How to Enable the AI Assist Feature

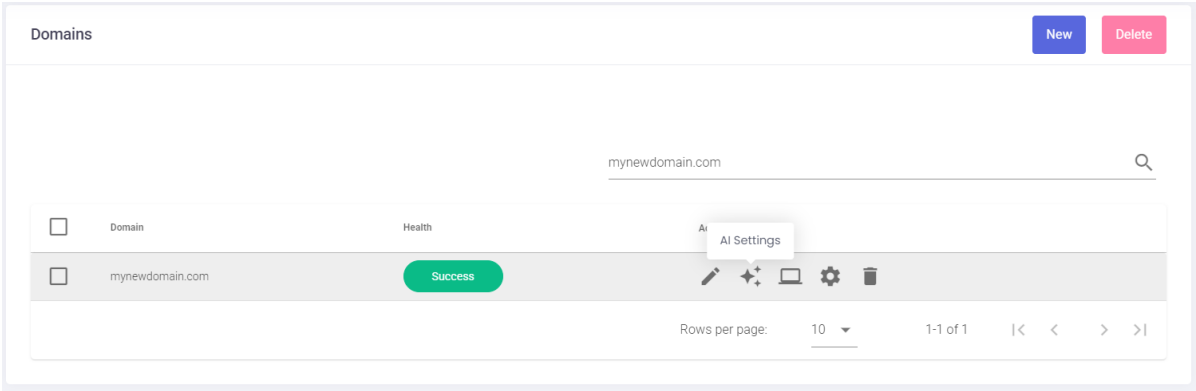
AI Assist is a powerful tool integrated directly into your Webmail. It allows you to compose emails from short descriptions, generate replies, translate text, and summarize long threads instantly.

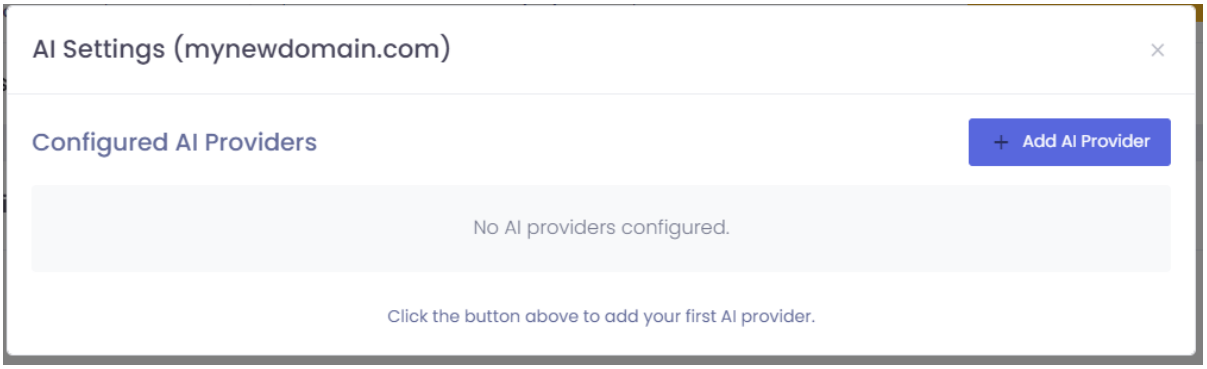
This feature operates on a "bring-your-own-key" basis, giving you full control over which AI provider and model you use. You can currently connect with providers such as Gemini, Anthropic, or OpenAI.

Step 1: Enable AI at the Domain Level

Before individual users can access AI tools, you must configure the AI provider for the entire domain.

