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.

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

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