Quick Reference Guide
Uploading Email from Outlook

Introduction
Below are instructions on how Upload Emails Directly into OnBase.

Find OnBase Tab in the Top Menu Bar of your Outlook

Click the First Upload Button to store an Email
You will be prompted to log into Unity if you weren't already logged in.
Next you will see your email ready to be indexed.

Index your email by selecting a Document Type and filling in the Keywords.

Then click the Upload button at the bottom right corner of the screen.

You have completed the steps for Uploading Email from Outlook.