installation and servicing of computer software and the **SharePoint®** technologies.

1.3. MAIL2SHARE – SHAREPOINT EMAIL MANAGER

Mail2Share is an email management solution fully integrated with Outlook, allowing SharePoint users to save their emails and attachments directly in SharePoint documents libraries.

Mail2Share automates email indexing in a global enterprise-class content management infrastructure, allowing organizations to automatically capture, manage, and classify strategic records in one place, in a very user-friendly manner. By using Mail2Share, companies around the world can boost collaboration and communication on their project teams, while improving their security and operational effectiveness and avoiding potential penalties during litigation or audits.

NOTE

In order to be able to explore all of the functionalities that can be used, it is strongly recommended to activate Mail2Share. Please refer to the **Activation section of this Guide** to activate your license properly.



2. TECHNICAL SPECIFICATIONS

Mail2Share is compatible with the following SharePoint technologies:

- Microsoft® Windows® SharePoint Services (WSS) version 3.0
- Microsoft® Office SharePoint Server (MOSS) 2007
- Microsoft® SharePoint Foundation 2010
- Microsoft® SharePoint Server 2010

Mail2Share works with the following versions of Microsoft Outlook:

- Microsoft® Office 2003
- Microsoft® Office 2007
- Microsoft® Office 2010 (Office suite 32-bit or 64-bit)

2.1. CONFIGURATIONS REQUIRED

Techtra recommends the following configurations, in order to guarantee a consistent user experience.

Client-side Hardware Requirements:

- 1 GB of memory or higher
- 2 GB available hard disk space
- SVGA video card compatible with Windows
- CD-ROM drive (if installation is done from a CD-ROM)
- Screen resolution 1024x768 pixels (recommended)

Client-side Software Requirements:

Operating System:

- Microsoft® Windows® XP (32-bit and 64-bit) or,
- Microsoft® Windows® Vista (32-bit and 64-bit) or,
- Microsoft® Windows® 7 (32-bit and 64-bit) or,
- Microsoft® Windows® 2003 Server or,
- Microsoft® Windows® 2008 Server

Microsoft Outlook:

- Microsoft® Outlook 2003 or,
- Microsoft® Outlook 2007 or
- Microsoft® Outlook 2010 (Office suite 32-bit or 64-bit).



WARNING!

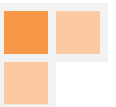
The Mail2Share program needs the following component installed and up-to-date in order to run effectively: **Microsoft .Net Framework 3.5 SP1**

<http://www.microsoft.com/downloads/en/details.aspx?>



Server-side Software Requirements:

- Microsoft® Windows® SharePoint Services (WSS) version 3.0 or,
- Microsoft® Office SharePoint Server (MOSS) 2007 or,
- Microsoft® SharePoint Foundation 2010 or,
- Microsoft® SharePoint Server 2010 and
- IIS 6.0 or higher.



3. MAIL2SHARE INSTALLATION

Mail2Share application can be deployed manually to specific machines or automatically on multiple computers throughout the organization using the **System Center Configuration Manager (SCCM)** or the **Microsoft Windows Group Policy (GPO)** mechanism and the **Active Directory service**.

NOTE

Mail2Share is a client-only application - there are **no server modifications required in SharePoint**.

To install Mail2Share, please choose from one of the next three methods:

- Manual installation using an .EXE installer
- Automatic installation using the Group policies
- Automatic installation using the SCCM

3.1. MANUAL INSTALLATION USING AN .EXE INSTALLER

This method can be used when the number of computer to configure is relatively low because it has to be repeated on **each** computer or workstation.

There are two different ways to start the Mail2share installation assistant:

- From the installation CD-ROM or,
- From a web download package

NOTE

The **Microsoft .Net Framework 3.5 SP1** component must be installed on your computer or workstation, before the Mail2Share Setup Wizard is launched.

3.1.1. LAUNCH THE MAIL2SHARE SETUP WIZARD FROM A CD-ROM

Step 1 - Insert the CD in the CD-ROM drive. Follow the next steps if the installation is not starting automatically, otherwise you just have to follow the instructions on the screen.

