

V4

AssistMyTeam

Attachment Manager

Conserve disk space of your PST/ mailbox without deleting attachments





*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.*

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1. What is Attachment Manager?

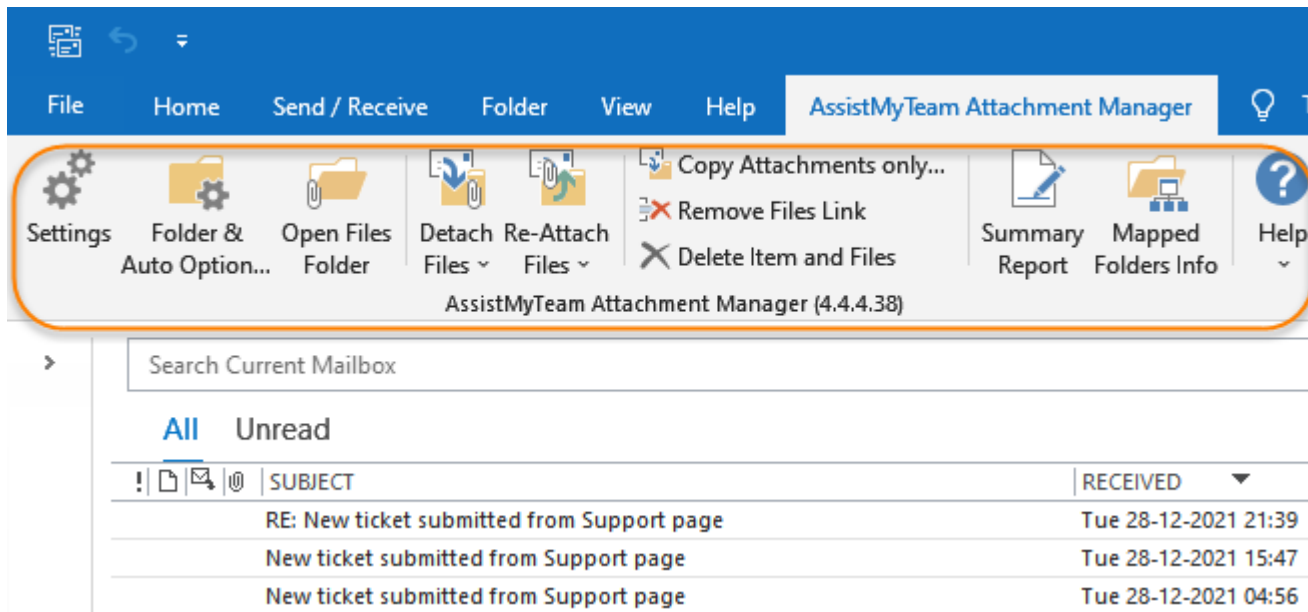
With an idea to conserve space of your PST or Exchange mailbox, Attachment Manager add-in for Microsoft Outlook has been developed. The add-in or plug-in can automatically detach attachments and embedded images from your emails and save them to a file folder and then hyperlink them up within the email for easy reference and retrieval. It makes Outlook run much faster with better performance, and removes 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 appear to the user as if the attachments are still therein the email message. Furthermore, you can also re-attach those corresponding files from the folder back to the original email in just a simple click.

2. Features

- ✔ Seamless integration with Microsoft® Outlook
- ✔ Detach attachments from emails to a global file folder, or optionally, choose a folder at runtime.
- ✔ Define separate attachment file folder for each Outlook folder.
- ✔ Automatically detach or delete attachments from the copy of emails present in the Sent Items folder.
- ✔ 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 your 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 well within the allowed limit.
- ✔ Retains the attachment clip icon in the Outlook folder view, even after detaching all the attachments of the email.
- ✔ Special MSI installer available for enterprise-wide deployment (upon request)
- ✔ Support for Office 2010, 2013, 2016, 2019, 2021 and Office 365.

3. Ribbon/Toolbar buttons in Outlook

Once installed, Attachment Manager appears as a ribbon in Outlook. You can easily recognize it from the title 'AssistMyTeam Attachment Manager'.



