



NewgenONE Content Cloud

NCC Add-in for Office

User Guide

Version: 2024.1

Disclaimer

This document contains information proprietary to Newgen Software Technologies Ltd. User may not disclose or use any proprietary information or use any part of this document without written permission from Newgen Software Technologies Ltd.

Newgen Software Technologies Ltd. makes no representations or warranties regarding any software or to the contents or use of this guide. It also specifically disclaims any express or implied warranties of merchantability, title, or fitness for any particular purpose. Even though Newgen Software Technologies Ltd. has tested the hardware and software and reviewed the documentation, it does not guarantee or imply that this document is error free or accurate regarding any particular specification. As a result, this product is sold as it is and user, the purchaser, is assuming the entire risk as to its quality and performance. Further, Newgen Software Technologies Ltd. reserves the right to revise this publication and make changes in its content without any obligation to notify any person, of such revisions or changes. Newgen Software Technologies Ltd. authorizes no Newgen agent, dealer or employee to make any modification, extension, or addition to the above statements.

Newgen Software Technologies Ltd. has attempted to supply trademark information about company names, products, and services mentioned in this document. Trademarks indicated below were derived from various sources.

Copyright © 2024 **Newgen Software Technologies Ltd.** All Rights Reserved.

No part of this publication may be reproduced and distributed without the prior permission of Newgen Software Technologies Ltd.

Newgen Software, Registered Office, New Delhi

E-44/13

Okhla Phase - II

New Delhi 110020

India

Phone: +91 1146 533 200

info@newgensoft.com

Contents

Preface	4
Revision history	4
About this guide.....	4
Intended audience	4
Related documents	5
Documentation feedback	5
Introducing NCC Add-in for Office 365 and MS Office.....	6
Signing into NCC	6
Uploading Word, Excel, or PowerPoint document to NCC.....	9
Uploading Outlook emails and attachments to NCC	14

Preface

This chapter provides information on the revision history, about this guide, intended audience, related documents, and documentation feedback.

Revision history

Revision date	Description
June 2024	Initial publication

About this guide

This guide describes procedures for uploading documents and emails in the NewgenONE Content Cloud repository using the NCC Add-in for both Office 365 and Microsoft (MS) Office.

Intended audience

This guide is intended for the users responsible for uploading documents and emails in the NewgenONE Content Cloud repository using NCC Add-in. The user must have access rights to the NewgenONE Content Cloud repository.

To ensure you are referring to the latest and most recent revision of this guide, download it from one of the following locations:



- [Newgen Internal Doc Portal](#), if you are a Newgen employee.
- [Newgen Partner Portal](#), if you are a Newgen partner.

Related documents

The following documents are related to NewgenONE Content Cloud:

- NewgenONE Content Cloud Administration Guide
- NewgenONE Content Cloud User Guide for Micro UI

Documentation feedback

To provide feedback or any improvement suggestions on technical documentation, write an email to docs.feedback@newgensoft.com.

To help capture your feedback effectively, share the following information in your email:

