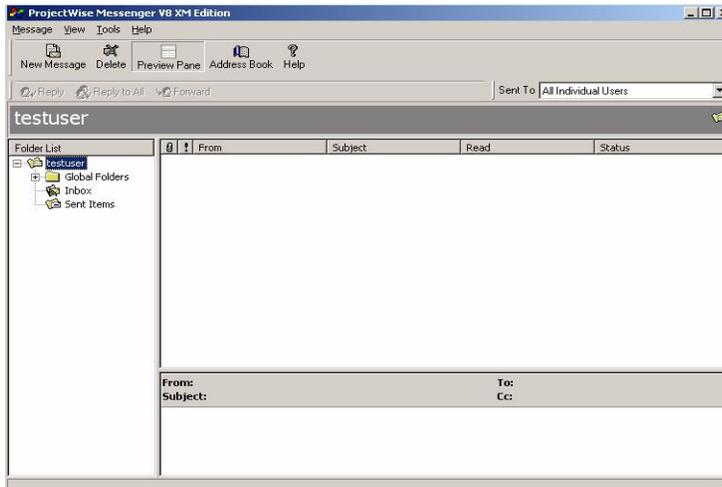


Chapter 7 - ProjectWise Messaging

The ProjectWise Messenger allows ProjectWise users to communicate with each other in ProjectWise. The ProjectWise Messenger is similar to Microsoft Outlook in appearance and function.



On the left are the message folders, on the right are the list of messages and the message preview.

Two basic types of message folders are available, Global folders (📁) and private folders (👤). Messages in the Global folders can be viewed by any ProjectWise user. The messages in a private folder can only be viewed by the folder's owner.

The messages in ProjectWise cannot be sent or forwarded to other email systems such as Microsoft Outlook.

To copy or move a message in the ProjectWise Messenger, drag and drop the message from the folder it resides in to the folder you want to put it in. You can move a message from the Inbox to any private folder using the drag and drop, but when you drag and drop from the Inbox to a global folder, the message is copied instead. Note that you cannot drag and drop from the Sent folder to another folder.

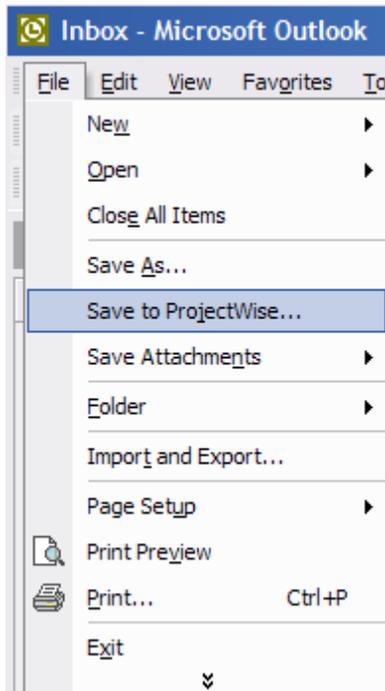
Using Outlook with ProjectWise V8 XM

ProjectWise Explorer integrates with Microsoft Outlook to give you the ability to mail files, links, and messages to other users. The Outlook integration also allows you to save email messages and their attachments from other users directly into ProjectWise.

To save an email to ProjectWise

When Microsoft Outlook is integrated with ProjectWise, you can save email and their attachments to a ProjectWise file. When you save emails in this manner, any attachments to the email will also be saved to the same file in ProjectWise.

1. In Outlook, select the email you would like to save. Then go to **File > Save To Project-Wise**.



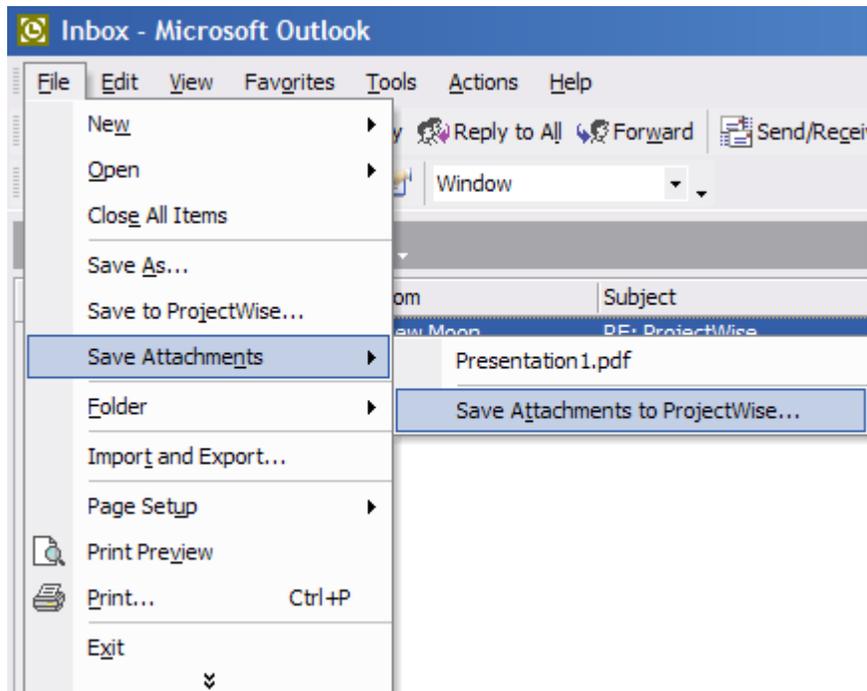
2. Select the folder that you want to save the email to and select **OK**.

To save an email attachment to ProjectWise

You can also choose to save only the files attached to an email to a ProjectWise folder.

1. Select the email you would like to save in the main Outlook window and go to **File > Save Attachment > <filename>**.

2. If you have multiple attachments you would like to save go **File > Save Attachments > Save Attachments to ProjectWise**.



3. Select the folder that you want to save the file to and select **OK**.

To Send Document Attachment via Email

To access the command you need to right-click on the file and then select **Send To > Mail Recipient**. ProjectWise will then launch Outlook and attach the file. This should only be used if you are e-mailing the file to someone that does not have access to your ProjectWise network. If the person has access to your ProjectWise network then a link should be sent instead to prevent multiple unmanaged copies of the file.

1. Select any document inside of ProjectWise
2. Right Click and select **Send To > Mail Recipient**. A message will be created in your default email application with the selected document attached.



3. Add information for the mail recipient, subject and message body.

Double check that the attached file is the correct document and click **Send**.

