

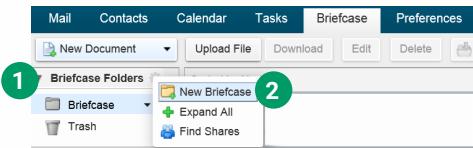
# Briefcase User Guide

The webmail Briefcase feature lets you share and manage documents that you create in Briefcase or documents and images that you upload to your Briefcase folders. Use Briefcase to save files in your webmail account so that you can access these files whenever you log in to your account from any computer.

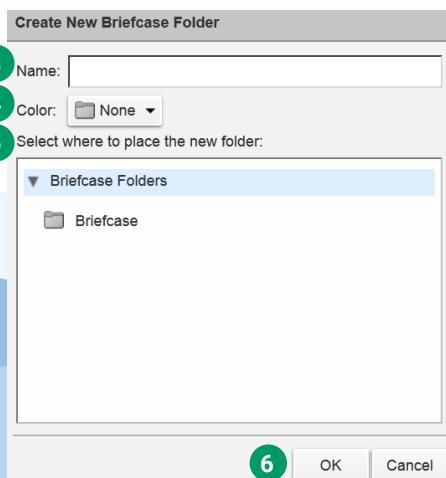
You can share your Briefcase folders with others who can view and edit the files. You can create multiple Briefcase folders and then upload any type of file from your computer or your computer network, save attachments sent with your email messages, and create new documents. A file in Briefcase is a copy of an original, whether the file is on your computer or an attachment to your email. Any changes you make to a file in your Briefcase does not change the original.

## Create Briefcase Folders

- 1 Go to **Briefcase > Folders**
- 2 Click the gear icon and select **New Briefcase**.



- 3 Enter a Name for the new Briefcase folder.



- 4 Select the **Color** of the new **Briefcase** file.
- 5 Select the **folder hierarchy**. You can create a new top-level Briefcase, or you can place it under an existing Briefcase.
- 6 Click **OK**.

**Please note:** The Briefcase folder name must be unique within the hierarchy of all of your mailbox folders. This name cannot match any top-level folder in your mailbox, calendar, or address book. For example, if you have a calendar named Holidays, you cannot name a top-level Briefcase "Holidays". Holidays could be a name of a Briefcase within another Briefcase.

# Briefcase User Guide

## How to Add Files to Your Briefcase Folders

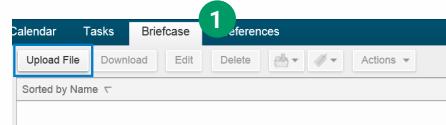
Uploading file copies, from your personal computer to your webmail account makes the file available any time you log into your account.

You can upload files in the following ways:

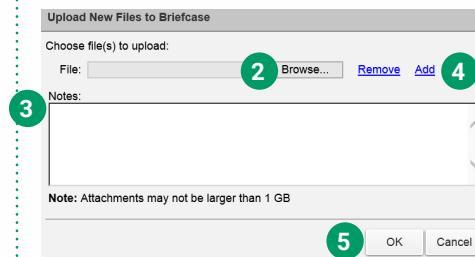
- » Clicking attachments you receive with your email messages.
- » Using the file upload tool when working in Briefcase.
- » Using WebDav Client tools.

### Uploading Files from Briefcase

- 1 Go to the **Briefcase** tab, click **Upload File**.



- 2 Browse to find the file to upload.



- 3 In the **Notes** text field, add any information about the file. This information is displayed in the file list.

- 4 To add another file, click **Add**. You cannot upload a file with the same name to the same Briefcase.

If a file is uploaded that already exists in the folder, an **Upload Conflict** dialog displays. You can either click **Yes** to upload the file (overwriting the existing file), or click **No**. The version number is updated if a file is overwritten.

- 5 When all files are uploaded, click **OK**.