- Document name
- Version
- Chapter, topic, or section
- Feedback or suggestions

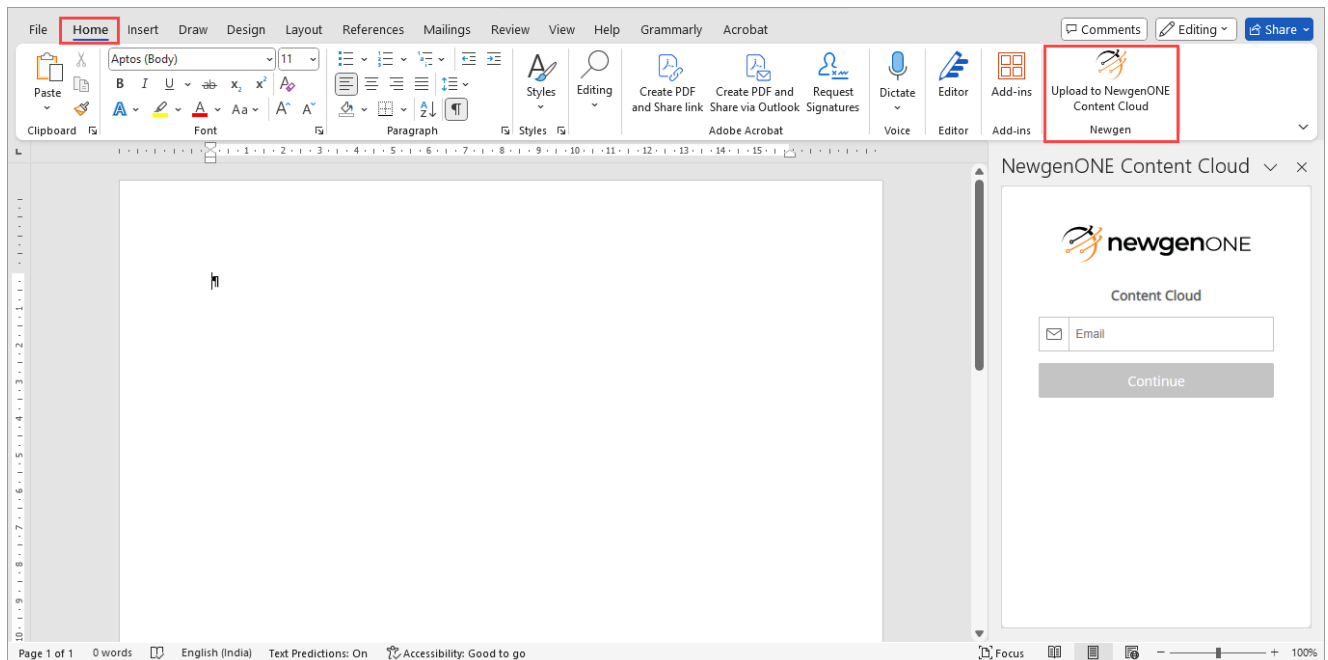
Introducing NCC Add-in for Office 365 and MS Office

NCC Add-in enables uploading a document from Word, PowerPoint, and Excel to a folder inside the repository in NCC. It also allows you to save emails and attachments from Outlook directly to the repository.

Signing into NCC

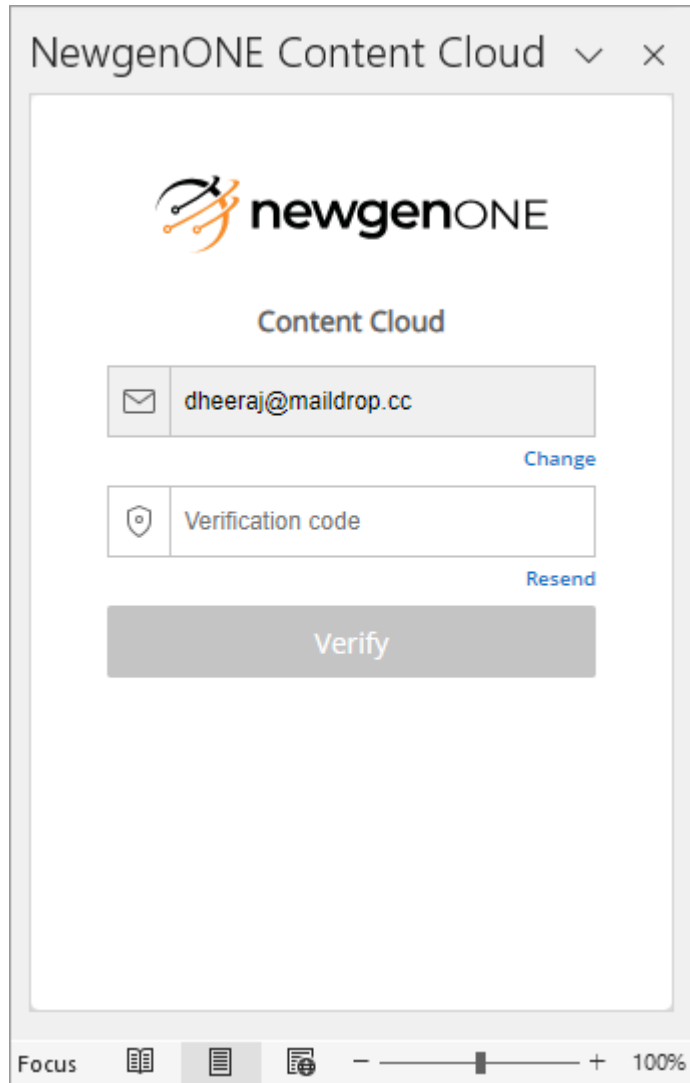
To sign in to NCC for uploading documents, emails, and attachments, perform the following steps:


1. Open any Word, Excel, PowerPoint document, or an email.
2. Click the **Home** tab and select **Upload to NewgenONE Content Cloud** Add-in. The NCC sign in pane appears.



