

AVIAN GROUP PTE LTD

Outlook Disclaimer Manager

Managing the Outlook Disclaimer Manager

Ronni Marker

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This document is the manual for the Outlook Disclaimer Manager application, and will guide the user through all the functions of the Outlook Disclaimer Manager. How to manage client applications and best practices for distributing the disclaimer to Outlook Clients.

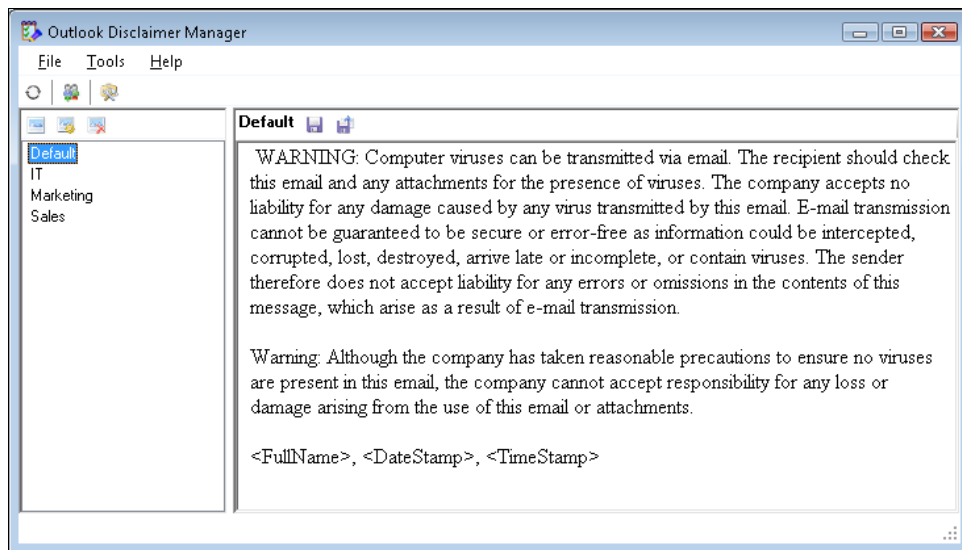
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Outlook Disclaimer Manager is an application to manage and distribute disclaimer text that will be inserted at the footer of outgoing emails.

With the Outlook Disclaimer Manager tool it is possible to uniform the disclaimers from a central location so users within the company can have the same throughout the whole company, or from department to department.

Outlook Disclaimer Manager has been thought with corporations in mind. In this way it is easy to distribute the clients throughout the entire company, no matter if there are 50 or 5000 employees who will be using the Outlook Disclaimer Client.



Outlook Disclaimer Manager main window.

Sign in to the Outlook Disclaimer Manager



Sign In

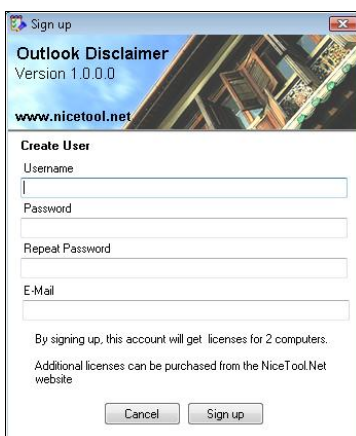
To sign into the Outlook Disclaimer Manager, simply type in your username, password and paste in the Site Serial/Application Key and press okay.

The Site Serial Key can be found in the email you received when you signed on to the account.

If you wish to save the credentials on the local computer, then just check the Save Credentials box before you press the OK button.

Create new member.

In case you don't have an account and this is the first time your company are using the Outlook Disclaimer Manager, then press the Sign up link on the Sign In page.



We need some simple informations from you before we can create the account, this is a username, password and a valid email account. After this have been typed in, we will send you and welcome email that have included the Serial Key, that you need to use for signing in and for all the Outlook Disclaimer Clients that are to be installed on the Microsoft Outlook, Microsoft Outlook Express or Microsoft Mail clients.

The Outlook Disclaimer Manager main window

Outlook Disclaimer Manager consists of two main parts, the Disclaimer title area (fig 1.a) and the Disclaimer text area (fig 1.b).

