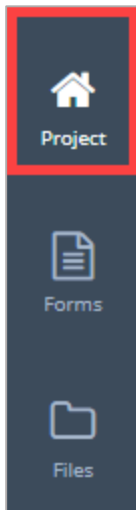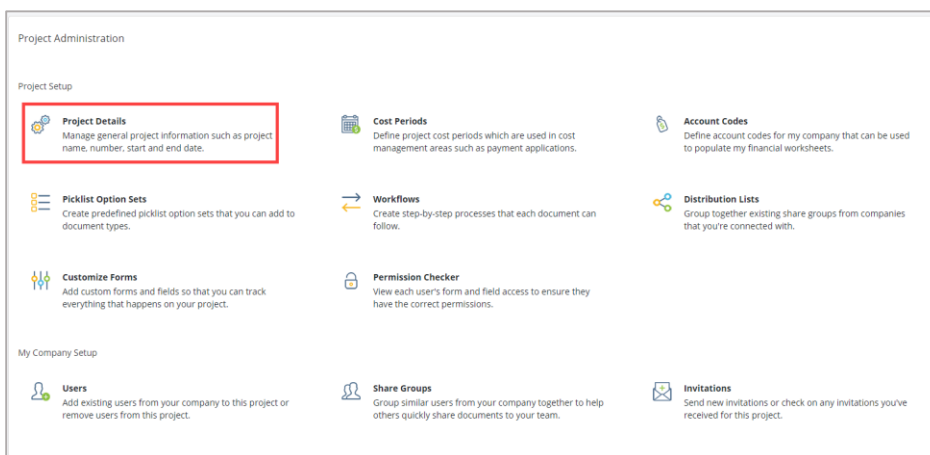# Emails

Each project team has its own unique email address. Follow the instructions below to find the email address and set up a redirect rule in your email client to automatically copy your project emails to ProjectTeam. Any emails pertinent to the project record should be added using the methods outlined in this QRG. General and day to day email correspondence should not be recorded to the email repository in the project.

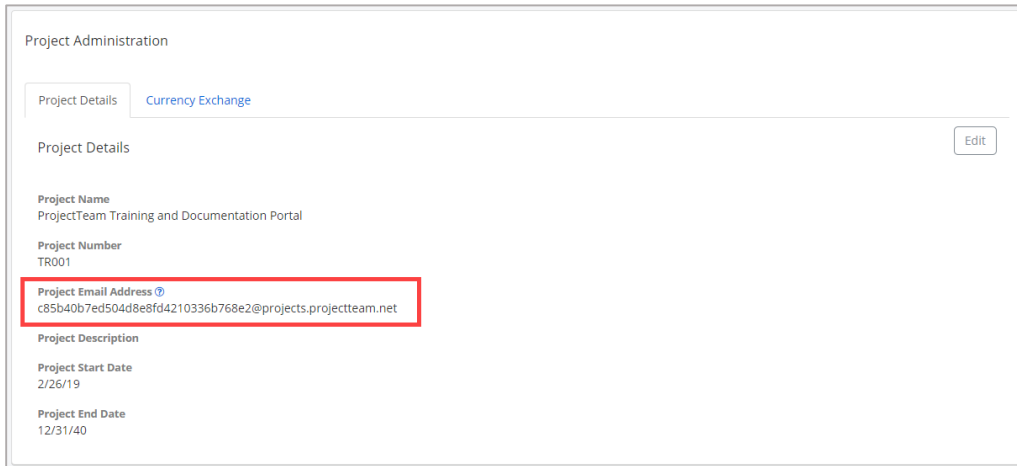**Finding Your ProjectTeam Project Email Address**

1. Click the **Files** icon located on the left navigation pane.

2. Scroll down to the Project Administration pane and click the **Project Details** icon.

3. The **Project Email Address** is located on the **Project Details** page. This is what is referred to as your forwarding alias.