3. Enter the email registered on NCC and click **Continue**. A verification code is sent to your registered email address.

4. Enter the verification code and click **Verify**.



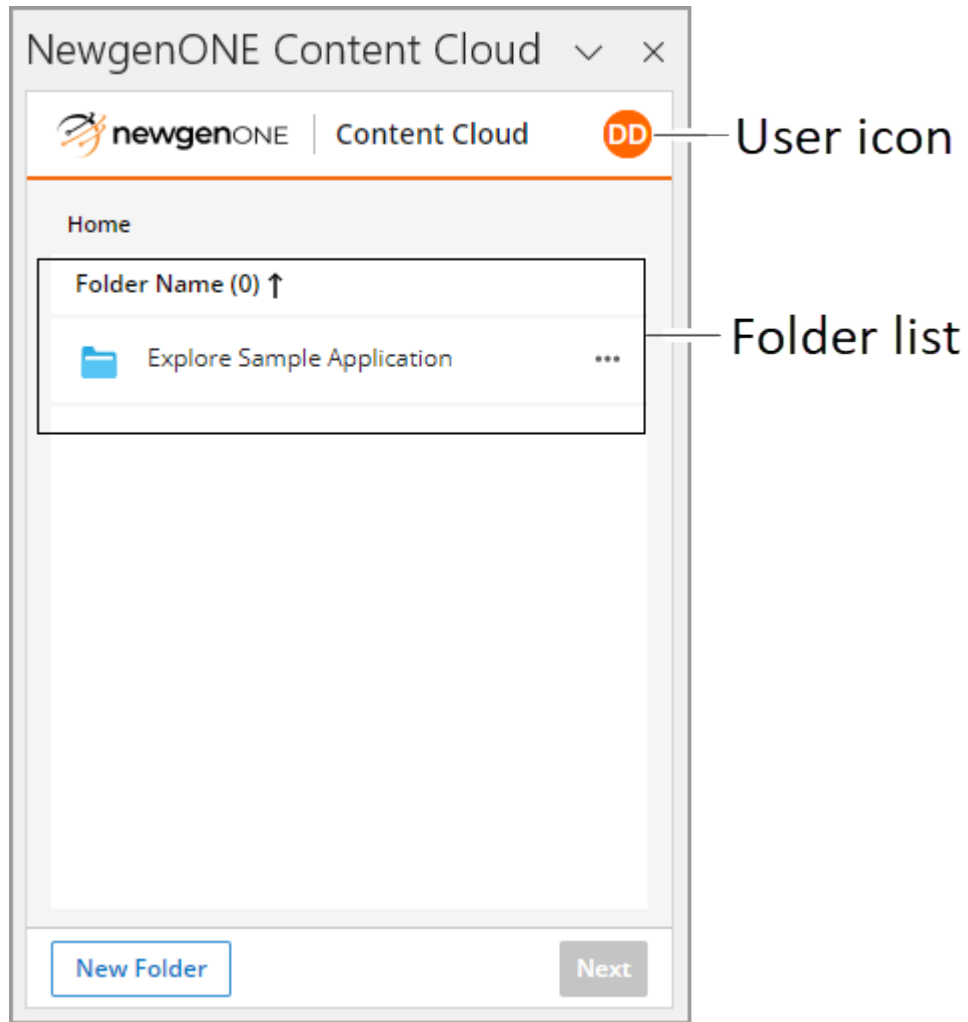
 If the NCC Add-in is disabled for your organization, the "Microsoft Add-in is not enabled for your organization. Please contact administrator." notification appears. In such a case, contact your administrator to enable the Add-in for your organization.


The password field appears.

5. Enter the password and click **Sign In**. On successful sign in, the NCC home pane appears displaying following elements:

Elements	Description
User icon	Clicking this icon displays information about the signed-in user, including their username, organization name, and the number of subscription days remaining. It also allows you to sign-out from the NCC Add-in.

Elements	Description
Folder list	This list contains the folders existing in NCC. <i>Explore Sample Application</i> is a system-generated folder. You can only perform the View Properties action on this folder.



