Lake County Public Records Request Instructions:

E-Mails since April 1, 2009

Overview

Provided in this folder are the requested e-mails sent or received since April 1, 2009. The e-mails are available in three different formats: PST, MSG and HTML. There is a folder corresponding to each format. Below is an explanation of each format, along with instructions for accessing the emails and tips on which format to use.

PST Format

This format requires the user to have Microsoft Outlook. If the user does not have Microsoft Outlook, it is advised to use the HTML format.

The PST format is the preferred format. The PST folder on this disk will contain a PST file to import into Outlook. This is a single file which contains all of the requested e-mails. When viewing the PST file, e-mails and attachments will appear as they did on the County employee's workstation.

The PST file will also allow the user to easily search the contents of the e-mails by using the built-in Outlook search feature. This can save time when trying to search through several hundred or thousand e-mails. A user can also delete emails within the PST if he or she wants to remove results.

Instructions for using the PST format:

1. Open the folder named "PST," which is located on the disk provided by Lake County.
2. Inside this folder is a file named "***emails.pst***." Copy this file to a location on a computer. Copying the file to a computer will make searching through the e-mails much faster.
3. Open Microsoft Outlook.
4. Go to File > Data File Management

5. Click the Data Files tab
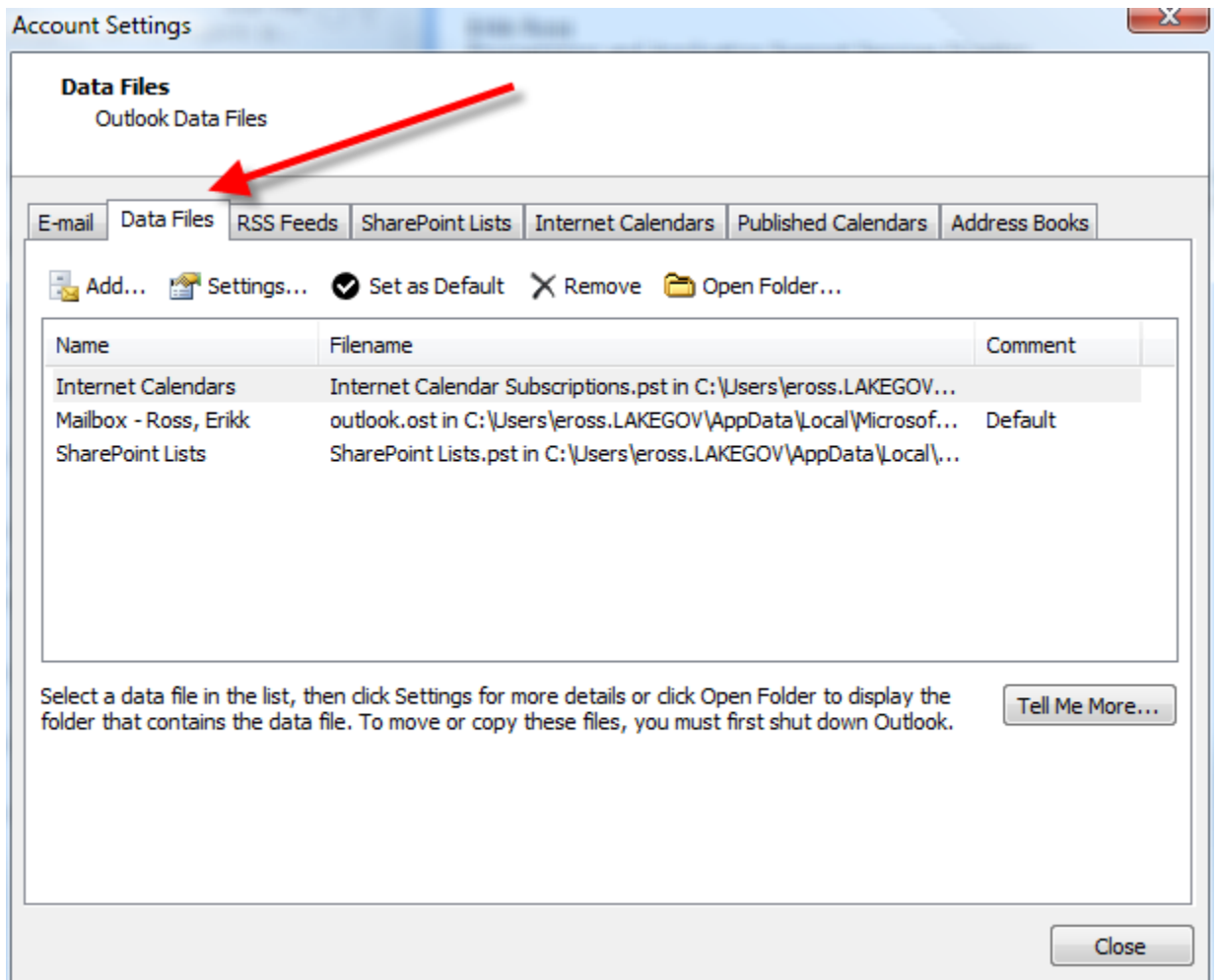
6. Click Add.
7. Choose Office Outlook Personal Folders Files (.pst) and click OK.
8. Browse to the emails.pst file copied to a computer.

