

MICROSOFT OUTLOOK/ MOZILLA THUNDERBIRD/ ZIMBRA PLUGINS

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ABOUT MICROSOFT OUTLOOK/MOZILLA THUNDERBIRD/ZIMBRA PLUGINS

Three plugins allow to upload e-mails and/or attachments into Gargantua directly from the following e-mail clients:

- Microsoft Outlook;
- Mozilla Thunderbird;
- Zimbra.

Once the plugin of your choice has been downloaded and installed, a **Send to Gargantua** button displays in the e-mail client toolbar. Clicking this button launches a wizard that allows you to select the database and the folder where to import the current message and all or part of its attachments.

See the “Web Client - Configuring the Web Client, Installing the plugins” and “Upgrade” documentations for more information on how to install and upgrade the Microsoft Outlook/Mozilla Thunderbird/Zimbra plugins.

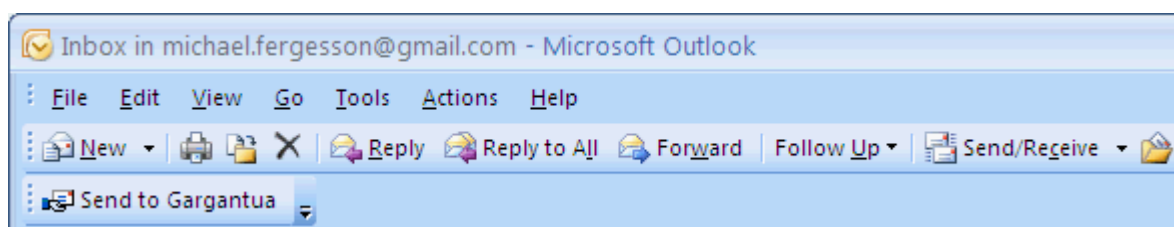
WHAT CHANGES IN THE E-MAIL CLIENT INTERFACE?

MICROSOFT OUTLOOK

Once the Microsoft Outlook plugin has been installed on the computer, modifications display in Microsoft Outlook interface:

- In Microsoft Outlook 2010, a new tab named **Gargantua** and containing, among others, a **Send to Gargantua** button displays in the ribbon.

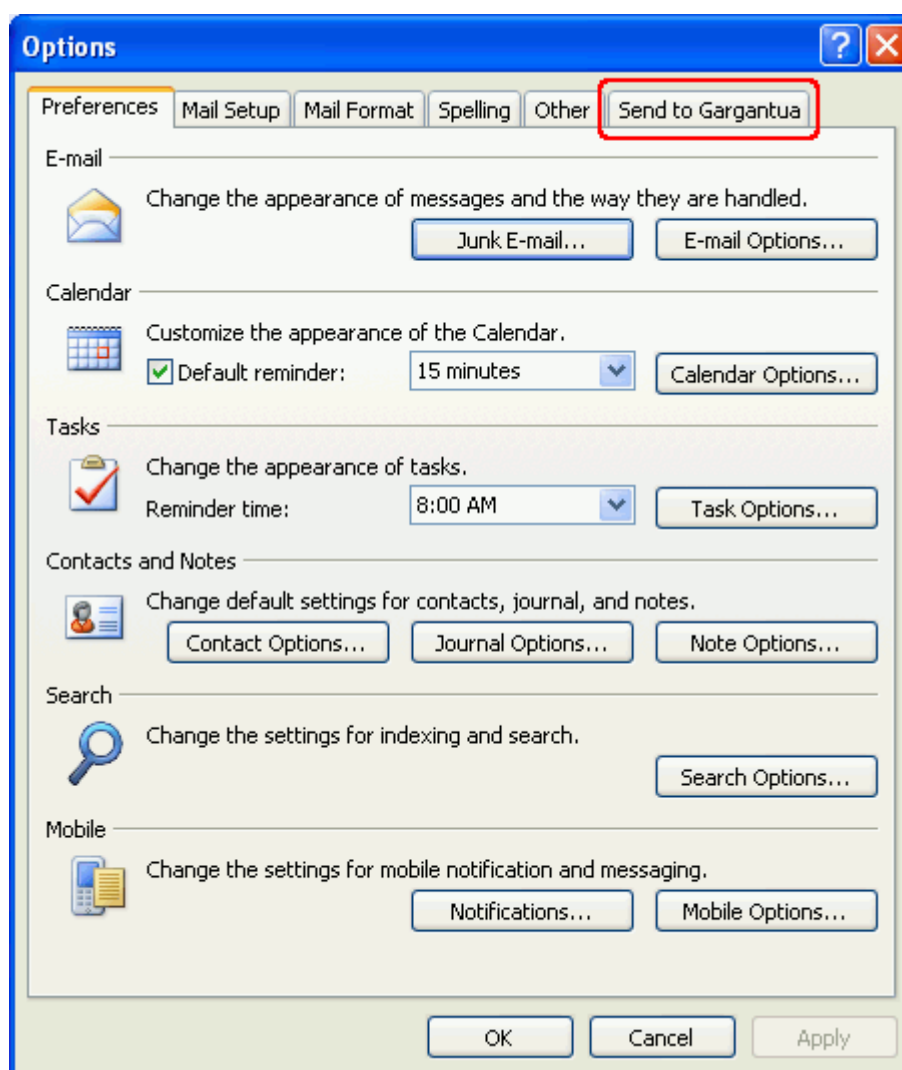
In Microsoft Outlook 2007, a new **SIATEL Outlook Bridge** toolbar containing a **Send to Gargantua** button displays:



For more information, see the section on how to [upload e-mails into Gargantua](#) using this button.

- In Microsoft Outlook 2010, in the add-ins management screen (menu **File** > **Options** > **Add-Ins**), a new add-in named **SIATEL Outlook Bridge** is available in the list and an **Add-in Options** section containing a button with the same name displays.

In Microsoft 2007, in the **Options** dialog (**Tools** menu > **Options**), a new **Send to Gargantua** tab displays:

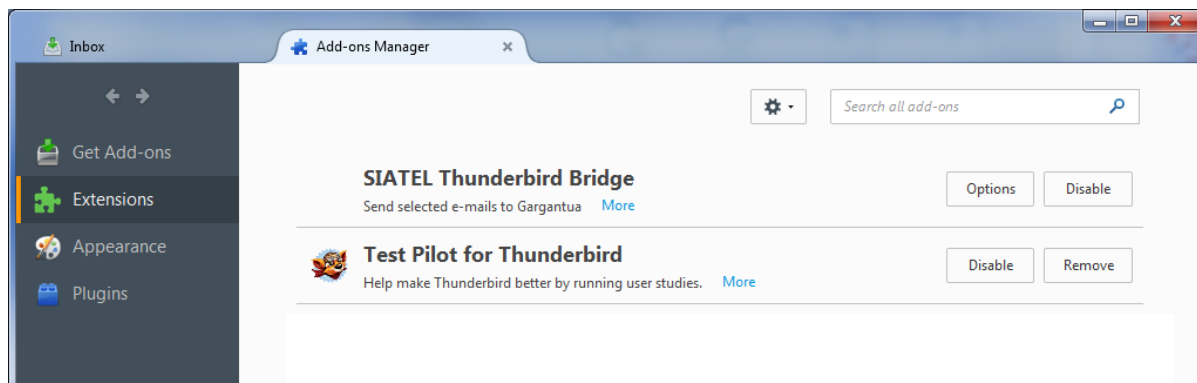


For more information, refer to the section on available [configuration options](#).

MOZILLA THUNDERBIRD

Once the Mozilla Thunderbird plugin has been installed on the computer, modifications display in Mozilla Thunderbird interface:

- In the **Add-ons Managers** tab (**Tools** menu > **Add-ons** > **Extensions**), a new extension named **SIATEL Thunderbird Bridge** is available in the list:



The SIATEL Thunderbird Bridge extension is not enabled by default. Click on “Enable”.

For more information, refer to the section on the [configuration options](#) available by clicking the **Options** button.

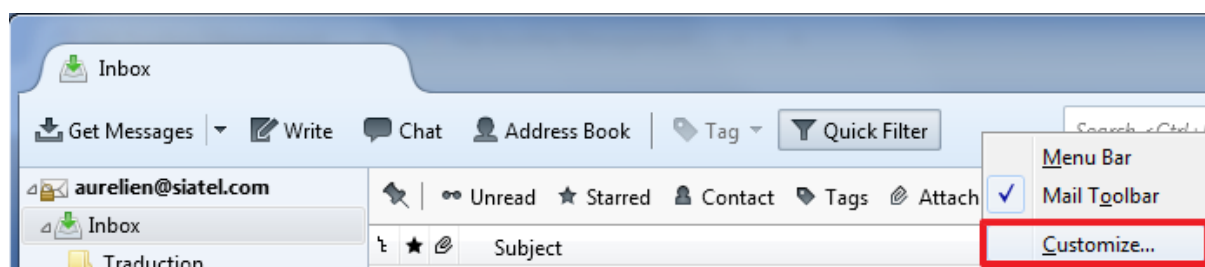
- When the SIATEL Thunderbird Bridge extension is enabled, a button allowing to send e-mails to Gargantua will be available. However, it does not display automatically in a toolbar. To display it, proceed as follows:

1. Make sure that the toolbar where you want to add the sending button is displayed. It may be either the **Mail Toolbar** or the **Menu Bar**.

