Infrastructure Planning and Facilities
MICHIGAN STATE UNIVERSITY

PDC Project Emails - Filing Project Emails

Purpose

This document highlights the procedure for moving/archiving/filing your project emails into the PDC Project E-Mails area of Outlook at the end of your project. Also instructs on how to find the PDC Project E-Mails folder to view emails. If you cannot find the PDC Project E-Mails, see the PDC Project E-Mails Set-Up instructions.

Participants

PDC employees that have email pertaining to any CP, PR or Order project.
FIS employees that manage the PDC project emails folder structure and archive into Meridian.

Policy

Each PDC employee that creates or receives any email pertaining to a Project will file all the messages in the corresponding folder in the PDC Project E-Mails at the time of project closeout.

Process Steps

Step 1: Project is created in Planon by PDC support staff

Step 2: The FIS team creates the folder in the Outlook PDC Project E-Mails area.

Step 3: Support staff notifies project team about project being closed

Step 4: PDC project team members move their project related emails to the PDC Project E-Mails folders.

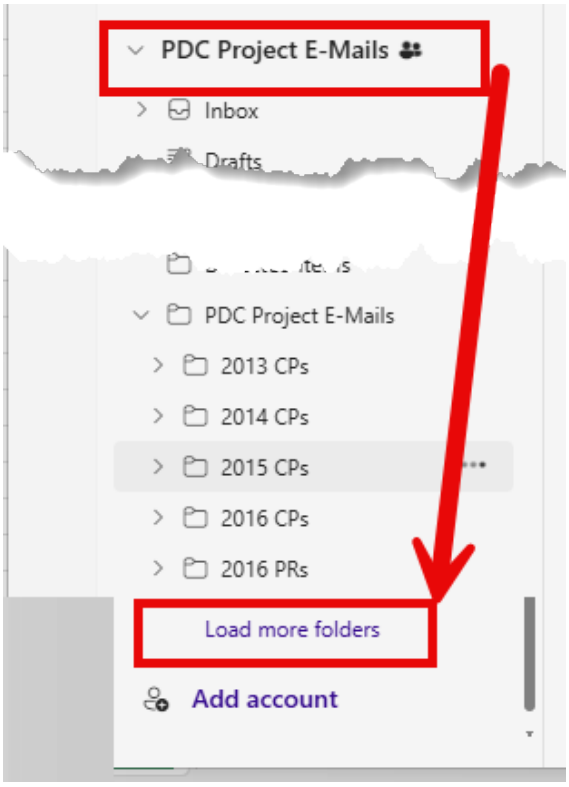
Step 5: FIS will move files into Meridian archives for permanent retention.

Definitions

- PDC Project Email: Any email that pertains to a PDC project.
- Inbox: Your personal, IPF issued outlook email inbox.
- PDC Project E-Mails: Available only to IPF outlook users.
- Move: This function copies all the emails selected, puts them in the new folder and removes them from your inbox. You can still access them, they will just be in the PDC Project E-Mails folders.

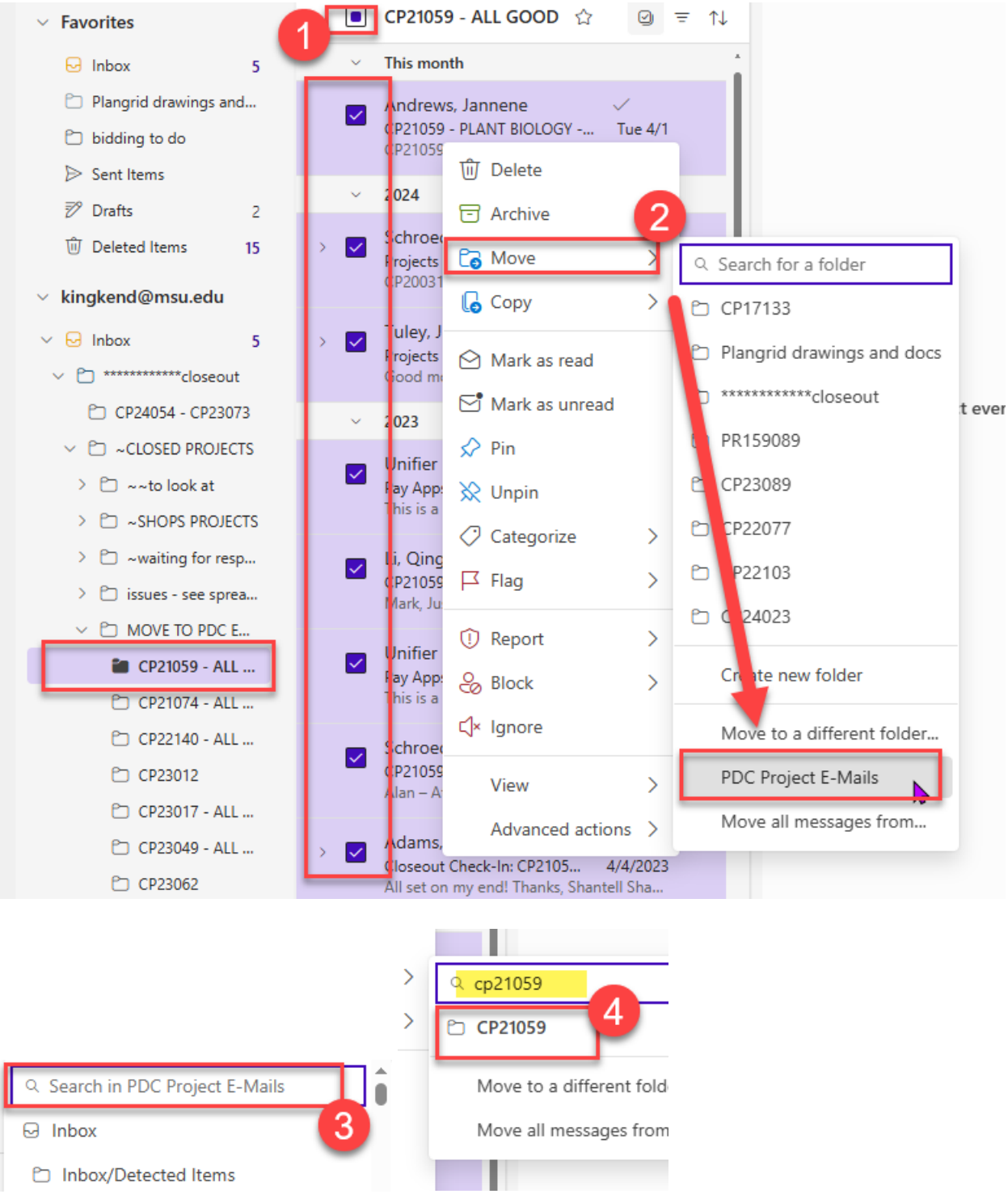
Step 4 - Procedure for MOVING email messages into Outlook PDC Project E-Mails folder:

In Outlook scroll down and open the PDC Project emails folder structure and make sure the year folders are all accessible. If they are not, click 'Load more folders'. **You must be in the new version of Outlook (not classic).**



1. To move the emails to the PDC Project Emails folder, select all the email messages you will be moving. *The folders cannot be moved, so the individual messages must be selected.*
2. Once the files are selected, right-click and select **Move**, then select **PDC Project E-Mails.** *When you do this, it will take a moment to switch to that folder structure.*
3. Once it has switched, it will say *Search in PDC Project E*-mails in the search bar.
4. Type the project number and select it from the list.

Again, you must scroll down to the PDC Project emails folder structure and make sure the year you need can be viewed. If it is not, click 'Load more folders'. **You must be in the new version of Outlook (not classic).**



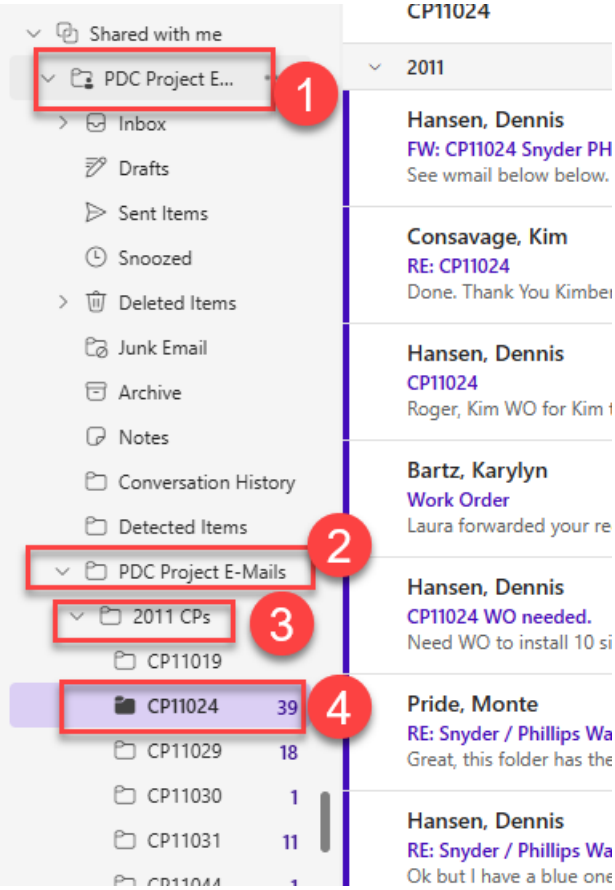
- Verify the emails moved into the PDC Project E-Mails. It may take a minute depending on how many messages you are moving.
- **Remember this removes them completely from your inbox and into the shared PDC Project Emails folder.**

If the folder you need isn't available, please send an email to fisrequests@ipf.msu.edu and include the project number.

Procedure – VIEWING or FINDING emails in Outlook PDC Project E-Mails

To find the emails in the PDC Project E-Mails, open Microsoft Outlook, scroll to the bottom of the left of the Outlook window.

1. Expand **PDC Project E-Mails**.
2. Expand **PDC Project E-Mails**.
3. Expand the **Year** folder for the project you are looking for.
4. Select the **Project number** and the emails in that folder will display in the viewing window of Outlook.



Revision History and Owner of Document

Created: October 2015

Updated: ~~October 2018~~ ~~April 17, 2025~~ August 20, 2026

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