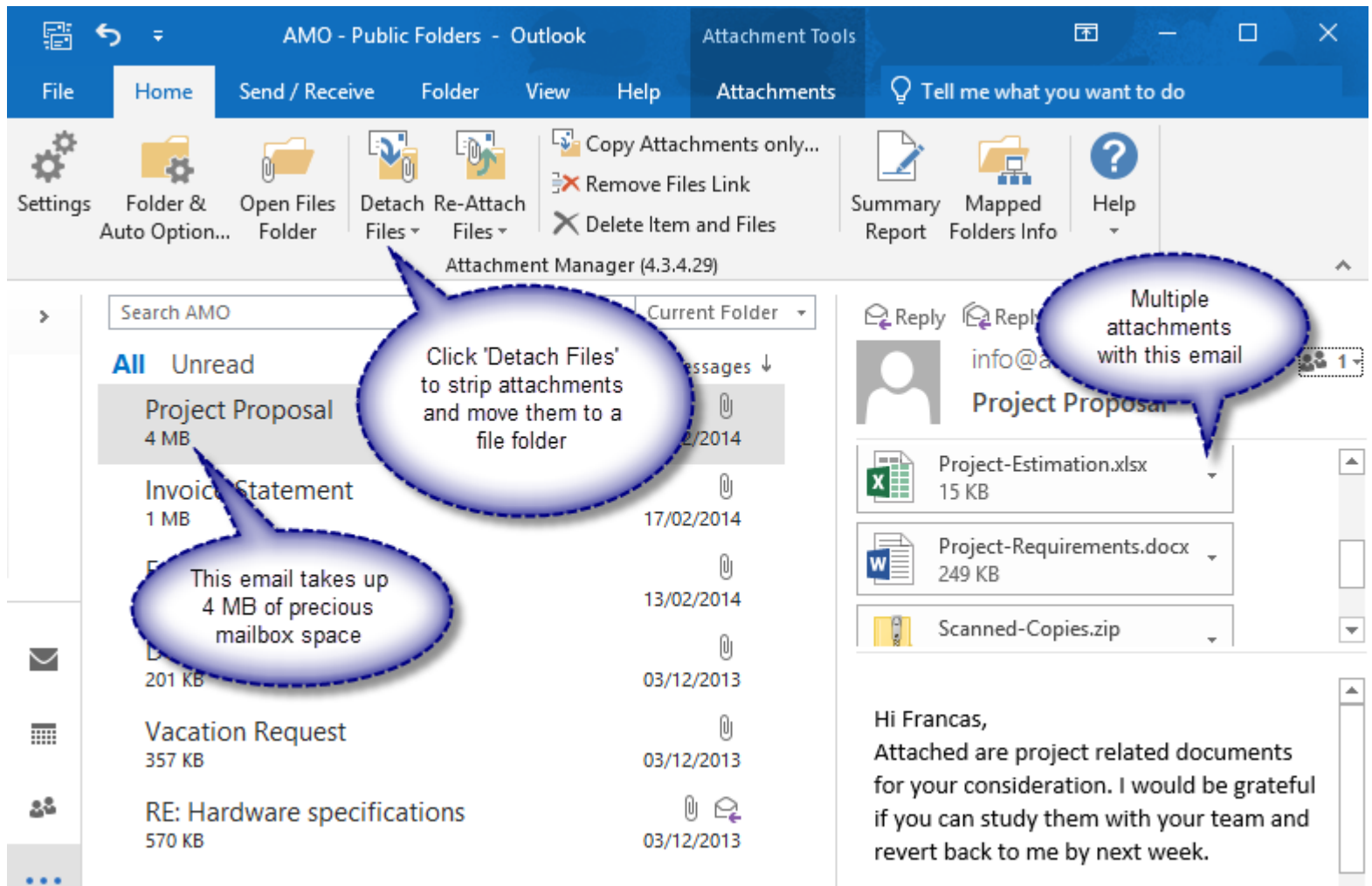
Attachment Manager supports the following buttons:

- ✓ Detach
- ✓ Re-Attach
- ✓ Remove file links from the selected emails
- ✓ Delete the selected emails (and along with their associated files, if any)
- ✓ Re-attach attachments while replying to an email
- ✓ Change attachment Folder

