Quatrix

Quatrix for Outlook
User Guide

This guide contains the installation and user guides for Quatrix® plug-in for Outlook.

Quatrix for Outlook provides users the ability to share important data via email in an easy, convenient and secure way. Attachments are automatically uploaded to your Quatrix account and the link to the attachment is sent to the recipient in the body of the email.

System Requirements

Quatrix for Outlook supports Microsoft Outlook 2010 and 2013.

Prerequisites

Each user can run only one installation of Quatrix for Outlook.

Installation Guide

To install the latest version:

1. Download Quatrix for Outlook from our website or your Quatrix account.

2. Completely unzip or extract the downloaded file.

3. Open the extracted folder and double-click the Setup.exe file to begin installation and setup.

4. The Setup Wizard dialog box opens.

5. Click Next and read the License Agreement.

6. Accept our License Agreement and click Next.

7. Select the location where the plug-in will be installed on your PC.

8. Click Next on the Confirm installation dialog box which begins the installation of Quatrix Plug-in.

9. Click Close when the plug-in is installed.
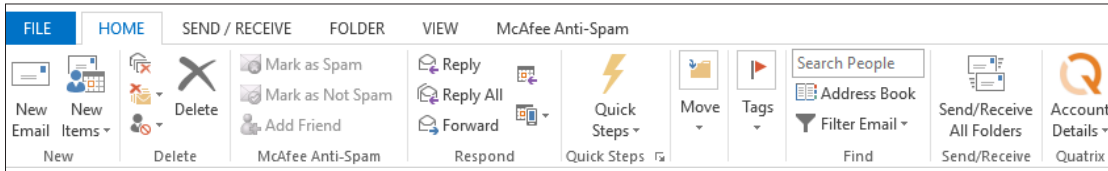
10. To use the updated version of Quatrix for Outlook you should reopen Microsoft Outlook.

User Guide

When the plug-in is installed, Quatrix® Account Details option appears in the Outlook.
To share files or folders using Quatrix plug-in you should be a registered Quatrix user.

Note: There may be occasions when Outlook 2010 or 2013 fails to enable the Quatrix plug-in.
You should choose "Always Enable this add-on" for the Quatrix for Outlook in your Outlook settings
to prevent the plug-in from being disabled.

After clicking on the Account Details the following options appear:
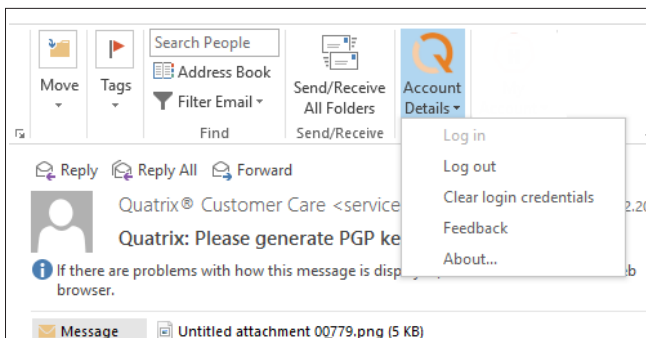
> Log in - use this option to log in to your Quatrix account.

> Log out - use this option to log out of your Quatrix account.

> Clear login credentials - this option is used to delete login credentials which are displayed on the login form.

> Feedback - help us improve our service by sending us your suggestions and ideas.

> About ...- provides a brief description of Quatrix Outlook Plug-in.

How to share files or folders using Quatrix for Outlook

You should follow a few simple steps to share files or folders in Outlook.