Setting Up Your Project As a Contact In Microsoft Outlook

1. Copy the project email address from the Project Details form in ProjectTeam.

2. Open Microsoft Outlook and open the Contacts page. Click the **New Contact** button.
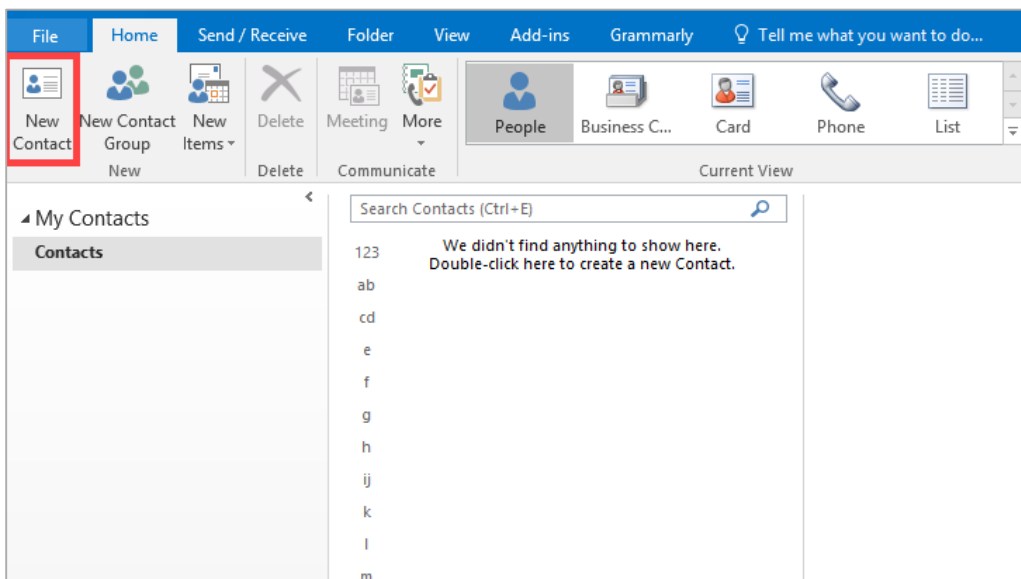
3. Enter the **Project Name** in the Full Name field. Select how to display the contact name in the **File As field** and paste the email address copied in Step 1 into the **email address** field.

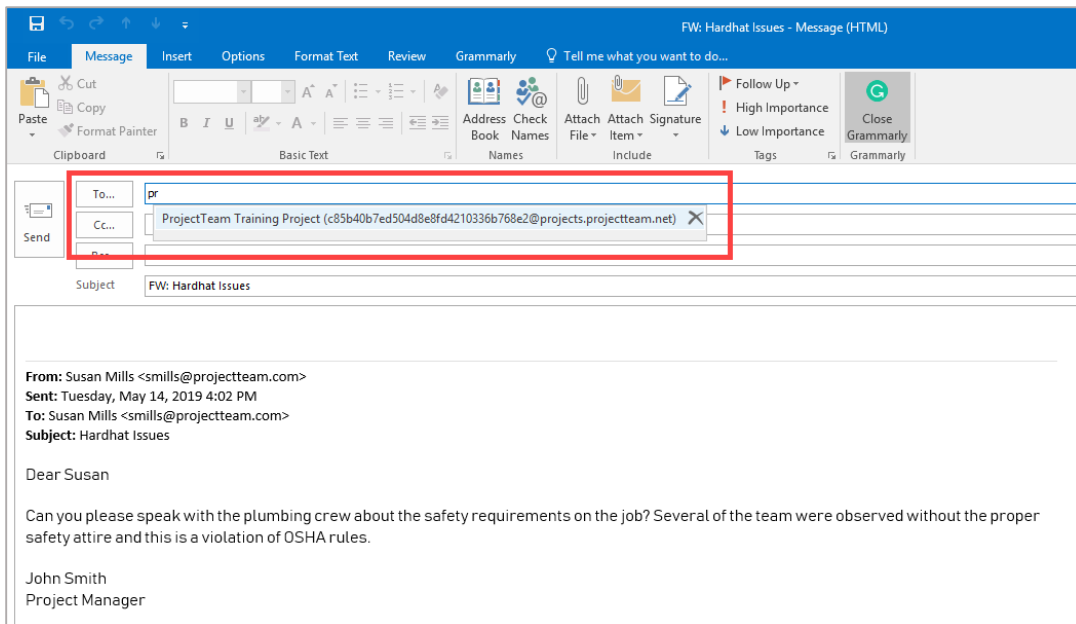4. Press the **Save & Close** button to save the contact record.
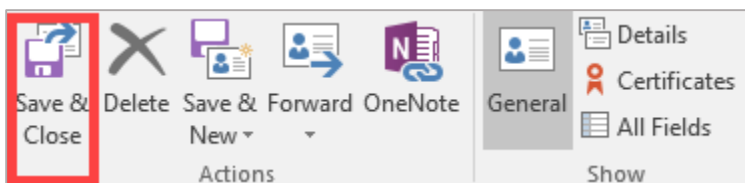
**Forwarding an eMail from Outlook to ProjectTeam**

