



Purpose

This document highlights the procedure for moving/archiving/filing your project emails into the [PDC Project E-Mails](#) area of Outlook at the end of your project. Also instructs on how to find the PDC Project E-Mails folder to view emails. If you cannot find the PDC Project E-Mails, see the [PDC Project E-Mails Set-Up instructions](#).

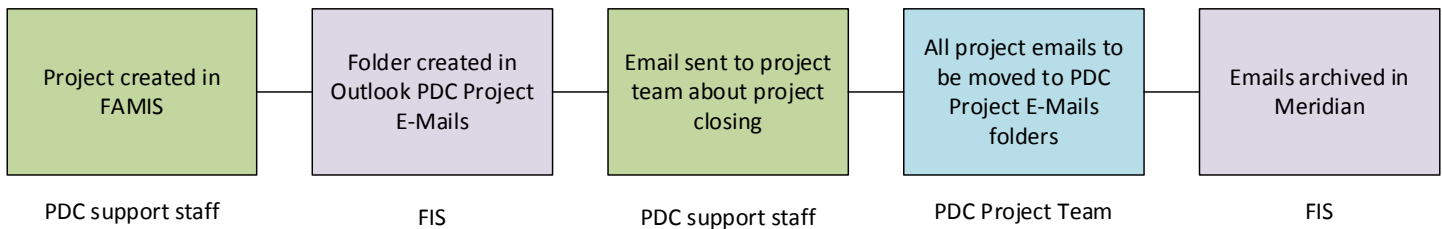
Participants

PDC employees that have email pertaining to any CP or PR project.
FIS employees that manage the PDC project emails folder structure and archive into Meridian.

Policy

Each PDC employee that creates or receives any email pertaining to a Capital Project or Project Request Project will file all the messages in the corresponding CP or PR folder in the PDC Project E-Mails at the time of substantial completion or project closeout.

Process Workflow



Process Steps

Step 1: Project is created in FAMIS by PDC support staff

Step 2: The FIS team creates the folder in the Outlook PDC Project E-Mails area.

Step 3: PDC support staff notifies project team about substantial completion

Step 4: PDC project team members move their project related emails to the PDC Project E-Mails folders.

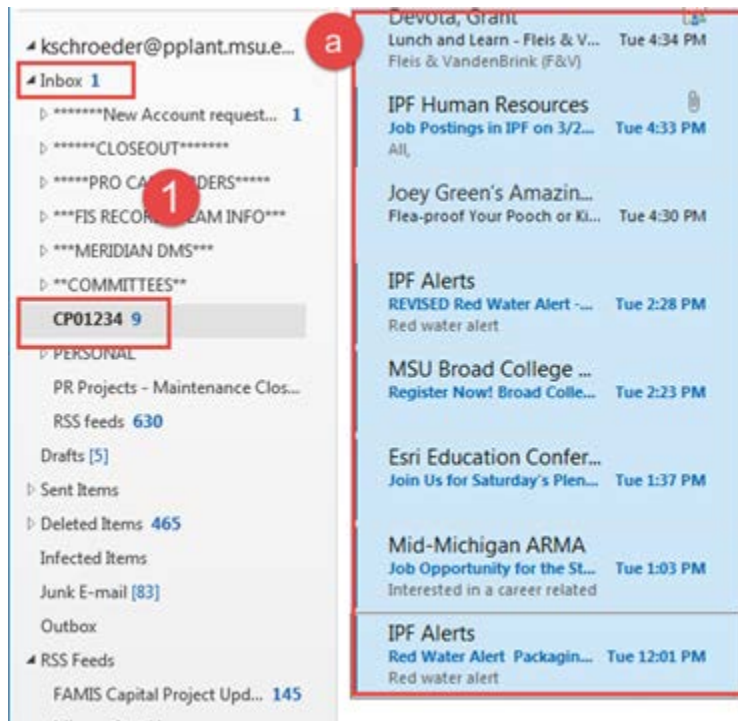
Step 5: FIS will move files into Meridian archives for permanent retention.

Definitions

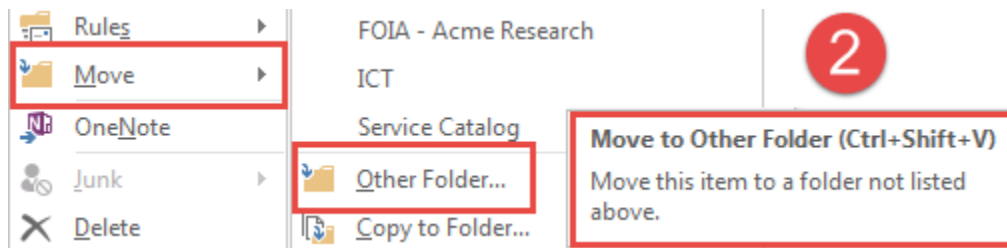
- **PDC Project Email:** Any email that pertains to a PDC project.
- **Inbox:** Your personal, IPF issued outlook email inbox housing messages less than 1 year old.
- **PDC Project E-Mails:** Available only to IPF outlook users, permissions are based on the specific folders.
- **Move:** This function actually copies all the emails selected, puts them in the new folder and removes them from your inbox. You can still access them, they will just be in the PDC Project E-Mails folders.

Step 4 - Procedure for MOVING email messages into Outlook PDC Project E-Mails folder:

1. In Outlook, to move the emails to the public folders, select all of the email messages you will be moving.
 - a. The folders are not able to be moved, so the individual messages must be selected.