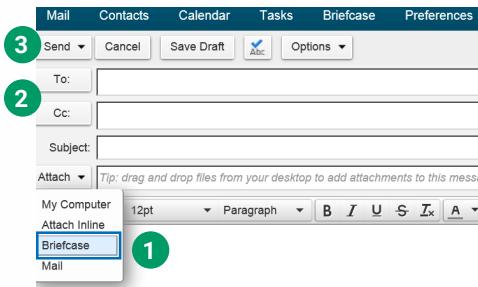
**Please note:** If you selected the wrong Briefcase, you can use drag and drop to move the file to the correct Briefcase folder. If the file is too large, a warning displays. Files that you upload impact your account quota.

# Briefcase User Guide

## How to Add Files to Your Briefcase Folders (cont.)

### Uploading Email Attachments to Briefcase

- 1 To add an attachment to an email message, click **Briefcase** in the drop menu below Attach.

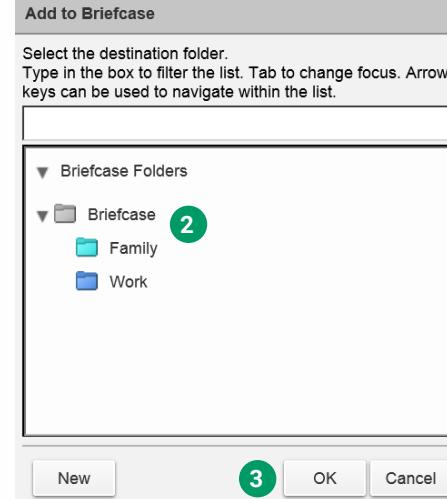


- 2 Fill out the To, CC, Subject, and the body of your email.

- 3 Hit **Send**.

### Adding an Email Address to your Briefcase

- 1 When a file is sent to you in an email message and you would like to add it to your **Briefcase**, click the Briefcase link in the message found below the From and To email addresses.
- 2 In the **Add to Briefcase** dialog window, select the destination folder or create a new Briefcase folder.



- 3 Click **OK**. A copy of the attachment is put in our Briefcase folder.

**Please note:** If you are managing your quota, you may want to delete the attachment in the email when you add upload the attachment to your Briefcase

# Briefcase User Guide

## How to Check Out and Check In Files to Briefcase

You can open files in your Briefcase any time you log on to your account. You must have the appropriate software application to open and read or update files that you did not create with the documents tools in Briefcase.

If you have shared a Briefcase with others, you may want to use the Check Out and Check In feature of Briefcase to manage editing of files. The Check Out and Check In process is slightly different depending on whether the file is one you uploaded to your Briefcase or a document created in Briefcase.

- 1 Go to the **Briefcase** tab and select the file that you want to check out.
- 2 Right click the file and select **Check Out File**.
- 3 In the **Dialog Window** that displays, select the **File**.
- 4 Edit the file with the appropriate tool and **Save** it.
- 5 After you saved the file to your computer, right-click on the locked file from the Briefcase file list and select **Check In File**.
- 6 In the **Check In File to Briefcase** dialog window that opens, browse to the edited file on your computer.
  - If you want to add information about changes, enter this in the **Notes** text area.
- 7 Click **Check In**. The file is uploaded.
  - The lock is removed and the file details, including a new version number and notes, are updated in the file list.

# Briefcase User Guide

## How to Manage Version Control of Files in Briefcase

Version control lets you manage changes to your documents in Briefcase. Each time you make a change to a file and save the file, the version number is updated. The latest version number is displayed in the file document list.

» **View Version History of a Briefcase File** - Click the arrow in the preview pane to see the version history and the authors. If Preview Pane is turned off, you will see a column with the version number.

» **Restore a Document to the Previous Version** - Right-click on another version and select **Restore as Current Version**.

### Delete a Document from Briefcase

- 1 Go to the **Briefcase** tab and select the document you wish to delete.
- 2 Click **Delete**. Each version of a file counts against your account quota.

### Rename a File

Renaming a file creates another version of the file.

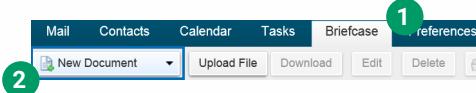
- 1 Go to the **Briefcase** tab and select the document you want to rename.
- 2 Right-click on the file and select **Rename**. The Name field is changed to an editable field.
- 3 Edit the **Name Field** to change the file name. Remember to keep the same extension in the file name or it may not be editable later.
- 4 Click **Enter**.

