

XGEN PLUS

BEST PRACTICES TO HANDLE
ATTACHMENTS

Need for handling attachments:

- ① 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
- ① 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.

- ① Virtual Storage
- ① Compression
- ① Shared Folder
- ① De-Duplication

XGen Plus – Tips to handle attachments

- ① **Tip#1** Upload attachments of all sizes
- ② **Tip# 2** Support all file extensions
- ③ **Tip# 3** Send links for multiple files/attachments in single email
- ④ **Tip# 4** Compose Email while attachment is being uploaded
- ⑤ **Tip# 5** Compress Images while uploading
- ⑥ **Tip# 6** Download all attachments on a single click

XGen Plus – Tips to handle attachments

- ① **Tip# 7** Move received attachments to Virtual Storage on a single click
- ② **Tip# 8** View Images in Image Gallery
- ③ **Tip# 9** Manage Files in Virtual Storage
- ④ **Tip# 10** Refer to/Resend an old attachment
- ⑤ **Tip# 11** Shared Folders

Tip#1 Upload attachments of all sizes

- ① 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

Benefit: 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

<input type="checkbox"/>	Name of File	File Description	Date↓	Size (KB)
<input checked="" type="checkbox"/>	Release Notes - XGenPlus.doc		05 May 2011	2050.50
<input type="checkbox"/>	BharatBerry FAQs.docx		30 Apr 2011	30.53
<input type="checkbox"/>	Presentation1.pptx	XGen Plus PPT	26 Apr 2011	278.56
<input type="checkbox"/>	Email Marketing - Tracker.xls	Email Marketing Tracker	29 Mar 2011	732.50
<input type="checkbox"/>	XGen Plus - Spelling changes.ppt		22 Mar 2011	553.50
<input type="checkbox"/>	XGen Tracker - Wishlist.xls	XGen Tracker - Wishlist	21 Mar 2011	21.00
<input type="checkbox"/>	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

Benefit: Saves you from the hassles of managing different file types

Tip# 2 Support all file extensions

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

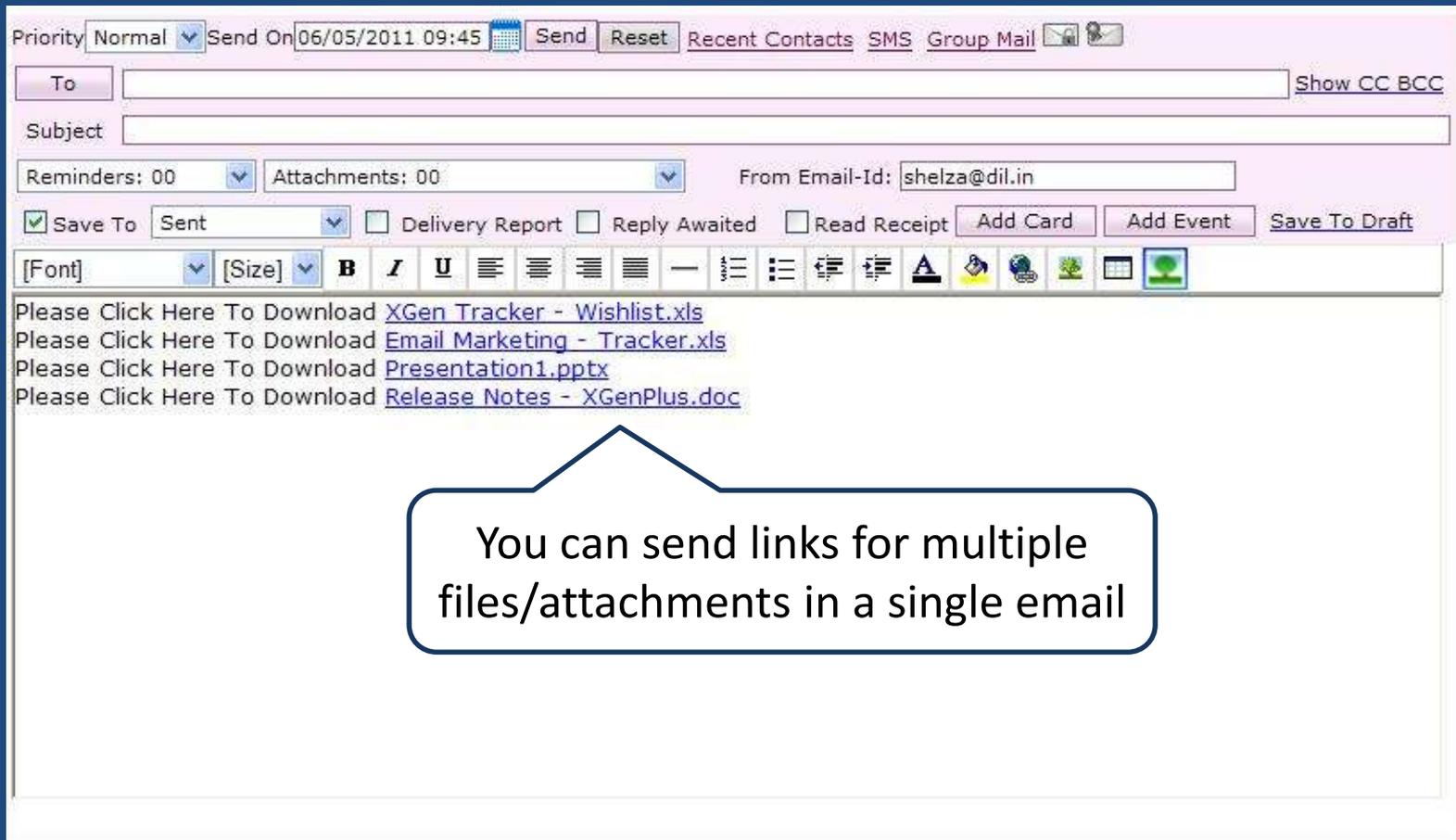
You can upload attachment all extensions in Virtual Storage

