Create new case with Workzone365

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This guide describes how you can create a new case from the Workzone365 registration window.		
Instruction	**Explanation**	**Navigation**
Open Outlook	Open Outlook and click on a mail.	
Open wz365	Click the Workzone365 button to open the Workzone365 registration window.	WorkZone
Create a new case	Click the button **Create new case** next to the search field and choose which case category you wish to create.	**Create new case**
Fill in metadata	Fill in the mandatory metadata: Title, Case group, Document classification. Add (if necessary) another case handler. Click **Save**.	Personalesag Title * Case handler Select case handler Case group * Select case group The Case group field cannot be empty Child case group Default document classification Select default document classific Save
	The new case is now automatically selected in the Workzone365 registration window. Fill in the relevant metadata of the document (title, documenttype and classification) and click **Save** to file the email on the case you just created.	Save