XGEN PLUS

Best Practices to handle Attachments

Need for handling attachments:

- Many businesses run on emails. Many emails include attachments. Many attachments are huge in size. Sending/receiving such huge attachments create maximum load on any email server

- Business Email solution should be the one which can handle attachments in the most effective and efficient manner. That is what exactly XGen does

XGen Plus – Unique features

XGen Plus has many unique features which allows user to handle attachments more effectively, thus increasing the mail productivity.

- Virtual Storage
- Compression
- Shared Folder
- De-Duplication

XGen Plus – Tips to handle attachments

- **Tip#1** Upload attachments of all sizes

- **Tip# 2** Support all file extensions

- **Tip# 3** Send links for multiple files/attachments in single email

- **Tip# 4** Compose Email while attachment is being uploaded

- **Tip# 5** Compress Images while uploading

- **Tip# 6** Download all attachments on a single click

XGen Plus – Tips to handle attachments

- **Tip# 7** Move received attachments to Virtual Storage on a single click

- **Tip# 8** View Images in Image Gallery

- **Tip# 9** Manage Files in Virtual Storage

- **Tip# 10** Refer to/Resend an old attachment

- **Tip# 11** Shared Folders

Tip#1 Upload attachments of all sizes

- You can upload huge as well as small attachments in Virtual Storage and then send the link for the attachments in mail. There is no limitation on the size of the attachments being uploaded in Virtual Storage

<u>Benefit</u>: Reduces the server load

Tip#1 Upload attachments of all sizes

VIRTUAL STORAGE : **Store your files (all extension supported) to send them as link for future use**

Step 1
File Description

Your Remarks Here

Step 2
To Upload a file Please click on "Attach" button.

Attach File

⊞ **Search File**

Send Link   Delete

☐	Name of File	File Description	Date↓	Size (KB)
☑	Release Notes - XGenPlus.doc		05 May 2011	2050.50
☐	BharatBerry FAQs.docx		30 Apr 2011	30.53
☐	Presentation1.pptx	XGen Plus PPT	26 Apr 2011	278.56
☐	Email Marketing - Tracker.xls	Email Marketing Tracker	29 Mar 2011	732.50
☐	XGen Plus - Spelling changes.ppt		22 Mar 2011	553.50
☐	XGen Tracker - Wishlist.xls	XGen Tracker - Wishlist	21 Mar 2011	21.00
☐	Holiday List 2011.JPG	Holiday List 2011.JPG	16 Mar 2011	1031.47
	TOTAL			**4698.06**

Send Link   Delete

You are using [4.59 MB] in Virtual Storage

You can upload attachment of all sizes in Virtual Storage

Tip# 2 Support all file extensions

- Since XGen Plus Storage supports all extensions, hence, you can upload all kinds of files in Virtual Storage. This saves you from the hassles of managing different file types; you can manage all your files through Virtual Storage

<u>Benefit</u>: Saves you from the hassles of managing different file types

Tip# 2 Support all file extensions

	Name of File	File Description	Date↓	Size (KB)
☐	Map.pdf		06 May 2011	113.22
☐	Template1.html		06 May 2011	36.60
☐	XGen Plus - Project.mpp		06 May 2011	144.00
☐	XGen Overview.vsd		06 May 2011	45.50
☐	Release Notes - XGenPlus.doc		05 May 2011	2050.50
☐	BharatBerry FAQs.docx		30 Apr 2011	30.53
☐	Presentation1.pptx	XGen Plus PPT	26 Apr 2011	278.56
☐	Email Marketing - Tracker.xls	Email Marketing Tracker	29 Mar 2011	732.50
☐	XGen Plus - Spelling changes.ppt		22 Mar 2011	553.50
☐	XGen Tracker - Wishlist.xls	XGen Tracker - Wishlist	21 Mar 2011	21.00
☐	Holiday List 2011.JPG	Holiday List 2011.JPG	16 Mar 2011	1031.47
	TOTAL			**5037.38**

You can upload attachment all extensions in Virtual Storage

Tip# 3 Send links for multiple files/attachments in single email

- You can send multiple attachments in a single email without worrying about the size of the attachments. You will not be required to create multiple emails for sending multiple attachments

