## Guide for WorkZone Filing e-mails from Outlook



This is a guide for filing e-mails from Outlook into an existing case in WorkZone. Both sent and received e-mails can be filed.

Phase	Instructions	Navigation
Save e-mail – step one	Open the e-mail you want to file.	
	Press <b>Save Item</b> in the tool bar.	Save Notes Assig
	Select the case you want to file the	2020-0055476, LAMU
	email to in the Drop down menu.	2018-232-000012, Arb
	If the case is not visible in the Drop	2019-622-002083, Kn
	down menu press <b>Refresh</b> . If the case	SJ-STD-AU91821, Skri
	does not occur in the drop down menu	2017-521-007006, An 2020-0044599, Collab
	press Search Case	2019-0023729, MBG Y
	Enter the Case Number or Search for	2019-622-002377, Linu 2019-0036299, Adgan
	the title of the case.	Befresh
		Q Search Case
		Create New Case
Save email – step two	Tick the documents that you want to	tere Confect item isonitane autoauti
	file (Marked in green)	See them To case         Sector AURISE2 AVAILSE2           Sector AURISE2 AVAILSE2         Sector Auritime Auritime Auritime           Sector Auritime         Sector Auritime Auritime Auritime Auritime           Sector Auritime Auritim
	Tick "Mark all as main documents" if e-	V         IP Like our person me         L indglende         CONFORT, Fortuig         09-03-3000 (1)           V         II adgained         L indglende         CONFORT, Fortuig         09-03-3000 (1)
	mail and attachments must be saved as	Set at main document
	separate documents in WorkZone.	A Souter and register betomation - 1
	Tick the email recipients / senders that	Additioner
	are parties on the case.	V Retroid accurrents - 0
	Press <b>Save</b> .	
	Tip:	
	It is possible to edit "title", "document	Bee District the interface out and d0      See them is see 0.0450k the interface out and d0      See them is see 0.0450k them interface out and the o
	type" and "classification type" before	W         Title         Document Group         Document Type         Classification         Letter Date           W         WE Abrightmiligs - straight          Lincoming         CONFIDIT, Conf. 1992         101-93-2002 [\$\$]           W         @         Abrightmiligs - straight          Disc. Straightmiligs - straight         101-93-2002 [\$\$]           W         @         Abrightmiligs - straight          Disc. Straightmiligs - straight         101-93-2002 [\$\$]
	saving. Click the document line and use	DABEC, These image L incoming N, totmad NC/, Heat
	the drop down menus. The title can be	NATOLY, Report definition
	changed manually and a new date can	
	be selected when pressing the calendar	
	icon.	
	It is also possible to change the	
	information afterwards in Workzone.	