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



The screenshot shows an email client interface with the following elements:

- Priority: Normal
- Send On: 06/05/2011 09:45
- Buttons: Send, Reset, Recent Contacts, SMS, Group Mail
- To: [Empty field]
- Subject: [Empty field]
- Reminders: 00
- Attachments: 00
- From Email-Id: shelza@dil.in
- Options: Save To, Delivery Report, Reply Awaited, Read Receipt, Add Card, Add Event, Save To Draft
- Rich Text Editor: [Font], [Size], Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Text Color, Background Color, Link, Unlink, Image, Table, Video, Audio, Embed
- Email Body Content:
 - Please Click Here To Download [XGen Tracker - Wishlist.xls](#)
 - Please Click Here To Download [Email Marketing - Tracker.xls](#)
 - Please Click Here To Download [Presentation1.pptx](#)
 - Please Click Here To Download [Release Notes - XGenPlus.doc](#)

A callout box with a blue border and a white background points to the email body content, containing the text: "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

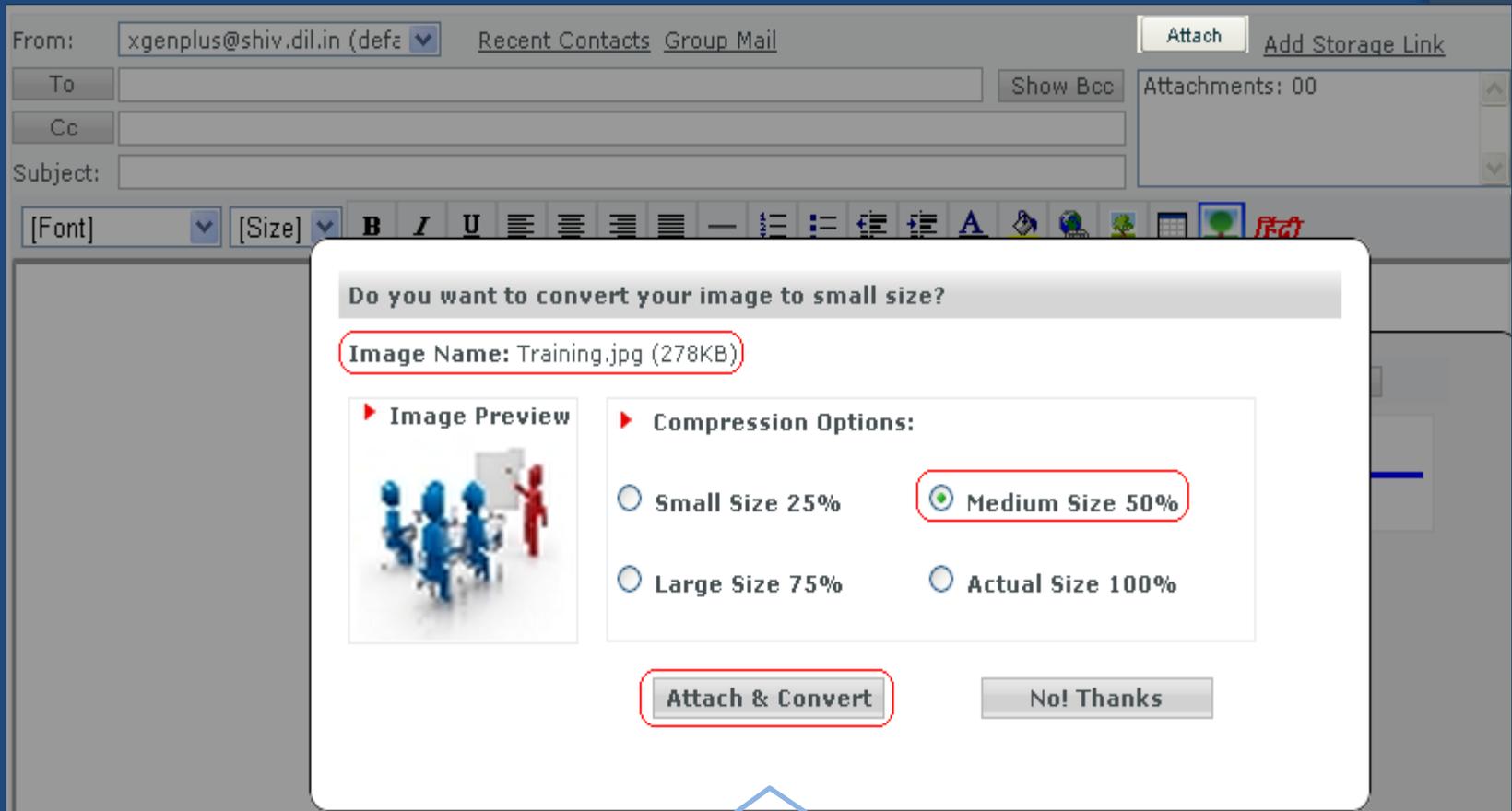
Tip# 5 Compress images while uploading

- ⦿ 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

Move To : [Select Folder](#) [Print...](#) [Reply](#) [ReplyAll](#) [Forward](#) [Delete](#) [Block](#) [Interaction](#) [View Original](#)

From [Add To AddressBook](#) [basheeras@dil.in](#) | **Date** 06 May 2011 11:09:38 am MailId : [11501873]

To shelza

Subject Download all files on a single click

