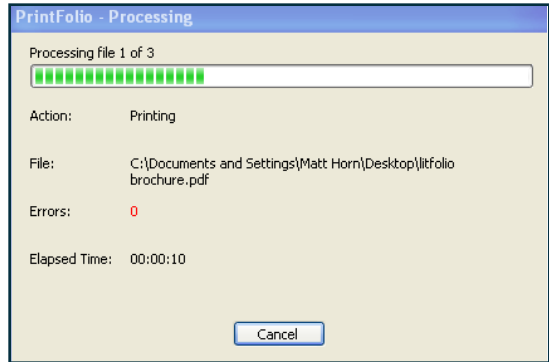




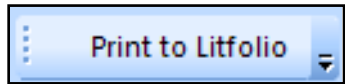
4

A processing window will show the current status and in a matter of seconds the files will be loaded into litfolio available to be shared, reviewed and searched upon.



5

To load emails from Microsoft Outlook into litfolio, first install the Outlook plug-in. From Outlook select any messages that you want to send to litfolio and choose Print to litfolio.



6

Printfolio will open showing all the messages ready to be processed. Click on OK and Printfolio will load into litfolio the native .MSG file, an image of the file for quick viewing and the extracted text so the emails are fully searchable in litfolio. Any attachments included with the processed emails will show an arrow or paper clip to the right of the record to represent a parent/child relationship in litfolio to keep emails organized.

