

Emails

Each project team has its own unique email address. Follow the instructions below to find the email address and set up a redirect rule in your email client to automatically copy your project emails to ProjectTeam.

[Find Project Emails](#)

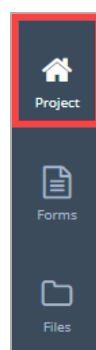
[Project Email Address as Microsoft Outlook Contact](#)

[Forward Emails from Outlook to ProjectTeam](#)

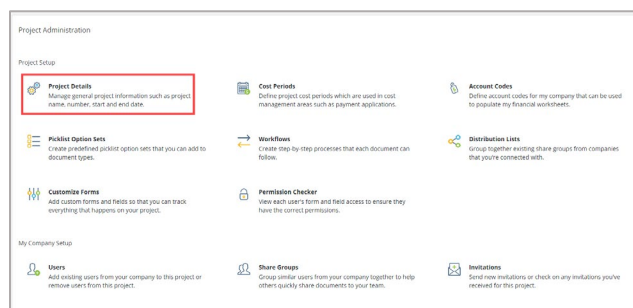
[View Emails in ProjectTeam](#)

Finding Your ProjectTeam Project Email Address

1. Click the **Files** icon located on the left navigation pane.



2. Scroll down to the Project Administration pane and click the **Project Details** icon.



3. The **Project Email Address** is located on the **Project Details** page. This is what is referred to as your forwarding alias.

Project Administration

Project Details [Currency Exchange](#) Edit

Project Details

Project Name
ProjectTeam Training and Documentation Portal

Project Number
T8001

Project Email Address (B)
c85b40b7ed504d8e8f64210336b768e2@projectteam.net

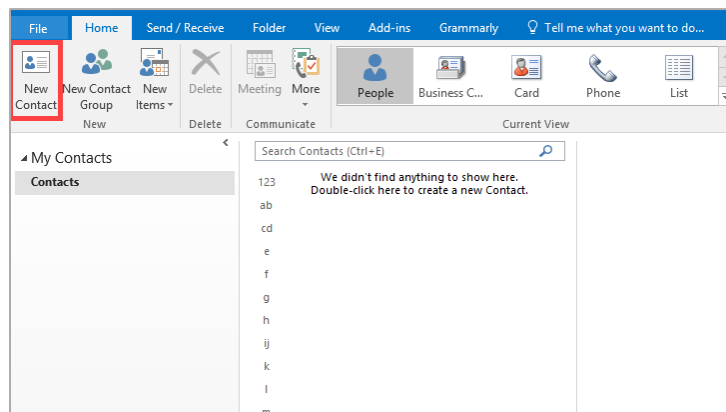
Project Description

Project Start Date
2/26/19

Project End Date
12/31/40

Setting Up Your Project as a Contact in Microsoft Outlook

1. Copy the project email address from the Project Details form in ProjectTeam.
2. Open Microsoft Outlook and open the Contacts page. Click the **New Contact** button.



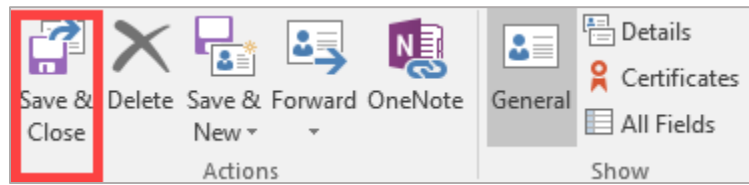
3. Enter the **Project Name** in the Full Name field. Select how to display the contact name in the **File As** field and paste the email address copied in Step 1 into the **email address** field.

The screenshot shows the 'New Contact' form in Microsoft Outlook. The following fields are filled out:

- Full Name:** ProjectTeam Training Project
- Company:** ProjectTeam Training Project
- Job title:** ProjectTeam Training Project
- File as:** ProjectTeam Training Project
- E-mail:** c85b40b7ed504d8e8f64210336b768e2@projectteam.net
- Display as:** ProjectTeam Training Project (c85b40b7ed504d8e8f64210336b768e2@projectteam.net)

