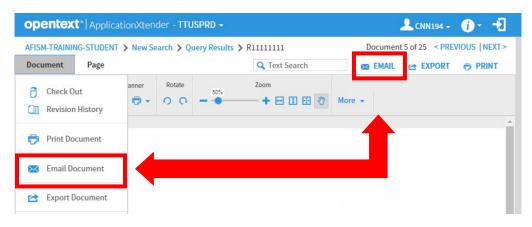
Emailing Xtender Documents in Chrome

1. To email an indexed document, click on email in the **"Document"** column, or at the top right of the document.



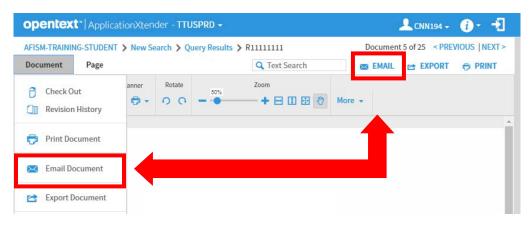
- 2. Fill out the "Mail Document" window that has popped up.
 - Select Pages
 - Add a Subject
 - Check "Use PDF Format"
 - If you want to hide annotations, check the box.
 - Select "MSG Format" or "EML Format"
 - Click "EMAIL"
- 3. While your document downloads, a status window will appear.

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All Pages All Page		
Current Page		
Page Range 1-4		
Subject		
Body		
Send Attachments as Hyperlinks		
✓ Use PDF Format		
Hide Annotations		
Archive Documents into One Zip File		
MSG Format OEML Format		
	CANCEL	EMAIL

- 4. Once the document has been downloaded, a "Save As" window will appear.
 - File Name: AXClientEmail
 - Save as Type:
 - o If your chose "MSG Format", it should say "Outlook Item"o If you chose "EML Format", it should say "E-mail Message"
 - Click "Save"
- 5. Your File will now appear at the bottom left of your screen.
 - Click it and it will toggle you into your "Outlook" email.
 - You may need select your email server the first time you do this. Afterwards, it should automatically open into Outlook.
- 6. The PDF Xtender Document should now be attached and ready to send
 - Compose your email as you would normally would, then "Send"

Emailing Xtender Documents in Internet Explorer

1. To email an indexed document, click on email in the **"Document"** column, or at the top right of the document.



- 2. Fill out the "Mail Document" window that has popped up.
 - Select Pages
 - You must add a "Subject"
 - Check "Use PDF Format"
 - If you want to hide annotations, check the box.
 - Select "MSG Format" or "EML Format"
 - Click "EMAIL"
- 3. While your document downloads, a status window will appear. If you don't see this, make sure your pop off blockers are turned off or "allow" the website when prompted to.

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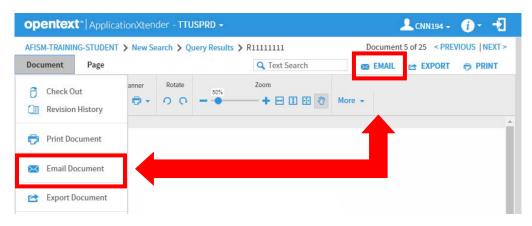
- 4. At the bottom of your screen, you will be prompted to Open or Save your Document.
 - When you "Open" your document, it should automatically take you to your Outlook email. If this is your first time, you may need to set up your email.
 - You may also get a Security warning. Select "Allow".

Do you want to open or save AXClientEmail-20190710-091341-8718.msg (80.0 KB) from imaging.texastech.edu?	Open Save v Cancel	×

- 5. The PDF Xtender Document should now be attached and ready to send
 - Compose your email as you would normally would, then "Send"

Emailing Xtender Documents in FireFox

1. To email an indexed document, click on email in the **"Document"** column, or at the top right of the document.



Mail Document

All Pages

Subject

Body

Current Page

O Page Range 1-4

Send Attachments as Hyperlinks
Use PDF Format

Archive Documents into One Zip File

OEML Format

Hide Annotations

MSG Format

- 2. Fill out the "Mail Document" window that has popped up.
 - Select Pages
 - You must add a "Subject"
 - Check "Use PDF Format"
 - If you want to hide annotations, check the box.
 - Select "MSG Format" or "EML Format"
 - Click "EMAIL"
- 3. While your document downloads, a status window will appear. If you don't see this, make sure your pop off blockers are turned off or "allow" the website when prompted to.
- 4. Next, you will be prompted to Open or Save your Document.
 - When you "Open" your document, it should automatically take you to your Outlook email. If this is your first time, you may need to set up your email.

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Do this <u>a</u> uto	matically for files like this fr	om now on.	
		OK	Cancel

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- 5. The PDF Xtender Document should now be attached and ready to send
 - Compose your email as you would normally would, then "Send"