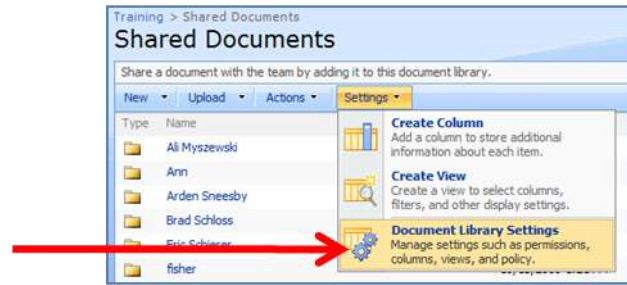


Send e-mail to a shared documents folder in SharePoint

- Navigate to the Shared Documents Library
- > **Settings > Document Library Settings**



- > **Incoming e-mail settings** (under Communications)



- Enter an e-mail address for this document library.

<p>Incoming E-Mail</p> <p>Specify whether to allow items to be added to this document library through e-mail. Users can send e-mail messages directly to the document library by using the e-mail address you specify.</p>	<p>Allow this document library to receive e-mail?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>E-mail address:</p> <p><input type="text" value="training"/> @moss.marqnet.mu.edu</p>
<p>E-Mail Attachments</p> <p>Specify whether to group attachments in folders, and whether to overwrite existing files with the same name as incoming files.</p>	<p>Group attachments in folders?</p> <p><input checked="" type="radio"/> Save all attachments in root folder</p> <p><input type="radio"/> Save all attachments in folders grouped by e-mail subject</p> <p><input type="radio"/> Save all attachments in folders grouped by e-mail sender</p> <p>Overwrite files with the same name?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>E-Mail Message</p> <p>Specify whether to save the original .eml file for an incoming e-mail message.</p>	<p>Save original e-mail?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>E-Mail Meeting Invitations</p> <p>Specify whether to save e-mailed meeting invitations in this document library.</p>	<p>Save meeting invitations?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>E-Mail Security</p> <p>Use document library security for e-mail to ensure that only users who can write to the document library can send e-mail to the document library.</p> <p>Caution: If you allow e-mail from any sender, you are bypassing the security settings for the document library. This means that anyone could send an e-mail to the document library's address and their item would be added. With this option turned on, you are opening your document library to spam or other unwanted e-mail messages.</p>	<p>E-mail security policy:</p> <p><input checked="" type="radio"/> Accept e-mail messages based on document library permissions</p> <p><input type="radio"/> Accept e-mail messages from any sender</p>

Check **Save original e-mail** if you want the body of the e-mail to be saved in the document library.

Determine whether you want people with permission to use the library only or all MU users to be allowed to send e-mail to this library. Note: incoming

email only accepts email from Marquette addresses

- Open Outlook and send an e-mail with an attachment to the address you made for the document library. The attachment and possibly also the body of the e-mail will show up in the library.