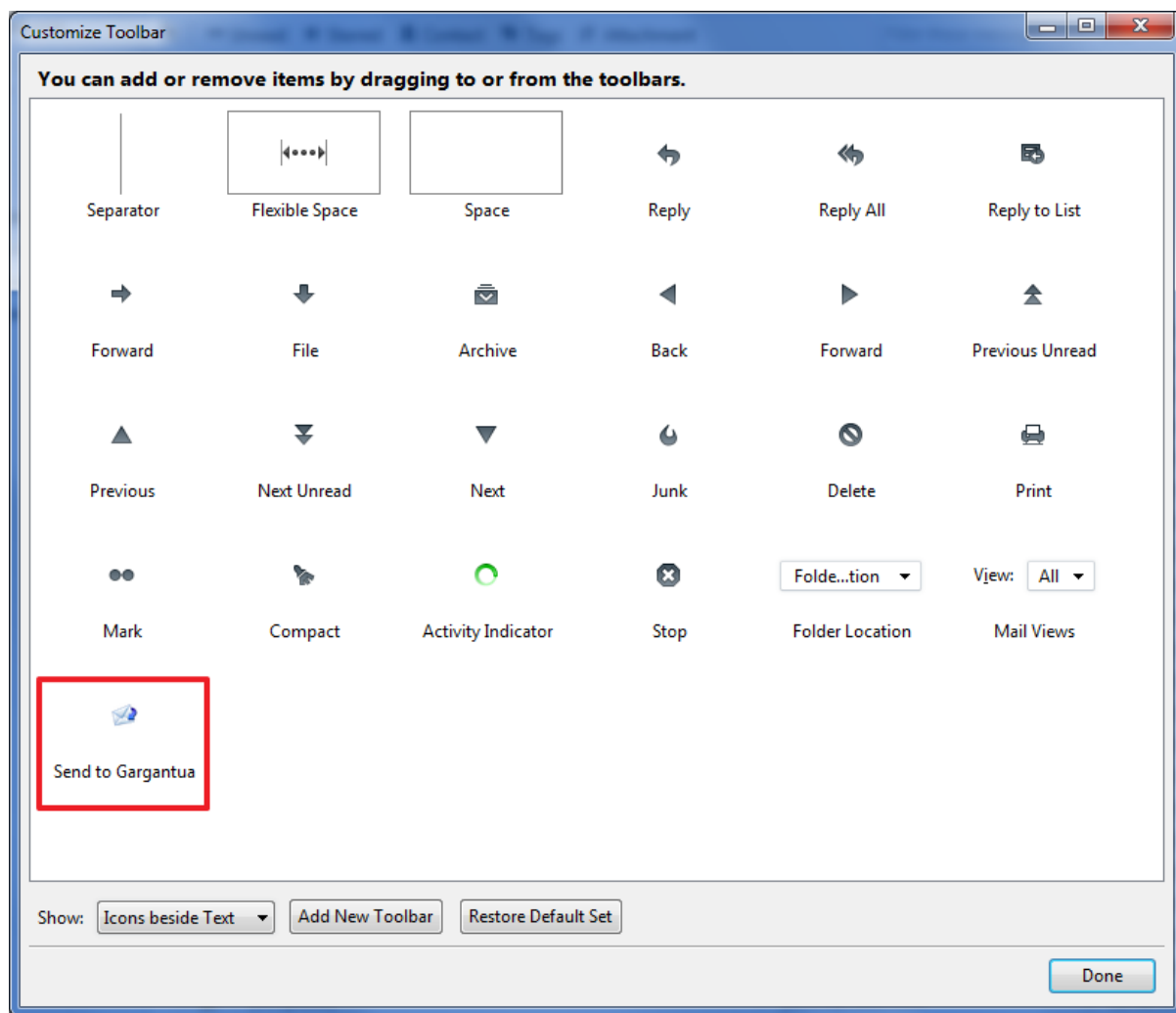
If the toolbar you want does not display, right-click the area where it should display, in the upper part of the screen, and click its name in the right-click menu.

If the toolbar you want displays, proceed to the next step.

2. Right-click one of the toolbars, and select **Customize**.

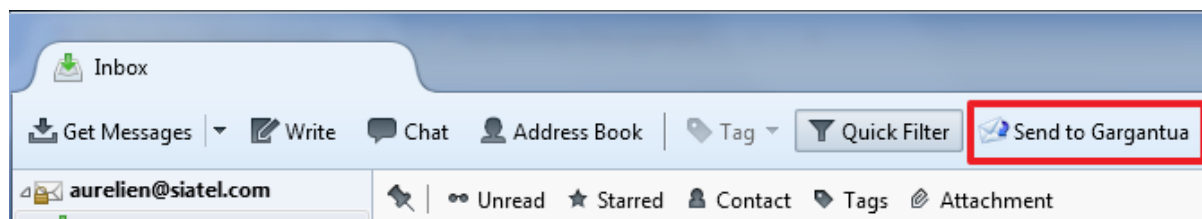


The **Customize Toolbar** dialog displays:



3. Drag and drop the **Send to Gargantua** item wherever you want in one of the toolbars.

The **Send to Gargantua** button displays in the toolbar:



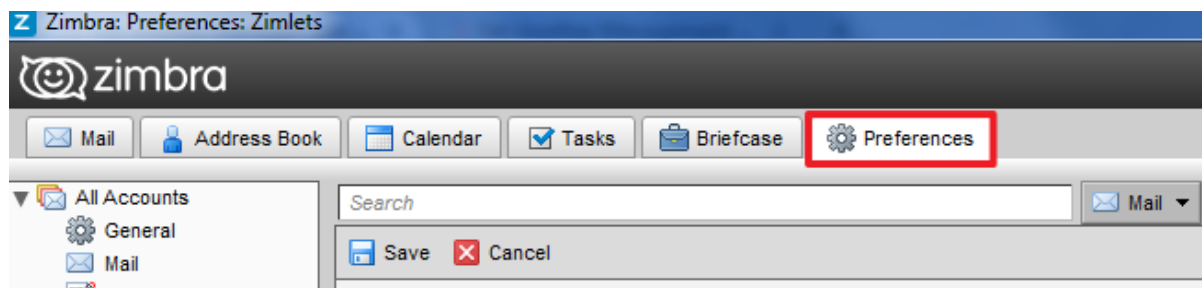
For more information, refer to the section on [how to upload e-mails into GARGANTUA](#) using this button.

ZIMBRA

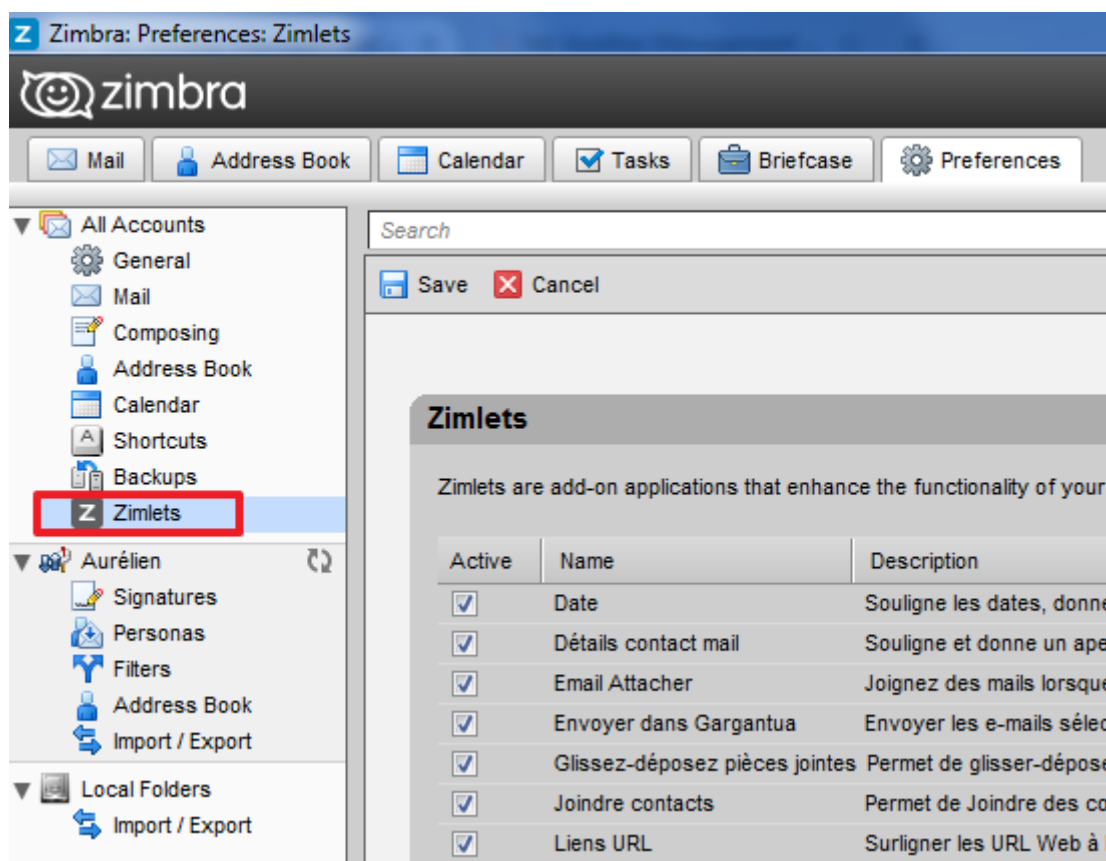
Once the Zimbra plugin has been installed on the computer, modifications display in Zimbra interface:

- When the SIATEL Thunderbird Bridge extension is enabled, a button allowing to send e-mails to Gargantua will be available. However, it does not display automatically in the toolbar. To display it, you must add the “com.siatel.zimbra.zip” archive provided by Siatel, in Zimbra zimlets:

1. Click on the **Preferences** tab.



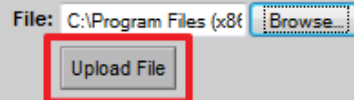
2. Click on **Zimlets**, in the left pane.