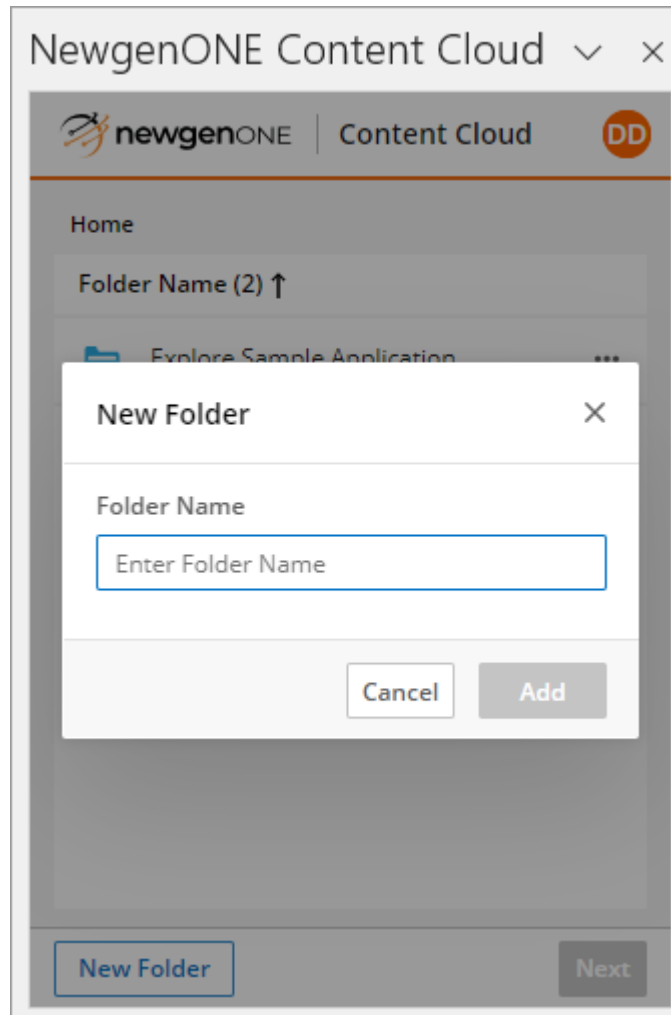
 The top bar displays the folder hierarchy as a breadcrumb for easy navigation. Click any part of the breadcrumb trail to jump to a parent folder. For example, if you are in the *Bank Statements* sub-folder under *Home > My Documents > Bank Statements*, you can click *My Documents* to go directly to that folder.

Uploading Word, Excel, or PowerPoint document to NCC

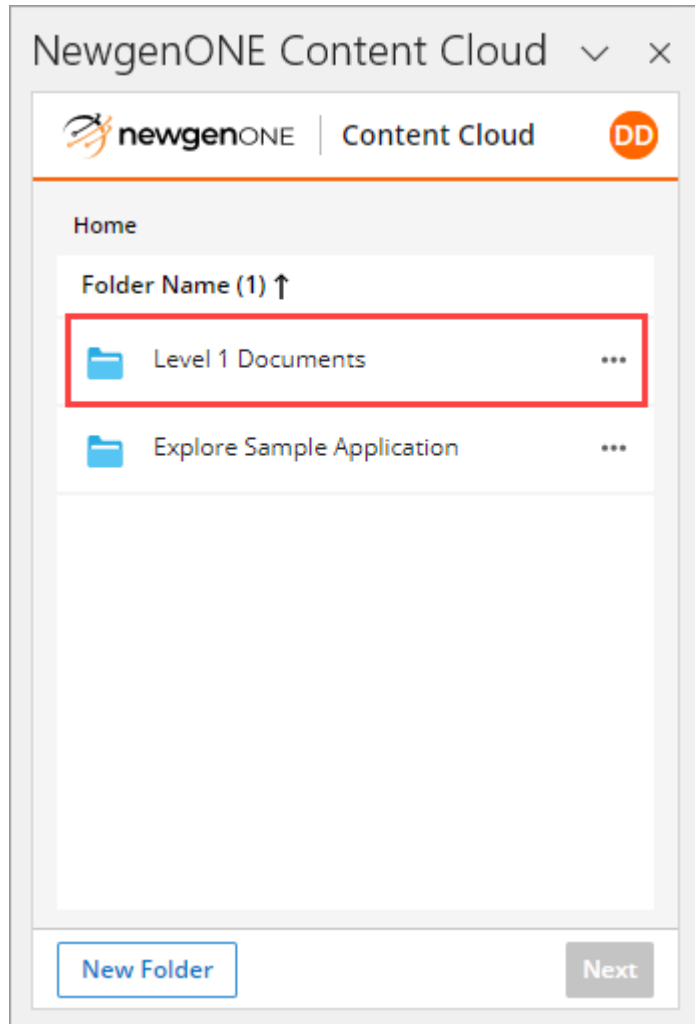
To upload a Word, Excel, or Powerpoint document to NCC, perform the following steps:


1. On the home panel of NCC, select the default folder *Explore Sample Application*. Alternatively, you can click **New Folder** to create a specific folder for uploading a document. The New Folder dialog appears.