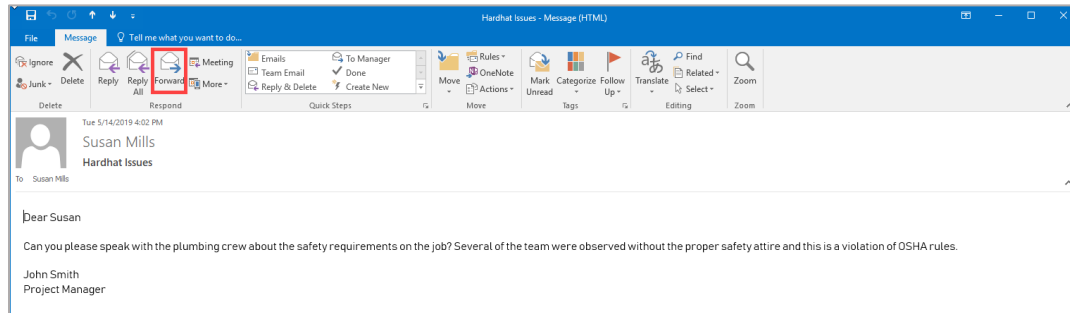
The 'E-mail' field is highlighted with a red box. The 'Display as' field shows the email address in parentheses next to the project name.

