

Structure of Emails generated from Teams

Teams Chat communication are converted into emails to be stored on Vaultastic.

When a LegacyFlo request is processed, the system will generate one or more emails per One-On-One chat of the user selected and one or more emails per Group chat in which the user participated in the selected time period.

Number of emails generated

Typically, a single mail is generated per One-On-One chat and a single mail per group chat.

For example, if for the selected period, John has chatted with Mary and Jane and also participated in the Everyone Group chat, then there will be 3 emails generated. Two emails recording the conversation between John and Mary, and, John and Jane respectively. And one mail with the Group chat on Everyone in the given period.

However, if during the period, the size of documents exchanged exceeds the max attachment size (35mb) supported by Vaultastic, then the emails on Vaultastic are split such that each email generated does not contain attachments that exceed the max attachment size. Such emails will have headers and footers indicating they are part of a single conversation.

The structure of each mail is as follows:

- **Sender:** The user for whom the LegacyFlo request was submitted
- **Recipients:** Group or OneOnOne peer id for whom the transcript is added to the body
- **Date in the header:** Date on which the LegacyFlo request was processed
- **Subject:** LegacyFlo request details such as the user id, period and the users/group ids
- **Body:** Right of the mail body will have the transcripts of the user for whom the LegacyFlo request was submitted. Left of the mail body will have the transcripts of the group members or one-on-one peer ids. All the dates and times shown in the body will be the date and time at which the conversation took place.
- **Attachments:** The mail body will have place holders at the point in which the documents were exchanged. If the documents shared are smaller than the max attachment size limit for a mail, they will be attached to the email. If any document shared is larger than the max attachment size limit, it will be uploaded to a folder on the Vaultastic Open Store and a link to the document inserted.