## Email Archiving in Info-Organiser Version 12

## Filing Emails

1. Ensure the Info-Organiser plug-in is installed in the Outlook toolbar (refer diagram below).
If not installed, then consult your IT provider or install using the following link:
	1. **Microsoft Office Addins** (Office: Word, Excel, Outlook 2010-2016)
2. Select the email(s). Multiple emails can be selected by holding the [SHIFT] key or [CTRL] key.

*Note: the above picture is in Outlook.*

1. Choose **Copy** or **Move**
	1. **Copy** takes a copy of the email and the original remains within your Outlook folders
	2. **Move** moves the email from Outlook to Info-Organiser, deleting it from Outlook
2. Located on the left-hand side of Info-Organiser, there will be a smart folder section. Select Folder Structure. Then choose the folder to file the email. See picture below.
3. Afterwards on the bottom right hand corner you can index the email.



1. Once completed click the **SAVE** icon. All metadata is now captured and searchable.

## Searching for Emails

All email metadata is captured by Info-Organiser. This metadata is then available for searching.



Refer Search Screen Example below:



Step 3

Step 2

Step 1

1. Choose Email Metadata
2. Choose a Field
3. Choose a constraint from the drop-down list

Note: The Info-Organiser search engine supports your filtering search queries by options such as adding fields and using the AND, OR or NOT feature:



## Previewing Emails

## Email’s can be previewed straight from the search screen for fast selection.