3. Click on **Browse**, in the main pane, in the **Install A Zimlet** section, to select the “com.siatel.zimbra.zip” archive.
4. Select the “com.siatel.zimbra.zip” archive.
5. Click on **Open**.
6. Click on **Upload file**.

Install A Zimlet

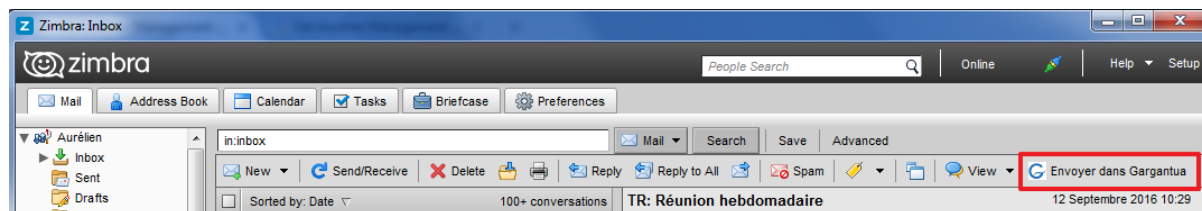
You may install new zimlets by uploading a valid .zip file containing the zimlet resources. To find out more, visit the [Zimbra Gallery](#).



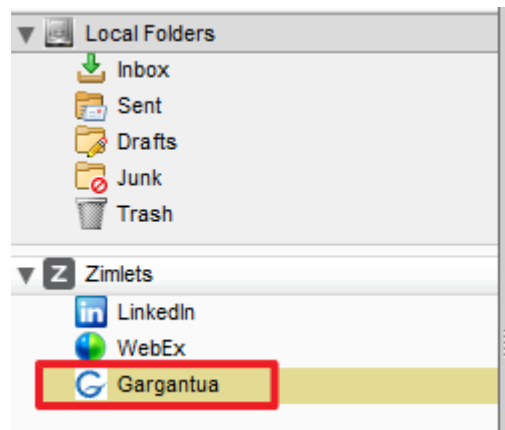
A confirmation message informing you that the plugin has been successfully installed and that the application must restart is displayed.

7. Click on **OK**.

Zimbra restarts. You have added the “com.siatel.zimbra.zip” archive provided by Siatel, in Zimbra zimlets : the Send to Gargantua button is now available in the toolbar.



Moreover, a Gargantua button is now displayed in the left pane, in the Zimlets section. Here, you can, among other things, [configure the automatic authentication](#).



UPLOADING E-MAILS INTO GARGANTUA

To upload e-mails into Gargantua from an e-mail client:

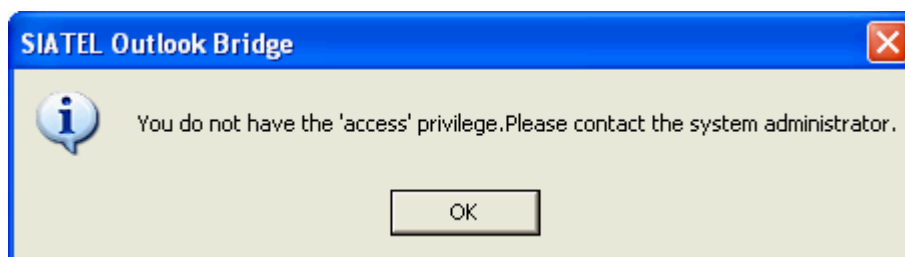
1. Select the e-mails to upload into Gargantua.



Tip: to select several e-mails at a time, hold the Ctrl key down and click each e-mail you want to upload.

2. Click the **Send to Gargantua** button (see [above](#) to know how to display the button in Mozilla Thunderbird).

If you get the following message, ask your administrator to give you the access rights to the **Document Management** module or to the **Workflow** module.



If you can access the **Document Management** module, the connection dialog displays.

3. Type your credentials and the server URL (see [below](#) to know how to configure authentication permanently).



By default, the server URL has the following format: "`http://MyServer:8080/siatel-web/`". It is the same URL as the Web Client's.