Step 2 - Click on My computer and right-click on the **CD-ROM** drive to select the **Explore** item from the contextual menu

Step 3 - Locate and double-click on the **Mail2Share V5.3 Setup.exe** file

Step 4 - Go to Step 5 on **page 8** and follow the instructions of the Mail2Share Setup Wizard to complete the installation



3.1.2. LAUNCH THE MAIL2SHARE SETUP WIZARD FROM A WEB DOWNLOAD

NOTE

Please make sure the **Microsoft .Net Framework 3.5 SP1** component is installed on your computer or workstation, before you launch the Mail2Share installation wizard.

Step 1 - Download the installation package from the Techtra Downloads Web site

Step 2 - Unzip and Extract the content of the installation package file to a temporary directory on the desktop or in your documents

Step 3 - Double-click on the **Mail2Share V5.3 Setup.exe** file

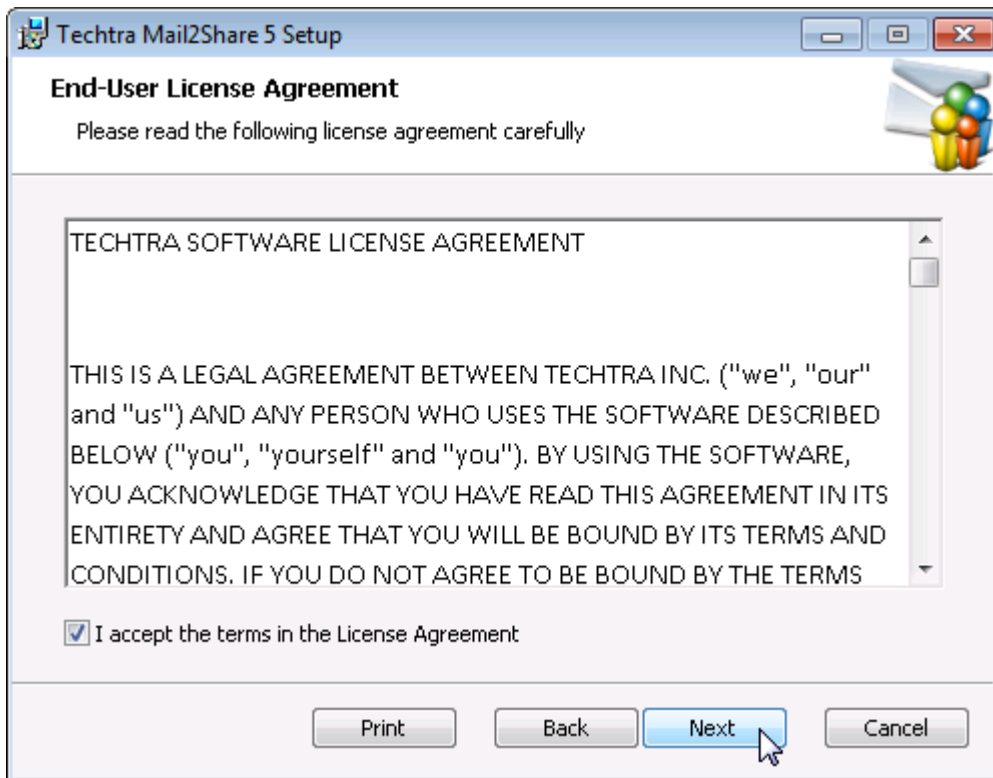
Step 4 - Follow the instructions of the Mail2Share Setup Wizard to complete the installation

3.1.3. INSTALL MAIL2SHARE

Now that the Mail2Share Setup Wizard is launched, please follow the next easy steps to finish the software installation:

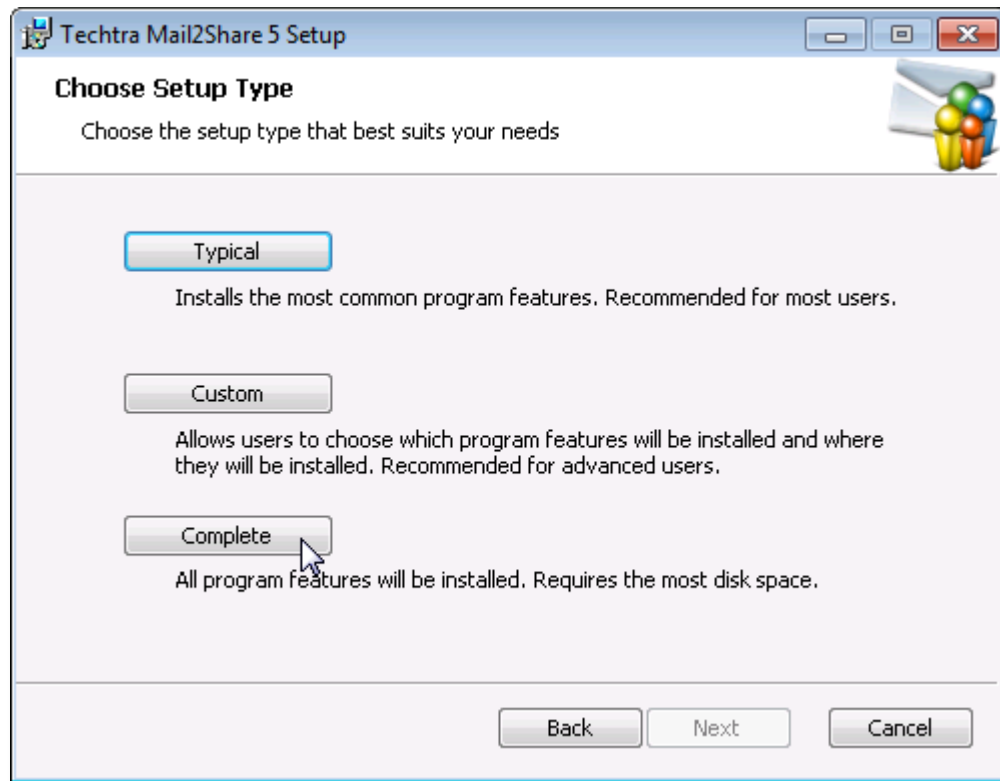
Step 5 - To start the installation process, click the **Next** button

Step 6 - Read the software license Agreement, select **“I accept the terms in the license agreement”** and Click the **Next** button



Step 7 - Click on the **Install** button

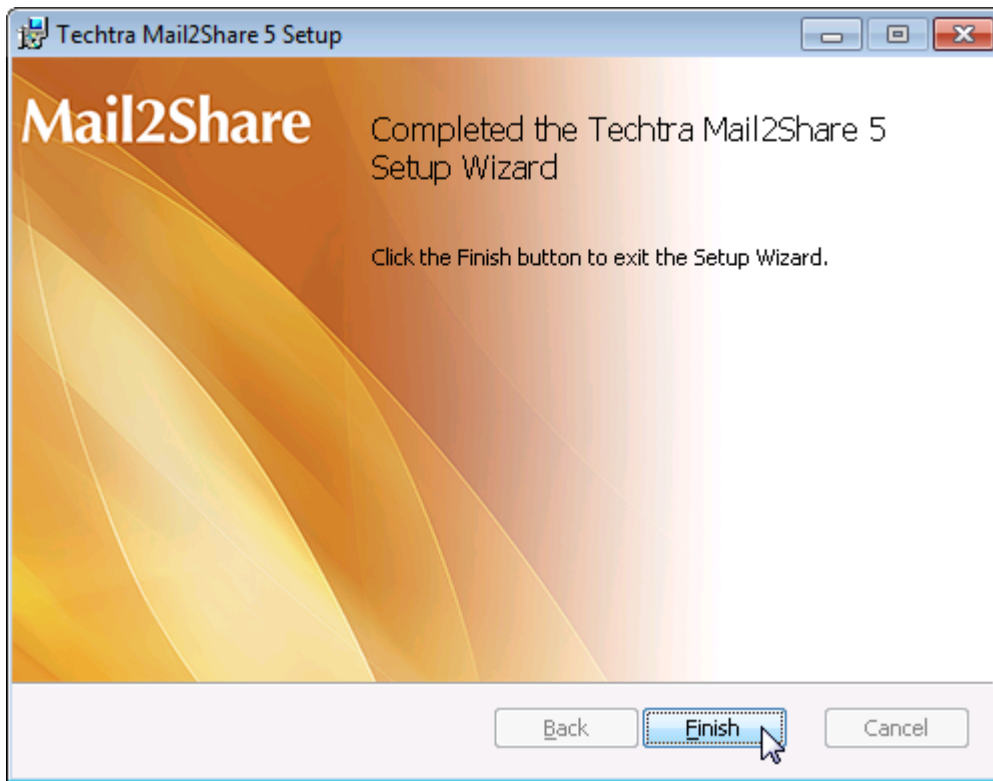
Step 8 - The Mail2Share wizard will ask you to select the Setup type you wish to perform, click on the **Complete** to be able to use all of the **Mail2Share 5.3** features :



Step 9 - If Microsoft Outlook is running, the Mail2Share Setup Wizard will detect it and ask the permission to close it for you.