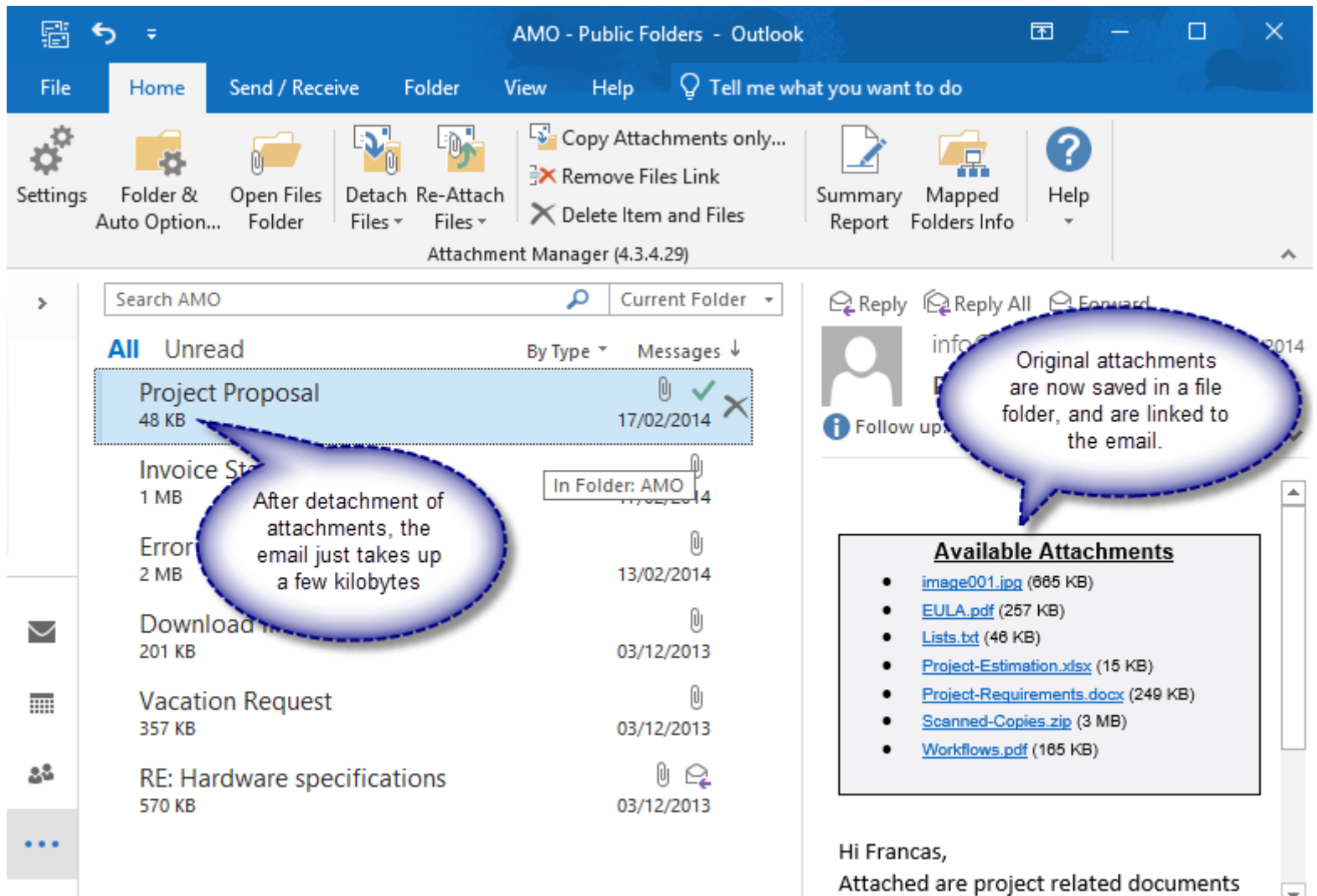
4. Detach or strip down attachments

As a solution to space limitation in your mailbox, now you can detach attachments and embedded images from your emails with Attachment Manager add-in for Microsoft Outlook. You can simply select them and use the detach function of the Attachment Manager to strip down all the attachments from the email item, and then export them to a file folder 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:



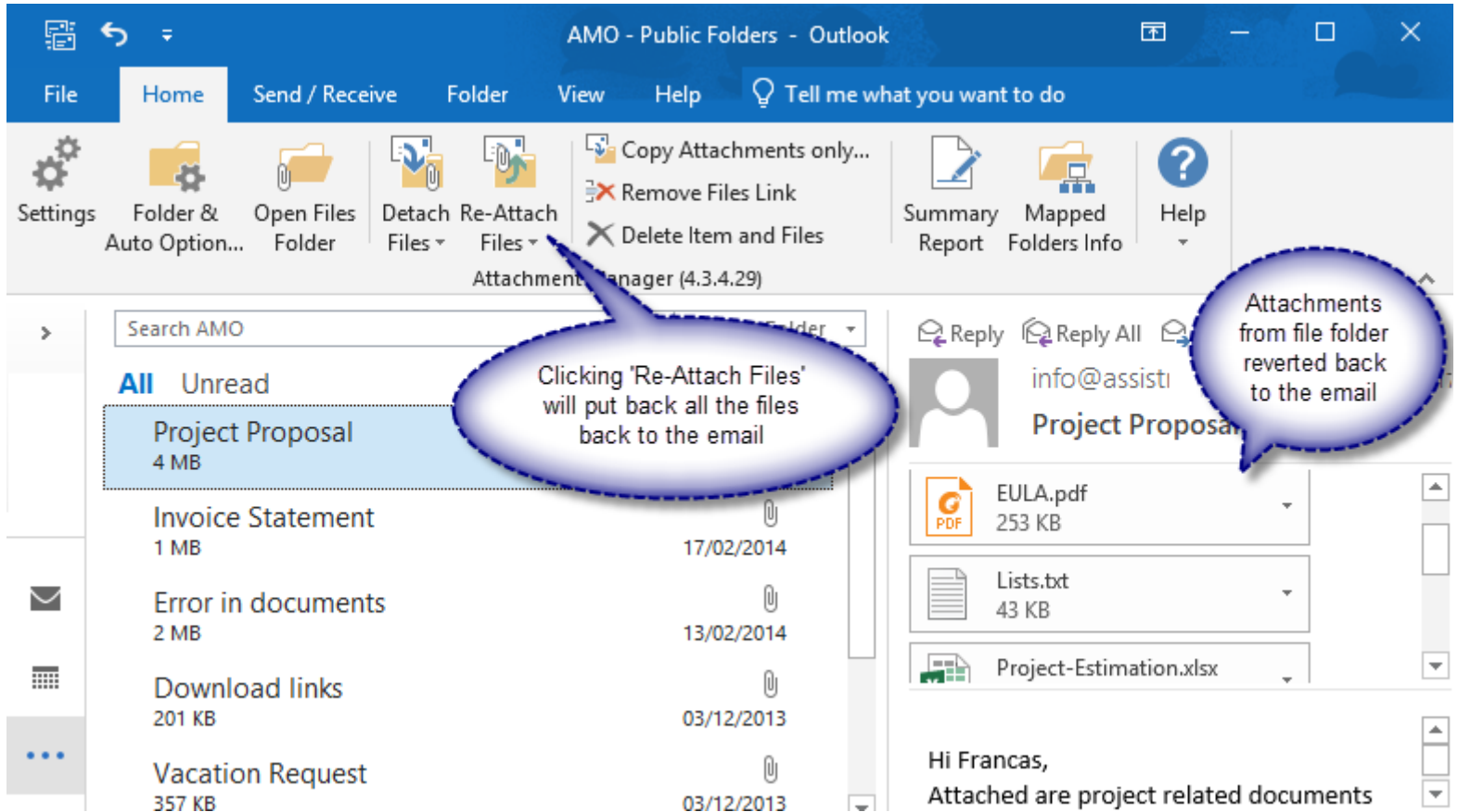
Detach All – If you want to detach attachments from all items inside the current Outlook folder, you can go to Settings drop down, and select 'Detach All'.

