

## Tip #14: Please Mr. Postman: Using your Inbox

Ever get an e-mail that contains information you'd like to put in your LabArchives Notebook? A colleague send you a PDF of an article with an important new method that you want in your Notebook? Or snap a photo that you would to save with your lab data? It's simple with the LabArchives Inbox function.

As long as an e-mail is sent from the e-mail address that is associated with your account to [inbox@labarchives.com](mailto:inbox@labarchives.com), the content will automatically go into your Inbox. If the e-mail has attachments, these will also be saved as an attachment in your Notebook. That's all there is to it!

The Inbox also has a feature, known as "Inbox Rules", that enables you to automatically route attached files to specific locations within your Notebook. So, for example, you can tell LabArchives to send all PDFs that arrive to the "Articles" folder. There, it will automatically further organize them by the date on which they arrived.

To see the contents of your Inbox, or to set the Inbox Rules, simply click on the Inbox at the very top of the Notebook Navigator, and click on "Inbox Rules". You will see something like the following:



**The following rules are applied to all Entries as they arrive in your inbox**

Move : Image Files (gif; png; tif; tiff; jpg; jpeg; jpe; jfif; bmp; dib)  
To : FASEB  
Under : New Protocols  
edit • delete • move up • move down • run rule

Move : FlowJo Files (wsp)  
To : Demonstration Notebook  
Under : Presentations  
edit • delete • move up • move down • run rule

**Add a new inbox rule**

Move files of type  
Image Files ▾ gif; png; tif; tiff; jpg; jpeg; jpe; jfif; bmp; dib;

To the LabArchives Notebook  
Earls\_Lab\_Notebook ▾

Under Notebook Folder  
Templates

Choose the type of file(s) from the menu, or specify your own extension, then select the Notebook and the Folder into which you want the files to be routed.

Certain external program, such as our own Folder Monitor for Windows, also send files via your Inbox.