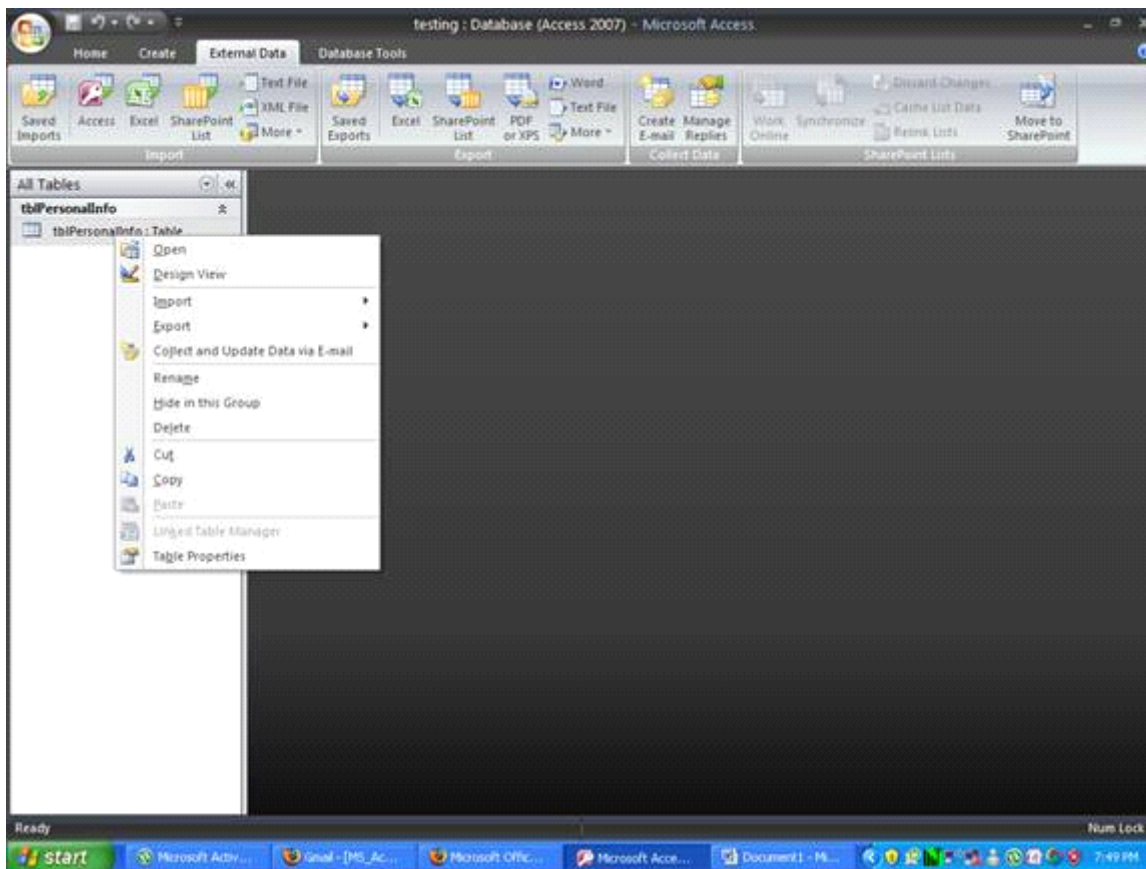
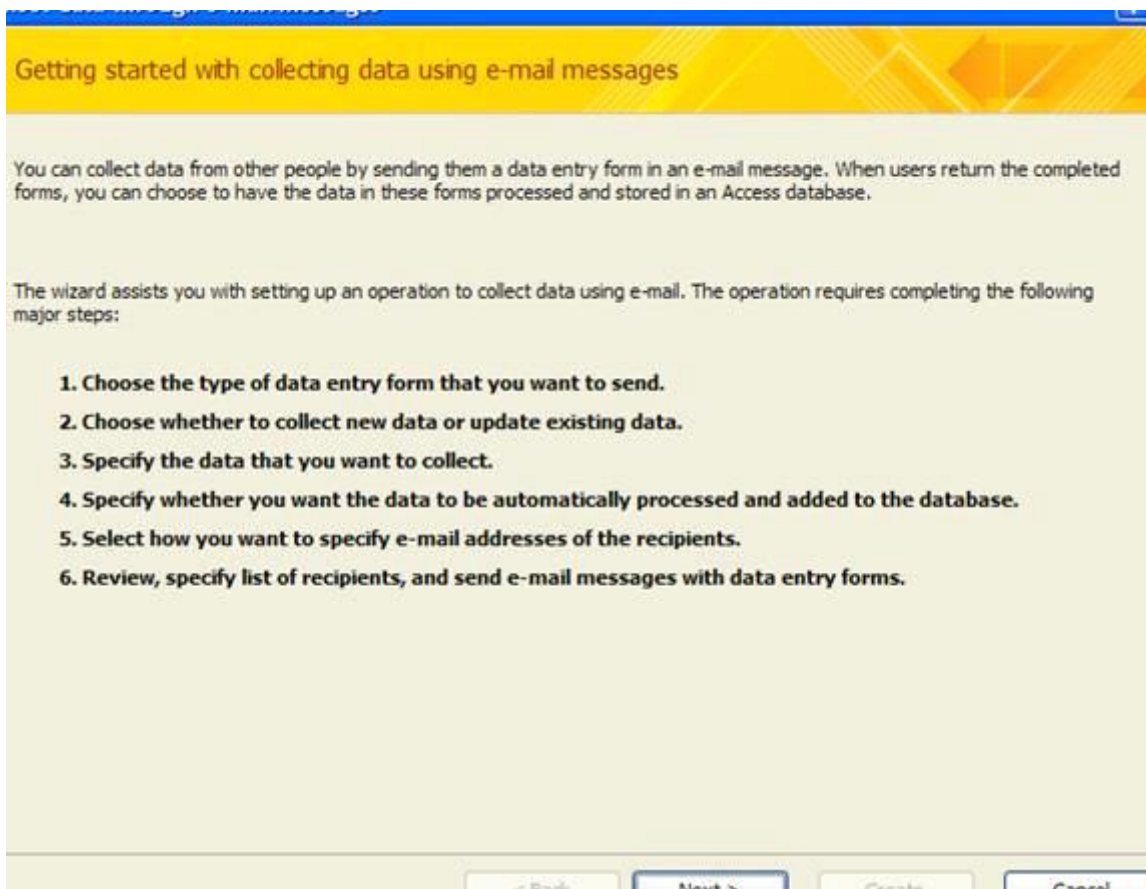