4. Press the **Save & Close** button to save the contact record.

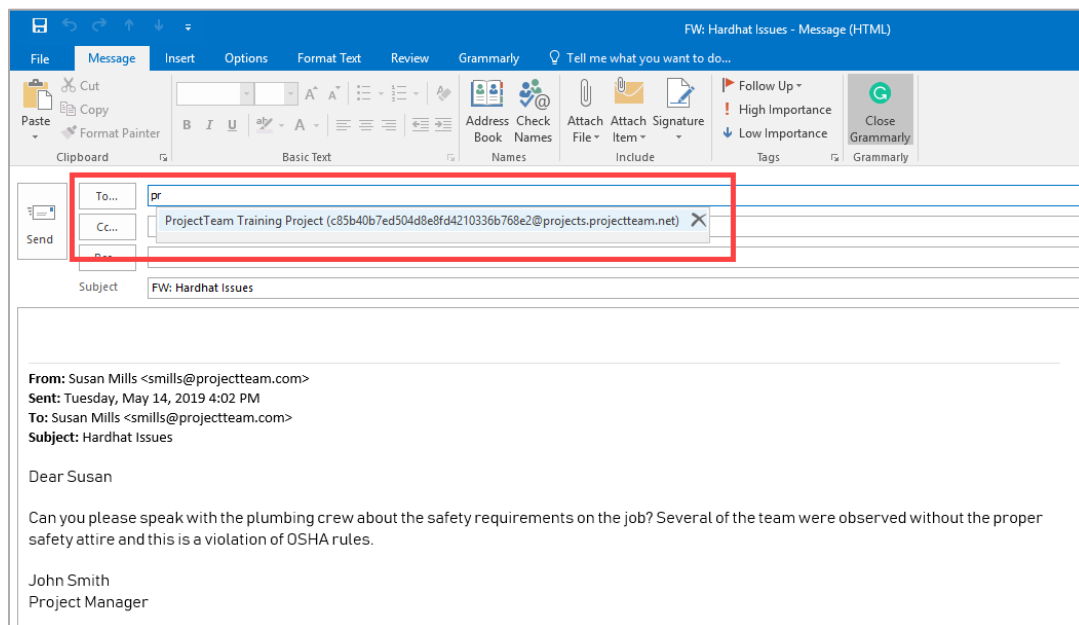


Forwarding an eMail from Outlook to ProjectTeam

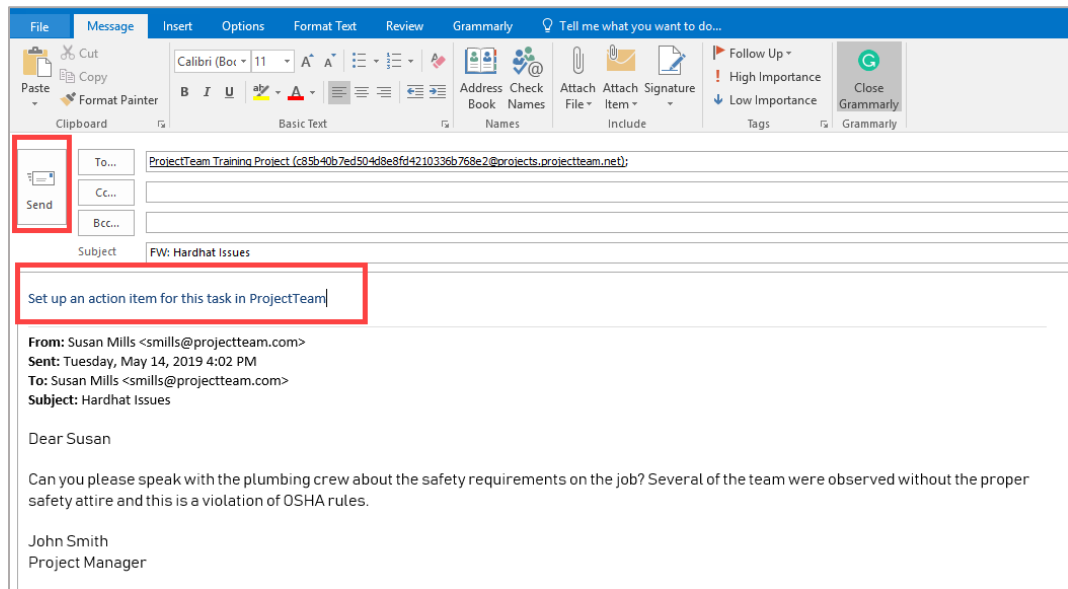
1. Open Outlook and open an email in your inbox. Press the **Forward** button to send the email to ProjectTeam.



2. In the **To: box** begin entering the name you assigned to the Project Email address account in the previous section.

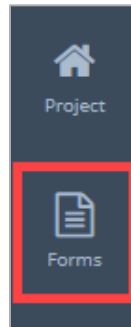


3. Enter additional information in the **message section** if needed and press the **Send** button to email the message.

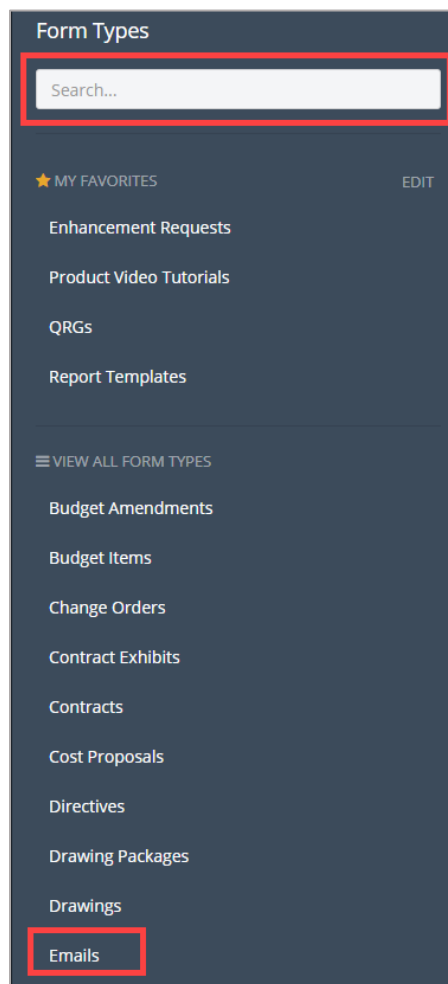


Viewing the Email Messages in ProjectTeam

1. Open ProjectTeam and click the **Forms** icon on the left navigation menu.



2. Enter the word “email” in the **Search** box or scroll down to find the **Email** form type.



3. The **Email log** will open with a list of emails forwarded to the project.

You can send external emails directly to the project by sending to: c85b40b7ed504d8e8fd4210336b768e2@projects.projectteam.net

Emails shared with me New Print ...

| <input type="checkbox"/> | Subject | Created On | Shared |
|--------------------------|----------------------|-----------------|---------------------|
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | FW: Hardhat Issues | 5/14/19 4:11 PM | 1 Edit |
| <input type="checkbox"/> | RFI 006 | 5/14/19 3:45 PM | 1 Edit |
| <input type="checkbox"/> | Project Team Meeting | 4/29/19 4:11 PM | 1 Edit |

4. Click the **Edit** button beside the email title to open the email Details page.

Emails shared with me New Print ...