# Briefcase User Guide

## How to Create Documents in Briefcase

You can create documents in Briefcase and design the content layout using the rich-text format tools available in Briefcase.

- 1 Go to the **Briefcase** tab and select the Briefcase folder where you want to create a new document.



- 2 Click **New Document**. A blank page appears in a separate web browser tab.



- 3 Compose the content of the page using the rich text editor. You can add style, color and tables to your page from the toolbar links.
- 4 Enter the name of the new document in the **Save** field.
- 5 Click **Save**.

### Format with the Rich-text Editor

When you edit using the rich-text editor, the two-row toolbar

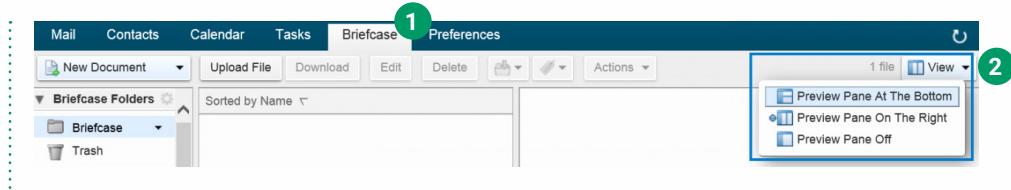
lets you easily format your page layout. Select, change, or add the following:

- » Font sizes, faces, and colors
- » Text styles
- » Background colors
- » Tables
- » Attachments
- » Images

These formatting tools work the same as many word processing tools.

## How to View Files in Briefcase

- 1 Go to the **Briefcase** tab.
- 2 Click **View** on the Task toolbar to select how to display the file in the preview pane.



# Briefcase User Guide

## How to Work in Briefcase

In Briefcase, you can open files to work in them, create new documents directly in the Briefcase folder, move files, tag files and send an email with a link to a file in your Briefcase. The toolbar is your direct link to many of these features.

### Open Files in Briefcase

You can open files in your Briefcase from any computer. You must have the appropriate software application to open and read or update the file. Common file formats such as text files, HTML files, and images such as .gif or .jpg files can be opened in a variety of programs.

- 1 Go to the **Briefcase** tab and select the file to open.
- 2 Click **Download**. Browse to the application to open the file, or save the file to your computer.

### Move Files in Briefcase

You can move files from one Briefcase to another.

- 1 Go to the **Briefcase** tab.
- 2 Right-click the file you want to move.
- 3 Click **Move** and select the destination folder or create a new Briefcase folder.
- 4 Click **OK**.

### Tag a File in Briefcase

- 1 Go to the **Briefcase** tab and select a file to tag.
- 1 Click the **Tag** drop-down menu  and select a tag. Tags only display in the Detail view.

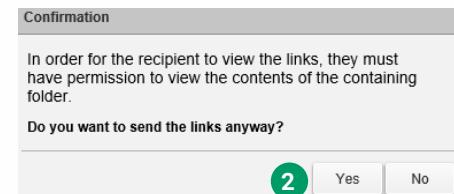
# Briefcase User Guide

## How to Send Files from Your Briefcase

### Send an Email with a Link to a File

You can send an email that has a link to a file in Briefcase. The recipient must have appropriate share permission to work with the file and the appropriate software to open the file. Any modifications made to a linked file are reflected in the file in your Briefcase folder.

- 1 Go to the **Briefcase** tab and select the file to share.
- 2 Click **Actions** and select **Send link(s)**. A **Confirmation** pane opens reminding you that the recipient must have permission to view the content of the folder. Click **Yes** to proceed.



- 3 A new compose email message opens with the link displayed in the body of the message. Complete the email message and click **Send** to mail the message.

### Send a File as an Email Attachment

You can send a file as an attachment to an email directly from Briefcase. The recipients must have the appropriate software to open the file.

- 1 Go to the **Briefcase** tab and select the file to attach.
- 2 Click **Actions** and select **Send** as attachment(s). The email compose page opens with the file attached.
- 3 Add the recipient's email address and complete the email message.
- 4 Click **Send**.