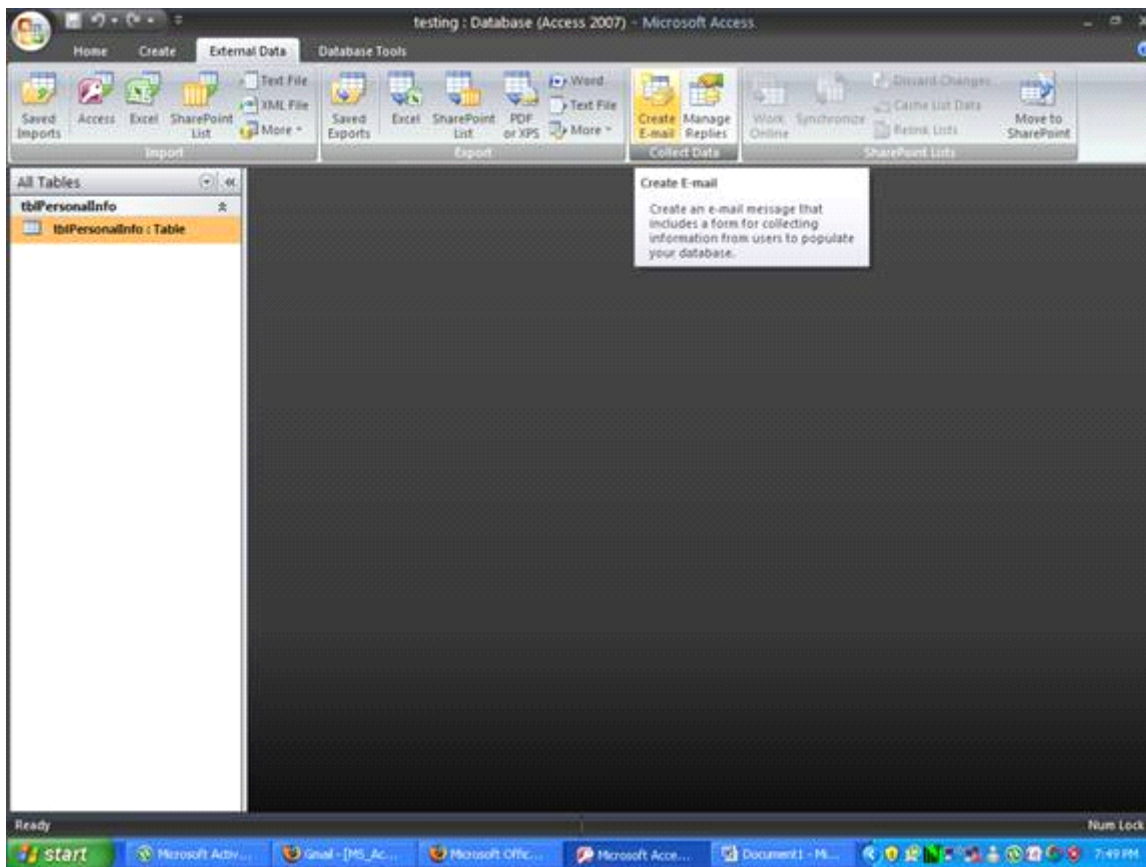