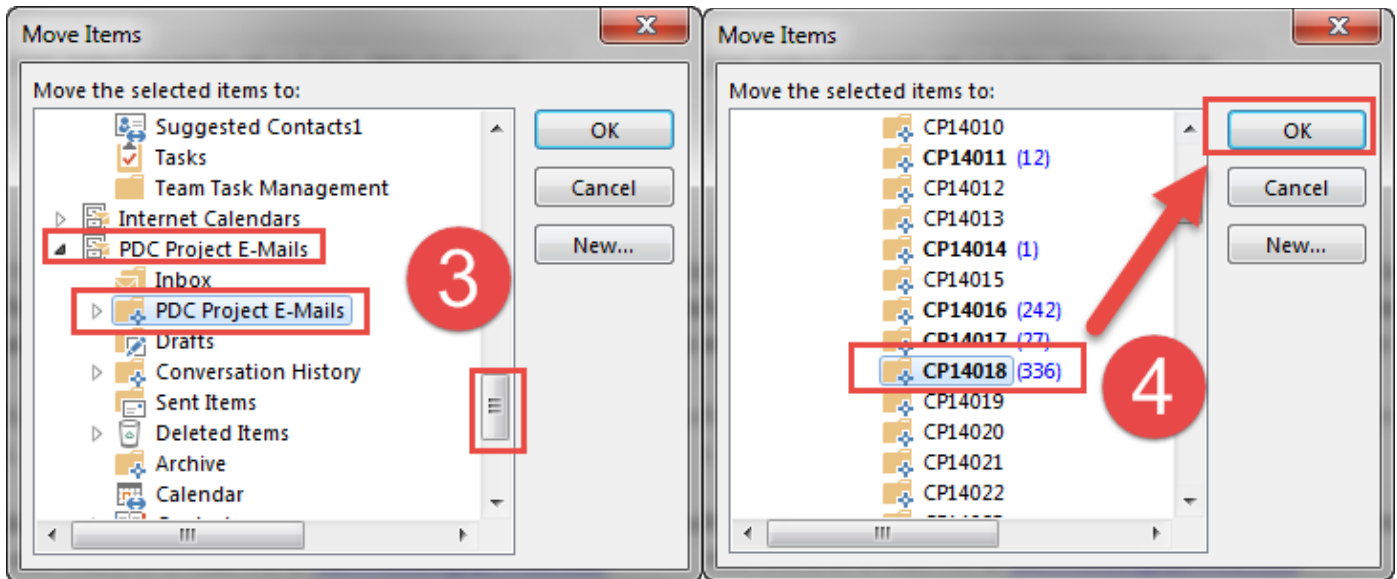


2. Once the files are selected, right-click and select **Move, Other Folder...** or type **Ctrl+Shift+V**.



3. Scroll all the way to the bottom of your Outlook and you will see **PDC Project E-Mails**. Expand the folder, then expand **PDC Project E-Mails**, then open the folder for the start year of the project (example: 2012 is CP12... or PR12.....).
4. Select the correct Project Folder, then click **OK**.

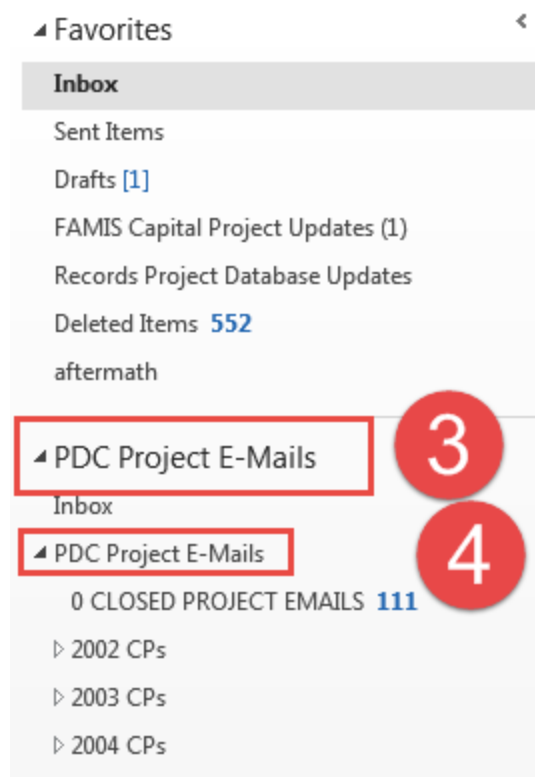
The process takes a minute and will remove the emails from your inbox and file them in the PDC Project E-Mails.



If the folder you need isn't available, please send an email to fisrequests@ipf.msu.edu and include the project number.

Procedure – VIEWING or FINDING emails in Outlook PDC Project E-Mails

1. To find the emails in the PDC Project E-Mails, open Microsoft Outlook.
2. Scroll to the bottom of the left of the Outlook window.
3. Expand **PDC Project E-Mails**.
4. Expand **PDC Project E-Mails**.



5. Expand the Year folder for the project you are looking for.
6. Select the Project number and the emails in that folder will display in the viewing window of Outlook.

2014 CPs	
CP14001	
CP14002	
CP14003	
CP14004	
CP14005	
CP14006	
CP14007	
CP14008	
CP14009	
CP14010	
CP14011	12
CP14012	
CP14013	
CP14014	1
CP14015	
CP14016	242
CP14017	27
CP14018	336
CP14019	

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Changes and Revision History

Changes

Microsoft 2016 updates forced a new version of this document.

Revision History and Owner of Document

Created: October 2015

Updated: October 2018

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