

DocXchangerTM

Plug-in for External Users

Version 1.0

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OpenSSL acknowledgments

This product includes cryptographic software written by Eric Young (eay@cryptsoft.com).

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1 Setting Up DocXchanger Plug-in

1.1 System Requirements

DocXchanger Plug-in is supported on the following operating systems:

- ▶ Windows XP SP2
- ▶ Windows Vista

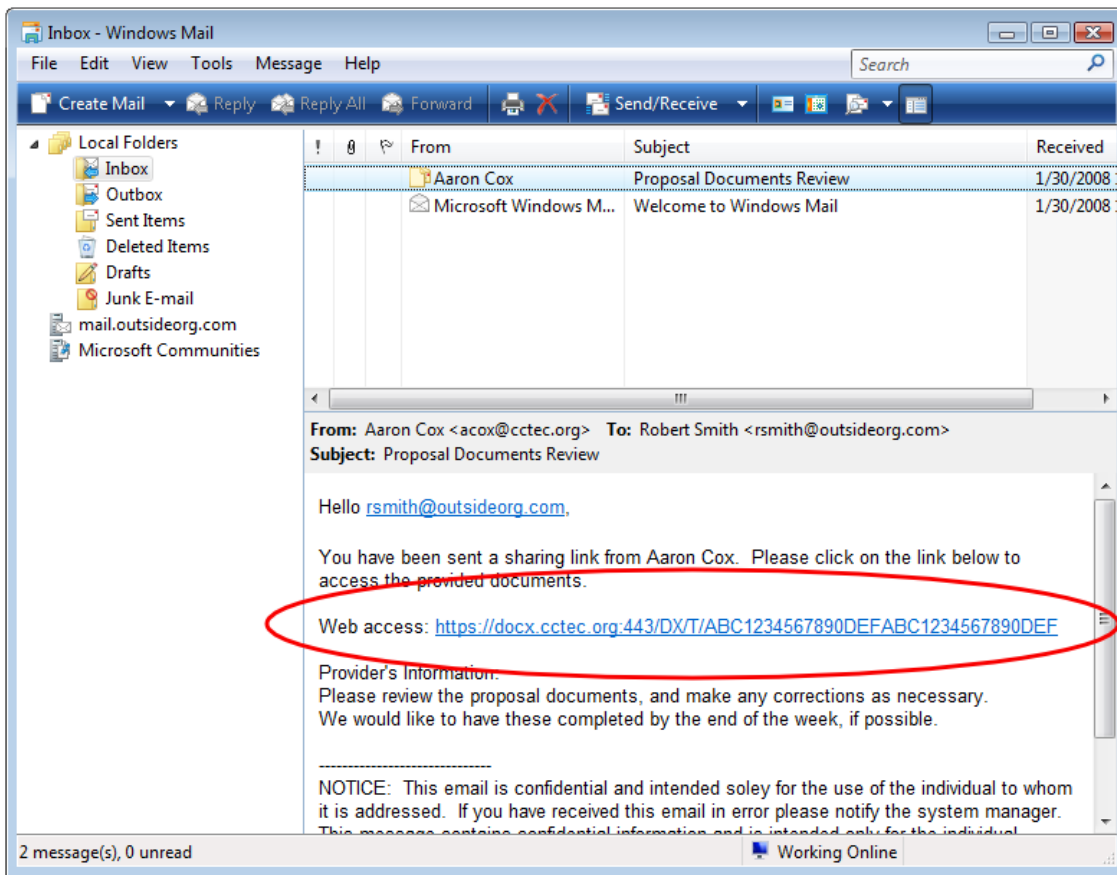
In addition, DocXchanger Plug-in requires the display settings to be set at a minimum resolution of 1024 x 768 pixels.

1.2 Installing the Plug-in

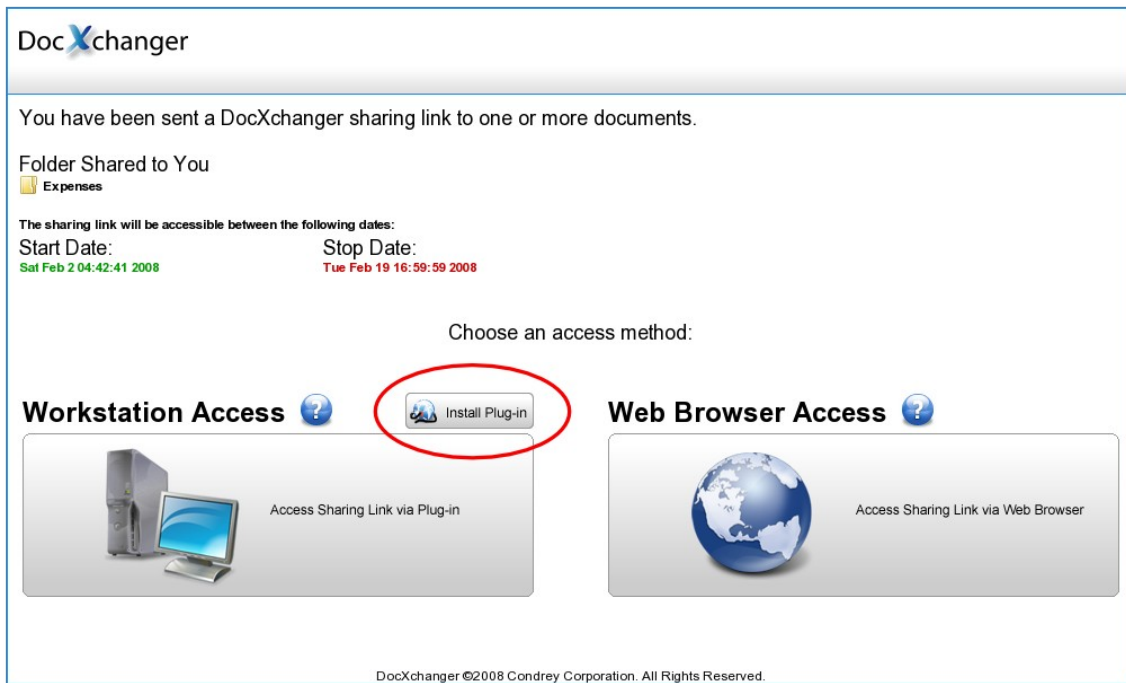
The DocXchanger Plug-in can be used by any external consumer with a valid sharing link URL.

