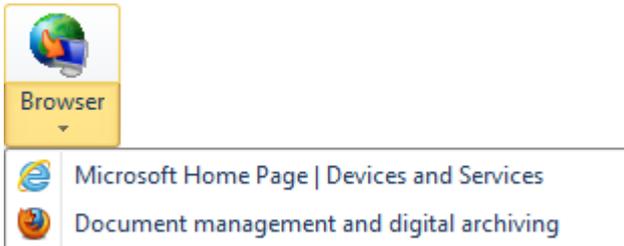


## Internet and E-mail

### Manage Internet URLs

The Office Manager can import URLs from your Web browser: When you are visiting a web page in your browser, please select **Create | Import | Browser** in the menu.

The webpage will be imported with URL and page title to the Office Manager. If you are browsing through several browser windows you can also click on the arrow next to the menu entry and choose the desired URL from the pull-down list:

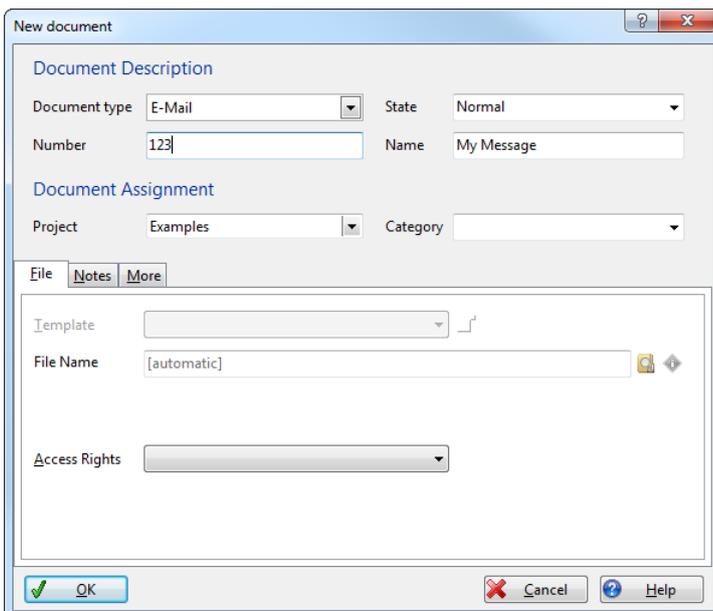


A new entry for the webpage is now being created in the document table. You can link further attributes to it (project, group,...) by choosing the command **Properties** in the menu **Edit**. To assign this page to a project you can place it in the Project Navigator using Drag&Drop.

### Manage E-mails

You can easily import e-mails from Outlook, Outlook Express, Eudora, Mozilla Thunderbird, Lotus Notes and other OLE-compatible mail clients into the Office Manager.

For this, launch the Office Manager and your e-mail client. Select one or more messages in your mail client and move them onto the Office Manager using your mouse (Drag&Drop).



As soon as you release the mouse button the e-mails will be copied and a new document record will be created for each mail. You can also import newsgroup messages, e.g. from Outlook Express.