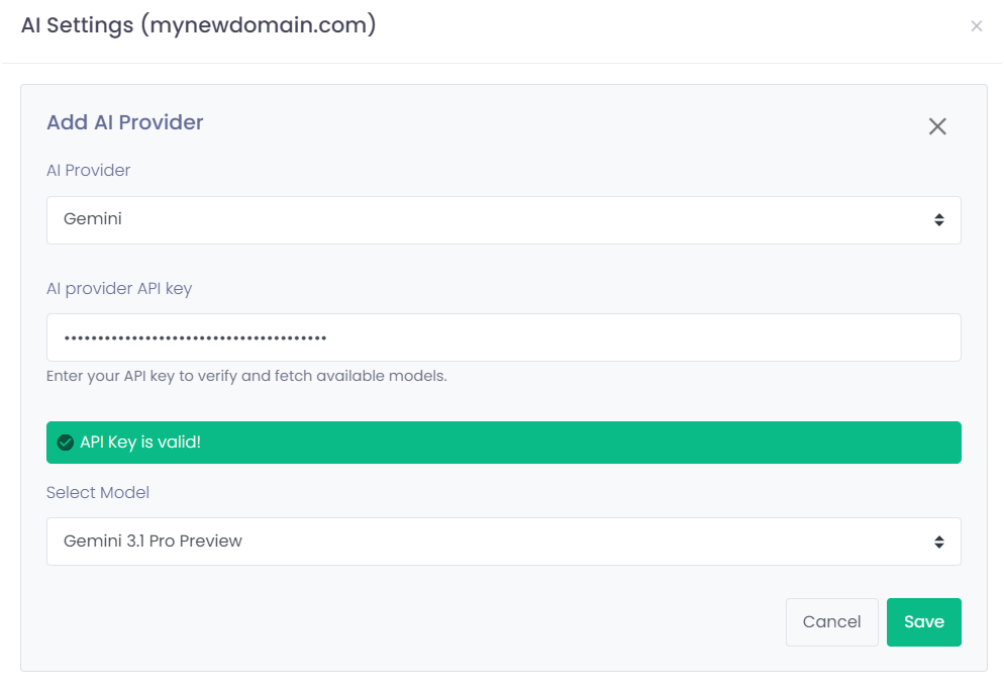
1. Log in to your **Admin Panel**.
2. Navigate to the **Domains** section.
3. Locate the domain you wish to manage and click the **AI Settings** icon (represented by a sparkle symbol) in the actions list.





4. Click the **Add AI Provider** button.

5. Select your preferred **AI Provider** and enter your **API key** to verify the connection.



6. **Select a Model**: You can choose between high-performance complex models or faster, more cost-effective ones.

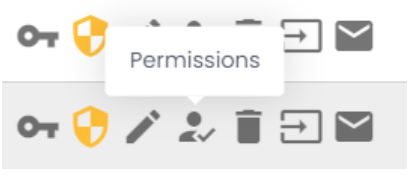
> **Tip**: For standard email composition and summarizing, a "fast" model (such as a Flash-tier model) typically provides the best balance of speed and cost-efficiency.

7. Click **Save**.

Step 2: Grant User Permissions

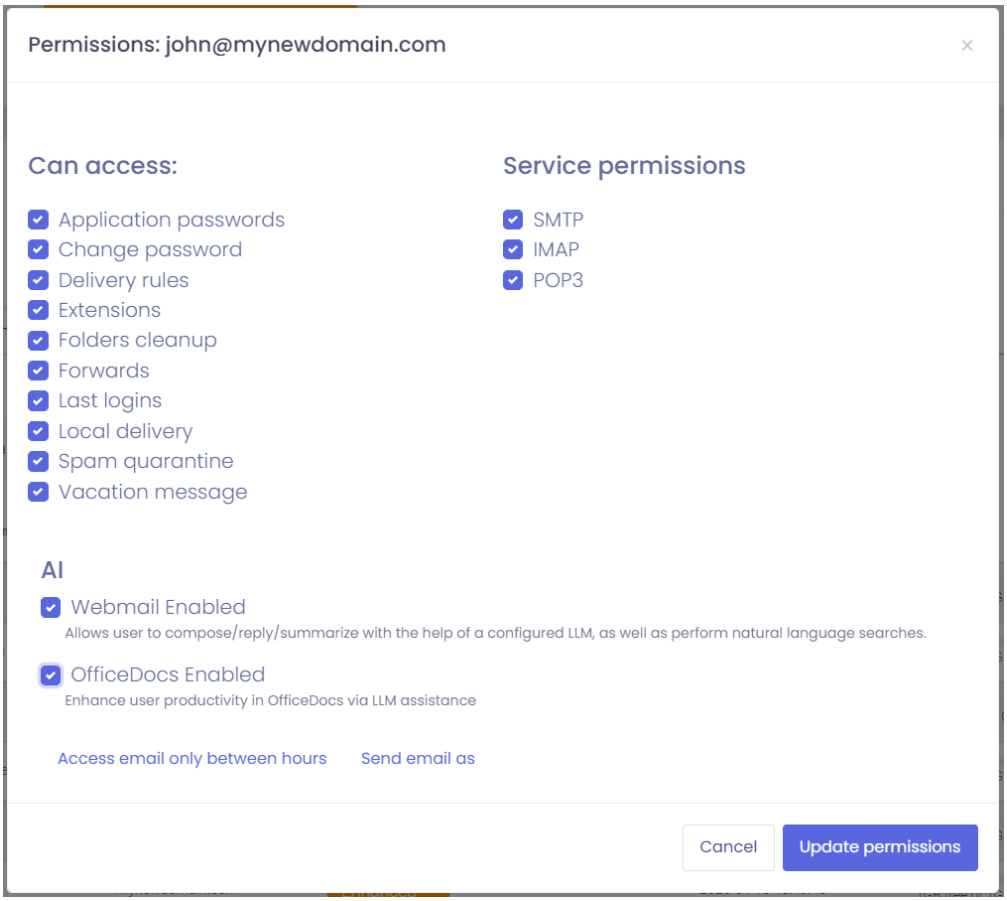
Once the domain is configured, you must specify which users have permission to use the AI tools.