To install DocXchanger Plug-in for External Users (Plug-in):

1. Open the DocXchanger message sent to your email account containing the sharing link URL.



2. Click the sharing link URL to access the external user sharing link web page.

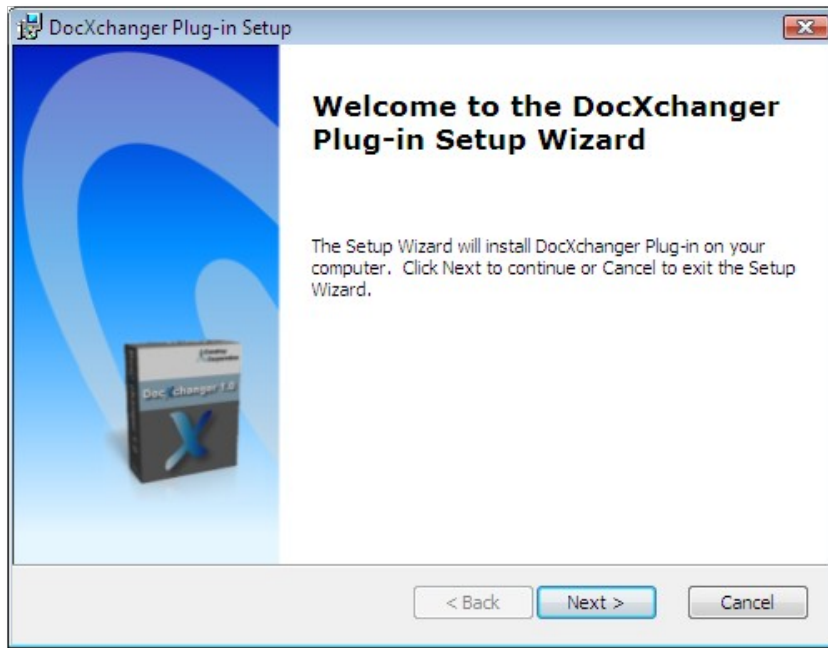


3. At the external user sharing link web page, click the *Install Plug-in* button to download **DocXchanger-plugin-win32.msi**.
4. Save the installer file to a folder on the local computer.
5. Launch the Plug-in installer by double-clicking the **DocXchanger-plugin-win32.msi** file or by right-clicking it and selecting *Install*.

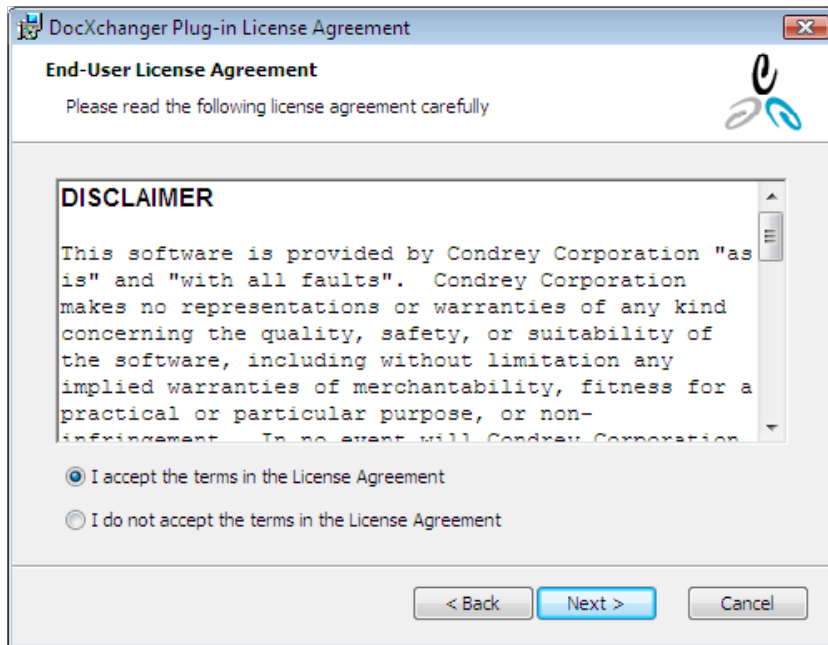


The *Install Plug-in* button may not be available if the DocXchanger administrator has disabled the option for external consumers to download the Plug-in from his site.

