

Compressing Attachments

Are you trying to pack way too many things in your email?

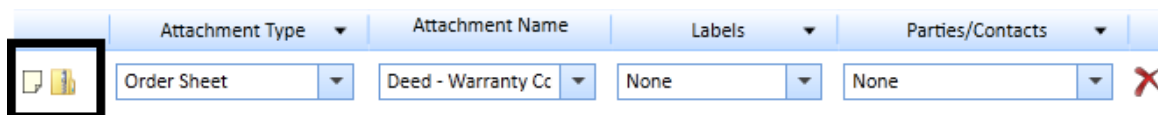
When packing a bag or suitcase for vacation or holiday, an overly stuffed or heavy suitcase could possibly be rejected at an airline check-in. The same idea holds true with an email containing a large amount of information. If the attachment(s) included in an email has increased the email's size making it too large, the email server for the recipient may reject the email, or your email server may not send the email.

In GreenFolders, sending one or multiple attachments in an email is First Class! The Compress feature can reduce the size of the attachment(s) so the email can be sent/received, helping to ensure a smooth take-off and landing at the desired destination.

Compress one Attachment or Multiple Attachments

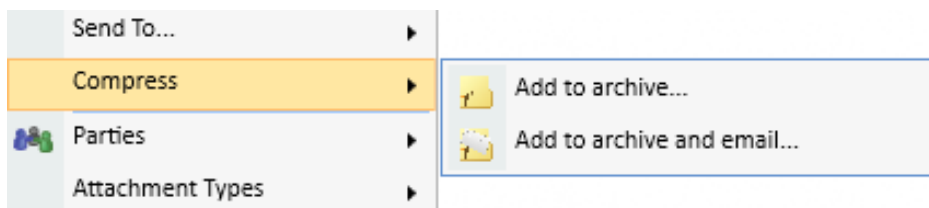
If a single attachment needs to be compressed click Edit and then right mouse click the attachment. If multiple attachments need to be compressed, click Edit and hold the CTRL key to select multiple attachments. Once the attachment(s) are selected, click Compress. There are two options available when Compress has been selected; "Add to Archive" or "Add to Archive and Email."

Note: the original attachments will remain in the folder.




Add to Archive

If you would like to store the selected attachments within the folder as a zip file, use Add to Archive. Once this option has been selected, the Add Attachments window displays directing you to choose where to place the compressed file (in ZIP format) within the folder.



Add to Archive and Email

If you would like to email the compressed attachment(s) choose Add to Archive and Email. A new email window opens and the compressed file is automatically attached. The file is named using the selected attachment name. If there are multiple attachments, the file is named using the name of the first attachment that was selected.

Subject:	<input type="text"/>
Attached:	 <u>Bill Of Sale (E) (4).zip (753 KB)</u>

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
