FileWay Inside Outlook
White Paper

How to launch FileWay
from within Microsoft Outlook

everywhere networks

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Introducing Outlook's "1-click" secure access to remote files!

Open Outlook Mail… Click the FileWay folder… that's it!
You're now ready to access, upload, and download your resources!

Why?

    * Enjoy secure remote file access… without VPN!

    * Save some time… reduces the number of clicks to get things done!

    * Reduce your screen clutter… one less window to contend with!

   *** Easier to find… FileWay becomes another button in Outlook!**

It will only take a few minutes to setup in Outlook 2003 and 2007

Requirements

- Outlook 2003 or 2007

- FileWay version 3.0 or higher

Steps to configure Outlook to launch FileWay

1. Make sure you have your Mailbox highlighted at the top, (you want your new FileWay link to be under here rather than under your Inbox or Calendar… etc)

2. Click on File>Folder>New Folder

3. Give the folder a name like FileWay.
   You can leave it as a mail and post items folder.
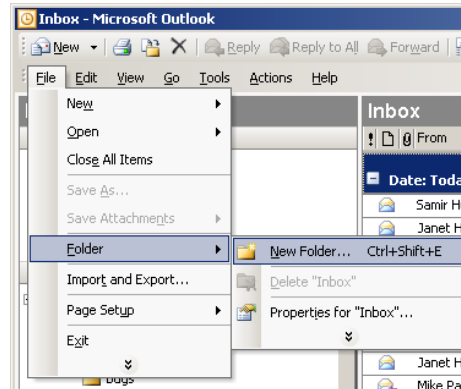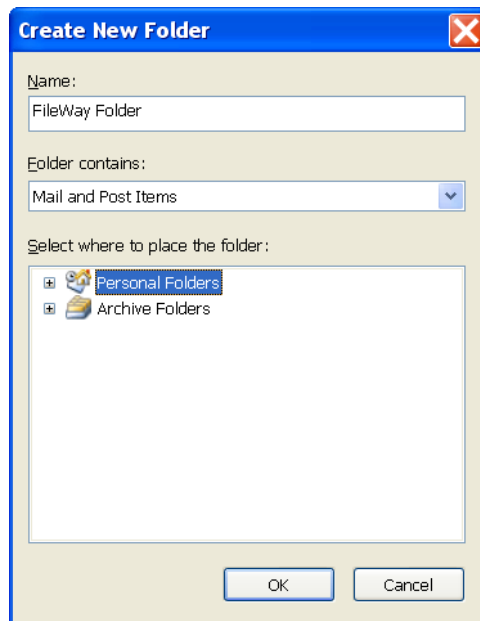
4. Right click on your new folder and select Properties.

5. Click on the Home Page tab and enter the URL you use for FileWay in the Address text box. (See on right).

6. Click [ok] to save and close.
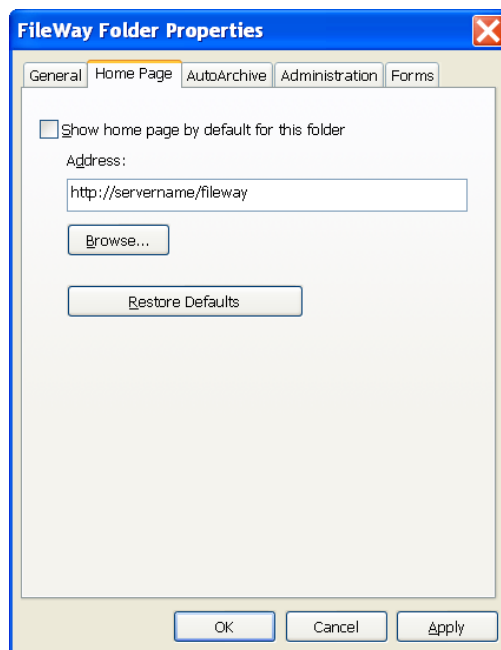
7. Now click on the FileWay folder and it will launch FileWay from within Outlook. You will be prompted to login to FileWay. You will only have to login one time per Outlook session. If you close Outlook, the next time you click on the FileWay folder you will be prompted to login again. (See below)