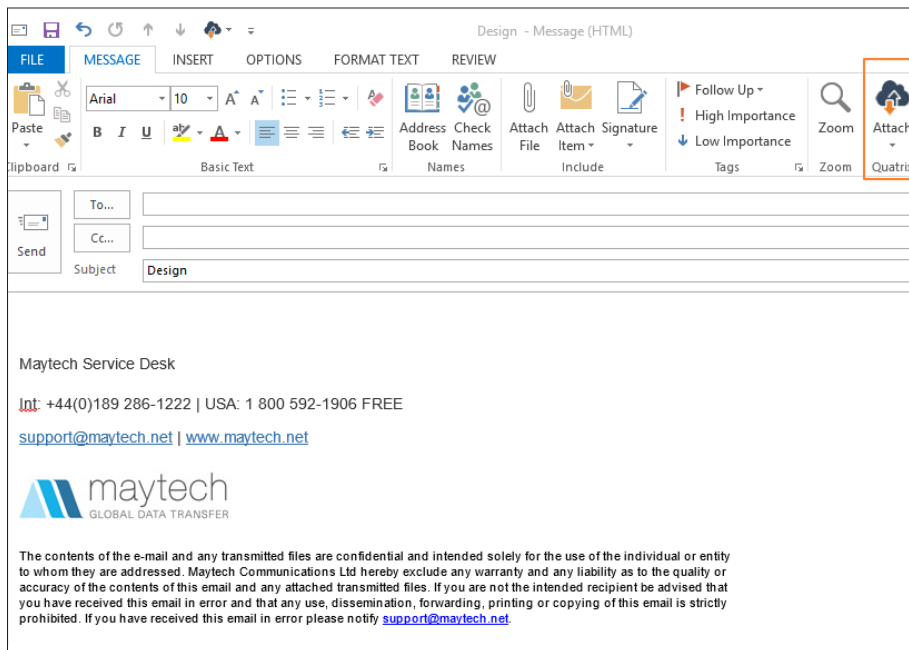1. Log in to your Quatrix$^{®}$ account with your login credentials.

2. Create a new email and select the Attach option of Quatrix.

3. Select files or folders for upload. Uploading files are shown in the Quatrix® Uploader window which is displayed in the bottom right corner.

4. You can choose the share privacy level and additional options by clicking the Settings icon on the Quatrix Uploader window.

For more information see www.maytech.net
Or call us: International & UK +44 (0) 189 286 1222 | USA & Canada 1 800 592 1906