Attachment [catalyst3x00.pdf <View>](#) , [xqen features 2010 2011 published for website.pdf <View>](#) [XqenPlus-Features-Comparison-Chart.doc <View>](#) [Download all Files](#) < Copy To Virtual Storage >

Download all files on a single click

Thanks and regards,
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0% of ZipCreation.jsp from power.dil.in Completed

File Download

Do you want to open or save this file?

 Name: Download__all_files_on_a_single_click.zip
Type: WinRAR ZIP archive
From: **power.dil.in**

[Open](#) [Save](#) [Cancel](#)

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or

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

The screenshot displays an email client window titled "From Inbox [1 - 100]". The message header includes "From: basheeras@dil.in", "To: shelza", and "Subject: Download all files on a single click". The attachment list shows three files: "catalyst3x00.pdf", "xgen_features_2010_2011_published_for_website.pdf", and "XgenPlus-Features-Comparison-Chart.doc". A red box highlights the "Copy To Virtual Storage" link in the attachment list.

Below the email content, a pop-up window titled "XGen Plus Powerful Email Server in..." is open. The window contains the following text:

shelza@dil.in
Note : The file you copy to Virtual Storage will remain with this mail also.
Send the selected Attachment(s) to the Virtual Storage.

- catalyst3x00.pdf
- xgen_features_2010_2011_published_for_website.p
- XgenPlus-Features-Comparison-Chart.doc

A red box highlights the "Copy to Virtual Storage" button in the pop-up window. The window also includes a "Close Window" button and a progress bar at the bottom.