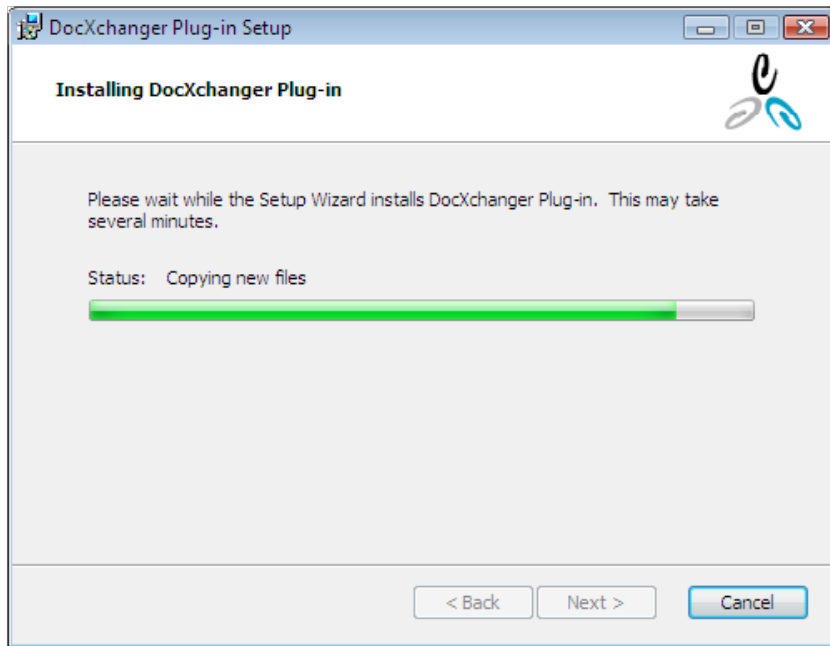
If access to the Plug-in is not available, use DocXchanger Web Access to access the sharing link content by clicking the *Access Sharing Link via Web Browser* button on the external user sharing link web page.



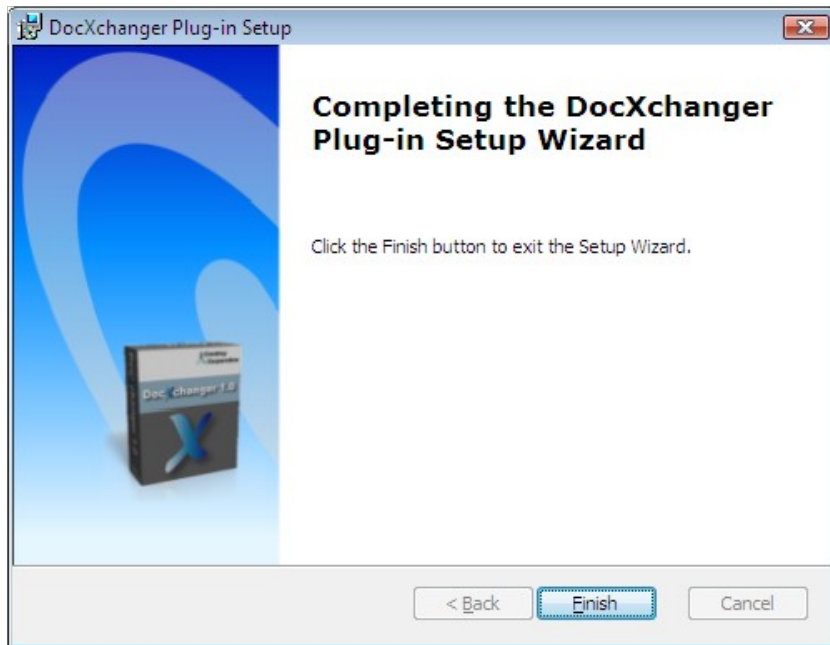
6. At the Welcome screen click *Next*.



