

# **Adding Outlook incoming email forms to your library**

WorkCenter gives you the ability to take a document or flyer you have received in your Outlook incoming email and add that document to your WorkCenter Library. This is particularly important if you create your own marketing flyers or have subscribed to a service that will furnish documents to you.

As explained in the previous flash video: Outlook - #2 Adding - Linking & Journaling Outlook contacts & emails into WorkCenter”, you can use the WorkCenter Button on your Outlook main screen.

Step #1: Select the incoming email that contains the form or marketing flyer in your Outlook with a single mouse click highlighting that message.

Step #2: Click the down arrow on your WorkCenter Button on your Outlook main screen and select: “Add to Library”.

Step #3: At this time, you will notice a “Library Item” box appear. You have the option to select or name the following: (1) Type of document (2) Category or library heading that you wish the document to be placed inside your WorkCenter (3) Document Name – we suggest you name the document appropriately so you will know what the document contains (4) you can also add a personalized subject message to this document if and when you email this to your clients.

Step #4: When all lines are completed, click “OK” to save your changes and the document will be added to the appropriate area in your WorkCenter library of forms.