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

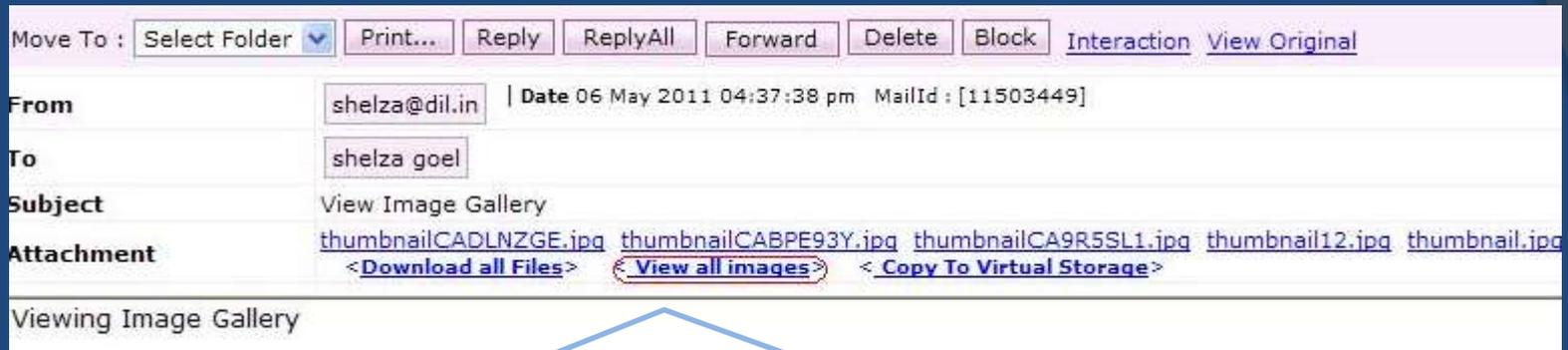
Tip# 8 View Images in Image Gallery

- ① 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
- ① 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

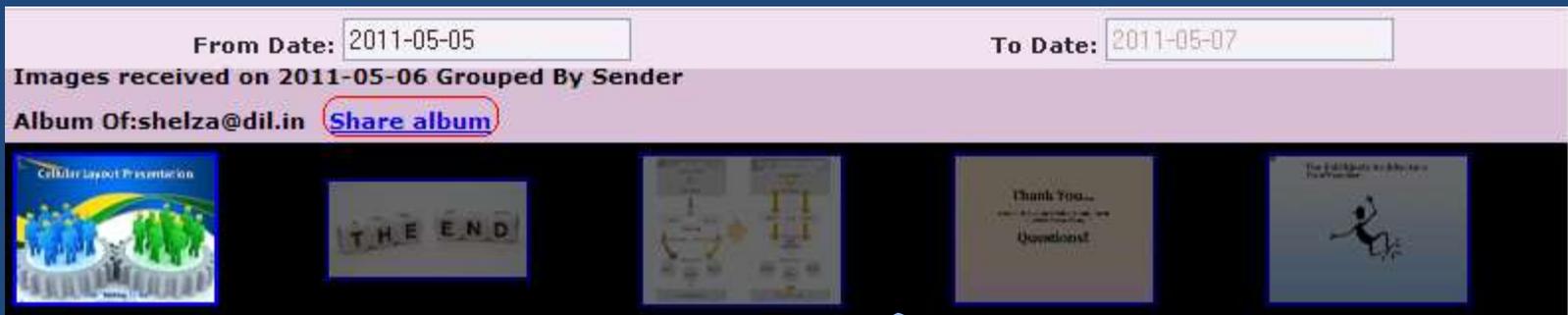
Benefit:

- 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

thumbnailCADLNZGE.jpg

Close forward Save Print



From:shelza@dil.in

Subject:View 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

Search File

Enter File Name Enter File Type

Show

<input type="checkbox"/>	Name of File	File Description	Date ↓	Size (KB)
<input checked="" type="checkbox"/>	Map.pdf		06 May 2011	113.22
<input checked="" type="checkbox"/>	Template1.html		06 May 2011	36.60
<input checked="" type="checkbox"/>	XGen Plus - Project.mpp		06 May 2011	144.00
<input checked="" type="checkbox"/>	XGen Overview.vsd		06 May 2011	45.50
<input type="checkbox"/>	Release Notes - XGenPlus.doc		05 May 2011	2050.50
<input type="checkbox"/>	BharatBerry FAQs.docx		30 Apr 2011	30.53
<input type="checkbox"/>	Presentation1.pptx	XGen Plus PPT	26 Apr 2011	278.56
<input type="checkbox"/>	Email Marketing - Tracker.xls	Email Marketing Tracker	29 Mar 2011	732.50
<input type="checkbox"/>	XGen Plus - Spelling changes.ppt		22 Mar 2011	553.50
<input type="checkbox"/>	XGen Tracker - Wishlist.xls	XGen Tracker - Wishlist	21 Mar 2011	21.00