| <input type="checkbox"/> | Subject | Created On | Shared |
|--------------------------|----------------------|-----------------|---------------------|
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | FW: Hardhat Issues | 5/14/19 4:11 PM | 1 Edit |
| <input type="checkbox"/> | RFI 006 | 5/14/19 3:45 PM | 1 Edit |
| <input type="checkbox"/> | Project Team Meeting | 4/29/19 4:11 PM | 1 Edit |

5. Update any of the applicable fields and press the **Save** or the **Save & Share** button.

Edit Email Cancel Save

DETAILS

Subject
FW: Hardhat Issues

Date Sent
05/14/2019 04:11 PM

From
smills@projectteam.com

To
Type the To

CC
Type the CC

Body

Set up an action item for this task in ProjectTeam

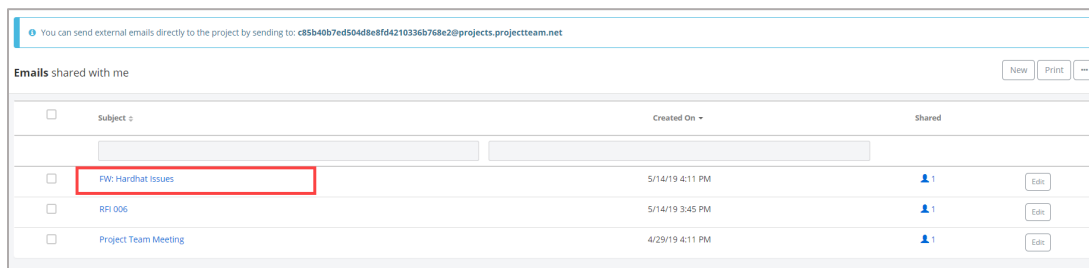
From: Susan Mills <smills@projectteam.com>
Sent: Tuesday, May 14, 2019 4:02 PM
To: Susan Mills <smills@projectteam.com>
Subject: Hardhat Issues

Dear Susan

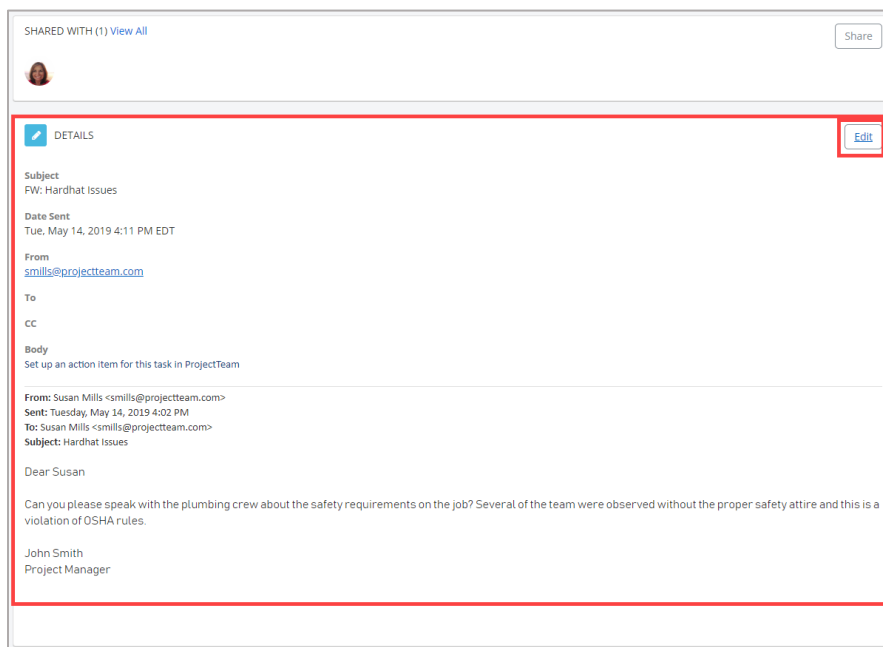
Can you please speak with the plumbing crew about the safety requirements on the job? Several of the team were observed without the proper safety attire and this is a violation of OSHA rules.

John Smith
Project Manager

6. To open an email in the full screen and add attachments, assign action items, share the document, workflow or link reference documents, click the **email title hyperlink**



7. The email contents are contained in the Details section. To add information or make changes, click the **Edit** button.



8. The **Shared With** section will show the team members who have access to the email. By default, all emails which you send to the project will only be shared with you. Click the **Share** button to share the email with other users.

