

Using the EagleMail Briefcase

Creating a Briefcase Folder

The briefcase allows you to upload files for temporary storage and access those files from another location.

1. From the **Briefcase** tab, click the **New Briefcase** button.

*Note: The **Create New Briefcase** window is displayed.*

2. Type the desired folder name in the **Name** field.
3. Click the **Color** pull-down arrow and select a color.
4. Click the word **Folders** at the top of the **Folders** list.

Note: You can also click a folder name to nest the new folder.

5. Click the **OK** button.

*Note: The new folder is displayed alphabetically in the **Folder** list.*

Uploading Files to a Folder

You can easily upload a file to a briefcase folder.

1. From the **Briefcase** tab, click to select the briefcase folder where you want to store the file.

2. Click the **Upload File** button on the toolbar.

*Note: The **Upload New File** window is displayed.*

3. Click the **Browse** button.

*Note: The **File Upload** window is displayed.*

4. Locate the desired file, and double-click to select the file.

5. Click the **OK** button.

Note: A copy of the selected file is uploaded to the briefcase.

Adding Email Attachments to a Folder

You can easily add email attachments to a briefcase folder.

1. From the **Mail** tab, locate the email attachment you want to work with and click the **add to briefcase** link.

*Note: The **Add to Briefcase** window will be displayed.*

2. Click the folder where you want to store the attachment.

*Note: You can create a new folder by clicking the **New** button.*

3. Click the **OK** button.

Note: A copy of the attachment is stored in the folder you selected.

Opening Files in a Folder

The appropriate software application must be installed on the computer you are working on to open a file in a folder.

1. From the **Briefcase** tab, right-click the file you want to work with and select **Open** from the menu.

*Note: The **Open File** window is displayed.*

2. Verify the **Open with** button is selected and click the **OK** button.

Note: The file opens in the default software application.

Deleting a File

You cannot undo the deletion of a file.

1. From the **Briefcase** tab, click the right-click the file to be deleted and choose **Delete** from the menu.

*Note: The **Confirmation** window is displayed.*

2. Click the **Yes** button.

Note: The file will be immediately deleted from the folder.

Deleting a Folder

You can delete any folder except the default – **Briefcase**.

1. From the **Briefcase** tab, right-click the folder to be deleted and choose **Delete** from the menu.

*Note: The **Confirmation** window is displayed.*

2. Click the **Yes** button.

*Note: The folder and its files are deleted. If someone shared the folder with you, this action merely removes it from your **Folders** list.*

Sharing a Folder

By default, a briefcase folder is shared with no one. You (Grantor) can share your folder with anyone (Grantee).

1. From the **Briefcase** tab, right-click the desired folder and select **Share Folder** from the menu.

*Note: The **Share Properties** window is displayed.*

2. Verify the **Internal users or groups** button is selected.

3. Type the Grantee's EagleMail address in the **Email** field.

4. From the **Role** section, click the most appropriate access.

*Note: **Viewer** - they can only see it, **Manager** - they have full permissions, but cannot delete it, and 3) **Admin** – they have the same permissions as Manager plus they can share your briefcase.*

5. Click the **OK** button.

Note: The Grantee will be sent a share request email message.

Responding to a Share Request

When someone shares a briefcase folder with you, you will be sent email messages requesting acceptance.

1. From your **Mail** tab, locate and open the share request email message in your inbox.

2. Click the **Accept Share** button above the **Subject** field.

*Note: Alternately you can decline the share by clicking the **Decline Share** button. The **Folder Properties** window is displayed. You can modify the name and color of the folder.*

3. When you are finished, click the **Yes** button.

*Note: The folder is displayed in the **Folder** list.*

Making a Folder Public

You can globally allow anyone to see the contents of a briefcase folder via the web or in EagleMail.

1. From the **Briefcase** tab, right-click the folder you want to make public and choose **Share Folder** from the menu.
*Note: The **Share Properties** window is displayed.*
2. Click the **Public** button.
Note: A URL is displayed. Once public, anyone can use this URL to view the folder contents from a browser.
3. When you are finished, click the **OK** button.

Linking to a Shared/Public Folder

Once someone (Grantor) shares a briefcase folder with you or makes it public you can link to it in EagleMail.

1. From the **Briefcase** tab, right-click on the word **Folders**, at the top of the **Folders** list, and select **Link to Shared Briefcase** from the menu.
*Note: The **Link to Shared Folder** window is displayed.*
2. Type the Grantor's My.Emich email address (e.g. krobertso1@emich.edu) in the **Email** field.
3. Type the name of the folder in the **Path** field.
*Note: You can type the folder display name in the **Name** field and you can choose a color from the **Color** field.*
4. Click the **OK** button.
*Note: The folder name is displayed in the **Briefcase** list.*

Revoking Folder Permissions

You can edit or revoke folder permissions as any time.

1. From the **Briefcase** tab, right-click the shared folder and choose **Edit Properties** from the menu.
*Note: The **Folder Properties** window is displayed.*
2. From the **Sharing for this folder** section, locate the permissions you want revoked and click the **Revoke** link.
*Note: Alternately, click the **Edit** link to change the permissions. The **Revoke Share** window is displayed.*
3. Click the **Yes** button and then the **OK** button.
*Note: Permissions have been revoked. Your folder will remain in their **Folders** list and they will continue to have access to your folder until they log out of EagleMail.*

Obtaining a Folder URL

Anyone with **Viewer** access to a folder can view it from the web with the appropriate URL, provided by the Grantor.

1. From the **Briefcase** tab, right-click the desired folder and select **Share Folder** from the menu.
*Note: The **Share Properties** window containing the URL is displayed.*

Additional Briefcase Information

- The maximum allowed size of a file is 50MB.
- The overall quota for the **Briefcase** is unlimited.
- The **Briefcase** is intended as TEMPORARY storage. It should not be the only place you store an important file.
- If you open a file from a folder, any changes you make will not be saved.
- To make changes to a file, you must download the file to the desktop, make any necessary changes, and then upload the file.
- When uploading a file with the same name as a previously uploaded file, you will be prompted to overwrite the currently uploaded file.
- The appropriate software application must be installed on the computer you are working on to open a file in a folder.
- The name of a folder must be unique within the hierarchy of your EagleMail folders. Folders cannot have the same name within the top-level hierarchy of your EagleMail Mail, Briefcase or Address book.
- Click and drag a file to move a file between folders.

Training & Support Resources

For assistance with the EagleMail Briefcase, contact the IT Help Desk at (734) 487-2120 or it.helpdesk@emich.edu.