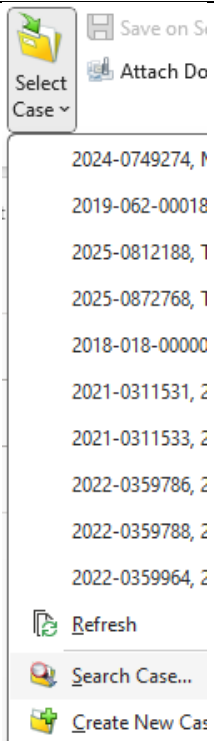



File outgoing mail

<p>This guide describes how to file an outgoing email in an existing case.</p>		
Instruction	Explanation	Navigation
Create email	Open a new email in Outlook.	
Select case	<p>Click Select Case and find the case the email should be filed under.</p> <p>Locate the case you want to file the document under – either in the top 10 most recently opened cases or by using Search Case.</p>	
Write and send email	Compose the email and click Send in Outlook.	
Adjust information	<p>Fill in the required information.</p> <ol style="list-style-type: none"> Title: Edit the title if needed. Document type: Outgoing [set automatically]. Classification: Choose the relevant classification. 	
Save	Click Save to file the email.	