1. Open Outlook and open an email in your inbox. Press the **Forward** button to send the email to ProjectTeam.
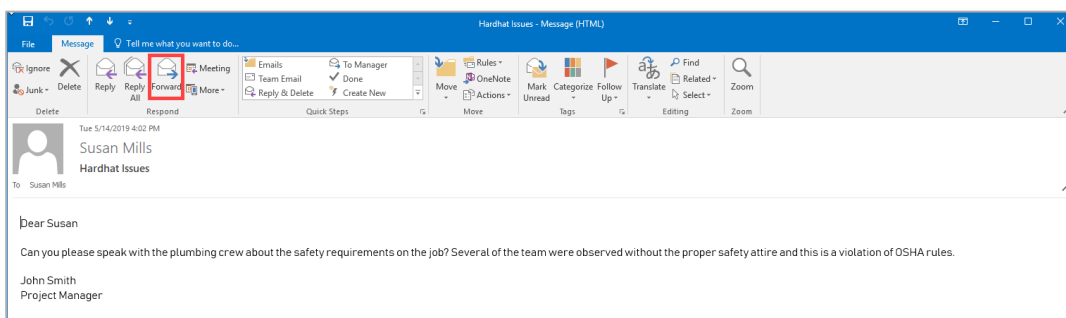
2. In the **To: box** begin entering the name you assigned to the Project Email address account in the previous section.
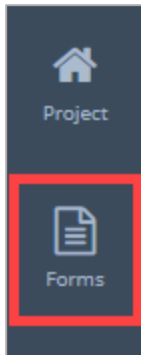
3. Enter additional information in the **message section** if needed and press the **Send** button to email the message.
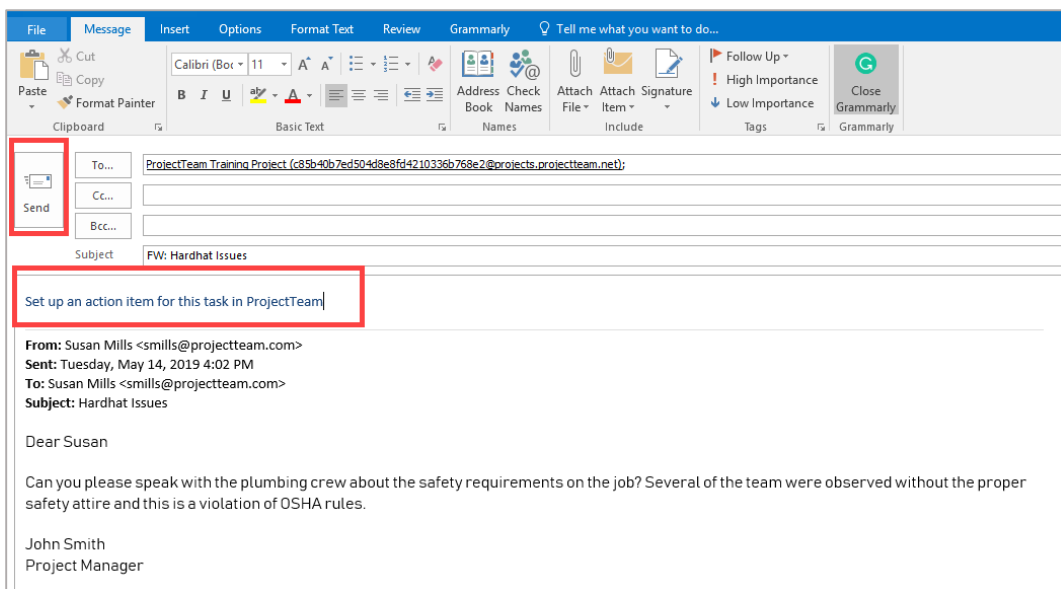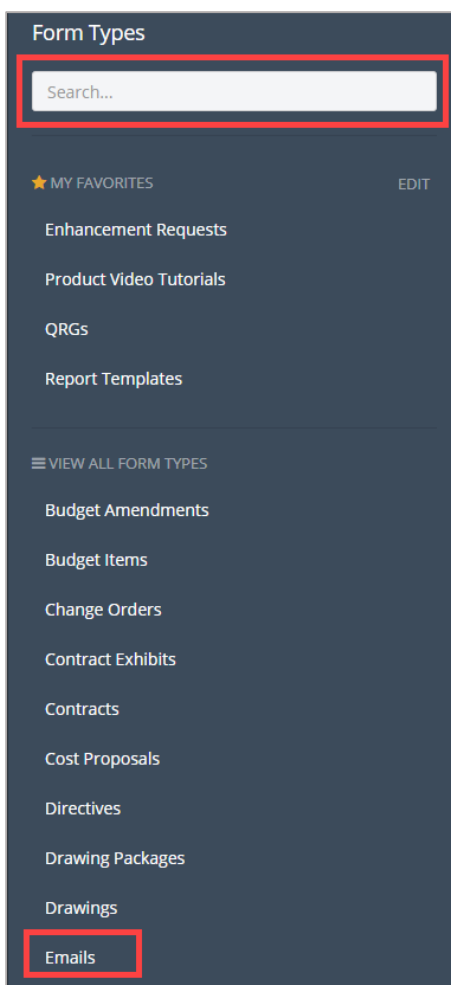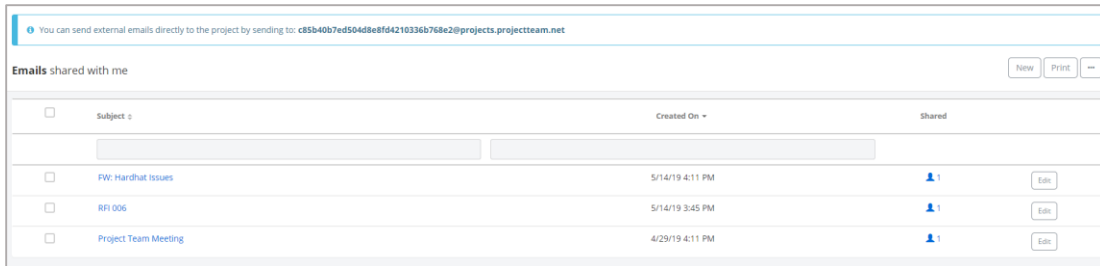