9. Notice the name field in the window dialog that opens. Remember this name for the next step. Click OK in the dialog window that pops up.
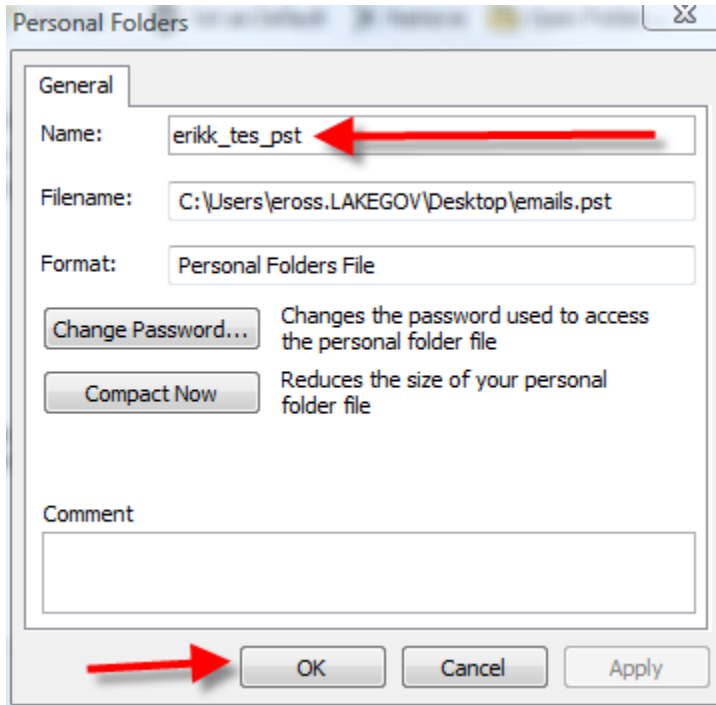