Benefit: Saves your precious time

Tip# 3 Send links for multiple files/attachments in single email

You can send links for multiple files/attachments in a single email

Tip# 4 Compose Email while attachment is being uploaded

- You can create email even when your attachment is being uploaded either in Virtual Storage or in the Email. You will not be kept waiting to compose your mail till the uploading is complete

Benefit: Saves your precious time

Tip# 4 Compose Email while attachment is being uploaded

You can compose email while attachment is being uploaded

Tip# 5 Compress images while uploading

⊙ Now you can also compress your images while attaching them with the mail. XGen Plus allows you to compress your image attachments to various sizes as shown in the next slide. This feature helps you save your attachment space allowing you to add more attachments

Benefits:
• Saves attachment space
• Allows you to add more attachments

Tip# 5 Compress images while uploading
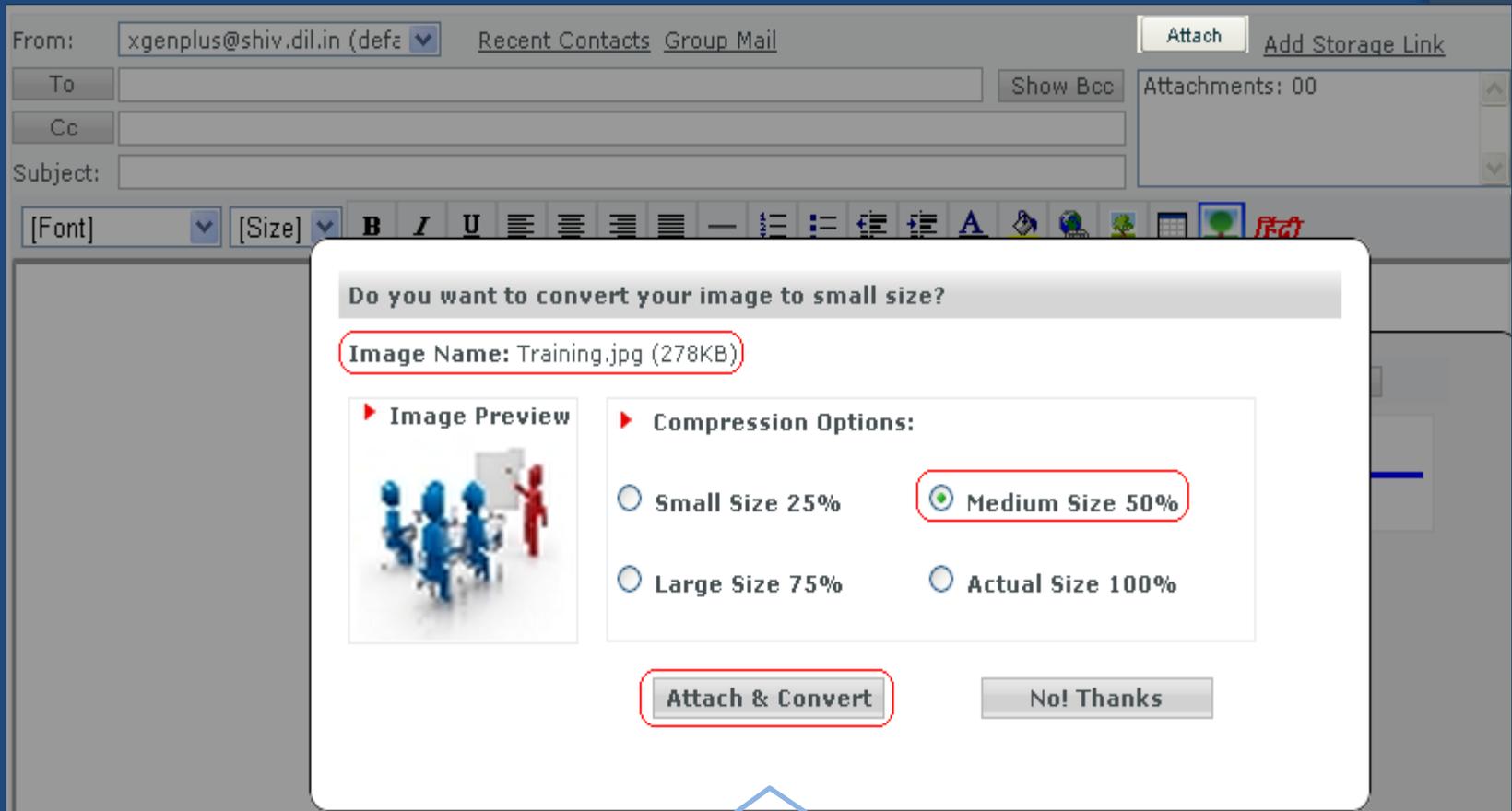
You can compress images while attaching them in the email