7. Accept the license agreement then click *Next*.



8. Wait for the file copy to complete.



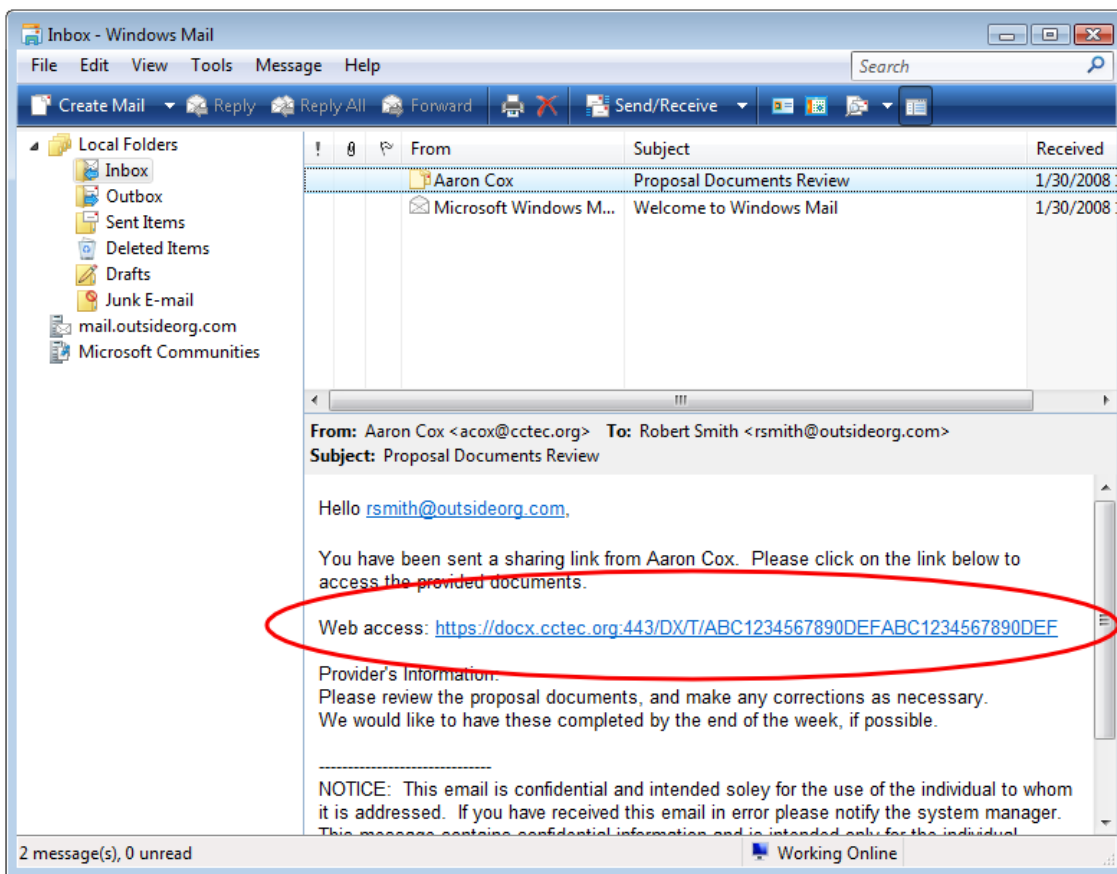
9. Click *Finish* to close the installer.

2 Using DocXchanger Plug-in

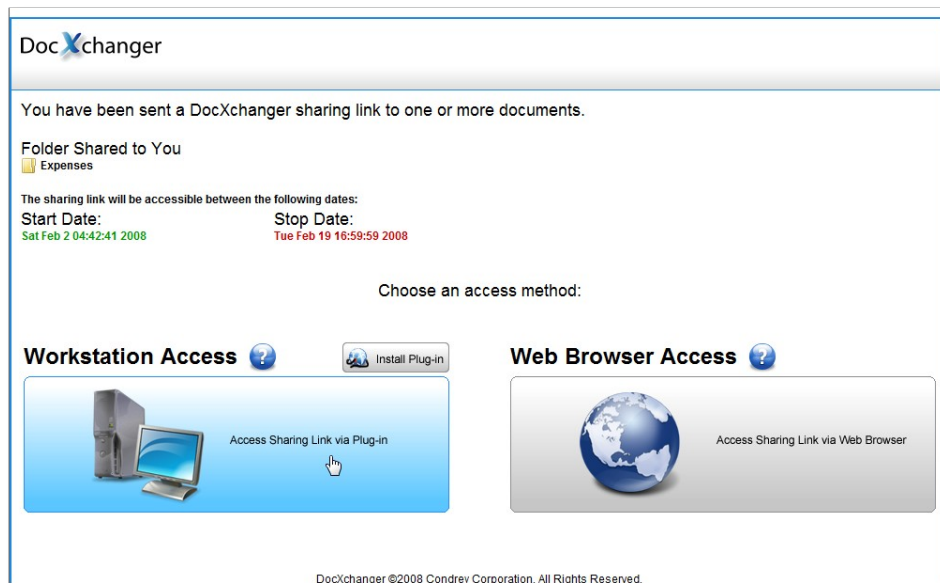
2.1 Accessing a Sharing Link

To access a sharing link with the Plug-in:

1. Open the DocXchanger message sent to your email account containing the sharing link URL.



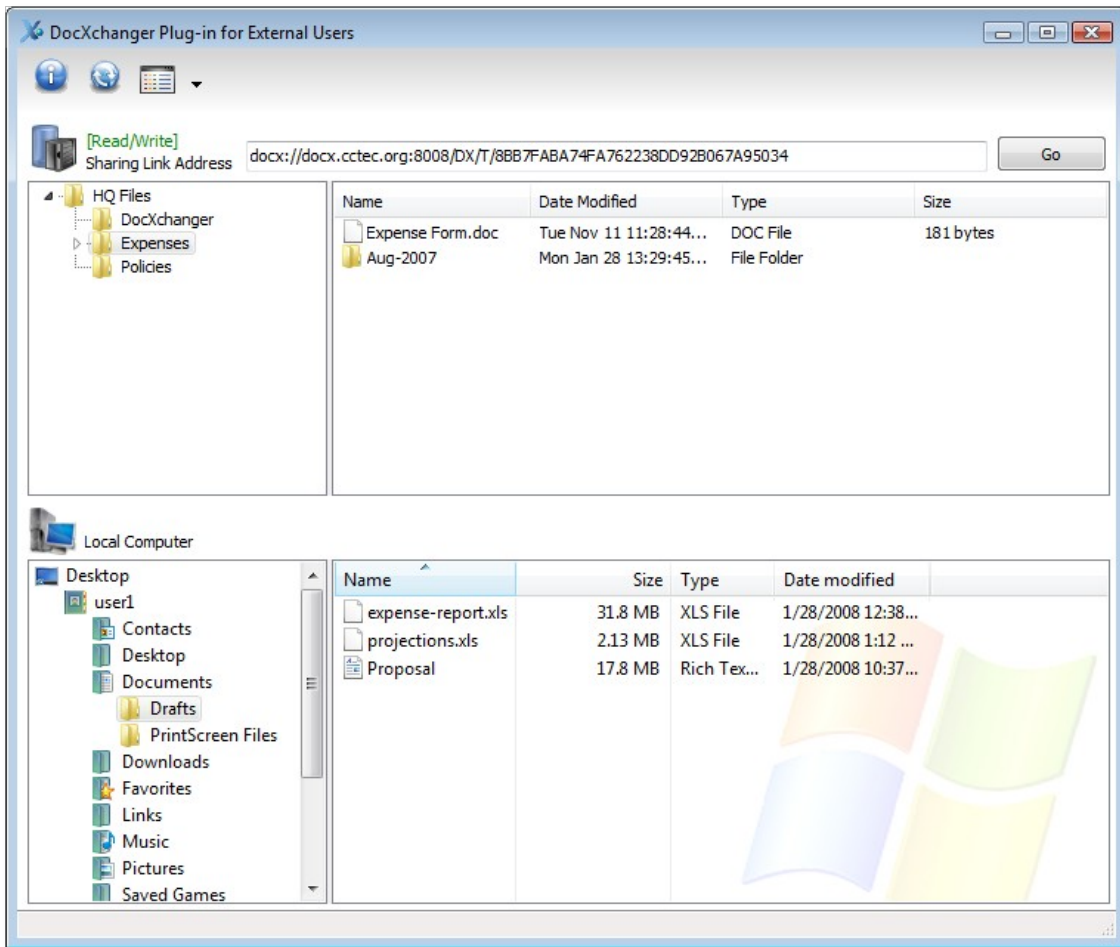
2. Click the sharing link URL to access the external user sharing link web page.



3. Click *Access Sharing Link via Plug-in*.



4. If the DocXchanger server is configured to require passwords for external sharing links, enter the email address to which the sharing link was sent, and the password given to you by the sharing link provider.



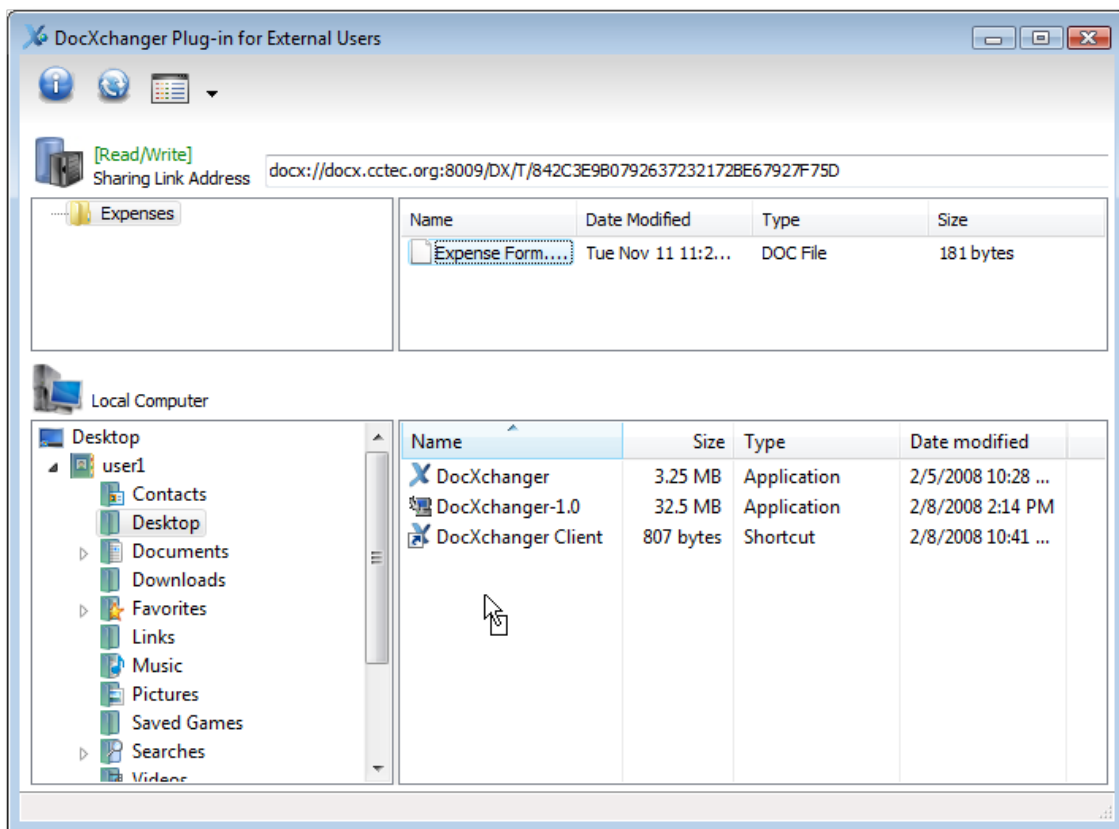
5. The sharing link contents are ready for use.