4. Click **OK**.

The **Send to Gargantua** wizard displays:

Send to Gargantua

Select the target for your e-mail: you can either create a new document in a folder in a database, or start a new process with an attached document, or attach the document to a task already present in your inbox.

Destination

☒ Folder in a database
☐ New process
☐ Task in your inbox

When you send a file to a Gargantua folder, a new document is created automatically.

Choose a Gargantua database : Invoices

Folders available in the selected database :

- Database root
 - Africa
 - Asia
 - Europe
 - Oceania
 - North America
 - South America

Refresh < Back Next > Finish Cancel

5. In the **Destination** section, select one of the following options:
- **Folder in a database**, if you want to upload the e-mails into a [Gargantua database](#);
 - **New process**, if you want to [start a process](#) with the e-mails to upload;
 - **Task in your inbox**, if you want to add the e-mails to a [task that is currently in your inbox](#).

FOLDER IN A DATABASE

If you selected the **Folder in a database** option in the **Destination** section, the list of the Gargantua databases that you can access displays.



To select this option, you need to have access to the “Document Management” module.

To upload the selected e-mails into a Gargantua database, proceed as follows:

1. In the drop-down list, select the Gargantua database where you want to upload the e-mails.

The database folders navigation tree displays in the frame below.

2. Select the folder where you want to upload the e-mails.
3. Click **Next**.

The next screen of the **Send to Gargantua** wizard displays.

4. In the drop-down list, select a form for the documents corresponding to the e-mails.
5. Fill in the attributes of the form.
6. If the database you have selected allows full-text search, you can check the **Prepare for content search (only for text files)** checkbox.

Otherwise, the checkbox is grayed.

7. Click **Next**.

The next screen of the **Send to Gargantua** wizard displays.

8. If you are using Microsoft Outlook, in the **Output type** section, select in the drop-down list the file saving format for the documents corresponding to the e-mails.

If you are using Mozilla Thunderbird, only the TXT format is available.

9. If you want to create for each e-mail a pin document containing the e-mail message and attachments, check the **Create pin document with e-mail body and attachments** checkbox.



If an e-mail does not have any attachment, a pin document containing only the e-mail body is created.

If you want on the contrary each item of each e-mail (body and attachments) to correspond to a different document in GARGANTUA, leave the checkbox unchecked.

10. If you checked the **Create a pin document with e-mail body and attachments** checkbox, you can also check the **Use the same attributes values for pinned documents** checkbox. The form selected previously and the values specified for the attributes will be associated to the pin and all its components.

If you leave the checkbox unchecked, the pin components will be assigned the default form, and the **Name** attribute will be filled with their filename.

11. In the **Attachments** frame navigation tree, you can choose to uncheck the e-mail items (body or attachments) that you do not want to upload into Gargantua.
12. Click **Finish**.

A message confirming that the messages have been transferred displays. The documents corresponding to the e-mails are available in GARGANTUA Web Client.

See the “Web Client - Identified User” documentation to know how to browse the Web Client and how to use the search features in order to find the documents uploaded.

NEW PROCESS

If you selected the **New process** option in the **Destination** section, the list of the Gargantua processes that you can access and start displays.



To select this option, you need to have access to the “Workflow” module and to belong to a role in charge of starting a process.

To start a process with the e-mails selected, proceed as follows:

1. In the list, select the process that you want to start.
2. Click **Next**.

The next screen of the **Send to Gargantua** wizard displays. It contains the process form.

3. Fill in the attributes of the form.
4. Click **Next**.

The next screen of the **Send to Gargantua** wizard displays.

5. In the drop-down list, select a form for the documents corresponding to the e-mails.
6. Fill in the attributes of the form.
7. If the database you have selected allows full-text search, you can check the **Prepare for content search (only for text files)** checkbox.

Otherwise, the checkbox is grayed.

8. Click **Next**.

The next screen of the **Send to Gargantua** wizard displays.

9. If you are using Microsoft Outlook, in the **Output type** section, select in the drop-down list the file saving format for the documents corresponding to the e-mails.

If you are using Mozilla Thunderbird, only the TXT format is available.

10. If you want to create for each e-mail a pin document containing the e-mail message and attachments, check the **Create pin document with e-mail body and attachments** checkbox.



If an e-mail does not have any attachment, a pin document containing only the e-mail body is created.

If you want on the contrary each item of each e-mail (body and attachments) to correspond to a different document in GARGANTUA, leave the checkbox unchecked.

11. If you checked the **Create a pin document with e-mail body and attachments** checkbox, you can also check the **Use the same attributes values for pinned documents** checkbox. The form selected previously and the values specified for the attributes will be associated to the pin and all its components.

If you leave the checkbox unchecked, the pin components will be assigned the default form, and the **Name** attribute will be filled with their filename.

12. In the **Attachments** frame navigation tree, you can choose to uncheck the e-mail items (body or attachments) that you do not want to upload into GARGANTUA.
13. Click **Finish**.

