



Email Trailer with Images

**iQ.Suite Trailer
Installation and Administration for
Microsoft Exchange**

Document Version 1.0

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1 Overview

iQ.Suite Trailer allows to integrate predefined text blocks into emails according to specific rules. It is possible to configure individual trailers for different groups of persons and, for instance, generate them in different languages.

As of Version 8.1 (Microsoft Exchange), it is also possible to integrate images into emails. This allows to combine company information, legal notices, disclaimers or individual signatures with graphic elements (such as the company logo) and have this information added to emails in a server-controlled process. The images are added to the email as attachment, with a link inserted in the HTML body of the email at a freely configurable position.

1.1 License Terms

To be able to use the iQ.Suite Trailer functionality with images, you need a regular iQ.Suite Trailer license.

1.2 System Requirements

The system requirements for using iQ.Suite Trailer are the same as for iQ.Suite.

2 iQ.Suite Trailer for Microsoft Exchange

2.1 Configuration



Up to iQ.Suite Version < 8.1, images could only be integrated into an email HTML body by way of an HTML table or an HTTP link. The drawback of both methods was that the images were only displayed to the recipient if a number of conditions were met. For instance, the recipient's client environment needed to be configured to allow displaying images. As of Version 8.1, these restrictions have been resolved. The pictures are now imported on the iQ.Suite server and then physically integrated into the emails from there.

The iQ.Suite Trailer module can be used right after having installed or update to iQ.Suite Version 8.1. The following sections describe the specific features of inserting images into trailers. For further information on the configuration of iQ.Suite Trailer please refer to the iQ.Suite Administration Manual¹.

2.1.1 Importing Trailer Images

The images to be appended to trailers are managed in the iQ.Suite administration console under **TRAILER SETTINGS -> TRAILER IMAGES**.

Areas:

- **All Trailer Images:** Displays a list of all images imported into iQ.Suite that can be appended as trailer.
- **Unassigned Trailer Images:** Displays a list of all images that have not been assigned to an image category.
- **<Name of the image category>** (optional): Depending on the internal sender address and the corresponding group or domain, it is possible to append different trailers to emails. Image categories are used to group/store images according to different criteria, e.g. all logos in a separate category or separate categories for different departments.

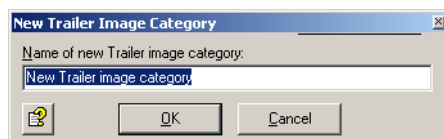


To assign an image under **All Trailer Images** or **Unassigned Trailer Images** to a specific image category, right-click the image and select: **ALL TASKS -> MOVE TO ... -> <NAME OF THE IMAGE CATEGORY>**.

Proceed as follows:

1. If required, create a new image category (here: Logo):

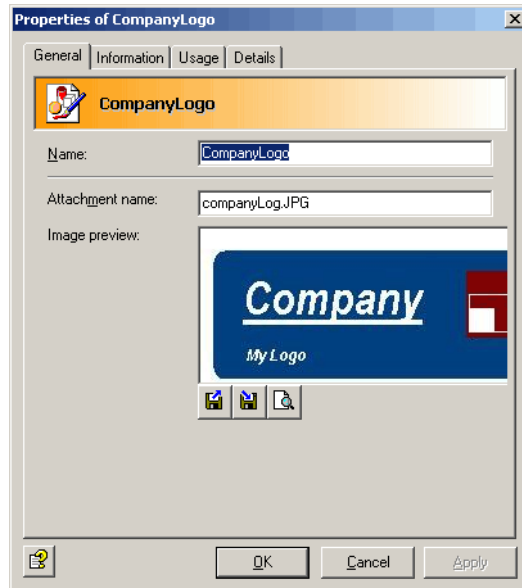
TRAILER SETTINGS -> TRAILER IMAGES -> RIGHT-CLICK: NEW -> TRAILER IMAGE CATEGORY -> <NAME OF THE NEW IMAGE CATEGORY>.



2. Add a Trailer image to the new category: **NEW IMAGE CATEGORY -> RIGHT-CLICK: NEW -> TRAILER IMAGE**.





1. The manuals are available on our website under www.group-technologies.com.

3. Click BROWSE... and select the desired image. Please note that the image files must be available in GIF or JPG format.



The selected image is shown in the preview.


