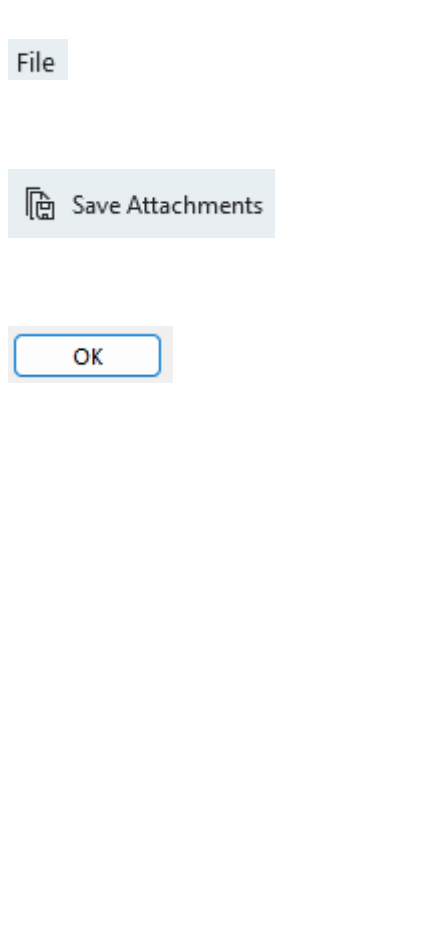


Recording a meeting

<p>This guide shows how to record a meeting with meeting materials from the Outlook calendar.</p>		
Instruction	Explanation	Navigation
<p>Create case</p>	<p>Open Workzone</p> <p>Create af new case:</p> <ol style="list-style-type: none"> 1. Case Category: Subject Case 2. Title: <ol style="list-style-type: none"> a. Always follow local guidelines. b. If there are no local guidelines, follow this structure: what, when, who. For example: Leadership Meeting, January 17, 2020, University Management Staff 3. Case Group: Select the relevant case group. 4. Case Handler: The person responsible for the meeting, e.g., a meeting coordinator or project manager, often the meeting organizer. 5. Default document classification: Choose the classification according to the meeting materials. Read more here: Classification of data 6. Read access: Consider whether the meeting materials should be protected with read access. 	
<p>Open Outlook</p>	<p>Open Outlook</p> <p>Open the calendar invitation for the meeting</p>	

<p>Save meeting materials to case</p>	<p>If the meeting materials are saved in the calendar invitation, you now need to save them to the case.</p> <p>Select File -> Save Attachments</p> <p>Click OK in the pop-up window.</p> <p>Find the Workzone case via File Explorer. You can find the case by pasting the following URL into the dialog box "Save All Attachments"</p> <p>\\workzone.uni.au.dk@ssl\explorer\Recent Cases</p> <p>Select the case in which you want to file the meeting materials.</p> <p>Click OK to save</p>	 <p>The screenshot shows a 'File' menu with 'Save Attachments' highlighted. Below it is an 'OK' button.</p>
<p>Naming of documents</p>	<p>Check that the document titles comply with local guidelines for filing meeting materials.</p> <p>The titles can be edited in Workzone.</p>	