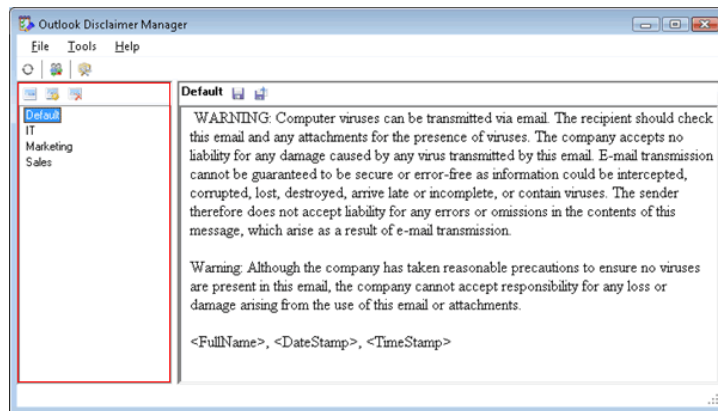
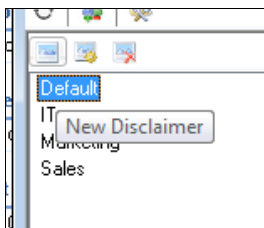


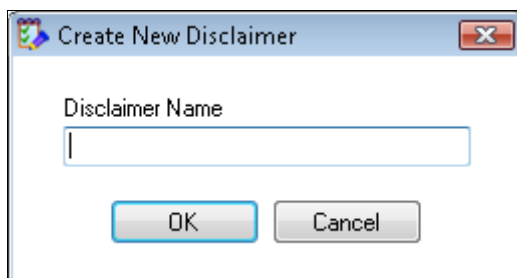
fig 1.a

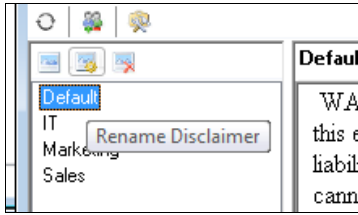
The Disclaimer Title Area are managed by 3 buttons, whose function is to Create, Rename and Delete a Disclaimer. Disclaimers are listed in alphabetical order below each other in this field as well.



New Disclaimer

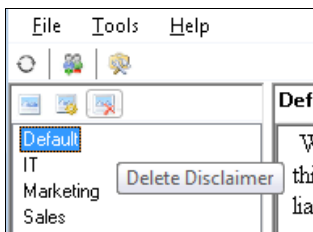
The button “New Disclaimer” will create a new Disclaimer template, click on the button and a new window will be shown asking for a name for the new Disclaimer.





Rename Disclaimer

Any Disclaimer that is made can be renamed again. The only that can't be renamed is the disclaimer named "Default", this is a system Disclaimer. It is possible to edit the Disclaimer text for the default disclaimer.



Delete Disclaimer

Any Disclaimer that has been created by a Disclaimer Manager can be deleted again. The only Disclaimer that can't be deleted is the system Disclaimer called "Default".

If a Disclaimer have been set to as the default Disclaimer (not the system disclaimer), then it is not possible to delete that either. To delete the default disclaimer, go to Options and change that to another before you try to delete it.

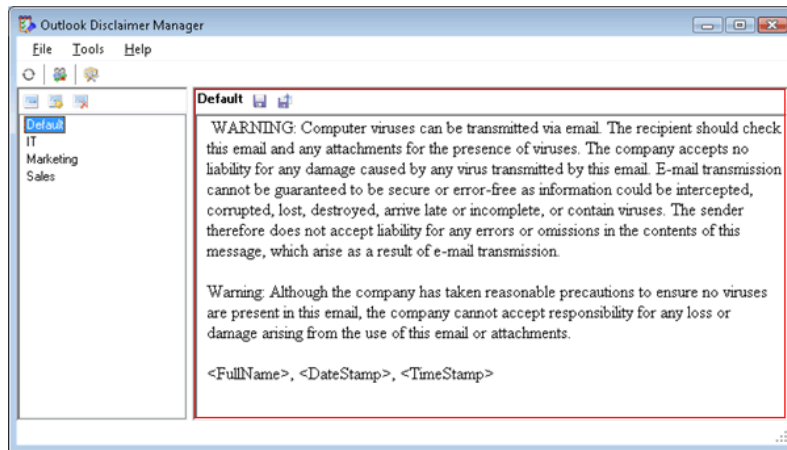
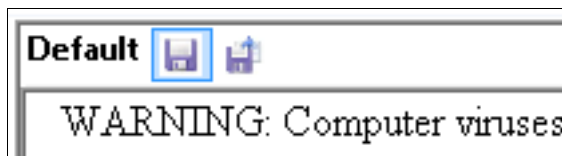