Detach to a custom file folder- If you want to detach all the attachments to a custom file folder from items inside the Outlook folder, you can go to Settings drop down and select 'Detach to a custom file folder'.

5. Re-attach related files to the email

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

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

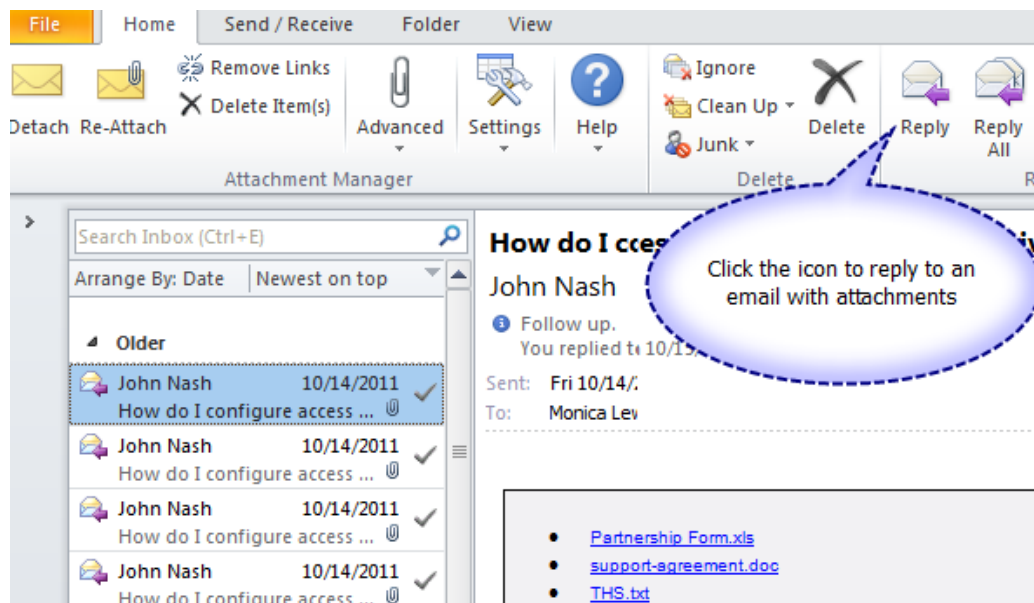


Re-Attach All – If you want to re-attach all the detached files back to all the items in the folder, go to Settings drop down and select 'Re-Attach All'

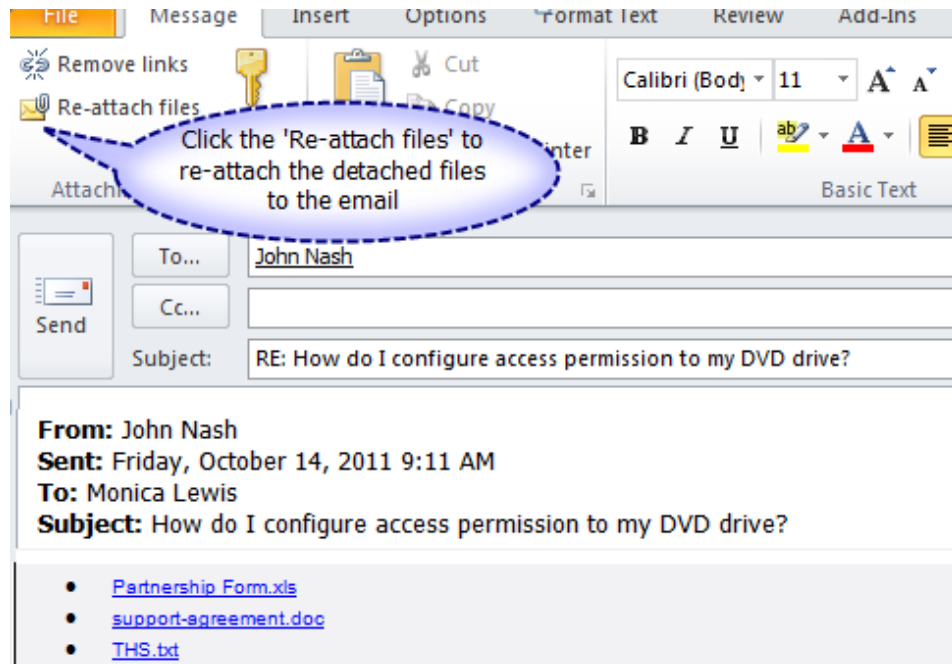
6. Re-attach files while replying to an email

When you want to reply to a particular email from which attachments are detached earlier, Attachment Manager gives you the option to re-attach those attachments back to the email while replying to it. Also, it removes the existing hyperlinks of the detached files automatically before replying to that email. You can forward an email using the same technique as well.

