Attachment management for your emails
Conserve disk space of your PST/mailbox without deleting attachments

Attachment **Manager** for Outlook

Welcome to Attachment management add-in for Microsoft® Outlook® that makes it very easy and effortless to export all attachments from emails to a file folder and use hyperlinks in the email to access the associated attachment files. *This is an elaborate help documentation that will guide how to work with Attachment Manager for Outlook.*

CONTENTS

1. What is Attachment Manager?

Attachment Manager for Microsoft Outlook can automatically detach attachments and embedded images from your emails and save them to a file folder and then hyperlink them up within the email for easy reference and retrieval. These not only save previous space on your PST or Exchange mailbox, but also helps in making Outlook run much faster with better performance, and remove the requirement for constantly archiving emails. All these processes are performed seamlessly within Microsoft Outlook, and that too, transparent to the user such that, it will appears to the user as if the attachments are still there in the email message. Furthermore, you can also re-attach those corresponding files from the folder back to the original email in a simple click.

Attachment Manager for Outlook

2. Features

✔ Microsoft® Office Outlook **integration**.

✔ **Detach** attachments from emails

✔ **Filter** out certain attachments with specific **extensions** from detaching

✔ Preserves **inline images and hyperlinks** in the processed email.

✔ **Re-attach** files back to the original email.

✔ Monitors multiple folders and mailboxes for incoming emails and **automatically detach** attachments.

✔ More efficient. Significantly **reduce your Inbox size** so that your Outlook is more efficient to startup, browse, search and index.

✔ **No hassle**. No need to copy over a big PST file when switching to a new PC.

✔ **Accessible anywhere**. Read you attachments even when you are on the plane.

✔ Optionally delete the associated file attachments when deleting an email. Asks you if you want to delete the attachment if deleting an email

✔ Remove the URL or re-attach related files when **replying** or **forwarding** the email

✔ Coded to **avoid the Outlook security prompts** for hassle free operation

✔ Keep the size of your mailbox on the server within your allowed size.
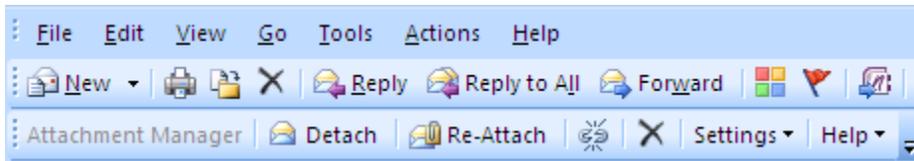
3. Toolbar buttons in Outlook

Once installed, Attachment Manager appears as a new toolbar in Outlook. You can easily recognize it from the title 'Attachment Manager' grayed out.

Attachment Manager supports the following buttons:

- ➢ Detach
- ➢ Re-Attach
- ➢ Remove file links from the selected emails
- ➢ Delete the selected emails (and along with their associated files, if any)

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4. Detach or strip down attachments

If you have emails with attachments and embedded images, you can simply select them and use the detach function of the Attachment Manager add in to strip down all attachments from the email item, and then export them to a file folder and at the same time, leaving behind the hard links of the files in the email itself, for easy retrieval and access.

Below is the Inbox folder just before detaching the attachments of the selected email:

Below is the Inbox folder with the processed email after the attachments are detached:

Detach All – If you want to detach attachments from all items inside the current Outlook folder, you can goto Settings drop down, and select 'Detach All'.

5. Re-attach related files back to the email

If you want all the attachments back to the email item, you can simply use the 'Re-Attach' function of the add-in to put back all the related files from the file folder to the email, in the original condition. The hard links from the body description will also be automatically removed.

Below is the Inbox folder with the re-attached files back in the email as attachments:

Re-Attach All – If you want to reattach all the detached files back to all the items in the folder, goto Settings drop drown and select 'Re-Attach All'
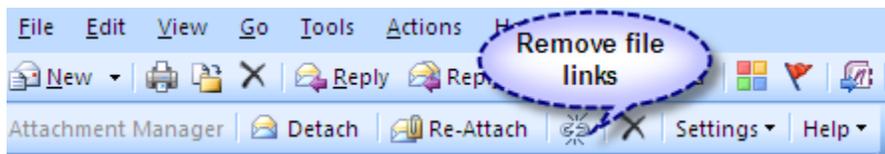
6. Remove file Links from the selected emails

When you Click this button any file links in the email will be remove and once removed it cannot be link it back again.
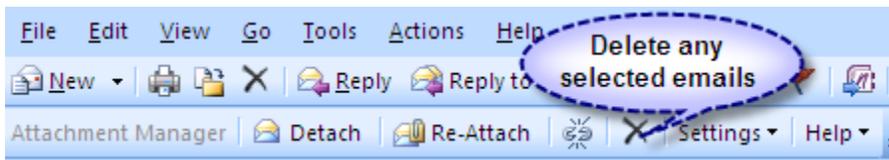
7. Delete the selected emails

When you click this button the selected emails will be deleted along with its associated files, if there is any.

8. Automatically detach or delete attachments in Sent Items folder

Under **Settings > Attachment Options**, you can select what attachment action to be performed to the copies of the mails in the 'Sent Items' folder.

If the first option is selected, Attachment Manager add-in would automatically detach all the attachments present in the mail copy to the specified attachment folder.

For the second option, the attachments would be deleted permanently from the copy of the mail.

The last option of course, is to do nothing and is the default selected option also.

