

The Jive logo, featuring the word "jive" in a white, lowercase, sans-serif font. The letter "j" has a distinctive hook that extends downwards and to the left.

work better together™

Using Jive for Outlook Online

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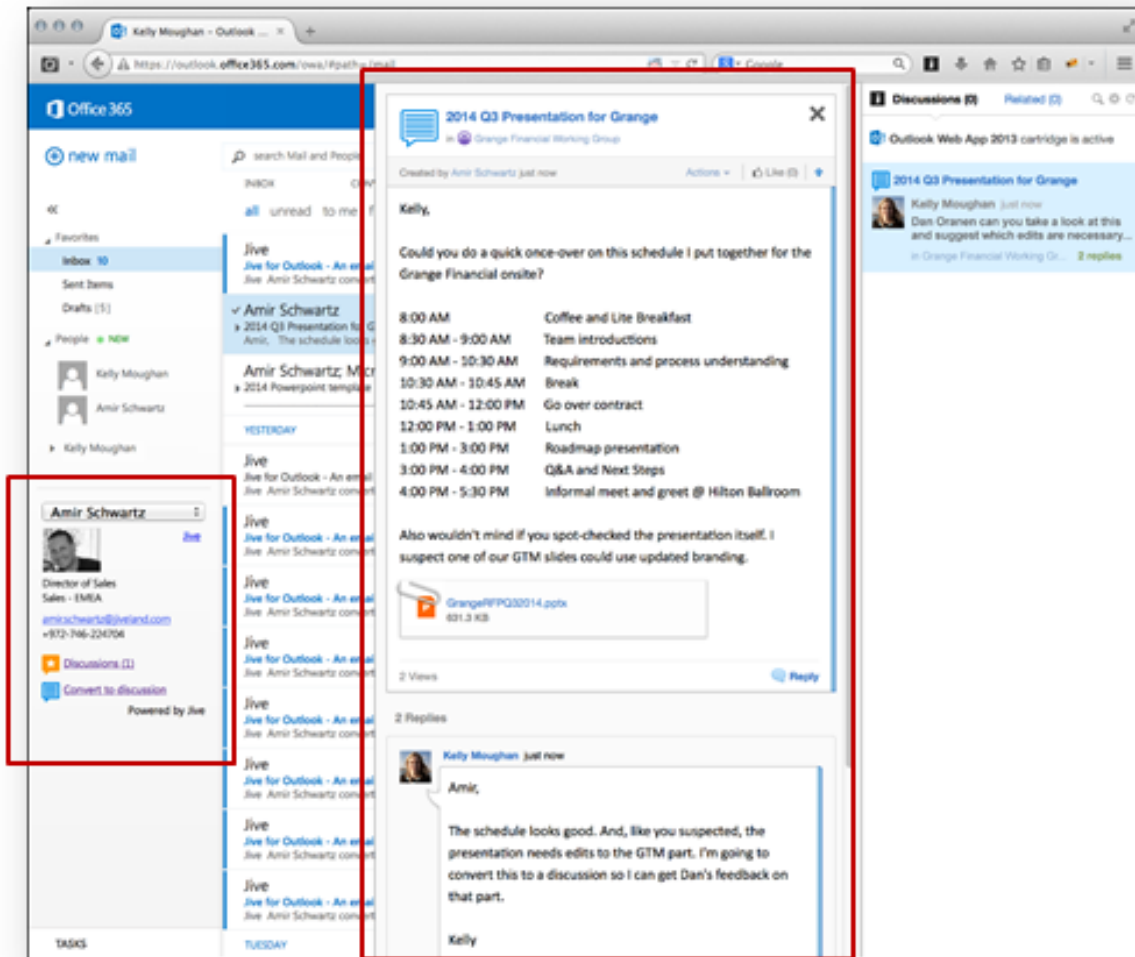
Using Jive for Outlook Online

Jive for Outlook Online brings relevant Jive content and conversations into Outlook email threads for easy reference, while providing rich Jive functionality. And because it's all browser-based, you can work across any device and operating system, including Mac.

What Is Jive for Outlook Online?

With Jive for Outlook Online, you can:

- View Jive email notifications in the Office 365 Outlook web interface, and take action without leaving Outlook. For example, you can like content, reply to discussions, comment on a documents, mark a reply as a decision, or find related material.
- Convert emails into Jive discussions, including attachments and embedded images.
- View Jive profile information about people you interact with within Outlook.



Jive for Outlook Online System Requirements

Jive for Outlook Online requires version 2.3 or higher of the Jive Anywhere browser plugin, plus the current version of Jive in the Cloud.

Jive Requirements

- Jive 7, 8, or current Cloud version of Jive
- Jive Anywhere 2.3 or higher installed on the client browser

Microsoft Requirements

- Office 365 with accounts for all participating users
- Note that Exchange 2013 with Outlook Web Access 2013 on premise is not supported.

Browser Requirements

The following browsers are supported:

- Internet Explorer 9 or higher. Internet Explorer 10 or higher is required to upload images and attachments when converting emails to discussions.
- Current versions of Chrome and Firefox



Note: Your browser locale must be set to EN.

Outlook Online How Tos

When you've installed Jive Anywhere with Jive for Outlook Online, it's easy to participate in a Jive community without ever leaving Outlook Online.

Task	How to	Notes
Interact with community content from your inbox.	Notification emails from Jive content are shown in a Jive-like view that lets you click Comment or Reply , or like any activity. Just click to interact within the email: your interactions will be synced to the community for others to see, and replies will come back to your email inbox.	
Mark content for Action or as a decision	Click Actions on an item or a comment/reply, and select from the menu.	
Bring external emails into a community by converting them to Jive discussions.	Select the email and click Convert to Discussion in the Jive pane to the left of the email. You'll be prompted to choose a location for the discussion. If it's enabled in your community, you'll also have the option to upload attachments and images from the conversation. Participants who are members of the community will get a notification that you posted the email as a discussion.	Including attachments and images also requires the Jive for Office Online integration. If you're interested in that option, you can contact your community manager.

Task	How to	Notes
View profile information about participants in an email conversation	In the Jive pane to the left of the email, the email sender or another community member's profile information is displayed. Select a different user from the menu to change the information displayed. All the participants who have a community profile will be selectable.	Only community members will have profile information displayed. Other participants won't be selectable.