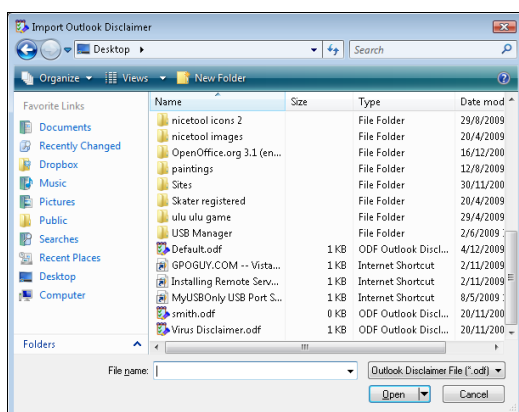
fig 1.b

The Disclaimer Text area has two buttons that is important to notice. First there is the Save Disclaimer and secondly there is the Import Disclaimer button.



Save Disclaimer

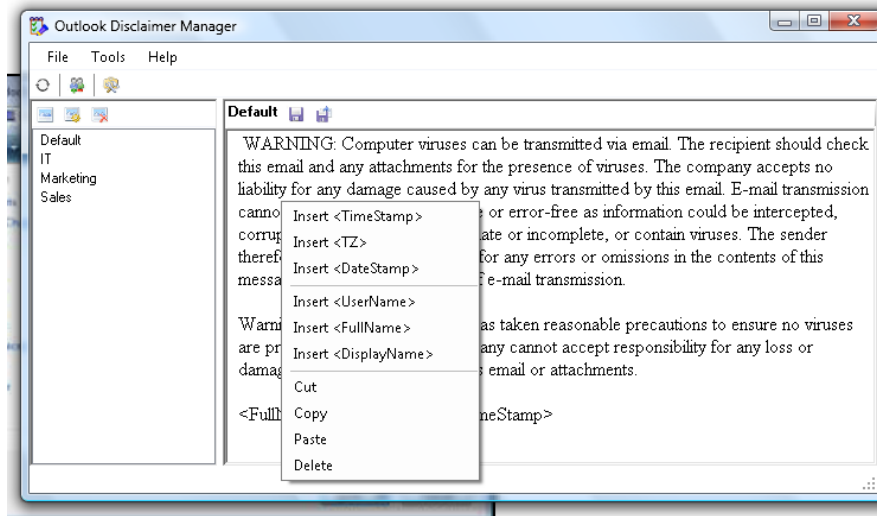
Will save the text, both locally and update the template online. This means that the text you just saved will be available immediately for all users who use this Disclaimer as their default. Based out from synchronization schedule this can take up to an hour to update on client side.



Import Disclaimer Text

This will open a dialogue box and you will be able to search for local documents in the **odf** format. This is a special Outlook Disclaimer File format. But plain text files can be imported as well.

Disclaimer Text Area



The text area for version 1.0.0.0 is a plain text area, this will be updated to a rich text where you can change colours, fonts and more from version 1.2.0.0 and will be available Q4, 2010.

You can insert, or write any type of text you wish there are to be distributed with the template. Do know that this is to be formatted in non HTML styles.

For companies who are running within an Active Directory enabled site, it is also possible to use the following fields from end-users profile:

Username

Fullname

Displayname

More Active Directory fields will be added in a near future.

Additionally is it possible to insert Time, Date as well as timezone into the text. This will be updated with the computer time at the time the message is send.

Cut, Past, Copy and Delete functions are available as well as standard features for the text editing area.

Top Menu Buttons

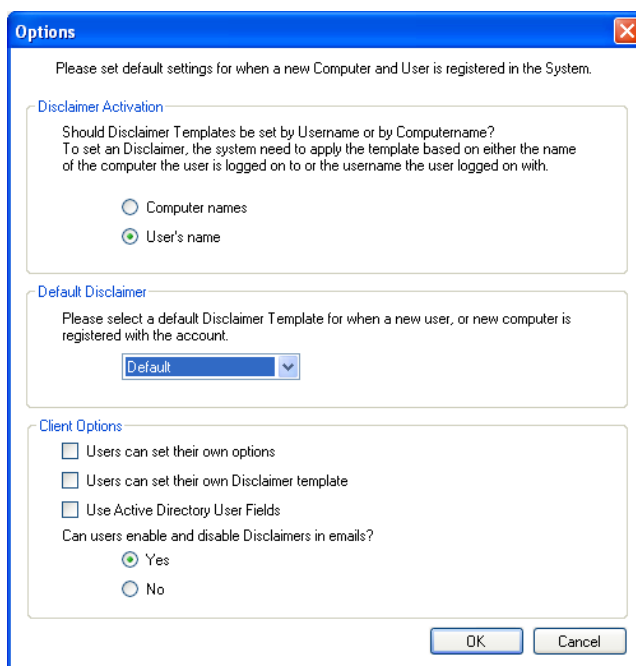


There are 3 top menu buttons, Synchronize, Edit/View Disclaimer Rights and Options.