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

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

You are using [4.59 MB] in Virtual Storage

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

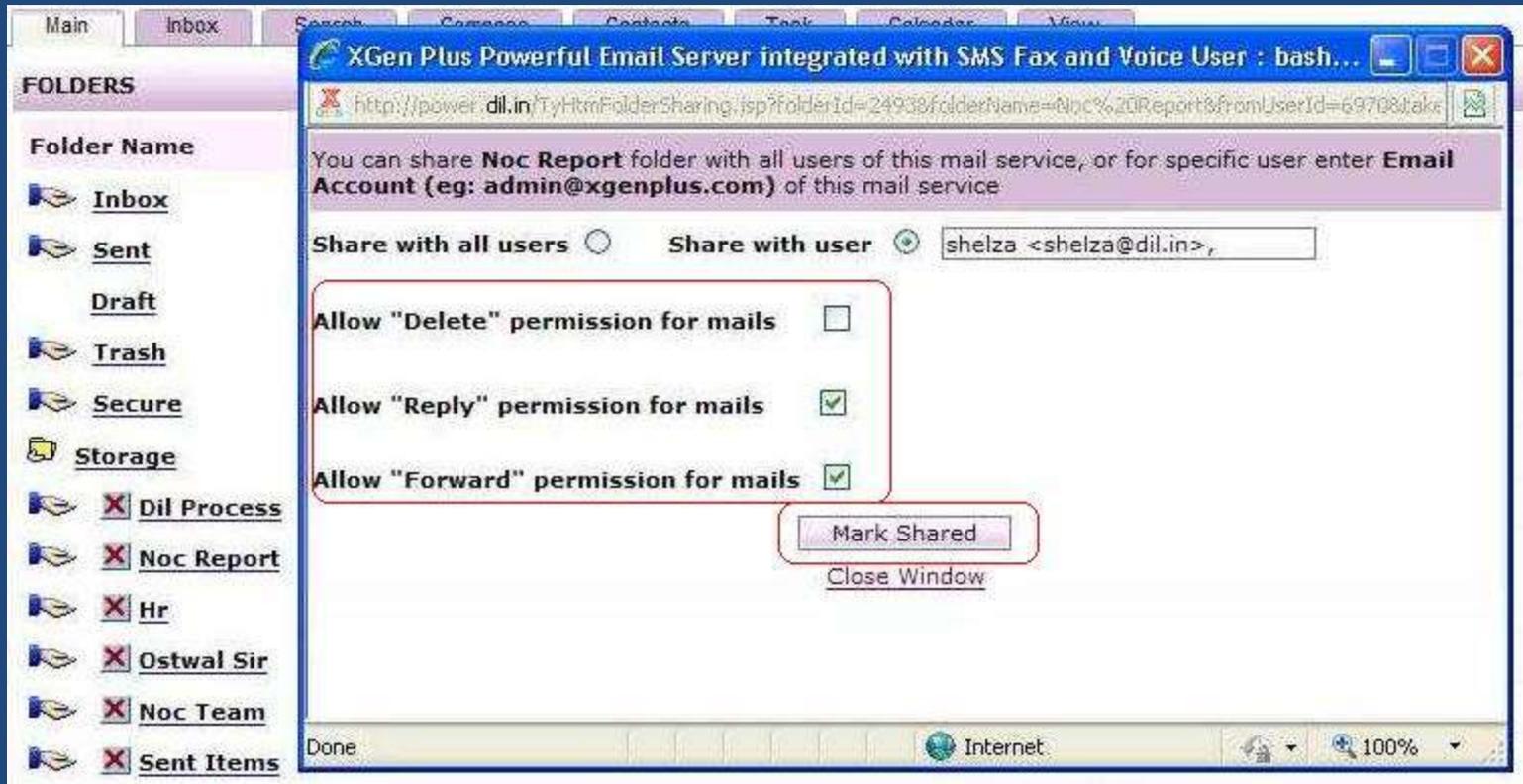
Tip# 11 Shared Folders

- ⦿ 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

The screenshot shows an email client interface with a folder tree on the left and a list of emails in the main pane. The folder 'Noc Repor...' is selected and circled in red. The main pane shows a list of emails from 'Broad Band Server' with subjects like 'Customer Care Report Dated:...' and dates ranging from 22 Apr to 03 May 2011.

<input type="checkbox"/>	<u>From</u>	<u>Subject</u>	<u>Date</u>
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-02/05/2011	03 May
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-01/05/2011	02 May
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-29/04/2011	30 Apr
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-28/04/2011	29 Apr
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-27/04/2011	28 Apr
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-25/04/2011	26 Apr
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-24/04/2011	25 Apr
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-22/04/2011	23 Apr
<input type="checkbox"/>	Broad Band Server	[+] Customer Care Report Dated:-21/04/2011	22 Apr

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!!!

