



ndOffice & ndMail Quick Start

NetDocuments desktop add-ins for Word, Excel, PowerPoint, and Outlook — installed in minutes.



WHAT YOU'RE INSTALLING

ndOffice and **ndMail** are free desktop add-ins from NetDocuments that let you save, open, and file documents and emails directly from Word, Excel, PowerPoint, and Outlook — without leaving the app you're working in.

- Before you begin:** Confirm you have a NetDocuments account and know your login. Close all Microsoft Office apps before installing, and install ndOffice first, then ndMail.

INSTALL & USE

1 ndOffice — Word, Excel & PowerPoint

What it does: Integrates NetDocuments with Word, Excel, and PowerPoint. You can open, save, and version documents in NetDocuments without leaving the Office app.

INSTALL

1. Download the installer: apps.netdocuments.com/apps/ndOffice/ndOfficeSetup.exe
2. Run the installer and accept all default settings.
3. When prompted, sign in with your NetDocuments credentials.
4. Open Word — you'll see a *NetDocuments* tab in the ribbon, confirming installation worked.

HOW TO USE IT

- › **Open from NetDocuments:** In Word, click *File* → *Open* → *NetDocuments*. Browse or search for the document.
- › **Save to NetDocuments:** Click *Save* — files already in NetDocuments auto-save a new version. For new files, choose *Save As* → *NetDocuments* and pick the workspace.
- › **Auto-versioning:** Edits save in the background. When you close the document, it checks back in automatically.

Learn more: [NetDocuments — How to Use ndOffice](#)

2 ndMail — Outlook integration

What it does: Integrates NetDocuments with Outlook. You can file emails and attachments to client/matter workspaces, and ndMail will predict the right filing location for you.

INSTALL

1. Download the installer: apps.netdocuments.com/apps/ndMail/ndMailSetup.exe
2. Run the installer and accept all default settings.
3. Open Outlook — the *ndMail* panel will appear on the right side of your inbox and compose windows.
4. Sign in with your NetDocuments credentials when prompted.

HOW TO USE IT

- › **File a received email:** Select the email — the ndMail panel suggests filing locations. Click *File* next to the correct workspace.
- › **File while sending:** When composing, check the box next to the workspace in the ndMail panel. The email files automatically when you click *Send*.
- › **Save an attachment:** Open the email, click the attachment, and choose *Save to NetDocuments* from the ndMail menu.

Learn more: [NetDocuments — How to Use ndMail](#)