Viewing the Email Messages in ProjectTeam

1. Open ProjectTeam and click the **Form**s icon on the left navigation menu.
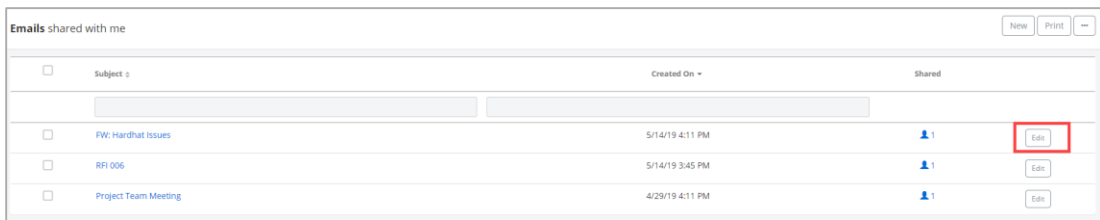
2. Enter the word "email" **in the Search** box or scroll down to find the **Email** form type.
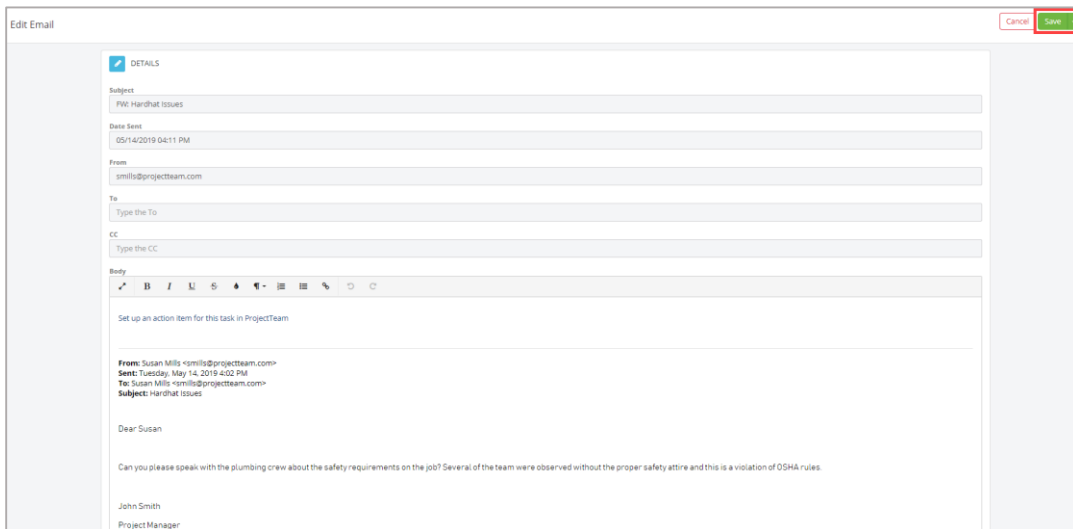

