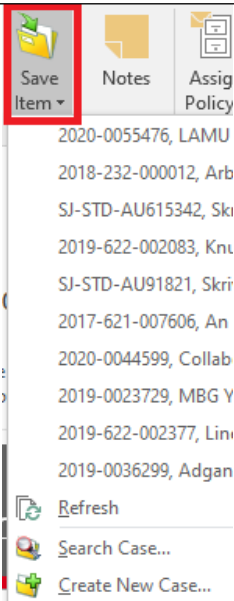


This is a guide for filing e-mails from Outlook into an existing case in WorkZone. Both sent and received e-mails can be filed.

Phase	Instructions	Navigation
<p>Save e-mail – step one</p>	<p>Open the e-mail you want to file.</p> <p>Press Save Item in the tool bar.</p> <p>Select the case you want to file the email to in the Drop down menu.</p> <p>If the case is not visible in the Drop down menu press Refresh. If the case does not occur in the drop down menu press Search Case...</p> <p>Enter the Case Number or Search for the title of the case.</p>	
<p>Save email – step two</p>	<p>Tick the documents that you want to file (Marked in green)</p> <p>Tick “Mark all as main documents” if e-mail and attachments must be saved as separate documents in WorkZone.</p> <p>Tick the email recipients / senders that are parties on the case.</p> <p>Press Save.</p> <p><i>Tip:</i></p> <p><i>It is possible to edit “title”, “document type” and “classification type” before saving. Click the document line and use the drop down menus. The title can be changed manually and a new date can be selected when pressing the calendar icon.</i></p> <p><i>It is also possible to change the information afterwards in Workzone.</i></p>	