

3000How To - Archive Email

There are two ways of archiving email from outlook on your computer, depending on the type of message to be archived you will choose from one of the two archiving methods defined below:

[Public Folder Archive](#)

The outlook public folders are accessible by all MAPP employees, and are organized similar to the Projects drive in a Job Number – Job Name format

- Emails archived into the public folders should be related to a specific MAPP project and stored in an individual user's subfolder so that all emails regarding any MAPP project can easily be located in the future.
- Emails moved here will no longer count against your mailbox quota

[Online Archive \(private archive for you\)](#)

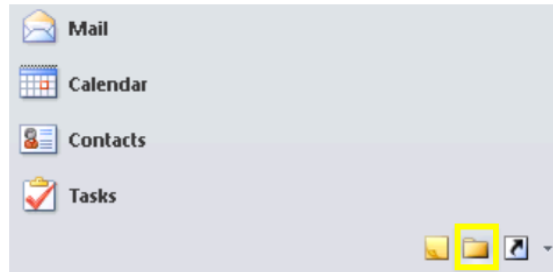
The online archive is setup so that you can move email out of your standard mailbox into a location that only you can view. This archive is for emails that are not project related, or emails that contain confidential information that would prevent them from being stored in the public folders.

- This archive can only be seen by you
- Emails moved here will no longer count against your mailbox quota

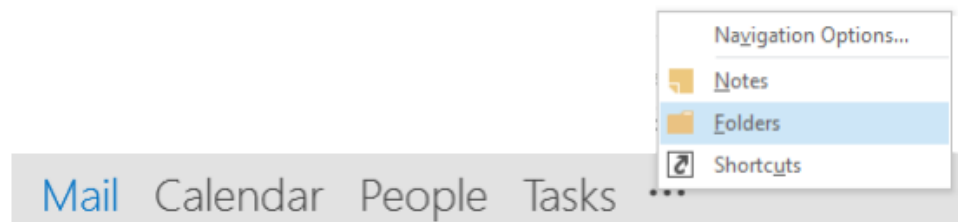
How to Archive Emails to the Public Folders:

1. Locate the public email folder for your MAPP Project, to do this outlook **MUST BE IN FOLDER VIEW**

- a. If you are using Outlook 2010: In the bottom left of outlook click the folder icon, shown in the screenshot below:



- i.
- b. If you are using Outlook 2013 or later, click the ... to the right of Mail, Calendar, People, Tasks, then click **Folders**, shown in the screenshot below



2. Once you are in **Folder View**, you will see:
 - a. Your mailbox (YourUserName@mappconstruction.com)
 - b. Your online archive (Archive – YourUserName@mappconstruction.com)
 - c. The outlook public folders (Public Folders – YourUserName@mappconstruction.com)
3. Press the **arrow to the left of Public Folders – YourUserName@mappconstruction.com** to expand the public folders, shown below.



- a.
4. Expand **All Public Folders**, then expand **Projects**
 - a. At this point you will see the following folders, determine which folder your project will be stored within and **expand it, by pressing the arrow to the left of the folder.**
 - i. **LATEX** – all jobs built out of Louisiana or Texas, most likely your project will reside within this folder
 - ii. **PRECON** – for the estimating department only
 - iii. **RAISING CANES** – for all Raising Canes projects
 - iv. **TEXAS INTERIORS** – **Need Help with description of what projects go here**

5. Scroll down the list until you find your project, notice that the projects are organized by job number, **and expand your project folder.**
 - a. If there is no folder for your project, please email support@geninf.com to have it setup.
 - b. You will notice that there are sub folders for each MAPP employee who is working on this job, if you do not see your name as a subfolder for this project, please email your Project Coordinator or support@geninf.com to have one setup for you.
6. Once you are sure your subfolder exists I recommend adding the public folder for the entire project to your favorites, this will eliminate the need to drill down this far into the public folders each time you need to archive another email for this job.
7. Right click the public folder for your job, press **Add to Favorites...**
8. **IMPORTANT! You must press Options>>** and adjust the subfolder settings according to the screenshot below for this to be useful

Add to Favorites

Public folder name:

Favorite folder name:

a.