10. On the left side of the Outlook application, a new Mail folder will be displayed that contains the same name from the previous step.
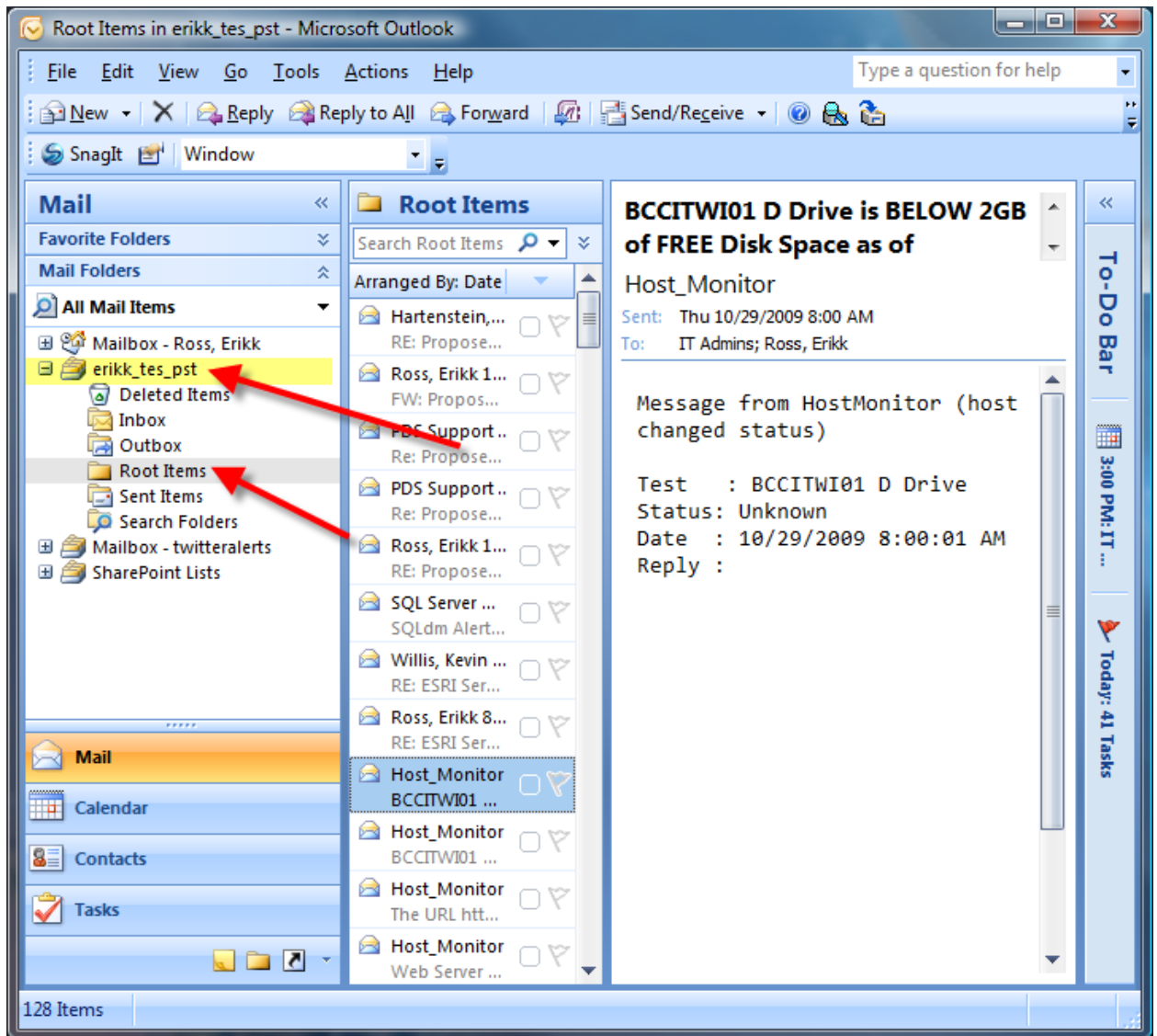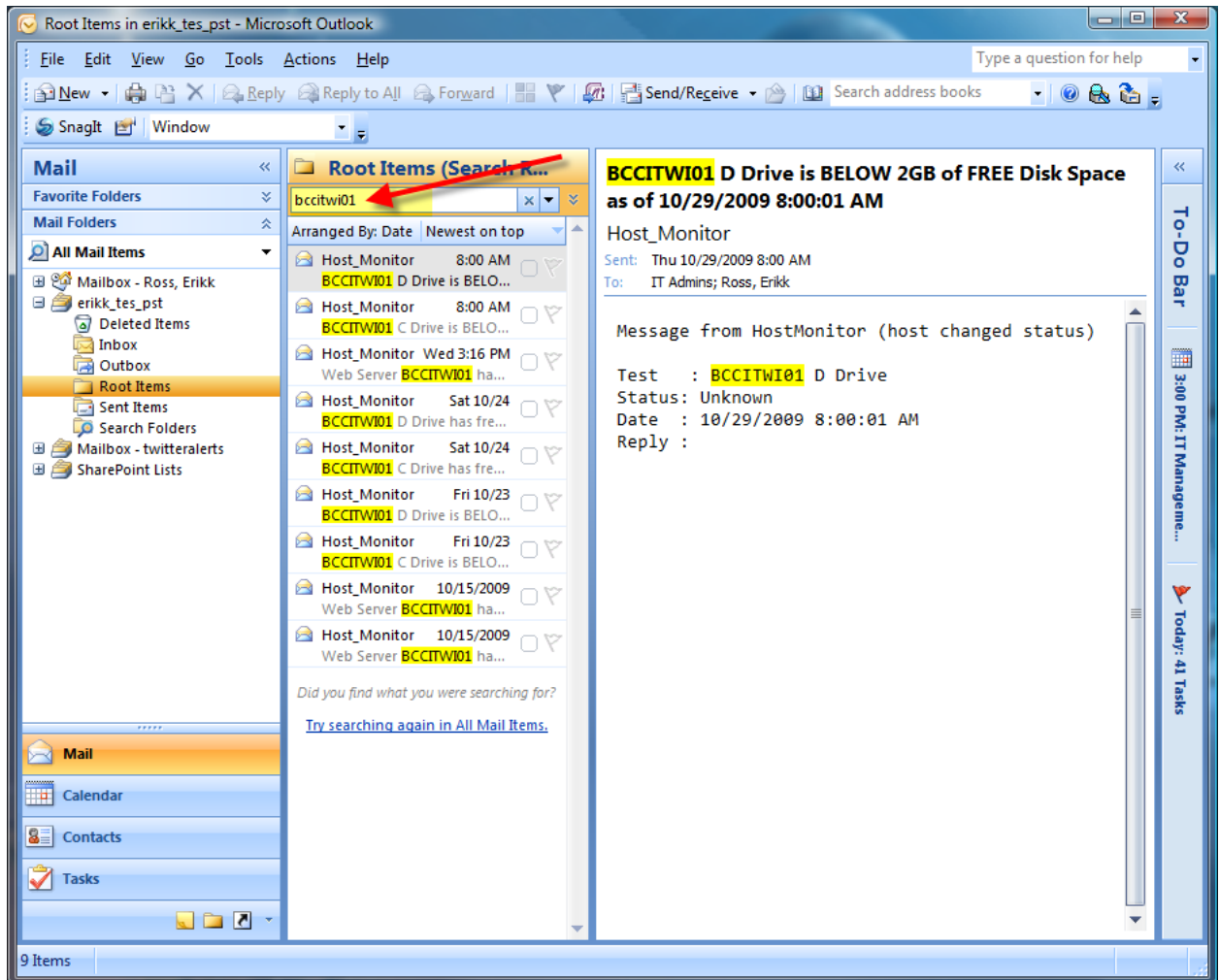