Setting up email updates in Access ...





Collect data through e-mail messages

Choose the type of data entry form that you want to send to users.

Select one of the following types of forms:

☒  **HTML form**
This option creates an HTML e-mail message. Any recipient who uses an e-mail application that supports HTML, such as Microsoft Office Outlook, can read and reply to this message.

☐  **Microsoft Office InfoPath form**
This option creates a Microsoft Office InfoPath form. To read and reply to this e-mail message, your recipients need both Microsoft Office Outlook 2007 and Microsoft Office InfoPath 2007 installed on their computers.

< Back Next > Create Cancel

Collect data through e-mail messages

Are you collecting new data or updating existing data?

Choose whether to create an e-mail message to collect new information only, or to update existing information.

☒  **Collect new information only**
Recipients fill out a blank form. The data that is collected is appended to the database.
Example: Use this option to add new contacts to your Contacts table.

☐  **Update existing information**
Recipients receive information to review. They can then update the information and return the message to you, and in the case of the Microsoft InfoPath 2007 form also add new rows of information. The updated information overwrites the older information in your table. New information is appended to your database.
You can use this option only if the recipients' e-mail addresses are stored in the database.
Example: Use this option when asking your existing contacts for the latest information to update the Contacts table.

< Back Next > Create Cancel

Collect data through e-mail messages

Specify the data that you want to collect.

Choose the fields that you want to include in your form.
Table: tblPersonalInfo

Fields in table

Fields to include in e-mail message

>

>>

<

<<

Fname

Lname

Gender

DOB

email

Field Properties

Label to display in front of the field in the e-mail message.

Fname

☐ Read-only

Note: Fields marked with * are required fields.

< Back Next > Create Cancel

Collect data through e-mail messages

Specify how you want to process the replies.

The replies will be stored in the following folder in your Microsoft Office Outlook mailbox:
[Access Data Collection Replies](#)

To have the replies automatically processed when they arrive in your mailbox and the data added to your database, select the following option.

☐ **Automatically process replies and add data to tblPersonalInfo.**

To only allow updates to existing data and prevent new data from being added using this form, select the following option.

☐ Only allow updates to existing data.

[Set properties to control the automatic processing of replies.](#)

< Back Next > Create Cancel

Collect data through e-mail messages

Specify the field in the database that contains the recipients' e-mail addresses.

Which table contains the recipients' e-mail addresses?

☒ **The current table or query**

Select the field that contains the e-mail addresses of your recipients:

email

☐ An associated table

(No associated tables)

< Back Next > Create Cancel

Collect data through e-mail messages

Customize the e-mail message

Review the subject and introduction of the e-mail message and make necessary changes.