Add to Favorites

Public folder name:

Favorite folder name:

Subfolders

☐ Add subfolders of this folder

☐ Add immediate subfolders only

☒ Add all subfolders

☐ Automatically add new subfolders

☐ Add immediate subfolders only

☒ Add all subfolders

Location

☒ Add as top-level favorite

☐ Add as a subfolder of the following folder:

b.

Add to Favorites

Public folder name:

Favorite folder name:

Subfolders

☒ Add subfolders of this folder

☐ Add immediate subfolders only

☒ Add all subfolders

☒ Automatically add new subfolders

☐ Add immediate subfolders only

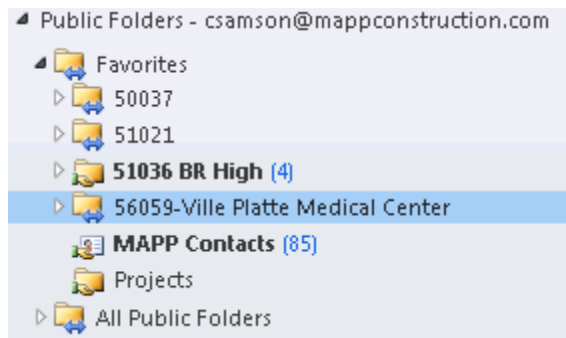
☒ Add all subfolders

Location

☒ Add as top-level favorite

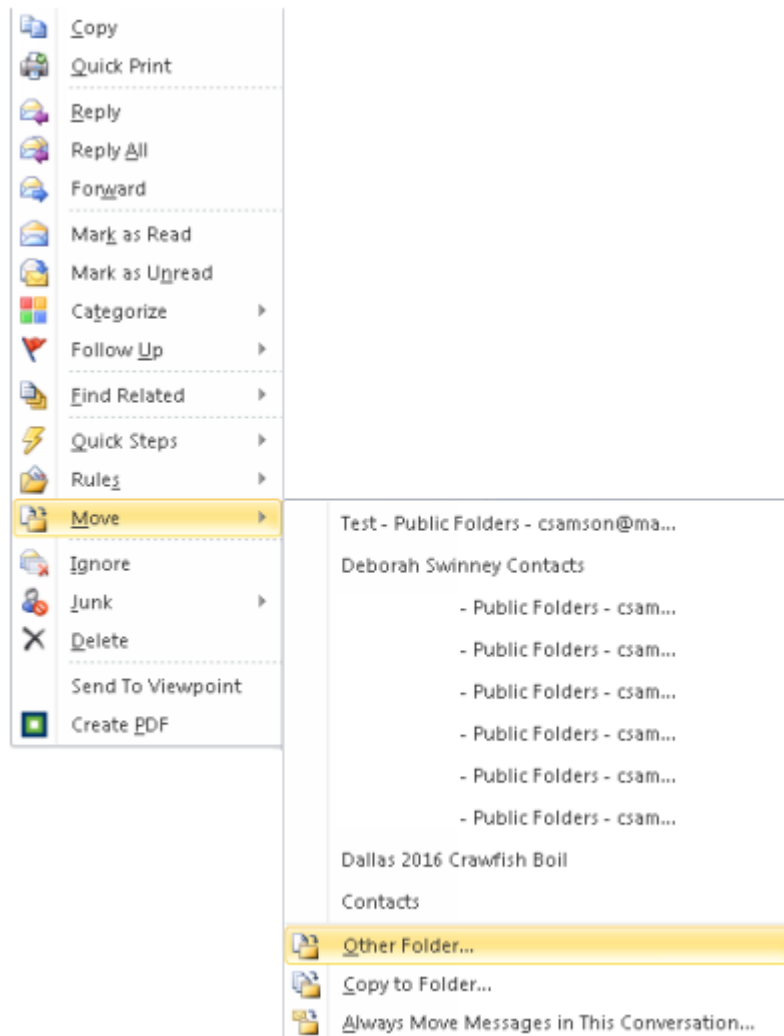
☐ Add as a subfolder of the following folder:

9. Press **Add**
10. Do this for all of the projects you are currently working on
11. Once you have all of your subfolders setup, and all of your project folders added to your favorites, you can press the arrow next to **All Public Folders** again to minimize that list
12. Press the arrow next to **Favorites** under Public Folders – YourUserName@mappconstruction.com to see your favorite public folders



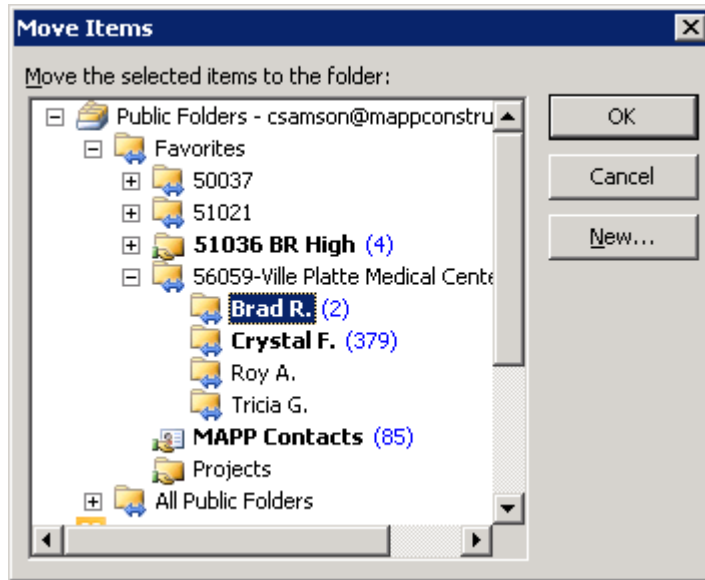
a.

- Recommendation: Always move email using the right click method** instead of drag and drop method, when dragging and dropping you are much more likely to accidentally place the email in the wrong folder and will cause you to have to spend time looking for where it went and moving it back to the correct location. Right click > move is a much better method of moving email than dragging and dropping.
- Locate the email or emails you wish to archive from your inbox, **Right Click the email** > Hover over **Move** > Click **Other Folder...**



a.

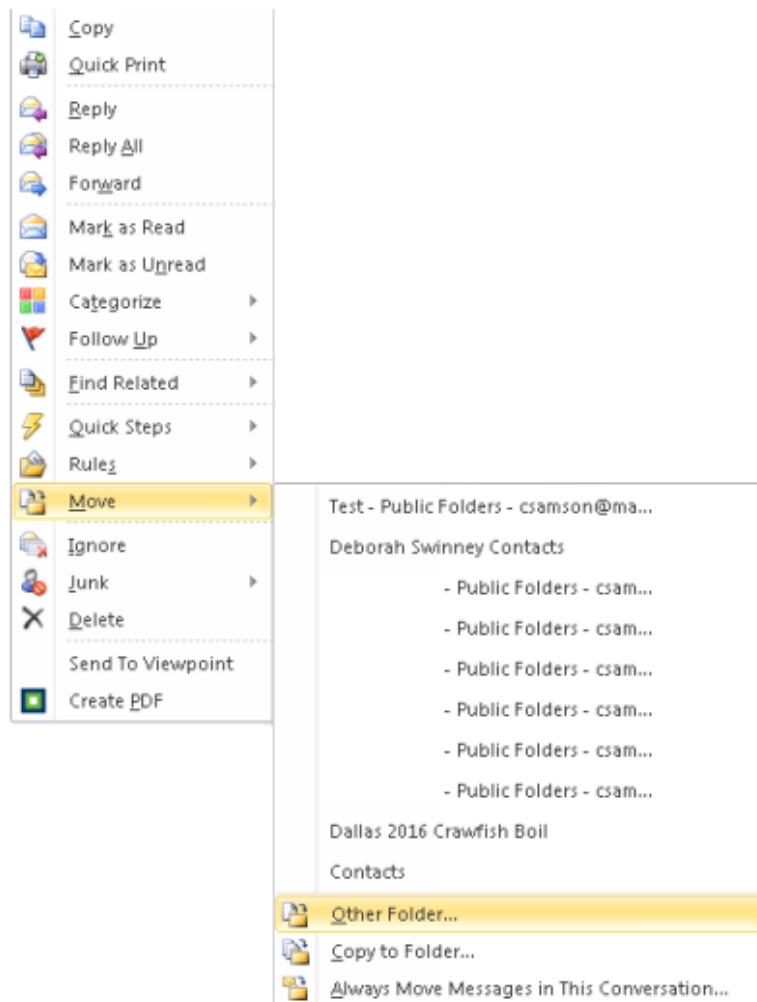
15. Scroll to the top of this list and minimize all of the email accounts shown to easily locate the public folders, **press the + to expand Public Folders – YourUserName@mappconstruction.com**
16. Press the + **to the left of Favorites** to expand your favorites, then press the + **next to your project folder** to see it's subfolders
17. **Click your name, press OK**, outlook will now move the requested email from your inbox into your folder in the projects public folder.



