

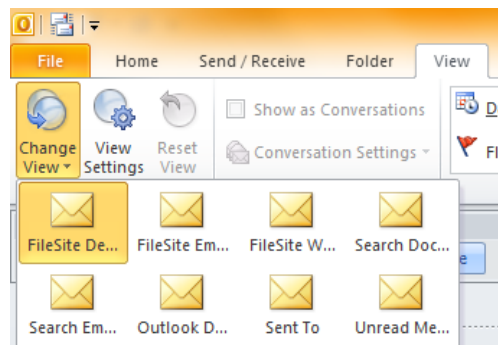
Circuit Training

Strengthening your IT System Skills



Displaying documents within FileSite folders in Email View

Microsoft Outlook contains a list of predefined views that determine how document information displays in the Document Grid. FileSite views are added to the Outlook **View** menu. The default document view is the FileSite Default View. To view other available views select the Change View dropdown box. A list of available views appears. The currently used view is highlighted as shown in below.



The Email View has various fields that are omitted in the default view such as the To, From, and Attachment fields but still includes the essentials like Document Number, Date, etc. These additional fields can prove to be a real timesaver when seeking out a particular document. (example below)

WorkSite Email Management

Information Technology Department

File

Delete

Print

Private

Save Attachments

Actions

Favorites

Sent Items [28138]

Information

_Correspondence

Administration

Audit Office

Budget

Change

DStelma

From

To

Number

Subject

Attachments: With Attachments

@

HRPrnMailroomXerox...

Cheryl McMeekin

2,093,506

Bell Mobility summary of data/text/voice - April 2015

@

HRPrnMailroomXerox...

Cheryl McMeekin

2,085,067

Bell Mobility - Accounts Payable March 19, 2015

@

Bell

Cheryl McMeekin

2,086,288

Hardware upgrade user's report - April 2015

@

Bell

Cheryl McMeekin

2,080,232

867 446-3335 - Grant Penney - Req./Case 02247139

@

Cheryl McMeekin

Jim Forsyth

2,004,980

Turbo Hub bills [NTPC-idocs.FID51740]

Upcoming IT Systems Training

- iManage - Introductory Training - June 29th (9:15-11:15)
- iManage - Intermediate Training - June 29th (1:15 - 2:45)

Please contact the Help Desk @ helpdesk@ntpc.com for more information on this topic or any other questions you may have.