Tip# 6 Download all attachments on a single click

- XGen Plus knows how time consuming it is to download all attachments one by one. That's why XGen Plus allows you to download all attachments in a zip file on a single click. Not just this, XGen Plus also **compresses** the downloaded files, thus, saving your time as well as storage space

Benefit:
- Saves your precious time
- Saves storage space

Tip# 6 Download all attachments on a single click

You can download all files on a single click

Tip# 7 Move received attachments to Virtual Storage on a single click

- You can copy all received attachments to your Virtual Storage area on a single click. Copying the attachments to Virtual Storage allows you to easily manage and forward the attachments as links at time you want

Benefit:
- Saves your precious time
- Helps manage your attachments in a better way

Tip# 7 Move received attachments to Virtual Storage on a single click

You can copy received attachments to Virtual Storage on a single click

Tip# 8 View Images in Image Gallery

- ◉ XGen Plus creates an Image Gallery for the images you have received as attachment in mail. You can view all the images by simply clicking on 'View All Images' link on the mail as shown below. You need not download the images

- ◉ You can also click on any image to view the enlarged image. Apart from this, you can also share the image album with other users by clicking on 'Share Album' link. This feature helps you save time by allowing easy forwarding of received images

Benefit:
- Saves image download time
- Allows easy forwarding of Images through 'Share Album' link

Tip# 8 View Images in Image Gallery
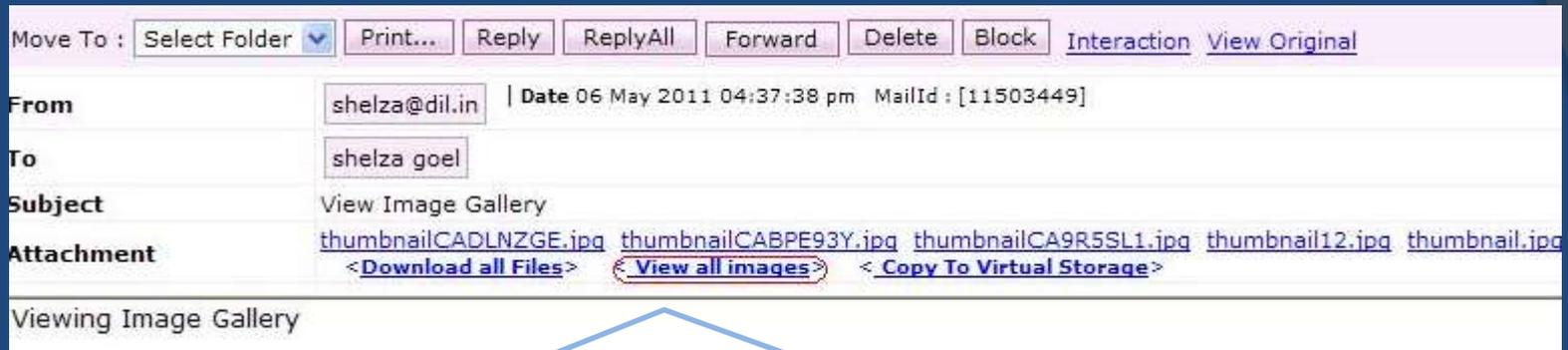
You can click on View All Images to view images in Image Gallery. You can also copy images to Virtual Storage
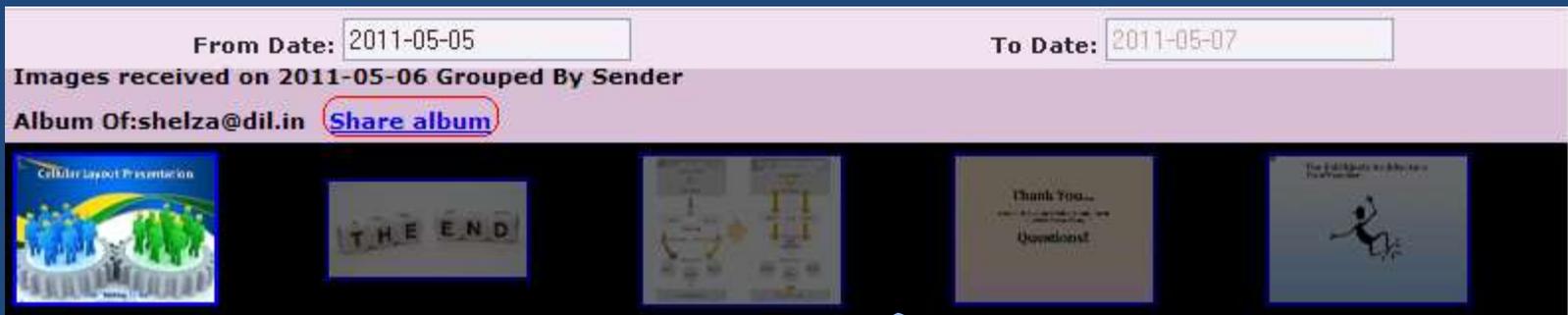
You can view all images in Image Gallery & share album with other users