3. The **Email log** will open with a list of emails forwarded to the project.
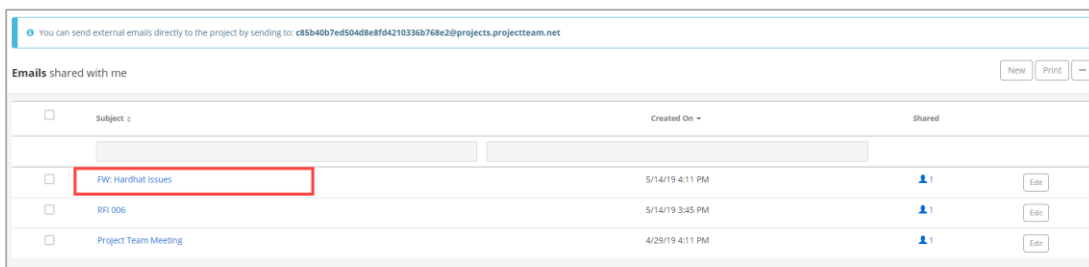
4. Click the **Edit** button beside the email title to open the email Details page.
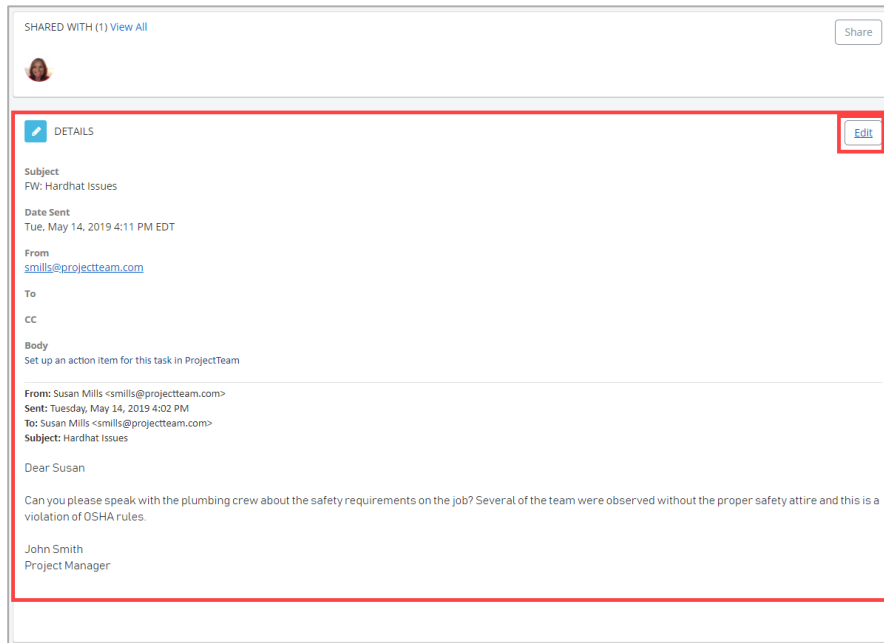

5. Update any of the applicable fields and press the **Save** or the **Save & Share** button.

6. To open an email in the full screen and add attachments, assign action items, share the document, workflow or link reference documents, click the **email title hyperlink**

7. The email contents are contained in the Details section. To add information or make changes, click the **Edit** button.

8. The **Shared With** section will show the team members who have access to the email. By default all emails which you send to the project will only be shared with you. Click the **Share** button to share the email with other users.