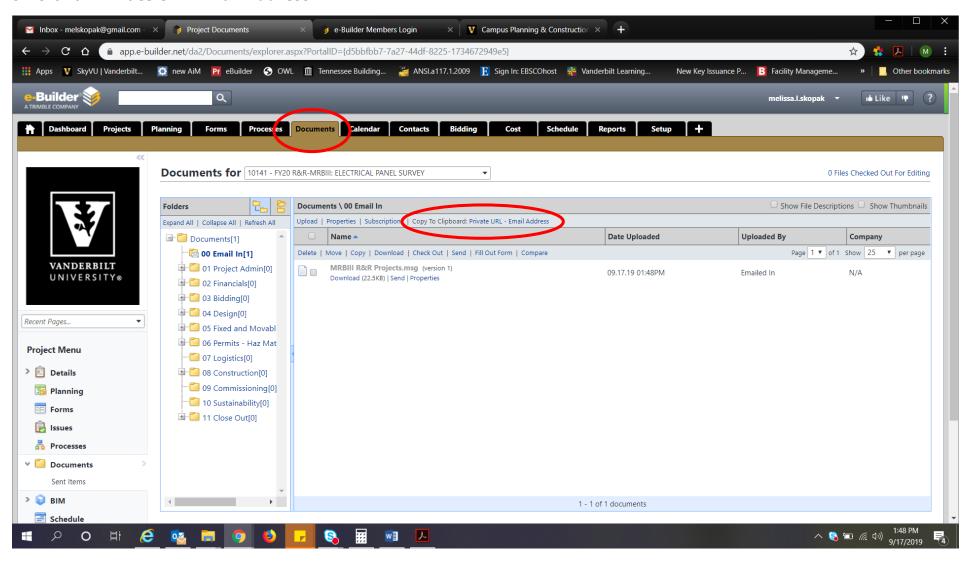
How to populate directly into e-Builder from Outlook emails

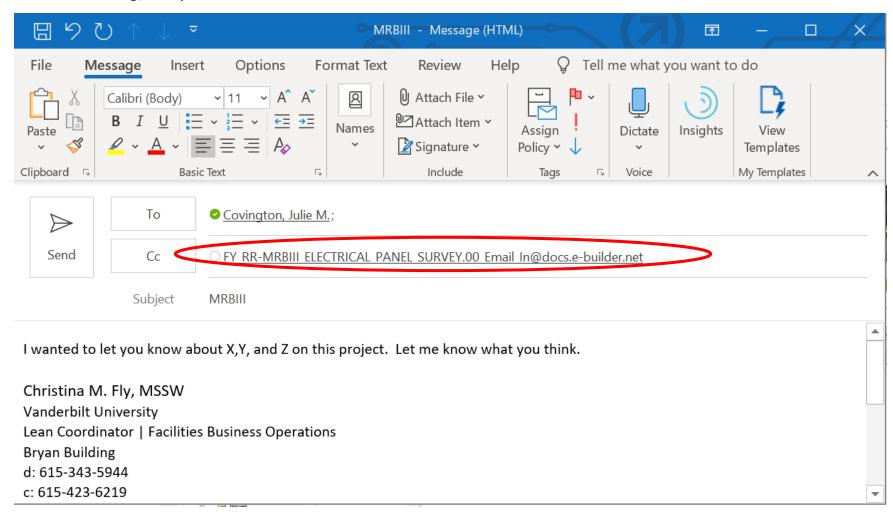
Step 1

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



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.



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