Tip# 8 View Images in Image Gallery

You can view enlarged image as well as Forward/Save/Print image

Tip# 9 Manage Files in Virtual Storage

- You can manage your Virtual Storage easily by deleting the old/unwanted files and keeping the important ones for as long as you want. You can also easily search for the attachments in Virtual Storage

Benefit:
• Saves time by allowing easy management of Virtual Storage

Tip# 9 Manage Files in Virtual Storage

You can manage Virtual Storage by searching and deleting old files

Tip# 10 Refer to/Resend an old attachment

- In case you need to refer to an old attachment, you need not dig through your emails for that. You can simply go to your Virtual Storage and refer to the attachments that you want

Benefit:
- Saves time by allowing easy search of old attachments

Tip# 10 Refer to/Resend an old attachment

	Name of File	File Description	Date↓	Size (KB)
	Send Link	Delete		
☐	Release Notes - XGenPlus.doc		05 May 2011	2050.50
☐	BharatBerry FAQs.docx		30 Apr 2011	30.53
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	TOTAL			4698.06

Send Link   Delete

You are using [4.59 MB] in Virtual Storage

You can refer to any old attachment at any time without digging through your emails

Tip# 11 Shared Folders

- Along with attachments, you may need to share many emails with other users as well. XGen Plus understands this need and has created the concept of shared folder in the mailbox. Now you can share any of your listed folders with as many users as you want. Not just this, you can also set the Delete/Reply/Forward permissions for mails in that folder

Benefit:
- Helps you manage your shared work emails
- Saves you from the hassles of forwarding daily emails to users

