

Filing email

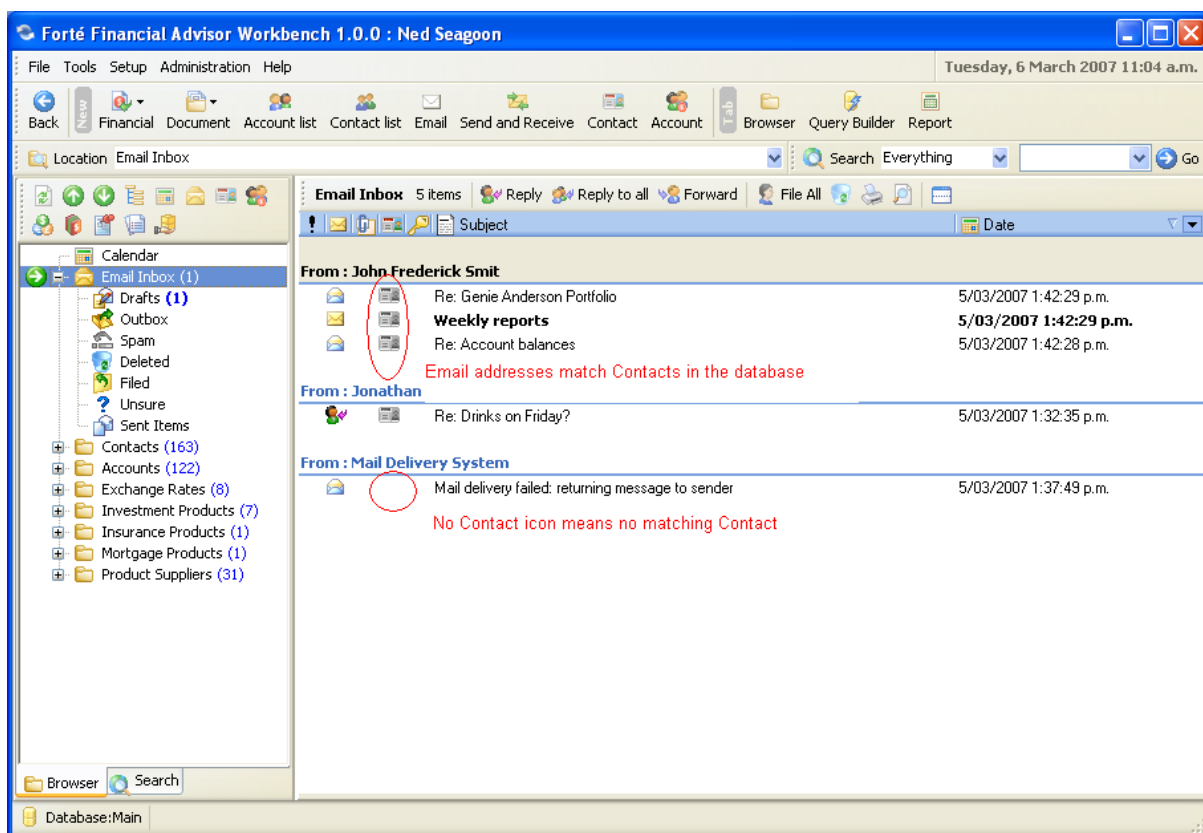
Email In

Each email in the inbox should be processed by either filing it or moving it to another email folder. Filed emails appear in the Filed folder.

To file an email, either right click on the email and choose 'File', or drag and drop the email from the current location into the 'Filed' box.

To file an email, the sender of the email must be set up as one of your contacts. Emails from known contacts have a file icon beside them in the inbox. If you do not have the sender set up as a contact, you can right click on the email and choose 'Create Contact'. Once filed, the email will appear in the active list for the contact.

You can file an email against additional contacts by right clicking on the email and selecting 'File To', then selecting the contacts that you wish to file the email against.



Email Out

Sent emails are automatically filed against the contacts listed as recipients of the File checkbox on the toolbar of the New Email message screen is ticked.