2.2 Navigating Sharing Link Contents

2.2.1 Downloading a File or Folder

To download a file from the sharing link:

1. Access a sharing link using DocXchanger Plug-in. See Section 2.1 *Accessing a Sharing Link*.
2. In the upper panel, navigate to the directory containing the file or folder to download.

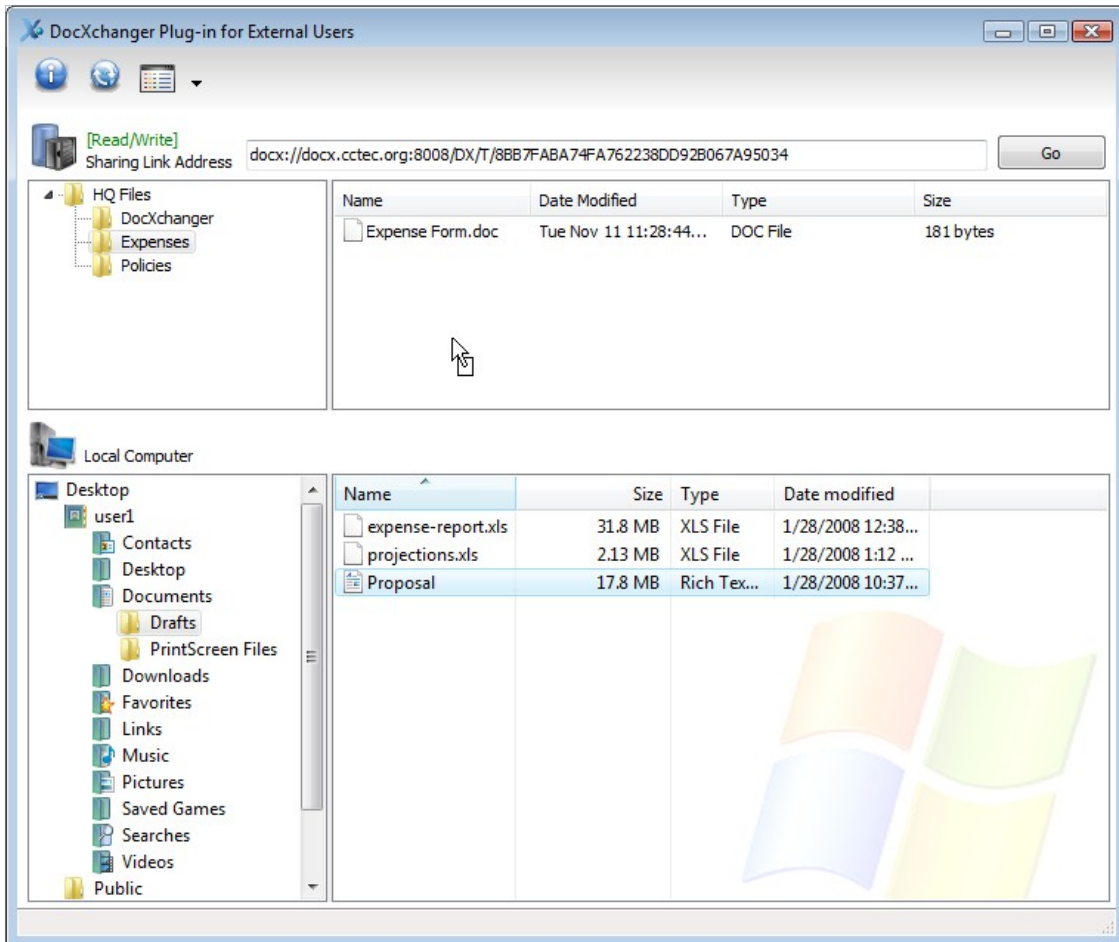


3. In the lower panel, navigate to the directory in the local computer where the downloaded files should be placed.
4. Drag and drop the desired files and folders from the upper panel to the lower panel.
5. To download multiple files or folders, hold the shift or control key while selecting the files and folders, then drag and drop the selected set to the local computer directory in the lower panel.

2.2.2 Uploading a File or Folder

To upload a file or folder to the sharing link:

1. Access a sharing link using DocXchanger Plug-in. See Section 2.1 *Accessing a Sharing Link*.
2. In the upper panel, navigate to the directory where files should be uploaded.



