Email Archive

- Each common interest group has an automatically generated site email address, which you can view in the Email Archive feature. Email sent to the site email address is copied to all site participants and owners.
- All messages sent to a CIG’s site email address are stored in the Email Archive. The email sent to the CIG will indicate if there was an attachment, and will provide a link to get the attachment from the worksite itself.
- Members of the CIG can choose how often they want to receive email sent to the site's email address in the Preferences feature in My Workspace.

Key concepts
- CIG coordinators can create an easy-to-remember alias for the site's email address.

Things to know
- CIG coordinators can use Email Archive to automatically update CIG email membership. As users are added or deleted from the CIG, they will be dropped or added from the email group accordingly.
- Users who participate in more than one CIG can choose to receive email either as it is sent, or in digest mode, with all posts for the day sent in a single email message.
- Messages can be sent from any email program to the email address listed at the top of your Email Archive page.
- Clicking a column header (From, Subject or Sent) will sort the messages by that header.
- When sorting by subject, clicking the up arrow will arrange the messages alphabetically. When sorting by date received, clicking the up arrow will order the messages from most recent to oldest. In both cases, clicking the down arrow reverses the order.
Figure 19: Email Archive Tool

Customize Email Archive

To customize an email archive, follow these steps:

1. In the menubar, click Email Archive.
2. Click the Options button.
3. On the next screen, you can change the number of messages that will be displayed on each page. You can also click the appropriate radio button to have messages accepted from anyone or only from users with site access. Likewise, you can change the alias email address for addressing email to the participants of this common interest group.
4. Once you have made your desired changes, click Save.

Read Message in Email Archive

To read messages in the Email Archive, follow these steps:

1. In the menubar, click Email Archive.
2. To navigate through the messages, use the Next Page and Last Page buttons in the toolbar at the top of the page. You may also search the archive using the Search box and button.
3. When you locate the message you want to read, click its highlighted subject line to read it.
4. While viewing a message, you may remove it from the archive by clicking Remove. To return to the first page of the archive, click List All or the Reset button beside “Email Archive”. The Next and Previous buttons allow you to move from message to message. Click View Headers to see the full headers.