Meaning of the icons:

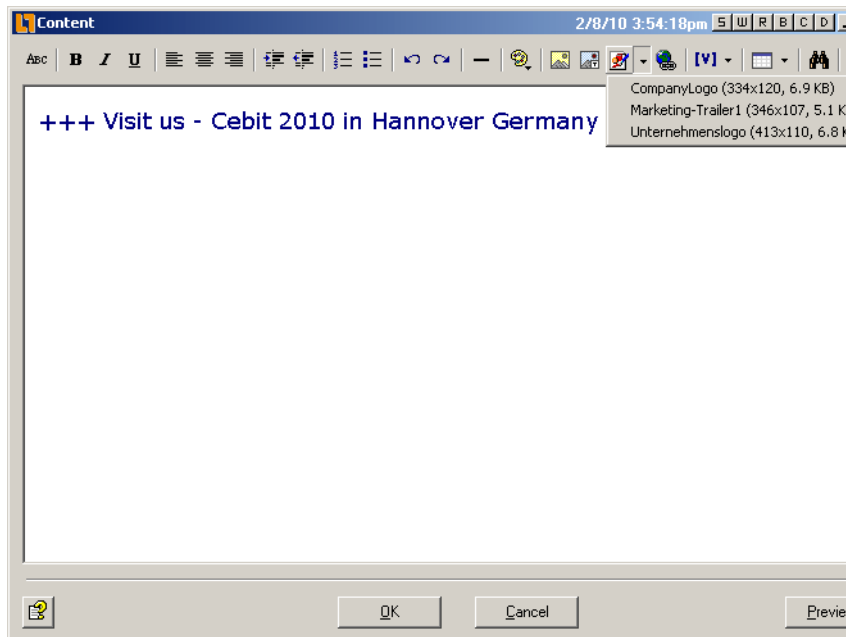
	Import again	The file system is opened in order to replace the image shown in the preview.
	Open image viewer	The image viewer is opened. If the program defined as default image viewer is an image processing application, this allows to directly process the selected image. Then import the image again  .
	Export	The file system is opened in order to export the image shown in the preview, e.g. after it has been processed. Please note that the images that have not been exported are no longer available when the administration console is closed.

4. The **Information** tab provides detailed information on the imported Trailer image.
5. Click APPLY -> OK and save the administration console.

2.1.2 Configuring Trailer Documents

Once imported, you can assign the Trailer images to a Trailer document.

1. Open the Trailer document to which you want to assign a Trailer image (here: the 'Sender signature' document).
2. Enable the Trailer document, select the **Content** tab and select **HTML-Format**.
3. Click EDIT and select the desired Trailer image  :



4. Click PREVIEW to display the Trailer document as appended to the email as trailer.
5. Confirm your configuration with OK.
6. Enable the job, save your configuration and send a test email to yourself or a test user.
Sample test email including an integrated image in the trailer:

Date: 11 December 2009 12:40
To: Administrator
Subject:

Dear Madame or Sir,

I am pleased to invite you to our Annual Assembly of 2010 on the 21st January 2010.
The Agenda of the meeting with all details will be sent to you in the next few days.

Sincerely
David Galler

+++ Visit us - Cebit 2010 in Hannover Germany - +++



About GROUP Technologies

GROUP Technologies is the Email, Archiving and Administration unit of GROUP Business Software AG

Organizational operations depend on highly-efficient modes of communication. Communication affects - more or less - all business processes. Email is heavily used for communication, in collaboration efforts and as a workflow engine. Email is a process which affects all aspects of internal and external information exchange. Following these facts, email is the number one business critical application and is burdened with internal and external risks, regulations, policies and standards.

GROUP Technologies focuses on delivering a process-controlled, centralized and easy-to-maintain email management solution for the Lotus Domino and the Microsoft Exchange markets.

GROUP Technologies Value Proposition

Expertise: The company is a trusted advisor to its customers in the areas of email security, compliance or IT optimization and is capable of solving any business challenge in these areas through its centralized and rules-based email process management approach.

Unified console/single point of administration: Multi-level anti-virus and anti-spam, automated de-/encryption, rule-enforcement, regulatory enforcement and real time archiving through a single point of administration within the entire organization.

Simplicity: The company's email solution features easy-to-use interfaces and is efficient in solving email challenges. As a server-based solution, client/user interaction is limited and reduced to the absolute necessary minimum input by the email user. The organization-wide implementation for all users is done on the server and is easy to administer through our unified console.

Email as a business process: Company defined processes control email usage ensuring compliance with internal policies as well as regulatory requirements. Simple configuration tools allow the system to easily be adapted to satisfy the demands of growing companies and new regulations that have yet to be envisioned.

GROUP Facts

Customers: GROUP's clients include many well-known companies such as Deutsche Bank, Ernst & Young, Honda, Heineken, Allianz and Miele. More than three million users and 3,000 companies worldwide protect and organize their systems with GROUP Technologies products.

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