

# Linking and managing a webspace with Inxmail Professional

## Smart Guide

A webspace is a storage location on a server where you can centrally store the images and files that you want to use in your mailings. Authorised users have shared access to these files over the Internet. This Smart Guide shows you how to link your own webspace with *Inxmail Professional*.

**Preparation:** First of all, get in touch with your contact partner from the Inxmail team to agree the user rights for access to your webspace via *Inxmail Professional*. As a licence customer, you have direct access to the administration list and can configure user settings yourself (for more detailed information, see the online help).

### Setting up webspace

1. Open the  (*Global settings*) and the  *Files & web pages* agent.
2. Select the *Webspaces* tab and click  (*Add new webspace*).
3. Enter a *Name* for the webspace, otherwise the host name will be assigned automatically.
4. Select the *Protocol* and enter the *Host* (without the protocol name in front), *Port* and *Path* in the fields provided [1]. **Note:** SFTP is not supported.
5. Enable the 'The webspace files are publicly accessible via the Internet' option and enter the corresponding Web address.
6. Enable *Configure user name and password for all users* for universal access [2]. Universal access offers the following advantages: the connection with the webspace is established immediately and users no longer have to log in manually.
7. Click *OK*.

### Subsequent editing options on the webspace

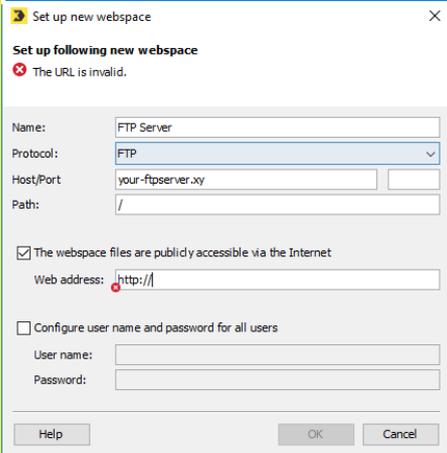
Click  (*Edit*) to subsequently edit the existing webspace.

Click  (*Delete*) to remove a webspace.

**Caution:** Deleting the webspace removes all of the existing links to the files contained within it!

### [1] FTP ACCESS DATA

The access data for your existing FTP server can be obtained from your service provider or administrator. If you do not have your own webspace, you can lease a webspace via Inxmail.



### Login with password:

You can save your entry using the *Save user name and password locally* check box.

Use the *Proxy* button to specify your proxy settings.

## Link with the workspace

1. Open the  (*Global settings*) tab and the  (*Files & web pages*) agent.
2. Double-click the workspace that has been set up.
3. The link is automatically established in the case of universal access [2].

## Create folder

1. Click the  (*Create new folder*) button [3].
2. Enter a *Name* in the *Create new folder* dialog box and click *OK*.

## Upload files

1. Select the target folder and click  (*Upload file*).
2. Click ... to open the dialog box to upload the files.
3. Select one or multiple files and click *Open*.
4. Click *Upload*.

## Download files

1. Highlight the files and click  (*Download file*).
2. Click the ... button.
3. Select the desired target directory and click *Save*.
4. Click *Download* [4].

## Edit files or folders

**Copy:** Highlight one/multiple files. Click  (*Copy*) [5].

**Cut:** Highlight one/multiple files/folders. Click  (*Cut*) [6].

**Paste:** Open target folder. Paste the copied or cut files/folders using  (*Paste*).

**Rename folders/files:** Highlight the desired files or folders and click  (*Edit*). Enter a new name and click *OK* [6].

**Delete folders/files:** Highlight the desired files or folders and click  (*Delete*). Click *OK* [6].

## [2] AUTHENTICATION

If the *Configure user name and password for all users* option was not enabled when the workspace was set up, the login is completed by entering a user name and password.

## [3] CREATE FOLDER

The new folder is created in the path currently selected. Do not use any special characters or spaces when assigning a file name!

## [4] DOWNLOAD FILES

*Inxmail Professional* only saves a copy of the file in the target directory. The original file remains in the workspace.

## [5] COPY MULTIPLE FILES

To copy multiple files, hold down the CTRL key (Windows) or CMD key (Mac) as you click each file.

## [6] LINKS

Existing links to files are lost if the path changes due to cutting and pasting or if the files and the folder are renamed or deleted completely. Deleting folders affects all of the files and folders contained within them!

## [1] INFO

Further information is available in the Smart Guide *Integrate images into mailings*.