

How to populate directly into e-Builder from Outlook emails

Step 1

1. Login to e-Builder
2. Select the **Documents** tab
3. Click on **Private URL-Email Address**

The screenshot shows the e-Builder web application interface. The browser address bar displays the URL: `app.e-builder.net/da2/Documents/explorer.aspx?PortalID={d5bbfb7-7a27-44df-8225-1734672949e5}`. The application header includes the e-Builder logo and the user name `melissa.l.skopak`. The main navigation bar contains several tabs, with **Documents** highlighted in red. Below the navigation bar, the page title is **Documents for** followed by a dropdown menu showing `10141 - FY20 R&R-MRBIII: ELECTRICAL PANEL SURVEY`. On the left side, there is a sidebar with the Vanderbilt University logo and a **Project Menu** containing various categories like **Details**, **Planning**, **Forms**, **Issues**, **Processes**, **Documents**, **BIM**, and **Schedule**. The main content area shows a folder tree on the left with **00 Email In[1]** selected. The right pane displays a table of documents under the heading **Documents \ 00 Email In**. The table has columns for **Name**, **Date Uploaded**, **Uploaded By**, and **Company**. A red circle highlights the **Copy To Clipboard: Private URL - Email Address** link above the table. The table contains one document entry: **MRBIII R&R Projects.msg (version 1)**, uploaded on `09.17.19 01:48PM by Emailed In from N/A. The bottom of the screen shows the Windows taskbar with the system clock at 1:48 PM 9/17/2019.`

Step 2

1. Open Outlook and start a new email or reply to a thread
2. Right click and paste into the CC:. There you will see an email address for your project.
3. Finish drafting, add your other contacts to the email and send.

MRBIII - Message (HTML)

File **Message** Insert Options Format Text Review Help Tell me what you want to do

Paste Attach File Attach Item Signature Assign Policy Dictate Insights View Templates

Clipboard Basic Text Include Tags Voice My Templates

To [Covington, Julie M.;](#)

Cc [FY RR-MRBIII ELECTRICAL PANEL SURVEY.00 Email In@docs.e-builder.net](#)

Subject MRBIII

I wanted to let you know about X,Y, and Z on this project. Let me know what you think.

Christina M. Fly, MSSW
Vanderbilt University
Lean Coordinator | Facilities Business Operations
Bryan Building
d: 615-343-5944
c: 615-423-6219

You will see your emails attached in the **Documents/00 Email_In** folder.

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Name	Date Uploaded	Uploaded By	Company
MRBIII R&R Projects.msg (version 1) Download (22.5KB) Send Properties	09.17.19 01:48PM	Emailed In	N/A