

Introduction

Email is a practical and ubiquitous communication tool. However, once you send an attached file, you lose control over it and cannot retract your action.

To address this issue, the AGORA Outlook add-in was created.

This tool allows users to share (not send) documents by saving them inside AGORA and including secure links in the email body. With this approach, the sender retains control over the shared documents, specifying access periods and permissions, such as restricting downloads. Additionally, since the files are stored in AGORA, the sender can revoke access whenever needed.

Configuration

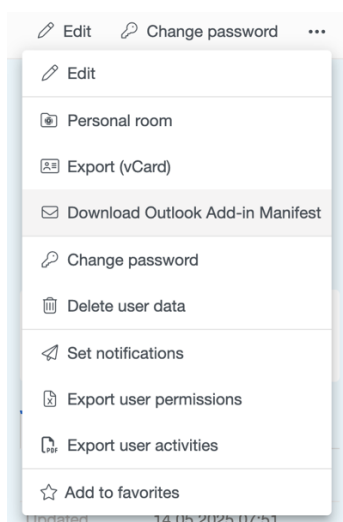
AGORA

To use this feature, ensure the following prerequisites are met:

- The “Secure links” functionality is enabled in the user’s Trust Room, allowing anonymous access to specific resources.¹
- The user has a personal room with at least contribute-level permission.

Once these conditions are fulfilled:

1. Navigate to your profile in AGORA.
2. Click the “...” menu in the toolbar.
3. Select “Download Outlook Add-in Manifest” to download the required XML file.

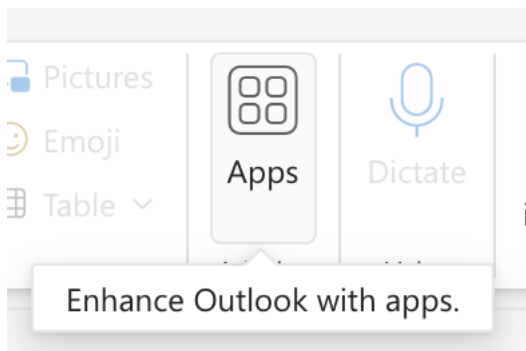


¹ This can be done by editing the Trust Room settings in the administration section.

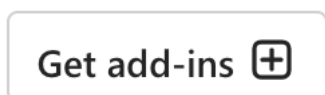
Outlook

To add the AGORA add-in to Outlook:

1. Click on “New” and then “Mail”.
2. In the ribbon, click on “Apps”.

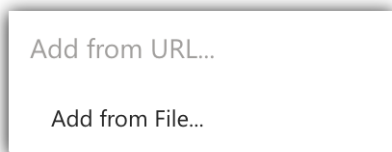


3. Select 'Get add-ins'.



4. In the “Add-Ins for Outlook” window, go to “My add-ins.”
5. Under the “Custom Addins” section, click “+ Add a custom add-in.”, choose “Add from file...” and upload the previously downloaded manifest XML file.

+ Add a custom add-in ▾



Usage


When composing a new message:

1. Click on the AGORA icon in the Apps ribbon (look for the AGORA logo).

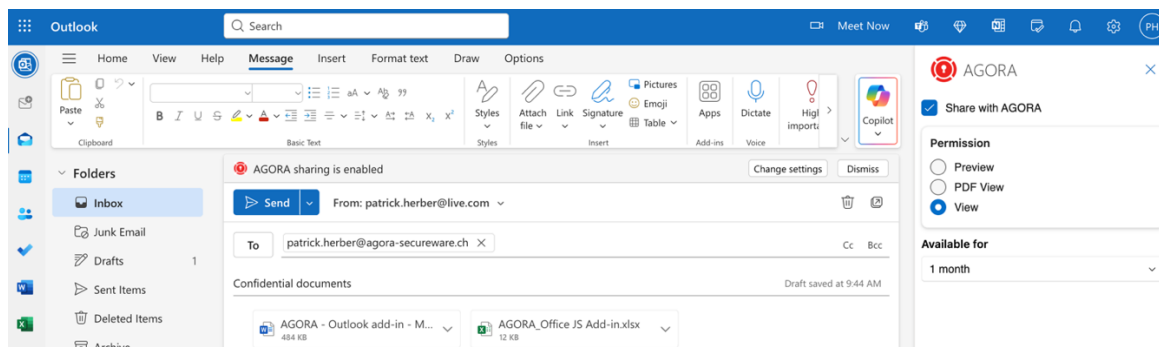


AGORA

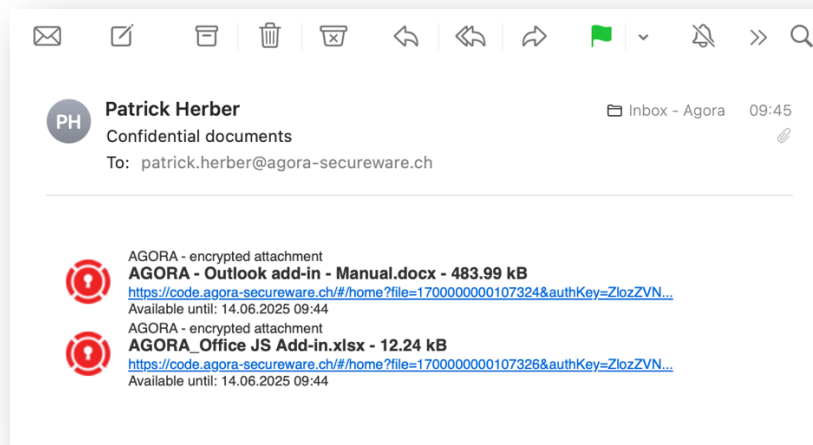
1. If it's your first time using the add-in, or your previous access has expired, log in to your Trust Room.


AGORA

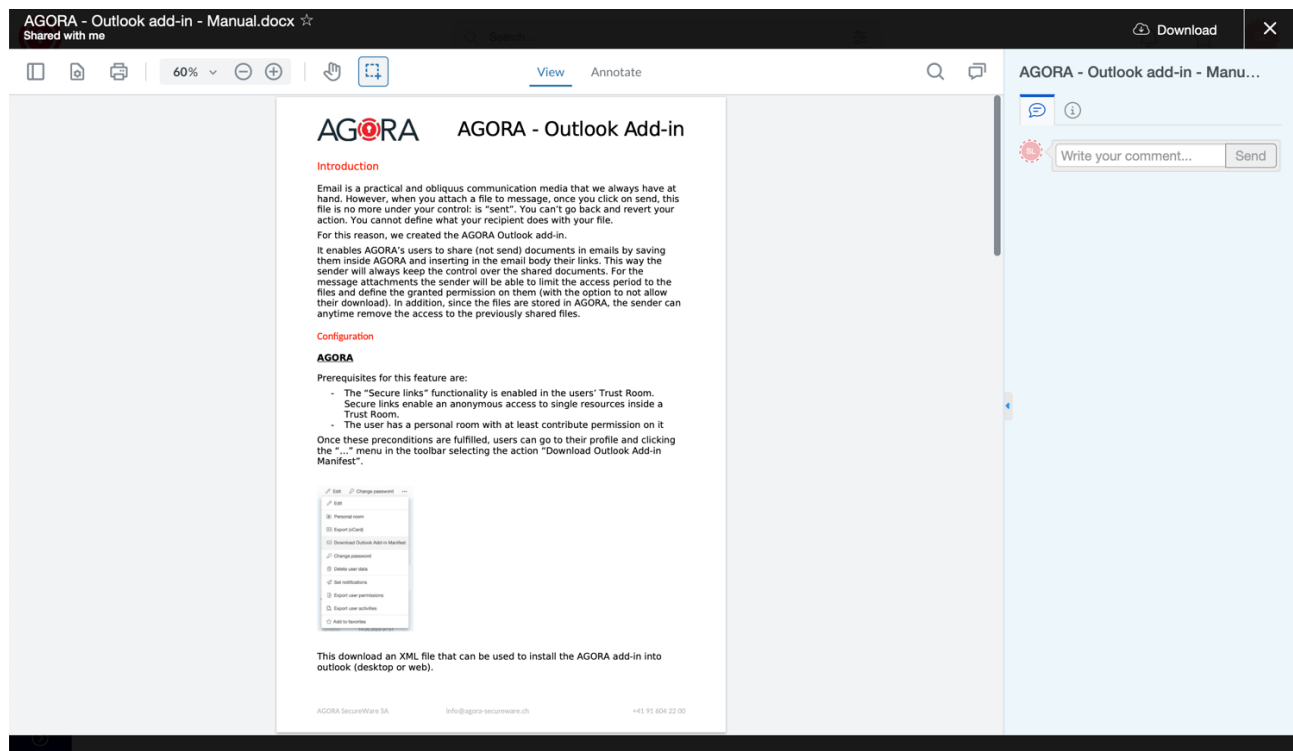
2. Define permissions for the attached document(s) and specify the access period.



When you click on “Send”, the AGORA add-in stores the attached file in your personal room and replaces the attachment in the email with a secure link to the saved file.



Recipients can open the file directly in AGORA with the permissions you’ve set.



To revoke access to a shared file:

1. Log in to AGORA.
2. Enter your personal room.
3. Delete the file or modify its permissions, removing the secure link pointing to it.