Tip# 11 Shared Folders
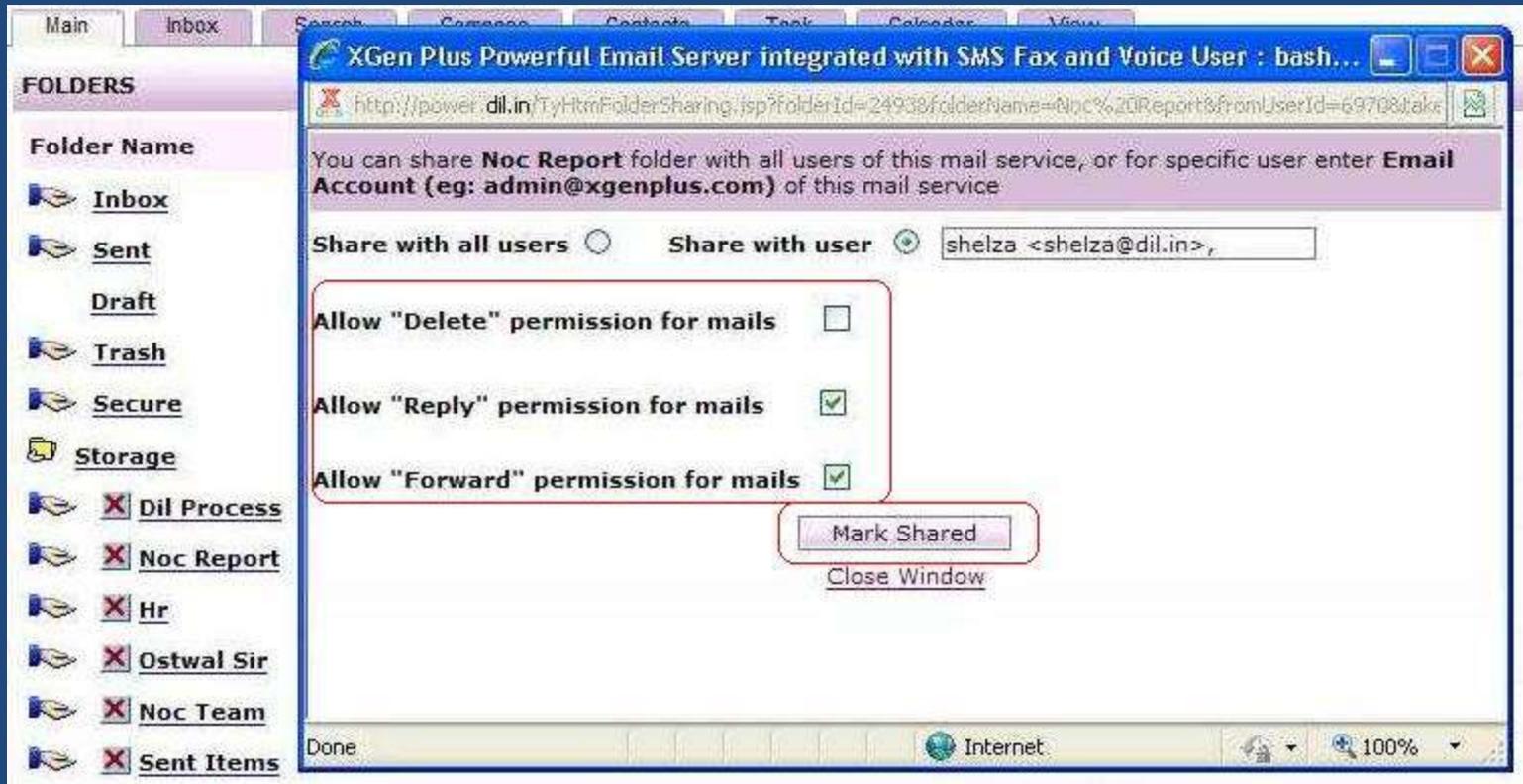
You can share the folder with users and can also set Delete/Reply/Forward permissions

Tip# 11 Shared Folders

View of Shared Folder

XGen Plus – De-duplication

- Apart from the highlighted user-friendly tips, XGen Plus itself has some embedded features which allows it to handle attachments in a much better way. This enhanced capability is known as De-duplication

- In many scenarios, you send attachments to one or more users and users receiving the emails will have attachments in their inbox. XGen Plus covers an extra mile here by introducing a back-end process called de-duplication. When you send an attachment to single/multiple users, XGen does not send the attachments at all; it instead sends the link to the attachments. That link refers to the attachment present in your sent mail

XGen Plus – De-duplication

- Not just this, if you delete the mail (with the attachment) from your sent items, the mail is just virtually deleted and you will not be able to see it in your mailbox. But the mail will actually not be deleted till all the users (whom you had sent the attachment in email) have the mail in their mailboxes. Until all the users have deleted the mail (with the attachment) from their mailboxes, the mail will not be physically deleted from your sent items

Questions?

Please visit www.xgen.in for more information

Thank You!!!