A message confirming that the messages have been transferred displays. A new process is created in Gargantua Web Client and the documents corresponding to the e-mails are added to the process.

See the “Web Client - Identified User” documentation to know how to use the Workflow features.

TASK IN YOUR INBOX

If you selected the **Task in your inbox** option in the **Destination** section, the list of tasks in your inbox that you have accepted displays.



To select this option, you need to have access to the “Workflow” module and to belong to a role in charge of a process task. Besides, you need to accept a task that has been assigned to you before you can upload documents into it.

To add e-mails to a task in your inbox, proceed as follows:

1. In the drop-down list, select the task to which you want to add the e-mails.
2. Click **Next**.

The next screen of the **Send to Gargantua** wizard displays.

3. In the drop-down list, select a form for the documents corresponding to the e-mails.
4. Fill in the attributes of the form.
5. If the database you have selected allows full-text search, you can check the **Prepare for content search (only for text files)** checkbox.

Otherwise, the checkbox is grayed.

6. Click **Next**.

The next screen of the **Send to Gargantua** wizard displays.

7. If you are using Microsoft Outlook, in the **Output type** section, select in the drop-down list the file saving format for the documents corresponding to the e-mails.

If you are using Mozilla Thunderbird, only the TXT format is available.

8. If you want to create for each e-mail a pin document containing the e-mail message and attachments, check the **Create pin document with e-mail body and attachments** checkbox.



If an e-mail does not have any attachment, a pin document containing only the e-mail body is created.

If you want on the contrary each item of each e-mail (body and attachments) to correspond to a different document in GARGANTUA, leave the checkbox unchecked.

9. If you checked the **Create a pin document with e-mail body and attachments** checkbox, you can also check the **Use the same attributes values for pinned documents** checkbox. The form selected previously and the values specified for the attributes will be associated to the pin and all its components.

If you leave the checkbox unchecked, the pin components will be assigned the default form, and the **Name** attribute will be filled with their filename.

10. In the **Attachments** frame navigation tree, you can choose to uncheck the e-mail items (body or attachments) that you do not want to upload into GARGANTUA.
11. Click **Finish**.

A message confirming that the messages have been transferred displays. The documents corresponding to the e-mails are added to the process.

See the “Web Client - Identified User” documentation to know how to use the Workflow features.

CONFIGURING AUTHENTICATION

To avoid entering your credentials every time you send e-mails to Gargantua from your e-mail client, you can configure the authentication permanently.

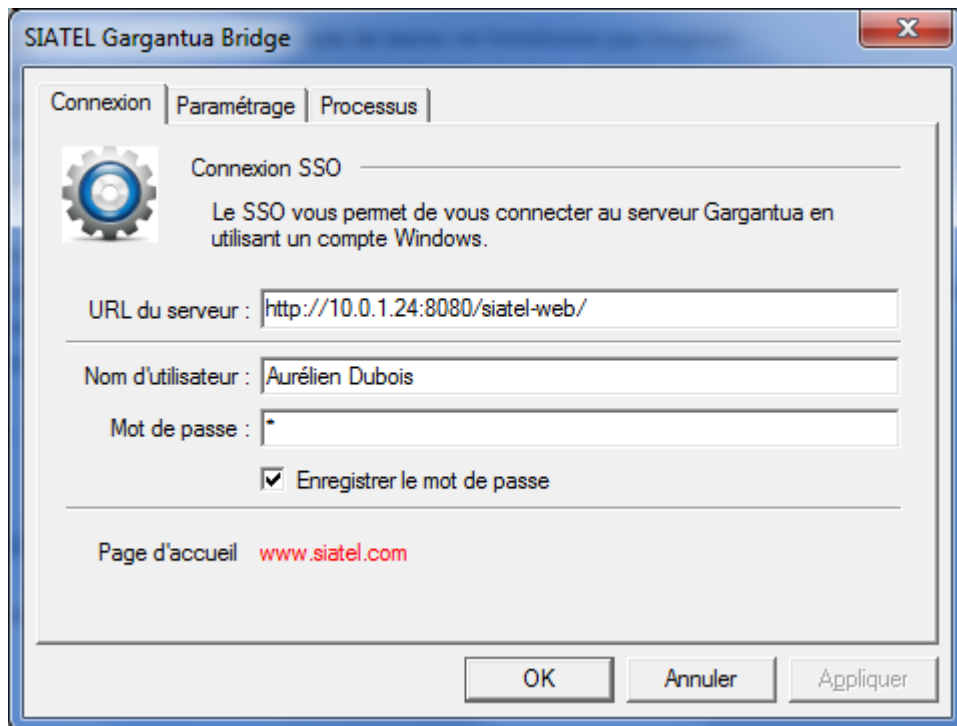
MICROSOFT OUTLOOK

To configure the authentication permanently:

1. In Microsoft Outlook 2007, click **Tools > Options > Send to Gargantua**.

In Microsoft Outlook 2010, click on the **Gargantua** tab, and then on **Settings**.