11. Expand that name and click in the folder labeled "Root Items" to see all of the e-mails. Browse through the e-mails as you normally would in Outlook.

Searching e-mails

Now that the e-mails are in Microsoft Outlook, the user can search through them with ease.

1. Find the search bar and enter a search term.

2. Notice how the list of e-mails is narrowed down to only include those items with the search term. Outlook also highlights the search term.

Removing the Emails from Outlook

1. To remove the PST file from Outlook, right click on the PST folder and select close PST.

MSG Format

This format requires the user to have Microsoft Outlook. If the user does not have Microsoft Outlook, it is advised to use the HTML format.

The MSG folder located on this disk, will contain an html page named ***summary.html*** with summary information for each e-mail. Click on a message link and the associated e-mail will open in Outlook. The e-mail attachments will appear just as they would when the original e-mail was sent or received by a County employee.

If the user has Microsoft Office, it would be better to use the PST format since it is easily searchable and easier to browse through all the e-mails.

HTML Format

The HTML folder located on this disk, will contain an html page named ***summary.html*** with summary information for each e-mail. Click on the message link and the e-mail will open.

E-mail attachments are embedded in the e-mail messages. Due to the way attachments appear in html messages, the formatting may be odd. This is one of the disadvantages of this format.

Advantages to this format include being able to view the e-mails without the need of Microsoft Outlook, being able to view the BCC field and not needing any other application to open attachments.

Questions

For more information about the contents of this disk, contact the County Attorney's Office at (352) 343-9787.