

Using the EagleMail Documents

Creating a Notebook

Documents are organized and stored in a notebook.

1. From the **Documents** tab, click the **New Notebook** button.
*Note: The **Create New Notebook** 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 **Notebooks** at the top of the **Notebooks** list.
Note: You can also click on a notebook to nest the new notebook.
5. Click the **OK** button.
*Note: The new notebook is displayed alphabetically in the **Notebook** list.*

Importing a File as a New Document

You can easily import the contents of a file into a document.

1. From the **Documents** tab, click to select the notebook where you want to import the file.
2. Click the **Import** button on the toolbar.
*Note: The **Import Document** window is displayed.*
3. Click the **Browse** button to locate your file.
*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: The file contents are imported and saved as new document. The document is displayed in a list in the notebook.

Creating a New Document

Create a simple document or spreadsheet using basic authoring tools (e.g. bold, 12pt, Arial, etc.). No other software is required (i.e. Microsoft Word or Excel).

1. From the **Documents** tab, click to select the notebook where you want to add a new document.
Note: The contents of the notebook display.
2. Click the **New** button on the toolbar.
*Note: The **Page** form is displayed.*
3. Type page name in the **Page** field.
4. Type your content in the **Body** field.
*Note: Besides formatting text, you can use the **Body** field toolbar to insert a table, spreadsheet, picture, URL link, and a file. To verify correct spelling, click the **Spell Check** button on the toolbar.*
5. Click the **Save** button and then the **Close** button.
Note: The document is displayed in a list in the notebook.

Editing a Document

Each time you edit and save a document, the changed content is stored as the most recent version.

1. From the **Documents** tab, locate the desired document and click the **Edit** link in the **Actions** column.
Note: The document opens in edit mode.
2. Make any desired changes.
3. Click the **Save** button and then the **Close** button.
Note: The newest version is displayed at the top of the list.

Reverting to a Previous Document Version

Each saved version of the document is stored in a history.

1. From the **Documents** tab, locate the desired document and click the **History** link in the **Actions** column.
*Note: The **Page History** list displays.*
2. Click the **Document Name** link for the version you want to revert back to and then click the **Revert** button.
3. Make any desired changes and then click the **Save** button.
*Note: The **Save Conflict** window is displayed*
4. Click the **Keep My Copy** of the file button.
*Note: You can also click the **View Their File** button (opens the most current version in a browser window) or the **Keep Their Copy** button (discards any changes you have made).*
5. Click the **Close** button.
Note: The list of notebook documents is displayed.

Deleting a Document

You cannot undo the deletion of a document.

1. From the **Documents** tab, right-click the document to be deleted and choose **Delete** from the menu.
*Note: The **Confirmation** window is displayed.*
2. Click the **Yes** button.
Note: The document will be immediately deleted from the notebook.

Deleting a Notebook

You can delete any notebook except the default - **Notebook**.

1. From the **Documents** tab, right-click the notebook to be deleted and choose **Delete** from the menu.
*Note: The **Confirmation** window is displayed.*
2. Click the **Yes** button.
Note: The notebook and its documents are deleted. If someone shared it with you, this action merely removes it from your list.

Sharing a Notebook

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

1. From the **Documents** tab, right-click the desired notebook and select **Share Notebook** 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 notebook.*
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 notebook 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 will display on the **Documents** tab, in the **Notebook** list.*

Making a Notebook Public

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

1. From the **Documents** tab, right-click the notebook 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 notebook contents from a browser.
3. When you are finished, click the **OK** button.

Linking to a Shared/Public Folder

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

1. From the **Documents** tab, right-click on the word **Notebooks**, at the top of the **Notebook** list, and select **Link to Shared Notebook** from the menu.
*Note: The **Link to Shared Notebook** 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 notebook in the **Path** field.
*Note: You can type the folder name as you want it to display in the **Notebook** list and you can choose a color from the **Color** field.*
4. Click the **OK** button.
*Note: The notebook name is displayed in the **Notebook** list.*

Revoking Notebook Permissions

You can edit or revoke notebook permissions as any time.

1. From the **Documents** tab, right-click the shared notebook 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 notebook will remain in their **Notebooks** list and they will continue to have access to your folder until they log out of EagleMail.*

Obtaining a Notebook URL

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

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

Training & Support Resources

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