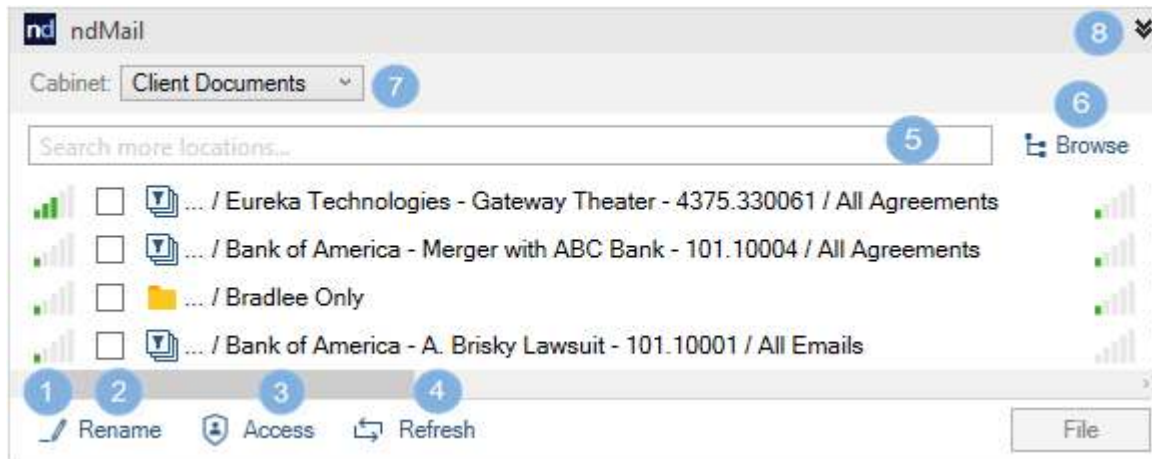


ndMail Predictions Panel

NetDocuments is the document and email management in the cloud. With ndMail integrated into Microsoft Outlook, leverage web-scale predictive technologies to file email messages to the correct location seamlessly. Move the ndMail Predictions Panel to the top, bottom, left, or right side of the Outlook reading panel to meet your needs.



- 1 **Relevancy rank.** See the prediction accuracy for the predicted locations.
- 2 **Rename.** Rename an item subject before filing.
- 3 **Access.** Edit the access to an item you want to file.
- 4 **Refresh.** Click to refresh the predicted filing locations manually.
- 5 **Search.** Search for more locations to file an item.
- 6 **Browse.** Select other filing locations. Newly-selected location remains at the top of other predictions on the panel.
- 7 **The Cabinet drop-down.** Select the cabinet where you want to file an item.
- 8 **Collapse/expand chevron icon.** Show or hide the predictions panel.
- 9 **File.** File an email to the selected location.

Rename

Rename the subject before filing an item.

To rename an item

1. Select an item you want to file, and then, on the ndMail predictions panel, select **Rename**.
2. In the Edit field that appears, type the name for the selected item, and then select **Apply**. Enter up to 200 characters in the Edit field.

To file the item to the needed location, select **File**.

Access

Edit access to the item you want to file.

- **Just Me** – Only you can access the filed item.
- **Default** – Inherit access from the selected location.

NOTE This setting is default.



Refresh

An automatic refresh occurs after entering or changing the subject for a new email, adding recipients to **To** and **Cc** fields, or adding attachments.

Quick Search

The Cabinet Drop-down

From the **Cabinet** drop-down menu, select the needed cabinet where you want to file an item.

Global Filing Indicator



Search for the created filters, folders, and workspaces with keywords to find a location where you want to file a message, even if it is not shown on predictions panel by default. To delete the entered value, press **ESC**. Enter up to 200 characters in the search field.

Browse

1. Select **Browse**.
2. From the **Cabinet** drop-down menu, select the needed cabinet which you can access.
3. In the **Select filing location** dialog box, navigate to the needed folder, and then click **Select**.
4. *(optional)* In the **Select filing location** dialog box, select **Add Folder** or select **Go to Workspace**, and then click **Select**.

After filing an item, the predicted filing locations appears for the next item. Find the recent filing locations in the predictions panel for a new message, so that later file this message to the needed location.

File

To file an existing item, select a location and click the **File** button. To save time, file multiple items at the same time to the same selected locations. File together any items: emails, meetings, receipts (read, delivered), and meeting responses (accepted, declined, tentative).

To view the needed location on the NetDocuments Web interface, right-click the selected location, and then select **Go to location in ND**. Also, select **View in ND** on the notification message that appears after you have successfully filed an item.

Send and file

ndMail allows you in one step to predictively file and send an item. You cannot file an unsent item. To file a new item, select a location, and then click **Send**. In this case, an item is automatically filed when sent.

To Send and File an Email

1. To write a new message, select **New Email** (or **Reply** or **Forward** an email).
2. Draft and review the email message, and then select a filing location.
3. Click **Send**.

The global (firm-wide) filing indicator shows which items in your mailbox that you or someone in your organization already filed.

John Smith Confidentiality Agreement	16.11.2017	<input checked="" type="checkbox"/>
John Smith Residential Agreement Hi John, Here are the details in regards to	16.11	<input checked="" type="checkbox"/>

ndMail Folder Mapping

Folder mapping provides connections between Outlook and NetDocuments folders. Any emails filed into a linked Outlook folder is automatically profiled to NetDocuments correctly.

If you enjoy using Outlook folders, this means that you can continue filing by dropping files or emails into Outlook folders.

To Map Outlook Folders

1. Log in with your ndOffice credentials.
2. Select the folder you want to map to in NetDocuments, and then select **OK**.
3. In the **Link Folder to NetDocuments** dialog box, specify the following options:
 - **Copy emails as private** – Set a property on the items synced from this folder so that only you can view it in your NetDocuments repository.
 - **Link (unmapped) subfolders too** – Allows the syncing of all sub-folders to the mapped folder in NetDocuments.
 - **Copy pre-existing emails too** – Copies all pre-existing items from the Outlook folder to NetDocuments.