Step 10 - Click on the **Finish** button to finalize the Mail2share installation :





Congratulations! You have successfully installed Mail2Share on your computer.



WARNING!

It is recommended to reboot your computer and check for available Windows updates after Mail2Share installation.

3.2. AUTOMATIC INSTALLATION USING THE GROUP POLICY (GP)

Group Policy (GP) and the **Active Directory services** infrastructure in Windows Server 2003/2008 enable IT administrators to automate one-to-many management of users and computers. Administrators can implement security settings, enforce IT policies, and distribute software across a given site, domain, or range of organizational units (OU).

Mail2Share uses Group Policy Software Installation to enable enhanced deployment on a Windows network. The Group Policy settings created for Mail2Share are contained in a Group Policy object (GPO).

Mail2Share makes use of the **“Assign Mail2Share to a computer” GPO deployment scenario.**



3.3. AUTOMATIC INSTALLATION USING SCCM

System Center Configuration Manager (SCCM) is a systems management software product by Microsoft for managing large groups of Windows-based computer systems. The Configuration Manager provides remote control, patch management, software distribution, operating system deployment, and hardware and software inventory.

Mail2Share fully support the deployment using SCCM 2007.



TIP

For a detailed description of the Mail2Share network deployment, please see the ***Administrator Guide - Mail2Share network deployment using Microsoft SCCM or Windows Group Policy.***



4. MAIL2SHARE ACTIVATION

Now that you have successfully installed Mail2Share, you must open the Microsoft Outlook program to use it.

When Outlook is reloaded, you will be prompted to activate Mail2Share. It is important to activate Mail2Share to be able to fully experiment all of the functionalities and options available.

NOTE

When the 30-days evaluation version of Mail2Share is not activated on your computer, the above screen will appear every time you open the Microsoft Outlook program.

If your 30-days evaluation version has come to the end and you have chosen to acquire the full version and take advantage of the SharePoint E-mail Manager solution, please activate it by following one of the methods described below:

4.1. ON-LINE ACTIVATION

To permanently activate Mail2Share, select the **New Activation** option.

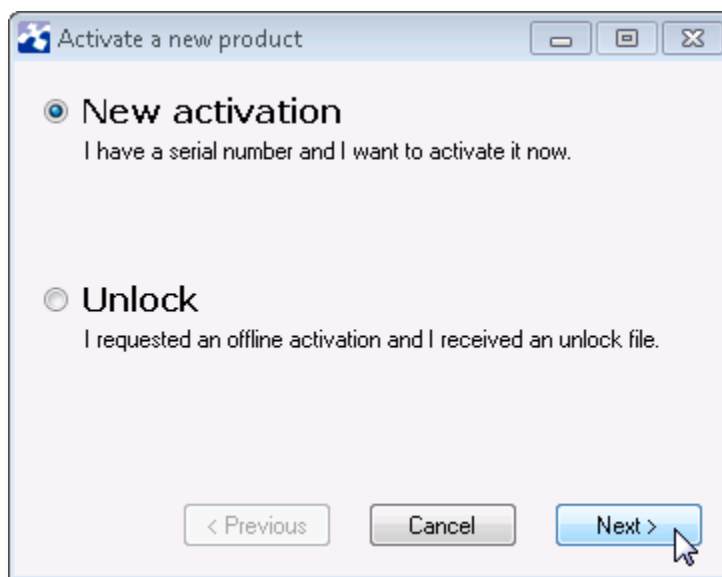
WARNING!

An active internet connection must be accessible to completely activate your product or you will have to follow the **Off-line Unlock Activation** method.