Subject

Update tblPersonalInfo Table Form

Introduction

Fill out the form included in this message and send it back to me.

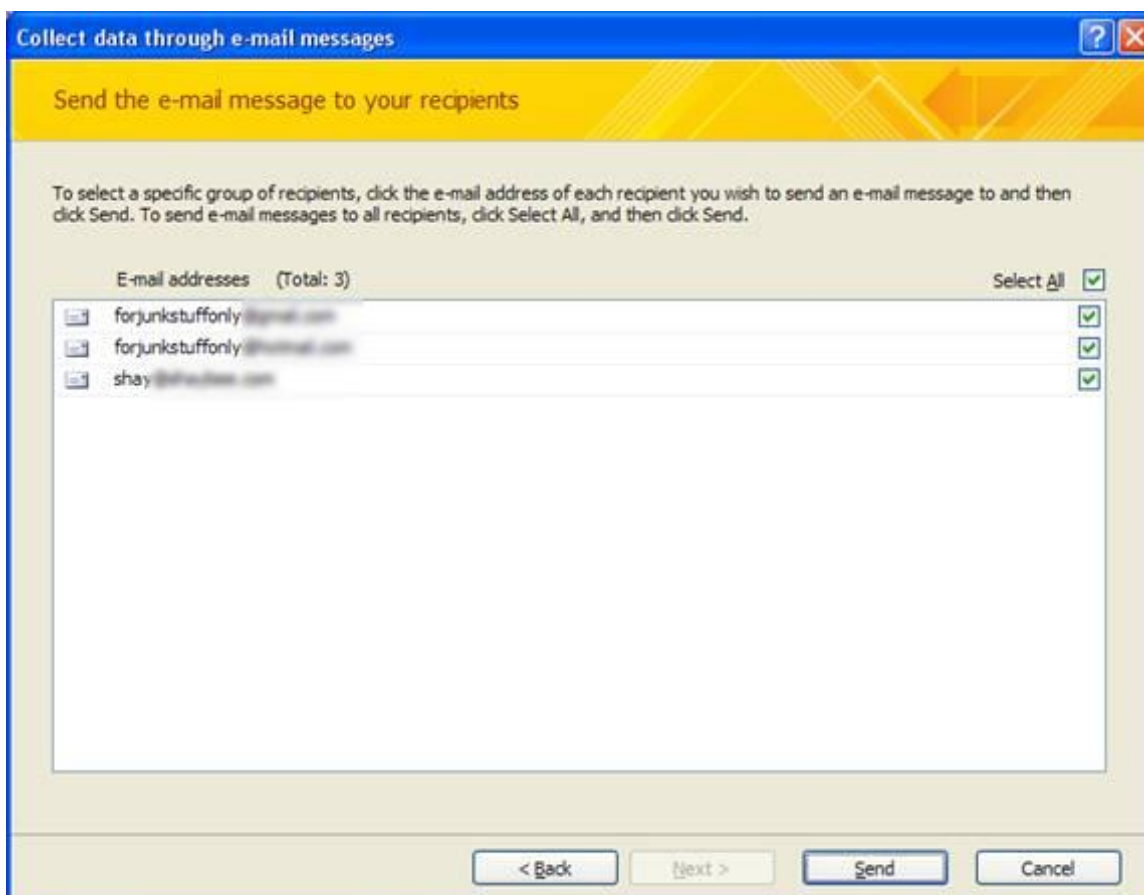
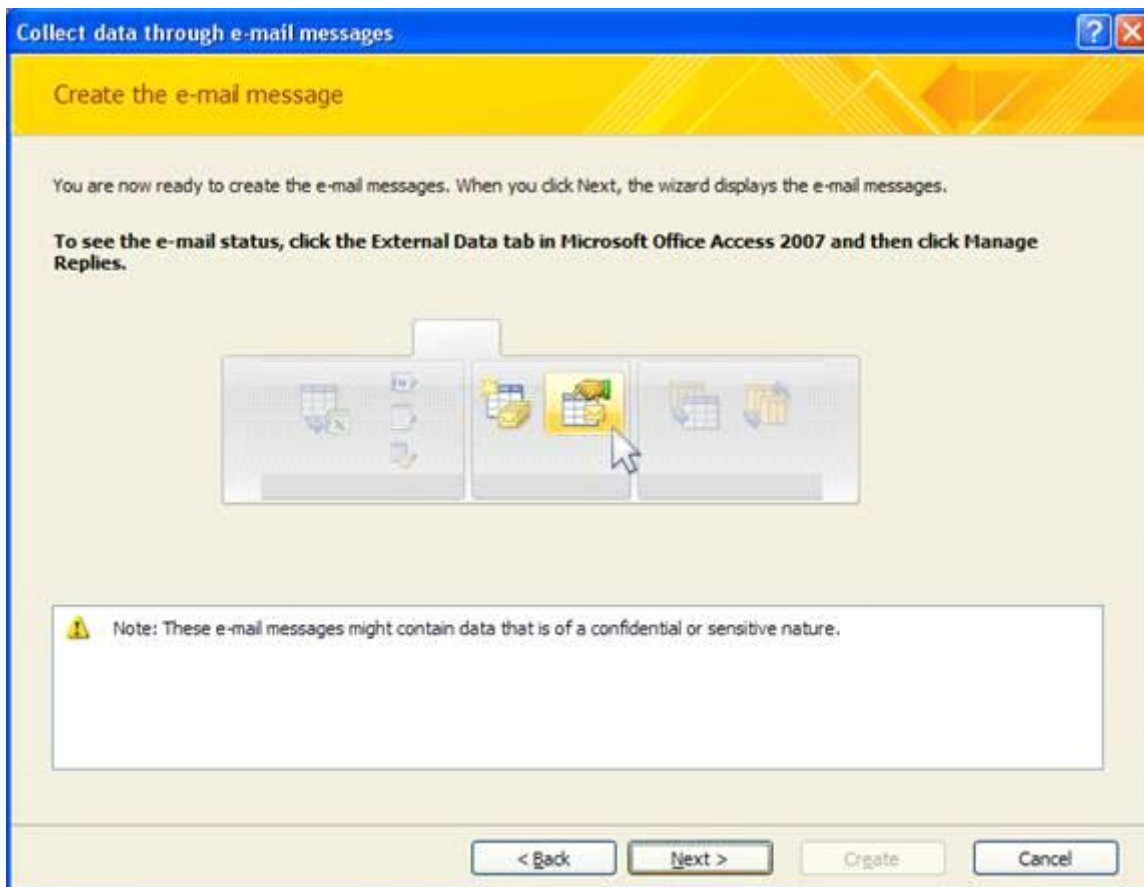
Add recipients' e-mail addresses in the:

☒ To field

☐ Cc field

☐ Bcc field

< Back Next > Create Cancel



Manage Data Collection Messages

Select a Data Collection message:

Message name	Based On	Message Type	Outlook Folder
Update tblPersonalInfo Table F...	tblPersonalInfo	HTML	Access Data Collection Replies

Message details

Name: Update tblPersonalInfo Table Form

Fields included in the message:

Fname

Lname

Gender

DOB

Message created on: 8/31/2008 7:53:16 PM
 Message last sent on: 8/31/2008 7:53:16 PM

Automatically process replies: False
 Date and time to stop automatic processing of replies: None

Fill out the form included in this message and send it back to me.

Note: Type only in the areas designated for data entry. Your reply will be automatically processed, so it is **important** that the form or the message is **not altered** in any other way.

Update tblPersonalInfo Table Form

Type only in the areas designated for data entry. Your reply will be automatically processed. Therefore, it is important that the form or the message is not altered in any other way. For more information about filling out this form, see the following:

First Name:
Type any combination of numbers and letters up to 255 characters.

Last Name:
Type any combination of numbers and letters up to 255 characters.

Gender:
Type any combination of numbers and letters up to 255 characters.

DOB:
Type either a date, a time, or a combination of both in the following format: 8/31/2008 7:53:17 PM

Preferred Email:
Type any combination of numbers and letters up to 255 characters.

<http://office.microsoft.com/en-us/access/HA100154271033.aspx?pid=CH100645721033>

→ explains the process

<http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx>

→ for students, requires verifiable student email address.