ArtfulBits Email as Attachment

for Microsoft® SharePoint®

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Overview

ArtfulBits Email as Attachment allows sending one or more documents as attachments directly from SharePoint library. To make sending multiple documents more convenient, they can be compressed into a single archive file before sending. Additionally, ArtfulBits Email as Attachment provides a useful feature that is downloading compressed files directly to file system, without sending.

Feature List

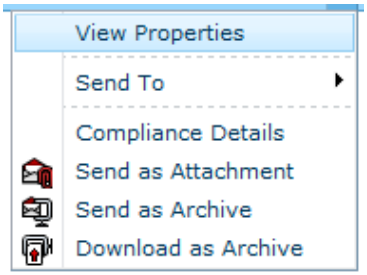
Feature	SharePoint Foundation 2010	SharePoint Server 2013	SharePoint Server 2016
Send documents directly from Document library	✔	✔	✔
Compress documents and send an archive	✔	✔	✔
Compress documents and download an archive	✔	✔	✔
Use Microsoft Outlook	✔	✔	✔
Multiple documents selection supported	✔	✔	✔
Display Send as Attachment action in item Drop-Down Menu and in ribbon (*in IE*)	✔	✔	✔
Easy to configure	✔	✔	✔
Language pack support (desired localization can be added by request)	✔	✔	✔

Why ArtfulBits Email as Attachment?

Out-of-the-box SharePoint offers only sending link to a file. With Email as Attachment it is not necessary to download files to the local disk in order to send out. Just select target documents from document Library and click "Send as Attachment" button in ribbon. Outlook's New Mail form will be opened automatically with these documents attached. Sending lots of attached documents may be inconvenient in certain cases, so ArtfulBits Email as Attachment provides a possibility to compress those into a single archive and send. Just click "Send as Archive" button. It is also possible to download compressed documents without sending by clicking "Download as Archive" button.

How to Use

To use ArtfulBits Email as Attachment click on the buttons in document library ribbon or in document drop-down menu (*notice that Send as Archive and Send as Attachment buttons are active only in IE*):



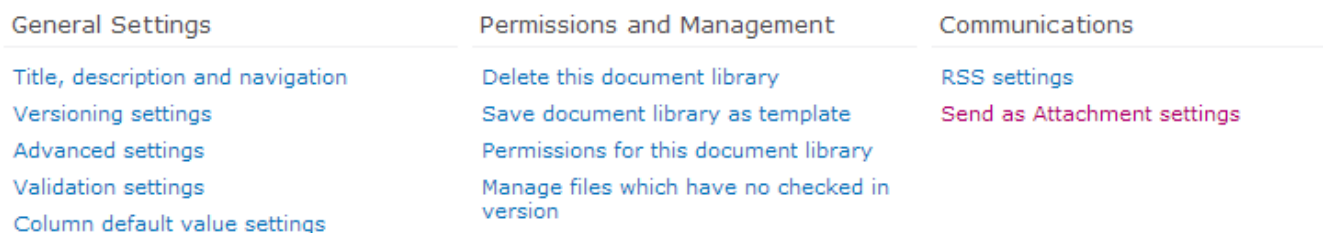
1. "Send as attachment" button will open Outlook New Mail form and attach selected documents to the letter.

2. “Send as archive” button will do the same thing, except for compressing selected documents into a single archive file.
3. “Download as archive” button will compress selected documents into an archive and download it into your file system.

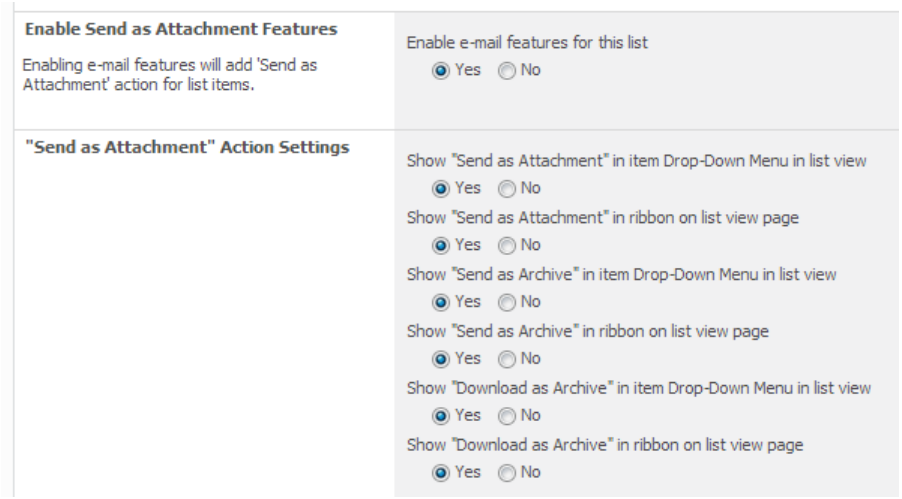
Configuration

It is required to activate "ArtfulBits Email as Attachment" site collection feature to use Email as Attachment.