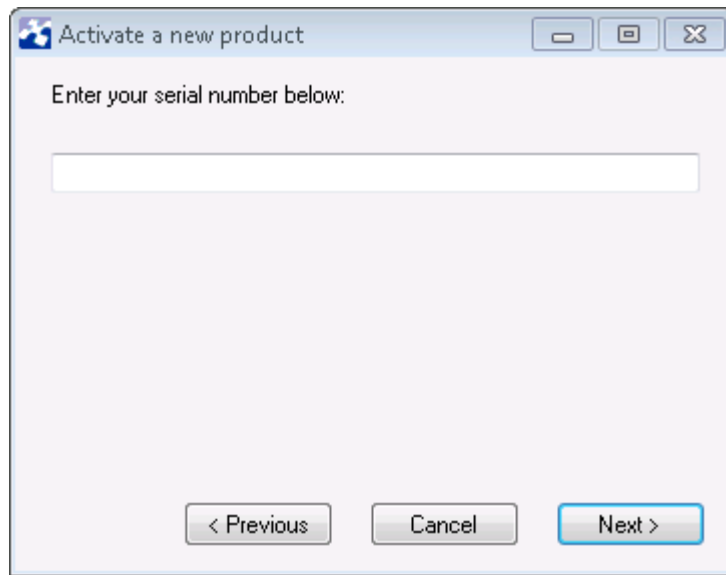
Step 1 - In the **Activate a new product** window, click the **Ok** button to continue

Step 2 - Select the **New Activation** option

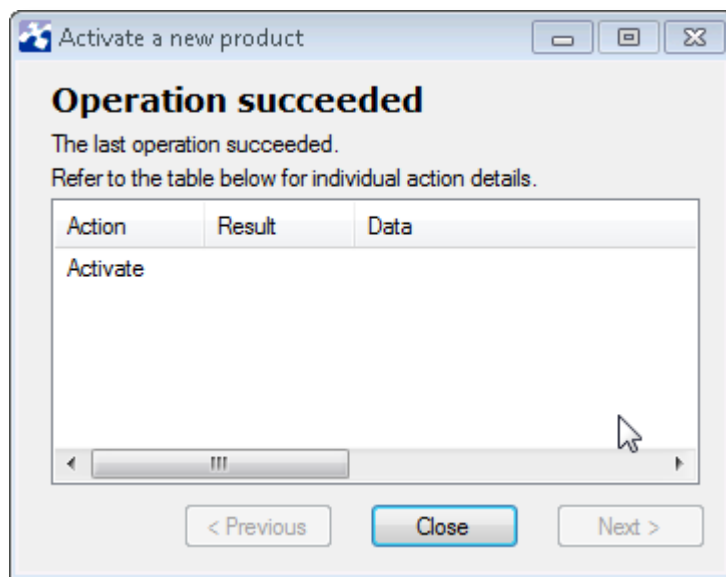
Step 3 - Click on the **Next** button



Step 4 - Enter the serial number that you have received from **TECHTRA**



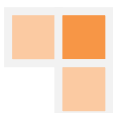
Step 5 - Click the **Next** button, to validate your serial number :



Step 6 - Click on the **Close** button to finalize the Mail2share activation

Congratulations! Mail2Share is now activated and fully functional.

However, if you don't have access to an active internet connection and the activation failed, please follow the steps described below:

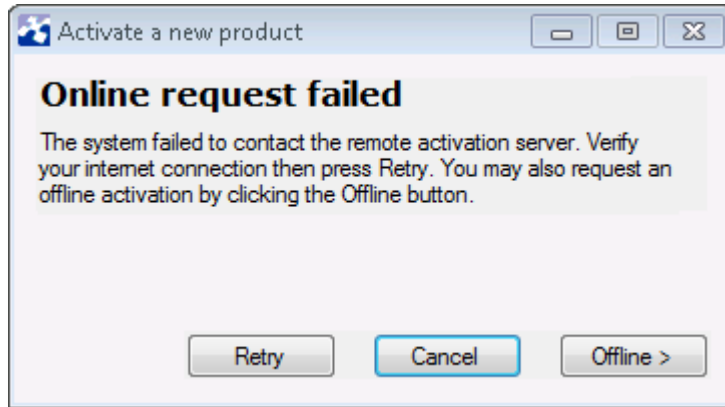


4.2. OFF-LINE UNLOCK ACTIVATION

When the Online activation fails, you can use the Off-line Unlock option to activate by selecting the **.TLC (Techtra License Certificate)** file send by **Techtra**.