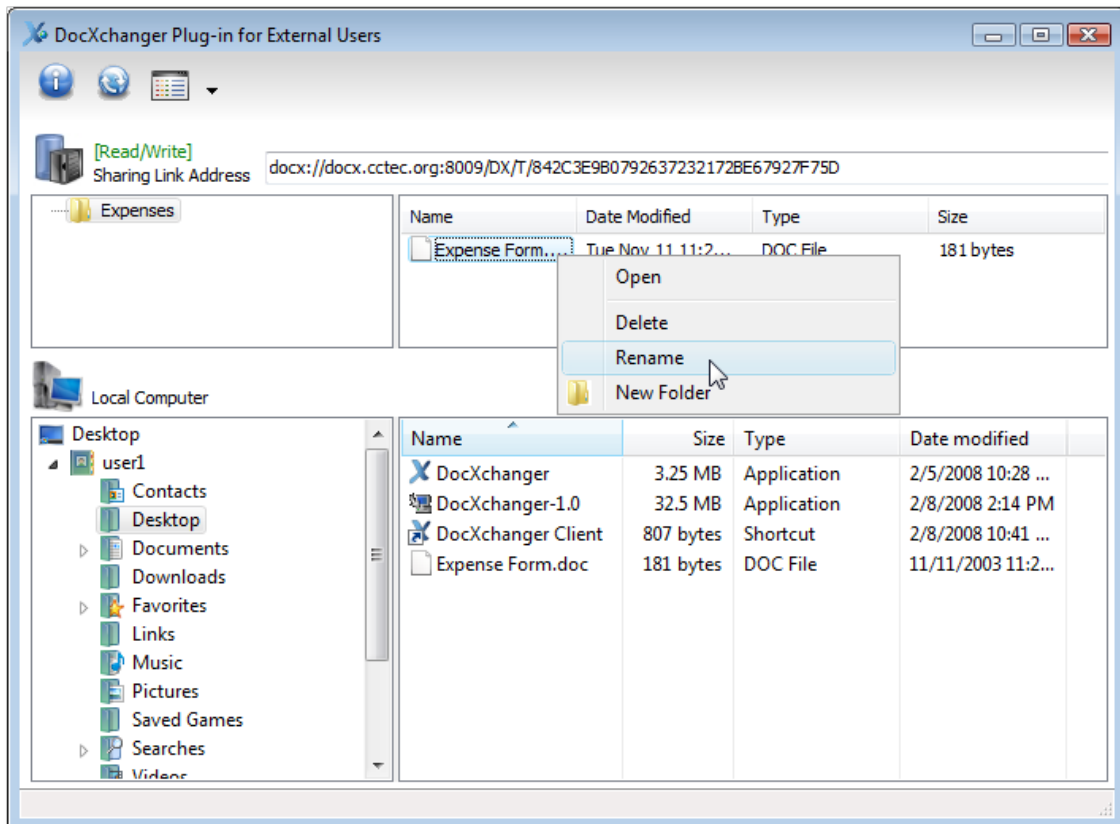
3. In the lower panel, navigate to the directory in the local computer where the files and folders for uploading are located.
4. Drag and drop the desired files and folders from the lower panel to the upper panel.

To upload multiple files or folders, hold the shift or control key while selecting the files and folders, then drag and drop the selected set to the resource directory in the upper panel.

2.2.3 Renaming a File or Folder

To rename a file or folder in a sharing link:

1. Access a sharing link using DocXchanger Plug-in. See Section 2.1 *Accessing a Sharing Link*.
2. In the upper panel, navigate to the directory containing the file or folder to be renamed.