9. Automatically detach attachments in any Outlook folder or mailbox

Don't want to manually detach attachments from your emails? You can allow Attachment Manager add-in to monitor and track any number of mail-enabled folders and mailboxes for incoming emails and then detach attachments to a file folder and link them up within the emails. All these are done seamlessly within Outlook and users will not even be aware of it.

Below is the e-mail monitoring settings on Outlook folders and mailboxes:
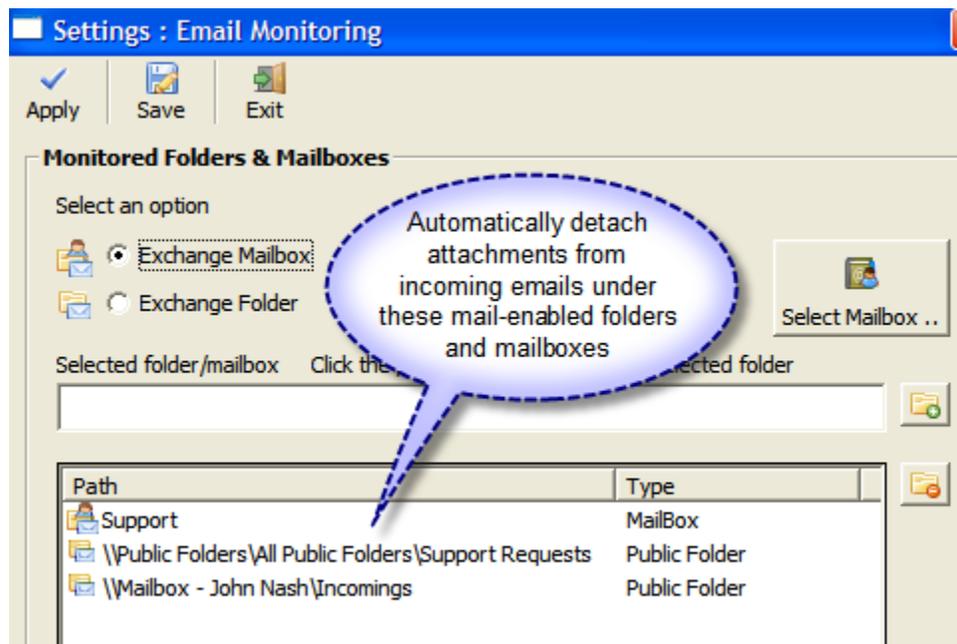
10. Skip certain attachments from being detached

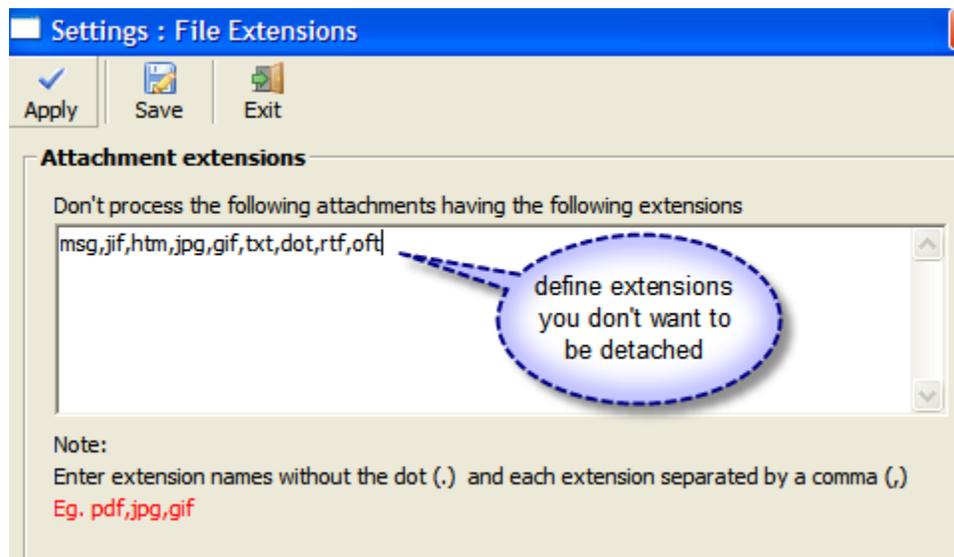Have any attachment type that you want to retain in Outlook? You can define your own list of file extensions and set Attachment Manager add-in to only skip detaching attachments having that extensions.

Below is the file extension setting for selective detaching of attachments:

11. Attachment Options and Settings

Want more control over the output? Attachment Manager provides you the flexibility to customize naming scheme, refer links and location under processed emails, specify output folder etc.

Below is the attachment output option:

12. Important Links

- [Attachment Manager for Outlook - Home page](#)
   Go to the website of Attachment Manager for Outlook.

- [Video Tutorials](#)
   Quickly learn how to use Attachment Manager add-in in Outlook and detach attachments to a local or network, manually or on the fly.

- [Purchase Single user license or Enterprise license](#)
   Acquire a personal license for Attachment Manager for Outlook for personal use. If you want to deploy this product to multiple users and systems, check out for our enterprise license.

- Have a query or two? [Contact us in Live Chat](#)
   Now you have a better way to get help faster and more efficiently! Whenever you need support, you can simply visit this particular link and chat to our support technicians! You don't need to download and install anything to your system. It doesn't get any easier than that.

- [Submit an online support ticket](#)
   Use this web form to create a ticket with AssistMyTeam Technical Support.