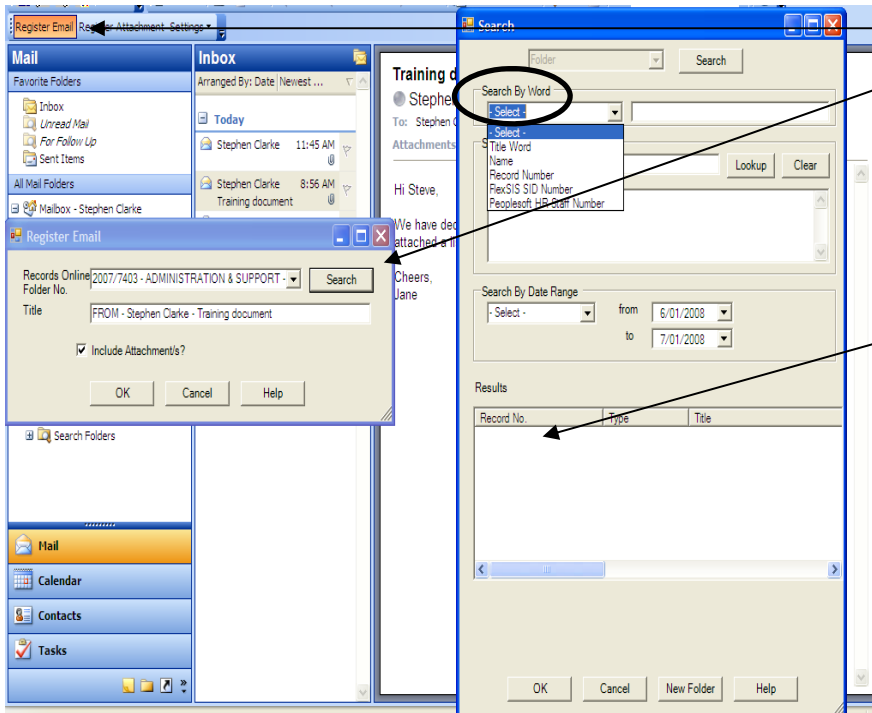




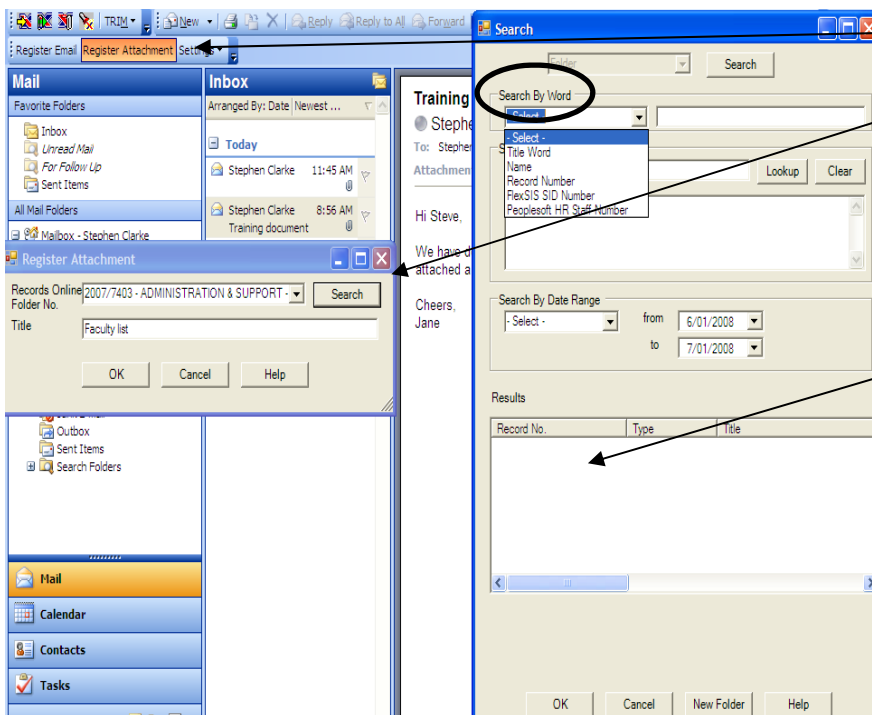
Records Online Email Add-in Users help guide

Registering an email



1. Click the <Register Email> button
2. Click the <Search> button to locate a Records Online file to put the document in
3. Select a search method from one of the three drop down menus (most commonly used method is *title word* or *name* in the 'Search By Word' menu—circled)
4. Check the box of the correct file in the 'Results' field
5. Retitle the document if necessary
6. Uncheck the box 'Include Attachments' if you do not wish to also have the attachment in the document
7. Click <OK>

Registering an attachment



1. Click the <Register Attachment> button
2. Click the <Search> button to locate a Records Online file to put the document in
3. Select a search method from one of the three drop down menus (most commonly used method is *title word* or *name* in the 'Search By Word' menu—circled)
4. Check the box of the correct file in the 'Results' field
5. Retitle the document if necessary
6. Click <OK>





Records Online Email Add-in Users help guide

Mapping an inbox folder to a Records Online file

1. Highlight the inbox folder you wish to map to Records Online - circled (you may have to create the folder first)
2. Click the <Settings> button, then choose <Current Folder> and then <Map> from the options in the drop down menu
3. Click the <Search> button to locate a Records Online file to map the folder to
4. Select a search method from one of the three drop down menus (most commonly used method is *title word* or *name* in the 'Search By Word' menu—circled in red)
5. Check the box of the correct file in the 'Results' field
6. If you don't want to be prompted with a pop-up menu when you register the email, uncheck the <Display Email Registration Form?> button
7. If you want any registered email to be moved to your 'Deleted Items' box in Outlook, check the <Move To Deleted Items On Registration?> box
8. Click <OK>

ARMS

Archives and Records
Management Services

Call the help desk if there are any problems:
ext. 69537



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