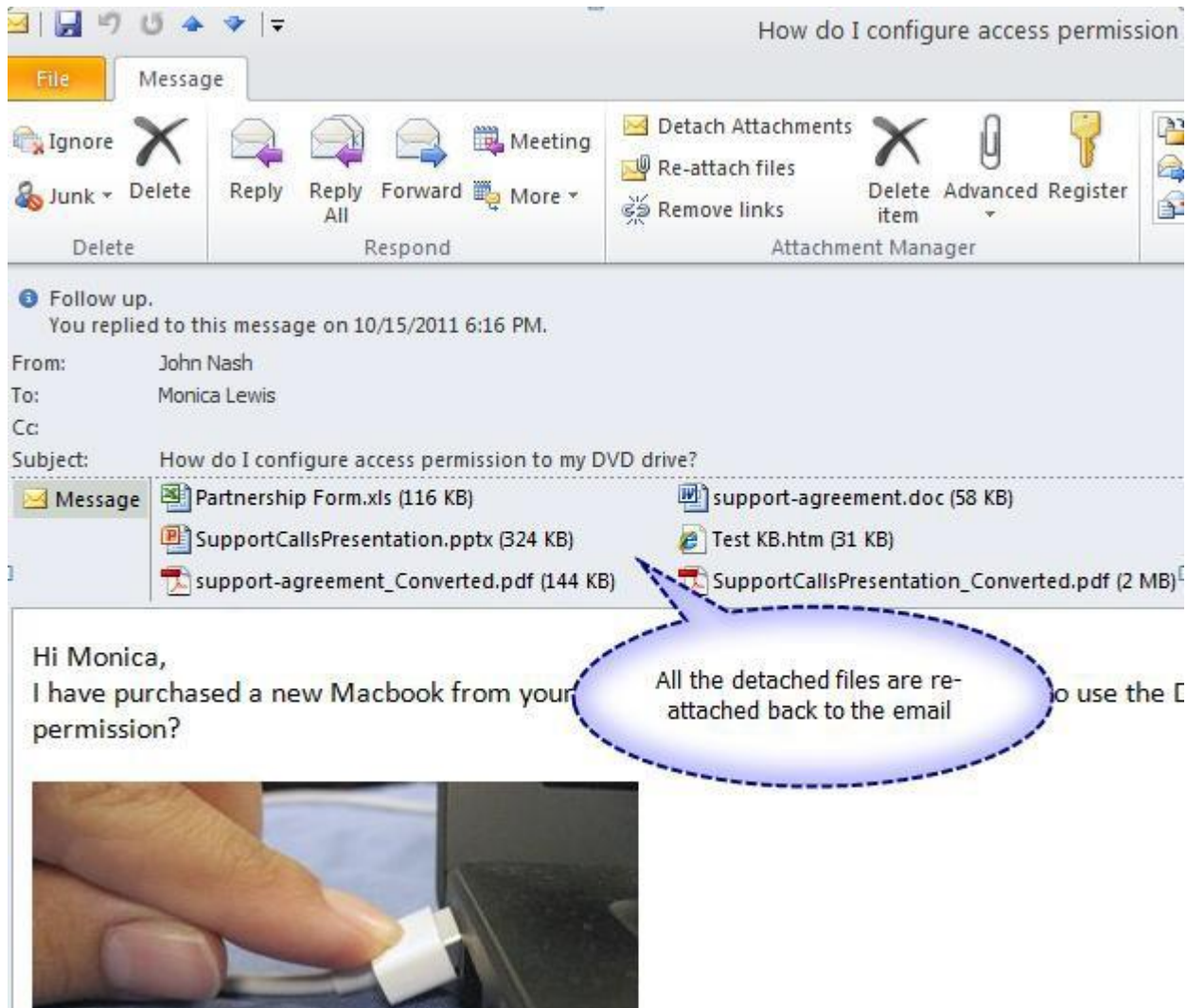
Below is the screenshot of an email with detached files which is about to be replied:



Once you click 'Reply', the particular email is shown in the compose window. Click 'Re-attach files' to restore all the detached files back to the email while replying to a recipient:



In the screenshot below, you can see that the detached files are re-attached to the email automatically, removing the hyperlinks:



Therefore, with Attachment Manager, you still retain the ability to include related attachments to a replied or a forwarded email long after the original email has been detached.

