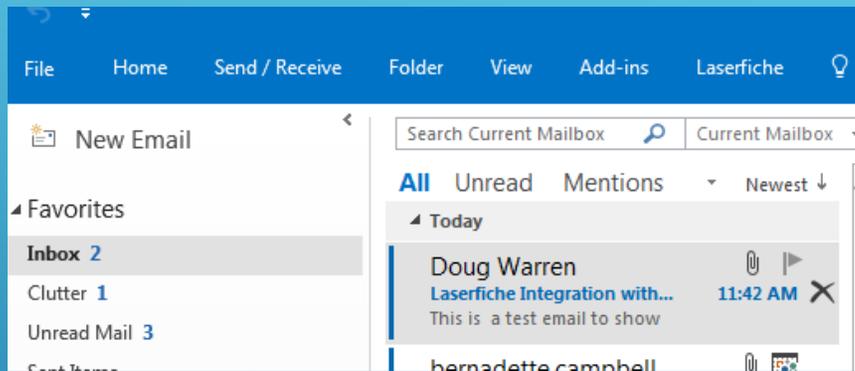
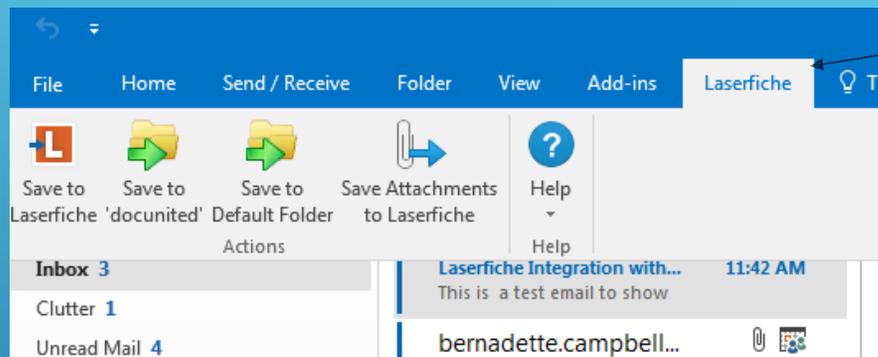


SAVING EMAILS TO LASERFICHE

How to Configure for 1-click import

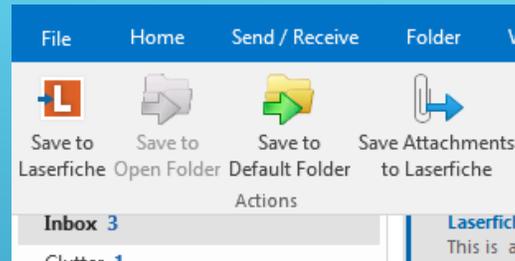


IN OUTLOOK SELECT THE EMAIL YOU WANT TO IMPORT TO LASERFICHE



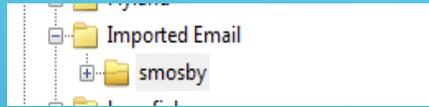
Laserfiche Office Integration adds a Laserfiche tab to all Office products for easy import.

SELECT THE LASERFICHE TAB IN OUTLOOK



YOU ARE PRESENTED WITH 4 OPTIONS:

- 1 – SAVE TO LASERFICHE AND OVERRIDE DEFAULT SETTINGS
- 2 – SAVE TO THE FOLDER YOU CURRENTLY HAVE OPEN IN LASERFICHE
- 3 – SAVE TO DEFAULT FOLDER
- 4 – SAVE ATTACHMENTS ONLY TO LASERFICHE



This is the folder structure automatically created in Laserfiche when selecting import to default folder. The default can be changed to different wording.

A screenshot of an email view in the Laserfiche browser window. The email is titled 'Laserfiche Integration with Outlook'. The sender is Doug Warren (dwarren@docunite.com) and the recipient is Susan Mosby (smosby@docunite.com). The subject is 'Laserfiche ...'. The email was received on 1/10/2017 at 11:42:1... and sent on 1/10/2017 at 11:00:00. The creation date is 1/10/2017 at 12:00 PM. The template name is 'Email'. An arrow points from the text to the email view.

Name	Sender	Sender email	Recipient	Recipient email	Subject	Time Received	Time Sent	CCs	Bccs	Creation Date	Template Name
Laserfiche Integration with Outlook	Doug War...	dwarren@docun...	Susan Mosby	smosby@docunite...	Laserfiche ...	1/10/2017 11:42:1...	1/10/2017 11:00:00	Marta ...		1/10/2017 12:00 PM	Email

This is the view of the email from the Laserfiche browser window

CLICK ON DEFAULT FOLDER SENDS EMAIL TO LASERFICHE. THE DEFAULT FOLDER SETTINGS ARE :

IMPORTED EMAIL >LASERFICHE LOGIN NAME

THE DEFAULT FOLDER CAN BE CHANGED TO SAY ANYTHING YOU WOULD LIKE. IT DOESN'T HAVE TO SAY IMPORTED EMAIL.

Metadata - Laserfiche Integration with Outlook

Fields Tags Links Versions: 2

Template: Email

Sender
Doug Warren

Sender email
dwarren@docunited.com

Recipient
Susan Mosby

Recipient email
smosby@docunited.com

Subject
Laserfiche Integration with Outlook

Time Received
1/10/2017 11:42:15 AM

Time Sent
1/10/2017 11:42:14 AM

CCs
Marta Hortel; Doug Warren; Darrin Warren

Bccs

OK Cancel Help

THE MAPPED FIELDS ARE COMPLETED WITHOUT HUMAN INTERVENTION FROM THE OUTLOOK METADATA AND THEN ARE SEARCHABLE WITHIN LASERFICHE.