1. In the Admin Panel, go to the **Users** section.
2. Select the relevant domain from the list.
3. Locate the specific user and click the **Permissions** icon (represented by a person with a checkmark).



4. Scroll down to the **AI** section of the permissions window.

5. Check the boxes for the tools you want to enable:
   - **Webmail Enabled**: Allows the user to use AI for composing, replying, and summarizing within their email interface.
   - **OfficeDocs Enabled**: Enhances productivity by enabling AI assistance within the office document editor.

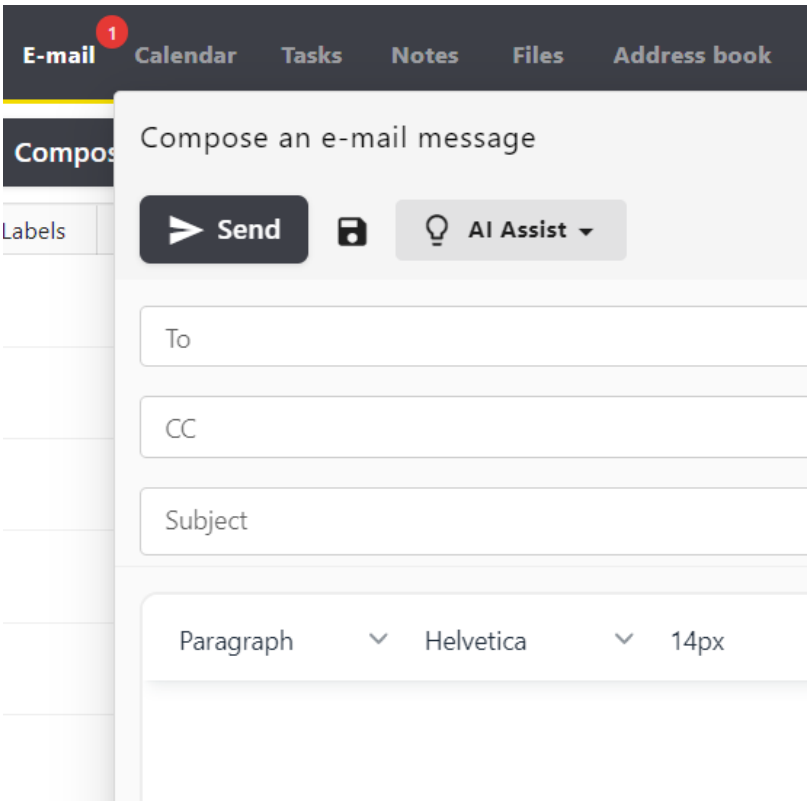


6. Click **Update permissions** to finalize the changes.

Using AI Assist

Once enabled, users will see the **AI Assist** button in their Webmail interface. It is available in:

- **The Compose Window**: To draft new messages from brief notes.
- **Reply Windows**: To suggest professional responses based on the conversation history.
- **Email Summaries**: To quickly digest long or complex email threads.



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