
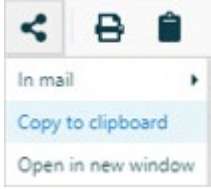
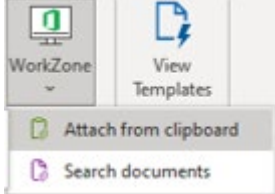
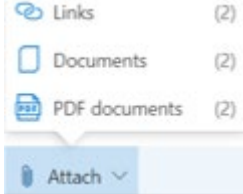


# Attach Workzone documents in an email via Workzone365

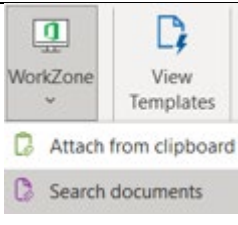

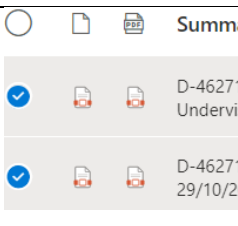
This guide describes how you attach Workzone documents to an email in Outlook via Workzone365. You can attach documents to your email in two ways:

- Copy the documents to your clipboard in Workzone Client and paste them into a new email in Outlook
- Search for and attach documents in the Workzone365-pane

## Copy the documents to your clipboard in Workzone Client and paste them into a new email in Outlook

Instruction	Explanation	Navigation
<b>Choose documents</b>	Mark the documents that you wish to share.	
<b>Copy documents</b>	Click on the button <b>Share</b> and choose <b>Copy to clipboard</b> .	
<b>Create an email</b>	Create a new email in Outlook. Click on the button Workzone365 in the email and choose <b>Attach from clipboard</b> .	
<b>Choose format of the shared files</b>	<p>A new pane opens in the right side of the email and the copied documents appear.</p> <p>At the bottom of the pane you can choose the format of the documents (Links, Documents or PDF).</p> <p>Click on the format you prefer and the documents will be attached in the format you have chosen.</p>	

# Attach Workzone documents in an email via Workzone365

Search for and attach documents in the Workzone365-pane		
<p><b>Create an email</b></p>	<p>Create a new email in Outlook. Click on the button Workzone365 in the email and choose <b>Search documents</b>.</p>	
<p><b>Type search criteria</b></p>	<p>On the right side a new pane opens which enables you to search the fields: Free text, Search in Document number, Case handler, Title and Case number.</p> <p>Type the search criteria and click <b>Search</b>.</p>	
<p><b>Choose documents</b></p>	<p>A list of documents which live up to the search criteria will appear. Mark the documents that you wish to attach.</p>	
<p><b>Choose format of the shared files</b></p>	<p>At the bottom of the pane you can choose the format of the documents (Links, Documents or PDF).</p> <p>Click on the format you prefer and the documents will be attached in the format you have chosen.</p>	