! Ensure that the folder name does not contain any special characters except hyphens (-) and underscores (_).

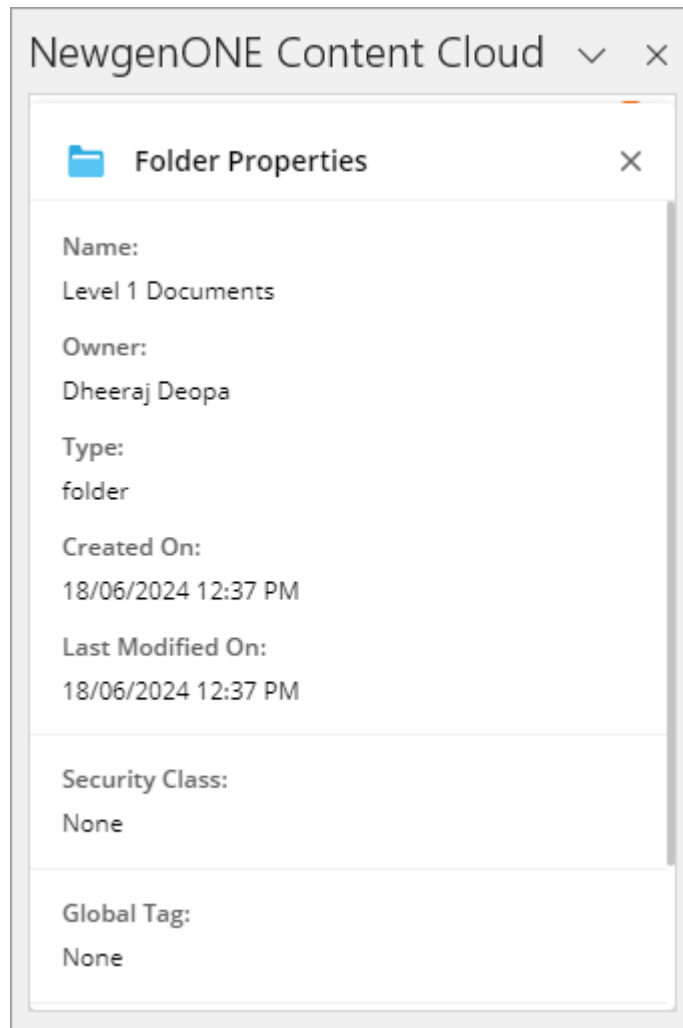


2. Enter the folder name and click **Add**. The folder gets added.



The ellipses  icon present against the folder name allows you to perform the following operations:

- **Rename** — It allows you to rename the folder name.
- **View Properties** — It allows you to view the folder properties.