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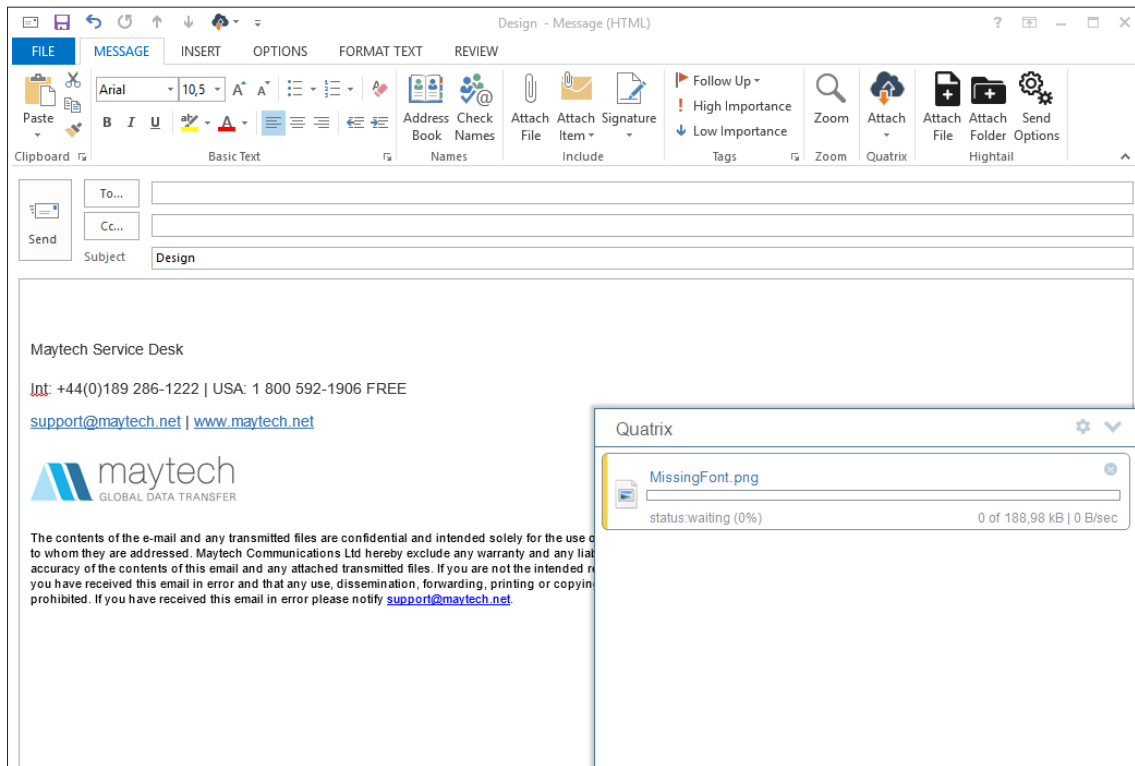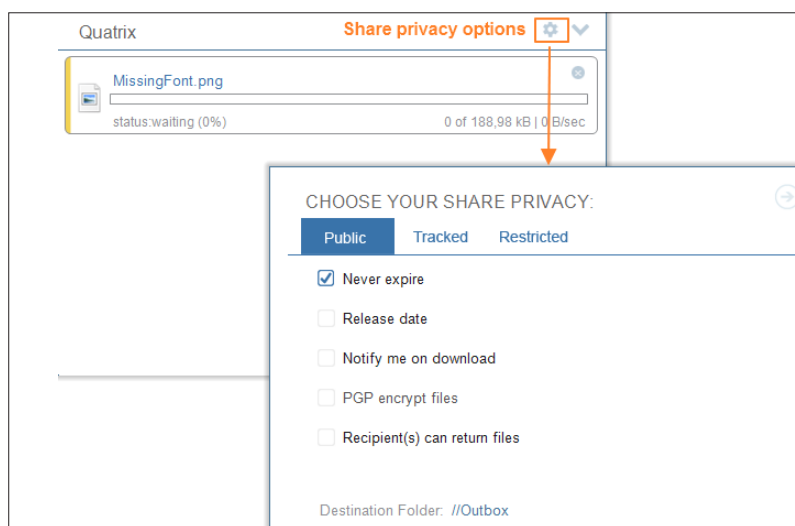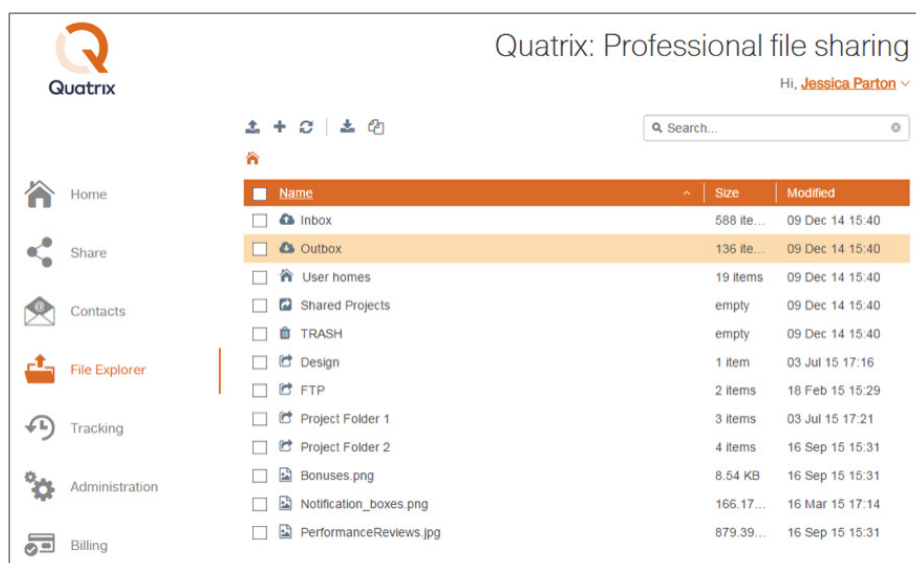January 2016 | Author: Maytech | Version: 2 | 5 of 6

Share Privacy Levels:

- Public - Anyone can download shared files

- Tracked - Any registered Quatrix users can download. Fully tracked.

- Restricted - Only the registered email recipient can download.

5. Send files. Your shared files/folders are displayed in the Sent items folder of Outlook and in the Outbox folder of your Quatrix account.

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