Step 7 - To begin, please check your Internet connection and Click on the **Retry** button

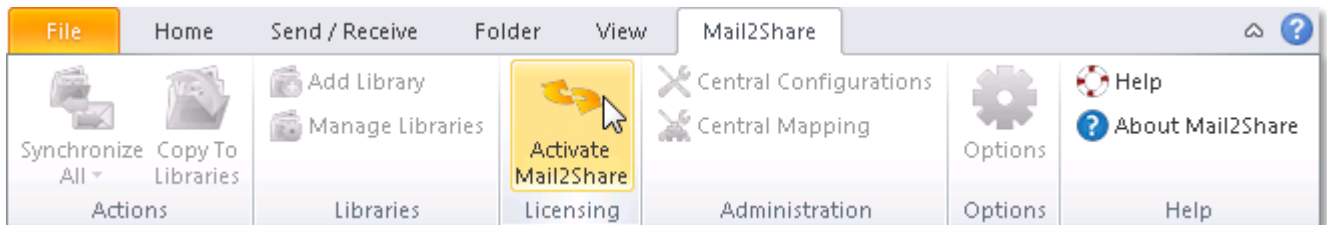
Step 8 - If your internet connection is still inactive, click on the **Offline >** button



Step 9 - To proceed with the off-line activation, you will have to generate a **.TLR (Techtra License Request)** file and Save it in your documents or in another destination of your choice.

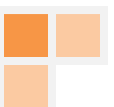
Step 10 - The next step is to send that file to TECHTRA: Send it to this e-mail address: infotech@techtra.ca or contact us by phone, for more information. When we will receive the "License Request» file, we will send you back a **.TLC Techtra License Certificate** that you will use to complete the Mail2Share activation. When you receive the file, follow these next steps:

Step 11 - Click on the Mail2Share tab in the **Office Ribbon** and click the **Activate Mail2Share** command :

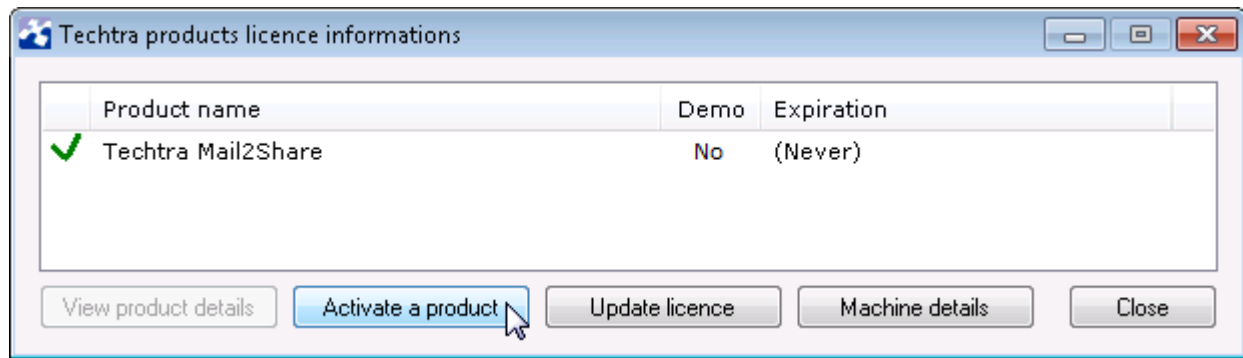


NOTE


If you are using an older version of Microsoft Outlook, please note that you can activate Mail2Share by clicking on the Mail2Share menu on the Outlook Standard Toolbar.

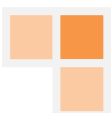


Step 12 - Click on the **Activate a product** button to access the next window



Step 13 - Select the **Unlock** option and use the .tlic file sent by **TECHTRA**. Follow the instructions on the screen to finish the Mail2Share activation.

You can start using Mail2Share as described in the **Mail2Share 5.3 User Guide**. At all time, you can refer to this guide by clicking on the  **Help** command in the Mail2Share tab of the Office Ribbon. You can also access it through the Start menu, by clicking **All Programs > Techtra > Mail2Share User Guide**.



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