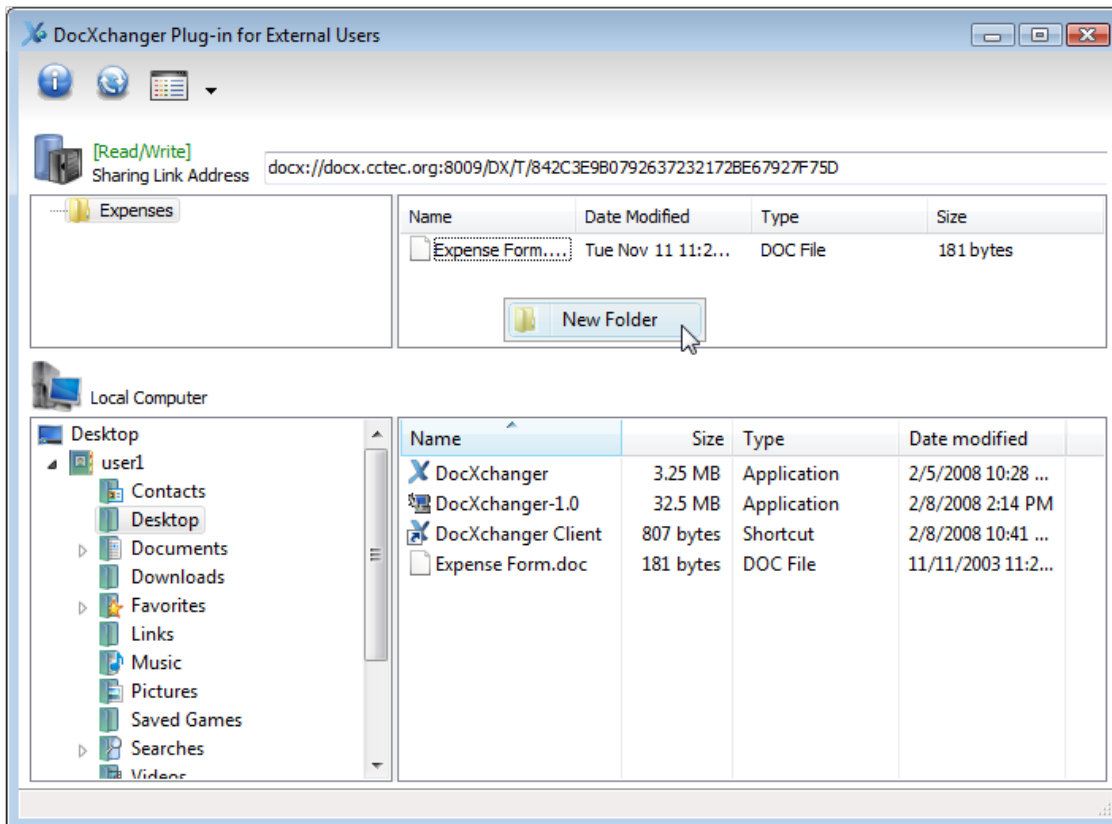


3. Right-click on the file or folder to rename and select *Rename*.

2.2.4 Creating a Folder

To create a directory in the sharing link:

1. Access a sharing link using DocXchanger Plug-in. See Section 2.1 *Accessing a Sharing Link*.
2. In the upper panel, navigate to the desired directory.

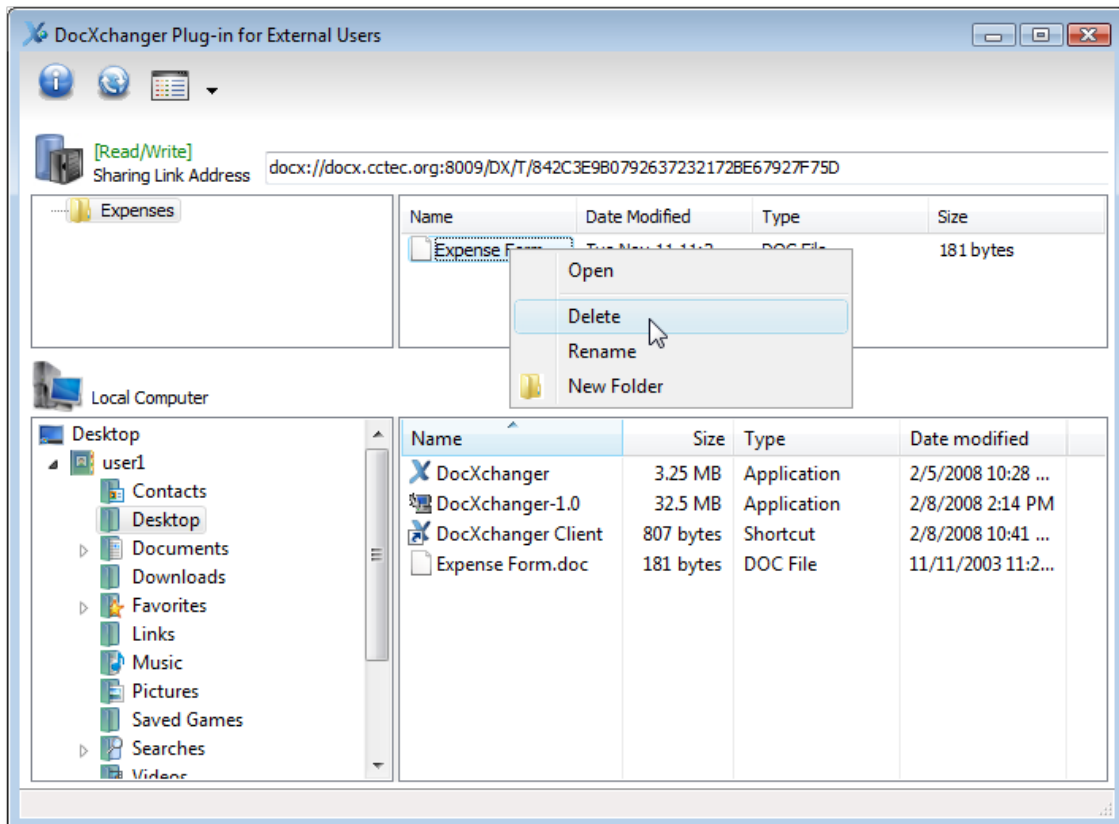


3. Right-click an empty area and select *New Folder*.

2.2.5 Deleting a File or Folder

To delete a file or directory from the sharing link:

1. Access a sharing link using DocXchanger Plug-in. See Section 2.1 *Accessing a Sharing Link*.
2. In the upper panel, navigate to the directory containing the file or folder to delete.



3. Select the file or folder to delete then press the delete key or right-click and select *Delete*.

To delete multiple files or folders, hold the shift or control key while selecting the files and folders, then press the delete key or right-click and select *Delete*.