Synchronize

Will update all local content from the online store, this is useable in case the application have been open for a longer period of time and the administrator need to have updated the most recent user content – for him to work on. This is namely user accounts and computer accounts that only will be available after the users have had their accounts registered, or the administrator have synchronized Outlook Disclaimer Manager with their local Active Directory – This can be done with the Active Directory Synch tool that can be found on the website

Options

A screenshot of the 'Options' dialog box. The title bar says 'Options' with a close button. The main text reads: 'Please set default settings for when a new Computer and User is registered in the System.' There are three sections: 1. 'Disclaimer Activation' with the question 'Should Disclaimer Templates be set by Username or by Computername?' and instructions. It has two radio buttons: 'Computer names' (unselected) and 'User's name' (selected). 2. 'Default Disclaimer' with the instruction 'Please select a default Disclaimer Template for when a new user, or new computer is registered with the account.' and a dropdown menu currently set to 'Default'. 3. 'Client Options' with three checkboxes: 'Users can set their own options' (unchecked), 'Users can set their own Disclaimer template' (unchecked), and 'Use Active Directory User Fields' (unchecked). Below these is the question 'Can users enable and disable Disclaimers in emails?' with two radio buttons: 'Yes' (selected) and 'No' (unselected). At the bottom are 'OK' and 'Cancel' buttons.

On the options page there are 3 important areas to set.

Disclaimer Activation

This is based on if users is to the recognised by the computer they have logged on to, or by what username they are using. If company users have their own login via Active Directory, then it is advisable to use the Username settings and manage Disclaimers by Username. If

companies are not using an Active Directory, then the system administrator should determine if users are best identified by the computer name they use, or by the log in name they are working on daily.

Do notice that Disclaimer defaults will not be the same between user and computer accounts, as they are not linked together. Changing this can become a time consuming administrative task to update all rights to reflect the new settings if there are many user/computer accounts.

Notice!

For Microsoft Exchange users this feature is generally void. When using the Microsoft Exchange plug-in, then rules will solely be based on User's settings and Administrators should concentrate solely on the users side.

Default Disclaimers

On the Default Disclaimer area, administrators should determine what Disclaimer template users should use the first time their account is registered in the system. "Default" is the standard setting, but can be set to any Disclaimer that has been created.

Do know that changes occur instantly and all new accounts will be using the Disclaimer text from that point on. So make sure that you have created the Disclaimer text before you change it to a new disclaimer.

Client Options

In the Client Options area, is to set the actions that a user can manage from the Outlook Application.

Users can set their own options

If this is enabled, then users is able to set their own templates as allowed below.

Users can set their own template

If this is enabled, then users can select their own templates, as selected from a group of Disclaimer templates that were created by the Administrator of the Outlook Disclaimer Manager.

Use Active Directory Fields

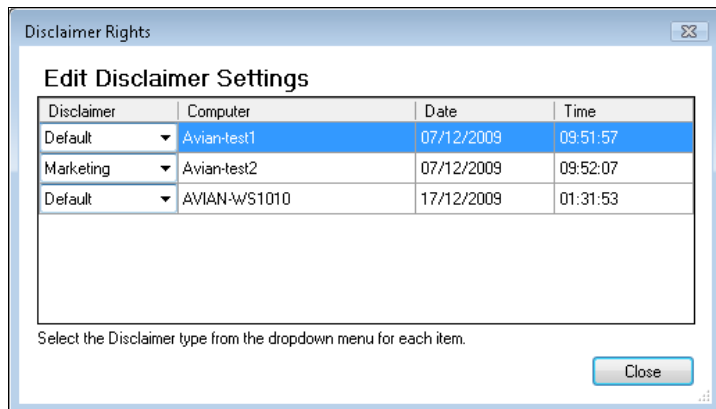
When this is set, the outlook clients application will try to contact an Active Directory server and get the fields for the Active Directory fields, or if possible, get the fields from the last synchronized active directory field list.