The SIATEL Gargantua Bridge window is displayed:



2. In the **Server URL** field, enter the server URL.



By default, the server URL is written in this format: "http://MonServeur:8080/siatel-web/". It is the same address as the one used to connect to the Web Client.

3. In the **Username** and **Password** fields, enter your Gargantua credentials.
4. Check optionally the **Save password** checkbox, to avoid entering your credentials next time.
5. Click on **OK**.

You have configured the authentication permanently.

MOZILLA THUNDERBIRD

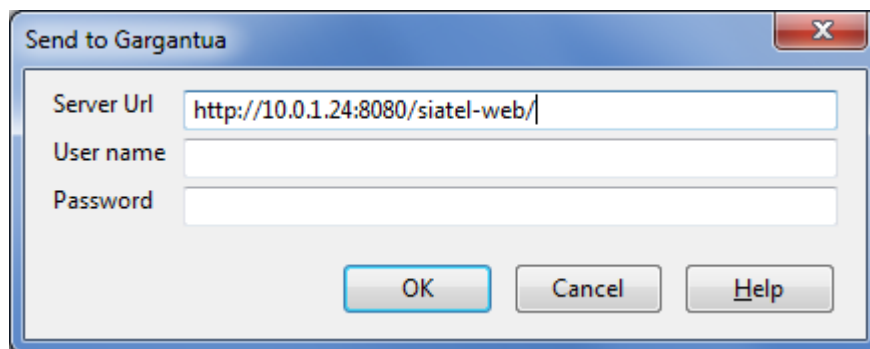
To configure the authentication permanently:

1. In Mozilla Thunderbird, click **Tools > Add-ons > Extensions**.

The **Add-ons Manager** tab displays.

2. Click the **Options** button.

The **Send to Gargantua** dialog displays:



3. In the **Server URL** field, enter the server URL.



By default, the server URL is written in this format: "http://MonServeur:8080/siatel-web/". It is the same address as the one used to connect to the Web Client.

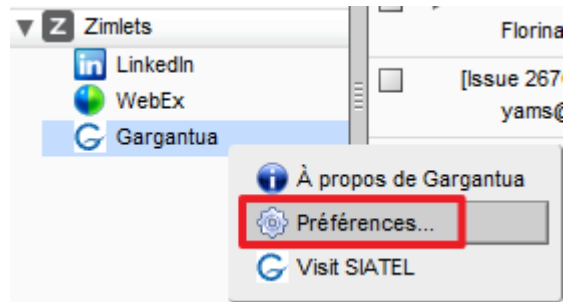
4. In the **User name** and **Password** fields, enter your Gargantua credentials.
5. Click on **OK**

You have configured the authentication permanently: you will not need to enter your credentials next time you send e-mails to GARGANTUA from Mozilla Thunderbird.

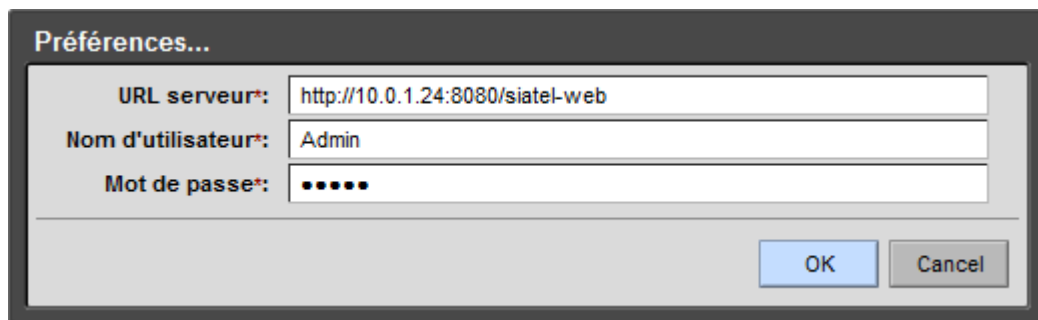
ZIMBRA

To configure the authentication permanently:

1. In Zimbra, click on the **Mail** tab.
2. Right click on Gargantua, in the left pane, under **Zimlets**.
3. Click on **Preferences**.



The Preferences window opens:



4. In the **Server URL** field, enter the server URL.



By default, the server URL is written in this format: "http://MonServeur:8080/siatel-web/". It is the same address as the one used to connect to the Web Client.

5. In the **Username** and **Password** fields, enter your Gargantua credentials.
6. Click on **OK**.

You have configured the authentication permanently.