

# Method to use when Filing Emails using QuickFile

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## Introduction

This document outlines the recommended method to move emails when doing a QuickFile. QuickFile has a default method to file emails which is recommended but if for a few reasons outlined in this document, some users will prefer the alternative method to move emails.

The aim of this document is to highlight the advantages and disadvantages of using the respective methods.

## Overview

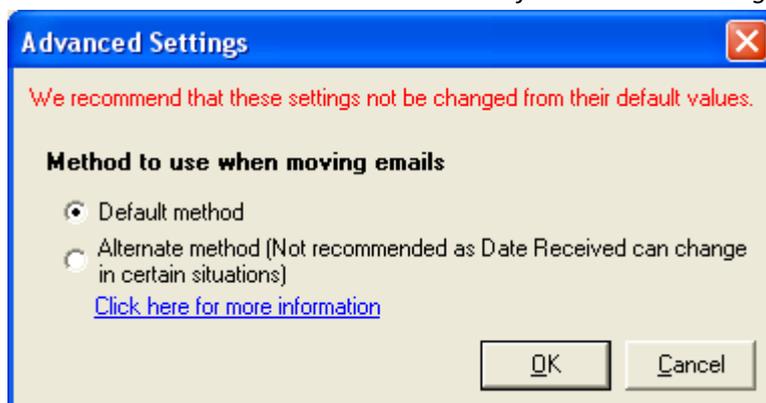
The important things to note are:

1. QuickFile has two methods to file emails
2. The default method is preferred therefore it is highly recommended not to change it
3. If the alternative method better suits you then you can set that method to move emails but ensure to read this document to learn how these methods vary

## Characteristics of the two move methods in QuickFile

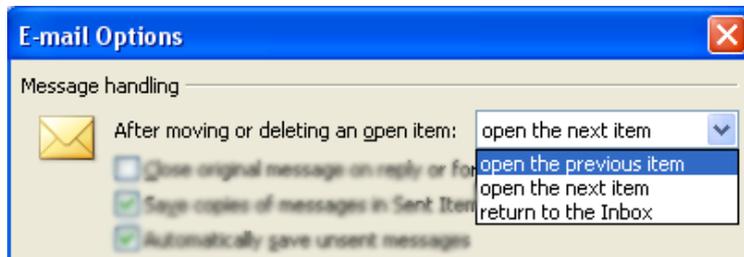
The steps below show you the two methods available to move emails:

1. Go to Your Inbox
2. Click the *More* drop-down on the QuickFile toolbar and select *Settings...*
3. On the *General* tab click the link *Click here for Advanced Settings* to open screen below



## Default Method

This move method moves the emails to the desired folder but please note that if you have set up the settings for an open email to open the next item or open the previous item on moving or deleting this open email than this will not work with this method of move.



If you file an open email, the email will be filed away irrespective of the setting above.

## Alternative Method

This move method moves the emails to the desired folder but you may face the following issue:

If you are in an exchange environment and file emails to the public folder from the mailboxes then there is a possible issue that in certain situations the received date of the email can change from the initial date to today's date. This is very critical since the change of dates in emails can cause annoyance if you are misled by the wrong date on the email.

## Why have we chosen the default method and not the alternative method?

Despite the issue that can be faced in the default method we have made this as the default move method because most users now use Outlook 2003 and above therefore a reading-pane is drastically used to read and process (QuickFile, delete, etc.) emails on normal occasions. This issue is not more harmful than the issue caused by the alternative method where you can be misled by the wrong date.

## Conclusion

You can use the method that best suits your needs keeping into mind the issue that can be faced. Please also note that the alternative method issue may or may not occur for you. Ensure to check this if you choose the alternative method to do your filing.

## For Further Information

If you have any questions about this, please email your contact person at Standss. If you do not have a contact person then please email at [support@standss.com](mailto:support@standss.com).

We also frequently update our Knowledge Base and Frequently Asked Questions (FAQ) pages on our websites.

[www.Standss.com](http://www.Standss.com) | [www.Addins4Outlook.com](http://www.Addins4Outlook.com)  
[www.Outlook4Lawyers.com](http://www.Outlook4Lawyers.com) | [www.Addins4Office.com](http://www.Addins4Office.com)