Can users enable and disable Disclaimers in Emails

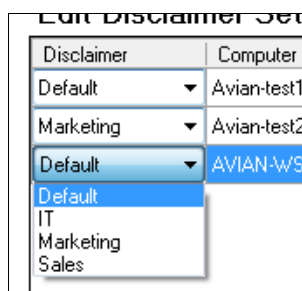
When this is set to Yes, then users can choose not to include this in a given email. This is an option that the user then has to set for each email where he DON'T wish to include the disclaimer into.

Edit/View Disclaimer Rights

The Disclaimer Rights window is where you set the individual disclaimers to each account.



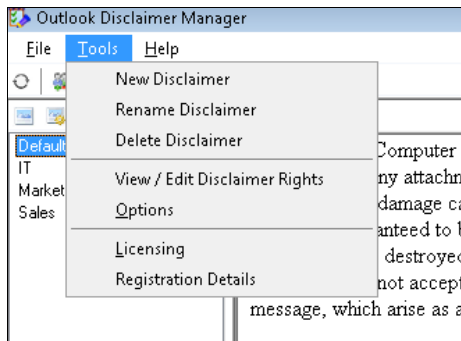
Depending on the options settings, this page will either show the Computer accounts rights or the User accounts disclaimer rights.



To set a Disclaimer, click on the drop down list out from the computer/user account you wish to change and select the Disclaimer Template you wish to assign. The changes are updated instantly and user will get the updated template after the outlook client have been restarted or synchronized.

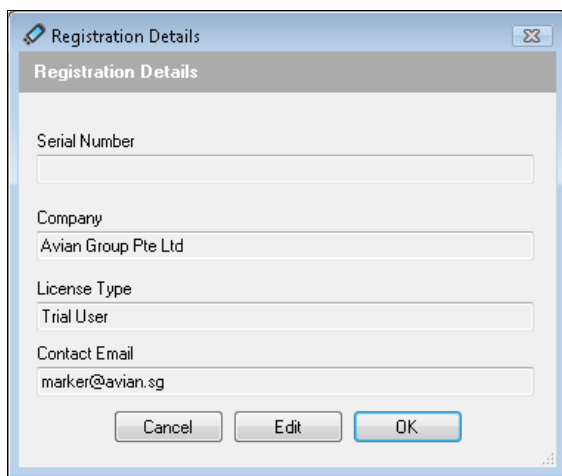


To remove a computer or user account, simply right click on it and press delete and it will instantly be remove from the system. The account will be updated and inserted if the Outlook Client is still running, so make sure to uninstall the Disclaimer Client before you delete the account from the system.



Registration Details

To view your registration details, go to the Tools Menu and select the Registration Details field.



Here you can view your Serial Key, Company Name, your license type and your contact Email.

Company name and Contact email can be edited by clicking on the Edit button.

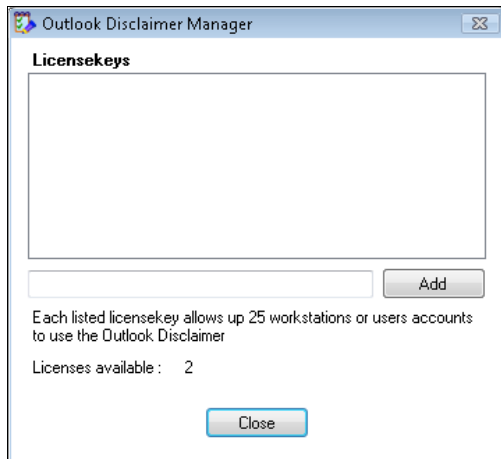
License type can change between Trial User and Commercial user.

Trial users are all who have yet to purchase an license and still is running on the two user limit trial account. The trial account does not have an expiry date and can be used indefinitely, just with the limit that if there is no client synchronization in 4 months, then the whole account be deleted.

Licensing

It is always possible to view your license count. Simply select Tools from the top menu and then select Licensing.

Here you will be able to see the total amount of licensekeys you have assigned to this account and the licenses available to you.



About Outlook Disclaimer Manager

Outlook Disclaimer Manager was made by Avian Group Pte Ltd, and is sold on an annual subscription basis for a small fee.

To read more about pricing and licensing please visit www.nicetool.net or contact sales@avian.sg

For IT integrators who might be interested in the reseller programmes please contact us on sales@avian.sg as well.