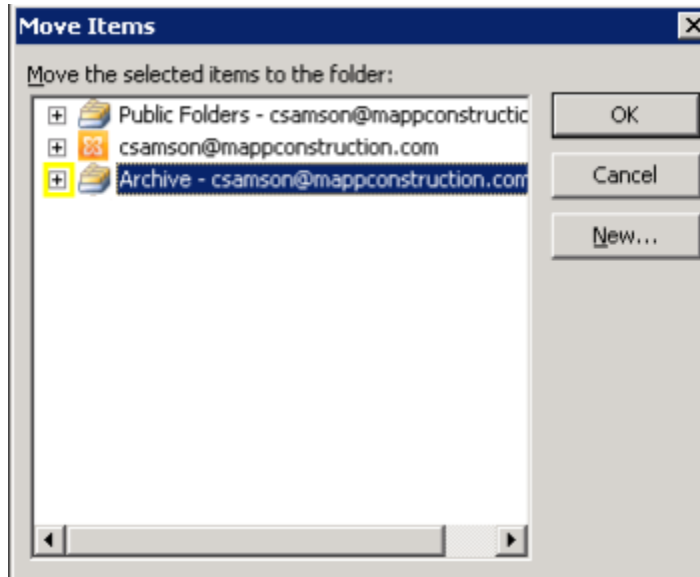
a.

How To Archive Email to your private “Online Archive”

1. From either the standard mail view, or the folder view (as described in [step one](#) of the public folder archive instructions) you will see at least two mailboxes.
 - a. [YourUserName@mappconstruction.com](#)
 - b. Archive – [YourUserName@mappconstruction.com](#)
2. Press the arrow next to Archive – [YourUserName@mappconstruction.com](#) to expand your online archive
 - a. Here you can use right click on Archive – [YourUserName@mappconstruction.com](#) to create new folders on your own.
3. Go back to your standard mailbox, and use the right click > move method to move emails into your online archive.
 - a. **Recommendation: Always move email using the right click method** instead of drag and drop method, when dragging and dropping you are much more likely to accidentally place the email in the wrong folder and will cause you to have to spend time looking for where it went and moving it back to the correct location. Right click > move is a much better method of moving email than dragging and dropping.



4. Press the + next to Archive – YourUserName@mappconstruction.com to expand your online archive



- a.
5. Choose the appropriate subfolder by left clicking it once that you wish to move email into, use the + icons to drill down into your subfolders, press **OK** to begin moving email into your online archive.