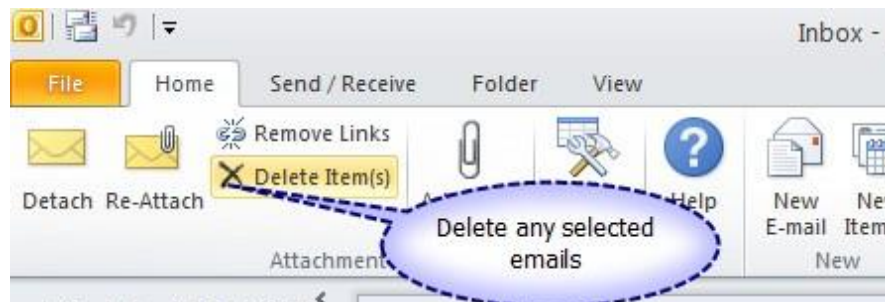
7. Remove file Links from the selected emails

When you have deleted attachments stored in your hard disk, the links in the mail body become void. In that case, you can completely remove the links in the mail body by clicking '**Remove Links**' button. Once removed, it cannot be link back again.



8. Delete the selected emails

When you click '**Delete Item(s)**', you can easily delete any selected email along with its associated files, if there are any.



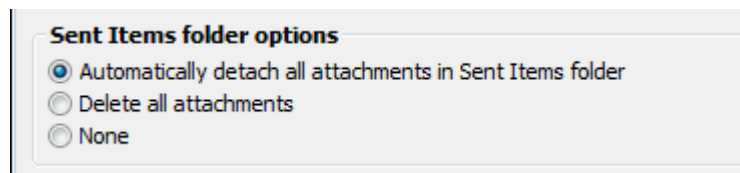
9. Automatically detach or delete attachments in Sent Items folder

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.

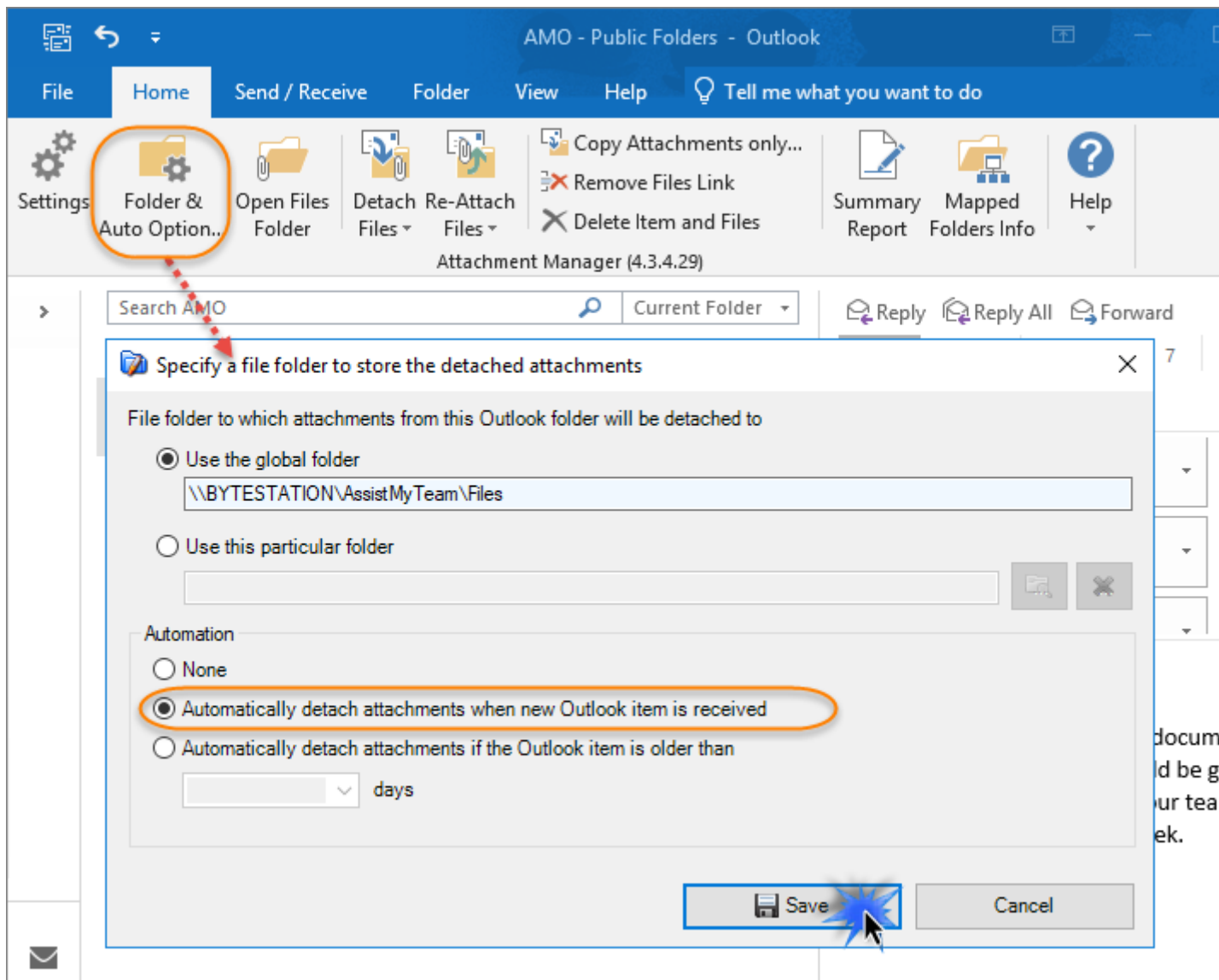


10. Automatically detach attachments in any Outlook folder or mailbox

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

To achieve this, just navigate to the Inbox or Outlook folder where you want to apply the automation. And click **'Folder & Auto Option'** button. And that would prompt you with a dialog box where you can choose the destination folders (to place the detached files). You will also need to enable the 2nd option **'Automatically detach attachments when new Outlook item is received'** under the 'Automation' section.