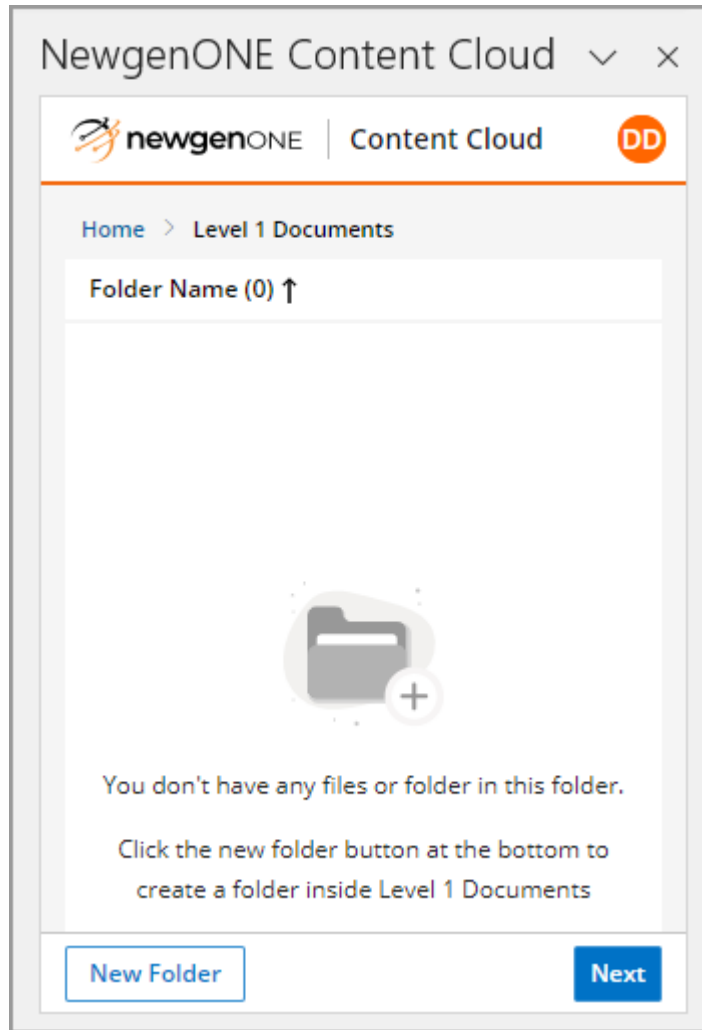


- **Delete** — It allows you to delete the folder.





Once you delete the folder, you cannot undo this action.

3. Double-click the folder to open it.



4. Click **Next**, the document is ready to upload.

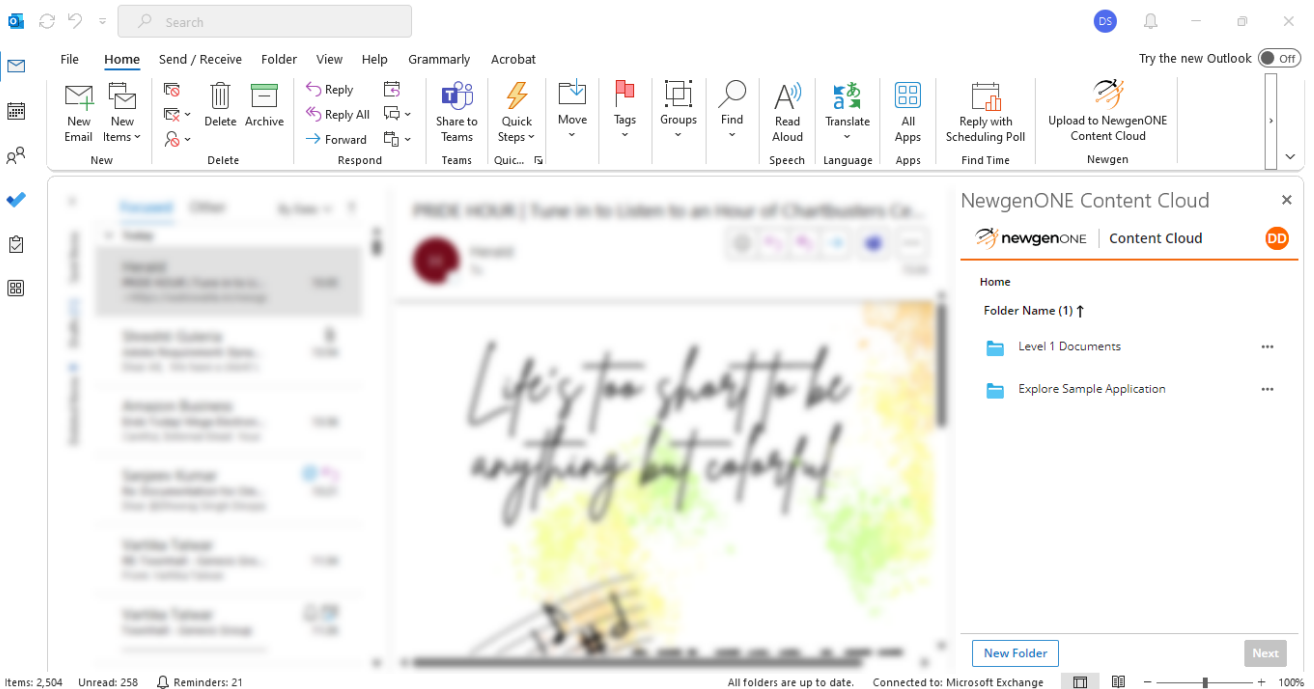
! Hover over the document name, click the  icon to edit it, and then click the  icon to save. Ensure that the document name does not contain any special characters except hyphens (-) and underscores (_).

5. Click the **Dropdown** and select the required Security Class, Global Tag, and Data Class.
6. Once all the properties are set, click **Upload**. The "File uploaded successfully" message appears and your file gets uploaded to the NCC.

