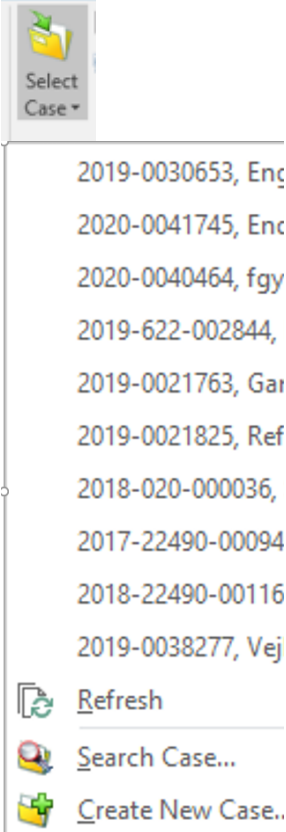



File outgoing emails

As part of case handling these guidelines describe how you should file and outgoing email in WorkZone an existing case.

These guidelines describe how, as part of case processing, you should file an outgoing email on a case already set up.

Phase	Explanation	Navigation
Create email	Open a new email in Outlook	
Select Case	Write email and select Send from Outlook.	
Write email and send	Write email and select Send from Outlook.	
Adjust information	Fill in minimum information. <ul style="list-style-type: none"> • Title: Change the title if necessary • Document type: Outgoing [set automatically] • Classification: Select relevant classificationUdfyld minimum oplysninger. 	
Save	When you select Save , the email will be filed.	