In order to enable **Send as Attachment** feature for Document library, go to **Library Settings** and select **Send as Attachment settings** link under **Communications** tab:



On library E-mail as Attachment Settings page select **Yes** under **Enable e-mail features for this list** box. You can also specify whether to show different Email as Attachment features in Edit Item Menu in list view and in ribbon on list view page.

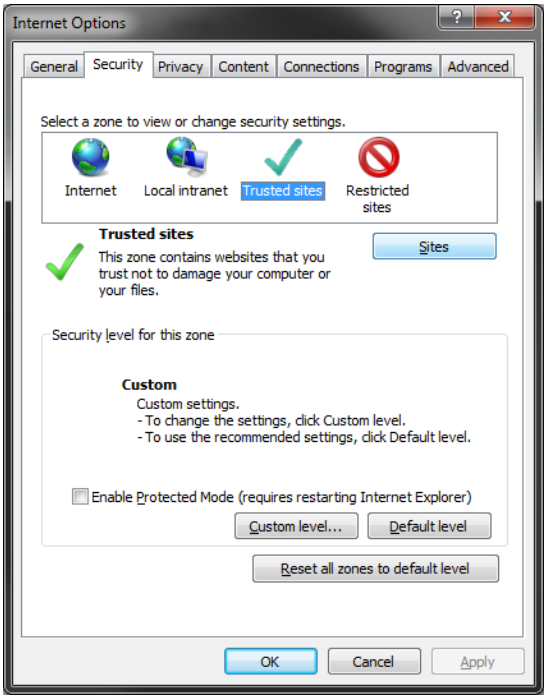


Click **Save** button.

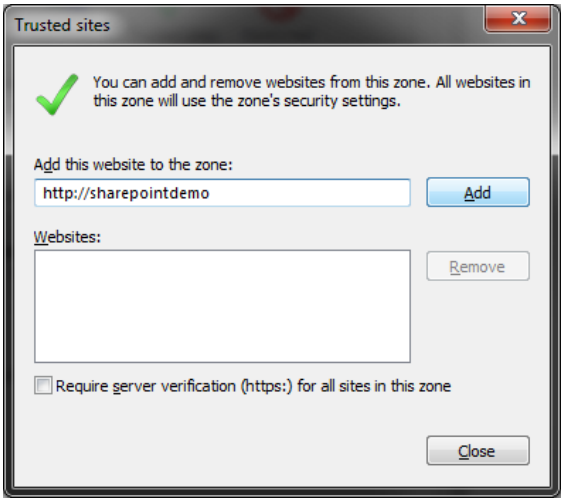
Internet Explorer Settings

By default IE prevents integration with unsafe controls. It is recommended to add current SharePoint portal to trusted sites security zone and enable unsafe ActiveX controls.

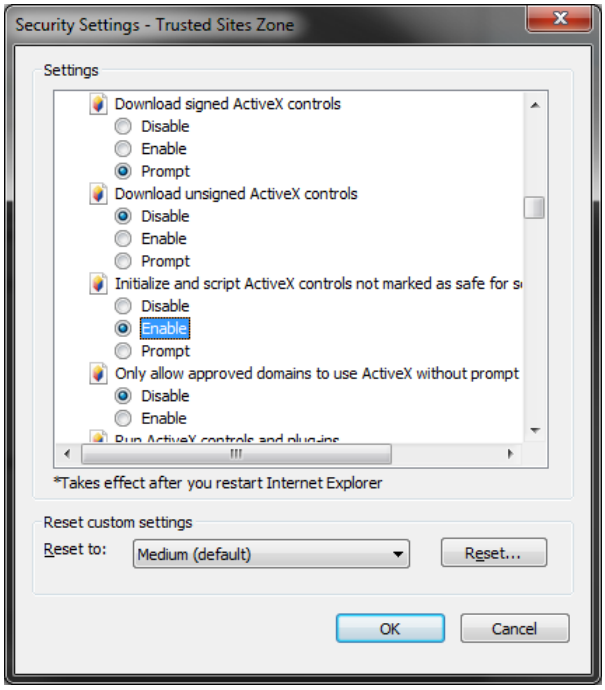
1) Open Security Settings dialog (*Tools*→ *Internet Options* → *Security*)



