

# Autodesk Buzzsaw Integration with Microsoft Outlook

## Quick Start Guide

### 1. Install the software

Download and double-click “**setup.exe**” to install the software, which will run automatically whenever you start Microsoft Outlook.

(Note: this software does not work with Microsoft Outlook Express.)

### 2. Set up Project Locations



Clicking the “**Add to Buzzsaw**” button will allow you to select a location for mails on Buzzsaw. Log in and choose or create a folder location.

Your Buzzsaw site name should be entered in the Project Path field like this:

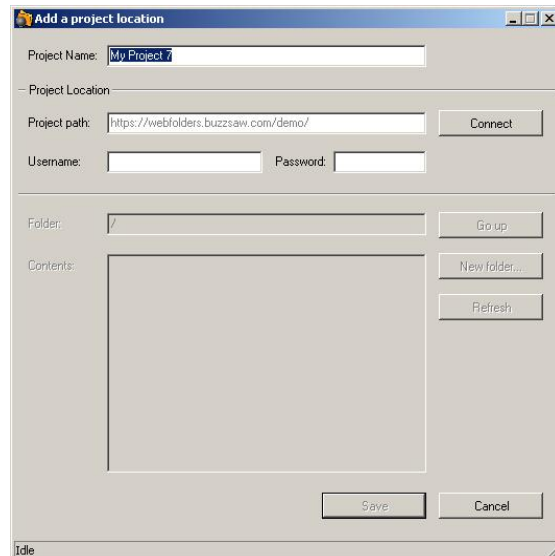
<https://webfolders.buzzsaw.com/sitename>.

The folder you choose in the Contents box at the bottom of this dialog will be the folder your mails are stored in.

**Tip:** You can set up multiple project locations so that you can file mail for different projects in different folders on Buzzsaw.

### 3. Add mails to Buzzsaw

Just select an e-mail message or a series of e-mail messages and choose “Add to Buzzsaw.”



Mails are stored in Buzzsaw as Outlook .msg files, which you can still forward, reply to, and resend later on. You can also drag and drop mails from Buzzsaw back into Outlook.

Message attachments are stored with the mail on Buzzsaw (inside the .msg file.)

### 4. Send and Add mails



Any time you open a new mail message, you have the option of sending it and adding it to Buzzsaw at the same time. This allows you to work in Outlook, but to quickly file away your messages on Buzzsaw as you send them.