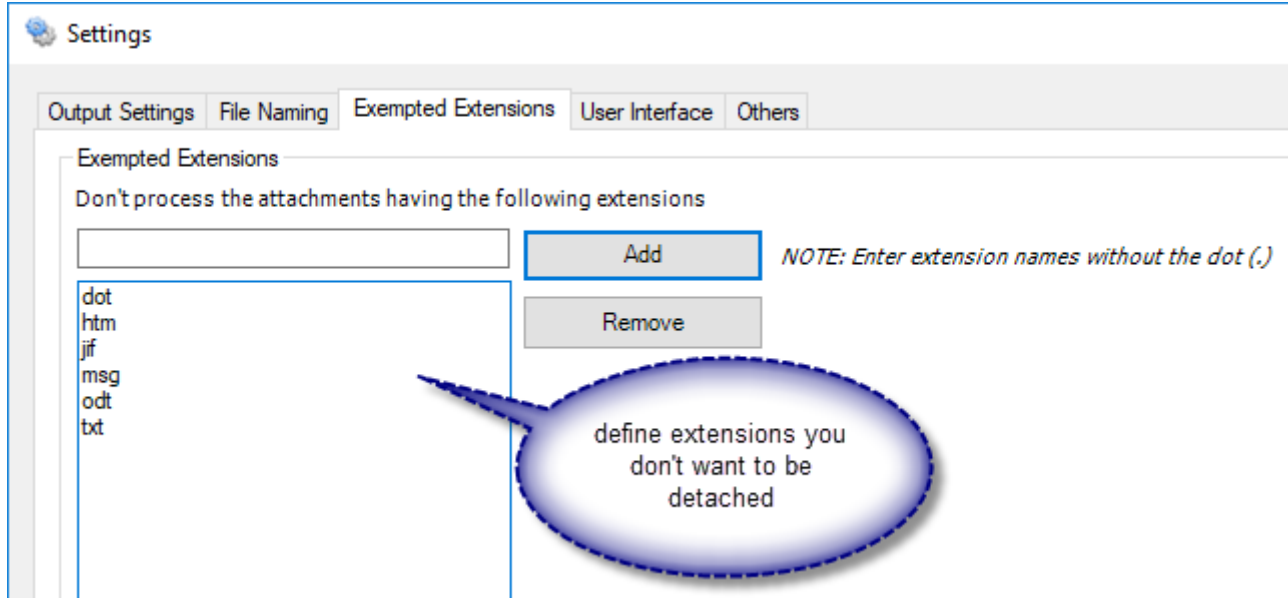
E-mail monitoring settings on Outlook folders and mailboxes:



11. 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 such extensions.

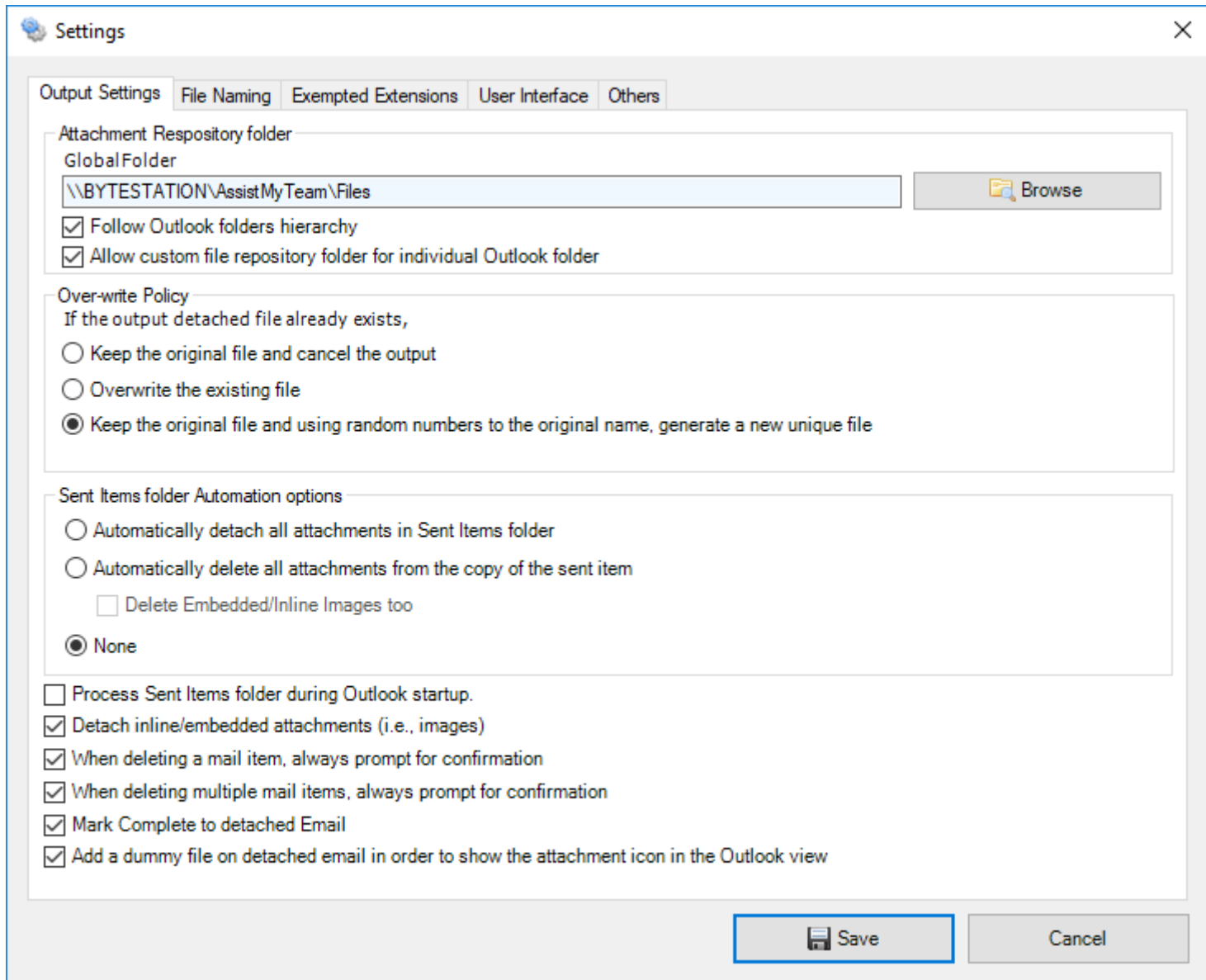
Below is the file extension setting for selective detaching of attachments:



12. 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. And with Outlook start up actions, you can now process sent item folder or any items under monitored folder.

Below is the attachment output option:



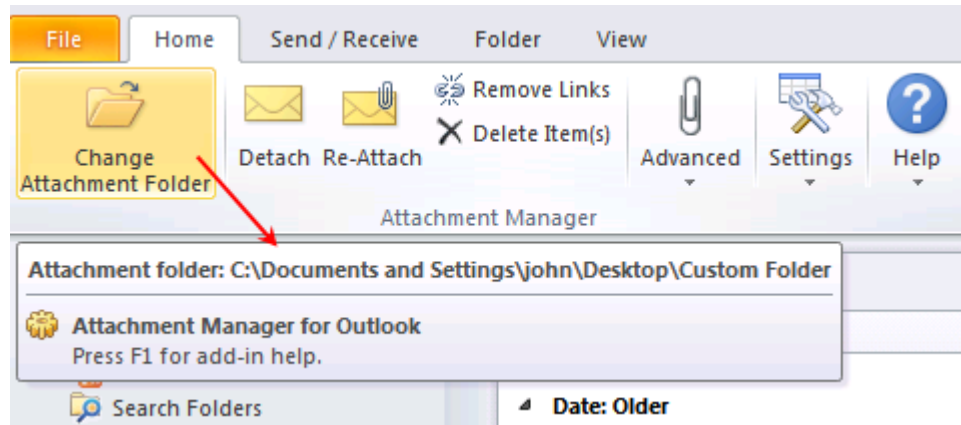
The screenshot shows the 'Settings' dialog box for Attachment Manager, with the 'Output Settings' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with five tabs: 'Output Settings', 'File Naming', 'Exempted Extensions', 'User Interface', and 'Others'. The 'Output Settings' tab contains the following options:

- Attachment Repository folder**
 - Global Folder: A text box containing '\\BYTESTATION\AssistMyTeam\Files' and a 'Browse' button.
 - ☒ Follow Outlook folders hierarchy
 - ☒ Allow custom file repository folder for individual Outlook folder
- Over-write Policy**
 - If the output detached file already exists,
 - ☐ Keep the original file and cancel the output
 - ☐ Overwrite the existing file
 - ☒ Keep the original file and using random numbers to the original name, generate a new unique file
- Sent Items folder Automation options**
 - ☐ Automatically detach all attachments in Sent Items folder
 - ☐ Automatically delete all attachments from the copy of the sent item
 - ☐ Delete Embedded/Inline Images too
 - ☒ None
- ☐ Process Sent Items folder during Outlook startup.
- ☒ Detach inline/embedded attachments (i.e., images)
- ☒ When deleting a mail item, always prompt for confirmation
- ☒ When deleting multiple mail items, always prompt for confirmation
- ☒ Mark Complete to detached Email
- ☒ Add a dummy file on detached email in order to show the attachment icon in the Outlook view

At the bottom right, there are 'Save' and 'Cancel' buttons.

13. Change Attachment Folder

In addition to the support for using a global attachment folder for all Outlook folders, now you can specify a separate attachment folder for each Outlook folder. If a separate folder option is enabled, on each Outlook folder, a button '**Specify Attachment Folder...**' button will be visible in the Attachment Manager toolbar or ribbon.



You can then choose a file folder from the browse for folder dialog box. If a file folder had been specified previously for the current Outlook folder, the caption of this button will change to 'Change Attachment Folder...', and if you bring your cursor over it, it would show the full path of the attachment folder path in the tool tip balloon.

14. 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.