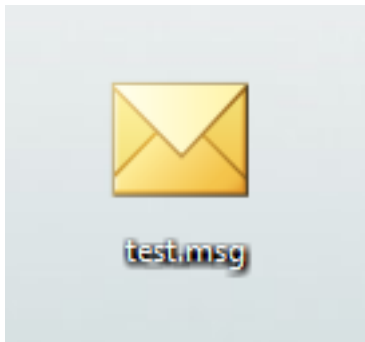


# Communication

## What is an MSG file and how do I import this into PlanManager?

### What is an MSG file?

If you use Outlook and drag an existing mail to your desktop (or any folder on your PC), a .MSG extension will be created. This way, all data from the mail (sender, recipient, subject, message, ...) is cast into a file. This file can then be used for all kinds of programs, including PlanManager.



### How do I import a .MSG file into PlanManager?

Once the .MSG file has been created, you can import it into PlanManager by clicking the 'Document' button in a file and then importing the file.

All attachments of the mail you imported are stored in "Documents" and all text is automatically placed in the "Communication" screen.

This is useful if you want to associate a received mail with a file.

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Author: Katrien Vanhaute

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