Uploading Outlook emails and attachments to NCC

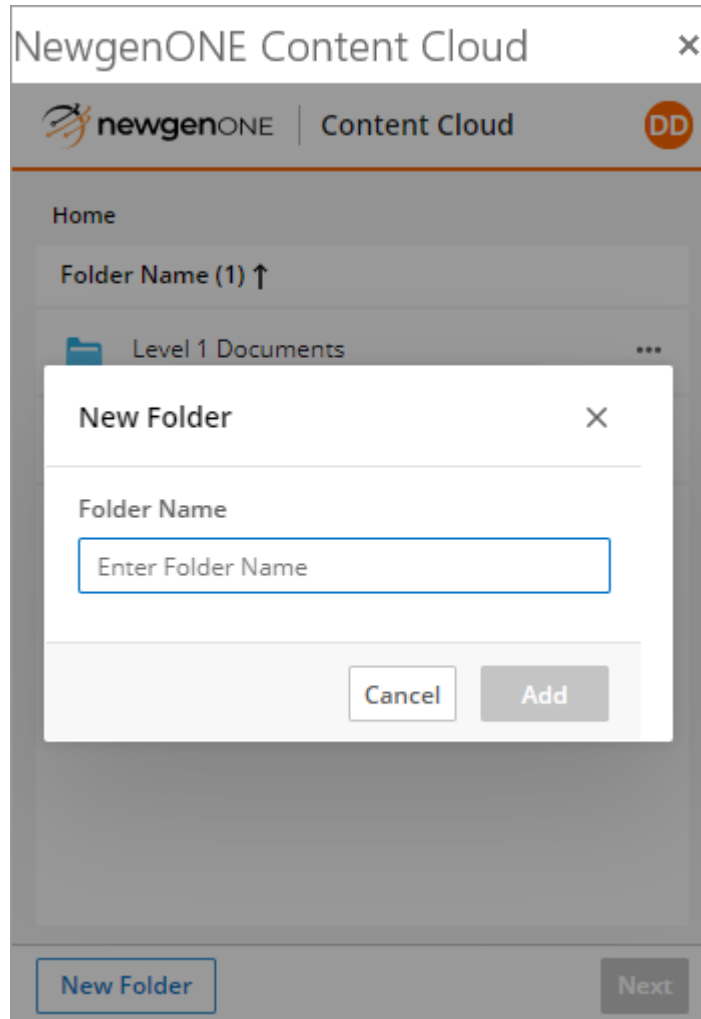
To upload Outlook emails and attachments to NCC, perform the following steps:

1. Open an email to upload it and its attachments to the NCC repository.

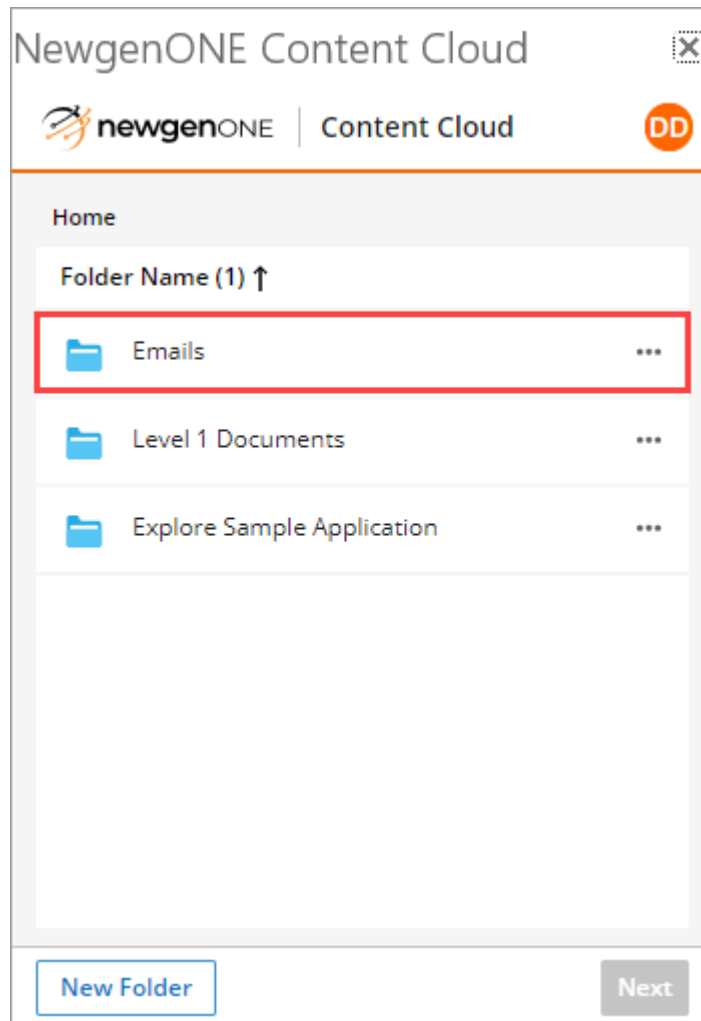


2. Select the default folder *Explore Sample Application* or click **New Folder** to create a new folder. The New Folder dialog appears.