2) Add current site to trusted Sites (*Trusted sites* → *Sites* → check Web URL and click *Add*):



3) Allow unsafe ActiveX (*Custom level…* → *ActiveX controls and plug-ins* section → choose *Prompt* or *Enable* under *Initialize and script ActiveX controls not marked as safe for scripting* box.)



Release Notes

Version	Notes
v1.12 (November 17, 2016)	**New Features:** • Added SharePoint 2016 Support
v1.1 (July 25, 2014)	**New Features:** • Added Dutch localization **Bug fixes:** • Fixed conflict with some ribbon actions • Fixed issues with SharePoint Documents Sets
v1.0 (April 22, 2013)	**Initial Release**

See Also

Cascaded Lookup Column

Cascaded Lookup Column allows building relationship between parent and child columns, the data selected in one field will determine the options presented in another.

Category Column

Category Column allows tracking, organizing and grouping list items. Outlook 2007 approach for elements categorization, easy indicator color changing and using of advanced tooltip, provide a high professional component style.

Column Data Adapter

Column Data Adapter is an extension component providing ability to use ArtfulBits Columns in Microsoft Access forms, reports and Microsoft Excel.

Column Permissions

Column Permissions allows you to manage access to list content on column level. Permissions can be assigned for individual users and for SharePoint groups as well and are effective in forms and list views, as well as in the SharePoint Alerts, RSS, Datasheet and even during exporting to Excel and opening with Access.

Cross-Site Lookup Column

Use Cross-Site Lookup Column for getting data from any site within site collection. Component includes a powerful function of searching over lookup list. This function provides substring matching in selected column which is very useful for large lists (over 50-100 items).

Discussion Column

Need to organize well formatted conversation in the list item without enabling list versioning? Discussion Column is the right choice. Component allows entering rich text with formatting, images, tables, hyperlinks and other features.

Follow-Up Column

Follow-Up Column enables due date flags similar to Outlook follow-up functionality. Applying of flags to the list item allows adding of visual reminder in a natural way.

Image Upload Column

Quick and simple way of uploading pictures. Image Upload Column provides with ability to select a picture using file browsing dialog, upload and display it in the list view.

KPI Column

KPI (Key Performance Indicator) Column is simple graphical scorecards that can be used to evaluate business data against business goals. With this column you reduce risk to overlook information about the status of value.

Link to Document Column

Link to Document Column allows referencing files and folders placed at Document Library and provides easy and intuitive way to download files directly from column. Use this column to provide a browsing interface that allows users to browse to an object to link to instead of typing a URL.

Parent Selector Column

Parent Selector Column is used for organizing hierarchical relations in SharePoint list. Picker dialog allows choosing data from large lists. Standard Lookup column can be easily converted to Parent Selector column and vice versa.

Password Change Web Part

Password Change Web Part allows users to change their own passwords from within the SharePoint environment using standard text box interface (current password, new password and confirm new password).

Password Expiration Web Part

Password Expiration Web Part enables Active Directory users to be notified via Web Part interface that their passwords are about to expire. It also automatically sends out email notifications to users before the password expiration date.

Professional Calendar Web Part

Professional Calendar Web Part provides following key benefits: it allows combining events from different SharePoint Lists, from any SharePoint Site, in one Calendar view; allows specifying different color sets for different event sources; supports on-the-fly AJAX-enabled editing features in Outlook like style; and other enhanced functionalities.

Progress Column

Progress Column provides users with the ability to make SharePoint lists more visualized by displaying numerical data on the page sing percentage-based progress bar. Professional progress bar style will make your SharePoint list really modern and stylish.

Video

Video Column and Video Web Part are powerful controls made for uploading, managing, linking and playing video files. These controls support variety of video files that can be uploaded from computer, or linked from SharePoint library or streamed from direct URL.

Remarks

Information in this document may be outdated. Please, visit www.artfulbits.com for the latest product version.