

## **HANDLING AND ARCHIVING EMAILS PERTAINING TO PUBLICATIONS**

**Pub 4009**

When you are assigned a project you must create a Personal Folders File (PFF) (\*.pst) in MSOutlook.

Name this PFF using the publication number (i.e. B\_555, MR\_48). For Current Research, name the PFF Current\_Research\_200?, and create subfolders within for each individual article. These subfolders should be named using the Job Number.

### ***Preparing your emails for archiving***

DDU will notify everyone (all editors, head of DDU, head of Editorial) when a publication has been completed and is ready for archiving. At this point you can access the appropriate PFF folder in MSOutlook:

- sort all emails by date, in order (oldest to most recent).
- Highlight entire list of emails
- choose “save as” from the “File” menu
- save as a \*.txt file.

The file naming convention to be used is as follows: series number, email, and initials (Bxxx\_email\_db.txt, MR48\_email\_jg.txt).

This file should be saved in the “email” folder at the appropriate spot on W:\ drive. For example: W:\Publications\Bulletins\577\email.