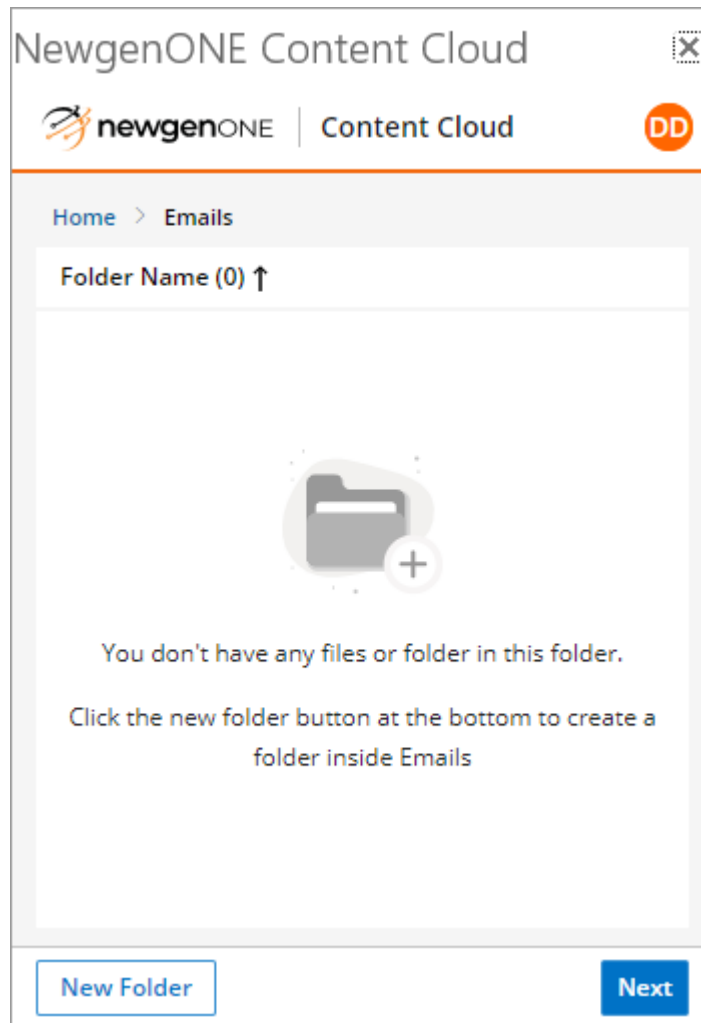
! Ensure that the folder name does not contain any special characters except hyphens (-) and underscores (_).



3. Enter the folder name and click **Add**. The folder gets added.






4. Double-click the folder to open it.



- Click **Next**, the email and attachments are ready to upload. The email name is set according to its subject line.

The screenshot shows the 'NewgenONE Content Cloud' interface. At the top, there's a header with the 'newgenONE' logo and 'Content Cloud' text. Below that, the 'Folder Name' is set to 'Emails'. Under the 'Upload File' section, three items are listed: 'image001.jpg', 'image003.jpg', and 'PRIDE HOUR | Tune in to Listen to ...'. The third item is highlighted with a red border. Below the upload list, there are two dropdown menus: 'Security Class' and 'Global Tag', both currently set to 'None'. At the bottom right, there are 'Back' and 'Upload' buttons.

! Hover over the email or attachment name, click the  icon to edit it, and then click the  icon to save. To delete the attachment or email click  icon. Ensure that the email and attachment names do not contain any special characters except hyphens (-) and underscores (_).

- Click the **Dropdown** and select the required Security Class, Global Tag, and Data Class.
- Once all the properties are set, click **Upload**. The "File uploaded successfully" message appears. It creates a new folder with the username of the email and uploads the email and its attachments to that folder.

Every time a new user uploads an email, a new folder is created with their username, and the email and its attachments are uploaded to that folder.