Turning On Email Logging

For emails sent from within WinSearch, you may have already set up automatic tracking for outbound emails. Emails sent by starting from within WinSearch can be recorded automatically, regardless of the version of Outlook. This just requires an automatic activity be turned on for the Email Sent from WinSearch event. For emails received and sent in Outlook, you need to turn on automatic activity tracking for those events.

To turn on automatic tracking of emails:

1. Log into your WinSearch database as the SYSADM user.

2. Select the SETTINGS | SYSADM OPTIONS | ACTIVITY CODE SETUP command.

3. Verify that activity codes are set up to be used to record incoming and outgoing emails. You can use an activity code such as Email for both incoming and outgoing emails or you can have two activity codes to distinguish between incoming and outgoing emails.

4. Select CLOSE when you have the activity code(s) set up.

5. Select the SETTINGS | SYSADM OPTIONS | AUTOMATIC ACTIVITY LOGGING command.

6. Highlight Email Received in Outlook, verify that this event is turned on for automatic logging and verify that the activity code is chosen.

7. Highlight Email Sent from Outlook, verify that this event is turned on for automatic logging and verify that the activity code is chosen.

8. Choose OK.

About Automatic Email Activities

Email automatic activities tracks who was sent a message, what was in the message, the names of attached files and other pertinent information. This email activity is automatically included in the recipient's activity log and in anyone's activity log whose documents were included in the email. SYSADM is the only one who can turn this automatic activity feature on and off.